**Return in Box #6**

**Federal Only Ballot Record Report Envelope 2**

# What’s in this envelope?

**This envelope has ## Federal Only Ballots.** It is rare, but you may need to issue a ballot for a Federal Only voter.

* The Election Chief should keep this envelope until a Federal Office Ballot is needed

# If you think someone needs a Federal Only Ballot, call the Election Office at xxx-xxx-xxxx

# Open this envelope only if a voter needs a Federal Only ballot. You will learn this from the pollbook. Use the table below to figure out what to do next.

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| What the pollbook says | What it means | Next steps |
| You see the Federal symbol next to their name in the pollbook.  F | This is a Federal Only voter. | 1. Open this envelope and fill out the Federal Only Ballot Record Report. 2. Check the voter into the pollbook. Check the ‘Federal Only’ flag in the upper right corner. 3. Give them a Federal Only ballot. |
| You see both the Federal Only and the Absentee Ballot symbol next to their name in the pollbook. **They have their absentee ballot with them.**  AB  F | This is a Federal Only voter who received an absentee ballot. | 1. Go to problem 19 in the What Ifs. They will vote a Federal Only ballot. They will need to void their absentee ballot. |
| You see both the Federal Only and the Absentee Ballot symbol next to their name in the pollbook. **They DO NOT have their absentee ballot with them.**  AB  F | This is a Federal Only voter who received an absentee ballot. | 1. Go to problem 19 in the What Ifs. They will vote a Federal Only ballot as a provisional ballot using Reason #4. |

**What is a federal only voter?**

This happens when a voter who lives overseas comes to the precinct to vote. Usually they vote absentee. On their voter registration application, they marked that they don’t know when they will return to the United States. They will vote on a ballot with federal offices only and cannot vote for local and state offices or issues.

# Return any unused Federal Only ballots in Envelope/Box at the end of the day.

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| **Federal Only Ballot Record Report**  **Place in Envelope 2**  Election Date/Type  Precinct   |  | | --- | | 1. **Start here at the beginning of the day** |   **Federal only ballots are rare.**   * With two officers, **count the number of Federal only ballots** inside the envelope. * Do you have 10 ballots? YES NO If you answered no, call the main office at (xxx)xxx-xxxx * **Record** that number in the column on the far right beside the number 1.  |  |  | | --- | --- | | 1. **What to do with spoiled, voided and provisional ballots** | | | **a** | **Spoiled ballots** *This is a ballot spoiled by the voter.*   * Hand the voter a new ballot. * Cross off or circle the next number below. * Place the spoiled ballot in Envelope #4/ask the Chief.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | **b** | **Voided ballots** *This is a ballot found abandoned.*   * Cross off or circle the next number below. * Place the voided ballot in Envelope #4/ask Chief. | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | **c** | **Provisional ballots** *This is a ballot for a provisional voter.*   * Cross off or circle the next number below.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | **d** | **Spoiled and returned absentee ballots**  *This is an absentee ballot that the voter returns. This is rare.*   * Cross off or circle the next number below. * Place the returned ballot in Envelope #4.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | 1. **What to do at the end of the day** | | | | | | **a** | **Total ballots NOT used** | | | | **How many total ballots were not used?**  | | | **=** | | **b** | **Total ballots used** | | | | Record the number of ballots scanned from the voting machine tape | | **+** | | Record number of spoiled ballots from 3A above | | **+** | | Record number of voided ballots from 3b above | | **+** | | Record number of provisional ballots from 3c above | | **+** | | **How many total ballots were used? *Add the four rows above***  | | | **=** | | **c** | **Final review** | | | | | **Add the total number of ballots from section 4a and 4b** | | | **=** | | **Does this number equal 10?** | **YES NO** | | **=** | | **If you circled no to the question above, check the reason(s) why.**   * There were more or less than 10 ballots in the envelope. * We don’t know why the numbers do not match * Other: please explain on the back | | | | |  |  | | --- | --- | | 1. **Ballots** | | | **Ballot** | **Was the ballot used?** | | **1** |  | | **2** |  | | **3** |  | | **4** |  | | **5** |  | | **6** |  | | **7** |  | | **8** |  | | **9** |  | | **10** |  | |