

SCHEDULE

Regulations 3 and 4

Form of Canvass and Form of Words about the Two Versions of the Register

PART 1

Form prescribed for the purposes of section 10(4) of the Representation of the People Act 1983

**Voter Registration Form**  
Don't lose your right to vote

space left blank for local authority or Electoral Registration Office information

To the occupier

You are required by law to give the information asked for in this form.

You are entitled to register to vote if you are a British, Irish, European or qualifying Commonwealth citizen (see over the page for more details). Please complete this form and return it to us as soon as possible.

**1. What are the details of the people resident at this address who are 18 or over?**

List below everyone living at your address on 15 October [year] who is entitled to vote.

Please write in BLOCK LETTERS			Edited register If you do not want to appear on the edited register then tick here (see over)	Postal vote Tick here if you want a postal vote application form (see over)
Surname	First name and middle initials	Nationality		

**2. Are there any 16 and 17 year olds living at this address?**

Young adults can vote as soon as they are 18. They should register now. Please list any 16 and 17 year olds.

Please write in BLOCK LETTERS			Date of birth			Edited register	Postal vote
Surname	First name and middle initials	Nationality	Day	Month	Year		

**3. People who are not entitled to register to vote**

If nobody at this address is entitled to register to vote (including you), please tick the appropriate box below and complete part 4 before returning this form.

- Property empty on 15 October
- All residents not entitled to vote due to their nationality. (Please give details)
- Business premises
- Other reason (Please state why)

**4. Sign here before returning this form**

It is an offence to give false information on this form.

I declare that as far as I know, the details on this form are true and accurate.

Signature  Date  Daytime phone number (optional)

Print name

**Draft Legislation:** This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: *The Representation of the People (Form of Canvass) (Scotland) Regulations 2006 No. 1836*

### About this form

To vote in elections you need to be on the electoral register. This form collects the information we need to publish a revised register, which we do every year. If you do not respond to this form you may not appear on the revised register and you might lose your right to vote. Registering for other services or paying Council Tax does not register you to vote.

You are required by law to give the information asked for in this form. So please fill it in, sign it and return it to us as soon as possible. If you would like more information, our contact details are at the bottom of this page.

We will publish the revised register on 1 December, or shortly before. It will be available at the address given below. If for some reason you have been missed off the register, or your details have changed since 15 October [year] (for example, because you have moved), you should contact us immediately.

### Who can register to vote?

#### Age

You must be 18 or older to vote. You can register to vote when you are 16.

#### Residence

People can register only for the address where they are resident. You should include:

- People who are temporarily away – for example, away working, on holiday, in student accommodation or in hospital.
- Any other residents, lodgers or guests (but not short stay visitors) at your address.

#### Nationality

People who are entitled to register to vote:

- British citizens.
- Citizens of the Irish Republic.
- Citizens of other European Union countries.

EU citizens will be registered as local government electors only (except citizens of Cyprus, Malta, or the Irish Republic, who can vote in all elections). Local government electors can vote at Scottish parliamentary elections. For more information about registering to vote in European Parliamentary elections, please ring the helpline.

- Qualifying Commonwealth citizens. This means Commonwealth citizens who:
  - have leave to enter or remain in the UK; or
  - do not require such leave.

### Details of people at this address

For each person, you need to include:

- Name: Surname, first name and middle initials.
- Nationality: This will usually be as shown on the person's passport.
- Whether the person wants to opt out of the edited register. More details in the next column.
- Whether the person wants a postal vote application form. You do not need to tick this box if the person is already a postal voter.

### 16 and 17 year olds

Please provide the details of any 16 and 17 year olds in the property. Make sure you include their date of birth so that they can vote as soon as they are 18.

### What are the 'full' and 'edited' registers?

The full register lists the name and address of everyone who is registered to vote. The Electoral Registration Officer holds a copy. Anyone can look at it, but it is a criminal offence to supply or use copies for purposes other than those set down in law. More information is available at [www.aboutmyvote.co.uk](http://www.aboutmyvote.co.uk).

The main use of the full register is to show who can vote in elections and referendums. Credit reference agencies can use it, but only to check your name and address if you are applying for credit and for other purposes specified in law. It can also be used for law enforcement.

The edited register is available for general sale and can be used for any purpose. The edited register can be bought by any person, company or organisation and can be used for commercial activities such as marketing. If you want to opt out of having your details appear on the edited register, please tick the 'Edited register' box. You must also ask each person named on the form if they want to opt out of the edited register.

### How to get in touch with us

Our address is:

Email:

Website:

### Helpline:

If you find it difficult to read this form we can send you a large print version. [We can also provide the form in other languages.] Please ring the helpline.

## PART 2

### Form of words about the two versions of the register

#### **The two versions of the register**

The electoral registration officer makes and keeps two versions of the electoral register – the full register and the edited register.

**Please say in your application if you wish your name and address to be excluded from the edited register.**

#### **What are the “full” and “edited” registers?**

**The full register** lists the name and address of everyone who is registered to vote. The council holds a copy. Anyone can look at it, but it is a criminal offence to supply or use copies for purposes other than those set down in law. More information is available at [www.aboutmyvote.co.uk](http://www.aboutmyvote.co.uk).

The main use of the full register is to show who can vote in elections and referendums. Credit reference agencies can use it, but only to check your name and address if you are applying for credit and for other purposes specified in law. It can also be used for law enforcement.

**The edited register** is available for general sale and can be used for any purpose. The edited register can be bought by any person, company or organisation and can be used for commercial activities such as marketing.