



REGISTRAR OF VOTERS

# Opening and Extracting Provisional Ballots

PROCEDURE DOCUMENT – Version 1.0

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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. Make sure the status of the envelope reads ready for count in the lower-left corner of the front of the envelope; it will have a checkmark on the checkbox next to the word **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**.

2. 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

- Record the voter's name and ballot type below

Voter's Name (First Last) [REDACTED]

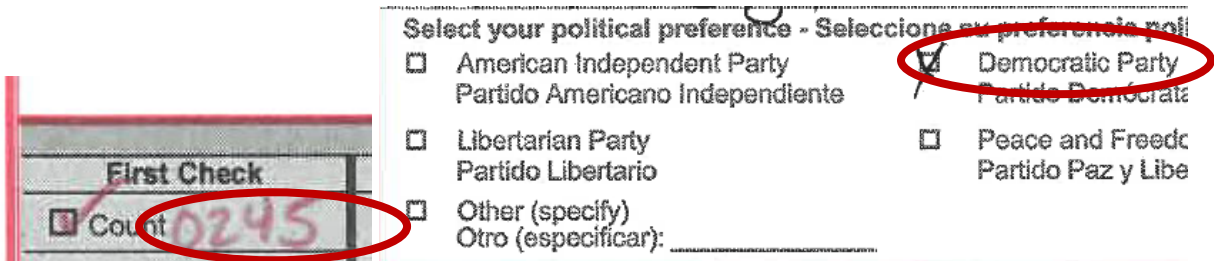
Ballot Type

Dem 0245

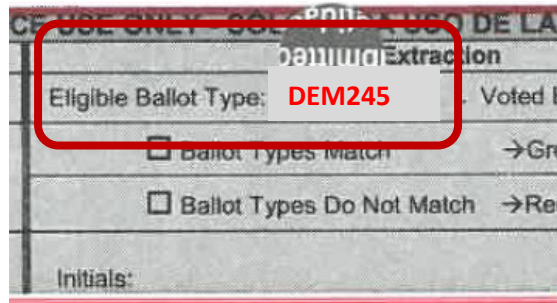
- (If applicable) Remove the signed *voter Registration Application* and place in the Voter Registration Inbox
- Place the *CVR Provisional Ballot Envelope* in the Ballot Clerk Inbox

### Step 3: Ballot Clerk – Complete the checklist below

3. 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**.



**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).



4. If the ballot type (and party) compare, slice open the bottom of the envelope using an envelope opener.
5. Place the sliced envelope into a *Ready for Extraction* tray.
6. Once full, place the *Ready for Extraction* tray on the rack labeled *Provisionals Ready for Extraction*.

## Provisional Envelope Extraction Team

1. Pull a 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 the status of the envelope reads ready for count in the lower-left corner of the front of the envelope; it will have a checkmark on the checkbox next to the word **Count**.

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.

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Eligible Ballot Type: REP309

**Note:** The front of the envelope may be missing this information. Send this back to the Opening Team if so.

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



7. Compare the ballot type (and party) on the ballot to the eligible party and ballot type listed on the front of the envelope.
8. Write the Voted Ballot Type in the field next to the Eligible Ballot Type field.
9. If they match, place a checkmark in the Ballot Types Match checkbox.

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Extraction	
Eligible Ballot Type: <u>REP309</u>	Voted Ballot Type: <u>REP309</u>
<input checked="" type="checkbox"/> Ballot Types Match	→ Green / Count
<input type="checkbox"/> Ballot Types Do Not Match	→ Red / Redaction
Initials: <u>CA</u>	

10. If the ballot type or party do not match, mark the "Ballot Types Do Not Match" checkbox, place the ballot back into the envelope, and place the provisional envelope into the red tray.
11. Place the ballot into the green tray.
12. Place the provisional envelope into the envelope storage tray.

## Authorization

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