Collection of temporary Voter Authority Certificates | Electoral Commission Running electoral registration - England You are in the Issuing temporary Voter Authority Certificates section Home Running electoral registration - England Voter Authority Certificates and Anonymous Elector's Documents Issuing temporary Voter Authority Certificates View the navigation tree Go to main guidance section: Running electoral registration - England Your role and responsibilities as Electoral Registration Officer Your public engagement strategy and registration plan Eligibility to register to vote Special category electors Inviting individuals to register to vote How can individuals register to vote? Processing applications and other amendments to the register throughout the year Managing amendments, reviews, objections and deletions throughout the year Maintaining the register throughout the year Access and supply of the electoral register Absent voting (Pre-commencement of Elections Act measures) Absent voting (Post commencement of Elections Act measures) Voter Authority Certificates and Anonymous Elector's Documents Applications for Voter Authority Certificates The requirement for anonymous electors to have an Anonymous Elector's Document to vote in person Deadlines for applications for Voter Authority Certificates or Anonymous Elector's Documents for a particular election or petition Identifying suspicious Voter Authority Certificate and Anonymous Elector's Document applications Verification of an applicant's identity for a Voter Authority Certificate or an Anonymous Elector's Document Determining an application for a Voter Authority Certificate or Anonymous Elector's Document The exceptions and attestation processes for Voter Authority Certificates and Anonymous Elector's Documents Determining applications for Voter Authority Certificates and Anonymous Elector's Documents following the exceptions or attestation process The appeals process Producing permanent Voter Authority Certificates Producing Anonymous Elector's Documents Issuing temporary Voter Authority Certificates Collection of temporary Voter Authority Certificates Emergency proxy on grounds relating to voter identification Maintaining records of Voter Authority Certificates and Anonymous Elector's Documents issued Data retention Disclosure of information Resources for Electoral Registration Officers Collection of temporary Voter Authority Certificates You must arrange for a temporary Voter Authority Certificate to be made available for collection in person. 1 Where the applicant gives an indication that they require a Braille, easy read or large print explanation of the temporary Voter Authority Certificate, the ERO must also arrange for a Braille, easy read or large print explanation of the issued document to be made available for collection with the issued document. 2 Easy read and large print designs will be made available online and a hard copy stock of Braille will be supplied to each ERO via the centrally procured supplier appointed by DLUHC. If you need to reorder more stock, you will need to contact them. You must notify the applicant: 3 that the temporary Voter Authority Certificate is available to be collected where and when the temporary Voter Authority Certificate may be collected from that the temporary Voter Authority Certificate can only be collected by the applicant in person Collection can be from anywhere that the ERO and applicant agree. This could include picking up the document from a polling station. If you are not also the RO, you would need to work with the relevant RO to decide on the process for arranging collection from a polling station. Temporary Voter Authority Certificates may be issued up to the close of poll for the relevant election, or up to the close of petition for the relevant petition, but you may wish to communicate a cut-off time for collection to the applicant so that there is sufficient time for the applicant to vote. You should ensure that processes are in place to maintain a clear audit trail and to ensure the security of Voter Authority

Certificates while in transit or while awaiting collection from any collection point other than the ERO's office. If you agree to allow collection of a Voter Authority Certificate, you should consider how you will be satisfied that you have established the applicant's identity, as you cannot simply rely on checking the photograph for integrity purposes. A proportionate approach should be adopted that seeks to use some proof of identity that can be easily verified by staff, but that is not too onerous for the elector. 1. Regulation 19(4)(a) The Voter Identification Regulations 2022 (VID Regs 2022) ■ Back to content at footnote 1 2. Reg 19(5) VID Regs 2022 ■ Back to content at footnote 3 Last updated: 8 February 2023 Book traversal links for Collection of temporary Voter Authority Certificates Issuing temporary Voter Authority Certificates Emergency proxy on grounds relating to voter identification