

How to complete a postal voting pack

All voters who have registered to vote by post are sent a postal voting pack which consists of:

- Ballot paper
- One-piece mailer including the postal voting statement, attached envelope A and instructions
- A pre-paid return envelope B

The elector must take the following steps to complete the postal voting pack:

- Mark a cross in the right hand column against the name(s) of the candidate(s) they wish to vote for – they will be told how many they may vote for at the top of the ballot paper
- Put the ballot paper in envelope A which is attached to the postal voting statement. The envelope should not be detached from the statement, but if it is the cote should still be counted
- Complete the postal voting statement with their date of birth and signature in the boxes provided
- Put the statement with envelope A still attached in the envelope B and return to the Electoral Services Office at Guildhall or to the polling station on polling day

It is important that electors complete the postal voting statement correctly or their vote will not be counted. Their signature and date of birth are checked with the ones provided on their postal vote application. If either does not match then the vote will not be counted.