



Easy read: How to apply online for a Voter Authority Certificate



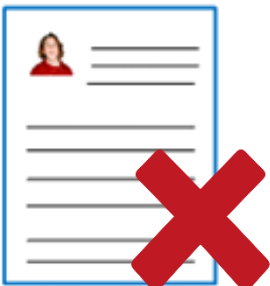
This guide will help you to apply online for a Voter Authority Certificate by using the Government's website.



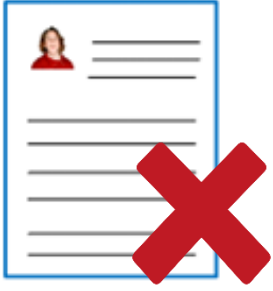
A Voter Authority Certificate can be used as photo ID when you vote at a polling station in the UK.



A polling station is where you go to vote in an election.



You can not use a Voter Authority Certificate as photo ID for anything else.



You do not need to apply for a Voter Authority Certificate if:



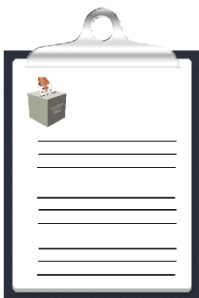
- you have photo ID that is ok to use for voting, like a passport or a driving licence



- your photo ID is out of date, but you still look like the photo on your ID



- you had a different name in your photo ID, but you have a document which proves you have changed your name



You can only apply for a Voter Authority Certificate if you have registered to vote



or if you have applied to register to vote.



Click the link below to go to the Government's website to apply online for a Voter Authority Certificate <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>



Click the green 'Start now' button to start to apply for your Voter Authority Certificate.



The sentences or questions **in bold** are what you will see on the screen.



When you are applying online, if you are told **Based on what you've told us, you do not need a Voter Authority Certificate**



This means that you do not need to apply for a Voter Authority Certificate.



Are you registered to vote?

Click on the answer which applies to you.



If you are not registered to vote and you have not applied to register to vote,



you will get a link to a page where you can register to vote.



Where are you registered to vote?

Click on the part of the UK where you live.



How do you plan to vote?

Click on how you plan to vote in elections.



If you vote by post or you vote by proxy, you do not need to apply for a Voter Authority Certificate.



By proxy means you ask someone you trust to vote for you.



If you do not have a photocard driving licence or a passport you can bring to the polling station, go to page 12.



Do you have a photocard driving licence you can bring to the polling station?

Click on the answer which applies to you.



The photocard driving licence must be from the UK or the EEA. EEA stands for European Economic Area.



Then click on the green 'Continue' button.



If you do not have a photocard driving licence, go to page 9 to answer the questions about your passport.



If you answered 'yes', you will be asked **Is your driving licence current?**



Click on if your driving licence is current or expired. Expired means that it is out of date.

Continue

Then click on the green 'Continue' button.



If you answered that your driving licence is expired, you will be asked

Do you still look like the photo on your expired driving licence?



Click on the answer which applies to you.



Is the name on your driving licence the same as the one you registered to vote with?



Click on the answer which applies to you.

Continue

Then click on the green 'Continue' button.



If you answered that your name is not the same,



you will be asked

Do you have a legal document proving this name change that you can bring to the polling station?



If you can use your driving licence as photo ID to vote at the polling station, you will be told



Based on what you've told us, you do not need a Voter Authority Certificate



This means that you do not need to apply for a Voter Authority Certificate.



Do you have a passport you can bring to the polling station?



Click on the answer which applies to you.



Then click on the green 'Continue' button.



If you answered 'yes', you will be asked

Is your passport current?



Click on if your passport is current or expired. Expired means that it is out of date.



Then click on the green 'Continue' button.



If you answered that your passport is expired, you will be asked

Do you still look like the photo on your expired passport?



Click on the answer which applies to you.



Is the name on your passport the same as the one you registered to vote with?



Click on the answer which applies to you.

Continue

Then click on the green 'Continue' button.



If you answered that your name is not the same,



you will be asked

Do you have a legal document proving this name change that you can bring to the polling station?



If you can use your passport as photo ID to vote at the polling station, you will be told



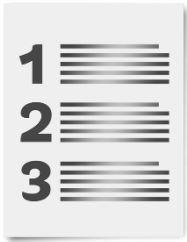
Based on what you've told us, you do not need a Voter Authority Certificate



This means that you do not need to apply for a Voter Authority Certificate.



If you do not have a driving licence or a passport which you can use as photo ID,



you will be asked

Can you bring one of the following to the polling station?



Click on any of the photo ID that you have in the list.



The list of photo ID that might be ok to use for voting includes:

- Blue Badge
- Travel pass for older or disabled people from your local Council. The pass must be funded by the Government.
- In London: 60+ Oyster card or freedom pass

Continue

Then click on the green 'Continue' button.



If you answer that you have any of the photo ID in the list, you will be asked some questions about the photo ID.



The questions will check if you can use your photo ID for voting.



You will be asked
Is your ID current?



Click on if your ID is current or expired.
Expired means that it is out of date.



Then click on the green 'Continue' button.



If you answered that your ID is expired, you will be asked

Do you still look like the photo on your expired ID?



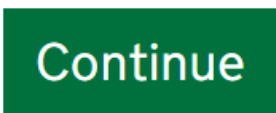
Click on the answer which applies to you.



Is the name on your ID the same as the one you registered to vote with?



Click on the answer which applies to you.



Then click on the green 'Continue' button.



If you answered that your name is not the same,



you will be asked

Do you have a legal document proving this name change that you can bring to the polling station?



If you can use your ID as photo ID to vote at the polling station, you will be told



Based on what you've told us, you do not need a Voter Authority Certificate



This means that you do not need to apply for a Voter Authority Certificate.



If you do not have any ID which you can use as photo ID when you vote at a polling station



you will be told

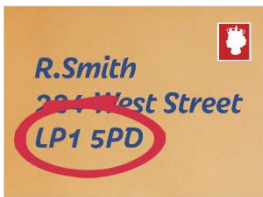
You want to apply for a Voter Authority Certificate

Start now >

Click the green 'Start now' button to start to apply for your Voter Authority Certificate.



What is your registered UK address?



Type your postcode in the box.

Find address

Click 'Find Address'.



Click on the box and choose your address from the list.

Continue

Then click on the green 'Continue' button.



We'll send your Voter Authority Certificate to your registered address



You can choose if you want your Voter Authority Certificate sent to the address where you have registered to vote.



What is your name?



Type your first name in the 'First name' box.



If you have a middle name, type it in the 'Middle names' box.



Type your last name in the 'Last name' box.



Have you changed your name since you last registered to vote?



If you answer 'yes', you will get a link to a page where you can register to vote with your new name.

What is your date of birth?

Type:

- the day of your birthday
- the month of your birthday
- the year you were born



Continue

Then click on the green 'Continue' button.



Add your photo

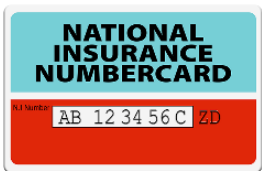
Upload a photo of yourself.



There are a lot of rules about the photo.

Continue

Then click on the green 'Continue' button.



What is your national insurance number?

Write your National Insurance number in the box.



Your National Insurance number should be on your payslip, or on a letter about tax, pensions or benefits.



If you do not know your National Insurance number,



you will be asked

Can you upload any of these documents?



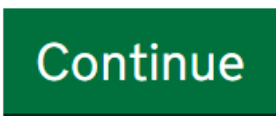
Choose which documents you can upload.



Then click on the green 'Continue' button.



Upload the documents into the upload boxes.



Then click on the green 'Continue' button.



You might also be asked
Upload other documents



Choose which sort of document you can
upload.



Upload the document.



You might need to upload 2 documents.



Then click on the green 'Continue' button.



What are your contact details?

Choose which ways you want to be contacted.



Type your email address or phone number if you want to be contacted by email or phone.



Then click on the green 'Continue' button.



Do you need information explaining your Voter Authority Certificate in braille, large print or easy read?



Click on the answer which applies to you.

Continue

Then click on the green 'Continue' button.



If you answered yes, you will be asked

Which format do you need your information in?



Click on the answer which applies to you.

Continue

Then click on the green 'Continue' button.



Send your application

Check all of your answers before you send your application.



If you want to change any of your answers, click on the 'Change' box next to the answer you want to change.



This will take you to a new page where you can change your answer.

I agree — send application

When you are happy with all of your answers, click 'I agree – send application'.



When you click 'I agree – send application' you have finished your application.