

## ***Provisional Ballot Training Scenarios***

The following pages contain hands on training scenarios used in the Bureau of Election's 2015/2016 Train the Trainer training sessions. These scenarios can be used to train election inspectors on the new Provisional Ballot Form.

How to use the scenarios:

1. Print, paste, or copy the training scenario onto an envelope or a Provisional Ballot Form
2. Ensure the second side of the Provisional Ballot Form is also included on the envelope for the election inspectors to complete
3. Provide a group of election inspectors both a Scenario Card and a completed Provisional Ballot form for one scenario type
4. Explain the Provisional Ballot Form process to the election inspectors or have them watch BOE's Election Day Management video on Provisional Ballots:  
<https://www.youtube.com/watch?v=cVN0zca1jnc>
5. Have the election inspectors work through the form (completing it properly) and then have them explain what type of ballot they issued to the voter
6. Reinforce the training points by explaining why the election inspectors came to the correct or incorrect conclusion

Consider taking the training exercise one step further and having election inspectors prepare a Challenged ballot and/or enter the transaction into the (e)Pollbook.

# Provisional Ballot Scenario

## Scenario #1

John Doe, a voter, is not on your precinct list. You've contacted the Clerk and they confirmed that the voter is not registered anywhere else. The election is August 5<sup>th</sup> and the close of registration was July 7<sup>th</sup>. The voter has provided valid photo ID and that ID has 241 W South St. as their address. Completing the Election Inspector Review Checklist, determine what type of Provisional Ballot John Doe should receive.

# Provisional Ballot Scenario

## Scenario #2

Jane Smith, a voter, is not on your precinct list. You've contacted the Clerk and they confirmed that the voter is not registered anywhere else. The election is August 5<sup>th</sup> and the close of registration was July 7<sup>th</sup>. The voter does not have photo ID but does have an electric bill with 241 W South St. as their address. Completing the Election Inspector Review Checklist, determine what type of Provisional Ballot Jane Smith should receive.

# Provisional Ballot Scenario

## Scenario #3

Bob Johnson, a voter, is not on your precinct list. You've contacted the Clerk and they confirmed that the voter is not registered anywhere else. The election is August 5<sup>th</sup> and the close of registration was July 7<sup>th</sup>. The voter has provided valid photo ID but the address on the photo ID is not 241 W South St. and they have nothing else with them to prove that 241 W South St is their address. Completing the Election Inspector Review Checklist, determine what type of Provisional Ballot Bob Johnson should receive.

# Provisional Ballot Scenario

## Scenario #4

Jennifer Brown, a voter, is not on your precinct list. You've contacted the Clerk and they confirmed that the voter is not registered anywhere else. The election is August 5<sup>th</sup> and the close of registration was July 7<sup>th</sup>. The voter has provided valid photo ID and that ID has 241 W South St. as their address. Completing the Election Inspector Review Checklist, determine what type of Provisional Ballot Jennifer Brown should receive.

Scenario #1

# State of Michigan Provisional Ballot Form and Voter Registration Form

Attention voter: If your name was not found on the list of registered voters and you were unable to produce a receipt verifying registration, you must complete the following affidavit and voter registration form in the correct precinct.

voter affidavit (required)

I, John Doe, affirm that I am a resident of:

city Smallville  
 township

at the address provided. I affirm that I submitted a voter registration application on or before the close of registration for the election at hand. By signing this affidavit, I swear/affirm that the above statements are true.

Signature of Voter:


John Doe

Signature of Election Inspector witnessing:

An individual who provides false information in this affidavit is guilty of perjury, which is punishable by a fine of up to \$1,000 and/or imprisonment for up to 5 years.

registration information (required)

I registered to vote on:

 June 29, 2015 (approximate date)

at the location or with the following form below:

- Mail-in registration form
- Secretary of State branch office
- Secretary of State "Renewal by Mail"
- ExpressSOS.com
- Designated voter registration agency
- County, city or township clerk's office

Next, complete the voter registration application to the right. ➡

## qualifications

Are you a citizen of the United States of America?  yes  no  
Will you be at least 18 years of age on or before election day?  yes  no

If you are not a US citizen, do NOT complete this form

Michigan driver license/state personal ID #

D-123-456-789-012

If you do not have a Michigan driver license or personal ID card, provide the last four digits of your Social Security number:

X X X - X X -

I do not have a valid Michigan issued driver license, a Michigan personal ID card, or a Social Security number.

personal information \*required information

Doe last name\* John first\* John middle\* suffix

241 W South St address where you live - house number and street/road\*  male  female

Smallville city\* 12345 zip 6/22/71 date of birth\*

555-1273 phone  email

mailing address (if different than residential address)

city state zip

signature

I certify that:

- I am a citizen of the United States.
- I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
- I will be at least 18 years of age by election day.
- I authorize the cancellation of any previous registration.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

John Doe signature 8/5/15 date

Next, election inspector complete the review checklist on the other side. ➡

Scenario #2

# State of Michigan Provisional Ballot Form and Voter Registration Form

Attention voter: If your name was not found on the list of registered voters and you were unable to produce a receipt verifying registration, you must complete the following affidavit and voter registration form in the correct precinct.

Start

### voter affidavit (required)

I, Jane Smith, affirm that I am a resident of:

city  
 township

at the address provided. I affirm that I submitted a voter registration application on or before the close of registration for the election at hand. By signing this affidavit, I swear/affirm that the above statements are true.

Signature of Voter:

Jane Smith

Signature of Election Inspector witnessing:

[Signature]

An individual who provides false information in this affidavit is guilty of perjury, which is punishable by a fine of up to \$1,000 and/or imprisonment for up to 5 years.

### registration information (required)

I registered to vote on:

 April 24, 2015  
approximate date

at the location or with the following form below:

- Mail-in registration form
- Secretary of State branch office
- Secretary of State "Renewal by Mail"
- ExpressSOS.com
- Designated voter registration agency
- County, city or township clerk's office

Next, complete the voter registration application to the right. →

### qualifications

Are you a citizen of the United States of America?  yes  no  
Will you be at least 18 years of age on or before election day?  yes  no

If you are not a US citizen, do NOT complete this form

### Michigan driver license/state personal ID #

[Blank]

If you do not have a Michigan driver license or personal ID card, provide the last four digits of your Social Security number:

XX-XX-1234

I do not have a valid Michigan issued driver license, a Michigan personal ID card, or a Social Security number.

### personal information \*required information

Smith, Jane  
last name\* first\*

middle suffix  
 male  female

241 W South St.  
address where you live - house number and street/road\*

Api/Lot #

Happytown 12541  
city\* zip

7/23/62  
date of birth\*

123-4567  
phone

email

mailing address (if different than residential address)

city state zip

### signature

I certify that:

- I am a citizen of the United States.
- I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
- I will be at least 18 years of age by election day.
- I authorize the cancellation of any previous registration.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

X Jane Smith 8/5/15  
signature date

Next, election inspector complete the review checklist on the other side. →

# State of Michigan Provisional Ballot Form and Voter Registration Form

Scenario # 3

**Attention voter:** If your name was not found on the list of registered voters and you were unable to produce a receipt verifying registration, you must complete the following affidavit and voter registration form in the correct precinct.

**voter affidavit (required)**

I, Bob Johnson, affirm  
that I am a resident of:  
 city Hape  
 township \_\_\_\_\_

at the address provided. I affirm that I submitted a voter registration application on or before the close of registration for the election at hand. By signing this affidavit, I swear/affirm that the above statements are true.

**Signature of Voter:**  
Bob Johnson

**Signature of Election Inspector witnessing:**  
\_\_\_\_\_

An individual who provides false information in this affidavit is guilty of perjury, which is punishable by a fine of up to \$1,000 and/or imprisonment for up to 5 years.

**registration information (required)**

I registered to vote on:

 July 1, 2015 approximate date

at the location or with the following form below:

- Mail-in registration form
- Secretary of State branch office
- Secretary of State "Renewal by Mail"
- ExpressSOS.com
- Designated voter registration agency
- County, city or township clerk's office

Next, complete the voter registration application to the right. ➡

## qualifications

Are you a citizen of the United States of America?  yes  no  
Will you be at least 18 years of age on or before election day?  yes  no

If you are not a US citizen, do NOT complete this form

Michigan driver license/state personal ID #

J-012-456-321-987

If you do not have a Michigan driver license or personal ID card, provide the last four digits of your Social Security number:

X X X - X X -

I do not have a valid Michigan issued driver license, a Michigan personal ID card, or a Social Security number.

**personal information \*required information**

last name\* Johnson first\* Bob middle \_\_\_\_\_ suffix \_\_\_\_\_  
241 W South St Apt/Lot # \_\_\_\_\_  male  female  
address where you live - house number and street/road\*  
Hape 42891 7/24/91  
city\* zip date of birth\*  
555-6789  
phone email \_\_\_\_\_

mailing address (if different than residential address)

city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_  
**signature**

I certify that:

- I am a citizen of the United States.
- I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
- I will be at least 18 years of age by election day.
- I authorize the cancellation of any previous registration.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

X Bob Johnson 8/5/15  
signature date

Next, election inspector complete the review checklist on the other side. ➡

# State of Michigan Provisional Ballot Form and Voter Registration Form

**Attention voter:** If your name was not found on the list of registered voters and you were unable to produce a receipt verifying registration, you must complete the following affidavit and voter registration form in the correct precinct.

**voter affidavit (required)**

I, Jennifer Brown, affirm  
that I am a resident of:  
 city Faraway  
 township \_\_\_\_\_

at the address provided. I affirm that I submitted a voter registration application on or before the close of registration for the election at hand. By signing this affidavit, I swear/affirm that the above statements are true.

Signature of Voter:  
Jennifer Brown

Signature of Election Inspector witnessing:  
\_\_\_\_\_

An individual who provides false information in this affidavit is guilty of perjury, which is punishable by a fine of up to \$1,000 and/or imprisonment for up to 5 years.

**registration information (required)**

I registered to vote on:

 July 13, 2015  
approximate date

at the location or with the following form below:

- Mail-in registration form
- Secretary of State branch office
- Secretary of State "Renewal by Mail"
- ExpressSOS.com
- Designated voter registration agency
- County, city or township clerk's office

Next, complete the voter registration application to the right. ➡

Scenario 4

**qualifications**

Are you a citizen of the United States of America?  yes  no  
Will you be at least 18 years of age on or before election day?  yes  no

If you are not a US citizen, do NOT complete this form

Michigan driver license/state personal ID #

B-543-210-987-654

If you do not have a Michigan driver license or personal ID card, provide the last four digits of your Social Security number:

X X X - X X -

I do not have a valid Michigan issued driver license, a Michigan personal ID card, or a Social Security number.

**personal information \*required information**

Brown last name\* Jennifer first\* Jennifer middle\* suffix  
241 W South St Apt/Lot # 819177 date of birth\*  
Faraway city\* 42100 zip 655-9210 phone  
email

mailing address (if different than residential address)

city state zip

**signature**

I certify that:

- I am a citizen of the United States.
- I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
- I will be at least 18 years of age by election day.
- I authorize the cancellation of any previous registration.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws

Jennifer Brown signature 8/5/15 date

Next, election inspector complete the review checklist on the other side. ➡

# Provisional Ballot Scenario Key

All scenarios:

1. Sign as election inspector
2. Review for completeness

Scenario	Voter Name	Question 1	Question 2	Ballot Type	
1	John Doe	Yes	Yes	Affidavit	
2	Jane Smith	Yes	No	Envelope	
3	Bob Johnson	Yes	No	Envelope	
4	Jennifer Brown	Registered after the close of registration			None