

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

## DP INSPECTOR - Voter Check-in Actions Card

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