

## VOTER ASSISTANCE TABLE CHECKLIST (Provide to Voter Assistance Table Judge)

IN ORDER FOR A PROVISIONAL VOTER'S BALLOT TO COUNT; HE/SHE MUST BE ISSUED A BALLOT FROM HIS/HER CURRENT AND CORRECT PRECINCT.

- Ask the voter for his/her name and **current** address. Before determining if the voter is a Provisional Voter, look for the voter's name on the Location Specific Electors Worksheet. If the voter's name is found on the Location Specific Electors Worksheet, he/she is in the Alphabetical Poll Book or the Additional List of Registered Voters. Escort the voter to his/her correct precinct and help the Precinct Table Judge #1 or #2 locate the voter in the Alphabetical Poll Book or on the Additional List of Registered Voters.
- If the voter is not on the Location Specific Electors Worksheet, look for the voter's current address in the Street Range in the back of the Provisional Poll Book to determine his/her **current** correct precinct. **The voter must vote in the Precinct where he/she now lives or his/her ballot will not count.**
- If the voter's address is not in the Street Range located in the back of the Provisional Poll Book, look for the voter's current address on the Precinct Map.
- If the voter must vote provisionally because he/she is not on any official list, the Voter Assistance Table Judge **must** call the BOE to verify the voter is in the correct precinct. Call 216-443-3298.
  - Record the Provisional Voter's correct City, Ward, and Precinct Information and the Verification Number on the Yellow Provisional Envelope.
- If the voter's correct precinct is at another polling location, the voter must be informed that he/she must vote in that precinct and polling location or his/her vote will not count. (If necessary, allow the voter to talk with the Board of Elections representative on the phone.)
- Once you have determined the voter's correct precinct, and confirmed the precinct is in your polling location, note the voter's name, address and correct precinct on the Pink Memo Sheet located in the Provisional Poll Book
- Instruct the voter to sign his/her name and correct precinct in the Provisional Poll Book and then issue him/her a copy of the Provisional Voter Hotline form. (This will allow the voter to check on the status of his/her vote.)
- Complete the box labeled ***Poll Worker: Record Ballot Received Based on Current Address*** on the top of the yellow Provisional Envelope. Provide the Provisional Envelope to the voter.
- Instruct the **Provisional Voter** to fill out the numbered sections (1-7) of the yellow Provisional Envelope (including the reason for voting provisionally and the form of identification provided).
- Complete the line labeled ***Signature of Witnessing Election Official*** in Section 7 and the **ELECTION OFFICIAL VERIFICATION STATEMENT** portion of the yellow Provisional Envelope.
- Ask the Provisional Voter for the last four digits of his/her Social Security Number. If provided, fill out the ***Other*** line in the **FORM OF IDENTIFICATION PROVIDED** section with the last four (4) digits of the Provisional Voter's Social Security Number.
- Accompany the voter to the previously determined correct precinct table with his/her completed yellow Provisional Envelope. There he/she will be issued a Precinct Optical Scan Ballot.  
**REMINDER: PROVISIONAL STUB NUMBERS ARE NOT RECORDED OR REMOVED.**
- Escort the Provisional Voter while the ballot is being issued by Precinct Table Judge #1 or #2 and ensure the voter receives the correct ballot.
- Direct the Provisional Voter, with a ballot **and** a Yellow Provisional Envelope in hand, to one of the Voting Booths located by the Voter Assistance Table.
- Instruct the Provisional Voter to return to the Voter Assistance Table once they have completed their ballot and remind the voter that Provisional Ballots do not get scanned.
- Observe the Provisional Voter from the Voter Assistance Table while he/she is filling out their ballot to ensure they do not take the ballot to a scanner.
- When the Provisional Voter returns, direct him/her to fold the voted ballot in half (WITH THE STUB "A" ATTACHED) and place the folded ballot inside of the Yellow Provisional Envelope.
- Instruct the voter to put the Yellow Provisional Envelope (with folded ballot enclosed) inside of the correct precinct's Gray Ballot Box.

IF VOTER IS NOT IN ALPHABETICAL POLL BOOK OR ON THE ADDITIONAL LIST OF REGISTERED VOTERS PLEASE CALL THE BOARD OF ELECTIONS AT **216-443-3298** TO VERIFY THEY ARE IN THE CORRECT PRECINCT.

**WHEN IN DOUBT, CALL THE BOARD OF ELECTIONS**