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## SCHEDULE

Regulation 3

Form of Canvass and Form of Words about the Two Versions of the Register

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## PART I

*Form prescribed for the purposes of section 10(4) of the Representation of the People Act 1983 (as substituted by Schedule 1 to the Representation of the People Act 2000)*

### RETURN BY OCCUPIER AS TO RESIDENTS

#### **Your Right to Vote**

**You can vote in elections only if your name appears in the register of electors. A new version of the register is published at least once a year following an annual canvass which takes place each autumn.**

#### **About this form**

The law requires you to give the information requested in this form. So please fill it in, sign it and return it to the electoral registration officer as quickly as possible.

Remember to include the names of all those living in your household who will be eligible to vote - their right to vote is important too.

**The form should include all those living in your household on 15th October 2003. But you need not wait until then to fill in the form.**

**If you do not return this form, your name may be left out of the new version of the register, even though it may already be included in the current one.**

With this form there are notes about who is eligible to vote and instructions on how to fill it in.

If there is anything you don't understand, or if you would like more information, contact your electoral registration officer at the address - or on the telephone number - shown on the form. He will be pleased to help.

#### **Checking the register**

The new register is published on or shortly before 1st December and you can look at a copy of it at your local electoral registration offices. If for some reason your name has been missed off the register, or your details have changed since 15th October (for example, because you have changed your address) you should ask immediately to have your name added to the register or to have the register changed. The electoral registration officer will tell you what you have to do.

#### **Would you prefer to vote by post?**

Anyone on the electoral register can vote by post. You can have a postal vote for just one election, for all elections in a set period or for all elections indefinitely. Ask the electoral registration officer for further details.

### **ANNUAL CANVASS OF ELECTORS 2003**

**You must by law give the information requested in this form.**

#### **Be sure to include:-**

**British citizens**, citizens of other Commonwealth countries or of the Irish Republic.

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**Citizens of other Member States of the European Union** - you also need to include citizens of States who are expected to become members of the European Union in 2004. You should therefore include all citizens of the following States:

Austria	Finland	Ireland	Poland*
Belgium	France	Latvia*	Portugal
Cyprus*	Germany	Lithuania*	Slovakia*
Czech Republic*	Greece	Luxembourg	Slovenia*
Denmark	Hungary*	Malta*	Spain
Estonia*	Italy	Netherlands	Sweden

*\*States which are expected to join the European Union on 1st May 2004*

These citizens will be registered as local government electors only and (unless they are also Commonwealth citizens such as citizens of Cyprus and Malta, or citizens of the Irish Republic, who can vote in all elections) able therefore also to vote in elections for the Scottish Parliament.

**Those living in your household who are 16 and 17 years old** - they can vote as soon as they are 18. Please give their dates of birth in Part 4.

**Those who normally live in your household but are away for the time being** - for example on holiday, as students, or in hospital (including voluntary patients in psychiatric hospitals).

**Anyone who is away working**, unless they are away for more than six months.

**Any other residents, lodgers or guests** (but not short-stay visitors) in your household, whether this is a private address, a hostel or a club; include merchant seamen who live there when not at sea.

#### **Don't include**

**Foreign nationals** - except for citizens of Member States of the European Union (including citizens of States which are expected to become members of the European Union in 2004) - see list of States above.

#### **People under 16**

**Anybody who will be leaving your address** before 15th October 2003.

#### **European Parliamentary Elections, June 2004**

If you are a citizen of a Member State of the European Union (or a citizen of a State which is expected to become a member of the European Union in 2004), you may be able to vote in the European Parliamentary Elections in June 2004 in this country if you wish, **but you will need to fill in another form to allow you to do so**. Ask the electoral registration officer for more details.

#### **The two versions of the register**

The electoral registration officer makes and keeps two versions of the electoral register - the full register and the edited register.

**Please put a tick in Part 5 against anyone who wishes their name and address to be excluded from the edited register; you must ask each of them their preference before completing this form.**

#### **The full register**

The full register lists everyone who is entitled to vote and includes their address. You can check it by calling at the council offices or at some local libraries. Only certain people and organisations can have copies of the full register, and they can only use it for specified purposes. The main use of the full register is for elections and referendums, but it can also be used for other purposes such as the prevention and detection of a crime and for checking your identity when you have applied for credit. Details of others who can have copies of the full register and what they can use it for

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are given in the Representation of the People (Scotland) (Amendment) Regulations 2002 (S.I. 2002 No. 1872). It is a criminal offence not to comply with the Regulations. For example, it is a criminal offence either to pass the full register on to anyone or to use it for any purpose, except as allowed by the Regulations. The Scottish Parliament (Elections etc.) Order 2002, Schedule 1 (S.I. 2002 No. 2779) also makes provision about those who can have copies of the full register and what they can use it for, in the context of elections to the Scottish Parliament. The Regulations and Order are available on the internet at [www.legislation.hmsso.gov.uk/stat.htm](http://www.legislation.hmsso.gov.uk/stat.htm) or you can buy a copy from The Stationery Office Ltd.

### **The edited register**

The edited register leaves out the names and addresses of people who have asked for them to be excluded from that version of the register. The edited register can be bought by anyone who asks for a copy and they may use it for any purpose.

### **How to return this form**

First, please check that you have read and completed the form. Then return it in the envelope provided or fold the form up as the instructions tell you. Otherwise you can send it or take it to your local electoral registration office at the address shown on the form.



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## PART II

### *Form of words about the two versions of the register*

#### **The two versions of the register**

The electoral registration officer makes and keeps two versions of the electoral register – the full register and the edited register.

**Please say in your application if you wish your name and address to be excluded from the edited register.**

#### **The full register**

The full register lists everyone who is entitled to vote and includes their address. You can check it by calling at the council offices or at some local libraries. Only certain people and organisations can have copies of the full register, and they can only use it for specified purposes. The main use of the full register is for elections and referendums, but it can also be used for other purposes such as the prevention and detection of crime and for checking your identity when you have applied for credit. Details of others who can have copies of the full register and what they can use it for are given in the Representation of the People (Scotland) (Amendment) Regulations 2002 (S.I. 2002 No. 1872). It is a criminal offence not to comply with the Regulations. For example, it is a criminal offence either to pass the full register on to anyone or to use it for any purpose, except as allowed by the Regulations. The Scottish Parliament (Elections etc.) Order 2002, Schedule 1 (S.I. 2002 No. 2779) also makes provision about those who can have copies of the full register and what they can use it for, in the context of elections to the Scottish Parliament. The Regulations and Order are available on the internet at [www.legislation.hmsso.gov.uk/stat.htm](http://www.legislation.hmsso.gov.uk/stat.htm) or you can buy a copy from The Stationery Office Ltd.

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