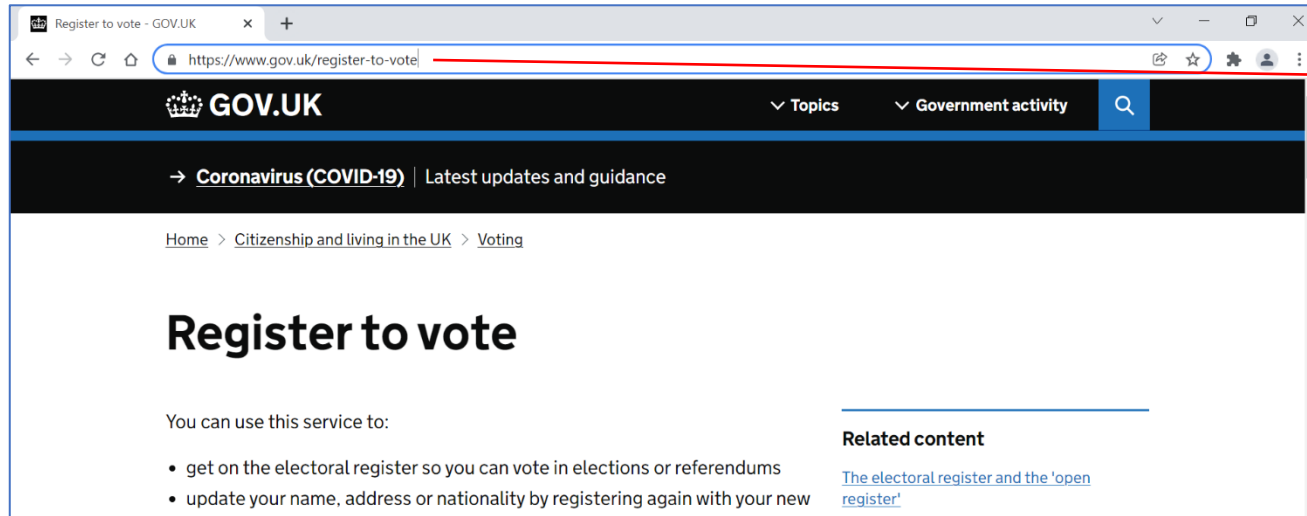


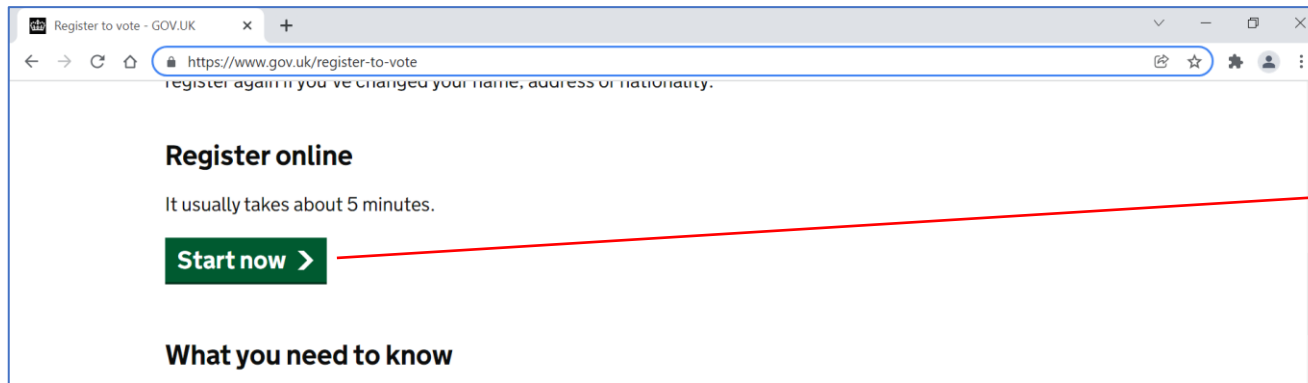
Swansea Council

A Step-by-Step guide to register to Vote Online



Step 1

Visit:
www.gov.uk/register-to-vote



Step 2

Scroll down then click on
'Start now'

Where do you live? - Register to vote

GOV.UK Register to vote

Where do you live?

England

Scotland

Wales

Northern Ireland

or

British citizen living in another country
including the Channel Islands or Isle of Man

[Continue](#)

Step 3

- Select 'Wales'
- then click 'Continue'

What is your nationality? - Register to vote

GOV.UK Register to vote

What is your nationality?

Select all options that are relevant to you.

British
including English, Scottish, Welsh or from Northern Ireland

Irish
including from Northern Ireland

Citizen of a different country

[Help with nationality](#)

[Continue](#)

Step 4

- Select your nationality
- If you hold multiple nationalities, then select all options that are relevant to you
- then click 'Continue'

What is your nationality? - Register to vote

registertovote.service.gov.uk/register-to-vote/nationality

Select all options that are relevant to you.

British
including English, Scottish, Welsh or from Northern Ireland

Irish
including from Northern Ireland

Citizen of a different country

Country name

Add additional country

[Help with nationality](#)

Continue

Please Note:

- If you select 'Citizen of a different country' in Step 4, then type the Country name in the box that appears
- If you hold multiple nationalities, then you can add more countries by clicking on '**Add additional country**'
- then click '**Continue**'

The screenshot shows a web browser window with the URL `registertovote.service.gov.uk/register-to-vote/date-of-birth`. The page header includes the GOV.UK logo and the text 'Register to vote'. Below the header, there is a 'Back' link. The main heading is 'What is your date of birth?'. An example date '31 3 1970' is provided. Below this, there are three input fields labeled 'Day', 'Month', and 'Year'. A 'Continue' button is located below the input fields. A link for 'Help with date of birth' is also present. At the bottom of the page, there is a link that says 'Is there anything wrong with this page?'. Red lines from the adjacent text box point to the input fields and the 'Continue' button.

Step 5

- Provide your date of birth
- then click '**Continue**'

What is your full name? – Register

registertovote.service.gov.uk/register-to-vote/name

What is your full name?

Enter your name in full, as it appears on official documents - don't use initials.

First name

Middle names (optional)

Last name

Have you ever changed your name?
For example: marriage, deed poll

No, I haven't changed my name

Yes, I changed my name

Prefer not to say

Continue

Step 6

- Enter your first name in the first box
- If you have any middle names, then provide them in the second box. If not, then leave the second box blank
- Enter your last name in the third box
- If you have never changed your name, then click **'No, I haven't changed my name'**
- If you have ever changed your name, then click **'Yes, I changed my name'** – More boxes will pop up so you can fill in your previous name.
- If you prefer not to say whether you have changed your name or not, then click **'Prefer not to say'**
- then click **'Continue'**

The screenshot shows a web browser window with the URL `registertovote.service.gov.uk/register-to-vote/nino`. The page header includes the GOV.UK logo and the text 'Register to vote'. Below the header is a '< Back' link. The main heading is 'What is your National Insurance number?'. An example 'Example: QQ 12 34 56 C' is provided above an empty text input field. Below the input field is a blue link that says 'I don't know my National Insurance number'. At the bottom of the form area is a green 'Continue' button. A blue footer bar at the very bottom contains the text 'Is there anything wrong with this page?'. Two red lines originate from the right side of the page, pointing to the input field and the 'Continue' button.

Step 7

- Provide your National Insurance number – You can find your National Insurance number on your payslips or official letters about tax, pensions, or benefits
- then click '**Continue**

Please note: If you don't have a national insurance number or if you don't know your national insurance number, please go to page 17 of this guide before continuing to the next step.

ress? - Register x +

registertovote.service.gov.uk/register-to-vote/address

GOV.UK Register to vote

< Back

What is your address?

Enter the postcode where you live and where you would like to register to vote.

Postcode

Find address

[I don't know what postcode to use](#)

Step 8

- Provide your Postcode
- then click '**Find Address**'

your address? - Register x +

registertovote.service.gov.uk/register-to-vote/address/select

GOV.UK Register to vote

< Back

What is your address?

Postcode

 [Change](#)

Address

 [I can't find my address on the list](#)

Continue

Is there anything wrong with this page?

Step 9

- Find your address in the list that appears
- then click '**Continue**'

Please note: If you can't find your address in the list, make sure your post code is entered correctly.

If you still can't find your address with your correct post code, then click on '**I can't find my address on the list**' so you can manually add your address in

The screenshot shows a web browser window with the URL `registertovote.service.gov.uk/register-to-vote/other-address`. The page header includes the GOV.UK logo and the text 'Register to vote'. Below the header is a navigation link '< Back'. The main heading is 'Do you also live at a second address?'. There are three radio button options: 'No', 'Yes, I spend time living at two homes', and 'Yes, I'm a student with home and term-time addresses'. A green 'Continue' button is located at the bottom left. A red line is drawn from the 'Yes, I'm a student with home and term-time addresses' option to the right-hand text box.

Step 10

- If you only live at the address you have provided in the Step 9 then click '**No**'
- If you also live at a second address then click '**Yes, I spend time living at two homes**'
- If you are a student and have a home and term-time address then click '**Yes, I'm a student with a home and term-time address**'
- then click '**Continue**'

Please note: if you wish to register to vote at two different addresses, then you can submit a separate application for each address

permanently moved out. x +

registertovote.service.gov.uk/register-to-vote/previous-address

GOV.UK Register to vote

[Back](#)

Have you permanently moved out of another address in the last 12 months?

We'll remove your details from the register at your previous address. So only give an address if you've moved out permanently.

No

Yes, from a UK address

Yes, from abroad

Continue

Step 11

- If you have not moved out of another address in the last 12 months, then click **'No'** – Go to Step 12 of this guide
- If you have permanently moved out of another address in the UK and wish to have your details removed from that address, then click **'Yes, from a UK address'**
- If you have permanently moved out of another address outside the UK, then click **'Yes, from abroad'**
- then click **'Continue'**

your previous address: x +

registertovote.service.gov.uk/register-to-vote/previous-address/postcode

GOV.UK Register to vote

< Back

What was your previous address?

Postcode

Find address

Please note:

- If you selected **'Yes, from a UK address'** in step 11, then provide the postcode of the address you moved out from permanently to find your address from a list like you did in Step 9.

registertovote.service.gov.uk/register-to-vote/previous-address

Have you permanently moved out of another address in the last 12 months?

We'll remove your details from the register at your previous address. So only give an address if you've moved out permanently.

No
 Yes, from a UK address
 Yes, from abroad

Were you registered as a UK voter when you were abroad?

Yes No

Continue

Please note:

- If you selected **'Yes, from abroad'** in Step 11, and you were registered to vote in the UK when you were abroad, select **'Yes'** and click **'Continue'** to provide the address you were registered to vote at when you were abroad.
- If you selected **'Yes, from abroad'** in Step 11 and you were not registered to vote in the UK when you were abroad, select **'No'** and click **'Continue'**

t to opt out of the 'o' x +

registertovote.service.gov.uk/register-to-vote/open-register

< Back

Do you want to opt out of the 'open register'?

The electoral register lists the name and address of everyone who's registered to vote.

There are 2 versions of the electoral register - the full version and the 'open register' ('edited register' in Northern Ireland).

You can opt out of the open register. This is the version of the register that's available to anyone who wants to buy a copy.

Opting out will not affect your right to vote.

I do not want my name and address to appear in the open register

[▶ About the 2 versions of the electoral register](#)

Continue

Step 12

Now you have the option to decide if you wish your details to be available on the 'Open Register' or not.

The electoral register lists the name and address of everyone who's registered to vote.

There are 2 versions of the electoral register:

1. 'The Full Version'
2. 'The Open Register' – this version of the register is open to anyone who wants to buy a copy

Opting out of the open register does not affect your right to vote

- If you do not want your name and address to appear in the open register, then tick the box next to '**I do not want my name and address to appear in the open register**' -
- If you are happy for your name and address to appear in the open register, then leave the box unticked -
- then click '**Continue**'

nt to apply for a postal vote x +

registertovote.service.gov.uk/register-to-vote/postal-vote

< Back

Do you want to apply for a postal vote?

No, I prefer to vote in person
 No, I already have a postal vote
 Yes, send me a postal vote application form

▶ [What is a postal vote?](#)

Continue

No, I already have a postal vote

Yes, send me a postal vote application form

You'll need to sign and return the postal vote application form. How should we send you the form?

Email it to me
 Post it to me

▶ [What is a postal vote?](#)

Continue

Step 13

Now you have the option to decide if you want to apply for a postal vote

If you wish to vote by post then you will receive a ballot paper either to your address or your email address

Anyone can apply for a postal vote. You don't need to give a reason.

If you're not sure whether you want a postal vote, you can complete your registration now and apply for a postal vote later

- If you wish to vote in person, then click '**No, I prefer to vote in person**'
- If you have already applied for postal vote, then click '**No, I already have a postal vote**' – Please note: if you have moved address, then you need to re-apply for a postal vote
- If you would like to apply for a postal vote, then click '**Yes, send me a postal vote application form**' and choose whether you wish to receive it via email (click '**Email it to me**') or post (click '**Post it to me**').
- then click '**Continue**'

questions about your | X +

registerstovote.service.gov.uk/register-to-vote/contact

If we have questions about your registration can we contact you by phone?

Your phone number will only be kept by the Electoral Registration Office of your local council and you will be contacted only if they need further information about your registration. It will not be used for marketing or any other purposes.

Contact me by phone

Phone number
For non-UK telephone numbers include the country code, for example +34 for Spain.

If we have questions about your registration can we contact you by email?

Your email address will only be used to send confirmation and if further information is needed about your registration. It will only be kept by the Electoral Registration Office of your local council and will not be used for marketing or any other purposes.

Contact me by email

Email address

[Examples of why you may be contacted](#)

! If we can't contact you easily, your application may be delayed and may be rejected if we can't contact you at all.

Continue

Step 14

You can now provide your contact phone number and email address.

Your phone number and email address will only be kept by the Electoral Registration Office at your local council (Swansea Council if you are registering to vote in Swansea) and you will only be contacted if they need further information about your registration and to send you confirmation (via email). Your phone number and email address will not be used for marketing or any other purposes.

- If you are happy for the Electoral Registration Office at Swansea Council to contact you by phone, if they have any questions about your registration, then enter your phone number in the box under '**Contact me by phone**'
- If you would like to receive a confirmation email and are happy for the Electoral Registration Office at Swansea Council to contact you by email, if they have any questions about your registration, then enter your phone number in the box under '**Contact me by email**'
- then click '**Continue**'

your details - Register to +

registertovote.service.gov.uk/register-to-vote/confirmation

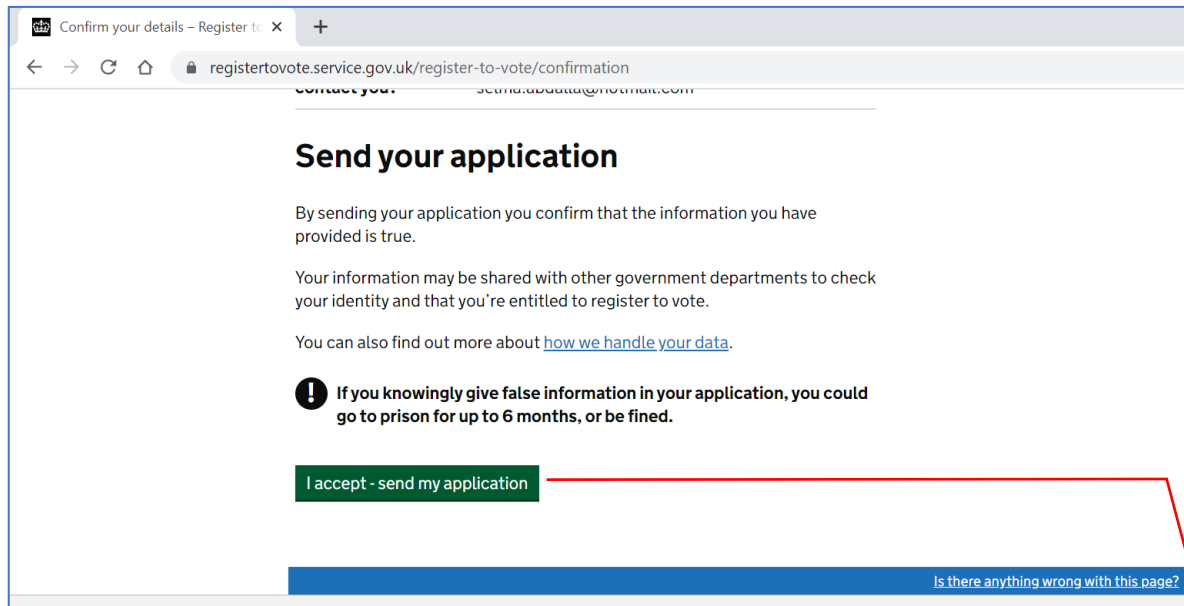
Name	<input type="text"/>	Change
Previous name	<input type="text"/>	Change
Date of birth	<input type="text"/>	Change
Nationality	<input type="text"/>	Change
National insurance number	<input type="text"/>	Change
Address	<input type="text"/>	Change
Second address	<input type="text"/>	Change
Previous address	<input type="text"/>	Change
Open register	<input type="text"/>	Change
Postal vote	<input type="text"/>	Change
How should we contact you?	<input type="text"/>	Change

Step 15

You can now check over all the information you have provided to make sure there are no errors.

If you do spot anything you need to change then click on '**Change**' next to the field you wish to edit

Once you are happy that all the information is correct, click '**Continue**'



Step 16

You are now able to send your application.

By sending your application you confirm that the information you have provided is true.

Your information may be shared with other government departments to check your identity and that you're entitled to register to vote.

If you would like to find out more about how your data will be handled, then you can click on the link '**how we handle your data**'

! If you knowingly give false information in your application, you could go to prison for up to 6 months or be fined.

If you are happy you have provided all the correct information, and accept all of the above then click on '**I accept – send my application**' to send your application.

Your application has been received and is being processed

Your reference number is
XXXXXXXXXX

We have sent you a confirmation email.

Swansea Electoral Registration Office will email or write to you within 10 days. If an election is taking place in your area, it might take longer. If you need to discuss your application, contact your [local Electoral Registration Office \(link opens in a new window\)](#).

You can also find out about [what happens next](#)

[What did you think of this service?](#) (takes 30 seconds)

To help us to improve the Register to Vote service, [we would like to know more about our users](#). This survey may ask for personal details, such as your age, ethnicity or your reasons for choosing to register to vote online. The survey is optional and your answers are anonymous.

[Is there anything wrong with this page?](#)

You have now submitted your application and your reference number will be displayed on the screen.

If you have provided an email address you will receive a confirmation email.

If you have not provided an email address you will receive a letter in the post within 10 days. If an election is taking place in Swansea, then it might take longer.

If you would like to contact the Electoral Registration Office at Swansea council, then click on the link '**local Electoral Registration Office (link opens in a new window)**'

If you don't know your National Insurance Number click on 'I don't know my National Insurance number'

What is your National Insurance number?

Example: QQ 12 34 56 C

▼ I don't know my National Insurance number

You can:

- look for your National Insurance number on payslips or official letters about tax, pensions or benefits.
- [I need help finding my National Insurance number](#)

If you can't provide a National Insurance number you will need to explain why. You'll also need to send copies of identity documents through the post. This could delay your name getting on the electoral register.

▶ [I can't provide my National Insurance number](#)

[Continue](#)

- If you know that you have a National Insurance number but need help to find it then click on 'I need help finding my National Insurance number'
- A new tab will open explaining different ways you could obtain your National Insurance number

GOV.UK

→ Coronavirus (COVID-19) | Latest updates and guidance

Home > Money and tax > National Insurance

Find a lost National Insurance number

If you do not know your National Insurance number, the quickest and easiest way to find it is:

- online through your personal tax account
- on a document you already have, for example a payslip or P60

Related content

- [Apply for a National Insurance number](#)
- [National Insurance](#)

HM Revenue and Customs (HMRC) will not tell you your National Insurance number over the phone. If you call them, it can take up to 15 minutes.

Find a lost National Insurance number

registertovote.service.gov.uk/register-to-vote/nino

▼ [I don't know my National Insurance number](#)

You can:

- look for your National Insurance number on payslips or official letters about tax, pensions or benefits.
- [I need help finding my National Insurance number](#)

If you can't provide a National Insurance number you will need to explain why. You'll also need to send copies of identity documents through the post. This could delay your name getting on the electoral register.

▼ [I can't provide my National Insurance number](#)

Why can't you provide your National Insurance number?

It will be easier to contact you if you provide your email address (optional)

[Continue](#)

- If you can't provide a National Insurance number for whatever reason, then click on '**I can't provide my National Insurance number**'
- In the box that appears explain why you can't provide a National Insurance number, for example: *'I don't have a National Insurance number, but I can provide copies of my identity documents through the post'*
- If you have an email address then provide it in this box, this is optional, but it will make it easier to contact you