

Polling Place Procedures Manual

Do not question any voter about the existence, nature or extent of his or her disability.

B. Voter who requested an absentee ballot now wants to vote at the polls *(Section 101.69, Fla. Stat.)*

Occasionally a voter who has requested an absentee ballot will appear at the polling place to vote. The fact that the voter has requested and received an absentee ballot will be noted on the precinct register or electronic database.

1. If the voter returns the absentee ballot, voted or not, to the poll worker, the voter shall be allowed to vote at the polling place. The returned absentee ballot shall be marked "Canceled" by the poll worker on the certificate side of the ballot envelope and returned to the supervisor of elections after the polls close.

2. If the voter does not return the absentee ballot, the poll worker must confirm with the supervisor of elections' office that the supervisor of elections has not received the voter's absentee ballot:

- If it is verified that the supervisor of elections has not received the absentee ballot, the supervisor of elections will authorize the voter to proceed with the voting process.

- If it is verified that the supervisor of elections has received the absentee ballot but the voter maintains that he or she did not return the absentee ballot, the voter shall be allowed to vote a provisional ballot. See *Voting a Provisional Ballot* on page 11.
- If it cannot be verified or otherwise determined whether the voter's absentee ballot has been received by or returned to the supervisor of elections, the voter shall be allowed to vote a provisional ballot. See *Voting a Provisional Ballot* on page 11.

If a voter comes to the polling place to drop off a voted absentee ballot, and does not want to vote at the polling place, do not accept the voted ballot. Instruct the voter to take the absentee ballot to the office of the supervisor of elections. In order for an absentee ballot to be counted, the ballot must be received by the supervisor of elections by 7 p.m. Election Day.

C. Voter's Name is Not on the Precinct Register

If the voter's name is not on the precinct register or electronic database, the inspector should:

1. Recheck for name variations

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2. Ask the voter if the voter's name or address has changed:

- If the voter's name has changed, follow the procedure for *Voter's Name Changes* on page 9.
- If the voter's address has changed, follow the procedure for *Voter's Address Differs* on page 9

3. If the voter indicates no change of name or address, contact the supervisor's office or, if available at the precinct, check the master list of registered voters in the county to determine if the voter is eligible to vote.

- If the voter is eligible to vote in the precinct, he or she may continue with the voting process.
- If the voter is eligible to vote but is registered in another precinct, the clerk should direct the voter to the proper precinct.
- If the voter is an unverified voter [i.e., someone whose personal identifying number (Florida driver's license number, Florida driver's license number or last four digits of social security card) could not be verified by the State], the voter shall be allowed to vote a provisional ballot. See *Voting a Provisional Ballot* on page 11.
- If the supervisor of elections or

master list indicates the voter is not eligible but the voter believes he or she is eligible, the voter shall be allowed to vote a provisional ballot. See *Voting a Provisional Ballot* on page 11.

- If you cannot get in contact with the supervisor of elections' office, the voter shall be allowed to vote a provisional ballot. See *Voting a Provisional Ballot* on page 11.

D. Voter's Name Changes

(Section 101.045(2), Fla. Stat.)

If the voter's former name appears in the precinct register or electronic database, the voter will need to complete a change-of-name affirmation or a voter registration application that indicates his or her name change. These forms should be in your election materials. Once the voter has completed either form, the voter is allowed to vote.

If the voter's former name is not on the precinct register or electronic database, the voter will need to complete a change-of-name affirmation or a voter registration application that indicates his or her name change. The clerk or other designated person will then call the supervisor of elections or access a master list of registered voters to determine if the