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ELECTORAL REGISTRATION OFFICER

Electoral Services
Council House Manor Square
Solihull West Midlands B91 3QB
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Application for a Voter Authority Certificate

You can also apply online at voter-authority-certificate.service.gov.uk

If you do not already have one of the accepted forms of photo ID, or you are not sure whether your photo ID still looks like you, you can complete this form to apply for a Voter Authority Certificate. A Voter Authority Certificate can be used as photo ID when voting at a polling station and is free of charge.

How do I apply?

1. You must be eligible to vote, and registered, to get a Voter Authority Certificate. Please contact the Electoral Services team if you do not know if you are registered. If you are not registered, we can provide you with a paper voter registration form or you can register online at gov.uk/register-to-vote.
2. Fill in this form. You will need the address where you are registered to vote, a recent photo of you, and your National Insurance number. You can still apply if you cannot provide a National Insurance number but you will need to provide supporting documents and it may take longer to process your application.
3. Return your completed application form to **Solihull MBC, Electoral Services, Council House, Manor Square, Solihull, B91 3QB**. We must receive your form by 5pm, 6 working days before the election you want to vote in.

Please do not send your form to the Electoral Commission.

Go online

You can apply online at
voter-authority-certificate.service.gov.uk

Application for a Voter Authority Certificate

Please write in black ink and use CAPITAL LETTERS.
Make sure you fill in all required sections.

1 Your full name and address

First name(s)

Last name

Your registered address

Postcode (More info on page 4)

2 Your date of birth

Please write your date of birth in the boxes below.

D D M M Y Y Y Y

If you don't know your date of birth, please tell us
why and tick if you are:

Under 16 16-17 18 or over

3 Your National Insurance number

Please write your National Insurance number in the
boxes below. You can find this on your payslip, P60,
or on official letters about tax, pensions or benefits.

If you cannot provide a National Insurance
number, please tell us why.

If you have provided a date of birth AND
National Insurance number, skip to section 5.

If you have not provided both a date of birth and
National Insurance number, we must verify your
identity with other documents. It may take longer to
process your application. Please continue to section 4.

4 Supporting documents

**Complete this section only if you have
not provided a date of birth and National
Insurance number.**

You must provide either:

- copies of **THREE** documents from the lists
below with at least one document being from
list A (the other two can be from either list) or
- copies of **FOUR** documents from list B.

Please include copies of the documents when
sending your application form (**do not send
originals**), or tick the box at the bottom to say you
cannot provide the required documents.

Supporting documents list A:

Unless otherwise stated, these documents
must be issued in the UK, Channel Islands,
or Isle of Man.

- Birth certificate
- Marriage or civil partnership certificate
- Adoption certificate
- Firearms certificate (granted under the
Firearms Act 1968)
- Paper driving licence (not photocard)
- Record of a bail decision
(issued in England or Wales)
- Driving licence with photo (not issued in UK,
Channel Islands or Isle of Man) which must be
valid for at least 12 months from the date the
applicant entered the UK

Supporting documents list B:

- Bank or building society statement,
or account confirmation letter
- Utility bill
- Credit card statement
- Benefits (or benefits entitlement) statement
- Mortgage statement
- P45 or P60 form
- Pension statement
- Council tax statement, or demand letter

I cannot provide the required documents

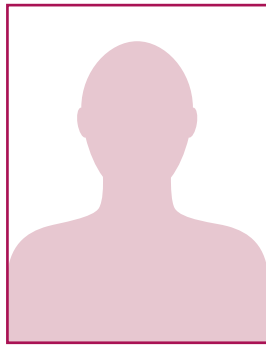
(More info on page 4)

If you cannot provide the required documents

Please still submit this application form and
someone will contact you. It may take longer to
process your application.

5 Photo

You must supply a recent photo of your head and shoulders, with your face uncovered, to be printed on your Voter Authority Certificate.



Please read the full list of photo requirements on page 4 of this form and make sure the photo you supply is suitable.

Tick any boxes that apply below.

- I cannot meet the photo requirements (listed on page 4) due to a disability
- I cannot provide a photo (More info on page 4)

If you cannot provide a photo

Please still submit this application form and someone will contact you. It may take longer to process your application.

6 Receiving your Voter Authority Certificate

You will receive your Voter Authority Certificate via post at the address where you are registered to vote.

If you need to collect your Voter Authority Certificate in person, please tell us the reason why.

We can contact you about your application more easily if you provide contact details in section 8. Otherwise, we will write to your registered address.

7 Accessible formats

If your application is approved, please let us know if you want more information in an accessible format to be sent with your Voter Authority Certificate.

- Yes, I want information in braille
- Yes, I want information in large print
- Yes, I want easy-read information (pictures with easy words)

8 Contacting you about your application

Providing a phone number or email address gives us a quick and easy way to contact you about your application.

Phone no. (optional)

Email (optional)

If we cannot contact you easily, it may take longer to process your application.

9 Declaration

By submitting this application form you agree that:

- to the best of your knowledge, the information you have provided is true
- you understand that a Voter Authority Certificate is an identification document specifically for voting at a polling station and is not intended for any other identification purpose.

You also agree that your local Electoral Registration Office may:

- contact you if there are any issues with this application
- check your eligibility with the information they hold and have access to.

If your application contains deliberately false information, you could be fined and/or go to prison.

Signature

Today's date
D D M M Y Y Y Y

Address

Your registered address is the address where you are (or have applied to be) registered to vote.

Supporting documents

The documents in list B can be the same type. For example, you can provide four bank statements from different months.

If you are under the age of 16, and live in Wales, your Electoral Registration Office may be able to verify your identity in other ways (such as by checking education records), without the need for you to provide supporting documents.

Photo

You must supply a recent photo of your head and shoulders, with your face uncovered, as part of this application.

It's recommended to write your name, house number and postcode on the back of your photo.

Your photo must be:

- clear and in focus
- in colour
- against a plain, light-coloured background
- your true likeness, with no photoshop or filters
- at least 45 x 35 mm (height x width) in size, and no bigger than 297 x 210 mm (height x width)
- undamaged (e.g. not torn, creased, or marked)

In your photo you must:

- face forwards and look straight at the camera
- be alone, with no other objects or people
- have a plain expression
- have eyes open and visible, with no hair in front of them
- not wear sunglasses, but normal glasses are fine if you typically wear them
- not have a head covering (except for religious or medical reasons)
- not have 'red-eye', glare or shadows over your face

If you have ticked the box on page 3 to say you have a disability, the photo you supply:

- doesn't need to have a plain expression
- doesn't need to have your eyes open and visible

Privacy statement

This privacy notice tells you what will happen to the personal information you supply with this application form.

The Electoral Registration Officer is the Controller. Their lawful basis for collecting the personal information is that the processing is necessary in order to perform a task in the public interest as set out in the Representation of the People Act 1983 and related regulations.

The Electoral Registration Officer is legally required to process your personal information securely and comply with data protection legislation. You can find their website address and contact details at electoralcommission.org.uk/voter.