**Emergency Voting**

*CALL RAMSEY COUNTY ELECTIONS BEFORE PROCEEDING – 651-266-2173*

*Use only if voters cannot check in on a poll pad.*

Write precinct and election date information at the top of the Emergency Roster (**enclosed**).

Use the printed copy of the Greeter’s List (**Red Tub**) only to search for the voter’s name – voter signature goes on the Emergency Roster.

* If the voter is listed on the Greeter’s List with current name and address with no challenge, the voter is registered.

1. Voter completes one line on the Emergency Roster – voter signature is critical.
2. Election judge writes REGISTERED in the final column and issues a blue registered voter ballot exchange slip **(enclosed).**

* If the voter is listed on the Greeter’s List with a Challenge and current name and address, use the Polling Place Reference Guide section on Challenges to follow the “clearing” procedure. Then follow steps 1 & 2 above.
* If the voter is NOT on the Greeter’s List or has an out-of-date name or address on the Greeter’s List, the voter is non-registered.
  + First, confirm they are in the correct polling place using mnvotes.gov on a phone or precinct map (Red Tub) if a phone isn’t available.
  + If the voter is in the correct precinct:

1. Registration Judge determines if the voter has acceptable proof of residence using the yellow tear-off sheet **(Red Tub**).
2. Voter completes a paper voter registration application (**enclosed**).
3. Registration judge marks in one column at the bottom of the application in the *Election Judge Use only* section, indicating the proof of residence.
4. Voter completes one line on the Emergency Roster – voter signature is critical.
5. Registration judge writes NON-REGISTERED in the final column and issues a yellow non-registered voter ballot exchange slip. (**enclosed)**

* Voter gives the ballot exchange slip to the ballot judge in exchange for a ballot.

NOTES:

The Emergency Roster should be **returned with** the *Voter Statistics Certification (pink sheet*).

Completed voter registration applications should be **returned in** the *Election Day Registration Documents envelope*.

Do NOT check in these voters on the poll pad at a later time. RCE staff will check them in after election night returns.