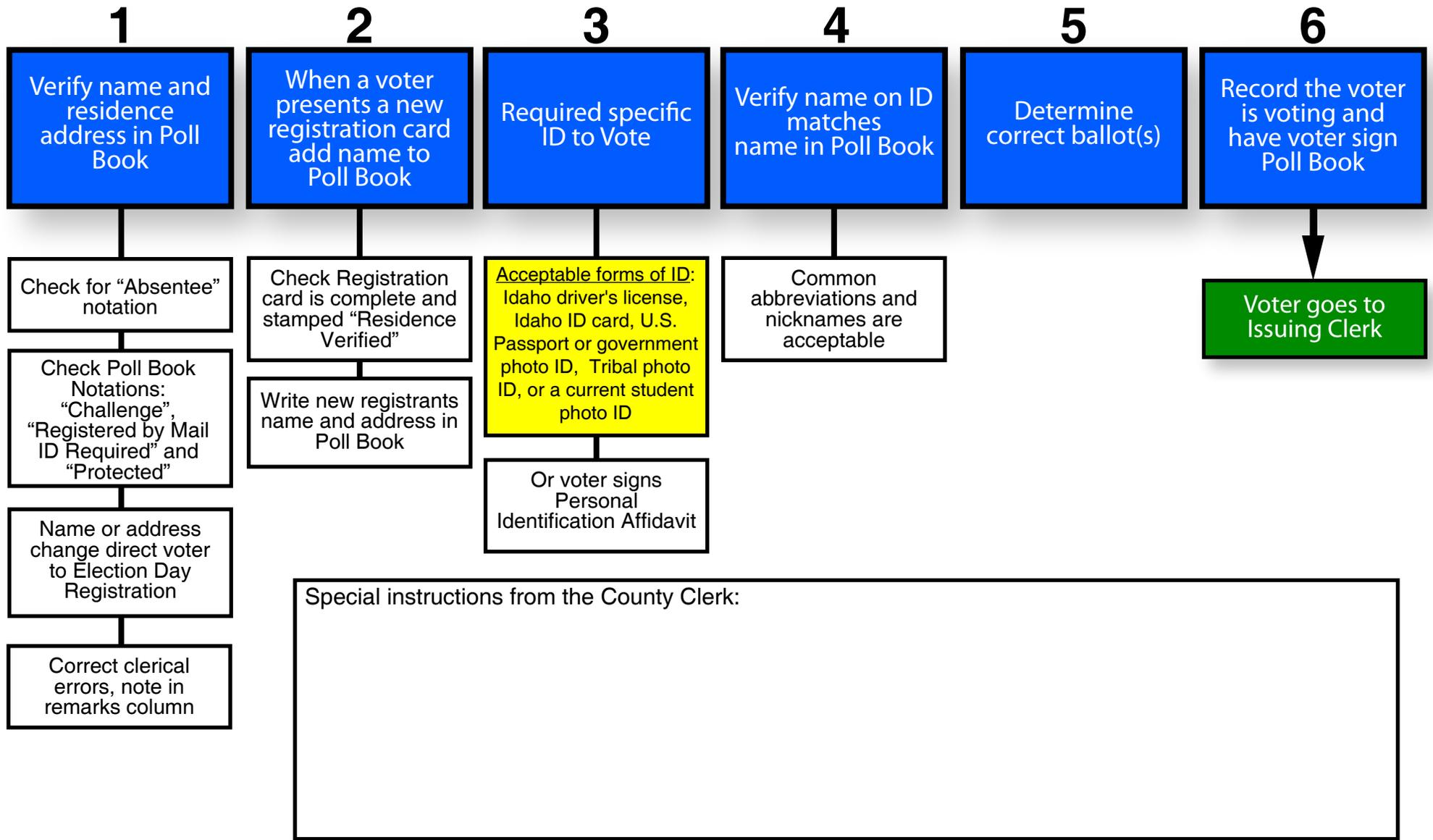


# Poll Book Clerk Duties



# Poll Book Clerk Reference

Step	Topic	Procedural Manual and Quick Reference Guide	Idaho Code
	Duties	Chapter VII - Conduct of Elections – Election Day Assignment of Duties, Poll Book Clerk Chapter VIII - Greeting Electors and Voting Demonstration, Suggested Language	34-1106(3)
1	Verify name and residence address in Poll Book	Chapter VII - Identifying Elector and Issuing Ballot(s) Elector Appears before Poll Book Clerk 1. a.	34-1106 (1)
	Check for “Absentee” notation	Chapter VII - Conduct of Elections – Election Day Updating the poll book. See NOTE.	
	Check Notations: “Challenge”, “Registered by Mail ID Required” and “Protected”	Chapter VII - Conduct of Elections – Election Day Notations	
	Name or address change direct voter to Election Day registration	Chapter VII - Identifying Elector and Issuing Ballot(s) Determining Electors Registration Status 1. b.	34-1106 (3)
	Correct clerical errors, note in remarks column		34-1106 (4)
2	When a voter presents a new registration card add name to Poll Book	Chapter VII - Identifying Elector and Issuing Ballot(s) New Registration Card 1.b.	34-408A
	Check Registration card is complete and stamped “Residence Verified”	Chapter VII - Identifying Elector and Issuing Ballot(s) New Registration Card 1. a.	34-408A
	Write new registrant's name and address in Poll Book	Chapter VII - Identifying Elector and Issuing Ballot(s) New Registration Card, 1. B.	34-408A
3	Required specific ID to Vote	Chapter VII - Identifying Elector and Issuing Ballot(s) Identification Required 1.a.	34-1106 (2) 34-1113
	Acceptable forms of ID are an Idaho driver's license, an Idaho ID card, a U.S. Passport or government photo ID, a Tribal photo ID, or a current student photo ID.		
	Or voter signs Personal Identification Affidavit	Chapter VII - Identifying Elector and Issuing Ballot(s) Identification Required 1. b. See NOTE.	34-1114
4	Verify name on ID matches name in Poll Book	Chapter VII - Identifying Elector and Issuing Ballot(s) Identification Required, 2.	34-1106 (2)
	Common abbreviations and nicknames are acceptable	Chapter VII - Identifying Elector and Issuing Ballot(s) Identification Required, 2, NOTE.	
5	Determine correct ballot(s)	Chapter VII - Identifying Elector and Issuing Ballot(s) Ballot Identification and Entry	34-1106 (5)
6	Record the voter is voting and have voter sign Poll Book	Chapter VII - Identifying Elector and Issuing Ballot(s) Completing Sign-in 1.	34-1106 (2)
	Voter goes to Issuing Clerk		

