

ELECTION DAY

LOUISIANA VOTERS’ BILL OF RIGHTS AND VOTING INFORMATION

Visit www.GeauxVote.com for all voting information, login to <http://voterportal.sos.la.gov> to sign up for election email or text reminders and download the free “GeauxVote” app to your smartphone or tablet to view your sample ballot.

I. VOTING HOURS

- A. TUESDAY ELECTIONS – Polls open from 6:00 a.m. to 8:00 p.m.
 - B. SATURDAY ELECTIONS – Polls open from 7:00 a.m. to 8:00 p.m.
- Voters in line at 8:00 p.m. will be allowed to vote.

II. RIGHT TO VOTE

You have the right to vote in a Louisiana election if you are: (1) qualified to vote in the election, (2) qualified to vote in this precinct, and (3) you are the person whose name is on the precinct register.

A. To be a qualified voter in Louisiana you must:

- 1. be a U.S. citizen;
 - 2. be a Louisiana resident;
 - 3. be at least 18 years old;
 - 4. be registered to vote by the deadline (20 days prior to the election, if registering online through www.GeauxVote.com or 30 days prior to the election, if registering in person or by mail); and
 - 5. not be under an order of imprisonment for conviction of a felony or, if under such an order, not have been incarcerated pursuant to the order within the last five years and not be under an order of imprisonment related to a felony conviction for election fraud or any other election offense pursuant to La. R.S. 18:1461.2, nor be under a judgment of full interdiction or limited interdiction where your right to vote has been suspended.
- B. You must cast your election day ballot by voting machine or emergency paper ballot if the only voting machine in your precent fails; however, in federal elections, you may cast a provisional paper ballot if you certify that you are eligible to vote and your name does not appear on the precinct register.
- C. If you are voting in your parish for the first time, you must vote in person during early voting or on election day unless you meet an exception listed in La. R.S. 18:115(F)(2).

III. VOTERS' RIGHTS

- A. Vote privately, confidentially, and independently in an area that is free from any campaign materials.
- B. Ask a commissioner to instruct you on how to operate the voting machine before voting.
- C. Have a campaign-free zone 600 feet from the entrance to the polling place that is free from solicitation, intimidation, harassment, confusion, obstruction, undue influence, use of violence, force or threats, or action that impedes your entrance or exit to the polling place.
- D. Vote in a polling place that meets accessibility standards for individuals with disabilities.
- E. Receive assistance in casting your ballot, or use the audio ballot if you are unable to read or unable to vote without assistance due to a physical disability, including visual impairment (See “Assistance in Voting”).
- F. Use a braille booklet describing the use of the audio ballot, or use a page magnifier that will magnify the face of the voting machine.
- G. Go to the front of the line with the person who will be assisting you in voting if you have a visible physical disability or have in your possession a current mobility impairment photo ID card issued by the Office of Motor Vehicles.

IV. VOTERS' RESPONSIBILITIES

- A. Notify your parish registrar of voters of any changes to your registration.
(Failure to update your residential address may result in an inactive registration status. Inactive voters must verify their residential address prior to voting, which may be done on election day at the precinct, in person at the Registrar of Voters' Office, online at www.GeauxVote.com, or by mail through a voter registration application.)
- B. Know which precinct you are registered to vote in, its location, and the hours the polls are open.
- C. Provide photo identification, or complete a Voter Identification Affidavit.
(Photo ID may be a Louisiana driver's license, Louisiana special identification card or other generally recognized photo ID that contains your name and signature. You may obtain a free Louisiana special identification card by presenting your voter registration information card to the Office of Motor Vehicles.) (Effective January 1, 2020, a United States military identification card that contains the voter's name and picture may be presented as a valid form of identification.)
- D. Do not bring or wear any campaign literature to the polls.
- E. Be prepared in order to timely cast your ballot by reviewing your sample ballot posted at the polling place, or review online before election day at www.GeauxVote.com or <https://voterportal.sos.la.gov>.
- F. Provide or complete necessary documentation when requesting assistance in voting if not previously marked in the precinct register as being eligible for assistance.
- G. Inform commissioners if you need a braille booklet, audio voting keypad, or page magnifier to assist you in voting.
- H. Restore your voting rights after a felony conviction by appearing in person at the Registrar of Voters’ Office, completing a voter registration application, and providing documentation to prove that you have either completed your probation or parole, or that you have not been incarcerated pursuant to the order of imprisonment for a felony conviction within the last five years and that the felony conviction was not for election fraud or any other election offenses pursuant to La. R.S. 18:1461.2. If you are disabled and unable to appear in person, you may submit your application and documentation, along with proof of disability, by mail, facsimile, commercial carrier, or hand delivery.
- I. Cast your vote within the three minute time limit provided by law or within twenty minutes if receiving assistance or using the audio voting keypad.
- J. Promptly leave the polling place after voting.

V. ASSISTANCE IN VOTING

- A. Voters in Louisiana may request assistance in voting when they are registering to vote or when making a change to their voter registration. Assistance in voting is allowed when you have a physical disability or you are unable to read.
- B. PRIOR TO ELECTION DAY - A voter, who is physically disabled or unable to read, may request assistance in voting by timely completing a voter registration application requesting assistance. These voters will be marked in the precinct register as being entitled to receive assistance in voting on election day.
- C. ON ELECTION DAY - A voter who is not marked in the precinct register as being entitled to receive assistance in voting on election day may apply to receive assistance in one of the following manners:
 - 1. If physically disabled, request assistance in voting by completing and signing a voter assistance form.
 - 2. Alternatively, a request for assistance in voting may be made by presenting proof of disability through one of the following documents:
 - a. A physician's certificate indicating the voter's inability to vote without assistance because of a physical disability;
 - b. A current mobility impairment photo ID card issued by the Office of Motor Vehicles; or
 - c. A copy of current documentation showing eligibility for disability benefits from either Social Security, Veterans Affairs, Paratransit Services, the Office for Citizens with Developmental Disabilities, or the Louisiana Rehabilitation Services.
- D. These documents may also be presented to the registrar of voters by mail; however, the voter is required to include a copy of their Louisiana driver's license, Louisiana special identification card, or other generally recognized photo ID with name and signature. If mailed timely, the registrar will mark the voter in the voter registration system as being entitled to receive assistance in voting on election day, and the voter will not be required to present evidence at the polls.
- E. Voters entitled to assistance in voting are allowed up to twenty minutes to cast their ballots and may choose to receive the assistance from any person, including a commissioner, with these exceptions:
 - 1. No candidate in the election may assist a voter;
 - 2. No commissioner-in-charge may assist a voter;
 - 3. No employer or employer's agent may assist an employee in voting;
 - 4. No union agent may assist a union member in voting;
 - 5. By rule, the Department of Health and Hospitals prohibits staff from assisting residents of state-operated facilities for disabled persons in voting; and
 - 6. Voters in nursing homes, veterans' homes, or hospitals for extended stay for a physical disability may not receive assistance from the owner, operator, administrator, or employee of the nursing or veterans' home.
- F. The person or commissioner assisting the voter is required to sign the precinct register and to check a box if the voter is not marked in the precinct register as being entitled to receive assistance in voting on election day. No person assisting a voter shall reveal the name of any person for whom the voter voted, any proposition upon which the person voted, or anything which took place while the voter was being assisted.
- G. The precinct register, and the fact a voter is entitled to assistance in voting, are confidential.

VI. ELECTION DAY VOTING PROCEDURES

- A. **Identity** - Each voter is required to identify themselves to the commissioner. You must:
 - 1. Give your name and address; and
 - 2. Present a Louisiana driver's license, a Louisiana special identification card or other generally recognized photo ID with name and signature, or complete a voter identification affidavit. Identifying yourself by an affidavit is subject to challenge by law by a commissioner, watcher, or any qualified voter. (Effective January 1, 2020, a United States military identification card that contains the applicant's name and picture may be presented as a valid form of identification.)
- B. **Verification of identity on the precinct register** - Your name must be found by the commissioner on the precinct register or the supplemental precinct register. The commissioner may request assistance from the registrar of voters or the secretary of state in determining if you are eligible to vote and allow you to vote after completing a Precinct Register Correction form if there was an omission on the precinct register.
- C. **Verification of address on the precinct register** - If the notation “Address Conf Req” is printed on your signature line in the precinct register, you must complete an Address Confirmation Card in order to verify your address before voting. You are subject to challenge by a commissioner, watcher, or any qualified voter.
- D. **Challenge** - If challenged, the commissioners must determine the validity of the challenge before you are allowed to vote. Your right to vote may be challenged on the following grounds:
 - 1. You are not qualified to vote in the election;
 - 2. You are not qualified to vote in the precinct; or
 - 3. You are not the person whose name is shown on the precinct register.
- E. **Signature of voter** - Each voter is required to sign their name in ink on the precinct register. The commissioners compare your signature on the precinct register to your signature on the photo identification. If you are unable to sign your name, you are required to make your mark in ink on the precinct register.
- F. **Voting** - If the commissioner is satisfied that you have identified yourself as the voter named on the precinct register and that you are qualified to vote, the commissioner initials the precinct register opposite your signature or mark and you are then allowed to vote.

VII. HOW TO CAST YOUR BALLOT ON ELECTION DAY

- A. On the **AVC Voting Machine**
 - 1. Only one person is allowed to enter a voting machine at a time, unless entitled to assistance or allowing a preteen child to accompany a parent or legal guardian.
 - 2. You are allowed, by law, three minutes to cast your vote or twenty minutes if entitled to assistance in voting. After this time has elapsed the commissioner is allowed to ask you to finish voting and promptly leave.
 - 3. In order to cast a vote, you must make at least one selection in either a candidate or proposition election.
 - 4. When selecting a candidate of your choice, “YES” or “NO” for a proposition or constitutional amendment (or “FOR” or “AGAINST” for a recall question), press the box (□) to the right of the candidate's name or next to the “Yes” or “No”. A green “X” will appear to the left of the box (X□) indicating your selection, and the green header light for the office or proposition will turn off.
 - 5. To change your selection, press the box (□) again. The green “X” will disappear, the green header light for the candidate or proposition will light back up, and you may make a new selection.
 - 6. Step out and notify the commissioner if you have any problem in voting before you press the orange “CAST VOTE” button. Make ALL selections, then press the orange “CAST VOTE” button located in the lower right hand corner.
 - 7. Once you press the orange “CAST VOTE” button and exit the voting machine, you may not re-enter or change your vote.
 - 8. Your votes are electronically recorded on the voting machine, and you will hear an audible bell sound and the lights will turn off. Part the curtains with your hands and exit the voting booth.
 - 9. After voting, you are required to promptly leave the polling place.

- B. By **Audio Ballot**
 - 1. Each precinct provides a machine with an audio ballot. If you choose to use the audio ballot, inform the commissioners.
 - 2. You are allowed, by law, twenty minutes to cast your vote. After this time has elapsed, the commissioner is allowed to ask you finish voting and promptly leave.
- C. By **Emergency Election Day Paper Ballot**
 - 1. If a precinct has only one voting machine and it fails on election day, you may vote on a paper ballot until the voting machine is repaired or replaced.
 - 2. You will be allowed to cast your vote(s) on a paper ballot and you will receive instructions on how to properly seal your ballot. If you have any questions about your ballot or how to proceed, ask the commissioners for help.
 - 3. If you make a mistake or “spoil” your ballot, seal the spoiled ballot in the envelope provided, write “spoiled,” and ask a commissioner for a replacement ballot.
 - 4. The paper ballots cast at the polling place shall be counted by the parish board of election supervisors.

VIII. PROVISIONAL VOTING DURING FEDERAL ELECTIONS

- A. Provisional voting provides a failsafe procedure for voting a paper ballot during federal elections when a person appears to vote at the polling place on election day and is not listed as an eligible voter on the precinct register and is not authorized to vote by an election official or during court ordered extended poll hours.
- B. The person must certify in writing on the provisional ballot envelope that they are a registered voter in the parish before voting a paper provisional ballot.
- C. Provisional voting is not convenience voting, whereby a voter may appear anywhere in the state and vote and have their vote counted.
- D. In order for a paper provisional ballot to be counted, you must be a registered voter in the parish in which you are voting, you must have voted only on a federal office that you are eligible to vote on, and you must not have voted early, absentee by mail, or at another precinct on election day.
- E. If a commissioner is informed by the clerk of court or secretary of state that the polling hours for a federal election are extended by a court order, all persons who vote during the extended period will vote only for federal offices on a paper provisional ballot.

IX. EARLY VOTING

- A. All registered voters may cast a ballot during the early voting period at the Registrar of Voters’ Office or at an alternate site designated for early voting. You do not need a reason to vote early.
 - B. The early voting period is from 14 days to 7 days before each election, from 8:30 a.m. – 6:00 p.m. (except Sundays and legal holidays). If a legal holiday falls during the early voting period, early voting will begin one (1) day early.
 - C. Voters in nursing homes, veterans’ homes, or hospitals for extended stay for a physical disability may apply for the nursing home program to vote at a nursing or veterans’ home prior to the early voting period with the assistance of the Registrar of Voters’ Office.
- Visit www.GeauxVote.com to view additional information, including early voting locations and dates.

X. VOTE BY MAIL – ABSENTEE BY MAIL VOTING

- A. In Louisiana, you must have a reason to be eligible to vote absentee by mail, unless you meet an exception.
- B. Exceptions include the military and their spouses, overseas citizens, senior citizens, persons with disabilities, participants in the Department of State's Address Confidentiality Program, students and higher education instructors, clergy, persons hospitalized, persons temporarily absent from their parish, persons involuntarily confined, sequestered jurors, persons employed on state waters, and incarcerated persons who are not under an order of imprisonment for conviction of a felony.
- C. Senior citizens and persons with disabilities may apply for an automatic mail ballot. Visit www.GeauxVote.com to view specific requirements, additional information, and to download forms.

XI. STATE LAW PROHIBITIONS (La. R.S. 18:1461 et seq.)

- A. Voting or attempting to vote more than once in an election.
- B. Voting at the polls on election day if you have voted early or submitted your absentee by mail ballot.
- C. Copying or reproducing a voter registration application that has been submitted by an applicant, other than for the purposes of performing official duties relative to registration of voters as provided by law.
- D. Putting political signs, pictures, or other forms of political advertising within 600 feet of the entrance of the polling place on election day; or distributing campaign cards, pictures, or other campaign literature within 600 feet of the entrance of the polling place on election day. The only exception is for private property that is not being used as a polling place.
- E. Appearing at a polling place on election day in an intoxicated condition, or possessing any beverage of alcoholic content.
- F. Carrying or possessing a firearm at a polling place on election day, including if you have a concealed carry permit. The only exception is for a peace officer in the performance of their duties.
- G. Voting or attempting to vote knowing that you are not qualified, or influencing or attempting to influence another to vote knowing such voter is not qualified, or the vote is fraudulent.
- H. Voting or attempting to vote in someone else's name or in an assumed or fictitious name.
- I. Supplying a false answer or statement to an election official or in any document required by the Louisiana Election Code, or signing an election affidavit knowing it contains false or incorrect information.
- J. Forging someone's name or using a fictitious name on an affidavit or document required by the Louisiana Election Code.
- K. Signing another voter's name in the precinct register or early voting list.
- L. Voting if you have moved more than three months before an election to an address outside of the parish or if registered to vote in another parish or state.
- M. Bribery of an election official, which is offering money or anything of value or use, directly or indirectly, to any election official with regard to their official duties, or to engage in any form of intimidation to influence the actions or inactions of any election official with regard to their official duties.
- N. Attempting to influence an election official or watcher in the performance of their duties.
- O. Tampering with voting equipment, which includes unlawfully, directly or indirectly, possessing, tampering with, breaking, impairing, impeding or otherwise interfering with the maintenance, adjustment, delivery, use, or operation of any voting machine or with any paraphernalia connected with or appertaining to the machine.
- P. Assisting a voter and as the person assisting: (a) allowing a ballot to be seen, except as provided by law; (b) announcing the manner in which a person has cast their ballot; (c) placing a distinguishing mark on a ballot with intent to make the ballot identifiable; or (d) making a false statement concerning a voter's ability to mark a ballot without assistance.
- Q. Assisting a voter and, while doing so coerce, compel, or otherwise influence the voter to cast their vote in a certain way, or fail to mark the ballot or assist the voter in voting in the manner dictated by the voter.
- R. Transporting a voter to a polling place for anything of economic value; driving or being in charge of any motor vehicle being used to transport a voter to a polling place for anything of economic value. The only exceptions include a bus, taxi, or licensed transportation service.
- S. Giving or offering to give money or anything of value to influence a vote or to have a voter sign or not sign a petition.
- T. Intimidating, deceiving, or misinforming any voter or prospective voter in matters concerning voting or nonvoting.
- U. Remaining within any polling place or within a radius of 600 feet of the entrance of any polling place, except when exercising the right to vote, after having been directed by a commissioner or law enforcement officer to leave the premises or area of a polling place.
- V. Disobeying any lawful instruction of the commissioners or a law enforcement officer assisting at the polling place; without lawful authority, obstructing, hindering, or delaying any voter on their way to or while returning home from any polling place where an election is being held; or impede a voter from entering or exiting a polling place.

XII. FEDERAL LAW PROHIBITIONS (18 U.S.C. §241 and 52 U.S.C. §10307)

- A. No person, whether acting under color of law or otherwise, shall intimidate, threaten, or coerce, or attempt to intimidate, threaten, or coerce any person for voting or attempting to vote, or intimidate, threaten, or coerce, or attempt to intimidate, threaten, or coerce any person for urging or aiding any person to vote or attempt to vote, or intimidate, threaten, or coerce any person for exercising any powers or duties under federal law.
- B. Knowingly and willfully depriving, defrauding, or attempting to deprive or defraud the residents of Louisiana of a fair and impartially conducted election process by the procurement, casting, or tabulation of ballots that are known by the person to be materially false, fictitious, or fraudulent under the laws of the State of Louisiana in any election for Federal office.
- C. Conspiring to injure, oppress, threaten, or intimidate any person in the free exercise or enjoyment of the right to vote or because of their having so exercised the right to vote.

CONTACT INFORMATION

- A. TO REPORT FRAUD IN ELECTIONS:
 - 1. Contact the Louisiana Secretary of State’s Elections Compliance Unit toll-free: 1-800-883-2805;
 - 2. Contact the nearest office of the FBI; or
 - 3. Contact your local U.S. Attorney’s Office.

- B. TO REPORT A FEDERAL VOTING RIGHTS ACT VIOLATION, contact:

Chief, Voting Section, Civil Rights Division	Toll-free: 1-800-253-3931
Room 7254 - NWB	Telephone: 1-202-307-2767
Department of Justice	Fax: 1-202-307-3961
950 Pennsylvania Ave., N.W.	
Washington, DC 20530	

The Voting Rights Act of 1965 prohibits racial or language minority discrimination in voting.

- C. TO FILE AN AMERICANS WITH DISABILITIES ACT VIOLATION, contact:

United States Department of Justice	Toll-free: 1-800-514-0301
Voting Rights Division	1-800-514-0383 (TTY)

- D. TO FILE A HELP AMERICA VOTE (HAVA) COMPLAINT, for a violation of Title III, which contains minimum requirements for voting systems, provisional voting and required information for voters, computerized statewide voter registration lists, and requirements for first-time voters who register by mail, contact:

Commissioner of Elections	Toll-free: 1-800-883-2805
Department of State	
P.O. Box 94125 (8585 Archives Ave.)	
Baton Rouge, LA 70804-9125	

A complaint form can also be downloaded from the Louisiana Secretary of State’s website at www.GeauxVote.com. It must be in writing and notarized prior to filing with the Commissioner of Elections.