



SOMERSET COUNTY BOARD OF ELECTIONS

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Provisional Ballots Election Day Procedures

When to use a Provisional Ballot:

- the voter's information does not appear in the poll book because the voter has moved within the county without notifying the Board of Elections
- the voter has incomplete information in the poll book (missing signature or valid id)
- the voter's record in the poll book is marked as Mail-In

Preparing to use a Provisional Ballot:

- poll workers will remove the white seal from the bag and count the number of ballots and envelopes inside
- For Primary Elections: there will be ballots for each party, poll workers must make sure they are handing out the correct ballot according to the voter's party affiliation
- poll workers will record the number of ballots and envelopes on the Inventory Sheet included with the bag.
- Before handing the ballot, the envelope, and the pen or pencil to the voter, the poll worker will check off the "reason" box at the top of the Affirmation Statement.
- The poll worker will instruct the voter to complete the ballot in private showing them to the privacy screen. If the voter spoils the ballot they may receive a new one. The poll worker will mark the ballot as spoiled and put it back in the provisional ballot bag.

After the voter has cast a Provisional Ballot:

- the voter will return the voted ballot inside the sealed envelope attached to the Affirmation Statement. Before placing the sealed envelope in the provisional ballot bag the poll worker will inspect the Affirmation Statement to make sure it is completed in full.
- The poll worker must double check that the voter has:
 - Signed
 - Stated their party affiliation (in a primary election)
 - Checked off that they are a citizen & 18 years old
- The poll worker will then hand the voter a copy of the "Notice to Provisional Ballot Voters". The notices are located in the poll worker binder.

After the close of polls:

- poll workers count and record the number of ballots and envelopes (used and unused) on the inventory sheet included with the bag. Remove the yellow seal from the bag, place all used and unused ballots and envelopes in the bag, and use the yellow seal to seal the bag.
- poll workers return the bag to the Board of Elections with all other election materials.
- at the Board of Elections, each bag scanned in as opened or unopened. The bags are then stored overnight inside the locked safe at the Board of Elections office. The bags are opened and the ballots are verified and counted during the post-election process.