

Provisional Voting and Judge Training

Presented by
Howard County Board of Elections

Provisional Voting/Judge Training Lesson Objectives

Lesson covers the following:

- General information
- Provisional Judge responsibilities prior to 7 AM Election morning
- Election supplies necessary for provisional voting
- Regular provisional voting processes and judge responsibilities
- Same Day Registration (SDR) provisional voting processes and judge responsibilities
- Completion of required paperwork
- Provisional closing activities

Provisional Voting in the Polling Place – General Info

- Provisional voting is a “safeguard” to the voting process. It allows voters the opportunity to vote despite a problem(s) with their registration as indicated on pollbook. No voter should ever be denied an opportunity to vote.
- During check-in, the Chief Judge(s) qualifies a voter as “provisional” for a specific reason(s); i.e. not registered, listed as absentee or pending etc.
- Voter completes an application, votes a paper ballot and places voted ballot into the application envelope.
- Post-Election, provisional application is reviewed and investigated by the Local Board of Elections.
- On the second Wednesday after the Election, the “provisional” ballot as the name implies maybe rejected, counted in full or in part by the Board of Canvassers.
- The Provisional Judge is required to manage the provisional voting process and complete the necessary paperwork documenting this type of voting.

Election Morning Provisional Voting Preparation

- Each vote center will have 1-2 orange provisional ballot bags containing voting supplies. Early Voting site supplies will be located in a wheeled container.
- Chief Judge will unlock the orange provisional ballot bag(s) using an orange key. Do the following prior to 7 AM with provisional voting supplies:
 - Remove ALL bag contents; i.e. supply and extended hours envelopes. Chief Judge should relock the bag at this time.
 - Remove Same Day Registration (SDR) and regular provisional ballot applications from banded envelope, red folder, Voter Authority Card (VAC) envelope, pens and all other supplies. DO NOT OPEN Extended Hours Envelope – set aside.
 - Remove yellow seal attached to bag top and open zipper (ballot sealed in application/envelope is inserted here by the voter). Verify seal # using *Provisional Opening and Closing Certificate*.
 - The red Provisional Information folder contains all the required paperwork.
 - Ensure provisional voting area is set up with orange privacy booths and your judge area is set up in preparation for assisting provisional voters.

Election Supplies Needed for Provisional Voting

Ensure the following supplies are stationed at Provisional Judge(s) table(s):

- Regular and Same Day Registration (SDR) provisional ballot applications;
- Pens for initialing Voter Authority Cards (VACs) and completing judge paperwork. Voters will have their own pen;
- Red provisional folder containing the following paperwork:
 - *Provisional Opening and Closing Certificate* – documents the provisional voting for the day
 - Provisional Voter Sign-In Sheet – each provisional voter must sign-in at the beginning of process
 - *Provisional Ballot Tally Sheet* – assists provisional judge in accounting for Voter Authority Cards (VACs) received and ballots issued
 - Provisional reason code pages – judge reads the reason as to why voter is voting a provisional ballot
- Voter Authority Card (VAC) envelope to deposit provisional voter's VACs;
- Orange privacy sleeves for voter to complete ballot in privacy;
- Orange provisional ballot bag(s) – voter deposits sealed envelope containing completed ballot within bag at the end of the voting process;
- Provisional Judges' checklists for Election Morning, Election Day and Election Closing.
- Sanitizer spray bottles and latex gloves (each judge will receive a bag of their own PPE).

Provisional Opening and Closing Certificate

Provisional Opening & Closing Certificate 2018 Gubernatorial General Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Verify yellow seal # on top of bag

OPENING

Complete ALL Grey Areas

Verify ✓

1.	Verify seal number on orange provisional bag is:	<u>525901</u>	
2.	After opening activities, verify orange provisional bag is empty and locked.		

CLOSING

Verify bag is empty and locked

VOTER AUTHORITY CARDS (VACs)	
Provisional Ballot Tally Sheet Numbers	Party Totals
VAC Total	
Blank or No VAC Total	
TOTAL (A)	

PROVISIONAL BALLOTS	
Provisional Ballot Tally Sheet Numbers	Party Totals
Provisional Ballot Total	
TOTAL (B)	

Note: TOTAL (A) and TOTAL (B) should be equal.

Provided Yellow
Return Seal:
525902

Record yellow return, seal # placed on orange provisional bag at closing:

Indicated judges must sign document

To the best of our knowledge, the information on this form is true and correct:

Provisional Judge _____

Republican Chief Judge _____

Democrat Chief Judge _____

Provisional Ballot Application w/Instruction Page

State of Maryland

Provisional Ballot Application & Instructions

Overview

Provisional voting lets someone who thinks that he or she is an eligible voter to vote. A local board of elections will count a provisional ballot if the provisional voter is registered and eligible to vote in Maryland. Provisional ballots are counted even if they will not change the outcome of an election.

Why am I voting a provisional ballot?

- You are not listed on the precinct register. This usually happens if you are not registered to vote or you moved and did not update your voter registration.
- You did not provide ID. You must show ID because you are voting for the first time in Maryland and have not yet met the ID requirements. You must provide ID to your local board of elections before 10 am on the 2nd Wednesday after election day. You must submit:
 - A copy of a current and valid Maryland driver's license or MVA-issued ID card, student, employee, or military ID, U.S. passport; or
 - A copy of a current utility bill, bank statement, government check, paycheck, or other government document with your name and current address (the same address you provided on your provisional ballot application). Current means that the document is dated within 3 months of the election.
- You wanted to register to vote during early voting or on election day, but we had not yet determined if you are eligible to vote. Your ballot will count if you meet all of the eligibility requirements.
- You did not prove where you live. You must prove where you live if you want to register to vote during early voting or on election day. You must prove where you live to your local board of elections before 10 am on the 2nd Wednesday after election day. You must submit:
 - A copy of your current and valid Maryland driver's license or MVA ID card; or
 - A copy of a current utility bill, bank statement, government check, paycheck, or other government document with your name and current address. This address must match the one on your provisional ballot application, and the document must be dated within 3 months of the election.
- Your voter registration is not complete because you did not provide an ID number on your voter registration application or we could not verify the number you provided. To complete your registration, take or submit your ID or ID number to your local board of elections before 10 am on the 2nd Wednesday after election day. Your local board of elections will verify your number with the MVA or Social Security Administration. Acceptable forms of ID are listed above.
- You are not eligible to vote a regular ballot because either:
 - You moved more than 21 days before election day, did not notify election officials, and showed up to vote at the polling place for your prior address.
 - The precinct register shows that you already received an absentee ballot for this election or have already voted. If you have not already voted, your provisional ballot will be counted. Voting or trying to vote more than once is against the law, and if you do this, you will be referred to law enforcement agencies for further investigation.
- Your right to vote was challenged and you did not show ID. Your provisional ballot will count if your local board of elections determines that you are the person you say you are. You may wish to contact your local board of elections and provide ID.

How do I vote by provisional ballot?

Follow the instructions on the back side of this page. If you have any questions, ask an election judge.

Will my provisional ballot count?

Provisional ballots are counted even if they will not change the outcome of an election. Counting starts on the 2nd Wednesday after the election. Your ballot will be counted at that time if you are a registered voter, were eligible to vote by provisional ballot, and met any other applicable requirements (see above).

For some voters, only part of the provisional ballot will count. This may happen if you either voted in the wrong county during early voting or at the wrong polling place on election day. Only those contests or ballot questions that appear on the ballot where you live will count.

Instruction page is detached for voter to take.

Tear off and keep this page. Do not remove any other pages.

Provisional Voting During Voting Hours Lesson Objectives

Lesson covers the following:

- Responsibilities of the Provisional and Chief Judges during voting hours.
- The process for issuing provisional ballots to regular and same day registration voters.
- The completion of paperwork to document the provisional voting that occurs at the polling location on Election day.
- The importance of the Voter Authority Card (VAC).
- The process of “spoiling” a ballot and issuing the voter a replacement ballot.

Provisional Voting During Voting Hours – The Process

- A Chief Judge qualifies voter at check-in as “provisional”.
- Chief Judge escorts voter to Provisional Judge(s) with their signed provisional VAC in hand. Provisional Judge should follow the below steps to process the voter:
 - Ask voter to sign the *Provisional Voter Sign-In Sheet*.
 - Initial voter’s provisional VAC. Check for voter’s signature and Check-In Judge initials.
 - Chief Judge will state the reason the voter is voting provisionally. Using the information on the VAC, Chief Judge will retrieve the voter’s correct ballot from the ballot issuance table.
 - Due to COVID, it is recommended to first complete the back side of the provisional application: check box for provisional reason, record ballot style to be issued to voter, record vote center/early voting site and initial/date.
 - If a normal provisional voter (not a Same Day Registration provisional) then give the application to voter and instruct to complete Parts 1 and 2 using their provided pen.

The Provisional Ballot Application Registration Parts 1 and 2 – Voter Completes

Part 1 - Voter Information			
1	Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answer NO to either question, do not complete this form.		
2	Check boxes that apply and complete Items 3-10. <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Party Affiliation Change <input type="checkbox"/> Address Change		
3	Last Name	First Name	Middle Suffix
4	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified or Other	5 Birth Date:	Month Date Year
6a	MARYLAND Driver's License or MVA ID Number MANDATORY (if you have neither see instructions)		
6b	Social Security Number (last 4 digits)	6c	<input type="checkbox"/> Check here if you do not have either a current, valid Maryland driver's license / MVA ID card or a Social Security Number
7	Maryland Residence Address:	Street Number Street Name	Apt. No. City or Town Zip Code County
8	Mailing Address (if different from item 7)		
9	Party (check one): <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Bread and Roses Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other - Specify _____		
10	CONTACT INFORMATION Daytime Phone: _____ Email (optional): _____		
Part 2 - Ballot Information			
1	Pick the election: <input type="checkbox"/> Primary Election <input type="checkbox"/> General Election		
2	If this is a primary election, pick the ballot you want to vote. • Check the party printed on the top part of your voter authority card. If you check a party other than the one printed on the top part of your voter authority card (given to you by an election judge), your ballot will not be counted. • If you select "Unaffiliated or Other," your ballot will only have non-partisan offices (for example, school board). <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Unaffiliated or Other		
Part 3 - Signature			
Under penalty of perjury, I hereby swear or affirm that: I am a U.S. citizen; I am a Maryland resident; I am at least 16 years old; I have not been convicted of buying or selling votes; I have not been convicted of a felony, or if I have, I have completed serving a court-ordered sentence of imprisonment. The information in this application is true to the best of my knowledge, information and belief. I hereby swear or affirm that I have not voted and will vote only this provisional ballot in the current election in Maryland or in any other state; and I am a registered voter in Maryland and eligible to vote in this election.			
X	Signature (required)		Date

INSERT BALLOT IN ENVELOPE

Voter completes Part 1 and Part 2 of application. Verify application is signed and dated by voter.

Voter inserts completed ballot within envelope then seals.

The Provisional Ballot Application (Regular and SDR) Back Side – Judge Completes

For Official Use Only	
Election Judge	<input checked="" type="checkbox"/> Check all boxes that apply.
A provisional ballot application was issued because the voter was:	
<input type="checkbox"/> 1. Not listed on the precinct register <input type="checkbox"/> 2. Listed on the precinct register but indicated a change of address <input type="checkbox"/> 3. Listed but claims to have a different party affiliation (primary election only) <input type="checkbox"/> 4. Listed as an absentee voter or as having already voted <input type="checkbox"/> 5. Listed as "Active" or "Inactive" & "Show ID" & unable to provide acceptable ID <input type="checkbox"/> 6. Listed as "pending" & "Show ID"	
<input type="checkbox"/> Was acceptable ID presented? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, record the type of ID presented.	
<input type="checkbox"/> Photo ID - Address on the photo ID does not need to match the address in #7. <input type="checkbox"/> Maryland Driver's License or MVA ID Card - Verify that DL or ID number is printed in #6a. <input type="checkbox"/> Other-Photo ID - specify _____	
<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. <input type="checkbox"/> Utility Bill <input type="checkbox"/> Pay Check <input type="checkbox"/> Bank Statement <input type="checkbox"/> Government Check <input type="checkbox"/> Other government document - specify _____	
<input type="checkbox"/> 7. Listed as "pending" & "Need DL#/SSN#" (see instructions for #6.) <input type="checkbox"/> 8. Identity challenged & cannot provide acceptable form of ID <input type="checkbox"/> 9. Other (explain): _____	
<input type="checkbox"/> 10. Voted during extended hours <input type="checkbox"/> 11. Not prequalified for same day registration <input type="checkbox"/> 12. No proof of residency for same day registration	
Election Director	
1. Is the voter registered? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, answer a - c.)	
a. County/City _____ b. Precinct _____ c. Reg Date _____	
d. Was the person prequalified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
e. Is the voter eligible to vote in this election? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Party Affiliation: <input type="checkbox"/> Democrat <input type="checkbox"/> Republican <input type="checkbox"/> Other _____	
3. If ID or a DL# or SS# was required, was it timely received? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, answer a-c.)	
a. Type of ID: _____	
b. Did the ID satisfy the ID requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No	
c. If a DL# or SS# was required, was the number verified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Recommended Action: <input type="checkbox"/> Accept in Full <input type="checkbox"/> Accept in Part <input type="checkbox"/> Reject - Rejection Code: _____	
a. Document proving residence: _____	
b. Did the document satisfy the proof of residency requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Recommended Action: <input type="checkbox"/> Accept in Full <input type="checkbox"/> Accept in Part <input type="checkbox"/> Reject - Rejection Code: _____	
Board Action <input type="checkbox"/> Accept in Full <input type="checkbox"/> Accept in Part <input type="checkbox"/> Reject - Rejection Code: _____	

District/Precinct or Early Voting Center
VC-01
Ballot Style Issued
11
Election Judge
JW 11/03/2020
Initials Date

Provisional Judge completes this section on back of application/envelope.

Check a box for the reason voter is voting a provisional ballot.

Provisional Voting Process continued

- As voter is completing application, read by verbatim the provisional reason code to the voter as to why they are voting provisionally. These reasons can be found on sheets located in the red Provisional Information folder. Reasons can also be found on pages 9.10 – 9.14 in the Election Judges Manual.
- Verify voter has completed application and it is signed/dated (if not signed by the voter then ballot will be rejected).
- Insert ballot obtained by Chief Judge into an orange privacy sleeve and give to voter.
- Instruct voter after completing ballot to trifold the ballot, insert into application envelope and seal by removing tape strip. Direct voter to provisional voting area to vote ballot.
- While voter is voting the ballot, complete the information requested on the sign-in sheet for that voter. Also, at this time record the tally marks on the *Provisional Ballot Tally Sheet* for VACs and ballot issued.
- Ask voter to detach the instruction page from application and then cast their ballot by inserting sealed application envelope containing ballot into the slot on top of the orange bag.

The Provisional Voter Sign-In Sheet

Provisional Voter Sign - In Sheet

State of Maryland

County: Howard

Date: 6/2/2020

Dist/Prct: EV-02 EDVC2 - The Bain Center-GREAT ROOMS 1 & 2

Please Complete ALL Grey Areas as needed

All voters who mark a regular or same day registration (SDR) provisional ballot must print and sign name. Provisional judge must verify below that voter marked a provisional ballot and completed either a regular or same day registration application. Ballot within sealed and completed application must be placed in provisional ballot bag.

Record Voter ID located on VAC Record SDR for SDR Provisional	Voter Name (Please Print)	Voter Signature	How Voted? Check One		
			SDR ✓	Prov. ✓	No ✓
1	SDR	John Smith	John Smith	✓	
2	1325999	Susan Smith	Susan Smith		✓
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Provisional Judge records a check mark for how voter voted

Voter prints name and signs in

Provisional Judge records Voter ID # located on VAC. For a SDR Voter just record "SDR"

As an example, for Reason Code 4, tell the voter "your provisional ballot will only be counted if you did not vote by absentee ballot and if you did not vote somewhere else."

Provisional Qualifying Reason Codes (1-12)

Provisional Qualifying Reason Codes

State of Maryland
Date: 6/2/2020

Dist/Prct: EV-02 EDVC2 - The Bain Center-GREAT ROOMS 1 & 2

Reason Code:	Tell the voter:
1 Not listed on the precinct register.	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.
2 Listed on precinct register but indicated a change of address.	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.
3 Listed but claims to have different party affiliation. (Primary Election only)	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.
4 Listed as an absentee voter or as having already voted.	Your provisional ballot will only be counted if you did not vote by absentee ballot and if you did not vote somewhere else.
5 Listed as "Active" or "Inactive" "Show ID" and unable to provide sufficient ID.	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.

Continued

Note: This image example only shows reasons 1 thru 5.

The Provisional Voter Authority Card (VAC)

VOTER AUTHORITY CARD
Presidential General Training 2016

PROVISIONAL BALLOT

Reason Code: 9

SMITH, JOHN
417 E Baltimore St. Baltimore 21202
DOB: 10/14/1980
ID#: 3806f23b-0ff9-4a8e-80ef-b83cf15e40e6
Registered Party: Democrat
Assigned Dist/Prec: 004-001, CONG=07; LEGIS=46; COUNCIL=011

EPB Number: 054955

Ballot Issued Dist/Prec: 001-001, CONG=07; LEGIS=448; COUNCIL=001

DO NOT ISSUE REGULAR BALLOT
Provisional Ballot Style: 2

Issued: 08/31/2016 14:48:16 Issued By: JUDGE NAME
Issuing Consolidation: 04EV01

Please sign in the space below.

Voter Signature _____

Check-in Judge Initials: _____

Provisional Judge Initials: _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE

Provisional Reason Code signifying what would be read to a provisional voter

Ballot Style to be issued

Provisional Judge initials here

The Voter Authority Card's Importance

- Provides ALL the pertinent voter registration information; i.e. name, address, date of birth etc.
- Specifies the reason code as to why voter is voting provisionally; i.e. absentee, address change etc.
- Specifies the ballot style to be issued to the voter.
- Specifies their voting districts; i.e. Congressional, Legislative etc.
- Provides the necessary spaces for Election judge initials throughout the process.

The Provisional Ballot Tally Sheet

Provisional Ballot Tally Sheet 2018 Gubernatorial General Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prec.: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

VOTER AUTHORITY CARDS (VACs)		
1. Keep a tally of provisional voters with or without a VAC. (Ex. <i>IIII</i> = 4 <i>IIII-III-III</i> = 12)		
2. A voter not listed in the electronic pollbook (No VAC) is tallied in second row.		
3. Complete ALL grey areas as needed		
VAC Type	VAC Tally	Totals
Regular Provisional VAC	<i>///</i>	
Blank or No VAC		
TOTAL (A)		

PROVISIONAL BALLOTS	
1. Keep a tally of provisional ballots issued to each voter. (Ex. <i>IIII</i> = 4 <i>IIII-III-III</i> = 12)	
2. Spoiled ballots are accounted for at Ballot Issuance Table.	
3. Complete ALL grey areas as needed.	
Issued Provisional Ballot Tally	Totals
<i>///</i>	
TOTAL (B)	

Record tally marks for VACs received and ballots issued

Note: TOTAL (A) and TOTAL (B) should be equal.

Provisional Judge Signature

The Same Day Registration (SDR) Voting Process

- All SDR voters will either be voting for reason code 11 or 12 (see Election Judges manual page 9.13 – 9.14)
- Every step listed above for a regular provisional voter is the same except for the following:
 - For SDR provisional voters, the Chief Judge will have two Same Day Registration Oath documents printed from pollbook and their provisional VAC. Voter's oath documents serve as the pre-printed registration application for the SDR provisional voter.
 - The two oath documents are attached to the Same Day Provisional application by removing the 2 pieces of tape on the document. In the Election community, this type of provisional is referred to as a “sticky provisional”.

Same Day Oath Document for the "Sticky Provisional" application

Same Day Oath Documents "stuck" or attached to SDR Provisional application

THE DAY DOCUMENT
2018 gubernatorial Primary Election

Smith, John
Address: **100 Main St.**, Fulton 20759
Proof of Residency: "Drivers License"
DOB: 7/12/1999
Party: **Democrat**
DIST/PREC: 005-006, CONG=03, LEGIS=13, COUNCIL=004
EPB Number: 043078
Issued: 06/18/2018 14:36:54
Issuing Consolidation: 14EV02

Oath

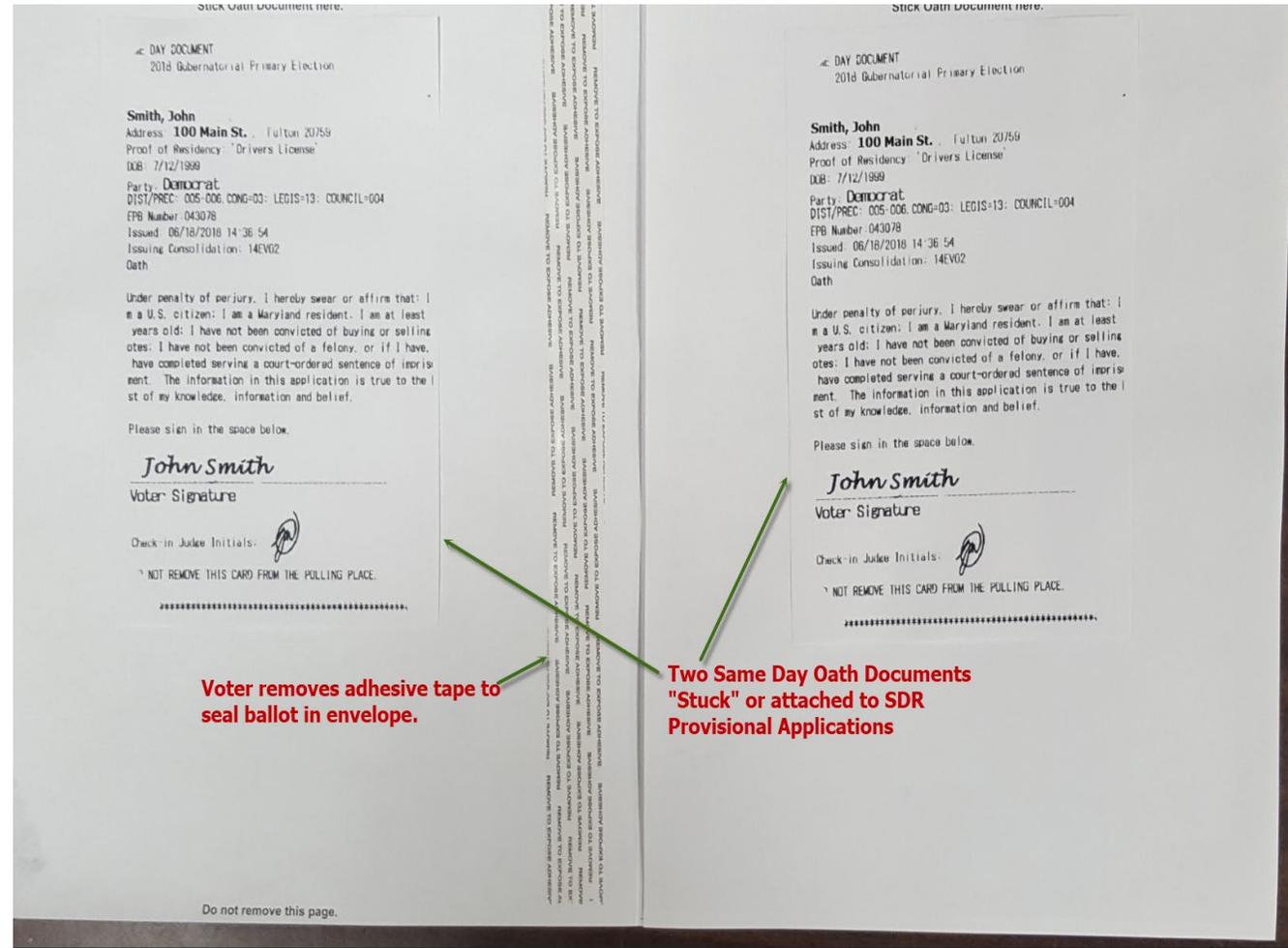
Under penalty of perjury, I hereby swear or affirm that: I am a U.S. citizen; I am a Maryland resident. I am at least 18 years old; I have not been convicted of buying or selling votes; I have not been convicted of a felony, or if I have, have completed serving a court-ordered sentence of imprisonment. The information in this application is true to the best of my knowledge, information and belief.

Please sign in the space below.

John Smith
Voter Signature

Check-in Judge Initials: *[Signature]*

NOT REMOVE THIS CARD FROM THE POLLING PLACE.



Voter removes adhesive tape to seal ballot in envelope.

Two Same Day Oath Documents "Stuck" or attached to SDR Provisional Applications

The Provisional Spoiled Ballot Process

- When a provisional voter needs a replacement ballot, follow the below steps:
 - Summon a Chief Judge to assist.
 - Ask the voter to overvote each contest (contest calls for one vote then voter votes for two) and to write “spoiled” on ballot front and back.
 - Chief Judge will need the voter’s provisional VAC to obtain the ballot from the Voting Judges stationed at ballot issuance. In addition, voter’s spoiled ballot will be taken to the Voting Judges to account for the spoiled ballot.
 - Voting Judge will record the spoiled ballot event on the *Spoiled Ballot Tally Sheet*.
 - Chief Judge will get a replacement ballot that is the same ballot style as voter’s spoiled ballot.
 - Provisional VAC should be given back to Provisional Judge.
- After the third spoiled ballot, voter must use the ballot marking device. A Chief Judge would be the proctor of this process.

Provisional Voting Closing Lesson Objectives

Lesson covers the following:

- Election day closing activities as it relates to provisional voting.
- The completion of the *Provisional Opening and Closing Certificate*.
- Packing of the orange Provisional Ballot Bag(s)
- Other Election closing activities

Provisional Voting Closing Activities

- Complete the *Provisional Opening and Closing Certificate*:
 - Record the VAC and Provisional Ballot totals.
 - Record the yellow seal used to seal the top of provisional bag.
 - Chief Judges and Provisional Judge(s) must sign document.
- Provisional Supply Packing Activities
 - A Chief Judge will unlock the bottom of provisional bag. **DO NOT REMOVE BALLOTS** in sealed application envelopes.
 - Use the packing instructions attached to the provisional bag as a guide to packing.
 - Pack the following within bag; i.e. red informational folder with completed documents, applications, VAC envelope, Extended Hours envelope and all other supplies. A Chief Judge may then lock bottom of bag.
 - Seal the top of bag with provided yellow seal.
 - **During Early Voting, the sealed/locked provisional bag containing ONLY ballots in sealed application envelopes along with the red information folder will be transported back to the Howard County Board of Elections. ALL SUPPLIES REMAIN ON SITE FOR THE NEXT DAY!**

The Provisional Opening and Closing Certificate Completion

Provisional Opening & Closing Certificate
2018 Gubernatorial General Election
County: Howard State of Maryland
Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA Date: 6/26/2018

OPENING

Complete ALL Grey Areas

Verify ✓

1.	Verify seal number on orange provisional bag is:	525901	✓
2.	After opening activities, verify orange provisional bag is empty and locked.		✓

CLOSING

VOTER AUTHORITY CARDS (VACs)	
Provisional Ballot Tally Sheet Numbers	Party Totals
VAC Total	17
Blank or No VAC Total	2
TOTAL (A)	19

PROVISIONAL BALLOTS	
Provisional Ballot Tally Sheet Numbers	Party Totals
Provisional Ballot Total	19
TOTAL (B)	19

Record VAC and Provisional Ballot Totals - They should be equal.

Note: TOTAL (A) and TOTAL (B) should be equal.

Record yellow return, seal # placed on orange provisional bag at closing:

Provided Yellow Return Seal:
525902
525902

Record seal # used to secure provisional bag top zipper

To the best of our knowledge, the information on this form is true and correct:

Provisional Judge _____
Republican Chief Judge _____
Democrat Chief Judge _____

Indicated judges must sign document

Other Closing Activities

- Assist with packing of Election supplies and equipment
 - All Election supplies and equipment are packed on transfer carts.
 - Certain critical Election items; i.e. memory sticks from scanning units, CF cards from pollbooks and orange provisional bag(s) will be transported to Election office.
 - Election Judges working together as a team will ensure all polling site closing activities get completed quickly.
- Early Voting Closing Night Activities
 - Only on Election Day (11/3/2020) night at each early site will Election supplies and equipment be packed on transfer carts. The early voting sites will become vote centers on Election Day.
 - Completion of *Provisional Opening and Closing Certificate* will occur at closing for each night of Early Voting as well as all other provisional paperwork.
 - The orange provisional ballot bag and the red Provisional Information folder will be picked up by Board of Election's staff at the end of each night of early voting.