

Voter ID (Including Voter's Affidavit) Procedures for Poll Workers at Polling Locations

September 21, 2016

Poll clerks are to ask each voter the following three questions:

1. Are you a citizen of the United States?
2. Have you lived in your precinct for the 30 days immediately prior to this election?
3. Which form of ID will you be using to vote? The valid forms of ID are:
 - a. Current North Dakota driver's license
 - b. Current North Dakota non-driver's identification card
 - c. Tribal ID
 - d. Long-term care certificate (provided by ND facility)
 - e. Voter's Affidavit (**Note:** This is a temporarily required option by court order.)

For voters using a driver's license or non-driver's identification card:

1. If the voter's name is found in the pollbook, confirm the voter's information as listed in the pollbook is correct, appropriately mark the pollbook, and give the voter a ballot to vote.
2. If the voter's name is not found in the pollbook and:
 - a. The voter provides a valid form of ID that includes an address within a precinct served by the polling location, enter all of the required voter's information into the pollbook and give the voter a ballot to vote. (**Note:** This is likely to occur if the voter has never voted or has not voted recently and therefore, may not appear in your pollbook.)
 - b. The voter updated his or her address with DOT after the pollbook was generated, enter all of the required voter's information into the pollbook and give the voter a ballot to vote.
 - c. The voter has not updated DOT with the new address since moving to the new location, the voter has two options to vote:
 - i. The voter may update DOT with the address change. Most voters can update DOT online by using the voter's computer, tablet, or smartphone prior to voting. This address update utility can be accessed at Vote.ND.Gov in the middle of the home page on the right side of the screen. After the address has been updated with DOT, enter all of the required voter's information into the pollbook and give the voter a ballot to vote.
 - ii. The voter may vote by executing a Voter's Affidavit. Follow the instructions for Voter's Affidavit on the next page.
 - d. The voter is in the wrong polling place, direct the voter to the correct polling place for his or her precinct.

For voters using a tribal ID or a long-term care certificate:

1. If the voter's residential address is on the ID and his or her name is found in the pollbook, confirm voter's information as listed in the pollbook is correct, make any necessary correction to the pollbook, appropriately mark the pollbook, and give the voter a ballot to vote. (**Note:** All long-term care certificates should contain the necessary information, but not all tribal IDs will.)
2. If the voter's residential address is on the ID, but his or her name is not found in the pollbook, add the voter's information to the pollbook and give the voter a ballot to vote.
3. If the voter's residential address is not on the ID, the voter may vote by executing a Voter's Affidavit. (Follow the instructions for Voter's Affidavit on the next page.)

Voters using the Voter's Affidavit:

1. Give the voter the Voter's Affidavit form and instruct the voter to:
 - a. Read the entire form and answer all questions asked on the form.
 - b. Enter "n/a" for any question that does not apply to the voter. For example, the voter may not have a phone number or has not had a name change.
 - c. Ask a poll worker any questions regarding the completion of the form.
 - d. Bring the completed form to the check-in table to be given a ballot.

Note: Please follow the instructions given to you by your county auditor as to whether the voter should return to the front or end of the line. The goal is to seek the best possible scenario for all voters waiting to vote.
 - e. Complete the form in the designate space for voters needing to complete a Voter's Affidavit.

Note: This is to give the voter some space while completing the form and allows the check-in line to keep moving for other voters.
2. When the completed form is returned to a poll worker:
 - a. Ask the voter if he or she has any questions about the contents of the form.
 - b. Review the form for completeness. Something must be entered for every field.
 - i. If incomplete, indicate which field or fields are missing and ask the voter to add the appropriate information.
 - ii. "n/a" is acceptable for all fields with the exception of those that must be true for every qualified elector, which are:
 1. Name;
 2. Residential address; and
 3. Date of birth.
 - iii. Note: More information provided by the voter will assist the county auditor's office in the post-election verification of the voter's qualifications.
 - c. Complete the "For Election Official Use Only" section at the top of the form.
 - d. Add the voter's information to the pollbook and appropriately mark the entry as having voted by executing a Voter's Affidavit.

Note: This is to assist the county auditor's office in matching pollbook entries with the Voter's Affidavit from the voter.
 - e. Give the voter a ballot to vote along with the information sheet reminding the voter that the county auditor will mail a postcard to the voter after the election for verification of qualification purposes and the voter's response to that postcard is critical.
3. After the polls close and every voter has voted, gather all executed Voter's Affidavits and return them to the county auditor in the manner directed by the county auditor.