# Template to request an audio device to vote at the polling station.

You can write or email your local Returning Officer via your local authority’s electoral services department to notify them that you require reasonable adjustments to vote independently. To find out your local electoral services’ contact information, you can use the [Electoral Commission’s postcode look up tool](https://www.electoralcommission.org.uk/i-am-a/voter/your-election-information). When you get in touch it’s important to provide your full name, address, and postcode.

If you submit a request, we’d appreciate it if you could let us know by emailing our policy officer, Tom Skelton, tom.skelton@rnib.org.uk as this will help us know which Local Authorities have been contacted, so we can follow up and monitor accessible voting provision.

## Wording for your request

Dear Electoral Services/Returning Officer,

I am blind / partially sighted [delete as appropriate] and live within your local authority. As voting is fundamentally a visual exercise, I face a number of barriers when I cast my vote. Without the right equipment and support in place I am unable to vote independently and in secret.

It is my understanding that all polling stations are required to have a tactile voting device, a large print ballot paper, magnifiers, and additional lighting. However, these will not enable me to vote independently and in secret. I am therefore put at a substantial disadvantage when voting.

As you will be aware, the Elections Act requires you to provide equipment to enable, or make it easier for, disabled people to vote independently and in secret, and under the Equality Act, you have a duty to make reasonable adjustments to remove substantial disadvantage.

I have been made aware that there is a USB audio device which can be used in conjunction with the tactile voting device which has been trialled by RNIB. The audio device would have a pre-loaded recording of the ballot paper. At the trial the device enabled blind and partially sighted users to vote independently and in secret with a high success rate. I would therefore like to request this device, the Accord Player, as it is the only way I will be able to vote independently and in secret on 4 July.

Here is [a link to the webpage](https://www.rnib.org.uk/get-involved/support-a-campaign/information-for-electoral-administrators/) containing the trial report and videos explaining how to support blind and partially sighted voters to vote using the USB audio device.

I would be grateful if you could also make a note on your records that I require reasonable adjustments to vote independently and in secret in all future elections, so that reasonable adjustments can be made in the future.

I look forward to hearing from you. [Add here if you prefer to be contacted by phone or email, and provide your phone number or email address]

Yours sincerely,

[Add your name, address, and postcode here]