

# **Same Day Registration/Provisional Clerks (2)**

## **Same Day Voter Registration**

If a voter has missed the deadline to register and vote, they can register and vote on the same day. Voters must be ready to vote here. They cannot take the ballot and envelope away from the voting location.

Using the Voter Processing Module, you will type in the voter's last name and first name and select search to be certain they are not registered.

Print a Provisional Label for the voter following the procedures outlined in the Step-by-Step Guide.

Affix the label on the top right of the side you are filling out.

Complete the Elections Official's section on the yellow Same Day Voter Registration envelope (DO NOT complete Elections Department box at the bottom).

Then have the voter fill out the Voter Registration Form on the ballot envelope.

Make sure the voter signs the form!

Direct the voter to the Ballot Pick-up Station.

## Provisional Voters

If a voter's eligibility to vote cannot be confirmed at the time they have shown up to vote, we **ALWAYS LET THE VOTER VOTE**. We just put it in a pink envelope to be researched during the canvass.

Some reasons why a voter will vote provisionally:

- The voter is a first-time federal voter who is required to show ID but does not have an ID to show.
- The voter already returned their ballot.
- The voter lives outside the county and is not doing a Same Day Voter Registration.
- The voter arrives after 8pm Election Night (if the voter comes in after 5pm on the other three days, you can ask them to come back, or issue them a regular ballot if feasible).

Using the Voter Processing Module, you will type in the voter's last name and first name and select search to be certain they are not registered.

Print a Provisional label for the voter following the procedures outlined in the Step-by-Step Guide.

Affix the label underneath the Voter's Declaration.

Complete your side of the envelope. Instead of Precinct number, write in your location.

Have the voter complete their side of the envelope and make sure they sign it.

*Thank you for taking the time to support our community in exercising their right to vote. Elections would not be possible without election workers like you!*