EV INSPECTOR - Voter Check-in Actions Card

You Must Be at: "Scan I.D. or Voter Check-in Search Screen" to Start

1. *Touch:* **"Voter Check-in Search"***(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*: **"No."** Touch **"Yes"** to **"Do you want to do a Name/Address change?"** Touch **"Ok"** to **"Refer to Clerk."** Give voter **"Refer to Clerk Ticket"** and direct them to Blue Security Cart**) (Next Voter)**

11. *Tell Voter:* "**Please sign the screen then touch Ok"**

12. *Pull screen back to you*

13. *Ask Voter:* **"Please show me your Photo and Signature I.D.?"** (<u>**DO NOT TOUCH I.D.**</u>)

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

15. *Touch:* **"Accept Signature"** If signature matches   <u>***NEVER TOUCH REJECT***</u>
(*Touch:* **"Get Voter Signature"** If signature does not match, ask voter to sign again)

16. *Touch:* "**English**" or Spanish **if voter requests Spanish Language Ballot**

17. *Tell Voter***: "Please step over to the Ballot Printer to wait for your Ballot to print"**

18. *Tear off:* Voting Certificate

19. *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.**

EV 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. Do you want to do a Name/address change, Touch "Yes." 2. Touch "Ok" to print Refer to Clerk Ticket. 3. Give Voter ticket and direct them to Blue Security Cart.
Voter has already voted	1. Do you wish to Refer the voter to the Clerk for a Provisional ballot? Touch "Yes." 2. Give Voter Refer to Clerk Ticket and direct them to Blue Security Cart.
Voter Requires Assistance	1. If a Voter requires assistance direct the voter to the Blue Security Cart.
Voter status is Pending	1. Do you wish to Refer the voter to the Clerk for a Provisional ballot? Touch "Yes." 2. Give Voter Refer to Clerk Ticket and direct them 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. If Voter's name does not appear on Voter Search Results screen, Touch "Voter Not Found." 2. Touch "Ok" to print Refer to Clerk Ticket. 3. Give Voter ticket and direct them to Blue Security Cart.
Voter has been mailed a ballot	1. Confirm with Voter that they want to vote in person. 2. Do you want to issue a Voting Pass? Touch "Yes." 3. Issue ballot to voter. 4. If voter has their VBM ballot with them, direct them to Blue Security Cart.
Voter has a Vote by Mail Ballot and wants to drop it off.	1. Direct voter 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."

PRIMARY ELECTION ONLY	
Voter's Party Not Voting	1. Touch "Party Dispute" 2. Touch Ballot Style (Ex. R01, D01) 3. Touch "Ok." 4. Touch "Yes" to print Refer to Clerk Ticket. 5. Give Voter Refer to Clerk Ticket and direct them to Blue Security Cart.