**Provisional Ballot Quick Tips**

1. Obtain a Notice to Provisional Voting Station from the Poll Pad station and review.

2. Ask the voter to complete the **front** (top portion) of the Voter’s Certificate.

   **VOTER’S CERTIFICATE**

   - Name of poll officer measuring voter's certificate
   - Voter's ID number (if available)
   - Voter's name
   - Voter registered for the first time in Georgia but citizenship not verified
   - Voter who registered for the first time in Georgia but citizenship not verified
   - Voter who is casting a ballot during extended poll hours as a result of a court order (applies to registered voter who does not have photo ID to present at time of voting)
   - Person believing that he or she has timely registered to vote but whose name does not appear on electors list
   - Out of Precinct voter. These voters can provide additional forms to provide proof of ID.
   - Provisional/Toll Attendance Number
   - Provisional Technician Name
   - Voter ID Number
   - Voter's signature
   - Voter ID Number

3. Ask for photo ID (IR and PI voters will not have ID).

4. Mark the type of Provisional/Challenged Voter on the back of the Voter’s Certificate in the “POLL OFFICER USE ONLY” section.

5. If the provisional code is PR, the voter must complete a Provisional Registration Application.

6. Write the Voter ID number on the **back** of the Voter’s Certificate.

**Make sure all lines are filled out on the voter’s certificate and if necessary registration application.**
**Provisional Ballot Quick Tips**

7. **Grab a Provisional Ballot**

8. **On the front of the Voter’s Certificate**
   - Write the ballot number

9. **Tear the top stub off the Provisional Ballot**
   - Put in Envelope #7

10. **On the Number List of Provisional/Challenged Voters form**
    - Fill in the following:
      A. Number the voter
      B. Name of Voter
      C. Provisional Code
      D. Ballot Style (located on ballot)

11. **Complete the front of the Provisional Outer Envelope**
    - A. Type of Election
    - B. Party (if primary or primary runoff)
    - C. Provisional Code
    - D. Voter’s name
    - E. Precinct
    - F. Ballot Style (located on ballot)
    - G. Election Date

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**Provisional Ballot Certificate**

- **Type of Election:**
  - General election
  - Special election

- **Party (if Primary or Primary Runoff):**
  - Democrat
  - Republican

- **Provisional Code:**
  - Voter who requested for the first time by mail but did not provide required identification
  - Voter who is casting a ballot during extended polling hours as a result of a court order
  - Voter who is voting for the first time in Georgia but did not provide proof of citizenship
  - Voter who did not verify

**Official Provisional Ballot**

- **Type of Election:**
  - General election
  - Special election

- **Voter’s name:**
  - Printed on ballot

- **Date:**
  - Printed on ballot

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**Provisional Ballot Quick Tips**

- **Grab a Provisional Ballot**
- **On the front of the Voter’s Certificate**
  - Write the ballot number
- **Tear the top stub off the Provisional Ballot**
  - Put in Envelope #7
- **On the Number List of Provisional/Challenged Voters form**
  - Fill in the following:
    - A. Number the voter
    - B. Name of Voter
    - C. Provisional Code
    - D. Ballot Style (located on ballot)
- **Complete the front of the Provisional Outer Envelope**
  - A. Type of Election
  - B. Party (if primary or primary runoff)
  - C. Provisional Code
  - D. Voter’s name
  - E. Precinct
  - F. Ballot Style (located on ballot)
  - G. Election Date
On the **back** of the Provisional Outer Envelope

A. Have the voter complete their section  
B. Write the Voter ID Number

In the secrecy folder to give to the voter place:

A. Provisional Ballot  
B. Inner Envelope  
C. Outer Envelope  
D. Pen

Direct the voter to a Provisional Voting Booth  
Instruct the voter to do the following:

A. How to mark the ballot  
B. Place the folded voted ballot in the Inner Envelope  
C. Seal the Inner Envelope  
D. Place the Inner Envelope in the Outer Envelope  
E. Seal the Outer Envelope  
F. Return to the Provisional Station

Have the voter deposit the completed ballot into the Provisional Voting

**DO NOT TOUCH THE COMPLETED PROVISIONAL BALLOT**
Provisional Ballot Quick Tips

16

Give the voter:
A. “I Voted” sticker
B. Provisional Ballot Voting Guide
C. Contact Information Sheet

17

Place Provisional Voter Certificate in the Valid Provisional Ballot Voter Certificate Binder

18

A. Complete the Notice to Provisional Voting Station Form
B. Put in Envelope #3
Provisional Ballot Quick Tips

A. Complete the Valid Provisional Ballot Voter Certificate Binder
B. Place in Envelope #3

A. Complete the UNUSED EMERGENCY/ PROVISIONAL BALLOT FORM
B. Place in Envelope #3

A. Complete the Provisional Ballot Recap Sheet (PROVRecap2020)
B. Place in Envelope #3