

AFFIDAVIT 101

Name Changes DO NOT require an affidavit. Have voter sign ePollbook with new name and complete Section #1 of the Challenge Binder.

Address Change within your polling location DO NOT require an affidavit. IMPORTANT STEP - Complete Section #1 of the Challenge Binder. Have voter sign ePollbook and process as normal.

Address Change outside your polling location NEEDS an affidavit. Look up voter if they appear in the ePollbook and the voter is in the correct polling location process an affidavit on the ePollbook. The correct ballot for your polling location will print for the voter.

NOTE: for Early Voting you will have to choose the correct ballot. Call BOE 518 761-6456 for correct ballot #.

STEPS

- Hand voter "Notice to Voter" if the voter chooses to vote by an Affidavit
- Look up voter in ePollbook
- Process Affidavit
- Ballot will be printed.
- Hand an empty Affidavit Ballot Envelope and printed ballot with a privacy folder to voter. Instruct voter to completely fill out and sign envelope, vote the ballot, place ballot inside envelope, seal and hand back to you. You must be sure the envelope is complete, legible and signed. You will complete the very bottom of the envelope TOWN/WARD/ED
- Complete Section #4 of the Challenge Binder.
- The completed Affidavit envelope will be placed in the back of the Challenge Binder.
- The end of the night you will complete the Affidavit Ballot report.

If you cannot find the voter in the ePollbook, call BOE to verify 518 761-6456 and you will issue the voter an Affidavit envelope with a ballot inside. Same steps as above.

REASONS for AFFIDAVIT BALLOTS

- Voter is INACTIVE. Voters become INACTIVE when their mail is returned to the BOE as undeliverable. Make sure that the voter understands that if they have a different mailing address (PO Box, etc.) than their residence address, that information must be stated on their affidavit envelope.
- Requested an Absentee
- Id required not provided.
- Already voted
- Only in a PRIMARY their record does not reflect enrollment in the party they claim to be enrolled.
- Voter record is missing from the ePollbook. Call BOE 518 761-6456