

# MIDDLESEX

C O U N T Y • N J

## BOARD OF ELECTIONS

### PROVISIONAL TABLE

#### Provisional Ballot Table:

1. Inspect the Provisional Ballot Box to ensure that the **RED** Tape Seal is intact over the plastic zipper lock. **NOTE: Do not lift the red tape. If the words VOID appear, CALL 732-745-4200 IMMEDIATELY.**
2. Two Poll Workers must sign the Provisional Ballot Box **Chain of Custody Form** above the mail slot confirming that the Red Tape Seal was not voided. **NOTE: In the Primary Election, opposite parties must sign.**
3. Break the seal on the top clear plastic mail slot.
4. Slide OPEN by pulling down with two hands. Place the Provisional Ballot Box on the table with the clear plastic mail slot facing voters.

STEP 1 - Red Tape Seal



Example of Voided Tape



STEP 2 – Sign Form

#### Municipality POLLING LOCATION

- DO NOT touch red tape #: 27508
- If the red tape says VOID, call the County Clerk **IMMEDIATELY**.

Before Polls Open this provisional ballot bag was inspected by: (1 Dem and 1 Rep)

Poll Worker \_\_\_\_\_

Poll Worker \_\_\_\_\_

You can check by shaking or lifting the bag. NEVER lift the red tape to open the zipper to look inside the ballot bag.

- If your bag is almost at capacity, please call the County Clerk at 732-745-4202.

After Polls have closed, this provisional ballot bag was inspected and sealed by: (1 Dem and 1 Rep)

Poll Worker \_\_\_\_\_

Poll Worker \_\_\_\_\_

The red seal is attached to the clear pouch zip-tied to handle of the provisional ballot bag. It gets inserted in the mail slot where the provisional ballots are dropped. Number side up so that you can read them.

- At the close of polls, close ballot slot with RED seal #: 21197389 located on the handle of the bag in plastic bag.

STEP 3 – Break Seal



STEP 4 – Pull to Open

***Failure to follow instructions may result in votes not being counted.***

## Provisional Ballot Table: cont'd

- Find **ORANGE** bag labelled PROVISIONAL ENVELOPES. Open bag and place on table.
- In supply bag, find Provisional Tally Sheet and place near the Provisional Ballot Box. Every time a voter inserts an envelope inside the mail slot, you must record it on this sheet by putting tally marks.
- Prepare a separate table for voters with pens/pencils, privacy screens and chairs to complete their Provisional Ballot Affirmation envelope.

MIDDLESEX COUNTY BOARD OF ELECTIONS

**PROVISIONAL BALLOT WORKSHEET**

Maintain a count of the total number of provisional ballots cast by voters during polling hours by making a tally mark for each provisional ballot returned by voters.

Every two hours, **beginning at 8am and ending at 6:00pm**, the total number of provisional ballots cast shall be entered onto the separate PUBLIC NOTICE FORM. Below is an example of tally mark counting.

EXAMPLE

1	I	0	IIII I
2	II	0	IIII I I
3	III	0	IIII I I I
4	IIII	0	IIII I I I I
5	IIII	1 0	IIII I I I I I

« M W D »

	I

STEP 6 – Tally Sheet

DO NOT DETACH  
No separe esta hoja

**New Jersey Provisional Ballot Affirmation Statement**  
**Declaración afirmativa de voto provisional**

1. Reason for Provisional Ballot (Check one)  
 I am unable to locate my regular voting polling station after I register information relating to my poll location.  
 I am unable to vote at my regular polling station, but did not apply for, receive, or mail a ballot before the deadline.

2. Current Name  
 Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Suffix: \_\_\_\_\_  
 If your name was changed after registering to vote, provide your former name:  
 Former Name: \_\_\_\_\_  
 Signature of Former Name: \_\_\_\_\_

3. Current Home Address  
 Municipality: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Mailing Address, if different from above: \_\_\_\_\_

4. Please Fill Out Only if You Moved within the County after Registering Without Staffing Election Office  
 Previous Home Address: \_\_\_\_\_  
 Municipality: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

5. Date of Birth: Month / Day / Year    Sex:  Male     Female     Other

6. Telephone Number (Optional): \_\_\_\_\_  
 If No. 204 of an IDA, List Box Number of your Social Security Number (SSN): \_\_\_\_\_  
 If No. 204 of an IDA, List Box Number of your Social Security Number (SSN): \_\_\_\_\_

7. I affirm that I am not a U.S. Citizen or U.S. Resident Alien.

8. Signature of Voter  
 Name of person providing assistance: \_\_\_\_\_ Date: \_\_\_\_\_

9. I affirm that I am not a U.S. Citizen or U.S. Resident Alien.

10. I affirm that I am not a U.S. Citizen or U.S. Resident Alien.

STEP 7 – Provisional Ballot Affirmation

## Provisional Ballot Table: cont'd

- Instruct the voter with their voted provisional ballot card to FOLD the ballot card in half, insert the ballot card into an envelope and to complete the outside portion of the Provisional Ballot Affirmation Statement. **NOTE: NEVER HANDLE A VOTER'S BALLOT CARD.**

Be sure that the voter fills out the envelope completely for their ballot to count, that the envelope is sealed, and that the voter did **NOT** detach the completed affirmation sheet.

**NOTE: The more information the voter can provide, the easier it is for the Board of Elections to find the provisional voter's voter record. Without a signature, it does not matter if everything else is filled out. Please make sure that there is a signature before submitting the ballot.**

If the voter makes a mistake completing the Provisional Ballot Affirmation Sheet, have the voter remove their voted ballot card and issue a new envelope to the voter. Tear the SPOILED one in half and place in SPOILED envelope.

***Failure to follow instructions may result in votes not being counted.***

## Provisional Ballot Table: cont'd

9. On the Provisional Ballot Box handle, take out a **RED** seal.
10. Record the number on the **RED** seal on the Provisional Ballot Box **Chain of Custody Form** that was signed prior to opening the polls.
11. Push closed the mail slot. Insert the **RED** seal, locking the mail slot. **NOTE: When inserted, be sure the numbers are facing out so that they can be read by Board of Elections Staff.**
12. Have two Poll Workers sign Chain of Custody Form. It does not have to be the same two Poll Workers from the morning. Place the form back into the clear sleeve.
13. Place all unused envelopes and pens back into orange bag.

**IF YOU HAVE ANY QUESTIONS ABOUT THIS PROCESS, PLEASE CALL 732-745-4200 BEFORE SENDING THE PROVISIONAL BALLOT BOX TO THE CLERK'S OFFICE.**



**STEP 9 – Red Seal**

### Municipality **POLLING LOCATION**

DO NOT touch red tape #: 27508

This red tape number is from the County Clerk. It covers a blue seal locking the zipper. There is never a reason to remove the red tape.

If the red tape says VOID, call the County Clerk: **IMMEDIATELY.**

Before Polls Open this provisional ballot bag was inspected by: (1 Dem and 1 Rep)

\_\_\_\_\_  
Poll Worker

\_\_\_\_\_  
Poll Worker

You can check by shaking or lifting the bag. NEVER lift the red tape to open the zipper to look inside the ballot bag.

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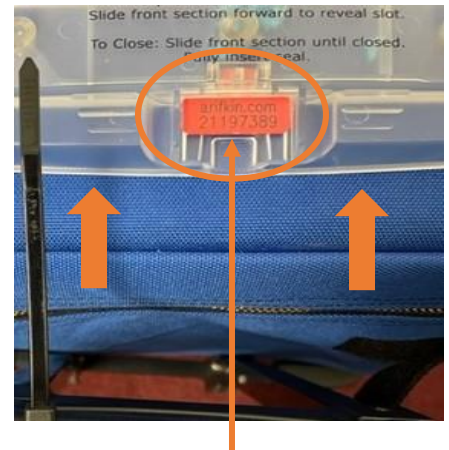
\_\_\_\_\_  
Poll Worker

\_\_\_\_\_  
Poll Worker

The red seal is placed in the clear pouch zip tied to handle of the provisional ballot bag. It gets inserted in the mail slot where the provisional ballots are dropped. Number side up so that you can read them.

At the close of polls, close ballot slot with **RED seal #** 21197389 located on the handle of the bag in plastic bag.

**STEP 10 – Record the Red Seal**



**STEP 11 – Push Close/Insert Seal**

**STEP 12 – Sign Form**

***Failure to follow instructions may result in votes not being counted.***