

SCHEDULE 9

Article 93

REVOCATIONS

The Scottish Parliament (Elections etc.) Order 2010

1. In this Schedule “the 2010 Order” means the Scottish Parliament (Elections etc.) Order 2010(1).

2. Subject to paragraph 3, the 2010 Order is revoked.

3. The following provisions of the 2010 Order are not revoked—

- (a) in article 2 (interpretation), the definitions in paragraph (1) of “the 1983 Act”, “the 1998 Act”, “the 2000 Political Parties Act”, “CRO”, “ERO”, “local authority”, “RRO”, “register of electors”, “registered party”, “service voter” and “Scottish parliamentary election”, and paragraph (2);
- (b) article 3(1) (alterations in registers of electors);
- (c) article 4(3) and (5) (voting appeals), so far as relating to alterations in the register of electors which take effect under sections 13(5), 13A(2) or 13B(3) or (3B) of the 1983 Act;
- (d) article 15(2) (officers of councils to be placed at the disposal of a RRO), so far as relating to the functions of a RRO under the 2010 Order;
- (e) article 16 (returning officers: discharge of functions), so far as relating to—
 - (i) the power of a RRO to appoint persons to discharge the RRO’s functions under the 2010 Order; and
 - (ii) the duty of RROs and CROs to co-operate in relation to the functions of a RRO under the 2010 Order;
- (f) article 21(1) (effect of attainment dates in register entries), and paragraphs (2) to (4) of article 21 (prohibition of exclusion from voting) so far as those paragraphs relate to a person registered as a local government elector;
- (g) article 22 (effect of misdescription), so far as relating to misnomers or inaccurate descriptions in the register of electors;
- (h) article 23 (discharge of registration duties);
- (i) article 24 (payment of registration expenses);
- (j) article 28 (breach of official duty);
- (k) article 86 (vacancies: regional member seats);
- (l) article 87 (modification of section 10 of the 1998 Act);
- (m) article 91 (sending of applications, notices etc.);
- (n) article 92 (interference with notices), so far as relating to notices published in connection with the duties of an ERO under the 2010 Order;
- (o) article 94 (correction of procedural errors), so far as relating to the taking of steps by a RRO to correct the acts or omissions of a RRO in relation to the functions of a RRO under the 1998 Act or the 2010 Order;
- (p) in Schedule 2, rule 65 (equality of votes at poll for return of regional members) and rule 76 (regional election: effect of countermand or abandonment of constituency poll);
- (q) in Part 1 of Schedule 6 (application of provisions of the 1983 Act to the election or return of constituency members), the application of section 160(4)(a)(i) and (4A), section 173(1)

(1) [S.I. 2010/2999](#), which is amended by [S.I. 2011/2085](#), [S.I. 2012/1479](#) and [S.I. 2015/683](#).

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

- (a)(i) and (2), section 174 (but only so far as relevant to the application of those parts of sections 160 and 173) and section 180A; and
- (r) in Part 2 of Schedule 6 (application of provisions of the 1983 Act to the election or return of regional members), the application of section 160(4)(a)(i) and (4A), section 174 (but only so far as relevant to the application of those parts of section 160) and section 180A.

The Postal Services Act 2011 (Consequential Modifications and Amendments) Order 2011

4. Paragraph 86 of Schedule 1 to the Postal Services Act 2011 (Consequential Modifications and Amendments) Order 2011(2) is revoked.

The Health and Social Care Act 2012 (Consequential Provision—Social Workers) Order 2012

5. Paragraph 65 of the Schedule to the Health and Social Care Act 2012 (Consequential Provision—Social Workers) Order 2012(3) is revoked.

The Scotland Act 2012 (Saving and Consequential Provisions) Order 2015

6. Articles 4 to 9 of the Scotland Act 2012 (Saving and Consequential Provisions) Order 2015(4) are revoked.

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

**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 2015 to be authorised in writing by the election agent amounted to £.....

2. That written authority is annexed to this return.

Signature

Date

**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 2015 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)

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

**Article 48
FORM C**

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.

**Articles 48 and 49
FORM D**

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 named 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 2015, 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.

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

Schedule 2, Rule 4
FORM E

(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)¹:
Commonly used forenames (if any)¹:
Description (if desired)²:
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 2015.

The nomination period closes at [time and date of deadline] and completed nomination forms must be delivered to the constituency 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 has a commonly used name, that commonly used surname or forename may also be used in addition to or instead of the other name 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 H2 must also be submitted to the constituency returning officer (Schedule 2, rule 7).

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

Schedule 2, Rule 5
Form F

(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)¹:

Commonly used forenames (if any)¹:

Description for ballot paper² (delete one):
- Independent
- No description

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 2015.

The nomination period closes at [time and date of deadline] and completed nomination forms must be delivered to the regional 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 has a commonly used name, that commonly used surname or forename may also be used in addition to or instead of the other name 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.

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

**Schedule 2 Rule 6
FORM G**

(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 Party¹:

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 paper²:

Description³:

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) ⁴	Commonly used forename(s) (if any) ⁴	Candidate's home address in full (including postcode)
1.				
2.				
3.				
4.				
...				
10.				
11.				
12.				

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

Name in full:
(in BLOCK CAPITALS)

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

(nominating officer or person authorised in
writing by them)

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 2015.

The nomination period closes at [time and date of deadline] and completed nomination forms must be delivered to the regional 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 has a commonly used name, that commonly used surname or forename may also be used in addition to or instead of the other name 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)).

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

**Schedule 2 Rule 6
FORM H1**

**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 2015, I hereby certify that

(Name of party as registered¹)

may include the following name and the following description³ 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 paper³)

(Description³)

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 regional returning officer along with the party's regional list.

**Schedule 2 Rule 7
FORM H2**

**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 2015, I hereby certify that

(Candidate's name in full)

may include the following description¹ on their constituency nomination paper for the election in the above constituency on [date of election]:

(Description¹)

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

Date:

Notes

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 by the word "Scottish" where this is allowed under rule 4(7) of the Scottish Parliamentary Election Rules.


2. 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 constituency returning officer where a nomination paper is submitted for a candidate standing on behalf of a political party. It must be received by the constituency returning officer at some time during the period for delivery of nomination papers.

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

Schedule 2 Rule 27
FORM I

(Front of Form of Constituency Ballot Paper)

Election of the Member of the Scottish Parliament for the [insert name of constituency] Constituency	
Vote for only one candidate by putting a cross in the box next to your choice	

BASWRA, Paresh		<input type="checkbox"/>
Scottish Liberal Democrats		
CRANLEY, Alana		<input type="checkbox"/>
Scottish Green Party		
EDGBASTON, Richard		<input type="checkbox"/>
Scottish Conservative and Unionist		
FALKIRK, James		<input type="checkbox"/>
Common Sense Party		
GUNNIL-WALKER, Roger		<input type="checkbox"/>
Scottish Labour Party		
SMITH, Catherine Angelina		<input type="checkbox"/>
Scottish National Party		
SMITH, Keith James		<input type="checkbox"/>
Independent		

(Back of Form of Constituency Ballot Paper)

(Back of Form of Constituency Ballot Paper)

Ballot paper number

Unique identifying number

Scottish Parliament Election in the constituency of [name of 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. So far as is practicable, the arrangements set out in paragraphs 3 to 14 must be observed in the printing of the ballot paper.
3. No word may be printed on the face except:
 - (a) the heading "Election of the Member of the Scottish Parliament for the Constituency";
 - (b) within that heading, the name of the constituency;
 - (c) the direction "Vote for only one candidate by putting a cross [X] in the box next to your choice";
 - (d) the particulars of the candidates; and
 - (e) words forming part of the emblems mentioned at paragraph 10 below.
4. A box must be printed around:
 - (a) the heading and name referred to in paragraph 3(a) and (b); and
 - (b) the direction referred to in paragraph 3(c);and the direction referred to in paragraph 3(c) must be separated from the heading and name referred to in paragraph 3(a) and (b) by a horizontal rule extending across the box.
5. No rule may be printed on the face except:
 - (a) as part of the box referred to in paragraph 4;
 - (b) the horizontal rule referred to in that paragraph;
 - (c) a horizontal rule above the particulars of the first candidate;
 - (d) horizontal rules separating the particulars of the candidates from one another;
 - (e) a horizontal rule below the particulars of the last candidate;
 - (f) as part of the boxes on the right-hand side of the ballot paper where the vote is to be marked.
6. The horizontal rules referred to in paragraph 5(c), (d) and (e) must be equally spaced and the space between each of them must be a minimum of 2.5 centimetres.

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

7. The boxes referred to in paragraph 5(f) must not touch any horizontal rule and each one must be equidistant between the horizontal rule above it and the horizontal rule below it.

8. Each of the horizontal rules referred to in paragraph 5(c) and (d) must extend from a point level with the text on the left-hand side of the page to a point directly above the centre of the box below that rule.

9. The horizontal rule referred to in paragraph 5(e) must:

- (a) extend from a point level with the text on the left-hand side of the page to a point directly below the right-hand edge of the box above that rule; and
- (b) be thicker than the other horizontal rules.

10. Where a registered emblem is to be printed against a candidate's particulars:

- (a) it must be printed adjacent to and to the right of the candidate's particulars; and
- (b) its size as printed must not exceed 2 cm by 2 cm.

11. All the words on the front of the ballot paper must appear in the same large type except that:

- (a) the heading and name referred to in paragraph 3(a) and (b) must appear in very large and bold type;
- (b) in the direction referred to in paragraph 3(c), the words "only one candidate" must appear in very large and bold type;
- (c) the remainder of that direction must appear in very large type;
- (d) the names of the candidates and the descriptions, if any, must appear in bold type.

12. The surname of each candidate must appear in capitals and the candidates' other names must be in lower case with initial capitals.






13. The official mark must appear on the front of the ballot paper.

14. The ballot paper number and unique identifying number must be printed close to each other on the back of the ballot paper.

Schedule 2 Rule 28
FORM J

(Front of Form of Regional Ballot Paper)

Election of Members of the Scottish Parliament for the [insert name of region] Region		
Vote only once by putting a cross to your choice		in the box next

CONSERVATIVE PARTY		
Scottish Conservative and Unionist		<input type="checkbox"/>
LABOUR PARTY		
Scottish Labour Party		<input type="checkbox"/>
LIBERAL DEMOCRATS		
Scottish Liberal Democrats		<input type="checkbox"/>
SCOTTISH GREEN PARTY		
Second Vote Green		<input type="checkbox"/>
SCOTTISH NATIONAL PARTY		
Scottish National Party (Scotland's Party)		<input type="checkbox"/>
BROWN, Fiona Anne		
Independent		<input type="checkbox"/>
SMITH, James Keith		
Independent		<input type="checkbox"/>

(Back of Form of Regional Ballot Paper)

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

(Back of Form of Regional Ballot Paper)

Ballot paper number
Unique identifying number
Scottish Parliament Election in 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. So far as is practicable, the arrangements set out in paragraphs 3 to 14 must be observed in the printing of the ballot paper.
3. No word may be printed on the face except:
 - (a) the heading "Election of Members of the Scottish Parliament for the Region";
 - (b) within that heading, the name of the region;
 - (c) the direction "Vote only once by putting a cross [X] in the box next to your choice";
 - (d) the particulars of the political parties;
 - (e) the particulars of individual candidates; and
 - (f) words forming part of the emblems mentioned at paragraph 10 below.
4. A box must be printed around:
 - (a) the heading and name referred to in paragraph 3(a) and (b); and
 - (b) the direction referred to in paragraph 3(c);and the direction referred to in paragraph 3(c) must be separated from the heading and name referred to in paragraph 3(a) and (b) by a horizontal rule extending across the box.
5. No rule may be printed on the face except:
 - (a) as part of the box referred to in paragraph 4;
 - (b) the horizontal rule referred to in that paragraph;
 - (c) a horizontal rule above the particulars of the first political party;
 - (d) horizontal rules separating the particulars of the political parties or individual candidates from one another;
 - (e) a horizontal rule below the particulars of the last political party or individual candidate;
 - (f) as part of the boxes on the right-hand side of the ballot paper where the vote is to be marked.
6. The horizontal rules referred to in paragraph 5(c), (d) and (e) must be equally spaced and the space between each of them must be a minimum of 2.5 centimetres.

7. The boxes referred to in paragraph 5(f) must not touch any horizontal rule and each one must be equidistant between the horizontal rule above it and the horizontal rule below it.
8. Each of the horizontal rules referred to in paragraph 5(c) and (d) must extend from a point level with the text on the left-hand side of the page to a point directly above the centre of the box below that rule.
9. The horizontal rule referred to in paragraph 5(e) must:
 - (a) extend from a point level with the text on the left-hand side of the page to a point directly below the right-hand edge of the box above that rule; and
 - (b) be thicker than the other horizontal rules.
10. Where a registered emblem is to be printed against a political party's particulars:
 - (a) it must be printed adjacent to and to the right of the political party's particulars; and
 - (b) its size as printed must not exceed 2 cm by 2 cm.
11. All the words on the front of the ballot paper must appear in the same large type except that:
 - (a) the heading and name referred to in paragraph 3(a) and (b) must appear in very large and bold type;
 - (b) in the direction referred to in paragraph 3(c), the words "only once" must appear in very large and bold type;
 - (c) the remainder of that direction must appear in very large type;
 - (d) the names of the political parties and individual candidates and the descriptions, if any, must appear in bold type. The name of a political party included on the ballot paper must include the word "Scottish" where it has been added under rule 6(3).
12. The surname of each individual candidate must appear in capitals and the candidates' other names must be in lower case with initial capitals.
13. The official mark must appear on the front of the ballot paper.
14. The ballot paper number and unique identifying number must be printed close to each other on the back of the ballot paper.

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

**Schedule 4 Paragraph 3
FORM K**

Postal voting statement *[Space for barcode]*

Election of Member(s) of the Scottish Parliament

Date of election *[day] [date] [name of month] [year]*

Important – you must fill in and return this postal voting statement with your completed ballot paper(s) for it to be counted.

Please read the instructions carefully and use a black pen.

*Name _____ Ballot paper(s) number(s) _____

*Returning officer to insert name but omit where sent to an anonymous elector

(!) Check that the number(s) on the back of your ballot paper(s) match the number(s) shown above.
If they do not match, call us **immediately** on *(insert helpline number)*

I am the person the ballot paper(s) numbered above was (were) sent to.

My date of Birth is:

Day Month Year

*My signature is:
(You must sign inside the box)

*Returning officer to omit box where the elector has been granted a waiver

We will check this information against our records for security.

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. It is an offence to vote more than once (unless you are appointed as a proxy) at the same election.

Returning officer to add pictorial guidance as appropriate.

Instructions for Voting by Post

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

	Instructions for Voting by Post
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Please read through carefully. If you need help, please call us on [insert helpline number].

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper(s).
2. Make sure you have filled in the **date of birth** ***[and signature box]** on this postal voting statement.
**Returning officer to delete where elector is granted a waiver.*
3. Vote only once on each (or the) ballot paper by putting a cross in the box next to your choice on each (or the) ballot paper.
4. Do not mark the ballot paper in any other way or your vote may not count.
5. We must get your postal vote by 10 pm 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 **10 pm on [day] [date of poll]**.
6. After receiving this postal vote, you cannot vote in person at a polling station in this election.

	Getting Help
<ul style="list-style-type: none">• 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 5 pm on [day] [date] [name of month], and we can only issue replacements after 5 pm on [day] before poll 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

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

**Schedule 2 Rule 37
Form L1**

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

Front of card

Poll card	
Election of Members of the Scottish Parliament for the [insert name of Constituency] constituency and [insert name of region] Region	
Date of election [Day] [Date] [Name of the Month] [Year]	
Voting information	
Polling day	
Voting hours Your polling station will be	
<p>Your details: * [Elector's name and qualifying address details here] *Returning officer to omit where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope</p> <p>Number on register:</p> <p>** [You do not need to take this card with you in order to vote.] ** [You must have this card with you. You cannot vote without it.] ** If anonymous elector omit the first set of brackets, if not omit the second set of brackets. [insert helpline and other details including website]</p>	

Please turn over

Back of card

<p>This space for map or other information such as helpline and website details</p>	<p>If you are away or cannot go to the polling station on [day] [date of poll] You can do one of the following:</p> <ul style="list-style-type: none"> Apply to vote by post. Completed applications must reach us before 5 pm on [day] [date of deadline]. If you are given a postal vote, you will not be able to vote in person at this election. <p>OR</p> <ul style="list-style-type: none"> Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us before 5 pm on [day] [date of deadline]. If you appoint a proxy, you can vote if you wish, but only if your proxy has not already voted on your behalf and has not got a postal vote for you.
<p>It is an offence to:</p> <ul style="list-style-type: none"> 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 	

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

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

i If you need any help or to find out if your polling station is accessible, please contact us.
[Returning officer to add contact details including website if appropriate]

If undelivered return to:
[Insert return address]

If after 5 pm on [the sixth day before the date of the poll] you are unable to vote in person because you:

- **Have a medical emergency**
- **Learn you cannot go to the polling station because of work reasons**

you can apply to vote by proxy. Completed applications must reach us **before 5 pm on polling day**. To find out how to apply, call the helpline immediately

The Returning Officer issued this card

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

**Schedule 2 Rule 37
Form L2**

Official poll card (to be sent to an elector voting by post)

Front of card

Poll card
Election of Members of the Scottish Parliament for the [insert name of Constituency] constituency and [insert name of region] Region
Date of election [Day] [Date] [Name of the Month] [Year]
Voting information
We will send your postal vote around [Day] [Date] [Name of the Month] [Year] *[addressed to:]
*[Elector's name and address]

<p>Your details:</p> <p>* [Elector's name and qualifying address details here]</p> <p>*Returning officer to omit in both places where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope</p> <p>Number on register:</p> <ul style="list-style-type: none"> 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. <p>If you have not received your postal vote by [Day] [Date] [Name of the Month] call [Insert helpline number].</p>
--

Please turn over

Back of card


How to vote


1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot paper and a postal voting statement.
3. Complete both of these and return them straightaway.
4. We need to receive your postal vote by **10 pm on [day/date of poll]**.

If you lose your postal vote or make a mistake

- Please phone the helpline straightaway.
- We can only issue a replacement postal vote **before 5 pm 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 5 pm on [day/date of deadline]**. For more information, please call the helpline.

 **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]

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]

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

**Schedule 2 Rule 37
Form M1**

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

Front of card

Proxy Poll card	
Election of Members of the Scottish Parliament for the [insert name of Constituency] constituency and [insert name of region] Region	
Date of election [Day] [Date] [Name of the Month] [Year]	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

<p>Your details: * [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</p> <p>Number on register:</p>
--

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 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

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

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

The person you are proxy for can vote themselves if they
wish – but only if you have not already voted on their behalf.

This space for map or other information such as helpline and
website details

 If you need any help or to find out if your polling station
is accessible, please contact us.
[Returning officer to add contact details including
website if appropriate]

Voting as a proxy

* [At the polling station, tell the staff that you are a proxy for
the person named above. They will give you that person's
ballot paper.] [At the polling station, ask to speak to the
presiding officer and show them this card. They will give you
that person's ballot paper.]

If you need any help, just ask the staff.

If you are away or cannot go to the polling
station on [day] [date of poll]

- You can apply to vote by post. The
deadline for completed applications is 5
pm on [day] [date of deadline].
- If you are given a postal vote, you or the
person you are proxy for will not be able
to vote in person at this election.
- To find out how to apply, please call us
on [insert helpline number or other
contact details].

It is an offence to:

- 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]

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

**Schedule 2 Rule 37
Form M2**

Official poll card (to be sent to a proxy voting by post)

Front of card

Proxy postal poll card
Election of Members of the Scottish Parliament for the [insert name of Constituency] constituency and [insert name of region] Region
Date of election [Day] [Date] [Name of the Month] [Year]
Voting information
We will send your postal vote around [Day] [Date] [Name of the Month] [Year] [addressed to:]
<p>* [Proxy's name and qualifying address details here]</p> <p>* 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.</p>

Voting as a proxy

** [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

1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot paper and a postal voting statement.
3. Complete both of these and return them straight away.
4. We need to receive your postal vote by **10 pm 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 and other contact details]

If you lose your postal vote or make a mistake

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

If you would rather vote in person, you must cancel your postal vote before **5 pm 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]

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

**Schedule 2 Rule 37
Form M3**

Official poll card (to be sent to an elector who has appointed a proxy)

Front of card

Poll card for an elector who has appointed a proxy	
Election of Members of the Scottish Parliament for the [insert name of Constituency] constituency and [insert name of region] Region Date of election [Day] [Date] [Name of the Month] [Year]	
Voting information	
Polling day	
Voting hours Your polling station will be	
Your details: * [Elector's name and qualifying address details here] *Returning officer to omit where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope Number on register:	
<p>i This card is to remind you that you have appointed [insert name of proxy] to vote on your behalf at this election.</p> <p>If you want to cancel this proxy vote, you must do this before 5 pm on [day/ date of deadline]. For more information, please call the helpline.</p> <p>[insert helpline and other contact details].</p>	

Please turn over

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

Back of card

i You can still vote in person at your polling station if you vote before your proxy votes on your behalf. However, if your proxy has applied to vote by post then you can't vote unless you cancel this proxy vote before 5 pm on [day/ date of deadline].

** [You do not need to take this card with you in order to vote.]

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

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

i If you need any help or want to cancel this proxy vote, please contact us.
[Returning officer to add contact details including website if appropriate]

If undelivered return to:
[Insert return address]

The Returning Officer issued this card

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

**Schedule 2 Rule 38
FORM N1**

Scottish Parliamentary Election

GUIDANCE FOR VOTERS

- 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 by putting a cross in the box next to your choice on each ballot paper.
- Do not mark the ballot paper in any other way or your vote may not count.
- If you make a mistake, take the ballot paper to the polling staff and ask for another one.
- When you have marked your choice, show the back of the ballot papers to the polling staff, so that they can confirm that the ballot papers have numbers, 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 (as modified by Schedule 5 Paragraph 8)
Schedule 5 Paragraph 25
FORM N2**

Scottish Parliamentary and Local Government Elections

GUIDANCE FOR VOTERS

- 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], vote only once on each ballot paper by putting a cross in the box next to your choice.
- On the local government ballot paper, coloured [insert colour], instead of using a cross, number the candidates in the order of your choice. Put the number 1 in the box next to the name of the candidate who is your first choice, 2 in the box next to your second choice, 3 in the box next to your third choice, and so on.
- Do not mark the ballot papers in any other way or your votes may not count.
- If you make a mistake, take the ballot paper to the polling staff and ask for another one.
- When you have marked your choice, show the back of the ballot papers to the polling staff, so that they can confirm that the ballot papers have numbers, 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).

**Schedule 2 Rule 38
FORM O**

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 GENERAL ELECTION

INFORMATION FOR VOTERS

There are two ballot papers

Vote only once on each ballot paper

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.

- Vote only once by putting a cross in the box next to your choice of candidate
- Do not mark the ballot paper in any other way or your vote may not count.

[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 the [insert name of region] 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]**.

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

- Vote only once by putting a cross in the box next to your choice of party [or candidate]**.
- Do not mark the ballot paper in any other way or your vote may not count.

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

[The form of a regional ballot paper to be illustrated].

Once you have marked your ballot papers

- If you make a mistake, take the ballot paper to the polling staff and ask for another one.
- When you have marked your choices, show the back of the ballot papers to the polling staff, so that they can confirm that the ballot papers have numbers, 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.

Returning officer to add pictorial guidance as appropriate.

**Schedule 2 Rule 41
FORM P**

Certificate of Employment

Election of Members of the Scottish Parliament for the [insert name of Constituency] constituency and [insert name of region] Region

Date of election [Day] [Date] [Name of the 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'/.....
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 their employment on the above date for a purpose connected with this election:

- as a constable**
- by me (Only applies to returning officers' staff)**

Signature:
Returning Officer/Police Officer (Inspector or above)**

Date:

*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.
**Delete whichever does not apply.

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

Schedule 2 Rule 48
FORM Q

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

Election of Members of the Scottish Parliament for the [insert name of
Constituency] constituency and [insert name of region] Region

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

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 to that effect. If the
Presiding Officer of the polling station is satisfied by the voter's declaration, such a
voter may be assisted by a companion, provided that the companion satisfactorily
completes the declaration at section 1 below.

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 16 years*.
- (*Delete as appropriate)

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:
.....

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

Address of voter
.....

Signature of companion:
Date:.....

SECTION 2 – PRESIDING OFFICER'S COUNTER-SIGNATURE

I, the undersigned, 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).

**Schedule 2 Rule 62
FORM R**

**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).

Schedule 2 Rule 65
FORM S

**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).

**Schedule 4 Paragraph 3
Schedule 5 Paragraph 40
FORM T**

Postal voting statement	<i>[Space for barcode]</i>
Election of Members of the Scottish Parliament and Councillors for a local government ward	
Date of election <i>[day] [date] [name of month] [year]</i>	
Important – you must fill in and return this postal voting statement with your completed ballot papers for it to be counted.	
Please read the instructions carefully and use a black pen.	
*Name _____ Ballot papers numbers _____	
*Returning officer to insert name but omit where sent to an anonymous elector	
(!) Check that the numbers on the back of your ballot papers match the numbers shown above. If they do not match, call us immediately on <i>(insert helpline number)</i>	
<p>I am the person the ballot papers numbered above were sent to.</p> <p style="text-align: center;">My date of Birth is: <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day Month Year</p> <p>*My signature is: (You must sign inside the box)</p> <div style="border: 1px solid black; width: 200px; height: 50px; margin: 5px auto;"></div> <p>*Returning officer to omit box where the elector has been granted a waiver</p>	
We will check this information against our records for security.	
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. It is an offence to vote more than once (unless you are appointed as a proxy) at the same election.	
<i>Returning officer to add pictorial guidance as appropriate.</i>	

	Instructions for Voting by Post
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Please read through carefully. If you need help, please call us on [insert helpline number].

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot papers.
2. Make sure you have filled in the **date of birth** *[and signature box] on this postal voting statement.
**Returning officer to delete where elector is granted a waiver.*
3. You should have received three ballot papers.
4. On the Scottish Parliament ballot papers, coloured [insert colours], vote only once on each ballot paper by putting a cross in the box next to your choice.
5. On the local government ballot paper, coloured [insert colour], instead of using a cross, number the candidates in the order of your choice. Put the number 1 in the box next to the name of the candidate who is your first choice, 2 in the box next to your second choice, 3 in the box next to your third choice, and so on.
6. Do not mark the ballot papers in any other way or your votes may not count.
7. We must get your postal vote by 10 pm 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 **10 pm on [day] [date of poll]**.
8. After receiving this postal vote, you cannot vote in person at a polling station in this election.

	Getting Help
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- 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 5 pm on [day] [date] [name of month]**, and we can only issue replacements after 5 pm on [day] before poll if you return this ballot pack by hand. You will need to return all the contents of this postal voting pack to us.

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

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

**Schedule 4 Paragraph 3
FORM U**

<p>Postal voting statement <i>[Space for barcode]</i></p> <p>Election of Member(s) of the Scottish Parliament</p> <p>Date of election <i>[day] [date] [name of month] [year]</i></p> <p>Important – you must fill in and return this postal voting statement with your completed ballot paper(s) for it to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>*Name _____ Ballot paper(s) number(s) _____</p> <p>*Returning officer to insert name but omit where sent to an anonymous elector</p> <p>(!) Check that the number(s) on the back of your ballot paper(s) match the number(s) shown above. If they do not match, call us immediately on <i>(insert helpline number)</i></p> <div style="border: 1px solid black; padding: 5px;"><p>I am the person the ballot paper(s) numbered above was (were) sent to.</p><p>My date of Birth is: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p><p style="text-align: center;">Day Month Year</p><p>*My signature is: (You must sign inside the box)</p><p>*Returning officer to omit box where the elector has been granted a waiver</p><div style="border: 1px solid black; height: 40px; width: 100%;"></div></div> <p>We will check this information against our records for security.</p> <p>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. It is an offence to vote more than once (unless you are appointed as a proxy) at the same election.</p> <p><i>Returning officer to add pictorial guidance as appropriate.</i></p>
--

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

i This postal voting statement and ballot paper(s) relate to the Scottish parliamentary election only. You will receive your local government election ballot paper and instructions separately. If you have not received them by [insert day, date, month] please contact us on [insert helpline number].

i Instructions for Voting by Post

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

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper(s).
2. Make sure you have filled in the **date of birth and *signature box** on this postal voting statement.
**Returning officer to delete where elector is granted a waiver.*
3. Vote only once on each ballot paper by putting a cross in the box next to your choice on each ballot paper.
4. Do not mark the ballot paper in any other way or your vote may not count.
5. We must get your postal vote by 10 pm 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 **10 pm on [day] [date of poll]**.
6. After receiving this postal vote, you cannot vote in person at a polling station in this election.

i 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 5 pm on [day] [date] [name of month]**, and we can only issue replacements after 5 pm on **[day]** before poll if you return this ballot pack by hand. You will need to return all the contents of this postal voting pack to us.

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

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

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

Schedule 4 Paragraph 29
FORM V

SCOTTISH PARLIAMENTARY ELECTION STATEMENT ON ABSENT VOTERS			
Constituency/Region:		[Name of Constituency/Region]	Date of poll: [Date of poll]
A	Issue of postal ballot packs	Constituency	Region
1	Number of original postal ballot packs issued		
2	Number of postal ballot packs replaced due to the original pack being lost or not received		
3	Number of postal ballot packs replaced due to the original being spoiled		
4	Number of postal ballot packs replaced due to the elector requesting the pack be sent to a different address (i.e. ballot packs issued but then cancelled and reissued due to elector changing their registered address)		
5	Total number of postal ballot packs issued (i.e. Total of A1 to A4)		
B	Receipt of postal ballot packs	Constituency	Region
1	Number of complete postal ballot packs received by the close of the poll (excluding those returned in B3 to B6)(i.e. PVS and matching ballot paper returned)		
2a	Number of postal voting statements received by close of poll without the corresponding ballot paper		
2b	Number of ballot papers received by close of poll without the corresponding postal voting statements		
3	Number of postal ballot packs cancelled on request of elector by 5pm on the eleventh working day before the poll		
4	Number of postal ballot packs cancelled as spoiled by close of poll		
5	Number of postal ballot packs cancelled as lost by close of poll		
6	Number of postal ballot packs returned as undeliverable by the seventh calendar day after the poll		
7	Number of postal ballot packs received between the close of poll and the seventh calendar day after the poll		
8	Total number of postal ballot packs not returned (including empty envelopes and any ballot packs received more than seven calendar days after the poll)		
9	Total postal ballot packs (i.e. Total of B1-B8) (Should equal A5)		
C	Checks on personal identifiers		
1	Number of postal voting statements checked against the personal identifier record		
2	Number of postal voting statements where required personal identifiers were verified as valid		

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

3a	Number of postal voting statements rejected because there was no signature		
3b	Number of postal voting statements rejected because there was no date of birth		
3c	Number of postal voting statements rejected because there was no signature and no date of birth		
4a	Number of postal voting statements rejected due to a mismatched signature		
4b	Number of postal voting statements rejected due to a mismatched date of birth		
4c	Number of postal voting statements rejected due to a mismatch of both identifiers		
5	Total checks on personal identifiers (i.e. Total of C2-C4, should equal C1)		
D Waivers			
1	Number of signature waivers granted (as per the personal identifiers record)		
E Summary of postal ballot packs			
1	Number of postal ballot packs rejected due to missing ballot paper or PVS (Should equal B2a plus B2b)		
2	Number of postal voting statements rejected due to absence or mismatch of personal identifiers (Should equal C3a to C4c)		
3	Number of postal ballot papers sent to the count (Should equal C2)		
F Proxies			
1	Number of standard proxies (excluding postal proxies) granted		
2	Number of standard proxies with postal votes granted		
3	Number of emergency proxies granted		
4	Total number of proxies (i.e. Total of F1 to F3)		

Signed:
 Constituency Returning Officer

The completed statement must be sent to the Scottish Ministers 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).

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

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 and Local Government Elections

INFORMATION FOR VOTERS

There are 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.

- Vote only once by putting a cross in the box next to your choice of candidate
- Do not mark the ballot paper in any other way or your vote may not count.

[The form of a 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 the [insert name of region] 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]**.

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

- Vote only once by putting a cross in the box next to your choice of party [or candidate]**.
- Do not mark the ballot paper in any other way or your vote may not count.

***may be deleted where no individual candidates are standing for election as regional members.
(The form of the regional ballot paper to be illustrated.)*

LOCAL GOVERNMENT ([insert colour] ballot paper)

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

- Instead of using a cross, number the candidates in the order of your choice. Put the number 1 in the box next to the name of the candidate who is your first choice, 2 in the box next to your second choice, 3 in the box next to your third choice, and so on.
- 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.)

LOCAL GOVERNMENT ([insert colour] ballot paper)

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

- Instead of using a cross, number the candidates in the order of your choice. Put the number 1 in the box next to the name of the candidate who is your first choice, 2 in the box next to your second choice, 3 in the box next to your third choice, and so on.
- 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.)

Once you have marked your ballot papers


- If you make a mistake, take the ballot paper to the polling staff and ask for another one.
- When you have marked your choices, show the back of the ballot papers to the polling staff, so that they can confirm that the ballot papers have numbers, 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.

Returning officer to add pictorial guidance as appropriate.

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

**Schedule 5 Paragraph 40
FORM X**


<p>Postal voting statement</p> <p>Election of Councillors(s) for a local Government ward</p> <p>Date of election <i>[day] [date] [name of month] [year]</i></p> <p>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>*Name _____ Ballot paper number _____</p> <p>*Returning officer to insert name but omit where sent to an anonymous elector</p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If they do not match, call us immediately on <i>(insert helpline number)</i></p>	<i>[Space for barcode]</i>												
<p>I am the person the ballot papers numbered above were sent to.</p> <p style="text-align: center;">My date of Birth is:</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;"> </td> </tr> <tr> <td style="text-align: center;">Day</td> <td style="text-align: center;">Month</td> <td colspan="4" style="text-align: center;">Year</td> </tr> </table> <p>*My signature is: (You must sign inside the box)</p> <div style="border: 1px solid black; width: 200px; height: 50px; margin-left: auto; margin-right: auto;"></div> <p>*Returning officer to omit box where the elector has been granted a waiver</p>								Day	Month	Year			
Day	Month	Year											
<p>We will check this information against our records for security.</p> <p>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. It is an offence to vote more than once (unless you are appointed as a proxy) at the same election.</p> <p><i>Returning officer to add pictorial guidance as appropriate.</i></p>													

 This postal voting statement and ballot paper relate to the local government election only. You will receive your Scottish Parliament election ballot paper(s) and instructions separately. If you have not received them by [insert day, date, month] please contact us on [insert helpline number].

 Instructions for Voting by Post

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

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper(s).
2. Make sure you have filled in the **date of birth** **[and signature box]* on this postal voting statement.
**Returning officer to delete where elector is granted a waiver.*
3. Vote by numbering the candidates in the order of your choice. Put the number 1 in the box next to the name of the candidate who is your first choice, 2 in the box next to your second choice, 3 in the box next to your third choice, and so on.
4. Do not mark the ballot paper in any other way or your vote may not count.
5. We must get your postal vote by 10 pm 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 **10 pm on [day] [date of poll]**.
6. 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.
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