Requalifying Voters

Requalifying Voters

⚠ Requalifying a Voter is done only by the DEVC/AEVC or PJ/AJ.
Once the Voter has deposited their ballot into the Scan, requalifying is not possible as the Voter has already cast their Ballot. ⚠

A. Examples of a Voter that needs to be Requalified

- Voter leaves before depositing Ballot in the Scan but tells Election Worker they will return to vote later. The Voter must be requalified so it will not appear as though they have already voted when they return.

- It is determined the Voter needs to vote Provisionally but has already been qualified in the ePollBook in the standard way. The Voter must be requalified so it will not appear as though the Voter has voted twice.

- Voter needs to change parties on the ePollBook in a primary election. The Voter must be requalified to select the correct party and be able to choose the desired candidates.

B. Requalifying is not needed when…

- The Qualifying Clerk misses reading the barcode.

- There is a need to reissue an access code due to a spoiling situation.

- There is a "fleeing" Voter, someone who leaves or abandons their Ballot without notifying any Election Worker of their intent to return.

During this Primary Election, if a Voter is checked into the wrong Political Party, the Presiding Judge can requalify that Voter before calling the Judge Resource Line if the Voter does not leave the Vote Center. In this instance, please call the Judge Resource Line to inform of this action.

This informational sheet has been approved for use in the March 2026 Primary Election.

Steps to Requalify a Voters

1. Click the red *Select* button.

2. Choose *Do I Need to Requalify?*

3. Enter the Admin Passcode.

4. Select the **red box** next to *Voter received incorrect ballot*.

5. Select the *No* button.

6. Select the *Yes* button.

7. Press the **green *Requalify*** button.

8. Judge should type their name in the top box. Then sign next to the 'X'

9. Select *OK.*

Attention Presiding Judges: During this Primary, you can Requalify certain Voters before calling the Judge Resource Line **ONLY** IF the voter is standing there and able to vote immediately. Judges can do this **ONLY** if a Voter was checked into the wrong political party's ePollBook and needs to be requalified to be checked into the correct Political Party. The Judge will still need to call Harris County after the Voter has left to inform them of the requalification, but they will not have to remain on the line to process the Voter.

If a Voter must leave and return at another time, you must call the Judge Resource Line so Harris County can walk you through the proper steps.

This informational sheet has been approved for use in the March 2026 Primary Election.