**Challenging Voters**

On Election Day, voters may be challenged ONLY by a poll worker at the polling location and only for the following reasons:

- The voter is not a resident of your county;
- The voter is not a resident of Ohio;
- The voter is not a U.S. citizen;
- The voter is not of legal voting age; or
- The voter changes political affiliation (primary only).

If challenged by a poll worker, the prospective voter should complete the Affidavit Oath Examination of Person Challenged (10-U).

**PRIMARY ELECTION ONLY:** If changing party affiliation, he or she must use Form 10-W, found in the precinct supply kit. If the voter fills out the form, the voter must be given a regular ballot. If the voter refuses to fill this form out, the voter must be given a provisional ballot. Make a note on the Problems and Corrections page or Poll Worker Notes page.

If the voter completes the appropriate form(s), the voter must be given a regular ballot. If the voter refuses to complete the form(s), the voter must be given a provisional ballot. You will need to make a note on the Problems and Corrections page or Poll Worker Notes page that should be in your poll worker kit.

**Time Limits**

The general time limit for a voter to occupy a voting compartment or use a voting machine is five minutes. However, a voter should be given a reasonable amount of time to mark and check his or her ballots. If a voter seems to be taking an unusually long period of time while in the voting compartment, two precinct officials of different political parties may inquire, in a polite and professional manner, if the voter requires assistance.
Voter Ballot Error

The following applies to paper ballots only:

If a voter tears, soils, defaces or erroneously marks a ballot, the voter may return it to a poll worker, and a second ballot must be issued to the voter. Before a voter turns in a torn, soiled, defaced or erroneously marked ballot, the voter must fold it to conceal any marks the voter made upon it, but the voter must not remove Stub A.

If the voter tears, soils, defaces or erroneously marks a second ballot, the voter may return it to the poll worker, and a third ballot must be issued to the voter.

In no case may more than three ballots be issued to a voter.

When you receive a returned torn, soiled, defaced or erroneously marked ballot, detach Stub A, write “Defaced” on the back of the ballot and place the stub and the ballot in the separate containers provided.

No voter voting a paper ballot may leave the polling place until he or she returns to a poll worker every ballot issued to him or her with Stub A attached to each ballot, regardless of whether or not the voter has made any marks on the ballot.

Write-In Candidates

The board of elections will provide you with a list of names of candidates and offices that are officially eligible as write-in candidates. These candidates’ names do not appear on the ballot, whether printed or electronic, but voters may write in names from this list if they choose. This list is not to be posted, but it must be shown to voters when they request to see it.
Provisional ballots are paper ballots that are used by voters whose identities cannot be vouched for by required identification (see Voter ID Requirements section) or in situations where there may be a question about a voter’s eligibility to vote on Election Day in your precinct. The law provides specific situations where a provisional ballot should be issued. If you determine a voter is in the wrong precinct but the voter insists on voting in your precinct, you may still allow the voter to cast a provisional ballot, which will not be verified for eligibility until after Election Day.

**Reasons under Ohio Law for Issuing a Provisional Ballot**

- If the voter's **name does not appear** in the Signature Poll Book or the Supplemental Voter List, and the voter is in the right precinct, he or she **MUST** vote a **provisional** ballot.
- If the voter’s name does not appear in the Signature Poll Book or the Supplemental Voter List, and the voter is in the wrong precinct and demands to vote, he or she **MUST** vote a provisional ballot.
- If the voter has **changed his or her name** and did not update his or her registration by the deadline for that Election Day, the voter **MUST** vote a provisional ballot.
- If the voter has **moved into your precinct** and did not update his or her registration with the board of elections, he or she **MUST** vote a provisional ballot. You must verify this by locating the voter’s new address in your Voting Location Guide. The voter’s current address will not be in the Signature Poll Book or the Supplemental Voter List. The voter should fill out a change of address form at the polling location which you will submit to the board of elections with all materials after the close of the polls.
- If a **message stating** the voter requested an absentee ballot or voted an earlier provisional ballot **appears** in the Signature Poll Book, he or she **MUST** vote a provisional ballot, unless you are otherwise directed by the board of elections.
- If the Signature Poll Book shows that the Notice of Election card that was sent to the voter by the board of elections 60 days before the election was **returned as undeliverable**, a message will appear in the voter’s signature box in the Signature Poll Book. If the voter **does not show** a valid proof of identity, the voter **MUST** vote a provisional ballot.
- If the voter is **NOT ABLE** to provide a valid **ID** at the check-in table, the voter **MUST** vote a provisional ballot.
- If the voter **REFUSES to provide a valid ID** at the check-in table, the voter **MUST** vote a provisional ballot.
- If the voter’s **signature**, in the opinion of the poll worker, **does not match** the signature in the Signature Poll Book, the voter **MUST** vote a provisional ballot.

If the voter’s **eligibility** to cast a ballot has been **challenged** (see challenging voter section) by the poll workers and the voter refuses to make the required statement (Form 10-U), the voter **MUST** vote a provisional ballot. Before providing a voter with a provisional ballot, make sure that the voter’s address is in your precinct. If not, please direct the voter to the correct precinct, providing information on location and a telephone number the voter can call for help. There should be available cards, from the Secretary of State, with a number for the voter to call for help if needed on Election Day. If no cards are available, please have them call the following phone number: (877) 868-3874.

**Provisional Ballot Requirements Relating to Last Four Digits of a Voter’s Social Security Number When No Acceptable ID is Provided**
If a voter does not have one of the seven forms of acceptable voter ID, you must ask him or her for the last four digits of his or her Social Security number. The voter does not have to show the poll worker her or her actual Social Security card.

- **ASKING FOR LAST FOUR DIGITS OF SSN:** Election officials must ask a provisional voter for the last four digits of his or her Social Security number.
- **VOTER HAS NO SSN:** A voter who does not have a Social Security number must cast a provisional ballot after completing a Form 10-T stating that he or she does not have a Social Security number or any type of identification. The poll worker must give the voter a written notice that the ballot will not be counted unless the voter appears at the county board of elections within ten days of the election and provides the required identification.
- **VOTER HAS SSN BUT CANNOT OR WILL NOT PROVIDE:** If the voter cannot or will not provide the last four digits of his or her Social Security number, the election officials must ask the voter if they have a Social Security number. The poll worker must give the voter a written notice that the ballot will not be counted unless the voter appears at the county board of elections within ten days of the election and provides the required identification.
- **VOTER HAS SSN AND PROVIDES LAST FOUR DIGITS:** A voter who has a Social Security number and provides the last four digits, he or she may vote a provisional ballot. The voter may appear at the board of elections within ten days after the election to provide a valid form of identification but is not required to for the ballot to count.
- **VOTER REFUSES TO COMPLETE ANY FORMS:** Even if a voter refuses to complete the appropriate Affirmation Statement and Form 10-T noted above, he or she may cast a provisional ballot. However, the poll worker must record the voter’s name and shall include that information with the ballot when transmitting it to the county board of election. The poll worker must give the voter a written notice that the ballot will not be counted unless the voter appears at the county board of elections within ten days of the election and provides the required identification.

### Processing Provisional Ballots Voted

1. The poll worker must indicate on the Provisional Ballot Envelope (Form 12-B) why the voter is casting a provisional ballot and include all of the following that apply:
   - The type of ID provided, if any;
   - **The last four digits of that voter’s Social Security number, if provided;**
   - The fact that the Affirmation Statement (Form 10-T) was executed, if applicable; or
   - That the voter refused to execute the Affirmation Statement (Form 10-T).
2. The envelope and Provisional Voter Hotline Notice must be given to the voter;
3. The voter should be asked to complete the statement on the envelope;
4. The poll worker must check to make sure the voter’s envelope is completed;
5. The poll worker must completely fill out the back of the envelope and sign the front of the envelope;
6. The completed envelope should be double-checked by a second poll worker; and
7. Poll workers must provide to every provisional voter a copy of the Provisional Voter Hotline Notice at the time the voter casts his or her provisional ballot.

### Recording Provisional Ballots Voted (Provisional Voting Summary)

1. The "Provisional Voters Only" section in the back of Poll Book must be completed and signed;
2. The poll worker must record the stub number(s) when the ballot is given to the voter;
3. The voter must complete the ballot and seals the ballot in the envelope; and
4. The voted provisional ballot in the sealed envelope must be placed by the voter or presiding judge in the provisional voting bag or box.
There are seven types of valid ID that permit a person to vote a regular ballot if they are in the correct precinct.

1. **Photo ID**: Any document issued by the U.S. government or the State of Ohio that meets the following criteria is an acceptable photo identification if it has ALL of the following:
   - An expiration date that has not passed;
   - A photograph of the voter;
   - The voter’s name which must conform to the voter’s name as it appears in the Poll List or in the Poll Signature Book; and
   - The voter’s current address which must conform to the voter’s address as it appears in the Poll List or in the Poll Signature Book UNLESS the ID is an Ohio driver’s license or State ID Card. **An Ohio driver’s license or State ID card with an old address is acceptable if the poll worker records the last four digits of the voter’s driver’s license or State ID card number in the Poll Book.**

2. **Military ID**: Valid military identification cards or copies of such cards must be accepted whether or not they contain an address. The law is not specific as to what information must be on the military ID, but this form of ID must allow a poll worker or election official to determine that it is the military ID card of the person who is presenting it for the purpose of voting.

3. **Utility Bill**: Must contain correct name and current address of the voter.
   - A “bill” is a statement of fees owed and/or paid for services.
   - The bill may be a copy of an electronically transmitted statement for services owed or paid or a regular paper copy.
   - A “utility bill” includes, but is not limited to, water, sewer, electric, heating, cable, Internet, telephone, and cellular telephone services.
   - The name and address on the bill must conform to the voter’s information as it appears in the Poll List or in the Poll Signature Book.
   - The utility bill must be current within one year of the Election Day for which the voter is presenting it for the purpose of voting.

4. **Bank Statement**: Must contain correct name and current address of the voter.
   - A “bank statement” includes, but is not limited to, a statement from any financial or brokerage institution.
   - The bank statement may be a copy of an electronically transmitted statement or a regular paper copy.
   - The name and address on the statement must conform to the voter’s information as it appears in the Poll List or in the Poll Signature Book.
   - The bank statement must be current within one year of the Election Day for which the voter is presenting it for the purpose of voting.
5. **Government Check:** Must contain correct name and current address of voter.
   - A “government check” includes, but is not limited to, a paycheck, check stub or receipt provided for direct deposit of funds, including a copy of an electronically transmitted statement, issued by any level of government (known as “political subdivision”) in Ohio, or for any other state, or the United States government.
   - The name and address on the check must conform to the voter’s information as it appears in the Poll List or in the Poll Signature Book.
   - The government check must be current within one year of the Election Day for which the voter is presenting it for the purpose of voting.

6. **Paycheck:**
   - A “paycheck” includes, but is not limited to, a paycheck, check stub or receipt provided for the direct deposit of wages or earnings, including a copy of an electronically transmitted statement, from any public or private employer, bearing the name and current address of the voter.
   - The name and address on the paycheck must conform to the voter’s information as it appears in the Poll List or in the Poll Signature Book.
   - The paycheck must be current within one year of the Election Day for which the voter is presenting it for the purpose of voting.

7. **Other Government Document:**
   - Other government documents are acceptable forms of voter identification. A government document is considered a document that is issued by a “government office,” which includes any local (city, county, township, village, school district or other political subdivision), state or federal government office, branch, agency, division or similar component, including a board, commission, or public college, university or community college, whether or not in Ohio. Examples of government documents include, but are not limited to, letters, tax bills, licenses, notices, court papers, grade reports, and transcripts. The government document cannot be from the board of elections. A government document must include the name and current address of the voter.
   - The document may be a copy of an electronically transmitted statement or a regular paper copy.
   - The name and address on the government document must conform to the voter’s name as it appears in the Poll List or in the Poll Signature Book.
   - The document must be current within one year of the Election Day for which the voter is presenting it for the purpose of voting.

**Ohio law does not allow for the following forms of ID to be accepted by poll workers:**

- Driver’s license or photo identification card issued by a state other than Ohio;
- Social Security card;
- Passport;
- Birth certificate, unless the voter still lives at the house where he or she resided at birth, and the birth certificate contains that home address;
- Insurance cards with no home address of voter; or
- The notice from the county board of elections sent 60 days before the date of the election containing voter ID requirements or any registration notice from the county board of elections. Other documents from the board of elections are acceptable ID as government documents.
**CLOSING POLLS**  **TRANSPORTATION OF BALLOTS**

**Officially Closing the Polls**

Beginning about half an hour before the polls are to close, repeatedly announce the name of the precinct to people waiting in line. Make sure people are in the correct precinct, and give voters who are in the wrong place time to get to the right precinct and precinct line before closing time. It might be helpful to have the Precinct Street List handy. Announce that the polls are closing soon and reassure voters that everyone in line at closing time, 7:30 p.m., will have an opportunity to cast a ballot.

At 7:30 p.m., the official closing time, one poll worker should loudly declare, "The polls are closed!" If people are in line or waiting to vote at closing time, they must be allowed an opportunity to vote.

To accommodate voters waiting in line:

- Move the line inside the locked door of the polling location, if at all possible; or
- Place a poll worker after the last person who is line at 7:30 p.m. to prevent additional people from joining the line.

**NOTE:** Do not allow anyone who arrives after poll closing time to enter the line and vote. If a voter insists on voting after poll closing time and they were not in line at closing time, have that person vote a provisional ballot and note both the time the voter appeared at the polling place and the time the voter arrived on the provisional ballot envelope.

**Court Orders**

If there is a court order to keep your polling location open past 7:30 p.m., you will need to know who the last person in line was at 7:30 p.m. All voters who arrive at the polling location to vote between 7:30 p.m. and the court ordered closing of the polling location must vote a provisional ballot, and these ballots must be kept separate from provisional ballots voted during the regular voting hours, in case the court decision is later overturned. Voters who were already in line at 7:30 p.m. should vote a regular ballot.
After the Voters Have Left the Polling Place

To properly close the polling location, the following tasks must be completed:

IN PRECINCTS USING DREs (Touch-screens)

- Count and record the total number of regular ballots voted on the DREs;
- Count and record the total number of regular ballots voted on backup paper ballots;
- Count and record the total number of paper provisional ballots cast by voters who arrived between 6:30 a.m. and 7:30 p.m.;
- **In case of a court order only**, count and record the total number of provisional paper ballots cast by voters who arrived after 7:30 p.m.;
- Count and record the total number of soiled or defaced paper ballots;
- Count and record the total number of unvoted paper ballots;
- Count and record the total number of signatures in the Signature Poll Book;
- Post precinct results at the polling place as directed by the board of elections;
- Record all ballot statistics (e.g. regular, provisional, soiled and defaced, unvoted) on the balance/reconciliation sheet provided by the board of elections; and
- Double-check ballot statistics and sign the Closing Certificate and Election Day Balance/Reconciliation Sheet.

IN PRECINCTS USING OPTICAL SCANNERS

- Count and record the total number of regular paper ballots voted;
- Count and record the total number of paper provisional ballots cast by voters who arrived between 6:30 a.m. and 7:30 p.m.;
- **In case of a court order only**, count and record the total number of provisional paper ballots cast by voters who arrived after 7:30 p.m.;
- Count and record the total number of soiled or defaced paper ballots;
- Count and record the total number of unvoted paper ballots;
- Count and record the total number of signatures in the Signature Poll Book;
- Post precinct results at the polling place as directed by the board of elections;
- Record all ballot statistics (e.g. regular, provisional, soiled and defaced, unvoted) on the balance/reconciliation sheet provided by the board of elections; and
- Double-check ballot statistics and sign the Closing Certificate and Election Day Balance/Reconciliation Sheet.

IN ALL PRECINCTS

- Bring in the flags and take down signs inside and outside;
- Close out and pack up electronic voting units; and
- **Securely pack ballots and supplies and immediately return them to the board of elections, or your designated drop off location. The ballots and materials are to be transported to one of these locations by a presiding judge and a poll worker who is a member of a different political party than the presiding judge. Please also refer to specific transport instructions provided by your board of elections for more details.**
<table>
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<td>ADAMS</td>
<td>(937) 544-2633</td>
<td>LICKING</td>
<td>(740) 670-5080</td>
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<td>ALLEN</td>
<td>(419) 223-8530</td>
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