



**POLL WORKER
TRAINING
MANUAL**



**BOWIE COUNTY
ELECTIONS
DEPARTMENT**

WELCOME

You are part of a select group of people who are gracious enough to service the elections process in Bowie County. 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.

PLEASE READ THE TRAINING GUIDE CAREFULLY PRIOR TO THE ELECTION.

Always call the Elections Office at 903-628-6810 if you are unsure of a procedure or if you have any questions.

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
	903-798-3022

IMPORTANT ADDRESSES – BOWIE COUNTY ELECTIONS

Physical Address

710 James Bowie Drive
New Boston, TX 75570

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 devise 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.

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
- A 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.
- 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.

MEDIA IN THE POLLING LOCATION

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

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.

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.

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

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.

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.

******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.**

POLLING LOCATION ACCESSIBILITY

Parking and Drop-Off Areas

- If parking is provided, at least one accessible parking spot that is nearest to the accessible entrance must be provided for every 25 regular parking spaces.
- The first accessible spot should be van accessible with an access aisle at least 8 ft wide.
- Accessible parking spots should be relatively level and not have loose gravel or dirt.
- If drop-off area is provided, it should be level and have an access aisle that is at least 5 ft deep and 20 ft long where people can access entrance (near ramp if necessary).
- *Solutions:* Traffic cones can be used to mark accessible parking spaces and access aisles.
- Heavy duty mats can be used to level out uneven surfaces.

Paths of Travel

- There must be an accessible path from parking spot to entrance and voting area.
- Path must be at least 36 inches wide and free of steps or level changes more than ½ inch.
- If accessible path crosses traffic, a marked crosswalk should be used.
- Where path crosses curb, a curb cut, or temporary ramp should be used.
- Ramps can't be steep. For every 1 inch high, a ramp must be at least 12 inches long.

Preventing Obstructions for Voters Who are Blind or have Low Vision

- People who are blind can easily run into objects that hang from above (like tree limbs), are open or open beneath (like staircases), or protrude from the side (like trophy cases).
- *Solution:* Place a barrier within 27 inches of the floor so can detect the obstruction.

Entrance to Polling Location and Voting Area

- Doorways must be at least 32 inches wide.
- Threshold must not be more than ¾ inches high at door and must be beveled on each side.
- No heavy doors.
- No slick, round door handles
- *Solutions:* If door is too heavy to open easily, adjust door closer, disconnect operating arm, or prop door open on Election Day. If smooth round handles are on door, use temporary hardware or prop door open. If threshold is too high, use temporary threshold ramp on each side that is too high.

Voting Area

- An accessible voting machine for those in a wheelchair

SERVING VOTERS WITH DISABILITIES

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 who use wheelchairs or have 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.

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.

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.

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.

SIMPLE SPANISH PHRASES

Welcome.

Bienvenido.

Do you speak English?

¿Habla usted Inglés?

Do you need an interpreter?

¿Necesita intérprete?

Please wait just a moment while I call the Elections Department for help.

Por favor espere un momento mientras llamo al Departamento de Elecciones para pedir ayuda.

What is your current address?

¿Cuál es su dirección actual?

Please fill out this form.

Por favor llene este formulario.

Please sign here.

Por favor firme aquí.

This is your precinct and ballot style.

Este es su recinto y estilo de votación.

Please let me know if you have any questions.

Por favor dígame si tiene alguna pregunta.

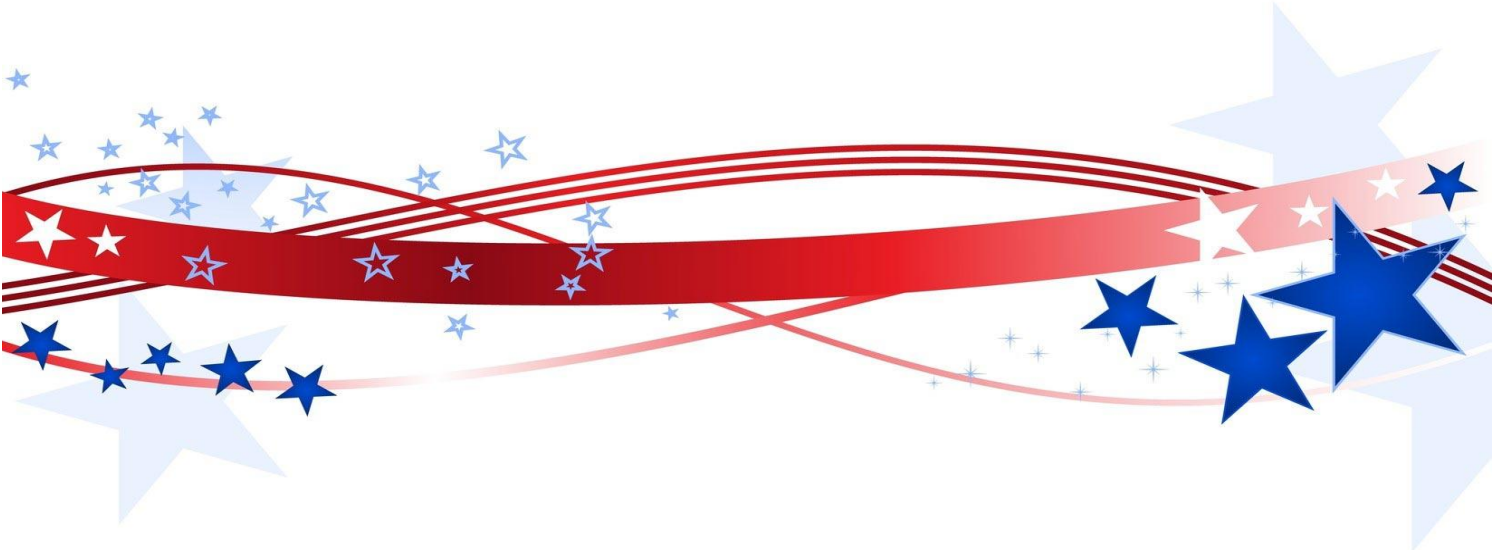
Do you need assistance?

¿Necesita ayuda?

Would you like an "I VOTED" sticker?

¿Quiere su etiqueta que dice "YO VOTÉ?"

OPENING THE POLLS



1. Visit the polling location to accomplish the following:
 - Confirm that a representative of the polling location will open and close the facility each day or arrange to be provided with a key.
 - Locate the room to be used for the election, restrooms, tables, and chairs.
 - Locate the electrical outlets to be used for the voting equipment. You will need outlets for the ExpressVote and E-Pollbook. Check to be sure electrical outlets are functional.
 - Confirm that the location is accessible to voters with disabilities.
 - Confirm that your cell phone is receiving a signal inside the building.
2. Call and confirm with all your poll workers where you will be meeting.
3. Provide poll workers with the address of the polling location and the room where the election will be held.
4. Report any concerns to the Elections Department as soon as possible.

THE DAY BEFORE

1. Inventory all supplies:
 - Check ALL the items found in your assigned supply kit.
 - If any items are missing, contact the Elections Office so arrangements can be made to have it delivered to your polling location.
2. Prepare your paperwork and name badges. Name badges should state the poll worker's name and position, (i.e., Judge/Clerk)
3. If possible, set up tables and chairs. Arrange tables to facilitate an orderly and easy traffic flow for processing voters from check-in to vote stations and ballot box drop.
4. Post all required signs and notices. All signs and notices must be post in both English and Spanish.

OPENING THE POLLS

1. Arrive at the polling location no later than one hour before the polls open.
2. Designate a poll worker to begin opening the polls.
3. The Supervisor/Judge will verbally administer the Oath of Election Judges & Clerks and Oath of Assistance and Interpreters to all poll workers, who will then each affirm and sign the oath located in your supply box.
4. Set up the voter check-in table:
 - E-pollbooks
 - Expressvote Printer (early voting only)
 - Ballots
5. Set up auxiliary table:
 - Valid forms of ID list
 - Poll Worker Training Guide
 - Secretary of State Handbook for Judges and Clerks
 - Statement of Residence Cards
 - Sample Ballots
 - Pens
6. Set up the ExpressVote(s) & ExpressPoll Book(s). **For Help, See Details on Pg. 16**
7. Set up Voting Station Dividers.
8. If there is a Certified List of Write-ins, make sure this list is in each voting station and on a wall visible to voters.
9. Organize all paperwork and complete all headers.
10. Designate a clock as the official time. A clock on the wall (if available) is ideal.
11. Poll workers are required to wear their official badges when the polls are open.
12. Open the polls on the ExpressPoll Book at the designated time. **No exceptions.**

Setting up the MI-FI (Secure WI-FI)

1. 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.**
2. 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.
3. 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.
4. 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.
5. If your Mi-Fi will not connect after following all steps, please contact our office for help.
6. 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.**

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If at any point during “Sign-On” or “Processing” you receive an “ERROR” message or a “DEVICE UPDATE” message, STOP and Contact our office.

This includes EXPRESS VOTES & EXPRESSPOLL BOOKS

Setting up & Signing into Express Vote(s)

(Includes CURBSIDE Express Vote already on Curbside Cart (Early Voting ONLY))

****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.
- MAKE SURE POWER SUPPLY STRIP IS PLUGGED IN AND TURNED ON.



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
- CLOSE LEFT SIDE ACCESS COMPARTMENT AND LOCK WITH BARREL KEY.



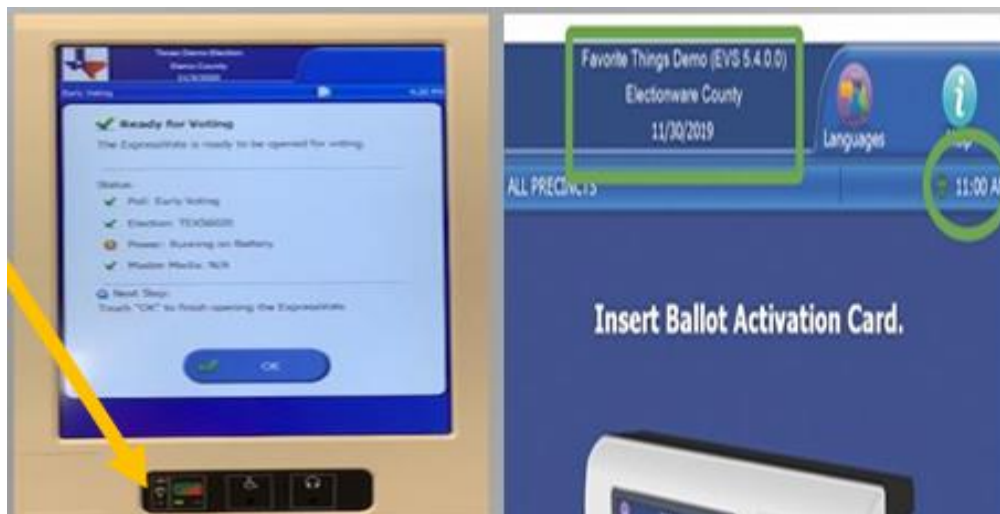
4. ENTER THE ELECTION CODE

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



5. ON THE 'READY FOR VOTING' SCREEN:

- CONFIRM THE UNIT IS PLUGGED INTO AC POWER. WHEN PLUGGED IN, THE GREEN INDICATOR LIGHT WILL BE LIT ON THE BOTTOM LEFT SIDE.
- CONFIRM THE TIME, NAME & DATE OF THE ELECTION, AND POLL NAME. IF THE INFORMATION ON THE SCREEN IS NOT ACCURATE PLEASE CALL THE ELECTIONS ADMINISTRATOR'S OFFICE (903) 628-6810



NOTE: FOR ACCESSIBLE VOTING HAVE YOUR HEADPHONES OUT & READY

******DON'T FORGET TO SET UP PRIVACY PANELS AROUND EXPRESSVOTES.**

Setting up & Signing into the ExpressPoll Book(s)

Assembly of Electronic Poll Book (EPB)



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



Powering on ExpressPoll (EPB)

Connect the orange power cord to the white USB-C power block. Plug the power block into an AC Power outlet.

Press the orange power button on the top left of the ExpressPoll stand to power the EPB tablet on.

If disconnected from AC power outlet, the tablet's battery will supply all connected components with power for up to four (4) hours.

******Only Early Voting will have a printer.**

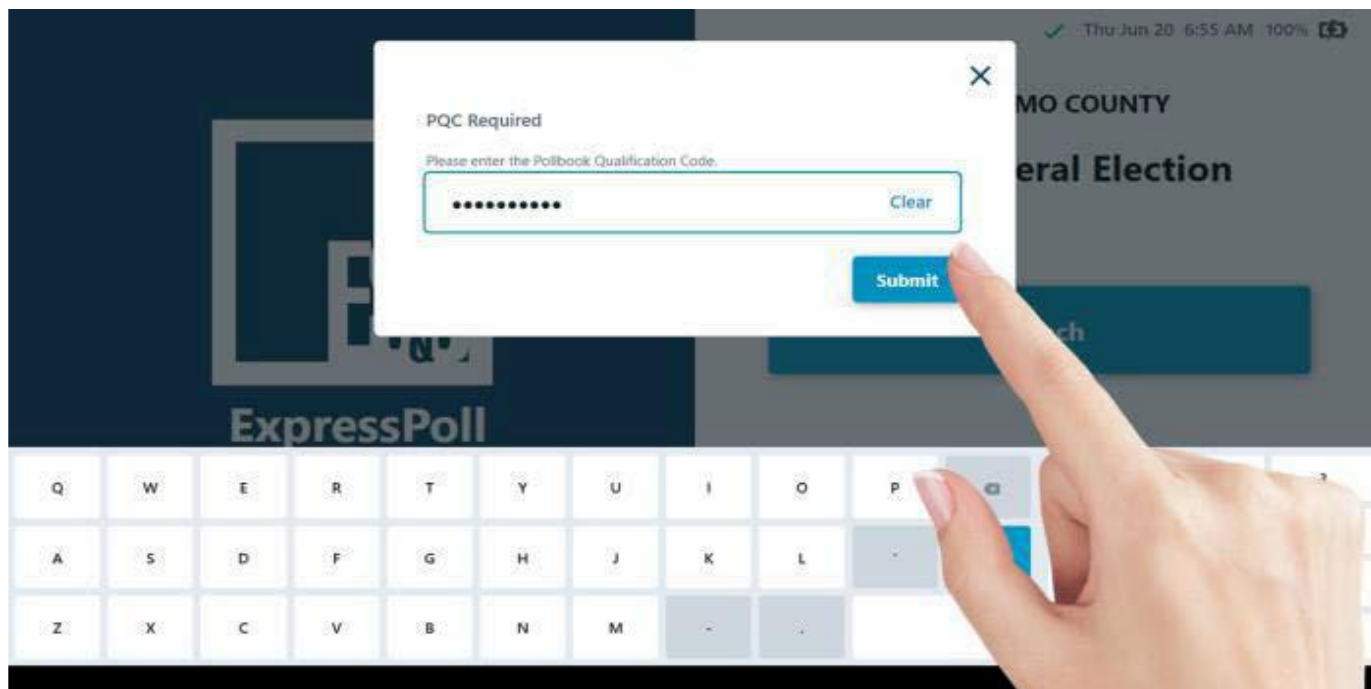
When the Launch screen appears, follow the steps below to Launch and Login to the ExpressPoll application.

1. 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.



2. When prompted, enter the Pollbook Qualification Code (PQC) in the required field using the tablet keyboard.

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**.



Select Poll Place

If this is the first time that you have Launched the ExpressPoll, the system will prompt you to Select Poll Place after successful entry of the PQC. Follow the steps below to select a polling location and sign in to the ExpressPoll application.

1. If the jurisdiction is using the ExpressPoll for both Early Voting and Election Day, users will be prompted to select the correct voting period to view available Poll Places for the election.

Select Poll Place Cancel Save

Poll Place
EV-Elections Office Clear

Display By
Early Vote Election Day

Q	W	E	R	T	Y	U	I	O	P	=	1	2	3
A	S	D	F	G	H	J	K	L	.	→	4	5	6
Z	X	C	V	B	N	M	-	.	?	.	7	8	9
											space	0	

2. Once the voting period is selected, users will be able to use the onscreen keyboard to dynamically search for their correct polling location. If no Poll Place options match your information, the **Error: No results found** message appears. Clear your information, check for the correct name of your Poll Place and try again.

Select Poll Place Cancel Save

Poll Place
u| Clear

Error: No results found

3. When the correct location is displayed, select **Save** to navigate to the Sign In screen.

Select Poll Place Cancel Save

Poll Place
EV-Elections Office Clear

Display By
Early Vote Election Day

Q	W	E	R	T	Y	U	I	O	P	←	1	2	3
A	S	D	F	G	H	J	K	L	.	→	4	5	6
Z	X	C	V	B	N	M	-	.	?	.	7	8	9
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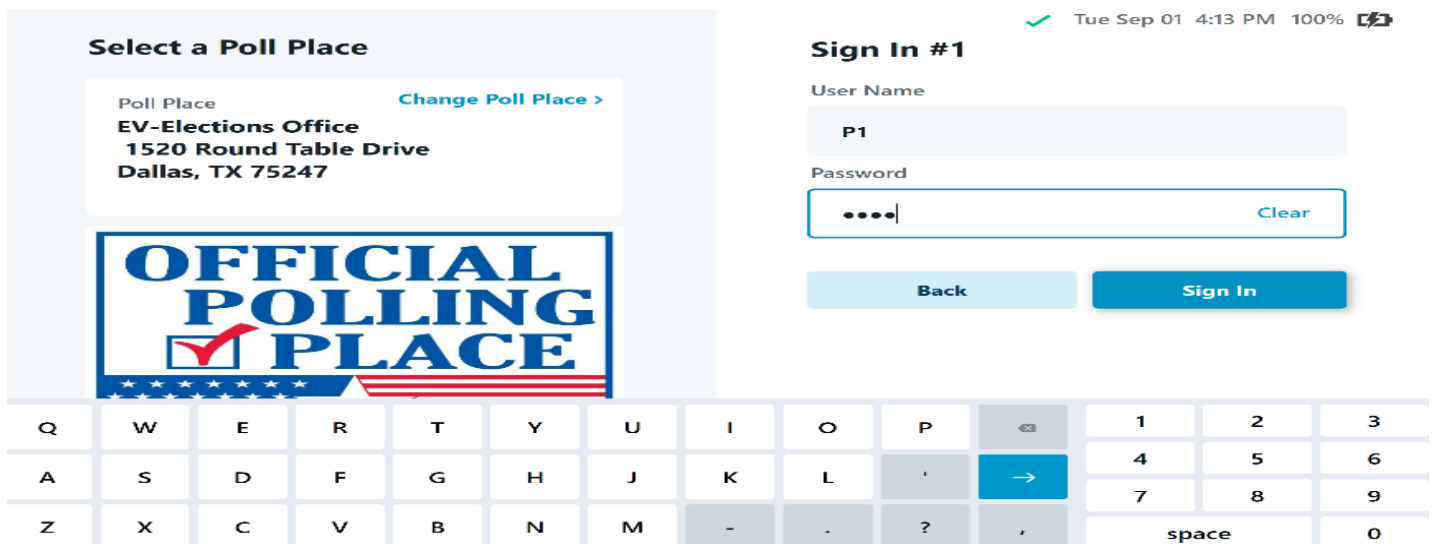
Changing the Poll Place

If the Poll Place displayed on the Sign In screen is incorrect, select **Change Poll Place>** to go back and search for the correct Poll Place.



Sign Into the Application

When the correct Poll Place is displayed, use the onscreen keyboard to enter the User Name and Password for all required users, and select **Sign In** when finished.



If the information entered is incorrect, the Error message will appear to notify you that the User Name and/or Password needs to be corrected. Tap **Clear**, check your information and then reenter the correct credentials.

When credentials have been successfully entered, the application will launch to the **Monitor Poll** page to allow users to Open Poll.

Monitor 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 dark blue header displays 'Poll 1: 0 Issued | 0 Reissued | 0 Checked In' on the left, a green checkmark and a red 'X' icon in the center, and 'Mon Jan 13 3:35 PM 100%' on the right. Below the header, the main content area is titled 'Monitor Poll' and contains three columns of information:

- Poll Place:** Poll 1, 58529 CR 23, DALLAS, TX 68111
- Device Name:** OMA-BRIDGETTE10
- Serial Number:** DYPPTN2
- Poll Time:** 7:00 AM (Open Time) and 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

At the bottom of the interface, there are two buttons: 'View Reports' with a dropdown arrow and 'Open Poll'.

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**.

Device Name and **Serial Number:** Each ExpressPoll unit is identified by its Device Name and Serial Number. For more information about the Device Name and Serial Number, see the *ExpressPoll Administrator Guide*.

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.

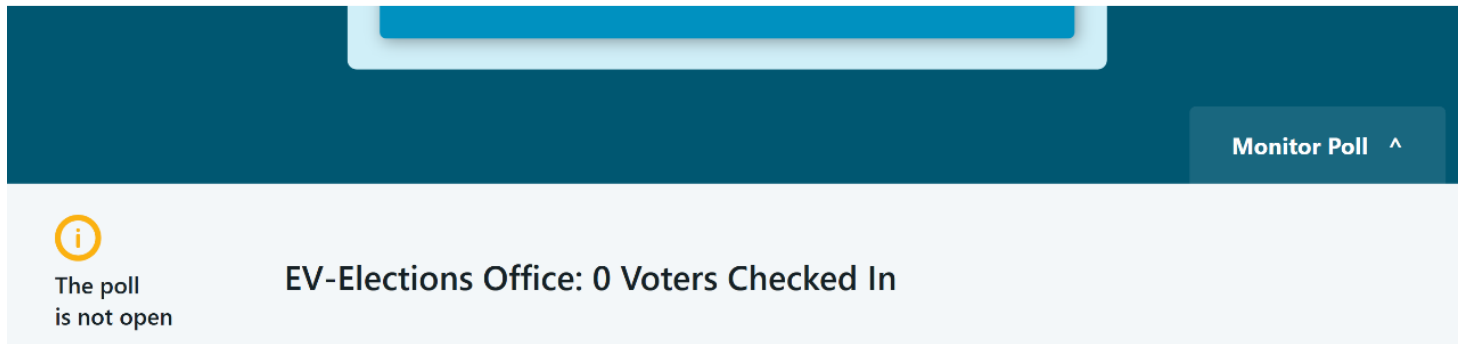
Voters: Information related to the total number of voters that have been checked in for the signed in location are displayed. If used in a Vote Center configuration, the total number of Registered Voters in the County is displayed, while the Registered Voters in the Location are displayed if used in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

Open Poll

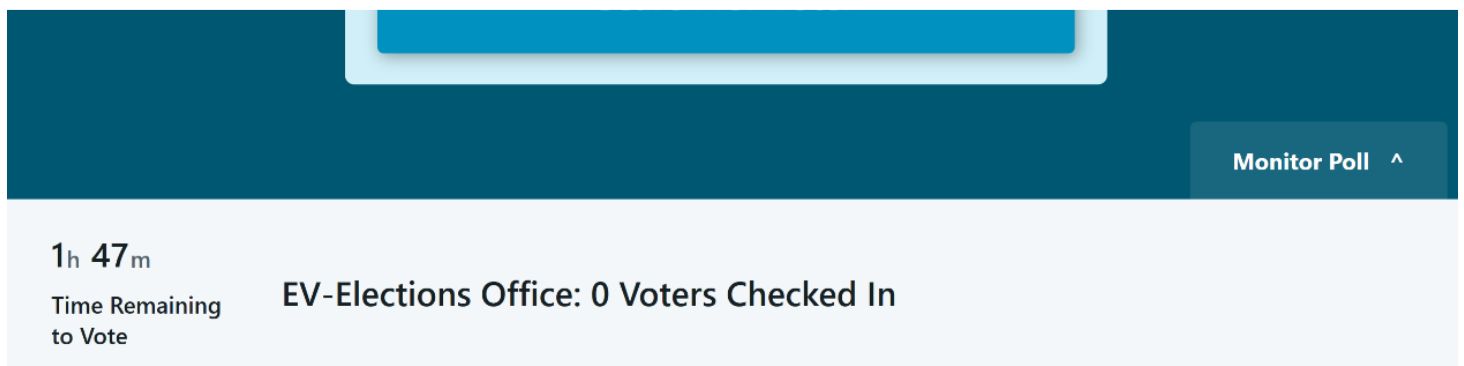
Once the information displayed on **Monitor Poll** has been verified, select **Open Poll** to open the polling place. Once the poll is open, the **Time Remaining to Vote** will be displayed on the main screen.

Polls not open:



The screenshot shows a dark blue header with a 'Monitor Poll' button and an upward arrow. Below the header is a light blue information bar. On the left, there is a yellow information icon (i) and the text 'The poll is not open'. To the right of the icon, the text reads 'EV-Elections Office: 0 Voters Checked In'.

Polls open:



The screenshot shows a dark blue header with a 'Monitor Poll' button and an upward arrow. Below the header is a light blue information bar. On the left, there is a timer showing '1h 47m' and the text 'Time Remaining to Vote'. To the right of the timer, the text reads 'EV-Elections Office: 0 Voters Checked In'.

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

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

VOTER PROCESSING



(BLANK PAGE)

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).

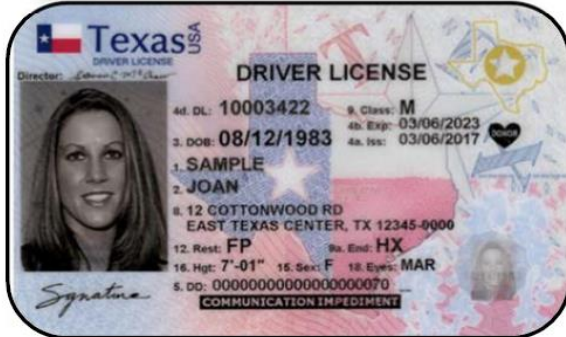
Examples of other government document that can NOT be accepted:

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

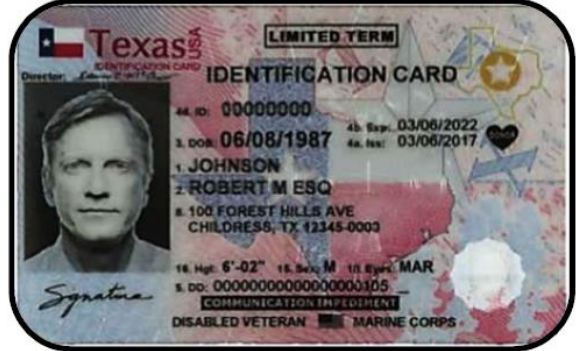
Address printed on ID does not have to match the address listed in E-pollbook. A voter without a valid ID should be offered a provisional ballot. No voter should be turned away from the polls for failing to provide a valid ID.

ACCEPTABLE FORMS OF IDENTIFICATION EXAMPLES

TX DRIVER LICENSE



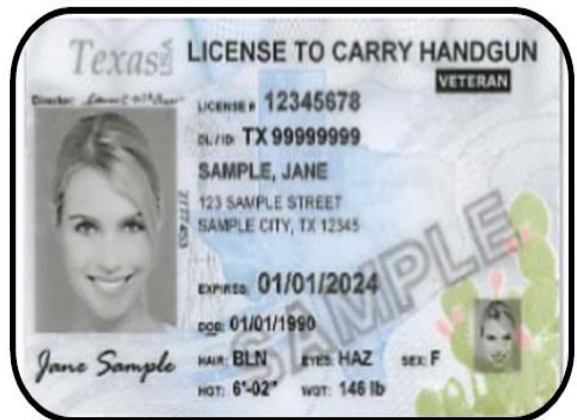
TX PERSONAL IDENTIFICATION



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)

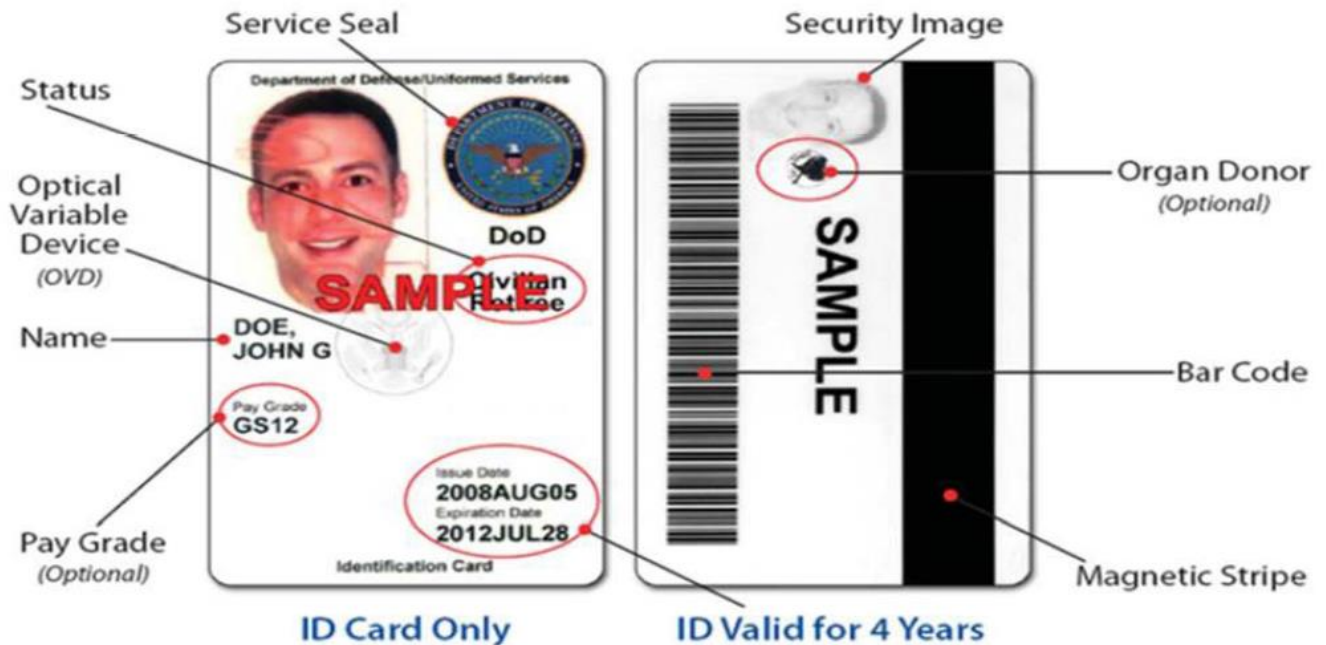


Most CACs are similar in appearance. The seals to the right of the picture will change according to branch of service. Contractors will have a green bar across the name, which will be sufficient for use if other qualifications are met.



DEPARTMENT OF DEFENSE CIVILIAN RETIREE ID CARDS

Cards Will Be Chipless, Plastic IDs



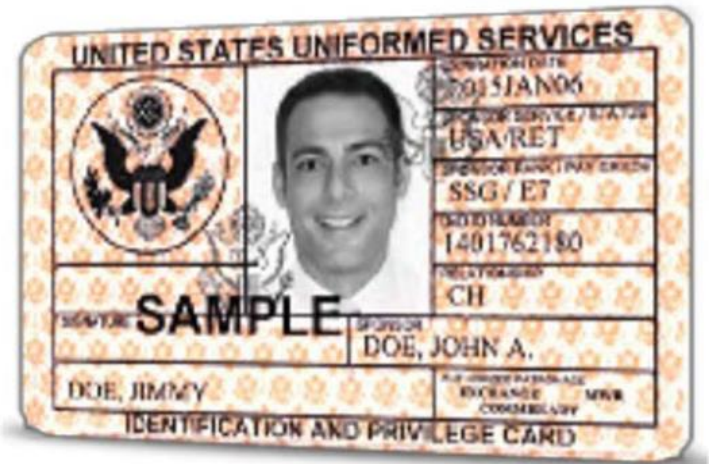
ACCEPTABLE FORMS OF IDENTIFICATION EXAMPLES - (CONTINUED)

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



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
Secretary of State's Office
Elections Administrator
P.O. Box 209
Georgetown, TX 78627
(512) 943-1630
www.wtco.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. Prec.)	Exp. Date (Fecha Expir.)
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 TO do so in the form with legible personal marks at visible or visible.

U.S. REP. (Rep. Federal)	STATE SEN. (Sen. Estatal)	STATE REP. (Rep. Estatal)	COUNTY COM. (Com. Pobl.)	J.P. COM. (J.P. Pobl.)
52	16	2	4	4
SCHOOL DIST. (Dist. Escolar)	DRY (Código)	CONTRACTILE (Figuras)		
GT	1	1		

Home and Mailing Address (Dirección y dirección de correo)

1234567

DILLY GENT VOTER
100 ANYWAY DR
GEORGETOWN TX 78628

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

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.

**DISABILITY
EXEMPTION
NOTATION**

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P.O. Box 209
Georgetown, TX 78627
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RETURN SERVICE REQUESTED

VOTER REGISTRATION CERTIFICATE
(Certificado de Registro Electoral)

WILLIAMSON COUNTY (Condado de Williamson)

VUB (VUB) 1095934179 E	Gender (Sexo) M	Valid thru (Válido desde) 01/01/2020
Year of Birth (Año de Nacimiento) 1965	Pres. No. (Num. Pres.) 331	Reg. (Fecha) 12/31/2021

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

**DILLY GENT VOTER
100 ANYWAY DR
GEORGETOWN TX 78628**

X

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)	STATE REP. (Rep. Estatal)	COMM. PCT. (Com. Pcto.)	J.P. PCT. (J.P. Pcto.)
52	16	2	4	4
SCHOOL DIST. (Distrito Escolar)	CITY (Ciudad)	CONSTITABLE (Alcalde)		
GT	1	1		

Name and Mailing Address (Nombre y dirección de correo)


1234567

**DILLY GENT VOTER
100 ANYWAY DR
GEORGETOWN TX 78628**

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

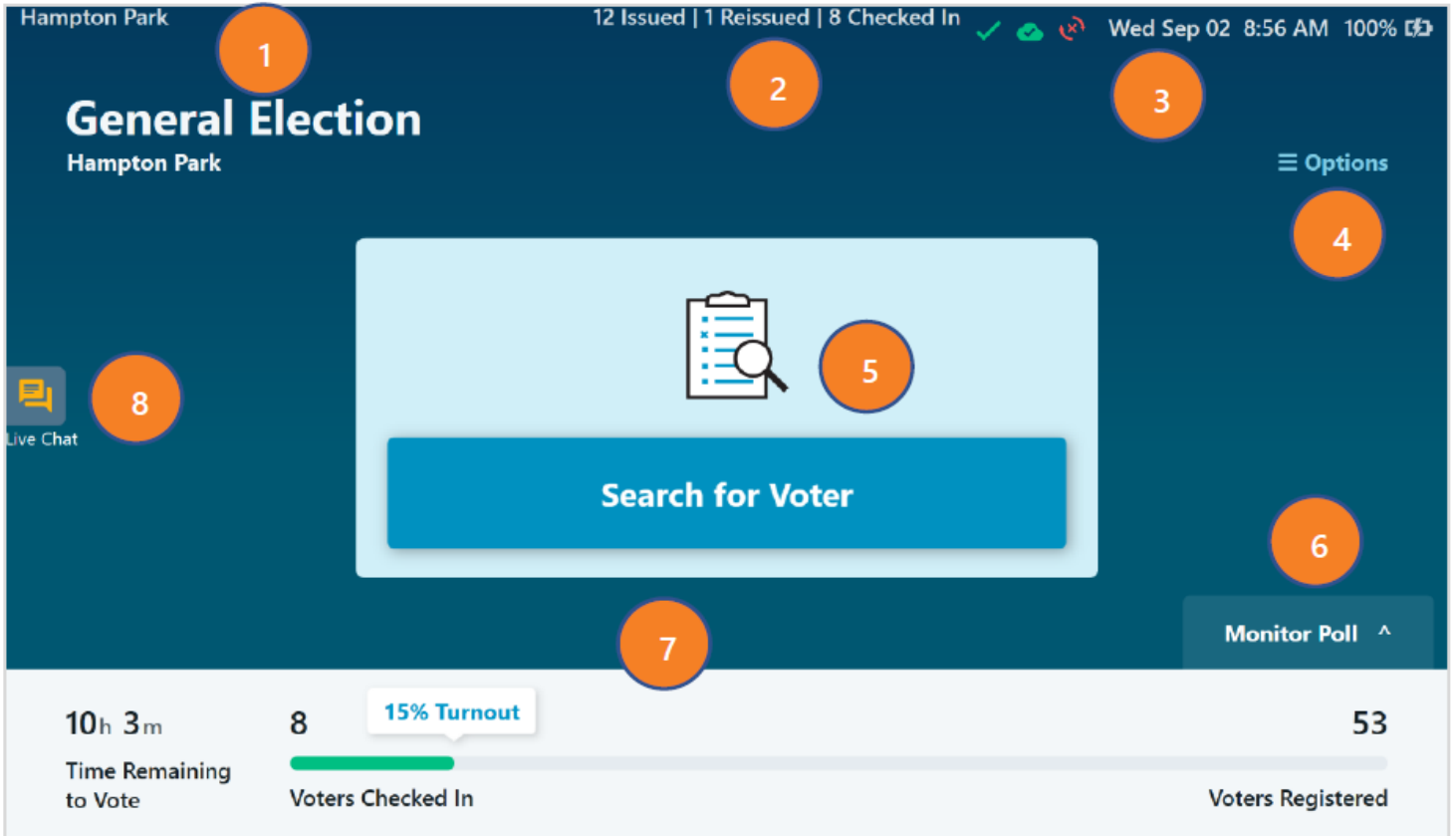
Voters who have a consistent religious objection to being photographed or voters who do not have a valid form of photo ID as a result of being a victim of a natural disaster as declared by the Governor of Texas or the President of the United States occurring not more than 45 days prior to appearing at 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.

Search For Voter Main Page

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.
8. If enabled, the **Live Chat** menu can be accessed by selecting this icon.

Voter Search with Barcode Scan

From the main screen, you can perform a voter search by scanning a barcode. Simply place a 1D or 2D 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.

The screenshot shows a search interface with three input fields: 'RIC', 'MIC', and '10 - 23 - 1946'. The search is set to 'By Precinct'. A single matching result is displayed for Michael Richardson, born 10-23-1946, in Precinct 281 N DR SC 29209. The result is marked as 'Active Eligible'. Below the result, there are three numbered steps: 1. Check search criteria for accuracy, 2. Expand Search, and 3. Voter Not Found.

Name	Address	Date of Birth	Status
RICHARDSON MICHAEL	281 N DR SC 29209	10-23-1946	Active Eligible

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.

The screenshot shows a manual search interface with three input fields: 'R', 'First Name', and 'MM-DD-YYYY'. The search is set to 'By Precinct'. Two matching results are displayed: Michael Richardson (Active Eligible) and Saul Rodriguez (Active Ballot Issued). An onscreen keyboard is visible at the bottom of the screen.

Name	Address	Date of Birth	Status
RICHARDSON MICHAEL	281 EN DR Columbia, SC 29209	10-23-1923-	Active Eligible
RODRIGUEZ SAUL	11303 DESDEMONA DR Columbia, SC 29209	01-30-1969	Active Ballot Issued

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

The screenshot shows a search interface with three input fields: 'RICHARDS', 'MIC', and 'MM-DD-YYYY'. There are radio buttons for 'By Precinct' (selected) and 'By County'. Below the search fields, a 'Name' label is underlined, and a 'Clear all' link is visible. The search results section shows 'Matching results 1 Result' with a single entry for RICHARDSON MICHAEL, 281 EN DR, Columbia, SC 29209, with a birth date of 10-23-1923 and a status of 'Active Eligible'. Below the results, there is a yellow box with a warning icon and the text 'If you didn't find the voter that you were looking for:'. To the right of this box are three numbered steps: '1 Check search criteria for accuracy', '2 Expand Search', and '3 Voter Not Found'.

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 search interface with three input fields: 'ANDREWS', an empty field, and 'MM-DD-YYYY'. There are radio buttons for 'By Precinct' (selected) and 'By County'. Below the search fields, a 'Name' label is underlined, and a 'Clear all' link is visible. The search results section shows 'Matching results 4 Results' with four entries for ANDREWS. The first two entries are red and labeled 'Wrong Poll', the third is yellow and labeled 'Inactive Eligible', and the fourth is green and labeled 'Active Eligible'. Below the search results is a keyboard interface with letters Q through Z, a spacebar, and a blue arrow key pointing right.

- **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.

Expand Search

If the voter's record was not found with the initial search, verify the spelling of the name and/or the DOB. If configured for a Precinct or Multi-Precinct polling location, select the **Expand Search** button to change from a **By Precinct** search to a **By County** search. You can also select the radio button located by each to toggle between Precinct and County.

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 9:04 AM 100%

ANDREWS BETSY MM-DD-YYYY

By Precinct
 By County

Name Clear all

Matching results 1 Result

ANDREWS	BETSY	1407 S 9TH ST Omaha, NE 68111	12-29-1991	Wrong Poll
---------	-------	----------------------------------	------------	------------

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

1 Check search criteria
2 Expand Search
3 Voter Not Found

Q	W	E	R	T	Y	U	I	O	P	1	2	3
A	S	D	F	G	H	J	K	L	.	4	5	6
Z	X	C	V	B	N	M	-	.		7	8	9
											0	

The expanded search will include results **By County**. Voters in this set of results may be assigned to a different poll place. Select the voter from the results by tapping on the voter name.

Voter Not Found

If the voter was not found after expanding the search, tap on **Voter Not Found** if enabled by the jurisdiction. This will allow poll workers to capture and save the voter's details and issue a Provisional Ballot from the pollbook.

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 9:19 AM 100%

ANDREWS BETSY 01 - 01 - 2000

By Precinct
 By County

Name Clear all

Matching results No Results

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

1 Check search criteria for accuracy
2 Expand Search
3 Voter Not Found

When the Enter Voter Details screen appears, follow the onscreen prompts to enter the voter's information into all required fields, using the onscreen keyboard or dropdown menus where available. Select **Next** when all information is entered.

Enter Voter Details Cancel **Next**

First Name: Last Name: Suffix:

House No.: Street: City: Zip Code:

Date of Birth: Precinct:

After the voter's information has been recorded, follow the onscreen prompts to issue a Provisional Ballot to the voter.

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.) Additional details for each tab are provided below.

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.

RICHARDSON, MICHAEL A Manage Voter >

2817 / 29209

Basic Info **Identification** Voter History Poll Place

Precinct: **Ward 26** Party: **NP**

Date of Birth: 10- Ballot Style: **Ballot Style 1**

Active Eligible

Comment: **Verify ID and address. Issue Standard ballot if information is unchanged or Issue Provisional ballot if changed.**

Back **Issue Provisional** **Issue Standard**

Identification: Displays additional information provided by the jurisdiction, such as the Voter Registration Number, Jurisdiction Name, Gender, and Phone Number, if known and available.

The screenshot shows a user interface for a voter's profile. At the top, the name "RICHARDSON, MICHAEL A" is displayed in bold, with the address "2017 ASHGLLEN DR, Columbia, SC 29209" below it. A "Manage Voter >" link is in the top right. Below the header are four tabs: "Basic Info", "Identification" (which is active), "Voter History", and "Poll Place". An "Update Voter Details" link with a pencil icon is on the right. The main content area contains several data boxes: "Voter Registration Number" (5221340), "Jurisdiction Name" (RICHLAND), "Phone Number" (Not Available), and "Gender" (Unknown). At the bottom, there are three buttons: "Back", "Issue Provisional", and "Issue Standard".

Voter History: The voter's history for the current election event is provided on the Voter History tab.

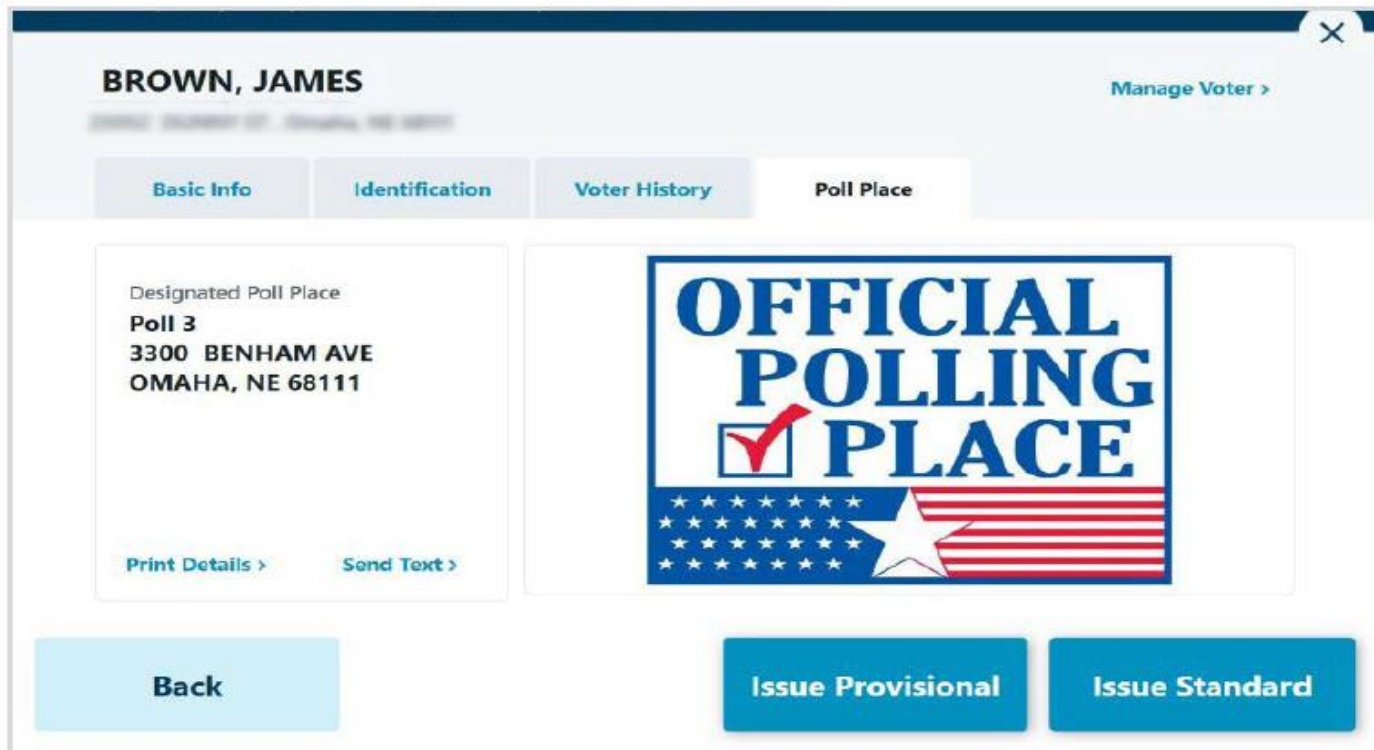
The screenshot shows a "Ballot Issued Details" page. It is divided into two main sections. The left section, titled "Time and Location", lists: Timestamp (08-24-2020 03:38PM), Poll Place (Hampton Park), Device Name (DCGO2-20), Serial Number (002635501851), and Username (P1). The right section, titled "Issued Details", contains a table with the following data:

Ballot Style	Ballot Type	Ballot Party	Voting Method
Ballot Style 1	ExpressVote	NP	Standard

Below the table, there is a "Signature Captured" field with a handwritten signature.

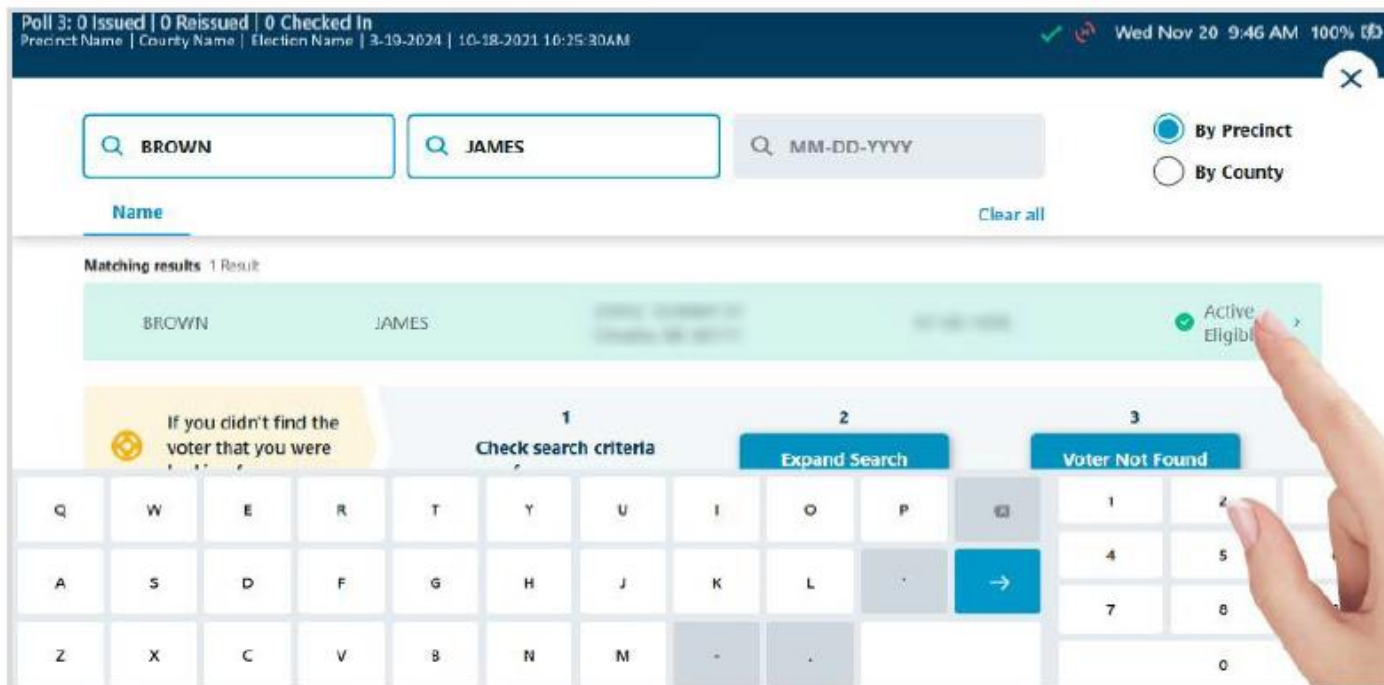
At the bottom left, there is a "Back" button.

Poll Place: If the polling place is a Precinct or Multi-Precinct configuration, the Poll Place tab will display information related to the voter's assigned polling location. This information can be provided via text, if configured for a Host-connection, or printed if configured for use with a thermal receipt printer.



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



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

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	Active Eligible
Date of Birth [REDACTED]	Ballot Style 00000001		
Comment Verify ID and address. Issue Standard Ballot if unchanged or Provisional Ballot if changed.			

Back Issue Provisional Issue Standard

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.

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

Bridgette Weiss
6270 Revere Pl
Columbia, SC 29209 Clear Signature

Back Done Signing

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.

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 10:18 AM 100%


Issue Ballot
Accept Voter Signature


James Brown


Signature on File

Back Accept

Issue Ballot
Accept Voter Signature


Bridgette Weiss
6270 Revere Pl
Columbia, SC 29209

Back Accept

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.)*

English | Español | 中文 | Việt

Issue Ballot
Select Voter's Party

Party

Select

Democrat

Non-partisan

Republican

Back

Next

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.)*

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 10:24 AM 100%

Issue Ballot
Select Ballot Type

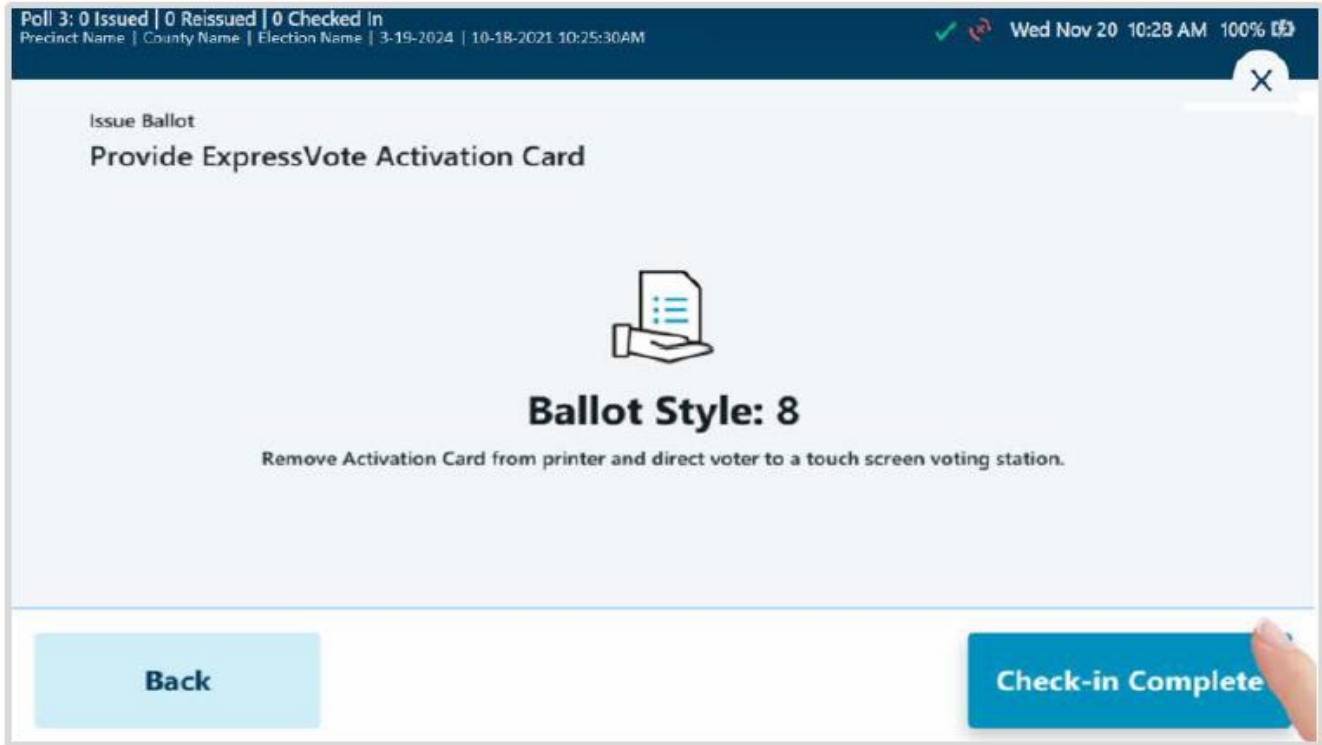
ExpressVote
Activation Card

Paper Ballot

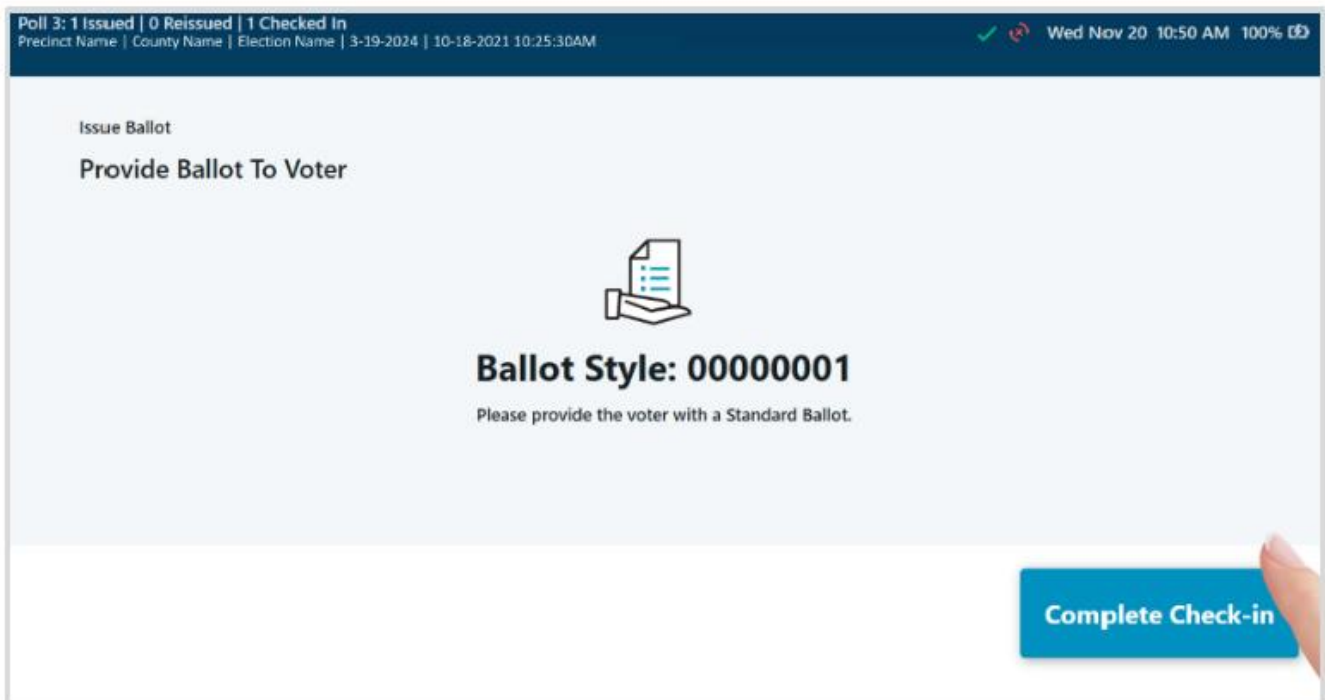
Back

Issue Ballot

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**.



If **Paper Ballot** is selected, provide the voter with the Paper **Ballot Style** as indicated on the screen, and tap **Complete Check-In**.



Issue Provisional Ballot

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 the below 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

ANDREWS, BETSY [Manage Voter >](#)

Basic Info Identification Voter History Poll Place

Precinct OMA 14.0	Party NP	ID Required No	Active Eligible Wrong Poll
Date of Birth 10-08-1988 (M)	Ballot Style 00000001		
Comment Voter is in the Wrong Poll Place, direct them to the correct Poll Place or issue a Provisional Ballot.			

[Back](#) [Issue Provisional](#) [Find Poll Place](#)

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

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

Provisional ID
OMAKRW10001

[Back](#) [Next](#)

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.

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 comparison is used by the jurisdiction, the Signature on File will be displayed in addition to the captured signature.

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 10:18 AM 100% 

Issue Ballot
Accept Voter Signature



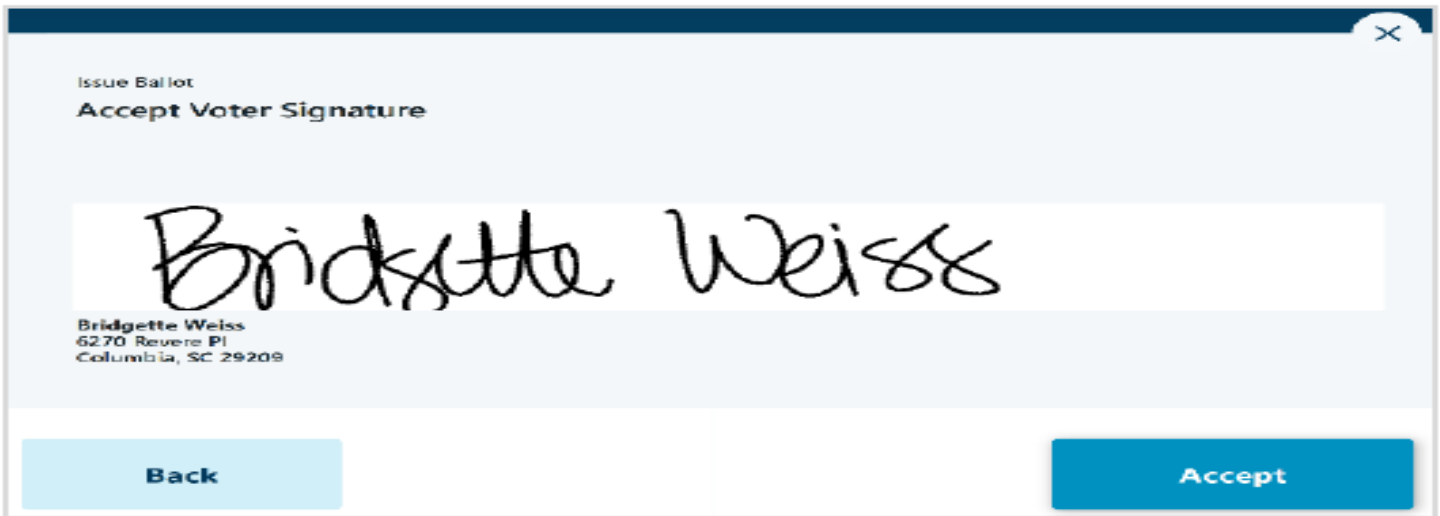
James Brown
6270 Revere Pl
Columbia, SC 29209

James Brown

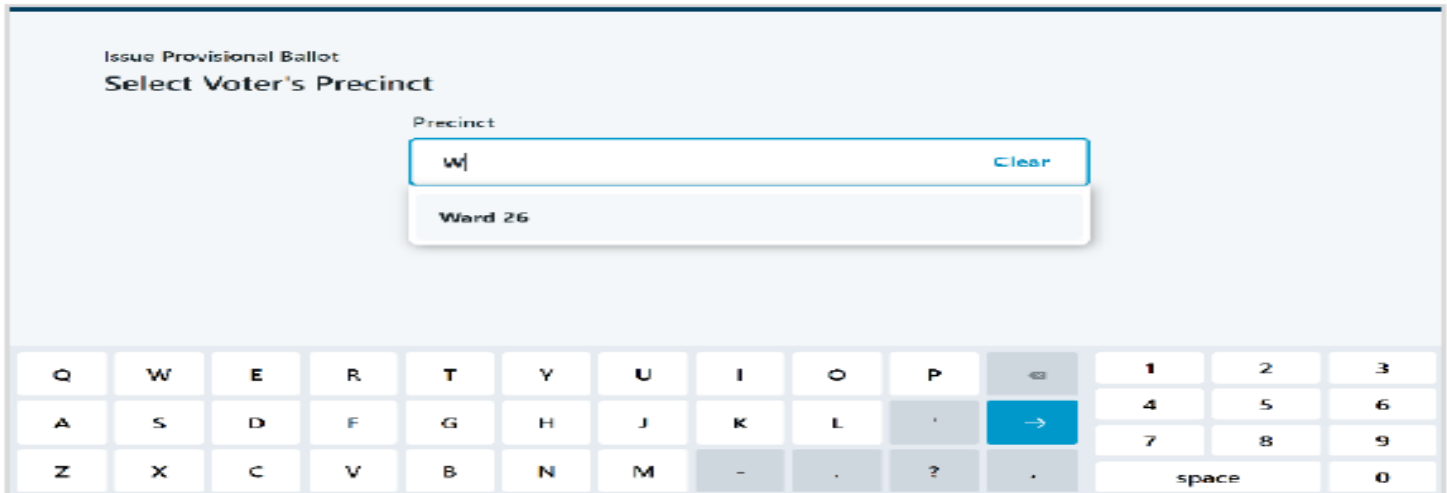
Signature on File

Back **Accept**

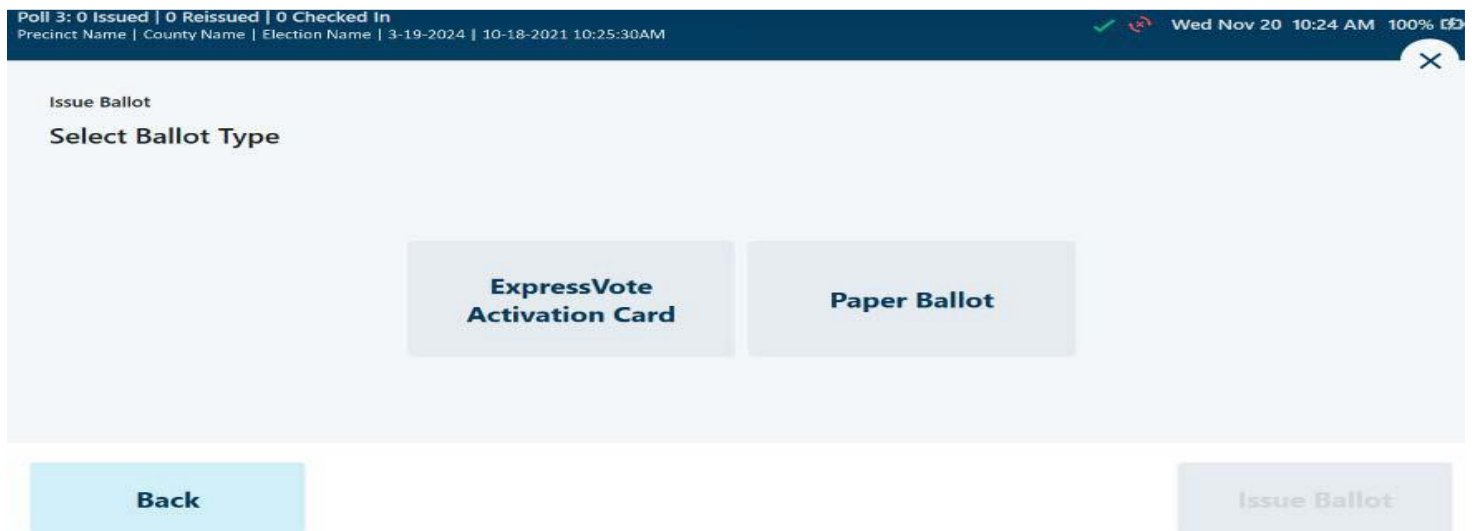
The poll worker will be prompted to review and **Accept** the captured signature to proceed.



Select Voter's Precinct by typing the Precinct name into the search field and selecting the correct precinct. Select **Next** when the correct precinct has been entered.



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**.

Issue Provisional Ballot

Provide ExpressVote Activation Card



Ballot Style: Ballot Style 1

Remove Activation Card from printer and direct voter to a touch screen voting station.

Complete Check-in


If **Paper Ballot** is selected, provide the voter with the Paper Ballot Style as indicated on the screen, and tap **Complete Check-In**.

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

✓ Wed Nov 20 10:50 AM 100%

Issue Ballot

Provide Ballot To Voter



Ballot Style: 0000001

Please provide the voter with a Standard Ballot.

Complete Check-in

CURBSIDE VOTING – (EARLY 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. (This Person will sign for the voter on the ExpressPoll Book and note that it is Curbside Voter)
- 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. (This official/clerk will sign for the voter on the ExpressPoll Book and note that it is Curbside Voter)
- After a successful check-in, print out the Ballot Activation Card and give that and a Secrecy Envelope 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 Interpreters" form.
- After unplugging the Curbside ExpressVote, take the Ballot Activation Card and Secrecy Envelope and wheel out to the voter.
- Once the voter has finished the voting process, have the voter place the Ballot into the provided Secrecy Envelope and both Election Official and Election Clerk will walk the ballot and Curbside cart back inside.
- They will then place the Ballot Activation Card into the DS200.
- Finally make sure that you plug the Curbside ExpressVote back into the power source so that it will maintain charge.

CURBSIDE VOTING – (ELECTION DAY)

There **MUST ALWAYS** be one Election Official (Judge or Alt-Judge) AND an Election Clerk present with the Paper Ballot 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. (This Person will sign for the voter on the ExpressPoll Book and note that it is Curbside Voter, and this person will also choose the ballot for the voter.)
- 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. (This official/clerk will sign for the voter on the ExpressPoll Book and note that it is Curbside Voter and they will also choose the ballot for the voter)
- After a successful check-in, the official/clerk will choose a ballot for the Voter, then it will be taken by the Election Official and Election Clerk along with the Secrecy Envelope to finish 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 Interpreters" form.
- Take the Ballot, Pencil and Secrecy Envelope out to the voter.
- Once the voter has finished the voting process, have the voter place the Ballot into the provided Secrecy Envelope and both Election Official and Election Clerk will walk the ballot back inside.
- They will then place the Ballot (while still in the Secrecy Envelope) into the Ballot Box.

Please see **"Forms Instructions"** for more information on which forms to use, instructions on how to fill out each form and where each form will go at the end of Early Voting/Election Day.

Please see ExpressPoll User Guide for more information or troubleshooting.

If you get stuck and are unsure on how to proceed, please do not hesitate to contact our office. We are here to help you and make sure that all goes well for the voters, the staff, and the Election.

CLOSING THE POLLS



CLOSING THE POLLS

Officially close and lock the door to the polling place at 7:00 p.m. {Sec. 41.031}

Handling the “LAST VOTER”

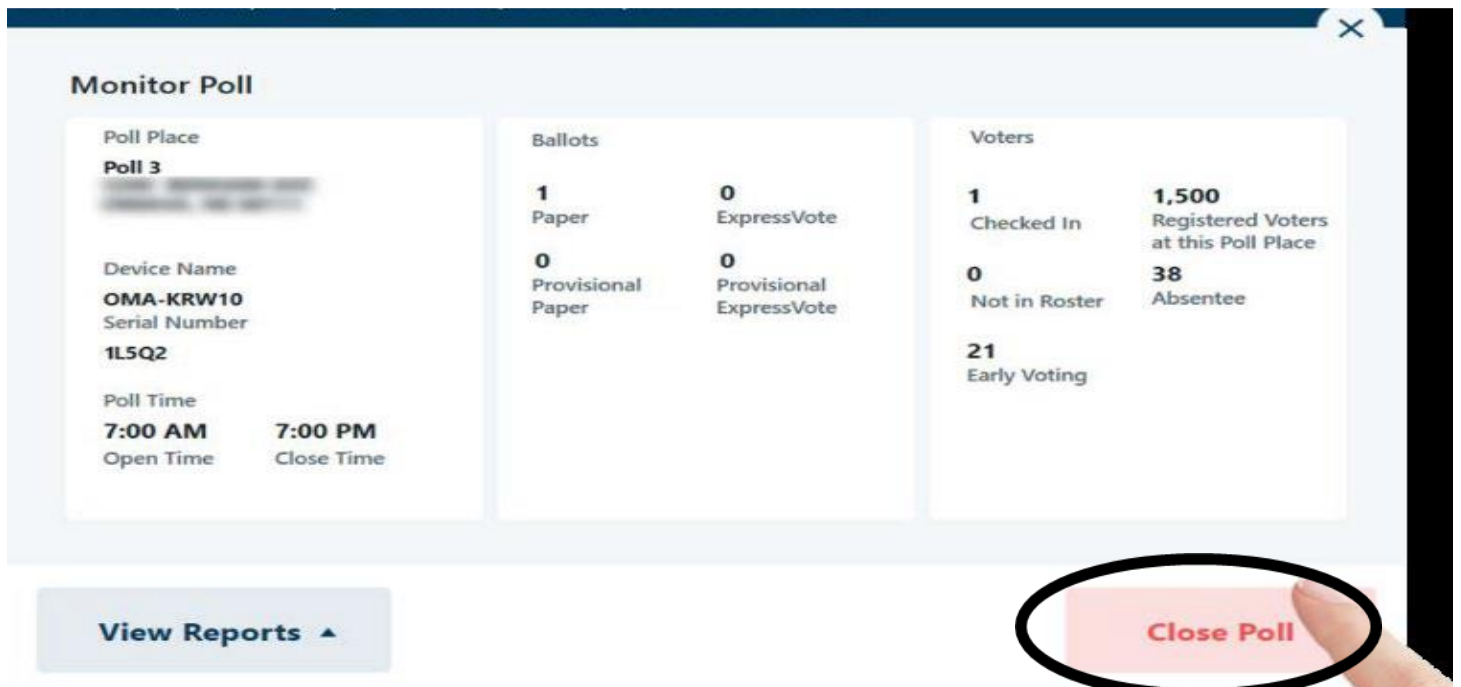
1. Voters who have not voted and are inside or waiting to enter the polling place at 7:00 p.m., must be allowed an opportunity to vote. {Sec. 41.032}
2. If there are people waiting in line outside the polling place:
 - Have all the people enter the polling place, if possible, and lock the door. {Sec. 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 OFFICAL STAND AT THE DOOR SO NO ONE ELSE MAY ENTER.

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.

Select NO



Do you also want to sign out?

By selecting yes, you will be signed out at the same time.



No

Yes

View Reports ▲

Open Poll

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

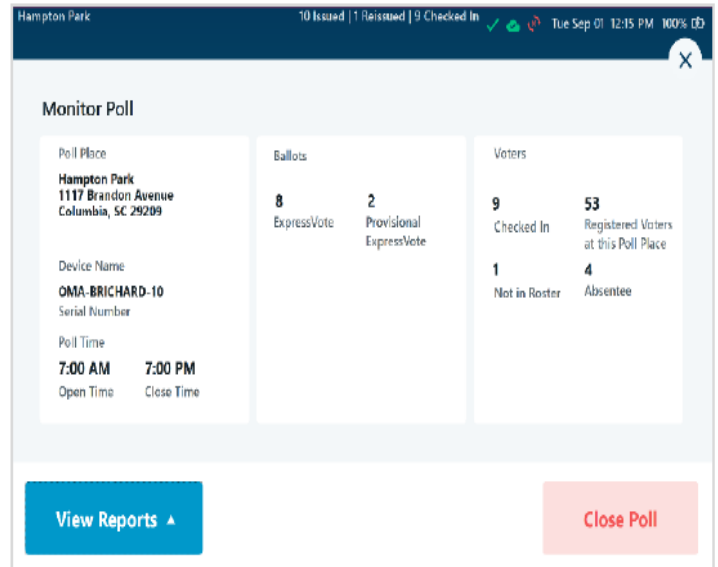
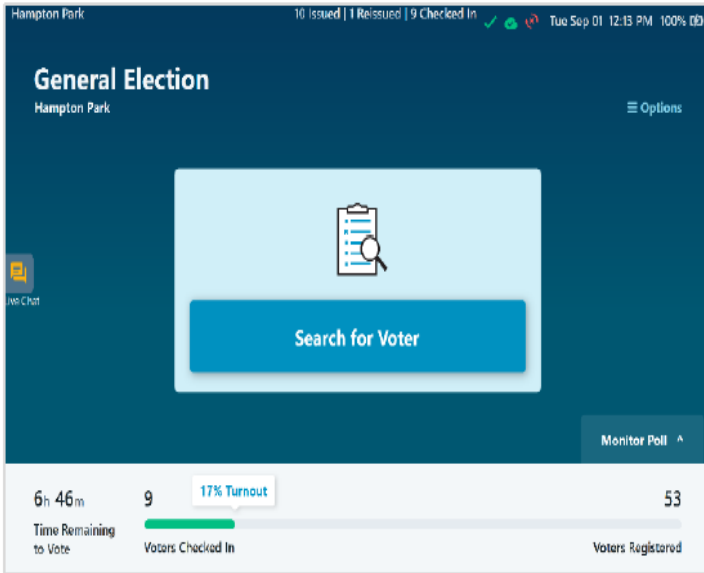
Poll Place Hampton Park 1117 Brandon Avenue Columbia, SC 29209	Ballots 8 ExpressVote 2 Provisional ExpressVote	Voters 9 Checked In 1 Not in Roster 53 Registered Voters at this Poll Place 4 Absentee
Device Name OMA-BRICHARD-10 Serial Number		
Poll Time 7:00 AM 7:00 PM Open Time Close Time		

View Reports ▲ **Close Poll**

REPORTS

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

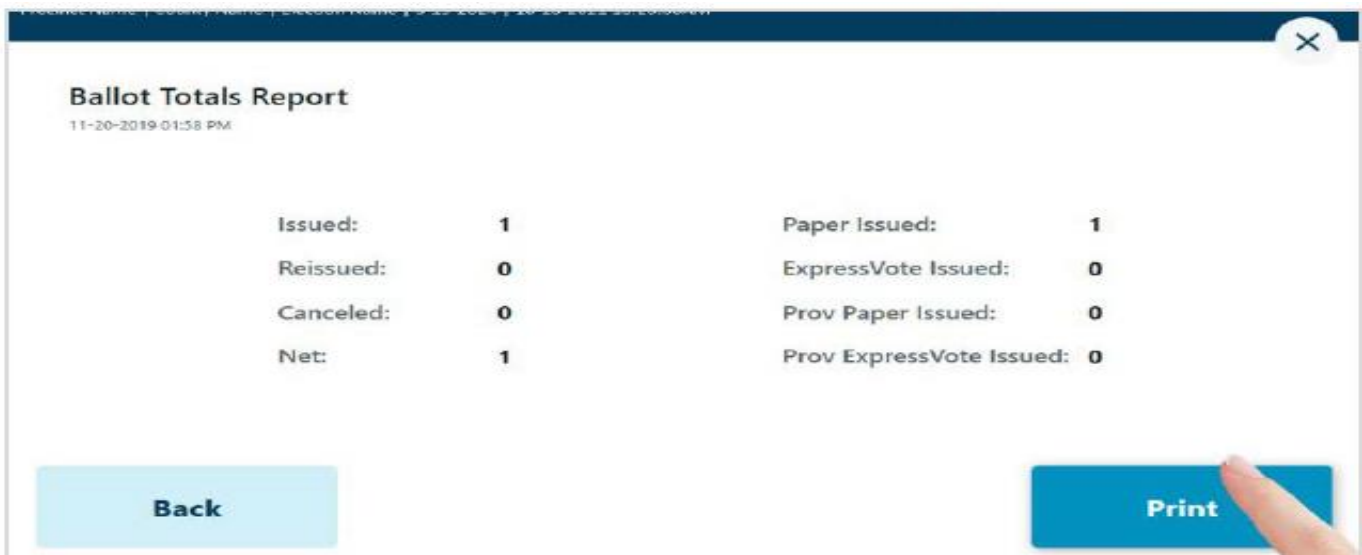
Multiple reports are available from within the ExpressPoll application, allowing users important insights and information related to voters processed and ballots issued during an election event.



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.

Ballot Totals Report

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



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.

Voted List
09-01-2020 12:45 PM

Overview **Standard** Not In Roster Provisional

Group By Precinct

Filter by Party: All

Filter by Voter Status: All

Filter by Device: All Devices

Filter by Date and Time: Set Clear

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

9 Voters * Voter Not in Roster

Back Export

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

Voted List
09-01-2020 12:45 PM

Overview Standard **Not In Roster** Provisional

Filter by Party: All

Filter by Voter Status: All

Filter by Device: All Devices

Filter by Date and Time: Set Clear

Start: End:

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

7 Voters

Back Export

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.

×

Voted List

09-01-2020 12:45 PM

OverviewStandardNot In RosterProvisional

All

#	Voter	Party	Precinct
1	Omel, Tucker	NP	Ward 26

1 Voter

Back

Export

All

Filter by Voter Status

All

Filter by Device

All Devices

Filter by Date and Time Set Clear

▼

▼

▼

Start:

▼

 End:

▼

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

×

Voted List

09-01-2020 12:45 PM

OverviewStandardNot In RosterProvisional

All

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

2 Voters * Voter Not in Roster

Back

Export

All

Filter by Voter Status

All

Filter by Device

All Devices

Filter by Date and Time Set Clear

▼

▼

▼

Start:

▼

 End:

▼

57

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

BackExport

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

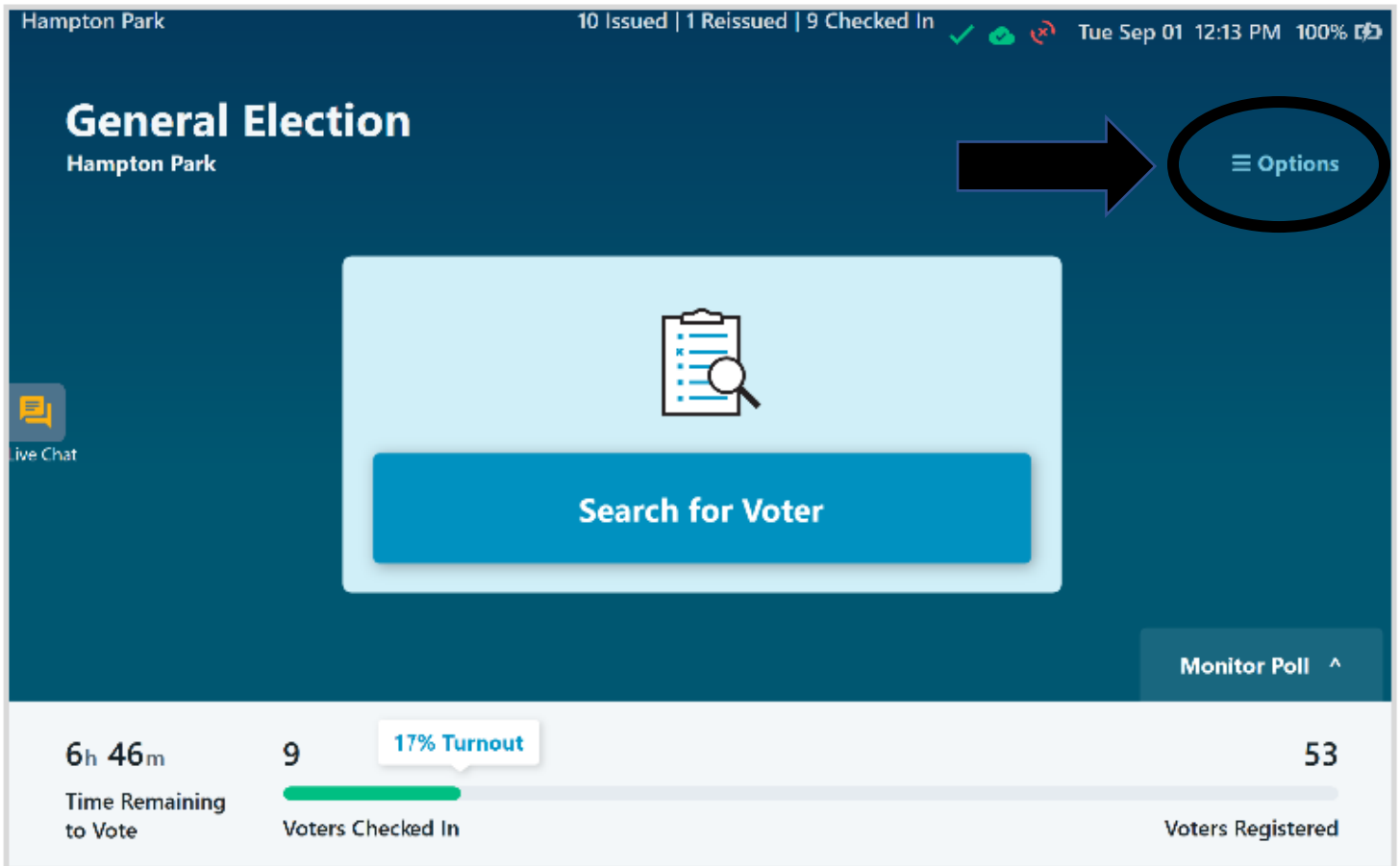
09-01-2020 02:09 PM

Total Reissued	1
Issued Incorrect Ballot Style	0
Poll Worker Error	0
Voter Spoiled Ballot	0
Reissued Provisional	1
Total Cancelled	0

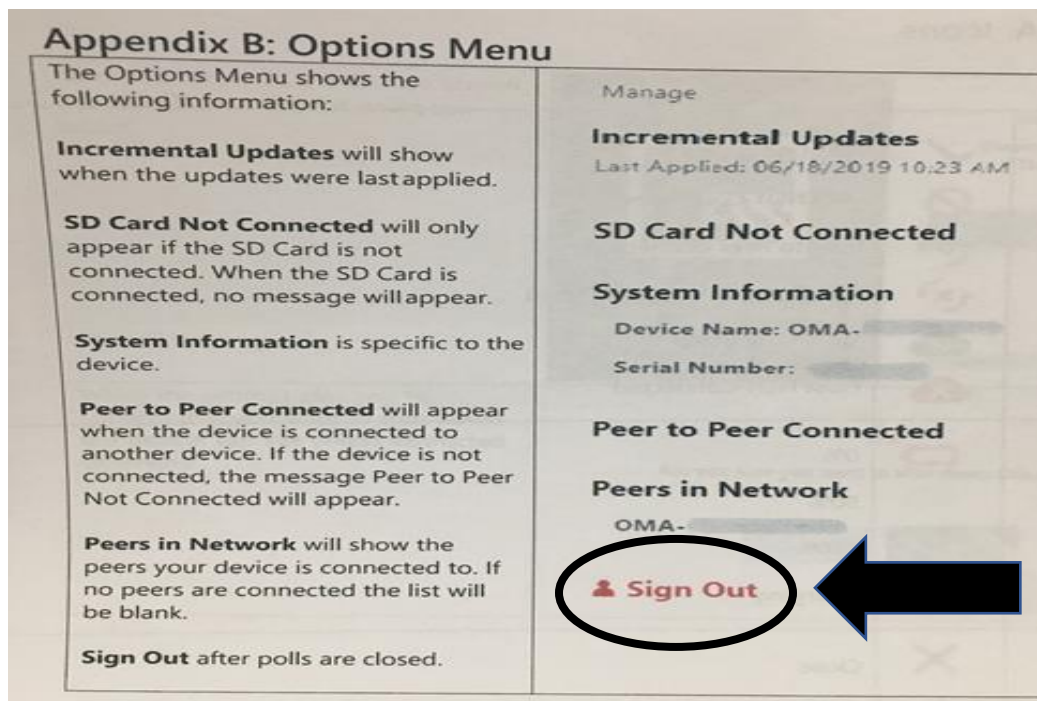
BackExport

SIGNING OUT AND SHUTTING DOWN EXPRESSPOLL BOOK

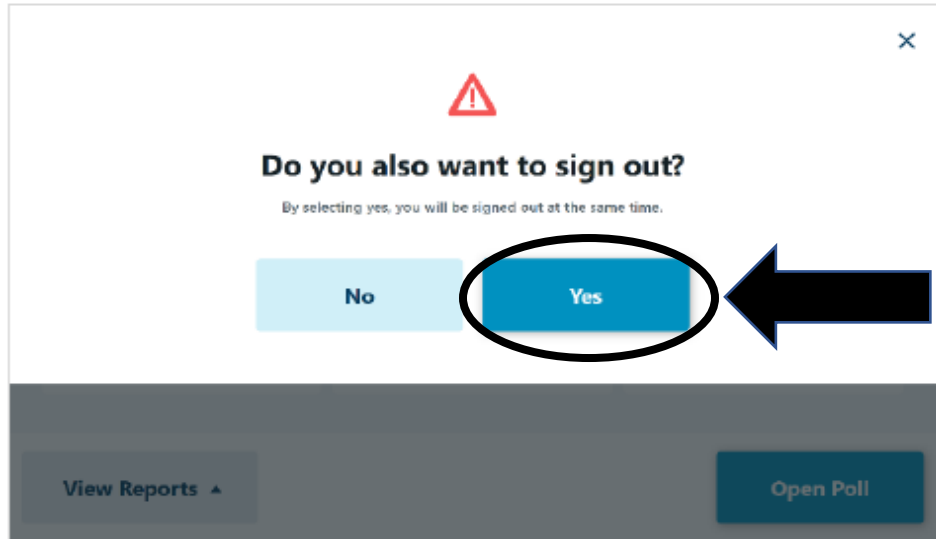
From the Main “Search for Voter” Screen. Select “Options”



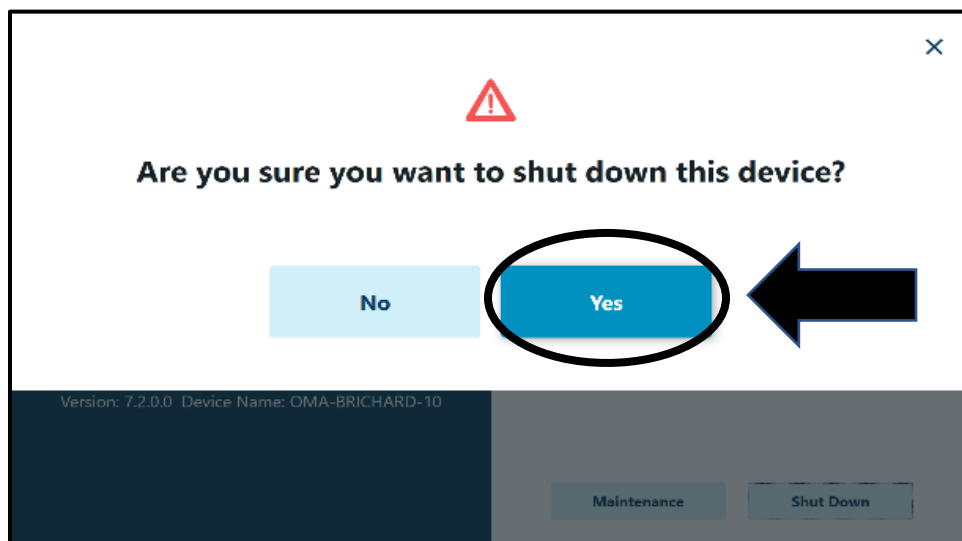
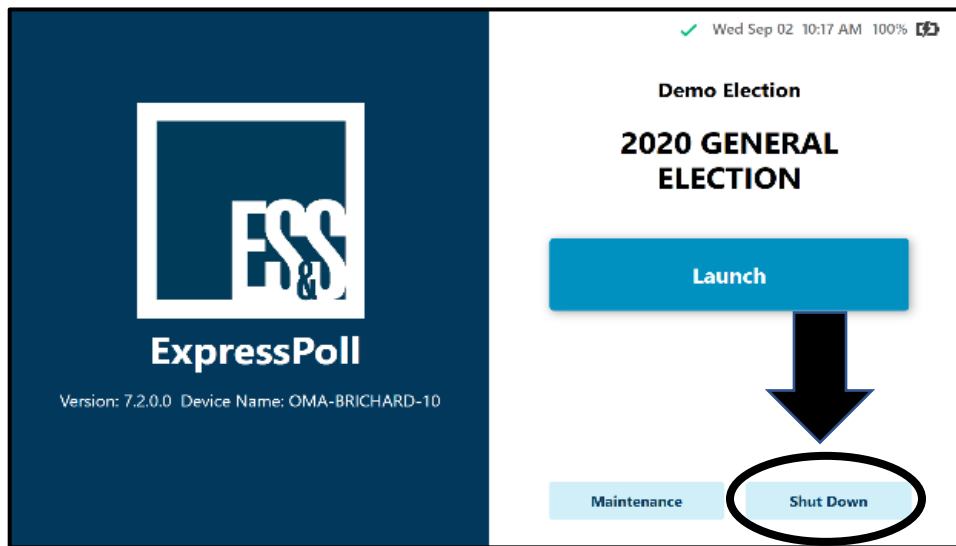
At the bottom of the “Options Menu” Select “Sign Out”



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.



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.



EXPRESSVOTE CLOSING PROCEDURES

1. Retrieve the barrel key, unlock, and open the secured access compartment.
2. Flip the Power switch to “Off”. Note: The system shutdown may take several minutes.
3. On the Confirm Shut Down screen, press “Shut Down”.
4. Lock the secured access compartment. Note: Make sure the ADA keypad cord allows you to close the door properly.
5. Place the ExpressVote face down and remove the electrical cord.
6. Place the ExpressVote into its carrying case along with the electrical cord.

DS200 – DAILY CLOSING PROCEDURES – EARLY VOTE ONLY

1. Record the public count on the public count log.
2. Locate and touch the “Tools” button on the top right corner of DS200 screen.
3. Enter the Election Code: (in the training handout) and touch the green “Accept” button. Note: Use the “*Shift*” button for capital letters.
4. “Select from the options below” screen will appear. Touch the “Report Options” button. “Please select the report to preview/print” screen will appear.
5. Touch the “Admin” button located on the top right corner. “Voting Device Status” screen will appear.
6. Touch the red “Shutdown” button. Note: This process usually takes 30 seconds.
7. Close DS200 screen once it has turned off and lock using the barrel key.
8. Close and lock the DS200 protective lid using the flat key.
9. Seal the DS200 lid with the seal provided.

DS200 – LAST DAY OF EARLY VOTING CLOSING PROCEDURES

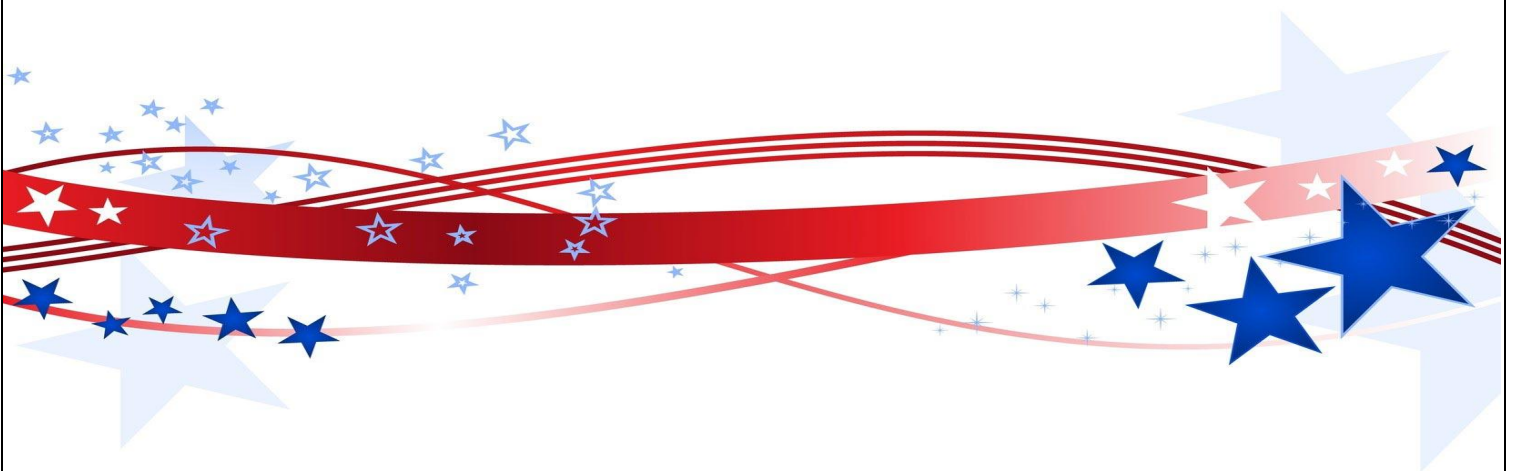
Confirm the last voter has inserted their ballot. Unlock the front access compartment door, press the “CLOSE POLL” button (about 1-3 seconds).

The “CLOSE POLL” button will quickly flash red and then turn off.

The display screen will ask you to confirm you are ready to close the poll. Touch “CLOSE POLL”.

LAST DAY OF EARLY VOTING ONLY: Press “Finished – Turn Off” to shut down the DS200. WAIT until screen is black.

TROUBLESHOOTING



<p>Jammed Ballot Card – The card is jammed inside the ExpressVote equipment. What steps do I take to retrieve the card?</p>	<p>Cause: The card was inserted incorrectly, or the ExpressVote rollers are not functioning properly.</p> <p>Solution: Open the security panel on the right side of the machine. Locate the card and GENTLY pull the card out of the machine. (If the card is not removed gently the card may be torn causing the voter to have to spoil the card and be reissued another card.) Close and relock the security panel. Follow the procedures for spoiling and issuing a new ballot card if necessary.</p>
<p>Screen Calibration Issue – The voter pushes the oval for one candidate and another candidate is selected.</p>	<p>Cause: The alignment of the touch screen with the point of touch is not adjusted correctly. This alignment process is called calibration.</p> <p>Solution: If the ExpressVote is in Voter Mode, change it to Supervisor Mode by toggling the Mode switch. Press and hold the black diamond-shaped Screen key on the audio-tactile keypad until system beeps and launches screen calibration utility. The system enters screen calibration mode and displays a cross hair target symbol on a gray background. To calibrate the screen, touch the cross-hair target in each displayed location. The system registers each touch and moves the bullseye symbol to a new location on the screen until calibration is complete.</p>
<p>Not Accepting Ballot Card-When the voter feeds his/her card, the ExpressVote is not accepting the card. What could be wrong?</p>	<p>Cause: There are many issues that could cause the card to not be accepted by the ExpressVote, including feed path is obstructed and feeding the card incorrectly. These issues can cause many different error messages including “Card not recognized”.</p> <p>Solution: Depending on the problem, one or more of these suggestions may help: Check the card to assure there is no damage. If damaged follow spoiled ballot procedures. Try re=feeding the card into the card tray, being careful to feed is as straight as possible.</p>

TROUBLESHOOTING – DS200 – (EARLY VOTING)

First READ the Display Screen!

Clearing a Ballot Jam

If the ballot WAS counted but it didn't drop into the ballot box, clear the ballot jam and follow these steps.

1. Unlock and pull-down the front flap.
2. Slide the scanner towards you about 5 inches, If there is a jammed ballot card present as you pull the scanner towards you. Remove the ballot and skip to steps 8 & 9. If the jammed ballot card is in the scanner, follow steps 3 through 9.
3. Unlock and open the rear access compartment.
4. Lift tab on lower left corner & open.
5. Locate 2 light blue latches, pull forward & lift.
6. Locate and pull out the jammed ballot.
7. Close and lock the rear access compartment.
8. Place the ballot into the back slot behind the machine. DO NOT run the ballot through the regular slot, the ballot will be counted twice.
9. Slide the scanner back and lock the machine in place.
- 10.

Ballot Jam

If there was a "Ballot Jam" and the ballot has NOT been counted message. Please clear the ballot jam. Try to re-scan the ballot (after the machine is returned and locked in proper place). If ballot fails to scan, follow the spoiled ballot procedures.

Error Scanning Ballot

If there was an "Error scanning ballot," message try to re-scan the ballot. If ballot fails to scan, follow the spoiled ballot procedures.

Cleaning the Scanner Glass

Cause: Ballots jamming or being rejected with no damage or fault of the ballot.

Solution: The scanner strips need to be cleaned. Use the barrel key to open the rear access compartment. Press the blue lever to lift the scanner top. Use the cleaning supplies provided in the supply kit. Spray the alcohol solution the microfiber cloth and wipe both top and bottom glass scanner strips. Allow the alcohol to dry. Close and lock the scanner.

Replacing Printer Paper & Not Printing

Unlock and open the door to the paper roll using the barrel key.

Push down on light blue lever to open printer door.

Remove old printer paper roll and place new paper roll (underhand) in the slot.

Close and lock the doors.

Not Plugged into Power – After turning on the DS200 the display screen power icon on the top right of the screen shows a battery. What does this mean?

Cause: The DS200 is not plugged into the AC power cord or the wall outlet is defective.

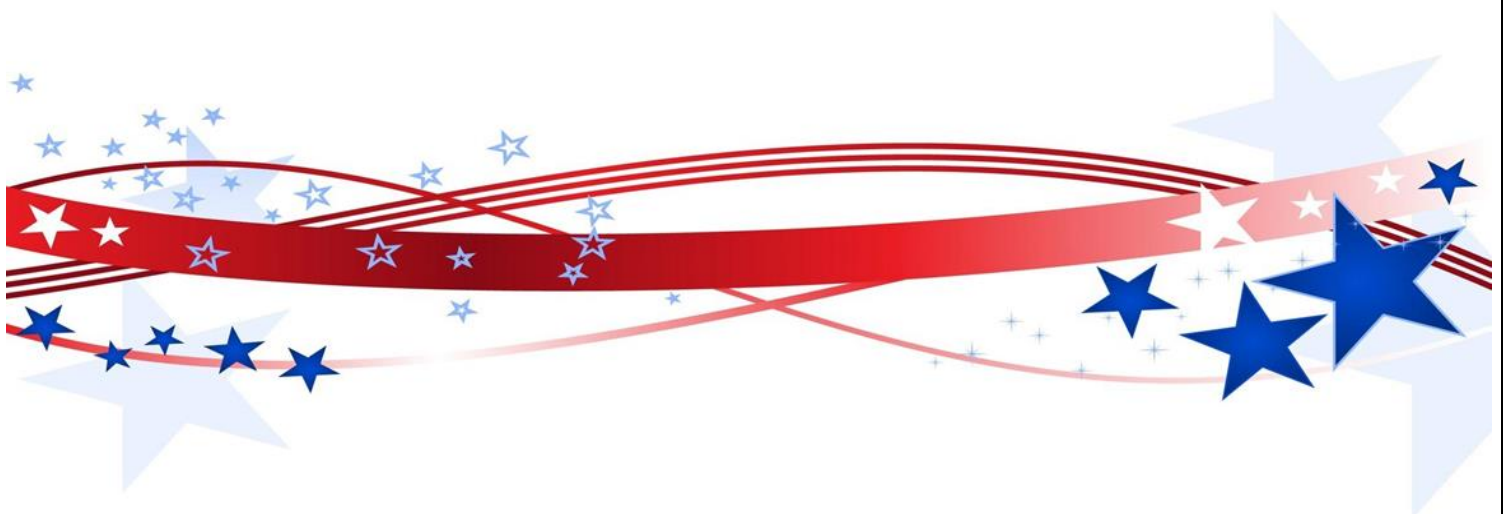
Solution: Ensure all power cords are plugged in securely. Reminder: There are two parts to the DS200 power supply; make sure the transformer is plugged into the cord.

TROUBLESHOOTING – EXPRESSVOTE PRINTER – (EARLY VOTING)

Red Flash – X1 Flash	Error: Ballot jammed or not fully inserted. Solution: Remove ballot and reinsert.
Red Flash – X2 Flash	Error: Ballot removed Solution: Reinsert ballot
Red Flash – X3 Flash	Error: ExpressVote printer head is up Solution: Latch printer head by pressing down until you hear a click.
Red Flash – X4 Flash	Error: Ballot upside-down. Solution: Remove ballot, flip and reinsert.
Red Flash – X5 Flash	Error: Over Voltage Solution: Power down the printer by pressing and holding the power button till the blue light turns off. Wait 5 seconds then power printer back on. If the same error continues, contact the Elections Office.
Red Flash – X6 Flash	Error: Over Temperature Solution: Revoers automatically when the printhead cools. If the same error continues, contact the Elections Office.
Cleaning Thermal Printer Head	Error: Ballots are not being read in the ExpressVote or the barcodes are printing damaged (smeared or smudged). Solution: The ExpressVote printer head needs to be cleaned. Lift the tab on the top of the printer to expose the printer head Use only the cleaning supplies provided in the supply kit. Spray the alcohol solution on to the microfiber cloth.

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FORMS INSTRUCTIONS



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STATEMENT OF COMPENSATION AND OATHS (EARLY VOTING)

<p><small>Bowie County Elections Administration Compensation Form Approved by the Secretary of State July 7, 2008</small></p>	<p style="font-size: small;">"I swear (or affirm) that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as an officer of the election and guard the purity of the election; I swear (or affirm) that I will not suggest by word, sign or gesture, how the voter should vote; I will confine my assistance to answering the voter's questions, to stating the propositions on the ballot, and to naming candidates and, if listed, their political parties; I will prepare the voter's ballot as the voter directs."</p>																																																																																																																																																				
<p>STATEMENT OF COMPENSATION and OATHS</p>	<p>EARLY VOTING EV1 NB EV2 TXK EV3 TXK</p> <p style="font-size: x-small;">Circle One Location Date Type of Election</p>																																																																																																																																																				
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<p>_____ Presiding Judge (Print) Presiding Judge (Signature)</p>																																																																																																																																																					

DESCRIPTION OF FORM:
White, Legal size

WHEN IS IT USED?
Early Voting

WHERE DOES IT GO?
Goes into Yellow Envelope #2

- FORM INSTRUCTIONS:**
- LEGIBLY fill-in information in all fields of the form.
 - Clearly indicate the date and all hours worked including the time used for set-up, training if applicable.
 - All Election workers MUST sign in the signature box affirming that they agree to the Oath at the top of the page and must include their contact information in case there are any questions.
 - The Presiding Judge MUST sign the bottom of the form affirming the Statement Information and affirming that they agree to the Oath at the top of the page.

STATEMENT OF COMPENSATION AND OATHS (ELECTION DAY)

AW8-3
Prescribed by Secretary of State
Section 32.094, 64.034 Texas Election Code
9/17

For primary only: Check next to judge/clerk's name if they attended a training program as prescribed by the Secretary of State.

"I swear (or affirm) that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as an officer of the election and guard the purity of the election; I swear (or affirm) that I will not suggest by word, sign or gesture, how the voter should vote; I will confine my assistance to answering the voter's questions, to stating the propositions on the ballot, and to naming candidates and, if listed, their political parties; I will prepare the voter's ballot as the voter directs; and 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."

STATEMENT OF COMPENSATION and OATHS

√	1. Name of Election Official (Please Print Legibly)	Pct. No. or Location Name Complete Address (Include City, Zip)	Authority Conducting Election Social Security Number	Signature	Date		Type of Election		Payroll office use only	
					Hours Worked From	To	Total Hours	Rate X of Pay = Amount		
	Phone # () -	TX	- -							
	Phone # () -	TX	- -							
	Phone # () -	TX	- -							
	Phone # () -	TX	- -							
	2. Name of Person Who Stamped "Voted" on List of Registered Voters (Do Not Include Above)									
	Phone # () -	TX	- -		Additional Hours					
	3. Name of Person/Persons who Delivered Election Supplies (Do Not Include Above)									
	Phone # () -	TX	- -					Delivery Fee:		
	Phone # () -	TX	- -					Delivery Fee:		
	Other Expenses (Describe):						(A) Total of Other Expenses:			
	If the same person stamps the list of registered voters and delivers the election supplies, include hours stamping and election day hours under #2 and put only the delivery fee under #3.								(B) Total Payroll:	
									I state that the above is a true and correct statement of the names, addresses and hours served of all the election officials conducting the above named election and of the other expenses incurred in this election.	
	Presiding Judge						INSTRUCTIONS			
							1. Total payroll includes delivery fee(s).			
							2. Add box (A) & (B) to get (C), the Total Precinct Cost.			

DESCRIPTION OF FORM:

Legal size, triplicate 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.

REGISTER OF OFFICAL BALLOTS

DESCRIPTION OF FORM:

Goldenrod & Pink duplicate *letter 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?

Goldenrod copy goes in the large White Envelope # 1 for the Central Counting Station. Pink copy goes into Pink Envelope # 3.

AW7-4
Prescribed by Secretary of State
Section 65.013, Texas Election Code
3/07

Beginning # _____ to _____

REGISTER OF OFFICAL BALLOTS

Number of ballots received.....*

Number of ballots defectively printed

Number of spoiled ballots returned by voter.....

Number of unused ballots.....

Number of ballots voted including provisional
(as shown by number of voters on poll list).....

TOTAL NUMBER OF BALLOTS ACCOUNTED FOR.....*

*These two numbers should be equal.

Number of provisional ballots voted
(as shown by number of voters on
list of provisional voters)

I the undersigned, Presiding Judge of the Election held on the ____ day of _____, 20 ____,
at Election Precinct No. _____ in _____, Texas, do hereby
certify that the above and foregoing statement of official ballots of said Election is true and
correct, and that all ballots returned by me were locked in the appropriate ballot box as required
by law.

WITNESS MY HAND this the _____ day of _____, 20 ____.

Presiding Judge

NOTE: RETURN ORIGINAL COPY IN BALLOT BOX NO. 4 WITH UNUSED BALLOTS. PLACE OTHER COPY IN ENVELOPE NO. 3 ADDRESSED TO PRESIDING JUDGE.

****ATTENTION****

DUE TO NEW REQUIREMENTS, YOU WILL NEED TO COMPLETE A "REGISTER OF OFFICAL BALLOTS" FOR EACH PRECINCT ASSIGNED TO YOUR POLLING LOCATION.

FORM INSTRUCTIONS:

- Number of ballots received - The total number of ballots at the opening of the Polls, This amount should include the number of additional ballots that may have been brought to you by an Election Runner throughout Early Voting or on Election Day.
- Number of ballots defectively printed.
- Number of spoiled ballots returned by voter - Ballots that were mismarked or damaged by the voter. NOTE: Election Day ballots with the Judge's signature pre-signed will be counted on this line as well.
- Number of unused ballots - The total number of UNUSED blank ballot stock.
- Number of ballots voted including provisional - The total number taken from the EPoll Book.
- TOTAL NUMBER OF BALLOTS ACCOUNTED FOR - When totaled, this number should match the TOTAL NUMBER OF BALLOTS RECEIVED.
- Number of provisional ballots voted - Total number of provisional voters a listed on the list of provisional voters

BALLOT AND SEAL CERTIFICATE

DESCRIPTION OF FORM:

Letter size duplicate form with blue and pink copies.


WHEN IS IT USED?

ELECTION DAY- Completed at the end of Election night.

WHERE DOES IT GO?

Blue copy goes in white envelope #1 and pink copy goes in pink envelope #3

Prescribed by Secretary of State
Section 127.036, V.T.C.A., Election Code



Pet. No.	Authority Conducting Election
Date of Election	Type of Election

BALLOT AND SEAL CERTIFICATE

We, the undersigned election officials, do hereby certify that all voted ballots were placed in the transfer case or cases to be transferred to the central counting station. The number of ballots placed in the carrying case or cases was _____ .

The serial number of the seal that was used to seal the transfer case or cases was _____ .

Witness my Hand this _____ day of _____, 20____ .

Signature of Presiding Judge

Signature of Election Clerk

Watcher (if any)

Watcher (if any)

ELK-9111 BALLOT AND SEAL CERTIFICATE (7/00)

NOTE: RETURN IN BALLOT BOX NO. 3 WITH VOTED BALLOTS

FORM INSTRUCTIONS:

- The Presiding Judge will fill out the heading with the required information.
- Fill in the TOTAL number of ballots voted. This also includes the Provisional ballots.
- Fill in the number that is on the Seal Tag that you are sealing the Ballot Box with.
- 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 turned into the Central Counting Station.
- Place the Pink Copy into the Pink Envelope (#3).

STATEMENT OF RESIDENCE

DESCRIPTION OF FORM:

White or Grey, 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)			
B3-1-41 (12/17)			
STATEMENT OF RESIDENCE For persons whose residence address does not match voter registration address. CONSTANCIA DE DOMICILIO PERMANENTE Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos.			
Last Name Include suffix if any Apellido Incluir sufijo si lo hay (Jr., Sr., III)	First Name Nombre de pila	Middle Name (If any) Segundo nombre (si aplica)	Former Name Apellido 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 Route, or Business Address) Domicilio residencial: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal. Si no existe un domicilio, describa donde vive (no incluya apartados postales, rutas rurales o dirección del trabajo).			Gender (Optional) Sexo (Opcativo) <input type="checkbox"/> Male Masculino <input type="checkbox"/> Female Femenino
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).		Date of Birth: month, day, year Fecha de Nacimiento: mes, día, año <input type="text"/> / <input type="text"/> / <input type="text"/>	
City and County of Former Residence in Texas Ciudad y condadao de residencia anterior en Texas		Telephone Number (Optional) include Area Code Teléfono (Opcativo) – Incluya código de área	
Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) No. de licencia de conducir de Texas o no. de identificación personal de Texas (Expedido por el Departamento de Seguridad Pública) <input type="text"/>		If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number. Si no tiene licencia de conducir de Texas o no. de identificación personal, proporcione los 4 últimos dígitos de su número de Seguro Social. <input type="checkbox"/> I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number. Yo no tengo una Licencia de conducir de Texas/Cédula de identidad personal de Texas o Número de Seguro Social.	
<p>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 180 days, a fine up to \$2,000, or both. Please read all three statements 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. Cometer este delito puede resultar en privación de la libertad hasta 180 días, multa de hasta \$2,000 o ambos castigos. Por favor lea cada una de las tres declaraciones antes de firmar.</p> <ul style="list-style-type: none"> • I am a resident of this county and a U.S. citizen; and • 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 • 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. <p>• soy residente de este condado y ciudadano de los Estados Unidos; y • no he sido condenado por un delito grave, o en caso de ser delincuente, he purgado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, período de prueba, o se me otorgó un indulto; y • no se me ha declarado, total o parcialmente, como discapacitado mental sin derecho al voto, por el fallo final de un juzgado de sucesiones.</p>			
<input checked="" type="checkbox"/> <input type="checkbox"/>		Date / /	
Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date. 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.			

REQUEST TO CANCEL APPLICATION FOR BALLOT BY MAIL

DESCRIPTION OF FORM:

White, Letter 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:

- Have the voter complete top part labeled, **“To be completed by all voters intending to cancel their Application for Ballot by Mail:”** with printed name, name of election and date of election.

VOTER HAS MAIL BALLOT:

- If the voter has possession of the mail ballot or a Notice of Improper Delivery, ensure that the voter circles all that applies.
- The Voter must sign on the “Signature of Voter” line and surrender ballot/notice to officer before the voter is entitled to receive a **Regular Ballot**.

VOTER DOES NOT HAVE MAIL BALLOT:

- If the voter does not have possession of the mail ballot or a Notice of Improper Delivery, the voter will need to print name and sign Affidavit (A, B or C) which ever applies.
- The Voter must sign on the “Signature of Voter” line before the voter is entitled to receive a **Provisional Ballot**.
- The Officer must complete bottom part labeled, **“This section to be completed by early voting clerk, deputy early voting clerk or election judge** with printed name, voter’s Pct. number, VUID, date and signature.

AWS-17
Prescribed by Secretary of State
Section 84.032, 84.038, 86.0015 Texas Election Code
REV 10/2018

REQUEST TO CANCEL APPLICATION FOR BALLOT BY MAIL

To be completed by all voters intending to cancel their Application for Ballot by Mail:

I, _____, a qualified voter for the _____
(Print Name)

Election to be held on ____/____/____ request that my Application for Ballot by Mail be canceled.
(Month) (Day) (Year)

VOTER HAS MAIL BALLOT	<p>STATEMENT I am returning my mail ballot/presenting a Notice of Improper Delivery (circle one) to the early voting clerk/deputy early voting clerk/presiding election judge (circle the appropriate officer) and canceling my ballot by mail.</p> <p style="text-align: right;">X _____ Signature of Voter</p>
VOTER DOES NOT HAVE MAIL BALLOT	<p>AFFIDAVIT A Affidavits A and B are only executed in person at the early voting clerk’s office. These Affidavits are only used when the voter is canceling his/her application with the EV clerk after the close of early voting by personal appearance or on Election Day. I, _____, do hereby affirm that I have not received my mail ballot at the (Print Name) time of making my request to cancel my Application for Ballot by Mail.</p> <p style="text-align: right;">X _____ Signature of Voter</p> <p>OR</p> <p>AFFIDAVIT B I, _____, do hereby affirm that I have not requested a mail ballot. (Print Name)</p> <p style="text-align: right;">X _____ Signature of Voter</p> <p>OR</p> <p>AFFIDAVIT C Affidavit C is only executed in person at the early voting clerk’s office. It must be executed before the carrier envelope is delivered to the early voting ballot board. I hereby request that my mail ballot be canceled. I, _____ affirm that I did not (Print Name) mark my ballot that was sent to me by mail.</p> <p style="text-align: right;">X _____ Signature of Voter</p>

This section to be completed by early voting clerk, deputy early voting clerk, or election judge.

Name of Voter _____ Voter’s Precinct Number _____ VUID _____
(Print Name)

Sworn to and subscribed before me, this ____ day of _____, 20____.
(Month) (Year)

X _____
Signature of Officer Administering Oath

Denied _____ Reason _____ Date ____/____/____

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

AW7-8
Prescribed by Secretary of State
Section 61.007(c), Texas Secretary of State
3/07

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.

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.” This count should be updated at each requested time listed on the Notice.

THIS NOTICE WILL NEED TO BE POSTED FOR
THE PUBLIC TO SEE

POLL WATCHER APPOINTMENTS

AWM-16
Prescribed by Secretary of State
Sections 33.002, 33.006, Texas Election Code
5/12

APPOINTMENT OF POLL WATCHER BY CANDIDATE ON THE BALLOT OR DECLARED WRITE-IN CANDIDATE

To the Presiding Judge:

The following person has been appointed to serve as a poll watcher on my behalf.

Name of Poll Watcher	Name of Candidate
Residence Address of Poll Watcher	Name and Date of Election
Voter Registration VUID Number of Poll Watcher	Precinct or other location Poll Watcher is to serve

Signature of Candidate or Other Approving Authority _____ Title of Approving Authority _____

Signature of the Watcher _____

AFFIDAVIT OF POLL WATCHER

I, _____, a poll watcher for the above appointing authority, do hereby 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 at this precinct or I will disable or deactivate the device while serving as a watcher.

Signature of Poll Watcher _____

Sworn to and subscribed before me this the _____ day of _____, 20____.

Signature of Election Judge _____

Printed Name of Election Judge _____

INSTRUCTIONS

The following persons have the authority to appoint a poll watcher on behalf of a candidate whose name appears on the ballot.

- In an election for an office of the state government that is filled by voters of more than one county, by the candidate's campaign treasurer.
- In an election for an office of the federal government that is filled by voters of more than one county, by the chair or treasurer of the candidate's principal campaign committee or by a designated agent of the chair or treasurer.

ENGLISH - FRONT SPANISH - BACK

AWM-18
Prescribed by Secretary of State
Sections 33.003, 33.006, Texas Election Code
8/17

APPOINTMENT OF POLL WATCHER BY POLITICAL PARTY

To the Presiding Judge:

The following person has been appointed poll watcher in accordance with Sec. 33.003, Texas Election Code.

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

Signature of the County Chair _____ Signature of Committee Member _____

Signature of Committee Member _____ Signature of Committee Member _____

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

Signature of the Watcher _____

AFFIDAVIT OF POLL WATCHER

I, _____, a poll watcher for the above appointing authority, do hereby 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 at this precinct or I will disable or deactivate the device while serving as a watcher.

Signature of Poll Watcher _____ Signature of Election Judge _____

Sworn to and subscribed before me this the _____ day of _____, 20____.

Printed Name of Election Judge _____

NOMBRAMIENTO DE UN OBSERVADOR POR UN PARTIDO POLÍTICO

Al Juez Presidente:

La siguiente persona ha sido nombrada observador(a) de acuerdo con la Sec. 33.003, Código de Elecciones.

Nombre del/la Observador(a)	Nombre del Partido Político
Dirección Residencial del/la Observador(a)	Tipo y Fecha de Elección
Núm. de VUID del/la Observador(a)	Precinto en que servirá el/la Observador(a)

Firma del Secretario del Condado _____ Firma de un Miembro del Comité _____

Firma de un Miembro del Comité _____ Firma de un Miembro del Comité _____

Si el secretario del condado no hace un nombramiento autorizado, cualesquier tres miembros del comité ejecutivo del condado podrán hacer el nombramiento.

Firma del/la Observador(a) _____

DECLARACIÓN JURADA DE OBSERVADOR

Yo, _____, observador(a) de elección designado/a por la autoridad citada, por el presente juro o protesto que no tendré en mi poder, durante mi gestión de observador(a) en este precinto electoral, ningún dispositivo mecánico o electrónico, de cualquier tipo, para la grabación de imágenes o de sonidos, o que inhabilitaré o desactivaré el dispositivo al servir como Observador(a).

Firma del/la Observador(a) _____ Firma del/la Juez Electoral _____

Jurado y suscrito ante mí, a los _____ días del mes de _____ de 20____.

Nombre del/la Juez Electoral, en letras de molde _____

AWM-17
Prescribed by Secretary of State
Sections 33.005, 33.006, Texas Election Code
5/12

CERTIFICATE OF APPOINTMENT FOR POLL WATCHER FOR PROPOSITIONS OR ISSUES

To the Presiding Judge:

The following person has been appointed poll watcher in accordance with Sec. 33.005, Texas Election Code.

Name of Poll Watcher	Name or Number of Proposition on Ballot
Residence Address of Poll Watcher	Name and Date of Election
Voter Registration VUID Number of Poll Watcher	Precinct Poll Watcher is to serve

The appointee (check one) _____ favors the above named proposition on the ballot.
_____ opposes

Signature of Campaign Treasurer or Asst. Campaign Treasurer _____ Name of Specific Purpose Political Committee _____

Signature of the Watcher _____

AFFIDAVIT OF POLL WATCHER

I, _____, a poll watcher for the above appointing authority, do hereby 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 at this precinct or I will disable or deactivate the device while serving as a watcher.

Signature of Poll Watcher _____

Sworn to and subscribed before me this the _____ day of _____, 20____.

Signature of Election Judge _____ Printed Name of Election Judge _____

CERTIFICADO DE NOMBRAMIENTO PARA UN OBSERVADOR PARA PROPOSICIONES O PUNTOS EN CUESTIÓN

Al Juez Presidente:

La siguiente persona ha sido nombrada observador(a) de acuerdo con la Sec. 33.005, Código de Elecciones.

Nombre del/la Observador(a)	Nombre o Número de la Proposición en la Boleta
Dirección Residencial del/la Observador(a)	Tipo y Fecha de Elección
Núm. de VUID del/la Observador(a)	Precinto en que servirá el/la Observador(a)

La persona nombrada (indique uno) _____ apoya la proposición mencionada arriba en la boleta.
_____ opone

Firma del Tesorero de la Campaña Electoral o el Subtesorero de la Campaña Electoral _____ Nombre del Comité Político Con Un Propósito Específico _____

Firma del/la Observador(a) _____

DECLARACIÓN JURADA DE OBSERVADOR(A)

Yo, _____, observador(a) de elección designado(a) por la autoridad citada, por el presente juro o protesto que no tendré en mi poder, durante mi gestión de observador(a) en este precinto electoral, ningún dispositivo mecánico o electrónico, de cualquier tipo, para la grabación de imágenes o de sonidos, o que inhabilitaré o desactivaré el dispositivo al servir como Observador(a).

Firma del/la Observador(a) _____

Jurado y suscrito ante mí, a los _____ días del mes de _____ de 20____.

Firma del/la Juez Electoral _____ Nombre del/la Juez Electoral, en letras de molde _____

DESCRIPTION OF FORM:

Yellow, Legal size

***NOTE:** The Appointments shall be made by the Candidate or Political Party/Campaign Treasurer. The "Affidavit of Poll Watcher" must be signed by the Poll Watcher in the presence of the Election/Presiding Judge.

WHERE DOES IT GO?

Yellow, ENVELOPE #2

OATH OF ASSISTANTS AND INTERPRETERS

DESCRIPTION OF FORM:

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.

AW7-3
Prescribed by Secretary of State
Sections 61.035 and 64.034, Texas Election Code
9/13

Pct. No. <i>(Núm. De Pcto.)</i>	Authority Conducting Election <i>(Autoridad Administrando la Elección)</i>
Date of Election <i>(Fecha de Elección)</i>	Type of Election <i>(Tipo de Elección)</i>

OATHS
(JURAMENTOS)

ASSISTANCE *(AYUDA)*
(Sec. 64.034)

OATH OF PERSON ASSISTING VOTER: I swear (or affirm) that I will not suggest by word, sign, or gesture how the voter shall vote; I will confine my assistance to answering the voter's questions, to stating propositions on the ballot, and to naming candidates and, if listed, their political parties; I will prepare the voter's ballot as the voter directs; and 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. *(JURAMENTO DE LA PERSONA QUE AYUDA AL VOTANTE: Yo juro (o afirmo) que no sugeriré por palabra, seña o acción cómo deberá votar el votante; limitaré mi ayuda a contestar las preguntas del votante, a declarar las proposiciones en la boleta, y a nombrar los candidatos y, si listados, los partidos políticos a que pertenecen; yo prepararé la boleta como dirija el votante, y no soy el empleador del votante, agente del empleador, o un oficial o agente de un sindicato donde el votante pertenece .*

INTERPRETER *(INTERPRETE)*
(Sec. 61.035)

INTERPRETER'S OATH: 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 an election officer or to an election officer by the voter. *(JURAMENTO DEL INTERPRETE: Yo juro (o afirmo) que, a mi mejor potencia, 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.)*

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 indicada arriba.)

ELECTION OFFICER *(OFICIAL ELECTORAL)*

REASONABLE IMPEDIMENT INFORMATION & DECLARATION

7-13
Prescribed by Secretary of State
Section 63.0011(i), 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.

7-13
Prescribed by Secretary of State
Section 63.0011(i), 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____

Presiding Judge/ County Voter Registrar (if applicable)

VUID (Voter Unique Identification Number)

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: _____

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.

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.

COMBINATION FORMS

(Early Voting & Election Day)

Line #	Voter Assistant (if additional voter assistant lines are necessary, continue on the back of this form) Include Name, Address Asistente de Votantes (si líneas adicionales son necesarias para asistente de votantes, continúe en el reverso de este formulario) Incluya Nombre, Dirección	COMBINATION FORM and Early Voting Roster for Early Voting						Prescribed by Secretary of State // Form 5-20 01/2018 Sections 63.001, 63.0011, 63.002, 63.003, 63.004, 63.006, 63.009, 63.0101, 63.011, 64.032, 61.002, 65.031, 67.121 and 162.004 Texas Election Code	
Location (Sitio)		Date of Election (Fecha de elección)		Type of Election (Tipo de elección)		Signature (Firma)			
County Precinct No. Nom. de Precincto	VOID	Poll List (Lista de Votantes)	Voter Address (Domicilio del Votante)		Reac. Imped. Dec. 63.001 (f)	Provisional 63.011	Similar Name 63.001(c)	Not on List 63.006	Date
10									10
9									9
8									8
7									7
6									6
5									5
4									4
3									3
2									2
1									1

Sign Below (Firmar usado abajo)

Voter's Initials (Iniciales del Votante)

Signature of Voter (Firma del Votante)

Signature of Voter Assistant (Firma del Asistente de Votantes)

Signature of Election Official (Firma del Oficial de Elecciones)

Authority conducting election

Signed on this _____ day of _____, 20____

Early Voting Clerk

Line #	Voter Assistant (if additional voter assistant lines are necessary, continue on the back of this form) Include Name, Address Asistente de Votantes (si líneas adicionales son necesarias para asistente de votantes, continúe en el reverso de este formulario) Incluya Nombre, Dirección	COMBINATION FORM Poll List/Signature Roster, Affidavits for Election Day						Prescribed by Secretary of State // Form 7-20 01/2018 Sections 63.001, 63.0011, 63.002, 63.003, 63.004, 63.006, 63.009, 63.0101, 63.011, 64.032, and 162.004 Texas Election Code
Location (Sitio)		Date of Election (Fecha de elección)		Type of Election (Tipo de elección)		VOID		
County Precinct No. Nom. de Precincto	VOID	Poll List (Lista de Votantes)	Voter Address (Domicilio del Votante)		Provisional 63.011	Similar Name 63.001(c)	Not on List 63.006	Date
10								10
9								9
8								8
7								7
6								6
5								5
4								4
3								3
2								2
1								1

Sign Below (Firmar usado abajo)

Voter's Initials (Iniciales del Votante)

Signature of Voter (Firma del Votante)

Signature of Voter Assistant (Firma del Asistente de Votantes)

Signature of Election Official (Firma del Oficial de Elecciones)

Authority conducting election

Signed on this _____ day of _____, 20____

Early Voting Clerk

COMBINATION FORMS INSTRUCTIONS

(Early Voting & Election Day)

DESCRIPTION OF FORM:

Quadruplicate (Yellow, White Pink & Blue), Legal Size

WHEN IS IT USED?

Early Voting & Election Day

WHERE DOES IT GO?

Yellow copy goes in yellow envelope #2.

White copy goes in grey envelope #4.

Pink copy goes in pink envelope #3.

Blue copy goes in Central Counting envelope #1.

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.

LIST OF VOTERS INDICATED AS ID VOTERS

DESCRIPTION OF FORM:

Grey, Letter Size

WHEN IS IT USED?

Early Voting & Election Day

WHERE DOES IT GO?

Goes into Grey Envelope #4

<small>AWS 8 Prescribed by Secretary of State 1/2018 Section 18.005, Texas Election Code</small>			Type of Election		Precinct. No.	
LIST OF VOTERS INDICATED AS ID VOTERS			Date of Election		Authority Conducting Election	
			No.	Name of Voter	VUID Number	No.
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

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.

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

<small>AW7-26 Prescribed by Secretary of State Section 63.011, Texas Election Code 10/13</small>		<table border="1"> <tr> <td>Type of Election <i>(Tipo de Elección)</i></td> <td>Precinct. No. <i>(Núm. de Precinto)</i></td> </tr> <tr> <td>Date of Election <i>(Fecha de la Elección)</i></td> <td>Authority Conducting Election <i>(Autoridad Administrando la Elección)</i></td> </tr> </table>		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>
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>						
List of Provisional Voters							
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)							
I certify that the numbers represented above are true and correct as evidenced by my signature.							
Signature of Precinct Presiding Judge: _____							
Signature of Custodian receiving ballots from Presiding Judge: _____							
Signature of Voter Registrar: _____							

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.

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(g), 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) 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)

BACK

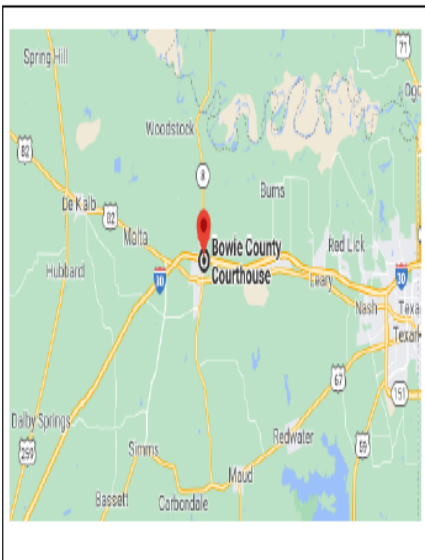
DESCRIPTION OF FORM:

White, Letter size

WHEN IS IT USED:

After the 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.



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. _____

AFFIDAVIT OF PROVISIONAL VOTER ENVELOPE

(Front)

AW7-15-53, 1018 Prescribed by Secretary of State Sec. 63.011, Election Code	Type of Election / Tipo de Elección	Precinct No. where voted Núm. de Precinto-lugar de votación	Precinct No. 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
Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE _____)					
<p>TO BE COMPLETED BY VOTER: 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 felony of the 2nd degree to vote in an election for which I know I am not eligible.</p> <p>PARA QUE EL VOTANTE LO LLENE: 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 período 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 también entiendo que es un delito grave de 2º grado votar en una elección sabiendo que no cumplo con los requisitos necesarios.</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 PO 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.)			
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).				Gender: (Optional) / Sexo (Opcativo) <input type="checkbox"/> Male (Hombre) <input type="checkbox"/> Female (Mujer)	
TX Driver's License No. or Personal I.D. No. (Issued by Dept of Public Safety) Número de su licencia de conducir de Texas o de su Cédula de Identidad expedida por el Departamento de Seguridad Pública de Texas. <input type="checkbox"/>		Social Security No. (last 4 digits required if you do not have a driver's license or I.D. number) / Número de Seguro Social. (Si no tiene licencia, de conducir ni identificación personal, se requiere los últimos 4 números de su seguro social) XXX-XX- <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> I have not been issued a TX driver's license/ personal identification number or Social Security Number. Yo no tengo una licencia de conducir de Texas/Cedúla 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 <input type="checkbox"/> No <input type="checkbox"/> Si No		Signature of Voter / Firma del votante X _____	

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 into and Ballot Box- (Election Day) They will go into the "Provisional/Limited" Ballot Box - (Early Voting) **Provisional Ballots DO NOT GO INTO THE DS200 during Early Voting.**

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 not wish to receive mail at their residential address)

AFFIDAVIT OF PROVISIONAL VOTER ENVELOPE

(Back)

TO BE COMPLETED BY ELECTION JUDGE:	TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:
<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>REASON FOR VOTING PROVISIONAL</p> <p>1. _____ Failed to present acceptable form of identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter certificate with exemption.</p> <p>2. _____ Voter not on list of registered voters.</p> <p>3. _____ Voter not on list, registered in another precinct.</p> <p>4. _____ Voter on list of people who voted early by mail, and voter has not cancelled mail ballot application.</p> <p>5. _____ Voting after 7:00 p.m. due to court order.</p> <p>6. _____ Voter on list, but registered residence address outside the _____ political subdivision.</p> <p>7. _____ Registered at Department of Public Safety (DPS): When: _____ Where: _____</p> <p>8. _____ Other: _____ (Please explain)</p> <p>Sworn and subscribed to before me this date: _____</p> <p>Signature of Election Judge _____</p>	<p>I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:</p> <p>FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE</p> <p>1. _____ Voter presented acceptable form of identification or a supporting form of identification and executed a Reasonable Impediment Declaration within 6 days of election day.</p> <p>2. _____ Voter met disability exemption within 6 days of election day.</p> <p>3. _____ Voter executed religious objection affidavit within 6 days of election day.</p> <p>4. _____ Voter executed natural disaster affidavit within 6 days of election day.</p> <p>5. _____ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 days of election day.</p> <p>FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS</p> <p>6. _____ Not a registered voter or registration not effective in time for this election.</p> <p>7. _____ Registered to vote, erroneously listed in wrong precinct.</p> <p>8. _____ Registered to vote in a different precinct within the county.</p> <p>9. _____ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.</p> <p>10. _____ Voter erroneously removed from the list.</p> <p>11. _____ Voter is not registered to vote in _____ political subdivision.</p> <p>12. _____ Other: _____ (Please explain)</p> <p>Signature of Voter Registrar _____ Date _____</p>
<p>Action taken by the Early Voting Ballot Board: <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED Signature of Ballot Board Judge: _____</p>	

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.

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” and clearly print the reason.
- Write in the current day’s date
- Sign at the bottom where it says **“Signature of Election Judge”**

SECRECY ENVELOPE

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.)

DESCRIPTION OF FORM:

White Envelope

WHEN IS IT USED?

For each voter that is casting a
Provisional Ballot.

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*)
Envelope #1

WHEN IS IT USED?

Election Night.
After closing the polls.

WHERE DOES IT GO?

Central Counting Station (Bowie
County Courthouse)

CENTRAL COUNTING STATION ENVELOPE #1

THIS ENVELOPE SHOULD ONLY CONTAIN:

- **COMBINATION FORM** (as needed for Provisional or Omissions)
(BLUE COPY)
- **REGISTER OF OFFICIAL BALLOTS**
(YELLOW COPY)
- **BALLOT & SEAL CERTIFICATE**
(BLUE COPY)
- **LIST OF PROVISIONAL VOTERS**
(WHITE COPY)

*** **BALLOT BOX SHOULD ONLY CONTAIN:**
1. VOTED BALLOTS
2. VOTED PROVISIONAL BALLOTS

*** **DO NOT** ***

PUT THIS ENVELOPE IN BALLOT BOX

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 check this envelope into the Central Counting Station at the end of Election Night.

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)

Records of _____ Election held on ____ day of _____, 20____ in Election Precinct No. _____ in _____ County, Texas
ENVELOPE 2
To: _____ (General Custodian of Election Records)
Enclose:
<input type="checkbox"/> 1. Copy of the Precinct Election Returns (M100 report)
<input type="checkbox"/> 2. Statement of Compensation Form (white & yellow copies)
<input type="checkbox"/> 3. Combination Form (yellow copy)
<input type="checkbox"/> 4. Notice of Total Number of Voters Who Have Voted
<input type="checkbox"/> 5. List of Provisional Voters (yellow copy)
<input type="checkbox"/> 6. Oaths of Election Officials, Assistants, Interpreters
<input type="checkbox"/> 7. Certificate of Appointment of Poll Watcher
<input type="checkbox"/> 8. Tally List

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..

PRESIDING JUDGE
(ENVELOPE #3)

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)

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.

VOTER REGISTRAR

(ENVELOPE #4)

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)

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.

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 Box #4

aka THE SUPPLY BOX

and returned to (Bowie County Courthouse)

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.

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.

REQUESTS AND CANCELED BALLOT ENVELOPE

DESCRIPTION OF ENVELOPE:

LARGE Goldenrod Envelope

WHEN IS IT USED?

Early Voting & Election Day

WHERE DOES IT GO?

To be placed into Box #4

aka THE SUPPLY BOX

and returned to (Bowie County Courthouse)

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.

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.



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