

CHECK-IN STATION PROCEDURES

1. The poll book is divided into two sections:
Section ① is for voters who did not request or did not return an absentee or mail-in ballot.

Section ② is for voters who **returned** their absentee or mail-in ballot.

Note: There may also be a supplemental poll book that includes both sections. A supplemental poll book contains voter record updates that have occurred since the poll books were printed.

2. When a voter presents to the **Check-in Station**, to determine which poll book section to search for the voter, **first** ask the voter if they requested an absentee or mail-in ballot.

“So that we can help you vote today, I need to find your name in our poll book, can you tell me if you requested an absentee or mail-in ballot for this election?”

Voter Says	Voter's Explanation	And the voter...	Poll Book Section
No	<ul style="list-style-type: none"> Did not request a mail ballot. 	N/A	①
Yes	<ul style="list-style-type: none"> Requested a ballot but never received it. 	N/A	①
Yes	<ul style="list-style-type: none"> Received the ballot. Did not return the ballot. 	Brought the ballot and return-envelope to polling place.	①
Yes		Did not bring the ballot and return-envelope to polling place.	①
Yes	<ul style="list-style-type: none"> Received the ballot. Returned the ballot. 	Is uncertain if the returned ballot was received by the county election office.	②

3. Once it is determined which poll book to search, ask the voter to state their name (starting with last name).

4. Search for the voter's record in the appropriate poll book section.

Scenarios when Searching Section ① of Poll Book

Record Located?	Voter Record Shows History of Requesting a Ballot?	Ballot to be Issued
Yes	No	Regular
Yes	Yes and voter brought the ballot and return-envelope to the polling place to be surrendered.	Regular
Yes	Yes but voter didn't bring the ballot and return-envelope to the polling place to be surrendered.	Provisional
No	N/A	Check Section 2, otherwise issue Provisional

Scenario when Searching Section ② of Poll Book

Regardless of whether you find the voter's name in section 2, you should offer the voter a provisional ballot if they believe they are eligible to vote.

Issuing a Regular Ballot

1. If you determine that the voter can be issued a regular ballot, check to determine if voter is subject to showing acceptable ID. If the voter’s record on the poll book indicates that the voter is required to show ID, ask the voter to show the ID. If the voter does not have acceptable ID, they must vote a provisional ballot.
2. If it is determined that the voter is in inactive status, have the voter complete and sign an *Affirmation of Elector* form.
3. If the voter can proceed with casting a regular ballot:

Voting Scenario	Steps
<p>No Record of Previously Requesting a Ballot</p>	<ol style="list-style-type: none"> 1. If applicable, ask voter to show acceptable ID. 2. Ask voter to sign poll book. 3. Announce the voter’s name so that it may be heard by all members of the election board and by all watchers present in the polling place. 4. Compare the voter’s signature with the signature in the pollbook. 5. Write your initials in the space provided if the signature appears genuine. 6. If the signature does not appear genuine, refer the matter to the Judge of Elections. 7. Write voter’s name in <i>Numbered List of Voters</i>. 8. Write the number from the list on the voter record. 9. Issue voter their correct ballot. 10. Direct voter to the voting station.
<p>Voter is Surrendering Previously Issued Ballot and Return Envelope</p>	<ol style="list-style-type: none"> 1. Accept surrendered ballot and return-envelope from voter. 2. Check the appropriate box on the poll book record. 3. Mark “VOID” or “SPOILED” on ballot and envelope. 4. Ask voter to complete and sign the declaration. 5. Secure the signed declaration and voided ballot and envelope into a container or envelope for these materials. 6. Ask voter to sign poll book. 7. Announce the voter’s name so that it may be heard by all members of the election board and by all watchers present in the polling place. 8. Compare the voter’s signature with the signature in the pollbook. 9. Write your initials in the space provided if the signature appears genuine. 10. If the signature does not appear genuine, refer the matter to the Judge of Elections. 11. Write voter’s name in <i>Numbered List of Voters</i>. 12. Proceed with normal ballot distribution process.