### Step 1

<table>
<thead>
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<th>IF</th>
<th>THEN</th>
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| **VOTER HAS RETURNED VOTE BY MAIL IN THE SIGNATURE SPACE OR CALL CENTER CONFIRMS THAT BALLOT HAS BEEN RETURNED** | • Write PROV in the remarks space.  
• Complete Provisional Envelope with Precinct #/ Ballot Type.  
• Check reason for voting Provisional – VBM Voter - VBM Ballot Already Returned.  
• Proceed to Step 2. |
| **VOTER IS LISTED AS IDREQ’D AND DOES NOT HAVE ACCEPTABLE ID**     | • Write PROV in the remarks space.  
• Complete Provisional Envelope with Precinct #/ Ballot Type.  
• Check reason for voting Provisional – ID Required- voter has not ID to Show Roster Clerk.  
• Proceed to Step 2. |

Whenever a voter is potentially voting in the wrong precinct, explain to them that they may not be voting on every contest for which they are able to vote. To vote on the correct ballot, they must go to the precinct associated with their address. If they choose to vote provisionally at your precinct, follow the procedures below.

| **VOTER IS IN ROSTER BUT ADDRESS HAS CHANGED AND VOTER’S NEW ADDRESS IS NOT IN THE SAME PRECINCT** | • Write PROV in the remarks space.  
• Complete Provisional Envelope with Precinct #/ Ballot Type.  
• Check reason for voting Provisional – VOTER MOVED AND DID NOT RE-REGISTER TO VOTE.  
• Proceed to Step 2. |
| **VOTER IS NOT IN THE ROSTER OR THE SUPPLEMENTAL ROSTER**           | • Complete Provisional Envelope with Precinct #/ Ballot Type.  
• Check reason for voting Provisional – Voter not on the Roster, Supplemental Roster.  
• Proceed to Step 2. |

### Step 2
- Give voter a clipboard, pen and the envelope.
- Instruct voter to complete voter information side of the envelope.
- Refer voter to Provisional Clerk.