

PV1 – Rejection: signature mismatch

[insert date]

Dear [name of postal voter/postal proxy voter]

YOUR POSTAL VOTE AT THE [ELECTION / ELECTIONS] ON [ELECTION DATE] WAS REJECTED

Your [postal ballot paper / postal proxy ballot paper] at the [election / elections] on [election date] was rejected because the signature on the postal voting statement did not match the signature you previously provided to us.

What happens now?

To ensure that [your vote / the vote of the person you're acting as proxy for] can be counted at future elections and referendums, **please submit a new signature as soon as possible** by completing the enclosed form and returning it in the envelope provided.

By law, if I have not received a fresh copy of your signature by [insert date], I must cancel your [postal vote / postal proxy vote] and you will no longer be able to vote [by post / by post as proxy].

If you have any questions about the contents of this letter, including if you think you may have difficulty providing the same signature every time, please contact [insert contact details].

Please don't risk losing your vote. Act now.

[Signature]

ELECTORAL REGISTRATION OFFICER

The data controller will only use the information you provide 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 to by law.

The lawful basis to collect this information 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 Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

The Electoral Registration Officer is the data controller. You can find their contact details at <https://www.electoralcommission.org.uk/i-am-a/voter>.

PV2 – Rejection: date of birth mismatch

[insert date]

Dear [name of postal voter/postal proxy voter]

YOUR POSTAL VOTE AT THE [ELECTION / ELECTIONS] ON [ELECTION DATE] WAS REJECTED

Your [postal ballot paper / postal proxy ballot paper] at the [election / elections] on [election date] was rejected because the date of birth provided on the postal voting statement did not match the one supplied on your application to vote by post.

To ensure that [your vote / the vote of the person you're acting as proxy for] can be counted at future elections and referendums, make sure that you provide your correct date of birth when voting by post and that this date is set out in the format requested on the postal voting statement. This date of birth must be the same as the one you provided on your original application to vote by post.

If you have any questions about the contents of this letter, please contact [insert contact details].

[Signature]

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PV3 – Rejection: no signature/date of birth

[insert date]

Dear [name of postal voter/postal proxy voter]

YOUR POSTAL VOTE AT THE [ELECTION / ELECTIONS] ON [ELECTION DATE] WAS REJECTED

[If the reason for the rejection is that no signature was provided:

Your [postal ballot paper / postal proxy ballot paper] at the [election / elections] on [election date] was rejected because no signature was provided on the postal voting statement.]

[If the reason for the rejection is that no date of birth was provided:

Your [postal ballot paper / postal proxy ballot paper] at the [election / elections] on [election date] was rejected because no date of birth was provided on the postal voting statement.]

Only include the appropriate rejection reason(s)

To ensure that [your vote / the vote of the person you're acting as proxy for] can be counted at future elections and referendums, make sure that next time you vote by post you provide both your signature and date of birth on the postal voting statement.

If you have any questions about the contents of this letter, please contact [insert contact details].

[Signature]

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PV4 – Notice to an elector whose proxy voted by post

[insert date]

Dear [name of elector]

YOUR PROXY'S POSTAL VOTE AT THE [ELECTION / ELECTIONS] ON [ELECTION DATE] WAS REJECTED

[If the reason for the rejection is a signature mismatch:

Your proxy voted for you by post at the [election / elections] on [election date] but their postal vote was rejected because the signature provided on their postal voting statement did not match the signature they previously provided to us.]

[If the reason for the rejection is a date of birth mismatch:

Your proxy voted for you by post at the [election / elections] on [election date] but their postal vote was rejected because the date of birth provided on the postal voting statement did not match the one they supplied on their application to vote by post.]

[If the reason for the rejection is that no signature was provided:

Your proxy voted for you by post at the [election / elections] on [election date] but their postal vote was rejected because no signature was provided on the postal voting statement.]

[If the reason for the rejection is that no date of birth was provided:

Your proxy voted for you by post at the [election / elections] on [election date] but their postal vote was rejected because no date of birth was provided on the postal voting statement.]

Only include the appropriate rejection reason(s)

For postal proxy votes to be counted, your proxy must provide their signature and date of birth on the statement they send back with your ballot paper, and these must match those they have previously provided.

We have notified your proxy to let them know that the postal vote was rejected and what they can do to ensure that the postal vote is not rejected at future elections and referendums.

If you have any questions or wish to make any changes to your proxy arrangements, or have questions about the content of this letter, please contact [insert contact details].

[Signature]

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PV5 – Notice of removal to postal voter/postal proxy voter

[insert date]

Dear [name of postal voter/postal proxy voter]

NOTICE OF CANCELLATION OF YOUR POSTAL VOTE

I wrote to you recently about your [postal vote / postal proxy vote]. I explained that to keep your [postal vote / postal proxy vote] you had to, by law, provide a fresh signature by [insert date].

Unfortunately, I have not received your fresh signature and have therefore had to cancel your [postal vote / postal proxy vote]. You can now **only vote in person** at a polling station. Your current polling station is –

[Address of polling station]

If you would still like to vote by post, you can apply for a new postal vote by completing the enclosed form.

You can apply for a new postal vote up to 5pm, 11 working days before an election or referendum.

If you now cannot sign, or cannot sign in the same way every time, but still want to apply to vote by post, please contact [insert contact details].

If you are dissatisfied with my decision to cancel your postal vote you can submit an appeal to me within 14 days of the date of this notice clearly stating your grounds of appeal. Your appeal will be forwarded to the [in England and Wales: county court / in Scotland: Sheriff] for determination.

[Signature]

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