

SCHEDULE 4

Regulations 46, 47 & 48

FORMS

Arrangement of forms

Form A: Official poll card (to be sent to an elector voting in person)

Form A1: Official postal poll card (to be sent to an elector voting by post)

Form B: Official proxy poll card (to be sent to an appointed proxy voting in person)

Form B1: Official proxy postal poll card (to be sent to an appointed proxy voting by post)

Form F: Certificate of employment

Form G: Postal voting statement (for use at a parliamentary election taken alone)

Form H: Postal voting statement (for use when postal ballots are combined)

Form J: Postal voting statement (for use when a parliamentary poll is combined with another poll but the postal ballots are not combined)

Form A : Official poll card (to be sent to an elector voting in person)

Front of card

Poll card	
Election of Member of Parliament for the <i>[insert name of constituency] constituency</i>	
Date of election <i>[Day] [Date] [Name of the Month]</i> <i>[Year]</i>	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

Your details: * <i>[Elector's name and qualifying address details here]</i> * <i>Acting 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</i> 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


Status: This is the original version (as it was originally made).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

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 election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election 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.**
[Acting Returning 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 election.

OR

- 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]**. 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 after 5pm on [day] [date of deadline]
- 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 Acting Returning Officer issued this card.

Status: This is the original version (as it was originally made).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

Form A1: Official postal poll card (to be sent to an elector voting by post)

Front of card

Postal poll card
Election of Member of Parliament for the <i>[insert name of constituency] constituency</i>
Date of election <i>[Day] [Date] [Name of the Month]</i> <i>[Year]</i>
Voting information
We will send your postal vote around <i>[name of day]</i> <i>[date] [name of month] [year]</i> *[addressed to:]
<i>*[Elector's name and address]</i>

Please turn over

Your details: <i>* [Elector's name and qualifying address details here]</i> <i>* Acting Returning 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</i> Number on register:
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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 in a polling station.
- If you have not received your postal vote by *[day] [date] [name of month]* call *[insert helpline number]*.


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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 [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, or ask someone else to vote on your behalf, 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 election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election 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 Acting Returning Officer issued this card.

If undelivered return to
[insert return address]

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Form B: Official proxy poll card (to be sent to an appointed proxy voting in person)

Front of card

Proxy poll card	
Election of Member of Parliament for the <i>[insert name of constituency]</i> constituency	
Date of election <i>[Day] [Date] [Name of the Month]</i> <i>[Year]</i>	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

Please turn over

Your details:
* *[Proxy's name and qualifying address details here]*
* *Acting 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.*

You will receive a proxy vote

** *[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.*

** *[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].

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

Back of card

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

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.
[Acting Returning 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 election.
- 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 election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election 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 Acting Returning Officer issued this card.

If undelivered return to
[insert return address]

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Form B1: Official proxy postal poll card (to be sent to an appointed proxy voting by post)

Front of card

Proxy postal poll card
Election of Member of Parliament for the [insert name of constituency] constituency
Date of election [Day] [Date] [Name of the Month] [Year]
Voting information
We will send your postal vote around [name of day] [date] [name of month] [year] *[addressed to:]
* [Proxy's name and qualifying address details here] * Acting 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.

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] [name of month] call [insert helpline number].

Please turn over

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

Back of card

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

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 or other details including website]

If you lose your postal vote or make a mistake

- Please phone the helpline straightaway.
- 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 election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election 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 Acting Returning Officer issued this card.

If undelivered return to
[insert return address]

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Form F : Certificate of employment

Certificate of Employment
Election of Member of Parliament for the [insert name of constituency] Constituency
Date of election (insert name of day) (insert date) (name of month) (year)
The person named below is entitled to vote at any polling station in the above constituency on production and surrender of this certificate to the Presiding Officer.
I certify that _____ (name of elector) who is numbered* _____ in the register of electors for the constituency named above, cannot reasonably be expected to go in person to the polling station allotted to them at this election by reason of his/her employment on the above date for a purpose connected with this election: – as a constable** – as a Police Community Support Officer** – by me (Only applies to Returning Officer's staff)** Signature _____ Returning Officer/Police Officer (Inspector or above)** Date _____ * The elector's number can be found on the poll card which was sent to them shortly after the election was announced, or can be checked by contacting the Electoral Registration Officer. ** Person completing the form to delete whichever does not apply.

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Form G : Postal voting statement (for use at a parliamentary election taken alone)
 Front of statement

Postal voting statement	[Space for barcode]
Election of Member of Parliament for the [insert name of constituency] constituency	
Date of election [day] [date] [name of 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><i>* Acting Returning Officer to insert name but omit where sent to an anonymous elector</i></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><i>* Acting Returning Officer to omit box where the elector has been granted a waiver</i></p> <div style="border: 1px solid black; width: 250px; height: 60px; margin-left: 10px;"></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 (unless you are appointed as a proxy) at the same election.</p> <p><i>Acting Returning Officer to add pictorial guidance as appropriate.</i></p>	

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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.
**Acting Returning Officer to delete where elector is granted a waiver.*
3. Vote for **only one candidate** by putting a cross in the box next to your choice on the ballot paper.
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 constituency before **10pm on [day] [date of poll]**.
6. After receiving this postal vote, 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 obtain a replacement. Call us immediately as **we can only issue a replacement before 5pm on [day] [date] [name of month]**. If you apply after 5pm on **[day]** before poll we can only issue a replacement if you return this ballot pack by hand. You will need to return all the contents of this postal voting pack to us.

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.

The Acting Returning Officer issued this statement.
Acting 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 H : Postal voting statement (for use when postal ballots are combined)

Front of statement

Postal voting statement	<i>[Space for barcode]</i>
<p>Election of Member of Parliament for the <i>[insert name of constituency]</i> constituency <i>[Acting Returning Officer to insert title(s) of other elections as appropriate]</i></p>	
<p>Date of elections <i>[day] [date] [name of month] [year]</i></p>	
<p>Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>* Name _____ Ballot paper numbers _____</p> <p>* <i>Acting Returning Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the numbers on the backs of your ballot papers match the numbers 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-top: 10px;"> <p>I am the person the ballot papers numbered above were 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>* <i>Acting Returning Officer to omit box where the elector has been granted a waiver</i></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 (unless you are appointed as a proxy) at the same election.</p> <p><i>Acting Returning Officer to add pictorial guidance as appropriate.</i></p>	

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Back of statement

Instructions for voting by post

Please read through carefully. If you need help, please call us on *[insert helpline number]*

- For your votes to be counted, you must fill in and return this postal voting statement with all your ballot papers (listed below).
- Make sure you have filled in the date of birth ***[and signature] box(es)** on this postal voting statement.

**Acting Returning Officer to delete where elector is granted a waiver.*

*** UK Parliamentary election (*[insert colour]* ballot paper)**

- Vote for **only one candidate** by putting a cross in the box next to your choice.

*** [Local government election]/[Parish/Town council election] (*[insert colour]* ballot paper)**

- [Vote for **only one candidate** by putting a cross in the box next to your choice.]
[Vote for **no more than __ candidates** by putting a cross in the box next to **each** of your choices.]

*** European Parliamentary election (*[insert colour]* ballot paper)**

- [Vote **only once** by putting a cross in the box next to your choice.]

*** Greater London Authority constituency members election (*[insert colour]* ballot paper)**

*** Greater London Authority London members election (*[insert colour]* ballot paper)**

- [Vote **only once** by putting a cross in the box next to your choice.]

*** London Mayoral election (*[insert colour]* ballot paper)**

- [Vote by putting a cross in the box
- In column 1 next to your first choice candidate
- In column 2 next to your second choice candidate

[Your first and second choices should be different]

*** [*Name of election/referendum*] election/referendum (*[insert colour]* ballot paper)**

- [Vote according to the instructions on your ballot paper.]

** Acting Returning Officer to add/amend as appropriate.*

(!) Do not mark the ballot papers in any other way or your votes may not count.

(!) 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 constituency before **10pm on [day] [date of poll]**.

(!) After receiving this postal vote, 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 papers or this statement, you can get a replacement. Call us immediately as **we can only issue a replacement before 5pm on [day] [date] [name of month]**. If you apply after 5pm on *[day]* before poll we can only issue a replacement if you return this ballot pack by hand. You will need to return all the contents of this postal voting pack to us.

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.

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

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Form J : Postal voting statement (for use when a parliamentary poll is combined with another poll but the postal ballots are not combined)

Front of statement

Postal voting statement	[Space for barcode]																		
Election of Member of Parliament for the [insert name of constituency] constituency																			
Date of election [day] [date] [name of 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>* <i>Acting Returning Officer to insert name but omit where sent to an anonymous elector</i></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>																			
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Back of statement

Instructions for voting by post

Please read through carefully. If you need help, please call us on *[insert helpline number]*

- For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper for the **UK Parliamentary election**.
- Make sure you have filled in the **date of birth **[and signature]* box[es]** on this postal voting statement.
**Acting Returning Officer to delete where elector is granted a waiver.*

UK Parliamentary election (*[insert colour]* ballot paper)

- Vote for **only one candidate** by putting a cross in the box next to your choice on the ballot paper.
- Do not mark the ballot paper in any other way or your vote may not count.
- 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 constituency before **10pm on *[day] [date of poll]***.
- After receiving this postal vote, 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 obtain a replacement. Call us immediately as **we can only issue a replacement before 5pm on *[day] [date] [name of month]***. If you apply after 5pm on ***[day]*** before poll we can only issue a replacement if you return this ballot pack by hand. You will need to return all the contents of this postal voting pack to us.

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.

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