



LEGAL AND PROCUREMENT

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Dear Resident

**Your vote matters. The way you register to vote is changing so make sure you're in. Go to [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) to register**

The way you register to vote is changing. It only takes a few minutes, and will mean you can vote at elections.

**Register to vote**  
**It's simpler, clearer and faster online**  
**[www.gov.uk/register-to-vote](http://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 complete an application by telephone to the number at the top of this letter but you will need to provide your date of birth and your national insurance number.

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 the changes or the circumstances in which we will impose a fine, go to [www.gov.uk/yourvotematters](http://www.gov.uk/yourvotematters).

Yours sincerely

A handwritten signature in black ink, appearing to read "Sean O'Sullivan".

Sean O'Sullivan  
Electoral Services Manager

## Individual Registration Form

 **Go online**

You can fill in this form at  
[www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)

# Register to vote

Only one person can register to vote using this form.

Use **black ink** and write in **CAPITALS** or go online at  
[www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)

## Your name and address

Forename(s)

[FIRSTNAME] [MIDDLENAME]

Surname

[SURNAME]

Your address

If your name or address are wrong, write the correct details here.

Postcode

Do you live at another address?

 No  Yes

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

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

## Changed your name in the last 12 months?

 No  Yes

If yes, please give us your previous name.

Please tell us the date you changed your name (DD MM YYYY).

     

For example, you may have got married.

## Moved in the last 12 months?

 No  Yes

If yes, please give any previous address where you have lived during the last year.

Postcode

If this address was overseas, were you registered in the UK as an overseas voter?

 No  Yes

**Don't know your exact date of birth?** Please give the date of birth you put on other official documents (for example, your passport or driving licence) or tick one of the boxes.

## Your date of birth (DD MM YYYY)

     

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

 Under 18  18-70  Over 70

## Your nationality

**If you have more than one nationality**, please include them all. You can only register to vote in the UK if you have leave to remain. We may check your immigration status with the Home Office before we include you on the electoral register.

## Your National Insurance number

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

**If you cannot tell us your National Insurance number**, we may need to ask you for proof of your identity. We will contact you about this, and it may take longer to deal with your application.

## Don't know your date of birth, nationality or National Insurance number?

Please tell us why.

## Contact details

Telephone number(s)

Email address (if you have one) in CAPITALS

You don't have to give us your contact details, but if you do it will help us if we need to contact you about your registration.

## The open register

I don't want my name and address to be included in the open register.

There's more information about the open register on page 4 of this form.

## Can't vote in person?

If you are unable to go to the polling station in person on polling day, please choose how would you like to vote and we will send you a form.

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

You can also download an application form from [www.aboutmyvote.co.uk](http://www.aboutmyvote.co.uk).

## Declaration

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.

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

Signature

Date (DD MM YYYY)

## Now sign and return the form

Send the signed form in the reply-paid envelope – or to the address on page 1 of this form.

# Other information

## When we receive your form

- ▶ If we need more information – for example, about another address or, if you are a Commonwealth citizen, about your immigration status – we will contact you.
- ▶ If you are eligible, we will send you confirmation that you are on the electoral register. If you are aged 16 or 17, we will let you know when you are on the register.

## 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.

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.

You can find more information about both registers and how they may be used at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote).

## Your personal information

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the Data Protection Act 1998. We will not give personal information about you and the other people in your household to anyone else or another organisation unless we have to by law.