



REGISTRAR OF VOTERS

Processing CVR Voters

PROCEDURE DOCUMENT – Version 1.0

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# Processing CVR Voters

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1. Instruct the voter to complete the highlighted sections of the CVR application.
2. Turn the envelope to the side that says “Provisional Ballot Envelope”.
3. Locate the *Poll Worker: Complete the checklist below* section of the envelope.
4. Read the first checkbox and write the Poll ID in the *Poll ID:* box based on your location:
  - i. ROV **5462**
  - ii. Apple Valley **3152**
  - iii. Joshua Tree **5659**
  - iv. Ontario **5757**
  - v. Victorville **5607**
5. Write the Voter ID in the *Voter ID:* box. (if applicable)
6. Checkmark the box when completed.
7. Read the statement to the voter and checkmark the second box once completed.
8. Review the front of the envelope to make sure the highlighted sections are completed and checkmark the 3<sup>rd</sup> & 4<sup>th</sup> checkboxes.
9. Skip checkbox number 5.
10. Have Lead review the CVR Application and provide you with Affidavit number.
11. Process the voter through Panorama:
  - a. Click **Register New Voter**, key the information from the envelope into Panorama.
  - b. Look up the voter again.
  - c. Click **Issue Provisional Ballot**
  - d. Click **Print Ticket**
    - a. Review and check box 3
      - i. Fold the ticket and place it in the **Receipt Pocket** (Ensure all of the voter information is displayed)
    - b. Skip Box 4
12. Direct the voter to complete Step 4
13. Complete Step 5
  - a. Review and check box 1
  - b. Skip Box 2
14. Complete CVR Log
15. Raise envelope to notify Ballot Delivery Clerks
16. Inform the voter to tear off Ballot Stub and Provisional Ballot Envelope Receipt

## Authorization

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