

## PLEASE READ THESE NOTES BEFORE COMPLETING THE FORM

1. Complete Parts 1 and 2 by giving your full name and address.
2. Please state for how long you want a postal vote. Tick **one** box only in Part 3. Whilst you have a postal vote you will be sent a postal vote poll card before an election.
3. If you want your postal vote to be sent **to you** at a different address, please complete Part 4. You **must** give a reason to justify this request. The postal vote must be completed by you, no-one else can vote on your behalf. If you wish to appoint a proxy to vote on your behalf please contact the Electoral Services Office.
4. Please complete your date of birth in Part 5. **Use only a BLACK pen. Ensure that all eight date of birth boxes are filled, using zeros where necessary, e.g. 09 04 1983.**
5. Please sign your normal signature in the box in Part 5. **Use only a BLACK pen. Ensure that you do not sign over the grey box borders.**
6. If you are unable to give a signature because of injury or disability, please get in touch with the Electoral Registration Officer, whose contact details are printed below. In such circumstances, it may be possible to grant a waiver.
7. Please date the form with the date of completion in Part 5.
8. After completion you will receive an acknowledgement of your application.
9. Please return this form as soon as possible – do not wait until the next election.
10. Postal votes are posted at least a week before polling day.
11. Should you wish to cancel a postal vote you must do so in writing to be received by 5pm on the 11th working day before an election in which you wish to vote in person.
12. Please note: if you have a postal vote you CANNOT vote in person at the polling station on polling day.
13. PLEASE RETURN THE COMPLETED FORM TO THE FOLLOWING ADDRESS:-

**Electoral Services  
Hertsmere Borough Council  
Civic Offices  
Elstree Way  
Borehamwood  
WD6 1WA**

### **Data Protection Act**

Hertsmere Borough Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the council will be processed in compliance with the eight principles of the Act. "This authority is under duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the collection of funds and the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes."