



10 Things Every **Arizona** Poll Worker Should Know

ALL **VOTING**
IS **LOCAL**



As a poll worker, your job is to help every eligible voter make their voice heard. Below is a list of things to know before you report for your poll worker assignment.



1 Voters without proof of citizenship can still cast **Federal Only** ballots

Voters must provide documentary proof of citizenship in order to vote a full-ballot, which includes state and local issues as well as federal. However, if a voter does not provide documentary proof of citizenship, that voter is only eligible to vote on federal (Congressional and Presidential) contests. During elections including federal contests, a federal-only ballot will be available that includes only those contests. The federal-only voter may also vote using a “full” provisional ballot, but only the voter’s choices on federal questions will be counted as long as all other requirements are met.



2 There are many forms of acceptable **ID**

Voters may use one of a the following forms of ID:

- ✓ A current Arizona State Driver License or Current Arizona NonOperating Identification Card
- ✓ A Tribal Enrollment Card or other form of tribal identification with photo and Arizona address
- ✓ An any valid (not expired) United States federal, state, or local government issued photo identification that has an address.



3 Voters can also check-in with two of the following documents

In lieu of photo ID, any two of the following documents may be presented in an electronic or hard-copy format:

- ✓ Voter Registration ID Card
- ✓ Utility Bill (within last 90 days)
- ✓ Bank Statement (within last 90 days)
- ✓ “Official Election Material” mail; Valid Recorder’s Certificate;
- ✓ Valid United States federal/state/local issued identification without a photo
- ✓ Valid Arizona Vehicle Registration
- ✓ Arizona Vehicle Insurance Card
- ✓ Indian Census Card, Tribal Enrollment Card or other form of tribal identification (no photo)
- ✓ Property Tax Statement. Additionally, a U.S. Passport or Military ID, as well as any valid ID where the address does not reasonably match the registration address can be paired with one of the items listed above.



4 If a voter is not in the voter registration list, check the supplemental list

Call your local elections office to verify the voter’s registration status. If a voter’s name or address changed and has not been updated on his or her voter registration, the Voter Registration Clerk is able to assist that voter by helping to update that name or address, often electronically. This will update the voter’s registration and allow them to vote a standard ballot.



Provisional ballots are a last resort

Anyone who cannot vote by regular ballot has the right to vote by provisional ballot. No court order is needed. Ensure that the voter has placed the provisional ballot into the affidavit envelopes, and completed all information on the envelope. The ballot should be folded to go into the envelope.



Report a voting machine problem immediately

Call for repair and contact your local elections office. If the problem cannot be resolved over the phone, you must offer voters other options depending on your county, which could include emergency paper ballots, use of the disability voting machine (if it's not occupied), or directing them to other voting center locations. A voter's name and signature are not required to complete an emergency ballot.



Voters can change the name or update their address on record with proper identification at their new polling location if they've moved

If the County uses a SiteBook, when a voter's new name or new address is entered, the information is automatically updated in the voter registration system. There is no need to complete a separate form. However, all polling places, even those that will not have recently moved voters on its roster, should let voters vote using a provisional ballot. The new address provided on the provisional ballot will automatically update voter information for future elections. Updating the voter's address is important to ensure they receive the correct ballot with the contests and ballot measures in their precinct. If a voter is at a vote center, their precinct specific ballot can be printed.



Voters have a right to assistance in voting

ANY Voter may bring any person of their choice to assist them in the voting process as long as that person is not his or her employer or union leader or a candidate listed on the ballot. The voter should identify the person who he or she wishes to assist them. Voters may also, at their discretion, be assisted by two Poll Workers of different political affiliations. It is the responsibility of every Poll Worker to protect the voter's right to a ballot in the language of their choice. Many Arizona voting locations are required to provide voting materials in English, Navajo, Apache and Spanish.



Take ALL complaints of voter intimidation seriously

Voter intimidation is illegal. Voters may not be harassed or coerced by election officials, poll workers, poll watchers, or other voters. Challenges are limited to identify, residency, already voted status, or ineligibility due to age or felony conviction without having their rights restored. Poll watchers may not speak to voters inside the polling place. The entrance to the polling place must not be impeded. Notifying your local election office if you receive a complaint about, or witness, voters subjected to intimidation or excessive voter challenges.



All voters in line at the 7:00PM closing time must be allowed to vote

Verbally announce to voters still in line at 7:00 PM that they are still entitled to vote. Only after all the voters have finished voting and have exited the polling place should you count the absentee ballots and complete all end-of-day procedures. Poll watchers and candidates may observe the end-of-day procedures in the polling place after the close of the polls.