

AFFIDAVIT BALLOTS

The dreaded Affidavit Ballot (a separate paper ballot)... Everyone gets so nervous about them. The worst part for you will be dealing with an “unhappy” voter. We’re going to make it no big deal.

The Affidavit Ballot and the Street Finder go hand in hand. If someone comes into your polling place and you do not find their name in the Pollbook, you have had the voter spell it and you have had another Inspector check for you, verify with the voter to see if they have had a name change recently. **NAME CHANGES DO NOT REQUIRE AN AFFIDAVIT BALLOT** (see page 38). The very next step you are going to take is to refer to your **STREET FINDER**. It is critical that you check the **STREET FINDER** to make sure that the voter is in the correct polling place and **AT THE RIGHT TABLE**. If you have more than one district at your polling place, **DO NOT JUST HAND THE VOTER AN AFFIDAVIT BALLOT**. Most voters do not have an understanding of the process and think just because they are in the correct building they can just jump in the shortest line and vote.



NOTE: If the voter’s name is in the Pollbook, and they have moved but their new address is in the same district (which you have verified using your Street Finder), they sign the Pollbook, and you must note their new address in Section I Name or Address Change of the “Challenge Report” in the front of the Pollbook. You put their name then their old address then their new address. Make sure you put the whole address in; house number, street name, apt, floor or lot number if applicable, city and zip code. Tear off a regular ballot and they vote on the machine.

SECTION I NAME OF REGISTRANT/VOTER	SECTION II CHALLENGES	SECTION III ASSISTANCE PROVIDED	SECTION IV AFFIDAVIT BALLOT/COURT ORDERS
NAME _____	NAME _____	NAME _____	NAME _____
ADDRESS _____	ADDRESS _____	ADDRESS _____	ADDRESS _____
SERIAL # _____	SERIAL # _____	SERIAL # _____	SERIAL # _____
NEW NAME _____	REASON FOR CHALLENGE _____	REASON FOR ASSISTANCE _____	CHECK ONE: AFFIDAVIT BALLOT <input type="checkbox"/>
CORRECTIONS _____	_____	PROVIDED ASSISTANCE NAME _____	OR <input type="checkbox"/>
	_____	ADDRESS _____	COURT ORDER <input type="checkbox"/>
NAME _____	NAME _____	NAME _____	NAME _____
ADDRESS _____	ADDRESS _____	ADDRESS _____	ADDRESS _____
SERIAL # _____	SERIAL # _____	SERIAL # _____	SERIAL # _____
NEW NAME _____	REASON FOR CHALLENGE _____	REASON FOR ASSISTANCE _____	CHECK ONE: AFFIDAVIT BALLOT <input type="checkbox"/>
NEW ADDRESS _____	_____	PROVIDED ASSISTANCE NAME _____	OR <input type="checkbox"/>
	_____	ADDRESS _____	COURT ORDER <input type="checkbox"/>
NAME _____	NAME _____	NAME _____	NAME _____
ADDRESS _____	ADDRESS _____	ADDRESS _____	ADDRESS _____
SERIAL # _____	SERIAL # _____	SERIAL # _____	SERIAL # _____
NEW NAME _____	REASON FOR CHALLENGE _____	REASON FOR ASSISTANCE _____	CHECK ONE: AFFIDAVIT BALLOT <input type="checkbox"/>
NEW ADDRESS _____	_____	PROVIDED ASSISTANCE NAME _____	OR <input type="checkbox"/>
	_____	ADDRESS _____	COURT ORDER <input type="checkbox"/>

Check the STREET FINDER to make sure they just don't belong at a different table. After you check the STREET FINDER, and you find the voter belongs at another Pollsite, **tell them where it is**. If they are in the correct Pollsite and the correct table, you then start the Affidavit Ballot process.

1. Reassure the voter that doing an Affidavit Ballot is a real ballot, a real vote and NOT the kiss of death. Most voters feel that doing a paper ballot is a waste of time and that it won't count anyway so a little reassurance can go a long way.
2. Their name is written on the Handwritten List with an A or AF to mark it as an affidavit vote DO NOT NUMBER.
3. You will need to assist them in filling out the Affidavit Ballot Envelope so they fill everything in correctly. Make sure you hand them a regular PEN to fill it out.



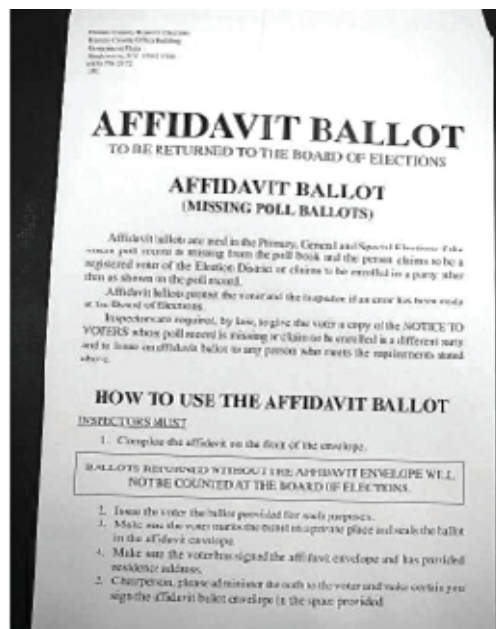
4. Start with Part A: MUST be completed by all Affidavit ballot voters:
 - a. Your Name – make sure they PRINT so we can read it to research it
 - b. The address where they live – physical address NOT A PO BOX, where they NOW live
 - c. Date of birth – identifies the voter
5. Part B: Voter checks appropriate box
 - a. If the voter has MOVED, they need to fill in County and address of their PREVIOUS address
6. Part C – Information on registration form to process back at the Election office
7. Make sure the voter **DATES** and **SIGNS** (an Inspector signature is NO LONGER REQUIRED)
8. Hand the voter a Ballot Marking Pen and an **AFFIDAVIT BALLOT** (NOT a machine ballot). Give the voter brief instructions on filling out the ballot.



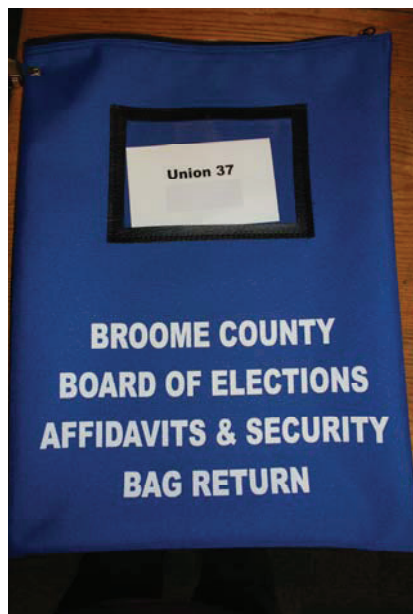
9. Make sure your Table Top Privacy Booth is set up and allow the voter to mark their ballot. The Table Top Privacy Booth (3 sides) is located in the bottom of your voting machine.



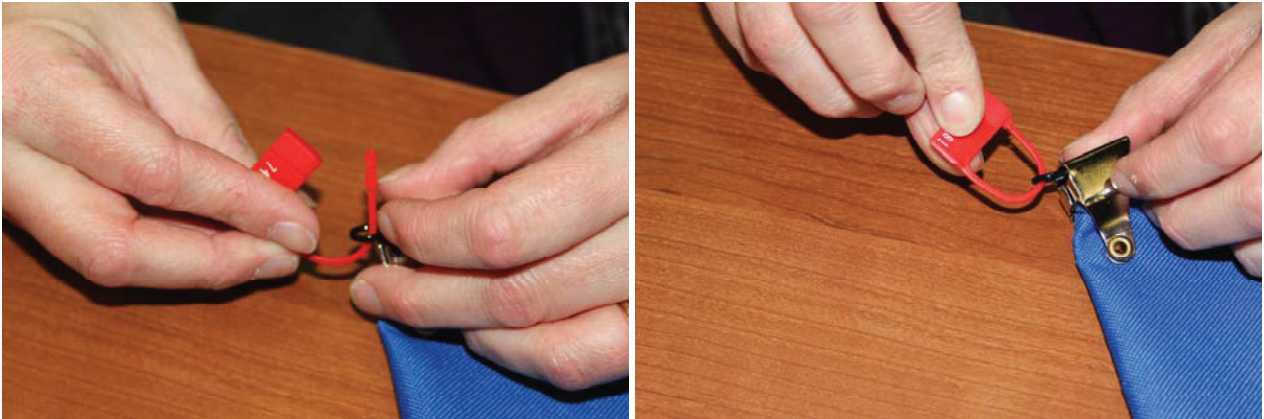
10. After the voter finishes voting, make sure they put the ballot **INSIDE** the envelope. Hand them a glue stick to seal it up – **WE CANNOT COUNT THE BALLOT IF THE ENVELOPE IS NOT SEALED.**
11. Put the sealed Affidavit Ballot Envelope containing the voted Affidavit Ballot in the Large envelope for **AFFIDAVIT BALLOTS.**



12. At the end of the night, the Affidavit Ballot Envelope containing **ALL VOTED** Affidavit ballots goes in the blue Affidavit bag along with the Clear Security Bag.







Now that wasn't so bad at all, was it? Always remember if you need our assistance with ANYTHING, you can call us at 778-2172.