

Voter identification in polling station flowcharts & annotated Voter ID forms

Background

- 1.1 The Elections Act 2022 introduces several changes to the voting process for polls from 4 May 2023 onwards.¹
- 1.2 In polling stations, staff must now ask for an elector's photographic identification (photo ID) before giving them a ballot paper. See [Appendix A](#) for a list of acceptable forms of photo ID.
- 1.3 In addition, the Returning Officer (RO) must ensure each polling station contains an area where voters can show their photo ID in private. Any elector can ask to have their photo ID checked in private. This can be in a separate room or by using a privacy screen.
- 1.4 If an elector does not provide:
 - any photo ID; or
 - an acceptable form of photo ID

OR

 - the Presiding Officer (PO) is not satisfied the photo ID looks like the elector; or
 - the PO believes the document is a forgery; or
 - an elector fails to satisfactorily answer the prescribed questions (see [appendix 5a of the Electoral Commission's \(EC\) handbook for polling station staff](#))

they must not be given a ballot paper. They should be advised to come back to the polling station before 10pm with acceptable photo ID.

Ballot Paper Refusal List (BPRL)

- 1.5 The [Ballot Paper Refusal List \(BPRL\)](#) must be completed with the elector's elector number and the reason for their refusal when:
 - an elector (or proxy) has an acceptable form of photo ID but the PO is not satisfied the photo looks like them, or

¹ For clarity, the changes apply to: UK Parliamentary by-elections in Great Britain; Police and Crime Commissioner elections in England and Wales; and English local government polls. The measures will be in place for UK Parliamentary General elections taking place from 5 October 2023.

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- the PO believes the document is a forgery, or
- the elector (or proxy) fails to answer the prescribed questions satisfactorily

ALSO

- if an elector returns with an accepted form of photo ID
 - if an elector returns and is again refused a ballot paper
- 1.6 Where a proxy is refused, their name and address should be recorded rather than the elector's. If they are both an elector and a proxy for another elector, their details should be entered onto the BPRL twice. Once with their elector number for their refusal as an elector and again with their name and address for their refusal as a proxy.

Voter Identification Evaluation Form (VIDEF) & Voter Identification Evaluation Form Notes Sheet (VIDEF Notes Sheet)

- 1.7 Currently, in addition to the BPRL, the [Voter Identification Evaluation Form \(VIDEF\) Notes Sheet](#) must be completed.
- 1.8 Currently, the VIDEF and VIDEF Notes Sheet will only be used for:
- the scheduled principal area and parish elections in England on 4 May 2023 (not by elections),
 - other relevant local government elections on 4 May 2023, (not referendums or PCC elections), and
 - the next two UK Parliamentary General Elections.¹
- 1.9 The following should be recorded on the VIDEF notes sheet using tally marks: ²
1. the number of voters given a ballot paper after they show a Voter Authority Certificate (VAC) or temporary Voter Authority Certificate (TVAC)
and
the number of voters given a ballot paper after they show an Anonymous Elector's Document
 2. the number of voters who ask to use a private area to show their photo ID

It should also record:

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3. turned away voters – electors and proxies who were not given a ballot paper as they produced unacceptable photo ID, or were unable to produce photo ID and the reason for their refusal. If an elector returns with an accepted form of photo ID, this must also be recorded against their entry on the VIDEF Notes Sheet.
- 1.10 The VIDEF Notes Sheet and BPRL must be updated each time one of the situations listed above occurs. The information from both documents will need to be totalled up at the close of poll by the PO and transferred to the [VIDEF](#).
 - 1.11 At the end of polling day, the VIDEF will total the following information from the VIDEF Notes Sheet:
 1. polling station information, including whether a member of staff was assigned, at any time during polling day, to explain voter ID requirements to electors. For example, at the polling station entrance;
 2. number of voters given a ballot paper after showing a VAC (includes Temporary Voter Authority Certificate (TVAC)), or AED (information from voter identification notes sheet section 1);
 3. number of electors who asked to show their ID in private (information from voter identification notes sheet section 2);
 4. number of electors the PO was unable to issue a ballot paper to (information from voter identification notes sheet section 3);
 5. number of voters refused a ballot paper (information from Ballot Paper Refusal List)

Close of poll

- 1.12 At the close of poll, the BPRL must be sealed in a packet,³ and returned to the RO according to their instructions.
- 1.13 The VIDEF and the VIDEF Notes Sheet should also be put in a packet and returned to the RO according to their instructions.

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- 1.14 Voters and other people may have questions about the collection of additional information. Polling staff can assure them that the information from the BPRL can only be given to the elector (and/or their proxy) who was refused a ballot paper.⁴
- 1.15 The information from the VIDEF will be anonymised and collated to be shared with the Secretary of State and the Electoral Commission.
- 1.16 All VIDEF Notes Sheets must be confidentially destroyed as soon as practicable after the election.

How to use this document

- 1.17 To help both administrators and polling station staff understand the new requirements, we have produced a series of flowcharts on the polling station process. We have also produced annotated BPRLs and VIDEFs.
- 1.18 To use the flowcharts – start at **flowchart 1 – elector arrives with acceptable form of ID**. This is the process that will apply for most electors. It also forms the basis to move to further flowcharts where the elector does not have ID or does not have acceptable ID.
- 1.19 **Flowchart 6 – anonymous elector process** is standalone and outlines the process to use for an anonymous elector.
- 1.20 **Flowcharts 5a and 5b** cover where there is a material difference between the name of the elector (or proxy) and the name on the photo ID. Consideration needs to be given to the approach POs should take when they are not satisfied as to the reason for a difference.
- 1.21 If the PO is satisfied they are the same person, because the reason for the discrepancy seems valid e.g., marriage, divorce, they are able to issue a ballot paper without asking the prescribed questions or asking for additional ID.
- 1.22 If the PO does not reasonably doubt they are the same person (e.g., the name is partly different), the PO can ask the prescribed questions to satisfy they are the person registered in the register of electors.

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- 1.23 If the difference is more substantial or the PO has reasonable doubt they are the same person, they can request the elector provides additional evidence to prove their identity.
- 1.24 If the prescribed questions are to be used to be satisfied the person is the same – **use flowchart 5a**. If additional evidence is requested to be satisfied, they are the same person – **use flowchart 5b**.
- 1.25 Our view is where the PO is satisfied (and has no reasonable doubt) they are the same person, the PO can either accept it at face value or ask the prescribed questions to formally confirm. Where there is reasonable doubt, they are the same person, additional evidence should be requested.
- 1.26 We do not believe the prescribed questions would be suitable in every case. Presiding Officers need to make a decision on a case-by-case basis depending on the exact circumstances.

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Contents	Pages
Acronyms used in document	7
Further information	8
Elector arrives with acceptable form of photo ID	9
Elector arrives with no photo ID	10
Elector arrives with unacceptable form of photo ID	11
Elector arrives with photo ID, but photo not considered a good enough likeness or not considered genuine	12
Elector arrives with photo ID but name discrepancy between ID and register (prescribed questions)	13
Elector arrives with photo ID but name discrepancy between ID and register (additional evidence)	14
Anonymous elector process	15
Annotated Ballot Paper Refusal List	16
Annotated VIDEF notes sheet	22
Annotated VIDEF	26
Completed BPRL	28
Completed VIDEF Notes Sheet and VIDEF	29
Key statutory references	31
Appendix A – Acceptable forms of photo ID	32

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Acronyms used in document

AED – Anonymous Elector Document
BPRL – Ballot Paper Refusal List
CNL – Corresponding Number List
DRO – Deputy Returning Officer
PC – Poll Clerk
PO – Presiding Officer
PSI – Polling Station Inspector
RO – Returning Officer
TVAC – Temporary Voter Authority Certificate
VAC – Voter Authority Certificate
VIDEF – Voter Identification Evaluation Form
VIDEF Notes Sheet – Voter Identification Evaluation Form Notes Sheet

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Further information

*If an elector requests a female member of staff checks their ID, this should be accommodated where possible. If there are no female members of staff within the polling station (or ID check needs to be escalated to a male PO), please contact the election office.

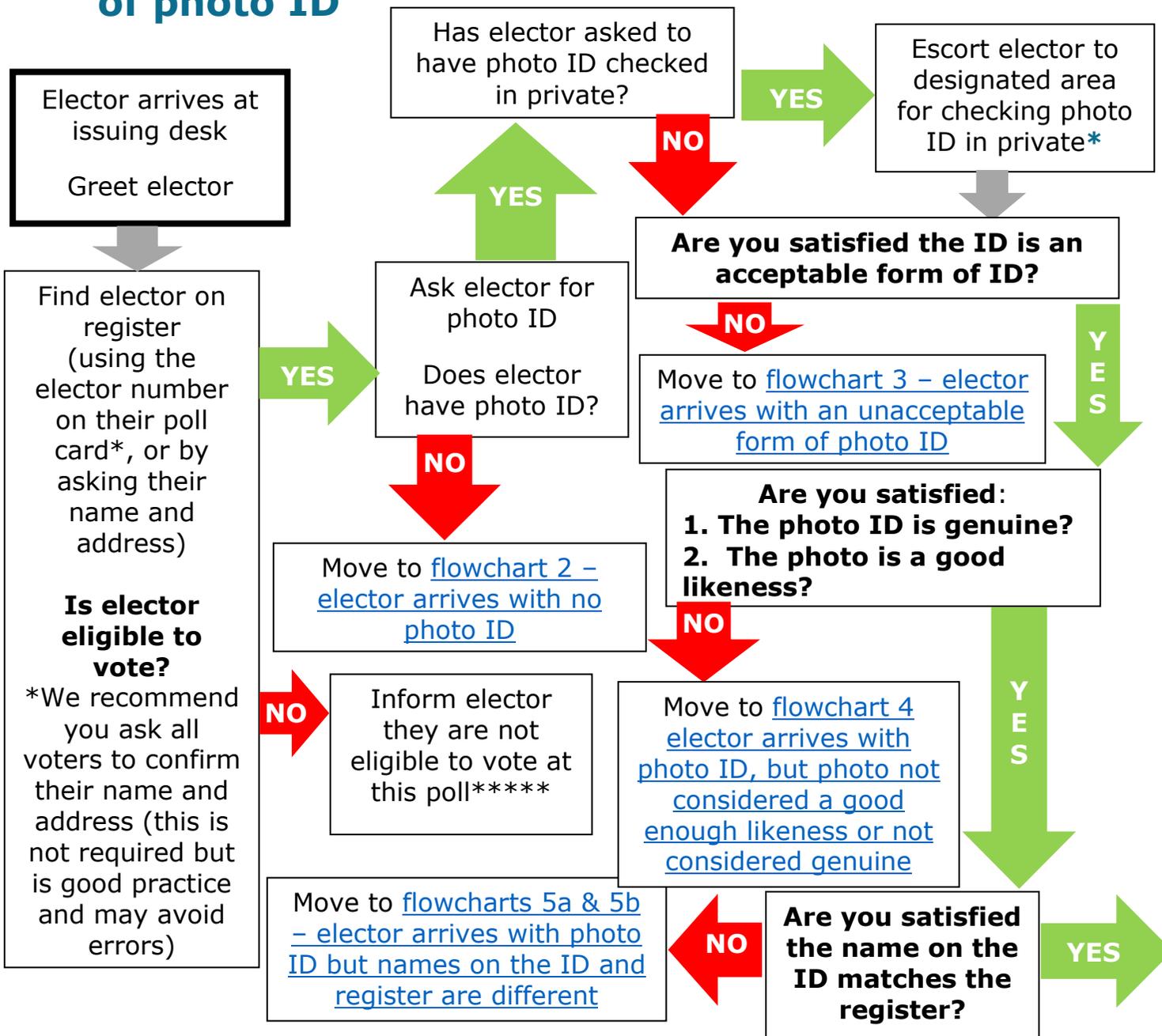
** The elector was previously refused for no ID or unacceptable form of ID (indicated on VIDEF notes sheets) or ID was not considered genuine, a good likeness or they failed to answer statutory questions correctly (indicated on BPRL)

***Where elector returns and still has no ID – add additional tick in column C to their existing entry on the VIDEF notes sheet to show they returned for a second time with no ID

**** If the person is acting as a proxy for an elector is refused– the proxy name and address instead of the elector's elector number must be entered on the VIDEF notes sheet. Note - the proxy only needs to provide their own photo ID and not ID of the elector they are voting for.

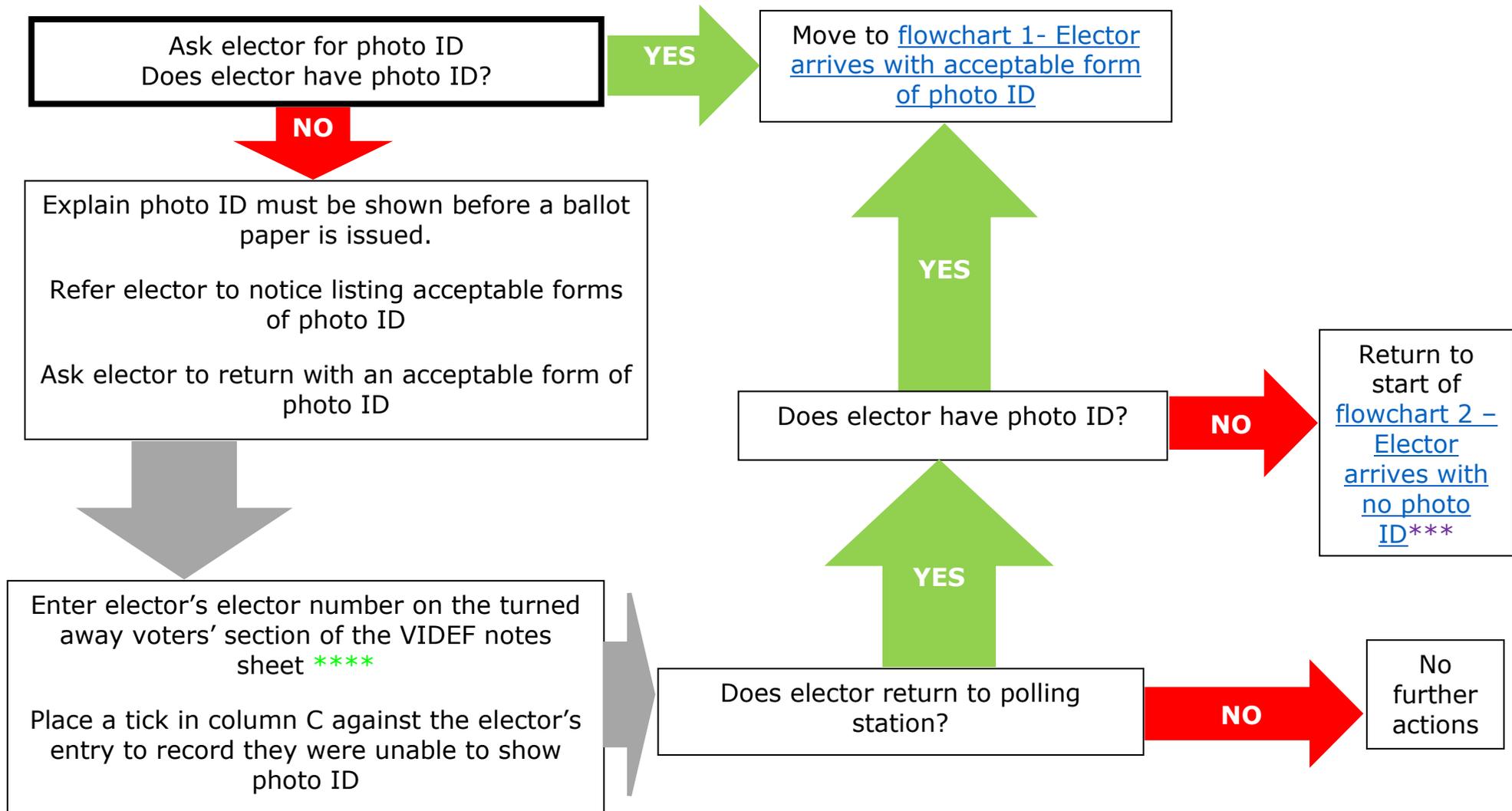
*****Ineligible electors – see **appendix 2a** of the EC polling station staff handbook '[Dealing with problems on the register of electors](#)' and **appendix 5b** '[Tendered ballot papers](#)'

Flowchart 1 - Elector arrives with acceptable form of photo ID

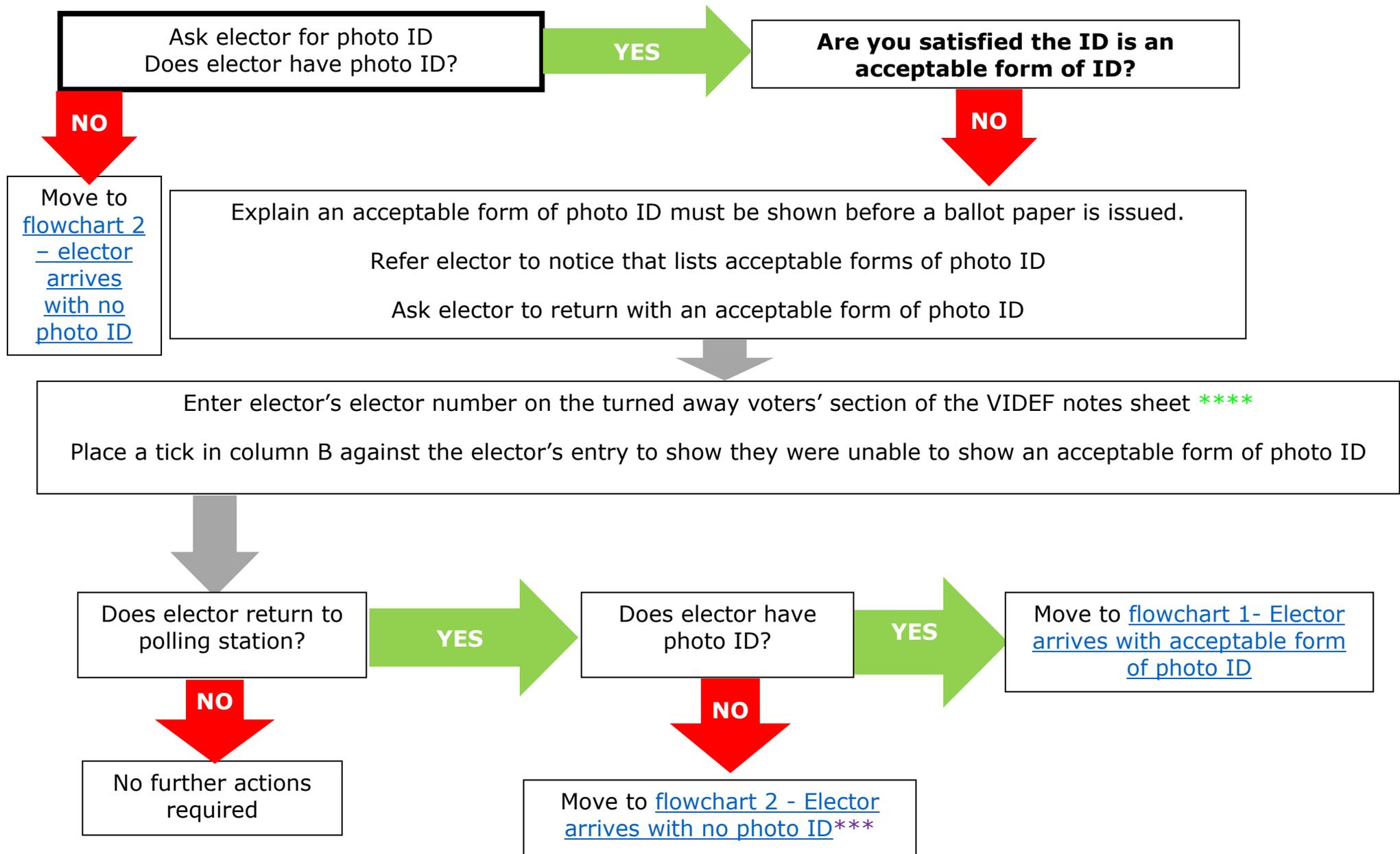


1. Mark the register against the elector to show they have voted
2. Write the elector's number on the CNL next to the number of the ballot paper(s) being issued
3. Make sure the ballot paper(s) includes a pre-printed official mark
4. Issue the ballot paper (fold it then hand it to the voter unfolded so they can see all the candidates)
5. Direct the voter to the polling booths
6. Check Voter ID Evaluation Form (VIDEF) notes sheet and Ballot Paper Refusal List (BPRL) to check if elector has previously tried to vote unsuccessfully**. If they have, tick the elector's entry on either VIDEF notes sheet or BPRL to show elector returned and was successfully issued with a ballot paper
7. If photo ID shown was a Voter Authority Certificate (VAC) or Anonymous Elector Document (AED) – enter a tally mark on the VIDEF notes sheet to show VAC or AED used
8. If elector asked for their ID was checked in private – enter a tally mark on VIDEF notes sheet to show request for ID to be checked in private

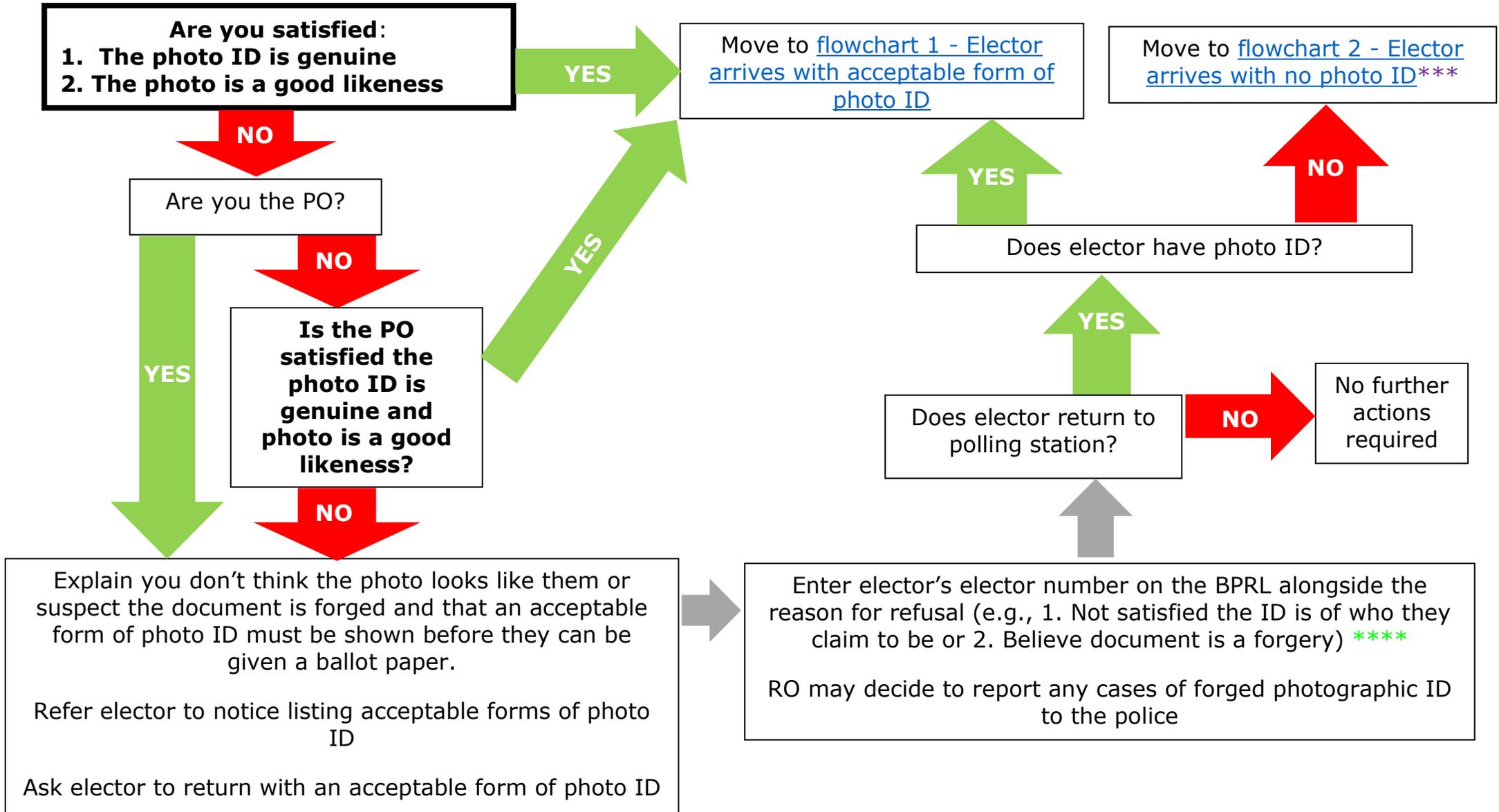
Flowchart 2 - Elector arrives with no photo ID



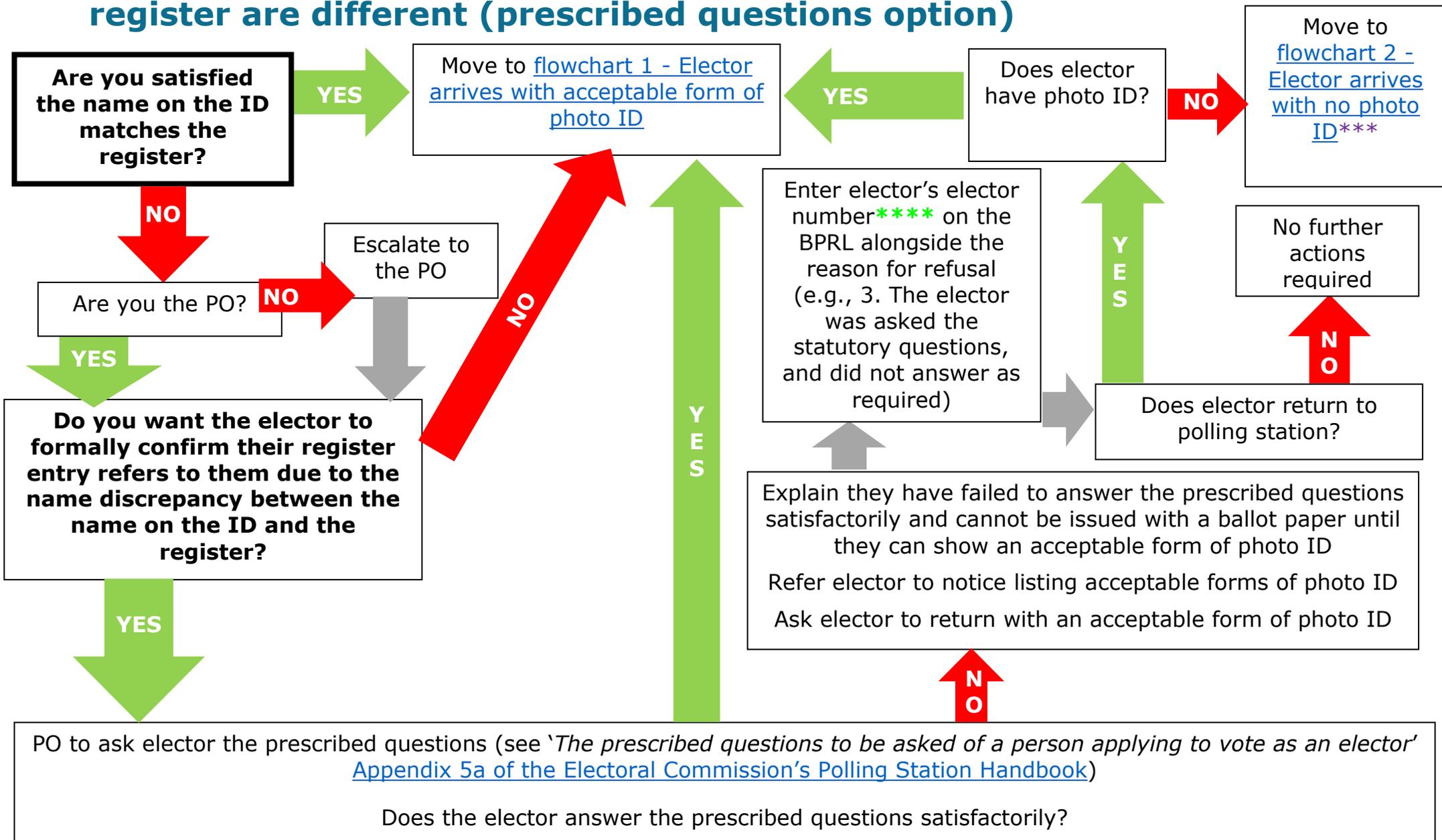
Flowchart 3 - Elector arrives with unacceptable form of photo ID



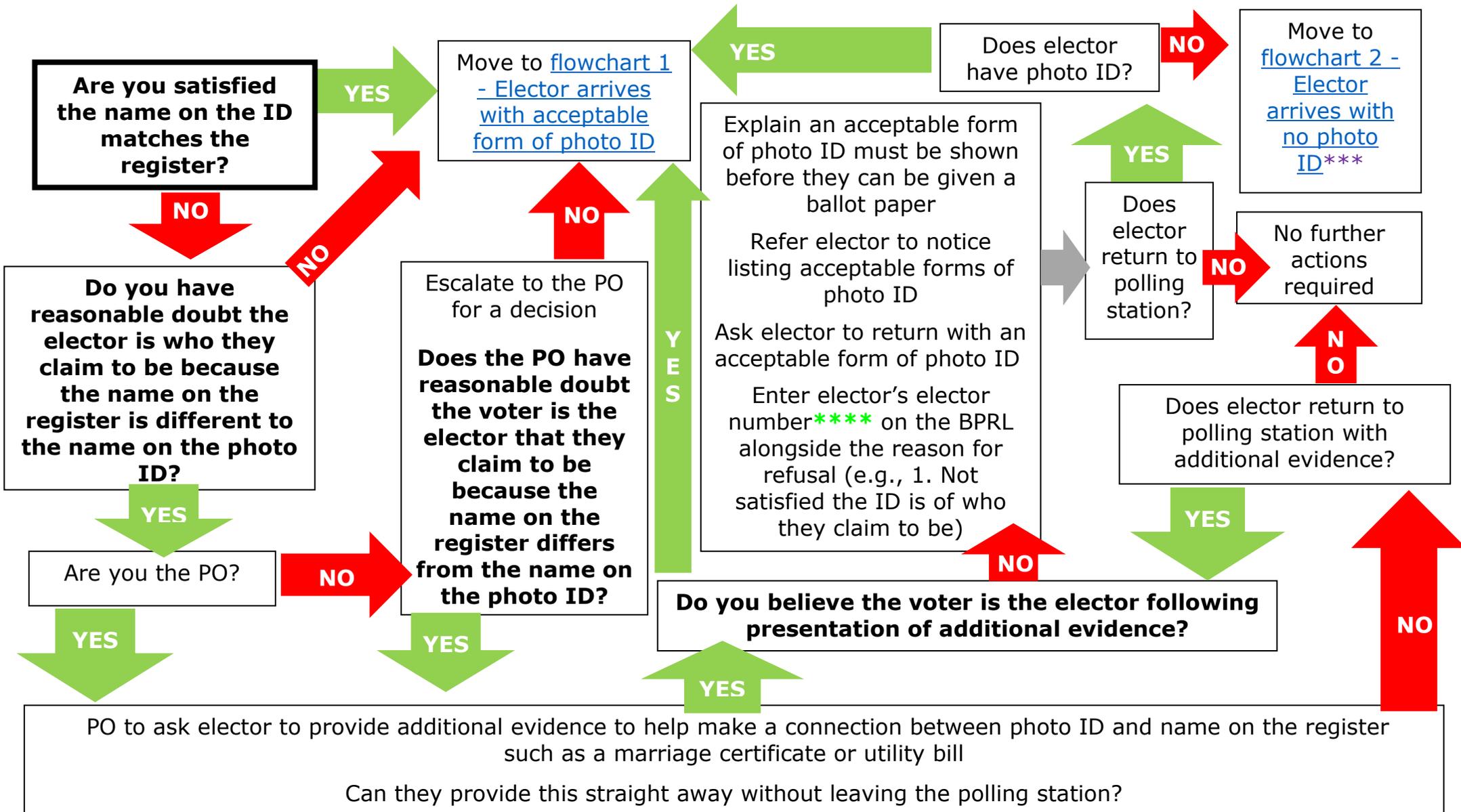
Flowchart 4 - Elector arrives with photo ID but it doesn't look like them or may be forged



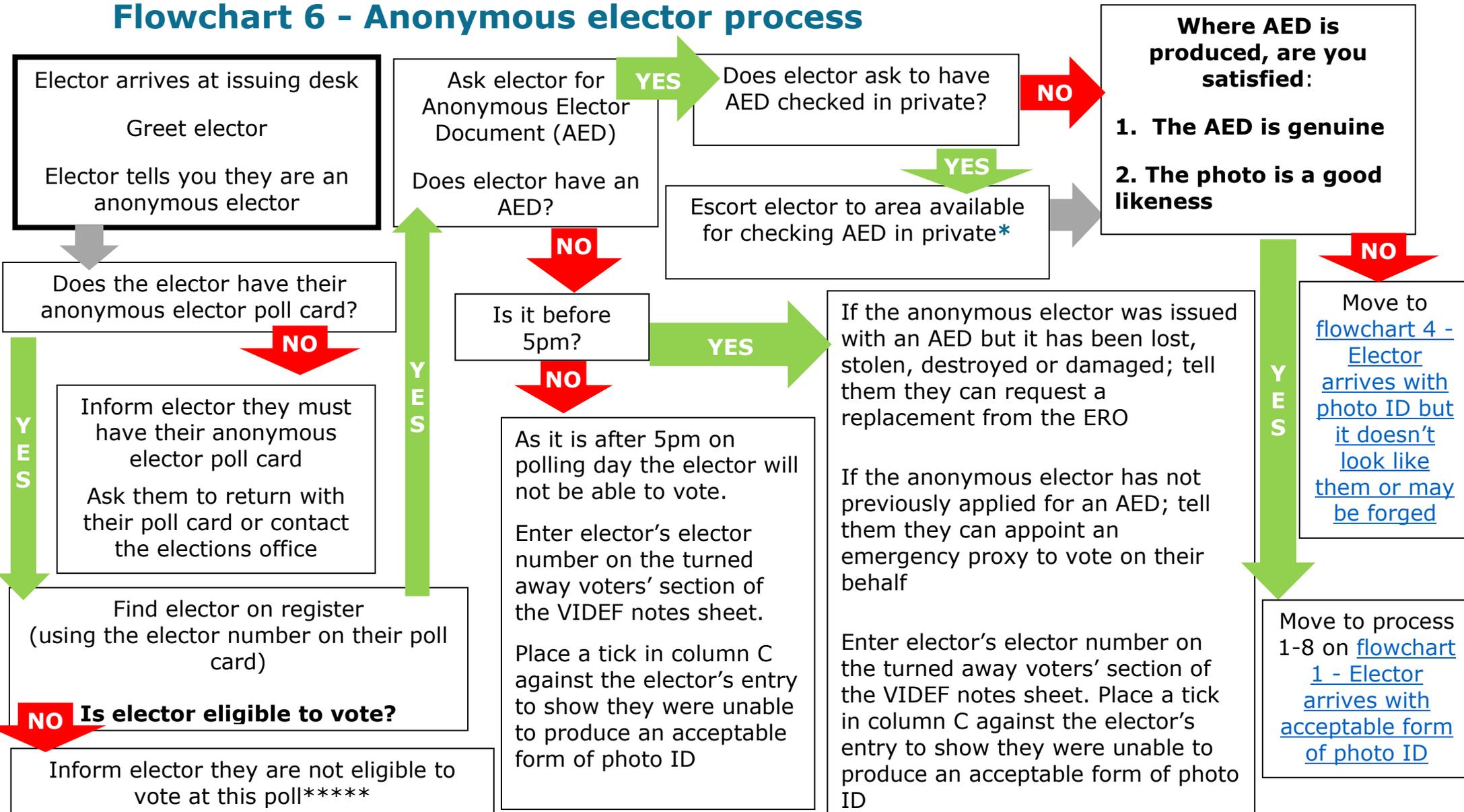
Flowchart 5a - Elector arrives with photo ID but the names on the ID and register are different (prescribed questions option)



Flowchart 5b - Elector arrives with photo ID but the names on the ID and register are different (additional evidence option)



Flowchart 6 - Anonymous elector process



Annotated BPRL - Elector arrives with photo ID but it doesn't look like them or may be forged

Ballot Paper Refusal List

Guidance

You should only record a refusal to issue a ballot paper on this list when an elector or proxy presents one of the required forms of identification, but **either**:

1. You are not satisfied the identification is of who they claim to be (e.g. the photo was not a good likeness); **or**
2. You believe the document is a forgery; **or**
3. The elector or proxy was asked the statutory questions and did not answer as required.

Please enter 1, 2 or 3 based on the reasons outlined above in the 'reason for refusal' column.

If an elector or proxy is initially refused for reason one or two above, but then produces an accepted document before leaving the desk and is issued a ballot paper – you do not need to record their details on this form.

If you refuse to issue a ballot paper to an elector or proxy for **any other reason** (e.g., they did not bring any identification or do not have one of the required forms of identification) - **DO NOT record this on this form. These instances should be recorded on the on the separate Voter Identification Evaluation Form**

An elector or proxy can only be refused for one reason at a time but can be refused more than once if they return and attempt to vote again. **If you refuse an elector or proxy more than once, mark each reason for refusal in order on the same row for that elector or proxy.**

Enter their elector number in the first column

Elector's electoral number OR If a proxy attempted to vote on behalf of an elector, the proxy's name and address	Reason for refusal(s) – enter 1, 2 or 3 below and separate by comma if elector or proxy refused more than once 1. You are not satisfied the identification is of who they claimed to be 2. You believe the document is a forgery 3. The elector or proxy was asked the statutory questions, and did not answer as required	Tick if elector or proxy later returned and was issued a ballot paper
AE 123	1	

Now the BPRL has an entry, it must be checked **EVERY** time before a ballot paper is issued. If the elector returns and is given a ballot paper, enter a tick in the third column

Write the reason '1' in the second column

Annotated BPRL - Proxy arrives with photo ID but it doesn't look like them or may be forged

Ballot Paper Refusal List

Guidance

You should only record a refusal to issue a ballot paper on this list when an elector or proxy presents one of the required forms of identification, but **either**:

1. You are not satisfied the identification is of who they claim to be (e.g. the photo was not a good likeness); or
2. You believe the document is a forgery; or
3. The elector or proxy was asked the statutory questions and did not answer as required.

Please enter 1, 2 or 3 based on the reasons outlined above in the 'reason for refusal' column.

If an elector or proxy is initially refused for reason one or two above, but then produces an accepted document before leaving the desk and is issued a ballot paper – you do not need to record their details on this form.

If you refuse to issue a ballot paper to an elector or proxy **for any other reason** (e.g., they did not bring any identification or do not have one of the required forms of identification) - **DO NOT record this on this form. These instances should be recorded on the on the separate Voter Identification Evaluation Form**

An elector or proxy can only be refused for one reason at a time but can be refused more than once if they return and attempt to vote again. **If you refuse an elector or proxy more than once, mark each reason for refusal in order on the same row for that elector or proxy.**

Elector's electoral number <i>OR</i> If a proxy attempted to vote on behalf of an elector, the proxy's name and address	Reason for refusal(s) – enter 1, 2 or 3 below and separate by comma if elector or proxy refused more than once 1. You are not satisfied the identification is of who they claimed to be 2. You believe the document is a forgery 3. The elector or proxy was asked the statutory questions, and did not answer as required	Tick if elector or proxy later returned and was issued a ballot paper
AE 123	1	
David Williams, 5 Forest Lane, Southfold, S99 1ZW	1	

Write the proxy's name and address in in the first column

Now the BPRL has an entry, it must be checked **EVERY** time before a ballot paper is issued. If the elector/proxy returns and is given a ballot paper, enter a tick in the third column

Note: If the proxy is refused and the elector then comes to vote – you need to check for any elector with a nominated proxy if the proxy has already been refused on the BPRL – if they have you need to tick the third column against the proxy entry to show the elector returned and voted successfully

Write the reason ' 1 ' in the second column

Annotated BPRL - Elector arrived with photo ID but the names on the ID and register are different and they failed to answer the prescribed questions

Ballot Paper Refusal List

Guidance

You should only record a refusal to issue a ballot paper on this list when an elector or proxy presents one of the required forms of identification, but **either**:

1. You are not satisfied the identification is of who they claim to be (e.g. the photo was not a good likeness); or
2. You believe the document is a forgery; or
3. The elector or proxy was asked the statutory questions and did not answer as required.

Please enter 1, 2 or 3 based on the reasons outlined above in the 'reason for refusal' column.

If an elector or proxy is initially refused for reason one or two above, but then produces an accepted document before leaving the desk and is issued a ballot paper – you do not need to record their details on this form.

If you refuse to issue a ballot paper to an elector or proxy for any other reason (e.g., they did not bring any identification or do not have one of the required forms of identification) - **DO NOT record this on this form. These instances should be recorded on the on the separate Voter Identification Evaluation Form**

An elector or proxy can only be refused for one reason at a time but can be refused more than once if they return and attempt to vote again. **If you refuse an elector or proxy more than once, mark each reason for refusal in order on the same row for that elector or proxy.**

Elector's electoral number OR If a proxy attempted to vote on behalf of an elector, the proxy's name and address	Reason for refusal(s) – enter 1, 2 or 3 below and separate by comma if elector or proxy refused more than once 1. You are not satisfied the identification is of who they claimed to be 2. You believe the document is a forgery 3. The elector or proxy was asked the statutory questions, and did not answer as required	Tick if elector or proxy later returned and was issued a ballot paper
AE 123	1	
David Williams, 5 Forest Lane, Southfold, S99 1ZW	1	
AB 805	3	

Enter their elector number in the first column



Write the reason ' 3' in the second column



Now the BPRL has an entry, it must be checked **EVERY** time before a ballot paper is issued. If the elector/proxy returns and is given a ballot paper, enter a tick in the third column

Annotated BPRL - Elector returns with photo ID but it still doesn't look like them

Ballot Paper Refusal List

Guidance

You should only record a refusal to issue a ballot paper on this list when an elector or proxy presents one of the required forms of identification, but **either**:

1. You are not satisfied the identification is of who they claim to be (e.g. the photo was not a good likeness); or
2. You believe the document is a forgery; or
3. The elector or proxy was asked the statutory questions and did not answer as required.

Please enter 1, 2 or 3 based on the reasons outlined above in the 'reason for refusal' column.

If an elector or proxy is initially refused for reason one or two above, but then produces an accepted document before leaving the desk and is issued a ballot paper – you do not need to record their details on this form.

If you refuse to issue a ballot paper to an elector or proxy **for any other reason** (e.g., they did not bring any identification or do not have one of the required forms of identification) - **DO NOT record this on this form. These instances should be recorded on the on the separate Voter Identification Evaluation Form**

An elector or proxy can only be refused for one reason at a time but can be refused more than once if they return and attempt to vote again. **If you refuse an elector or proxy more than once, mark each reason for refusal in order on the same row for that elector or proxy.**

Elector's electoral number <i>OR</i> If a proxy attempted to vote on behalf of an elector, the proxy's name and address	Reason for refusal(s) – enter 1, 2 or 3 below and separate by comma if elector or proxy refused more than once 1. You are not satisfied the identification is of who they claimed to be 2. You believe the document is a forgery 3. The elector or proxy was asked the statutory questions, and did not answer as required	Tick if elector or proxy later returned and was issued a ballot paper
AE 123	1, 1	
David Williams, 5 Forest Lane, Southfold, S99 1ZW	1	
AB 805	3	

The elector (AE 123) returns shortly afterwards with another form of photo ID.

However, the photo still does not look like the elector.

A second '1' should be entered in the second column

Annotated BPRL - Elector who has previously been refused returns and is issued a ballot paper

Ballot Paper Refusal List

Guidance

You should only record a refusal to issue a ballot paper on this list when an elector or proxy presents one of the required forms of identification, but **either**:

1. You are not satisfied the identification is of who they claim to be (e.g. the photo was not a good likeness); or
2. You believe the document is a forgery; or
3. The elector or proxy was asked the statutory questions and did not answer as required.

Please enter 1, 2 or 3 based on the reasons outlined above in the 'reason for refusal' column.

If an elector or proxy is initially refused for reason one or two above, but then produces an accepted document before leaving the desk and is issued a ballot paper – you do not need to record their details on this form.

If you refuse to issue a ballot paper to an elector or proxy for **any other reason** (e.g., they did not bring any identification or do not have one of the required forms of identification) - **DO NOT** record this on this form. These instances should be recorded on the on the separate Voter Identification Evaluation Form

An elector or proxy can only be refused for one reason at a time but can be refused more than once if they return and attempt to vote again. **If you refuse an elector or proxy more than once, mark each reason for refusal in order on the same row for that elector or proxy.**

Elector 'AE 123' has been refused a ballot paper twice because their photo ID did not resemble them

Elector's electoral number OR If a proxy attempted to vote on behalf of an elector, the proxy's name and address	Reason for refusal(s) – enter 1, 2 or 3 below and separate by comma if elector or proxy refused more than <u>once</u> 1. You are not satisfied the identification is of who they claimed to be <u>he</u> 2. You believe the document is a <u>forgery</u> 3. The elector or proxy was asked the statutory questions, and did not answer as <u>required</u>	Tick if elector or proxy later returned and was issued a ballot paper
AE 123	1, 1	✓
David Williams, 5 Forest Lane, Southfold, S99 1ZW	1	
AB 805	3	

The elector returns later in the day with photo ID where the photo looks like the elector and is issued a ballot paper

A tick should be entered in the third column

Annotated Ballot Paper Refusal List at close of poll

Ballot Paper Refusal List

Guidance

You should only record a refusal to issue a ballot paper on this list when an elector or proxy presents one of the required forms of identification, but **either**:

1. You are not satisfied the identification is of who they claim to be (e.g. the photo was not a good likeness); or
2. You believe the document is a forgery; or
3. The elector or proxy was asked the statutory questions and did not answer as required.

Please enter 1, 2 or 3 based on the reasons outlined above in the 'reason for refusal' column.

If an elector or proxy is initially refused for reason one or two above, but then produces an accepted document before leaving the desk and is issued a ballot paper – you do not need to record their details on this form.

If you refuse to issue a ballot paper to an elector or proxy **for any other reason** (e.g., they did not bring any identification or do not have one of the required forms of identification) - **DO NOT record this on this form. These instances should be recorded on the on the separate Voter Identification Evaluation Form**

An elector or proxy can only be refused for one reason at a time but can be refused more than once if they return and attempt to vote again. **If you refuse an elector or proxy more than once, mark each reason for refusal in order on the same row for that elector or proxy.**

Elector's electoral number <i>OR</i> If a proxy attempted to vote on behalf of an elector, the proxy's name and <u>address</u>	Reason for refusal(s) – enter 1, 2 or 3 below and separate by comma if elector or proxy refused more than <u>once</u> 1. You are not satisfied the identification is of who they claimed to <u>be</u> 2. You believe the document is a <u>forgery</u> 3. The elector or proxy was asked the statutory questions, and did not answer as <u>required</u>	Tick if elector or proxy later returned and was issued a ballot paper
AE 123	1, 1	✓
David Williams, 5 Forest Lane, Southfold, S99 1ZW	1	
AB 805	3	

At the close of poll, count

- All the entries in the left-hand column and enter the total in 5a of the VIDEF
- The number of reasons marked 1 in middle column and enter the total in 5b of the VIDEF
- The number of reasons marked 2 in middle column and enter the total in 5c of the VIDEF
- The number of reasons marked 3 in middle column and enter the total in 5d of the VIDEF
- All the entries in the right-hand column and enter the total in 5e of the VIDEF

Once VIDEF is complete – seal the BPRL into the relevant packet.

Annotated VIDEF Notes Sheet – Parts 1 and 2

Use five bar gates to record where an elector uses a VAC or TVAC, an AED or requests to have their ID checked in private

Voter identification evaluation notes sheet

1. Electoral identity document information Use this section to record (tally) how many voters produced each of these identification documents:	
A Voter Authority Certificate 	←
An Anonymous Elector's Document 	←
2. Privacy Use this section to record (tally) how many times voters asked to use a private area of the polling station to show their identification document:	
	←

Part 1 and Part 2 of the VIDEF notes sheet should be completed during the day, by way of a tally, each time a voter:

- Shows a VAC or TVAC as their photo ID
- Shows an AED as their photo ID
- Asks to use a private area for the photo ID check

At the close of poll count the following:

- How many times an elector used a VAC or TVAC as their form of photo ID and enter the total in 2a of the VIDEF
- How many times an elector used an AED as their form of photo ID enter the total in 2b of the VIDEF How many times an elector requested to use a private area to have their photo ID checked enter the total in 3 of the VIDEF

Annotated VIDEF Notes Sheet – Part 3

Part 3 of the VIDEF notes sheet should be completed during the day when a voter has been turned away because:

they produced a document that was not an accepted identification document

or

they were unable to produce any form of identification at all

You should ask them to come back with an accepted form of photo ID

You must also record if the person came back later and was issued with a ballot paper

Voter identification evaluation notes sheet

3. Turned away voters			
Use this section to record the information about people who were not issued with a ballot paper because: <ul style="list-style-type: none"> they produced a document that was not an accepted identification document; or they were unable to produce any form of identification at all You must also record if the person came back later and was issued with a ballot paper			
Column A: Elector number (or name and address for person appointed as a proxy)	Column B: Tick if elector or proxy produced a document that was not an accepted ID (Wrong ID shown)	Column C: Tick if elector or proxy was unable to produce any form of ID (No ID shown)	Column D: Tick if elector or proxy came back later and was issued with a ballot paper
AE 456	✓		

Enter their elector number in column A

Tick column B

Now that the VIDEF Notes Sheet has an entry, it must be checked **EVERY** time before a ballot paper is issued. If the elector/proxy returns and is given a ballot paper, enter a tick in column D

Annotated VIDEF Notes Sheet - A proxy is on the proxy voters' list, but did not bring any form of photo ID

3. Turned away voters			
Use this section to record the information about people who were not issued with a ballot paper because:			
<ul style="list-style-type: none"> they produced a document that was not an accepted identification document; or they were unable to produce any form of identification at all 			
You must also record if the person came back later and was issued with a ballot paper			
Column A: Elector number (or name and address for person appointed as a proxy)	Column B: Tick if elector or proxy produced a document that was not an accepted ID (Wrong ID shown)	Column C: Tick if elector or proxy was unable to produce any form of ID (No ID shown)	Column D: Tick if elector or proxy came back later and was issued with a ballot paper
AE 456	✓		✓
AB 905		✓	
Mary Smith, 5 High Street, ST5 9PQ		✓	
AD 9	✓		
AC 55		✓	
AC 56		✓	

Write the proxy's name and address in in column A

Now that the VIDEF Notes Sheet has an entry, it must be checked **EVERY** time before a ballot paper is issued. If the elector returns and is given a ballot paper, enter a tick in column D

Tick column C

Annotated VIDEF Notes Sheet – An elector who did not bring accepted photo ID previously, returns with acceptable ID

At the close of poll count :

- All the entries in column A and enter the total in 4a of the VIDEF
- All the entries in column B and enter the total in 4b of the VIDEF
- All the entries in column C and enter the total in 4c of the VIDEF
- All the entries in the column D and enter the total in 4d of the VIDEF

This information is entered onto section 4 of the VIDEF.

3. Turned away voters			
Use this section to record the information about people who were not issued with a ballot paper because:			
<ul style="list-style-type: none"> • they produced a document that was not an accepted identification document; or • they were unable to produce any form of identification at all 			
You must also record if the person came back later and was issued with a ballot paper			
Column A: Elector number (or name and address for person appointed as a proxy)	Column B: Tick if elector or proxy produced a document that was not an accepted ID (Wrong ID shown)	Column C: Tick if elector or proxy was unable to produce any form of ID (No ID shown)	Column D: Tick if elector or proxy came back later and was issued with a ballot paper
AE 456	✓		✓
AB 905		✓	
Mary Smith, 5 High Street, ST5 9PQ		✓	
AD 9	✓		
AC 55		✓	
AC 56		✓	

Tick column D

Annotated VIDEF

The VIDEF should be completed at the close of poll taking the details from the VIDEF notes sheet and the BPRL

Voter identification evaluation form

1. Polling station information		
Date: 4 May 2023	Polling Station Number: 20	
Poll: District Council elections	Polling Station Address: Community Centre, High Street, Southmarsh	
Was a member of staff assigned (at any time during polling day) to explain the voter identification requirements to voters before they applied for a ballot paper?		<input checked="" type="radio"/> YES / <input type="radio"/> NO
2. Electoral identity documents (information from voter identification notes sheet section 1)		
How many voters produced each of these identification documents?		
2a	A Voter Authority Certificate	11
2b	An Anonymous Elector's Document	2
3. Privacy (information from voter identification notes sheet section 2)		
How many times did voters ask to show their identification in private		6

Complete Part 2 with the total figures from Part 1 of the VIDEF notes sheet

Complete Part 3 with the total figure from Part 2 of the VIDEF notes sheet

Complete Part 1 with details of the poll and the polling station (if not prepopulated)

Indicate whether a member of staff explained the voter ID requirements to voters before they went to the issuing desk (e.g., was a staff member at the entrance of the polling station?)

Complete Part 4 of the VIDEF with the total figures from section 3 of the VIDEF Notes

Complete Part 5 of the VIDEF with the total figures from the BPRL

4. Unable to issue a ballot paper (information from voter identification notes sheet section 3)		
4a	How many voters were not issued with a ballot paper in total? (Count entries in column A)	6
4b	How many voters produced a document that was not an accepted identification document? (Count entries in column B)	2
4c	How many voters were unable to produce an accepted identification document? (Count entries in column C)	4
4d	How many voters came back and were issued with a ballot paper? (Count entries in column D)	1
5. Refusal to deliver a ballot paper (information from Ballot Paper Refusal List)		
5a	How many voters did the Presiding Officer refuse to issue a ballot paper to? (Count all entries in left-hand column)	3
5b	How many voters were refused because the Presiding Officer was not satisfied that the identification was of who they claimed to be? (Count number of reasons marked 1 in middle column)	3
5c	How many voters were refused because the Presiding Officer believed the document was a forgery? (Count number of reasons marked 2 in middle column)	0
5d	How many voters were refused because the voter failed to answer a statutory question as required? (Count number of reasons marked 3 in middle column)	1
5e	How many voters came back later and were issued with a ballot paper? (Count all entries in right-hand column)	1

Complete the totals carefully – ask a Poll Clerk to check your figures

Completed BPRL

Ballot Paper Refusal List

Guidance

You should only record a refusal to issue a ballot paper on this list when an elector or proxy presents one of the required forms of identification, but **either**:

1. You are not satisfied the identification is of who they claim to be (e.g. the photo was not a good likeness); **or**
2. You believe the document is a forgery; **or**
3. The elector or proxy was asked the statutory questions and did not answer as required.

Please enter 1, 2 or 3 based on the reasons outlined above in the 'reason for refusal' column.

If an elector or proxy is initially refused for reason one or two above, but then produces an accepted document before leaving the desk and is issued a ballot paper – you do not need to record their details on this form.

If you refuse to issue a ballot paper to an elector or proxy **for any other reason** (e.g., they did not bring any identification or do not have one of the required forms of identification) - **DO NOT record this on this form. These instances should be recorded on the on the separate Voter Identification Evaluation Form**

An elector or proxy can only be refused for one reason at a time but can be refused more than once if they return and attempt to vote again. **If you refuse an elector or proxy more than once, mark each reason for refusal in order on the same row for that elector or proxy.**

Elector's electoral number <i>OR</i> If a proxy attempted to vote on behalf of an elector, the proxy's name and <u>address</u>	Reason for refusal(s) – enter 1, 2 or 3 below and separate by comma if elector or proxy refused more than <u>once</u> 1. You are not satisfied the identification is of who they claimed to <u>be</u> 2. You believe the document is a <u>forgery</u> 3. The elector or proxy was asked the statutory questions, and did not answer as <u>required</u>	Tick if elector or proxy later returned and was issued a ballot paper
AE 123	1, 1	<input checked="" type="checkbox"/>
David Williams, 5 Forest Lane, Southfold, S99 1ZW	1	<input type="checkbox"/>
AB 805	3	<input type="checkbox"/>
		<input type="checkbox"/>

Completed VIDEF notes sheet and VIDEF

Voter identification evaluation notes sheet

<p>1. Electoral identity document information</p> <p>Use this section to record (tally) how many voters produced each of these identification documents:</p>
<p>A Voter Authority Certificate</p> <p> </p>
<p>An Anonymous Elector's Document</p> <p> </p>

<p>2. Privacy</p> <p>Use this section to record (tally) how many times voters asked to use a private area of the polling station to show their identification document:</p>
<p> </p>

<p>3. Turned away voters</p> <p>Use this section to record the information about people who were not issued with a ballot paper because:</p> <ul style="list-style-type: none"> • they produced a document that was not an accepted identification document; or • they were unable to produce any form of identification at all <p>You must also record if the person came back later and was issued with a ballot paper</p>			
<p>Column A: Elector number (or name and address for person appointed as a proxy)</p>	<p>Column B: Tick if elector or proxy produced a document that was not an accepted ID (Wrong ID shown)</p>	<p>Column C: Tick if elector or proxy was unable to produce any form of ID (No ID shown)</p>	<p>Column D: Tick if elector or proxy came back later and was issued with a ballot paper</p>
AE 456	✓		✓
AB 905		✓	
Mary Smith, 5 High Street, ST5 9PQ		✓	



Voter identification evaluation form

1. Polling station information		
Date: 4 May 2023	Polling Station Number: 20	
Poll: District Council elections	Polling Station Address: Community Centre, High Street, Southmarsh	
Was a member of staff assigned (at any time during polling day) to explain the voter identification requirements to voters before they applied for a ballot paper?		YES/NO
2. Electoral identity documents (information from voter identification notes sheet section 1)		
How many voters produced each of these identification documents?		
2a	A Voter Authority Certificate	11
2b	An Anonymous Elector's Document	2
3. Privacy (information from voter identification notes sheet section 2)		
How many times did voters ask to show their identification in private		6
4. Unable to issue a ballot paper (information from voter identification notes sheet section 3)		
4a	How many voters were not issued with a ballot paper in total? (Count entries in column A)	6
4b	How many voters produced a document that was not an accepted identification document? (Count entries in column B)	2
4c	How many voters were unable to produce an accepted identification document? (Count entries in column C)	4
4d	How many voters came back and were issued with a ballot paper? (Count entries in column D)	1
5. Refusal to deliver a ballot paper (information from Ballot Paper Refusal List)		
5a	How many voters did the Presiding Officer refuse to issue a ballot paper to? (Count all entries in left-hand column)	3
5b	How many voters were refused because the Presiding Officer was not satisfied that the identification was of who they claimed to be? (Count number of reasons marked 1 in middle column)	3
5c	How many voters were refused because the Presiding Officer believed the document was a forgery? (Count number of reasons marked 2 in middle column)	0
5d	How many voters were refused because the voter failed to answer a statutory question as required? (Count number of reasons marked 3 in middle column)	1
5e	How many voters came back later and were issued with a ballot paper? (Count all entries in right-hand column)	1

Key Statutory References

Key statutory references

[The Voter Identification Regulations 2022](#)

[The Voter Identification \(Principal Area, Parish and Greater London Authority Elections\) \(Amendment\) Rules 2022](#)

[The Elections Act 2022](#)

Other useful guidance sources

[Electoral Commission Guidance for Returning Officers](#)

[Electoral Commission Handbook for polling station staff – Supporting local government elections in England](#)

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Appendix A

Acceptable forms of photo ID

United Kingdom passport ²
Passport issued by an EEA state or a Commonwealth country
Irish passport card
Licence to drive a motor vehicle granted under Part 3 of the Road Traffic Act 1988, or the Road Traffic (Northern Ireland) Order 1981
Driving licence issued by any of the Channel Islands, the Isle of Man or an EEA state
Biometric immigration document issued in accordance with regulations under section 5 of the UK Borders Act 2007
Identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
Ministry of Defence Form 90 (Defence Identity Card)
Relevant concessionary travel pass (see table below)
A badge of a form prescribed under section 21 of the Chronically Sick and Disabled Persons Act 1970 or section 14 of the Chronically Sick and Disabled Persons (Northern Ireland) Act 1978 (blue badge scheme)
Electoral identity document issued under section 13BD (Voter Authority Certificate)
Electoral identity card issued under section 13C (electoral identity card: Northern Ireland)
National identity card issued by an EEA state

Relevant “concessionary travel pass” means a concessionary travel pass listed in the second column of the following table:

	an Older Person’s Bus Pass
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² A “United Kingdom passport” means a passport issued by the Government of the United Kingdom, the Lieutenant-Governor of any of the Channel Islands or the Isle of Man or the Government of any British overseas territory.

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passes funded by the Government of the United Kingdom	a Disabled Person’s Bus Pass
	an Oyster 60+ card
	a Freedom Pass
passes funded by the Scottish Government	the National Entitlement Card
passes funded by the Welsh Government	a 60 and Over Welsh Concessionary Travel Card
	a Disabled Person’s Welsh Concessionary Travel Card
passes issued under the Northern Ireland Concessionary Fares Scheme	a Senior SmartPass
	a Registered Blind SmartPass or Blind Person’s SmartPass
	a War Disablement SmartPass or War Disabled SmartPass
	a 60+ SmartPass
	a Half Fare SmartPass

Please note expired photographic identification is acceptable provided the photo is still a good likeness of the elector.

Only original documents can be accepted – scanned images, pictures on mobile phones or copies must not be accepted

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Endnotes

¹ S. 59A RPA 1983, inserted by [Para 7, Sch 1 EA 2022](#)

² [Reg 34 VIDR 2022](#)

³ Rule 43 (b) Sch 1 RPA 1983, inserted by [Para 25 Sch 1 EA 2022](#);

Rule 43 (da) Sch 2 PAR 2006, inserted by [Rule 4 VIDPPGR 2022](#);

Rule 43 (da) Sch 2 PCR 2006, inserted by [Rule 8 VIDPPGR 2022](#);

Rule 46 (da) Sch 1 GLAER, inserted by [Rule 12 VIDPPGR 2022](#);

Rule 47 (da) Sch 2 GLAER 2007, inserted by [Rule 13 VIDPPGR 2022](#);

Rule 46 (da) Sch 3 GLAER 2007, inserted by [Rule 14 VIDPPGR 2022](#);

Rule 47 Sch 3 PCCEO 2012, inserted by [Reg 60 VIDR 2022](#) (VIDR 2022);

Rule 45 (da), Sch 1 LAMR 2007, inserted by [Reg 43 VIDR 2022](#);

Rule 45 (da) Sch 1, CAMEO 2017, inserted by [Reg 94 VIDR 2022](#);

Rule 34 (da) Sch 3, Local Authorities Conduct of Referendums (England) Regulations 2012, inserted by [Reg 48 VIDR 2022](#);

Rule 34 (da) Sch 3, Local Authorities (Conduct of Referendums (Council Tax Increases)(England) Regulations 2012, inserted by [Reg 52 VIDR 2022](#);

Rule 35 (da) Sch 3, Neighbourhood Planning (Referendums) Regulations 2012, inserted by [Reg 64 VIDR 2022](#)

⁴ [Reg 32 VIDR 2022](#)