

# **Kootenai County Elections**

## **Job Aid**

## **Greeter**

1. Each elector (voter) should be greeted when arriving at the polling place and the Greeter should help to verify that the voter is registered and in the correct location.
2. If the voter is not registered, has moved, or experienced a name change, send them to the Registration Clerk to check if they are in the correct location.

If they are in the correct location, the Registration Clerk will assist them with the registration process, including the voter providing acceptable Photo ID and Proof of Residency.

3. If they are not in the correct location, the Registration Clerk will re-direct them to the correct voting location.
4. If the voter states they are registered but are unsure if they are in the correct location, assist the voter by directing them to an E-Poll Book to look up their address.
5. If the voter is certain they are registered and at the correct polling place, verify that they have one of the acceptable forms of Photo ID prior to approaching the Poll Book Clerk. The acceptable forms of Photo ID are listed below.

If the voter does not have one of the acceptable forms of Photo ID, they should be sent to the Poll Book Clerk to confirm they are a currently registered voter who is eligible to fill out a Personal Identification Affidavit. (PIA)

6. Acceptable Forms of ID - Every voter must show one of the acceptable Photo IDs. Alternatively, if they are a currently registered voter who has no changes to name or residence address, they may sign the Personal Identification Affidavit. (Idaho Code 34-1113 and 34-1114)

Acceptable forms of ID are:

- An Idaho driver's license or identification card
- A US passport or Federal photo identification card (Includes Military ID)
- A tribal photo identification card
- A concealed weapons license issued by a County Sheriff in Idaho under Idaho Code sections 18-3302 and 18-3302K.

### SUGGESTED VERBIAGE FOR GREETERS

On the next page there is suggested verbiage for interacting with voters when they arrive at the polling place. Your assistance will prepare them for the next steps of the voting process.

Suggested Verbiage For Greeters	IF YES	IF NO
Hello, how are you today? Are you a registered voter?	Next Question	You will need to provide acceptable Photo ID and acceptable Proof of Residency to register today. Let's check if this is your correct polling place. <b>Send voter to Registration Clerk.</b>
Good. Have you moved or changed your name since you last voted?	You will need to re-register with your new information and provide acceptable Photo ID and Proof of your Residence. Let's check if this is your correct polling place. <b>Send voter to Registration Clerk.</b>	Next Question
Do you have your photo ID with you today?	Good, you are all set. Please show your photo ID to the Poll Book Clerk. <b>Send to E-Poll Book Clerk.</b>	You need to present acceptable photo ID (indicate poster with list of acceptable ID) or sign the Personal Identification Affidavit to vote in Idaho. <b>Send to E-Poll Book Clerk.</b>

## GREETER TROUBLESHOOTING

### **Voter Does Not Have Acceptable Photo ID For Voting -**

If the voter is currently registered in the system, and has no changes to their name or residence address, they may sign a Personal Identification Affidavit

### **Voter Is Not Sure If They Are Registered -**

Send them to the Registration or E-Poll Book Clerk to check if they are registered

### **Voter Is Unable to Enter the Building or Needs Curbside Voting -**

Notify Chief Judge and follow instructions in the Curbside Voting Packet