

Re-issuing lost/not received postal votes

1

Ensure you are satisfied as to the postal voter's identity by requiring proof of identification.

2

Where an elector has lost only part of their postal ballot pack, the remaining parts must be returned when applying for a replacement. Returned parts must be cancelled, sealed in the packet for lost postal ballot papers and details added to the list of cancelled postal ballot papers¹.

3

Check whether the postal voting statement originally issued has been marked as returned on the postal voters list or proxy postal voters list.

If the postal voting statement has been marked as returned, the original postal voting statement must be removed from the receptacle for postal voting statements and the ballot paper(s) from the postal ballot box at a postal vote opening.

4

Issue a new postal ballot pack (ballot paper(s), postal voting statement and relevant envelopes) to the elector.

If the request is made after 5pm on the day before polling day, the replacement pack may only be **handed** to the elector.

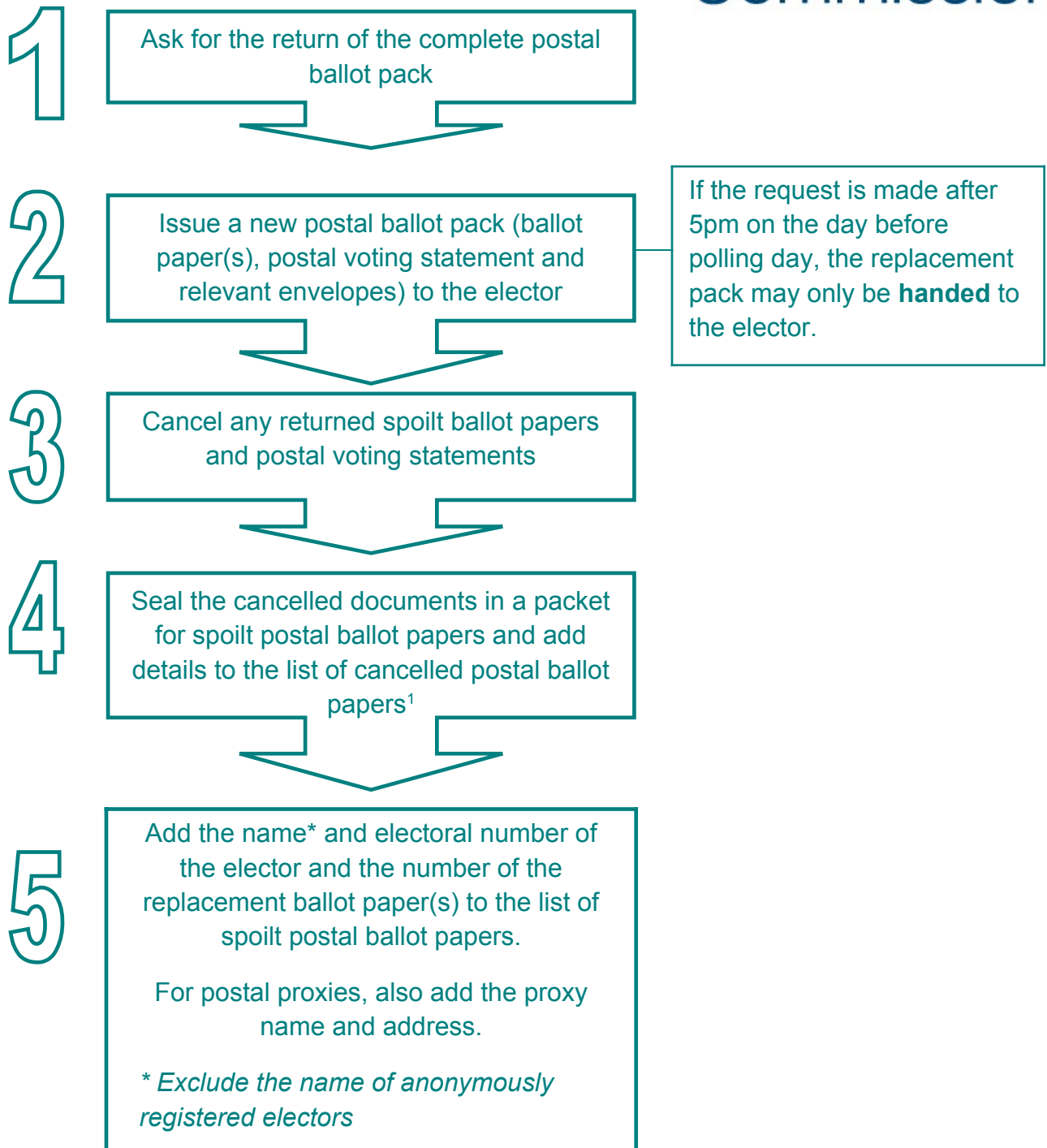
5

Add the name* and electoral number of the elector and the number of the replacement ballot paper(s) to the list of lost postal ballot papers.

For postal proxies, also add the proxy name and address.

** Exclude the name of anonymously registered electors*

Re-issuing spoilt postal votes



¹ The list of cancelled ballot papers must include the following:

- the name and number of the elector as stated in the register of electors (or, in the case of an elector who has an anonymous entry, only their electoral number)
- the number of the cancelled postal ballot paper
- the number of any replacement postal ballot paper that has been issued to the elector
- where the postal voter is a postal proxy, the name and address of the postal proxy