

Kootenai County Elections

Job Aid

Election Day Registration Clerk

If a voter has not registered prior to Election Day, he or she may do so at the polling place

REGISTRATION CLERK PROCEDURES

IS THE ELECTOR IN THE PROPER PRECINCT?

Though it may seem obvious, the first step in registering people is to **make sure that they are at the proper polling place**. A person can only vote in the designated polling place for the precinct where he or she resides

Using the “Find my Precinct” tool, ask the voter their residence address, and then type in the house # and street name (do not type in the pre-directional or street type). Then search for the street and, if necessary, select the correct street. The E-Poll Book will display the proper precinct for this address.

Additionally, you can check the Greeter List to see if the voter is currently registered at your location.

If you choose to scan the voter’s ID in the E-Poll Book to check their precinct, check the address where the voter is registered in the E-Poll Book with the voter to ensure this is their current address, and not a former address.

COMPLETING THE VOTER REGISTRATION FORM

Registration forms must be completed fully!

Instruct registrants to carefully read the instructions on the voter registration form before completing the form. The registrant must enter either their Idaho driver’s license number or Idaho identification card number issued through the Department of Transportation. When an Idaho driver’s license or identification card is not available, they may enter the last 4 digits of their Social Security Number. Voters will still need to provide an acceptable form of Photo ID if they are only inputting the last four digits of their SSN on the form.

The voter may complete the registration form by themselves or may receive assistance from an election clerk, or someone of their choosing, except for signing the elector’s name. To save time, hand forms to individuals waiting in line to register.

All information should be printed in black or blue ink. Make sure the voter completes & signs the form.

A person unable to write his or her name may make an X or other identifying mark, in which case the Registration Clerk observes the signing and also prints the name under the signature line.

By signing the voter registration form, a registrant is affirming that he or she:

- is at least 18 years old on Election Day
- is a citizen of the United States
- resides at the address shown under Residence Address
- has resided in Idaho and in the County for 30 days preceding any election
- Federal, State or County Election - 30 days within the State and County
- City Election - 30 days within the City
- Taxing District Election - 30 days within the Taxing District
- is not under any legal disqualification to vote

NOTE: An individual who was convicted of a felony has their voting rights in Idaho automatically restored upon completion of their sentence including probation and parole

GIVING FALSE INFORMATION

The registrant should be aware that anyone giving false information to become registered to vote is guilty of perjury. Perjury is punishable by imprisonment in the state prison for not less than 1 or more than 14 years. In addition, the court may impose a fine of up to \$50,000.

PARTY AFFILIATION

All registrants must select a Party Affiliation or declare themselves “Unaffiliated” (i.e. no political party preference). If a registrant does not select a political party or unaffiliated, they will be registered as unaffiliated.

PROVIDING PHOTO ID AND PROOF OF RESIDENCE

After registrants complete the voter registration form, **they must provide acceptable proof of residence.** All documents used in providing proof of residence **must be accompanied by an acceptable photo identification card.**

APPROVED PHOTO IDENTIFICATION

Voters must present a valid photo ID at the polls in order to register & vote.

Out-of-State ID is not an acceptable form of ID for registering or voting.

The following are acceptable forms of Photo ID:

- Current Idaho Driver’s License or Identification card
- Current U.S. Passport or Federal Photo Identification card (includes Military ID)
- Current Tribal Identification card
- Current Concealed Weapons License issued by a County Sheriff in Idaho

APPROVED PROOF OF RESIDENCE DOCUMENTATION

The following are acceptable Proof of Residency documentation:

- Current IDs listed above, with correct residence address, excluding all Passports and Federal IDs
- Current proof of insurance
- Deed of trust, mortgage, lease or rental agreement
- A property tax assessment, bill, or receipt
- A utility bill, excluding a cellular telephone bill
- A bank or credit card statement
- A paystub, paycheck, or government-issued check
- An intake document from a residential care or assisted living facility
- Enrollment papers issued for the current school year by a high school, or an accredited institution of higher education located within the state of Idaho.
- A communication on letterhead from a public or private social service agency registered with the secretary of state verifying the applicant is homeless and attesting to the applicant's residence for registration purposes.

COMPLETE THE REGISTRATION FORM

Verify that all of the information on the registration form was completed by the elector.

Once acceptable proof of residence and acceptable photo identification have been provided AND the voter has been confirmed to be in the correct precinct, the Registration Clerk must complete the bottom portion of the form with the ID and Residency documentation that was provided. Additionally, the Registration Clerk should fill in the Precinct #, Date, Registration Source (At Polls), and their initials on the form.

ENTER THE ELECTOR INFORMATION INTO E-POLL BOOK

Using the registration form, photo ID and proof of residency, enter information into the e-poll book. Have elector confirm all information is correct and have the elector sign the e-poll book. Print a thermal receipt for ballot issuing and "print again" to give to the receiving clerk along with the registration form.

Give the first thermal receipt to the voter and direct them to the ballot Issuing Clerk.

*Give the registration form along with the 2nd thermal receipt to the Receiving Clerk.

***NEVER give the second ticket to the voter, as they could attempt to vote again.**

COMPLETING THE REGISTRATION FORM

FOR THE VOTER

Clearly Print in Black or Blue Ink

Complete all fields in order, from the top of the page to the bottom, then double check for completion. PLEASE NOTE: Previous Name and Previous Address may be left blank if not applicable.

Be prepared to provide acceptable Photo ID and Acceptable Proof of Residency to the Poll Workers. A list of the Acceptable documents can be found at the bottom of the Voter Registration Form.

Registration Clerk Troubleshooting

Voter doesn't have an Acceptable Photo ID with them -

They need to go get an Acceptable Photo ID, it is required for same-day registration and voting

Voter doesn't have Acceptable Proof of Residency with them -

They need to go get Acceptable Proof of Residency or show it on their phone, it is required for same-day registration and voting

A person has a name change -

They need to show Acceptable Photo ID and Acceptable Proof of Residency with their new name

A person has their old name on Acceptable Photo ID but new name on proof of residency (or vice versa) -

Voter registration needs to reflect the name on the Acceptable Photo ID, Acceptable Proof of Residency provided needs to match the Acceptable Photo ID - Call the Office for special circumstances

Voter has moved within Kootenai County in the 30 days before the Election
-They will need to vote at their old precinct and re-register after the election

Voter's address isn't in e-poll book - ALWAYS CALL THE ELECTIONS OFFICE to *make sure that the address is in the County and in your precinct*

A voter just turned 18 and doesn't have anything for proof of residency -

They need to find an acceptable document; the law still applies. If their Acceptable Photo ID has the current address, but was just issued and is the paper version of the form, that is acceptable.

A voter fills out a registration form but decides not to vote - If the voter has signed the E-Poll Book, and a ballot has been issued, voted or not, it needs to be deposited in the ballot box. If voter decides this prior to signing the E-Poll Book, do not finish checking them in, and put a note on the Registration form regarding the situation, and place in your Registration form envelope.