

## Scottish Parliamentary election: regional party list nomination checklist for RROs

(See page 6 below for individual regional candidate check list)

Date received	Time	Initials of RRO / Deputy RRO	Order of delivery
Party name		Agent name	Name of Nominating Officer / person authorised by the Nominating Officer (if different from the election agent)
Contact details			
Agent home phone	Agent mobile	Agent e-mail	
Nominating Officer (or person authorised by them) home phone	Nominating Officer (or person authorised by them) mobile	Nominating Officer (or person authorised by them) e-mail	

<b>Deposit (£500)</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	

<b>Task</b>	<b>Tick</b>	<b>Comments</b>	<b>Entered on system (date)</b>	<b>Final check (date)</b>
<b>Nomination form: delivery / issue details</b>				
Submitted by hand by the party's Nominating Officer or a person authorised in writing by them? If submitted by someone other than the Nominating Officer, has the written authorisation been provided?				
Submitted alongside certificate of authorisation?				
Name and signature of Nominating Officer or person authorised in writing by them to submit the form				
<b>Nomination form: party details</b>				
Full name of the political party, as registered with the Electoral Commission <a href="http://search.electoralcommission.org.uk">http://search.electoralcommission.org.uk</a> .				
Party registered on the Commission's register as allowed to field candidates in Scotland.				
Name of the registered party as it is to appear on the ballot paper provided. The registered name of the party may be preceded by the word "Scottish".				
If registered description requested, it matches the description				

as registered with the Electoral Commission <a href="http://search.electoralcommission.org.uk">http://search.electoralcommission.org.uk</a> .								
Nomination form: candidates' details (tick as appropriate)								
	<b>Surname provided</b>	<b>Other names provided in full</b>	<b>Commonly used names (optional)</b>	<b>Home address provided in full</b>	<b>Comments</b>	<b>Entered on system (date)</b>	<b>Final check (date)</b>	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Candidates' consents to nomination (tick as appropriate)									
	<b>Date of birth</b> (must be over 18 on date of submission)	<b>Completed within one month of deadline for delivery</b>	<b>Witnessed (attested by another person)</b>	<b>Home address in full</b>	<b>Office address</b>	<b>Name of political party</b>	<b>Comments</b>	<b>Entered on system (date)</b>	<b>Final check (date)</b>
<b>1</b>									
<b>2</b>									
<b>3</b>									
<b>4</b>									
<b>5</b>									
<b>6</b>									
<b>7</b>									
<b>8</b>									
<b>9</b>									
<b>10</b>									
<b>11</b>									
<b>12</b>									

Task	Tick	Comments	Entered on system (date)	Final check (date)
<b>Certificate of authorisation</b>				
Delivered alongside the party nomination form				
Check certificate allows the party name and, if relevant, the description given on nomination form.				
Issued by party Nominating Officer (or someone authorised by them)				
<b>Request for party emblem</b>				
Emblem checked on Electoral Commission website				
Request from party Nominating Officer (or someone authorised by that officer)				
<b>Notification of election agent</b>				
Election agent name, address and office address provided in full				
Notification signed by election agent (unless the agent is also a candidate on the list, in which case it need not be provided)				

## Scottish Parliamentary election: individual regional candidate checklist for RROs

Date received	Time	Initials of RRO/DRRO	Order of delivery

Candidate name		Agent name
Contact details		
Candidate home phone	Candidate mobile	Candidate e-mail
Agent home phone	Agent mobile	Agent e-mail

Deposit (£500)	Tick
Cash	
UK banker's draft	
Electronic transfer	
Debit/credit card	

Return details (if deposit not forfeited)			
Cheque to be made payable to:		Address for posting:	

<b>Task</b>	<b>Tick</b>	<b>Comments</b>	<b>Entered on system (date)</b>	<b>Final check (date)</b>
<b>Nomination form</b>				
Candidate's surname				
Candidate's other names in full				
Commonly used names (optional)				
Description blank or 'Independent'				
Home address provided in full				
Signed and dated by the candidate				
Witness signed the form and provided name and address				
<b>Candidate's consent to nomination</b>				
Date of birth (must be 18 years of age or over on date of submission)				
Given in writing by the candidate within one month of the deadline for delivery				
Witnessed (attested by another person)				
<b>Notification of election agent</b>				
Election agent name, address and office address declared in writing by candidate				
Notification signed by election agent				