

# POLL WORKER TRAINING MANUAL



BOWIE COUNTY  
ELECTIONS DEPARTMENT



# WELCOME

A decorative banner featuring a central red stripe with white stars, flanked by blue stripes with white stars. The banner is set against a background of large, light blue stars.

Without you our election process would grind to a halt. We thank you for your help during Early Voting and/or on Election Day.

Working toward a successful election can be an exhilarating and exhausting experience with long hours and strict deadlines; it takes a serious commitment on your part. To ensure the integrity of each election, all election workers must be thorough, accurate, and attentive to the details involved in processing voters. Everyone makes mistakes, but please keep in mind that simple errors can undermine the election process. We are depending on you to be responsible and reliable.

The integrity of the election is a joint endeavor between you, as an election official, and our office. We are here to train you to the best of our ability and to serve as a resource during Early Voting and on Election Day. Your goal is to apply the knowledge that you learn from us and to protect the integrity of the election process. The integrity of the process relies on your ability to qualify voters, provide the correct ballot to each voter, assist voters as needed, maintain accurate records throughout the day, and complete all forms at the end of the day. Voting should be a pleasant experience, free from distraction and intimidation; it is a community act, a privilege that we share. Voters are welcome in the polling location and should be made to feel welcome by you.

This information that some may consider small or insignificant steps in our processing, is paramount to making sure that all elections are accurate and complete for all voters. In complying with the instructions, you will also be helping Elections Department personnel to rapidly and efficiently complete vote tabulations.

**Y'ALL ROCK!**



**THANK YOU FROM THE BOTTOM OF OUR HEARTS!**

**PAT, DONNA, CASSEY, MELISSA & RITCHIE**

# IMPORTANT INFORMATION

## IMPORTANT PHONE NUMBERS - BOWIE COUNTY

**Elections Department**

903-628-6809



903-628-6810

903-628-6706

903-628-6803

**Emergencies**

911

**Bowie County Sheriff**

903-628-6815

or

903-798-3149

**Bowie County Election's Website:**

<https://www.co.bowie.tx.us/page/bowie.Elections>

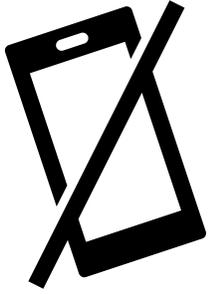


## IMPORTANT ADDRESSES - BOWIE COUNTY ELECTIONS

### Physical Address

710 James Bowie Drive  
New Boston, TX 75570





# ELECTRONIC DEVICES/MEDIA IN THE POLLING LOCATION



## ELECTRONIC DEVICES IN THE POLLING LOCATION

Bowie County has provided postings for the polling location that state:

- “Turn Off Cell Phone”
- “Notice – Prohibition of Certain Devices Within 100 Feet of Voting Stations”.

The postings were created for the following reasons:

- Any voter’s use of a personal wireless communication and recording device is **prohibited** within 100 feet of voting location including but not limited to cell phones, digital phones, cameras, phone cameras, and sound recorders, as prescribed by the Texas Election Code.
- Voters must put cell phones in silent mode.
- Cell Phones are only allowed if used by election officials and/or by persons employed in the building where the polling location is located.
- Taking pictures inside a polling location is prohibited.
- Please help us enforce these rules. If a voter has a concern about these rules, please call the Election’s Office so that he or she may talk with an Election Official.

## MEDIA IN THE POLLING LOCATION

- Media coverage is **not allowed** inside the polling location. They must stay outside the 100-foot distance marker.

# PEOPLE **ALLOWED** / **NOT ALLOWED** IN THE POLLING LOCATON

## PEOPLE **ALLOWED** IN THE POLLING LOCATION

- Election judge or clerk;
- A poll watcher;
- The Secretary of State;
- A staff member of the Elections Division of the Office of the Secretary of State performing an official duty in accordance with the Election Code;
- An election official, a sheriff, or a staff member of an election official or sheriff delivering election supplies;
- A person admitted to vote;
- A person providing assistance to a voter under Section 61.032 or 64.032;
- A person accompanying a voter who has a disability;
- A special peace officer appointed by the presiding judge under Section 32.075;
- The county chair of a political party conducting a primary election, as authorized by Section 172.1113;
- The county election officer, as defined by Section 31.091, as necessary to perform tasks related to the administration of the election; or person whose presence has been authorized by the presiding judge in accordance with the Election Code.
- State Election Inspectors – The Secretary of State (SOS) may appoint Election Inspectors to observe the conduct of an election. Inspectors must be permitted to observe all election poll workers' activities. Inspectors are not required to take the Oath of Election Judges and Clerks. Inspectors will have identification cards issued by the SOS. Supervisor/Judge must require inspectors to show their badges. The SOS inspector will be wearing a name tag that will also serve as their identification card. Anyone purporting to be an inspector who cannot produce identification as an inspector should not be permitted in the polling location.

# PEOPLE **ALLOWED** / **NOT ALLOWED** IN THE POLLING LOCATON CONTINUED.....

## PEOPLE **ALLOWED** IN THE POLLING LOCATION CONTINUED.....

- Children – Texas election law allows children under 18 to accompany their parents into a polling location.
- Field Techs – Field Techs are deputies of the Election Administrator who are allowed in the polling location to assist election workers with equipment. Field Techs are an extension of the Elections Department. Poll workers should comply with their requests/directives, respect their time, and treat them as you would any other Elections Official. Field Techs are required to wear an identification badge.

## PEOPLE **NOT ALLOWED** IN THE POLLING LOCATION

### PROTESTERS

- Protesters may appear **at** your polling location. Protesters **must** stay outside the 100-foot distance marker.
- If they refuse to abide by the electioneering laws of the Secretary of State, you may call the local police department if you are in the city limits or the Bowie County Sheriff's Department if you are outside the city limits.

# POLL WATCHERS

- **Appointment of Watcher** – Only an appointing authority may appoint a Poll Watcher. The appointing authority can be:
  - A candidate on the ballot
  - A campaign treasurer of a specific-purpose political action committee in an election on a measure.
  - A political party
  - A declared write-in candidate
  - Registered voters on behalf of an undeclared write-in candidate for elections where declaration is not required.
- **Eligibility** – The following are the eligibility requirements:
  - Watcher must be a registered voter of the territory covered by the election
  - Candidates are ineligible to serve as watchers
  - Watcher must not hold an elective public office
  - Watcher must not be an employee of an election judge or clerk serving at the same polling location.
  - Watcher must not be related within the second degree of blood or by marriage to an election judge or clerk serving at the polling location.



- **Certificate of Appointment** – The appointing authority must issue a Certificate of Appointment to the watcher.

## The certificate must:

- State the name, residence address, and voter registration certificate number of the watcher
- Identify the election for and the location at which the watcher has been appointed to serve.
- Be in writing and signed by the appointing authority and by the watcher
- Indicate the capacity in which the appointing authority is acting (i.e., candidate, political party, etc.)
- Include an affidavit executed by the poll watcher that the poll watcher will not have possession of any mechanical or electrical means of recording images or sound unless the poll watch disables or deactivates the device.



# POLL WATCHERS Continued.....

- **Presenting Certificate of Appointment** – The Poll Watcher must present the Certificate of Appointment to the Supervisor/Judge the first time the watcher reports for service. The watcher must then countersign the certificate. The certificate is retained at the polling location until voting at the polling location has concluded. [Sec.33.051(d)].
- **Signature comparison** – Supervisor/Judge **must** require the watcher to sign his/her name in their presence for signature comparison.
- **Statement of rejection** – If the watcher is not accepted by the Supervisor/Judge, the Certificate shall be returned to the watcher with a signed statement of the reason for rejection.
- **Number of Watchers** – During Early Voting, each appointing authority may appoint up to 7 watchers for each main or branch polling location. Up to 2 watchers appointed by the same authority may be on duty at the same polling location at the same time. On Election Day, each appointing authority may appoint up to 2 watchers for each vote center.
- **Hours of Service** – During Early Voting, a watcher serving may be present at the polling location at any time it is open and until completion of the securing of any voting equipment used at the polling location that is required to be secured on the close of voting each day. The watcher may serve when the watcher chooses. On Election Day, a watcher may begin service at any time after the judge arrives at the polling location and may remain at the polling location until the judge and the clerks complete their duties there. Poll watcher must remain in polling location or 5 consecutive hours before he/she is free to come and go. Judge has discretion to allow Poll Watcher to leave polling location to make short phone calls.
- **Observing general activity** – A watcher is entitled to sit or stand conveniently near the election officials conducting the observed activity.
- **Inspection of records** – A watcher must be permitted to observe all election activities performed by the poll workers and to inspect records prepared by election officials.



# POLL WATCHERS Continued.....



- Written notes** – A watcher is entitled to make written notes while on duty. If the watcher leaves the polling location, the Supervisor/Judge may require the watcher to leave these notes at the polling location with another person on duty, selected by the watcher, until the watcher returns to duty.
- Watcher may observe assistance of a voter by a poll worker** – A watcher is entitled to be present at the voting location when a poll worker is assisting a voter. The watcher is entitled to examine the ballot before the ballot is placed in the DS200 Scanner/Ballot Box to determine whether it is prepared in accordance with the voter’s wishes.
- Watcher may not observe independent assistance of a voter** – A watcher may not be present at the voting stations when the voter is marking the ballot or being assisted by a person other than a poll worker.
- Watcher may not converse with poll workers with exception** – A watcher may not converse with the poll workers regarding the election, except to call attention to a Supervisor/Judge and or clerk to an irregularity or violation of law. If a watcher points out to a clerk an irregularity and the clerk refers the watcher to the Supervisor/Judge, the watcher may not discuss the matter further with the clerk unless the Supervisor/Judge invites the discussion.
- Watcher may not converse with voter** – A watcher may not converse or communicate in any manner with the voter regarding the election.
- Watcher must wear a form of ID prescribed by the SOS** – A watcher is required to wear an identification badge provided by the election official upon being accepted for service.



# ELECTIONEERING AND PROTESTING



**Electioneering Prohibited** – During the time a polling location is open for the conduct of voting, a person may not electioneer for or against any candidate, measure, or political party in or within 100 feet of an outside door through which a voter may enter the building or structure in which the polling location is located.

**Examples of Electioneering** – Candidates and proponents of various viewpoints use campaigns to spread their messages to voters and urge people to vote for them or their issues. Some candidates hand out cards or pamphlets while others park vehicles in parking lots with signs posted on them. Some people lobby for or against an issue. Carrying signs and/or wearing political logo T-shirts, buttons or other campaign-related items within the 100-foot legal boundary is considered electioneering.

## 1. Allowed within 100-feet (not considered electioneering):

- Voters are permitted to bring written materials into the voting location to reference, but the voter must remove them from the voting station. Election workers should periodically check around each voting station for any campaign materials left behind and dispose of them immediately.
- Exit surveyor, may be within the 100' marker if they only speak with willing voters exiting the location.

## 2. Not allowed within 100-feet:

- Electioneering is prohibited within 100 feet of the entrance to the building where either Early Voting or Election Day voting is being conducted.
- Supervisors/Judges, Clerks, State or Federal Inspectors, Peace Officers and Poll Watchers must wear name tags or official badges while on duty in the polling location to indicate the person's name and title.
- Except for the individuals listed above, a person may not wear a badge, insignia, emblem or other similar communicative device relating to a candidate, measure or political party.

# ELECTIONEERING AND PROTESTING

## Continued.....



### 3. Not allowed within 1,000 feet of the building in which a polling location is located.

- Any person using a prohibited sound amplification device, such as a megaphone or speaker system, for making a political speech, electioneering for or against any candidate, measure, or political party.

### 4. When someone is in violation of the electioneering law:

- The Supervisor/Judge has the responsibility to ensure safe, confidential voting in the polling location and may ask a disruptive person to leave.
- Politely remind them of the Electioneering Law and ask them to conduct their electioneering Beyond the 100-foot marker.
- If the person is a voter, he/she must be given the opportunity to vote before removal from the polling location.
- Call the Elections Office at 903-628-6810 with any concerns.
- If they refuse to abide by the electioneering laws of the Secretary of State, you may call the local
- Police department if you are in the city limits or the Bowie County Sheriff's Department if you are outside the city limits.

## PROTESTERS

- Protesters may appear at your polling location. Protesters must stay outside the 100-foot distance marker.
  - ❖ If there is refusal to abide by the electioneering laws of the Secretary of State, you may call the local police department if you are in the city limits or the Bowie County Sheriff's Department if you are outside the city limits.
  - ❖ Electioneering is an offense if conducted within 100 feet of an outside door. A person commits a Class C misdemeanor if this prohibition against electioneering is violated.

# SERVING VOTERS WITH DISABILITIES



## Serving voters who are blind or have low vision

- Don't touch, pet, or distract an assistive animal.
- Greet the person by telling them who and where you are.
- Provide a guiding device such as a ruler or card for signing forms.
- Offer to explain how the accessible machines work.
- If the voter needs assistance getting to the voting booth, guide them by voice or by offering your arm. Do not touch the individual without asking
- Offer assistance but allow individuals to cast votes independently if they prefer.

## Serving voters who are deaf or have hearing impairments

- Don't shout at a person who is deaf
- Some voters read lips. Keep good eye contact and don't chew gum.
- Keep pen and paper for voters who may be able to communicate by passing notes.
- Understand that some voters will require a sign language interpreter.
- If voter is using a sign language interpreter, maintain eye contact with the voter directly, not their interpreter.

## Serving voters with speech impairments

- Ask someone you don't understand to repeat what they said.
- Don't pretend to understand what someone says or complete someone's sentences.

## General tips

- Assume competence and treat every voter with respect.
- Be patient to those who need extra time to communicate or cast their ballot.
- Offer assistance, but don't begin to assist someone before asking if they want help.
- If you don't know what type of assistance someone needs, just ask.
- Inform people of right to use an accessible machine.
- Allow voters with disabilities to receive assistance from any person of their choice (besides their employer or union representative).
- Remember that some disabilities are invisible.
- Don't question a person about their disability.
- Offer curbside voting to someone having trouble getting into polling location.

## Serving voters W/wheelchairs or mobility limitations

- Don't start pushing a wheelchair without first asking if assistance is needed
- Sit while talking to someone in a wheelchair, so they don't have to look up.
- Don't lean or hang on someone's wheelchair
- Don't offer to carry someone upstairs or into an inaccessible space
- Provide a place to sit or line preference for individuals who cannot stand for a long time.

# EMERGENCIES IN THE POLLING LOCATION

The Bowie County Elections Office has established a Secure Plan for potential disaster(s) that could take place during an election.



If your polling location is inaccessible or has lost power, you must contact the Bowie County Elections Administrator (903) 628-6810 immediately. An Elections Official will arrive at your location as soon as possible to assist in a secure protocol that has been set forth and approved by the State to ensure the safety of the election, election staff and voters.

**FOR ALL OTHER EMERGENCIES CALL 911**





# VOTING SECURITY CONCERNS



You may encounter voters who ask questions or express distrust about voting. Please remember the following things when addressing a voter with security concerns.

1. Stay positive and professional. Behaving defensively or in a confrontational manner will only focus more negative attention on the equipment. A voter with concerns is not criticizing you but rather questioning the equipment that Bowie County is Utilizing for voting.
2. Listen to the voter's concerns, but do not let the voter delay others from voting. A concerned voter just wants to express an opinion, and you are the most logical outlet. If you have voters waiting to vote, ask the voter to step aside for your conversation so that others may continue.
3. Explain to the voter that:
  - ✓ Neither the ExpressVote nor DS200s are networked.
  - ✓ They have only an AC power cord that connects them.
  - ✓ In addition, our election programming and tabulation computer system at the county is not networked. We have a stand-alone computer that is in a locked room. As the system is not on a network, no one can hack into the system from the outside.
  - ✓ The equipment is certified by the federal government, as well as the State of Texas. It is also run through a battery of tests at independent labs that are certified by the government.
4. If nothing satisfies the voter, you can offer the voter a chance to talk with the Elections Administrator by calling the Elections Department (903-628-6810).
5. If the voter become disruptive, the Supervisor/Judge has the authority to have that person removed from the premises for causing disruption the polling location.

# ACCEPTABLE FORMS OF ID

- Texas Law (SB 5) requires voters to show approved photo identification when voting in person. Texas Law allows voters with a reasonable impediment to obtain photo ID to present an approved supporting identification. These voters **must** also complete a Reasonable Impediment Declaration.
- The approved photo identification (List A) must be current or have expired no more than 4 years before being presented for voter qualification at the polling place (for voters age 18-69 years). A voter aged 70 years or older may use approved List A photo identification, no matter how long it has been expired.
- Remember: An Election Official MAY NOT swear to the personal knowledge of the voter's Identity. Always call the Judge's Hotline if there are questions concerning the type of ID a voter is presenting at your poll site.

# ACCEPTABLE FORMS OF ID

## SB PHOTO ID (LIST A)

- TX Driver License
- TX Personal Identification Card
- License to Carry a Handgun/Concealed Handgun Licenses
- Election Identification Certificate (EIC)
- US Passport or Passport Card
- US Certificate of Citizenship or Naturalization (does not expire)
- United States Military Identification Card containing the person's photograph (Multiple forms; acceptable forms must be federal, military, and contain a photo).

## ACCEPTABLE SUPPORTING ID (LIST B)

- Copy or original of a government document that shows the voter's name and an address, including the voter's voter registration certificate.
- Copy of or original current utility bill
- Copy of or original bank statement
- Copy of or original government check
- Copy of or original paycheck
- Copy of or original of (a) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

**Examples of other government documents showing voter's name and address that CAN be accepted. (Must be original if it contains a photo):**

- Driver's licenses from other states
- ID cards issued by federally recognized Native American tribes
- DPS receipts not containing a photograph
- Texas DPS-issued driver licenses or personal ID cards more than 4 years expired (remains a LIST A ID if the voter is 70 or above).

**Examples of other government document that can NOT be accepted:**

- Social Security cards
- Public college or university IDs without an address
- State/Federal employee IDs without an address
- Library cards without an address

***NOTE: Address printed on ID does not have to match the address listed in EPOLLBOOK. A voter without a valid ID should be offered a provisional ballot. No voter should be turned away from the polls for failing to provide a valid ID.***

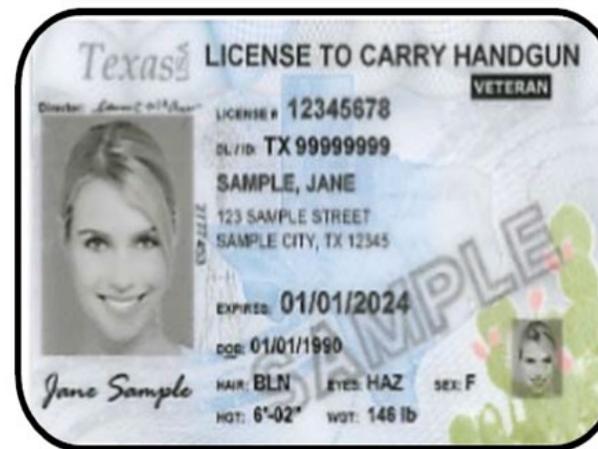
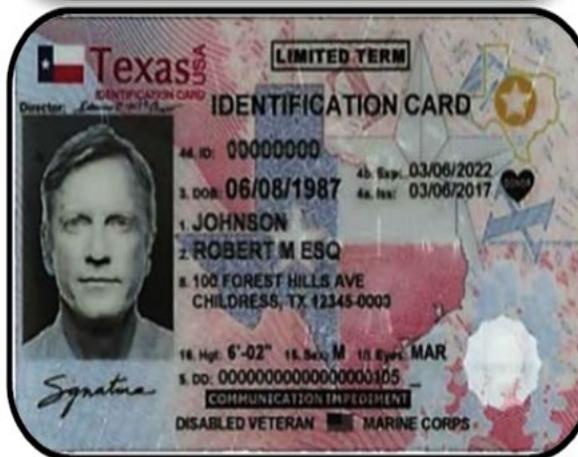
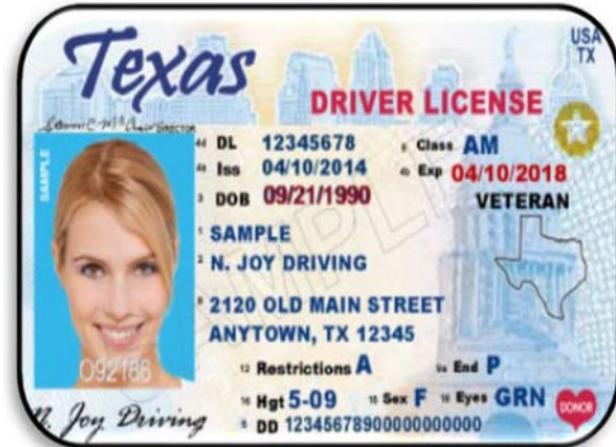
# ACCEPTABLE FORMS OF IDENTIFICATION EXAMPLES

TX DRIVER LICENSE

TX PERSONAL IDENTIFICATION

TX HANDGUN LICENSE

TX CONCEALED HANDGUN



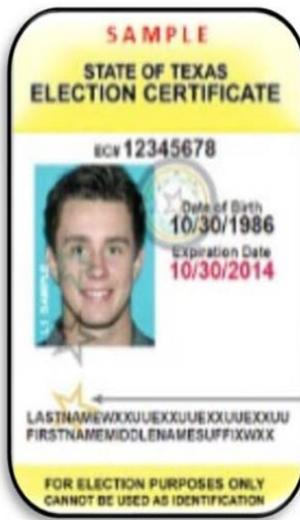
# ACCEPTABLE FORMS OF IDENTIFICATION

## EXAMPLES continued....

U.S. PASSPORT CARD AND BOOK



TX ELECTION IDENTIFICATION



U.S. CITIZENSHIP OR NATURALIZATION CERTIFICATE – Do not expire



A standardized size of 8 ½ by 11 inches Digitized approval signature

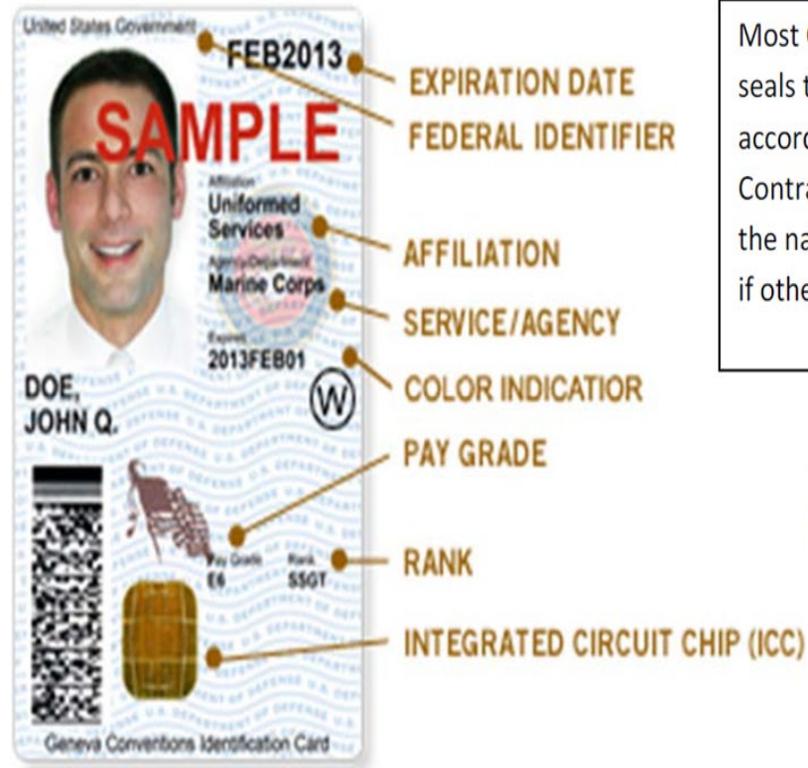
Watermark within paper

Background featuring multi-color ink

# ACCEPTABLE FORMS OF IDENTIFICATION

## EXAMPLES continued....

DEPARTMENT OF DEFENSE (DOD) COMMON ACCESS CARD (CAC)

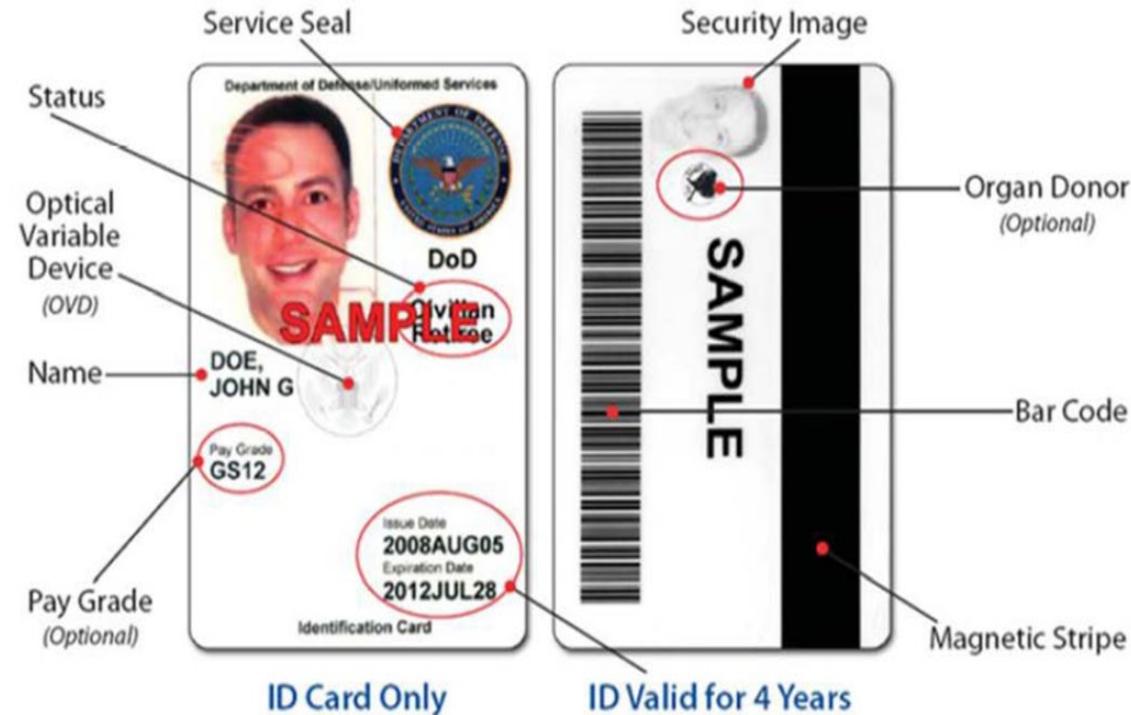


Most CACs are similar in appearance. The seals to the right of the picture will change according to branch of service. Contractors will have a green bar across the name, which will be sufficient for use if other qualifications are met.



DEPARTMENT OF DEFENSE CIVILIAN RETIREE ID CARDS

### Cards Will Be Chipless, Plastic IDs



# ACCEPTABLE FORMS OF IDENTIFICATION

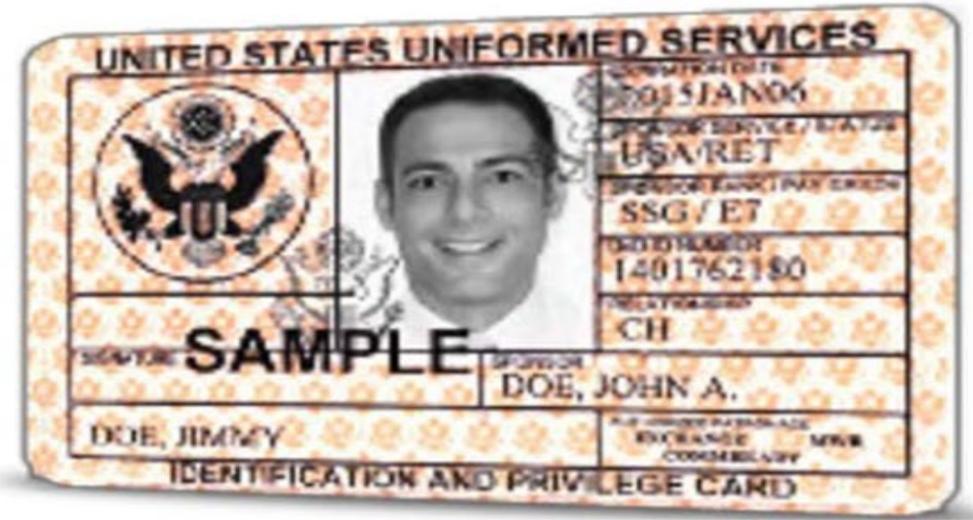
## EXAMPLES continued....

**Green** – Generally for members of the Individual Ready Reserves and Inactive National Guard

**Blue** – Generally for retiree and members on Disability Retired Lists.

**Pink** – Generally for retired members of the Reserves and National Guard under the age of 60 and certain dependents.

**Orange** – Generally for certain dependents (active duty), Medal of Honor recipients, disabled veterans, and others.



**VETERANS AFFAIRS OR VETERAN HEALTH IDENTIFICATION CARD – Do not expire**



# ACCEPTABLE FORMS OF IDENTIFICATION EXAMPLES

## continued....

### VOTER REGISTRATION CERTIFICATE

Although a Voter Registration Certificate alone is no longer a valid form of “List A” ID (unless it is marked with an “E” after the VUID), you may still use the certificate number to look up voters in Touchpad.

CHRISTOPHER J. DAVIS  
Elections Administrator  
P.O. Box 209  
Georgetown, TX 78627  
(512) 943-1630  
www.wilco.org/elections

Secretary of State's Office  
Elections Division  
1-800-252-VOTE (8683)  
www.sos.state.tx.us

RETURN SERVICE REQUESTED

**VOTER REGISTRATION CERTIFICATE**  
(Certificado de Registro Electoral)

WILLIAMSON COUNTY (Condado de Williamson)

VUID (VUID)	Gender (Sexo)	Valid From (Válido desde)
1095934179	M	01/01/2020
Year of Birth (Año de Nacimiento)	Prec. No. (Dist. Pobl.)	Exp. Date (Fecha)
1965	331	12/31/2021

Name and Permanent Residence Address (Nombre y dirección residencial permanente)

DILLY GENT VOTER  
100 ANYWAY DR  
GEORGETOWN TX 78628

VOTER MUST PERSONALLY SIGN HIS/HER NAME IMMEDIATELY UPON RECEIPT, IF ABLE  
(El votante debe firmar este boleto personalmente al recibirlo, si puede.)

U.S. REP. (Rep. Federal)	STATE SEN. (Sen. Estatal)	VOTE REP. (Rep. Estatal)	COMM. PCT. (Com. Pobl.)	J.P. PCT. (J.P. Pobl.)
52	16	2	4	4
SCHOOL DIST. (Dist. Escolar)	CITY (Ciudad)	CONSTITABLE (Alcalde)		
GT	1	1		

Name and Mailing Address (Nombre y dirección de correo)

DILLY GENT VOTER  
100 ANYWAY DR  
GEORGETOWN TX 78628

1234567

### VOTER REGISTRATION CERTIFICATE W/DISABILITY EXEMPTION

Some voter registration certificates may indicate a disability exemption notation. These voters are exempt from the requirement to present a valid form of photo identification. Voters with this notation have applied for this permanent exemption at the Elections Department offices in Georgetown and have provided the required documentation specified in SB5 from either the U.S. Social Security Administration or the U.S. Department of Veterans Affairs. Voters who obtain this exemption can vote by presenting a voter registration certificate reflecting this exemption. The voter must present their Voter Registration Certificate with the (E) notation at the polls to claim this exemption.

CHRISTOPHER J. DAVIS  
Elections Administrator  
P.O. Box 209  
Georgetown, TX 78627  
(512) 943-1630  
www.wilco.org/elections

Secretary of State's Office  
Elections Division  
1-800-252-VOTE (8683)  
www.sos.state.tx.us

RETURN SERVICE REQUESTED

**VOTER REGISTRATION CERTIFICATE**  
(Certificado de Registro Electoral)

WILLIAMSON COUNTY (Condado de Williamson)

VUID (VUID)	Gender (Sexo)	Valid From (Válido desde)
1095934179 E	M	01/01/2020
Year of Birth (Año de Nacimiento)	Prec. No. (Dist. Pobl.)	Exp. Date (Fecha)
1965	331	12/31/2021

Name and Permanent Residence Address (Nombre y dirección residencial permanente)

DILLY GENT VOTER  
100 ANYWAY DR  
GEORGETOWN TX 78628

VOTER MUST PERSONALLY SIGN HIS/HER NAME IMMEDIATELY UPON RECEIPT, IF ABLE  
(El votante debe firmar este boleto personalmente al recibirlo, si puede.)

U.S. REP. (Rep. Federal)	STATE SEN. (Sen. Estatal)	VOTE REP. (Rep. Estatal)	COMM. PCT. (Com. Pobl.)	J.P. PCT. (J.P. Pobl.)
52	16	2	4	4
SCHOOL DIST. (Dist. Escolar)	CITY (Ciudad)	CONSTITABLE (Alcalde)		
GT	1	1		

Name and Mailing Address (Nombre y dirección de correo)

DILLY GENT VOTER  
100 ANYWAY DR  
GEORGETOWN TX 78628

1234567

Use voter certificate numbers whenever possible. The voter certificate number is the 3-7-digit number shown below the government codes.

# HELPFUL INFORMATION ABOUT ID

## **DUPLICATE CERTIFICATES**

If a voter presents two voter registration certificates with all the same information but different Certificate numbers, use the certificate with the lower registration number. If possible, the Supervisor/Judge should write “Duplicate” on the certificate with the higher registration number, ask the voter to sign the back of the certificate, take the certificate from the voter, and return it to the Elections Department in the File Pocket. If the voter refuses to surrender the duplicate card, the Supervisor/Judge should suggest that the voter contact the Elections Department to cancel the duplicate certificate.

## **TEMPORARY EXEMPTIONS**

Voters who have a consistent religious objection to being photographed or voters who do not have a valid form of photo ID as a result of being a victim of a natural disaster as declared by the Governor of Texas or the President of the United States occurring not more than 45 days prior to appearing at polls, may vote a provisional ballot at the polling location. The voter must appear at the Elections Office in New Boston within six (6) calendar days after the election to sign an affidavit swearing to the religious objection or natural disaster, for the ballot to be counted.

## **SIX DAY CURE PERIOD**

If a voter does not present a valid photo ID, he or she must be offered a provisional ballot. For the ballot to be counted, the voter must then appear at the Elections Office within six days following Election Day to show an acceptable ID or apply for an exemption. All voters who cast a provisional ballot because they did not present a valid ID must be informed of the cure period and given the proper notices as described under provisional voting procedures. NOTE: A voter that does not present a valid ID may also choose to leave the polling place to obtain a valid ID and return with the acceptable ID to cast his or her ballot.

7-30  
Prescribed by Secretary of State  
Section 127.156, 65.013, Texas Election Code  
02/2020

**BOWIE COUNTY  
REGISTER OF OFFICIAL BALLOTS**

Election Title: \_\_\_\_\_ Location Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Ballot Scanner Identification Number(s): \_\_\_\_\_ BCEO# \_\_\_\_\_

**INSTRUCTIONS:** This is the most important form completed by the ELECTION JUDGE!  
Please fill in each of the lines below and sign the form. Direct each clerk and up to two poll watchers (if present) to sign the form. File each copy of this form in the appropriate locations as directed below.

	Initial Ballots Issued	Supplemental Ballots Issued
<b>A. Number of Blank Ballots Received</b>		
<b>B. Public Count of voted ballots from Ballot Scanner Results Tape</b>		
<b>C. Number of voted Provisional Ballots</b> The number of voted Provisional Ballots sealed in Affidavit Envelopes. This number should match the total number of names on the List of Provisional Voters.		
<b>D. Number of Spoiled Ballots + Number of Thrown Out Ballots + Unused blank ballots signed by the Election Judge</b> The number of ballots recorded on the "Register of Spoiled Ballots" form and placed in "Envelope for Spoiled Ballots" + the number of Thrown Out Ballots that were placed in the "Envelope for Thrown Out Ballots" + any unused blank ballots signed by the Election Judge but not issued to voters.		
<b>E. Number of Unused Ballots</b> Prepare unused ballots for transfer to the general custodian of records.		
<b>F. Total number of ballots accounted for</b> (Add Lines B + C + D + E) If this number is higher than Line A, the ballots are to be transferred to the Central Counting Station to be counted.		
<b>G. Total number of ballots unaccounted for</b> (Line A minus Line F, include Supplemental Ballots issued, if applicable) Regular ballots issued but not deposited into the ballot box.		
<b>H. Total number of names on the Poll List or Combination Forms or ePollbook.</b> Record the total number of voters who received ballots including Provisional Voters.		
<b>I. Number of Ballots in the transfer case</b> (Line H minus Line G) If there is a difference of 4 or more between this line and line G, the ballots are to be transferred to Central Counting Station to be counted.		

Record the serial numbers of the seals used on each end of the (Ballot Box) : Seal # \_\_\_\_\_  
Seal # \_\_\_\_\_

**AFFIDAVIT**  
We, the undersigned election officials, do hereby certify that all voted ballots were placed in the ballot box(es) to be transferred to the central counting station.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Presiding Judge: \_\_\_\_\_ Clerk: \_\_\_\_\_  
Alternate Judge: \_\_\_\_\_ Clerk: \_\_\_\_\_  
Poll Watcher (if present): \_\_\_\_\_ Clerk: \_\_\_\_\_  
Poll Watcher (if present): \_\_\_\_\_ Clerk: \_\_\_\_\_

White Copy (Envelope #1) - Gold/Yellow Copy (Unused ballots) - Pink Copy (Election Judge)



**KEEP CALM**



# ELECTION FORMS & ENVELOPES

**INSTRUCTIONS for Voting by Mail on Ballot**  
(SEE COVER FOR MORE INFORMATION)

For persons whose names appear on the list of voters who registered to vote by mail.

**STATEMENT OF RESIDENCE**  
CONFIANZA DE RESIDENCIA PERMANENTE

Last Name (as on voter registration card) \_\_\_\_\_  
First Name \_\_\_\_\_  
Middle Name (if any) \_\_\_\_\_  
Date of Birth (month, day, year) \_\_\_\_\_

Residence Address: Street Address and Apartment Number, Box Number, City, State, and Zip \_\_\_\_\_  
County (describe where the residence is located) \_\_\_\_\_  
Mailing Address: Address, City, State, and Zip \_\_\_\_\_  
City and County of Former Residence (if Texas) \_\_\_\_\_  
City and County of Current Residence (if Texas) \_\_\_\_\_  
Telephone Number (Optional) (include area code) \_\_\_\_\_

I have not moved since the last time I voted by mail.  
 I have moved since the last time I voted by mail. I have provided my new address on the back of this ballot.

I have not moved since the last time I voted by mail. I have provided my new address on the back of this ballot.

I have moved since the last time I voted by mail. I have provided my new address on the back of this ballot.

Date: \_\_\_\_\_

Records of  
Election held on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
in Election Precinct No. \_\_\_\_\_  
County, Texas

**ENVELOPE 3**

To: Presiding Judge

Enclose:

- 1. Precinct Election Returns (M100 report)
- 2. Combination Form (pink copy)
- 3. Register of Official Ballots (pink copy)
- 4. List of Provisional Voters (pink copy)
- 5. Statement of Compensation Form (pink copy)

AW7-15b  
Prescribed by Secretary of State  
Section 64.008, Texas Election Code  
1/2012

**SECRECY ENVELOPE (Sobre Secreto)**

Fold and seal ballot in this envelope and then seal in the provisional ballot envelope.  
(Doble y selle su boleta en este sobre. Luego selle en el sobre de boleta provisional.)

**KEEP CALM  
AND  
CHECK YOUR SOURCES**

# STATEMENT OF COMPENSATION AND OATHS (ELECTION DAY)

**BOWIE COUNTY, TEXAS** LOCATION NO.

**ELECTION DAY PAYROLL FORM and OATH**

DATE: **GENERAL/JOINT ELECTION** 11/8/2022

This is a Legal Document that will be filed with the County Auditor. Print neatly in ink and fill out only the shaded areas. The Statement of Officer **MUST** be completed prior to taking the constitutional oath of office.

**STATEMENT OF OFFICER:** "I do solemnly swear (or affirm) that I have not directly or indirectly paid, promised to pay, contributed or promised to contribute any money, or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever case may be, so help me God.

**CONSTITUTIONAL OATH OF OFFICE:** I do solemnly swear (or affirm), that I will faithfully execute the the duties of the office of, Election & Alternate Judge and Voting Clerks, of the State of Texas, and will to the best of my ability to preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

**CERTIFICATION OF ELIGIBILITY TO SERVE AS AN ELECTION OFFICIAL:**  
 I am a registered voter of Bowie County, Texas or a Student Election Clerk,  
 I am not an elected public officer (Precinct Chair is not considered a public office),  
 I am not a candidate for a public office or an opposed Precinct Chair in the current election,  
 I am not an employee or relative of any opposed candidate in the current election, and  
 I am not a campaign treasurer or manager of a candidate in the current election.

DATE	Description	Time In	Time Out	Time In	Time Out	Total Hours
	ELECTION DAY					
	TRAINING HOURS					
	ADDITIONAL HOURS					

\*Hourly wage for PRIMARY Election Workers: Presiding Judge - \$12.00; Alternate Judge and Clerks - \$10.00

PICKUP AND DELIVERY FEE - Put your portion of \$25.00 (May be split) \$

WERE YOU THE PRESIDING ELECTION JUDGE? Yes  No

Did you attend County Training or complete the Online Law Course? \* Yes  No

ARE YOU BILINGUAL? Yes  No  Language?

CERTIFICATION: Under penalties of perjury, I certify that: (1) the number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and (3) I am a U.S. citizen or other U.S. person. I also certify that I have taken the above OATH. I am eligible to serve as an Election Official, and my information and hours worked are accurate.

SIGNATURE:  DATE:

PRINTED LEGAL NAME:

PRINT ADDRESS:

CITY, STATE, ZIP:

PRINT EMAIL:

PHONE #:  SOCIAL SECURITY #:

IS THIS A NEW ADDRESS? Yes  No

I state that the above is a true and correct statement of the name, address and hours served of the above named Election Official conducting the above named election and of the other expenses incurred in this election.

SIGNATURE OF PRESIDING JUDGE:

**STOP! Leave everything below this line blank for the office to complete!**

Total Hours:	<input type="text"/>	X	\$ <input type="text"/>	\$ <input type="text"/>
Delivery Fee:	<input type="text"/>		\$ <input type="text"/>	\$ <input type="text"/>
Additional Hours:	<input type="text"/>	X	\$ <input type="text"/>	\$ <input type="text"/>
<b>TOTAL INVOICE:</b>			\$ <input type="text"/>	\$ <input type="text"/>
			490-111	

APPROVAL  BUDGET LINE TO CHARGE

## DESCRIPTION OF FORM:

Legal size, 3-part form with white, yellow and pink copies.

## WHEN IS IT USED?

Election Day

## WHERE DOES IT GO?

White and yellow copies go in Yellow envelope #2 and pink copy goes in Pink envelope #3

## FORM INSTRUCTIONS:

- **LEGIBLY** fill-in information in all fields of the form.
- Clearly indicate all hours worked including the time used for set-up, if applicable.
- All Election workers **MUST** sign in the signature box and must include their contact information in case there are any questions.
- The Presiding Judge **MUST** sign the bottom of the form affirming all information.



# Election Day – Opening Polling Place Checklist

Prescribed by Texas Secretary of State  
Section 66.004, Texas Election Code  
2/2022

RETURN THIS FORM IN THE  
YELLOW ENVELOPE # 2

## Election Day – Opening the Polling Place Checklist

### Cell Phone in Polling Place:

- Turn on designated cell phone(s) to communicate with the authority conducting the election.
- Keep a list of important contacts readily available (if applicable).

**Note:** Cell phones in the polling place can ONLY be used for official election purposes.

### Required Postings:

The following forms must be provided to post at your polling place prior to opening the polls. Forms are subject to change and additional forms may be created to post in accordance with Texas election laws or court orders.

ALL postings must be visible to the voter. Place each posting in its required area if instructed by your authority conducting the election. Pay close ATTENTION as you are positioning the postings and ensure that they are placed where they can be viewed at all times and not hidden by doors when propped open/closed. Instruction posters must be printed in English, Spanish, and any other required languages; if separate posters are used, you must post the postings side by side (see Texas Election Code 272.005(a)).

Legally required postings are noted with an asterisk \*.

- Notice of Total Number of Voters Who Have Voted\* (see Texas Election Code 61.007(c))
- Precinct(s) / Vote Centers Vote(s) Here
- Map of Voting Precinct(s) / Map of Polling Places
- Notice of Voting Order Priority\* (see Texas Election Code 63.0015)
- Notice of Prohibition of Handguns in the Polling Place (see Texas Penal Code 46.03(a), 46.15)
- Notice of Prohibition of Certain Devices within 100 Feet of Voting Station\* (see Texas Election Code 61.014, 62.011)
- Distance Marker\* / No Electioneering or Loitering within 100 feet of the entrance to the polling place (see Texas Election Code 61.003, 61.004, 62.010)
- Voter Instruction Poster\* (see Texas Election Code 62.011(a)-(f)) – Poster must contain certain information in each voting station and one or more other locations in the polling place where it can be read by persons waiting to vote.
- Sample Ballot(s) / Vote Centers: Bedsheet (see Texas Election Code 62.012)
- List of Declared Write-In Candidates\* (if applicable, post near sample ballot and in each voting station)
- Notice of Acceptable Identification Poster (see Texas Election Code 62.016) – Posted in a prominent place on the outside of the polling place
- Voter Information Poster\* (see Texas Election Code 62.0115)
- Voter Complaint Information Poster\* (see Texas Election Code 62.0112)
- Vote Here Signs\* (In order to direct voters to the polling place from the street)
- Signs for Parties (Primary Election Only)
- Certificates of Party Affiliation (Primary Election Only) (Texas Election Code 162.009)
- Post any other additional signs provided by the authority conducting the election.

### Setting up

Follow the directions from the authority conducting the election about how to set up each piece of equipment. If you do not have instructions on how to set up your equipment, notify your authority conducting the election as soon as possible.

- Set up the DS200
- Set up the EPOLL Books & Printers
- Set up the ExpressVote, this includes setting up the Curbside ExpressVote & Cart
- Arrange the Privacy Divider around the ExpressVote.
- Make disability tools readily available. (see headphones)

### Preparation of Voting Station(s):

- Arrange the voting stations so that they are spaced appropriately.
- Plug in, turn on and sign into all equipment.
- Be sure to tape down any cords so they are not a safety hazard to the public.
- Set up privacy dividers around each station.

**Preparation of Ballot Box:** Follow the directions from the authority conducting the election about how to set up each piece of equipment. If you do not have instructions on how to set up your equipment, notify the authority conducting the election.

### Ballot Box (DS200)

- Place the DS200 at an appropriate distance from ballot marking stations and toward the exit door.
- Verify seals

### Forms Used to Conduct the Election

- Statement of Residence
- Reasonable Impediment Declaration Form
- Combination Form
- Oaths of Assistance and Interpreter
- Information of Person That Provided Transportation to Seven or More Voters for Curbside Voting Form

Prescribed by Texas Secretary of State  
Section 66.004, Texas Election Code  
2/2022

RETURN THIS FORM IN THE  
YELLOW ENVELOPE # 2

### Forms Used to Conduct the Election CONTINUED.....

- Affidavit of Provisional Voter Envelope
- Notice to Provisional Voter
- Notice to Provisional Voter for ID Voters
- Secrecy Envelopes
- Request to Cancel Ballot by Mail for Use in the Polling Place
- Standard Affidavit
- "I Voted" Stickers
- Chain of Custody Form(s)
- Statement of Compensation and Oaths / Timesheets
- Oaths
- Election Official Name Tags
- Poll Watcher Name Tags
- Register of Official Ballots
- Ballot and Seal Certificate
- Combined Register of Official Ballots / Ballot and Seal Certificate (if applicable)
- Register of Spoiled Ballots
- Registration Omissions List
- List of Provisional Voters
- Secure Pack "Red White & Blue" (For Central Court)
- Envelope #1 (For Central Court) (see Texas Election Code 66.022, 66.003)
- Envelope #2 (For General Custodian of Election Records) (see Texas Election Code 66.021, 66.003)
- Envelope #3 (For Presiding Judge) (see Texas Election Code 66.004, 66.003)
- Envelope #4 (For Voter Registrar) (see Texas Election Code 66.0241, 66.003)
- Envelope for Spoiled Ballots
- Envelope for Requests and Cancelled Ballots

Filing election paperwork is crucial to ensure effective record keeping for the general custodian of election records and the presiding judge. MAINTAIN YOUR PAPERWORK THROUGHOUT THE DAY TO HELP WITH RECONCILIATION AT END OF THE NIGHT. All paperwork should be filed in the appropriate return envelope. (SEE "FORMS INSTRUCTIONS" IN THE POLL WORKER TRAINING MANUAL)

### Preparation of Check-In Station(s):

- Place the check-in table so that it is easily seen when voters enter the polling place. Consider the placement of the check-in tables as though there is a line of voters waiting.
- Designate a location where you can keep all of your important paperwork secured and organized. This area should not be accessible to voters.

**ePollbook:** Follow instructions provided by the authority conducting the election. The order may be different for each voting system vendor.

- Remove ePollbook, all printers and wires from case.
- Connect the wires to the ePollbook (see details in Poll Worker Training Manual)
- Position and tie together your ePollbook and printer cords neatly.
- Find your surge protector and plug into the nearest power outlet.
- Plug the ePollbook and printers into the surge protector provided; position cords to keep a safe work environment.
- Turn the surge protector power button on.
- Hotspot/WIFI

See "Setting up the Mi-FLI (Secure WIFI)" Details on Pg. 14 of the Poll Worker Training Manual

- Plug in and turn ON Printer (Hold the power button down until it beeps)
- Once your ePollbook is connected to all of its devices, follow your election authority's instructions to power on. (If you experience any technical issues, contact your authority conducting the election.)
- Log into EPollbook using assigned logins and passwords.
- Ensure all scanning lights are properly functioning.
- Prepare the ballot stock for voting.
- Judge must sign or stamp his or her FULL signature on back of each ballot.
- Ensure all forms are accessible for the clerk to provide to the voter(s) as needed

**Supplies for Curbside Voting:** Follow the instructions provided by the authority conducting the election for curbside set-up procedures. (If you experience any issues, contact your authority conducting the election.)

- Clipboard
- Express Vote Curbside Cart
- Marking device (pen)
- Combination Form (for Voter Signature)
- SECRECY ENVELOPE

Open the polls. The official time to open the polls to check in the first voter is at 7:00 a.m. Thank you for serving and you are now ready for your first voter!

I \_\_\_\_\_, Presiding Judge, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

certify that \_\_\_\_\_ polling place complies with all applicable laws and procedures according to the above checklist.

Signature of Presiding Judge

Printed Name of Presiding Judge

Signature of Alternate Judge

Printed Name of Alternate Judge

## DESCRIPTION OF FORM:

(2 pages FRONT & BACK)

Yellow – Legal size

## WHEN IS IT USED?

Election Day

## WHERE DOES IT GO?

Yellow Envelope #2 (General Custodian)

**NOTE:** This Checklist is not optional. Must be completed and signed by the Election Judge & Alt. Judge.

# Election Day – Closing Polling Place Checklist

## DESCRIPTION OF FORM:

(2 pages FRONT & BACK)

Yellow – Legal size

## WHEN IS IT USED?

Election Day

## WHERE DOES IT GO?

Yellow Envelope #2 (General Custodian)

**NOTE:** This Checklist is not optional. Must be completed and signed by the Election Judge & Alt. Judge.

Prescribed by Texas Secretary of State  
Section 66.004, Texas Election Code  
2/2022

RETURN THIS FORM IN THE  
YELLOW ENVELOPE # 2

### Election Day – Closing the Polling Place Checklist

**NOTE:** Please do not take down or remove any signage until the last voter has voted. All legally required signs must remain posted in the designated places under the Texas Election Code. (See Texas Election Code 62.002)

- Read through the Closing the Polling Place Checklist prior to assigning duties to your workers.

#### Final Voters of the Day (See Texas Election Code 41.032)

- A voter who was in line or waiting to enter the polling place at 7:00 p.m. is entitled to vote even if the ballot is cast after the posted closing time.
- If voters are waiting to enter the polling place at closing time, the presiding judge shall direct them to enter the polling place, if possible, and close it to others. If entry to the polling place is not possible, the presiding judge may distribute numbered identification cards to the waiting voters and allow entry only to those possessing a numbered card. If neither method is possible, an election worker may stand at the end of the line to mark the last voter who is entitled to enter the polling place.
- The presiding judge shall take the precautions necessary to prevent voting after closing time by persons who are not entitled to do so.

#### Cell Phone in the Polling Place:

- Keep designated cell phone(s) turned on to communicate with the authority conducting the election.
- Notify the authority conducting the election once the last voter has voted and follow any instructions given by the authority conducting the election.

#### Reconciling Vote Totals:

After the last voter has voted, the presiding judge should Complete the reconciliation paperwork listed below.

- Complete the register of official ballots.
- Complete the ballot and seal certificate form.
- Complete all forms that apply (e.g. Combination, List of Provisional Voters...etc)

**\* If there are any discrepancies, write a detailed explanation and notify the authority conducting the election.**

#### Closing the Ballot Box:

Follow the directions from the authority conducting the election about how to close each piece of equipment. If you do not have instructions on how to close your equipment, notify the authority conducting the election.

#### Ballot Box (DS200)

Once your paperwork has been reconciled, proceed with the following actions:

- Open "PROVISIONAL BALLOT BOX DOOR" and retrieve all Provisional Ballots and place into the SECURE PACK. Shut and Lock door when done.
- Open "BALLOT BOX DOOR" and retrieve BLUE Ballot Tote. Shut and Lock door when done.
- LOCK & SEAL the Blue Ballot box according to the procedures given by the authority conducting the election.
- Log the ballot box (green) seal numbers on the Ballot and Seal Certificate.
- Properly shut down the DS200 according to the (Shut Down procedures provided)
- When the DS200 is COMPLETELY shut down, cut the **ThumbDrive Seal** and pull out **ThumbDrive**.
- Cap and Reseal the **ThumbDrive** with the Red Sticker Seal provided
- Place the broken seal and sealed **ThumbDrive** into the SECURE PACK.
- The presiding judge and alternate judge should sign all required forms that apply.
- The presiding judge should always keep the ballot box in view until it is delivered to Central Count Station at the Courthouse.

#### Closing the Voting Station(s):

**Ballot Marking Devices (EXPRESSVOTE)** Follow the instructions given by the authority conducting the election. If you do not have instructions on how to shut down your equipment, notify the authority conducting the election. If you experience any issues, contact your authority conducting the election.

#### EXPRESSVOTE

- Turn the **ExpressVote** off.
- Unplug and pack up the **ExpressVote** and Cord back into the carrying case.
- Pack up the privacy panels.
- Pack up all surge protectors and other supplies in the boxes in which they came.

Prescribed by Texas Secretary of State  
Section 66.004, Texas Election Code  
2/2022

RETURN THIS FORM IN THE  
YELLOW ENVELOPE # 2

**Closing of Check-In Station(s):** Follow closing instructions provided by the authority conducting the election. The order of the closing steps may be different for each vendor.

**ePollbook:** Follow instructions provided by the authority conducting the election. The order may be different for each voting system vendor.

Once your numbers have been reconciled, proceed with the following actions:

- Power down Hotspot/WiFi and place into the container in which it was issued.
- Log out of and shut down your **Printer & ePoll** book.
- Unplug printers and **ePoll** Books and return in the case/bag in which it was delivered.

#### Organizing Supplies and Paperwork:

Filing election paperwork is crucial to ensure effective record keeping for the general custodian of election records and the presiding judge. MAINTAIN YOUR PAPERWORK THROUGHOUT THE DAY TO HELP WITH RECONCILIATION AT END OF THE NIGHT. All paperwork should be filed in the appropriate return envelopes. (SEE "FORMS INSTRUCTIONS" IN THE POLL WORKER TRAINING MANUAL)

- Organize and complete paperwork. Don't forget to sign and date.
- Gather all polling place election records and place them in the appropriate envelopes.
  - Secure Pack "Red White & Blue" (To: Central Count)
  - Envelope #1 – Contains the elections returns for the polling place.
  - Envelope #2 – Contains records for the general custodian of election records.
  - Envelope #3 – Retained by the presiding judge for 22 months
  - Envelope #4 – Contains records for the voter registrar.
  - Envelope for Spoiled Ballots
  - Envelope for Requests and Cancelled Ballots
- Verify that all election workers have completed their statement of compensation and oaths or other applicable timesheet for payroll purposes.

**\*FOR HELP – SEE "FORMS INSTRUCTIONS" IN THE POLL WORKER TRAINING MANUAL**

#### Signs

- Remove all posted signs inside the polling place.
- Remove the signs posted outside the polling place and the directional signs near the road. Refer to the Opening the Polling Place Checklist for a list of signs, if needed.

#### Best Practices for Closing the Polling Place on Election Night:

- Lock the door once the last voter has voted and left the polling place.
- The presiding judge should designate certain parts of the checklist to each election worker in order to ensure an efficient closing of the polling place.
- The presiding judge and alternate judge should be the only workers who execute the electronic closing polls procedures and completion of required reports as directed by the authority conducting the election.
- Before releasing election clerks for the night, please make sure all required documents are completed and signed and the polling place is restored to its original condition.
- Complete all forms, apply, and verify all seals on Ballot Box. Two people should verify all seal numbers and complete form.
- Please remove all tape from the electrical cords before returning them to Election Night headquarters.
- If any equipment or supplies were delivered to the polling place by the authority conducting the election, make sure the items are packed and returned in the same manner in which they were delivered.
- Review the supplies checklist – make sure all required equipment/supplies are accounted for and secured.
- Pack all cords and surge protectors and put in the containers in which they were issued.
- Pack all of the supplies in the containers in which they were issued.
- Do a walk-through before leaving the polling place. Make sure the polling place is left in the same condition in which it was found.
- Ensure your required paperwork is organized and available when you deliver the required equipment and supplies to Election Night headquarters.
- Follow any other instructions from the authority conducting the election.

Once your polling place has been returned to its original condition, be safe and see you at Election Night headquarters. Thank you for your service!

I \_\_\_\_\_, Presiding Judge, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

certify that \_\_\_\_\_ polling place is closed and fully restored to its original condition.

All equipment and supplies left at the polling location are sealed and secure according to the above checklist.

Signature of Presiding Judge \_\_\_\_\_

Printed Name of Presiding Judge \_\_\_\_\_

Signature of Alternate Judge \_\_\_\_\_

Printed Name of Alternate Judge \_\_\_\_\_

# EQUIPMENT/ACTIVATION CARD/DS200 SEAL TRACKER RECEIPT

## DESCRIPTION OF FORM:

White, Pink, Gold/Yellow & Blue (4 part \*legal size form)

## WHEN IS IT USED?

Early Voting - Completed the last night of early voting.

Election Day - Completed after polls are closed

## WHERE DOES IT GO?

- White copy goes to the Election Office. **(STAYS IN THE LOCATION POUCH ON EQUIPMENT RACK AND WILL BE RETURNED WITH EQUIPMENT BY DEPLOYMENT TEAM)**
- Pink copy goes to the Presiding Judge. Pink Envelope #3
- Gold/Yellow copy will go to the Deployment Team. (Upon Delivery of Equipment)
- Blue copy will go to the Election Office (When Equipment is Deployed)

BOWIE COUNTY ELECTION OFFICE Equipment / Activation Card Receipt / DS200 Seal Tracker			
Location # _____	Election Date _____	Election Name _____	
<i>E Pollbooks</i>	Item # _____ BCEO Code # _____	Stand WO# _____	
	Item # _____ BCEO Code # _____	Stand WO# _____	
	Item # _____ BCEO Code # _____	Stand WO# _____	
<i>Wireless MiFi</i>	ID # _____ BCEO Code # _____		
<i>Express Vote</i>	Item # _____ BCEO Code # _____	EV Serial # _____	
	Item # _____ BCEO Code # _____	EV Serial # _____	
	Item # _____ BCEO Code # _____	EV Serial # _____	
	Item # _____ BCEO Code # _____	EV Serial # _____	
	Item # _____ BCEO Code # _____	EV Serial # _____	
	Item # _____ BCEO Code # _____	EV Serial # _____	
<i>Curb Side Cart</i>	Item # _____ BCEO Code # _____	EV Serial # _____	
	Item # _____ BCEO Code # _____	EV Serial # _____	
<i>DS200</i>	Item # _____ BCEO Code # _____	Serial # _____	
Delivery - Lid Seal # _____	Drum Seal # _____	<i>(DO NOT BREAK)</i>	
Delivery - Provisional Ballot Door Seal # _____	Delivery - Ballot Box Door Seal # _____		
DS200 Thumb drive BCEO Code # _____	Thumb drive (wire) Seal # _____		
Election Day - Provisional Ballot Door Seal # _____ <small>(red seal)</small>	Election Day - Ballot Box Door Seal _____ <small>(red seal)</small>		
Judges Election Night Return Seal Record:		Return - Lid Seal # _____ <small>(green seal)</small>	
DS200 Ballot Box # _____ BCEO Code # _____	Ballot Box Seals <small>(one on each end)</small> _____ <small>(green seal)</small> _____ <small>(green seal)</small>		
Activation Cards (Ballots) Cards # _____ to # _____ for a total of _____ cards			
Ancillary Items: <u>Supply Box</u> , <u>Signage</u> , <u>Electrical Cords</u> , <u>Distance Cones</u> , <u>Privacy Partitions</u>			
<i>We, the undersigned, do hereby certify <u>delivery</u> of equipment and supplies as recorded being received from the Election office.</i>			
Signature of Presiding Judge _____		Signature of Alt Election Judge _____	
Signature of Election Official _____		Signature of Deployment Team Leader _____	
Witness my hand on this _____ day of _____, 2022 at _____ am/pm			
<i>We, the undersigned, do hereby certify <u>pickup &amp; receipt</u> of equipment and supplies as recorded being returned to the Election office.</i>			
Signature of Presiding Judge _____		Signature of Alt Election Judge _____	
Signature of Election Official _____		Signature of Deployment Team Leader _____	
Witness my hand on this _____ day of _____, 2022 at _____ am/pm			
<small>White Copy (Election Office) - Pink Copy (Election Judge) - Gold/Yellow Copy (Deployment Team) - Blue Copy (Election Office Outgoing)</small>			
<small>Election Office will use this Receipt to verify at return of equipment</small>			<small>Updated 9/22</small>
<small>Bowie County Elections Office, 710 James Bowie Drive, New Boston, TX 75570, 903.628.6810 Vote Center _____</small>			

# REGISTER OF OFFICIAL BALLOTS

## DESCRIPTION OF FORM:

White, gold/yellow & Pink (3 part \*legal size form)

## WHEN IS IT USED?

Early Voting - Completed the last night of early voting.

Election Day - Completed after polls are closed

## WHERE DOES IT GO?

White copy goes in the large White Envelope # 1 for the Central Counting Station.

Gold/Yellow copy will go into the box with the unused ballots.

Pink copy goes into Pink Envelope # 3.

## FORM INSTRUCTIONS:

- The Presiding Judge will fill out the heading with the required information.
- Fill in all required information for each line.
- Record the seal numbers that will be used for each end of the blue ballot box.
- Fill in the date and make sure to sign. The Alternate Judge or Election Clerk must also sign along with up to 2 poll watchers (if present).
- Put the correct copy into the Correct colored folder.

7-30  
Prescribed by Secretary of State  
Section 127.156, 65.013, Texas Election Code  
02/2020

**BOWIE COUNTY  
REGISTER OF OFFICIAL BALLOTS**

Election Title: \_\_\_\_\_ Location Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Ballot Scanner Identification Number(s): \_\_\_\_\_ BCEO# \_\_\_\_\_

**INSTRUCTIONS: This is the most important form completed by the ELECTION JUDGE!**  
Please fill in each of the lines below and sign the form. Direct each clerk and up to two poll watchers (if present) to sign the form. File each copy of this form in the appropriate locations as directed below.

	Initial Ballots Issued	Supplemental Ballots Issued
<b>A. Number of Blank Ballots Received</b>		
<b>B. Public Count of voted ballots from Ballot Scanner Results Tape</b>		
<b>C. Number of voted Provisional Ballots</b> The number of voted Provisional Ballots sealed in Affidavit Envelopes. This number should match the total number of names on the List of Provisional Voters.		
<b>D. Number of Spoiled Ballots + Number of Thrown Out Ballots + Unused blank ballots signed by the Election Judge</b> The number of ballots recorded on the "Register of Spoiled Ballots" form and placed in "Envelope for Spoiled Ballots" + the number of Thrown Out Ballots that were placed in the "Envelope for Thrown Out Ballots" + any unused blank ballots signed by the Election Judge but not issued to voters.		
<b>E. Number of Unused Ballots</b> Prepare unused ballots for transfer to the general custodian of records.		
<b>F. Total number of ballots accounted for (Add Lines B + C + D + E)</b> If this number is higher than Line A, the ballots are to be transferred to the Central Counting Station to be counted.		
<b>G. Total number of ballots unaccounted for (Line A minus Line F, include Supplemental Ballots issued, if applicable.)</b> Regular ballots issued but not deposited into the ballot box		
<b>H. Total number of names on the Poll List or Combination Forms or ePollbook.</b> Record the total number of voters who received ballots including Provisional Voters		
<b>I. Number of Ballots in the transfer case (Line H minus Line G)</b> If there is a difference of 4 or more between this line and line B, the ballots are to be transferred to Central Counting Station to be counted.		

Record the serial numbers of the seals used on each end of the (Ballot Box) : Seal # \_\_\_\_\_  
Seal # \_\_\_\_\_

**AFFIDAVIT**  
We, the undersigned election officials, do hereby certify that all voted ballots were placed in the ballot box(es) to be transferred to the central counting station.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Presiding Judge: \_\_\_\_\_ Clerk: \_\_\_\_\_  
Alternate Judge: \_\_\_\_\_ Clerk: \_\_\_\_\_  
Poll Watcher (if present): \_\_\_\_\_ Clerk: \_\_\_\_\_  
Poll Watcher (if present): \_\_\_\_\_ Clerk: \_\_\_\_\_

White Copy (Envelope #1) – Gold/Yellow Copy (Unused ballots) - Pink Copy (Election Judge)

# ELECTION NIGHT TRANSFER VOUCHER (BALLOT & SEAL CERTIFICATE)

## DESCRIPTION OF FORM:

Blue and Pink (2 part \*letter size form)

## WHEN IS IT USED?

**ELECTION DAY-** Completed at the end of Election night.

## WHERE DOES IT GO?

Blue copy goes in white envelope #1

Pink copy goes in pink envelope #3

## FORM INSTRUCTIONS:

- The Presiding Judge will fill out the heading with the required information.
- Fill in the seal and/or barcodes that are required
- Fill in the date and make sure to sign. The Alternate Judge or Election Clerk must also sign along with up to 2 poll watchers (if present).
- Place the Blue Copy into the Large White Envelope (#1) that will be placed into the SECURE PACK
- Place the Pink Copy into the Pink Envelope (#3).

BOWIE COUNTY ELECTIONS	
ELECTION NIGHT TRANSFER VOUCHER	
<u>(BALLOT AND SEAL CERTIFICATE)</u>	
<i>(To be used in transporting the Thumb-drive (electronic media), ballots, and documents from the Vote Center to Central Count for tabulation of vote totals)</i>	
-----	
Election Name: _____	_____
Location Number: _____	Date of Election: _____
-----	
<b>THUMB-DRIVE</b> (Remember to print all ending reports before removing thumb-drive)	
DS200 Item number Thumb-drive was removed from _____	
Seal number broken to remove Thumb-drive _____	
BCEO Thumb-drive number _____	
Red Security Barcode Seal number placed on Thumb-drive before transport _____	
-----	
<b>BALLOT BOX</b> (Remember to <u>lock and seal</u> the ballot box before transporting to Central Count)	
Ballot Box Item # _____	Ballot Box BCEO# _____
Ballot Box Seal #s _____ and _____	Placed on Box before Transport
(green seal)	(green seal)
-----	
Secure Pack Seal number _____	
Items to place in Secure Pack	
<input type="checkbox"/> Sealed Thumb-drive, Broken Thumb-drive seal	
<input type="checkbox"/> White Central Count Envelope with all necessary documents	
<input type="checkbox"/> List of Provisional Voters,	
<input type="checkbox"/> Provisional Ballots	
-----	
We the undersigned election official, do hereby certify that all voted ballots were placed in the ballot box (transfer case) to be transferred to the central counting station. We also certify that the Thumb-drive was removed from the DS200, that it was sealed, and it was placed in the sealed Secure Pack.	
_____ Signature of Election Judge	_____ Signature of Alternate Judge
_____ Signature of Election Judge	_____ Signature of Alternate Judge
_____ Signature of Poll Watcher if Present	_____ Central Count Official



# STATEMENT OF RESIDENCE

## DESCRIPTION OF FORM:

White Cardstock

## WHEN IS IT USED?

Anytime a voter has moved from the registered address shown on the Epollbook or if the voter shows a “SUSPENSE” status. *Can also be used by voters to change name to match their photo Identification.*

## WHERE DOES IT GO?

Grey “Envelope #4”

## FORM INSTRUCTIONS:

The following fields are required:

- Last Name
- First Name
- Residence Address
- Date of Birth
- Either TX DL#, TX ID#, Last 4 #'s of SSN or check the box indicating that they have not been issued any of the identifying numbers.
- Signature
- Date

The following fields are optional:

- (though preferred)*
- Middle Name
  - Former Name
  - Gender
  - Mailing Address *(However, it is required if voter cannot or does not wish to receive mail at Residence Address)*

Instructions for Voting by Mail on Back (Al Dorsó: Instrucciones si vota por correo)			
<b>17-5 (12/21)</b> <small>Prescribed by Secretary of State</small>			
<b>STATEMENT OF RESIDENCE</b> For persons whose residence address does not match voter registration address. <b>CONSTANCIA DE DOMICILIO PERMANENTE</b> Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos.			
<b>Last Name</b> <small>Include suffix if any</small> <b>Apellido</b> <small>Incluir sufixo si lo hay (Jr., Sr., III)</small>	<b>First Name</b> <b>Nombre de pila</b>	<b>Middle Name (if any)</b> <b>Segundo nombre (si aplica)</b>	<b>Former Name</b> <b>Apellido anterior</b>
<b>Residence Address: Street Address and Apartment Number, City, State, and Zip.</b> <b>If none, describe where you live. (Do not include P.O. Box, Rural Route, or Business Address)</b> <b>Domicilio residencial:</b> Número y calle, y número de apartamento, Ciudad, Estado, y Código postal. <small>Si no existe un domicilio, describa donde vive (no incluya apartados postales, rutas rurales o dirección del trabajo).</small>			<b>Gender (Optional)</b> <b>Sexo (Opcativo)</b> <input type="checkbox"/> Male Masculino <input type="checkbox"/> Female Femenino
<b>Mailing Address: Address, City, State, and Zip; if mail cannot be delivered to your residence address. Dirección postal: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal (si no se puede entregar correo en su domicilio residencial).</b>		<b>Date of Birth: month, day, year</b> <b>Fecha de Nacimiento: mes, día, año</b> <input type="text"/> / <input type="text"/> / <input type="text"/>	
<b>City and County of Former Residence in Texas</b> <small>Ciudad y condado de residencia anterior en Texas</small>	<b>City and County of Current Residence in Texas</b> <small>Ciudad y condado de residencia actual en Texas</small>	<b>Telephone Number (Optional) include Area Code</b> <small>Teléfono (Opcativo) – Incluya código de área</small>	
<b>Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety)</b> <small>No. de licencia de conducir de Texas o no. de identificación personal de Texas (Expedido por el Departamento de Seguridad Pública)</small>		<b>If no Texas Driver's License or Personal Identification Number, give last 4 digits of your Social Security Number.</b> <small>Si no tiene licencia de conducir de Texas o no. de identificación personal, proporcione los 4 últimos dígitos de su número de Seguro Social.</small>	
<input type="checkbox"/> I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number. <small>Yo no tengo una Licencia de conducir de Texas/Cédula de identidad personal de Texas o Número de Seguro Social.</small>		<input checked="" type="checkbox"/> I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to \$4,000, or both. Please read all three state-ments to affirm before signing. Entiendo que el dar información falsa para obtener una tarjeta de registro electoral constituye un delito de perjurio bajo las leyes estatales y federales. La condena por este delito puede resultar en encarcelamiento de hasta un año de cárcel, una multa de hasta \$4,000, o ambas cosas. Por favor lea cada una de las tres declaraciones antes de firmar.	
<ul style="list-style-type: none"> <li>• I am a resident of this county and a U.S. citizen; and</li> <li>• I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and</li> <li>• I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.</li> <li>• soy residente de este condado y ciudadano de los Estados Unidos; y</li> <li>• no he sido finalmente condenado por un delito grave, o si soy un delincuente, he purgado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, periodo de libertad condicional, o he sido indultado; y</li> <li>• no he sido determinado por un fallo final de un tribunal que ejerce la jurisdicción testamentaria que estoy totalmente incapacitado mentalmente o parcialmente incapacitado mentalmente sin derecho a voto</li> </ul>			
<input checked="" type="checkbox"/>		<b>Date</b> /    /	
<b>Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.</b> <small>Firma del solicitante o su agente (apoderado) y relación de éste con el solicitante, o nombre en letra del molde del solicitante si la firma es la de un testigo, y fecha.</small>			

# REQUEST TO CANCEL BALLOT BY MAIL

## DESCRIPTION OF FORM:

White, Legal size English on front and Spanish on back.

## WHEN IS IT USED?

Anytime a voter wants to surrender his/her mail ballot in person and vote at the polling location or has a Notice of Improper Delivery from the Early Voting Clerk.

## WHERE DOES IT GO?

Gold "REQUESTS AND CANCELED BALLOTS" Envelope **ALONG WITH SURRENDERED BALLOT OR NOTICE OF IMPROPER DELIVERY** if applicable.

## FORM INSTRUCTIONS:

❖ FOLLOW INSTRUCTIONS THAT ARE PROVIDED FOR YOU ON THE BOTTOM OF THE FORM.

## KEY THINGS TO REMEMBER:

- Make sure all REQUIRED information is filled out.
- The voter will only receive a regular ballot, IF they provide a ballot to surrender or a Notice of Improper Delivery from the Early Voting Clerk's Office.
- If they do not have a ballot to surrender or a Notice of Improper Delivery, then the voter will only be able to vote a PROVISIONAL BALLOT.
- **DO NOT GIVE THE VOTER A BALLOT UNTIL THIS FORM IS COMPLETED**

**All information must be completed so that the appropriate voter's Application for Ballot by Mail or Federal Post Card Application can be cancelled.**

6-7  
Prescribed by Secretary of State  
Sections 63.011, 84.032, 84.038 Texas Election Code  
1/2022

### REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE

84.032 (b)	I, _____, a qualified voter for the _____ (printed name of voter) (name of election) Election to be held on ____/____/____ request that my Application for Ballot by (month) (day) (year) Mail or Federal Post Card Application be cancelled. _____ VUID (required) Signature of Voter
<b>To be Completed at an Early Voting or Election Day Polling Place</b>	
84.032 (d)	Statement: I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election. _____ Signature of Voter
63.011 (a-1)	Statement: I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot. _____ Signature of Voter

**This section to be completed by Election Official.**

Name of Voter \_\_\_\_\_ VUID Number \_\_\_\_\_  
(Name of Voter) (Required)

Registered Precinct Number \_\_\_\_\_

Sworn and subscribed before me, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(Day) (Month) (Year)

\_\_\_\_\_  
Signature of Election Official Witnessing Affidavit

**Instructions for Deputy Early Voting Clerk or Election Judge:**

**Top Box to be Completed by Election Official and Voter**

1. Complete the top box labeled, "This Section Must Be Completed by Every Voter."  
**Include all the required information:**
  - a. Printed name of voter as it appears on the List of Registered Voters
  - b. Name of Election
  - c. Date of Election
  - d. VUID number as it appears on the List of Registered Voters
2. Direct the voter to sign the top box on the "Signature of Voter" Line.
3. Ensure that all information is complete including the required VUID number.

**Instructions for Completion of Affidavit by Voter**

4. Determine which affidavit the voter should complete.
5. If voter has possession of the mailed ballot, Notice of Improper Delivery or a Notice of Surrendered Ballot, ensure that the voter signs the affidavit labeled "Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [84.032(d)]
  - a. After the voter signs the affidavit and surrenders the mailed ballot, Notice of Improper Delivery or Notice of Surrendered Ballot, the voter is entitled to receive a regular ballot.
6. If the voter does not have possession of the mailed ballot, Notice of Improper Delivery or the Notice of Surrendered Ballot, the voter must sign the affidavit in the box labeled, "Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [63.011(a-1)]
  - a. Once the voter signs the affidavit, he or she may only be given a Provisional Ballot.
  - b. Please ensure that the voter completes all the necessary information on the Affidavit of Provisional Voter before issuing the Provisional Ballot.

All information must be completed so that the appropriate voter's Application for Ballot by Mail or Federal Post Card Application can be cancelled.

# NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED

## DESCRIPTION OF FORM:

Yellow, Letter Size

## WHEN IS IT USED?

Election Day. To record and issue Notice to the public of how many voters have voted at each listed time period.

## WHERE DOES IT GO?

Yellow, Envelope #2

## FORM INSTRUCTIONS:

From the “Monitor Poll” page of the Epoll Book, take the total number of voters that have checked-in and add them to the total on the “List of Provisional Voters” and write total in. This count should be updated at each requested time listed on the Notice.

**THIS NOTICE MUST BE POSTED FOR THE PUBLIC TO SEE**

AW7-B  
Prescribed by Secretary of State  
Section 61.007(i), Texas Secretary of State  
307

**NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED**  
*(AVISO DEL NUMERO DE VOTANTES QUE HAN VOTADO)*

	(Number of Voters) <i>(Número de Votantes)</i>
9:30 a.m.	_____
11:30 a.m.	_____
1:30 p.m.	_____
3:30 p.m.	_____
5:30 p.m.	_____

\_\_\_\_\_  
Signature of Presiding Judge  
*(Firma del Juez Presidente)*

NOTE TO PRESIDING JUDGE:

The total number of voters as shown on the poll list shall be posted at the times listed. The notice shall remain posted until the polls close. Return this form in envelope number 2 to the general custodian of the election records.

NOTA AL JUEZ PRESIDENTE:

El número de votantes establecido en la lista de votantes se mostrará a las horas señaladas arriba. El aviso quedará puesto hasta que cierren los sitios de votación. Devuelva esta forma en el sobre número 2 a la persona a cargo de los archivos electorales.

36

# CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY CANDIDATE / BY POLITICAL PARTY

4-20  
Prescribed by Secretary of State  
Sections 33.002, 33.006, 33.051 Texas Election Code  
1/2022

### CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY A CANDIDATE

To the Presiding Judge or Early Voting Clerk:  
The following person has been appointed as a poll watcher in accordance with [Sec. 33.002, Texas Election Code].

Name of Poll Watcher	Name of Candidate
Residence Address of Poll Watcher	Title and Date of Election
Voter Registration VUID Number of Poll Watcher	Location Poll Watcher is to serve

\_\_\_\_\_  
Signature of Candidate or  
Signature of Campaign Treasurer

\_\_\_\_\_  
Printed Name of Signer

\_\_\_\_\_  
Signature of Poll Watcher

#### OATH OF A POLL WATCHER

The following oath must be repeated aloud by the poll watcher before being accepted for service.  
"I swear(or affirm) that I will not disrupt the voting process or harass voters in the discharge of my duties"

#### AFFIDAVIT OF POLL WATCHER

I, \_\_\_\_\_, a poll watcher for the above appointing authority, do hereby  
(printed name of watcher)  
swear or affirm that I do not have, in my possession, any type of mechanical or electronic means of recording images or sound while serving as a watcher or I will disable or deactivate the device while serving as a watcher.

#### TRAINING REQUIREMENT

I understand that I must present a physical copy of the Certificate of Completion of the Secretary of State Poll Watcher Training before being accepted for service. [Sec. 33.051(a), Texas Election Code]

\_\_\_\_\_  
Signature of Poll Watcher

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Election Judge/Deputy

\_\_\_\_\_  
Printed Name of Election Judge/Deputy

## DESCRIPTION OF FORM(S):

- You will have a copy of each of these forms in your box for a reference of what each form should look like. *(the back of each form will have instructions on how the form should be filled out)*
- You will not give these forms out.
- The Appointments shall be made by the Candidate or Political Party/Campaign Treasure. The "Affidavit of Poll Watcher" must be signed by the Poll Watcher **in the presence of the Election/Presiding Judge.**
- The poll watcher **must** present their Certificate of "POLL WATCHER TRAINING" or they will not be accepted.

**PLEASE CONTACT OUR OFFICE IF THERE ARE ANY QUESTIONS (909) 628-6810**

**WHERE DOES IT GO?  
ENVELOPE #2**

4-21  
Prescribed by Secretary of State  
Sections 33.003, 33.006, 33.051 Texas Election Code  
1/2022

### CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY A POLITICAL PARTY

To the Presiding Judge or Early Voting Clerk:  
The following person has been appointed as a poll watcher in accordance with [Sec. 33.003, Texas Election Code].

Name of Poll Watcher	Name of Political Party
Residence Address of Poll Watcher	Title and Date of Election
Voter Registration VUID Number of Poll Watcher	Location Poll Watcher is to serve

If the County Chair does not make an authorized appointment, any three members of the county executive committee may make the appointment.

\_\_\_\_\_  
Signature of County Chair

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Signature of Poll Watcher

#### OATH OF A POLL WATCHER

The following oath must be repeated aloud by the poll watcher before being accepted for service.  
"I swear(or affirm) that I will not disrupt the voting process or harass voters in the discharge of my duties"

#### AFFIDAVIT OF POLL WATCHER

I, \_\_\_\_\_, a poll watcher for the above appointing authority, do hereby  
(printed name of watcher)  
swear or affirm that I do not have, in my possession, any type of mechanical or electronic means of recording images or sound while serving as a watcher or I will disable or deactivate the device while serving as a watcher.

#### TRAINING REQUIREMENT

I understand that I must present a physical copy of the Certificate of Completion of the Secretary of State Poll Watcher Training before being accepted for service. [Sec. 33.051(a), Texas Election Code]

\_\_\_\_\_  
Signature of Poll Watcher

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Election Judge/Deputy

\_\_\_\_\_  
Printed Name of Election Judge/Deputy



# OATHS OF ASSISTANCE AND INTERPRETER

## DESCRIPTION OF FORMS:

Yellow, Legal size

## WHEN IS IT USED?

Anytime someone other than an election worker assists a voter or serves as an interpreter for a voter.

## WHERE DOES IT GO?

Yellow, Envelope #2

## FORM INSTRUCTIONS:

Fill out the heading with the required information.

**Assistants:** The Presiding Judge must read the oath aloud to any person who is not an election worker and who will assist voters with the voting process. Assistant's name should be listed under "Assistance"

**Interpreters:** The Presiding Judge must read the oath aloud to any person who is not an election worker and who will serve as an interpreter for the voter during their voting process. The Interpreter's name should be listed under "Interpreter"

The Presiding Judge must date and sign at the bottom of the Oaths Form.

7-58  
Prescribed by Secretary of State  
Sections 64.0322, 64.034, Texas Election Code  
7/2022

Type of Election	Polling Location
Date of Election	Authority Conducting Election

**OATH OF ASSISTANCE**

**Oath of Person Assisting Voter:** "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted." **Juramento de la Persona Asistiendo al Votante:** "Yo juro (o afirmo) bajo pena de perjurio que el votante al que estoy asistiendo me representó que es elegible para recibir asistencia; no sugeriré, con palabra, señal, o gesto, como debe votar el votante; prepararé la boleta del votante según lo indique el votante; no presioné ni coaccioné al votante para que me eligiera como asistente; no soy el empleador del votante, un agente del empleador del votante, o un oficial o agente de un sindicato al cual el votante pertenece; no comunicaré información sobre cómo el votante ha votado a otra persona; y entiendo que si se proporciona asistencia a un votante que no es elegible para recibir asistencia, la boleta del votante podría no ser contada."

#	Signature of Assistant (Firma del Asistente)	Printed Name of Assistant (Nombre del Asistente en Letra de Molde)	Address of Assistant (Dirección del Asistente)	Relationship of Assistant to Voter (Relación del Asistente al Votante)	Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? (¿Recibí o acepté cualquier forma de compensación u otro beneficio de un candidato, campaña o comité político?)	
1					Yes	No
2					Yes	No
3					Yes	No
4					Yes	No
5					Yes	No
6					Yes	No
7					Yes	No
8					Yes	No
9					Yes	No
10					Yes	No

**Instructions:**

- Administer the Oath of Assistance to the Assistant.
- The Assistant must repeat the Oath aloud and complete the form for each voter assisted.
- Instruct the Assistant to:
  - Sign the form
  - Print his or her name
  - Provide his or her address
  - Put his or her relationship to the voter in the column
  - Indicate whether he or she received or accepted any form of compensation or other benefit from a candidate campaign, or political committee for providing assistance to the voter.

The above oaths were sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en la fecha arriba.

\_\_\_\_\_  
Signature of Election Officer

\_\_\_\_\_  
Printed Name of Election Officer

7-59  
Prescribed by Secretary of State  
Sections 61.033, 61.035 Texas Election Code 7/2022

Type of Election	Polling Location
Date of Election	Authority Conducting Election

**OATH OF INTERPRETER**

**Oath of Interpreter:** "I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by any election officer or to an election officer by the voter." **Juramento del Interprete:** "Yo juro (o afirmo) que, a mi mejor habilidad, interpretaré y traduciré de una manera correcta cada pregunta, respuesta o declaración que cualquier oficial electoral dirija al votante o que el votante dirija a cualquier oficial electoral."

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructions:**

- Administer the Oath of Interpreter to the Interpreter.
- The Interpreter must repeat the Oath aloud.
- Instruct the Interpreter to sign the form.

The above oaths were sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en la fecha arriba.

\_\_\_\_\_  
Signature of Election Officer

\_\_\_\_\_  
Printed Name of Election Officer

# REASONABLE IMPEDIMENT INFORMATION AND DECLARATION

7-13  
Prescribed by Secretary of State  
Section 63.0010, Texas Election Code  
1/2018

## REASONABLE IMPEDIMENT DECLARATION

**Instructions:** If a voter appears on the official list of registered voters, but does not possess an acceptable form of photo identification under Section 63.0101 (a) of the Texas Election Code (which, for voters aged 18-69, has expired by no more than four years, and for voters aged 70 or over, is or is not expired, if otherwise valid) ("Acceptable Photo ID"), and cannot reasonably obtain an Acceptable Photo ID, the following steps shall be taken by the election officer to allow the voter to cast a **regular ballot**:

- Present this form to the voter, and ask the voter to provide a copy or original of one of the following forms of identification listed in Section 63.0101(b) of the Texas Election Code:
  - a certified domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document);
  - a current utility bill;
  - a bank statement;
  - a government check;
  - a paycheck; or
  - a government document that shows the voter's name and an address (which includes the voter's voter registration certificate).

**NOTE:** The address on the identification presented is not required to match the address recorded in the official list of registered voters.

**NOTE:** If on Election Day, a presented voter registration certificate indicates that the voter is appearing at the incorrect polling place, the voter should be directed to the correct polling place.

- Ask the voter to complete this form by entering their name, and then ask them to review the "Voter's Declaration of Reasonable Impediment", indicate their impediment, and sign their name.
- Ask the voter to return the completed form to you. Neither you nor the election judge may question the voter concerning the reasonableness of any claimed impediment. The election judge should enter the date and then sign on the space provided on the declaration.
- Either you or the election judge shall fill in the voter's Voter Unique Identification Number ("VUID") in the appropriate box or affix a sticker that contains that information across the box, and note on the combination form that the declaration was used by the voter. Either you or the election judge should indicate on the "To Be Completed By Election Official" form what type of document the voter provided by checking the appropriate box. Either you or the election judge should fill in the Date of Election and Location fields.
- Allow the voter to cast a **regular ballot**.

**NOTE:** This form may also be used if a voter voted provisionally and does not possess and cannot reasonably obtain an acceptable form of photo identification, and appears at the county voter registrar's office within six (6) calendar days after election day to execute a reasonable impediment declaration and present one of the supporting forms of identification, in accordance with Section 65.0541 of the Texas Election Code. In that instance, the county voter registrar should follow steps 1 through 4 above, but substitute references to "election judge" with "county voter registrar", including signing where the election judge would otherwise sign on the space provided on the declaration.

## DESCRIPTION OF FORM:

Yellow, Letter Size

## WHEN IS IT USED?

For each voter using a Supporting ID to Vote.

## WHERE DOES IT GO?

Yellow, Envelope # 2

## FORM INSTRUCTIONS:

### For the Voter:

Voter will complete the portion of the form entitled, "TO BE COMPLETED BY THE VOTER" by printing their name at the top of the form, placing a check mark in the applicable box indicating the reasonable impediment. Voter will need to sign and date. on the provided lines.

### For the Presiding Judge:

The Presiding Judge attending to the voter will complete the portion of the form entitled, "TO BE COMPLETED BY ELECTION OFFICIAL" by placing a check mark on the line beside the form/type of supporting ID shown to the official by the voter and writing in the polling location and date of the election. Write in the VUID in the box. The Presiding Judge must sign and date under Voter's Signature.

7-13  
Prescribed by Secretary of State  
Section 63.0010, Texas Election Code  
1/2018

## REASONABLE IMPEDIMENT DECLARATION

TO BE COMPLETED BY VOTER

Name: \_\_\_\_\_

### VOTER'S DECLARATION OF REASONABLE IMPEDIMENT

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code.

My reasonable impediment is due to the following reason(s):

(Check at least one box below)

- |  |   |
|--|---|
| <input type="checkbox"/> Lack of transportation  | <input type="checkbox"/> Disability or illness                                    |
| <input type="checkbox"/> Lack of birth certificate or other documents needed to obtain acceptable form of photo ID | <input type="checkbox"/> Family responsibilities                                  |
| <input type="checkbox"/> Work schedule   | <input type="checkbox"/> Acceptable form of photo ID applied for but not received |
| <input type="checkbox"/> Lost or stolen identification   |   |

The reasonableness of your impediment cannot be questioned.

X \_\_\_\_\_  
Signature of Voter Date

Sworn to and subscribed before me this  
\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

VUID (Voter Unique Identification Number)

Presiding Judge/ County Voter Registrar (if applicable)  
\_\_\_\_\_

TO BE COMPLETED BY ELECTION OFFICIAL

The voter provided a copy or original of one of the following forms of identification:

Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)

Current utility bill

Bank statement

Government check

Government document that shows the voter's name and an address (including the voter's voter registration certificate)

Paycheck

Location: \_\_\_\_\_ Date of Election: \_\_\_\_\_





# COMBINATION FORMS INSTRUCTIONS

*(EARLY VOTING & ELECTION DAY)*

*(CURBSIDE VOTING)*

## FORM INSTRUCTIONS:

All voters are required to have some form of acceptable identification. When a voter is accepted for voting under certain conditions of the law, the election official shall note the section of the Texas Election Code under which the voter was accepted. The following are explanations of those conditions and the section numbers of the laws that correspond with the explanations.

- **Voter (with acceptable identification) with Correct Certificate Who is Not on List:** Check the box labeled “Not on List 63.006” next to the voter’s name. Add voter’s name to the Registration Omissions List.
- **Voter (with acceptable identification) with Incorrect Certificate Who is Not on List:** Have voter initial the “Affidavit for Voter Not on List” box (near the voter’s signature). Check the box labeled “Not on List 63.006.” Add voter’s name to the Registration Omissions List. It is also necessary to indicate on the Registration Omissions List the precinct number as indicated on the voter’s registration certificate.
- **Voter (with acceptable identification) whose Name on Identification is “Substantially Similar” to Name on the Official List of Registered Voters:** Have voter initial the “Similar Name Affidavit” box (near voter’s signature). Check the box labeled “Similar Name 63.001(c).”
- If a voter is unable to sign his or her name, an election official shall place the voter’s name on the signature roster and make a notation as to the reason the voter is unable to sign.
- **You will also need use a Designated Combination Form for Curb-Side Voting, to capture the Voters Original Signature.**

# LIST OF VOTERS INDICATED AS “ID” VOTERS

AW5-8  
Prescribed by Secretary of State 1/2018  
Section 18.005, Texas Election Code

LIST OF VOTERS INDICATED AS ID VOTERS						
			Type of Election	Precinct. No.		
			Date of Election	Authority Conducting Election		
No.	Name of Voter	VUID Number	No.	Name of Voter	VUID Number	
1			20			
2			21			
3			22			
4			23			
5			24			
6			25			
7			26			
8			27			
9			28			
10			29			
11			30			
12			31			
13			32			
14			33			
15			34			
16			35			
17			36			
18			37			
19			38			

Note to Election Judge: If a voter has a notation ID next to his/her name on the list of registered voters and (1) presents an acceptable form of photo identification, or (2) does not possess an acceptable form of photo identification, and cannot reasonably obtain an acceptable form of photo

## DESCRIPTION OF FORM:

Grey, Letter Size

## WHEN IS IT USED?

Early Voting & Election Day

## WHERE DOES IT GO?

Goes into Grey Envelope #4

## \*NOTE\*

This form is only used when **“ID REQUIRED”** is notated beside the voter’s information when pulled up in the EPoll Book.

## FORM INSTRUCTIONS:

Fill out the heading with the required information.

If a voter has a notation ID next to his/her name on the list of registered voters (EPoll Book and:

- (1). presents an acceptable form of photo identification, or
- (2). does not possess an acceptable form of photo identification, and cannot reasonably obtain an acceptable form of photo identification, and executes a Reasonable Impediment Declaration and presents a form of supporting identification, or
- (3). has a permanent disability exemption reflected on the voter’s voter registration certificate, write their name and VUID number on this form in addition to the poll list.

# LIST OF PROVISIONAL VOTERS

## DESCRIPTION OF FORM:

Letter size, tri-color triplicate (white, yellow & pink)

## WHEN IS IT USED?

Each time a Provisional Voter is Processed. (Early Voting & Election Day)

## WHERE DOES IT GO?

White copy goes in White Envelope #1  
 Yellow copy goes in Yellow Envelope #2  
 Pink copy goes in Pink Envelope #3

## FORM INSTRUCTIONS:

- Fill out the heading with the required information. (Early Voting - Write “ EV1, EV2 or EV3” in the Date) (Election Day—Write the actual Election Date.)
- For each provisional voter, clearly print the Name of the voter and the Precinct of their residential address.
- Enter the Total number of Provisional Voters at the end of the lines where indicated in the box.
- Presiding Judges must sign at the bottom certifying the number of Provisional Voters listed are true and correct.

AW7.26 Prescribed by Secretary of State Section 63.011, Texas Election Code 10/13		Type of Election <i>(Tipo de Elección)</i>	Precinct. No. <i>(Núm. de Precinto)</i>
		Date of Election <i>(Fecha de la Elección)</i>	Authority Conducting Election <i>(Autoridad Administrando la Elección)</i>
<b>List of Provisional Voters</b>			
To be Completed by the Election Judge		To be Completed by the Ballot Board Judge	
Name of Provisional Voter		Accepted for Counting	Rejected for Counting
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
Number of Provisional Ballots in Ballot Box: (as shown on list)			
<b>I certify that the numbers represented above are true and correct as evidenced by my signature.</b>			
Signature of Precinct Presiding Judge: _____			
Signature of Custodian receiving ballots from Presiding Judge: _____			
Signature of Voter Registrar: _____			

# NOTICE TO PROVISIONAL VOTERS

## VOTER W/PHOTO ID

AW7-15a, 9/09  
Prescribed by Secretary of State  
Section 65.059, Texas Election Code

### Notice to Provisional Voter

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

Your affidavit will be retained by the voter registrar who will use the information on the affidavit to update your voter registration information or if you are not a registered voter, the affidavit will be submitted to the voter registrar as a new voter registration application.

If you have any questions, call the Secretary of State's Office toll free 1-800-252-VOTE(8683).

### Notificación al Votante Provisional

La junta de votación temprana tomará una determinación, después de la elección, sobre si su boleta se contará o no. Dentro de 30 días después de la elección, se le enviará una notificación a la dirección que usted proporcionó en su declaración jurada para votar en una boleta provisional. En dicha notificación se indicará si (1) su boleta se contó o (2) si no se contó y la razón por la cual no se contó.

El registrador de votantes guardará su declaración jurada y él usará la información de la misma para actualizar la información de su registro electoral o, si usted no estuviera inscrito como votante, la declaración jurada se le entregará al registrador de votantes como una nueva solicitud de registro electoral.

Si tiene alguna pregunta, llame gratis a la oficina del Secretario de Estado al 1-800-252-VOTE(8683).

## VOTER W/ NO VALID ID

7-15c  
Prescribed by Secretary of State  
Sections 63.001(a), Texas Election Code  
1/2018

### NOTICE TO PROVISIONAL VOTER

(For provisional voter who did not (1) present an acceptable form of photo ID and (2) complete a reasonable impediment declaration)

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

If you are voting in the correct precinct, in order to have your provisional ballot accepted, you will be required to visit your local county voter registrar's office (information below) within **six days of the date of the election** to either present one of the below forms of photo ID OR submit one of the temporary affidavits addressed below (e.g., religious objection or natural disaster without an acceptable form of photo identification) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent disability exemption. The process can be expedited by taking this notice with you to the county voter registrar at the time you present your acceptable form of photo identification (or execute your temporary affidavit or provide your paperwork for your permanent exemption); however, taking this notice is not a requirement.

Voter must appear before Voter Registrar by:

Date

#### Acceptable Forms of Photo Identification

- Texas Driver's License issued by the Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS\*
- Texas Personal Identification Card issued by DPS;
- Texas Handgun License issued by DPS;
- United States Military Identification Card containing the person's photograph;
- United States Citizenship Certificate containing the person's photograph; or
- United States Passport.

\*If you do not have another acceptable form of photo identification you may apply for a free Election Identification Certificate at your local Texas Department of Public Safety office.

With the exception of the U.S. citizenship certificate, the identification must be current or, for voters aged 18-69 years, have expired no more than 4 years before being presented for voter qualification at the polling place. A person 70 years of age or older may use a form of identification listed above that has expired if the identification is otherwise valid.

**Reasonable Impediment Declaration:** If you do not possess one of the forms of acceptable photo identification listed above, and cannot reasonably obtain such identification, you may execute a Reasonable Impediment Declaration and present a copy or original of one of the following supporting documents: (1) a government document that shows your name and an address, including your voter registration certificate; (2) current utility bill; (3) bank statement; (4) government check; (5) paycheck; or (6) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

The address on an acceptable photo identification or a supporting document does not have to match your address on the list of registered voters.

#### PERMANENT EXEMPTION

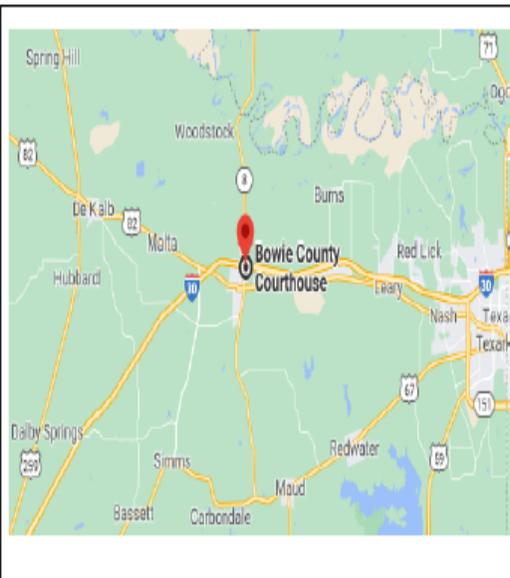
During the cure period, voters with a disability may apply with the county voter registrar for a permanent exemption to presenting or presenting acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing the applicant's disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. The applicant must also state that he/she does not have a form of identification prescribed by Section 63.0101 of the Texas Election Code. Those who obtain a disability exemption will be allowed to vote upon display of their voter registration certificate reflecting the exemption.

#### TEMPORARY EXEMPTION

During the cure period, a voter may apply for a temporary exemption at the county voter registrar's office for voters who have a consistent religious objection to being photographed OR who do not present an acceptable form of photo identification listed above or follow the Reasonable Impediment Declaration procedure because of certain natural disasters as declared by the President of the United States or the Texas Governor.

(CONTINUED ON REVERSE)

FRONT



Bowie County Voter Registrar's Office

**710 James Bowie Drive  
New Boston, TX 75570**

**Monday - Friday 8am-5pm**

Completed by Polling Place Official:

Voter's Last Name: \_\_\_\_\_

Voter's First Name: \_\_\_\_\_

VUID #: \_\_\_\_\_

Precinct No. \_\_\_\_\_

BACK

### DESCRIPTION OF FORM:

White, Letter size

### WHEN IS IT USED:

After the provisional voter has finished voting, provide them with the notice that applies.

\*\*\* For each voter who votes provisionally because they do not have an acceptable form of ID must also be given the Address to the Voter Registrar's office and the dates and times that the Voter Registrar's office will be open during the Cure Period.

# AFFIDAVIT OF PROVISIONAL VOTER

## (FRONT)

7-15, 12/2021 Prescribed by Secretary of State Election Code Sec. 63.011	Type of Election / Tipo de Elección	Precinct Number/Polling Location where voted Núm. de Precinto/Lugar de votación	Precinct Number where registered (if known) Núm. de Precinto-Inscrito para votar (si se sabe)	Date of Election / Fecha de la Elección	Authority Conducting Election / Autoridad Administrando la Elección
<b>Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE _____)</b>					
<p><b>TO BE COMPLETED BY VOTER:</b> I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a Class A Misdemeanor to vote in an election for which I know I am not eligible.</p> <p><b>PARA QUE EL VOTANTE LO LLENE:</b> Estoy inscrito como votante en esta subdivisión política y en el precinto en cual estoy intentando a votar y aun no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o si soy el autor de un delito grave, he cumplido toda mi condena inclusive el periodo de encarcelamiento, la libertad condicional, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor y entiendo que es un delito menor de clase A votar en una elección para la que sé que no soy elegible.</p>					
Last Name (Include Suffix if any) / Apellido usual (Incluir sufijo si lo hay)		First Name / Su nombre de pila		Middle Name (if any) / Segundo nombre (si tiene)	Former Name / Nombre anterior
Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include P.O. Box, Rural Rt. Or Business Address) Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal: A falta de estos datos, describa la localidad de su residencia. (No incluya el apartado de correos, camino rural, ni dirección comercial.)				Gender: (Optional) / Sexo (Optativo) <input type="checkbox"/> Male (Hombre) <input type="checkbox"/> Female (Mujer)	
Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address. / Dirección postal: Ciudad, Estado y Código Postal (si es imposible entregarle correspondencia a su domicilio).				Date of Birth: Month, Day, Year Fecha de nacimiento: mes, día, año □□ / □□ / □□□□	
TX Driver's License No. or TX Personal I.D. No. (Issued by Dept. of Public Safety) (Número de su Licencia de Conducir de Texas o de su Cedula de Identidad de Texas expedida por el Departamento de Seguridad Publica de Texas). □□□□□□□□		Social Security No. (last 4 digits required if you do not have a TX Driver's License or TX Personal I.D. Number) / Número de Seguro Social. (Si no tiene Licencia de Conducir de Texas ni Cedula de Identidad Personal de Texas, se requiere los últimos 4 números de su seguro social) XXX-XX-□□□□		<input type="checkbox"/> I have not been issued a TX Driver's License Number, TX Personal I.D. Number or a Social Security Number. Yo no tengo una Licencia de Conducir de Texas, Cedula de Identidad Personal de Texas ni un Número de Seguro Social.	
Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: Soy ciudadano/a de los Estados Unidos Yes Si <input type="checkbox"/> NO No <input type="checkbox"/>			Signature of Voter / Firma del votante <b>X</b> _____		

**FORM INSTRUCTIONS:**

**For Presiding Judge:**

Legibly complete all fields on top portion of envelope.

**For the Provisional Voter:**

Legibly complete the Front of the Envelope.

**The following fields are REQUIRED:**

- Last Name
- First Name
- Residential Address
- Date of Birth
- Signature
- Date
- Citizenship Confirmation
- TX DL# or TX ID# or,
- Last four digits of SSN or,
- Check box indicating they have not been Issued TX DL/TX ID or SSN.

**The following fields are not required (though preferred)**

- Middle Name
- Former Name (if any)
- Gender
- Mailing Address (**Required if** voter cannot or does <sup>47</sup> not wish to receive mail at their residential address)

**DESCRIPTION OF FORM:**

Green Envelope (Front Side)

**WHEN IS IT USED?**

For each voter that is casting a Provisional Ballot.

**WHERE DOES IT GO?**

Once the voter has completed the voting process, the voter will place their voted ballot into the (white) Secrecy Envelope. The voter shall Seal the envelope. Then, the voter will put the Sealed Secrecy Envelope into the completed Provisional Envelope. The voter must Seal this envelope before inserting it into the Provisional Ballot Door Located on the Front of the DS200. This will be the same procedure for both Early Voting & Election Day.

# AFFIDAVIT OF PROVISIONAL VOTER

## (BACK)

<p><b>TO BE COMPLETED BY ELECTION JUDGE:</b></p> <p>VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><b>REASON FOR VOTING PROVISIONALLY</b></p> <ol style="list-style-type: none"> <li>1. _____ Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration certificate with exemption.</li> <li>2. _____ Voter not on list of registered voters.</li> <li>3. _____ Voter not on list, registered in another precinct.</li> <li>4. _____ Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.</li> <li>5. _____ Voting after 7:00 p.m. due to court order.</li> <li>6. _____ Voter on list, but registered residence address is outside the _____ political subdivision.</li> <li>7. _____ Registered at Department of Public Safety (DPS): When: _____ Where: _____</li> <li>8. _____ Other: _____ (Please explain)</li> </ol> <p>Sworn and subscribed to before me this date: _____</p> <p>_____ Signature of Election Judge</p>	<p><b>TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:</b></p> <p>I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:</p> <p><b>FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE</b></p> <ol style="list-style-type: none"> <li>1. _____ Voter presented acceptable form of identification <b>OR</b> a supporting form of identification and executed a Reasonable Impediment Declaration within 6 calendar days of election day.</li> <li>2. _____ Voter met disability exemption within 6 calendar days of election day.</li> <li>3. _____ Voter executed religious objection affidavit within 6 calendar days of election day.</li> <li>4. _____ Voter executed natural disaster affidavit within 6 calendar days of election day.</li> <li>5. _____ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 calendar days of election day.</li> </ol> <p><b>FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS</b></p> <ol style="list-style-type: none"> <li>6. _____ Not a registered voter or registration not effective in time for this election.</li> <li>7. _____ Registered to vote, erroneously listed in wrong precinct.</li> <li>8. _____ Registered to vote in a different precinct within the county.</li> <li>9. _____ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.</li> <li>10. _____ Voter erroneously removed from the list.</li> <li>11. _____ Voter is not registered to vote in _____ political subdivision.</li> <li>12. _____ Other: _____ (Please explain)</li> </ol> <p>_____ Signature of Voter Registrar</p> <p style="text-align: right;">_____ Date</p>
<p><b>Action taken by the Early Voting Ballot Board:</b>    <input type="checkbox"/> ACCEPTED    <input type="checkbox"/> REJECTED    Signature of Ballot Board Judge: _____</p>	

### FORM INSTRUCTIONS:

#### For Presiding Judge:

Complete only the side that says ***“TO BE COMPLETED BY ELECTION JUDGE”***

- Check the reason the voter is casting a Provisional Ballot.
- If the reason is not listed, check the line for “Other” please be specific and clearly print the reason. **(This will help the Provisional Ballot Board determine if this voter’s Ballot will be “Accepted or Rejected”)**
- Write in the current day’s date
- Sign at the bottom where it says ***“Signature of Election Judge”***

### DESCRIPTION OF FORM:

Green Envelope (Back Side)

### WHEN IS IT USED?

For each voter that is casting a Provisional Ballot.

### WHERE DOES IT GO?

Once the voter has completed the voting process, the voter will place their voted ballot into the (white) Secrecy Envelope. The voter shall Seal the envelope. Then, the voter will put the Sealed Secrecy Envelope into the completed Provisional Envelope. The voter must Seal this envelope before inserting into the Ballot Box.

# SECRECY ENVELOPE

AW7-15b  
Prescribed by Secretary of State  
Section 64.008, Texas Election Code  
1/2012

SECRECY ENVELOPE  
(Sobre Secreto)

## **DESCRIPTION OF FORM:**

White Envelope

## **WHEN IS IT USED?**

For each voter that is casting a  
Provisional Ballot, Curbside Voting &  
Spoiled Ballots

## **WHERE DOES IT GO?**

Once the voter has completed the  
Provisional Ballot voting process, the voter  
will place their voted ballot into the  
(white) Secrecy Envelope. The voter shall  
Seal the envelope. Then, the voter will put  
the Sealed Secrecy Envelope into the  
completed Provisional Envelope. The  
voter must Seal this envelope before  
inserting into the Ballot Box.

# CENTRAL COUNTING ENVELOPE

## *(ENVELOPE #1)*

### DESCRIPTION OF ENVELOPE:

LARGE White (*DuPont Ty-Vek*)  
Envelope #1

### WHEN IS IT USED?

Early Voting & Election Night  
After closing the polls.

### WHERE DOES IT GO?

INSIDE THE RED, WHITE & BLUE SECURE PACK THAT GOES TO  
Central Counting Station (Bowie County Courthouse)

### ENVELOPE INSTRUCTIONS:

•After closing the polls, the Presiding Judge must enclose the completed (correct colored) copy of each form listed into the envelope along with the Voted Provisional Ballots, Thumb-Drive and Broken Seal from the Thumb-Drive all from the DS200

•The Presiding Judge will check this envelope into the Central Counting Station at the end of Election Night.

### CENTRAL COUNTING STATION

### ENVELOPE #1

THIS ENVELOPE SHOULD ONLY CONTAIN THE  
FOLLOWING:

- COMBINATION FORM** (Provisional Voting, Curbside Voting & Omissions List)
  - (BLUE COPY)
- REGISTER OF OFFICIAL BALLOTS**
  - (WHITE COPY)

**\*\*\* BALLOT BOX SHOULD CONTAIN:**  
• VOTED BALLOTS ONLY

**\*\*\* DO NOT \*\*\***

**PUT THIS ENVELOPE IN THE  
BALLOT BOX**

THIS ENVELOPE GOES INTO THE BIG PLASTIC "SECURE  
PACK" AND WILL BE GIVEN TO CENTRAL COUNT WITH  
THE BALLOT BOX AT THE END OF ELECTION DAY

# GENERAL CUSTODIAN OF ELECTION RECORDS

## (*ENVELOPE #2*)

### DESCRIPTION OF ENVELOPE:

LARGE Yellow, Envelope #2

### WHEN IS IT USED?

Early Voting & Election Day

### WHERE DOES IT GO?

General Custodial of Election Records \*aka\* "Elections Administrator"  
To be placed into the Supply Box and returned to (Bowie County Courthouse)

### ENVELOPE INSTRUCTIONS:

- After closing the polls, the Presiding Judge must enclose the completed (correct colored) copy of each form listed into the envelope.
- The Presiding Judge will place this *completed* Envelope into the Supply Box and will check the Supply Box in at the Check-In Station located in the Bowie County Courthouse at the end of Early Voting / Election Night.

Records of \_\_\_\_\_  
Election held on \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
in Election Precinct No. \_\_\_\_\_  
in \_\_\_\_\_ County, Texas

### ENVELOPE 2

To: \_\_\_\_\_  
(General Custodian of Election Records)

#### Enclose:

- 1. Copy of the Precinct Election Returns (M100 report)
- 2. Statement of Compensation Form (white & yellow copies)
- 3. Combination Form (yellow copy)
- 4. Notice of Total Number of Voters Who Have Voted
- 5. List of Provisional Voters (yellow copy)
- 6. Oaths of Election Officials, Assistants, Interpreters
- 7. Certificate of Appointment of Poll Watcher
- 8. Tally List

# PRESIDING JUDGE (ENVELOPE #3)

## DESCRIPTION OF ENVELOPE:

LARGE Pink, Envelope #3

## WHEN IS IT USED?

Early Voting & Election Day

## WHERE DOES IT GO?

Presiding Judge will keep this Envelope for their records

## ENVELOPE INSTRUCTIONS:

- After closing the polls, the Presiding Judge must enclose the completed (correct colored) copy of each form listed into the envelope.
- The Presiding Judge shall keep this *completed* Envelope for their records.
- **(RETAIN FOR 22 MONTHS)**

Records of \_\_\_\_\_  
Election held on \_\_\_ day of \_\_\_\_\_, 20\_\_  
in Election Precinct No. \_\_\_\_\_  
in \_\_\_\_\_ County, Texas

## ENVELOPE 3

To: Presiding Judge

### Enclose:

- 1. Precinct Election Returns (M100 report)
- 2. Combination Form (pink copy)
- 3. Register of Official Ballots (pink copy)
- 4. List of Provisional Voters (pink copy)
- 5. Statement of Compensation Form (pink copy)

# VOTER REGISTRAR

## (*ENVELOPE #4*)

### DESCRIPTION OF ENVELOPE:

LARGE Grey, Envelope #4

### WHEN IS IT USED?

Early Voting & Election Day

### WHERE DOES IT GO?

Voter Registrar \*aka\* "Elections Administrator"

To be placed into the Supply Box and returned to (Bowie County Courthouse)

### ENVELOPE INSTRUCTIONS:

- After closing the polls, the Presiding Judge must enclose the completed (correct colored) copy of each form listed into the envelope.
- The Presiding Judge will place this *completed* Envelope into the Supply Box and will check the Supply Box in at the Check-In Station located in the Bowie County Courthouse at the end of Early Voting / Election Night.

Voter Registration Material of \_\_\_\_\_  
Election held on \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
in Election Precinct No. \_\_\_\_\_  
in \_\_\_\_\_ County, Texas

**ENVELOPE 4**

**To: Voter Registrar**

Enclose:

- 1. Combination Form (grey copy)
- 2. Statement of Residence Cards
- 3. List of First Time Voters (if applicable)
- 4. Registration Omissions List (if applicable)
- 5. Registration Corrections List (if applicable)

# SPOILED BALLOT ENVELOPE

## DESCRIPTION OF ENVELOPE:

LARGE Goldenrod Envelope

## WHEN IS IT USED?

Early Voting & Election Day

## WHERE DOES IT GO?

To be placed into THE SUPPLY BOX and returned to (Bowie County Courthouse)

## ENVELOPE INSTRUCTIONS:

- The Presiding Judge must enclose any and all SPOILED BALLOTS into this envelope.
- The Presiding Judge will place this *completed* Envelope into **the Supply Box** and will check the Supply Box in at the Check-In Station located in the Bowie County Courthouse at the end of Early Voting / Election Night.

Envelope for Spoiled Ballots for the \_\_\_\_\_  
\_\_\_\_\_ Election held on  
\_\_\_\_\_, 20\_\_\_\_  
Election Precinct No. \_\_\_\_\_  
\_\_\_\_\_ County, Texas.

## SPOILED BALLOTS

This envelope contains all spoiled ballots which were returned by voters for another ballot. The ballots contained in this envelope have been registered on the Register of Spoiled Ballots and on the Official Ballot Register. Place in Ballot Box No. 4 with ballots and supplies not used.

# REQUESTS AND CANCELED BALLOT ENVELOPE

## DESCRIPTION OF ENVELOPE:

LARGE Goldenrod Envelope

## WHEN IS IT USED?

Early Voting & Election Day

## WHERE DOES IT GO?

THE SUPPLY BOX and returned to (Bowie County Courthouse)

## ENVELOPE INSTRUCTIONS:

- The Presiding Judge must enclose any and all Requests and Canceled Ballots into this envelope.
- The Presiding Judge will place this *completed* Envelope into **the Supply Box** and will Check the Supply Box in at the Check-In Station located in the Bowie County Courthouse at the end of Early Voting / Election Night.

Envelope for Requests and Canceled Ballots

for the \_\_\_\_\_

\_\_\_\_\_ Election held on

\_\_\_\_\_, 20\_\_\_\_

Election Precinct No. \_\_\_\_\_

\_\_\_\_\_ County, Texas.

## ENVELOPE FOR REQUESTS AND CANCELED BALLOTS

1. This envelope is used when a voter completes a request to cancel his/her mail ballot at the polling place on election day.
2. The election judge shall write "canceled" on the returned ballot and place the request and ballot in this envelope.
3. If the request to cancel a ballot does not comply, the election judge writes denied on the request and places the request in this envelope.
4. Place this envelope in Ballot Box No. 4 before delivering the ballot box to the general custodian of records.

# ED - SEALS / BROKEN SEALS ENVELOPE

## DESCRIPTION OF ENVELOPE:

Goldenrod Envelope

## WHEN IS IT USED?

Election Day (ED)

## WHERE DOES IT GO?

To be placed into THE SUPPLY BOX and returned to (Bowie County Courthouse)

## ENVELOPE INSTRUCTIONS:

Use all seals required where need and make sure your put all broken seals in this envelope for return. **This envelope will be used for AUDIT PURPOSES.** Please make sure you can account for all seals / broken seals.

## ED-SEAL / BROKEN SEAL ENVELOPE

### EVELOPE WILL CONTAIN

- **2 RED SEALS**

- THESE ARE FOR YOU TO RE-SEAL THE PROVISIONAL BALLOT DOOR AND THE BALLOT BOX DOOR AFTER CHECK-IN OF EQUIPMENT.

- **3 GREEN SEALS**

- 2 OF THESE SEALS ARE FOR YOU TO SEAL EACH END OF THE BLUE BALLOT BOX AT THE END OF ELECTION NIGHT. **MAKE SURE YOUR SEAL NUMBERS MATCH UP ON YOUR PAPERWORK**
- THE LAST GREEN SEAL IS FOR YOU TO SEAL THE DS200 LID AT THE END OF ELECTION NIGHT. **AGAIN, MAKE SURE YOUR SEAL NUMBERS MATCH UP ON YOUR PAPERWORK.**

- **1 RED “STICKER” SEAL**

- THIS SEAL IS FOR YOU TO SEAL AROUND THE THUMB DRIVE AT THE END OF ELECTION NIGHT.

### NEED TO RETURN

**3** - “BROKEN” BLUE SEALS

**2** - “BROKEN” RED SEALS

**\* YOU ARE RESPONSIBLE FOR ALL OF THESE SEALS**  
**AND WILL NEED TO RETURN ALL BROKEN SEALS**

# EV - SEALS / BROKEN SEALS ENVELOPE

## DESCRIPTION OF ENVELOPE:

Goldenrod Envelope

## WHEN IS IT USED?

Early Voting (EV)

## WHERE DOES IT GO?

To be placed into THE SUPPLY BOX and returned to (Bowie County Courthouse)

## ENVELOPE INSTRUCTIONS:

Use all seals required where need and make sure your put all broken seals in this envelope for return. Keep track of sealing and re-sealing your equipment with the Seal Logs Provided. **This envelope will be used for AUDIT PURPOSES.** Please make sure you can account for all seals / broken seals.

## EV-SEAL / BROKEN SEAL ENVELOPE

### EVELOPE WILL CONTAIN

#### • RED SEALS

- THESE ARE FOR YOU TO SEAL AND RE-SEAL THE DS200 LID AND THE PROVISIONAL BALLOT DOOR EVERYDAY DURING EARLY VOTING.
- THESE SEALS ARE NUMBERED CONSECUTIVELY AND NEED TO BE USED IN NUMERICAL ORDER.

***\* Keep track of sealing and re-sealing your equipment with the Seal Logs Provided***

### RETURN

All - "BROKEN" RED SEALS

***\* YOU ARE RESPONSIBLE FOR ALL OF THESE SEALS AND WILL NEED TO RETURN ALL BROKEN SEALS***

# SECURE PACK ENVELOPE

**DESCRIPTION OF ENVELOPE:** LARGE White, (PLASTIC)  
(Blue & Red Wording) Blue Security Seal

## WHEN IS IT USED?

Last Night of Early Voting & Election Night after the closing of the polls

## WHERE DOES IT GO?

Early Voting Clerk/ Central Counting Station

## ENVELOPE INSTRUCTIONS:

Fill out front of the envelope and use the check list in the “Contents:” box to make sure that you have everything to turn into the Early Voting Clerk / Central Counting Station. **When you are sure and only when you’re sure that you have all required item, pull the blue plastic off of the top flap, fold it over and seal it closed. You will not be able to open once it has been sealed.**

**DO NOT PUT THIS ENVELOPE IN THE BALLOT BOX**



# GETTING TO KNOW THE EPOLLBOOK & PRINTER



1

The Carrying case containing the Electronic Poll Book (EPB) Tablet. Should be placed on the Check-in table.



3

When opened you will see one(1) ExpressPoll Electronic Pollbook (EPB), ExpressVote Printer and Charging Power Cords



2

Open the case by unlatching the two orange latches at the top of the case.



4

Remove the EPB and the ExpressVote Printer from case and set them on the table

# GETTING TO KNOW THE EPOLLBOOK



POWER CORD FOR EPOLLBOOK



POWER BLOCK FOR EPOLLBOOK



MiFi BOX



MiFi



EPOLLBOOK TABLET & STAND



EPOLLBOOK POWER BUTTON



MiFi POWER CORD

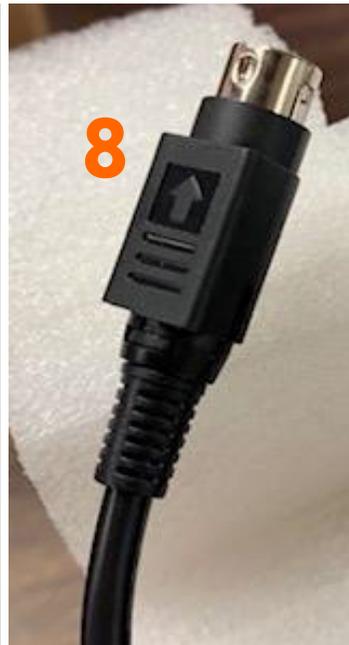


MiFi BLOCK

# GETTING TO KNOW THE EXPRESSVOTE PRINTER



1. EXPRESSVOTE PRINTER
2. POWER BUTTON
3. ACTIVATION CARD FEEDER
4. SWITCH TO OPEN PRINTER
5. POWER INLET ON PRINTER (USB PORT ON PRINTER (REF. #1 1 USB CORD)



7. POWER CORD TO PRINTER
8. POWER CORD TO INLET ON PRINTER
9. USB CORD TO CONNECT TO PRINTER TO EPOLLBOOK
10. USB TO EXPRESSVOTE STAND
11. USB TO EXPRESSVOTE PRINTER

# SETTING UP AND TURNING ON EXPRESSVOTE PRINTER



**\*\*\*\*\* MATCH UP YOUR COLORS \*\*\*\*\***



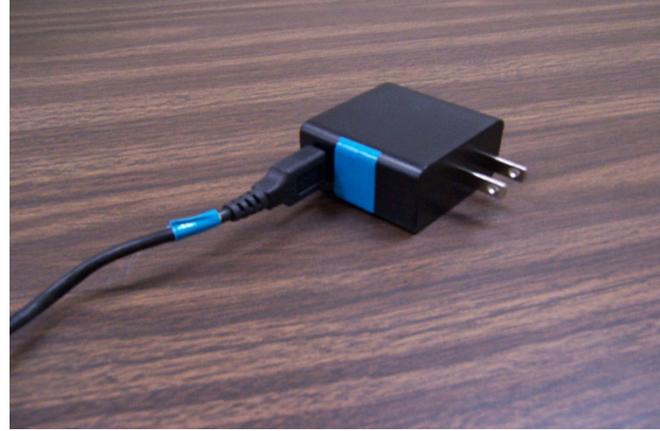
**PLUG INTO A  
110 POWER  
OUTLET/  
POWER STRIP**



**TURN ON  
THE  
PRINTER**

# SETTING UP AND TURNING ON THE MiFi

**\*\*\*\*\* MATCH UP YOUR COLORS \*\*\*\*\***



- Plug in the Mi-Fi USB Cord into the charging block and plug the other end of the cord into the Mi-Fi. Then plug the outlet end into an electrical outlet. **Make sure that your power supply strip is turned on.**
- Turn on the MI-Fi by pressing the power button located on the top right. The Mi-Fi should automatically connect as soon as it's powered on.
- If the Mi-Fi does not connect or is disconnected, hold down the power button until reset screen appears and press reset. The Mi-Fi should connect or reconnect.
- If the Mi-Fi is still not getting Signal, move it closer to a window or a door to allow the Data to load, then return it back to the polling table for Security.
- If your Mi-Fi will not connect after following all steps, please contact our office for help.
- To Shut down the Mi-Fi, press and hold the power button at the top right until you see the powering off screen. Then select shutdown and tap OK.

**Make sure the USB cord and charging block is returned in the Mi-Fi Box with the Mi-Fi at the end of the night.**

# STEP BY STEP OPENING EPOLLBOOK INSTRUCTIONS

1. OPEN EPOLLBOOK CASE AND GET CONTENTS OUT
  - STAND
  - POWER BLOCK
2. CONNECT POWER CORD TO POWER BLOCK
3. TAKE POWER BLOCK AND PLUG INTO A 110 POWER OUTLET



# OPENING EPOLLBOOK INSTRUCTIONS



- Make sure the Epollbook, MiFi and printer are plugged into your power source.
- **PRINTER & MiFi ARE BOTH POWERED ON.**
  - ❖ **This is a very important part of turning on your Epollbook.**
- Press the Orange power button on the top left of the Epollbook.
  - ❖ *It may take a second or two for you to see that it is powered on*
- You are now ready to sign into the Epollbook.
  - ❖ **Launch Codes/Passwords will be provided for you in your Supply Box.**

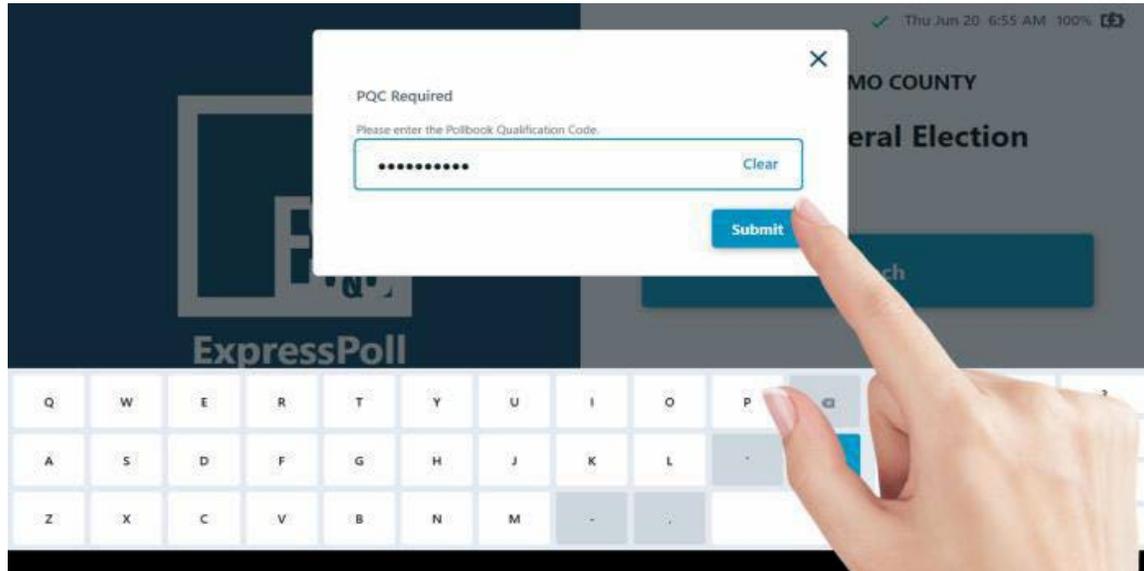
# OPENING EPOLLBOOK INSTRUCTIONS CONTINUED



When the Launch screen appears, follow the steps below to Launch and Login to the ExpressPoll application.

- Once the tablet is powered on, the initial launch screen will display jurisdictional and election specific information. From this screen users can Launch the software, enter Maintenance or Shut Down the tablet.

- ❖ Select Launch.
- ❖ When Prompted, enter the **Pollbook Qualification Code (PQC)** in the required field.



Note: If you enter incorrect information, tap the Backspace on the keyboard to move back one character at time, or tap on **Clear** to start over. Once the PQC is entered, tap on **Submit**.

# EPOLLBOOK - MONITORING POLL

From the Monitor Poll screen, poll workers will be able to review information for the polling location, **View Reports** and **Open/Close Poll**. Details about this information is outlined below.

The screenshot shows the 'Monitor Poll' interface. At the top, a status bar indicates 'Poll 1: 0 Issued | 0 Reissued | 0 Checked In' along with a green checkmark, a red refresh icon, the date 'Mon Jan 13 3:35 PM', and '100%' battery. Below this, the 'Monitor Poll' section is divided into three columns: 'Poll Place', 'Ballots', and 'Voters'. The 'Poll Place' column lists 'Poll 1', '58529 CR 23', 'DALLAS, TX 68111', 'Device Name: OMA-BRIDGETTE10', 'Serial Number: DYPPTN2', and 'Poll Time: 7:00 AM (Open Time) to 7:00 PM (Close Time)'. The 'Ballots' column shows '0 Paper', '0 ExpressVote', '0 Provisional Paper', and '0 Provisional ExpressVote'. The 'Voters' column shows '0 Checked In', '1,238 Registered Voters at this Poll Place', '0 Absentee', and '0 Early Voting'. At the bottom, there are two buttons: 'View Reports' with a dropdown arrow and 'Open Poll'.

Category	Value
Poll Place	Poll 1 58529 CR 23 DALLAS, TX 68111
Device Name	OMA-BRIDGETTE10
Serial Number	DYPPTN2
Poll Time	7:00 AM (Open Time) - 7:00 PM (Close Time)
Ballots	0 Paper, 0 ExpressVote, 0 Provisional Paper, 0 Provisional ExpressVote
Voters	0 Checked In, 1,238 Registered Voters at this Poll Place, 0 Absentee, 0 Early Voting

**Poll Place:** Verify that the Poll Place displayed is correct before selecting **Open Poll**. If the Poll Place is not correct, close the screen by clicking on the X in the upper right corner. This will return you to the main screen to select **Sign Out** from the **Options** menu. Once signed out, users can return to the Sign In page to **Change Poll Place**.

**Poll Time:** The Polls Open and Close time as defined by the jurisdiction is displayed.

**Ballots:** The details for the number of ballots issued by type, as defined by the jurisdiction, is displayed.

**Voters:** Information related to the total number of voters that have been checked in for the signed in location are displayed. If used in a Vote Center configuration, the total number of Registered Voters in the County is displayed, while the Registered Voters in the Location are displayed if used in a Precinct/Multi-Precinct configuration.

**Additional information related to Absentee, Early Voting and Not in Roster voters will also be displayed here, applicable for the jurisdiction.**

# OPENING EPOLLBOOK – OPEN POLL

Once the information displayed on **Monitor Poll** has been verified, select **Open Poll** to open the polling place.

Poll 1: 0 Issued | 0 Reissued | 0 Checked In ✓  Mon Jan 13 3:35 PM 100% 

### Monitor Poll

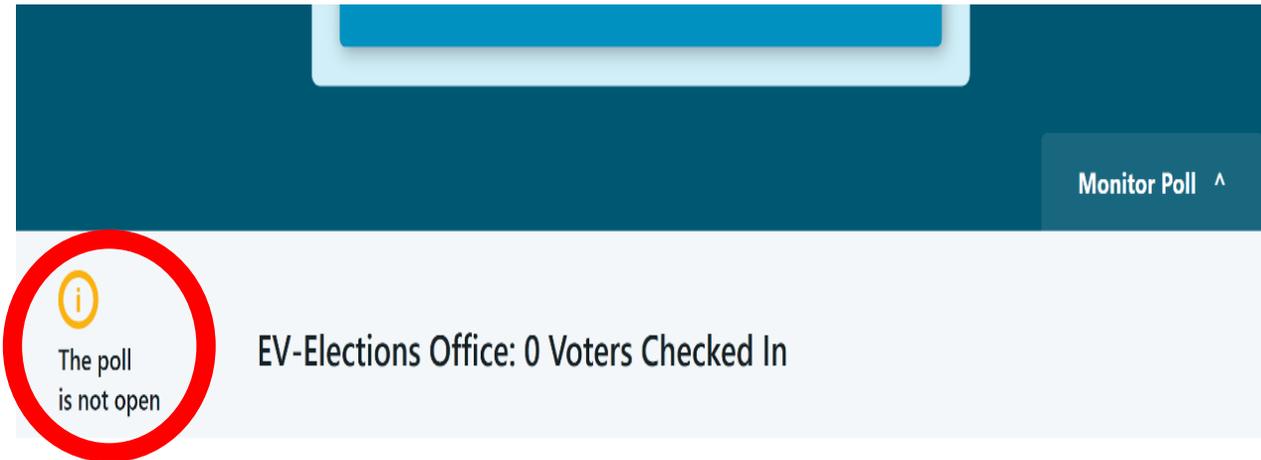
Poll Place	Ballots	Voters
<b>Poll 1</b> 58529 CR 23 DALLAS, TX 68111	<b>0</b> Paper	<b>0</b> ExpressVote
Device Name <b>OMA-BRIDGETTE10</b> Serial Number <b>DYPPTN2</b>	<b>0</b> Provisional Paper	<b>0</b> Provisional ExpressVote
Poll Time <b>7:00 AM</b> <b>7:00 PM</b> Open Time      Close Time		<b>0</b> Absentee
		<b>1,238</b> Registered Voters at this Poll Place
		<b>0</b> Early Voting

[View Reports ▲](#) **Open Poll**

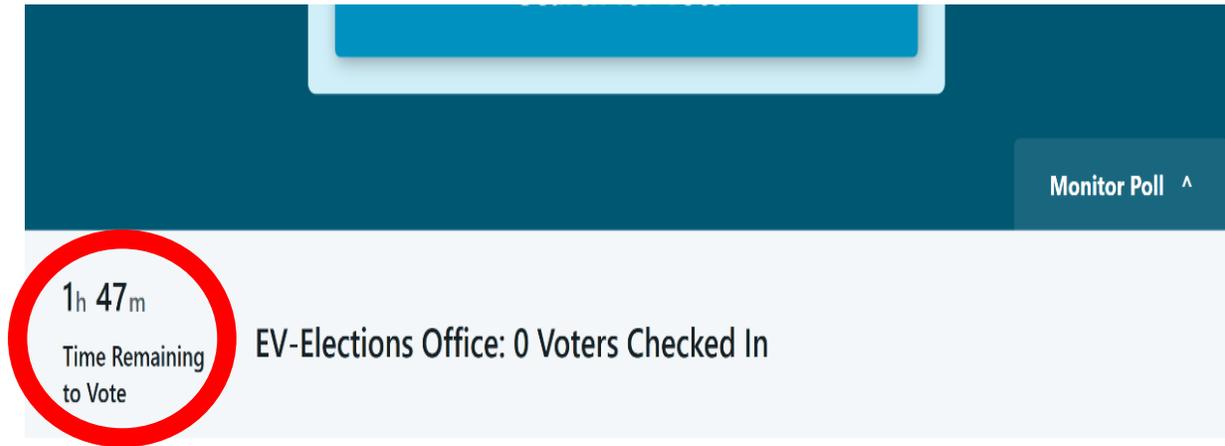
# EPOLLBOOK - OPENING POLL

Once the poll is open, the **Time Remaining to Vote** will be displayed on the main screen.

## POLLS NOT OPEN



## POLLS OPEN

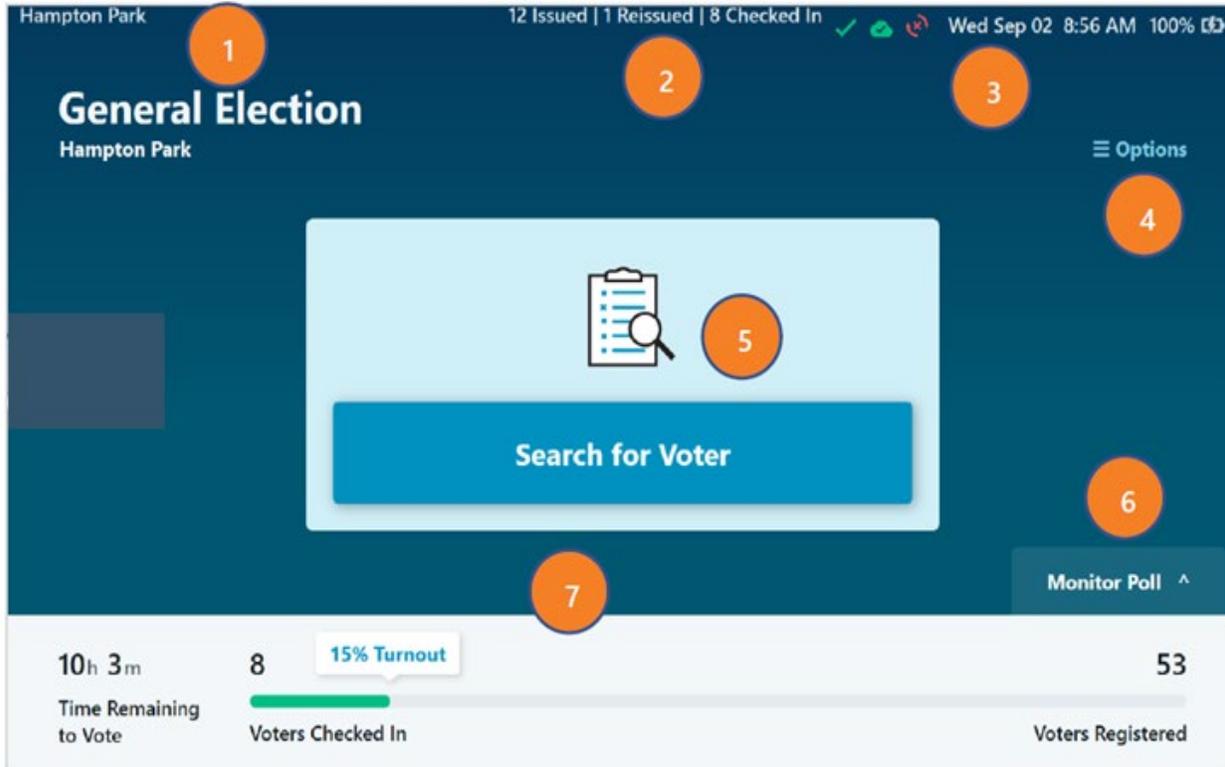


**IT IS VERY IMPORTANT TO KEEP ALL EQUIPMENT (MI-FI, EPOLLBOOKS & EXPRESS VOTE SYSTEMS) PLUGGED INTO AN ELECTRICAL OUTLET / POWER SUPPLY STRIP AT ALL TIMES.**

**If you have trouble “Opening the Poll” Reference the steps again or call our office for help.**

# SEARCHING FOR A VOTER

From the main screen, users can review important information related to the ExpressPoll device and voter turnout for the location, as well as accessing the Monitor Polls and Options menu, Live Chat feature (if enabled) and Search for Voters. Additional details related to this page and the functions available are outlined below.



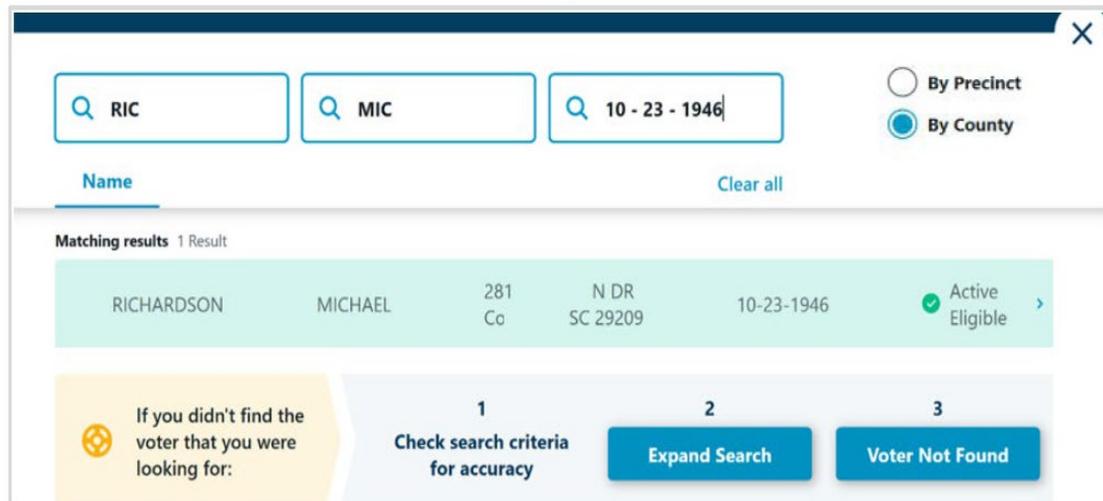
1. The Polling Location the device is signed into is displayed in the upper-left corner, as well as under the Election Name.
2. Total number of ballots Issued, Reissued and voters Checked In is displayed in the header.
3. Information related to Wi-Fi, Host and Peer to Peer connectivity is displayed, as well as the current date, time, battery charge percentage and AC power status. For information on the Network Connection Icons, refer to the *ExpressPoll Application 7.2.0.0 Administrators Guide*.
4. **Options** Menu can be accessed by selecting the blue text. For information on the Options menu, refer to the *ExpressPoll Application 7.2.0.0 Administrators Guide*.
5. Select **Search for Voter** to begin a manual voter search. Additional details are in the following sections.
6. The **Monitor Poll** menu can be accessed by selecting this tab. Additional details are in the following Monitor Poll section.
7. Time Remaining to Vote and information related to voter turnout is displayed on the bottom of the main page. If used in a Precinct/Multi-Precinct configuration, turnout for the Polling Place will be displayed. If used in a Vote Center configuration, the total number of voters checked in at that location will be displayed.

# SEARCHING FOR A VOTER

## Continued.....

### Voter Search with Barcode Scan

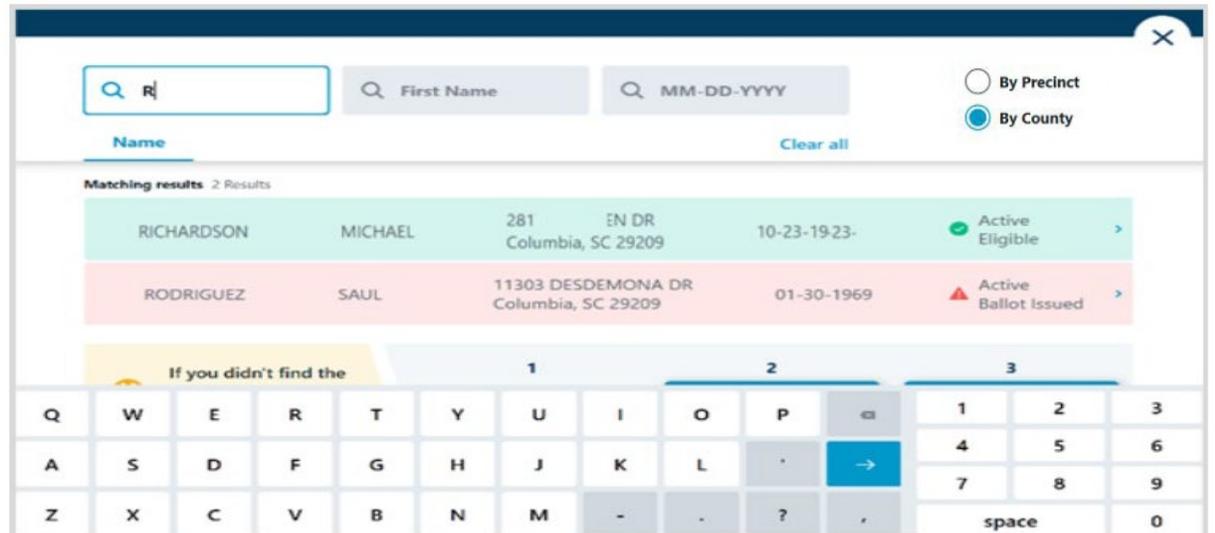
From the main screen, you can perform a voter search by scanning a barcode. Simply place a barcode, such as one located on the back of a Driver's License or Voter Registration card, on the 'Scan Here' graphic located on the base of the ExpressPoll terminal. The integrated infrared barcode reader will illuminate to scan the barcode and will automatically populate the search fields to include the first three letters of the first name and last name, and the date of birth. Matching results will be displayed below.



### Manual Voter Search

To conduct a manual search, select the **Search for Voter** button on the main screen. Select a search field and use the onscreen keyboard to enter the voter's Last Name, First Name, Date of Birth or a combination of these items.

As you provide input into each field, the application will conduct a dynamic search and show matching results.



**Tap the matching voter record to select the voter and view their Voter Details.**

# SEARCHING FOR A VOTER

## Continued.....

### Voter Status

Each voter record displayed in the search results will be assigned one of three colors based on their status, as determined by the jurisdictional requirements.

The screenshot shows a voter search interface. At the top, there is a dark blue header with status information: "Poll 3: 0 Issued | 0 Reissued | 0 Checked In", "Precinct Name | County Name | Election Name | 3-19-2024 | 10-18-2021 10:25:30AM", and a date/time stamp "Tue Nov 19 11:18 AM 100%". Below the header is a search bar with "ANDREWS" entered, a date filter "MM-DD-YYYY", and radio buttons for "By Precinct" and "By County". A "Clear all" button is also present. The search results are displayed in a table with four rows, each representing a voter record. The rows are color-coded: the first two are red, the third is yellow, and the fourth is green. Each row includes the name "ANDREWS", a date, and a status indicator with a right-pointing arrow. At the bottom of the interface is a numeric keypad with letters Q-Z and a blue arrow key.

Name	County	Address	DOB	Status
ANDREWS	...	...	...	Active Ballot Issued
ANDREWS	...	...	...	Active Ballot Issued
ANDREWS	...	...	...	Inactive Eligible
ANDREWS	...	...	...	Active Eligible

- **Green** indicates that the voter may vote a standard ballot.
- **Yellow** indicates that the voter may vote a provisional ballot, or some action needs to be done for the voter before they can vote a standard ballot.
- **Red** indicates that the voter cannot be issued a ballot from the ExpressPoll due to exceptions with his/her voter record.

# SEARCHING FOR A VOTER

## Continued.....

### Voter Details

After selecting the correct voter's record, the Voter Details page will display. Information relevant to the voter is displayed on four tabs, including **Basic Info**, **Identification**, **Voter History** and **Poll Place**. (Note: If your signed in polling place is configured as a Vote Center, the Poll Place tab will not appear.)

The screenshot shows the 'Voter Details' page for RICHARDSON, MICHAEL A. The page has a dark blue header with a close button (X) in the top right corner. Below the header, the voter's name 'RICHARDSON, MICHAEL A' is displayed in bold, with a 'Manage Voter >' link to the right. Below the name, the voter ID '2817 #' and precinct 'C 29209' are shown. A navigation bar contains four tabs: 'Basic Info', 'Identification' (which is active and highlighted in blue), 'Voter History', and 'Poll Place'. The main content area is divided into two columns. The left column contains: 'Precinct Ward 26', 'Date of Birth 10-', and a 'Comment' field with the text 'Verify ID and address. Issue Standard ballot if information is unchanged or Issue Provisional ballot if changed.' The right column contains a green box with a checkmark and the text 'Active Eligible'. At the bottom of the page, there are three buttons: 'Back' (light blue), 'Issue Provisional' (dark blue), and 'Issue Standard' (dark blue).

**Basic Info:** Information used to validate the voter and instructions on issuing a ballot is displayed. Name, Address, Precinct, Party, DOB and Ballot Style is presented, along with comments and their Voter and Absentee status. Poll workers can select from **Issue Standard** or **Issue Provisional**, based on the jurisdictional requirements and defined workflows.

# ISSUE A STANDARD BALLOT

## Issue Standard Ballot

Perform a voter search and locate the correct voter's record. If the status is displayed in green, the voter is eligible for a Standard Ballot.

Poll 3: 0 Issued | 0 Reissued | 0 Checked In  
Precinct Name | County Name | Election Name | 3-19-2024 | 10-18-2021 10:25:30AM

Wed Nov 20 9:46 AM 100%

By Precinct  
By County

BROWN JAMES MM-DD-YYYY

Name Clear all

Matching results 1 Result

BROWN JAMES Active Eligible

If you didn't find the voter that you were looking for, try:

- 1 Check search criteria
- 2 Expand Search
- 3 Voter Not Found

Q W E R T Y U I O P  
A S D F G H J K L  
Z X C V B N M

Select the voter's record to navigate to the Voter Details page and follow the below steps to Issue Standard ballot.

Poll 3: 0 Issued | 0 Reissued | 0 Checked In  
Precinct Name | County Name | Election Name | 3-19-2024 | 10-18-2021 10:25:30AM

Wed Nov 20 9:50 AM 100%

BROWN, JAMES Manage Voter >

Basic Info Identification Voter History Poll Place

Precinct: OSO 09.0 Party: NP ID Required: No

Date of Birth: Ballot Style: 00000001

Comment: Verify ID and address. Issue Standard Ballot if unchanged or Provisional Ballot if changed.

Active Eligible

Back Issue Provisional Issue Standard

Verify that you have located the correct record. Complete any additional verification procedures as required by the jurisdiction, then select Issue Standard to proceed.

# ISSUE A STANDARD BALLOT

## Continued.....

Please sign below.

I swear and affirm that I am qualified to vote at this election, according to the laws and Constitution of this State, and that I have not voted during this election.



Bridgette Weiss  
6270 Revere Pl  
Columbia, SC 29209

Clear Signature

Back Done Signing

Issue Ballot

Accept Voter Signature



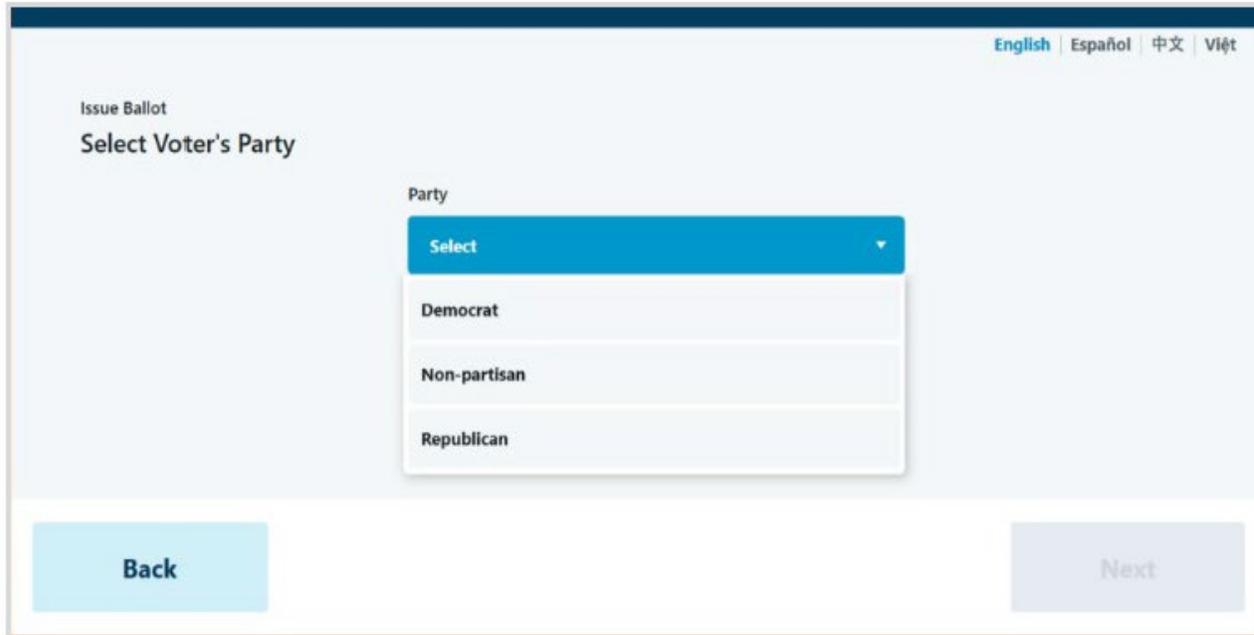
Bridgette Weiss  
6270 Revere Pl  
Columbia, SC 29209

Back Accept

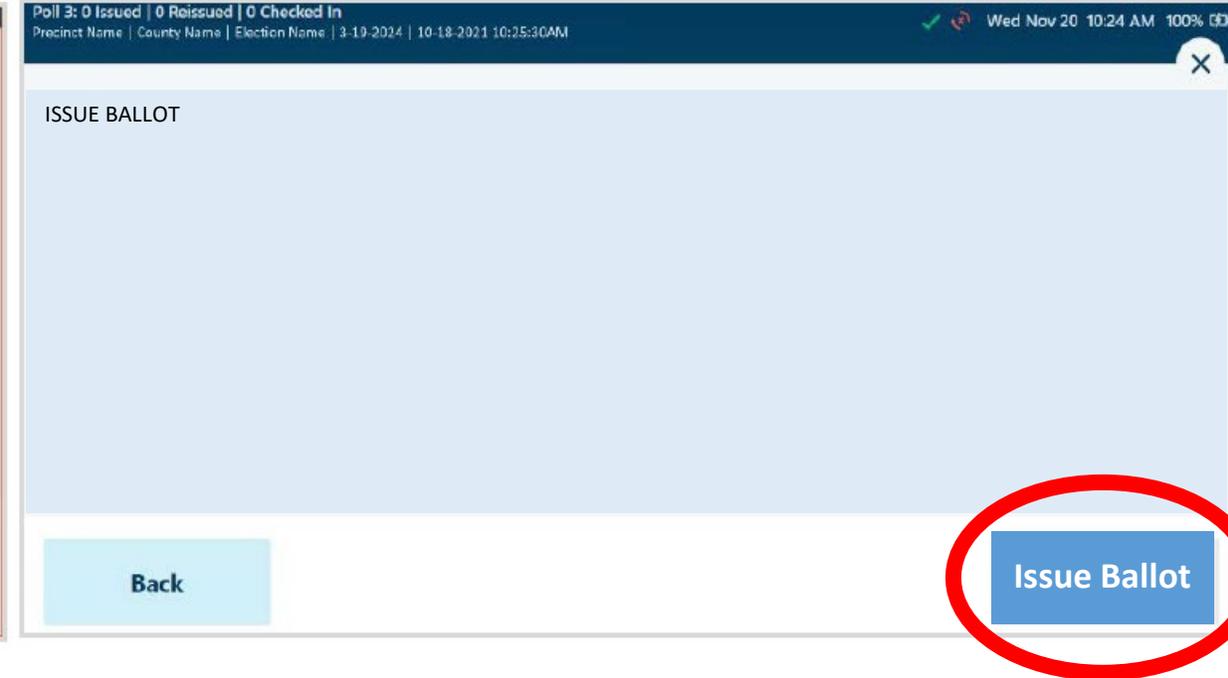
If signature capture is enabled, rotate the tablet screen towards the voter and allow them to sign, either with a finger or stylus device. If they need to start over, select **Clear Signature**. Once the voter has completed their signature, they will select **Done Signing** and rotate the tablet back to the poll worker.

The poll worker will be prompted to review and **Accept** the captured signature to proceed. If signature comparison is used by the jurisdiction, the Signature on File will be displayed in addition to the captured signature.

# ISSUE A STANDARD BALLOT Continued.....



The screenshot shows the 'Issue Ballot' interface. At the top, there are language options: English, Español, 中文, and Việt. The main heading is 'Issue Ballot' and the sub-heading is 'Select Voter's Party'. Below this is a 'Party' dropdown menu with a blue header containing the word 'Select'. The dropdown is open, showing three options: 'Democrat', 'Non-partisan', and 'Republican'. At the bottom of the screen, there are two buttons: a light blue 'Back' button on the left and a greyed-out 'Next' button on the right.

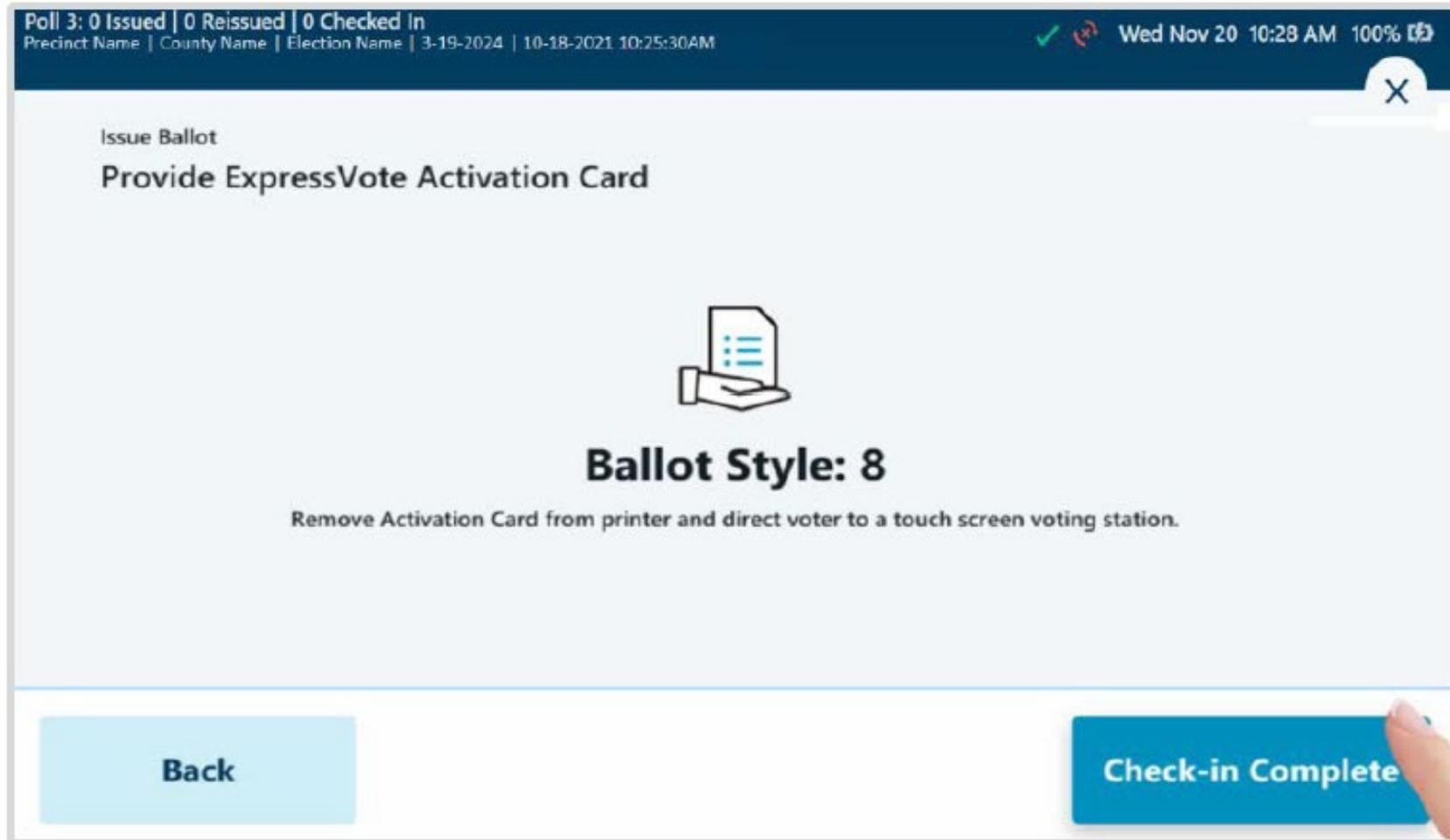


The screenshot shows the 'Issue Ballot' interface. At the top, there is a status bar with 'Poll 3: 0 Issued | 0 Reissued | 0 Checked In' and a date/time stamp 'Wed Nov 20 10:24 AM 100%'. Below this is a large light blue area with the text 'ISSUE BALLOT'. At the bottom of the screen, there are two buttons: a light blue 'Back' button on the left and a blue 'Issue Ballot' button on the right, which is circled in red.

If used in an Open or Mixed Primary Election, based on the jurisdictional requirements, the Select Voter's Party page will appear. Select from the available Party ballots and select **Next** to proceed. (**Note:** if configured for a General or Closed Primary Election, the Party Selection screen will not appear.)

Select Ballot Type when prompted to issue an ExpressVote Activation Card or a Paper Ballot, then select **Issue Ballot** to proceed. (**Note:** if your jurisdiction only has one type of ballot enabled, the Ballot Type Selection screen will not appear.)

# ISSUE A STANDARD BALLOT Continued.....



If **ExpressVote Activation Card** is selected and the jurisdiction is configured to use the ExpressVote Activation Printers, the correct ballot style information for the voter will be sent from the ExpressPoll to the printer after selecting **Issue Ballot**.

Insert a blank Activation Card into the printer when prompted. When printing is complete, remove the Activation Card from the printer and provide to the voter, then select **Complete Check-in**.

# ISSUE A PROVISIONAL BALLOT

Poll 3: 1 Issued | 0 Reissued | 1 Checked In  
Precinct Name | County Name | Election Name | 3-19-2024 | 10-18-2021 10:25:30AM

ANDREWS, BETSY [Manage Voter >](#)

Basic Info | Identification | Voter History | Poll Place

Precinct	Party	ID Required
OMA 14.0	NP	No
Date of Birth	Ballot Style	
10-28-1988 (M)	00000001	
Comment		

Voter has already been issued a Ballot

Back | Issue Provisional | Find Poll Place

A Provisional Ballot is issued to a voter whose eligibility has been challenged in some way. Perform a voter search and locate the correct voter's record. If the status is displayed in yellow or red, the voter is likely eligible for a Provisional Ballot, if enabled by the jurisdiction. Select the voter's record to navigate to the Voter Details page and follow steps to **Issue Provisional** ballot.

Poll 3: 1 Issued | 0 Reissued | 1 Checked In  
Precinct Name | County Name | Election Name | 3-19-2024 | 10-18-2021 10:25:30AM

Issue Provisional Ballot

Provisional Reason and Provisional ID

Select Provisional Reason

- Voter is not in the Pollbook
- Voter is in the wrong Poll Place
- Voter did not provide identification
- Voter is required to provide additional documentation
- Voter is not a US citizen
- Voter is not 18 by General Election
- Other

Provisional ID  
OMAKRW10001

Back | Next

Select the **Provisional Reason** from the options presented, then select **Next**.

# ISSUE A PROVISIONAL BALLOT Continued.....

Please sign below.

I swear and affirm that I am qualified to vote at this election, according to the laws and Constitution of this State, and that I have not voted during this election.

Bridgette Weiss  
6270 Revere Pl  
Columbia, SC 29209

Clear Signature

Back Done Signing

If signature capture is enabled, rotate the tablet screen towards the voter and allow them to sign, either with a finger or stylus device. If they need to start over, select **Clear Signature**. Once the voter has completed their signature, they will select **Done Signing** and rotate the tablet back to the poll worker.

Issue Ballot

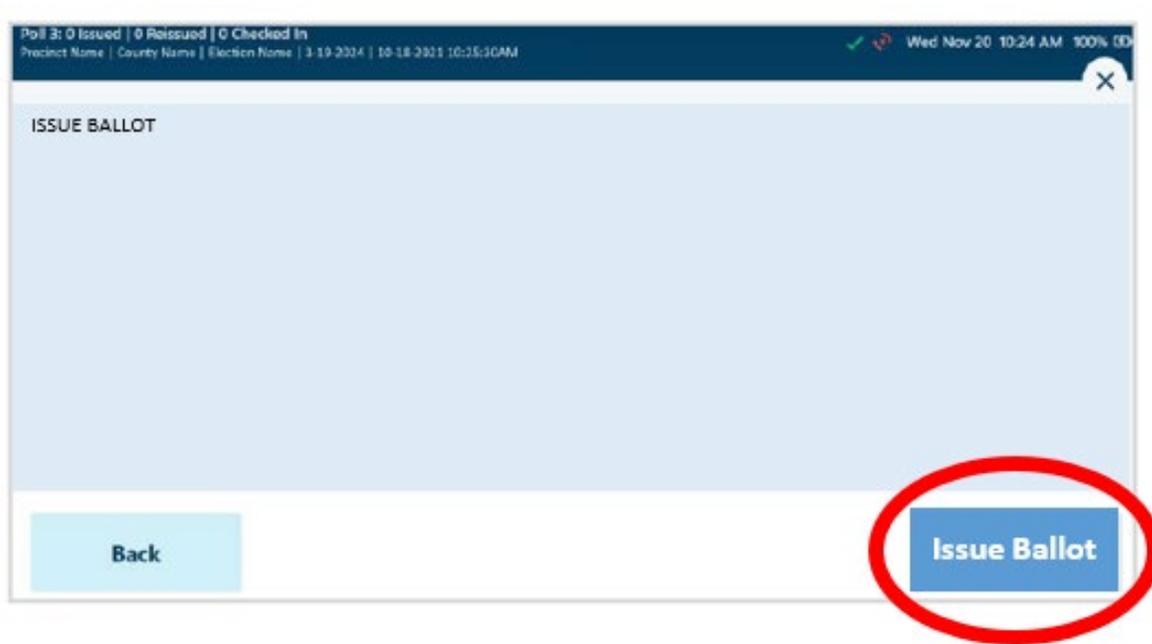
Accept Voter Signature

Bridgette Weiss  
6270 Revere Pl  
Columbia, SC 29209

Back Accept

The poll worker will be prompted to review and **Accept** the captured signature to proceed.

# ISSUE A PROVISIONAL BALLOT Continued.....



Select Ballot Type when prompted to issue an ExpressVote Activation Card or a Paper Ballot, then select **Issue Ballot** to proceed. *(Note: if your jurisdiction only has one type of ballot enabled, the Ballot Type Selection screen will not appear.)*



If **ExpressVote Activation Card** is selected and the jurisdiction is configured to use the ExpressVote Activation Printers, the correct ballot style information for the voter will be sent from the ExpressPoll to the printer after selecting **Issue Ballot**.

Insert a blank Activation Card into the printer when prompted. When printing is complete, remove the Activation Card from the printer and provide to the voter, then select **Complete Check-in**.

# SEARCHING & PROCESSING VOTER IN EPOLLBOOK

- INSERT ACTIVATION CARD INTO EXPRESSVOTE PRINTER.
- ONCE INSERTED, IT WILL AUTOMATICALLY GRAB IT AND HOLD THE CARD UNTIL IT IS TIME TO PRINT VOTER INFORMATION.
- AT THIS TIME YOU WILL CHECK IN THE VOTER.
- ACTIVATION CARD WILL BE ACTIVATED AND RETURNED TO YOU.



# EXPRESSVOTE & DS200 CURBSIDE ASSISTANCE

## CURBSIDE ASSISTANCE WILL BE USING ACTIVATION CARD.

THE **JUDGE** or **ALT. JUDGE AND CLERK ARE REQUIRED** TO GO OUT TO THE VOTER FOR CURBSIDE ASSISTANCE.

- GATHER ALL REQUIRED INFORMATION TO VERIFY & PROCESS THE VOTER WITH THE EPOLLBOOK CLERK. (sign the ePoll Book as “curbside”)

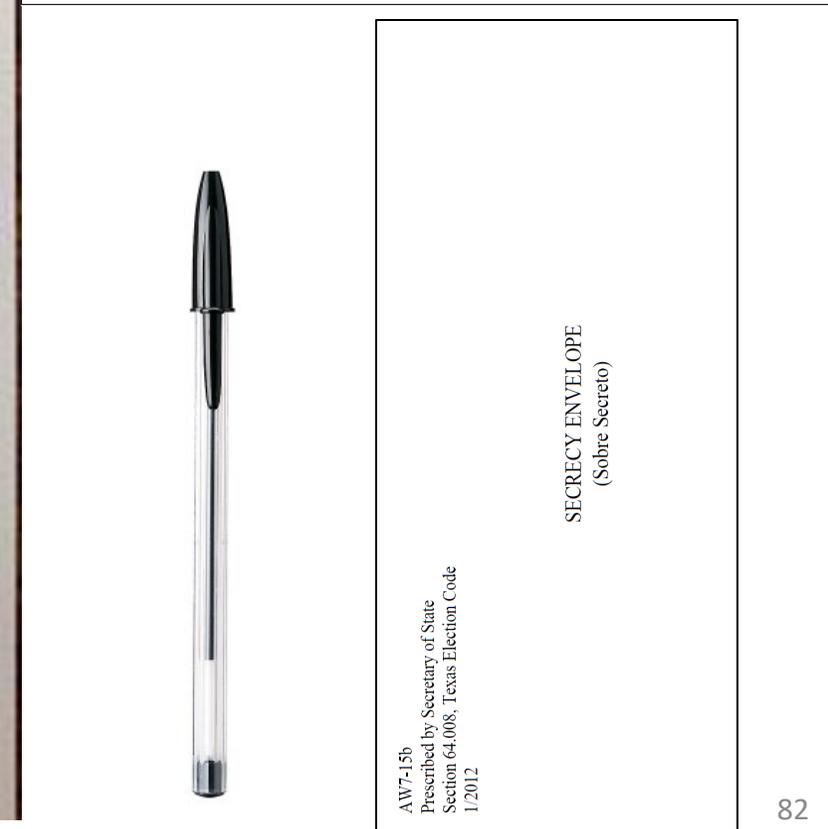
**REMINDER: IF A VOTER BRINGS SOMEONE TO ASSIST THEM, THEY MUST SIGN THE OATH OF ASSISTANCE FORM.**

## ITEMS REQUIRED:

- COMBINATION FORM (SPECIFICALLY LABELED FOR CURBSIDE)
    - **MAKE SURE THE VOTERS SIGNS THIS FORM.**
  - BLACK PEN
  - PAPER BALLOT (MINIMUM OF 3 ARE REQUIRED TO PRESENT TO VOTER)
  - SECRECY ENVELOPE
1. GIVE THE VOTER THE ACTIVATION CARD WITH INSTRUCTIONS ON HOW TO INSERT IT INTO THE EXPRESSVOTE
  2. ONCE VOTER HAS COMPLETED VOTING AND PRINTING THEIR BALLOT, INSTRUCT THEM TO INSERT THE VOTED BALLOT INTO THE SECRECY ENVELOPE.
  3. THE JUDGE/ALT. JUDGE AND CLERK WILL PROCEED TO THE DS200 AND INSERT THE BALLOT FOR TABULATION.



Line #		Voter Information (or Voter Information for assistance for assistance de votants, continue on el reverse de este formulario)		COMBINATION FORM Poll List/Signature Roster, Affidavits for Election Day		Prescribed by Secretary of State, Form 1-15b Section 64.008, Texas Election Code 1/2012	
Location		Date of Election (Fecha de eleccion)		Type of Election (Tipo de eleccion)		VUD	
Signature (Firma)		Poll List (Lista de Votantes)					
10							
9							
8							
7							
6							
5							
4							
3							
2							
1							



# CURBSIDE VOTING

There **MUST ALWAYS** be one Election Official (Judge or Alt-Judge) AND an Election Clerk present with the Ballot Activation Card when processing a Curbside Voter.

- If the voter has someone accompanying them, that person may bring in the voter's identifying information for the voter to be checked in.
- If the voter does not have someone accompanying them, then an Election clerk will need to go out and retrieve the voter's identifying information for check-in.

❖ *The official/clerk will sign "**CURBSIDE VOTER**" for the voter on the EPoll Book and will obtain a signature from the voter on the Designated "Curbside Combination Form"*

Please sign below.

I swear and affirm that I am qualified to vote at this election, according to the laws and Constitution of this State, and that I have not voted during this election.

CURBSIDE Voter

Bridgette Weiss  
6270 Revere Pl  
Columbia, SC 29209

Clear Signature

Back Done Signing

Issue Ballot

Accept Voter Signature

CURBSIDE Voter

Bridgette Weiss  
6270 Revere Pl  
Columbia, SC 29209

Back Accept

# CURBSIDE VOTING

## Continued....

- After a successful check-in, print out the **Ballot Activation Card** and give that, a **Secrecy Envelope**, a **pen** and **clip board**, and the designated **Curbside Combination Form** to the Election Official and Election Clerk that will be handling the remainder of the Curbside Voting process.
- If the voter will need assistance or interpretation, make sure to have the assistant or interpreter fill out the “Oath of Assistants and Oath of Interpreters” form(s).
- After unplugging the Curbside ExpressVote, take that and all the Curbside Voting material and wheel them out to the voter.
- Once the voter has finished the voting process and their Ballot has printed from the ExpressVote, have the voter place the Ballot into the provided Secrecy Envelope.
- Then have the voter sign the Curbside Combination Form to and both Election Official and Election Clerk will walk the ballot and Curbside cart back inside.
- They will then open the envelope containing the voted ballot and place the Ballot into the DS200.
- Finally make sure that you plug the Curbside ExpressVote back into the power source so that it will maintain charge.

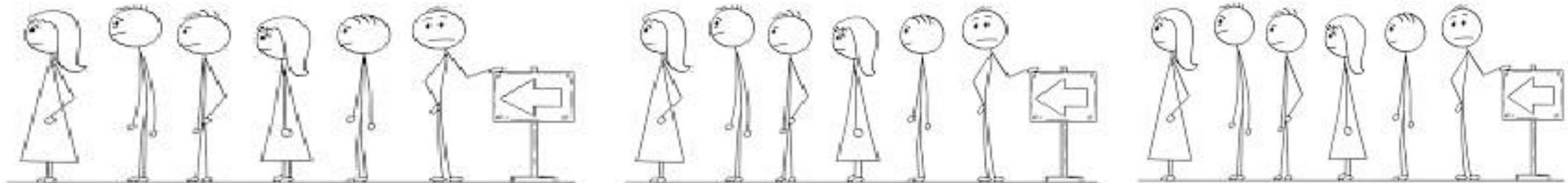
# STEP BY STEP CLOSING INSTRUCTIONS

1. 7:00 PM =



2. VOTERS WHO ARE IN LINE BEFORE THE OFFICIAL CLOSING TIME

**MUST BE ALLOWED TO VOTE.**



# CLOSING THE POLLS

## HANDLING THE LAST VOTER



Officially close and lock the door to the polling place at 7:00 p.m. {Sec. 41.03:

Handling the “LAST VOTER”

1. Voters who have not voted and are inside or waiting to enter the polling place at 7:00 p.m., must be allowed an opportunity to vote. {Sec. 41.032}
2. If there are people waiting in line outside the polling place:
  - Have all the people enter the polling place, if possible, and lock the door. {Sec. 41.032}
  - If it is not possible to get all voters inside the polling place, position an election official after the last person in line at 7:00 p.m.
  - If you expect to be delayed because of a long line, please call the Election’s Office.

**IF IT IS NOT POSSIBLE TO LOCK THE DOOR, HAVE AN ELECTION OFFICIAL  
STAND AT THE DOOR SO NO ONE ELSE MAY ENTER.**

# CLOSING THE POLLS

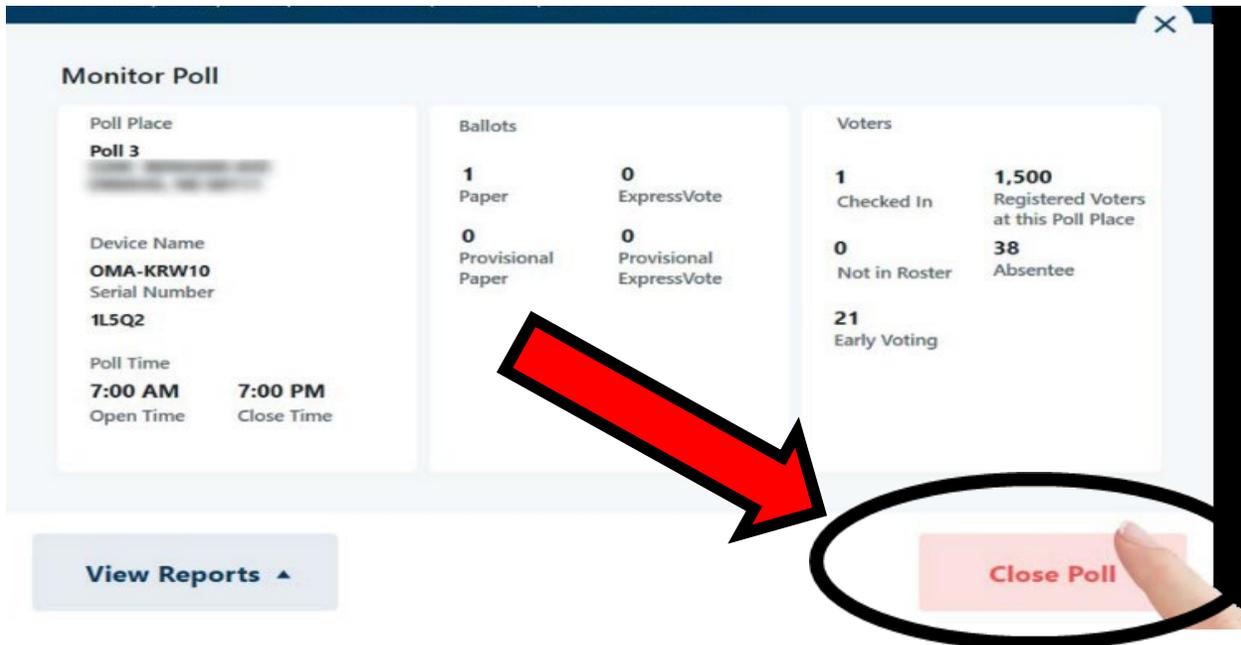
## Continued.....

### CLOSING EXPRESSPOLL BOOK

After the last voter has put their Ballot in the Ballot Box. Then it is time for you to “CLOSE POLL” on the ExpressPoll Book.

From the main search screen, select the **Monitor Poll** tab to display the Monitor Poll menu, and select **Close Poll**.

The poll will be **closed** and you will be asked if you would like to also sign out of the application. If **No** is selected, the user(s) will remain signed into the application to access reports and election information. If **yes** is selected, the user(s) will be signed out of the application and redirected to the Launch screen.



# CLOSING THE POLLS

## Continued.....

### REPORTS

You will then want to SELECT **“VIEW REPORTS”**

Hampton Park 10 Issued | 1 Reissued | 9 Checked In Tue Sep 01 12:15 PM 100%

#### Monitor Poll

<b>Poll Place</b> Hampton Park 1117 Brandon Avenue Columbia, SC 29209	<b>Ballots</b> 8 ExpressVote 2 Provisional ExpressVote	<b>Voters</b> 9 Checked In 1 Not in Roster 53 Registered Voters at this Poll Place 4 Absentee
--	--	---

**Device Name**  
OMA-BRICHARD-10  
Serial Number

**Poll Time**  
7:00 AM Open Time    7:00 PM Close Time

**View Reports** ▲    **Close Poll**

You will use this information to complete the forms at the end of the Election Night.

Multiple reports are available from within the ExpressPoll application, allowing users important insights and information related to voters processed and ballots issued during an election event.

A list of available reports will appear for users to select from, including **Ballot Totals**, **Voted List**, **Reissued Report**, **Spoiled Ballot Report** and **Voter List**. Additional information about each report is listed below.

# CLOSING THE POLLS

## REPORTS Continued.....

### Ballot Totals Report

The Ballot Totals report provides detailed information related to the number of ballots: Issued, Reissued, Canceled, and Net.

**(NOTE:** If the election is configured for multiple types of ballots (Paper or ExpressVote), or if Provisional Ballots are enabled, totals for each of those are also provided.)



Ballot Totals Report			
11-20-2019 01:38 PM			
Issued:	1	Paper Issued:	1
Reissued:	0	ExpressVote Issued:	0
Canceled:	0	Prov Paper Issued:	0
Net:	1	Prov ExpressVote Issued:	0

# CLOSING THE POLLS

## REPORTS Continued.....

### (Voted List)

The Voted List provides details on voters that have been issued a ballot. Users can select from multiple tabs to view the **Overview**, **Standard**, **Not In Roster** and **Provisional** voters. Each tab provides options to Group By Precinct, as well as to filter by Party, Voter Status, Device and Date & Time.

**Overview:** Includes a list of all voters that have been issued a ballot in the signed-in polling location, including Standard and Provisional Voters, in addition to voters that were previously Not In Roster, if enabled.

**Standard:** Includes only voters that were issued a Standard Ballot in the signed-in polling location.

The screenshot shows the 'Voted List' interface for the date 09-01-2020 12:45 PM. The 'Overview' tab is selected and circled in red. Below the tabs is a table with columns for '#', 'Voter', 'Party', and 'Precinct'. The table lists three voters: Florence, Cara (NP, Ward 26), Richardson, Michael (NP, Ward 26), and Omel, Tucker (NP, Ward 26). To the right of the table are filter options: 'Group By Precinct' (unchecked), 'Filter by Party' (All), 'Filter by Voter Status' (All), 'Filter by Device' (All Devices), and 'Filter by Date and Time' (Set/Clear). At the bottom, there are 'Back' and 'Export' buttons. A summary bar at the bottom left indicates '9 Voters \* Voter Not in Roster'.

#	Voter	Party	Precinct
1	Florence, Cara	NP	Ward 26
2	Richardson, Michael	NP	Ward 26
3	* Omel, Tucker	NP	Ward 26

The screenshot shows the 'Voted List' interface for the date 09-01-2020 12:45 PM. The 'Standard' tab is selected and circled in red. Below the tabs is a table with columns for '#', 'Voter', 'Party', and 'Precinct'. The table lists three voters: Florence, Cara (NP, Ward 26), Richardson, Michael (NP, Ward 26), and Weiss, Bridgette (NP, Ward 26). To the right of the table are filter options: 'Filter by Voter Status' (All), 'Filter by Device' (All Devices), and 'Filter by Date and Time' (Set/Clear). At the bottom, there are 'Back' and 'Export' buttons. A summary bar at the bottom left indicates '7 Voters'.

#	Voter	Party	Precinct
1	Florence, Cara	NP	Ward 26
2	Richardson, Michael	NP	Ward 26
3	Weiss, Bridgette	NP	Ward 26

# CLOSING THE POLLS

## REPORTS Continued.....

### (Voted List) Continued.....

**Not In Roster:** If enabled, includes only voters that were not included on the initial voter roster and received a Provisional Ballot after being added to the poll roster from the pollbook.

The screenshot shows the 'Voted List' report interface for the date 09-01-2020 at 12:45 PM. The 'Not In Roster' tab is selected and circled in red. The report shows one voter: Omel, Tucker, with Party NP and Precinct Ward 26. The interface includes filter options for Voter Status (All), Device (All Devices), and Date/Time. A summary bar at the bottom indicates '1 Voter'. Buttons for 'Back' and 'Export' are visible at the bottom.

#	Voter	Party	Precinct
1	Omel, Tucker	NP	Ward 26

**Provisional:** If enabled, includes only voters that were issued a Provisional Ballot, including Not in Roster voters.

The screenshot shows the 'Voted List' report interface for the date 09-01-2020 at 12:45 PM. The 'Provisional' tab is selected and circled in red. The report shows two voters: Omel, Tucker and Saracho, Erika, both with Party NP and Precinct Ward 26. The interface includes filter options for Voter Status (All), Device (All Devices), and Date/Time. A summary bar at the bottom indicates '2 Voters \* Voter Not in Roster'. Buttons for 'Back' and 'Export' are visible at the bottom.

#	Voter	Party	Precinct
1	* Omel, Tucker	NP	Ward 26
2	Saracho, Erika	NP	Ward 26

# CLOSING THE POLLS

## REPORTS Continued.....

### Reissued Report

The Reissued Report provides details on voters that have been reissued a ballot. If the voter was reissued multiple ballots, that voter's information would display multiple times. This report can be Grouped by Voter, as well as filtered by Device or Date & Time.

Reissued Report  
09-01-2020 02:01 PM

#	Voter	Party	Precinct
1	Saracho, Erika	NP	Ward 26

Group by Voter

Filter by Device  
All Devices

Filter by Date and Time [Set](#) [Clear](#)

Start: End:

1 Voter 1 Reissued Ballot

[Back](#) [Export](#)

### Spoiled Ballot Report

The Spoiled Ballot Report provides detailed information related to the number of Reissued Ballots, including a breakdown by jurisdiction-defined reissue reasons, and the number of Cancelled Ballots.

Spoiled Ballot Report  
09-01-2020 02:09 PM

<b>Total Reissued</b>	1
Issued Incorrect Ballot Style	0
Poll Worker Error	0
Voter Spoiled Ballot	0
Reissued Provisional	1
<b>Total Cancelled</b>	0

[Back](#) [Export](#)

# CLOSING THE POLLS

Continued.....

## SIGNING OUT AND SHUTTING DOWN EXPRESSPOLL BOOK

- ❖ From the Main “Search for Voter” Screen, Select “Options”

Hampton Park 10 Issued | 1 Reissued | 9 Checked In Tue Sep 01 12:13 PM 100%

### General Election

Hampton Park

Live Chat

Search for Voter

Options

Monitor Poll ^

6h 46m Time Remaining to Vote

9 Voters Checked In 17% Turnout

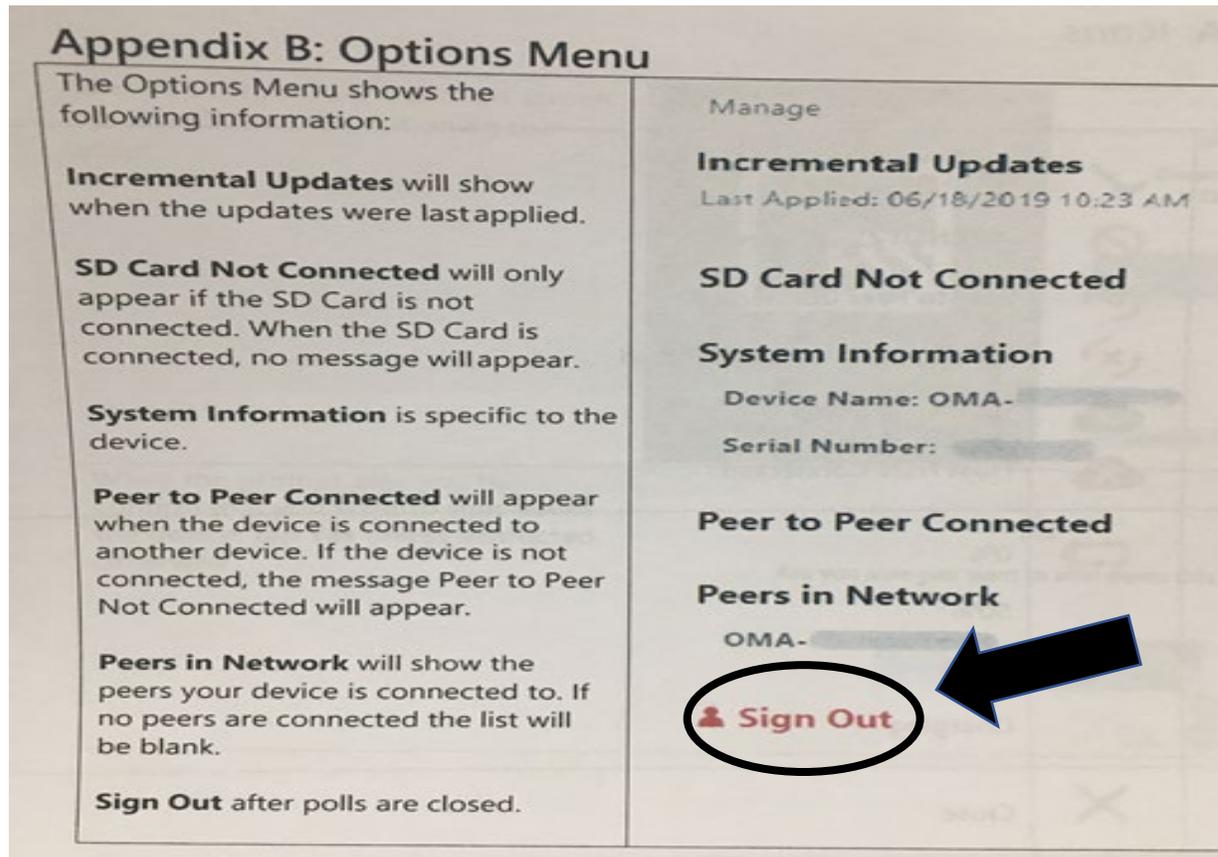
53 Voters Registered

# CLOSING THE POLLS

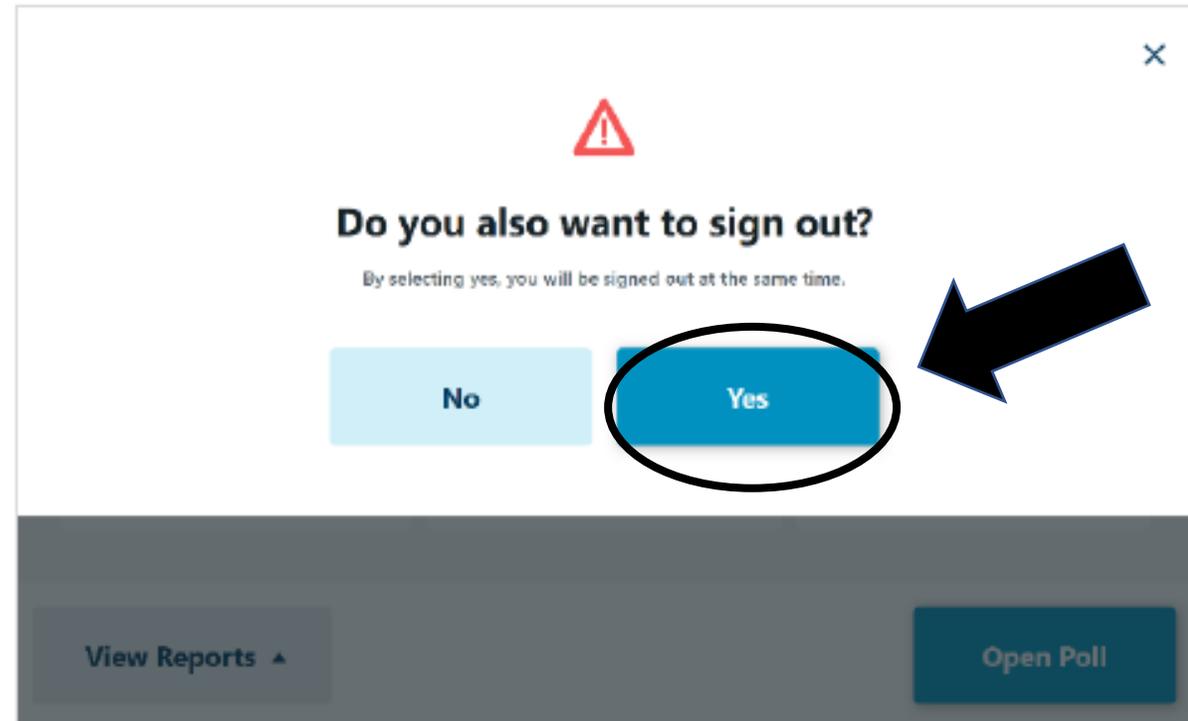
## Continued.....

### SIGNING OUT AND SHUTTING DOWN EXPRESSPOLL BOOK *Continued....*

At the bottom of the “Options Menu” Select “**Sign Out**”



You will be asked if you would like to sign out. Select **Yes** is selected, the user(s) will be signed out of the application and redirected to the Launch screen.

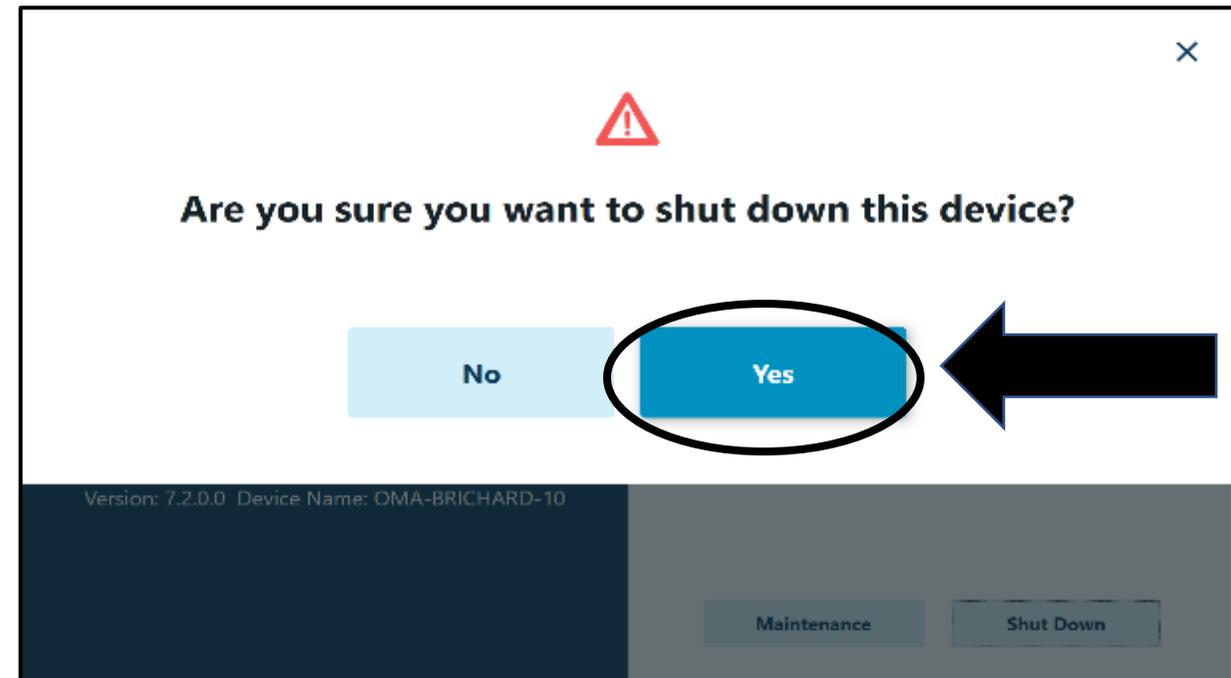
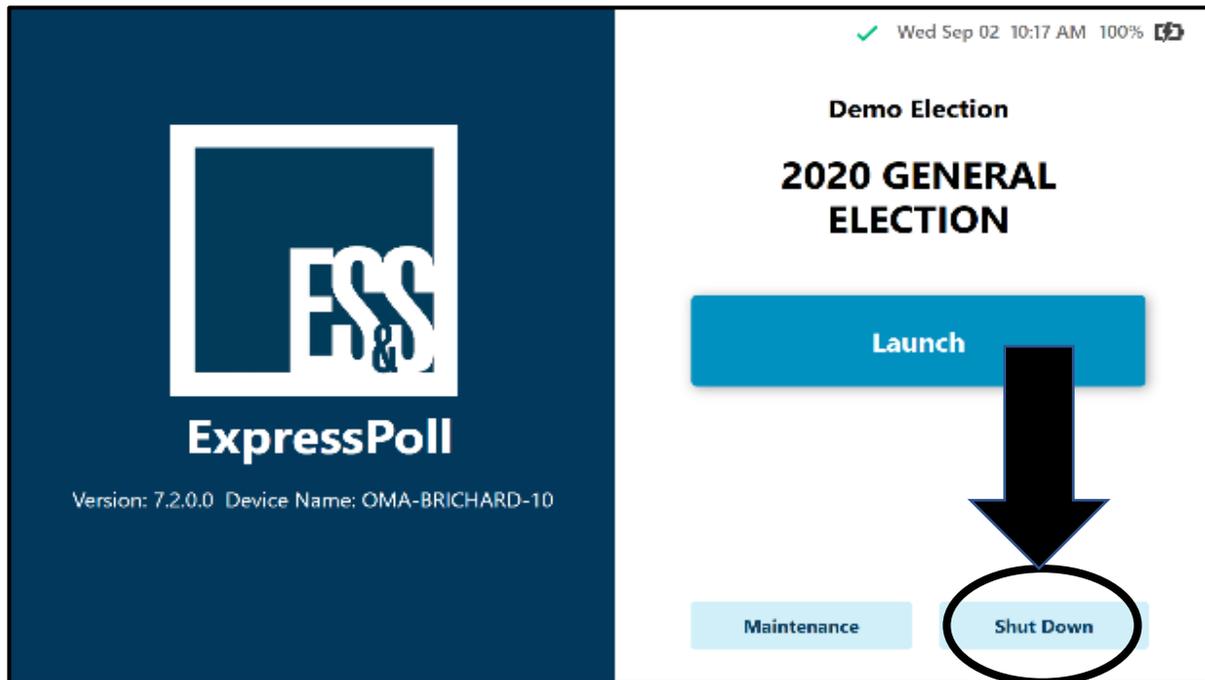


# CLOSING THE POLLS

## Continued.....

### SIGNING OUT AND SHUTTING DOWN EXPRESSPOLL BOOK *Continued....*

Once on the Launch screen, select **Shut Down** to power off the tablet, then select **Yes** when prompted to complete the action, or **No** to return to the launch screen.



# CLOSING THE POLLS

## Continued.....

### EXPRESSVOTE CLOSING PROCEDURES

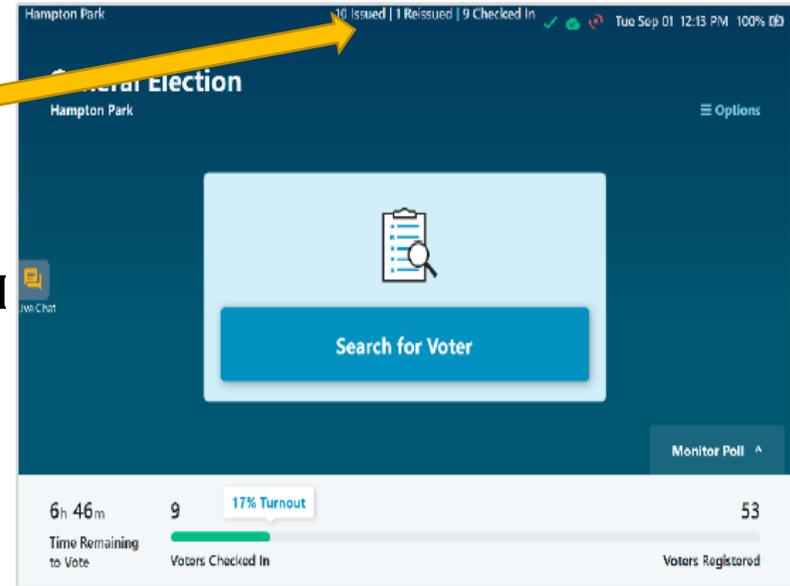
- Retrieve the barrel key, unlock, and open the secured access compartment.
- Flip the Power switch to “Off”. Note: The system shutdown may take several minutes.
- On the Confirm Shut Down screen, press “Shut Down”.
- Lock the secured access compartment.
  - ❖ **Note:** Make sure the ADA keypad cord allows you to close the door properly.
- Gently place the ExpressVote face down and remove the electrical cord.
- Gently place the ExpressVote into its carrying case along with the electrical cord.
- Place them all onto the SILVER Shelved Cart, starting on the bottom shelf.

# STEP BY STEP CLOSING THE EPOLLBOOK INSTRUCTIONS

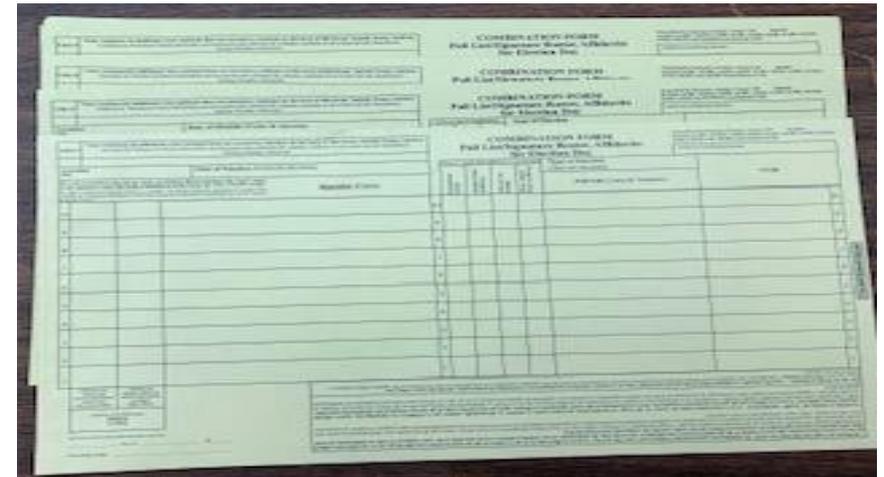
GET YOUR ISSUE COUNT OF VOTERS WHO VOTED THAT IS LISTED ON THE TOP OF YOUR EPOLLBOOK SCREEN.

BALANCE YOUR ELECTION NIGHT TOTALS WITH THE FOLLOWING ITEMS:

- DS200 PUBLIC COUNT
- EPOLLBOOK **CHECKED IN/ISSUED NUMBERS**
- COMBINATION FORMS



**DO NOT SHUT ANYTHING DOWN UNTIL YOU KNOW YOU ARE COMPLETELY BALANCED.**



# GETTING TO KNOW THE EXPRESSVOTE

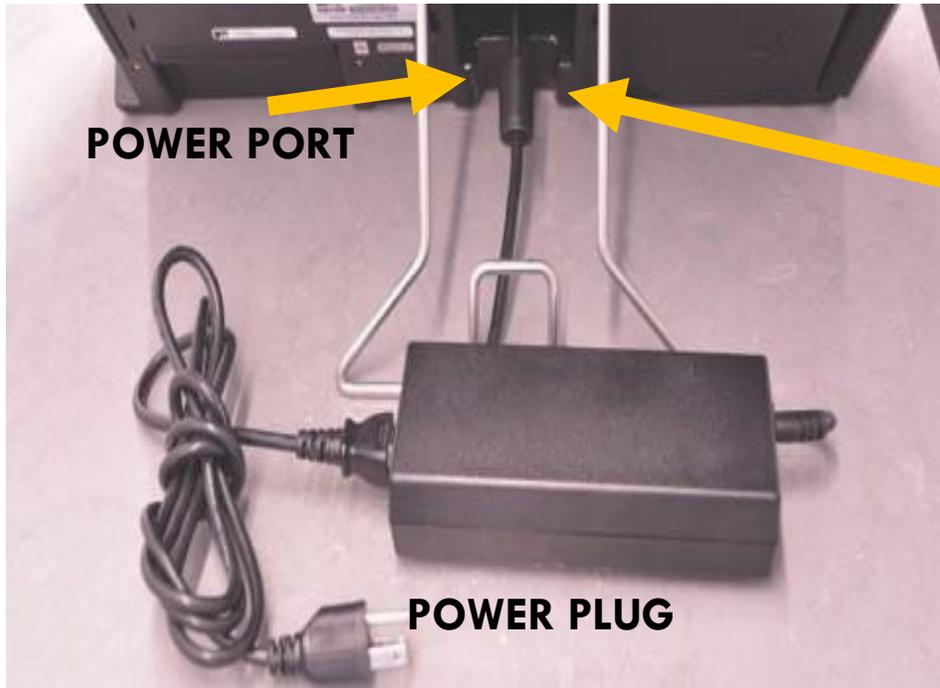
1. ACCESS COMPARTMENT
2. POWER SOURCE INDICATOR
3. BATTERY STATUS INDICATOR
4. ACCESSIBILITY DEVICE PORT
5. HEADPHONE JACK
6. PAPER BALLOT FEED
7. TOUCH SCREEN



KEY TO USE ON EXPRESSVOTE



# GETTING TO KNOW THE EXPRESSVOTE



**END THAT PLUGS INTO POWER PORT FLAT SIDE UP.**

**SOFT SIDED CASE**

**STORAGE POCKET FOR POWER PLUG ONLY**

# STEP BY STEP OPENING EXPRESSVOTE INSTRUCTIONS

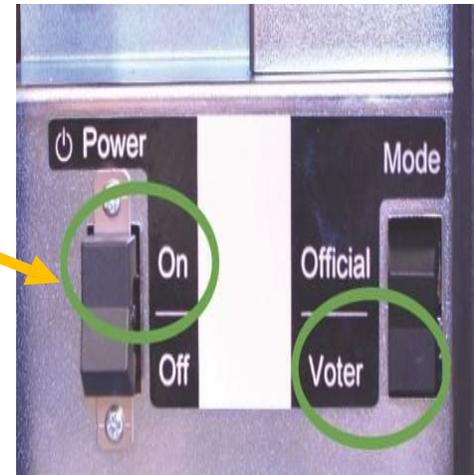
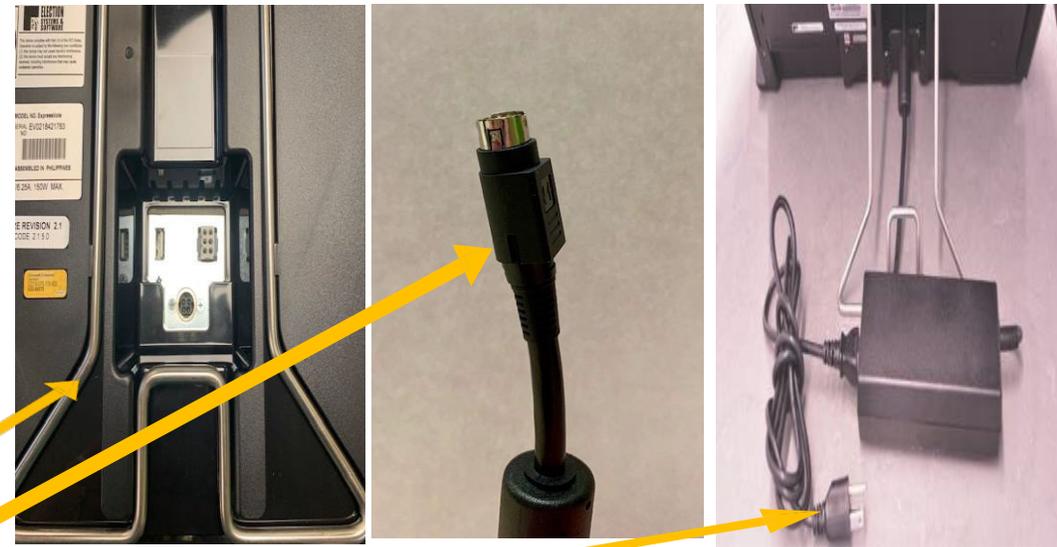
**NOTE: KEEP EXPRESSVOTE BAG ON THE FLOOR WHILE UNPACKING ALL ITEMS.**

1. PULL EXPRESSVOTE OUT OF BAG AND CAREFULLY LAY FACEDOWN ON THE TABLE.
  - PULL THE METAL STAND OUT AND LEAVE AT A 45-DEGREE ANGLE.
  - PLUG THE POWER CORD INTO THE EXPRESSVOTE (FLAT SIDE WILL FACE UPWARDS)
  - PLUG THE OTHER END INTO THE 110 POWER OUTLET.
  - **MAKE SURE YOUR POWER PACK ISN'T HANGING OFF THE TABLE**

2. USING THE BARREL KEY OPEN THE LEFT SIDE ACCESS COMPARTMENT.



3. PUSH THE POWER SWITCH TO THE ON POSITION
  - **NOTE: THE SYSTEM STARTUP CAN TAKE SEVERAL MINUTES**
4. SET UP PRIVACY PANELS AROUND EXPRESSVOTES.



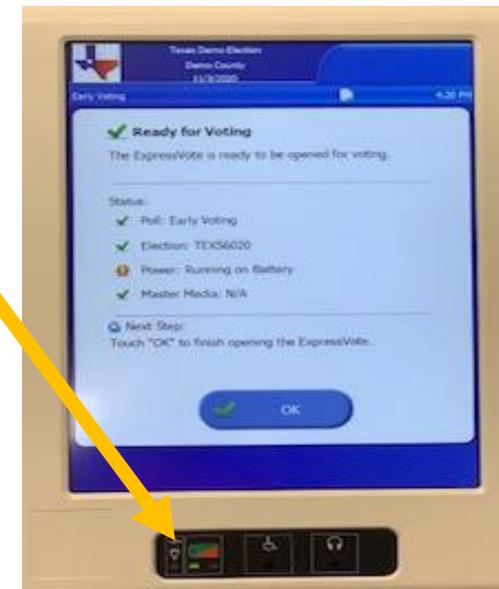
# GETTING TO KNOW THE EXPRESSVOTE



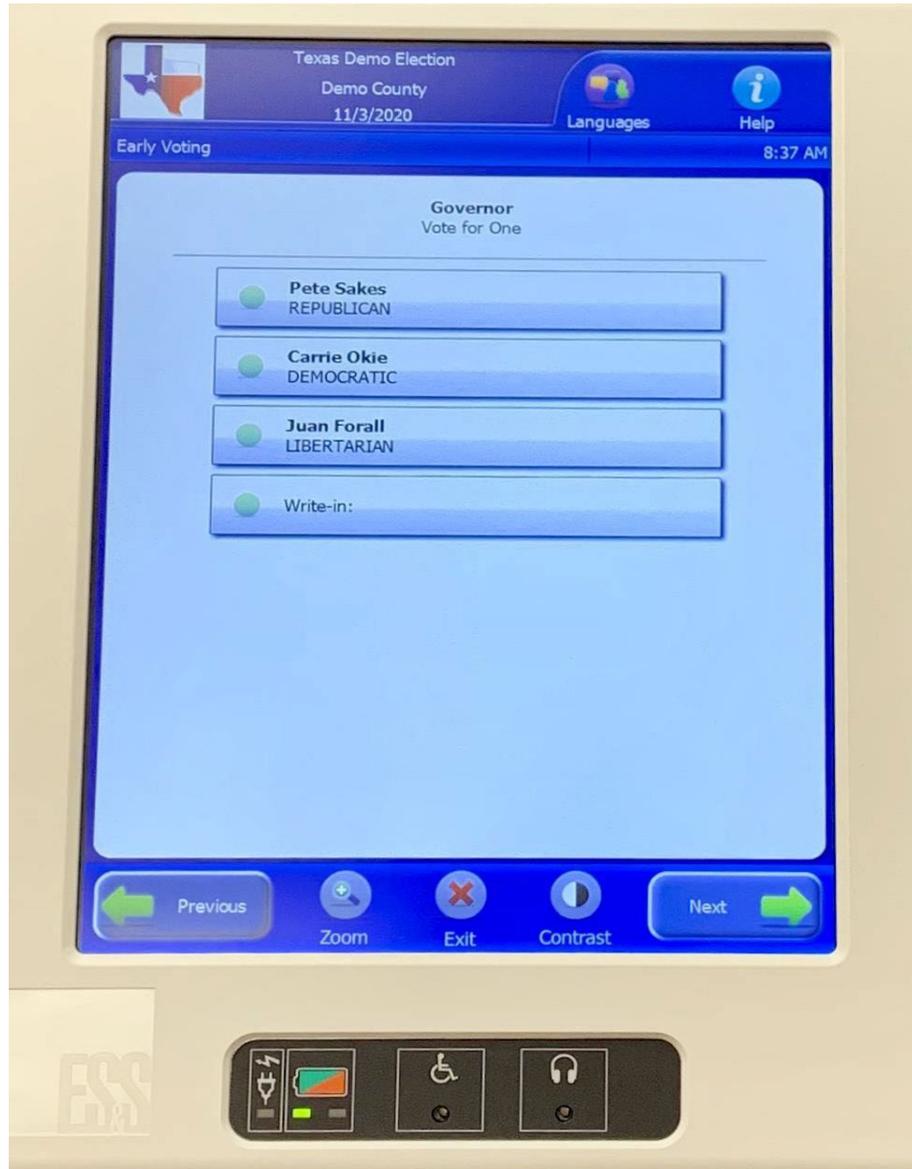
- **UP ARROW** – MOVES THE CURSER UP THE SCREEN MENU.
- **BACK ARROW** – MOVES TO THE PREVIOUS SCREEN.
- **SELECT** – SELECTS THE VOTER'S CONTEST CHOICES.
- **FORWARD ARROW** – ADVANCES TO NEXT SCREEN.
- **DOWN ARROW** – MOVES THE CURSOR DOWN THE SCREEN MENU.
- **HOME** – OPENS SCREEN WITH VOTING INSTRUCTIONS.
- **PAUSE** – STOPS THE AUDIO MESSAGE MOMENTARILY; PRESS PAUSE AGAIN TO RESUME THE AUDIO.
- **SCREEN** – DARKENS THE MONITOR FOR PRIVACY VIEWING;PRESS AGAIN TO RETURN TO NORMAL DISPLAY.
- **REPEAT** – REPEATS THE LAST SPOKEN PHRASE OF THE AUDIO.
- **TEMPO** – ADJUSTS THE AUDIO SPEED.
- **VOLUME** – ADJUSTS THE AUDIO LEVEL

# OPENING EXPRESSVOTE INSTRUCTIONS CONTINUED

4. FOR ACCESSIBLE VOTING HAVE YOUR HEADPHONES OUT & READY BY THE EPOLLBOOK CLERK
5. ENTER THE ELECTION CODE
  - ELECTION CODE WILL BE PROVIDED ON YOUR OPEN/CLOSE INSTRUCTION FORM IN THE MEDIA STICK ZIPLOCK BAG.
6. ON THE '**READY FOR VOTING**' SCREEN:
  - A. CONFIRM THE UNIT IS PLUGGED INTO AC POWER. WHEN PLUGGED IN, THE GREEN INDICATOR LIGHT WILL BE LIT ON THE BOTTOM LEFT SIDE.
  - B. CONFIRM THE TIME, NAME & DATE OF THE ELECTION, AND POLL NAME.  
**IF NOT ACCURATE PLEASE CALL OUR OFFICE.**
7. YOU MAY NOW **PRESS OK**



# GETTING TO KNOW THE EXPRESSVOTE



**PREVIOUS** – RETURNS TO PREVIOUS SCREEN

**ZOOM** – INCREASES AND DECREASES THE SIZE OF TEXT

**EXIT** – OPENS THE EXIT SCREEN

**CONTRAST** – CHANGES THE DISPLAY TO WHITE TEXT ON BLACK BACKGROUND

**NEXT** – ENTERS THE SELECTION AND OPENS THE NEXT SCREEN

**LANGUAGES** – CHANGES LANGUAGE TO ENGLISH TO SPANISH

**i HELP** – SUMMARY OF HOW TO USE THE EXPRESSVOTE TO EXIT, HIT NEXT

# TROUBLESHOOTING EXPRESSVOTE IDLE ERROR MESSAGES

**PROBLEM:** AFTER SEVERAL MINUTES, THE FOLLOWING MESSAGE WILL APPEAR ON THE EXPRESSVOTE SCREEN:

**“CONTINUE VOTING?**

**THERE HAS BEEN NO ACTIVITY FOR FIVE MINUTES.**

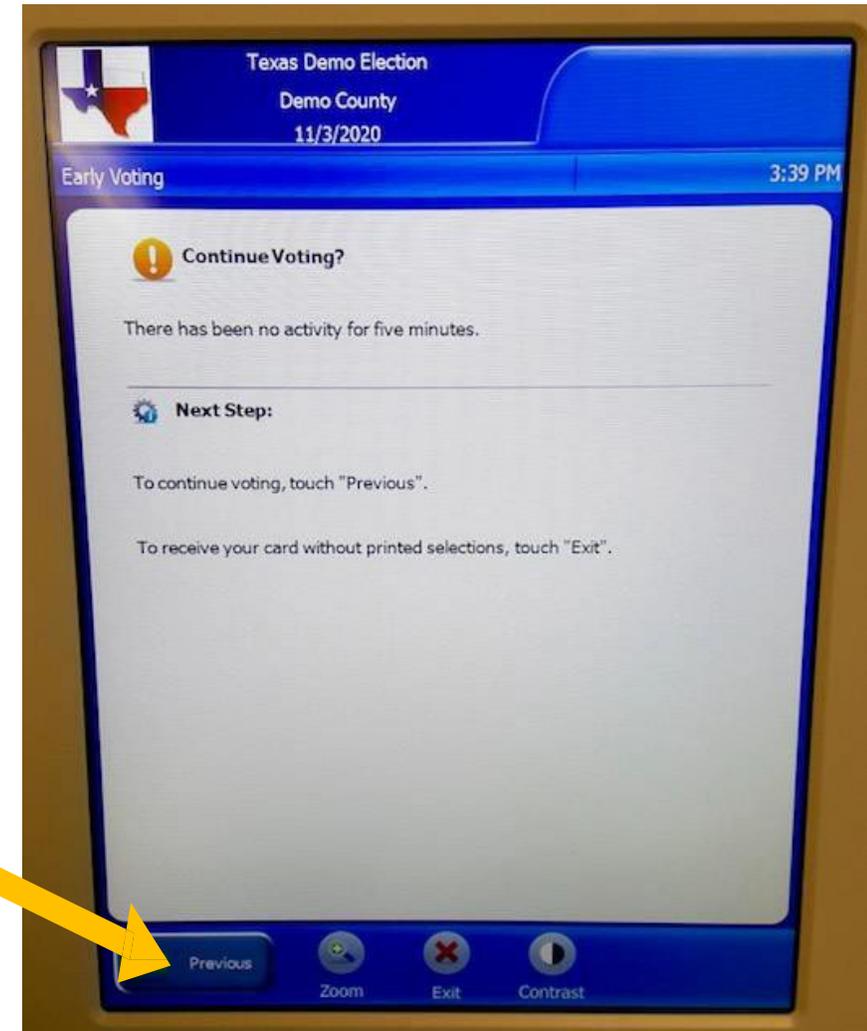
**NEXT STEP: TO CONTINUE VOTING, TOUCH ‘PREVIOUS’.**

**TO RECEIVE YOUR CARD WITHOUT PRINTED SELECTIONS, TOUCH ‘EXIT’”**

**CAUSE:** THIS ERROR MESSAGE APPEARS AFTER THE EXPRESSVOTE HAS BEEN IDLE, WITH A CARD INSERTED FOR 5 MINUTES.

**SOLUTION:** IF A VOTER IS STILL USING THE EXPRESSVOTE, THE POLL WORKER WILL NEED TO ADVISE THE VOTER TO TOUCH THE WORD **‘PREVIOUS’** TO GO BACK TO THEIR BALLOT TO PROCEED TO MAKE THEIR SELECTIONS.

**NOTE:** THE OPTION TO GO BACK TO PREVIOUS SCREEN IN VOTER MODE ONLY EXISTS AFTER 5 MINUTES OF INACTIVITY. IF THE TERMINAL IS INACTIVE FOR ANOTHER 5 MINUTES, YOU WILL GET ANOTHER ERROR MESSAGE.



# **TROUBLESHOOTING EXPRESSVOTE PROTECTING PRIVACY WHILE ASSISTING VOTERS**

**PROBLEM:** AS A POLL WORKER I DON'T WANT TO INVADE THE VOTERS PRIVACY WHEN ANSWERING THEIR QUESTIONS.

**SOLUTION:** THE EXPRESSVOTE KEYPAD IS EQUIPPED WITH A PRIVACY KEY WHICH WILL TURN THE SCREEN BLACK WHEN VIEWING. THE DIAMOND SHAPED KEY AT THE TOP-RIGHT OF THE KEYPAD ALLOWS THE SCREEN NOT TO BE VIEWED WHILE ASSISTING VOTERS.

IF THE KEYPAD IS CONNECTED, THIS WILL PRESERVE THE PRIVACY FOR THE VOTERS WHO ARE USING ONLY THE AUDIO FEATURE TO SELECT THEIR VOTES OR FOR VOTERS WHO REQUEST ASSISTANCE FROM A POLL WORKER. POLL WORKERS CAN EASILY ACCESS THE BUTTON WHEN APPROACHING THE EXPRESSVOTE FROM BEHIND AS LONG AS THE KEYPAD IS CONNECTED.

MAKE SURE YOU TELL THE VOTER WHO IS USING THE VISUAL CARD TO PRESS THE BUTTON AGAIN TO RESUME

MAKING THEIR SELECTIONS TO THEIR ACTIVATION CARD ON THE SCREEN.

# STEP BY STEP CLOSING EXPRESSVOTE INSTRUCTIONS

## 1. SHUTTING DOWN THE EXPRESSVOTE

- OPEN THE LEFT SIDE ACCESS COMPARTMENT WITH THE BARREL KEY
- PRESS DOWN THE POWER SWITCH TO TURN OFF.
- CLOSE THE SIDE ACCESS COMPARTMENT & LOCK IT BACK WITH THE BARREL.
- IF APPLICABLE, UNPLUG THE HEADPHONES



1

2



## 2. GENTLY LAY THE EXPRESSVOTE FACE DOWN.

- UNPLUG THE POWER PLUG FROM THE BACK OF THE EXPRESSVOTE
- RETURN POWER CORD INTO SOFT SIDED CASE IN THE STORAGE POCKET.

2



## 3. LOCK THE METAL STAND BACK INTO THE EXPRESSVOTE

## 4. RETURN EXPRESSVOTE INTO SOFT SIDED CASE

## 5. PLACE THEM ALL ONTO THE SILVER SHELVED CART STARTING ON THE BOTTOM SHELF.

3



4



**DETAILED DS200**

**OPENING & CLOSING  
PROCEDURES ARE IN THE  
SECURE BOX**

**PLEASE USE THEM AND CALL  
US FOR HELP IF NEEDED.**

**THANK YOU!! 😊**

# GETTING TO KNOW

## THE DS200



- 1 – REAR DOOR
- 2 – DISPLAY SCREEN
- 3 – ACCESS DOOR
- 4 – PROVISIONAL  
BALLOT DOOR
- 5 – BALLOT BOX DOOR
- 6 – BALLOT BOX
- 7 – LOCKING WHEELS
- 8 – DS200 LID

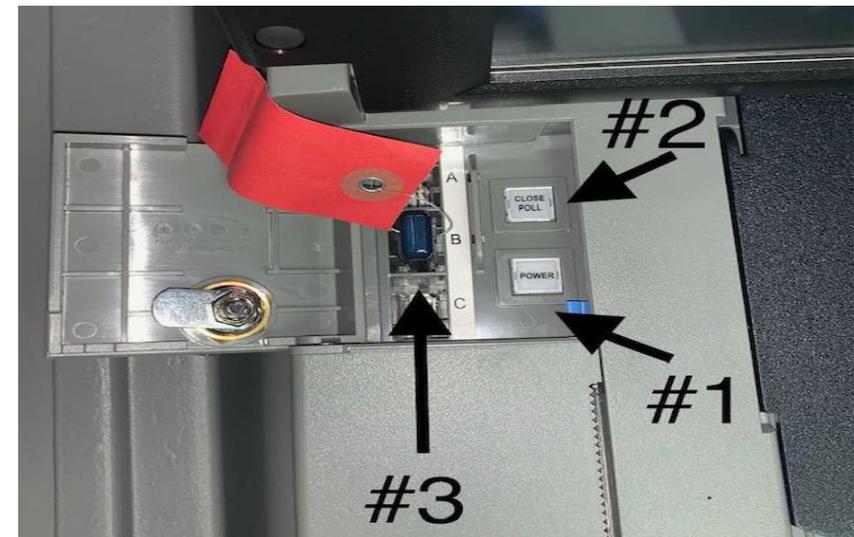


## TYPES OF KEYS THAT WILL BE USED



## INSIDE THE ACCESS DOOR

- 1 – POWER BUTTON
- 2 – CLOSE POLL BUTTON
- 3 – THUMB DRIVE W/SEAL



# STEP BY STEP DS200 OPENING INSTRUCTIONS

1. POSITION THE DS200 IN A CONVENIENT AREA FOR THE VOTER SO THE VOTER MAY DEPOSIT THEIR BALLOT WHEN DONE. **DON'T FORGET TO LOCK THE WHEELS DOWN.**

2. USE THE  TO OPEN REAR DOOR.

3. MAKE SURE THE SILVER METAL BAR IS SITTING IN CRADLE

4. PULL THE POWER CORD OUT AND PLUG INTO A 110 POWER OUTLET

- **THE REAR DOOR IS TO REMAIN OPEN FOR VENTILATION DURING EARLY VOTING AND ELECTION DAY.**
- MAKE SURE THE ADAPTER IS CONNECTED PROPERLY INSIDE THE DS200.
- MAKE SURE THE 110 POWER OUTLET IS WORKING
  - MAKE SURE YOUR POWERPACK HAS A GREEN LIGHT

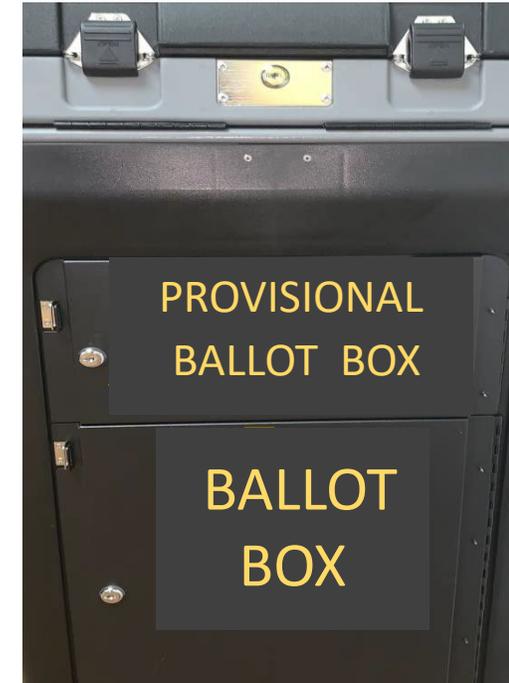


# CONTINUED DS200 OPENING INSTRUCTIONS

## 5. VERIFY THE PROVISIONAL AND BALLOT COMPARTMENTS ARE EMPTY

- CUT SEALS AND USE THE “FLAT SILVER KEY” TO UNLOCK/LOCK BOTH COMPARTMENTS.
- ONCE YOU HAVE VERIFIED THAT BOTH COMPARTMENTS & BLUE BALLOT BOX INSIDE ARE EMPTY, USE THE “FLAT SILVER KEY” TO RE-LOCK BOTH DOORS AND PLACE NEW SEALS ON EACH COMPARTMENT’S DOOR.
- **REMEMBER TO OPEN YOUR BLUE BALLOT TOTE**

## 6. CLIP THE SEALS OFF THE DS200 LID USING YOUR WIRE CUTTERS / SCISSORS.



# CONTINUED DS200 OPENING INSTRUCTIONS

7. USE YOUR SILVER KEY AND UNLOCK THE DS200 LID.

- THE LID HAS HYDRAULIC HINGES – **HANDLE WITH EASE**
  - GUIDE WITH ONE HAND WHILE OPENING
  - **PLEASE DO NOT FORCE THE LID TO OPEN OR CLOSE.**
  - PLACE LATCHES, IN UPWARDS POSITION.



8. INSERT THE BARREL KEY TO UNLOCK THE DISPLAY SCREEN

- FLIP UP SCREEN AND THE DS200 WILL AUTOMATICALLY POWER UP.
- **BE AWARE:** THIS WILL TAKE A MINUTE TO POWER UP.
- IF THE DS200 DOES NOT AUTOMATICALLY POWER UP, UNLOCK THE ACCESS DOOR ON THE FRONT LEFT WITH THE BARREL KEY, AND PRESS THE POWER BUTTON. THIS WILL TAKE A MINUTE TO POWER UP. **BE SURE TO LOCK ACCESS DOOR BACK IF YOU HAVE TO OPEN IT**



9. DISPLAY SCREEN WILL PROMPT YOU TO ENTER AN ELECTION CODE:

- ELECTION CODE WILL BE PROVIDED ON YOUR OPEN/CLOSE INSTRUCTION FORM IN THE MEDIA STICK ZIPLOCK BAG.



# CONTINUED DS200 OPENING INSTRUCTIONS

10. A CONFIGURATION REPORT WILL AUTOMATICALLY PRINT.

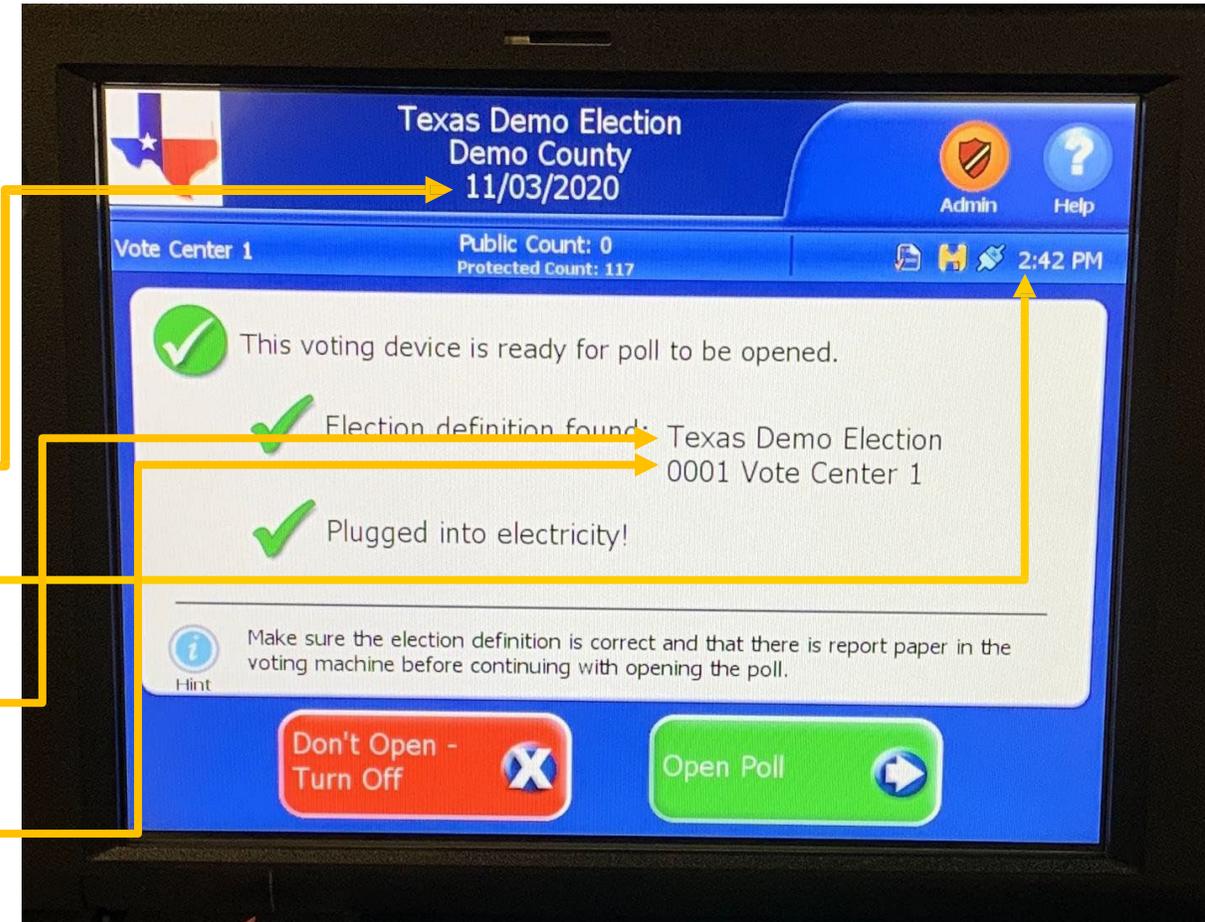
- CHECK AND VERIFY THE FOLLOWING INFORMATION:

- THE DATE

- TIME

- ELECTION

- POLL NAME

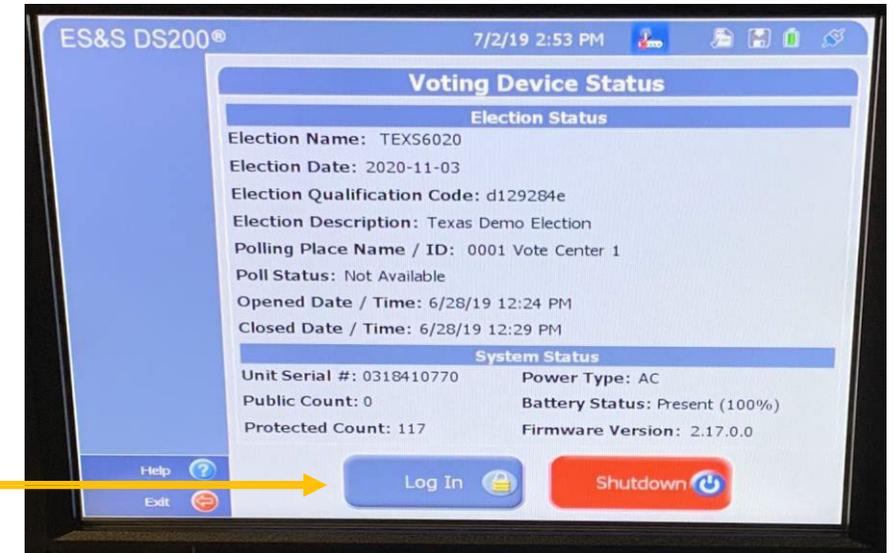
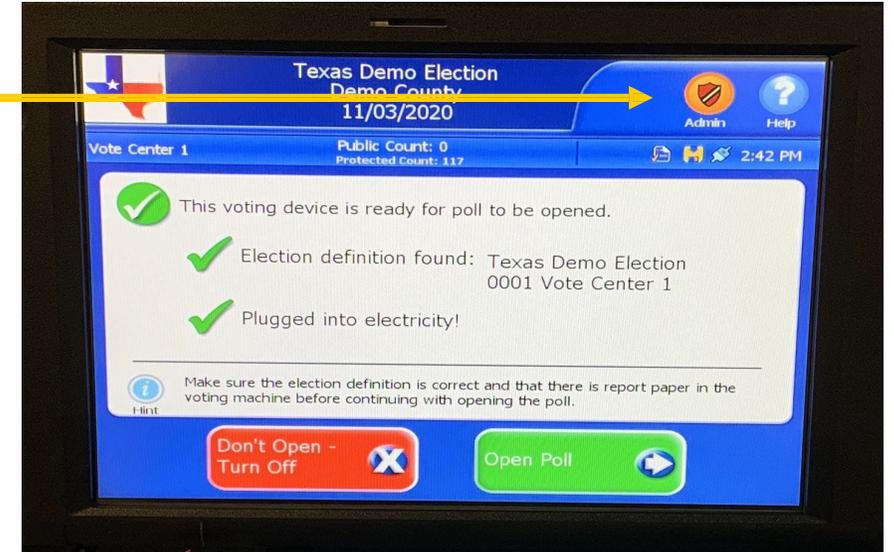


# CONTINUED DS200 OPENING INSTRUCTIONS CHANGING DATE AND TIME

**DO NOT ADJUST DATE/TIME, CALL  
OUR OFFICE FIRST IF TIME IS OFF  
MORE THAN 5 MINUTES.**

FOLLOW THESE STEPS:

1. SELECT ADMIN
2. SELECT LOGIN
3. ENTER PASSWORD (PROVIDED IN SECURE BOX  
WITH BALLOT ACTIVATION CARDS)



# CONTINUED DS200 OPENING INSTRUCTIONS

11. MAKE SURE THE SCREEN SHOWS A **GREEN CHECK MARK** BY THE FOLLOWING STATEMENTS:

“THIS VOTING DEVICE IS READY FOR POLL TO BE OPENED.”

“ELECTION DEFINITION FOUND:”

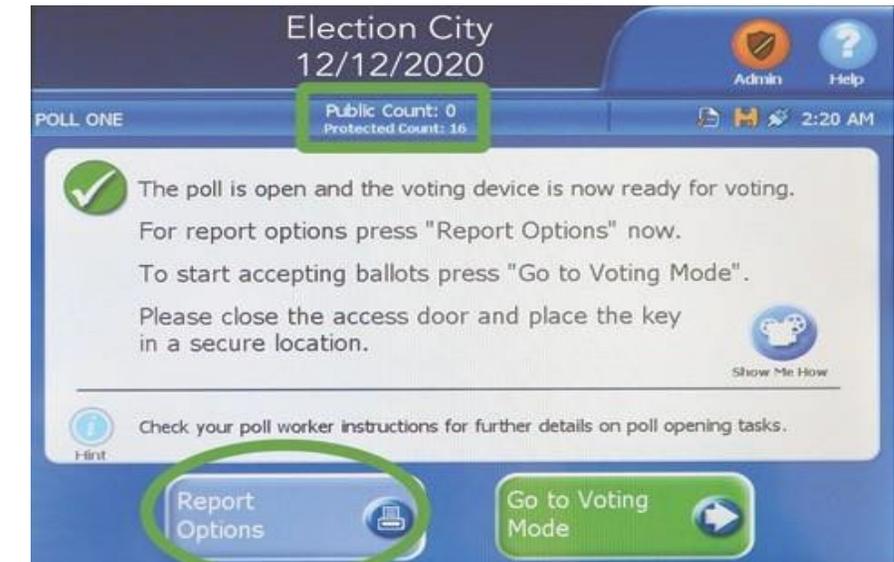
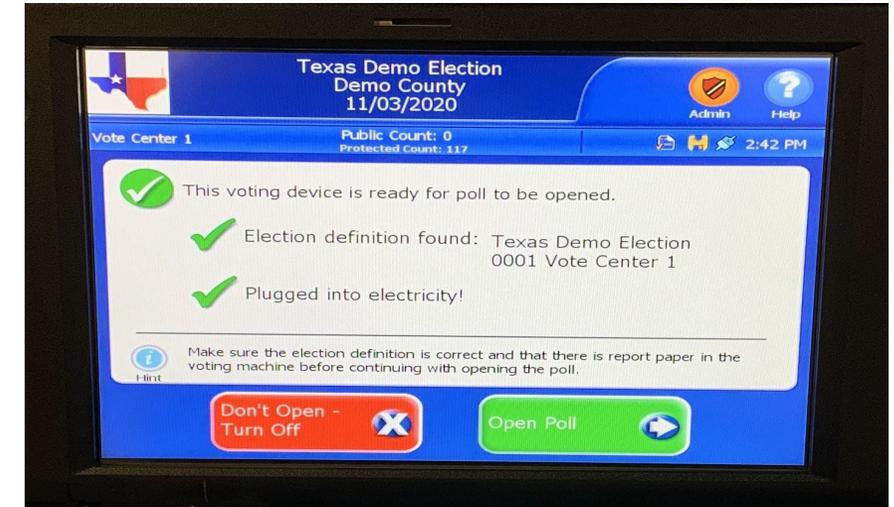
“PLUGGED INTO ELECTRICITY!”

- MAKE SURE THE ELECTION IS CORRECT AND THAT THERE IS REPORT PAPER IN THE VOTING MACHINE BEFORE CONTINUING WITH OPENING THE POLL.

12. YOU CAN NOW **SELECT OPEN POLL.**

13. THE STATUS AND **1 ZERO TOTALS TAPES** WILL AUTOMATICALLY PRINT

- IF YOU HAVE ANY ISSUES WITH THESE REPORTS NOT PRINTING, **CALL OUR OFFICE** AND WE WILL WALK YOU THROUGH THE REPORT OPTIONS TO PRINT ADDITIONAL REPORTS.
- **DO NOT PROCEED** TO THE NEXT STEP UNTIL YOU HAVE THE **ZERO TOTALS TAPE IN HAND.**



# CONTINUED DS200 OPENING INSTRUCTIONS

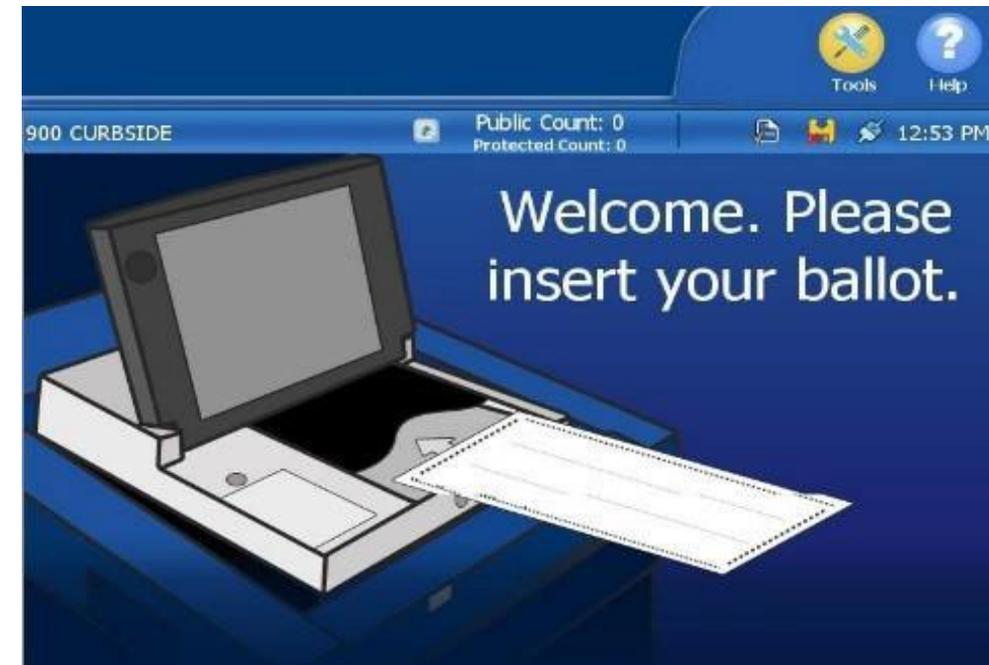
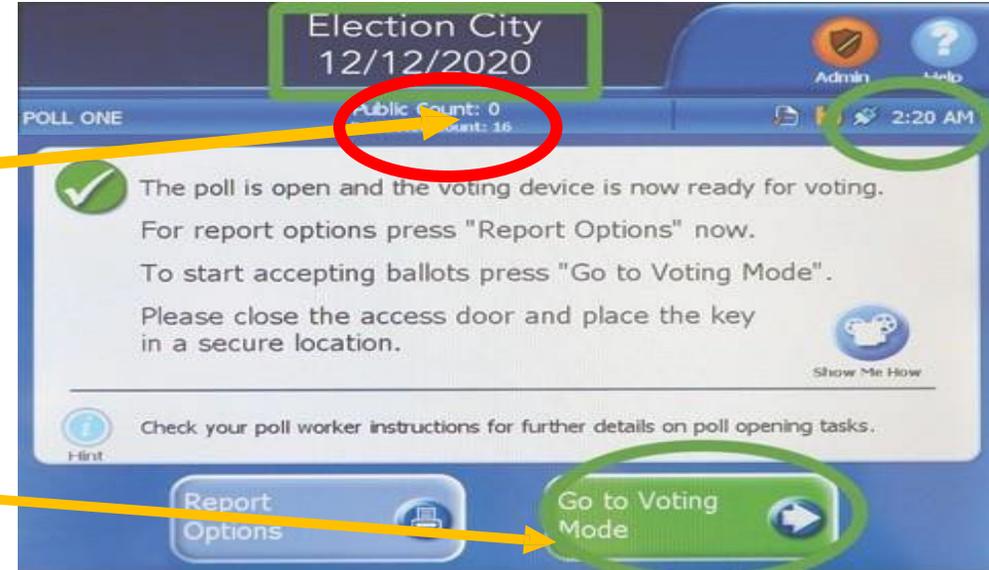
**STOP**

14. VERIFY THAT THE PUBLIC COUNT IS ZERO.

IF IT'S NOT, **CALL OUR OFFICE  
IMMEDIATELY.**

15. PRESS **GO TO VOTING MODE.**

16. THE DS200 IS READY TO SCAN BALLOTS



**HAVE A GREAT ELECTION DAY!**

**VOTE**

# CONTINUED DS200 CLOSING INSTRUCTIONS

## BEFORE CLOSING THE DS200, HAVE YOU DONE THESE STEPS?

***\*\*\*THE JUDGE AND ALT JUDGE MUST DO THIS TOGETHER\*\*\****

1. UNLOCK THE PROVISIONAL BALLOT DOOR ON THE DS200
2. NOW CUT THE SEAL ON THE PROVISIONAL BALLOT DOOR AND PLACE IT IN YOUR USED SEAL ENVELOPE.
3. TAKE OUT ALL OF THE PROVISIONAL BALLOT ENVELOPES THAT ARE INSIDE AND PLACE THEM INTO THE SECURE PACK.



# CONTINUED DS200 CLOSING INSTRUCTIONS

## YOU ARE NOW READY TO CLOSE DOWN THE DS200!

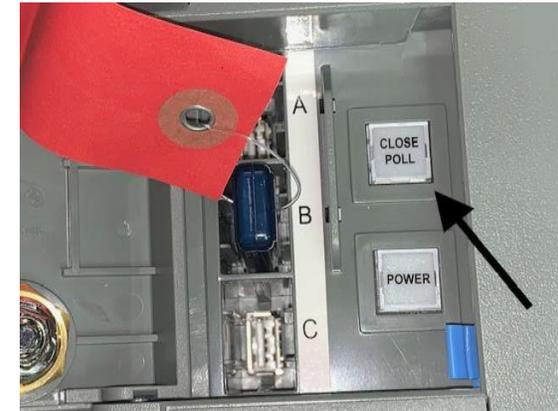
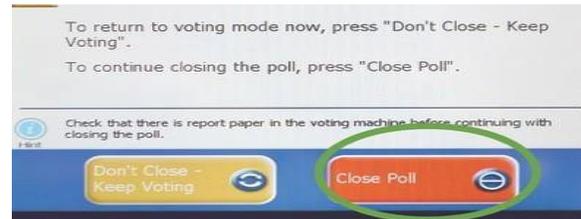


1. TO OFFICIALLY CLOSE THE POLLS, UNLOCK THE ACCESS DOOR, PUSH **CLOSE POLL** BUTTON IN AND LET GO, IT WILL MAKE A CLICK SOUND.

**NOTE:** THE **CLOSE POLL** BUTTON WILL TURN RED AND THEN THE COLOR WILL DISAPPEAR.

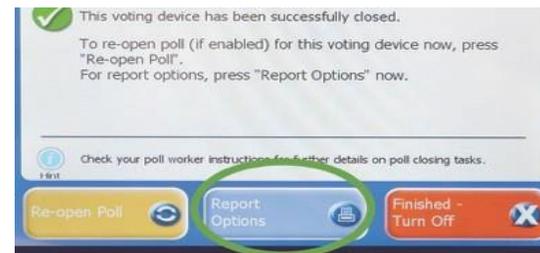
2. THIS SCREEN WILL APPEAR TO CONFIRM YOU ARE READY TO CLOSE THE POLL

- SELECT **CLOSE POLL**



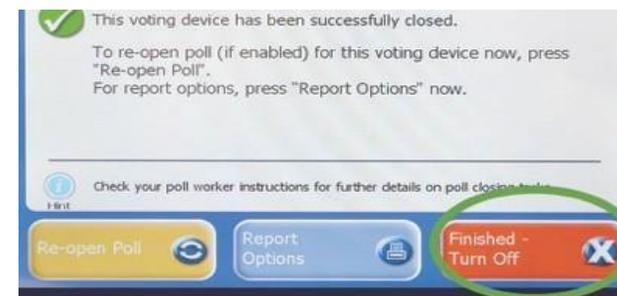
3. THE DS200 WILL PRINT OUT 1 TOTALS REPORTS.
4. YOU NEED TO PRINT AN ADDITIONAL REPORTS,
5. SELECT REPORT OPTIONS

- SELECT "BALLOT STATUS ACCOUNTING REPORT"



# CONTINUED DS200 CLOSING INSTRUCTIONS

6. SELECT **FINISHED – TURN OFF** TO SHUT DOWN THE DS200.



7. **POWER BUTTON LIGHT** MUST BE OFF BEFORE REMOVING THE ELECTION DEFINITION MEDIA STICK



BE SURE THE POWER BUTTON LIGHT **TURNS OFF** BEFORE REMOVING THE MEDIA STICK.



8. SHUTDOWN IS COMPLETE.

**REMOVING THE MEDIA STICK BEFORE SHUTDOWN IS COMPLETED, COULD DAMAGE THE EQUIPMENT.**

# CONTINUED DS200 CLOSING INSTRUCTIONS

## GETTING DS200 READY FOR MAINTENANCE TO PICK UP

### 9. CLOSE AND LOCK THE FOLLOWING ITEMS:

- ACCESS DOOR
- THE DISPLAY SCREEN



(DO NOT RAISE DISPLAY SCREEN BACK UP ONCE IT HAS BEEN CLOSED, IF THIS HAPPENS, **CALL OUR OFFICE IMMEDIATELY**)

- DS200 LID
  - CLOSE THE LID (DO NOT FORCE LID DOWN)
  - CLOSE THE LATCHES
  - LOCK THE SILVER LOCK WITH SILVER KEY
  - DON'T FORGET TO PUT APPLY **1 SEAL** TO ONE OF THE FRONT LATCHES.
- REAR DOOR
  - UNPLUG AND RETURN THE POWER CORD
  - CLOSE AND LOCK WITH SILVER KEY



**DON'T FORGET TO RECORD ALL SEAL INFORMATION ON THE SEAL FORM AS REQUIRED**

# CONTINUED DS200 CLOSING INSTRUCTIONS

## 8. USE THE FLAT SILVER KEY TO:

- REMOVE THE BLUE BALLOT BOX
- CLOSE BLUE BALLOT BOX AND LOCK BOTH ENDS
- APPLY A SEAL TO BOTH ENDS BEFORE TRANSPORTING TO ELECTION NIGHT HEADQUARTERS.

**DO NOT TOUCH THE  
BALLOTS INSIDE THE  
BLUE BALLOT BOX**

- LOCK THE MAIN BALLOT BIN BACK



# CONTINUED DS200 CLOSING INSTRUCTIONS

## BRING BACK THE FOLLOWING ITEMS TO ELECTION NIGHT HEADQUARTERS

- BLUE BALLOT BOX (LOCKED & SEALED) ON BOTH ENDS
- RED, WHITE & BLUE SECURE PACK CONTAINING ALL CONTENTS LISTED ON THE FRONT





Judges, Alternate Judges & Clerks:

Here in Bowie County, we believe in creating a safe experience for our voters so they can exercise their right to vote in a supporting environment and without intimidation. Most importantly, we believe that all voters have the right to cast their vote independently and confidentially. Your hard work and commitment helps us make sure that Bowie County has a safe and secure Election. You are all very appreciated and we want you to know that we could not do this without your help.

Thank You All,  
Bowie County  
Elections Office