

CHECKLIST ADDENDUM GENERAL ELECTION

1. The voter (or the Election Official assisting them) will approach the addendum table with the completed voter registration form. Their registration has been signed by the election official on the “received by” line.
2. Upon receipt of the voter registration form, request photo ID from the voter.

If the voter HAS photo ID do the following:

3. Add the voter’s name to the checklist addendum, listing the last name first, and indicate a voting mark on the addendum sheet by placing an “X” in the box adjacent to the voter’s name.
4. If the voter provided an out of state ID, document the state of issuance on the addendum.
5. Place a checkmark in the appropriate column to indicate the party affiliation of the voter on the addendum sheet.
6. Indicate the voter’s address on the address line provided.
7. Provide the voter with a ballot. 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.
8. Keep the registration forms in the order that the names were added to the checklist addendum. Once the addendum sheet is full, attach the associated registration forms to the sheet with an elastic band. Give the addendums and the registration forms to the Checklist Supervisor at the end of the election.

If the voter has NO photo ID and was NOT Personally recognized by an Election Official*:

9. The voter will have a completed Qualified Voter Affidavit (blue form) with their photo attached and a challenged voter affidavit (CVA) in their possession:
 - a. Collect the QVA and CVA and keep with the completed registration form.
 - b. Add the voter’s name to the checklist addendum as previously described.
 - c. Place an “X” in the CVA box on the addendum adjacent to the voter’s name.
 - d. Provide the voter with a ballot.

If the voter has NO photo ID and WAS Personally recognized by an Election Official:

10. The voter will approach the Addendum Table accompanied by the Official that is providing personal recognizance of the voter’s identity.

- a. **If the voter was previously registered in NH**, the Official will direct you to add the voter to the Addendum and provide the voter with a ballot with no distinguishing information added to the Addendum.
- b. **If the voter is a NEW registrant to NH**, the Official will direct you to add the voter to the Addendum and provide the voter with a ballot. The Official will initial the Addendum sheet next to the voter's name using the following format: "P" indicating "personal recognizance," "S" if verified by a Supervisor, "M" if verified by the Moderator, or "C" if verified by the Clerk, followed by the first and last initials of the individual providing the verification of identity. (EX: P-M - *JN*)

If the voter has NO photo ID and must vote by AFFIDAVIT BALLOT:**

11. The Moderator will approach the Addendum Table with the voter's registration form and associated affidavits.

- a. The Moderator will hand in the registration forms and direct you to add the voter to the Checklist Addendum as described above, and place an "X" in the CVA box adjacent to the voter's name.
- b. The Moderator will collect a ballot for the voter and return to the Moderator's work station to assist the voter with completing the Affidavit Ballot process.

*Voters that do not show ID at the polls, and are not personally recognized by an Election Official 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.

**Voters required to vote by Affidavit Ballot will be required to follow a process to verify their identity within 7 days of the election date. The Moderator will review this process in detail with the Affidavit Ballot voter.

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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.