LOGO

Provisional voting quick guide

When do you issue a voter a provisional ballot?

Any voter may request a provisional ballot.
The most common reasons are:

- ☐ You **cannot find the voter's name** in the poll book or supplemental poll book.
- ☐ The voter is **required to show ID** but cannot do so.
- ☐ Voter **eligibility is challenged** by an election official.
- ☐ The voter was sent an absentee or mail-in ballot and does not have **both the ballot and outer return envelope** to surrender.
- ☐ The voter believes that the county board of elections will **reject their absentee or mail-in ballot and** the voter believes they are **eligible to vote.**
- ☐ A **special court order** was issued that affects the voter's status.

How to return provisional ballots to the Board of Elections at the end of the day

If there are more provisionals than will fit in the white return envelope, use the clear transfer bag (or black essentials bag if needed). Note the total number of provisional ballots being returned on the white provisional ballot envelope.

How to help a voter with a provisional ballot

Thank you for supporting our voters and making sure every vote counts!
These steps will help you guide voters through the provisional voting process.

Step 1

The voter fills in the voter information and affidavit forms on the envelope

This information is used to help verify their eligibility.
Check that they have completed the fields for:

- ☐ Their name
- ☐ Their date of birth
- ☐ Their voter registration address (with municipality and county if possible)
- ☐ Their current address (if different)
- ☐ Their signature

Step 2

The poll worker:

- ☐ Checks the box(es) for "reason for ballot."
- ☐ Add the ballot to the provisional ballot log.
- ☐ Give the voter:
  - ☐ A provisional ballot
  - ☐ A provisional ballot secrecy envelope

Step 3

The voter marks their ballot privately

When they are finished, tell them to:

- ☐ Seal their ballot in the secrecy envelope.

Step 4

When the voter returns with their ballot

This step is done in the presence of the poll worker, so they can witness the voter signatures.

The voter:

- ☐ Places the secrecy envelope inside the larger provisional envelope and seals it.
- ☐ Signs the envelope where it says "Voter Signature"

The poll worker:

- ☐ Signs their section of the envelope.
- ☐ Double-check that the voter completed all fields including both signature fields.
- ☐ Place the numbered sticker from the Provisional Ballot Receipt on the envelope box labeled "Affix or write Ballot ID Number here."
- ☐ Hand the voter the Provisional Receipt.
- ☐ Tell the voter:
  "In 1 week, go online to vote.state.gov to check your ballot status. Save you provisional receipt. It has instructions for checking your status."