

# PROVISIONAL JUDGE CHECKLIST

## ELECTION DAY (Orange)

### All Judges:

- Assist Chief Judges with other duties as directed to perform Election Day activities.
- Monitor Vote Center for prohibited or suspicious activity.

### Provisional Judge:

#### For each regular provisional voter

1. Chief Judge(s) will escort voter to Provisional Judge with VAC in their hand and inform the judge the numbered reason for voting a provisional ballot. (This number will correspond to the number printed on the voter's VAC. Numbered reasons are listed on the back of provisional ballot application as well as on the large Provisional Qualification sign.)
2. Chief Judge(s) with VAC in their hand (if applicable) will retrieve the voter's correct ballot style at the ballot issuance table. Voter's ballot and VAC will then be brought back to Provisional Judge.

While the Chief Judge(s) retrieves the voter's ballot, proceed with the following steps:

3. Voter signs Provisional Voter Sign-In Sheet in red folder.
4. Provisional Judge informs voter as to why they're voting a provisional ballot by reading the script from the Election Judges' Manual (pages 9.10 – 9.14) or in red Provisional Folder.
5. Provisional Judge informs voter as to how they can determine whether their provisional ballot was counted in full, in part, or rejected. This information is located at the bottom of the instruction page.
6. Voter completes Provisional Ballot Application – Parts 1, 2 and 3.
7. Provisional voter **MUST SIGN AND DATE PART 3** where indicated.
8. **COMPLETED APPLICATION IS REVIEWED BY PROVISIONAL JUDGE FOR ACCURACY.**  
(Did the voter complete provisional application?)
9. Provisional Judge checks off the reason voter is voting a Provisional Ballot on back of application (see below Figure 1).
10. Provisional Judge records the ballot style being voted on back of application (see below Figure 1).

For Official Use Only				
<p><b>Election Judge</b>      ✓ Check all boxes that apply.</p> <p>A provisional ballot application was issued because the voter was:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Not listed on the precinct register</li> <li><input type="checkbox"/> 2. Listed on the precinct register but indicated a change of address</li> <li><input type="checkbox"/> 3. Listed but claims to have a different party affiliation (primary election only)</li> <li><input checked="" type="checkbox"/> 4. Listed as an absentee voter or as having already voted</li> <li><input type="checkbox"/> 5. Listed as "Active" or "Inactive" &amp; "Show ID" &amp; unable to provide acceptable ID</li> <li><input type="checkbox"/> 6. Listed as "pending" &amp; "Show ID"</li> </ul> <p>Was acceptable ID presented?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes, record the type of ID presented.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photo ID - Address on the photo ID does not need to match the address in #7.</li> <li><input type="checkbox"/> Maryland Driver's License or MVA ID Card - Verify that DL or ID number is printed on the application</li> <li><input type="checkbox"/> Other-Photo ID - specify _____</li> <li><input type="checkbox"/> Non-Photo ID - Must be dated within the last 3 months and have the same name and address as listed in #3 and #7.</li> <li><input type="checkbox"/> Utility Bill    <input type="checkbox"/> Pay Check    <input type="checkbox"/> Bank Statement    <input type="checkbox"/> Government Check</li> <li><input type="checkbox"/> Other government document - specify _____</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> 7. Listed as "pending" &amp; "Need DL/SSN" (See instructions for #6.)</li> <li><input type="checkbox"/> 8. Identity challenged &amp; cannot provide acceptable form of ID</li> <li><input type="checkbox"/> 9. Other (explain): _____</li> <li><input type="checkbox"/> 10. Voted during extended hours</li> <li><input type="checkbox"/> 11. Not prequalified for same day registration (early voting only)</li> <li><input type="checkbox"/> 12. No proof of residency for same day registration (early voting only)</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">District/Precinct or Early Voting Center <b>01-01</b></td> </tr> <tr> <td style="padding: 2px;">Ballot Style Issued <b>DEM-1</b></td> </tr> <tr> <td style="padding: 2px;">Election Judge <b>JS 6/26/18</b></td> </tr> </table>	District/Precinct or Early Voting Center <b>01-01</b>	Ballot Style Issued <b>DEM-1</b>	Election Judge <b>JS 6/26/18</b>
District/Precinct or Early Voting Center <b>01-01</b>				
Ballot Style Issued <b>DEM-1</b>				
Election Judge <b>JS 6/26/18</b>				

Step 10

Step 9

Step 11

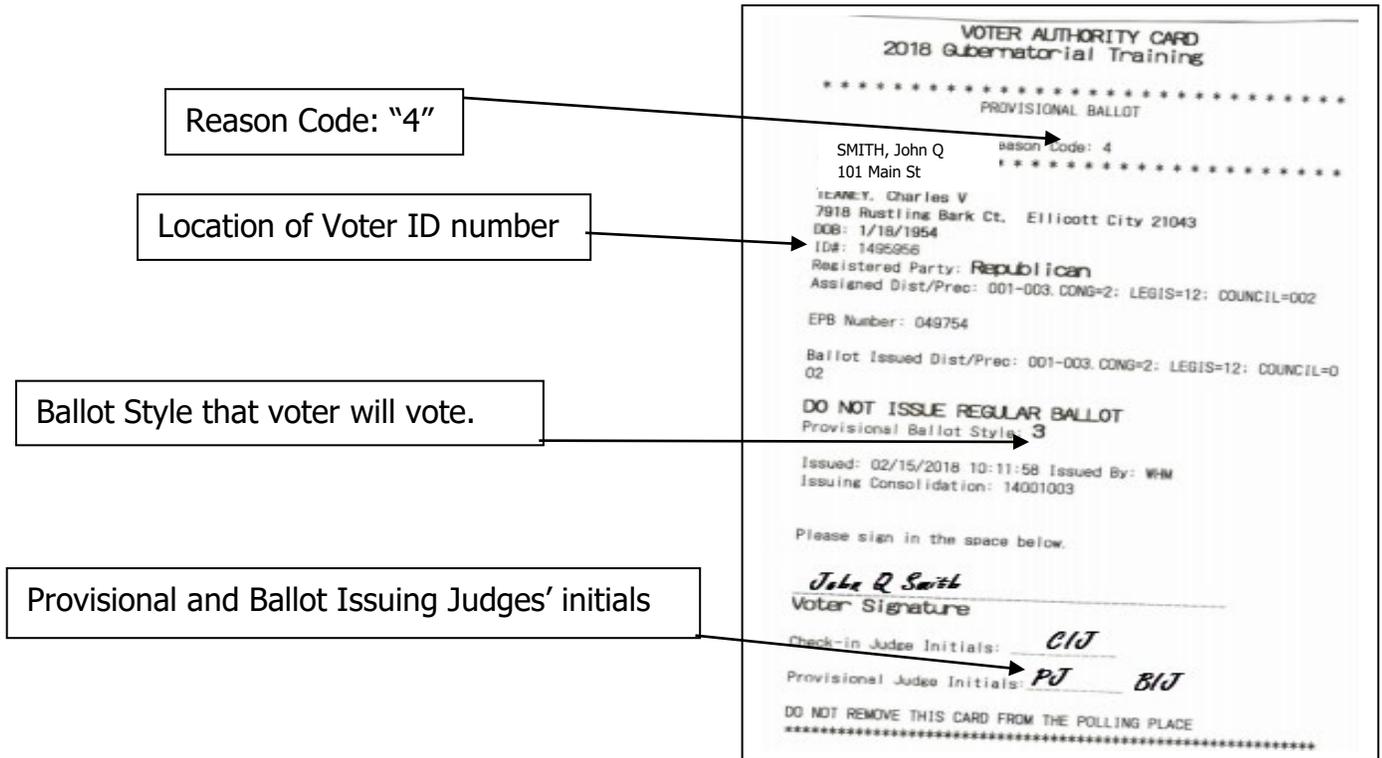
**Figure 1 -  
Back of Provisional  
Ballot Application**

11. Provisional Judge initials and dates back of Provisional Ballot application (see above Figure 1).
12. Chief Judge will provide the voter a paper ballot for the correct style from the ballot issuance table within an orange privacy sleeve. Chief Judge will also provide the voter's VAC (if applicable) to Provisional Judge.



- ❑ Process spoiled provisional ballots at ballot issuance table following the below steps:
  1. Have voter spoil ballot by overvoting each contest and writing spoiled across ballot.
  2. Chief or Provisional Judge takes voter's VAC and spoiled ballot to the ballot issuance table.
  3. Voting Judge issues a replacement ballot based on Voter's VAC and will account for spoiled ballot.
  4. Voter votes the replacement ballot. VAC is deposited in Provisional VAC envelope.
- ❑ Maintain storage of Provisional Ballot bag and supplies in a secure manner.

*If extended voting hours are ordered, refer to Appendix 1 in your manual for instructions.*



**Figure 3 – Key Essentials on Provisional Voter Authority Card (VAC)**

**REMINDERS WHILE WORKING:** Practice social distancing, wash hands frequently, sanitize surfaces often and be kind by wearing a mask.