





# PROCESSING A PROVISIONAL VOTER

A Provisional Ballot is the same ballot used by all voters on Election Day. However, for Provisional Voters, there is a question regarding their eligibility which requires them to provide additional information. This additional information is obtained through the completion of the form printed on the Provisional Envelope. The voter's ballot is sealed inside this envelope and segregated on Election Day. Board of Elections staff will verify the information provided on the Provisional Envelope following the election. If a voter is determined to be eligible, the ballot is counted. While these ballots are not tallied on Election Night, valid ballots are always counted in the final Official Results.

Processing the Voter			
Greet the voter and ask for the slip printed from the EPB at the Check-In Table.			
	<b>Voter Referral Slip</b>	<b>Precinct Lookup Slip</b>	<b>Re-Direct Slip</b>
	Includes the following information: <ul style="list-style-type: none"> <li>• Voter's Name</li> <li>• Assigned Precinct</li> <li>• Voter's Address</li> <li>• Referral Reason</li> </ul>	Includes the following information: <ul style="list-style-type: none"> <li>• Address Searched (voter's current address)</li> <li>• Polling Location Name</li> <li>• Polling Location Address</li> <li>• Assigned Precinct</li> </ul>	Includes the following information: <ul style="list-style-type: none"> <li>• Voter's Name</li> <li>• Polling Location Name</li> <li>• Voter's Address</li> <li>• Polling Location Address</li> </ul> <p><b>NOTE:</b> Voters with Re-Direct Slips from another polling location <b>MUST</b> first report to the Check-In Table at the new location (location listed on Re-Direct Slip). A Re-Direct Slip should never be used to process a provisional voter.</p>
Confirm name and/or address printed on the Voter Referral/Precinct Lookup Slip are current.			
	If a Voter Referral or a Precinct Lookup Slip could not be generated for the voter <u>OR</u> the voter's name/address does not match the information printed on the Slip, call the <b>Board of Elections at 216-443-3298</b> to determine the voter's assigned Precinct/Polling Location		
Instruct the voter to write his/her choice of political party ballot type on the Voter Referral/Precinct Lookup Slip. <i>(Primary Elections Only)</i>			
Use the information on the slip to record the name and precinct in the VAT Log. <i>(See illustration on reverse side).</i>			
Filling Out the Provisional Envelope <i>(Provisional Envelope Diagram located on reverse side)</i>			
Review the Provisional Envelope Diagram with the voter and instruct him/her to complete all required sections of the Provisional Envelope.			
	The Provisional Ballot will not be counted if all required fields are not completed by the voter.		
Section	Required Information		
Section 1 – Printed Name	First Name <u>AND</u> Last Name <b>are both required or the ballot will not be counted.</b>		
Section 2 – Date of Birth	Day, Month <u>AND</u> Year <b>are ALL required or the ballot will not be counted.</b>		
Section 3 – Current Address	House Number, Street Name <u>AND</u> City <b>are ALL required or the ballot will not be counted.</b> (For Confidential Voters call <b>216-443-3258</b> to verify that the voter is in the correct location. Any address updates can be provided on a Registration Card and inserted into the Provisional Envelope. Write Confidential Voter on the outside of the Provisional Envelope in the address field.)		
Section 4 – Former Address	<b>This section is not required.</b>		
Section 5 - Identification	Ohio Driver's License/State Identification Number, Last four (4) digits of Social Security Number or other acceptable ID listed on the envelope. <b>One (1) form of identification is required or the ballot will not be counted.</b> <u>Note:</u> Providing both the Driver's License Number and the Social Security Number assists the BOE during provisional verification.		
Section 6 – Signature	Voter's Signature <b>is required or the ballot will not be counted.</b>		
	If the voter makes a mistake or chooses not to vote, rip the Provisional Envelope in half, place it in the Clear Provisional Precinct Pouch and record the incident on the Pink Memo Sheet.		
While the voter is completing the Provisional Envelope, take the Voter Referral/Precinct Lookup Slip to the Ballot Table to retrieve the correct precinct/party ballot for the voter.			
Record the voter's Ballot Stub Number and Party Affiliation in the VAT Log. (Verify the precinct and party on the ballot match the information recorded in the VAT Log and the Voter Referral/Precinct Lookup Slip.)			
Tape the Voter Referral/Precinct Lookup Slip onto the front of each Provisional Envelope.			
Use the Provisional Envelope Verification Overlay to verify all required fields on the Provisional Envelope have been completed.			
Confirm the address printed on the Voter Referral/Precinct Lookup Slip matches the address written on the Provisional Envelope.			
Note all problems or issues on the Pink Memo sheet.			
Instructions for the Voter Before Marking the Ballot			
Take your ballot to a nearby Voting Booth (designated for Provisional Voters) and mark your ballot.			
Once you have completed voting, insert the ballot page(s) into the Provisional Envelope and seal it.			
	<b>DO NOT</b> scan the Provisional Ballot in the DS200 Ballot Scanner.		
Return the Provisional Envelope to the Voter Assistance Table.			
Once the Voter Returns to the Voter Assistance Table			
Receive the completed Provisional Envelope with the ballot page(s) from the voter.			
Provide the voter a Provisional Hotline 12-H form and an "I Voted" sticker.			
File the Provisional Envelope into the corresponding Clear Provisional Precinct Pouch.			

# PROVISIONAL ENVELOPE DIAGRAM

**!** All required sections of the Provisional Envelope must be completed or the ballot will not be counted!  
Use the Provisional Overlay to verify that all the required fields have been completed.

## Ballot City-Ward-Precinct:

Clearly write the Voter's City-Ward-Precinct assigned to his/her current address.

- Precinct must match the ballot included in this envelope.
- Precinct should match the Voter Referral/Precinct Lookup Slip printed from the EPB.
- This precinct will also match the Clear Provisional Precinct Pouch.

Precinct

WESTLAKE 1-A NON

Provisional Ballot Affirmation Form No. 12B Prescribed by the Secretary of State  
R.C. 3509.36, 3509.38, 381, 382, 383 (09/2017)

**DO NOT FOLD BALLOT**

Bar Code

Office use: CWP & Party print clearly.

**Full Name** Required

1 First Brad Middle Pitt Last Pitt Suffix

**Date of Birth** Required

2 Date of Birth 04/23/1931  
M M D D Y Y Y Y

**Current Ohio address** Required

3 Street address (No P.O. Boxes) 1931 King James Parkway Apt 310  
City / Village Westlake ZIP 44145 County Cuy

**Former address** Not required

4 If you do not complete this step, it will not cause your ballot to be rejected.  
Have you moved without updating your voter registration?  Yes  No  
Street address (No P.O. Boxes) \_\_\_\_\_  
City / Village \_\_\_\_\_

**Identification** Required

Do ONE of the following:

- Write your full Ohio driver's license or state identification card number, or
- Write the last four digits
- Check the box next to the form of identification you showed to the precinct election official.

5 Your Ohio driver's license number or state identification card number AB123456  
Last four digits of your Social Security number 2444

Military identification card \_\_\_\_\_  
Current (within the last 12 months) utility bill, bank statement, government check, paycheck or other government document, other than a notice of voter registration mailed by a board of elections, that contains your name and current address \_\_\_\_\_   
Photo identification that was issued by the United States government or the State of Ohio, that contains your name and current address (or your former address if the identification is an Ohio driver's license or state identification card), and that has an expiration date that has not passed \_\_\_\_\_

**Affirmation** Required

6 I solemnly swear or affirm, under penalty of election falsification, that:

- I am a citizen of the United States and will be at least 18 years of age at the time of the general election.
- I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.
- I am a registered voter in the precinct in which I am voting this provisional ballot.
- I am eligible to vote in the election in which I am voting this provisional ballot.
- I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.
- I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.
- I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.
- I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.

Today's date \_\_\_\_\_  
M M D D Y Y Y Y

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

**For Office Use Only**

Voter ID: \_\_\_\_\_ Operator: \_\_\_\_\_ D: \_\_\_\_\_ R: \_\_\_\_\_ N: \_\_\_\_\_ Opening Process \_\_\_\_\_  
REASON: \_\_\_\_\_ FOLDER: \_\_\_\_\_ Precinct and Party on Ballot \_\_\_\_\_  
Voter's Precinct in DIMS / New Cons \_\_\_\_\_  
2nd Check: \_\_\_\_\_ Date: \_\_\_\_\_ D: \_\_\_\_\_ R: \_\_\_\_\_ N: \_\_\_\_\_ Ok: \_\_\_\_\_ PWP: \_\_\_\_\_ Rejected: \_\_\_\_\_

## 1) Printed Name:

(Required)  
The voter's First Name and Last Name are both required or the ballot will not be counted.

## 2) Date of Birth:

(Required)  
The Month, Day and Year are all required or the ballot will not be counted.

## 3) Current Address

(Required)  
The House Number, Street Name and City are all required or the ballot will not be counted.  
**Note:** Address printed here must match the address on the Voter Referral/Precinct Lookup Slip.

## 4) Former Address

(Not Required)  
This section is not required.

## 5) Identification

(Required)  
Identification is required or the ballot will not be counted.  
**Note:** Providing both the Driver's License Number and the Social Security Number is helpful during verification.

## 6) Voter's Signature

(Required)  
The voter's signature is required or the ballot will not be counted.

## Sample VAT Log

Election Official completes all VAT Log sections for each voter casting a provisional ballot.

Voter's Name • Verify Voter Information on Referral Slip	Voter's Precinct • Record Voter's City-Ward-Precinct from the EPB Slip (Voter Referral/Precinct Lookup Slip)	Ballot Party	Ballot Stub #	Double check your work	VAT Official's Initials • How did you verify the voter's current precinct?
<u>Brad Pitt</u>	<u>Westlake 1-A</u>	<input type="checkbox"/> Dem <input checked="" type="checkbox"/> Non <input type="checkbox"/> Rep	<u>N-0144</u>	1. Used Overlay to verify all required fields were completed 2. Used EPB Slip to verify correct precinct on ballot 3. Taped EPB Slip on front of Provisional Envelope 4. Noted any issues or problems on the Pink Memo 5. Put Provisional Envelope into correct Clear Pouch	<u>TK</u> VAT Official's Initials <input checked="" type="checkbox"/> Information verified on EPB Slip <input type="checkbox"/> Called BOE for Voter Information