

## Check-In Clerk Quick Reference Guide

Scenario	Voting Method	Envelope	Roster Page	Labels
Voter at correct Polling Place & wants to vote now	Issue Live Ballot	None	Live Ballot Roster	BIG DYMO (30256) in Roster
Voter at correct Polling Place & wants a Ballot To Go	Ballot to Go	Green & White Vote by Mail	Ballot To Go Roster	BIG DYMO (30256) on Envelope SMALL DYMO (30252) in Roster
Registered Online prior to arriving at Polling Place - address precincts and Voter at correct Polling Place - Found in online registration queue	CVR (Live Ballot)	None	Conditional Voter Registration (CVR) Roster	BIG DYMO (30256) in Roster
Voter not registered in SB County or has cancelled registration - not found in online registration queue	Provisional Ballot	Pink Bordered Provisional	Provisional Roster	BIG DYMO (30256) in Roster SMALL DYMO (30252) on Envelope
Voter at wrong Polling Place - do not have correct precinct and ballot type - voter uses ICX to vote correct ballot	Issue Live Ballot	None	Live Ballot Roster	BIG DYMO (30256) in Roster SMALL DYMO (30252) to Lead for ICX
Voter at wrong Polling Place - does not want to use ICX to vote	Provisional Ballot	Pink Bordered Provisional	Provisional Roster	BIG DYMO (30256) in Roster SMALL DYMO (30252) on Envelope
Voter at correct Polling Place - ID Required - Shows ID	Issue Live Ballot	None	Live Ballot Roster	BIG DYMO (30256) in Roster
Voter at correct Polling Place - address matches - ID Required - does not show ID	Provisional Ballot	Pink Bordered Provisional	Provisional Roster	BIG DYMO (30256) in Roster SMALL DYMO (30252) on Envelope
Voter at correct Polling Place - address matches - Changed Name - give voter Registration Card	Issue Live Ballot	None	Live Ballot Roster - Voter signs both names	BIG DYMO (30256) in Roster
Voter updates address within precincts at Polling Place - uses update address form	Update Voter CVR (Live Ballot)	None	Conditional Voter Registration (CVR) Roster	BIG DYMO (30256) in Roster
Voter updates address outside of precincts at Polling Place - uses update address form - uses ICX	Update Voter CVR (Live Ballot)	None	Conditional Voter Registration(CVR) Roster	BIG DYMO (30256) in Roster SMALL DYMO (30252) to Lead for ICX
Voter updates address outside of precincts at Polling Place - uses update address form - does not use ICX	Provisional Ballot	Pink Bordered Provisional	Provisional Roster	BIG DYMO (30256) in Roster SMALL DYMO (30252) on Envelope
Voter inactive at correct address within precincts at Polling Place	Activate Voter Issue Live Ballot	None	Live Ballot Roster	BIG DYMO (30256) in Roster
Voter inactive at incorrect address - new address is within precincts at Polling Place - uses update address form	Activate Voter Update Voter CVR (Live Ballot)	None	Conditional Voter Registration (CVR) Roster	BIG DYMO (30256) in Roster
Voter inactive at incorrect address - new address outside of precincts at Polling Place - uses update address form- uses ICX	Activate Voter Update Voter CVR (Live Ballot)	None	Conditional Voter Registration (CVR) Roster	BIG DYMO (30256) in Roster SMALL DYMO (30252) to Lead for ICX
Voter inactive at incorrect address - new address outside of precincts at Polling Place - uses update address form- does not use ICX - Place form in Provisional envelope	Activate Voter Update Voter Provisional Ballot	Pink Bordered Provisional	Provisional Roster	BIG DYMO (30256) in Roster SMALL DYMO (30252) on Envelope
Curbside Voter at correct Polling Place - Issue Live Ballot	Issue Live Ballot	None	Live Ballot Roster	BIG DYMO (30256) in Roster SMALL DYMO (30256) on Curbside Card
Provisional Curbside Voter	Provisional Ballot	Pink Bordered Provisional	Provisional Roster	BIG DYMO (30256) in Roster SMALL DYMO (30256) on Curbside Card