

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

1. Review “Refer to Clerk Ticket”
2. Follow Action Required *on the back of this card.*
3. Touch “Search for Voter” it will go to Manual Search Screen.
4. Ask Voter: “Date of Birth- Month First Please”?
5. Enter Voter Date of Birth Stated: MM/DD/YYYY. (If you error press “Clear” try again)
6. Touch “Search”
7. Ask Voter: “Last Name Please” Ask Voter: “First Name Please”
8. Touch: “Voter’s Name on Screen”
9. Ask Voter: “What is your Current Address?”
10. Confirm: Voter’s Stated Address Must Match Screen Address.
Does voter information match this information? Yes No Wrong Voter (Start Over)

If Action Required has been resolved:

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.”
**If Signature matches touch “Accept Signature”, Voting Pass Prints.*
**If Signature does not match touch “Clear Signature” ask voter to re-sign.*
- NOTE**
*Primary ONLY - Tell Voter Ballot Type
 Democrat, Non Partisan, or Republican*
7. “Give Voters I.D and Voting Pass to Voter” and direct them to Ballot Issue Table to get their ballot.

Allowed/Approved I.D.s

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| <ul style="list-style-type: none"> <input type="checkbox"/> A license to carry a concealed weapon or firearm issued pursuant to s. 790.06 <input type="checkbox"/> Debit/Credit Card <input type="checkbox"/> Employee I.D. card issued by any branch, department, agency, or entity of the Federal Government, the State, a county, or a municipality <input type="checkbox"/> FL Driver’s License <input type="checkbox"/> FL I.D. Department of Motor Vehicles | <ul style="list-style-type: none"> <input type="checkbox"/> Military I.D. <input type="checkbox"/> Neighborhood Association I.D. <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 <input type="checkbox"/> Veteran health I.D. card issued by the U.S. Department of Veterans Affairs |
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VCS Clerk Actions

<p>Address Update Required</p>	<ol style="list-style-type: none"> 1. Voter must complete DSDE 39 Florida Voter Registration Application to update Address on VCS 2. Does Voter information match? Touch “No” 3. Touch “Name/Address Change” 4. Enter Voter’s new address as stated by the voter on screen. 5. Touch “OK” 6. If address cannot be found on VCS Clerk must Call Phone Bank 248-8650.
<p>Date of Birth search did not find anyone</p>	<ol style="list-style-type: none"> 1. Search for voter by last name. 2. Call Phone Bank 248-8650 if Voter is not found.
<p>Eligibility in this election has been challenged</p>	<ol style="list-style-type: none"> 1. Voter’s right to vote has been challenged in writing, using 12178 “Oath of Person Entering Challenge”. 2. If voter demands that this is an error, voter must vote following Provisional Process.
<p>No ID Provided</p>	<ol style="list-style-type: none"> 1. Touch “No ID Provided” 2. Voter must vote following Provisional Process.
<p>Pending Voter Pending HSMV Verification</p>	<ol style="list-style-type: none"> 1. Voter’s registration has not been verified by FVRS, so voter is not officially registered. 2. If voter is still “pending,” voter must vote following Provisional Process.
<p>Precinct Not Voting</p>	<ol style="list-style-type: none"> 1. If voter demands that this is an error, voter must vote following Provisional Process.
<p>Voter is at Incorrect Polling Place</p>	<ol style="list-style-type: none"> 1. Confirm Voter’s address on ticket is correct. 2. If address is correct, give ticket to voter and direct them to their correct Polling Place. 3. If address is incorrect, perform Address Update Required.
<p>Voter is voting Provisional Process</p>	<ol style="list-style-type: none"> 1. Enter Provisional Tracking number from Pink Envelope on screen. 2. Confirm Reason on screen is correct. 3. Touch “OK” 4. Touch “Get Voter’s Signature” 5. Direct Voter to Sign 6. Touch “Next” 7. Follow instructions on Pink Provisional Envelope.
<p>Voter has already voted</p>	<ol style="list-style-type: none"> 1. If voter demands that this is an error, voter must vote following Provisional Process.
<p>Voter has been mailed an absentee ballot</p>	<ol style="list-style-type: none"> 1. If voter has absentee ballot, take from voter. 2. CRITICAL - Write “CANCELLED” on absentee ballot AND envelope. 3. Place cancelled absentee ballot AND envelope inside “Catch All Bag.” 4. Allow voter to continue voting process.