

# Issuing and Receiving Oval Ballots

## Identify Elector & Issuing Ballot

Voter must state his name and address to the clerk in charge of the Election Record Poll Book and sign their name before receiving the ballot

Check Remarks column for any notations

A challenge made in the Remarks column requires that a voter sign the "Oath of Challenged Person" before receiving a ballot - Record "Sworn" in the Remarks column

"Registered By Mail ID Required". Before the voter can be issued a ballot the must present a form of identification.

See "Attention Mail-In Registrants" placard posted in the polling place

When identification is provided, record "Verified" in the Remarks column

Record Ballot stub or sequence number in the Election Record Poll Book as directed by the County Clerk

Stamp ballot with official election stamp and issue official ballot and secrecy sleeve when a voting booth is available

## Receiving the Ballot Card

Never allow a voter to wait with an official ballot in hand - They may bend or tear it

The operation of voting shall be secret - The elector must retire to a vacant voting booth and mark their ballot according to the posted instructions

The elector states their name and address and presents their ballot, within the secrecy sleeve, to the election clerk

The clerk shall deposit the voted ballot by inserting the lower edge of the secrecy sleeve into the ballot box slot allowing the ballot to slip into the ballot box.

If the elector does not want to hand their ballot to the clerk, let the elector insert their own ballot

After the ballot has been accepted, the clerk shall record in the Election Record Poll Book that the elector has voted and shall proclaim the same in a loud enough voice to be heard by any poll watchers

Never leave the Ballot Box unattended