

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

TPW30 Register Page Example REV 08/16/06

Mark Andersen Supervisor of Elections Bay County, FL	ELECTION NO. 277	PRECINCT 40	BOOK G1	
	ELECTION Valentine Day Election	DATE 02/28/06	PAGE 17	
(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	PARTY Npa	
(Step 4)				STYLE N1 INSP. INIT.

(Step 12)
Sampson
Smit

Ballot Issue Table Steps Required

1. Ask Voter: For Ballot Issue Slip

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

2. Direct Voter: To Fill in Oval and Sign the Ballot Stub

3. Enter: Ballot Stub # on the Paper Ballot Issue Slip

4. Initial: Paper Ballot Issue Slip

5. Tear: Ballot from Ballot Stub

6. Issue: Ballot to Voter (**Optional Privacy Sleeve located in Voting Booth**)

7. Direct Voter: To Voting Booth to mark ballot, then to M100 Tabulator

8. Store: Ballot Issue Slip on metal prongs (place in P2 Ballot Stubs & Slips Box when full)

9. Next Voter: Repeat steps