## SCHEDULE 4

Regulations 48, 49 and 50

# FORMS

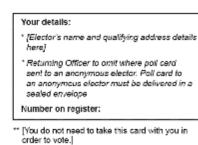
# Arrangement of forms

Form A:	Official poll card (to be sent to an elector voting in person)
Form A1:	Official postal poll card (to be sent to an elector voting by post)
Form B:	Official proxy poll card (to be sent to an appointed proxy voting in person)
Form B1:	Official proxy postal poll card (to be sent to an appointed proxy voting by post)
Form F:	Certificate of employment
Form G:	Postal voting statement (for use at parliamentary election taken alone)
Form H:	Postal voting statement (for use when postal ballots are combined)
Form J:	Postal voting statement (for use when a parliamentary poll is combined with another poll but the postal ballots are not combined)

Form A: Official poll card (to be sent to an elector voting in person)

# Front of card

Poll card				
Election of Member of Parliament for the [insert name of constituency] constituency				
Date of election [ [Year]	(Day] [Date] [Name of the Month]			
Voting informa	tion			
Polling day				
Voting hours				
Your polling station will be				



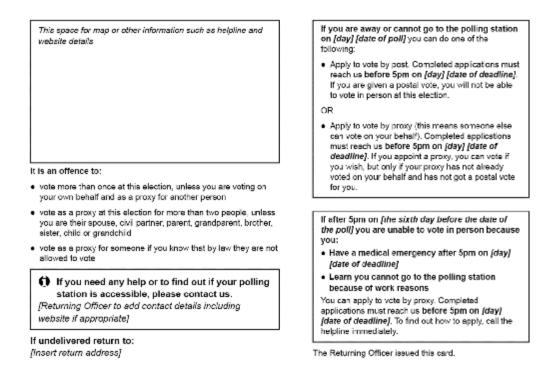
\*\* [You must have this card with you. You cannot vote without it.]

\*\* If anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets.

[Insert helpline and other details including website].

Please turn over

# Back of card



Form A1: Official postal poll card (to be sent to an elector voting by post)

# Front of card

# Postal poll card

## Election of Member of Parliament for the [insert name of constituency] constituency

Date of election [Day] [Date] [Name of the Month] [Year]

#### Voting information

We will send your postal vote around [name of day] [date] [name of month] [year] \*[addressed to:]

\*[Elector's name and address]

#### Your details:

- [Elector's name and qualitying address details here]
- \* Returning Officer to omit in both places where poli card sent to an anonymous elector. Foll card to an anonymous elector must be delivered in a scaled envelope

Number on register:

#### Your postal vote

- You will receive a postal vote for this election because you asked to vote by post.
- You will not be able to vote in a polling station.
- If you have not received your postal vote by [day] [date] [name of month] call [insert helpline number].

#### Please turn over

## Back of card

#### How to vote

- When you receive your postal vote, read the instructions carefully.
- Your postal vote includes your ballot paper and a postal voting statement.
- Complete both of these and return them immediately.
- We need to receive your postal vote by 10pm on [day/date of poil].
- If you need information in another format, please call our helpline below.
- If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[Insert helpline and other details including website]

#### If you lose your postal vote or make a mistake

- · Please phone the helpline immediately.
- We can only issue a replacement postal vote before Spm on [day/date of deadline].

If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote before 5pm on [day/date of deadl/ne]. For more information, please call the helpline.

#### It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Returning Officer issued this card.

If undelivered return to [Insert return address]

Form B: Official proxy poll card (to be sent to an appointed proxy voting in person)

# Front of card

Proxy poll card			
Election of Member of Parliament for the [insert name of constituency] constituency			
Date of election [ [Year]	(Day] [Date] [Name of the Month]		
Voting informat	ion		
Polling day			
Voting hours			
Your polling station will be			

Please turn over

#### Your details:

- Proxy's name and qualifying address details here]
- Here, \* Returning Officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope.

#### You will receive a proxy vote

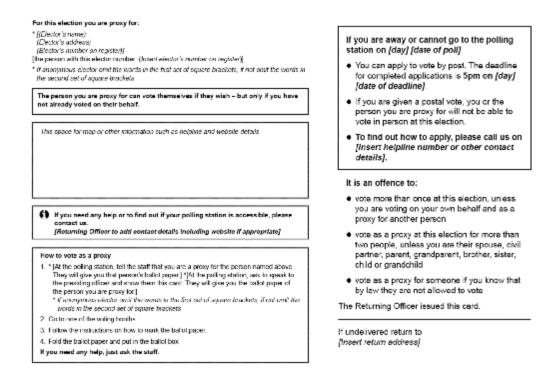
- \*\* [The person named on the back of this card] [Another person] has appointed you as a proxy to vote on their behalf at this election.
- \*\* [You do not need to take this card with you to vote.] [You must have this card with you when you vote. You cannot vote as a proxy without it.]
- \*\* If sent to the proxy of an enorymous elector omit the words in each of the first sets of brackets, if not omit the words in each of the second sets of brackets.

finsert helpline and other details including websitej.

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

# Back of card



Form B1: Official proxy postal poll card (to be sent to an appointed proxy voting by post)

# Front of card

# Proxy postal poll card

### Election of Member of Parliament for the [insert name of constituency] constituency

Date of election [Day] [Date] [Name of the Month] [Year]

#### Voting information

We will send your postal vote around [name of day] [date] [name of month] [year] \*[addressed to:]

\* [Proxy's name and qualifying address details here]

\* Returning Officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope.

#### Voting as a proxy

- <sup>37</sup> [The person named on the back of this card] [Another person] has appointed you as a proxy to vote on their behalf at this election.
- \*\* If sent to the proxy of an anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets.

#### Your postal vote

- You will receive a postal vote for this election because you asked to vote by post.
- You will not be able to vote as a proxy in a polling station.
- If you have not received your postal vote by [day] [date] [name of month] call [insert helpline number].

#### Please turn over

### Back of card

#### For this election you are proxy for:

#### \* [(Elector's name)

- (Elector's address)
- (Elector's number on register)]

[the person with this elector number. (insert elector's number on register)]

\* If anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

#### How to vote

- When you receive your postal vote, read the instructions carefully.
- Your postal vote includes your ballot paper and a postal voting statement.
- 3. Complete both of these and return them straight away.
- We need to receive your postal vote by 10pm on [day/date of poll].
- If you need information in another format, please call our helpline below.
- If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[insert helpline or other details including website]

#### If you lose your postal vote or make a mistake

- Please phone the helpline straightaway.
- We can only issue a replacement postal vote before 5pm on [day/date of deadline].

If you would rather vote in person, you must cancel your postal vote before **5pm on** *[day/ date of deadline]*. For more information, please call the helpline.

#### It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote
- The Returning Officer issued this card.

If undelivered return to [Insert return address]

# Form F: Certificate of employment

Certificate of Employment
Election of Member of Parliament for the [insert name of constituency] Constituency
Date of election (insert name of day) (insert date) (name of month) (year)
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 of elector)
who is numbered <sup>*</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 this election by reason of his/her employment on the above date for a purpose connected with this election:
<ul> <li>as a constable**</li> <li>by me (Only applies to Returning Officer's staff)**</li> </ul>
Signature Returning Officer/Police Officer (Inspector or above)**
Date
<ul> <li>* The elector's number can be found on the poll card which was sent to them shortly after the election was announced, or can be checked by contacting the Electoral Registration Officer.</li> <li>** Person completing the form to delete whichever does not apply.</li> </ul>

Form G: Postal voting statement (for use at a parliamentary election taken alone)

Front of statement

Postal voting stat	ement	[Space for barcode]
Election of Member of Parl constituency] constituency	-	insert name of
Date of election [day] [date]	[name of mont]	n] [year]
Important – you must fill ir statement with your comp counted.		
Please read the instructio	ns carefully and	use a black pen.
* Name	Ballot pape	er number
* Returning Officer to insert nam elector	e but omit where se	nt to an anonymous
<ul> <li>(!) Check that the number on the number shown above. If thes (insert helpline number).</li> <li>I am the person the ball sent to.</li> </ul>	e do not match, cal	us <b>immediately</b> on
My Date of Birth is:	Day Month	Year
<ul> <li>* My Signature is: (You must sign inside the box)</li> <li>* Returning Officer to omit box where the elector has been granted a waiver</li> </ul>		
We will check this information	against our record	ds for security.
It is an offence to vote using a use or interfere with another v vote more than once (unless y same election.	ballot paper that v oter's ballot paper ou are appointed a	was not sent for your . It is an offence to as a proxy) at the
Returning Officer to add pictoriai	l guidance as appro	priate.

Back of statement

# Instructions for voting by post

# Please read through carefully. If you need help, please call us on [insert helpline number]

- For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper.
- Make sure you have filled in the date of birth \*[and signature] box[es] on this postal voting statement.
   \*Returning Officer to delete where elector is granted a waiver.
- Vote for only one candidate by putting a cross in the box next to your choice on the ballot paper.
- Do not mark the ballot paper in any other way or your vote may not count.
- We must get your postal vote by 10pm on [day] [date of poll]. If you
  miss the post, you can hand it in at our office or at any polling station in
  the constituency before 10pm on [day] [date of poll].
- After receiving this postal vote, you cannot vote in person at a polling station in this election.

# Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on *[insert helpline number]*. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot paper or this statement, you can obtain a replacement. Call us immediately as we can only issue a replacement before 5pm on [day] [date] [name of month]. If you apply after 5pm on [day] before poll we can only issue a replacement if you return this ballot pack by hand. You will need to return all the contents of this postal voting pack to us.

Electoral fraud is a crime. It is an offence to vote more than once in this election unless you are voting on your own behalf and as a proxy for another person.

The Returning Officer issued this statement. Returning Officer to add pictorial guidance as appropriate.

Form H: Postal voting statement (for use when postal ballots are combined)

Front of statement

Postal voting state	ement	[Space for barcode]
Election of Member of Parl constituency] constituency [Returning Officer to insert title(s)		
Date of elections [day] [date	] [name of mon	th] [year]
Important – you must fill in statement with your comp counted.		
Please read the instruction	ns carefully and	use a black pen.
* Name	Ballot paper	numbers
* Returning Officer to insert name elector	e but omit where se	nt to an anonymous
(!) Check that the numbers on the numbers shown above. If the (insert helpline number).	y do not match, call	us immediately on
I am the person the ball sent to.	ot papers numb	ered above were
My Date of Birth is:	Day Month	Year
<ul> <li>* My Signature is: (You must sign inside the box)</li> <li>* Returning Officer to omit box where the elector has been granted a walver</li> </ul>		
We will check this information	against our record	ds for security.
It is an offence to vote using a use or interfere with another ve vote more than once (unless ye same election.	oter's ballot paper	. It is an offence to
Returning Officer to add pictorial	guidance as approj	priate.

Back of statement

# Instructions for voting by post

# Please read through carefully. If you need help, please call us on [insert helpline number]

- For your votes to be counted, you must fill in and return this postal voting statement with all your ballot papers (listed below).
- Make sure you have filled in the date of birth \*[and signature] box[es] on this postal
  voting statement.
  - \*Returning Officer to delete where elector is granted a waiver.

#### \* UK Parliamentary election ([insert colour] ballot paper)

- Vote for only one candidate by putting a cross I in the box next to your choice.
- \* Scottish local government election ([insert colour] ballot paper)
  - [Vote using numbers
  - 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
  - Then put the number 3 in the box next to your third choice
  - Then put the number 4 in the box next to your fourth choice, and so on
  - · You can mark as many choices as you wish]
- \* European Parliamentary election ([insert colour] ballot paper)
  - [Vote only once by putting a cross 🗷 in the box next to your choice.]
- \* [Name of election/referendum] election/referendum ([insert colour] ballot paper)
  - [Vote according to the instructions on your ballot paper.]
- \* Returning Officer to add/amend as appropriate.
- (!) Do not mark the ballot papers in any other way or your votes may not count.
- (!) We must get your postal vote by **10pm on** [day] [date of poll]. If you miss the post, you can hand it in at our office or at any polling station in the constituency before **10pm on** [day] [date of poll].
- After receiving this postal vote, you cannot vote in person at a polling station in this election.

# Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on *[insert helpline number]*. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot papers or this statement, you can get a replacement. Call us immediately as we can only issue a replacement before 5pm on [day] [date] [name of month]. If you apply after 5pm on [day] before poll we can only issue a replacement if you return this ballot pack by hand. You will need to return all the contents of this postal voting pack to us.

Electoral fraud is a crime. It is an offence to vote more than once in this election unless you are voting on your own behalf and as a proxy for another person.

The Returning Officer issued this statement. Returning Officer to add pictorial guidance as appropriate.

Form J: Postal voting statement (for use when a parliamentary poll is combined with another poll but the postal ballots are not combined)

Front of statement

insert name of
th] [year]
s postal voting per for it to be
d use a black pen.
er number
ent to an anonymous
ot paper matches the Il us <b>immediately</b> on
ered above was
Year

Back of statement

# Instructions for voting by post

# Please read through carefully. If you need help, please call us on [insert helpline number]

- For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper for the UK Parliamentary election.
- Make sure you have filled in the date of birth \*[and signature] box[es] on this postal voting statement.
   \*Returning Officer to delete where elector is granted a waiver.

# UK Parliamentary election ([insert colour] ballot paper)

- Vote for only one candidate by putting a cross in the box next to your choice on the ballot paper.
- Do not mark the ballot paper in any other way or your vote may not count.
- We must get your postal vote by 10pm on [day] [date of poll]. If you
  miss the post, you can hand it in at our office or at any polling station in
  the constituency before 10pm on [day] [date of poll].
- After receiving this postal vote, you cannot vote in person at a polling station in this election.

# Getting help

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