

## PCC election

## Nomination check list

Date received	Time	Initials of PARO/Deputy PARO	Order of delivery

<b>Candidate name</b>		<b>Agent name</b>	
<b>Party (if any)</b>			
<b>Contact details</b>			
<b>Candidate home phone</b>	<b>Candidate mobile</b>	<b>Candidate e-mail</b>	
<b>Agent home phone</b>	<b>Agent mobile</b>	<b>Agent e-mail</b>	

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Regional Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Police Area Returning Officer is the Data Controller. For further information relating to the processing of personal data you should refer to their privacy notice on their website.

<b>Deposit</b>	<b>Tick</b>
Cash	
UK banker's draft	
Electronic transfer	
Debit/credit card	
<b>Return details (if deposit not forfeited)</b>	
Cheque to be made payable to	
Address for posting	

Task	Tick	Comments	Entered on system (date)	Final check (date)
<b>Nomination form</b>				
Delivered by hand				
Candidate's surname				
Candidate's other names in full				
Commonly used names (optional)				
If a party candidate – registered party name or description verified with Electoral Commission website <a href="http://search.electoralcommission.org.uk">http://search.electoralcommission.org.uk</a> and supported by certificate of authorisation.				
If not a party candidate – description blank or 'Independent' (and/or 'Annibynnol' in Wales).				
Subscribers – 100 signatures and elector numbers (see also checklist starting on page 3).				
<b>Candidate's home address form</b>				
Candidate's full name				
Full home address provided				
If part 2 completed (i.e. if non-disclosure of home address – electoral area stated if non-disclosure of home address required)				
If part 2 completed – signed and dated				
<b>Candidate's consent to nomination</b>				
Delivered by hand				
Date of birth (must be 18 years of age or over on date of submission)				
Given in writing by the candidate not earlier than 31 calendar days before the deadline for submitting their nomination papers.				
Witnessed (attested by another person)				

<b>Certificate of authorisation (party candidates only)</b>				
Delivered by hand or post (must be original)				
Full name of candidate				
Check certificate allows the registered party name or description as given on nomination form				
Issued by party Nominating Officer (or someone authorised by them)				
It is an original document signed by the party Nominating Officer (or someone authorised by that officer) i.e. not a copy				
<b>Request for party emblem (party candidates only)</b>				
Delivered by hand or by post				
Emblem checked on Electoral Commission website <a href="http://search.electoralcommission.org.uk">http://search.electoralcommission.org.uk</a> and use relevant from the party page				
Request from candidate (or someone on their behalf)				
<b>Notification of election agent</b>				
Delivered by hand or by post				
Election agent name, address and office address declared in writing by candidate or someone on their behalf				
Agent office address within police area				
Notification signed by election agent				

Subscriber checks						Comments	Entered on system (date)	Final check (date)
	Signed	Name printed	Voting area given	Electoral number included	Not subscribed another form within police area			
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Subscriber checks							Comments	Entered on system (date)	Final check (date)
	Signed	Name printed	Voting area given	Electoral number included	Not subscribed another form within police area				
	Subscriber checks						Comments	Entered on system (date)	Final check (date)
	41								
	42								
	43	Signed							
	44		Name printed	Voting area given	Electoral number included	Not subscribed another form within police area			
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