

# Summary of the signing procedure

## Stage one – checking the elector

- greet the elector
- ask them to confirm their name and address
- find the elector on the register and make sure that they are eligible sign in this petition.

## Stage two – checking the electors photographic ID

- ask the elector for their photographic ID
- check that the ID provided is included on the list of accepted photographic ID
- check that the ID provided includes a photo that is a good likeness of the elector
- check that the name included on the photographic ID matches the elector's entry on the register
- check that the photographic ID provided appears to be genuine and not forged
- hand the photographic ID provided back to the elector

## Stage three – marking the petition register and completing the voter ID paperwork

- mark the register against (but not through) the elector number by placing a straight line against the signer's entry on the register
- check if the elector has previously been refused a signing sheet because of issues with their ID and update the Signing Sheet Refusal List (SSRL) paperwork as required

## Stage four – issuing the signing sheet

- write the elector number (including the polling district reference letter(s) if not pre-printed) on the corresponding number list next to the number of the signing sheet to be issued
- ensure that the signing sheet includes a pre-printed official mark (e.g., a barcode or watermark)
- fold the signing sheet, and then hand it to the signer unfolded

## Stage five – signing

- on receiving a signing sheet, the elector must decide whether or not to sign the sheet
- the elector marks the signing sheet in the privacy of the polling booth or at the clerk's desk
- prior to the elector placing the signing sheet in the ballot box, they should fold the signing sheet and should show the signing sheet paper number and unique identifying mark on the back of the signing sheet to the Petition Clerk
- say 'goodbye' and thank the elector as they leave

Remember to follow all stages of the process carefully or the signer may inadvertently be disenfranchised.