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SCHEDULE 2

Article 38

FORMS FOR PCC ELECTIONS RULES

Form 11: Official poll card

Front of card

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	
Polling day	
Voting hours	
Your polling station will be	

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 Number on register:
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** [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


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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.**
 [Local 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
- 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 Local Returning Officer issued this card.

Form 12: Official postal poll card (to be sent to a voter voting by post)

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]

Your details:

* [Elector's name and qualifying address details here]

* Local 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

Number on register:

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] [month] call [insert helpline number].

Please turn over

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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 Local Returning Officer issued this card.

If undelivered return to

[insert return address]

Form 13: Official proxy poll card

Front of card

Proxy poll card
Election of the Police and Crime Commissioner for [insert name of police area] police area
Date of election <i>[day] [date] [month] [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]*

* *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.*

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]

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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.
[Local 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 Local Returning Officer issued this card.

If undelivered return to
[insert return address]

Form 14: Official postal proxy poll card

Front of card

Proxy 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:]

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

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].

Please turn over

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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]**

1 If you need information in another format, please call our helpline below.

1 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]**. 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 Local Returning Officer issued this card.

If undelivered return to
[insert return address]

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Form 16: Notice for guidance of voters for exhibition inside and outside polling station

How to vote at this election

1

Go to the desk and tell the staff your name and address.
They will give you your ballot paper.



2

Take your ballot paper to a voting booth.



3

Read the instructions in the booth and mark your ballot paper.



4

When you have marked your ballot paper, fold it so that nobody can see how you have voted.



5

Put your folded ballot paper into the ballot box.



(!) Voting is secret. Do not let anyone see how you have voted.
🗣️ If you make a mistake or need some help, just ask the staff.

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Form 17: Certificate as to employment on duty on the day of the poll

Certificate of Employment
Election of the Police and Crime Commissioner for [insert name of police area] police area
Election in the voting area of [insert name of voting area]
Date of election [day] [date] [month] [year]
The person named below is entitled to vote at any polling station in the above voting area 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 voting area 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 Local Returning Officer's staff)** Signature _____ Local 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 18: Declaration to be made by companion of a voter with disabilities

Declaration for the companion of a voter with disabilities	
Election of the Police and Crime Commissioner for <i>[insert name of police area]</i> police area	
Date of election <i>[day] [date] [month] [year]</i>	
A voter with disabilities is a voter who has made a declaration that he or she is so incapacitated by his or her blindness or other disability, or by his or her inability to read, as to be unable to vote at this election without assistance. In this form, "voter" means the person casting the vote at the election and includes a person voting as a proxy.	
Part 1 To be completed by the voter's companion	
Companion's name	
Companion's address	
Voter's name	
<i>[Only for use if the disabled voter is acting as a proxy]</i> Voter is acting as proxy for:	
Elector's number <i>[If the disabled voter is acting as a proxy, this is the number of the person for whom the voter is acting]</i>	
I have been requested to assist the voter named above to record their vote at this election. I declare that:	
<p>(1)</p> <ul style="list-style-type: none"> • I am entitled to vote as an elector at this election <p>or</p> <ul style="list-style-type: none"> • I am the *spouse/*civil partner/*parent/*brother/*sister/*child of the voter with disabilities and am 18 years of age or over <p style="text-align: center;"><i>*Please delete whichever does not apply</i></p>	
AND	
<p>(2)</p> <ul style="list-style-type: none"> • I have not previously assisted more than one voter with disabilities at this election. <p>If I have assisted one other voter their name and address is:</p>	
<i>[Complete if appropriate]</i> Name and address of other person assisted	

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NOTE – It is a criminal offence to knowingly make a false statement in this form.			
Companion's signature		Date	
Part 2 To be completed by the Presiding Officer			
I, the undersigned, being the Presiding Officer for:			
Polling station		Voting area of	
Hereby certify that the above declaration was signed in my presence.		Presiding Officer signature	
Date		Time (exact)	