

## **Ballot Inspector**

- Complete Inspector section of Application to Vote
  - Ballot Style (split precincts only)
  - Ballot number (confirmed with E Poll Book and actual ballot)
  - Voter number (from E Poll Book)
  - Your initials
- Place ballot inside secrecy sleeve
- Place application to vote in the clear plastic pocket on secrecy sleeve
- Ask voters if they need any additional instructions on how to mark ballot & provide any needed instructions. Offer sheet magnifier.
  - Any voter may use Voter Assist Terminal (VAT)  
See special ballot instructions on reverse side.
- Give ballot to voter ONLY when there is an available voting booth
- Remind voters to vote both sides of ballot (if applicable)
- Instruct Voter to visit Tabulator Inspector after marking ballot
- Coordinate Spoil Ballot Procedures:
  - 1)Secure bad ballot & Stamp Spoiled
  - 2)Coordinate with E Poll Book to get new ballot
  - 3)Update application to vote
  - 4)Help voter avoid future errors

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### **VAT BALLOTS ONLY:**

- VAT voters are issued a regular ballot.
- Remove the stub from the ballot and put the stub ONLY into the front pocket of the secrecy sleeve.
- Ballot Inspector should stamp the ballot ORIGINAL and write VAT on the ballot in large letters with black magic marker. Ballot is then placed in the Original Ballot envelope.
- VAT users must also be issued a voter card to unlock the device.
- You will need to call over two poll workers (different parties) to take them to the VAT and get them started.

### **SPECIAL BALLOT ONLY: Challenged Ballots & Provisional AFFIDAVIT Ballots**

- Write the ballot number in the instructions area of top of ballot and cover it with white sticker.
- Insert Provisional Ballot Envelope form and ballot inside secrecy sleeve and proceed as normal.

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