Dear occupier

Registering to vote is quick and simple. It will mean you have the right to vote at elections and being registered could also improve your credit rating.

In order to know who is eligible to register to vote, we need to know who lives at your address.

Complete the form attached and send it back to us (postage is free). If you prefer, you can fill in this form at www.xxxxxx.org.uk.

This form is not a registration form but you do need to complete it. The information you provide will enable us to send a separate individual registration form to all the people in your household who are eligible and need to register. Those who are eligible can also register online at www.gov.uk/register-to-vote.

It's important to provide the information requested; if you don’t you could be fined £1000. If you prefer, you can provide this information by phone by calling us on the number above.

For more details on the electoral registration system please visit www.gov.uk/yourvotematters.

Yours sincerely,

Name etc
# Household Enquiry Form

## Who is eligible to vote?

- **You can fill in this form at**
  
  [www.xxxxxxxxxx.gov.uk/xxxxxxxxx]

  **Your security code is**

  _000000000

### Please check the information in the table below

**If nothing has changed**
- go online at
  [www.xxxxxxxxxx.gov.uk/xxxxxxxxx], or
- text your security code to 00000, or
- call us on 00000 000 000, or
- sign the declaration on page 3
  and return the form in the reply-paid envelope.

**If anything is wrong**
- cross it out and put the correct information in the ‘Changes’ box.

**If anyone has moved out**
- cross out their name.

### Use **black ink** and write in **CAPITALS**

- or go online at [www.xxxxxxxxxx.gov.uk/xxxxxxxxx].

### Changing your choices

- If anyone wants to **vote by post or by proxy** (someone voting on your behalf) you can download an application form at [www.aboutmyvote.co.uk].

- There is more information about the **open register** on page 4 of this form.

- If anyone wants to change their choice about the open register they will need to contact us separately.

**Use black ink and write in CAPITALS**

or go online at [www.xxxxxxxxxx.gov.uk/xxxxxxxxx].

### Use black ink and write in CAPITALS or go online at [www.xxxxxxxxxx.gov.uk/xxxxxxxxx].

<table>
<thead>
<tr>
<th>Name</th>
<th>Over 70?</th>
<th>Nationality</th>
<th>Postal or proxy vote?</th>
<th>Included on open register?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[RESIDENT NAME]</td>
<td>NO</td>
<td>BRITISH</td>
<td>NO</td>
<td>NO</td>
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<tr>
<td>\Changes:</td>
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<td></td>
<td>Telephone &amp; email in CAPITALS (optional):</td>
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<tr>
<td>[RESIDENT NAME]</td>
<td>NO</td>
<td>CANADIAN</td>
<td>NO</td>
<td>NO</td>
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</tr>
</tbody>
</table>

**Add anyone new aged 16 or over here.** You can see who is eligible to register on page 3.

- Forename(s): 
  - Surname:
- Nationality: 
  - Telephone (optional):
- Email in CAPITALS (optional):

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**Telephone & email in CAPITALS (optional):**

- Forename(s):
  - Surname:
- Nationality:
  - Telephone (optional):
- Email in CAPITALS (optional):
Add anyone new aged 16 or over here. You can see who is eligible to register on page 3.

Forename(s):  Surname:
Nationality:  Telephone (optional):
Email in CAPITALS (optional):

Forename(s):  Surname:
Nationality:  Telephone (optional):
Email in CAPITALS (optional):

Forename(s):  Surname:
Nationality:  Telephone (optional):
Email in CAPITALS (optional):

More than 9 people eligible to register? Contact us using the details on page 1 and we will send you another sheet.

Nobody eligible to vote?
Please explain why.

☐ The property is empty
☐ This is solely a business premises
☐ This is a second home
☐ None of the residents are eligible to vote because of their nationality. Please give their nationalities.
☐ Other reason. Please state.

Who is eligible to register to vote?
You can register to vote in the UK if you are:
• resident (usually live) in the UK, and
• aged 16 or over (but you will not be able to vote until you are 18).
You must also be either:
• a British, Irish or European Union citizen, or
• a Commonwealth citizen who has leave to remain in the UK or who does not require leave to remain in the UK.

Declaration
To the best of my knowledge, the information in this form is true. I have checked with everybody on the form that the information about them is correct. I understand that it may be an offence not to give the information asked for in this form or to give false information.

I understand that if I do not give the information asked for in this form, I could face a fine of up to £1,000 – and if I knowingly give false information, I could face an unlimited fine and/or up to six months in prison.

Signature  Date (DD MM YYYY)

Full name (please use CAPITALS)

If the occupier cannot complete this form (for example, nobody lives at this address) the person who is in charge of the property must complete it instead. Please tell us who you are – for example, landlord.
How is voter registration changing?

At the moment voter registration is done by household. One person in a household fills in a form and enters the details of everyone who lives there. The people who are eligible are then registered to vote. Now everyone will need to register themselves individually.

Most people who are currently registered to vote will be registered automatically under the new system. This will happen because local elections offices are comparing their electoral registers to existing records to confirm who people are. This will be done carefully through a secure system that has been tested thoroughly.

For all sorts of reasons, some people will not match against these records and therefore cannot be transferred automatically to the new register. For example, they may have moved home since the record was last updated, or there may be a difference in the spelling of the two records.

To find out more about the changes go to www.gov.uk/yourvotematters

Other information

The open register

There are two registers. Why?
Using information received from the public, registration officers keep two registers – the electoral register and the open register (also known as the edited register).

The electoral register
The electoral register lists the names and addresses of everyone who is registered to vote in public elections. The register is used for electoral purposes, such as making sure only eligible people can vote. It is also used for other limited purposes specified in law, such as:
• detecting crime (e.g. fraud)
• calling people for jury service
• checking credit applications.

The open register
The open register is an extract of the electoral register, but is not used for elections. It can be bought by any person, company or organisation. For example, it is used by businesses and charities to confirm name and address details. Your name and address will be included in the open register unless you ask for them to be removed. Removing your details from the open register does not affect your right to vote. You can find more information about both registers and how they may be used at www.gov.uk/register-to-vote

Your personal information
We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the Data Protection Act 1998. We will not give personal information about you and the other people in your household to anyone else or to another organisation unless we have to by law.