

# 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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ASSEMBLY OF PLACE CARD.

