User Guide

Poll Card Mailing Option

Royal Mail

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Introduction

To provide you with as much support as we can in your preparations for elections, we are pleased to tell you about an option exclusively available to Local Authorities that provides efficient and effective delivery of your Poll Cards.

Royal Mail is the preferred delivery company for most organisations in the United Kingdom and we are proud of the trust which our customers, in particular Local Government, place in us to ensure that essential communications, such as Poll Cards, are delivered to the highest quality of service and customer satisfaction. Entrusting your Poll Cards to Royal Mail will ensure that they are swiftly and efficiently delivered to their intended addresses in a cost effective way by our highly experienced operation.

Key product features

- Letter format.
- Delivery in 3 days.
- Postings are booked in advance
- Mail is sorted using the Poll Card Electionsort database provided by Royal Mail.
- All items must be bundled and placed in trays before posting.
- All items must be correctly recorded on an EL1P certificate of posting on the day of posting and a printed copy must accompany the posting.
- Billing will be at the current rate card prices.
- We will bill at the current rate card prices for any volume variances between the totals recorded on your EL1P certificate of posting and the volumes received by Royal Mail.

How to get started

To enquire about using the Poll Card or to book a posting please contact the Postal Voting Team at postal.voting@royalmail.com or 08456 564 998.

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Poll Card production

Poll Card sizes:
Minimum size is 140mm x 110mm x 0.25mm
Maximum size is 240mm x 165mm x 5mm
Maximum weight is 20g
Minimum Paper Weight is 200gsm for postcards, 70gsm for envelopes and 100gsm for One-Piece mailers

Indicia Retail
'Delivered By' text and a Royal Mail cruciform within a box is used in preference to a Printed Postage Impression (PPI) for the Poll Card Mailing Option. Licence number content is not required. It must be located in the top right corner of the post card in an area 45mm in length and 40mm in depth as illustrated below.
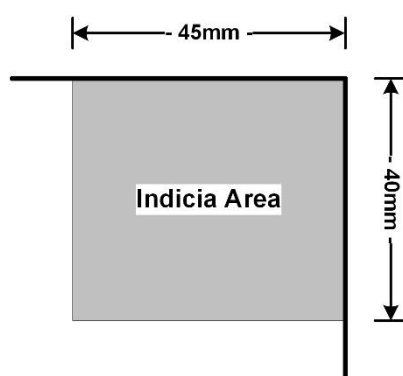
Further specifications for the Delivered By Royal Mail are in appendix 1 of this user guide.

Poll Card material, colour, and addresses
Poll Cards must be paper based and white Poll Cards are recommended as they provide the best background for Royal Mail to process. Options for the design of the physical mailer are provided in the table below.

	England, Northern Ireland & Scotland	Wales (Bi-Lingual)
Polls where Photo Id IS required (and **NO** QR code required)	• 2/3 Ply Machineable Postcard • One-Piece Mailer (with or without a flap) • Envelope and Insert • Postcard (Maximum Letter Size) [1]	• One-Piece Mailer (with or without a flap) • Envelope and Insert
Polls where Photo Id IS required (and a QR code is required) [2]	• One-Piece Mailer (with or without a flap) • Envelope and Insert	

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[1] As illustrated in Appendix 3
[2] There is insufficient space available to enable this deign to be fitted onto a postcard.

	England, Northern Ireland & Scotland	Wales (Bi-Lingual)
Polls where Photo Id is NOT required	• 2/3 Ply Machineable Postcard • One-Piece Mailer (with or without a flap) • Envelope and Insert • Postcard [3]	• Postcard Error! Bookmark not defined. • 2/3 Ply Machineable Postcard • One-Piece Mailer (with or without a flap) • Envelope and Insert

Where envelopes or One-Piece Mailers are used, they must be securely sealed on the front, back, and all edges and :-

• The adhesives used must be dry and must not leak onto the outside of the Letter

• They must not be stuck or caught together.

• The adhesive must be fully cured prior to presentation of the mailing to Royal Mail.

• They must be flat and must not be curled.

Addresses must be printed and accurate. For full details on the recommended address specifications please refer to the clear addressing guide in appendix 2 at the end of this user guide.

Help producing your Poll Cards

To assist you with the production of your postcards we provide a Poll Card checking service free of charge. Please contact the Election Team at artwork.checking@royalmail.com.

Sorting your Poll Cards

The Postal Voting Team will provide you with a link to the Poll Card Mailing Option Electionsort database to sort you mail, a user name and password to access the web page. When you access the web page via the link provided by the Postal Voting Team please download the Electionsort application to the computer that you plan to use to sort your data. You will also find a user guide on how to use the Electionsort database for the Poll Card mailing option. The sortation program sorts address files into Walksort order, Drop Off Point, Delivery Office, and Local Authority. The program also creates a series of reports and tray and bundle files which must be used to generate the bundle and tray labels required when presenting Poll Card mailings to Royal Mail.

For any enquiries regarding accessing or using the Electionsort database to sort your mail and to produce reports and labels please contact helpline@royalmailtechnical.com or via the helpline 020 7371 6957 or fax 020 7603 5862 and by post:

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[3] This is the standard card that was used until 2022.

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Royal Mail Technical Team
CACI (IMS)
CACI House
Avonmore Road
London
W14 8TS

Computer Planning Report and Line Listing

The Poll Card Mailing Option Electionsort sortation database will produce reports called the Computer Planning Report and Line Listing that must be printed and accompany the posting along with a completed EL1P.

Presentation of your Poll Cards

- To post your Poll Cards please place in separate trays and apply labels as detailed by the Poll Card Mailing Option Electionsort database sortation and label files.
- Poll Cards must be bundled (ideally in bundles of 100) cross-banded with elastic or paper bands (i.e. using 2 bands) and must have the required label with the information created by the Poll Card Mailing Option Electionsort sortation program.
- Bundles containing less than 10 items must be single banded
- Poll Cards should be placed in trays upside down with the address facing the front of the tray (the end where the label applied).
- Each tray must have the required label with the information created by the sortation program.
- The weight of a tray must not exceed 10kg.

If you require trays, please contact the Postal Voting Team at postal.voting@royalmail.com or 08456 564 998.

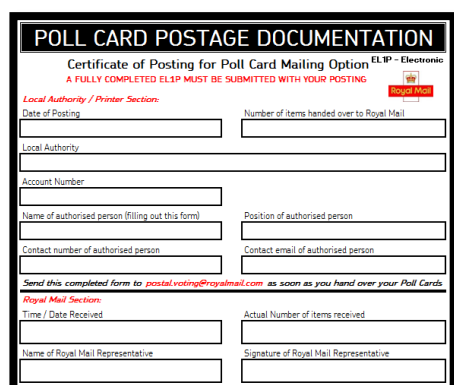## EL1P certificate of posting completion and files for the posting

The Postal Voting Team will provide you with the EL1P certificate of posting.
You must record the details of each of your postings on an EL1P certificate of posting, print a copy to accompany the posting along with the computer planning report and line listing.
E mail the completed EL1P to postal.voting@royalmail.com and on the same email, please also send the files "DO_SUMMARY.TXT" and "DO_WALK.TXT" (6.2 & 6.3 in the Poll Card Mailing Option Electionsort guide).

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Example – Single EL1P

Example – Multi EL1P

Posting options for your Poll Cards

You have the following options;

1. Take your mail to an approved acceptance point (Drop Off Point). The Postal Voting Team will provide you with the addresses for the Drop Off Points.
2. You can have your mail collected by Royal Mail if you are posting in the postcode area of the Drop Off Point for your Local Authority.
   For further details on our collection service or to book a collection please contact the Postal Voting Team at postal.voting@royalmail.com or 08456 564 998.

Billing and adjustments

The details you record on your EL1P certificate of posting will be billed at the published rate card prices and supplied by the Postal Voting Team.

Further help

For further assistance on booking your posting, producing your Poll Cards, sorting your posting, completing your EL1P certificate of posting, understanding your invoices, requesting copy invoices, and raising enquiries please visit contact one of the teams noted below.

Booking your posting

To book your posting please contact the Postal Voting Team at postal.voting@royalmail.com or 08456 564 998.

Producing your Poll Cards

For advice on producing your Poll Cards or to have your Poll Cards checked before you produce them please contact the Election Team at artwork.checking@royalmail.com.

Sorting your posting using the Electionsort database

For enquiries regarding accessing or using the Electionsort database to sort your mail and to produce reports and labels, please contact **helpline@royalmailtechnical.com** or via the helpline 020 7371 6957 or fax 020 7603 5862 and by post

> Royal Mail Technical Team
> CACI (IMS)
> CACI House
> Avonmore Road
> London
> W14 8TS

Completing your EL1P certificate of posting

For advice on completing your EL1P certificate of posting please contact the Postal Voting Team at postal.voting@royalmail.com or 08456 564 998.

Invoice enquiries:

For Poll Card Mailing Option billing enquiries please contact the Postal Voting Team at postal.voting@royalmail.com or 08456 564 998.

Appendices

Appendix 1 One-Piece Mailer & Machineable Postcard Specification

| Physical Reqts	One-Piece Mailer
Overview	One option covers the single fold White mailer without a flap in which the back of the mailer includes a perforated border on the back that facilitates the opening of the mailer to reveal internal printed content. A second option provides a 2-fold mailer with a flap as a one-piece alternative to the traditional envelope. The design of the mailer must provide sufficient space for the inclusion of the required indicia, Delivery Address and Return Address content.
Inserts	Additional inserts are permitted for Option 1
Shape	Rectangular and in landscape orientation
Multiple Folds	• Option 1 – The bottom edge of the mailer must be a fold, and the top and short edges must be sealed. (This is the long edge (also known as the reference edge) beneath the Indicia.) • Option 2 – The long edges of the finished mailpiece must be folds, and the short edges and flap must be sealed.
Reference Edge	The reference edge must be the folded edge beneath the address and Indicia.
Size	Maximum – 240mm x 165mm
Thickness	Minimum – 0.25mm, Maximum – 5mm
Weight	Maximum weight – 20g
Paper Weight	Minimum 100gsm
Flap (Option 2 only)	• The flap must be at the top of the mailer and run parallel to the reference edge. It may be on the front or back of the mailer. • The width of flap width should be 20-40mm.
Adhesive Application	Where there are gaps in the continuous seal adhesive application, they should be ideally located at top of the mailer and may be on left and / or the right side and should be no more than 5-10mm long
Sealing	All unfolded sides (including the flap where provided) must be glued with a continuous seal to the edge of the mailer.
Peel Adhesion	The peel adhesion strength of adhesive must be a minimum of 0.4N or paper fibres and fibre tear must be exhibited on separation.
Perforations (Option 1 only)	• The cut perforations should be rectangular in shape, set at 4-5mm, have a width of no more than 0.1mm and a bridge of at least 0.5mm. • Each cut and each bridge should be of uniform size.

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Physical Reqts	2/3 Ply Machineable Postcard
Purpose	This mailer is specifically designed to provide a postcard of 2/3 ply [4]. The 3-Ply element provides a reference edge for the mailer, and the varied thickness ensures the items do not stick together. The card must be produced from a sheet of paper that is cut, folded twice, and sealed on all sides. This shall provide a rectangular finished mailpiece in landscape orientation.
Inserts	No Insert is permitted
Multiple Folds	The bottom of the finished mailpiece must have a 3-Ply paper thickness amounts to 45% of the height of the shorter edge of the finished mailpiece, whilst the top amounts to 55% of the height of the shorter edge of the finished mailpiece, (a manufacturing tolerance of plus or minus 2mm is permitted). Two physical design options are available :- 1. The 3-ply paper must be cut finished so that all three layers form a single bottom (reference) edge. i.e. the edge consists of 3 layers of paper and 2 layers of adhesive. The finished cut edge must look as if it is a single edge. The paper must be folded such that the first fold creates an internal flap. The second fold must form another flap that covers the internal flap and ends 1mm short of the bottom (reference) edge. 2. The paper must be folded such that the first fold creates an internal flap. The second fold must form another flap that covers the internal flap and ends 1mm short of the bottom (reference) edge.
Size	Minimum - 140mm x 110mm, Maximum - 240mm x 165mm
Thickness	Minimum - 0.25mm, Maximum - 5mm
Weight	Maximum weight – 20g
Paper Weight	120gsm – 150gsm (150gsm recommended)
Paper Thickness	2-Ply element minimum 0.18mm, 3-Ply element minimum 0.27mm
Sealing	• All unfolded sides must be glued with a continuous seal. • A permanent and continuous adhesive seal of 15mm width to the side edges of the mailer is required on both open sides of the mailpiece and on the internal flap.
Peel Adhesion	The peel adhesion strength of adhesive must be a minimum of 0.4N and fibre tear must be exhibited on separation.
Finish	Finish – Matt or Silk (Matt preferred)

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[4] The bottom of the finished mailpiece must have a 3-Ply paper thickness, whilst the top must have a 2-Ply thickness

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Appendix 2 Specification for the Indicia

The Delivered By Royal Mail Indicia is an extract from the Barcoded PPI indicia design that is used with the Account Barcode Unsorted product. It consists of 'Delivered By' text and a Royal Mail cruciform within a 18mm high x 17mm wide box as illustrated below :-

Figure 1 – 'Delivered by' Indicia (Not to Scale)
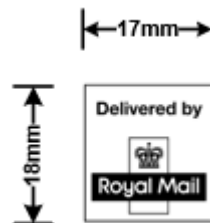
The Indicia must be positioned in the top right corner of the Poll Card in an area 45mm long and 40mm high.   A minimum clear zone of 5mm plus or minus 2mm is required above and to the right of the indicia, and a minimum clear zone of 5mm is required to the left and below the indicia.

Figure 2 – Indicia Area (Not to Scale)
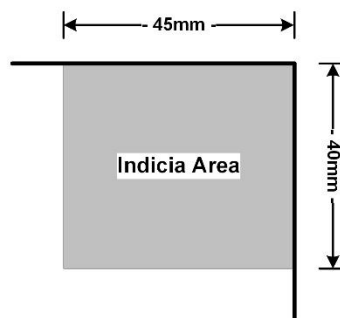
Appendix 3 Addressing guidelines

In this section, Mandatory requirements ensure that sufficient address content is provided to enable Royal Mail to read the address, and to deliver the Letters to the correct address.

	Category		Specification Requirement	
		The electors address consists of the following components, and the PAF address may include premise elements together with one or more thoroughfare and locality elements followed by the postcode.		
Electors Address Elements	Premise Elements	Mailer Defined information (Electoral register number)	DF100	
		Electors Name	Ms A N Other	Electors Address block
	Thoroughfare Elements	Dependant Thoroughfare Thoroughfare	The Mews 300 Western Road	
	Locality Elements	Double Dependent locality Dependent locality Posttown	Otterley Hedge End Oxford	
		Postcode	OX4 5ZZ	
Electors Address	General	• There must only be two addresses printed on front the Letter; a single Electors Address block and a Return Address block. • The Elector's Address must be printed on the front of the Letter, on the same side and in the same orientation as the Indicia. • No other addresses and nothing else that can be construed as looking like an Electors Address must be printed on the Letter (with the exception of the Return Address). • It is not permitted to have both English and Welsh addresses on an item. The premise to posttown address elements must follow the core PAF address content and a single language must be used for each of these address lines. i.e. This could be in English or Welsh (e.g. Swansea or Abertawe) subject to the PAF address summary definition or in Welsh where an alternative is specified in PAF. Customers cannot create bi-lingual English / Welsh addresses if they are not in PAF.		
	Mailer Defined Information (Optional)	• Mailer Defined Information (MDI) may be included as an additional single line immediately above the Elector name. It must not include a barcode of any kind. (This could be the Electoral register number:) • The mailer defined information should be in a typeface (not underlined) and may comprise letters, numerals, punctuation marks, and ideograms in a single line above. the Elector e.g. a reference number or Standard Selection Code (SSC). • The mailer defined information must be left justified and aligned to the rest of the Electors Address block. • The content may be of a different font and size to the other Electors Address block elements. • Word spacing within the MDI may exceed 5mm. • The line spacing should be consistent with the rest of the Electors Address block. • The length of the mailer defined information should not exceed 64 characters.		
	Content	• The Electors Address must include the Elector name and a full Postcode Address File (PAF) address including the postcode is required. • A maximum of 2 lines of Elector information may be included above the PAF address. • The number of characters per line of the Electors address block should not exceed 64 characters (including spaces).		

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	Category	Specification Requirement

Electors Address Cont.	Content Cont.	• The county, although not required, may be included :–
		     o as the penultimate line of the address
		     o as the penultimate line of the address and printed after the posttown.
		     o as the final line of the address and printed before the postcode.
		 • UK country (United Kingdom, England, Wales, Scotland, Northern Ireland) must not be included within the Electors Address block [5].

	Structure & Format	• The Electors Address must be printed as a 'block' of left justified text with uniform line spacing (1-4mm) and with no blank lines. • Each individual element of the address must be on a separate line. Note that the house number and the street name must always be printed on the same line. • The Postcode must always be printed in 'UPPER CASE', and must be on the last line of the Electors Address. • There must be a gap of 1-2 spaces between the 2 parts of the postcode. • The posttown may precede the postcode on the last line of the address if they are separated by 1-2 spaces. i.e. London EC1A 1AA. • Only punctuation that is included with the PAF address must be included, or alternatively all punctuation may be removed. • The Electors Address must be printed in 'Title Case' (preferred) or 'UPPER CASE'. • The word spacing must be 1-2 spaces and no more than 5mm. • The Electors Address block skew must be no more than plus or minus 5°.

	Preferred Fonts	• A Single font and font size should be used for the whole Electors Address block and this should be printed using :
		     o 10-12pt font
		     o Normal character spacing
		     o Pitch set at 10-12 characters per inch.
		
		 <u>Acceptable Proportionally Spaced Fonts include :–</u>
		 Arial (preferred), Calibri, Geneva, Gill Sans, Helvetica, Lucida Sans, Univers, Verdana

	Fonts – General	Any fonts that are used must be simple and easy to read. The following specifications must be followed: • *Italic*, **bold**, pseudo script, serifs, computer zero (Ø) and <u>underlining</u> must not be used. • Height: 2mm min, 7mm max, Width: 7mm max • Ratio of lower case height (b) to 'UPPER CASE' height (a) of between 2:3 and 3:4; and ratio of width (c) to height (a) of approximately 2:3. • Character quality must be complete, clear and of high resolution, with individual stroke having a uniform thickness of 8% - 16% of the height of the character. • There must be clear vertical gaps of at least 0.25mm between extremities of adjacent characters.
	Print Quality	• The Electors Address block MUST be printed using a dark colour (preferably black) on a light background. • The address content must adhere to the substrate and must not break up or wear during processing. • The contrast ratio for addresses printed on envelopes must be at least 50 %. • The minimum requirement for background reflectance is 35% and minimum reflective difference of a minimum of 30% is required.

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[5] This includes "England", "Great Britain", "Northern Ireland", "Scotland", "Wales" or "United Kingdom" and or the outlying British islands.

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Category		Specification Requirement
Electors Address Cont.	Print Quality Cont.	• Print quality must be such that characters are not blurred, smudged, deformed, or incomplete. • There must be no splashing or ink spatter around the characters. • We recommend that you regularly check the quality of your print output for clarity.
	Location	• The Electors Address block must be positioned on the front of the Letter below and to the left of the Indicia. • The PAF Electors address must be visible at all times. • The Electors Address block must not be printed in the Indicia Area, or in the border area - 40mm top, 15mm left and right, and 18mm at the bottom • The Electors Address block must not be printed over the edge of the envelope flap. • A clear zone of at least 5mm is required around the Electors Address block (including the MDI). No text, patterning, or graphics must be printed within the Electors Address block and its clear zones.
Return Address	Return Address Example	``` Return Address Borough of Anytown Council Civic Centre Anytown DF3 3KA ```
	General	• Only one return address must be printed on the Letter. • Nothing else that looks like a return address must be printed on the Letter. • It is not permitted to have both English and Welsh addresses on an item. The premise to posttown address elements must follow the core PAF address content and a single language must be used for each of these address lines. i.e. This could be in English or Welsh (e.g. Swansea or Abertawe) subject to the PAF address summary definition or in Welsh where an alternative is specified in PAF. Customers cannot create bi-lingual English / Welsh addresses if they are not in PAF.
	Content	• The return address must be prefixed with the words Return Address. • The return address must be a PAF address that includes a premise element, thoroughfare element, locality, and the postcode. • The Elector information, for example the company name, must be included on the second line of the return address block. • The number of characters per line of the return address block should not exceed 64 characters (including spaces). • No counties or UK countries should be included within the return address block.
	Structure & Format	• The return address must be provided as a 'block' of left justified text with uniform line spacing (1-4mm) and with no blank lines. • The return address must be printed in 'Title Case', with the exception of the Postcode that must always be printed in 'UPPER CASE'. • Each individual element of the address must be on a separate line. Note that the house number and the street must always be printed on the same line. • The Postcode must be printed on the last line of the address or may be printed on the same line as the posttown (with a gap of 1-2 spaces). • Only punctuation that is included with the PAF address must be included, or alternatively all punctuation may be removed. • The word spacing must be no more than 5mm. • The return address block skew must be no more than plus or minus 5º.

Category		Specification Requirement

Return Address Cont.	Fonts	• Letter Gothic or Lucida Console font must be used for the whole return address and this must be printed using:
		    o 10-12pt font (12pt preferred)
		    o Normal character spacing
		    o Pitch set at 10-12 characters per inch.

	Print Quality	The same specifications which apply to the Electors Address must be met.
	Location	The return address must be either located: • On the back of the Letter and centred within the top 40mm. This is the preferred location as it avoids any confusion with the Electors Address block. • On the front of the Letter within the top 40mm, and to the left of the indicia (with no element closer than 75mm to the right edge), and no closer than 12mm to the Electors Address.
	Clear Zones	No text, patterning, or graphics must be printed within the return address.

Appendix 4 Layout Option for Poll Cards with Photo Identification content

Please note: This option is only available for manual options. It is highly recommended you use a machineable option for reporting where available and machineable discounts.

This section provides a recommended for a Poll Card Mailing Option Letter Design that is aligned to the content of the UK Parli (E&W) 20220906 UPDATE document.

<u>Key Features</u>

- This is a Postcard mailer design at maximum Letter dimensions (240mm x 165mm).
- A 2mm clear border is provided to allow for a manufacturing tolerance.
- The Indicia in the top right corner and the Voter details / delivery address are located beneath the indicia. i.e. The elements that are needed by RM are in a standard position and are kept together.
- All of the key textual content on the front of the card are included using Arial 11.5pt font or larger with bold text being used as required.
- All of the textual content on the back of the card are included using Arial 10pt font or larger with bold text being used as required.

The designs are illustrated below in Figure 3 & Figure 4 with the black elements representing fixed text and the red content representing variable text. Additional content that defines the field sizes and fonts specifically is provided in Figure 5 & Figure 6.

Figure 3 – Front Design (Not to Scale)

YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE
You will not be able to vote unless you show photographic identification to the polling station staff.
A full list of accepted photographic identification is set out overleaf.

Delivered by
Royal Mail

Poll Card

Election of Member of Parliament for the [insert name of] constituency

St. Rachel's Ward

Date of Election **Thursday «DAY MONTH YEAR»**

Voting Information

Polling Day: **Thursday «Day Month Year»**

Polling Hours: **7am** to **10pm**

Your Polling Station will be:
«PSADDRESS1»
«PSADDRESS2»
«PSADDRESS3»
«PSADDRESS4»
«PSADDRESS5»
«PSADDRESS6»

///brambles.weeds.inclines

Your details:

«Electors name and qualifying address»
«ADDRESS1»
«ADDRESS2»
«ADDRESS3»
«ADDRESS4»
«ADDRESS5»
«ADDRESS6»

Electoral register number: AH1

If you need any help or to find out if your polling station is accessible, please contact us.
Helpline: **0800 000000**
Email: **elecreg@council.gov.uk**
Web: **www.council.gov.uk**

The Returning Officer issued this card.

Figure 4 – Back Design (Not to Scale)

Return Address
Borough of Anytown Council
Civic Centre
Anytown DF3 3KA

If you are away or cannot go to the polling station on Thursday «Day Month Year» you can do one of the following:
- Apply to vote by post. Completed applications must reach us **before 5pm on Wednesday «Day Month Year»**. If you are given a postal vote, you will not be able to vote in person at this election. OR
- Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us before 5pm on Wednesday **«Day Month Year»**. If you appoint a proxy, you can vote if you wish, but only if your proxy has not already voted on your behalf and has not got a postal vote for you.

If after 5pm on Wednesday «Day Month Year» you are unable to vote in person because you:
- **Have a medical emergency after 5pm on «Day Month Year» or**
- **Learn you cannot go to the polling station because of work reasons or**
- **The form of accepted photographic identification that you were intending to use to vote has been lost, stolen, damaged or destroyed, or has not yet been received if applied for recently**

You can apply to vote by proxy. Completed applications must reach us **before 5pm on Thursday «Day Month Year»**. To find out how to apply, call the helpline immediately.

It is an offence to:
- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

Accepted forms of photographic identification
You must present one of the following forms of photographic identification in order to vote in person at a polling station:
- A passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country
- A driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state
- A biometric immigration document
- An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- Ministry of Defence Form 90 (Defence Identity Card)
- A Blue Badge
- A national identity card issued by an EEA state
- An Older Person's Bus Pass
- A Disabled Person's Bus Pass
- An Oyster 60+ Card
- A Freedom Pass
- A Scottish National Entitlement Card issued in Scotland
- A 60 and Over Welsh Concessionary Travel Card issued in Wales
- A Disabled Person's Welsh Concessionary Travel Card issued in Wales
- A Senior SmartPass issued in Northern Ireland
- A Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
- A War Disablement SmartPass or War Disabled SmartPass issued in Northern Ireland
- A 60+ SmartPass issued in Northern Ireland
- A Half Fare SmartPass issued in Northern Ireland
- An Electoral Identity Card issued in Northern Ireland
- A Voter Authority Certificate or a temporary Voter Authority Certificate
- If you do not possess any of the above forms of photographic identification, you can apply to your local electoral registration officer for a free Voter Authority Certificate.

If your photographic identification document has expired it will still be accepted so long as the photograph is still a good likeness of you, unless it is a temporary Voter Authority Certificate which is not valid for use on the date of poll.
You may be required to provide further proof of identity if there is any discrepancy between your name as shown on your form of photographic identification and the name of the elector that you claim to be.

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Figure 5 – Front Design – Fields & Dimensions (Not to Scale)

Identification Field
193mm x 16.5mm
Font – Arial 12pt Bold & Arial 12pt

Election Date Field
115.5mm x 6mm
Font – Arial 12pt Bold &
Arial 12pt Bold

Voting Information Field
115.5mm x 6mm
Font – Arial 13pt Bold

Polling Fields
2 x 115.5mm x 6mm
Font – Arial 12pt Bold &
Arial 12pt Bold

Polling Station Field
115.5mm x 36mm
Font – Arial 12pt Bold & 11.5p Arial

Map Field
115.5mm x 53mm

Indicia Field (with a 5mm clear zone around the indicia)

Poll Card Field
193mm x10mm
Font – Arial 20pt Bold

Constituency / Ward Fields
2 x 193mm x 7.5mm
Font – Arial 14pt Bold

Your details Field
Font – Arial 12pt Bold

Electors Name & Address Field
Font – Arial 12pt

Electoral Register Field
Font – Arial 12pt Bold & Arial 10pt Bold

Help Info Field / Header
115.5mm x 30.5mm
Font – Arial 10pt Bold

Help Info options
Font – Arial 14pt & Arial 16pt Bold

Returning Officer Field
Font – Arial 10pt

YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE
You will not be able to vote unless you show photographic identification to the polling station staff.
A full list of accepted photographic identification is set out overleaf.

Delivered by
Royal Mail

Poll Card

Election of Member of Parliament for the [insert name of] constituency

St. Rachel's Ward

Date of Election **Thursday «DAY MONTH YEAR»**

Voting Information

Polling Day: **Thursday «Day Month Year»**

Polling Hours: 7am to 10pm

Your Polling Station will be:
«PSADDRESS1»
«PSADDRESS2»
«PSADDRESS3»
«PSADDRESS4»
«PSADDRESS5»
«PSADDRESS6»

Your details:

«Electors name and qualifying address»
«ADDRESS1»
«ADDRESS2»
«ADDRESS3»
«ADDRESS4»
«ADDRESS5»
«ADDRESS6»

Electoral register number: **AH1**

YOUR POLLING STATION

///brambles.weeds.inclines

If you need any help or to find out if your polling station is accessible, please contact us.

Helpline: **0800 000000**

Email: **elecreg@council.gov.uk**

Web: **www.council.gov.uk**

The Returning Officer issued this card.

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Figure 6 – Back Design – Fields & Dimensions (Not to Scale)

Return Address Field
Font – Lucida Console 10pt

Unable to Vote Field
107mm x 51.5mm
Font – Arial 10.5pt Bold,
Arial 10.5pt,
Arial 10.5pt Bold

Unable to Attend Field
107mm x 55.5mm
Font – Arial 10.5pt Bold,
Arial 10.5pt,
Arial 10.5pt Bold

Offence Field
107mm x 34mm
Font – Arial 10.5pt Bold,
Arial 10.5pt

```
Return Address
Borough of Anytown Council
Civic Centre
Anytown DF3 3KA
```

If you are away or cannot go to the polling station on Thursday «Day Month Year» you can do one of the following:
- Apply to vote by post. Completed applications must reach us **before 5pm on Wednesday «Day Month Year»**. If you are given a postal vote, you will not be able to vote in person at this election. OR
- Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us before 5pm on Wednesday **«Day Month Year»**. If you appoint a proxy, you can vote if you wish, but only if your proxy has not already voted on your behalf and has not got a postal vote for you.

If after 5pm on Wednesday «Day Month Year» you are unable to vote in person because you:
- Have a medical emergency after 5pm on **«Day Month Year»** or
- Learn you cannot go to the polling station because of work reasons or
- The form of accepted photographic identification that you were intending to use to vote has been lost, stolen, damaged or destroyed, or has not yet been received if applied for recently

You can apply to vote by proxy. Completed applications must reach us **before 5pm on Thursday «Day Month Year»**. To find out how to apply, call the helpline immediately.

It is an offence to:
- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

Accepted forms of photographic identification
You must present one of the following forms of photographic identification in order to vote in person at a polling station:
- A passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country
- A driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state
- A biometric immigration document
- An identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- Ministry of Defence Form 90 (Defence Identity Card)
- A Blue Badge
- A national identity card issued by an EEA state
- An Older Person's Bus Pass
- A Disabled Person's Bus Pass
- An Oyster 60+ Card
- A Freedom Pass
- A Scottish National Entitlement Card issued in Scotland
- A 60 and Over Welsh Concessionary Travel Card issued in Wales
- A Disabled Person's Welsh Concessionary Travel Card issued in Wales
- A Senior SmartPass issued in Northern Ireland
- A Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
- A War Disablement SmartPass or War Disabled SmartPass issued in Northern Ireland
- A 60+ SmartPass issued in Northern Ireland
- A Half Fare SmartPass issued in Northern Ireland
- An Electoral Identity Card issued in Northern Ireland
- A Voter Authority Certificate or a temporary Voter Authority Certificate
- If you do not possess any of the above forms of photographic identification, you can apply to your local electoral registration officer for a free Voter Authority Certificate.

If your photographic identification document has expired it will still be accepted so long as the photograph is still a good likeness of you, unless it is a temporary Voter Authority Certificate which is not valid for use on the date of poll.
You may be required to provide further proof of identity if there is any discrepancy between your name as shown on your form of photographic identification and the name of the elector that you claim to be.

Photographic Id Fields
125.5mm x 161mm
Font – Arial 11pt Bold & Arial 10pt

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