

Chapter 9 – Provisional Judge & Provisional Voting

Pre-Election Set-Up.....	9-2
Election Morning Set-Up.....	9-3
Provisional Ballot Application Procedures.....	9-4
Provisional Ballots Reasons and Instructions to Voters.....	9-10
Closing the Polls.....	9-15

Pre-Election Set-Up

In addition to the *Election Judges' Manual*, a checklist is provided for election judges to follow to assist them with required duties. Please use the checklist provided. All tasks are supervised by chief judges.

Arrive on Monday night at the time designated by the chief judges.

Make sure you sign the *Payroll Sheet*.

1. Set up a table for provisional voting in an area that is away from the table for issuing regular ballots or make the provisional voting area an extension of the check-in tables. Follow the polling place layout given by the Carroll County Board of Elections. A provisional voter should never need to go to the regular voting area.
2. Put chairs at the table for provisional voters and a chair for the provisional judge.
3. Set up yellow privacy screens for voters to use when marking their provisional ballots. These are found in the precinct cart. Refer to the Monday night checklist.
4. Set up the provisional voting supplies.
5. Your supplies will be found in the blue precinct bag. Ask a chief judge if you cannot find the bag. Refer to the Monday night checklist.
6. Get your expandable file folder that is found in the blue precinct bag. It will have these supplies:
 - *Provisional Opening & Closing Certificate*
 - *Provisional Ballot Tally Sheet*
 - *Provisional Sign-In Sheet*
 - Spoiled ballot envelope
 - Envelope for provisional voter authority cards
 - *Election Day Log* to record voter issues

- Security seal for the orange provisional ballot bag to be placed over the lock
7. Get the black pens and orange privacy sleeves from the blue precinct bag.
 8. Get the provisional ballot applications, the orange “pizza” bag and the yellow privacy screens from the precinct cart.

Election Morning Set-Up

All tasks are supervised by chief judges.

Arrive by 6:00 a.m.

Make sure you sign the *Payroll Sheet* found in the precinct binder.



Work together so that your polling place is ready to open at 7:00 a.m.

1. Get the provisional bag key from the chief judges to unlock and unzip the bottom of the orange provisional bag.
2. Make sure the orange provisional ballot bag is empty.
3. Zip the bag shut and lock the bag.
4. Put tamper tape over the lock.
5. Put a checkmark on the “Opening” section of the *Provisional Opening & Closing Certificate*.
6. Record the tamper tape number on the “Opening” section of the *Provisional Opening & Closing Certificate*.

Figure – Opening Section of the *Provisional Opening & Closing Certificate*

 Maryland State Board of Elections
Provisional Opening & Closing Certificate - 2026 Gubernatorial Primary Election

County/City: Carroll Date: June 23, 2026
District/Ward/Precinct: _____

OPENING

		Verify ☒
1.	Verify orange provisional bag is empty.	
2.	Record tamper tape number placed on lock at opening: _____	

CLOSING

Voter Authority Cards (VACs)		Provisional Ballots	
Provisional Ballot Tally Sheet #	Totals	Provisional Ballot Tally Sheet #	Totals
Democratic VACs		Democratic Provisional Ballot	
Republican VACs		Republican Provisional Ballot	
All Others/UNA VACs		All Others/UNA Provisional Ballot	
Blank or No VAC			
TOTAL (A)		TOTAL (B)	

Total Number of Spoiled Ballots from Provisional Tally Sheet: _____

Note: TOTAL (A) and TOTAL (B) should be equal UNLESS there are spoiled ballots. The difference between Total A and Total B should equal the number of spoiled ballots.

Do NOT remove tamper tape from the morning!!!

To the best of our knowledge, the information on this form is true and correct.

Provisional Judges: _____

Democratic Chief Judge _____ Republican Chief Judge _____



Never leave the orange provisional ballot bag unattended. During voting hours, check the security of the orange provisional ballot bag.

Provisional Ballot Application Procedures

1. A check-in judge will direct a voter to the provisional judge. The provisional judges sit at the end of the check-in tables. Check-in judges **WILL NOT** issue a voter authority card to provisional voters.



Under federal law, every voter who claims to be registered and eligible to vote MUST be given an opportunity to vote.

2. Check in the voter on the pollbook using the correct provisional ballot reason.



If a person's name is not listed on the pollbook, then they may be eligible to register to vote using same day registration. The provisional check-in judge will process same day registrations. See the Same Day Registration Manual for more information on processing a same day registration transaction.

- Before starting the provisional process, make sure to have the voter sign the *Provisional Voter Sign-In Sheet*.

**Figure – Provisional Voter Authority Card and
Provisional Voter Sign-In Sheet**

VOTER AUTHORITY CARD
2024 PRESIDENTIAL PRIMARY TRAINING

PROVISIONAL BALLOT

Reason Code: 4A - Listed as 'Abs Issued', voter did not request a provisional ballot

LASTNAME, FIRSTNAME MIDDLENAME
1234 Bay St, Anytown 12345
DOB: 1/17/1980
ID#: 123456789

Registered Party: **DEM**
Assigned Dist/Prec: 006-001, CONG=03; LEGIS=30A; COUNCIL=006
EPB Number: 054959

Ballot Issued Dist/Prec: 006-001, CONG=03; LEGIS=30A; COUNCIL=006

DO NOT ISSUE REGULAR BALLOT

Provisional Ballot Style: **DEM 136 | BMD: DEM 331**

Issued: 09/30/2025 15:17:44 Issued By: TEST
Issuing Consolidation: 02EV01

Please sign in the space below.

Voter Signature

Check-in Judge Initials: _____

Provisional Judge Initials: _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

Maryland State Board of Elections
Provisional Voter Sign-in Sheet

Jurisdiction: _____ Date: _____

Polling Place: _____

All voters who mark a provisional ballot must print and sign their name. The provisional judge must verify the voter completed a ballot application and check the type of voter, PROV or SDR. Both ballot and application must be placed in the provisional ballot bag.

	Voter ID #	Voter Name (printed)	Voter Signature	PROV Voter		SDR Voter	
				Yes	No	Yes	No
1							
2							
3							
4							
5							
6							
7							

- Each voter will have a provisional voter authority card with a provisional ballot reason code number printed on it.
- Initial the provisional voter authority card on the provisional ballot judge line.
- Ask the voter to sign the voter authority card.
- The check-in judge initial line will be blank.
- Write the number of the voter from the *Provisional Sign-In Sheet* on the bottom of the voter authority card.
- Use the reason code on the provisional voter authority card to fill out the "Election Judge" section on the back of the *Provisional Ballot Application*.
 - In the "Location" box, write the district/precinct number of the polling place or make sure the district/precinct number is already filled in.

- In the “Ballot Style Issued” box, write the ballot style issued (found on the voter authority card).
- In the “Election Judge” box, write your initials and the date. Look at the cheat sheet provided to you in your expandable file folder.

VOTER AUTHORITY CARD
2024 PRESIDENTIAL PRIMARY TRAINING

PROVISIONAL BALLOT

Reason Code: 4A - Listed as 'Abs Issued', voter did not request a mail-in ballot

LASTNAME, FIRSTNAME MIDDLENAME
1234 Bay St. Anytown 12345
DOB: 1/1/1950
ID#: 123456789

Registered Party: **DEM**
Assigned Dist/Prec: 006-001, CONG=03; LEGIS=30A; COUNCIL=006
EPB Number: 054959

Ballot Issued Dist/Prec: 006-001, CONG=03; LEGIS=30A; COUNCIL=006

DO NOT ISSUE REGULAR BALLOT

Provisional Ballot Style: **DEM 136 | REG: DEM 331**

Issued: 09/30/2025 15:17:44 Issued By: TEST
Issuing Consolidation: 02EV01

Please sign in the space below.

Voter Signature

Check-in Judge Initials: _____

Provisional Judge Initials: _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

Maryland

Provisional Ballot - For Official Use Only

Election Judge
Mark the code
that is shown
on the Voter
Authority Card

A provisional ballot application was issued because the voter was:

- ☐ 1. Not listed on the precinct register
- ☐ 2. Listed but indicated a change of address
- ☐ 3. Listed but claims to have different party affiliation (primary election only)
- ☐ 4. Listed as "Abs Issued":
- ☐ a. Voter did not request a mail-in ballot
- ☐ b. Voter did not receive mail-in ballot as requested
- ☐ c. Voter received a MIB but did not return it and chose to vote in person
- ☐ d. Voted a MIB but wants to change vote or is unaware if MIB was counted.
- ☐ 5. Listed as "REG Issued," "PROV," or "Voted Early"
- ☐ 6. Listed as "Active" or "Inactive" and "Show ID" and unable to provide sufficient ID
- ☐ 7. Listed as "Pend1" and "Show ID" OR listed as "Pend2" and "Need DL/SSN#"

Was acceptable ID presented?
☐ Yes ☐ No

Photo ID - The photo ID does not need an address. If there is an address, the address does not need to match the address on the VAC or this application.

MVA DL or ID# on front of application

Other Photo ID (specify): _____

- ☐ 8. Challenged by a poll watcher and could not provide acceptable form of ID
- ☐ 9. Other (explain): _____
- ☐ 10. Voted during extended hours
- ☐ 11. Not prequalified for same day registration (for SDR voters only)
- ☐ 12. No proof of residency for same day registration (for SDR voters only)

Non Photo ID - The document must be current (dated within the last 3 months) and must contain the same name and address as listed on the VAC or this form.

Specify document here: _____

Election
Director

1. Is the voter registered?

☐ Yes (fill in the info below) ☐ No (answer the questions below)

Ballot Style Voted

10. Put a check mark next to the reason code on the application.

- If the voter is getting a provisional ballot because of Reason Code #4, ask the voter which of the four options applies to them.

Maryland
Provisional Ballot - For Official Use Only

Location: (District/ Polling Place/Early Voting Center)

Election Judge
Mark the code
that is shown
on the Voter
Authority Card

A provisional ballot application was issued because the voter was:

☐ 1. Not listed on the precinct register

☐ 2. Listed but indicated a change of address

☐ 3. Listed but claims to have different party affiliation (primary election only)

☐ 4. Listed as "Abs Issued":

☐ a. Voter did not request a mail-in ballot

☐ b. Voter did not receive mail-in ballot as requested

☐ c. Voter received a MIB but did not return it and chose to vote in person

☐ d. Voted a MIB but wants to change vote or is unaware if MIB was counted.

☐ 5. Listed as "REG Issued," "PROV," or "Voted Early"

☐ 6. Listed as "Active" or "Inactive" and "Show ID" and unable to provide sufficient ID

☐ 7. Listed as "Pend1" and "Show ID" OR listed as "Pend2" and "Need DL/SSN#"

Was acceptable ID presented?
☐ Yes ☐ No

Photo ID - The photo ID does not need an address. If there is an address, the address does not need to match the address on the VAC or this application.

MVA DL or ID# on front of application

Other Photo ID (specify): _____

☐ 8. Challenged by a poll watcher and could not provide acceptable form of ID

☐ 9. Other (explain): _____

☐ 10. Voted during extended hours

☐ 11. Not prequalified for same day registration (for SDR voters only)

☐ 12. No proof of residency for same day registration (for SDR voters only)

Non Photo ID - The document must be current (dated within the last 3 months) and must contain the same name and address as listed on the VAC or this form.

Specify document here: _____

1. Is the voter registered?
☐ Yes (fill in the info below) ☐ No (answer the questions below)

Ballot Style Voted

Provisional Judge & Provisional Voting 9-6

- If the voter needs to show ID, you **must** write down the type of ID that the voter provided. Write this in item #7 on the “Election Judge” section of the *Provisional Ballot Application*.

Maryland
Provisional Ballot - For Official Use Only

Location: (District/
Polling Place/Early
Voting Center)

Election Judge
Mark the code
that is shown
on the Voter
Authority Card

A provisional ballot application was issued because the voter was:

- ☐ 1. Not listed on the precinct register
- ☐ 2. Listed but indicated a change of address
- ☐ 3. Listed but claims to have different party affiliation (primary election only)
- ☐ 4. Listed as "Abs Issued":
 - ☐ a. Voter did not request a mail-in ballot
 - ☐ b. Voter did not receive mail-in ballot as requested
 - ☐ c. Voter received a MIB but did not return it and chose to vote in person
 - ☐ d. Voted a MIB but wants to change vote or is unaware if MIB was counted.
- ☐ 5. Listed as "REG Issued," "PROV," or "Voted Early"
- ☐ 6. Listed as "Active" or "Inactive" and "Show ID" and unable to provide sufficient ID
- ☐ 7. Listed as "Pend1" and "Show ID" OR listed as "Pend2" and "Need DL/SSN#"

1. Is the voter registered?
☐ Yes ☐ No

Photo ID - The photo ID does not need an address. If there is an address, the address does not need to match the address on the VAC or this application.
MVA DL or ID# on front of application
Other Photo ID (specify): _____
Specify document here: _____

Non Photo ID - The document must be current (dated within the last 3 months) and must contain the same name and address as listed on the VAC or this form.

8. Challenged by a poll watcher and could not provide acceptable form of ID (specify): _____

9. Voted during election process

10. Voted during election process

11. Not prequalified for same day registration (for SDR voters only)

12. No proof of residency for same day registration (for SDR voters only)

Election Director

Ballot Style Issued

Ballot Style Voted

- Put the provisional voter authority card in the “Provisional VAC Envelope.” Do not give the voter the *Provisional Ballot Application* yet.
- Put a tally mark for each provisional voter authority card in the “Voter Authority Cards” section of the *Provisional Ballot Tally Sheet*. Be sure to use the voter’s **REGISTERED** party when putting the tally mark on the *Provisional Ballot Tally Sheet*.

Figure - "Voter Authority Cards" Section of the Provisional Ballot Tally Sheet

Maryland State Board of Elections
Provisional Ballot Tally Sheet - 2026 Gubernatorial Primary Election

County: Carroll Date: June 23, 2026

District/Precinct: _____

1. Keep a tally of provisional voters on the first line.
(Ex. IIII = 5, IIII II = 12)

2. A voter not listed in the pollbook is tallied on the second line as blank or no VAC.

1. Keep a tally of provisional ballots voted.
(Ex. IIII = 5, IIII II = 12)

2. Spoiled ballots are tallied in the box near the bottom of the form.

VOTER AUTHORITY CARDS (VACs)

VAC Type	VAC Tally	Totals
Democratic		
Republican		
Other/ UNA		
TOTAL (A)		

PROVISIONAL BALLOTS

Ballot Type	Provisional Ballot Tally	Totals
Democratic		
Republican		
Other/ UNA		
TOTAL (B)		

Note: TOTAL (A) and TOTAL (B) should be equal UNLESS there are spoiled ballots. The difference between Total A and Total B should equal the number of spoiled ballots.

Provisional Judge Signature

Spoiled Ballot Tally

Spoiled Provisional Ballots	Total

13. Show the voter the instructions on the application and tell the voter to:
 - Read the instructions page.
 - Tear off and keep the instructions page.
 - Completely fill out and sign the *Provisional Ballot Application*.
 - **DO NOT** detach the application (voter registration application) from the envelope.
14. While the voter completes the application the provisional judge will go to the ballot issuance table to get a ballot for the provisional voter.
15. Put the ballot in the orange provisional privacy sleeve.
16. Check the application to make sure it is completed and signed. Put the completed provisional ballot application in the orange provisional privacy sleeve with the ballot.



Make sure the voter signs the application. If the voter does not sign the application, the voter's provisional ballot will not count.

17. Tell the voter to take the orange provisional privacy sleeve that contains the completed application envelope and the ballot to the yellow privacy screen in the provisional voting area.
18. Tell the voter to put the voted ballot into the ballot application envelope and seal the envelope.



A provisional voter may use the ballot marking device to vote their provisional ballot if the voter asks to use the ballot marking device. A chief judge MUST escort the voter to the ballot marking device and back to the provisional table. Make sure the ballot activation card ballot is put into the provisional ballot application envelope and the envelope is sealed.



If the voter makes a mistake on the ballot, tell the voter to overvote every contest. Write "Spoiled" across the ballot and put it in the "Spoiled Provisional Ballot Envelope" before issuing the voter a replacement ballot.

19. A voter may only be given two replacement ballots. If a voter already spoiled two ballots, an election judge must offer to help the voter. Two judges, with different party affiliations, can work together to help the voter or the voter may choose a helper who is not an election judge. In either case a *Voter Assistance Form* must be completed.
20. Tell the voter to put the sealed application envelope into the orange provisional ballot bag.



If the provisional ballot bag is getting full, tell the chief judges right away. The chief judges must contact the Carroll County Board of Elections to request another bag.

21. Put a tally mark for each provisional ballot put into the orange provisional ballot bag by a voter in the “Provisional Ballots” section of the *Provisional Ballot Tally Sheet*. Be sure to put a tally mark for the ballot style ISSUED to the voter.

Figure - "Provisional Ballots" Section of the Provisional Ballot Tally Sheet

Maryland State Board of Elections
 Provisional Ballot Tally Sheet - 2026 Gubernatorial Primary Election

County: Carroll

Date: June 23, 2026

District/Precinct: _____

1. Keep a tally of provisional voters on the first line.
(Ex. IIII = 4, IIII II = 12)
2. A voter not listed in the pollbook is tallied on the second line as blank or no VAC.

1. Keep a tally of provisional ballots voted.
(Ex. IIII = 4, IIII II = 12)
2. Spoiled ballots are tallied in the box near the bottom of the form.

VOTER AUTHORITY CARDS (VACs)

VAC Type	VAC Tally	Totals
Democratic		
Republican		
Other/ UNA		
TOTAL (A)		

PROVISIONAL BALLOTS

Ballot Type	Provisional Ballot Tally	Totals
Democratic		
Republican		
Other/ UNA		
TOTAL (B)		

Note: TOTAL (A) and TOTAL (B) should be equal UNLESS there are spoiled ballots. The difference between Total A and Total B should equal the number of spoiled ballots.

Spoiled Ballot Tally	Total
Spoiled Provisional Ballots	

22. Make sure the voter does not leave the provisional voting area until the voter puts the voted ballot and sealed application in the orange provisional ballot bag.



Provisional ballots do not go into the scanning unit. Make sure provisional voters do not put their voted ballots into the scanning unit.



Monitor the provisional ballot bag at all times. Keep all provisional ballot supplies secure and notify the chief judges right away if any provisional ballot supplies are missing or show signs of tampering.



Throughout the day, make sure the number of provisional voter authority cards match the number of voters who signed in on the Provisional Sign-In Sheet. This will help you at the end of the night when the polls close.

Provisional Ballots Reasons and Instructions to Voters

The following chart shows the reason a voter is issued a provisional ballot. Note that the “Reason Codes” are the same as the codes listed on the back of the *Provisional Ballot Application*.

For each reason code, give the voter the correct instructions from the table below.

Reason Code:	Tell the voter:
1. Not listed on the precinct register.	1. If you are registered and in the correct precinct, your entire ballot will be counted. 2. If you are registered but in the wrong precinct, you can still choose to vote here instead of going to your correct precinct. But only the contests that would appear on the ballot for your correct precinct will be counted. 3. If you are not registered and not eligible to register using same day registration, your provisional ballot may not count. But the <i>Provisional Ballot Application</i> will serve as a voter registration application for future elections.
2. Listed on the precinct register but indicated a change of address.	You say that you moved more than 21 days before the election and that you did not tell election officials about the change. Now you are in the wrong precinct for your new address. You can choose to vote a provisional ballot here, instead of going to your correct precinct. However, only the contests that would appear on the ballot for your new precinct will be counted.
3. Listed but claims to have different party affiliation. (Primary Election only)	Your provisional ballot will only be counted for all contests if the Carroll County Board of Elections can confirm that you really are registered with the party that you claim. If you vote on a party's ballot other than your registered party, only selections for non-partisan school board contests will count.

Reason Code:	Tell the voter:
4. Listed as an absentee voter. a. Voter did not request a mail-in ballot. b. Voter did not receive a mail-in ballot as requested. c. Voter received a mail-in ballot but did not return it and chose to vote in person. d. Voted a mail-in ballot but wants to change vote or is unaware if mail-in ballot was counted	Your provisional ballot will only be counted if you did not already vote by mail-in ballot and if you did not vote somewhere else.
5. Listed as “REG Issued,” “PROV,” or “Voted Early”	Your provisional ballot will only be counted. if you have not previously voted in this election. Provisional ballots are counted starting on the 2nd Wednesday after election day.
6. Listed as “Active or “Inactive” and “Show ID” and unable to provide sufficient ID.	If you provide the local board of elections with the required ID before the provisional ballots are counted, then your ballot will be counted. Provisional ballots are counted starting on the 2nd Wednesday after election day.

Reason Code:	Tell the voter:
7. Listed as “Pend1” & “Show ID” OR listed as “Pend2” and “Need DL/SSN #”	If the Carroll County Board of Elections can confirm the number you provided in Section 5 (Maryland Driver’s License, Learner’s Permit, or ID Card number OR last 4 digits of social security number), you will be registered to vote, and your ballot will be counted. If you marked in Section 5 “I do not have a valid Maryland Driver’s License or MVA ID card or a social security number,” you will be registered to vote, and your ballot will be counted. If you do not respond to any question in section 5, you will not be registered to vote, and your ballot will not be counted. If the number you provided cannot be confirmed before the provisional ballots are counted, your ballot will not be counted.
8. Challenged by a poll watcher and could not provide acceptable form of ID.	You must provide an acceptable form of ID to the Carroll County Board of Elections before the provisional ballots are counted. Provisional ballots are counted starting the 2nd Wednesday after election day. If the Carroll County Board of Elections decides that you are the registered voter you claim to be and that you are eligible to vote, then your ballot will be counted.
9. (Other)	<i>[Note to provisional ballot judge: The chief judges will provide you with instructions if #9 is printed on the voter authority card.]</i>

Reason Code:	Tell the voter:
10. Voted during extended hours	You are voting during extended voting hours ordered by the court. Your vote will be counted unless the court order extending voting hours is successfully challenged in court.
11. Not prequalified for Same Day Registration (SDR voters only)	The pollbook database did not show you as prequalified for registration. If the Carroll County Board of Elections can confirm you meet the qualifying standards to be a registered voter, you will be registered to vote, and your ballot will be counted.
12. No proof of residency for Same Day Registration (SDR voters only)	You did not provide a current document showing your name and current address. You did not present a utility bill, bank statement, government check, paycheck or any other government document that is dated within the last three months. If you provide acceptable ID to the Carroll County Board of Elections before the provisional ballots are counted, your ballot will be counted. If you do not provide acceptable ID before the provisional ballots are counted, your ballot will not be counted. Provisional ballots are counted starting the 2nd Wednesday after election day.

Closing the Polls

1. Count each provisional voter authority card by party affiliation and write the number under “Voter Authority Cards (VACs)” on the “Closing” section of the *Provisional Opening & Closing Certificate*.

Figure - "Closing" Section of the Provisional Opening & Closing Certificate

Provisional Opening & Closing Certificate - 2026 Gubernatorial Primary Election

County/City: Carroll Date: June 23, 2026

District/Ward/Precinct: _____

OPENING

	Verify
1. Verify orange provisional bag is empty.	☒
2. Record tamper tape number placed on lock at opening: _____	

CLOSING

Voter Authority Cards (VACs)		Provisional Ballots	
Provisional Ballot Tally Sheet #	Totals	Provisional Ballot Tally Sheet #	Totals
Democratic VACs		Democratic Provisional Ballot	
Republican VACs		Republican Provisional Ballot	
All Others/UNA VACs		All Others/UNA Provisional Ballot	
Blank or No VAC			
TOTAL (A)		TOTAL (B)	

Total Number of Spoiled Ballots from Provisional Tally Sheet: _____

Note: TOTAL (A) and TOTAL (B) should be equal UNLESS there are spoiled ballots. The difference between Total A and Total B should equal the number of spoiled ballots.

Do NOT remove tamper tape from the morning!!!

To the best of our knowledge, the information on this form is true and correct.

Provisional Judges: _____

2. Check that the written total matches the number of tally marks on the *Provisional Ballot Tally Sheet*.
3. Count the number of tally marks under the “Provisional Ballots” section of the *Provisional Tally Sheet* and write the total on the “Closing” section of the *Provisional Opening & Closing Certificate*.
4. Count the number of tally marks under the “Spoiled Ballot Tally” section of the *Provisional Ballot Tally Sheet*. Place the number on the *Provisional Open & Closing Certificate*.
5. Make sure the total number of provisional voter authority cards matches the *Provisional Ballot Tally Sheet*.

6. Fill out and sign the “Closing” section of the *Provisional Opening & Closing Certificate*.
7. Ask both chief judges to sign the *Provisional Opening & Closing Certificate*.
8. Put the following documents in the expandable file folder:
 - *Provisional Opening and Closing Certificate*
 - *Provisional Tally Sheet*
 - Envelope for provisional voter authority cards
 - Spoiled provisional ballot envelope
 - *Provisional Sign-In Sheet*
 - *Election Day Log* to record voter issues
9. Follow the Tuesday Night Checklist.
10. **DO NOT** remove tamper tape over the lock on the orange provisional bag.
11. Give the expandable file folder and the orange provisional bag to the chief judges to return to the Carroll County Board of Elections. **DO NOT** put the orange provisional bag in the transportation cart.
12. Put all remaining provisional supplies in the transportation cart or the blue supply bag. Supplies include:
 - Provisional ballot applications (with envelope and instructions)
 - Orange privacy sleeves
 - Yellow privacy screens
 - Pens for voters to complete applications and ballots



Do everything that the chief judges ask you to do. It is important to complete all tasks quickly and efficiently.