

## PRECINCT ELECTION OFFICIAL REMINDERS

1. **VOTER ID: There are several types of valid ID that permit a person to vote a regular ballot if he or she is in the correct precinct.**

**Photo ID:** Any document issued by the U.S. government or the State of Ohio that meets ALL the following criteria is an acceptable photo identification:

- An expiration date that has not passed;
- A photograph of the voter;
- The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Signature Poll Book; and
- The voter's current address which must substantially conform to the voter's address as it appears in the Poll List or in the Signature Poll Book **UNLESS** the ID is an **Ohio driver's license or State ID card.**

**NOTE: An Ohio driver's license or State ID card with an old address IS ACCEPTABLE as a valid form of identification necessary to cast a regular ballot when the voter's current address is printed in the Signature Poll Book.**

**Military ID:** Valid military identification cards or copies of such cards must be accepted whether or not they contain a name or address (R.C. 3505.18). However, this form of ID must still allow a voting location manager or precinct election official to determine that it is the military ID card of the person who is presenting it for the purpose of voting.

**Acceptable forms of ID that require both the correct name and current address** (which must *conform* to the name and address in the Signature Poll Book or Poll List – first name does not need to be identical; may be a commonly used derivative):

- current (within one year of Election Day) **utility bill**, including a paper copy or computer printout;
- current (within one year of Election Day) **bank statement** or statement of financial institution, including a paper copy or computer printout;
- current (within one year of Election Day) a **paycheck**, including a copy or computer printout;
- current (within one year of Election Day) **government check**, including a paper copy or computer printout; and
- current (within one year of Election Day or not expired) **other government document** (A government document is considered a document that is issued by a "government office," which includes any local (city, county, township, and village governments), state or federal government office, branch, agency, department, division or similar component, including a board, commission, public college or university or public community college, whether or not in Ohio. Examples of

(7/24/2014)

## PRECINCT ELECTION OFFICIAL REMINDERS

government documents include, but are not limited to, letters, tax bills, licenses, notices, court papers, grade reports, and transcripts.), including a paper copy or computer printout.

**If a voter does not have an acceptable form of ID**, inform the voter of the acceptable forms of ID and tell the voter he or she can either vote a provisional ballot or return with acceptable ID before the polls close and vote a regular ballot. The voter must complete the Identification Envelope - Provisional Ballot Affirmation (Form 12-B). Voters without required ID who cast provisional ballots must be given the prescribed Provisional Ballot Notice (Form 12-H) to remind them that, in specific situations, they may need to bring a copy of their valid ID to their county board of elections within seven days after the election to help ensure their ballot is counted.

- 2. VOTERS NOT IN THE SIGNATURE POLL BOOK: Voters who are not in the Signature Poll Book may still vote.** Check the Supplemental Voter List provided by the board of elections. If the voter is not on the list, make sure the voter is in the correct precinct based on the voter's address. If not, direct the voter to the correct precinct. If the voter is not on the list and is in the correct precinct, the voter may cast a provisional ballot.
- 3. VOTERS IN THE WRONG PRECINCT: Direct the voter to the correct precinct.** Before giving a voter a provisional ballot, determine if the voter is in the precinct where he or she resides. If after directing the voter to his or her correct precinct the voter demands to vote in your precinct, he or she **MUST** vote a provisional ballot.
- 4. MALFUNCTIONING VOTING MACHINES:** If a machine malfunctions, apologize to the voter, discontinue using the malfunctioning machine, and immediately contact the board of elections or other person designated by the board. If the machine is a DRE, offer the voter a regular paper ballot and inform the voter that the ballot will be counted on election night. Follow any other instructions from the board of elections on how to ensure voters can still cast a ballot.
- 5. MISTAKES MARKING PAPER BALLOTS: Remind voters that if they make a mistake when marking a paper ballot, they may request a new ballot.** If a voter makes an error on his or her paper ballot, the voter is entitled to a replacement ballot. The voter may receive up to two replacement ballots after receiving the initial ballot (for a total of three ballots). Only the last ballot marked by the voter will be placed in the precinct scanner or ballot box.
- 6. PERSONS MARKED AS ABSENTEE IN THE SIGNATURE POLL BOOK OR POLL LIST: A voter who requested an absentee ballot, but shows up to vote in person at the precinct on Election Day must vote a provisional ballot.** An individual whose name in the poll list or signature poll book has been marked as having requested an absentee ballot for that election is permitted to vote by provisional ballot. If the voter cast

(7/24/2014)

## PRECINCT ELECTION OFFICIAL REMINDERS

two ballots, the board of elections will review both ballots to determine which one may be counted.

7. **VOTERS WHO MOVED WITHIN THE COUNTY: Voters who have moved within the county should vote at the polling location designated for their new address.** Voters who have moved within the county should vote in the precinct in which they currently live, even if they have not filed a change of address with the board of elections. These voters will:

- be required to provide ID,
- be required to fill out a change of address form, and
- be required to fill out an Identification Envelope - Provisional Ballot Affirmation (Form 12-B).

**These voters will then vote by provisional ballot.**

8. **VOTER WHO LEGALLY CHANGED HIS OR HER NAME:** If the voter legally changed his or her name and the voter's prior name is in the Signature Poll Book, ask the voter to provide proof of the legal name change — (e.g., a marriage license or a court order that includes the voter's current and prior names) and have —the voter complete and sign Form 10-L. At this point, the voter may cast a regular ballot, as long as the voter is registered to vote in that precinct and provides proper ID.

If the voter legally changed his or her name and does not have proof of the legal name change, he or she must cast a provisional ballot.

9. **OBSERVERS: Observers are not allowed to challenge or intimidate voters. Please take voter intimidation seriously.** Observers are required to provide their certificates of appointment when they present themselves at the polling location. Observers representing political parties, candidates, or issue committees are only allowed to watch the process. Observers are not permitted to interfere with precinct election officials doing their jobs or otherwise slow down the operation of the polling location, or to interact with voters in a manner that interferes with or disrupts an election. If an observer challenges and/or intimidates a voter, the voting location manager should immediately contact the board of elections. Contact the board of elections if observers are causing any other problems. Please see the Precinct Election Official Quick Reference Guide for more detail and for information on members of the media at polling places.

10. **PEOPLE IN LINE AT POLL CLOSING TIME: Persons in line at the 7:30 p.m. closing time must be allowed to vote.** All voters who appear at the polling place to vote at the time of or before the polling place closes have the right to cast a ballot. At 7:30 p.m., it is a good idea for a precinct election official to stand at the end of the line to indicate who the last voter is. Follow normal rules for providing either a regular or provisional ballot to these voters.

*These reminders are not to be considered "all inclusive" in nature. For more specific details on Election Day requirements for precinct election officials, please consult your Precinct Election Official Quick Reference Guide and other instructions provided by the board of elections, or contact your local board of elections office.*

(7/24/2014)