

PROVISIONAL VOTING IN ALABAMA



WES ALLEN
SECRETARY OF STATE

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Legal Disclaimer

It should be emphasized that this publication is not an authoritative statement of the law, nor is it a substitute for the Code of Alabama 1975 or other legal materials. This outline seeks to serve only as a general guide and training manual for the implementation of provisional voting in Alabama.

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Provisional Ballot Instructions for Poll Workers

When a person shows up to vote on Election Day:

1. Ask the voter for their name.
2. Look on your list of registered voters to see if their name is on the list.
3. **If the voter's name is on your list**, follow normal voting procedures.
4. **If the voter's name is marked as "inactive"**,
 - instruct the voter to fill out a **Voter's Reidentification/Update Form** before letting them vote. See sample "update" form below.
 - instruct the voter to check the "update" box on the reidentification form.
 - *if there is a change in the inactive voter's place of residence which causes a change in polling place location within the same Board of Registrars' jurisdiction, call the Board of Registrars to determine the new polling place. The voter should then be directed to the new polling place so they can cast their vote provisionally.*

VOTER'S REIDENTIFICATION/UPDATE FORM		<input checked="" type="checkbox"/> UPDATE	<input type="checkbox"/> VERIFICATION	NVRA-20
FOR USE BY U.S. CITIZENS ONLY ♦ FILL IN ALL BOXES ON THIS FORM ♦ PLEASE USE INK ♦ PRINT LEGIBLY				
① Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No		⚠ ATTENTION! If you answer "No" to either of these questions, do not complete this application.		
② Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No				
③ Print Your Name: First Middle Last Suffix		Alabama Driver's License or Non-Driver ID Number: <input type="text"/> STATE <input type="text"/> NUMBER		
④ Print Maiden Name / Former Name (if reporting a change of name) First Middle Last Suffix		⚠ IF YOU HAVE NO ALABAMA DRIVER'S LICENSE OR ALABAMA NON-DRIVER ID NUMBER		
⑤ Date of Birth (mm/dd/yyyy) ⑥ Primary Telephone ⑦ Email Address		Last four digits of Social Security number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
⑧ Address where you live: (Do not use post office box) Home Address (include apartment or other unit number if applicable) City State ZIP		<input type="checkbox"/> I do not have an Alabama driver's license or Alabama non-driver ID or a Social Security number.		
Addresses Current Address where you receive your mail: Mailing Address, if different from Home Address City State ZIP				
Addresses Old Address where you were last registered to vote: (Do not use post office box) Former Address City County State ZIP				
⑨ Race (check one) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other		⑩ Place of Birth City County State Country		
⑪ Sex (check one) <input type="checkbox"/> Female <input type="checkbox"/> Male		VOTER DECLARATION - READ AND SIGN I SOLEMNLY SWEAR OR AFFIRM TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF ALABAMA AND FURTHER DISAVOW ANY BELIEF OR AFFILIATION WITH ANY GROUP WHICH ADVOCATES THE OVERTHROW OF THE GOVERNMENTS OF THE UNITED STATES OR THE STATE OF ALABAMA BY UNLAWFUL MEANS AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE, SO HELP ME GOD.		
WARNING! If you falsely sign this statement, you can be convicted and imprisoned for up to five years.		I am a U.S. citizen I live in the State of Alabama I will be at least 18 years of age on or before election day I am not barred from voting by reason of a disqualifying felony conviction I have not been judged "mentally incompetent" in a court of law		
Your Signature: _____		Date: _____		

5. **If you cannot find the voter's name on the registered voters list,**
 - inform the voter that because their name is not on the list of registered voters, they will receive help from another polling official, and
 - take the voter to the provisional ballot officer.
6. **If his or her name is marked off because he or she applied for an absentee ballot,**
 - take the voter to the provisional ballot officer, and
 - tell the provisional ballot officer that the voter is marked off for having applied for an absentee ballot.
7. **If the voter objects to the political party identified on the list of registered voters for the primary runoff election,**
 - take the voter to the provisional ballot officer, and
 - tell the provisional ballot officer that the voter objects to the political party identified on the list of registered voters for the primary runoff election.
7. **If the voter does not provide valid photo identification as required by law and cannot be identified by two election officials,**
 - take the voter to the provisional ballot officer, and
 - tell the provisional ballot officer that the person did not provide valid photo identification. *See a list of acceptable forms of voter identification below.*


Valid Photo Voter Identification (ID)

1. A valid Alabama Driver's License
 2. A valid Alabama Nondriver ID
 3. A valid Alabama Photo Voter ID Card
 4. A valid State issued ID (Alabama or any other state)
 5. A valid Federal issued ID
 6. A valid US Passport
 7. A valid Employee ID from the Federal Government, State of Alabama, County, Municipality, Board, Authority, or other entity of this state
 8. A valid Student or Employee ID from a public or private college or university in the State of Alabama (including postgraduate technical or professional schools)
 9. A valid Student or Employee ID issued by a state institution of higher learning in any other state
 10. A valid Military ID
 11. A valid Tribal ID
8. **If an inspector challenges the voter's right to vote in the precinct,**
 - the inspector will take the voter to the provisional ballot officer, and
 - the inspector will fill out the inspector challenge statement. *See page 8.*

Instructions for the Provisional Ballot Officer

When a poll worker brings a person to you, do the following:

1. Find out why the person was identified as a potential provisional voter. *Be familiar with this list of reasons that trigger provisional voting:*
 - **the voter's name is not on the voter list.**
 - **the voter's name was marked off the voter list because he or she applied for an absentee ballot.**
 - **the voter objects to the political party identified on the list of registered voters for the primary runoff election**
 - **the voter did not provide photo identification, as required by law, and cannot be identified by two election officials.**
 - **the voter's right to vote is being challenged by an inspector.**
2. Explain the provisional ballot process to the voter and to the voter's assistant, if the person has requested assistance.
3. If the voter's name is not found on the voter list, call the Board of Registrars to find out if the person is eligible to vote.
4. If the Board of Registrars or a member of the appointing board confirms that the person is eligible to vote, do the following:
 - write the name of the registrar or appointing board member (Probate Judge, Circuit Clerk, Sheriff, or designee) who confirmed that the person can vote in your precinct, in the shaded "verification" section on the back of the update form. *See sample view of the back of the update form below.*
 - have the voter completely fill out the update form (front side).
 - make sure that the "verification" box is checked on the front of the update form.
 - direct the voter to a poll worker so that they can vote a regular ballot.
 - remind the voter to give the update form to the poll worker.
 - if you are unable to confirm that the person is eligible to vote, go to step #5.

<p style="text-align: center;">VERIFICATION (to be completed by election official)</p> <p>The voter's eligibility and registration were confirmed by _____</p> <p>_____</p> <p>on the _____ day of _____, 20____.</p> <p>_____</p> <p style="text-align: center;">Printed Name of Poll Official</p> <p>_____</p> <p style="text-align: center;">Signature of Poll Official</p>	<p>Map/diagram: If your house has no street number or name, please draw a map of where your house is located. Please include roads and landmarks.</p> <div style="text-align: center;">  North </div>
<p>REGISTRARS USE ONLY</p> <p>DATE <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED _____</p> <p style="text-align: center;">(mm/dd/yyyy)</p> <p>_____ Board member</p> <p>County Pct _____ Board member</p> <p>City Pct _____ Board member</p>	

5. When a person's eligibility to vote cannot be verified

- explain to the voter and the voter's assistant, if they have an assistant, that the voter has a legal right to vote a provisional ballot.
- provide the voter with oral and written instructions about provisional voting.

6. If the voter wants to vote a provisional ballot, secure the proper roster, and

- instruct the voter (or the voter's assistant) to print the voter's name on the provisional ballot roster and then sign or mark the provisional ballot roster. *See sample provisional roster below.*
- ask the voter or the voter's assistant to fill in all of the requested information.

**Provisional Roster
(inside page)**



ROSTER OF PERSONS CASTING PROVISIONAL BALLOTS				
PRECINCT NAME & NUMBER _____	COUNTY, CITY, OR TOWN OF _____, ALABAMA	NAME OF ELECTION _____	DATE OF ELECTION _____	
COLUMN 1 PRINTED NAME OF VOTER	COLUMN 2 SIGNATURE OF VOTER NOT REQUESTING ASSISTANCE	COLUMN 3 SIGNATURE OF VOTER REQUESTING ASSISTANCE	COLUMN 4 PRINTED NAME OF PERSON ASSISTING VOTER	COLUMN 5 SIGNATURE OF PERSON ASSISTING VOTER
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I, the undersigned, as the duly appointed Provisional Ballot Officer for the election held this the _____ day of _____, 20____
in the Precinct Named _____ and assigned the Precinct Number _____ in the County, City or Town of _____,
_____, Alabama, hereby certify this Roster as containing the names of persons casting provisional ballots in said election as enumerated
from one (1) to _____.

Signature of Provisional Ballot Officer

Printed Name of Provisional Ballot Officer

AFTER THE POLLS CLOSE, THE PROVISIONAL BALLOT OFFICER SHALL SIGN THIS ROSTER AND PLACE IT IN THE PB-4 ENVELOPE.

7. Secure the Provisional Verification Statement (PB-3), then:

- write the election date, precinct number and ballot style on the **PB-3**—section #1.
- write on the **PB-3** the line number from the provisional roster—section #2.
- check the correct box on the **PB-3** to mark the reason why the voter is casting a provisional ballot—section #3.
- after you have completed your portion of the **PB-3**,
 - ◊ explain to the voter and the voter’s assistant that a sworn affirmation must be signed by the voter.
 - ◊ show the voter the *Sworn Affirmation of Provisional Voter* in the upper right-hand corner of the **PB-3**—section #4.
 - ◊ have the voter or the voter’s assistant complete the requested information on the sworn affirmation.
 - ◊ the voter must sign or mark the “signature line”.

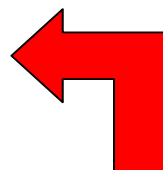
The provisional ballot officer fills out sections 1, 2, and 3.

PROVISIONAL VERIFICATION STATEMENT - PB-3	
<p>1 MUST BE COMPLETED BY ELECTION OFFICIAL AT PRECINCT</p> <p>Name of Election: _____</p> <p>Election Date: _____</p> <p>Precinct Number: _____</p> <p>Ballot Style: _____</p> <p>2 LINE NUMBER FROM ROSTER</p> <p>3 REASON FOR PROVISIONAL BALLOT ▶ MUST BE COMPLETED BY POLL WORKER AT PRECINCT ▶ MARK ALL REASONS THAT APPLY</p> <p><input type="checkbox"/> Person's name does not appear on the list of registered voters.</p> <p><input type="checkbox"/> Person's registration status cannot be determined by the provisional ballot officer.</p> <p><input type="checkbox"/> Voter is unable to comply with voter identification requirement.</p> <p><input type="checkbox"/> The voter has requested but claims to have not voted an absentee ballot.</p> <p><input type="checkbox"/> Voter objects to the political party identified on the list of registered voters for the primary runoff election.</p> <p><input type="checkbox"/> Inspector has knowledge that the person is not entitled to vote at the precinct and challenges the person.</p> <p><input type="checkbox"/> Ballot is cast after the legal time for closing the polls due to a federal or state court order extending the hours of the polls.</p>	<p>4 SWORN AFFIRMATION OF PROVISIONAL VOTER ▶ MUST BE COMPLETED BY VOTER</p> <p>State of Alabama, County of _____</p> <p>I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote and that I am eligible to vote in this election.</p> <p>Printed Name of Voter _____</p> <p>Printed Residence Address of Voter _____</p> <p>City _____ State _____ ZIP Code _____</p> <p>Date of Birth (month/day/year) _____ Signature or Mark _____</p> <p>Phone Number _____ Date (month / day / year) _____</p>
<p>Procedure for Precinct Official</p> <ol style="list-style-type: none"> Instruct voter to sign the Provisional Roster. In Box 1, print the name of election, date of election, the precinct number and ballot style. In Box 2 and on the PB-2 envelope, print the line number as it appears beside the signature of the voter on the Provisional Roster. In Box 3, check the reason the voter is casting a provisional ballot. Instruct the voter to complete Box 4, the "Sworn Statement of Provisional Voter". Instruct the voter to complete the "Voter's Reidentification/ Update Form" below. In the case of an Inspector's Challenge, attach yellow copy of "Inspector's Statement of Challenge of Eligibility to Vote". Issue the voter a provisional ballot, secrecy envelope (PB-1) and outer envelope (PB-2). Instruct the voter to place the marked ballot inside the PB-1 envelope and then insert the PB-1 envelope into the PB-2 envelope. Instruct the voter to place the PB-2 envelope into the sealed provisional ballot box. Once completed, place this form PB-3 in the PB-4 envelope. In the case of an Inspector's Challenge, include the "Inspector's Statement of Challenge of Eligibility to Vote". 	
<p><small>VOTER - DO NOT DETACH REIDENTIFICATION FORM FROM PB-3</small></p> <p>VOTER'S REIDENTIFICATION/UPDATE FORM <small>FOR USE WITH A PROVISIONAL BALLOT</small></p> <p><small>FOR USE BY U.S. CITIZENS ONLY</small> ♦ FILL IN ALL BOXES ON THIS FORM ♦ <small>PLEASE USE INK</small> ♦ PRINT LEGIBLY <small>NVRA-20PB</small></p>	
<p>① Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>② Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>③ Print Your Name: _____</p> <p>Alabama Driver's License or Non-Driver ID Number: _____</p> <p>④ Print Maiden Name / Former Name (if reporting a change of name) _____</p> <p>⑤ Date of Birth (mm/dd/yyyy) ⑥ Primary Telephone ⑦ Email Address _____</p> <p>⑧ Addresses</p> <p>Current</p> <p>Address where you live: (Do not use post office box) _____ City _____ State _____ ZIP _____</p> <p>Address where you receive your mail: _____ City _____ State _____ ZIP _____</p> <p>Address where you were last registered to vote: (Do not use post office box) _____ City _____ State _____ ZIP _____</p> <p>⑨ Race (check one)</p> <p><input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other</p> <p>⑩ Sex (check one)</p> <p><input type="checkbox"/> Female <input type="checkbox"/> Male</p> <p>⑪ Place of Birth _____ City _____ County _____ State _____ Country _____</p>	
<p>WARNING! If you falsely sign this statement, you can be convicted and imprisoned for up to five years.</p> <p>VOTER DECLARATION - READ AND SIGN</p> <p>I SOLEMNLY SWEAR OR AFFIRM TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF ALABAMA AND FURTHER DISAVOW ANY BELIEF OR AFFILIATION WITH ANY GROUP WHICH ADVOCATES THE OVERTHROW OF THE GOVERNMENTS OF THE UNITED STATES OR THE STATE OF ALABAMA BY UNLAWFUL MEANS AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE, SO HELP ME GOD.</p> <p>Your Signature: _____ Date: _____</p>	

The voter or voter's assistant fills out section 4—the voter signs or marks the signature line.

- direct the voter to fill out the **Voter's Reidentification/Update Form** attached at the bottom of the **Provisional Verification Statement (PB-3)**. This form must be filled out completely.

PROVISIONAL VERIFICATION STATEMENT - PB-3	
<div style="background-color: #f2f2f2; border: 1px solid black; padding: 2px; margin-bottom: 5px;">1 MUST BE COMPLETED BY ELECTION OFFICIAL AT PRECINCT</div> <p>Name of Election: _____ Election Date: _____ Precinct Number: _____ Ballot Style: _____</p> <div style="background-color: #f2f2f2; border: 1px solid black; padding: 2px; margin-bottom: 5px;">2 LINE NUMBER FROM ROSTER</div> <div style="background-color: #f2f2f2; border: 1px solid black; padding: 2px; margin-bottom: 5px;">3 REASON FOR PROVISIONAL BALLOT <small>MUST BE COMPLETED BY POLL WORKER AT PRECINCT MARK ALL REASONS THAT APPLY</small></div> <p><input type="checkbox"/> Person's name does not appear on the list of registered voters. <input type="checkbox"/> Person's registration status cannot be determined by the provisional ballot officer. <input type="checkbox"/> Voter is unable to comply with voter identification requirement. <input type="checkbox"/> The voter has requested but claims to have not voted an absentee ballot. <input type="checkbox"/> Voter objects to the political party identified on the list of registered voters for the primary runoff election. <input type="checkbox"/> Inspector has knowledge that the person is not entitled to vote at the precinct and challenges the person. <input type="checkbox"/> Ballot is cast after the legal time for closing the polls due to a federal or state court order extending the hours of the polls.</p>	<div style="background-color: #f2f2f2; border: 1px solid black; padding: 2px; margin-bottom: 5px;">4 SWORN AFFIRMATION OF PROVISIONAL VOTER <small>MUST BE COMPLETED BY VOTER</small></div> <p style="text-align: center;">State of Alabama, County of _____</p> <p>I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote and that I am eligible to vote in this election.</p> <p>Printed Name of Voter _____ Printed Residence Address of Voter _____ City _____ State _____ ZIP Code _____ Date of Birth (month/day/year) _____ Signature or Mark _____ Phone Number _____ Date (month / day / year) _____</p>
<p>Procedure for Precinct Official</p> <ol style="list-style-type: none"> Instruct voter to sign the Provisional Roster. In Box 1, print the name of election, date of election, the precinct number and ballot style. In Box 2 and on the PB-2 envelope, print the line number as it appears beside the signature of the voter on the Provisional Roster. In Box 3, check the reason the voter is casting a provisional ballot. Instruct the voter to complete Box 4, the "Sworn Statement of Provisional Voter". Instruct the voter to complete the "Voter's Reidentification/ Update Form" below. In the case of an Inspector's Challenge, attach yellow copy of "Inspector's Statement of Challenge of Eligibility to Vote". Issue the voter a provisional ballot, secrecy envelope (PB-1) and outer envelope (PB-2). Instruct the voter to place the marked ballot inside the PB-1 envelope and then insert the PB-1 envelope into the PB-2 envelope. Instruct the voter to place the PB-2 envelope into the sealed provisional ballot box. Once completed, place this form PB-3 in the PB-4 envelope. In the case of an Inspector's Challenge, include the "Inspector's Statement of Challenge of Eligibility to Vote". <p style="text-align: center; font-size: small;">VOTER - DO NOT DETACH REIDENTIFICATION FORM FROM PB-3</p>	
<div style="display: flex; justify-content: space-between; font-size: x-small;"> VOTER'S REIDENTIFICATION/UPDATE FORM FOR USE WITH A PROVISIONAL BALLOT NVRA-20PB </div> <p style="text-align: center; font-size: x-small;">FOR USE BY U.S. CITIZENS ONLY ♦ FILL IN ALL BOXES ON THIS FORM ♦ PLEASE USE INK ♦ PRINT LEGIBLY</p> <div style="border: 1px solid black; padding: 2px;"> <p>1 Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2 Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3 Print Your Name: _____</p> <p>4 Print Maiden Name / Former Name (if reporting a change of name) _____</p> <p>5 Date of Birth (mm/dd/yyyy) _____ 6 Primary Telephone _____ 7 Email Address _____</p> <p>8 Alabama Driver's License or Non-Driver ID Number: _____</p> <p>9 IF YOU HAVE NO ALABAMA DRIVER'S LICENSE OR ALABAMA NON-DRIVER ID NUMBER, Last four digits of Social Security number: _____</p> <p><input type="checkbox"/> I do not have an Alabama driver's license or Alabama non-driver ID or a Social Security number.</p> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p>Addresses</p> <p>Current Address where you live: (Do not use post office box) _____ City _____ State _____ ZIP _____</p> <p>Address where you receive your mail: _____ City _____ State _____ ZIP _____</p> <p>Old Address where you were last registered to vote: _____ City _____ County _____ State _____ ZIP _____</p> <p>9 Race (check one) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other</p> <p>10 Sex (check one) <input type="checkbox"/> Female <input type="checkbox"/> Male</p> <p>11 Place of Birth _____ City _____ County _____ State _____ Country _____</p> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <p style="text-align: center; font-size: x-small;">VOTER DECLARATION - READ AND SIGN</p> <p><input type="checkbox"/> I am a U.S. citizen</p> <p><input type="checkbox"/> I live in the State of Alabama</p> <p><input type="checkbox"/> I will be at least 18 years of age on or before election day</p> <p><input type="checkbox"/> I am not barred from voting by reason of a disqualifying felony conviction</p> <p><input type="checkbox"/> I have not been judged "mentally incompetent" in a court of law</p> <p style="font-size: x-small;">I SOLEMNLY SWEAR OR AFFIRM TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF ALABAMA AND FURTHER DISAVOW ANY BELIEF OR AFFILIATION WITH ANY GROUP WHICH ADVOCATES THE OVERTHROW OF THE GOVERNMENTS OF THE UNITED STATES OR THE STATE OF ALABAMA BY UNLAWFUL MEANS AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE, SO HELP ME GOD.</p> </div> <p>WARNING! If you falsely sign this statement, you can be convicted and imprisoned for up to five years.</p> <p>Your Signature: _____ Date: _____</p>	



The voter or voter's assistant fills out the "update" section of the PB-3 form. Voter signs or makes mark on the signature line.

- place the completed **PB-3** into the **Precinct Provisional Return Envelope (PB-4)**.
- ◊ **Note**—all **PB-3**'s completed throughout election day are placed inside the **Precinct Provisional Return Envelope (PB-4)** along with other material listed on page 10 after the polls close.

PROVISIONAL VERIFICATION STATEMENT - PB-3

1 MUST BE COMPLETED BY ELECTION OFFICIAL AT PRECINCT

Name of Election: _____
 Election Date: _____
 Precinct Number: _____
 Ballot Style: _____

2 LINE NUMBER FROM ROSTER

3 REASON FOR PROVISIONAL BALLOT
 ▶ MUST BE COMPLETED BY POLL WORKER AT PRECINCT
 ▶ MARK ALL REASONS THAT APPLY

Person's name does not appear on the list of registered voters.
 Person's registration status cannot be determined by the provisional ballot officer.
 Voter is unable to comply with voter identification requirement.
 The voter has requested but claims to have not voted an absentee ballot.
 Voter objects to the political party identified on the list of registered voters for the primary runoff election.
 Inspector has knowledge that the person is not entitled to vote at the precinct and challenges the person.
 Ballot is cast after the legal time for closing the polls due to a federal or state court order extending the hours of the polls.

4 SWORN AFFIRMATION OF PROVISIONAL VOTER
 ▶ MUST BE COMPLETED BY VOTER

State of Alabama, County of _____

I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote and that I am eligible to vote in this election.

Printed Name of Voter _____
 Printed Residence Address of Voter _____
 City _____ State _____ ZIP Code _____
 Date of Birth (month/day/year) _____ Signature of Mark _____
 Phone Number _____ Date (month / day / year) _____

Procedure for Precinct Official

1. Instruct voter to sign the **Provisional Roster**.
2. In **Box 1**, print the name of election, date of election, the precinct number and ballot style.
3. In **Box 2** and on the **PB-2 envelope**, print the line number as it appears beside the signature of the voter on the **Provisional Roster**.
4. In **Box 3**, check the reason the voter is casting a provisional ballot.
5. Instruct the voter to complete **Box 4**, the "**Sworn Statement of Provisional Voter**".
6. Instruct the voter to complete the "**Voter's Reidentification/Update Form**" below.
7. In the case of an Inspector's Challenge, attach **yellow copy of "Inspector's Statement of Challenge of Eligibility to Vote"**.
8. Issue the voter a **provisional ballot, secrecy envelope (PB-1)** and **outer envelope (PB-2)**.
9. Instruct the voter to place the marked ballot inside the **PB-1 envelope** and then insert the **PB-1 envelope** into the **PB-2 envelope**.
10. Instruct the voter to place the **PB-2 envelope** into the sealed **provisional ballot box**.
11. Once completed, place this form **PB-3** in the **PB-4 envelope**. In the case of an Inspector's Challenge, include the "**Inspector's Statement of Challenge of Eligibility to Vote**".

VOTER - DO NOT DETACH REIDENTIFICATION FORM FROM PB-3

VOTER'S REIDENTIFICATION/UPDATE FORM
 FOR USE BY U.S. CITIZENS ONLY • FILL IN ALL BOXES ON THIS FORM • PLEASE USE INK • PRINT LEGIBLY

① Are you a citizen of the United States of America? Yes No
 ② Will you be 18 years of age on or before election day? Yes No

③ Print Your Name: _____
 First Middle Last Suffix

④ Print Maiden Name / Former Name (if reporting a change of name)
 First Middle Last Suffix

⑤ Date of Birth (mm/dd/yyyy) ⑥ Primary Telephone ⑦ Email Address

Alabama Driver's License or Non-Driver ID Number: _____
 IF YOU HAVE NO ALABAMA DRIVER'S LICENSE OR ALABAMA NON-DRIVER ID NUMBER
 Last four digits of Social Security number: _____
 I do not have an Alabama driver's license or Alabama non-driver ID or a Social Security number.

⑧ Address where you live: (Do not use post office box) Home Address (include apartment or other unit number if applicable) City State ZIP
 ⑨ Address where you receive your mail: Mailing Address, if different from Home Address City State ZIP
 ⑩ Address where you were last registered to vote: (Do not use post office box) Former Address City County State ZIP

⑪ Race (check one) White Black Asian American Indian Hispanic Other
 ⑫ Sex (check one) Female Male

⑬ Place of Birth City County State Country

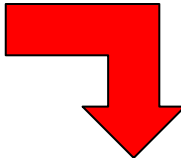
VOTER DECLARATION - READ AND SIGN

I am a U.S. citizen
 I live in the State of Alabama
 I will be at least 18 years of age on or before election day
 I am not barred from voting by reason of a disqualifying felony conviction
 I have not been judged "mentally incompetent" in a court of law

I SOLEMNLY SWEAR OR AFFIRM TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF ALABAMA AND FURTHER DISAVOW ANY BELIEF OR AFFILIATION WITH ANY GROUP WHICH ADVOCATES THE OVERTHROW OF THE GOVERNMENTS OF THE UNITED STATES OR THE STATE OF ALABAMA BY UNLAWFUL MEANS AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE, SO HELP ME GOD.

WARNING! If you falsely sign this statement, you can be convicted and imprisoned for up to five years.

Your Signature: _____ Date: _____



PRECINCT PROVISIONAL RETURN ENVELOPE

Place in This Envelope After Polls Close

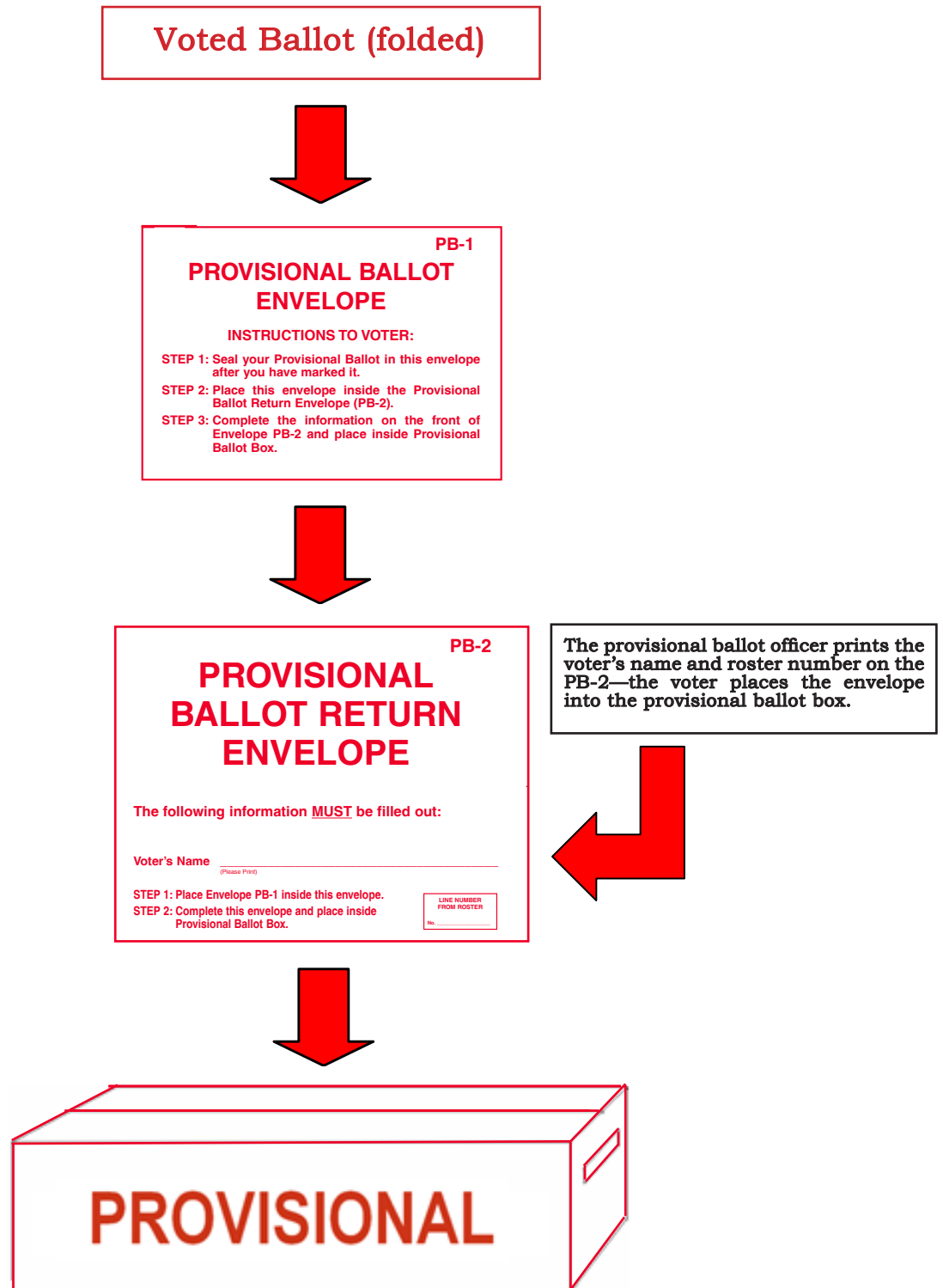
1. ALL ROSTERS OF PROVISIONAL VOTERS
2. ALL PROVISIONAL VERIFICATION STATEMENTS (PB-3)

Return This Envelope to:
 Sheriff/Board of Registrars

DO NOT Put in Record of Election Container

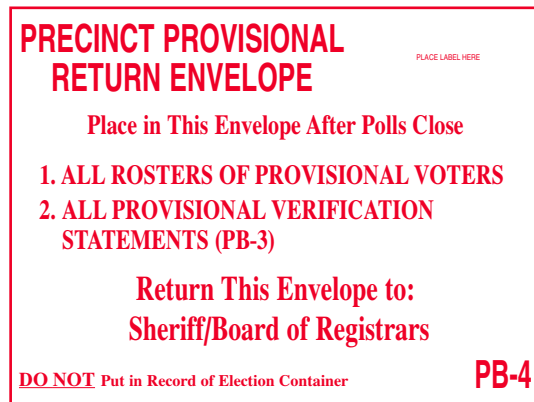
PB-4

10. Give the voter the provisional ballot and direct them to the designated voting area for provisional voters.
11. Instruct the voter to place their completed ballot into the provisional ballot secrecy envelope (**Provisional Ballot Envelope—PB-1**) and seal the envelope.
12. Instruct the voter to place the **Provisional Ballot Envelope (PB-1)** into the **Provisional Ballot Return Envelope (PB-2)**. **Print the voter's name and line number from the roster on PB-2 envelope.**
13. Direct the voter to place the **Provisional Ballot Return Envelope (PB-2)** into the provisional ballot box.

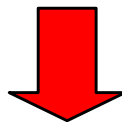


When the polls close, do the following:

1. Organize all provisional ballot rosters, other provisional ballot forms or materials, and all completed **PB-3's**. When the polls close, these items should be placed in the **Precinct Provisional Return Envelope (PB-4)** which shall be addressed to the Board of Registrar's.
2. Prior to sealing the **PB-4**, count the number of provisional voters listed on the roster(s). Write, on the sealed provisional ballot box, the total number of provisional voters listed on the provisional ballot roster(s).
3. Seal the **PB-4** envelope. **Do not place the PB-4 envelope into the provisional ballot box!**
4. Give the Sheriff the **Precinct Provisional Return Envelope (PB-4)**.
5. Give the Sheriff the sealed provisional ballot box.



and



Instructions for the Board of Registrars

Each Registrar shall do the following on Election Day:

1. Be in the office when the polls open at 7:00 A.M. to receive calls from election officials. Remain in the office and do not close the office until 7:00 P.M. on Election Day.
2. Only Registrars should answer questions from polling officials.
3. When the provisional ballot officer calls,
 - look up the voter's name on the statewide voters list.
 - check other records (such as update forms and registration applications on file).
 - determine if the person is registered to vote.
 - write down the telephone number of the provisional ballot officer because you might need to call them back with the requested information.
4. **If the voter's name is found**, verify their registration to the provisional ballot officer and state the precinct in which they are registered. Accuracy is important! The provisional ballot officer will have to write your name on the back of the update form.
5. **If the voter's name is not found**, report that finding to the provisional ballot officer.

The Sheriff will deliver the Precinct Provisional Return Envelopes (PB-4's—with the Provisional Verification Statements/PB-3's) to your office no later than noon on the day following the election. You may also receive Provisional Verification Statements (PB-3's) from the Absentee Election Manager.

During the week after the election, each Registrar shall do the following:

1. Upon receiving the materials from each precinct, you must tally the total number of **Provisional Verification Statements (PB-3's)** located within the **Precinct Provisional Return Envelopes (PB-4's)**.
2. If the roster list matches the number of provisional ballots within the **Precinct Provisional Return Envelope (PB-4)**, you must begin updating the statewide voters list with the information from the attached update forms. Go to step #5.
3. If the roster list does not match the number of provisional ballots within the **Precinct Provisional Return Envelope (PB-4)**, you must notify the county appointing board (the Probate Judge, Circuit Clerk, and Sheriff) and request assistance in resolving the difference.
4. The appointing board and each member of the County Board of Registrars shall sign a written statement if the two groups are unable to resolve the difference. This statement must be included in the container holding the records of election.
5. The day after the election, you must examine the **Provisional Verification Statements (PB-3's)**, and
 - identify the statements (**PB-3's**) that were completed as a result of the provisional ballot being cast due to a challenge from the inspector.
 - mail a written notice statement to each inspector-challenged provisional voter and give them the opportunity to respond.
6. See the update form located at the bottom of the **Provisional Verification Statement (PB-3)**. See *sample PB-3 with Voter's Reidentification/Update Form on page 12*. Use the update form to complete the verification process. **Note:** Some **Precinct Provisional Return Envelopes (PB-4's)** may contain challenge statements from inspectors.

PROVISIONAL VERIFICATION STATEMENT - PB-3

<p>1 MUST BE COMPLETED BY ELECTION OFFICIAL AT PRECINCT</p> <p>Name of Election: _____</p> <p>Election Date: _____</p> <p>Precinct Number: _____</p> <p>Ballot Style: _____</p> <p>2 LINE NUMBER FROM ROSTER</p> <p>3 REASON FOR PROVISIONAL BALLOT ▶ MUST BE COMPLETED BY POLL WORKER AT PRECINCT ▶ MARK ALL REASONS THAT APPLY</p> <p><input type="checkbox"/> Person's name does not appear on the list of registered voters.</p> <p><input type="checkbox"/> Person's registration status cannot be determined by the provisional ballot officer.</p> <p><input type="checkbox"/> Voter is unable to comply with voter identification requirement.</p> <p><input type="checkbox"/> The voter has requested but claims to have not voted an absentee ballot.</p> <p><input type="checkbox"/> Voter objects to the political party identified on the list of registered voters for the primary runoff election.</p> <p><input type="checkbox"/> Inspector has knowledge that the person is not entitled to vote at the precinct and challenges the person.</p> <p><input type="checkbox"/> Ballot is cast after the legal time for closing the polls due to a federal or state court order extending the hours of the polls.</p>	<p>4 SWORN AFFIRMATION OF PROVISIONAL VOTER ▶ MUST BE COMPLETED BY VOTER</p> <p>State of Alabama, County of _____</p> <p>I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote and that I am eligible to vote in this election.</p> <p>Printed Name of Voter _____</p> <p>Printed Residence Address of Voter _____</p> <p>City _____ State _____ ZIP Code _____</p> <p>Date of Birth (month/day/year) _____ Signature or Mark _____</p> <p>Phone Number _____ Date (month / day / year) _____</p>
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- Procedure for Precinct Official**
- Instruct voter to sign the **Provisional Roster**.
 - In **Box 1**, print the name of election, date of election, the precinct number and ballot style.
 - In **Box 2** and on the **PB-2 envelope**, print the line number as it appears beside the signature of the voter on the **Provisional Roster**.
 - In **Box 3**, check the reason the voter is casting a provisional ballot.
 - Instruct the voter to complete **Box 4**, the "**Sworn Statement of Provisional Voter**".
 - Instruct the voter to complete the "**Voter's Reidentification/ Update Form**" below.
 - In the case of an Inspector's Challenge, attach **yellow copy of "Inspector's Statement of Challenge of Eligibility to Vote"**.
 - Issue the voter a **provisional ballot, secrecy envelope (PB-1) and outer envelope (PB-2)**.
 - Instruct the voter to place the **marked ballot** inside the **PB-1 envelope** and then insert the **PB-1 envelope** into the **PB-2 envelope**.
 - Instruct the voter to place the **PB-2 envelope** into the sealed **provisional ballot box**.
 - Once completed, place this form **PB-3** in the **PB-4 envelope**. In the case of an Inspector's Challenge, include the "**Inspector's Statement of Challenge of Eligibility to Vote**".

VOTER - DO NOT DETACH REIDENTIFICATION FORM FROM PB-3
VOTER'S REIDENTIFICATION/UPDATE FORM FOR USE WITH A PROVISIONAL BALLOT NVRA-20PB

FOR USE BY U.S. CITIZENS ONLY ♦ FILL IN ALL BOXES ON THIS FORM ♦ PLEASE USE INK ♦ PRINT LEGIBLY

1 Are you a citizen of the United States of America? Yes No **ATTENTION!** If you answer "No" to either of these questions, do not complete this application.

2 Will you be 18 years of age on or before election day? Yes No

3 Print Your Name: First _____ Middle _____ Last _____ Suffix _____

4 Print Maiden Name / Former Name (if reporting a change of name) First _____ Middle _____ Last _____ Suffix _____

5 Date of Birth (mm/dd/yyyy) **6** Primary Telephone **7** Email Address

Alabama Driver's License or Non-Driver ID Number: STATE NUMBER
 IF YOU HAVE NO ALABAMA DRIVER'S LICENSE OR ALABAMA NON-DRIVER ID NUMBER
 Last four digits of Social Security number:
 I do not have an Alabama driver's license or Alabama non-driver ID or a Social Security number.

Addresses	Current	Address where you live: (Do not use post office box)	Home Address (include apartment or other unit number if applicable)	City	State	ZIP
	Old	Address where you receive your mail:	Mailing Address, if different from Home Address	City	State	ZIP
	Old	Address where you were last registered to vote: (Do not use post office box)	Former Address	City	County	State

8 Race (check one) White Black Asian American Indian Hispanic Other

9 Sex (check one) Female Male

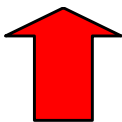
10 Place of Birth City _____ County _____ State _____ Country _____

VOTER DECLARATION - READ AND SIGN

I am a U.S. citizen
 I live in the State of Alabama
 I will be at least 18 years of age on or before election day
 I am not barred from voting by reason of a disqualifying felony conviction
 I have not been judged "mentally incompetent" in a court of law

I SOLEMNLY SWEAR OR AFFIRM TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF ALABAMA AND FURTHER DISAVOW ANY BELIEF OR AFFILIATION WITH ANY GROUP WHICH ADVOCATES THE OVERTHROW OF THE GOVERNMENTS OF THE UNITED STATES OR THE STATE OF ALABAMA BY UNLAWFUL MEANS AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE. SO HELP ME GOD.

Your Signature: _____ Date: _____



"Update" section of the PB-3 located at the bottom of the page (front and back).

7. Use reasonable efforts to determine whether or not each provisional ballot should be counted. You should use the space on the back of the Provisional Verification Statements (PB-3's) to make notations. Written documentation is very important. See *sample back view of the PB-3 below*.
8. Make a final determination whether a ballot should or should not be counted. The finding must be written plainly on the Provisional Verification Statement (PB-3) and all three (3) registrars should sign in the designated "middle" area.
9. All findings must remain confidential, until delivered to the Probate Judge.
10. Deliver the findings to the Probate Judge no later than noon seven days after the election.

**PB-3—back view
(for Registrar use)**

<p style="text-align: center; font-weight: bold;">★ FOR BOARD OF REGISTRARS AND CANVASSING BOARD USE ONLY ★</p> <p style="text-align: center; font-weight: bold;">INVESTIGATIVE FINDINGS AND WORKING NOTES</p>	<p style="text-align: center; font-weight: bold;">STATE REASON FOR COUNTING OR NOT COUNTING BALLOT</p>
<p style="text-align: center; font-weight: bold;">★ FOR BOARD OF REGISTRARS AND CANVASSING BOARD USE ONLY ★</p>	<p style="text-align: center; font-weight: bold;">BOARD OF REGISTRARS ACTION</p> <p style="text-align: center;"> <input type="checkbox"/> Count Ballot <input type="checkbox"/> Do Not Count Ballot </p> <p style="font-size: small;"> These findings and determinations were made on the _____ day of _____, 20____, by the _____ County Board of Registrars pursuant to §17-10-2(e), Code of Alabama, 1975. </p> <p style="text-align: right; font-size: small;"> _____ Signature of Chairperson _____ Signature of Board Member _____ Signature of Board Member </p>

VOTER - DO NOT DETACH REIDENTIFICATION FORM FROM PB-3

<p style="text-align: center; font-weight: bold;">VERIFICATION (to be completed by election official)</p> <p>The voter's eligibility and registration were confirmed by _____</p> <p>on the _____ day of _____, 20____.</p> <p style="text-align: center; font-size: small;">Printed Name of Poll Official</p> <p style="text-align: center; font-size: small;">_____ Signature of Poll Official</p>	<p style="font-size: x-small;"> Map/diagram: If your house has no street number or name, please draw a map of where your house is located. Please include roads and landmarks. </p> <div style="text-align: center;"> <p style="margin: 0;">North</p> </div>
<p style="text-align: center; font-size: x-small; font-weight: bold;">REGISTRARS USE ONLY</p> <p style="font-size: x-small;"> DATE <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED _____ (mm/yyyy) Board member </p> <p style="font-size: x-small;"> County Pct _____ Board member City Pct _____ Board member </p>	

11. While entering the voter histories into the statewide voters list, enter the names of the voters who cast provisional ballots, whether the ballot was or was not counted, and the reason each was or was not counted, and the polling place where the ballot was cast, and, in a primary election, the voter's choice of political party.
12. A provisional voter can request information as to whether their provisional ballot was or was not counted. The identity of the voter should be confirmed before releasing such information.

Instructions for the Absentee Election Manager

Prior to Election Day, the Absentee Election Manager shall do the following:

1. Check for valid photo identification submitted with the absentee ballot application.
 - If valid photo identification is submitted, skip to step 2.
 - If more than 8 days out from the election and no valid photo identification is submitted, the absentee ballot application is to be rejected. Contact voter and inform them that valid photo identification must be submitted with the absentee ballot application.
 - On or after the 8th day prior to the election, if no valid photo identification is submitted with the absentee ballot application, the absentee ballot is to be issued as a provisional ballot due to lack of valid photo identification. Skip to page 17.
2. Review the absentee ballot application for the applicant's name.
3. Look on your list of registered voters to see if his or her name is on the list at the address provided on the application.
4. **If the voter's name is on your list at the address provided on the absentee ballot application**, follow normal procedures for issuing an absentee ballot.
5. **If the voter's name is on your list but at a different address than provided on the absentee ballot application**, mark the word "Provisional" on the affidavit envelope before providing the provisional ballot, the **Provisional Verification Statement (PB-3)**, and other provisional materials to the applicant. (**NOTE:** If the applicant is not registered to vote at all in your county, no ballot is issued, not even a provisional ballot.)
6. On the **Provisional Verification Statement (PB-3)**, complete sections 1, 2, and 3. *See page 15 to view a sample illustration of a PB-3 with steps for the absentee election manager and voter.*
7. With the absentee ballot, enclose a written explanation as to why the ballot is a provisional ballot, with instructions for completing the provisional ballot and other provisional forms including:
 - Instructions for how the voter should complete the *Sworn Affirmation of Provisional Voter* located in section #4 of the **Provisional Verification Statement (PB-3)**.
 - **Instructions for how the voter should complete the *Voter Reidentification/Update Form* attached to the bottom of the Provisional Verification Statement (PB-3).**
 - **A description of the procedure followed by the Board of Registrars in verifying and certifying provisional ballots.**
 - **A written explanation of how the voter can find out whether or not their ballot was counted and, if not counted, why it was not counted.**
 - *See sample letter with provisional absentee instructions on page 16.*
8. When the provisional ballot and form **PB-3** are returned by the voter,
 - **Secure the ballot by placing the ballot, contained in the affidavit envelope, in a Provisional Ballot Return Envelope (PB-2A).** *See sample illustration on page 16.* Place the **PB-2A** in the provisional ballot box.
 - Place the completed **PB-3** inside the **Precinct Provisional Return Envelope (PB-4A)** along with any other completed provisional absentee statements.

PROVISIONAL VERIFICATION STATEMENT - PB-3

<p>1 MUST BE COMPLETED BY ELECTION OFFICIAL AT PRECINCT</p> <p>Name of Election: _____</p> <p>Election Date: _____</p> <p>Precinct Number: _____</p> <p>Ballot Style: _____</p>	<p>4 SWORN AFFIRMATION OF PROVISIONAL VOTER ▶ MUST BE COMPLETED BY VOTER</p> <p>State of Alabama, County of _____</p> <p>I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote and that I am eligible to vote in this election.</p> <p>Printed Name of Voter _____</p> <p>Printed Residence Address of Voter _____</p> <p>City _____ State _____ ZIP Code _____</p> <p>Date of Birth (month/day/year) _____ Signature or Mark _____</p> <p>Phone Number _____ Date (month / day / year) _____</p>
<p>2 LINE NUMBER FROM ROSTER</p>	
<p>3 REASON FOR PROVISIONAL BALLOT ▶ MUST BE COMPLETED BY POLL WORKER AT PRECINCT ▶ MARK ALL REASONS THAT APPLY</p> <p><input type="checkbox"/> Person's name does not appear on the list of registered voters.</p> <p><input type="checkbox"/> Person's registration status cannot be determined by the provisional ballot officer.</p> <p><input type="checkbox"/> Voter is unable to comply with voter identification requirement.</p> <p><input type="checkbox"/> The voter has requested but claims to have not voted an absentee ballot.</p> <p><input type="checkbox"/> Voter objects to the political party identified on the list of registered voters for the primary runoff election.</p> <p><input type="checkbox"/> Inspector has knowledge that the person is not entitled to vote at the precinct and challenges the person.</p> <p><input type="checkbox"/> Ballot is cast after the legal time for closing the polls due to a federal or state court order extending the hours of the polls.</p>	

Procedure for Precinct Official

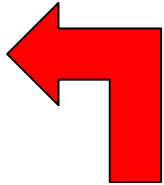
- Instruct voter to sign the **Provisional Roster**.
- In **Box 1**, print the name of election, date of election, the precinct number and ballot style.
- In **Box 2** and on the **PB-2 envelope**, print the line number as it appears beside the signature of the voter on the **Provisional Roster**.
- In **Box 3**, check the reason the voter is casting a provisional ballot.
- Instruct the voter to complete **Box 4**, the "Sworn Statement of Provisional Voter".
- Instruct the voter to complete the "Voter's Reidentification/ Update Form" below.
- In the case of an Inspector's Challenge, attach **yellow copy** of "Inspector's Statement of Challenge of Eligibility to Vote".
- Issue the voter a **provisional ballot, secrecy envelope (PB-1) and outer envelope (PB-2)**.
- Instruct the voter to place the **marked ballot** inside the **PB-1 envelope** and then insert the **PB-1 envelope** into the **PB-2 envelope**.
- Instruct the voter to place the **PB-2 envelope** into the sealed **provisional ballot box**.
- Once completed, place this **form PB-3** in the **PB-4 envelope**. In the case of an Inspector's Challenge, include the "Inspector's Statement of Challenge of Eligibility to Vote".

VOTER - DO NOT DETACH REIDENTIFICATION FORM FROM PB-3
VOTER'S REIDENTIFICATION/UPDATE FORM FOR USE WITH A PROVISIONAL BALLOT
 FOR USE BY U.S. CITIZENS ONLY ♦ FILL IN ALL BOXES ON THIS FORM ♦ PLEASE USE INK ♦ PRINT LEGIBLY NVRA-20PB

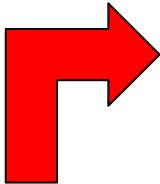
<p>① Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>② Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>③ Print Your Name: First _____ Middle _____ Last _____ Suffix _____</p> <p>④ Print Maiden Name / Former Name (if reporting a change of name) First _____ Middle _____ Last _____ Suffix _____</p> <p>⑤ Date of Birth (mm/dd/yyyy) _____ ⑥ Primary Telephone _____ ⑦ Email Address _____</p> <p>⑧ Addresses</p> <p>Current</p> <p>Address where you live: (Do not use post office box) Home Address (include apartment or other unit number if applicable) City _____ State _____ ZIP _____</p> <p>Address where you receive your mail: Mailing Address, if different from Home Address City _____ State _____ ZIP _____</p> <p>Address where you were last registered to vote: (Do not use post office box) Former Address City _____ County _____ State _____ ZIP _____</p> <p>⑨ Race (check one)</p> <p><input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other</p> <p>⑩ Sex (check one)</p> <p><input type="checkbox"/> Female <input type="checkbox"/> Male</p> <p>⑪ Place of Birth City _____ Country _____ State _____ Country _____</p>	<p>Alabama Driver's License or Non-Driver ID Number: STATE _____ NUMBER _____</p> <p>IF YOU HAVE NO ALABAMA DRIVER'S LICENSE OR ALABAMA NON-DRIVER ID NUMBER</p> <p>Last four digits of Social Security number: _____</p> <p><input type="checkbox"/> I do not have an Alabama driver's license or Alabama non-driver ID or a Social Security number.</p> <p>VOTER DECLARATION - READ AND SIGN</p> <p>I SOLEMNLY SWEAR OR AFFIRM TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF ALABAMA AND FURTHER DISAVOW ANY BELIEF OR AFFILIATION WITH ANY GROUP WHICH ADVOCATES THE OVERTHROW OF THE GOVERNMENTS OF THE UNITED STATES OR THE STATE OF ALABAMA BY UNLAWFUL MEANS AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE, SO HELP ME GOD.</p> <p>▶ I am a U.S. citizen</p> <p>▶ I live in the State of Alabama</p> <p>▶ I will be at least 18 years of age on or before election day</p> <p>▶ I am not barred from voting by reason of a disqualifying felony conviction</p> <p>▶ I have not been judged "mentally incompetent" in a court of law</p> <p>Your Signature: _____ Date: _____</p>
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WARNING! If you falsely sign this statement, you can be convicted and imprisoned for up to five years.

The absentee election manager fills out sections 1, 2, and 3.



The voter fills out the sworn affirmation in section 4—the voter signs or marks the signature line.



The voter fills out the attached "update" form and sends the completed PB-3 back to the absentee election manager along with the affidavit envelope with the enclosed provisional absentee ballot.

Note—the voter should receive written instructions for how to complete the *Sworn Affirmation of Provisional Voter* and the *Voter Reidentification/Update Form* sections of the PB-3, along with the provisional absentee ballot materials and instructions. See page 16 for sample instruction letter.

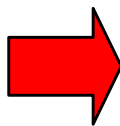
PROVISIONAL BALLOT RETURN ENVELOPE

The following information **MUST** be filled out:

Voter's Name _____
(Please Print)

STEP 1: Place Absentee Affidavit Envelope inside this envelope.
STEP 2: Complete this envelope and place inside Provisional Ballot Box.

The absentee election manager places the ballot, contained in the affidavit envelope, into a PB-2A envelope. The absentee election manager prints the name of the voter on the PB-2A.



Dear Absentee Voter:

We have received your application for an absentee ballot. However, we are unable to verify that you are registered to vote in this county at the residential address you provided. Alabama law provides that when we cannot confirm your eligibility to vote, you may vote by provisional ballot. Please review these instructions carefully. If you have questions regarding provisional voting, you should contact our office at _____.

Please find enclosed the following items:

- 1) Voter Reidentification Update Form (at bottom of PB-3)
- 2) Sworn Statement of Provisional Absentee Voter (at top right of PB-3)
- 3) Instructions to Absentee Voters (how to mark the ballot)
- 4) Voter identification instructions
- 5) Absentee Ballot
- 6) Secrecy Envelope
- 7) Affidavit Envelope which is marked "provisional"
- 8) Mailing Envelope (brown envelope)

To vote by provisional ballot, please do the following:

- 1) Fill out the voter reidentification update form found on the bottom of the Provisional Verification Statement – (PB-3). Fill in all requested information and sign the form. This form will be used to confirm or update your personal information on the statewide voter list.
- 2) Fill out the "Sworn Statement of Provisional Absentee Voter". You must fill out this form completely and sign it to vote by provisional ballot.
- 3) Mark your absentee ballot. Be sure to follow the instructions for marking your ballot so that you are sure your choices are properly identified on the ballot.
- 4) Place your marked ballot in the "Secrecy Envelope". Seal the envelope.
- 5) Place the sealed "Secrecy Envelope" in the "Affidavit Envelope". Seal the envelope.
- 6) Please place the following items into the "Mailing Envelope".

a. Affidavit Envelope	}	PB-3 Statement
b. Sworn Statement of Provisional Absentee Voter		
c. Voter Reidentification Update Form		
- 7) Seal the "Mailing Envelope".
- 8) Return the "Mailing Envelope" to our office:
 - a. By mail or commercial carrier. Make sure you put proper postage on the envelope and mail it so that it is post-marked no later than the day before the election.
 - b. You can bring the mailing envelope to our office in person. If you hand-deliver the envelope, you must bring it yourself no later than the day before the election.

Will my provisional ballot be counted?

When you return your provisional ballot to this office, we will send the Board of Registrars your "Sworn Statement of Provisional Absentee Voter" and "Voter Reidentification Update Form". Using these documents and the voter list for your county, the Board of Registrars will try to determine if you are properly registered to vote at the residential address you provided on your absentee ballot application. The Board of Registrars may also look at your original voter registration application.

If the Board of Registrars is able to confirm that you are properly registered to vote in the precinct at the residential address you provided on your application, your ballot will be approved for counting. If the Board of Registrars cannot confirm that you are properly registered in that precinct, your ballot will not be approved for counting. The findings of the Board of Registrars will be provided to the county canvassing board so that your ballot can be counted if the Board has confirmed your eligibility to vote.

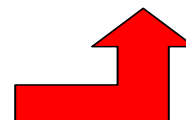
You may contact the Board of Registrars at _____ to find out if your ballot was counted. If your ballot was not counted, the Board of Registrars can tell you why your ballot was not counted.

Thank you for your attention to these instructions.

Absentee Election Manager

Form 2 Rev. 7/15

Note—this written notice should be sent to an absentee voter whose ballot is provisional due to his or her address on the absentee ballot application not matching the address on the voter list. The written notice includes detailed instructions for completing the provisional ballot and other provisional forms.



Procedure when Valid Photo Identification is not Submitted with Absentee Ballot Application within 8 Days of an Election

If an absentee ballot application is submitted within 8 days of an election without valid photo identification, the absentee ballot is to be issued as a provisional ballot.

1. Mark the word “Provisional” on the affidavit envelope before providing the provisional ballot, the **Provisional Verification Statement (PB-3)**, and other provisional materials to the applicant.
2. On the **Provisional Verification Statement (PB-3)**, complete sections 1, 2, and 3. *See page 15 to view a sample illustration of a PB-3 with steps for the absentee election manager and voter.*
3. With the absentee ballot, enclose a written explanation as to why the ballot is a provisional ballot, with instructions for completing the provisional ballot and other provisional forms including:
 - Instructions for how the voter should complete the *Sworn Affirmation of Provisional Voter* located in section #4 of the **Provisional Verification Statement (PB-3)**.
 - Instructions for how the voter should complete the *Voter Reidentification/Update Form* attached to the bottom of the **Provisional Verification Statement (PB-3)**.
 - A notice that valid photo identification must be returned with the provisional ballot or must be submitted to the Board of Registrars no later than 5:00 P.M. on the Friday after the election, and that if valid photo identification is not submitted, the provisional ballot will not be counted.
 - A description of the procedure followed by the Board of Registrars in verifying and certifying provisional ballots.
 - A written explanation of how the voter can find out whether or not their ballot was counted and, if not counted, why it was not counted.
 - *See sample letter with provisional absentee instructions on page 18.*
4. When a provisional ballot and form **PB-3** are returned by the voter,
 - Secure the ballot by placing the ballot, contained in the affidavit envelope, in a **Provisional Ballot Return Envelope (PB-2A)**. *See sample illustration on page 16.* Place the **PB-2A** in the provisional ballot box.
 - Place the completed **PB-3** inside the **Precinct Provisional Return Envelope (PB-4A)** along with any other completed provisional absentee statements.

Attention Absentee Voter

Your absentee ballot is a provisional ballot because you did not submit valid photo identification with your absentee ballot application when you applied for the absentee ballot within 8 days prior to the election.

To cast your provisional ballot, you must:

- complete the enclosed “PROVISIONAL VERIFICATION STATEMENT – PB-3” in full, including the voter reidentification form at the bottom of the “PROVISIONAL VERIFICATION STATEMENT – PB-3”.
- mark your choices on the provisional ballot.
- seal your marked provisional ballot in the provided secrecy envelope
- seal the secrecy envelope in the provided affidavit envelope
- complete the absentee ballot affidavit
- have your signature on the affidavit envelope notarized or witnessed by two people age 18 or older
- seal the affidavit envelope, a copy of valid photo identification, and the “PROVISIONAL VERIFICATION STATEMENT – PB-3” in the envelope provided for returning your provisional ballot to your Absentee Election Manager
- submit your voted provisional ballot your Absentee Election Manager by mail, commercial carrier, or by hand-delivery.

IMPORTANT! Your valid photo identification must be returned with the ballot or must be provided to the Board of Registrars no later than 5:00PM on the Friday following the election.

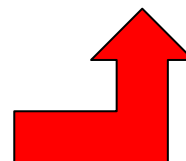
If you fail to return the valid photo identification with the ballot or fail to provide the valid photo identification to the Board of Registrars by 5:00PM on the Friday following the election, your ballot will not be counted.

The Board of Registrars will review your provisional ballot to determine that the “PROVISIONAL VERIFICATION STATEMENT – PB-3” has been completed in full and that you have provided a valid form of photo identification. If these requirements are met, then your provisional ballot will be certified for counting.

Anyone who casts a provisional ballot will be able to determine whether his or her vote was counted and, if the vote was not counted, the reason that the vote was not counted. The Board of Registrars, after verifying the identity of a provisional voter, shall make available at the request of the voter, the findings of the Board of Registrars as to whether the vote was counted and, if not, the reason why it was not counted. This may be accomplished by calling the Board of Registrars or the Secretary of State at 800-274-8683. There will be no charge for obtaining this information and the certification of this information will be handled in a confidential manner.

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Note—this written notice should be sent to all absentee voters who submitted an absentee ballot application within 8 days of an election without valid photo identification.



On Election Day, the Absentee Election Manager shall do the following:

1. Deliver the regular absentee ballots to the inspector for the absentee precinct. The inspector shall serve as the provisional ballot officer for the absentee precinct. The inspector/provisional ballot officer shall follow the same procedures for provisional ballots used at a regular precinct.
 - If an inspector challenges an absentee ballot, the inspector shall fill out and sign the challenge form.
2. If an absentee voter is challenged by an inspector, the Absentee Election Manager will:
 - receive copies of the challenge form
 - send by first class mail, to the voter at the mailing address provided on the provisional voter's application for an absentee ballot,
 - ⇒ the pink copy of the challenge statement of the inspector, and
 - ⇒ a written explanation of the procedure used by the Board of Registrars in verifying and certifying provisional ballots, and
 - ⇒ an address and telephone number by which the provisional voter may respond, and
 - ⇒ a written explanation of how the voter can find out whether or not their ballot was counted and, if not counted, why it was not counted.
3. Upon the closing of the polls:
 - After placing all of the returned provisional absentee ballots in the provisional ballot box, seal the provisional ballot box.
 - Count the number of provisional voters listed on the provisional ballot roster. On the sealed provisional ballot box, write the total number of provisional voters listed on the provisional ballot roster.
 - Organize the provisional ballot roster, other provisional ballot forms or materials, including challenge forms, and all completed **PB-3's**. These items are to be placed in the **Precinct Provisional Return Envelope (PB-4A)** which shall be addressed to the Board of Registrars.
 - Seal the **PB-4A** envelope.
 - Give the Sheriff the **Precinct Provisional Return Envelope (PB-4A)**.
 - Give the Sheriff the sealed provisional ballot box.

Recommendations for the Probate Judge

On Election Day, the Probate Judge shall do the following:

1. As a member of the appointing board, be available during the day to take calls from poll workers to verify the eligibility of persons to vote at polling places.

On the seventh day after Election Day:

1. At noon, meet with the other members of the appointing board (i.e., the Circuit Clerk and Sheriff) to count the provisional ballots.
2. Review each provisional ballot and the findings of the Board of Registrars as to whether each provisional ballot should be counted.
3. Count the approved provisional ballots.
4. Post the results of the provisional precinct in the courthouse.

Recommendations for the Circuit Clerk

On Election Day, the Circuit Clerk shall do the following:

1. As a member of the appointing board, be available during the day to take calls from poll workers to verify the eligibility of persons to vote at polling places.

On the seventh day after Election Day:

1. At noon, meet with the other members of the appointing board (i.e., the Probate Judge and Sheriff) to count the provisional ballots.
2. Review each provisional ballot and the findings of the Board of Registrars as to whether each provisional ballot should be counted.
3. Count the approved provisional ballots.
4. Post the results of the provisional precinct in the courthouse.

Recommendations for the Sheriff

On Election Day, the Sheriff shall do the following:

1. As a member of the appointing board, be available during the day to take calls from poll workers to verify the eligibility of persons to vote at polling places.
2. Retrieve the **Precinct Provisional Return Envelopes (PB-4's)** from each precinct and deliver the envelopes to the Board of Registrars by noon on the following day.
3. Retrieve the sealed provisional ballot boxes from each precinct and secure the boxes until the day of canvassing.

On the seventh day after Election Day:

1. At noon, meet with the other members of the appointing board (i.e., the Probate Judge and Circuit Clerk) to count the provisional ballots.
2. Review each provisional ballot and the findings of the Board of Registrars as to whether each provisional ballot should be counted.
3. Count the approved provisional ballots.
4. Post the results of the provisional precinct in the courthouse.

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