






# PROCESSING A PROVISIONAL VOTER

Provisional Voters use the same ballot as all other voters on Election Day, however, there is a question regarding their eligibility which requires them to provide additional information. This additional information is obtained through the completion of the form printed on the Provisional Envelope. The voter's ballot is sealed inside this envelope and segregated on Election Day. Board of Elections staff will verify the information provided on the Provisional Envelope following the election. If a voter is determined to be eligible, the ballot is counted. While these ballots are not tallied on Election Night, valid ballots are always counted in the final Official Results.

| Processing the Voter  |   |   |
|---|---|---|
|    | Greet the voter and ask for their <b>photo ID</b> and the <b>EPB slip</b> printed at the Check-in Table. If they do not have an EPB slip, direct them to the Check-in Table. If they do not have <b>photo ID</b> , they will have four (4) days after Election Day to bring it to the Board of Elections. |   |
|   | <b>Voter Referral Slip</b>  | <b>Precinct Lookup Slip</b>   |
|   | Includes the following information:<br><ul style="list-style-type: none"> <li>• Voter's Name</li> <li>• Assigned Precinct</li> <li>• Voter's Address</li> <li>• Referral Reason</li> </ul>  | Includes the following information:<br><ul style="list-style-type: none"> <li>• Address Searched (current address)</li> <li>• Polling Location Name</li> <li>• Polling Location Address</li> <li>• Assigned Precinct</li> </ul>   |
|   | <b>Re-Direct Slip</b>   |   |
|   | Includes the following information:<br><ul style="list-style-type: none"> <li>• Voter's Name</li> <li>• Polling Location Name</li> <li>• Voter's Address</li> <li>• Polling Location Address</li> </ul>   |   |
|   | <b>NOTE:</b> Voters with Re-Direct Slips from another polling location <b>MUST</b> first report to the Check-In Table at the new location (location listed on Re-Direct Slip). A Re-Direct Slip should never be used to process a provisional voter.  |   |
|   | Confirm that the name and/or address printed on the Voter Referral/Precinct Lookup Slip are current.  |   |
|    | If a Voter Referral or a Precinct Lookup Slip could not be generated for the voter <u>OR</u> the voter's name/address does not match the information printed on the Slip, call the <b>Board of Elections at 216-443-3298</b> to determine the voter's assigned Precinct/Polling Location                  |   |
|   | Instruct the voter to write their choice of political party ballot type on the Voter Referral/Precinct Lookup Slip. <i>(Primary Elections Only)</i>   |   |
|   | Fill out the VAT Log using the information on the EPB slip provided. <i>(See illustration on reverse side).</i>   |   |
| Filling Out the Provisional Envelope (see diagram located on reverse side)          |   |   |
|   | Review the Provisional Envelope Diagram with the voter and instruct them to complete all required sections of the Provisional Envelope.   |   |
|  | The Provisional Ballot <b>will not</b> be counted if all required fields are not completed by the voter.  |   |
| Section   | Required Information  |   |
| <b>Full Name</b>  | <b>1</b>  | First Name <u>AND</u> Last Name are <b>both required</b> , or the ballot will not be counted.   |
| <b>Date of Birth</b>  | <b>2</b>  | Day, Month, <u>AND</u> Year are <b>ALL required</b> , or the ballot will not be counted.  |
| <b>Current Ohio Address</b>   | <b>3</b>  | Street Address, City, County and ZIP code are <b>ALL required</b> , or the ballot will not be counted. For Confidential Voters, call <b>216-443-3258</b> .  |
| <b>Former Address</b>   | <b>4</b>  | Former address may be provided to help locate the voter's record. Not required.   |
| <b>Identification</b>   | <b>5</b>  | <b>Required.</b> Check the box of <b>one (1)</b> of the following forms of photo ID provided: <ul style="list-style-type: none"> <li>• An Ohio Driver's License, State ID Card, or interim ID form issued by the Ohio BMV. <ul style="list-style-type: none"> <li>○ If you check this box, you <b>must</b> write your full Driver's License or State ID Card number.</li> </ul> </li> <li>• U.S. Passport or Passport Card</li> <li>• U.S. Military ID Card, Ohio National Guard ID Card, or U.S. Dept. of Veteran Affairs ID Card</li> <li>• If the voter does not have photo ID because they have a religious objection to being photographed, they can complete an affidavit of religious objection (Form 12-O), which is taped to the back of the envelope.</li> </ul> Voter <b>MUST</b> show photo ID that includes name and photograph and is not expired. If the voter does not have proper ID, they have 4 days after Election Day to bring their photo ID to the Board of Elections. If they do not provide proper ID either on Election Day or within the 4 days post-election, their ballot will not be counted. |
| <b>Registration Update</b>  | <b>6</b>  | Voter may provide additional information here to update their voter registration. This section is not required.   |
| <b>Affirmation</b>  | <b>7</b>  | Voter's signature is <b>required</b> , or the ballot will not be counted.   |
|  | If the voter makes a mistake or chooses not to vote, rip the Provisional Envelope in half, place it in the Clear Provisional Precinct Pouch and record the incident on the Pink Memo Sheet.   |   |
|   | After you have reviewed the completed envelope, take the EPB slip to the Ballot Table to retrieve the correct precinct/party ballot for the voter.  |   |
|   | Record the voter's Ballot Stub Number and Party Affiliation in the VAT Log.   |   |
|   | Tape the Voter Referral/Precinct Lookup Slip onto the front of the Provisional Envelope. Confirm the address on the slip matches the address printed on the Provisional Envelope in Section 3.  |   |
| Instructions for the Voter Before Marking the Ballot                                |   |   |
|   | Take your ballot to a nearby Voting Booth (designated for Provisional Voters) and mark your ballot.   |   |
|   | Once you have completed voting, insert the ballot page(s) into the Provisional Envelope, seal it, and return it to the Voter Assistance Table.  |   |
|  | <b>DO NOT</b> scan the Provisional Ballot in the Ballot Scanner.  |   |
| Once the Voter Returns to the Voter Assistance Table                                |   |   |
|   | Receive the completed, sealed Provisional Envelope from the voter.  |   |
|   | Provide the voter a Provisional Hotline 12-H form and an "I Voted" sticker. If the voter did not provide proper photo ID, remind them that they have four (4) days to bring their ID to the Board of Elections.   |   |
|   | File the Provisional Envelope into the Clear Provisional Pouch of the corresponding Precinct.   |   |

# PROVISIONAL ENVELOPE / VAT LOG DIAGRAM

**!** All **YELLOW** fields are **required** to be filled out, or the ballot will not be counted.

Clearly write the **City-Ward-Precinct** assigned to the voter's current address. The precinct must match the ballot, the EPB slip, and the Clear Provisional Precinct Pouch.

## 1. Full Name:

First Name and Last Name are both required, or the ballot will not be counted.

## 2. Date of Birth:

Month, Day, and Year are all required, or the ballot will not be counted.

## 3. Current Ohio Address:

Street Address, City, and ZIP are all required, or the ballot will not be counted. **Note:** Address must match the address on the EPB Slip.

## 4. Former Address

This section is not required.

## 5. Identification:

Identification is required, or the ballot will not be counted. **NOTE:** If the voter does not provide photo ID, they have four (4) days after Election Day to bring their ID to the Board of Elections.

## 6. Registration Update

This section is not required.

## 7. Affirmation:

Voter's signature is required, or the ballot will not be counted.

*Westlake 01-A*  
Precinct

Printed by: ELECTION OFFICIAL  
2023-05-02 15:19

**Voter Referral**  
CUYAHOGA COUNTY, OHIO  
May 2, 2023 Primary Election  
BOBBIE BUCKEYE  
**WESTLAKE-01-A**  
1931 KING JAMES PARKWAY APT 310, WESTLAKE, 44145  
Referral Reason: Absentee Ballot Requested

**DO NOT FOLD BALLOT**

Office use: CWP & Party Print clearly

**Full Name** Required **1** First *Bobbie* Middle \_\_\_\_\_ Last *Buckeye* Suffix \_\_\_\_\_

**Date of Birth** Required **2** Date of Birth (Do not write today's date here) *04/23/1931*  
M M D D Y Y Y Y

**Current Ohio Address** Required **3** Street Address (No P.O. Boxes) *1931 King James Parkway Apt 310*  
City / Village *Westlake* ZIP *44145* County *Cuyahoga*

**Former Address** Not Required **4** Have you moved without updating your voter registration? Yes  No   
Street Address (No P.O. Boxes) \_\_\_\_\_  
City / Village \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Identification** Required **5** You must show photo ID to the election official that includes your name and photograph and is not expired. Check the type of photo ID you provided.  
 An Ohio driver's license, state ID card, or interim ID form issued by the Ohio BMV. If you checked the box above, you must write your full driver's license or state ID card number (2 letters followed by 6 numbers) *AB123456*  
 U.S. Passport or Passport Card  
 U.S. Military ID Card, Ohio National Guard ID Card, or U.S. Department of Veterans Affairs ID Card  
 If you do not have photo ID because you have a religious objection to being photographed, complete an affidavit of religious objection, which you can obtain from your precinct election official. The precinct election official will attach it to the provisional ballot envelope.  
**Note:** If you did not show photo ID to the election official or complete an affidavit of religious objection, you must appear at the office of the board of elections **within four days** after the election and provide photo ID or complete an affidavit of religious objection for your vote to be eligible to be counted.

**Registration Update** Recommended **6** If you need to update your voter registration, you may provide additional information below. This information will not be used for ballot counting purposes.  
Write your full Ohio driver's license or state identification card number (2 letters followed by 6 numbers): \_\_\_\_\_  
Write the last four digits of your Social Security number: \_\_\_\_\_  
**Mailing Address** (if different than above)  
Street Address (Or P.O. Box) \_\_\_\_\_ County \_\_\_\_\_  
City/Village \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Affirmation** Required **7** I solemnly swear or affirm, under penalty of election falsification, that:  
• I am a citizen of the United States and will be at least 18 years of age at the time of the general election.  
• I am eligible to vote in the election in which I am voting this provisional ballot.  
• I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.  
• I am a registered voter in the precinct in which I am voting this provisional ballot.  
• I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.  
• I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.  
• I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.  
• I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.

Signature X *Bobbie Buckeye*  
Today's Date (MM/DD/YYYY) *05/02/2023*  
WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

For Office Use Only: Voter ID: \_\_\_\_\_ Operator: \_\_\_\_\_ D: \_\_\_\_\_ R: \_\_\_\_\_ N: \_\_\_\_\_  
SON: \_\_\_\_\_ FOLDER: \_\_\_\_\_ Precinct and Party on Ballot: \_\_\_\_\_  
check: \_\_\_\_\_ Date: \_\_\_\_\_ D: \_\_\_\_\_ R: \_\_\_\_\_ N: \_\_\_\_\_ Ok: \_\_\_\_\_ PWP: \_\_\_\_\_ Rejected: \_\_\_\_\_

## Sample VAT Log

Election Officials must complete all VAT Log sections for each voter casting a Provisional Ballot. **NOTE:** The Ballot Party box will only appear during partisan Primary Elections.

| Voter's Name<br><small>• Verify Voter Information on Referral Slip</small> | Voter's Precinct<br><small>• Record Voter's City-Ward-Precinct from the EPB Slip (Voter Referral/Precinct Lookup Slip)</small> | Ballot Party  | Ballot Stub # | Reason for Provisional<br><small>Select or provide a brief description for why a provisional ballot was issued</small>   | VAT Official's Initials<br><small>• How did you verify the voter's current precinct?</small>  |
|--|--|---|---------------|--|---|
| <i>Bobbie Buckeye</i>  | <i>Westlake-01-A</i>   | <input type="checkbox"/> Dem<br><input checked="" type="checkbox"/> Non<br><input type="checkbox"/> Rep | <i>N-0144</i> | <input checked="" type="checkbox"/> Absentee Ballot Requested<br><input type="checkbox"/> EPB directed voter to VAT<br><input type="checkbox"/> Max soiled ballots<br><input type="checkbox"/> Voter Not in EPB<br><input type="checkbox"/> Incorrect or No ID<br><input type="checkbox"/> Name / Address change<br>Other: _____ | <input checked="" type="checkbox"/> Information verified on EPB Slip<br><input checked="" type="checkbox"/> Called BOE for Voter Information<br><i>Please tape EPB slip to Envelope and ensure all info is correct</i><br><i>V.A.T.</i> VAT Official's Initials |