

Workstation Instructions

Step by step guide to help you complete your duties.

Provisional



Santa Barbara County

ELECTIONS OFFICE

Station Supplies

- | | |
|-----------------------------------|---|
| • Provisional Roster (pink cover) | • Pens |
| • "Provisional Ballot" Labels | • Spoiled Ballot Envelopes |
| • Workstation Instructions | • Provisional Station Quick Reference Translation Cards |
| • Provisional Ballot Box | |

IMPORTANT: These guides are designed to be used for all elections. Some instructions pertain to Presidential Primary Elections ONLY. These special instructions will be in a gray box.

General Information

Voting Hours

The polls are open 7:00 am to 8:00 pm. All Election Officers should report to their assigned Polling Place on Election Day at the time specified by the Inspector(s) and Polling Place Coordinator, but no later than 6:30 am. Plan to be at the Polling Place until approximately 9:00 pm. All closing procedures must be completed.

No Smoking

Smoking is not permitted on the Polling Place property. Please keep smoking breaks to a minimum.

No Food, Beverage, Cell Phones, or Electronics at the Workstations

Please keep food and beverages away from all election materials and workstations.

No laptops, tablets, iPods, personal cell phones or other electronic devices are allowed at the precinct table or workstations at any time. Cell phone use must be limited to breaks and emergencies only.

Cameras and Video Equipment

Only News Media may have cameras and video equipment at the Polling Place. Exit Polling, where voters are interviewed about whom they voted for, is allowed as long as it is at least 25 feet from the Polling Place entrance.

Voters may use their cell phones to take selfies of themselves voting as long as it does not interfere with the voting process and the photos are not used to intimidate or coerce.

Pets/Service Animals

If a voter brings a pet with them, inform them it must remain outdoors.

If a voter uses a service animal, the animal is allowed inside the Polling Place and may even go in the voting booth with them. Do not interact with a service animal without the owner's permission.

Election Officers CANNOT bring pets to the Polling Place.

Compensation/Payroll

The Field Supervisor will have the Election Officer Payroll Roster. In order to be paid, each Election Officer must sign the roster.

Any amount paid to you will be reported as earnings to the appropriate reporting agencies.

Checks will be sent out 3-6 weeks after the Election. Exceptions will not be made.

Public Relations

Be professional, courteous, and considerate at all times. Keep your voices at a reasonable level and avoid conversations that may make others uncomfortable. It is very important to maintain a comfortable environment for *everyone* at the Polling Place.

Remember:

- You and your precinct team are representatives of the Elections Office.
- Treat all voters as you would like to be treated.
- Maintain your composure, congeniality and a positive attitude at all times.

Respect for Differences

Given the diversity of the population in California, it is imperative Election Officers treat all voters with respect and respond to each individual's needs to ensure each voter is able to comfortably participate in the voting process. Be sure to treat all voters the same way regardless of how they look or what language they speak.

General Information

Bilingual Requirement

Federal law requires elections information be provided in English and Spanish upon request. Notices advising voters of this are posted inside the Polling Place on Election Day. State law also requires us to provide voting materials in Chinese, Korean, and Tagalog at certain precincts in the county. If your precinct is required to provide information in these additional languages, a packet of language materials and instructions will be included with your supplies. Please be sensitive to these requirements.

Language assistance is available through our office. Call the Voter/Language Assistance number (on workstation instruction cover page) for interpreting services in multiple languages.

Voter Privacy

It is very important Election Officers respect the voter's privacy. To ensure voter confidentiality, you must not watch a voter mark their ballot or look at their ballot once they have voted it.

Use the utmost discretion when informing other Election Officers of a voter's party affiliation in a Presidential Primary Election while executing your duties.

Electioneering

Electioneering is the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot.

No electioneering (campaigning, talking to voters, holding signs, etc.) shall take place on Election Day within 100 feet of the polls (the distance from any edge of the room or rooms in which voters are signing the roster and casting their ballots). (E.C. 18370)

Be aware of persons talking about political issues, particularly in such a way that might influence another voter.

If a voter is wearing a political hat, button, pin, or sticker that is advocating for or against a race on the ballot, ask the voter to remove the item while inside the Polling Place. If a voter is wearing a political t-shirt or other article of clothing, they may turn it inside out or cover it.

If the voter refuses to comply with your request and is otherwise not being disruptive, YOU MUST ALLOW THE VOTER TO VOTE and instruct the voter to exit the Polling Place immediately upon casting their vote.

IMPORTANT: As representatives of the Elections Office, all Election Officers must be very careful that they do not electioneer in any way. Do not wear hats, t-shirts, stickers, pins or jackets endorsing a candidate or political issue.

Do not engage in conversation about the candidates, issues that appear on the ballot, or any political subject matter. It is important Election Officers do not speak to any voter in such a way that may influence how the person chooses to vote on a particular contest or issue.

Always remain completely impartial and refrain from discussing politics at all times. Political discussion can be construed as electioneering.

Tips on Interacting with People with Disabilities

The Basics:

- Ask before you help.
 - Offer to help (opening a door, carrying packages) if it makes sense. Ask yourself, “Would I want help in a similar situation?”
 - People with disabilities are the best judge of what they can or cannot do.
- Be sensitive about physical contact.
 - Consider a person’s wheelchair, walker or other assistive device as an extension of their body.
- Communicate at their level.
 - Communication can be easier when people are at the same level. If someone is at a lower level than you, sit or stand back so they can make eye contact without having to strain their neck.
- Be Considerate.
 - Always speak directly to the person with a disability.
 - Treat the person with a disability as you would everyone else.
- Be aware of your environment:
 - Ensure your pathways and operational space allow for easy passage and maneuverability for wheelchairs and other assistive devices.
 - Use fragrance-free or scent-free products if possible.
- Respond graciously to requests.
 - If someone with a disability asks for assistance, accommodate their needs to the best of your ability.

Terminology Tip:

- Put the Person First.
 - Remember the disability does not define the person, examples of appropriate terminology are below:
 - Person with a Disability
 - People with Disabilities
 - Person who uses a wheelchair

For people who use Wheelchairs or other Mobility Devices:

- When speaking with someone using a wheelchair, sit at their level or stand a slight distance so eye contact can be made more easily.
- Consider a person’s wheelchair or walker as an extension of their body.
- If you offer a seat to a person who has limited mobility, keep in mind that chairs with arms or with higher seats are easier for some people to use.
- Remember some people may not have a visible disability, but still have needs related to their mobility.

Tips on Interacting with People with Disabilities

For people who are Blind:

- Identify yourself before you make physical contact with a person who is Blind. Tell them your name and your role if it is appropriate.
- People who are Blind may need their arms for balance, so offer your arm if they need to be guided.
- It is appropriate to guide the hand of a person who is Blind to a banister or the back of a chair to help direct them to a stairway or a seat.
- If the person has a guide dog, walk on the opposite side of the dog.
- If you are giving directions, give specific, non-visual information.
- If you need to leave a person who is Blind, inform them you are leaving and ask if they need anything before you leave.
- Use verbal answers to questions, remember people who are Blind cannot see a head nod.

For People who are Deaf or Hard of Hearing:

- Follow the person's cues to find out if they prefer sign language, gesturing, writing, or speaking.
- When using a sign language interpreter, look directly at the person who is Deaf and maintain eye contact to be polite.
- Before speaking to a person who is deaf or has loss of hearing, make sure you get their attention.
- For lip reading, if after repeating sentences multiple times the person still does not understand, try rephrasing the sentences.
- Speak in a normal volume, if the person uses a hearing aid, it will be calibrated to normal voice levels.

People with Speech Disabilities:

- Give the person your full attention.
- If you are not sure whether you have understood you can repeat for verification.
- If, after trying, you still cannot understand the person, ask him/her to write it down or to suggest another way of facilitating communication.
- Be patient; take as much time as necessary to communicate effectively.

Disability Sensitivity at the Polls

California Secretary of State

The rules of etiquette and good manners apply when working with every voter who enters a polling place. In addition, the following guidance may be helpful when working with people with disabilities.

Meeting a Person with a Disability

- **Do not assume a person does or does not have a disability.** Disabilities can be physical, psychiatric, intellectual, developmental, etc.
- **Greet everyone with a smile, eye contact, and a spoken greeting.** Some people are uncomfortable with handshaking or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free to accept it.
- **Speak directly to a person with a disability,** not just to others accompanying a person.
- **Offer assistance, but do not insist on providing it.** It is best to ask all voters if they need assistance or would like to use an accessible voting system, instead of assuming who may or may not have a disability. Always ask how you may best assist before acting, wait until the offer is accepted, and then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person who has a disability.
- **Don't ask about or mention a person's disability** unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.
- **Keep your communications simple.** Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short, and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you're speaking with them, as they may be using body language to communicate.

Interacting with a Person Who Uses a Mobility Device (e.g., Wheelchair, Scooter, Cane, etc.)

- **Provide personal space.** Do not push, lean on, or hold onto a person's mobility device unless the person asks. Remember, the mobility device is part of his or her personal space.
- **Clear the path.** Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day.
- **When giving direction to someone using a mobility device,** consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.

Meeting Someone with a Disability That Affects Speech

- **Pay attention, be patient, and wait** for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.
- **Understand a person may use assistive technology** such as an alphabet board or computer to communicate.

Disability Sensitivity at the Polls

California Secretary of State

Meeting Someone Who Has a Visual Impairment

- **Guiding.** If asked to be a sighted guide, let the person know when you are placing your hand against their hand, or close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.
- **Greetings.** Identify yourself and introduce anyone else who may be with you. Also, don't leave the person without saying you are leaving.
- **Guide and service animals.** Do not pet or distract a guide or service animal. The animal is responsible for the owner's safety and is working. People with visual impairments often use guide or service animals. However, be aware that people with other disabilities may use guide or service animals as well.

Communicating with Someone Who Is Deaf or Uses an Assistive Hearing Device

- **Let the person take the lead** in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).
- **Talk directly to the person** even if a sign language interpreter is present. If the person lip reads, face him or her directly and speak at a moderate pace. For some people, it also may help to simplify sentences and use more body expressions.

Use Appropriate Language

- Instead of disabled person, handicapped, or crippled, say **person with a disability**
- Instead of an able-bodied person, say **person without a disability**
- Instead of mentally retarded, retard, slow, or special, say **person with an intellectual or developmental disability**
- Instead of the blind, say **person who is blind or visually impaired**
- Instead of hearing-impaired, deaf, dumb, or mute, say **person who is hard of hearing or a person who is deaf**
- Instead of a victim of, suffers from, or afflicted with (a condition), say **person who has a disability, uses a wheelchair, is blind, or is deaf, etc.**
- Instead of epileptic, say **person with epilepsy**
- Instead of a Down's person or Mongoloid, say **person with Down Syndrome**

Sensitivity at the Polls

Interacting Respectfully with Transgender, Genderqueer and Gender Non-Conforming (GNC) People

Definitions:

- **Transgender:** Umbrella term individuals, whose self-understanding of their gender, behavior, and how they present themselves in the world, is different from what society expects based on their assigned sex at birth.
- **Genderqueer/Gender Non-Conforming:** Term for individuals, whose presentation in the world is different than societal expectations regarding how they “should” present themselves.

Respectful Interaction at the Polling Place:

1. At the poll, if you are greeting a transgender/GNC person, you may recognize that their identity card does not match their presentation. If all other legal requirements are met, transgender/GNC people are entitled to their right to vote.
2. Do not assume if a person is male or female.
3. Never use words such as “it” or “whatever” when referring to someone who is transgender/GNC.
4. When you are not sure what pronoun to use, stick to the person’s first name or use the pronouns “they/them/theirs.” (i.e. “This is *John*’s ballot” or “This is *their* ballot.”)
5. Never ask a transgender/GNC person what is their “real name.”
6. If you make a pronoun mistake, acknowledge the mistake and apologize. Being honest about your non-familiarity with transgender/GNC people shows respect. It also lets the person know moving forward that you will recognize them as people exercising their right to vote, and will also use their preferred pronoun.
7. When you learn about an individual’s transgender/GNC identity, keep that private. It is privileged information. You should not “out” people by revealing their identity to others.
8. Validate how people present themselves by treating them respectfully just as you would for everyone else.
9. If you are a pollworker serving with a transgender/GNC pollworker, use non-gender specific language in conversation.

Overview of Duties

- Process all Provisional Voters.
- Verify the Roster Clerk has completed bottom portion on the backside of the pink bordered Voter Registration Form and Provisional Envelope.
- Assist voters through the Provisional Process using the steps outlined in this guide.
- Request the correct ballot from the Ballot Issue Clerk.
- 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 Workstation so it can be deposited into the Provisional Ballot Box. Provisional ballots should NEVER be deposited in the regular Ballot Box and only in the blue Vote by Mail Bag(s) during closing procedures.
- Process all Provisional Voters who wish to use the ICX.
- Be impartial and maintain a positive attitude.

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.

There are five scenarios where a voter will vote provisionally:

- Voter Not Listed on Roster
- Voter Designated 'Vote by Mail' but Does Not Have Ballot to Surrender
- Voter Listed on Roster at Different Address
- Voter Designated 'ID REQUIRED' but Does Not Show ID (Federal Election ONLY)
- Voter Declares Different Party Affiliation than on Roster (Presidential Primary Election ONLY)

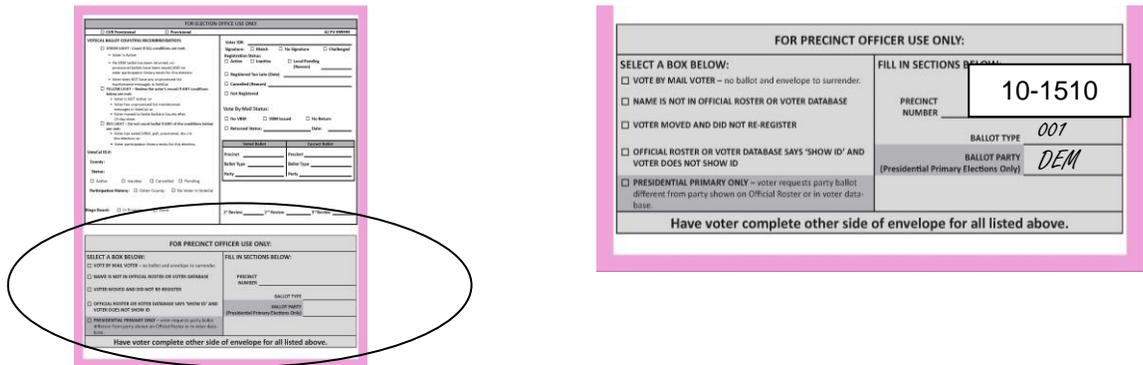
Processing Provisional Voters

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 Voter Registration Form and Provisional Envelope with the reason, precinct number, and the voter's Ballot Type (and Party if it is a Presidential Primary Election). 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 Voter Registration Form and Provisional Envelope. The following should be completed:

- One of the five boxes should be checked indicating the reason for voting provisionally.
- The Precinct Number Label should be affixed.
- The Voter's Ballot Type should be written in the space provided.
- Ballot Party should be written in the space provided. (Presidential Primary Election ONLY)



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>John T. Smith</i>	Residence Address (NOT PO Box or mailing address) <i>123 Hickory Lane</i>	Ballot Type/Party	
Signature <i>John T. Smith</i>	City Zip Code <i>Santa Barbara, CA 93101</i>		

Step 3: Write Ballot Type (and Party in a Presidential Primary Election) in the Provisional Roster

- The correct Ballot Type should be written on the Provisional Envelope. The Roster Clerk will have completed this in the "FOR PRECINCT OFFICER USE ONLY:" section on the back of the
- The correct Ballot Party will be written on the envelope in a Presidential Primary Election ONLY.

VOTER NAME AND SIGNATURE	VOTER RESIDENCE ADDRESS	BALLOT	FOR OFFICE USE ONLY
Print Name <i>John T. Smith</i>	Residence Address (NOT PO Box or mailing address) <i>123 Hickory Lane</i>	Ballot Type/Party <i>002</i> <i>DEM</i>	
Signature <i>John T. Smith</i>	City Zip Code <i>Santa Barbara, CA 93101</i>		

**PLEASE NOTE, BALLOT PARTY INFORMATION IS FOR A PRESIDENTIAL PRIMARY ELECTION ONLY.*

Step 4: Request Ballot from Ballot Issue Clerk

- Ask the Ballot Issue Clerk for an Official Ballot of the correct Ballot Type and Language.
- Request the correct Ballot Party as well, in a Presidential Primary Election ONLY.

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 Ballot Stub & Place the Folded Ballot in the Voter Registration and 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 Voter Registration and 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, Voter Ballot Stub, 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 Voter Registration Form and 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, and return it to you at the Provisional Workstation.
- The voter should keep the Conditional Voter Registration and Provisional Voting Information card and Ballot Stub for their records.

Assisting Provisional Voters

If a voter is unable to sign or write their information in the 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 complete Sections 1 and 2 on the Provisional Envelope.

VOTER NAME AND SIGNATURE	VOTER RESIDENCE ADDRESS	BALLOT	FOR OFFICE USE ONLY
Print Name <i>John T. Smith</i>	Residence Address (NOT PO Box or mailing address) <i>123 Hickory Lane</i>	Ballot Type/Party	Registration No
Signature  <i>John Smith</i> <i>Adam Assist - Witness</i>	City, Zip Code <i>Santa Barbara, CA 93101</i>		

*PLEASE NOTE, BALLOT PARTY INFORMATION IS FOR A PRESIDENTIAL PRIMARY ELECTION ONLY.

If a voter is unable to mark their ballot:

- If a voter would like assistance with marking their ballot, the Assisted Voter Section must be completed 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>John T. Smith</i>
Address: <i>123 Hockey Ln. Santa Barbara, CA 93101</i>
Name: <i>Adam Assist</i>
Address: <i>123 Helpful Way</i>

Provisional Voting with ICX

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 Inspector has not already been informed, notify them immediately.
- The Roster Clerk should have completed the bottom portion of the back of a pink bordered Voter Registration Form and Provisional Envelope. The Voter will use the Voter Registration Form and Provisional Envelope instead of the ICX Ballot Return Envelope to return their ballot.

ICX Provisional Voter Roster Procedure

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

- Verify the Roster Clerk has completed the “*For Precinct Officer Use Only*” section on the back of the pink bordered Voter Registration and 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.

- Tear off the Conditional Voter Registration and Provisional Voting Information card on the back of the Voter Registration and 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

- Instruct the voter to fully complete the front of the Voter Registration Form and 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.

Step 4: Notify the Inspector

- Notify your Inspector that the voter is ready to use the ICX device.
 - The Inspector will activate a voting session and assist the voter if needed.

Provisional Voting with ICX

Step 5: Verify Voter Completed the Front of the Envelope

- Verify that the voter has completed all sections on the front of the envelope and verify they have signed in the designated space.
 - You should not make changes or additions to the sections the voter is to complete. These changes should only be made by the voter or the voter’s assistant, should they have one.

SANTA BARBARA COUNTY ELECTIONS 42 PV 999999	
Voter Registration Form & Provisional Ballot Envelope Formulario de registro de votante y sobre de boleta provisional	
Qualifications <i>Requisitos</i>	1 <input checked="" type="checkbox"/> Yes - Si <input type="checkbox"/> No - I am US citizen and resident of CA - Ciudadano de EE.UU. y residente de CA If "No," you CANNOT register - Si "No," NO PUEDEN inscribirse para votar <input checked="" type="checkbox"/> Yes - Si <input type="checkbox"/> No - I am 18 years of age or older - Tengo al menos 18 años de edad <input checked="" type="checkbox"/> Yes - Si <input type="checkbox"/> No - I am voting my one and only ballot for this election - voy a votar mi única boleta para esta elección
Affidavit <i>Declaración jurada</i>	2 I swear or affirm that: - Juro o afirmo que: I am a U.S. citizen and a resident of California and at least 18 years old. I am not currently in state or federal prison or on parole for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct. - Soy ciudadano de EE. UU. y soy residente de California y tengo al menos 18 años de edad. No estoy actualmente en una prisión estatal o federal o en libertad condicional por haber sido condenado de un delito mayor. No he sido declarado mentalmente incompetente para votar actualmente por una corte judicial. Entiendo que brindar información incorrecta de manera intencional en este formulario es un delito. Declaro bajo pena de perjurio conforme a las leyes del estado de California que la información en este formulario es verdadera y correcta.
	X Tad Pohl 03/03/2020 Signature - Firma Date signed - fecha de la firma
Your legal name <i>Su nombre legal</i>	3 Optional prefix / Prefijo opcional: <input type="checkbox"/> Mr. - Sr. <input type="checkbox"/> Ms. - Sra. <input type="checkbox"/> Mrs. - Sra. <input type="checkbox"/> Miss - Srta. First Name - Primer nombre Middle - Segundo nombre Pohl Last Name - Apellido nombre Pohl
Identification <i>Identificación</i>	4 Date of birth U.S. state or foreign country of birth Fecha de nacimiento (mes/día/año) Estado de EE.UU. o país extranjero donde nació 7/22/1977 OK CA driver's license or ID card # SSN (last 4 numbers) Num. de licencia de manejar o Tarjeta de identidad de California SSN (las últimas 4 cifras) XXX-XX-
The address where you live - La dirección donde vive <i>No ponga apartado postal</i>	5 Home address - Domicilio City State Zip Foreign Country 180 Aurora Ave Santa Barbara CA 93101 OK If you do not have a street address, describe where you live including cross streets, route, N, S, E, W, etc. Si no tiene dirección con calle y número, describa donde vive (cruce de calles, ruta, N, S, E, W, etc.)
The address where you receive mail - la dirección donde recibe su correo	6 Mailing address - if different from above or a PO box # City State Zip Foreign Country Dirección postal, si no es la misma que puso más arriba o es apartado postal same same
Registration history <i>Historial de inscripción</i>	7 First name Middle Initial - Inicial del segundo nombre Last Name - Apellido Tad Pohl Previous address - Dirección anterior City State 2133 Francisco Ct. Santa Barbara Previous county Previous political party preference (if any) Condado anterior Preferencia de Partido político anterior (si corresponde) CA 93105 SB
Political Party Preference <i>Preferencia de Partido político</i>	8 I want to choose a political party preference - Deseo indicar una preferencia de partido político <input type="checkbox"/> American Independent Party - Partido Americano Independiente <input checked="" type="checkbox"/> Democratic Party - Partido Demócrata <input type="checkbox"/> Green Party - Partido Verde <input type="checkbox"/> Libertarian Party - Partido Libertario <input type="checkbox"/> Peace and Freedom Party - Partido Paz y Libertad <input type="checkbox"/> Republican Party - Partido Republicano <input type="checkbox"/> Other (specify) - Otro (especificar): _____ I do not want to choose a political party preference. - No deseo indicar una preferencia de partido político. <input type="checkbox"/> No Party / None - Ningún partido / Ninguno
Vote by mail <i>Votación por correo</i>	9 <input checked="" type="checkbox"/> Yes - Si - I want to get my ballot by mail before each election. - Quiero recibir mi boleta por correo antes de cada elección <input type="checkbox"/> No
Contact Info <i>Contacto info</i>	10 Phone number - número de teléfono Email

Step 6: Place Ballot in the Provisional Ballot Box

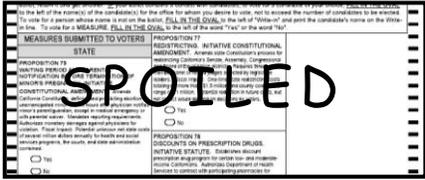
- When the voter returns with their completed ballot, tell them they may place the Provisional Envelope containing their ballot in the Provisional Ballot Box. If they choose, you may deposit the ballot for them.
- Tally the ballot on the Provisional Tally Card.

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.

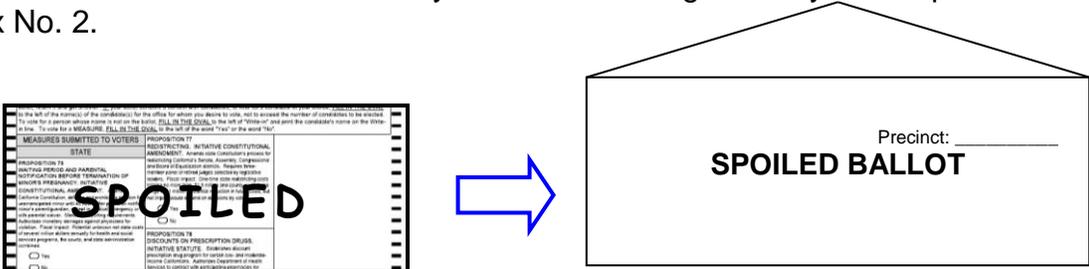
Step 1: Mark the Ballot as Spoiled

- 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 Ballot Issue Clerk so they can store it along with any other spoiled ballots in the White Box No. 2.



Step 3: Indicate the Spoiled Ballot in the Provisional Roster

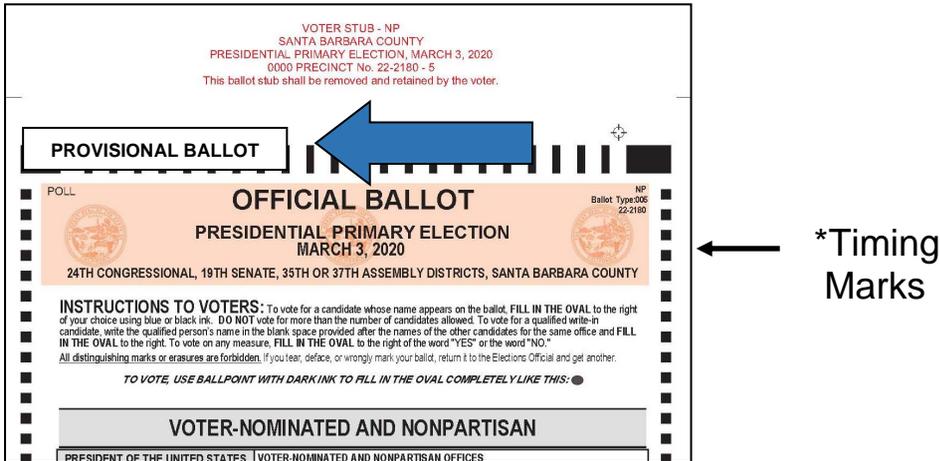
- For audit purposes, write "S" next to the voter's printed name in the Provisional Roster. If the voter spoils two ballots, there should be two "S's" next to the voter's name.

VOTER NAME AND SIGNATURE	VOTER RESIDENCE ADDRESS	BALLOT	FOR OFFICE USE ONLY
Print Name <i>John T. Smith</i> S	Residence Address (NOT PO Box or mailing address) <i>123 Hickory Lane</i>	Ballot Type/Party <i>002</i>	
Signature <i>John T. Smith</i>	City, Zip Code <i>Santa Barbara, CA 93101</i>	<i>DEM</i>	

*PLEASE NOTE, BALLOT PARTY INFORMATION IS FOR A PRESIDENTIAL PRIMARY ELECTION ONLY.

Step 4: Replace the Ballot

- Obtain a replacement ballot from the Ballot Issue Clerk.
- 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.



Provisional Spoiled Ballots

Receiving Provisional Ballots

IMPORTANT: Provisional ballots should **NEVER** be put into the white Ballot Box. It is very important that all Provisional Ballots are sealed in a pink bordered Voter Registration Form and Provisional Envelope and deposited in the Provisional Ballot Box.

Step 1: Verify Voter has Completed the Front of the Provisional Envelope

- Verify that the voter has completed all sections on the front of the Voter Registration Form and Provisional Envelope and verify they have signed in Section 2.
 - You should not make changes or additions to the sections the voter is to complete. These changes should only be made by the voter or the voter’s assistant, should they have one.
 - The ballot cannot be counted unless the entire envelope is completed and signed.

➔

SANTA BARBARA COUNTY ELECTIONS		42 PV 999999
Voter Registration Form & Provisional Ballot Envelope Formulario de registro de votante y sobre de boleta provisional		
Qualifications Requisitos	1	<input checked="" type="checkbox"/> Yes – Sí <input type="checkbox"/> No – No I am US citizen and resident of CA – Ciudadano de EE.UU. y residente de CA <small>If "No," you CANNOT register – Si "No," NO PUEDES inscribirte para votar</small> <input checked="" type="checkbox"/> Yes – Sí <input type="checkbox"/> No – No I am 18 years of age or older – Tengo al menos 18 años de edad <input checked="" type="checkbox"/> Yes – Sí <input type="checkbox"/> No – No I am voting my one and only ballot for this election – voy a votar mi única boleta para esta elección
Affidavit Declaración jurada	2	I swear or affirm that – Juro o afirmo que: I am a U.S. citizen and a resident of California and at least 18 years old. I am not currently in state or federal prison or on parole for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct. – Soy ciudadano de EE. UU. y soy residente de California y tengo al menos 18 años de edad. No estoy actualmente en una prisión estatal o federal o en libertad condicional por haber sido condenado de un delito mayor. No he sido declarado mentalmente incompetente para votar actualmente por una corte judicial. Entiendo que brindar información incorrecta de manera intencional en este formulario es un delito. Declaro bajo pena de perjurio conforme a las leyes del estado de California que la información en este formulario es verdadera y correcta.
Your legal name Su nombre legal	3	Optional prefix / Prefijo opcional: <input type="checkbox"/> Mr. – Sr. <input type="checkbox"/> Ms. – Sra. <input type="checkbox"/> Mrs. – Sra. <input type="checkbox"/> Miss – Srta. First Name – Primer nombre: <u>Tad</u> Middle – Segundo nombre: Last Name – Apellido nombre: <u>Pohl</u>
Identification Identificación	4	Date of birth / Fecha de nacimiento (mes/día/año): <u>1/22/1944</u> MM DD YYYY U.S. state or foreign country of birth / Estado de EE.UU. o país extranjero donde nació: <u>OK</u> CA driver's license or ID card # / Num. de licencia de manejar o Tarjeta de identidad de California: _____ SSN (last 4 numbers) / SSN (las últimas 4 cifras) XXX-XX- <u>7119</u>
The address where you live - La dirección donde vive	5	Home address – Domicilio: <u>180 Aurora Ave</u> City / Ciudad: <u>Santa Barbara CA</u> State / País: <u>CA</u> Zip / Cód. Postal: <u>93101</u> Foreign Country / País de extranjero: <small>If you do not have a street address, describe where you live including cross streets, route, N, S, E, W, etc. Si no tiene dirección con calle y número, describa donde vive (cruce de calles, ruta, N, S, E, W, etc.)</small>
The address where you receive mail – la dirección donde recibe su correo	6	Mailing address – If different from above or a PO box # / Dirección postal, si no es la misma que puso más arriba o es apartado postal: <u>same</u> City / Ciudad: _____ State / Estado: _____ Zip / Cód. Postal: _____ Foreign Country / País de extranjero: _____
Registration history Historial de inscripción	7	First name / Primer nombre: <u>Tad</u> Middle Initial – Inicial del segundo nombre: _____ Last Name – Apellido: <u>Pohl</u> Previous address – Dirección anterior: <u>2133 Francisco Ct, Santa Barbara CA 93105</u> Previous county / Condado anterior: <u>SB</u> Previous political party preference (if any) / Preferencia de Partido político anterior (si corresponde): _____
Political Party Preference Preferencia de Partido político	8	I want to choose a political party preference – Deseo indicar una preferencia de partido político <input type="checkbox"/> American Independent Party – Partido Americano Independiente <input checked="" type="checkbox"/> Democratic Party – Partido Demócrata <input type="checkbox"/> Green Party – Partido Verde <input type="checkbox"/> Libertarian Party – Partido Libertario <input type="checkbox"/> Peace and Freedom Party – Partido Paz y Libertad <input type="checkbox"/> Republican Party – Partido Republicano <input type="checkbox"/> Other (specify) – Otro (especificar): _____ I do not want to choose a political party preference. – No deseo indicar una preferencia de partido político. <input type="checkbox"/> No Party / None – Ningún partido / Ninguno
Vote by mail Votación por correo	9	<input checked="" type="checkbox"/> Yes – Sí – I want to get my ballot by mail before each election. – Quiero recibir mi boleta por correo antes de cada elección <input type="checkbox"/> No
Contact info Contacto info	10	Phone number – número de teléfono: _____ Email: _____

Step 2: Tally the Ballot on the ‘Provisional Ballot Tally Card’

- Make a diagonal mark through the next number on the pink Provisional Ballot Tally Card that extends from the back of the Provisional Roster.

Step 3: Place Ballot in Provisional Ballot Box

- **REMINDER:** Ensure the Provisional Ballot Box is sealed before the ballot is deposited into the box. If the voter is the first Provisional Voter, show them the Provisional Ballot Box is empty prior to sealing.
- After you have determined the envelope has been completed, tell the voter they may place the ballot in the Provisional Ballot Box. If they choose, you may deposit the ballot for them.

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. 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 Voter with Disability (VWD) Card.
 - Complete the “For Precinct Officer Use Only” section of the Voter Registration Form and Provisional Envelope.
 - Bring the Voter with Disability (VWD) Card to the Provisional Workstation.

Certification of Voter with Disability
This form is for the Elections Office use only and will not be shared with any other entity.

Name: _____
Please print, as registered

Address: _____
City Zip Code

*I certify under penalty of perjury that the aforementioned is true and correct and that I am a voter with a disability, unable to enter the polling place to vote.
 *In accordance with the definition of "Disability", as defined by the Americans With Disabilities Act 1990.

Signature, as registered: _____ Date: _____

WARNING It is a crime punishable by imprisonment in the State Prison or in County Jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Sections 18550 & 14108).

Ballot Type: _____ XREF #: _____ VBM ID Required Provisional

For Precinct Officer's use only

Precinct No. _____
 Voter ID #: _____
 Crossover: AI DEM REP LIB NP
 Ballot Check: AI DEM REP LIB NP
(Presidential Primary only)

Election Precinct Officer's Signature
Inspector: Place in the Red Inspector Bag

Step 1: Copy the Voter information into the Provisional Roster

- Using the Certification of Voter with Disability (VWD) Card, copy the voter’s name and residence address into the Provisional Roster.
- Fill in the Voter’s Ballot Type and Party (Presidential Primary Election Only) in the Ballot Column.

VOTER NAME AND SIGNATURE	VOTER RESIDENCE ADDRESS	BALLOT	FOR OFFICE USE ONLY
Print Name <i>John T. Smith</i>	Residence Address (NOT PO Box or mailing address) <i>123 Hickory Lane</i>	Ballot Type/Party <i>002</i>	
Signature	City Zip Code <i>Santa Barbara, CA 93101</i>	<i>DEM</i>	

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>John T. Smith</i>	Residence Address (NOT PO Box or mailing address) <i>123 Hickory Lane</i>	Ballot Type/Party <i>002</i>	
Signature <i>CS</i>	City Zip Code <i>Santa Barbara, CA 93101</i>	<i>DEM</i>	

Receiving Provisional Curbside Ballots

The Curbside Voting Clerks will verify the Voter has fully completed and signed the front of the pink bordered Voter Registration Form and Provisional Envelope.

Step 1: Tally the Ballot on the Provisional Ballot Tally Card

- Make a diagonal mark through the next number on the Pink Provisional Ballot Tally Card that extends from the back of the Provisional Roster.

Step 2: Place Ballot in the Provisional Ballot Box

- **REMINDER:** Ensure the Provisional Ballot Box is sealed before the ballot is deposited into the box. If the curbside voter is the first Provisional Voter, show another voter or an Election Officer the Provisional Ballot Box is empty prior to sealing.
- The Curbside Voting Clerks will deposit the ballot in the Provisional Ballot Box.

Provisional Workstation Quick Guide

Processing a Provisional Voter

Provisional Clerk	Voter
1. Verify "For Precinct Officer Use Only:" section of the Voter Registration Form and Provisional Envelope <ul style="list-style-type: none"> ▪ Reason, Precinct # and Ballot Type 	
<i>Presidential Primary Only</i> <ul style="list-style-type: none"> ▪ <i>Ballot Party should also be completed.</i> 	
	2. Print name & address in Provisional Roster and Sign
3. Write Ballot Type in Provisional Roster. <ul style="list-style-type: none"> ▪ Write Ballot Party in the Provisional Roster. 	
4. Request ballot from Ballot Clerk	
5. Place Provisional Ballot Label on the timing marks	
6. Fold 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"> ▪ Instruct the voter that they may call the number on the card for the status of their ballot after the Election. 	
9. Give Voter Registration Form and Provisional Envelope with ballot, stub, and Conditional Voter Registration and Provisional Voting Information Card to voter.	
10. Provide verbal Provisional voting instructions... <ul style="list-style-type: none"> ▪ Complete all sections of the Voter Registration Form and Provisional Envelope. ▪ Fill in ovals on Ballot completely. ▪ Return voted ballot sealed in envelope to Provisional Workstation. 	
	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 Provisional Workstation
15. Verify all sections on the front of the envelope are completed and envelope is signed.	
16. Tally Ballot on Provisional Tally Card (back page of Provisional Roster)	
17. Place ballot in Provisional Ballot Box <ul style="list-style-type: none"> • Remember to seal the Provisional Ballot Box after showing the first voter it is empty. 	