



NORTH CAROLINA
STATE BOARD OF ELECTIONS



Voting Site Station Guide

Revised 2020

Check-in Procedures

- 1 Voter Greeting
- 2 Name Review
- 3 Address Review
- 4 Voter Status Review
- 5 Party Affiliation Review (Primary Only)
- 6 Determination of Eligibility and Voting Authorization

Step 1: Voter Greeting

 Determine if the voter requires assistance



Determine if the voter requires assistance

If a voter is in need of assistance, the voter must request it. If a voter is accompanied when presenting to vote, an election official must determine if the voter wants assistance from that person. The voter may also ask for assistance from an election official.

Who may assist a voter?

A voter is entitled to assistance from a near relative: spouse, parent, child, brother, sister, grandparent, grandchild, stepparent, stepchild, mother-in-law, father-in-law, son-in-law, daughter-in-law

Who may receive voter assistance?

Disabled voters may receive the following forms of assistance from anyone except an agent of their employer or union representative:

- entering the voting booth due to physical disability or blindness
- assistance in marking the ballot due to physical disability, illiteracy, or blindness

Children under the age of 18 may accompany the voter.

ADA requires that service animals are allowed in any polling place.

Election officials should follow the script below to determine if a voter is entitled to assistance:

- 1. Ask the voter: “Is this person here to assist you?”**
 - a. If YES, go to question 2.
 - b. If NO, instruct the person that they need to wait outside the voting enclosure.
- 2. Ask the voter: “Is this person a near relative?” *Refer to explanation of who can assist a voter.***
 - a. If YES, the voter may receive assistance. No further information is needed.
 - b. If NO, go to question 3.
- 3. Say: “A voter who needs assistance because the voter is blind, disabled, or unable to read, speak, or write English may receive assistance from a person of the voter’s choice. Do you need assistance for one of these reasons?”**
 - a. If YES, go to question 4.
 - b. If NO, the voter is not entitled to receive assistance from someone who is not a near relative. If requested by the voter, an assistant, judge, or chief judge may assist the voter.
- 4. Ask the voter: “Is this person your employer, employer’s agent, officer of your union, or agent of your union?”**
 - a. If YES, the person may not assist the voter. The voter may select someone else to assist him or her. If requested by the voter, an assistant, judge, or chief judge may assist the voter.
 - b. If NO, the voter may receive assistance. No further information is needed.

Step 2: Name Review

- Ask for the voter's name
- Search for the name on the voter record
- Compare the stated name to the voter record



Ask for the voter's name

The voter's statement of name and address must be heard by the election official and by election observers. If the voter's statement is difficult to hear or discern, an election official may ask the voter to repeat the name more slowly or loudly, or to spell any portion of the name.



If a person is unable to state their name clearly because of an impairment or face covering, the election official may make reasonable accommodations, including asking the voter to write their name.



The voter may be able but unwilling to state their name. The official will explain that the law requires voters to state their name aloud. If the voter continues to refuse to cooperate with the election official at the Check-in station, the official will arrange for the voter to speak with an election judge.



Search for the name on the voter record

The election official should next search for the voter's name in the pollbook (electronic or labels).



If the voter's name cannot be located on the voter list, here are a few suggestions:

1. Ask the voter to their spell name or use the photo ID
2. Ask the voter if their name has changed
3. Ask the voter if their name is hyphenated
4. Ask the voter if their name has a suffix (Jr., Sr., etc.)
5. Perform a wildcard search with last name (electronic pollbook)
6. Perform a search by date of birth (electronic pollbook)
7. Perform a search by voter's residential address (electronic pollbook)

If unable to locate the voter record on the voter list, an election official must complete a **Help Station Referral Form** and refer the voter to the Help Station.



Compare the stated name to the voter record



If the name stated by the voter does not match the name on record, try the following:

- Ask the voter if their name has changed
- Confirm that there is not a reasonable variation in the name stated and the name on the voter record
- If the voter's name in the voter record is not current, update the voter's name
- The voter must sign the appropriate section on the vote authorization document or change of name/address form to have the county board of elections process the name change

Step 3: Address Review



Ask the voter to state their residential address



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Ask the voter to state their residential address

A voter must give their legal voting residence. A voter's legal voting residence is the address where the voter will have resided for at least 30 days as of the date of the election.



Ask the voter to state their residential address

The stated address must be used to ensure that the election official has identified the correct voter in the voter list.



If a person is unable to state their address because of a disability or face covering that muffles the voice, the election official may make reasonable accommodations, including asking the voter to write the address if the voter is unable to speak it. A voter who, due to a disability, is unable to state their address may receive assistance in stating their address or may point to their address on a document.



In some circumstances, a voter may have difficulty remembering their address. This may occur due to age or disability. Every reasonable opportunity must be given to the voter to assist in identifying the correct address. A voter who, due to a disability, is unable to remember their address may receive assistance in stating their address or may point to their address on a document.



The voter may be able but unwilling to state their address. The official will explain that the law requires voters to state their address aloud. If the voter continues to refuse to cooperate with the election official at the Check-in station, the official will arrange for the voter to speak with an election judge.

If the address on record is different than the stated address:



- Confirm that you pulled up the correct voter record, according to the voter's name
- If you have the correct voter record, ask voter if they have moved
- If voter indicates they have moved, ask voter for this previous address
- If the previous address matches the address in the voter's record, ask the voter for the date of the move
- If the date of the move is less than 30 days before election day, the voter is eligible to vote based on the previous address
- If the date of the move is 30 or more days before election day, follow the Unreported Move procedures

Handling Inactive Voters

Voters who are *inactive* on a county's voter registration list are still registered and are entitled to vote in any election in the county as long as they have an eligible ballot style based on their eligible voting address. An *inactive* voter's proper voting address is the address in the county where the voter will have resided for at least 30 days as of the date of the election.

If a voter is inactive when presenting to vote, they are not required to show any document or ID that proves a current address. The voter simply must give oral or written affirmation of the current address.



- If the voter confirms the same address that is on the voter record, ask whether the voter is able to receive mail there, and if not, whether they have an alternative mailing address
- If the voter provides a new address in the county and is presenting to vote during early voting, update the voter's address and provide the appropriate ballot, if applicable
- If the voter provides a new address in the county and is presenting to vote on election day, follow the procedures for Unreported Moves

Step 4: Voter Status Review

 Determine the voter's status



Determine the voter's status

The election official must check the voter's record to determine if there are voter status issues that require the voter to provide additional information or documentation before a regular ballot can be issued to the voter.

Active

The voter is registered to vote in the county and there are no known address issues.

Inactive

The voter is registered to vote in the county, but the county board of elections is unsure of their correct physical or mailing address.

Refer to "Handling Inactive Voters" in *Step 5: Address Review*.

If the voter is registered to vote in the county (Active or Inactive) and the voter has an eligible ballot style in the election, continue with the Check-in Procedures.

ID Required

An “ID required” designation indicates that this is a first time voter who at the time of their initial registration did not provide verifiable identification. The requirement for first-time voters to show identification is a requirement of the Help America Vote Act (HAVA) of 2002.

Acceptable forms of HAVA ID include:

- A current and valid (unexpired) photo identification

OR

- A copy of one of the following documents that show the name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document.

First-time voters who are required to show HAVA ID will have been notified of this requirement by their county board of elections.

Absentee/Already Voted

If the record indicates that the voter has already cast a ballot, the election official should reconfirm that the correct voter record has been located in the voter list. If it is determined to be the correct voter record, the election official should explain that the voter may cast a provisional ballot that will allow the county board of elections to research the matter.



If the voter indicates that they have not already cast a ballot in the election, complete a **Help Station Referral Form** and refer the voter to the Help Station.

Removed/Denied

The voter is no longer considered to be registered to vote in the county. Voter may only vote a provisional ballot.



Complete a **Help Station Referral Form** and refer the voter to the Help Station.

No Ballot

Even if a voter is registered to vote in the county, the voter may not be eligible to participate in the election, or may not, based on their residential address, be in the pollbook where they present to vote. An election official will need to determine if the voter has an eligible ballot style for the election.

A person's eligibility to participate in an election event is based on these factors:

Residence
Age
Party Affiliation (partisan primary only)

If the voter is registered to vote in the county (Active or Inactive) but the voter does not appear to have an eligible ballot style, complete a **Help Station Referral Form** and refer the voter to the Help Station.



If the voter is not in your printed pollbook, the election official should always complete a **Help Station Referral Form** and refer the voter to the Help Station.

Step 5: Party Affiliation Review

This step is for partisan primaries only

 Ask the voter to state their party affiliation



Ask the voter to state their party affiliation

In a partisan primary, election officials must ask each voter to state their political party affiliation.

Unaffiliated voters must state the party primary in which they wish to vote or choose to vote a nonpartisan ballot.

- The following parties allow for unaffiliated voters to participate in their party primaries: Democratic, Libertarian, and Republican
- The following parties **do not** allow for unaffiliated voters to participate in their party primaries: Constitution and Green



If a voter requests a primary ballot for a party that is different than the party on their voter record, the election official must explain that the voter is not eligible for that ballot style but may vote that ballot provisionally. Complete a **Help Station Referral Form** and refer the voter to the Help Station.

Step 6: Determination of Voter Eligibility and Voting Authorization



Make a final determination if voter is qualified and eligible to vote in the election



Review the vote authorization document





Make a final determination if voter is qualified and eligible to vote in the election

If the election official determines that voter is qualified and eligible to vote:

1. State the voter's name and residential address (and party in a primary) to confirm the voter is duly registered to vote.
2. Issue the voter a vote authorization document.



Review the vote authorization document

Once the vote authorization document is prepared or generated, the election official must review key elements on the form with the voter. The election official must point to the following on the form and prompt the voter to review the form:

- Name
- Address
- Party affiliation and ballot preference if voting in a partisan primary

The election official must also review the voting eligibility statements with the voter. By signing the form, the voter certifies they:

- Are registered to vote in the county and shall have resided at the address on the form for 30 days immediately prior to the election
- Are a U.S. citizen
- Are at least 18 years of age, or will be by the date of the primary
- (for a partisan primary election only) are registered with the party noted on the form, or if they are unaffiliated that they will receive the noted ballot style
- Understand that it is a felony to vote more than one time in an election
- Have not been convicted of a felony, or if they have been convicted of a felony, they have completed their sentence, including any probation or parole

After the voter has reviewed that each element of the form is correct, the voter must be instructed to sign the form. The election official will initial or sign the vote authorizing document. The voter should then be directed to take the form to the Ballot Station.



If a voter decides to leave the polling location without voting, notify the chief judge, complete an incident report, and follow the supply return procedures for your county.



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Curbside

Curbside Procedures

- 1 Voter Greeting
- 2 Name Review
- 3 Voter Status Review
- 4 Address Review
- 5 Party Affiliation Review

Curbside Procedures

- 6 Generate Vote Authorization Documents
- 7 Assemble Balloting Materials
- 8 Obtain Voter Signatures
- 9 Allow Voter to Mark Ballot
- 10 Accept Voter's Ballot

Step 1: Voter Greeting

- Offer mask and disposable pen
- Ask the name of the person voting curbside
- Determine if the voter requires assistance
- Read oath to the voter and receive affirmation to confirm curbside eligibility
- Complete a curbside log
- Return to voting enclosure





Ask the name of the person voting curbside

When approaching the curbside voting area, the curbside official must first determine who desires to vote from the vehicle. This can be accomplished by asking for the name of the person who is voting curbside. **If voter is attempting to return a mail-in absentee ballot, they must be directed to deliver the ballot to the designated station inside the voting place.**



If a person is unable to state their clearly name because of an impairment or face covering, the curbside official may make reasonable accommodations, including asking the voter to write their name.



The voter may be able but unwilling to state their name. The curbside official will explain that the law requires voters to state their name aloud. If the voter continues to refuse to cooperate with the curbside official, the official will arrange for the voter to speak with an election judge.



Determine if the voter requires assistance

If a voter is in need of assistance, it must be requested. If a voter is accompanied when presenting to vote, a curbside official must determine if the voter wants assistance from someone in the vehicle. The voter may also ask for assistance from an election official.

Who may assist a voter?

A voter is entitled to assistance from a near relative: spouse, parent, child, brother, sister, grandparent, grandchild, stepparent, stepchild, mother-in-law, father-in-law, son-in-law, daughter-in-law

Who may receive voter assistance?

Disabled voters may receive the following forms of assistance from anyone except an agent of their employer or union representative:

- entering the voting booth due to physical disability or blindness,
- assistance in marking the ballot due to physical disability, illiteracy, or blindness

Election officials should follow the script below to determine if a voter is entitled to assistance:

- 1. Ask the voter: “Is this person here to assist you?”**
 - a. If YES, go to question 2.
 - b. If NO, instruct the person that they need to wait outside the voting enclosure.
- 2. Ask the voter: “Is this person a near relative?” *Refer to explanation of who can assist a voter.***
 - a. If YES, the voter may receive assistance. No further information is needed.
 - b. If NO, go to question 3.
- 3. Say: “A voter who needs assistance because the voter is blind, disabled, or unable to read, speak, or write English may receive assistance from a person of the voter’s choice. Do you need assistance for one of these reasons?”**
 - a. If YES, go to question 4.
 - b. If NO, the voter is not entitled to receive assistance from someone who is not a near relative. If requested by the voter, an assistant, judge, or chief judge may assist the voter.
- 4. Ask the voter: “Is this person your employer, employer’s agent, officer of your union, or agent of your union?”**
 - a. If YES, the person may not assist the voter. The voter may select someone else to assist him or her. If requested by the voter, an assistant, judge, or chief judge may assist the voter.
 - b. If NO, the voter may receive assistance. No further information is needed.



Read oath to the voter and receive affirmation to confirm curbside eligibility

The curbside official can determine eligibility by giving the voter the curbside oath and receiving a response that the voter will be able to sign the curbside affidavit.

Do you solemnly swear (or affirm):

- **that you are a registered voter in this _____ precinct?**
- **that because of age or physical disability you are unable to enter the voting place to vote in person without physical assistance?**
- **that you desire to vote outside the voting place and enclosure.?**
- **and you understand that a false statement as to your condition will be in violation of North Carolina law?**

If the voter swears or affirms, continue with the curbside check-in procedures.

If the voter **cannot** swear or affirm to the curbside oath, the voter must be instructed to vote inside the voting enclosure.



Complete a curbside log

Even at curbside the law requires a voter to immediately state their name, address and during a partisan primary, party affiliation.

To complete the curbside log, write the following information:


1. Name stated by voter
2. Residential address stated by the voter
3. Previous residential address if the voter has moved 30 or more days before election day
4. Party affiliation (in a primary only)


Unaffiliated voters must state the party primary in which they wish to vote, or they may choose to vote a nonpartisan ballot.


The following parties allow for unaffiliated voters to participate in their party primaries: Democratic, Libertarian, and Republican

The following parties **do not** allow for unaffiliated voters to participate in their party primaries: Constitution and Green

Though it is not required, the voter may provide date of birth to assist in locating voter record.

 If a person is unable to state their address clearly because of a disability or face covering, the election official may make reasonable accommodations, including asking the voter to write the address if the voter is unable to speak it. A voter who, due to a disability, is unable to state their address may receive assistance in stating their address or may point to their address on a document.

 In some circumstances, a voter may have difficulty remembering their address. This may occur due to age or disability. Every reasonable opportunity must be given to the voter to assist in identifying the correct address. A voter who, due to a disability, is unable to remember their address may receive assistance in stating their address or may point to their address on a document.

 The voter may be able but unwilling to state their address. The official will explain that the law requires voters to state their address aloud. If the voter continues to refuse to cooperate with the election official at the check-in station, the official will arrange for the voter to speak with an election judge.

Step 2: Name Review



Search for the voter's name on the voter record



Compare state name to the name on the voter record





Search for the voter's name on the voter record

The curbside official will enter the voting enclosure and seek assistance from the Check-in official in locating the voter in the voter record and obtaining a vote authorizing document.



Compare stated name to the name on the voter record

Using information on the curbside log, determine if the name stated is the same or similar to the name on the voter record.

If the name is similar, continue with the normal Check-in Procedures.

If the voter's name needs to be updated, follow the proper update procedures and continue with the normal Check-in Procedures.

If the voter's name cannot be located on the voter list, begin Help Station procedures.

Step 3: Voter Status Review



Determine the voter's registration status



Determine whether there are voter status issues that need to be resolved before a ballot can be issued



Determine the voter's status

If the voter is registered, has an eligible ballot style in the election, and there are no status issues to resolve, continue with Check-in Procedures.

If the voter is registered (Active or Inactive/Verify Address) but the voter **does not appear to have an eligible ballot style** at the voting site, return to the curbside area and inform the voter. If necessary, update address or begin Help Station procedures.

If the voter is registered (Active or Inactive) but the voter's record **shows they have already voted in this election**, begin Help Station procedures.

If the voter is not currently registered (**Denied or Removed**), begin Help Station procedures.

Step 4: Address Review



Compare address provided on the curbside log with address on voter record





Search for the voter's name on the voter record

The stated address must be used to ensure that the election official has identified the correct voter in the voter list. If the voter is Active and the address stated by the voter matches address on the voter record, an election official should confirm that there is an eligible ballot style for the voter at the address given and continue with Check-in procedures.

If the address on record is different than the stated address:



- Confirm that you pulled up the correct voter record, according to the voter's name
- If you have the correct voter record, ask voter if they have moved
- If voter indicates they have moved, ask voter for their previous address
- If the previous address matches the address in the voter's record, ask the voter for the date of the move
- If the date of the move is less than 30 days before election day, the voter is eligible to vote based on the previous address
- If the date of the move is 30 or more days before election day, follow the Unreported Move procedures

Handling Inactive Voters

Voters who are *inactive* on a county's voter registration list are still registered and are entitled to vote in any election in the county as long as they have an eligible ballot style based on their eligible voting address. An *inactive* voter's proper voting address is the address in the county where the voter will have resided for at least 30 days as of the date of the election.

If a voter is inactive when presenting to vote, they are not required to show any document or ID that proves a current address. The voter simply must give oral or written affirmation of the current address.



- If the voter confirms the same address that is on the voter record, ask whether the voter is able to receive mail there, and if not, whether they have an alternative mailing address
- If the voter provides a new address in the county and is presenting to vote during early voting, update the voter's address and provide the appropriate ballot, if applicable
- If the voter provides a new address in the county and is presenting to vote on election day, follow the procedures for Unreported Moves

Step 5: Party Affiliation Review

This step is for partisan primaries
only



Compare party information provided on
the curbside log with party on voter record



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Compare party information provided on the curbside log with party on voter record



If a voter requests a primary ballot for a party that is different than the party on their voter record, the curbside official must explain to the voter that they are not eligible for that ballot style. If the voter insists on voting a ballot style for which they are not eligible, complete Help Station Referral Form and begin Help Station procedures.

Step 6: Generate Vote Authorization Documents



If the voter is registered and qualified to vote: obtain their vote authorization document from Check-in



If the voter cannot be issued a regular ballot: obtain a provisional voting application from the Help Station



Step 7: Assemble Balloting Materials



Regular Ballot

- ATV or one-stop application
- Privacy sleeve
- Ballot



Provisional Ballot

- Provisional Voting Application
- Privacy sleeve
- Ballot
- Provisional envelope
- Provisional voter instructions

Return to curbside



Step 8: Obtain Voter Signatures



Review the document(s) with the voter to ensure the information on the form(s) is correct



Indicate areas on the relevant form(s) that require the voter's signature including curbside affidavit



Allow the voter to sign the document(s)



Collect the document(s)



Step 9: Allow Voter to Mark Ballot



Provide the voter with the balloting materials and voting instructions



Provide voter with instructions on how to indicate they have completed voting



Monitor curbside area to ensure vehicle is not approached by electioneers

Return to voting enclosure



Step 10: Accept Voter's Ballot



If regular ballot: deliver ballot in privacy sleeve to a judge of election to cast ballot and deliver the signed vote authorization document(s) to the Ballot Station



If provisional ballot: deliver ballot sealed in the provisional envelope along with form(s) to the Help Station Official

Return to voter with "I Voted" sticker if allowed





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Help Station

Provisional Voting Procedures (Manual)

- 1 Accept Help Referral Form from voter
- 2 Complete provisional poll book
- 3 Complete administrative section of **Provisional Voting Application**
- 4 Affix PIN labels to poll book log, provisional application, and provisional instructions
- 5 Ask voter to complete and sign **Provisional Voter Application**
- 6 Accept and review all forms with voter. Sign or initial where needed
- 7 Obtain appropriate ballot and write the word “Provisional” and the precinct number of the voter’s eligible precinct on the ballot. Present voter with ballot, provisional application and envelope with provisional instructions
- 8 Provide voter with verbal instructions on voting ballot in private, placing voted ballot in envelope, and returning voted ballot sealed in the provisional envelope
- 9 If applicable, provide voter with verbal instructions on time for providing the county board of elections with acceptable ID under HAVA

Provisional Voting Procedures (SOSA/OVRD)

- 1 Accept Help Referral Form from voter
- 2 Search voter and select Add Existing to choose an existing voter. If voter cannot be located, select Add New
- 3 Complete the provisional data entry information screens
- 4 If applicable, note whether voter provided acceptable ID under HAVA
- 5 Print the **Provisional Voter Application**
- 6 Ask voter to sign the **Provisional Voter Application**
- 7 Accept application from voter
- 8 Obtain appropriate ballot and write the word "Provisional" and the precinct number of the voter's eligible precinct on the ballot
- 9 Present voter with ballot, provisional application and envelope and provisional instructions
- 10 Provide voter with verbal instructions on voting ballot in private, placing voted ballot in envelope and returning it sealed in the provisional envelope
- 11 If applicable, provide voter with verbal instructions on time for providing the county board of elections with acceptable ID for HAVA

Provisional Voter Instructions

- 1** **Provisional Voting Reason**
Provide the voter with the **Provisional Voter Instructions**.
- 2** **PIN**
Show the voter their **Provisional Identification Number** on the instructions. A voter can use the PIN to check the status of their provisional application. The voter must wait 10 days after the date of the election.
- 3** **HAVA ID**
If the voter voted provisionally due to **No Acceptable ID** because of a requirement to show an acceptable form of ID under the **Help America Vote Act**, inform the voter that they must provide the county board of elections with the ID no later than the close of business on the day before canvass.
- 4** **County Canvass Day**
Inform the voter that the county canvass day will be held **10 days** after Election Day.

Provisional Voting Reasons

- 1 Voter Does Not Have Acceptable HAVA ID
- 2 No Record of Registration
- 3 Unreported Move
- 4 Previously Removed
- 5 Unrecognized Address
- 6 Incorrect Precinct
- 7 Other Provisional Issues



Voter does not have acceptable HAVA ID

A first-time registered voter who:

- registered to vote,
- did not provide acceptable identification at the time of their registration and
- has not previously voted in an election for federal office in North Carolina

Will be asked to show one of the following forms of acceptable ID when they present to vote:

- a current and valid photo ID
- a current utility bill, bank statement, government check, paycheck, or other government document

This is only used under the Help American Vote Act (HAVA)

If the first-time voter does not show one of the forms of ID noted above, the voter must be offered the opportunity to cast a provisional ballot.



No record of registration

On Election Day

This is used when no record of registration for the voter can be found in the voter record. Before using this reason, the election official should be sure that the search for the voter was thorough. Try searching date of birth, variations of the name spelling, etc. If the voter cannot be found, the election official should offer a provisional ballot.



No record of registration

Same-day registration and voting at one-stop sites

An individual who is qualified to vote may register in person and then vote at a one-stop voting site in that person's county of residence during the one-stop absentee voting period. To register to vote, the person must complete a voter registration application and provide proof of residence. The acceptable documents that may be used to provide proof of residence include:

- a North Carolina driver license
- a photo ID from a government agency
- a copy of one of the following that shows the name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document

A same-day registrant may vote a regular one-stop absentee ballot immediately after registering. If the person declines to vote immediately, the voter registration must still be accepted. The registrant may later return to a one-stop site in that county and cast a ballot however, the registrant **may not** wait to cast their ballot on Election Day.

The one-stop election official must give all same-day registrants a **Notice to Same-Day Registrant** document.



Unreported Moves

Moved 30 or more days to address within county

One Stop

During the one-stop absentee voting period, if the voter moved 30 or more days before the date of the election, the voter's address in the county should be updated and the voter given the ballot style for which they are eligible based on the updated address.

Election Day

- If voter presents to **NEW PRECINCT**, permit voter to be transferred into new precinct and offer a regular ballot or refer voter to Help Station to cast a provisional ballot
- If voter presents to **OLD PRECINCT**, transfer voter to new precinct or refer voter to Help Station to cast a provisional ballot
- If voter presents to a **TRANSFER (CENTRAL) PRECINCT**, receive transferred voter from old precinct and permit voter to cast a regular ballot
- If voter with an Unreported Move presents to a voting site other than one of the sites listed above, the voter may cast a provisional ballot



Unreported Moves

Moved less than 30 days to address within county

One Stop

During the one-stop absentee voting period, if the voter moved less than 30 days from the date of the election, the voter's address should not be updated. The voter should be issued both a ballot based on his previous address in the county and a voter registration form to update their address in the county for future elections.

Election Day

On Election Day, the voter's proper precinct is based on their previous address. If the voter presents to vote at the polling place for the precinct based on their previous address, they should be issued a regular ballot. The voter should be given a voter registration update form to update their address in the county for future elections. If the voter presents to vote at any other polling site, they should be referred to their proper voting site or to the Help Station to vote a provisional ballot.



Unreported Moves

Moved to address in another county

Moved More than 30 Days

Regardless of whether the voter is presenting to vote during the one-stop absentee voting period or on Election Day, the voter is no longer qualified to vote in the county. If the voter insists on voting, the voter should be referred to the Help Station and offered a provisional ballot.

Moved Less than 30 Days

The voter's proper precinct is still based on their previous address. The voter is still eligible to vote a regular ballot at the voting site based on their previous precinct. Inform the voter that they should register to vote in their new county for purposes of future elections.



Previously Removed

This is used when it is determined that a voter was previously registered in the county, but the registration was canceled. A voter's registration may be cancelled due to any number of reasons (moved within state, moved to another state, felony conviction, removed due to list maintenance, sustained challenge, deceased, etc.).



Unrecognized Address

This is used when an election official is unable to locate the address stated by the voter in the county's street lookup files.

**Do not use these reasons unless instructed to do so
by the county board of elections**



Incorrect Precinct

This is used when a voter is requesting to vote at a polling place on Election Day that is not the polling place for the voter's proper precinct. The voter's proper precinct is the precinct assigned to them based on their address 30 or more days prior to Election Day.

You should only use this reason if the voter presents in a voting site other than their proper precinct; however, do not use this reason if the more appropriate reason is *Unreported Move*.



Incorrect Party

This is used only in a partisan primary when a voter insists on voting a ballot for a party other than the voter's affiliated party.

Do not use this reason for any election other than a partisan primary.



Voter Already Voted

This is used if the voter record indicates that the voter who is presenting to vote has already cast their ballot in the election.



Jurisdiction Dispute

This is used if a voter presents to vote and has no eligible ballot style or the voter requests to vote for an election contest that is not in the voter's assigned voting district based on his legal voting residence.



Voted During Extended Hours

This is used if the hours for voting are extended by the State Board of Elections or a court order.