

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 6

Regulation 8(6)(l) and (7)(d)

Police and Crime Commissioner Elections Order 2012 forms

PART 1

Form 2: Postal voting statement where PCC election taken alone

Front of form

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Postal voting statement	[Space for barcode]												
Election of the Police and Crime Commissioner for [insert name of police area] police area													
Date of election [day] [date] [month] [year]													
Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.													
Please read the instructions carefully and use a black pen.													
* Name _____ Ballot paper number _____													
* Local Returning Officer to insert name but omit where sent to an anonymous elector													
(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us immediately on [insert helpline number].													
I am the person the ballot paper numbered above was sent to.													
My Date of Birth is:	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Day</td><td>Month</td><td colspan="2">Year</td><td colspan="2"></td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Day	Month	Year			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
Day	Month	Year											
* My Signature is: (You must sign inside the box)	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>												
* Local Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required													
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 at the same election (unless you are appointed as a proxy).													
Local Returning Officer to add pictorial guidance as appropriate.													

Rear of form

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

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.
**Local Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required*
3. Vote for **only one candidate** 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]**.
6. If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes or at any polling station in the voting area before **10pm on [day] [date of poll]**.
7. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
8. You can hand in your own postal vote and postal votes for up to 5 other voters.
9. If you are a political campaigner - you can only hand in your own postal vote plus the votes of up to 5 family members or people for whom you provide regular care.
10. Do not put any postal votes in the letter box of the council office as they will be rejected.
11. If you would rather vote in person or ask someone else to vote on your behalf (if you are not already an appointed proxy) you must cancel your postal vote before 5pm on **[day/date of deadline]**. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.
12. After we receive your postal voting statement and ballot paper, 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.
- 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 in person.

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.

Whether you vote in person or via post, it is an offence for someone to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

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

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 4: Postal voting statement where polls are combined but proceedings on issue and receipt of postal ballot papers are not combined

Front of form

Postal voting statement	[Space for barcode]
Election of the Police and Crime Commissioner for [insert name of police area] police area	
Date of election [day] [date] [month] [year]	
<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>* Local 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 these do not match, call us immediately on [insert helpline number].</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>* Local Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required</p> <div style="border: 1px solid black; width: 100%; height: 60px; margin-top: 5px;"></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 at the same election (unless you are appointed as a proxy).</p> <p><i>Local Returning Officer to add pictorial guidance as appropriate.</i></p>	

Rear of form

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

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 for the election of the Police and Crime Commissioner for *[insert name of police area]*.
2. Make sure you have filled in the date of birth **[and signature] box[es]* on this postal voting statement.
**Local Returning Officer to indicate where the elector has been granted a waiver and that a signature is not required*
Election of the Police and Crime Commissioner for *[insert name of police area]* police area (*[insert colour]* ballot paper)
3. Vote for only one candidate 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]*.
6. If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes or at any polling station in the _____ area before 10pm on *[day] [date of poll]*.
7. You will be provided with a form which you must complete for the postal vote(s) you are handing in to be accepted.
8. You can hand in your own postal vote and postal votes for up to 5 other voters.
9. If you are a political campaigner - you can only hand in your own postal vote plus the votes of up to 5 family members or people for whom you provide regular care.
10. Do not put any postal votes in the letter box of the council office as they will be rejected.
11. If you would rather vote in person or ask someone else to vote on your behalf (if you are not already an appointed proxy) you must cancel your postal vote before 5pm on *[day/date of deadline]*. If you decide to cancel and vote in person, you will need to bring a form of accepted photographic identification. If a person is voting on your behalf as proxy they need to bring their own identification.
12. After we receive your postal voting statement and ballot paper, 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.
- 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 in person.

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

Whether you vote in person or via post, it is an offence for someone to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

The Local Returning Officer issued this statement. *Local Returning Officer to add pictorial guidance as appropriate.*

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Form 5: Statement of the number of postal ballot papers issued

First page

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Statement of the number of postal ballot papers issued	
Election of the Police and Crime Commissioner for <i>[insert name of police area]</i> police area	
Voting area	
Date of poll	
A Issue of postal ballot papers	Number
1. Total number of postal ballot papers issued under paragraph 35 of Schedule 2	
2. Total number of postal ballot papers issued under paragraph 41 (spoilt and returned for cancellation), paragraph 42 (lost or not received) and paragraph 42A (cancelled due to change of address) of Schedule 2	
3. Total number of postal ballot papers cancelled under paragraph 54 (where the first ballot paper was cancelled and retrieved) of Schedule 2	
4. Total number of postal ballot papers issued (items 1 to 3)	
5. Total number of postal ballot papers cancelled under paragraph 42A	
B(1) Receipt of and replacement postal ballot papers	Number
6. Number of covering envelopes received by the local returning officer or at a polling station before the close of poll (excluding any dealt with in the manner provided for by paragraph 41, 42 or 54 of Schedule 2, or rejected under paragraph 43B, 43D, 46B or 46D of Schedule 2)	
7. Number of covering envelopes received by the local returning officer after the close of poll, excluding any returned as undelivered	
8. Number of postal ballot papers returned spoilt for cancellation in time for another ballot paper to be issued	
9. Number of postal ballot papers identified as lost or not received in time for another ballot paper to be issued	
10. Number of postal ballot papers cancelled and retrieved in time for another ballot paper to be issued	
11. Number of postal ballot papers returned as spoilt too late for another ballot paper to be issued	
<p><i>In items 12-18 record the number of postal ballot papers handed in at a polling station or to the Returning Officer before the close of poll that were rejected because of the following reasons:</i></p> <p><i>(A) The form accompanying the postal ballot papers handed in was not fully completed (under paragraph 43B(1)(a) or paragraph 46B(1)(a))</i></p> <p><i>(B) the number of postal ballot papers handed in exceeded the permitted number (under paragraph 43B(1)(b)&(c) or paragraph 46B(1)(b)&(c))</i></p>	

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Second page

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

<p><i>(C) the postal ballot papers were handed in by a political campaigner not permitted to handle the postal ballot papers (under paragraph 43B(3) or paragraph 46B(3))</i></p> <p><i>In item 19 record the number of postal ballot papers that were rejected because they were left behind with no form attached (under paragraph 43D or paragraph 46D)</i></p>	
<p>12. Number of postal ballot papers rejected for reason (A)</p>	
<p>13. Number of postal ballot papers rejected for reason (B)</p>	
<p>14. Number of postal ballot papers rejected for reason (C)</p>	
<p>15. Number of postal ballot papers rejected for reason (A) AND (B)</p>	
<p>16. Number of postal ballot papers rejected for reason (A) AND (C)</p>	
<p>17. Number of postal ballot papers rejected for reason (B) AND (C)</p>	
<p>18. Number of postal ballot papers rejected for reason (A), (B) AND (C)</p>	
<p>19. Number of postal ballot papers received at a polling station or by the Returning Officer before the close of poll rejected as the postal ballot papers were left behind with no form attached (under paragraph 43D or paragraph 46D)</p>	
<p>20. Number of covering envelopes returned as undelivered (up to the 10th day after the date of the poll)</p>	
<p>21. Number of covering envelopes not received by the local returning officer (by the 10th day after the date of the poll)</p>	
<p>22. Total of numbers for items 6 to 21 (This should be the same as that in item 4)</p>	
<p>23. Number of postal ballot papers replaced as lost or not received but not received for cancellation</p>	

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Final page

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

B(2) Receipt of postal ballot papers – Personal Identifiers	Number
24. Number of covering envelopes set aside for the verification of personal identifiers on postal voting statements	
25. Number of postal voting statements subject to verification procedure rejected as not completed (excluding prior cancellations)	
26. Number of postal voting statements rejected following verification procedures due to the personal identifiers on the postal voting statements not matching those in the personal identifiers record (excluding prior cancellations)	
C Count of postal ballot papers	Number
27. Number of ballot papers returned by postal voters which were included in the count of ballot papers	
28. Number of cases in which a covering envelope or its contents were marked "Rejected" (cancellations under paragraph 41, 42, 42A or 54 of Schedule 2 are not rejections and should be included in items 2, 3, 5, 8, 9 and 10, and postal ballot papers rejected under paragraph 43B, 43D, 46B or 46D of Schedule 2 should be recorded in items 12 to 19)	

Date	Signed
Local Returning Officer	
Address	
<p>A completed statement must be provided by the Local Returning Officer to the Secretary of State and the Electoral Commission during the period of 6 days which starts 10 days after the poll.</p>	

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

PART 2

Form 12: Official postal poll card

Front of card

Postal poll card
Election of the Police and Crime Commissioner for [insert name of police area] police area
Date of election [day] [date] [month] [year]
Voting information
We will send your postal vote around [day] [date] [month] [year] *[addressed to:]
*[Elector's name and address]
* Local Returning Officer to omit where poll card sent to an anonymous elector.

Please turn over

Your details:
* [Elector's name and qualifying address details here]
* Local 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
Electoral register number:

Your postal vote
<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.• If you have not received your postal vote by [day] [date] [month] call [insert helpline number].

If you lose your postal vote or make a mistake
<ul style="list-style-type: none">• Please phone the helpline immediately.• We can only issue a replacement postal vote before 5pm on [day/date of deadline].


Rear of card


Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

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 [day/date of poll]**.

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the voting area before **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]

The Local Returning Officer issued this card.

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 the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

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]**.
- Please note that when voting in person, you or someone who is voting on your behalf must show an accepted form of photographic identification. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*.

Whether you vote in person or via post, it is an offence for someone to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

If undelivered return to
[insert return address]

Form 14: Official postal proxy poll card

Front of card

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Proxy postal poll card
Election of the Police and Crime Commissioner <i>[insert name of police area] police area</i>
Date of election <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>
<p><i>* [Proxy's name and qualifying address details here]</i></p> <p><i>* Local 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.</i></p>

Please turn over

Rear of card

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] [month]* call *[insert helpline number]*.**

Whether you vote in person or via post, it is an offence for someone else to try to find out who you are voting for whilst you are putting your mark on your ballot paper, or to then reveal that information.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

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

If you miss the post, you can hand in your postal vote and/or the postal vote of others at the council office during office hours to a person authorised to receive postal votes, or at any polling station in the voting area before **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 or 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]**. Please note that when voting in person, you must show an accepted form of photographic identification and this must be your own identification, not that of the person you are voting on behalf of. For more information, please *[insert suggestion to call helpline and/or visit a relevant website, as appropriate]*

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 the same election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy on behalf of more than four electors, of which no more than two may be on behalf of other domestic electors (a domestic elector is one who is not an overseas or service elector).
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Local Returning Officer issued this card.

If undelivered return to
[Insert return address]