

SAME DAY REGISTRATION MANUAL
2020 PRESIDENTIAL ELECTIONS
EARLY VOTING AND ELECTION DAY

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1 General Information

Same day registration allows individuals who are not currently registered to register and vote during early voting and on election day.

To register to vote a regular ballot during early voting, an individual must:

- Show a current Maryland driver's license or MVA ID card; and
- Be a "pre-qualified" individual in the electronic pollbook.

To register to vote a regular ballot on election day, an individual must:

- Register at the assigned polling place where he or she lives;
- Show a current Maryland driver's license or MVA ID card; and
- Be a "pre-qualified" individual in the electronic pollbook.

A "pre-qualified" individual means that he or she has been screened to make sure the requirements have been met to register and vote a regular ballot during early voting or on election day.

If the address on an individual's Maryland driver's license or MVA ID card is not correct, the individual may present another form of proof of residency. Go to the "Proof of Residency" section of this manual for more information.

All individuals who register to vote must specify their party affiliation at the time of registration. The election judge who processes the same day registration transaction must tell individuals if a ballot is available for the party chosen.

During early voting: Individuals who live outside the county where they are attempting to register and vote may be registered. They must vote a provisional ballot.

On election day: Individuals who are not at the correct polling place where they are attempting to register and vote may be registered. They must vote a provisional ballot.

2 Proof of Residency

"Proof of residency" means a document with the individual's name and current address. An individual may not give proof of residency from an electronic source.

"Current" means that the MVA driver's license or ID card has not expired. The following are the only documents that are acceptable:

- A current Maryland driver's license
- A current MVA-issued State ID card
- A current MVA-issued change of address card

“Current” for the following documents means the document is within the last three months.

- A current utility bill
- A current bank statement
- A current government check
- A current paycheck
- Other current government document

3 Early Voting Setup



The early voting center may have been setup by the Howard County Board of Elections before you arrive.

Arrive at 9:00 a.m. for the primary election
Arrive at 7:00 a.m. for the general election.

Make sure you sign the *Payroll Sheet*.

1. Help set up for early voting as assigned by the chief judges, including:
 - Lay out supplies
 - Post signs
 - Set up tables



Work together so that your early voting center is ready to open by 10:00 a.m. for the primary election and 8:00 a.m. for the general election.

2. Set up the same day registration table so that the election judge who processes same day registration transactions has the following:
 - Router (modem)
 - Router (modem) antennas
 - Electronic pollbook
 - Printer for the electronic pollbook
 - Handheld barcode scanner (one or two scanner per early voting center)
 - Extra roll of paper for the printer

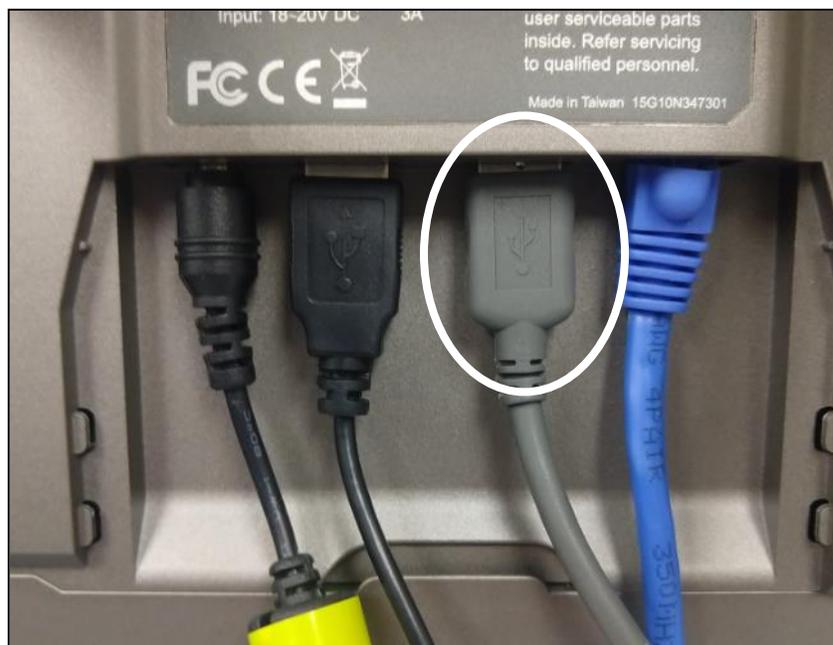
- *Voter Update Forms*
- *Voter Assistance Forms*
- Pens
- Note pads

3. Plug the handheld barcode scanner into the third port on the back of the electronic pollbook that will be used to process same day registration transactions.

Figure 1 - Handheld Barcode Scanner



Figure 2 - Barcode Scanner Connected to the Third Port on the Back of the Electronic Pollbook



4 Election Day Setup

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet*.

1. Help set up for election day as assigned by the chief judges, including:
 - Lay out supplies
 - Post signs
 - Set up tables



Work together so that your polling place is ready to open by 7:00 a.m.

2. Set up the same day registration table so that the election judge who processes same day registration transactions has the following:
 - Router (modem)
 - Router (modem) antennas
 - Electronic pollbook
 - Printer for the electronic pollbook
 - Handheld barcode scanner (one scanner per polling place)
 - Extra roll of paper for the printer
 - *Voter Update Forms*
 - *Voter Assistance Forms*
 - Pens
 - Note pads
3. Plug the handheld barcode scanner into the third port on the back of the electronic pollbook that will be used to process same day registration transactions.

Figure 3 - Handheld Barcode Scanner



Figure 4 - Barcode Scanner Connected to the Third Port on the Back of the Electronic Pollbook



5 Networking the Electronic Pollbooks

- !** Do not network the electronic pollbooks until **Election morning** and after:
- All electronic pollbooks have been turned on individually.
 - The “Statistics” on the “Main Screen” are verified as zeroes for the “Ballots,” “Voter,” and “SDR” tabs.
 - The *Consolidated Voter Counts Report* and *Consolidated Ballot Counts Report* are printed on **each** electronic pollbook.

- !** During the pre-election night meeting, pollbooks will be setup as instructed in training and Chapter 10 of the 2020 Howard County Election Judge Manual. Router may be setup with network cables and antennae as instructed below, **BUT DO NOT POWER ROUTER ON OR CONNECT NETWORK (BLUE/GRAY CAT-5) CABLES TO POLLBOOKS. THIS WILL OCCUR DURING ELECTION MORNING ACTIVITIES.**

5.1.1 Router Setup

The Howard County Board of Elections will be using the election day network so the below instructions concerning the setup of router and pollbooks will be applicable.

The router connects all the electronic pollbooks to each other. The router allows the electronic pollbooks to synchronize in an early voting center or a polling place.

You will attach four antennas to the router. Keep the antennas straight when you screw them into the ports on the router. Do not bend the antennas until later.

Note: On election day antennas may be already pre-installed on router (modem).

Figure 5 - Four Straight Antennas



1. Hold the antenna straight. Twist the base of the antenna into the port labeled “Main-0.” Keep the antenna straight when you screw it into the port as shown in *Figure 7 – Straight Antenna in the Front of the Router*. Do not bend the antenna until later.

Figure 6 – “Main-0” Antenna Port on the Front of the Router



Figure 7 - Straight Antenna in the Front of the Router



2. Hold another antenna straight. Twist the base of the antenna into the port labeled "Aux-1." Keep the antenna straight when you screw it into the port.

Figure 8 - "Aux-1" Antenna Port on the Front of the Router



3. Hold another antenna straight. Twist the base of the antenna into the port labeled "Main-1." Keep the antenna straight when you screw it into the port.

Figure 9 - "Main-1" Antenna Port on the Front of the Router



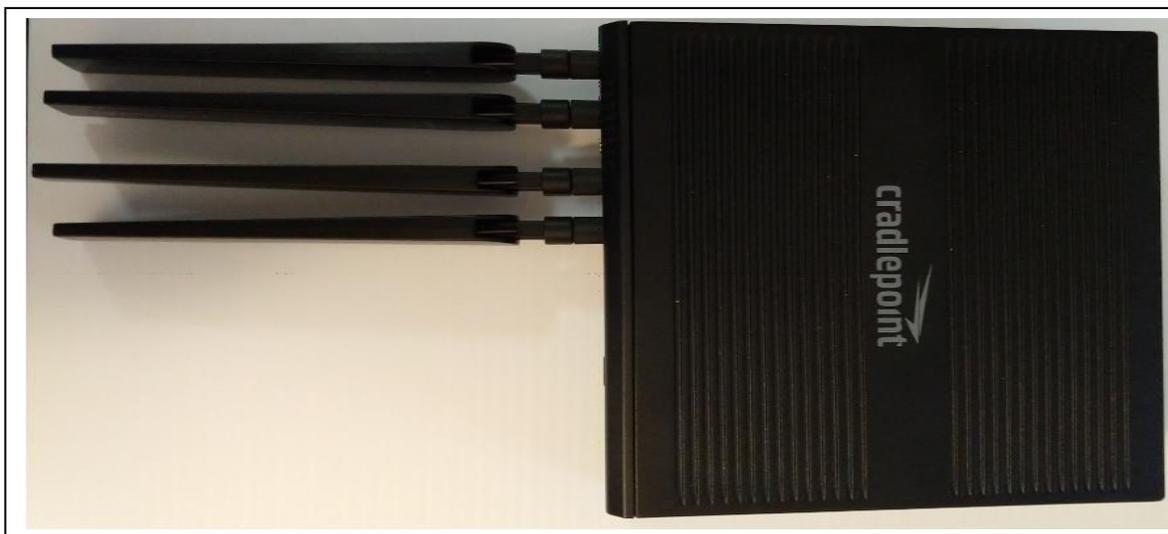
4. Hold the last antenna straight. Twist the base of the antenna into the port labeled "Aux-0." Keep the antenna straight when you screw it into the port.

Figure 10 - "Aux-0" Antenna Port on the Front of the Router



5. The front of the router and the antennas should look like *Figure 11 – Four Installed Antennas on the Front of the Router* below.

Figure 11 - Four Installed Antennas on the Front of the Router



6. Plug the router's power cord into the power port on the back of the router.

Figure 12 - Power Cord in the Power Port on the Back of the Router



7. Plug the other end of the router's power cord into a power source.
8. Turn the Power Switch to the on position.

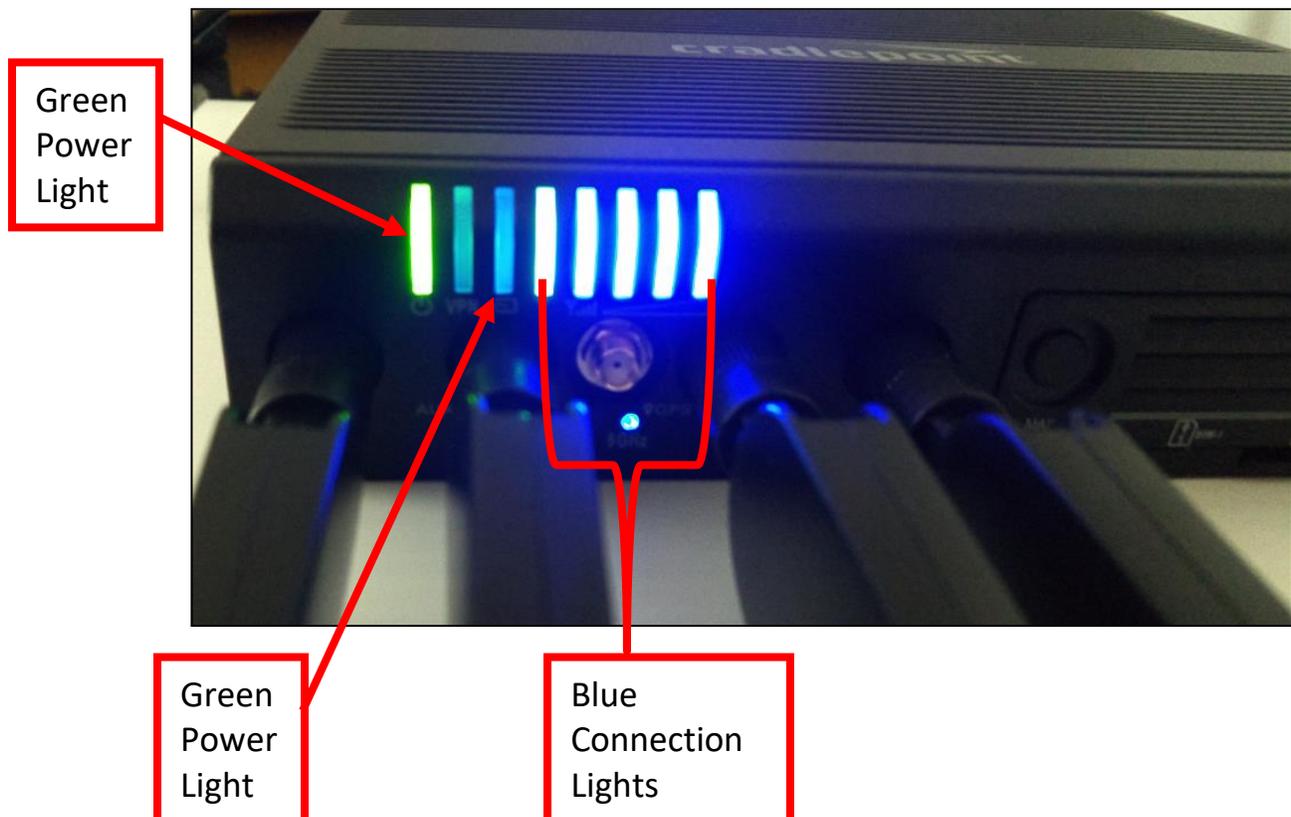
Figure 13 - Power Switch in the On Position on the Back of the Router



It will take a few minutes for the router to start. The power and connection indicator lights will appear when the router is done.

9. Look at the front of the router to make sure the router is receiving power and is connected to the network. The light indicators will appear. The lights will appear as shown in *Figure 14 – Power and Connection Indicator Lights on the Front of the Router.*

Figure 14 - Power and Connection Indicator Lights on the Front of the Router



10. Angle all four antennas into a 90-degree angle as shown in *Figure 15 – Four Angled Antennas on the Front of the Router*

Figure 15 - Four Angled Antennas on the Front of the Router

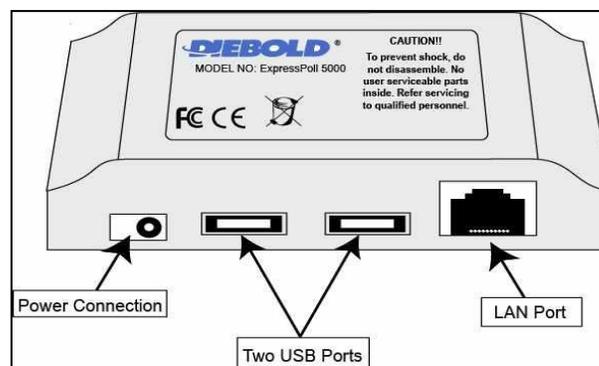


5.1.2 Networking the Electronic Pollbooks

The back of the electronic pollbook has four ports. From left to right:

- Power connection
- Two USB ports for the printer
- LAN port that connects all the electronic pollbooks in the same polling place together

Figure 16 - Four Ports on the Back of the Electronic Pollbook



All cable connectors will only fit in the ports one way. If the plug does not fit in the port easily, ask for help. Put in the USB plug with the USB icon facing up. Put the LAN plug with the locking tab facing up.

1. Turn all electronic pollbooks **OFF** before connecting to the network.

Figure 17 - Power Switch on the Top of the Electronic Pollbook



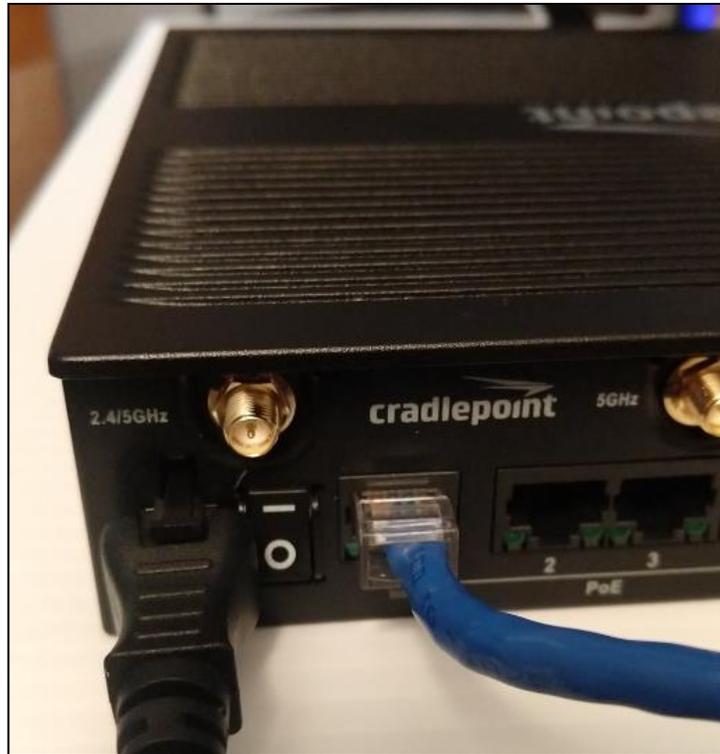
2. Plug one end of a CAT-5 cable into the LAN Port on the back of one electronic pollbook.

Figure 18 - CAT-5 Cable in the LAN Port on the Back of the Electronic Pollbook



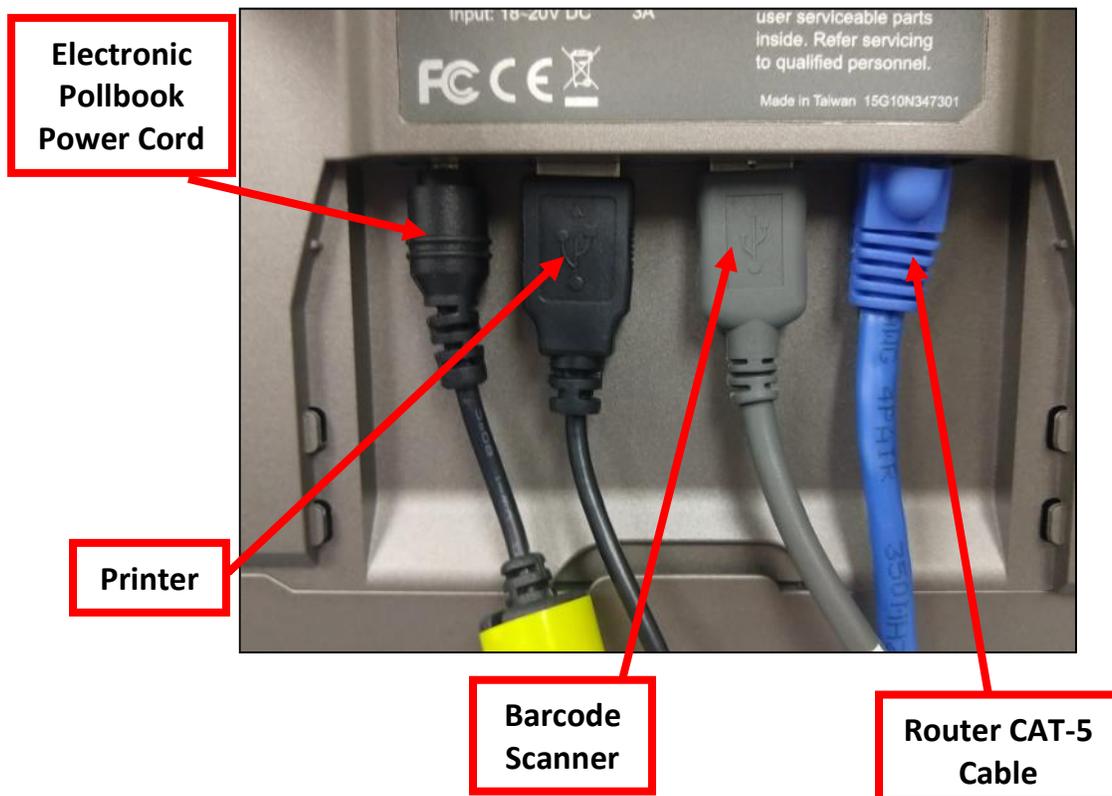
3. Plug the other end of the CAT-5 cable into the port labeled “1” on the back of the router.

Figure 19 – Port “1” on the Back of the Router



4. Make sure the back of the electronic pollbook has a cord or cable in each of the ports. Only one electronic pollbook will have the barcode scanner attached.

Figure 20 - Connections on the Back of the Electronic Pollbook



5. Repeat steps 1 through 5 for each electronic pollbook. Continue to plug the CAT-5 cable from each electronic pollbook into each port until all the electronic pollbooks are plugged into the router as shown in *Figure 22 – CAT-5 Cables Plugged into the Back of the Router*.

Figure 21 - CAT-5 Cables Plugged into the Back of the Router



The number of electronic pollbooks used at a voting location is different. You may have two, three, four or more than four electronic pollbooks. Plug each electronic pollbook into the ports on the back of the router.

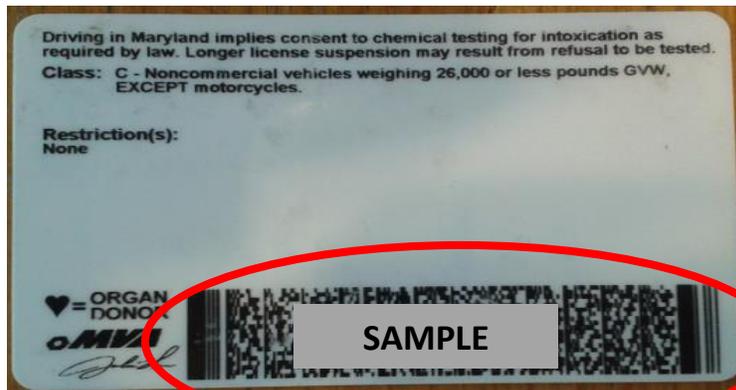
6. Turn each electronic pollbook ON one at a time. Wait until the “Launch” screen appears before you turn on the next electronic pollbook.
7. Go to “Checking Synchronization” section of Chapter 10 of the *Election Judges’ Manual*.

6 Processing Same Day Registration Transactions

! If an individual has a MVA issued driver's license or a MVA issued ID card, use the handheld barcode scanner connected to the electronic pollbook to scan the barcode on the back of the MVA driver's license or ID card.

! Before you scan a person's license or ID card, ask the person if the address listed on the card is a current address. That will determine which scenario applies to the person.

Figure 22 - Before "Real ID" Driver's License Barcode



DO NOT scan the barcode on the left side of the license or ID card.

Figure 23 - "Real ID" Driver's License Barcode



6.1.1 Scenario #1A (Standard Ballot): The MVA driver's license or MVA ID card does show the individual's current address and the address in the pollbook does match the MVA driver's license or MVA ID card.

1. Scan the barcode on the back of the MVA driver's license or MVA ID card. The pollbook automatically captures the individual's information and proof of residency on the "Voter Summary" screen.

Figure 24 - "Voter Summary" Screen of New Registered Voter on the Electronic Pollbook

Voter Name		Street Address	
HORVATHA, KEVIN H		163 E MAIN ST HILLSBORO 45133	
Date Of Birth	Gender	City	Zip
04/27/1937		HILLSBORO	45133
Party	Proof Of Residency		
	Drivers License		
Status	Verified License		

2. Quietly ask the individual to choose a party affiliation. Use the dropdown menu to select the individual's party affiliation. Confirm the individual's party affiliation. Inform the individual if there is no ballot for the individual's party affiliation. If this occurs, the voter may vote a provisional ballot.

Figure 25 - "Party Affiliation" Dropdown Menu on the Electronic Pollbook

Voter Name		Street Address	
HORVATHA, KEVIN H		163 E MAIN ST HILLSBORO 45133	
Date Of Birth	Gender	City	Zip
04/27/1937		HILLSBORO	45133
Party	Proof Of Residency		
Republican	Drivers License		
Status	Verified License		

3. Ask the voter to confirm that you chose the correct party affiliation on the “Voter Summary” screen. Physically show the voter the electronic pollbook.
4. Tap “Print Oath.”

Figure 216 - "Print Oath" Button on the Electronic Pollbook

Voter Summary 345

Instructions for New Voter With Qualified License

Voter Name **Edit Name**: HORVATHA, KEVIN H
 Street Address **Edit Address**: 163 E MAIN ST, HILLSBORO 46133
 Date Of Birth: 04/27/1937 | Gender: 1
 City: HILLSBORO | Zip: 46133
 Party: Republican
 Proof Of Residency: Drivers License
 Status: Verified License

Print Oath **Go Back**

BT:??? AC:Plugged in Issue:0 Reissue:0 Cancel:0 Net:0 11/5/2015 11:02:24 AM

5. An oath document prints on the electronic pollbook printer.
6. Ask the individual to review the oath document.
7. Ask the individual to sign the oath if all of the information is correct.
8. Tap “Yes” to confirm the individual signed the oath document and the information is correct.

Figure 227 – “Yes” Button on the Electronic Pollbook

Voter Summary 345

Instructions for New Voter With Qualified License

Voter Name: HORVATHA
 Date Of Birth: 04/27/1937
 Party: Republican
 Status: Verified License

**** QUESTION ****
 Please Confirm Signed Document

Yes **No**

Print Oath **Go Back**

BT:??? AC:Plugged in Issue:0 Reissue:0 Cancel:0 Net:0 11/5/2015 11:09:44 AM

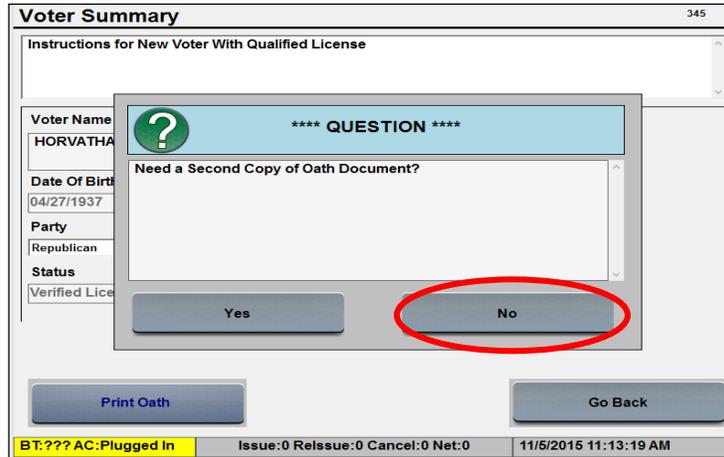


On election day, you cannot change a voter’s name, address or party affiliation after tapping “Yes” that the voter has signed the oath document. During early voting, you can change a voter’s address. You cannot change a voter’s name or party affiliation.

Tap “No” if the individual did not sign the oath document. The pollbook returns to the “Voter Summary” screen. If there is an error in the individual’s address or party affiliation on the oath document, it can be corrected and another oath document can be printed.

9. “Need a second copy?” Tap “No.”

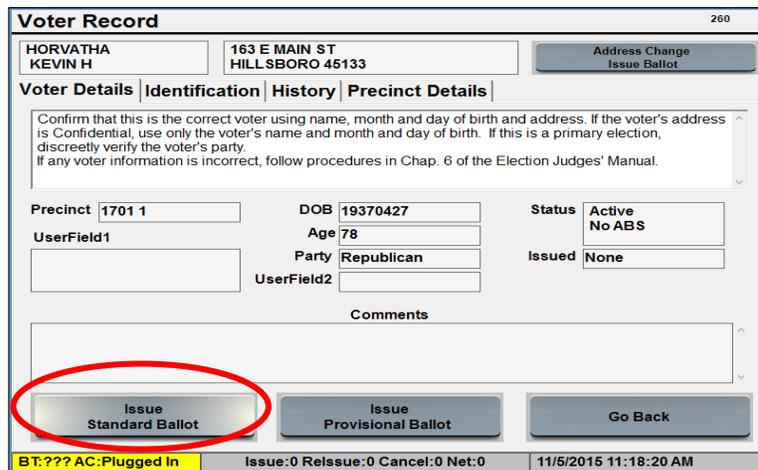
Figure 238 - "No" Button on the Electronic Pollbook



10. Give the oath document to the provisional judge who will place into the “Same Day Registration Oath” envelope in their possession.

11. Tap “Issue Standard Ballot” on the “Voter Record” screen.

Figure 29 - "Issue Standard Ballot" Button on the Electronic Pollbook



12. A voter authority card prints on the pollbook printer.

13. The voter reviews and signs the voter authority card.

14. Direct the voter to the voting judge(s) issuing ballots to receive a regular ballot.

6.1.2 Scenario #1B (Standard Ballot): The MVA driver’s license or MVA ID card does show the individual’s current address and the address in the pollbook does not match the MVA driver’s license or MVA ID card.

- On the same day, the individual went to the MVA to update the address and then went to vote at the early voting center.
 - The individual is pre-qualified based on the information previously received from the MVA.
 - The individual’s address must be manually updated in the pollbook.
1. Scan the barcode on the back of the MVA driver’s license or MVA ID card. The pollbook automatically captures the individual’s information and proof of residency on the “Voter Summary” screen.
 2. Tap “Edit Address.”

Figure 30 - "Edit Address" Tab on the Electronic Pollbook

Voter Summary 345

Instructions for New Voter With Qualified License

Voter Name: Street Address:

Date Of Birth: Gender: City: Zip:

Party: Proof Of Residency:

Status:

BT:??? AC:Plugged In Issue:0 Reissue:0 Cancel:0 Net:0 11/6/2016 10:56:11 AM

3. Tap “Clear.”

Figure 241 - "Clear" Button on the Electronic Pollbook

Select Precinct for Voter 380

Street	House No.	Apt No.	Side	Precinct
E Main St Kitzmiller 21538	00 to 272		B	013-000-1
E Main St Frostburg 21532	1 to 167		O	026-000-2
E Main St Westminster 21157	1 to 345		O	007-001-1
E Main St Rising Sun 21911	1 to 346		B	006-001-3

16 Streets Found

House # Street Apt.

Zip Code

BT:??? AC:Plugged In Voted: TOT 4 2/12/2016 11:29:21 AM

4. Type the correct address.

Figure 252 - Address Fields on the Electronic Pollbook

Street	House No.	Apt No.	Side	Precinct
E Main St Kitzmilller 21538	00 to 272		B	013-000-1
E Main St Frostburg 21532	1 to 167		O	026-000-2
E Main St Westminster 21157	1 to 346		O	007-001-1
E Main St Rising Sun 21911	1 to 346		B	006-001-3

16 Streets Found

House # | 163

Street | E MAIN | Apt. |

Zip Code |

BT:??? AC:Plugged In Voted: TOT 4 2/12/2016 11:29:21 AM

5. Select the individual's new address and the pollbook will use the new address to identify the correct ballot style.

Figure 263 - Address Result Field on the Electronic Pollbook

Street	House No.	Apt No.	Side	Precinct
QUIET CT HILLSBORO 45133	120 to 126		B	1701 1

1 Streets Found

Street | QUIET

House # | 120 | Apt. # | Tap here

Zip Code | Tap here to er

BT:??? AC:Plugged In Issue:0 Reissue:0 Cancel:0 Net:0 11/5/2015 12:30:58 PM

Note: If the address is not listed in the street file, the individual must complete a regular provisional ballot application by hand and vote a provisional ballot. Go to the “Non-standard Address” section of this manual

6. Quietly ask the individual to choose a party affiliation. Use the drop-down menu to select the individual's party affiliation. Confirm the individual's party affiliation. Inform the individual if no ballot is available for the individual's party affiliation. If this occurs, the voter may vote a provisional ballot.

Figure 274 - "Party Affiliation" Dropdown Menu on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen for a new voter with a qualified license. The voter's name is HORVATHA, KEVIN H, and their address is 120 QUIET CT, HILLSBORO 45133. The date of birth is 04/27/1937. The 'Party' dropdown menu is highlighted with a red circle and shows 'Republican' selected. The 'Proof Of Residency/ID' dropdown menu shows 'Drivers License' selected. The status is 'Verified License'. The screen includes buttons for 'Print Oath' and 'Go Back'. The bottom status bar shows 'BT:?? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the date/time '11/5/2015 3:38:41 PM'.

7. Verify the "Proof of Residency" shows Driver's License on the "Voter Summary" screen.

Figure 285 - "Proof of Residency" Dropdown on the Electronic Pollbook

This screenshot is identical to Figure 274, but the 'Proof Of Residency/ID' dropdown menu is highlighted with a red circle, showing 'Drivers License' selected.

8. Have the voter verify the information on the "Voter Summary" screen by physically showing the voter the pollbook.
9. Tap "Print Oath."

Figure 296 - "Print Oath" Button on the Electronic Pollbook

This screenshot is identical to Figure 274, but the 'Print Oath' button is highlighted with a red circle.

10. An oath document prints on the pollbook printer.
11. Individual reviews and signs the oath document.

12. Tap "Yes" to confirm the individual signed the oath document and the information is correct.

Figure 307 - "Yes" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen for a voter named HORVATHA. A modal window titled '**** QUESTION ****' asks 'Please Confirm Signed Document'. Below the question are two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red. The background shows voter details: Name (HORVATHA), Date of Birth (04/27/1937), Party (Republican), Status (Verified License), and a 'Print Oath' button. The bottom status bar shows 'BT:?? AC:Plugged In', 'Issue:0 ReIssue:0 Cancel:0 Net:0', and the date/time '11/5/2015 11:09:44 AM'.



On election day, you cannot change a voter's name, address or party affiliation after tapping "Yes" that the voter has signed the oath document. During early voting, you can change a voter's address. You cannot change a voter's name or party affiliation during early voting.

Tap "No" if the individual did not sign the oath document. The pollbook returns to the "Voter Summary" screen. If there is an error in the individual's address or party affiliation on the oath document, it can be corrected and another oath document can be printed.

13. "Need a second copy?" Tap "No."

Figure 318 - "No" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen for the same voter. A modal window titled '**** QUESTION ****' asks 'Need a Second Copy of Oath Document?'. Below the question are two buttons: 'Yes' and 'No'. The 'No' button is circled in red. The background shows the same voter details as Figure 307, but with a 'Print Oath' button. The bottom status bar shows 'BT:?? AC:Plugged In', 'Issue:0 ReIssue:0 Cancel:0 Net:0', and the date/time '11/5/2015 11:13:19 AM'.

14. Give the oath document to the provisional judge who will place into the "Same Day Registration Oath" envelope in their possession.

15. Tap "Issue Standard Ballot" on the "Voter Record" screen.

Figure 39 - "Issue Standard Ballot" on the Electronic Pollbook

Voter Record 260

HORVATHA KEVIN H 120 QUIET CT HILLSBORO 45133 Address Change Issue Ballot

Voter Details Identification History Precinct Details

Confirm that this is the correct voter using name, month and day of birth and address. If the voter's address is Confidential, use only the voter's name and month and day of birth. If this is a primary election, discreetly verify the voter's party. If any voter information is incorrect, follow procedures in Chap. 6 of the Election Judges' Manual.

Precinct: 1701 1 DOB: 19370427 Status: Active No ABS
UserField1: Age: 78
Party: Republican Issued: None
UserField2:

Comments

Issue Standard Ballot Issue Provisional Ballot Go Back

BT:?? AC:Plugged In Issue:0 Reissue:0 Cancel:0 Net:0 11/5/2015 3:42:15 PM

16. A voter authority card prints on the pollbook printer.

17. The voter reviews and signs the voter authority card.

18. Direct the voter to the voting judge(s) issuing ballots to receive a regular ballot.

6.1.3 Scenario #2 (Standard Ballot): The MVA driver's license or MVA ID card does not show the individual's current address and the address in the pollbook does not match the MVA driver's license or MVA ID card. The individual has another document proving the individual's current address in the county.

1. Scan the barcode on the back of the MVA driver's license or MVA ID card. The pollbook automatically captures the individual's information and shows the address currently on file with the MVA.

2. Tap "Edit Address."

Figure 320 - "Edit Address" Tab on the Electronic Pollbook

Voter Summary 345

Instructions for New Voter With Qualified License

Voter Name: Edit Name HORVATHA, KEVIN H Street Address: Edit Address 163 E MAIN ST HILLSBORO 45133
Date Of Birth: 04/27/1937 Gender: City: HILLSBORO Zip: 45133
Party: Proof Of Residency: Drivers License
Status: Verified License

Print Oath Go Back

BT:?? AC:Plugged In Issue:0 Reissue:0 Cancel:0 Net:0 11/5/2015 10:56:11 AM

3. Tap "Clear."

Figure 331 - "Clear" Button on the Electronic Pollbook

The screenshot shows the 'Select Precinct for Voter' screen. At the top, there is a table with columns: Street, House No., Apt No., Side, and Precinct. Below the table are input fields for House # (163), Street (E MAIN), and Apt. Below these is a numeric keypad and a QWERTY keyboard. A red circle highlights the 'Clear' button located to the right of the numeric keypad. At the bottom, there is a status bar with 'BT:?? AC:Plugged In', 'Voted: TOT 4', and '2/12/2016 11:29:21 AM'.

4. Type the correct address.

Figure 342 - Address Fields on the Electronic Pollbook

This screenshot is similar to Figure 331, showing the 'Select Precinct for Voter' screen. A red circle highlights the input fields for House # (163), Street (E MAIN), and Zip Code. The rest of the interface, including the keyboard and status bar, is identical to Figure 331.

5. Select the individual's new address and the pollbook will use the new address to identify the correct ballot style.

Note: If the address is not listed in the street file, the individual must complete a regular provisional ballot application by hand and vote a provisional ballot. Refer to the "Non-standard Address" section.

Figure 353 - Address Result Field on the Electronic Pollbook

The screenshot shows the 'Select Precinct for Voter' screen with the address result field circled in red. The table at the top now shows one entry: Street: QUIET CT, HillSBORO 45133, House No.: 120 to 126, Apt No.: (blank), Side: B, Precinct: 1701 1. Below the table, the Street field is populated with 'QUIET'. The House # field is '120' and the Apt. # field is 'Tap here'. The Zip Code field is 'Tap here to enter'. The keyboard and status bar are also visible. The status bar at the bottom shows 'BT:?? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and '11/5/2016 12:30:58 PM'.

6. Quietly ask the individual to choose a party affiliation. Use the drop-down menu to select the individual's party affiliation. Confirm the individual's party affiliation. Inform the individual if no ballot is available for the individual's party affiliation. If this occurs, the voter may vote a provisional ballot.

Figure 364 - "Party Affiliation" Dropdown Menu on the Electronic Pollbook

The screenshot shows the 'Voter Summary' interface for a new voter with a qualified license. The form contains the following fields:

- Voter Name:** HORVATHA, KEVIN H (with an 'Edit Name' button)
- Street Address:** 120 QUIET CT, HILLSBORO 45133 (with an 'Edit Address' button)
- Date Of Birth:** 04/27/1937
- Gender:** 1
- City:** HILLSBORO
- Zip:** 45133
- Party:** A dropdown menu with 'Republican' selected and highlighted in blue. This field is circled in red.
- Status:** Verified License
- Proof Of Residency/ID:** A dropdown menu.
- Drivers License:** A dropdown menu.

At the bottom, there are 'Print Oath' and 'Go Back' buttons. A status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the timestamp '11/5/2015 3:38:41 PM'.

7. Select "Proof of Residency" on the "Voter Summary" screen. Use the dropdown menu to select the type of document the individual provided.

Figure 375 - "Proof of Residency" Dropdown on the Electronic Pollbook

This screenshot is similar to Figure 364, showing the 'Voter Summary' screen. The 'Party' dropdown is now set to 'Republican'. The 'Proof Of Residency' dropdown menu is highlighted in blue and circled in red, with 'Utility Bill' selected. The 'Status' field remains 'Verified License'. The 'Print Oath' and 'Go Back' buttons are visible at the bottom. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the timestamp '11/5/2015 12:39:56 PM'.

8. Have the voter verify the information on the "Voter Summary" screen by physically showing the voter the pollbook.

9. Tap "Print Oath."

Figure 386 - "Print Oath" Button on the Electronic Pollbook

Voter Summary 345

Instructions for New Voter With Qualified License

Voter Name Street Address

Date Of Birth Gender City Zip

Party Proof Of Residency

Status

BT:??? AC:Plugged In Issue:0 Reissue:0 Cancel:0 Net:0 11/5/2015 12:39:56 PM

10. An oath document prints on the pollbook printer.
11. Individual reviews and signs the oath document.
12. Tap "Yes" to confirm the individual reviewed and signed the oath document and the information is correct.

Figure 397 - "Yes" Button on the Electronic Pollbook

Voter Summary 345

Instructions for New Voter With Qualified License

Voter Name Street Address

Date Of Birth Gender City Zip

Party Proof Of Residency

Status

BT:??? AC:Plugged In Issue:0 Reissue:0 Cancel:0 Net:0 11/5/2015 11:09:44 AM

**** QUESTION ****

Please Confirm Signed Document



On election day, you cannot change a voter's name, address or party affiliation after tapping "Yes" that the voter has signed the oath document. During early voting, you can change a voter's address. You cannot change a voter's name or party affiliation during early voting.

Tap "No" if the individual did not sign the oath document. The pollbook returns to the "Voter Summary" screen. If there is an error in the individual's address or party affiliation on the oath document, it can be corrected and another oath document can be printed.

13. "Need a second copy?" Tap "No."

Figure 408 - "No" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen for a voter named HORVATHA KEVIN H. The screen displays a question: "Need a Second Copy of Oath Document?". Below the question are two buttons: "Yes" and "No". The "No" button is circled in red. The screen also shows a "Print Oath" button and a "Go Back" button. At the bottom, there is a status bar with the text "BT: ??? AC: Plugged In" and "Issue:0 Reissue:0 Cancel:0 Net:0" along with the date and time "11/5/2015 11:13:19 AM".

14. Give the oath document to the provisional judge who will place into the "Same Day Registration Oath" envelope in their possession.

15. Tap "Issue Standard Ballot" on the "Voter Record" screen.

Figure 49 - "Issue Standard Ballot" on the Electronic Pollbook

The screenshot shows the 'Voter Record' screen for voter HORVATHA KEVIN H. The screen displays voter details including name, address (120 QUIET CT HILLSBORO 45133), DOB (19370427), Age (78), Party (Republican), and Status (Active No ABS). There are buttons for "Address Change Issue Ballot", "Issue Standard Ballot", "Issue Provisional Ballot", and "Go Back". The "Issue Standard Ballot" button is circled in red. At the bottom, there is a status bar with the text "BT: ??? AC: Plugged In" and "Issue:0 Reissue:0 Cancel:0 Net:0" along with the date and time "11/5/2015 3:42:15 PM".

16. A voter authority card prints on the pollbook printer.

17. The voter reviews and signs the voter authority card.

18. Direct the voter to the voting judge(s) issuing ballots to receive a regular ballot.

6.1.4 Scenario #3A (Standard Ballot): The MVA driver's license or MVA ID card does not show the individual's current address. The address in the pollbook does show his current address. The individual has another document proving the individual's current address in the county.

1. Scan the barcode on the back of the MVA driver's license or MVA ID card. The pollbook automatically captures the individual's information on the "Voter Summary" screen.

Figure 50 - "Voter Summary" Screen on the Electronic Pollbook

Voter Name		Street Address	
Edit Name		Edit Address	
HORVATHA, KEVIN H		163 E MAIN ST HILLSBORO 46133	
Date Of Birth	Gender	City	Zip
04/27/1937		HILLSBORO	46133
Party		Proof Of Residency	
		Drivers License	
Status	Verified License		

2. Quietly ask the individual to choose a party affiliation. Use the dropdown menu to select the individual's party affiliation. Confirm the individual's party affiliation. Inform the individual if no ballot is available for the individual's party affiliation. If this occurs, the voter may vote a provisional ballot.

Figure 411 - "Party Affiliation" Dropdown Menu on the Electronic Pollbook

Voter Name		Street Address	
Edit Name		Edit Address	
HORVATHA, KEVIN H		120 QUIET CT HILLSBORO 46133	
Date Of Birth	Gender	City	Zip
04/27/1937		HILLSBORO	46133
Party		Proof Of Residency/ID	
Republican		Drivers License	
Status	Verified License		

3. Select "Proof of Residency" on the "Voter Summary" screen. Use the dropdown menu to select the type of document the individual provided.

Figure 422 - "Proof of Residency" Dropdown Menu on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen with the following fields: Voter Name (HORVATHA, KEVIN H), Street Address (120 QUIET CT, HILLSBORO 45133), Date of Birth (04/27/1937), Gender (1), City (HILLSBORO), Zip (45133), Party (Republican), and Status (Verified License). The 'Proof Of Residency' dropdown menu is open, showing 'Utility Bill' selected and highlighted with a red circle. At the bottom, there are 'Print Oath' and 'Go Back' buttons. The status bar at the bottom indicates 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the date/time '11/5/2015 12:39:56 PM'.

4. Have the voter verify the information on the "Voter Summary" screen by physically showing the voter the pollbook.
5. Tap "Print Oath."

Figure 433 - "Print Oath" Button on the Electronic Pollbook

This screenshot is identical to Figure 422, but the 'Print Oath' button at the bottom left is highlighted with a red circle. The 'Proof Of Residency' dropdown menu is still open and shows 'Utility Bill' selected.

6. An oath document prints on the pollbook printer.
7. Individual reviews and signs the oath document.
8. Tap "Yes" to confirm the individual signed the oath document and the information is correct.

Figure 444 - "Yes" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen with a confirmation dialog box overlaid. The dialog box has a question mark icon and the text '**** QUESTION ****' and 'Please Confirm Signed Document'. At the bottom of the dialog box, the 'Yes' button is highlighted with a red circle. The 'Print Oath' and 'Go Back' buttons from the background screen are visible behind the dialog box. The status bar at the bottom indicates 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the date/time '11/5/2015 11:09:44 AM'.



On election day, you cannot change a voter's name, address or party affiliation after tapping "Yes" that the voter has signed the oath document. During early voting, you can change a voter's address. You cannot change a voter's name or party affiliation during early voting.

Tap "No" if the individual did not sign the oath document. The pollbook returns to the "Voter Summary" screen. If there is an error in the individual's address or party affiliation on the oath document it can be corrected and another oath document can be printed.

9. "Need a second copy?" Tap "No."

Figure 455 - "No" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen with a modal question: 'Need a Second Copy of Oath Document?'. The voter's information is visible on the left: Name: HORVATHA, Date of Birth: 04/27/1937, Party: Republican, Status: Verified License. At the bottom of the modal are 'Yes' and 'No' buttons. The 'No' button is circled in red. Below the modal are 'Print Oath' and 'Go Back' buttons. The status bar at the bottom shows 'BT:?? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the date/time '11/5/2015 11:13:19 AM'.

10. Give the oath document to the provisional judge who will place into the "Same Day Registration Oath" envelope in their possession.
11. Tap "Issue Standard Ballot" on the "Voter Record" screen.

Figure 466 - "Issue Standard Ballot" Button on the Electronic Pollbook

The screenshot shows the 'Voter Record' screen for voter KEVIN H. HORVATHA at 120 QUIET CT, HILLSBORO 45133. It includes tabs for 'Voter Details', 'Identification', 'History', and 'Precinct Details'. The voter's details are: Precinct 17011, UserField1, UserField2, DOB 19370427, Age 78, Party Republican, Status Active No ABS, Issued None. There is a 'Comments' field. At the bottom are three buttons: 'Issue Standard Ballot' (circled in red), 'Issue Provisional Ballot', and 'Go Back'. The status bar at the bottom shows 'BT:?? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the date/time '11/5/2015 3:42:15 PM'.

11. A voter authority card prints on the pollbook printer.
12. The voter reviews and signs the voter authority card.
13. Direct the voter to the voting judge(s) issuing ballots to receive a regular ballot.

6.1.5 Scenario #3B (SDR "Sticky" Provisional): The MVA driver's license or MVA ID card does not show the individual's current address. The address in the pollbook does show his current address. The individual does not have another document proving the individual's current address in the county.

- On the same day, the individual went to the MVA to update the address and then went to vote at the early voting center.
- The individual is pre-qualified based on the information previously received from the MVA.

1. Scan the barcode on the back of the MVA driver's license or MVA ID card. The pollbook automatically captures the individual's information on the "Voter Summary" screen.

Figure 477 - "Voter Summary" Screen on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen. The title 'Voter Summary' is circled in red. The form contains the following fields: Voter Name (HORVATHA, KEVIN H), Street Address (163 E MAIN ST, HILLSBORO 45133), Date Of Birth (04/27/1937), Gender, Party, Status (Verified License), and Proof Of Residency (Drivers License). Buttons for 'Print Oath' and 'Go Back' are visible at the bottom. The status bar at the bottom shows 'BT:?? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and '11/5/2015 10:56:11 AM'.

2. Quietly ask the individual to choose a party affiliation. Use the drop-down menu to select the individual's party affiliation. Confirm the individual's party affiliation. Inform the individual if no ballot is available for the individual's party affiliation. If this occurs, the voter may vote a provisional ballot.

Figure 58 - "Party Affiliation" Dropdown Menu on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen. The 'Party' dropdown menu is circled in red and shows 'Republican' selected. The form contains the following fields: Voter Name (HORVATHA, KEVIN H), Street Address (120 QUIET CT, HILLSBORO 45133), Date Of Birth (04/27/1937), Gender, Party (Republican), Status (Verified License), and Proof Of Residency/ID (Drivers License). Buttons for 'Print Oath' and 'Go Back' are visible at the bottom. The status bar at the bottom shows 'BT:?? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and '11/5/2015 3:38:41 PM'.

3. Verify or change the "Proof of Residency/ID" field to an empty field.

4. Have the voter verify the information on the "Voter Summary" screen by physically showing the voter the pollbook.

5. Tap "Print Oath."

Figure 59 - "Print Oath" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' interface for a voter with a qualified license. The voter's name is HORVATHA, KEVIN H, and the address is 120 QUIET CT, HILLSBORO 45133. The date of birth is 04/27/1937, and the gender is 1. The party is Republican, and the proof of residency is Utility Bill. The status is Verified License. The 'Print Oath' button is circled in red.

Voter Name		Street Address	
HORVATHA, KEVIN H		120 QUIET CT HILLSBORO 45133	
Date Of Birth	Gender	City	Zip
04/27/1937	1	HILLSBORO	45133
Party	Proof Of Residency		
Republican	Utility Bill		
Status	Verified License		

6. "Would you like to continue without proof of residency"? Tap "Yes."

Figure 60 - "Yes" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' interface for a voter without a license. A question dialog box is overlaid, asking "Would you like to continue Without Proof of Residence?". The 'Yes' button is circled in red.

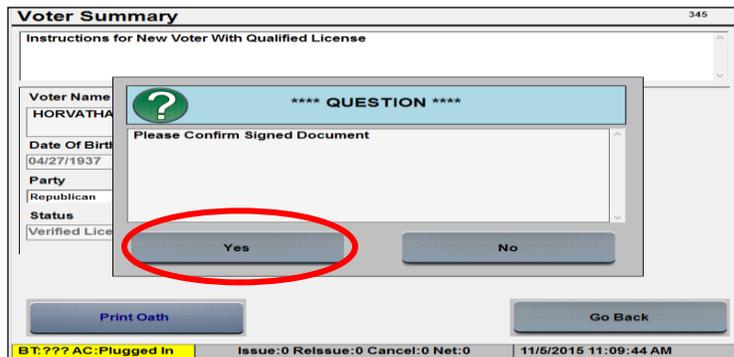
Voter Name	
DUCK, DON	
Date Of Birth	09/19/1958
Party	Democrat
Status	

7. An oath document prints on the pollbook printer.

8. Individual reviews and signs the oath document. Be sure the individual writes the last four digits of his or her social security number and telephone number on the oath document. The telephone number is necessary in case the Howard County Board of Elections must contact the individual if more information is needed from the individual.

9. Tap “Yes” to confirm the individual signed the oath document and the information is correct.

Figure 481 - "Yes" Button on the Electronic Pollbook

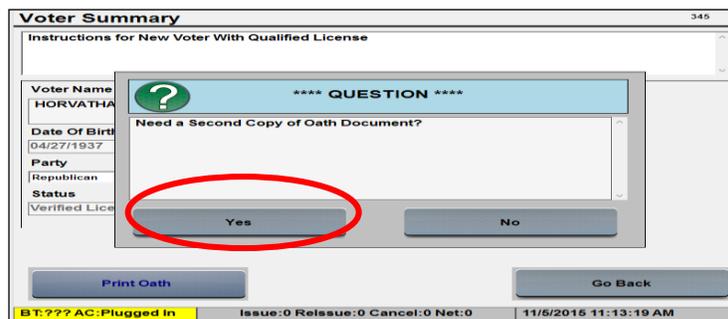


On election day, you cannot change a voter’s name, address or party affiliation after tapping “Yes” that the voter has signed the oath document. During early voting, you can change a voter’s address. You cannot change a voter’s name or party affiliation during early voting.

Tap “No” if the individual did not sign oath document. The pollbook returns to the “Voter Summary” screen. If there is an error in the individual’s address or party affiliation on the oath document it can be corrected and another oath document can be printed.

10. “Need a second copy?” Tap “Yes.”

Figure 492 - "Yes" Button on the Electronic Pollbook



11. The oath documents serve as the provisional ballot application. Both oath documents are signed by the individual and are attached to the sticky provisional ballot application envelope by provisional judge.

12. Tap "Issue Provisional Ballot" on the "Voter Record" screen.

Figure 503 - "Issue Provisional Ballot" Button on the Electronic Pollbook

The screenshot shows the 'Voter Record' interface for a voter named Kevin H. Horvath. The voter's address is 120 Quiet Ct, Hillsboro 45133. The interface includes tabs for 'Voter Details', 'Identification', 'History', and 'Precinct Details'. A confirmation message is displayed: 'Confirm that this is the correct voter using name, month and day of birth and address. If the voter's address is Confidential, use only the voter's name and month and day of birth. If this is a primary election, discreetly verify the voter's party. If any voter information is incorrect, follow procedures in Chap. 6 of the Election Judges' Manual.' The voter's details are: Precinct 1701 1, DOB 19370427, Age 78, Status Active No ABS, Party Republican, and Issued None. At the bottom, the 'Issue Provisional Ballot' button is circled in red. The status bar at the bottom shows 'BT:?? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the time '11/5/2015 3:42:15 PM'.

13. Select the correct "Issue Reason" code from the dropdown menu.

Figure 514 - "Issue Reason" Dropdown Menu on the Electronic Pollbook

The screenshot shows the 'Select Ballot' interface. The voter's precinct is 1701 1. The voter's name is DUCK, DONNIE D JR. The 'Issue Reason' dropdown menu is open, showing the selected option: 'P3 - Listed but claims a different party affiliation (primary election only)'. This dropdown menu is circled in red. At the bottom, there are buttons for 'Activation Card' and 'Cancel No Ballot Issued'. The status bar at the bottom shows 'BT:?? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the time '11/7/2015 8:07:56 AM'.

14. Tap "Select Paper Ballot."

Figure 525 - "Select Paper Ballot" Button on the Electronic Pollbook

The screenshot shows the 'Select Ballot' interface. The voter's precinct is 001-001-1. The voter's name is Linc, Abraham Quincy. The 'Select Ballot Reason' dropdown menu is open, showing the selected option: '4 - Listed as 'ABS issued,' 'TS issued,' 'PROV,' or 'Voted Early''. At the bottom, the 'Select Paper Ballot' button is circled in red. The status bar at the bottom shows 'BT:?? AC:Plugged In', 'Voted: TOT 4', and the time '2/10/2016 2:25:39 PM'.

15. A provisional voter authority card prints on the pollbook printer.

16. The voter reviews and signs the provisional voter authority card.
17. On election day the voter with the 2 signed oath documents and provisional voter authority card is escorted by a chief judge to the provisional judge.
18. On election day the provisional judge under the supervision of a chief judge will administer the provisional voting process. See the “Completing Regular and Special (Sticky) Provisional Applications” section to complete the provisional process.

6.1.6 Scenario #4A (Standard Ballot): The MVA driver’s license or MVA ID card does not show the individual’s current address. The address in the pollbook does not show his current address. The individual has another document proving the individual’s current address in the county.

- On the same day, the individual went to the MVA to update the address and then went to vote at the early voting center.
- The individual is pre-qualified based on the information previously received from the MVA.
- The individual’s address must be manually updated in the pollbook.

1. Scan the barcode. The pollbook automatically captures the individual’s information and proof of residency at the “Voter Summary” screen.

2. Tap “Edit Address.”

Figure 6653 - "Edit Address" Tab on the Electronic Pollbook

The screenshot shows the 'Voter Summary' interface. At the top, it says 'Voter Summary' and '345'. Below that is a section for 'Instructions for New Voter With Qualified License'. The main area contains several fields: 'Voter Name' (HORVATHA, KEVIN H) with an 'Edit Name' button; 'Street Address' (163 E MAIN ST, HILLSBORO 46133) with an 'Edit Address' button circled in red; 'Date Of Birth' (04/27/1937); 'Gender' (dropdown); 'City' (HILLSBORO); 'Zip' (46133); 'Party' (dropdown); 'Proof Of Residency' (Drivers License); and 'Status' (Verified License). At the bottom, there are 'Print Oath' and 'Go Back' buttons. A status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and '11/6/2016 10:56:11 AM'.

3. Tap "Clear."

Figure 547 - "Clear" Button on the Electronic Pollbook

Select Precinct for Voter 380

Street	House No.	Apt No.	Side	Precinct
E Main St Kritzmillier 21638	00 to 272		B	013-000-1
E Main St Frosburg 21632	1 to 167		O	026-000-2
E Main St Westminster 21167	1 to 346		O	007-001-1
E Main St Rising Sun 21911	1 to 346		B	006-001-3

16 Streets Found

House # 163
Street E MAIN Apt.
Zip Code

1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M space clear

Clear

Go Back to Find Voters

BT:??? AC:Plugged In Voted: TOT 4 2/12/2016 11:29:21 AM

4. Type the correct address.

Figure 68 - Address Fields on the Electronic Pollbook

Select Precinct for Voter 380

Street	House No.	Apt No.	Side	Precinct
QUIET CT HILLSBORO 45133	120 to 126		B	1701 1

1 Streets Found

Street QUIET
House # 120 Apt. # Tap here
Zip Code Tap here to er

1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M space clear

Clear

Go Back

BT:??? AC:Plugged In Issue:0 Reissue:0 Cancel:0 Net:0 11/5/2015 12:30:58 PM

5. Select the individual's new address and the pollbook will use the new address to identify the correct ballot style.

Note: If the address is not listed in the street file, the individual must complete a regular provisional ballot application by hand and vote a provisional ballot. Refer to the "Non-standard Address" section.

Figure 69 - Address Result Field on the Electronic Pollbook

Select Precinct for Voter 380

Street	House No.	Apt No.	Side	Precinct
QUIET CT HILLSBORO 45133	120 to 126		B	1701 1

1 Streets Found

Street QUIET
House # 120 Apt. # Tap here
Zip Code Tap here to er

1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M space clear

Clear

Go Back

BT:??? AC:Plugged In Issue:0 Reissue:0 Cancel:0 Net:0 11/5/2015 12:30:58 PM

6. Quietly ask the individual to choose a party affiliation. Use the dropdown menu to select the individual's party affiliation. Confirm the individual's party affiliation. Inform the individual if no ballot is available for the individual's party affiliation. If this occurs, the voter may vote a provisional ballot.

Figure 550 - "Party Affiliation" Dropdown Menu on the Electronic Pollbook

The screenshot shows the 'Voter Summary' interface for a new voter with a qualified license. The form includes fields for Voter Name (HORVATHA, KEVIN H), Street Address (120 QUIET CT, HILLSBORO 45133), Date of Birth (04/27/1937), Gender (1), City (HILLSBORO), and Zip (45133). The 'Party' dropdown menu is highlighted with a red circle and shows 'Republican' selected. Other fields include 'Proof Of Residency/ID' (Drivers License) and 'Status' (Verified License). Buttons for 'Print Oath' and 'Go Back' are visible at the bottom. The status bar at the bottom indicates 'BT:??? AC:Plugged In' and the time is 11/5/2015 3:38:41 PM.

7. Select "Proof of Residency" on the "Voter Summary" screen. Use the dropdown menu to select the type of document the individual provided.

Figure 56 - "Proof of Residency" Dropdown Menu on the Electronic Pollbook

The screenshot shows the 'Voter Summary' interface with the 'Proof Of Residency' dropdown menu highlighted by a red circle. The menu is open, showing 'Utility Bill' selected. The other fields and layout are identical to Figure 550. The status bar at the bottom indicates the time is 11/5/2015 12:39:56 PM.

8. Have the voter verify the information on the "Voter Summary" screen by physically showing the voter the pollbook.

9. Tap "Print Oath."

Figure 57 - "Print Oath" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen for a new voter with a qualified license. The voter's name is HORVATHA, KEVIN H, and the address is 120 QUIET CT, HILLSBORO 45133. The date of birth is 04/27/1937, and the gender is 1. The party is Republican, and the status is Verified License. The proof of residency is Utility Bill. The 'Print Oath' button is circled in red.

10. An oath document prints on the pollbook printer.
11. Individual reviews and signs the oath document.
12. Tap "Yes" to confirm the individual signed the oath document and the information is correct.

Figure 73 - "Yes" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen with a dialog box overlay. The dialog box has a question mark icon and the text '**** QUESTION ****' and 'Please Confirm Signed Document'. There are two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red.



On election day, you cannot change a voter's name, address or party affiliation after tapping "Yes" that the voter has signed the oath document. During early voting, you can change a voter's address. You cannot change a voter's name or party affiliation during early voting.

Tap "No" if the individual did not sign the oath document. The pollbook returns to the "Voter Summary" screen. If there is an error in the individual's address or party affiliation on the oath document, it can be corrected and another oath document can be printed.

13. "Need a second copy?" Tap "No."

Figure 584 - "No" Button on the Electronic Pollbook

The screenshot shows a 'Voter Summary' screen with a modal dialog box. The dialog box has a blue header with a question mark icon and the text '*** QUESTION ***'. Below the header, the question 'Need a Second Copy of Oath Document?' is displayed. At the bottom of the dialog box, there are two buttons: 'Yes' and 'No'. The 'No' button is circled in red. The background screen shows voter information for Kevin H. Horvath, including name, date of birth (04/27/1937), party (Republican), and status (Verified License). There are also 'Print Oath' and 'Go Back' buttons at the bottom of the screen.

14. Give the oath document to the provisional judge who will place into the "Same Day Registration Oath" envelope in their possession.

15. Tap "Issue Standard Ballot" on the "Voter Record" screen.

Figure 595 - "Issue Standard Ballot" Button on the Electronic Pollbook

The screenshot shows the 'Voter Record' screen for Kevin H. Horvath. The screen displays voter details, including name, address (120 QUIET CT, HILLSBORO 45133), date of birth (19370427), age (78), party (Republican), and status (Active, No ABS). There are also fields for 'Precinct' (17011) and 'Issued' (None). At the bottom of the screen, there are three buttons: 'Issue Standard Ballot', 'Issue Provisional Ballot', and 'Go Back'. The 'Issue Standard Ballot' button is circled in red. The screen also includes a 'Comments' section and a status bar at the bottom.

16. A voter authority card prints on the pollbook printer.

17. The vote reviews and signs the voter authority card.

18. Direct the voter to the voting judge(s) issuing ballots to receive a regular ballot.

6.1.7 Scenario #4B (SDR "Sticky" Provisional): The MVA driver's license or MVA ID card does not show the individual's current address. The address in the pollbook does not show his current address. The individual does not have another document proving the individual's current address in the county.

1. Scan the barcode on the back of the MVA driver's license or MVA ID card. The pollbook automatically captures the individual's information and proof of residency at the "Voter Summary" screen.
2. Tap "Edit Address."

Figure 76 - "Edit Address" Tab on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen with the following details:

- Voter Name:** HORVATHA, KEVIN H
- Street Address:** 163 E MAIN ST, HILLSBORO 45133
- Date Of Birth:** 04/27/1937
- Gender:** [Dropdown]
- City:** HILLSBORO
- Zip:** 45133
- Party:** [Dropdown]
- Proof Of Residency:** Drivers License
- Status:** Verified License

The 'Edit Address' button is circled in red. At the bottom, there is a status bar: 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and '11/5/2015 10:56:11 AM'.

3. Tap "Clear."

Figure 607 - "Clear" Button on the Electronic Pollbook

The screenshot shows the 'Select Precinct for Voter' screen with a table of streets and a keyboard. The 'Clear' button is circled in red.

Street	House No.	Apt No.	Side	Precinct
E Main St Kitzmilller 21538	00 to 272		B	013-000-1
E Main St Frostburg 21532	1 to 167		O	026-000-2
E Main St Westminster 21157	1 to 345		O	007-001-1
E Main St Rising Sun 21911	1 to 346		B	006-001-3

Below the table, there are input fields for House # (163), Street (E MAIN), and Zip Code. A keyboard is visible with a 'Clear' button circled in red. At the bottom, there is a status bar: 'BT:??? AC:Plugged In', 'Voted: TOT 4', and '2/12/2016 11:29:21 AM'.

4. Type the correct address.

Figure 78 - Address Fields on the Electronic Pollbook

The screenshot shows the 'Select Precinct for Voter' screen with the same table as Figure 607. The 'House #' field is circled in red.

Below the table, there are input fields for House # (163), Street (E MAIN), and Zip Code. A keyboard is visible. At the bottom, there is a status bar: 'BT:??? AC:Plugged In', 'Voted: TOT 4', and '2/12/2016 11:29:21 AM'.

- Select the individual's new address and the pollbook will use the new address to identify the correct ballot style.

Note: If the address is not listed in the street file, the individual must complete a regular provisional ballot application by hand and vote a provisional ballot. Refer to the "Non-standard Address" section.

Figure 79 - Address Result Field on the Electronic Pollbook

The screenshot shows the 'Select Precinct for Voter' interface. At the top, a table displays search results for the address. The first row is circled in red and contains the following information:

Street	House No.	Apt No.	Side	Precinct
QUIET CT HILLSBORO 45133	120 to 126		B	1701 1

Below the table, there are input fields for 'Street' (QUIET), 'House #' (120), and 'Apt. #' (Tap here). A numeric keypad and an alphanumeric keyboard are visible, along with 'Clear' and 'Go Back' buttons. The status bar at the bottom indicates 'BT: ??? AC: Plugged In', 'Issue: 0 Relissue: 0 Cancel: 0 Net: 0', and the date/time '11/5/2015 12:30:58 PM'.

- Quietly ask the individual to choose a party affiliation. Use the drop-down menu to select the individual's party affiliation. Confirm the individual's party affiliation. Inform the individual if no ballot is available for the individual's party affiliation. If this occurs, the voter may vote a provisional ballot.

Figure 80 - "Party Affiliation" Dropdown Menu on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen for a new voter with a qualified license. The 'Party' dropdown menu is circled in red and shows 'Republican' as the selected option. Other fields include:

- Voter Name:** HORVATHA, KEVIN H
- Street Address:** 120 QUIET CT, HILLSBORO 45133
- City:** HILLSBORO, **Zip:** 45133
- Proof Of Residency/ID:** Drivers License
- Status:** Verified License

Buttons for 'Print Oath' and 'Go Back' are at the bottom. The status bar shows 'BT: ??? AC: Plugged In', 'Issue: 0 Relissue: 0 Cancel: 0 Net: 0', and the date/time '11/5/2015 3:38:41 PM'.

- Verify or change the "Proof of Residency" to an empty field.

Figure 81 - "Proof of Residency" Dropdown Menu on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen with the 'Proof Of Residency/ID' dropdown menu circled in red. The menu is currently empty. Other fields are the same as in Figure 80:

- Voter Name:** HORVATHA, KEVIN H
- Street Address:** 120 QUIET CT, HILLSBORO 45133
- City:** HILLSBORO, **Zip:** 45133
- Party:** Democrat
- Status:** Verified License

Buttons for 'Print Oath' and 'Go Back' are at the bottom. The status bar shows 'BT: ??? AC: Plugged In', 'Issue: 0 Relissue: 0 Cancel: 0 Net: 0', and the date/time '11/5/2015 4:05:26 PM'.

8. Have the voter verify the information on the "Voter Summary" screen by physically showing the voter the pollbook.
9. Tap "Print Oath."

Figure 82 - "Print Oath" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen for a voter with a qualified license. The screen displays the following information:

- Voter Name:** HORVATHA, KEVIN H
- Street Address:** 120 QUIET CT, HILLSBORO 45133
- Date Of Birth:** 04/27/1937
- Gender:** 1
- City:** HILLSBORO
- Zip:** 45133
- Party:** Republican
- Proof Of Residency:** Utility Bill
- Status:** Verified License

At the bottom of the screen, there are two buttons: "Print Oath" (circled in red) and "Go Back". The status bar at the bottom indicates "BT:?? AC:Plugged In", "Issue:0 RelIssue:0 Cancel:0 Net:0", and the date/time "11/5/2015 12:39:56 PM".

10. "Would you like to continue without proof of residency"? Tap "Yes."

Figure 83 - "Yes" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen for a voter without a license. A question dialog box is displayed over the screen with the following text:

**** QUESTION ****
 Would you like to continue Without Proof of Residence?

At the bottom of the dialog box, there are two buttons: "Yes" (circled in red) and "No". Below the dialog box, there are two buttons: "Create Oath" and "Go Back". The status bar at the bottom indicates "BT:?? AC:Plugged In", "Issue:0 RelIssue:0 Cancel:0 Net:0", and the date/time "11/5/2015 1:43:39 PM".

11. An oath document prints on the pollbook printer.
12. Individual reviews and signs the oath document. Be sure the individual writes the last four digits of his or her social security number and telephone number on the oath document. The telephone number is necessary in case the Howard County Board of Elections must contact the individual if more information is needed from the individual.

13. Tap "Yes" to confirm the individual signed the oath document and the information is correct.

Figure 84 - "Yes" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen with a dialog box titled '**** QUESTION ****' containing the text 'Please Confirm Signed Document'. Below the dialog are two buttons: 'Yes' (circled in red) and 'No'. The background shows voter information for HORVATHA, including date of birth (04/27/1937), party (Republican), and status (Verified License). At the bottom, there are 'Print Oath' and 'Go Back' buttons, and a status bar with the text 'BT:??? AC:Plugged In Issue:0 ReIssue:0 Cancel:0 Net:0 11/5/2015 11:09:44 AM'.



On election day, you cannot change a voter's name, address or party affiliation after tapping "Yes" that the voter has signed the oath document. During early voting, you can change a voter's address. You cannot change a voter's name or party affiliation during early voting.

Tap "No" if the individual did not sign oath document. The pollbook returns to the "Voter Summary" screen. If there is an error in the individual's address or party affiliation on the oath document, it can be corrected and another oath document can be printed.

14. "Need a second copy?" Tap "Yes."

Figure 615 - "Yes" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen with a dialog box titled '**** QUESTION ****' containing the text 'Need a Second Copy of Oath Document?'. Below the dialog are two buttons: 'Yes' (circled in red) and 'No'. The background shows voter information for HORVATHA, including date of birth (04/27/1937), party (Republican), and status (Verified License). At the bottom, there are 'Print Oath' and 'Go Back' buttons, and a status bar with the text 'BT:??? AC:Plugged In Issue:0 ReIssue:0 Cancel:0 Net:0 11/5/2015 11:13:19 AM'.

15. The oath documents serve as the provisional ballot application. Both oath documents are signed by the individual and are attached to the sticky provisional ballot application envelope by provisional judge.

16. Tap "Issue Provisional Ballot" on the "Voter Record" screen.

Figure 626 - "Issue Provisional Ballot" Button on the Electronic Pollbook

The screenshot shows the 'Voter Record' screen for Kevin H. Horvatha. The voter's address is 120 Quiet Ct, Hillsboro 45133. The screen includes tabs for Voter Details, Identification, History, and Precinct Details. A confirmation message is displayed at the top. Below, there are fields for Precinct (1701 1), UserField1, UserField2, DOB (19370427), Age (78), Party (Republican), Status (Active), and Issued (None). A 'Comments' section is also present. At the bottom, the 'Issue Provisional Ballot' button is circled in red, along with a 'Go Back' button. The status bar at the bottom shows 'BT:?? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the date/time '11/5/2016 3:42:15 PM'.

17. Select the correct "Issue Reason" code from the dropdown menu.

Figure 637 - "Issue Reason" Dropdown Menu on the Electronic Pollbook

The screenshot shows the 'Select Ballot' screen. It includes a 'Voter's PRECINCT' field with the value '1701 1'. Below, there are fields for 'Voter Name' (DUCK, DONNIE D JR) and 'Precinct' (1701 1). A 'Ballot Style' field is also present. The 'Issue Reason' dropdown menu is circled in red and shows the selected option: 'P3 - Listed but claims a different party affiliation (primary election only)'. At the bottom, there are buttons for 'Cancel No Ballot Issued'. The status bar at the bottom shows 'BT:?? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the date/time '11/7/2016 8:07:56 AM'.

18. Tap "Select Paper Ballot."

Figure 648 - "Select Paper Ballot" Button on the Electronic Pollbook

The screenshot shows the 'Select Ballot' screen with a blue header. It includes a 'Verify Voter's PRECINCT' dropdown menu with the value '001-001-1'. Below, there are fields for 'Voter Name' (Linc, Abraham Quincy) and 'Precinct' (001-001-1). A 'Ballot Style' field has the value '2'. The 'Select Ballot Reason' dropdown menu shows the selected option: '4 - Listed as 'ABS Issued,' 'TS Issued,' 'PROV,' or 'Voted Early''. At the bottom, the 'Select Paper Ballot' button is circled in red, along with a 'Cancel No Ballot Issued' button. The status bar at the bottom shows 'BT:?? AC:Plugged In', 'Voted: TOT 4', and the date/time '2/10/2016 2:25:39 PM'.

19. A provisional voter authority card prints on the pollbook printer.

20. The voter reviews and signs the provisional voter authority card.
21. On election day the voter with the 2 signed oath documents and provisional voter authority card is escorted by a chief judge to the provisional judge.
22. On election day the provisional judge under the supervision of a chief judge will administer the provisional voting process. See the “Completing Regular and Special (Sticky) Provisional Applications” section to complete the provisional process.

6.1.8 Scenario #5 (SDR “Sticky” Provisional): The MVA driver’s license or MVA ID card does show the current address and is not found in the pollbook.

- After scanning the barcode, the address field will be blank and the “Proof of Residency” field will be pre-populated with “Driver’s license.”
 - This individual is not pre-qualified to register because SBE did not receive the data for this individual from the MVA. For example, this individual went to the MVA and to the early voting center on the same day.
 - This individual must vote a provisional ballot.
1. Scan the barcode. The pollbook automatically captures the individual’s information and proof of residency at the “Voter Summary” screen.
 2. Tap “Edit Address.”

Figure 8965 - "Edit Address" Tab on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen with the following fields and buttons:

- Voter Name:** BURNS, JEFFREY R (with an 'Edit Name' button)
- Street Address:** (with an 'Edit Address' button circled in red)
- Date Of Birth:** 07/22/1929
- Gender:** (dropdown menu)
- City:** (text input)
- Zip:** (text input)
- Party:** (dropdown menu)
- Proof Of Residency/ID:** Drivers License (dropdown menu)
- Status:** UnVerified License
- Buttons:** Print Oath, Go Back
- Footer:** BT:?? AC:Plugged In Issue:0 Reissue:0 Cancel:0 Net:0 11/5/2015 5:07:13 PM

3. Type the correct address.

Figure 660 - Address Fields on the Electronic Pollbook

Select Precinct for Voter 380

Street	House No.	Apt No.	Side	Precinct
E Main St Kitzmiller 21638	00 to 272		B	013-000-1
E Main St Frostburg 21632	1 to 167		O	026-000-2
E Main St Westminster 21157	1 to 345		O	007-001-1
E Main St Rising Sun 21911	1 to 346		B	006-001-3

16 Streets Found

House # 163

Street E MAIN Apt. #

Zip Code

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Clear

Go Back to Find Voters

BT:??? AC:Plugged In Voted: TOT 4 2/12/2016 11:29:21 AM

4. Select the individual's address and the pollbook will use the address to identify the correct ballot style.

Note: If the address is not listed in the street file, the individual must complete a regular provisional ballot application by hand and vote a provisional ballot. Refer to the "Non-standard Address" section.

Figure 671 - Address Result Field on the Electronic Pollbook

Select Precinct for voter 380

Street	House No.	Apt No.	Side	Precinct
QUIET CT HILLSBORO 48133	120 to 126		B	1701 1

1 Streets Found

Street QUIET

House # 120 Apt. # Tap here

Zip Code Tap here to er

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Clear

Go Back

BT:??? AC:Plugged In Issue:0 Reissue:0 Cancel:0 Net:0 11/6/2015 12:30:58 PM

5. Quietly ask the individual to choose a party affiliation. Use the dropdown menu to select the individual's party affiliation. Confirm the individual's party affiliation. Inform the individual if no ballot is available for the individual's party affiliation. If this occurs, the voter may vote a provisional ballot.

Figure 682 - "Party Affiliation" Dropdown Menu on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen for a new voter with a non-qualified license. The voter's name is BURNS, JEFFREY R, and their address is 120 QUIET CT, HILLSBORO 45133. The date of birth is 07/22/1929, and the gender is not specified. The party affiliation is set to Democrat, which is highlighted with a red oval. The status is UnVerified License. The screen includes buttons for 'Print Oath' and 'Go Back'. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the date/time '11/5/2015 5:13:58 PM'.

6. Have the voter verify the information on the "Voter Summary" screen by physically showing the voter the pollbook.

7. Tap "Print Oath."

Figure 693 - "Print Oath" Button on the Electronic Pollbook

This screenshot is identical to Figure 682, showing the 'Voter Summary' screen. The 'Print Oath' button at the bottom left is highlighted with a red oval. The rest of the screen, including the voter information and status bar, is the same as in Figure 682.

8. An oath document prints on the pollbook printer.
9. Individual reviews and signs the oath document. Be sure the individual writes the last four digits of his or her social security number and telephone number on the oath document. The telephone number is necessary in case the Howard County Board of Elections must contact the individual if more information is needed from the individual.

10. Tap "Yes" to confirm the individual signed the oath document and the information is correct.

Figure 704 - "Yes" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen with a modal dialog box. The dialog box has a title bar with a question mark icon and the text '**** QUESTION ****'. Below the title bar, the question reads 'Please Confirm Signed Document'. At the bottom of the dialog box, there are two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red. The background screen shows voter information for 'BURNS, JE' and a 'Print Oath' button.

! On election day, you cannot change a voter's name, address or party affiliation after tapping "Yes" that the voter has signed the oath document. During early voting, you can change a voter's address. You cannot change a voter's name or party affiliation during early voting.

Tap "No" if the individual did not sign oath document. The pollbook returns to the "Voter Summary" screen. If there is an error in the individual's address or party affiliation on the oath document, it can be corrected and another oath document can be printed.

11. "Need a second copy?" Tap "Yes."

Figure 715 - "Yes" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen with a modal dialog box. The dialog box has a title bar with a question mark icon and the text '**** QUESTION ****'. Below the title bar, the question reads 'Need a Second Copy of Oath Document?'. At the bottom of the dialog box, there are two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red. The background screen shows voter information for 'BURNS, JE' and a 'Print Oath' button.

12. The oath documents serve as the provisional ballot application. Both oath documents are signed by the individual and are attached to the sticky provisional ballot application envelope by the provisional judge.

13. Tap "Issue Provisional Ballot" on the "Voter Record" screen.

Figure 726 - "Issue Provisional Ballot" Button on the Electronic Pollbook

The screenshot shows the 'Voter Record' screen for Kevin H. Horvath. The voter's address is 120 Quiet Ct, Hillsboro 45133. The voter details include Precinct 1701 1, DOB 19370427, Age 78, Status Active, No ABS, Party Republican, and Issued None. The 'Issue Provisional Ballot' button is circled in red. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the date/time '11/5/2015 3:42:16 PM'.

14. Select the correct "Issue Reason" code from the dropdown menu.

Figure 737 - "Issue Reason" Dropdown on the Electronic Pollbook

The screenshot shows the 'Select Ballot' screen for Donnie D. Duck. The voter's precinct is 1701 1. The voter name is DUCK, DONNIE D JR. The 'Issue Reason' dropdown menu is circled in red and shows the selected option: 'P3 - Listed but claims a different party affiliation (primary election only)'. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the date/time '11/7/2015 8:07:56 AM'.

15. Tap "Select Paper Ballot."

Figure 748 - "Select Paper Ballot" Button on the Electronic Pollbook

The screenshot shows the 'Select Ballot' screen for Abraham Quincy Linc. The voter's precinct is 001-001-1. The voter name is Linc, Abraham Quincy. The ballot style is 2. The 'Select Ballot Reason' dropdown menu shows the selected option: '4 - Listed as 'ABS issued,' 'TS issued,' 'PROV,' or 'Voted Early''. The 'Select Paper Ballot' button is circled in red. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 4', and the date/time '2/10/2016 2:25:39 PM'.

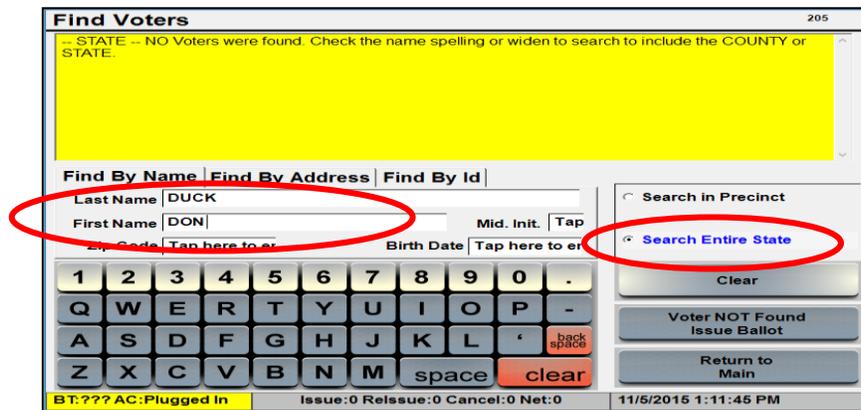
16. A provisional voter authority card prints on the pollbook printer.

17. The voter reviews and signs the provisional voter authority card.
18. On election day the voter with the 2 signed oath documents and provisional voter authority card is escorted by a chief judge to the provisional judge.
19. On election day the provisional judge under the supervision of a chief judge will administer the provisional voting process. See the “Completing Regular and Special (Sticky) Provisional Applications” section to complete the provisional process.

6.1.9 Scenario #6A (SDR “Sticky” Provisional): Individual does not have a MVA driver’s license or MVA ID card and does not have any proof of residency.

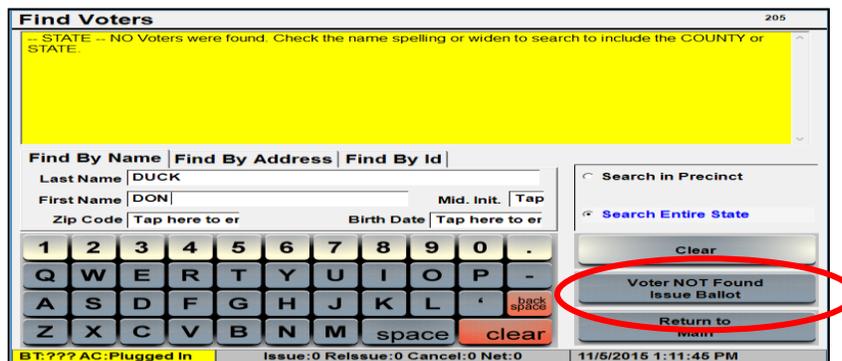
1. Search the entire State for the individual on “Find Voters” screen using the “4 - 3” method.

Figure 99 - Address Fields and “Search Entire State” Option on the Electronic Pollbook



2. Tap “Voter Not Found Issue Ballot.”

Figure 750 - "Voter Not Found Issue Ballot" Button on the Electronic Pollbook



3. Tap "Edit Name."

Figure 761 - "Edit Name" Tab on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen with the 'Edit Name' tab highlighted. The form contains the following fields: Voter Name (DUCK, DON), Street Address, Date Of Birth, Gender, City, Zip, Party, Proof Of Residency, and Status. There are 'Create Oath' and 'Go Back' buttons at the bottom. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the time '11/5/2015 1:16:49 PM'.

4. Enter the individual's information.

5. Tap "Save."

Figure 772 - Individual's Information Fields and "Save" Button on the Electronic Pollbook

The screenshot shows the 'New Voter Edit Name' screen. The name fields (Last Name: DUCK, First Name: DONNIE, Middle Name: D, Suffix: JR) and the Date of Birth (09/19/1958) are highlighted with a red circle. Below the form is a numeric keypad and a 'Save' button, which is also highlighted with a red circle. There are 'Clear' and 'Cancel' buttons as well. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the time '11/5/2015 1:19:55 PM'.

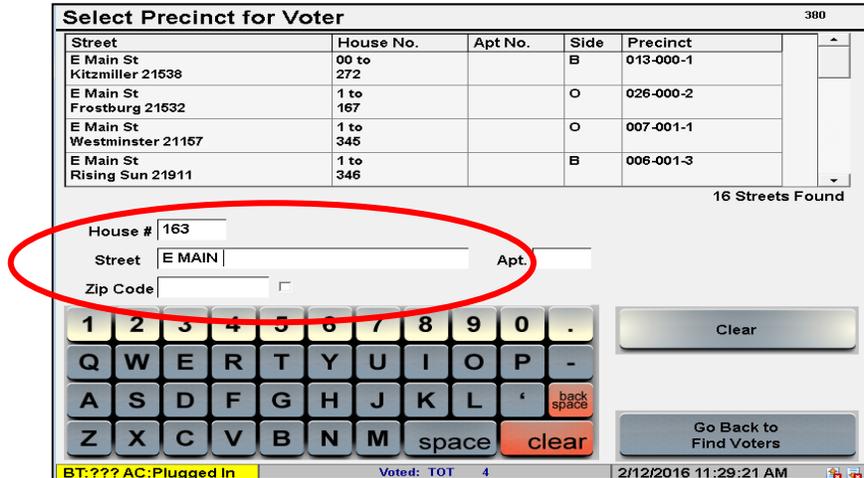
6. Tap "Edit Address."

Figure 783 - "Edit Address" Tab on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen with the 'Edit Address' tab highlighted. The form contains the following fields: Voter Name (DUCK, DONNIE D JR), Street Address, Date Of Birth (09/19/1958), Gender, City, Zip, Party, Proof Of Residency, and Status. There are 'Create Oath' and 'Go Back' buttons at the bottom. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the time '11/5/2015 1:23:17 PM'.

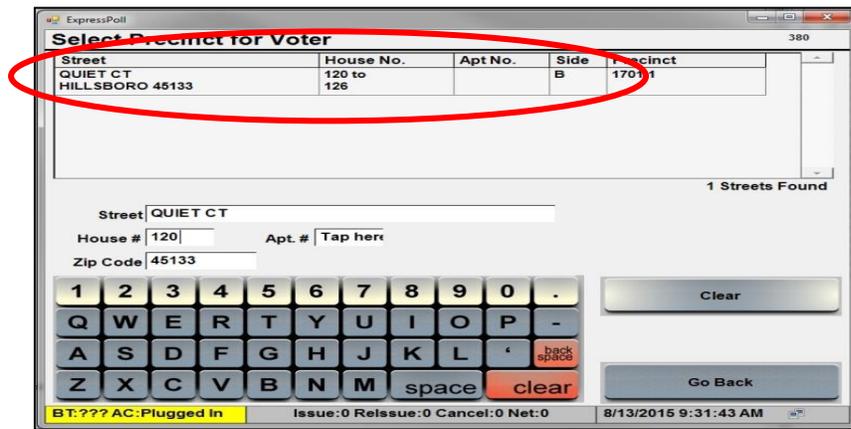
7. Type the new address on the "Select Precinct for Voter" screen.

Figure 794 - Address Fields on the Electronic Pollbook



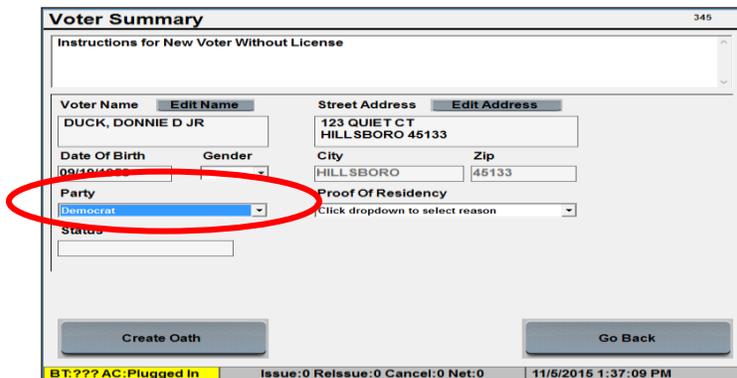
8. Select the new address and the pollbook will use the new address to identify the correct ballot style.

Figure 805 - Address Result Field on the Electronic Pollbook



9. At the "Voter Summary" screen, quietly ask the individual to choose a party affiliation. Use the dropdown menu to select the individual's party affiliation. Confirm the individual's party affiliation. Inform the individual if no ballot is available for the individual's party affiliation. If this occurs, the voter may vote a provisional ballot.

Figure 816 - "Party Affiliation" Dropdown Menu on the Electronic Pollbook



10. Verify or change the "Proof of Residency" to an empty field.

Figure 827 - "Proof of Residency" Dropdown Menu on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen for a new voter without a license. The voter's name is 'DUCK, DONNIE D JR', date of birth is '09/19/1968', and party is 'Democrat'. The address is '123 QUIET CT, HILLSBORO 45133'. The 'Proof of Residency' dropdown menu is highlighted with a red circle. The screen also includes 'Create Oath' and 'Go Back' buttons, and a status bar at the bottom showing 'BT:??? AC:Plugged In' and the date '11/5/2015 1:37:09 PM'.

11. Have the voter verify the information on the "Voter Summary" screen by physically showing the voter the pollbook.

12. Tap "Print Oath" on the "Voter Summary" screen.

Figure 838 - "Print Oath" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen for a new voter with no license. The voter's name is 'DUCK, DAISY', date of birth is '01/19/1977', gender is 'M', and party is 'Republican'. The address is '123 Main St, Prince Frederick 20678'. The 'Print Oath' button is highlighted with a red circle. The screen also includes a 'Go Back' button and a status bar at the bottom showing 'BT:??? AC:Plugged In', 'Voted: TOT 4', and the date '2/10/2016 2:52:03 PM'.

13. If the individual does **not** have proof of residency, “Would you like to continue without proof of residency”? Tap “Yes.”

Figure 8409 - "Yes" Button on the Electronic Pollbook

The screenshot shows a 'Voter Summary' window with a modal question box. The question is 'Would you like to continue Without Proof of Residence?'. The 'Yes' button is circled in red. The voter's name is 'DUCK, DON' and the date of birth is '09/19/1958'. The status is 'Democrat'. At the bottom, there are 'Create Oath' and 'Go Back' buttons. The status bar at the bottom indicates 'BT:?? AC:Plugged In' and the time is '11/5/2015 1:43:39 PM'.

14. Individual reviews and signs the oath document. Be sure the individual writes the last four digits of his or her social security number and telephone number on the oath document. The telephone number is necessary in case the Howard County Board of Elections must contact the individual if more information is needed from the individual.

15. Tap “Yes” to confirm the individual signed the oath document and the information is correct.

Figure 850 - "Yes" Button on the Electronic Pollbook

The screenshot shows the same 'Voter Summary' window with a modal question box. The question is 'Please Confirm Signed Document'. The 'Yes' button is circled in red. The voter's name is 'DUCK, DON' and the date of birth is '09/19/1958'. The status is 'Democrat'. At the bottom, there are 'Create Oath' and 'Go Back' buttons. The status bar at the bottom indicates 'BT:?? AC:Plugged In' and the time is '11/5/2015 1:45:46 PM'.



On election day, you cannot change a voter’s name, address or party affiliation after tapping “Yes” that the voter has signed the oath document. During early voting, you can change a voter’s address. You cannot change a voter’s name or party affiliation during early voting.

Tap "No" if the individual did not sign the oath document. The pollbook returns to the "Voter Summary" screen. If there is an error in the individual's name, address or party affiliation on the oath document, it can be corrected and another oath document can be printed.

16. "Need a second copy?" Tap "Yes."

Figure 861 - "Yes" Button on the Electronic Pollbook

The screenshot shows the 'Voter Summary' screen with a modal dialog box. The dialog box has a title bar with a question mark icon and the text '**** QUESTION ****'. The main text of the dialog asks 'Need a Second Copy of Oath Document?'. Below the text are two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red. The background screen shows voter information for 'DUCK, DON' with a date of birth of '09/19/1958' and party affiliation of 'Democrat'. At the bottom of the screen, there is a status bar with the text 'BT:?? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and a timestamp '11/5/2015 1:47:31 PM'.

17. The oath documents serve as the provisional ballot application. Both oath documents are signed by the individual and are attached to the sticky provisional ballot application envelope by the provisional judge.
18. Tap "Issue Provisional Ballot" on the "Voter Record" screen.

Figure 872 - "Issue Provisional Ballot" Button on the Electronic Pollbook

The screenshot shows the 'Voter Record' screen for 'DUCK, DONNIE D JR' at '123 QUIET CT HILLSBORO 45133'. The screen includes a 'Voter Details' section with fields for Precinct (1701 1), DOB (19580919), Age (57), Party (Democrat), Status (Active), and Issued (None). There is also a 'Comments' section. At the bottom of the screen, there is a button labeled 'Issue Provisional Ballot' which is circled in red, and a 'Go Back' button. The status bar at the bottom shows 'BT:?? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and a timestamp '11/5/2015 1:49:31 PM'.

19. Select the correct "Issue Reason" code from the dropdown menu.

Figure 883 - "Issue Reason" Dropdown Menu on the Electronic Pollbook

The screenshot shows the 'Select Ballot' interface. At the top, it says 'Select VIBS option, if needed, BEFORE tapping "Create Voter Access Card". If no ballot is needed, tap "Cancel, No Ballot Issued" to return to the Roster.' Below this, there's a section for 'Voter's PRECINCT' with the value '1701 1'. Underneath, 'Voter Name' is 'DUCK, DONNIE D JR' and 'Precinct' is '1701 1'. 'Ballot Style' is empty. The 'Issue Reason' dropdown menu is highlighted with a red circle and shows the selected option: 'P3 - Listed but claims a different party affiliation (primary election only)'. At the bottom, there are buttons for 'Cancel No Ballot Issued' and a status bar showing 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the date/time '11/7/2015 8:07:56 AM'.

20. Tap "Select Paper Ballot."

Figure 894 - "Select Paper Ballot" Button on the Electronic Pollbook

The screenshot shows the 'Select Ballot' interface. At the top, it says 'Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".' Below this, there's a section for 'Verify Voter's PRECINCT' with a list of options: '001-001-1', '001-002-1', '001-003-1', and '001-004-1'. To the right, 'Select PARTY' has options: 'Non-Partisan', 'Democrat', and 'Republican'. Underneath, 'Voter Name' is 'Linc, Abraham Quincy' and 'Precinct' is '001-001-1'. 'Ballot Style' is '2'. The 'Select Ballot Reason' dropdown menu shows the selected option: '4 - Listed as "ABS Issued," "TS Issued," "PROV," or "Voted Early"'. The 'Select Paper Ballot' button is highlighted with a red circle. At the bottom, there are buttons for 'Select Paper Ballot' and 'Cancel No Ballot Issued', and a status bar showing 'BT:??? AC:Plugged In', 'Voted: TOT 4', and the date/time '2/10/2016 2:25:39 PM'.

21. A provisional voter authority card prints on the pollbook printer.

22. The voter reviews and signs the provisional voter authority card.

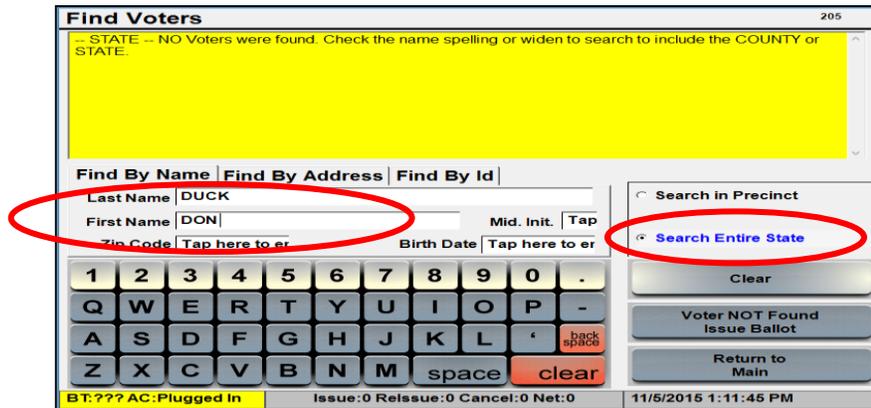
23. On election day the voter with the 2 signed oath documents and provisional voter authority card is escorted by a chief judge to the provisional judge.

24. On election day the provisional judge under the supervision of a chief judge will administer the provisional voting process. See the "Completing Regular and Special (Sticky) Provisional Applications" section to complete the provisional process.

6.1.10 Scenario #6B (SDR "Sticky" Provisional): Individual does not have a MVA driver's license or MVA ID card and has proof of residency.

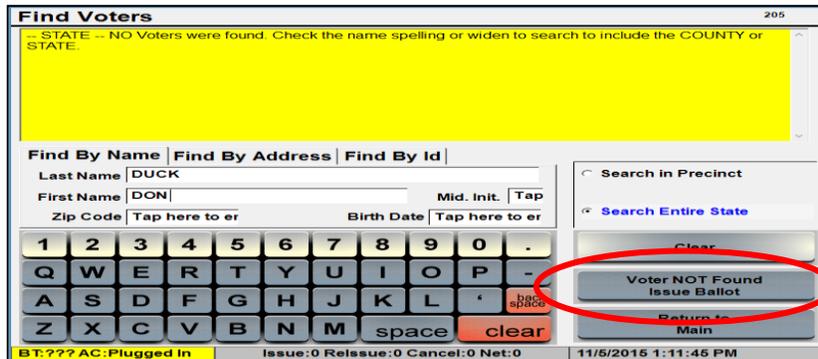
1. Search the entire State for the individual on "Find Voters" screen using the "4 - 3" method.

Figure 905 - Address Fields and "Search for State" Button on the Electronic Pollbook



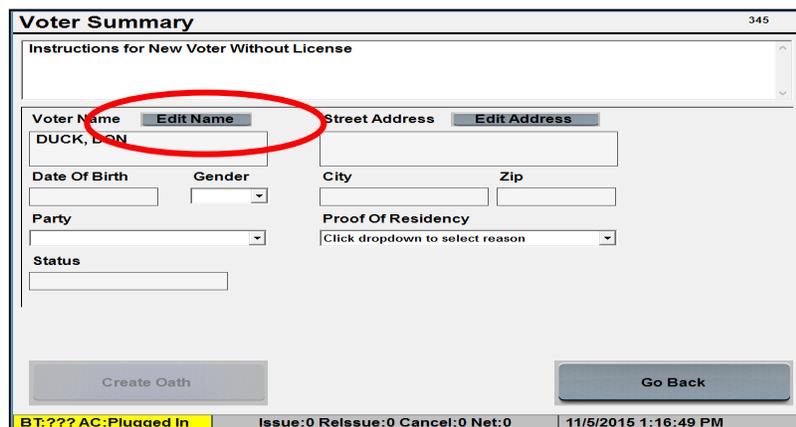
2. Tap "Voter Not Found Issue Ballot."

Figure 916 - "Voter Not Found" Button on the Electronic Pollbook



3. Tap "Edit Name."

Figure 927 - "Edit Name" Tab on the Electronic Pollbook



4. Enter the individual's information.

5. Tap "Save."

Figure 938 – Address Fields and "Save" Button on the Electronic Pollbook

New Voter Edit Name 345

Edit Name Instructions

Last Name: DUCK
First Name: DONNIE
Middle Name: D
Suffix: JR
Date Of Birth: 09/19/1958

1 2 3 4 5 6 7 8 9 0 .
Q W E R T Y U I O P -
A S D F G H J K L ' back space
Z X C V B N M space clear

Clear
Save
Cancel

BT:?? AC:Plugged In Issue:0 Reissue:0 Cancel:0 Net:0 11/5/2015 1:19:55 PM

6. Tap "Edit Address."

Figure 9419 - "Edit Address" Tab on the Electronic Pollbook

Voter Summary 345

Instructions for New Voter Without License

Voter Name: **Edit Name** DUCK, DONNIE D JR
Date Of Birth: 09/19/1958 Gender:
Party:
Status:
Street Address: **Edit Address**
City: Zip:
Proof Of Residency:
Click dropdown to select reason

Create Oath Go Back

BT:?? AC:Plugged In Issue:0 Reissue:0 Cancel:0 Net:0 11/5/2015 1:23:17 PM

7. Type the new address on the "Select Precinct for Voter" screen.

Figure 950 - Address Fields on the Electronic Pollbook

Select Precinct for Voter 380

Street	House No.	Apt No.	Side	Precinct
E Main St Kitzmiller 21538	00 to 272		B	013-000-1
E Main St Frostburg 21532	1 to 167		O	026-000-2
E Main St Westminster 21157	1 to 345		O	007-001-1
E Main St Rising Sun 21911	1 to 346		B	006-001-3

16 Streets Found

House # 163
Street E MAIN Apt.
Zip Code

1 2 3 4 5 6 7 8 9 0 .
Q W E R T Y U I O P -
A S D F G H J K L ' back space
Z X C V B N M space clear

Clear
Go Back to Find Voters

BT:?? AC:Plugged In Voted: TOT 4 2/12/2016 11:29:21 AM

8. Select the new address and the pollbook will use the new address to identify the correct ballot style.

Figure 961 - Address Result Field on the Electronic Pollbook

Street	House No.	Apt No.	State	Precinct
QUIET CT HILLSBORO 45133	120 to 126		B	1701 1

1 Streets Found

Street: QUIET CT
House #: 120 Apt. #: Tap here
Zip Code: 45133

BT: ??? AC: Plugged in Issue: 0 Reissue: 0 Cancel: 0 Net: 0 8/13/2015 9:31:43 AM

9. At the "Voter Summary" screen, quietly ask the individual to choose a party affiliation. Use the dropdown menu to select the individual's party affiliation. Confirm the individual's party affiliation. Inform the individual if no ballot is available for the individual's party affiliation. If this occurs, the voter may vote a provisional ballot.

Figure 972 - "Party Affiliation" Dropdown Menu on the Electronic Pollbook

Voter Summary 345

Instructions for New Voter Without License

Voter Name: DUCK, DONNIE D JR
Date Of Birth: 09/19/1958
Gender: [dropdown]
Party: Democrat [dropdown]
Status: [text field]

Street Address: 123 QUIET CT
HILLSBORO 45133
City: HILLSBORO
Zip: 45133
Proof Of Residency: [dropdown]

BT: ??? AC: Plugged in Issue: 0 Reissue: 0 Cancel: 0 Net: 0 11/5/2015 1:37:09 PM

10. Select "Proof of Residency" from the dropdown menu.

Figure 983 - "Proof of Residency" Dropdown Menu on the Electronic Pollbook

Voter Summary 345

Instructions for New Voter Without License

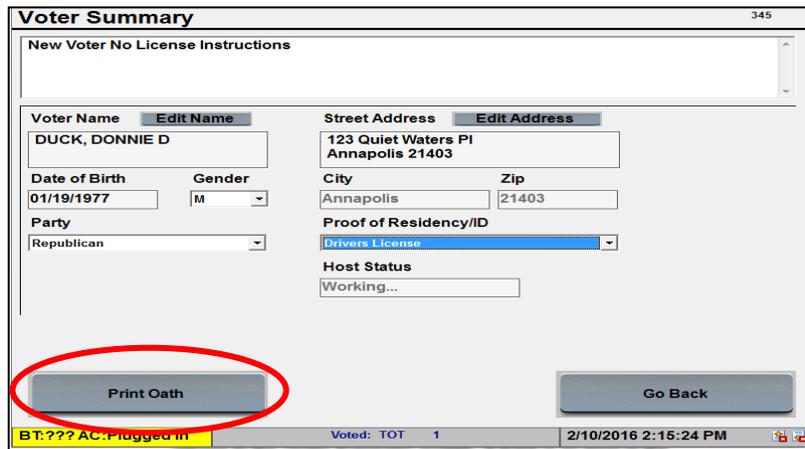
Voter Name: DUCK, DONNIE D JR
Date Of Birth: 09/19/1958
Gender: [dropdown]
Party: Democrat [dropdown]
Status: [text field]

Street Address: 123 QUIET CT
HILLSBORO 45133
City: HILLSBORO
Zip: 45133
Proof Of Residency: Click dropdown to select reason [dropdown]

BT: ??? AC: Plugged in Issue: 0 Reissue: 0 Cancel: 0 Net: 0 11/5/2015 1:37:09 PM

11. Have the voter verify the information on the “Voter Summary” screen by physically showing the voter the pollbook.
12. Tap “Print Oath” on the “Voter Summary” screen.

Figure 994 - "Print Oath" Button on the Electronic Pollbook



13. Individual reviews and signs the oath document. Be sure the individual writes the last four digits of his or her social security number and telephone number on the oath document. The telephone number is necessary in case the Howard County Board of Elections must contact the individual if more information is needed from the individual.
14. Tap “Yes” to confirm the individual signed the oath document and the information is correct.

Figure 1005 - "Yes" Button on the Electronic Pollbook



On election day, you cannot change a voter’s name, address or party affiliation after tapping “Yes” that the voter has signed the oath document. During early voting, you can change a voter’s address. You cannot change a voter’s name or party affiliation during early voting.

Tap "No" if the individual did not sign oath document. The pollbook returns to the "Voter Summary" screen. If there is an error in the individual's name, address or party affiliation on the oath document it can be corrected and another oath document can be printed.

- 15. "Need a second copy?" Tap "Yes."

Figure 1016 - "Yes" Button on the Electronic Pollbook

The screenshot shows a 'Voter Summary' screen with a central question box. The question is 'Need a Second Copy of Oath Document?'. Below the question are two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red. To the left of the question box, there is a list of voter information: Voter Name (DUCK, DON), Date Of Birth (09/19/1958), Party (Democrat), and Status. At the bottom of the screen, there are buttons for 'Create Oath' and 'Go Back'. The status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the date/time '11/5/2015 1:47:31 PM'.

- 16. The oath documents serve as the provisional ballot application. Both oath documents are signed by the individual and are attached to the sticky provisional ballot application envelope by the provisional judge.

- 17. Tap "Issue Provisional Ballot" on the "Voter Record" screen.

Figure 1027 - "Issue Provisional Ballot" Button on the Electronic Pollbook

The screenshot shows a 'Voter Record' screen for a voter named DUCK, DONNIE D JR. The address is 123 QUIET CT, HILLSBORO 45133. The screen has tabs for 'Voter Details', 'Identification', 'History', and 'Precinct Details'. Below the tabs, there is a confirmation message: 'Confirm that this is the correct voter using name, month and day of birth and address. If the voter's address is Confidential, use only the voter's name and month and day of birth. If this is a primary election, discreetly verify the voter's party. If any voter information is incorrect, follow procedures in Chap. 6 of the Election Judges' Manual.' Below this, there are fields for Precinct (1701 1), UserField1, UserField2, DOB (19580919), Age (57), Party (Democrat), Status (Active/No ABS), and Issued (None). At the bottom, there is a 'Comments' field and two buttons: 'Issue Provisional Ballot' and 'Go Back'. The 'Issue Provisional Ballot' button is circled in red. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the date/time '11/5/2015 1:49:31 PM'.

18. Select the correct "Issue Reason" code from the dropdown menu.

Figure 1038 - "Issue Reason" Dropdown Menu on the Electronic Pollbook

The screenshot shows the 'Select Ballot' interface. At the top, it says 'Select VIBS option, if needed, BEFORE tapping "Create Voter Access Card". If no ballot is needed, tap "Cancel, No Ballot Issued" to return to the Roster.' Below this, there are fields for 'Voter's PRECINCT' (1701 1), 'Voter Name' (DUCK, DONNIE D JR), and 'Precinct' (1701 1). The 'Issue Reason' dropdown menu is highlighted with a red circle and shows the selected option: 'P3 - Listed but claims a different party affiliation (primary election only)'. At the bottom, there are buttons for 'Select Paper Ballot' and 'Cancel No Ballot Issued'. The status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Issue:0 Reissue:0 Cancel:0 Net:0', and the date/time '11/7/2016 8:07:56 AM'.

19. Tap "Select Paper Ballot."

Figure 10429 - "Select Paper Ballot" Button on the Electronic Pollbook

The screenshot shows the 'Select Ballot' interface. At the top, it says 'Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".' Below this, there are fields for 'Verify Voter's PRECINCT' (001-001-1), 'Select PARTY' (Non-Partisan), 'Voter Name' (Linc, Abraham Quincy), and 'Precinct' (001-001-1). The 'Select Ballot Reason' dropdown menu shows the selected option: '4 - Listed as 'ABS Issued,' 'TS Issued,' 'PROV,' or 'Voted Early''. The 'Select Paper Ballot' button is highlighted with a red circle. At the bottom, there are buttons for 'Select Paper Ballot' and 'Cancel No Ballot Issued'. The status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 4', and the date/time '2/10/2016 2:25:39 PM'.

20. A provisional voter authority card prints on the pollbook printer.

21. The voter reviews and signs the provisional voter authority card.

22. On election day the voter with the 2 signed oath documents and provisional voter authority card is escorted by a chief judge to the provisional judge.

23. On election day the provisional judge under the supervision of a chief judge will administer the provisional voting process. See the "Completing Regular and Special (Sticky) Provisional Applications" section to complete the provisional process.

7 Individuals with Two Same Day Registration Transactions

Two same day registration transactions will occur when an individual's first same day registration transaction is not complete. The second transaction is necessary to complete the registration. Some examples include:

- The election judge may not have completed all the required steps during the first transaction.
- The voter noticed that his address on the oath document printed by the pollbook printer was wrong during the first transaction.
- The voter did not have proof of residency with him during the first transaction.

At the time of the second transaction, this voter will be in the pollbook as a "Pending – SDR." Depending on the scenario and at what point the first transaction ended, the election judge will follow the steps for the specific scenario.

8 Non-standard Address (Regular Provisional)

A "non-standard" address may happen for unregistered individuals. A "non-standard" address is one that is not listed in the street file and cannot be found in the electronic pollbook. These individuals must vote a provisional ballot by hand ("offline provisional").

When this happens, the following screen appears:

Figure 1050 - "No Streets were found" Message on the Electronic Pollbook

The screenshot shows the 'Select Precinct for Voter' screen. At the top, a yellow banner displays the message: "NO Streets were found. Check the street spelling." Below this, the address fields are populated: Street: GOOFY, House #: 123, Apt. #: Tap here, and Zip Code: 21122. A numeric keypad and a QWERTY keyboard are visible at the bottom. The status bar at the very bottom shows "BT: ??? AC: Plugged In", "Issue: 0 Relissue: 0 Cancel: 0 Net: 0", and the date/time "11/7/2015 8:51:09 AM".

1. Check the spelling of the address and the house number is correct. If the individual's address still cannot be found in the electronic pollbook, issue a provisional ballot.
2. The provisional ballot application will serve as the voter registration application.

3. Record on the provisional ballot application the individual's proof of residency.
Note that the address could not be found in the electronic pollbook.
4. During early voting use the *Ballot Style Table* to determine the most appropriate ballot style for the individual. On Election Day, if you are in certain consolidated polling places, you will also use the *Ballot Style Table* to determine a ballot style for the individual.
5. During early voting provide the most appropriate ballot style.
6. See the "Completing Regular and Special (Sticky) Provisional Applications" section to complete the provisional process.

9 Completing Regular and Special (Sticky) Provisional Applications

A regular provisional application will be used by the Provisional Judge when:

- An address is a non-standard address as documented in the above Section 8.
- A voter listed in pollbook but indicates a change of address (beyond the 21-day window on election day only)
- A voter listed in pollbook is voting in the wrong county or district/precinct
- A voter listed in pollbook is pending and does not have ID
- A voter listed in pollbook is changing his or her party affiliation or wants to vote another party's primary ballot
- A voter listed in pollbook is inactive and will not sign the oath
- A voter's identity is challenged and the voter does not have the required identification. This voter would already be listed on pollbook.



If the voter is issued a standard provisional ballot in the electronic pollbook (reason codes 1 thru 10), a regular provisional ballot application must be used. If the voter is a same day registration provisional voter (reason codes 11 and 12), a special (sticky) provisional ballot application must be used. The special (sticky) provisional ballot applications allows the oath documents to be attached to the application.



Under federal law, every voter who claims to be registered and eligible to vote **MUST** be given an opportunity to vote.

1. Check the voter authority card for the voter's signature and Provisional Judge initials.

2. Use the reason code on the provisional voter authority card to complete the “Election Judge” section on the back of the *Provisional Ballot Application*.

- Put a check mark next to the reason code on the application.
- Write the ballot style issued and your initials in the appropriate boxes in the top right corner. The district/precinct number or early voting center will already be stamped in the appropriate box.
- If the voter needs to show ID, you **must** record the type of ID that the voter provided in item #6 on the back of the *Provisional Ballot Application*.

Figure 1061 - "Election Judge" Section of the Provisional Ballot Application

For Official Use Only

Election Judge ✓ Check all boxes that apply.

A provisional ballot application was issued because the voter was:

- 1. Not listed on the precinct register
- 2. Listed on the precinct register but indicated a change of address
- 3. Listed but claims to have a different party affiliation (primary election only)
- 4. Listed as an absentee voter or as having already voted
- 5. Listed as "Active" or "Inactive" & "Show ID" & unable to provide acceptable ID
- 6. Listed as "pending" & "Show ID"
Was acceptable ID presented? Yes No
If yes, record the type of ID presented.
 - Photo ID - Address on the photo ID does not need to match the address in #7.
 - Maryland Driver's License or MVA ID Card - Verify that DL or ID number is printed in #6a.
 - Other-Photo ID - specify _____
 - Non-Photo ID - Must be dated within the last 3 months and have the same name and address as listed in #3 and #7.
 - Utility Bill Pay Check Bank Statement Government Check
 - Other government document - specify _____
- 7. Listed as "pending" & "Need DL#/SSN#" (See instructions for #6.)
- 8. Identity challenged & cannot provide acceptable form of ID
- 9. Other (explain): _____
- 10. Voted during extended hours
- 11. Not prequalified for same day registration
- 12. No proof of residency for same day registration

District/Precinct or Early Voting Center

Ballot Style Issued

Election Judge

Initials _____ Date _____

3. Use the special “sticky” provisional ballot application **ONLY** for reason codes 11 and 12 as indicated on the voter’s provisional voter authority card. The 2 voter signed, oath documents are attached or “stuck” to the special provisional ballot application.

4. Put the provisional voter authority card in the “Provisional VAC Envelope.” Do not give the voter the *Provisional Ballot Application* yet.

5. Show the voter the instructions on the application and tell the voter to:

- Read the instructions page.
- Tear off and keep the instructions page.
- Completely fill out and sign the provisional ballot application.

- **DO NOT** detach the voter registration application on a regular provisional ballot application from the envelope.



Make sure the voter signs the application. If the voter does not sign the application, the voter's provisional ballot will not count.

6. While the voter completes the application, a chief judge or another judge delegated by the chief judge, will go to the ballot issuance table to get a ballot for the provisional voter.
7. Check the application to make sure it is completed and signed.
8. Tell the voter to take the application envelope and the ballot to the privacy screen in the provisional voting area.
9. Tell the voter to put the voted ballot into the ballot application envelope and seal the envelope.



A provisional voter may use the ballot marking device to vote his or her provisional ballot if the voter asks to use the ballot marking device. Make sure the ballot activation card ballot is put into the ballot application envelope and seal the envelope.



If the voter makes a mistake on the ballot, tell the voter to overvote every contest. Write "Spoiled" across the ballot and put it in the "Spoiled Provisional Ballot Envelope" before issuing the voter a replacement ballot.

10. A voter may only be given two replacement ballots. If a voter already spoiled two ballots, a voting judge must offer to help the voter. The voter may choose a helper who is not an election judge. Two judges, one from each major political party, can work together to help the voter
11. Tell the voter to put the sealed application envelope into the orange provisional ballot bag.



If the provisional ballot bag is getting full, tell the chief judges right away. The chief judges may contact the Howard County Board of Elections to request another bag.

12. Put a tally mark for each provisional ballot put into the orange provisional ballot bag by a voter in the “Provisional Ballots” section of the *Provisional Ballot Tally Sheet*.
13. Make sure the voter does not leave the provisional voting area until the voter puts the voted ballot and sealed application in the orange provisional ballot bag.



Provisional ballots do not go into the scanning unit. Make sure provisional voters do not put their voted ballots into the scanning unit.



Monitor the provisional ballot bag(s) at all times. Keep all provisional ballot supplies secure. Tell the chief judges right away if any provisional ballot supplies are missing or show signs of tampering.

10 Provisional Ballots Reasons and Instructions to Voters

The following chart shows the reason a voter is issued a provisional ballot. Note that the “Reason Codes” are the same as the codes listed on the back of the *Provisional Ballot Application*.

For each reason code, give the voter the correct instructions from the table below.

Reason Code:	Tell the voter:
<p style="text-align: center;">1 Not listed on the precinct register.</p>	<ol style="list-style-type: none"> 1. If you are registered and in the correct precinct, your entire ballot will be counted. 2. If you are registered but in the wrong precinct, you can still choose to vote here, instead of going to your correct precinct. But only the contests that would appear on the ballot for your correct precinct will be counted. 3. If you are not registered and not eligible to register using same day registration, your provisional ballot may not count. But the provisional ballot application will serve as a voter registration application for future elections.

Reason Code:	Tell the voter:
<p style="text-align: center;">2</p> <p style="text-align: center;">Listed on precinct register but indicated a change of address.</p>	<p>You say that you moved more than 21 days before the election and that you did not tell election officials about the change. Now you are in the wrong precinct for your new address. You can choose to vote a provisional ballot here, instead of going to your correct precinct. But only the contests that would appear on the ballot for your new precinct will be counted.</p>
<p style="text-align: center;">3</p> <p style="text-align: center;">Listed but claims to have different party affiliation. (Primary Election only)</p>	<p>Your provisional ballot will only be counted if the Howard County Board of Elections can confirm that you really are registered with the party that you claim.</p>
<p style="text-align: center;">4</p> <p style="text-align: center;">Listed as an absentee voter or as having already voted.</p>	<p>Your provisional ballot will only be counted if you did not vote by absentee ballot and if you did not vote somewhere else.</p>
<p style="text-align: center;">5</p> <p style="text-align: center;">Listed as “Active” or “Inactive” & “Show ID” and unable to provide sufficient ID.</p>	<p>If you provide the Howard County Board of Elections with the required ID before the provisional ballots are counted, then your ballot will be counted. Provisional ballots are counted starting on the 2nd Wednesday after election day.</p>

Reason Code:	Tell the voter:
<p style="text-align: center;">6 Listed as “Pending” & “Show ID.”</p>	<p>If you provide acceptable ID now, your ballot will be counted. If you provide acceptable ID to the Howard County Board of Elections before the provisional ballots are counted, your ballot will be counted. If you do not provide acceptable ID before the provisional ballots are counted, your ballot will not be counted. Provisional ballots are counted starting the 2nd Wednesday after election day.</p>
<p style="text-align: center;">7 Listed as “Pending” & “Need DL# / SSN.”</p>	<p>If the Howard County Board of Elections can confirm the number you provided in Box 6a (Maryland Driver’s License or ID Card number) or 6b (last 4 digits of social security number), you will be registered to vote, and your ballot will be counted.</p> <p>If you marked Box 6c (do not have a valid Maryland Driver’s License or ID card or a social security number), you will be registered to vote, and your ballot will be counted.</p> <p>If you do not complete any box in section 6, you will not be registered to vote and your ballot will not be counted. If the number you provided cannot be confirmed before the provisional ballots are counted, your ballot will not be counted.</p>

Reason Code:	Tell the voter:
<p style="text-align: center;">8 Identity challenged & cannot provide acceptable form of ID.</p>	<p>You must provide an acceptable form of ID to the Howard County Board of Elections before the provisional ballots are counted. Provisional ballots are counted starting the 2nd Wednesday after election day.</p> <p>If the Howard County Board of Elections decides that you are the registered voter you claim to be and that you are eligible to vote, then your ballot will be counted.</p>
<p style="text-align: center;">9 (Other)</p>	<p><i>[Note to provisional ballot judge: The chief judges will provide you with instructions if #9 is printed on the voter authority card.]</i></p>
<p style="text-align: center;">10 Extended Hours</p>	<p>You are voting during extended voting hours ordered by the court.</p> <p>Your vote will be counted unless the court order extending voting hours is successfully challenged in court.</p>
<p style="text-align: center;">11 Not prequalified for Same Day Registration</p>	<p>The electronic pollbook database did not show you as prequalified for registration.</p> <p>If the Howard County Board of Elections can confirm you meet the qualifying standards to be a registered voter, you will be registered to vote, and your ballot will be counted.</p>

Reason Code:	Tell the voter:
<p style="text-align: center;">12 No proof of residency for Same Day Registration</p>	<p>You did not provide a current document showing your name and current address. You did not present a utility bill, bank statement, government check, paycheck or any other government document that is dated within the last three months.</p> <p>If you provide acceptable ID to the Howard County Board of Elections before the provisional ballots are counted, your ballot will be counted. If you do not provide acceptable ID before the provisional ballots are counted, your ballot will not be counted. Provisional ballots are counted starting the 2nd Wednesday after election day.</p>

11 Standards for Acceptable Forms of ID

<p>A “current” photo ID is an ID that has not expired</p> <p>A “current” non-photo ID is dated within 3 months of election day</p>	<p>Does the voter’s name on the ID have to match the electronic pollbook or the new name on the <i>Voter Update Form</i>?</p>	<p>Does the voter’s address on the ID have to match the electronic pollbook or the new address on the <i>Voter Update Form</i>?</p>
A current Maryland driver’s license	Yes	No
A current MVA-issued photo ID card	Yes	No
A current student photo ID card	Yes	No
A current employee photo ID card	Yes	No
A current military photo ID card	Yes	No
A current passport	Yes	No
Other current State or federal-issued photo ID card	Yes	No
A current utility bill [gas, electricity, water, waste, cable, telephone (land line or cell phone)]	Yes	Yes
A current bank statement	Yes	Yes
A current government check	Yes	Yes
A current paycheck	Yes	Yes
Other current government document	Yes	Yes

12 Standards for Unacceptable Forms of ID

An out-of-state driver's license	Not Acceptable
An expired photo ID card	Not Acceptable
Any non-photo ID that is more than 3 months old	Not Acceptable
A membership card (Sam's Club, gym,...)	Not Acceptable
A Voter Notification Card	Not Acceptable
A Social Security Card	Not Acceptable
Any non-photo ID with an address that does NOT match the electronic pollbook or the new address on the <i>Voter Update Form</i>	Not Acceptable