

PROCESSING THE VOTERS PROVISIONAL BALLOT

Once it is determined that the voter must vote provisionally through the ePollbook, have the voter complete steps 1 through 6 on the provisional envelope. Inform the voter that this information is required for the Provisional Ballot to be counted.

STEP 1: The voter must print his/her full name

STEP 2: The voter must write his/her Date of Birth

STEP 3: The voter must provide his/her CURRENT Ohio address

STEP 4: The voter may provide his/her FORMER address. This step is NOT required.

STEP 5: The voter must provide one of the following –

- Write his/her FULL Ohio driver's license number or state identification card number; OR
- Write the last 4 digits of his/her Social Security Number; OR
- Check the box next to the form of identification he/she showed the PEO

STEP 6: The VOTER must sign and date the Affirmation Statement

*If the voter cannot provide an acceptable form of identification, he/she has seven (7) days to appear at the Board of Elections to provide ID.

Review the envelope and ensure that the voter completed STEPS 1 through 6

Complete the check-in process and issue the ballot through the ePollbook. Once you see the "Voter Successfully Checked In" screen on the ePollbook, fold the ballot in half and slide the ballot under the lip of the envelope and hand the envelope and ballot to the voter. Provide the voter with instructions on finalizing their ballot. Be sure to instruct the voter to RETURN to the Voting Assistance Table with their completed ballot and envelope to complete their voting process.

FINAL STEP:

Fill out the PRECINCT, SPLIT & BALLOT TYPE on the administrative slip in the upper right hand corner of the Provisional Envelope

**DO NOT allow a voter to place
their ballot in the M100**