

# Workstation Instructions

Step by step guide to help you complete your duties.

## Provisional



## Santa Barbara County

### ELECTIONS OFFICE

<b>Station Supplies</b>	
<ul style="list-style-type: none"><li>• Provisional Roster (pink cover)</li></ul>	<ul style="list-style-type: none"><li>• Pens</li></ul>
<ul style="list-style-type: none"><li>• "Provisional Ballot" Labels</li></ul>	<ul style="list-style-type: none"><li>• Spoiled Ballot Envelopes</li></ul>
<ul style="list-style-type: none"><li>• Workstation Instructions</li></ul>	<ul style="list-style-type: none"><li>• Provisional Station Quick Reference Translation Cards</li></ul>

## Overview of Duties

- Be impartial and maintain a positive attitude.
- Process all Provisional Voters.
- Verify the Roster Clerk has completed bottom portion on the backside of the pink bordered Provisional Envelope.
- Assist voters through the provisional process using the steps outlined in this guide.
- Issue the correct ballot based on the voter's ballot type.
- Instruct the voter on how to properly mark the ballot and how to complete the envelope.
- Make sure the voter knows to return the completed ballot sealed in the envelope to the Provisional Ballot Box at the Ballot Reception Workstation.
- Process all Provisional Voters who wish to use the ICX.

## Tips to Getting Organized

- Become familiar with the procedures outlined in this guide.
- Confirm with your precinct board that all provisional voters are sent to you.

## Provisional Voting Scenarios

Voters who are not eligible to vote the Normal Process must always be given the option to vote a Provisional Ballot. Voting provisionally allows the elections office an opportunity to review the voter's information before the ballot is processed. The elections office must verify the voter is eligible to vote all contests on the ballot and the voter has not already returned a ballot.

These are the scenarios where a voter will vote provisionally:

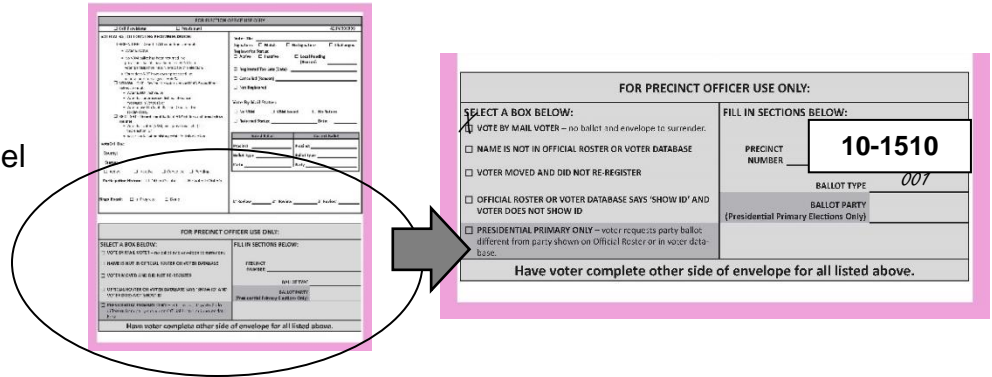
- Voter Not Listed on Roster
- Voter Listed on Roster at Different Address
- Voter is Listed as having returned their Vote by Mail Ballot

## Processing Provisional Voters

The Roster Clerk will determine which voters must vote the Provisional Process. The Roster Clerk will fill out the bottom portion on the backside of a pink bordered Provisional Envelope with the reason, precinct number, and the voter's ballot type. They will then give the envelope to the voter and send them to the Provisional Clerk.

### Step 1: Verify Provisional Ballot Envelope

- Verify the Roster Clerk has completed the *“For Precinct Officer Use Only:”* section on the back of the pink bordered Provisional Envelope. The following should be completed:
  - One of the boxes should be checked indicating the reason the voter is voting provisionally.
  - The Precinct Number Label should be affixed in the space provided.
  - The voter's ballot type should be written in the space provided.



### Step 2: Voter Completes and Signs Provisional Roster

- Instruct the voter to print their name and full residence address in the Provisional Roster. The voter will then sign underneath their printed name.

VOTER NAME AND SIGNATURE	VOTER RESIDENCE ADDRESS	BALLOT	FOR OFFICE USE ONLY
Print Name <i>Liara Shepard</i>	Residence Address (NOT PO Box or mailing address) <i>2173 Andromeda Ln</i>	Ballot Type From Provisional Envelope	
Signature <i>Liara Shepard</i>	City, Zip Code <i>Lompoc, CA 93436</i>		

### Step 3: Write Ballot Type in the Provisional Roster

- Find the correct Ballot Type in the *“FOR PRECINCT OFFER USE ONLY”* section on the back of the envelope.

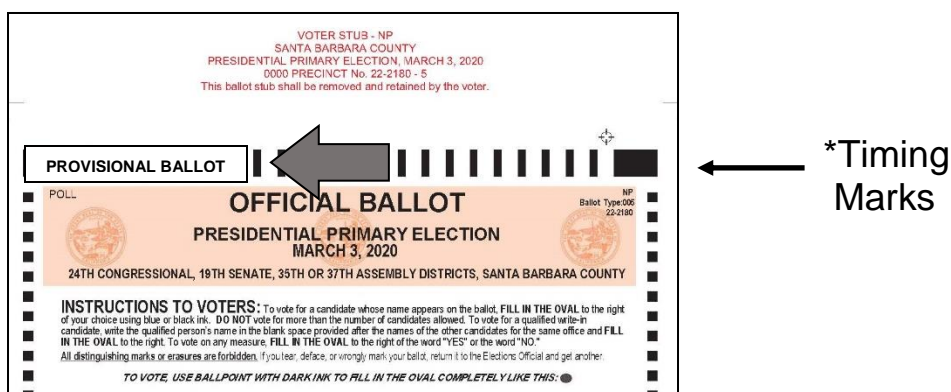
VOTER NAME AND SIGNATURE	VOTER RESIDENCE ADDRESS	BALLOT	FOR OFFICE USE ONLY
Print Name <i>Liara Shepard</i>	Residence Address (NOT PO Box or mailing address) <i>2173 Andromeda Ln</i>	<div style="border: 2px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="font-size: 24px; font-weight: bold;">01</span> </div>	
Signature <i>Liara Shepard</i>	City, Zip Code <i>Lompoc, CA 93436</i>		

### Step 4: Detach the Correct Ballot from the Pad

- Detach the ballot and Voter Stub from the pad by separating it at the perforation.
  - NEVER cut the ballot with scissors.
- Remove the Voter Stub from the ballot.
  - The County Stub will remain on the stapled pad.

### Step 5: Affix Provisional Ballot Label

- Affix a Provisional Ballot label over the ballot's timing marks. The timing marks are the dotted lines that border the ballot.
  - The label will prevent the ballot from being processed through the tabulation machines before the elections office has been able to review the voter's information.



### Step 6: Fold Provisional Ballot

- Fold the ballot into thirds or fourths.

### Step 7: Separate Voter's Ballot Stub & Place the Folded Ballot in the Provisional Envelope

- Remove the voter's ballot stub for them and place with the folded ballot in the Provisional Envelope.

### Step 8: Separate the Conditional Voter Registration and Provisional Voting Information Card for the Voter from the Provisional Envelope.

- Tear off the Conditional Voter Registration and Provisional Voting Information card on the back of the Provisional Envelope. The voter can call the number on the card to check the status of their vote after the election.

### Step 9: Give Provisional Envelope to Voter

- Give the Provisional Envelope with the ballot, ballot stub, pen, and Conditional Voter Registration and Provisional Voting Information card to the voter.


### Step 10: Provide Voting Instructions

- Instruct the voter to fully complete the front of the Provisional Envelope and vote the ballot.
  - It is important that the voter prints as legibly as possible and completes ALL sections to ensure they are correctly identified when the envelope is processed by the elections office.
  - **IMPORTANT:** The ballot cannot be counted unless the entire envelope is completed and signed.
- Give instructions to the voter on how to properly mark their ballot by filling in the ovals completely.
- Advise the voter they may use any available surface to complete the ballot and Provisional Envelope, or they may wait for an available vote booth.
- When the voter finishes voting their ballot, instruct them to re-fold the ballot, put it back in the envelope, seal it, and return it to the Provisional Ballot Box at the Ballot Reception Workstation.
- The voter should keep the Conditional Voter Registration and Provisional Voting Information card and ballot stub for their records.

## Assisting Provisional Voters

**Follow these steps if a voter is unable to write their information or sign their name in the Provisional Roster.**

- If a voter is unable to sign their name:
  - They may make their mark on the signature line in the presence of a “witness.” The witness will then write the voter’s name next to their mark, sign their own name and write witness.
  
- If a voter is unable to sign their name, but has a signature stamp:
  - If a voter is unable to sign their name and used a signature stamp when they registered to vote, they may use the stamp on any election document. A signature stamp does not need to be witnessed by another person.
  
- If a voter is unable to write their name, address, or signature:
  - An assistant (an Election Officer or another person) may write these items for them at the voter’s instruction. The voter will then make their mark in the signature space. The assistant will print the voter’s name, sign next to the voter’s mark and write witness.
  
- An assistant may also help them complete the Provisional Envelope.

VOTER NAME AND SIGNATURE	VOTER RESIDENCE ADDRESS	BALLOT	FOR OFFICE USE ONLY
Print Name <i>Mark Rawst</i>	Residence Address (NOT PO Box or mailing address) <i>123 Walnut Dr</i>	Ballot Type From Provisional Envelope  <b>01</b>	
 <i>Mark Rawst</i> <i>Adam Assist - Witness</i>	<i>Santa Barbara, CA 93103</i>		
Signature	City, Zip Code		

**If a voter is unable to mark their ballot:**

- If a voter would like assistance with marking their ballot, complete the Assisted Voter Section on the last page of the pink Provisional Roster.
- The assistant cannot be an employer or agent of the voter’s employer.

NAME AND ADDRESS OF ASSISTED VOTER
Name: <i>Mark Rawst</i>
Address: <i>123 Walnut Dr, Santa Barbara, CA 93103</i>
Name: <i>Adam Assist</i>
Address: <i>123 Helpful Way</i>

## Provisional Voting with ICX

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The ICX is a machine designed for use by people who are unable to personally mark a ballot. It does not cast or tabulate a vote; it only marks the ballot. Any voter may use the ICX.

- We offer all voters assistance with marking their ballot.
- If a Provisional Voter wants to use the ICX and the Polling Place Supervisor has not already been informed, notify them immediately.
- The Roster Clerk should complete the bottom portion of the back of a pink bordered Provisional Envelope. The voter will use the Provisional Envelope instead of the ICX Ballot Return Envelope to return their ballot.

### ICX Provisional Voter Roster Procedure

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#### Step 1. Follow Provisional Steps 1-3 from the “Provisional Voter Process” Section

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- Verify the Roster Clerk has completed the “*For Precinct Officer Use Only*” section on the back of the pink bordered Provisional Ballot Envelope.
- Have the voter complete and sign the Provisional Roster.

#### Step 2: Separate the Conditional Voter Registration and Provisional Voting Information Card for the Voter from the Provisional Envelope.

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- Tear off the Conditional Voter Registration and Provisional Voting Information card on the back of the Provisional envelope. The voter can call the number on the card to check the status of their vote after the election.

#### Step 3: Provide Voting Instructions

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- Instruct the voter to fully complete the front of the Provisional Envelope.
  - It is important that the voter prints as legibly as possible and completes ALL sections to ensure they are correctly identified when the envelope is processed by the Elections Office.
  - **IMPORTANT:** The ballot cannot be counted unless the entire envelope is completed and signed.

#### Step 4: Give Provisional Envelope to Polling Place Supervisor

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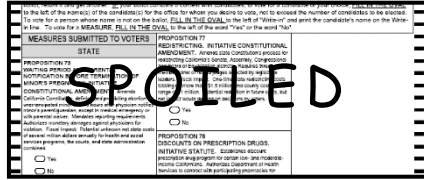
- Notify your Polling Place Supervisor that the voter is ready to use the ICX device.
  - The Supervisor will activate a voting session using the information on the Provisional Envelope and assist the voter if needed.
- When the voter finishes voting their ballot, instruct them to fold the ballot, put it back in the envelope, seal it, and return it to the Provisional Ballot Box at the Ballot Reception Workstation.
- The voter should keep the Conditional Voter Registration and Provisional Voting Information card and Ballot Stub for their records.

# Provisional Spoiled Ballots

If a Provisional Voter spoils, defaces, tears, or marks the ballot in error, ask the voter to return the ballot to the Provisional Workstation.

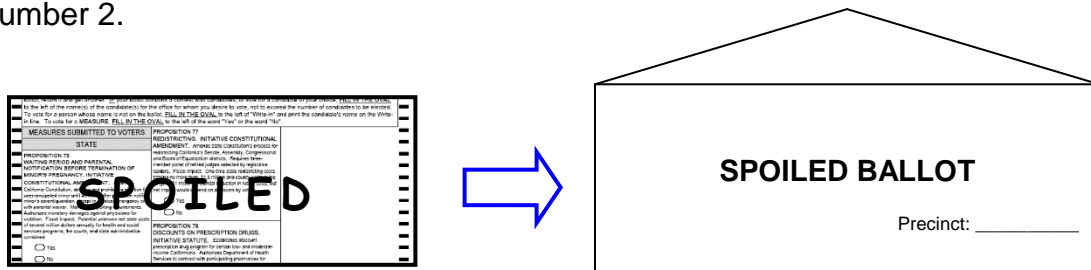
## Step 1: Mark the Ballot as Spoiled

- Write "Spoiled" in LARGE letters on the BACK of the ballot. **DO NOT** unfold the ballot. (E.C. 14290).



## Step 2: Place the Spoiled Ballot in a Spoiled Ballot Envelope and Seal

- Place the Spoiled Ballot inside a Spoiled Ballot Envelope and seal to conceal the voter's choices.
- Write the precinct number on the envelope in the space provided. Next, give the Spoiled Ballot Envelope to the Roster Clerk so they can store it along with any other spoiled ballots in White Box Number 2.



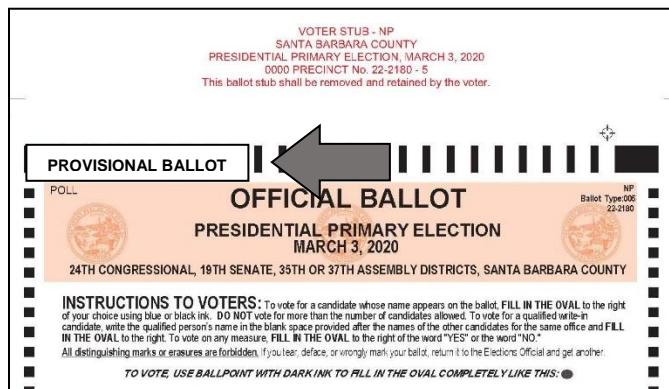
## Step 3: Indicate the Spoiled Ballot in the Provisional Roster

- For audit purposes, write "S" next to the voter's printed name in the Provisional Roster. If the voter spoils two ballots, write a second "S" next to the voter's name.

VOTER NAME AND SIGNATURE	VOTER RESIDENCE ADDRESS	BALLOT	FOR OFFICE USE ONLY
Print Name <i>Rex Splode</i>	Residence Address (NOT PO Box or mailing address) <i>9807 Grayson Blvd</i>	Ballot Type From Provisional Envelope  <i>01</i>	
Signature <i>Rex Splode</i>	City, Zip Code <i>Santa Maria, CA 93454</i>		

## Step 4: Replace the Ballot

- Detach a replacement ballot from the pad.
- Fold the ballot and affix a Provisional Ballot Label over the timing marks.
- Give the ballot to the voter.
- Offer the voter assistance with marking their ballot.
- Advise the voter that they are only allowed 2 reissues, for a total of 3 ballots.



\*Timing Marks

## Provisional Curbside Voting

- Curbside Voting is offered at all of our polling places in the County. We have additional signage and accessible call buttons at most of the inaccessible polling places.
- Curbside Voting is a service provided for voters who are unable to enter the polling place; however, all voters are able to vote curbside.. This service allows the voter to vote their ballot at their vehicle.
- If a voter is using the Curbside Voting service and they are voting Provisionally:
  - The Curbside Voting Clerks will:
    - Complete the Curbside Voter Card.
    - Complete the “For Precinct Officer Use Only” section of the Provisional Envelope.
    - Bring the Curbside Voter Card to the Provisional Workstation.

**Curbside Voter Card**

This form is to be filled out by the voter at the curbside voting workstation.

I hereby state under penalty of perjury that the information below is correct, that I am voting at the curbside, that I am voting my one and only ballot for this election and (check one):

A) The ballot issued to me for this election was  
 Never received  Lost  Destroyed/Spoiled  Other: \_\_\_\_\_

B) or, I am a new registrant in Santa Barbara County.

Name: \_\_\_\_\_  
Please print, as registered

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature as registered \_\_\_\_\_ Date: \_\_\_\_\_

WARNING: It is a crime punishable by imprisonment for a year or fraudulently vote. It is a crime punishable by imprisonment for a year or more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Sections 16500).

**For Precinct Officer's use only**

Ballot Type: \_\_\_\_\_ VREF #: \_\_\_\_\_

VBM  
 Provisional  
 ID Required

Inspector \_\_\_\_\_ Precinct Officer's Signature \_\_\_\_\_

**Inspector: Return in Red Inspector Bag.**

**For Precinct Officer's use only**

Precinct No. \_\_\_\_\_  
 Voter ID # \_\_\_\_\_

**Crossover Ballot Chosen**

AI  DEM  
 LIB  NP

### Step 1: Copy the Voter information into the Provisional Roster

- Using the Curbside Voter Card, copy the voter’s name and residence address into the Provisional Roster.
- Fill in the Voter’s Ballot Type in the Ballot Column.

VOTER NAME AND SIGNATURE	VOTER RESIDENCE ADDRESS	BALLOT	FOR OFFICE USE ONLY
Print Name <i>Fay Hernandez</i>	Residence Address (NOT PO Box or mailing address) <i>6513 University Rd</i>	Ballot Type From Provisional Envelope  <i>01</i>	
Signature	<i>Goleta, CA 93117</i> City, Zip Code		

### Step 2: Write CS on the signature line.

- The CS notation will be counted as a signature for the closing procedures.

VOTER NAME AND SIGNATURE	VOTER RESIDENCE ADDRESS	BALLOT	FOR OFFICE USE ONLY
Print Name <i>Fay Hernandez</i>	Residence Address (NOT PO Box or mailing address) <i>6513 University Rd</i>	Ballot Type From Provisional Envelope  <i>01</i>	
Signature <i>CS</i>	<i>Goleta, CA 93117</i> City, Zip Code		

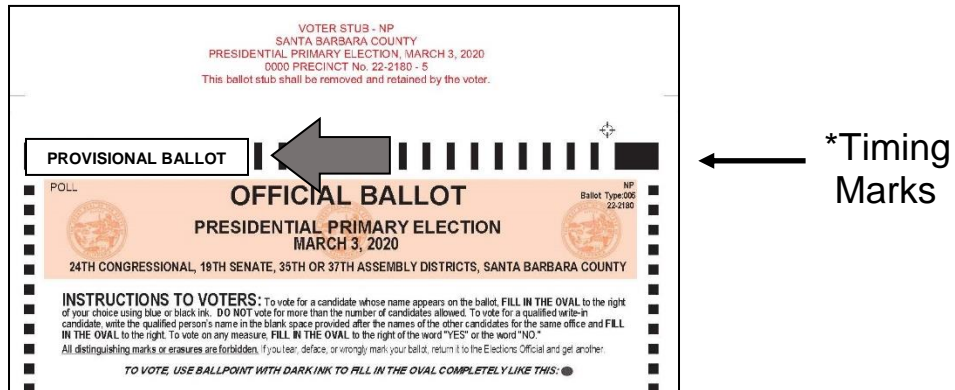
### Step 3: Detach the Correct Ballot from the Pad

- Detach the ballot and Voter Stub from the pad by separating it at the perforation.
  - NEVER cut the ballot with scissors.
- Remove the Voter Stub from the ballot.
  - The County Stub will remain on the stapled pad.



**Step 4: Affix Provisional Ballot Label**

- Affix a Provisional Ballot label over the ballot’s timing marks. The timing marks are the dotted lines that border the ballot.
  - The label will prevent the ballot from being processed through the tabulation machines before the elections office has been able to review the voter’s information.



**Step 5: Fold Provisional Ballot**

- Fold the ballot into thirds or fourths.

**Step 6: Separate Voter’s Ballot Stub & Place the Folded Ballot in the Provisional Envelope**

- Remove the voter’s ballot stub for them and place with the folded ballot in the Provisional Envelope.

**Step 7: Separate the Conditional Voter Registration and Provisional Voting Information Card for the Voter from the Provisional Envelope.**

- Tear off the Conditional Voter Registration and Provisional Voting Information card on the back of the Provisional Envelope. The voter can call the number on the card to check the status of their vote after the election.

**Step 8: Give Provisional Envelope to the Traffic Clerk**

- Give the Provisional Envelope with the ballot, ballot stub, pen, and Conditional Voter Registration and Provisional Voting Information card to the Curbside Clerk.
  - The Traffic Clerk and one other Election Officer will return to the voter’s vehicle to deliver the materials.

## Provisional Workstation Quick Guide

### Processing a Provisional Voter

Provisional Clerk	Voter
1. Verify "For Precinct Officer Use Only:" section of the Provisional Envelope has been completed. <ul style="list-style-type: none"> <li>▪ Provisional Reason, Precinct Number and Ballot Type</li> </ul>	
	2. Print name & address in Provisional Roster and Sign in the space provided.
3. Write Ballot Type in Provisional Roster.	
4. Detach Ballot from the pad.	
5. Place Provisional Ballot Label on the timing marks.	
6. Fold the ballot.	
7. Separate Ballot Stub & place ballot in envelope.	
8. Separate Conditional Voter Registration and Provisional Voting Information Card from the envelope. <ul style="list-style-type: none"> <li>▪ Instruct the voter that they may call the number on the card for the status of their ballot after the election.</li> </ul>	
9. Give Provisional Envelope with ballot, stub, pen, and Conditional Voter Registration and Provisional Voting Information Card to voter.	
10. Provide verbal provisional voting instructions. <ul style="list-style-type: none"> <li>▪ Complete all sections of the Provisional Envelope.</li> <li>▪ Fill in ovals on ballot completely.</li> <li>▪ Return voted ballot sealed in envelope to Ballot Reception Workstation.</li> </ul>	
	11. Complete ballot, refold, seal in envelope.
	12. Complete all sections the front of the envelope and sign.
	13. Retain Conditional Voter Registration and Provisional Voting Information Card and Stub.
	14. Return ballot sealed in the envelope to Ballot Reception Workstation.