

BALLOT INSPECTOR

1. Complete Inspector section of Application to Vote.
 - a. Ballot Style (Split Precincts & Presidential Primary ONLY)
 - b. Ballot Number (Confirmed orally with E Poll Book and visually with next Ballot)
 - c. Voter Number - Given to you by E Poll Book Inspector
 - d. Your Initials
2. Ask Voter if they would like to use the Touch Screen Terminal. If they say yes, follow instructions on reverse side to issue ballot.
3. Place ballot inside secrecy sleeve.
4. Place application in clear plastic pocket.
5. Double check the Ballot number on application matches the tab on the ballot.
6. Provide instruction to voter on how to vote ballot.
 - a. Does ballot have races on both sides?
 - b. Completely darken the bubble.
 - c. Only mark the number of bubbles indicated for each vote.
7. Give ballot to voter ONLY when there is an available booth.
8. Instruct voter to report to Tabulator Inspector when finished voting.

SPOILED BALLOT PROCEDURE

1. Secure bad ballot & stamp spoiled.
2. Place spoiled ballot in Spoiled Ballot Envelope.
3. Update application to vote with new ballot number.
4. Help voter avoid future errors with positive instruction.

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ISSUING A VAT (TOUCH SCREEN) BALLOT

1. Issue a Regular Ballot in the E Poll Book.
2. Remove the stub from the ballot and put the STUB ONLY into the clear pocket on the front of the secrecy sleeve.
3. Stamp the bottom portion of the ballot ORIGINAL .
4. Place the bottom portion of the ballot in the ORIGINAL BALLOT ENVELOPE.
5. Have a VAT Ambassador escort the voter to the Touch Screen Booth and get them started.

ISSUING A CHALLENGED BALLOT

Challenged ballots are used if the voter is Challenged, or if either type of provisional ballot is issued.

1. Write the ballot number on the ballot near the top.
2. Cover the ballot number you wrote with a white sticker.
3. E Poll Book should issue a Challenged Ballot.

AFFIDAVIT BALLOT - PROVISIONAL

1. Prepare the ballot as Challenged (see above).
2. E Poll Book should issue an AFFIDAVIT BALLOT - PROVISIONAL.
3. Insert ballot inside secrecy sleeve and proceed as normal.
4. Provisional Ballot Form goes inside Provisional Ballot Storage Envelope, which goes inside the Local Clerk Envelope.

ENVELOPE BALLOT - PROVISIONAL

1. Prepare the ballot as Challenged (see above).
2. Fold ballot on score lines and insert into special blue secrecy sleeve.
3. Instruct voter to return ballot to you, in secrecy sleeve, when done voting.
4. Place secrecy sleeve with ballot inside Provisional Envelope and Seal Envelope.
5. Place Provisional Ballot Envelope in Provisional Ballot Storage Envelope, which goes in Local Clerk Envelope.

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