



Rugby Borough Council  
Town Hall  
Evreux Way  
Rugby  
CV21 2RR

Call 01788 533595

Email [VoterID@rugby.gov.uk](mailto:VoterID@rugby.gov.uk)

## Application for a Voter Authority Certificate

You can also apply online at [voter-authority-certificate.service.gov.uk](https://voter-authority-certificate.service.gov.uk)

From 4 May 2023, you must present photo ID when voting at a polling station. **You do not need to complete this form if you already have an accepted form of photo ID.**

View the list of accepted photo ID and check what type of elections require photo ID at [electoralcommission.org.uk/voterID](https://electoralcommission.org.uk/voterID).

You must be eligible to vote, and registered, to get a Voter Authority Certificate. If you do not know if you are registered, you can contact us to check. You can register to vote online at [gov.uk/register-to-vote](https://gov.uk/register-to-vote) or contact us to request a paper voter registration form.

### How do I apply?

You will need:

- the address where you are registered to vote
- a recent photo
- your National Insurance number (You can still apply if you do not have a National Insurance number. You will need to provide supporting documents and it may take longer to process your application)

A Voter Authority Certificate is free of charge. We must receive your completed application form by 5pm, 6 working days before the election you want to vote in.

**Return your form as soon as you can to the address at the top right of this letter.**

Yours sincerely,

Aftab Razzaq

Electoral Registration Officer

# Application for a Voter Authority Certificate

Please write in black ink and use CAPITAL LETTERS.  
Make sure you fill in all required sections.

## 1 Your full name and address

First name(s)

Last name

Your registered address

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Postcode  (More info on page 4)

## 2 Your date of birth

Please write your date of birth in the boxes below.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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D D M M Y Y Y Y

If you don't know your date of birth, please tell us  
why and tick if you are:

Under 16  16-17  18 or over

## 3 Your National Insurance number

Please write your National Insurance number in the  
boxes below. You can find this on your payslip, P60, or  
on official letters about tax, pensions or benefits.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If you cannot provide a National Insurance number,  
please tell us why.

### If you have provided a date of birth AND National Insurance number, skip to section 5.

If you have not provided both a date of birth and  
National Insurance number, we must verify your  
identity with other documents. It may take longer to  
process your application. Please continue to section 4.

## 4 Supporting documents

**Complete this section only if you have not  
provided a date of birth and National Insurance  
number.**

You must provide either:

- copies of **THREE** documents from the lists below  
with at least one document being from list A (the  
other two can be from either list) or
- copies of **FOUR** documents from list B.

Please include copies of the documents when  
sending your application form (**do not send  
originals**), or tick the box at the bottom to say you  
cannot provide the required documents.

### Supporting documents list A:

Unless otherwise stated, these documents must be  
issued in the UK, Channel Islands, or Isle of Man.

- Birth certificate
- Marriage or civil partnership certificate
- Adoption certificate
- Firearms certificate (granted under the Firearms  
Act 1968)
- Paper driving licence (not photocard)
- Record of a bail decision  
(issued in England or Wales)
- Driving licence with photo (not issued in UK,  
Channel Islands or Isle of Man) which must be  
valid for at least 12 months from the date the  
applicant entered the UK

### Supporting documents list B:

- Bank or building society statement, or account  
confirmation letter
- Utility bill
- Credit card statement
- Benefits (or benefits entitlement) statement
- Mortgage statement
- P45 or P60 form
- Pension statement
- Council tax statement, or demand letter

**I cannot provide the required documents**

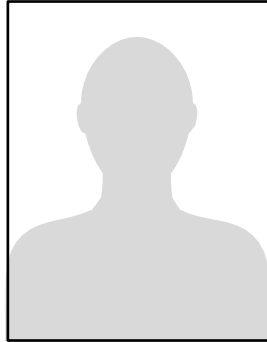
(More info on page 4)

### If you cannot provide the required documents

Please still submit this application form and  
someone will contact you. It may take longer to  
process your application.

## 5 Photo

You must supply a recent photo of your head and shoulders, with your face uncovered, to be printed on your Voter Authority Certificate.



**Please read the full list of photo requirements on page 4 of this form and make sure the photo you supply is suitable.**

Tick any boxes that apply below.

- I cannot meet the photo requirements (listed on page 4) due to a disability
- I cannot provide a photo

(More info on page 4)

### If you cannot provide a photo

Please still submit this application form and someone will contact you. It may take longer to process your application.

## 6 Receiving your Voter Authority Certificate

You will receive your Voter Authority Certificate via post at the address where you are registered to vote.

If you need to collect your Voter Authority Certificate in person, please tell us the reason why.

We can contact you about your application more easily if you provide contact details in section 8. Otherwise, we will write to your registered address.

## 7 Accessible formats

If your application is approved, please let us know if you want more information in an accessible format to be sent with your Voter Authority Certificate.

- Yes, I want information in braille
- Yes, I want information in large print
- Yes, I want easy-read information (pictures with easy words)

## 8 Contacting you about your application

Providing a phone number or email address gives us a quick and easy way to contact you about your application.

Phone no.  
(optional)

Email  
(optional)

If we cannot contact you easily, it may take longer to process your application.

## 9 Declaration

By submitting this application form you agree that:

- to the best of your knowledge, the information you have provided is true
- you understand that a Voter Authority Certificate is an identification document specifically for voting at a polling station and is not intended for any other identification purpose.

You also agree that your local Electoral Registration Office may:

- contact you if there are any issues with this application
- check your eligibility with the information they hold and have access to.

If your application contains deliberately false information, you could be fined and/or go to prison.

### Signature

Today's date

D D

M M

Y Y Y Y

## Address

Your registered address is the address where you are (or have applied to be) registered to vote.

## Supporting documents

The documents in list B can be the same type. For example, you can provide four bank statements from different months.

## Photo

You must supply a recent photo of your head and shoulders, with your face uncovered, as part of this application.

It's recommended to write your name, house number and postcode on the back of your photo.

### Your photo must be:

- clear and in focus
- in colour
- against a plain, light-coloured background
- your true likeness, with no photoshop or filters
- at least 45 x 35 mm (height x width) in size, and no bigger than 297 x 210 mm (height x width)
- undamaged (e.g. not torn, creased, or marked)

### In your photo you must:

- face forwards and look straight at the camera
- be alone, with no other objects or people
- have a plain expression
- have eyes open and visible, with no hair in front of them
- not wear sunglasses, but normal glasses are fine if you typically wear them
- not have a head covering (except for religious or medical reasons)
- not have 'red-eye', glare or shadows over your face

If you have ticked the box on page 3 to say you have a disability, the photo you supply:

- doesn't need to have a plain expression
- doesn't need to have your eyes open and visible

## Privacy statement

This privacy notice tells you what will happen to the personal information you supply with this application form.

The Electoral Registration Officer is the Controller. Their lawful basis for collecting the personal information is that the processing is necessary in order to perform a task in the public interest as set out in the Representation of the People Act 1983 and related regulations.

The Electoral Registration Officer is legally required to process your personal information securely and comply with data protection legislation. Please refer to their privacy notice which explains what they will do with your personal information at [www.rugby.gov.uk](http://www.rugby.gov.uk) or contact them to request a copy. Aftab Razzaq, Town Hall, Evreux Way, Rugby CV21 2RR 01788 533595