**Scottish Independence Referendum - 18 September 2014**

**The postal vote issuing process**

Read out the name and address of the postal voter from the postal/proxy postal voters list and check that those details appear on the outgoing envelope.

Read out the ballot paper number listed. Check that the numbers are the same on:

* The back of the relevant ballot paper
* The postal vote statement
* The ballot paper envelope

Make up the postal ballot pack into the outgoing envelope by including:

* The ballot paper
* Envelope ‘A’
* The postal vote statement
* The return envelope (envelope ‘B’)
* Any additional instructions

Mark the postal voters / proxy postal voters list to show you have completed the postal vote pack.

Close the envelopes as requested by the supervisor. Do not seal them unless instructed.