Qualifying Voters: Module Overview

In this module you will study the poll workers' primary Election Day job: qualifying voters.

Ideal Voter
Explain step-by-step how to qualify the majority of voters.

Residency Issues
Describe what to do with voters who are in the wrong precinct or who have moved.

Photo ID Requirements
Provide a list of acceptable forms of identification in order to be allowed to vote.

Exemptions to the Photo ID Requirement
Explain what exemptions are allowed to not provide a photo ID.

Registration Issues
Show you how to resolve problems voters may have with their registration.

Provisional Voter
Explain the step-by-step process for voters who cast provisional ballots.

Ideal Voter begins on next page...
Good morning, Carson

Photo ID now required for voting in Texas
A voter will be required to show one of the acceptable forms of photo identification at the polling location before the voter will be permitted to cast a vote.

GUIDE TO VOTER ID

Ideal Voter Chapter Overview

This is the process of ensuring that an individual is qualified to vote by checking voter registration status, identity, and residence.

The Ideal Voter presents their Acceptable Form of Identification or has a notation of an ‘(E)’ after the VUID number on their voter registration certificate. Further, the identification provided by the voter will be current or not have expired more than 60 days before the voter is presenting it at the polling place. The voter will be located in the precinct’s list of registered voters, and the name found on the list of registered voters will match exactly to the name listed on the voter’s identification. After verifying the voter’s identification, the voter is asked if the voter’s residence address on the precinct list of registered voters is current and whether the voter has changed residence within the county. In an ideal voter situation, the voter’s address will be current and the voter will not have changed residence within the county. Some voters may not have their addresses on the list of registered voters due to their participation in an address confidentiality program. Nevertheless, election judges should continue to ask whether or not the voter has moved from the address at which the voter is registered to vote. If the voter’s registration address is omitted due to participation in an address confidentiality program, you must ask the voter if the residence address listed on the voter’s acceptable form of identification is current and whether the voter has changed residence within the county.

Stamp “voted” or place some other notation next to the voter’s name on the list of registered voters to indicate that the voter has been accepted for voting.

Have the voter sign the signature roster (or combination form). If the voter cannot sign his or her name, an election officer shall enter the voter’s name with a notation of the reason for the voter’s inability to sign the roster (or combination form).

Legibly enter the name of the voter on the poll list (or combination form).
• The voter is required to sign his or her voter registration certificate in the appropriate place upon receipt.
• If a combination form is not used, the names on the poll list must be entered in the same order as the names on the signature roster.

Return the acceptable form of identification presented by the voter and the voter’s voter registration certificate, if presented, to the voter.

Have the voter pick up a ballot, if applicable, or issue the voter an activation code, etc. for the accessible voting equipment and direct the voter to the voting area.

In this chapter you will learn the 7 basic steps to qualify a voter.

Ideal Voter continues on next page...
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GUIDE TO VOTER ID

Step 1: Voter Registration Certificate

Ask each voter to present identification. The ideal voter should present his/her Voter Registration Certificate as it is preferred. There are 8 other acceptable forms of ID.

Note: Make sure the voter has signed his/her Voter Registration Certificate in the appropriate place.

Note: The current color of the Voter Registration Certificate is yellow. New Voter Registration Certificates are mailed every two years, with a new certificate color.

Ideal Voter continues on next page . . .
Poll Worker Training Outline

Module 1: Introduction Open ✓
Module 2: Preparing for Election Day Open ✓
Module 3: Qualifying Voters
  - The Ideal Voter
  - Residency Issues
  - Identification Issues
  - Registration Issues
  - Early Voting
  - Provisional Voting
  - Vote
Module 4: Assist Voters with Disabilities
Module 5: The End - What to Do

Case Studies

Step 2: List of Registered Voters

Compare the certificate to the List of Registered Voters for:

- voter's name, address, precinct number
- registration status
- early voting status ("early" or "voted" notation)
- residence or suspension list status ("x" notation), and
- ID status ("ID" notation)

Photo ID now required for voting in Texas
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GUIDE TO VOTER ID

Ideal Voter continues on next page...
Poll Worker Training Outline

Module 1: Introduction

Module 2: Preparing for Election Day

Module 3: Qualifying Voters
   - The Ideal Voter
   - Residency Issues
   - Identification Issues
   - Registration Issues
   - Early Voting
   - Provisional Voting
   - Vote

Module 4: Assist Voters

Module 5: The End - What to Do

Case Studies

Good morning, Carson

Photo ID now required for voting in Texas
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GUIDE TO VOTER ID

Step 3: Have You Moved?

Clerks must ask EVERY voter if they still live at the address shown on the List of Registered Voters. Most variations on the Ideal Voter situation arise because the voter moved. Again, make sure the ID and List of Registered Voters match up.

Step 4: Stamp voted

Stamp "voted" on the List of Registered Voters next to the voter’s name.

Ideal Voter continues on next page...
Poll Worker Training Outline

Module 1: Introduction
Module 2: Preparing for Election Day
Module 3: Qualifying Voters
  ▶ The Ideal Voter
  Identification Issues
  Registration Issues
  Early Voting
  Provisional Voting
  Vote
Module 4: Assist Voters with Disabilities
Module 5: The End - What to Do

Case Studies

Good morning, Carson

Photo ID now required for voting in Texas
A voter will be required to show one of the acceptable forms of photo identification at the polling location before the voter will be permitted to cast a vote.

Step 5: Voter Signature
Have the voter sign the Signature Roster (or Combination Form)

Step 6: Write the Voter's Name
Write the voter's name on the Poll List (or Combination Form)

Step 7: Voter Casts Ballot
Direct the voter to pick up a ballot and proceed to the voting area or to an available DRE, as appropriate.

Ideal Voter continues on next page...
Ideal Voter: Chapter Summary

In this chapter you learned the 7 steps to qualify an ideal voter.

Qualifying voters is the most important job of poll workers on Election Day. Be sure to review these steps so you can execute them efficiently and correctly at the polls on Election Day.

ideal Voter continues on next page...
Good morning, Carson

Photo ID now required for voting in Texas
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GUIDE TO VOTER ID

Ideal Voter Case Study

Rob is the first voter in line. He eagerly steps up to the table and presents Kim with an acceptable form of identification. Kim finds Rob on the list of Registered Voters and checks that the information matches the ID. She asks Rob "Do you still live at the address shown on the list of Registered Voters?" to ensure nothing has changed. Kim then stamps "voted" next to Rob's name on the list of registered voters. Rob reaches for a ballot and starts for the voting booth.

Should Kim let Rob proceed?

Ideal Voter continues on next page...
Ideal Voter Case Study Answer

Should Kim let Rob proceed?

No. There are 2 more steps. Kim should call Rob back to the table to complete the process:

- Rob has to sign the Signature Roster (or Combination Form)
- Kim has to write Rob's name in the Poll List and
- Then Rob may select a ballot and proceed to the voting booth.

It is important to complete every step of the qualifying process to ensure accurate and complete election records.

ideal voter continues on next page...
Good morning, Carson.

Poll Worker Training Outline

Module 1: Introduction

Module 2: Preparing for Election Day

Module 3: Qualifying Voters
- The Ideal Voter
- Residency Issues
- Identification Issues
- Registration Issues
- Early Voting
- Provisional Voting
- Vote

Module 4: Assist Voters with Disabilities

Module 5: The End - What to Do

Case Studies

Quiz:

You have reached the end of this chapter. Please answer the following question before proceeding to the next chapter.

Question 1

When a voter approaches, the Election Clerk asks for one of the (7) acceptable forms of ID. Checks it against the list of Registered Voters, checks the list for special notations, asks if the voter's address is still the same as shown on the List of Registered Voters, has the voter _____ then directs the voter to a voting machine or to pick up a ballot.

☑ Sign the Poll List (or Combination Form). [your answer]
- Complete a Statement of Residence.
- Complete the Affidavit of Voter Requesting Assistance.
- Sign the Early Voting List.

THE CORRECT ANSWER IS:

Answer: Sign the Poll List (or Combination Form). - These are the basic steps that apply to every voter.

Next
Good morning, Carson

Poll Worker Training Outline

Module 1: Introduction  Open ✓

Module 2: Preparing for Election Day  Open ✓

Module 3: Qualifying Voters
  - The Ideal Voter
  - Residency Issues
    - Identification Issues
    - Registration Issues
  - Early Voting
  - Provisional Voting
  - Vote

Module 4: Assist Voters with Disabilities

Module 5: The End - What to Do

Case Studies

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Photo ID now required for voting in Texas

A voter will be required to show one of the acceptable forms of photo identification at the polling location before the voter will be permitted to cast a vote.

GUIDE TO VOTER ID

Residency Issues Chapter Overview

A voter who has moved is the most common alternative to the "ideal voter" that you will encounter on Election Day, especially in an urban area.

If the voter presents an acceptable form of ID, but the voter has moved or an "S" notation is next to his/her name and s/he comes to this polling place to vote, follow one of the solutions below to resolve this situation:

1. The voter is returning here, to their old precinct, although s/he moved to another precinct.
2. The voter has moved from another precinct in the county to this one and shows up to vote here, or
3. The voter has moved to this county from another county and shows up to vote here, in their new precinct.

Residency Issues continues on the next page...

NOTE: Even if the voter has moved within an apartment complex, his/her precinct may have changed, so be sure to ask for the voter's full address.
Voter Moved to Another Precinct

If the voter is returning here, to their old precinct, to vote although she moved to another precinct, follow these steps to qualify the voter:

1. Voter’s name and address are the same on List of Registered Voters and the Acceptable Form of ID.
2. "S" notation on the List of Registered Voters and/or the voter says she has moved within the county.
3. Have the voter complete and sign a Statement of Residence.
4. Stamp "voted" on the List of Registered Voters.
5. Have the voter sign the Signature Register (or Combination Form).
6. Enter the voter’s name on the Poll List or Combination Form.
7. Direct the voter to pick up a ballot and proceed to the voting area or direct the voter to an available DRE, as appropriate.
Voter Moved Into This Precinct

If the voter has moved from another precinct from within the county, and shows up to vote, follow these steps to qualify the voter:

1. The voter’s name is not on the List of Registered Voters.
2. Voter’s Registration Certificate shows she is not registered to vote in this precinct (confirmed by phone with the Voter Registrar).
3. Voter says she is a resident of the precinct but did not transfer voter registration to the new precinct.
4. Direct the voter to her previous precinct.
5. If the voter insists on voting in this precinct, she may vote with a Provisional Ballot.
   a. See Situation #9
   b. Check reason #4 on the Provisional Affidavit Envelope

Residency issues continues on the next page . . .

The voter’s name is not on the List of Registered Voters.
Voter Has Moved Into the County

The voter has moved to this county from another county and shows up to vote here, in his/her new precinct:

1. A voter may not vote here unless s/he is registered in the new county of residence.
2. The Election Judge may determine that the voter may cast a Limited Ballot (only permitted during the early voting period).
3. If the voter insists on voting in this precinct, s/he may vote with a Provisional Ballot.
   a. See Provisional Voting

For more details on qualifying voters who have moved, see Qualifying Voters: A Handbook for Election Judges and Clerks 2013, chapter 2, situation 3. You can find it by clicking on Printable Resources, above.

Residency Issues continues on the next page...
Photo ID now required for voting in Texas

A voter will be required to show one of the acceptable forms of photo identification at the polling location before the voter will be permitted to cast a vote.

GUIDE TO VOTER ID

Residency Issues: Chapter Summary

In this chapter you learned how to handle the most common alternative to the "ideal voter": a voter who has moved. This chapter explained how to solve three validations:

1. Voter has moved to another precinct
2. Voter has moved into this precinct
3. Voter has moved into the county

Use what you have learned in this chapter to solve the case study on the next page.
Photoid now required for voting in Texas.

A voter will be required to show one of the acceptable forms of photo identification at the polling location before the voter will be permitted to cast a vote.

GUIDE TO VOTER ID

Residency Issues Case Study

CASE STUDY:

Darrell recently moved to another precinct in his county of registration. He has not yet updated his voter registration. He goes back to his old polling place, where his name appears on the List of Registered Voters.

May Darrell vote?

Click to see the solution on the next page...
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Good morning, Carson

Photo ID now required for voting in Texas.
A voter will be required to show one of the acceptable forms of photo identification at the polling location before the voter will be permitted to cast a vote.

GUIDE TO VOTER ID

Residency Issues Case Study Answer

CASE STUDY:

Darrell recently moved to another precinct in his county of registration. He has not yet updated his voter registration. He goes back to his old polling place, where his name appears on the List of Registered Voters.

May Darrell vote?

THE CORRECT ANSWER IS:

Yes, provided that Darrell completes a Statement of Residence form and his current residence is in the territory of the authority conducting the election.
Poll Worker Training Outline

- Module 1: Introduction [Open]
- Module 2: Preparing for Election Day [Open]
- Module 3: Qualifying Voters [Close]
- Module 4: Assist Voters with Disabilities [Open]
- Module 5: The End - What to Do

Case Studies

Good morning, Carson: training dashboard | logout

**POPO! Quiz:**

You have reached the end of this chapter. Please answer the following question before proceeding to the next chapter.

**Question 1**

If the voter has an "S" next to his/her name on the List of Registered Voters, he/she falls under any of the following categories EXCEPT:

- The voter has moved to another precinct
- The voter has moved to this precinct
- The voter has moved into the county
- The voter has already filled out a Statement of Residence [your answer]

**The Correct Answer Is:**

Answer: The voter has already filled out a Statement of Residence - The "S" notation next to a voter's name on the Poll List indicates that he/she still needs to fill out a Statement of Residence.
Good morning, Carson

Photo ID now required for voting in Texas
A voter will be required to show one of the acceptable forms of photo identification at the polling location before the voter will be permitted to cast a vote.

GUIDE TO VOTER ID

Identification Issues Chapter Overview
Voters must present one of 7 acceptable forms of identification. In this chapter you will learn how to handle the following ID issues:

- No Acceptable Form of ID
- Voter's Name on Acceptable Form of ID does not match voter's name on list of registered voters

ID Issues continues on next page...

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No Voter Registration Certificate but Name on List of Registered Voters

If you encounter a voter who does not have an Acceptable Forms of Identification, ask the voter for their Voter Registration Certificate to see if there is an "(E)" notation after the VUID number.

The "(E)" notation means the voter is exempt from providing one of the seven forms of photo ID because the voter is disabled and has applied for and received a disability exemption from the voter registrar. Confirm the voter's address is the same as that on the List of Registered Voters. If the voter has "(E)" notation, follow the following steps.

1. Stamp "voted" on the List of Registered Voters.
2. Have the voter complete an Affidavit of Voter.
3. Have the voter sign the Signature Roster (or, as applicable, the Combination Form).
4. Enter the voter's name on the Poll List (or check the appropriate box on the Combination Form).
5. Direct the voter to pick up a ballot and proceed to the voting area, or direct the voter to an available DRE, as appropriate.

If the voter does not have an acceptable form of ID or does not present the voter's current voter registration certificate displaying the "(E)" notation, the voter may not vote a regular ballot, but must vote a provisional ballot. However, no later than six calendar days after election day, the voter may present an acceptable form of identification to the voter registrar, which will "cure" the voter's failure to provide an acceptable form of identification at the polling place.

ID issues continues on next page...
Voter With ID Notation on List of Registered Voters

The voter presents an acceptable form of identification or has a notation of an "(B)" after the VUID number on their voter registration certificate but the voter's name does not match the voter's name on the list of registered voters.

The election officer will determine, under standards adopted by the Secretary of State, if the names are "substantially similar." If the names are substantially similar, the voter shall be accepted for voting. The voter must submit an affidavit, which is part of the combination form, stating that the voter is the person on the list of registered voters.

The four ways a voter's name on the photo ID is considered substantially similar to the list of registered voters and vice-versa are: the name on the photo ID is Slightly Different from one or more of the name fields on the list of registered voters or vice-versa; the name on the photo ID or on the list of registered voters is a Customary Variation of the formal name, such as Bill for William or Belo for Alberto; the voter's name on the photo ID contains an Initial, a Middle Name or a Former Name that is not on the list of registered voters or vice-versa; or a first, middle, former or initial of the voter's name that occupies a Different Field on the photo ID than on the list of registered voters.

If the election worker makes the determination that the voter's name on the photo ID and the list of registered voters are substantially similar, the voter shall be accepted for voting and proceed as follows:

1. Stamp "voted" on the List of Registered Voters.
2. Have the voter sign the Signature Register (or Combination Form).
3. Enter the voter's name on the Poll List.
4. Have the voter initial the "Similar Name Affidavit" box located on the combination form.
5. Direct the voter to pick up a ballot and proceed to the voting area or direct the voter to an available DRE, as appropriate.

If the reviewing election worker makes a determination that the voter's names on the presented identification form and the official list of registered voters are not substantially similar, the voter shall be offered a provisional ballot.
Identification Issues Chapter Summary

- No Acceptable Form of ID
- Voter’s Name on Acceptable Form of ID does not match voter’s name on list of registered voters

In this chapter you learned the steps to handle the following ID issues:
Identification Issues Case Study Answer

CASE STUDY:

Voter Billy attempts to vote but states that he forgot his Voter Registration Certificate. He is on the List of Registered voters, and he shows his Texas driver's license, which confirms his identity. Joan, the Election Clerk, allowed Billy to vote without any further requirements.

Was this the proper way to qualify Billy?

✔ THE CORRECT ANSWER IS:

YES. A voter registration certificate is no longer an acceptable form of identification. A Texas driver's license is one of the seven forms of acceptable forms of ID.