

PROCESSING VOTERS

Types of Voters

Registered Voter in Precinct

Voter's address has not changed or has changed to address in same precinct

Voter is in the correct polling place

Voter has ID

Voters with a name change must complete a VR form

Voter does not show ID, but signs Oath of Identification

Registered Voter with In-County Address Change

Voter is not listed in precinct, but does appear in poll book or countywide list

Voter is in the correct polling place based on new address

Voter completes Voter Registration form

Voter has ID and proof of residence

Absentee Voter

Voter has absentee ballot and surrenders ballot to PEO

Voter does not have absentee ballot but County Auditor has NOT received ballot

Voter is in correct polling place based on current address

Voter has ID or signs Oath of Identification

Pending Voter

Voter has ID with current address in the precinct or ID and separate proof of residence

Voter is in correct polling place based on current address

Election Day Registration (EDR) Voter

Voter name is not in the register and does NOT appear in countywide voter list

Voter is in correct polling place based on voter's current address

Voter has non-expired ID with current address in the precinct or ID and separate proof of residence or voter has attester who is a registered voter of the precinct with ID

Voter completes an EDR form and the Voter Oath

In non-poll book precincts, all EDR voters must vote a **provisional ballot**. See flow chart for non-poll book precincts

Types of Provisional Voters

Voter is in Wrong Polling Place

Voters must first be directed to correct polling place. Offer provisional ballot only if voter insists on voting in wrong precinct.

Voter has Moved:

Voter does not have ID, proof of residence or attester

Voter's attester does not have ID

Voter is marked Absentee:

Voter does not have absentee ballot to surrender or voter's absentee ballot was returned to Auditor for counting

Voter does not have ID or attester

Voter's attester does not have ID or is not eligible to attest

Voter is marked Pending:

ID has wrong address and voter does not have proof of residence or attester

Voter does not have ID or attester

Voter's attester does not have ID

Voter is EDR in a non-poll book jurisdiction

Voter has been challenged

Election Day Registration

Iowa residents may register and vote at the polls on Election Day. All persons wishing to register and vote on Election Day must do all of the following before being allowed to vote a regular ballot. (See Election Day Registration Situations)

- Prove identity.
- Prove residency in the precinct.
- Complete a voter registration application.
- Sign the *Voter's Oath (Example 5)*.

Proving Identity

Driver's License/Non-Operator ID: A current and valid Iowa driver's license or non-operator ID will prove both a person's identity and residency as long as the address is current.

A current and valid photo ID is required to prove a person's identity. The photo ID's listed below are the only photo ID's acceptable for use by persons wishing to register and vote on Election Day. The photo ID must contain an expiration date and may not be expired.

Acceptable Photo Identifications

- Iowa driver's license/non-operator's identification card
- Out-of-state driver's license/non-operator's identification card
- United States passport
- United States military identification card
- Employer issued identification card
- Student identification card issued by an Iowa high school or college

When the ID indicates that it is non-expiring, it is considered unexpired and valid.

If the photo ID presented does not show the resident's current address, the residency requirement has not been met and supporting documentation must be provided. (See Proving Residency.)

Temporary licenses issued by the Iowa Department of Transportation must be accepted as proof of identity and/or residency while the temporary ID is valid. The temporary ID is valid for 30 days, and each one will have an expiration date printed on it.

Proving Residency

The proofs of residency listed below are the only proofs of residency acceptable for use by persons wishing to register and vote on Election Day. The proof of residency must contain both the person's name and current address in the precinct.

Acceptable Proofs of Residency

- A residential lease
- A property tax statement
- A utility bill, including a cell phone bill
- A bank statement
- A paycheck
- A government check
- Other government document

Election Day Registration Situations

Important Note: Before going through the Election Day Registration process with any voter, you must show them the *Notice to Election Day Registrants (Example 9)*.

Situation #1: Voter has proper identification and proof of residency.

When a potential voter has the proper identification and proof of residency, the voter will be allowed to vote a regular ballot.

The voter must:

- 1) Provide the appropriate identification/proof of residency.
 - Inspect the ID to make sure it has not expired.
 - Check the photo.
- 2) Complete a **voter registration form**.
- 3) Complete the **Voter's Oath (Example 5)**.
- 4) Allow the voter to vote a regular ballot.

Situation #2: Voter does not have proper identification and proof of residency.

When a potential voter cannot provide either proof of identity or residency, the potential voter may have another registered voter attest to the identity and residency of the voter.

The voter must:

- 1) Complete a **voter registration form**.
- 2) Complete the **Voter's Oath (Example 5)**.

The attester must:

- 1) Complete the **Attester's Oath (Example 5)**.

A PEO must sign both the voter's oath and the attester's oath. After the above steps have been completed, allow the voter to vote a regular ballot.

An Attester:

- Must be a registered voter in the same precinct as the person for whom they are attesting.
 - Check an attester's registration status.
- May only attest for one voter on Election Day.
 - Check other **Attester's Oaths** for duplications.
- May be someone who has registered and voted on Election Day but may not be a voter who has been attested for.
 - Check an attester's registration status.
- May be a PEO but as all other attesters, may only attest for **ONE** voter on Election Day.
 - Keep this in mind as you work on Election Day.

Situation #3: Voter does not have proper identification, proof of residency, and does not have another registered voter to attest for the voter.

Follow provisional ballot procedure. See Provisional Ballot section.

Curbside Voter

When a voter comes to the polling place but is unable to leave a vehicle, two PEOs (for partisan elections, one Democratic and one Republican official) must take a ballot and election supplies outside to the voter.

IMPORTANT REMINDER: If this causes fewer than three PEOs to be left inside the polling place, operations inside the polling place **must temporarily come to a halt.**

Follow the same voter processing procedures during curbside voting.

- A voter's information must be compared to the election register. The voter must sign the ***declaration of eligibility***, and in the case of curbside voting, a voter must complete the ***affidavit of voter requesting assistance***.
- It is not recommended that you take the election register out of the polling place to assist a curbside voter.
- Most counties who have voters sign an election register that includes the declaration of eligibility use eligibility slips in this situation, which are then attached to the election register. The information on the slip needs to be checked against that of the election register. **Ask the auditor about the procedure you are to follow in this situation.**

Take the ***affidavit of voter requesting assistance***, a voter's ***declaration of eligibility*** slip, a secrecy folder, a pencil/marking pen, a ballot, and all other necessary supplies to the voter's vehicle.

PEOs assisting a curbside voter must:

- Ask the voter to read, complete, and sign the ***affidavit of voter requesting assistance and the declaration of eligibility***. If necessary, read the contents of the affidavit and declaration to the voter.

- Confirm that the information on the declaration matches the information in the election register.
- Mark “Assisted” next to the voter’s name in the election register.
- Give the voter a ballot concealed within the secrecy folder.
- Have the voter mark the ballot and return it concealed within the secrecy folder.
- Take the voted ballot directly to the tabulator to insert.

IMPORTANT REMINDER: Do not assume that the voter needs help marking the ballot. If a voter requests help marking the ballot, remember:

- Provide no more help than the voter requests.
- Do not reveal or comment on how the person voted.
- Treat each voter with the same respect and courtesy with which you would want to be treated.

Voter Requesting Assistance

- A voter may request help when marking or casting a ballot.
- Any voter may declare upon oath that a voter is blind, cannot read the English language, or is, by reason of any physical disability **other than intoxication**, unable to cast a vote without assistance.
- **REMINDER:** Do not ask why a voter needs help.
- If the voter asks for assistance from a PEO, two designated officials (for partisan elections, one Democratic and one Republican official) must help the voter together.
- A voter may also request help from any person in the polling place except the voter's employer, employer's agent, or an officer or agent of the voter's union. In all cases the voter must sign the ***affidavit of voter requesting assistance***.

If a voter requests help from either PEOs or from some other person, the PEOs must:

- Ask the voter to read and sign the ***affidavit of voter requesting assistance***. If necessary, please read the contents of the affidavit to the voter. *A voter who cannot physically sign a signature is eligible to vote. A signature made with assistance, a rubber stamp, or a mark regularly used by the voter as a signature is acceptable.*
- If someone other than a PEO assists the voter, ask the person to read and sign the ***affidavit of voter requesting assistance***.
- Mark "Assisted" next to the voter's name in the election register or e-poll book to record the voter requested help when voting.
- ❖ ***Remember to provide a secrecy sleeve. The voter may put the ballot into the ballot scanner.***

When you assist a voter, you must remember:

- Provide no more help than the voter requests.
- Assist the voter in a private location so that you are not overheard. At the voter assist terminal is usually a good location.

- Do not reveal or comment on how the person voted.
- Treat each voter with the same respect and courtesy with which you would want to be treated.

Asking for Identification

As a PEO, you are required to ask for identification from any person offering to vote or attest to the identity of another. When you request to see a voter's identification, you must do so only in a uniform and nondiscriminatory manner.

If the voter is unable or refuses to show ID, follow the processes of your poll book or in the "Processing Voters at the Polls" section of this guidebook.

Types of Identification:

- Iowa Driver's License/Non-Operator ID
- U.S. Passport
- U.S. Military ID or Veteran's ID
- Iowa Voter Identification Card

Alternate type of identification (must be used in conjunction with proof of residence):

- Out-of-state Driver's License/non-operator Identification that is not expired
- Employer issued identification card that is not expired (must include an expiration date)
- Student identification card issued by an Iowa high school or college that is not expired (must include an expiration date)

Identification for **Election Day Registration** must reference an expiration date and shall not be expired in all cases except Veteran's ID. Proper forms of identification may say "does not expire". Veteran's ID that does not contain an expiration date is presumed to be valid. If the Veteran's ID contains an expiration date, then it must not be expired.

For purposes other than Election Day Registration, the same criteria apply for identification except for Iowa Driver's License/Non-Operator ID. An Iowa Driver's License or Non-Operator ID may be used for identification if it is expired 90 days or less.

Temporary licenses issued by the Iowa Department of Transportation must be accepted as proof of identity and/or residency.

For purposes of verifying identity at the polling place, forms of identification shall be reviewed as an entire document. For example, if reporting a name change, it is ok if the ID has not yet been updated if everything else about the identification appears to be correct such as photo and signature style.

Signature comparison may be used at the polls for assisting in voter identification. For example, if a voter presents an Iowa Voter Identification without a picture, a visual comparison of the signature on the card to the signature of the individual presenting the card can be used to verify that the card belongs to the voter.

Generally, you as an election official should be confident that the person presenting themselves to vote is who they say they are based on the identification document provided. If you are not, the voter shall be challenged and the voter may cast a provisional ballot for a determination to be made by the special precinct board.

Reviewing Identification

As a precinct official, you are required to ask for identification from any person who offers to vote, or who offers to attest to the identity of another.

- 1) Review the identification in a uniform and nondiscriminatory manner.**
- 2) In general, presume the identification depicts the voter.**
- 3) Consider the information on the identification as a whole.**

Each form of identification will have a photograph, except the Iowa Voter Identification Card (PIN card).

- In general, presume the photograph depicts the voter.
- Consider the photograph along with the other information on the ID.
- Keep in mind a person's appearance changes over time.
 - An ID may be current and valid, but show the voter's photo from several years prior.
- Do not ask the voter to explain a change in appearance. You may consider a voter's explanation, if the voter volunteers it.

If you are unsure the identification depicts the voter, or if the voter presents an Iowa Voter Identification Card (PIN card), you may review the voter's signature.

- In general, presume the signature is valid.
- Consider the signature along with the other information on the ID.
- Keep in mind a person's signature may change over time.
 - An ID may be current and valid, but show the voter's signature from several years prior.
- Do not ask the voter to explain a change in signature. You may consider a voter's explanation, if the voter volunteers it.
- In comparing signatures, consider the style and general appearance, proportions and sizes of letters, spacing, slant, and any distinctive traits.
- Do not rely on a single difference to conclude signatures were made by different persons. Instead, look for multiple differences.

Change in name or address

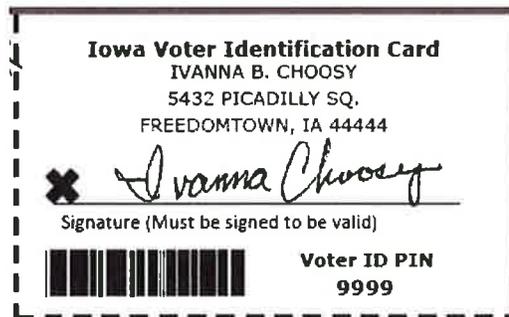
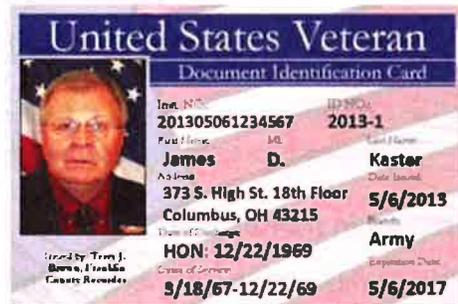
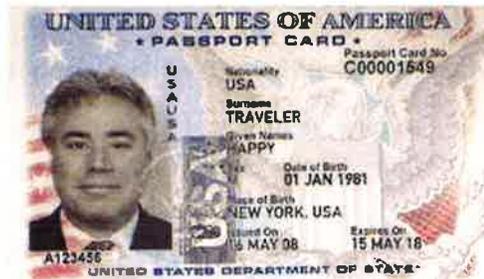
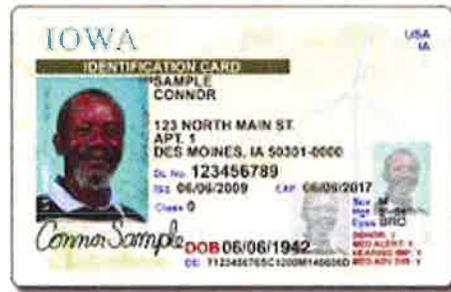
If the ID shows the voter's former name, it may still be used to prove the voter's identity.

If the ID shows the voter's former address, it may still be used to prove the voter's identity; however, the voter may also need to prove residence (see Iowa Voter Identification Requirements).

Provisional ballot

If you believe the identification depicts someone other than the voter, you must challenge the voter's qualifications and offer the voter a provisional ballot.

Sample identifications:



Challenging the Right to Vote

The qualifications of a voter may be challenged by

- a PEO
- a poll watcher
- or by any registered voter in the county

It is the duty of each PEO to challenge a voter whom the PEO knows or suspects is not qualified to vote. However, no matter what the circumstance of the challenge, it is important to note that you as a PEO are always in control of the situation.

Any person wishing to challenge the qualifications of a voter must do so in writing and must provide a separate written challenge for every voter to be challenged. **IMPORTANT:** There are no blanket challenges.

REMINDER: The *Challenger's Statement* is the form to be used in this situation.

Steps in the challenge process:

1. The challenger must complete the *Challenger's Statement* before anything else can happen.
 - a. The form must be complete. Challenge forms that do not include all of the required information will result in the challenge being rejected.
 - b. A challenger may claim only the following about a voter being challenged. The voter:
 - Is not a citizen of the United States
 - Is less than eighteen years of age
 - Is not a resident at the address where the voter is registered (not applicable for those reporting a change of address at the polls on Election Day or those registering to vote using Election Day Registration procedures)
 - Is not a resident of the precinct where the voter is offering to vote
 - Has falsified information on a registration form or declaration of eligibility
 - Has been convicted of a felony, and the voting rights have not been restored
 - Has been judged by a court of law to be incompetent to vote and no subsequent proceeding has reversed that finding

2. Talk to the voter being challenged.
 - a. PEOs may ask certain questions of the voter to determine the qualifications of the voter. **IMPORTANT:** Other challengers may participate in questioning a voter only if you, the PEO, have permitted the challenger to do so.
 - b. Questions to determine a voter’s qualifications may include the following:
 - Where do you maintain your home?
 - How long have you maintained a home at that address?
 - Do you maintain a home at any other location?
 - What is your age?
3. Is there still a challenge? (A challenge can be withdrawn by the challenger at any time)
 - a. If the challenge is withdrawn, the voter may cast a regular ballot. In this case, keep the completed challenge form. Write “challenge withdrawn” on the form, initial the form, and keep it with the materials that will be taken back to the auditor’s office.
 - b. If the challenge is not withdrawn, offer the voter a provisional ballot. If the voter chooses to vote a provisional ballot, ATTACH THE COMPLETED CHALLENGE FORM TO THE PROVISIONAL BALLOT ENVELOPE – Iowa law requires this.

IMPORTANT REMINDER: A voter who has been challenged always has the right to vote provisionally.

What is an Attester?

- A person can only attest for two pre-registered voters and one Election Day Registration voter for each election.
- **IMPORTANT**: An EDR voter that had an attester is NOT eligible to attest for someone else during that election.
- A person that is attesting for another voter must provide one of the following acceptable identification, as follows:
 - Iowa Driver's License/Non-Operator ID that is not expired more than 90 days.
 - U.S. Passport that is not expired
 - U.S. Military ID or Veteran's ID (If ID contains an expiration date, it shall not be expired. If no expiration date is listed, it is presumed to be valid)
 - Iowa Voter Identification Card
- Verify that the attester appears in the election register or has provided proof of identification and residence as an EDR.
- If the attester is reporting a name and/or address change, it is OK if the ID has not yet been updated if everything else about the ID appears to be correct, i.e. photo, signature, etc.
- The attester must complete the Election Day Attester Oath.

Proof of Residence

- Proof of residence is required for:
 - Election Day Registrant
 - Pending voters
 - Address changes to a new precinct
 - Vote Centers – any voter changing address at a vote center
- The proof of residency must contain both the person’s name and current address in the precinct, and must be current within 45 days of Election Day.
- Acceptable proofs of residence include:
 - A residential lease
 - A property tax statement (current within 45 days of final payment date)
 - A bank statement
 - A paycheck
 - A government check
 - Other government document
- **REMINDER**: If a voter does not have proof of residence, they may use an attester.