

## The postal vote issuing process

1

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.

2

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

3

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

- The ballot paper(s)
- Envelope 'A'
- The postal vote statement
- The return envelope (envelope 'B')
- Any additional instructions

4

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

5

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