## **Provisional Voting** Pg. 70

- 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
- To ensure accuracy, document the total number of provisional ballots on the upper right corner of the election day provisional packet envelope

# 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

> <u>**Registrar of Voters**</u> (ROV) Covington (985)809-5500 Slidell (985)646-4125

> > or

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

### Process for Provisional Voting Pg. 32

#### 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.

Fig	gure 34	Precinct Register Provisional Voter Page							
	_	Precinct:	Peti	Sallot:	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	Lockput Districts	S A S B T
1	N/A	John Doe	->	John Doe	RP	N/A	123 Main St, BR, LA 70808		M WY Y
8	N/A	Jane Doe	->	Jane Doe	RP	N/A	1 Abbey Lane, BR, LA 70808		FO
3		3	<b>→</b>						
4		6	->						

### Process for Provisional Voting Pg. 32

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

• The commissioner initials the field next to the signature

Fig	gure 34	Pro	Precinct Register Provisional Voter Page						
		Precinct:	PctBallot:	Election Date: 5	/3/2014	Parish: EAST BATON RO	DUGE - 17	Page:	
	Voter Number	Name of Voter	Signature	Comm Initials	Barcode	Address DOB (Mother's Maiden Name	Lockout Districts	PRTV RADI	
1	N/A	John Doe>	John Doc	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		FØ	
32		$\rightarrow$							
4									

#### Process for Provisional Voting Pg. 72

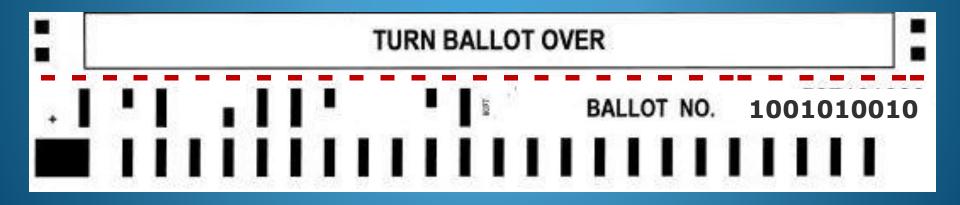
• Two (2) commissioners write the name of the voter on the second to last page of each poll list, pink & gold starting at number 1681

F 1 X X	6 6 E 0
POLL LIST	POLL LIST
25.47 (Pake	STATE OF LOUMANA
STATE OF LOUISIANA	
	Thomas II.
Titude Plan	and a
Tanana a ris	Read Provide Street
Restord	hard the second s
Red	
	IMPORTANT NOTICES
IMPORTANT NOTICES:	<ol> <li>Commissioner gelate such voter name beginning, on page 3.</li> </ol>
<ol> <li>Commissioner prints each vater name beginning on page 1.</li> </ol>	<ol> <li>Providenal votat manon are printed by the commissioner beginning an page 23, No. 1465.</li> </ol>
<ol> <li>Providenal vatur names are printed by the cammindomer beginning or page 29, No. 1081.</li> </ol>	Paperties: Plant per la facilitati de part del facilitati de la consecuti de las decimantes e de cana d'instantes das
Bayesthere Prese par Na Austria in the pilot ADM Translage (Regimer of Figure Austria) of the Ool of Caches Day.	Construction in the second sec

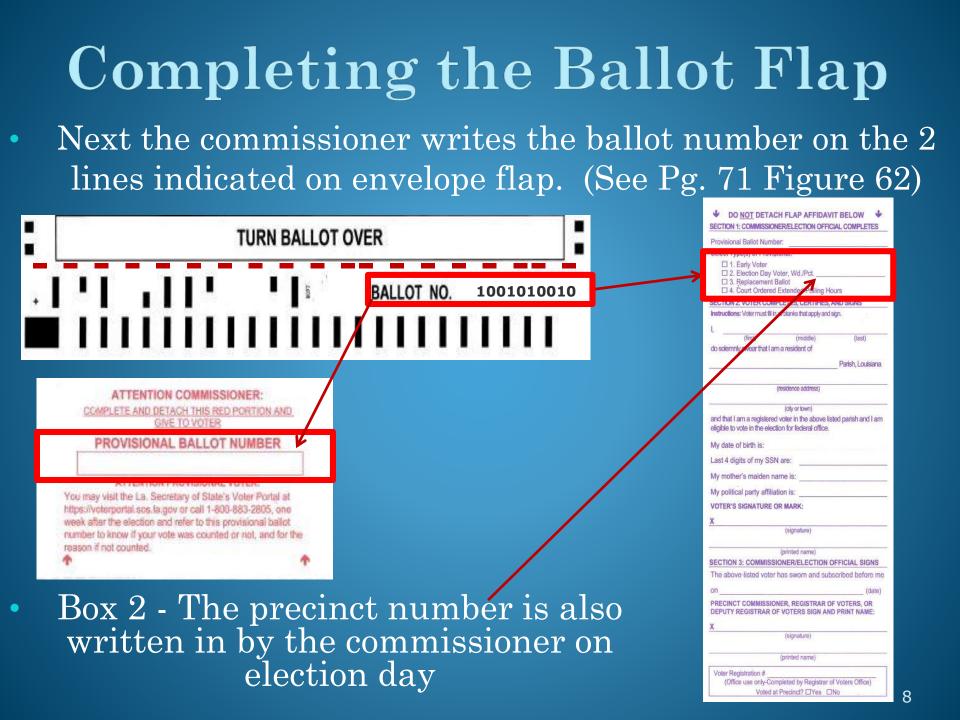
NO.	NAMES OF PROVISIONAL VOTERS
1681	Not the second
1682	
1683	and the second
1684	
1685	
1686	
1687	the state of second states and and
1688	

## **Ballot Number Stub**

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

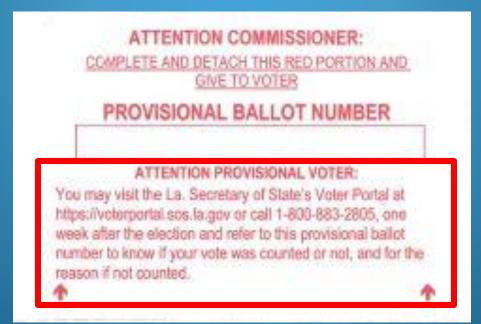


• This stub will be used to complete the ballot envelope



# Receipt for the provisional voter <u>NOTE</u>

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



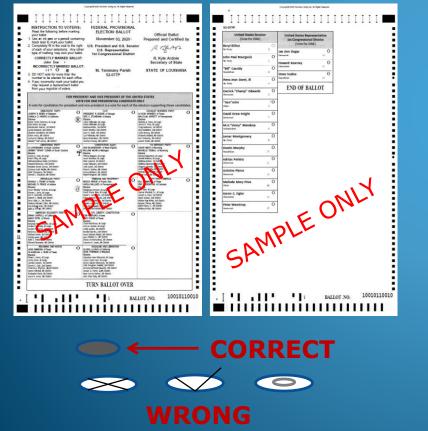
## **Voter Information**

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



## **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

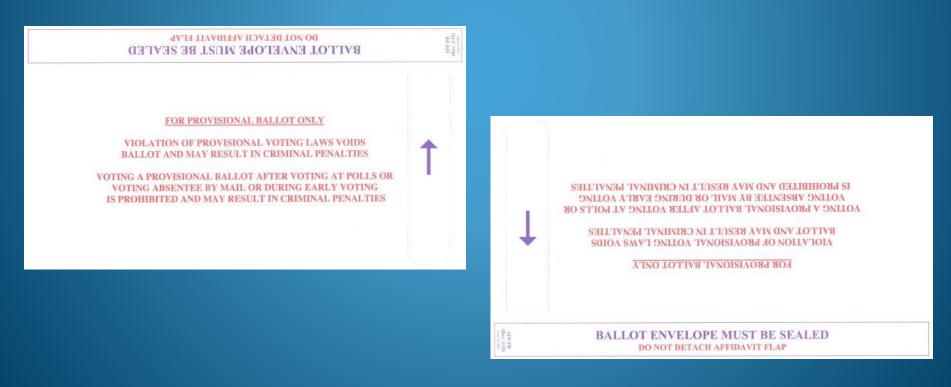
• If the provisional voter makes a mistake and the voter decides to make a correction, the ballot is considered a "Spoiled" ballot

#### **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 "SPOILED" 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

(residence address) (c) or town) and that I am a registered voter in the above listed partsh and I am eligible to voter in the electron for federal office. My date of birth is: Last 4 digits of my SSN are: My mother's maiden name is: Hy notified extend fit into in PRECO	(signature) (printed name) ON 3: COMMISSIONER/ELECTION OFFICIAL SIGNS bove-listed voter has sworn and subscribed before me
Exery Vote     E	(printed name) ON 3: COMMISSIONER/ELECTION OFFICIAL SIGNS bove-listed voter has sworn and subscribed before me
Election Day Voter, WU.Pet,	(printed name) ON 3: COMMISSIONER/ELECTION OFFICIAL SIGNS bove-listed voter has sworn and subscribed before me
C A Court Ordered Extended Polling Hours     SECTION 2: VOTER'C SUBMELTES, CERTIFIES, AND SIONS     Instructions: Voter must lin at barries fat apply and sign.     L	(printed name) ON 3: COMMISSIONER/ELECTION OFFICIAL SIGNS bove-listed voter has sworn and subscribed before me
SECTION 2: VOTER COMPLETES, CERTIFIES, AND SIGNS Instructions: Voter must till in al blanks trut gopy and sign. L	ON 3: COMMISSIONER/ELECTION OFFICIAL SIGNS
Image: second	ON 3: COMMISSIONER/ELECTION OFFICIAL SIGNS bove-listed voter has sworn and subscribed before me
do solernity swear that I am a resident ofParish, LouisianaParish, LouisianaPari	ON 3: COMMISSIONER/ELECTION OFFICIAL SIGNS
do solernity swear that I am a resident ofParish, LouisianaParish, LouisianaPari	ON 3: COMMISSIONER/ELECTION OFFICIAL SIGNS
Parish, Louisiana     (restione address)     (ally or bown) and that I am a registered vole listed parish and I am iggible to vole in the elabore listed parish and iggible to vole in the elabore listed par	ON 3: COMMISSIONER/ELECTION OFFICIAL SIGNS bove-listed voter has sworn and subscribed before me
(Itsidence address)       (dy or bown)         and that I am a registered voter in the above listed parish and I am aligible to vote in the election for I deeral office.       The am a registered voter in the above listed parish and I am aligible to vote in the election for I deeral office.         Wy date of birth is:	bove-listed voter has sworn and subscribed before me
(thy or boxn) and that I am a registered voter in the above isted parish and I am ligble to vote in the election for federal office. Wy date of birth is: Last 4 digits of my SSN are: Wy mother's maiden name is: Uncertified each. (Filtering of Mark): Content of Last 4 digits of my SSN are: Content of Last 4 digits of my SSN a	
And that are a registered visit in the above listed parish and I am ligible to vote in the election for lederal office. Wy date of birth is: 	
and that I am a registered vole in the above listed parish and I am eligible to vole in the elaction for Idearal office. My date of birth is: Last 4 digits of my SSN are: My mother's maiden name is: VOTER'S SIGNATURE OR MARK: X	
A sat 4 digits of my SSN are:	(data)
Last a digits of my SSN are: My mother's maiden name is: Voter's signature or MARK: X	
DTER'S SIGNATURE OR MARK: DEPU	(date)
VOTER'S SIGNATURE OR MARK: DEPU	
	NCT COMMISSIONER, REGISTRAR OF VOTERS, OR
X	LY REGISTRAR OF VOTERS SIGN AND PRINT NAME:
(signature)	Theorem of Toters sign And Front name.
(printed name)	
SECTION 3: COMMISSIONER/ELECTION OFFICIAL SIGNS The above-listed voter has sworn and subscribed before me	11. 12. 1
	(signature)
	and Bouwards
PRECINCT COMMISSIONER, REGISTRAR OF VOTERS, OR DEPUTY REGISTRAR OF VOTERS SIGN AND PRINT NAME:	
x	
(signature)	(printed name)
(printed name)	(Freedom ( ) ( ) ( )

## 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

	ATTENTION COMMISSIONER:
	COMPLETE AND DETACH THIS RED PORTION AND GIVE TO VOTER
	PROVISIONAL BALLOT NUMBER
https week	ATTENTION PROVISIONAL VOTER: nay visit the La. Secretary of State's Voter Portal at //voterportal.sos.la.gov or call 1-800-883-2805, one after the election and refer to this provisional ballot
	er to know if your vote was counted or not, and for to n if not counted.

## 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	CTION DAY	Y
	PROVISI	<b>ONAL PAC</b>	CKET
CONTENTS:	PROVISIONAL BALLOT(S) PROVISIONAL BALLOT AFFIDAVIT ENVELO PENCILS	PES (AFF-PB)	
INSTRUCT	TONS TO COMMISSIONERS:		
	al Voting: You MUST open this envelope for your pro- onal Pamphlet for Election Day Voting (IP ELEC DAY		Elections. Follow the instructions found in the
2. YOU MU	ST COMPLETE THE FOLLOWING BEFORE R	ETURNING:	
	number of provisional voters listed in a poll list, startin	Proventing and the second second	
The total n	number of voted provisional ballots included in this ret	urn envelope is	
If numbers	s do not match, explain:		
3. YOU MU COURT C	ST CHECK THE BOX BELOW IF THE POLLING H RDER.	HOURS WERE EXTENDED ON ELF	ECTION DAY BY A FEDERAL OR STATE
Exten	ided Poll Hours		
<ol> <li>Return all to this env</li> </ol>		ised provisional ballots and envelopes	, spoiled provisional ballots and envelopes, and pencils
DIS	SPOSITION – PUT WITH CLEAR PLAS' CL	TIC ZIPPER BAG AND DEL	IVER ON ELECTION NIGHT TO:
fo	or delivery to Registrar of Voters NO LATE		irst business day after the election.
12.000000000000000000000000000000000000	Samuel and P Darks		These reactions in the second se

# PLEASE NOTE !!! Pg. 69

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				
·	ELE	CTION DAY	Y				
	PROVISI	IONAL PAC	CKET				
CONTENTS:	PROVISIONAL BALLOT(S) PROVISIONAL BALLOT AFFIDAVIT ENVELO PENCILS	DPES (AFF-PB)					
INSTRUCT	TONS TO COMMISSIONERS:						
	al Voting: You MUST open this envelope for your pro onal Pamphlet for Election Day Voting (IP ELEC DA		Elections. Follow the instructions found in the				
2. YOU MU	ST COMPLETE THE FOLLOWING BEFORE F	RETURNING:					
The total r	number of provisional voters listed in a poll list, starting	ng at number 1681, is	; and				
The total r	number of voted provisional ballots included in this re	turn envelope is					
If number	s do not match, explain:						
3. YOU MU COURT C	ST CHECK THE BOX BELOW IF THE POLLING DRDER.	HOURS WERE EXTENDED ON ELI	ECTION DAY BY A FEDERAL OR STATE				
Exter	nded Poll Hours						
4. Return all to this env		used provisional ballots and envelopes	s, spoiled provisional ballots and envelopes, and pencils				
DIS	DISPOSITION – PUT WITH CLEAR PLASTIC ZIPPER BAG AND DELIVER ON ELECTION NIGHT TO: CLERK OF COURT						
fc	or delivery to Registrar of Voters NO LAT		irst business day after the election.				
Prenared and Furnished I	ni Sovelan of Sata		Election Day Provisional Packet (FDaPP) (Rev. 04/19)				

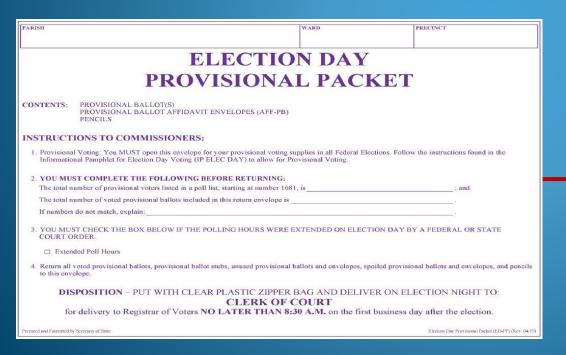
## PLEASE NOTE !!! Pg. 69

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	PRECINCT
	ELF	<b>ECTION DAY</b>	Y
	PROVIS	SIONAL PAC	KET
CONTENTS:	PROVISIONAL BALLOT(S) PROVISIONAL BALLOT AFFIDAVIT ENVE PENCILS	LOPES (AFF-PB)	
INSTRUCT	TIONS TO COMMISSIONERS:		
	al Voting: You MUST open this envelope for your onal Pamphlet for Election Day Voting (IP ELEC I		Elections. Follow the instructions found in the
2. YOU MU	ST COMPLETE THE FOLLOWING BEFORE	E RETURNING:	
1.55.72019699357.60	number of provisional voters listed in a poll list, sta		; and
1750125416 (1971)	number of voted provisional ballots included in this s do not match, explain:	return envelope is	
-	ST CHECK THE BOX BELOW IF THE POLLIN	G HOURS WERE EXTENDED ON ELF	CTION DAY BY A FEDERAL OR STATE
Exter	nded Poll Hours		
<ol> <li>Return all to this env</li> </ol>		unused provisional ballots and envelopes	s, spoiled provisional ballots and envelopes, and pencils
DIS	SPOSITION – PUT WITH CLEAR PLA	ASTIC ZIPPER BAG AND DEL	IVER ON ELECTION NIGHT TO:
fo	or delivery to Registrar of Voters NO LA		irst business day after the election.
Prepared and Furnished b	w Sevelary 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.





**Clear Plastic Zipper Bag** 

## 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

PARISH		WARD	PRECINCT			
	ELE	<b>CTION DAY</b>	7			
	PROVIS	IONAL PAC	KET			
CONTENTS:	PROVISIONAL BALLOT(S) PROVISIONAL BALLOT AFFIDAVIT ENVE PENCILS	LOPES (AFF-PB)				
INSTRUCT	IONS TO COMMISSIONERS:					
	al Voting: You MUST open this envelope for your onal Pamphlet for Election Day Voting (IP ELEC E		lections. Follow the instructions found in the			
2. YOU MU	ST COMPLETE THE FOLLOWING BEFORE	RETURNING:				
The total n	number of provisional voters listed in a poll list, sta	rting at number 1681, is	; and			
The total n	The total number of voted provisional ballots included in this return envelope is					
If numbers	s do not match, explain:					
3. YOU MU COURT C	ST CHECK THE BOX BELOW IF THE POLLIN RDER.	G HOURS WERE EXTENDED ON ELEC	TION DAY BY A FEDERAL OR STATE			
🗆 Exter	nded Poll Hours					
4. Return all to this env		unused provisional ballots and envelopes, s	spoiled provisional ballots and envelopes, and pencils			
DIS	SPOSITION – PUT WITH CLEAR PLA	ASTIC ZIPPER BAG AND DELIV	VER ON ELECTION NIGHT TO:			
fo	or delivery to Registrar of Voters NO LA	TER THAN 8:30 A.M. on the first	st business day after the election.			
Prepared and Furnished I:	ty Scorebary of State		Election Day Provisional Packet (ED-PP) (Rev. 04/19)			

