Registration Table Flow Chart

A

If the voter already has an ATV, send the voter to the Help Table; do not issue an ATV.

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1) **Ask the voter to state their FIRST AND LAST NAME** -- start the label search.
   Possible problems: Spelling? Punctuation? Marriage or divorce? Nickname?

2) **Ask the voter for their CURRENT RESIDENTIAL ADDRESS** -- finish the label search.
   Possible problems: Unreported move? Voter in wrong polling place?

   The address on the "found" label MUST BE one the voter had previously registered. Otherwise this label is NOT the label for this voter.

NOTE: The data on the voter's label now in the pollbook may be "obsolete". For example, the voter may have moved and did not notify the BOE about the address change. If you cannot find the label using what the voter stated was their current data, the voter should tell you what their recorded (old, un-updated) registration data was, e.g., before they moved. That is the label data you will have to search for.

3) **If the voter's label IS NOT FOUND**, even when considering possible "obsolete" registration data: Send the voter to the Help Table with no ATV.

4) **If the label IS FOUND** (possibly containing "obsolete" registration data):
   a) **Read aloud to the voter the exact name and address FROM the found label.**
   b) **Have the voter confirm this is definitely THEIR label**, even though the label's data may now be "obsolete". ***IT'S VERY IMPORTANT TO DO THIS!***
   c) **Attach the label to the ATV, but NOT BEFORE getting the voter confirmation. Be sure you attach the correct label**. A wrong label is a ***VERY BIG MISTAKE!***
   d) **If at least part the voter's registration data must be updated:**
      - ❑ **If a name change is desired by the voter:**
        - Have the voter print the new name in ATV Section C.
      - ❑ **If the voter's residential address needs to be updated**:
        - Mark the "Address on the label is wrong" box in the "Send To Help Table" section of Section A of the ATV.
        - Cross out any ballot styles printed on the label.
   e) **If one or more of the F, ID, P, V, A, or T special designations are on the label**: Ignore these for now; they will be handled later.

5) **Proceed to Step B.**

B

Ask the voter to present an acceptable Photo ID listed in the *Photo ID Quick Guide*.

Does the voter have an acceptable Photo ID?

Y → Step C

N

1. **Mark the "No ID" and "Photo ID" boxes in the "Send to Help Table" section in Section A of the ATV.**
2. **Proceed to Step C.**

C

Does the pollbook label contain any special designations, i.e., F, ID, P, V, A, T?

N → Step D

Y

Using the Lookup Table below, follow the instructions for all designations that are present. Then proceed to Step D.

D

Check the "Send to Help Table" section in Section A of the ATV.

Are any of the boxes in this section marked?

Y

Send the voter to the Help Table

1. Do **not** have the voter sign the ATV and do **not** complete the Official's Initials box.
2. Hand the ATV to the voter and send them to the Help Table.

N

Send the voter to the Ballot Table

1. Instruct the voter to review the ATV (the label and "I certify that" items) and then sign by the **X**.
2. Complete the Official's Initials box in Section A.
3. Hand the ATV to the voter and then send them to the Ballot Table.

Lookup Table

F: Complete all 3 steps below:
1. Read the *Unvalidated DL/SSN Voting Site Script*.
2. Give the voter the *Notice to Unvalidated DL/SSN Form*.
3. Ask the voter to fill out the *Election Day Unvalidated DL/SSN Form*. Then immediately give any completed form to the Chief Judge for the blue bag.

ID: Ask the voter to present an acceptable form of HAVA ID from the *Notice to Voters with No Acceptable ID List*.
- If the voter is able to show an acceptable HAVA ID, mark the type of HAVA ID shown in the "type of ID shown" section in Section A of the ATV.
- If the voter is unable to show an acceptable HAVA ID, mark the "No ID" and "HAVA ID" boxes in the "Send to Help Table" section in Section A of the ATV.

For each of the following special designations, if present on the label, mark the associated box in the "Send to Help Table" section in Section A of the ATV.

P: Mark the "P (Provisional)" box.

V: Mark the "V (Verify Address)" box.

A: Mark the "A (Absentee)" box.

T: Mark the "T (Transfer)" box.

Once all special designations have been addressed, proceed to Step D.

2026 General Election Help Line: (xxx) xxx-xxxx 8/2/26 JGK