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## Electoral registration form

for a Crown servant or British Council employee their spouse or civil partner or their children who are living with them

 **Go online**

If you are aged 16 or over, you can fill in this form at [gov.uk/register-to-vote](http://gov.uk/register-to-vote).

### You can register as a Crown servant or British Council employee using this form if:

- you are working outside the UK as a Crown servant (e.g. in the diplomatic service or overseas civil service) or as an employee of the British Council.
- you are the spouse or registered civil partner of a Crown servant or British Council employee and you accompany them during their employment abroad.
- your parent or guardian is a Crown servant or British Council employee and you are living abroad with them.

### Registering as a Crown servant or British Council employee

- **If you are a Crown servant or British Council employee serving abroad or the spouse or registered civil partner of a Crown servant or British Council employee** and you accompany them during their employment abroad, you can register at a fixed address in the UK even if you move around. You must renew your application every 12 months, but you can cancel it at any time.
- **If you are under 18 and you are living with a parent or guardian who is a Crown servant or British Council employee and you would be living in Scotland if your parent or guardian were not based overseas**, your registration must be renewed each year and will end when you are 18 years of age. Then you will need to make a new application to register reflecting your circumstances at that point. You will be reminded to do so before your eighteenth birthday.

### How to register to vote

- 1 Fill in this electoral registration form.
- 2 Make sure you sign the declaration.
- 3 Return your completed form to us at the address shown above.
- 4 Problems with the form? Contact your electoral registration office if you need any help understanding or completing this form – or if you need this form in large print or in another format.

**Register to vote as soon as you can**, or it may be too late to vote in the next election.

Yours faithfully

Renzo Pacitti

Electoral Registration Officer

# Electoral registration form for a Crown servant or British Council employee

## Register to vote

### Registering to vote

#### You can register to vote if you are:

- Resident (usually live) in Scotland and aged 14 or over (but you will not be able to vote in Scottish Parliamentary or local council elections until you are 16. You will not be able to vote in UK Parliamentary elections until you are 18).

#### You must also be either:

- A British, Irish or European Union citizen, or
- A Commonwealth citizen, or foreign national who has leave to enter or remain in the UK or who does not require such leave.

All information requested in this form must be provided (unless stated otherwise) or your application may be delayed.

### 1 Your name and address

First name(s)

Surname

Your UK registration address   
-----  
-----  
Postcode

This address is where:  
Please tick.

- I would be living if I or my spouse or civil partner were not working abroad
- I would be living if my parent or guardian was not a Crown servant or British Council employee working abroad
- I have lived in the past

Your current address outside the UK   
-----  
-----  
Postcode

Do you also live at another address? Please tick.  No  Yes

(If yes, you do not have to give us this address now, but we may ask for more information later).

Correspondence address (if different)   
-----  
-----  
Postcode

We will only use this address to contact you about your registration.

### 2 Changed your name?

Please give us your most recent previous name (optional).

Please tell us the date you changed your name (optional).        
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## 9 The open register

The open register is an extract of the electoral register, but it is not used for elections. It can be bought by anyone and used for many purposes including confirming name and address details and direct marketing purposes.

Please tick if you do not want your name and address to be included in the open register.

If you are aged under 16 your details will not be included in the open register.

(More info page 5)

## 10 Registering anonymously?

Please tick if you have also submitted an application to register anonymously.

## 11 Voting by post or proxy?

Please tick how you would like to vote and we will send you an application form, or you can download an application form at [electoralcommission.org.uk/voter](http://electoralcommission.org.uk/voter). This section should be left blank if you intend to vote in person at a polling station.

By post       By proxy (someone voting on your behalf)

## 12 Don't know your date of birth, nationality or National Insurance number? Please tell us why

If you can't provide these details we may ask you for other evidence before processing your application.

## 13 Declaration

I confirm that I am a British, Irish, European Union, qualifying Commonwealth citizen or qualifying foreign national.

(Qualifying Commonwealth citizens and qualifying foreign nationals are people who have leave to enter or remain in the UK or who do not require such leave).

I confirm that I would be living in the UK, if I, my spouse/civil partner or my parent/guardian were not serving as a Crown servant or British Council employee.

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

**Signature**

**Today's date**

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If you need help filling in this form please contact us using the details on page 1.

## Your nationality

You can register to vote in the UK if you are a British (including English, Scottish, Welsh or from Northern Ireland), Irish, European Union citizen, or a Commonwealth citizen or foreign national who has leave to enter or remain in the UK or does not require such leave. We may need additional evidence about your nationality or we may check your nationality or immigration status against government records. If you have more than one nationality, please include them all.

## Your date of birth

If you don't know your date of birth please give the date you put on official documents (for example, your passport or driving licence) or tick one of the boxes. Your date of birth identifies you and confirms your eligibility to vote.

## Changed your name?

For example, you may have got married and changed your name. You do not have to give us details of your name change but it will help us identify you. If this information is not given then you may need to provide additional documentary evidence.

## 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** 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** 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. If you are aged 16 or over 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.

**If you are aged 14 or 15**, you will not be included on the open register. You will be included on the electoral register, but only Electoral Registration Officers and their staff can usually see the details you provide. Your details will not be included in any register that is published. About six weeks before an election certain people need details of everyone who can vote in that election. If you will be 16 on the date of a Scottish Parliamentary or local council election, your name and address will be given to people who run the elections, and to candidates who want to provide information to voters. You can find out more information about both registers and how they may be used at [gov.uk/register-to-vote](http://gov.uk/register-to-vote).

If you are concerned that having your name or address on the register may affect your safety, there could be other options available to you. In certain circumstances, you can register without your name and address showing on the register. To find out more, please contact your electoral registration office. You can find their address on page 1 of this form.

## Privacy statement

We collect information under the legal basis of a task carried out in the public interest, as set out in the Representation of the People Act 1983 and related regulations. We will look after personal information securely and follow data protection legislation.

If you opted-out of the open register we will only use the information you give us for electoral purposes, including matching it against other sources of data to support the electoral register. We will not give personal information to anyone else, unless we have to by law. The law requires us to share your information with candidates, political parties and campaigners for democratic engagement purposes and credit reference agencies to check your identity when you apply for credit.

If you have not opted-out of the open register your name and address can be bought by anyone and used for lots of purposes, including direct marketing.

The Electoral Registration Officer is the Controller. They must have a policy document known as a privacy notice setting out how they process personal data. Refer to the privacy notice at [www.lanarkshire-vjb.gov.uk](http://www.lanarkshire-vjb.gov.uk) or contact us to request a copy.

## Problems with the form?

**Contact your electoral registration office if you need any help understanding or completing this form – or if you need this form in large print or in another format. You can find their address on page 1 of this form.**