**CHECKER INSTRUCTIONS**

**Summary**

* Check identification as voters arrive. “Do you have identification with you today?”
* Check voters’ names and cross them off the official voting list as they check in.
* Tally number of voters checked in as voting in person at close of election.
* Sign voter list before departing.
* NEVER send a voter away without checking with your Assistant Registrars.

There is one official checker for each line and one official list. Voting lists and lines are organized by street name. Unofficial checkers–or party representatives—may be present and seated behind you and should not interrupt the voting process.

Voter’s name must be on the official checklist in order to vote. Please take a couple minutes to familiarize yourself with the official voter list, including any pages containing the Supplemental List or names at the end of your list. Notice any asterisked voters, but ignore asterisks if municipal election.

**Identification—See Voter ID Chart.**

Most voters in Wilton have already proved their residence to the registrars upon registration. You are double-checking identity at the polls. The voter should announce her street address and her name and should present to the checker one of the following forms of identification: Social Security Card, or any pre-printed form of identification which shows:

* **name and address** i.e. Wilton library card, utility bill; OR
* **name and signature** such as a credit card, OR
* **name and photograph** such as a DMV license (need not be a CT license).

If the registered voter fails to show ID, she may sign a statement entitled *Signature of Electors Who Did Not Present ID*, which will be at moderator table. Voter with an asterisk (\*) next to her name (if federal offices on the ballot) are NOT allowed to sign this form.

**Voter With an Asterisk \* at Election with Federal Offices:** Some voters have an ***asterisk*** at their name & **may not** use the signature form and must show the following ID to establish identity and residence:

* **a current & valid photo identification i.e. CT driver’s license, CT non-driver’s license, with Wilton address.**
* **a current utility bill, bank statement, government check, paycheck or**

**government document** that show the name and Wilton address of the voter.

If this voter cannot produce acceptable ID, refer him to the Moderator’s table. He may be eligible for a provisional ballot, if federal election.

**Procedure for Checking Off Voters**

Find the voter’s name on your list. **If a voter’s name is not on the list:**

* **Double-check the Supplemental List** in the front of the book and **check** **names at end of checker book**. If the name does not appear in either list, send the voter to the Assistant Registrar. Voter may be on the Inactive list, on the list of another district, or may be eligible for EDR.

Using a ruler and the colored highlighter provided, **draw one line through the address and name** of the voter. Only one line per voter.

If you work a half-day shift, please sign the back page certificate before leaving.

At the close of the polls, please

* Count the number of voters checked off from your list, including those crossed off on the Supplemental List.
* Complete and sign the sheet at the end of the list. The Moderator will compare the number of voters from the voting machine counter with your tally, with any needed adjustments.
* Sign the Moderators Return forms where indicated.
* Sign out and leave when the Moderator dismisses you.

**Unusual Circumstances—Consult your Moderator or Assistant Registrar. If:**

* **a red “A” appears before the voter’s name, STOP.**  This means the voter has already submitted an absentee ballot. He may not vote at the polls unless he wishes to withdraw his absentee ballot. He may do so until 10 a.m. Please send him to the moderator for instructions.
* **the elector’s name is already checked off the list,** and she claims she has not voted and that her name has been checked off in error, send her to the Assistant Registrars.
* **there are names at the bottom of the official voter list without any address**. These individuals are entitled to vote under the Secretary of the State’s address confidentiality program. Their ID may differ.
* **there is a black line through the name**. The voter has either moved or deceased.
* **the voter has moved within town and failed to notify the registrar**s. The checker should notify the moderator who will arrange a transfer to the correct voting district.
* **a voter tells you that a person with disabilities wishes to use curbside voting**, please notify the assistant registrars or moderator. Should be on your voter list; check ID.

**Challenges—Consult your Moderator.**

Anyone may challenge a voter’s right to vote for reasons of false identity, lack of bona fide residence in the town, or status as a felon. The challenged voter and the challenger should be directed to the Moderator for resolution.

**Reminders:**

* Make no changes to the official voting list. You may keep notes for office use later on the pad provided.
* A voter whose name appears on the voter list with no asterisk has already gone through the process of establishing to the Registrars that they reside in our town. That’s why we accept various forms of identification for someone already on our list. One type of identification may not fit for all voters.
* Be friendly. Voters will appreciate a welcoming face when they come to vote.

October 2017