

PROCESSING A VOTER

1. VOTER HAS NO ISSUES – A REGULAR VOTER

1. Voter states their name and address. Board worker announces the name and address of the voter loud enough for any challengers present to hear.
2. Board worker looks up name in poll book.
3. Board worker has the voter sign their name in the appropriate box in the poll book.
4. Board worker compares signatures. If signatures match, board worker initials line next to Sig Comp By.
5. Board worker has the voter print and sign their name in the Voting Authority pad.
6. Board worker detaches a portion of the Voting Authority pad and gives it to the voter.
7. Voter proceeds to voting machine to vote.

2. VOTER'S NAME NOT IN POLL BOOK

1. Board worker does not find voter's name in poll book.
2. Board worker checks street list to make sure voter is in the correct district. Board worker will check the polling place list and if the voter is in the wrong district, instruct the voter to go to their correct polling place. If the voter is in the correct district and not in the poll book they must vote a Provisional Ballot.

3. "AFFIRM ADDRESS" APPEARS IN SIGNATURE BOX

1. Board worker finds "AFFIRM ADDRESS" in signature box.
2. Board worker has voter verify their address by completing a pink Affirmation of Residency form.
3. Upon completion of the form, the voter is processed as a regular voter.

4. "ID REQUIRED" APPEARS IN SIGNATURE BOX

1. Board worker finds "ID REQUIRED" in signature box.
2. Board worker asks voter to produce ID. If voter has ID, board worker checks off "YES" on the ID Shown line and the voter is processed as a regular voter. If voter does not produce ID, board worker checks off "NO" on ID Shown line. This voter must vote a Provisional Ballot. Board worker advises voter they must provide ID to the Mercer County Superintendent of Elections within 48 hours for their vote to be counted.

5. "MAIL IN BALLOT" APPEARS IN SIGNATURE BOX

1. Board worker finds "MAIL IN BALLOT" in signature box.
2. Voter CANNOT vote in the machine.
3. Board worker informs voter of their two options:
 - a. Voter can deliver their Mail In Ballot to Mercer County Board of Elections Office, 640 South Broad Street, Trenton, NJ, before the 8:00 p.m. close of the election.
 - b. Voter can vote by Provisional Ballot, not on the machine.

6. MOVED OUTSIDE OF COUNTY LESS THAN 21 DAYS BEFORE ELECTION

1. Voter indicates they have moved outside of Mercer County less than 21 days before the election.
2. Board worker asks voter to complete the pink "AFFIDAVIT OF RESIDENCY MOVED" form and the voter is processed as a regular voter.

7. VOTER NEEDS ASSISTANCE

1. Voter indicates they will need assistance with the voting machine.
2. Board worker completes the "DISABILITY CERTIFICATE FOR ASSISTANCE" form in the A-K Book.
3. Upon completion of the form the voter is processed as a regular voter.

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8. VOTER'S NAME HAS CHANGED

1. Voter indicates their name has changed.
2. Voter votes by Provisional Ballot.

9. VOTER'S SIGNATURE DOES NOT MATCH

1. Board worker has the voter sign their name in the appropriate box in the poll book.
2. Board worker compares signatures. If signature does not match:
3. All board workers review the signatures and vote on challenge.
4. If board workers vote to allow the voter to vote (a tie vote goes in favor of the voter), they are processed as a regular voter. If voter is not allowed to vote, give the voter a copy of the "CHALLENGER'S AFFIDAVIT" and instructed that they can appear before a Superior Court Judge.

10. VOTER HAS BEEN CHALLENGED

1. Voter has been challenged.
2. Board worker has challenger complete a "CHALLENGER'S AFFIDAVIT" form.
3. Board workers review information and vote on challenge.
4. If board workers vote to allow the voter to vote (a tie vote goes in favor of the voter), they are processed as a regular voter. If voter is not allowed to vote, give the voter a copy of the "CHALLENGER'S AFFIDAVIT" and instructed that they can appear before a Superior Court Judge.

11. PRIMARY ELECTION VOTER

1. Board worker asks voter to state their name, address and political party.
2. Board worker announces voter's name and address loud enough for any challengers present to hear.
3. Board worker looks up name in poll book.
4. Board worker determines voter's political party. If the voter is a Republican or Democrat the voter is processed as a regular voter and given appropriate party voting authority. If voter is unaffiliated (blank box), that voter must declare a party in order to vote. Board worker is to write REP (Republican) or DEM (Democrat) in the blank box and the voter is processed as a regular voter and given appropriate party voting authority. If a voter is a member of any other political party they are not allowed to vote.

12. PERSONS WHO MUST VOTE A PROVISIONAL BALLOT

1. Voter marked "MAIL IN BALLOT" in signature box.
2. Voter's name does not appear in poll book but claims they vote in this district.
3. Voter marked "NO SIGNATURE ON FILE" in signature box.
4. Voter marked "ID REQUIRED" in signature box and does not or refuses to show valid ID.
5. Voter claims they are registered to vote in this County and have moved within the County since they registered to vote.
6. Voter who has changed their name since the last time they voted.

Call Superintendent of Elections Office for voter registration questions, where to vote, voting machine problems or questions, challenged voter questions: 989-6750, 989-6752, 989-6753, 989-6755, 989-6756, 989-6757, 989-6728

Call the County Clerks Office for Provisional Ballot Bag supplies, seals, additional Provisional Ballots, needles and thread; 989-6494, 989-6495

Call the Board of Elections for polling place set up questions, board worker staffing, training questions: 989-6522, 989-6771, 989-6773, 278- 2756, 278-2759