

Quick Guide to Election Day Registrations

Second Official – Check and Sign

Review this document before working as the second official checking registrations.

Revised 2/2020

1. Double-check that registration form is complete

- ✓ Use your transparency tool to verify that the form is complete.
Note: only **one** of these two are required: drive license number or Social Security number
- ✓ If the transparency tool does not match the form (e.g. form printed from MyVote), then check that * items are complete, form is signed by the voter, signed by the first election official, ward # listed, and proof of residence is documented.
- ✓ If complete, you **sign the form** in the lower right corner, in the box labeled “2nd Official’s Signature.” Completeness ensures that 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** and check for acceptable **type, expiration date** (if required for that type), **name, and photo**.
- ✓ If the voter does not have an acceptable form of ID, they will become a provisional voter.

4. Assign voter slip number

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

5. Attach registration form to the back of the new registration poll list.