

VCS Inspector Actions

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. This is the screen you should always be at to begin work with the voter.
2. Ask Voter: **“Date of Birth- Month First Please”?**
3. **Enter Voter Date of Birth Stated: MM/DD/YYYY.** (If you error press “Clear” try again)
4. Touch **“Search”**
5. Ask Voter: **“Last Name Please”** Ask Voter: **“First Name Please”**
6. Touch: **“Voter’s Name on Screen”**
7. Ask Voter: **“What is your Current Address?”**
8. **Confirm: Voter’s Stated Address Must Match Screen Address.**
Does voter information match this information? Yes No Wrong Voter (Start Over)

If YES (Touch Yes)	If NO (Touch No)
<ol style="list-style-type: none"> 1. Ask Voter: “Photo and Signature I.D. please?” 2. Touch “Get Voter Signature” 3. Lift screen towards Voter, “Direct Voter to Sign” 4. After Voter signs, “Pull Screen Back” 5. Touch “Next” 6. Compare & Confirm Voter’s “Signature on screen matches signature on I.D.” <p style="margin-left: 20px;">*If Signature matches touch “Accept Signature”, Voting Pass Prints. *If Signature does not match touch “Clear Signature” ask voter to re-sign.</p> <p style="text-align: center;">NOTE <i>Primary ONLY - Tell Voter Ballot Type Democrat, Non Partisan, or Republican</i></p> <ol style="list-style-type: none"> 7. “Give Voters I.D and Voting Pass to Voter” and direct them to Ballot Issue Table to get their ballot 	<ol style="list-style-type: none"> 1. Touch “Name/Address Change” next screen 2. Touch “OK” A Refer to Clerk Ticket will print. 3. “Give Ticket to Voter and Send to Blue Security Cart”
“NO I.D., Touch Cancel” then from Home Screen “Touch No ID Provided” .	
Allowed/Approved I.D.s	
<ul style="list-style-type: none"> <input type="checkbox"/> Debit/Credit Card <input type="checkbox"/> FL Driver’s License <input type="checkbox"/> FL I.D. Department of Motor Vehicles <input type="checkbox"/> Military I.D. <input type="checkbox"/> Neighborhood Association I.D. 	<ul style="list-style-type: none"> <input type="checkbox"/> Public Assistance I.D. <input type="checkbox"/> Retirement Center I.D. <input type="checkbox"/> Student I.D. <input type="checkbox"/> U.S. Passport

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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 Update Required	<ol style="list-style-type: none"> 1. Ask Voter to confirm address. 2. If address is correct, allow voter to vote. 3. If address is incorrect, Touch "Name/Address Change" next screen 4. Touch "OK" A Refer to Clerk Ticket will print. 5. "Give Ticket to Voter and Send to Blue Security Cart"
Date of Birth search did not find anyone	<ol style="list-style-type: none"> 1. Search again by entering voter's last name. 2. If not found, from Manual Search Screen touch "Cannot find voter". 3. Touch "OK" and Refer to Clerk Ticket will print.
Flagged as having already voted	<ol style="list-style-type: none"> 1. Touch "OK" and Refer to Clerk Ticket will print.
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.
Pending Voter Pending HSMV Verification	<ol style="list-style-type: none"> 1. Touch "OK" and Refer to Clerk Ticket will print.
Precinct Not Voting	<ol style="list-style-type: none"> 1. Precinct or municipality is not having an election. 2. Touch "OK" and Refer to Clerk Ticket will print.
Voter Not Found	<ol style="list-style-type: none"> 1. From manual Search Screen touch "Cannot find voter". 2. Touch "OK" and Refer to Clerk Ticket will print.
Voter has been mailed an absentee ballot	<ol style="list-style-type: none"> 1. Do you want to issue a Voting Pass? Touch "Yes" 2. If voter has absentee ballot notify Clerk.