<u>**You Must Be at: "Scan I.D. or Search for Voter Screen" to Start.**</u>

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.?"** (<u>**DO NOT TOUCH I.D.**</u>)

15. *Verify:* **Voter's Photo & Signature on I.D. matches the screen & voter**

16. *Touch:* **"Accept Signature"** If Signature Matches   <u>***NEVER TOUCH REJECT**</u>

(*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**

☐ **FL Driver's License**	☐ **Neighborhood Association I.D.**
☐ **FL Identification Card (Issued by DHSMV**	☐ **Public Assistance I.D.**
☐ **U.S. Passport**	☐ **Veteran health I.D. card (Issued by the U.S. Dept. of Veterans Affairs)**
☐ **Debit/Credit Card**	☐ **Florida Concealed Weapon or Firearm License (Issued pursuant to F.S. 790.06)**
☐ **Military I.D.**	
☐ **Student I.D.**	
☐ **Retirement Center I.D.**	☐ **Government Employee I.D.**

Inspector – Voter Check-in Actions Card

Address Protected	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	1. Direct Voter to Blue Security Cart for Address Change 2. Request next voter in line to move forward
Flagged as having already voted	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	1. Ask voter to confirm address 2. Verify voter's photo and signature 3. Allow voter to continue voting process
Voter Requires Assistance	1. If a Voter requires assistance and "Assistance Required" is not already on record, direct the voter to the Blue Security Cart. 2. If a Voter requires assistance and brings someone to assist them, direct them to the Blue Security Cart.
Voter Pending HSMV Verification	1. Direct Voter to Blue Security Cart
Precinct Not Voting	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	1. Direct Voter to Blue Security Cart
Voter has been mailed a Vote by Mail ballot	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 Clerk can take and CANCEL their VBM ballot prior to them entering the voting booth
Voter's Party Not Voting	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	1. Always touch "OK" to print Refer to Clerk Ticket and move forward. If you see "OK" touch "OK"
Voter is at Incorrect Polling Place	1. Give Voter ticket and direct them to Blue Security Cart