# Provisional Voting

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- Used during FEDERAL elections ONLY
- NOT for local or state elections
- To be used when any person appears to vote and is NOT listed as an eligible voter
- It is NOT convenience voting
- Each precinct will receive 80 ballots in their PSE. (40 Democrats & 40 Republicans)
- To ensure accuracy, document the total number of provisional ballots on the upper right corner of the election day provisional packet envelope 1

### Who is a Provisional Voter?

- A voter whose name does NOT appear in the Precinct Register or Supplemental Precinct Register
- Any inactive voter who cannot affirm that they moved outside the parish less than 3 months before the election
- A voter who is challenged and a majority of the commissioners determine that the challenge is valid
- A voter who votes in a FEDERAL election during court ordered extended poll hours

# Approval Required

PRIOR APPROVAL MUST BE RECEIVED BY THE ROV OR SECRETARY OF STATE BEFORE EXECUTING ANY PROVISIONAL BALLOTS

Registrar of Voters (ROV) Covington (985)809-5500 Slidell (985)646-4125

or

<u>Secretary of State</u> (SOS) (800)883-2805

# Process for Provisional Voting

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# AFTER receiving approval from the Registrar of Voters or the Secretary of State

- The commissioner prints the voter's name on the page behind the **Provisional Voters Tab**
- The voter signs next to their name and prints their address in the appropriate fields.

Figure 34 Precinct Register Provisional Voter Page									
	_	Precinct:	Pcti	Ballot:	Election Date:	5/3/2014	Parish: EAST BATON RO	UGE - 17	Page:
	Voter Number	Name of Voter		Signature	Comm Initials	Barcode	Address DOB  Mother's Maiden Name	Lockout Districts	S R S R E S S T
1	N/A	John Doe -	->	John Doe	RP	N/A	123 Main St, BR, LA 70808		MWY
2	N/A	Jane Doe -	<b>→</b>	Jane Doe	RP	N/A	1 Abbey Lane, BR, LA 70808		FIO
3		-	->						
4		63	->						

## Process for Provisional Voting

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# AFTER receiving approval from the Registrar of Voters or the Secretary of State

 The commissioner initials the field next to the signature

Figure 34 Precinct Register Provisional Voter Page								
		Precinct:	PctBallot:	Election Date: 8	3/3/2014	Parish: EAST BATON RO	UGE - 17	Page:
ě	Voter Number	Name of Voter	Signature	Comm Initials	Barcode	Address DOB  Mother's Maiden Name	Lockout Districts	B R A P E A S R X C T V
1	N/A	John Doe ->	John Doe	RP	N/A	123 Main St, BR, LA 70808		MWY
2	N/A	Jane Doe ->	Jane Doe	RP	N/A	1 Abbey Lane, BR, LA 70808		FIO
į.		$\longrightarrow$						
4		->						

# Process for Provisional Voting

Pg. 72

• Two (2) commissioners write the name of the voter on the second to last page of each poll list, pink & gold starting at number 1681

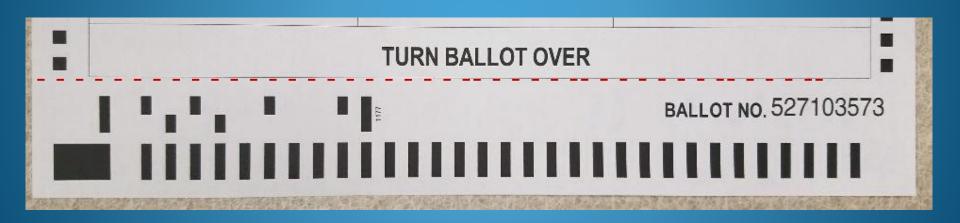




			= 1	
NO. NA	AMES OF PROV	ISIONAL VOTERS		
1681			1656	
1682			1	
1683		in the second second	n a ra	
1684	- 5	- a 1 - m ,	1.26	L
1685			E at	
1686				
1687			e 2201	
1688			300	

### Ballot Number Stub

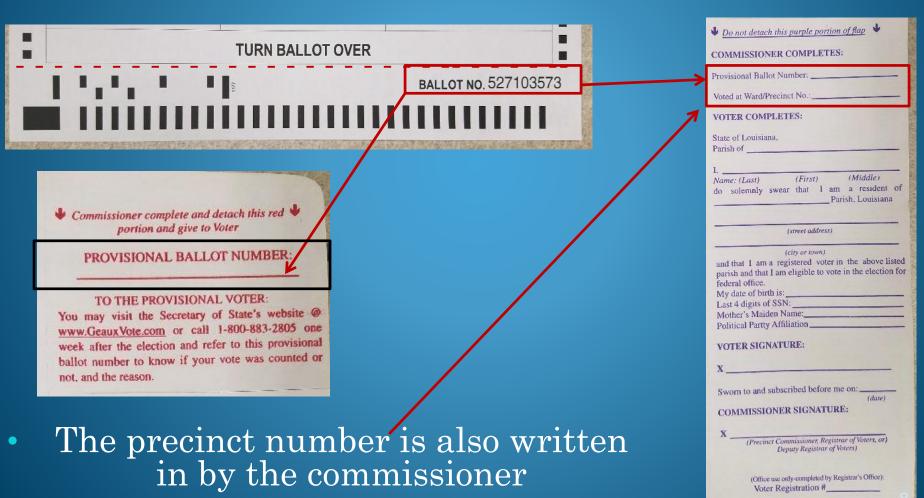
 Before handing the provisional ballot to the voter, the Commissioner removes the ballot number stub from the bottom of the ballot



• This stub will be used to complete the ballot envelope

# Completing the Ballot Flap

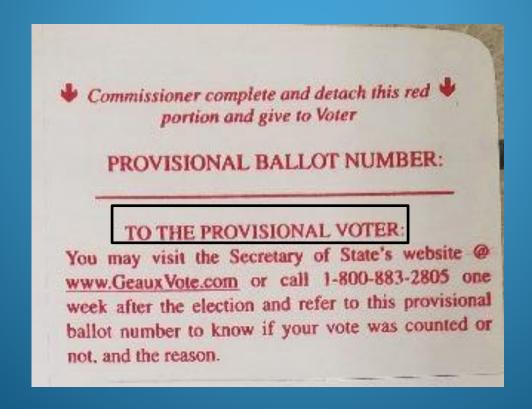
Next the commissioner writes the ballot number on the 2 lines indicated on envelope flap. (See Pg. 71 Figure 62)



# Receipt for the provisional voter

### **NOTE**

**DO NOT detach** the receipt located on the top portion of the ballot flap. This will be done at a later time.



### **Voter Information**

The voter completes all remaining information on the envelope flap and signs it

♣ Do not detach this purple portion of flap
COMMISSIONER COMPLETES:
Provisional Ballot Number:
Voted at Ward/Precinct No.:
VOTER COMPLETES:
State of Louisiana, Parish of
1.
Name: (Last) (First) (Middle) do solemnly swear that I am a resident o Parish, Louisiana
(street address)
(city or town) and that I am a registered voter in the above liste
parish and that I am eligible to vote in the election federal office.
My date of birth is:
Last 4 digits of SSN:
Mother's Maiden Name:
Political Partty Affiliation
VOTER SIGNATURE:
x
Sworn to and subscribed before me on:
(date)
COMMISSIONER SIGNATURE:
x
X (Precinct Commissioner, Registrar of Voters, or) Deputy Registrar of Voters)
(Office use only-completed by Registrar's Office): Voter Registration #

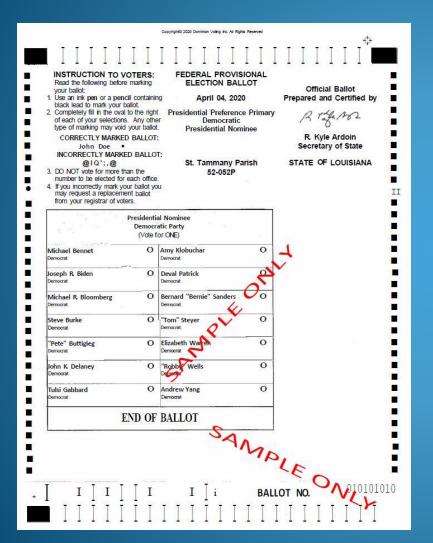
### This is a Closed Primary Election

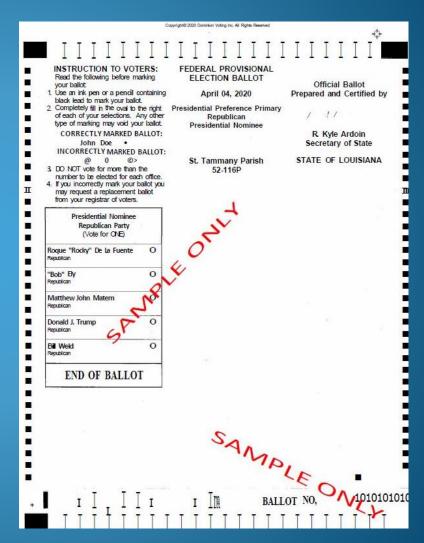
This means a voter can ONLY vote for a candidate representing the voter's political party

#### **IMPORTANT**

- Provisional voting is available for Democrat and Republican nominees ONLY.
- Only give the provisional voter one provisional ballot based on the voter's party affiliation

### Sample of Provisional Ballots



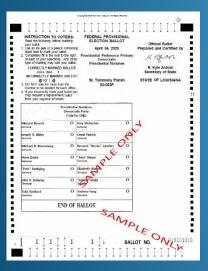


Democrat

Republican

### Completing a Provisional Ballot

• The provisional voter is given one ballot, provisional envelope and pencil to complete the ballot in a private area













A pen can also be used but once marked, changes cannot be made.

# Replacing a Provisional Ballot

Pg. 72

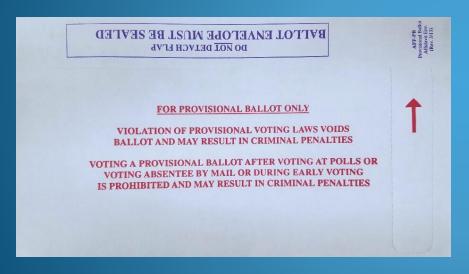
If the provisional voter makes a mistake and the voter decides to make a correction, the ballot is considered a "Spoiled" ballot

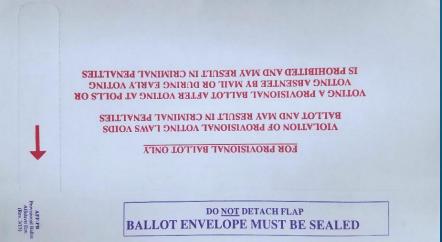
#### Replacement Provisional Ballot Instructions:

- The commissioner shall instruct the voter to write "SPOILED" on their ballot and seal the spoiled ballot in the envelope
- The commissioner shall write "SPOLIED" across the flap of the envelope and place in the Election Day Provisional Packet (ED-PP)
- The commissioner shall give the voter a replacement ballot and envelope

### The Completed Ballot

• When finished, the voter will place the completed ballot inside envelope, seal it and return the envelope to the commissioner.





# Commissioners Signature

The commissioner verifies that all information is completed on the sealed envelope flap, that the voter has signed it, and then the commissioner dates and

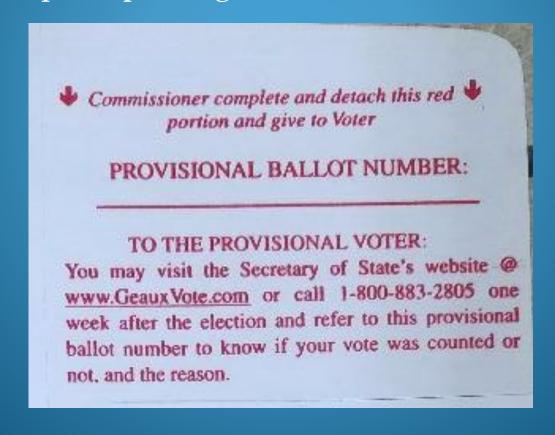
signs where indicated

Do not detach this purple portion of flap
COMMISSIONER COMPLETES:
Provisional Ballot Number:
Voted at Ward/Precinct No.
VOTER COMPLETES:
State of Louisiana, Parish of
1.
Name: (Last) (First) (Middle) do solemnly swear that 1 am a resident of Parish, Louisiana
(street address)
and that I am a registered voter in the above listed parish and that I am eligible to vote in the election for federal office.  My date of birth is:  Last 4 digits of SSN:  Mother's Maiden Name:  Political Parity Affiliation.
VOTER SIGNATURE:
x
Sworn to and subscribed before me on:
COMMISSIONER SIGNATURE:
X (Precinct Commissioner, Registrar of Voters, or) Deputy Registrar of Voters)
(Office use only-completed by Registrar's Office): Voter Registration #



# Receipt for the provisional voter

• Now this is the time when the commissioner removes the red "TO THE PROVISIONAL VOTER" portion of the envelope flap and give to the voter



# Election Day Provisional Packet Envelope – ED-PP Pg. 69

• The <u>completed provisional ballot envelope</u> and <u>ballot number stub</u> are then placed in the ED-PP (Election Day Provisional Packet). (Figure 61)

PARISH		WARD	PRECINCT				
	ELEC	TION DAY	7				
	<b>PROVISIO</b>	ONAL PAC	KET				
CONTENTS:	PROVISIONAL BALLOT(S) PROVISIONAL BALLOT AFFIDAVIT ENVELOPE PENCILS	S (AFF-PB)					
INSTRUCT	IONS TO COMMISSIONERS:						
	d Voting: You MUST open this envelope for your provisinal Pamphlet for Election Day Voting (IP ELEC DAY)		Elections. Follow the instructions found in the				
2. YOU MU	ST COMPLETE THE FOLLOWING BEFORE RET	TURNING:					
The total n	umber of provisional voters listed in a poll list, starting a	nt number 1681, is	; and				
The total n	umber of voted provisional ballots included in this return	n envelope is					
If numbers	do not match, explain:						
3. YOU MUS COURT O	ST CHECK THE BOX BELOW IF THE POLLING HORDER.	URS WERE EXTENDED ON ELEC	CTION DAY BY A FEDERAL OR STATE				
□ Exten	ded Poll Hours						
Return all to this envel	voted provisional ballots, provisional ballot stubs, unuse elope.	d provisional ballots and envelopes,	spoiled provisional ballots and envelopes, and pencils				
DIS	SPOSITION – PUT WITH CLEAR PLASTICE  CLE	C ZIPPER BAG AND DELI RK OF COURT	VER ON ELECTION NIGHT TO:				
fo	r delivery to Registrar of Voters NO LATER	THAN 8:30 A.M. on the fir	est business day after the election.				
Prepared and Furnished by	y Secretary of State		Election Day Provisional Packet (ED-PP) (Rev. 04/19)				

### PLEASE NOTE!!!

The Election Day Provisional Packet will have a section for you to complete the number of Provisional voters according to your poll list and the number of executed provisional ballots included in the envelope.

PARISH		WARD	PRECINCT					
	ELECTION DAY							
	PROVISIONAL PACKET							
CONTENTS:	PROVISIONAL BALLOT(S) PROVISIONAL BALLOT AFFIDAVIT ENVELOPES (AFF-PB) PENCILS							
	IONS TO COMMISSIONERS:							
	I Voting: You MUST open this envelope for your provisional voting sunal Pamphlet for Election Day Voting (IP ELEC DAY) to allow for Pro		Follow the instructions found in the					
	ST COMPLETE THE FOLLOWING BEFORE RETURNING: umber of provisional voters listed in a poll list, starting at number 1681,	, is	; and					
1,000-0600000000000000000000000000000000	umber of voted provisional ballots included in this return envelope is	**** <del>=</del>						
If numbers	do not match, explain:							
	3. YOU MUST CHECK THE BOX BELOW IF THE POLLING HOURS WERE EXTENDED ON ELECTION DAY BY A FEDERAL OR STATE COURT ORDER.							
□ Exten	□ Extended Poll Hours							
4. Return all voted provisional ballots, provisional ballot stubs, unused provisional ballots and envelopes, spoiled provisional ballots and envelopes, and pencils to this envelope.								
DISPOSITION – PUT WITH CLEAR PLASTIC ZIPPER BAG AND DELIVER ON ELECTION NIGHT TO:  CLERK OF COURT  for delivery to Registrar of Voters NO LATER THAN 8:30 A.M. on the first business day after the election.								
Prepared and Furnished by			Election Day Provisional Packet (ED-PP) (Rev. 04/19)					

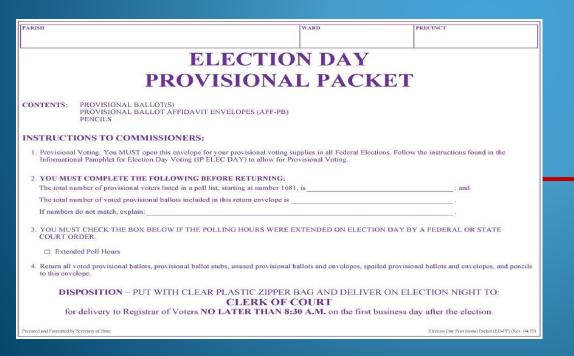
### PLEASE NOTE!!!

• Make sure the total number of ballots (Used, spoiled and unused) matches with the total number of ballots received in the morning. If these numbers do not match, you will need to explain why on the envelope and on the Notation of Irregularities Form

PARISH		WARD	P	RECINCT				
	ELECTION DAY							
	PROVISIONAL PACKET							
CONTENTS:	PROVISIONAL BALLOT(S) PROVISIONAL BALLOT AFFIDAVIT ENVELOPES (AFF-PB) PENCILS							
1. Provisiona	INSTRUCTIONS TO COMMISSIONERS:  1. Provisional Voting: You MUST open this envelope for your provisional voting supplies in all Federal Elections. Follow the instructions found in the Informational Pamphlet for Election Day Voting (IP ELEC DAY) to allow for Provisional Voting.							
The total n	ST COMPLETE THE FOLLOWING BEFORE RETURNING: umber of provisional voters listed in a poll list, starting at number 16 umber of voted provisional ballots included in this return envelope is			; and				
If numbers	do not match, explain:							
	3. YOU MUST CHECK THE BOX BELOW IF THE POLLING HOURS WERE EXTENDED ON ELECTION DAY BY A FEDERAL OR STATE COURT ORDER.							
□ Exten	□ Extended Poll Hours							
	4. Return all voted provisional ballots, provisional ballot stubs, unused provisional ballots and envelopes, spoiled provisional ballots and envelopes, and pencils to this envelope.							
	DISPOSITION – PUT WITH CLEAR PLASTIC ZIPPER BAG AND DELIVER ON ELECTION NIGHT TO:  CLERK OF COURT  for delivery to Registrar of Voters NO LATER THAN 8:30 A.M. on the first business day after the election.							
Prepared and Furnished by	/ Secretary of State			Election Day Provisional Packet (ED-PP) (Rev. 04/19)				

### End of Election Night

At the end of voting, the Election Day Provisional Packet containing ALL provisional items goes into the clear zipper pouch to be brought into the Clerk's office on election night.





### IMPORTANT !!!

DO NOT lock any provisional ballot material inside your voting machine

COMMISSIONERS-IN-CHARGE WILL BE OBLIGATED TO RETURN TO THE PRECINCT IF ANY PROVISIONAL BALLOTS ARE NOT BROUGHT IN ELECTION NIGHT

