

Electoral Register – Required Annually

Council Tax and Electoral Register data is required by the NFI annually for single person discount matching. Please refer to the Council Tax Single Person Discount timetable on [GOV.UK](https://www.gov.uk) for important dates and deadlines.

To find out who should supply electoral register data refer to the [data requirements](#).

Requirements

- Electoral register data should relate to the latest annual registration exercise.
- This data should be the 'full version' of the Electoral Register (not the commercially available 'edited version').
- In line with good practice when handling personal data, you are required to password protect each dataset once extracted from the relevant systems. If required refer to our guidance showing how to [password protect data \(PDF document\)](#).
- The upload process involves automatic mapping of fields to the specification by field name recognition. However, if there are no field names within the extracted data, it will require the person uploading to manually map each field to the appropriate field within the specification on the NFI system. Therefore, it would be preferable to include field names within the data extract if possible.
- If the surname and forename fields are not fully populated, or are unpopulated, these fields will still need to be provided, as they have to be mapped for the upload to be accepted. Electoral register systems where this is the case will normally also include an aggregated field that holds all name details. Where this happens, the aggregated field should also be provided so it can be mapped to the 'Full name' field within the specification.

Field	Data Format	Comments
Electoral Register reference number	Character	This should be unique
Unique property reference number (UPRN)	Character	Each UPRN should be unique. All UPRNs held should be included in the submission even if this field is not fully populated.
Title	Character	
Surname	Character	
Forename	Character	
Middle name or middle initial	Character	

Field	Data Format	Comments
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Date of birth or Date of attainment	Date	This should exist when a member of the household has reached, or is soon to reach, the age of majority (currently 18).
Full name	Character	This should only be provided if the whole name is in the same field within the Electoral Registration system and it cannot be split into separate surname and forename fields.