



Election Assistance Commission: National Clearinghouse (2024)

Pollbook Unclear? No Need to Fear! A Worksheet Leads the Way for Processing Non-Routine Voters

A copy of our non-routine voter worksheet (called the Voter Referral Worksheet) is provided on the following pages.

It is designed to be printed on 8.5” x 14” paper.

Voter Referral Worksheet

Precinct # _____

Return in
Envelope #8

Look up non-routine voters on Poll Pad and follow instructions. For other situations, complete this worksheet.
(NOTE: This worksheet is required for all provisional voters and all voter situations where you call the office.)

Voter's last name:		<input type="radio"/> A. Voter has an Absentee status on Poll Pad <input type="radio"/> B. Voter is not listed on Poll Pad in any precinct or needs SDR <input type="radio"/> C. Voter has moved from address on Poll Pad <input type="radio"/> D. Voter is marked as already voted <input type="radio"/> E. Unsure
First name:	Middle name:	

CHIEF or ASSISTANT CHIEF: Complete one section, as appropriate.

A. Voter has an Absentee status on Poll Pad	If — Poll Pad shows ISSUED: Did voter bring ballot? <input type="radio"/> Yes, has ballot: See What-If #19 for absentee surrender instructions. <i>(After the first voter in this situation, worksheet is not required for subsequent surrendered absentee ballots.)</i> <input type="radio"/> No, does not have ballot: Voter may only vote a provisional ballot (reason #4). See back.
	If — Poll Pad shows MARKED or PRE-PROCESSED or ON MACHINE or FWAB: <input type="radio"/> Voter may vote a provisional ballot (reason #5). See back.

B. Voter is not listed on Poll Pad in any precinct –OR– voter needs to do a same day registration	<input type="checkbox"/> On Poll Pad, perform advanced search for address. Confirm voter is not listed in any precinct. <i>(If you cannot find voter but they say they are registered in Fairfax County, call 703-324-8765.)</i> <input type="checkbox"/> On Admin Tablet, use My Neighborhood app to record voter's address and precinct number.				
	<table border="1"> <thead> <tr> <th>Voter's current address</th> <th>Precinct #</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Voter's current address	Precinct #		
	Voter's current address	Precinct #			
<input type="checkbox"/> Select appropriate option: <input type="radio"/> Voter lives in this precinct. Proceed with SDR provisional ballot (reason #1). See back. <input type="radio"/> Voter lives in precinct # _____. Give voter address of polling place where they may vote.					

C. Voter has moved from address on Poll Pad	<input type="checkbox"/> Write voter's former and current addresses. On Admin Tablet, use My Neighborhood to look up each address and write precinct number and congressional district.												
	<table border="1"> <thead> <tr> <th>Voter's former address (as listed in Poll Pad)</th> <th>Precinct #</th> <th>Cong. Dist. #</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <th>Voter's current address</th> <th>Precinct #</th> <th>Cong. Dist. #</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Voter's former address (as listed in Poll Pad)	Precinct #	Cong. Dist. #				Voter's current address	Precinct #	Cong. Dist. #			
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Voter's current address	Precinct #	Cong. Dist. #											
<input type="checkbox"/> Evaluate Moving Conditions in What-ifs. Is voter eligible to vote in this precinct? <input type="radio"/> Yes, eligible to vote an SDR provisional ballot (reason #1). See back. <input type="radio"/> Yes, eligible to vote routinely. <input type="radio"/> No, eligible to vote in precinct # _____. Give voter address of polling place.													
<input type="checkbox"/> Date moved _____													

D. Voter is marked as already voted	<input type="checkbox"/> On Poll Pad, perform advanced search to confirm you looked up correct voter.
	<input type="checkbox"/> Once voter status is confirmed, voter may only vote a provisional ballot (reason #5). See back.

E. Unsure	<input type="checkbox"/> On Poll Pad, perform advanced search. If voter has prompt on screen, follow instructions.				
	<input type="checkbox"/> If you need further assistance, call office.				
	<table border="1"> <tr> <th>Time of call</th> <th>Name of office staff assisting you</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Time of call	Name of office staff assisting you		
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CHIEF or ASSISTANT CHIEF: Select provisional reason.

- Front side (without flap) – Same Day Registration**
- Reason #1: Same Day Registration (or not on pollbook)
- Back side (with flap) – All other provisional reasons**
- Reason #3: Voting after hours due to court order
 - Reason #4: Vote by mail – no ballot to surrender
 - Reason #5: Shown on pollbook as already voted
 - Reason #6: Other _____ (This is rare. If no other reasons apply, call office before proceeding.)
 - Reason #7: Voter does not have required ID and declined to complete ID Confirmation Statement

PROVISIONAL SPECIALIST: Complete checklist.

- 1. **Verify voter has provided acceptable ID.**
If voter does not have acceptable ID, they may complete an ID Confirmation Statement.
- 2. **In upper right corner of appropriate side of provisional envelope, write precinct number.**
 - In general elections: draw a continuous line through both “D” and “R” checkboxes.
 - In primary elections: check appropriate party ballot checkbox (“D” or “R”).
- 3. **Direct voter to complete appropriate side of envelope based on provisional reason above.**
- 4. **Complete “Election Officer” box in bottom left corner and sign.**
- 5. **Use overlay to verify voter completed all required fields.**

<p>SDR side (front): Use SDR Overlay to check.</p> <p><u>Section 1</u></p> <ul style="list-style-type: none"> ▪ Citizenship ▪ Full Social Security Number ▪ Date of Birth ▪ Gender <p><u>Section 2</u></p> <ul style="list-style-type: none"> ▪ Last Name, First Name, Middle Name ▪ Residence Address, City/Town, ZIP Code <p><u>Section 3</u></p> <ul style="list-style-type: none"> ▪ 1st checkbox ▪ 2nd checkbox (if applicable) <p><u>Section 7</u></p> <ul style="list-style-type: none"> ▪ Signature ▪ Date 	<p>Other side (back): Use Other Overlay to check.</p> <p><u>Section 1</u></p> <ul style="list-style-type: none"> ▪ Last Name, First Name, Middle Name <p><u>Section 2</u></p> <ul style="list-style-type: none"> ▪ Date of Birth <p><u>Section 3</u></p> <ul style="list-style-type: none"> ▪ Social Security Number (last 4 digits) <p><u>Section 4</u></p> <ul style="list-style-type: none"> ▪ Residence Address, City/Town, ZIP Code <p><u>Section 6</u></p> <ul style="list-style-type: none"> ▪ Signature ▪ Date
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- 6. **Have another officer confirm all required fields are completed.** Who performed double check?
 Chief Assistant Chief Other EO (name): _____
- 7. **While voter remains seated at your table, instruct them to complete ballot.**
Provisional voters should NEVER scan their ballot on the DS200.
- 8. **Instruct voter to fold and seal completed ballot in provisional envelope.**
- 9. **On Provisional Voter Notice, check appropriate reason for issuing provisional ballot.**
Give notice and “I voted” sticker to voter.
- 10. **Enter information in electronic provisional ballot log on Admin Tablet.**
Make a checkmark in upper right corner of envelope to indicate it was logged.
- 11. **Place sealed provisional envelope in appropriate #1A envelope.**