

Provisional Ballots

****The provisional ballot materials are located in the Blue Elections Supply Bag in a sealed tamper evident plastic bag. ****

When to issue a voter a Provisional Ballot:

- If a voter's name is not found in the poll book. (But first, contact 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 official ballot and return envelope containing the declaration to the Judge of Elections.
 - The Judge of Elections spoils the ballot.
 - The voter is required to sign a Declaration to Surrender Their Ballot stating they turned in their mail ballot and return envelope and request it 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. However, if they insist on voting issue a Provisional Ballot.

If it is determined the voter needs to vote by Provisional Ballot follow these steps:

- Voter completes Section #1 on Provisional Ballot Envelope with their personal information.
 - Full Name
 - Date of Birth
 - Address of residence with city and zip code
 - Municipality
 - County
 - Telephone Number
 - Signature and date
 - Address of residence with city and zip code
- Judge of Elections and Minority Inspector complete Section #2 on Provisional Ballot Envelope with precinct name then sign and date.
 - Check the appropriate box that applies to the reason the voter is voting by Provisional Ballot.

- For Primary Elections, it is important to indicate the party of the enclosed ballot (Democratic or Republican).
- Give the voter a paper ballot labeled Provisional Ballot, an Official Provisional Ballot Secrecy Envelope, and the Provisional Ballot 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 in the secrecy envelope, seals it, inserts the sealed secrecy envelope in the Provisional Ballot Envelope, and seals this envelope.
- The voter signs and dates Section #4 in front of the Judge of Elections.
 - If the voter **does not sign** Section #4 their vote **will not count**.
- 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 voter can use the information on the receipt to check the status of their Provisional Ballot after the election.

After the Polls are closed all completed green Provisional Ballot Envelopes are placed in the white Provisional Voting – Return Envelope and the envelope is sealed.

- Complete the front of the white envelope.
- 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.