

SCHEDULE

Regulation 12

Form A1: OFFICIAL POSTAL POLL CARD
(to be sent to an elector voting by post)

Front of card

OFFICIAL POSTAL POLL CARD

Constituency:	This notice is to tell you that you have asked to vote by post for this election, and you will not be able to vote in a polling station. If you want to cancel your postal vote please call: [helpline number] before 5 pm on [// day/date deadline].
For the election on: [day/date]	
Number on Register:	
*Name and Address.	We will send your postal voting papers around [day/date].
<i>*(Returning Officer to omit where postal poll card sent to an anonymous elector. Postal poll card to anonymous elector must be delivered in a sealed envelope.)</i>	Addressed to: (Name and Address)
	If your postal voting papers have not arrived by [day/date] call: [helpline number] and ask for help.

If you lose or accidentally spoil your postal ballot paper, please call: [helpline number] as soon as possible. Replacement ballot papers can only be issued before 5 p.m. on [day/date of poll].

This card is to provide you with information about voting by post.
SEE INFORMATION ON THE BACK OF THIS CARD

Back of card

PARLIAMENTARY ELECTION

When you receive your postal voting pack, please read the instructions with it carefully before completing your postal ballot paper.

Do not let anyone see your vote. If you need help voting, the person helping you must not tell anyone how you have voted. You can get independent help from the Returning Officer; please call our helpline on [*helpline number*].

You must **sign** the postal voting statement (unless you have been granted a waiver by prior arrangement with the Returning Officer) and **provide your date of birth**. This is a security measure. It will not affect your vote or mean it can be identified. Without your signature (unless waived) and date of birth the statement will not be valid and your vote will not count. The Returning Officer can cross check your signature and date of birth against other records that they hold.

If you lose or accidentally spoil your ballot paper, please call the helpline number below as soon as possible. We can only issue replacement postal ballot papers before 5 p.m. on [*day/date of poll*].

Complete and return your postal vote as soon as possible. The Returning Officer must receive your postal vote by 10 pm on [*day/date of poll*]. You can deliver your completed voting papers to any polling station in your constituency.

If you want to vote in person at these elections, you must cancel your postal vote before 5 p.m. on [*-11 day/date deadline*].

If you need any assistance, please call our helpline on: [*helpline number*].

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

Issued by the Returning Officer

<p>Form B1: OFFICIAL PROXY POSTAL POLL CARD (to be sent to an appointed proxy voting by post) Front of card</p>	
<p>OFFICIAL PROXY POSTAL POLL CARD</p>	
<p>Constituency: For the election on: [day/date] Name and Address (Proxy):</p>	<p>This poll card is to tell you that for this election, the elector named on the back of this card has appointed you as their proxy and you have decided to vote by post. You will not be able to vote on behalf of the elector in a polling station. If you want to cancel this postal vote and vote in person on polling day, please call: [helpline number] before 5 pm on [-11 day/date deadline].</p> <p>We will send the proxy postal voting papers around [day/date].</p> <p>If the postal voting papers have not arrived by [day/date] please call: [helpline number] and ask for help.</p> <p>If you lose or accidentally spoil the elector's postal ballot paper, please call: [helpline number] as soon as possible. Replacement ballot papers can only be issued before 5 pm on [day/date of poll].</p>
<p>This card is to provide you with information about voting by post. <i>SEE INFORMATION ON THE BACK OF THIS CARD</i></p>	

Back of card

PARLIAMENTARY ELECTION

***This poll card is to tell you that for this election you are appointed as proxy for the elector named below and you have decided to vote by post.**

.....
*(Elector's name)

.....
*(Elector's address)

When you receive the postal voting pack, please read the instructions with it carefully before completing the postal ballot paper.

Do not let anyone see your vote. If you need help voting, the person helping you must not tell anyone how you have voted.

You **must sign** the postal voting statement (unless you have been granted a waiver by prior arrangement with the Returning Officer) and **provide your date of birth**. This is a security measure. It will not affect your vote or mean it can be identified. Without your signature (unless waived) and date of birth the statement will not be valid and your vote will not count. The Returning Officer can cross check your signature and date of birth against other records they hold.

If you lose or accidentally spoil the postal ballot paper, please call the helpline number below as soon as possible. We can only issue replacement postal ballot papers before 5 pm on [day/date of poll].

Complete and return the postal vote as soon as possible. The Returning Officer must receive the postal vote by 10 pm on [day/date of poll]. You can deliver your completed voting papers to any polling station in your constituency.

If you want to vote in person as a proxy at these elections, you must cancel your postal vote before 5 p.m. on [-11 day/date deadline].

It is illegal to do any of the following:

- Vote more than once (unless you are appointed as a proxy for another elector) at the same election.
- Vote as a proxy at the same election for two or more persons unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
- Vote as a proxy for a person if you know that the person is subject to a legal incapacity to vote.

Issued by the Returning Officer

*[Where poll card sent to the proxy of an anonymous elector substitute for the text marked with * above:—*

This poll card is to tell you that for this election you are appointed as proxy for the elector whose electoral number is shown below and you have decided to vote by post.

You are entitled to vote as proxy for the elector whose electoral number is shown below:

.....

(Elector's number on register)

**Form G: Form of postal voting statement
(for use at parliamentary elections)**

Postal Voting Statement

*Voter's name: Ballot paper No

**(Returning Officer to insert name but omit where ballot papers sent to an anonymous elector)*
[other identifying mark]

You must provide your [signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not count.

I AM THE PERSON THE BALLOT PAPER NUMBERED ABOVE WAS SENT TO

Date of birth

D	D
---	---

M	M
---	---

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

 (voter's date of birth)

#Signature

Signature Here

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

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

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.

PLEASE READ INSTRUCTIONS TO THE VOTER

Issued by the Returning Officer

INSTRUCTIONS TO THE VOTER

Complete the ballot paper yourself and in private. If you need help contact the Returning Officer's staff as shown below

[contact details for assistance
include address as appropriate]

1. 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 count.
2. Vote for ONE candidate only. Do not mark the ballot paper in any other way or your vote may not count.
3. Mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate you are voting for.

4. If you need help voting, the person helping you must not tell anyone how you voted
5. Put the ballot paper in the small envelope marked **A** and seal it.
6. Complete the postal voting statement by **signing it and providing your date of birth.**
7. Then put the envelope marked **A** together with the postal voting statement in the larger envelope marked **B**. Return it straightaway.
8. **After receiving this postal vote, you cannot vote in person at a polling station at this election.**
9. If you accidentally spoil your ballot paper, you can apply to the Returning Officer for a replacement before 5 p.m. on *[day/date of poll]*. You must return the spoiled ballot paper, the postal voting statement, and the envelopes marked **A** and **B**. Make sure you contact the Returning Officer as soon as possible

! Your ballot paper and the postal voting statement must be received by the Returning Officer by 10 p.m. on *[day/date of poll]*. You can deliver your completed postal vote to any polling station in your constituency on polling day.

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.

It is illegal to vote more than once (unless you are appointed as a proxy for another elector) at the same election.

^(Returning Officer to omit where a person has been granted a waiver)

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 (Scotland) (Amendment) Regulations 2008 No. 305

Form B: Form of postal voting statement

(for use where there is a joint issue and receipt of postal ballot papers)

Postal Voting Statement

*Voter's name: Ballot paper Nos.

**(Returning Officer to insert name but omit where ballot papers sent to an anonymous elector)*
[other identifying mark]

You must provide your [signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not count.

I AM THE PERSON THE BALLOT PAPERS NUMBERED ABOVE WERE SENT TO

Date of birth

D	B
---	---

N	M
---	---

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

 (voter's date of birth)

#Signature

Signature here

 (voter's signature)
IMPORTANT Keep signature within border

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

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.

PLEASE READ INSTRUCTIONS TO THE VOTER

Issued by the Returning Officer

INSTRUCTIONS TO THE VOTER

Complete the ballot paper yourself and in private. If you need help contact the Returning Officer's staff as shown below

[contact details for assistance

include address as appropriate]

1. You must provide your [signature and] date of birth. You must do this even if you have already signed a postal voting statement in respect of another election to be held on the same day. If you do not, this postal voting statement will be invalid and your vote will not count.
2. When you are voting in a Parliamentary election (*insert colour of ballot paper* ballot paper), mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidate you are voting for. Vote for ONE candidate only.

3. When you are voting in a local government election (*insert colour of ballot paper* ballot paper), number the candidates in the order of your choice instead of using a cross. Put the number 1 in the box next to the name of the candidate who is your first choice, then put 2 in the box next to the name of the candidate who is your second choice, 3 in the box next to your third choice, 4 in the box next to your fourth choice and so on. You can mark as many choices as you wish.
4. When you are voting in a European Parliamentary election (*insert colour of ballot paper* ballot paper), mark a cross (X) in the box on the right hand side of the name of the party or individual candidate of your choice. Vote for ONE party or candidate only.
5. [*When you are voting in a [*specify] election (*insert colour of ballot paper* ballot paper), mark a cross (X) in the box on the right hand side of the name of the candidate of your choice. Vote for ONE candidate only/Vote ONCE for your FIRST CHOICE and ONCE for your SECOND CHOICE *]
6. [*When you are voting in a referendum, mark a cross (X) in the box on the right hand side of the answer of your choice. Vote ONCE only.]
7. Do not mark your ballot papers in any other way or your votes may not count.
8. If you need help voting, the person helping you must not tell anyone how you voted.
9. Put all the ballot papers in the small envelope marked **A** and seal it.
10. Complete the postal voting statement by [signing it, and] providing your date of birth.
11. Then put the envelope marked **A** together with the postal voting statement in the larger envelope marked **B**. Return it straight away.

After receiving this postal vote, you cannot vote in person at a polling station at this election.

If you accidentally spoil any of your ballot papers, you can apply to the Returning Officer for a replacement before 5 p.m. on *[day/date of poll]*. You must return the spoiled ballot paper, the postal voting statement, and the envelopes marked **A** and **B**. Make sure you contact the Returning Officer as soon as possible.

! Your ballot paper and the postal voting statement must be received by the Returning Officer by 10 pm on *[day/date of poll]*. You can deliver your completed postal vote to any polling station in your constituency on polling day.

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.

It is illegal to vote more than once (unless you are appointed as a proxy for another elector) at the same election.

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

Form J: Form of postal voting statement

(for use when a parliamentary poll is combined with another poll but the postal ballot papers are not combined)

Postal Voting Statement

*Voter's name: Ballot paper No. (Colour)

**(Returning Officer to insert name but omit where ballot papers sent to an anonymous elector)*
[other identifying mark]

You must provide your [#signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not count.

I AM THE PERSON THE BALLOT PAPER NUMBERED ABOVE WAS SENT TO

Date of birth

D	M
---	---

N	Y
---	---

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

 (voter's date of birth)

#Signature

Signature, Name

 (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 INSTRUCTIONS TO THE VOTER

Issued by the Returning Officer

INSTRUCTIONS TO THE VOTER

Complete the ballot paper yourself and in private. If you need help contact the Returning Officer's staff as shown below

[contact details for assistance
include address as appropriate]

1. You must provide your [#signature and] date of birth. You must do this even if you have already signed a postal voting statement in respect of another election to be held on the same day. If you do not, this postal voting statement will be invalid and your vote will not be counted.
2. Vote for ONE candidate only. Do not mark the ballot paper in any other way or your vote may not count.

3. Mark a cross (X) in the box on the right hand side of the ballot paper opposite the name of the candidates you are voting for.
4. If you need help voting, the person helping you must not tell anyone how you voted.
5. Different colours are used for the ballot papers for each election [and referendum*]. Each ballot paper has its own ballot paper envelope (marked **A**), postal voting statement and return envelope (marked **B**). The return envelope and postal voting statement for each ballot paper refer to the colour of that ballot paper. It is important that you use the correct envelopes and postal voting statement or your vote may not count. You may find it helpful to sort the documents into separate sets.
6. Put the ballot paper in the small envelope marked **A** and seal it.
7. Complete the postal voting statement by signing it, and providing your date of birth.
8. Then put the envelope marked **A** together with the postal voting statement in the larger envelope marked **B**. Return it straightaway.

After receiving this postal vote, you cannot vote in person at a polling station at this election.

If you accidentally spoil your ballot paper, you can apply to the Returning Officer for a replacement before 5 p.m. on [day/date of poll]. You must return the spoiled ballot paper, the postal voting statement, and the envelopes marked **A** and **B**. Make sure you contact the Returning Officer as soon as possible.

! Your ballot paper and the postal voting statement must be received by the Returning Officer by 10 pm on [day/date of poll]. You can deliver your completed postal vote to any polling station in your constituency on polling day.

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.

It is illegal to vote more than once (unless you are appointed as a proxy for another elector) at the same election.

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

Form K:

Regulation 91(1)(b)

**STATEMENT AS TO POSTAL BALLOT PAPERS
REPRESENTATION OF THE PEOPLE ACTS
PARLIAMENTARY ELECTION**

Constituency:

Date of Poll:

A. Issue of postal ballot papers	<i>Number</i>
1. Total number of postal ballot papers issued under regulation 71	
2. Total number of postal ballot papers issued under regulation 77 (spoilt and returned for cancellation) and regulation 78 (lost or not received)	
3. Total number of postal ballot papers cancelled under regulation 86A (where the first ballot paper was cancelled and retrieved)	
4. Total number of postal ballot papers issued (1 to 3)	
B (1). Receipt of and replacement postal ballot papers	<i>Number</i>
5. Number of covering envelopes received by the returning officer or at a polling station before the close of poll (excluding any undelivered or returned under regulation 77(1) (spoilt), regulation 78(1) (lost) and regulation 86A (cancelled ballot papers))	
6. Number of covering envelopes received by the returning officer after the close of poll, excluding any returned as undelivered	
7. Number of postal ballot papers returned spoilt for cancellation in time for another ballot paper to be issued	
8. Number of postal ballot papers replaced as lost or not received but not returned for cancellation	
9. Number of postal ballot papers cancelled and retrieved in time for another ballot paper to be issued	
10. Number of postal ballot papers returned as spoilt too late for another ballot paper to be issued	
11. Number of covering envelopes returned as undelivered (up to the 10th day after the date of poll)	
12. Number of covering envelopes not received by the returning officer (by the 10th day after the date of poll)	
13. Total numbers 5 to 12 (this should be the same as that in 4 above)	
B (2). Receipt of postal ballot papers – Personal Identifiers	<i>Number</i>
14. Number of covering envelopes set aside for the verification of personal identifiers on postal voting statements	
15. Number of postal voting statements not subject to verification procedure rejected as not completed (excluding prior cancellations)	
16. Number of postal voting statements subject to verification procedure rejected as not completed (excluding prior cancellations)	

17.	Number of postal voting statements rejected following verification procedures due to the personal identifiers on the postal voting statement not matching those in the personal identifiers record (excluding prior cancellations)	
C. Count of postal ballot papers		<i>Number</i>
18.	Number of ballot papers returned by postal voters which were included in the count of ballot papers	
19.	Number of cases in which a covering envelope or its contents were marked "Rejected" (cancellations under 77, 78 and 86A are not rejections and should be included in items 2,3,7 and 9 above)	

Date..... Signed.....
Returning Officer

Address

NOTE

This statement is sent to the Sheriff Clerk. A copy must be sent to the Secretary of State and to the Electoral Commission, during a period of 5 days starting 10 days after the day of the poll.