

# Printing duplicate voting cards

This manual is for those who need to print out duplicate voting cards. It also contains instructions on how to send duplicate voting cards by post or email.

## 1 Searching the electoral register

### 1.1 Enter personal identity number

1. Log in to **Valid**.
2. Select the tab **Röstkort – Dubblettröstkort** (“Voting card – Duplicate voting card”) from the right-hand menu.
3. Enter the voter’s 12-digit personal identity number and click on **“Sök”** (“Search”). Valid shows the details available on the voter in the electoral register.

## 2 Administering duplicate voting cards

### 2.1 Printing duplicate voting cards

To print a voting card, click on **“Öppna pdf”** (“Open pdf”) at the bottom of the page, and then **“Ok”**.

The voting card will open as a pdf file in a new window. Print the voting card on white A4 paper in portrait format. Check your printer settings to make sure the document has not been rotated or rescaled.

If a duplicate voting card has to be sent by post, or is intended for use at a polling station, it must be printed out.

### 2.2 Sending duplicate voting cards by post

If you are going to send a duplicate voting card by post, use a C5 window envelope. This will ensure that the voter’s name and address are visible in the window.

## PRINTING DUPLICATE VOTING CARDS

### 2.2.1 Posting a duplicate voting card to a temporary address

Here's what to do if a voter wants a duplicate voting card to be posted to a temporary address:

1. Click on the link "**Ange tillfällig adress dit dubblettröstkortet skickas**" ("State temporary address to which duplicate voting card should be sent") under "**Personuppgifter**" ("Personal data").
2. Enter the temporary address, then click on "**Spara**" ("Save").
3. Then click on "**Öppna pdf**" ("Open pdf") at the bottom of the page, then click on "**Ok**". The temporary address will be printed on the duplicate voting card but will not be saved in the electoral register.

### 2.3 Sending duplicate voting cards by email

This is what to do:

1. Save the voting card as a pdf file to your computer.
2. Email the pdf as an attachment with instructions on how to print it (see example below).
3. To ensure you do not save personal data in breach of the EU General Data Protection Regulation (GDPR), delete the pdf from your computer immediately after you have emailed it.

#### Instructions

Dear voter,

Please find your voting card attached as a pdf file. You should print the voting card on plain white A4 paper in portrait format. Check your printer settings to make sure the document has not been rotated or rescaled.

When voting in advance, you must bring your voting card and an ID document with you. If you are going to vote on election day at your local polling station or a polling station abroad, you only need to bring an ID document with you.