EXHIBIT X

TO

SUPPLEMENTAL DECLARATION OF GLENN BURHANS, JR.
# TABLE OF CONTENTS

General Information.................................................................3

Clerk’s Duties..............................................................................4

Assistant Clerk...........................................................................8

Inspectors.................................................................................11

Touch Screen Technician............................................................12

Deputy.......................................................................................13

Closing the Polls........................................................................15

Ballot Delivery Centers..............................................................19

Glossary....................................................................................26
General Information

Voter Eligibility
According to Federal and State law, in order to vote in this election, a voter must be:
A citizen of the United States
18 years of age or older
A registered voter of the State of Florida
A resident of the precinct where he or she votes
Registered 29 days before the election

What's New – in 2008
Approved forms of Identification
Provisional ballot procedures: Everything to assist a voter in completing a Provisional Ballot is contained inside the Provisional Voting Kit.
Forms at precinct table:
- Voter Referral Form
- Declaration to Provide Assistance
- Replacement of Voter's Information Card
- Voting Authorization Slip
Every voter must show photo and signature identification
No Solicitation Rule - 100’ markers
Machine tape envelope.
All Poll Workers stay at the precinct until the Clerk releases them.
PRIOR TO ELECTION DAY

Call each worker on the list sent from the office and select your team.
Request an absentee ballot if you are not working in your home precinct or vote at one of the early voting sites.
Attend the required Training Class.
Check your polling site to be sure you will have access on Election Day.

Checklist of things to check out when you visit your polling site

Note: Clerk will have a separate list of what is needed such as tables, chairs, access to kitchen etc.
This is a list you make up for yourself...

Read and study this POLL WORKER MANUAL.

DAY BEFORE ELECTION DAY

Pick up supplies
Check your precinct to be sure voting equipment has been delivered
Call your workers and remind them to bring food, drink, medication and anything else they may need during the day.
Charge the cell phone

ON ELECTION DAY

Report to your assigned polling place no later than 6:00 a.m.
Phone and time check – We will call your precinct between 6:00 AM and 6:15 AM – check face of cell phone for the time

Deputy administers oath
You and all workers sign the payroll sheet
Set up room with required items (see distribution and supply list)
Announce polls are open at 7:00 AM
Assign breaks and lunches (remember no one can leave the polling site)
Verify all stations are completing the jobs according to procedures
  Assistant Clerk
  TST
  Demonstration Inspector
  Precinct Register Inspectors
  Activator Inspector
  Card Collector Inspector
  Deputy

Assign Duties to be completed when polls close
Assign person of different party affiliation that will ride with the clerk to the drop site.

All Poll Workers will remain at the precinct until the clerk releases you.
PHONE AND TIME CHECK

When you first arrive at your polling place take out the cell phone and plug it into an electrical outlet.

The Clerk's phone bank will call you before 6:15 AM. If you do not get a phone call by 6:15 AM call 612-7932 and report you are in the building. The official time is on our cell phones. Make sure your phone is plugged into an electrical outlet, turned on and ready to receive calls all day.

ALL POLL WORKERS MUST TAKE THE OATH BEFORE BEGINNING WORK

The Oath is on the Payroll Sheet found in the Payroll Envelope in the Clerk's Briefcase.

The Poll Deputy will administer the Oath to all workers at the same time.

All workers must then sign the Oath and verify that their name, address, and social security number are correct. If their name is not on the Payroll Sheet they should enter the above information and then sign the Oath. (IMPORTANT – if a name tag is not in the envelope or a name is not on payroll call and verify this person is in the correct precinct)

Name tags are located in the Clerk's Briefcase and will be worn by each poll worker.

PROVISIONAL BALLOTS

IF A VOTER'S ELIGIBILITY CANNOT BE DETERMINED THE CLERK WILL OFFER THE VOTER A PROVISIONAL BALLOT AND USING THE FOLLOWING STEPS.

1. Determine that the voter is in the correct precinct
2. Open the Provisional Voting Kit
   a. Complete the Provisional Ballot Voter’s Certificate and Affirmation Envelope.
   b. Activate the voter card using the information on the Instruction Sheet enclosed in the Provisional Voting Kit.
   c. The Clerk and the Voter complete Provisional Ballot ID Number Form. Clerk and voter initial form.
   d. Place the Provisional Ballot ID Number Form inside the Provisional Ballot Voter’s Certificate and Affirmation Envelope. Ensure the voter seals the envelope.
   e. Give the voter the activated card and the Notice of Rights to Provisional Voters form.
   f. Direct the voter to next available voting machine.
   g. Place the completed Provisional Ballot Voter’s Certificate & Affirmation in the Provisional Voting Kit.
CLERK'S PICK-UP

ACTIVATOR BAG
Card Activators (2 or 3) with Power Cords
Voter Card Box with voter cards
Cell Phone
Audio Ballot Accessories
Provisional Voting Kit with 2 index cards on front
Provisional Ballot Certificate and Affirmation Envelope
Notice of Rights to Provisional Voters Form
Provisional Ballot ID Number Form
Return Seal
Stapler

CLERK'S BRIEFCASE
Precinct Registers
Alpha Tabs
Add on Pages Register
Precinct Register Supplement
Results Cartridge Bag
Completed Forms Envelope-2
Payroll Envelope
Calculator
Flashlight
Name Tag Envelope
Voter Referral Forms
Job Aids Bag
Poll Worker Manuals
Precinct Register Flip Charts
Law Book
Precinct Supply List
Polling Place Inventory

Red Precinct Portfolio
Feedback Form
Poll Watcher List
Precinct Diagram
Election Night Delivery Form
Machine Verification and Audit form
Opening and Closing Instructions
Envelope for returning the results tapes

DELIVERED TO PRECINCT MACHINE CART
Voting Machines
Flag and Signs
Map Display Board (1)
Map & Must reside in this precinct
Sign Display Board (2)
Please do not use cell phone
No Smoking
Notice: Instructions to voters
Stamp out Voter fraud
Voter Fraud Notice
Voter's Bill of Rights
Voter's Responsibilities

GRAY TUB
Poll Worker Recruitment Forms & Holder
Voter Survey Forms & Holder
Alpha Stands
Voter Card Receptacle
I Voted Stickers
Voting Authorization Slips Bag
Voting Authorization Slips
And Voting Authorization Slip Envelopes (2)
100 Markers
Surge Protector
Electrical Extension Cord
Clerks supply box
Various supplies—see box for contents
TST Bag
Machine Verification and Audit form
Opening and Closing Instructions
TST Flip Charts
TST Log
Stylus (Pencils)
Expandable Forms Folder
Asst. Clerk flip chart in pocket in front
Hillsborough County Maps
English and Spanish forms
see folder for contents

SIGN PACKET
Affirmation Table Placard
Alpha Signs
Arrow signs
Entrance and Exit signs
Laminated Map
Please Deposit Voter Card
No Cell Phone
Sample Ballot (2)
Voting Machine Instruction
We Speak Spanish (use when applicable)
No Solicitation Rule
Distribute supplies to correct stations.

<table>
<thead>
<tr>
<th>STATION</th>
<th>SUPPLIES</th>
<th>FOUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk/Assistant Clerk</td>
<td>Confirmation Table Placard</td>
<td>Sign Packet in Grey Tub</td>
</tr>
<tr>
<td></td>
<td>Expandable Folder</td>
<td>Gray Tub</td>
</tr>
<tr>
<td></td>
<td>Pens</td>
<td>Grey Tub - Supply Box</td>
</tr>
<tr>
<td></td>
<td>Supplemental Precinct Register</td>
<td>Clerk's briefcase</td>
</tr>
<tr>
<td></td>
<td>Add on Pages</td>
<td>Clerk's briefcase</td>
</tr>
<tr>
<td></td>
<td>Completed Forms Envelope</td>
<td>Clerk's briefcase</td>
</tr>
<tr>
<td></td>
<td>County Precinct Maps</td>
<td>Clerk's briefcase</td>
</tr>
<tr>
<td></td>
<td>Precinct Map (laminated)</td>
<td>Expandable Folder</td>
</tr>
<tr>
<td></td>
<td>Flip chart</td>
<td>Sign Packet</td>
</tr>
<tr>
<td></td>
<td>Activator info/Voter Cards</td>
<td>On front of expandable folder</td>
</tr>
<tr>
<td></td>
<td>Cell Phone wire instructions</td>
<td>Large Activator Bag</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Large Activator Bag</td>
</tr>
<tr>
<td>Touch Screen Technician</td>
<td>Touch Screen Technician Packet with flip charts and log</td>
<td>Grey Tub</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TST Packet</td>
</tr>
<tr>
<td></td>
<td>Stylus</td>
<td>Activator Bag</td>
</tr>
<tr>
<td></td>
<td>Audio Ballot Accessories</td>
<td></td>
</tr>
<tr>
<td>Demonstration Inspector</td>
<td>Voting Instructions Signs</td>
<td>Sign Packet</td>
</tr>
<tr>
<td>Precinct Register Inspectors</td>
<td>Pct. Registers</td>
<td>Clerk's Briefcase</td>
</tr>
<tr>
<td></td>
<td>Voter Referral Forms</td>
<td>Clerk's Briefcase</td>
</tr>
<tr>
<td></td>
<td>Voting Authorizations Slips</td>
<td>Clerk's Briefcase</td>
</tr>
<tr>
<td></td>
<td>Completed Forms Envelope (2)</td>
<td>Clerk's Briefcase</td>
</tr>
<tr>
<td></td>
<td>Flip Chart</td>
<td>Clerk's Briefcase</td>
</tr>
<tr>
<td></td>
<td>Alpha Stands</td>
<td>Gray Tub</td>
</tr>
<tr>
<td></td>
<td>Pens</td>
<td>Grey Tub - Supply Box</td>
</tr>
<tr>
<td></td>
<td>Activators with power cord and</td>
<td>Small Activator bag</td>
</tr>
<tr>
<td></td>
<td>Voter Cards</td>
<td>Expandable folder</td>
</tr>
<tr>
<td></td>
<td>Replacement Voter Information Card Form</td>
<td></td>
</tr>
<tr>
<td>Voter Card Collector</td>
<td>&quot;I Voted&quot; Stickers</td>
<td>Gray Tub</td>
</tr>
<tr>
<td></td>
<td>Voter Card Receptacle</td>
<td>Gray Tub</td>
</tr>
<tr>
<td>Voter Survey Table</td>
<td>Voter Survey Forms and Holder</td>
<td>Gray Tub</td>
</tr>
<tr>
<td></td>
<td>Poll Worker Recruitment Forms and Holder</td>
<td>Gray Tub</td>
</tr>
<tr>
<td>Poll Deputy</td>
<td>A-Frame Precinct Sign</td>
<td>On Machine Cart</td>
</tr>
<tr>
<td></td>
<td>50 Foot Tape Measure</td>
<td>Grey Tub - Supply Box</td>
</tr>
<tr>
<td></td>
<td>100' markers</td>
<td>Grey Tub</td>
</tr>
</tbody>
</table>

If special items were requested prior to the election, they will be noted on the Special Item Inventory Sheet (in the Clerk's Briefcase and should be verified and distributed)
Assistant Clerk

1. Make sure the cell phone is operating correctly and available for incoming calls (Must stay plugged into electrical outlet during the day)

2. Set up your laptop if you have one in your precinct.

3. Set up your table and be sure all items listed on the distribution list are at your table.

4. Review procedures on the following: (see flip chart on expandable folder)
   Name changes
   Address changes
   Invalid Address
   Voter not on the precinct register
   Absentee ballot situations
   Signature Differs
   Challenged Voter
   No Signature ID
   No Photo ID
   Assistance Requests

5. You are in control of the Add-On Register. Voters that come into the precinct and need an address or name change or their name is not in the precinct register must complete an Affirmation Form. After determining the voter’s eligibility and correct precinct, print their name and other voter information in the Add-On Register and make sure the voter signs the Add-On page.

   **REMEMBER ONE VOTE IN THE MACHINE = ONE SIGNATURE ON THE PRECINCT REGISTER OR THE ADD-ON REGISTER. IF A VOTER DOES NOT SIGN THE PRECINCT REGISTER OR THE ADD-ON REGISTER DO NOT ACTIVATE A VOTER CARD.**

WHAT TO DO IF...

All forms mentioned in the following are in the Expandable Forms Folder

**IMPORTANT**

If a voter is not in the Precinct Register or Precinct Register Supplement, the Clerks Phone Bank must be called to determine eligibility. Do not use the precinct maps to determine the correct precinct unless the voter's name is in the Precinct Register or Precinct Register Supplement.
NAME CHANGE/ ADDRESS CHANGE - COMPLETE THE OFFICIAL AFFIRMATION

1. Complete all the information on the top section of the Affirmation Form
2. Be sure the voter signs and you sign.
3. Complete Section 1 if voter is NOT in the precinct register (refer to Voter Referral form)
4. Complete Section 2 if voter is in the precinct register (refer to Voter Referral form)
5. If approved to vote - Enter correct voting precinct and Ballot Code in Section 3.
6. Enter the voter into the Add-On Register.
7. Activate a voter card.

Note: If a voter has a change of address in addition to a name change, this same form will be used. Call Clerk's phone bank to determine the correct precinct for the new address.

INVALID ADDRESS - COMPLETE THE OFFICIAL AFFIRMATION

1. Complete all the information on the top section of the Affirmation Form
2. Be sure the voter signs and you sign.
3. Complete Section 2.
4. If approved to vote - Enter the voter information into the Add-On Register
5. The voter signs the Add-On Register
6. Activate voter card.

NO SIGNATURE OR PHOTO IDENTIFICATION

This voter must vote a provisional ballot – No Exceptions

SIGNATURE DIFFERS FROM SIGNATURE ID

1. Complete information requested on Signature Differs Affidavit
2. After reading completed form, voter signs on Signature of Voter line.
3. Affirmation Inspector dates and signs the form on Clerk or Inspector of Election line
4. Enter the voter onto the Add-On Register
5. The voter signs the Add-On Register
6. Activate a voter card

ABSENTEE BALLOT VERIFICATION (TO BE USED IF VOTER DOES NOT TURN IN THEIR ABSENTEE BALLOT)

1. Ask the voter to complete Section 1 of the Absentee Ballot Verification Form.
2. Contact the Absentee Department at 612-4180 to determine if the voter's absentee ballot has been returned.
3. If the Absentee Department verifies that the absentee ballot has not been returned, the voter can cast their ballot using the touch screen voting machine. Complete Section 2 and 3 of the Absentee Ballot Verification form.
If the Absentee Department confirms that the voter’s absentee ballot HAS BEEN RETURNED, the person has already voted. Do not allow the person to vote using the touch screen voting machine. Refer to Clerk for Provisional Ballot.

4. Enter the voter onto the Add-On Register
5. The voter signs the Add-On Register
6. Place this form in the completed forms envelope.
7. If the Absentee Department cannot be contacted, the voter must vote a provisional ballot. Complete Section 2 and refer the voter to the Clerk with this form. Do not complete Section 3.
8. Activate a voter card.

IMPORTANT
If the voter listed in the Precinct Register has
"Absentee Ballot Returned/Voted"
DO NOT allow this person to vote. Refer the voter to the Clerk.

DECLARATION TO SECURE ASSISTANCE

1. If "Assistance Required" is printed in the Precinct Register under the voter’s name, the voter is already allowed to receive assistance and does not need to complete the Declaration to Secure Assistance form. If not, provide the voter with the Declaration to Secure Assistance form.
2. Voter or Assistant Clerk completes the form and voter signs the form. If voter is not able to sign the form, a person assisting the voter prints the voter’s name on Signature of Voter line.
3. Enter the voter to the Add-On Register. The voter may be assisted in voting by a person of their choice (other than their employer, an officer or agent of their union) or by two Poll Workers with different party affiliations.
4. If the voter is assisted by a person of the voter’s choice that person must complete the Declaration to Provide Assistance Form.
5. Place both of the completed forms in the Completed Forms Envelope.

CHALLENGE VOTER PROCEDURE:

Any elector or poll watcher may challenge the right to vote of any voter and must complete the "Oath of Person Entering Challenge" in two (2) copies. The Clerk shall immediately provide to the challenged voter one copy of the oath of the person entering the challenge and the challenged voter shall be allowed to vote a provisional ballot. The second copy of the "Oath of Person Entering Challenge" is attached to the Provisional Ballot Voter’s Certificate and Affirmation.
Inspectors

Three job descriptions (one poll worker might perform more than one of these)

Demonstration Inspector
- Offer a demonstration to every person that walks in the door.
- Start the demonstration process by tapping the yellow button on back of machine —
- (The machine will be in manual mode; if it is not, have the TST assist you).
- Follow the steps on the side panel of the machine for the demonstration.

Precinct Register Inspector
- Request photo and signature ID
  - Approved forms of photo ID are:
    - Florida Driver's License
    - Florida ID Card issued by a state agency
    - U.S. Passports
    - Debit/Credit Cards
    - Military ID
    - Student ID
    - Retirement Center ID
    - Neighborhood Association ID
    - Public Assistance ID (Social Security or other social service)
- Find name in precinct register
- Have voter state current address; if the same continue to next step
- Have voter sign the precinct register
- Compare photo and signature ID
- Place your initials on precinct register
- Return voter's photo and signature ID

Activate the voters card:
- Check the code on the precinct register by the voter's name
- Place a voter card in the activator
- Activate the voter card by following the on-screen instructions
- Hand the activated card to the voter and direct them to an available voting machine.

Card Collector
- Have every voter drop their Voter Card in the red box.
- Offer them an "I Voted Sticker"

NOTE: Refer to the Inspector Manual for additional details.

ALL INSPECTORS ARE TO ASSIST IN THE CLOSING PROCESS AND DO NOT LEAVE THE POLLING SITE UNTIL THE CLERK RELEASES THEM.
Touch Screen Technician

Duties of the Touch Screen Tech.
Coordinate with the Clerk on the placement of the voting machines to ensure the privacy of every voter.
Maintain a high level of Customer Service.
Provide voter assistance from behind the voting equipment.
Monitor voting operations.
Resolve voting equipment problems.
Assist the Clerk with the Opening & Closing Audit.
On Election Day, the Precinct Deputy must be at the polling place at the time designated by the Clerk but no later than 6:00 a.m. Prior to the opening of the polls, the Deputy will install the American Flag on the A-Frame precinct sign and place the precinct sign OUTSIDE the polling place where it is clearly visible from the street. Assist the Clerk, as requested, in setting up the polling place.

Assist in the assembly of the Touch Screen Voting Machines, unpacking and verification of supplies.

Coordinate with the Clerk as to placement of the red arrow sign(s) in locations that will best assist voters in finding the parking area and the entrance to polling room (refer to Polling Place Diagram, if available).

Measure the 100-foot distance from the entrance of the building to the polling place using the tape measure provided and place the 100' marker at that point.

**Duties During the Day**

The Precinct Deputy maintains order outside the polling place and is subject to all the lawful commands of the Precinct Election Board. The Deputy is not allowed within the polling room, except to cast his/her ballot if registered in the precinct, without the consent of the Clerk or a majority of the Inspectors (F.S. 102.101).

**NOTE:** BEFORE THE POLLS ARE OPEN AND AFTER THE POLLS ARE CLOSED, ANYONE MAY BE ADMITTED INTO THE POLLING ROOM TO OBSERVE. THIS INCLUDES CANDIDATES, POLITICAL AND GOVERNMENT OFFICIALS, AND REPRESENTATIVES OF THE MEDIA. THEY ARE NOT TO BE PRESENT IN THE POLLING ROOM DURING VOTING HOURS UNLESS THEY ARE THERE FOR THE PURPOSE OF VOTING. (VOTING HOURS BEGIN AT 7:00 a.m. AND CONTINUE UNTIL THE LAST VOTER PRESENT AT 7:00 p.m. FINISHES VOTING AND LEAVES THE POLLING ROOM.)

While the polls are open, only the following persons are allowed in the polling room:

- Inspectors
- Clerks
- The Supervisor of Elections, Deputy Supervisor of Elections, or designated representatives.
- Poll watchers approved by the Supervisor of Elections.
- Voters.
- A person in the care of a voter (for example, a child or an elderly person).
- Persons caring for a voter or assisting a voter (for example, someone assisting a voter who cannot read or does not speak English or assisting an elderly or disabled person).
- Law enforcement officers or emergency service personnel, with the permission of the clerk or a majority of the inspectors.
- Election observers appointed by the Department of State.
Members of the media are not allowed in the polling room except to vote. No recording devices will be used in the polling room. Candidates are not allowed in the polling room except to vote.

The Deputy shall regulate the number of voters admitted to the polling place, if necessary, to prevent overcrowding inside.

Greet voters promptly and courteously.

Do not refer voters to a different precinct based upon the precinct information on the Voter Information Card. The Voter Information card may not be current. DIRECT VOTER(S) INSIDE THE POLLING ROOM

Do not permit solicitors within 100 ft. of the entrance to the voting area NO EXCEPTIONS.

The word “solicitation” includes such things as:
- asking someone for his or her vote
- asking for someone’s opinion
- asking for a contribution
- distributing any political or campaign material or handout
- conducting a poll
- asking someone for his or her signature on a petition
- selling any type of item.

Assist voters with special needs and be familiar with location of handicap facilities for the disabled.

Assist in maintaining order within the voting area if requested by Clerk.

Should law enforcement back-up be needed, immediately inform the Clerk who may request assistance from the Sheriff’s Department.

NEVER discuss any subject related to the election with voters or other poll workers.

Be alert that a voter does not leave the voting area with a voter card in hand.

Cars with campaign bumper stickers may be parked within 100 feet only long enough for the occupants to vote. Cars with large signs must be 100 feet away. Voters wearing shirts or campaign buttons may enter the polling place to vote. However, they may not campaign there. Handle these incidents tactfully.

Keep your eye on the precinct sign, to ensure that no one walks off with it.

Make sure that the public does not park on the grass or other forbidden areas.

You should bring your lunch and snacks with you, since by Law you are not allowed to leave the polling place. If you are assigned to a precinct other than your own, you should vote by Absentee Ballot. Call the Supervisor of Elections Office at 612-4180, to have an Absentee Ballot mailed or you may vote in person at one of the Early Voting locations two weeks prior to Election Day. (Note early voting locations will not be open on the Monday before the election.)

NOTE: Observers may be allowed to enter the polling room only after the last voter has been processed. They may not touch the ballots, or speak to or interfere with the Election Board.

NOTE: THE DEPUTY MAY NOT SUBSTITUTE FOR THE POLL WORKER WHO ACCOMPANIES THE CLERK AT THE END OF THE NIGHT IN DELIVERY OF ELECTION TABULATION MATERIALS.
Closing the Polls

At 7:00 p.m., the Clerk shall announce that the polls are closed. All voters in line at the polling place at 7:00 p.m. shall be allowed to vote. The Deputy must stand behind the last person in line to establish a cut-off point.

After the Clerk has declared the polls closed and the last voter has voted, the public observers, (if any) may then enter the polling room to observe the closing process. They may not, however, speak to or interfere with the Election Board members.

After the polls are closed and the last voter has completed the voting process, the Touch Screen Technician and Clerk will accomplish the closing process for each voting machine.

**IMPORTANT -** The Touch Screen Technician and the Clerk are the only poll workers authorized to perform the Closing Audit process. Inspectors and the Deputy will disassemble the machines after clearance from the TST and/or Clerk.

Prepare Items for Transport to the Ballot Delivery Center (see Election Night Delivery/Receiving Form)

1. Clerk and Touch Screen Technician complete Machine Verification and Audit Form.
2. Clerk and Assistant Clerk fill in the number of Provisional Ballot Voter’s Certificate and Affirmations completed and mark the number on the index card located on the front of the Provisional Voting Kit.
3. Assistant Clerk repacks and seals the Provisional Voting Kit.
4. Check off all supplies that are to be returned.

Person riding with the Clerk holds in their hand three (3) items:

1. Results Cartridge Bag including the **Cartridges** from each voting machine.
2. The Provisional Voting Kit
3. Election Night Delivery/Receiving Form

**ALSO, have ready to turn in:**

**Clerk’s Briefcase** Including the following:
- Precinct Registers, Precinct Register Supplements and Add On Register
- 2 Completed Forms Envelopes
- Payroll Envelope
- Cell Phone
- Red Precinct Portfolio including the following
  - Machine Verification and Audit Form
  - Poll Watcher List
  - Accident Report if used
  - Precinct Diagram
  - Clerk’s Feedback form
- The Zero Proof and Results Tape from each voting machine in the envelope provided
- **Large Activator Bag** containing: (can be left at the precinct)
  - Activators
  - Power cords
  - Voter Cards in cardboard box
  - Audio Ballot Accessories
  - Cell Phone (be sure to leave it plugged in so the clerk can call back to the precinct and release you, then you can place the cell phone in the Large Activator Bag and leave the building.

**The rest of the team will all stay at the precinct and continue to be sure everything is left the way we found it or better. NO ONE LEAVES until the Clerk calls and releases the team.**
Polling Place Break Down

Poll workers work in teams of two to disassemble all the voting machines and re-stack them as indicated on placard located on each cart. Leave the carts in the upright position during and after loading the voting machines.

1. Unplug the power cord from each Touch Screen Voting Machine and replace it in the top cover.
2. Return the screen assembly to the original "flat" position.
3. Replace the top cover by aligning the four latches and securing.

4. Two Poll Workers, one at the front and one at the rear of the machine, lift the machine, turn it topside-down and set it gently on the floor or a table.

5. Remove and secure the legs by reversing the procedure.

6. Secure the upper leg section and the four lower leg sections in the Touch Screen Voting Machine. Replace the bottom storage cover, securing the knobs to the original locking position.

7. Restack each Touch Screen Voting Machine on Edge delivery cart as shown in the diagram.

Press the silver button snaps, turn and remove each lower leg section from each upper leg.
< Remove upper leg section ends from the sockets on the bottom of the storage case by pressing the silver button snaps.

< Release the leg brace by disconnecting the upper & lower portions in the center.

< Turn each inside leg 90 degrees to make two "X's."

REPACKING SUPPLIES AND EQUIPMENT
Remove all signs and repack them in the Notice/Poster Pocket and place beside Voting Machine cart.
Return items to Clerk's Supply Box and place it in the Grey Tub.
Repack remaining supplies from each of the other stations and place neatly in the Grey Tub.
After approval by the Clerk Touch Screen Technician, disassemble voting machines.
Restack voting machines on carts as you found them delivered to your polling site.
Stack the A-frame precinct sign and red arrow sign(s) beside voting machine cart.
Clean up the voting area.
Follow the Clerk's instructions for locking and securing the polling place.
Please remember to leave the polling place clean.
Polling locations are hard to get and keep!

PLEASE PLACE ALL UNITS BACK ON CART AS SHOWN IN THE PHOTO

AVC EDGE LABEL NEEDS TO BE ON TOP

DO NOT RUN STRAPS THROUGH

POWER SUPPLY NEEDS TO BE ON THE RIGHT SIDE

HANDLES NEED TO BE IN THE FRONT
**BALLOT DELIVERY CENTER #1 - Elections Service Center**
The following precincts will deliver their ballots to the Elections Service Center Ballot Delivery Center (see Map):


**BALLOT DELIVERY CENTER #2 - WEDU-Educational Public TV**
The following precincts will deliver their ballots to WEDU-Educational Public TV Ballot Delivery Center (see Map):


**BALLOT DELIVERY CENTER #3 - Lutheran Church of Our Savior**
The following precincts will deliver their ballots to the Lutheran Church of Our Savior Ballot Delivery Center (see Map):


**BALLOT DELIVERY CENTER #4 - Water Department**
The following precincts will deliver their ballots to the Water Department Ballot Delivery Center (see Map):


**BALLOT DELIVERY CENTER #5 - Plant City Courthouse**
The following precincts will deliver their ballots to the Plant City Courthouse Ballot Delivery Center (see Map):


**BALLOT DELIVERY CENTER #6 - GTE Federal Credit Union**
The following precincts will deliver their ballots to the GTE Federal Credit Union Ballot Delivery Center (see Map):

| 901, 902, 904, 905, 906, 907, 908, 909, 913, 917, 918, 919, 920, 921, 925, 927, 929, 933, 935, 937, 939, 941, 944, 946, 947, 948 |
BALLOT DELIVERY CENTER #1 - ELECTIONS SERVICE CENTER

Elections Service Center
2514 Falkenburg Road
Tampa, Florida

Directions:

FROM: NORTHBOUND I-75
Take Exit 51 (Brandon State Route 60). Turn West (left) to the second traffic light. Turn North (right) onto Falkenburg Rd. Go approximately 2 miles. The Elections Service Center is on the South West corner of Falkenburg Rd., and Columbus Dr.

FROM: SOUTHBOUND I-75
Take Exit 52 West (Mango State Route 574). Immediately get into the left lane and turn South (left) on Falkenburg Rd (first traffic light). After crossing the Railroad tracks turn right at Columbus Dr. The Elections Service Center is on the South West corner of Falkenburg Rd., and Columbus Dr.

FROM: I-4
Take I-75 Exit 7 South. Then take Exit 52 West (Mango State Route 574). Immediately get into the left lane and turn South (left) on Falkenburg Rd (first traffic light). After crossing the Railroad tracks turn right at Columbus Dr. The Elections Service Center is on the South West corner of Falkenburg Rd., and Columbus Dr.
# BALLOT DELIVERY CENTER #2 - WEDU-EDUCATIONAL PUBLIC TV

**WEDU-Educational Public TV**
1300 North Boulevard
Tampa, Florida 33609

**Directions:**
- On the West Side of North Boulevard ½ Mile North of Kennedy Blvd.
- Just South of the I-275 Overpass

<table>
<thead>
<tr>
<th>FROM:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DALE MABRY HIGHWAY</td>
<td>Go east on Kennedy Blvd. to North Boulevard and turn north (left), ½ mile to WEDU on the left.</td>
</tr>
<tr>
<td>BAYSHORE BOULEVARD</td>
<td>Go north on Howard Ave. to Kennedy Boulevard. Turn east (right) to North Boulevard. Then turn north (left), ½ mile to WEDU on the left.</td>
</tr>
</tbody>
</table>
BALLOT DELIVERY CENTER #3 - LUTHERAN CHURCH OF OUR SAVIOR

Lutheran Church of Our Savior
8401 West Hillsborough
Tampa, Florida 33615

Directions:
8401 West Hillsborough Ave., North Side of Hillsborough Ave.
¼ Block East of Sheldon Rd.

FROM: GUNN HIGHWAY
Go south on Sheldon Road to Hillsborough Avenue. Turn east (left), ¼ mile to the Lutheran Church of Our Savior on the left.

FROM: MEMORIAL HIGHWAY
Go to Hillsborough Avenue and turn east ½ block to the Lutheran Church of Our Savior on the left.
BALLOT DELIVERY CENTER #4 - WATER DEPARTMENT

Water Department
15610 Premiere Road
Tampa, Florida

Directions:
Premiere Drive runs North off of Northdale Blvd.
¼ mile West of Dale Mabry Highway
BALLOT DELIVERY CENTER #5 - PLANT CITY COURTHOUSE

Plant City Courthouse
302 North Michigan
Plant City, Florida 33566

Directions:
Delivery drop off area must be entered from Baker St. (driving West) or from Reynolds St. (driving East)
BALLOT DELIVERY CENTER #6 - GTE FEDERAL CREDIT UNION

GTE Federal Credit Union
339 19th Ave. NE
Ruskin, FL

Directions:
SE corner of 19th Ave and US 41.
GLOSSARY

AFFIRMATION - Legal document, signed by voter and Clerk or Assistant Clerk that affirms required information.

VOTER REFERAL FORM – Form used by the Inspector to relay information between the Precinct Register Table Inspectors and the Clerk or Assistant Clerk.

BALLOT CODE - A code entered into the Card Activator to program the voter card for a specific ballot style. The ballot style varies based upon the voter’s party affiliation (Primary election) and residence address.

BALLOT DELIVERY CENTER - Location assigned for each Clerk to deliver the Results Cartridges, Provisional Ballots and other specific election items on Election Night after the Polls close.

BALLOT STYLE - List of candidates and/or issues for a specific voting area.

CANAASSING BOARD - Comprised of the Supervisor of Elections, the Chairman, Board of County Commissioners, and a seated Judge.

CARD ACTIVATOR - A component of the touch screen voting system that is used to select the appropriate ballot style and to activate the voter card.

CENTRAL TABULATION CENTER – Secure room located at the Elections Service Center where the precinct results cartridges and absentee ballots are tabulated on election night.

CLERK - Person in charge of the Polling Place.

CLERK BRIEFCASE - Black briefcase picked up by Clerk at the same time as Activator (day before election) and returned by Clerk on Election Night. Contains payroll sheets, Precinct Registers, Voted Provisional Ballot Return Bag and other materials used by the Clerk.

ELECTION BOARD - All Poll Workers serving a Precinct on Election Day.

ESC – Election Service Center.

F.S. (FLORIDA STATUTES) - Law enacted by the Florida Legislature.

HOME PRECINCT - Precinct where you live.

INSPECTOR - Person who maintains registration books and distributes Voter Cards.

POLL DEPUTY - Person who maintains order outside the Polling Place.

POLL WATCHER - Person designated by a candidate, political committee or political party to observe the conduct of voters and poll workers. Must be certified by the Supervisor of Elections.

PRECINCT - An area that has specific boundaries established for election administration purposes.

PRECINCT REGISTER - Alphabetical listing of registered voters in a Precinct.
PRECINCT REGISTER SUPPLEMENT - List of eligible voters who moved into the precinct after the Precinct Registers were printed.

PROVISIONAL BALLOT VOTER'S CERTIFICATE AND AFFIRMATION ENVELOPE - Once completed the envelope is used to place the Provisional Ballot ID Number Form.

RESULTS CARTRIDGE - The removable memory device in each Touch Screen Voting Machine. The cartridge stores election parameters, audit logs, voter tallies and individual ballot images.

SAMPLE BALLOT - Printed facsimile of actual ballot for a specific precinct.

SOE OFFICE - Supervisor of Elections Office.

SPLIT PRECINCT - A Precinct divided into parts to accommodate voting with more than one ballot style. A different Ballot Code is assigned to voters who live in each portion of the split precinct.

TOUCH SCREEN VOTING MACHINE - Voting booth containing the touch screen voting device.

VOTER CARD - A component of the touch screen voting system that is activated by the Card Activator and is used to obtain access to the voter's ballot style in the Touch Screen Voting Machine.
SUPERVISOR OF ELECTIONS
IMPORTANT TELEPHONE NUMBERS

POLL WORKERS
744-5855

SUPPLIES/EQUIPMENT/TECHNICAL SUPPORT
612-7920 (Election Day)

CLERKS PHONE BANK
   Election Day ONLY
   612-7932

ABSENTEE BALLOT DEPARTMENT
612-4180
INSPECTOR MANUAL

IT'S UP TO YOU

VOTE

Buddy Johnson
Supervisor of Elections
Hillsborough County, Florida
Table of Contents

Card Collector Inspector.................................................................6

Demonstrator Inspector.................................................................7

Precinct Register Inspector (with instructions for Activator) ...............8
CARD COLLECTOR INSPECTOR – Duties Before the Polls Open

____ Report to your assigned polling place at the time designated by the Clerk, but no later than 6:00 a.m.

____ If requested and directed by the Clerk, assist in setting up the polling place, unpacking and verifying supplies and in the assembly of the Touch Screen Voting Machines.

____ Be sure you have the “I Voted” Stickers and “Deposit Voter Card Box for returning Voter Cards (found in the Gray Tub).

CARD COLLECTOR INSPECTOR – Duties During the Day

____ When the voter is finished voting, the Card Collector Inspector should greet the voter promptly and courteously and ask the voter to place the Voter Card in the “Deposit Voter Card” Box.

____ Be sure that no voter takes a Voter Card out of the polling place.

____ Hand the “I Voted” sticker to each voter. NEVER place the “I Voted” sticker on the voter.

____ Return Voter Cards to the Precinct Register table (small precincts) or Activator Inspector (large precincts) as time permits.

CARD COLLECTOR INSPECTOR – Duties After the Polls Close

____ Assist with the repacking of supplies and voting equipment. All workers stay until everything is cleaned up and repacked.

____ Repack your supplies as follows:

Unused “I Voted” Stickers-------------Gray Tub
Voter Card Box-----------------------Gray Tub

All workers will stay at the precinct and make sure everything is left the way we found it or better. NO ONE LEAVES until the Clerk calls and releases all workers.
DEMONSTRATION INSPECTOR – Duties Before Polls Open

- Report to your assigned polling place at the time designated by the Clerk, but no later than 6:00 a.m.
- Assist in setting up the polling place, unpacking and verifying supplies and in the assembly of Touch Screen Voting Machines.
- Make sure you have the Touch Screen Voting Machine marked "Demo".
- Be sure you have the Voting Instructions Placards and Voting Instructions Signs (both items found in Sign Packet) in the Grey Tub.

DEMONSTRATION INSPECTOR – Duties During the Day

- Greet all Voters promptly and courteously.
- Say, "May I offer you a demonstration?"
- Point out instructions on the side panel of the Touch Screen Voting Machine.
- Show voter card to voter and point out where the voter card is inserted. Remind voter to push it all the way in until it "clicks".
- Demonstrate how to make a selection.
- Demonstrate how to change a selection.
- Demonstrate the review screen.
- Answer questions before you direct voter to the Precinct Register Inspector.

DEMONSTRATION INSPECTOR – Duties After the Polls Close

- Assist with the repacking of supplies and voting equipment. All workers stay until everything is cleaned up and repacked.
- Repack your supplies as follows:
  Place the Voting Instruction Placards and Voting Instruction Signs (Sign Packet) in the Grey Tub.

  Break down the "Demo Voting Machine" and replace it on the cart.

All workers will stay at the precinct and make sure everything is left the way we found it or better. NO ONE LEAVES until the Clerk calls and releases all workers.
PRECINCT REGISTER INSPECTOR – Duties Before Polls Open

Report to your assigned polling place at the time designated by the Clerk, but no later than 6:00 a.m.

Assist in setting up the polling place, unpacking and verifying supplies, and in the assembly of the Touch Screen Voting Machines.

Be sure you have the Precinct Registers, Voter Referral Forms, Declaration to Provide Assistance Form, Replacement of Voter Information Card, Completed Forms Envelope (found in the Clerk’s Briefcase), Voting Authorization Slips (Large Precincts), Alpha Stands (found in the Gray Tub) and pens (found in the Clerk’s Supply Box).

PRECINCT REGISTER INSPECTOR – Duties During Day

Greet voter promptly and courteously.

Say, “May I please see your Photo and Signature ID?”
Approved forms of photo ID are:
- Florida Driver’s License
- Florida ID Card issued by a state agency
- U.S. Passports
- Debit/Credit Cards
- Military ID
- Student ID
- Retirement Center ID
- Neighborhood Association ID
- Public Assistance ID (Social Security or Other social service)

Locate voter’s name in the Precinct Register.

Ask voter, “Please state your current address.”

Verify address given to you verbally is the same as in the Precinct Register. If the voter’s name and address match the Precinct Register information, have voter sign in the space provided in the Precinct Register.

Compare the signature in the Precinct Register to voter’s signature on identification.

Compare the photo.

If the signatures and photo are similar, place your initials in the box beside voter’s signature.

Return identification document(s) to voter.

Activate Voter Card.
Insert the Voter Card (arrow facing down) into the Card Activator slot and push down until it locks into place. “Enter Ballot Code” will appear on the screen.

Press the number or “Yes” on the Card Activator panel that matches the Ballot Code in the precinct register or on the Voting Authorization Slip.

Check Card Activator screen to confirm correct Ballot Code number.

Press “Yes” on the Card Activator panel.

“Activate this Card?” will appear on the screen.

Press “Yes” on the Card Activator panel.

The Voter Card will pop out when activation is complete.

NOTE: If you accidentally press a wrong button or enter an incorrect ballot code, simply press the EJECT button and begin again.

DO NOT ACTIVATE VOTER CARDS IN ADVANCE

Provide the voter the Voter Card.

Direct the voter to an available Touch Screen Voting machine.

IMPORTANT: The Ballot Code determines the ballot style the voter will see on the Touch Screen Voting Machine. It is very important that the ballot code listed in the Precinct Register be correctly entered into the card activator.
Send the Voter with a Voter Referral Form to the Affirmation Table if:

- Voter is NOT in the Precinct Register
- Voter has no photo and/or signature identification
- Name change
- Stated address is different from Precinct Register.
- Signature differs from signature on identification.
- Voter requests assistance and **Assistance Required** is not printed in Precinct Register
- **Invalid Address** appears in Precinct Register
- *Absentee Ballot Mailed/Issued* appears in Precinct Register and voter does not bring ballot to the polling place.
- *Absentee Ballot Returned/Voted* appears in Precinct Register. This voter has already voted an absentee ballot – Do not allow the person to vote.
- Voter’s right to vote has been “challenged”.
- Challenged Voter appears in the Precinct Register.
- Voted Early appears in the Precinct Register.
- Voter’s Registration not verified by Dept of State appears in the Precinct Register.

NEVER SEND A VOTER AWAY. If you are unsure, send the voter to the Clerk or Assistant Clerk.

NOTE: ALL CHANGES (NAME AND/OR ADDRESS CHANGE) MUST BE MADE AT THE AFFIRMATION TABLE.

IF VOTER PRESENTS YOU WITH A COMPLETED AFFIRMATION FORM:

Check to see if the name is in the precinct register; if not send the voter to the Assistant Clerk.

NOTE: Following every election, the number of ballots cast at each precinct is compared against the number of signatures in the precinct registers. Make sure that every voter signs in the precinct register before receiving a Voter Card or Voting Authorization Slip so that the total number of ballots cast at your precinct equals the total number of signatures in the precinct registers.

All eligible voters will provide a signature in the precinct register (regular page or Add-On Register) before they receive a ballot.

NO SIGNATURE = NO VOTER CARD OR VOTING AUTHORIZATION SLIP
PRECINCT REGISTER INSPECTOR – Duties After the Polls Close

_ Count every signature in your Precinct Register and record the number on the front of the Precinct Register._

_ Assist with the repacking of supplies and voting equipment. All workers stay until everything is cleaned up and repacked._

_ Repack your supplies as follows:_

<table>
<thead>
<tr>
<th>Precinct Registers</th>
<th>Clerk Briefcase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Forms Envelope</td>
<td>Clerk Briefcase</td>
</tr>
<tr>
<td>Unused Forms</td>
<td>Clerk Briefcase</td>
</tr>
<tr>
<td>Unused Voter Authorization Slips</td>
<td>Grey Tub</td>
</tr>
<tr>
<td>Alpha Stands</td>
<td>Grey Tub</td>
</tr>
<tr>
<td>Pens</td>
<td>Clerk Briefcase</td>
</tr>
<tr>
<td>Activators</td>
<td>Small Activator Bag</td>
</tr>
<tr>
<td>Power Cords</td>
<td>Small Activator Bag</td>
</tr>
<tr>
<td>Voter Cards</td>
<td>Small Activator Bag</td>
</tr>
<tr>
<td>Authorization Slip Envelope</td>
<td>Grey Tub</td>
</tr>
<tr>
<td>Unused Authorization Slips</td>
<td>Grey Tub</td>
</tr>
</tbody>
</table>

All workers will all stay at the precinct and make sure everything is left the way we found it or better. NO ONE LEAVES until the Clerk calls and releases all workers.

---

IF YOU HAVE ANY QUESTIONS OR ARE UNABLE TO WORK PLEASE CALL:

Poll Worker Services
744-5855
SUPERVISOR OF ELECTIONS
IMPORTANT
TELEPHONE NUMBERS

POLL WORKERS
744-5855

SUPPLIES/EQUIPMENT/TECHNICAL SUPPORT
Election Day ONLY
612-7920

CLERKS PHONE BANK
Election Day ONLY
612-7920

ABSENTEE BALLOT DEPARTMENT
612-4180
**Provisional Ballots**

The following persons are entitled to vote a provisional ballot:

1. A voter whose name is in the precinct register with an indication that they were sent an absentee ballot and you are unable to determine that the absentee ballot was returned to the Elections Department or the voter maintains they have not returned the absentee ballot.

2. If the individual is determined to be an ineligible voter and they assert that our information is incorrect and insists on casting a ballot.

3. When voting hours have been extended beyond 7 PM due to a court order, any voters in line after 7 PM must vote a Provisional Ballot.

4. A voter that is listed in the precinct register, but does not have acceptable ID.

5. A person whose name is in the precinct register or electronic database with an indication that his or her driver's license number, Florida identification card number, or the last 4 digits of the social security number has not been verified by the Department of State.

6. A challenged voter.

**If the voter is in the wrong precinct due to a change of address, this is NOT a valid reason for a provisional ballot. Direct the voter to the correct precinct, even if it is 6:50 PM.**

Every effort must be made to determine a voter's eligibility on Election Day as long as the voter is willing and able to wait. Make it clear to the voter that if they are in the wrong precinct, the Canvassing Board will not accept their provisional ballot. If you have determined the voter resides in another precinct, direct the voter to proper precinct.
Notice for Provisional Ballot Voter

Please ensure that all voters, voting provisionally are given this card so they can find out the status of their vote.

Thank you for casting a provisional ballot. The Miami-Dade Elections Department is committed to ensuring that every eligible voter is able to cast a ballot, and provisional ballots are an important way to achieve that goal. You were given the opportunity to vote provisionally because we were unable to verify your eligibility to vote.

By casting a provisional ballot you have, the right to present extra evidence supporting your eligibility to vote to the Supervisor of Elections by no later than 5:00 p.m. on the third day following the election at the address listed below.

If this is a primary election, you should contact the Supervisor of Elections' office immediately to confirm that you are registered and can vote in the general election.

Within 3 days, we will mail you a letter notifying you of the status of your provisional ballot. If you do not receive that notification, or if you have any other question, please call us at 305-498-VOTE (8683).

Thank you/Gracias/Merci,
Lester Sola
Supervisor of Elections/Supervisor de Elecciones/Siplyitahas Baksyon
Miami-Dade County
2700 NW 87 Avenue, Miami, Florida 33172

Mai A hav te vote bitan vôt provizwa w an. Depêteman Eleksyon Ayiti-Dakay lansaje ti ou pe se yon balli vôt provizyo, je nan te vil a. Tou a se bilan vôt provizwa yo. An se te vou chaine vote. Yon balli vôt provizwa oui pa se kapab verifiki ekspresion la ou vôt.
Li vle vle vle vôt provizwa, w pa dwe probar pa sou loke sou sou olonlo ekspresion la. Depi voye ke ayiti-Dakay yo se pas pas la 5:00 p.m., nan lafe sele ayiti ekspyon an nan se si a. Si a se ekspyon pro, se li ou konpratik se vle vle vôt provizwa. Si a se ekspyon pro, se li ou konpratik se vle vôt provizwa. Si a se ekspyon pro, se li ou konpratik se vle vôt provizwa. Si a se ekspyon pro, se li ou konpratik se vle vôt provizwa.
PROVISIONAL BALLOT CERTIFICATE ENVELOPE

OPTICAL SCAN Provisional Vote Processing Procedures

1. [ ] Voter resides in the precinct and is otherwise eligible.
   [ ] Voter fails to present photo identification.

2. If the voter does not present photo identification or fails any eligibility check, mark "Rejected" on the envelope.

3. [ ] Voter resides in the precinct and is otherwise eligible.
   [ ] Voter resides in the supervisor's office confirmation that their signature is legible and cannot be verified.

4. [ ] Voter resides in the supervisor's office confirmation that their signature is legible and cannot be verified.
   [ ] There is an indication on the precint register that the voter has requested an absentee ballot and the voter does not have a ballot to surrender. Poll worker cannot verify that the voter has not voted.

5. [ ] There is an indication on the precint register that the voter has requested an absentee ballot and the voter has voted in the office or at an early voting site, but the voter's name, address, and signature are not on the register. "No voting," "FL or NJ voter," or "SBA voter," or "not yet verified by the Department of State" is printed on the envelope.

6. [ ] Voter resides in the supervisor's office confirmation that their signature is legible and cannot be verified.

7. [ ] Voter resides in the supervisor's office confirmation that their signature is legible and cannot be verified.

8. [ ] Voter resides in the supervisor's office confirmation that their signature is legible and cannot be verified.

Extended Hours Only

Vote cast after 7 p.m., due to extended hours at polling place:

- [ ] Qualifying voter
- [ ] Eligibility undetermined

1. Have the voter complete the Provisional Ballot Voter's Certificate and Affidavit.

2. Write the voter's signature in the "Election Official" section of the certificate.

3. Issue the voter the Notice for Provisional Ballot Voter.

4. Issue the voter an absentee ballot, absentee envelope, and this certificate envelope.

5. Require voter to place Provisional Ballot Envelope in ballot box after voting.

Information Verified At Supervisor's Office

Registered?:
- [ ] Yes
- [ ] No

Status:

FVRS Voter ID Number:

Address (if different):

Voted in Correct Precinct?:
- [ ] Yes
- [ ] No

"Voted During Early Voting?"
- [ ] Yes
- [ ] No

Signature Match? (Attach Copy)
- [ ] Yes
- [ ] No

Investigative Findings:

Procedures for Canvassing Board to Follow:

1. Review information provided in the Voter's Certificate and Affidavit.
2. Determine if voter resided in state FVRS.
4. Determine whether voter is registered in state FVRS.
5. Review of information provided by the supervisor of elections; provided by voter, if any, and any evidence provided by challenger, if applicable.
6. Access or reject provisional ballot based on determination of the evidence.

For Supervisor of Elections and Canvassing Board Use Only

Canvassing Board Authority:

[ ] COUNTED
[ ] NOT COUNTED

State Reason If Rejected:

49
Optical Scan—Provisional Ballot Voter's Certificate and Affirmation

1. In the presence of the election official, complete and sign this Provisional Ballot Voter’s Certificate and Affirmation.

2. Give the completed Provisional Ballot Voter’s Certificate and Affirmation to the election official.

3. The election official will verify your signature and enter your information into the provisional ballot system.

4. Pay the required fees for filing your provisional ballot.

5. If you are approved, you will receive a provisional ballot to vote in the election.

6. If you are not approved, you will not be permitted to vote in the election.

I, the undersigned, do hereby certify that I am registered to vote in Miami-Dade County, Florida, and that I am not a minor. I hereby certify that I have not voted in the primary election. I am an eligible voter and have not voted in any election, whether primary or general, in which the candidate or candidates for whom I am voting may appear. I have not voted in any election in which the candidate or candidates for whom I am voting may appear. I have not voted in any election in which the candidate or candidates for whom I am voting may appear.

State of Florida, County of Miami-Dade

I, the undersigned, do hereby certify that I am registered to vote in Miami-Dade County, Florida, and that I have not voted in the prior election. I hereby certify that I have not voted in any election, whether primary or general, in which the candidate or candidates for whom I am voting may appear. I have not voted in any election in which the candidate or candidates for whom I am voting may appear.

Provisional Ballot Voter’s Certificate and Affirmation

1. In the presence of the election official, complete and sign this Provisional Ballot Voter’s Certificate and Affirmation.

2. Give the completed Provisional Ballot Voter’s Certificate and Affirmation to the election official.

3. The election official will verify your signature and enter your information into the provisional ballot system.

4. Pay the required fees for filing your provisional ballot.

5. If you are approved, you will receive a provisional ballot to vote in the election.

6. If you are not approved, you will not be permitted to vote in the election.

I, the undersigned, do hereby certify that I am registered to vote in Miami-Dade County, Florida, and that I have not voted in the prior election. I hereby certify that I have not voted in any election, whether primary or general, in which the candidate or candidates for whom I am voting may appear. I have not voted in any election in which the candidate or candidates for whom I am voting may appear.

State of Florida, County of Miami-Dade

I, the undersigned, do hereby certify that I am registered to vote in Miami-Dade County, Florida, and that I have not voted in the prior election. I hereby certify that I have not voted in any election, whether primary or general, in which the candidate or candidates for whom I am voting may appear. I have not voted in any election in which the candidate or candidates for whom I am voting may appear.
Optical Scan Provisional Ballot Processing Procedures:

1. Do not add the voter's name to the Precinct register.
2. Complete and mark appropriate boxes on the Provisional Ballot Envelope indicating the reason for Provisional Ballot.
3. Give the voter a ballot with a secrecy envelope and a Provisional Ballot Voter's Certificate Envelope.
4. Direct the voter to the empty blue voting booth marked for Provisional Ballot voting.
5. Instruct the voter to place voted ballot inside the secrecy envelope with the ballot stub on the outside of the envelope.
6. Rip off ballot stub and place in "Ballot Stub" envelope.
7. Instruct the voter to place secrecy envelope inside the Provisional Ballot Voter's Certificate Envelope.
8. Complete Provisional Ballot Voter's Certificate Envelope with Voter's name, Date of Birth, Address at the time of registration, Voter's signature and current address.
9. Ask the voter if there is any information that should be considered in determining whether or not they are eligible to vote and enter it in the space provided for "Additional Information."
10. Fill in date and precinct number, and sign in space for Election Official.
11. Have the voter sign the Provisional Ballot Voter's Certificate Envelope and escort the voter to the ballot box and cast the ballot.
12. If the voter needs to use the ADA IVotronic to vote a Provisional Ballot, use the Touch Screen Provisional Ballot Voter's Certificate, make the proper selection on the terminal, and enter the code found on the certificate.
13. Hand the voter card with information on how to find out if their ballot was determined to be eligible.
14. If a voter spoils a Provisional Ballot, write "spoiled" across the front of the ballot and place in the Spoiled Ballot envelope. Issue another Provisional Ballot. If the voter spoils a second ballot, he or she will be allowed up to three ballots total.
15. When polls have closed and ballot box is opened, count Provisional Ballots and write number voted in the Ballot Accountability Form.
16. Do not open Provisional Ballot envelopes!
17. Place sealed Provisional Ballot envelopes in Ballot Transfer Bag with un-voted Provisional Ballots and Ballot Accountability Form and return to Collection Center.
Casting A Touch-Screen Provisional Ballot

The Clerk will escort each voter to the Audio terminal ONLY, and then use the Red Activator (PEB) to activate.

1. Insert Red Activator (PEB). The first screen will be precinct selection. Select precinct according to Voter Authorization Slip:
   - □ PRECINCT 586-1
   - □ PRECINCT 587-1

2. Next is a selection confirmation screen. If you have chosen the correct precinct select "Yes."

   Precinct Selection
   Precinct XXX
   Is this selection correct?

3. Next the terminal will present a choice for a provisional ballot or a regular one (for Primary Elections a party choice):
   - □ PROVISIONAL
   - □ Proceed to view ballot

4. Select "PROVISIONAL."

5. Next, the Ballot Code screen appears. The voter should have completed a "Touch Screen Provisional Ballot Certificate" which has a ballot code on the bottom right (back) of the form. Enter this code and press [OK].

6. Next, it will prompt you for a ballot style (or party affiliations in a Primary Election):
   - □ PROVISIONAL 098776
   - □ Proceed to view ballot

7. Choose "Proceed to view ballot" (or the party affiliation for Primary Elections, according to their Authorization Slip).

8. Remove Red Activator (PEB) when prompted: "Please remove Supervisor PEB."

9. The voter presses their language of choice. Terminal will present ballot.
FREQUENT ELECTION DAY SITUATIONS

1) IDENTIFICATION
   a) Any combination of identifications that contains the voter's name, signature, and photo is accepted.
   b) Any registered voter can vote without identification after completing a "Ballot Table Affirmation"
   c) DO NOT TURN ANY VOTER AWAY IF IDENTIFICATION IS NOT AVAILABLE!

2) NO ADDRESS LISTED ON PRECINCT REGISTER
   a) Some voters will appear in the register with no address showing because they are exempt due to their job. When they are checked in at the polling place only their names and signature should be matched.

3) VOTER IS IN "4 / FELON" STATUS
   a) Election Central will let the voter know personally why they are unable to vote
   b) If the voter denies that it was them and states that their rights were restored and/or says it was not for a felony conviction, tell the Clerk to let them vote using a PROVISIONAL BALLOT!

4) VOTER IS IN "3 / DECEASED" STATUS
   a) Do not tell the voter that they are in "deceased" status
   b) Tell the Clerk to ask for picture identification
   c) The Clerk will see if it is the same person
   d) If it is the same person, tell the clerk to add the voter's name and registration number to the back of the precinct register
   e) Election Central will change the voter's status back to "A"

5) VOTER IS UNABLE TO VOTE DUE TO OTHER STATUS PROBLEM
   a) Election Central will let the Clerk know why the Voter is unable to vote
   b) If the voter still desires to vote, provide a PROVISIONAL BALLOT

6) VOTER IS THREATENING TO CALL THEIR ATTORNEY OR A CIVIL RIGHTS ORGANIZATION IF WE DON'T LET THEM VOTE
   a) Explain that a PROVISIONAL BALLOT is still a vote
   b) Remain courteous
   c) Give call to a supervisor if necessary

7) VOTER WANTS OUR VIEW ON ISSUE OR CANDIDATE
   a) We never give our views on any political party, issues, and/or candidate

8) CALLER WANTS INFORMATION ON A VOTER
   a) We can tell anyone if a person is registered
   b) We cannot give out other information such as party, date of birth, and/or address
FREQUENT ELECTION DAY SITUATIONS

9) UNABLE TO LOCATE VOTER ON SYSTEM
   a) Registered after the books closed?
   b) Check for voter using “date of birth” or “address”
   c) Check “Search Hold.” (To find caller quickly, type in first letter of last name and press “Search Hold” button on bottom of screen.)
   d) If caller is in “Search Hold” it is because their form was received incomplete. Per Florida State Statute 97.053, the date of registration is when a completed form is received in our office. The caller can now give you this missing information but cannot vote.
   e) If the voter insists, let them vote using a PROVISIONAL BALLOT.

10) POLITICAL PARTY PROBLEMS
    a) During any Primary type election, voters sometimes wish to vote for another political party than they are registered for. Use “Show card” to hopefully find a copy of their voter’s registration form which will show you the party they registered under.
    b) If the voter has a problem with the party in which they must vote for, call a supervisor who will view what elections they voted and changes made to their record.

11) WANTS TO VOTE IN THE POLLING PLACE BUT “AB SENT” IS ON PRECINCT REGISTER
    a) If the Voter brings in their absentee ballot, tell the Clerk to “void” the ballot by tearing it part way and let them vote on the iVotronic.
    b) If the Voter does not bring in their absentee ballot, see if the absentee ballot was returned.
       i) If not, let them vote on the iVotronic
       ii) Notify an Election Central supervisor to void their ballot
       iii) If there is a problem, let them vote using a PROVISIONAL BALLOT.

12) WANTS TO VOTE IN THE POLLING PLACE BUT “AB RETURNED” IS ON PRECINCT REGISTER
    a) Tell the clerk to let the voter know that their ballot was already returned and that they are unable to vote in the polling place.
    b) If there is a problem, let them vote using a PROVISIONAL BALLOT.

13) VOTER REALIZED THEIR ABSENTEE BALLOT WAS SENT IN MISSING NEEDED INFORMATION AND NOW WANTS TO VOTE IN THE POLLING PLACE
    a) Tell the voter that according to Florida Law, once a ballot is received at the Supervisor of Elections, it is considered a vote, even if the ballot is invalid due to missing information and will not be counted.
    b) If the voter insists, let them vote using a PROVISIONAL BALLOT.

14) VOTER WANTS TO DROP OFF THEIR OWN ABSENTEE BALLOT AND NOT VOTE IN THE POLLING PLACE
    a) Have the Clerk explain to the voter that the ballot will not be counted since it must be received by the Supervisor of Election’s office no later than 7:00 pm on Election Day.
    b) The voter must either drop off their ballot at the main office or vote in the polling place.
    c) Tell the Clerk that if the ballot is just left there, to “void” it and place it with the other voided absentee ballots.

25
FREQUENT ELECTION DAY SITUATIONS

15) VOTER BRINGS IN THEIR ABSENTEE BALLOT AND WANTS TO VOTE IN THE POLLING PLACE
    a) Tell the Clerk to “void” the ballot and let them vote using the iVotronic machine

16) VOTER WANTS TO DROP OFF SOMEONE ELSE'S ABSENTEE BALLOT
    a) Have the Clerk explain to the voter that the ballot will not be counted since it must be received by the Supervisor of Election's office no later than 7:00 pm on Election Day
    b) The voter must either drop off their ballot at the main office or vote in the polling place
    c) Tell the Clerk that if the ballot is just left there, to “void” it and place it with the other voided absentee ballots
EXHIBIT Y

to
SUPPLEMENTAL DECLARATION OF GLENN BURHANS, JR.
NOTICE OF RIGHTS TO
PROVISIONAL BALLOT VOTERS

Your Provisional Ballot will be taken to the Orange County Elections office tonight. The elections staff will research your voter registration records and provide all the information to the Orange County Canvassing Board. The Canvassing Board will review this documentation, along with any additional documentation you might provide prior to the statutory deadline, then determine whether or not your ballot can be legally counted.

You may provide written evidence supporting your eligibility to vote to the Supervisor of Elections at 119 W. Kaley Street, Orlando, FL 32806, by no later than 5:00 p.m. of the third day following the election.

Note: If you voted a provisional ballot because you did not have photo or signature identification, your ballot will be counted if your signature on the provisional ballot Voter's Certificate and Affirmation matches the signature on your registration record and if you voted in the correct precinct. You will not need to provide further written evidence to the Supervisor of Elections.

If this is a primary election, you should contact our office immediately to confirm that you are registered and can vote in the general election.

Free Access System:
You may call (407) 836-2070 for information regarding the status of your Provisional Ballot — whether it was counted or not. You will be asked for your name, date of birth and the precinct number where you cast your Provisional Ballot. You will also receive a letter regarding the final outcome of your ballot.
AVISO DE DERECHOS PARA VOTANTES CON UNA PAPELETA PROVISIONAL

Su papeleta provisional se llevará esta noche a la Oficina de Elecciones del Condado de Orange. Los empleados de la oficina de elecciones investigarán su registro de votante y le proveerán la información a la Junta de Escrutinio del Condado de Orange. La Junta revisará esta información, junto con cualquier información adicional que usted provea antes de la fecha límite según los estatutos, y entonces se determinará si su papeleta puede ser legalmente contada.

Usted puede proveer por escrito, evidencia que apoye su elegibilidad para votar a la Oficina del Supervisor de Elecciones al 119 W. Kaley Street, Orlando, FL 32805, a no mas tardar de las 5:00 p.m. del tercer día después de la elección.

Aviso: Si usted votó una papeleta provisional porque usted no tenía su identificación con fotografía o firma, su papeleta será contada si su firma en el Certificado de Votante de su papeleta provisional y la firma de la Afirmación de Votante coincide con la firma que existe en su registro de votante, y si usted votó en el precinto correcto. Usted no necesitará proveer información adicional por escrito al Supervisor de Elecciones.

Si ésta es una elección primaria, usted debe comunicarse con nuestra oficina inmediatamente para confirmar que usted está inscrito para votar y que pueda votar en las elecciones generales.

Sistema de Acceso a Información Gratuita:
Usted puede llamar al (407)-836-2070 para obtener información sobre el estado de su papeleta provisional – aunque sea o no sea contada. Le preguntarán su nombre, fecha de nacimiento y el número de precinto en el cual usted votó su papeleta provisional. También recibirá una carta informándole del resultado de su papeleta.
NOTICE OF RIGHTS TO PROVISIONAL BALLOT VOTERS
(Section 101.048, Florida Statutes)

If this is a primary election, you should contact the supervisor of elections' office immediately to confirm that you are registered and can vote in the general election.

You may provide written evidence supporting your eligibility to vote to the Supervisor of Elections at 240 South Military Trail, West Palm Beach, FL 33415 by no later than 5:00 p.m. of the third day following the election.

If you voted a provisional ballot because you did not have the proper identification, your ballot will be counted if your signature on the provisional ballot Voter's Certificate and Affirmation matches the signature on your registration record and if you voted in the proper precinct. You will not need to provide further written evidence to the Supervisor of Elections.

Please be advised that you will be notified, in writing, within thirty (30) days whether or not your provisional ballot was opened and counted by the canvassing board in the final canvass of votes. Your provisional ballot will be presented to the canvassing board and they will determine if it is valid or not.

Palm Beach County Supervisor of Elections
240 South Military Trail, West Palm Beach FL 33415
Post Office Box 22309, West Palm Beach FL 33416-2309
561/656-6200  FAX: 561/656-6220
www.pbcelections.org

PLAINTIFF'S EXHIBIT

3-27-00

2005 10-24-07
Notice of Rights to Provisional Ballot Voters
Section 101.048 and 101.049 FS
Hillsborough County, Florida

You have voted a Provisional Ballot and have the right to present additional written evidence supporting your eligibility to vote to the Supervisor of Elections not later than 5 p.m. of the third day following the election. You may provide written evidence to either the Supervisor of Elections Main Office at 601 East Kennedy Boulevard, 16th Floor, Tampa, Florida 33602 or the Robert L. Gilder Elections Service Center at 2514 Falkenburg Road, Tampa, Florida 33619. If you do not present additional written evidence supporting your eligibility to vote, the Election Canvassing Board will determine your eligibility to vote based on the information you provided on the Provisional Ballot Voter's Certificate and Affirmation. If you voted a provisional ballot because you did not have the proper identification, your ballot will be counted if your signature on the Provisional Ballot Voter's Certificate and Affirmation match the signature on your registration record and if you voted in the proper precinct. You will not need to provide further written evidence to the Supervisor of Elections. We will notify you by mail of the status of your Provisional Ballot within 30 days after the election. You may make an inquiry on the status of your ballot by calling our office no earlier than five days after the election at (813) 272-5850, or toll free at 1-888-297-4362.

IMPORTANT: If this is a Primary Election, you should contact the Supervisor of Elections office immediately at the above phone numbers to confirm that you are registered and can vote in the General election.
Provisional Ballots

The following persons are entitled to vote a provisional ballot:

1. A voter whose name is in the precinct register with an indication that they were sent an absentee ballot and you are unable to determine that the absentee ballot was returned to the Elections Department or the voter maintains they have not returned the absentee ballot.

2. If the individual is determined to be an ineligible voter and they assert that our information is incorrect and insists on casting a ballot.

3. When voting hours have been extended beyond 7 PM due to a court order, any voters in line after 7 PM must vote a Provisional Ballot.

4. A voter that is listed in the precinct register, but does not have acceptable ID.

5. A person whose name is in the precinct register or electronic database with an indication that his or her driver’s license number, Florida identification card number, or the last 4 digits of the social security number has not been verified by the Department of State.

6. A challenged voter.

If the voter is in the wrong precinct due to a change of address, this is NOT a valid reason for a provisional ballot. Direct the voter to the correct precinct, even if it is 6:50 PM.

Every effort must be made to determine a voter’s eligibility on Election Day as long as the voter is willing and able to wait. Make it clear to the voter that if they are in the wrong precinct, the Canvassing Board will not accept their provisional ballot. If you have determined the voter resides in another precinct, direct the voter to proper precinct.
**Notice for Provisional Ballot Voter**

Please ensure that all voters, voting provisionally are given this card so they can find out the status of their vote.

<table>
<thead>
<tr>
<th>Notice for Provisional Ballot Voter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aviso para elector que vota con boletas provisionales</td>
</tr>
<tr>
<td>Avi A Votá Bilten Yot Pwowizwa</td>
</tr>
</tbody>
</table>

Thank you for casting a provisional ballot. The Miami-Dade Elections Department is committed to ensuring that every eligible voter is able to cast a ballot, and provisioned ballots are one important way to achieve that goal. You were given the opportunity to vote provisionally because we were unable to verify your eligibility to vote.

By casting a provisional ballot, you have the right to present written evidence supporting your eligibility to vote to the Supervisor of Elections by no later than 8:00 p.m. on the next day following the election at the address listed below.

If this is a primary election, you should contact the supervisor of elections' office immediately to confirm that you are registered and can vote in the general election.

Within 30 days, we will mail you a letter notifying you of the status of your provisional ballot. If you do not receive this certification, or if you have any other question, please call us at 305-469-VOTE (8683).

---

<table>
<thead>
<tr>
<th>Notice for Provisional Ballot Voter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aviso para elector que vota con boletas provisionales</td>
</tr>
<tr>
<td>Avi A Votá Bilten Yot Pwowizwa</td>
</tr>
</tbody>
</table>

Gracias por haber emitido su voto en una boleta provisional. El Departamento de Elecciones de Miami-Dade tiene como condición que todo elector con derecho a voto puede emitir una boleta electoral. Las boletas provisionales son un método importante para hacer realidad dicha meta. A usted le da la oportunidad de emitir un voto provisional porque no pudimos verificar su identidad (identificación) para votar.

Al emitir una boleta provisional, usted tiene el derecho de presentar por escrito pruebas de su identidad para emitir su boleta electoral en el Supremo de Elecciones a más tardar para las 8:00 p.m. del tercer día a continuación de la elección a la dirección indicada a continuación.

El boletín de una elección primaria, debe comunicarse inmediatamente con la dirección del supervisor de elecciones para confirmar que está inscrito y que puede votar en la elección general.

En los días a menos, recibirá una carta en la que se le informará el estado de su boleta provisional. Si no recibe esta notificación o desea anotar algo, abra llamadas por el 305-469-VOTE (8683).

---

**Thank you/Gracias/Íntel,**

**Lester Sola**

**Supervisor of Elections/Supervisor de Elecciones/Spívěžk Eleakson**

**Miami-Dade County**

2700 NW 87 Avenue, Miami, Florida 33172
Miami-Dade Elections

PROVISIONAL BALLOT CERTIFICATE ENVELOPE

OPTICAL SCAN: Provisional Ballot: Processing Procedures

1. "Check image of Provisional Ballot (Note: All images are supplied)."
   - [ ] Voter's name does not appear in the registered voter file; voter's signature cannot be verified.
   - [ ] Voter resides outside supervisor's election jurisdiction.
   - [ ] There's an indication on the precinct register that the voter has voted more than once.
   - [ ] Voter cannot verify that the voter has voted more than once.

2. There's an indication on the precinct register that the voter has voted more than once, or that the voter has voted at a polling place.
   - [ ] Voter's signature does not match signature on record and affinity refused.
   - [ ] Voter's signature does not match signature on record and affinity refused.

3. Voter is challenged at the precinct.
   - [ ] Voter is challenged at the precinct.
   - [ ] Voter is not eligible to vote.
   - [ ] Voter is not eligible to vote.

4. Voter is challenged at the precinct.
   - [ ] Voter is challenged at the precinct.
   - [ ] Voter is challenged at the precinct.

5. Voter is challenged at the precinct.
   - [ ] Voter is challenged at the precinct.
   - [ ] Voter is challenged at the precinct.

6. Voter is challenged at the precinct.
   - [ ] Voter is challenged at the precinct.
   - [ ] Voter is challenged at the precinct.

7. Voter is challenged at the precinct.
   - [ ] Voter is challenged at the precinct.
   - [ ] Voter is challenged at the precinct.

8. Voter is challenged at the precinct.
   - [ ] Voter is challenged at the precinct.
   - [ ] Voter is challenged at the precinct.

9. Voter is challenged at the precinct.
   - [ ] Voter is challenged at the precinct.
   - [ ] Voter is challenged at the precinct.

Extended Hours Only: Vote cast after 7 p.m. due to extended hours at polls by:
- [ ] Qualified voter
- [ ] Eligibility undetermined

Have the voter complete the Provisional Ballot Voter's Certificate and Affidavit.

Witness the voter's signature and complete the "Election Official" section of the Certificate.

Issue the voter the Notice for Provisional Ballot Voter.

Issue the voter a provisional ballot, secrecy envelope, and this Certificate envelope.

Inform voter to place Provisional Ballot envelope in ballot box after voting.

Information Verified At Supervisor's Office

Registered? [ ] Yes [ ] No
Status [ ] TVR Voter ID Number

Address (if different)

Voter in Correct Precinct? [ ] Yes [ ] No
Voter Cast Absentee Ballot? [ ] Yes [ ] No
Signature Matches? (Attach Copy) [ ] Yes [ ] No

Investigative Findings:

Procedures for Canvassing Board to Follow:

1. Review information provided by Supervisor's Office, evidence provided by voter, and any other evidence provided by canvassing board.
2. Determine if the voter is registered in state.
3. Determine if the voter voted in the correct precinct.
5. Determine whether the voter cast an absentee ballot or voted during early voting.
6. Review all information provided by Supervisor's Office, evidence provided by voter, and any other evidence provided by canvassing board.

For Supervisor of Elections and Canvassing Board Use Only:

Canvassing Board Actions [ ] Counted [ ] Not Counted
State Reason if Rejected

Date: November 8, 2022

Page 49
Optical Scan Provisional Ballot Processing Procedures:

1. DO NOT add the voter's name to the Precinct register.
2. Complete and mark appropriate boxes on the Provisional Ballot Envelope indicating the reason for Provisional Ballot.
3. Give the voter a ballot with a secrecy envelope and a Provisional Ballot Voter's Certificate Envelope.
4. Direct the voter to the empty blue voting booth marked for Provisional Ballot voting.
5. Instruct the voter to place voted ballot inside the secrecy envelope with the ballot stub on the outside of the envelope.
6. Rip off ballot stub and place in "Ballot Stub" envelope.
7. Instruct the voter to place secrecy envelope inside the Provisional Ballot Voter's Certificate Envelope.
8. Complete Provisional Ballot Voter's Certificate Envelope with Voter's name, Date of Birth, Address at the time of registration, Voter's signature and current address.
9. Ask the voter if there is any information that should be considered in determining whether or not they are eligible to vote and enter it in the space provided for "Additional Information."
10. Fill in date and precinct number, and sign in space for Election Official.
11. Have the voter sign the Provisional Ballot Voter's Certificate Envelope and escort the voter to the ballot box and cast the ballot.
12. If the voter needs to use the ADA IVotronic to vote a Provisional Ballot, use the Touch Screen Provisional Ballot Voter's Certificate, make the proper selection on the terminal, and enter the code found on the certificate.
13. Hand the voter card with information on how to find out if their ballot was determined to be eligible.
14. If a voter spoils a Provisional Ballot, write "spoiled" across the front of the ballot and place in the Spoiled Ballot envelope. Issue another Provisional Ballot. If the voter spoils a second ballot, he or she will be allowed up to three ballots total.
15. When polls have closed and ballot box is opened, count Provisional Ballots and write number voted in the Ballot Accountability Form.
16. DO NOT open Provisional Ballot envelopes!
17. Place sealed Provisional Ballot envelopes in Ballot Transfer Bag with un-voted Provisional Ballots and Ballot Accountability Form and return to Collection Center.
Miami-Dade Elections

Nº de Elegible: 1365547

Nombre: Cindy Elaine Brown

Fecha de Nacimiento: 12/11/1954

Res reviewed by:

Cindy Elaine Brown

Voto Provisional N°: P01

Provisional Voter: A499838

Firm: 

Date: 11/20/2021

53
Casting A Touch-Screen Provisional Ballot

The Clerk will escort each voter to the Audio terminal ONLY, and then use the Red Activator (PEB) to activate.

1. Insert Red Activator (PEB). The first screen will be precinct selection. Select precinct according to Voter Authorization Slip:
   - [ ] PRECINCT 586-1
   - [ ] PRECINCT 587-1

2. Next is a selection confirmation screen. If you have chosen the correct precinct select "Yes."

   Precinct Selection
   Precinct XXX
   Is this selection correct?

3. Next the terminal will present a choice for a provisional ballot or a regular one (for Primary Elections a party choice):
   - [ ] PROVISIONAL
   - [ ] Proceed to view ballot

4. Select "PROVISIONAL."

5. Next, the Ballot Code screen appears. The voter should have completed a "Touch Screen Provisional Ballot Certificate" which has a ballot code on the bottom right (back) of the form. Enter this code and press [OK].

6. Next, it will prompt you for a ballot style (or party affiliations in a Primary Election):
   - [ ] PROVISIONAL 098776
   - [ ] Proceed to view ballot

7. Chose "Proceed to view ballot" (or the party affiliation for Primary Elections, according to their Authorization Slip).

8. Remove Red Activator (PEB) when prompted: "Please remove Supervisor PEB."

9. The voter presses their language of choice. Terminal will present ballot.