

Modern Polling QR Code Print Formats

The Modern Polling portal requires poll cards and ballot papers to be printed with unique QR codes. This allows the Polling Station staff to quickly process eligible electors.

YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE
You will not be able to vote unless you show photographic identification to the polling station staff. A full list of accepted photographic identification is set out overleaf.

Poll card	
Election of Member of Parliament for the Turnpike constituency	
Date of election: Thursday 2nd May 2024	
Voting information	
Polling day	Thursday 2nd May 2024
Voting hours	7am to 10pm
Your polling station will be	1 St. James Primary School Main Street Great Heathmead London EV16 1LY

Your details:

Angela Harrell
 1 St. James Street
 Great Heathmead
 London
 EV16 1FD

Number on register: AA-1



You do not need to take this card with you in order to vote.

Helpline number: 020 8765 4321
 Email: elections@CivicaBorough.gov.uk
www.CivicaBorough.gov.uk

Parish council election on Thursday 2nd May 2024
 You will only be asked to vote in this election if there are more candidates than the number of vacancies. If so, you will be given a ballot paper at the polling station.

The Acting Returning Officer issued this card. **Please turn over**

Delivered by

i If you require a large print version of this poll card, please contact your Local Authority.


Figure 1 – Sample 1 A4 poll card landscape (front)

YOU MUST BRING PHOTOGRAPHIC IDENTIFICATION TO VOTE
 You will not be able to vote unless you show photographic identification to the polling station staff.
 A full list of accepted photographic identification is set out overleaf.

Your details:

Your number on the Electoral Register: **AA-25**

Elector Details: Patrick Johson
 23 St. James Street
 Great Heathmead
 London
 EV16 1FE



Poll card

Election of Member of Parliament for the
[insert name of constituency] constituency

Date of election: 2nd May 2024

Voting information

Polling day	Thursday
Voting hours	7am to 10pm
Your polling station will be	1 St. James Primary School Main Street Great Heathmead London EV16 1LY

*** [You do not need to take this card with you in order to vote.]*
*** [You must have this card with you. You cannot vote without it.]*
*** If anonymous elector omit the words in the first set of brackets, if not omit the words in the second set of*

[Insert helpline and other details including website].

This space for map or other information such as helpline and website details

If you are away or cannot go to the polling station on [day] [date of poll] you can do one of the following:

- Apply to vote by post. Completed applications must reach us **before 5pm on [day] [date of deadline]**. If you are given a postal vote, you will not be able to vote in person at this election.

OR

- Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us **before 5pm on [day] [date of deadline]**. If you appoint a proxy, you can vote if you wish, but only if your proxy has not already voted on your behalf and has not got a postal vote for you.

If after 5pm on [the sixth day before the date of the poll] you are unable to vote in person because:

- You have a medical emergency after 5pm on [day] [date of deadline]
- You learn you cannot go to the polling station because of work reasons
- The form of accepted photographic identification that you were intending to use to vote has been lost, stolen, damaged or destroyed, or has not yet been received if applied for recently

You can apply to vote by proxy. Completed applications must reach us **before 5pm on [day] [date of deadline]**. To find out how to apply, call the helpline immediately.

It is an offence to:

- vote more than once at this election, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at this election for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

i If you need any help or to find out if your polling station is accessible, please contact us.

If undelivered, return to:
[Insert return address]

Please turn over

The Acting Returning Officer issued this card.

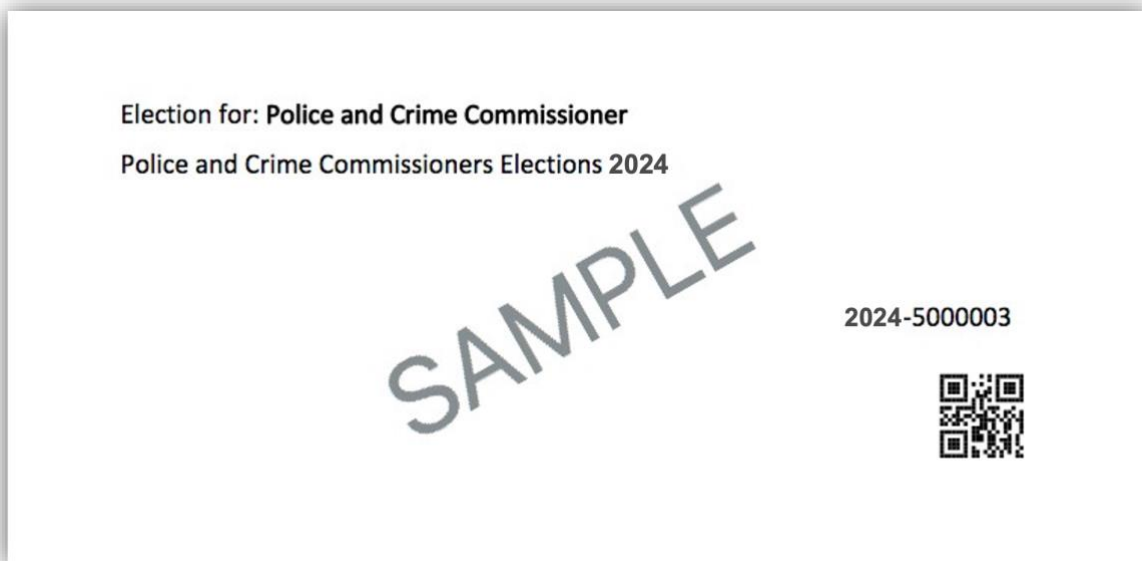
Figure 2 – Sample 2 A4 poll card portrait (front)

The QR codes will be generated from existing fields in the data supplied. Modern Democracy will require soft copy proofs direct from the council, to check the QR codes are reading as expected.

Poll Card QR code format

- Error correction level “L” must be used when producing the QR codes.
- 1.5x1.5cm minimum size.
- The codes are case sensitive.
- There must be white space of at least 5mm around the code.
- Please place the QR code off centre so that if the voter folds the poll card in half they are not creating a fold line through the QR code.
- The Council will forward the softcopy proofs of the poll cards to Modern Democracy for QR code verification.
- Format is:
 - **For Xpress**
PD Code-ENO
 - **For IDOX EROS**
PD Code-ENO
 - **For Democracy Counts**
PDCode-RollNo
- For example for Xpress, if an elector has the elector number AA-1 then the QR code must be constructed as AA-1 (AA is the PDCode and 1 is the ENO).
- For example for Idox, if an elector has the elector number AA-1, then the QR code must be constructed as AA-1 (AA is the PDCode and 1 is the ENO).
- For example for Democracy Counts, if an elector has the elector number AA-0001/125 then the QR code must be constructed as AA-0001.125 (AA is the PDCode and 0001.125 is the ENO).

Ballot Paper QR code format



- Print on back of ballot paper.
- Error correction level “L” must be used when producing the QR codes.
- 1.5x1.5cm minimum size.
- The codes are case sensitive.
- There must be white space of at least 5mm around the code.
- The QR code is printed on the back of the ballot aligned to the second candidate, on the right-hand side.
- The Council will forward the softcopy proofs of the ballot papers to Modern Democracy for QR code verification.
- Format is:

For Xpress

- ***UIM+BPPrefix,OrdinaryStart – UIM+BPPrefix,OrdinaryEnd***
ballot numbers in OrdinaryStart are padded with zeros to the length of OrdinaryEnd

*BPPrefix included in the above, if not it will be:
UIM,OrdinaryStart - UIM,OrdinaryEnd

- For example:

OrdinaryStart	OrdinaryEnd		OrdinaryStart	OrdinaryEnd
1	0000400	will pad to	0000001	0000400

For Idox Eros

- **Colour 1 B.P.UIM.Prefix,Colour 1 B.P.Start No. - Colour 1 B.P.UIM.Prefix,Colour 1 B.P.Finish No.**

ballot numbers in Colour 1 B.P.Start No are padded with zeros to the length of Colour 1 B.P.Finish No.

- For example:

colour 1 b.p. start no.	colour 1 b.p. finish no.		colour 1 b.p. start no.	colour 1 b.p. finish no.
1	000000400	will pad to	000000001	000000400

For Democracy Counts

- **UIMPrefix+ElectoralAreaID,Colour1BPStartNo – UIMPrefix+ElectoralAreaID,Colour1BPEndNo**

ballot numbers in Colour1BPStartNo are padded with zeros to the length of Colour1BPEndNo

- For example:

Colour1BPStartNo	Colour1BPEndNo		Colour1BPStartNo	Colour1BPEndNo
1	0000400	will pad to	0000001	0000400

Note: the comma that separates the fields is important.

For example, if a ballot paper has the UIM 'MDL' and ballot paper number '5000001' then the QR code must be constructed as MDL,5000001

Some of our Print partners has previously stated that they use Planet Press for generating the QR codes

UPLOADING PROOFS TO MODERN DEMOCRACY

Given the time-critical nature of ballot paper proofs, we would ask that you follow the following process:

1. Log into secure file storage <https://uploads.moderndemocracy.com>

File Submission

Upload a file and fill in the required details.

Council* ▼

Council Name*

EMS Type* ▼ File Type* ▼

File Description

Drag and drop files here

Upload

2. Username is **MDuploadsAdmin** and Password is **Upl04dM3Md920!**
3. Select **Council** Name.
4. Select **EMS Type** from the drop-down list (Xpress, Idox, Democracy Counts).
5. Select **File Type** from the drop-down list (e.g. Ballot Proof).
6. Select **Printer** Name.
7. Enter **Email** address for Proofing Report to be sent to.
8. Drag or browse to the file and select **UPLOAD**.
9. A notification will be sent to the team.
10. A member of the team will proof the poll card / ballot.
11. The team member will email you back the findings from the exercise.

Note: when proofing poll cards it is advisable to include proxies.