

# Application to vote by post

## Voting by post

Voting by post is an easy and convenient way of voting if you are unable to get to the polling station.

You can use this form to apply to vote by post for a particular election or referendum, for a set period of time or for all future polls. Postal votes can be sent to addresses in the UK and abroad. In England and Wales you must be 18 or over on polling day to vote.

## How do I apply to vote by post?

- Fill in the postal vote application form. Make sure you complete all sections of the form and supply your date of birth and signature. Your date of birth and signature are needed on this application form, and again when you use your postal vote. This information is needed to prevent fraud. If you are unable to sign this form, please contact the electoral registration office.
- Return your form to the electoral registration office. Details are on the front of this form.
- You must return your postal vote application form by 5pm, 11 working days before the poll. If you are not already registered to vote, your application to register must have reached your electoral registration office by midnight, 12 working days before the poll.

## What happens after I've returned this form?

- When an election or referendum is going to be held, your ballot paper will be sent to you in the post. To find out when your ballot paper will be issued you can contact the electoral registration office or look online at [www.ipswich.gov.uk/elections](http://www.ipswich.gov.uk/elections)
- Make sure you return your postal vote so that it arrives by the close of poll, otherwise it will not be counted. A Freepost envelope is included in your postal ballot pack. But, if you are sending it from overseas, you may need to pay the postage.
- If it is too late to send your vote back by post, you can hand it in on polling day at the Grafton House offices or drop it off at certain polling stations.

## Privacy Statement

The Electoral Registration Officer will only use the information you give them for electoral purposes. They will look after personal information securely and will follow data protection legislation. They will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless they have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in the Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website at [www.ipswich.gov.uk/content/privacy-policy](http://www.ipswich.gov.uk/content/privacy-policy)

# Application Form to Vote by Post

Please complete in **BLACK INK and BLOCK CAPITALS** and post to Electoral Services, Grafton House, 15-17 Russell Road, Ipswich, Suffolk, IP1 2DE or scan and attach to an email: [elections@ipswich.gov.uk](mailto:elections@ipswich.gov.uk). If you need help filling in this form please phone **01473 432000**.

## 1. Address where you are registered to Vote

## 2. About you

First name(s) (in full)

Surname

Title (Mr, Mrs, Ms, Miss, Dr, Other)

## 3. How long do you want a postal vote for?

I want to vote by post at all elections (choose only one of the following three options):

Until further notice:

For the Election(s) to be held on:

		2	0				
D	D	M	M	Y	Y	Y	Y

For Election(s) until

		2	0				
D	D	M	M	Y	Y	Y	Y

## 4. Have you had help completing this form?

Name of helper

Address of helper

## 5. Address for postal ballot paper(s)

My address where I'm registered to vote

Or

The following address

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Reason for sending ballot paper(s) to an alternative address

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## 6. Declaration

As far as I know, the details on this form are true and accurate. (You can be fined for making a false statement on this form.)

Date of Birth

D	D	M	M	Y	Y	Y	Y

Signature or reasons unable to sign

Please keep within the box and use **BLACK INK**.

Date of declaration \_\_\_\_\_

**For Office Use Only**