

# Voter Registration Toolkit

A guide for students running voter registration drives



GREATER  
**LONDON**  
AUTHORITY



## VOTER REGISTRATION TOOLKIT

Welcome to running a voter registration drive in your school or college!

This toolkit is designed to support you and other young people to register to vote, understand how you can take part in civic and democratic participation, and get your voice heard to shape our city.

You don't need to be an expert to run an impartial voter registration drive! This toolkit has all the support you need, including:

- A guide to planning and running your drive, including checklists, tips and tricks, and a quick response guide to help you answer common questions
- An introduction to voting in London, to give you the information you need to support people to register to vote
- Flow charts to check if someone is eligible to vote
- A printable pledge template to help others to get their friends and family registered
- A certificate to celebrate your achievement!



For more information and resources, head to [registertovote.london](https://registertovote.london).

For tailored information on voting and more, head to our

WhatsApp Chatbot



To stay in the loop with all our events and activities follow our

WhatsApp Channel



# CHECKLIST, TIPS, AND QUICK RESPONSE GUIDE

The next few pages will guide you through the process of planning and running your voter registration drive. There's also a rough suggestion for how much time each step will take (although you might complete some tasks in more or less time than is suggested), and a guide for how you might respond to some commonly asked questions in an impartial way.

We recommend giving yourself **at least a month** to plan the whole event; this will give your school or college enough time find a space for you to hold your drive and support you to promote it and get it set up.



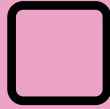
# CHECKLIST: PLANNING YOUR EVENT



## RECRUIT VOLUNTEERS (2-3 DAYS)

You'll need people to help with everything from planning and promotion to direct voter assistance on the day of the drive. By having a volunteer team that represents a wide range of backgrounds and experiences, you can better connect with and serve every young person in our community. Below are some roles that you can assign; however, some people can have multiple roles.

Depending on the size of the event, you could have between 2 and 5 people running the voter registration drive.



## ASSIGN ROLES (1 HOUR)

Designate the following roles:

### Voter Registration Drive Lead

This person is in charge of organising the drive. They ensure that all resources you need are available, assign roles, and ensure everything goes smoothly on the day.

### Community Engagement Lead

This person is in charge of engagement, encouraging participation, and talking to as many people as possible about why they should register to vote. You may have multiple Community Engagement Leads.

### Reporting Lead

This person is responsible for keeping track of

- How many people you talk to
- How many people you register to vote
- Any other feedback
- Filling out the survey form at the end.

Check out the tips and tricks section to help you and your facilitators make the most out of your roles!



## TRAIN YOUR VOLUNTEERS (2 HOURS)

Make sure your volunteers have read the "Introduction to voting in London" and "Tips and tricks" document, and check that everyone understands what they need to do.



## SELECT A LOCATION, TIME AND DATE (1 HOUR)

- **Location:** Choose a space where lots of people will see you and there will be plenty of people passing through for you to speak to. Examples include lunch halls, school libraries, sixth form centres.
- **Time and date:** Choose a date and time when people are most likely to be available to stop for a few minutes and register to vote.
- **Deadlines:** You can register to vote at any time, not just ahead of elections. If there is an election happening soon, check deadlines for registering to vote at <https://www.electoralcommission.org.uk/voting-and-elections>.



## PROMOTE YOUR EVENT (1-2 WEEKS)

Coordinate with staff and students to let them know about your voter registration drive. **Where can this be announced?** In lessons, assemblies, newsletters, posters, and digital displays. The more people know about your event, the more likely they are to participate!

# CHECKLIST: ON THE DAY



## GET YOUR RESOURCES

- ☐ Have you printed the posters with QR codes that people can scan to register to vote?
- ☐ Do you have the eligibility flow chart?
- ☐ Do you have access to a laptop/tablet to help people to register?



## TALK TO AS MANY PEOPLE AS POSSIBLE

Be encouraging and friendly! Talk to both staff and students.



## ENCOURAGE PEOPLE TO REGISTER TO VOTE

Some people will be able to register on the spot. You can help them find the website by scanning a QR code on a poster or sharing the website - [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote). If they do not have their National Insurance Number, they can still register to vote. If people would prefer to register to vote later, make sure they have all the information that they need.



## SPREAD THE WORD

Share the pledge template so students can talk about voter registration and encourage their friends and family to register to vote beyond your voter registration drive.



## KEEP A RECORD

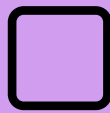
Write down how many people you talked to, how many people you registered to vote (or promised to do so later), and how many pledges you have achieved!



## HAVE A DEBRIEF

After the event, discuss with your team what worked well and what next steps might be.

- What was the highlight of your voter registration drive?
- What did you learn?
- Were there any difficult questions?
- What would you do differently if you were to do it again?
- When would be appropriate to do another voter registration drive?



## SUBMIT YOUR FEEDBACK

Use the following survey link to let us know how your voter registration drive went! [\[UPDATED SURVEY LINK\]](#)

## TIPS AND TRICKS

- Team up with another activity that is happening like a bake sale, or a sports event.
- Freebies, like sweets, can be a great way to attract people to your stall and spark a conversation.
- Be encouraging! For some people this will be the first time they register to vote and the start of a lifelong journey with democracy and getting their voice heard.
- Sometimes people might be in a rush - remember that you can help them register on the spot or share information with them so that they have what they need to register later that day!
- If you're not sure about a question, you can show people the WhatsApp Chatbot, where they can find the information they need.



Keep conversations focused on registering to vote, and getting your voice heard on the things that matter most to you.

This is an impartial activity, so it is not about how people vote, it's making sure they have the information they need to make their own choice.

When there is an election happening in your area information on the candidates will be available at [whocanivotefor.co.uk](https://whocanivotefor.co.uk).

## QUICK RESPONSE GUIDE

### THEY SAY...

### YOU SAY...

"I'm not a British citizen/  
do not have a UK  
passport, can I still vote?"

"Let's look at the flow  
chart together to see if  
you're eligible to vote."

"I don't have my National  
Insurance number, can I  
still register?"

"Yes, you can still register. On the  
online application form, you can simply  
press the button saying you don't  
currently have your National Insurance  
number."

"What's the point in  
voting?"

"Voting is an opportunity for you to have your voice  
heard on the issues that matter to you. Your choices  
give your elected representatives a better idea of  
how you want them to advocate for you. There are  
also other benefits to registering to vote, such as  
improving your credit score."

## QUICK RESPONSE GUIDE

### THEY SAY...

### YOU SAY...

"Who should I vote for?"

"It's your choice who you vote for. The first step is always registering to vote to keep your options open. To make an informed choice you can find out more about the candidates standing for election in your area for upcoming elections at [whocanivotefor.co.uk](http://whocanivotefor.co.uk)"

"Who did/would you vote for?"

"I would find out who is standing for election in my area and make my choice based on the issues that are most important to me. You can choose who you want to vote for. To be able to vote, you need to be registered first."

"I live at two addresses. Where should I register to vote?"

"If you split your time between two addresses, you might be able to register to vote at both, but you can only vote once in a general election or Mayor of London and London Assembly election. For local council elections, however, you can vote at both addresses if they are in different council areas."

## VOTING IN LONDON: FAQs

The next few pages outline the key information you'll need to know in order to run your voter registration drive. You don't need to memorise it all - keep this guide with you on the day to refer to if you need it.



## WHO CAN REGISTER TO VOTE?

Currently, you can register to vote if:

- You are resident (usually live) in London
- You are aged 16 or over (you can vote from 18)
- You are a British, Irish, qualifying Commonwealth, qualifying EU citizen or an EU citizen with retained voting rights

If you're not sure if someone from a Commonwealth or an EU country can vote, use the flowcharts provided in this pack to help you.

There's a bill currently going through Parliament called the Representation of the People Bill. If this bill becomes law, young people will be able to register to vote from 14 years old and vote in general elections from 16. Check [gov.uk/register-to-vote](https://gov.uk/register-to-vote) for the latest news and updates on voting rules.

## WHAT ELECTIONS CAN I VOTE IN?



General/  
parliamentary elections



Local/borough  
elections



Mayor of London and  
London Assembly elections

Not all Londoners can vote in every London election - look at the table below to see who can vote in which elections:

|                                                                     | General/<br>parliamentary | Local/<br>borough | Mayor of<br>London and<br>London<br>Assembly |
|---------------------------------------------------------------------|---------------------------|-------------------|----------------------------------------------|
| Must be at least 18 years of age (you can register to vote from 16) | ✓                         | ✓                 | ✓                                            |
| British or Irish citizens                                           | ✓                         | ✓                 | ✓                                            |
| Qualifying Commonwealth citizens                                    | ✓                         | ✓                 | ✓                                            |
| Qualifying EU citizens or EU citizens with retained rights          | ✓                         | ✗                 | ✓                                            |

## HOW DO I REGISTER TO VOTE?

To register to vote, you can head to [www.gov.uk/register-to-vote](https://www.gov.uk/register-to-vote) and fill in the online form. It only takes a few minutes. It's helpful if you have your National Insurance (NI) number, which proves who you are. But don't worry if you don't know it or don't have one – just leave your contact details on the form, and your local council will get in touch.

It usually takes about 5 minutes.

**Start now >**

## WHAT ARE THE DIFFERENT WAYS OF VOTING?

Once registered to vote, you can vote:



in person at a polling station on election day;



by post, if you know you won't be able to make it to a polling station in person;



by proxy (asking someone you trust to go to the polling station and vote for you), if you know you will not be able to go yourself.

To vote by proxy, you can apply online at [www.gov.uk/apply-proxy-vote](https://www.gov.uk/apply-proxy-vote).

To vote by post, you can apply online at [www.gov.uk/apply-postal-vote](https://www.gov.uk/apply-postal-vote).

If you cannot apply online, you can download and complete a proxy vote application form at [www.gov.uk/government/collections/proxy-voting-application-forms](https://www.gov.uk/government/collections/proxy-voting-application-forms) or a postal vote application form at [www.gov.uk/government/publications/apply-for-a-postal-vote](https://www.gov.uk/government/publications/apply-for-a-postal-vote) and send it to your local Electoral Registration Office. You can also request an application form be sent to you in the post.

You can find the details of your local Electoral Registration Office at [www.gov.uk/contact-electoral-registration-office](https://www.gov.uk/contact-electoral-registration-office).

## WHAT HAPPENS AT THE POLLING STATION?

All polling stations are open from 7 am until 10 pm on election day.

Some polling stations might have greeters who will welcome voters before they enter and ask them if they brought an accepted form of photo ID to be able to vote in person.

Once you're inside the polling station, this is what happens:

- 1 A staff member will ask you for your name and address, and check that you are on the electoral register.

They will ask to see your photo ID, check that it's accepted and that it looks like you (more info at [www.electoralcommission.org.uk/voting-and-elections/voter-id/accepted-forms-photo-id](http://www.electoralcommission.org.uk/voting-and-elections/voter-id/accepted-forms-photo-id)). If you want, you can show your

- 2 ID in a private area, like a separate room or behind a screen.

If you are registered to vote anonymously ([www.electoralcommission.org.uk/voting-and-elections/who-can-vote/register-vote/register-vote-anonymously](http://www.electoralcommission.org.uk/voting-and-elections/who-can-vote/register-vote/register-vote-anonymously)), you will be asked to show your poll card and Anonymous Elector's Document (AED).

- 3 Once your photo ID has been checked, the staff member will mark your name on the register and give you a ballot paper listing the candidates you can vote for. You might be given more than one ballot paper if there is more than one election taking place in your local area on the same day

- 4 Take your ballot paper (or papers) to a polling booth, so that you can vote in secret. Read the instructions on the ballot paper carefully. Some elections use different voting methods, so you need to make sure you fill in each ballot paper correctly.

- 5 Complete your ballot paper using the pencil in the polling booth. You can also use your own pen if you want to. Don't write anything else on the paper, or your vote may not be counted.

If you make a mistake, don't put your ballot paper in the ballot box. Ask the polling station staff for a new ballot paper and fill it in.

- 6 Once you're done, fold your completed ballot paper and put it in the ballot box.



## WHAT KINDS OF PHOTO ID ARE ACCEPTED TO VOTE IN PERSON?

Accepted photo ID to vote cannot be any form of ID. You need to show the original version of one of these accepted photo IDs to vote:

- A United Kingdom passport
- A passport issued by an European Economic Area (EEA) state or a Commonwealth country
- A national identity card issued by an EEA state
- A UK driving licence (with photo, paper licences will not be accepted)
- A driving licence issued by the Channel Islands, the Isle of Man or an EEA state
- A biometric immigration document (including eVisas)
- An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- A Ministry of Defence Form 90 (Defence Identity Card) and Ministry of Defence Form 100 (HM Armed Forces Veteran Card)
- An Older Person's Bus Pass, Disabled Person's Bus Pass, Oyster 60+ Card, Freedom Pass
- A Blue Badge
- A free Voter Authority Certificate (you can apply at [www.gov.uk/apply-for-photo-id-voter-authority-certificate](https://www.gov.uk/apply-for-photo-id-voter-authority-certificate))



UK, Channel Islands or EEA driving licence



Blue Badge scheme card



National identity card issued by an EEA state



60+ Oyster photocard or a Freedom Pass



Veteran Card



Biometric immigration document (including eVisas)



PASS card issued by the National Proof of Age Standards Scheme bearing the PASS hologram



UK, Commonwealth or EEA passport



Free Voter Authority Certificate

## WHY REGISTER TO VOTE?

There are many reasons why it is beneficial to register to vote. Here are a few...

- Registering to vote allows you to use your democratic rights, which were hard won and are not available to all Londoners.
- Being registered to vote also improves your credit score, meaning it can be easier to borrow money from banks because they can check your name and address.
- The electoral register is also used to select people for jury service. Juries attend trials and decide whether someone is guilty or not guilty. Juries that include a variety of people from different backgrounds are more likely to result in fairer verdicts.

You decide if you want to vote or not. But, making sure you are registered to vote and have an accepted photo ID to be able to vote, allows you to have your voice heard on the issues that matter to you, your family and your community, London's and the country's future.



## WHERE CAN I FIND MORE INFORMATION?

The GLA Democracy Hub [registertovote.london](https://registertovote.london) has more accessible resources, including a more detailed list of questions about voting, information in 16 community languages, as well as resources in British Sign Language and Easy Read.

You can also message our WhatsApp Chatbot on +44 7908 820136 to find the information you need on voter registration and Voter ID. You can also scan the QR code below.



## GLOSSARY OF KEY TERMS

### Poll cards

A poll card is a card you receive in the post before an election. This tells you everything you need to know about the election day. What date and time is the election, and where you need to go to vote (your polling station).

### Polling station

The place where you go to vote in person on election day. This is often a community space such as a school or a community hall.

### Ballot paper

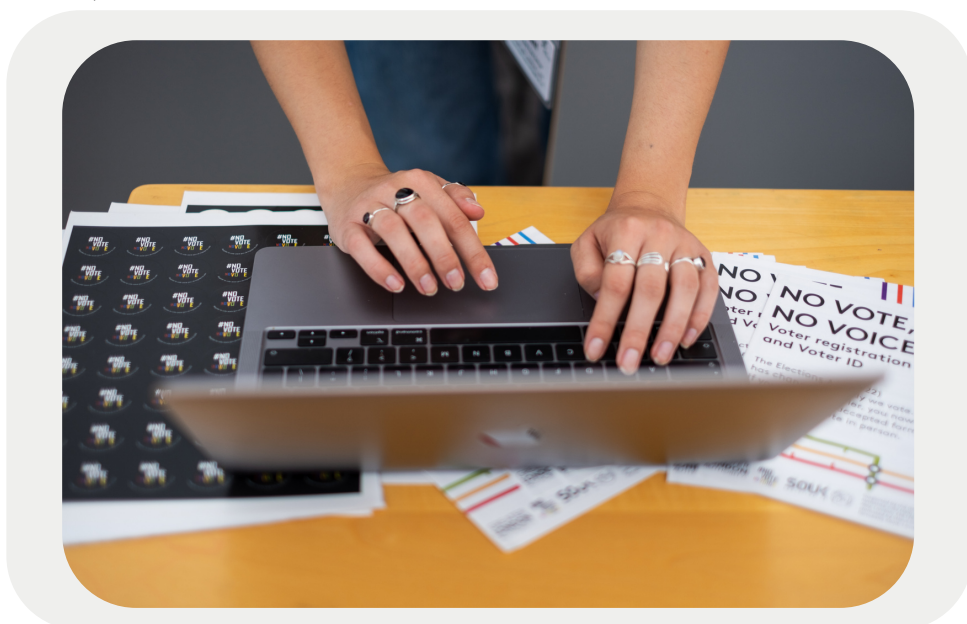
The piece of paper you are given to vote on. The instructions on how to use it and vote are at the top of the ballot paper.

### Electoral Registration Office

Each borough in London has an Electoral Registration Office. This is the team that registers people to vote in the local area, sends out poll cards, and makes sure everyone who wishes to vote is able to.

### Eligible

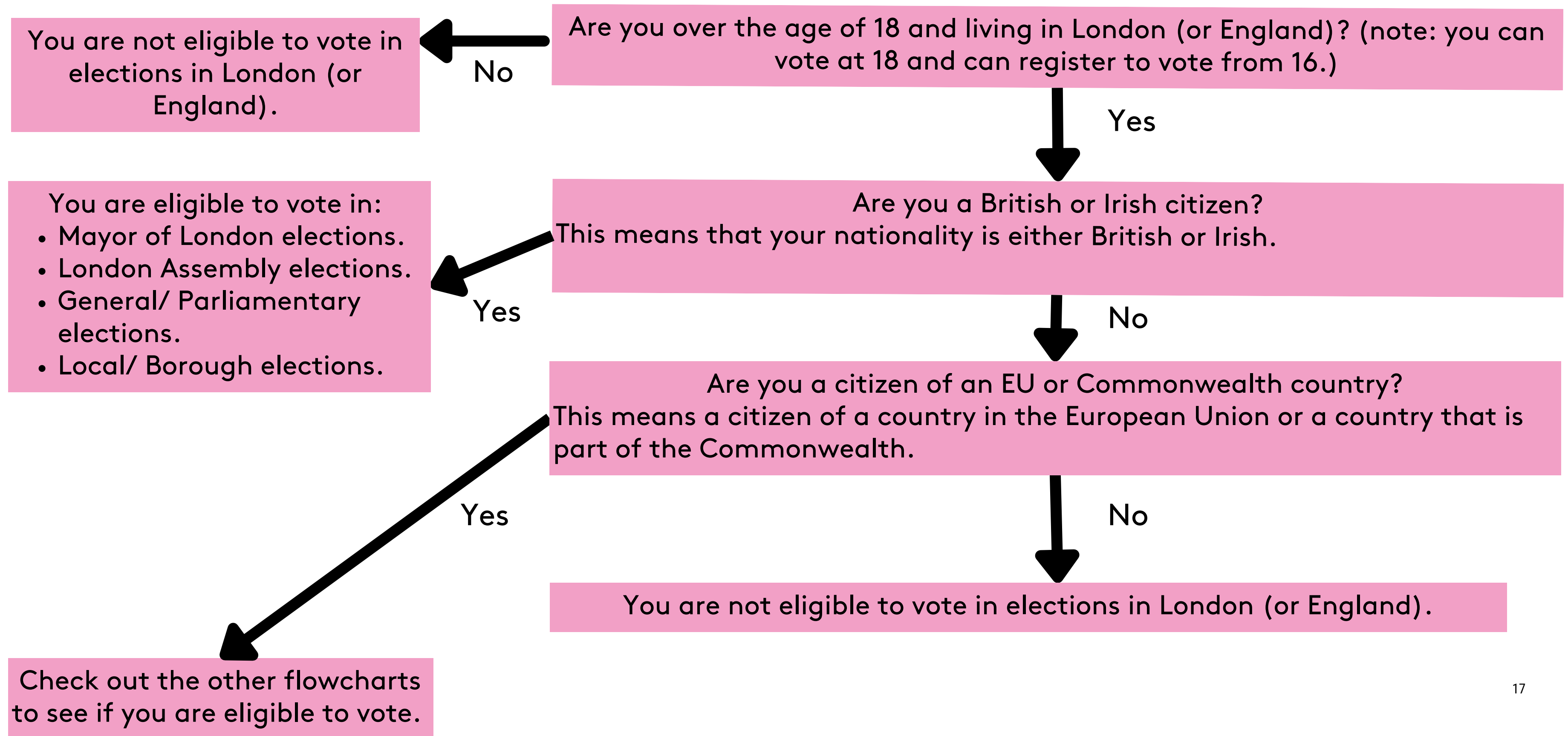
People who are able to register to vote are called "eligible to vote". This means that because of their age, nationality and address, they are able to register to vote. You can use the **Eligibility Flow Chart** to understand which elections you can vote for. You can also check here if you are eligible to vote: [www.electoralcommission.org.uk/i-am-a/voter/which-elections-can-i-vote](http://www.electoralcommission.org.uk/i-am-a/voter/which-elections-can-i-vote).

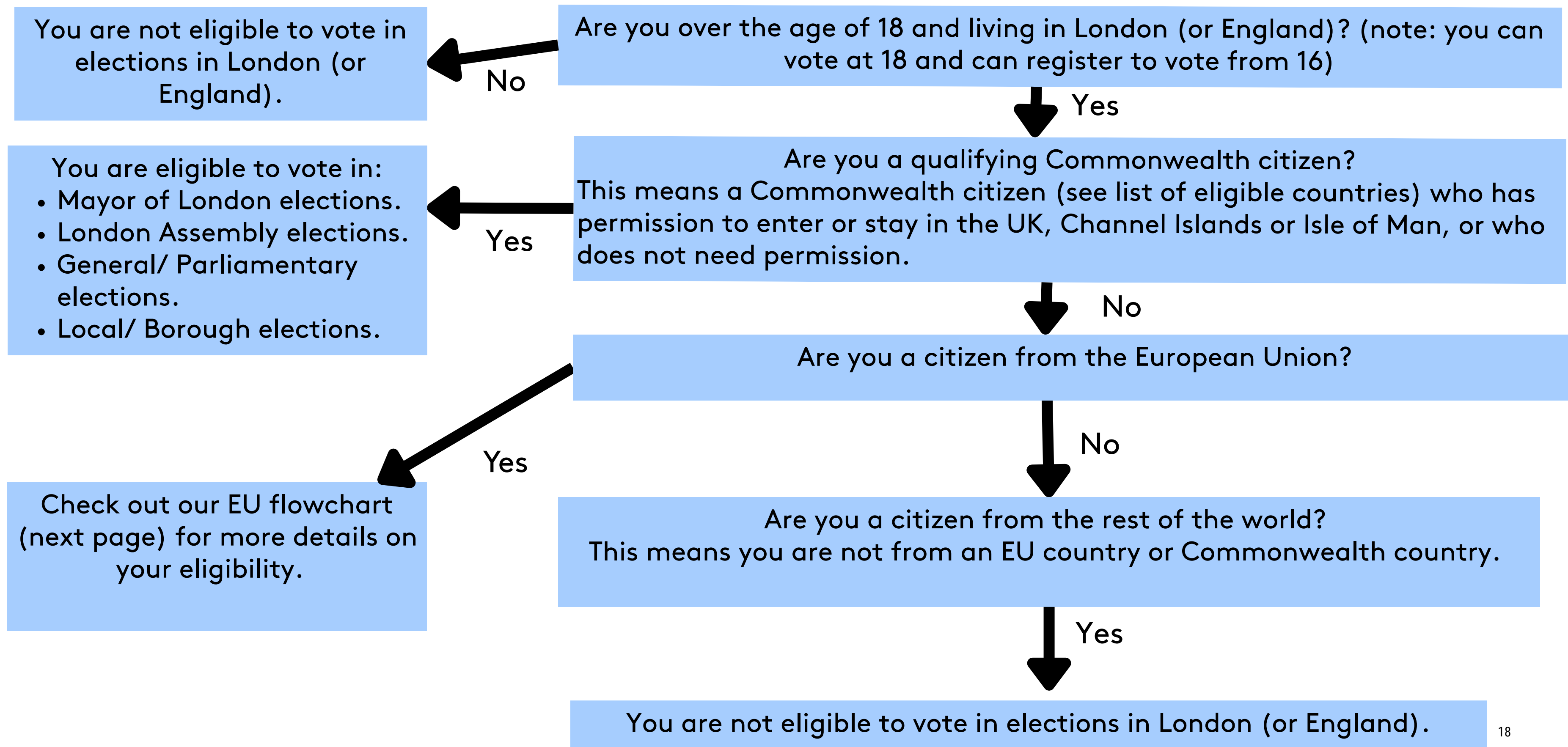


## "AM I ELIGIBLE TO VOTE AND WHAT ELECTIONS CAN I VOTE IN?"

The next few pages can help you advise different people who may be unsure of their voter eligibility. No one expects you to remember everything; you can go through the information with people together, and direct them to the [WhatsApp Chatbot](#) if they still have questions.







| Commonwealth Countries |            |                     |                  |                             |                             |
|------------------------|------------|---------------------|------------------|-----------------------------|-----------------------------|
| Antigua and Barbuda    | Cyprus**   | Kenya               | Namibia          | Singapore                   | Tuvalu                      |
| Australia              | Dominica   | Kingdom of Eswatini | Nauru            | Solomon Islands             | Uganda                      |
| The Bahamas            | Fiji***    | Kiribati            | New Zealand      | South Africa                | United Kingdom              |
| Bangladesh             | Gabon*     | Lesotho             | Nigeria          | Sri Lanka                   | United Republic of Tanzania |
| Barbados               | The Gambia | Malawi              | Pakistan         | St Kitts & Nevis            | Vanuatu                     |
| Belize                 | Ghana      | Malaysia            | Papua New Guinea | St Lucia                    | Zambia                      |
| Botswana               | Grenada    | Maldives            | Rwanda           | St Vincent & The Grenadines | Zimbabwe***                 |
| Brunei Darussalam      | Guyana     | Malta**             | Samoa            | Togo*                       |                             |
| Cameroon               | India      | Mauritius           | Seychelles       | Tonga                       |                             |
| Canada                 | Jamaica    | Mozambique          | Sierra Leone     | Trinidad and Tobago         |                             |

\*The British Nationality (Eswatini, Gabon, and Togo) Order 2023 came into force on 15th December amending the British Nationality Act 81, adding Togo and Gabon as Commonwealth countries.

\*\*Although also EU member states, citizens of Cyprus and Malta are eligible to be registered to vote in all elections held in the UK.

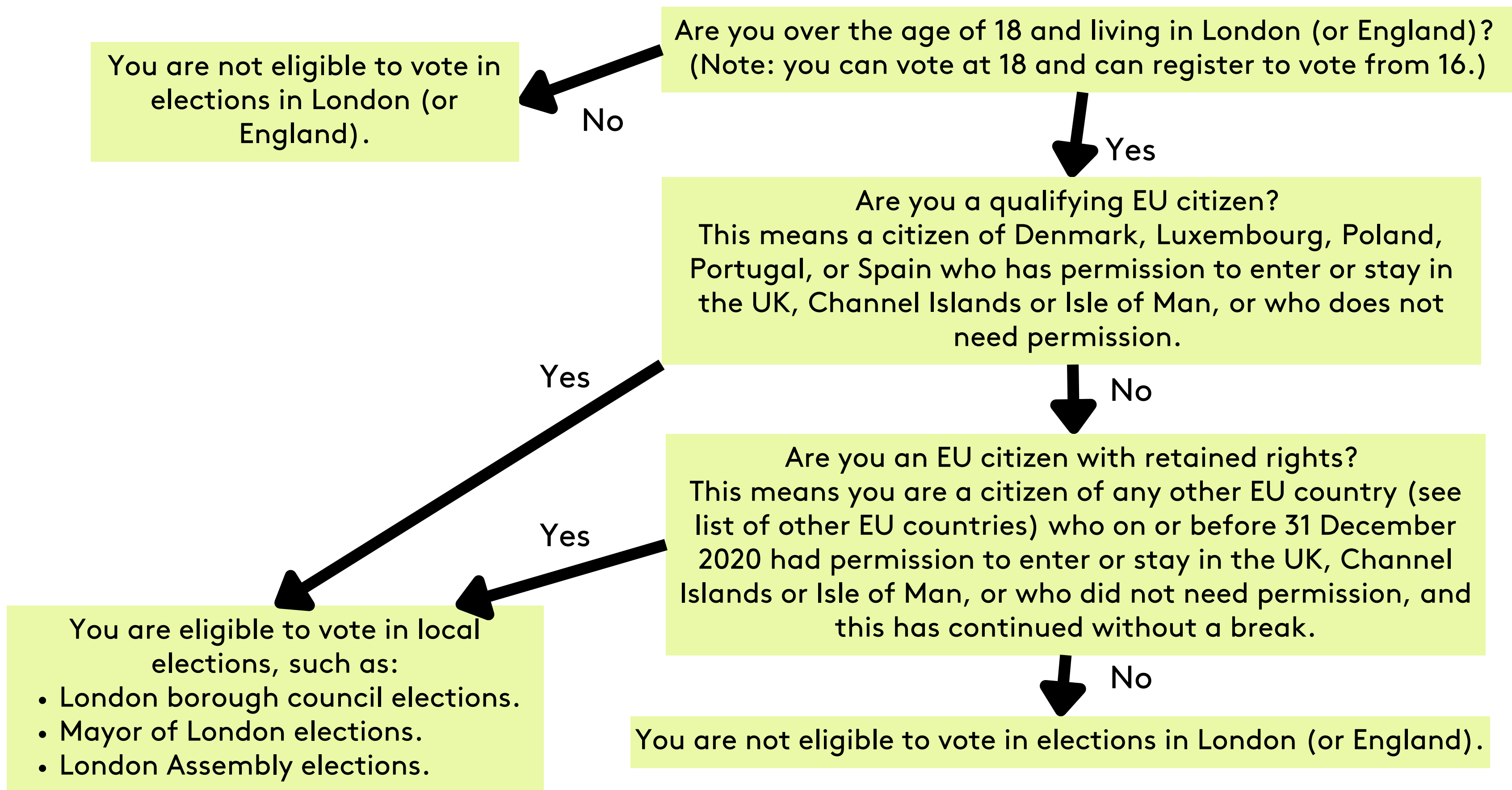
\*\*\*Citizens of Fiji and Zimbabwe retain their voting rights despite the countries having been suspended from the Commonwealth.



| British Crown Dependencies                                                                                      |  |  |  |
|-----------------------------------------------------------------------------------------------------------------|--|--|--|
| Isle of Man                                                                                                     |  |  |  |
| The Channel Islands (including Jersey, Guernsey, Sark, Alderney, Herm, and the other inhabited Channel Islands) |  |  |  |

| British Overseas Territories   |                          |                                                                       |                                              |
|--------------------------------|--------------------------|-----------------------------------------------------------------------|----------------------------------------------|
| Anguilla                       | Bermuda                  | British Antarctic Territory                                           | British Indian Ocean Territory               |
| British Virgin Islands         | Cayman Islands           | Falkland Islands                                                      | Gibraltar                                    |
| Montserrat                     | Pitcairn Island          | St Helena and dependencies<br>(Ascension Island and Tristan da Cunha) | South Georgia and the South Sandwich Islands |
| Sovereign base areas on Cyprus | Turks and Caicos Islands |                                                                       |                                              |

| Hong Kong                                                                                                                                                   |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| Former residents of Hong Kong who hold a British Dependent Territories, British Nationals (Overseas) or British Overseas passport qualify for registration. |  |  |  |



| EU Countries with Bilateral Treaties (qualifying EU citizens) |            |        |          |       |
|---------------------------------------------------------------|------------|--------|----------|-------|
| Denmark                                                       | Luxembourg | Poland | Portugal | Spain |

| Other EU Countries |                |           |          |
|--------------------|----------------|-----------|----------|
| Austria            | Belgium        | Bulgaria  | Croatia  |
| Cyprus             | Czech Republic | Estonia   | Finland  |
| France             | Germany        | Greece    | Hungary  |
| Italy              | Latvia         | Lithuania | Malta    |
| Netherlands        | Romania        | Slovakia  | Slovenia |
| Sweden             |                |           |          |

\*The European Economic Area (EEA) includes all EU countries, plus Iceland, Liechtenstein and Norway. Although passports, driving licences, and ID cards from these three countries are valid forms of photo voter ID, only British, qualifying Commonwealth and qualifying EU citizens are eligible to vote in London.

# VOTER REGISTRATION PLEDGE TEMPLATE



Print and cut out these pledges to encourage others to make a commitment to supporting their friends and family to register to vote!

Thank you for pledging to support a total of \_\_\_\_ people to register to vote in London!

Remember to follow these steps to register to vote:

1. Head to [gov.uk/register-to-vote](https://gov.uk/register-to-vote).
2. Follow the steps on the online form. It only takes a few minutes. If you have your National Insurance number handy, that'll be helpful.
3. Once you've submitted your form, your local Electoral Registration Office will get in touch.

If you're not sure if you're able to vote in London or want further information, contact the Greater London Authority's WhatsApp Chatbot on +44 7908 820136.

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#NO  
VOTE  
NO VOICE

#NO  
VOTE  
NO VOICE

#NO  
VOTE  
NO VOICE

GREATER  
**LONDON**  
AUTHORITY



# CERTIFICATE

## OF ACHIEVEMENT

This certificate is presented to:

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For the outstanding contribution of helping to run a voter registration drive as part of the Greater London Authority's Civic and Democratic Participation Programme 2026/27.

