AFTER 6.00pm CHECKLIST FOR STAFF ISSUING DECLARATION VOTES

- **Unused** Ballot Papers *House of Reps, Senate & Referendum, (if applicable)*, counted and details entered on ‘Declaration Vote Issuing Point Ballot Paper Inventory’ (Form EF125).

- **Unused** Ballot Papers wrapped in appropriate sort/packaging card and card endorsed with contents e.g. . . . “Unused (137)”

- **Used** spoilt and/or discarded Ballot Paper Envelopes checked for correct endorsement, sealed and number of each category for all ballot-paper types advised to Polling Place Manager.

- All declaration envelopes containing ballot papers checked to ensure that the Issuing Officer has signed them.

- All used envelopes checked to ensure that the correct polling place name is indicated below the Issuing Officer’s signature.

- **Used** declaration vote envelopes sorted into division order and alphabetical order of surname.

- Complete EF097 indicating the number of envelopes in the bundle for each division then secure to the top of each bundle.

- Total of used declaration envelopes (plus spoilt B/P’s) agrees with number of used ballot papers (number received less unused). This check completed for each type of ballot paper.

**NOTE:** All ballot papers discarded in the declaration vote section of the polling place form no part in the reconciliation of ballot papers because of the assumption that every sealed declaration envelope contains all appropriate ballot papers.

- Counterfoils sorted into division order and in order of surname and placed in declaration records folder (EFO15).

- Total number of completed and sealed declaration envelopes agrees with the number of counterfoils in the folder.

- All enrolment forms checked for signature of witness and sealed in envelope EF093.

SIGNATURE OF DECLARATION VOTE ISSUING OFFICER

SIGNATURE

WHEN COMPLETED, HAND THIS FORM TO THE POLLING PLACE MANAGER.