

# Application to be entered onto the Register of Electors



**Please note:** – separate applications must be made for each person and **ALL questions** must be answered for your application to be considered. You may also be asked to provide proof of your Age, Nationality or Address.

Depending on when you submit your application the process will take between two and six weeks. This includes a review period during which objections can be made to applications made. All received applications will be acknowledged. If you do not receive this within 10 days please contact us.

**Please Note:** There is no monthly claims procedure during the months of **September, October and November.** Successful claims during these months will be added to the Register on or shortly before 1<sup>st</sup> December. During this period you should also complete the Voter Registration form that will be sent to the property. **PLEASE COMPLETE IN BLACK INK and BLOCK CAPITALS**

Surname ..... Forenames ..... Title .....

Current full address of the property that you reside/live at: .....

.....

..... Post Code. ....

Please give the date that you moved into this property				Please state nationality (as shown in your passport)	
Date of birth (please give if 16 or 17. Under 16's cannot register.)				<b>If you are over 70 please tick this box</b>	

**The Two Versions of the Register** (see overleaf for explanation)

Please tick the box if you want your name and address to be excluded from the edited register.

If you wish to vote by post in the future please tick this box and we will send you an application form.

Please give details of your previous address below, **whether you were registered or not:** When you are added to the register at your new address the Electoral Registration Officer for your previous authority will be notified and they will remove you from their register if you were registered, Please state if this was an Overseas Elector or Service Voter :

**Previous Address** .....

.....**Post Code** .....

Local Authority Area (if known): - .....

**Date you moved out of this property:** ..... **Was this as an overseas elector or service voter:** Yes / No

If you have reason to believe that you should also be registered at your old address, please say why below:

.....

**I declare that to the best of my knowledge and belief the particulars on this form are true and accurate. I am a British Citizen, Commonwealth Citizen, Citizen of the Republic of Ireland or a Citizen of a relevant European Union Country (please delete as appropriate) and currently reside (as my main residence) at the address where I am registering to vote from.**

**Signed.** ..... **Date** .....

In case we have any queries please supply the following, so we can get back to you more quickly:  
 Daytime Tel No: . ..... Email: .....

**This form should now be returned by hand or in the post to:**

**The Electoral Registration Officer  
 Royal Borough of Windsor & Maidenhead  
 Town Hall, St Ives Road,  
 Maidenhead SL6 1RF**

Elector ID:	House ID: PD Letters:
Date received:	Actioned- Initials and date - checked initials

## **Guidance and Information Notes**

Please complete the form in BLACK INK and CAPITAL LETTERS and complete **all** boxes.

To qualify to register you must be over 16, a British Citizen, a Commonwealth Citizen, a Citizen of the Republic of Ireland or a Citizen of a relevant European Union Country. You will receive a written acknowledgement that we have received your application form. If you do not, you should telephone the office for advice. For applications to be processed in time for an election they must be received by the Registration Officer at least 11 working days before the day of the election. Please see our website for exact dates if an election is called.

## **The Two Versions of the Register**

The Electoral Registration Officer makes and keeps two versions of the Electoral Register – the full register and the edited register.

**The full register** lists everyone entitled to vote and this can be checked at the Council Offices and other various locations across the Borough during normal office hours. Only certain people and organisations can have copies of the full register, and they can only use it for specified purposes. These include electoral purposes, the prevention and detection of crime and checking your identity when you have applied for credit. The law states who can have a full copy of the register and what they can use it for. The full list of such persons and purposes is given in the Representation of the People (England and Wales) (Amendment) Regulations 2002. The Council may also share this information with bodies responsible for auditing and administering public funds for the purposes of prevention and detection of fraud. It is a criminal offence for them to pass it onto anyone else or to use it for any other purpose.

**The edited register** leaves out the names and addresses of people who have asked for them to be excluded from that version of the register. The edited register can be bought by anyone who asks for a copy and they can use it for any purpose.

**PLEASE ENSURE THAT YOU TICK THE BOX OVERLEAF IF YOU WISH TO BE EXCLUDED FROM THE EDITED REGISTER.**

## **Member States of the European Union**

(entitled to vote at European Parliamentary and Local Government elections only)

Austria	Estonia	Italy	Netherlands	Spain
Belgium	Finland	Republic of Ireland	Poland	Sweden
Bulgaria	France	Latvia	Portugal	
Cyprus	Germany	Lithuania	Romania	
Czech Republic	Greece	Luxembourg	Slovakia	
Denmark	Hungary	Malta	Slovenia	

## **Dates by which applications need to be received for entry on the Register and the dates the monthly amendments are applied to the Register.**

<b>Deadline Date for receipt of Application</b>	<b>Date amendments are made to the Register of Electors</b>
Monday 12 <sup>th</sup> December 2011	Tuesday 3 <sup>rd</sup> January 2012
Tuesday 10 <sup>th</sup> January 2012	Wednesday 1 <sup>st</sup> February 2012
Wednesday 8 <sup>th</sup> February 2012	Thursday 1 <sup>st</sup> March 2012
Friday 9 <sup>th</sup> March 2012	Monday 2 <sup>nd</sup> April 2012
Thursday 5 <sup>th</sup> April 2012	Tuesday 1 <sup>st</sup> May 2012 (if no elections)
Wednesday 18 <sup>th</sup> April 2012	Thursday 26 <sup>th</sup> April 2012 (if elections)
Thursday 10 <sup>th</sup> May 2012	Friday 1 <sup>st</sup> June 2012
Friday 8 <sup>th</sup> June 2012	Monday 2 <sup>nd</sup> July 2012
Tuesday 10 <sup>th</sup> July 2012	Wednesday 1 <sup>st</sup> August 2012
Friday 10 <sup>th</sup> August 2012	Monday 3 <sup>rd</sup> September 2012
SUSPENDED DURING ANNUAL CANVASS PERIOD	September, October and November 2012
Monday 15 <sup>th</sup> October 2012	Friday 30 <sup>th</sup> November 2012

## **Elections and Electoral Registration Address, Telephone and email Help lines:**

Royal Borough of Windsor & Maidenhead, Town Hall, St Ives Road, Maidenhead SL6 1RF

Direct Dial: 01628 796306 or 01628 796400

Email: [electoral.registration@rbwm.gov.uk](mailto:electoral.registration@rbwm.gov.uk)

Website: [www.rbwm.gov.uk](http://www.rbwm.gov.uk)