

SCHEDULE

Article 18

FORM L

**POSTAL VOTING STATEMENT
SCOTTISH PARLIAMENT ELECTION**

(Front of Form)

*Voter's name:		Ballot paper No.									
<i>*(Returning Officer to insert name but omit where ballot papers sent to an anonymous elector)</i>											
			[other identifying mark]								
You must provide your [#signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not count.											
I AM THE PERSON TO WHOM THE BALLOT PAPER(S) NUMBERED ABOVE WAS/WERE SENT											
Date of birth	<table border="1"><tr><td>D</td><td>D</td></tr></table>	D	D	<table border="1"><tr><td>M</td><td>M</td></tr></table>	M	M	<table border="1"><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> (voter's date of birth)	Y	Y	Y	Y
D	D										
M	M										
Y	Y	Y	Y								
#Signature	<table border="1"><tr><td colspan="2">Signature Here</td></tr></table>		Signature Here		(voter's signature) IMPORTANT – Keep signature within border						
Signature Here											
<i>#(Returning Officer to omit where a person has been granted a waiver)</i>											
PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM											

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(Back of Form)

INSTRUCTIONS TO VOTERS

Your vote is personal - complete the ballot paper(s) yourself and in private. If you need help you can contact me *(insert contact details of the constituency returning officer or a member of his staff)*.

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you. You must not interfere with another voter's ballot paper.

1.* You have two ballot papers. *(Or, in the case of a constituency ballot paper and a regional ballot paper which are printed on the same sheet of paper, replace with " There are two columns on the sheet of paper sent to you, each a different colour. Vote once for a party or individual candidate in the regional ballot on the [insert colour] part of the sheet. Vote once for a candidate in the constituency ballot on the [insert colour] part of the sheet.")*

2.* Vote only once on each ballot paper. *(Or, in the case of a constituency ballot paper and a regional ballot paper which are printed on the same sheet of paper, replace with "Vote only once on each part of the sheet.")* Vote by marking a cross (X) in the box opposite the name of the party or candidate you are voting for. Do not put any other marks on the ballot paper(s) or your votes may not count.

3. Vote secretly. If you need help to vote, anyone who helps you must not tell others how you have voted.

4. Put the ballot paper(s) in the small envelope marked "A" and seal it. Then put the envelope marked "A", together with the postal voting statement, in the larger envelope marked "B". Return the envelopes without delay. The ballot paper(s) must be received at my office not later than the close of poll. Alternatively, the ballot paper(s) can be delivered to any polling station in this constituency on polling day, up to 10 pm.

5. If you get more than one *(of each, as appropriate)* ballot paper, by accident, then use just one *(of each, as appropriate)*. Please remember that it is illegal to vote more than once in the same election (unless you are voting for someone else - by proxy).

6. At this election you cannot vote in person at a polling station.

7. If you make a mistake on a ballot paper, or lose a ballot paper or the return envelopes you can ask for replacements. You should ask as soon as possible. There is not much time for a new ballot paper to be sent to you, returned and counted. You will need to return everything you have received from me (except anything you have lost). Items you should return if you have them include all ballot papers, the postal voting statement and the envelopes marked "A" and "B".

8. I can issue another ballot paper if you ask me for it up to 5 pm on polling day, but unless I receive your request by 5 pm on the day before polling day I can only issue another ballot paper if you visit my office, with evidence of your identity.

9. For replacement papers, or if you need further help, **please ring** (insert telephone number) or contact my office at (insert address).

*(*If the Scottish Parliamentary poll relates only to filling a vacancy in the seat of a constituency member, omit Instruction 1 and in Instruction 2 omit the words "on each ballot paper" and "party or".)*

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FORM M1

(to be sent to an elector voting by post)

(Front of card)

POSTAL VOTER'S OFFICIAL POLL CARD

If undelivered return to Returning Officer

(insert address)

Number on register	Region
	Constituency
*Name	Your Polling Place will be:
*Address	
Polling day	Polling Hours 7 am to 10 pm
	This notice is to advise you that for this election you have a postal vote and that you will not be able to obtain voting papers at a polling station.
	Your postal voting papers should be delivered on or soon after (day/date).
	If your postal voting papers have not arrived by (day/date), call (helpline number) and ask for assistance.

**Returning officer to omit where poll card sent to an anonymous elector. A poll card to an anonymous elector must be delivered in a sealed envelope.*

If you wish to cancel your postal vote please call (helpline number) before 5 pm on *(insert date eleven working days before the date of poll)*.

If you have lost or accidentally spoiled your postal ballot paper(s), please call (helpline number) as soon as possible. Replacement ballot papers cannot be issued after 5 pm on *(insert day and date of poll)*.

PLEASE SEE THE INFORMATION ON THE BACK OF THIS CARD

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(Back of card)

SCOTTISH PARLIAMENT ELECTIONS

This card is to give you information about voting by post. If you have appointed a proxy to vote for you, you will not receive postal voting papers.

When you receive your postal voting pack, please read the "Instructions to the Voter" before completing your postal ballot paper.

Mark your vote secretly. If you cannot vote without help, the person assisting you must not disclose how you have voted.

You must **sign** the postal voting statement (unless you have been granted a waiver by prior arrangement with the Returning Officer) and **provide your date of birth**. This is a security measure. It will not affect your vote or mean it can be identified. Without your signature (unless waived) and date of birth, the statement will not be valid and your vote will not count. The Returning Officer can cross check your signature and date of birth against other records they hold.

If you lose or accidentally spoil your postal ballot paper(s), please call (helpline number) as soon as possible. Replacement ballot papers cannot be issued after 5 pm on *(insert day and date of poll)*.

Complete and return your postal vote as soon as possible. If you have not posted your vote before *(insert day and date of poll)*, you can deliver your vote to any polling station in this constituency.

You cannot vote in person at a polling station at these elections unless you cancel your postal vote before 5 pm on *(insert day eleven working days before the date of poll)*.

If you need further help, please call (helpline number).

It is an offence to vote using a ballot paper that is not addressed to you.

ISSUED BY THE RETURNING OFFICER

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FORM N1

(to be sent to a proxy voting by post)

(Front of card)

PROXY POSTAL VOTER'S OFFICIAL POLL CARD

If undelivered return to Returning Officer

(insert address)

Number on register	Region
	Constituency
*Proxy's name	Your Polling Place will be:
*Proxy's address	
Polling day	Polling Hours 7 am to 10 pm
	This notice is to advise you that for this election you are appointed as a postal proxy for the elector whose details are shown on the back of this card. You will not be able to obtain voting papers at a polling station.
	The postal proxy voting papers should be delivered on or soon after (day/date).
	If the postal voting papers have not arrived by (day/date), call (helpline number) and ask for assistance.

**Returning officer to omit where poll card sent to the proxy of an anonymous elector. A poll card to a proxy of an anonymous elector must be delivered in a sealed envelope.*

If you have lost or accidentally spoilt the elector's postal ballot paper(s), please call (helpline number) as soon as possible. Replacement ballot papers cannot be issued after 5 pm on *(insert day and date of poll)*.

PLEASE SEE THE INFORMATION ON THE BACK OF THIS CARD

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(Back of card)

SCOTTISH PARLIAMENT ELECTIONS

***This card is to tell you that for this election you are appointed as proxy for the elector named below and that you have decided to vote by post.**

*(Elector’s name).....

*(Elector’s address).....

*(Elector’s number on register).....

When you receive the postal voting pack, please read the “Instructions to the Voter” before completing your postal ballot paper.

Mark your vote secretly. If you cannot vote without help, the person assisting you must not disclose how you have voted.

You must **sign** the postal voting statement (unless you have been granted a waiver by prior arrangement with the Returning Officer) and **provide your date of birth**. This is a security measure. It will not affect your vote or mean it can be identified. Without your signature (unless waived) and date of birth, the statement will not be valid and your vote will not count. The Returning Officer can cross check your signature and date of birth against other records they hold.

If you lose or accidentally spoil the elector’s postal ballot paper(s), please call (helpline number) as soon as possible. Replacement ballot papers cannot be issued after 5 pm on (insert day and date of poll).

Complete and return your postal vote as soon as possible. If you have not posted your vote before (insert day and date of poll), you can deliver your vote to any polling station in this constituency.

If you need further help, please call (helpline number).

It is an offence to vote as proxy

- (a) for some other person if you know that that person is subject to a legal incapacity to vote e.g. if that person has been convicted and is detained in a penal institution in pursuance of the sentence.
- (b) at this election for more than two persons of whom you are not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild.

ISSUED BY THE RETURNING OFFICER

*[Where a poll card is sent to the proxy of an anonymous elector, substitute the following for the paragraphs marked with *above–*

You are entitled to vote as proxy for the elector whose electoral number is shown below:

Electoral number of elector.....]

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FORM U

POSTAL VOTING STATEMENT

SCOTTISH PARLIAMENT ELECTION which is taken with a **Local Government election** and the proceedings on the issue and receipt of postal ballot papers in respect of each election are taken together

(Front of Form)

*Voter's name:		Ballot paper Nos.									
*(Returning Officer to insert name but omit where ballot papers sent to an anonymous elector)		[other identifying marks]									
You must provide your [#signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not count.											
I AM THE PERSON TO WHOM THE BALLOT PAPERS NUMBERED ABOVE WERE SENT											
Date of birth	<table border="1"><tr><td>D</td><td>D</td></tr></table>	D	D	<table border="1"><tr><td>M</td><td>M</td></tr></table>	M	M	<table border="1"><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> (voter's date of birth)	Y	Y	Y	Y
D	D										
M	M										
Y	Y	Y	Y								
#Signature	<table border="1"><tr><td colspan="2">Signature Here</td></tr></table>		Signature Here		(voter's signature) IMPORTANT – Keep signature within border						
Signature Here											
*(Returning Officer to omit where a person has been granted a waiver)											
PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM											

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(Back of Form)

INSTRUCTIONS TO VOTERS

Your vote is personal - complete the ballot papers yourself and in private. If you need help you can contact me (*insert contact details of the constituency returning officer or a member of his staff*).

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you. You must not interfere with another voter's ballot paper.

1. You have three ballot papers. (*Or, in the case of a constituency ballot paper and a regional ballot paper which are printed on the same sheet of paper, replace with "You have two voting sheets, a Scottish Parliament sheet coloured [insert colours] on which two ballot papers are printed. You have two votes on that sheet. You also have a Local Government ballot paper coloured white. You have one vote on that ballot paper."*)

2. Vote only once on each ballot paper. On the Scottish Parliament regional ballot paper coloured [insert colour] vote for a party or individual candidate by marking a cross (X) in the box opposite the name of the party or candidate you are voting for. On the Scottish Parliament constituency ballot paper coloured [insert colour] vote for a candidate by marking a cross (X) in the box opposite the name of that candidate.

(Or, in the case of a constituency ballot paper and a regional ballot paper which are printed on the same sheet of paper, replace with:

"2. The Scottish Parliament paper has two columns on it, each a different colour. Vote only once for a party or individual candidate in the regional ballot on the [insert colour] part of the sheet. Vote by marking a cross (X) in the box opposite the name of the party or candidate you are voting for. Vote only once for a candidate in the constituency ballot on the [insert colour] part of the sheet. Again, vote by marking a cross (X) in the box opposite the name of that candidate.")

3. On the Local Government ballot paper coloured white you vote using numbers. Put the number 1 in the box next to the name of the candidate who is your first choice, then put 2 in the box next to the name of the candidate who is your second choice, 3 in the box next to your third choice, 4 in the box next to your fourth choice and so on. You can mark as many choices as you wish.

4. Do not put any other marks on the ballot papers or your votes may not count.

5. Vote secretly. If you need help to vote, anyone who helps you must not tell others how you have voted.

6. Put all (*or "both", as appropriate*) the ballot papers in the small envelope marked "A" and seal it. Then put the envelope marked "A", together with the postal voting statement, in the larger envelope marked "B". Return the envelopes without delay. The ballot papers must be received at my office not later than the close of poll. Alternatively, the ballot papers can be delivered to any polling station in this constituency on polling day, up to 10 pm.

7. If you get more than one ballot paper of the same colour, by accident, then use just one of each colour. Please remember that it is illegal to vote more than once in the same election (unless you are voting for someone else - by proxy).

8. At this election you cannot vote in person at a polling station.

9. If you make a mistake on a ballot paper, or lose a ballot paper or the return envelopes you can ask for replacements. You should ask as soon as possible. There is not much time for new ballot papers to be sent to you, returned and counted. You will need to return everything you have received

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from me (except anything you have lost). Items you should return if you have them include all ballot papers, the postal voting statement and the envelopes marked "A" and "B".

10. I can issue replacement ballot papers if you ask me for them up to 5 pm on polling day, but unless I receive your request by 5 pm on the day before polling day I can only issue replacements if you visit my office, with evidence of your identity.

11. For replacement papers, or if you need further help, **please ring** (insert telephone number) or contact my office at (insert address).

FORM V

POSTAL VOTING STATEMENT

SCOTTISH PARLIAMENT ELECTION which is taken with a Local Government election **BUT** the proceedings on the issue and receipt of postal ballot papers in respect of each election are **NOT** taken together

(Front of Form)

*Voter's name:	Ballot paper Nos.								
<i>*(Returning Officer to insert name but omit where ballot papers sent to an anonymous elector)</i>									
[other identifying mark]									
You must provide your [#signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not count.									
I AM THE PERSON TO WHOM THE BALLOT PAPER(S) NUMBERED ABOVE WAS/WERE SENT									
Date of birth	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> (voter's date of birth)	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
#Signature	<table border="1"><tr><td style="text-align: center;">Signature Here</td></tr></table> (voter's signature)	Signature Here							
Signature Here									
IMPORTANT – Keep signature within border									
<i>#(Returning Officer to omit where a person has been granted a waiver)</i>									
PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM									

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(Back of Form)

INSTRUCTIONS TO VOTERS

Your vote is personal - complete the ballot paper(s) yourself and in private. If you need help you can contact me (*insert contact details of the constituency returning officer or a member of his staff*).

Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you. You must not interfere with another voter's ballot paper.

1. This statement relates to the ballot paper(s) for the Scottish Parliament election only. You will receive your local government election papers and instructions separately. If you do not receive them soon, please contact me.
- 2.* You have two ballot papers. (Or, in the case of a constituency ballot paper and a regional ballot paper which are printed on the same sheet of paper, replace with "There are two columns on the sheet of paper sent to you, each a different colour. Vote once for a party or individual candidate in the regional ballot on the [insert colour] part of the sheet. Vote once for a candidate in the constituency ballot on the [insert colour] part of the sheet.")
- 3.* Vote only once on each ballot paper. (Or, in the case of a constituency ballot paper and a regional ballot paper which are printed on the same sheet of paper, replace with "Vote only once on each part of the sheet.") Vote by marking a cross (X) in the box opposite the name of the party or candidate you are voting for. Do not put any other marks on the ballot paper(s) (or "on the sheet", as the case may be) or your votes may not count.
4. Vote secretly. If you need help to vote, anyone who helps you must not tell others how you have voted.
5. Put the ballot paper(s) in the small envelope marked "A" and seal it. Then put the envelope marked "A", together with the postal voting statement, in the larger envelope marked "B". Return the envelopes without delay. The ballot paper(s) must be received at my office not later than the close of poll. Alternatively, the ballot paper(s) can be delivered to any polling station in this constituency on polling day, up to 10 pm.
6. If you get more than one (*of each, as appropriate*) ballot paper, by accident, then use just one (*of each, as appropriate*). Please remember that it is illegal to vote more than once in the same election (unless you are voting for someone else - by proxy).
7. At this election you cannot vote in person at a polling station.
8. If you make a mistake on a ballot paper, or lose a ballot paper or the return envelopes you can ask for replacements. You should ask as soon as possible. There is not much time for a new ballot paper to be sent to you, returned and counted. You will need to return everything you have received from me (except anything you have lost). Items you should return if you have them include all ballot papers, the postal voting statement and the envelopes marked "A" and "B".
9. I can issue another ballot paper if you ask me for it up to 5 pm on polling day, but unless I receive your request by 5 pm on the day before polling day I can only issue another ballot paper if you visit my office, with evidence of your identity.
10. For replacement papers, or if you need further help, **please ring** (*insert telephone number*) or contact my office at (*insert address*).

(If the Scottish Parliamentary poll relates only to filling a vacancy in the seat of a constituency member, omit Instruction 2 and in Instruction 3 omit the words "on each ballot paper" and "party or".)*

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Form W: STATEMENT AS TO POSTAL BALLOT PAPERS

Constituency/Region: Date of Poll:.....

A. <i>Issue of postal ballot papers</i>	D. Number constituency	E. Number region
1. Total number of postal ballot papers issued under paragraph 7 of Schedule 4		
2. Total number of postal ballot papers issued under paragraph 13 of Schedule 4 (spoilt and returned for cancellation) and paragraph 14 of Schedule 4 (lost or not received)		
3. Total number of postal ballot papers cancelled under paragraph 22 of Schedule 4 (where the first ballot paper was cancelled and retrieved)		
4. Total number of postal ballot papers issued (1 to 3)		
B (1). <i>Receipt of and replacement postal ballot papers</i>	D. Number constituency	E. Number region
5. Number of covering envelopes received by the constituency returning officer or at a polling station before the close of poll (excluding any undelivered or returned under sub-paragraph 13(1) (spoilt), paragraph 14(1) (lost) and paragraph 22 (cancelled ballot papers) of Schedule 4)		
6. Number of covering envelopes received by the constituency returning officer after the close of poll, excluding any returned as undelivered		
7. Number of postal ballot papers returned spoilt for cancellation in time for another ballot paper to be issued		
8. Number of postal ballot papers replaced as lost or not received, but not returned for cancellation		
9. Number of postal ballot papers cancelled and retrieved in time for another ballot paper to be issued		
10. Number of postal ballot papers returned as spoilt too late for another ballot paper to be issued		
11. Number of covering envelopes returned as undelivered (up to the 10th day after the date of poll)		
12. Number of covering envelopes not received by the constituency returning officer (by the 10th day after the date of poll)		
13. Total numbers 5 to 12 (this should be the same as that in 4 above)		

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B (2). <i>Receipt of postal ballot papers – Personal Identifiers</i>	D. Number constituency	E. Number region
14. Number of covering envelopes set aside for the verification of personal identifiers on postal voting statements		
15. Number of postal voting statements not subject to verification procedure rejected as not completed (excluding prior cancellations)		
16. Number of postal voting statements subject to verification procedure rejected as not completed (excluding prior cancellations)		
17. Number of postal voting statements rejected following verification procedures due to the personal identifiers on the postal voting statement not matching those in the personal identifiers record (excluding prior cancellations)		
C. <i>Count of postal ballot papers</i>	D. Number constituency	E. Number region
18. Number of ballot papers returned by postal voters which were included in the count of ballot papers		
19. Number of cases in which a covering envelope or its contents were marked “Rejected” (cancellations under paragraphs 13, 14 and 22 of Schedule 4 are not rejections and should be included in items 2,3,7 and 9 above)		

Date Signed
 Constituency Returning Officer

Address

NOTE

This statement is sent to the Sheriff Clerk. A copy must be sent to the Secretary of State and to the Electoral Commission, during a period of 5 days starting 10 days after the day of the poll.

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FORM Y

POSTAL VOTING STATEMENT FOR A POSTAL VOTE AT LOCAL GOVERNMENT ELECTION which is taken with the Scottish Parliament election and where the proceedings on the issue and receipt of postal ballot papers in respect of each election are not taken together

(Front of Form)

POSTAL VOTING STATEMENT

You must fill in this form and send it back with the ballot paper.

*Voter's name:	Ballot paper number								
<i>*(Returning Officer to insert name but omit where ballot papers sent to an anonymous elector)</i>									
	[other identifying mark]								
You must provide your [#signature and] date of birth. If you do not, the postal voting statement will be invalid and your vote will not count.									
I AM THE PERSON TO WHOM THE BALLOT PAPERS NUMBERED ABOVE WERE SENT									
Date of birth	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> (voter's date of birth)	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
#Signature	<table border="1"><tr><td>Signature Here</td></tr></table> (voter's signature)	Signature Here							
Signature Here									
	IMPORTANT – Keep signature within border								
<i>*(Returning Officer to omit where a person has been granted a waiver)</i>									
Electoral fraud is a crime. You must not vote using a ballot paper that is not addressed to you or interfere with another voter's ballot paper.									
PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM									

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Your vote is personal – complete the ballot paper yourself and in private. If you need help you can contact me (*insert contact details of the constituency returning officer or a member of his staff*).

1. This postal voting statement relates to the ballot papers for the local government election only. At this election, the postal vote for the Scottish Parliament poll is being taken separately. You will receive your Scottish Parliament papers and instructions separately. If you do not receive them soon, please contact me.
2. On the ballot paper number the candidates in order of your choice. Do not vote using a cross. Put the number 1 in the box next to the name of the candidate who is your first choice, then put 2 in the box next to the name of the candidate who is your second choice, 3 in the box next to your third choice, 4 in the box next to your fourth choice and so on. You can mark as many choices as you wish. If you need help from someone to complete the ballot paper, they must not tell anyone who you have voted for.
3. Do not put any other marks on the ballot paper. If you do, your vote may not count.
4. Put the ballot paper in the envelope marked A and seal it. Then put this envelope together with the postal voting statement in the larger envelope marked B and seal it. Post the envelope back quickly. The ballot paper must be received by me not later than the close of poll. It may be posted to me before polling day or delivered by hand to any polling station in the local authority area on polling day before the poll closes.
5. If you get more than one ballot paper, by accident, then just use one. Remember that it is an offence to vote more than once in the same election (unless you are voting for someone else - by proxy).
6. Remember, if you have received a postal vote you cannot vote in person at the polling station even if you have in your name an official poll card, an official postal poll card, an official poll card issued to the proxy of an elector or an official postal poll card issued to the proxy of an elector. If you are voting, you must use the ballot paper sent to you. Your postal vote can be handed into any polling station in the local authority area on polling day before the poll closes.
7. If you make a mistake on the ballot paper you can ask me for another one up until 5 pm on the day before polling day. You will need to return everything you have received (ballot paper, postal voting statement and the envelopes). You should do this straightaway as there is not much time for a new ballot paper to be sent to you, returned and counted.
8. If you lose the ballot paper, postal voting statement or accompanying envelopes, by the third day before the day of the poll, you may apply to me for a replacement ballot paper up until 5 pm on the day before polling day. You will be required to provide evidence of your identity.
9. If you want to apply for a replacement ballot paper after 5 pm on the day before polling day and up to 5 pm on polling day, you must do so in person at the address shown above. You will be required to provide evidence of identity.

REMINDER

1. Have you remembered to print your name on the postal voting statement, add your date of birth and sign it?
2. Have you put your ballot paper in the envelope A and sealed it?
3. Have you put envelope A together with the postal voting statement into envelope B and sealed it?

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4. You must make sure that you send your postal vote to me or deliver it to the polling station before the close of poll at 10 pm on *(insert date)*.

If two or more postal vote envelopes have been delivered to your address – please make sure that the correct documents are in the correct return envelope.