

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: **“Photo and Signature I.D. please?”**
Does voter information match this information? **Yes No Wrong Voter (Start Over)**
8. Lift screen towards Voter to verify their information. **If it matches instruct them to: “Touch Yes”**.
9. Then, **“Direct Voter to Sign”**.
10. After Voter signs, **“Pull Screen Back”**.
11. Compare & Confirm Voter’s **“Signature on screen matches signature on I.D.”**
12. Touch **“Next”**.
13. The screen will give you the option to: **Accept, Reject, Clear, or Cancel**.
*If Signature matches touch **“Accept”**.
*If Signature does NOT match touch **“Clear”** ask voter to re-sign.
***NEVER TOUCH REJECT**
14. Select Language: **“English”** (Only select **“Spanish,”** if voter asks) then Voting Certificate Prints.
15. **“Give Voter I.D”** and ask Voter to **“Please step over and wait for your ballot to print”**.

NOTE

Primary ONLY-Ask Voter “Please confirm you are receiving correct ballot type (Democrat, Non Partisan, or Republican)

16. Place Voter Certificate in **BLACK** bin.

“NO I.D., Touch No I.D. Provided” Give Voter Voting Certificate and Send to Blue Security Cart	
Allowed/Approved I.D.s	
<ul style="list-style-type: none"> <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 <input type="checkbox"/> Military I.D. 	<ul style="list-style-type: none"> <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 <input type="checkbox"/> A license to carry a concealed weapon or firearm issued pursuant to s. 790.06

DP VCS Inspector Actions

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 “Wrong Voter” 4. Direct Voter to Blue Security Cart for Address Change.
Flagged as having already voted	<ol style="list-style-type: none"> 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	<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. Direct Voter to Blue Security Cart.
Precinct Not Voting	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Direct Voter to Blue Security Cart.
Voter has been mailed a Vote by Mail ballot	<ol style="list-style-type: none"> 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 Manager can take/cancel their VBM ballot prior to them entering the voting booth.
Voter has a Vote by Mail Ballot and wants to drop it off.	<ol style="list-style-type: none"> 1. Direct Voter to Blue Security Cart.
Voter’s Party Not Voting	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Always touch “OK” to print Refer to Clerk Ticket.