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

Scottish Parliamentary election: regional party list nomination checklist for RROs

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | | |
|  | |  | | |  | | |

|  |  |
| --- | --- |
| **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 |  |

| **Task** | | | | | | **Tick** | **Comments** | | **Entered on system (date)** | | **Final check**  **(date)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nomination form: delivery / issue details | | | | | |  |  | |  | |  |
| 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 | | | | | |  |  | |  | |  |
| Nomination form: party details | | | | | |  |  | |  | |  |
| Full name of the political party, as registered with the Electoral Commission <http://search.electoralcommission.org.uk>. | | | | | |  |  | |  | |  |
| 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 <http://search.electoralcommission.org.uk>. | | | | | |  |  | |  | |  |
| Nomination form: candidates’ details (tick as appropriate) | | | | | | | | | | | |
|  | **Surname provided** | **Other names provided in full** | **Commonly used names (optional)** | **Home address provided in full** | **Comments** | | | **Entered on system (date)** | | **Final check (date)** | |
| **1** |  |  |  |  |  | | |  | |  | |
| **2** |  |  |  |  |  | | |  | |  | |
| **3** |  |  |  |  |  | | |  | |  | |
| **4** |  |  |  |  |  | | |  | |  | |
| **5** |  |  |  |  |  | | |  | |  | |
| **6** |  |  |  |  |  | | |  | |  | |
| **7** |  |  |  |  |  | | |  | |  | |
| **8** |  |  |  |  |  | | |  | |  | |
| **9** |  |  |  |  |  | | |  | |  | |
| **10** |  |  |  |  |  | | |  | |  | |
| **11** |  |  |  |  |  | | |  | |  | |
| **12** |  |  |  |  |  | | |  | |  | |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Tick** | **Comments** | **Entered on system (date)** | **Final check**  **(date)** |
| Certificate of authorisation | | | | |
| 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) |  |  |  |  |
| Request for party emblem | | | | |
| Emblem checked on Electoral Commission website |  |  |  |  |
| Request from party Nominating Officer (or someone authorised by that officer) |  |  |  |  |
| Notification of election agent | | | | |
| 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: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Tick** | **Comments** | **Entered on system (date)** | **Final check**  **(date)** |
| Nomination form | | | | |
| 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 |  |  |  |  |
| Candidate’s consent to nomination | | | | |
| 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) |  |  |  |  |
| Notification of election agent | | | | |
| Election agent name, address and office address declared in writing by candidate |  |  |  |  |
| Notification signed by election agent |  |  |  |  |