

Application to vote by post



Only **one** person per form please. If, more forms are needed, please photocopy, contact Electoral Services on 020 8753 4466 or visit the website www.lbhf.gov.uk

Please write in **BLACK INK** and **BLOCK CAPITALS**

1 Address where you are registered to vote

2 About you

First name(s) (in full)

Surname or Family name

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

Daytime or mobile telephone or email (Optional)

3 For how long do you want a postal vote?

Until further notice

Only from _____ to _____

Only for elections to be held on

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Day

--	--

Month

--	--	--	--

Year

Please return your application to

Freepost RTKR - KRYU - LCEY
Electoral Services
London Borough of Hammersmith and Fulham
Town Hall
King Street
London
W6 9JU

4 Address for postal ballot paper

Please send my ballot paper to

If this is not the address where you are registered, you must tell us why you want your ballot paper sent somewhere else.

5 Your declaration

Each person has to sign their own form. It is offence to make a false statement on this form. Maximum fine £5,000.

Date of birth (e.g. 02 05 1965)

Day

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Month

--	--

Year

--	--	--	--

Please SIGN in the box below using BLACK ink

Important – keep signature within the border

Date of signing

Voting by post your questions answered



How to apply

All you have to do is fill in an application form. Just give us your details and tell us how long you want a postal vote for:

- a **single election**,
- a **set period** (like a year or two if you are a student or regularly working away from home), or
- **permanently** (a ballot paper will automatically be sent to you whenever there is an election until you tell us otherwise).

Q. When do I need to apply?

A. You can apply now; you don't have to wait until an election takes place. However, the last time to apply is 5.00pm on the 11th working day before election day.

Q. What happens when you get my application?

A. We check that you are on the voter list and that your form is filled in correctly. Your name is added to the postal voters list, and we write to tell you this. If there is a problem we will get in touch with you.

Q. Why do I need to give my date of birth and signature to get a postal vote?

A. This is for voting security. When you vote you will also give your date of birth and signature on a Postal Voting Statement. We compare these to your original application to make sure it is you who is voting. Giving this information will not affect the secrecy of your vote.

If you cannot sign because of a disability you can contact Electoral Services to get an exemption.

Helpline 020 8753 4466

Monday to Friday 9:00am to 5.00pm

If you find it difficult to read this form we can send you a large print version. Please ring the helpline.

Q. When will you send me my ballot paper?

A. We will send out ballot papers as soon as candidates are nominated and ballot papers have been printed. Usually, the first batch will be sent about 1 ½ to 2 weeks before election day.

Q. Can you send my ballot paper overseas?

A. We can, but we cannot guarantee you will have enough time to receive it and post it back to us. We recommend you appoint a 'proxy' in the UK to vote for you. Please contact Electoral Services for more advice.

Q. What happens if I don't get, or lose my postal vote?

A. If your ballot paper has not arrived by four days before election day, or you lose or spoil it, please contact Electoral Services. You must do this before 5.00pm on election day. We can arrange a replacement, but we will need proof of your identity.

Q. Do I have to pay the postage for my postal vote?

A. No, there is a pre-paid envelope if you are posting back in the UK. If you are posting from overseas you have to use your own stamps.

Q. When does my postal vote have to reach you?

A. Before polling stations close on election day (at 10.00pm). Postal votes that reach us after this time are not counted, even if they are postmarked before election day. If you think you don't have time to post back to us, your postal vote can be handed in at the Electoral Services office or any polling station in your electoral area.

Q. Can I apply for a proxy vote?

A. Yes, but please contact Electoral Services for the correct form. However, you will need to give us a reason, and you may need a supporter such as your doctor or employer.

How to contact us

Write to: Electoral Services,
Hammersmith Town Hall, King Street, London
W6 9JU

Phone: 020 8753 4466

Email: electoral.services@lbhf.gov.uk