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Georgia needs YOU

POLL WORKER RESOURCES

ACLU Georgia

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HIRING PROCESS

Requirements

In the midst of a global pandemic, Georgia faces a massive shortage of poll workers, especially in our most populous counties and city centers. Our state needs more Georgians to serve as poll workers. To become a poll worker, one must meet four requirements:

- Be a U.S. citizen
- Be at least 16 years of age
- Be a resident or employee of the county in which you would like to be a poll worker (with one exception, see the footnote below)[1]
- Be able to read, write, and speak the English language

To learn more about the requirements to become a poll worker, please watch this video from the Georgia Secretary of State's Office.

Outside of these requirements, counties are especially interested in poll workers who encompass the following:

- Younger Georgians who are at lower risk of COVID-19 complications
- Lawyers committed to understanding the ins and outs of election law and administration
- Tech-savvy individuals to help keep the electronic voter machines up and running
- Passionate people who care about improving the state of democracy

Becoming a Poll Worker

Once you submit this interest form, the ACLU of Georgia will be in touch to help you sign up, train, and get scheduled with your county of residence to work the polls in Georgia. If you have any questions, please contact us at voting@acluga.org! The ACLU of Georgia cannot guarantee placement as a poll worker, but we will work to ensure a smooth training and selection process.

You can also apply to be a poll worker on the Georgia Secretary of State's website or by contacting your County Elections Office. You can find the contact information for any county elections office here.

Most counties will begin notifying selected poll workers in mid-September. Please make sure to submit any applications or forms you have been asked to complete as soon as possible. Please complete everything in a timely manner as there will be training prior to the election that you will need to complete with your respective county.

[1] According to SB 202, page 19, "(2) A poll officer may be allowed to serve in a county that adjoins the county in which such poll officer resides if, in the discretion of the election superintendent of the county in which such person resides, the waiver of such county residency or county employment requirements of paragraph (1) of this subsection do not impair the ability of the county to provide adequate staff for the performance of election duties under this chapter and if, in the discretion of the county election superintendent in which such person wishes to serve, sufficient need for more poll officers exists."

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WHAT TO KNOW BEFORE ELECTION DAY

Before Election Day, it's important to keep in mind some helpful tips and reminders. The information that follows will go into more depth on many of these points, but here are some general takeaways to aid you in what you should know before the big day.

Follow Up

- Follow up with your county if you have not heard back from them within a week. This is to ensure that you have been placed as a poll worker. Double-checking is an important step to make sure everything is in order and nothing was lost in the shuffle.

Make Arrangements

- If applicable, make arrangements for work well in advance. Your place of work should be aware that you will not be reachable on Election Day. Additionally, if applicable, make arrangements for childcare and petcare for a two day period. Expect to stay until at least midnight on Election Day. Many companies have started offering Election day off without needing to take paid time off, so make sure to inquire if your company offers this

Train

- Training as a poll worker is mandatory and more information can be found in the Training Section of the Master Document. Be sure to review your county materials thoroughly. Supplement your county training with the resources on the Secretary of State's website. Familiarize yourself with the ballot, a sample ballot can be found on your My Voter Page. Attend any "optional" site set up or trial run meetings. This will help you become familiar with the facility set up and the voting processes before Election Day.
  - Depending on the county and election, poll worker training may be paid. Contact your county's election office for more details.

Vote Early

- Since you will be working the entire time the polls are open, you will not have a chance to visit your precinct and vote on the day of the election. This is why it is necessary to make a plan to vote early. Request and return your absentee ballot or vote early, in person. Voting early will also help you become familiar with the voting process!

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COVID Precautions

- Safety measures depend on which county you're in. It is important to remember that you are assuming some risk by working in person. Masks are no longer required for an individual to vote and you, as a poll official, cannot force a voter to wear a mask. If a voter is not wearing a mask, you may politely offer them a mask and ask if they are willing to use it. If they say no, they must still be able to vote. You can spray everything they touch with disinfectant after they leave.

Payment

- You do get paid as a poll worker, but compensation rates may vary by county. Payment also varies depending on the position you hold as a poll official, but you should find out what you will be paid prior to election day. Discuss any questions with your Poll Manager or local county elections office.

Pack and come prepared

- More on what to bring can be found in the Election Day "What to Wear/Bring" section of this Master Document.

General information to know about election proceedings:

Poll Watcher vs Poll Observer

- Poll watchers are registered with county political parties, allowed into enclosed space, and wear tags; poll observers are nonpartisan individuals who can observe the election from publicly accessible places, and cannot go into enclosed space.

ID

- Voters are required to show ID to vote. Acceptable forms of ID are as follows:
  - Any valid state or federal government-issued photo ID, including a free ID card issued by your county registrar's office or the Georgia Department of Driver Services.
  - A Georgia driver's license, even if expired
  - Student ID from a Georgia public College or University
  - Valid employee photo ID from any branch, department, agency, or entity of the U.S. Government, Georgia, or any county, municipality, board, authority or other entity of this state
  - Valid U.S. passport ID
  - Valid U.S. military photo ID containing a photograph of the voter
  - Valid tribal photo ID containing a photograph of the voter
  - Visit this link for more information.

You should learn more about acceptable IDs in your county specific training and should be given training documents with that information.

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TRAINING

Poll Worker Training is Mandatory

In order to work as a poll worker in your county, you must first **complete mandatory poll worker training!**

It's important to note that some counties provide this training virtually while others require the training in-person. Please contact your local county's elections office or look at their website to figure out how your county completes their training.

This training session typically goes from **1 hour to 2 hours**.

> **TIP:** Block out a bit more time than the session is expected to run, in order to account for unexpected delays

What if I've Received Poll Worker Training Before?

Depending on when you received training, you may need to do the training again prior to volunteering again as a poll worker. Please consult your local county elections office to see if you still need training because many counties require you to train before any major election even if you have trained as a poll worker before.

Some Tips Prior to Your Poll Worker Training

- Confirm the time, location, and duration of the poll worker training prior (1-2 days before the day of the training) with your local county elections office.
- You may be asked to fill out a W-9 during your training in order to be paid for your poll worker shift, so please be prepared to fill out the information required.
  - View a copy of a W9 here to see what information you need
  - Generally information you need to know:
    - Your Address
    - Your Social Security Number OR Employee Identification Number (EIN)
- Some county poll worker trainings may require you take an assessment after the training in order to test your knowledge
  - Ask questions if you have any during the training!
  - Bring supplies (pen and paper) if you would like to take notes during the training, in case your training location doesn't have any.

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Before You Leave Poll Worker Training

- If you have not yet been assigned to a precinct, confirm with your local county elections office prior to leaving training about when they will follow up with you on this information so you can get an idea of the timeline.
- Make sure you have a point of contact or contact information that you can use to reach out to, if you have any questions or concerns following the training.
- Confirm with your local county elections office that there is not any other training you need to complete prior to starting as a poll worker.

Supplemental Training

There are other resources you can reference on your own time prior to volunteering, to aid you in your poll worker responsibilities!

- View the Secretary of State's Office resources on Poll Worker Training
- View our Slide Deck on Important Things to Know as a Poll Worker
  - Due to SB 202, not all the information in this slide deck is accurate anymore - Provisional ballots for those voting outside of their precinct will no longer count outside of 5pm-7pm

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ELECTION DAY

WHAT TO WEAR/BRING

Poll worker attire guidelines vary by county, but best practice is to dress business casual with no political material/slogans visible. If you are unsure of how you should dress, reach out to your poll manager for clarification.

Poll workers should prepare for a long day of service, wearing well fitting, comfortable clothing/shoes and bringing along everything they will need for the day. Some useful items to bring are:

- Lunch and dinner + snacks
- Coffee/tea/water
- Sweater or jacket in case the polling location is cold
  - *It is helpful to dress in layers as polling precinct temperatures can vary by location and season
- Small activities to keep busy in slow/low turnout locations (confirm what you can bring with your Poll Manager)
  - Magazines/books/crosswords/knitting/sudoku

All items and materials brought by poll workers must not interfere with their duties, and poll managers/counties will give guidance as to which items workers should not bring. These items may include:

- Games/activities that may be more difficult to put away quickly
  - Electronic games
  - Card games
  - Board games
- Clothes/items with campaign material
- Pants/shirts with holes, fading
  - *Some counties may have specific rules about attire (I.e. Dekalb County does not allow poll workers to wear jeans)

> **IMPORTANT:** As always, the best practice is to contact the poll manager regarding specific do's and don'ts for each polling location

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SET-UP

Before setting up polling equipment, officials must ensure that all setup is done in full view of the public, and doors may not be locked at any time to exclude a member of the public from viewing proceedings.

Equipment must be set up and actions recorded while adhering to the following procedures:

- One poll official reads the instructions
- One poll official follows the instructions as read
- One poll official records the necessary information on the forms

Some counties may have a Monday set-up in which the layout of the precinct is determined and some of the equipment is set-up (but not turned on). Other counties may have all equipment set-up on election morning. Refer to your county's practices.

Set-up Tasks

The following is a list of tasks that are completed during set-up:

- The layout of the precinct is created using tables and chairs
- Voting area posters and signs are hung up
- Supplies are verified as present at the polling location
- Designated equipment is set-up
- Emergency contact information of poll officials is collected*

*This task can vary by county but is completed in Fulton and Dekalb

Details of each step are provided next:

Layout

The layout of a precinct includes the check-in station, the voting booth station, the scanner station, a provisional booth station, and a manager/command center station. Precincts should be set-up in a way that creates a clear flow of voters from check-in to check-out– no voters should have to cross pass during the voting process. Layout should be similar to the diagram on page....

Voting area posters and signs

Each of the required signs must be placed in their designated locations including

- "Vote Here" sign
- No Campaigning sign
- Handicapped Parking
- Prohibition Notices
- Card of Instructions
- Required Identification sign
- Acceptable Proof of Citizenship
- Voting Instructions
- Voting Rights poster
- Magnified Ballot Request sign
- Notice of Penalties
- Electors 75 Years & Older
- Sample Ballots (2)

Outside signs should be placed on election morning rather than during set-up because if signage is posted the day before the election, it could confuse voters. Voters must be able to see all posted signs inside and outside of the precinct.

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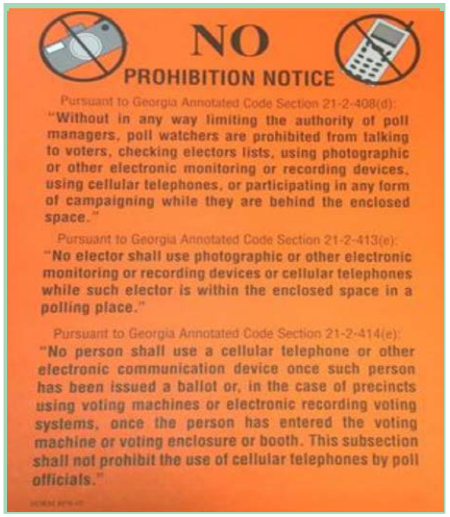
Inside Each Voting Booth — Inside Polling Site — Outside Polling Site — Supplies at thePolling Place

POLL WORKER AREA

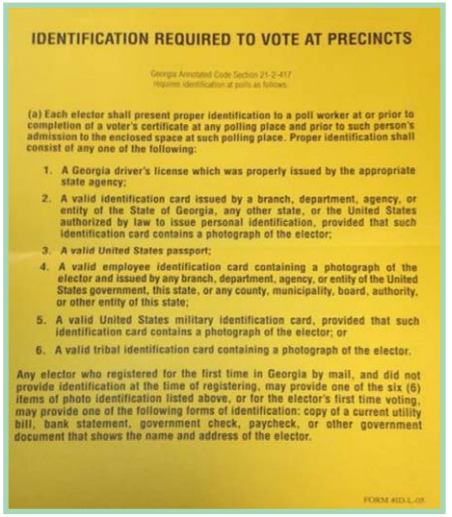
NO LEAVING WITH BALLOT

VOTING RIGHTS POSTER

DROP BOX SIGN (IF APPLICABLE)



PROHIBITION NOTICE



REQUIRED IDENTIFICATION

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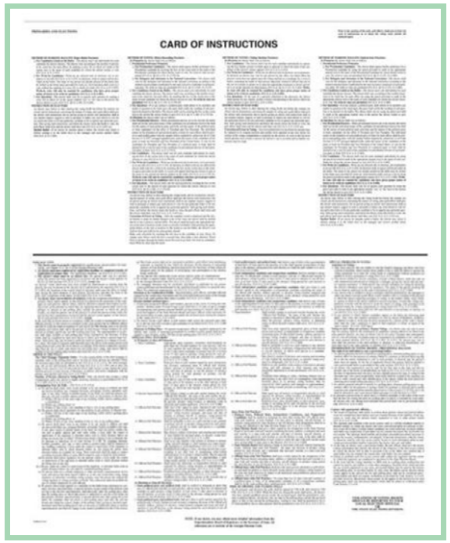

CARD OF INSTRUCTIONS

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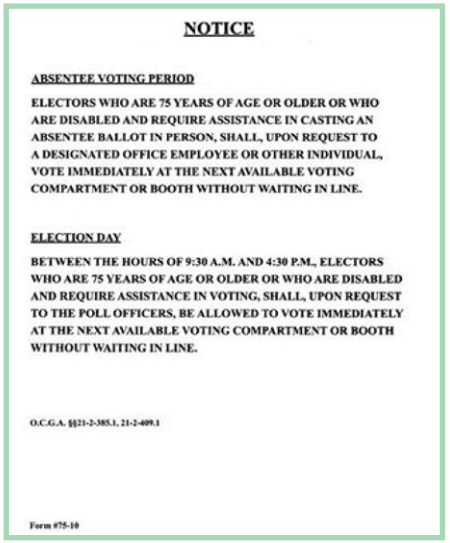

NOTICE

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 #75-10

ELECTORS 75 YEARS & OLDER

NOTICE OF PENALTIES

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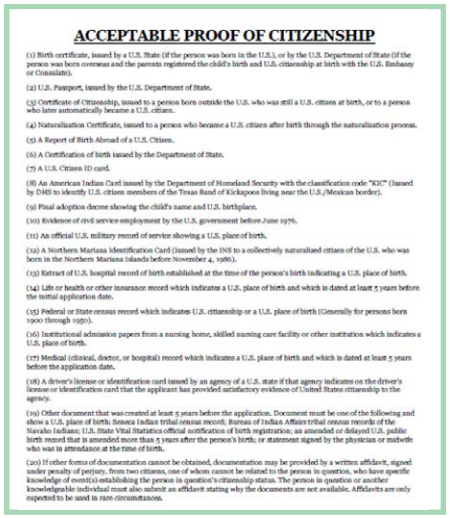


ACCEPTABLE PROOF OF CITIZENSHIP

(1) 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).

(2) U.S. Passport, issued by the U.S. Department of State.

(3) 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.

(4) Naturalization Certificate, issued to a person who became a U.S. citizen after birth through the naturalization process.

(5) A Report of Birth Abroad of a U.S. Citizen.

(6) A Certification of birth issued by the Department of State.

(7) A U.S. Citizen ID card.

(8) 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).

(9) Final adoption decree showing the child's name and U.S. birthplace.

(10) Evidence of civil service employment by the U.S. government before June 1976.

(11) An official U.S. military record of service showing a U.S. place of birth.

(12) 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).

(13) Extract of U.S. hospital record of birth established at the time of the person's birth indicating a U.S. place of birth.

(14) Life or health or other insurance record which indicates a U.S. place of birth and which is dated at least 5 years before the initial application date.

(15) Federal or State census record which indicates U.S. citizenship or a U.S. place of birth (Generally for persons born 1900 through 1950).

(16) Institutional admission papers from a nursing home, skilled nursing care facility or other institution which indicates a U.S. place of birth.

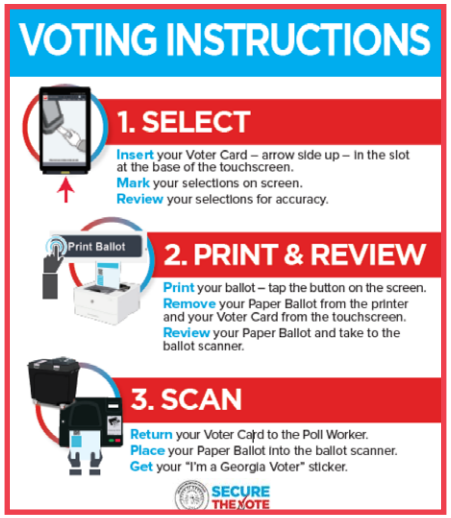
(17) Medical (clinical, doctor, or hospital) record which indicates a U.S. place of birth and which is dated at least 5 years before the application date.

(18) A driver's license or identification card issued by an agency of a U.S. state if that agency indicates on the driver's license or identification card that the applicant has provided satisfactory evidence of United States citizenship to the agency.

(19) 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.

(20) 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 knowledgable individual must also submit an affidavit stating why the documents are not available. Affidavits are only expected to be used in rare circumstances.

ACCEPTABLE PROOF OF CITIZENSHIP



VOTING INSTRUCTIONS

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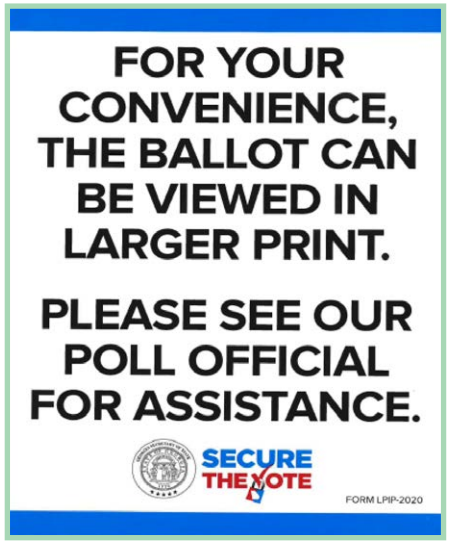
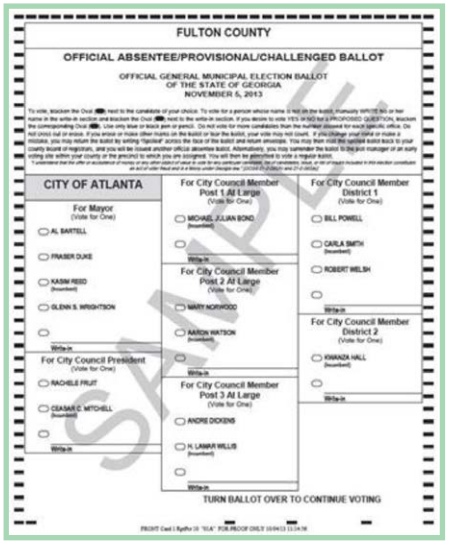
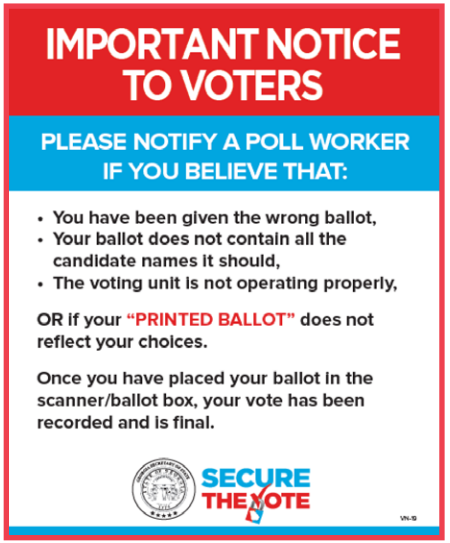


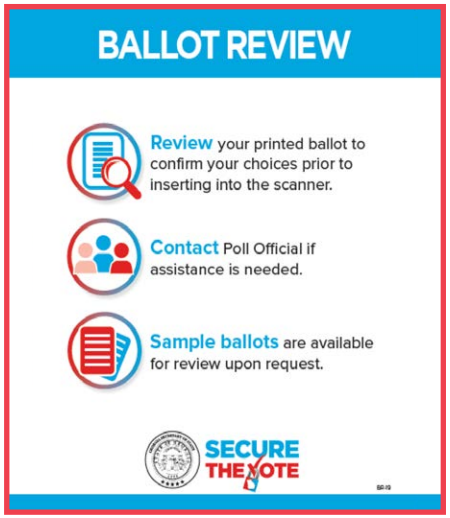
LARGE PRINT



SAMPLE BALLOT



VOTER NOTICE



BALLOT REVIEW

VOTE HERE SIGN

NO CAMPAIGNING SIGN

HIRING PROCESS
WHAT TO KNOW BEFORE ELECTION DAY
TRAINING
ELECTION DAY
- WHAT TO WEAR/BRING
- SET-UP
  - Set-up tasks
  - Layout
  - Voting area posters and signs
  - Verification of Supplies
  - Designated equipment set-up
- OPENING YOUR PRECINCT
  - Swearing in/badges
  - Poll pad set-up
  - Cyber power ups set-up
  - Opening the polls on the ICX-BMD voting machine
  - ICP Polling place scanner set-up
  - Provisional ballot station
- OPEN PRECINCT
  - Processing voters
  - Paperwork
  - Troubleshooting
- CLOSING THE POLLS
  - Poll Pads
  - ICX-BMD
  - ICP (ballot scanner)
  - CyberPower UPS
  - Election forms
  - Door postings
  - Reminders

Inside Each Voting Booth — Inside Polling Site — Outside Polling Site — Supplies at thePolling Place

HANDICAPPED PARKING SIGN

PRIMARIES AND ELECTIONS

_____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

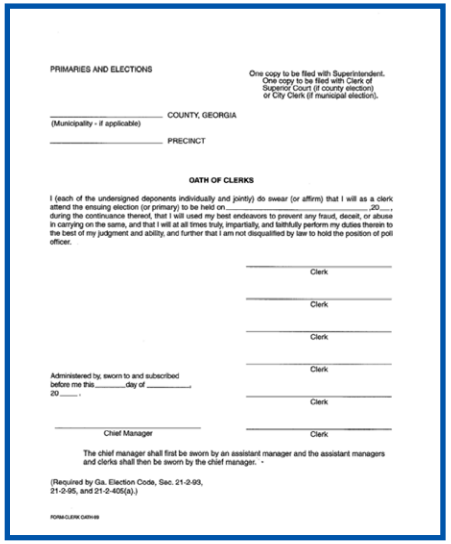
We, the undersigned deponents, individually and jointly, do swear (or affirm) that we will as manager or assistant managers duly attend the ensuing election (or primary) to be held on _____, 2____, during the continuance thereof, that we will not admit any person to vote, except that we firmly believe 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 _____
2_____
Chief Manager
Assistant Manager

(2)
Administered by, sworn to and subscribed
Before me this _____day of _____
2_____
Assistant Manager
Chief Manager
Assistant Manager

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

OATH OF 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 used 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
Clerk
Clerk

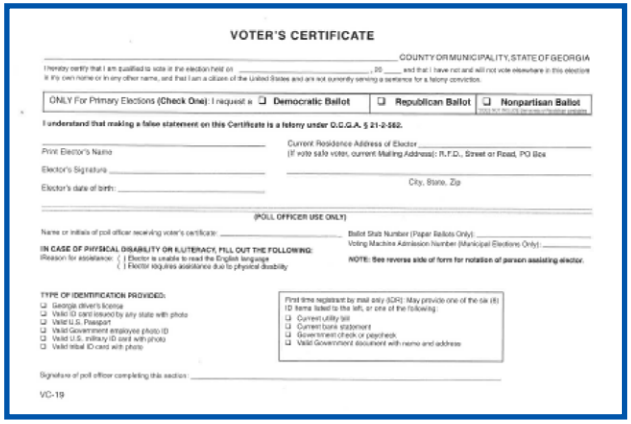
Administered by, sworn to and subscribed
before me this_____day of _____
20____.

Chief Manager

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).)

OATH OF CLERKS



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

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

Print Elector's Name
Elector's Signature
Elector's date of birth:
Current Residence Address of Elector
(If vote sala 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 Abbreviation Number (Municipal Elections Only)

IN CASE OF PHYSICAL DISABILITY OR ILLITERACY, FILL OUT THE FOLLOWING:
Reason for assistance: ( ) Elector is unable to read the English language
( ) Elector requires assistance due to physical disability

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

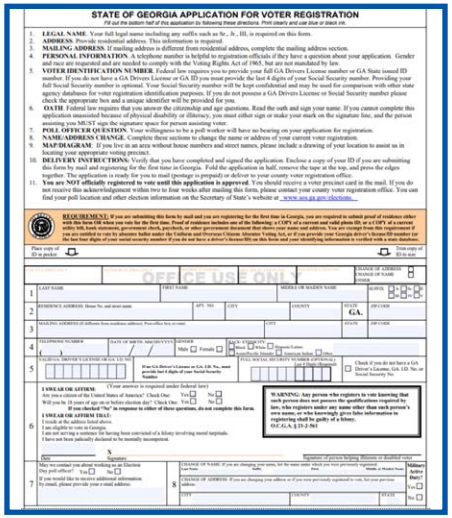
TYPE OF IDENTIFICATION PROVIDED:
☐ Georgia driver's license
☐ Valid ID card issued by any state with photo
☐ Valid U.S. Passport
☐ Valid Government employee photo ID
☐ Valid U.S. military ID card with photo
☐ Valid tribal ID card with photo

First time registrant by mail only (SDR): 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:

VC-19

PAPER VOTER CERTIFICATES (EMERGENCIES)



STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION

Fill out the bottom half of this application by following these directions. Print clearly and use blue or black ink.

1. **LEGAL NAME**: Your full legal name including any suffix such as Sr., Jr., III, is required on this form.
2. **ADDRESS**: Provide residential address. This information is required.
3. **MAILING ADDRESS**: If mailing address is different from residential address, complete the mailing address section.
4. **PERSONAL INFORMATION**: A telephone number is helpful to registration officials if they have a question about your application. Gender and race are requested and are needed to comply with the Voting Rights Act of 1965, but are not mandated by law.
5. **VOTER IDENTIFICATION NUMBER**: Federal law requires you to provide your full GA Drivers License number or GA State issued ID number. If you do not have a GA Drivers License or GA ID you must provide the last 4 digits of your Social Security number. Providing your full Social Security number is optional. Your Social Security number will be kept confidential and may be used for comparison with other state agency databases for voter registration identification purposes. If you do not possess a GA Drivers License or Social Security number please check the appropriate box and a unique identifier will be provided for you.
6. **OATH**: Federal law requires that you answer the citizenship and age questions. Read the oath and sign your name. If you cannot complete this application unassisted because of physical disability or illiteracy, you must either sign or make your mark on the signature line, and the person assisting you MUST sign the separate space for person assisting voter.
7. **POLL OFFICER QUESTION**: Your willingness to be a poll worker will have no bearing on your application for registration.
8. **NAME/ADDRESS CHANGE**: Complete these sections to change the name or address of your current voter registration.
9. **MAP/DIAGRAM**: If you live in an area without house numbers and street names, please include a drawing of your location to assist us in locating your appropriate voting precinct.
10. **DELIVERY INSTRUCTIONS**: Verify that you have completed and signed the application. Enclose a copy of your ID if you are submitting this form by mail and registering for the first time in Georgia. Fold the application in half, remove the tape at the top, and press the edges together. The application is ready for you to mail (postage is prepaid) or deliver to your county voter registration office.
11. **You are NOT officially registered to vote until this application is approved.** You should receive a voter precinct card in the mail. If you do not receive this acknowledgement within two to four weeks after mailing this form, please contact your county voter registration office. You can find your poll location and other election information on the Secretary of State's website at www.sos.ga.gov/elections.

REQUIREMENT: If you are submitting this form by mail and you are registering for the first time in Georgia, you are required to submit proof of residence either with this form OR when you vote for the first time. Proof of residence includes one of the following: a COPY of a current and valid photo ID; or a COPY of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. You are exempt from this requirement if you are entitled to vote by absentee ballot under the Uniform and Overseas Citizens Absentee Voting Act, or if you provide your Georgia driver's license ID number (or the last four digits of your social security number if you do not have a driver's license/ID) on this form and your identifying information is verified with a state database.

Place copy of ID in pocket — Trim copy of ID to size

OFFICE USE ONLY

CHANGE OF ADDRESS / NAME OF NAME — Voter

1 LAST NAME — FIRST NAME — MIDDLE OR MAIDEN NAME — SUFFIX
2 RESIDENCE ADDRESS: House No. and street name — APT. NO. — CITY — COUNTY — STATE GA — ZIP CODE
3 MAILING ADDRESS (if different from residence address). Post office box or route — CITY — STATE — ZIP CODE
4 TELEPHONE NUMBER — DATE OF BIRTH (MM/DD/YYYY) — GENDER Male ☐ Female ☐ — RACE (OPTIONAL) ☐ White ☐ Black or African American ☐ Asian/Pacific Islander ☐ American Indian ☐ Other
5 GEORGIA DRIVER'S LICENSE OR GA ID # — If no GA Driver's License or GA ID, No., issued by the State of Georgia — SOCIAL SECURITY NUMBER (OPTIONAL) Last four digits of your Social Security — Check if you do not have a GA Driver's License, GA I.D. No. or Social Security No.
6 I SWEAR OR AFFIRM: (Your answer is required under federal law) Are you a citizen of the United States of America? Check One: Yes ☐ No ☐ Will you be 18 years of age on or before election day? Check One: Yes ☐ No ☐ If you checked "No" in response to either of these questions, do not complete this form. I SWEAR OR AFFIRM THAT: I reside at the address listed above. I am eligible to vote in Georgia. I have not been convicted of a felony involving moral turpitude. I have not been judicially declared to be mentally incompetent. — WARNING: Any person who registers to vote knowing that such person does not possess the qualifications required by law, who registers under any name other than such person's own name, or who knowingly gives false information in registering shall be guilty of a felony. O.C.G.A. § 21-2-561
X — Date — Signature — Signature of person helping illiterate or disabled voter
7 May we contact you about working as an Election Day poll officer? Yes ☐ No ☐ — If you would like to receive additional information by email, please provide your e-mail address. — CHANGE OF NAME: If you are changing your name, list the name under which you were previously registered. — Previous Last Name — First — Middle — Suffix — CHANGE OF ADDRESS: If you are changing your address or if you were previously registered to vote, list your previous address. — Military Active Duty? Yes ☐ No ☐
8 CITY — COUNTY — STATE — ZIP CODE

VOTER REGISTRATION APPLICATIONS

HIRING PROCESS
WHAT TO KNOW BEFORE ELECTION DAY
TRAINING
ELECTION DAY
- WHAT TO WEAR/BRING
- SET-UP
  - Set-up tasks
  - Layout
  - Voting area posters and signs
  - Verification of Supplies
  - Designated equipment set-up
- OPENING YOUR PRECINCT
  - Swearing in/badges
  - Poll pad set-up
  - Cyber power ups set-up
  - Opening the polls on the ICX-BMD voting machine
  - ICP Polling place scanner set-up
  - Provisional ballot station
- OPEN PRECINCT
  - Processing voters
  - Paperwork
  - Troubleshooting
- CLOSING THE POLLS
  - Poll Pads
  - ICX-BMD
  - ICP (ballot scanner)
  - CyberPower UPS
  - Election forms
  - Door postings
  - Reminders

Inside Each Voting Booth — Inside Polling Site — Outside Polling Site — Supplies at thePolling Place

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

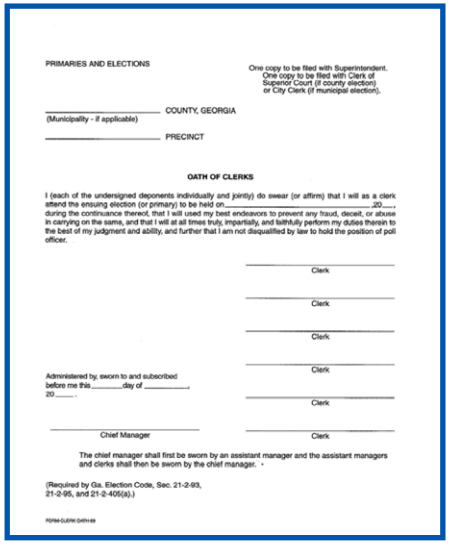
We, the undersigned deponents, individually and jointly, do swear (or affirm) that we will as manager or assistant managers duly attend the ensuing election (or primary) to be held on _____, 2____, during the continuance thereof, that we will not admit any person to vote, except that we firmly believe 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 _____
2_____.
_____ Chief Manager
_____ Assistant Manager

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

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

OATH OF 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 used 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
_____ Clerk

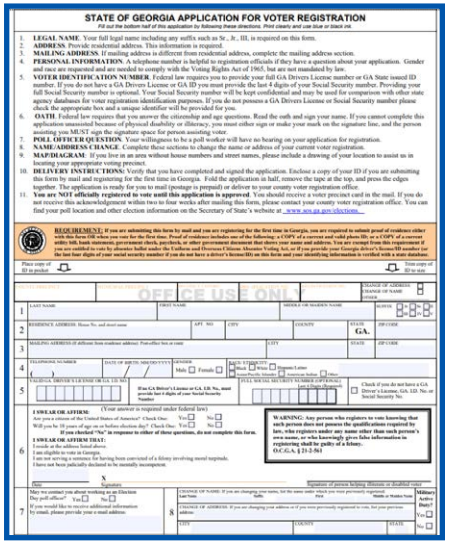
Administered by, sworn to and subscribed
before me this _____ day of _____
20_____.

_____ Chief Manager

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).)

OATH OF CLERKS



STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION

Fill out the bottom half of this application by following these directions. Print clearly and use blue or black ink.

1. **LEGAL NAME**. Your full legal name including any suffix such as Sr., Jr., III, is required on this form.
2. **ADDRESS**. Provide residential address. This information is required.
3. **MAILING ADDRESS**. If mailing address is different from residential address, complete the mailing address section.
4. **PERSONAL INFORMATION**. A telephone number is helpful to registration officials if they have a question about your application. Gender and race are requested and are needed to comply with the Voting Rights Act of 1965, but are not mandated by law.
5. **VOTER IDENTIFICATION NUMBER**. Federal law requires you to provide your full GA Drivers License number or GA State issued ID number. If you do not have a GA Drivers License or GA ID you must provide the last 4 digits of your Social Security number. Providing your full Social Security number is optional. Your Social Security number will be kept confidential and may be used for comparison with other state agency databases for voter registration identification purposes. If you do not possess a GA Drivers License or Social Security number please check the appropriate box and a unique identifier will be provided for you.
6. **OATH**. Federal law requires that you answer the citizenship and age questions. Read the oath and sign your name. If you cannot complete this application unassisted because of physical disability or illiteracy, you must either sign or make your mark on the signature line, and the person assisting you MUST sign the signature space for person assisting voter.
7. **POLL OFFICER QUESTION**. Your willingness to be a poll worker will have no bearing on your application for registration.
8. **NAME/ADDRESS CHANGE**. Complete these sections to change the name or address of your current voter registration.
9. **MAP/DIAGRAM**. If you live in an area without house numbers and street names, please include a drawing of your location to assist us in locating your appropriate voting precinct.
10. **DELIVERY INSTRUCTIONS**: Verify that you have completed and signed the application. Enclose a copy of your ID if you are submitting this form by mail and registering for the first time in Georgia. Fold the application in half, remove the tape at the top, and press the edges together. The application is ready for you to mail (postage is prepaid) or deliver to your county voter registration office.
11. **You are NOT officially registered to vote until this application is approved**. You should receive a voter precinct card in the mail. If you do not receive this acknowledgement within two to four weeks after mailing this form, please contact your county voter registration office. You can find your poll location and other election information on the Secretary of State's website at www.sos.ga.gov/elections.

REQUIREMENT: If you are submitting this form by mail and you are registering for the first time in Georgia, you are required to submit proof of residence either with this form OR when you vote for the first time. Proof of residence includes one of the following: a COPY of a current and valid photo ID; or a COPY of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. You are exempt from this requirement if you are entitled to vote by absentee ballot under the Uniform and Overseas Citizens Absentee Voting Act, or if you provide your Georgia driver's license ID number (or the last four digits of your social security number if you do not have a driver's license ID) on this form and your identifying information is verified with a state database.

Place copy of ID in pocket — Trim copy of ID to size

OFFICE USE ONLY

1 LAST NAME — FIRST NAME — MIDDLE OR MAIDEN NAME — SUFFIX — CHANGE OF ADDRESS / CHANGE OF NAME / OTHER
2 RESIDENCE ADDRESS (Home No. and street name) — APT. NO. — CITY — COUNTY — STATE GA. — ZIP CODE
3 MAILING ADDRESS (if different from residence address) Post office box or route — CITY — STATE — ZIP CODE
4 TELEPHONE NUMBER ( ) — DATE OF BIRTH: MO/DAY/YR — GENDER: Male ☐ Female ☐ — RACE / ETHNICITY: Black ☐ White ☐ Hispanic/Latino ☐ Asian/Pacific Islander ☐ American Indian ☐ Other ☐
5 VALID GA. DRIVER'S LICENSE OR GA. I.D. NO. — (If no GA. Driver's License or GA. I.D. No., must provide last 4 digits of your Social Security Number) — FULL SOCIAL SECURITY NUMBER (OPTIONAL) — ☐ Check if you do not have a GA. Driver's License, GA. I.D. No. or Social Security No.
6 I SWEAR OR AFFIRM: (Your answer is required under federal law) Are you a citizen of the United States of America? Check One: Yes ☐ No ☐ Will you be 18 years of age on or before election day? Check One: Yes ☐ No ☐ If you checked "No" in response to either of these questions, do not complete this form.
I SWEAR OR AFFIRM THAT: I reside at the address listed above. I am eligible to vote in Georgia. I am not serving a sentence for having been convicted of a felony involving moral turpitude. I have not been judicially declared to be mentally incompetent.
WARNING: Any person who registers to vote knowing that such person does not possess the qualifications required by law, who registers under any name other than such person's own name, or who knowingly gives false information in registering shall be guilty of a felony. O.C.G.A. § 21-2-561
Date — Signature — X — Signature of person helping illiterate or disabled voter
7 May we contact you about working as an Election Day poll officer? Yes ☐ No ☐ — If you would like to receive additional information by email, please provide your e-mail address: — Military Active Duty? Yes ☐ No ☐
8 CHANGE OF NAME: If you are changing your name, list the name under which you were previously registered: Last Name — First — Suffix — Middle or Maiden Name
CHANGE OF ADDRESS: If you are changing your address or if you were previously registered to vote, list your previous address: CITY — COUNTY — STATE

OFFICE USE ONLY

VOTER REGISTRATION APPLICATIONS

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. If 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

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

Print Elector's Name
Elector's Signature
Elector's date of birth:
Current Residence Address of Elector (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 ILLITERACY, FILL OUT THE FOLLOWING:
Reason for assistance: ( ) Elector is unable to read the English language ( ) Elector requires assistance due to physical disability

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

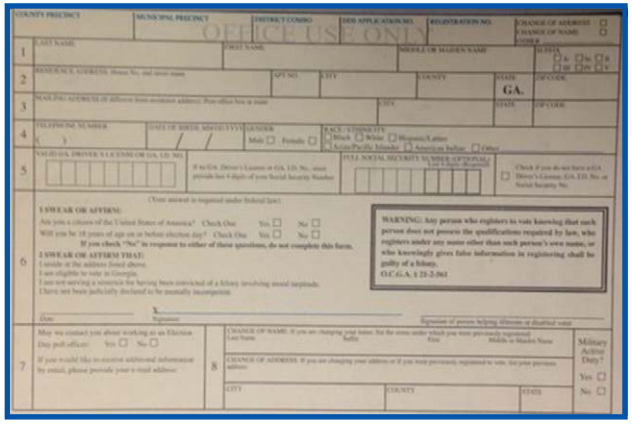
TYPE OF IDENTIFICATION PROVIDED:
☐ Georgia driver's license
☐ Valid ID card issued by any state with photo
☐ Valid U.S. Passport
☐ Valid Government employee photo ID
☐ Valid U.S. military ID card with photo
☐ Valid tribal ID card with photo

First time registrant by mail only (SDR): 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:

VC-19

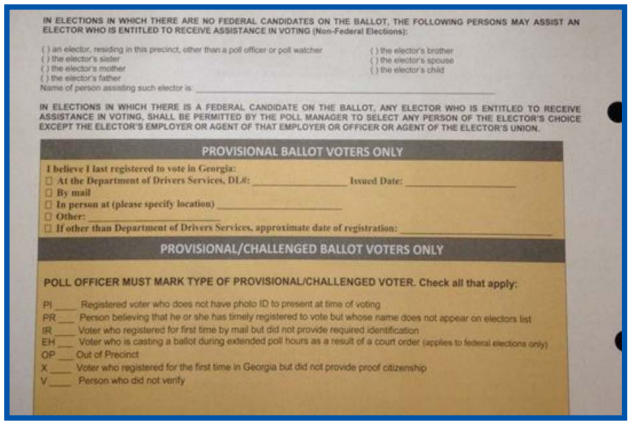
PAPER VOTER CERTIFICATES (EMERGENCIES)



OFFICE USE ONLY

PROVISIONAL VOTER REGISTRATION APPLICATION

HIRING PROCESS
WHAT TO KNOW BEFORE ELECTION DAY
TRAINING
ELECTION DAY
WHAT TO WEAR/BRING
SET-UP
Set-up tasks
Layout
Voting area posters and signs
Verification of Supplies
Designated equipment set-up
OPENING YOUR PRECINCT
Swearing in/badges
Poll pad set-up
Cyber power ups set-up
Opening the polls on the ICX-BMD voting machine
ICP Polling place scanner set-up
Provisional ballot station
OPEN PRECINCT
Processing voters
Paperwork
Troubleshooting
CLOSING THE POLLS
Poll Pads
ICX-BMD
ICP (ballot scanner)
CyberPower UPS
Election forms
Door postings
Reminders


IN ELECTIONS IN WHICH THERE ARE NO FEDERAL CANDIDATES ON THE BALLOT, THE FOLLOWING PERSONS MAY ASSIST AN ELECTOR WHO IS ENTITLED TO RECEIVE ASSISTANCE IN VOTING (Non-Federal Elections):

( ) an elector, residing in this precinct, other than a poll officer or poll watcher
( ) the elector's sister
( ) the elector's mother
( ) the elector's father
( ) the elector's brother
( ) the elector's spouse
( ) the elector's child

Name of person assisting such elector is: _____

IN ELECTIONS IN WHICH THERE IS A FEDERAL CANDIDATE ON THE BALLOT, ANY ELECTOR WHO IS ENTITLED TO RECEIVE ASSISTANCE IN VOTING, SHALL BE PERMITTED BY THE POLL MANAGER TO SELECT ANY PERSON OF THE ELECTOR'S CHOICE EXCEPT THE ELECTOR'S EMPLOYER OR AGENT OF THAT EMPLOYER OR OFFICER OR AGENT OF THE ELECTOR'S UNION.

PROVISIONAL BALLOT VOTERS ONLY

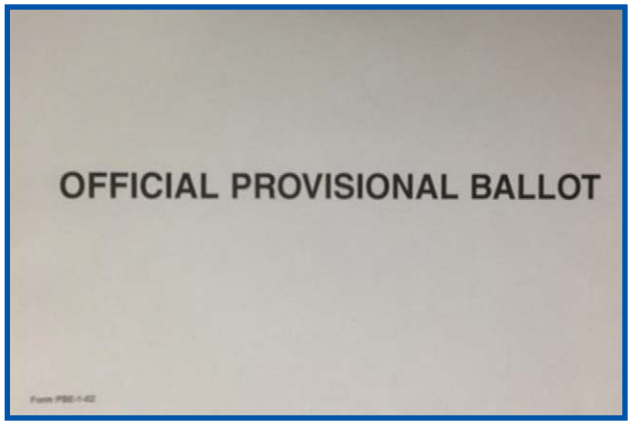
I believe I last registered to vote in Georgia:
☐ At the Department of Drivers Services, DL#: _____ Issued Date: _____
☐ By mail
☐ In person at (please specify location) _____
☐ Other: _____
☐ If other than Department of Drivers Services, approximate date of registration: _____

PROVISIONAL/CHALLENGED BALLOT VOTERS ONLY

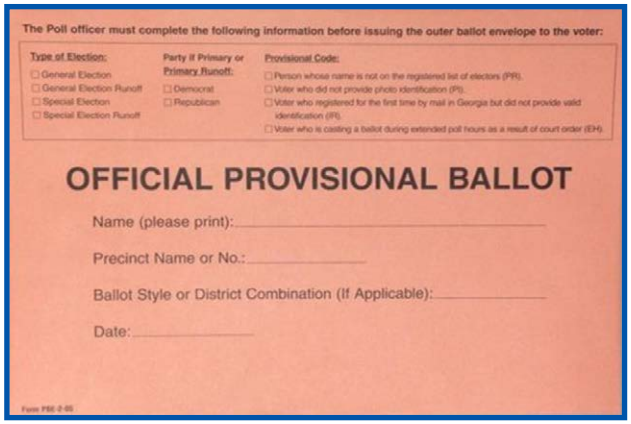
POLL OFFICER MUST MARK TYPE OF PROVISIONAL/CHALLENGED VOTER. Check all that apply:

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

PROVISIONAL VOTER CERTIFICATES



PROVISIONAL VOTER REGISTRATION APPLICATION


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

Type of Election:
☐ General Election
☐ General Election Runoff
☐ Special Election
☐ Special Election Runoff

Party if Primary or Primary Runoff:
☐ Democrat
☐ Republican

Provisional Code:
☐ Person whose name is not on the registered list of electors (PR).
☐ Voter who did not provide photo identification (PI).
☐ Voter who registered for the first time by mail in Georgia but did not provide valid identification (IR).
☐ Voter who is casting a ballot during extended poll hours as a result of court order (EH).

OFFICIAL PROVISIONAL BALLOT

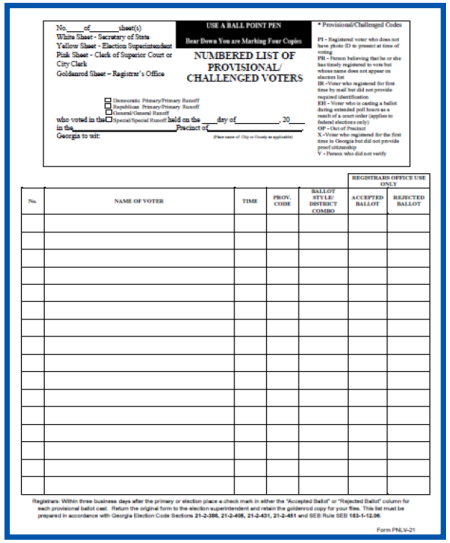
Name (please print):_____

Precinct Name or No.:_____

Ballot Style or District Combination (If Applicable):_____

Date:_____

OUTER PROVISIONAL BALLOT ENVELOPE


No.____ of ____ sheet(s)
White Sheet - Secretary of State
Yellow Sheet - Election Superintendent
Pink Sheet - Clerk of Superior Court or City Clerk
Goldenrod Sheet – Registrar's Office

USE A BALL POINT PEN
Bear Down You are Marking Four Copies

NUMBERED LIST OF PROVISIONAL/ CHALLENGED VOTERS

☐ Democratic Primary/Primary Runoff
☐ Republican Primary/Primary Runoff
☐ General/General Runoff
☐ Special/Special Runoff held on the ____ day of _____, 20__ in the ____ Precinct of _____ (Town name of City or County as applicable) Georgia to wit:

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

No.	NAME OF VOTER	TIME	PROV. CODE	BALLOT STYLE/ DISTRICT COMBO	REGISTRARS OFFICE USE ONLY: ACCEPTED BALLOT	REJECTED BALLOT

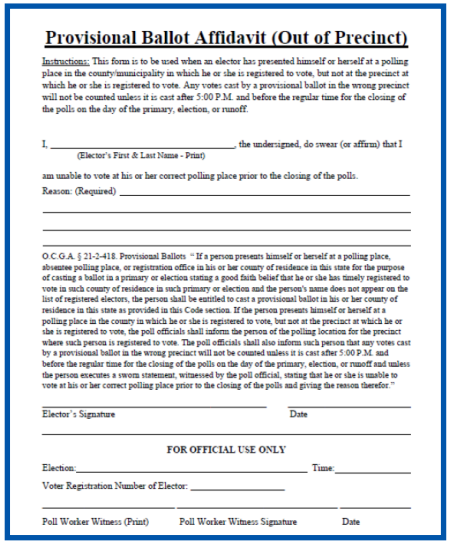
Registrars: Within three business days after the primary or election place a check mark in either the "Accepted Ballot" or "Rejected Ballot" column for each provisional ballot cast. Return the original form to the election superintendent and retain the goldenrod copy for your files. This list must be prepared in accordance with Georgia Election Code Sections 21-2-386, 21-2-408, 21-2-431, 21-2-481 and SEB Rule SEB 183-1-12.06.

Form PNLV-21

PROVISIONAL NUMBERED LIST OF VOTERS

HIRING PROCESS
WHAT TO KNOW BEFORE ELECTION DAY
TRAINING
ELECTION DAY
WHAT TO WEAR/BRING
SET-UP
Set-up tasks
Layout
Voting area posters and signs
Verification of Supplies
Designated equipment set-up
OPENING YOUR PRECINCT
Swearing in/badges
Poll pad set-up
Cyber power ups set-up
Opening the polls on the ICX-BMD voting machine
ICP Polling place scanner set-up
Provisional ballot station
OPEN PRECINCT
Processing voters
Paperwork
Troubleshooting
CLOSING THE POLLS
Poll Pads
ICX-BMD
ICP (ballot scanner)
CyberPower UPS
Election forms
Door postings
Reminders

Inside Each Voting Booth — Inside Polling Site — Outside Polling Site — Supplies at thePolling Place



Provisional Ballot Affidavit (Out of Precinct)

Instructions: This form is to be used when an elector has presented himself or herself at a polling place in the county/municipality in which he or she is registered to vote, but not at the precinct at which he or she is registered to vote. Any votes cast by a provisional ballot in the wrong precinct will not be counted unless it is cast after 5:00 P.M. and before the regular time for the closing of the polls on the day of the primary, election, or runoff.

I, _____, the undersigned, do swear (or affirm) that I
(Elector's First & Last Name - Print)

am unable to vote at his or her correct polling place prior to the closing of the polls.

Reason: (Required) _____

O.C.G.A. § 21-2-418. Provisional Ballots "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. If the person presents himself or herself at a polling place in the county in which he or she is registered to vote, but not at the precinct at which he or she is registered to vote, the poll officials shall inform the person of the polling location for the precinct where such person is registered to vote. The poll officials shall also inform such person that any votes cast by a provisional ballot in the wrong precinct will not be counted unless it is cast after 5:00 P.M. and before the regular time for the closing of the polls on the day of the primary, election, or runoff and unless the person executes a sworn statement, witnessed by the poll official, stating that he or she is unable to vote at his or her correct polling place prior to the closing of the polls and giving the reason therefor."

Elector's Signature _____ Date _____

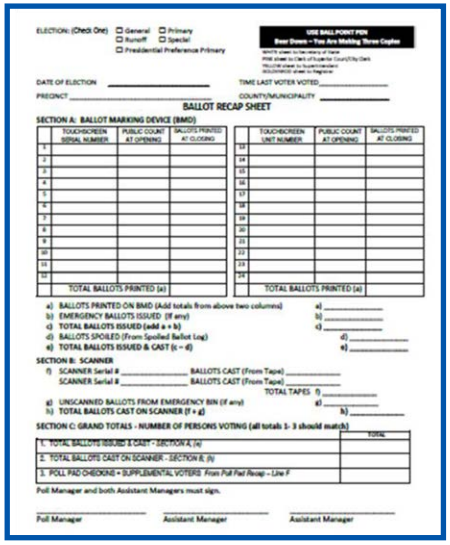
FOR OFFICIAL USE ONLY

Election: _____ Time: _____

Voter Registration Number of Elector: _____

Poll Worker Witness (Print) Poll Worker Witness Signature Date

PROVISIONAL BALLOT AFFIDAVIT OUT OF PRECINCT



BALLOT RECAP SHEET

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

DATE OF ELECTION _____ TIME LAST VOTER VOTED: _____

PRECINCT _____ COUNTY/MUNICIPALITY _____

SECTION A: BALLOT MARKING DEVICE (BMD)

	TOUCHSCREEN SERIAL NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PRINTED AT CLOSING		TOUCHSCREEN UNIT NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PRINTED AT CLOSING
1				13			
2				14			
3				15			
4				16			
5				17			
6				18			
7				19			
8				20			
9				21			
10				22			
11				23			
12				24			
	TOTAL BALLOTS PRINTED (a)				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

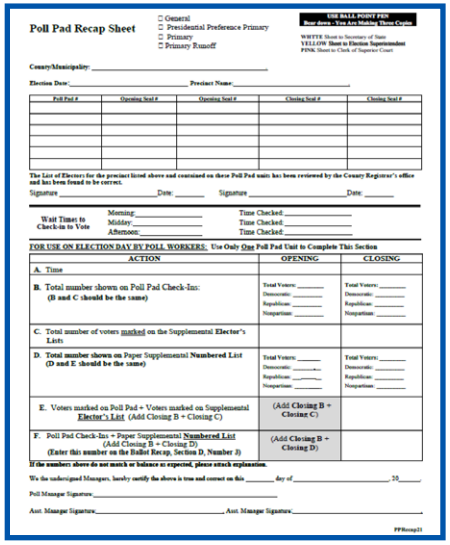
f) SCANNER Serial # _____ BALLOTS CAST (From Tape) _____
SCANNER Serial # _____ BALLOTS CAST (From Tape) _____
TOTAL TAPES f) _____
g) UNSCANNED BALLOTS FROM EMERGENCY BIN (If any) g) _____
h) TOTAL BALLOTS CAST ON SCANNER (f + g) h) _____

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

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

Poll Manager and both Assistant Managers must sign.

Poll Manager Assistant Manager Assistant Manager



Poll Pad Recap Sheet

☐ General ☐ Presidential Preference Primary ☐ Primary ☐ Primary Runoff

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

County/Municipality: _____

Election Date: _____ Precinct Name: _____

Poll Pad #	Opening Seal #	Opening Seal #	Closing 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: _____

Wait Times to Check-in to Vote — Morning: _____ Time Checked: _____ Midday: _____ Time Checked: _____ Afternoon: _____ Time Checked: _____

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

ACTION	OPENING	CLOSING
A. Time		
B. Total number shown on Poll Pad Check-Ins: (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 Lists		
D. Total number shown on Paper 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 Elector's List (Add Closing B + Closing C)	(Add Closing B + Closing C)	
F. Poll Pad Check-Ins + Paper Supplemental Numbered List (Add Closing B + Closing D) (Enter this number on the Ballot Recap, Section D, Number 3)	(Add Closing B + Closing D)	

If the numbers above do not match or balance as expected, please attach explanation.

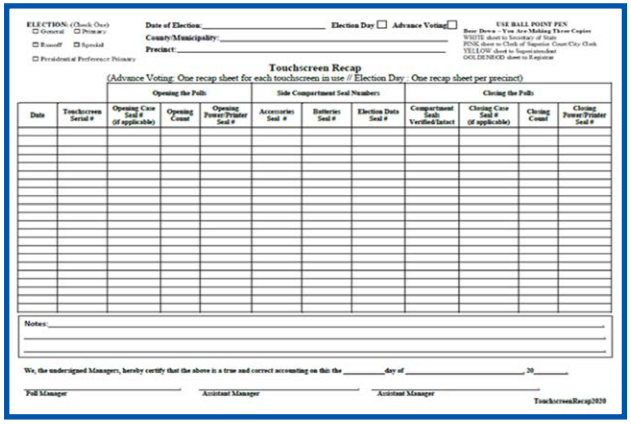
We the undersigned Managers, hereby certify the above is true and correct on this _____ day of _____, 20____.

Poll Manager Signature: _____

Asst. Manager Signature: _____ Asst. Manager Signature: _____

PPRecap21

POLL PAD RECAP SHEET



Touchscreen Recap

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

Date of Election: _____ Election Day ☐ Advance Voting ☐

County/Municipality: _____

Precinct: _____

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

(Advance Voting: One recap sheet for each touchscreen in use // Election Day: One recap sheet per precinct)

		Opening the Polls			Side Compartment Seal Numbers			Closing the Polls			
Date	Touchscreen Serial #	Opening Case Seal # (if applicable)	Opening Count	Opening Printer/Printer Seal #	Accessories Seal #	Batteries Seal #	Election Data Seal #	Compartment Seals Verified/Intact	Closing Case Seal # (if applicable)	Closing Count	Closing Printer/Printer Seal #

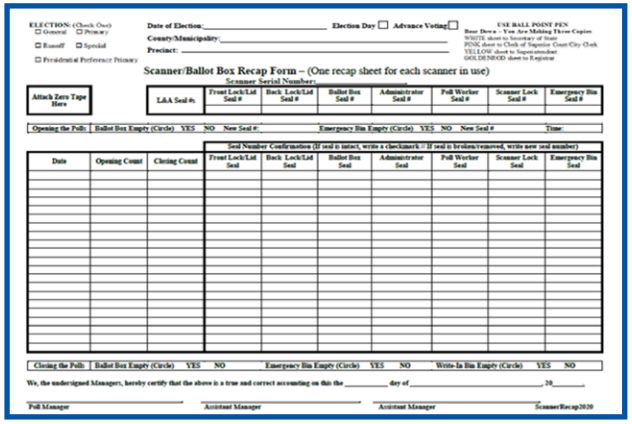
Notes: _____

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

Poll Manager Assistant Manager Assistant Manager

TouchscreenRecap2020

TOUCHSCREEN RECAP SHEET



Scanner/Ballot Box Recap Form – (One recap sheet for each scanner in use)

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

Date of Election: _____ Election Day ☐ Advance Voting ☐

County/Municipality: _____

Precinct: _____

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

Scanner Serial Number: _____

Attach Zero Tape Here

LAA Seal #s	Front Lock/Lid Seal #	Back Lock/Lid Seal #	Ballot Box Seal #	Administrator Seal #	Poll Worker Seal #	Scanner Lock Seal #	Emergency Bin Seal #

Opening the Polls: Ballot Box Empty (Circle) YES NO New Seal #: _____ Emergency Bin Empty (Circle) YES NO New Seal # _____ Time: _____

			Seal Number Confirmation (If seal is intact, write a checkmark // If seal is broken/removed, write new seal number)						
Date	Opening Count	Closing Count	Front Lock/Lid Seal	Back Lock/Lid Seal	Ballot Box Seal	Administrator Seal	Poll Worker Seal	Scanner Lock Seal	Emergency Bin Seal

Closing the Polls: Ballot Box Empty (Circle) YES NO Emergency Bin Empty (Circle) YES NO Write-In Bin Empty (Circle) YES NO

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

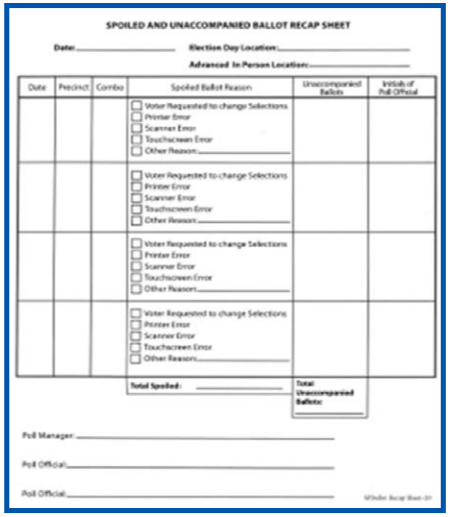
Poll Manager Assistant Manager Assistant Manager

ScannerRecap2020

SCANNER RECAP SHEET

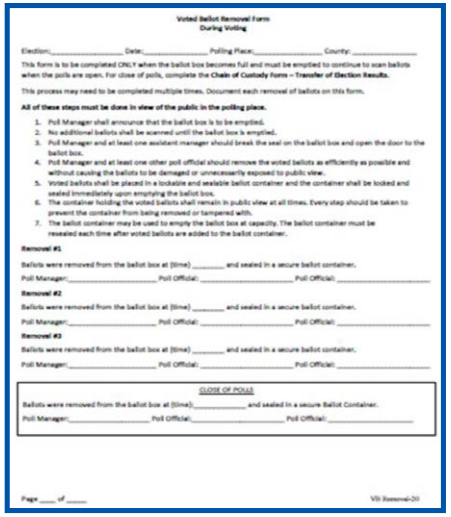
HIRING PROCESS
WHAT TO KNOW BEFORE ELECTION DAY
TRAINING
ELECTION DAY
WHAT TO WEAR/BRING
SET-UP
Set-up tasks
Layout
Voting area posters and signs
Verification of Supplies
Designated equipment set-up
OPENING YOUR PRECINCT
Swearing in/badges
Poll pad set-up
Cyber power ups set-up
Opening the polls on the ICX-BMD voting machine
ICP Polling place scanner set-up
Provisional ballot station
OPEN PRECINCT
Processing voters
Paperwork
Troubleshooting
CLOSING THE POLLS
Poll Pads
ICX-BMD
ICP (ballot scanner)
CyberPower UPS
Election forms
Door postings
Reminders

Inside Each Voting Booth — Inside Polling Site — Outside Polling Site — Supplies at thePolling Place



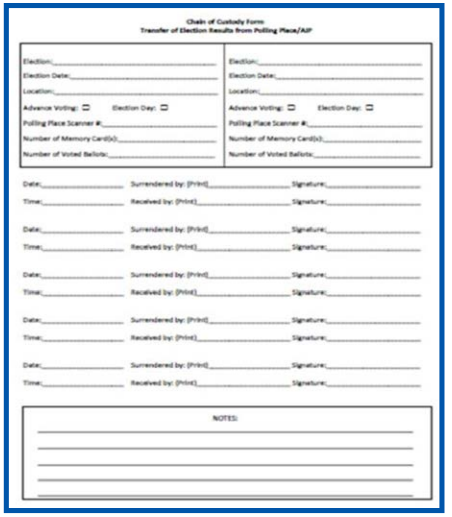
SPOILED AND UNACCOMPANIED BALLOT RECAP SHEET

SPOILED & UNACCOMPANIED BALLOT RECAP SHEET



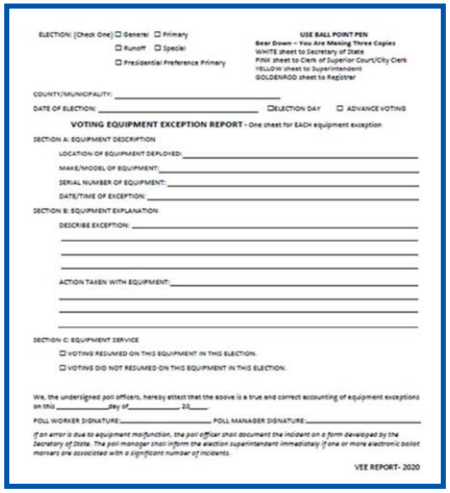
Voted Ballot Removal Form
During Voting

VOTED BALLOT REMOVAL FORM DURING VOTING



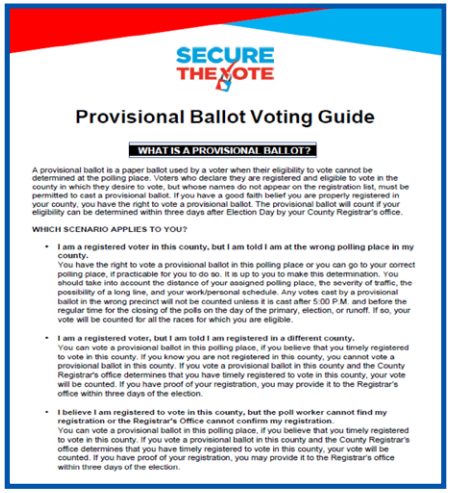
Chain of Custody Form
Transfer of Election Results from Polling Place/AIP

CHAIN OF CUSTODY FORM TRANSFER OF ELECTION RESULTS



VOTING EQUIPMENT EXCEPTION REPORT - One sheet for EACH equipment exception

VOTING EQUIPMENT EXCEPTION FORM

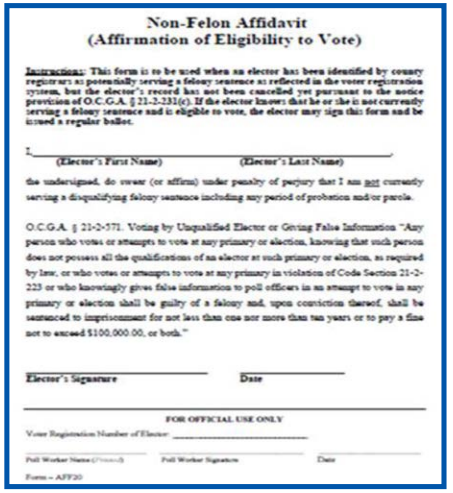


SECURE THE VOTE

Provisional Ballot Voting Guide

WHAT IS A PROVISIONAL BALLOT?

PROVISIONAL BALLOT VOTING GUIDE



Non-Felon Affidavit
(Affirmation of Eligibility to Vote)

NON-FELON AFFIDAVIT

HIRING PROCESS
WHAT TO KNOW BEFORE ELECTION DAY
TRAINING
ELECTION DAY
WHAT TO WEAR/BRING
SET-UP
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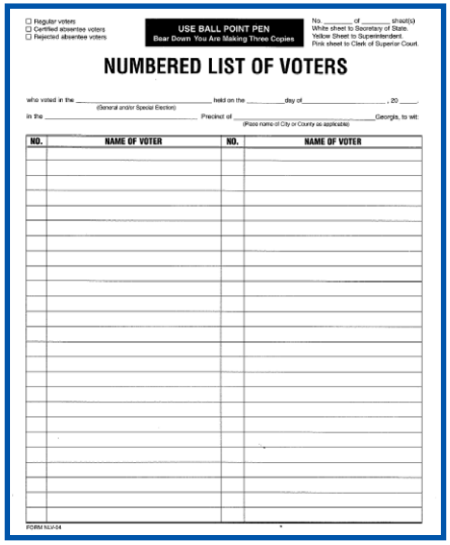
Paperwork
Troubleshooting
CLOSING THE POLLS
Poll Pads
ICX-BMD
ICP (ballot scanner)
CyberPower UPS
Election forms
Door postings
Reminders

Inside Each Voting Booth | Inside Polling Site | Outside Polling Site | Supplies at thePolling Place



☐ Regular voters
☐ Certified absentee voters
☐ Rejected absentee voters

USE BALL POINT PEN
Bear Down You Are Making Three Copies

No. _____ of _____ sheet(s)
White sheet to Secretary of State.
Yellow Sheet to Superintendent.
Pink sheet to Clerk of Superior Court.

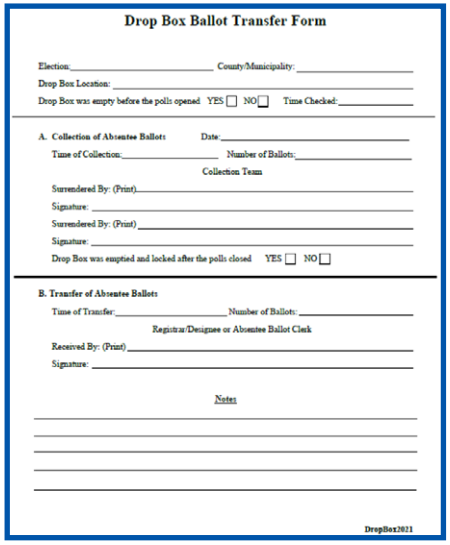
NUMBERED LIST OF VOTERS

who voted in the _____ held on the _____ day of _____, 20____.
(General and/or Special Election)
in the _____ Precinct of _____ Georgia, to wit:
(Place name of City or County as applicable)

NO.	NAME OF VOTER	NO.	NAME OF VOTER

FORM SLV-04

NUMBERED LIST OF VOTERS



Drop Box Ballot Transfer Form

Election: _____ County/Municipality: _____
Drop Box Location: _____
Drop Box was empty before the polls opened YES ☐ NO ☐ Time Checked: _____

A. Collection of Absentee Ballots Date: _____
Time of Collection: _____ Number of Ballots: _____
Collection Team
Surrendered By: (Print) _____
Signature: _____
Surrendered By: (Print) _____
Signature: _____
Drop Box was emptied and locked after the polls closed YES ☐ NO ☐

B. Transfer of Absentee Ballots
Time of Transfer: _____ Number of Ballots: _____
Registrar/Designee or Absentee Ballot Clerk
Received By: (Print) _____
Signature: _____

Notes

DropBox2021

DROP BOX BALLOT TRANSFER FORM

HIRING PROCESS
WHAT TO KNOW BEFORE ELECTION DAY
TRAINING
ELECTION DAY
WHAT TO WEAR/BRING
SET-UP
Set-up tasks
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Voting area posters and signs
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Designated equipment set-up
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CLOSING THE POLLS
Poll Pads
ICX-BMD
ICP (ballot scanner)
CyberPower UPS
Election forms
Door postings
Reminders

Verification of Supplies

If supplies are missing, please contact your county election office.

Designated Equipment Set-Up:

The ICX tablet, BMD printer, UPS, ATI, headphones, and privacy screens (referenced in interactive diagram) should be placed at individual, accessible voting booths. The following steps can be referenced for set-up of the ICX tablet, BMD (Ballot Marking Device) printer, UPS (Uninterruptible Power Supply), ATI (Audio Tactile Interface), and headphones.

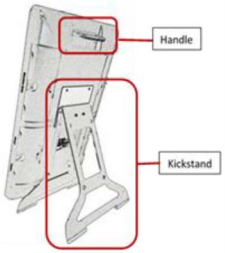
Setting Up the ICX-BMD

1

Remove the ICX tablet, BMD printer, ATI, and headphones (if provided) 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.

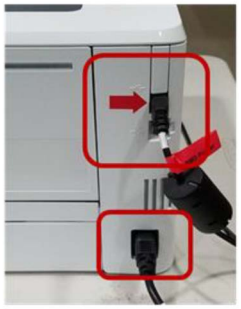


3

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

4

Plug the 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.



5

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.

6

Continue next page

HIRING PROCESS
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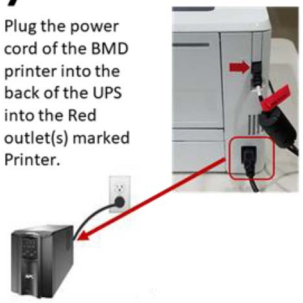
Setting Up the ICX-BMD (Cont.)

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.

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Setting Up the CyberPower UPS

1

The Cyberpower UPS supplied with the Ballot Marking Devices ("BMD") for Georgia can accommodate up to 2 Hewlett Packard printers and 2 Touchscreen units.

2 The 2 AC power receptacles on the upper portion of the back of the unit are labeled "Printer" and are to be used only for the HP Printers.

3 The 2 receptacles at the bottom of the back of the unit are labeled "ICX" and these are to be used only for the Touchscreen component of the BMD.

IMPORTANT: During any set-up before Election Day, DO NOT break any seals, plug anything into a wall outlet, or turn on any equipment.

Poll Pad Units should NOT be set-up during this set-up on Monday (if there is a Monday set-up). Instead, Poll Managers keep the Poll Pad Units until election morning.

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OPENING YOUR PRECINCT

On election day, several tasks need to be completed before the polls are opened at 7:00 a.m.* Most counties will require you to be present anytime between 5:30am-6:00am to get the precinct set up.

* The set-up steps listed above may also be completed on election morning.

Swearing In/Badges

- Before any election-related tasks can be completed, all poll officers must be sworn in by stating the oath and signing a printed version:
  - Assistant Manager swears in Manager
  - After this, Manager swears in Assistant Manager(s) and other staff members
  - Oaths are signed and placed in the corresponding envelope
- Each official is then assigned a name badge, which must be worn throughout the day

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Poll Pad Set Up

Opening Procedures

1 STAND ARM

If arm is not already attached to iPad shell, press the buttons on the side of the arm and place in circular opening. Release buttons and rotate the arm until you hear a click.

2 CONNECT ARM TO BASE

Take arm and place into Poll Pad Base. Once attached rotate iPad making sure the camera is on top, oriented in a landscape position.

NOTE: Sticker with jurisdiction name and number will be on top.

3 ATTACH PHOTO ID TRAY

Attach the ID tray to the iPad using the mounting clip. Once attached, insert stylus into the holding slot. Adjust the iPad to a suitable angle.

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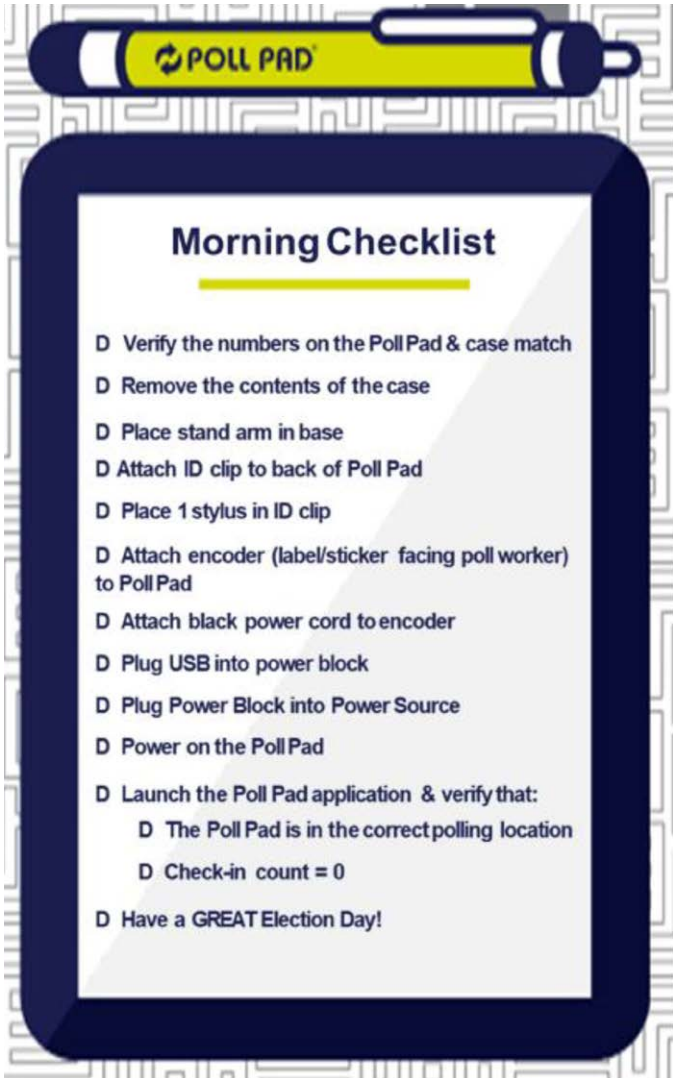
Poll Pad Set Up

Opening Procedures (Cont.)



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Cyber Power UPS Set Up

1

Plug the UPS into a suitable 120v power source (preferably directly into a wall – NOT into a power strip or surge protector) The LED will illuminate.

2

Press and hold the **POWER BUTTON** for five (5) seconds. The unit will beep once. Release the power button.

3

After approximately 10 seconds, the unit will briefly display **Operation Mode Inverter.** You should note that the "Output" voltage reads **110Vac**

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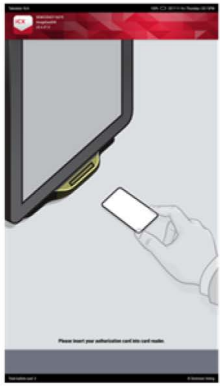
Opening Polls on the ICX-BMD Voting Machine

1

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



2

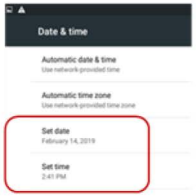
Enter the Poll Worker PIN then press the **Login** button.

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

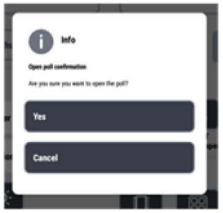
a) Verify that both the **AVS Controller** and the **Manual Session Activation** options are checked. If not, press each one to check them.

b) Check and that the **Public Counter** is **0**. If not, press the **Reset** button.

c) 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.



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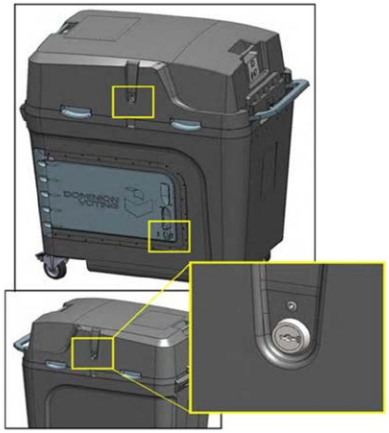
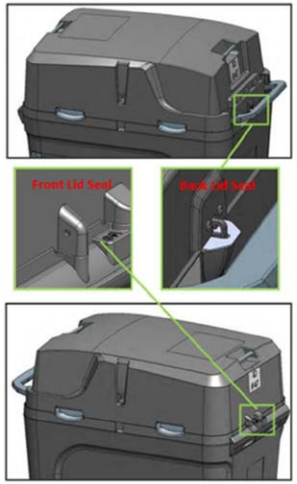
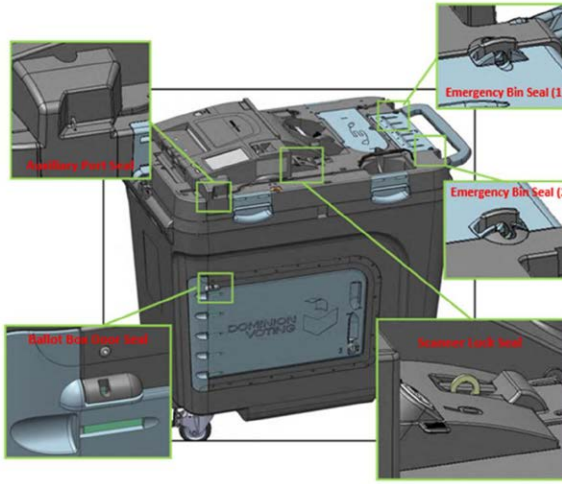
ICP Polling Place Scanner Set-up

Remove Lid from Ballot Box = Verify compartments are empty



Seal Locations Reference (not all locations may have a seal present)





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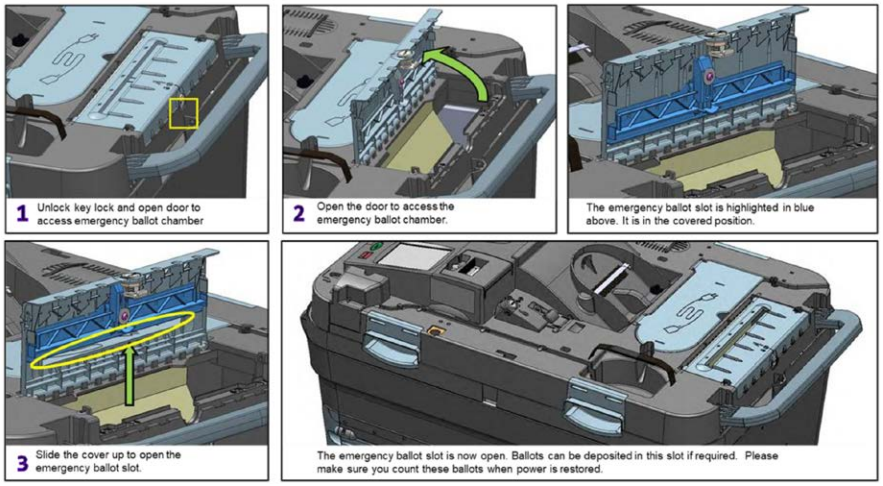
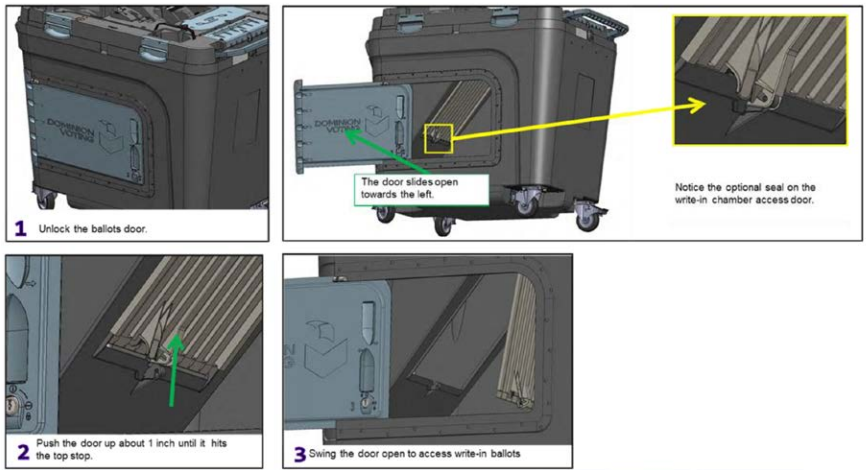
ICP Polling Place Scanner Set-up (Cont.)

Accesing Emergency Ballot Chamber



Accesing write-in chamber ballots



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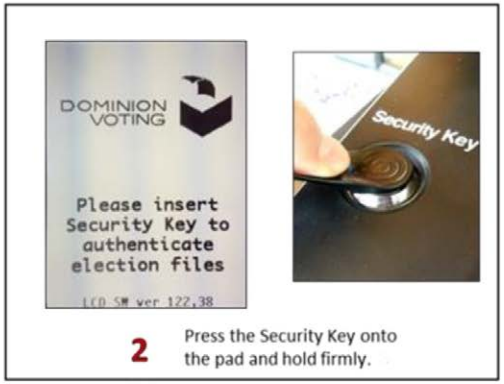
ICP Polling Place Scanner Set-up (Cont.)

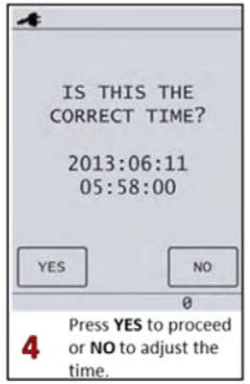
Opening The Poll on the ICP

1 With Lid removed plug the tabulator power cord into an outlet.

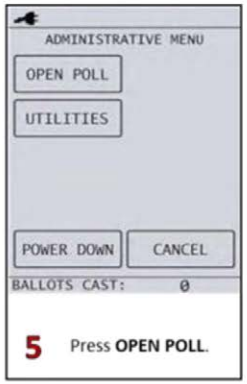


2 Press the Security Key onto the pad and hold firmly.

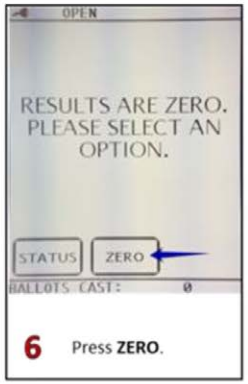
3 Enter the password then press **ENTER**.



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



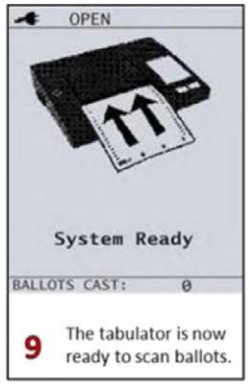
5 Press **OPEN POLL**.



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.

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Provisional Ballot Station

Provisional Ballot Station must be set up to include:

- Privacy screen or private area
- Paper Voter Certificates
- Provisional registration forms
- Outer and Inner Envelopes
- Appropriate pens to complete forms and mark ballot
- Secured Ballot Box
- Provisional Ballot Affidavit for out of precinct voters
- Provisional Ballot Voting Guide with contact information for the county office

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OPEN PRECINCT

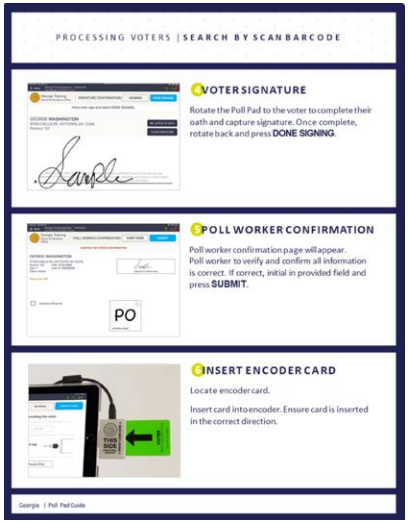
Processing Voters

Poll Pad

The primary method by which precincts in Georgia process voters is the Poll Pad. The Poll Pad contains a database of all registered voters in the county and important information that corresponds with these voters.

It's important to note that the database is downloaded into the Poll Pads, so anyone that wasn't registered in time for the Election would be listed on the Supplemental Voters List. This list should be kept at the Poll Pad Check-in Station at all time and referenced if an individual isn't showing up in the Poll Pad but are at their correct precinct.

To process a voter on Election Day using the Poll Pad's "Scan Barcode" option, poll workers should do the following:



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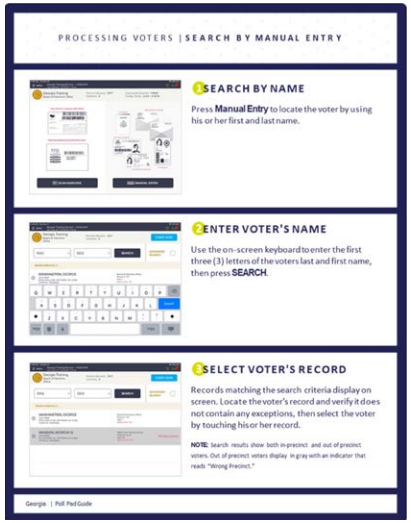
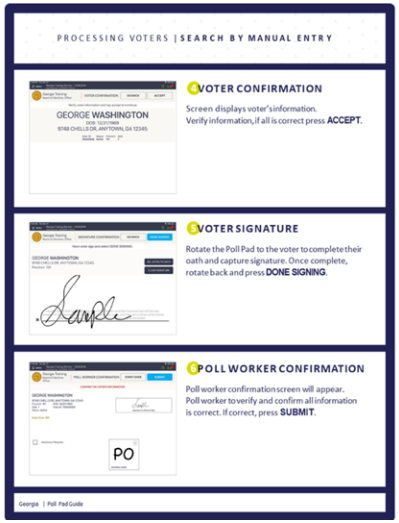
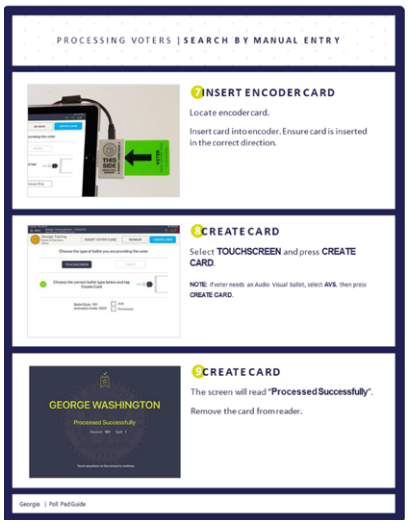
To process a voter on Election Day using the Poll Pad's "Manual Entry" option, poll workers should do the following:







If both the "Scan Barcode" option and the "Manual Entry" options are unsuccessful in finding the voter, poll workers should refer to these instructions in working the "Advanced Search" feature and let the Poll Manager know in case there is another issue that requires a call to the county elections office.

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When Card Cannot Be Created Successfully

When a card cannot be created successfully, there are several potential reasons. Make sure to let the Poll Manager know anytime an issue like this arises. The potential issues are as follows:

1. **Absentee Issued:** If the Poll Pad displays "Absentee Issued," the voter has either requested an Absentee ballot by mail or voted in person during Advanced in-Person Voting. If the voter claims to have not requested an absentee ballot, they should be provided with the name and contact information of a person in the county office who can assist them

   a. If the voter has requested a ballot by mail and has the ballot on-site, confirm that the ballot is in the envelope and mark canceled on the envelope. Next, remove the absentee status from the record and continue through the voter certificate process and encode a voter card.

      i. The physical ballot brought in by the voter should be turned in on Election Night to the county office registrar

      ii. If time allows, contact the county office and inform them of the surrendered ballot

   b. If the voter has requested a ballot by mail and does not have the ballot with them on-site, confirm with the county office whether or not the ballot has been received back or not.

      i. In the event that it has been received, the ballot is considered "cast," and inform the voter that their vote has been processed, directing any further questions to the relevant official at the county office who can assist them.

      ii. In the event that the ballot has not yet been received by the county office and the voter would like to vote in person, the voter should be directed to fill out the form provided by the county office to cancel their Absentee by Mail ballot. Once completed, remove the absentee status from the record and continue with the voter certificate process and create a voter card.

2. **Absentee Received:** If the Poll Pad displays "Absentee Received," the voter's vote has already been cast.

   a. If the voter affirms that they have returned and mailed an absentee ballot, inform them that their vote has been cast and thank them for voting

   b. If the voter claims that they did not vote absentee by mailing in their vote or using a drop box, direct them to the Provisional Ballot Station

      i. The county registrar will research the issue during the Provisional Ballot review period

3. **Advance In-Person:** If the Poll Pad displays "Advance In-Person," then the system reflects that the voter voted in-person during the advanced voting period. Poll workers should ask the voter if they have voted in the last few weeks

   a. If they answer yes, then explain that they have already voted in this election and thank them for their vote. If they have any further questions, direct them to an official at the county office who can help.

   b. If they answer no, contact the county office for more information, and direct the voter to the Provisional Ballot station

      i. The county registrar will research the issue during the Provisional Ballot review period

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Voting Booth

After encoding their voter card, voters will head to the Ballot Marking Device (BMD) to cast their vote, following this process:

1. Insert their card into the touchscreen
2. Select candidates for each race
3. Review ballot selections
4. Print ballot
5. Take the printed ballot and voter card to the Polling Place Scanner station

Polling Place Scanner

*A poll official should always be positioned at the scanner

1. Voter is reminded to review their ballot
2. Voter will return their voter card and submit their printed ballot into the scanner
3. Voter receives “Georgia Voter” sticker and is thanked for voting

Provisional ballots

A voter should be directed to the provisional ballot station in the event that their eligibility to cast a vote in a precinct on Election Day is in question. Provisional ballots may be needed in a number of situations and correspond with unique provisional ballot “codes,” which should be identified and listed on all of the provisional ballot materials that are filled out for the voter.

OP - Out of Precinct

- If a person is registered to vote in another precinct, they should be informed and given the option to cast a provisional ballot or go to their correct precinct. Provisional ballots cast in the wrong precinct will only be counted after 5 P.M. and before the polls close on Election Day

PR - Person believing to have registered to vote but is not appearing on the electors list

- If a person believes that they are registered to vote, but their name is not appearing on the Poll Pad, supplemental list, or paper back up list, then they should be instructed to fill out a provisional ballot

PI - Registered voter who does not have valid ID at time of voting

- If the voter does not have a valid form of photo ID at the time of voting, the voter may be issued a provisional ballot. The voter should be instructed that the ballot will be counted only if the voter provides the proper identification to the county registrar’s office no later than 3 days after the election, primary, or runoff

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IR - Voter who registered for first time by mail but did not provide required ID when appearing to vote. These voters can provide additional forms to provide proof of ID.

- 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.

EH - Voter who is casting a ballot during extended poll hours as a result of a court order

- This is a special scenario in which a federal race is extended at a polling location by court order. When this is the case, all ballots cast during the extended hours should use a provisional ballot

X - Person who registered to vote for the first time in Georgia but citizenship is not verified

- If the elector is flagged on the electors list as a potential noncitizen and they do not provide valid proof of citizenship, they should be instructed to fill out a provisional ballot (consult with the Georgia Secretary of State's Office or local county office on valid proof of citizenship)

V - Person who did not provide missing information to complete application

- In the event that the elector is pending due to incomplete voter registration, they should be instructed to fill out a provisional ballot

CHAL - Challenged

- In the event that an elector has been challenged and shows up to vote before a challenge hearing or decision, the elector should be directed to fill out a provisional ballot

Issuing a Provisional Ballot

1. The voter should first complete the Provisional (salmon-colored) section of the paper, the Voter Certificate and if required, a Provisional Voter Registration Application
   a. Ask the voter to provide proper photo ID (unless the reason for filling out the provisional ballot is due to a lack of ID)
   b. Initials at the indicated space
2. Confirm that the 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 (as discussed above)
4. Write the voter's name on the Provisional Numbered List of Voters, record the time of voting, mark the appropriate provisional code, and mark ballot style in the appropriate column.
5. Record the ballot number on the voter certificate and initial as issued.
6. Hand the voter the ballot and both Official Provisional Ballot Envelopes. Instruct the voter to go to the Provisional Ballot Booth to vote

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by filling in the ovals next to the candidate or answer of their 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

7. After the voter has cast their provisional ballot, poll workers should provide the voter with written contact information so they can monitor the status of their ballot. 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.

8. After 5 P.M., any provisional ballots used for out-of-precinct voting must be bound together for review by the Election Superintendent

9. Place all used provisional ballots in the Provisional Ballot Container and be sure to place the Numbered List of Provisional Voters, Provisional Ballot Affidavits, and Provisional Recap Sheet in the proper envelopes

Please make sure to also review the Provisional Ballot training information you receive from your county, in case of any updates to the process of how to issue a Provisional Ballot to voters.

Issuing a Challenged Ballot

If the voter is completing a provisional ballot because of their status as a challenged voter, the following changes are implemented to the normal provisional ballot process

1. Verify that the voter has completed the voter certificate and the Provisional Voter Section on the back of the certificate

2. Correctly notate both the Provisional Section of the Voter's Certificate and the Official Provisional Ballot with the necessary information

3. 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."

4. 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

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5. When finished voting, the voter drops the sealed salmon ballot envelope into a secure ballot container or bag

6. Hand the voter the written instructions about the challenged ballot process

7. Hand the Voter an "I'm a Georgia Voter I SECURED MY VOTE" sticker and thank them for voting

Voters with Disabilities and Voter Assistance

Accommodating voters with disabilities and those that require assistance is a crucial role of all election officials. Before entering the polling location, directional signs indicating the entrances and special handicapped parking are designed to simplify the process of getting to the ballot as much as possible, so it is essential that these are properly set up. Should they choose, voters are entitled to assistance if they:

- Are unable to read the English language and/or
- Have a disability which renders them unable to:
  - See or mark the ballot OR
  - Operate the voting machine OR
  - Entering the voting compartment/booth without assistance

Notice of the availability of assistance must be visibly posted at the 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 the candidate
  - Exception if disabled/illiterate elector is related to candidate

Hearing/Speech Disabilities

- Poll workers should follow the nonverbal cues of an elector with hearing or speech disabilities and identify the best method of communication (i.e. speaking, gestures, written)
- Poll workers should remember to be patient remain respectful throughout the entire interaction, taking time to accommodate the elector as best they can and giving them full attention
- In the event of misunderstandings, poll workers should rephrase, rather than repeat, questions to the elector

Mobility Impairments

- Poll workers should not touch or handle a voter's wheelchair or other accessibility equipment without prior consent

Voters Aged 75+ OR Disabled

- On Election Day between 9:30 A.M. and 4:30 P.M., voters who are aged 75 and older or disabled and require assistance voting, are allowed to vote immediately at the next available voting booth without waiting in line
  - If notified as a poll worker, you must fulfill this request

Printed Ballot Review

- The Georgia Secretary of State's Office recommends an area set up with magnifying screens/glasses to assist voters in reviewing forms and their ballots in print

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Paperwork

If you are a Precinct Manager you along with your Assistant Managers will be responsible for completing important paperwork from the time you pick up materials on Sunday, until you close the polls Tuesday. Below are some tips to be successful and organized in preparing the documents:

- When you pick up your supplies Sunday, make sure you verify you have all the important paperwork you need. There should be a checklist within the supplies but you can also reference your counties training materials for what paperwork is needed to be verified.
- If you do some of your set up on Monday, if Emergency contacts are required go ahead and fill that out for each of your staff. Also have a look and make sure the pre-filled information listed for the BMD machines, Printers and Scanners match up to the paperwork provided by the county.
- If you set up Tuesday morning before the polls open, make sure you cross check all the prefilled information on paperwork provided by your county against the BMD machines, Printers, Scanners and Poll pads. If there are any discrepancies you will want to reach out to the County and let them know.
- When you set up your Manager/Assistant Manager table, go ahead and lay out the paperwork in an organized manner so you can easily access it and keep track of it.
- Throughout the day Tuesday, you may have some down times/slow times, so during those moments you can go ahead and fill out some information on the paperwork to help with the closing precinct process. This could include signing paperwork (most need signatures from the Manager and both Assistant Managers), filling out any information you can and just making sure you understand what may need to be done at close.
- You can have the Poll Pad clerks fill out the Poll Pad form, but as a Manager always make sure you are double checking information and verifying it is correct.

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Troubleshooting

For issues regarding voting equipment, the Georgia Pollworker Manual (p. 69) states "If any voting system component malfunctions during the day of a primary, election, or runoff, the poll manager shall immediately notify the election superintendent." It is also important to make sure the Poll Manager is also aware of any issue.

Ballot Scanner Malfunction

If the ballot scanner malfunctions, the Georgia Poll Worker Manual mandates the following procedure:

In the event that a ballot scanner malfunctions, the voter shall place their ballot in the emergency bin connected to the ballot box. The emergency bin is located on the top of the ballot box near the transportation handle. The emergency bin must be unlocked by the Poll Manager. Voting should continue as normal, with the only difference that ballots are placed into the emergency bin and not run through the scanner. Poll officers may scan ballots placed into the emergency bin when the malfunction is resolved or the ballot scanner is replaced when doing so will not interfere with voting. A voter who has placed their ballot into the emergency bin has voted.

According to the Georgia Poll Worker Manual, the voting procedure will continue as such:

- The voter will be checked in on the poll pad. A voter card will be created for the voter.
- The voter will vote on the ICX-BMD.
- The voter shall place their printed ballot in the emergency bin connected to the ballot box.
- A voter placing his or her ballot into the emergency bin is considered to have voted that ballot and shall not be permitted to cast another ballot.
- The ballots in the emergency bin shall be counted when the ballot scanner is properly functioning, by a replacement ballot scanner brought to the polling place, or, if neither are available, by another scanner at the county elections office.
- Poll officers may scan ballots placed into the emergency bin through the ballot scanner or a replacement ballot scanner when doing so will not interfere with voting.
- Emergency ballots shall not be treated as provisional ballots, but instead shall be placed into the scanner in the same manner that printed ballots in the polling place are scanned.
- The poll manager shall store all emergency ballots in a secure manner and ensure that all used and unused emergency ballots are accounted for.
- All unused emergency ballots shall be placed into a secure envelope and sealed such that the envelope cannot be opened without breaking such seal.

BMD will Not Mark Ballots

If the BMD will not mark ballots, the following procedure should take place according to the Georgia Poll Worker Manual:

- The poll officer shall verify the identity of the voter and that the person is a registered voter of the precinct.
- On the Poll pad, the poll officer will select "Emergency Ballot" instead of "Touchscreen," and hit "submit" in order to finalize check-in of the voter. No voter access card is needed or created.
- The poll officer shall provide an emergency ballot to the voter that is to be filled out with a pen.

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- The voter shall mark their ballot with a pen in an area that provides voter privacy.
- The voter shall scan their ballot in the scanner connected to the ballot box.
- The poll manager shall ensure that all used and unused emergency ballots are accounted for.
- Emergency ballots shall not be treated as provisional ballots, but instead shall be scanned in the scanner in the same manner that printed ballots in the polling place are scanned.
- All unused emergency ballots shall be placed into a secure envelope and sealed such that the envelope cannot be opened without breaking such seal.

The following are supplies needed to complete this procedure:

- **Emergency Ballots** - The election superintendent shall cause each polling place to have a sufficient amount of emergency paper ballots so that voting may continue uninterrupted if emergency circumstances render the electronic ballot markers or printers unusable. For any primary or general election for which a state or federal candidate is on the ballot, a sufficient amount of emergency paper ballots shall be at least 10% of the number of registered voters assigned to a polling place. (SEB Rule 183-1-12-.11 (2)(c)) Emergency Ballots must be secured prior to use.
- **Dominion Voting Approved Pens**
  - Sharpie Fine Point Black (part #: 30001 SKU: 071641300019).
  - Paper Mate Flair M Medium Point Black, (part #: 8430152, SKU: 041540843016).

Poll Pad will not encode voter cards

If the Poll Pad will not encode voter cards, the Georgia Poll Worker Manual provides the following procedure:

- If the check-in functionality of the poll pad is not working, the voter shall complete a manual voter certificate.
  - If the check-in function is still properly functioning, poll officers may continue to check in voters on the polls pads, but use the manual activation on the ICX-BMD to pull up the correct ballot style for the voter. If the check-in function is not properly working, the voter should be checked in using the backup paper elector's list.
- The poll officer shall verify the identity of the voter and that the person is a registered voter of the precinct using the printed elector's list and supplemental list (if the check-in functionality of the poll pad is not properly working).
- The poll officer must provide the ballot activation code for the voter.
- The poll officer shall direct the voter to an available ICX-BMD.
- The poll officer shall activate the ballot for the voter on the ICX-BMD using the poll worker card.
- The poll officer must enter the ballot activation code for the voter.
- 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.
- The voter shall mark their ballot on the ICX-BMD. The voter shall print their voted ballot, remove their printed ballot from the printer, and review it for accuracy.

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- The voter shall scan their voted ballot in the scanner connected to the ballot box.

The following supplies are needed to complete this procedure:

- **Poll Worker Cards -** Access to multiple poll worker cards. Poll worker cards will be used to manually activate ballot styles on the ICX-BMD.
- **Ballot Activation Codes -** Codes for the different ballot styles.
- **Elector's List/Supplemental List -** Poll officers will verify voter information using the elector's list & supplemental list.
- **Paper Voter Certificates -** A sufficient amount of paper voter certificates to last for at least two hours of voting. Voters will complete paper voter certificates prior to voting on the ICX-BMDs.
- **Pens -** For voters to complete the voter certificates.

Using Emergency Paper Ballots

If the use of an emergency paper ballot is necessary, the Georgia Poll Worker Manual provides the following procedure:

- The poll officer shall verify the identity of the voter and that the person is a registered voter of the precinct.
- On the Poll pad, the poll officer will select "Emergency Ballot" instead of "Touchscreen," and hit "submit" in order to finalize the check-in of the voter. No voter access card is needed or created.
- The poll officer shall provide an emergency ballot to the voter that is to be filled out with a pen.
- The voter shall mark their ballot with a pen in an area that provides voter privacy.
- The voter shall scan their ballot in the scanner connected to the ballot box.
- Emergency ballots shall not be treated as provisional ballots, but instead shall be placed into the scanner in the same manner that printed ballots in the polling place are scanned.
- All unused emergency ballots shall be placed into a secure envelope and sealed such that the envelope cannot be opened without breaking such seal.

The following items are needed for this procedure:

- **Emergency Ballots** - The election superintendent shall cause each polling place to have a sufficient amount of emergency paper ballots so that voting may continue uninterrupted if emergency circumstances render the electronic ballot markers or printers unusable. For any primary or general election for which a state or federal candidate is on the ballot, a sufficient amount of emergency paper ballots shall be at least 10% of the number of registered voters assigned to a polling place. (SEB Rule 183-1-12-.11 (2)(c)) Emergency Ballots must be secured prior to use.
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Troubleshooting for various technical difficulties

The following chart is from the Georgia Poll Worker manual and provides steps that can be taken to attempt to fix various technology issues:

POLLING PLACE SCANNER

Problem	Solution
Tabulator isn't using power from ballot box.	1. Verify that the AC adapter plug is properly. connected to the power jack at rear of tabulator
	2. Verify power plug is connected to a functional wall outlet.
	3. If connected to a power strip, verify that the power strip is functional.
	4. Check the power status LED 1 at front of tabulator.
	5. If OFF, verify whether the tabulator can be powered on back-up battery power only. *(NOTE: TO DO THIS, PRESS AND HOLD THE RESET PUSH BUTTON AT THE REAR FOR 3 SECONDS THEN RELEASE).*
	6. If tabulator powers up on battery power, the issue is with the external power adapter module.
	7. Replace power adapter module and retry.
	8. If power status LED 1 turns on with the external power adapter module but the LCD screen is blank.
	9. If the problem persists, contact Dominion for service.
LCD screen is blank or goes blank suddenly	1. Power up tabulator.
	2. If power status LED doesn't illuminate, check power connections to ensure unit is getting power.
	3. If PS LED 1 turns on, check LCD screen closely to see if it displays the start-up screen.
	4. If start-up screen is visible but dull, then the issue is related to the LCD brightness settings.
	5. If start-up screen is not visible at all, contact Dominion for service.

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Troubleshooting for various technical difficulties (Cont.)

The following information is from – it covers responses for different situations regarding the Poll Pad:
https://acluga.org/wp-content/uploads/2021/04/poll_pad_troubleshooting.pdf

POLL PAD

Problem	Solution
Charging the Poll Pad	1. Plug USB end of power cable into power cube or battery pack. 2. If using AC power, plug power cube into outlet. 3. Plug power cable into Lighting Connector on Poll Pad. 4. Wait about five minutes for the Pol Pad to charge. 5. Once there is sufficient power, Poll Pad will auto power on. 6. Resume normal operations.
Opening the Poll Pad	1. If application does not automatically launch when powered on, touch the Poll Pad App at the bottom of the Home Screen. 2. Verify the correct homepage displays on the screen.
Poll Pad Screen is Unresponsive	1. Unplug unit form power source. (electrical outlet, battery, etc.) 2. Hold down the Sleep/Wake and Home buttons simultaneously. 3. Release both buttons once the Apple logo displays on screen. 4. After application launches, return to previous activity.
Encoder is Unresponsive	1. Disconnect power cord form encoder and encoder from Poll pad. 2. Shut off Poll pad. 3. Reconnect encoder and power cord. 4. Restart Poll Pad. Wait for encoder icon to turn green.
Card Creation Failed Error Message	1. Flip over the voter access card. 2. Resume normal operations

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Troubleshooting for various technical difficulties (Cont.)

The following information is from – it covers responses for different situations regarding the Ballot Scanner:
https://acluga.org/wp-content/uploads/2021/04/icp_troubleshooting.pdf

Problem	Solution
The tabulator shuts down suddenly.	1. Verify that AC power adapter pin is properly connected to power jack at rear of tabulator. 2. Verify that 2-prong plug from AC power adapter is connected to a functional wall outlet. 3. If connected to power bar, verify that power bar is functional. If it has ON/OFF switch, the switch should be in the ON position. 4. If the Power Status LED 1 is off, check power adapter to ensure that it's functional . 5. If not, replace power adapter. 6. If the tabulator was operating on battery power, recharge or replace the back-up battery. 7. Once the tabulator powers up, confirm it loads past Operating System and Election Application. 8. If problem persists, contact Dominion for service.
Paper jams when voter inserts ballot into scanner.	1. The unit will attempt to return the ballot through the ballot entry slot at the front of the machine. If this is not successful, the unit will stop the rollers and play a unique audible sound. 2. The unit will prompt the administrator to clear the jam and confirm that it is clear by pressing a "Cleared" button on the LCD screen. 3. If at this time the system confirms that the jam has been cleared, the unit will return to Election Ready mode. 4. If the ImageCast® Precinct still detects a potential ballot jam after the user has pressed the "Cleared" button, the ImageCast® Precinct will prompt the user to shutdown the machine. 5. The administrator will then unlock the unit from the ballot box in order to carefully inspect the machine to ensure that there are no remaining obstructions. 7. If the unit continues to display the ballot jam warning message after several attempts to alleviate the problem, the unit will be deemed inoperable and a technician will need to replace the unit with a spare. 8. In all cases, after detecting a paper jam, the unit will clearly indicate whether the jammed ballot has been counted or not.

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Troubleshooting for various technical difficulties (Cont.)

The following information is from – it covers responses for different situations regarding the ICX-BMD:
https://acluga.org/wp-content/uploads/2021/04/icx_bmd_troubleshooting.pdf

TOUCHSCREEN & PRINTER

Problem	Solution
Unable to read the card.	1. Verify smart card contact is facing down when inserting smart card into reader.
ATI loss of connectivity.	1. Verify that ATI is plugged into proper USB port on touchscreen tablet. 2. Verify that power indicator light is on. 3. Perform hardware test of ATI device.
Audio cannot be heard while in AVS mode.	1. Check that headphones are plugged in all the way to ATI port. 2. Check that volume isn't all the way down. 3. Replace headphones if neither options work.
Paper jam in tray 2 on the Touchscreen printer.	1. Insert poll worker card and enter access code. 2 To clear the buffer, press the cancel X on the printer. 3. Clear paper jam. 4. When Ready light on control panel is green, printing can resume. 5. Ready will be visible on printer control panel display. 6. Press Reprint on screen. 7. Remove poll worker card. *(NOTE: MAKE SURE TO SPOIL ANY INTERRUPTED BALLOTS).*
Touchscreen printer not printing.	1. Verify that printer is plugged in/powered on. 2. Verify printer's ready light is on/Ready is displayed on screen. 3. Verify ballot paper is in paper tray.
Device not responding to touch	1. Clean tablet screen using soft cloth. 2. If unresponsive, power tablet "off" then "on". 3. If rebooting fails, contact the appropriate personnel.

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CLOSING THE POLLS

The Georgia Poll Worker Manual provides the following rules and guidelines for closing the polls:

- 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.
- 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.

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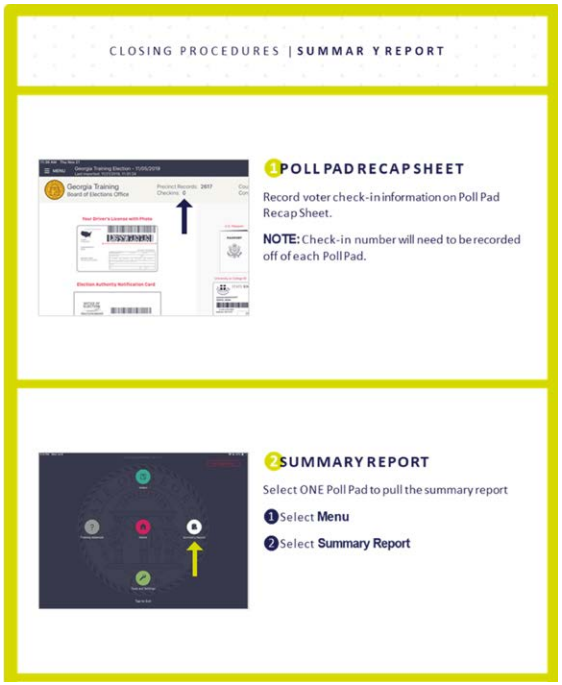
Closing the Polls: Poll Pads

The following is a checklist of closing steps to be completed for the Poll Pads adapted from the Georgia Poll Worker Manual:

- Record voter check-in 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 and USB power brick to case
- Remove encoder from Poll Pad and return to case
- Remove Poll Pad stand/arm from base
- Return base to case
- Verify the numbers on the Poll Pad and case match
- Return Poll Pad to case
- Record information on the summary report from one Poll Pad

Here is a step-by-step picture guideline to complete the steps to close the Poll Pads:



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Closing the Polls: ICX-BMD

Here is a step-by-step picture guideline to close 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.

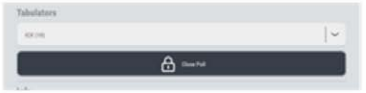
Enter the Poll Worker PIN then press the **Login** button.

2

Press the **Admin menu** button.

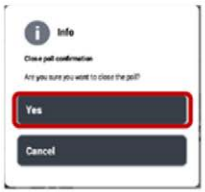
3

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

- Place equipment into transport bags as required.
- Apply Seals to transport bag as required

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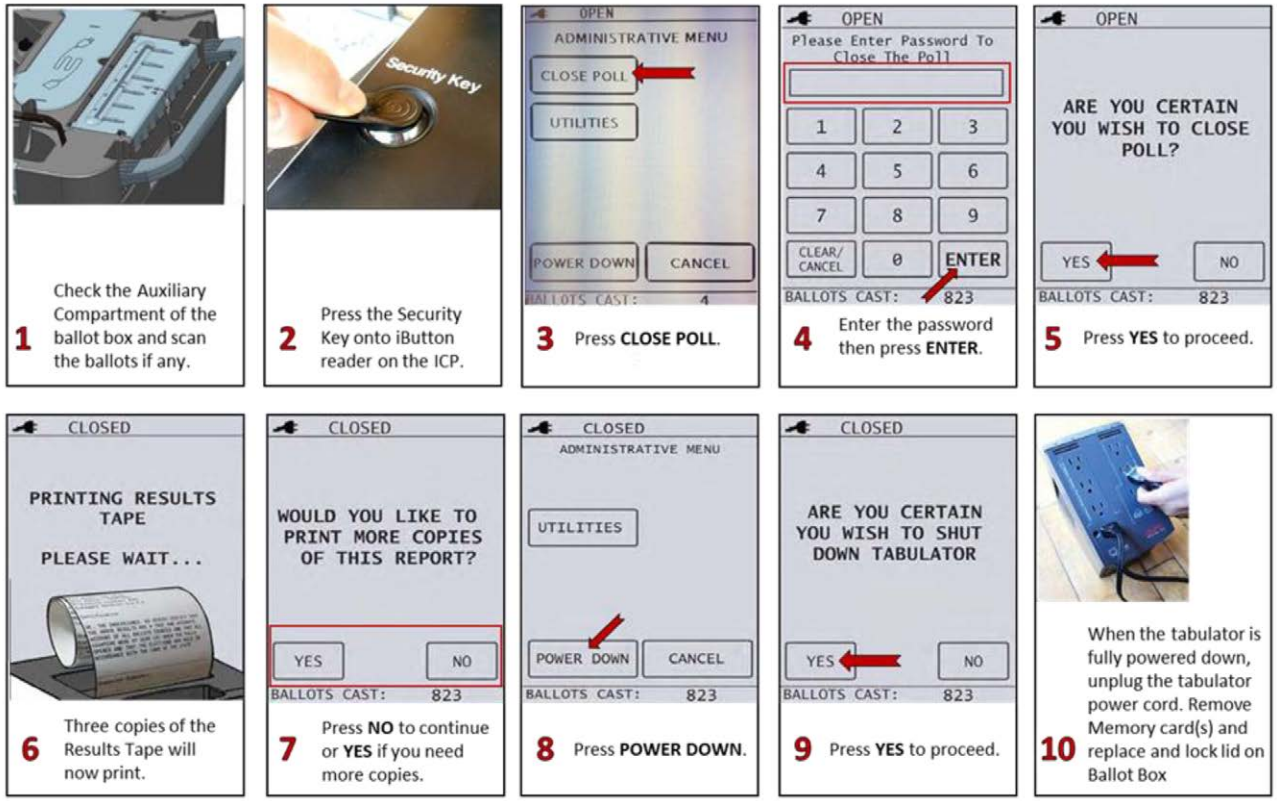
Closing the Polls: ICP (ballot scanner)

Here is a step-by-step picture guideline to close the polls on the ballot scanner:



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Closing the Polls: CyberPower UPS

Here is a step-by-step picture guideline to close the polls on the CyberPower UPS:

1

Unplug the power cord. The UPS will switch to battery mode and the battery icon illuminates.

2

Press and hold the power button for at least ten (10) seconds. The UPS will beep once and the screen will go blank.

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Closing the Polls: Election Forms

The following are forms that may need to be filled out while closing the polls*:

* Please refer to your county specific training to determine which forms need to be filled out.

These are to be completed by the Poll Manager and Assistant Managers.

Touchscreen Recap Sheet

- 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 Verified/Intact column. The closing count and closing case serial numbers should be recorded.
- The form must be signed and dated by the Poll manager and two witnesses. Scanner Recap Sheet
- Confirm unit number of Polling Place Scanner
- When the polls close, the Poll Manager will verify the seals are intact. The closing count should be recorded.
- The Ballot box, Emergency Bin, & Write-in bin should be checked for cast ballots.
- The form must be signed and dated by the Poll manager and two witnesses.

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.

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
- 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.

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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

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.

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.

Drop Box Ballot Transfer Form (DropBox2021)

- This form is used to account for absentee ballots removed from a drop box.
- Each field on the form must be completed for transport.
- The collection team transporting the ballots must sign and date the form.
- The Registrar or Absentee Ballot Clerk must sign and date the form to confirm they received the ballots.

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Door Postings

The Georgia Poll Worker Manual provides the following guidelines for door postings:

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

Reminders

The following are things to remember before officially closing the polls:

- 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