

# Application to vote by emergency proxy in Scotland based on COVID-19

## Voting by proxy

Proxy voting means that if you aren't able to cast your vote in person, you can have someone you trust cast your vote for you.

Both you and your proxy must be registered and eligible to vote.

A person can only be a proxy for close relatives and up to two other people at an election.

Close relatives are the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant.

## Applying for an emergency proxy

You can use this form to apply for an emergency proxy if you are self-isolating as a result of government or medical advice, or change an existing proxy if they are unable to vote in person on your behalf because they are self-isolating as a result of government or medical advice. **The rules differ depending on the election(s) you intend to vote in. This form and these deadlines only apply for elections in Scotland.**

**If you want to vote in the Scottish Parliament election or a local government by-election you must have become aware of the need to self-isolate after 5pm on the sixth working day before the poll.** For all other elections there is no requirement for you to declare when you became aware that you needed to self-isolate. **You can apply for an emergency proxy until 5pm on the day of the poll.**

**You can also use this form to change an existing long-term proxy or proxy for a particular election** if they are unable to vote in person on your behalf because they are following government or medical advice relating to coronavirus and self-isolating.

**You can apply to change your proxy until 5pm on the day of the poll.** If you have a long-term proxy arrangement, your new proxy will remain appointed for future elections unless you apply again to change or cancel your proxy.

You cannot change an existing proxy for local government by-elections in Scotland.

## How do I apply to vote by proxy?

- You must ask someone who is willing and capable to be your proxy and vote on your behalf.
- Fill in the emergency proxy vote application form. You must give the reason why you need to vote by proxy.
- Read the form carefully and complete the sections relevant to your application. You need to give your date of birth and signature on this application form. This information is needed to prevent fraud. If you are unable to sign this form, please contact your local electoral registration office.
- Return your form to us by email at [eproxy@grampian-ero.gov.uk](mailto:eproxy@grampian-ero.gov.uk) or by post to **Grampian Electoral Registration Officer, Woodhill House, Westburn Road, Aberdeen, AB16 5GE.**

You must already be registered to vote, before applying for a proxy vote or emergency proxy vote. The deadline to register to vote is **midnight, 12 working days before the poll.** Register to vote online at [gov.uk/register-to-vote](http://gov.uk/register-to-vote).

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

- Your proxy must go to your polling station to vote.
- You should tell your proxy how you want them to vote on your behalf, for example, which candidates or parties.
- The elections team at your council will tell your proxy when and where to vote on your behalf.

## Privacy statement

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow data protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in the Representation of the People Act 1983 and associated regulations.

The Data Controller is Ian H Milton, Electoral Registration Officer, Woodhill House, Westburn Road, Aberdeen, AB16 5GE, Tel 01224 068400.

For further information relating to the processing of personal data you should refer to the privacy notice at [www.grampian-vjb.gov.uk/privacy-notice](http://www.grampian-vjb.gov.uk/privacy-notice).  
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## Only one person can apply to vote by emergency proxy using this form

Please write in black ink and use CAPITAL LETTERS. When all sections are complete and you have signed the form yourself, send it to: Electoral Registration Office, Woodhill House, Westburn Road, Aberdeen, AB16 5GE or email a scanned copy to [eproxy@grampian-ero.gov.uk](mailto:eproxy@grampian-ero.gov.uk).

### 1 About you

Surname

First name(s) (in full)

Your address (where you are registered to vote)

  

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Postcode

Phone number (optional)

Email (optional)

**Providing an email and phone number gives a quick and easy way to contact you about your application.**

### 2 About your proxy (the person you have chosen to vote on your behalf)

Full name

Family relationship (if any)

Full address

  

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Postcode

Phone number (optional)

Email (optional)

### 3 Apply for an emergency proxy

**Please complete this section if you are applying for an emergency proxy and have no other existing proxy arrangements in place.**

I want to vote by proxy at all elections I am eligible to vote in on:

<input type="text"/>					
D	D	M	M	Y	Y

**Please confirm the below statement is true:**

I am unable to vote in person because I am self-isolating as a result of government or medical advice relating to coronavirus

**When did you become aware that you needed to self-isolate?** (Only required to be completed for Scottish Parliament and local government elections, where you need to have become aware of the need to self-isolate after 5pm on the sixth working day before the poll).

Time

Date

### 4 Change an existing proxy

**Please complete this section if you are applying to change your existing proxy.** Please note that you cannot change an existing proxy for local government by-elections in Scotland so any changes to your proxy will **not** apply to a local government by-election.

I want to change my existing proxy arrangement for all elections I am eligible to vote in on:

<input type="text"/>					
D	D	M	M	Y	Y

**Please confirm the below statement is true:**

My existing proxy is self-isolating as a result of government or medical advice and is unable to vote on my behalf

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## 5 Your date of birth and declaration

**Declaration:** I have asked the person I have named as my proxy and confirm that they are willing and capable to be appointed to vote on my behalf.

As far as I know, the details on this form are true and accurate. I understand that to provide false information on this form is an offence, punishable on conviction by imprisonment of up to two years and/or a fine.

**Date of birth:** Please write your date of birth in the boxes below using black ink.

D	D	M	M	Y	Y	Y	Y

**Signature:** Sign below using black ink, keeping within the grey border.

Please contact us if you are unable to sign this form.

## 6 Date of application

Today's date

D	D	M	M	Y	Y	Y	Y