



Processing Voters- Poll Pad Instructions


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

2020




ABSENTEE

ABSENTEE ISSUED

	ADAMS, JOHN 10/30/1905 9540 MANGANESE DR, ANYTOWN, GA 12345 VOTER ID: 76500011	Absentee Issued	County School Precinct: 101 Combo 1
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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.

**State of Georgia**
(Training)
County School

GO BACK

Absentee Ballot Issued

ADAMS, JOHN
10/30/1905
9540 MANGANESE DR, ANYTOWN,
GA 12345
Precinct 101, Combo 1

DOCUMENTATION
PROVIDED

CLOSE

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

 BADGER, BROOKE R 03/10/1961 - Republican 3834 CLINTON TERRACE DR, ANYTOWN, GA 12345 VOTER ID: 76516421	Absentee Received	County School Precinct: 101 Combo 2
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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.

**State of Georgia
(Training)
County School**

GO BACK

Absentee Ballot Received

BADGER, BROOKE R
03/10/1961 - REPUBLICAN RUNOFF
3834 CLINTON TERRACE DR, ANYTOWN,
GA 12345
Precinct 101, Combo 2

CLOSE

Warning - Voter has returned their absentee ballot by mail and cannot vote a regular ballot.

The voter may ONLY cast a PROVISIONAL ballot. Contact the Election Office for additional assistance.

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.




(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

	HARRISON, WILLIAM HENRY 02/09/1903 - Republican 9704 CHELLS DR, ANYTOWN, GA 12345 VOTER ID: 76500019	Advance In-Person	County School Precinct: 101 Combo 1
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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.



State of Georgia
(Training)
County School

GO BACK

Advance In-Person Voter

**HARRISON,
WILLIAM HENRY**
02/09/1903 - REPUBLICAN RUNOFF
9704 CHELLS DR, ANYTOWN, GA 12345
Precinct 101, Combo 1

CLOSE

Warning – Voter has already voted during Advance In-Person Voting and cannot vote a regular ballot.

The voter may ONLY cast a PROVISIONAL ballot. Contact the Election Office for additional assistance.



(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



CHALLENGED

	WRIGHT, STEVEN 10/12/1922 8040 RACE AVE, ANYTOWN, GA 12345 VOTER ID: 5793984	Challenged	Board of Elections Office Precinct: 101 Split 1
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The challenged mark is generated from the voter registration system. If the voter is marked as a challenged voter in ElectionNet, they will be listed as challenged in the poll pad. On the search results page, challenge will be listed on the voter information line.


	State of Georgia (Training) Board of Elections Office	GO BACK
This Voter is in a Challenged status.		
WRIGHT, STEVEN 10/12/1922 9769 CHELLS DR, ANYTOWN, GA 12345 Precinct 101, Combo 1		DOCUMENTATION PROVIDED
<p>This voter is in a challenged status. If the voter provides the needed documentation, press DOCUMENTATION PROVIDED and process the voter as a regular voter.</p> <p>Otherwise, CLOSE, the search and send the voter to the Provisional Ballot station. Contact the Board of Elections to verify this information and further instructions.</p>		CLOSE

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.



PENDING



State of Georgia
(Training)
Board of Elections Office

GO BACK

Pending Voter

BROYLES, CALEB
11/20/1993
9674 CHELLS DR, ANYTOWN, GA 12345
Precinct 101, Combo 1

DOCUMENTATION
PROVIDED

CLOSE

The voter's record is pending because it is missing required information. If a registrar can be contacted and the missing information issue resolved, press DOCUMENTATION PROVIDED and issue a regular ballot. Otherwise, direct the voter to the provisional ballot station to vote a provisional ballot.

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



POTENTIAL NON-CITIZEN

State of Georgia
(Training)
Board of Elections Office

GO BACK

Potential Non-Citizen

LUNA, BLAKE
12/14/1981
9425 MANGANESE DR, ANYTOWN,
GA 12345
Precinct 101, Combo 1

DOCUMENTATION
PROVIDED

CLOSE

Voter has been flagged in the Voter Registration System as a possible Non-Citizen. If the voter can provide proof of citizenship press DOCUMENTATION PROVIDED and issue a regular ballot. Fill out a form documenting the proof of citizenship provided so that the citizenship status can be updated by the registrars.

If the voter cannot produce the documentation, the poll official should close out the search and send the voter to the Provisional Ballot station and issue the Voter a Challenged Ballot. Contact the County Registrar for individual's current status.

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.

O.C.G.A. §§ 21-2-216, 21-2-220, 21-2-220.1, 21-2-221, 21-2-221.1, 21-2-221.2
SEB Rules 183-1-6, 183-1-12-.18



POTENTIAL FELON

 Georgia Mock (2.5.0)
APPLING MOCK LOCATION

GO BACK

Potential Felony Sentence

TAPIA, JENNIFER
03/16/1918
9017 CENTENNIAL OAKS DR, ANYTOWN,
GA 12345
Precinct 001-MOCK, Split 00999

DOCUMENTATION
PROVIDED

CLOSE

Voter has been flagged in the Voter Registration System as currently serving a felony sentence, which includes probation and parole. Privately inform the voter of their eligibility issue. If the voter knows they are not currently serving a felony sentence, including probation or parole, they can sign an affidavit affirming their eligibility and be allowed to vote a regular ballot.

If the voter signs the affidavit, press DOCUMENTATION PROVIDED and issue a regular ballot. If the voter refuses to sign the affidavit, but still insists on voting, the poll official should close out the

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)



IDR - FIRST TIME VOTERS

 State of Georgia (Mock)
MCDUFFIE MOCK LOCATION

GO BACK

First Time Registrant

Voter is to provide either acceptable Photo ID or HAVA ID (current copy of utility bill, bank statement, government check, paycheck, or other government document showing name and address of voter).

If voter is not able to provide ID, press NO ID PROVIDED and send the voter to the Provisional Ballot station.

ID PROVIDED

NO ID PROVIDED

Voters with IDR status registered to vote by mail and did not provide ID with the application:

- 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



WHAT IF'S

Voter already marked as voter on election day:


 ALSTON, AZARIAH M 12/22/1964 9613 CEDAR RIDGE LN, ANYTOWN, GA 12345 VOTER ID: 76508557	Voted	Board of Elections Office Precinct: 101 Combo 1 Ballot Style: NON 101	CHK: 02/25/2020, 12:45:09
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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,
 - 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?
 - If no clear answer can be found, the voter should be directed to the Provisional Ballot Station.

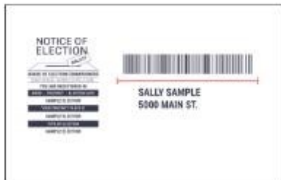
SEB Rule 183-1-12-.18


	Georgia Training Board of Elections Office	Precinct Records: 2618 Checkins: 11	Countywide Records: 74957 Config. Profile: 2.4.4 - 12.2019 Test
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Your Driver's License with Photo




Election Authority Notification Card







U.S. Passport




Bank Statement or Utility Bill




University or College ID




Out of State Driver License




U.S. Military ID







Voter listed as wrong location:


	ADAIR, ACE L 07/17/1985 10619 WILDWAY DR, ANYTOWN, GA 12345 VOTER ID: 76508572	Citygarden Precinct: CG Combo 2	Wrong Location
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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.
 - If found on that list, follow the procedures for Supplemental voters.
 - 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:

	State of Georgia (Training) Board of Elections Office	Precinct Records: 2685 Checkins: 1	START OVER			
<input type="text" value="Last Name"/>	<input type="text" value="First Name"/>	Search	ADVANCED OPTIONS			
DOB	ADDRESS	VOTER ID	LOCATION CODE	STATUS	RESET	SCAN BARCODE

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.**



State of Georgia
(Training)
Board of Elections Office

SUBMIT EMERGENCY
PAPER BALLOT

GO BACK

SUBMIT


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.**



Georgia Training
Board of Elections Office

PARTY SELECTION

GO BACK

ACCEPT

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