

Office of the Secretary of State Form  
**Optical Scan Instructions to Voters** **OI**

**To Obtain a Ballot:**

Announce your name in a loud and distinct tone of voice to the election judges. You will be asked to sign your name on a book before receiving a ballot. Your signature is required, and you should sign your name exactly as it appears in your voter registration records. If you are a first-time voter in the county and you have not previously provided identification, you may be asked to provide identification before voting. You will be given a ballot which contains a unique mark in the box printed at the bottom of the ballot to assure that no fraudulent ballots are returned. This unique mark is the same on every ballot and will not identify any individual ballot. Proceed to any vacant booth and mark your ballot.

**To Vote Your Ballot:**

The ballot must be voted with the pencils provided.

If applicable, vote both sides of the ballot.

Darken the oval to the left of the names of the persons or questions for which you wish to vote.

To vote for a person whose name is not printed on the ballot, write the name in the blank space under the proper office title and darken the oval to the left of the name. Do not write in any name that is printed on the ballot.

It is unlawful to place any mark other than in the oval, or to erase any printed figures or letters thereon, or to deface or tear a ballot, and the vote will not be counted.

You cannot occupy a booth more than five minutes if other voters are waiting and all booths are occupied.

Check your ballot to see that you have voted for all offices and questions for which you wish to vote. If you vote for more choices than allowed, your vote will not be counted on that portion of the ballot.

After marking your ballot, hand it to one of the judges, in the sleeve provided, with the names of the candidates and marks concealed. You should wait until the judge has deposited all ballots in the respective ballot boxes.

**Spoiled Ballots:**

A ballot wrongly marked, defaced or torn must be returned to the judges and another obtained. No ballot can be taken from the polling place, and none may be voted except ballots received from the judge of election.

**Assistance to Voters:**

Any voter unable to mark his or her ballot by reason of illness, disability or lack of proficiency in reading the English language may request assistance in voting. Upon request, the voter shall be accompanied to the voting booth by a person chosen by the voter or, if no person is chosen, by two members of the election board of different political parties, who shall mark the ballot as such voter directs.

**Registration:**

All voters must be duly registered in order to vote.

**Challenges:**

Any person's right to vote may be challenged on the grounds of citizenship, age, residence or registration. At the primary election, the voter may be challenged on party affiliation. If the challenge is not removed, a voter may vote a provisional ballot. Provisional voters are given information telling them how to find out if their provisional ballots were counted and, if not, why.