

Guidance for printing postal vote applications with personal identifier boxes



IMPORTANT – PLEASE READ

On 1st January 2007, new regulations came into force, making it necessary for everyone applying for a postal, proxy or postal proxy vote to provide personal identifiers, which are their date of birth and their signature. The personal identifiers will be stored by Electoral Services, and used to verify the receipt of postal and postal proxy votes at all elections.

In Leeds, this verification process will be carried out using automatic character and signature recognition software, which will compare the signature and date of birth provided on an application form with those on the corresponding security statement returned with postal and postal proxy ballot papers.

In order for the software to be able to locate the dates of birth and signatures on applications, it is essential that only those forms produced by Leeds City Council Electoral Services are used.

We have therefore produced templates which can be used by political parties and other interested groups and individuals to produce copies of forms as and when required. The templates are PDF format, which open using Adobe Acrobat software, and should not be altered in any way.

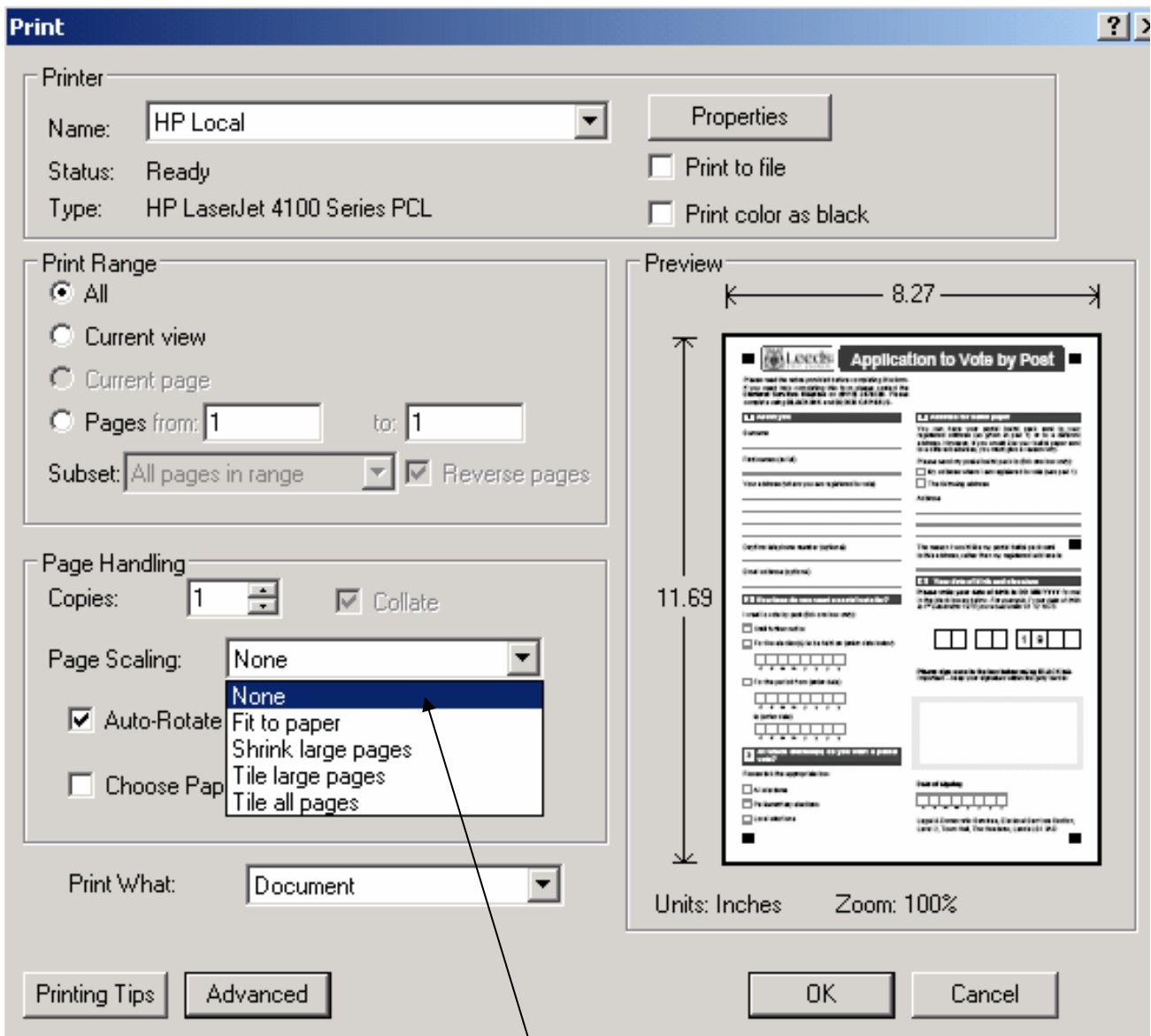
When printing forms from these templates, it is essential that the following instructions are adhered to:-

- The forms **must be printed on White A4 paper.**
- The forms **must not be photocopied** as this distorts the original and will make them unreadable by our software.
- The form **must be single sided** – i.e. there must be nothing printed on the reverse of the form – The guidance notes for each form must be a separate document to the form.
- When printed, **the margins and size of the form itself must not alter – no “fit to paper” or “shrink large pages”** (Please see page 2 of these guidance notes for an example).
- **The location of the date of birth and signature boxes must not be altered.**
- **The black “skew” marks around the edges of the form must not be altered.**

Any applications received on a form not produced by Electoral Services, or where the above guidelines have not been adhered to will result in the form having to be returned to the applicant, with the correct form enclosed for completion.

We thank you in advance for your co-operation in this matter.

If you require any further clarification or information regarding these instructions please contact **Susie Penny** on (0113) 2476727 or **Sue Mosley** on (0113) 2243440



When printing from the templates, it is important that you set the “Page Scaling” field to “None” as per the example above.

Adobe Acrobat automatically defaults to “Fit to paper” which means the size of the form when printed is reduced. We would not be able to use forms printing on this setting for signature and character recognition.