

State of Iowa
Instructions for Issuing Absentee Ballots at a Satellite Absentee Voting Station

1. Check Registration

Check to see if the person is a registered voter at the person's current address. Voters registered within the county may submit changes of name, address, telephone number or party affiliation. People who live in the county but who are not currently registered to vote in the county after the pre-registration deadline may register to vote and cast an absentee ballot using election day registration procedures.

A voter with the status of "inactive" must be made "active" after requesting an absentee ballot.

A voter with the status of "pending" must provide any of the following forms of ID if it has their name:

- Non-expired photo ID (may list a previous address),
- Utility bill with current address (including a cell phone bill),
- Bank statement with current address,
- Paycheck or government check with current address, or
- Other government document with current address.

The documents presented must be actual documents, not documents displayed on smart phones or other technological devices. If the voter cannot provide identification, the voter may cast a provisional ballot.

Election Day Registration ID Requirements

If a voter must use EDR procedures, the voter must provide proof of identity and residence in the precinct in which the voter intends to register and vote. The voter must also complete an oath of person registering on election day. If the voter cannot provide identification or an attester, the voter may cast a provisional ballot. Ask the voter and attester (if used) to complete the Election Day Registration form. If an attester was used, add the attester's name to the list of EDR attestors.

Proof of Identity

Proof of identity must be a photo ID card that is current, valid and includes an expiration date. An ID is still current on the date it expires. An Iowa non-operator's ID card that shows "none" as an expiration date is considered current and valid. The following forms of identification are acceptable:

- Iowa driver's license or non-operator's ID
- Out of state driver's license or non-operator's ID
- U.S. passport
- U.S. military ID
- ID card issued by an employer
- Student ID card issued by an Iowa high school or college

Temporary licenses or IDs issued by the Iowa Department of Transportation must be accepted as proof of identity and/or residency while the temporary ID is valid. The temporary ID is valid for 30 days, and each will have an expiration date printed on it.

Proof of Residency

If the photo ID does not show the person's address in the appropriate precinct, the person must show proof of residence. Proof of residence may be any of the following documents provided that the document shows the person's name and current address in the precinct:

- Residential lease
- Utility bill
- Bank statement
- Paycheck
- A cell phone bill
- Government check
- Other government document

Attester

A voter who does not have the appropriate identification documents may have another registered voter from the same precinct attest to the voter's identity and residence. An attester must live in the same precinct as the voter and must be a registered voter who was not attested for him or herself. The attester cannot attest to the identity of more than one person. Check the list of EDR attesters provided by the auditor's office (if any) to see if the attester has already attested for another person.

2. **Check Precinct**

Check to be sure that the person's address is in a precinct served by this station.

3. **Absentee Ballot Request Form**

The voter must complete an official absentee ballot request form. Check the request form for completeness.

4. **Affidavit Envelope**

The voter must sign the affidavit envelope. Check the envelope for the voter's signature before issuing the ballot.

5. **Request Assistance**

A voter who is unable to mark a ballot without help may be assisted by any person chosen by the voter except for the following people:

- Voter's employer,
- Agent of the voter's employer, and
- Officer or agent of the voter's union.

A voter may also request help from the satellite station workers. Two workers from different political parties may assist the voter. Do not reveal how the person voted.

6. **Issue Ballot**

When a voting booth is available, give the voter the appropriate ballot for the voter's address. Ballots must be voted at the satellite station. Ballots cannot be taken away from the station.

Important Note About Provisional Ballots: If a voter must vote a provisional ballot and the voter's ballot style is not available, issue to the voter the same ballot style as the majority of the voters would receive in the precinct in which the satellite station is located.

7. **Instruct Voter**

Inform the voter that written instructions on how to mark the ballot can be found on the ballot and within the voting booth.

Advise the voter to use only the marking devices provided and that stray marks on the ballot may prevent it from being counted.

Instruct the voter to place the ballot in the affidavit envelope and seal the envelope before returning it.

8. **Send Voter to Booth**

Each voter must use a voting booth. Do not permit anyone to vote anywhere else.

Cameras, cellular phones, pagers, or other electronic communications devices are prohibited in the voting booth.

9. **Storing Voted Ballots and Ballot Requests Forms**

Insert the sealed affidavit envelope in the locked ballot box. Store the absentee ballot request form.