

# Application to vote by post



Please complete this form in BLACK INK and BLOCK CAPITALS  
If you need help filling in this form please call 03451 555511 (Mon to Fri 9am - 4.00pm)

## 1 About You

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ POSTCODE: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

## 2 How long do you want a postal vote?

Until further notice

For elections/referendums on:

D D M M Y Y Y Y

For elections/referendums until:

D D M M Y Y Y Y

## 3 Where should we send your postal vote?

The address where I am registered to vote (listed above), or the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for sending your postal vote to a different address:

\_\_\_\_\_  
\_\_\_\_\_

## 4 Your date of birth

Date of birth (for example 02 05 1965)

D D M M Y Y Y Y

## 5 Your signature and declaration

As far as I know, the details on this form are true and accurate. I understand that to provide false information on this form is an offence, punishable on conviction by imprisonment of up to 2 years and/or a fine.

Sign in the box below using BLACK ink.

**Important - Please keep signature within the border.**

Date of Signing:

D D M M Y Y Y Y

## 6 Can't provide a signature?

If you cannot provide a consistent signature please contact:

Email: [voters.roll@fife.gov.uk](mailto:voters.roll@fife.gov.uk)

Call: 03451 555511 (Mon to Fri 9am - 4pm)

## EXPLANATORY NOTES

### How do I apply to vote by post?

Fill in the postal vote application form.

Make sure **you** complete all sections of the form and supply your date of birth and signature. Please note that your date of birth and signature must be kept within the borders provided.

Failure to do so will mean that this application may not be valid.

This form is a legal document, so complete with care, as your vote may depend on it.

Return your form as soon as possible to: **Electoral Registration Office, Fife Council, Fife House, North Street, Glenrothes, Fife, KY7 5LT**

**Please note:** your application form must arrive at the Electoral Registration Office by **5pm, 11 working days** before an election or referendum. If you are not already registered to vote, your application to register must have reached the Electoral Registration Office by **midnight, 12 working days** before the poll.

### Voting by post

You can apply to vote by post for a particular election, for a set period of time or for all future elections. Postal votes can be sent out to addresses in the UK and abroad. You can change the address to which a ballot paper is to be issued for a particular election by completing a fresh application.

### What happens after I've returned this form?

- When an election is going to be held, your ballot paper will be sent to you in the post. Remember, it may not be sent out until three working days before Election Day.
- If it does not arrive by this time, contact the Returning Officer at Fife Council for a replacement ballot paper. You must do this by 5pm on Election Day.
- You will need to give your date of birth and signature on this application form, and again when you use your postal vote. This information is needed to tackle fraud.
- Make sure you return your postal vote so that it arrives by Election Day, otherwise it will not be counted. A Freepost envelope is included in your postal ballot pack. But, if you are sending it from overseas, you will need to pay the postage.
- If it is too late to send your vote back by post, you can hand it in on Election Day to the Returning Officer at Fife Council, drop it off at a polling station in your constituency or, if you are voting in a local election, drop it off at any polling station in your ward.

### More information

You will need to make a new application if your circumstances change at all i.e if your address or name changes.

If you are unable to provide a signature, are unable to sign in a consistent or distinctive way because of any disability, or unable to read or write, the [575] may grant you an exemption which will mean you will not be required to provide a signature. For further details please contact the Electoral Registration Office on 03451 555511 (Mon to Fri 9am - 4pm).