

SCHEDULE 1

Article 30

FORMS FOR ABSENT VOTING AT PCC ELECTIONS

Form 2: Postal voting statement where PCC election taken alone

|  |  |
|--|--|
| <b>Postal voting statement</b>   | [Space for barcode]  |
| Election of the Police and Crime Commissioner for<br>[insert name of police area] police area  |  |
| Date of election [day] [date] [month] [year]   |  |
| <b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b>   |  |
| <b>Please read the instructions carefully and use a black pen.</b>   |  |
| * Name _____ Ballot paper number _____   |  |
| * Local Returning Officer to insert name but omit where sent to an anonymous elector   |  |
| (!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on (insert helpline number).  |  |
| <b>I am the person the ballot paper numbered above was sent to.</b>  |  |
| <b>My Date of Birth is:</b>  | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
|  | Day Month Year   |
| <b>* My Signature is:<br/>(You must sign inside the box)</b>   | <div style="border: 1px solid black; height: 60px; width: 100%;"></div>  |
| * Local Returning Officer to omit box where the elector has been granted a waiver  |  |
| We will check this information against our records for security.   |  |
| It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once (unless you are appointed as a proxy) at the same election. |  |
| Local Returning Officer to add pictorial guidance as appropriate.  |  |

## **📞 Instructions for voting by post**

**Please read through carefully. If you need help, please call us on *[insert helpline number]***

1. For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper.
2. Make sure you have filled in the **date of birth *\*[and signature]* box[es]** on this postal voting statement.  
*\*Local Returning Officer to delete where elector is granted a waiver.*
3. **\*\*[Vote for only one candidate by putting a cross  in the box next to your choice.]**  
**\*\*[Vote by putting a cross  in the box**  
    In column 1 next to your first choice candidate  
    In column 2 next to your second choice candidate  
    Your first and second choices should be different.]  
*\*\*Local Returning Officer to amend as appropriate*
4. Do not mark the ballot paper in any other way or your vote may not count.
5. We must get your postal vote by **10pm on *[day] [date of poll]***. If you miss the post, you can hand it in at our office or at any polling station in the voting area before **10pm on *[day] [date of poll]***.
6. After receiving this postal vote, you cannot vote in person at a polling station in this election.

## **📞 Getting help**

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on *[insert helpline number]*. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot paper or this statement, you can get a replacement. Call us immediately as **we can only issue a replacement before 5pm on *[day] [date] [month]***. If you apply after **5pm on *[day before poll]*** we can only issue a replacement if you return this ballot pack by hand.

**Electoral fraud is a crime. It is an offence to vote more than once in this election unless you are voting on your own behalf and as a proxy for another person.**

The Local Returning Officer issued this statement.  
*Local Returning Officer to add pictorial guidance as appropriate.*

Form 4: Postal voting statement where polls are combined but proceedings on issue and receipt of postal ballot papers are not combined

|   |                      |  |                      |                      |                      |                      |                      |                      |      |       |      |  |                      |  |                      |
|---|----------------------|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------|-------|------|--|----------------------|--|----------------------|
| <b>Postal voting statement</b>  | [Space for barcode]  |  |                      |                      |                      |                      |                      |                      |      |       |      |  |                      |  |                      |
| <b>Election of the Police and Crime Commissioner for [insert name of police area] police area</b>   |                      |  |                      |                      |                      |                      |                      |                      |      |       |      |  |                      |  |                      |
| Date of election [day] [date] [month] [year]  |                      |  |                      |                      |                      |                      |                      |                      |      |       |      |  |                      |  |                      |
| <p><b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper number _____</p> <p>* Local Returning Officer to insert name but omit where sent to an anonymous elector</p> <p>(!) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on (insert helpline number).</p>  |                      |  |                      |                      |                      |                      |                      |                      |      |       |      |  |                      |  |                      |
| <table border="1"><tr><td><p><b>I am the person the ballot paper numbered above was sent to.</b></p><p><b>My Date of Birth is:</b></p><table><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Day</td><td>Month</td><td colspan="4">Year</td></tr></table><p>* <b>My Signature is:</b><br/><b>(You must sign inside the box)</b></p><p>* Local Returning Officer to omit box where the elector has been granted a waiver</p></td><td><input type="text"/></td></tr></table> |                      | <p><b>I am the person the ballot paper numbered above was sent to.</b></p> <p><b>My Date of Birth is:</b></p> <table><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Day</td><td>Month</td><td colspan="4">Year</td></tr></table> <p>* <b>My Signature is:</b><br/><b>(You must sign inside the box)</b></p> <p>* Local Returning Officer to omit box where the elector has been granted a waiver</p> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Day  | Month | Year |  |                      |  | <input type="text"/> |
| <p><b>I am the person the ballot paper numbered above was sent to.</b></p> <p><b>My Date of Birth is:</b></p> <table><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Day</td><td>Month</td><td colspan="4">Year</td></tr></table> <p>* <b>My Signature is:</b><br/><b>(You must sign inside the box)</b></p> <p>* Local Returning Officer to omit box where the elector has been granted a waiver</p>  | <input type="text"/> | <input type="text"/>   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Day                  | Month                | Year |       |      |  | <input type="text"/> |  |                      |
| <input type="text"/>  | <input type="text"/> | <input type="text"/>   | <input type="text"/> | <input type="text"/> | <input type="text"/> |                      |                      |                      |      |       |      |  |                      |  |                      |
| Day   | Month                | Year   |                      |                      |                      |                      |                      |                      |      |       |      |  |                      |  |                      |
| <p>We will check this information against our records for security.</p> <p>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once (unless you are appointed as a proxy) at the same election.</p> <p>Local Returning Officer to add pictorial guidance as appropriate.</p>  |                      |  |                      |                      |                      |                      |                      |                      |      |       |      |  |                      |  |                      |

## Instructions for voting by post

**Please read through carefully. If you need help, please call us on *[insert helpline number]***

- For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper for the **election of the Police and Crime Commissioner for *[insert name of police area]***.
- Make sure you have filled in the **date of birth *\*[and signature]* box[es]** on this postal voting statement.  
*\*Local Returning Officer to delete where elector is granted a waiver.*

**Election of the Police and Crime Commissioner for *[insert name of police area]* police area (*[insert colour]* ballot paper)**

- **\*\*[Vote for **only one candidate** by putting a cross  in the box next to your choice.]**
- **\*\*[Vote by putting a cross  in the box  
In column 1 next to your first choice candidate  
In column 2 next to your second choice candidate  
Your first and second choices should be different.]**  
*\*\*Local Returning Officer to amend as appropriate*
- Do not mark the ballot paper in any other way or your vote may not count.
- We must get your postal vote by **10pm on *[day] [date of poll]***. If you miss the post, you can hand it in at our office or at any polling station in the \_\_\_\_\_ area before **10pm on *[day] [date of poll]***.
- After receiving this postal vote, you cannot vote in person at a polling station in this election.

## Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on *[insert helpline number]*. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot paper or this statement, you can get a replacement. Call us immediately as **we can only issue a replacement before 5pm on *[day] [date] [month]***. If you apply after **5pm on *[day before poll]*** we can only issue a replacement if you return this ballot pack by hand.

**Electoral fraud is a crime. It is an offence to vote more than once in this election unless you are voting on your own behalf and as a proxy for another person.**

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The Local Returning Officer issued this statement.

*Local Returning Officer to add pictorial guidance as appropriate.*

*Form 5: Statement of the number of postal ballot papers issued*

| <b>Statement of the number of postal ballot papers issued</b>   |               |
|---|---------------|
| <b>Election of the Police and Crime Commissioner for [insert name</b>   |               |
| <b>of police area] police area</b>  |               |
| Voting area   |               |
| Date of poll  |               |
| <b>A Issue of postal ballot papers</b>  | <b>Number</b> |
| 1. Total number of postal ballot papers issued under paragraph 36 of Schedule 2   |               |
| 2. Total number of postal ballot papers issued under paragraphs 41 (spoilt and returned for cancellation), paragraph 42 (lost or not received) and paragraph 42A (cancelled due to change of address) of Schedule 2 |               |
| 3. Total number of postal ballot papers cancelled under paragraph 41 (where the first ballot paper was cancelled and retrieved) of Schedule 2   |               |
| 4. Total number of postal ballot papers issued (items 1 to 3)   |               |
| 5. Total number of postal ballot papers cancelled under paragraph 42A   |               |
| <b>B(1) Receipt of and replacement postal ballot papers</b>   | <b>Number</b> |
| 6. Number of covering envelopes received by the local returning officer or at a polling station before the close of poll (excluding any dealt with in the manner provided for by paragraph 41 or 42 of Schedule 2)  |               |
| 7. Number of covering envelopes received by the local returning officer after the close of poll, excluding any returned as undelivered  |               |
| 8. Number of postal ballot papers returned spoilt for cancellation in time for another ballot paper to be issued  |               |
| 9. Number of postal ballot papers identified as lost or not received in time for another ballot paper to be issued  |               |
| 10. Number of postal ballot papers cancelled and retrieved in time for another ballot paper to be issued  |               |
| 11. Number of postal ballot papers returned as spoilt too late for another ballot paper to be issued  |               |
| 12. Number of covering envelopes returned as undelivered (up to the 10 <sup>th</sup> day after the date of the poll)  |               |
| 13. Number of covering envelopes not received by the local returning officer (by the 10 <sup>th</sup> day after the date of the poll)   |               |
| 14. Total of numbers for items 6 to 13 (This should be the same as that in item 4)  |               |
| 15. Number of postal ballot papers replaced as lost or not received but not received for cancellation   |               |

**Draft Legislation:** This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Police and Crime Commissioner Elections (Amendment) Order 2014 No. 921

| <b>B(2) Receipt of postal ballot papers – Personal Identifiers</b>  | <b>Number</b> |
|---|---------------|
| 16. Number of covering envelopes set aside for the verification of personal identifiers on postal voting statements   |               |
| 17. Number of postal voting statements subject to verification procedure rejected as not completed (excluding prior cancellations)  |               |
| 18. Number of postal voting statements rejected following verification procedures due to the personal identifiers on the postal voting statements not matching those in the personal identifiers record (excluding prior cancellations) |               |
|   |               |
| <b>C Count of postal ballot papers</b>  | <b>Number</b> |
| 19. Number of ballot papers returned by postal voters which were included in the count of ballot papers   |               |
| 20. Number of cases in which a covering envelope or its contents were marked "Rejected" (cancellations under paragraph 41, 42, 42A or 54 of Schedule 2 are not rejections and should be included in items 2, 3, 5, 8, 9 and 10)         |               |

| <b>Date</b>  | <b>Signed</b> |
|--|---------------|
| <b>Local Returning Officer</b>   |               |
| <b>Address</b>   |               |
| <b>A completed statement must be provided by the Local Returning Officer to the Secretary of State and the Electoral Commission during the period of 6 days which starts 10 days after the poll.</b> |               |