

SCHEDULE 4

Regulation 83

FORMS

Commencement Information

II Sch. 4 in force at 26.2.2016, see [reg. 1](#)

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The European Union Referendum (Conduct) Regulations 2016. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Form 1 – Form of ballot paper

Front of ballot paper

Referendum on the United Kingdom's membership of the European Union	
Vote only once by putting a cross <input checked="" type="checkbox"/> in the box next to your choice	
Should the United Kingdom remain a member of the European Union or leave the European Union?	
Remain a member of the European Union	<input type="checkbox"/>
Leave the European Union	<input type="checkbox"/>

Back of ballot paper

Number

[Other unique identifying mark]

Referendum on the United Kingdom's membership of the European Union

[insert voting area]

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Directions as to printing the 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 9 must be observed in the printing of the ballot paper.
3. No words may be printed on the front of the ballot paper except:
 - (a) the heading "Referendum on the United Kingdom's membership of the European Union";
 - (b) the direction "Vote only once by putting a cross [X] in the box next to your choice";
 - (c) those constituting the referendum question; and
 - (d) those indicating the alternative forms of answer to the question.
4. A box must be printed around the heading, direction, referendum question and alternative forms of answer referred to in paragraph 3; and the heading, direction, referendum question and alternative forms of answer referred to in paragraph 3 must be separated from each other by horizontal rules 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 rules referred to in paragraph 4; and
 - (c) 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 separating the alternative forms of answer from the referendum question and from each other 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(c) 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. All the words on the front of the ballot paper must appear in very large type and:
 - (a) the heading referred to in paragraph 3(a) must appear in bold;
 - (b) in the direction referred to in paragraph 3(b), the words "Vote only once" must appear in bold; and
 - (c) the alternative forms of answer must appear in bold.
9. Nothing must be printed on the back of the ballot paper except:

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- (a) the number and other unique identifying mark;
- (b) the name of the referendum; and
- (c) the name of the voting area.

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Form 2 – Form of Corresponding Number List

Voting area: _____
Date of poll: _____
Sheet No.: _____

Ballot Paper Number	Unique Identifying Mark	Elector Number (to be completed only in respect of ballot papers issued to postal voters)

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Form 3 - Form of Postal Voting Statement

Postal voting statement	<i>[Space for barcode]</i>
Referendum on the United Kingdom's membership of the European Union	
Voting area: <i>[insert voting area]</i>	
Date of referendum <i>[day] [date] [month] [year]</i>	
<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>* Counting 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> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>I am the person the ballot paper numbered above was sent to.</p> <p>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> <p>* Counting Officer to omit box where the elector has been granted a waiver</p> <div style="border: 1px solid black; width: 100%; height: 60px; margin-top: 5px;"></div> <p>We will check this information against our records for security.</p> </div> <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 at the same referendum (unless you are appointed as a proxy).</p> <p><i>Counting Officer to add pictorial guidance as appropriate.</i></p>	

Back of statement

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.
2. Make sure you have filled in the **date of birth** ***[and signature] box(es)** on this postal voting statement.
**Counting Officer to delete where elector has been granted a waiver.*
3. Vote **only once** by putting a cross in the box next to your choice.
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 **10pm on [day] [date of poll]**. If you miss the post, you can hand it in at our office or at any polling station in the voting area listed on the front of this form before **10pm on [day][date of poll]**.
6. After receiving this postal vote, you cannot vote in person at a polling station in this referendum.

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 get a replacement. Call us immediately as **we can only issue a replacement before 5pm on [day] [date] [month]**. If you apply after 5pm on **[day before poll]** we can only issue a replacement if you return this ballot pack by hand.

Electoral fraud is a crime. It is an offence to vote more than once at the same referendum (unless you are voting on your own behalf and as a proxy for another person).

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

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Form 4 - Declaration of Identity (Northern Ireland)

Declaration of Identity	[Space for barcode]
Referendum on the United Kingdom's membership of the European Union	
Voting area: Northern Ireland	
Date of referendum [day] [date] [month] [year]	
<p>Important – you must fill in and return this declaration 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>* Counting 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 (insert helpline number).</p>	
<div style="border: 1px solid black; padding: 10px;"> <p>I am the person the ballot paper numbered above was sent to.</p> <p>My Date of Birth is: <input style="width: 30px; height: 25px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 25px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 25px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 25px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 25px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 25px; 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: 250px; height: 60px; margin: 10px auto;"></div> </div> <p>We will check this information against our records for security.</p>	
<p>The voter has signed this declaration in my presence.</p> <p>Witness signature _____</p> <p>The witness must be aged 18 or over and satisfied to the best of their knowledge and belief as to the identity of the voter.</p> <p><i>Counting Officer to add pictorial guidance as appropriate.</i></p>	

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Back of Declaration

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, in the presence of a witness, and return this declaration of identity with your ballot paper.
2. Make sure you have filled in all the information on this declaration of identity and your witness has signed it.
3. Vote **only once** by putting a cross in the box next to your choice.
4. Do not mark the ballot paper in any other way or your vote may not count.
5. Put the ballot paper in the smaller envelope marked "A" and seal it. Then put the envelope marked "A" together with this declaration of identity, in the larger envelope marked "B".
6. We must get your postal vote in the envelope provided by **10pm on [day] [date of poll]**.
7. After receiving this postal vote, you cannot vote in person at a polling station in this referendum.

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 you can get a replacement if you return all your postal vote documents. Call us immediately as **we can only issue a replacement before 5pm on [day] [date] [month]**.

Electoral fraud is a crime. It is an offence to vote more than once at the same referendum (unless you are voting on your own behalf and as a proxy for another person).

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

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Form 5 - Official Poll Card (to be sent to an elector not voting by post)

Poll Card
Referendum on the United Kingdom's membership of the European Union
Voting area: <i>[Insert name of area]</i>
Date of referendum <i>[day] [date] [month] [year]</i>

Voting information	
Polling day	
Voting hours	
Your polling station will be	

Your details:

* *[Elector's name and qualifying address details here]*

* *Counting 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:

** [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 words in the first set of brackets, if not omit the words in the second set of brackets.*

[Insert helpline and other details including website].


Please turn over

Back of card

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

It is an offence to:

- vote more than once at this referendum unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this referendum 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

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

If undelivered return to:
[Insert return address]

If you are away or cannot go to the polling station on *[day] [date of poll]* you can do one of the following:

- Apply to vote by post. Completed applications must reach us **before 5pm on *[day] [date of deadline]***. If you are given a postal vote, you will not be able to vote in person at this referendum.

OR

- Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us by **5pm 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.

If after 5pm 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 5pm on *[day] [date of deadline]***. To find out how to apply, call the helpline immediately.

The Counting Officer issued this card.

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Form 6 - Official Postal Poll Card (to be sent to an elector voting by post)

Postal poll card
Referendum on the United Kingdom's membership of the European Union
Voting area: <i>[Insert name of area]</i>
Date of referendum <i>[day] [date] [month] [year]</i>
Voting information
We will send your postal vote around <i>[day] [date] [month] [year]</i> *[addressed to:]
<i>*[Elector's name and address]</i>

Your details:

- * [Elector's name and qualifying address details here]*
 - * Counting 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*
- Number on register:**

Your postal vote

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

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 immediately.
4. We need to receive your postal vote by 10pm on <i>[day/date of poll]</i> .

- i** If you need information in another format, please call our helpline below.
- i** If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[insert helpline and other details including website]

If you lose your postal vote or make a mistake
Please phone the helpline immediately.
We can only issue a replacement postal vote before 5pm on <i>[day/date of deadline]</i> .
If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote before 5pm on <i>[day/date of deadline]</i> . For more information, please call the helpline.

It is an offence to:
<ul style="list-style-type: none">vote using a ballot paper that was not sent for your use or interfere with another voter's ballot papervote more than once at this referendum unless you are voting on your own behalf and as a proxy for another personvote as a proxy at this referendum for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchildvote as a proxy for someone if you know that by law they are not allowed to vote

The Counting Officer issued this card.

If undelivered return to
[insert return address]

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Form 7 - Official Proxy Poll Card (to be sent to an appointed proxy voting in person)

Proxy poll card
Referendum on the United Kingdom's membership of the European Union
Voting area: <i>[Insert name of area]</i>
Date of referendum <i>[day] [date] [month] [year]</i>

<p>Your details:</p> <p>* <i>[Proxy's name and qualifying address details here]</i></p> <p>* <i>Counting 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</i></p>
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Voting information	
Polling day	
Voting hours	
Your polling station will be	

You will receive a proxy vote

** [The person named on the back of the card] [Another person] has appointed you as a proxy to vote on their behalf at this referendum.

** [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 each of the first sets of brackets, if not omit the words in each of the second sets of brackets.*

[Insert helpline and other details including website].

Please turn over

Back of card

For this referendum 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.
Counting Officer to add contact details including website if appropriate

How to vote as a proxy

1. * [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 the ballot paper of the person you are proxy for.]
* *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*
2. Go to one of the voting booths.
3. Follow the instructions on how to mark the ballot paper.
4. Fold the ballot paper and put in the ballot box

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 **5pm 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 referendum.
- **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 referendum unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this referendum 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 Counting Officer issued this card. If undelivered return to *[insert return address]*

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Form 8 - Official Proxy Postal Poll Card (to be sent to an appointed proxy voting by post)

Proxy postal poll card
Referendum on the United Kingdom's membership of the European Union
Voting area: <i>[Insert name of area]</i>
Date of referendum <i>[day] [date] [month] [year]</i>

Voting information
We will send your postal vote around <i>[day] [date] [month] [year]</i> *<i>[addressed to:]</i>
* <i>[Proxy's name and qualifying address details here]</i> * Counting 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.

Please turn over

Voting as a proxy

** [The person named on the back of the card] [Another person] has appointed you as a proxy to vote on their behalf at this referendum

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

Back of card

For this referendum you are proxy for:

* *[(Elector's name)
(Elector's address)
(Elector's number on register)]*

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

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

How to vote

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

📞 If you need information in another format, please call our helpline below.

📞 If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[insert helpline and other details including website]

If you lose your postal vote or make a mistake

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

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

It is an offence to:

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at this referendum unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this referendum 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 Counting Officer issued this card.

If undelivered return to
[insert return address]

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Form 9 – Official Poll Card (to be sent to an elector in Northern Ireland not voting by post)

Poll Card
Referendum on the United Kingdom's membership of the European Union
Voting area: Northern Ireland

Voting information	
Polling day	
Polling hours	7.00am to 10.00pm
Ballot box number	
Your polling station will be	

You do not have to take this card with you in order to vote but it will save time if you do

<p>Your details:</p> <p>* [Elector's name and qualifying address details here]</p> <p>Number on register:</p>

- i** Remember that you will not be able to vote unless you show one of the following forms of photographic identification:
- A UK, Irish or EEA driving licence
 - A UK or Irish passport
 - An Electoral Identity Card
 - A Translink Senior SmartPass
 - A Translink 60+ SmartPass
 - A Translink War Disabled SmartPass
 - A Translink Blind Person's SmartPass

Please turn over

Back of card

<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 be returned by 5pm on [day] [date of deadline]. If you are given a postal vote you will not be able to vote in person at this referendum. <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 5pm on [day] [date of deadline]. <p>An application form is available on the website or can be requested via the helpline.</p>

<p>i If you need any help, require information in another format or language or wish to find out if your polling station is accessible, please contact us.</p> <p>[insert helpline and other contact details including website]</p>
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Electoral fraud is a crime.

Issued by the Counting Officer

If undelivered please return to: [Insert return address]

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Form 10 - Official Postal Poll Card (to be sent to an elector in Northern Ireland voting by post)

Postal poll card
Referendum on the United Kingdom's membership of the European Union
Voting area: Northern Ireland

Voting information
We will send your postal vote approximately 10 working days before polling day.

Your details: * [Elector's name and qualifying address details here] Number on register: * Counting 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
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Your postal vote

- You will receive a postal vote for this referendum because you successfully applied to vote by post.
- You will not be able to vote in a polling station.
- **If you have not received your postal vote by [day] [date] [month] please contact us.**

Please turn over

Back of card

How to vote <ol style="list-style-type: none">1. When you receive your postal vote, read the instructions carefully.2. Your postal vote includes your ballot paper and a declaration of identity.3. Complete the declaration of identity.4. Complete the ballot paper.5. Return your postal voting papers in the envelope provided.6. We need to receive your postal vote by 10pm on [day/date of poll]. Postal voting papers cannot be accepted at polling stations

 If you need help to vote, you can ask someone you know or get advice by calling our helpline. If you need information in another format or language, please call our helpline.

If you make a mistake <p>Please phone the helpline immediately.</p> <p>We can only issue a replacement postal vote if you return all your postal vote documents before 5pm on [day/date of deadline].</p> <p>If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote before 5pm on [day/date of deadline].</p> <p>[* Note that if you have an anonymous entry on the register you will not be able to vote in person but you can ask someone else to vote by post on your behalf.]</p> <p>Counting Officer to include only on postal poll card sent to an anonymous elector.</p>
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Electoral fraud is a crime

[insert helpline and other contact details including website]

The Counting Officer issued this card.

If undelivered return to: *[insert return address]*

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Form 11 - Official Proxy Poll Card (to be sent to an appointed proxy voting in person in Northern Ireland)

Proxy poll card

Referendum on the United Kingdom's membership of the European Union
Voting area: Northern Ireland

Voting information	
Polling day	
Polling hours	7.00am to 10.00pm
Ballot box number	
Polling station	

Your details
 [Proxy's name and address details here]

-  Remember that you will not be able to vote unless you show one of the following forms of photographic identification for yourself:
- A UK, Irish or EEA driving licence
 - A UK or Irish passport
 - An Electoral Identity Card
 - A Translink Senior SmartPass
 - A Translink 60+ SmartPass
 - A Translink War Disabled SmartPass
 - A Translink Blind Person's SmartPass

For this referendum you are proxy for:
 [Elector's name
 Elector's address
 Elector's number on register]

You do not need to take this card with you in order to vote but it will save time if you do.

Please turn over


Back of card

How to vote as a proxy
 At the polling station, tell the staff that you are a proxy for the person named on the front of this card. Show an accepted form of photographic identification for yourself. 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 5pm 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 referendum
- **To find out how to apply, please contact us.**

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

 **If you need any help, require information in another format or language, or wish to find out if your polling station is accessible, please contact us.**
 [Insert helpline and other contact details including website]

Electoral fraud is a crime

Issued by the Counting Officer.

If undelivered return to [Insert return address]

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The European Union Referendum (Conduct) Regulations 2016. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Form 12 - Official Proxy Postal Poll Card (to be sent to an appointed proxy voting by post in Northern Ireland)

Proxy postal poll card
Referendum on the United Kingdom's membership of the European Union
Voting area: Northern Ireland
Voting information
We will send your postal vote approximately 10 working days before polling day

Your details: * [Proxy's name and address details here] * Counting Officer to omit where proxy postal poll card sent to the proxy of an anonymous elector. Proxy postal poll card to proxy of an anonymous elector must be delivered in a sealed envelope.

For this referendum 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

Your postal vote


- You will receive a postal vote for this referendum because you successfully applied to vote by post.
- You will not be able to vote as proxy in a polling station.
- **If you have not received your postal vote by [day] [date] [month] please call the helpline.**

Please turn over

Back of card

How to vote <ol style="list-style-type: none">1. When you receive your postal vote, read the instructions carefully.2. Your postal vote includes your ballot paper and a declaration of identity.3. Complete the declaration of identity.4. Complete the ballot paper.5. Return your postal voting papers in the envelope provided.6. We need to get your postal vote by 10pm on [day/date of poll]. Postal voting papers cannot be accepted at polling stations.
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If you make a mistake <ul style="list-style-type: none">• Please phone the helpline immediately.• We can only issue a replacement postal vote if you return all your postal vote documents before 5pm on [day/date of deadline]. If you would rather vote in person, you must cancel your postal vote before 5pm on [day/date of deadline] . For more information, please call the helpline. * [Note that if you are a proxy for a person with an anonymous entry on the register you will not be able to vote in person.] * Counting Officer to include only on proxy postal poll card sent to the proxy of an anonymous elector.
--

 If you need help to vote, you can ask someone you know or get advice by calling our helpline. If you need information in another format or language, please call our helpline.

Electoral fraud is a crime

[insert helpline and other contact details including website]

The Counting Officer issued this card.

If undelivered return to
[insert return address]

Form 14 – Form of Directions for the Guidance of the Voters in Voting (Great Britain)

How to vote at this referendum

1

Go to the desk and tell the staff your name and address. They will give you your ballot paper.



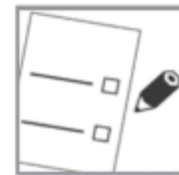
2

Take your ballot paper to a voting booth.



3

Read the instructions in the booth and mark your ballot paper.



4

When you have marked your ballot paper, fold it so that nobody can see how you have voted.



5

Put your folded ballot paper into the ballot box.



(!) Voting is secret. Do not let anyone see how you have voted.
(i) If you make a mistake or need some help, just ask the staff.

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The European Union Referendum (Conduct) Regulations 2016. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Form 15 – Form of Directions for the Guidance of Voters in Voting (Northern Ireland)

How to vote at this referendum

1

Go to the desk and tell the staff your name and address and show your accepted form of photographic identification.

They will give you your ballot paper.



2

Take your ballot paper to a voting booth.



3

Read the instructions in the booth and mark your ballot paper.



4

When you have marked your ballot paper, fold it so that nobody can see how you have voted.



5

Put your folded ballot paper into the ballot box.



(!) Voting is secret. Do not let anyone see how you have voted.

(i) If you make a mistake or need some help, just ask the staff.

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The European Union Referendum (Conduct) Regulations 2016. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Form 16 – Form of Certificate of Employment (Great Britain)

Certificate of Employment
Referendum on the United Kingdom’s membership of the European Union
Date of referendum [day] [date] [month] [year]
Voting area [insert name of area]
The person named below is entitled to vote at any polling station in the above voting area on production and surrender of this certificate to the Presiding Officer.
<p>I certify that _____ (name of elector)</p> <p>who is numbered* _____ in the register of electors for the voting area named above, cannot reasonably be expected to go in person to the polling station allotted to them at this referendum by reason of his/her employment on the above date for a purpose connected with this referendum:</p> <ul style="list-style-type: none"> – as a constable** – as a Police Community Support Officer** – by me (Only applies to Counting Officer’s staff)** <p>Signature _____ Counting Officer/Police Officer (Inspector or above)**</p> <p>Date _____</p> <p>* The elector’s number can be found on the poll card which was sent to them shortly after the referendum was announced, or can be checked by contacting the Electoral Registration Officer.</p> <p>** Person completing the form to delete whichever does not apply.</p>

Form 17 – Form of Certificate of Employment (Northern Ireland)

Certificate of Employment
Referendum on the United Kingdom’s membership of the European Union
Date of referendum [day] [date] [month] [year]
Voting area: Northern Ireland
Ballot box number:
The person named below is entitled to vote at any polling station in Northern Ireland on production and surrender of this certificate to the Presiding Officer.
<p>I certify that _____ (name of elector)</p> <p>who is numbered _____ in the register of electors for the voting area named above, cannot reasonably be expected to go in person to the polling station allotted to them at this referendum by reason of his/her employment on the above date for a purpose connected with this referendum:</p> <ul style="list-style-type: none"> – as a constable* – by me (only applies to Counting Officer’s staff)* <p>Signature _____ Counting Officer/Police Officer (Chief Inspector or above)*</p> <p>Date _____</p> <p>* Person completing the form to delete whichever does not apply.</p>

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The European Union Referendum (Conduct) Regulations 2016. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Form 18 - Form of Declaration made by the companion of a voter or proxy with disabilities (Great Britain)

Declaration for the companion of a voter with disabilities	
Referendum on the United Kingdom's membership of the European Union	
Voting area: <i>[insert voting area]</i>	
Date of referendum <i>[day] [date] [month] [year]</i>	
A voter with disabilities is a voter who has made a declaration that he or she is so incapacitated by his or her blindness or other disability, or by his or her inability to read, as to be unable to vote at this referendum without assistance. In this form, "voter" means the person casting the vote at the referendum and includes a person voting as a proxy.	
Part 1 To be completed by the voter's companion	
Companion's name	
Companion's address	
Voter's name	
<i>[Only for use if the disabled voter is acting as a proxy]</i> Voter is acting as proxy for:	
Elector's number <i>[If the disabled voter is acting as a proxy, this is the number of the person for whom the voter is acting]</i>	
<p>I have been requested to assist the voter named above to record their vote at this referendum. I declare that:</p> <p>(1)</p> <ul style="list-style-type: none"> • I am entitled to vote as a voter at this referendum <p>or</p> <ul style="list-style-type: none"> • I am the *spouse/*civil partner/*parent/*brother/*sister/*child of the voter with disabilities and am 18 years of age or over <p style="text-align: center;"><i>*Please delete whichever does not apply</i></p> <p>AND</p> <p>(2)</p> <ul style="list-style-type: none"> • I have not previously assisted more than one voter with disabilities at this referendum. <p>If I have assisted one other voter their name and address is:</p>	
<i>[Complete if appropriate]</i> Name and address of other person assisted	

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Back of declaration

NOTE – It is a criminal offence to knowingly make a false statement in this form.			
Companion's signature		Date	
Part 2 To be completed by the Presiding Officer			
I, the undersigned, being the Presiding Officer for:			
Polling station		Voting area of	
Hereby certify that the above declaration was signed in my presence.		Presiding Officer signature	
Date		Time (exact)	

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The European Union Referendum (Conduct) Regulations 2016. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Form 19 - Form of Declaration made by the companion of a voter or proxy with disabilities (Northern Ireland)

Declaration for the companion of a voter with disabilities	
Referendum on the United Kingdom's membership of the European Union	
Voting area: Northern Ireland	
Date of referendum [day] [date] [month] [year]	
Ballot box number:	
A voter with disabilities is a voter who has made a declaration that he or she is so incapacitated by his or her blindness or other disability, or by his or her inability to read, as to be unable to vote at this referendum without assistance. In this form, "voter" means the person casting the vote at the referendum and includes a person voting as a proxy.	
Part 1 To be completed by the voter's companion	
Companion's name	
Companion's address	
Voter's name	
[Only for use if the disabled voter is acting as a proxy] Voter is acting as proxy for:	
Elector's number [If the disabled voter is acting as a proxy, this is the number of the person for whom the voter is acting]	
<p>I have been requested to assist the voter named above to record their vote at this referendum. I declare that:</p> <p>(1)</p> <ul style="list-style-type: none"> ● I am entitled to vote as a voter at this referendum <p>or</p> <ul style="list-style-type: none"> ● I am the *spouse/*civil partner/*parent/*brother/*sister/*child of the voter with disabilities and am 18 years of age or over <p style="text-align: center;">*Please delete whichever does not apply</p> <p>AND</p> <p>(2)</p> <ul style="list-style-type: none"> ● I have not previously assisted more than one voter with disabilities at this referendum. <p>If I have assisted one other voter their name and address is:</p>	

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The European Union Referendum (Conduct) Regulations 2016. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Back of declaration

[Complete if appropriate] Name and address of other person assisted			
NOTE – It is a criminal offence to communicate at any time to any person any information as to the way in which the voter intends to vote or has voted.			
Companion's signature		Date	
Part 2 To be completed by the Presiding Officer			
I, the undersigned, being the Presiding Officer for:			
Polling station			
Certify that the above declaration was signed in my presence.		Presiding Officer signature	
Date		Time (exact)	

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Form 20 – Form of Proxy Paper (Great Britain)

Proxy Paper	
Referendum on the United Kingdom's membership of the European Union	
Voting area: [insert name of voting area]	
Name of Proxy	
Address of Proxy	
<p>You have been appointed as proxy for</p> <p>_____ (name of elector)</p> <p>[*who is qualified to be registered at</p> <p>(Qualifying address)_____]</p> <p>[*who has made an overseas elector's declaration]</p> <p>to vote for them in the referendum.</p> <p>Signature_____ (Electoral Registration officer)</p> <p>Date_____</p> <p>* Delete whichever is inappropriate</p>	

1. This proxy paper gives you the right to vote as proxy for the elector named above.
2. You may not vote as proxy in the referendum for more than two electors, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
3. You may vote as proxy at the polling station allotted to the elector on whose behalf you are appointed. Shortly before polling day you will be sent a proxy poll card telling you where the polling station is. You do not need to take either the poll card or this paper with you to vote but it will save time if you do take the poll card with you.
4. If you cannot vote in person at the polling station, contact the helpline or visit our website.

[Insert helpline and other contact details including website]

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The European Union Referendum (Conduct) Regulations 2016. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Form 21 – Form of Proxy Paper (Northern Ireland)

Proxy Paper	
Referendum on the United Kingdom's membership of the European Union	
Voting area: Northern Ireland	
Name of Proxy	
Address of Proxy	
You have been appointed as proxy for _____ (name of elector) [*who is qualified to be registered at (Qualifying address) _____] [*who has made an overseas elector's declaration] to vote for them in the referendum. Signature _____ (Electoral Registration officer) Date _____ * Delete whichever is inappropriate	

1. This proxy paper gives you the right to vote as proxy for the elector named above.
2. You may not vote as proxy in the referendum for more than two electors, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.
3. You may vote as proxy at the polling station allotted to the elector on whose behalf you are appointed. Shortly before polling day you will be sent a proxy poll card telling you where the polling station is. You do not need to take either the poll card or this paper with you to vote but it will save time if you do take the poll card with you.
4. If you cannot vote in person at the polling station, contact the helpline or visit our website.
5. If you have been appointed as a proxy in behalf of an elector who has an anonymous entry in the register, you can only vote by post. If you have not already been granted a postal vote, you should contact the electoral registration officer.

[Insert helpline and other contact details including website]

Changes to legislation:

There are outstanding changes not yet made by the legislation.gov.uk editorial team to The European Union Referendum (Conduct) Regulations 2016. Any changes that have already been made by the team appear in the content and are referenced with annotations.

[View outstanding changes](#)

Changes and effects yet to be applied to :

- Regulations modified by [S.I. 2016/220 art. 4\(4\)Sch. 2](#)
- Regulations power to modify conferred by [S.I. 2016/220 art. 3Sch. 1](#)

Changes and effects yet to be applied to the whole Instrument associated Parts and Chapters:

Whole provisions yet to be inserted into this Instrument (including any effects on those provisions):

- Sch. 1 para. 4(1)(ca) inserted by [S.I. 2016/636 reg. 3\(2\)\(a\)](#)