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 usedenvelopes 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.

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SIGNATURE OF DECLARATION VOTE **ISSUING OFFICER**   **POLLING PLACE**

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