



## **The Annual Canvass - Frequently Asked Questions**

### **Will I still get an annual canvass form? / I've already registered, will I still get a canvass form?**

Yes, you will receive a form called a Household Enquiry Form every year, even if you are already registered. The purpose of the form is to confirm who lives at your address. This means we can invite other residents, including any 16 and 17 year-olds, to register to vote if we need to.

### **Why do you still need to send a canvass form / Household Enquiry Form (HEF) each year?**

In order to know who is eligible to register to vote, including any 16 or 17 year-olds, we need to know who lives at your address. The Household Enquiry Form is designed to collect this information. The information provided on the form will allow us to send a separate individual registration form to all the people in your household who are eligible and need to register.

### **What will happen after I complete the HEF?**

The information provided on the form will allow us to send a separate individual registration form to all the people in your household who are eligible and need to register. If there are no changes you will not need to complete any further forms.

### **How do I complete the information requested on the HEF?**

Completing the form only takes a few minutes. You need to include the name and nationality of everyone aged 16 or over who is resident and eligible to register to vote. If there are no eligible residents, you should state why this is the case. If anyone listed on the HEF is not living at your address, their name/s should be clearly crossed through. If there are no changes you can complete the information by phone, text or online. If there are changes to the HEF you can still complete this information online.

## **There are people listed on the HEF that don't live here, what do I do?**

If anyone listed on the HEF is not living at your address, their name/s should be clearly crossed through. You may have already informed the Elections Office that someone is no longer living at your address, however by law, we now need two pieces of evidence to show that someone is no longer eligible to be registered at an address.

## **Do I put down everyone who lives here?**

You need to include the name and nationality of everyone aged 16 or over who is resident and eligible to register to vote. If there are no eligible residents, you should state why this is the case.

## **Do I have to respond to the HEF?**

By law, you need to provide the information requested on the HEF.

There is a criminal penalty for failing to provide the information required by the HEF to the Electoral Registration Officer of a maximum of £1,000. The penalty for providing false information to an Electoral Registration Officer is imprisonment of up to six months or, (on summary conviction) an unlimited fine.

## **I received a HEF, but the information needs changing. How can I update it?**

Please go to [www.householdresponse.com/stockport](http://www.householdresponse.com/stockport)

## **I have already applied to register, do I need to return the HEF I've received too?**

Yes. The HEF is not a registration form, but instead provides us with information on who lives in your household. This means we can invite other residents, including any 16 or 17 year-olds, to register to vote if we need to.

## **I have already returned a HEF, do I need to return the registration form I've received too?**

You should complete and return the registration form or register online at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote). The HEF is not a registration form, but instead provides us with information on who lives in your household. This means we can invite other residents, including any 16 or 17 year-olds, to register to vote if we need to.

## **Security and privacy**

### **Will my details be shared with other organisations?**

Using information received from the public, registration officers keep two registers – the electoral register and the open register (also known as the edited register).

The electoral register lists the names and addresses of everyone who is registered to vote in public elections. The register is used for electoral purposes, such as making sure only eligible people can vote. It is also used for other limited purposes specified in law, such as detecting crime (e.g. fraud), calling people for jury service and checking credit applications.

The open register is an extract of the electoral register, but is not used for elections. It can be bought by any person, company or organisation. For example, it is used by businesses and charities to confirm name and address details.

Your name and address will be included in the open register unless you ask for them to be removed. Removing your details from the open register does not affect your right to vote.

### **Is the data I enter online secure?**

The online registration service and the data you provide are secure. It has been independently accredited tested for security and developed to meet best practice guidelines for data security.

### **Why do you want my National Insurance number?**

Under the new system people need to provide a few more details about themselves to register – these are date of birth and National Insurance number. These details are checked against government records to verify the person's identity. This is intended to make the system more secure.

### **Why do you want my date of birth?**

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### **How do I join or get removed from the open (edited) register?**

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Your name and address will be included in the open register unless you ask for them to be removed. Removing your details from the open register does not affect your right to vote. You can change your opt-out preference at any time by making a request with your full name, address and an indication of whether you wish to be included in or omitted from the edited register. You can do this in writing or over the phone by calling 0161 217 6026. We will also write to you to confirm any change.

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