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SCHEDULE 4

Article 3(2)

FORM OF POSTAL VOTING STATEMENT
REFERRED TO IN PARAGRAPH 22 OF SCHEDULE 2

**POSTAL VOTING STATEMENT FOR A POSTAL VOTE AT PARLIAMENTARY
OR EUROPEAN PARLIAMENTARY ELECTION WHICH IS TAKEN WITH
THE LOCAL GOVERNMENT ELECTION AND THE PROCEEDINGS
ON THE ISSUE AND RECEIPT OF POSTAL BALLOT PAPERS
IN RESPECT OF EACH ELECTION ARE TAKEN TOGETHER**

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

POSTAL VOTING STATEMENT

*Voter's name..... Ballot paper numbers.....
(Please print clearly)

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

[other identifying marks]

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 PAPERS NUMBERED AS ABOVE WERE SENT

Date of birth (Voter's date of birth)

** Signature (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

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

1. On the [colour] (Parliamentary Election)/(European Parliamentary Election)* ballot paper(s), mark a cross (x) in the box opposite the name of the candidate or party you are voting for.
2. On the [colour] ballot paper for the local government election number the candidates in the order of your choice instead of using a cross. You can make as many choices as you wish. Put the number 1 in the box next to your first choice, 2 in the box next to your second choice, 3 in the box next to your third choice, and so on.
3. Do not put any other marks on the ballot paper. If you do, your vote might not be counted.
4. Complete your ballot papers in secret. If you need someone to help you complete them, they must not tell anyone who you have voted for.
5. 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.
6. Put the ballot papers 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 papers, in order to be counted, must be received **by the returning officer** not later than the close of poll. They 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.
7. If you get more than one ballot paper of the same colour, by accident, then just use one. Please remember that it is illegal to vote more than once in the same election (unless you are voting for someone else – by proxy).
8. Remember, as you have received a postal vote you cannot vote in person at the polling station even if you have an official poll card. 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.
9. If you make a mistake on the ballot paper you can ask the returning officer for another one up until 5 p.m. 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.
10. If you lose the ballot paper, postal voting statement or accompanying envelopes by the third day before polling day, you may apply to the returning officer for a replacement ballot paper up until 5 p.m. on the day before polling day. You will be required to produce evidence of your identity.
11. If you want to apply for a replacement ballot paper after 5 p.m. on the day before polling day and up to 5 p.m. on polling day, you must do so in person at the address shown below. You will be required to provide evidence of your identity.

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 then that you send your postal vote to the returning officer or deliver it to the polling station before the close of poll at 10 p.m. on (*insert date*).

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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

* delete as necessary

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