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SPECIAL BALLOT CLERK

Processing the Special Ballot Referral Form

1. Receive the **Special Ballot Referral Form** from the voter. The **reason** for the special ballot should have been checked off by the Master Index Clerk.
2. Verify that the voter has written their name and address on the referral form.
3. Use the **Precinct Master Street Index (MSI)** to **determine if the voter's address is in the precinct.**

Using the Master Street Index

The Master Street Index lists of all the streets within a precinct or in the District (Citywide).

Find the **street name** in the second column. Numbered streets are listed before named streets, in numerical sequence from lowest to highest and the named streets are listed alphabetically.

Find the voter's **street type** in the third column (AVE, CT DR PL, RD, ST, TER, WAY).

Find the voter's **street direction (quadrant)** in the fourth column (NE, NW, SE, SW).

Find the **address range** that contains the **voter's house number**, in the fifth and sixth columns. The fifth column is the starting house number and the sixth column is the ending house number for a range of addresses.

Be sure to check the seventh column to find out whether the **address range** listed is for the **(O) odd, (E) even, or (B) both even and odd** house numbers.

Find the **voter's precinct** in the tenth column. The precinct number is front of the decimal point.

What to do if the voter's address **IS NOT FOUND** in the Precinct MSI

1. Use the **Citywide Master Street Index (MSI)** to find the voter's **correct** voting precinct.
2. Check the box { **Your address is in another precinct and you must vote at the precinct location below.**} on the Special Ballot Referral Form.
3. Using the **Polling Place Location List**, write the precinct number and location of the correct precinct in the space provided and **give the referral form to the voter**. Direct the voter to their correct precinct location to vote -- **for the vote to count, the voter must vote at the precinct serving their current address.**

What to do if the voter's address IS FOUND in the Precinct MSI

1. Check the box { **Your address is in this precinct and you may vote by Special Ballot here today.**} on the Special Ballot Referral Form. Give the referral form back to the voter.

NOTE: Tell the voter to read the back of the Special Ballot Referral Form for information about their **right to appeal if the ballot is rejected** by the Board of Elections.

2. Have the voter read the instructions on the back of the Special Ballot Envelope and complete the **Voter's Affirmation** box on the front of the envelope. Instruct the voter to sign the Special Ballot Envelope in the space provided.

The Special Ballot Envelope must be signed by the voter for the ballot to be counted.

3. Complete the **Election Worker's Certification** box on the front of the special ballot envelope. Be sure to **indicate the reason** for the Special Ballot (from the referral form) and to sign the envelope and write the precinct number in the spaces provided.

4. **Obtain the correct ballot(s) for the voter from the Ballot Clerk.**

- In a **Primary Election**, be sure to obtain the **correct party ballot(s)**, according to the party affiliation entered by the voter on the Envelope. **Circle the ballot type issued on the envelope.**
- In a **General Election**, be sure to obtain the **correct ANC/SMD ballot**, according to the listing of the voter's address in the Master Street Index (MSI).

Tally the Special Ballot by drawing a line through the next number on the Special Ballot Tally Sheet. **In Primary Elections**, be sure to draw a line through the next number in the **correct party box** on the Special Ballot Tally Sheet.

5. Stamp **SPECIAL** on the ballot and on the ballot stub.
6. **Give the ballots to the voter inside the secrecy envelope** and direct the voter to the Special Ballot Voting Booth* to vote.

* Located at or near the Special Ballot Clerk's station for use by Special Ballot voters and elderly and handicapped voters.

7. **When the voter has finished voting their ballot(s)** they should be placed inside the secrecy envelope and then **sealed in the Special Ballot Envelope**. (If the voter has been "challenged by Watcher or Precinct Captain", tape the completed Challenge form to the back of the special ballot envelope.)
8. Direct the voter to the ballot box where the **signed and sealed** Special Ballot Envelope will be cast.