



For office use only				
P D Ref	Elector No.	Month	Date entered	Initials

**South  
Staffordshire  
Council**

**Voter  
Registration  
Form**



Give only **one** person's details on each form. If you need more forms, please photocopy this form. If you give false information in this form, you may have to pay a fine of up to £1000.

Please read the notes over the page before filling in this form in **BLOCK CAPITALS** and **BLACK** ink.

Your surname:

Your first names (in full):

Your age:  If you are 16 or 17 what is your date of birth?  /  /

Your Citizenship: British  Irish  Other  Please state:

Your current address:

Your old address:

Local authority area your old address was in:   
(This would be whom you paid your Council Tax to)

We will tell your previous local authority that you have moved so that your name can be removed from their electoral register. If you do not want to be taken off that register, please explain why.

We keep two versions of the electoral register – the full register and the edited. More details are given over the page but briefly, although your details must appear on the full register, you can choose for your name not to be in the edited version.

Do you want your name and address to appear in the edited register? Yes  No

Do you wish to apply for a postal vote? If so, we will send you a form. Yes  No

**Declaration and signature**

Please read the declaration below and then sign and date this form before sending it to us at the address over the page. If you do not sign this form, we will return it to you.

**As far as I know, the details on this form are true and accurate.**

Your signature:  Date:

In case we need to contact you about a query.  
Daytime phone number:  E-mail address:

**If you find it difficult to read this form we can send you a large print version. We can also provide the form in other languages.**

## Registering to vote

You can vote in elections only if your name is on the register of electors. We update the register every autumn. We can also add names throughout the year.

### Putting your details on the register

All you have to do is fill in the voter registration form on the front of these notes. You have to sign your own form - someone else cannot do it for you.

When you send us your form, we will add you to our list of new applications. Anyone already on the register can then object to your name and address being on the register. If this happens, we will write to you. If no-one objects to your application, we will put your details on the register within two to six weeks of receiving your form. We will write to tell you we are doing this.

When we get your form	When your details will go on the register
On or before Monday 12 December 2011	Tuesday 03 January 2012
13 December 2011 - 10 January 2012	Wednesday 01 February 2012
11 January 2012 - 08 February 2012	Thursday 01 March 2012
09 February 2012 - 09 March 2012	Monday 02 April 2012
10 March 2012 – 05 April 2012	Tuesday 01 May 2012
06 April 2012 - 10 May 2012	Friday 01 June 2012
11 May 2012 - 08 June 2012	Monday 02 July 2012
09 June 2012 - 10 July 2012	Wednesday 01 August 2012
11 July 2012 - 10 August 2012	Monday 03 September 2012
We do not update the register in September, October or November as during this period we are collecting the register of electors' canvass forms which all households receive. However, all forms received will be included in the annual update. On 01 December we issue a new register based on those forms.	

### Old addresses

If you have moved from an address in a different local authority area, we will tell the Electoral Registration Officer for that local authority to take your details off their register. If you have two homes, you can be on the register for both addresses. If you do not want to be removed from the register for your other address, please explain why on your form.

### Special rules in the run-up to elections

Special rules apply to names added to the register of electors during the run-up to an election. These rules may prevent you from voting in that particular election. **The deadline to submit a form to be included in the register of electors for an election is 11 days - excluding weekends and bank holidays - before polling day.**

### The two versions of the register

We make and keep two versions of the electoral register – the full register and the edited register.

**The full register** gives the names and addresses of everyone who is entitled to vote. You can see a copy by calling at the council offices. By law, certain people and organisations can buy copies of the full register but they can only do so for specific purposes. These include electoral purposes, preventing and detecting crime and checking your identity when you have applied for credit. It is a criminal offence for anyone entitled to a copy of the full register to pass it on to anyone else or to use it for any purpose other than the one they got their copy for.

**The edited register** can be bought by anyone who asks for a copy, and they may use it for any purpose. You can ask for your name and address to be left off the edited register.

**Contacting us** Please return this form to:

<b>The Electoral Registration Officer</b> <b>South Staffordshire Council</b> <b>Council Offices</b> <b>Codsall WV8 1PX.</b>	<b>Helpline: 01902 696121</b> <b>E-mail: <a href="mailto:elections@sstaffs.gov.uk">elections@sstaffs.gov.uk</a></b> <b>Website: <a href="http://www.sstaffs.gov.uk/elections">www.sstaffs.gov.uk/elections</a></b>
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