



PROVISIONAL VOTING BOOKLET

Board of Elections

HAMILTON COUNTY OHIO



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Provisional Voting

Help America Vote Act (HAVA)

Passed in 2002, provides that no American who is qualified/registered to vote anywhere in her or his state should be turned away from a polling place in that state. Provisional voting is a chance for a registered voter - whose eligibility to vote may be in question - to have their vote counted.

All provisional voters:

- Are processed on the VAT ePB.
- Fill out their correct precinct **Provisional Ballot Affirmation Envelope**.
- Put voted ballot in their completed **Provisional Ballot Affirmation Envelope** and casts envelope in the *Provisional and Unscanned Ballot Bag*

Processing Provisional Voters

There are three ways to process provisional voters on the ePB:

1. **PROCESS PROVISIONAL:** Voter found, current address matches, voter's precinct is in the location but voter has special designation in the ePB or cannot provide photo ID.
2. **NO, NEEDS CHANGES:** Voter is found, but current address or name does not match.
3. **No Voter Found:** Voter not found, tried all searches in ePB.

This booklet outlines possible situations that require a voter to vote provisionally. Flip to the desired page to follow along with the steps for processing the different provisional voters. Open your **Quick Guide** to pages 26-28 for more detailed instruction. If you have any questions, call the Help Desk.

PROCESS PROVISIONAL

Voter Requested Absentee Ballot

The ePB informs you the voter must vote provisionally. The voter either requested a vote by mail ballot or voted early in-person at the Board of Elections.

At the VAT, select **PROCESS PROVISIONAL**

Flip to page 6.

Acknowledgement Notice Returned to BOE as Undeliverable

The ePB informs you the voter must vote provisionally. A notice mailed by the Board of Elections to the voter was returned as undeliverable by USPS.

At the VAT, select **PROCESS PROVISIONAL**.

Flip to page 6.

No Valid Photo ID (missing or expired)

If voter fails to present a valid photo ID, they must vote provisionally. Either the voter does not have an acceptable photo ID, or the photo ID is expired or contains a noncitizen flag. In both scenarios, send voter to VAT to be processed.

At the VAT, select **No Photo ID or Expired ID**.

Enter voter's information.

Select **PROCESS PROVISIONAL**.

Flip to page 6.

NO, NEEDS CHANGES

Change of Address (voter moved into precinct at your location and did not update registration)

After asking voter for their name and address, if the address the voter say does not match what is in the ePB, and their new address is assigned to your polling location, voter must cast a provisional ballot, **unless** their old address was already within your precinct.



If both the old address and the new address are within your precinct, the voter votes a regular ballot. Have them fill out a registration form to update their address. Only voters who move from one precinct to another need to vote provisionally.

At the VAT, on the *Voter Identification Screen*, select **NO, NEEDS CHANGES**.

Tap the blue **EDIT** button by their address to update voter's address.

Select **PROCESS PROVISIONAL**.

Flip to page 6.

Name Change (no proof)

This occurs when a voter has a name change and does not bring proof of their name change.



If the voter brings proof of the name change with current and former name, indicate on ePB and process the voter regularly.

At the VAT, scan driver license or find voter's record. On *Voter Identification Screen*, select **NO, NEEDS CHANGES**.

Tap blue **EDIT** button by the voter's name to update voter's name. Select **Continue**. Because no proof is provided for the name change, select **None**. Follow the ePB prompts.

Select **PROCESS PROVISIONAL**.

Flip to page 6.

No Voter Found

Before processing provisionally, make sure you cannot find the voter in your ePB by performing three manual voter searches as indicated on *page 24* of your **Quick Guide**. If you are unable to locate the voter on the ePB, and you also cannot find their name in the white **Find Voters List**, send the voter to the VAT.

At the VAT, look for the voter once more using **Manual Voter Search**. After searching, when the voter's name does not display, select **No Voter Found** in the bottom left corner of the screen. Enter the voter's information on the ePB. Select **PROCESS PROVISIONAL**.
Flip to page 6.

Other

Signature Mismatch

Signature mismatches occur when the voter's signature is very different from the signature on file. Keep in mind that signatures can change over time. If you feel that the signature is too different for you to accept, send the voter to the VAT.

At the VAT, begin the check-in process normally. On the voter signature screen, ask the voter to re-sign. Hit the yellow **SIGN AGAIN** button. After they sign again, if you feel it still does not match, gather a bipartisan committee of your fellow PEO's to vote on whether or not the signatures match. If the committee votes that the signatures **do not match**, the voter would be processed provisionally. Select **SIGNATURE MISMATCH**. Follow the prompts to process the voter provisionally. Select **PROCESS PROVISIONAL**.

Flip to page 6.

Challenged Voter

If a voter is challenged, call the Board of Elections for further instructions.

Final Steps for Processing Provisional Voters

For all provisional voters, at the VAT, do the following:

1. Give the voter a **Provisional Ballot Affirmation Envelope**. Only after the voter has filled out all necessary information should you hand the voter the correct precinct ballot.



Check to make sure all information is filled out before continuing. Instruct the voter to fill out all necessary fields in the provisional envelope.

2. Follow the step by step instructions in the **Quick Guide**, pages 27-28.
3. Scan the barcode on the bottom of the ballot into the ePB to verify the correct ballot style. Remove the stub.
4. Place a yellow **PROV** sticker over the top left ballot barcode, and give the ballot to the voter along with a yellow **Provisional Ballot Notice**.
5. Instruct the voter to complete the ballot, and place the folded, completed ballot in the provisional envelope.
6. Instruct the voter to bring the sealed provisional envelope back to the VAT to cast the envelope into the blue *Provisional and Unscanned Ballot bag*.



Only voters who did not provide an acceptable form of photo ID must go to the Board of Elections within four days after Election Day to present valid photo ID in order for their ballot to count.

7. Record the time, voter's name, and reason for voting provisionally in the *Provisional Notes pages*.

After the Election

Provisional ballots are transferred to the Board office Election Night and held in a secure location. Provisional ballots are not included in unofficial results released Election Night. In the days following Election Day, Board staff review all provisional envelopes to determine if votes are eligible to be counted.

All provisional envelopes are:

- Reviewed by bipartisan teams for eligibility.
- Checked for voter names, date of birth, address, identification, and signature.
- Checked with other Ohio counties to verify voter registration.
- Checked to make sure voter did not have another ballot cast and counted.

Eligible provisional ballots are approved by the Board during a public meeting and added to the official election results released approximately 21 days after the election. Provisional voters may find out if their ballot was counted in the official count by calling the number listed on their **Provisional Ballot Notice**.

