

## Introduction to Provisional Ballots

## What is a provisional ballot?

Provisional ballots provide a way for people to vote whose voter registration or qualifications to vote are in question. Instead of turning away a voter, you can try to solve the issue if possible, prior to giving the voter a provisional ballot.

Provisional ballots are handled separately from normally cast ballots. An individual-completed provisional ballot is sealed in a specific green envelope depending on its type and that envelope goes into one of two larger green envelopes (1A or 1B) depending upon when that provisional ballot was cast. Provisional ballots are never mixed in with regular ballots.

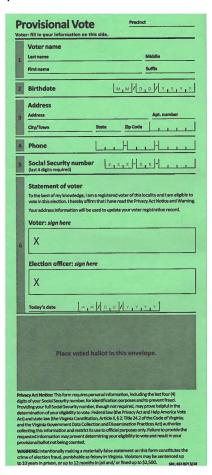
The local electoral board reviews each provisional ballot during its canvass of votes cast to determine if the vote will be counted. The first meeting of the electoral board to review provisional ballots is the day after Election Day and the process must be concluded within seven days.

## When to offer a provisional ballot

There are two types of provisional ballots: Regular and **ID-only**. The reason to issue a provisional ballot will determine which type of provisional envelope to use. The voter completes the information on the appropriate envelope before they are given an actual ballot.

**Provisional Vote (Regular)** - **green envelope:** In the case of the following reasons, have the voter fill out and sign the statement on the front of the **green** provisional vote envelope:

- The voter's name is not in the pollbook.
- The pollbook indicates the person has already voted.
- The General Registrar cannot confirm the voter is registered to vote.
- The voter says they are registered to vote in this precinct and eligible in this election.
- The pollbook indicates the person requested an Absentee Ballot, the ballot has not been returned, and don't have the original absentee ballot with them.
- The voter is voting in a split precinct and believes they have been registered in the incorrect district. (more on this below)
- Polling hours are extended by court order. (Ballots cast after
   7:00 PM are closed are kept separate from ALL other ballots.)
- If a voter is challenged by another voter and will not sign the affirmation statement but insists on voting.



**New as of July 1, 2020:** Any voter assigned to a *split precinct* who believes they were provided a ballot for the incorrect election district may request to vote a provisional ballot for the district they were assigned to by the general registrar and the district they believe is the correct election district. This option must be requested prior to casting any vote. The voter will submit a provisional ballot for both election districts. You should treat the provisional as you would any other provisional ballot. The electoral board will make the determination as to which provisional vote is valid. The reason code for this particular provisional situation should be 6: OTHER. Here is the view of the back of the envelope:

Provisional Vote	
1010101101101	Voter's name IS NOT on pollbook. Voter:
Election Officer: use this envelope when the voter is NOT in the pollbook or there is some other issue.	1 is resident of the precinct, or has been since the November general election last year
1. Have the voter fill in the other side.	OR
2. Ask the voter to check all information, and sign the front.	2 has been a resident of the precinct for the last 2 federal elections, is now a resident of the county or
3. You sign the front too, below the voter's signature.	city, and current residence is in the same congressional district as this precinct
a. DO NOT mark the pollbook for this voter.	Voter's name IS on the pollbook, and voter:
b. In the Provisional Ballot Log, enter the voter's information.	3 is voting after normal poll closing time due to court order
4. Issue a paper ballot to the voter.	OR
5. Tell the voter to put the voted ballot into this envelope, seal the envelope, and hand to you.	4 applied for an absentee ballot but does not have the ballot
6. Provide a voter registration application.	OR
Electoral Board:	5 🗖 is shown in the pollbook as already having voted
1 If the voter returns with proper identification, check this box $\square$ and sign:	OR
Election Official: sign here	6 other (any reason not captured in the other codes)
^	OR
2. Attach a copy of the identification document.	□ No ID: voter also did not show required ID
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The Officer of Election should sign the front of the envelope and fill out the back of the envelope. Ask for the voter's ID (if they don't have ID and refuse to sign the ID Confirmation Statement, check the box that reads, 'No ID: voter also did not show ID.').

Copy information from the green provisional voter envelope onto Provisional Ballot log. Have the voter vote and seal the ballot in the provisional vote envelope. Place the green provisional voter envelope in a sealed ballot box separate from the ballot box that is associated with the ballots that have been run through the optical scanner. Give the voter the green Provisional Voter Notice. If the voter also failed to show ID and refused to sign the ID Confirmation Statement, also give the voter a registration application.

Provisional Vote (ID-only) - Lime green envelope: If a voter is voting provisionally only because they did not show an acceptable ID and refuses to sign an ID Confirmation

Statement, there are slightly different steps to take. Have the voter fill out and sign the statement on the front of the lime green provisional vote envelope.

Sign and date the front of the lime green envelope. Copy information from the provisional vote envelope onto the Provisional Ballot log. Do not enter a PBC number or other information into the pollbook. Have the voter seal the voted ballot in the lime green provisional vote envelope.

Place the sealed lime green provisional voter envelope in a sealed ballot box separate from the ballot box that is associated with the ballots that have been run through the optical scanner.



Give the voter the lime green Provisional Voter Notice and a voter registration application.

## **Provisional Ballot Tracking**

Provisional ballots are handled, tracked and counted separately from other ballots. Follow your local general registrar's instructions for completing paperwork related to provisional ballots.

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