


Registration Table Steps Required

1. **Ask Voter:** “Photo and Signature I.D., please.”
2. **Find:** Voter’s Name in Precinct Register (If not found, contact Clerk immediately)
3. **Confirm:** Voter’s Date of Birth
4. **Ask Voter:** “What is your Current Address?”
5. **Confirm:** Voter’s address in Precinct Register
6. **Compare & Confirm:** Photo I.D. matches voter
7. **Direct Voter:** To sign Precinct Register
8. **Compare & Confirm:** Voter’s signature in Register matches I.D. signature
9. **Return:** Picture and Signature I.D. to Voter
10. **Initial:** Precinct Register in the last column on the right
NOTE: Style from “STYLE” column (G Precinct #) = General Election
11. **Enter:** Style as shown in register, onto Precinct Paper Ballot Issue Slip
12. **Enter:** Your initials on Precinct Paper Ballot Issue Slip
13. **Issue:** Completed Ballot Issue Slip to Voter
14. **Direct Voter:** To Ballot Issue Table with completed Ballot Issue Slip
15. **Next Voter:** Repeat steps

Example Precinct Register

TPW 30 Register Page Example REV 06/16/06

Mark Andersen Supervisor of Elections Bay County, FL	ELECTION NO. 277	PRECINCT 40	BOOK G1	MY INITIALS CERTIFY THAT THE VOTER HAS COMPLETED WITH STATUTORY REQUIREMENTS
	ELECTION Valentine Day Election	DATE 02/28/06	PAGE 17	I DO SOLEMNLY SWEAR ON AFFIRM THAT I AM THE PERSON SO LISTED IN THE REGISTER AND THAT I RESIDE AT THE ADDRESS LISTED. I UNDERSTAND THAT VOTING IN AN ELECTION FOR WHICH I AM NOT QUALIFIED WILL SUBJECT ME TO CRIMINAL PENALTIES.
(Step 2) NAME AND ADDRESS Sampson, John F 1200 Apalachee Pkwy APT 344 ,Picture Perfect	DATE OF BIRTH 04/04/1922	RACE P	SEX M	
				STYLE G40

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(Step 4)

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(Step 8)

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(Step 11)

(Step 12)

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Ballot Issue Table Steps Required

1. Ask Voter: For Paper Ballot Issue Slip

NOTE: Ballot Style from “STYLE” column (G Precinct #) = General Election

2. Direct Voter: To Fill in Oval and Sign Ballot Stub - Sheet 1

3. Initial: Ballot Stub – Sheet 1

4. Enter: Ballot Sheet 1 Stub # on the Paper Ballot Issue Slip

5. Tear: Ballot Sheet 1 from Ballot Stub and give to Voter

6. Direct Voter: To Initial Ballot Stub - Sheet 2

7. Initial: Ballot Stub – Sheet 2

8. Enter: Ballot Sheet 2 Stub # on the Paper Ballot Issue Slip

9. Initial: Paper Ballot Issue Slip

10. Tear: Ballot Sheet 2 from Ballot Stub and give to Voter

11. Direct Voter: To Voting Booth (**Optional Privacy Sleeve located in Voting Booth**), then to M100 Tabulator

12. Store: Ballot Issue Slip on Metal Prongs (Place in P2 Ballot Stubs & Slips Box When Full)

13. Next Voter: Repeat steps