

Please read the notes provided before completing this form. If you need help completing this form please contact the **Electoral Services Helpline** on **(0113) 2476726**. Please complete using **BLACK INK** and **BLOCK CAPITALS**.

## 1 About you

Surname

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First names (in full)

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Your address (where you are registered to vote)

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Daytime telephone number (optional)

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Email address (optional)

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## 2 At which election do you want a proxy vote?

I want to vote by proxy at the election(s) held on:

d	d	m	m	y	y	y	y

## 3 Why do you want a proxy vote?

Please explain why you are not able to go to your polling station on the date given in part 2:

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Please note – this application cancels any proxy voting arrangements you may have made before.

## 4 About your proxy

Full name

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Relationship to you (if any)

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Full address

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## 5 Your date of birth and signature

I have asked the person I have named as my proxy and confirm that he/she is willing and able to be appointed to vote on my behalf.

**Please write your date of birth in DD MM YYYY format in the black boxes below.** For example if your date of birth is 1<sup>st</sup> December 1975 you would enter 01 12 1975.

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**Please sign once in the box below using BLACK ink.** Important – keep your signature within the grey border.

Date of signing

d	d	m	m	y	y	y	y

# Application to vote by proxy (For a particular election) – Completing your form

Please read these notes carefully before completing and returning your form. If you have any queries please contact our Helpline on (0113) 2476726 or email [electors@leeds.gov.uk](mailto:electors@leeds.gov.uk).

## Part 1 – About you

Please write your surname and first names in full then enter the address where you are registered to vote (if you do not know where you are registered, please contact our Helpline on the number shown above).

You do not have to give your telephone number or email address, but it will help us to contact you if there is a query or problem with your application.

## Part 2 – At which election do you want a proxy vote?

Please specify the date of the election(s) for which you would like to vote by proxy. Please note, this form is for elections on a specific date only. If you require a long-term proxy vote please contact our Helpline and we will send the relevant form to you.

## Part 3 – Why do you want a proxy vote?

Please give the reason why you want to vote by proxy at the election(s) to be held on the date entered in Part 2.

## Part 4 – About your proxy

Please enter the full name of the person you are appointing as your proxy. This person will go to the polling station on election day and vote on your behalf. Please state the relationship to you, if any, and give your proxy's address. This is the address where we will send your proxy a proxy poll card.

## Part 5 -Your date of birth and signature

New regulations which came into force on 1<sup>st</sup> January 2007 now require us to obtain 'Personal Identifiers' from anyone applying to vote by proxy. These are the applicant's date of birth and their signature, which are requested on Part 5 of the form. The example below shows how to correctly complete Part 5.

**Date of birth**

The information entered in the date of birth boxes will be read by a computer. **It is therefore important you enter your date of birth in DD MM YYYY format.**

**Example**

If your date of birth is 1<sup>st</sup> December 1975 you would enter your date of birth as:-

0	1	1	2	1	9	7	5
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**Signature**

Your signature will be read by a computer. **It is therefore important you sign clearly inside the grey box.**

**Example**

Please ensure that your application is dated, in the box underneath your signature.

Completed applications should be returned to: **Electoral Services, Level 2, Town Hall, The Headrow, Leeds LS1 3AD.**

**Your application must arrive at the above address at least 6 working days before an election, in order for it to be in place for that election.**