

Ballot Paper Issuing Process – BDC/RBC

UKPGE Election 4 July 2024

Process	Additional Info QG – EC Quick Guide HD – EC Handbook
Outside the Polling Station	
<p>Meet & Greeter welcomes person arriving at the station:</p> <p>If Candidate, Election Agent, EC Observer, Police Officer or Returning Officer/Staff asks to go in and present themselves to the (Senior) Presiding Officer.</p> <p>If they are handing in Postal Vote, they directed to go in and present themselves to the Presiding Officer for the relevant area.</p> <p>If elector arriving to vote they should be asked if they have a valid form of ID showing them the A2 board. If they have ID they should be directed to the relevant polling station inside the polling place. If they do not have the correct ID they should be asked to return later with valid ID. NOTE: If they do not have valid ID but still wish to enter the station they should be allowed to do so.</p> <p>If the Meeter & Greeter has any problems with 'tellers' outside the polling station they should inform the (Senior) Presiding Officer.</p>	
Inside the Polling Station	
Those handing postal votes should go directly to the PO who should check that the postal pack is for the correct ward and if so take the pack(s) from the person delivering it and complete the paperwork.	
<p><i>Stage 1 – Checking the voter</i></p> <p>The elector or proxy should be greeted in a friendly manner and asked to confirm their name and address</p> <p>The person is found on the register and checked that they are eligible to vote.</p> <p>NOTE: They do not need to bring their polling card to vote, if they do have it staff should make sure it is handed back to the elector.</p>	See QG or HB pg17
<p><i>Stage 2 - checking photographic ID</i></p> <p>The elector/proxy should be asked for their ID</p> <p>If the elector/proxy has not brought in any ID they should be asked to return later with valid photographic ID. The VIDEF notes sheet should be checked and updated.</p> <p>The Poll Clerk should:</p> <ol style="list-style-type: none"> 1. Check the ID is on the accepted list of photographic ID 2. Check the ID appears to be genuine and not forged 3. Check the photograph is a good likeness of the elector/proxy 	

<p>4. Check the name on the ID matched the name on the register</p> <p>If the Poll Clerk has concerns about any of the above they should raise these with the Presiding Officer.</p> <p>The Presiding Officer should:</p> <p>If 1. above explain the accepted forms of ID and ask the elector to return with another form of ID. Check and complete the VIDEF notes sheet.</p> <p>If 2. above explain that they consider the ID not to be genuine and that they will need to return with valid ID. They BPRL should be checked and updated. The electoral office should also be informed.</p> <p>If 3. above explain that the document raises reasonable doubt to they are who they claim to be and that they will need to return with valid ID showing a current likeness. The BPRL should be checked and updated.</p> <p>If 4. Above</p> <ul style="list-style-type: none"> • there is a slight difference in the name (such as a spelling mistake) the PO accepts as they can confirm a clear link that they are the same person (they may want to ask the prescribed questions as confirmation). • either the forename or surname is different the PO accepts if they can confirm a clear link that they are the same person (they may want to contact the Elections Office for further information or request further proof and must ask the prescribed questions). <p>The prescribed questions must be answered correctly.</p> <ul style="list-style-type: none"> • both forename and surname are different the PO should ask the elector to provide further information confirming the change of name or different valid photo that matches the electoral register. The BPRL should be checked and updated. <p>The elector/proxy may ask for their ID to be checked in private. The Poll Clerk should ask the Presiding Officer to take over at this point. The Presiding Officer should then check the persons ID in a private place within the polling station. If the elector/proxy wishes a female to check their ID this should be allowed by any female member of the polling staff team. If there are no females in the polling station a female Polling Station Inspector should be called and the elector/proxy informed there maybe a wait for some one to arrive to check their ID.</p>	<p>HB pg37</p> <p>HB pg38</p> <p>HB pg37</p> <p>HB pg38</p> <p>HB pg20</p>
<p><i>Stage 3 Paperwork</i></p> <p>Once satisfied with the photographic ID the Poll Clerk should:</p> <p>Mark the register of electors</p> <p>Check and update the VIDEF notes sheet and BPRL list if they have previously been entered on them</p> <p>Mark the VIDEF if the elector has used a Voter Authority Certificate as their ID</p>	

<p><i>Stage 4 – Issuing the ballot paper</i></p> <p>The elector number is entered on the corresponding number list next to the number of the ballot paper to be issued.</p> <p>Check the ballot paper has the official mark (2d barcode in top right corner)</p> <p>Fold the ballot paper and hand unfolded to the elector</p> <p>NOTE: Electors can use their own pen or pencil, the ones provided by polling staff or the pencil with assistance grip.</p>	
<p><i>Stage 5 – Voting</i></p> <p>The voter marks the paper in privacy within the polling booths.</p> <p>The voter should fold the paper and show the ballot paper number and Unique Identifying Mark to the Presiding Officer before placing in the ballot box.</p> <p>The voter should be thanked as they leave the station.</p>	

Further information is provided in the Electoral Commission Handbook Pg16-23 and Appendix 1-7

The ‘Ballot paper Issuing Desk – Voting procedure’ Notice should be displayed on the desk as a reminder to staff.