

<b>For Office use:</b>	<b>RP40</b>
Constituency _____	Polling district _____
Elector No. _____	Barcode No. _____

## Application to register/renew registration as a Crown servant/ British council employee or husband, wife or civil partner

Fill in one form per person please. Forms may be photocopied or you may request further forms. Alternatively you can visit our website and download forms at [www.wandsworth.gov.uk/vote](http://www.wandsworth.gov.uk/vote)

### Part 1. About yourself

<b>Your name</b>	Surname (family name)	Forename(s) (in full)
<b>Present address</b>	<div style="text-align: right; margin-top: 10px;">Postcode</div>	
<b>Address at which you would be resident, but for your (your husband, wife or civil partner's) service abroad</b>	<p style="font-size: small;">If you cannot say where you would be living, please give your last address in the United Kingdom before you were called upon to live abroad.</p> <div style="text-align: right; margin-top: 10px;">Postcode</div>	
<b>Edited Register</b>	Tick this box if you <b>do not</b> wish your name to appear on the edited register, which can be sold to anyone and used for any purpose:	<input type="checkbox"/> <div style="text-align: right; font-weight: bold; font-size: small;">                     It is important to read the notes in part 5 carefully before completing this part of the form.                 </div>

### Part 2. Employment

I am/my husband, wife or civil partner is employed/leaving to take up employment in a post outside the United Kingdom (please tick box)

In the service of the Crown 
                         
 In the service of the British Council

<b>I work/my husband, wife or civil partner works for the</b>	<div style="text-align: right; margin-top: 5px;">Department</div>
<b>As (describe post)</b>	

### Part 3. Declaration

<b>I DECLARE that:</b>	I am a British, Irish, European Union or qualifying Commonwealth citizen I am (18 or over), (under 18 and my date of birth is) <input style="width: 150px;" type="text"/> Any previous declaration made is now cancelled.
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### Part 4. Signature

**Each person has to sign his or her own form. If it is not signed, the form will be sent back to you.**

Your Signature	Date
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In case there is something in this form which is not clear, it would be helpful to have your daytime telephone/ service contact number or email address.

Daytime telephone number	Email address	Other contact details
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## Part 5. Notes to assist you in completing this form

Your registration will run for 12 months from the month in which we accept it. A reminder will be sent to you approximately 3 months before your application expires.

Should you return to the UK during the year, you should re-register with your local authority.

### Voting by proxy

If you wish to vote by proxy please complete the side of the form "Application form to vote by proxy".

For the security of your proxy vote and **by law** all proxy vote applicants are required to give their signature and date of birth. If you do not provide this information your proxy vote application will not be accepted.

If you advise us that your proxy wishes your ballot paper to be posted to them they will also have to provide their date of birth and signature.

Your proxy should complete a collection of identifiers - proxy postal form and both forms should be posted to this office together.

Your proxy must be:

- able and willing to vote on your behalf;
- living in the UK;
- a British citizen or a citizen of the Commonwealth or the Republic of Ireland;
- old enough to vote; and
- legally allowed to vote

A proxy may not vote at the same election for more than two people unless they are a close relative (husband, wife, civil partner, parent, grandparent, brother, sister, child or grandchild) of the people they are voting for.

### The two versions of the register

**The full register** has the names and addresses of everyone registered to vote and is updated every month. Anyone can look at it, but copies can only be supplied for certain purposes, such as elections and law enforcement. Credit reference agencies are also allowed to use the full register, but only to check your name and address if you are applying for credit, and to help stop 'money laundering'. Anyone who has a copy of the register will be committing a criminal offence if they unlawfully pass on information from it. You do not have a choice about your name being on this register.

### Voting by post

Please note that ballot papers are sent approximately one week before an election by first class post or via airmail. This leaves very little time for you to complete and return your ballot paper in order for it to be included in the count on election day. **Therefore you are strongly advised to appoint a proxy** to ensure your vote is counted.

If you wish to vote by post please complete the side of the form "Application form to vote by post".

For the security of your postal vote and **by law** all postal vote applicants are required to give their signature and date of birth. If you do not provide this information your postal vote application will not be accepted.

When you receive your ballot paper, a postal voting statement will also be enclosed. This statement will need to be signed by you and you will also be required to give your date of birth, this will then be checked against the signature and date of birth that you provide on your postal vote application form.

**The edited register** will be available for general sale and can be used for any purpose. You can choose not to be on it. It will be kept separate from the full register and updated every month. The edited register can be bought by any person, company or organisation and could be used for different purposes such as checking your identity and commercial activities such as marketing.

**If you do tick the box** on the voter registration form, your name and address will only appear on the full register, which will only be used for certain lawful purposes, such as elections, law enforcement and checking applications for credit.

**If you do not tick the box** on the voter registration form, your name will also appear on the edited version of the register, which anyone can buy. This means anyone can use your details for any purpose.

## Part 6. What to do next

### For further information

If you require further information or assistance in registering as a Crown Servant, British Council employee, husband, wife or civil partner, you can contact the member of staff responsible for dealing with service registration;

Barbara McCarthy  
Electoral Registration Support Officer  
(020) 8871 7674 – [bmccarthy@wandsworth.gov.uk](mailto:bmccarthy@wandsworth.gov.uk)

If you would like more information about Electoral Services you can visit the website at [www.wandsworth.gov.uk/vote](http://www.wandsworth.gov.uk/vote)

### How to return this form

Once completed please send your form to:  
Electoral Services, Room 81,  
Town Hall, Wandsworth High Street,  
London, SW18 2PU.

If you would like to bring the form in person to the office it is located on the ground floor of the Town Hall.

The entrance to the reception is in Fairfield Street. The reception is fully accessible to people with disabilities. An inductive loop and a textphone facility are also available for people with hearing impairments.

**You cannot return this form by fax, any received in this way will not be accepted.**

**Code of Data Matching Practice.** This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.





Polling District	_____
Elector No.	_____
Barcode No.	_____

**APPLICATION FORM TO VOTE BY POST**

If you need help filling in this form please phone (020) 8871 6023.  
Please write in **BLACK INK** and **CAPITAL LETTERS**.

**1 Address where you are registered to vote**

**3 Address for postal ballot paper(s)**

**2 About you**

First name (and first initial of second name)

Surname

Title (Mr, Mrs, Ms, Miss, Dr, Other)

Daytime or mobile phone or email  
(in case of query)

**4 Your declaration (Please ensure you use BLACK ink)**

As far as I know, the details on this form are true and accurate. (You can be fined for making a false statement on this form).

Date of birth (e.g. 

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0	3
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Day                      Month                      Year

Please **SIGN** within the border below using **BLACK ink**

**Important – keep signature within the border**  
If you fail to do this, the application will not be valid.

Date of signing

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Day      Month      Year



Polling District	_____
Elector No.	_____
Barcode No.	_____

**APPLICATION FORM TO VOTE BY PROXY**

Please write in **BLACK INK** and **CAPITAL LETTERS**.

**1 About you**

First name (and first initial of second name)

Surname

Title (Mr, Mrs, Ms, Miss, Dr, Other)

Present Address

Postcode

Address where you are registered to vote  
(If different from your present address)

Postcode

In case there is something in this form which is not clear, please give your daytime telephone number and/or email address.

Daytime telephone number

Email address

**2 About your proxy**

First name (and first initial of second name)

Surname

Relationship to you (if any)

Address

Postcode

**2 About your proxy (continued)**

Daytime telephone number

Email address

Tick this box if your proxy is not able to vote on your behalf at your polling station and wishes to have your ballot paper sent to them at the above address for them to complete and return by post.

If they wish to vote for you in this way they will need to provide their date of birth and signature. **They will be written to separately.**

**3 Your declaration (Please ensure you use BLACK ink)**

As far as I know, the details on this form are true and accurate. (You can be fined for making a false statement on this form).

Date of birth (e.g. 01 03 1966)

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**Day                      Month                      Year**

**Please SIGN within the border below using BLACK ink**

**Important – keep signature within the border**  
If you fail to do this, the application will not be valid.

Date of signing 

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Day    Month    Year