



«The Resident/Occupier» «Council»  
 «PostalAddress1» «Address1»  
 «PostalAddress2» «Address2»  
 «PostalAddress3» «PostalPostcode»  
 «PostalAddress4» «PhoneNumber»  
 «PostalPostcode» «Email»  
 «Date» «Web»  
 Reference number  
 «Ref.»

Dear «Resident/Occupier»

**Is the electoral register information correct for this address?**

| You must respond if:   | You do not need to respond if:   |
|--|--|
| any information is wrong, or if there are people eligible to register to vote at this address that are not included. | all information is correct and includes everyone eligible to register to vote at this address. |

Information on who is eligible to register to vote can be found on page 2.

**People we have registered to vote at this address:**

| Full Name   | Nationality   | Aged 76 or over (exempt from jury service) | Postal or proxy vote? (more info page 2) | Included on open register? (more info page 2) |
|-------------|---------------|--|--|---|
| «Full Name» | «Nationality» | «yes/no»                                   | «yes/no»                                 | «yes/no»                                      |
| «Full Name» | «Nationality» | «yes/no»                                   | «yes/no»                                 | «yes/no»                                      |
| «Full Name» | «Nationality» | «yes/no»                                   | «yes/no»                                 | «yes/no»                                      |
| «Full Name» | «Nationality» | «yes/no»                                   | «yes/no»                                 | «yes/no»                                      |

**If you need to tell us about any changes, the easiest way is online. It takes just a few minutes.**

- 1

**Visit the website**

«enter CCA response weblink»
- 
- 2

**Enter your unique security code**

**Part 1:** «unique security code»

**Part 2:** «unique security code»
- 
- 3

**Update your household information and submit**

Include the names and nationalities of everyone who lives at this address

You can also respond by:

- Phone: Call <<enter phone number and response details>>

<<Add any further response channels>>

If you need to update this information you will be required to declare that the information is true. If you do not live at the address you will need to tell us who you are (e.g. landlord).

If you add any new people they will also need to complete a registration application. They can do this at [gov.uk/register-to-vote](http://gov.uk/register-to-vote). We will send each new person a form if they do not apply online.

If you have a query, or need further information, please contact us using the details on page 1.

Yours faithfully

«Name»

«Title»

## Who is eligible to register to vote?

### You can register to vote if you are:

- Resident (usually live) in the UK and aged 16 or over (but you will not be able to vote until you are 18).

### You must also be either:

- A British, Irish or European Union citizen, or
- A Commonwealth citizen who has leave to enter or remain in the UK, or who does not require such leave.

## Postal and proxy votes

To arrange to vote by post or by proxy (someone you trust voting on your behalf) you can download an application form at [electoralcommission.org.uk/voter](http://electoralcommission.org.uk/voter). To change any existing postal or proxy vote arrangements contact us using the details on page 1.

## The open register

The open register is an extract of the electoral register, but it is not used for elections. It can be bought by anyone and used for many purposes including confirming name and address details and direct marketing purposes. Removing your details from the open register does not affect your right to vote.

You can find out more information about both registers and how they may be used at [gov.uk/register-to-vote](http://gov.uk/register-to-vote) or you can contact us using the details on page 1.

## Privacy statement

We collect information under the legal basis of a task carried out in the public interest, as set out in the Representation of the People Act 1983 and related regulations. We look after personal information securely and follow data protection legislation.

If you opted-out of the open register we will only use the information you give us for electoral purposes, including matching it against other sources of data to support the electoral register. If you are currently registered, where applicable, we have processed your data correctly. We will not give personal information to anyone else, unless we have to by law. The law requires us to share your information with candidates, political parties and campaigners for democratic engagement purposes and credit reference agencies to check your identity when you apply for credit.

If you have not opted-out of the open register your name and address can be bought by anyone and used for lots of purposes, including direct marketing.

The Electoral Registration Officer is the Controller. They must have a policy document known as a privacy notice setting out how they process personal data. Refer to the privacy notice at «Web 2» or contact us to request a copy. «ERO name» «ERO address» «ERO telephone»