



What to do when a voter shows up at the polling place but is flagged as receiving an absentee ballot in the poll book.

1. **Ask the voter for his or her absentee ballot.**
2. **Voter provides absentee ballot.** → Spoil the absentee ballot in the presence of the voter, then provide the voter a ballot to vote at the voting booth. Place the spoiled ballot in the envelope that is dedicated to spoiled absentee ballots. Spoiled absentee ballots should not be included in your Statement of Ballots Used.

Voter did not bring his or her absentee ballot. → Issue the voter a provisional ballot. On the provisional ballot envelop, check the box for "Other Reason" and write "Voter flagged absentee."
3. **Enter the voter's information on the "List of Absentee Voters who Appear to Vote in Person."**



Voter Full Name

Absentee Ballot Spoiled

**No Absentee
Ballot Provided**

[illegible]