



REGISTRAR OF VOTERS

Opening and Extracting Provisional Ballots

PROCEDURE DOCUMENT – Version 1.1

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Opening and Extracting Provisional Ballots

Scope

This procedure is to be used in the Ballot Department and is not applicable in any other departments. It has been designed for the Ballot Preparation Team and any other personnel assigned to the task of opening and extracting provisional ballots.

Provisional Envelope Opening Team

Prior to extracting the ballot from the provisional envelope, the team must verify that the ballot inside matches the ballot type that the voter is eligible to vote on.

1. Look at the in the lower-left corner of the front of the envelope.
2. Make sure the checkmark next to word Count is marked with the ballot type number. This indicates that the envelope is **Ready for Count**.

First Check	Second Check	Third Check	OFFICE U
<input checked="" type="checkbox"/> Count 0245	<input type="checkbox"/> Count	<input type="checkbox"/> Count	El
<input type="checkbox"/> No Count: _____	<input type="checkbox"/> No Count: _____	<input type="checkbox"/> No Count: _____	
Initials: JG	Initials:	Initials:	In

Note: There may be multiple checks. Make certain that the last check of the list is marked as ready for **Count**.

3. Find the eligible ballot type (and party, if present) on the envelope by looking at the number under *Step 2* of the back of the envelope.

Step 2: Supervisor – Complete the checklist below	
<input type="checkbox"/> Record the voter's name and ballot type below	
Voter's Name (First Last) _____	Ballot Type 0245
<input type="checkbox"/> (If applicable) Remove the signed <i>Voter Registration Application</i> and place in the Voter Registration Inbox	
<input type="checkbox"/> Place the <i>CVR Provisional Ballot Envelope</i> in the Ballot Clerk Inbox	
Step 3: Ballot Clerk – Complete the checklist below	

4. Compare to the eligible ballot type (and party, if present) on the front of the envelope, next to the check box indicating that the ballot is ready to go to **Count**.

The left image shows a 'First Check' box with a 'Count' checkbox and the number '0245' handwritten next to it. The right image shows a 'Select your political preference' section with checkboxes for various parties, including 'Democratic Party' which is checked.

Note: The front of the envelope may be missing the ballot type information. Write it into the below area using the three-letter abbreviation for the party (if this is a partisan primary election) followed by the ballot type number; you may remove any starting 0's from the ballot type number (e.g. Democratic Ballot 0245 becomes DEM245).

The image shows a form titled 'Eligible Ballot Type' with a red box around the text 'DEM245'. Below the box are checkboxes for 'Ballot Types Match' and 'Ballot Types Do Not Match', and a field for 'Initials'.

5. If the ballot type (and party) match, slice open the bottom of the envelope using an envelope mail opener.
6. Place the sliced envelope into a **Ready for Extraction** mail tray.
7. When the **Ready for Extraction** tray is filled up, place it on the rack labeled **Provisionals Ready for Extraction**.

Provisional Envelope Extraction Team

1. Pull the *Ready for Extraction* tray from the *Provisionals Ready for Extraction* rack.
2. Take the envelope currently on the top of the stack from the *Ready for Extraction* tray.
3. Make sure that the checkbox next to the word Count in the lower left corner of the envelope is checked. This indicates that the envelope is ready to be counted.

First Check	Second Check	Third Check
<input checked="" type="checkbox"/> Count 0309	<input type="checkbox"/> Count	<input type="checkbox"/> Count
<input type="checkbox"/> No Count	<input type="checkbox"/> No Count	<input type="checkbox"/> No Count
Initials: JMO	Initials:	Initials:

Note: There may be multiple checks. Make certain that the last check of the list is marked as ready for **Count**.

4. Find the eligible ballot type (and party, if present) on the envelope by looking at the back of the envelope.

Voter ID: _____

BALLOT TYPE
REP-0309

Voting Method: BMD

5. Compare to the eligible ballot type (and party, if present) on the front of the envelope.

Thai
ไทย

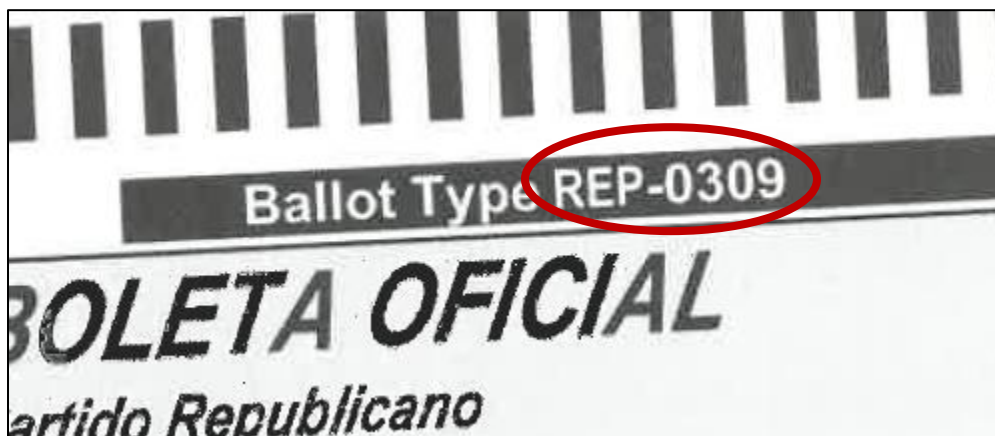
☐ Vietnamese
Việt ngữ

CE USE ONLY - SÓLO PARA USO DE L

Eligible Ballot Type: REP-0309

Note: if this information is missing on the front of the envelope, send it back to the Opening Team.

6. If the ballot type (and party) compare, remove the ballot from the envelope.



7. Compare the ballot type (and party) on the ballot to the eligible ballot type (and party) listed on the front of the envelope.
8. Write the ballot type number (and party) in the **Voted Ballot Type** in the field.
9. If they match, place a checkmark in the **Ballot Types Match** checkbox.
 - a. Place the ballot into the green tray.
 - b. Place the provisional envelope into the envelope storage tray.

OFFICE USE ONLY - SÓLO PARA USO DE LA OFICINA	
Extraction	
Eligible Ballot Type: REP 309	Voted Ballot Type: REP 309
<input checked="" type="checkbox"/> Ballot Types Match	→ Green / Count
<input type="checkbox"/> Ballot Types Do Not Match	→ Red / Redaction
Initials: CJ	

10. If the ballot type or party do not match, mark the **"Ballot Types Do Not Match"** checkbox.
 - a. Place the ballot back into the envelope.
 - b. Place the provisional envelope into the red tray (see the section titled *"Non-Matching Ballot Types"*).

OFFICE USE ONLY - SÓLO PARA USO DE LA OFICINA	
Extraction	
Eligible Ballot Type: REP 0245	Voted Ballot Type:
<input type="checkbox"/> Ballot Types Match	→ Green / Count
<input checked="" type="checkbox"/> Ballot Types Do Not Match	→ Red / Redaction
Initials: CJ	

Non-Matching Ballot Types

If the voter voted on a ballot type other than their eligible ballot type, this needs to be handled by a specialized provisional extraction team of two. Collect all provisional envelopes from the red trays marked as “Ballot Types Do Not Match” and provide them in a single red tray to a team situated away from the main extraction team.

1. Team member 1 takes the top envelope from the mail tray.
2. Team member 1 takes out the ballot from the envelope and give it to team member 2.
3. Team member 1 will read off the eligible ballot type to team member 2.
4. Team member 2 confirms if the ballot type matches the eligible ballot type.
5. If the ballot type does match:
 - a. Team member 2 places the extracted ballot card(s) into the green tray for count.
6. If the ballot type does NOT match:
 - a. Team member 2 will stamp the ballot card(s) with a Duplicated stamp on an area of the card that has no contests nor candidates.
 - b. Team member 1 will read off the eligible ballot type again.
 - c. Team member 2 will write the eligible ballot type into the PREC field.
- d. Team member 2 will place the stamped ballot cards into the red tray for duplication.
7. Team member 1 will place the extracted envelope in a yellow tray.
8. Repeat the process for each provisional envelope.
9. Bring the extracted ballots from the green tray to the Extraction’s boxing team.
10. Separately, bring the extracted ballots from the red tray to the Extraction’s challenge review team.

Duplicated

PREC. Rep 245
LOG NO. _____
INIT. _____

Authorization

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