



# Extract Request QLD Roll Close Notification



Forward completed order form and queries to [stateofficesupportteam-QLD@aec.gov.au](mailto:stateofficesupportteam-QLD@aec.gov.au)

Date received by RMB

ECQ contact officer's name

Phone  Fax

Email

## Election details

Election type      Election       By-Election

Electoral area type      State Area       Local Government Area

Electoral area name(s)

Electoral area code(s)

Issue of Writ      Date

Close of Rolls      Date       Day       Your local time

Close of Nominations      Date

Polling Day      Date

Include provisionals up until:      Polling Day       or      Close of Rolls

Will RMANS mainframe access be required?      No       Yes       Date required       Between (your local time)  am and  pm

Additional information

Supply of data from AEC National Office to be available on AEC server within 48 hours of Close of Roll

## RMANS Reports prepared by QLD SO (if required)

Format required      Hard copy       Electronic copy       Hard copy AND electronic copy

Reports required      General Postal Voters       Silent Electors       Itinerant Electors

                         Overseas Electors       Antarctic Electors       Street List

## Declaration Vote Envelope (Not applicable for local government by-elections)

Is Declaration Vote envelope approval required?      Yes       No

Is artwork held by RMB?      Yes       No       Artwork should be provided for consideration and approval by AEC

Pre-poll date       **Note:** EC approval will apply from start of pre-poll to midnight on polling day

## Review mailing

Do you require your review mailing to be suspended? No  Yes  Date mailing to cease  Date mailing to resume

Do you want to cease acknowledgements? No  Yes  Date mailing to cease  Date mailing to resume

Do you want to cease objection mailing? No  Yes  Date mailing to cease  Date mailing to resume

## Versions of Roll (CL01) required

Postscript files *Certified Lists/Reference Roll files*

Postscript File (a zipped file that contains a PS file for print contractors to enable printing of certified lists and reference rolls) e.g. Q49996.PSZ.QLD.E9996.Q001.ZIP

Control File (instructions for print contractors on how to use the postscript file)

PDF of Certified List e.g. Area Name – Cert List.pdf (LGA & local ward by-elections)

PDF of Reference Roll e.g. Area Name – Ref Roll.pdf (LGA & local ward by-elections)

*Files sorted by Given Name A–Z*

Postscript (for print contractors) e.g. Q49996.GNAMEP.LGA001.ZIP

PDF of Certified List e.g. GName Ref Roll.pdf

PDF of Reference Roll e.g. GName Ref Roll.pdf

*Files of Full QLD sorted A–Z by Surname (only available for full state elections)*

Postscript (for print contractors) e.g. Q49996.PSZ.QLD.E9996.Q888.ZIP

PDF of Certified List e.g. SName Clist.pdf

PDF of Reference Roll e.g. SName Ref Roll.pdf

---

Raw data files

Certified List Report/s e.g. Q49996.CERT.STATS.txt

Certified List text files e.g. Q49996.LCLIST.LGA001.txt

A–Z by Given Name Cert List/Ref Roll text File e.g. Q49996.GNAMEP.LGA001.txt

Full QLD A–Z by Surname Cert List/Ref Roll text file e.g. Q49996.LCLIST.LGA888.txt

## Printed Certified List/Reference Roll

Printed Certified List/Reference Roll to show

*Elector details* Gender  Date of birth  Occupation  **Note:** Occupation is only available if Area Abbreviation is **not** required

---

*Area details* Area code  OR Area Abbreviation

---

*Area details (LGA elections and by-elections only)* Local Area  Local Ward  Local Area AND Local Ward

---

Format 90 electors per column  Capitalise Surname

---

CL09 Version only *From date*  **Note:** 'From date' is the date used to flag electors new to the roll

## For Local Government Elections Only

Local ward details

Separate Ward Files (One file provided for each Ward, sorted A–Z)

Wards combined into one LGA File (One file per LGA and sorted as A–Z)

## Suppression details

What do you require to be suppressed? E – Eligible Overseas Elector  I – Itinerant Elector  K – Kin of Eligible Overseas Elector

**Note:** Address details for Silent Electors are always suppressed.

---

**Additional Roll Products**

Give details of any additional roll product requirements

CL10 CL07 CL13 EX06 SS15 SS27 SS39 Other  Specify

**Note:** All additional products must have the relevant request form attached


---

**Signature**

Electoral Commissioner of Queensland


-----------------------------------------------------------------------------------

Date

--

**Need help: phone (02) 6271 4726**