

## Quick Reference: Check-in Station

### Step 1: Voter Greeting

- Determine if the voter requires assistance

### Step 2: Name Review

- Ask for the voter's name 
- Search for the voter's name on the voter record 
- Compare stated name to the voter record 

### Step 3: Address Review

- Ask the voter to their state residential address
- Compare stated address with address in voter record 

### Step 4: Voter Status Review

- Determine the voter's registration status
- Determine whether there are voter status issues that need to be resolved before a ballot can be issued 

### Step 5: Party Affiliation Review (partisan primary only)

- Ask the voter for registered party
- If voter is registered unaffiliated, ask the voter for a primary ballot preference 

### Step 6: Determination of Eligibility and Voting Authorization

- Make a final determination on the voter's qualification and eligibility
- Prepare the Vote Authorizing Document (ATV or One-stop Application)