



10 Things Every Florida Poll Worker Should Know

ALL VOTING IS LOCAL



As a poll worker, your job is to help every eligible voter make their voice heard. Below is a list of things to know before you report for your poll worker assignment.



1 Many types of ID are acceptable

If a voter's ID does not include a signature, the voter must produce additional identification that bears his or her signature from the list above. If the voter's address on the photo ID matches the voter's address in the precinct register, you may not ask them to provide further information. If the address on the voter's photo ID is different from the precinct register, you may not use that difference as the sole basis to confirm or to otherwise challenge a voter's legal residence address.

All voters are required to show one or a combination of the following valid photo identifications as long as they contain a picture and signature:

- ✓ Florida driver's license
- ✓ Florida identification card
- ✓ U.S. passport
- ✓ Debit or credit card
- ✓ Military identification
- ✓ Student identification
- ✓ Retirement center identification
- ✓ Neighborhood association identification
- ✓ Public assistance identification (such as Social Security)
- ✓ Veteran's Health Identification Card
- ✓ License for concealed weapon or firearm,
- ✓ A government employee identification card



2 NO voter should be turned away from voting for lack of photo identification

Allow the voter to cast a provisional ballot if they do not have acceptable ID. Each person voting a provisional ballot must be given the written notice and instructions required by law that tell the voter about his or her right to present further written evidence that supports his/her eligibility to vote to the supervisor of elections by no later than 5 p.m. on the second day following the election. The voter should also be informed that they have the right to find out after the election whether the provisional ballot was counted, and if not, the reason why.



3 If a voter is not in the poll book, confirm with the supervisor of elections

Call your local supervisor of elections to verify the voter's registration status. If the voter is registered at a different precinct, direct the voter to that precinct to cast a regular ballot. If the supervisor's office cannot find the voter in its database, offer the voter a provisional ballot. Inform the voter that if they vote in the wrong precinct, their ballot will not be counted.



4 Provisional ballots are a last resort

Anyone who cannot vote by regular ballot has the right to vote by provisional ballot. Workers should inform ALL provisional voters that they may present written evidence of their eligibility to vote to the supervisor's office by 5:00 p.m. on the Thursday after the election in order to ensure their ballot is counted. If a voter voted provisionally solely because they failed to bring identification with them to the polls, they NEED NOT (but may) provide additional evidence of eligibility to ensure that her provisional ballot will be counted. Make sure you give the voter the correct ballot style.

5

Report a voting machine problem immediately

Review your Voting Systems Operations Manual for troubleshooting guidance. If that doesn't resolve the problem, call your local supervisor of elections. If the problem cannot be resolved over the phone, you must offer emergency paper ballots to voters. Emergency ballot envelopes must clearly be marked "Emergency Ballot." A voter's name and signature are not required to complete an emergency ballot.

6

Voters who have moved must vote in their new precinct

Voters who have moved must vote in the precinct that serves their new address. If a voter has moved to a different precinct in the same county prior to the election, they have the right to vote a regular ballot at the polling place of their new residence upon updating their voter registration record at the polling place. If the voter moved to a different county and the precinct uses an electronic poll book, the voter may change addresses at the poll and cast a regular ballot. Otherwise the voter must cast a provisional ballot.

7

Voters have a right to assistance in voting

ANY voter has the right to select someone to join them in the booth to help because of blindness, disability, inability to read or write, limited-language proficiency, or desire to have information translated for them. Voters may select anyone EXCEPT their employer, an agent of their employer, or union representative. All counties must provide assistance at polling sites for Spanish-speaking voters. Assistance for Haitian-Creole speakers may also be available.

8

Take all complaints of voter intimidation seriously

Voter intimidation is ILLEGAL. Voters may not be harassed or coerced by election officials, poll workers, poll watchers, or other voters. If the sole basis of a challenge is that the voter's legal residence is not in the precinct, the challenged voter shall first be given the opportunity to do a change of address. Voters who were convicted of a felony, have paid their fines and fees, and were able to register are eligible to vote. Poll watchers may not speak to voters inside the polling place. The entrance to the polling place must not be impeded. If you receive a complaint about, or witness, voters subjected to intimidation or an excessive number of voter challenges, notify the supervising official at your location immediately and follow all training protocols.

9

Keep track of your supplies

Pay attention to how many provisional ballots you have at all times. If your supplies may not be sufficient to support turnout, call your local elections office and ask them to send more. By mid-afternoon on Election Day, take an inventory of your supplies and prepare for a surge of voters at the end of the day.

10

All voters in line at the 7:00PM closing time must be allowed to vote

Verbally announce to voters still in line at 7:00 PM that they are still entitled to vote. Only after all the voters have finished voting and have exited the polling place should you count the absentee ballots and complete all end-of-day procedures. Poll watchers and candidates may observe the end-of-day procedures in the polling place after the close of the polls.