

SAME DAY REGISTRATION (SDR) CHECK-IN JUDGE CHECKLIST ELECTION DAY (White)

All Judges:

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

SDR Check-In Judges:

NOTE: Check-In Judge working at the designated SDR pollbook (pollbook having barcode scanners) will mainly be processing "normal" voters and any regular provisional voters throughout the day. Any voter requesting to register and vote or not found in a Statewide search on a pollbook will be processed at the designated SDR pollbook.

- Make sure this checklist is available for use.
- For each voter, follow regular Check-In Judge checklist for Election Day activities.
- Follow the regular Check-In Judge checklist when using the *Voter Update Form (VUF)*.
- Follow the regular Check-In Judge checklist when processing a regular provisional voter including notifying a Chief Judge.
- Follow the regular Check-In Judge checklist when it is necessary to summon Chief Judge(s) including when processing an SDR voter.
- Periodically check that pollbook and printer are receiving power.
- Periodically make sure that pollbook is synchronized with other pollbooks and the State server.
- For each SDR voter having a license or ID card, ask if the address listed on document is their current address. This will determine which below scenario to follow.**
- While an out of county SDR voter may be accommodated, they can only vote provisionally. Encourage out of county voters to go to the county in which they reside.**

SDR Scenarios:

1A – Standard Ballot

MVA DL/ID card MATCHES the individual's current address and the address in the pollbook MATCHES the MVA DL/ID card.

- Scan the barcode on the back of MVA DL/ID card. Pollbook automatically captures individual's information and proof of residency on the "Voter Summary" screen.
- Quietly ask the individual to choose a party affiliation.
- Use dropdown to select the chosen party affiliation on pollbook and ask voter to confirm ALL information by physically turning the pollbook around for them to view the screen.
- Tap "Print Oath" and ask individual to confirm info is correct and to sign the oath document.
- Tap "Yes" to confirm individual signed oath document and info is correct.
- Tap "No" to "Need a Second Copy of Oath Document?"
- Tap "Issue Standard Ballot" and have voter review and sign the printed VAC.
- Direct voter to ballot issuance table and give voter's signed oath document to Chief Judge.

1B – Standard Ballot

MVA DL/ID card MATCHES the individual's current address and the address in the pollbook DOES NOT MATCH the MVA DL/ID card.

- Scan the barcode on the back of MVA DL/ID card. Pollbook automatically captures individual's information and proof of residency on the "Voter Summary" screen.
- Tap "Edit Address" and then tap "Clear" at the "Select Precinct for Voter" screen on pollbook.
- Type the correct address and then select individual's new address in upper screen of pollbook.

- Quietly ask the individual to choose a party affiliation. Use the dropdown to select the chosen party affiliation.
- Make sure "Proof of Residency" shows Driver's License on the "Voter Summary" screen.
- Ask voter to confirm ALL information by physically turning the pollbook around for them to view the screen.
- Tap "Print Oath" and ask individual to confirm info is correct and to sign the oath document.
- Tap "Yes" to confirm individual signed oath document and info is correct.
- Tap "No" to "Need a Second Copy of Oath Document?"
- Tap "Issue Standard Ballot" and have voter review and sign the printed VAC.
- Direct voter to ballot issuance table and give voter's signed oath document to Chief Judge.

2 – Standard Ballot

MVA DL/ID card DOES NOT MATCH the individual's current address and the address in the pollbook DOES NOT MATCH the MVA DL/ID card. Individual HAS another document for proof of residency.

- Scan the barcode on the back of MVA DL/ID card. Pollbook automatically captures individual's information and shows address on file with MVA.
- Tap "Edit Address" and then tap "Clear" at the "Select Precinct for Voter" screen on pollbook.
- Type the correct address and then select individual's new address in upper screen of pollbook.
- Quietly ask the individual to choose a party affiliation. Use the dropdown to select the chosen party affiliation.
- Use the drop down on "Voter Summary" screen to select a "Proof of Residency". This would be the document the individual provided; i.e. utility bill.
- Ask voter to confirm ALL information by physically turning the pollbook around for them to view the screen.
- Tap "Print Oath" and ask individual to confirm info is correct and to sign the oath document.
- Tap "Yes" to confirm individual signed oath document and info is correct.
- Tap "No" to "Need a Second Copy of Oath Document?"
- Tap "Issue Standard Ballot" and have voter review and sign the printed VAC.
- Direct voter to ballot issuance table and give voter's signed oath document to Chief Judge.

3A – Standard Ballot

MVA DL/ID card DOES NOT MATCH the individual's current address and the address in the pollbook DOES MATCH the individual's current address. Individual has another document for proof of residency.

- Scan the barcode on the back of MVA DL/ID card. Pollbook automatically captures individual's information on "Voter Summary" screen.
- Quietly ask the individual to choose a party affiliation. Use the dropdown to select the chosen party affiliation.
- Use the drop down on "Voter Summary" screen to select a "Proof of Residency". This would be the document the individual provided; i.e. utility bill.
- Ask voter to confirm ALL information by physically turning the pollbook around for them to view the screen.
- Tap "Print Oath" and ask individual to confirm info is correct and to sign the oath document.
- Tap "Yes" to confirm individual signed oath document and info is correct.
- Tap "No" to "Need a Second Copy of Oath Document?"
- Tap "Issue Standard Ballot" and have voter review and sign the printed VAC.
- Direct voter to ballot issuance table and give voter's signed oath document to Chief Judge.

3B – SDR “Sticky” Provisional

MVA DL/ID card DOES NOT MATCH the individual’s current address and the address in the pollbook DOES MATCH the individual’s current address. Individual DOES NOT have another document for proof of residency.

- Scan the barcode on the back of MVA DL/ID card. Pollbook automatically captures individual’s information on the “Voter Summary” screen.
- Quietly ask the individual to choose a party affiliation. Use the dropdown to select the chosen party affiliation.
- Verify or change the “Proof of Residency/ID” field to an empty field.
- Ask voter to confirm ALL information by physically turning the pollbook around for them to view the screen.
- Tap “Print Oath” and then tap “Yes” at the prompt “Would you like to continue without proof of residency?”.
- Ask individual to confirm info is correct and to sign the oath document.
- Make sure individual writes last 4 digits of SS# in the requested space and includes telephone number on oath document.
- Tap “Yes” to confirm individual signed oath document and info is correct.
- Tap “Yes” to “Need a Second Copy of Oath Document?”. Have individual sign second copy of oath document. These 2 signed oath documents with 4-digit SS#s and telephone numbers will go to provisional judge.
- Tap “Issue Provisional Ballot”.
- Select reason code # 12 from dropdown and then tap “Select Paper Ballot”.
- Make sure the voter reviews and signs the provisional VAC.
- Direct the voter escorted by a Chief Judge with the 2 signed oath documents and signed provisional VAC to the Provisional Judge. Voter will complete a “sticky” provisional ballot application and vote a provisional ballot.

4A – Standard Ballot

MVA DL/ID card DOES NOT MATCH the individual’s current address and the address in the pollbook DOES NOT MATCH the individual’s current address. Individual DOES HAVE another document for proof of residency.

- Scan the barcode on the back of MVA DL/ID card. Pollbook automatically captures individual’s information and proof of residency on the “Voter Summary” screen.
- Tap “Edit Address” and then tap “Clear” at the “Select Precinct for Voter” screen on pollbook.
- Type the correct address and then select individual’s new address in upper screen of pollbook.
- Quietly ask the individual to choose a party affiliation. Use the dropdown to select the chosen party affiliation.
- Use the drop down on “Voter Summary” screen to select a “Proof of Residency”. This would be the document the individual provided; i.e. utility bill.
- Ask voter to confirm ALL information by physically turning the pollbook around for them to view the screen.
- Tap “Print Oath” and ask individual to confirm info is correct and to sign the oath document.
- Tap “Yes” to confirm individual signed oath document and info is correct.
- Tap “No” to “Need a Second Copy of Oath Document?”
- Tap “Issue Standard Ballot” and have voter review and sign the printed VAC.
- Direct voter to ballot issuance table and give voter’s signed oath document to Chief Judge.

4B – SDR “Sticky” Provisional

MVA DL/ID card DOES NOT MATCH the individual’s current address and the address in the pollbook DOES NOT MATCH the individual’s current address. Individual DOES NOT have another document for proof of residency.

- Scan the barcode on the back of MVA DL/ID card. Pollbook automatically captures individual’s information and proof of residency on the “Voter Summary” screen.
- Tap “Edit Address” and then tap “Clear” at the “Select Precinct for Voter” screen on pollbook.
- Type the correct address and then select individual’s new address in upper screen of pollbook.
- Quietly ask the individual to choose a party affiliation. Use the dropdown to select the chosen party affiliation.
- Verify or change the “Proof of Residency/ID” field to an empty field.
- Ask voter to confirm ALL information by physically turning the pollbook around for them to view the screen.
- Tap “Print Oath” and then tap “Yes” at the prompt “Would you like to continue without proof of residency?”.
- Ask individual to confirm info is correct and to sign the oath document.
- Make sure individual writes last 4 digits of SS# in the requested space and includes telephone number on oath document.
- Tap “Yes” to confirm individual signed oath document and info is correct.
- Tap “Yes” to “Need a Second Copy of Oath Document?”. Have individual sign second copy of oath document. These 2 signed oath documents with 4-digit SS#s and telephone numbers will go to provisional judge.
- Tap “Issue Provisional Ballot”.
- Select reason code # 12 from dropdown and then tap “Select Paper Ballot”.
- Make sure the voter reviews and signs the provisional VAC.
- Direct the voter escorted by a Chief Judge with the 2 signed oath documents and signed provisional VAC to the Provisional Judge. Voter will complete a “sticky” provisional ballot application and vote a provisional ballot.

5 – SDR “Sticky” Provisional

MVA DL/ID card DOES MATCH the individual’s current address and the address is NOT found in pollbook. After scanning the barcode, the address field will be blank. This individual is not pre-qualified to register and must vote a provisional ballot.

- Scan the barcode on the back of MVA DL/ID card. Pollbook automatically captures individual’s information and proof of residency on the “Voter Summary” screen.
- Tap “Edit Address” and type in the correct address. Then select individual’s new address in upper screen of pollbook.
- Quietly ask the individual to choose a party affiliation. Use the dropdown to select the chosen party affiliation.
- Verify “Proof of Residency/ID” field is set to Driver’s License.
- Ask voter to confirm ALL information by physically turning the pollbook around for them to view the screen.
- Tap “Print Oath” and ask individual to confirm info is correct and to sign the oath document.
- Make sure individual writes last 4 digits of SS# in the requested space and includes telephone number on oath document.
- Tap “Yes” to confirm individual signed oath document and info is correct.

- Tap "Yes" to "Need a Second Copy of Oath Document?". Have individual sign second copy of oath document. These 2 signed oath documents with 4-digit SS#s and telephone numbers will go to provisional judge.
- Tap "Issue Provisional Ballot".
- Select reason code # 11 from dropdown and then tap "Select Paper Ballot".
- Make sure the voter reviews and signs the provisional VAC.
- Direct the voter escorted by a Chief Judge with the 2 signed oath documents and signed provisional VAC to the Provisional Judge. Voter will complete a "sticky" provisional ballot application and vote a provisional ballot.

6A – SDR "Sticky" Provisional

Individual DOES NOT have an MVA DL/ID card and DOES NOT have any proof of residency.

- Search the entire State on the "Find Voters" screen. Tap "Voter Not Found Issue Ballot" button.
- Tap "Edit Name". Enter individual's name and DOB. Tap "Save".
- Tap "Edit Address" and type in the new address. Then select individual's new address in upper screen of pollbook.
- Quietly ask the individual to choose a party affiliation. Use the dropdown to select the chosen party affiliation.
- Verify or change the "Proof of Residency/ID" field to an empty field.
- Ask voter to confirm ALL information by physically turning the pollbook around for them to view the screen.
- Tap "Print Oath" and then tap "Yes" at the prompt "Would you like to continue without proof of residency?".
- Ask individual to confirm info is correct and to sign the oath document.
- Make sure individual writes last 4 digits of SS# in the requested space and includes telephone number on oath document.
- Tap "Yes" to confirm individual signed oath document and info is correct.
- Tap "Yes" to "Need a Second Copy of Oath Document?". Have individual sign second copy of oath document. These 2 signed oath documents with 4-digit SS#s and telephone numbers will go to provisional judge.
- Tap "Issue Provisional Ballot".
- Select reason code # 12 from dropdown and then tap "Select Paper Ballot".
- Make sure the voter reviews and signs the provisional VAC.
- Direct the voter escorted by a Chief Judge with the 2 signed oath documents and signed provisional VAC to the Provisional Judge. Voter will complete a "sticky" provisional ballot application and vote a provisional ballot.

6A – SDR "Sticky" Provisional

Individual DOES NOT have an MVA DL/ID card and has proof of residency.

- Search the entire State on the "Find Voters" screen. Tap "Voter Not Found Issue Ballot" button.
- Tap "Edit Name". Enter individual's name and DOB. Tap "Save".
- Tap "Edit Address" and type in the new address. Then select individual's new address in upper screen of pollbook.
- Quietly ask the individual to choose a party affiliation. Use the dropdown to select the chosen party affiliation.
- Use the drop down on "Voter Summary" screen to select a "Proof of Residency". This would be the document the individual provided; i.e. utility bill.

- Ask voter to confirm ALL information by physically turning the pollbook around for them to view the screen.
- Tap "Print Oath".
- Ask individual to confirm info is correct and to sign the oath document.
- Make sure individual writes last 4 digits of SS# in the requested space and includes telephone number on oath document.
- Tap "Yes" to confirm individual signed oath document and info is correct.
- Tap "Yes" to "Need a Second Copy of Oath Document?". Have individual sign second copy of oath document. These 2 signed oath documents with 4-digit SS#s and telephone numbers will go to provisional judge.
- Tap "Issue Provisional Ballot".
- Select reason code # 11 from dropdown and then tap "Select Paper Ballot".
- Make sure the voter reviews and signs the provisional VAC.

Special SDR Scenarios/Other Important Items

Take note of the following special situations or items of importance:

- Any SDR voter having a non-standard address (an address not listed in pollbook) must complete a standard provisional ballot application and vote a provisional ballot.
- Inform an SDR voter at the time of choosing a party affiliation if no ballot style is available for the individual's selected party. If this occurs, the voter may only vote a provisional ballot. This situation ONLY applies during a Primary Election.
- Any voter refusing to sign their Voter Authority Card, Affirmation of Residency for Inactive Voter or Oath Document(s) will have to vote a standard provisional ballot.
- Any voter **LISTED IN POLLBOOK** qualified to vote provisionally (reason codes 1-10) will vote a standard provisional ballot.
- Any SDR voter that is not prequalified as indicated on pollbook or DOES NOT have a document proving residency will complete a "sticky" provisional ballot application and vote a provisional ballot. The provisional reason code in the pollbook will either be an 11 (not prequalified) or 12 (no proof of residency).
- When processing an SDR voter after following one of the above "standard ballot" scenarios, the pollbook may still indicate the voter can only vote a provisional ballot. The likely cause is the voter is registering in a County other than Howard County. This individual may only vote a provisional ballot. Encourage voters that reside in another County to go to that County to be processed (register and vote). Their County of residence will have the ballot they would vote. Howard County Early Voting sites and Vote Centers DO NOT have other County's ballot types.
- An SDR voter may choose to register and not vote. Follow the above applicable scenario but DO NOT issue the standard or provisional VAC.