

Provisional Ballots

- If a voter's name is not found in the Poll Book call the Elections Office to verify the voter's status.
- If the Poll Book indicates, the voter was issued an absentee or mail-in ballot the voter must vote a Provisional Ballot unless:
 - The voter turns in the ballot and envelope containing the declaration to the Judge of Elections.
 - The Judge of Elections spoils the ballot.
 - The voter is required to sign a statement stating they turned in their ballot and requested it to be voided.
- If the Poll Book indicates, the voter returned their voted absentee or mail-in ballot then the voter is not eligible to vote at the polling place on Election Day.
- After speaking with the Elections Office and it is determined the voter needs to vote by Provisional Ballot follow these steps:
 - Voter completes #1 on "Provisional Ballot" envelope with their personal information.
 - Name
 - Date of Birth
 - Address
 - Municipality
 - County
 - Telephone Number
 - Sign and date
 - Judge of Elections and Minority Inspector complete #2 on "Provisional Ballot" envelope with Precinct information and sign and date.
 - Check the appropriate boxes that apply to the reason(s) the voter is voting by Provisional Ballot.
 - For Primary Elections it is important to indicate the voter's party (Democratic or Republican).

- Give the voter their ballot and an “Official Provisional Ballot Secrecy Envelope”
 - The voter votes by filling in the circles next to their candidate choice with a black ink pen.
- After they complete the ballot the voter places the ballot into the secrecy envelope, seals it, and hands it to the Judge of Elections.
- The Judge of Elections inserts the sealed secrecy envelope into the “Provisional Ballot Envelope” and seals the envelope.
- The voter signs and dates #4.
- The Judge of Elections places the sticker from the “Provisional Ballot Receipt” on the bottom right corner of the envelope where it says “Affix Ballot ID Number Here”.
- The remaining portion of the “Provisional Ballot Receipt” is given to the voter.
 - The receipt is used by the voter to check on the status of their Provisional Ballot.
- After the Polls are closed all completed “Provisional Ballot Envelopes” are placed in the white “Provisional Voting – Return Envelope” and the envelope is sealed.
- The front of the white “Provisional Voting – Return Envelope” is completed.
- The completed white envelope is placed in the yellow security return bag.
- All unused Provisional Ballot materials (unused envelopes, unused ballots, and unused receipts) are banded together and placed in the yellow security return bag.
- Any questions contact the Elections Office at 724-228-6750.