Processing Voters-
Poll Pad Instructions

Absentee, Challenged, Pending,
Potential Non-Citizen, Potential Felon,
IDR and What Ifs

2020
Voters marked as Absentee Issued have requested an Absentee Ballot by Mail or voted in person during Advanced in Person Voting. On the search results page, absentee will be listed on the voter information line.

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10/30/1905
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Preinct 101, Combo 1

Warning – Voter has already been issued an absentee ballot (either in-person or by mail) and cannot vote a regular ballot unless:
- The voter surrenders the ballot; or
- A registrar has confirmed the issued ballot has not been voted, the issued ballot is cancelled by the registrar, and the voter completes the appropriate form.

Once the absentee ballot has been cancelled, press DOCUMENTATION PROVIDED and issue a regular ballot.
ABSENTEE BY MAIL VOTERS

If a voter requested a ballot by mail and has the ballot to surrender:

1. Confirm that the ballot is contained in the envelope and mark cancelled on the envelope.
   - This ballot should be returned on Election Night to the county office to the Registrar.
2. Tap on Documentation Provided box to remove the Absentee status from the record.
3. Continue through the voter certificate process with the voter and encode a voter card.
   - If time allows, contact county office and inform them of the surrendered ballot.

O.C.G.A. § 21-2-388

If a voter requested a ballot by mail and does not have the ballot with them at the polls:

1. The ballot could be at their home, in the mail on the way to the voter or on the way back to the county office.
   - As long as the ballot has not been received back by the county office, the issued ballot can be cancelled so the voter can vote in person.
   - Confirm with the county office if the ballot has been received back or not.
     - Ballot received back and is considered “cast”.
     - Inform voter that their ballot has been received and their vote has been cast for the current election.
     - If they have concerns, provide them with the name and phone number of the person at the county office that can assist them.
   - Ballot not received back at the county office.
     - Voter to complete form provided by the county office to cancel their Absentee by Mail ballot.
     - Tap on Documentation Provided box to remove the Absentee status from the record.
     - Continue through the voter certificate process with the voter and encode a voter card.
   - If the voter claims they did not request an Absentee by Mail ballot, provide the voter with the name and phone number of a contact person at the county office to assist them with the issue.

O.C.G.A. § 21-2-388
ABSENTEE BALLOT RECEIVED VOTERS

Voters marked as Absentee Ballot Received have returned their absentee ballot by mail for the election. On the search results page, Absentee Received will be listed on the voter information line.

Voters marked as Absentee Ballot Received:
1. Ask the voter if they voted and mailed/returned an absentee ballot to the County Registrar’s office or County drop box.
2. If voter states “yes”, then explain that they have already cast their vote for the current election and thank them for voting.
   - This voter will not be processed through and will not be eligible for a provisional ballot.
   - If the voter has questions, provide the name and phone number of the person at the county office that can assist them.

SEB Rule 183-1-14-.09
(Con’t Voters marked as Absentee Ballot received)

- If the voter states “no”, contact the county office for more information
  - If it is determined that the records show a vote was cast by this voter but they argue that they did not, the voter should be directed to the Provisional Ballot Station.
  - The county registrar will research this during the Provisional Ballot review period.

SEB Rule 183-1-12-.18

ADVANCED IN PERSON VOTERS

Voters marked as Advance In-Person have voted in person during the Advanced voting period. On the search results page, Advance In-Person will be listed on the voter information line.
(Con’t Voters marked as Advance In-Person)

**Voters marked as Advance In-Person:**

1. Ask the voter if they voted in person within the last three weeks.
2. If voter states “yes”, then explain that they have already cast their vote for the current election and thank them for voting.
   - This voter will not be processed through and will not be eligible for a provisional ballot.
   - If the voter has questions, provide the name and phone number of the person at the county office that can assist them.

SEB Rule 183-1-14-.09

3. If the voter states “no”, contact the county office for more information.
   - If it is determined that the records show a vote was cast by this voter but they argue that they did not, the voter should be directed to the Provisional Ballot Station.
     - The county registrar will research this during the Provisional Ballot review period.

SEB Rule 183-1-12-.18
The challenged mark is generated from the voter registration system. If the voter is marked as a challenged voter in ElectioNet, they will be listed as challenged in the poll pad. On the search results page, challenge will be listed on the voter information line.

For any voter marked as Challenged, ask for assistance from the Poll Manager:

1. The Poll Manager and the county office should have a process in place to explain to the voter the documents or information needed from the voter.
   - If voter cannot provide the necessary documents or information to resolve the Challenge status, voter should be directed to the Provisional Ballot Station.
     - There should be a process in place for the Poll Manager to tell the county office that a Provisional Ballot was completed by a Challenged voter.
   - If voter can provide the necessary documents or information,
     - Collect documents or information from voter and give to the Poll Manager to convey to the county office.
     - Tap on Documentation Provided box to remove the Absentee status from the record.
     - Continue through the voter certificate process with the voter and encode a voter card.

SEB Rule 183-1-12-.18
Contact the county office for any voter marked as Pending:

1. **These voters have submitted an incomplete voter registration application.**
   - In order to be able to vote on the Touchscreen, the voter will need to provide the missing information as described by the county office.

   *(Con’t Pending)*

   - The county office will explain what documents or information is needed from the voter to be able to remove the Pending status.
   - If voter cannot provide the necessary documents or information to resolve the missing information status, voter should be directed to the Provisional Ballot Station.
   - If voter can provide the necessary documents or information,
     - Collect documents or information from voter for the county office.
     - Tap on Documentation Provided box to remove the Absentee status from the record.
     - Continue through the voter certificate process with the voter and encode a voter card.

   SEB Rule 183-1-12-.18
Any voter marked as Potential Non-Citizen, can provide proof of citizenship at the polls and vote a regular ballot:

1. A List of Acceptable Documents is required to be provided by the county office for every polling place.
   - If voter cannot provide the necessary documents or information to resolve this status, voter should be directed to the Provisional Ballot Station.
   - If voter can provide any document from the list, *(Con't Potential Non-Citizen)*
      - Collect or document the type of document or information provided by the voter for the county office.
      - Tap on Update Voter's Status box to remove the Potential Non-Citizen status from the record.
      - Continue through the voter certificate process with the voter and encode a voter card.

SEB Rules 183-1-6, 183-1-12-.18
If a voter is listed as a Potential Felon:

1. Privately inform the voter that their record has been flagged as a Potential Felon who is currently serving a felony sentence, including probation or parole. They can sign an affidavit stating their eligibility and be allowed to vote on the Touchscreen.
   - If the voter signs the affidavit, tap on the Documentation Provided box and continue through the voter certificate process and encode a voter card.

(Con’t Potential Felon)

- This affidavit should be sent back to the county office on Election Night.
- If the voter refuses to complete the affidavit, they should be directed to the Provisional Ballot Station.

O.C.G.A. §§ 21-2-216, 21-2-545
SEB Rule 183-1-12-.18(4)
Voters with IDR status registered to vote by mail and did not provide ID with the application:

1. These voters can present any of the valid photo IDs and some additional documents (known as HAVA IDs) that can be provided for ID.
   - These additional forms of ID must list the name and address of the voter:
     - Utility Bill
     - Bank Statement
     - Government Check
     - Paycheck
     - Government document
   - NOTE: All voters that cannot provide an acceptable ID should be directed to the Provisional Ballot Station.

O.C.G.A. § 21-2-217
SEB Rules 183-1-6-.06, 183-1-12-.18
Voter already marked as voter on election day:

If a voter checking in at the Poll Pad station is already marked as voted,
1. Conduct the search again to confirm the correct voter was found.
   - If the next search finds the voter and is not listed as checked-in, process the voter through the voter certificate process and encode a voter card.
   - If the search does not find a different record for the voter,
     o Conduct a manual search using the first three letters of the last name and first three letters of the first name.
       ▪ Is there more than one person with the same name?
     o If no clear answer can be found, the voter should be directed to the Provisional Ballot Station.

SEB Rule 183-1-12-.18
Voter listed as wrong location:

After conducting a search of the voter, the record shows a “Wrong Location,”

1. Notify the voter of the polling place for their registered address.
2. Provide assistance to the voter of the location and address of their polling place.
3. If the voter states that they have moved and have a new address.
   • The voter should be asked if they have updated their address.
   • If they have, check the Supplemental Lists for their name and new address.
     o If found on that list, follow the procedures for Supplemental voters.
     o If not found, voter should be directed to the Provisional Ballot Station.
4. Explain to the voter that in order to vote for all races on the ballot, they should go to their correct polling place, but that if it is not practicable for the person to get to his or her correct polling place before the close of polls, that the person may vote a provisional ballot and only races the two polling places have in common will be counted.
   • If the voter determines that they do not want to travel to the other polling place, the voter should be directed to the Provisional Ballot Station.
   • If the voter decides to go to their registered polling place, provide any assistance needed.

SEB Rule 183-1-12-.18(4)

Voter not on list:

After conducting a search of the voter using the Scan Barcode function, no record is found,

1. Conduct a manual search using the first three letters of the last name and first three letters of the first name.
   • If a record is found, confirm the correct voter has been located.
Proceed with the voter certificate process with the voter and encode a voter card.

- If no record is found, confirm the search was completed correctly.
- If correctly searched, check the Supplemental Lists for their name and new address.
  - If found on that list, follow the procedures for Supplemental voters.
  - If not found, contact the county office for assistance.
- The voter should be directed to the Provisional Ballot Station if no registration record can be found.

SEB Rule 183-1-12-.18(4)

**Touchscreens/Printers are not operating:**

Checking in and processing voters will not change at the Poll Pad Station except that no voter card will be encoded.

1. Process the voters through the screen that shows the Touchscreen box and the Emergency Ballot box.

   Choose the type of ballot you are providing the voter

   TOUCHSCREEN  EMERGENCY PAPER BALLOT

   You have selected an EMERGENCY paper ballot, tap submit to continue

1. Tap on the Emergency Ballot box.
2. Next screen will show the party ballot (if a Primary election) and the precinct and district combo.

   Choose your party and tap Accept button to continue.

   Democratic  Nonpartisan  Republican
3. A paper Emergency Ballot will be pulled for the voter.
4. Voter should be provided a private area to vote the ballot.
5. Each voter should be reminded to review their ballot.
6. Voters will scan their ballot into the Polling Place Scanner.
   - If the Polling Place Scanner is not functioning, the voter will place the ballot in the Emergency Ballot slot in the ballot box.

SEB Rules 183-1-12-.11(2)(c) 183-1-12-.20