



Renfrewshire Valuation Joint Board  
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## Application to vote by post in Scotland

Dear Elector

I note that you wish to apply to vote by post. The process for applying for a postal vote in Scotland depends on the type of election.

It is important that you read the guidance on the reverse of this letter before completing and returning the enclosed application form to me.

You **must** make a separate application to vote by post for both **UK Parliament** and **Scottish Parliament and council elections**.

**For a UK Parliament election:** the easiest way is to apply online at [www.gov.uk/apply-postal-vote](http://www.gov.uk/apply-postal-vote) or scan the QR code opposite:



**For Scottish Parliament and council elections:** you will need to complete and return **Part A** of the enclosed form.

If you are unable to apply online for a **UK Parliament** postal vote, you can use the enclosed form **Parts A and B** to apply to vote by post at **UK Parliament, Scottish Parliament and council elections**.

If you are having any difficulties with the completion of the form or require further assistance, please do not hesitate to contact our office.

Please complete and return this form immediately.

You can find more information about postal voting at [www.electoralcommission.org.uk/i-am-a/voter](http://www.electoralcommission.org.uk/i-am-a/voter)

Yours sincerely

Robert Nicol  
Electoral Registration Officer

# Applications to vote by post in Scotland

- To apply for a postal vote, you must be registered to vote in the UK.
- You can apply to vote by post for a particular election, for a set period of time, or for the maximum period of time allowed.
- The length of time your postal vote arrangement is in place depends on the type of election:
  - For **Scottish Parliament and council elections**, you can choose to have a postal vote until further notice. We will contact you after five years to ask you to provide an up-to-date signature.
  - For **UK Parliament elections**, the maximum period is three years.
- UK Parliament elections include UK Parliament general elections and by-elections and recall petitions.
- Only one person can apply to vote by post using this form.
- Provide your date of birth and signature (if you are unable to sign this form, please contact our office using the details at the top of this letter).
- Provide your National Insurance number (UK Parliament elections only).
- Your postal vote can be sent to an alternative address.

## How to complete the application form

### 1. If you are applying for a postal vote for UK Parliament elections, Scottish Parliament elections and council elections

- Complete all the required sections in **Part A and Part B**

### 2. If you are applying for a postal vote for Scottish Parliament and council elections only

- Complete all the required sections in **Part A**

### 3. If you are applying for a postal vote for UK Parliament elections only, apply online at [www.gov.uk/apply-postal-vote](http://www.gov.uk/apply-postal-vote)

If you are unable to apply online for a **UK Parliament only** postal vote

- Complete **Part A - excluding Section 3**
- Complete **Part B**



# Part B – Application to vote by post in UK Parliament elections - Additional information

Complete Part B in addition to Part A if you wish to apply to vote by post in UK Parliament elections. Please write in black ink and use CAPITAL LETTERS.

## 1 Your National Insurance number

Write your National Insurance number in the boxes below.

Your National Insurance number should appear in the following combination of letters and numbers - two letters, six numbers, one letter. For example: QQ 123456 C

You can find this on your payslip, P60, or on letters about tax, pensions, or benefits.

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If you cannot provide a National Insurance number, please tell us why:

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You can still submit this application form without a National Insurance number, and we will contact you to request documentary evidence so that we can verify your identity.

It may take longer to process your application.

## 2 How long do you want a postal vote for UK Parliament elections?

I want to vote by post (tick one box only):

For the maximum period (up to 3 years)

for the UK Parliament election to be held on

D	D	M	M	Y	Y	Y	Y		

for any UK Parliament election for the period

from									
	D	D	M	M	Y	Y	Y	Y	
to									
	D	D	M	M	Y	Y	Y	Y	

We work hard to keep personal information secure and will only use the data for statutory purposes. Details of the Electoral Registration Officer for Renfrewshire Valuation Joint Board, Privacy Notice and how personal information is collected and used is available at [www.renfrewshire-vjb.gov.uk](http://www.renfrewshire-vjb.gov.uk)