

Best Practices When Using Electronic Poll Books

The State Board of Election Commissioners recommends the following procedures when using electronic poll books with scan or swipe capabilities. Remember – only voters with a “must show ID” notation on the poll book are required to provide ID. If a voter with a “must show ID” notation on the poll book does not provide ID, the voter must be offered a provisional ballot.

Scenario 1: If the voter provides ID before being asked:

1. Look up the voter on the electronic poll book by swiping or scanning the ID*
2. If *photo* ID is provided, assess the ID by confirming **ONLY** the name and appearance on the photo ID to that of the voter. Do not compare information on the ID to information on the poll book and do not ask the voter to verify any information contained on the ID.
3. Return the ID to the voter.

**(If the voter objects to having his/her ID swiped or scanned or if the voter has provided an ID that cannot be swiped or scanned, the poll worker will need to type in the name that is stated by the voter. If this is the case, set the ID aside for a moment and follow the steps outlined in Scenario 2 below.)*

4. Once the voter’s information is displayed on the electronic poll book:
 - a) Ask the voter to state his/her name, address, and date of birth.
 - b) Confirm the name, address, and date of birth stated by the voter to the information on the poll book.

Scenario 1a: If the voter does not voluntarily provide ID before being asked:

1. Ask the voter to provide ID and ask for permission from the voter to swipe or scan the ID. If the voter permits the poll worker to swipe or scan the ID, follow the steps above in Scenario 1. *(Please note that the steps outlined in Scenarios 1 and 1a are intended to expedite the check-in process for counties that use electronic poll books. However, voters are not required to provide identification at this stage. If the voter objects to providing ID at this stage of the process, the poll worker should follow the steps outlined in Scenario 2 below. If the voter objects to having his/her ID swiped or scanned or if the voter has provided an ID that cannot be swiped or scanned, the poll worker will need to type in the name that is stated by the voter. If this is the case, set the ID aside for a moment and follow the steps outlined in Scenario 2 below.)*

Scenario 2: Procedures to follow in all other instances:

1. Ask the voter to state his/her name, address, and date of birth.
2. Look up the voter on the electronic poll book by typing in the information stated by the voter.
3. Once the voter’s information is displayed on the electronic poll book:
 - a) Confirm the name, address, and date of birth stated by the voter to the information on the poll book.
4. Ask the voter for ID (or pick up the ID that was set aside during Scenario 1 or 1a).
5. If photo ID was provided, assess the ID by confirming **ONLY** the name and appearance on the photo ID to that of the voter. Do not compare information on the ID to information on the poll book and do not ask the voter to verify any information contained on the ID.

POINT OF EMPHASIS

The name, address, and date of birth stated by the voter are to be compared to what is listed on the poll book. If provided, the photo ID is to be used to compare ONLY the name and appearance of the voter. Do not use the ID to compare the voter’s address, date of birth, or any other information. For more information on the process when a voter presents himself to vote, please see A.C.A. § 7-5-305 or visit the *Training Resources* page of State Board of Election Commissioners’ website at <http://www.arkansas.gov/sbec/>