



REGISTRAR OF VOTERS

Adding Out of County & Voters Not Registered to the Provisional Module

PROCEDURE DOCUMENT – Version 2.0

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Adding Out of County & Voters Not Registered to the Provisional Module

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Scope

This procedure details how to add voters who would be challenged as “Not Registered” or “Voted Wrong County” to the provisional Voter Module. The procedure that explains how to add voters who might not be challenged, or would receive a challenge unrelated to the status of their registration, check the “Adding Voters to the Voter Provisional Module” procedure.

Definitions

DIMS: San Bernardino County’s election management system. It is where we store records for voters, and where we handle many processes related to elections.

Provisional Module: A module within DIMS where provisional and CVR ballots are processed and adjudicated.

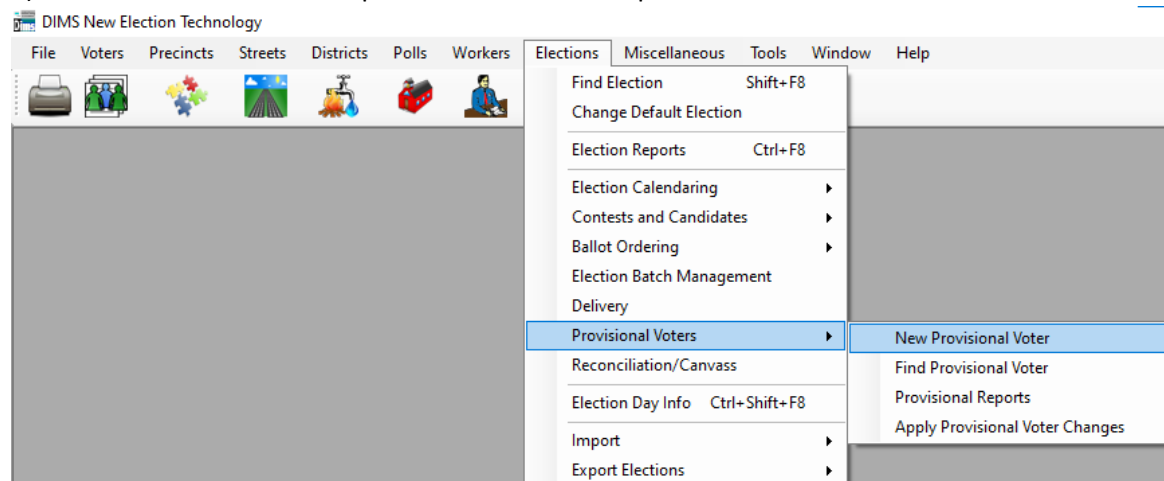
Control Number: A number unique to each provisional envelope that has a barcode associated with. It is located on the top right of either side of the envelope.

OOC: An abbreviation for “Out of County” – Refers to when a voter resides in another county.

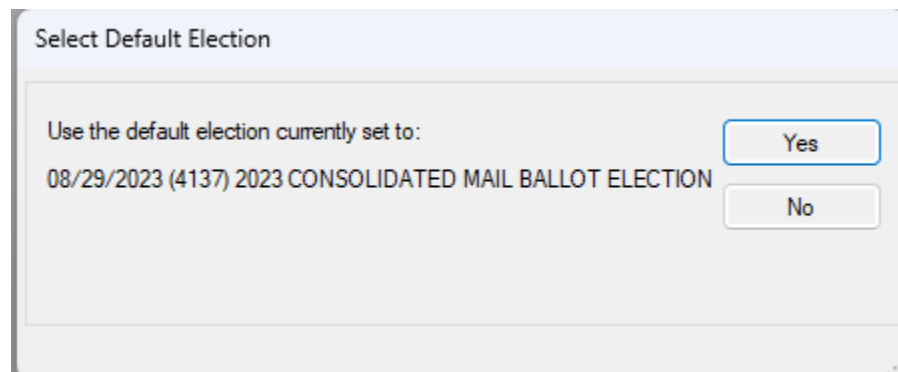
VNR: An abbreviation for “Voter Not Registered” – Refers to when a voter is not registered to vote.

Adding OOC & VNR to the Provisional Module

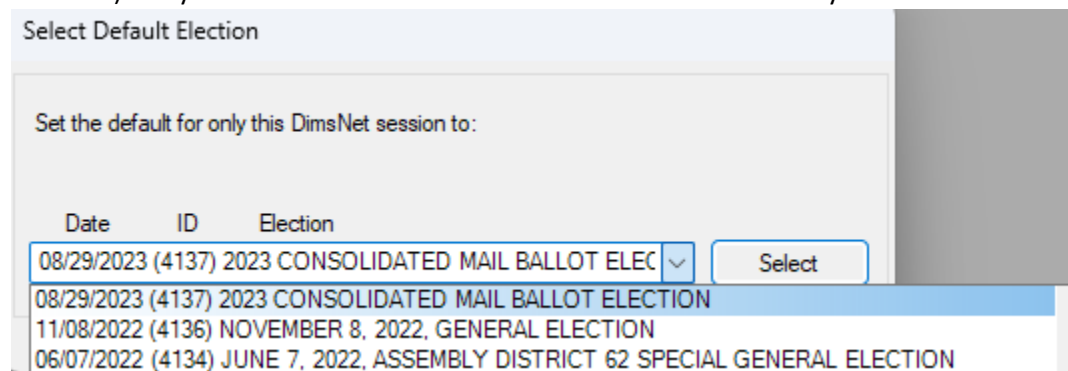
- 1) Log in to DIMS.net.
- 2) Click on the **Elections** drop-down menu at the top.



- 3) Mouse over **Provisional Voters** and select **New Provisional Voter**.
- 4) The **Select Default Election** window will pop up if you have not already set the default for this session of DIMS.



- a) If you already have set it to the current election, then skip to step 5. Otherwise proceed through the following steps.
- b) If the listed election is the current one, then select **Yes** and move to step 5.
- c) If the listed election is not the current one, select **No**, and then select the correct election from the dropdown menu that appears.
 - i) If you are unsure of what the current election is refer to your lead.



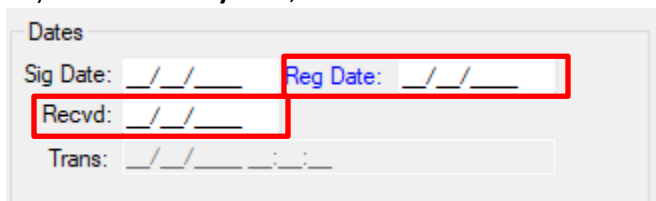
- d) Click **OK** on the “Selection Confirmed” notification window.
5) Ensure you are on the **Import Details** tab.

The screenshot shows the 'Import Details' tab of a voter registration application. The 'Import Actions/Category' section includes a 'Find Voter' button and an 'Adjudicate' button. Below this, there are input fields for 'Before' information: Name, Residence, City/St/Zip, Mail 1, Mail 2, and Mail 3. The 'Provisional Info' section contains dropdown menus for 'Source:', 'Reason:', and 'Control #:', along with checkboxes for 'Count Ballot?', 'Update Voter History', and 'Update Voter?'.

- 6) In the **Type** drop-down, select **Paper Provisional**.
7) In the **Source** field, select **Poll Place** from the dropdown.
8) Use the **Reason** dropdown menu and follow the next steps to select the relevant reason code.
a) If you searched for the voter and could not find them, or their **Status** was **Fatal Pending** or **Cancelled** then select **Voter Not Registered**.
b) If the residence address that the voter wrote on the envelope is in a different county, then select **Voted In Wrong County**.
9) In the **Control #** field, use the hand scanner to scan in the **Control Number**, which is found on the upper right hand corner of the envelope.
a) The window will automatically transfer to the **Voter Details** tab.
10) A window will appear prompting you to enter a **Last Name**. Click **Ok** and key in the voters' last name into the **Last Name** field.
11) Go to the **First Name** field and key in the voter's first name.
12) Enter the voters' date of birth in the **Birth Date** field.
a) If the voter did not provide a date of birth then use **1/1/1850** as the birth date.

The screenshot shows the 'Properties' tab of a voter registration application. The 'Preferences/Traits' section includes dropdown menus for 'Birth Plc:', 'Party:', 'Language:', and 'Race:', along with checkboxes for 'Gender:' and 'Occuptn:'. The 'NVRA / Notices' section contains dropdown menus for 'Source:', 'Delivery:', 'Type:', and 'Reg By:', along with checkboxes for 'By Mail:', 'Notification Card:', 'Missing Information Mail:', and 'Address Confirm Mail:'.

- 13) Click on the **Properties** tab.
- 14) In the **Source** field, select **Office/In Person**.
- 15) In the **Delivery** field, select **Polls**.



Dates

Sig Date: __/__/__ Reg Date: __/__/__

Recvd: __/__/__

Trans: __/__/__ : __:__

- 16) In the **Recvd** and **Reg Date** fields type in the **date of the election**.
 - a) If you are unsure check with your lead.
- 17) Click on the **Import Details** tab.
- 18) Confirm that the number in the **Control #** field matches the control number on the envelope.
- 19) At the bottom of the affidavit side of the envelope in the **"Office Use Only"** section find the **"First Check"** section.
 - a) Check the **"No Count"** Box.
 - b) On the line next to **"No Count"** write the abbreviation listed below for the challenge code you used.
 - i) **"VWC"** for "Voted Wrong County."
 - ii) **"VNR"** for "Voter Not Registered."
 - (1) If you found the record but it was cancelled or fatal, in parentheses next to **VNR** write a **"C"** for **Cancelled**, or an **"F"** for **Fatal**.
- 20) Press **OK**. Proceed to the next envelope.

Authorization

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