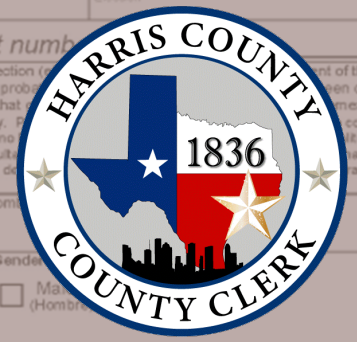# Provisional Voting

Ballots not inserted into the Scan, reviewed by Ballot Board

⚠️ A Provisional Voter may ONLY be processed by a DEVC/AEVC or PJ/AJ. ⚠️

Provisional Voting Steps 👣

A. Select one of the 8 reasons a person might vote Provisionally:

1. Fail to present acceptable ID
2. Not on list of registered voters
3. Not on list, registered in another precinct
4. On list of people who voted early by mail
5. Voting after 7PM due to court order
6. On list, but address is outside pol. sub div.
7. Registered at DPS
8. Other

B. Complete the affidavit.

C. Record the Provisional Affidavit on the ePollBook.

**The Precinct and Ballot Style will prepopulate; it is no longer necessary to call Voter Registration for this info.

1. Press the Voter's red "Select" Button
2. Tap "Record Provisional Affidavit"
3. Confirm the affidavit is completed
4. Enter the Judge password
5. Select Reason Code (1–8)
6. Tap the green "Record" button
7. Tap "Proceed"
8. Process Voter

🚫 **Do NOT manually create access code on Controller** 🚫

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D. Issue Provisional access code.

1. Use the controller barcode reader to read the barcode on ePollBook.

2. On the Controller Tap "Mark as Provisional" and "Issue Provisional Code."

3. Voter signs the bottom of the printed tape.

4. Give top portion (access code) to Voter.

5. Tell Voter to bring printed Ballot back to you.

6. Place signed bottom portion of access code in affidavit pouch.

E. Record the Voter's information on the yellow List of Provisional Voters.

F. Hand Voter a manila secrecy envelope, tell them to fold Ballot once and place inside.

G. Secrecy envelope then goes inside affidavit pouch WITH the signed bottom half of the access code. **Voter seals the pouch.**

H. **Voter deposits** the sealed affidavit into the locked **brown** Provisional Ballot Box.

I. Provide required notice to Voter:

Reason #1 = Notice to Provisional Voter (legal size)
Include Date Sticker

Reasons #2-8 = Notice to Provisional Voter (standard size)

Key Points to Remember

❌ Do **not** manually issue access code, read barcode on ePollBook.

🗳️ Voters fold their Ballot once, place it in the secrecy envelope, then into the affidavit pouch **never in the Scan**.

✍️ Affidavits **must be FULLY completed and signed** by the DEVC/AEVC or ED Judge.

📦 Return **Provisional Ballot Box** at drop-off.

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