

SCHEDULE 9

Regulations 52(17) and 54(17)

Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012: New forms

PART 1

Forms for use at a referendum where the poll is not taken together with another election or referendum

**Commencement Information**

**II** Sch. 9 Pt. 1 in force at 16.1.2023, see [reg. 1\(3\)](#)

**Official Poll Card (to be sent to a voter voting in person)**

*Front of form*

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Voter Identification Regulations 2022. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

**YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE**  
 You will not be able to vote unless you show photographic identification to the polling station staff.  
 A full list of accepted photographic identification is set out overleaf.

**Your details:**

- \* [Voter's name and qualifying address details here]
- \* Counting Officer to omit where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope

<b>Poll card</b>	
<b>Referendum on the Council Tax increase for [insert name of authority]</b>	
Date of referendum: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
Polling day	
Voting hours	
Your polling station will be	

**Electoral register number:**

- \*\* [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 voter 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].

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

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 referendum.

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.

**It is an offence to:**

- vote more than once at this referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this referendum 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.**

If undelivered, return to:  
 [Insert return address]

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]
- You learn you cannot go to the polling station because of work reasons
- The form of accepted photographic identification that you were intending to use to vote has been lost, stolen, damaged or destroyed, or has not yet been received if applied for recently

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.

**Please turn over**

The Counting Officer issued this card.

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Voter Identification Regulations 2022. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Rear of form

**[Where the voter is not an anonymous voter, insert the text below]**

### Accepted forms of photographic identification

You must present one of the following forms of photographic identification in order to vote in person at a polling station:

- A passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country
- A driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state
- A biometric immigration document
- An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- Ministry of Defence Form 90 (Defence Identity Card)
- A Blue Badge
- A national identity card issued by an EEA state
- An Older Person's Bus Pass
- A Disabled Person's Bus Pass
- An Oyster 60+ Card
- A Freedom Pass
- A Scottish National Entitlement Card issued in Scotland
- A 60 and Over Welsh Concessionary Travel Card issued in Wales
- A Disabled Person's Welsh Concessionary Travel Card issued in Wales
- A Senior SmartPass issued in Northern Ireland
- A Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
- A War Disablement SmartPass or War Disabled SmartPass issued in Northern Ireland
- A 60+ SmartPass issued in Northern Ireland
- A Half Fare SmartPass issued in Northern Ireland
- An Electoral Identity Card issued in Northern Ireland
- A Voter Authority Certificate or a temporary Voter Authority Certificate

If you do not possess any of the above forms of photographic identification, you can apply to your local Electoral Registration Officer for a free Voter Authority Certificate. Completed applications must reach us before 5pm on *[day]* *[date of deadline]*.

If your photographic identification document has expired it will still be accepted so long as the photograph is still a good likeness of you, unless it is a temporary Voter Authority Certificate which is not valid for use on the date of poll.

You may be required to provide further proof of identity if there is any discrepancy between your name as shown on your form of photographic identification and the name of the voter that you claim to be.

**[Where the voter is an anonymous voter, insert the text below]**

### Accepted form of photographic identification

You must present your Anonymous Elector's Document in addition to this poll card in order to vote in person at a polling station. The electoral register number on the Anonymous Elector's Document must match the electoral register number shown on this poll card to be accepted.

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Voter Identification Regulations 2022. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

## Official Proxy Poll Card (to be sent to an appointed proxy voting in person)

Front of form

**YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE**  
 You will not be able to vote unless you show photographic identification to the polling station staff.  
 You will need to bring your own photographic identification, not that of the person you are proxy for.  
 A full list of accepted photographic identification is set out overleaf.

### Your details:

- \* [Proxy's name and qualifying address details here]
- \* Counting Officer to omit where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope

**For this referendum you are proxy for:**

\*[(Voter's name)  
 (Voter's Address  
 (Voter's electoral register number))  
 [The person with this electoral register number: (insert voter's electoral register number)]

\*if anonymous voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

<b>Proxy Poll card</b>	
<b>Referendum on the Council Tax increase for</b> <b>[insert name of authority]</b>	
Date of referendum: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
Polling day	
Voting hours	
Your polling station will be	

### You will receive a proxy vote

- \*\* [The person named on this card] [Another person] has appointed you as a proxy to vote on their behalf at this referendum.
- \*\* [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 voter 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].

### It is an offence to:

- vote more than once at this referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this referendum 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.**

If undelivered, return to:  
 [Insert return address]

**Please turn over**

**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 referendum.
- **To find out how to apply, please call us on [insert helpline number or other contact details].**

**How to vote as a proxy**

1. \* [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 voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets
2. Go to one of the voting booths.
3. Follow the instructions on how to mark the ballot paper.
4. Fold the ballot paper and put in the ballot box

**If you need any help, just ask the staff.**

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

The Counting Officer issued this card

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Voter Identification Regulations 2022. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

## Rear of form

### You will receive a proxy vote

\*\* [The person named on this card] [Another person] has appointed you as a proxy to vote on their behalf at this referendum.

\*\* [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 voter 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].

[Where the voter is not an anonymous voter, insert the text below]

### Accepted forms of photographic identification

You must present one of the following forms of photographic identification in order to vote in person at a polling station:

- A passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country
- A driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state
- A biometric immigration document
- An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- Ministry of Defence Form 90 (Defence Identity Card)
- A Blue Badge
- A national identity card issued by an EEA state
- An Older Person's Bus Pass
- A Disabled Person's Bus Pass
- An Oyster 60+ Card
- A Freedom Pass
- A Scottish National Entitlement Card issued in Scotland
- A 60 and Over Welsh Concessionary Travel Card issued in Wales
- A Disabled Person's Welsh Concessionary Travel Card issued in Wales
- A Senior SmartPass issued in Northern Ireland
- A Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
- A War Disablement SmartPass or War Disabled SmartPass issued in Northern Ireland
- A 60+ SmartPass issued in Northern Ireland
- A Half Fare SmartPass issued in Northern Ireland
- An Electoral Identity Card issued in Northern Ireland
- A Voter Authority Certificate or a temporary Voter Authority Certificate

You will need to bring your own photographic identification, not that of the person you are proxy for.

If you do not possess any of the above forms of photographic identification, you can apply to your local Electoral Registration Officer for a free Voter Authority Certificate. Completed applications must reach us before 5pm on [day] [date of deadline].

If your photographic identification document has expired it will still be accepted so long as the photograph is still a good likeness of you, unless it is a temporary Voter Authority Certificate which is not valid for use on the date of poll.

You may be required to provide further proof of identity if there is any discrepancy between your name as shown on your form of photographic identification and the name of the proxy that you claim to be.

[Where the voter is an anonymous voter, insert the text below]

### Accepted form of photographic identification

You must present your Anonymous Elector's Document in addition to this poll card in order to vote in person at a polling station. The electoral register number on the Anonymous Elector's Document must match the electoral register number shown on this poll card to be accepted.

## Ballot paper refusal list

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Voter Identification Regulations 2022. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

**Ballot Paper Refusal List**

**Guidance**

You should only record a refusal to issue a ballot paper on this List when a voter or proxy presents one of the required forms of identification, but **either**:

1. You are not satisfied the identification is of who they claim to be (e.g. the photo was not a good likeness); **or**
2. You believe the document is a forgery; **or**
3. The voter or proxy was asked the Voter Identification statutory questions and did not answer as required.

Please enter 1, 2 or 3 based on the reasons outlined above in the ‘reason for refusal’ column.

If a voter or proxy is initially refused for one of the above reasons, but then produces an accepted document before leaving the desk and is issued a ballot paper – you do not need to record their details on this form.

If you refuse to issue a ballot paper to a voter **for any other reason** (e.g. they did not bring any identification or do not have one of the required forms of identification) - **DO NOT record this on this form.**

A voter or proxy can only be refused for one reason at a time but can be refused more than once if they return and attempt to vote again. **If you refuse a voter or proxy more than once, mark each reason for refusal in order on the same row for that voter.**

<b>Voter's elector number</b> <i>OR</i> <b>If a proxy voted on behalf of that voter, the proxy's name and address</b>	<b>Reason for refusal(s) – separate by comma if voter or proxy refused more than once</b> 1. You are not satisfied the identification is of who they claimed to be 2. You believe the document is a forgery 3. The voter or proxy was asked the Voter Identification statutory questions, and did not answer as required	<b>Tick if voter or proxy later returned and was issued a ballot paper</b>

**Form of directions for the guidance of the voters and proxies in voting**

## How to vote at this referendum

1

Go to the desk and tell the staff your name and address. They will ask you to present your photographic identification. They will then give you your ballot paper.



2

Take your ballot paper to a voting booth.



3

Read the instructions in the booth and mark your ballot paper.



4

When you have marked your ballot paper, fold it so that nobody can see how you have voted.



5

Put your folded ballot paper into the ballot box.



**(!) Voting is secret. Do not let anyone see how you have voted.**

**🗣️ If you make a mistake or need some help, just ask the staff.**

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Voter Identification Regulations 2022. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) [View outstanding changes](#)

## PART 2

Forms for use at a referendum where the poll is taken together with another election or referendum

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### Commencement Information

**12** Sch. 9 Pt. 2 in force at 16.1.2023, see [reg. 1\(3\)](#)

**Official Poll Card (to be sent to a voter voting in person)**

*Front of form*



**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Voter Identification Regulations 2022. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

**YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE**  
You will not be able to vote unless you show photographic identification to the polling station staff.  
A full list of accepted photographic identification is set out overleaf.

**Your details:**

- \* [Voter's name and qualifying address details here]
- \* Counting Officer to omit where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope

<b>Poll card</b>	
<b>Referendum on the Council Tax increase for [insert name of authority]</b>	
Date of referendum: [Day] [Date] [Month] [Year]	
<b>Voting information</b>	
Polling day	
Voting hours	
Your polling station will be	

**Electoral register number:**

- \*\* [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 voter 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].

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

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 referendum.

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.

**It is an offence to:**

- vote more than once at this referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this referendum 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.**

If undelivered, return to:  
[Insert return address]

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]
- You learn you cannot go to the polling station because of work reasons
- The form of accepted photographic identification that you were intending to use to vote has been lost, stolen, damaged or destroyed, or has not yet been received if applied for recently

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.

**Please turn over**

The Counting Officer issued this card.

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Rear of form

**[Where the voter is not an anonymous voter, insert the text below]**

### Accepted forms of photographic identification

You must present one of the following forms of photographic identification in order to vote in person at a polling station:

- A passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country
- A driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state
- A biometric immigration document
- An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- Ministry of Defence Form 90 (Defence Identity Card)
- A Blue Badge
- A national identity card issued by an EEA state
- An Older Person's Bus Pass
- A Disabled Person's Bus Pass
- An Oyster 60+ Card
- A Freedom Pass
- A Scottish National Entitlement Card issued in Scotland
- A 60 and Over Welsh Concessionary Travel Card issued in Wales
- A Disabled Person's Welsh Concessionary Travel Card issued in Wales
- A Senior SmartPass issued in Northern Ireland
- A Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
- A War Disablement SmartPass or War Disabled SmartPass issued in Northern Ireland
- A 60+ SmartPass issued in Northern Ireland
- A Half Fare SmartPass issued in Northern Ireland
- An Electoral Identity Card issued in Northern Ireland
- A Voter Authority Certificate or a temporary Voter Authority Certificate

If you do not possess any of the above forms of photographic identification, you can apply to your local Electoral Registration Officer for a free Voter Authority Certificate. Completed applications must reach us before 5pm on *[day] [date of deadline]*.

If your photographic identification document has expired it will still be accepted so long as the photograph is still a good likeness of you, unless it is a temporary Voter Authority Certificate which is not valid for use on the date of poll.

You may be required to provide further proof of identity if there is any discrepancy between your name as shown on your form of photographic identification and the name of the voter that you claim to be.

**[Where the voter is an anonymous voter, insert the text below]**

### Accepted form of photographic identification

You must present your Anonymous Elector's Document in addition to this poll card in order to vote in person at a polling station. The electoral register number on the Anonymous Elector's Document must match the electoral register number shown on this poll card to be accepted.

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## Official Proxy Poll Card (to be sent to an appointed proxy voting in person)

Front of form

### YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE

You will not be able to vote unless you show photographic identification to the polling station staff. You will need to bring your own photographic identification, not that of the person you are proxy for. A full list of accepted photographic identification is set out overleaf.

#### Your details:

- \* [Proxy's name and qualifying address details here]
- \* Counting Officer to omit where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope

For this referendum you are proxy for:

\*[(Voter's name)  
(Voter's Address  
(Voter's electoral register number))  
[The person with this electoral register number: (insert voter's electoral register number)]

\*if anonymous voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

### Proxy Poll card

Referendum on the Council Tax increase for  
[insert name of authority]

Date of referendum: [Day] [Date] [Month] [Year]

#### Voting information

Polling day

Voting hours

Your polling station will be

#### You will receive a proxy vote

\*\* [The person named on this card] [Another person] has appointed you as a proxy to vote on their behalf at this referendum.

\*\* [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 voter 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].

#### It is an offence to:

- vote more than once at this referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this referendum 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

**i** If you need any help or to find out if your polling station is accessible, please contact us.

If undelivered, return to:  
[Insert return address]

Please turn over

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 referendum.
- To find out how to apply, please call us on [insert helpline number or other contact details].

#### How to vote as a proxy

1. \* [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 voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets
  2. Go to one of the voting booths.
  3. Follow the instructions on how to mark the ballot paper.
  4. Fold the ballot paper and put in the ballot box
- If you need any help, just ask the staff.

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

The Counting Officer issued this card

**Changes to legislation:** There are outstanding changes not yet made by the [legislation.gov.uk](https://www.legislation.gov.uk) editorial team to The Voter Identification Regulations 2022. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) [View outstanding changes](#)

## Rear of form

### You will receive a proxy vote

\*\* [The person named on this card] [Another person] has appointed you as a proxy to vote on their behalf at this referendum.

\*\* [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 voter 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].*

**[Where the voter is not an anonymous voter, insert the text below]**

### Accepted forms of photographic identification

You must present one of the following forms of photographic identification in order to vote in person at a polling station:

- A passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country
- A driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state
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- A 60 and Over Welsh Concessionary Travel Card issued in Wales
- A Disabled Person's Welsh Concessionary Travel Card issued in Wales
- A Senior SmartPass issued in Northern Ireland
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You will need to bring your own photographic identification, not that of the person you are proxy for.

If you do not possess any of the above forms of photographic identification, you can apply to your local Electoral Registration Officer for a free Voter Authority Certificate. Completed applications must reach us before 5pm on *[day] [date of deadline]*.

If your photographic identification document has expired it will still be accepted so long as the photograph is still a good likeness of you, unless it is a temporary Voter Authority Certificate which is not valid for use on the date of poll.

You may be required to provide further proof of identity if there is any discrepancy between your name as shown on your form of photographic identification and the name of the proxy that you claim to be.

**[Where the voter is an anonymous voter, insert the text below]**

### Accepted form of photographic identification

You must present your Anonymous Elector's Document in addition to this poll card in order to vote in person at a polling station. The electoral register number on the Anonymous Elector's Document must match the electoral register number shown on this poll card to be accepted.

## Ballot paper refusal list

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Voter Identification Regulations 2022. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

**Ballot Paper Refusal List**

**Guidance**

You should only record a refusal to issue a ballot paper on this List when a voter or proxy presents one of the required forms of identification, but **either**:

1. You are not satisfied the identification is of who they claim to be (e.g. the photo was not a good likeness); **or**
2. You believe the document is a forgery; **or**
3. The voter or proxy was asked the Voter Identification statutory questions and did not answer as required.

Please enter 1, 2 or 3 based on the reasons outlined above in the ‘reason for refusal’ column.

If a voter or proxy is initially refused for one of the above reasons, but then produces an accepted document before leaving the desk and is issued a ballot paper – you do not need to record their details on this form.

If you refuse to issue a ballot paper to a voter **for any other reason** (e.g. they did not bring any identification or do not have one of the required forms of identification) - **DO NOT record this on this form.**

A voter or proxy can only be refused for one reason at a time but can be refused more than once if they return and attempt to vote again. **If you refuse a voter or proxy more than once, mark each reason for refusal in order on the same row for that voter.**

<b>Voter's elector number</b> <i>OR</i> <b>If a proxy voted on behalf of that voter, the proxy's name and address</b>	<b>Reason for refusal(s) – separate by comma if voter or proxy refused more than once</b> 1. You are not satisfied the identification is of who they claimed to be 2. You believe the document is a forgery 3. The voter or proxy was asked the Voter Identification statutory questions, and did not answer as required	<b>Tick if voter or proxy later returned and was issued a ballot paper</b>

**Form of directions for the guidance of the voters and proxies in voting**

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Voter Identification Regulations 2022. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

## How to vote at [this] [these] [election(s) and] referendum(s)

1

Go to the desk and present your photographic identification to the staff. They will ask for your name and address. They will then give you your ballot papers.



2

Take your ballot papers to a voting booth.



3

Read the instructions in the booth and mark your ballot papers.



4

When you have marked your ballot papers, fold them so that nobody can see how you have voted.



5

Put your folded ballot papers into the [appropriate] ballot box[es].



**(!) Voting is secret. Do not let anyone see how you have voted.**

**🗣️ If you make a mistake or need some help, just ask the staff.**

**Changes to legislation:**

There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Voter Identification Regulations 2022. Any changes that have already been made by the team appear in the content and are referenced with annotations.

[View outstanding changes](#)

**Changes and effects yet to be applied to the whole Instrument associated Parts and Chapters:**

Whole provisions yet to be inserted into this Instrument (including any effects on those provisions):

- reg. 3(5)(c)(iva) inserted by [S.I. 2024/131 reg. 15\(2\)\(c\)](#)
- reg. 5(4) inserted by [S.I. 2023/1147 reg. 22\(2\)\(b\)](#)
- reg. 7(7A) inserted by [S.I. 2023/1147 reg. 22\(4\)\(b\)](#)
- reg. 7(7A)(b) words substituted by [S.I. 2023/1406 reg. 14\(3\)\(a\)](#)
- reg. 7(7A)(c) words substituted by [S.I. 2023/1406 reg. 14\(3\)\(a\)](#)
- reg. 7(7A)(e) words substituted by [S.I. 2023/1406 reg. 14\(3\)\(b\)](#)
- reg. 7(7A)(ca) inserted by [S.I. 2024/43 reg. 26\(2\)](#)