Secrecy envelope

Transmission envelope

The PO writes the name and address of the ARO on the transmission envelope.

Courier envelope

(for overseas locations for the voter to return the completed postal vote)

Ballot paper

The PO initials the back of the ballot paper and folds it in half once.

Envelope or courier envelope addressed to the voter

The PO places all the materials inside the envelope addressed to the voter and seals it for delivery.

Delivering a postal vote pack

The PO delivers the postal voting pack to the voter, via an agent, official or courier.

Receiving a completed postal vote

The voter or agent must return the completed postal vote by the end of the polling period. This may be to a BRC regional office or to a polling place.

The transmission envelope is placed unopened into a sealed ballot box.

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POSTAL VOTING

Who can apply for a postal vote?

A registered voter can make an application for a postal vote under the Organic Law.Sch.1.49 and 1.55 and Reg.Sch.15 and claim:

- I will be more than 16km away from the nearest polling booth during the polling period.
  (For example I am on the referendum roll in Bougainville but will be outside Bougainville during the polling period OR I am on the referendum roll in PNG/Solomon Islands/Australia but will be outside these places during the polling period).
- I am unable to get to the polling booth as I am [seriously ill/infirm/about to give birth/caring for a young child] (cross off what does not apply).
- My religious beliefs prevent me from attending a polling booth to vote in person.

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How does someone apply for a postal vote?

- By email to postalvoting@bougainville-referendum.org
- In person or post to a BRC regional office in Buka, Arawa or Buin, or to the ARO for non-resident Bougainvilleans in Port Moresby.
- Applications open on 8 October and close on 22 November.

Receiving an application for a postal vote

When the PRESIDING OFFICER receives an application for a postal vote, they will check whether the applicant is eligible to vote, and that the application has:

- Name and address of the applicant
- Reason for asking for a postal vote
- Contact and delivery information

Checking that the applicant is eligible

The PO will look for the applicant's name on the referendum roll and write the letters 'PV' beside their name with a biro.

NOTE: If the applicant's name is not on the roll, they are not eligible to vote.

Record of postal voters

The PO completes the **Record of Postal Voters** to record the details of the applicant.

NOTE: This record must be available to scrutineers if they want to see it and a copy given to polling teams.

Record all applications received for a postal vote.

Elector ID (if known)	Name (first, last)	Date of birth	Gender	Constituency/Ward

The postal vote package

The postal vote package contains the following:

Information for the voter	Postal Certificate and Declaration	Ballot Paper
Secrecy Envelope	Transmission Envelope	Courier Envelope

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Preparing a postal vote package

The PO prepares the postal vote package by placing all the items listed, into an envelope addressed to the voter.

Information for the voter

If the voter applies in person, or has an agent, the PO should explain the information to them.

BOUGAINVILLE REFERENDUM COMMISSION

POSTAL VOTING
Voter Information

Receiving a postal vote package

Your application for a postal vote has been approved. Follow instructions in this brochure to complete and return your postal vote.

IMPORTANT:
- Your postal vote MUST be received before the end of the polling period.
- If the declaration is not filled in correctly it may not be accepted.
- Both the voter and a witness MUST sign the declaration.

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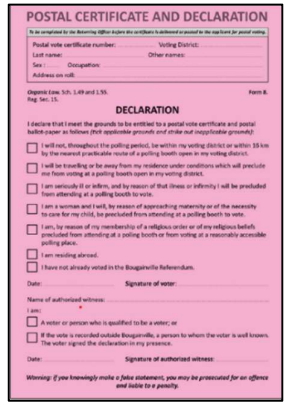
Postal certificate and declaration

The PO numbers the declaration and fills in the top box of the postal certificate and declaration.


POSTAL CERTIFICATE AND DECLARATION

DECLARATION

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