



FOR OFFICE USE				
P D Ref	Elector No.	Month	Date entered	Initials

South Staffordshire Council Change of Name Form



CUSTOMER SERVICE EXCELLENCE
FOR ELECTORAL SERVICES

Only **one** person per form please. If more forms are needed please photocopy, contact Electoral Services or visit the website www.sstaffs.gov.uk/elections
Please fill in this form in BLOCK CAPITALS and preferably in BLACK ink.

1 About you – Current Details.

Your Surname:

Your first names (in full):

2 Your Current address:

Postcode:

3 Your new Details:

Your surname:

Your first names (in full):

4 Please give reason for change.

5 Your signature:

The fine for false information is up to £1000. Each person has to fill in and sign their own form. The form will be returned if it is not signed.

As far as I know, the details on this form are true and accurate. I am a British, other Commonwealth, Irish or other European citizen.

Signed:

Date:

In case we have a query, please give
Daytime phone number:

E-mail address:

(You do not have to give these, but it helps us contact you if there is something unclear about your form).

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 Friday 11 December 2009	Monday 04 January 2010
12 December 2009 - 08 January 2010	Monday 01 February 2010
09 January 2010 - 05 February 2010	Monday 01 March 2010
06 February 2010 - 10 March 2010	Thursday 01 April 2010
11 March 2010 – 12 April 2010	Tuesday 04 May 2010
13 April 2010 - 10 May 2010	Tuesday 01 June 2010
11 May 2010 - 09 June 2010	Thursday 01 July 2010
10 June 2010 - 09 July 2010	Monday 02 August 2010
10 July 2010 - 10 August 2010	Wednesday 01 September 2010
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

Our Electoral Registration Officer makes and keeps 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 or at some local libraries. 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. Who can have a copy of the full register, and what they can use it for, is set out in the Representation of the People (England and Wales) (Amendment) Regulations 2002. 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:

The Electoral Registration Officer South Staffordshire Council Council Offices Codsall WV8 1PX.	Helpline: 01902 696121 E-mail: elections@sstaffs.gov.uk www.sstaffs.gov.uk/elections
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