

VOTER'S NAME NOT IN ROSTER-INDEX/PROVISIONAL VOTER

If you cannot locate a voter in the Roster-Index, use the **Street Poll Place Look-Up** to see if they are in the right precinct. If you **cannot locate the voter's address**, issue voter a Voter Assistance Card.

If voter **does not want to travel to their correct polling place** or call the ROV Office, follow the instructions below for Issuing a Provisional Ballot Envelope.

REMEMBER: PROVISIONAL VOTERS DO NOT SIGN THE ROSTER-INDEX.

Issuing a Provisional Ballot Envelope

1. Write precinct number on front of Provisional Ballot Envelope and complete section entitled, "TO BE COMPLETED BY PRECINCT OFFICER."
2. Ask voter to fill out the "TO BE COMPLETED BY VOTER" section and return envelope to you. **Be sure they have signed the envelope!**
3. Issue ballot and give voter envelope and envelope stub.
4. Ask voter to return voted ballot inside sealed Provisional Envelope.
5. Place sealed Provisional Envelope in Gray Ballot Supply Box.

NOTE: Voters may call the Registrar of Voters' office 28 days after the election to find out if their Provisional Ballot was counted (phone number is printed on envelope stub).

1 VOTER = 1 BALLOT = 1 SIGNATURE

2. VOTER'S NAME NOT IN ROSTER-INDEX/PROVISIONAL VOTER

PROVISIONAL VOTING SITUATIONS

WHEN

1. VOTERS HAS NO ABSENTEE BALLOT TO SURRENDER
2. VOTER BELIEVES THAT THEY ARE REGISTERED IN A DIFFERENT POLITICAL PARTY
3. FIRST TIME VOTER HAS NO SPECIFIED ID
4. VOTER HAS MOVED AND NOT RE-REGISTERED

HOW TO HANDLE SITUATION

1. ISSUE VOTER A REGULAR BALLOT AND SIGN APPROPRIATE PLACE IN ROSTER
 - A. FOR ABSENTEE VOTERS- OVER RED AV IN OFFICIAL ROSTER
 - B. FAILSAFE VOTES- ADD VOTER'S NAME TO OFFICIAL ROSTER ON BLANK LINED PAGE IN THE BACK OF ROSTER.
2. ASK VOTER TO COMPLETE VOTER'S DECLARATION ON FRONT OF PINK PROVISIONAL BALLOT ENVELOPE
3. COMPLETE THE "REASON FOR USING PROVISIONAL ENVELOPE
4. ASK VOTER TO SEAL ENVELOPE
5. DEPOSIT IN AUXILLARY BIN OF BALLOT BOX
6. FOR FAILSAFE VOTERS HAVE THEM FILL OUT NEW REGISTRATION CARD.

FAILSAFE VOTING SITUATIONS

WHEN

VOTER MOVES WITHIN COUNTY AND FAILS TO RE-REGISTER
ASK VOTER WHEN THEY MOVED

1. VOTER MOVED AFTER 15 DAY CLOSE
 - A. VOTER MAY VOTE REGULAR BALLOT IN OLD PRECINCT
 - B. VOTER MAY VOTE PROVISIONAL BALLOT IN NEW PRECINCT

2. VOTER MOVED ON OR BEFORE 15 DAY CLOSE
 - A. VOTER MAY VOTE A PROVISIONAL BALLOT IN NEW PRECINCT
 - B. VOTER MAY VOTE IN ELECTION OFFICE
 - C. VOTER CANNOT VOTE IN OLD PRECINCT

HOW TO HANDLE SITUATION

1. FOLLOW PROCEDURES FOR PROVISIONAL BALLOT SITUATIONS

A decorative border surrounds the text, featuring a pattern of white stars on a black background and wavy stripes in black and white.

COUNTY OF EL DORADO

ELECTION OFFICERS

MANUAL

PROVISIONAL BALLOT SITUATIONS

BE SURE YOU ASK VOTERS VOTING A PROVISIONAL BALLOT
TO SIGN THE ROSTER.
ALL VOTERS MUST SIGN THE ROSTER BEFORE BEING ISSUED A BALLOT.

A. VOTER HAS NO ABSENTEE BALLOT TO SURRENDER

ALLOW voter to **vote** under the **Provisional Ballot Procedures**:

1. **ISSUE** voter a regular ballot.
2. **ASK** voter to complete the Voter's Declaration on the front of the pink Provisional Ballot Envelope.
3. **COMPLETE** the "Reason for Using Provisional Envelope" on the front of the pink Provisional Ballot Envelope and check the appropriate box (Absentee Voter).
4. **ASK** the voter to sign through the handwritten RED "AV" or printed "Absentee Voter" notation on the Official Roster/Index.
5. **ASK** the voter to seal the voted ballot in the pink Provisional Ballot Envelope.
6. **DEPOSIT** the voted ballot, now sealed in the pink Provisional Ballot Envelope, in the Auxiliary Bin of the ballot box.



B. VOTER BELIEVES HE/SHE IS REGISTERED IN A DIFFERENT POLITICAL PARTY FROM THE ONE SHOWN IN THE OFFICIAL ROSTER/INDEX:

1. **CALL** THE ELECTIONS DEPARTMENT.
2. **ISSUE** voter a ballot for the political party of their choice **BUT** remind them that the partisan portion of the ballot may not be counted if they insist on voting for a party other than the one in which they are registered.



REMEMBER Non-Partisan voters may request A **PARTISAN BALLOT** of any party participating in the modified primary process and may vote that ballot in the regular manner. (See Section 2 page 3 for a listing of participating parties.)

The Official Roster/Index Officer must indicate the party ballot requested by the Non-Partisan voter in the Official Roster/Index in the column provided.

3. **ASK** the voter to complete the Voter's Declaration on the front of the pink Provisional Ballot Envelope.
4. **CHECK** the box for "Other" under "Reason For Using Provisional Envelope" and **WRITE** "voter believes they are registered with a different party than shown on the Roster" on the "Comments" line.
4. **WRITE** the name of the party ballot the voter will be voting in the space provided in the upper left corner of the Provisional Ballot Envelope: "Party Ballot_____".
5. **ASK** the voter to seal the voted ballot in the pink Provisional Ballot Envelope and deposit the envelope in the Auxiliary Bin of the ballot box.

C. VOTER HAS MOVED AND NOT RE-REGISTERED:

1. **Move takes place after the 15 day close of registration:**
 - a. Voter **votes normally** in **old precinct** and re-registers.
 - b. Voter votes in new precinct or Elections Department under Failsafe procedures. See Failsafe Procedures PAGE 5.
2. **Move takes place on or before 15 day close of registration:**

Voter votes in new precinct or Elections Department **under Failsafe Procedures**. See Failsafe Procedures PAGE 5.



The Elections Department will direct "Failsafe" voters to the correct polling place.
They will have already been instructed to vote a "Failsafe Ballot" in this, their new precinct.

D. FIRST TIME VOTER HAS NO SPECIFIED ID

1. Voter must vote a Provisional Ballot (follow instructions in A above).
2. CHECK the appropriate box for the reason the envelope was issued (New Voter, no proof of ID).

Acceptable documents which may be used for ID are listed below and on the next page:

Photo Identification (must have the voter's name & photo, but an address is not necessary):

- Driver's license or identification card of any state
- A passport
- An employee identification card
- An identification card provided by a commercial establishment
- A credit or debit card
- A military identification card;
- A student identification card;
- A health club identification card;
- An insurance plan identification card
- Any other document specified in writing by the Secretary of State that is prepared by a third party in the ordinary course of business that includes the photograph and name of the individual presenting it.

OR any of the documents listed on the NEXT PAGE



Any one of the following documents, provided it includes the name and address of the individual presenting it, and is dated after the date of the last general election, may be used.

EXCEPTION: Permanent documents such as a pardon or discharge need not be dated.

- Utility Bill
- Bank Statement
- Government check or Paycheck
- Document issued by a Government Agency
- Sample Ballot
- Voter Notification Card
- Public Housing Identification Card
- Lease or Rental Statement or Agreement
- Student Identification Card
- Tuition Statement or Bill
- Insurance Plan Card
- Discharge Certificate, Pardon or other official document issued to the voter in connection with the resolution of a criminal case, indictment, sentence or other matter
- Senior Citizen Discount Card issued by public transportation authorities
- Identification documents issued by governmental disability agencies; homeless shelters or other temporary or transitional facilities
- Drug prescription issued by a doctor or health care provider
- Tax Return
- Property Tax Statement
- Vehicle registration or Certificate of Ownership
- Any other document specified in writing by the Secretary of State that includes the name and address of the individual presenting it and is dated **AFTER** the last general election

FAILSAFE VOTING PROCEDURES

Whenever a voter **moves WITHIN the county and fails to re-register**, he/she may vote at the new polling place or at the Elections Department using Failsafe Procedures.

HOW TO ISSUE A BALLOT UNDER FAILSAFE VOTING PROCEDURES:

- A. **CHECK** the appropriate box under "**Reason for Using Provisional Envelope**", (Name not in Roster, has moved).
- B. **ASK** the voter to **complete** the **Voter's Declaration** located on the **front** of the pink Provisional Ballot Envelope and **fill out** a voter **registration card**.

ENCOURAGE voters to read the information on the back of the envelope informing them they can call the Elections Department after the election to find out whether or not their provisional ballot was counted and if not, why not.

- C. **ADD** the voter's name to the Official Roster/Index (on the blank lined page) and have the voter **SIGN** his/her name.
- D. **ISSUE** the voter a provisional **ballot**.
- E. **ASK** the voter to **seal** the **voted ballot** in the pink Provisional Ballot Envelope.
- F. **PLACE** the registration card in the pocket of the envelope.
- G. **DEPOSIT** the **envelope** in the Auxiliary Bin of the ballot box.



NOTE: IT IS NO LONGER NECESSARY TO REQUEST A FAILSAFE VOTER TO PROVIDE PROOF OF RESIDENCY.

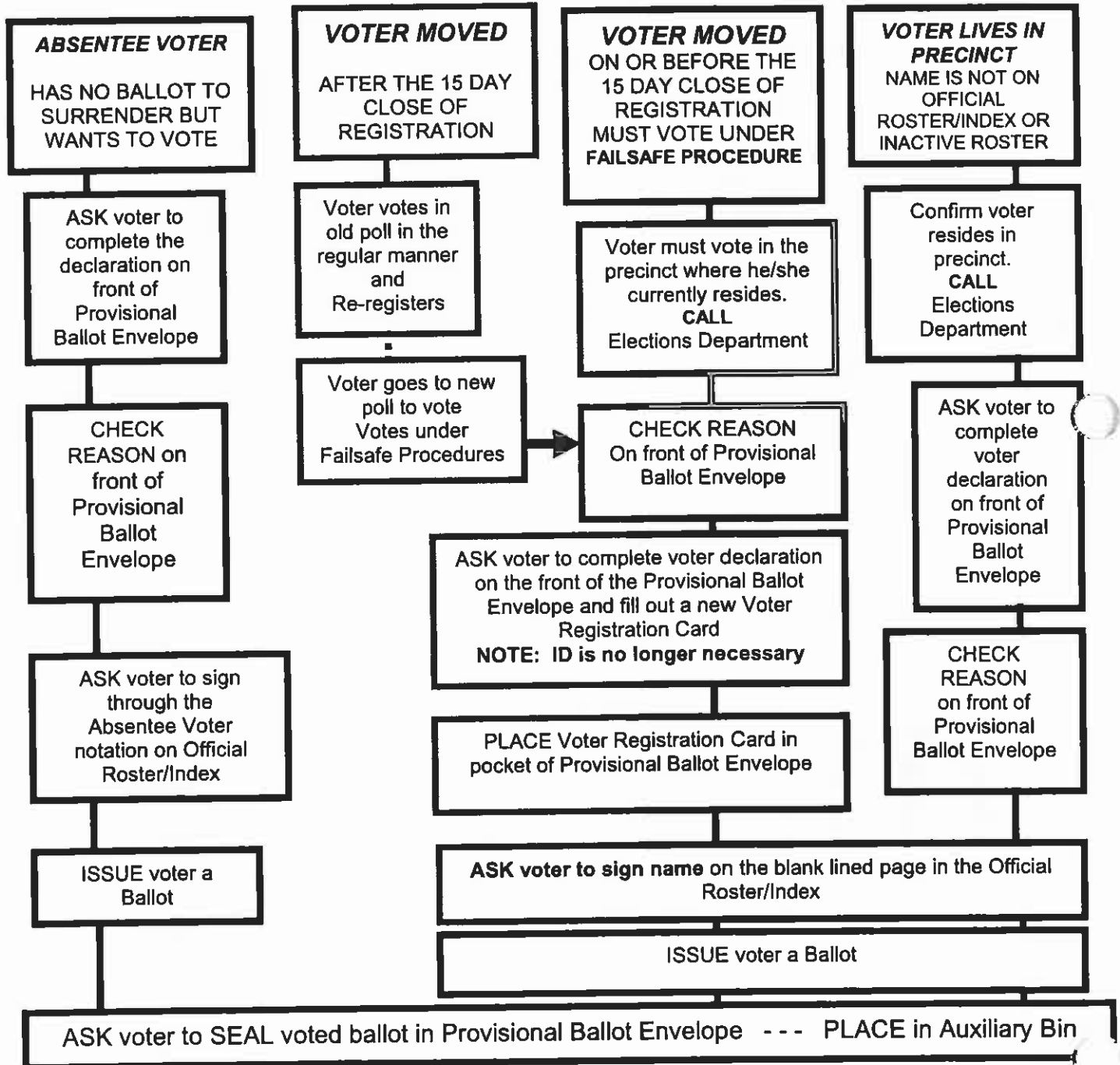
EXCEPT FOR THE FIRST TIME VOTER, NO IDENTIFICATION, OF ANY KIND, IS REQUIRED FOR ANY VOTER VOTING A PROVISIONAL BALLOT.

DIAGRAM OF HOW TO ISSUE PROVISIONAL BALLOTS

Voter claims to be registered but their name is not on the Official Roster/Index or Inactive Voter Roster.

MAKE SURE the voter is in the **correct precinct**. If there is a question of where a voter should be voting **CALL the Elections Department IMMEDIATELY:**
 (530) 621-7480 (Placerville) (530) 573-3408 (So. Lake Tahoe)

ALWAYS CHECK THE "REASON FOR USING PROVISIONAL ENVELOPE" ON BACK OF THE ENVELOPE.



MONTEREY COUNTY ELECTIONS
ELECTION DAY

WHAT TO DO IF...

PROVISIONAL VOTING

You will issue a provisional ballot because the voter:

- Is registered with one party and wants to vote the ballot of another party
- Is not in the Roster of Voters.
- Cannot go to his/her assigned Polling Place.
- Cannot surrender a vote by mail ballot.
- Moved within Monterey County and did not re-register (following the VOTER MOVED section).
- Does not have identification and "ID REQUIRED" is on the signature line.
- Already cast a ballot and demands to vote again.
- Is in the Pink Roster.

NEVER MODIFY THE ROSTER BY ADDING A VOTER!

PROVISIONAL VOTERS DO NOT SIGN THE ROSTER!

If a provisional voter mistakenly signs the Roster, provide details on the notes page (white sheet located at the back of the Roster) including voters name and page number, and a report on whether or not this voter first cast a qualified ballot.

Issuing a Provisional Envelope:

COMPLETENESS CAN BE THE DIFFERENCE BETWEEN COUNT AND DON'T COUNT!

Both you and the voter must complete, even if the voter chooses to vote on the machine!

1. You complete your section
 - a. Front of envelope upper right-hand square you write
 - i. Ballot Type Number (*Ballot Type is the number located on the voter's information line in the Roster of Voters under the column heading BLT Type and matches the Ballot Type Number of the issued ballot*).
 - ii. Party (Of the ballot that will be in the envelope)
 - b. Back of envelope you check the reason you are issuing a provisional ballot.
 - i. If you marked B, F, G OR H as a reason, or if the voter wants to change party, have the voter complete a registration form and include it in the back pocket of the provisional envelope.
 - c. Write your name at the bottom of the envelope
2. Give the voter the envelope to complete all of the "Voters Declaration" on the front side – **INCLUDING SIGNATURE & CURRENT RESIDENTIAL ADDRESS - OR IT WILL NOT BE COUNTED.**
 - a. Voter returns the envelope when done
 - b. Check the envelope for completeness
 - c. Then issue the ballot

Issuing a Provisional PAPER Ballot:

1. On the back of the envelope, check the box "Paper Ballot"
2. Remove the stub from the envelope, hand to voter and explain it has information on how to check if their ballot was counted or not and the reason why.
3. Remove ballot from pad and remove stub from ballot.
4. Fold the ballot so that it will fit in the envelope. Hand envelope, with ballot inside, and stub to voter.
5. Tell the voter a single line connecting the head and tail of the arrow is all that's needed; there are contests on the backside.
6. Tell the voter when done to fold the ballot and put it in the pink envelope and return location
7. The Election Officer in charge of the ballot bag will deposit the Provisional Ballot Envelope in the blue Ballot Bag with the matching precinct number.



Issuing a Provisional ELECTRONIC Ballot:

Provisional Voting on the Touch-Screen Voting Machine

Any individual who is voting a provisional ballot may elect to use the Touch-Screen Voting Machine (TSVM). In order to activate the provisional function of the TSVM follow the steps below:

Activate a Voter Card for Provisional Voting

- (1) Insert voter card in the Card Activator
- (2) If you are prompted with "Enter Ballot Code:"
 - a. Enter the code and press **Yes**
- (3) You will then be prompted with "Activate this card?"
 - a. Press **0**
- (4) You will then be prompted with "Provisional Voter?"
 - a. Press **Yes**
- (5) You will be prompted with "Copy ID, press Enter xxxxx-yyy"
 - a. X Touch-screen Ballot and Copy the ID number on the back of the provisional

Ballot Codes
are on the
Card Activator

envelope.

- a. Press **Enter**
- (6) The voter card will eject
- (7) Give the card to the voter, instructing him/her to return the card outside of the envelope to an Election Officer
- (8) The Election Officer will deposit the completed envelope, with nothing inside of it, in the blue ballot bag.
- (9) The Election Officer will return the voter card to you.

PROVISIONAL BALLOT RECEIPT
DEPARTMENT OF STATE OF MISSISSIPPI

*Back of Provisional Envelope
under the Receipt/Stub*

Paper Ballot
 Touch-Screen Ballot
Copy ID: _____
(ID From Card Activator Screen)

REMINDEES TO ELECTION OFFICERS

1. Poll worker, complete this side of envelope.
2. WRITE Precinct #, Ballot Style, and Party (Primary Only) on upper right hand corner on the reverse side.
3. ASK voter to complete all information in the Voter's Declaration on reverse side.
4. CHECK that minimum requirements of CURRENT RESIDENCE and SIGNATURE are completed by voter.
5. Remove receipt from the envelope and give it to the Voter.
6. Deposit into Blue Ballot Bag.

Insert Voter Registration Card in this Pocket

REASONS FOR VOTING A PROVISIONAL BALLOT
TO BE COMPLETED BY ELECTION OFFICER:

- A. Voter is unable to SKREENER/ Inker/ Vote by Mail Ballot.
- B. Voter is not on the Roster.
- C. Voter is unable to go to his/her assigned Polling Place.
- D. Voter has already voted a ballot at the polls and wants to vote again.
- E. Voter code in Roster is "ID REQUIRED" and ID is not provided by voter.
- F. Voter requested a different ballot style than one listed on Roster.
- G. Voter insists on voting a Provisional Ballot.
- H. Other: _____ Please indicate items checked!

COMMENTS FROM POLL WORKER

Poll Worker's Name: _____

Paper Ballot Envelopes _____
Voter Registration Card Completed _____

PROVISIONAL BALLOT RECEIPT
IMPORTANT NOTICE TO PROVISIONAL VOTERS

You have been given this notice because you cast your vote using the
PROVISIONAL BALLOT ENVELOPE.

Section 14310 allows a voter to cast a ballot "provisionally" for any of the following reasons: (1) eligibility of the voter cannot be determined, (2) the voter is unable to surrender his/her Vote by Mail Ballot, (3) or the first-time voter is unable to produce an acceptable form of identification. Your ballot will be counted if the Elections Department establishes eligibility and verifies that the signature on the provisional envelope compares to the signature of record. If you vote in a precinct other than your assigned, only those individuals who were entitled to vote at your assigned precinct shall be counted.

The federal Help America Vote Act (HAVA) mandates:
 2. "Free access" to the status of the provisional ballot, including if the provisional ballot was counted and if not.

To find out whether your provisional ballot was counted or to determine the status of your provisional ballot, call the following numbers within 10 days after the election:
 Toll - Free: 1-866-887-9274
 Regular Office Line: 831-796-1499

You will be asked to provide your name and birth date, and an election official will be able to answer your questions regarding the status of your provisional ballot.

If a ballot is not counted because the individual casting the ballot is not registered in Monterey County, he/she will receive a registration card in the mail. In order to be eligible for future elections, the card must be completed and returned to the elections office.

NOTICE TO VOTER: Elections Code Section 14310(c) says provisional ballots are counted during the official canvass only if (1) the election official established the voter's right to vote the ballot, or (2) the Superior Court orders the ballot be counted. A voter must seek a court order to require his or her ballot to be counted but must do so before the official canvass period ends. Judicial action involving provisional ballots has priority over other civil matters.

VOTING MORE THAN ONCE IS A CRIME

REMINERS TO ELECTION OFFICERS

- 1 Poll worker, complete this side of envelope.
- 2 WRITE Precinct #, Ballot Style, and Party (Primary Only) on upper right hand corner on the reverse side.
- 3 ASK voter to complete all information in the Voter's Declaration on reverse side.
- 4 CHECK that minimum requirements of CURRENT RESIDENCE and SIGNATURE are completed by voter.
- 5 Remove receipt from the envelope and give it to the Voter.
- 6 Deposit into Blue Ballot Bag.

Insert Voter Registration Card in this Pocket

REASONS FOR VOTING A PROVISIONAL BALLOT

TO BE COMPLETED BY ELECTION OFFICER:

A. Voter is unable to SURRENDER his/her Vote by Mail Ballot.

B. Voter is not on the Roster.

C. Voter is unable to go to his/her assigned Polling Place.

D. Voter has already voted a ballot at the polls and wants to vote again.

E. Voter code in Roster is "ID REQUIRED" and ID is not provided.

F. Voter requested a different ballot style than one listed on Roster.

G. Voter insists on voting a Provisional Ballot.

H. Other: _____ Please indicate items enclosed:

COMMENTS FROM POLL WORKER

Provide detailed explanation

Print Your Name Here

Poll Worker's Name: _____

Paper Ballot Enclosed

Voter Registration Card Completed

**Detach
envelope
stub and
give to
voter**

**Election
Officer
checks off as
many as
applicable**

Mark as applicable

BACK OF PROVISIONAL ENVELOPE

VOTE BY MAIL VOTER (CEC § 3015, 3016, 3017)

VOTE BY MAIL VOTER WANTS TO DROP OFF:

- Can come from anywhere in Monterey County
- Goes straight to the ballot bag
- DO NOT SEND THIS VOTER TO THE ROSTER.
- THIS PERSON DOES NOT SIGN THE ROSTER.
- Make sure the voter filled out and signed the envelope
- You deposit the enveloped ballot in the bag
- DO NOT MARK THE ROSTER TO INDICATE THIS PERSON ARRIVED

VOTE BY MAIL VOTER WITH BALLOT WANTS TO SURRENDER:

- This person goes to the Roster of Voters
- Voter states name and address out loud
- You find the voter in the Roster and repeat the information; is it correct?
- Take the envelope with the ballot inside
 - No envelope, no problem: Use an envelope from your supplies
- Write “SURRENDERED” on the envelope and place in Plastic Bag D “Surrendered Ballots”
- VOTER SIGNS THE ROSTER** over the *vote by mail* message
- Issue the ballot according to the voter’s listed party. If “DS” is listed, the voter may choose from one of the following: “NP”, “DEM”, “REP”.

WHAT IF THE VOTE BY MAIL VOTER WHO WANTS TO SURRENDER IS NOT IN MY ROSTER?

- Refer to the Street Poll Place Look-up or call 796-1499 to find out where the voter should be
- The voter can go to the correct polling place, the elections office or vote provisional at your precinct
- Inform the voter, only the contests that are shared with the ballot at their assigned precinct will count
- If voter votes provisional at your precinct, take the Vote By Mail envelope containing the ballot and write “SURRENDERED” on the envelope.
- Check the party abbreviation on the back bottom portion of the envelope to issue the correct ballot
 - If “DS” the voter may surrender for one of the following: “NP”, “DEM”, “REP”
- Place in Plastic Bag D “Surrendered Ballots” (canary/light yellow)
- Process as provisional voter write “surrendered/not in roster” in the comments field of the provisional envelope

VOTE BY MAIL VOTER DOES NOT HAVE BALLOT TO SURRENDER or DROP-OFF:

- Give the voter options and let him/her choose
- Voter can go get it, vote it and drop it off anywhere, or
- Surrender it at the assigned polling place, or
- Voter can go to the Elections Office to vote, or
- Voter can vote a provisional ballot now

SOMEONE WANTS TO DROP OFF A VBM BALLOT FOR SOMEONE ELSE:

- Make sure the voter filled out the envelope and signed it
- Check that the person dropping off is a: Spouse, parent, child, sibling, grandparent, grandchild, or resident of the same household
- Person dropping off signs the outside
- You deposit in the blue ballot bag

VOTE BY MAIL VOTER WANTS TO DROP-OFF HAS BALLOT BUT NO ENVELOPE:

- Give the voter one of the vote by mail envelopes in your supplies
- Make sure the voter completes all sections of the envelope or we cannot open it!
- Voter writes address and name legibly and signs on the envelope
- Ballot goes in the envelope, envelope goes in the blue ballot bag



Poll Worker Training Manual

June 3, 2008 Statewide Primary

Neal Kelley
Orange County
Registrar of Voters



Processing Provisional Voters

Identifying Provisional Voters

Most provisional voters discover that they require a provisional ballot when they sign in at the Official Table. It is often the Roster Clerk who realizes an individual meets the requirements for a provisional voter (i.e., voter is not in the Roster, was mailed a Vote-by-Mail ballot, etc). The Roster Clerk will direct the voter to the Inspector to be processed provisionally. **Provisional voters do NOT** sign the pink Roster.

NOTE: The Street Index Clerk may discover that a voter needs to vote provisionally because the voter resides at an address that is different than the address listed in the Precinct-Street Index. **If the voter already signed the Combined Roster-Index, the Roster Clerk must cross out the voter's signature in the Roster and write "provisional" next to it.** The voter will go to the Inspector to sign the Provisional Roster.

Inspector's Steps for Processing Provisional Voters

Step 1: Voter Signs the Provisional Roster

The Inspector asks the provisional voter to sign the blue-colored Provisional Roster. The Provisional Roster contains fields for the voter's name, signature and address, as shown:

Provisional Roster

WHITE AND BLUE PROVISIONAL VOTER SIGNATURES			
WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Sections 18560/14108)			
LINE NO.	PRINT NAME	SIGNATURE OF VOTER	ADDRESS OF VOTER
1.	Paula Monical	<i>Paula Monical</i>	34 Wakara Ln. Tustin 92706
2.			
3.			

Step 2: Inspector Fills Out Ballot Card

The Inspector will prepare a Ballot Card for the voter.

- **If the voter is listed** in the pink Combined Roster Index the Inspector can copy the required fields onto the card; the Roster Clerk can also relay the information.
- **If the voter cannot be found** the Inspector can still record the voter's precinct and party. If the polling place serves multiple precincts, the Inspector should write down the **main** precinct number on the Ballot Card. The provisional voter can request the type of party ballot.

Now the Inspector is ready to check the box on the bottom portion of the Ballot Card to indicate a "Provisional Ballot".

Processing Voters

Step 3: Inspector Gives a Provisional Envelope to the Voter

After checking the "Provisional Ballot" box of the Ballot Card, the Inspector must issue a provisional envelope (blue or white, depending on the reason for the provisional ballot).

Use the information on the bottom of the Ballot Card as a reminder for which color envelope to give to the voter.



Before giving the envelope to the voter, the Inspector must record the precinct number on the space indicated.

Ballot Card

X-Ref Num: Precinct: **11043**

Party: **A.I.**

Check to indicate a provisional ballot. **Provisional Ballot**

Blue envelope: For provisional voters designated as "Vote-by-Mail" or "Early Voter" in the Roster.

White envelope: For all other provisional voters.

Show provisional voter the back of this Ballot Card for instructions on checking the status of the ballot.

PROVISIONAL BALLOT ENVELOPE PRECINCT NO. **11043**

77957 FOR VOTERS WHO ARE REGISTERED TO VOTE, BUT ARE NOT LISTED ON THE ROSTER-INDEX

INSTRUCTIONS TO POLL WORKER:

- Enter your precinct number at the right portion of this envelope.
- Check all that apply - This voter:
 - Claims to be registered in this precinct but does not appear on the roster-index.
 - Claims to be registered with a party different than shown on the roster-index (Primary Election only)
 - Issued _____ party ballot.
- Ask the voter which party he/she has indicated on their current registration and issue him/her that party ballot.
- DO NOT remove the registration card or open this envelope for any reason.

INSTRUCTIONS TO VOTER:

IMPORTANT INFORMATION-VOTER PLEASE READ!
 You have been asked to vote via a provisional ballot because your precinct poll workers were unable to find your name on the ROSTER-index, and these poll workers are unable to verify your voting eligibility. The Registrar of Voters will check the County's official registered voter file and if you are eligible to vote, this provisional ballot will be counted. If you believe that you are in the wrong precinct, please call Registrar of Voters at (714) 567-7600.

Elections Code 14310 provides that this provisional ballot may only be counted if your name can be found on the County's registered voter file, or if the Orange County Superior Court orders the Registrar of Voters to count this ballot. This court order must be received by the Registrar of Voters prior to the completion of the official canvass of votes (vote tally).

For the Primary Election Only: The official Roster-Index indicates that you are registered with a different political party than you now claim to be affiliated with. Registrar of Voters staff will check your original affidavit of voter registration to verify your party affiliation. If the Roster-Index is incorrect, we will correct our records and this ballot will be counted.

To vote this provisional ballot, please follow the instructions below.

- Complete the attached Voter Registration Card. Be sure to completely fill in the entire card.
- Provide the information required on the following oath:

I hereby certify under penalty of perjury that I am a registered voter in Orange County, that I reside within the precinct in which I am voting, that I am the person whose name appears on this envelope, and that I have not voted any other ballot from any jurisdiction for this election.

I ALSO UNDERSTAND THAT, BY VOTING THIS PROVISIONAL BALLOT, IF I HAVE ALREADY VOTED BY ANY OTHER MANNER IN THIS ELECTION I AM ATTEMPTING TO VOTE TWICE AND MY NAME WILL BE SUBMITTED TO THE DISTRICT ATTORNEY.

Signature of Voter	Printed Name of Voter	Date of Birth	Daytime Phone
Residence Address	City	Zip	Date

- Give signed and completed envelope to the poll worker.
- After voting your ballot, place your ballot in envelope, and seal the envelope in the presence of the poll worker.
- Give the envelope, with your ballot sealed inside, to the poll worker and watch it being placed into the ballot box.

OFFICIAL USE ONLY

Eligible: Counted	Not Counted	Partially Counted
Reason: <input type="checkbox"/> OK	<input type="checkbox"/> NR <input type="checkbox"/> SI	<input type="checkbox"/> AV <input type="checkbox"/> EL
(CIRCLE ONE)		

RECEIPT# _____ AFFIDAVIT# _____

PARTY AFFILIATION: _____

VAPP ABS BUS/POB INITIALS: _____

Step 3: Locate Correct Paper Ballot and Give to Voter

The Paper Ballot Clerk hands the provisional envelope and Ballot Card back to the voter, in addition to the corresponding paper ballot and a Secrecy Folder. (The Secrecy Folder is used to protect the voter's privacy while en route to the voting booth.) The clerk directs the voter to an open cardboard booth and tells him/her to return with the envelope, ballot and Secrecy Folder when finished voting.

Step 4: Direct Voter to Seal Voted Ballot Inside Envelope

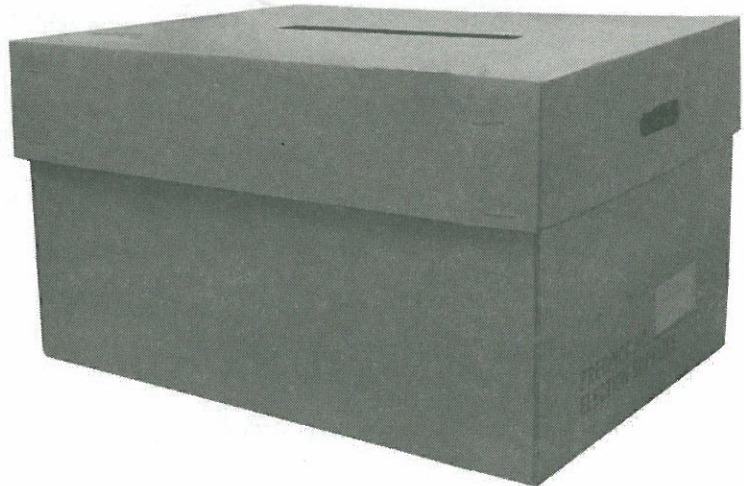
The voter must seal the provisional envelope with the ballot inside in the presence of the Paper Ballot Clerk. The clerk accepts the voter's provisional envelope and deposits it in the Ballot Box.

The voter has finished voting and will keep his/her Ballot Card to check the status of the paper ballot after the election (by calling 1-888-OCVOTES). The clerk should retain the Secrecy Folder to re-use.

Sample Ballot card with columns for candidates and checkboxes. Includes a barcode at the top and bottom. The card is titled "Sample Ballot" and "OFFICIAL BALLOT".

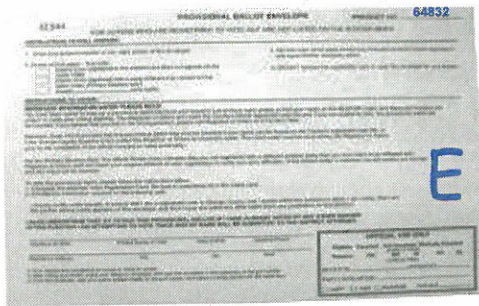


PROVISIONAL BALLOT ENVELOPE. PRECINCT NO. 1104. 77957. FOR VOTERS WHO ARE REGISTERED TO VOTE, BUT ARE NOT LISTED ON THE POLLING LIST. INSTRUCTIONS TO POLL WORKERS. INSTRUCTIONS TO VOTERS. OFFICIAL USE ONLY. Includes a large letter 'P' in a circle.



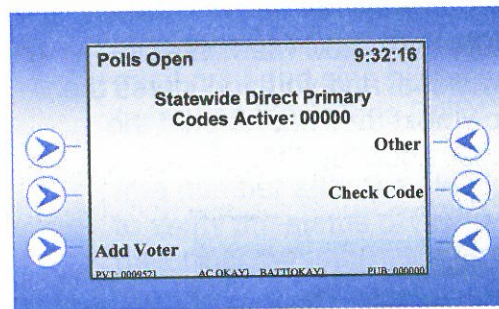
JBC Clerk's Steps for Processing Provisional Voters

If the provisional voter wishes to vote on an electronic ballot, he/she will proceed to the JBC Clerk. The JBC Clerk will observe the following steps to issue a provisional access code to the voter.

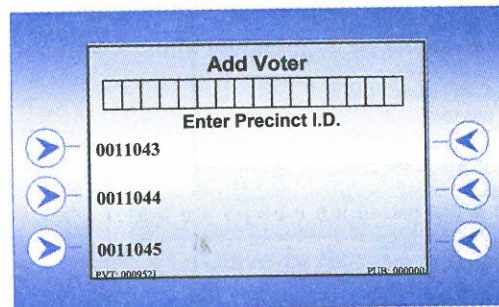


- Write an "E" on the envelope to indicate an electronic ballot.

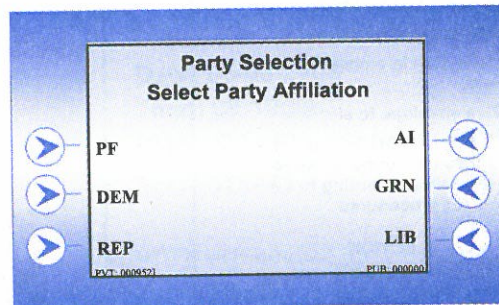
- After receiving the voter's Ballot Card, press the arrow next to "Add Voter" on the JBC.



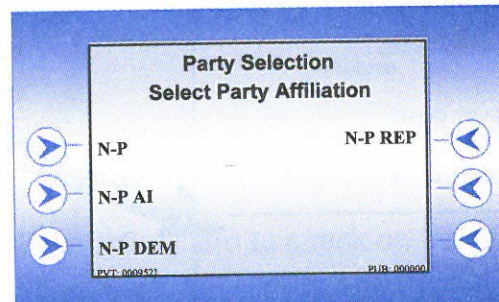
- Press the arrow next to the precinct ID that corresponds to the voter's Ballot Card (only for polling places with multiple precincts).



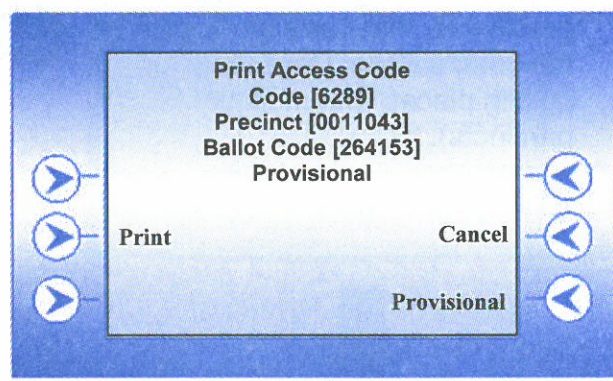
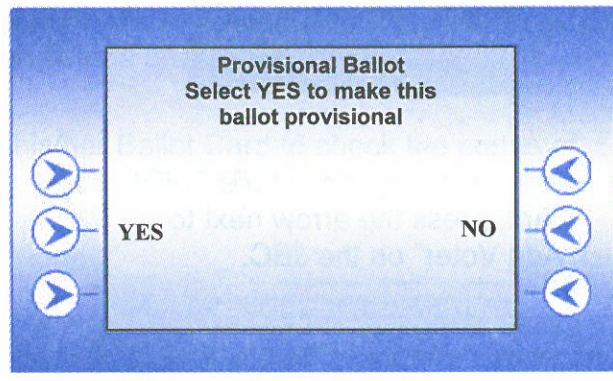
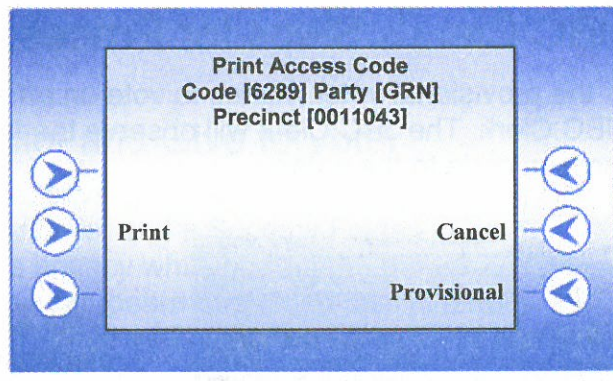
- Press the arrow next to the voter's party.



Do not forget to scroll to the second screen if the voter's party is not listed on the first screen.



- Press the arrow next to "Provisional".
- Press the arrow next to "YES" to confirm the voter needs a provisional ballot.
- The ballot is now marked as provisional and you may press the arrow next to "Print" to print the access code tape for the voter.



ACCESS CODE
Clave de Acceso
6289
Date: 06-03-2008 Time: 09:10:50 Place: 24 - King School Pct: 0011043
VOTER PROVISIONAL STUB
Date: 06-03-2008 Time: 09:10:50
INSTRUCTIONS TO VOTER: 1. Print your name below. 2. Sign your name below. 3. Place stub in envelope and Seal. 4. Give envelope to election judge. 5. Proceed to voting booth to vote ballot according to regular procedures
DATE OF ELECTION: June 03, 2008
NAME OF ELECTION: Statewide Direct Primary
PRECINCT NAME: 0011043
BALLOT CODE: 264153
PRINTED NAME OF VOTER: _____
Voter Signature: X _____

- Have the voter write his/her name (in print) and sign on the bottom portion of the access code tape.



PROVISIONAL VOTERS ONLY

Paper Envelope #: eSlate Ballot Code:
Ballot _____ Ballot 264153

Poll Workers: Remember to mark envelope "P" or "E"

Provisional Voters: To check the status of your provisional ballot, please retain this slip of paper and call **1-888-OCVOTES**. You will need the number listed above.

臨時投票選民: 欲查詢您的臨時選票情況, 請保留這份紙卡及電洽 **1-888-OCVOTES**。查詢時您需提供列於本卡上方的號碼。

잠정 투표자: 귀하의 잠정 투표지의 유효 여부를 확인하려면, 이 종이 쪽지를 보관 하셨다가 **1-888-OCVOTES**로 전화 하십시오. 확인하실 때에는 위에 적혀 있는 번호를 필요로 합니다.

Votantes provisionales: Para determinar el estatus de su boleta provisional, favor de retener esta tarjeta y llame al **1-888-OCVOTES**. Necesitará el número escrito en esta tarjeta.


Cử Tri Bầu Tạm Thời: Để xem tình trạng của Phiếu Bầu Tạm Thời của quý, xin giữ miếng giấy này và gọi **1-888-OCVOTES**. Quý vị sẽ cần biết mã số trên.

- Write the **Ballot Code** number from the access code tape (above where the voter must print and sign his/her name) on the voter's Ballot Card (the voter may call a toll-free number after the election to verify the status of his/her ballot).

- Tear off the top portion of the tape that shows the access code and give it to the voter.
- Place the signed tape into the provisional envelope and hand the envelope and Ballot Card to the voter.
- Direct the voter to the open eBooth and ask him/her to return to your table with the provisional envelope when finished voting.
- Have the voter seal the envelope in front of you. Deposit the provisional envelope in the Ballot Box.

ACCESS CODE
Clave de Acceso
6289
Date: 06-03-2008
Time: 09:10:50
Place: 24 - King School
Pct: 0011043

The voter has finished voting and will retain his/her Ballot Card to check on the status of the electronic ballot.



COUNTY
of
SAN LUIS OBISPO

ELECTION PROCEDURE MANUAL

Including:

**Instruction Manuals for
Provisional and Voted Vote-by-Mail Ballots
AccuVote and AutoMARK Units**

November 4, 2008 Consolidated General Election

Prepared by: JULIE L. RODEWALD
County Clerk-Recorder, Elections Division

Precinct Worker Phone Numbers:
(805) 781-5236
OR
1-800-834-4636 ext. 5236
email: precinctworker@co.slo.ca.us

Website: www.slocounty.ca.gov/clerk

PROVISIONAL BALLOTS AND RETURNED VOTED VOTE-BY-MAIL BALLOTS

REMINDERS

• PROVISIONAL BALLOTS

- The **PROVISIONAL/VOTE-BY-MAIL BALLOT STATEMENT** is now on the next to the last page of the Provisional Roster, which will be in the Blue Bag. The Provisional Specialist and the Inspector will SIGN it after the polls close on Election night.
- The tally sheet is the back page of that roster
- TAPE the tally sheet to the top of the Blue Bag as a reminder to track both the returned Voted Vote-by-Mail ballots (see below) and the Provisional ballots as they are returned Election Day.
 - TALLY both types of ballots on the tally sheet before dropping them in the Blue Bag because there will be no access to the ballots once they are inside the bag.
- DO NOT OPEN THE BLUE BAG ONCE IT IS SEALED ELECTION MORNING, unless instructed to do so by the Elections Office or the Precinct Assistant.

• RETURNED VOTED VOTE-BY-MAIL BALLOTS

- The Provisional Specialist accepts RETURNED VOTED VOTE-BY-MAIL BALLOTS.
- UNDERSTAND the difference between RETURNED VOTED VOTE-BY-MAIL BALLOTS and SURRENDERED VOTE-BY-MAIL BALLOTS. The complete definitions are in the Glossary in the Elections Procedure Manual.
 - SURRENDERED VOTE-BY-MAIL BALLOTS: A voter is returning his/her ballot so he/she can vote at the precinct. **This voter goes to the Roster Clerk.**
 - RETURNED VOTED VOTE-BY-MAIL BALLOTS: A voter is bringing in his/her completed ballot to be counted. These are the ballots you will accept, tally, and deposit in the Blue Bag.

=====

BEFORE THE POLLS OPEN

In addition to the Blue Bag and its seal, you will receive the following supplies:

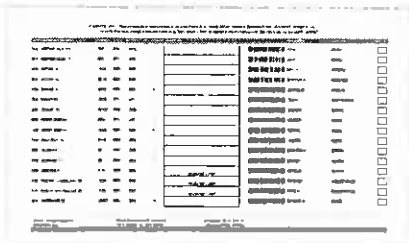
- Provisional Ballots
- Pink provisional envelopes
- Pink provisional roster
- Pink provisional information sheet titled, PROVISIONAL VOTER INFORMATION. KEEP one copy for your information and GIVE the pad to the Roster Clerk.
 - Each provisional voter will bring this sheet to you so you know why he/she is voting provisionally. The sheet is to be retained by the voter as it contains information on how to contact the elections office after the election to determine if the provisional ballot was counted.
- Voter registration cards
- Street Guide, also called Street Poll Place Look-up
- Green Vote-by-Mail Envelopes & Instructions (Give some envelopes to the Roster Clerk for Surrendered ballots without an envelope)

PROVISIONAL BALLOTS

Voters whose eligibility to vote cannot be determined will vote a Provisional Ballot.

MAKE SURE ALL REQUIRED INFORMATION HAS BEEN FILLED IN ON THE PROVISIONAL BALLOT ENVELOPE.

IF ANY OF THE FOLLOWING OCCUR:	THEN FOLLOW THESE INSTRUCTIONS:
<ol style="list-style-type: none"> 1. Voter's name is not on the Combined Roster-Index (on the Active, Late Registrant or Inactive list). 2. Voter's name is in the Combined Roster-Index but he/she no longer lives at the address listed: 3. Voter's name is in the Combined Roster-Index with either the preprinted words "VOTE-BY-MAIL VOTER" or handwritten red information in their signature space and the voter is unable to surrender the Vote-by-Mail Ballot: 4. Voter is a "First Time" Federal voter (the words "ID REQUIRED" appear in the voter's signature space) and he/she is unable to provide identification: 5. Voter claims to be registered with a different political party than is shown in the Combined Roster-Index (Primary Only.) 6. The elections office or a precinct assistant instructed you to issue a provisional ballot. 	<ul style="list-style-type: none"> • ENSURE the voter resides in your precinct. USE the Street Guide (also called the Street Poll Place Look Up) to verify the address is within the precinct boundaries • If the voter does not reside within your precinct, REFER the voter to the proper precinct to vote; • However, a voter who doesn't wish to go to their proper precinct to vote can still vote at your precinct. It is preferable that voters vote in the correct precinct to ensure that they vote for every contest to which they are entitled. If the voter insists on voting in your precinct, but does not reside within the precinct, REMIND them that they may not vote on all the issues they are entitled to vote on and NOTE on the Provisional Ballot Envelope that the voter insisted on voting in your precinct. • COMPLETE the Provisional Ballot Envelope (see pp. 37-38 for example): • REMIND the voter to complete the "Declaration" LEGIBLY and sign his/her name. If the information cannot be read or the envelope is not signed, the ballot will NOT be counted. CHECK for legibility BEFORE the voter leaves. • COMPLETE the Provisional Voter Roster page with the voter's name and residence address. • HAVE the Voter SIGN next to the address. • ISSUE the ballot (by ballot type, if applicable). • TRI-FOLD the ballot to fit the envelope and hand it to the voter. Instruct voter on how to complete the ballot, if necessary.



INSTRUCTIONS CONTINUED ON NEXT PAGE:



PROVISIONAL BALLOTS, CONTINUED

INSTRUCTIONS CONTINUED FROM PREVIOUS PAGE:



- REMIND voter to return the envelope to you NOT to the AccuVote unit. When the envelope is returned, VERIFY all information has been completed legibly one more time.
- PLACE the voted ballot, sealed in the completed Provisional Ballot Envelope, in the Blue Bag. MARK one number off on the tally sheet on the Blue Bag.
- REMIND the voter that he/she may call the Election Office to find out whether or not the ballot was counted. (See No. 6 on the pink Provisional Voter Information Sheet.)
- Voters who have moved must be given a new Voter Registration Card.
- INSERT the completed VRC into the pocket of the provisional envelope (not inside the envelope) if the voter completes it at the precinct.
- You will also ISSUE a ballot to any provisional voter who is disabled and desires to vote on the AutoMARK Voter Assist Terminal. The Roster Clerk will send a white AutoMARK secrecy envelope with a regular AutoMARK ballot (there are no provisional AutoMARK ballots) and you will TAPE the pink provisional envelope to the outside of the AutoMARK envelope. The rest of the provisional procedure is the same.

It is IMPORTANT that Provisional Ballots be returned to you sealed in a Provisional Ballot Envelope.

DO NOT run a provisional ballot through the AccuVote Unit.

DO NOT FILL OUT

FOR OFFICE USE ONLY			
Voter ID	Voiting	BT	Compatible?
	Correct Pct	BT	<input type="checkbox"/> Yes <input type="checkbox"/> Remake
Count		Don't Count	
<input type="checkbox"/> Active	<input type="checkbox"/> Reinstale	Verifier's Name	Don't Count Reasons: <input type="checkbox"/> Not Registered <input type="checkbox"/> Voted AV <input type="checkbox"/> No Sign Match <input type="checkbox"/> Other _____
<input type="checkbox"/> Inactive	<input type="checkbox"/> Change		
<input type="checkbox"/> Cancelled	<input type="checkbox"/> Send VRC		
<input type="checkbox"/> Pending			

FOR THE PRECINCT OFFICER
Complete the Following:

Precinct No: _____ Name of Precinct Officer: _____

Check a Box: (or describe situation in comment box)

- Name not in Active or Inactive Voter Roster
- Voter has moved within county and did not reregister
- Absentee Voter — no ballot to surrender
- First Time Voter — no proof of identification
- Voter claims to be registered in a different political party than shown in Index (Primary Only)

Party Ballot Issued to Voter (primary only)

Use this space to write comment on situation not covered above:

IMPORTANT!
CHOOSE A REASON

PROVISIONAL BALLOT ENVELOPE
(VOTING TWICE IS A FELONY)

FOR THE VOTER COMPLETE AND SIGN

First Name _____ M.I. _____ Last Name _____

Current Residence Address _____ City _____ State _____ Zip _____

Mailing Address (if different from above) _____ City _____ State _____ Zip _____

If Moved Since Last Registration:

Previous Residence Address _____ City _____ State _____ Zip _____

Birth Date ____/____/____ US State or Foreign County of Birth _____

I am a citizen of the United States: Yes No

I am 18 years of age or older: Yes No


Calif. Driver's License or I.D. # or last 4 digits of SS #: _____

I do not possess a CA DL, ID or SS Card

Registered Political Party: _____

Daytime Phone # _____ (Optional)

Voter Declaration:
I declare under penalty of perjury that I am a U.S. Citizen, a resident of California, not in prison or on parole for the conviction of a felony, and at least 18 years of age at the time of the election.
I am a registered voter, and the person whose name appears on this envelope. I understand that voting twice constitutes a crime, and I have not voted previously in this election either by absentee ballot or at any other polling place.

 Voter Signs Here _____ Date _____

MUST BE FILLED IN COMPLETELY AND LEGIBLY

FAILURE TO DO SO MAY PREVENT BALLOT FROM BEING COUNTED

PROVISIONAL SPECIALIST MUST FILL OUT ON ELECTION DAY

MUST BE SIGNED

FRONT

BALLOT
GOES IN
ENVELOPE
TRI-FOLDED
(SEALED)

PROVISIONAL BALLOT ENVELOPE

INSERT VOTER REGISTRATION
FORMS HERE (NOT SEALED)

Voter Information — Provisional Ballot
(Elections Code Sections 14310 and 14311)

You have been asked to vote a provisional ballot due to one of the following reasons:

Precinct Worker Please Circle Reason

1. Your name is not on the official roster of voters at this precinct and your voting eligibility cannot be verified by the precinct officer today. The Elections Official's Office will check the registration records. If further research determines you are eligible to vote in this precinct, your provisional ballot will be counted.
2. You have moved within the county but did not re-register to vote. Your prior registration will be verified by the Elections Official's Office before your provisional ballot will be counted. Your registration will then be updated with your current address.
3. Records indicate that you have requested an absentee ballot that you cannot surrender to the precinct officer. The Elections Official's Office will check the records, and if you did not vote an Absentee Ballot, your provisional ballot will be counted.
4. You are a first time Federal Election voter and were unable to provide proof of identification.
5. You claim to be registered in a different political party than shown in Index. (Primary Only)

Party affiliation of enclosed ballot (Primary Only)

Provisional ballots shall not be included in any official canvass except as follows:

1. The Elections Official's Office establishes prior to the completion of the official canvass (vote tally), from voter registration records, the claimant's eligibility to vote.
- OR
2. By order of a Superior Court in the county of the voter's residence. A voter may seek the court order specified in the section regarding his or her own ballot at any time prior to the completion of the official canvass. Any judicial action or appeal shall have priority over all other civil matters.

DO NOT FILL OUT THIS SIDE

BACK



Precinct Worker Training

November 4, 2008

Consolidated General Election

Trainers: Angela McCormick & Amanda Bowers

Provisional Voters

- Manual p. 34
- Think PINK!
- For anyone whose eligibility to vote cannot immediately be determined using the Roster.
- There are 6 reasons:
 - Voter's name not in the roster (active, late registrant, inactive)
 - Voter's name is listed, but they no longer live at the address listed
 - Voter's name is listed with Vote-by-Mail in signature space & they cannot surrender the ballot
 - Voter has the words ID required in signature space & has no identification
 - You were instructed to issue a provisional ballot by the clerk's office or a precinct assistant.
 - Voter claims to be registered with a party other than that listed in the roster (Not Applicable to this Election).

- If a provisional voter signs the main roster, cross out their signature and make a note they voted provisionally—do not count as regular voter.
- Different ballot types mean different races—If in the wrong polling place they can vote provisionally but notify the voter they may be voting on different races than they are eligible to vote on.
- Make sure: Refer to sample (p. 37-38)
 - Provisional envelope & roster are completed **LEGIBLY & COMPLETELY- by Voter and Precinct Worker.**
 - Tape Tally Sheet on Blue Bag
 - Provisional ballots are tallied **BEFORE** being dropped into the Blue Bag
 - You complete, **SIGN**, and have the Inspector sign the Provisional Ballot Statement on the **BACK** of the Provisional *Roster* (You are the only two who sign)

ELECTION OFFICER PROVISIONAL VOTING GUIDELINES

REASONS FOR PROVISIONAL VOTING:

1. Is *not* listed in the Roster Index or Supplemental Voter List and insists on voting at this location today. If the voter is not listed on the Street Index, check the Roster Index and the Supplemental Voter List. If they are on either list, they must vote a regular ballot or
2. Is *marked* in the Roster Index as a Vote by Mail voter and has no ballot to surrender or
3. Lives in a Mail Ballot Precinct and has no ballot to vote or
4. "ID Required" is written next to the voter's name in the Roster Index or the Supplemental Voter List and the voter cannot provide the required ID.
5. Is a State Pending voter without the required identification or
6. In Primary Elections ONLY, if the voter wishes to vote a party ballot other than the one in which they are entitled to vote and the voter is not qualified for cross over voting.

Provisional Voters are NOT required to show identification.

- All provisional voters must complete the Voter's Declaration on the Provisional Ballot Envelope in their preferred language and receive the Provisional Voter Receipt and Information section attached to the Provisional Ballot Envelope.
- All provisional voters must sign the Roster Index.
 - If they are not listed in the Roster Index, they must sign on a blank page at the end of the roster.
 - If they are listed in the Roster Index as Vote by Mail and have no ballot to surrender, mark an "X" in the PV box and have the voter sign by their name
- The Provisional Ballot Envelope must contain the voter's name, residence address and signature in order to be counted.

See other side for Election Officer Provisional Voting Guidelines Table.

ELECTION OFFICER PROVISIONAL VOTING GUIDELINES TABLE

1.	Election Officer	<p>Using the appropriate language Provisional Ballot Envelope, in the upper left hand corner, complete the "Voted Ballot Information" box:</p> <ol style="list-style-type: none"> 1. Precinct #: Write the precinct number of the polling place you are at 2. Paper: If voting a paper ballot, mark this box 3. Electronic-Card Activator ID #: <i>If voting electronically</i>, mark this box and write the Provisional Voter Identification Number generated by the Card Activator 4. Party Voted: Primary Elections ONLY – If requesting a party ballot different from the party listed in the Roster Index and the voter is not qualified to be a cross-over voter, mark this box and write in the party name of the ballot the voter is voting. 	
2.	Election Officer	<p>In the "Reason for Provisional Ballot" box, check the box next to the reason why the voter is voting a provisional ballot.</p>	
3.	Voter	<p>Voter must complete the "Voter's Declaration" box with the following information:</p> <ol style="list-style-type: none"> 1. Print full name 2. Print current residence address 3. Print prior residence address, if address has changed since the last time the voter voted 4. Print birth date, birthplace, daytime phone number and Driver's License or Identification number or the last 4-digits of their Social Security number. This information is used to identify and confirm the voter's registration in order to validate the provisional ballot. 5. Signature is required at the X. The provisional ballot will not be counted if this is not signed. 	
4.	Election Officer	Voting by Paper Ballot	Voting Electronically
		<ol style="list-style-type: none"> 1. Remove the attached Provisional Voter Receipt and Information section of the Provisional Ballot Envelope and give to voter. 2. Have the voter sign the Roster Index: <ol style="list-style-type: none"> a. If the voter is listed in the Roster Index, mark the "PV" box and have them sign next to their name. b. If the voter <i>is not</i> listed in the Roster Index, sign on the blank page at the back of the Roster Index. 3. Give the voter the Provisional Ballot Envelope and one ballot. 4. Instruct the voter that when they are done voting, they are to fold the ballot along the pre-scored lines, insert it into the Provisional Ballot Envelope; seal the envelope and to return it to the Election Officer. 	<ol style="list-style-type: none"> 1. Mark the box next to Electronic-Card Activator ID # and write in the number provided by the Card Activator. 2. Remove the attached Provisional Voter Receipt and Information section of the Provisional Ballot Envelope and give to voter. 3. Have the voter sign the Roster Index: <ol style="list-style-type: none"> a. If the voter is listed in the Roster Index, mark the "PV" box and have them sign next to their name. a. If the voter <i>is not</i> listed in the Roster Index, sign on the blank page at the back of the Roster Index. 4. Give the voter the Provisional Ballot Envelope and an activated Voter Card. 5. Instruct the voter that when they are done voting they are to return the Voter Card and their Provisional Ballot Envelope to the Election Officer.
5.	Voter	<ol style="list-style-type: none"> 1. Vote ballot, fold and place inside the Provisional Ballot Envelope and seal it. 2. Return to the Election Officer with Provisional Ballot Envelope. 	<ol style="list-style-type: none"> 1. Vote electronically. 2. Return to Election Officer with Voter Card and Provisional Ballot Envelope.
6.	Election Officer	<ol style="list-style-type: none"> 1. Receive Provisional Ballot Envelope with ballot inside. 2. Ensure that the Provisional Ballot Envelope is completed and sealed. 3. Deposit the Provisional Ballot Envelope into the ballot box. 	<ol style="list-style-type: none"> 1. Receive Voter Card and Provisional Ballot Envelope. 2. Ensure the Provisional Ballot is completed.. 3. Deposit completed, but empty Provisional Ballot Envelope into the ballot box.

Provisional Voting

Provisional voting is a process, by law, that allows voters to cast a ballot under the following circumstances:

- Voter's name is not on the roster.
- Voter is shown on roster as Vote-by-Mail (VBM) but is unable to surrender their mailed VBM ballot.
- Voter is unable to provide ID when it is required. (During a federal election only)
- Voter wants a ballot different from what is on the roster. (During a primary election only)



Provisional voting must be offered to voters. It's the law.

With provisional voting, voters should never be ***refused the right to vote!***

Provisional Process

- The pRoster Clerk will check the reason box on the provisional envelope and note what party ballot is shown on the roster.

PROVISIONAL BALLOT ENVELOPE	
POLL WORKER <input checked="" type="checkbox"/> VBM Voter – No ballot to surrender (Rep) <input type="checkbox"/> Name not on Roster <input type="checkbox"/> Other: _____	PRECINCT NUMBER 17005 <input type="checkbox"/> No proof of Identification (Federal Election Only) <input type="checkbox"/> Write in the party of Ballot given to Voter (Primary Election Only)
VOTER – COMPLETE AND SIGN BELOW OR YOUR BALLOT WILL NOT COUNT	
Last Name _____ First Name _____ Middle Initial _____ Current Residence Address (Not P.O. Box) _____ City _____ State _____ Zip Code _____ Date of Birth _____ CA Driver's License or I.D. # (Mandatory) _____	
VOTING TWICE IN THE SAME ELECTION IS A FELONY	
Voter Declaration: I declare under penalty of perjury that I reside at the address listed above and have not previously voted in this election either by Vote-By-Mail Ballot or any other polling place. I declare I am a U.S. citizen, a resident of California, not in prison or on parole for the conviction of a felony, and at least 18 years of age at the time of the election.	
X Voter's Signature _____	Date _____
<small>REV. 3/2010</small>	

The envelope is given to the voter and the voter is directed to the Inspector to complete the process.

- **Confirm the reason with the voter and assure the voter they can vote.**

For example “Although we weren’t able to find your name in the roster, you can still vote today.” Or “You weren’t able to bring in your vote by mail ballot but you can still vote.”

- Explain the provisional process to the voter.

For example, “You’ll need to complete some paperwork then I can issue you a ballot. Once you have voted the ballot, it will be forwarded to the Register of Voters Office to determine if it shall count.”

- Give the voter the required forms.

First, have the voter sign provisional sign-in sheet. For example, say” **Please print and sign your name on the provisional sign-in.**”

Next, give voter a provisional envelope and ask “**Can you complete the part designated for the voter?**”

If the voter is not registered, he/she **must** complete a Voter Registration Card (VRC) also. Say “**Please complete this registration form so we are sure to have you registered for the next election.**”

- Review all forms before issuing ballot.

Ensure the envelope and VRC (if required) are completed thoroughly and signed by the voter **before** issuing provisional ballot. Don’t forget your precinct number.

- Give the voter a provisional ballot.

Give the voter the ballot that the Roster Clerk has noted on the envelope. If voter is noted as a Decline-to-State (DS), give voter their 3 choices. The ballot that is given must be noted on the provisional envelope by the Inspector.

PROVISIONAL BALLOT ENVELOPE

POLL WORKER

VBM Voter – No ballot to surrender **(Rep)** PRECINCT NUMBER 17005

Name not on Roster No proof of Identification (Federal Election Only)

Other: _____ Write in the party of Ballot given to Voter **Inspector Completes This Line** (Primary Election Only)

VOTER – COMPLETE AND SIGN BELOW OR YOUR BALLOT WILL NOT COUNT

Last Name _____ First Name _____ Middle Initial _____

Current Residence Address (Not P.O. Box) _____ City _____ State _____ Zip Code _____

Date of Birth _____ CA Driver's License or I.D. # (Mandatory) _____

VOTING TWICE IN THE SAME ELECTION IS A FELONY

Voter Declaration:
I declare under penalty of perjury that I reside at the address listed above and have not previously voted in this election either by Vote-By-Mail Ballot or any other polling place. I declare I am a U.S. citizen, a resident of California, not in prison or on parole for the conviction of a felony, and at least 18 years of age at the time of the election.

X _____ Date _____
Voter's Signature

REV. 3/2010

The ballot is placed in a secrecy sleeve. Tell voter, “**After you mark your ballot, please seal it in the envelope, and returned the envelope to me.**”

- Give voter their receipt and place ballot in Official Ballot Box.

Let's Review

1. Provisional voting is required by law. **True** _____ **False** _____
2. Poll workers determine if a provisional ballot will count. **True** _____ **False** _____
3. The pRoster Clerk keeps the provisional envelopes. **True** _____ **False** _____
4. The Inspector issues provisional ballots to voters. **True** _____ **False** _____
5. The two items marked on the envelope by the pRoster clerk are the _____
and the _____ listed in the roster.

Provisional Voting

Provisional voting is a process, by law, that allows voters to cast a ballot under the following circumstances:

- Voter's name is not on the roster.
- Voter is shown on roster as Vote-by-Mail (VBM) but is unable to surrender their mailed VBM ballot.
- Voter is unable to provide ID when it is required. (During a federal election only)
- Voter wants a ballot different from what is on the roster. (During a primary election only)



Provisional voting must be offered to voters. It's the law.

With provisional voting, voters should never be ***refused the right to vote!***

Provisional Process

- The pRoster Clerk will check the reason box on the provisional envelope and note what party ballot is shown on the roster.

PROVISIONAL BALLOT ENVELOPE			
POLL WORKER <input checked="" type="checkbox"/> VBM Voter – No ballot to surrender (Rep)		PRECINCT NUMBER <u>17005</u>	
<input type="checkbox"/> Name not on Roster		<input type="checkbox"/> No proof of Identification (Federal Election Only)	
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Write in the party of Ballot given to Voter (Primary Election Only)	
VOTER – COMPLETE AND SIGN BELOW OR YOUR BALLOT WILL NOT COUNT			
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VOTING TWICE IN THE SAME ELECTION IS A FELONY			
Voter Declaration:			
I declare under penalty of perjury that I reside at the address listed above and have not previously voted in this election either by Vote-By-Mail Ballot or any other polling place. I declare I am a U.S. citizen, a resident of California, not in prison or on parole for the conviction of a felony, and at least 18 years of age at the time of the election.			
X Voter's Signature _____		Date _____	
<small>REV. 3/2010</small>			

The envelope is given to the voter and the voter is directed to the Inspector to complete the process.

- **Confirm the reason with the voter and assure the voter they can vote.**

For example “Although we weren’t able to find your name in the roster, you can still vote today.” Or “You weren’t able to bring in your vote by mail ballot but you can still vote.”

- Explain the provisional process to the voter.

For example, “You’ll need to complete some paperwork then I can issue you a ballot. Once you have voted the ballot, it will be forwarded to the Register of Voters Office to determine if it shall count.”

- Give the voter the required forms.

First, have the voter sign provisional sign-in sheet. For example, say” **Please print and sign your name on the provisional sign-in.**”

Next, give voter a provisional envelope and ask “**Can you complete the part designated for the voter?**”

If the voter is not registered, he/she **must** complete a Voter Registration Card (VRC) also. Say “**Please complete this registration form so we are sure to have you registered for the next election.**”

- Review all forms before issuing ballot.

Ensure the envelope and VRC (if required) are completed thoroughly and signed by the voter **before** issuing provisional ballot. Don’t forget your precinct number.

- Give the voter a provisional ballot.

Give the voter the ballot that the Roster Clerk has noted on the envelope. If voter is noted as a Decline-to-State (DS), give voter their 3 choices. The ballot that is given must be noted on the provisional envelope by the Inspector.

PROVISIONAL BALLOT ENVELOPE

POLL WORKER

VBM Voter – No ballot to surrender **(Rep)** PRECINCT NUMBER 17005

Name not on Roster No proof of Identification (Federal Election Only)

Other: _____ Write in the party of Ballot given to Voter **Inspector Completes This Line** (Primary Election Only)

VOTER – COMPLETE AND SIGN BELOW OR YOUR BALLOT WILL NOT COUNT

Last Name _____ First Name _____ Middle Initial _____

Current Residence Address (Not P.O. Box) _____ City _____ State _____ Zip Code _____

Date of Birth _____ CA Driver's License or I.D. # (Mandatory) _____

VOTING TWICE IN THE SAME ELECTION IS A FELONY

Voter Declaration:
I declare under penalty of perjury that I reside at the address listed above and have not previously voted in this election either by Vote-By-Mail Ballot or any other polling place. I declare I am a U.S. citizen, a resident of California, not in prison or on parole for the conviction of a felony, and at least 18 years of age at the time of the election.

X _____ Date _____
Voter's Signature

REV. 3/2010

The ballot is placed in a secrecy sleeve. Tell voter, “**After you mark your ballot, please seal it in the envelope, and returned the envelope to me.**”

- Give voter their receipt and place ballot in Official Ballot Box.

Let's Review

1. Provisional voting is required by law. **True** _____ **False** _____
2. Poll workers determine if a provisional ballot will count. **True** _____ **False** _____
3. The pRoster Clerk keeps the provisional envelopes. **True** _____ **False** _____
4. The Inspector issues provisional ballots to voters. **True** _____ **False** _____
5. The two items marked on the envelope by the pRoster clerk are the _____
and the _____ listed in the roster.

INSTRUCTIONS FOR PROCESSING VOTE BY MAIL VOTERS

(for more detailed instruction see
"Special Circumstances at the Polls")

- A Vote by Mail voter may return his or her own voted ballot, or anyone may return the voted ballot of his or her spouse, child, parent, grandparent, grandchild, sibling, or person residing in the household, to any Polling Place in Sonoma County.
- 1. If voted ballot is in original ID envelope, confirm that ID envelope has been signed by voter. If person delivering ballot is not the voter, verify "Authorization Statement" on ID envelope is completed. Ask voter or person delivering ballot to print and sign his or her name and print name of voter for whom ballot is being returned (if same write "self"), on blue Vote by Mail Sign In Sheet. Drop voted ballot sealed in ID envelope into Ballot Box.
- 2. If person delivering the voted ballot does not have the original ID envelope with the voted ballot, provide a blank ID envelope from supplies. Ask if person delivering ballot is the voter. If so, ask voter to insert ballot into envelope, print his/her name on ID envelope and sign envelope. Ask voter to print name and sign on blue Vote by Mail Sign In Sheet. Drop voted ballot sealed in ID envelope into Ballot Box. If person delivering ballot is not the voter, ask person to return ballot (inside ID envelope) to the voter so voter may print his/her name and address on ID envelope and sign the envelope and "authorization statement."
- 3. If voter has his or her Vote by Mail ballot but wants to vote at polls, write "surrendered" on ID envelope or ballot and place in plastic envelope with yellow Spoiled/Canceled label (in "Supplies for Closing" folder). Process voter as a regular voter (see previous page).
- 4. If Vote by Mail voter wants to vote at polls, but does not have Vote by Mail ballot to surrender, issue a "Provisional" ballot.



INSTRUCTIONS FOR PROCESSING PROVISIONAL VOTERS

(for more detailed instruction see
"Special Circumstances at the Polls")

- A voter may be issued a Provisional Ballot if his or her eligibility cannot be determined at the polls. Some examples of this are:
 1. A voter whose name does not appear on the Alpha Index or List of Inactive Voters.
 2. A Vote by Mail voter who wished to vote at the polls but who does not have his or her Vote by Mail ballot to surrender.
 3. A voter who claims to be registered with a political party other than that shown on Alpha Index.
 4. A voter who moved within the county but failed to reregister.
- Take a pink Provisional ballot envelope out of your supplies. Remove attached voter information slip and give to voter.
- Complete precinct and reason for issuing. Fill in political party (in Primary election only).
- Ask voter to complete voter's information on pink Provisional ballot envelope and have voter sign envelope.
- Ask voter to print name and sign on pink Provisional Sign In Sheet.
- When voting booth is available, issue Official Ballot card(s), Mark-A-Vote pen (without cap), pink secrecy envelope and pink Provisional ballot envelope to voter. **NOTE: in a Primary Election**, provide party ballot requested by voter if you are unable to verify voter's party information.
- After voter returns with ballot card(s) enclosed in pink secrecy envelope, retrieve Mark-A-Vote pen and replace cap.
- Ask voter to insert ballot into pink Provisional ballot envelope.
- Check to be sure all information on pink Provisional ballot envelope is complete and drop into Ballot Box.





Sonoma County Registrar of Voters

SPECIAL CIRCUMSTANCES AT THE POLLS



**For more information call:
(707) 565-6800 (office)
1-800-750-VOTE (toll free)
(707) 565-6888 (TDD)**



rev. 6/1/08

ASSISTING A VOTER

CHALLENGING A VOTER

DECLINE TO STATE VOTERS (PRIMARY ELECTIONS)

ELECTIONEERING

OBSERVERS

PRESS & MEDIA/EXIT POLLS

PROVISIONAL BALLOTS

REQUESTING VOTER IDENTIFICATION

SPOILED BALLOTS

VOTE BY MAIL BALLOTS (RETURNED/SURRENDERED AT POLLING PLACE)

VOTERS WITH DISABILITIES

PROVISIONAL BALLOTS

Provisional ballots are provided when a person's eligibility to vote can not be immediately determined, or you are unable to confirm that a Vote by Mail voter has not already returned or surrendered a ballot (see "VOTE BY MAIL BALLOTS"). A provisional ballot is issued to a voter if his/her name does not appear on the precinct's roster of voters. However, a voter is required to provide an address and other identifying information, including a signature, so that elections officials can research the voter's eligibility to vote.

If you can not locate the voter's name, check the voter's Sample Ballot for the *assigned* Polling Place. Or, use your "Election Assistant," or call ROV.

If you determine you must provide a provisional ballot:

- ask the voter to print his/her name and sign the pink Roster.
- when a voting booth is available, issue the Official Ballot card(s), Mark-A-Vote pen (without cap), and a pink secrecy envelope to the voter.
Note: in a Primary Election, provide the party ballot requested by the voter if you are unable to verify any voter information.
- after the voter returns with ballot card(s) enclosed in the secrecy envelope, retrieve the Mark-A-Vote pen and replace the cap.
- ask the voter to insert the ballot into the pink envelope, print voter information, seal and sign the envelope.
- remove "voter access" slip and give to voter.
- complete precinct, reason, party (if applicable) information; drop pink envelope into the Ballot Box.

PROVISIONAL BALLOTS