

# BRING PHOTO ID TO VOTE



## HOW TO FILL OUT YOUR LOCAL ELECTOR CARD APPLICATION FORM

A STEP-BY-STEP GUIDE TO COMPLETING AND SUBMITTING YOUR LOCAL ELECTOR CARD APPLICATION FORM

### STAGE 1: APPLICANT'S DETAILS

When filling out this form, please use **CAPITAL** letters and **BLACK INK**

Applicant's details	
Full name	
Address	
Contact details (email address or telephone) <i>Providing this information will help us deal with any queries quickly.</i>	



**Step 1:** Clearly write your full name and address so we can find your details on the electoral register.

Contact details will be very useful to us.

#### Applicant's Declaration

To the best of my knowledge, the information in this form is true and correct.

Applicant's signature	
Date	



**Step 2:** You must sign and date the declaration.

## STAGE 2: PHOTOGRAPH

You must supply a photograph that has been signed by someone else.

The person signing your photo must:

- Be a person of good standing within the community.
- Know you, ideally be a **friend, colleague** or **professional** that you are associated with.
- Be on the Electoral Register within Woking, or any other authority in the UK.
- Not be related to you by birth or marriage, nor should they be in a personal relationship with you.
- Not live at the same address as you.

The person signing your photograph must sign the reverse of the photo as follows:

***“I certify that this is the true likeness of (your name)” - followed with his/her signature.***

You can send in your application and supporting documents electronically to **electorcard@woking.gov.uk**. If you send in your application and supporting documents electronically, the person witnessing your photo must email a copy of your photo separately to the same email address. Otherwise a hard copy of your photo must be sent in the post alongside this application.

Photograph Witness's details	
Full name	
Address	
Contact details (email address or telephone) <i>Providing this information will help us deal with any queries quickly.</i>	



**Step 1:** Take a photo of yourself. You can take the photo using your smart phone or camera.



**Step 2:** Choose someone that matches these criteria to sign your photo.



**Step 3:** The person that signs your photo must write this statement on the back of the photo. **Alternatively**, the chosen person can email us the photo together with this statement.



**Step 4:** The person that you choose to sign your photograph needs to provide these details.

Contact details will be very useful to us.

# ROUTE A: DOCUMENTS

You must supply documents to prove your name and address.

If you cannot provide any of these documents please go to **Route B** within this application.



**Step 1:** Clearly write your full name and address so we can find your details on the electoral register.

Applicant's Name and Address	
Forename (s)	
Surname	
Address	

**Step 2:** Select which documents you wish to use from the list by ticking the box.

You must provide us with:

- **TWO** proofs of name (Type 1) + **ONE** proof of address (Type 2)

**OR;**

- **ONE** proof of name (Type 1) + **TWO** proofs of address (Type 2)

If electors are unable to provide any proof of name then please provide;

- **FOUR** proofs of address (Type 2)



Tick which documents you have used.

Type 1: Proof of name	Tick if provided
UK Paper driving licence	
Non EU photo driving licence	
Birth certificate	
Marriage/Civil partnership certificate	
Adoption certificate	
Firearms licence	
Student identity card	
National Insurance card/letter	
Police bail sheet	
Valid bank or building society debit or credit card	
Bank or building society cheque book or building society pass book	

Type 2: Proof of address	Tick if provided
Mortgage statement, no longer than 12 months	
Bank/Building society statement, no longer than 3 months	
Credit Card statement, no longer than 3 months	
Pension Statement, no longer than 12 months	
Council Tax statement, no longer than 12 months	
Utility bill, no longer than 3 months (excluding mobile phone bills)	
P45 or P60 statement, no longer than 12 months	
Benefit statement - e.g. child benefit, pension, no longer than 3 months	
Entitlement document from central/local government, government agency or local council, no longer than 3 months - e.g. DWP, Job Centre Plus, HMRC	
Any other financial statement, no longer than 12 months	
Poll card for the election	



Please ensure you have provided the correct amount of documentation.



Photocopies or digital copies of original documents are acceptable.

# ROUTE B: CONFIRMATION OF IDENTITY

If you don't have any of the documents set out in 'Route A', you will need to find someone to confirm your identity, by completing this form.

The supporter of this application must:

- Know you, ideally be a friend, colleague or professional that you are associated with.
- Be on the Electoral Register in Woking, or any other authority in the UK.
- Not be related to you by birth or marriage, nor should they be in a personal relationship with you.
- Not live at the same address as you.



**Step 1:** Choose someone that matches these criteria to sign your photo.

Applicant's Name and Address	
Forename (s)	
Surname	
Address	



**Step 2:** Clearly write your full name and address so we can find your details on the electoral register.

Details of Supporter	
Forename (s)	
Surname	
Address	
Local Council	
Date of Birth	
Relationship to applicant	

**Step 3:** The person that you choose to support your application needs to provide these details.

## Supporter's Declaration

I confirm that the applicant is the person named above. I have not charged the applicant for providing this confirmation of identity. To the best of my knowledge, the information in this form is true and correct.



**Step 4:** The person that you choose to support your application must sign the declaration.

<b>Supporter's Signature</b>	
<b>Date</b>	
<b>Contact details</b> (Telephone or Email) <i>Providing this information will help us deal with any queries quickly.</i>	

Contact details will be very useful to us.



The application with any documentation can be emailed to [electorcard@woking.gov.uk](mailto:electorcard@woking.gov.uk)



Alternatively, you can send it to us via post at:

Elections Team,  
Civic Offices,  
Gloucester Square,  
Woking, Surrey,  
GU21 6YL

Visit [www.woking.gov.uk/VoterID](http://www.woking.gov.uk/VoterID)  
Call 01483 755855

