



10 Things Every Ohio 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 Ohio voters are required to present an ID to vote

The following IDs are acceptable in Ohio for voting purposes:

- ✓ Photo ID with a current address issued by the U.S. government or the State of Ohio
- ✓ Military ID
- ✓ Utility bill
- ✓ Bank statement
- ✓ Government check
- ✓ Paycheck
- ✓ Other government documents
- ✓ An unexpired Ohio Driver License, State ID Card, or Interim Documentation with your former address IS an ACCEPTABLE form of ID when your current address is in the pollbook. In response to the COVID-19 pandemic, driver licenses or state identification cards set to expire on or after March 9, 2020, are automatically extended and remain valid through the November 3, 2020 General Election.

The following IDs are **NOT** acceptable in Ohio for voting purposes:

- ✗ Driver's license or photo identification card issued by a state other than Ohio
- ✗ Social Security Card
- ✗ U.S. Passport
- ✗ Birth certificate, unless the voter's birth certificate lists the same address as their current home
- ✗ Insurance card
- ✗ Any registration acknowledgment notice from the county board of elections.



2 If a voter is not in the poll book, check the supplemental list

If the voter's name is in neither the poll book nor the supplemental voter list, check the precinct voting location guide to verify if the voter's current address is within the precinct. If the voter is registered at a different precinct, direct the voter to that precinct to cast a regular ballot. If the elections office cannot find the voter in its database, offer the voter a provisional ballot. Inform the voter that provisional ballots cast in the wrong precinct cannot be counted.



3 Provisional Ballots are a last resort

Anyone who cannot vote by regular ballot should be offered the opportunity to vote by provisional ballot. They may provide either their Ohio driver's license or state identification number (which begins with two letters followed by six numbers) or the last four digits of their Social Security number and cast a provisional ballot. Once the information is reviewed and verified by the board of elections, their ballot will be counted. If they can not provide one of the above documents or their driver's license/state identification number or the last four digits of their Social Security number at the precinct, they will still be able to vote using a provisional ballot. However, in order for that ballot to be counted, they must return to the board of elections no later than seven days following Election Day to provide a qualifying form of identification.



4 Voters must cast a provisional ballot if they come to a polling place after requesting an absentee ballot

If a voter has submitted a valid application for an absentee ballot, that should be flagged in the poll book. If a voter appears to vote on Election Day with that flag, they must cast a provisional ballot, even if the voter states that they did not receive or have not returned their absentee ballot. For more information reference [Ohio Secretary of State Election Official Manual \(section 6-13\)](#).



Report a voting machine problem immediately

If touchscreen voting machines (called “DREs”) malfunction, break down, run out of power, or stop working properly for any other reason, you must offer voters backup optical scan paper ballots. You must also contact the Board of Elections immediately to notify someone of any issues with the voting machines.



Voters have a right to assistance in voting

An individual who has a disability that prevents them from being able to cast a ballot on their own should not be prevented from voting. The voter has the option of casting an absentee ballot or to vote at the polls – and in both circumstances receive assistance from poll workers.



Keep track of your supplies

Pay attention to how many paper and provisional ballots you have at all times. If your supplies may not be sufficient to support turnout, notify your poll manager and ask them to request more. By mid-afternoon on Election Day, take an inventory of your supplies and prepare for a surge of voters at the end of the day.



Ensure the Polling Place remains free of intimidation and campaign activity/materials

Voter intimidation is illegal. In addition, no person, when within the polling place or within 100 feet of any building entrance a voter may use to access the polling place or within 10 feet of voters waiting in line if that line extends beyond 100 feet, should engage in electioneering or solicitation of votes for any political party or body or candidate or question. Election officials are responsible for enforcing the electioneering law on public property within 100 feet.

Poll workers should follow their official training manual guidelines—including contacting the Board of Elections office—to address immediately any problems with the conduct of any person at a polling location. For more information reference the [Ohio Secretary of State’s Precinct Election Official Manual \(pages 46-47\)](#).



All voters in line at the 7:30 PM closing time must be allowed to vote

A poll worker should stand behind the last voter in line at 7:30 PM to ensure that anyone who arrived in time can vote. Everyone in line at the poll closing time will have an opportunity to cast a ballot. Poll hours could be extended upon court order. In which case, voters who arrive at the polling location to vote between 7:30 PM and the court-ordered closing must vote a provisional ballot.



Abide by updated health guidance

Poll workers and voters alike must abide by certain guidelines (e.g. wearing a cloth face covering) to ensure the safety of everyone’s health. If a voter arrives without a face covering, they should be offered a disposable face covering. If the voter refuses to wear a cloth face covering inside, election officials should offer the voter the option of curbside voting. However, if the voter refuses curbside voting, the voter must still be permitted to vote in person. For more information, reference [Ohio Health Guidance for Boards of Elections](#).

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