

## Quick guide to postal voting

Your postal voting pack for Exeter City Council, Police and Crime Commissioner or General elections will contain the following:

- Your postal voting statement and your ballot paper(s)
- Envelope A
- Envelope B

### How to vote by post

#### Step 1:

Complete your postal voting statement with your **date of birth** and your **signature**.

If you have been allowed a signature waiver, there will be no box for your signature as you do not need to sign.

**Remember!** Make sure you fill in your **date of birth**, not today's date.

#### Step 2:

Fill in your ballot paper(s):

- Vote only **once** on each ballot paper, by marking a cross (**X**) in the box next to your choice.
- Do not mark the ballot paper(s) in any other way or your vote may not count.

#### Step 3:

Put your completed **ballot paper(s) only** into envelope A and seal it.

#### Step 4:

Your ballot paper(s) is/are now sealed inside envelope **A**.

- Put your completed postal voting statement **and** envelope **A** into envelope **B**.
- Seal and post envelope **B**. If it's posted in the UK, this will be free.

**Remember!** Make sure you follow the instructions above or your vote may not count.

#### Additional notes:

Return your postal vote **straight away**. We must receive it **by 10pm on the day of the election**, so make sure you leave enough time for it to arrive in the post.

You can hand in your postal vote at our office at the address on envelope **B**. Or you can take it to any polling station in your City Council Ward between **7am and 10pm on polling day**.

You will be provided with a form which you must complete for the postal votes you are handing in. You can hand in your own postal vote and postal votes for up to 5 other people. If you are a political campaigner, you can hand in your own vote plus the votes for up to 5 family members or people for whom you provide regular care.

**DO NOT put postal votes in the Civic Centre letter box or your vote will be rejected.**

## Checklist

**STOP!** Before you post your vote, make sure you have:

- ✓ Completed your postal voting statement
- ✓ Put your marked ballot paper(s) into envelope **A**
- ✓ Put your postal voting statement **and** envelope **A** into envelope **B**

**Remember!** For your postal vote to count, we must receive it by 10pm on polling day.

## Getting help

Someone can help you fill in your postal voting statement but you must sign it yourself. If you need help to vote, you can ask someone you know. Your vote is secret, so the person helping you must not tell anyone how you voted. Contact us if you make a mistake, need help to vote or are not sure what to do. Our details are shown above.

## Contacting us

Contact us if you need help or information about postal voting in large print, or in another language or format.

- Helpline **01392 265141** (local rate)
- Email: [electoral.services@exeter.gov.uk](mailto:electoral.services@exeter.gov.uk)
- Online: [exeter.gov.uk/contact](http://exeter.gov.uk/contact)

