Ordinary Votes — Check List

1. Ask the voter
   - what is your full name?
   - where do you live?
   - have you voted before in this election?

   A voter should only be issued with ballot papers if he or she
   - is enrolled for this Division (carefully find the voter's name and address on the Certified List)
   - has not voted before in this election.

2. Mark name on Certified List
   - If the voter is enrolled and has not already voted, mark the name on the Certified List by drawing a firm, thick line from arrowhead to arrowhead only.

3. Issue ballot papers
   - Initial the ballot papers on the back
   - Hand the ballot papers to the voter (only when a voting screen is vacant).

4. 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
   - put the ballot papers in the ballot box.

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