



Only one person per form. Please read the notes carefully before completing this form. If you need help filling in this form please phone 01628 796306. Please write firmly in **BLACK INK** and **BLOCK CAPITALS**.

LEAVE FOR BARCODE

1 Residential address where you are registered to vote(not your polling station)

5 Address for postal ballot paper(s)

My address where I'm registered to vote in part 1 above
 or the following address

2 About you

First name(s) (in full)

Surname

Daytime or mobile telephone or email (Optional)

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

6 Your 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.

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year			

3 For how long do you want a postal vote?

Until further notice

For election(s) on

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year			

For election(s) until

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year			

4 Postal vote for which elections

All elections I am entitled to vote at
 Local elections only
 Parliamentary or Assembly elections only

Important – keep signature within the border
 If you fail to do this, the application will not be valid.

Please **SIGN** in the box below using **BLACK** ink

Date of signing the form

Your Right to Vote by Post

If you are applying to vote by post for the Local elections and referendum on 5 May 2011 then this application must reach the Electoral Registration Officer by Thursday 14 April at the very latest

1. If you are applying to vote by post because you have moved, you can now change your registration on a monthly basis and should complete an 'Application to be included on the Register of Electors' Form. These are obtainable from our website or the address at the top of the letter or by phoning the Electoral Services helpline.
2. Anyone included on the Register of Electors can apply to vote by post provided they supply the required personal identifiers.
3. Postal votes can be sent anywhere, either within or outside of the United Kingdom. However, please take into account the time post can take to reach some destinations and note that postal ballot paperwork must be with the Returning Office before the close of poll (10pm) on election day. **Postal votes are posted out at a maximum of a 10 working days before polling day and in some instances about 6 working days before polling day.**
4. Postal votes can only be sent abroad for a short period of time, e.g to cover a holiday period or short period of work abroad. If you want it for longer than 4/6 months then you will need to register as an Overseas Elector.
5. If you move house after completing the application form, you should notify the Electoral Registration Officer immediately, otherwise you may not receive your postal vote. You will need to reapply when your registration address changes as postal votes are not carried over.
6. Please be aware that at election time replacement postal votes can be issued in certain circumstances, you should contact the Electoral Services office if you do not receive your postal ballot papers by 3 days before polling day.

Please read these notes before completing the form

The form **MUST** be completed in **BLACK INK AND CAPITAL LETTERS**.

Section 1 – please insert the address in full including the postcode, where you are registered to vote.

Section 2 – the name should be in full, the telephone number or email are optional, but will help if there is a query with your form.

Section 3 – please state for how long you require the postal vote. Tick **one** box only. Whilst you have a postal vote in operation you will be sent a postal vote poll card before an election.

Section 4 – you should tick **one** option only.

Section 5 – If you want your postal vote to be sent **to you** at a different address, you should insert the address in full and give a reason. This postal vote application form and the postal vote security statement sent to you at election time must be signed by yourself, no one else can do this for you. If you want to appoint a proxy to vote on your behalf please contact the Electoral Services office.

Section 6 – All 8 boxes must be filled, using zeros where necessary, e.g. 06 10 1963. Please ensure that your signature is **clear and kept well within the borders of the shaded box**. Finally you should add the date when you are signing this form.

If you are unable to give a consistent signature because of injury or disability, please get in touch with the Electoral Services Office, as in such circumstances it may be possible to grant a waiver.

After completion, re-fold the form along the existing lines or folds and return directly by **post or hand** to the address below. The form should not be faxed or emailed back. You will receive an acknowledgement of your application.

Should you wish to cancel a postal vote you must do so in writing to be received no later than **5pm on the 11th working day before an election in which you wish to vote in person**.

Please note: if you have a postal vote you **CANNOT** vote in person at the polling station on polling day even if you have discarded the postal ballot paperwork in error.

Instructions on how to complete your postal vote are sent with the ballot paper, please read carefully and call the Electoral Services helpline (01628 683868 or 01628 796400) if you have any questions.

**The completed form should be returned to: Electoral Services, Royal Borough of Windsor & Maidenhead
Town Hall, St. Ives Road, Maidenhead. SL6 1RF**