## The postal vote issuing process

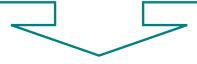
Read out the name and address of the postal voter from the postal/proxy postal voters list and check that those details appear on the outgoing envelope.

## The Electoral Commission

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Read out the ballot paper number listed.
Check that the numbers are the same on:

The back of the relevant ballot paper The postal vote statement The ballot paper envelope



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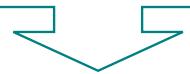
Make up the postal ballot pack into the outgoing envelope by including:

The ballot paper(s)
Envelope 'A'
The postal vote state

The postal vote statement

The return envelope (envelope 'B')

Any additional instructions





Mark the postal voters / proxy postal voters list to show you have completed the postal vote pack.





Close the envelopes as requested by the supervisor. Do not seal them unless instructed.