

# Voting by post:

## your questions answered



Email: [elections@woking.gov.uk](mailto:elections@woking.gov.uk)  
Telephone: 01483 755855

**Q. How do I apply?**

A. All you have to do is fill in this application form. Just give us your details and tell us how long you want your postal vote to last. This can be for either:

- A single election
- A set period
- Permanently

**Q. When do I need to apply?**

A. You can apply at any time; there is no need to wait until an election takes place. However, the last time to apply is 5pm on the 11<sup>th</sup> working day before election day.

**Q. What happens when you get my application?**

A. We check you are on the electoral register and that your form is filled in correctly. Your name is then added to the list of postal voters, and we will send you a letter within 10 working days to acknowledge this. If there is a problem with your application, we will get in touch with you.

**Q. Why do I have to provide a signature?**

A. In order to minimise the risk of someone else using your postal vote, we ask that you provide your signature in the box so that we can keep a scanned copy of it to check your identity when you return your postal vote.

**Q. What if I am unable to provide a signature?**

A. Please tell us why (disability, injury etc.) and we will make special arrangements for you.

**Q. When will you send me my ballot paper?**

A. We will send out postal ballot papers as soon as possible, usually 1 ½ weeks before election day.

**Q. Can you send my ballot papers 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 5pm 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 (10pm). 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 Civic Offices 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 proper form. If you are an existing postal voter, you have to do this by 5pm on the 11<sup>th</sup> working day before election day.

**How to get in touch with us:**

Electoral Services  
Woking Borough Council  
Civic Offices  
Gloucester Square  
Woking  
Surrey  
GU21 6YL

# Application Form to Vote by Post

Please complete in **BLACK INK and BLOCK CAPITALS** and return to Electoral Services by post at Civic Offices, Gloucester Square, Woking by email to **elections@woking.gov.uk**. If you need help filling in this form please phone **01483 743860**.

## Address where you are registered to vote

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## About you

First name(s) (in full)

\_\_\_\_\_

Surname

\_\_\_\_\_

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

\_\_\_\_\_

## Your Date of Birth

Day Month Year

## Declaration

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.)

**Signature: Keep within the border and use BLACK INK.**

\_\_\_\_\_

I cannot supply a signature because

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Contact Email Address:**

\_\_\_\_\_

**Contact Telephone No:** \_\_\_\_\_

## Postal vote for which elections

All elections you are entitled to vote at

Local elections

Parliamentary or Assembly elections

## For how long do you want a postal vote?

Until further notice

For election(s) on

Day Month Year

For election(s) until

Day Month Year

## Address for postal ballot paper(s)

My address where I'm registered to vote   
or

The following address

\_\_\_\_\_

\_\_\_\_\_

Reason for sending ballot paper(s) to an alternative address

\_\_\_\_\_

\_\_\_\_\_

## Have you had help completing this form?

Name and Address of helper

\_\_\_\_\_

\_\_\_\_\_

For office use only – protected once completed.