

# Application to vote by post

Please complete using CAPITAL LETTERS. Completed forms should be returned to: **FREEPOST, LEEDS CITY COUNCIL ELECTORAL SERVICES, LEVEL 2, TOWN HALL, THE HEADROW, LEEDS LS1 3AD.** Further forms are available from the above address, by telephoning our **Helpline** on **0113 2224411** or can be downloaded from our website at **www.leeds.gov.uk/elections**.

## 1. About you

Surname (last name)

First name(s) (in full)

Your address (where you are registered to vote)

Please give a daytime telephone number and/or email address. This is not compulsory, but it helps us to contact you if there is anything unclear about your application.



## 2. How long do you want a postal vote for?

I want to vote by post: (tick one box only)

- Until Further notice
- For the election(s) to be held on: (enter date)

d	d	m	m	y	y	y	y

- For the period from: (enter date)

d	d	m	m	y	y	y	y

To: (enter date)

d	d	m	m	y	y	y	y

## 3. At which election(s) do you want a Postal vote?

Please tick the appropriate box:

- All elections
- Local elections only
- Parliamentary elections only
- European Parliamentary elections only

## 4. Address for ballot paper

You can have your postal ballot pack sent to your registered address (as given in Part 1), or to a different address. However, if you would like your ballot paper sent to a different address, you must give a reason why.

Please send my postal ballot pack to: (tick one box only)

- My address where I am registered to vote
- The following address:

The reason I would like my postal ballot pack sent to this address is:

## 5. Your date of birth and signature

Please write your date of birth in DD MM YYYY format in the 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



**Leeds**  
CITY COUNCIL

## Completing your postal vote application form

**① Your application must be received not later than 11 working days before an election, in order for it to be in place for that election.**

### 1. About you

If your form has not already been pre-printed with these details, please write your surname (last name) and first names in full, then enter the address where you are registered to vote.

### 2. How long do you want a postal vote for?

You can apply to vote by post for a particular election, for a set period of time or for all future elections. Please specify your choice.

### 3. At which election(s) do you want a postal vote?

Please specify whether you would like a postal vote for:

- All elections
- Local elections only
- Parliamentary elections only
- European parliamentary elections only

Please do not tick more than one box.

### 4. Address for ballot paper

If you would like your postal vote sending to the address where you are registered to vote, please tick the relevant box.

If you would like your postal vote sending to an address other than the address where you are registered to vote, please tick the relevant box and enter the address in the space provided.

**Please be aware that if you ask for your postal vote to be sent to an address outside the UK, there may not be sufficient time for it to reach you and be returned to the Returning Officer before 10 p.m. on election day. You will also need to pay the additional postage to return it. It may be advisable to apply for a proxy vote instead (appointing someone to vote on your behalf). Please contact our Helpline for an application form or visit our website.**

You must also enter the reason you would like your postal vote sending to an alternative address.

### 5. Your date of birth and signature

You must give your date of birth and signature on this form, and again each time you receive a postal vote. This information is needed to tackle fraud.

Please ensure you enter your date of birth clearly within the boxes. Your signature should be entirely within the grey border. Failure to comply with these instructions may result in a request to provide this information again.

Please remember to enter the date of your application underneath your signature.

## What happens after I've returned this form?

When an election is going to be held, your ballot paper will be sent to you in the post. You will also receive a postal poll card prior to this, letting you know an election will be taking place, and when to expect your ballot paper.

If you do not receive your ballot paper by the specified time, contact our helpline for a replacement ballot paper. You must do this before 5 p.m. on election day.

If it is too late to send your vote back by post you can hand it in on election day to Leeds Town Hall or drop it off at a polling station in your ward or constituency.

Your postal vote will be mixed with all the others before counting begins, so your vote will be kept secret.

## How to get in touch with us

Helpline: **0113 2224411**  
(8 a.m. to 6 p.m. Monday to Friday).  
Email: **electors@leeds.gov.uk**  
Website: **www.leeds.gov.uk/elections**  
Address: **Electoral Services, Level 2,  
Town Hall, Leeds LS1 3AD**

If you find it difficult to read this form we can send you instructions in large print. Please ring the helpline. We can also provide the instructions on this page in other languages, on audio CD and in Braille.