



10 Things Every Pennsylvania 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 voters do NOT need to show ID to vote

People who have voted in any previous election cycle at your polling place do NOT need to show ID to vote. If a voter offers to show their ID, you may look at it to verify the spelling of their name.



2 First time voters MUST show ID

Anyone voting for the first time at your polling place must present photo or non-photo ID. The ID does NOT need an expiration date, but non-photo IDs must include a name and address.

Acceptable IDs include:

- ✓ PA driver's or non-driver's license
- ✓ U.S. Passport
- ✓ Military ID
- ✓ Voter registration card
- ✓ Student ID
- ✓ Employee ID
- ✓ Any ID issued by the US Government or Commonwealth agency
- ✓ A current utility bill, bank statement, paycheck or government check
- ✓ Firearm permit



3 If a voter is not in the poll book, check the supplemental list

Call your local elections office 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 elections 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 may be partially counted for voters eligible in their home precinct.



4 Provisional ballots are a last resort

Anyone who cannot vote by regular ballot has the right to vote by provisional ballot. No court order is needed. Ensure that the voter has entered ALL information on the provisional ballot envelope before inserting the ballot in the secrecy envelope. Verify the envelope is signed by the voter, Judge of Elections, and Minority Inspector. Give the tear-off stub on the envelope to the voter. 7 days after the election, a voter may call or check online to verify the status of their ballot.



5 Report a voting machine problem immediately

Call for repair and contact your local elections office. If the problem cannot be resolved over the phone, follow the county guidance to properly store voted ballots.



Voters who have moved MAY vote once in their former precinct

Voters who did not update their voter record with their new address may vote once, by regular ballot, in their former polling place. Before voting, they must complete an Affirmation of Elector form with their new address. If the voter's name is not in the poll book or the supplemental list, call the elections office to determine the voter's correct precinct.



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 a judge of Elections, their employer, or union representative. Voters who want assistance must sign an Assistance Declaration, unless the poll book already indicates "Assistance permitted."



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. Challenges are limited to identity and residency. Poll watchers may not speak to voters inside the polling place. The entrance to the polling place must not be impeded. Notifying the District Attorney's office and local election 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 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.



All voters in line at the 8:00PM 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. Poll watchers and candidates may observe the end-of-day procedures in the polling place after the close of the polls.