

Electronic Poll Book (E Poll Book) Inspector

- Ask EVERY voter for photo ID
 - If voter shows valid photo ID, use ID to verify identity of voter (NOT address)
 - If voter lacks ID, make sure they have completed Affidavit on back of Application to Vote
- Find voter's name on E Poll Book by swiping driver's license or by typing name, last name first, first name. IF YOU USE NAME, LOCK ON CORRECT VOTER
- Compare the date of birth and current address on the Application to Vote to the E Poll Book
- Click on appropriate type of ballot issued
- Confirm ballot number with Ballot Inspector
- Provide voter number to Ballot Inspector

SPECIAL CIRCUMSTANCES

- If “**Regular Ballot**” button is **grey**, then you most likely need to send them **away** to another precinct. Look at Voting Location. Refer them to chair or co-chair immediately.
- If there is a red question mark next to voter's name check status box on lower middle of screen and follow instructions on back
- If voter spoils ballot, work with Ballot Inspector to spoil and issue a new ballot in E Poll Book
- If voter is not on list, check “Other” tab, if voter is listed, send them to their correct precinct OR Clerk's Office to re-register to vote if they've moved. The only way a voter listed in another precinct can vote in your precinct is by Provisional Envelope Ballot. This type of ballot will not go into the tabulator and will not be counted. It is always best to refer this voter to your chair or co-chair if they do not want to go to the precinct they are registered in.
- If voter is not on either “**Precinct**” or “**Other**” tab, but presents a **voter registration receipt**, you should add the voter to the “**Unlisted**” tab and follow the receipt instructions for type of ballot to be issued.
- If voter is not on either “**Precinct**” or “**Other**” tab, and does not have a **voter registration receipt**, have Chair or Co-Chair take care of that voter while you continue processing other voters.

If Chair or Co-Chair brings voter back with Provisional Ballot Envelope form, **add voter under “Unlisted” tab** and issue them the ballot type your Chair/Co-Chair instructs.

Instructions on Voter Status Notes

Absentee Ballot sent/received by clerk— Do not issue ballot – do not allow voter to vote, put them in contact with Clerk’s Office if they insist they did not vote absentee.

Absentee Ballot sent by clerk.

The ballot must be surrendered; write “Canceled – voted in person” - OR

If voter does not have their absentee ballot, call Clerk’s Office to make sure ballot was not returned **AND** have voter complete affidavit of absent voter.

Verify - confirm address, correct address and/or DOB. Ask voter to confirm the information. If there is a difference in any of them, ask voter to complete a State of Michigan (SOM) Voter Registration Form.

Verify - surrendered license. Ask voter if they still live at registered address. If not, follow instructions for voters who have moved. Ask voter to complete a State of Michigan (SOM) Voter Registration Form. Process in E Poll Book as regular voter.

Verify - sign registration card. Have the voter fill out a State of Michigan (SOM) Voter Registration Form and sign it. Process in E Poll Book as regular voter.

Verify - confirm citizenship. Ask the voter if they are a United States citizen, if the voter says yes, then have them fill out a new State of Michigan (SOM) Voter Registration Form and make sure they check the box indicating citizenship. Process in E Poll Book as regular voter.

Must show ID before voting (Federal Requirement) – If voter has already shown photo ID, process as regular voter. If they completed the affidavit instead, they must provide a copy of any current and valid photo identification or a copy of a current paycheck, government check, utility bill, bank statement or a government document which lists his/her name and address. Make a remark with the voter’s name and indicate what form of ID was presented. If voter with this message can provide no identification, they must be given a chance to go home and retrieve the proper proof OR vote a provisional envelope ballot. In order for their vote by Provisional Envelope ballot to be counted they will need to provide proof of identity and residency to the Clerk within 6 days of the election.

Challenged - if a voter has this status next to their name on the poll list, have the voter affirm the following oath, **“Do you solemnly swear or affirm that the information you are about to give is correct?”** Then ask questions of the voter until you have confirmed their information and that they are eligible to vote in your precinct. Write the correct information in a voter remark, and indicate how it was the information was collected. Issue the voter a challenged ballot by writing the ballot number on the ballot and covering it with a white sticker from the Ballot Inspector binder. Process in E Poll Book as challenged ballot.

Voter Registration Receipt – Challenged Ballot – If a voter is not listed in the E Poll Book, but presents a Voter Registration receipt that indicated a Challenged ballot, follow the instructions provided on the receipt. To prepare the ballot as challenged write the ballot number on the ballot and cover it with a white sticker from the Ballot Inspector binder. Process in the E Poll Book as a Challenged Ballot.