

Changes to legislation: Representation of the People (Scotland) Regulations 2001, ARRANGEMENT OF FORMS is up to date with all changes known to be in force on or before 02 July 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

SCHEDULE 3 **S**

FORMS

ARRANGEMENT OF FORMS

[^{F1} Form A	Official poll card (to be sent to an elector voting in person)
Form A1	Official postal poll card (to be sent to an elector voting by post)
Form B	Official proxy poll card (to be sent to an appointed proxy voting in person)
Form B1	Official proxy postal poll card (to be sent to an appointed proxy voting by post)]
Form C:	Return of expenses required by section 75 of the 1983 Act
Form D:	Declaration as to expenses required by section 75 of the 1983 Act
Form E:	Proxy paper
Form F:	Certificate of employment
Form G:	[^{F2} Postal voting statement] (for use at parliamentary elections)
Form H:	[^{F2} Postal voting statement] (for use when postal ballots are combined)
Form J:	[^{F2} Postal voting statement] (for use when a parliamentary poll is combined with another poll but the postal ballots are not combined)
Form K:	Statement as to postal ballot papers
[^{F3} Form L1	Corresponding Number List for use at parliamentary election taken alone
Form L2	Corresponding Number List for use in polling station at parliamentary election taken alone
Form M1	Corresponding Number List for use when parliamentary election combined with another poll
Form M2	Corresponding Number List for use in polling station when parliamentary election combined with another poll]

Textual Amendments

- F1** Words in [Sch. 3](#) Table of Contents substituted (with effect in accordance with reg. 1(2)(3)(b) of the amending S.I.) by [The Representation of the People \(Scotland\) \(Amendment\) Regulations 2007 \(S.I. 2007/925\)](#), regs. 1(1), **35(2)**

Status: Point in time view as at 06/04/2014.

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- F2** Words in Regulations substituted (with effect in accordance with reg. 1(2)(3)(c) of the amending S.I.) by The Representation of the People (Scotland) (Amendment) Regulations 2007 (S.I. 2007/925), regs. 1(1), **54(a)**
- F3** Words in Sch. 3 Table of Contents inserted (with effect in accordance with reg. 1(2)(3)(a) of the amending S.I.) by The Representation of the People (Scotland) (Amendment) Regulations 2007 (S.I. 2007/925), regs. 1(1), **28(2)**

Regulation 9(2)

^{F4}Form A: **S**

Textual Amendments

F4 Sch. 3 Form A substituted (6.4.2014) by The Representation of the People (Scotland) (Description of Electoral Registers and Amendment) Regulations 2013 (S.I. 2013/3206), reg. 1(3)(e), **Sch. 4**

Commencement Information

II Sch. 3 in force at 16.2.2001, see **reg. 1(1)**

ELECTOR'S OFFICIAL POLL CARD

Poll card	
Election of Member of Parliament for the <i>[insert name of constituency] constituency</i>	
Date of election <i>[Day] [Date] [Name of the Month]</i> <i>[Year]</i>	
Voting information	
Polling day	
Voting hours	
Your polling station will be	

<p>Your details:</p> <p>* <i>[Elector's name and qualifying address details here]</i></p> <p>* <i>Returning Officer to omit where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope</i></p> <p>Number on register:</p>
--

** *[You do not need to take this card with you in order to vote.]*

** *[You must have this card with you. You cannot vote without it.]*

** *if anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets.*

[insert helpline and other details including website]

Please turn over


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This space for map or other information such as helpline and website details

It is an offence to:

- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

 If you need any help or to find out if your polling station is accessible, please contact us.
[Returning Officer to add contact details including website if appropriate]

If undelivered return to:
[insert return address]

If you are away or cannot go to the polling station on [day] [date of poll] you can do one of the following:

- Apply to vote by post. Completed applications must reach us before 5pm on [day] [date of deadline]. If you are given a postal vote, you will not be able to vote in person at this election.

OR

- Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us before 5pm on [day] [date of deadline]. If you appoint a proxy, you can vote if you wish, but only if your proxy has not already voted on your behalf and has not got a postal vote for you.

If after 5pm on [the sixth day before the date of the poll] you are unable to vote in person because you:

- Have a medical emergency after 5pm on [day] [date of deadline]
- Learn you cannot go to the polling station because of work reasons

You can apply to vote by proxy. Completed applications must reach us before 5pm on [day] [date of deadline]. To find out how to apply, call the helpline immediately.

The Returning Officer issued this card.

F5 Form A1 S

Textual Amendments

- F5** Sch. 3 Form A1 substituted (6.4.2014) by The Representation of the People (Scotland) (Description of Electoral Registers and Amendment) Regulations 2013 (S.I. 2013/3206), reg. 1(3)(e), **Sch. 4**

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Postal poll card
Election of Member of Parliament for the <i>[insert name of constituency] constituency</i>
Date of election <i>[Day] [Date] [Name of the Month]</i> <i>[Year]</i>

Voting information
We will send your postal vote around <i>(name of day)</i> <i>[date] [name of month] [year]</i> * <i>[addressed to:]</i>
* <i>[Elector's name and address]</i>

Please turn over

Your details:
* <i>[Elector's name and qualifying address details here]</i>
* <i>Returning Officer to omit in both places where poll card sent to an anonymous elector. Poll card to an anonymous elector must be delivered in a sealed envelope</i>
Number on register:

Your postal vote

- You will receive a postal vote for this election because you asked to vote by post.
- You will not be able to vote in a polling station.
- If you have not received your postal vote by *[day] [date] [name of month]* call *[insert helpline number]*.

How to vote
<ol style="list-style-type: none"> 1. When you receive your postal vote, read the instructions carefully. 2. Your postal vote includes your ballot paper and a postal voting statement. 3. Complete both of these and return them immediately. 4. We need to receive your postal vote by 10pm on <i>[day/date of poll]</i>.

- **If you need information in another format, please call our helpline below.**
- **If you need help to vote, you can ask someone you know or get independent help by calling our helpline:**

[Insert helpline and other details including website]

If you lose your postal vote or make a mistake
<ul style="list-style-type: none"> • Please phone the helpline immediately. • We can only issue a replacement postal vote before 5pm on <i>[day/date of deadline]</i>. <p>If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote before 5pm on <i>[day/date of deadline]</i>. For more information, please call the helpline.</p>

It is an offence to:
<ul style="list-style-type: none"> • vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper • vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person • vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild • vote as a proxy for someone if you know that by law they are not allowed to vote

The Returning Officer issued this card.

If undelivered return to
[Insert return address]

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F6 Form B: **S**

Textual Amendments

F6 Sch. 3 Form B substituted (6.4.2014) by The Representation of the People (Scotland) (Description of Electoral Registers and Amendment) Regulations 2013 (S.I. 2013/3206), reg. 1(3)(e), **Sch. 4**

PROXY'S OFFICIAL POLL CARD

Proxy poll card	
Election of Member of Parliament for the <i>[insert name of constituency]</i> constituency	
Date of election <i>[Day]</i> <i>[Date]</i> <i>[Name of the Month]</i> <i>[Year]</i>	

Voting information	
Polling day	
Voting hours	
Your polling station will be	

Please turn over

<p>Your details:</p> <p>* <i>[Proxy's name and qualifying address details here]</i></p> <p>* <i>Returning Officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope.</i></p>
--

You will receive a proxy vote

- ** *[The person named on the back of this card] [Another person] has appointed you as a proxy to vote on their behalf at this election.*
- ** *[You do not need to take this card with you to vote.] [You must have this card with you when you vote. You cannot vote as a proxy without it.]*
- ** *if sent to the proxy of an anonymous elector omit the words in each of the first sets of brackets, if not omit the words in each of the second sets of brackets.*

[insert helpline and other details including website].

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For this election you are proxy for:

* [(Elector's name)
(Elector's address)
(Elector's number on register)]
[(the person with this elector number: (insert elector's number on register)]

* If an anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

The person you are proxy for can vote themselves if they wish – but only if you have not already voted on their behalf.

This space for map or other information such as phone and website details

 If you need any help or to find out if your polling station is accessible, please contact us.
[Returning Officer to add contact details including website if appropriate]

How to vote as a proxy

- * [At the polling station, tell the staff that you are a proxy for the person named above. They will give you that person's ballot paper.] * [At the polling station, ask to speak to the presiding officer and show them this card. They will give you the ballot paper of the person you are proxy for.]
* If anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets
- Go to one of the voting booths.
- Follow the instructions on how to mark the ballot paper.
- Fold the ballot paper and put in the ballot box

If you need any help, just ask the staff.

If you are away or cannot go to the polling station on [day] [date of poll]

- You can apply to vote by post. The deadline for completed applications is 5pm on [day] [date of deadline].
- If you are given a postal vote, you or the person you are proxy for will not be able to vote in person at this election.
- To find out how to apply, please call us on [insert helpline number or other contact details].

It is an offence to:

- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Returning Officer issued this card.

If undelivered return to
[insert return address]

F7 Form B1 **S**

Textual Amendments

F7 Sch. 3 Form B1 substituted (6.4.2014) by The Representation of the People (Scotland) (Description of Electoral Registers and Amendment) Regulations 2013 (S.I. 2013/3206), reg. 1(3)(e), **Sch. 4**

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Proxy postal poll card
Election of Member of Parliament for the [insert name of constituency] constituency
Date of election [Day] [Date] [Name of the Month] [Year]

Voting information
We will send your postal vote around (name of day) [date] [name of month] [year] * [addressed to:]
* [Proxy's name and qualifying address details here] ^ Returning Officer to omit where poll card sent to the proxy of an anonymous elector. Poll card to proxy of an anonymous elector must be delivered in a sealed envelope.

Voting as a proxy

** [The person named on the back of this card] [Another person] has appointed you as a proxy to vote on their behalf at this election.

** If sent to the proxy of an anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of brackets.

Your postal vote

- You will receive a postal vote for this election because you asked to vote by post.
- You will not be able to vote as a proxy in a polling station.
- If you have not received your postal vote by [day] [date] [name of month] call [insert helpline number].

Please turn over

For this election you are proxy for:

* [(Elector's name)
(Elector's address)
(Elector's number on register)]

[the person with this elector number: (insert elector's number on register)]

* If anonymous elector omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

How to vote
1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot paper and a postal voting statement
3. Complete both of these and return them straight away.
4. We need to receive your postal vote by 10pm on [day/date of poll].

📞 If you need information in another format, please call our helpline below.

📞 If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

[Insert helpline or other details including website]

If you lose your postal vote or make a mistake

- Please phone the helpline straightaway.
- We can only issue a replacement postal vote before 5pm on [day/date of deadline].

If you would rather vote in person, you must cancel your postal vote before 5pm on [day/date of deadline]. For more information, please call the helpline.

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
- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Returning Officer issued this card.

If undelivered return to
[insert return address]

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Form C: **S**

RETURN OF EXPENSES REQUIRED BY SECTION 75 OF THE 1983 ACT
REPRESENTATION OF THE PEOPLE ACT'S
ELECTION IN THE
CONSTITUENCY

Date of publication of notice of election

The expenses shown below were authorised in writing in accordance with the provisions of section 75 of the Representation of the People Act 1983.

They were authorised

by (name of election agent)

for the candidate (name of candidate) in the above mentioned election.

They were incurred by (person/association/body of persons).

The agent's written authority is attached to this return.

Amount of expenses incurred: £

Signature Date

Regulation 10(1)

Status: Point in time view as at 06/04/2014.

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Form D: **S**

DECLARATION AS TO EXPENSES REQUIRED BY SECTION 75 OF THE 1983 ACT
REPRESENTATION OF THE PEOPLE ACTS

ELECTION IN THE CONSTITUENCY

Date of publication of notice of election.....

Name of candidate

Name of election agent

I hereby declare that

I am [the person] or [a director, general manager, secretary or similar officer of the association, organisation or body of persons]^ named as incurring expenses in the accompanying return of expenses required by section 75 of the Representation of the People Act 1983.

To the best of my knowledge and belief that return is complete and correct.

The matter for which the expenses referred to in that return were incurred were as follows

.....
.....
.....

Signature

Office held
(In the case of an association or body of persons)

Date

* enter as appropriate

Regulation 57(3)

^{F8}Form E: **S**

PROXY PAPER

Textual Amendments

F8 Sch. 3 Form E: the words “spouse, civil partner” substituted for “husband, wife” (5.12.2005) by The Civil Partnership Act 2004 (Amendments to Subordinate Legislation) Order 2005 (S.I. 2005/2114), art. 1, Sch. 10 para. 1(7)(b)

Status: Point in time view as at 06/04/2014.

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REPRESENTATION OF THE PEOPLE ACTS

Constituency

Polling district

Local government electoral area(s)

European Parliamentary electoral region

Name of Proxy

Address

.....

.....

is hereby appointed as proxy for
(Name of elector)

^[who is qualified to be registered for
(Qualifying address)

*[who qualifies as an overseas elector in respect of the above constituency] to vote for
him/her at

^[the ^[parliamentary] ^[local government] ^[European Parliamentary] election for the
above *[constituency] * [electoral area] *[European Parliamentary electoral region] on
(date)

^[any *[parliamentary] *[local government] *[European Parliamentary] election for the
above
*[constituency] *[electoral area] *[European Parliamentary electoral region]]

^[This proxy appointment is not valid until

^[This proxy appointment remains valid until

Signature

Electoral Registration Officer

Address

.....

.....

Date

*Delete whichever is inappropriate

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YOUR RIGHT TO VOTE AS PROXY

1. This proxy paper gives you the right to vote as proxy on behalf of the elector whose name is given overleaf. However, you may not vote as proxy at the same election for more than two elections of whom you are not the husband, wife, parent, grandparent, brother, sister, child or grandchild.

2. Your appointment as proxy may be for a particular election only, or it may be for a particular or indefinite period.

If it is for a particular election, you have the right to vote as proxy only at the election specified in the proxy paper.

If it is for an indefinite period, you have in general the right to vote as proxy at any parliamentary, European Parliamentary or local government, election for which the elector is qualified to vote until the electoral registration officer informs you to the contrary.

If it is for a particular period, your right to vote as proxy expires on the date stated on the form.

3. You may vote as proxy at the polling station allotted to the elector on whose behalf you are appointed. Shortly before polling day you will be sent a proxy poll card telling you where the polling station is. You do not need to take either the poll card or this proxy paper to the polling station but you may find it helpful to do so.

4. If you cannot vote in person at the polling station, you should consult the electoral registration officer about your right to vote by post.

Regulation 63(1)

^{F9}Form F: **S**

CERTIFICATE OF EMPLOYMENT

Textual Amendments

F9 Sch. 3 Form F substituted (6.4.2014) by [The Representation of the People \(Scotland\) \(Description of Electoral Registers and Amendment\) Regulations 2013 \(S.I. 2013/3206\)](#), reg. 1(3)(e), **Sch. 4**

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Certificate of Employment
Election of Member of Parliament for the <i>[insert name of constituency]</i> Constituency
Date of election <i>(insert name of day) (insert date) (name of month) (year)</i>
The person named below is entitled to vote at any polling station in the above constituency on production and surrender of this certificate to the Presiding Officer.
<p>I certify that _____ (name of elector)</p> <p>who is numbered* _____ in the register of electors for the constituency named above, cannot reasonably be expected to go in person to the polling station allotted to them at this election by reason of his/her employment on the above date for a purpose connected with this election:</p> <p>– as a constable**</p> <p>– by me (Only applies to Returning Officer's staff)**</p> <p>Signature _____ Returning Officer/Police Officer <i>(Inspector or above)**</i></p> <p>Date _____</p> <p>* The elector's number can be found on the poll card which was sent to them shortly after the election was announced, or can be checked by contacting the Electoral Registration Officer.</p> <p>** Person completing the form to delete whichever does not apply.</p>

Regulation 66(a)

^{F10}Form G: **S**

Form of postal voting statement
(for use at parliamentary elections)

Textual Amendments

F10 Sch. 3 Form G substituted (6.4.2014) by [The Representation of the People \(Scotland\) \(Description of Electoral Registers and Amendment\) Regulations 2013 \(S.I. 2013/3206\)](#), reg. 1(3)(e), **Sch. 4**

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Postal voting statement	[Space for barcode]												
Election of Member of Parliament for the [insert name of constituency] constituency													
Date of election [day] [date] [name of month] [year]													
Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.													
Please read the instructions carefully and use a black pen.													
* Name _____ Ballot paper number _____													
* 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 immediately on (insert helpline number).													
I am the person the ballot paper numbered above was sent to.													
My Date of Birth is:	<table border="1"><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>	<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"/>								
Day	Month	Year											
* My Signature is: (You must sign inside the box)	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>												
* 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.													
Returning Officer to add pictorial guidance as appropriate.													

Status: Point in time view as at 06/04/2014.

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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.
**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 on the ballot paper.
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 constituency 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 obtain a replacement. Call us immediately as **we can only issue a replacement before 5pm on *[day] [date] [name of month]***. If you apply after 5pm on ***[day]*** before poll we can only issue a replacement if you return this ballot pack by hand. You will need to return all the contents of this postal voting pack to us.

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

Status: Point in time view as at 06/04/2014.

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^{F11}Form H: **S**

Form of postal voting statement

(for use where there is a joint issue and receipt of postal ballot papers)

Textual Amendments

F11 Sch. 3 Form H substituted (6.4.2014) by [The Representation of the People \(Scotland\) \(Description of Electoral Registers and Amendment\) Regulations 2013 \(S.I. 2013/3206\)](#), reg. 1(3)(e), **Sch. 4**

Status: Point in time view as at 06/04/2014.

Changes to legislation: Representation of the People (Scotland) Regulations 2001, ARRANGEMENT OF FORMS is up to date with all changes known to be in force on or before 02 July 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

Postal voting statement	[Space for barcode]
<p>Election of Member of Parliament for the [insert name of constituency] constituency <i>[Returning Officer to insert title(s) of other elections as appropriate]</i></p>	
<p>Date of elections <i>[day] [date] [name of month] [year]</i></p>	
<p>Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>* Name _____ Ballot paper numbers _____</p> <p>* <i>Returning Officer to insert name but omit where sent to an anonymous elector</i></p> <p>(!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us immediately on <i>(insert helpline number)</i>.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>I am the person the ballot papers numbered above were sent to.</p> <p>My Date of Birth is: <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day Month Year</p> <p>* My Signature is: (You must sign inside the box)</p> <p>* <i>Returning Officer to omit box where the elector has been granted a walver</i></p> <div style="border: 1px solid black; width: 100%; height: 60px; margin-top: 5px;"></div> </div> <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><i>Returning Officer to add pictorial guidance as appropriate.</i></p>	

Status: Point in time view as at 06/04/2014.

Changes to legislation: Representation of the People (Scotland) Regulations 2001, ARRANGEMENT OF FORMS is up to date with all changes known to be in force on or before 02 July 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

1. This form is to be used for the purpose of the Representation of the People (Scotland) Regulations 2001, regulation 1(3)(e), in connection with a parliamentary poll which is combined with another poll but the postal ballots are not combined.

Regulation 66(c)

^{F12}Form J: **S**

Form of postal voting statement

(for use when a parliamentary poll is combined with another poll but the postal ballots are not combined)

Textual Amendments

F12 Sch. 3 Form J substituted (6.4.2014) by The Representation of the People (Scotland) (Description of Electoral Registers and Amendment) Regulations 2013 (S.I. 2013/3206), reg. 1(3)(e), **Sch. 4**

Status: Point in time view as at 06/04/2014.

Changes to legislation: Representation of the People (Scotland) Regulations 2001, ARRANGEMENT OF FORMS is up to date with all changes known to be in force on or before 02 July 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

Postal voting statement	<i>[Space for barcode]</i>
Election of Member of Parliament for the <i>[insert name of constituency]</i> constituency	
Date of election <i>[day] [date] [name of month] [year]</i>	
<p>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</p> <p>Please read the instructions carefully and use a black pen.</p> <p>* Name _____ Ballot paper number _____</p> <p>* <i>Returning Officer to insert name but omit where sent to an anonymous elector</i></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 immediately on <i>(insert helpline number)</i>.</p>	
<p>I am the person the ballot paper numbered above was sent to.</p> <p>My Date of Birth is: <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/></p> <p style="text-align: center;">Day Month Year</p> <p>* My Signature is: (You must sign inside the box)</p> <p>* <i>Returning Officer to omit box where the elector has been granted a waiver</i></p> <div style="border: 1px solid black; width: 300px; height: 80px; margin-left: 20px;"></div>	
<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><i>Returning Officer to add pictorial guidance as appropriate.</i></p>	

Status: Point in time view as at 06/04/2014.

Changes to legislation: Representation of the People (Scotland) Regulations 2001, ARRANGEMENT OF FORMS is up to date with all changes known to be in force on or before 02 July 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

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 this UK Parliamentary election.
- Make sure you have filled in the date of birth *[and signature]* *[box]* on this postal voting statement.

UK Parliamentary election *[insert colour]* ballot paper

- Vote for **only one candidate** by putting a cross *[X]* in the box next to your choice on the ballot paper.
- 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 constituency 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 obtain a replacement. Call us immediately as we can only issue a replacement before 5pm on *[day]* *[date]* *[name of month]*. If you apply after 5pm on *[day]* *[date]* we can only issue a replacement if you return this ballot pack by hand. You will need to return all the contents of this postal voting pack to us.

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 Returning Officer issued this statement.
Returning Officer to add procedural guidance as appropriate.

Regulation 91(1)(b)

F13F14F15F16F17F18F19F20 Form K: **S**

STATEMENT AS TO POSTAL BALLOT PAPERS

Textual Amendments

- F13** Sch. 3 Form K substituted (with effect in accordance with reg. 1(2)(3) of the amending S.I.) by The Representation of the People (Scotland) (Amendment) Regulations 2008 (S.I. 2008/305), regs. 1(1), 12(2), **Sch.**
- F14** Sch. 3 Form K: in the first column in entry 2 the words “, regulation 78 (lost or not received) and regulation 78A (cancelled due to change of address).” are substituted for “and regulation 78 (lost or not received)” (6.4.2014) by The Representation of the People (Scotland) (Description of Electoral Registers and Amendment) Regulations 2013 (S.I. 2013/3206), regs. 1(3)(e), **51(1)(a)**
- F15** Sch. 3 Form K: entry "5. Total number of postal ballot papers cancelled under regulation 78A." is inserted (6.4.2014) by The Representation of the People (Scotland) (Description of Electoral Registers and Amendment) Regulations 2013 (S.I. 2013/3206), regs. 1(3)(e), **51(1)(b)**
- F16** Sch. 3 Form K: entry 15 is omitted (6.4.2014) by virtue of The Representation of the People (Scotland) (Description of Electoral Registers and Amendment) Regulations 2013 (S.I. 2013/3206), regs. 1(3)(e), **51(1)(c)**
- F17** Sch. 3 Form K: entries 5 to 14 are renumbered as 6 to 15 (6.4.2014) by The Representation of the People (Scotland) (Description of Electoral Registers and Amendment) Regulations 2013 (S.I. 2013/3206), regs. 1(3)(e), **51(2)(a)**
- F18** Sch. 3 Form K: in entry 14 the words "6 to 13" are substituted for "5 to 12" (6.4.2014) by The Representation of the People (Scotland) (Description of Electoral Registers and Amendment) Regulations 2013 (S.I. 2013/3206), regs. 1(3)(e), **51(2)(b)**
- F19** Sch. 3 Form K: in entry 19 the word “, 78A” is inserted after "78" (6.4.2014) by The Representation of the People (Scotland) (Description of Electoral Registers and Amendment) Regulations 2013 (S.I. 2013/3206), regs. 1(3)(e), **51(2)(c)**
- F20** Sch. 3 Form K: in entry 19 the words "2, 3, 5, 8 and 10" are substituted for “2, 3, 7 and 9” (6.4.2014) by The Representation of the People (Scotland) (Description of Electoral Registers and Amendment) Regulations 2013 (S.I. 2013/3206), regs. 1(3)(e), **51(2)(c)**

Status: Point in time view as at 06/04/2014.

Changes to legislation: Representation of the People (Scotland) Regulations 2001, ARRANGEMENT OF FORMS is up to date with all changes known to be in force on or before 02 July 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

Form K:

Regulation 91(1)(b)

**STATEMENT AS TO POSTAL BALLOT PAPERS
REPRESENTATION OF THE PEOPLE ACTS
PARLIAMENTARY ELECTION**

Constituency:

Date of Poll:

A. Issue of postal ballot papers	<i>Number</i>
1. Total number of postal ballot papers issued under regulation 71	
2. Total number of postal ballot papers issued under regulation 77 (spoilt and returned for cancellation) and regulation 78 (lost or not received)	
3. Total number of postal ballot papers cancelled under regulation 86A (where the first ballot paper was cancelled and retrieved)	
4. Total number of postal ballot papers issued (1 to 3)	
B (1). Receipt of and replacement postal ballot papers	<i>Number</i>
5. Number of covering envelopes received by the returning officer or at a polling station before the close of poll (excluding any undelivered or returned under regulation 77(1) (spoilt), regulation 78(1) (lost) and regulation 86A (cancelled ballot papers))	
6. Number of covering envelopes received by the returning officer after the close of poll, excluding any returned as undelivered	
7. Number of postal ballot papers returned spoilt for cancellation in time for another ballot paper to be issued	
8. Number of postal ballot papers replaced as lost or not received but not returned for cancellation	
9. Number of postal ballot papers cancelled and retrieved in time for another ballot paper to be issued	
10. Number of postal ballot papers returned as spoilt too late for another ballot paper to be issued	
11. Number of covering envelopes returned as undelivered (up to the 10th day after the date of poll)	
12. Number of covering envelopes not received by the returning officer (by the 10th day after the date of poll)	
13. Total numbers 5 to 12 (this should be the same as that in 4 above)	
B (2). Receipt of postal ballot papers – Personal Identifiers	<i>Number</i>
14. Number of covering envelopes set aside for the verification of personal identifiers on postal voting statements	
15. Number of postal voting statements not subject to verification procedure rejected as not completed (excluding prior cancellations)	
16. Number of postal voting statements subject to verification procedure rejected as not completed (excluding prior cancellations)	

Status: Point in time view as at 06/04/2014.

Changes to legislation: Representation of the People (Scotland) Regulations 2001, ARRANGEMENT OF FORMS is up to date with all changes known to be in force on or before 02 July 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

17.	Number of postal voting statements rejected following verification procedures due to the personal identifiers on the postal voting statement not matching those in the personal identifiers record (excluding prior cancellations)	
C. Count of postal ballot papers		<i>Number</i>
18.	Number of ballot papers returned by postal voters which were included in the count of ballot papers	
19.	Number of cases in which a covering envelope or its contents were marked "Rejected" (cancellations under 77, 78 and 86A are not rejections and should be included in items 2,3,7 and 9 above)	

Date..... Signed.....
Returning Officer

Address.....

NOTE

This statement is sent to the Sheriff Clerk. A copy must be sent to the Secretary of State and to the Electoral Commission, during a period of 5 days starting 10 days after the day of the poll.

F21 Form L1 **S**

Textual Amendments

F21 Sch. 3 Forms L1, L2, M1, M2 inserted (with effect in accordance with reg. 1(2)(3)(b) of the amending S.I.) by The Representation of the People (Scotland) (Amendment) Regulations 2007 (S.I. 2007/925), reg. 1(1), **Sch. 2**

Status: Point in time view as at 06/04/2014.

Changes to legislation: Representation of the People (Scotland) Regulations 2001, ARRANGEMENT OF FORMS is up to date with all changes known to be in force on or before 02 July 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

Form L1
Corresponding Number List (to be used at a parliamentary election taken alone)
Constituency:
Date of Poll:
Sheet No.:

Ballot Paper Number	Unique Identifying Mark	Elector Number <i>(to be completed only in respect of ballot papers issued to postal voters)</i>

Changes to legislation: Representation of the People (Scotland) Regulations 2001, ARRANGEMENT OF FORMS is up to date with all changes known to be in force on or before 02 July 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

^{F21}Form L2 **S**

Form L2
Corresponding Number List (to be used in polling stations at a parliamentary election taken alone)
Constituency:
Date of Poll:
Polling Station:
Sheet No.:

Ballot Paper Number	Elector Number

Status: Point in time view as at 06/04/2014.

Changes to legislation: Representation of the People (Scotland) Regulations 2001, ARRANGEMENT OF FORMS is up to date with all changes known to be in force on or before 02 July 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

F²¹Form M2 **S**

Form M2	
<p>Corresponding Number List (to be used in polling stations when a parliamentary election is combined with another election/referendum)</p>	
Constituency/ Area(s):
Date of Poll:
Polling Station:
Sheet No.:

Ballot Paper Number <i>Identify the number issued for election/referendum</i>	Elector Number

Status:

Point in time view as at 06/04/2014.

Changes to legislation:

Representation of the People (Scotland) Regulations 2001, ARRANGEMENT OF FORMS is up to date with all changes known to be in force on or before 02 July 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations.