

# **Annotated nomination papers – Scottish Parliament – constituency candidate – Shetland Islands Area**

**This nomination template will assist you to complete your nomination form correctly. If you have any questions, please do not hesitate to contact [returning.officer@shetland.gov.uk](mailto:returning.officer@shetland.gov.uk).**

## **I Process and forms**

- I.1 There are two documents that you must submit to make your nomination valid:
- Nomination paper
  - Consent to nomination
- I.2 You must deliver these forms by hand. The forms must be originals, not copies and anything received by email/fax will not be valid.
- I.3 However, if you are abroad and the Constituency Returning Officer (CRO) is satisfied it is not practicable for you to submit your consent to nomination in writing and deliver it by hand, you may be permitted to provide it by fax or email, and will not require a witness to sign the form.
- I.1 If you are standing on behalf of a registered political party, you will also need to submit:
- a certificate of authorisation (must be delivered alongside the nomination form)
  - an emblem request form, if you want an emblem on the ballot paper

These can be delivered by hand or by post but must be originals. Any documents sent by email or fax will not be accepted.

- I.4 You also need to pay a deposit of £500. The CRO will provide you with instructions about how this can be paid, for example in cash or by

banker's draft. This deposit must be deposited with the CRO by 16:00 23 working days before the poll. Candidates who poll more than 5% of the total valid votes cast in the constituency will have their deposit returned. Candidates who poll less than, or equal to, 5% of the total valid votes cast will lose their deposit.

- I.5 You may also submit an election agent appointment form, which does not necessarily need to be submitted at the same time as the other nomination forms. However, it does have the same deadline. If you do not submit an agent appointment form, you become your own agent by default.
- I.6 If you appoint an election agent, your election agent may appoint sub-agents to act on their behalf. The appointment of sub-agents must be in writing to the CRO no later than two working days prior to the poll.
- I.7 If you have any issues with completing your nomination forms, please contact the CRO by email [returning.officer@shetland.gov.uk](mailto:returning.officer@shetland.gov.uk) or by calling Anne Cogle, Depute Returning Officer on 01595 744554.
- I.8 It is a good idea to have your nomination paperwork informally checked by the CRO before you formally submit them. This can allow you to make any corrections or complete new nomination forms if there are any mistakes. To arrange an informal check contact Anne Cogle, Depute Returning Officer by email [anne.cogle@shetland.gov.uk](mailto:anne.cogle@shetland.gov.uk) or call 01595 744554
- I.9 Once your nomination is formally submitted you cannot amend any details. But, if you change your mind and no longer want to stand for election, you can withdraw your nomination until 16:00 23 working days before the poll (the withdrawal deadline). You may withdraw as a candidate by signing and submitting a withdrawal notice, which must be witnessed by one other person.

## 2 Further information

### Other useful guidance sources

[Guidance for Candidates and Agents at Scottish Parliament elections](#)

[The Scottish Parliament \(Elections etc.\) Order 2015](#)

### **3. Annotated forms**

- 3.1 These annotated forms cover areas that commonly cause confusion or difficulty, which staff can refer to when checking that a nomination paper is completed properly. Notes have been added to draw attention to the areas where candidates may have questions or made errors, and to remind staff where they need to add details.

# Form I – nomination paper (header)

This section should be completed by CRO staff when the form is **formally submitted**.

Office use only	Date received	Time received	Initials	No
<b>Election of a Member to serve in the Scottish Parliament</b>	<b>1 – Nomination paper</b>			
<i>Clearvale</i>	Constituency			
Date of election:	**/**/****			

The name of the Scottish Parliamentary constituency should be given here.

If it has not been pre-printed; the date of the election should be given.

# Form I – nomination paper (candidate’s details)

Full names must be added here – no initials.

Prefixes (e.g., Sir) or suffixes (e.g., Snr) must not be used.

This is optional. If you are commonly known by a different name to your actual name, this/these should be entered here.

The commonly used name will then appear on the ballot paper and the Statement of Persons Nominated instead of the actual name.

It is important to read the [EC guidance](#) if a commonly used name is used.

DETAILS OF CANDIDATE	
Candidate's surname:	Smith
Other names in full:	Joseph
Commonly used surname (if any) <sup>1</sup> :	
Commonly used forenames (if any) <sup>1</sup> :	Jo
Description (if desired) <sup>2</sup> :	Gold party

The description may be left blank.

OR you could use the description 'Independent'.

OR – if you are a political party candidate, you need to enter the registered party name(s). This must be as [registered with the Electoral Commission](#) and must match **EXACTLY** with the party name(s) authorised on Form 3.

It is important to read the [EC Guidance](#) if a description is used.

## Form I – nomination paper (candidate’s details) (cont.)

Your home address must be given here:

- in full and without any abbreviations
- it must be your current home address
- it must not be a business address (unless you run a business from your home)

For further information see the [EC guidance](#).



Candidate’s home address in full (including postcode):	1 Forest Lane, Southfold, S99 1Z.W		
Signature of candidate:	J Smith	Date:	***/***/****

DETAILS OF WITNESS			
Signature of witness:	SJ Brown	Date:	***/***/****
Witness name in full (Please use BLOCK CAPITALS):	SIDNEY JACKSON BROWN		
Address of witness (including postcode):	3 Forest Lane, Southfold, S99 1Z.W		



There are no restrictions on who can be a witness. Their name and address must be provided.

# Form 2 – candidates consent to nomination (header)

This section should be completed by CRO staff when the form is formally submitted.



Office use only		Date received	Time received	Initials	No
<b>Scottish Parliament</b>		<b>2 – Candidates consent to nomination</b>			
Constituency name		Clearvale			
Date of the election:		**/**/****			

The name of the Scottish Parliamentary constituency should be given here.



If it has not been pre-printed; the date of the election should be given.

## Form 2 – candidates consent to nomination (section 1)

This should be your full name (rather than commonly used name) as given in Form 1.

Section 1 - Candidate's details and declaration			
I (candidate's name in full):	Joseph Smith		
of (home address including postcode)	1 Forest Lane, Southfold, S99 1Z,W		
Office address in case you are required to be an agent. See note 3.	1 Forest Lane, Southfold, S99 1Z,W		
<p>hereby consent to my nomination as a candidate at the above-mentioned Election.</p> <p>I am aware of the provisions of sections 15 to 18 of the Scotland Act 1998 and of any Order in Council made under section 15 of that Act, and to the best of my knowledge and belief I am not disqualified from being a member of the Scottish Parliament.</p> <p>I am aware of the provisions of sections 5(2) and 9(6) of the 1998 Act and, to the best of my knowledge and belief, I may stand as a candidate to be a member for the above-mentioned constituency.</p>			
My date of birth is:	Day (DD) 24	Month (MM) 03	Year (YYYY) 1991
<b>Note: It is an offence to make a false declaration.</b>			
Candidate's Signature:	J. Smith		Date: <span style="color: red;">****/****/****</span>

If you do not appoint an election agent by the deadline, this address will appear on the Notice of Election Agents.

You must be 18 or over on the **date of submitting the nomination paper.**

You must sign here, and the date should not be earlier than one month before the deadline for nominations.

## Form 3 – certificate of authorisation

**For party candidates only**

This should be your full name (rather than commonly used name) as given in Form 1 and Form 2.

In accordance with the Scottish Parliament (Elections etc.) Order 2015, I hereby certify that	
(Candidate's name in full)	Joseph Smith
may include the following description <sup>1</sup> on their constituency nomination paper for the election in the above constituency on [date of election].	
(Description <sup>1</sup> )	Gold party
Signature of Nominating Officer (or person authorised by the Nominating Officer):	H. Robertson
(Name of person signing)	Hugh Robertson
	Date: **/**/****

Must be signed by the party's Nominating Officer or someone authorised by them.

You can only use a specific registered description or the party name. This should match exactly the name given in Form 1.

If the party name is used and is not preceded by the word "Scottish", this can be added. If the party name begins with "The" then "Scottish" can be inserted after it.

This should match exactly the name given in Form 1.

Registered party names and descriptions can be found on the Electoral Commission website: <http://search.electoralcommission.org.uk/>

# Form 4 - request for a party emblem

**For party candidates only**

Office use only	Date received	Time received	Initials	No
<b>Scottish Parliament</b>		<b>4 – Request for a party emblem</b>		

This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

This form must be signed by the candidate.

Constituency:	<i>Clearvale</i>	Date of election:	**/**/****
Candidate name in full:	<i>Joseph Smith</i>		
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used: (Please use name or description as on <a href="#">Electoral Commission website</a> ):	<i>Gold medal – Scotland version (ID 1000)</i>		
Candidate's signature:	<i>J. Smith</i>		
Date:	**/**/****		

This should be the name as registered with the EC e.g., “Emblem for use in Scotland” or “Emblem ID 1000”.

This must be signed by you.

Emblems can be found on the [Electoral Commission website](#)  
Search the registration details for the party and click for more details to view the emblems.

## Form 5 – notification of election agent

**Optional** – if a candidate does not appoint an agent they will become their own agent by default.

Candidate's notification of their election agent	
I, (Candidate name in full):	Joseph Smith
Hereby declare that the name and address of my election agent is	
Agent's name:	Emma White
Agent's address (in full):	10 Marine Road, Whitceast, W12 3AB
The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:	
Agent's office address in full:	Gold Party Office, 8 Main Street, Northfold, S99 3YX
Candidate's signature (or signature on behalf of candidate):	J. Smith
Name of person signing (if on behalf of the candidate):	
Date:	22/01/2026
Confirmation of acceptance by election agent	
I, the above-named election agent, hereby request that my home address is not published on the Notice of Election Agents and a correspondence address is published instead [delete as applicable]	Yes/No
Agent's correspondence address in full:	Gold Party Office, 8 Main Street, Northfold, S99 3YX
I confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.	
Agent's signature:	EB White
Date:	22/01/2026

Must be a physical address. There are no restrictions on where the office must be located.

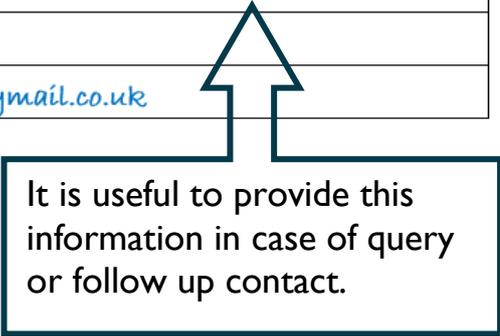
Where you sign or someone else (other than the election agent) signs on your behalf, the election agent must sign the confirmation of acceptance.

If the election agent signs on your behalf, they do not need to also sign the acceptance.

Where an election agent wants to, they can provide a correspondence address, which will be used on public notices instead of their home address.

# Form 5 – notification of an election agent (cont.)

Agent's other details in case of query (Optional – will not be published)	
Home telephone:	01742 555555
Work telephone:	01742 444444
Mobile telephone:	09777 444444
Email address:	3bwhite5544@goldpartymail.co.uk



It is useful to provide this information in case of query or follow up contact.

## Form 3 – notification of a sub-election agent (I)

Office use only	Date received	Time received	Initials	No
<b>Scottish Parliament</b>		<b>6 – Notification of sub agent</b>		
Constituency name:	Clearvale			
Date of the election:	**/**/****			
Candidate name	Joseph Smith			

The election agent may appoint one or more sub-agents to act on their behalf in any part of the constituency but each must have a separate area. Sub-agent areas must not overlap.

Details and extent of sub-agent	
Name of sub-agent:	Tom Jones
Sub-agent address:	5 valley lane, Clearvale, S98 5CW
Office address to which all claims, notices, legal process and other documents may be sent is (if different):	Gold Party Office, 8 Main Street, Northfold, S99 3YX
Extent of appointment (describe area):	Southmarsh Ward, Clearvale Constituency

Must be a physical address. There are no restrictions on where the office must be located.

Election agent signature			
I declare the above named person to be a sub-agent			
Signature of election agent:	EBWhite		
Name:	Emma White	Date:	**/**/****

The election agent must sign the form.

Confirmation of acceptance by sub agent (optional)	
I, the above-named sub agent, hereby request that my home address is not published on the Notice of Sub Agents and a correspondence address is published instead [delete as applicable]	Yes/No

Where a sub agent wants to, they can provide a correspondence address, which will be used on public notices instead of their home address.

Sub agent's correspondence address in full:	Gold Party Office, 8 Main Street, Northfold, S99 3YX
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I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law

I confirm my acceptance as sub-agent for the above named candidate

Signature of sub-agent:	TJones	Date:	**/**/****
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The sub-agent is not required to sign the form, but may do so.

### Form 3 – notification of a sub-election agent (2)

Sub -agent's other details in case of query (Optional – will not be published)	
Home telephone:	
Work telephone:	
Mobile telephone:	079777 555222
Email address:	tones@email.com

It is useful to provide this information in case of query or follow up contact.

## Appendix A – Example of correctly completed nomination

Office use only	Date received	Time received	Initials	No
<b>Election of a Member to serve in the Scottish Parliament</b>	<b>1 – Nomination paper</b>			
<i>Clearvale</i>	Constituency			
Date of election:	<i>**/**/****</i>			

I, the undersigned, am nominated as a candidate at the said election.

DETAILS OF CANDIDATE			
Candidate's surname:	<i>Smith</i>		
Other names in full:	<i>Joseph</i>		
Commonly used surname (if any) <sup>1</sup> :			
Commonly used forenames (if any) <sup>1</sup> :	<i>Jo</i>		
Description (if desired) <sup>2</sup> :	<i>Gold party</i>		
Candidate's home address in full (including postcode):	<i>1 Forest Lane, Southfold, S99 1Z.W</i>		
Signature of candidate:	<i>J Smith</i>	Date:	<i>**/**/****</i>
DETAILS OF WITNESS			
Signature of witness:	<i>SJ Brown</i>	Date:	<i>**/**/****</i>
Witness name in full (Please use BLOCK CAPITALS):	<i>SIDNEY JACKSON BROWN</i>		
Address of witness (including postcode):	<i>3 Forest Lane, Southfold, S99 1Z.W</i>		

The attention of candidates and electors is drawn to the rules for completing nomination papers and other provisions relating to nominations contained in Schedule 2 to the Scottish Parliament (Elections etc.) Order 2015.

The nomination period closes at 4pm 23 working days before the date of poll and completed nomination papers must be delivered to the Constituency Returning Officer by this deadline.

See notes overleaf

## Notes

1. Where a candidate is commonly known by some title, they may be described by that title as if it was their surname. Where a candidate has a commonly used name, that commonly used surname or forename may also be used in addition to or instead of the other name on the nomination paper, but if it does so, the commonly used name (instead of any other name) will appear on the statement of persons standing nominated and the ballot paper (Schedule 2, rules 4 and 18). However, the statement of persons standing nominated and the ballot paper will show the other name if the Constituency Returning Officer thinks –
  - (a) that the use of the commonly used name may be likely to mislead or confuse electors, or
  - (b) that the commonly used name is obscene or offensive (Schedule 2, rule 18(5)).
2. The candidate may, if desired, use a description or may leave this line blank to indicate that they do not want to use a description. If a description is to be used then it must either be “Independent” or the name of the candidate’s registered political party (or the name of two such parties). If the registered name of a party is used then this may be preceded by the word “Scottish” in terms of rule 4(7). If a party name is to be used then a certificate of authorisation must also be submitted to the Constituency Returning Officer (Schedule 2, rule 7).

Office use only	Date received	Time received	Initials	No
<b>Scottish Parliament</b>		<b>2 – Candidates consent to nomination</b>		
Constituency name	Clearvale			
Date of the election:	**/**/****			

Section 1 - Candidate's details and declaration			
I (candidate's name in full):	Joseph Smith		
of (home address including postcode)	1 Forest Lane, Southfold, S99 1Z,W		
Office address in case you are required to be an agent. See note 3.	1 Forest Lane, Southfold, S99 1Z,W		
hereby consent to my nomination as a candidate at the above-mentioned Election.			
I am aware of the provisions of sections 15 to 18 of the Scotland Act 1998 and of any Order in Council made under section 15 of that Act, and to the best of my knowledge and belief I am not disqualified from being a member of the Scottish Parliament.			
I am aware of the provisions of sections 5(2) and 9(6) of the 1998 Act and, to the best of my knowledge and belief, I may stand as a candidate to be a member for the above-mentioned constituency.			
My date of birth is:	Day (DD) 24	Month (MM) 03	Year (YYYY) 1991
<b>Note: It is an offence to make a false declaration.</b>			
Candidate's Signature:	J. Smith	Date:	**/**/****

Section 2 – To be completed by the witness			
The declaration above was signed in my presence by the candidate named above.			
Signed (name in full):	SJ Brown	Date:	**/**/****
Witness' Name (Block Capitals):	SIDNEY JACKSON BROWN		

Deliver this form to the Constituency Returning Officer by the deadline for nominations.  
See notes overleaf

## Notes

1. A person shall not be validly nominated unless their consent to nomination –
  - (a) is given and dated in writing on, or within one month before, the day fixed as the last day for delivery of nomination papers;
  - (b) is attested by one witness, and
  - (c) is delivered at the place and within the time for the delivery of nomination papers, subject to paragraph 2 below.
2. If the Constituency Returning Officer is satisfied that owing to the absence of a person from the United Kingdom it has not been reasonably practicable for their consent in writing to be given as mentioned above, a facsimile (or similar means of communication) consenting to his or her nomination and purporting to have been sent by him or her shall be deemed to be consent in writing given by him or her on the day on which it purports to have been sent, and attestation of his or her consent shall not be required. Contact the Constituency Returning Officer for full details of this procedure.
3. There are no restrictions on where the office address can be located.

Office use only	Date received	Time received	Initials	No
<b>Scottish Parliament</b>		<b>3 – Certificate of authorisation</b>		

To accompany the nomination of a candidate standing on behalf of a registered political party. (Note: candidates standing on behalf of two or more parties require a certificate from each party and each must allow the same registered joint description to be used).

Constituency:	<i>Clearvale</i>	Date of Election:	<i>**/**/****</i>
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In accordance with the Scottish Parliament (Elections etc.) Order 2015, I hereby certify that			
(Candidate's name in full)	<i>Joseph Smith</i>		
may include the following description <sup>1</sup> on their constituency nomination paper for the election in the above constituency on [date of election].			
(Description <sup>1</sup> )	<i>Gold party</i>		
Signature of Nominating Officer (or person authorised by the Nominating Officer):	<i>H. Robertson</i>	Date:	<i>**/**/****</i>
(Name of person signing)	<i>Hugh Robertson</i>		

**Notes**

1. Description means the name (or one of the names) of the political party registered in terms of section 28 of the Political Parties, Elections and Referendums Act 2000. That name may be preceded by the word "Scottish" where this is allowed under rule 4(7) of the Scottish Parliamentary Election Rules.
2. If the candidate is standing in the name of two parties jointly, then the description must be the names of both of those parties and may include the word "and" between them. This is the description that will appear on the constituency ballot paper.

This form must be provided to the Constituency Returning Officer where a nomination paper is submitted for a candidate standing on behalf of a political party. It must be received by the Constituency Returning Officer by the deadline for the delivery of nomination papers.

Office use only	Date received	Time received	Initials	No
<b>Scottish Parliament</b>		<b>4 – Request for a party emblem</b>		

This form is for a candidate of a political party who is subject to a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

This form must be signed by the candidate.

Constituency:	<i>Clearvale</i>	Date of election:	**/**/****
Candidate name in full:	<i>Joseph Smith</i>		
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used: (Please use name or description as on <a href="#">Electoral Commission website</a> ):	<i>Gold medal – Scotland version (ID 1000)</i>		
Candidate's signature:	<i>J. Smith</i>		
Date:	**/**/****		

This form is only effective if delivered to the Constituency Returning Officer by no later than 4pm on the last day to deliver nominations.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that they are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

Office use only	Date received	Time received	Initials	No
<b>Scottish Parliament</b>	<b>5 – Notification of election agent (constituency candidate)</b>			
Constituency name:	Clearvale			
Date of the election:	**/**/****			

Candidate's notification of their election agent	
I, (Candidate name in full):	Joseph Smith
Hereby declare that the name and address of my election agent is	
Agent's name:	Emma White
Agent's address (in full):	10 Marine Road, Whitecoast, W12 3AB
The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:	
Agent's office address in full:	Gold Party Office, 8 Main Street, Northfold, S99 3YX
Candidate's signature (or signature on behalf of candidate):	J. Smith
Name of person signing (if on behalf of the candidate):	
Date:	**/**/****

Confirmation of acceptance by election agent	
I, the above-named election agent, hereby request that my home address is not published on the Notice of Election Agents and a correspondence address is published instead [delete as applicable]	Yes/No
Agent's correspondence address in full:	Gold Party Office, 8 Main Street, Northfold, S99 3YX
I confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.	
Agent's signature:	EB White
Date:	**/**/****

Form continues overleaf

Agent's other details in case of query (Optional – will not be published)	
Home telephone:	01742 555555
Work telephone:	01742 444444
Mobile telephone:	09777 444444
Email address:	3bwhite5544@goldpartymail.co.uk

Deliver this form to the Constituency Returning Officer by the deadline for nominations

Office use only	Date received	Time received	Initials	No
<b>Scottish Parliament</b>		<b>6 – Notification of sub agent</b>		
Constituency name:	Clearvale			
Date of the election:	**/**/****			
Candidate name	Joseph Smith			

The election agent may appoint one or more sub-agents to act on their behalf in any part of the constituency but each must have a separate area. Sub-agent areas must not overlap.

Details and extent of sub-agent	
Name of sub-agent:	Tom Jones
Sub-agent address:	5 Valley Lane, Clearvale, S98 5CW
Office address to which all claims, notices, legal process and other documents may be sent is (if different):	Gold Party Office, 8 Main Street, Northfold, S99 3YX
Extent of appointment (describe area):	Southmarsh Ward, Clearvale Constituency

Election agent signature			
I declare the above named person to be a sub-agent			
Signature of election agent:	EBWhite		
Name:	Emma White	Date:	**/**/****

Confirmation of acceptance by sub agent (optional)			
I, the above-named sub agent, hereby request that my home address is not published on the Notice of Sub Agents and a correspondence address is published instead [delete as applicable]	Yes/No		
Sub agent's correspondence address in full:	Gold Party Office, 8 Main Street, Northfold, S99 3YX		
I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law			
I confirm my acceptance as sub-agent for the above named candidate			
Signature of sub-agent:	TJones	Date:	**/**/****

Sub-agent's other details in case of query (Optional – will not be published)	
Home telephone:	
Work telephone:	
Mobile telephone:	079777 555222
Email address:	tones@email.com

Deliver this form to the Constituency Returning Officer by the deadline for submission of sub-agent notification forms