

AFFIDAVIT 101

Name Changes DO NOT require an affidavit. Have voter sign ePollbook with new name and complete Section #1 of the Challenge Binder. You may edit voter's name with More Options Yellow Button on the ePollbook screen (bottom middle).

Address Change WITHIN your polling location DO NOT require an Affidavit. IMPORTANT STEP - Complete Section #1 of the Challenge Binder. Have voter sign ePollbook and process as normal.

DO NOT CHANGE ADDRESS AS IT WILL MAKE YOU PROCESS AS AN AFFIDAVIT

Address Change OUTSIDE your polling location NEEDS an Affidavit. Look up voter if they appear in the ePollbook and the voter is in the correct polling location edit address change with the Update Voter Information Yellow Button and then process an affidavit on the ePollbook. The correct ballot for your polling location will print for the voter.

STEPS

- Hand voter "Notice to Voter" if the voter chooses to vote by an Affidavit
- Look up voter in ePollbook
- Process Affidavit
- Ballot will be printed.
- Hand an empty Affidavit Ballot Envelope and printed ballot with a privacy folder to voter. Instruct voter to completely fill out and sign envelope, vote the ballot, place ballot inside envelope, seal and hand back to you. You must be sure the envelope is complete, legible and signed. You will complete the very bottom of the envelope TOWN/WARD/ED
- Complete Section #4 of the Challenge Binder.
- The completed Affidavit envelope will be placed in the back of the Challenge Binder.
- The end of the night you will complete the Affidavit Ballot report.

Voter Not Found

If you cannot find the voter in the ePollbook after using all options, call BOE to verify 518 761-6456 Touch Red Button No Voter Found complete all information and then you will issue the voter an Affidavit Same steps as above.

REASONS for AFFIDAVIT BALLOTS

- Voter is INACTIVE. Voters become INACTIVE when their mail is returned to the BOE as undeliverable. Make sure that the voter understands that if they have a different mailing address (PO Box, etc.) than their residence address, that information must be stated on their affidavit envelope.
- Requested an Absentee
- Id required not provided.
- Already voted
- Only in a PRIMARY their record does not reflect enrollment in the party they claim to be enrolled.
- Voter record is missing from the ePollbook. Call BOE 518 761-6456