

## PROVISIONAL BALLOT STEP-BY-STEP INSTRUCTIONS:

1. When does a Voter receive a Provisional Ballot instead of a regular ballot?
  - The voter's name is not included on the poll list (in the poll pad) and is **NOT** entitled to vote by using a "Fail Safe" procedure. Refer to your Election Day Handbook and the Training Materials for discussion on "Fail Safe" procedures.
  - The voter's name **is** included on the poll list, but this voter does not currently reside in the precinct and is **NOT** entitled to vote in this precinct by completing a VRG-4/12 form or a VRG-15 form, or other "Fail Safe" procedure.
  - The voter was unable or declined to present proof of identification when required by law to do so.
  - The voter is identified on the poll list as required to present an additional document that confirms the voter's identity and current residence address, but has not done so.
  - The voter is not a U.S. citizen.
  - The voter will not be eighteen (18) years of age or older at the general election.
  - The voter's signature on the poll list does not match the signature on the voter's registration record.
  - Other
2. To vote a Provisional Ballot, the Inspector and Voter will begin the process by completing the **PRE-4/PRO-2 Provisional Ballot Security Envelope** which includes the following Affidavits:
  - (1) "Challenge Affidavit of a Voter By A Challenger or Member of the Precinct Election Board Member (BLUE SECTION COMPLETED BY INSPECTOR; and
  - (2) "Affidavit of a Challenged Voter" (RED SECTION COMPLETED BY VOTER)
3. After Step 2 is completed, the Inspector must see a Vote Center Tech for instructions on calling up a Provisional Ballot on the Freedom Vote. In some instances, it may be necessary to contact Voter Registration to obtain the precinct number in order to call up the correct ballot. The Voter will then proceed to mark their Provisional Ballot on the Freedom Vote in secret.
4. Once the Voter has reviewed the Provisional Ballot on the Freedom Vote and printed the Provisional Ballot, the Voter will take the Provisional Ballot to the Inspector who will

place a RED “Provisional” sticker provided in the Inspector supplies over the bar code at the bottom of the ballot. The Voter will then take the Provisional Ballot to the Democrat (D) and Republican (R) Clerk to initial the back of the ballot.

The Provisional Ballot must, at all times, **remain separate from all other ballots.** **Remember**, place the “PROVISIONAL” sticker over the bar code. THIS STEP IS NECESSARY TO PREVENT A PROVISIONAL BALLOT from being deposited in the OVO.

5. After the Provisional Ballot has been initialed by the D and R Clerk, the Voter (a) completes and SIGNS the top half section (RED) on the PRO-2 (the flip side of the PRE-4), (b) places the Provisional Ballot inside the PRO-2 security envelope and (c) SEALS the PRO-2 envelope. The Inspector must then give the Voter the PRO-9 form “Instructions to Provisional Voter.”

#### **A SPECIAL NOTE ABOUT PRO-9 INSTRUCTIONS**

- a. Photo ID - If a voter is casting a Provisional Ballot because the Voter was unable or declined to present a photo ID, the **Voter may personally appear before the County Clerk or Election Board before NOON on November 13, 2020 with a valid photo ID and fill out a PRO-10.**

Additional Documentation – If a Voter is casting a Provisional Ballot because they were required to show additional documentation at the poll pad check-in and were unable to do so, the **VOTER MUST PRESENT THE ADDITIONAL DOCUMENTATION TO THE ST. JOSEPH COUNTY VOTER REGISTRATION OFFICE IN THE COUNTY-CITY BUILDING BY 6:00 PM on NOVEMBER 3, 2020. PLEASE INFORM THE VOTER OF THIS REQUIREMENT.**

6. The ballot’s validity will be determined by evaluation of the information on the OUTSIDE of the envelope regarding the voter’s qualifications in that precinct.

**REMEMBER: The PRE-4/PRO-2 ENVELOPE MUST BE FILLED OUT COMPLETELY BY THE INSPECTOR AND VOTER. OTHERWISE THE PROVISIONAL BALLOT WILL AUTOMATICALLY BE DISQUALIFIED FROM FURTHER CONSIDERATION.**

The PRO-2 envelope will only be opened by the St. Joseph County Election Board after the voter’s eligibility is determined to be accurate based on the evaluation of their voter eligibility and assessment of the voter’s needed documentation (if applicable).

7. Place all PRE-4/PRO-2 envelopes in the PRO-4 envelope and keep in the Inspector Bag for return to the County-City Building after the polls close.
8. After the polls close, the inspector and the Republican Judge return the provisional ballots and all election materials to the County Election Board.