

POLL WORKER REMINDERS

These reminders are not to be considered “all inclusive” in nature. For more specific details on Election Day requirements for poll workers, please consult your Poll Worker Quick Reference Guide and other instructions provided by the board of elections, or contact your local board of elections office.

- 1. VOTER ID: Many forms of identification are acceptable.**

Acceptable forms of ID that **don’t require a voter’s current address** include:

 - Ohio driver’s license or state issued photo ID (if the address doesn’t match the signature poll book, record the last four digits of the driver’s license or state issued ID number in the poll book);
 - military ID, even if it does not list name or address;

Acceptable forms of ID that **do require both the voter’s name and address** (which must *conform* to the name and address in the poll book or poll list – first name does not need to be identical, such as a commonly used derivatives):

 - current (within 1 year of Election Day) utility bill or copy of utility bill, including a computer printout;
 - current (within 1 year of Election Day) bank statement or statement of financial institution, including computer printout;
 - paycheck or copy of paycheck, including computer printout (issued within 1 year of Election Day);
 - government check or copy of government check, including computer printout (issued within 1 year of Election Day); and
 - other government document (including from state universities or school districts, but excluding boards of elections’ notices) or copy of other government document, including a computer printout (issued within 1 year of Election Day or not expired – e.g., government issued license).

If a voter does not have an acceptable form of ID, inform the voter of the acceptable forms of ID and tell the voter he or she can either vote a provisional ballot or return with acceptable ID and vote a regular ballot. Voters without required ID who cast provisional ballots should be given the prescribed Provisional Voter Notice to remind them that, in specific situations, they may need to bring a copy of their valid ID to their county board of elections within ten days after election to help ensure their ballot is counted.
- 2. BACKUP PAPER BALLOTS FOR COUNTIES USING DRE VOTING SYSTEMS: Voters who are listed in the poll book, and have met the ID requirements, may vote a paper ballot if they choose to do so.** Counties using touch-screen voting machines as their primary voting system must make available a paper ballot to any voter who requests it. In addition, these counties must **prominently post at least four informational posters** supplied by the Secretary of State in each polling location to ensure voters are aware of the availability of paper ballots.
- 3. VOTERS NOT IN THE POLL BOOK: Voters who are not in the poll book may still vote.** Check any supplemental lists provided by the board of elections. If the voter still is not on the list, make sure the voter is in the correct precinct based on the voter’s address. If not, give the voter directions to the correct precinct. If the voter is not on the list and is in the correct precinct, the voter may cast a provisional ballot.
- 4. VOTERS IN THE WRONG PRECINCT: Provisional ballots cast in the wrong precinct or polling place do not count.** Make every effort to direct the voter to the correct precinct. Before giving a voter a provisional ballot, determine if the voter is in the precinct where he or she resides. Inform voters that provisional ballots cast in the wrong precinct or polling place **WILL NOT BE COUNTED**.
- 5. USING THE VOTING MACHINES: Make sure that you and the voters understand how to use the voting machines.** Give voters simple directions about using the voting machines. Tell voters what

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- they need to do to make sure the machine will record their vote (i.e., which button to push to submit the vote, or how to place a paper ballot in the scanner).
6. **MALFUNCTIONING VOTING MACHINES: Do not attempt to fix a malfunctioning machine.** If a machine malfunctions, apologize to the voter, discontinue using the malfunctioning machine, and immediately contact the board of elections or other person designated by the board. If the machine is a DRE, offer the voter a regular paper ballot and inform the voter that the ballot will be counted election night with all other votes. Follow any other instructions from the board of elections on how to ensure voters can still cast a ballot.
 7. **MISTAKES MARKING PAPER BALLOTS: Remind voters that if they make a mistake marking a paper ballot, a new one can be requested.** If a voter makes an error on his or her paper ballot, the voter is entitled to another chance with a new ballot – up to two times after the initial ballot (for a total of three attempted ballots). Only the last voted ballot will count.
 8. **PERSONS MARKED AS ABSENTEE IN THE POLL BOOK OR POLL LIST: Persons who requested an absentee ballot, but show up to vote in person at their precinct on Election Day must vote a provisional ballot.** A voter who requested an absentee ballot and whose name is marked in the signature book as having voted an absentee ballot is permitted to vote by provisional ballot. If two ballots have been voted, the board of elections will review both ballots to determine which may count. Generally the second voted ballot will count.
 9. **VOTERS WHO MOVED WITHIN THE COUNTY: Voters who have moved within the county should vote at the polling location designated for their new address.** Voters who have moved within the county should vote in the precinct in which they currently live, even if they have not filed a change of address with the board of elections. These voters will:
 - be required to provide ID,
 - be required to fill out a change of address form, and
 - be required to fill out a provisional ballot affirmation Form 12-B.**These voters will then vote by provisional ballot.**
 10. **OBSERVERS: Observers are not allowed to challenge or intimidate voters. Please take voter intimidation seriously.** Observers are required to provide their certificates of appointment when they present themselves at the polling location. Observers representing political parties, candidates, or issue committees are only allowed to watch the process. If an observer challenges and/or intimidates a voter, the presiding judge should immediately contact the board of elections. Observers are not permitted to interfere with poll workers doing their jobs or otherwise slow down the operation of the polling location, or to interact with voters in a manner that interferes with or disrupts an election. Contact the board of elections if observers are causing any problems. Please see the Poll Worker Quick Reference Guide for more detail and for information on members of the media at polling places.
 11. **PEOPLE IN LINE AT POLL CLOSING TIME: Persons in line at the 7:30 p.m. closing time must be allowed to vote.** All voters who appear at the polling place to vote at the time of or before the polling place closes have the right to cast a ballot. At 7:30 p.m., it is a good idea for a poll worker to stand at the end of the line to indicate who the last voter is. Follow normal rules for providing either a regular or provisional ballot to these voters.