

Sandwell Metropolitan Borough Council
Sandwell Council House
Oldbury
West Midlands
B69 3DE

«Resident/Occupier»
«Address line1»
«Address line2»
«Address line3»
«Address line4»
«Address line5»
«Postcode»

Email:
electoral_services@sandwell.gov.uk
Web:
www.sandwell.gov.uk/electionsform
Call:
0121 569 3244

Date: «date»
PD Ref : «REF»

Dear «Resident/Occupier»

Is the electoral register information correct for this address?

You must respond if:

any information is wrong, or if there are people eligible to register to vote at this address that are not included.

You do not need to respond if:

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

Visit www.householdresponse.com/sandwell

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:

- Call FREEPHONE **0800 197 9871** and when prompted enter part 1 and part 2 of your security code.

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**. 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.

Yours faithfully

David Stevens
Electoral Registration Officer

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**. 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** 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 www.sandwell.gov.uk or contact us to request a copy.

David Stevens, Electoral Services, Sandwell Council House, Oldbury B69 3DE - 0121 569 3244.

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Dear «Resident/Occupier»

You must respond so we can check who is eligible to register to vote.

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

You are legally required to respond to this letter. Please respond by «ERO DATE». The easiest way is online. It takes just a few minutes.

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Visit the website

Visit www.householdresponse.com/sandwell
- 
- 2

Enter your unique security code

Part 1: «unique security code»

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- 3

Update your household information and submit

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



You can also respond by:

- Call FREEPHONE **0800 197 9871** and when prompted enter part 1 and part 2 of your security code.
- Text **NOCHANGE** followed by your security codes to **80212** (standard charges apply)

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. We will send each new person a form if they do not apply online.

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Canvass Form 2020



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You are legally required to respond. Please respond by «ERO DATE». The easiest way is online. It takes just a few minutes.

1	Visit the website Visit www.householdresponse.com/sandwell
▼	
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You can also respond by:

- Call FREEPHONE **0800 197 9871** and when prompted enter part 1 and part 2 of your security code.
- Text **NOCHANGE** followed by your security codes to **80212** (standard charges apply)
- **Complete** the form and then **post** it back to us using the envelope provided

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

Yours faithfully

David Stevens
Electoral Registration Officer



Canvass Form


«Street»

«Town»

«County»

«Postcode2»

1 Check who is eligible to register to vote

We need to know who lives at this address in order to check who is eligible to register to vote. Information on who is eligible to register to vote can be found on page 3. The easiest way to respond is online www.householdresponse.com/sandwell . You can also respond by post using this form.

Add the details of anyone eligible to register to vote at this address

Full Name	Nationality	Aged 76 or over (exempt from jury service)	Phone (optional)	Email (optional)
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		

Providing an email and phone number gives a quick and easy way to contact you about your registration. Not enough space? Please write further names on a separate sheet of paper. Each person added will also need to complete a registration application. They can do this at gov.uk/register-to-vote. We will send each new person a form if they do not apply online.

2 Fill in this section if there is no one at this address who is eligible to register to vote

Please tick.

The property is empty

This is solely a business premises

This is a second home

None of the residents are eligible to vote because of their nationality. Please give their nationalities

Other reason (please state)

3 Declaration

As far as I know, the details on this form are true. I understand that it may be an offence to fail to provide the information asked for in this form and if convicted I may be fined up to £1000.

I understand that it is an offence to knowingly provide false information in this form, or to do so with reason to suspect that the information is false and if convicted I may be imprisoned for up to six months, and/or face an unlimited fine.

Signature

Full name (CAPITALS)

Today's date (dd/mm/yyyy)

Phone (optional)

Email (optional)

If you don't live at this address, please tell us who you are (e.g. landlord).



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