

# VOTER CHECK-IN AT A GENERAL ELECTION

## Affirmation of voters name and address:

1. The election official asks the voter for their name, and requests they provide photo ID. **Using a ruler** to scroll down the list, the election official locates the name on the checklist, and repeats the name aloud along with the voter's street address. The election official asks the voter whether the information on the checklist is complete and correct. If all is in order, proceed to steps 6-9 below. If the voter did not provide photo ID, proceed to step 2 below. If the voter's information has changed, proceed to steps 3-5 below.

## No photo ID:

2. If the voter has no photo ID, send the voter to the No Photo ID table to sign the CVA affidavit and have their photograph taken. They will return to the check-in table with their completed affidavit. Take the affidavit from the voter and place in the manila envelope provided. Proceed with steps 6-11 below. (Deliver all completed CVA's to the checklist supervisor at the end of the election.)

## Changes to voter's name/Changes to street address:

3. If a change in the voter's name has occurred, send them to the Checklist Supervisor to complete a registration form. They will return to the check-in table with their completed registration form. Take the form from the voter and place in the manila envelope provided. Proceed with steps 6-9 below. (Deliver all completed forms to the checklist supervisor at the end of the election.)
4. If the street address is not correct, the election official will need to verify that the corrected address is still within the ward. The street index is provided for reference. If the corrected address is still within the ward, the election official should indicate the corrected address in red on the checklist, and proceed to steps 6-11 below.
5. If the street address is not within the ward, the voter **must not be permitted to vote in the ward** because they are no longer qualified. The voter must be directed to their new polling place. A polling location notice can be given to the voter to indicate where the voter needs to go and register. A map is also available for those who are not familiar with Keene.

## Providing the voter with a ballot and recording a voting mark:

6. Using a ruler to ensure you are checking in the correct voter, the election official places an **X** in the box in front of the voter's name, and hands the voter a ballot.
7. If the voter executed a challenged voter affidavit (CVA) in lieu of providing photo ID, place an **X** in the CVA box on the checklist adjacent to the voter's name.

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8. If the voter completed a voter registration form to update their name, put a line through their previous name and indicate the new name in red on the checklist.
9. If the voter presented a photo ID from another state, document the state of issuance in the space provided.
10. Voters wishing to use the AVS voting machine must be accompanied to the AVS booth by an election official who will enter the access code for use of the accessible voting tablet. The official will remain available to the voter should they need assistance with the process.
11. The election official should call the voter's attention to any referendum questions, or other things about the ballot that may not be typical. Another example would be letting the voter know if there are races on the backside of the ballot.

### **Notification of voters that should be removed from checklist:**

12. If the voter suggests that the name of a family member or a personal friend should be removed because they have either moved or the voter is deceased, make note of that fact on the checklist in red pencil.

### **Absentee Ballots delivered by a Family member or "Delivery Agent":**

13. If an individual approaches the Check-in Table to hand deliver an absentee ballot belonging to someone else, they should be directed to the Ward Clerk for assistance with that process.

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## ACCEPTABLE FORMS OF PHOTO ID

**New Hampshire law now requires ballot clerks to request that voters present photo identification when they check-in to vote at the polling place. See RSA 659:13, I. The following forms of photo identification satisfy the identification requirement:**

- Driver's license issued by any state or federal government;
- Non-driver ID card issued by NH DMV or motor vehicle agency of another state;
- Photo ID card for "voting identification only" issued by NH DMV (RSA 260:21 );
- United States armed services identification card;
- United States passport or passcard;
- NH student ID card (See reference list of schools with a valid photo ID to determine if what is presented by the voter is acceptable);
- A photo ID not mentioned above, but determined to be legitimate by the moderator, supervisors of the checklist, or the clerk (not a Ballot Clerk). If any person authorized to challenge a voter does so under this provision, the voter shall be required to fill out a challenged voter affidavit before obtaining a ballot.
- Verification of the voter's identity by a moderator or supervisor of the checklist or the or the clerk (not a Ballot Clerk). If any person authorized to challenge a voter does so under this provision, the voter shall be required to fill out a challenged voter affidavit before obtaining a ballot.

An acceptable photo ID must have an expiration date or date of issuance. The ID will remain valid 5 years beyond the expiration date or date of issuance unless the voter is 65 or older in which case the expiration date can be exceeded beyond 5 years. The name on the ID shall substantially conform to the name on the checklist.