



# 12 Things Every Michigan 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 Voters unable to show acceptable picture ID may vote a regular ballot by signing affidavit

Every voter who states that he or she does not have acceptable picture ID or did not bring acceptable picture ID may vote a regular ballot by signing an Affidavit of Voter Not in Possession of Picture ID, located on the reverse side of the Application to Vote, before voting. Ensure that the precinct inspector completes the section "To be completed by Election Inspector." A voter cannot be challenged simply because he or she is not in possession of an acceptable picture ID, provided the voter signs the Affidavit of Voter Not in Possession of Picture ID.



## 2 Many types of ID are acceptable

Voters can satisfy the ID requirement with the following forms of identification:

- ✓ Michigan driver's license or State ID card (may be expired)
- ✓ Other state's driver's license or personal ID card
- ✓ Federal or state government issued ID –including US passport and military ID
- ✓ Student ID from a high school or accredited institution of higher education
- ✓ Tribal ID



## 3 If the status "federal ID requirement" appears next to the voter's name in the ePollbook, the voter will have to provide proof of identity and residency

The voter must present one of the following documents before voting:

- ✓ 1. an acceptable form of picture ID
- OR
- ✓ 2. a paycheck, government check, utility bill, bank statement or a government document which lists the voter's name and address.

If the voter presents 1. then both the federal and Michigan ID requirements are met, and if they provide 2. then only the Michigan ID requirement is met.



## 4 If a voter is not in the poll book, do NOT turn the voter away

A voter may not be in the poll book if the person is not registered to vote or if an error occurred during the registration process. Do not turn the voter away. Instead, use the process outlined in the poll workers manual to determine which of the following options may enable the person to vote. Because voters may register on Election Day at the city or township clerk's office, it is important to help voters understand their options if they do not appear in the ePollbook, including to go to the correct precinct, register to vote at the clerk's office, or cast a ballot in the current precinct. You can check the voter's registration status and polling location at [michigan.gov/vote](https://michigan.gov/vote).



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## Provisional Ballots are a LAST resort

There are two types of provisional ballots in Michigan: the affidavit ballot and the envelope ballot. The affidavit ballot is treated as a regular ballot, and the envelope ballot is treated provisionally. Anyone who cannot vote by regular or affidavit ballot has the right to vote by provisional envelope ballot. Make sure all Provisional Ballot Forms are properly recorded and sealed in the Provisional Ballot Storage Envelope. If the voter has a picture ID, issue the voter an affidavit ballot, which will be inserted into the tabulator. If the voter does not have a picture ID, issue a ballot and instruct the voter to place the voted ballot inside the Provisional Ballot Form envelope. Once complete, seal the envelope, and return the sealed envelope to the election inspector. The election inspector places the Provisional Ballot Form envelope inside the Provisional Ballot Storage Envelope for delivery to the clerk. Do not place the Provisional Ballot Storage Envelope in the ballot container.

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## Absent voter ballots may be processed throughout the day as time permits

Compare the signature on the Absentee Ballot Return Envelope to the signature on Absent Voter Ballot Application and check the ePollbook to confirm that the voter has not voted in person at the election. If the return envelope was not signed by the voter, promptly return the unopened Absentee Ballot Return Envelope and corresponding Absent Voter Ballot Application to the clerk. An absent voter ballot without the voter's signature can be resubmitted for processing if the clerk is able to obtain the voter's signature before the close of polls. For this reason, you must return the unopened envelope as soon as possible to give the clerk time to contact the voter. Do not return the Absentee Ballot if the date of signing is missing.

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## A voter may have requested an absentee ballot, but decided to vote in person on Election Day

You will see "Absentee ballot sent by clerk" as a flag in the ePollbook. If the voter has the absent voter ballot, ask her or him to surrender it. If the voter does not have it, you must call the Clerk's office to verify that the voter has not submitted their absentee ballot already. If the Clerk confirms that they have not, please have the voter fill out an "Affidavit of Lost or Destroyed Absent Voter Ballot." Once completed, the voter may cast a regular ballot at the precinct.

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## Make sure that those attempting to challenge a voter don't speak directly to the voter, and are properly authorized to issue challenges

A Challenger must represent a recognized political party or an interest group which is authorized to appoint election challengers at the election, and have in his or her possession a "challenger identification card" issued by the political party or organization he or she represents. A challenge must not be based on an "impression" that the voter is ineligible due to his or her manner of dress; inability to read or write English; the voter's perceived race, ethnic background, physical or mental disability, support for or opposition to a candidate or political party; or the voter's need for assistance with the voting process. Challengers are not authorized to approach any voters or talk to them for any reason.



## Voters have a right to assistance in voting

ANY voter has the right to select someone to join them in the booth to help with vision, reading, translating, or use of voting equipment. Voters may select anyone EXCEPT their employer or union representative. Poll watchers and challengers cannot provide voter assistance. Whenever a voter receives help with voting, a record must be entered in the Remarks section of the ePollbook.



## Take all complaints of voter intimidation seriously

Voter intimidation is illegal and voters may not be harassed or coerced by others. Poll watchers may not speak to voters inside the polling place. The entrance to the polling place must not be impeded. Notify the District Attorney's office and local clerk's office if you receive a complaint about, or witness, voters subjected to intimidation or excessive voter challenges.



## Keep track of your supplies

Pay attention to how many paper and provisional ballots you have at all times. If your supplies may not be sufficient to support turnout, call your local clerk's 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.



## All voters in line at the 8:00 PM closing time must be allowed to vote

Verbally announce to voters still in line at 8:00 PM that they are still entitled to vote. Only after all the voters have finished voting and have exited the polling place should you complete all end-of-day procedures. The public may observe the end-of-day procedures in the polling place after the close of the polls