

NO PHOTO ID TABLE

Affirmation of voters name and address:

1. Ask the voter “Are you here to sign an affidavit and have your photo taken to confirm your identity?” If yes, ask the voter for their name and address. If the voter states that they do not want to sign the affidavit, proceed to step 5.
2. Fill in the voter’s name on the lines provided on the CVA. Have the voter sign the affidavit form. Check the box next to the election at which the affidavit is being executed, and affix your signature on the bottom of the form.
3. Take the voter’s photograph referencing page three of this procedure for instruction on operating the camera. Have the voter stand about 3 to 4 feet away from you. Warn the voter there is a flash and let them know they can close their eyes or look down if the flash is problematic for them. Take their photograph and let the voter know it will take approximately 2 minutes to develop. The voter does not need to wait for the photo to develop to proceed.
4. Staple the photograph to the completed CVA and return the affidavit form to the voter along with the State handout explaining the voter ID laws. If the voter has registration forms in their possession, give them back their Voter Registration forms along with their CVA. You may also offer the voter a voucher to receive a free photo ID for voting purposes if they do not possess a photo ID (**This form needs to be completed after the election at the City Clerk’s Office**). Direct the voter to the Voter Check In table or back to the Checklist Supervisor to finalize their registration as appropriate.

Voter refuses to sign affidavit and/or have their photograph taken

5. If the voter refuses to complete the CVA process (which includes the signing of the affidavit and consenting to having their photograph taken) then they will be unable to obtain a ballot, unless one of the following applies to them:
 - a. If the voter is personally known by the Moderator, Ward Clerk or Checklist Supervisor in the ward, then as availability permits, one of those officials can personally attest to the voter’s identity. Voters personally identified will not be required to sign a CVA or have their photograph taken. The official will accompany them to the Voter Check In table to verify their identity for the ballot clerk.
 - b. If the voter is willing to sign the CVA but refuses to have their photograph taken because it violates their religious beliefs, they may vote after the signing of an affidavit of religious exemption which should be stapled to the completed CVA document. (This exemption is only offered if the voter protests for religious reasons.)

Follow-up from State

6. Any voter who does not show photo ID at the polls can expect to receive a follow-up letter from the Secretary of State asking them to respond by a date certain. If the voter does not respond to this letter, the Attorney General’s Office will investigate for potential voter fraud.