

YOUR VOTE MATTERS

MAKE SURE YOU'RE IN



Electoral Registration Officer

Michael Wilkie MRICS

Lothian Valuation Joint Board

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Telephone **0131 344 2500**

Visit our website www.lothian-vjb.gov.uk

E-mail enquiries@lothian-vjb.gov.uk

**Your vote matters. Make sure you're in.
Go to www.gov.uk/register-to-vote to register**

Registering to vote only takes a few minutes, and will mean you can vote at elections. You need to provide us with this information; if you don't you could be fined £80 (you will not be fined if you are under 16).

Register to vote

It's simpler, clearer and faster online

www.gov.uk/register-to-vote



If you don't have access to a computer, tablet or smartphone, fill in the attached form. Then post it back to us in the envelope provided (postage is free). You can also provide the information by phone on the number above. Our call centre is open between 9am and 5pm Monday to Friday for telephone enquiries.

Once we've checked your details, we'll send you a letter or email to confirm if you've been added to the electoral register.

To find out more about registration or the circumstances in which we will impose a fine, go to www.gov.uk/yourvotematters.

Yours sincerely

A handwritten signature in dark teal ink that reads "Michael Wilkie".

ELECTORAL REGISTRATION OFFICER



Go online

It's quick and easy to fill in this form at gov.uk/register-to-vote.

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 will not be able to vote in Scottish Parliamentary or local council elections until you are 16. You will not be able to vote Parliamentary elections until you are 18).

You must also be either:

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

All information requested in this form must be provided (unless stated otherwise) or your application may be delayed.

1 Your name and address

First name(s)

Surname Your

address

Postcode

Do you also live at another address? Please tick. No Yes

If yes, you do not have to give us this address now but we may ask for more information later. Phone no.

(optional)

Email (optional)

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

Incorrect information

If we have printed information which is incorrect, please cross it out and write the correct information.

2 Your nationality

If you have more than one nationality, please include them all.
(Don't know your nationality? Please see section 9).

(more info page 4)

3 Moved house in the last 12 months?

Please tick. 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? Please tick. No Yes

4 Your date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	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 9).

(more info page 4)

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

You can 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"/>	<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 9).

Please tick if you are aged under 16.

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

(more info page 4)

7 Voting by post or proxy?

Please tick how you would like to vote and we will send you an application form, or you can download an application form at electoralcommission.org.uk/voter. This section should be left blank if you intend to vote in person at a polling station.

By post

By proxy (someone voting on your behalf)

8 The open register

The open register is an extract of the electoral register, but it is not used for elections. It can be bought by anyone and used for many purposes including confirming name and address details and direct marketing purposes.

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 page 4)

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

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

10 Declaration

I currently live at this address. 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 if I do not make an application for registration when required to do so I could face a fine of £80. This £80 fine does not apply to 14 or 15 year olds. I understand that it is an offence knowingly to provide false information in this form and if convicted I may be imprisoned for up to six months and/or face a fine of up to £5000.

Signature

Today's date

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

Your nationality

You can register to vote in the UK if you are a British (including English, Scottish, Welsh or from Northern Ireland), Irish or 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. If you have more than one nationality, please include them all.

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 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 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

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 us.

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/ 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**