

Quick Guide to Election Day Registrations

Second Official – Check and Sign

Review this before working as the second official checking registrations.

Updated 2/2024

1. Double-check that the form is complete

- ✓ Use your transparency tool to make sure the form is complete.
 - Only **one** of these two fields are required: driver license/ID or Social Security number.
- ✓ If the transparency tool does not match the form (printed from MyVote), then check that:
 - * items are complete.
 - Voter signed the form.
 - First official signed the form.
 - Ward number listed is on the form.
 - Proof of address is listed (what/who/4 or 2).
- ✓ If complete, you **sign the form** in the “2nd Official’s Signature” box (lower right corner). The form needs to be complete so the voter will appear on the next poll book.

2. New registration poll list

- ✓ **Print voter’s name and address** on the new registration poll list.
- ✓ **Ask voter to sign** the new registration poll list.

3. Check the voter’s ID

- ✓ Be respectful. Check for acceptable type, expiration date (if required for that type), name, and photo.
- ✓ If voter does not have an acceptable form of ID, they will be a provisional voter.

4. Assign voter slip number

- ✓ **Write voter slip number** on the form (above first Official’s Signature).
- ✓ **Write voter slip number** on the new registration poll list.
- ✓ **Hand voter slip to the voter.** Direct them to the ballot table.

5. Paperclip registration form behind the new registration poll list.