



Provisional Specialist Training Updated 3/5/2024

1048151

Form No. 12-B Prescribed by the Secretary of State (02/24/2023)
Provisional Ballot Affirmation
 R.C. 3501.01(AA), 3503.16, 3503.16; 181; 182; 183.

Status _____ Reason _____ App _____ *Print clearly*
 For Office Use Only

Full Name
 Clearly print your name.
 Required

1 First _____ Middle _____
 Last _____ Suffix _____

Date of Birth
 Required

2 Date of Birth (MM/DD/YYYY) (do not write today's date here) _____

Current Ohio Address
 Required

3 Street Address (No P.O. boxes) _____ County _____
 City/Village _____ ZIP _____

Former Address
 Not Required
 If you do not provide your former address, it will not show your ballot to be rejected.

4 Have you moved without updating your voter registration? Yes No
 Street Address (No P.O. boxes) _____
 City/Village _____ State _____ ZIP _____

Identification
 Required

You must show photo ID to the election official that includes your name and photograph and is not expired. Check the type of photo ID you provided:

An Ohio driver's license, state ID card, or interim ID form issued by the Ohio BMV.
 If you checked the box above, you must write your full driver's license or state ID card number (2 letters followed by 8 numbers):

5 U.S. Passport or Passport Card
 U.S. Military ID Card, Ohio National Guard ID Card, or U.S. Department of Veterans Affairs ID Card

If you do not have photo ID because you have a religious objection to being photographed, complete an affidavit of religious objection, which you can obtain from your precinct election official. The precinct election official will attach it to the provisional ballot envelope.

Note: If you did not show photo ID to the election official or complete an affidavit of religious objection, you must appear at the office of the board of elections **within four days** after the election and provide photo ID or complete an affidavit of religious objection for your vote to be eligible to be counted.

Registration Update
 Recommended

If you need to update your voter registration, you may provide additional information below. This information will not be used for ballot counting purposes.

6 Write your full Ohio driver's license or state identification card number (2 letters followed by 8 numbers):

Write the last four digits of your Social Security number:

Mailing Address (if different than above)
 Street Address (No P.O. boxes) _____ County _____
 City/Village _____ State _____ ZIP _____

Affirmation
 Required

7 I solemnly swear or affirm, under penalty of election falsification, that:

- I am a citizen of the United States and will be at least 18 years of age at the time of the general election.
- I am eligible to vote in the election in which I am voting this provisional ballot.
- I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.
- I am a registered voter in the precinct in which I am voting this provisional ballot.
- I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.
- I understand that, if I am not currently registered to vote or I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.
- I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.
- I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.

Signature X _____
 Today's Date (MM/DD/YYYY) _____

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

Precinct Election Official

Precinct _____
 Stub _____

Reason Voter is voting Provisional
 ePollbook indicated Provisional
 Voted Absentee
 Voter did not have valid ID
 Voter moved INTO precinct
 Voter's last name changed

Ballot Type (Primary Only)
 X D R

Instruct Voter to seal ballot in this envelope

Do not remove any section of this envelope
 I verified Photo ID was
 Not-Expired
 Expired

PEO Print Name here _____

For Office Use Only

Voter ID # _____
 Previous County _____
 Registered OC Y/N _____ Voted Y/N _____
 Previous PCT# _____
 Process in EVIS Y/N _____
 In House Y/N _____ NH Y/N _____
 Polling Place Y/N _____
 Reason _____
 Voted PCT: _____ / _____
 Lives in / Voted in _____
 Voted Correct Location Y/N _____
 Status _____
 ID Needed Y/N _____
 Absentee Requested Y/N _____
 Returned Valid Ballot Y/N _____
 Date Ballot Returned _____
 App# _____
 1st Check Initials _____
 2nd Check Initials _____



Primary Election Information

This is a Primary Election; voters will decide which Party Ballot (Democratic/Republican) they would like or an Issues Only Ballot, if available. There are not issues in every precinct.

- When a voter requests a political party ballot, this is the political affiliation the voter will have until the next Primary Election.
- If the voter wants an Issues Only Ballot, they will not be affiliated with a party.
- If a voter wants to switch political parties, they are free to do so. In **VERY** rare cases, if a PEO has direct knowledge that the voter is switching parties and does not support that party, then they could be challenged by voting a Provisional Ballot.

17-Year-Old Voters

- A 17-year-old voter can vote in Primary Elections IF they previously registered to vote 30 days prior to the Election. They can not vote on issues, only candidates. If you have any of these voters, you will have special ballots and there will be a special note in the Blue Voted Ballot Bag with additional instructions.
- The ePollbook will clearly identify 17-year-old voters by displaying a message.
- There will be special Democratic and Republican ballots in your bag labeled **17-year-old** ballots. This ballot has a barcode and will be scanned to the voter's record.
- Process in the appropriate Green with a Driver License or Yellow line with other ID.
- If a 17-year-old comes in who is not registered to vote- they should vote provisionally and can use a regular ballot.

Green/Yellow Line

The ePollbook Station consists of the Green and Yellow Lines. The Greeter sends the voter to the correct line.

Send voters to the Green Line for:

- Valid Unexpired Ohio Driver License or State ID

Send voters to the Yellow Line for:

- Valid IDs (Temp BMV, US Passport, US Military, Ohio National Guard, US Department of Veteran Affairs)
- Invalid Ohio Driver License or Ohio State ID
- Expired Ohio Driver License or Ohio State ID
- Incorrect Name (name change) in ePollbook
- Incorrect Address (address change) in ePollbook
- Voting Regular Ballot with Physical Accommodations
- ePollbook Indicated Provisional (Acknowledgement Card Returned Undeliverable or Requested an Absentee Ballot)
- Soiled or Defaced Ballot
- When not processing voters, help process Green Line Voters

Provisional Specialist Training

The Yellow Line is designed for any voter who presents with anything other than a valid, unexpired Ohio Driver License or State ID. These voters are further grouped into Provisional and Regular according to their specific situation. It is possible, the voter could have a combination of situations.

A Provisional Voter presents with:

- Invalid Ohio Drivers License or Ohio State ID
- Expired Ohio Drivers License or Ohio State ID
- Incorrect Name in ePollbook
- Incorrect Address in ePollbook
- Provisional Voter Statement in ePollbook

A Regular Voter presents with:

- Valid ID other than Ohio Driver License
- Name Change with Proof
- Voting Regular Ballot with Physical Accommodations
- Soiled or Defaced Ballot

These voters often require more time and we want to separate them from the faster moving Green Line.

Yellow Line Situation- Voters with Regular Ballot

Voters with a Valid ID (other than Ohio Driver License ID)

- Ohio Temporary Drivers License
- US Passport or Passport Card
- US Military, Ohio National Guard, and US Department of Veterans Affairs

Hint:

When entering a voter's name do not use a hyphen

0 VALID VOTER
PAUL PASSPORT
DOB: 08/13/2003
60 CHRISTMAN DR
SPRINGBORO 45066
Prec-Grp: 061-1
Style: CHOOSE
Voter ID: 353572

Select Republican Ballot



D061010023



R061010021

REGULAR BALLOT – MANUAL VOTER SEARCH

Used when a Driver License will not scan OR:

- Valid Ohio Temporary ID
- US Passport
- Military ID

0 JANA BASS
DOB: 06/10/1949
153 ABBEY DR
SPRINGBORO 45066
Prec-Grp: 61-1
Style: NONE
Voter ID: 66448

Search by Last Name and House Number

Last Name: BASS

House Number: 153

Select Republican Ballot

Select Republican Ballot



R061010022

REGULAR BALLOT – ADDRESS CHANGE IN PRECINCT

0 VALID VOTER
JILL HILL
DOB: 06/06/1941
133 VILLA POINTE DR
SPRINGBORO 45066
Prec-Grp: 061-1
Style: CHOOSE
Voter ID: 53118

Select a Democratic ballot



D061010021

Select NO, NEEDS CHANGES

Select EDIT next to voter's address

Jill Moved to:

136 Villa Pointe – Springboro

REGULAR BALLOT – NAME CHANGE WITH PROOF

Mary Jones indicated her last name does not match.
She has a copy of her marriage license
(Also acceptable is a court order. No other document is accepted for proof)

0 **VALID VOTER**
MARY JONES
DOB: 03/17/1978
85 SPRINGHOUSE DR
SPRINGBORO 45066
Prec-Grp: 061-1
Style: CHOOSE
Voter ID: 249977

Select NO, NEEDS CHANGES

Select EDIT next to voter's name

Change last name to Smith



D061010023

Select Democratic Ballot

Provisional Ballot Affirmation

R.C. 3501.01(AA), 3503.16, 3505.18, .181, .182, .183.

Status _____ Reason _____ App _____
 For Office Use Only

Print clearly

Full Name
 Clearly print your name.
 Required

1 First _____ Middle _____
 Last _____ Suffix _____

Date of Birth
 Required

2 Date of Birth (MM/DD/YYYY) (Do not write today's date here) _____

Current Ohio Address
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3 Street Address (No P.O. Boxes) _____ County _____
 City/Village _____ ZIP _____

Former Address
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 □ □ □ □ □ □ □ □ □ □

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Write your full Ohio driver's license or state identification card number (2 letters followed by 8 numbers): □ □ □ □ □ □ □ □ □ □

6 Write the last four digits of your Social Security number: □ □ □ □

Mailing Address (if different than above)
 Street Address (Or P.O. Box) _____ County _____
 City/Village _____ State _____ ZIP _____

Affirmation
 Required

7 I solemnly swear or affirm, under penalty of election falsification, that:

- I am a citizen of the United States and will be at least 18 years of age at the time of the general election.
- I am eligible to vote in the election in which I am voting this provisional ballot.
- I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.
- I am a registered voter in the precinct in which I am voting this provisional ballot.
- I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.
- I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.
- I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.
- I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.

Signature X _____
 Today's Date (MM/DD/YYYY) _____

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

Precinct Election Official:

Precinct: _____
 Stub: _____

Reason voter is voting Provisional:

- ePollpad indicated Provisional
- Voted Absentee
- Voter did not have valid ID
- Voter moved INTO precinct
- Voter's last name changed

Ballot Type (Primary Only)

X D R

Instruct Voter to seal ballot in this envelope.

Do not remove any section of this envelope.

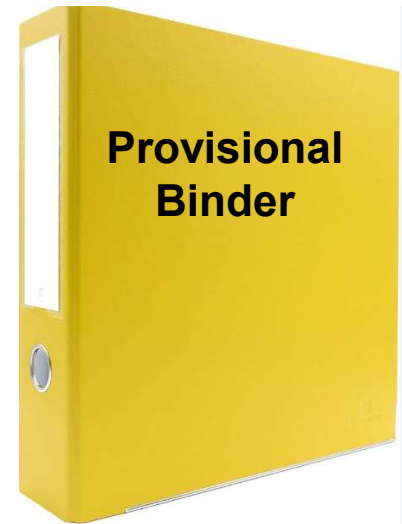
I verified Photo ID was:

- Non-Expired
- Expired

PEO Print Name here: _____

For Office Use Only

Voter ID # _____
 Previous County _____
 Registered O.C. Y/N Voted Y/N
 Old PCT# _____
 Process in EVIS Y/N
 In House Y/N NH Y/N
 Polling Place Y/N
 Reason _____
 Voted PCT: _____ / _____
 Lives in / Voted in
 Voted Correct Location Y/N
 Status _____
 ID Needed Y/N
 Absentee Requested Y/N
 Returned Valid Ballot Y/N
 Date Ballot Returned _____
 App# _____
 1st Check Initials _____
 2nd Check Initials _____



PROVISIONAL BALLOT – NO VALID ID, EXPIRED ID, INVALID ID

Select: VALID ID NOT PROVIDED

Last Name: VOTER

House Number: 185

Process Provisionally

Select Democratic Ballot

Process normally



D061010024

PROVISIONAL BALLOT – ADDRESS CHANGE OUTSIDE OF PRECINCT

4 VALID VOTER
DAVE DALLAS
DOB: 07/25/1953
74 ABBEY DR
SPRINGBORO 45066
Prec-Grp: 061-1
Style: CHOOSE
Voter ID: 54013

Manual Voter Search

Voter indicated that the address is incorrect

Select NO, NEEDS CHANGES

Select EDIT next to address

Enter: 218 ELM ST FRANKLIN

Select More Options, RE-DIRECT VOTER

VOTER IN THE WRONG LOCATION

Manual Voter Search

Last Name: SLEETH

House Number: 2870

No voter Found

Touch NOT IN THIS LOCATION

Select the correct voter

Select more options and redirect voter to the correct Polling Location

PROVISIONAL BALLOT – REQUESTED ABSENTEE BALLOT

0 **VOTED EARLY**
MARK ALLEN
DOB: 06/29/1947
102 ABBEY DR
SPRINGBORO 45066
Prec-Grp: 61-1
Style: R06101
Voter ID: 243540



R061010027

SELECT A REPUBLICAN BALLOT

PROVISIONAL BALLOT – ACKNOWLEDGEMENT CARD RETURNED

0 **ACFN**
ROGER RETURNED
DOB: 05/10/1960
40 CRANE CT
SPRINGBORO 45066
Prec-Grp: 061-1
Style: CHOOSE
Voter ID: 47932



R061010028

SELECT A REPUBLICAN BALLOT

PROVISIONAL BALLOT – NAME CHANGE NO PROOF

30 VALID VOTER
SANDY STREET
DOB: 03/25/1996
45 MC LEAN DR
SPRINGBORO 45066
Prec-Grp: 061-1
Style: CHOOSE
Voter ID: 261279



Voter indicates they have a last name change and does not have proof

Select NO, NEEDS CHANGES

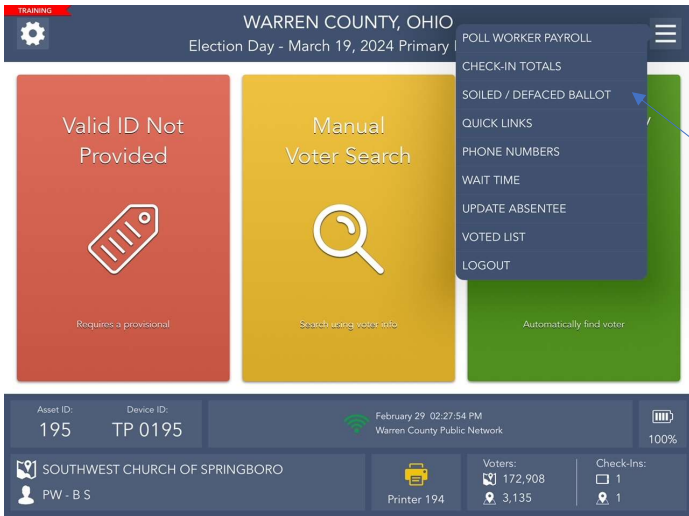
Select SIMILAR NAME

Select UPDATE

MORE OPTIONS

MANUAL PROVISIONAL

SOILED AND DEFACED



Tap on the 3-line sandwich menu and select SOILED/DEFACED

Type Voter's Last Name: PASSPORT

SELECT SOIL



R061010030

PROCESSING VOTER CURBSIDE VOTER

1 worker of each party will take Curbside form to the voter and complete. Check the voters ID and record. No need to take it back inside.

0 VALID VOTER
MARY JONES

DOB: 03/17/1978

85 SPRINGHOUSE DR

SPRINGBORO 45066

Prec-Grp: 061-1

Style: CHOOSE

Voter ID: 249977

Select a Republican Ballot

At the ballot scan screen select CURBSIDE VOTER



R061010028

Curbside Voter Authorization Form

Refer to the Secretary of State Quick Reference Flip Chart for more detailed instructions.

This form should be used for every curbside voter. A Democratic and Republican Precinct Election Official must be present at all times while processing these voters.

Complete all information below. Process the voter's information inside the polling location as if they were a regular voter. At the e-Pollbook Station use the CURBSIDE VOTER button to bypass the signature of this voter. Both PEOs should take the correct ballot to the voter's vehicle in a secrecy folder and allow them to vote the ballot. Once they are finished voting, take the ballot back inside and scan their ballot in the ClearCast Scanner.

Voter's Name _____

Voter's Address _____

Voter's Date of Birth _____

Driver License # _____

Other Form of ID _____

Voter's Signature _____

Precinct Number _____ Stub Number _____

Ballot Style (Primary only) Dem Rep Issues Only (Circle One)

Election Officials:

Democrat _____

Republican _____

Return in the blue plastic envelope in the Blue Voted Ballot Bag

PROCESSING VOTER WANTING TO USE ADA MACHINE

Manual Voter Search

Last Name: SMITH

House Number: 335

Voter wants a Democratic Ballot

At the ballot scan option select ADA Ballot