

In your postal voting pack we will send you:

- ✓ Ballot paper
- ✓ Combined declaration of identity and ballot paper envelope A
- ✓ Return envelope B
- ✓ Information sheet

VOTE FOR NO MORE THAN X CANDIDATES		
1	SURNAME <small>Forname Address Party</small>	Party A
2	SURNAME <small>Forname Address Party</small>	Party B
3	SURNAME <small>Forname Address Party</small>	Party C
4	SURNAME <small>Forname Address Party</small>	Party D
5	SURNAME <small>Forname Address Party</small>	Party E
6	SURNAME <small>Forname Address Party</small>	Party F

Hammersmith & Fulham Council Election

Please follow steps 1, 2, 3 and 4

3 Declaration of identity
I am the person named above, and I have been sent ballot paper number: _____

Witness statement
I know the voter. He/she signed this form in front of me.
Signature of witness: _____

Name of witness: _____
Address of witness: _____
Postcode: _____

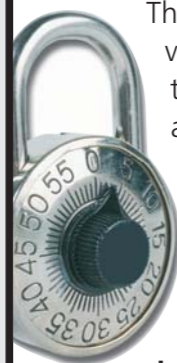
Voter's signature (or mark): _____

Do not tear off this section.
Sign the declaration in front of someone who knows you. They then need to fill in the witness statement.
Warning: Your vote will not be counted if this section is not completed.

Envelope A

Your vote must reach us before 10pm on Thursday, 4 May 2006

What is the declaration of identity?



This is a security statement. It tells us that you - the voter - received your ballot paper safely. You have to sign the declaration in front of a witness, who also signs and gives their address.

Your witness can be anyone who knows you - including a relative. They are only saying that you are the person the postal voting pack was sent to. **Your witness is not witnessing HOW you vote - you should do that on your own in secret.**

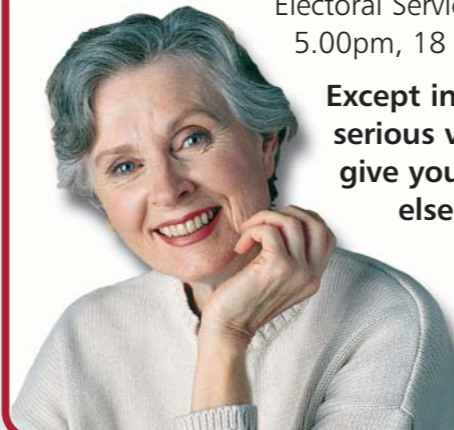
Your vote cannot be counted if:

- ✗ You do not return the declaration of identity
- ✗ You do not sign it
- ✗ Your witness does not sign and give their name and address

Can someone else use my postal vote for me?

If you have a disability, you can ask someone you trust to help you fill in your postal vote. They have to keep your vote secret.

You can arrange for someone to vote by post for you - called a "postal proxy" - but you have to apply to Electoral Services to do this (before 5.00pm, 18 April).



Except in these cases, it is a serious voting offence to give your vote to someone else or to use another person's vote.

There is a £5,000 fine, six months in prison, or both.

Can you send my pack overseas?

We can send postal voting packs overseas.

But please remember, you have very little time to receive your pack, vote, and post back to us (you cannot fax your ballot paper). Your ballot paper has to reach us by 10.00pm on election day. Votes received after this time cannot be counted - even if postmarked before election day. If you are overseas, our advice is to appoint a "proxy" in the UK to vote for you - although it is, of course, your choice.

Contact Electoral Services straight away for more advice.

How do I return my postal vote?

Postal voting - like voting in person - is not compulsory.

But, if you do vote, your postal vote must reach the returning officer by 10.00pm on 4 May for it to be counted. You can do this:

- By post (no stamp needed)
- By hand at Hammersmith Town Hall
- By hand, on 4 May, at any polling station in your ward



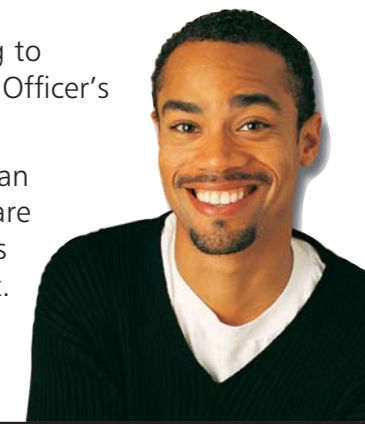
What happens when you get my postal vote?

All returned postal votes are put into special ballot boxes, until it is time to open the envelopes.

There are special opening sessions before polling day. These are to make sure it is you - the voter - who has filled in your postal vote, but also to keep your vote secret.

The opening is done according to electoral law by the Returning Officer's staff.

Candidates and their helpers can watch to make sure the rules are followed. Everyone present has to keep the proceedings secret.



How we open your postal vote

- 1 We separate your declaration from your ballot paper envelope.
- 2 The declarations are sealed away in special packets. This means that no one will be able to know who you voted for.

1234 Hammersmith & Fulham Council Election

Please follow steps 1, 2, 3 and 4

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Name of witness: _____
Address of witness: _____
Postcode: _____

Voter's signature (or mark): _____

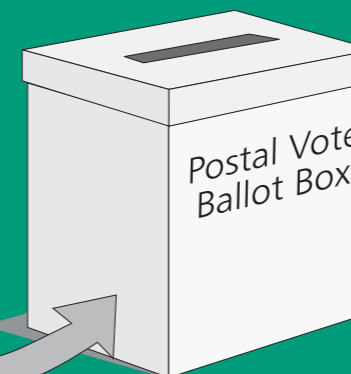
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Sign the declaration in front of someone who knows you. They then need to fill in the witness statement.
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Envelope A

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- 3 We take the ballot paper out of the envelope, and check the number is the same as on the envelope.
- 4 Votes are not counted at this stage. The ballot papers are put into ballot boxes, which are kept in locked storage until polling stations close on election day. The boxes go to the counting of votes and are opened in the same way as the boxes from polling stations.

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Returning Officer
London Borough of Hammersmith & Fulham
Hammersmith Town Hall
King Street
London
W6 6SA

Envelope B

What about postal voting fraud?

Some people are worried about postal voting fraud. We take these concerns very seriously. However, we must stress that there has never been any evidence of organised postal voting fraud in Hammersmith & Fulham.

Here are some safeguards we have in place

- Every request for a postal vote is checked against our computer records of electors. You cannot get a postal vote unless you are on the Voters List. You can only get one postal voting pack at an election, even if you send in more than one application form.
- A request for a postal vote is turned down if the application form is not signed. You also have to sign any request to cancel or change your postal vote.
- We write back to everyone who arranges a postal vote.
- We are sending this guide to everyone on the postal voters list.
- The declaration of identity, with witness, is there to prevent fraud.
- Signatures on declarations and original requests can be cross-checked.

What YOU can do

- ✓ Let us know if your postal voting pack does not arrive.
- ✓ Keep your voting pack in a safe place if you are not voting straightaway.
- ✓ When you vote, keep it secret.
- ✓ If you can, post it back yourself.
- ✓ Don't give your pack to someone else to post unless you trust them.
- ✓ If you decide not to vote, **never** give your pack to someone else - dispose of your pack safely.
- ✓ Tell us if you move, so your postal voting details can be kept up to date.

Never give your postal vote to anyone who says they are collecting for the Returning Officer. We never do this.



Need further help?

Electoral Services helpline

020 8753 4466

(including Typetalk)

Monday to Friday 8.00am - 8.00pm

Saturday 9.00am - 1.00pm

Fax: 020 8753 2007 / 2229

Minicom: 020 8753 5753

Visit our website:

www.lbhf.gov.uk

Hammersmith & Fulham
Serving our Community

Electoral Services
making your vote count

If you would like any part of this document interpreted into your own language, please phone 020 8753 4040.

Russian
Если вы хотите, чтобы какая-либо часть этого документа была устно переведена на ваш язык, пожалуйста, позвоните по телефону 020 8753 4040.

Polish
Jeśli chciałbś jakaolwiek część tego dokumentu przetłumaczoną na język ojczysty, to proszę zadzwoni pod numer 020 8753 4040.

French
Si vous souhaitez qu'une partie de ce document soit traduite dans votre langue, veuillez appeler le 020 8753 4040.

Spanish
Si desea alguna parte de este documento en su propio idioma, llame al 020 8753 4040.

Albanian
Nese do deshironi ndonje pjese te ketij dokumenti te perkthyer ne gjuhën tuaj, telefononi 020 8753 4040.

Amharic
የዚህ ደብዳቤን ግንኙነት ከድል በራስዎ ቋንቋ እንዲተረጎምልዎት ከፈለጉ ለባለስራት በድብዳቤ 020 8753 4040 ይደውሉልን።

Portuguese
Se desejar qualquer parte deste documento interpretada no seu idioma, telefone por favor para 020 8753 4040.

Somali
Haddii aad jeclaan laheyd in qeyb dukumentigan ka mid ah luqaddaada ama afkaaga laguugu turjumo, fadlan teleefoon u soo dir 020 8753 4040.

Punjabi
ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਦੇ ਕਿਸੇ ਵੀ ਹਿੱਸੇ ਦਾ ਕੋੜਾ ਹੋਇਆ ਅਨੁਵਾਦ ਤੁਹਾਡੀ ਆਪਣੀ ਭਾਸ਼ਾ 'ਚ ਚਾਹੀਦਾ ਹੈ, ਤਾਂ 'ਫ਼ੋਨ' ਕਰਕੇ ਟੈਲੀਫੋਨ ਕਰੋ 020 8753 4040.

Gujarati
જો તમને આ દસ્તાવેજનાં કોઈપણ ભાગનું કોઈ ભાષાંતર તમારી પોતાની ભાષામાં જોઈએ છે તો, મહેરબાની કરી ટેલિફોન કરો 020 8753 4040.

Hindi
यदि आपको इस दस्तावेज़ के किसी भी हिस्से का क्रिया हुआ अनुवाद अपनी भाषा में चाहिए, तो कृपया टेलिफोन करें 020 8753 4040.

Urdu
اگر اس دستاویز کے کسی بھی حصہ کا ترجمہ آپ کو اپنی زبان میں چاہیے تو براہ مہربانی
020 8753 4040 تک فون کریں۔

Farsi
اگر شما میخواهید هر بخشی از این سند به زبان شما برایتان ترجمه شفاهی بشود لطفاً با شماره تلفن 020 8753 4040 تماس بگیرید.

Arabic
إذا كنت ترغب بالحصول على ترجمة فورية لأي جزء من هذه الوثيقة، فيرجى الاتصال ب: 020 8753 4040.