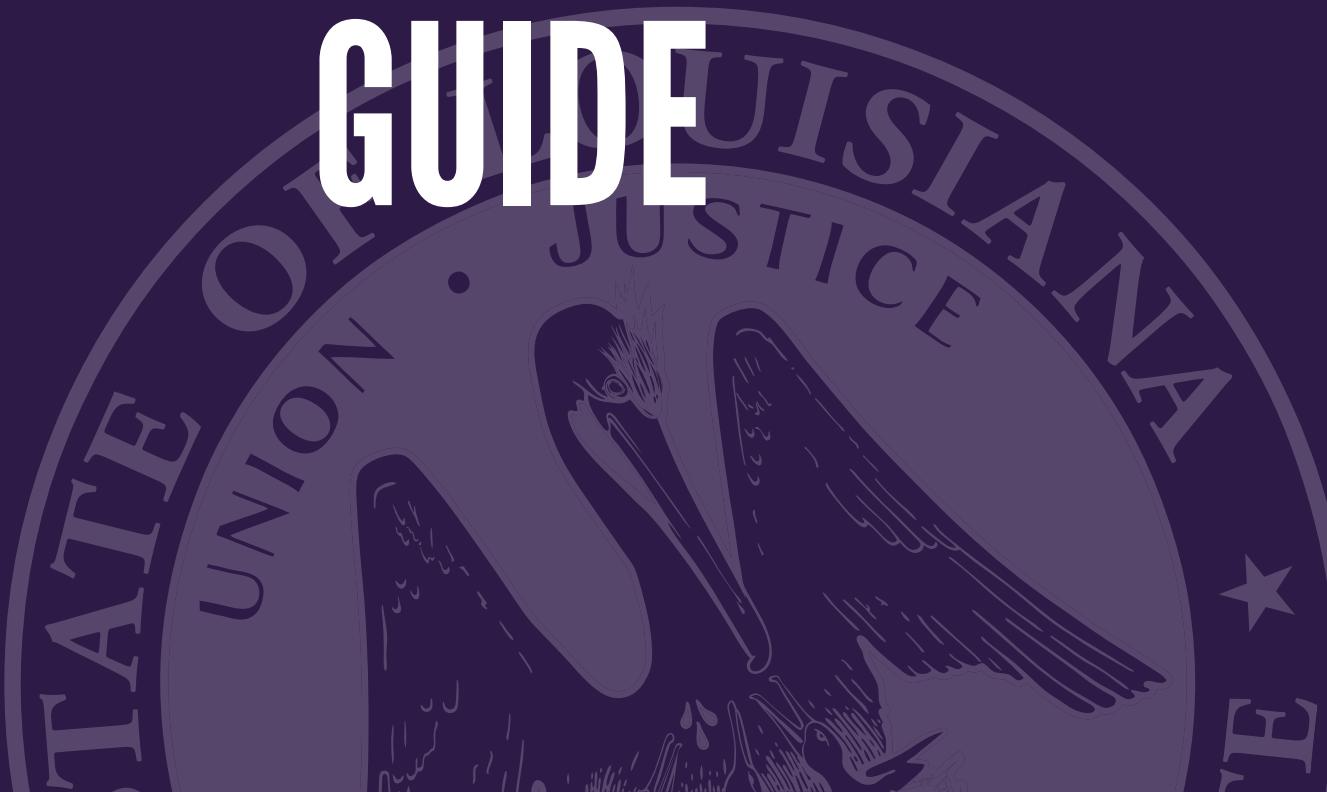


# PROVISIONAL VOTING

## GUIDE



PROVISIONAL INFORMATION  
FOR

**Election Officials**

REV. 6/2022



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## Chapter 1: Registrar of Voters

### 1.01: Provisional Early Voting Supplies

- A. Each registrar of voters will have at least one (1) **BBE-Braille Booklet Envelope (BB-EVE)** (see Figure 1) that contains a braille version of the **Early Voting Bill of Rights Informational Poster** (see Figure 2). A registrar may order additional copies of the Braille Booklet through the Secretary of State Office's Elections Division. Any voter is **ENTITLED** to use this Braille Booklet for information on voting during early voting period. (The non-braille **Early Voting Bill of Rights and Information Poster (EVBR-IP)** is provided with the early voting supplies for posting during early voting).
- B. A supply of **Provisional Ballots** and **Provisional Ballot Affidavit Envelopes (AFF-PB)** (see Figure 3) will be delivered to the registrar of voters for use during early voting and as back up supplies on election day should any precinct need additional ballots and/or envelopes. In addition, the clerks of court also receive a supply of **Provisional Ballots** and **Provisional Ballot Affidavit Envelopes (AFF-PB)** as a backup supply in their office for election day.
- C. Each registrar of voters will receive a **Voting Supply Order Form** from the Secretary of State's Office that is used to order additional supplies before each Federal Election. The following are the supplies that are ordered by the ROV:
  - 1. **Early Voting Provisional Ballot Envelope (PB-EV)** (see Figure 4) - a large envelope used for the registrar of voters to place all voted provisional ballots in during the early voting period;
  - 2. **Provisional Ballot PBES Envelope (PB-PBES)** (see Figure 5) - a large envelope used for the registrar of voters to secure all voted provisional ballots and to deliver to the parish board of election supervisors to review and count. The **Provisional Ballot PBES Envelope (PB-PBES)** is to include:
    - a. A **List of Provisional Voters** (see Figure 6) created from the statewide Election and Registration Information Network (ERIN) computer system,
    - b. A **PB-S - PBES Final Provisional Ballot Voter List Certification** (See Figure 11) printed from LASOSNET (for completion by the PBES);
    - c. A blank form of the **Final Provisional Ballot Vote Report (PB-FVR)** (see Figure 7) created from ERIN to be completed by the PBES (see Figure 7), and
    - d. All voted provisional ballots sealed in their **Provisional Ballot Affidavit Envelopes (AFF-PB)** (see Figure 3) and attached registration documents, if any;
  - 3. **Rejected Provisional Ballot Envelope (PB-RB)** (see Figure 8) - a large envelope used for registrar of voters to secure all provisional ballots that are rejected by the parish board of election supervisors during counting and tabulation;
  - 4. **Provisional Ballot Registrar of Voters Envelope (PB-ROV)** (see Figure 9) - a large tamper proof envelope used by the parish board of election supervisors to secure all valid counted provisional ballots, a copy of the completed **Final Provisional Ballot Vote Report (PB-FVR)** (see Figure 7), and the **Rejected Provisional Ballot Envelope (PB-RB)** (see Figure 8) for delivery to the registrar of voters to input into ERIN; and
  - 5. **Provisional Ballot Secretary of State Envelope (PB-SOS)** (see Figure 10) - is an envelope used by the registrar or the parish board of election supervisors to mail a copy of the completed **Final Provisional Ballot Vote Report (PB-FVR)** (see Figure 7) and the completed **Board of Elections Supervisors Approval of Provisional Voters (PB-S)** (See Figure 11) form located on ROV LASOSNET.
- D. Provisional voting forms and envelopes (except provisional ballots) used with provisional voting are printed in **PURPLE INK**.

Figure 1: Braille Booklet Early Voting Envelope (BB-EVE)

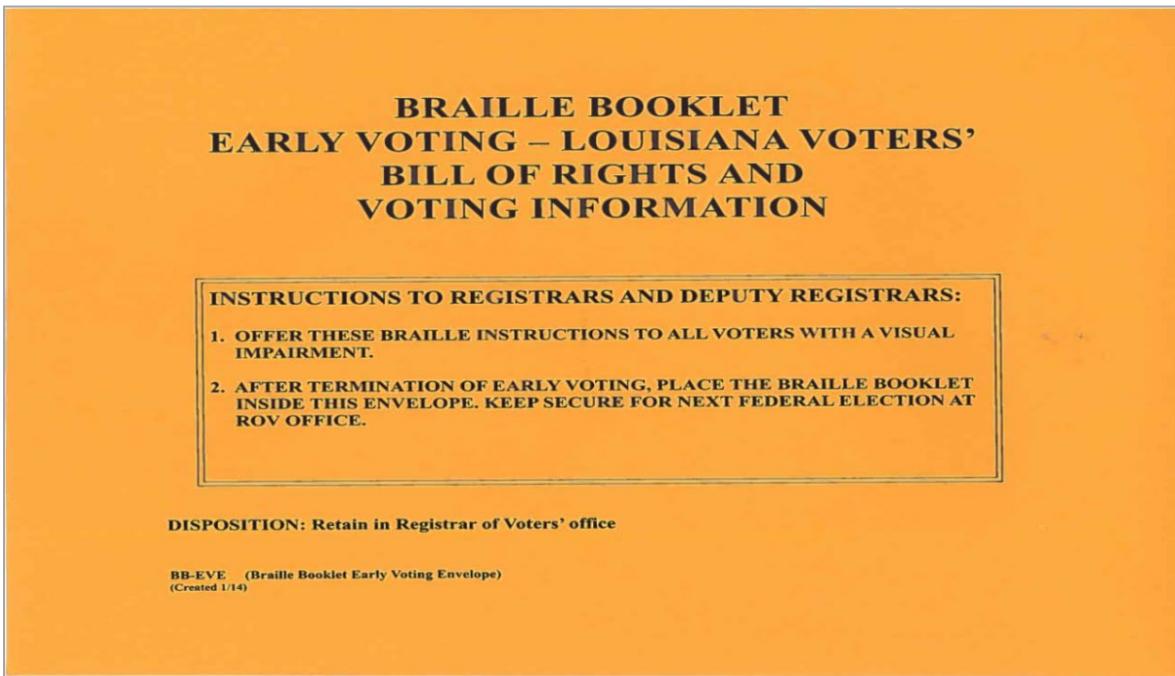
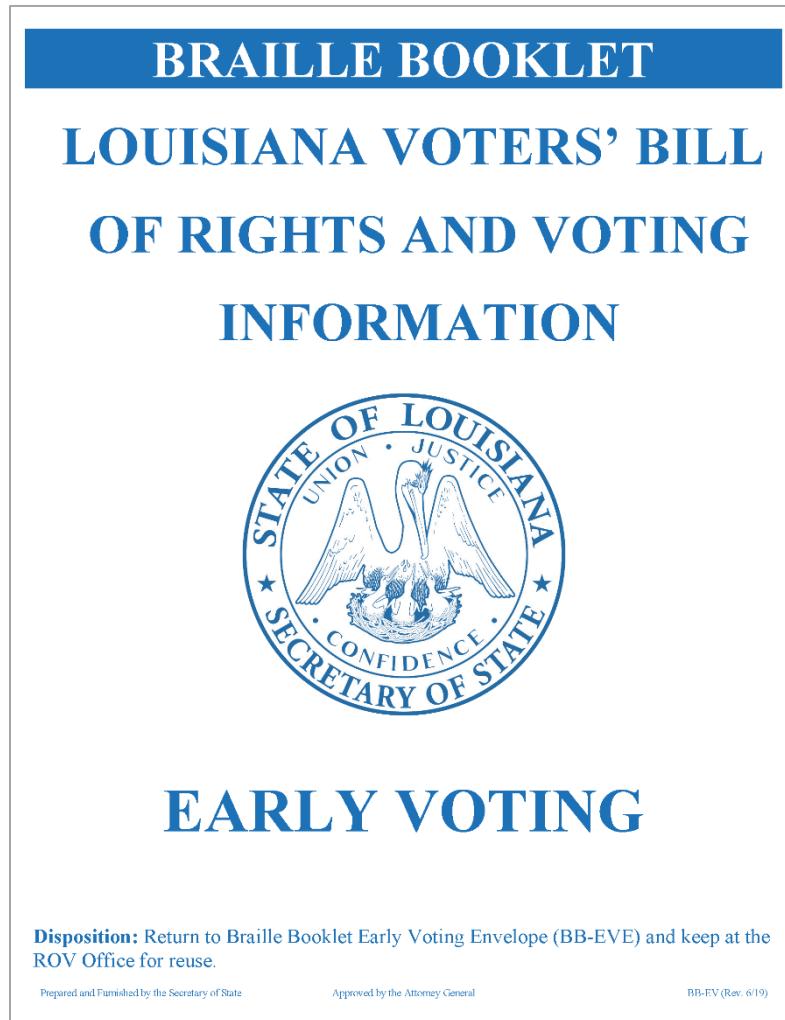


Figure 2: Early Voting Bill of Rights Informational Poster (BB-EV)



**Figure 3: Provisional Ballot Affidavit Envelopes (AFF-PB)**

Figure 4: Early Voting Provisional Ballot Envelope (PB-EV)

Parish	
<h2>EARLY VOTING PROVISIONAL BALLOTS</h2>	
<p><b>Instructions to Registrar:</b></p> <p>If you have provisional ballot voters during early voting, use this envelope to secure all voted or spoiled provisional ballots (enclosed in the Affidavit Provisional Ballot Envelopes (AFF-PB)) for counting by the Parish Board of Election Supervisors.</p>	
Prepared and Furnished by Secretary of State	
PB-EV (Early Voting Provisional Ballots Envelope) (Rev. 04/19)	

Figure 5: Provisional Ballot PBES Envelope (PB-PBES)

Parish	
<h2>PROVISIONAL BALLOT PBES ENVELOPE</h2>	
<p><b>Instruction:</b> The ROV must submit the following items to the parish board of election supervisors in this envelope or in a sealed and secure box labeled as "Provisional Ballot Parish Board of Election Supervisors" box, if this envelope is not large enough to hold all of the contents:</p> <ol style="list-style-type: none"><li>1. A List of Provisional Voters created and printed from ERIN;</li><li>2. A PB-S - PBES Final Provisional Ballot Voter List Certification printed from LASOSNET (for completion by the PBES);</li><li>3. A blank Final Provisional Ballot Vote Report (PB-FVR) from ERIN (for completion by PBES); and</li><li>4. All voted or spoiled provisional ballots in their affidavit envelopes with any attached registration document(s), if any.</li></ol>	
<p><b>Disposition – Deliver to:</b> <b>PBES</b> (for tabulation on 3<sup>rd</sup> or 4<sup>th</sup> day following the election)</p>	
Prepared and Furnished by Secretary of State	
PB-PBES (Provisional Ballot PBES Envelope) (Rev. 04/19)	

**Figure 6: List of Provisional Voters (Example from ERIN)**

Louisiana Secretary of State Recalls, Petitions & Provisional Voters <i>This Information Must Be Secured At All Times and Shredded After Use</i> For Parish ACADIA - 01 AND Type Provisional AND Name CONGRESSIONAL GENERAL AND Date 12/10/2016 AND Sort Order Alphabetical								
First Name	Last Name	Parish/Reg #	DOB	Residence Address	PRV Wd/Pct	VTR Wd/Pct	Status	Rejected Reason
<b>Total # of Pending List Names:</b>								
<b>Total # of Approved List Names:</b>								
<b>Total # of Rejected List Names:</b>								
Date: _____								
Member, Parish Board Election Supervisors: _____ _____ _____								
User Id: RPiha-Paul running SpcRep_ListMaintenance on PRODUCTION					Print Date: 8/27/2019 8:16:51 AM		Page: 1	

**Figure 7: Final Provisional Ballot Vote Report (PB-FVR) (Example of Page 1 & 2)**

8/27/2019		<b>Final Provisional Ballot Vote Report</b>		PAGE: 1
		(TO BE USED FOR RECORDING PROVISIONAL VOTE TOTALS)		
		R.S. 18:566.2F.(7)		
Instructions: The Parish Board of the Election Supervisors shall enter the total number of valid provisional votes.				
PARISH OF: <b>ACADIA - 01</b>		DATE OF ELECTION: <b>11/06/2018</b>		
<b>TOTAL PROVISIONAL VOTES</b>				
<b>U. S. Representative</b>		<b>3rd Congressional District</b>		
Anderson		"Rob"		
Andrus		Aaron J.		
Guillory		"Josh"		
Higgins		Clay		
Methvin		Midred "Mimi"		
Rader		Larry		
Thomas		Verone		

8/27/2019

PAGE: 2

**Final Provisional Ballot Vote Report**  
**(TO BE USED FOR RECORDING PROVISIONAL VOTE TOTALS)**

R.S. 18.:566.2F.(7)

Instructions: The Parish Board of the Election Supervisors shall enter the total number of valid provisional votes.

PARISH OF: **ACADIA - 01**DATE OF ELECTION: **11/06/2018**

WE, THE MEMBERS OF THE PARISH BOARD OF ELECTION SUPERVISORS OF THE ABOVE-NAMED PARISH, HEREBY CERTIFY THAT THIS TABULATION SHOWS THE CORRECT NUMBER OF VALID PROVISIONAL VOTES CAST FOR EACH CANDIDATE

In witness whereof, we have signed our names at \_\_\_\_\_ a.m./p.m. on the  
 \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Disposition: Original to Clerk of Court

Copy to Secretary of State in PB-SOS envelope

Copy to Registrar of Voters in PB-ROV envelope

Printed and Furnished by: Secretary of State

PB-FVR (Final Provisional Ballot Vote Report) (Created 7/03)

**Figure 8: Rejected Provisional Ballot Envelope (PB-RB)**

*Issued by Secretary of State*

Parish



**REJECTED PROVISIONAL BALLOTS**

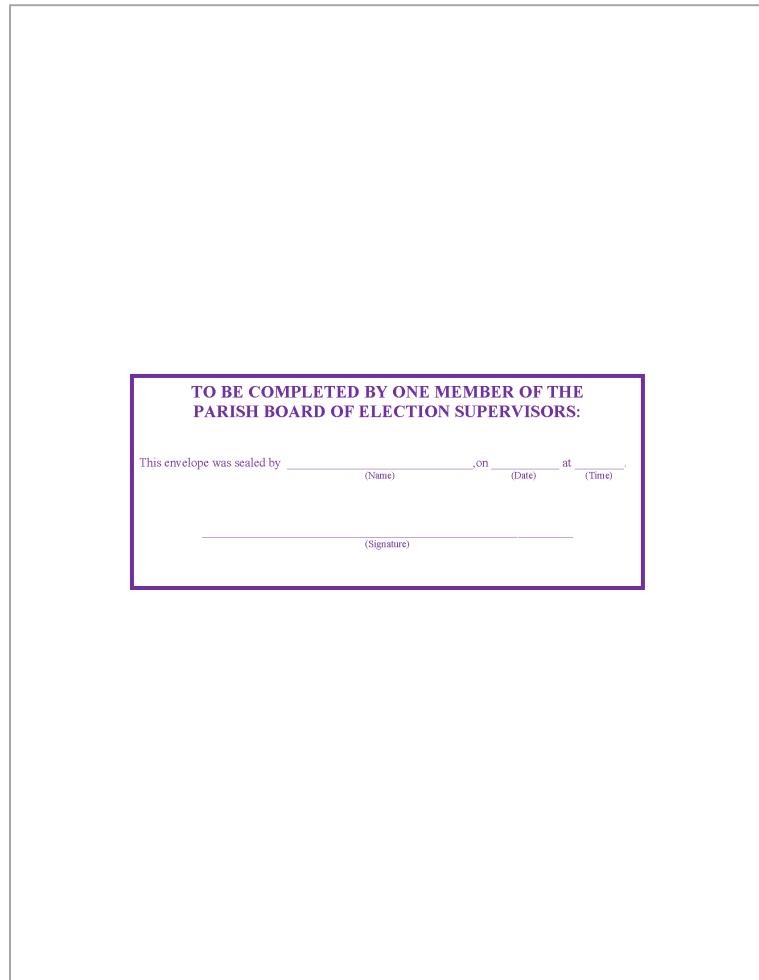
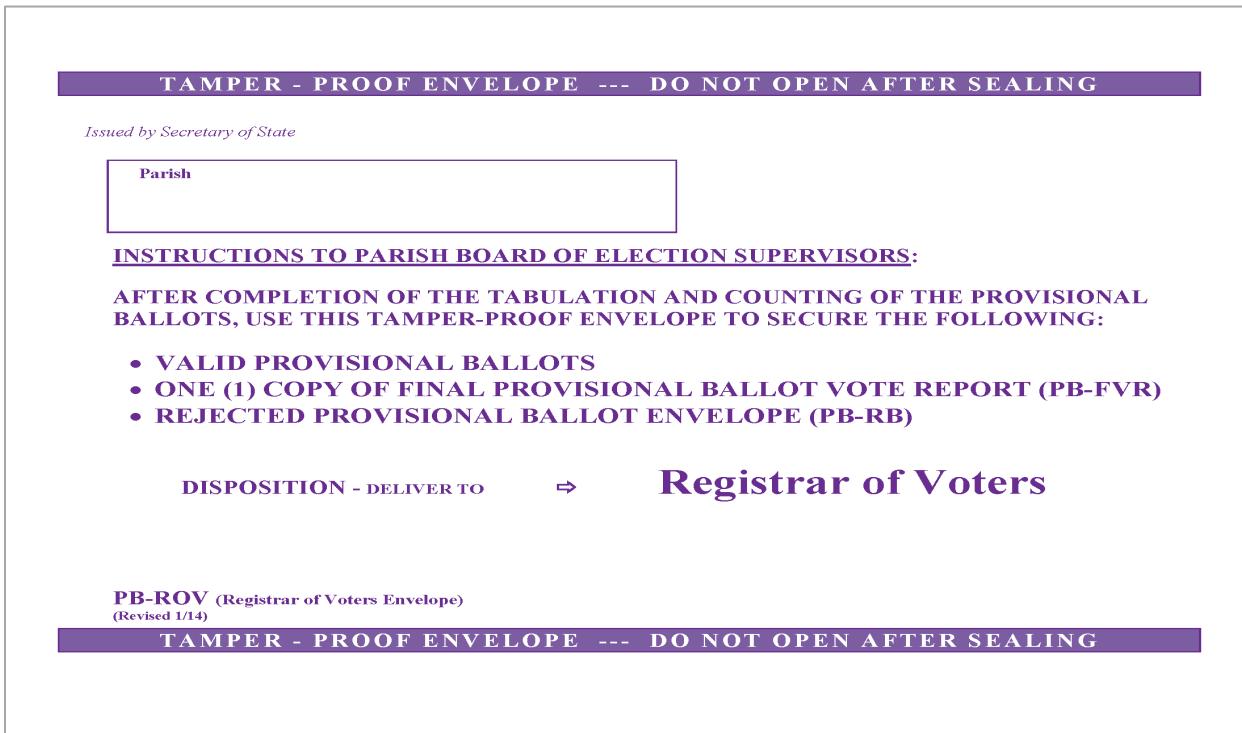
**INSTRUCTIONS TO PARISH BOARD OF ELECTION SUPERVISORS:**

**USE THIS ENVELOPE TO SECURE ALL REJECTED PROVISIONAL BALLOTS**

**DISPOSITION - PUT IN REGISTRAR OF VOTERS ENVELOPE  
 (PB-ROV)**

**PB-RB (Rejected Provisional Ballot Envelope)**  
 (Rev. 1/14)

Figure 9: Provisional Ballot Registrar of Voters Envelope (PB-ROV) (Front & Back)



**Figure 10: Provisional Ballot Secretary of State Envelope (PB-SOS)**



**Figure 11: Board of Elections Supervisors Approval of Provisional Voters (PB-S)**

	<b>SECRETARY OF STATE</b> STATE OF LOUISIANA	8585 Archives Ave. Baton Rouge, LA 70809 225.922.0900
<b>PBES FINAL PROVISIONAL BALLOT VOTER LIST CERTIFICATION</b>		
<p><b>Instructions:</b> Upon completion of the determinations of the validity of all provisional ballots, the board must certify the determinations on the Final Provisional Ballot Voter List (PB-FVR).</p>		
<p>Parish of _____ Date of Election _____</p>		
<p>We, the members of the parish board of election supervisors of the above listed parish, hereby certify that these determinations are true and accurate as of _____ <small>(hh:mm)</small> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. on the _____ day of _____, _____</p>		
Signed: _____	Signed: _____	Signed: _____
Signed: _____	Signed: _____	Signed: _____
Signed: _____	Signed: _____	Signed: _____
<p><b>DISPOSITION:</b> Original to registrar of voters in PB-ROV envelope Duplicate to secretary of state in PB-SOS envelope</p>		
<small>Prepared and Furnished by the Secretary of State</small>		<small>PBES Final Provisional Ballot Voter List Certification (PB-S) (Rev. 5/19)</small>

## 1.02: Registrar of Voters Provisional Early Voting Training Requirements

- A. The registrar of voters is responsible for training of deputy registrars (which includes early voting commissioners) on provisional voting during early voting for all federal elections.
- B. The registrar of voters shall use this guide as a reference tool to train staff as necessary.
- C. Additionally, a registrar of voters may assist the clerk of court in commissioner training, which shall include training on provisional voting before all federal elections.

## 1.03: Post-Election Day Provisional Packet Procedures

- A. In federal elections, after the close of the polls, the commissioners deliver the **Election Day Provisional Packet (ED-PP)** (see Figure 12) to the clerk of court with the **Clear Plastic Zipper Bag**. (see Figure 13)
- B. The clerk of court is responsible for delivery of all **Election Day Provisional Packet (ED-PP)** to the registrar of voters or their designated deputy by no later than 8:30 am on the first business day after the election.
- C. The registrar of voters is responsible for securing the **Election Day Provisional Packet (ED-PP)** received from the clerk of court.
- D. The registrar of voters is responsible for preparing the provisional ballots cast in all federal elections during early voting and on election day for counting and tabulation by the parish board of election supervisors.
- E. The registrar of voters compiles a list of the names of individuals that voted a provisional ballot, and/or an early voting provisional ballot, referred to as a **List of Provisional Voters**. (see Figure 6) This process is accomplished through ERIN, using the **List Maintenance** functions.
- F. The registrar of voters uses the provisional ballot number stubs removed from the **Provisional Ballot Affidavit Envelopes (AFF-PB)** (see Figure 3) to enter such information in ERIN and when complete they retain all stubs in their office. This process allows the voter to track their ballot to see if it was counted or not, as required by federal law.
- G. The registrar of voters compiles and provides available registration documentation, if any, for each provisional voter to the parish board of election supervisors for the purposes of determining whether the individual casting a provisional ballot is a registered voter and eligible to vote in the election.
- H. If the registrar of voters has documentation showing that the individual casting a provisional ballot is a registered voter who voted a provisional ballot in a precinct other than their designated precinct for election day, the registrar of voters researches the precinct register to determine if the individual also voted at their designated precinct on election day and then presents the documentation to the parish board of election supervisors with the sealed **Provisional Ballot Affidavit Envelopes (AFF-PB)**.
- I. All voted provisional ballots in the sealed **Provisional Ballot Affidavit Envelopes (AFF-PB)** (see Figure 3), documentation, if any, the **List of Provisional Voters** (see Figure 6) created from ERIN, PB-S - PBES Final **Provisional Ballot Voter List Certification** (See Figure 11), and a blank **Final Provisional Ballot Vote Report (PB-FVR)** (see Figure 7) form from ERIN that is to be completed by the parish board of election supervisors are delivered to the board in the **Provisional Ballot PBES Envelope (PB-PBES)** (see Figure 5) for counting and tabulation or in a sealed and secure box labeled as "**Provisional Ballot PBES Envelope (PB-PBES)**" box, if the envelope is not large enough to hold all of these contents.
- J. When the registrar of voters receives the **Provisional Ballot Registrar of Voters Envelope (PB-ROV)** from the parish board of election supervisors they must input the determinations listed on the **List of Provisional Voters** into ERIN under "List Maintenance."
- K. Once the provisional ballot determinations from the Parish Board have been entered, the ROV must then give all voters with accepted provisional ballots credit for voting. This can be done by going to the "Poll List Update Screen" in ERIN. If the voter is not in the election, then they will need to be added to the election manually.

**Figure 12: Election Day Provisional Packet (ED-PP)**

PARISH	WARD	PRECINCT
<b>ELECTION DAY PROVISIONAL PACKET</b>		
<b>CONTENTS:</b> PROVISIONAL BALLOT(S) PROVISIONAL BALLOT AFFIDAVIT ENVELOPES (AFF-PB) PENCILS		
<b>INSTRUCTIONS TO COMMISSIONERS:</b> <ol style="list-style-type: none"> <li>1. Provisional Voting: You MUST open this envelope for your provisional voting supplies in all Federal Elections. Follow the instructions found in the Informational Pamphlet for Election Day Voting (IP ELEC DAY) to allow for Provisional Voting.</li> <li>2. <b>YOU MUST COMPLETE THE FOLLOWING BEFORE RETURNING:</b>            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: _____.         </li> <li>3. <b>YOU MUST CHECK THE BOX BELOW IF THE POLLING HOURS WERE EXTENDED ON ELECTION DAY BY A FEDERAL OR STATE COURT ORDER.</b>  <input type="checkbox"/> Extended Poll Hours         </li> <li>4. Return all voted provisional ballots, provisional ballot stubs, unused provisional ballots and envelopes, spoiled provisional ballots and envelopes, and pencils to this envelope.</li> </ol> <p style="text-align: center;"><b>DISPOSITION – PUT IN CLEAR PLASTIC ZIPPER BAG AND DELIVER ON ELECTION NIGHT TO: CLERK OF COURT</b>            for delivery to Registrar of Voters <b>NO LATER THAN 8:30 A.M.</b> on the first business day after the election.</p>		

Prepared and Furnished by Secretary of State

Election Day Provisional Packet (ED-PP) (Rev. 04/19)

**Figure 13: Clear Plastic Zipper Bag**

## 1.04: Opening of the Voting Machines

- A. If the registrar of voters receives from the clerk of court any **Election Day Provisional Packet (ED-PP)** (see Figure 12) or other provisional ballot supplies containing voted provisional ballots after the unsealing of the voting machines, the registrar must immediately put the additional provisional ballots with the other provisional ballots and follow the procedures outlined in Section 1.03: Post-Election Day Provisional Packet Procedures.

## 1.05: Return of Provisional Voting Supplies

- A. After a primary federal election, the registrar of voters must retain all early voting and election day provisional voting supplies for use in the general federal election (run-off), with the exception of the ballots. Registrars of voters are to follow their office retention policy for handling of provisional ballots following an election. All unused **Provisional Ballot Affidavit Envelopes (AFF-PB)** (see Figure 3) and any pencils remaining after the general federal election (run-off) are to be boxed by the registrar of voters for pick up by the Secretary of State's Office. Please label the box as "**Unused Provisional Voting Supplies**." The Secretary of State's Office is responsible for counting and restocking provisional voting supplies for the next federal election.
- B. All of the remaining unused supplies for provisional voting are to remain in the Registrar of Voters' Office for future use, unless notified by the Secretary of State's Office of a new form/envelope to replace an existing form/envelope. You should always check the revision date of a form or envelope to make sure you are using the current form/envelope.

## Chapter 2: Provisional Early Voting Procedures

### 2.01: Provisional Early Voting Information

- A. Provisional voting in an election for federal office is provided for by law in accordance with [La. R.S. 18:566](#), [La. R.S:18:566.1](#), and [La. R.S:18:566.2](#).
- B. Provisional voting provides a fail-safe procedure for voting during federal elections when any person appears to vote and is not listed as an eligible voter in the parish and is not authorized to vote by the registrar of voters or a deputy registrar of voters during early voting.
- C. Provisional voting is not convenience voting, whereby a voter may appear in any parish in the state and vote early and have their vote count.
- D. A provisional voter is not permitted to vote on the voting machine for state, local, or municipal offices; propositions; or state constitutional amendments.
- E. If a person casts a provisional ballot for federal offices during early voting, their provisional ballot may or may not be counted. The person must be a registered voter in the parish where they vote and eligible to vote in the election for federal office for their vote to be counted. If they cast a provisional ballot for a U.S. representative, they must be a registered voter in that congressional district.

### 2.02: Provisional Voting During Federal Elections

- A. Provisional voting is only available in federal elections. Federal elections are elections mandated by the U.S. Constitution or the states, and include the following:
  1. Presidential Preference Primaries (State Mandated);
  2. U.S. President (Constitution);
  3. U.S. Senator (Constitution); and/or
  4. U.S. Representative (Constitution).

### 2.03: Determining if a Person is a Provisional Voter During Early Voting

- A. Provisional voting applies to two (2) categories of voter during early voting:
  1. A person whose name is not found in the state voter registration computer system (ERIN) as an eligible voter in the parish and who is not authorized to vote by the registrar of voters or their deputy.
  2. Any inactive voter in the parish who cannot affirm that they moved outside the parish less than three (3) months before the election; therefore, is not eligible to vote in the election. This person should not complete the [Address Confirmation Card-Election Day \(ACC\)](#) (see Figure 14) and instead should be given a voter registration application to complete for their new residential address outside the parish and mailed to the registrar in the new parish.
- B. If the voter's name is not found in ERIN as an eligible voter in the parish, the registrar of voters or their deputy shall review the matter to determine if an error was made in order to authorize the person to vote.
- C. If the voter's name is found in ERIN, but the voter is in pending status due to the 10 day verification process, the registrar of voters or their deputy shall review the matter to determine if the person can be verified in order to authorize the person to vote.

- D. If the voter's name is in ERIN, but they have not yet attained the age of 18, the registrar of voters or their deputy shall not authorize the person to vote early. A person must be 18 years of age at the time that they vote. (This person should be informed that if they wait and vote on election day then they may vote on all matters on the ballot; however, if they are only able to vote during early voting, then they should be allowed to vote a provisional ballot on the federal offices only.)
- E. If the registrar of voters or their deputy AUTHORIZES the person to vote, the registrar of voters or their deputy shall follow the procedures for updating the voter's record in ERIN and allow the person to vote on the voting machine. The voter is NOT a provisional voter. Refer to the ERIN Manual or call the Election's Services Section of the Secretary of State's Office for any questions on updating a voter's record in ERIN.
- F. If the person is NOT AUTHORIZED TO VOTE by the registrar of voters or their deputy, the registrar of voters or their deputy must allow the person to vote a provisional ballot for the federal offices only. **NOTE:** The person would be a provisional voter and **CANNOT** vote on the voting machine.

**Figure 14: Address Confirmation Card-Election Day (ACC)**

ADDRESS CONFIRMATION CARD - ELECTION DAY			
STATE OF LOUISIANA			
<b>SECTION 1: COMMISSIONER, PRINT INFORMATION FROM THE PRECINCT REGISTER.</b>			
Voter Reg #: <u>000000000</u> Voter Name: <u>John Doe</u> DOB: <u>01/01/1981</u>			
Residence Address: <u>123 Green St.</u>		(Street)	Baton Rouge <u>70808</u>
		(City)	(Zip Code)
<b>SECTION 2: VOTER, YOU MAY VOTE BY AFFIRMING YOUR RESIDENCE ADDRESS. PLEASE CHECK ONLY ONE (1) BOX THAT APPLIES TO YOU.</b>			
1. <input checked="" type="checkbox"/> I affirm that my residence address printed above is correct. <input type="checkbox"/> Check here if no mail delivery to your residence address.			
Add a Mailing Address: <u>P.O Box 187</u>		(Street/P.O. Box)	Baton Rouge <u>70808</u>
		(City)	(Zip Code)
2. <input type="checkbox"/> I affirm that I still reside within the parish, but my residence address printed above is not correct. New Residence Address: _____ <input type="checkbox"/> Check here if no mail delivery to your residence address.			
Add a Mailing Address: _____		(Street/P.O. Box)	(City) <u>(Zip Code)</u>
3. <input type="checkbox"/> I affirm that I no longer live within the parish, but have moved within the last three (3) months and I request to have my voter registration transferred to my new residential address. New Residence Address: _____ <small>Note: If you are not able to affirm that you have moved within the last three (3) months, you shall not be permitted to vote today. Do not complete this form, but complete a voter registration application and return it to the commissioner for processing by the registrar of voters. You must register in your new parish 20 days prior to an election if registering through our GeauxVote Online Registration System or 30 days prior to an election if registering in person or by mail registration in order to vote in the next election.</small>			
<b>SECTION 3: VOTER, PLEASE SIGN OR MAKE YOUR MARK.</b>			
Your signature below allows your registration address to be updated and/or transferred to the correct parish by the registrar of voters.			
<u>John Doe</u> <small>(Voter's Signature or Mark)</small>		1/15/17 <small>(Date)</small>	
Voter's Contact Phone Number: <u>225-555-9798</u> <small>(For Official Use Only)</small>			
If you sign with a mark, two witnesses to your mark are required by law and must sign here: Witness #1: <input type="checkbox"/> <small>(Signature)</small> Witness #2: <input type="checkbox"/> <small>(Signature)</small>			
<b>Voter's Information and Rights</b>			
<small>It is illegal to vote in more than one place on election day. It is also illegal to vote in more than one election. It is illegal to vote if you are not registered to confirm your address by completing and returning this Address Confirmation Card-Election Day. When completing this card, please note that state law requires you to register where you reside and if you file a homestead exemption on a residence, you are required to register and vote where you claim a homestead exemption. <b>Displaced voter:</b> A person who has been displaced from their residence by a state of emergency is not considered to have vacated their residence and is considered a resident of the state and parish where they are registered to vote unless (1) they change their voter registration address or (2) they claim a homestead exemption on a different residence. To maintain your registration address at your pre-emergency address, list your residence address at your pre-emergency address and provide a mailing address where you currently reside and receive mail.</small>			
<b>WARNING: ANY FALSE STATEMENT MADE ON THIS FORM CONSTITUTES AN ELECTION OFFENSE PUNISHABLE BY LAW.</b>			
<b>DISPOSITION: PLACE COMPLETED FORM IN ROV ENVELOPE</b>			
<small>ACC-ELECTION DAY Prepared and Furnished by Secretary of State (Rev. 01/18)</small>			

## 2.04: Provisional Early Voting Step-by-Step Procedures

### A. Early Voting List or Precinct Register Voting Procedures:

1. The registrar of voters or their deputy prints the voter's name in the early voting list or the precinct register on the **Provisional Voters Page** (see Figure 15) behind the Provisional Voters Tab;
2. The voter signs next to their name and prints their address in the appropriate fields; and
3. The registrar of voters or their deputy initials the field next to the signature.

B. Provisional Ballot Instructions:

1. The registrar of voters or their deputy selects the appropriate provisional ballot, removes the Ballot Number Stub; and retains the Ballot Number Stub to complete the instructions below.

**Figure 15: Provisional Voters Page**

Precinct:		PctBallot:	Election Date: 5/3/2014		Parish: EAST BATON ROUGE - 17	Page:				
Voter Number	Name of Voter	Signature	Comm Initials	Barcode	Address DOB/Mother's Maiden Name	Lockout Districts	S E X C C T	R A S S T	A R T	P T V
1 N/A	John Doe →	John Doe	RP	N/A	123 Main St, BR, LA 70808		M W Y			
2 N/A	Jane Doe →	Jane Doe	RP	N/A	1 Abbey Lane, BR, LA 70808		F O			
3	→									
4	→									
5	→									
6	→									
7	→									
8	→									
9	→									

C. **Provisional Ballot Affidavit Envelopes (AFF-PB)** (see Figure 3) instructions:

1. The registrar of voters or their deputy writes the Ballot Stub Number in two (2) places on the envelope flap and then writes the ward (if applicable) and/or precinct number on the flap and writes “EARLY VOTER” somewhere on the envelope to identify that it is an early voting provisional ballot;
2. The voter completes all remaining information on the envelope flap and signs it;
3. The registrar of voters or their deputy then gives the voter the provisional ballot, the completed **Provisional Ballot Affidavit Envelopes (AFF-PB)**, a pencil, and directs the voter to a private area inside the early voting site where they can mark their ballot in secret;
4. The voter completes the ballot, seals the ballot inside the completed **Provisional Ballot Affidavit Envelope (AFF-PB)**, and returns it to the registrar of voters or their deputy;
5. The registrar of voters or their deputy then verifies that all information is completed on the sealed envelope flap, that the voter has signed it, and then the registrar of voters or their deputy dates and signs it;
6. The registrar of voters or their deputy then removes the **RED “TO THE PROVISIONAL VOTER”** portion of the **Provisional Ballot Affidavit Envelope (AFF-PB)** flap and gives it to the voter, so that the voter may track their ballot through the GeauxVote website voter portal (<https://voterportal.sos.la.gov/ProvisionalVoters>) to see if it was counted; and
7. The registrar of voters or their deputy places the sealed envelope and the ballot number stub inside the **Early Voting Provisional Ballot Envelope (PB-EV)** (see Figure 4).

- D. Provisional Voting Replacement Ballot instructions for early voting:
  - 1. The registrar of voters or their deputy shall instruct the voter to write “SPOILED” on their provisional ballot(s) and to seal the spoiled ballot(s) in the **Provisional Ballot Affidavit Envelope (AFF-PB)** that was given to them.
  - 2. The registrar of voters or their deputy then shall write “SPOILED” across the flap of the **Provisional Ballot Affidavit Envelope (AFF-PB)** and place it in the **Early Voting Provisional Ballot Envelope (PB-EV)**.
  - 3. The registrar of voters or their deputy then shall give the voter a replacement provisional ballot to mark and **Provisional Ballot Affidavit Envelope (AFF PB)** to complete.
- E. The registrar of voters secures the **Early Voting Provisional Ballot Envelope (PB-EV)** (see Figure 4) until time to prepare the provisional ballots for counting and tabulation by the parish board of election supervisors.

## Chapter 3: Clerk of Court

### 3.01: Provisional Voting Supplies

- A. A supply of Provisional Ballots and **Provisional Ballot Affidavit Envelopes (AFF-PB)** (see Figure 3) will be delivered to the clerk of court as back up for election day should any precinct need additional provisional ballots and **Provisional Ballot Affidavit Envelopes (AFF-PB)**. (The registrar of voters also receives a supply provisional ballots and **Provisional Ballot Affidavit Envelopes (AFF-PB)** (see Figure 3) as back up supply in their office for election day).
- B. The Louisiana Secretary of State determines the number of provisional ballots and envelopes to send in the precinct supplies for election day and will inform the clerk of court by email.
- C. The election day provisional voting supplies for the precincts are listed in the **Informational Pamphlet for Election Day Voting (IP-Elec Day)**.

### 3.02: Clerk of Court Election Day Provisional Voting Training Requirements

- A. The clerk of court is responsible for the instruction of commissioners on provisional voting on election day for all federal elections. The **Informational Pamphlet for Election Day Voting (IP-Elec Day)** contains the provisional information as provided by the secretary of state, along with a video for training.
- B. The clerk of court is required to hold at least one (1) pre-election course of instruction prior to all federal elections (presidential or congressional general election).
- C. The registrar of voters may assist in the training of commissioners, including training on provisional voting.

### 3.03: Receipt of Election Day Provisional Packet (ED-PP) Following Election Day Voting

- A. On all federal elections, after the close of the polls, the commissioners are to deliver the **Election Day Provisional Packet (ED-PP)** (see Figure 12) to the clerk of court with the **Clear Plastic Zipper Bag** (see Figure 13).
- B. The clerk of court is responsible for delivery of all return envelopes to the registrar of voters, or designated deputy by no later than 8:30 am on the first business day after the election.

### 3.04: Opening of the Voting Machines

- A. If the clerk of court receives any **Election Day Provisional Packet (ED-PP)** or provisional ballot supplies during the opening of the voting machines following the election which contain voted provisional ballots, the clerk shall immediately notify and deliver the provisional ballots to the registrar of voters.

### 3.05: Return of Provisional Voting Supplies

- A. After a primary federal election, the clerk of court shall retain all election day provisional voting supplies for use in the general federal election (run-off), with the exception of the ballots. Clerks are to follow their office retention policy for handling of voted provisional ballots following an election.
- B. All unused **Provisional Ballot Affidavit Envelopes (AFF-PB)** (see Figure 3) and any pencils remaining after the general federal election (run-off) are to be boxed by the clerk of court for pick up by the Secretary of State's Office. Please label the box as "**Unused Provisional Voting Supplies**." The Secretary of State's Office is responsible for counting and restocking provisional voting supplies for the next federal election.

## Chapter 4: Parish Board of Election Supervisors

### 4.01: Parish Board of Election Supervisors Provisional Voting Duties

- A. The parish board of election supervisors in each parish is responsible for the counting and tabulation of all provisional ballots in a federal office.
- B. The parish board of election supervisors may utilize parish board commissioners to count the provisional ballots in the parish, selected in accordance with [La. R.S. 18:1314\(D\)](#). In a parish where no parish board commissioners are utilized, the board may utilize commissioners to count the provisional ballots, selected and compensated in accordance with [La. R.S. 18:1314\(D\)](#) and [La. R.S. 18:1314\(E\)](#).

### 4.02: Counting Provisional Ballots

- A. On or before the 3rd day (or 4th day) for a presidential or regularly scheduled congressional general election (primary and run-off) following the election and prior to the compilation of returns, available registration documentation is provided to the parish board of election supervisors by the registrar of voters for the purposes of determining if the individual that voted provisionally is a registered voter and eligible to vote in the election.
- B. The parish board of election supervisors is responsible for the counting and tabulation of all provisional ballots in federal elections. Provisional ballots are counted by hand.
- C. If the parish board of election supervisors determines that parish board commissioners are necessary to assist in counting provisional ballots, the board must obtain the approval of the secretary of state before selecting the parish board commissioners. The maximum number of parish board commissioners that may serve is six (6). For additional parish board commissioners, the parish board of election supervisors must request and receive approval from the secretary of state or their designee prior to election day. A request form is provided by the Secretary of State's Office, Elections Services Division.
- D. In a parish where no parish board commissioners are utilized during the counting and tabulation, the board may utilize commissioners to count the provisional ballots; if so, the selection and compensation of such commissioners shall be in the same manner as parish board commissioners.
- E. Provisional ballots shall be counted on the third day following the election or may be counted on the fourth day for a presidential or regularly scheduled congressional general election (primary and run-off), and prior to the compilation of returns, at the office of the registrar of voters or at a public facility within the parish designated by the parish board of election supervisors. **NOTE:** If the board chooses a public facility other than the Registrar of Voters' Office, the board shall be responsible for the secure transport of the provisional ballots from the Registrar of Voters' Office to the public facility and for the return of such ballots.
- F. Candidates, their representatives, and qualified electors may be present during the counting and tabulation of provisional ballots, but they may only observe and not interfere.
- G. Procedures for counting provisional ballots:
  1. A member of the parish board of election supervisors removes the sealed **Provisional Ballot Affidavit Envelopes (AFF-PB)** containing the voted provisional ballots from the **Provisional Ballot PBES Envelope (PB-PBES)** (see Figure 5) or box and all other contents in the envelope or box.
  2. A member of the parish board of election supervisors announces the name of each provisional voter and the members of the parish board of election supervisors compare the name on the flap of the **Provisional Ballot Affidavit Envelope (AFF-PB)** with the name on the **List of Provisional Voters**.
  3. The parish board of election supervisors must determine whether the provisional ballot will be counted. The board members may review all available registration documentation provided by the registrar of voters, the secretary of state, and/or other state and local agencies for the purposes of determining whether the individual casting a provisional ballot is a registered voter and eligible to vote in the federal election.

4. If the parish board of election supervisors determines that a provisional ballot will be counted, a member of the board writes the provisional ballot number and the word “**counted**” next to the provisional voter’s name on the **List of Provisional Voters** (see Figure 6).
5. If applicable, a member of the parish board of election supervisors tears the flap from the envelope containing the provisional ballot, attaches the provisional voter’s registration documentation to the envelope flap, and leaves the envelope sealed.
6. If a majority of the parish board of election supervisors determines that a provisional ballot will not be counted, the flap remains on the envelope and a member of the board must write the word “**rejected**” with the reason across the envelope. A member of the board must also write the provisional ballot number, the word “**rejected**,” and the reason for the rejection next to the name of the provisional voter on the **List of Provisional Voters**. The rejected ballots are placed in the **Rejected Provisional Ballot Envelope (PB-RB)** (see Figure 8) and will not be counted.
7. Any Provisional ballots marked “spoiled” will be rejected according to the procedure in paragraph six and are placed in the **Rejected Provisional Ballot Envelope (PB-RB)**.
8. After the validity of all provisional ballots has been determined, the members of the parish board of election supervisors place the original signed **List of Provisional Voters** (see Figure 6), the flaps removed from the valid provisional ballots and the attached registration documentation in the **Provisional Ballot Registrar of Voters Envelope (PB-ROV)** (See Figure 9), or box.
9. The members of the parish board of election supervisors then open the **Provisional Ballot Affidavit Envelopes (AFF-PB)** containing the valid provisional ballots and remove the voted ballots.
10. The provisional votes cast for a candidate for federal office shall be counted by hand, and announced in the order of the offices and candidates listed on the provisional ballot. The board enters the votes on the **Final Provisional Ballot Vote Report (PB-FVR)** and certifies the results.
11. The original **Final Provisional Ballot Vote Report (PB-FVR)** (see Figure 7) is transmitted to the clerk of court. A copy of the **Final Provisional Ballot Vote Report (PB-FVR)** and a completed **Board of Election Supervisors Approval of Provisional Voters (PB-S)** form from **ROV LASOSNET** is mailed to the secretary of state in the **Provisional Ballot Secretary of State Envelope (PB-SOS)** (see Figure 10) by the parish board or the registrar of voters.
12. Upon completion of the count, the parish board places the valid provisional ballots, a copy of the **Final Provisional Ballot Vote Report (PB-FVR)**, and the **Rejected Provisional Ballot Envelope (PB-RB)** (see Figure 8) in the **Provisional Ballot Registrar of Voters Envelope (PB-ROV)** (tamper-proof) or box with envelope attached and sealed.

#### 4.03: Certification Requirements

- A. The clerk of court must enter the provisional votes from the **Final Provisional Ballot Vote Report (PB-FVR)** (see Figure 7) into the secretary of state’s statewide Elections Registration Information Network (ERIN) before certifying the election results. If there are no provisional votes, then the clerk must enter zero in the required fields and certify.
- B. The board shall complete the compilation of the election returns and file one copy of the compiled statement with the clerk of court no later than 4:00 p.m. on the fifth day after the election. One copy of the compiled statement shall be postmarked no later than 12:00 noon on the sixth day after the election and mailed to the secretary of state. (See [La. R.S. 18:574](#))



# Nancy Landry

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