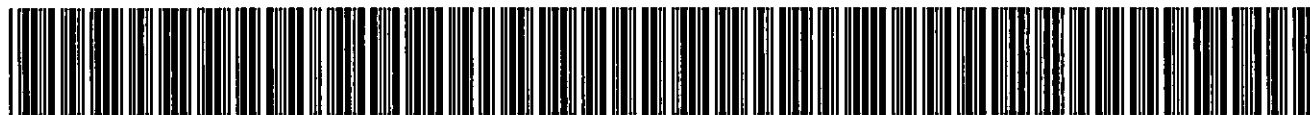


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# MASTER INDEX CLERK

## Confirming the Voter's Name and Address

1. Greet each voter courteously and ask: **"What is your name"?**
2. Using your ruler locate the voter's name in the master index. If you can't find the voter's name on the master index, check other spellings (example: RODGERS under ROGERS).

*If you still can't find the voter's name, stop here and go to section D.*

3. **Confirm the voter's address, ask: "What is the address where you live"?** The address **given by the voter must match** the address listed in the master index, for the voter to be eligible to vote a regular ballot.

Don't ask the voter if the address on the master index is correct. By law the voter is required to tell you their current address.

*If the address stated by the voter is different from the address in the Master Index, stop here and go to section D.*

4. Check the signature box to see if the words **"Absentee Voter"** or **"Challenged"** appear.

*If either word is found in the signature box, stop here and go to section D.*

- In a **Primary election**, also check the signature box to see if the words **"Not Eligible in Primary"** appear.

**If so**, refer the voter to the large sign (*blue on a white background*) which reads: **"Party Primaries"**. (Voters registered as "N-P" (no party affiliation) or "OTH" (minor party) are NOT allowed to vote in Primary Elections, except when there is an initiative or referendum measure on the ballot.)

**If not**, verify the voter's party affiliation by saying: "Sir/Madame your party affiliation is listed as (give the name of the party) on the Master Index".

*If the voter claims that the party listed on the Master Index is incorrect, stop here and go to section D.*

5. **Ask the voter to sign the Master Index. Use this method:** Place an "X" at the right hand end of the signature box. Ask the voter to sign to their name next to the "X". *The signature will be upside down on the page; if the voter objects turn the book around.*

## Issuing the Voter Card

1. **Select the appropriate color voter card and give it to the voter.** Each party has been assigned a different color voter card: *Democratic/blue, Republican/yellow, Statehood/pink, Umoja/green, and No Party/Minor Party/white\**. (*\*For use only when an initiative or referendum is on the Primary election ballot.*)
2. **Ask the voter to PRINT his/her name on the card.** When they are finished tell them to take their voter card to the Ballot Clerk to obtain their ballot(s). You may assist an elderly/handicapped voter by filling out the voter card for them.
  - **In General elections only:** Print the voter's ANC/SMD from the master index onto a voter card.
3. **Give the voter a voter card and ask he/she to PRINT their name on the card.** Tell the voter to take their card to the Ballot Clerk to obtain his/her ballots.

## Referring Voters to the Voter's Information Station

When necessary refer voters to the **Voter's Information Station** to get Election Worker Applications, Mail-in Registration Forms and Election Day Comment cards. The **Spanish Kit** is also available at the Voter's Information Station for spanish-speaking voters.

## Section D: Referring Voters to the Special Ballot Clerk

1. Complete a **Special Ballot Referral Form** for the voter, by placing an (X) in the box next to the appropriate reason.
2. Instruct the voter to write their name and current address in the space provided and to take the form to the Special Ballot Clerk.

**Do not issue the voter a voter card or allow the voter to sign the Master Index.**