

# **Kootenai County Elections**

## **Job Aid**

### **Poll Book Clerk**

## IDENTIFYING THE ELECTOR AND ISSUING THE VOTER TICKET

### IF THE ELECTOR IS PROPERLY REGISTERED

1. The Poll Book Clerk asks the voter if they have their Photo ID with them today. If the voter does not have an Acceptable form of Photo ID, they may sign a Personal Identification Affidavit if they are properly registered as to name and residence address
2. Search for the voter's name in the E-Poll Book using a manual voter search or a Driver's License Scan, depending on the form of Photo ID provided.
3. If multiple results are shown, select the correct voter from the list (watch out for similar names, use birth year to differentiate between voters if necessary)
4. The Poll Book Clerk requests the voter to state his or her name and residence address and verifies that the name and residence address listed in the E-Poll Book for the voter is the same as the one verbally stated by the voter
5. If the name and address matches what the voter gives verbally, the voter is correctly registered.
6. If the name or address does not match, send the voter to the Registration table. The voter must complete a registration card with the updated information and provide an acceptable form of photo ID and an acceptable form of Proof of Residency for a minimum of 30 days at their current address
7. **NOTE:** A voter may be registered with a Protected Address. If this is the case, "Address Protected" will appear beneath the elector's name in the E-Poll Book. **DO NOT** ask for their address!!!
  - a. An entry of "**Protected**" beneath the voter's name indicates that the voter's residence address is confidential and is **not** public record.
  - b. The voter must either show an *acceptable photo ID* or sign the Personal Identification Affidavit before signing the E-Poll Book and being issued a ballot
  - c. **NOTE:** If a voter with a Protected Address needs to re-register, the new address will be entered in the E-Poll Book upon the completion of a new voter registration form and the providing of Acceptable Proof of Residency and Acceptable Photo ID by the voter.

### IDENTIFICATION REQUIRED

1. Every voter must either show one of the acceptable Photo ID's or sign the Personal Identification Affidavit. (34-1113 and 34-1114, Idaho Code)
2. Acceptable forms of ID are:
  - a. An Idaho Driver's License or Identification Card
  - b. A U.S. Passport or Federal Photo ID (includes Military ID)
  - c. A Tribal Photo Identification Card
  - d. A Concealed Weapons License issued by a County Sheriff in Idaho under Idaho Code sections 18-3302 and 18-3302K
3. If a correctly registered voter does not have one of the above forms of acceptable ID, they should be given the Personal Identification Affidavit to sign in lieu of showing photo ID

4. **NOTE:** A registered voter with no changes to name or address should not be denied their right to vote because they do not have one of the acceptable forms of identification. They should be given the Personal Identification Affidavit to complete unless the “Record ID” screen appears in the poll book. If the voter has the “Record ID” screen the voter must first satisfy the ID requirements as required by State and Federal Law.
5. An ID listed above is acceptable if the photo matches the individual and the name on the ID matches the name listed in the Poll Book. **NOTE:** Common abbreviations and nicknames are acceptable. However, a name change requires the voter to re-register
6. The voter:
  - a. **Has an acceptable ID** and the photo matches the individual and the name on the ID matches the name in the Poll Book, voter signs E-Poll Book, receives their voter ticket and proceeds to Issuing Clerk
  - b. **Does not have an acceptable ID**, the correctly registered voter may fill out and sign the Personal Identification Affidavit. The voter must sign the Personal Identification Affidavit in order to vote. Once the affidavit is filled out, both the voter and the Chief Judge must sign the affidavit.
7. **NOTE:** The individual's address on their photo ID is not required to match the address in the E-Poll Book. The address in the E-Poll Book should match the address given verbally by the voter. If the address given verbally is different from the address in the E-Poll Book, due to the voter moving prior to 30 days before the election, then the voter must re-register. Direct the voter to the registration table

### **Challenging a Voter - CALL THE OFFICE**

1. In the case a voter is seeking to challenge another registered voter within your precinct:
  - a. One of the Election Clerks (Poll Workers) must confirm the voter being challenged is registered in the E-Poll Book in that precinct
  - b. The “Challenged Voter” form must be completed and signed by the person seeking to make the challenge
2. Once the challenge is completed, make certain all E-Poll Book Clerks are aware of the name of the challenged voter, so if that person comes in to vote, the appropriate steps can be followed prior to them signing the E-Poll Book.

### **A Challenged Voter - CALL THE OFFICE**

1. In the case a voter who has been challenged comes in to vote:
  - a. One of the Election Clerks (Poll Workers) must declare the qualifications of an elector (voter) to the individual
  - b. If the individual declares himself duly qualified and the challenge is not withdrawn, the Election Clerk shall tender him and have him sign the Oath of a Challenged Person
  - c. The “Challenged Voter” form must be completed
2. Upon receipt of the signed Oath, write “Sworn” in the Remarks Column to the right of the voter's name on the “Challenged Voter” form

## PARTY AFFILIATION

Although a voter must affiliate with one of the 4 recognized political parties or designate themselves as "unaffiliated" when registering, party affiliation only applies to a Primary Election and limits the voter's ballot options in a Primary Election. This does not limit the voter's voting in any other election. The Primary Election is held in May of even numbered years, and specific rules governing which party ballot a voter is eligible to choose are provided for each specific Primary Election.

## COMPLETING SIGN-IN

1. The voter must then sign his or her name on the Signature screen of the E-Poll Book before receiving the voter ticket
2. **NOTE: Every voter must sign the E-Poll Book** before receiving a voter ticket or being issued a ballot.

## SUGGESTED VERBIAGE FOR POLL BOOK CLERK

Here is suggested verbiage for interacting with voters:

1. Registered Voter Appears:  
Poll Book Clerk: "Hello, do you have your Photo ID with you today?" (Refer to the list of acceptable Photo ID)
  - a. Scan the voter's Driver's License or utilize a Manual Voter Search to find the correct voter
  - b. If the voter cannot be found, direct the voter to the Registration table to confirm this is their correct precinct and to complete an Election Day Registration form.
2. New Registrant Appears: SEND TO REGISTRATION TABLE.
3. Poll Book Clerk: "Please state your name and residence address"
4. Verify the name and address given verbally by the voter matches the name and address printed in the E-Poll Book
  - a. If the name and address matches, proceed to step 5
  - b. If the name is different, direct the voter to the Registration table to complete an Election Day Registration Form.
  - c. If the address does not match what is printed in the Poll Book, determine if the voter has moved prior to 30 days before the Election.
    - i. If the address is different due to the elector moving, direct the voter to the Registration table to complete Election Day Registration form
    - ii. If the voter has moved more recently than 30 days prior to the Election, they will need to vote based on their current registered address (old address), and then they can re-register at their new address after the election.

5. Verify the name printed on the picture ID matches the name printed in the Poll Book and the photo matches the individual. Proceed to step 6
  - a. Remember, common abbreviations and nicknames are acceptable. However, a name change requires the elector to re-register
    - i. If the elector does not have one of the acceptable forms of ID or refuses to show one, they may complete a Personal Identification Affidavit. Give the elector a Personal Identification Affidavit to complete. Once completed, proceed to step 6
6. Continue to next screen.
7. If no additional messages appear on the E-Poll Book (such as Absentee Req., Record ID, etc) proceed to the next screen where voter will sign E-Poll Book.
8. Poll Book Clerk: "Thank you, please sign here." (**Remember, PIAs MUST still sign the E-Poll Book as well**)
9. Give voter the ticket that prints out after signing and direct them to the Issuing Clerk to receive their ballot.

## **Poll Book Clerk Troubleshooting**

### **Voter doesn't have one of the Acceptable Photo IDs for voting -**

If they are already in the system as a Registered Voter, and they have no change to name or residence address, have them sign a Personal Identification Affidavit

### **A voter chooses to sign the Personal Identification Affidavit -**

Make sure that it is complete and have your Judge sign it immediately

### **A person wants to sign for a voter as they have power of attorney -**

Power of Attorney Signatures are **NOT** allowed by law. The voter must make their own mark, which you need to witness (their mark/signature) and then print their name below their signature

### **A voter wants to challenge another voter - CALL THE OFFICE -**

Have them write why they are challenging (moved, deceased, etc.) and the Judge needs to sign in the remarks section of the Challenged Voter Page