



Washington County Board of Elections

Provisional Ballots

**The provisional ballot materials are located in the Blue Elections Supply Bag in a sealed tamper evident plastic bag. **

When to issue a voter a Provisional Ballot:

- If a voter's name is not found in the poll book.
- If the poll book indicates, the voter was issued an absentee or mail-in ballot the voter must vote a Provisional Ballot unless:
 - The voter turns in the official ballot and return envelope containing the declaration to the Judge of Elections.
 - The Judge of Elections spoils the ballot.
 - The voter is required to sign a Declaration to Surrender Their Ballot stating they turned in their mail ballot and return envelope and request it be voided.
- If the poll book indicates, the voter returned their voted absentee or mail-in ballot then the voter is not eligible to vote at the polling place on Election Day. However, if they insist on voting issue a Provisional Ballot.

If it is determined the voter needs to vote by Provisional Ballot follow these steps:

- Voter completes Section #1 on Provisional Ballot Envelope with their personal information.
 - Full Name
 - Date of Birth
 - Address of residence with city and zip code
 - Municipality
 - County
 - Telephone Number
 - Signature and date
 - Address of residence with city and zip code

- Judge of Elections and Minority Inspector complete Section #2 on Provisional Ballot Envelope with precinct name then sign and date.
 - Check the appropriate box that applies to the reason the voter is voting by Provisional Ballot.
 - For Primary Elections, it is important to indicate the party of the enclosed ballot (Democratic or Republican).
- Give the voter a paper ballot labeled Provisional Ballot, an Official Provisional Ballot Secrecy Envelope, and the Provisional Ballot Envelope.
 - The voter votes by filling in the circles next to their candidate choice with a black ink pen.
 - After they complete the ballot, the voter places the ballot in the secrecy envelope, seals it, inserts the sealed secrecy envelope in the Provisional Ballot Envelope, and seals this envelope.
- The voter signs and dates Section #4 in front of the Judge of Elections.
 - If the voter **does not sign** Section #4 their vote **will not count**.
- The Judge of Elections places the sticker from the Provisional Ballot Receipt on the bottom right corner of the envelope where it says “Affix Ballot ID Number Here”.
- The remaining portion of the Provisional Ballot Receipt is given to the voter.
 - The voter can use the information on the receipt to check the status of their Provisional Ballot after the election.

After the Polls are closed all completed green Provisional Ballot Envelopes are placed in the white Provisional Voting – Return Envelope and the envelope is sealed.

- Complete the front of the white envelope.
- The completed white envelope is placed in the Yellow Security Return Bag.

All unused Provisional Ballot materials (unused envelopes, unused ballots, and unused receipts) are banded together and placed in the Yellow Security Return Bag.

Any questions contact the Elections Office at 724-228-6750.

Directions

All sections need completed by either the voter or poll workers. **If all sections are not complete the vote may not count.**

Section #1 - Completed by voter prior to voting.

Section #2 - Completed by poll worker. Reason checked and signed by Judge of Elections and Minority Inspector.

After Section #1 & #2 are complete the voter is given the ballot and green secrecy envelope.

Section #3 - Voter votes, folds the ballot, places it in the secrecy envelope, and places the secrecy envelope in this large envelope.

Section #4 - The voter signs and dates this section. **Vote will not count if Section #4 is not signed.**

Poll worker places bar code sticker on area where it says "Affix Ballot ID Number Here". The voter is given remaining receipt.

PROVISIONAL BALLOT ENVELOPE

WPP 152

PROVISIONAL VOTER AFFIDAVIT

#1 - FOR THE VOTER:

**COMPLETE AND SIGN IN FRONT OF ELECTION OFFICIALS
BEFORE VOTING BALLOT**

Print Full Name _____ Date of Birth _____

Print Address where Registered to Vote ** City Zip

Municipality _____

County _____ Daytime Phone # (Optional) _____

I do solemnly swear or affirm that my name and date of birth are as I have listed above, and at the time that I registered I resided at the address I have provided above, in the Commonwealth of Pennsylvania and that this is the only ballot that I have cast in this election.

X _____
VOTER SIGNS HERE BEFORE VOTING BALLOT

Voter's address

Current Address where you Live _____ City Zip

**OFFICIAL ELECTION BALLOTING MATERIAL
#2 - FOR THE ELECTION OFFICIALS:**

COMPLETE AND SIGN

DISTRICT _____ PRECINCT _____

WARD _____ DIVISION _____

Check all boxes that apply:

- Voter's name not on list
 - Court order (voter)
 - Voter identification not supplied
 - Court Order (voting hours)
 - Voter's eligibility is challenged by an election official
 - Party (Primary Only) _____
 - Voter was issued Mail-in or Absentee ballot and did not surrender ballot
- Which Party Ballot is enclosed?

Signature of the Judge of Election _____ Date _____

Signature of the Minority Inspector _____ Date _____

#3 - FOR THE VOTER:

1. VOTE THE BALLOT
2. SEAL IT IN THE SECRECY ENVELOPE AND
3. SEAL THE SECRECY ENVELOPE IN THIS ENVELOPE

#4 - FOR THE VOTER:

SIGN AND DATE IN FRONT OF OFFICIALS WHEN RETURNING BALLOT

The undersigned declares, under penalty of law, that he/she is a properly registered elector in the election district indicated in my affidavit, and that he/she is eligible to vote in this election in this election district.

X _____ **DATE** _____ *********

VOTER SIGNS HERE WHEN RETURNING BALLOT

DATE

THIS SPACE IS RESERVED FOR VOTER REGISTRATION
VERIFICATION BY COUNTY BOARD OF ELECTIONS

**AFFIX BALLOT ID NUMBER
HERE ***

***Bar code sticker area**

*******Voter must sign and date Section #4 or vote will not count.*******