**You must print off the forms in this pack before submitting them**

The following papers must be delivered by hand:

1a: Nomination paper

1b: Home address form

1c: Consent to nomination

**The following papers can be delivered by hand or by post:**

2: Certificate of authorisation

3: Request for a party emblem

4: Notification of election agent

5: Notification of sub-agent

The notice of election published by the (Acting) Returning Officer will specify the times and exact location to which nomination papers must be delivered.

  
This checklist is designed to assist candidates standing for election to the UK Parliament in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/uk-parliamentary-general-election-great-britain).

|  |  |
| --- | --- |
| Task | **Tick** |
| Nomination paper (all candidates) |  |
| Add your full name – surname in the first box and all other names in the second | ✔ |
| Optional - Use the commonly used name(s) box(es) if you are commonly known by a name other than your full name and want it to be used instead of your full name | ✔ |
| Description – Party candidates can use a party name or description shown on the Electoral Commission’s website and supported by a certificate of authorisation from that party; others can use ‘Independent’ (and/or ‘Annibynnol’ in Wales) or leave this blank. Whatever you enter in this box will appear as your description on the ballot paper. | ✔ |
| Subscribers – all ten subscribers must sign. Use your copy of the electoral register to make sure the elector number of all subscribers is accurate |  |
| Candidate’s home address form (all candidates) |  |
| Add the candidate’s full name and home address | ✔ |
| Optional - If you do not want to have your home address printed on the ballot papers, complete part 2 of the form, giving the name of the constituency that your address is in (or country if outside the UK), and sign the form |  |
| Candidate’s consent (all candidates) |  |
| Refer to the Commission’s guidance on qualifications and disqualifications |  |
| Add your full date of birth | ✔ |
| Sign and date the document in the presence of another person |  |
| Get the other person to complete and sign the witness section |  |
| Certificate of authorisation (party candidates only) |  |
| Ensure the certificate contains the candidate’s full name |  |
| Check the certificate allows the registered party name or description given on the nomination paper to be used (or allows the candidate to choose the party name or any registered description) |  |
| Ensure the certificate is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf) and that it is the original copy signed by that person |  |
| Request for party emblem (party candidates only) |  |
| Write the name or description of an emblem registered by the party and published on the Electoral Commission’s website |  |
| Ensure the request is made by the candidate |  |
| Appoint an election agent (all candidates) |  |
| Give name, address and office address of the appointed election agent |  |
| Ensure the appointed agent signs the form showing their acceptance |  |
| Deposit (all candidates) |  |
| £500 deposit (to be submitted in legal tender, by a banker’s draft or in any other way permitted by the (Acting) Returning Officer) |  |

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| --- | --- | --- | --- |
| Election of a member to serve in Parliament for the | Constituency  XXXconstituencyXXX | Date of election | XXXelection\_dateXXX |

We, the undersigned, being electors for the said Constituency, do hereby nominate the under-mentioned person as a candidate at the said election

|  |  |
| --- | --- |
| **Candidate’s Details** | |
| Candidate’s surname | XXXsurnameXXX |
| Other names in full | XXXfirstnameXXX XXXothernamesXXX |
| Commonly used surname (if any) | XXXcommonsurnameXXX |
| Commonly used forenames (if any) | XXXcommonforenameXXX |
| Description (if any) See note 5 overleaf | Independent |

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| --- | --- | --- | --- | --- |
| **Subscribers** | | | | |
|  | Signatures | Print name  (optional) | Electoral Number | |
| Distinctive letter | Number |
| Proposer: | XXXsig\_0XXX |  | XXXdl\_0XXX | XXXn\_0XXX |
| Seconder: | XXXsig\_1XXX |  | XXXdl\_1XXX | XXXn\_1XXX |
| We, the undersigned, being electors for the said Constituency, do hereby assent to the foregoing nomination | | | | |
| 1 | XXXsig\_2XXX |  | XXXdl\_2XXX | XXXn\_2XXX |
| 2 | XXXsig\_3XXX |  | XXXdl\_3XXX | XXXn\_3XXX |
| 3 | XXXsig\_4XXX |  | XXXdl\_4XXX | XXXn\_4XXX |
| 4 | XXXsig\_5XXX |  | XXXdl\_5XXX | XXXn\_5XXX |
| 5 | XXXsig\_6XXX |  | XXXdl\_6XXX | XXXn\_6XXX |
| 6 | XXXsig\_7XXX |  | XXXdl\_7XXX | XXXn\_7XXX |
| 7 | XXXsig\_8XXX |  | XXXdl\_8XXX | XXXn\_8XXX |
| 8 | XXXsig\_9XXX |  | XXXdl\_9XXX | XXXn\_9XXX |

Deliver to the **(Acting) Returning Officer** by no later than **4pm** on the last day to deliver nominations

1. The attention of candidates and electors is drawn to the rules for filling up nomination papers and other provisions relating to nomination contained in the parliamentary elections rules in Schedule 1 to the Representation of the People Act 1983.

2. Where a candidate is commonly known by some title he may be described by his title as if it were his surname.

2A. Where a candidate commonly uses a name which is different from any other name he has, the commonly used name may also appear on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the ballot paper.

2B. But the ballot paper will show the other name if the Returning Officer thinks -

(a) that the use of the commonly used name may be likely to mislead or confuse electors, or

(b) that the commonly used name is obscene or offensive.

3. An elector may not subscribe more than one nomination paper for the same election.

4. A person whose name is entered in the register may not subscribe a nomination paper if the entry gives as the date on which he will become of voting age a date later than the day fixed for the poll.

5. A candidate supported by a certificate of authorisation signed by the Nominating Officer of a political party (or someone on their behalf) may use the party name or a description allowed by that certificate and registered with the Electoral Commission. A candidate may stand on behalf of two or more different parties and use a registered joint description if supported by certificate(s) of authorisation from each of the parties. Any candidate may alternatively use the description of ‘Independent’ (and/or ‘Annibynnol’ in Wales), or leave the description box blank.

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| --- | --- | --- | --- |
| Constituency name | XXXconstituencyXXX | Date of election | XXXelection\_dateXXX |

You must complete Part 1  
Only complete Part 2 if you do not wish your home address to be made public

|  |  |
| --- | --- |
| **Part 1: To be completed by all candidates** | |
| Full name of candidate | XXXfirstnameXXX XXXothernamesXXX XXXsurnameXXX |
| Home address (in full) | XXXaddr\_firstXXX XXXaddr\_secondXXX XXXaddr\_cityXXX |
| Postcode | XXXaddr\_postcodeXXX |
| End of Part 1 | |

If you are only completing Part 1 please now deliver this form with the nomination paper to the (Acting) Returning Officer by no later than 4pm on the last day to deliver nominations

|  |  |
| --- | --- |
| **Part 2: To be completed only if you do not wish your home address to be made public** | |
| If you request that your home address is not made public then your address **will not** appear on the statement of persons nominated or the ballot paper | |
| If you choose not to make your home address public, the constituency in which your home address is located (or country, if outside the UK) will appear on the statement of persons nominated and the ballot papers | |
| **Statement: I require my home address not to be made public** | |
| The constituency which my home address is located in: | (insert name of parliamentary constituency)  XXXconstituencyXXX |
| Or | |
| My home address is outside the UK. My home address is located in: | (insert name of country) |
| Signature of candidate completing Part 2 | |
| Candidate’s signature: |  |
| Date: | XXXtodayXXX |

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|  |  |  |  |
| --- | --- | --- | --- |
| Constituency name | XXXconstituencyXXX | Date of election | XXXelection\_dateXXX |

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| --- | --- | --- | --- | --- | --- |
| **Candidate’s details and declaration** | | | | | |
| I: | XXXfirstnameXXX XXXothernamesXXX XXXsurnameXXX  (candidate name in full) | | | | |
| hereby consent to my nomination as a candidate for election as member of the UK Parliament for the constituency named above | | | | | |
| I declare that I am not a candidate at an election for any other constituency where the date of poll is the same as for this election | | | | | |
| I declare that I am aware of the provisions of the House of Commons Disqualifications Act 1975 (as amended) and to the best of my knowledge and belief I am not disqualified from membership of the House of Commons | | | | | |
| My date of birth is: | | Day (DD)  XXXDoB\_dXXX | Month (MM)  XXXDoB\_mXXX | Year (YYYY)  XXXDoB\_yXXX | |
| **Note: It is an offence to make a false declaration** | | | | | |
| Candidate’s signature: | |  | | Date: | XXXtodayXXX |
|  | | | | | |
| **Witness details** | | | | | |
| I confirm the candidate named above signed this declaration in my presence | | | | | |
| Witness  (name in full): | |  | | | |
| of  (address in full): | |  | | | |
| Witness’ signature: | |  | | Date: |  |

Deliver to the **(Acting) Returning Officer** by no later than **4pm** on the last day to deliver nominations

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To accompany the nomination of a candidate standing on behalf of a registered political party

(Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the registered joint description to be used)

|  |  |  |  |
| --- | --- | --- | --- |
| Constituency name |  | Date of election |  |

This certificate must be issued by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

This certificate authorises the candidate to use a specific registered description or the name of the party as registered with the Electoral Commission, or to use ‘any registered description or the party name as registered with the Electoral Commission’.

This authorised party name or description can then be included by the candidate on the nomination form. It is this which will appear as their description on the ballot paper. Party names and registered descriptions are listed on the Electoral Commission’s website (www.electoralcommission.org.uk).

|  |  |  |
| --- | --- | --- |
| **Details of candidate to be authorised and the allowed description/party name** | | |
| The candidate  (name in full): |  | |
| Name of political party: | Political party registered with the Electoral Commission | |
| I hereby certify that the candidate may include the following registered description or party name in their nomination form: |  | |
| **Note: It is an offence to make a false declaration** | | |
| Signature of party’s registered Nominating Officer (or person authorised by the registered Nominating Officer): | |  |
| Name of person signing this form: | |  |
| Date: | |  |

### This form must be delivered to the (Acting) Returning Officer by no later than **4pm** on the last day to deliver nominations

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| Office  Use  only | Date received | Time received | Initials | Number |
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This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name

**This form must be signed by the candidate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate’s request for use of an emblem** | | | |
| Constituency name: |  | Date of election: |  |
| Candidate name in full: |  | | |
| I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one) | | | |
| Emblem to be used  (Please use name or description as on Electoral Commission’s website): |  | | |
| Candidate’s signature: |  | | |
| Date: |  | | |

### This form is only effective if delivered for a candidate standing on behalf of a political party to the (Acting) Returning Officer by no later than **4pm** on the last day to deliver nominations.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that you are standing for. Please indicate the name of the party and the emblem name in the ‘Emblem to be used’ box above.