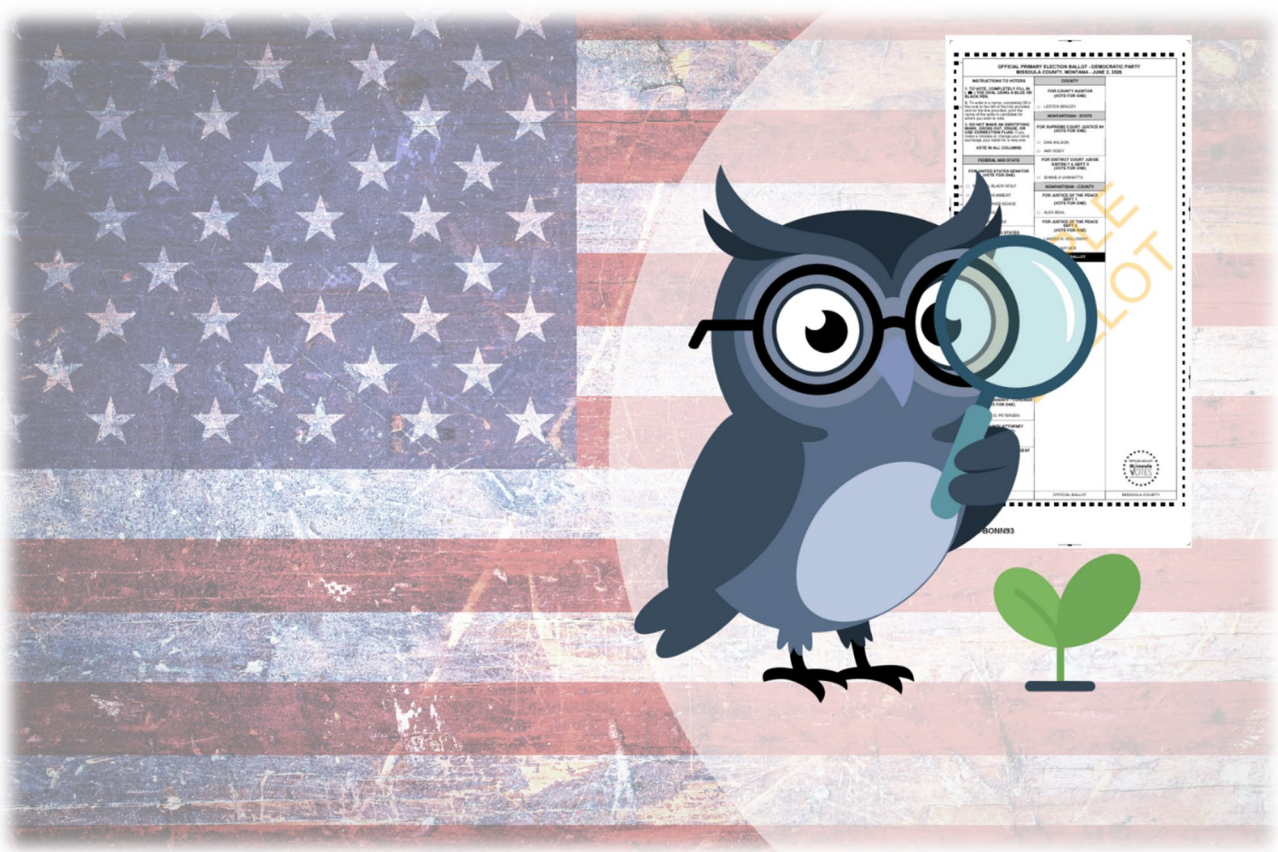


# Provisional Judge Manual



Revised April 2026

**Missoula**  
**VOTES**

MISSOULA COUNTY ELECTIONS OFFICE

**PROVISIONAL JUDGE**

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## **SET UP PROCEDURES**

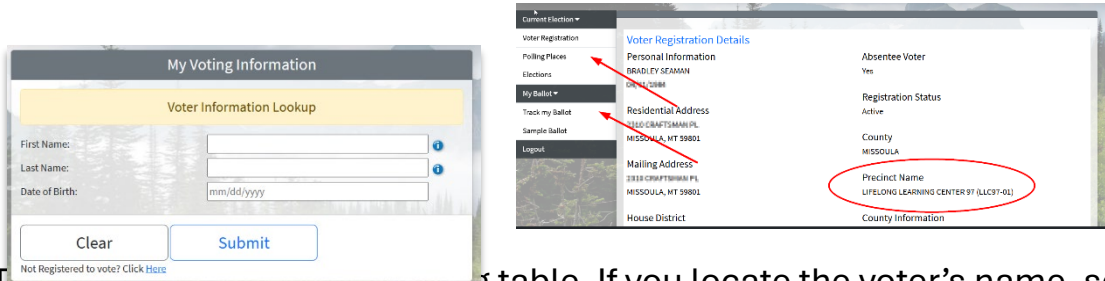
Make sure you have the following supplies:

- Provisional Register
- A list of contacts to call at the Elections Office to assist with provisional ballot questions. This will be in the Polling Place Manager's binder.
- Cell phone
- Erroneously Omitted Forms (yellow)
- Provisional Ballot Instructions (green pad)
- Provisional Ballot Affidavit Envelopes
- Secrecy Envelopes – (voted and unvoted)
- Pens

**REASONS VOTERS WILL APPEAR AT YOUR TABLE**

## 1. Voter's name is not in the register.

- Check your provisional register to see if the voter is in that register.
- Verify the voter's registration status at [www.MyVoterPageMT.com](http://www.MyVoterPageMT.com)



- The voter could be at the wrong table. If you locate the voter's name, send them to the correct table for their precinct.
- Call the Elections Office specific line dedicated to provisional voters. They will inform you on how to proceed.

## 2. Voter did not bring valid ID.

### Stand Alone IDs

- Valid Driver's License Or Real Id
- Montana State Id Card
- Military Id
- Tribal Photo Id
- United States Passport
- Montana Concealed Carry Permit
- Montana University Photo Id Card

### Any Photo ID + Documentation

- Current Utility Bill
- Paycheck Or Government Check
- Bank Statement
- Government Document

**Photo ID In-Person Voting Options**  
An election worker will request a copy of identification that is current, valid, and readable, which must be one of the following:

**\*Out of state driver's license or ID cards may only be used as an ID in conjunction with one of the alternatives on the other side.**

**Current:** The current date cannot be past the expiration date on the ID. If there is no expiration date on the ID, the ID is current.  
**Valid:** The ID has not been punched as "VOID".  
**Digital versions of IDs (including photos) are acceptable.**

**For voters who do not have one of these ID options, view alternatives on the other side.**

**Alternatives for voters who do not have the ID options on reverse side of this document.**  
**Photo ID, plus any one of the following...**

All IDs must be current, valid, and readable. All documents must show voter's name and current address.

**Current:** The current date cannot be past the expiration date on the ID. If there is no expiration date on the ID, the ID is current.  
**Valid:** The ID has not been punched as "VOID".  
**Digital versions of IDs (including photos) are acceptable.**

**Examples:**  
The examples provide ideas of acceptable combinations (of IDs and documents) and do not include every possible option.

### **3. Voter states they did not receive the Absentee Ballot issued to them.**

- Proceed with a provisional ballot (see voting procedures for Provisional Judge)

### **4. Voter is being challenged by another registered voter.**

- Work directly with your Polling Place Manager for any challenged voters and call the Elections office when a voter is challenged.
- After you call the Elections office, proceed with a Provisional Ballot if requested by the office (see voting procedure for Provisional Judge).

### **5. The register indicates the voter is a provisionally registered voter.**

- This means that the voter's identification they provided when they registered could not be verified by the Elections office; therefore, request that the voter provide a MT State ID, MT Driver's License number, or the last four digits of their Social Security number.
- Have the voter complete a voter registration application.
- Call Elections office to see if they can verify the voter's ID information that was provided to you. If the Elections Office can verify the voter information provided, accompany the voter back to the Registration Judge to vote a regular ballot.
- If the Elections Office cannot verify the voter's identity by the identification provided, the voter must vote a provisional ballot.

### **6. The voter states they registered with DMV.**

- Check [www.MyVoterPageMT.com](http://www.MyVoterPageMT.com) for their voter registration to see where they are registered.
  - If there is still time for them to make it to the Elections Office, suggest they late register at the Elections Center
  - If that is not an option, ask the voter to complete a new voter registration form to update their information for the next election. They may vote one last time at their previous polling place.

**7. The voter cannot be found in the register, but they are at the correct polling place.**

- Contact the Elections Office to see if the voter was erroneously omitted. (This process takes time to confirm with multiple agencies. It may be the best customer service to encourage them to do one of the previous options).
- Follow the instructions from the Elections Office:
  - If directed to do so, complete an erroneous omission form and have them sign the back of the regular register and vote a regular ballot.
  - If not erroneously omitted, work with the Elections Office for the best solution for this voter.

**8. If no other options are available, issue the voter a provisional ballot.**

- If we our office can verify their registration, their ballot will be counted the Monday after Election Day.

## PROCEDURE FOR PROVISIONAL JUDGE

If it is determined that a voter is to receive a Provisional Ballot, proceed as follows:

1. Have the elector sign the provisional register on their line and place a PB behind their name.
2. Read the provisional ballot Instructions to the voter. Ask them if they have any questions.
3. Mark the appropriate areas on the Instruction sheet (green) so the voter is clear why they are voting a provisional ballot. The information sheet also informs the voter how to resolve their provisional ballot.
4. Have the voter complete Part 1 of the provisional ballot outer envelope.  
**Ensure that the VOTER has signed. The ballot will be rejected without a signature.**
5. You, the Provisional Judge, will complete Part 2 of the Provisional Ballot Outer Envelope. **Ensure that YOU have signed. The ballot will be rejected without a signature.**
6. Accompany the elector back to the precinct table to be issued a provisional ballot.
  - Bring the outer envelope, secrecy envelope, and if it is a primary election, the unvoted party ballots.
7. The Ballot Judge will give the voter the ballot and give them the same instructions as those given to a regular voter. The stub(s) should be removed from the ballot(s) and placed in the provisional ballot outer envelope. Instruct the voter to bring the secrecy envelope back to the Provisional Judge to be placed in their provisional ballot outer envelope.
8. When the voter is finished casting their ballot, the voter should return the voted ballot in the secrecy sleeve back to you (Provisional Judge). You will seal voted ballot (and unvoted ballot if a primary election) in the provisional ballot outer envelope. Put this in the provisional Tyvek envelope.

## **RESOLVING A PROVISIONAL BALLOT ON ELECTION DAY**

If a voter returns to resolve their provisional ballot, proceed as follows:

1. Review the documentation provided. If you are unclear how to proceed, call the Elections Office.
2. Complete Part 3 of the voter's provisional ballot outer envelope.
3. Accompany the voter to the original precinct table with the secrecy envelope and (unvoted envelope, if applicable) and stub(s).
4. The Register Judge and Poll Book Judge will adjust their records to indicate that the provisional ballot was resolved.
5. The Ballot Box Judge will assist the voter with their ballot as they handle all other ballots.
6. The Provisional Judge will keep the Provisional Ballot Outer Envelope and place it into the resolved provisional ballot container (same as the unresolved).



## CLOSING THE POLLS

1. Prepare the large provisional white envelope for the Polling Place Manager to deliver to the Elections Office. Seal the container and ensure that the manager tracks this on their End of Night Supply Checklist form.

Deliver to Building A - West Door **C**

POLLING PLACE: \_\_\_\_\_  
ELECTION: \_\_\_\_\_  
DATE: \_\_\_\_\_

PLACE THE FOLLOWING ITEMS IN THIS ENVELOPE:

VOTED PROVISIONAL BALLOTS

**INSTRUCTIONS:**

1. Write the ballot drop location, election, and date on the blank lines above.
2. Place the voted provisional ballots inside this Tyvek.
3. Seal this Tyvek and secure the flap with a blue seal (located at the front of the manager's binder).
4. Sign the blue seal.
5. Record the blue seal number on the End of Night Supply Check List.
6. Deliver, in dual custody, to Building A - west door.

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2. Place extra Provisional Judge supplies back in the bags they were delivered in.
3. Help other judges put away supplies.
4. Complete your time sheet and put it in the Polling Place Manager's binder.

Thank You  
**MISSOULA**  
**VOTES**  
MISSOULA COUNTY ELECTIONS OFFICE

