

# Absent and Provisional Votes — Check List

Note: The closest Interstate Voting Centre is at .....

## 1 Find out

what sort of vote the voter needs:

- **absent**
- **provisional**

Remember to hand provisional voters a copy of the Provisional Voting Statement (EF011).

## 2 Ask the voter

- **what is your full name?**
- **for what address are you enrolled?**  
(Refer to List of Localities and Streets (EF054) to determine correct division)  
**Note:** If the voter is from interstate refer them to the nearest Pre-poll centre.  
(See above).
- **have you voted before in this election?**

## 3 Completion of the declaration envelope

- The writing on the envelope **must** be firm so that all details will show up on the counterfoil.
- The voter **must** sign the envelope
- You, the issuing officer, **must** also sign the envelope.

## 4 Remove the counterfoil

from the envelope and place it in the folder provided.

Counterfoil cards are to be sorted by Division, and then alphabetically by surname within Division, when you have time during, or at the close of, polling.

(OIC to complete)

## 5 Issue ballot papers

- Make sure you give the voter the ballot papers for the correct Division
- Initial the ballot papers on the back
- Hand the ballot papers to the voter (only when there is a voting screen vacant).

## 6 Advise the voter to

- go alone to the vacant voting screen
- read the directions on the ballot papers
- fill in and fold the ballot papers
- return the folded ballot papers to you to place in the declaration envelope.

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ASSEMBLY OF PLACE CARD.

