

## **Provisional & Spoiled Ballot Outline**

*Some voters are required to vote a provisional ballot. Also, there are certain reasons why a ballot must be spoiled. Provisional ballots are only considered at canvass, and are NOT counted on election night. Spoiled ballots are not counted at all.*

### **Practice Tip:**

To aid in the counting process, poll workers should keep a list of who ALL voters who voted provisional ballots along with the reasons why the voter had to vote provisions. This helps the County Clerk (or town recorder/clerk) research any issues before canvass so they can provide the necessary information to the Board of Canvassers to consider and make a decision of whether to count each provisional ballot at canvass.

## **Reasons a Voter MUST Vote a Provisional Ballot**

### **A voter must vote a provisional ballot in any of the following situations:**

- Voter is on early voting/absentee voters list
- Voter is not in the poll book
- Signature of the voter does not match signature in the computerized poll book
- Voter asked for assistance & doesn't need assistance
- A poll worker is voting, but is not working in their home precinct
- The poll book indicates next to the voter's name that the voter "Needs to show ID," but the voter does not have the proper form of ID. Proper forms of ID are:
  - Valid Photo ID
  - Current Utility Bill
  - Current Bank Statement
  - Current Pay Check
  - Current Government Issued Pay Check
- Voter doesn't have 1 of the 18 forms of acceptable Voter ID, and the voter does not fall under any of the exceptions (*see Voter ID Training Outline for details*).

## **Processing a Provisional Ballot for a Voter**

1. Issue a regular ballot to the voter, along with a Provisional Ballot Tracking Form. The tracking form is used by the voter to determine if their ballot was counted
  - a. DO NOT sign the back of the ballot
  - b. DO NOT remove the ballot stub from a provisional ballot
2. After voter has voted, place the ballot into Envelope #1 (the smallest envelope)
3. Then, the poll worker must fill out the required information on Envelope #2 (medium sized envelope), listing why voter cast a provisional ballot. Be sure the voter signs and that Envelope #2 is filled out completely
4. After the polls close, the poll workers must place ALL provisional ballot envelopes into Envelope #3 (the largest envelope)
5. Finally, place Envelope #3 with all provisional ballots into the secured ballot box (either in the precinct scanner or traditional locked ballot box) at the end of the night.

## **Reasons for Spoiling a Ballot**

Ballots can be spoiled for many reasons. Some examples include:

- A voter tells a poll worker that the ballot is defaced
- A regular ballot was not signed by two poll workers
- The voter has voted incorrectly or for a candidate(s) by mistake
- The voter was issued the wrong ballot

## **Processing a Spoiled Ballot**

If a poll worker must spoil a ballot, the poll clerk shall:

1. Write in pen or permanent marker “SPOILED” across the front of the ballot
2. Place the ballot in the Spoiled Ballot Envelope
3. Issue the voter another ballot

**NOTE:** if a new ballot is issued to a voter, DO NOT issue a new poll slip. Rather, put a line through the ballot stub number of the spoiled ballot on the poll slip, and write the new ballot number on the poll slip.