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| CL | UK Parliamentary election | Candidate checklist |

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 at a [general election](https://www.electoralcommission.org.uk/guidance-candidates-and-agents-uk-parliamentary-general-elections-great-britain).

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| Task | **Tick** |
| Nomination form (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 registered with the Electoral Commission 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. When collecting subscriber information ensure that you explain what the information will be used for and that the information will be shared with the Returning Officer. |  |
| Method of submitting the form to the RO: by hand by yourself, your proposer or seconder, or by your election agent (if the Returning Officer has previously received notification of their appointment). It cannot be submitted by post, fax, e-mail or other electronic means. |  |

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| Task | **Tick** |
| Candidate’s home address form (all candidates) |  |
| Add your 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 or relevant area that your address is in (or country if outside the UK), and sign the form |  |
| Method of submitting the form to the RO: by hand by yourself, your proposer or seconder, or by your election agent (if the Returning Officer has previously received notification of their appointment). It cannot be submitted by post, fax, e-mail or other electronic means. |  |

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| Task | **Tick** |
| 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. You are not allowed to sign the consent form earlier than one calendar month before the deadline for submitting your nomination papers |  |
| Get the other person to complete and sign the witness section |  |
| Method of submitting the form to the RO: in person (no restriction on who may deliver), by hand. It cannot be submitted by post, fax, e-mail or other electronic means. The only exception to this is where the candidate is overseas in which case the consent may be sent by electronic means. |  |

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| Task | **Tick** |
| 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 |  |
| Method of submitting the form to the RO: in person (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means. |  |

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| Task | **Tick** |
| 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 |  |
| Method of submitting the form to the RO: in person (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means. |  |

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| Task | **Tick** |
| Appoint an election agent (all candidates) |  |
| Give name, address and office address of the appointed election agent. If you do not appoint an agent or choose to act as your own agent and do not provide an office address, your home address will be published on the notice of election agents if that address is within the relevant area (otherwise the office address will be that of your proposer). This will be the case even if you have requested to withhold this information on the home address form. |  |
| Ensure the appointed agent signs the form showing their acceptance |  |
| Method of submitting the form to the RO: in person (no restriction on who may deliver), or by post. It cannot be submitted by fax, e-mail or other electronic means. |  |

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| Task | **Tick** |
| Deposit (all candidates) |  |
| £500 deposit (to be submitted in legal tender, by a banker’s draft or in any other way permitted by the Returning Officer) by 4pm on the 19th working day before the poll |  |