

# Voter Identification Prior to Voting

Before the polls open, post the “ID Required” placard at all entrances to the polling place and inside the polling place where they will not be missed by voters.

A member of the election board must verify that the picture on the ID matches the voter. The name on the ID must also match the name on the voter registration list in the poll book.

If the voter does not have in their possession a required photo ID, they may sign the Personal Identification Affidavit. After signing the affidavit, the voter will be issued a ballot which will be deposited in the ballot box for tabulation with all other ballots.

Signed Personal Identification Affidavits shall be stored with the poll book, election ballots and other election materials for 5 years by the county.

## Greeting of Voters

To reduce waiting time voters may fill out documents while in line if necessary. It is recommended that an election worker greet voters with a clip board, pens, a list of acceptable IDs, copies of the Personal Identification Affidavit and Registration Cards.

Before the voter reaches the poll book clerk the greeter determines:

1. If the voter is in the correct polling place. If not, locate the correct polling place and direct the voter to the correct location.
2. If the voter has photo ID.
3. If the ID is on the list of acceptable IDs.
  - An Idaho driver’s license or identification card.
  - A U.S. passport or Federal photo identification card.
  - A tribal photo identification card.
  - A current student photo ID, issued by an Idaho high school or post secondary educational institution.

# Voter Identification Prior to Voting

If voter is in the correct polling place and:

## 1. Is registered

- **Has acceptable photo ID**, direct the voter to the poll book clerk.
- **Is not able to present a required photo identification**, the voter may fill out and sign the Personal Identification Affidavit. The voter shall sign the Personal Identity Affidavit in order to vote.

## 2. Is not registered

- **Has photo ID with proof of residence**, direct them to the Election Day registration table to fill out a registration card before proceeding to the poll book clerk.
- **Does not have photo ID with proof of residence**, voter must return with a photo ID and proof of residence (see the Election Day Registration placard and manual for required information).

## The Poll Book Clerk

1. The poll book clerk asks for the voter's name and to see their **photo ID**. If the voter has photo ID, the clerk checks the list of acceptable forms of ID.
  - An Idaho driver's license or identification card.
  - A U.S. passport or Federal photo identification card.
  - A tribal photo identification card.
  - A current student photo ID, issued by an Idaho high school or post secondary educational institution.

The ID is acceptable if the photo matches the person and the name matches the name in the poll book. Common abbreviations and nicknames are acceptable. However, a name change requires the voter to re-register.

## 2. The voter:

- **Has an acceptable ID** and the photo matches the person and the name on the ID matches the name in the poll book, ask the voter to sign the poll book.
- **Does not have an acceptable ID**, the voter may fill out and sign the Personal Identification Affidavit. The voter shall sign the Personal Identity Affidavit in order to vote.

# Voter Identification Prior to Voting

- Once the affidavit is filled out, the voter and the poll book clerk sign the affidavit, the poll book clerk instructs the voter to sign the poll book and writes “affidavit” in the remarks column.

3. Direct the voter to the issuing clerk for a ballot.

**Important: “If in doubt, fill it out.”**

If the poll book clerk has any doubt about the photo ID, ask the voter to fill out the Personal Identification Affidavit.

## Suggested Language for Greeters and role play script.

<b>Suggested Language for Greeters</b>	<b>If Yes</b>	<b>If No</b>
Hello, welcome to (polling place name). are you sure this is your polling place?	Next Question	If you are not sure, let’s look at the precinct map or street list and find out for sure.
Good. Are you registered?	Next Question	You need to fill out a new registration card and take it to the Election Day registration table.
Good. Do you have your photo ID with you today?	<p>Let me check to make sure it is an acceptable form of Identification.</p> <p>You may use an Idaho driver’s license, an Idaho identification card, a U.S. Passport or other federal photo identification, a tribal ID card or a student ID card with a photo from a High School or College or University in Idaho.</p>	<p>You need to present acceptable photo ID or sign the Personal Identification Affidavit to vote in Idaho.</p> <p>On the affidavit you swear to your identity. You can fill it out and sign while you are waiting. Please give it to the clerk when you sign the poll book and you will be issued a ballot.</p>
You are all set. Please show your photo ID to the clerk when you sign the poll book and you will be issued a ballot.		

# Voter Identification Prior to Voting

## Suggested Language for Poll Book Clerks and role play script.

	<b>Poll Book Clerk</b>	<b>Response</b>
1.	Your name and address please?	Locate their name in the poll book. Confirm their address. Go to #4.
2.	Your name is not listed in the poll book.	You will need to re-register. Please see the Election Day Registration Clerk.
3.	Your address is not the same as the poll book. Have you moved?	When you move you need to re-register. Please see the Election Day Registration Clerk.
4.	Do you have your photo ID? May I see it please?	That looks like you. Now I'm checking the name on your ID with the name in the poll book. The names match. Please sign the poll book and see the Issuing clerk for a ballot.
5.	You forgot your ID at home?	Would you like to go and get your ID or would you like to fill out the Personal Identification Affidavit? The Affidavit is a short form where you swear to your identity. After you sign the Affidavit you can be issued a ballot.
6.	You don't have an Idaho Driver's License?	You may also use an Idaho identification card, a U.S. Passport or other federal photo identification, or a tribal ID card.
7.	You are a student?	You may use a student ID card with a photo from a High School or College or University in Idaho.
8.	The name on your photo ID is not the same as the name in the poll book. Have you changed your name?	You will need to re-register. Please see the Election Day Registration Clerk.
9.	What is done with the Personal Identification Affidavit after the election?	Affidavits are stored with the poll books and other election materials for 5 years following the election as required by law.