



# 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
- ▶ 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 spoil their ballot and return envelope in exchange for a regular Election Day 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 the voter's name does not appear in your poll book or supplemental list, call the **Election Office** at **610-891-4659** to find out whether the person is registered or not
- ▶ If voter is registered in another district, direct voter to vote in that district; the voter can check their polling place based on their address at <https://www.votespa.com>
- ▶ 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**

## 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 **UNLESS** they have the mail-in/absentee ballot and envelope with them to remit (see blue box at right)
  - The poll book or supplemental list will tell you if the voter received a
    - (A) mail-in or

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

### (B) absentee ballot

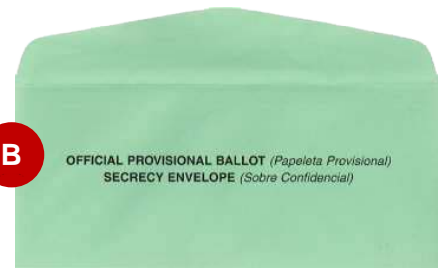
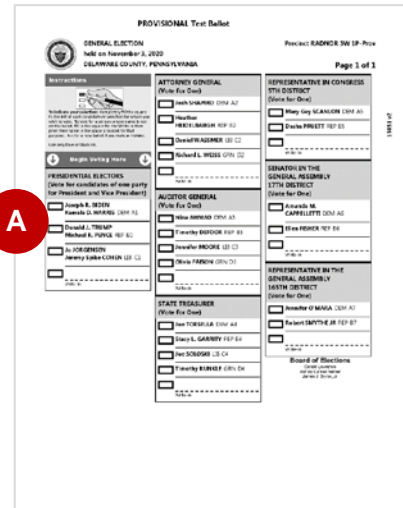
Voter #	Insp. Init.	GRANGER, JAMES H.	5/5/21/6	1820 HONEYBROOK LN MOUNT JOY, PA 17552	<b>D</b>	REMIT ABSENTEE BALLOT OR VOTE PROVISIONALLY <input checked="" type="checkbox"/>	BALLOT REMITTED? <input type="checkbox"/>
James Granger	9/12/1951	10-1					012559219-08

- If the poll book/supplemental list indicate the voter has already returned their completed mail-in or absentee ballot, they may receive and vote a **provisional ballot**; such voter **MAY NOT UNDER ANY CIRCUMSTANCES** receive a regular ballot
- ▶ Poll book is marked with red “PROVISIONAL ONLY” stamp
- ▶ 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

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

## 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)**

- 3) Voter must fill out the information under **Section #1: Voter Information** listed on the white provisional ballot envelope (C)

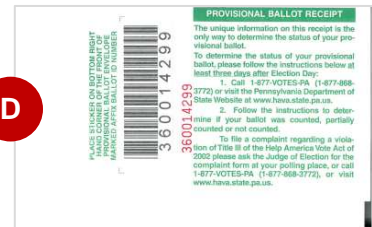
- 4) Voter must then complete and sign **Section #2: Voter Affidavit for Provisional Ballot**

- 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**

- 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 (C)
  - o **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

- o *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.*

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13) Place sealed white provisional ballot envelope in the larger white *Provisional Voting – Return Envelope*, **NOT** in the ballot box

- NOTE: The *Provisional Voting – Return Envelope* may have either green or black printing; both versions are shown here on the right (E)

WPP-13a (Rev. 11/19)

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

Print \_\_\_\_\_

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

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

#2 FOR THE MINORITY INSPECTOR

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

Print \_\_\_\_\_

City \_\_\_\_\_ Ward \_\_\_\_\_ District \_\_\_\_\_

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

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

WPP-13b

PROVISIONAL VOTING—RETURN ENVELOPE  
ENCLOSE VOTED PROVISIONAL ENVELOPES HEREIN

#1 FOR THE JUDGE OF ELECTION

1. Total of blank Provisional Ballots received from the Election Board ..... No. \_\_\_\_\_

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

3. Individual who delivered the Provisional Ballots to the Election Board

Print \_\_\_\_\_

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

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

#2 FOR THE MINORITY INSPECTOR

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

City \_\_\_\_\_ Ward \_\_\_\_\_ District \_\_\_\_\_

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

14) Place this white envelope in the Blue Bag and deliver it to the Delaware County Board of Elections

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**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 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 with the V drive(s), voted ballots, and other materials being returned on Election Night after the polls close</u></b>