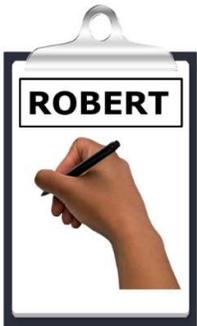


Voter Authority Certificate form



When you fill in this form, you must:

- write in black ink
- write in CAPITAL LETTERS

Section1: Your name and address

Your first names



Your surname



The address where you have registered to vote



The postcode where you have registered to vote



Section 2: Your date of birth



When is your birthday?



Month



Which day in the month?



What year were you born?



If you do not know your date of birth, please tell us why you do not know it.



If you do not know your date of birth, please tick if you are:

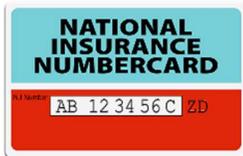
Under 16 years old

16 or 17 years old

18 years old or over

Section 3: Your National Insurance number

What is your National Insurance number?



You might find your National Insurance number on your payslip, or on a letter about tax, pensions or benefits.



If you can not tell us your National Insurance number, please tell us why.



If you have told us your date of birth and your National Insurance number, please go to Section 5.



If you have not told us your date of birth and your National Insurance number, please go to Section 4.

Section 4: Documents



You only need to fill in this section if you have not told us your date of birth and your National Insurance number.



You will need to send copies of some documents with this application form.

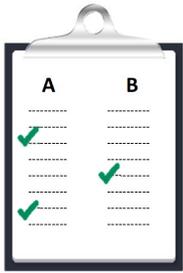


Do not send the original documents. For example do not send your original birth certificate.



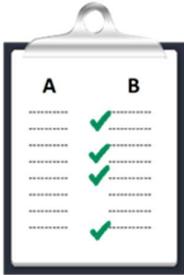
You need to send a photocopy of it.

You will need to send copies of:



- 1 document from list A
and
2 other documents from list A or B

or



- 4 documents from list B



List A documents

These documents must be from the UK, Channel Islands or Isle of Man.

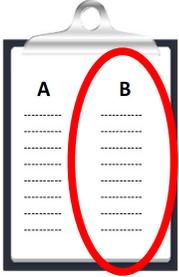
- Birth certificate
- Marriage or civil partnership certificate
- Adoption certificate
- Firearms certificate (granted under the Firearms Act 1968)
- Paper driving licence (not photocard)
- Record of a bail decision (issued in England or Wales)

This document must not be from the UK, Channel Islands or Isle of Man.



- Driving licence with photo (The driving licence must be valid for at least 12 months from when you came into the UK)

List B documents

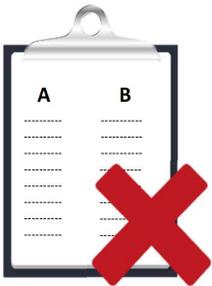


- Bank or building society statement, or a letter from your bank or building society showing that you have an account with them
- Utility bill (for example gas, electricity or water bill)
- Credit card statement
- Benefits (or benefits entitlement) statement
- Mortgage statement
- P45 or P60 form
- Pension statement
- Council tax statement, or Council Tax demand letter



The documents in list B can be the same type of document.

For example, you can send 4 bank statements from different months.



If you can not send us copies of the documents we need from lists A and B, please tick this box.



If you can not send copies of the documents, you should still fill in this form and send it to us at the address at the top of the letter.



When we get your form, we will contact you and we might ask you for some other information.



If you can not send copies of the documents, you might have to wait longer before we can send you a Voter Authority Certificate.

Section 5: Photo



Please send a recent photo of you with this form.



A copy of the photo will be printed on your Voter Authority Certificate.



It is a good idea to write your name, house number and postcode on the back of the photo.

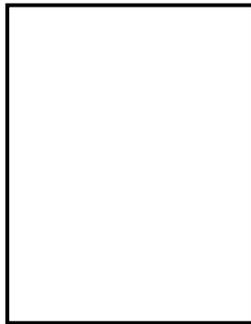


There are a lot of rules about the photo.



The photo must be:

- of your head and shoulders
- clear and in focus
- in colour
- with a plain, light-coloured background
- an un-edited photo of you (You can not send a photo where how you look has been changed by photoshop or filters)
- at least 45mm high x 35mm wide (the size of the box below), and



- no bigger than 297mm high x 210mm wide



The photo must not be torn, creased, or marked.

In the photo you must:



- look straight ahead at the camera
- be alone, with no other objects or people
- not smile or frown
- have your eyes open and not covered by your hair. The person looking at the photo must be able to see your eyes

In the photo, you must not:



- wear sunglasses (normal glasses are ok if you usually wear glasses)
- have a head covering (except for religious or medical reasons)
- have 'red-eye', glare or shadows over your face



If you have a disability which means you can not send a photo which keeps to all of the rules, please tick this box.



If you have a disability and have ticked the box above, you can send a photo where:

- you are smiling, frowning or showing emotion on your face
- your eyes are not open
- the person looking at the photo can not see your eyes



If you can not send us a photo, please tick this box.



If you can not send us a photo, you should still fill in this form and send it to us at the address at the top of the letter.



When we get your form, we will contact you. We might ask you to come to our offices to have your photo taken.



If you can not send us a photo, you might have to wait longer before we can send you a Voter Authority Certificate.

Section 6: Getting your Voter Authority Certificate



Your Voter Authority Certificate will be posted to the address where you have registered to vote.



If you need to pick up your Voter Authority Certificate from us, please tell us why.

Section 7: Accessible formats



We will send you some information with your Voter Authority Certificate.



Please let us know if you would like the information in:

- easy read (pictures with easy words)
- large print
- braille

Section 8: Contacting you about this form



If we need to contact you about this form, it is quicker if we can phone or email you.



If you are happy to let us know your phone number and email address, please write them in the boxes below.



Phone number



Email address



If you do not let us know your phone number or email address, we will write to you at your registered address.



If we can not contact you easily, you might have to wait longer before we can send you a Voter Authority Certificate.

Section 9: Your signature



Please sign in the box below to say that:



- you think all of the information on this form is true



- you know that a Voter Authority Certificate can only be used as ID for voting at a polling station. It is not meant to be used as ID in other places.



- your local Electoral Registration Office can contact you if they have any questions about this form



- your local Electoral Registration Office can check the information they already have about you



or check other information they can look at.



If you know that any of the information on this form is not true, you might have to pay a fine and/or go to prison.

Your signature



Today's date



Privacy statement



This section explains what we do with the information you give us on this form.



Your local Electoral Registration Officer decides what information to ask people for and what they are going to do with the information.



The law says that the Electoral Registration Officer has to look after your information and keep it safe.



The Electoral Registration Officer has a document about what they will do with your information. The document is called a privacy notice.



You can see the privacy notice online



or contact your local Electoral Registration Officer to ask for a copy.

Paul Walker

Electoral Services, Town Hall, St Owen Street, Hereford, HR1 2PJ



01432 260107