

# Application to vote by post



## Voting by post

You can use this form to vote by post for a particular election, a set period, or for a maximum period of up to three years. You must be eligible and registered to vote to apply for a postal vote.

## How do I apply to vote by post?

Please read the form carefully and make sure you complete each section.

- You will need to provide your date of birth and signature. This information is needed to prevent fraud and you will need to provide this again when you complete your postal voting pack at an election.
- You will also need to provide your National Insurance number on this application form. It will be used to complete an identity check.
- If your application has missing or incorrect information, we will contact you. You may need to provide supporting documents and it may take longer to process your application.
- If you are unable to sign this form yourself, please contact our office on 023 9283 4074. Someone else cannot sign this form on your behalf.
- If you wish to vote by post at a particular election, we need to receive your completed and signed application by 5pm eleven working days before that election date.
- If you prefer, you can complete this application online at [www.gov.uk/apply-postal-vote](http://www.gov.uk/apply-postal-vote)
- If you are not already registered to vote, you must register before applying for a postal vote. The deadline to register is midnight, twelve working days before the date of the election. You can register online at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)

## When your application is complete and signed in ink, return it to us at:

Election Services, Portsmouth City Council, Civic Offices, Guildhall Square, Portsmouth, PO1 2QR

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

We will write to confirm if your application has been accepted or if further information is required. Before an election you will receive your postal voting pack around 2 weeks before election day. Read the instructions and complete and return your postal vote pack promptly. We must receive it back by 10pm on polling day otherwise it will not be counted. If it is too late to send it back by post, you can hand it in to our office or a polling station on polling day in the area in which you are registered to vote.

## Privacy statement

This privacy notice tells you what will happen to the personal information that you supply with this application form.

The Electoral Registration Officer is the Data Controller for the purposes of data protection legislation. The lawful basis for collecting personal information is that the processing is necessary in order to perform a task in the public interest as set out in the Representation of the People Act 1983 and related regulations.

We are required to process your personal information securely and comply with data protection legislation. For further information about how we process personal data, please refer to our Privacy Notice at: [www.portsmouth.gov.uk/elections/privacynotice](http://www.portsmouth.gov.uk/elections/privacynotice) or contact us to request a copy.

Electoral Registration Officer, Civic Offices, Guildhall Square, Portsmouth, PO1 2QR

Tel: 023 9283 4074

Email: [elections@portsmouthcc.gov.uk](mailto:elections@portsmouthcc.gov.uk)

# Application form to vote by post

Please complete this form in **BLACK INK and BLOCK CAPITALS** and return it to Election Services, Portsmouth City Council, Civic Offices, Guildhall Square, Portsmouth PO1 2QR. If you need help filling in this form, or cannot provide a consistent signature, please call **023 9283 4074**.

## 1 About you

First name(s) (in full):  
\_\_\_\_\_

Surname:  
\_\_\_\_\_

Address where you are registered to vote:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

National Insurance number :  
(you can find this on your payslip, P60, or on letters about tax, pensions and benefits)

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If you cannot provide a National Insurance number, please tell us why:  
\_\_\_\_\_  
\_\_\_\_\_

Your email address (optional):  
\_\_\_\_\_

Your mobile/daytime phone number (optional):  
\_\_\_\_\_

## 2 For how long do you want a postal vote?

For the maximum period (up to 3 years)

For all elections on 2 May 2024

For all elections until (give date below)  
\_\_\_\_\_

## 3 Address for your postal vote to be sent

Send my postal vote to my registered address (shown in section 1)

I want my postal vote to be sent to the following address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Please specify the reason for sending postal vote to a different address:  
\_\_\_\_\_  
\_\_\_\_\_

## 4 Your date of birth and declaration

**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 two years and/or a fine.

**Your date of birth:** please write your date of birth in the boxes below

Day		Month		Year					

**Your signature:** please sign in the box below, keeping within the border and using black ink.

If you are unable to sign this form, or have difficulties signing this form, please contact us on 023 9283 4074 for further assistance.

Today's date: \_\_\_\_\_