

Closed Party Primary Supplemental Pages for Informational Pamphlet



Prepared and Distributed by:
Secretary of State

Approved by:
Attorney General, Pursuant to La. R.S. 18:421

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1.01: Closed Party Primary Elections

- A. The following offices are party primary offices: U.S. Senator, U.S. Representative, La. Supreme Court Justice, Public Service Commissioner (PSC), and Board of Elementary and Secondary Education Member (BESE).
- B. Democratic and Republican closed party primaries will be held in the Spring of each election year when any of these races is on the ballot.
- C. Voters who are registered as Democrat or Republican can only participate in their party's primary. Voters who are not affiliated with any party (No Party) can choose to participate in either the Democratic or Republican party primary, or they can choose to vote an unaffiliated ballot which will only have propositions or races that are open to all voters.
- D. Voters registered as No Party must complete a **Declaration of Ballot Choice (DBC) Form** (*Figure 3*) before they are able to vote in a closed party primary election. These voters will be noted in the precinct register (*Figure 4*) as **DECLARATION REQUIRED**.
- E. Voters who are not registered with the Democratic or Republican party and are not registered as No Party will only be able to vote if there is a race or proposition on the ballot that is not a closed party primary office. If there are only closed races on the ballot, the precinct register (*Figure 4*) will be pre-printed with **NOT ELIGIBLE FOR ELECTION**.
- F. For closed party primary elections, there will be a **Closed Party Primary Poster (CPP Poster)** to hang near the sample ballots on election day (*See Section 5.01: What to Post at the Polling Place*).

1.02: Precinct Register in a Closed Party Primary Election

In a closed party primary election, the precinct register will have a **Closed Party Primary Precinct Register Cover Page (CPP-PR)** (*Figure 1*). If you have this cover page, but do not have **Closed Party Primary Supply Packet (CPP-SP)** (*Figure 2*) in the **Green Canvas Bag**, contact your Clerk of Court immediately.

Figure 1: Closed Party Primary Precinct Register Cover Page (CPP-PR)

**ATTENTION COMMISSIONERS:
CLOSED PARTY RACES ARE ON THE BALLOT
IN THIS PRECINCT.**

REMINDER: WHERE APPLICABLE, COMMISSIONERS WILL HAVE TO SELECT THE BALLOT STYLE IN THE PRECINCT REGISTER BASED ON THE VOTER'S COMPLETED DECLARATION OF CHOICE.

SEE CLOSED PARTY PRIMARY SUPPLEMENTAL INFORMATIONAL PAMPHLET PAGES (CPP-IP) INSTRUCTIONS IN THE ORANGE CLOSED PARTY PRIMARY SUPPLY PACKET ENVELOPE, WHICH IS PACKED IN THE GREEN CANVAS BAG.

1.03: Closed Party Primary Supply Packet

The **Closed Party Primary Supply Packet (CPP-SP)** will be packed inside the **Green Canvas Bag** in any precinct that has a closed party primary race on the ballot.

Figure 2: Closed Party Primary Supply Packet (CPP-SP)

PARISH	WARD	PRECINCT
<h1>CLOSED PARTY PRIMARY SUPPLY PACKET</h1> <p>INSTRUCTIONS TO COMMISSIONERS:</p> <p>You MUST open this envelope for your closed party primary voting supplies in all closed party primary elections.</p> <p>INCLUDED CONTENTS:</p> <ol style="list-style-type: none">CLOSED PARTY POSTER (CPP): Hang within the precinct, ensuring visibility for all voters.CLOSED PARTY PRIMARY FAQs: The FAQs can be used to answer voter questions. Hang within the precinct, ensuring visibility for all voters.CLOSED PARTY PRIMARY SUPPLEMENTAL IP PAGES: Follow the additional instructions found in the supplemental Informational Pamphlet pages regarding closed party primary elections.CLOSED PARTY PRIMARY DECLARATIONS OF BALLOT CHOICE (DBC): Voters who are not affiliated with any political party (registered as No Party) may choose to vote in either the Democratic or Republican closed party primary election or may choose to vote a No Party (Unaffiliated) ballot. Completed declarations should be placed in the Pink Registrar of Voters Envelope (ROV). Unused declarations should be placed back into the Green Canvas Bag. <p><small>Prepared and Furnished by Secretary of State</small></p> <p style="text-align: right;"><small>CLOSED PARTY PRIMARY SUPPLY PACKET (CPP-SP) (Rev. 01/26)</small></p>		

The **Closed Party Primary Supply Packet (CPP-SP)** will include:

1. a **Closed Party Primary Poster (CPP)**
2. a **Closed Party Primary FAQ Poster (CPP-FAQ)**
Both the **Closed Party Primary Poster (CPP)** and the **Closed Party Primary FAQ Poster (CPP-FAQ)** should be hung on the wall near the sample ballot.
3. **Closed Party Primary Supplemental Informational Pamphlet (CPP-IP)** pages specific to closed party elections
4. **Declaration of Ballot Choice (DBC) Forms**

1.04: Declaration of Ballot Choice

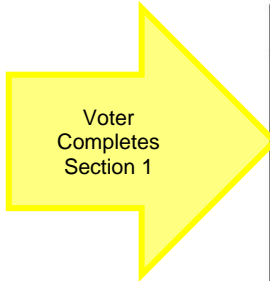
- A. Voters who are registered No Party are able to choose to participate in either the Democratic or Republican party primary or choose a No Party (Unaffiliated) ballot if **DECLARATION REQUIRED** appears on the signature line beside the printed name in the precinct register. The voter must complete the **Declaration of Ballot Choice (DBC) Form** before they can cast their vote.
- B. In Section 1 of the **Declaration of Ballot Choice (DBC) Form** (*Figure 3*), the voter selects which ballot they will vote in the party primary election. If the voter chooses to vote in a Democratic or Republican first party primary, his/her choice cannot be changed for the party primary runoff, if any.
- C. The voter must sign and write the date in Section 2 of the **Declaration of Ballot Choice (DBC) Form** (*Figure 3*).
- D. The commissioner will complete Section 3 of the **Declaration of Ballot Choice (DBC) Form** by referencing the precinct register to determine the correct lockout number. The commissioner will write the lockout that corresponds with the voter's selection from Section 1 and initial the form. The commissioner will also write the voter's registration number and ward/precinct on the appropriate line.
 - 1. In the event where there is not a U lockout number (Unaffiliated) listed in the precinct register, that means that there are no open races on the ballot to be voted on by that voter.
 - 2. In the event where there is not an R (Republican) or D (Democratic) lockout number listed, then that particular option is not available for that voter. This could be because the races were elected unopposed or won outright in the first party primary.
- E. Using the voter's selection in Section 1 on the **Declaration of Ballot Choice (DBC) Form**, the commissioner must circle the corresponding lockout in the precinct register.
- F. The commissioner shall place completed **Declaration of Ballot Choice (DBC) Forms** in the **Registrar of Voters Envelope (ROV)** (*Figure 9*).

Figure 3: Declaration of Ballot Choice (DBC) Form

DECLARATION OF BALLOT CHOICE
For No Party (Unaffiliated) Voters in Closed Party Primary Elections

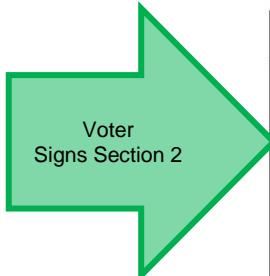
INSTRUCTIONS: Use this form to choose a ballot for this closed party primary (including a second party primary, if any). Voters who are not affiliated with any political party (registered as No Party) may choose to vote in either the Democratic or Republican closed party primary election or may choose to vote a No Party (Unaffiliated) ballot (R.S. 18:410.3). If you vote in a Democratic or Republican first party primary, your choice cannot be changed for the second party primary, if any.

Your selection does not change your party affiliation in your voter registration record.



SECTION 1: DECLARATION OF BALLOT CHOICE (SELECT ONE) TO BE COMPLETED BY VOTER

<input checked="" type="checkbox"/> DEMOCRATIC PARTY BALLOT I choose to receive a Democratic Party ballot for this closed party primary (including a second party primary, if any). I understand that this selection does not change the party affiliation on my voter registration record.	<input type="checkbox"/> REPUBLICAN PARTY BALLOT I choose to receive a Republican Party ballot for this closed party primary (including a second party primary, if any). I understand that this selection does not change the party affiliation on my voter registration record.	<input type="checkbox"/> NO PARTY (UNAFFILIATED) BALLOT I choose not to receive a closed party primary ballot for this election. I will receive a ballot for all other candidate or proposition races for which I am eligible.
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SECTION 2: VOTER NAME AND SIGNATURE TO BE COMPLETED BY VOTER

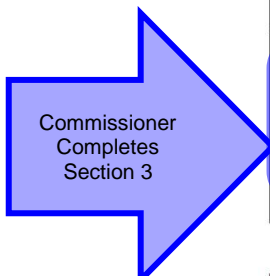
John Doe 1/1/16
(Print Name) (Date)

John Doe
(Signature)

If your signature is a mark, a witness to your mark is required to sign:

(Witness Signature) (Date)

Whenever a document required by or provided for in the Louisiana Election Code is required to be witnessed, the witness shall be at least 18 years of age (R.S. 18:4(A)).



SECTION 3: ELECTION INFORMATION TO BE COMPLETED BY COMMISSIONER

<div style="border: 1px solid black; padding: 5px; display: inline-block;">301 (D)</div> <small>(Button/Lockout #)</small>	MWK <small>(Commissioner Initials)</small>	00000000 <small>(Registration #)</small>	00/001 <small>(Ward/Precinct)</small>
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DISPOSITION: PLACE COMPLETED FORM IN REGISTRAR OF VOTERS (ROV) ENVELOPE.
Prepared and Furnished by the Secretary of State DBC - Declaration of Ballot Choice (Rev. 01/26)

Dist/Ward: 00	Precinct: 000	PctBallot: 0	Election Date:	Parish:	Page: 1				
Barcode/Registration #	Name of Voter	Signature	Comm Initials	Address DOB Mother's Maiden Name	Lockout Districts	S E X	R A C E	A S T Y	P R T Y
1 0003147	DOE →	<i>Doe</i> DECLARATION REQUIRED	LB	Deshotel	BUTTONS: 301(D) 901(R) 101(U)	M	W	Y	NOPTV

The commissioner will complete Section 3 of the Declaration of Ballot Choice (DBC) Form. The commissioner will write the lockout that corresponds with the voter's selection in Section 1, initial the form, and circle it carefully in the precinct register.

Figure 4: Precinct Register for Closed Party Primary Elections

Example Precinct Register (Closed Party Primary Elections)

Voters who are not registered with the Democratic or Republican party and are not registered as No Party will only be able to vote if there is a race or proposition on the ballot that is not closed.
If there are only closed races on the ballot, the precinct register will be pre-printed with **NOT ELIGIBLE FOR ELECTION**.

Dist/Ward: 00	Precinct: 000	PctBallot: 0	Election Date:	Comm Initials	Address (DOB) Mother's Maiden Name	Parrish:	Lockout Districts	Page: 1
1		ABADIE	↑	ROV	Deshotel		BUTTON 301 (D)	S R A P E A S R X C S T E T Y F W Y DEM
2		ACHEE	↑	NOT ELIGIBLE FOR ELECTION	Howard			M B LIB
3		ADAMS	↑	VOTED EARLY	Stevens		BUTTONS: 101 (U) 301 (D) 901 (R)	F O NOPTY
4		ALUMBAUGH	↑	DECLARATION REQUIRED <i>Alumbaugh</i>	Henry		BUTTONS: 101 (U) 301 (D) 901 (R)	M W NOPTY
5		ANDREWS	↑	ADDRESS CONFIRMATION REQ	Wolf		BUTTON 901 (R)	F B REP
6		ANGELLE	↑		Braud		BUTTON 901 (R)	F W Y REP
7		ARMOND	↑	DECLARATION REQUIRED	Andrews		BUTTONS: 301 (D) 901 (R)	M B NOPTY
8		ASHLEY	↑		Breaux		BUTTON 101 (U)	F W Y OTHER
9		AUCOIN	↑	NOT ELIGIBLE FOR ELECTION	Jamison			M B OTHER
10		AUSTIN	↑	VOTED ABSENTEE	Smith		BUTTON 301 (D)	F W Y DEM

Using the voter's "Declaration of Ballot Choice" form, the commissioner then **MUST** circle the corresponding lockout.

Voters who are registered as No Party and have multiple lockout options **MUST** complete a "Declaration of Ballot Choice" form.

1.05: Lockouts for Closed Party Primary Elections

Figure 5: Operator Panel

Barcode/Registration #	Name of Voter	Signature	Initials	DOB/Mother's Maiden Name	Lockout Districts	R	A	P
						X	C	T
1	ABADIE	VOTED ABSENTEE	ROV	Deshotel	BUTTON 301 (D)	F	W	DEM
2	ACHEE	NOT ELIGIBLE FOR ELECTION		Howard		M	B	LIB
3	ADAMS	VOTED EARLY	ROV	Stevens	BUTTONS: 101 (U) 301 (D) 901 (R)	F	O	NOPTY
4	ALUMBAUGH	Alumbaugh DECLARATION REQUIRED	LB	Henry	BUTTONS: 101 (U) 301 (D) 901 (R)	M	W	NOPTY
5	ANDREWS	ADDRESS CONFIRMATION REQ		Wolf	BUTTON 901 (R)	F	B	REP

1. On the operator panel, press the lockout button sequence number for the voter listed in the precinct register (Figure 5).
2. Press the **green ACTIVATE button** on the operator panel.
3. Confirm lockout button sequence on the display screen (Figure 6).

Figure 6: Operator Panel Display Screen with Lockout Selected

Important: If the lockout button sequence number is not correct on the display, hit the **yellow CANCEL button** and re-enter the lockout button sequence.

4. Press the **green ACTIVATE button** on the operator panel again.
 - a. The operator panel will make a sound.
 - b. The light next to the **ACTIVATE** button will light up.
 - c. The booth light in the voting machine will turn on.
 - d. The display screen on the operator panel will show which button sequence number was selected and say voter active (*Figure 7*).

Figure 7: Voter Active on Operator Panel



Tip: If the machine is activated and you discover it is the incorrect lockout for the voter, contact the clerk of court or voting machine technician for support.

1.06: Audio Voter

- A. Call the voting machine technician for assistance with using the audio voting keypad, if needed.
- B. There will be a button sequence number in the “Lockout Districts” column for each voter. The commissioner needs to look at the button sequence number for each voter in the precinct register. For voters registered as No Party, the lockout button will be the button sequence number circled by the commissioner as reflected by the voter’s choice on the **Declaration of Ballot Choice (DBC) Form**.
- C. Activate the voting machine for an AUDIO VOTER:
 1. Press the **yellow TEST button** on the operator panel and the display screen reads “RETURN TO VOTER INACTIVE.”
 2. Press the **yellow TEST button** again on the operator panel and the display screen reads “ENABLE AUDIO VOTING.”
 3. Press the **green ACTIVATE button** on the operator panel and the display screen reads “AUDIO VOTING ENABLED” and then “VOTER INACTIVE AUDIO MODE.”
 4. Press the lockout button sequence number for the voter listed in the precinct register on the operator panel, or the number circled for No Party voters.
 5. Confirm lockout button sequence on the display screen (*Figure 6*).
 6. Finally, press the **green ACTIVATE button** again on the operator panel.
 7. The display screen on the operator panel will show which button sequence number was selected and say voter active (*Figure 7*).

Note: In summary, to activate the voting machine for an audio voter with a lockout, press **yellow > yellow > green > lockout button sequence number > green** before allowing the audio voter to vote.

1.07: Provisional Voting in Closed Party Primary Elections

If a voter's name does not appear in the precinct register or supplemental precinct register, the commissioner must follow the procedures provided in *Section 7.09: Omissions in Precinct Register of the Informational Pamphlet*.

If the person is not authorized to vote as provided in *Section 7.09: Omissions in Precinct Register of the Informational Pamphlet*, the commissioner shall allow the voter to vote a paper provisional ballot for the federal offices only. Note: The person would be a provisional voter and CANNOT vote on the voting machine.

The voter should be asked to fill out the provisional envelope. If the voter writes No Party or Unaffiliated as their party affiliation, they should then be asked to complete a **Declaration of Ballot Choice for Provisional Voters (DBC-PB) Form**. Voters who write Democratic or Republican as their party affiliation **do not** need to complete a **Declaration of Ballot Choice for Provisional Voters (DBC-PB) Form** (*Figure 8*) and should be given the provisional ballot for the party written on the provisional ballot envelope (either R (Republican) or D (Democratic)). If the voter writes any party other than Democratic or Republican, give the voter the appropriate ballot.

In a closed party primary election, voters who are registered as No Party (Unaffiliated) who vote provisionally must complete a **Declaration of Ballot Choice for Provisional Voters (DBC-PB) Form** (*Figure 8*) before receiving a provisional ballot.

- A. In Section 1 of the **Declaration of Ballot Choice for Provisional Voters (DBC-PB) Form** (*Figure 8*), the voter selects which ballot they will vote in the party primary election. If the voter chooses to vote in a Democratic or Republican first party primary and their provisional ballot is accepted, their choice cannot be changed for the party primary runoff, if any.
- B. The voter must sign and write the date in Section 2 of the **Declaration of Ballot Choice for Provisional Voters (DBC-PB) Form** (*Figure 8*).
- C. The commissioner will complete Section 3 of the **Declaration of Ballot Choice for Provisional Voters (DBC-PB) Form** by writing the ballot number(s) that corresponds with the voter's selection from Section 1 and initial the form. The commissioner will also write the voter's registration number and ward/precinct, if applicable.

In the event where there is not an R (Republican) or D (Democratic) ballot available, then that particular option is not available for that voter. This could be because the races were elected unopposed or won outright in the first party primary.

- D. The commissioner will follow the procedures provided in *10.5: Election Day Provisional Voting Procedures of the Informational Pamphlet*.
- E. The commissioner shall place completed **Declaration of Ballot Choice for Provisional Voters (DBC-PB) Forms** in the **Provisional Ballot Return Envelope (PB-RET)** (*Figure 10*).

Figure 8: Declaration of Ballot Choice for Provisional Voters

DECLARATION OF BALLOT CHOICE For No Party (Unaffiliated) Provisional Voters in Closed Party Primary Elections									
<p>INSTRUCTIONS: Use this form to choose a ballot for this closed party primary (including a second party primary, if any). Voters who are not affiliated with any political party (registered as No Party) may choose to vote in either the Democratic or Republican closed party primary election or may choose to vote a No Party (Unaffiliated) ballot (R.S. 18:410.3). If you vote in a Democratic or Republican first party primary, your choice cannot be changed for the second party primary, if any.</p> <p style="color: red;">Your selection does not change your party affiliation in your voter registration record.</p>									
<p>Voter Completes Section 1</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9d9d9;"> <th style="text-align: left; padding: 5px;">SECTION 1: DECLARATION OF BALLOT CHOICE (SELECT ONE)</th> <th style="text-align: right; padding: 5px;">TO BE COMPLETED BY VOTER</th> </tr> </thead> <tbody> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> <input type="checkbox"/> DEMOCRATIC PARTY BALLOT I choose to receive a Democratic Party ballot for this closed party primary (including a second party primary, if any). I understand that this selection does not change the party affiliation on my voter registration record. </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> <input type="checkbox"/> REPUBLICAN PARTY BALLOT I choose to receive a Republican Party ballot for this closed party primary (including a second party primary, if any). I understand that this selection does not change the party affiliation on my voter registration record. </td> </tr> </tbody> </table>	SECTION 1: DECLARATION OF BALLOT CHOICE (SELECT ONE)	TO BE COMPLETED BY VOTER	<input type="checkbox"/> DEMOCRATIC PARTY BALLOT I choose to receive a Democratic Party ballot for this closed party primary (including a second party primary, if any). I understand that this selection does not change the party affiliation on my voter registration record.	<input type="checkbox"/> REPUBLICAN PARTY BALLOT I choose to receive a Republican Party ballot for this closed party primary (including a second party primary, if any). I understand that this selection does not change the party affiliation on my voter registration record.				
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<p>Voter Signs Section 2</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9d9d9;"> <th style="text-align: left; padding: 5px;">SECTION 2: VOTER NAME AND SIGNATURE</th> <th style="text-align: right; padding: 5px;">TO BE COMPLETED BY VOTER</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="padding: 5px;"> <div style="display: flex; justify-content: space-between;"> _____ (Print Name) _____ (Date) </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> _____ (Signature) </div> <p style="font-size: small; margin-top: 5px;">If your signature is a mark, a witness to your mark is required to sign:</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ (Witness Signature) _____ (Date) </div> <p style="font-size: x-small; margin-top: 5px;">Whenever a document required by or provided for in the Louisiana Election Code is required to be witnessed, the witness shall be at least 18 years of age (R.S. 18:4(A)).</p> </td> </tr> </tbody> </table>	SECTION 2: VOTER NAME AND SIGNATURE	TO BE COMPLETED BY VOTER	<div style="display: flex; justify-content: space-between;"> _____ (Print Name) _____ (Date) </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> _____ (Signature) </div> <p style="font-size: small; margin-top: 5px;">If your signature is a mark, a witness to your mark is required to sign:</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ (Witness Signature) _____ (Date) </div> <p style="font-size: x-small; margin-top: 5px;">Whenever a document required by or provided for in the Louisiana Election Code is required to be witnessed, the witness shall be at least 18 years of age (R.S. 18:4(A)).</p>					
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<p>Commissioner Completes Section 3</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9d9d9;"> <th style="text-align: left; padding: 5px;">SECTION 3: ELECTION INFORMATION</th> <th style="text-align: right; padding: 5px;">TO BE COMPLETED BY COMMISSIONER/DEPUTY REGISTRAR</th> </tr> </thead> <tbody> <tr> <td style="width: 30%; padding: 5px; vertical-align: top;"> <div style="border: 2px solid black; width: 100%; height: 100%; margin-bottom: 5px;"></div> <p style="font-size: small; margin-top: 5px;">(Provisional Ballot Number(s))</p> </td> <td style="width: 70%; padding: 5px; vertical-align: top;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center; font-size: small;">(Commissioner/Deputy Registrar Initials)</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center; font-size: small;">(Registration #)</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center; font-size: small;">(Ward/Precinct)</td> <td></td> </tr> </table> </td> </tr> </tbody> </table>	SECTION 3: ELECTION INFORMATION	TO BE COMPLETED BY COMMISSIONER/DEPUTY REGISTRAR	<div style="border: 2px solid black; width: 100%; height: 100%; margin-bottom: 5px;"></div> <p style="font-size: small; margin-top: 5px;">(Provisional Ballot Number(s))</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center; font-size: small;">(Commissioner/Deputy Registrar Initials)</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center; font-size: small;">(Registration #)</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center; font-size: small;">(Ward/Precinct)</td> <td></td> </tr> </table>	(Commissioner/Deputy Registrar Initials)	(Registration #)	(Ward/Precinct)	
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<p style="text-align: center; margin: 0;">DISPOSITION: PLACE COMPLETED FORM IN ELECTION DAY PROVISIONAL PACKET (ED-PP).</p> <p style="font-size: x-small; margin: 0;">Prepared and Furnished by the Secretary of State DBC-PB – Declaration of Ballot Choice for Provisional Ballot (Rev. 01/26)</p>									

F. Based on the ballot choice selected on their form, the commissioner will give the voter their ballot(s) and **Provisional Ballot Affidavit Envelope(s) (AFF-PB)** and follow the procedures in the Informational Pamphlet (See Part 10: Provisional Voting).

1.08: Completing Required Post-Election Paperwork

- A. Before sealing the **Registrar of Voters Envelope (ROV)** (*Figure 9*), place all completed **Declaration of Ballot Choice (DBC) Forms** in the **Registrar of Voters Envelope (ROV)** along with the other forms listed on the envelope (See Section 8.04 of the Informational Pamphlet).
- B. Return any unused **Declaration of Ballot Choice (DBC) Forms** to the **Green Canvas Bag**.
- C. In a Federal Election, before sealing the **Provisional Ballot Return Envelope (PB-RET)** (*Figure 10*), place all completed **Declaration of Ballot Choice for Provisional Voters (DBC-PB) Forms** in the **Provisional Ballot Return Envelope (PB-RET)** along with the other forms listed on the envelope (See Section 9.03 of the Informational Pamphlet).
- D. Return any unused **Declaration of Ballot Choice for Provisional Voters (DBC-PB) Forms** to the **Election Day Provisional Supply Packet (PB-SP)** and place the Supply Packet into the **Green Canvas Bag**.

Figure 9: Registrar of Voters Envelope (ROV)

REGISTRAR OF VOTERS ENVELOPE		
Parish	Ward	Precinct
<p>AFTER the election, COMMISSIONERS enclose the following <u>COMPLETED FORMS</u> in this envelope:</p> <ul style="list-style-type: none"> • ACC - ADDRESS CONFIRMATION - ELECTION DAY FORMS, IF ANY • AV-34 - VOTER IDENTIFICATION AFFIDAVIT FORMS, IF ANY • CV-56 - CHALLENGES OF VOTER FORMS (PINK COPY), IF ANY • LA-VRA - VOTER REGISTRATION APPLICATIONS, IF ANY • MC-52 - MACHINE CERTIFICATES (PINK COPY) • NOI - NOTATION OF IRREGULARITIES FORM (PINK COPY) • ONE (1) OFFICIAL ELECTION RESULTS REPORT FROM EACH MACHINE • ONE (1) POLL LIST (PL-53-PINK) • PRC - PRECINCT REGISTER CORRECTION FORMS, IF ANY • VAF - VOTER ASSISTANCE FORMS, IF ANY • DBC - DECLARATION OF BALLOT CHOICE FORMS, IF ANY • ANY PHYSICIANS CERTIFICATES OR DISABILITY DOCUMENTATION <p>**ALL <u>UNUSED</u> FORMS ARE TO BE RETURNED IN THE GREEN CANVAS BAG**</p> <p>DISPOSITION: ATTACH TO PRECINCT REGISTER (FOR DELIVERY TO REGISTRAR OF VOTERS)</p>		
Prepared and Furnished by the Secretary of State		ROV (Registrar of Voters Envelope) (Rev. 01/26)

Figure 10: Provisional Ballot Return Envelope (PB-RET)

Parish	Ward	Precinct
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PROVISIONAL BALLOT RETURN ENVELOPE

INSTRUCTIONS TO COMMISSIONERS:

1. **Place the following in this envelope:**
 - All Voted **Provisional Ballots** (enclosed in Affidavit Provisional Ballot Envelopes (AFF-PB));
 - All Provisional **Ballot Stubs**;
 - All **spoiled** Provisional Ballots; and
 - All completed **Declarations of Ballot Choice (DBC-PB)** (for closed party elections, if any).
2. **Complete the following:**

The total number of provisional voters listed in a poll list, starting at number 1681, is _____; and
The total number of voted provisional ballots included in this return envelope is _____.
If numbers do not match, explain: _____.
3. **Check the box below if the polling hours were extended on Election Day by a Federal or State Court Order:**
 - Extended Poll Hours

DISPOSITION – PUT IN CLEAR PLASTIC ZIPPER BAG AND DELIVER ON ELECTION NIGHT TO:

CLERK OF COURT
for delivery to Registrar of Voters
no later than 8:30 am
on the first business day after the election.

Prepared and Furnished by Secretary of State Provisional Ballot Return Envelope (PB-RET) (Rev. 01/26)

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IMPORTANT CONTACT INFORMATION

Louisiana Secretary of State's Office - 225.922.0900 or toll-free at 1.800.883.2805
Election Integrity Division - 1.800.722.5305

Louisiana Secretary of State's website - <http://www.sos.la.gov>



VOTER INFORMATION SEARCH

Louisiana Secretary of State's GeauxVote mobile site -
<https://voterportal.sos.la.gov/MobileLanding.aspx>

