

SCHEDULES

SCHEDULE 7

COMBINATION OF POLLS: SCOTLAND

PART 3

FORMS REFERRED TO IN PARTS 1 AND 2

Note - The forms contained in this Part may be adapted so far as circumstances require.
FORM 1 - FORM OF CORRESPONDING NUMBER LIST (TO BE USED FOR COMBINED POLLS)

Status: This is the original version (as it was originally enacted).

Paragraphs 6(3) and 7(4)

Voting area/constituency: Date of Poll: Sheet No.:
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Ballot Paper Number <i>(identify the number issued for the referendum/election)</i>	Unique Identifying Mark	Elector Number <i>(to be completed only in respect of ballot papers issued to postal voters)</i>

FORM 2 - FORM OF POSTAL VOTING STATEMENT (TO BE USED WHERE PROCEEDINGS ON ISSUE AND RECEIPT OF POSTAL BALLOT PAPERS COMBINED)

Status: This is the original version (as it was originally enacted).

Paragraph 10(3)

Postal Voting Statement

*Voter's name: Ballot paper nos.

*Counting officer to insert name but omit where ballot papers sent to an anonymous elector
[other identifying mark]

You must provide your [# signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not be counted.

I AM THE PERSON THE BALLOT PAPERS NUMBERED ABOVE WERE SENT
TO

Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 (voter's date of birth)

#Signature

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 (voter's signature)
IMPORTANT - Keep signature within border

*(Counting officer to omit where a person has been granted a waiver)

It is an offence to vote using a ballot paper that is not addressed to you.

Status: This is the original version (as it was originally enacted).

PLEASE READ INSTRUCTIONS TO THE VOTER

Issued by the counting officer

INSTRUCTIONS TO THE VOTER

Complete the ballot papers yourself and in private. If you need help, contact the counting officer's staff as shown below.

[contact details for assistance; include address as appropriate]

1. You must provide your [#signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote(s) will not be counted.
 2. When you are voting in the referendum on the voting system for United Kingdom parliamentary elections ([insert colour of ballot paper] ballot paper), mark a cross (X) in the box on the right hand side of the ballot paper opposite the answer you are voting for. Vote once only. Do not mark the ballot paper in any other way or your vote may not be counted.
 3. When you are voting in the Scottish Parliament election, you have two ballot papers (a constituency ballot paper coloured [insert colour] and a regional ballot paper coloured [insert colour]). Vote only once on each ballot paper. Vote by marking a cross (X) in the box opposite the name of the party or candidate you are voting for. Do not put any other marks on the ballot papers or your votes may not count.
 4. If you need help voting, the person helping you must not tell anyone how you voted.
 5. Put all the ballot papers in the small envelope marked **A** and seal it.
 6. Complete the postal voting statement by [#signing it, and] providing your date of birth.
 7. Then put the envelope marked **A** together with the postal voting statement in the larger envelope marked **B**. Return it straightaway.
 8. **After receiving this postal vote, you cannot vote in person at a polling station in the referendum or election.**
 9. If you accidentally spoil any of your ballot papers, you can apply to the counting officer for replacements before 5 pm on [day/date of poll]. You must return all the ballot papers, the postal voting statement and the envelopes marked **A** and **B**. Make sure you contact the counting officer as soon as possible.
- !** Your ballot papers and the postal voting statement must be received by the counting officer by 10 pm on [day/date of poll]. You can deliver your completed postal votes to any polling station in your voting area on polling day.

It is an offence to vote using a ballot paper that is not addressed to you.

It is illegal to vote more than once in the referendum (unless you are appointed as a proxy for another person).

It is illegal to vote more than once in the constituency poll at the election (unless you are appointed as a proxy for another person).

It is illegal to vote more than once in the regional poll at the election (unless you are appointed as a proxy for another person).

#(Counting officer to omit where a person has been granted a waiver)

*Delete as appropriate

Status: This is the original version (as it was originally enacted).

FORM 3 - FORM OF POSTAL VOTING STATEMENT (TO BE USED FOR REFERENDUM WHERE PROCEEDINGS ON ISSUE AND RECEIPT OF POSTAL BALLOT PAPERS NOT COMBINED)

Paragraph 11(2)

Postal Voting Statement

*Voter's name:

Ballot paper no.
(insert colour)

*(Counting officer to insert name but omit where ballot papers sent to an anonymous elector)

[other identifying mark]

You must provide your [# signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not be counted.

I AM THE PERSON THE BALLOT PAPER NUMBERED ABOVE WAS SENT TO

Date of birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 (voter's date of birth)

#Signature

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 (voter's signature)
IMPORTANT - Keep signature within border

*(Counting officer to omit where a person has been granted a waiver)

It is an offence to vote using a ballot paper that is not addressed to you.

Status: This is the original version (as it was originally enacted).

PLEASE READ INSTRUCTIONS TO THE VOTER

Issued by the counting officer

INSTRUCTIONS TO THE VOTER

Complete the ballot paper yourself and in private. If you need help, contact the counting officer's staff as shown below.

[contact details for assistance; include address as appropriate]

1. You must provide your [#signature and] date of birth. You must do this even if you have already signed a postal voting statement in respect of the Scottish Parliament election which is to be held on the same day. If you do not, the postal voting statement will be invalid and your vote will not be counted.
 2. Vote once only. Do not mark the ballot paper in any other way or your vote may not be counted.
 3. Mark a cross (X) in the box on the right hand side of the ballot paper opposite the answer you are voting for.
 4. If you need help in voting, the person helping you must not tell anyone how you voted.
 5. Put the ballot paper in the small envelope marked **A** and seal it.
 6. Complete the postal voting statement by [#signing it, and] providing your date of birth.
 7. Then put the envelope marked **A** together with the postal voting statement in the larger envelope marked **B**. Return it straightaway.
 8. **After receiving this postal vote, you cannot vote in person at a polling station in this referendum.**
 9. If you accidentally spoil your ballot paper, you can apply to the counting officer for a replacement before 5 pm on [day/date of poll]. You must return the spoiled ballot paper, the postal voting statement and the envelopes marked **A** and **B**. Make sure you contact the counting officer as soon as possible.
- !** Your ballot paper and the postal voting statement must be received by the counting officer by 10 pm on [day/date of poll]. You can deliver your completed postal vote to any polling station in your voting area on polling day.

It is an offence to vote using a ballot paper that is not addressed to you.

It is illegal to vote more than once (unless you are appointed as a proxy for another person) in this referendum.

#(Counting officer to omit where a person has been granted a waiver)

**Delete as appropriate*

Status: This is the original version (as it was originally enacted).

FORM 4 - FORM OF POSTAL VOTING STATEMENT (TO BE USED FOR SCOTTISH PARLIAMENTARY ELECTION WHERE PROCEEDINGS ON ISSUE AND RECEIPT OF POSTAL BALLOT PAPERS NOT COMBINED)

Paragraph 11(4)

**Scottish Parliamentary Election on 5 May 2011
Postal Voting Statement**

Voter's name*: [Voter's name]

Ballot Paper Nos: [Ballot Paper Nos]

Constituency/Region: [Constituency/Region]

[Other identifying mark]

Please read the accompanying 'Instructions to the Voter'

For your votes to be counted you must provide your date of birth [and signature]**. Please write clearly in black ink.

I am the person the ballot papers numbered above were sent to. (The ballot paper number can be found above and on the back of your ballot papers and you should check they match. If they do not please contact the Returning Officer.)

Enter your **Date of Birth**
in the boxes on the right
e.g. 8 September 1961
would be 08 09 1961

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year	

Status: This is the original version (as it was originally enacted).

[Please sign your name
inside the grey box on
the right]**



Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.

ISSUED BY THE RETURNING OFFICER

Instructions to the Voter

If you need help or require replacement documents please contact the Returning Officer at [insert contact details for assistance including address as appropriate].

After receiving this postal vote, you cannot vote in person at a polling station at this election. You must not vote more than once (unless you are appointed as a proxy for another elector) at the same election.

This postal voting statement relates to the ballot papers for the Scottish parliamentary election only. You will receive your ballot papers and instructions for the referendum on the voting system for United Kingdom parliamentary elections separately. If you have not received them by [insert date], please contact the Returning Officer.

You must provide your [signature and]** date of birth even if you have already signed a postal voting statement in respect of the referendum on the voting system for United Kingdom parliamentary elections which is to be held on the same day.

You have two ballot papers (a constituency ballot paper coloured [insert colour] and a regional ballot paper coloured [insert colour]). Please check that the ballot paper number on the back of each ballot paper matches the number at the top of the postal voting statement. If it does not match, contact the Returning Officer at the address above.

Your vote is personal – complete it yourself and in private. If you need help voting, the person helping you must not tell anyone how you voted.

For your votes to be counted you must provide your date of birth and signature** on the postal voting statement. Please use black ink. Your date of birth and signature** will be checked against the date of birth and signature** you provided to the Electoral Registration Officer when you asked for a postal vote to ensure that you are the same person who applied for the postal vote.

The ballot papers and postal voting statement must be received by the Returning Officer by **10 pm** on [day and date of poll]. You can also deliver your completed postal vote to any polling station in this constituency on polling day up to 10 pm.

How do I complete my postal vote?

Step A – Completing your Ballot Papers

1. Vote only once on each ballot paper.
2. Vote by marking a cross (X) in the box opposite the name of the candidate or party you are voting for.
3. Do not mark the ballot papers in any other way or your votes may not count.
4. Put the completed ballot papers in the envelope marked ‘A’ and seal it.

Step B – Completing your Postal Voting statement

5. For your votes to be counted you must provide your **date of birth** and **signature****. Please use black ink. Put your **date of birth** in the boxes provided and **sign** in the grey box**.

Step C – Before returning your Postal Vote

6. Check you have marked the ballot papers, put them in envelope ‘A’ and sealed the envelope.
7. Check you have your **date of birth** and **signature**** on the Postal Voting Statement.
8. Put the envelope marked ‘A’ together with the Postal Voting Statement in the envelope marked ‘B’ and seal the envelope.
9. Post it as soon as possible. If you delay posting your vote it may not be received by the Returning Officer in time to be counted.

If you accidentally spoil or lose your ballot papers, you can apply to the Returning Officer for replacements before 5 pm on *[insert day and date of poll]*. After 5pm on *[insert day and date of day before the date of poll]* replacement papers can only be issued if you apply in person to the Returning Officer. You must return the spoilt ballot papers, the postal voting statement, and the envelopes marked ‘A’ and ‘B’. Make sure you contact the Returning Officer as soon as possible at the address above.

Direction for postal voting statement being sent to an anonymous elector

(This direction does not form part of the postal voting statement.)

**Returning Officer to omit name.*

Status: This is the original version (as it was originally enacted).

Direction for postal voting statement being sent to an elector who has been granted a signature waiver

(This direction does not form part of the posting voting statement.)

**Returning Officer to omit grey signature box and references to signature.

FORM 5 - FORM OF CORRESPONDING NUMBER LIST (TO BE USED IN POLLING STATIONS FOR COMBINED POLLS)

Paragraph 19(1)

Voting area/constituency:
Date of Poll:
Polling Station:
Sheet No.:

Ballot Paper Number (<i>identify the number issued for the referendum/election</i>)	Elector Number

FORM 6 - GUIDANCE FOR VOTERS TO BE EXHIBITED OUTSIDE AND INSIDE EVERY POLLING STATION

Paragraph 21(1)

1. When you are given your ballot papers go to one of the compartments.
2. On the [*insert colour*] referendum ballot paper, mark a cross (X) in the box on the right hand side of the ballot paper opposite the answer you are voting for.
3. On the Scottish Parliament ballot papers, coloured [*insert colour or colours*], mark your choices with a cross (X) in the box on the right hand side of each ballot paper opposite the name of the candidate or party you are voting for. Put only one X on each ballot paper.
4. Vote once only in the referendum and on each ballot paper for the Scottish Parliament election. Put no other mark on the ballot paper, or your vote may not be counted.
5. If by mistake you spoil a ballot paper, show it to the presiding officer and ask for another one.
6. Fold each ballot paper in two. Show the presiding officer the number and other unique identifying mark on the back of the ballot paper, but do not let anyone see your vote. Put each ballot paper in the [*appropriate*]* ballot box and leave the polling station.

* Complete or omit as necessary.

FORM 7 - GUIDANCE FOR VOTERS TO BE EXHIBITED IN EVERY POLLING STATION
COMPARTMENT

Status: This is the original version (as it was originally enacted).

Paragraph 22(1)

**REFERENDUM ON THE VOTING SYSTEM FOR
UNITED KINGDOM PARLIAMENTARY ELECTIONS**Referendum ballot paper ([insert colour] ballot paper)

Votes cast in this poll will decide on the voting system for United Kingdom parliamentary elections.

- You have one vote on this paper.
- You should place a cross (X) in one box only.

SCOTTISH PARLIAMENT ELECTIONSConstituency ballot paper ([insert colour] ballot paper)

Votes cast in this poll will decide the election of a member to represent your constituency in the Scottish Parliament.

- You have one vote on this paper.
- You should place a cross (X) in one box only.

Regional ballot paper ([insert colour] ballot paper)

Votes cast in this poll will decide the allocation of the 7 additional seats in the Scottish Parliament for this region. You may use this vote [either]* for a political party putting forward a list of candidates [or for an individual candidate not standing on a party list]*.

- You have one vote on this paper.
- You should place a cross (X) in one box only.

PUT NO OTHER MARKS ON THE BALLOT PAPERS OR YOUR VOTES MAY
NOT BE COUNTED

* Omit as necessary.

FORM 8 - FORM OF CERTIFICATE OF EMPLOYMENT

Status: This is the original version (as it was originally enacted).

Paragraph 26(2)

Referendum on the voting system for United Kingdom parliamentary elections

[insert name of voting area]

I certify that (name) who is numbered in the register of electors cannot reasonably be expected to go in person to the polling station allotted to him or her in the referendum on *(date of poll)* by reason of the particular circumstances of his or her employment on that date for a purpose connected with the referendum *as a constable / *by me.

*Delete whichever is inappropriate.

Signature

*Counting officer / police officer (inspector or above)

Date

Note: The person named above is entitled to vote at any polling station in the voting area specified above on production and surrender of this certificate to the presiding officer.

FORM 9 - FORM OF DECLARATION TO BE MADE BY THE COMPANION OF A VOTER WITH DISABILITIES

Status: This is the original version (as it was originally enacted).

Paragraph 33(1)

I, (name of companion)
of (address of companion)
having been requested to assist (name of voter)

[in the case of a person with disabilities voting as proxy, add

voting as proxy for (name of elector)]

whose number on the register is to record their vote
at the [referendum]* [and]* [election(s)]* being held in this [voting area]* [/
constituency]*

hereby declare that

- (a) [I am entitled to vote as an elector at the said [referendum]* [and]*
[election]*,]*
- (b) [I am the #..... of the said voter and have attained the age
of 18 years,]* and
- (c) I have not previously assisted any voter with disabilities [except
..... (name of other elector), of (address of other
elector)], to vote at the [referendum]* [or]* [election]*]*.

#State the relationship of the companion to the voter.

*Delete as appropriate.

(Signed) (companion)

Date

I, the undersigned, being the presiding officer for the polling station for
..... the [insert name of voting area] hereby certify that the above declaration,
having been first read to the above-named declarant, was signed by the declarant
in my presence.

(Signed).....

Date

Time (am/pm)

NOTES: (1) If the person making the above declaration knowingly and wilfully
makes therein a statement false in a material particular, he or she will be guilty of
an offence.

(2) A voter with disabilities is a voter who has made a declaration that he or she is
so incapacitated by blindness or other disability, or by an inability to read, as to be
unable to vote without assistance.

FORM 10 - STATEMENT AS TO POSTAL BALLOT PAPERS FOR THE REFERENDUM

Status: This is the original version (as it was originally enacted).

Paragraph 58

REFERENDUM ON THE VOTING SYSTEM FOR UNITED KINGDOM PARLIAMENTARY ELECTIONS			
STATEMENT AS TO POSTAL BALLOT PAPERS			
Voting area	[Name of voting area]	Date of poll	[Date of poll]
A	Issue of postal ballot papers		Number voting area
1	Total number of postal ballot papers issued under paragraphs 8(1), 13(3) and 14(6).		
B(1)	Receipt and replacement of postal ballot papers		Number voting area
2	Number of postal ballot papers received by the counting officer or at a polling station before the close of the poll (excluding any returned either as undelivered or under paragraph 13(2) or 14(3)).		
3	Number of covering envelopes received by the counting officer after the close of the poll, excluding any returned as undelivered.		
4	Number of postal ballot papers returned spoilt for cancellation in time for another ballot paper to be issued under paragraph 13(3).		
5	Number of postal ballot papers identified as lost or not received in time for another ballot paper to be issued under paragraph 14(6).		
6	Number of postal ballot papers cancelled and retrieved in time for another ballot paper to be issued under paragraph 14(6).		
7	Number of postal ballot papers returned as spoilt too late for another ballot paper to be issued under paragraph 13(3).		
8	Number of postal ballot papers identified as lost or not received too late for another ballot paper to be issued under paragraph 14(6).		

Status: This is the original version (as it was originally enacted).

9	Number of postal ballot papers received and cancelled too late for another ballot paper to be issued under paragraph 14(6).	
10	Number of covering envelopes returned as undelivered up to the date of this statement.	
11	Total number of postal ballot papers returned (total of lines 2 to 10).	
12	Number of postal ballot papers which have been issued but which have not been received by the counting officer at the date of this statement. (This should be the total at line 1 above minus the total at line 11 above.)	
B(2)	Receipt of postal ballot papers – Personal identifiers (Cancellations under paragraph 13 (spoilt) or 14 (lost or not received) should not be included in lines 14 to 17 below.)	Number voting area
13	Number of covering envelopes set aside for the verification of personal identifiers on postal voting statements in accordance with paragraph 19(2) or (7).	
14	Number of postal voting statements not subject to verification procedure rejected as not completed under paragraph 20(3).	
15	Number of postal voting statements subject to verification procedure rejected as not completed under paragraph 21(3).	
16	Number of postal voting statements rejected following verification procedures due to the personal identifiers on the postal voting statement not matching those in the personal identifiers record under paragraph 21(3).	
17	Number of ballot papers rejected following verification procedures due to the number on the postal voting statement not matching the number on the ballot paper under paragraph 21(5) to (8).	
C	Count of Ballot Papers	Number voting area
18	Number of ballot papers returned by postal voters which were included in the count of ballot papers.	
19	Number of cases in which a covering envelope or its contents were marked “Rejected”.	

Signed:

Counting officer

NOTES

1. The references to paragraphs are to paragraphs of Schedule 4 to the Scottish Parliament (Elections etc.) Order 2010 as applied by the Parliamentary Voting System and Constituencies Act 2011.
2. The completed statement must be sent to the Secretary of State and to the Electoral Commission during a period of 6 days starting 10 days after the day of the poll.