

## SCHEDULE 9

Article 97

### REVOCATIONS

<i>Instruments revoked</i>	<i>References</i>
The Scottish Parliament (Elections etc.) Order 2007	<a href="#">S.I. 2007/937</a>
The Scottish Parliament (Elections etc.) (Amendment) Order 2007	<a href="#">S.I. 2007/2262</a>
The Scottish Parliament (Elections etc.) (Amendment) Order 2008	<a href="#">S.I. 2008/307</a>
Paragraphs 15 and 44 of Schedule 4 to the Health Care and Associated Professions (Miscellaneous Amendments and Practitioner Psychologists) Order 2009	<a href="#">S.I. 2009/1182</a>
The Scottish Parliament (Elections etc.) (Amendment) Order 2009	<a href="#">S.I. 2009/1978</a>

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**Article 41  
FORM A**

**Return of expenses which must be authorised by election agent in relation to election of constituency candidate or individual regional candidate**

Election in the constituency/region of: .....

Date of publication of the election notice: .....

Name of candidate: .....

1. The expenses incurred at the above election in support of the above candidate by

.....  
(name of person or association or body of persons incurring the expenses)

being expenses required by article 41 of the Scottish Parliament (Elections etc.) Order 2010 to be authorised in writing by the election agent amounted to £.....

2. That written authority is annexed to this return.

Signature ..... Date .....

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**Article 41  
FORM B**

**Declaration to accompany return of expenses in relation to election of constituency candidate or individual regional candidate**

Election in the constituency/region of: .....

Date of publication of the election notice: .....

Name of Candidate: .....

1. I am the person (or, in the case of an association or a body of persons, the director, general manager, secretary or similar officer of the association or body of persons) named as incurring expenses in the accompanying return, marked ....., of expenses required by article 41 of the Scottish Parliament (Elections etc.) Order 2010 to be authorised in writing by the election agent.

2. To the best of my knowledge and belief that return is complete and correct.

3. The matters for which the expenses referred to in that return were incurred are as follows:

.....  
.....  
.....  
.....

Signature ..... Date .....

Office held (in the case of an association or body) .....

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**Article 48  
FORM D**

**Declaration to be made by an election agent for a constituency candidate or for an individual regional candidate or by such a candidate in respect of election expenses**

Election in the constituency/region of: .....

Date of publication of the election notice: .....

Name of candidate: .....

I solemnly and sincerely declare as follows:

1. *I am the person named above as candidate at this election\*.  
I am the person named above as candidate at this election and was my own election agent\*.  
I was the election agent of the person named above as a candidate\*.*
2. I have examined the return of election expenses *about to be\** delivered by *my election agent/me\** to the returning officer, of which a copy is now shown to me and marked ....., and to the best of my knowledge and belief it is a complete and correct return as required by law.
3. To the best of my knowledge and belief, all expenses shown in the return as paid were paid by *my election agent/me\**, except as otherwise stated.
4. I understand that the law does not allow any election expenses not mentioned in this return to be defrayed except in pursuance of a court order.

Signature ..... Date .....

\*Delete as appropriate

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**Article 49  
FORM E**

**Declaration to be made by a party list candidate in respect of election expenses**

Election in the region of: .....

Date of publication of the election notice: .....

Name of registered party: .....

Name of candidate: .....

I solemnly and sincerely declare as follows:

1. I am the person name above as candidate at this election.
2. The total amount paid by me in relation to personal expenses incurred by me on account of, or in connection with, or incidental to, this election, as per the provisions of article 39(1) of the Scottish Parliament (Elections etc.) Order 2010, was £ .....
3. I understand that the law does not allow any election expenses not mentioned in this declaration to be defrayed except in pursuance of a court order.

Signature: ..... Date: .....

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**Schedule 2, Rule 4  
FORM F**

*(Front of form)*

**CONSTITUENCY NOMINATION PAPER**

**Election of a Member  
to serve in the Scottish Parliament**

**[Name] Constituency**

**Date of Election: [Date of Election]**

I, the undersigned, am nominated as a candidate at the said election.

**DETAILS OF CANDIDATE**

Candidate's surname:

Other names in full:

Commonly used surname (if any)<sup>1</sup>:

Commonly used forenames (if any)<sup>1</sup>:

Description (if desired)<sup>2</sup>:

Candidate's home address in full (including  
postcode):

Signature of candidate:

Date:

**DETAILS OF WITNESS**

Signature of witness:

Witness name in full:  
(Please use BLOCK CAPITALS)

Address of witness  
(including postcode):

Date:

The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nominations contained in Schedule 2 to the Scottish Parliament (Elections etc.) Order 2010.

***The nomination period closes at [time and date of deadline] and completed nomination forms must be delivered to the Returning Officer by this deadline.***

***See notes overleaf***

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*(Back of form)*

**Notes**

1. Where a candidate is commonly known by some title, they may be described by that title as if it was their surname. Where a candidate commonly uses a name which is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the statement of persons standing nominated and the ballot paper (Schedule 2, rules 4 and 18). However, the statement of persons standing nominated and the ballot paper will show the other name if the Constituency Returning Officer thinks-

- (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
- (b) that the commonly used name is obscene or offensive (Schedule 2, rule 18(5)).

2. The candidate may, if desired, use a description or may leave this line blank to indicate that they do not want to use a description. If a description is to be used then it must either be "Independent" or the name of the candidate's registered political party (or the name of two such parties). If the registered name of a party is used then this may be preceded by the word "Scottish" in terms of rule 4(7). If a party name is to be used then Form I2 must also be submitted to the Constituency Returning Officer (Schedule 2, rule 7).



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**Schedule 2, Rule 5  
FORM G**

*(Front of form)*

**INDIVIDUAL NOMINATION PAPER**

**Election of Individual Member  
to serve in the Scottish Parliament**

**[Name] Region**

**Date of Election: [Date of Election]**

I, the undersigned, am nominated as an individual candidate at the said election.

**DETAILS OF INDIVIDUAL CANDIDATE**

Candidate's surname:

.....

Other names in full:

.....

Commonly used surname (if any)<sup>1</sup>:

.....

Commonly used forenames (if any)<sup>1</sup>:

.....

Description for ballot paper<sup>2</sup>  
(delete one):

- Independent
- No description

Candidate's home address in full (including  
postcode):

.....  
.....  
.....

Signature of candidate:

.....

Date:

.....

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**DETAILS OF WITNESS**

Signature of witness: .....

Witness name in full:  
(Please use BLOCK CAPITALS) .....

Address of witness  
(including postcode):  
.....  
.....  
.....

Date: .....

The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nominations contained in Schedule 2 to the Scottish Parliament (Elections etc.) Order 2010.

*The nomination period closes at [time and date of deadline] and completed nomination forms must be delivered to the Returning Officer by this deadline.*

*See notes overleaf*

*(Back of form)*

**Notes:**

1. Where a candidate is commonly known by some title, they may be described by that title as if it was their surname. Where a candidate commonly uses a name which is different from any other name they have, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the statement of persons and parties standing nominated and the ballot paper (Schedule 2, rules 5 and 19).

However, the statement of parties and persons standing nominated and the ballot paper will show the other name if the Regional Returning Officer thinks-

- (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
- (b) that the commonly used name is obscene or offensive (Schedule 2, rule 19(5)).

2. The candidate may, if desired, use the description "Independent" or may indicate that they do not want to use a description.

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**Schedule 2 Rule 6  
FORM H**

*(Front of form)*

**REGIONAL PARTY LIST**

**Election of Regional List Member  
to serve in the Scottish Parliament**

**[Name] Region**

**Date of Election: [Date of Election]**

Name of Registered Political Party<sup>1</sup>: .....

The undersigned nominates the above mentioned registered political party at the said election in the following name and to use the following description.

Name of party as it is to appear on the ballot paper<sup>2</sup>: .....

Description<sup>3</sup>: .....

The candidates for the party, and the order in which they are given, are:

Candidate's surname	Other names in full	Commonly used surname (if any) <sup>4</sup>	Commonly used forename(s) (if any) <sup>4</sup>	Candidate's home address in full (including postcode)
1.				
2.				
3.				
....				
10.				
11.				
12.				

Signed by:  
(nominating officer or person authorised in writing by them) .....

Name in full:  
(in BLOCK CAPITALS)  
(nominating officer or person authorised in writing by them) .....

Date: .....

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The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nominations contained in Schedule 2 to the Scottish Parliament (Elections etc) Order 2010.

*The nomination period closes at [time and date of deadline] and completed nomination forms must be delivered to the Returning Officer before this deadline*

*See notes overleaf*

*(Back of form)*

**Notes:**

1. Insert the name of the party as registered in terms of section 28 of the Political Parties, Elections and Referendums Act 2000. Do not include the word “Scottish” where this is to be added under rule 6(3) of the Scottish Parliamentary Election Rules.
2. Insert the name of the party as it is to appear on the ballot paper. This may if desired, include the word “Scottish” where this is added under rule 6(3) of the Scottish Parliamentary Election Rules.
3. The description must be one which is registered under section 28A of the Political Parties, Elections and Referendums Act 2000.
4. Where a candidate is commonly known by some title, they may be described by that title as if it was their surname. Where a candidate commonly uses a name which is different from any other name they have, the commonly used name may also appear on the regional list, but if it does so the commonly used name (instead of any other name) will appear on the notice of poll and the ballot paper (Schedule 2, rules 6 and 19). However, the statement of persons and parties standing nominated and the ballot paper will show the other name if the Regional Returning Officer thinks-
  - (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
  - (b) that the commonly used name is obscene or offensive (Schedule 2, rule 19(5)).

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**Schedule 2 Rule 6  
FORM II**

**CERTIFICATE OF AUTHORISATION  
in relation to a regional list for a  
Scottish Parliamentary Election**

**[Name] Region**

**Date of Election [Date of Election]**

In accordance with the Scottish Parliament (Elections etc.) Order 2010, I hereby certify that

(Name of party as registered<sup>1</sup>)

.....

may include the following name and the following description<sup>2</sup> on its regional list for the election in the above region on [date of election]:

(Name of party as it is to appear on the ballot paper<sup>3</sup>)

.....

(Description<sup>2</sup>)

.....

Signature of Nominating Officer  
(or person authorised by the Nominating Officer):

.....

.....

Name in full (in BLOCK CAPITALS)

.....

Date:

.....

Notes

1. Insert the name of the party as registered in terms of section 28 of the Political Parties, Elections and Referendums Act 2000. Do not include the word "Scottish" where this is to be added under rule 6(3) of the Scottish Parliamentary Election Rules.

2. The description must be one which is registered under section 28A of the Political Parties, Elections and Referendums Act 2000.

3. Insert the name of the party as it is to appear on the ballot paper. This may, if desired, include the word "Scottish" where this is added under rule 6(3) of the Scottish Parliamentary Election Rules.

**The form must be provided to the Returning Officer along with the party's regional list.**

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**Schedule 2 Rule 7  
FORM I2**

**CERTIFICATE OF AUTHORISATION  
in relation to a constituency nomination paper for a  
Scottish Parliamentary Election**

**[Name] Constituency**

**Date of Election [Date of Election]**

In accordance with the Scottish Parliament (Elections etc.) Order 2010, I hereby certify that

(Candidate's name in full)

.....

may include the following description<sup>1</sup> on their constituency nomination paper for the election in the above constituency on [date of election]:

(Description<sup>1</sup>)

.....

Signature of Nominating Officer  
(or person authorised by the Nominating  
Officer):

.....

Name in full (in BLOCK CAPITALS)

.....

Date:

.....

Note

1. Description means the name (or one of the names) of the political party registered in terms of section 28 of the Political Parties, Elections and Referendums Act 2000. That name may be preceded, if desired, by the word "Scottish" (except if "the" is the first word of the registered name, in which case "Scottish" may instead follow "the"). If the candidate is standing in the name of two parties jointly, then the description must be the names of both of those parties and may include the word "and" between them. This is the description that will appear on the constituency ballot paper.

**This form must be provided to the Returning Officer where a nomination paper is submitted for a candidate standing on behalf of a political party. It must be received by the returning officer at some time during the period for delivery of nomination papers.**

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**Schedule 2 Rule 27  
FORM J**

*(Front of Form of Constituency Ballot Paper)*

**Ballot paper to elect the member of the Scottish Parliament for the  
[insert name of constituency] Constituency**

**Vote once only in  
the box opposite the  
candidate of your  
choice using an X**

<b>SURNAME</b> Forename(s)		
Description (where applicable)	[Emblem]	<input type="checkbox"/>
<b>SURNAME</b> Forename(s)		
Description (where applicable)	[Emblem]	<input type="checkbox"/>
<b>SURNAME</b> Forename(s)		
Description (where applicable)	[Emblem]	<input type="checkbox"/>
<b>SURNAME</b> Forename(s)		
Description (where applicable)	[Emblem]	<input type="checkbox"/>
<b>SURNAME</b> Forename(s)		
Description (where applicable)	[Emblem]	<input type="checkbox"/>

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*(Back of Form of Constituency Ballot Paper)*

[Number and unique identifying mark]

Election for the [name of constituency] Constituency on [date of election]

*Directions as to the printing of the constituency ballot paper*

1. Nothing is to be printed on the ballot paper except in accordance with these directions.
2. As far as is practicable, the following arrangements shall be observed in the printing of the ballot paper:
  - (a) a sans-serif font should be used, e.g. Arial or similar, and all text should be at least 14 point;
  - (b) the words (referred to in these directions as “the heading”) “Ballot paper to elect the member of the Scottish Parliament for the xxx Constituency” (where “xxx” is the name of the constituency) and the words “Vote once only in the box opposite the candidate of your choice using an X” should be printed in a larger font than the main body text, at least 16 point;
  - (c) no word shall be printed on the face except:—
    - (i) the heading;
    - (ii) the words “Vote once only in the box opposite the candidate of your choice using an X”;
    - (iii) the names and, if being used, descriptions of the candidates; and
    - (iv) words forming part of emblems;
  - (d) no rule shall be printed on the face except the horizontal rules separating the names and descriptions of the candidates from one another and from the heading and the words “Vote once only in the box opposite the candidate of your choice using an X”;
  - (e) the whole space between the horizontal rule below the heading and the words “Vote once only in the box opposite the candidate of your choice using an X”, and the bottom of the paper, shall be equally divided between the candidates by the rules separating their names and descriptions.
3. Where an emblem is to be printed against a candidate’s name and description—
  - (a) it shall be printed between the candidate’s name and description and the box where the vote is to be marked, and
  - (b) its size as printed shall not exceed two centimetres square.
4. The surname of each candidate shall in all cases be printed in large bold capitals. The candidate’s other names shall follow the surname on the same line. If being used, the candidate’s description shall be set out below the candidate’s names. Unless paragraph 5 or 6 applies, the candidate’s other names and description shall be printed in ordinary type.
5. If the candidate’s surname is the same as another candidate’s surname, those candidates’ other names shall be printed in small capitals.
6. If the candidate’s other names are also the same as the other candidate’s other names, but the candidates’ descriptions are not the same, the candidates’ descriptions (if any) shall be printed in small capitals.
7. The number and unique identifying mark on the back of the ballot paper shall be printed in a small font.



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**Schedule 2 Rule 28  
FORM K**

*(Front of Form of Regional Ballot Paper)*

**Ballot paper to elect members of the Scottish Parliament for the  
[insert name of region] Region**

**Vote once only in  
the box opposite the  
party or candidate  
of your choice using  
an X**

<hr/> <b>NAME OF PARTY</b>		
Description (where applicable)	[Emblem]	<input type="checkbox"/>
<hr/> <b>NAME OF PARTY</b>		
Description (where applicable)	[Emblem]	<input type="checkbox"/>
<hr/> <b>NAME OF PARTY</b>		
Description (where applicable)	[Emblem]	<input type="checkbox"/>
<hr/> <b>NAME OF PARTY</b>		
Description (where applicable)	[Emblem]	<input type="checkbox"/>
<hr/> <b>SURNAME</b> Forename(s)		
Independent		<input type="checkbox"/>
<hr/> <b>SURNAME</b> Forename(s)		
		<input type="checkbox"/>

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*(Back of Form of Regional Ballot Paper)*

[Number and unique identifying mark]

Election for the [name of region] Region on [date of election]

***Directions as to the printing of the regional ballot paper***

1. Nothing is to be printed on the ballot paper except in accordance with these directions.
2. As far as is practicable, the following arrangements shall be observed in the printing of the ballot paper:
  - (a) a sans-serif font should be used, e.g. Arial or similar, and all text should be at least 14 point;
  - (b) the words (referred to in these directions as “the heading”) “Ballot paper to elect members of the Scottish Parliament for the xxx Region” (where “xxx” is the name of the region) and the words “Vote once only in the box opposite the party or candidate of your choice using an X” should be printed in a larger font than the main body text, at least 16 point;
  - (c) no word shall be printed on the face except:—
    - (i) the heading;
    - (ii) the words “Vote once only in the box opposite the party or candidate of your choice using an X”;
    - (iii) the name (or one of the names) of each political party registered in terms of section 28 of the Political Parties, Elections and Referendums Act 2000 submitting a list; (The name of a political party included on the ballot paper as permitted by this paragraph must include the word “Scottish” where that has been added under rule 6(3));
    - (iv) for each party, if being used, one description registered under section 28A of that Act;
    - (v) the names and, if being used, descriptions of the individual candidates; and
    - (vi) words forming part of emblems;
  - (d) no rule shall be printed on the face except the horizontal rules separating the names and descriptions of the registered political parties and the particulars of the individual candidates from one another and from the heading and the words “Vote once only in the box opposite the party or candidate of your choice using an X”;
  - (e) the whole space between the horizontal rule below the heading and the words “Vote once only in the box opposite the party or candidate of your choice using an X”, and the bottom of the paper, shall be equally divided between the individual candidates and parties by the rules separating their names and descriptions.
3. The name of each registered political party shall be printed in large bold capitals. Where the registered political party is using a description, this shall be printed in ordinary type below the party’s name. Where an emblem is to be printed against a registered political party’s name—
  - (a) it shall be printed between the registered political party’s name and the box where the vote is to be marked, and
  - (b) its size as printed shall not exceed two centimetres square.
4. The surname of each individual candidate shall in all cases be printed in large bold capitals. The candidate’s other names shall follow the surname on the same line. If being used, the candidate’s description shall be set out below the candidate’s names. Unless paragraph 5 or 6 applies, the candidate’s other names and description shall be printed in ordinary type.
5. If the candidate’s surname is the same as another candidate’s surname, those candidates’ other names shall be printed in small capitals.
6. If the candidate’s other names are also the same as the other candidate’s other names, and only one of those candidates is using a description (which must be the word “Independent”), then that description shall be printed in small capitals.
7. The number and unique identifying mark on the back of the ballot paper shall be printed in a small font.

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**Schedule 4 Paragraph 3  
FORM L**

<b>Scottish Parliamentary Election on [insert date] Postal Voting Statement</b>						
Voter's name: [Voter's Name] <sup>1</sup>	Ballot Paper Nos: [Ballot Paper Nos]					
	Constituency/Region:[Constituency/Region]					
	[Other identifying mark]					
<b>Please read the accompanying 'Instructions to the Voter'</b>						
For your votes to be counted you must provide your date of birth [and signature <sup>2</sup> ]. Please write clearly using 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 that they match. If they do not, please contact the returning officer).						
Enter your <b>Date of Birth</b> in the boxes on the right e.g. 8 September 1961 would be 08 09 1961	<table border="1"><tr><td> </td><td> </td></tr></table> Day			<table border="1"><tr><td> </td><td> </td></tr></table> Month		
	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> Year					
<b>[Please sign your name inside the grey box on the right]<sup>2</sup></b>	<table border="1"><tr><td style="height: 60px;"> </td></tr></table>					
<b>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.</b>						
<b>ISSUED BY THE RETURNING OFFICER</b>						

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### **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.**

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<sup>2</sup> on the postal voting statement. Please use black ink. Your date of birth and signature<sup>2</sup> will be checked against the date of birth and signature<sup>2</sup> 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 **10pm** 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 10pm.

#### **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**<sup>2</sup>. Please use black ink. Put your **date of birth** in the boxes provided and **sign** in the grey box<sup>2</sup>.

##### **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 put your **date of birth** and **signature**<sup>2</sup> 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. After 5pm on [insert day and date of poll] replacement papers can only be issued if you apply in person to the Returning Officer. You must return the spoiled 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.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Direction for postal voting statement being sent to an anonymous elector**

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

<sup>1</sup>*Returning Officer to omit name.*

**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 postal voting statement.)*

<sup>2</sup>*Returning Officer to omit grey signature box and references to signature.*

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Schedule 2 Rule 37  
FORM M**

*(To be sent to an elector voting in person)*

**Scottish Parliamentary Election**

**[Name] Constituency**

**Date of Election [Date of Election]**

**ELECTOR'S OFFICIAL POLL CARD**

Polling District Reference/  
Number on Register

Name and Address<sup>1</sup>

Region:
Constituency:
Your Polling Station will be:
Polling Day: Polling Hours 7am to 10pm

This card is for information only. You can vote without it, but it will save time if you take it to the polling station and show it to the clerk there<sup>2</sup>.

**PLEASE SEE THE ACCOMPANYING INFORMATION ON HOW TO VOTE**

*If undelivered return to Returning Officer  
[Insert address]*

**HOW TO VOTE AT A SCOTTISH PARLIAMENTARY ELECTION**

1. When you go to the polling station, tell the clerk your name and address, as shown on the front of this card. The clerk will confirm your details on the register.<sup>3</sup>
2. You will be given two ballot papers (a constituency ballot paper coloured [insert colour] and a regional ballot paper coloured [insert colour]). Go to one of the polling booths. You may vote only once on each ballot paper. Mark your choice 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.
3. Do not put any other mark on the ballot papers or your votes may not count.
4. If by mistake you spoil your ballot papers, show them to the Presiding Officer and ask for replacements.
5. When you have marked your choice, show the back of the ballot papers to the Presiding Officer, so that the Presiding Officer can confirm that each the ballot paper has the number and official mark, but do not let anyone see your vote. Put each ballot paper in the ballot box that is marked in the same colour as the ballot paper and leave the polling station.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**If you will be away on the date of the poll:**

- You can apply to vote by post. Your application must be received by the Electoral Registration Officer [insert address] not later than 5pm on [insert day and date of deadline]. You will then be sent an Official Postal Poll Card which will advise of the expected date your postal voting papers will be sent out. Your postal voting papers will normally arrive about 2 weeks before polling day but this can vary slightly if there are postal delays. Your postal ballot paper must be returned to the Returning Officer by 10.00pm on polling day. If you are given a postal vote, you will not be entitled to vote in person at this election.
- You can apply to vote by proxy (this means someone else can vote on your behalf). Your application must be received by the Electoral Registration Office not later than 5pm on [insert day and date of 6 day deadline]. If you appoint a proxy, you can still vote in this election yourself if you do so before your proxy has voted for you (unless they have applied to vote on your behalf as a postal proxy). In certain circumstances it may be possible to apply to vote by proxy after [insert day and date of 6 day deadline]. If you need further advice on proxy voting, please contact the helpline number below.

To change any of your voting arrangements or if you need further help please contact [helpline number] as soon as possible.

**ISSUED BY THE RETURNING OFFICER**

***Directions for poll cards being sent to an anonymous elector:***

*(These directions do not form part of the poll card.)*

*1*Returning Officer to omit name and address. A poll card to an anonymous elector must be delivered in a sealed envelope.

*2*Replace paragraph with: **“You must take this card with you when you go to the polling station to vote. You cannot vote without it.”**

*3*Replace paragraph with: **“When you go to the polling station, ask to speak to the Presiding Officer and show this card to the officer. The Presiding Officer will confirm your entry on the register.”**

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Schedule 2 Rule 37  
FORM M1**

*(To be sent to an elector voting in person)*

<b>Scottish Parliamentary Election</b>					
<b>[Name] Constituency</b>					
<b>Date of Election [Date of Election]</b>					
<b>POSTAL VOTER'S OFFICIAL POLL CARD</b>					
Region:  Constituency:  For the election on: (Day and Date of Poll) Polling Hours 7am to 10pm  Polling District Reference/Number on Register	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">This notice is to advise you that for this election you have a postal vote and that you will not be able to obtain ballot papers at a polling station.</td> </tr> <tr> <td style="padding: 5px;">Your postal voting papers will be sent to you at the address below about 2 weeks before the date of the election.</td> </tr> <tr> <td style="padding: 5px;">[Insert name and address<sup>1</sup>]</td> </tr> <tr> <td style="padding: 5px;">If your postal voting papers have not arrived by [day and date] call [helpline number] and ask for assistance.</td> </tr> </table>	This notice is to advise you that for this election you have a postal vote and that you will not be able to obtain ballot papers at a polling station.	Your postal voting papers will be sent to you at the address below about 2 weeks before the date of the election.	[Insert name and address <sup>1</sup> ]	If your postal voting papers have not arrived by [day and date] call [helpline number] and ask for assistance.
This notice is to advise you that for this election you have a postal vote and that you will not be able to obtain ballot papers at a polling station.					
Your postal voting papers will be sent to you at the address below about 2 weeks before the date of the election.					
[Insert name and address <sup>1</sup> ]					
If your postal voting papers have not arrived by [day and date] call [helpline number] and ask for assistance.					
If you wish to cancel your postal vote please advise the Electoral Registration Officer [ <i>insert address</i> ], before 5pm on [ <i>insert date eleven working days before the date of poll</i> ]. For further advice call [ <i>helpline number</i> ].  <b>This card is to give you information about voting by post.</b>  <p style="text-align: center;"><b>PLEASE SEE THE ACCOMPANYING INFORMATION ABOUT HOW TO COMPLETE YOUR POSTAL BALLOT PAPERS</b></p> <p><i>If undelivered return to Returning Officer [Insert address]</i></p>					

**HOW TO COMPLETE YOUR POSTAL BALLOT PAPERS AT A SCOTTISH PARLIAMENTARY ELECTION**

1. When you receive your postal voting pack, please read the "Instructions to the Voter" before completing your postal ballot papers.
2. You will receive two ballot papers (a constituency ballot paper coloured [insert colour] and a regional ballot paper coloured [insert colour]). You may vote only once on each ballot paper. Do not vote more than once. Mark your choice 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.
3. Do not put any other mark on the ballot papers or your votes may not count.
4. Your vote is personal – complete it yourself and in private. If you cannot vote without help, the person assisting you must not disclose how you have voted.



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**5. For your votes to be counted you must provide your date of birth and signature on the postal voting statement** (unless you have been granted a signature waiver by prior arrangement with the Electoral Registration Officer). Providing your date of birth and signature is a security measure. It does not mean that your vote can be identified. The Returning Officer will check your date of birth and signature against the date of birth and signature you provided when you applied for a postal vote to ensure that you are the same person that made the application. A signature waiver can be granted if you have difficulty signing your name. If you think that you may require a waiver please contact the helpline number below.

6. If you lose or accidentally spoil your postal ballot paper(s), please call the helpline number below as soon as possible. After 5pm on [insert day and date of poll] replacement papers can only be issued if you apply in person to the Constituency Returning Officer.

7. Complete and return your postal vote as soon as possible. If you cannot post your vote in time to reach the Returning Officer before [insert day and date of poll], you can deliver your completed voting papers to any polling station in the constituency before the close of poll at 10pm on [insert day and date of poll].

8. You cannot vote in person at a polling station at this election unless you cancel your postal vote not later than 5pm on [insert day eleven working days before the date of poll].

To change any of your voting arrangements or if you need further help please contact [helpline number] as soon as possible.

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

#### **ISSUED BY THE RETURNING OFFICER**

**Direction for poll cards being sent to an anonymous elector:**

*(This direction does not form part of the poll card.)*

*Returning Officer to omit name and address. A poll card to an anonymous elector must be delivered in a sealed envelope.*

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Schedule 2 Rule 37  
FORM N**

*(To be sent to a proxy voting in person)*

<b>Scottish Parliamentary Election</b>	
<b>[Name] Constituency</b>	
<b>Date of Election [Date of Election]</b>	
<b>PROXY'S OFFICIAL POLL CARD</b>	
Polling District Reference/Elector's Number on Register	Region:
Proxy's Name and Address <sup>1</sup>	Constituency:
	The Elector's Polling Station is:
	Polling Day: Polling Hours 7am to 10pm
<p><b>This card is for information only. You can vote without it, but it will save time if you take it to the polling station and show it to the clerk there<sup>2</sup>.</b></p> <p><b>PLEASE SEE THE ACCOMPANYING INFORMATION ON HOW TO VOTE</b></p> <p><i>If undelivered return to Returning Officer [insert address]</i></p>	

**HOW TO VOTE AT A SCOTTISH PARLIAMENTARY ELECTION**

This poll card is to tell you that for this election you are appointed as proxy for<sup>3</sup>:

Elector's Name and Address<sup>3</sup>:  
**[Name and Address]**

Polling District Reference/Elector's Number on Register<sup>3</sup>:  
**[Number on register]**

1. When you go to the polling station, tell the clerk that you wish to vote as proxy on behalf of the elector shown above<sup>4</sup>. The clerk will confirm the entry on the register. The method of voting as proxy is the same as for casting your own vote.
2. You will be given two ballot papers (a constituency ballot paper coloured [insert colour] and a regional ballot paper coloured [insert colour]). Go to one of the polling booths. You may vote only once on each ballot paper. Mark the elector's choice with a cross (X) in the box on the right hand side of each ballot paper opposite the name of the candidate or party they are voting for.
3. Do not put any other mark on the ballot papers or the votes may not count.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

4. If by mistake you spoil the ballot papers, show them to the Presiding Officer and ask for replacements.
5. When you have marked the elector's choice, show the back of the ballot papers to the Presiding Officer, so that the Presiding Officer can confirm that each ballot paper has the number and official mark, but do not let anyone see the elector's votes. Put each ballot paper in the ballot box that is marked in the same colour as the ballot paper and leave the polling station.
6. The elector who appointed you as proxy may vote in person at this election if they are able and wish to do so, as long as they vote before you vote as their proxy (unless you apply to vote as a postal proxy when they will not be able to vote).

**If you will be away on the date of the poll:**

- You can apply to vote by post. Your application must be received by the Electoral Registration Officer, [insert address] not later than 5pm on [insert date of 11 day deadline]. You will be sent a Proxy Postal Voter's Official Poll Card which will advise of the expected date postal voting papers will be sent out. Your postal voting papers will normally arrive about 2 weeks before polling day but this can vary slightly if there are postal delays. Your postal ballot paper must be returned to the Returning Officer by 10.00pm on polling day. If you are given a proxy postal vote, neither you nor the elector will be entitled to vote in person at this election.

**You must not:**

- Vote as proxy at the same election for more than two persons of whom you are not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Vote as proxy for some other person if you know that that person is not allowed to vote.
- Vote more than once as proxy for the person named overleaf at the same election.
- Vote more than once on your own behalf at the same election.

To change any of your voting arrangements or if you need further help, please contact [helpline number] as soon as possible.

**ISSUED BY THE RETURNING OFFICER**

**Directions for poll cards being sent to a proxy for an anonymous elector:**

*(These directions do not form part of the poll card.)*

<sup>1</sup>Returning Officer to omit proxy's name and address. A poll card to the proxy of an anonymous elector must be delivered in a sealed envelope.

<sup>2</sup>Replace the paragraph with "You must have this card with you when you vote as this elector's proxy. You cannot vote as proxy without it."

<sup>3</sup>Replace the paragraphs with "You are entitled to vote as proxy for the elector whose electoral number is shown below:

Polling District Reference/Electoral Number of Elector \_\_\_\_\_"

<sup>4</sup>Replace the words "When you go to the polling station, tell the clerk that you wish to vote as proxy on behalf of the elector shown above" with "To vote as proxy you must go to the polling station shown on the front of this card. Ask to speak to the Presiding Officer and show this card to the officer."

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Schedule 2 Rule 37  
FORM N1**

*(To be sent to a proxy voting by post)*

**Scottish Parliamentary Election**

**[Name] Constituency**

**Date of Election [Date of Election]**

**PROXY POSTAL VOTER'S OFFICIAL POLL CARD**

Region:  
Constituency:

This card is to remind you that for this election an elector named in the accompanying information has appointed you as their proxy and you have asked to vote by post.

For the election on:  
[Day and Date of Poll]  
Polling Hours 7am to 10pm

You will not be able to vote on behalf of the elector in a polling station.

Polling District Reference/Elector Number on Register

The proxy postal voting papers will be sent to you at the address below about 2 weeks before the date of the election.

[insert name and address<sup>1</sup>]

If your proxy postal voting papers have not arrived by [day and date], call [helpline number] and ask for assistance.

If you wish to cancel your proxy postal vote please advise the Electoral Registration Officer [insert address], before 5pm on [insert date eleven working days before the date of poll].

**This card is to provide you with information about voting by post as proxy.**

**PLEASE SEE THE ACCOMPANYING INFORMATION ABOUT HOW TO COMPLETE YOUR PROXY POSTAL BALLOT PAPERS**

*If undelivered return to Returning Officer  
[insert address]*

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

## HOW TO COMPLETE YOUR PROXY POSTAL BALLOT PAPERS AT A SCOTTISH PARLIAMENTARY ELECTION

This card is to remind you that for this election you have been appointed as proxy for the elector named below and that you have asked to vote by post.<sup>2</sup>

Elector's Name and Address<sup>1,2</sup>

**[Name and Address]**

Polling District Reference/Elector's number on register<sup>2</sup>:

**[Number on register]**

1. When you receive the postal voting pack, please read the "Instructions to the Voter" before completing the postal ballot paper.
2. You will receive two ballot papers (a constituency ballot paper coloured [insert colour] and a regional ballot paper coloured [insert colour]). You may vote only once on each ballot paper. Mark the elector's choice with a cross (X) in the box on the right hand side of each ballot paper opposite the name of the candidate or party they are voting for.
3. Do not put any other mark on the ballot papers or the votes may not count.
4. The vote is personal to the elector – complete it yourself and in private. If you cannot vote without help, the person assisting you must not disclose how the elector has voted.
5. **For the elector's votes to be counted you must provide your date of birth and signature on the postal voting statement** (unless you have been granted a signature waiver by prior arrangement with the Electoral Registration Officer). Providing your date of birth and signature is a security measure. It does not mean that the elector's vote can be identified. The Returning Officer will check your date of birth and signature against the date of birth and signature you provided when you applied for a postal proxy vote to ensure that you are the same person that made the application. A signature waiver can be granted if you have difficulty signing your name. If you think that you may require a waiver please contact the helpline number below.
6. If you lose or accidentally spoil the postal ballot papers, please call the helpline number below as soon as possible. After 5pm on [insert day and date of poll] replacement papers can only be issued if you apply in person to the Constituency Returning Officer.
7. Complete and return the postal vote as soon as possible. If you cannot post the vote in time to reach the Returning Officer before [insert day and date of poll], you can deliver the completed voting papers to any polling station in the constituency before the close of poll at 10pm on [insert day and date of poll].
8. You cannot vote on behalf of the elector in person at a polling station at this election unless you cancel your postal vote not later than 5pm on [insert day eleven working days before the date of poll].

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

You must not:

- Vote as proxy at the same election for more than two persons of whom you are not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Vote as proxy for some other person if you know that that person is not allowed to vote.
- Vote more than once as proxy for the person named overleaf at the same election.
- Vote more than once on your own behalf at the same election.

To change any of your voting arrangements or if you need further help, please contact [helpline number] as soon as possible.

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

### **ISSUED BY THE RETURNING OFFICER**

**Directions for poll cards being sent to a postal proxy for an anonymous elector:**

*(These directions do not form part of the poll card.)*

<sup>1</sup>*Returning Officer to omit Elector's name and address. A poll card to the proxy of an anonymous elector must be delivered in a sealed envelope.*

<sup>2</sup>*Replace the paragraphs with "You are entitled to vote as proxy for the elector whose electoral number is shown below:*

*Polling District Reference/Electoral Number of Elector \_\_\_\_\_"*

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Schedule 2 Rule 37  
Form N2**

*(To be sent to an elector who has appointed a proxy)*

**Scottish Parliamentary Election**

**[Name] Constituency**

**Date of Election [Date of Election]**

**ELECTOR'S OFFICIAL POLL CARD  
WHERE ELECTOR HAS APPOINTED A PROXY**

Polling District Reference/Number on Register  Name and Address <sup>1</sup>	Region:
	Constituency:
	Your Polling Station will be:
	Polling Day: Polling Hours 7am to 10pm

**This card is to remind you that you have appointed a proxy to vote on your behalf at this election.**

If you wish to cancel this proxy vote please advise the Electoral Registration Officer *[insert address]*, before 5pm on *[insert date of deadline]*. For further advice call *[helpline number]*.

**PLEASE SEE THE ACCOMPANYING INFORMATION ON HOW TO VOTE**

*If undelivered return to Returning Officer  
[Insert address]*

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

## HOW TO VOTE AT A SCOTTISH PARLIAMENTARY ELECTION

This card is to remind you that for this election you have appointed the following person as your proxy:

[Insert Name of Proxy]

If you would like to cancel your proxy appointment please advise the Electoral Registration Officer, [insert address], in writing not later than 5pm on [date of deadline]. For further advice call the helpline number below.

You can still vote in person at the polling station shown if you vote before the proxy votes on your behalf (unless they have applied to vote as a postal proxy, which means you can't vote).

If you decide to vote in person you can vote without your poll card, but it will save time if you take it to the polling station and show it to the clerk there<sup>2</sup>.

1. When you go to the polling station, tell the clerk your name and address, as shown on the front of the card. The clerk will confirm your details on the register.<sup>3</sup>
2. You will be given two ballot papers (a constituency ballot paper coloured [insert colour] and a regional ballot paper coloured [insert colour]). Go to one of the polling booths. You may vote only once on each ballot paper. Mark your choice 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.
3. Do not put any other mark on the ballot papers or your votes may not count.
4. If by mistake you spoil your ballot papers, show them to the Presiding Officer and ask for replacements.
5. When you have marked your choice, show the back of the ballot papers to the Presiding Officer, so that the Presiding Officer can confirm that each ballot paper has the number and official mark, but do not let anyone see your votes. Put each ballot paper in the ballot box that is marked in the same colour as the ballot paper and leave the polling station.

To change any of your voting arrangements or if you need further help please contact [helpline number] as soon as possible.

## ISSUED BY THE RETURNING OFFICER

### **Directions for poll cards being sent to an anonymous elector:**

*(These directions do not form part of the poll card.)*

<sup>1</sup>Returning Officer to omit name and address. A poll card to an anonymous elector must be delivered in a sealed envelope.

<sup>2</sup>Replace the paragraph with: "If you decide to vote in person you must take this card with you when you go to the polling station to vote. You cannot vote without it."

<sup>3</sup>Replace the paragraph with: "When you go to the polling station, ask to speak to the Presiding Officer and show this card to the officer. The presiding officer will confirm your entry on the register."



**Schedule 2 Rule 38  
FORM O**

**Scottish Parliamentary Election**

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**GUIDANCE FOR VOTERS**

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- You will be given two ballot papers.
- Once you have been given your ballot papers by the polling staff, go to one of the polling compartments.
- Vote only once on each ballot paper.
- Mark your choice with a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate or party you are voting for.
- Put no other mark on the ballot paper, or your vote may not count.
- If by mistake you spoil a ballot paper, take it to the Presiding Officer and ask for another one.
- When you have marked your choice, show the back of the ballot papers to the Presiding Officer, so that the Presiding Officer can confirm that the ballot papers have the numbers and official marks, but do not let anyone see how you have voted.
- Put each ballot paper in the ballot box marked in the same colour and leave the polling station.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Schedule 2 Rule 38 (as modified by Schedule 5 Paragraph 8)**  
**Schedule 5 Paragraph 25**  
**FORM O3**  
**Scottish Parliamentary and Local Government Elections**

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**GUIDANCE FOR VOTERS**

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- You will be given three ballot papers.
- Once you have been given your ballot papers by the polling staff, go to one of the polling compartments.
- On the Scottish Parliament ballot papers, coloured [*insert 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.
- On the white ballot paper for the local government election, number the candidates in the order of your choice instead of using a cross. Put the number 1 in the box next to the name of the candidate who is your first choice, then put the number 2 in the box next to the name of the candidate who is your second choice, the number 3 in the box next to your third choice, the number 4 in the box next to your fourth choice, and so on. You can mark as many choices as you wish.
- Put no other mark on the ballot papers, or your vote may not count.
- If by mistake you spoil a ballot paper, take it to the Presiding Officer and ask for another one.
- When you have marked your choices, show the back of the ballot papers to the Presiding Officer, so that the Presiding Officer can confirm that the ballot papers have the number and official mark, but do not let anyone see how you have voted.
- Put each ballot paper in the ballot box marked in the same colour and leave the polling station.

## Schedule 2 Rule 38 FORM P

Notice providing further information for voters at polling stations at a Scottish parliamentary election other than an election for a constituency member only. (This notice may be printed and laid out in any format that clearly presents the information in it.)

### SCOTTISH PARLIAMENTARY ELECTION

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#### INFORMATION FOR VOTERS

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##### There are two ballot papers

##### Constituency 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.
- Do not make any other mark on the ballot paper, or your vote may not be counted.

(The form of a constituency ballot paper to be illustrated).

##### Regional Ballot Paper (*[Insert colour]* ballot paper)

Votes cast in this poll will decide the allocation of 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.
- Do not make any other mark on the ballot paper, or your vote may not be counted.

(The form of a regional ballot paper to be illustrated).

(\*may be deleted where no individual candidates are standing for election as regional members).

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Schedule 2 Rule 41  
FORM Q**

**Certificate of Employment  
for a  
Scottish Parliamentary Election**

..... **Constituency**

**Date of Election:** .....

The person named below is entitled to vote at any polling station in the above constituency on production and surrender of this certificate to the presiding officer.

I certify that (name) .....  
who is numbered<sup>1</sup> .....

in the register of electors for the constituency named above, cannot reasonably be expected to go in person to the polling station allotted to them at the election on the above date by reason of the particular circumstances of his or her employment on that date for purposes connected with the election:

- (a) as a constable<sup>2</sup>
- (b) by me<sup>2</sup> (Only applies to Returning Officers' staff).

Signature: .....  
Returning Officer/Police Officer (Inspector or above)<sup>2</sup>:

Date: .....

**Notes on completion**

<sup>1</sup>The elector's number can be found on the poll card which was sent to them shortly after the election was announced.

<sup>2</sup>Delete whichever does not apply.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Schedule 2 Rule 48  
FORM R**

**Declaration by the Companion of a Voter with Disabilities  
at a  
Scottish Parliamentary Election**

**[Name] Constituency**

**Date of Election [Date of Election]**

A voter who is unable to vote without assistance (due to blindness or other disability, or due to their inability to read) may make a declaration under Schedule 2, rule 48 of the Scottish Parliament (Elections etc.) Order 2010 to that effect. If the Presiding Officer of the polling station is satisfied by that declaration, such a voter may be assisted by a companion provided that the companion satisfies the terms of that rule, including completing the following declaration.

Ballot Box No: ..... Polling Station No: .....

Name of Presiding Officer: .....

**SECTION 1 – TO BE COMPLETED BY COMPANION OF VOTER WITH DISABILITIES**

It is an offence knowingly to make a false statement with the intention of being permitted to act as a companion.

I, ..... (companion's name)  
of .....  
..... (companion's address including postcode)  
having been asked to assist ..... (voter's name)  
whose number on the register is ..... (voter's elector number)  
to record their vote at the election now being held in this constituency, declare that

- I am entitled to vote as an elector at this election\*
- or
- I am the spouse/civil partner/parent/grandparent/brother/sister/child/grandchild\* of the voter with disabilities and have attained the age of 18 years\*.

(\*Delete as appropriate)

I declare that I have not previously assisted any voter with disabilities at this election except as noted below.

You are only allowed to assist up to two voters with disabilities. If you have already assisted a voter with disabilities at today's election please provide the following details:

Name of voter: .....  
Address of voter .....  
Signature of companion: ..... Date: .....

**SECTION 2 – PRESIDING OFFICER'S COUNTER-SIGNATURE**

I, the undersigned, being the Presiding Officer for the ..... Polling Station for the ..... Constituency, confirm that this form was signed in my presence.

Signature of Presiding Officer: ..... Date and Time: .....

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Schedule 2 Rule 62  
FORM S**

**Certificate by the Constituency Returning Officer  
in respect of the election of a member for  
the [name of constituency] Scottish Parliamentary Constituency**

I certify that the Member elected to the Scottish Parliament for the [Name] Constituency at the election on [date of poll] is:

Name of Member: .....

Name of registered political party\*,  
“Independent” or “No description”  
as Applicable: .....

Address of Member: .....  
.....  
.....

Signature: .....  
Constituency Returning Officer

Date: .....

\*Use the name of the party as registered. Do not include the word “Scottish” where that has been added under rule 4(7).

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Schedule 2 Rule 66  
FORM T**

**Certificate by the Regional Returning Officer  
in respect of the election of members for  
the [name of region] Scottish Parliamentary Region**

I certify that the persons elected to the Scottish Parliament to serve as Members for the [Name] Region at the election held on [date of poll] are:

	Name and Address of Member	Name of registered political party*, “Independent” or “No description” as applicable
1	..... ..... .....	..... .....
2	..... ..... .....	..... .....
3	..... ..... .....	..... .....
4	..... ..... .....	..... .....
5	..... ..... .....	..... .....
6	..... ..... .....	..... .....
7	..... ..... .....	..... .....

Signature: ..... Date .....  
Regional Returning Officer

\*Use the name of the party as registered. Do not include the word “Scottish” where that has been added under rule 6(3).

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Schedule 4 Paragraph 3  
Schedule 5 Paragraph 39  
FORM U**

*(To be used where the proceedings on the issue and receipt of postal ballot papers in respect of each election are taken together)*

**Scottish Parliamentary Election and Local Government Election  
on [insert date]  
Postal Voting Statement**

Voter's name: [Voter's Name]<sup>1</sup>

Ballot Paper Nos: [Ballot Paper Nos]

Constituency/Region: [Constituency/Region]

Local Government electoral ward: [Electoral Ward]

[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]<sup>2</sup>. Please write clearly using 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 that 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

--	--

Day

--	--

Month

--	--	--	--

Year

**[Please sign your name inside the grey box on the right]<sup>2</sup>**

--

**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**



*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

### **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.**

You have three ballot papers (a constituency ballot paper coloured [insert colour], a regional ballot paper coloured [insert colour] and a Local Government ballot paper coloured white). 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 vote to be counted you must provide your date of birth and signature<sup>2</sup> on the postal voting statement. Please use black ink. Your date of birth and signature<sup>2</sup> will be checked against the date of birth and signature<sup>2</sup> 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 **10pm 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 10pm.

#### **How do I complete my postal vote?**

##### **Step A – Completing your Ballot Papers**

1. On the Scottish Parliament ballot papers coloured [insert colour], 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.

2. On the white ballot paper for the local government election, number the candidates in the order of your choice instead of using a cross. Put the number 1 in the box next to the name of the candidate who is your first choice, then put 2 in the box next to the name of the candidate who is your second choice, 3 in the box next to your third choice, 4 in the box next to your fourth choice, and so on. You can mark as many choices as you wish.

3. Put no other mark on the ballot papers, or your votes may not count.

4. Put all 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**<sup>2</sup>. Please use black ink. Put your **date of birth** in the boxes provided and **sign** in the grey box<sup>2</sup>.

##### **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 put your **date of birth** and **signature**<sup>2</sup> 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.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

If you accidentally spoil or lose your ballot papers, you can apply to the Returning Officer for replacements. After 5pm on [insert day and date of poll] replacement papers can only be issued if you apply in person to the Returning Officer. You must return the spoiled 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.)*

<sup>1</sup>Returning Officer to omit name.

**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 postal voting statement.)*

<sup>2</sup>Returning Officer to omit grey signature box and references to signature.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### Schedule 4 Paragraph 3 FORM V

*(To be used where the proceedings on the issue and receipt of postal ballot papers in respect of each election are NOT taken together)*

<b>Scottish Parliamentary Election on [insert date] Postal Voting Statement</b>											
Voter's name <sup>1</sup> : [Voter's name]	Ballot Paper Nos: [Ballot Paper Nos]										
	Constituency/Region: [Constituency/Region]										
	[Other identifying mark]										
<b>Please read the accompanying 'Instructions to Voter'</b>											
For your votes to be counted you must provide your date of birth [and signature] <sup>2</sup> . 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 that they match. If they do not please contact the returning officer.)											
Enter your <b>Date of Birth</b> in the grey boxes on the right e.g. 8 September 1961 would be 08 09 1961	<table border="1"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> Day			<table border="1"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> Month			<table border="1"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> Year				
<b>[Please sign your name inside the box on the right]<sup>2</sup></b>	<table border="1" style="width: 300px; height: 80px;"><tr><td style="width: 100%; height: 100%;"></td></tr></table>										
<b>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.</b>											
<b>ISSUED BY THE RETURNING OFFICER</b>											

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

### ***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 Local Government election ballot papers and instructions separately. If you have not received them by [insert date], please contact the Returning Officer.

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<sup>2</sup> on the postal voting statement. Please use black ink. Your date of birth and signature<sup>2</sup> will be checked against the date of birth and signature<sup>2</sup> 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 **10pm** 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 10pm.

#### **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**<sup>2</sup>. Please use black ink. Put your **date of birth** in the boxes provided and **sign** in the grey box<sup>2</sup>.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### **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 put your **date of birth** and **signature**<sup>2</sup> 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. After 5pm on [insert day and date of poll] replacement papers can only be issued if you apply in person to the Returning Officer. You must return the spoiled 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.)*

<sup>1</sup>Returning Officer to omit name.

### **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 postal voting statement.)*

<sup>2</sup>Returning Officer to omit grey signature box and references to signature.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Schedule 4 Paragraph 30  
FORM W**

<b>SCOTTISH PARLIAMENTARY ELECTION STATEMENT AS TO POSTAL BALLOT PAPERS</b>			
Constituency/Region :		[Name of Constituency/Region]	Date of poll: [Date of poll]
<b>A</b>	<b>Issue of postal ballot papers</b>	<b>Number Constituency</b>	<b>Number Region</b>
1	Total number of postal ballot papers issued under paragraphs 8(1), 13(3) and 14(6)		
<b>B(1)</b>	<b>Receipt and replacement of postal ballot papers</b>	<b>Number Constituency</b>	<b>Number Region</b>
2	Number of postal ballot papers received by the Returning 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 Returning 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).		
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).		

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

12	Number of postal ballot papers which have been issued but which have not been received by the Returning Officer at the date of this statement. (This should be the total at line 1 above minus the total at line 11 above).		
<b>B(2)</b>	<b>Receipt of postal ballot papers – Personal identifiers</b> (Cancellations under paragraph 13 (spoilt) or 14 (lost or not received) should not be included in lines 14 to 17 below).	<b>Number Constituency</b>	<b>Number Region</b>
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).		
<b>C</b>	<b>Count of Ballot Papers</b>	<b>Number Constituency</b>	<b>Number Region</b>
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: .....  
Constituency Returning Officer

*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.*

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

**Schedule 2 Rule 38 (as modified by Schedule 5 Paragraph 8)  
Schedule 5 Paragraph 25  
Form X**

**Scottish Parliamentary and Local Government Elections**

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**INFORMATION FOR VOTERS**

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**You will be given three ballot papers.**

**SCOTTISH PARLIAMENT – Constituency 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.
- Do not make any other mark on the ballot paper, or your vote may not be counted.

(The form of the constituency ballot paper to be illustrated.)

**SCOTTISH PARLIAMENT – Regional Ballot Paper (*insert colour*) ballot paper)**

Votes cast in this poll will decide the allocation of 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.
- Do not make any other mark on the ballot paper, or your vote may not be counted.

(The form of the regional ballot paper to be illustrated.)

**LOCAL GOVERNMENT (white ballot paper)**

Votes cast in this poll will decide the election of local councillors to represent this ward.

- On this paper, number the candidates in the order of your choice instead of using a cross. Put the number 1 in the box next to the name of the candidate who is your first choice, then put 2 in the box next to the name of the candidate who is your second choice, 3 in the box next to your third choice, 4 in the box next to your fourth choice, and so on. You can mark as many choices as you wish.
- Do not make any other mark on the ballot paper, or your vote may not be counted.

(The form of the local government ballot paper to be illustrated.)

(\*may be deleted where no individual candidates are standing for election as regional members)



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## Schedule 5 Paragraph 39 FORM Y

*(To be used where the polls at a Scottish parliamentary election and a local government election are taken together but the proceedings on the issue and receipt of postal ballot papers in respect of each election are NOT taken together)*

### POSTAL VOTING STATEMENT FOR A POSTAL VOTE AT LOCAL GOVERNMENT ELECTION

#### POSTAL VOTING STATEMENT

**You must fill in this form and send it back with the ballot paper**

\*Voter's name ..... Ballot paper number .....

\*(Returning Officer to insert name but omit where ballot papers are 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 TO WHOM THE BALLOT PAPER NUMBERED AS ABOVE WAS SENT

Date of Birth

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

(voter's date of birth)

\*\*Signature

Signature Here
----------------

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

\*\*Returning Officer to omit where a person has been granted a waiver

**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.**

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

## INSTRUCTIONS TO THE VOTER

### **Your vote is personal – complete the ballot paper yourself and in private.**

1. This postal voting statement relates to the ballot paper for the Local Government election only. You will receive your Scottish Parliament election ballot papers and instructions separately. If you have not received them by (insert date), please contact me.
2. On the ballot paper (the one with the names on it), number the candidates in order of your choice instead of using a cross. Put the number 1 in the box next to the name of the candidate who is your first choice, then put 2 in the box next to the name of the candidate who is your second choice, 3 in the box next to your third choice, 4 in the box next to your fourth choice and so on. You can mark as many choices as you wish.  
  
If you need help from someone to complete the ballot paper, they must not tell anyone who you have voted for.
3. Do not put any other marks on the ballot paper. If you do, your vote might not be counted.
4. You must provide your [\*\*signature and] date of birth on the postal voting statement. If you do not, it will be invalid and your vote will not be counted.
5. Put the ballot paper in the envelope marked A and seal it. Then put this envelope together with the postal voting statement in the larger envelope marked B and seal it. Post the envelope back quickly. The ballot paper must be received by the returning officer not later than the close of poll. It may be posted to the returning officer before polling day or delivered by hand to any polling station in the local authority area on polling day before the poll closes.
6. If you get more than one ballot paper, by accident, then just use one. Remember that it is an offence to vote more than once in the same election (unless you are voting for someone else by proxy).
7. Remember, as you have received a postal vote you cannot vote in person at the polling station even if you have in your name an official poll card, an official postal poll card, an official poll card issued to the proxy of an elector or an official postal poll card issued to the proxy of an elector. If you are voting, you must use the ballot paper sent to you. Your postal vote can be handed into any polling station in the local authority area on polling day before the poll closes.
8. If you make a mistake on the ballot paper you can ask the returning officer to send by post another one up until 5pm on the day before polling day. You will need to return everything you have received (ballot paper, postal voting statement and the envelopes). You should do this straightaway as there is not much time for a new ballot paper to be sent to you, returned and counted.
9. If you lose the ballot paper, postal voting statement or accompanying envelopes, by the third day before the day of the poll, you may apply to the returning officer to send by post a replacement ballot paper up until 5pm on the day before polling day. You will be required to provide evidence of your identity.
10. If you want to apply for a replacement ballot paper after 5pm on the day before polling day and up to 5pm on polling day, you must do so in person at the address shown below. You will be required to provide evidence of identity.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## REMINDER

1. Have you remembered to [**\*\***sign your name and] provide your date of birth on the postal voting statement?
2. Have you put your ballot paper in the envelope A and sealed it?
3. Have you put envelope A together with the postal voting statement into envelope B and sealed it?
4. You must make sure that you send your postal vote to the returning officer or deliver it to the polling station before the close of poll at 10pm on (*insert date*).

If two or more postal vote envelopes have been delivered to your address – please make sure that the correct documents are in the correct return envelope.

Printed and published by the Returning Officer

*\*\*Returning officer to omit where a person has been granted a waiver*

*Status:* This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Schedule 2 Rule 29  
FORM Z**

**Corresponding Number List**

**Scottish Parliamentary Election**

**[Name] Constituency**

**Date of Election: [Date of Election]**

**Part 1 – For postal ballot papers issued by the constituency returning officer**

Sheet No:		
Ballot Paper Number	Unique Identifying Mark	Elector Number (to be completed only in respect of ballot papers issued to postal voters – otherwise leave blank)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**Corresponding Number List**

**Scottish Parliamentary Election**

**[Name] Constituency**

**Date of Election: [Date of Election]**

**Part 2 – For ballot papers provided by the constituency returning officer to polling stations**

Polling Station	
Sheet No:	
Ballot Paper Number	Elector Number