

# HTVC applicant checklist

Do not mass produce HTVCs until the VEC confirms the HTVC is registered	Check
Is the HTVC for a single district or region only? (For applicants other than registered political parties)	
Have you submitted an electronic PDF copy version of the how-to-vote-card in <b>"final print ready format"</b> ?	
Have you submitted 2 hard copies of the how-to-vote-card in <b>final print ready format</b> ?	
Have you completed the how-to-vote-card declaration form?	
If the how-to-vote-card includes text in a language other than English, have you attached a translation? Have you included the authorisation and endorsement statement in all languages including English?	
Does the how-to-vote-card clearly identify the person, Registered Political Party, organisation, or group it is being distributed for?	
<p><b>For district HTVCs:</b> Is the order of voting preference included on the how-to-vote-card for <b>all</b> candidates listed? No number can be used more than once and no boxes can be blank. <b>Or</b> the how-to-vote-card must include a statement to instruct the voter <b>to number all the boxes.</b></p>	
<p><b>For region HTVCs:</b> Have you indicated a voting preference for one group above the line? OR A voting preference for all candidates below the line? OR A statement included that the number 1 must be placed above the line for the preferred candidate or at least the numbers 1-5 in order of preference below the line.</p>	
Are any candidates listed on the HTVC in ballot paper order, with correct spelling of their name?	
Have you made sure that no "titles" (e.g. Mr, Mrs, Ms, Dr. or MP), or other designations are included against the names of candidates?	
Have you checked that the Logo/emblem/insignia is at least the prescribed size (4cm <sup>2</sup> )?	
Have you made sure that the how-to-vote-card is not misleading, deceptive, offensive, or obscene?	
<p>Has the name and street address of the <b>authoriser</b> been included on the how-to-vote card? Authorisation statement must be printed in all languages and English. <i>E.g. Authorised by Jane Smith, 123 Sample Street, Melbourne</i></p>	
<p>Have the details of the <b>Printer</b> been included on the how-to-vote card? <i>E.g. Printed by: Sample Printers, 11A Example Street, Melbourne</i></p>	
<p>Have you included the endorsement '<b>Registered by the Victorian Electoral Commission</b>' on the footer of your print-ready how-to-vote card? It cannot appear on cards distributed at early voting centres until it has been registered.</p>	