

THE POLL WORKER MANUAL

2020 Edition



Latest Update: April 2020

Preface

This State of Georgia Poll Worker Manual is to be used as a guide for the administration of elections conducted by county election officials for poll workers.

This manual is not intended to be used as a substitute for the Georgia Constitution, relevant statutes, applicable case law, or rules of the State Election Board.

Prior to your assigned duties, be sure to collect county contact information, county information for board members (if applicable), polling place information, a county map, a supply list, and any other information provided by your county.



Elections Division
2 MLK Jr. Dr. SE #802 West
Atlanta, Georgia 30334
Phone:(404) 656-2871

Table of Contents

	PAGE		PAGE
• General Information.	4	• Voting	
• Polling Place		• Voting Booth and Enclosed Space.	91
• Preparation.	8	• Voter Certificate.	93
• Forms: Opening the Polls.	22	• Providing IDs.	94
• Quick Start Guide.	29	• Electors List.	100
• Quick Reference Guides (QRGs)	30	• Polling Place Stations.	104
• Provisional Ballot Station.	42	• Closing the Polls.	105
• Election Day.	75	• Time.	106
• Accommodating Voters with Disabilities.	76	• Equipment Closing.	107
• Campaign Activity and Materials.	80	• Forms.	108
• Restrictions on Campaigning.	82	• Posting on the Door.	119
• Cell Phones or Other Electronic Devices.	83	• Reminders.	120
• Poll Watchers.	84		
• Assistance to Voters.	85		
• Voters Enter the Polling Place.	88		
• The Line.	89		



General Information

Poll Officers

Qualifications, Conduct, and Training

O.C.G.A. § 21-2-92(a)

Poll officers appointed pursuant to Code Sections 21-2-90 and 21-2-91 shall be judicious, intelligent, and upright citizens of the United States, residents of or otherwise employed by the county in which they are appointed or, in the case of municipal elections, residents of or otherwise employed by the municipality in which the election is to be held or of the county in which that municipality is located, 16 years of age or over, and shall be able to read, write, and speak the English language. No poll officer shall be eligible for any nomination for public office or to be voted for at a primary or election at which the poll officer shall serve. No person who is otherwise holding public office, other than a political party office, shall be eligible to be appointed as or to serve as a poll officer. A parent, spouse, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law of a candidate shall not be eligible to serve as a poll officer in any precinct in which such candidate's name appears on the ballot in any primary or election.

General Information

Poll Officers

Qualifications, Conduct, and Training

O.C.G.A. § 21-2-99(a)

The election superintendent shall provide adequate training to all poll officers and poll workers regarding the use of voting equipment, voting procedures, all aspects of state and federal law applicable to conducting elections, and the poll officers' or poll workers' duties in connection therewith prior to each general primary and general election and each special primary and special election; provided, however, such training shall not be required for a special election held between the date of the general primary and the general election. Upon successful completion of such instruction, the superintendent shall give to each poll officer and poll worker a certificate to the effect that such person has been found qualified to conduct such primary or election with the particular type of voting equipment in use in that jurisdiction. Additionally, the superintendent shall notify the Secretary of State on forms to be provided by the Secretary of State of the date when such instruction was held and the number of persons attending and completing such instruction. For the purpose of giving such instructions, the superintendent shall call such meeting or meetings of poll officers and poll workers as shall be necessary. Each poll officer shall, upon notice, attend such meeting or meetings called for his or her instruction.

General Information

Poll Officers

Qualifications, Conduct, and Training

O.C.G.A. § 21-2-99(b)

No poll officer or poll worker shall serve at any primary or election unless he or she shall have received instructions, as described in subsection (a) of this Code section; shall have been found qualified to perform his or her duties in connection with the type of voting equipment to be used in that jurisdiction; and shall have received a certificate to that effect from the superintendent; provided, however, that this shall not prevent the appointment of a poll officer or poll worker to fill a vacancy arising on the day of a primary or election or on the preceding day.

General Information

Poll Officers

Election Offenses Involving Operation of the Polls

Poll managers must familiarize themselves with the following sections of the Georgia Election Code to ensure that unlawful acts or omissions by poll officers do not occur.

O.C.G.A. § 21-2-584: Refusal or failure of manager to administer oath to poll officer; poll officer acting without being sworn; giving of false certificate as to swear of poll officer.

O.C.G.A. § 21-2-587: Failure to return memory cards.

O.C.G.A. § 21-2-587: Frauds by poll officers.

O.C.G.A. § 21-2-588: Premature counting of votes by poll officer.

O.C.G.A. § 21-2-589: Willful omissions by poll officers.

O.C.G.A. § 21-2-590: Poll officer permitting unregistered or unqualified persons to vote; refusing to permit registered and qualified persons to vote; unlawful rendering of assistance.

O.C.G.A. § 21-2-591: Poll officers permitting unlawful assistance to voters.

O.C.G.A. § 21-2-592: Failure of poll officers to keep record of assisted voters.

Polling Place Preparation

O.C.G.A. § 21-2-267(a)

The governing authority of each county and municipality shall provide and the superintendent shall cause all rooms used as polling places to be provided with suitable heat and light and, in precincts in which ballots are used, with a sufficient number of voting compartments or booths with proper supplies in which the electors may conveniently mark their ballots, with a curtain, screen, or door in the upper part of the front of each compartment or booth so that in the marking thereof they may be screened from the observation of others. A curtain, screen, or door shall not be required, however, for the self-contained units used as voting booths in which direct recording electronic (DRE) voting units or electronic ballot markers are located if such booths have been designed so as to ensure the privacy of the elector. When practicable, every polling place shall consist of a single room, every part of which is within the unobstructed view of those present therein and shall be furnished with a guardrail or barrier closing the inner portion of such room, which guardrail or barrier shall be so constructed and placed that only such persons as are inside such rail or barrier can approach within six feet of the ballot box and voting compartments, or booths, or voting machines, as the case may be. The ballot box and voting compartments or booths shall be so arranged in the voting room within the enclosed space as to be in full view of those persons in the room outside the guardrail or barrier. The voting machine or machines shall be placed in the voting rooms within the enclosed space so that, unless its construction shall otherwise require, the ballot labels on the face of the machine can be plainly seen by the poll officers when the machine is not occupied by an elector. In the case of direct recording electronic (DRE) voting units or electronic ballot markers, the devices shall be arranged in such a manner as to ensure the privacy of the elector while voting on such devices, to allow monitoring of the devices by the poll officers while the polls are open, and to permit the public to observe the voting without affecting the privacy of the electors as they vote.

Polling Place Preparation

Opening the Polls

O.C.G.A. § § 21-2-328 and 21-2-375

- At least one hour prior to the time set to open the polls, the voting machines and supplies will be delivered to the polling places in each precinct
- The machines will be set up in the proper manner, signs, sample ballots and other instructions will be posted, and other supplies will be distributed

O.C.G.A. § § 21-2-374, 379.24 and 379.25

- Prior to opening the polls, the manager will break the seal on each voting unit, turn on each unit, certify that each unit is operating properly and set to zero
- A zero tape will be printed from each Polling Place Scanner certifying that no votes are present
- The manager shall keep this tape and record this zero count on the Polling Place Scanner recap sheet
- At least one voting machine will be accessible to disabled electors at each precinct

Polling Place Preparation

Opening the Polls - Checklist

- Checklist for each location
 - All poll officials in attendance and Oaths administered
 - Verified all ballot boxes are empty and then locked and sealed
 - Reminders of law changes for Assisting Voters
 - List of all needed phone numbers of county office staff available
 - Badges on and visible
 - All signs and notices posted
 - All doors accessible
 - Check parking lots and walkways to identify any concerns and add signage or staffing, if needed
 - All equipment, tables, chairs, supplies, list and ballots in place
 - Review list of Poll Watchers assigned
 - All stations ready
 - Notify Election Superintendent that poll is ready and opened
- There are to be three people in the polling place at all times, a manager and two assistant managers
- If an emergency occurs and someone has to leave, the replacement must be sworn in

Polling Place Preparation

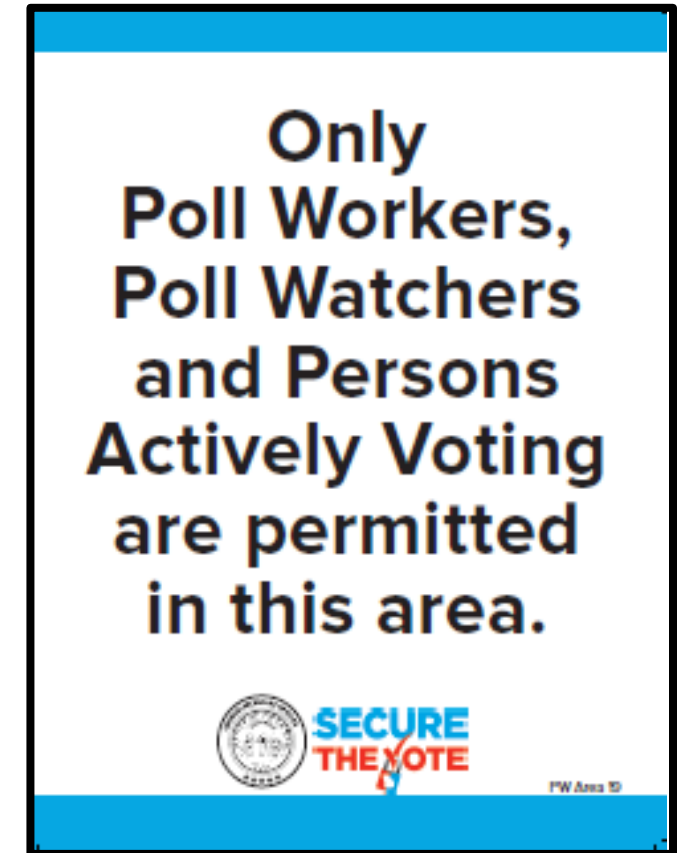
Voting Area Posters and Signs



Card of Instructions - CI-05



Notice of Penalties – NP-10



Poll Worker Area – PW Area 19

Polling Place Preparation

Voting Area Posters and Signs

IDENTIFICATION REQUIRED TO VOTE AT PRECINCTS

Georgia Annotated Code Section 21-2-417 requires identification at polls as follows:

(a) Each elector shall present proper identification to a poll worker at or prior to completion of a voter's certificate at any polling place and prior to such person's admission to the enclosed space at such polling place. Proper identification shall consist of any one of the following:

1. A Georgia driver's license which was properly issued by the appropriate state agency;
2. A valid identification card issued by a branch, department, agency, or entity of the State of Georgia, any other state, or the United States authorized by law to issue personal identification, provided that such identification card contains a photograph of the elector;
3. A valid United States passport;
4. A valid employee identification card containing a photograph of the elector and issued by any branch, department, agency, or entity of the United States government, this state, or any county, municipality, board, authority, or other entity of this state;
5. A valid United States military identification card, provided that such identification card contains a photograph of the elector; or
6. A valid tribal identification card containing a photograph of the elector.

Any elector who registered for the first time in Georgia by mail, and did not provide identification at the time of registering, may provide one of the six (6) items of photo identification listed above, or for the elector's first time voting, may provide one of the following forms of identification: copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the elector.

ID Required to Vote – ID-L-05

GEORGIA VOTING INFORMATION

Polling places in Georgia will be open from 7:00 a.m. until 7:00 p.m.
Elections for federal office take place on the first Tuesday after the first Monday in November in even-numbered years.

VOTING RIGHTS

Eligibility to vote as an elector if you have registered to vote:
Each elector who desires timely application for registration, is bound algebra by the board of registrars and placed on the official list of electors, and is not subsequently found to be disqualified is not shall be entitled to vote in any primary or election, provided, however, that an elector, voting in the primary or election held by a single party for the nomination of candidates for state public offices is not shall be an elector, shall not vote in a primary held by any other party for the nomination of candidates in such public offices to be filled in the same election. (O.C.G.A. § 21-2-204)

Eligibility to vote as a provisional ballot if your name does not appear on the list of electors:
If a person presents himself at a polling place, absolute polling place, or registration office for the purpose of casting a ballot in a primary or election believing that the order has been registered to vote in such primary or election and the person's name does not appear on the list of registered electors, the person shall be entitled to cast a provisional ballot as provided by law. (O.C.G.A. § 21-2-403)

Eligibility to enter with advanced age or disability to vote without waiting in line:
Each elector who is 70 years of age or older or who is disabled and requires assistance in casting a ballot in the registration office, absolute polling place, or other location as provided by law. (O.C.G.A. § 21-2-403) shall, upon request to a designated officer, employee or other individual, be authorized to vote immediately at the most available voting compartment or booth without having to wait in line. If such elector's name does not appear on the list of registered electors, the elector shall be entitled to cast a provisional ballot. (O.C.G.A. § 21-2-403)

Eligibility to receive assistance if you cannot read English or have a physical disability:
An elector who is unable to read the English language or has a physical disability which makes him or her unable to see or mark the ballot or operate the voting equipment may enter the voting compartment or booth with assistance from a person who is not a member of the same political party as the elector. (O.C.G.A. § 21-2-403)

Eligibility to be free from interference as a voter:
Any person who interferes with another shall be guilty of a misdemeanor. (O.C.G.A. § 21-2-403)

Eligibility to vote if you are walking in line to vote before the polls close:
When the time for closing the polls shall arrive, all electors who are in the polling place or in the line outside the polling place, waiting to vote, shall be permitted to do so if found qualified, but no other person shall be permitted to vote. (O.C.G.A. § 21-2-403)

RESPONSIBILITIES

Responsibility to register in time to vote:
In order to vote you must register by the deadline set forth by law. (O.C.G.A. § 21-2-204)

Responsibility to present identification:
Each elector must present proper identification at the polling place as required by law. See ID presentation at polling place on specific ID needed. (O.C.G.A. § 21-2-407)

Responsibility to stay in line:
When the time for closing the polls shall arrive, all electors who are in the polling place or in the line outside the polling place, waiting to vote, shall be permitted to do so if found qualified, but no other person shall be permitted to vote. (O.C.G.A. § 21-2-403)

REGISTER A COMPLAINT OR SUGGESTION

If you have a general question or concern, please contact your local election official or the State Election Division.

If you have a specific complaint or question to the State of Georgia, you may file a complaint with the State Election Division. The complaint must be submitted to the State Election Division. The State Election Division will make a determination regarding the complaint within 60 days of when the complaint was received.

Complaint Mailing Address: State Election Division Suite 104, West Tower 2 Martin Luther King, Jr., Dr. S.E. Atlanta, GA 30331 Online: www.sos.ga.gov/elections/complaint.asp	State Election Division: Telephone: 404-656-3071 Toll-Free: 1-800-268-1115 Fax: 404-656-0511 TTY: 404-656-4797 Web: www.sos.ga.gov	U.S. Department of Justice: Civil Rights Division 1-800-253-3871
---	--	---

Form 2008-1

Georgia Voting Information – GVIP-10

NO PROHIBITION NOTICE

Pursuant to Georgia Annotated Code Section 21-2-408(d):
"Without in any way limiting the authority of poll managers, poll watchers are prohibited from talking to voters, checking electors lists, using photographic or other electronic monitoring or recording devices, using cellular telephones, or participating in any form of campaigning while they are behind the enclosed space."

Pursuant to Georgia Annotated Code Section 21-2-413(e):
"No elector shall use photographic or other electronic monitoring or recording devices or cellular telephones while such elector is within the enclosed space in a polling place."

Pursuant to Georgia Annotated Code Section 21-2-414(e):
"No person shall use a cellular telephone or other electronic communication device once such person has been issued a ballot or, in the case of precincts using voting machines or electronic recording voting systems, once the person has entered the voting machine or voting enclosure or booth. This subsection shall not prohibit the use of cellular telephones by poll officials."

FORM 800-05


This sign is being updated.

Polling Place Preparation

Voting Area Posters and Signs

**FOR YOUR
CONVENIENCE,
THE BALLOT CAN
BE VIEWED IN
LARGER PRINT.**

**PLEASE SEE OUR
POLL OFFICIAL
FOR ASSISTANCE.**

 **SECURE
THE VOTE**

FORM LPIP-2020

Larger Print – LPIP-2020

NOTICE

ABSENTEE VOTING PERIOD

ELECTORS WHO ARE 75 YEARS OF AGE OR OLDER OR WHO ARE DISABLED AND REQUIRE ASSISTANCE IN CASTING AN ABSENTEE BALLOT IN PERSON, SHALL, UPON REQUEST TO A DESIGNATED OFFICE EMPLOYEE OR OTHER INDIVIDUAL, VOTE IMMEDIATELY AT THE NEXT AVAILABLE VOTING COMPARTMENT OR BOOTH WITHOUT WAITING IN LINE.

ELECTION DAY


BETWEEN THE HOURS OF 9:30 A.M. AND 4:30 P.M., ELECTORS WHO ARE 75 YEARS OF AGE OR OLDER OR WHO ARE DISABLED AND REQUIRE ASSISTANCE IN VOTING, SHALL, UPON REQUEST TO THE POLL OFFICERS, BE ALLOWED TO VOTE IMMEDIATELY AT THE NEXT AVAILABLE VOTING COMPARTMENT OR BOOTH WITHOUT WAITING IN LINE.


O.C.G.A. §§21-2-385.1, 21-2-409.1

Form 875-10

Elderly Poster – 75-10

BALLOT REVIEW

 **Review** your printed ballot to confirm your choices prior to inserting into the scanner.

 **Contact** Poll Official if assistance is needed.

 **Sample ballots** are available for review upon request.

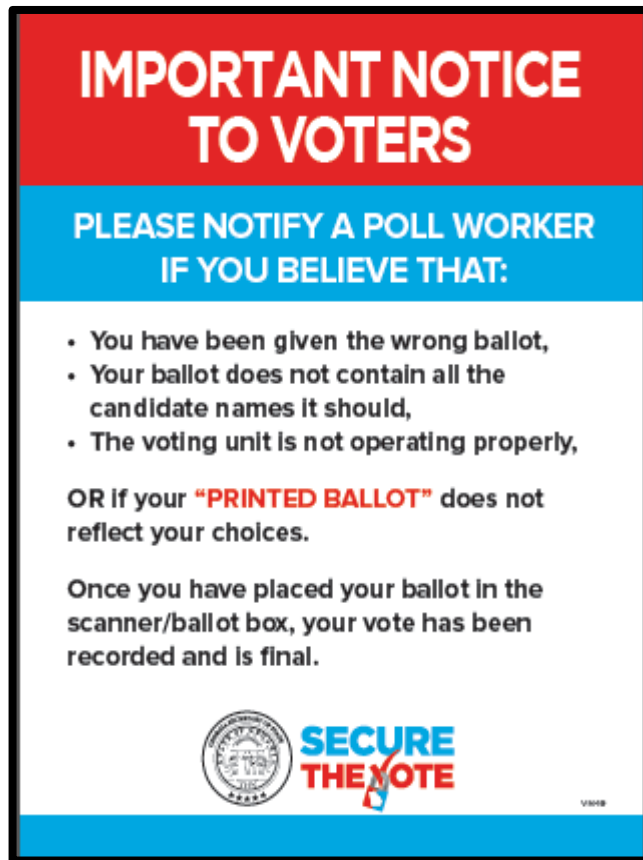
 **SECURE
THE VOTE**

BR-19

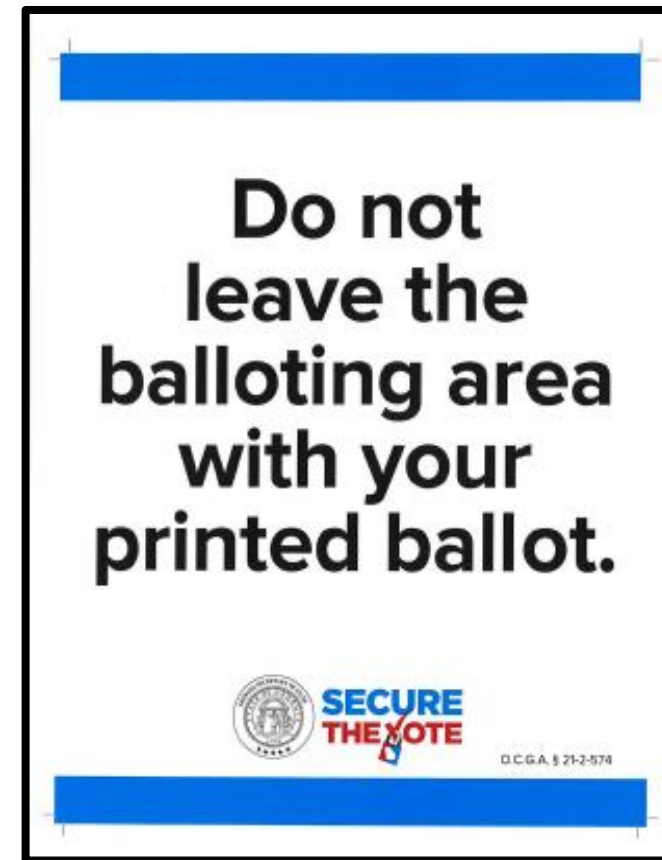
Ballot Review – BR19

Polling Place Preparation

Voting Area Posters and Signs



Voter Notice – VN-19

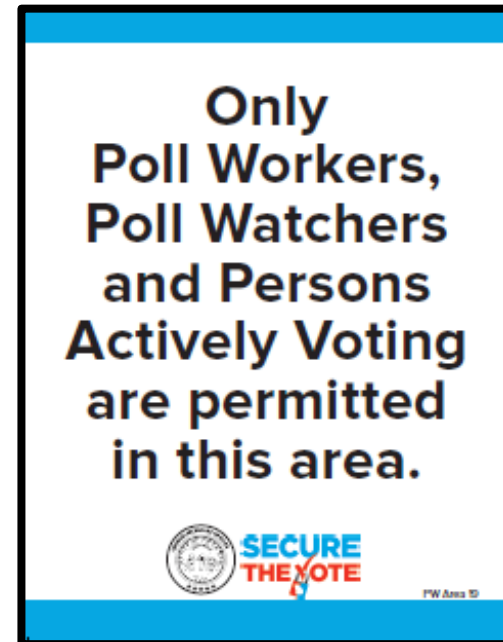


No Leaving with Ballot

Polling Place Preparation

Enclosed Space

- Special attention should be paid to securing the Enclosed Space
- A physical barrier must be defined
- The poster should be posted in multiples defining the Enclosed Space
- Poll Officials should verify
 - Anyone that enters is allowed
 - No paper ballots leave the space
 - Voter cards do not leave the space



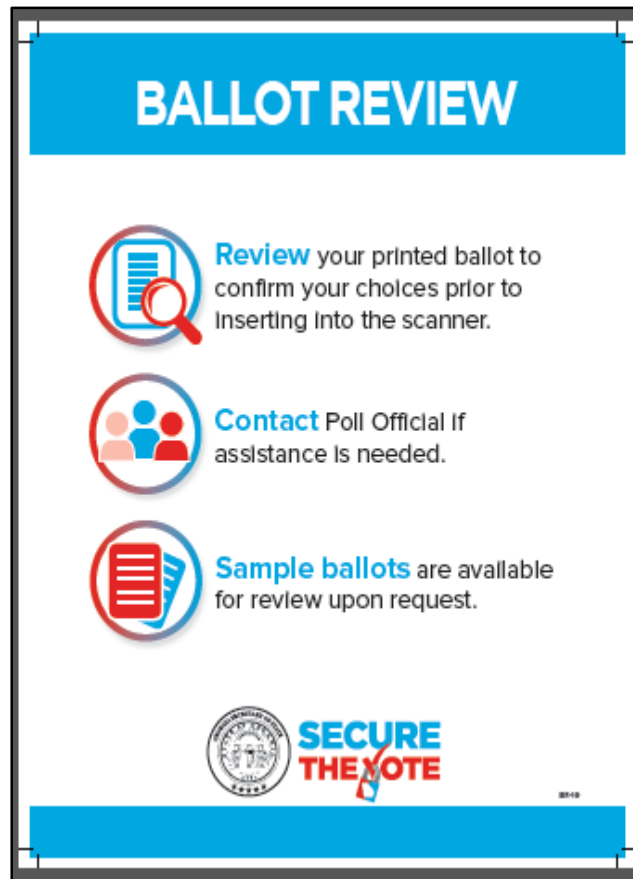
Poll Worker Area – PW19



No Leaving with Ballot

Polling Place Preparation

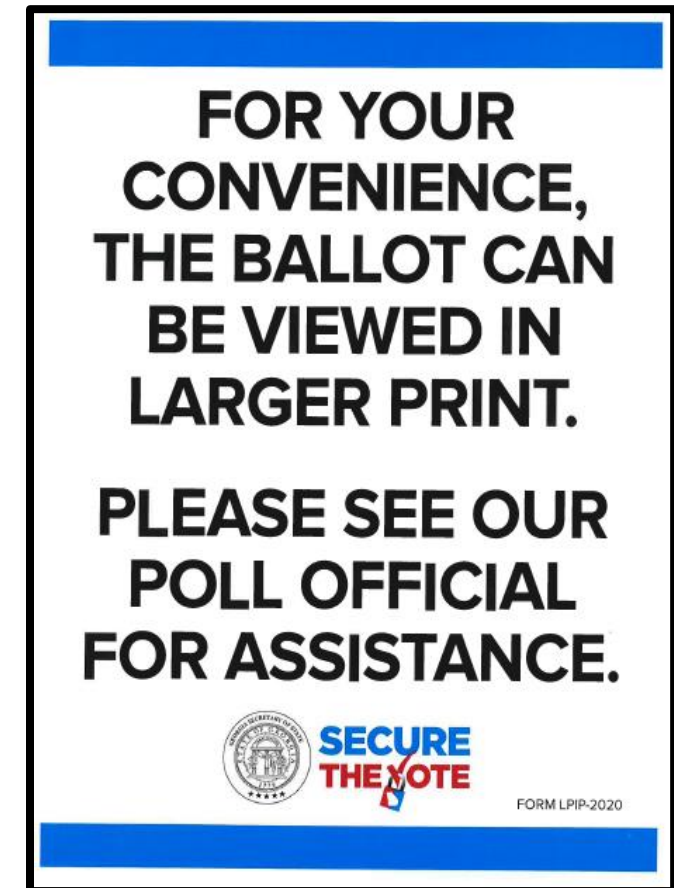
Voting Booth Posters



Ballot Review – BR-19



Voting Instructions – Voting Booth



Larger Print - LPIP-2020

Polling Place Preparation

Outside of Polling Place Signs



Polling Place Preparation

6:00 a.m. - Poll Managers and Assistant Managers
Report to Polling Place

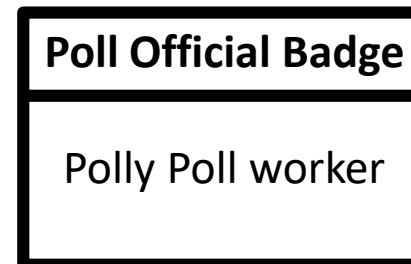
Oaths Administered

- Before entering upon duties at any primary or election, all poll officers shall take and subscribe in duplicate to the oaths required
 - Assistant Manager swears in Manager
 - Manager then swears in the two assistant managers and the clerks
 - Oaths are signed and placed in the proper envelope



Name Badges

- Provide a name badge for each Poll Official
- The badge must be worn at all times



Polling Place Preparation

Oaths Administered

PRIMARIES AND ELECTIONS

White copy to be filed with Superintendent.
Yellow copy to be filed with Clerk of Superior Court (if county election) or City Clerk (if municipal election).

_____, COUNTY, GEORGIA
(Municipality - if applicable)

_____, PRECINCT

All Managers and clerks shall, before entering upon their duties at any primary or election, be duly sworn in the presence of each other.

(1) The chief manager shall first be sworn by an assistant manager.
(2) The assistant managers and clerks shall then be sworn by the chief manager.
Each of them shall immediately sign in duplicate the oath taken by him or her upon forms to be furnished by the superintendent, and the same shall be attested by the officer who administered the oath.

OATH OF MANAGERS

We, the undersigned deponents, individually and jointly, do swear (or affirm) that we will as manager or assistant managers duly attend the ensuing election (or primary) to be held on _____, 20____, during the continuance thereof, that we will not admit any person to vote, except that we firmly believe such person to be registered and entitled to vote at such election (or primary), according to the laws of this state, that we will not vexatiously delay or refuse to permit any person to vote whom we believe to be entitled to vote as aforesaid, that we will use our best endeavors to prevent any fraud, deceit or abuse in carrying on the same, that we will make a true and perfect return of the said election (or primary), and that we will at all times truly, impartially and faithfully perform our duties therein to the best of our judgment and ability, and that we are not disqualified by law to hold the position of poll manager or assistant manager.

(1)
Administered by, sworn to and subscribed
Before me this _____ day of _____, 20____, _____
Assistant Manager

_____, Chief Manager

(2)
Administered by, sworn to and subscribed
Before me this _____ day of _____, 20____, _____
Chief Manager

_____, Assistant Manager

_____, Assistant Manager

(Required by O.C.G.A. §§ 21-2-93, 21-2-94, and 21-2-405(a).)
FORM-MANAGER OATH-10

**Oath of Managers - MANAGER OATH-10
(Manager and Assistant Managers)**

PRIMARIES AND ELECTIONS

One copy to be filed with Superintendent.
One copy to be filed with Clerk of Superior Court (if county election) or City Clerk (if municipal election).

_____, COUNTY, GEORGIA
(Municipality - if applicable)

_____, PRECINCT

OATH OF CLERKS

I (each of the undersigned deponents individually and jointly) do swear (or affirm) that I will as a clerk attend the ensuing election (or primary) to be held on _____, 20____, during the continuance thereof, that I will use my best endeavors to prevent any fraud, deceit, or abuse in carrying on the same, and that I will at all times truly, impartially, and faithfully perform my duties therein to the best of my judgment and ability, and further that I am not disqualified by law to hold the position of poll officer.

_____, Clerk

_____, Clerk

_____, Clerk

_____, Clerk

_____, Clerk

Administered by, sworn to and subscribed
before me this _____ day of _____, 20____, _____
Chief Manager

_____, Clerk

_____, Clerk

The chief manager shall first be sworn by an assistant manager and the assistant managers and clerks shall then be sworn by the chief manager.

(Required by Ga. Election Code, Sec. 21-2-93, 21-2-95, and 21-2-405(a).)
FORM-CLERK OATH-99

Oath of Clerks - CLERK-OATH-99

Polling Place Preparation

Equipment Set up and Opening

- All duties must be performed in full view of the public
- Potential voters may watch but are not allowed to enter the enclosed space or interfere when preparations for opening the polls are in progress
- At no time are the doors to the polling place to be locked so as to exclude any member of the public from viewing the pre-election preparation, conduct of the election, or the closeout procedures
 - One Poll Official reads the instructions
 - One Poll Official follows the instructions as read to them
 - One Poll Official records the necessary information on the forms

Polling Place Preparation

Equipment Set Up and Stations

- Open Poll Pad Station
 - Open Poll Pads using the Poll Pad Quick Start Guide (QSG following) and complete Poll Pad Recap
- Set up and open Touchscreens and Printers (Quick Reference Guides (QRG) following) and complete forms
 - Confirm set up of Handicap Accessible Voting Booth
 - Audio Tactile Interface (ATI) – Accessible Voting Kit
 - Confirm the ATI is attached and ready for use
- Set up and open Polling Place Scanner (QRG following) and complete forms
- Set up Provisional Ballot Station
 - A Provisional Ballot Station must be set up in each polling place
 - Your Provisional Ballot Station clerk should attend this station when there is a person in the poll being considered for provisional voting

Polling Place Forms

Opening the Polls

These forms will be used when opening and closing the polling place.

ELECTION: (Check One) ☐ General ☐ Primary ☐ Runoff ☐ Special ☐ Presidential Preference Primary

USE BALL POINT PEN
Bear Down - You Are Making Three Copies

WHITE sheet to Secretary of State
PINK sheet to Clerk of Superior Court/City Clerk
YELLOW sheet to Supervisor(s)
BOLD/BLACK sheet to Registrar

DATE OF ELECTION _____ TIME LAST VOTER VOTED _____
PRECINCT _____ COUNTY/MUNICIPALITY _____

BALLOT RECAP SHEET

SECTION A: BALLOT MARKING DEVICE (BMD)

TOUCHSCREEN SERIAL NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PRINTED AT CLOSING
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
TOTAL BALLOTS PRINTED (a)		

TOUCHSCREEN UNIT NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PERIOD AT CLOSING
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
TOTAL BALLOTS PRINTED (a)		

a) BALLOTS PRINTED ON BMD (Add totals from above two columns) _____
b) EMERGENCY BALLOTS ISSUED (If any) _____
c) TOTAL BALLOTS ISSUED (add a + b) _____
d) BALLOTS SPOILED (From Spoiled Ballot Log) _____
e) TOTAL BALLOTS ISSUED & CAST (c - d) _____

SECTION B: SCANNER
f) SCANNER Serial # _____ BALLOTS CAST (From Tape) _____
g) SCANNER Serial # _____ BALLOTS CAST (From Tape) _____
h) UNSCANNED BALLOTS FROM EMERGENCY BIN (If any) _____
i) TOTAL BALLOTS CAST ON SCANNER (f + g) _____

SECTION C: GRAND TOTALS - NUMBER OF PERSONS VOTING (all totals 1-3 should match)

	TOTAL
1. TOTAL BALLOTS ISSUED & CAST - SECTION A (a)	
2. TOTAL BALLOTS CAST ON SCANNER - SECTION B (i)	
3. POLL PAD CHECKING - SUPPLEMENTAL VOTERS From Poll Pad Recap - Line F	

Poll Manager and both Assistant Managers must sign.

Poll Manager _____ Assistant Manager _____ Assistant Manager _____

Ballot Recap Sheet

Poll Pad Recap Sheet

USE BALL POINT PEN
Bear Down - You Are Making Three Copies

WHITE sheet to Secretary of State
YELLOW sheet to Election Inspectors
PINK sheet to Clerk of Superior Court

Election Date: _____ Precinct Name: _____

Case Serial # _____ Unit # _____ Opening Seal # _____ Closing Seal # _____
Case Serial # _____ Unit # _____ Opening Seal # _____ Closing Seal # _____
Case Serial # _____ Unit # _____ Opening Seal # _____ Closing Seal # _____
Case Serial # _____ Unit # _____ Opening Seal # _____ Closing Seal # _____

The List of Electors for the precinct listed above and contained on these Poll Pad units has been reviewed by the _____ County Registrar's office and has been found to be correct.

Signature: _____ Date: _____

FOR USE ON ELECTION DAY BY POLL WORKERS: Use Only One Poll Pad Unit To Complete This Section

	Opening	Closing
A. Time		
B. Total number shown on Poll Pad Check-In (B and C should be the same)	Total Votes: _____ Democratic: _____ Republican: _____ Nonpartisan: _____	Total Votes: _____ Democratic: _____ Republican: _____ Nonpartisan: _____
C. Total number of voters marked on the Supplemental Elector's List		
D. Total number shown on Supplemental Numbered List (D and E should be the same)	Total Votes: _____ Democratic: _____ Republican: _____ Nonpartisan: _____	Total Votes: _____ Democratic: _____ Republican: _____ Nonpartisan: _____
E. Voters marked on Poll Pad + Voters marked on Supplemental Numbered List (Add Closing D + Closing C)		
F. Poll Pad Check-In + Supplemental Numbered List (Add Closing C + Closing B)		
G. Spoiled Ballot Count		
H. Re-Issued Voter Cards		

Comments: (If the numbers above do not match or balance as expected, please explain.) _____

We, the undersigned Managers, hereby certify that the above is a true and correct account on this _____ day of _____, 20____.

Poll Manager Signature: _____
Assistant Manager Signature: _____ Assistant Manager Signature: _____

Poll Pad Recap 1.0

Poll Pad Recap Sheet

Security Verification Form

USE BALL POINT PEN
Bear Down - You Are Making Three Copies

WHITE sheet to Secretary of State
YELLOW sheet to Election Inspectors
PINK sheet to Clerk of Superior Court

ELECTION: (Check One) ☐ General ☐ Primary ☐ Runoff ☐ Special ☐ Presidential Preference Primary

DATE OF ELECTION _____ COUNTY/MUNICIPALITY _____

SECTION A: BALLOT MARKING DEVICE (BMD)

TOUCHSCREEN SERIAL NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PRINTED AT CLOSING
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
TOTAL BALLOTS PRINTED (a)		

TOUCHSCREEN UNIT NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PERIOD AT CLOSING
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
TOTAL BALLOTS PRINTED (a)		

a) BALLOTS PRINTED ON BMD (Add totals from above two columns) _____
b) EMERGENCY BALLOTS ISSUED (If any) _____
c) TOTAL BALLOTS ISSUED (add a + b) _____
d) BALLOTS SPOILED (From Spoiled Ballot Log) _____
e) TOTAL BALLOTS ISSUED & CAST (c - d) _____

SECTION B: SCANNER
f) SCANNER Serial # _____ BALLOTS CAST (From Tape) _____
g) SCANNER Serial # _____ BALLOTS CAST (From Tape) _____
h) UNSCANNED BALLOTS FROM EMERGENCY BIN (If any) _____
i) TOTAL BALLOTS CAST ON SCANNER (f + g) _____

SECTION C: GRAND TOTALS - NUMBER OF PERSONS VOTING (all totals 1-3 should match)

	TOTAL
1. TOTAL BALLOTS ISSUED & CAST - SECTION A (a)	
2. TOTAL BALLOTS CAST ON SCANNER - SECTION B (i)	
3. POLL PAD CHECKING - SUPPLEMENTAL VOTERS From Poll Pad Recap - Line F	

Poll Manager and both Assistant Managers must sign.

Poll Manager _____ Assistant Manager _____ Assistant Manager _____

Security Verification Form
Touchscreen/Printer

Polling Place Forms

Opening the Polls

These forms will be used when opening and closing the polling place.

**ATTACH
ZERO TAPE
HERE**

ELECTION: (Check One)

☐ General ☐ Primary

☐ Runoff ☐ Special

☐ Presidential Preference Primary

USE BALL POINT PEN

Bear Down – You Are Making Three Copies

WHITE sheet to Secretary of State

PINK sheet to Clerk of Superior Court/City Clerk

YELLOW sheet to Superintendent

GOLDENROD sheet to Registrar

Opening the Polls – Zero Count Form

(See SEB Rule 183-1-12-10(5))

One form for each ballot box in the polling location

Date of Election: _____ Advance Voting ☐ Election Day ☐

County/Municipality: _____ Polling Location: _____

Time: _____

The following were confirmed **BEFORE** opening of polls:

- The ballot box is empty.
- The ballot scanner count is zero.
- The electronic poll book check-in counts are zero.
- The BMD touchscreen counts are zero.
- The ballot box has been secured and resealed.
 - Ballot box seal number: _____
- Ballot scanner zero tape is attached.

We, the undersigned poll officers, hereby attest that the above is a true and correct accounting of the equipment on this _____ day of _____, 20____.

Poll Manager: _____

Assistant Poll Manager: _____

Assistant Poll Manager: _____

OPEN ZERO - 2020

**Opening the Polls
Zero Count Form**

SPOILED AND UNACCOMPANIED BALLOT RECAP SHEET

Date: _____ Election Day Location: _____

Advanced In Person Location: _____

Date	Precinct	Combo	Spoiled Ballot Reason	Unaccompanied Ballots	Initials of Poll Official
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
Total Spoiled: _____				Total Unaccompanied Ballots: _____	

Poll Manager: _____

Poll Official: _____

Poll Official: _____

SP/Recap Recap Sheet-20

**Spoiled and Unaccompanied
Ballot Recap**

**Voted Ballot Removal Form
During Voting**

Election: _____ Date: _____ Polling Place: _____ County: _____

This form is to be completed **ONLY** when the ballot box becomes full and must be emptied to continue to scan ballots when the polls are open. For close of polls, complete the **Chain of Custody Form – Transfer of Election Results**.

This process may need to be completed multiple times. Document each removal of ballots on this form.

All of these steps must be done in view of the public in the polling place.

1. Poll Manager shall announce that the ballot box is to be emptied.
2. No additional ballots shall be scanned until the ballot box is emptied.
3. Poll Manager and at least one assistant manager should break the seal on the ballot box and open the door to the ballot box.
4. Poll Manager and at least one other poll official should remove the voted ballots as efficiently as possible and without causing the ballots to be damaged or unnecessarily exposed to public view.
5. Voted ballots shall be placed in a lockable and sealable ballot container and the container shall be locked and sealed immediately upon emptying the ballot box.
6. The container holding the voted ballots shall remain in public view at all times. Every step should be taken to prevent the container from being removed or tampered with.
7. The ballot container may be used to empty the ballot box at capacity. The ballot container must be resealed each time after voted ballots are added to the ballot container.

Removal #1

Ballots were removed from the ballot box at (time) _____ and sealed in a secure ballot container.

Poll Manager: _____ Poll Official: _____ Poll Official: _____

Removal #2

Ballots were removed from the ballot box at (time) _____ and sealed in a secure ballot container.

Poll Manager: _____ Poll Official: _____ Poll Official: _____

Removal #3

Ballots were removed from the ballot box at (time) _____ and sealed in a secure ballot container.

Poll Manager: _____ Poll Official: _____ Poll Official: _____

CLOSE OF POLLS

Ballots were removed from the ballot box at (time) _____ and sealed in a secure Ballot Container.

Poll Manager: _____ Poll Official: _____ Poll Official: _____

VII Removal-20

**Voted Ballot Removal
Form During Voting**

Polling Place Forms

Opening the Polls

These forms will be used when opening and closing the polling place.

Chain of Custody Form
Transfer of Election Results from Polling Place/APP

Election: _____	Election: _____
Election Date: _____	Election Date: _____
Location: _____	Location: _____
Advance Voting: <input type="checkbox"/> Election Day: <input type="checkbox"/>	Advance Voting: <input type="checkbox"/> Election Day: <input type="checkbox"/>
Polling Place Scanner #: _____	Polling Place Scanner #: _____
Number of Memory Card(s): _____	Number of Memory Card(s): _____
Number of Voted Ballots: _____	Number of Voted Ballots: _____

Date: _____	Surrendered by: (Print) _____	Signature: _____
Time: _____	Received by: (Print) _____	Signature: _____
Date: _____	Surrendered by: (Print) _____	Signature: _____
Time: _____	Received by: (Print) _____	Signature: _____
Date: _____	Surrendered by: (Print) _____	Signature: _____
Time: _____	Received by: (Print) _____	Signature: _____
Date: _____	Surrendered by: (Print) _____	Signature: _____
Time: _____	Received by: (Print) _____	Signature: _____

NOTES:

Voting Equipment
Exception Report

Non-Felon Affidavit
(Affirmation of Eligibility to Vote)

Instructions: This form is to be used when an elector has been identified by county registrars as potentially serving a felony sentence as reflected in the voter registration system, but the elector's record has not been cancelled yet pursuant to the notice provision of O.C.G.A. § 21-2-231(c). If the elector knows that he or she is not currently serving a felony sentence and is eligible to vote, the elector may sign this form and be issued a regular ballot.

I, _____
(Elector's First Name) (Elector's Last Name)

the undersigned, do swear (or affirm) under penalty of perjury that I am not currently serving a disqualifying felony sentence including any period of probation and/or parole.

O.C.G.A. § 21-2-571. Voting by Unqualified Elector or Giving False Information "Any person who votes or attempts to vote at any primary or election, knowing that such person does not possess all the qualifications of an elector at such primary or election, as required by law, or who votes or attempts to vote at any primary in violation of Code Section 21-2-223 or who knowingly gives false information to poll officers in an attempt to vote in any primary or election shall be guilty of a felony and, upon conviction thereof, shall be sentenced to imprisonment for not less than one nor more than two years or to pay a fine not to exceed \$100,000.00, or both."

Elector's Signature _____ Date _____

FOR OFFICIAL USE ONLY

Voter Registration Number of Elector: _____

Poll Worker Name (Printed) _____ Poll Worker Signature _____ Date _____

Form - AFF20

Non-Felon Affidavit

SECURE THE VOTE

Provisional Ballot Voting Guide

WHAT IS A PROVISIONAL BALLOT?

A provisional ballot is a paper ballot used by a voter when their eligibility to vote cannot be determined at the polling place. Voters who declare they are registered and eligible to vote in the county in which they desire to vote, but whose names do not appear on the registration list, must be permitted to cast a provisional ballot. If you have a good faith belief you are properly registered in your county, you have the right to vote a provisional ballot. The provisional ballot will count if your eligibility can be determined within three days after Election Day by your County Registrar's office.

WHICH SCENARIO APPLIES TO YOU?

- I am a registered voter in this county, but I am told I am at the wrong polling place in my county.**
You have the right to vote a provisional ballot in this polling place or you can go to your correct polling place, if practicable for you to do so. It is up to you to make this determination. You should take into account the distance of your assigned polling place, the severity of traffic, the possibility of a long line, and your work/personal schedule. If you vote a provisional ballot, your vote will be counted for all the races for which you are eligible.
- I am a registered voter, but I am told I am registered in a different county.**
You can vote a provisional ballot in this polling place, if you believe that you timely registered to vote in this county. If you know you are not registered in this county, you cannot vote a provisional ballot in this county. If you vote a provisional ballot in this county and the County Registrar's office determines that you have timely registered to vote in this county, your vote will be counted. If you have proof of your registration, you may provide it to the Registrar's office within three days of the election.
- I believe I am registered to vote in this county, but the poll worker cannot find my registration or the Registrar's Office cannot confirm my registration.**
You can vote a provisional ballot in this polling place, if you believe that you timely registered to vote in this county. If you vote a provisional ballot in this county and the County Registrar's office determines that you have timely registered to vote in this county, your vote will be counted. If you have proof of your registration, you may provide it to the Registrar's office within three days of the election.

Provisional Ballot Voting Guide

Polling Place Forms

Opening the Polls

Security Verification Form for Touchscreens - Election Day (TS-ED-VER-2020)

- This form is used to verify the touchscreens were sealed when the polls opened and closed on Election day. One recap sheet for EACH precinct.
- Enter the opening case serial number, if applicable. (If your county sets up your voting equipment early and equipment is secured overnight as described in SEB Rule 183-1-12-.04, poll workers may leave this field blank)
- Enter the BMD unit number in the BMD column.
- The seal number must be provided for the items below.
 - Accessories compartment
 - Batteries compartment
 - Election Data compartment
 - Power/Printer compartment
 - Printer - Seal number from the printer transport bag, if applicable. (If your county sets up your voting equipment early and equipment is secured as described in SEB Rule 183-1-12-.04, poll workers may leave this field blank)
- When the polls close, the Poll Manager will verify the seals are intact. A checkmark should be placed in the close the polls column. Enter the closing case serial numbers. The form must be signed and dated by the Poll manager and two witnesses.

The form is titled "SECURITY VERIFICATION FORM" and "BALLOT MARKING DEVICE & PRINTER ELECTION DAY". It includes sections for "ELECTION (Check One)", "DATE OF ELECTION", "PRECINCT", and "COUNTY / MUNICIPALITY". There are instructions for using a ballpoint pen and where to place the form. The main table has columns for "OPEN POLLS" and "CLOSE OF POLLS", each with sub-columns for "BMD UNIT #", "ACCESSORIES", "BATTERIES", "ELECTION DATA", "POWER/PRINTER", and "PRINTER". The table has 10 rows for data entry. At the bottom, there are lines for "Poll Manager", "Assistant Manager", and "Assistant Manager" signatures, and a "Noted" section with lines for notes.

Polling Place Forms

Opening the Polls

Security Verification Form for Scanner - Election Day (Scanner-ED-VER-2020)

- This form is used to verify the scanner was sealed when the polls opened and closed on Election day.
- One recap sheet for EACH scanner.
- The scanner serial number is required.
- The seal number must be provided for the items below.
 - Ballot box
 - Printer
 - Administrative
 - Poll Worker
 - Scanner Lock
- The form must be signed and dated by the Poll manager and two witnesses.

ELECTION: (Check One) <input type="checkbox"/> General <input type="checkbox"/> Presidential Preference Primary <input type="checkbox"/> Democratic Primary/Runoff <input type="checkbox"/> Republican Primary/Runoff <input type="checkbox"/> Special _____	<div style="background-color: black; color: white; padding: 5px; text-align: center; font-weight: bold;"> USE BALL POINT PEN Bear Down — You Are Making Four Copies </div> <p> WHITE sheet to Secretary of State PINK sheet to Clerk of Superior Court/ City Clerk YELLOW sheet to Superintendent GOLDENROD sheet to Registrar </p>
DATE OF ELECTION: _____	COUNTY / MUNICIPALITY _____
PRECINCT: _____	
POLLING PLACE SCANNER NUMBER: _____	

ELECTION DAY SCANNER SECURITY VERIFICATION FORM						
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">MEMORY CARD SLOTS</div>						
DATE	BALLOT BOX	PRINTER	ADMINISTRATOR	POLL WORKER	SCANNER LOCK	EMERGENCY BOX

Poll Manager _____	Assistant Manager _____	Assistant Manager _____
--------------------	-------------------------	-------------------------

Scanner-ED-YER-2020

Polling Place Forms

Opening the Polls

Ballot Recap Sheet (Ballot Recap - 2020)

- This form is used to account for all the ballots issued, printed, casted, and spoiled.
- One recap sheet for EACH precinct.
- Section A: Totals the number of ballots issued and printed on each BMD.
- Section B: Totals the ballots cast on each scanner.
- Section C: Totals the number of issued ballots, casted ballots, and poll pad check-ins.
- The form must be signed and dated by the Poll manager and two witnesses.

ELECTION: (Check One) ☐ General ☐ Primary ☐ Runoff ☐ Special ☐ Presidential Preference Primary

USE BALL POINT PEN
Beer Down - You Are Making Three Copies
WHITE sheet to Secretary of State
PINK sheet to Clerk of Superior Court/City Clerk
YELLOW sheet to Supervisor/Clerk
GOLDENROD sheet to Registrar

DATE OF ELECTION _____ TIME LAST VOTER VOTED _____
PRECINCT _____ COUNTY/MUNICIPALITY _____

BALLOT RECAP SHEET

SECTION A: BALLOT MARKING DEVICE (BMD)

TOUCHSCREEN SERIAL NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PRINTED AT CLOSING
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
TOTAL BALLOTS PRINTED (a)		

TOUCHSCREEN UNIT NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PRINTED AT CLOSING
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
TOTAL BALLOTS PRINTED (a)		

a) BALLOTS PRINTED ON BMD (Add totals from above two columns) a) _____
b) EMERGENCY BALLOTS ISSUED (If any) b) _____
c) TOTAL BALLOTS ISSUED (add a + b) c) _____
d) BALLOTS SPOILED (From Spoiled Ballot Log) d) _____
e) TOTAL BALLOTS ISSUED & CAST (c + d) e) _____

SECTION B: SCANNER
f) SCANNER Serial # _____ BALLOTS CAST (From Tape) _____
SCANNER Serial # _____ BALLOTS CAST (From Tape) _____
TOTAL TAPES f) _____
g) UNSCANNED BALLOTS FROM EMERGENCY BIN (If any) g) _____
h) TOTAL BALLOTS CAST ON SCANNER (f + g) h) _____

SECTION C: GRAND TOTALS - NUMBER OF PERSONS VOTING (all totals 1- 3 should match)

	TOTAL
1. TOTAL BALLOTS ISSUED & CAST - SECTION A: (a)	
2. TOTAL BALLOTS CAST ON SCANNER - SECTION B: (f)	
3. POLL PAD CHECKING + SUPPLEMENTAL VOTERS From Poll Pad Recap - Line F	

Poll Manager and both Assistant Managers must sign.

Poll Manager _____ Assistant Manager _____ Assistant Manager _____

Polling Place Forms

Opening the Polls

Poll Pad Recap Sheet (Poll Pad Recap-19)

- This form is used to keep track of the total number of voters verse the number of check-ins in a precinct.
- One recap sheet for EACH precinct.
- The opening & closing seal numbers are required for each poll pad used in the precinct.
- Only one poll pad should be used to complete sections A through I.
- If the numbers in sections A through I do not match or balance as expected, an explanation must be attached.
- The form must be signed and dated by the Poll manager and two witnesses.

Poll Pad Recap Sheet

USE BALL POINT PEN
Bare down - You Are Making Three Copies
WHITE Sheet to Secretary of State
YELLOW Sheet to Election Superintendent
PINK Sheet to Clerk of Superior Court

Election Date: _____ Precinct Name: _____

Case Serial # _____ Unit # _____ Opening Seal # _____ Closing Seal # _____
Case Serial # _____ Unit # _____ Opening Seal # _____ Closing Seal # _____
Case Serial # _____ Unit # _____ Opening Seal # _____ Closing Seal # _____
Case Serial # _____ Unit # _____ Opening Seal # _____ Closing Seal # _____

The List of Electors for the precinct listed above and contained on these Poll Pad units has been reviewed by the _____ County Registrar's office and has been found to be correct.
Signature: _____ Date: _____ Signature: _____ Date: _____

FOR USE ON ELECTION DAY BY POLL WORKERS: Use Only One Poll Pad Unit To Complete This Section

	Opening	Closing
A. Time		
B. Total number shown on Poll Pad Check-In (B and C should be the same)	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____
C. Total number of voters marked on the Supplemental Elector's List		
D. Total number shown on Supplemental Numbered List (D and E should be the same)	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____
E. Voters marked on Poll Pad + Voters marked on Supplemental Numbered List (Add Closing B + Closing C) (Enter this number on the Polling Place Scanner Recap, Section D, Number 2)		
F. Poll Pad Check-In + Supplemental Numbered List (Add Closing C + Closing E) (Enter this number on the Polling Place Scanner Recap, Section D, Number 3)		
G. Spoiled Ballot Count: _____		
H. Re-Issued Voter Cards: _____		
Comments: (If the numbers above do not match or balance as expected, please explain.) _____ _____ _____		

We, the undersigned Managers, hereby certify that the above is a true and correct account on this _____ day of _____, 20____.

Poll Manager Signature: _____
Assistant Manager Signature: _____ Assistant Manager Signature: _____

Poll Pad Recap-19

Polling Place Forms

Opening the Polls

Opening the Polls – Zero Count Form

- This form is used to confirm that the ballot box is empty. A zero tape must be printed from the scanner, signed by the poll manager/witnesses, and be attached to this form.
- Poll Worker generates a zero tape **BEFORE** voting begins.
- Poll Worker checks the following voting equipment **BEFORE** voting begins to ensure zero counts and the ballot box is empty:
 - Electronic Poll Books
 - BMD Touchscreen
 - Ballot Scanners
- If the zero tape does NOT show “zero votes,” immediately notify election superintendent. Do not use this unit until it is cleared and resolved by agreement of poll manager and election superintendent.
- The voting equipment must be secured after check.
- See SEB Rule 183-1-12-.10(5)

ATTACH
ZERO TAPE
HERE

ELECTION: (Check One)
☐ General ☐ Primary
☐ Runoff ☐ Special
☐ Presidential Preference Primary

USE BALL POINT PEN
Bear Down – You Are Making Three Copies
WHITE sheet to Secretary of State
PINK sheet to Clerk of Superior Court/City Clerk
YELLOW sheet to Superintendent
GOLDENROD sheet to Registrar

Opening the Polls - Zero Count Form

(See SEB Rule 183-1-12-.10(5))
One form for each ballot box in the polling location

Date of Election: _____ Advance Voting ☐ Election Day ☐
County/Municipality: _____ Polling Location: _____
Time: _____

The following were confirmed BEFORE opening of polls:

- The ballot box is empty.
- The ballot scanner count is zero.
- The electronic poll book check-in counts are zero.
- The BMD touchscreen counts are zero.
- The ballot box has been secured and resealed.
 - Ballot box seal number: _____
- Ballot scanner zero tape is attached.

We, the undersigned poll officers, hereby attest that the above is a true and correct accounting of the equipment on this _____ day of _____, 20____.

Poll Manager: _____
Assistant Poll Manager: _____
Assistant Poll Manager: _____

OPEN ZERO - 2020

Polling Place Forms

Opening the Polls

Spoiled/Unaccompanied Ballot Recap Sheet (SP Ballot Recap Sheet-20)

- Any printed ballot from the Touchscreens that are spoiled or found unaccompanied should be documented on this form per polling location.
- The spoiled or unaccompanied ballot should be kept with this recap sheet and returned at the close of polls.
- The information below is required:
 - Date
 - Precinct
 - Combo
 - Spoiled Ballot Reason
 - Unaccompanied Ballots count
 - Initials from the Poll Manager
- The form must be signed and dated by the Poll manager and two witnesses.

SPOILED AND UNACCOMPANIED BALLOT RECAP SHEET

Date: _____ Election Day Location: _____
Advanced In Person Location: _____

Date	Precinct	Combo	Spoiled Ballot Reason	Unaccompanied Ballots	Initials of Poll Official
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
Total Spoiled: _____				Total Unaccompanied Ballots: _____	

Poll Manager: _____
Poll Official: _____
Poll Official: _____

SP Ballot Recap Sheet-20

Polling Place Forms

Opening the Polls

Spoiled and Unaccompanied Ballots Defined

- Spoiled Ballot is a ballot that is returned to the poll official by the voter while in the enclosed space
 - The following are reasons for a spoiled ballot
 - Voter Requested to change selections
 - Due to wrong party selected
 - Error in selecting a candidate or answer to a referendum
 - Printer Error
 - Scanner Error
 - Touchscreen Error
 - Voter believes they selected a different candidate or answer to a referendum
 - Once a ballot is scanned into the Polling Place Scanner, the ballot is cast
- Unaccompanied Ballot is a ballot that has been left on the printer at the Touchscreen station
 - If an unaccompanied ballot is found and the voter has left the enclosed space
 - The ballot should be returned to the Poll Pad Station
 - Marked as SPOILED across the front of the ballot
 - Entered on the Spoiled and Unaccompanied Ballot Recap Sheet

Polling Place Forms

Opening the Polls

Voted Ballot Removal Form (VB-Removal-20)

- This form is to be completed ONLY when the ballot box becomes full and must be emptied to continue to scan ballots when the polls open.
- For the close of polls, the Chain of Custody Form will be completed.
- Most polling locations may never have to use this form.
- The removal process must be conducted in view of the public.
- Each time ballots are removed, the form must be signed by the Poll manager and two witnesses. The time must be listed as well.
- See SEB Rule 183-1-12-.06

**Voted Ballot Removal Form
During Voting**

Election: _____ Date: _____ Polling Place: _____ County: _____

This form is to be completed ONLY when the ballot box becomes full and must be emptied to continue to scan ballots when the polls are open. For close of polls, complete the **Chain of Custody Form – Transfer of Election Results**.

This process may need to be completed multiple times. Document each removal of ballots on this form.

All of these steps must be done in view of the public in the polling place.

1. Poll Manager shall announce that the ballot box is to be emptied.
2. No additional ballots shall be scanned until the ballot box is emptied.
3. Poll Manager and at least one assistant manager should break the seal on the ballot box and open the door to the ballot box.
4. Poll Manager and at least one other poll official should remove the voted ballots as efficiently as possible and without causing the ballots to be damaged or unnecessarily exposed to public view.
5. Voted ballots shall be placed in a lockable and sealable ballot container and the container shall be locked and sealed immediately upon emptying the ballot box.
6. The container holding the voted ballots shall remain in public view at all times. Every step should be taken to prevent the container from being removed or tampered with.
7. The ballot container may be used to empty the ballot box at capacity. The ballot container must be resealed each time after voted ballots are added to the ballot container.

Removal #1
Ballots were removed from the ballot box at (time) _____ and sealed in a secure ballot container.
Poll Manager: _____ Poll Official: _____ Poll Official: _____

Removal #2
Ballots were removed from the ballot box at (time) _____ and sealed in a secure ballot container.
Poll Manager: _____ Poll Official: _____ Poll Official: _____

Removal #3
Ballots were removed from the ballot box at (time) _____ and sealed in a secure ballot container.
Poll Manager: _____ Poll Official: _____ Poll Official: _____

CLOSE OF POLLS

Ballots were removed from the ballot box at (time) _____ and sealed in a secure Ballot Container.
Poll Manager: _____ Poll Official: _____ Poll Official: _____

Page ____ of ____

VB Removal-20

Polling Place Forms

Opening the Polls

Voting Equipment Exception Report

- This form is used to document any voting equipment malfunctions during voting.
- If an error is due to equipment malfunction, the poll officer shall document the incident on this form. The poll manager shall inform the election superintendent immediately if one or more electronic ballot markers are associated with a significant number of incidents.
- See SEB Rule 183-1-12-.12

ELECTION: (Check One) ☐ General ☐ Primary
☐ Runoff ☐ Special
☐ Presidential Preference Primary

USE BALL POINT PEN
Bear Down – You Are Making Three Copies
WHITE sheet to Secretary of State
PINK sheet to Clerk of Superior Court/City Clerk
YELLOW sheet to Superintendent
GOLDENROD sheet to Registrar

COUNTY/MUNICIPALITY: _____
DATE OF ELECTION: _____ ☐ ELECTION DAY ☐ ADVANCE VOTING

VOTING EQUIPMENT EXCEPTION REPORT - One sheet for EACH equipment exception

SECTION A: EQUIPMENT DESCRIPTION

LOCATION OF EQUIPMENT DEPLOYED: _____
MAKE/MODEL OF EQUIPMENT: _____
SERIAL NUMBER OF EQUIPMENT: _____
DATE/TIME OF EXCEPTION: _____

SECTION B: EQUIPMENT EXPLANATION

DESCRIBE EXCEPTION: _____

ACTION TAKEN WITH EQUIPMENT: _____

SECTION C: EQUIPMENT SERVICE

☐ VOTING RESUMED ON THIS EQUIPMENT IN THIS ELECTION.
☐ VOTING DID NOT RESUMED ON THIS EQUIPMENT IN THIS ELECTION.

We, the undersigned poll officers, hereby attest that the above is a true and correct accounting of equipment exceptions on this _____ day of _____, 20____.

POLL WORKER SIGNATURE: _____ POLL MANAGER SIGNATURE: _____

If an error is due to equipment malfunction, the poll officer shall document the incident on a form developed by the Secretary of State. The poll manager shall inform the election superintendent immediately if one or more electronic ballot markers are associated with a significant number of incidents.

VEE REPORT- 2020

Polling Place Forms

Opening the Polls

Non-Felon Affidavit (AFF-20)

- This form is to be used when an elector has been identified by county registrars as potentially serving a felony sentence as reflected in the voter registration system, but the elector's record has not been cancelled yet pursuant to the notice provision of O.C.G.A. § 21-2-231(c).
- If the elector knows that he or she is not currently serving a felony sentence and is eligible to vote, the elector may sign this form and be issued a regular ballot.

Non-Felon Affidavit
(Affirmation of Eligibility to Vote)

Instructions: This form is to be used when an elector has been identified by county registrars as potentially serving a felony sentence as reflected in the voter registration system, but the elector's record has not been cancelled yet pursuant to the notice provision of O.C.G.A. § 21-2-231(c). If the elector knows that he or she is not currently serving a felony sentence and is eligible to vote, the elector may sign this form and be issued a regular ballot.

I, _____
(Elector's First Name) (Elector's Last Name)

the undersigned, do swear (or affirm) under penalty of perjury that I am not currently serving a disqualifying felony sentence including any period of probation and/or parole.

O.C.G.A. § 21-2-571. Voting by Unqualified Elector or Giving False Information "Any person who votes or attempts to vote at any primary or election, knowing that such person does not possess all the qualifications of an elector at such primary or election, as required by law, or who votes or attempts to vote at any primary in violation of Code Section 21-2-223 or who knowingly gives false information to poll officers in an attempt to vote in any primary or election shall be guilty of a felony and, upon conviction thereof, shall be sentenced to imprisonment for not less than one nor more than ten years or to pay a fine not to exceed \$100,000.00, or both."

Elector's Signature Date

FOR OFFICIAL USE ONLY

Voter Registration Number of Elector: _____

Poll Worker Name (Printed) Poll Worker Signature Date

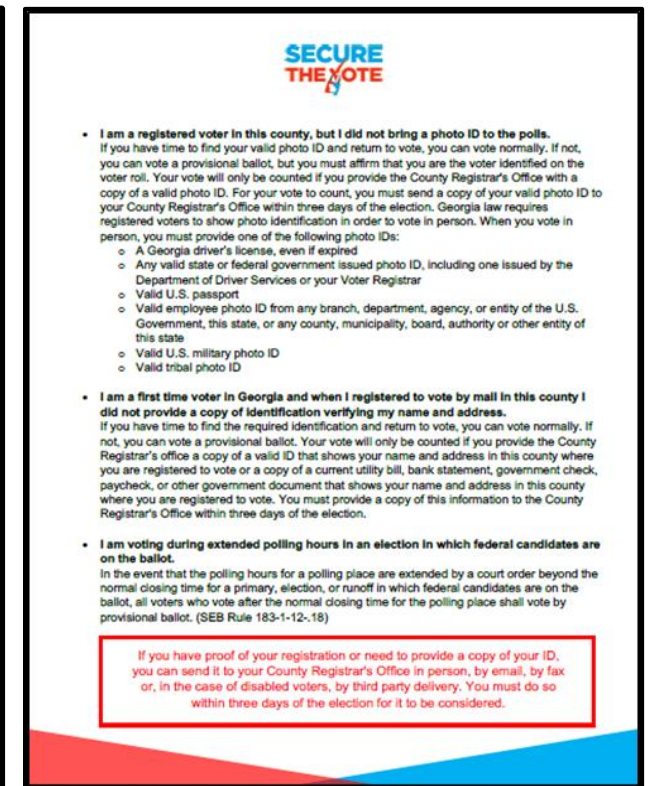
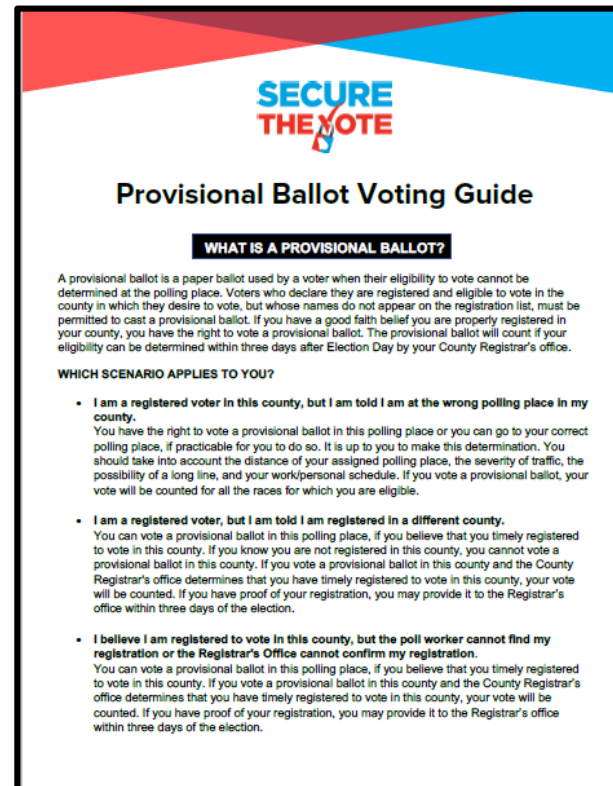
Form - AFF20

Polling Place Forms

Opening the Polls

Provisional Ballot Voting Guide

- Each polling place shall have an information sheet available for voters who have questions about the provisional ballot process.
- The guide describe relevant law regarding provisional ballots for voters who do not show up on the electors list for that polling place.
- See SEB Rule 183-1-12-.18(2)



Polling Place

Opening the Polls - Poll Pads Quick Start Guide

Morning Checklist

- ☐ Verify the numbers on the Poll Pad & case match
- ☐ Remove the contents of the case
- ☐ Place stand arm in base
- ☐ Attach ID clip to back of Poll Pad
- ☐ Place 1 stylus in ID clip
- ☐ Attach Encoder (Green Dot Facing Poll Worker) to Poll Pad
- ☐ Attach Black Power Cord to Encoder
- ☐ Plug USB into Power Block
- ☐ Plug Power Block into Power Source
- ☐ Power on the Poll Pad
- ☐ Launch the Poll Pad application & verify that:
 - ☐ The Poll Pad is in the correct polling location
 - ☐ Check-in count = 0
- ☐ Have a GREAT Election Day!



QUICK REFERENCE GUIDE (QRG)

SETTING UP AND OPENING TOUCHSCREENS

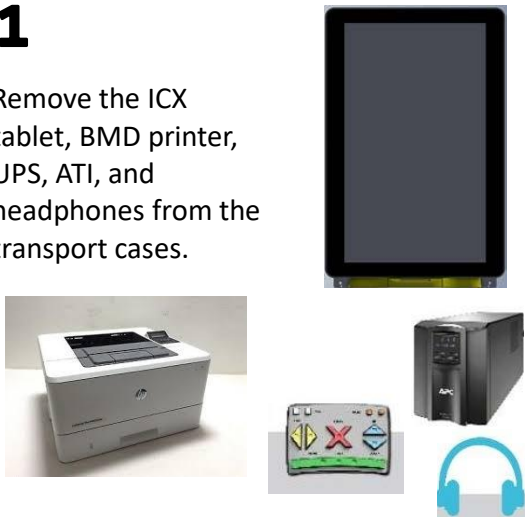


ELECTION DAY
QUICK REFERENCE GUIDE
IMAGECAST X BALLOT MARKING DEVICE

SETTING UP THE ICX-BMD

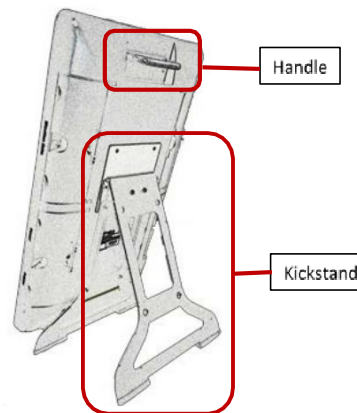
1

Remove the ICX tablet, BMD printer, UPS, ATI, and headphones from the transport cases.



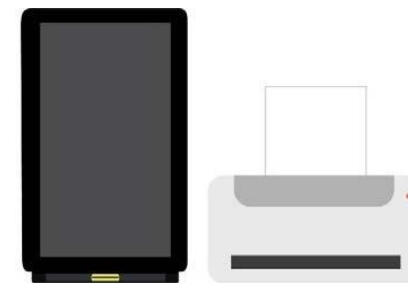
2

Lift the ICX tablet onto the table or booth using the handle on the back then pull open the kickstand on the back.



3

Set the BMD printer on the table or booth next to the ICX tablet.



4

Plug the UPS into a suitable 120v power source (preferably directly into a wall – NOT into a power strip or surge protector) then press the Power button, located on the front of the UPS.



5

Plug the square USB cable coming from the bottom right side of the ICX tablet into the back of the printer where the red arrow sticker is pointing. Plug the power cord into the bottom right side.



SETTING UP THE ICX-BMD

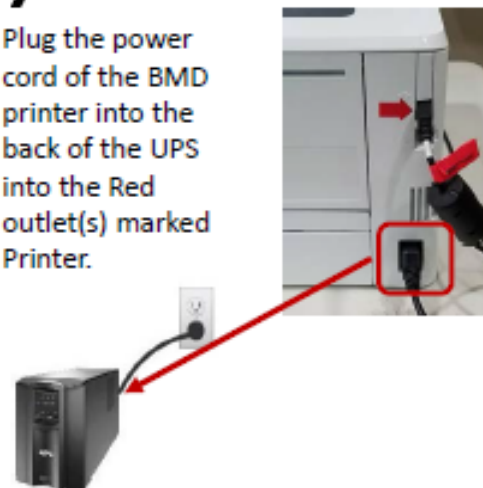
6

If the ICX-BMD is designated as the accessible voting unit, plug the cable coming from the top left side of the ICX tablet into the top of the ATI then plug the headphones into the "Audio" jack on the bottom of the ATI.



7

Plug the power cord of the BMD printer into the back of the UPS into the Red outlet(s) marked Printer.



8

Plug the power cord of the ICX tablet into the UPS Green outlet(s) marked ICX.



9

Pull out the paper tray on the bottom front of the BMD printer and insert ballot paper then close the tray.



10

Press the power button on the front of the BMD printer.



11

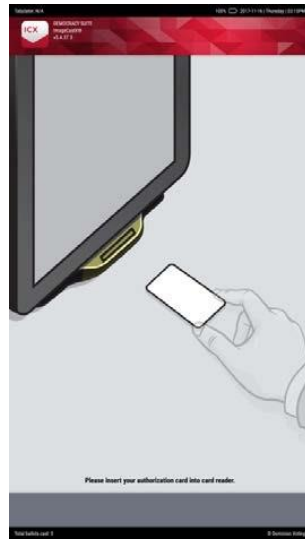
Press the power button on the ICX tablet located inside the bottom right door just below the power cord connection then close the door.



OPENING POLLS ON THE ICX-BMD

1

Insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet.



2

Enter the Poll Worker PIN then press the **Login** button.



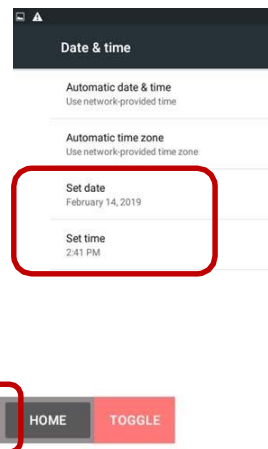
3

At the Confirmation window, check the date and time. If the date and time are both correct, press the **Confirm** button and skip to step 5. If the date and/or time are not correct, press the **Modify** button and proceed to the next step.



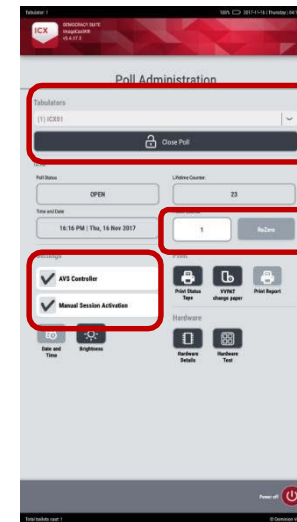
4

Press **Set date** or **Set time** as needed. Make the necessary adjustments then press the **BACK** button located at the bottom of the screen.



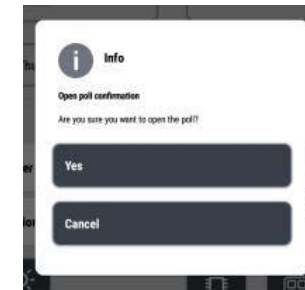
5

- Verify that both the **AVS Controller** and the **Manual Session Activation** options are checked. If not, press each one to check them.
- Check and that the **Public Counter** is **0**. If not, press the **Reset** button.
- Verify that the correct polling place appears just above **Open Poll** then press the **Open Poll** button.



6

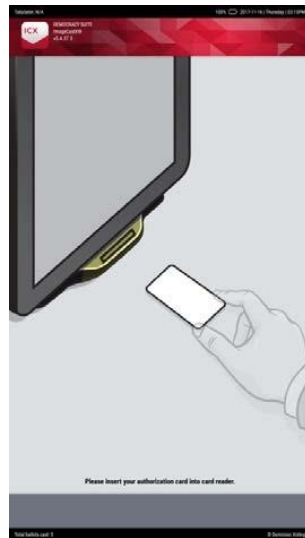
At the Open poll confirmation window press the **Yes** button.



OPENING POLLS ON THE ICX-BMD

1

Insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet.



2

Enter the Poll Worker PIN then press the **Login** button.



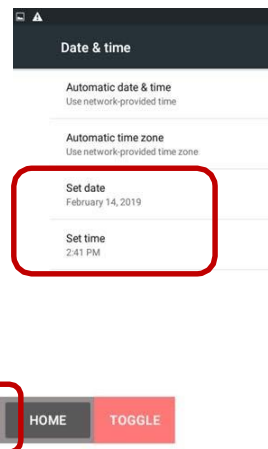
3

At the Confirmation window, check the date and time. If the date and time are both correct, press the **Confirm** button and skip to step 5. If the date and/or time are not correct, press the **Modify** button and proceed to the next step.



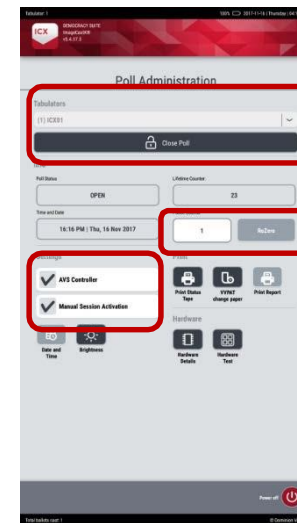
4

Press **Set date** or **Set time** as needed. Make the necessary adjustments then press the **BACK** button located at the bottom of the screen.



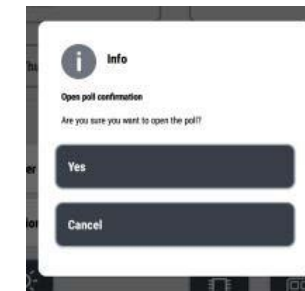
5

- Verify that both the **AVS Controller** and the **Manual Session Activation** options are checked. If not, press each one to check them.
- Check and that the **Public Counter** is **0**. If not, press the **Reset** button.
- Verify that the correct polling place appears just above **Open Poll** then press the **Open Poll** button.



6

At the Open poll confirmation window press the **Yes** button.

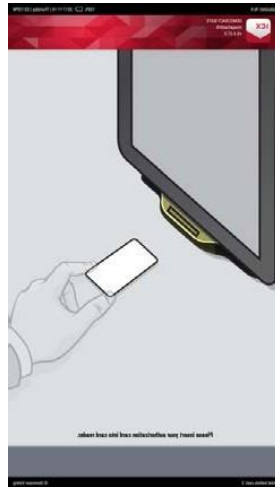


VOTING ON THE ICX-BMD

1

The voter inserts an activated Voter Card into the ICX-BMD.

The Voter Card must remain inserted in the ICX-BMD during the voting session.



2

If more than one language is available, the voter will be prompted to choose a language.



3

The voter may change the displayed language and/or the size of the text at any time by pressing the **Language** or **Text Size** buttons at the top of the screen.



4

The voter navigates the ballot using either the contest tabs at the top of the screen:

- 1) Move forward or backward
- 2) Contest tabs

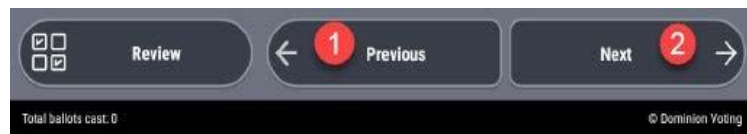
Or the navigation buttons at the bottom of the screen:

- 1) Previous screen
- 2) Next screen

TOP

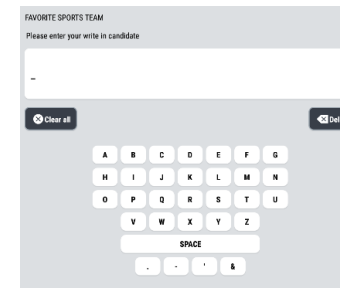


BOTTOM



5

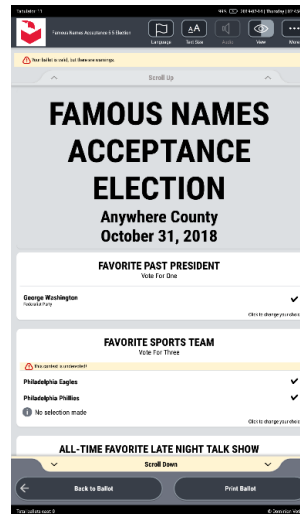
To vote for a write-in, the voter taps on **Write-in** in the candidate listing. The voter then types in the desired name and presses the **Accept** button at the bottom of the screen.



6

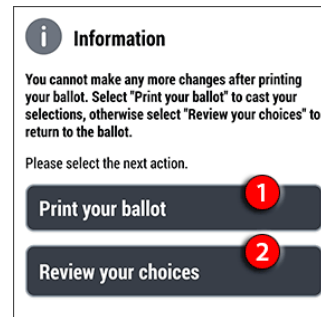
After the last contest or when the **Review** button is pressed, the voter is taken to the **Ballot Review** screen. The voter's selections are displayed and any contests that are blank or undervoted are displayed with warnings. Scroll bars are also displayed as needed to view contests not displayed on the screen.

- The voter reviews their selections and can return to the ballot by tapping on a contest or pressing the **Back to Ballot** button.
- When the voter is satisfied with their selections, they press the **Print Ballot** button.



7

Once the voter presses the **Print Ballot** button, they will receive an **Information** message or a **Warning** message. The **Warning** message only appears if one or more contests have been left blank or are undervoted.



At this point, the voter can choose:

- 1) **Print your ballot**
- 2) **Review your choices** (returns to the review screen)

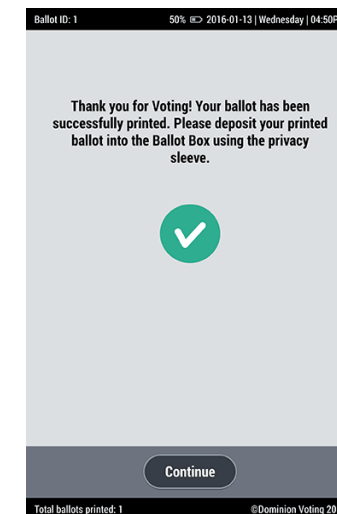
If the voter chooses **Print your ballot** and they have one or more blank or undervoted contests, they will be presented with another message at which point they can confirm ballot printing or return to the ballot.

8

Once the ballot has printed, the voter should press the **Continue** button at the bottom of the screen and remove their Voter Card.

The voter must then remove their printed ballot from the printer, review it for accuracy, then insert it into the ICP scanner for tabulation.

IMPORTANT: The ballot is not considered as cast until it has been inserted into the ICP scanner.



ACCESSIBLE VOTING ON THE ICX-BMD

1

Before starting the voting session, confirm the following:

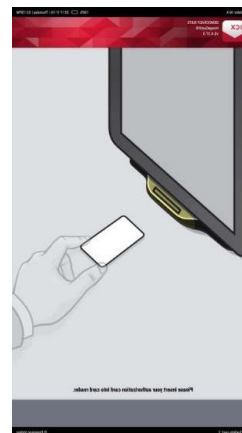
- The ATI controller is connected to ICX.
- If the voter requires a different assistive device, connect it to the ATI.
- The voter should be comfortably positioned with the chosen assistive device.



2

Insert a Voter Card activated for an accessible voting session into the ICX-BMD.

The Voter Card must remain inserted in the ICX-BMD during the voting session.



3

If there is more than one language available, the voter will first be prompted to select the desired language.

Audio guidance is not yet available so the voter may need assistance with language selection.



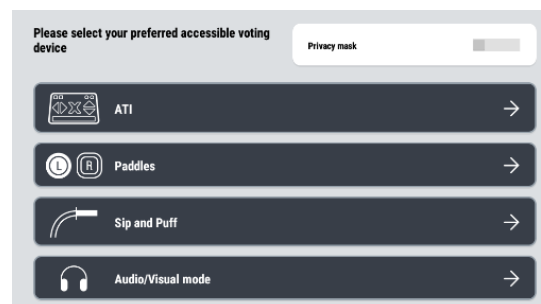
4

The voter will then be prompted to select the preferred accessible device.

Audio guidance is not yet available so the voter may need assistance with the selection.

If enabled, the **Privacy mask** will protect the voter's privacy by making the entire screen appear black.

During the voting session, the voter must listen to instructions through the headset and navigate the ballot using the selected device.

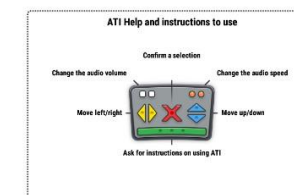


5

Audio guidance will start after selection of the preferred accessible device.

The voter will hear instructions based on that selection prior to the start of the ballot.

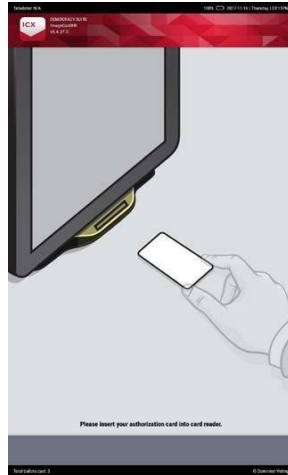
The voter may need further assistance once they have finished voting and their ballot has printed.



MANUAL ACTIVATION ON THE ICX-BMD

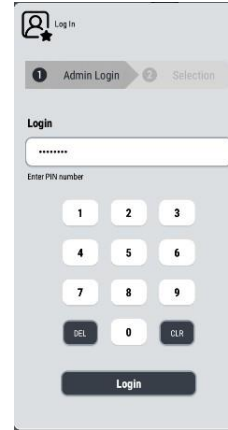
1

In the event that Manual Activation is needed, insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet.



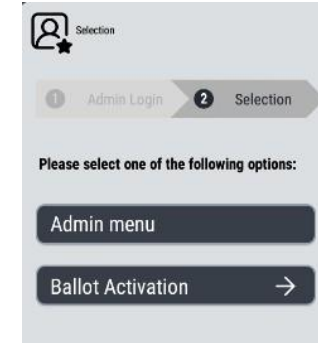
2

Enter the Poll Worker PIN then press the Login button.



3

Press the **Ballot Activation** button.



4

Enter the **Ballot Activation Code**.

If this is to be an accessible voting session, press **Enable AVS Controller** to check the box.

Press the **Activate** button.



5

Remove the Poll Worker card and allow the voter to vote in private. Neither the Poll Worker card nor a Voter Card needs to be inserted for the voter to complete their voting session.

QUICK REFERENCE GUIDE (QRG)

SETTING UP AND OPENING POLLING PLACE SCANNER



ELECTION DAY
QUICK REFERENCE GUIDE
IMAGECAST PRECINCT-BALLOT SCANNER

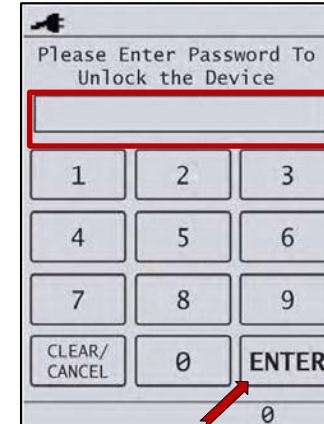
OPENING THE POLL



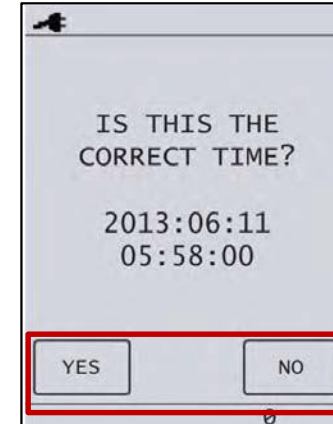
1 Plug the tabulator power cord into an outlet.



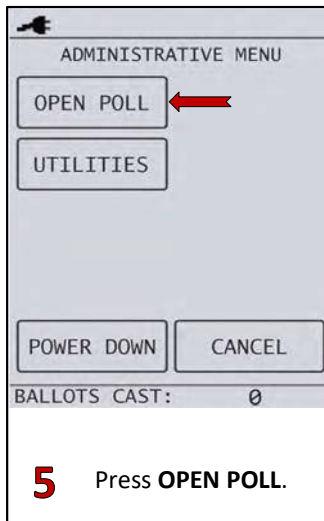
2 Press the Security Key onto the pad and hold firmly.



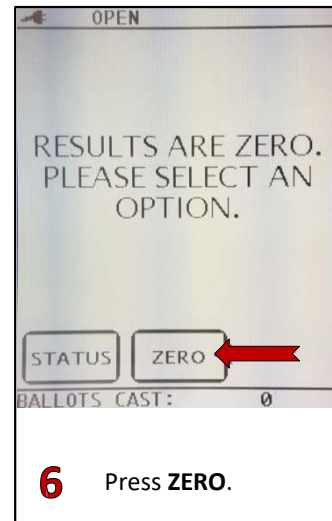
3 Enter the password then press **ENTER**.



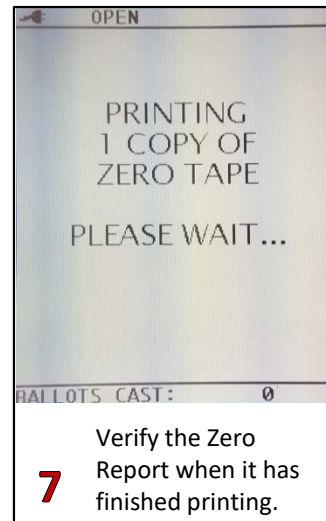
4 Press **YES** to proceed or **NO** to adjust the time.



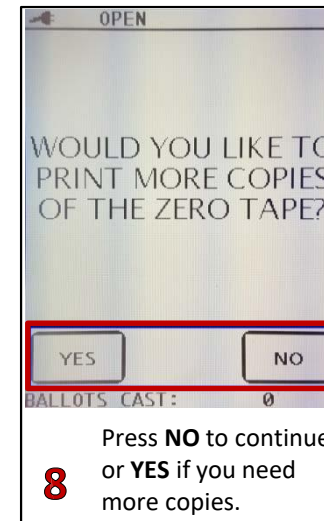
5 Press **OPEN POLL**.



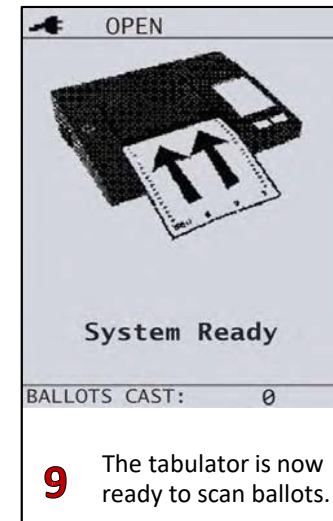
6 Press **ZERO**.



7 Verify the Zero Report when it has finished printing.

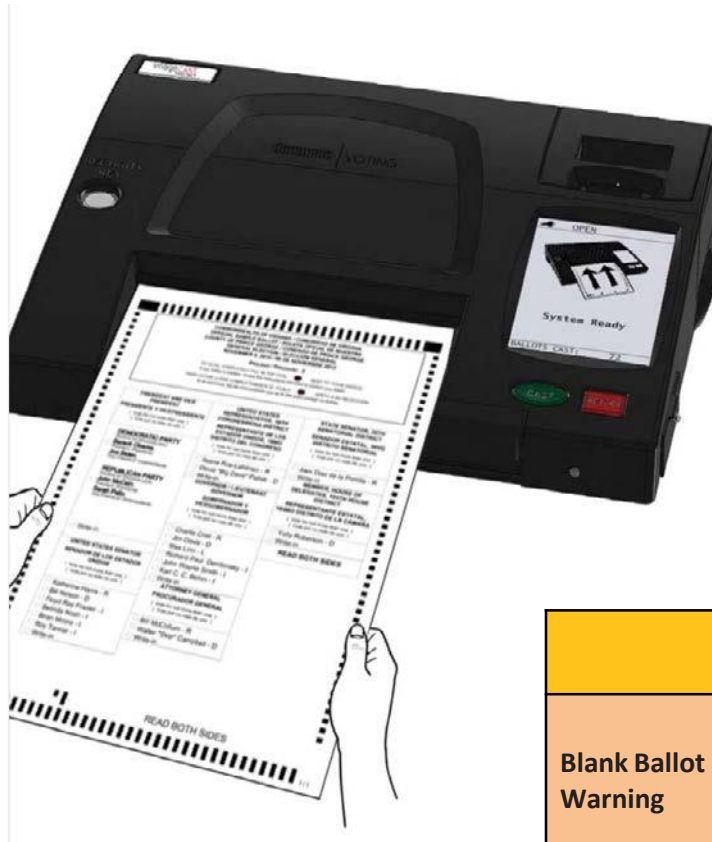


8 Press **NO** to continue or **YES** if you need more copies.



9 The tabulator is now ready to scan ballots.

STANDARD VOTING



Voters feed their completed ballot into the tabulator.

When a valid ballot is scanned, the screen will display the messages **Casting Ballot** and then **Ballot Successfully Cast**.

Once the ballot is in the ballot box, the **System Ready** screen will reappear and the **BALLOTS CAST** counter at the bottom of the screen will have increased by one. The scanner is now ready to accept the next ballot.



Tabulator Warning Messages

Blank Ballot Warning

The tabulator does not detect any voter selections on the scanned ballot. The voter may spoil this ballot and vote another. If the voter chooses to cast the ballot as is, the Poll Worker must perform the Override procedure (next page).

Ballot Misread Warning

The tabulator is unable to recognize the ballot. Check the ballot for damage or stray marks, particularly in the bar code area. If damaged, spoil the ballot and prepare another voter card for the voter. If no damage is detected, have the voter re-insert the ballot in a different orientation.

Provisional Ballot Station Requirement

- The Provisional Ballot station is required to be set up and ready to receive voters when the polls open
 - Voting Booth - Privacy screen or private area
 - Paper Voter Certificates
 - Provisional registration forms
 - Envelopes – outer and inner
 - Pens to complete registration form
 - Appropriate pen to mark the ballot
 - Secured ballot box
 - Memos for voters to explain process and provide contact information for the county office



Provisional Ballot Station

Provisional Ballot Station Forms

VOTER'S CERTIFICATE

COUNTY OR MUNICIPALITY, STATE OF GEORGIA

I hereby certify that I am qualified to vote in the election held on _____, 20____, and that I have not and will not vote elsewhere in this election in my own name or in any other name, and that I am a citizen of the United States and am not currently serving a sentence for a felony conviction.

ONLY For Primary Elections (Check One): I request a ☐ Democratic Ballot ☐ Republican Ballot ☐ Nonpartisan Ballot
(Do not check "Ballot by Mail" unless you are a registered voter.)

I understand that making a false statement on this Certificate is a felony under O.C.G.A. § 21-2-562.

Print Elected's Name _____
 Elected's Signature _____
 Elected's date of birth: _____

Current Residence Address of Elected
 (If vote safe voter, current Mailing Address): R.F.D., Street or Road, PO Box _____
 City, State, Zip _____

(POLL OFFICER USE ONLY)

Name or initials of poll officer receiving voter's certificate: _____
 Ballot Stub Number (Paper Ballots Only): _____
 Voting Machine Admission Number (Municipal Elections Only): _____

IN CASE OF PHYSICAL DISABILITY OR LITERACY, FILL OUT THE FOLLOWING:
 Reason for assistance: ☐ I electee is unable to read the English language
☐ I elector requires assistance due to physical disability

NOTE: See reverse side of form for notation of person assisting elector.

TYPE OF IDENTIFICATION PROVIDED:
☐ Georgia driver's license
☐ Valid ID card issued by any state with photo
☐ Valid U.S. Passport
☐ Valid Government employee photo ID
☐ Valid U.S. military ID card with photo
☐ Valid military ID card with photo

First time registrant by mail only (IDR): May provide one of the six (6)
 ID items listed to the left, or one of the following:
☐ Current utility bill
☐ Current bank statement
☐ Government check or paycheck
☐ Valid Government document with name and address

Signature of poll officer completing this section: _____

Voter Certificate

[illegible]

Provisional Voter Registration Application

The Poll officer must complete the following information before issuing the outer ballot envelope to the voter:

Type of Election: <input type="checkbox"/> General Election <input type="checkbox"/> General Election Runoff <input type="checkbox"/> Special Election <input type="checkbox"/> Special Election Runoff	Party if Primary or Primary Runoff: <input type="checkbox"/> Democrat <input type="checkbox"/> Republican	Provisional Code: <input type="checkbox"/> Person whose name is not on the registered list of electors (PRE) <input type="checkbox"/> Voter who did not provide photo identification (PI) <input type="checkbox"/> Voter who registered for the first time by mail in Georgia but did not provide valid identification (IR) <input type="checkbox"/> Voter who is casting a ballot during extended poll hours as a result of court order (EH)
--	--	--

OFFICIAL PROVISIONAL BALLOT

Name (please print): _____

Precinct Name or No.: _____

Ballot Style or District Combination (If Applicable): _____

Date: _____

Form PRE-2-05

Provisional Ballot Envelope

OFFICIAL PROVISIONAL BALLOT

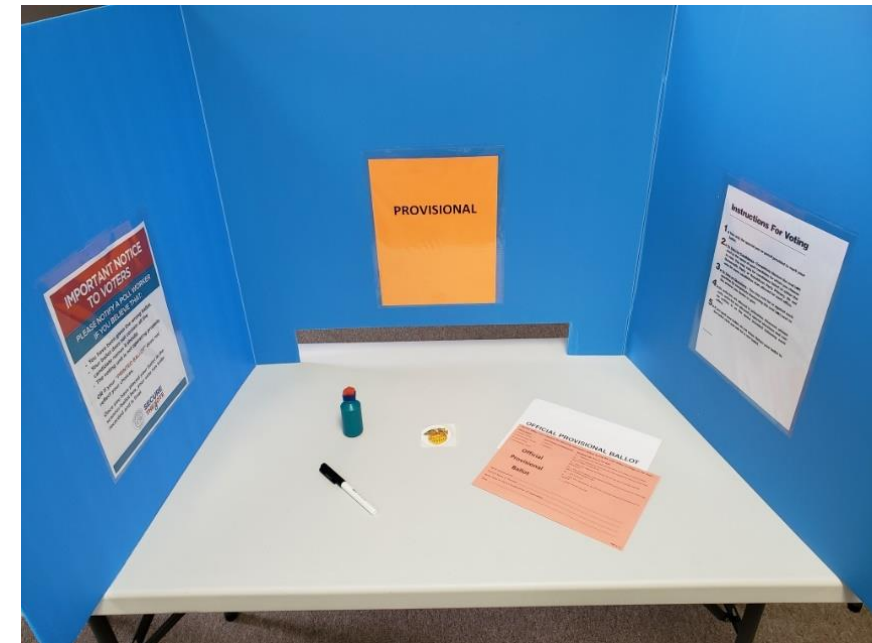
Inner Envelope

No. ____ of ____ (Sheet)		USE A BALL POINT PEN		* Provisional/Challenged Voter																																											
White Sheet - Secretary of State		Bear Down 1 on any Marking Four Copies		<p>PS - Registered voter who has not been 10 to provide an item of voting.</p> <p>PW - Person believing that he or she has timely registered to vote but whose name does not appear on election list.</p> <p>IB - Young who registered for first time by mail but did not provide required identification.</p> <p>ED - Voter who is voting in a ballot during extended poll hours as a result of a court order (appears in federal election only).</p> <p>OP - Out of Precinct</p> <p>B - Voter who registered for the first time in Georgia but did not provide usual residency.</p> <p>V - Voter who did not vote.</p>																																											
Yellow Sheet - Election Superintendent		<p>NUMBERED LIST OF PROVISIONAL/ CHALLENGED VOTERS</p>																																													
Pink Sheet - Clerk of Superior Court or City Clerk																																															
Unaddressed Sheet - Registrar's Office																																															
<p> <input type="checkbox"/> Domestic Primary/Primary Runoff <input type="checkbox"/> Republican Primary/Primary Runoff <input type="checkbox"/> General/General Runoff </p>		<p>who voted in the _____ day of _____ 20____</p> <p>in the _____ Precinct of _____</p> <p>Georgia to vote _____</p> <p style="font-size: small; text-align: center;">(Mark name of City or County as applicable)</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #f0f0f0;">Response (Mark for Each)</th> </tr> <tr> <th style="background-color: #f0f0f0;">ACCEPTED BALLOT</th> <th style="background-color: #f0f0f0;">REJECTED BALLOT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Response (Mark for Each)		ACCEPTED BALLOT	REJECTED BALLOT																																						
Response (Mark for Each)																																															
ACCEPTED BALLOT	REJECTED BALLOT																																														
<p>who voted in the _____ day of _____ 20____</p> <p>in the _____ Precinct of _____</p> <p>Georgia to vote _____</p>																																															

Provisional Numbered List of Voters

Provisional Ballot Station Requirement

- Be courteous and explain the process to the individual
- Remember that the voter did not expect to vote a provisional ballot
- Request voter complete the voter certificate, provisional registration form, if required, along with the ballot and envelope
- Provide the memo to voter regarding explaining the provisional process with contact information for the county office
- Record the voter's name, provisional type and district combo on the Provisional Numbered List of Voters
- Secure all ballots at all times



Provisional Voting Booth

Provisional Ballot Station

Provisional Ballot Code and SEB Rules

- The Georgia Code citations and State Election Board Rules regarding Provisional Ballots are contained in this manual
- You can also find the Georgia Code and the State Election Board Rules from links on the Secretary of State's website, <https://sos.ga.gov/>
- The full Georgia Code is also available on the General Assembly website, <http://www.legis.ga.gov/en-US/default.aspx>

O.C.G.A. § 21-2-418

S.E.B. Rule 183-1-12-.06

Provisional Ballots

Provisional Ballot Code Citation

O.C.G.A. § 21-2-418

- (a) If a person presents himself or herself at a polling place, absentee polling place, or registration office in his or her county of residence in this state for the purpose of casting a ballot in a primary or election stating a good faith belief that he or she has timely registered to vote in such county of residence in such primary or election and the person's name does not appear on the list of registered electors, the person shall be entitled to cast a provisional ballot in his or her county of residence in this state as provided in this Code section.
- (b) Such person voting a provisional ballot shall complete an official voter registration form and a provisional ballot voting certificate which shall include information about the place, manner, and approximate date on which the person registered to vote. The person shall swear or affirm in writing that he or she previously registered to vote in such primary or election, is eligible to vote in such primary or election, has not voted previously in such primary or election, and meets the criteria for registering to vote in such primary or election. The form of the provisional ballot voting certificate shall be prescribed by the Secretary of State. The person shall also present the identification required by Code Section 21-2-417.
- (c) When the person has provided the information as required by this Code section, the person shall be issued a provisional ballot and allowed to cast such ballot as any other duly registered elector subject to the provisions of Code Section 21-2-419.

Provisional Ballot Station

Provisional Ballot Code Citation

O.C.G.A. § 21-2-418 continued

(d) Notwithstanding any provision of this chapter to the contrary, in primaries and elections in which there is a federal candidate on the ballot, in the event that the time for closing the polls at a polling place or places is extended by court order, all electors who vote during such extended time period shall vote by provisional ballot only. Such ballots shall be separated and held apart from other provisional ballots cast by electors during normal poll hours. Primaries and elections in which there is no federal candidate on the ballot shall not be subject to the provisions of this subsection.

(e) The registrars shall establish a free access system, such as a toll-free telephone number or internet website, by which any elector who casts a provisional ballot in a primary or election, or runoff of either, in which federal candidates are on the ballot may ascertain whether such ballot was counted and, if such ballot was not counted, the reason why such ballot was not counted. The registrars shall establish and maintain reasonable procedures necessary to protect the security, confidentiality, and integrity of personal information collected, stored, or otherwise used by such free access system. Access to such information about an individual provisional ballot shall be restricted to the elector who cast such ballot. At the earliest time possible after the casting of a provisional ballot, the election superintendent shall notify the Secretary of State that an elector cast a provisional ballot, whether such ballot was counted, and, if such ballot was not counted, the reason why such ballot was not counted.

Provisional Ballot Station

Provisional Ballot Code Citation

O.C.G.A. § 21-2-418 continued

(f) At the time an elector casts a provisional ballot, the poll officers shall give the elector written information that informs the elector of the existence of the free access system required by subsection (e) of this Code section by which the elector will be able to ascertain if his or her ballot was counted and, if such ballot was not counted, the reason why such ballot was not counted.

(g) Failure to establish such free access system shall subject the registrars and the county by which the registrars are employed to sanctions by the State Election Board.

(h) Notwithstanding any other provision of this chapter to the contrary, in the event that the voting machines or DRE units at a polling place malfunction and cannot be used to cast ballots or some other emergency situation exists which prevents the use of such equipment to cast votes, provisional ballots may be used by the electors at the polling place to cast their ballots. In such event, the ballots cast by electors whose names appear on the electors list for such polling place shall not be considered provisional ballots and shall not require verification as provided by Code Section 21-2-419; provided, however, that persons whose names do not appear on the electors list for such polling place shall vote provisional ballots which shall be subject to verification under Code Section 21-2-419.

Provisional Ballot Station

SEB Rule

S.E.B. Rule 183-1-12-.06

- (1) This rule shall govern the casting of provisional ballots by voters at primaries and elections in accordance with O.C.G.A. §§ 21-2-418 and 21-2-419.
- (2) In each polling place, there shall be established a location or station in the public area of the polling place for the purpose of issuing and receiving provisional ballots.
- (3) The election superintendent shall provide each polling place with an adequate supply of provisional ballots in each ballot style (district combination) for the precinct and an inner ballot envelope and an outer ballot envelope. The ballot envelopes shall be so designed that the ballot will fit within the inner ballot envelope and the inner ballot envelope will fit within the outer ballot envelope. The inner ballot envelope shall have printed on it the words "Official Provisional Ballot" and nothing else. The outer envelope shall have places for inserting the person's name, precinct, date and name of election, ballot style (district combination), and whether such ballot is a regular provisional ballot, a provisional ballot cast by a voter who registered to vote for the first time in this state by mail and has not provided the identification required by O.C.G.A. §§ 21-2-220 and 21-2-417, or a ballot cast during poll hours extended by a court order, or a combination thereof. Primaries and elections conducted by counties shall use optical scan ballots for provisional voting. Optical scan absentee ballots shall be acceptable for use as provisional ballots. Municipalities shall use the same type of ballots as the municipality uses for mail-in absentee voting. The election superintendent shall also provide a booth for voting provisional ballots in the enclosed space which will provide privacy for a person while voting a provisional ballot and a secure container in which the voted provisional ballots shall be placed.

Provisional Ballot Station

SEB Rule

S.E.B. Rule 183-1-12-.06 continued

(4) Voters whose names do not appear on electors list.

(a)When a person arrives at a polling place, completes a voter's certificate, and presents it to the poll workers but the person's name does not appear on the official electors list for the precinct, the poll officers shall immediately direct the person to the provisional ballot station. At the provisional ballot station, if a master list of registered electors is available, the poll workers shall check the list to determine if the person is registered at a different precinct. If the person's name appears on the master list for a different precinct, the poll workers shall direct the person to the correct precinct.

(b) If the person's name is not found on the official list of electors for the precinct or the master list, if available, the poll officers shall immediately contact the registrars and the person shall provide such information as the registrars may request to determine if the person is eligible to vote in the election. The registrars shall promptly review the information provided by the person and shall attempt to determine if the person timely and properly registered to vote.

(c) If the registrars can immediately determine that the person timely and validly registered to vote in the primary or election and should be assigned to the precinct at which the person is present, the registrars shall authorize the poll officers to add the person's name to the official electors list for the precinct and shall permit the person to vote in the same manner as other voters in the precinct vote. When there are multiple ballot styles (district combinations) in use in the precinct, the registrars shall also advise the poll officers which ballot style (district combination) should be issued to the person. The person's name shall then be added to the official electors list for the precinct with a notation of the name of the registrar who authorized such addition. Upon presentation of a properly completed voter's certificate and the identification required by O.C.G.A. § 21-2-417, the person shall be permitted to vote in the same manner as other voters in the precinct.

Provisional Ballot Station

SEB Rule

S.E.B. Rule 183-1-12-.06 continued

(d) If the registrars can immediately determine that the person timely and validly registered to vote in the primary or election but should be assigned to a different precinct from the one at which the person is present, the registrars shall direct the poll officers to send the person to the appropriate other precinct and the registrars shall notify the officers of such other precinct to add the person's name to the official electors list for such other precinct. When there are multiple ballot styles (district combinations) in use in such other precinct, the registrars shall also advise the poll officers at such other precinct which ballot style (district combination) should be issued to the person. The person's name shall then be added to the official electors list for the other precinct by the poll officers of the other precinct with a notation of the name of the registrar who authorized such addition. Upon the completion of a voter's certificate and the submission of the identification required by O.C.G.A. § 21-2-417, the person shall be permitted to vote in the same manner as other persons in such other precinct. However, if, in the reasonable exercise of discretion by the registrars or the poll workers, there is insufficient time for such person to go to such other precinct before the polls close, the poll workers may allow such person to vote a provisional ballot at the precinct in which the person is present. In such case, all votes cast by such person for candidates for whom such person is properly entitled to vote shall be counted and all votes cast for candidates for whom such person is not properly entitled to vote shall be void and shall not be counted in accordance with O.C.G.A. § 21-2-419(c).

(e) If the registrars cannot immediately determine that the person timely and validly registered to vote in the primary or election; but, from the information presented by the person, the person, if properly registered, would be assigned to the precinct at which the person is present, the registrars shall authorize the poll officers to permit the person to cast a provisional ballot at such precinct. When there are multiple ballot styles (district combinations) in use in the precinct, the registrars shall also advise the poll officers which ballot style (district combination) should be issued to the person.

Provisional Ballot Station

SEB Rule

S.E.B. Rule 183-1-12-.06 continued

(f) If the registrars cannot immediately determine that the person timely and validly registered to vote in the primary or election; but, from the information presented by the person, the person, if registered, would be assigned to a different precinct from the precinct in the county or municipality at which the person is present, the registrars shall direct the poll officers to send the person to the appropriate precinct. The registrars shall notify the officers of such other precinct to permit the person to vote a provisional ballot when such person arrives at such precinct, completes an official voter registration form and a provisional ballot voter's certificate, and submits the appropriate identification required by O.C.G.A. § 21-2-417. When there are multiple ballot styles (district combinations) in use in such other precinct, the registrars shall also advise the poll officers which ballot style (district combination) should be issued to the person. However, if, in the reasonable exercise of discretion by the registrars or the poll workers, there is insufficient time for such person to go to such other precinct before the polls close, the poll workers may allow such person to vote a provisional ballot at the precinct at which such person is present. In such case, all votes cast by such person for candidates for whom such person is properly entitled to vote shall be counted and all votes cast for candidates for whom such person is not properly entitled to vote shall be void and shall not be counted in accordance with O.C.G.A. § 21-2-419(c).

(g) If the person appears at a precinct in a county or municipality in which the person does not reside, the registrars shall instruct the poll officers to direct the person to contact the registrars in the county in which the person resides to determine in which precinct such person should vote.

(h) If the poll officers cannot get in touch with the registrars after making a reasonable effort to do so, the poll officers shall be authorized to permit the person to vote a provisional ballot at the precinct without additional authorization from the registrars. In such case, all votes cast by such person for candidates for whom such person is properly entitled to vote shall be counted and all votes cast for candidates for whom such person is not properly entitled to vote shall be void and shall not be counted in accordance with O.C.G.A. § 21-2-419(c).

Provisional Ballot Station

SEB Rule

S.E.B. Rule 183-1-12-.06 continued

(i) Upon receiving authorization to vote a provisional ballot, the person shall complete a provisional ballot voter's certificate and an official voter registration form and submit such completed certificate and form to the poll officers along with the appropriate identification required by O.C.G.A. § 21-2-417. The poll officers shall place the name of the person on the numbered list of provisional ballot voters and issue the person a provisional ballot of the style authorized by the registrars along with an inner ballot envelope and an outer ballot envelope. Before issuing the outer ballot envelope to the person, the poll officers shall enter the person's name, the name of the precinct, the date and name of the election, and the ballot style (district combination) on the outer envelope. The person shall then retire to the provisional ballot voting booth and vote the ballot. Upon completing the ballot, the person shall seal the ballot in the inner ballot envelope and place the inner ballot envelope containing the ballot into the outer ballot envelope and shall seal the outer ballot envelope. The person shall then return the sealed envelope to the poll officers.

(j) Upon receiving the sealed ballot envelope from a person casting a provisional ballot, the poll officers shall verify that the information requested on the outer ballot envelope is complete, shall mark the appropriate box or boxes to designate the type of provisional ballot enclosed therein, and shall direct the person to place the ballot envelope into the secure container for provisional ballots which shall be located within the enclosed space in the polling place where it can be monitored by the poll officers and observed by the public. The provisional ballot voter's certificate and voter registration form shall be attached together and shall be placed in a separate, distinctively marked envelope which shall be placed in a secure location in the polling place.

Provisional Ballot Station

SEB Rule

S.E.B. Rule 183-1-12-.06 continued

(5) Voter who registered for first time by mail but did not provide required identification.

(a) When a person arrives at a polling place, completes a voter's certificate, and presents it to the poll workers but does not have the identification required by O.C.G.A. § 21-2-417 and the person's name appears on the official electors list for the precinct with a designation that the person registered to vote for the first time in this state by mail but has not provided the required identification to the registrars as required by O.C.G.A. § 21-2-220, the poll officers shall immediately direct the person to the provisional ballot station. At the provisional ballot station, the person shall be permitted to cast a provisional ballot at such precinct. When there are multiple ballot styles (district combinations) in use in the precinct, the poll officers shall issue the appropriate ballot style (district combination) to the person as shown on the electors list. The poll officers shall place the name of the person on the numbered list of provisional ballot voters and issue the person a provisional ballot of the style authorized by the registrars along with an inner ballot envelope and an outer ballot envelope. Before issuing the outer ballot envelope to the person, the poll officers shall enter the person's name, the name of the precinct, the date and name of the election, and the ballot style (district combination) on the outer envelope. The person shall then retire to the provisional ballot voting booth and vote the ballot. Upon completing the ballot, the person shall seal the ballot in the inner ballot envelope and place the inner ballot envelope containing the ballot into the outer ballot envelope and shall seal the outer ballot envelope. The person shall then return the sealed envelope to the poll officers.

(b) Upon receiving the sealed ballot envelope from a person casting a provisional ballot, the poll officers shall verify that the information requested on the outer ballot envelope is complete, shall mark the appropriate box or boxes to designate the type of provisional ballot enclosed therein, and shall direct the person to place the ballot envelope into the secure container for provisional ballots which shall be located within the enclosed space in the polling place where it can be monitored by the poll officers and observed by the public.

(c) The provisional ballot shall not be counted unless the voter provides the identification required by O.C.G.A. § 21-2-220 and 21-2-417 to the registrars before the end of the period set by law for the verification of provisional ballots. Such identification may be provided to the registrars in person or by facsimile transmission or, in the case of disabled voters, by delivery by a third party.

Provisional Ballot Station

SEB Rule

S.E.B. Rule 183-1-12-.06 continued

(6) Voters voting during extended polling hours in an election in which federal candidates are on the ballot.

(a) In the event that the polling hours for a polling place are extended by a court order beyond the normal closing time for a primary, election, or runoff in which federal candidates are on the ballot, all voters who vote after the normal closing time for the polling place shall vote by provisional ballot.

(b) Voters whose names appear on the electors list and who have the appropriate identification required by O.C.G.A. § 21-2-417 shall complete a provisional voter's certificate and shall be issued a provisional ballot along with an inner ballot envelope and an outer ballot envelope. Such voters shall not be required to complete a voter registration form. It also shall not be necessary to obtain approval from the registrars to issue provisional ballots to such voters. The poll officers shall place the name of the person on the numbered list of provisional ballot voters. Before issuing the outer ballot envelope to the person, the poll officers shall enter the person's name, the name of the precinct, the date and name of the election, and the ballot style (district combination) on the outer envelope. The person shall then retire to a provisional ballot voting booth and vote the ballot. Upon completing the ballot, the person shall seal the ballot in the inner ballot envelope and place the inner ballot envelope containing the ballot into the outer ballot envelope and shall seal the outer ballot envelope. The person shall then return the sealed envelope to the poll officers. Upon receiving the sealed ballot envelope from a person casting a provisional ballot, the poll officers shall verify that the information requested on the outer ballot envelope is complete, shall mark the appropriate box to designate that the ballot is an extended poll hours provisional ballot, and shall direct the person to place the ballot envelope into the secure container for provisional ballots which shall be located within the enclosed space in the polling place where it can be monitored by the poll officers and observed by the public.

Provisional Ballot Station

SEB Rule

S.E.B. Rule 183-1-12-.06 continued

(c) If the voter's name is not on the electors list, the poll workers shall follow the provisions of this rule for regular provisional balloting under this rule and, if the voter is authorized by the registrars to vote a provisional ballot under the terms of this rule, shall also mark the appropriate box on the outer ballot envelope to indicate that the ballot was issued during extended poll hours.

(d) If the voter's name is on the electors list but registered to vote for the first time in this state by mail and has not provided the identification required by O.C.G.A. § 21-2-220, the poll officers shall permit the voter to vote in accordance with the provisions of this rule for first time voters who register for the first time in this state by mail without providing the required identification, and shall also mark the appropriate box on the outer ballot envelope to indicate that the ballot was issued during extended poll hours.

(e) The poll officers shall provide each first time voter who registered for the first time in this state by mail without providing the required identification who casts a provisional ballot information on how the voter may provide the registrars with the appropriate identification in order that the voter's ballot may be counted.

Provisional Ballot Station

SEB Rule

S.E.B. Rule 183-1-12-.06 continued

(7) Each voter casting a provisional ballot in a primary, election, or runoff in which federal candidates appear on the ballot shall be given written information explaining how such voter can ascertain if such ballot is counted and, if such ballot is not counted, the reason why such ballot was not counted.

(8) The provisional ballot voter's certificates and voter registration cards may be picked up during the day by a registrar or deputy registrar for the purpose of beginning the process of determining the eligibility of the persons to cast provisional ballots. Before transferring the voter's certificates and registration cards to the registrars during the day, the poll officers shall note the number of certificates and cards being transferred to the registrars. If such voter's certificates and registration cards are not picked up by the registrars by the time that the polls close and the last voter has voted, the envelope in which the provisional ballot voter's certificates and voter registration cards have been deposited shall be securely sealed and shall be returned to the election superintendent with the other materials from the polling place.

Provisional Ballot Station

SEB Rule

S.E.B. Rule 183-1-12-.06 continued

(9) After the close of the polls and the last voter has voted, the poll officers shall account for all voted provisional ballots, cancelled and spoiled provisional ballots, and unused provisional ballots. The ballot stubs and unused and spoiled ballots shall then be securely sealed in the container provided for them by the election superintendent. The poll officers shall then proceed to open the secure container in which the provisional ballots were deposited and count the number of voted provisional ballots contained therein. The poll officers shall then compare the total number of persons voting provisional ballots as shown on the numbered list of provisional ballot voters with the number of ballots issued and the number of ballots voted. If these numbers do not equal one another, the poll officers shall determine the reason for the inconsistency and shall correct the problem before going further. The poll officers shall seal the voted provisional ballots in a container for transfer to the election superintendent. The poll officers shall complete and sign a provisional ballot recap sheet and post one copy of the recap sheet on the door of the polling place with the election results from the precinct. The remaining copies of the provisional ballot recap sheet along with the numbered list of provisional ballot voters shall be returned to the election superintendent with the other election materials from the precinct.

(10) Upon receiving the election materials from the precincts, the election superintendent shall ensure that the envelope containing the provisional ballot voter's certificates and voter registration cards is promptly removed from the other materials and transferred to the registrars for processing. In any event, the voter's certificates and registration cards shall be transferred to the registrars no later than 9:00 a.m. on the day following the day of the primary, election, or runoff. The election superintendent shall also remove the container containing the voted provisional ballots and shall place such container in a secure location within the election superintendent's office.

Provisional Ballot Station

Provisional Ballot Codes

- **OP** - Out of Precinct
- **PR** - Person believing that he or she has timely registered to vote but whose name does not appear on electors list
- **PI** - Registered voter who does not have photo ID to present at time of voting
- **IR** - Voter who registered for first time by mail but did not provide required identification when appearing to vote. These voters can provide additional forms to provide proof of ID.
- **EH** - Voter who is casting a ballot during extended poll hours as a result of a court order (applies to federal elections only)
- **X** - Voter who registered for the first time in Georgia but citizenship not verified
- **V** - Person who did not provide missing information to complete application

Provisional Ballot Station

Defining the Provisional Ballot Types

OP – Out of Precinct

Person whose name does not appear on electors list for your precinct. If a person is not on your Electors List but is showing registered in another precinct, inform the voter of their assigned precinct and then let the voter decide if they can go to their assigned precinct, or vote a provisional ballot.

PR – Not Registered in Your County

Person whose name is not on the Poll Pad, the supplemental list, or the paper back up list. If a person is not listed on Poll Pad, the supplemental list, or the paper back up list, they may be issued a provisional ballot.

Provisional Ballot Station

Defining the Provisional Ballot Types

IR – ID Required

Voter who registered for the first time by mail but did not provide required identification and does not have ID when voting. If a voter who registered for the first time in Georgia by mail and does not supply the proper identification, they will be listed as an IDR voter on the Electors List. If the voter cannot supply the appropriate identification the voter must be issued a Provisional Ballot. Please note that an IDR voter is allowed to show other forms of identification in addition to the listed forms of photo ID.

PI – Provide ID

Voter who does not have one of the required forms of photo ID. If a voter does not have the appropriate photo identification, he or she should be issued a provisional ballot and instructed that the ballot will be counted only if the voter provides the proper identification to the registrar's office not later than three days following the day of the primary, election, or runoff.

Provisional Ballot Station

Defining the Provisional Ballot Types

EH – Extended Hours

Voter who is casting a ballot during extended poll hours as a result of a court order (applies to federal elections only). This provision only applies when there is a federal race on the ballot. In the event that the time for closing the polls at a polling place is extended by court order, all electors who vote during such extended time period shall vote by provisional ballot only. The Elections Superintendent will notify you in the event this occurs.

CHAL – Challenged

If an elector has been challenged and appears at the polls to vote prior to the challenge hearing or decision, the elector shall be permitted to vote by casting a challenged ballot on the same type of ballot used for provisional ballots. Use the code “CHAL.”

Provisional Ballot Station

Defining the Provisional Ballot Types

X – Potential Non-Citizens

If an elector is marked on the electors list as a potential non-citizen and the voter does not have a proof of citizenship document with them, a provisional ballot should be issued. On the Provisional Numbered List of Voters and the salmon outer envelope, CHAL should be recorded.

Other - **V** – Pending – Missing Information

If an elector is pending due to an incomplete voter registration, the elector can vote by casting a provisional ballot. This voter type should always complete a provisional voter registration application to complete their registration. This type of provisional ballot should be coded with a V on the Provisional Numbered List of Voters and the salmon outer envelope.

NOTE: If the missing information can be provided and the Registrar at the county office can be contacted, the voter should be allowed to vote on the Touchscreen and a poll change card should be completed.

Provisional Ballot Station

Issuing a Provisional Ballot

1. Voter should complete the Provisional section of the paper Voter Certificate (Salmon colored) and if required, a Provisional Voter Registration Application
 - a. Ask voter to provide Photo ID unless reason for voting a provisional ballot is no ID can be provided (IR or PI)
 - b. Initial the form in the proper space
2. Confirm forms are complete
3. Complete the outer Provisional Envelope:
 - a. Print voter's name
 - b. Precinct number and ballot style number
 - c. Date and name of election
 - d. Note appropriate provisional code

Provisional Ballot Station

Issuing a Provisional Ballot, continued

4. Write the voter's name on the Provisional Numbered List of Voters, note appropriate provisional code in the PROVISIONAL CODE column and BALLOT STYLE in the appropriate column
5. Record the ballot number on the voter certificate and initial as issued
6. Hand voter the ballot and both Official Provisional Ballot Envelopes. Instruct the voter to go to the Provisional Ballot Booth to vote the ballot by filling in the ovals next to the candidate or answer of his or her choice. When finished voting, the voter will fold and insert the ballot into the inner Provisional Ballot Envelope and seal. The inner envelope will then be inserted into the larger salmon-colored envelope and seal. The voter will then insert the ballot in the Provisional Ballot Container

Provisional Ballot Station

Issuing a Provisional Ballot, continued

7. After the voter has cast the provisional ballot, provide the voter with written contact information so the voter will be able to determine whether the ballot was counted and, if the ballot was not counted, the reason why such ballot was not counted. If a federal candidate is on the ballot, the contact information provided to the voter must include a free access system, such as a toll-free telephone number or an internet website, to receive such information.
8. Place all of the VOTED Provisional Ballots in the PROVISIONAL BALLOT CONTAINER. Place the Numbered List of Provisional Voters and Provisional Recap Sheet in the proper envelope.

Remember:

A Provisional Recap Sheet is completed even if there are no provisional voters at your polling place.

Provisional Ballot Station

Challenged – Non-citizen

Note Regarding Proof of Citizenship

- If a status of Non-Citizen is in the voter's record in the Poll Pad, the poll official is to request proof of citizenship from the voter. A list of acceptable citizenship documents is provided on the next slide.
- If the voter can provide the acceptable documentation, the poll official should tap on the Documentation Provided box on the Poll Pad screen and process the voter to vote on the Touchscreens.
- Your County Office should have a procedure established for reporting this documentation provided to the Registrar
- If the voter cannot provide proof of citizenship, the poll official should allow the individual to cast a provisional ballot and shall provide the individual with written contact information so the individual will be able to determine whether the ballot was counted and, if the ballot was not counted, the reason why such ballot was not counted. The poll officer should notify the poll manager that the individual must cast a provisional ballot.

Provisional Ballot Station

Challenged – Non-citizen

List of Acceptable Documents for Proof of Citizenship

List of acceptable documents to prove citizenship:

- Birth certificate, issued by a U.S. State (if the person was born in the U.S.), or by the U.S. Department of State (if the person was born overseas and the parents registered the child's birth and U.S. citizenship at birth with the U.S. Embassy or Consulate).
- U.S. Passport, issued by the U.S. Department of State.
- Certificate of Citizenship, issued to a person born outside the U.S. who was still a U.S. citizen at birth, or to a person who later automatically became a U.S. citizen.
- Naturalization Certificate, issued to a person who became a U.S. citizen after birth through the naturalization process.
- A Report of Birth Abroad of a U.S. Citizen.
- A Certification of birth issued by the Department of State.
- A U.S. Citizen ID card.
- An American Indian Card issued by the Department of Homeland Security with the classification code "KIC" (Issued by DHS to identify U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).
- Final adoption decree showing the child's name and U.S. birthplace.
- Evidence of civil service employment by the U.S. government before June 1976.
- An official U.S. military record of service showing a U.S. place of birth.
- A Northern Mariana Identification Card (Issued by the INS to a collectively naturalized citizen of the U.S. who was born in the Northern Mariana Islands before November 4, 1986).
- Extract of U.S. hospital record of birth established at the time of the person's birth indicating a U.S. place of birth.
- Life or health or other insurance record showing a U.S. place of birth and was created at least 5 years before the initial application date.
- Federal or State census record showing U.S. citizenship or a U.S. place of birth (Generally for persons born 1900 through 1950).
- Institutional admission papers from a nursing home, skilled nursing care facility or other institution which indicates a U.S. place of birth.
- Medical (clinical, doctor, or hospital) record and was created at least 5 years before the application date and indicates a U.S. place of birth.
- Other document that was created at least 5 years before the application. Document must be one of the following and show a U.S. place of birth: Seneca Indian tribal census record; Bureau of Indian Affairs tribal census records of the Navaho Indians; U.S. State Vital Statistics official notification of birth registration; an amended or delayed U.S. public birth record that is amended more than 5 years after the person's birth; or statement signed by the physician or midwife who was in attendance at the time of birth.
- If other forms of documentation cannot be obtained, documentation may be provided by a written affidavit, signed under penalty of perjury, from two citizens, one of whom cannot be related to the person in question, who have specific knowledge of event(s) establishing the person in question's citizenship status. The person in question or another knowledgeable individual must also submit an affidavit stating why the documents are not available. Affidavits are only expected to be used in rare circumstances.

Provisional Ballot Station

Challenged Ballots

O.C.G.A. § 21-2-230

- (a) Any elector of the county or municipality may challenge the right of any other elector of the county or municipality, whose name appears on the list of electors, to vote in an election. Such challenge shall be in writing and specify distinctly the grounds of such challenge. Such challenge may be made at any time prior to the elector whose right to vote is being challenged voting at the elector's polling place or, if such elector cast an absentee ballot, prior to 5:00 P.M. on the day before the election; provided, however, that challenges to persons voting by absentee ballot in person at the office of the registrars or the absentee ballot clerk shall be made prior to such person's voting.
- (b) Upon the filing of such challenge, the board of registrars shall immediately consider such challenge and determine whether probable cause exists to sustain such challenge. If the registrars do not find probable cause, the challenge shall be denied. If the registrars find probable cause, the registrars shall notify the poll officers of the challenged elector's precinct or, if the challenged elector voted by absentee ballot, notify the poll officers at the absentee ballot precinct and, if practical, notify the challenged elector and afford such elector an opportunity to answer.
- (c) If the challenged elector appears at the polling place to vote, such elector shall be given the opportunity to appear before the registrars and answer the grounds of the challenge.

Provisional Ballot Station

Challenged Ballots

O.C.G.A. § 21-2-230 continued

(d) If the challenged elector does not cast an absentee ballot and does not appear at the polling place to vote and if the challenge is based on grounds other than the qualifications of the elector to remain on the list of electors, no further action by the registrars shall be required.

(e) If the challenged elector cast an absentee ballot and it is not practical to conduct a hearing prior to the close of the polls and the challenge is based upon grounds other than the qualifications of the elector to remain on the list of electors, the absentee ballot shall be treated as a challenged ballot pursuant to subsection (e) of Code Section 21-2-386. No further action by the registrars shall be required.

(f) If the challenged elector does not cast an absentee ballot and does not appear at the polling place to vote and the challenge is based on the grounds that the elector is not qualified to remain on the list of electors, the board of registrars shall proceed to hear the challenge pursuant to Code Section 21-2-229.

(g) If the challenged elector cast an absentee ballot and the challenge is based upon grounds that the challenged elector is not qualified to remain on the list of electors, the board of registrars shall proceed to conduct a hearing on the challenge on an expedited basis prior to the certification of the consolidated returns of the election by the election superintendent. The election superintendent shall not certify such consolidated returns until such hearing is complete and the registrars have rendered their decision on the challenge. If the registrars deny the challenge, the superintendent shall proceed to certify the consolidated returns. If the registrars uphold the challenge, the name of the challenged elector shall be removed from the list of electors and the ballot of the challenged elector shall be rejected and not counted and, if necessary, the returns shall be adjusted to remove any votes cast by such elector. The elector making the challenge and the challenged elector may appeal the decision of the registrars in the same manner as provided in subsection (e) of Code Section 21-2-229.

Provisional Ballot Station

Challenged Ballots

O.C.G.A. § 21-2-230 continued

(h) If the challenged elector appears at the polls to vote and it is practical to conduct a hearing on the challenge prior to the close of the polls, the registrars shall conduct such hearing and determine the merits of the challenge. If the registrars deny the challenge, the elector shall be permitted to vote in the election notwithstanding the fact that the polls may have closed prior to the time the registrars render their decision and the elector can actually vote, provided that the elector proceeds to vote immediately after the decision of the registrars. If the registrars uphold the challenge, the challenged elector shall not be permitted to vote and, if the challenge is based upon the grounds that the elector is not qualified to remain on the list of electors, the challenged elector's name shall be removed from the list of electors.

(i) If the challenged elector appears at the polls to vote and it is not practical to conduct a hearing prior to the close of the polls or if the registrars begin a hearing and subsequently find that a decision on the challenge cannot be rendered within a reasonable time, the challenged elector shall be permitted to vote by casting a challenged ballot on the same type of ballot that is used by the county or municipality for provisional ballots. Such challenged ballot shall be sealed in double envelopes as provided in subsection (a) of Code Section 21-2-419 and, after having the word "Challenged," the elector's name, and the alleged cause of the challenge written across the back of the outer envelope, the ballot shall be deposited by the person casting such ballot in a secure, sealed ballot box notwithstanding the fact that the polls may have closed prior to the time the registrars make such a determination, provided that the elector proceeds to vote immediately after such determination of the registrars. In such cases, if the challenge is based upon the grounds that the challenged elector is not qualified to remain on the list of electors, the registrars shall proceed to finish the hearing prior to the certification of the consolidated returns of the election by the election superintendent. If the challenge is based on other grounds, no further action shall be required by the registrars. The election superintendent shall not certify such consolidated returns until such hearing is complete and the registrars have rendered their decision on the challenge. If the registrars deny the challenge, the superintendent shall proceed to certify the consolidated returns. If the registrars uphold the challenge, the name of the challenged elector shall be removed from the list of electors and the ballot of the challenged elector shall be rejected and not counted and, if necessary, the returns shall be adjusted to remove any votes cast by such elector. The elector making the challenge and the challenged elector may appeal the decision of the registrars in the same manner as provided in subsection (e) of Code Section 21-2-229.

Provisional Ballot Station

Challenged Ballots

Issuing a Provisional Challenged Ballot

1. Verify that the voter has signed the Voter's Certificate
2. Verify that the voter completed the Provisional Voter Section on the back of the certificate
3. Write "Challenged" on the bottom of the Provisional Section of the Voter's Certificate
4. On the Official Provisional Ballot, you must:
 - a. Mark the type of election
 - b. Write "CHALLENGED" on the bottom of the colored section
 - c. Write the voter's name and your precinct name or code
 - d. Add the ballot style or district combo on the ballot to be issued
 - e. Write the election date and time

Provisional Ballot Station

Challenged Ballots

Issuing a Provisional Challenged Ballot

5. Issue the correct optical scan ballot for the voter's District Combo. Detach the ballot from the pad, leaving the stub attached to the pad. Give the voter the following instructions:
 - "Take the ballot to the voting booth. Vote your ballot by filling in the ovals next to the candidate or question of your choice"
 - "Fold your ballot to fit into the white envelope"
 - "Put your ballot into the smaller white envelope and seal it. Put that envelope into the larger salmon envelope and seal it."
6. While the voter is voting:
 - Write the ballot stub number on the Voter's Certificate and initial as issued
 - On the Numbered List of Provisional Voters record the voter's name, the provisional code of CHAL, the District Combo
 - Place the Voter's Certificate in the provisional binder

Provisional Ballot Station

Challenged Ballots

Issuing a Provisional Challenged Ballot

6. When finished voting, the voter drops the sealed salmon ballot envelope into a secure ballot container or bag
7. Hand the voter the written instructions about the challenged ballot process
8. Hand the Voter an “I’m a Georgia Voter I SECURED MY VOTE” sticker and thank them for voting



Election Day

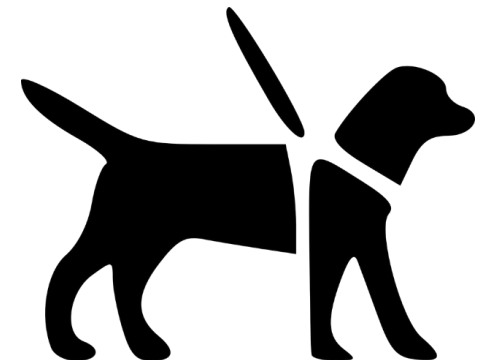
- Although there is no such thing as a typical election day, this section provides information to assist you
- If assigned to a particular station, know your role and make the poll manager aware of any questions or concerns you may have before the polls open
- Poll workers must be aware of a few important things whenever voters begin entering the polling place
 - How should voters with disabilities be accommodated?
 - What happens if a voter is wearing campaign material?
 - Can someone take a picture of their ballot?
 - What are Poll Watchers?

Election Day

Accommodating Voters with Disabilities



- Signs are vital
 - Directional signs should designate accessible parking spaces and be visible, especially those designating handicapped parking spaces, as well as the nearest accessible entrance if it is not the main door
 - If the polling place does not have a permanent handicapped parking space, designate a handicapped parking space by placement of a temporary “Handicapped Parking Sign”
- Make sure there is wheelchair access to the building, the polling place, and the voting booth
- Always be courteous and respectful
- Be considerate of extra time it may take for a person who is disabled or elderly to complete the voting process, and give unhurried attention to a person who has difficulty speaking
- Always speak directly to the voter, and not to a companion, aide, or sign language interpreter
- Animals that assist people with disabilities should be admitted into all buildings. DO NOT pet or distract these Assistance Animals, as they are working animals, not pets.
- If you observe a voter with a disability who needs assistance, ASK “May I help you in any way?” before rendering assistance. The answer you receive should dictate any further assistance.
- Place chairs or benches along a waiting area for the convenience and comfort of those who may have difficulty standing in line



Election Day

Accommodating Voters with Disabilities

Voters with Speech or Hearing Impairment

- A voter who cannot speak can give their name and address simply by providing their written name and address to the poll worker
- Follow the voter's cues to determine whether speaking, gestures, or writing is the most effective method of communication
- If speaking, speak calmly, slowly, and directly to the voter. Do not shout. Your facial expressions, gestures, and body movements help in understanding.
- Face the voter at all times and keep your face in full light (not backlit)
- Rephrase, rather than repeat, sentences that the voter does not understand



Election Day

Accommodating Voters with Disabilities

Voters with Mobility Impairment

- Do not push or touch another person's wheelchair or equipment without prior consent
- People using adaptive equipment often consider the equipment as part of their personal space
- You are also more likely to break a wheelchair or piece of equipment with which you are not familiar

Voting by Electors Over 75 Years of Age or Older or Disabled

- O.C.G.A. § § 21-2-385.1 and 21-2-409.1
- On election day between the hours of 9:30 A.M. and 4:30 P.M., and also during advance voting each elector who is 75 years of age or older or who is disabled and requires assistance in voting, shall, upon request to a poll officer, be authorized at any primary or election to vote immediately at the next available voting compartment or booth without having to wait in line.

NOTICE

ABSENTEE VOTING PERIOD

ELECTORS WHO ARE 75 YEARS OF AGE OR OLDER OR WHO ARE DISABLED AND REQUIRE ASSISTANCE IN CASTING AN ABSENTEE BALLOT IN PERSON, SHALL, UPON REQUEST TO A DESIGNATED OFFICE EMPLOYEE OR OTHER INDIVIDUAL, VOTE IMMEDIATELY AT THE NEXT AVAILABLE VOTING COMPARTMENT OR BOOTH WITHOUT WAITING IN LINE.

ELECTION DAY

BETWEEN THE HOURS OF 9:30 A.M. AND 4:30 P.M., ELECTORS WHO ARE 75 YEARS OF AGE OR OLDER OR WHO ARE DISABLED AND REQUIRE ASSISTANCE IN VOTING, SHALL, UPON REQUEST TO THE POLL OFFICERS, BE ALLOWED TO VOTE IMMEDIATELY AT THE NEXT AVAILABLE VOTING COMPARTMENT OR BOOTH WITHOUT WAITING IN LINE.

O.C.G.A. §§21-2-385.1, 21-2-409.1

Election Day

Accommodating Voters with Disabilities

- An area set up to provide magnifying tools for the paper ballots is recommended
 - Some voters may have difficulty reading the words on paper ballots
 - Ideas for assistance
 - Standing magnifying screens
 - Handheld magnifying glasses
 - Reading glasses
 - **SEB Rule 183-1-13-.02 Assistive Technology Devices**
 - An illiterate or disabled elector who is entitled to receive assistance pursuant to O.C.G.A. §§ 21- 2-385 or 21-2-409, or a person assisting such an elector, may use an assistive technology device to help the elector review their paper ballot prior to casting. Any image of the ballot obtained through using an assistive technology device shall be immediately deleted. Use of an assistive technology device by an illiterate or disabled elector or by a person assisting an illiterate or disabled elector shall not be deemed a violation of O.C.G.A. § 21-2-413(e).



Election Day

Campaign Activity or Materials

O.C.G.A. § § 21-2-413 and 21-2-414

No person, when within the polling place, shall electioneer or solicit votes for any political party or body or candidate or question, nor shall any written or printed matter be posted within the room.

No person whose name appears as a candidate on the ballot being voted upon at a primary, election, special primary, or special election, except a judge of the probate court serving as the election superintendent, shall physically enter any polling place other than the polling place at which that person is authorized to cast his or her ballot for that primary, election, special primary, or special election and, after casting his or her ballot, the candidate shall not return to such polling place until after the poll has closed and voting has ceased.

Election Day

Campaign Materials

O.C.G.A. § 21-2-2 defines Campaign materials as “any newspaper, booklet, pamphlet, card, sign, paraphernalia, or any other written or printed matter referring to:

- A candidate whose name appears on the ballot in a primary or election;
- A referendum which appears on the ballot in a primary or election; or
- A political party or body which has a nominee or nominees on the ballot in a primary or election



Election Day

Restrictions on Campaigning

O.C.G.A. § 21-2-414

- No person shall solicit votes in any manner or by any means of method, nor shall any person distribute any campaign literature, nor shall any person solicit signature for any petition, nor shall any person, other than election officials discharging their duties, establish or set up any tables or booths on any day in which ballots are being cast:
 - (1) Within 150 feet of out the outer edge of the building in which the polling place is established;
 - (2) Within any polling place: or
 - (3) Within 25 feet of any voter standing in line to vote at any polling place.
- O.C.G.A. §21-2-414(a)
- Rooms under the control or supervision of the board of registrars or absentee ballot clerk in which absentee ballots are cast shall be considered polling places. O.C.G.A. §21-2-414(b)

Election Day

Cell Phones and Other Electronic Devices

O.C.G.A. § 21-2-413(e)

No person shall use photographic or other electronic monitoring or recording devices, cameras, or cellular telephones while such person is in a polling place while voting is taking place; provided, however, that a poll manager, in his or her discretion, may allow the use of photographic devices in the polling place under such conditions and limitations as the election superintendent finds appropriate, and provided, further, that no photography shall be allowed of a ballot or the face of a voting machine or DRE unit or electronic ballot marker while an elector is voting such ballot or machine or DRE unit or using such electronic ballot marker, and no photography shall be allowed of an electors list, electronic electors list, or the use of an electors list or electronic electors list.

Election Day

Poll Watchers

O.C.G.A. § 21-2-408

A poll watcher is a person named by a political party, political body, or candidate who is authorized to enter the enclosed space to observe the conduct of an election and the counting and recording of votes.

(d) Notwithstanding any other provisions of this chapter, a poll watcher may be permitted behind the enclosed space for the purpose of observing the conduct of the election and the counting and recording of votes. Such poll watcher shall in no way interfere with the conduct of the election, and the poll manager may make reasonable regulations to avoid such interference. Without in any way limiting the authority of poll managers, poll watchers are prohibited from talking to voters, checking electors lists, using photographic or other electronic monitoring or recording devices, using cellular telephones, or participating in any form of campaigning while they are behind the enclosed space. If a poll watcher persists in interfering with the conduct of the election or in violating any of the provisions of this Code section after being duly warned by the poll manager or superintendent, he or she may be removed by such official. Any infraction or irregularities observed by poll watchers shall be reported directly to the superintendent, not to the poll manager. The superintendent shall furnish a badge to each poll watcher bearing the words "Official Poll Watcher," the name of the poll watcher, the primary or election in which the poll watcher shall serve, and either the precinct or tabulating center in which the poll watcher shall serve or a statement that such poll watcher is a state-wide poll watcher. The poll watcher shall wear such badge at all times while serving as a poll watcher.

Election Day

Poll Watchers

What a Poll Watcher Cannot Do – O.C.G.A. § 21-2-408(d)

- . . . in no way interfere with the conduct of the election.”
- Are prohibited from:
 - Talking to Voters
 - Checking Electors List
 - Using photographic or other electronic monitoring or recording devices
 - Using cellular telephones
 - Participating in any form of campaigning
 - Must refer infractions or irregularities to the Election Superintendent, and not to the Poll Manager
 - Must wear a badge marked “Official Poll Watcher” supplied by the County Elections Office or the Secretary of State at all times

OFFICIAL POLL WATCHER

Polly Watcher
Civic Center of the World
General Election
November 3, 2020

Election Day

Assistance to Voters

O.C.G.A. § 21-2-409

Qualifiers

- If the voter is:
 - Unable to read the English Language...AND/OR
 - Has a disability which renders the voter unable to:
 - See or mark the ballot...OR
 - Operate the voting equipment...OR
 - Enter the voting compartment or booth without assistance

THEN THE VOTER IS ENTITLED TO ASSISTANCE

Election Day

Assistance to Voters

- Notice of the availability of assistance shall be posted at polling place
 - “A physically disabled or illiterate elector may receive assistance in preparing his or her ballot from” ...
 - Any person of the elector’s choice
- EXCEPT
- Elector’s Employer or Agent of Employer
 - Officer or Agent of Elector’s Union
 - Candidate on the Ballot or Family Member of Candidate
 - Unless Disabled/Illiterate Elector is Related to Candidate

Election Day

Voters Enter the Polling Place

- Greet the voters with a smile and direct them to the appropriate station to begin the voting process
- Offer the voters in line a Sample Ballot to review if needed
- Ask the voters to have their ID ready for the Poll Pad Station
- Remind the voters to silence their cell phones and that cell phones are not allowed to be used in the polling place



FULTON COUNTY
OFFICIAL ABSENTEE/PROVISIONAL/CHALLENGED BALLOT
OFFICIAL GENERAL MUNICIPAL ELECTION BALLOT
OF THE STATE OF GEORGIA
NOVEMBER 5, 2013

To vote, mark the Oval next to the candidate of your choice. To vote for a person whose name is listed on the ballot, manually WRITE IN or mark names in the oval in pencil and mark the Oval next to the name in pencil. If you choose to vote "Yes" or "No" on a question, mark the corresponding Oval. Use only blue or black pen or pencil. Do not vote for more candidates than the number allowed for each specific office. Do not mark ovals or boxes. If you intend to make other marks on the ballot or tear the ballot, your vote may not count. If you change your mind or make a mistake, you may return the ballot by voting "spoiled" across the back of the ballot and return envelope. You may return the ballot to your county board of registrars, and you will be issued another official absentee ballot. Alternatively, you may surrender the ballot to the poll manager of the voting site where your county or the precinct to which you are assigned. You will then be permitted to vote a regular ballot.

CITY OF ATLANTA

For Mayor (Vote for One) <input type="radio"/> AL BARTLETT <input type="radio"/> FRASER DUKE <input type="radio"/> KAREN REED <input type="radio"/> GLORIA S. WRIGHTSON <input type="radio"/> Write-In	For City Council Member Post 1 At Large (Vote for One) <input type="radio"/> MICHAEL LAURIN BOND <input type="radio"/> Write-In For City Council Member Post 2 At Large (Vote for One) <input type="radio"/> MARY MORFORD <input type="radio"/> AARON WATSON <input type="radio"/> Write-In For City Council Member Post 3 At Large (Vote for One) <input type="radio"/> ANDROS DICKENS <input type="radio"/> H. LAMPERTILLIS <input type="radio"/> Write-In	For City Council Member District 1 (Vote for One) <input type="radio"/> BILL POWELL <input type="radio"/> CARLA SMITH <input type="radio"/> ROBERT WILSH <input type="radio"/> Write-In For City Council Member District 2 (Vote for One) <input type="radio"/> KWAMEA HALL <input type="radio"/> Write-In
---	--	---

TURN BALLOT OVER TO CONTINUE VOTING

BR007-Cand 1 April 13 "13" FULTON COUNTY ONLY 131943 1109 16

Election Day

The Line

The voting line is an important component in all polling places. At each polling place, there should be a plan to deal with a scenario where there is a line that is well out the door. Consider the following questions and options for a well-maintained voting line:

- Do you have room for the voters to line up safely around the building?
- O.C.G.A. § 21-2-414(a)(3) states that there can be no campaigning within 25 feet of anyone waiting in line to vote. Are you prepared to make those measurements?
- At your busier polling locations where you expect a line, have a designated person to manage the line. This person's focus should be to prepare the voters for the check-in and voting process.
- Consider giving poll workers a special nametag that says something like "Have a question about voting? Ask me."



Election Day

The Line

- Have the poll workers monitor voters in line to ensure there is no campaigning in line or wearing campaign materials.
- Have the poll worker notify the voters of the required identification needed to vote and to have it ready to present to the poll work at the Poll Pad Station.
- Consider providing that poll worker with an electors list, a portable Poll Pad, or a device that can access MVP to look up voters in line to ensure that they are at the correct polling location.
- If the line is caused by a long ballot or long questions on the ballot, be sure to have extra sample ballots available to pass out to voters in line. The more prepared they are when they get to the voting machine, the quicker you will be able to process them.

FULTON COUNTY

OFFICIAL ABSENTEE/PROVISIONAL/CHALLENGED BALLOT

OFFICIAL GENERAL MUNICIPAL ELECTION BALLOT
OF THE STATE OF GEORGIA
NOVEMBER 5, 2013

To vote, mark the Oval (●) next to the candidate of your choice. To vote for a person whose name is not on the ballot, manually WRITE his or her name in the write-in section and mark the Oval (●) next to the write-in section. If you choose to vote FOR/AGAINST/IN-CHOICE QUESTION, mark the corresponding Oval (●). Use only blue or black pen or pencil. Do not vote for more candidates than the number allowed for each specific office. Do not cross out or erase. If you erase or make other marks on the ballot or tear the ballot, your vote may not count. If you change your mind or make a mistake, you may secure the ballot by writing "no longer voting" across the face of the ballot and return envelope. You may then call the poll station and return to your county board of registrars, and you will be issued another official absentee ballot. Alternatively, you may surrender the ballot to the poll manager of an early voting site within your county or the precinct to which you are assigned. You will then be permitted to vote in person.

*Unauthorized alteration of this ballot or any other document used in this election is a crime under Georgia law. (Ga. Code Ann. § 21-2-201) and 21-2-202.

CITY OF ATLANTA For Mayor (Vote for One) <input type="radio"/> AL BARTLETT <input type="radio"/> FRASER DUKE <input type="radio"/> KASIN REED (Resigned) <input type="radio"/> GLENN S. WRIGHTSON <input type="radio"/> Write-in	For City Council Member Post 1, At Large (Vote for One) <input type="radio"/> MICHAEL JULIAN BOND (Resigned) <input type="radio"/> Write-in For City Council Member Post 2, At Large (Vote for One) <input type="radio"/> MARY MORFITT (Resigned) <input type="radio"/> MARION WATSON (Resigned) <input type="radio"/> Write-in For City Council Member Post 3, At Large (Vote for One) <input type="radio"/> ANDRE DICKENS (Resigned) <input type="radio"/> H. LAMAR WILLIS (Resigned) <input type="radio"/> Write-in	For City Council Member District 1 (Vote for One) <input type="radio"/> BILL POWELL (Resigned) <input type="radio"/> CARLA SMITH (Resigned) <input type="radio"/> ROBERT WILSH (Resigned) <input type="radio"/> Write-in For City Council Member District 2 (Vote for One) <input type="radio"/> KWANDA HALL (Resigned) <input type="radio"/> Write-in
--	---	---

TURN BALLOT OVER TO CONTINUE VOTING

EB0007 Ball 1 8/26/13 10:14 AM FOR/AGAINST/IN-CHOICE QUESTION

Voting

Voting Booth and Enclosed Space

O.C.G.A. § 21-2-410

If any elector, before or after entering the voting booth, shall ask for instructions concerning the manner of voting, a poll officer may give such elector such instructions; but no person giving an elector such instructions shall in any manner request, suggest, or seek to persuade or induce any such elector to vote any particular ticket or for any particular candidate or for or against any particular question. After giving such instructions and before the elector closes the booth or votes, the poll officer shall retire and the elector shall immediately vote.

Voting

Voting Booth and Enclosed Space

O.C.G.A. § 21-2-413(f)

All persons except poll officers, poll watchers, persons in the course of voting and such persons' children under 18 years of age or any child who is 12 years of age or younger accompanying such persons, persons lawfully giving assistance to electors, duly authorized investigators of the State Election Board, and peace officers when necessary for the preservation of order, must remain outside the enclosed space during the progress of the voting. Notwithstanding any other provision of this chapter, any elector shall be permitted to be accompanied into the enclosed area and into a voting compartment or voting machine booth while voting by such elector's child or children under 18 years of age or any child who is 12 years of age or younger unless the poll manager or an assistant manager determines in his or her sole discretion that such child or children are causing a disturbance or are interfering with the conduct of voting. Children accompanying an elector in the enclosed space pursuant to this subsection shall not in any manner handle any ballot nor operate any function of the voting equipment under any circumstances.

Voting

Voter Certificate Process

- All voters must complete the Voter's Certificate. The voter will provide a valid ID at the Poll Pad station to conduct a search for locate the voter's record
- The voter certificate is completed electronically on the Poll Pad
- The voter will confirm their name, date of birth and address
- The voter will select the party ballot of their choice, if a primary, and review and sign the oath
- If the voter has a physical disability, which prohibits the voter from being able to write and/or sign his or her name, the poll officer should assist the voter
- If the voter requests assistance, the Assistant box on the Poll Pad should be checked and the information entered
- The poll worker will initial when confirming the completion of the certificate by the voter and that they have issued the ballot to the voter with the encoding of the voter card

Voting

Providing Acceptable IDs

O.C.G.A. § § 21-2-417 and 21-2-267

- Except as noted below, all voters are required to present proper identification to a poll worker at or prior to completion of a voter's certificate at any polling place and before the voter is admitted to the enclosed space of the polling place
- The enclosed space is that area where a guardrail or barrier is constructed and placed so that only such persons that are inside the rail or barrier can approach within six feet of the ballot box, the touchscreen units, and all voting stations

Voting

Providing Acceptable IDs

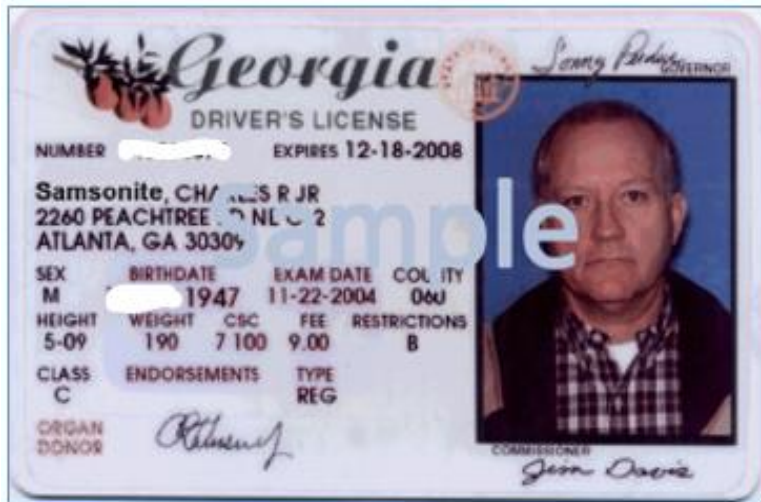
Proper identification shall consist of any one of the following:

1. A Georgia driver's license which was properly issued by the appropriate state agency;
2. A valid Georgia voter identification card or other valid identification card issued by a branch, department, agency, or entity of the State of Georgia, any other state, or the United States authorized by law to issue personal identification, provided that such identification card contains a photograph of the voter;
3. A valid United States passport;
4. A valid employee identification card containing a photograph of the voter and issued by any branch, department, agency, or entity of the United States government, this state or any county, municipality, board, authority, or other entity of this state;
5. A valid United States military identification card, provided that such identification card contains a photograph of the voter; or
6. A valid tribal identification card containing a photograph of the voter.

Voting

Acceptable IDs

Examples of Proper Voter Identification



Georgia Driver's License
Current or Expired are accepted



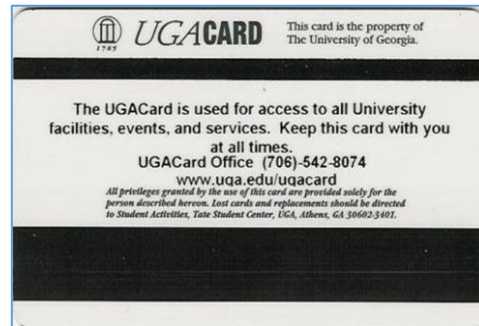
Georgia Voter ID card with
current information and photo



NOTE: Out of state licenses must be current. The card cannot be expired.

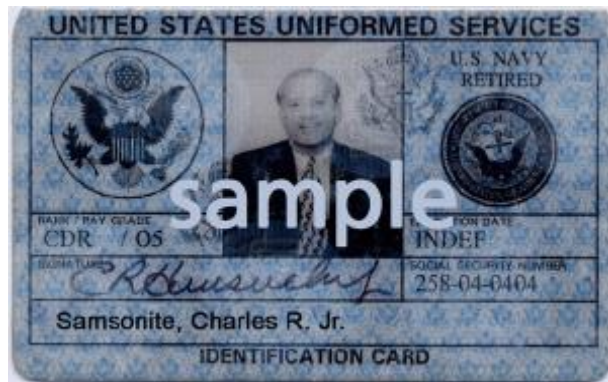
Voting

Acceptable IDs

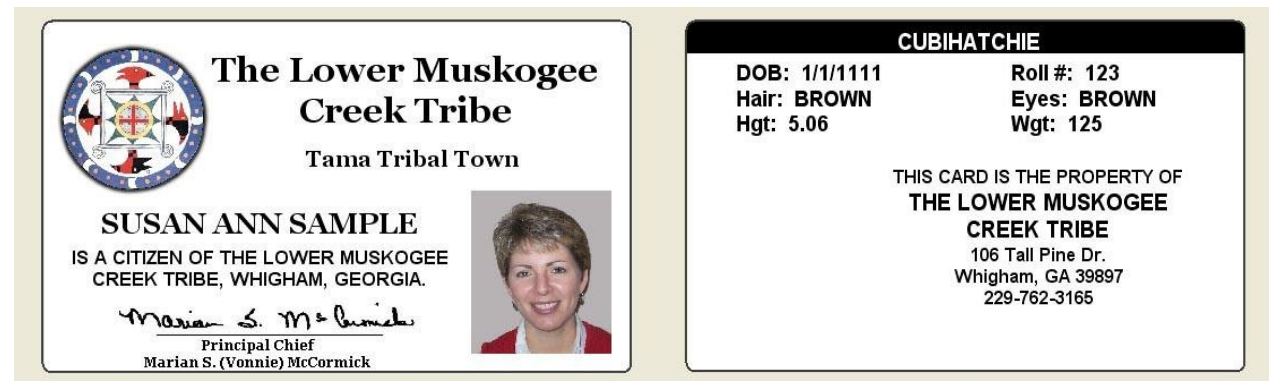


State of Georgia University System IDs with photo

Current passport or passport card



Valid Military ID



Tribal ID with picture

Voting

Acceptable IDs - Government IDs



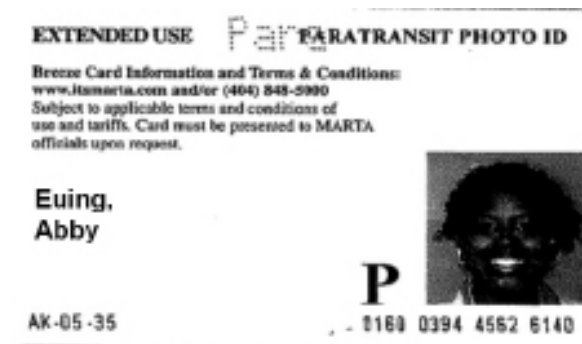
State of Georgia University System IDs with photo



State Agency



Voter ID



Transit ID

Voting

Providing IDs - IDR Voter

- If the voter is listed on the Poll Pad as an IDR voter, additional forms of identification can be provided (HAVA IDs)
- These forms of ID must list the name and address of the voter
 - Utility Bill
 - Bank Statement
 - Government Check
 - Paycheck
 - Government document
- The voter can also provide any of the previous listed photo IDs

Electors List

Three Lists at Polling Place

There are three separate lists of voters at each polling location

- **Poll Pad** - Poll Pad digitally stores registered voter information for each county in Georgia. Poll Pads allows you to search for voters and check their eligibility for the election. If they have not voted during Advanced in Person or by Absentee by Mail, they are issued a voter card to vote. The voter inserts the card into the Touchscreen, makes their selections and prints their ballot and then after reviewing their ballot, inserts it into the Polling Place Scanner to cast their vote. The voter is added to the Numbered List of Voters.
- **Supplemental List** - The supplemental list contains the voters that met the Voter Registration deadline, but did not meet the deadline for the Poll Pad upload. Anyone that is not on the Poll Pad but is on the supplemental list is allowed to vote on the Touchscreen unit. These voters do not need to vote provisionally. A voter card is manually created for these voters.
- **Paper Back Up List** - The paper back up list is a list of all the electors in your precinct. If your polling place loses power or your Poll Pads stop working for some reason, you do not have to stop processing voters. This is what the paper list is for.

Electors List

Poll Pad Processing – Cancel a Check-In and Spoil a Ballot

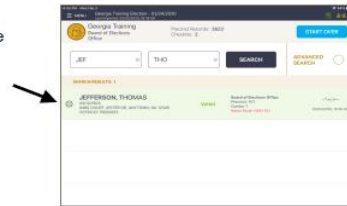


How to Cancel a Check-In and/or Spoil a Ballot (Election Day Only)

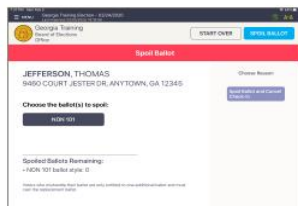
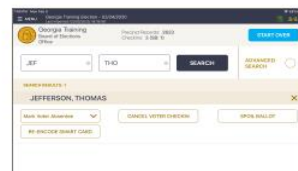
Use: Poll worker needs to Spoil a Ballot and Re-encode a Voter Card for a voter

Search for the voter and tap the Settings Gear next to the voter's name.

Enter the Extra Functions Passcode and tap **DONE**.



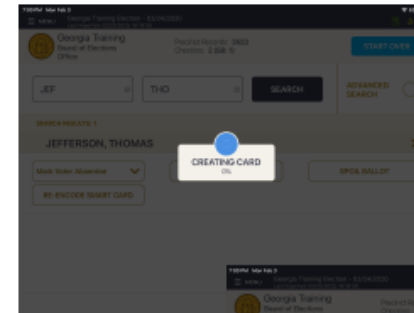
Select **SPOIL BALLOT** option from the dropdown menu.



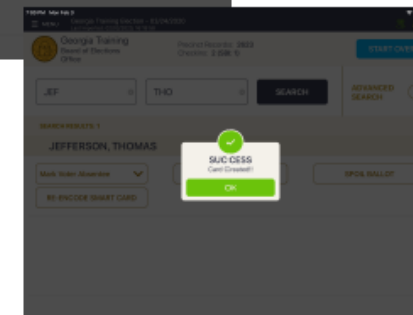
Select Ballot Style, Reason, and tap **Spoil Ballot** button.



Search voter's record and select **Re-Encode Smart Card**. **This must happen on the same Poll Pad the voter first used when Checking In.**



When the card has successfully been re-encoded the green **Success** box will pop-up.



Electors List

Poll Pad Processing – Cancel a Check-In



How to Cancel a Check-In and/or Spoil a Ballot (Election Day Only)

Use: Poll worker needs to Cancel a Voter's Check-In

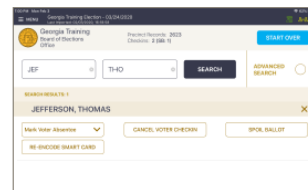
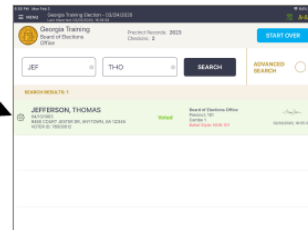
Important: When cancelling a Voter's Check-In the poll worker may also select **Spoil a Ballot** if necessary. To spoil a ballot and cancel a check-in select **YES**, Spoil a Ballot and follow the Spoil Ballot procedures first. If there is no ballot to spoil, select **NO** and proceed with the following steps:

Search for the voter and tap the Settings Gear next to the voter's name

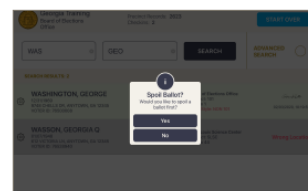
Enter the Extra Functions Passcode and tap **DONE**



Select **Cancel Voter Check-In** from dropdown menu.



Select **Yes** or **No** to spoil voter's ballot (Follow Spoil Ballot Procedures)



Step 1: Poll Worker Name and Reason

Cancel Voter Check-In

Joe Pollworker

Poll Worker Name

Documentation

OTHER

NEXT

To document the Canceled Check-In, select the reason from the dropdown menu, type the poll worker name, and provide any additional details. Note: selecting **Other** requires additional information. When complete, tap **NEXT**

To complete the cancellation process, the poll worker signs the cancellation record and taps **SUBMIT**.

Cancel Voter Check-In

Submit

Voter Information: Jefferson, Thomas - GA/157903
9450 COURT JESTER DR, ANYTOWN, GA 12345
Cancellation Reason: Other

Details: Documentation

Clear Signature

Electors List

Poll Pad Processing – Encode A Voter Card



How to Encode a Voter Card Without Processing a Voter (Election Day - Encoder Only Option)

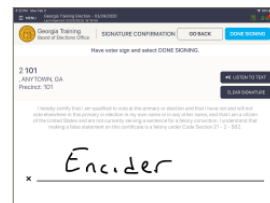
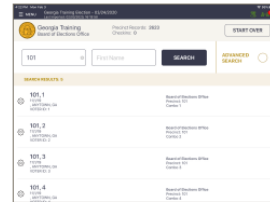
Use: Poll worker needs to create a Voter Card without processing a specific voter on the Poll Pad.

In the Last Name field enter the Precinct name or number used during advanced voting. Select the correct Precinct & Combo record from the list.



Tap **ACCEPT** in upper Right corner

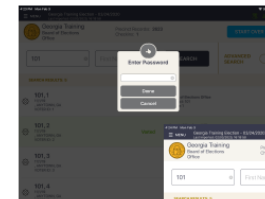
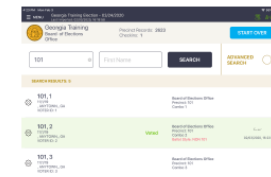
Have the poll worker print "Encoder" on the signature line and initial in the **Poll Officer Initials** box on the voter and poll officer confirmation pages



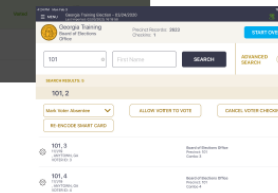
Tap the **Create Card** button (If the voter requests an Audio Ballot select AVS)



To encode additional cards for "used" (green) Precinct-Combo: Look up the record and tap the Settings Gear on the left side.



Enter the Extra Functions Passcode and select **Re-encode Smart Card**



Important:

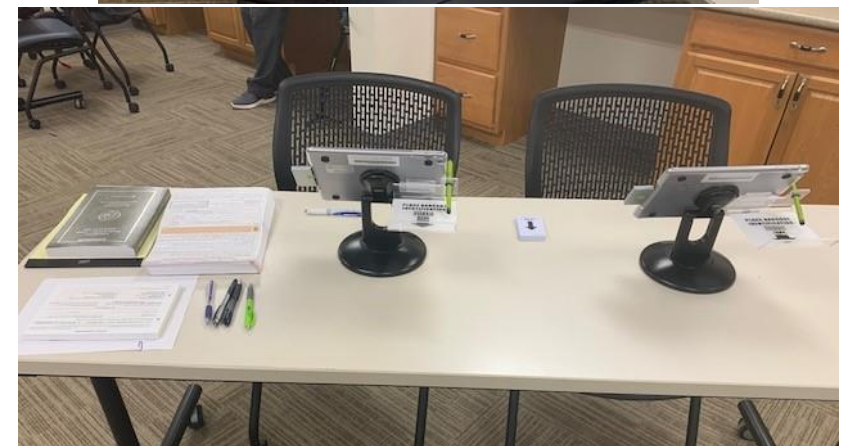
- If the voter requires an Audio Ballot and the record has already been used, Cancel the Check-in (without Spoiling a Ballot) and follow the steps above.
- If the record was used as an Audio Ballot and the voter requests a Regular Ballot, Cancel the Check-in (without Spoiling a Ballot) and follow the steps above.
- If a record has been used on a Poll Pad, subsequent cards must be encoded on the same Poll Pad using the **Re-encode Smart Card** option.

Election Day

Polling Place Stations

Poll Pad Station

- At this station
 - The voter is searched in the Poll Pad using the voter's ID by scanning or manually entering the voter's name
 - If found, the voter certificate process is started
 - If the voter cannot be verified as eligible to vote, the voter should be escorted to the Provisional Ballot Station
 - Voter completes the electronic voter certificate
 - A voter card is encoded with the ballot and given to the voter
 - The voter's name is electronically added to the Numbered List of Voters
 - The voter is then directed to the Touchscreen and Printer Station

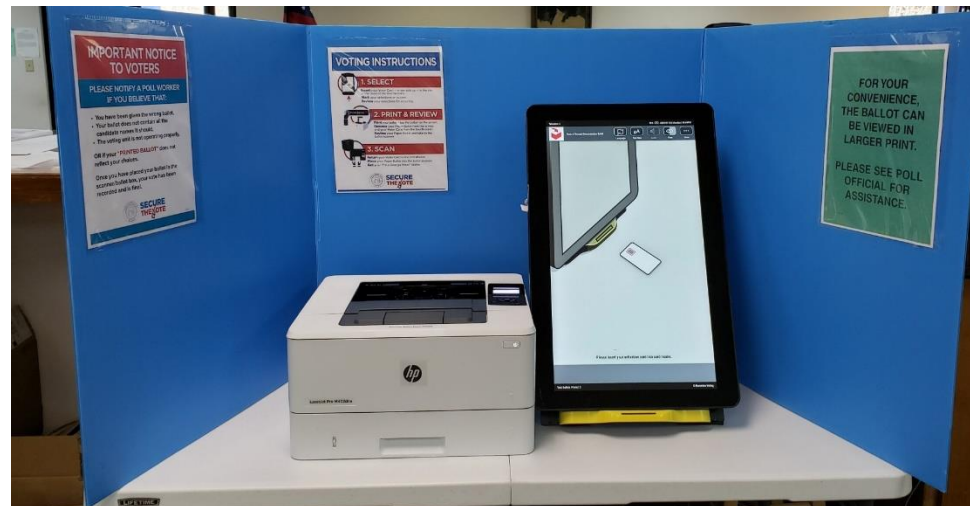


Election Day

Polling Place Stations

Touchscreen and Printer Station

- At this station
 - The voter will insert the voter card into the Touchscreen
 - Make their selections for each election
 - Review their ballot selections on the screen and print their ballot
 - The voter will then review their printed ballot
 - Then the voter will take the paper ballot along with the voter card and advance to the Polling Place Scanner station



Election Day

Polling Place Stations

Polling Place Scanner Station

- At this station,
 - Voter returns voter card
 - Voter is reminded to review their ballot
 - The voter will cast their ballot by inserting into the scanner
 - The screen will confirm that their ballot was cast



Voter Exits the Enclosed Space

- Voter receives their “I’m a Georgia Voter I SECURED MY VOTE” sticker
- Be sure to thank them for voting



Closing of Polls Time

- At 7:00 PM, the Poll Manager publicly declares, “The poll is closed.”
- Any voters in line at 7:00 PM must be allowed to vote
- Position a Poll Officer at the end of the line to ensure that anyone arriving after 7:00 PM is NOT allowed to vote
- Poll hours could be extended upon court order. Your County Office will notify your Poll Manager if this occurs.
 - Note: Municipal elections for the City of Atlanta have different hours, pursuant to O.C.G.A. § 21-2-403



Closing of Polls

Closing Equipment, Form Completion and Packing Up

- All duties must be performed in full view of the public
- Potential voters may watch but are not allowed to enter the enclosed space or interfere when preparations for opening the polls are in progress
- At no time are the doors to the polling place to be locked so as to exclude any member of the public from viewing the pre-election preparation, conduct of the election, or the closeout procedures
 - One Poll Official reads the instructions
 - One Poll Official follows the instructions as read to them
 - One Poll Official records the necessary information on the forms

Closing of Polls

Poll Pad Closing Quick Start Guide

Closing Checklist

- ☐ Record voter check-in and summary report
Information on Poll Pad Recap
- ☐ Power off Poll Pad
- ☐ Remove ID tray from back of Poll Pad. Return ID tray
and stylus to case
- ☐ Unplug Poll Pad
- ☐ Return Poll Pad cord & USB power brick to case
- ☐ Remove Encoder from Poll Pad & return to case
- ☐ Remove Poll Pad/Stand Arm from Base
(Leave stand arm attached)
- ☐ Return base to case
- ☐ Verify the numbers on the Poll Pad & case match
- ☐ Return Poll Pad to case

10:54 AM Wed Dec 11
MENU Georgia Training Election - 11/05/2019
Last Imported: 12/05/2019, 17:03:23

Georgia Training
Board of Elections
Office

SUMMARY REPORT

HOME

SUMMARY ABSENTEE ALL VOTERS CHECK-INS PROVISIONAL REGISTRATIONS

Check-ins	Parties
Check-ins: 12 Provisional: 0 Spoiled: 0 Cancelled: 5 Registrations: 0	Democratic: 5 Nonpartisan: 5 Republican: 2 No Party: 0

CONFIGURE

CLOSING THE POLLS ON THE ICX-BMD

1

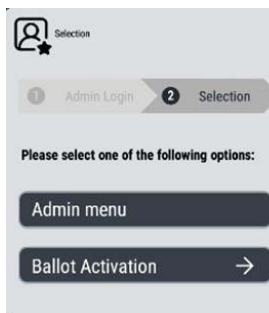
Insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet.

Enter the Poll Worker PIN then press the **Login** button.



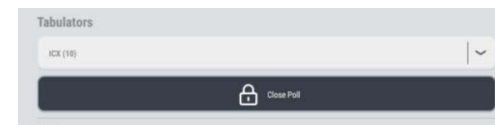
2

Press the **Admin menu** button.



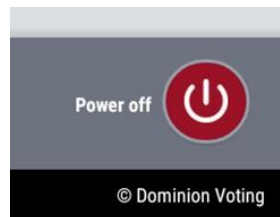
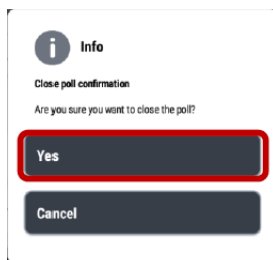
3

Press the **Close Poll** button.



4

Press the **Yes** button to confirm closing the poll then press the **Power off** button located in the bottom right corner of the screen.



5

Press the power button on the front of the BMD printer to turn the printer off.

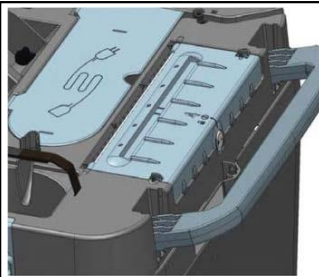


6

Power down the UPS unit:

- Press the power button.
- Press the UP arrow button.
- Press the Enter button.
- Press the DOWN arrow button.
- Press the Enter button.
- The LCD screen should now go off indicating that the UPS has been powered down.

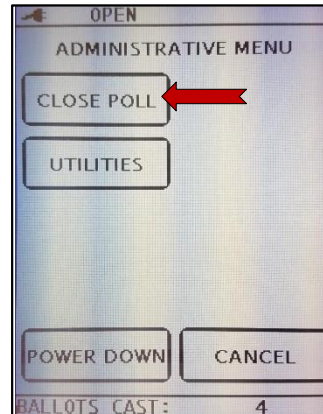
CLOSING THE POLL



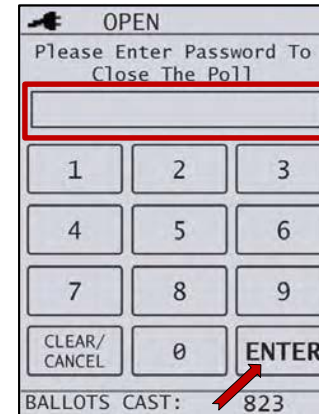
1 Check the Auxiliary Compartment of the ballot box and scan the ballots if any.



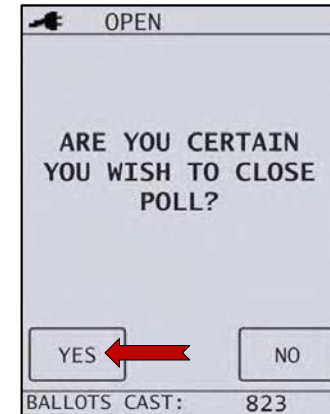
2 Press the Security Key onto iButton reader on the ICP.



3 Press **CLOSE POLL**.



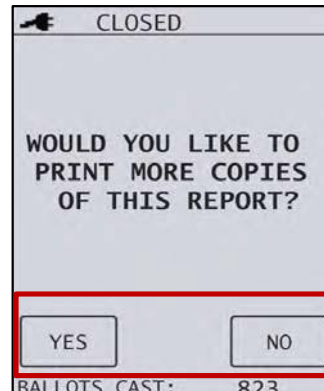
4 Enter the password then press **ENTER**.



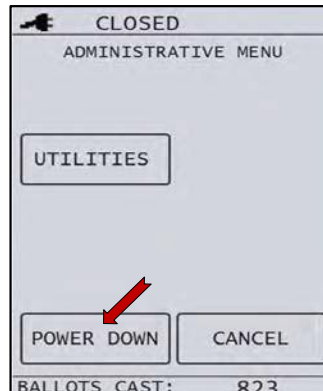
5 Press **YES** to proceed.



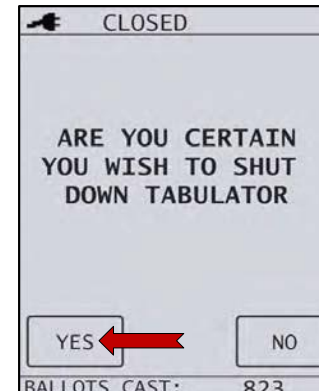
6 Three copies of the Results Tape will now print.



7 Press **NO** to continue or **YES** if you need more copies.



8 Press **POWER DOWN**.



9 Press **YES** to proceed.



10 When the tabulator is fully powered down, unplug the tabulator power cord.

Polling Place Forms

Closing the Polls

Security Verification Form – Touchscreen & Printer

- Confirm unit number of Touchscreens
- When the polls close, the Poll Manager will verify the seals are intact. A checkmark should be placed in the close the polls column. The closing case serial numbers should be recorded.
- The form must be signed and dated by the Poll manager and two witnesses.

[illegible]

Polling Place Forms

Closing the Polls

Ballot Recap Sheet

- Confirm unit number
- Record Closing Count Number of each unit
- Section A: Totals the number of ballots issued and printed on each BMD.
- Section B: Totals the ballots cast on each scanner.
- Section C: Totals the number of issued ballots, casted ballots, and poll pad check-ins.
- The form must be signed and dated by the Poll manager and two witnesses.

ELECTION: (Check One) ☐ General ☐ Primary ☐ Runoff ☐ Special ☐ Presidential Preference Primary

USE BALLPOINT PEN
Beer Down - You Are Making Three Copies

WHITE sheet to Secretary of State
PINK sheet to Clerk of Superior Court/City Clerk
YELLOW sheet to Superintendent
RED/BLACK sheet to Registrar

DATE OF ELECTION _____ TIME LAST VOTER VOTED _____
PRECINCT _____ COUNTY/MUNICIPALITY _____

BALLOT RECAP SHEET

SECTION A: BALLOT MARKING DEVICE (BMD)

	TOUCHSCREEN SERIAL NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PRINTED AT CLOSING
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
	TOTAL BALLOTS PRINTED (a)		

	TOUCHSCREEN UNIT NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PRINTED AT CLOSING
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
	TOTAL BALLOTS PRINTED (a)		

a) BALLOTS PRINTED ON BMD (Add totals from above two columns) a) _____
b) EMERGENCY BALLOTS ISSUED (If any) b) _____
c) TOTAL BALLOTS ISSUED (add a + b) c) _____
d) BALLOTS SPOILED (From Spoiled Ballot Log) d) _____
e) TOTAL BALLOTS ISSUED & CAST (c + d) e) _____

SECTION B: SCANNER

f) SCANNER Serial # _____ BALLOTS CAST (From Tape) _____
SCANNER Serial # _____ BALLOTS CAST (From Tape) _____
TOTAL TAPES f) _____
g) UNSCANNED BALLOTS FROM EMERGENCY BIN (If any) g) _____
h) TOTAL BALLOTS CAST ON SCANNER (f + g) h) _____

SECTION C: GRAND TOTALS - NUMBER OF PERSONS VOTING (all totals 1- 3 should match)

	TOTAL
1. TOTAL BALLOTS ISSUED & CAST - SECTION A (a)	
2. TOTAL BALLOTS CAST ON SCANNER - SECTION B (h)	
3. POLL PAD CHECKING + SUPPLEMENTAL VOTERS From Poll Pad Recap - Line F	

Poll Manager and both Assistant Managers must sign.

Poll Manager _____ Assistant Manager _____ Assistant Manager _____

Polling Place Forms

Closing the Polls

Poll Pad Recap Sheet

- From one Poll Pad,
 - Record Closing Time
 - Tap on the Menu icon at the top left of the Poll Pad screen
 - Tap on the Summary Report on the screen
 - Record the check-ins from the Summary Report on the recap sheet
- Record the number of Spoiled and Unaccompanied Ballots on the recap sheet
- Complete the oath and signatures
- Return the Poll Pad and attachments to the Poll Pad cases and seal
- Record and confirm unit number and seals of Poll Pads
- If the numbers in sections A through I do not match or balance as expected, an explanation must be attached.

Poll Pad Recap Sheet

USE BALL POINT PEN
 Bear down - You Are Making Three Copies
 WHITE Sheet to Secretary of State
 YELLOW Sheet to Election Superintendent
 PINK Sheet to Clerk of Superior Court

Election Date: _____ Precinct Name: _____

Case Serial # _____ Unit # _____ Opening Seal # _____ Closing Seal # _____
 Case Serial # _____ Unit # _____ Opening Seal # _____ Closing Seal # _____
 Case Serial # _____ Unit # _____ Opening Seal # _____ Closing Seal # _____
 Case Serial # _____ Unit # _____ Opening Seal # _____ Closing Seal # _____

The List of Electors for the precinct listed above and contained on these Poll Pad units has been reviewed by the _____ County Registrar's office and has been found to be correct.
 Signature: _____ Date: _____ Signature: _____ Date: _____

FOR USE ON ELECTION DAY BY POLL WORKERS: Use Only One Poll Pad Unit To Complete This Section

	Opening	Closing
A. Time		
B. Total number shown on Poll Pad Check-In (B and C should be the same)	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____
C. Total number of voters marked on the Supplemental Elector's List		
D. Total number shown on Supplemental Numbered List (D and E should be the same)	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____
E. Voters marked on Poll Pad + Voters marked on Supplemental Numbered List (Add Closing B + Closing C) (Enter this number on the Polling Place Scanner Recap, Section D, Number 2)		
F. Poll Pad Check-In + Supplemental Numbered List (Add Closing C + Closing E) (Enter this number on the Polling Place Scanner Recap, Section D, Number 3)		
G. Spoiled Ballot Count:		
H. Re-Issued Voter Cards:		
Comments: (If the numbers above do not match or balance as expected, please explain.) _____ _____ _____		

We, the undersigned Managers, hereby certify that the above is a true and correct account on this _____ day of _____, 2 _____

Poll Manager Signature: _____
 Assistant Manager Signature: _____ Assistant Manager Signature: _____

Poll Pad Recap-19

Polling Place Forms

Closing the Polls

Spoiled and Unaccompanied Ballot Recap Sheet

- Confirm spoiled and unaccompanied ballots are documented on the form
- Total Spoiled Ballots
- Total Unaccompanied Ballots
- Record the totals on the Poll Pad Recap

SPOILED AND UNACCOMPANIED BALLOT RECAP SHEET					
Date: _____		Election Day Location: _____			
		Advanced In Person Location: _____			
Date	Precinct	Combo	Spoiled Ballot Reason	Unaccompanied Ballots	Initials of Poll Official
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
			<input type="checkbox"/> Voter Requested to change Selections <input type="checkbox"/> Printer Error <input type="checkbox"/> Scanner Error <input type="checkbox"/> Touchscreen Error <input type="checkbox"/> Other Reason: _____		
Total Spoiled: _____				Total Unaccompanied Ballots: _____	
Poll Manager: _____					
Poll Official: _____					
Poll Official: _____					

SP/Ballot Recap Sheet-20

Polling Place Forms

Closing the Polls

Provisional Ballot Recap Sheet

- After the polls are officially closed, empty the provisional ballot secured ballot box or bag and count the ballots
- Confirm or record polling place and election information on top of form.
- Section 1 – Record Number of Persons Voting information
 - Total Voter Certificates
 - Number of Names on Provisional Numbered List of Voters
 - Total Ballot Stubs
 - Total Spoiled Ballots
- Section II – Record totals of unused provisional ballots provided
- Section III – Total Ballot Recap
 - Total Provisional Ballots Cast
 - Total Spoiled Ballots plus Total Unused Ballots plus Total Provisional Ballots Cast
- If form does not balance, explain in area provided
- The form must be signed and dated by the Poll manager and two witnesses.

USE BALL POINT PEN

ELECTION: ☐ Presidential Preference Primary ☐ Nonpartisan
☐ (Check One) ☐ Primary ☐ Runoff
☐ General ☐ Special

DATE OF ELECTION _____

COUNTY / MUNICIPALITY _____

PRECINCT _____

WHITE COPY TO SECRETARY OF STATE
 PINK COPY TO CLERK OF SUPERIOR COURT / CITY CLERK
 YELLOW COPY TO SUPERINTENDENT
 GOLDENROD COPY TO BE POSTED AT PRECINCT

SEAL NUMBER at pick-up: _____

SEAL NUMBER at delivery: _____

PROVISIONAL / CHALLENGED BALLOT RECAP

SECTION I NUMBER OF PERSONS VOTING		SECTION II UNUSED BALLOT RECAP		SECTION III TOTAL BALLOT RECAP																																																																																																																									
* Total number of provisional voter certificates in binders: <input type="text"/> A		* Total number of ALL UNUSED Provisional Ballots NOTE: For each District Combo (DC) # listed subtract the first ballot stub number from the last ballot stub number and add 1; enter sum of all subtotals in box E. Unused DEMOCRAT Ballots <table border="1"> <thead> <tr> <th>DC#</th> <th>Last stub</th> <th>First stub</th> <th>Add 1</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> </tbody> </table> Unused REPUBLICAN Ballots <table border="1"> <thead> <tr> <th>DC#</th> <th>Last stub</th> <th>First stub</th> <th>Add 1</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> </tbody> </table> Unused NONPARTISAN/SPECIAL Ballots <table border="1"> <thead> <tr> <th>DC#</th> <th>Last stub</th> <th>First stub</th> <th>Add 1</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td>+ 1</td><td> </td></tr> </tbody> </table> Total sum of ALL UNUSED Provisional Ballots: <input type="text"/> E		DC#	Last stub	First stub	Add 1	Subtotal				+ 1					+ 1					+ 1					+ 1					+ 1					+ 1					+ 1		DC#	Last stub	First stub	Add 1	Subtotal				+ 1					+ 1					+ 1					+ 1					+ 1					+ 1					+ 1		DC#	Last stub	First stub	Add 1	Subtotal				+ 1					+ 1					+ 1					+ 1					+ 1					+ 1					+ 1		* Total number of provisional Ballots Cast: <input type="text"/> F NOTE: Box F should match the total number of ballot envelopes containing cast Provisional / Challenged ballots, located in the ballot box. * Total sum from box D, E, & F: <input type="text"/> G * Total Number of Provisional Ballots Received from Superintendent: <input type="text"/> H NOTE: Box G should equal H; if not equal, re-count and/or check for errors. If second count or correction of error(s) does not correct the count, record difference here and explain below where indicated: <input type="text"/>	
DC#	Last stub	First stub	Add 1	Subtotal																																																																																																																									
			+ 1																																																																																																																										
			+ 1																																																																																																																										
			+ 1																																																																																																																										
			+ 1																																																																																																																										
			+ 1																																																																																																																										
			+ 1																																																																																																																										
			+ 1																																																																																																																										
DC#	Last stub	First stub	Add 1	Subtotal																																																																																																																									
			+ 1																																																																																																																										
			+ 1																																																																																																																										
			+ 1																																																																																																																										
			+ 1																																																																																																																										
			+ 1																																																																																																																										
			+ 1																																																																																																																										
			+ 1																																																																																																																										
DC#	Last stub	First stub	Add 1	Subtotal																																																																																																																									
			+ 1																																																																																																																										
			+ 1																																																																																																																										
			+ 1																																																																																																																										
			+ 1																																																																																																																										
			+ 1																																																																																																																										
			+ 1																																																																																																																										
			+ 1																																																																																																																										
* Total number of names on Provisional Ballot Numbered List of Voters: <input type="text"/> B NOTE: Boxes A and B should be the same; if not, re-count and/or look for errors.		* Total number of used Provisional Ballot Stubs: <input type="text"/> C		* Total number of Spoiled Provisional Ballots: <input type="text"/> D Subtract D from C. It should equal box F in Section III.																																																																																																																									

Explain difference: _____

We, the undersigned Managers, hereby certify that the above is a true and correct accounting on this the _____ day of _____, 20____.

Manager

Assistant Manager

Assistant Manager

Polling Place Forms

Closing the Polls

Chain of Custody Form – Transfer of Election Results from Polling Place/AIP

- This form is used to account for transporting ballots from the Polling places.
- Each field on the form must be completed for transport.
- The poll officers transporting the ballots must sign and date the surrender by field.
- The person receiving the ballots must sign and list the time the ballots were received.
- Confirms the number of memory cards being transferred.
- Confirm the number of voted ballots being transferred.
- List any discrepancies in the notes space provided.
- See SEB Rule 183-1-12-.06

Chain of Custody Form Transfer of Election Results from Polling Place/AIP			
Election: _____		Election: _____	
Election Date: _____		Election Date: _____	
Location: _____		Location: _____	
Advance Voting: <input type="checkbox"/> Election Day: <input type="checkbox"/>		Advance Voting: <input type="checkbox"/> Election Day: <input type="checkbox"/>	
Polling Place Scanner #: _____		Polling Place Scanner #: _____	
Number of Memory Card(s): _____		Number of Memory Card(s): _____	
Number of Voted Ballots: _____		Number of Voted Ballots: _____	
Date: _____	Surrendered by: (Print) _____	Signature: _____	
Time: _____	Received by: (Print) _____	Signature: _____	
Date: _____	Surrendered by: (Print) _____	Signature: _____	
Time: _____	Received by: (Print) _____	Signature: _____	
Date: _____	Surrendered by: (Print) _____	Signature: _____	
Time: _____	Received by: (Print) _____	Signature: _____	
Date: _____	Surrendered by: (Print) _____	Signature: _____	
Time: _____	Received by: (Print) _____	Signature: _____	
NOTES: _____ _____ _____ _____			

Closing the Polls

Posting on the Door

- At the close of polls the following must be posted on the door:
 - One set of tapes from the Polling Place Scanner
 - Yellow copy of the Provisional Ballot Recap Sheet



Closing the Polls

Reminders

- Remember that the memory cards, electors list, ballots, provisional bag and any other documents and supplies required of your county office
- Make sure you record what time the last voter voted on the recap sheet
- Remember to post the results tape and the yellow copy of the Provisional/Challenged Recap sheet on the polling place door
 - Even if the recap of the Provisional/Challenged is zero, you need to record that and post the yellow copy
- Remember to take the Poll worker memory card out of each Polling Place Scanner to return with recap sheets and other items as determined by your county office
- Make sure all machines are sealed at the end of the day
- Review checklist provided by the County Office for all items to be returned



Thank you for your service to
the voters of your county.
We could not do this without
you.

