

You Must Be at: “Scan I.D. or Search for Voter Screen” to Start.

1. *Touch:* **“Search for Voter”**(It will go to Manual Search Screen)
2. *Ask Voter:* **“Date of Birth- Month First Please?”**
3. *Enter:* **“Voter’s Date of Birth: MM/DD/YYYY”** (If you error press “Clear” try again)
4. *Touch:* **“Search”**
5. *Ask Voter:* **“Last Name Please”**
6. *Ask Voter:* **“First Name Please”**
7. *Touch:* **“Voter’s Name on Screen”**
8. *Touch:* **Yes if voter’s name is correct or touch “Wrong Voter” if you chose the wrong voter**
9. *Lift screen toward Voter*
10. *Tell Voter:* **“Please confirm your information on the screen by touching Yes”**
(If voter touches “No”, pull screen back to you and *touch:* **“Name/Address change”** Give voter **“Refer to Clerk Ticket”** direct them to Blue Security Cart) (Next Voter)
11. *Tell Voter:* **“Please sign the screen”**
12. *Pull screen back to you*
13. *Touch:* **“Next”**
14. *Ask Voter:* **“Please show me your Photo and Signature I.D.?”** (**DO NOT TOUCH I.D.**)
15. *Verify:* **Voter’s Photo & Signature on I.D. matches the screen & voter**
16. *Touch:* **“Accept Signature”** If Signature Matches ***NEVER TOUCH REJECT**
(*Touch:* **“Clear Signature”** If signature does not match, ask voter to sign again)
17. *Touch:* **“English” or Spanish if voter requests Spanish Language Ballot**
18. *Tell Voter:* **“Please step over to the Ballot Printer to wait for your Ballot to print”**
19. *Tear off:* Voting Certificate
20. *Place:* Voting Certificate in Black Bin

Allowed/Approved I.D.s	
PHOTO & SIGNATURE I.D is required OR The Voter must go to the Blue Security Cart to Vote using the Provisional Ballot Process	
<ul style="list-style-type: none"> <input type="checkbox"/> FL Driver’s License <input type="checkbox"/> FL Identification Card (Issued by DHSMV <input type="checkbox"/> U.S. Passport <input type="checkbox"/> Debit/Credit Card <input type="checkbox"/> Military I.D. <input type="checkbox"/> Student I.D. <input type="checkbox"/> Retirement Center I.D. 	<ul style="list-style-type: none"> <input type="checkbox"/> Neighborhood Association I.D. <input type="checkbox"/> Public Assistance I.D. <input type="checkbox"/> Veteran health I.D. card (Issued by the U.S. Dept. of Veterans Affairs) <input type="checkbox"/> Florida Concealed Weapon or Firearm License (Issued pursuant to F.S. 790.06) <input type="checkbox"/> Government Employee I.D.

DP INSPECTOR - Voter Check-in Actions Card

Address Protected	<ol style="list-style-type: none"> 1. DO NOT ask voter to confirm address. 2. Verify voter's photo and signature. 3. Allow voter to continue voting process.
Address information answer "NO" Update Required	<ol style="list-style-type: none"> 1. Direct Voter to Blue Security Cart for Address Change. 2. Request next voter in line to move forward.
Flagged as having already voted	<ol style="list-style-type: none"> 1. Do you wish to issue a Provisional? Touch "No" 2. No Voting Certificate will print. 3. If Voter refutes that they have already voted, direct Voter to Blue Security Cart.
Inactive	<ol style="list-style-type: none"> 1. Ask voter to confirm address. 2. Verify voter's photo and signature. 3. Allow voter to continue voting process.
Voter Requires Assistance	<ol style="list-style-type: none"> 1. If a Voter requires assistance and "Assistance Required" is not already on record, Direct the voter to the Blue Security Cart.
Pending Voter Pending HSMV Verification	<ol style="list-style-type: none"> 1. Direct Voter to Blue Security Cart.
Precinct Not Voting	<ol style="list-style-type: none"> 1. Precinct or municipality is not having an election. 2. Give Voter Refer to Clerk Ticket and direct them to Blue Security Cart.
Voter Not Found	<ol style="list-style-type: none"> 1. Direct Voter to Blue Security Cart.
Voter has been mailed a Vote by Mail ballot	<ol style="list-style-type: none"> 1. Confirm with Voter that they want to vote in person. 2. Do you want to issue a Voting Certificate? Touch "Yes" 3. Issue Ballot to voter. 4. If Voter has their VBM ballot with them, direct them to Blue Security Cart so that Manager can take and CANCEL their VBM ballot prior to them entering the voting booth.
Voter has a Vote by Mail Ballot and wants to drop it off.	<ol style="list-style-type: none"> 1. Direct Voter to Blue Security Cart.
Voter's Party Not Voting	<ol style="list-style-type: none"> 1. Refer to Clerk Ticket will print "Voter's Party Not Voting" 2. If Voter disputes, give Voter Refer to Clerk Ticket and direct them to Blue Security Cart.
"OK" appears on Screen	<ol style="list-style-type: none"> 1. Always touch "OK" to print Refer to Clerk Ticket and move forward. If you see "OK" touch "OK"