

APPLICATION TO BE INCLUDED ON THE REGISTER OF ELECTORS

Please use **CAPITAL LETTERS** Please see attached notes regarding the completion of this form.
If more forms are needed, please photocopy this form or contact our helpline numbers below **WEB**

1. YOUR NEW ADDRESS - I/we apply to be registered at the following address

It will help us if you provide the surname of the last occupants who no longer reside at this address (if known)

2. YOUR OLD ADDRESS - I/We were living at the following address. (see note 2 attached)

You must complete this section

Postcode:

3. ABOUT YOU

1. Surname	2. First Names (in full)	3. Nationality Please state your Nationality You must complete this section	4. 16 & 17 Year Olds, please give your date of birth. Please tick if over 70	5. Postal Or Proxy Voting (See Note 9)	6. Please tick here if you <u>do not</u> want your name to be included on the Edited Register which is available for general sale (See Note 6)	7. Signature Each applicant must sign against their entry

The form will be returned if each applicant does not state their nationality in column 3 or if it is not signed, individually, by ALL applicants.

4. Date	5. Daytime telephone number or e-mail address (You do not have to give this but it helps us contact you if there is something unclear about your form)	
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Please return this form to:
Electoral Services
St Albans District Council
Civic Centre
St Peter's Street
St Albans AL1 3JE

If you require any help in completing this form, please contact Electoral Services on the following helpline numbers
(01727) 819545, 819550 or 819565

NOTES

(1) YOUR RIGHT TO VOTE You can only vote in elections if your name is on the register of electors. Although we update the register every autumn, we can also add, delete and amend names throughout the year.

(2) YOU HAVE MOVED HOUSE The law allows you to be added to our register. We will tell the Electoral Registration Officer for your old address that you have moved so that your name can be removed from that register. **You must complete this section of the form.**

(3) ARE YOU ELIGIBLE You are eligible to be included on the Electoral Register if you are resident within the authority's area, if you are a British, Irish, European Union or Commonwealth citizen, and if you are over 16. You are still eligible if, like students, people working away or hospital patients, you are temporarily away from your home. The following are not eligible: foreign nationals (except European Union, Irish or Commonwealth citizens), children under 16 or detained convicted persons. Citizens of EU member states other than UK or the Irish Republic are only eligible to vote in local government elections. If citizens of EU member states wish to vote in European Parliamentary elections, an additional form needs to be completed, which is available from the address overleaf.

(4) NATIONALITY Please ensure that you state your nationality in column 3.

(5) WHEN WILL YOU ADD MY NAME? Once you have applied, we will add your name to the Register within seven weeks of your application being received. We will write and confirm that you have been added to the Register. Please note however that during the annual update rolling registration is suspended. If you apply on this form after 15 October, the earliest your name will appear on the Register will be the beginning of January the following year.

(6) 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. Please put a tick in Column 6 if you do not want your name to be included in the edited register which is available for general sale.

The full register lists everyone who is entitled to vote. You can check it by calling at the council offices. 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 says who can have a copy of the full 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. It is a criminal offence for them to pass it on to 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 may use it for any purpose.

(7) JURY SERVICE If you are over 70 please put a tick in column 4.

(8) 16 OR 17 YEAR OLDS You can vote as soon as you become eighteen, please enter your date of birth in column 4.

(9) APPLYING FOR A POSTAL OR PROXY VOTE Anybody at this address can register to vote by post. Postal voting can be arranged for a particular election, for a set period or for an indefinite period. You may also be eligible to vote by proxy, ie someone to vote on your behalf. If you or anyone in your household requires a postal or proxy vote please enter PO for postal or PX for proxy in column 5 next to their name. We will send the appropriate form for completion.

(10) THE ANNUAL UPDATE Every autumn we update the Register of Electors. Each property in the district will receive a registration form in September and you are required by law to complete the form even if you have registered recently using this form.