

Registration Clerk Practice

Use the information below to help these voters as though you were **Registration Clerk at Precinct 144 on Election Day**, which votes at Dawson Terrace community center.

- Assume that all voters have a valid ID unless otherwise noted.
- If you can check the voter in and/or add them to the poll book, do so.
- Make note of any forms you would have the voter fill out or other action you would take.
- When you're done, get the answer key from one of the staff members so you can check your work.

Case 1	Referral says:	Other: Inactive
	Voter says:	"My name is Ryan Atkins, and I live at 2001 N Adams St. Apt 123
	Additional Information:	None
<p>Resolution:</p> <p>Ryan is marked as inactive in the pollbook. He must fill out Section B of the Affirmation of Eligibility before you check him in to vote a regular ballot.</p>		
Case 2	Referral says:	Address given is different from pollbook
	Voter says:	"I'm Yasmin Abebe, and I live at 720 S. Payne St in Alexandria"
	Additional Information:	"I just moved about a month ago."
<p>Resolution:</p> <p>Yasmin falls under moving conditions. Following the moving conditions chart, she must fill out a Voter Registration Application before she can be checked in to vote a regular ballot. She could also vote an SDR in Alexandria if she wishes.</p>		
Case 3	Referral says:	Could not find voter in Pollbook
	Voter says:	"My name is Marianne Caponegro – I live at 2016 N Adams St. Apt 406"
	Additional Information:	"I moved here from Pennsylvania last year."
<p>Resolution:</p> <p>Marianne is not in the pollbook, but does live in your precinct. She needs to vote an SDR Provisional and must be added to the pollbook, checked in provisionally, and issued a provisional ballot using the SDR checklist on the back of the Registration Clerk Quick Guide</p>		
Case 4	Referral Says	Mail Ballot Alert: Issued
	Voter says:	"My Name is Terrence Colby, and I live at 1648 21 st Road North, Apartment 2"
	Additional Information:	"I requested a mail ballot, but it never came"
<p>Resolution:</p> <p>Terrence must vote an Absentee Provisional. Check him in provisionally on the pollbook using reason #4 Vote by Mail and follow the Provisional Ballot Checklist on the back of the Registration Clerk Quick Guide.</p>		
Case 5	Referral Says:	Address given is different from pollbook
	Voter says	"My name is Luna Ashcroft, and I live at 2001 N Adams Street Apartment 826"
	Additional Information	"I had to switch apartments last December because they wanted to renovate my old one"
<p>Resolution:</p> <p>Luna falls under moving conditions. Following the moving conditions chart, she must fill out a Voter Registration Application before she can be checked in and issued a regular ballot.</p>		

Case 6	Referral says:	Could not find voter in Pollbook
	Voter says:	"My name is Pamela Elisa Acosta, and I live at 1922 N Vance Street"
	Additional Information:	"I bought the house in 2022 but didn't move there until last year"
Resolution: Pamela falls under moving conditions. She lives in your precinct and is not currently registered, so she can vote an SDR. She is registered in another precinct in the pollbook, so you need to update her address and check her in provisionally using the SDR checklist on the back of the moving conditions chart.		
Case 7	Referral says:	Overseas Voter & Fed Only
	Voter says:	"My name is John Byer, and I live at 1947 N Uhle Steet Apartment 1356
	Additional Information:	"I just retired from the foreign service"
Resolution: Federal Only voters are complex, so you need to consult with the main office. Call the main office for more information.		
Case 8	Referral says:	Could not find voter in Poll Book
	Voter says:	"My name is Ruby De La Cruz. I live at 1555 22nd St N"
	Additional Information:	"They said they couldn't find me in the pollbook, but I know I'm registered because I have my mail ballot with me. I messed up filling it out and decided to just come vote today."
Resolution: Ruby's last name is spelled in the poll book as "Dela Cruz". She can fill out a Voter Registration Application if she would like to correct her name. She has been issued a mail ballot and can exchange it to vote in person. Override the poll book and check her in.		
Case 9	Referral says:	Address given is different from pollbook
	Voter says:	"I'm Felix Montgomery Alvarez, and I live at 1548 Buena Vista Ave."
	Additional Information:	"I moved to McLean in the summer last year, but somebody told me I can still come vote at my old address- I'm really excited about ranked choice voting!"
Resolution: Felix falls under moving conditions. He moved too long ago to vote at his old address. He can go to his precinct in McLean and vote an SDR.		
Case 10	Referral says:	No acceptable ID
	Voter says:	"Misleidy Aguilar Garcia, 2201 N. Adams Street apartment 555"
	Additional Information:	"They said I couldn't use my Maryland Driver's License and sent me over here."
Resolution: This is an incorrect referral. Misleidy cannot use her Maryland Driver's license, but the check-in desk should have helped her find another ID or fill out an ID confirmation statement.		