

# Provisional Voting Job Guide

Pre-Election	Supplies
	<input type="checkbox"/> Black Marker <input type="checkbox"/> Magnifier Sheets <input type="checkbox"/> Orange Privacy Sleeves <input type="checkbox"/> Orange tablecloth(s) <input type="checkbox"/> Pens <input type="checkbox"/> Privacy Screens <input type="checkbox"/> Provisional Ballots <input type="checkbox"/> Provisional Ballot Applications <input type="checkbox"/> Provisional Tent Card <input type="checkbox"/> Provisional Spoiled Ballot Log/Envelope <input type="checkbox"/> Provisional Ballot Transfer Bag <input type="checkbox"/> Provisional VAC Envelope
Monday Night Set-Up	
	<ol style="list-style-type: none"> <li>Set up one EPB at the Check-in station for the Provisional Judge. Place a table and chairs next to the Provisional Judge for processing provisional voters. Set up provisional voting table(s) nearby, as space provides, with privacy screens from the Blue Sign Bag. <b>VOP-P Judges can check-in regular voters.</b></li> <li>Obtain the Orange Supply Bag, the <i>Provisional Ballot Certificate – Opening</i> and the <i>Provisional Voter Authority Card Envelope</i> from a Chief.</li> <li>Break and discard the red seal on the Orange Supply Bag. Inventory the items using the supply checklist found in the bag. <b>DO NOT</b> open the sealed Extended Voting Hours Envelope.</li> <li>Count the ballot packs; do not remove the ballots from the pads. Verify the count matches the quantities preprinted on the <i>Provisional Ballot Certificate - Opening</i>. Check off each designated box. <b>Note: If count does not match preprinted number, notify a Chief immediately.</b></li> <li>Verify the <b>Orange Provisional Ballot Bag</b> for voted Provisional Ballots is locked and sealed. Do <b>NOT</b> break the seal.</li> <li>Verify that the number of the red seal on the Provisional Ballot Bag is the same number pre-printed on the <i>Provisional Ballot Certificate - Opening</i>. Check and initial designated box. <b>Note: If the red seal number does not match the preprinted number, notify a Chief immediately.</b></li> <li>Sign the <i>Provisional Ballot Certificate – Opening</i> and give it to a Chief Judge.</li> <li><b>Repack</b> the ballots, the Provisional Ballot Bag, the <i>Provisional Voter Authority Card Envelope</i>, and the <i>Provisional Ballot Application and Instructions</i> in the orange supply bag. Secure the bag with a red seal.</li> </ol>
Election Day	Tuesday Morning Set-up
	<ol style="list-style-type: none"> <li>Break the red seal on the orange supply bag and remove the Provisional Ballot Bag, the <i>Provisional Voter Authority Card Envelope</i>, and the <i>Provisional Ballot Application and Instructions</i>.</li> <li>Verify that the Orange Provisional Ballot Bag is locked and sealed. Break the seal on the ballot bag so ballots can be inserted by the voters.</li> </ol>
	At Check-in
	<p><b>Before a provisional voter can complete the check – in process, a Chief Judge must confirm the voter’s status. If the Chief Judge determines that the voter must vote a Provisional Ballot, the Chief Judge will direct the voter to the VOP-Provisional Judge for further processing or will authorize a Check-in Judge to issue the provisional VAC.</b></p>
	<ol style="list-style-type: none"> <li>After the determining the voter must vote provisionally, tap the “<b>Issue Provisional Ballot</b>” button. The “<b>Select Ballot</b>” screen will appear.</li> <li>Tap on the white bar, next to “Select Ballot Reason” and tap the number/description for the reason why the voter must be issued a Provisional Ballot.</li> <li>Tap the “<b>Issue Paper Ballot</b>” button. The <i>Provisional Voter Authority Card</i> will print. If there is an additional reason the voter must vote provisionally, write the appropriate reason code beside the printed reason code (found between the two lines of asterisks) on the <i>Voter Authority Card</i>.</li> <li>Ask the voter to verify their information and to sign the Provisional VAC. Write your initials in the space provided</li> </ol>
	<p><b>If voter is not listed in the Pollbook call a Chief Judge.</b> If the Chief Judge confirms the voter is not in the pollbook, the Chief Judge will complete an Orange VAC-Provisional Voting for the voter.</p>

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Processing Voters	
	<p>1. Obtain <i>Voter Authority Card (VAC)</i> from the voter. The voter will have <b>either</b>:</p> <ul style="list-style-type: none"> <li>• A <i>Provisional Voter Authority Card</i> generated by the Pollbook - <b>or</b> -</li> <li>• <i>Orange Voter Authority Card – Provisional Voting</i> issued by a Chief Judge</li> </ul> <p><b>Note:</b> Make sure that the VAC printed from the Pollbook has “<i>Provisional Ballot</i>” printed near the top between two rows of asterisks. If not, contact a Chief Judge.</p>
	<p>2. Inform the voter of the possible result of casting a provisional ballot using the “<i>What to Tell the Voter</i>” card.</p>
	<p>3. Tear off <i>Provisional Ballot Application</i> instruction page and ask the voter to read it completely. <b>Direct the voter’s attention to the contact information (bottom of reverse side). The voter may check 10 days after the election to learn whether their vote was accepted.</b></p>
	<p>4. Locate the “For Official Use Only” line on the back of the <i>Provisional Ballot Application</i>. Write the <b>Voter ID Number</b> directly above the line. There is no designated space on the form. (The Voter ID# is located below “DOB” – Date of Birth on the VAC.)</p>
	<p>5. Complete “<b>Election Judge</b>” section <b>ONLY</b> on back of the <i>Provisional Ballot Application</i>.</p> <ul style="list-style-type: none"> <li>• Check the appropriate reason code(s)</li> <li>• If ID is required (Reason Code 6 or 7), record the type of ID the voter provided and record information in Box 6a or 6b of application</li> <li>• Enter district/precinct number (if not pre-printed)</li> <li>• Enter ballot style issued: BS1, BS2, BS3, BS4...</li> <li>• Initial and date in the space provided</li> </ul>
	<p>6. Provide the following direction to the voter for completing the Provisional Ballot Application:</p> <ul style="list-style-type: none"> <li>• <b>Completely fill out and sign Part III</b></li> <li>• <b>DO NOT detach the application from the envelope.</b></li> </ul>
	<p>7. Review completed <i>Provisional Ballot Application</i> to verify the voter has completed and signed Parts III of the application <b>before</b> giving the voter a provisional ballot.</p>
	<p>8. Record the ballot sequence number (from the ballot stub) on the provisional VAC near the two rows of asterisks. Initial the VAC in the space provided. <b>NOTE: If the ballot is 2 or more pages, give the voter each page and ensure that each page carries the same ballot sequence number.</b></p>
	<p>9. Place <i>Voter Authority Card</i> in the Provisional Voter Authority Card Envelope.</p>
	<p>10. Fold the ballot in half and then in half again, place ballot in application envelope. Place the envelope inside an Orange Privacy Sleeve and give it to the voter with a pen.</p>
	<p>11. Tell the voter that when they have finished marking their ballot, to refold the ballot, insert into the envelope and seal the envelope and to return to the provisional area to cast their ballot. <b>Do not go to a Scanner!</b></p>
	<p>12. Tell the voter, to alert you if they make a mistake or spoil the ballot. See Spoiled Provisional Ballot instructions.</p>
	<p>13. Direct voter to the provisional voting area to complete their ballot behind a privacy screen.</p>
	<p>14. When the voter returns, instruct the voter to place the completed and sealed <i>Provisional Ballot Application</i> envelope into the locked Orange Provisional Ballot Bag.</p>
<b>Spoiled Provisional Ballot</b>	<p>1. <b>Reason:</b> Voter has made an error on their ballot or wants to change their selections. Voter may spoil up to three ballots.</p> <p>2. Instruct the voter to <b>over-vote</b> every contest on the ballot by drawing a line through each oval with the black marker and to write “<b>Spoiled</b>” on the ballot.</p> <p>3. Find the VAC for this voter and draw a line through the ballot sequence number.</p> <p>4. Issue voter a replacement ballot and record new ballot number on <i>Voter Authority Card</i>.</p> <p>5. Record the ballot sequence number of the spoiled ballot on the front of the Spoiled Provisional Ballot Envelope. Place the spoiled ballot in the Spoiled Provisional Ballot Envelope.</p> <p>6. Place the revised <i>Voter Authority Card</i> in the Provisional Voter Authority Card Envelope.</p>