



# Guide to Provisional Ballots

## FALL 2020

### Before the Polls Open on Election Day, Review Supplemental List and Mark the Poll Book

- ▶ Poll books are printed 2 weeks before the election
- ▶ The Friday before Election Day, SURE reports are created; these supplemental lists show voters who requested or returned a ballot through the mail
  - The supplemental list may be someone who applies for a mail-in ballot but shows up to vote in person (“I’ve applied for but not yet received my mail-in ballot.”)
- ▶ Review the supplemental list of names and place a RED DOT next to the voter’s name in the poll book if their name appears on the supplemental list
- ▶ They have to either vote provisionally or get a replacement ballot

## Determine Voter Eligibility

- ▶ Look at your poll book for a name with a red dot and review the supplemental list to find out if voter is:
  - a) registered to vote and
  - b) trying to vote at the correct location
- ▶ If voter is registered in another district, direct voter to vote in that district
- ▶ If voter is unwilling or unable to go to the proper polling place, a provisional ballot may be issued
  - Pennsylvania counties are **prohibited** from counting a provisional ballot cast by a voter registered in another county

**DO NOT allow voter to sign the poll book or  
Numbered List of Voters**

- ▶ If the voter's name does not appear in your poll book or supplemental list and you can't confirm voter registration status by looking up the voter's registration on <https://www.votespa.com>, call the **Election Office** at **610-891-4659** to find out whether the person is registered or not and in which district the person is registered

## When to Issue a Provisional Ballot (When in doubt, fill one out!)

- ▶ Voter has requested (**but not returned**) a mail-in or absentee ballot
  - In this instance, the voter may **ONLY** vote provisionally in the polling place
  - The poll book or supplemental list will tell you if the voter received a

If the voter wants to vote by regular ballot, they must surrender the mail-in or absentee ballot they previously received. See the section about *Spoiled Ballots* in your ***Election Day Processing and Assisting Voters*** guide.

### (A) mail-in or

Voter # _____ Insp. Init _____	MORGAN, ELIZABETH I. 1516 CASTLE DR AKRON, PA 17501	5/5/21/6	REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY <input checked="" type="checkbox"/>	BALLOT REMITTED? <input type="checkbox"/>
<i>Elizabeth Morgan</i>	5/12/1977 10-1			012559219-08

### (B) absentee ballot

Voter # _____ Insp. Init _____	GRANGER, JAMES H. 1820 HONEYBROOK LN MOUNT JOY, PA 17552	5/5/21/6	REMIT ABSENTEE BALLOT OR VOTE PROVISIONALLY <input checked="" type="checkbox"/>	BALLOT REMITTED? <input type="checkbox"/>
<i>James Granger</i>	9/12/1951 10-1			012559219-08

- If the poll book/supplemental list indicate the voter has already returned their completed mail-in or absentee ballot, they may **NOT** receive any kind of ballot at the polling place; their vote has already been cast
- ▶ Poll book states “ID Required” but voter does not have ID to show
- ▶ Voter’s eligibility is challenged by an election official
- ▶ A court order has been issued for the voter
- ▶ A court order has been issued to extend voting hours

## Procedure for All Provisional Ballot Voters

- 1) At the check-in table, you determine the voter requires a provisional ballot
- 2) Voter is informed of this along with the reason and given their:

- (A) provisional ballot,
- (B) green secrecy envelope, and
- (C) white provisional ballot envelope

- ▶ **DO NOT allow the voter to sign the poll book**
- ▶ **DO NOT enter voter's name on the Numbered List of Voters (yellow book)**

PROVISIONAL Test Ballot

GENERAL ELECTION  
Held on November 3, 2020  
DELAWARE COUNTY, PENNSYLVANIA

Precinct RA0808 3W 1P Precinct

Page 1 of 1

ATTORNEY GENERAL (Vote for One)  
Job SHAPIRO DEM A2  
Katie HANCOCK REP B2  
Michael W. WOODS LIB C2

PRESIDENTIAL ELECTORS (Vote for candidates of one party for President and Vice President)  
Joseph R. BIDEN  
Kamala D. HARRIS REP A1  
Donald J. TRUMP  
Michael R. PENCE REP B1  
Jo JOHNSON  
Henry Hyde COHEN LIB C1

ASSISTANT ATTORNEY GENERAL (Vote for One)  
Miss AHMAD DEM A3  
Timothy DEFOOR REP B3  
Jennifer BROOKS LIB C3  
Dora FARON GEN C3

STATE TREASURER (Vote for One)  
Jan TORRESIA DEM A4  
Dorey L. GANNERY REP B4  
Jan JOHNSON LIB C4  
Timothy KUMBLE GEN C4

REPRESENTATIVE IN CONGRESS 5TH DISTRICT (Vote for One)  
Mary Kay SKANEK DEM A5  
Dawn FREY REP B5

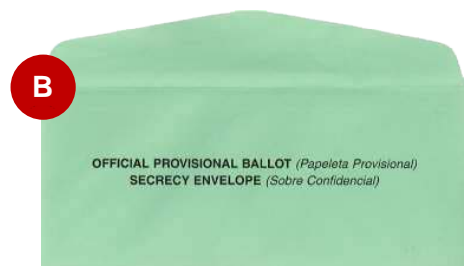
SENATOR IN THE GENERAL ASSEMBLY 17TH DISTRICT (Vote for One)  
Annalisa M. CAPPILLI DEM A6  
Ellen FISHER REP B6

REPRESENTATIVE IN THE GENERAL ASSEMBLY 16TH DISTRICT (Vote for One)  
Jennifer O'MARA DEM A7  
Robert SMITH JR. REP B7

Board of Elections  
Delaware County  
November 3, 2020

Judge of Election places a provisional ballot sticker on the left side of the paper ballot BEFORE issuing the ballot and green secrecy envelope

- 3) Voter must fill out the information under **Section #1: Voter Information** listed on the white provisional ballot envelope
- 4) Voter must then complete and sign **Section #2: Voter Affidavit for Provisional Ballot**
- 5) If voter lives at a different address than the address where they are registered, voter must complete **Section #3: Current Address Where the Voter Lives**



# Guide to Provisional Ballots – FALL 2020

- 6) Voter proceeds to vote as normal, using the provisional ballot
- 7) After the ballot is completed, voter should place the ballot in the **green secrecy envelope**, which then goes in the larger 9" x 12" white provisional ballot envelope
  - **Seal the envelope. This envelope cannot be opened in the polling place under any circumstances.**
- 8) Voter then returns all materials to the Judge of Election and **signs the envelope in front of election officials**
- 9) Judge of Election correctly selects the reason for the provisional ballot
- 10) Judge of Election and Minority Inspector sign and date the envelope
- 11) Judge of Election must then place the provisional ballot bar-coded receipt sticker in the space provided on the envelope marked **AFFIX BALLOT ID NUMBER HERE**
- 12) Give voter their portion of the receipt (D), which enables voter to determine the status of their provisional ballot
  - *Voter may call a toll-free number—1-877-VOTES-PA (1-877-868-3772)—or visit the Pennsylvania Department of State website at [www.hava.state.pa.us](http://www.hava.state.pa.us) to learn whether their vote was counted, partially counted, or not counted and why.*

WPP-151 (November)

**PROVISIONAL VOTING—RETURN ENVELOPE**  
ENCLOSE VOTED PROVISIONAL ENVELOPES HEREIN

#1 FOR THE JUDGE OF ELECTION

1. Total of all voted Provisional Ballots in this envelope \_\_\_\_\_ No. \_\_\_\_\_

2. Individual who delivered the Provisional Ballots to the Election Board \_\_\_\_\_

(Individual's Full Name)

I, hereby swear, in accordance with the Pennsylvania Election Code, that the information provided in this section is accurate and complete.

Signed \_\_\_\_\_  
(Judge of Election)

#2 FOR THE MINORITY INSPECTOR

Signed \_\_\_\_\_  
(Minority Inspector)

Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SEAL SECURELY AND DELIVER TO COUNTY BOARD OF ELECTIONS WITH OTHER RETURNS SEPARATE FROM ALL OTHER ELECTION MATERIALS.**

**PROVISIONAL BALLOT RECEIPT**

The unique information on this receipt is the only way to determine the status of your provisional ballot.

To determine the status of your provisional ballot, please follow the instructions below at least three days after Election Day:

1. Call 1-877-VOTES-PA (1-877-868-3772) or visit the Pennsylvania Department of State Website at [www.hava.state.pa.us](http://www.hava.state.pa.us).

2. Follow the instructions to determine if your ballot was counted, partially counted or not counted.

To file a complaint regarding a violation of Title II of the Help America Vote Act of 2002 please ask the Judge of Election for the complaint form at your polling place, or call 1-877-VOTES-PA (1-877-868-3772), or visit [www.hava.state.pa.us](http://www.hava.state.pa.us).

PLACE STICKER ON BOTTOM RIGHT CORNER OF PROVISIONAL BALLOT ENVELOPE. MARKED WITH BALLOT ID NUMBER.

360014299

360014299

## Guide to Provisional Ballots – FALL 2020

---

- 13) Place sealed white provisional ballot envelope in the larger white *Provisional Voting – Return Envelope*, **NOT** in the ballot box
- 14) At the end of Election Day, ensure officials fill out this envelope as required
  - Section #1 is completed by the Judge of Election
  - Section #2 is completed by the Minority Inspector
- 14) Place this white envelope in the Blue Bag and deliver it to the Delaware County Board of Elections in Media

# Guide to Provisional Ballots – FALL 2020

**USE THE CHECKLIST BELOW TO MAKE SURE YOU FOLLOW ALL OF THE STEPS ON ELECTION DAY**

## PROVISIONAL BALLOT CHECKLIST

<input type="checkbox"/>	Determine if voter needs a provisional ballot
<input type="checkbox"/>	If voter needs a provisional ballot, give them: <ul style="list-style-type: none"><li>○ (A) provisional ballot,</li><li>○ (B) green secrecy envelope, and</li><li>○ (C) white provisional ballot envelope</li></ul>
<input type="checkbox"/>	Voter fills out <b>Section #1: Voter Information</b> on the white provisional ballot envelope
<input type="checkbox"/>	Voter completes and signs <b>Section #2: Voter Affidavit for Provisional Ballot</b>
<input type="checkbox"/>	If voter lives at a different address than the address where they are registered, voter must complete <b>Section #3: Current Address Where the Voter Lives</b>
<input type="checkbox"/>	Voter fills out ballot and places it in the GREEN secrecy envelope
<input type="checkbox"/>	Voter places GREEN secrecy envelope in WHITE provisional ballot envelope and <b>seals it</b>
<input type="checkbox"/>	Voter returns all materials to Judge of Election and <b>signs WHITE envelope in front of election officials</b>
<input type="checkbox"/>	Judge of Election selects the reason for provisional ballot
<input type="checkbox"/>	Judge of Election and Minority Inspector sign and date the WHITE envelope
<input type="checkbox"/>	Judge of Election places provisional ballot bar-coded receipt sticker in the space provided on the envelope
<input type="checkbox"/>	Judge of Election gives voter bar-coded receipt
<input type="checkbox"/>	Place <b><u>sealed white</u></b> provisional ballot envelope in <b><u>larger WHITE Provisional Voting – Return Envelope, NOT in the ballot box</u></b>
<input type="checkbox"/>	At the end of Election Day, officials fill out <b><u>larger WHITE Provisional Voting – Return Envelope</u></b> <ul style="list-style-type: none"><li>○ Section #1 is completed by the Judge of Election</li><li>○ Section #2 is completed by the Minority Inspector</li></ul>
<input type="checkbox"/>	<b><u>Place this white envelope in the Blue Bag and deliver it to the Delaware County Board of Elections in Media</u></b>