1. Verify and complete Envelope and Roster
   - Greet voter and ask for the envelope. Confirm with the voter the reason for Provisional/CVR ballot.
   - Have voter complete the front of the Provisional/CVR Envelope and sign. Make sure all boxes are completed and ensure legibility of handwriting. **Most importantly, make sure voter has signed their name in Box 2.**
   - Provisional/CVR Clerk completes the back top portion of the Provisional/CVR Envelope with their name.
   - Provisional Clerk checks the appropriate box on the back of the envelope.

2. Complete Provisional Roster
   - Have voter write their name and address on the Provisional Roster.
   - Ask voter if they need assistance marking their ballot or if they would like to use the ICX.

3. Issue ballot
   - Remove the ballot cards with the voter stub attached from the stapled pad. **Do not** remove multiple ballots from the pads. This may result in giving more than one ballot to a voter and could make balancing difficult at the end of the night. Voter must take both cards.
   - Fold the ballot cards and hand to the voter, along with the Provisional/CVR Envelope. Direct the voter to the empty voting booths or table.
   - Advise voter to bring back the pen and their voted ballot sealed in the Provisional/CVR Envelope.

4. Accept sealed envelope and tally ballot
   - After the voter has voted, check to make sure envelope is sealed and all necessary information on the Provisional/CVR Envelope is completed, legible and signed by the voter.
   - Check that voter’s name is listed in the Provisional Roster.
   - Deposit envelope with the voted ballot into the Provisional/VBM Ballot Bag and mark the Provisional Ballot tally sheet.
   - Hand voter an “I Voted” sticker.

<table>
<thead>
<tr>
<th>IF</th>
<th>THEN</th>
</tr>
</thead>
</table>
| Voter in your precinct prefers to vote Provisional/CVR ballot using the ICX ballot marking device. | • Instead of issuing a ballot, complete an ICX Ballot Slip. Be sure the precinct # on the ICX ballot slip matches the Provisional Ballot precinct #.  
• Direct the voter to the Inspector.  
• Instruct voter to return voted ballot sealed in the Provisional/CVR envelope. |
| Voter has made a mistake on the Provisional ballot and asks for a new ballot. | • Write an “S” next to the voter’s name in the Provisional Roster.  
• Place SPOILED BALLOT label on both cards across the timing marks at the top of the ballot.  
• Issue new ballot cards to voter. Check the appropriate box on the back of the envelope. Voter must surrender both cards and receive both cards.  
• Mark the Spoiled Ballot tally (located on the Provisional Ballot tally sheet) |
| Voter Needs Assistance but does not want to use the ICX | • This will be on the LIST OF ASSISTED VOTERS.  
• Did voter bring someone? Read additional Oath about employer, etc.  
• Print voter’s name on LIST OF ASSISTED VOTERS.  
• Precinct worker must assist if voter did not bring someone to assist them. |
<table>
<thead>
<tr>
<th>IF</th>
<th>THEN</th>
</tr>
</thead>
</table>
| Voter has their own San Luis Obispo County voted ballot but no ID envelope - **Example 1** | - Hand voter an envelope and instruct them to insert the ballot in the envelope.  
- Voter must complete the name and address portion **AND** sign the envelope in the signature space.  
- Ensure that the voter’s name and address are legible, and the envelope is signed.  
- Deposit the ballot in either Ballot Box.  
**VBM BALLOTS ARE NOT TALLIED.** |
| Voter has their own voted ballot from another County but no ID envelope - **Example 2** | - Write the name of the County on the Envelope below the space for voter’s name and address  
- Follow the procedure for a San Luis Obispo County ballot. |
| Voter has another voter’s ballot but no ID envelope | - Hand the voter an envelope and instruct them to take the envelope to the voter for completion as below.  
- The voter must sign their own ID envelope, or the ballot will not be counted.  
- Ballot must be received or postmarked by 8:00 pm on Election Night. |

---

**Example 1**

Return Envelope  
Official Ballot  
To be sent only to the  
County Clerk’s Office  

**Example 2**

Return Envelope  
Official Ballot  
To be sent only to the  
County Clerk’s Office  

**Mary Anne Johnson**  
June 7, 2022  
PRINTED ADDRESS ON ENVELOPE IS DIFFERENT, PLEASE NOTE BELOW:  

**BUSINESS REPLY MAIL**  
SAN LUIS OBISPO COUNTY RECORDER  
REGISTRAR OF VOTERS  
PO BOX 112  
SAN LUIS OBISPO, CA 93404  

**Name of Other County**  

**Voter Name**  
**Voter Address**  

**Mary Anne Johnson**  
June 7, 2022  
PRINTED ADDRESS ON ENVELOPE IS DIFFERENT, PLEASE NOTE BELOW:  

**BUSINESS REPLY MAIL**  
SAN LUIS OBISPO COUNTY RECORDER  
REGISTRAR OF VOTERS  
PO BOX 112  
SAN LUIS OBISPO, CA 93404  

**Voter Name**  
**Voter Address**  

**Mary Anne Johnson**  
June 7, 2022  
PRINTED ADDRESS ON ENVELOPE IS DIFFERENT, PLEASE NOTE BELOW:  

**BUSINESS REPLY MAIL**  
SAN LUIS OBISPO COUNTY RECORDER  
REGISTRAR OF VOTERS  
PO BOX 112  
SAN LUIS OBISPO, CA 93404  

**Voter Name**  
**Voter Address**  

**Mary Anne Johnson**  
June 7, 2022  
PRINTED ADDRESS ON ENVELOPE IS DIFFERENT, PLEASE NOTE BELOW:  

**BUSINESS REPLY MAIL**  
SAN LUIS OBISPO COUNTY RECORDER  
REGISTRAR OF VOTERS  
PO BOX 112  
SAN LUIS OBISPO, CA 93404  

**Voter Name**  
**Voter Address**  

**Mary Anne Johnson**  
June 7, 2022  
PRINTED ADDRESS ON ENVELOPE IS DIFFERENT, PLEASE NOTE BELOW:  

**BUSINESS REPLY MAIL**  
SAN LUIS OBISPO COUNTY RECORDER  
REGISTRAR OF VOTERS  
PO BOX 112  
SAN LUIS OBISPO, CA 93404  

**Voter Name**  
**Voter Address**  

**Mary Anne Johnson**  
June 7, 2022  
PRINTED ADDRESS ON ENVELOPE IS DIFFERENT, PLEASE NOTE BELOW:  

**BUSINESS REPLY MAIL**  
SAN LUIS OBISPO COUNTY RECORDER  
REGISTRAR OF VOTERS  
PO BOX 112  
SAN LUIS OBISPO, CA 93404  

**Voter Name**  
**Voter Address**