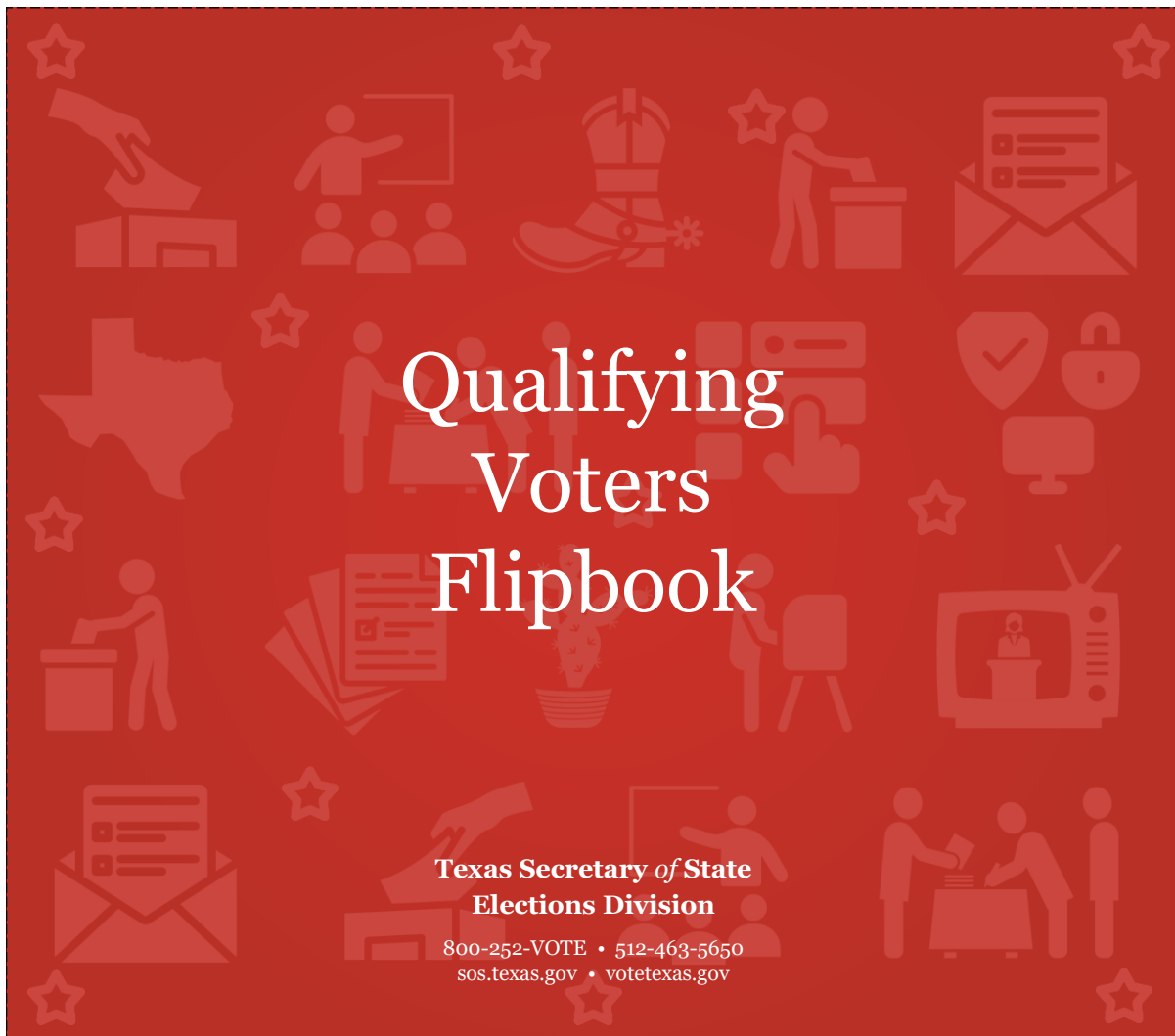




This flipbook serves as a concise guide through eight common scenarios that election judges and clerks stationed at the check-in table(s) will face. This flipbook is formatted to print on nine single-sided sheets of standard 8.5" x 11" copy paper. Simple assembly involves cutting each page along the designated dotted lines, arranging them from shortest on top to longest on the bottom with headers exposed, and fastening securely at the top with binding or staples to complete the resource.

Note: The authority conducting the election may customize any page to reflect specific entity instructions.





In this scenario, the voter:

- ✓ Has an acceptable form of photo identification or “E” notation on the voter registration certificate.
- ✓ Is listed on the OLRV/ePollbook.
- ✓ Name on the identification exactly matches the name on the OLRV/ePollbook.
- ✓ Has not moved.

1 Have the voter confirm residence address.

2 Return identification to the voter.

3 Complete voter check-in using a ePollbook, Combination Form, or Poll List and Signature Roster.

4 Have the voter select a regular ballot from the disarranged ballot supply and direct to the voting booth.



See Scenario One in Chapter 7 of the Election Judges and Clerks Handbook for additional instructions.

Voter Has Acceptable Form of Photo Identification or “E” Notation Voter





In this scenario, the voter:

- ✓ Does not possess and cannot reasonably obtain an acceptable form of photo identification.
- ✓ Has a reasonable impediment preventing them from obtaining an acceptable form of photo identification.
- ✓ Presents a supporting form of identification.
- ✓ Is listed on the OLRV/ePollbook.
- ✓ Name on the identification exactly matches the name on the OLRV/ePollbook.
- ✓ Has not moved.

Form Needed:

- ☐ **Reasonable Impediment Declaration (Form 7-62)**

- 1** Have the voter complete a Reasonable Impediment Declaration.
- 2** Have the voter confirm residence address.
- 3** Return identification to the voter.
- 4** Complete voter check-in using a ePollbook, Combination Form, or Poll List and Signature Roster.
- 5** Have the voter select a regular ballot from the disarranged ballot supply and direct to the voting booth.

i See Scenario Two in Chapter 7 of the Election Judges and Clerks Handbook for additional instructions.

**Voter Does Not Possess and Cannot Reasonably
Obtain an Acceptable Form of Photo Identification**





In this scenario, the voter:

- ✓ Presents an acceptable form of photo identification, or has a reasonable impediment and presents a supporting form of identification (and completes a Reasonable Impediment Declaration).
- ✓ Is listed on the OLRV/ePollbook.
- ✓ Name on the identification does not exactly match the name on the OLRV/ePollbook.
- ✓ Has not moved.

Form Needed:

- ☐ **Statement of Residence (Form 21-6)**

1 Have the voter confirm residence address.

2 Return identification to the voter.

3 Complete voter check-in using a ePollbook, Combination Form, or Poll List and Signature Roster. Ensure the voter reads and initials the “Similar Name Affidavit” box, and the election officer checks the corresponding box.

4 Have the voter complete a Statement of Residence if he or she wishes to update the voter registration record to match the name on the identification.

5 Have the voter select a regular ballot from the disarranged ballot supply and direct to the voting booth.

i See Scenario Three in Chapter 7 of the Election Judges and Clerks Handbook for additional instructions.

**Voter’s Name on Acceptable Form of Identification
Does Not Match Voter’s Name on OLRV/ePollbook**





In this scenario, the voter:

- ✓ Presents an acceptable form of photo identification, or has a reasonable impediment and presents a supporting form of identification (and completes a Reasonable Impediment Declaration).
- ✓ Is listed on the OLRV/ePollbook.
- ✓ Name on the identification exactly matches the name on the OLRV/ePollbook.
- ✓ Has moved.

Form Needed:

- ☐ **Statement of Residence, if applicable (Form 21-6)**

- 1** Have the voter confirm residence address.
 - 2** Return identification to the voter.
 - 3** Have the voter complete a Statement of Residence if he or she still resides within the county.
 - 4** Contact the authority conducting the election if the voter has moved outside the precinct or county.
 - 5** Complete voter check-in using a ePollbook, Combination Form, or Poll List and Signature Roster.
 - 6** Have the voter select a regular ballot from the disarranged ballot supply and direct to the voting booth.
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- i** See Scenario Four in Chapter 7 of the Election Judges and Clerks Handbook for additional instructions.

Voter Has Moved





In this scenario, the voter:

- ✓ Presents an acceptable form of photo identification, or has a reasonable impediment and presents a supporting form of identification (and completes a Reasonable Impediment Declaration).
- ✓ Presents a voter registration certificate indicating that he or she is currently registered.
- ✓ Is not listed on the OLRV/ePollbook.
- ✓ Has not moved.

Form Needed:

- ☐ **Registration Omissions List (Form 21-59)**

- 1** Contact the authority conducting the election regarding the voter's registration status.
- 2** Return identification to the voter.
- 3** Complete voter check-in using a ePollbook, Combination Form, or Poll List and Signature Roster. Ensure the voter reads and initials the "Not on List 63.006" box, and the election officer checks the corresponding box.
- 4** Enter the voter's name on the Registration Omissions List.
- 5** Have the voter select a regular ballot from the disarranged ballot supply and direct to the voting booth.

Note: If the voter **does not present a voter registration certificate** indicating that he or she is currently registered, follow the steps below in Scenario Six.

- i** See Scenario Five in Chapter 7 of the Election Judges and Clerks Handbook for additional instructions.

Voter with Voter Registration Certificate and Not on OLRV/ePollbook





In this scenario, the voter:

- ✓ Presents an acceptable form of photo identification, or has a reasonable impediment and presents a supporting form of identification (and completes a Reasonable Impediment Declaration).
- ✓ Does not present a voter registration certificate indicating that he or she is currently registered.
- ✓ Is not listed on the OLRV/ePollbook.
- ✓ Has not moved.

1 Contact the authority conducting the election regarding the voter's registration status.

2 If the election authority states that the voter's registration can be located, follow the procedures for a provisional voter below in Scenario Seven.

Note: If the voter **presents a voter registration certificate** indicating that he or she is currently registered, follow the steps above in Scenario Five.

i See Scenario Six in Chapter 7 of the Election Judges and Clerks Handbook for additional instructions.

Voter Without Voter Registration Certificate and Not on OLRV/ePollbook





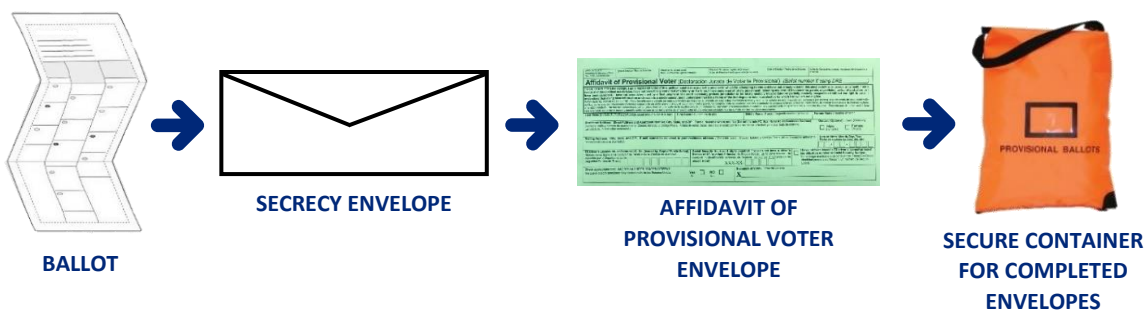
In this scenario, the voter:

- ✓ Is not eligible to vote a regular ballot and must be offered a provisional ballot due to one of eight reasons.

Forms Needed:

- ☐ **Notice to Provisional Voter (ID Voter)** (Form 9-2) or **Notice to Provisional Voter** (Form 9-1)
- ☐ **Affidavit of Provisional Voter Envelope** (Form 9-5)
- ☐ **Secrecy Envelope** (Form 7-96)
- ☐ **Early Voting List of Provisional Voters** (Form 9-3) or **Election Day List of Provisional Voters** (Form 9-6)

- 1 If identification or a voter registration certificate with exemption is not presented, complete and provide the voter a Notice to Provisional Voter (ID Voter). For any other reason, provide the voter a Notice to Provisional Voter.
- 2 Complete a Affidavit of Provisional Voter Envelope.
- 3 Enter the voter's name on the Early Voting List of Provisional Voters or Election Day List of Provisional Voters.
- 4 Return identification to the voter, if applicable.
- 5 Complete voter check-in using a ePollbook, Combination Form, or Poll List and Signature Roster. Ensure the election officer checks the corresponding "Provisional" box.
- 6 Have the voter select a ballot from the disarranged provisional ballot supply. Explain that after voting, he or she must bring the ballot to an election official for further steps. Direct the voter to the voting booth.



i See Scenario Seven in Chapter 7 of the Election Judges and Clerks Handbook for additional instructions.

Provisional Voter





In this scenario, the voter:

- ✓ Presents an acceptable form of photo identification, or has a reasonable impediment and presents a supporting form of identification (and completes a Reasonable Impediment Declaration).
- ✓ Is listed on the OLRV/ePollbook.
- ✓ Presents the ballot by mail, a Notice of Improper Delivery (Form 6-5), or a Notice of Surrendered Ballot by Mail (Form 6-13).
- ✓ Has not moved.

Forms Needed:

- ☐ **Register of Surrendered Ballots by Mail (Form 7-64)**
- ☐ **Request to Cancel Ballot by Mail for Use in the Polling Place (Form 6-7)**

- 1** Take the ballot package from the voter and verify he or she is the intended recipient. Open the envelope and verify the ballot is for the current election. Write **"CANCELED"** on the ballot by mail.
- 2** Record the ballot on the Register of Surrendered Ballots by Mail.
- 3** Complete a Request to Cancel Ballot by Mail for Use in the Polling Place.
- 4** Attach the ballot package to the Request to Cancel Ballot by Mail for Use in the Polling Place and place in the Envelope for Requests and Canceled Ballots.
- 5** Have the voter confirm residence address.
- 6** Return identification to the voter.
- 7** Complete voter check-in using a ePollbook, Combination Form, or Poll List and Signature Roster.
- 8** Have the voter select a regular ballot from the disarranged ballot supply and direct to the voting booth.

i See Scenario Eight in Chapter 7 of the Election Judges and Clerks Handbook for additional instructions if the voter is unable to present the ballot by mail.

Canceling a Ballot By Mail

