

# PROVISIONAL QUICKTIPS

- Obtain "Notice to Provisional Voting Stations" from Poll Pad station and review. The Voter ID number, if available, should be included on this form.
- Ask voter to complete the front of the Voter Certificate.
- Ask for photo ID (IR and PI voters will not have ID).
- Write the Voter ID number on the back of the Voter Certificate.
- Put your initials next to the form of ID provided on the front of the provisional voter certificate.
- If provisional code is PR, voter is to complete a Provisional Registration Application.
- Make sure all lines are filled out on Voter Certificate and Registration Application.
- Fill out the front of the salmon colored Outer Envelope. Check the type of election, party (if primary) and provisional code. Write the voter's name, precinct, ballot style and election date.
- The voter should fill out the back of the Provisional Outer Envelope.
- Write the Voter ID number on the rear-bottom of the salmon colored Outer Envelope.
- Write voter's name, code and ballot style on Provisional Numbered List (form #10)
- Write ballot stub number on the front of the Voter Certificate.
- Tear the stub off the top of the Provisional Ballot (Put in envelope #7).

IN ELECTIONS IN WHICH THERE ARE NO FEDERAL CANDIDATES ON THE BALLOT, THE FOLLOWING PERSONS MAY ENITLED AN ELECTION WHIO IS ENITLED TO RECEIVE ASSISTANCE IN VOTING:

( ) an elector's sister  
 ( ) the elector's brother  
 ( ) the elector's mother  
 ( ) the elector's father

Name of person assisting such elector: \_\_\_\_\_

IN ELECTIONS IN WHICH THERE IS A FEDERAL CANDIDATE ON THE BALLOT, ANY ELECTOR WHO IS ENITLED TO RECEIVE ASSISTANCE IN VOTING, SHALL BE SUBMITTED BY THE POLL MANAGER TO SELECT ANY PERSON OF THE ELECTOR'S CHOICE EXCEPT THE ELECTOR'S EMPLOYER OR AGENT OF THAT EMPLOYER OR OTHER OR AGENT OF THE ELECTOR'S UNION.

**PROVISIONAL BALLOT VOTERS ONLY**

I believe I am registered to vote in Georgia:

☐ At the Department of Driver Services, DLS.

☐ By Mail.

☐ In person at (please specify location): \_\_\_\_\_

☐ If other than Department of Driver Services, approximate date of registration: \_\_\_\_\_

**PROVISIONAL/CHALLENGED BALLOT VOTERS ONLY**

PI Registered voter who does not have photo ID to present at time of voting

PI Person believing that he or she has been timely registered to vote but whose name does not appear on voters list

PI Person who registered for first time by mail but did not provide required identification

HI Voter who is wearing a ballot during extended poll hours as a result of a court order (applies to federal elections only)

PO Out of Precinct

N Voter who registered for the first time in Georgia but did not provide proof citizenship

N Person who did not verify

Write Voter ID  
Number Here

OFFICE USE ONLY									
NAME		DATE		PLACE OF BIRTH		COUNTRY		COUNTY	
RECEIVED WITHOUT VISA (NAME & STREET ADDRESS)		ENTRY/EXIT REGION		DATE		AP NUMBER		CLASS. (1-4)	
RECEIVED WITH VISA (NAME, ADDRESS, AND OFFICE NEW ORIGIN)		DATE		DATE		AP NUMBER		CLASS. (1-4)	
NAME, SECURITY NUMBER		<p><b>I SWEAR OR AFFIRM THAT:</b></p> <p>I am a citizen of the United States and a resident of Georgia. Check one: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>I reside at the address listed above.</p> <p>I am 18 years of age or older or will be 18 within six months of the date of this application.</p> <p>I am eligible to vote in Georgia.</p> <p>I am not serving a sentence for having been convicted of a felony involving moral turpitude.</p> <p>I have not previously been judicially declared to be mentally incompetent.</p>							
<p>DATE OF BIRTH: MONTH DAY YEAR</p> <p>SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE</p> <p>RACE: <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> HISPANIC/LATINO <input type="checkbox"/> OTHER: _____</p>		<p>Date: _____</p> <p>Signature of person registering: _____</p> <p>Signature of person assisting (if needed) also: _____</p>							
<p><b>WARNING:</b> Any person who registers to vote knowing that such person does not possess the qualifications required by law, who registers under any name other than such person's own name, or who knowingly gives false information in registering shall be guilty of a felony. O.C.G.A. § 13-12-501</p>									
RECEIVING OFFICIAL									

## Beige document

**The Full Officer must complete the following information before issuing the motor vehicle envelope to the voter.**

<b>Date of Birth</b>	<b>Party (if Release on Bail/Bond)</b>	<b>Personalized Seal: Check all that apply</b>
<input type="checkbox"/> Undetermined	<input type="checkbox"/> Defendant	<input type="checkbox"/> Defendant placed in vehicle and driven to court or prosecutor's office
<input type="checkbox"/> Released on Bail/Bond	<input type="checkbox"/> Defendant	<input type="checkbox"/> Defendant placed in vehicle and driven to court or prosecutor's office, and whereupon
<input type="checkbox"/> Defendant	<input type="checkbox"/> Defendant	<input type="checkbox"/> Defendant placed in vehicle and driven to court or prosecutor's office, and whereupon
<input type="checkbox"/> Defendant	<input type="checkbox"/> Defendant	<input type="checkbox"/> Defendant placed in vehicle and driven to court or prosecutor's office, and whereupon
<input type="checkbox"/> Defendant	<input type="checkbox"/> Defendant	<input type="checkbox"/> Defendant placed in vehicle and driven to court or prosecutor's office, and whereupon

**Official**

**Provisional**

**Ballot**

Name (please print): \_\_\_\_\_

Product Name or Number: \_\_\_\_\_

Ballot Style or District Combination (if Applicable): \_\_\_\_\_

Date: \_\_\_\_\_

To ensure that each provisional ballot is processed correctly, please allow the voter to fill in the information below.

**PRINT** Elector's Name Legibly \_\_\_\_\_  
Elector's Date of Birth \_\_\_\_\_  
GA Driver's License/ ID # \_\_\_\_\_  
Current Residence Address of Elector \_\_\_\_\_  
\_\_\_\_\_

[illegible]

14. Place the Provisional Ballot, Inner and Outer Envelopes and a pencil/pen in the secrecy folder. Instruct the voter how to mark the ballot then place the ballot in the white inner envelope and seal it, place the white envelope in the salmon colored envelope and seal that. They then will bring the completed ballot back to Provisional Station.

15. Direct voter to Provisional Voting Booth

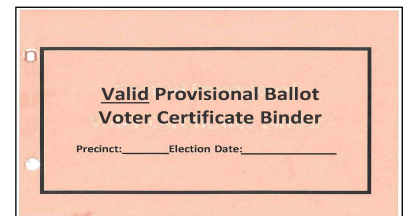
16. When the voter is finished, **DO NOT TOUCH THE COMPLETED PROVISIONAL BALLOT**. Have voter deposit ballot into the orange Provisional Voting Bag.



17. Give the voter an “I Voted” sticker and the “Notice to Provisional Voter” form.



18. Place all Provisional Voter Certificates in the Valid Provisional Ballot Voter Certificate Binder.



19. Complete the Notice to Provisional Voting Station Form (Put in Envelope #3 – Red in color).

20. Place the Valid Provisional Ballot Voter Certificate Binder in Envelope #3.

21. Place all spoiled Voter Certificates in the Spoiled Provisional Voter Certificate Binder and place in Envelope #7.

### Note: **Extended Hours voting**

- Should extended voting hours be ordered it is important to know who is a regular voter and who is an Extended Hours (EH) provisional voter.
- Voters who are in line at 7:00 are to be processed as regular voters.
- Have a poll worker go to the end of the line.
- If extended hours have been ordered, voter who get in line behind the poll worker will be processed as EH provisional voters.
- EH voters will be issued a voter access card from the Poll Pad station and will mark a ballot on the BMD.

- f. They will NOT cast their ballot using the scanner. Instead they will proceed to the Provisional Station.
- h. The poll worker at the Provisional Station will EH voters will complete the salmon colored outer envelope.
- i. EH voter will place their ballot in the white inner envelope, seal it, and place it in the salmon colored outer envelope and seal that.
- j. Outer envelope containing the marked ballot will be place in the orange ballot bag by the voter. The poll worker does not touch a completed ballot.
- k. Give the voter an “I Voted” sticker.

## **PROVISIONAL VOTING STATION**

### **SUPPLIES NEEDED**

Provisional Numbered List of Voters, Provisional Voter Certificates, Pens for Marking Ballot, Provisional Ballots, Secrecy Folders, Provisional Notice to Voters, Provisional Ballot Envelopes, Provisional Ballot Security Bag (big orange provisional bag), Provisional Voter Registration Forms (beige form), Envelope for Ballot Stub, I Have Voted stickers, Provisional Ballot Procedure, and Provisional Voting Instructions to be posted inside of voting booth.

## **PROVISIONAL CODES**

Use appropriate code (use codes below) on the Provisional Numbered List, Provisional Outer Envelope and Provisional Voter Certificate.

**PR** – Person whose name does not appear on Electors List. The voter insists that they registered to vote prior to the cut-off date (code PR denotes prior registration) **Note:** Voter must also complete a Voter Registration Application.

**Code PR** also includes voters' who are registered in the state of Georgia, but outside of Fulton County.

**PI** – Voter who does not have one of the acceptable forms of photo ID. The voter is eligible to vote, without acceptable form of photo identification, they must vote a Provisional Ballot. They have three days to show proper identification in order for their ballot to be counted. PI-Photo Identification.

**IR** – Voter who registered for first time by mail in Georgia but did not provide valid identification.

**EH** – Voter who is casting a ballot during extended poll hours as a result of a court order.

**CODE EM:** Voter who is casting a ballot during an emergency because there is a problem with the touch screen voting units will cause a delay in voting (code EM denotes emergency ballot). Note, as long as you have at least one voting unit available for voting, you may continue voting on the touch screen voting unit but continue setting

up all other units. You must mark the provisional code and your initials under the “Poll Wrk Init” column on the Elector’s List (example: EM/rc). EM-Emergency.

**OP-** Person whose name is not on the registered list of electors for this precinct (Showed up in the incorrect precinct), but is registered in Fulton County.

**V-** Voter who registered for the first time in Georgia, is pending verification, and did not provide ID. Voter puts the ballot into the Ballot Bag (Another form of IR 3 days).

**X-** Voter who did not provide proof of Citizenship (3 days Challenged Voter) Provisional/Challenged Ballot

The Voters eligibility has been challenged by another elector and the voters in unverified status.

On the Poll Pad

- **“V” - mismatch of DDS information**
- **“X” a potential non-citizen who has not provided proof of citizenship**

### **Code X**

**“X” in Poll Pad-**For any individual appearing as a non-citizen on Election Day, the Poll Pad electronic poll books will show a black “X” with a lavender background in the status column on the electors list screen and will instruct the poll worker to have the voter contact the board of registrars.

### **Code V**

**“V” in Poll Pad-** For any individual whose first name, last name, date of birth, driver’s license number, or last four digits of the Social Security number could not be verified by Election Day, the Poll Pad electronic poll books will show a “V” in the status column on the electors list screen.

So long as the individual provides proper identification, (refer to course material on Photo ID requirements) the individual will be checked in and will cast a ballot in the same manner as a voter with a status of “A” or “I.”

If no ID- the individual will vote a Challenged/Provisional Ballot

## CHALLENGED BALLOT

### Voter's Right to Vote is Challenged at the Poll by Another Voter (O.C.G.A. 21-2-230(i))



Any voter of Fulton County or the municipalities may challenge the right of any other voter of Fulton County or the municipalities, whose name appears on the list of electors, to vote in an election. The challenge must be in writing and specify the grounds for the challenge. The challenge may be made at any time prior to the challenged voter voting or in the case of a paper absentee ballot, prior to 5:00 p.m. on the day before the election. If the challenged voter is voting in-house absentee on the BMD, the challenge must be made prior to the voter casting his/her ballot.

### **PROCEDURE FOR CHALLENGE RECEIVED AT POLLS**

If a voter indicates to a poll worker that he/she wants to challenge a voter's right to vote, both voters should be referred to the Poll Manager, who will then take both voters to the Provisional/Challenge Ballot Station. The Poll Manager will follow this procedure **as per the sample form below** for **each challenged voter**. This will insure each party's rights under the provision of the Georgia Election Code. The challenged voter should not be allowed to vote until the following has occurred (check each step as you complete it): **THESE FORMS WILL BE INCLUDED WITH YOUR SUPPLIES.**

### **LOCATE THE "PROCEDURE FOR CHALLENGE RECEIVED AT POLLS" FORM**

- \_\_\_\_\_ 1. Precinct \_\_\_\_\_ Time \_\_\_\_\_ Print Poll Manager's name \_\_\_\_\_
- \_\_\_\_\_ 2. Receive, in writing from the challenger, a signed document which includes: his name and address, the name and address of the person being challenged, and the reason for the challenge.
- \_\_\_\_\_ 3. Have the challenged voter complete a voter's certificate if he has not already done so. Indicate here the time the voter arrived to vote \_\_\_\_\_.
- \_\_\_\_\_ 4. Complete the **NOTICE OF HEARING** form.
- \_\_\_\_\_ 5. Circle the word "CHALLENGE" found at the top of the ballot.
- \_\_\_\_\_ 6. Use the salmon colored Official Provisional Ballot Outer Envelope and Write Across the FACE of the Envelope, CHALLENGED BALLOT (CROSS OUT PROVISIONAL), then record on the Challenge Envelope, the voter's: (a) name (b) Precinct, (c) Ballot Style/District Combo#, this number can be found in the upper right corner of the ballot stub and (d) election date and time voter voted.

- \_\_\_\_\_ 7. Insert the ballot into the Secrecy Folder and give it to the voter along with the white “official provisional ballot” envelope (cross out the word provisional and write challenged) and the special pen for marking the ballot. Instruct the voter, after voting the ballot, to fold his/her voted ballot so that word "challenged" can be seen after it is folded. Direct Voter to the Provisional Voting Booth to vote their ballot and direct the voter to insert their voted ballot in the white envelope and return to the Provisional/Challenge Ballot Station.
- \_\_\_\_\_ 8. Once the voter returns to the Provisional/Challenge Ballot Station, have the voter to insert the ballot into the salmon colored Challenge Ballot Envelope and deposit the ballot in the Provisional/Challenged ballot envelope in your presence.
- \_\_\_\_\_ 9. Ask the challenged voter’s if they will be attending the challenge hearing at the Election Preparation Center and indicate the response here\_\_\_\_\_. If the response is no, have the challenged voter call the Supervisor of Elections at 404-612-7020.
- \_\_\_\_\_ 10. Call the Election Supervisor's office and indicate: (a) your name, (b) precinct, (c) name of the Challenged Voter (write the voter’s name here), (d) the time the challenged voter appeared at the polls to vote, and let us know if the Challenged Voter was permitted to vote a challenged ballot.
- \_\_\_\_\_ 11. Hold the **NOTICE OF HEARING** and this procedure; we will have a driver pick them up as soon as possible. When the driver arrives, obtain the Challenged Ballot from the Provisional Ballot Container and give all items to the driver to deliver to the Elections Office.
- \_\_\_\_\_ 12. If the Challenged Ballot envelope is not picked up by the driver by 4:00 p.m. call the Elections Division immediately at 404-612-7020 to pick it up.

**You have been notified by the Elections Office of a Challenge to a Voter’s Right To Vote and A Decision Is Not Made Regarding the Voter’s Eligibility** : (O.C.G.A. Section 21-2-230(i)): **As per the Sample Below**: If the Board of Elections notifies you that they have received a challenge regarding a voter’s right to vote in your precinct, but have not determined if the voter is eligible to vote, you shall do the following:

## **“PROCEDURE FOR HANDLING A CHALLENGED VOTER’S RIGHT TO VOTE”**

- \_\_\_ 1. This voter must vote a Provisional/Challenged Ballot.
- \_\_\_ 2. Notify the elector's list clerk to contact you as soon as the challenged voter presents his voter's certificate for a ballot.
- \_\_\_ 3. When the Challenged Voter arrives to vote, give the challenged voter the Notice of Hearing and indicate here the time the challenged voter arrived to vote:
- \_\_\_ 4. Have the Provisional/Challenge Ballot Clerk issue the ballot for the challenged voter to you.
- \_\_\_ 5. Circle the word “Challenge” found at the top of the Ballot.
- \_\_\_ 6. Follow steps 7-15 on the preceding page.

### ***HOW TO SPOIL A PROVISIONAL BALLOT***

**If for any reason (or no reason) a voter states that he has spoiled his ballot, you must issue the voter another ballot in accordance with Ga. Election Code Section 21-2-433(b) as follows:**

#### **SPOILING A REGULAR BALLOT**

<b>OLD BALLOT</b>	<ul style="list-style-type: none"><li>• Write Spoiled on the Face of the Ballot</li><li>• With stub attached, Place in envelope #7, labeled Provisional Ballot Stubs, Spoiled and Cancelled (Not Cast) Ballots.</li></ul>
<b>VOTER’S CERTIFICATE</b>	<ul style="list-style-type: none"><li>• Locate voter’s Provisional Voter’s Certificate</li><li>• Draw a line through the spoiled ballot number and write SB beside it</li><li>• Pull New Ballot</li><li>• Write new Ballot Number above old Ballot Number</li></ul>
<b>NUMBERED LIST</b>	<ul style="list-style-type: none"><li>• Locate voter’s name</li><li>• Write SB beside voter’s name (do not cross out voter’s name)</li></ul>
<b>NEW BALLOT</b>	<ul style="list-style-type: none"><li>• Issue the NEW Provisional Ballot to the Voter and Direct to Voting Booth</li></ul>