

Provisional Voting Job Guide

Voting	Action
	<p>1. Obtain the voter authority card from voter; either:</p> <ul style="list-style-type: none"> • <i>Provisional Voter Authority Card</i> generated by the Pollbook - or - • <i>Orange Voter Authority Card – Provisional Voting</i> <p>Note: 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 Chief Judge.</p>
	2. Verify that the voter has signed the VAC and the check-in judge has initialed in the space provided.
	3. Inform voter of the possible result of casting a provisional ballot using “ <i>What to Tell the Voter</i> ” (on the reverse of this Job Guide).
	4. Tear off <i>Provisional Ballot Application</i> instruction page and ask the voter to read it completely. **Direct 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.
	5. Complete the Election Judge section on the back of the <i>Provisional Ballot Application</i> .
	<p>6. Complete the “Election Judge” section ONLY on back of the <i>Provisional Ballot Application</i>.</p> <ul style="list-style-type: none"> • Put a check mark next to the reason code(s) (from the provisional VAC) • Write the Voter ID Number (from the printed provisional VAC) directly above the “Official Use Only” box. • Enter the district/precinct number (if not pre-printed) • Enter ballot style as shown on VAC: BS1, BS2, BS3, BS4...etc. • Write your initials and the date in the Election Judge box • 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
	<p>7. Provide the following direction to the voter for completing the <i>Provisional Ballot Application</i>:</p> <ul style="list-style-type: none"> • Completely fill out and sign Part III • DO NOT detach the application from the envelope.
	8. Review completed <i>Provisional Ballot Application</i> to verify the voter has completed and signed Part III of the application before giving the voter a provisional ballot.
	9. Select the correct provisional ballot. Verify that it is the correct ballot style as shown on the VAC.
	10. Record the ballot sequence number (found on the ballot stub) on the provisional <i>Voter Authority Card</i> near the two rows of asterisks. Initial provisional VAC in the space provided (under the Check-In Judge’s initials). NOTE: If the ballot is 2 or more pages, give the voter every page and ensure that each page carries the same sequence number.
	11. Place <i>Voter Authority Card</i> in the <i>Provisional Voter Authority Card Envelope</i> .
	12. Fold the ballot in half twice and place it in the application envelope. Give the voter a pen to complete the ballot.
	<p>13. Direct voter to the provisional voting area to ensure privacy during voting.</p> <p>Note: If voter makes a mistake on the ballot, see <i>Spoiled Provisional Ballot</i> instructions.</p>
	14. Instruct voter to refold completed ballot, to insert it into the envelope and to seal the envelope.
	15. Direct the voter to place the <i>Provisional Ballot Application</i> envelope into the locked Orange Provisional Ballot Bag.
	16. Record tally marks in the correct columns on the Provisional Ballot Tally Sheet.

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Spoiled Provisional Ballot	<p>Reason: Voter has made an error on their ballot</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Instruct voter to over-vote every contest in which they made a selection. Voter may be issued no more than three ballots. A voter who has spoiled two ballots, should be offered assistance or vote on the BMD. 2. Write "Spoiled" on the ballot 3. Locate <i>Voter Authority Card</i> for this voter and draw a line through the ballot sequence number. 4. Record new ballot sequence number on the VAC and issue voter a replacement ballot. 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. 6. Place the revised <i>Voter Authority Card</i> in the Provisional Voter Authority Card Envelope. 7. Record tally marks in the correct columns on the Provisional Ballot Tally Sheet.
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WHAT TO TELL THE VOTER

REASON	TELL THE VOTER
#1	<ul style="list-style-type: none"> • If you are registered and in the correct precinct, your entire ballot will be counted. • If you are registered but in the wrong precinct and choose to vote here (instead of going to your correct precinct), only those contests that would appear on the ballot issued at your correct precinct will be counted. • If you are not registered, your provisional ballot will not count but the application will serve as a voter registration application for future elections.
#2	You indicated that you moved more than 21 days before the election, didn't notify election officials of the change, and are in the wrong precinct for your new address. If you choose to vote a provisional ballot here (instead of going to your correct precinct), only those contests that would appear on the ballot issued at your new precinct will be counted.
#3 (Primary Election only)	Your provisional ballot will be counted if the local board of elections determines that you are registered with the party affiliation that you claim and the party affiliation listed in the precinct register was incorrect due to clerical error.
#4	Your provisional ballot will only be counted if you did not vote by absentee ballot or have not previously voted.
#5	If you provide the local board of elections with the required ID before the canvassing of provisional ballots, which begins on the 2nd Wednesday after the election, your ballot will be counted.
#6	If you present acceptable ID now or to the local board of elections before the canvassing of provisional ballots which begins on the 2nd Wednesday after the election, your ballot will be counted. If you do not provide acceptable ID before the canvassing of provisional ballots, your ballot will not be counted.
#7	<ul style="list-style-type: none"> • If the local board of elections can verify the number you provided in either Box 6a or 6b, you will be registered to vote and your ballot will be counted. • If you marked Box 6c, you will be registered to vote, and your ballot will be counted. • If you do not complete any box in section 6 before the canvassing deadline, or the number you provided could not be verified, you will not be registered to vote and your ballot will not be counted.
#8	If the local board of elections determines that you are the registered voter you claim to be and are otherwise eligible to vote, your ballot will be counted. You should provide an acceptable form of ID to the local board of elections before the canvassing of provisional ballots, which begins on the 2 nd Wednesday after the election. The Chief Judge will administer the <i>Affidavit by Challenger</i> and the <i>Affidavit by Challenged Voter</i>.
#9	If you are not registered, your ballot will not be counted; however, your provisional ballot application will serve as a voter registration application. Your application will be processed after the election.