

REGISTRATION JUDGE

DUTY

- Register new voter in the correct precinct with state-approved proofs of residence
- Issue voter receipts

1. Ask the voter, **Are you registered in this precinct?**
Yes – refer voter to Roster table
Maybe – refer voter to Roster table or check Greeter List
No – proceed with qualifying and registering voter
2. Use the **Precinct Finder** to make sure each applicant is registering in the correct precinct.
3. Check the green **Absentee Election Day Registrants Roster** for the voter’s name. Voters on the list are not permitted to vote again, because their absentee ballot has already been counted.

		Roster Supplement : Accepted Absentee Ballots for Election Day Registrants			07/15/2010 2:09 PM	
<small>Roster Supplement : Accepted Absentee Ballots for Election Day Registrants - 08/10/2010 STATE PRIMARY, Hennepin County, All Dates, EDEN PRAIRIE P-12</small>						
<small>The following individuals have already registered and voted by absentee ballot and must not be allowed to register and vote again at the polling place.</small>						
<small>Note: If the voter has already signed the election day registration roster, print "SIGNED" in the space next to the voter's name below.</small>						
<small>If voter has signed roster print "SIGNED" by name.</small>	<small>Voter Name and Address</small>	<small>Voter ID</small>	<small>DOB</small>	<small>Precinct</small>	<small>Ballot ID</small>	<small>Accepted</small>

4. Confirm the voter has the state-approved proof of residence listed below:

ID With Current Name and Address in the Precinct
<ul style="list-style-type: none"> • Valid Minnesota Driver's License <u>or</u> Minnesota Learner's Permit <u>or</u> receipt for either showing current name and address in the precinct • Valid Minnesota ID <u>or</u> receipt showing current name and address in precinct • Tribal photo ID with current name, address in the precinct and signature

OR

Photo ID with utility bill or fee statement		
Column 1 ONE APPROVED PHOTO ID May be expired	A N D	Column 2 ONE APPROVED UTILITY BILL Delivered by mail or electronically
Must contain <ul style="list-style-type: none"> • Current name • Photo • Old address <u>or</u> no address 		Must contain <ul style="list-style-type: none"> • Current name • Current address in precinct
MN Driver's License MN State ID MN post-secondary Student ID Tribal ID U.S. Military ID U.S. Passport		Utility bill due within 30 days of the election <ul style="list-style-type: none"> • Electric / Gas / Water • Internet Service • Sewer Service / Solid Waste (garbage) • Telephone: cell phone, landline or VoIP, etc. • TV: cable or satellite • Rent statement dated within 30 days of the election that itemizes utilities • Current Student Fee statement

OR

- **Voter Voucher: Oath by another voter of the same precinct.** Voter voucher must be a pre-registered voter or registered today with any authorized proofs of residence except for being vouched for. A voter who is vouched for cannot vouch for another voter. May vouch for a limit of 8.
- **Employee voucher: Voucher on a Certified List of Employees of a Residential Facility from a facility within the precinct, or other employee ID.** May vouch for an unlimited number of residents of facility.
- **Late Notice of Registration** mailed to voter by election officials.
- **Previous registration in same precinct:** Valid registration in the same precinct under a former name or address. Look up voter on Greeter List/Roster for Voter ID #.
- MN post-secondary student photo ID **with housing list provided by school to election officials.**

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5. Give the voter a **Voter Registration Application (VRA)**. Ask the voter to carefully read the instructions before filling out the registration. Voter completes the registration application by entering the **required information** in the numbered shaded boxes:
 - 1 & 2: Questions at the top about citizenship and age
 - 3: Name
 - 4: Address and apartment number
 - 6: Date of birth
 - 7: ID information or last four digits of SSN
 - 8: Signature affirming oath & today's date

OPTIONAL: Prior registration information, phone, email address

6. Check form for legibility and completeness.
7. At bottom of VRA in EJ Official Use Only area, enter this information
 - Left corner: W & P and EJ initials
 - In one of the three areas: enter proof of residence

Election Judge Official Use Only			
W <u>4</u> P <u>3</u> SD _____ Initials <u>WAL</u>	ID With Current Address ID Number: <u>0123456789012</u> <input checked="" type="checkbox"/> MN Drivers License, Learners Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID	Photo ID With Utility Bill or Fee Statement Student Fee Statement or Utility Bill (type) _____ ID Number: _____ <input type="checkbox"/> MN Drivers License <input type="checkbox"/> MN ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	Other <input type="checkbox"/> Vouched For <input type="checkbox"/> Late Notice <input type="checkbox"/> Previous Registration in Same Precinct <input type="checkbox"/> Student ID With College List ID Number: _____

Vouching – form on back of VRA must be completed by voucher and EJ

- A voter who is vouched for on Election Day CANNOT vouch for another voter
- Challengers CANNOT vouch
- Verify registered and enter Voter ID

Voter Voucher: Oath by another voter of the precinct vouching for a maximum of 8 voters:

Election Judge fills out a **Precinct List of Persons Vouched For** form which tracks the number of voters vouched for by a voter voucher. Use the Green pocket folder to collect and organize these forms.

Employee Voucher: Voucher by an employee of a residential facility within the precinct may vouch for an unlimited number of people. Check for employee name on the Certified List of Employees of Residential Facility or see other proof of employment at the facility.

Late Notice of Registration: Record on VRA and return to voter.

8. Voter completes the polling place roster for Election Day registration by printing name, address and apartment number, date of birth, affirms the oath and signs the roster.
9. Hand the voter a **Registered Voter's Receipt** & direct voter to Demonstration Judge.

NOTES: An election judge who registered a voter cannot distribute a ballot to the same voter

Attempt to keep a count of voters who are unable to register to vote today. Make hash marks on EDR envelope or paper taped to table.

Organize completed VRAs and paper clip in order to their respective Green Roster page. The number of completed registrations will be needed at closing.

Voters who do not have any proof of residence to register today, may pre-register for the next election. The voter does not vote today. Put the VRA in the Supply Envelope, **not** with the Election Day Registrations.

SUPPLIES NEEDED

<ul style="list-style-type: none"> • Roster Supplement Report – Accepted Absentee Ballots • Voter Registration Applications with Oath of Vouching to Voter's Eligibility on back • Green folder <ul style="list-style-type: none"> ○ Precinct List of Persons Vouching (Maximum list of 8) Precinct Finder - pink cover - city-wide ○ "Certified list of Employees of Residential Facility" if there are any for your precinct • Precinct Finder - purple cover - specific to precinct 	<ul style="list-style-type: none"> • Polling Place List for Minneapolis • New Registrants Green Roster • Registered Voter's Receipts • Dorm list - if applicable • Election Day Registration Envelope • Oath - green - enlarged on tent • To Register & Vote on Election Day - green • Challenger forms - white • Voter Registration Envelope • Ballpoint pens
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