

# Electoral registration form for someone with no fixed or permanent address

## Register to vote

### Registering to vote

#### You can register to vote if you are:

- Resident (usually live) in Scotland and aged 14 or over (but you will not be able to vote in Scottish Parliamentary or local council elections until you are 16. You will not be able to vote in UK Parliamentary elections until you are 18).

#### You must also be either:

- A British, Irish or European Union citizen, or
- A Commonwealth citizen or foreign national who has leave to enter or remain in the UK or who does not require such leave.

Only one person can register to vote using this form. Use **black ink** and write in CAPITALS.

All information requested on this form must be provided (unless stated otherwise) or your application may be delayed. The completed form should be returned to **The Electoral Registration Office, 17A South Gyle Crescent, Edinburgh, EH12 9FL**

### 1 Your full name

First name(s)

Surname

### 2 Changed your name?

Please give us your most recent previous name (optional)

Please tell us the date you changed your name (optional)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y

(More info P5)

### 3 Your date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y

If you don't know your date of birth please tick if you are:

14-15  16-17  18 or over

(Don't know your date of birth? Please see section 6)

(More info P5)

### 4 Your nationality

If you have more than one nationality, please include them all.

(Don't know your nationality? Please see section 6)

(more info P5)

### 5 Your National Insurance number (if you are aged 16 or over)

You may find this on your payslip, or on official letters about tax, pensions or benefits.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(Don't know your National Insurance number? Please see section 6)

### 6 Don't know your date of birth, nationality or National Insurance number? Please tell us why

If you can't provide these details we may ask you for other documentary evidence before processing your application.

.....

.....

**7 Moved house in the last 12 months?**

No  Yes

If yes, please give any previous address where you have lived during the last year or your application may be delayed.

.....  
 .....  
 .....  
Postcode

If this address was overseas, were you registered in the UK as an overseas voter?  No  Yes

**8 How would you like to receive information about your registration?**

I will collect correspondence from my electoral registration office.

Please deliver correspondence to this address.

.....  
 .....  
 .....  
Postcode

Do you live at another address?  No  Yes

If you also live at another address don't give us the address now, but we may ask you for more information later.

**9 Your address for registration**

Please tick ONE statement about the address above:

- I have no fixed address – please give us the address or place where you spend a large part of your time in Address 1.
- I am under 16 and am or have been a child looked after by a local authority or am being kept in secure accommodation – please give us an address in Scotland where you have previously been resident in Address 1.
- I am a mental health patient living in a mental health hospital – please give both of the following:
  - the name and address of the hospital in which you are being treated in Address 1
  - and the address where you would be living if you were not a mental health patient or where you have lived in the past in Address 2.
- I am a person who has been remanded in custody – please give both of the following:
  - the name and address of the place in which you are being detained in Address 1
  - the address where you would be living if you had not been remanded in custody or where you have lived in the past in Address 2.

**Address 1**

.....  
 .....  
 .....  
Postcode

We may need to contact you to ask about how much time you have spent at this address.

**Address 2**

.....  
 .....  
 .....  
Postcode

## 10 Contact details

Telephone no.  
(optional)

Email  
(optional)

Providing an email address gives us a quick and easy way to contact you about your application.

## 11 The open register

The open register is an extract of the electoral register, but is not used for elections. It can be bought by anyone and is often used to confirm name and address details.

- Please tick if you do not want your name and address to be included in the open register  
If you are aged under 16 your details will not be included in the open register.

(More info P5)

## 12 Registering anonymously?

- I have also submitted an application to register anonymously

## 13 Can't vote in person?

If you are unable to go to the polling station in person on polling day, please choose how you would like to vote and we will send you an application form, or you can download an application form at **[yourvotematters.co.uk](http://yourvotematters.co.uk)**

- By post       By proxy (someone voting on your behalf)

## 14 Declaration

I confirm that I am a British, Irish, European Union, qualifying Commonwealth citizen or qualifying foreign national. (Qualifying Commonwealth citizens and qualifying foreign nationals are people who have leave to enter or remain in the UK or who do not require such leave).

To the best of my knowledge, the information in this form is true.

I understand that the information I have given on this form will be used on the electoral register.

I understand that it is an offence to knowingly give false information in this form, and that I could face a fine up to £5,000 and/or up to six months in prison.

**Signature**

**Today's date**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y

If you need any help filling in this form please contact us.

Electoral Registration Office,  
17A South Gyle Crescent,  
Edinburgh, EH12 9FL  
Telephone 0131 344 2500  
Email [enquiries@lothian-vjb.gov.uk](mailto:enquiries@lothian-vjb.gov.uk)

## Your nationality

If you have more than one nationality, please include them all. You can only register to vote in the UK if you are a British, Irish, European Union citizen, or a Commonwealth citizen or foreign national who has leave to enter or remain in the UK or does not require such leave. We may need additional evidence about your nationality or we may check your nationality or immigration status against government records.

## Your date of birth

If you don't know your date of birth please give the date you put on official documents (for example, your passport or driving licence) or tick one of the boxes. Your date of birth identifies you and confirms your eligibility to vote.

## Changed your name?

For example, you may have got married and changed your name. You do not have to give us details of your name change but it will help us identify you. If this information is not given then you may need to provide additional documentary evidence.

## The open register

### There are two registers. Why?

Using information received from the public, registration officers keep two registers – the electoral register and the open register (also known as the edited register).

### The electoral register

The electoral register lists the names and addresses of everyone who is registered to vote in public elections. The register is used for electoral purposes, such as making sure only eligible people can vote. It is also used for other limited purposes specified in law, such as:

- detecting crime (e.g. fraud)
- calling people for jury service
- checking credit applications.

### The open register

The open register is an extract of the electoral register, but is not used for elections. It can be bought by any person, company or organisation. For example, it is used by businesses and charities to confirm name and address details. If you are aged 16 or over your name and address will be included in the open register unless you ask for them to be removed. Removing your details from the open register does not affect your right to vote.

**If you are aged 14 or 15**, you will not be included on the open register. You will be included on the electoral register, but only Electoral Registration Officers and their staff can usually see the details you provide. Your details will not be included in any register that is published. About six weeks before an election certain people need details of everyone who can vote in that election. If you will be 16 on the date of a Scottish Parliamentary or local council election, your name and address will be given to people who run the elections, and to candidates who want to provide information to voters. You can find out more information about both registers and how they may be used at [gov.uk/register-to-vote](https://www.gov.uk/register-to-vote)

If you are concerned that having your name or address on the register may affect your safety, there could be other options available to you. In certain circumstances, you can register without your name and address showing on the register. To find out more, please contact your electoral registration office. You can find their address on P1 of this form.

## Privacy statement

We collect information under the legal basis of a task carried out in the public interest, as set out in the Representation of the People Act 1983 and related regulations. We will look after personal information securely and follow data protection legislation.

If you opted-out of the open register we will only use the information you give us for electoral purposes, including matching it against other sources of data to support the electoral register. We will not give personal information to anyone else, unless we have to by law. The law requires us to share your information with candidates, political parties and campaigners for democratic engagement purposes and credit reference agencies to check your identity when you apply for credit.

If you have not opted-out of the open register your name and address can be bought by anyone and used for lots of purposes, including direct marketing.

The Electoral Registration Officer is the Data Controller: Michael Wilkie, 17A South Gyle Crescent, Edinburgh, EH12 9FL, 0131 344 2500.

You should refer to the Privacy Notice at [www.lothian-vjb.gov.uk/privacy/](https://www.lothian-vjb.gov.uk/privacy/) for further information relating to the processing of personal data.

## Problems with the form?

Contact us if you need any help understanding or completing this form:  
**e-mail enquiries@lothian-vjb.gov.uk or telephone 0131 344 2500.**