



10 Things Every Florida Poll Worker Should Know

1 Provisional Ballots Cast In The Wrong Precinct Do Not Count.

Make every effort to direct the voter to the correct precinct. If the voter is not on the Registration Rolls, call the help line to check the statewide database and find out if the voter is registered in another precinct.

precinct and provide directions to the correct precinct. Only if the voter insists should she be given a provisional ballot in the wrong precinct. Advise all provisional voters they have the right to present written evidence supporting their eligibility at any time during the three days following the Election.

2 Direct Voters To The Correct Precinct.

If a voter is in the wrong location, the poll worker should give directions to the correct voting precinct. Moreover, the voter should be advised that a provisional ballot cast in the wrong precinct will not count.

Voters who have moved should vote in the precinct in which they currently live. Direct these voters to the appropriate precinct. If the voter has not changed her registration address, she can fill out an affidavit affirming her new address and vote a regular ballot at the precinct in which she currently resides.

4 Many Forms Of Identification Are Acceptable.

All voters are required to show one of the following valid picture identifications: 1) Florida driver's license, 2) Florida identification card, 3) U.S. passport, 4) employee badge or identification, 5) buyer's club identification, 6) debit or credit card, 7) military identification, 8) student identification, 9) retirement center identification, 10) neighborhood association identification, or 11) public assistance identification. If this ID does not have a signature on it, the voter is required to produce an additional identification with her signature. If the signature on the identification does not appear to match the signature on the registration rolls, the voter can fill out an affidavit and vote a regular ballot.

3 Provisional Ballots Are A Last Resort.

Voting by regular ballot is preferred. If a voter must vote by provisional ballot, make sure the voter is in the right precinct. If not, explain that it will not be counted in the wrong

continued on back...

continued from cover...

5 Voters Without The Required Photo/Signature ID Can Still Vote With A Provisional Ballot. The provisional ballots of most voters without ID will be counted as long as they are eligible voters in that precinct and their signature on the provisional ballot certificate matches their signature on the rolls. If the registration rolls indicate a special identification requirement for a voter, you should share that information with her. You should also tell all provisional voters that if they want to ensure their ballot will be counted they can bring written evidence, such as their ID, to the Supervisor's office through three days after the Election.

6 Make Sure That You And The Voters Understand How To Use Electronic Machines. Give voters simple directions on how to use the voting machines. Make sure you give the voter the appropriate ballot or enter the appropriate code into the machine. If the machine malfunctions, you should immediately call the helpline or Supervisor's office. Do not let voters use machines unless you are certain they are functioning properly.

7 Persons Who Requested An Absentee Ballot May Be Able To Vote By Regular Ballot. If a voter has requested an absentee ballot, try to determine if the absentee ballot has been used and submitted. If the voter brings in the unused absentee ballot or you can otherwise determine that the absentee ballot has not been received, the voter must be allowed to vote by regular ballot. If the voter does not bring in the absentee ballot and you

are either unable to determine if the absentee ballot was received or if the absentee ballot was received but the voter maintains that it has not been used, she should vote with a provisional ballot. Remind provisional voters that they can bring additional written evidence to the Supervisor's office for three days following the Election.

8 Take All Complaints of Voter Intimidation Seriously and Do Not Allow Poll Watchers To Intimidate Voters. Call the helpline or the Supervisor's office about all allegations of intimidation.

Poll watchers are only allowed to watch the process. They are not allowed to ask voters for their ID or to interact directly with voters. Nor are they allowed to interfere with poll workers doing their jobs or to slow down the operation of the precinct. If they have any questions, they should bring those questions directly to the clerk.

9 Make Sure You Do Not Run Out Of Paper Ballots Or Other Supplies. Pay attention to how many paper and provisional ballots you have at all times. If you are running low, call the help line or Supervisor's office. Do not wait until you run out of supplies to fix the problem.

10 Persons in Line at the 7:00 PM Closing Time Must Be Allowed To Vote.