

# **POLL WORKER MANUAL**



**Latest Update: August 2020**

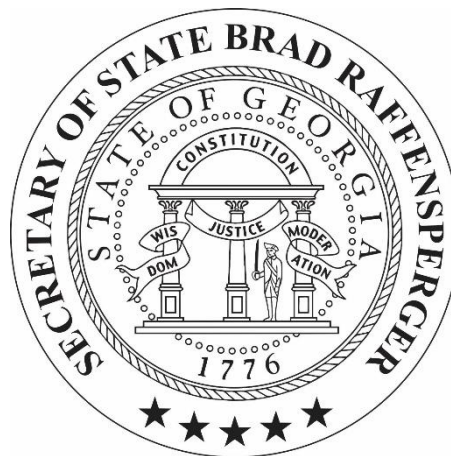
# **PREFACE**

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

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

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

**GA Secretary of State Office  
Elections Division  
2 MLK Jr. Dr. SE #802 West  
Atlanta, Georgia 30334  
Phone: (404) 656-2871**



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# **GENERAL INFORMATION**

## **Qualifications, Conduct, and Training in the Code**

### **O.C.G.A. § 21-2-92(a)**

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

### **O.C.G.A. § 21-2-99(a)**

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

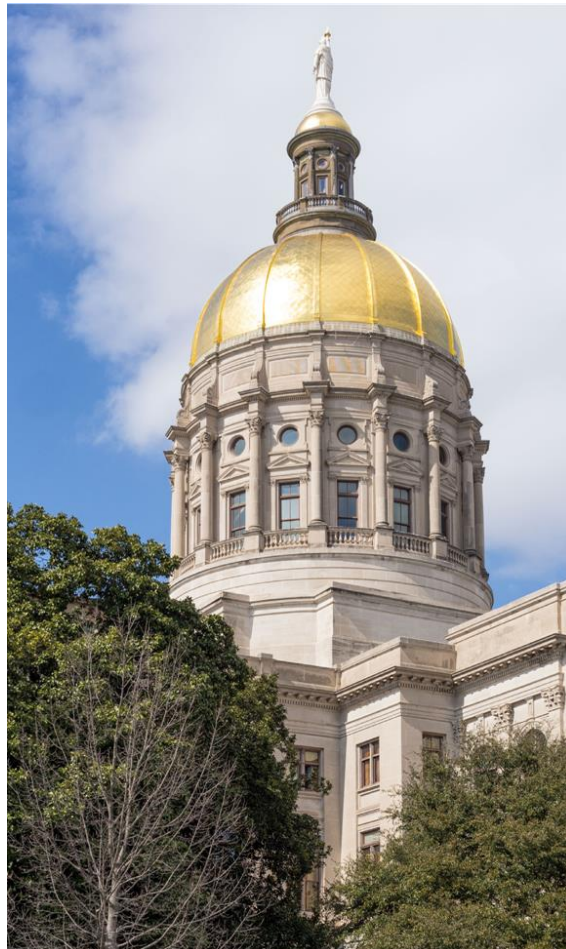
### **O.C.G.A. § 21-2-99(b)**

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

# Election Offenses Involving Operation of the Polls

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

- O.C.G.A. § 21-2-584: Refusal or failure of manager to administer oath to poll officer; poll officer acting without being sworn; giving of false certificate as to swear of poll officer.
- O.C.G.A. § 21-2-587: Frauds by poll officers. Failure to return memory cards.
- O.C.G.A. § 21-2-588: Premature counting of votes by poll officer.
- O.C.G.A. § 21-2-589: Willful omissions by poll officers.
- O.C.G.A. § 21-2-590: Poll officer permitting unregistered or unqualified persons to vote; refusing to permit registered and qualified persons to vote; unlawful rendering of assistance.
- O.C.G.A. § 21-2-591: Poll officers permitting unlawful assistance to voters.
- O.C.G.A. § 21-2-592: Failure of poll officers to keep record of assisted voters.



# **POLLING PLACE**

Before the polls open, your polling place must have the signs and supplies included in this section. All signs and supplies may be ordered online in the Georgia Elections Supply Store. The Store is for Georgia Election Officials only. It is password protected.



# **POLLING PLACE**

## **Polling Place Preparation in the Code**

### **O.C.G.A. § 21-2-267(a)**

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

### **O.C.G.A. §§ 21-2-328 and 21-2-375**

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

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

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

# **POLLING PLACE PREPARATION**

## **Opening the Polls Checklist**

- ☐ All poll officials are in attendance and oaths are administered.
- ☐ Verified all ballot boxes are empty, locked, and sealed.
- ☐ Reminders of law changes for Assisting Voters
- ☐ List of all needed phone numbers of county office staff available
- ☐ Badges are on and visible
- ☐ All signs and notices are posted
- ☐ All doors are accessible
- ☐ Check parking lots and walkways to identify any concerns and add signage or staffing, if needed
- ☐ All equipment, tables, chairs, supplies, list and ballots in place
- ☐ Review list of Poll Watchers assigned
- ☐ All stations are ready.
- ☐ Notify Election Superintendent that poll is ready and opened

There should be three poll officers in the polling place at all times, a manager and two assistant managers. If an emergency occurs and someone has to leave, the replacement must be sworn in.

## POLLING PLACE PREPARATION

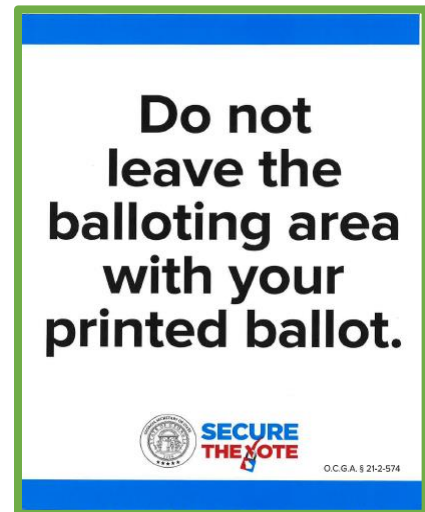
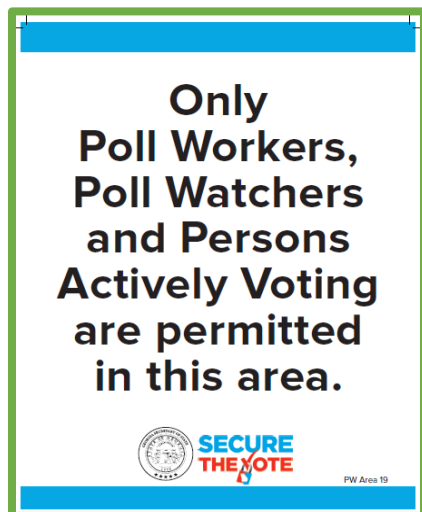
## Voting Area Posters & Signs

## INSIDE EACH VOTING BOOTH

## INSIDE POLLING SITE

**OUTSIDE POLLING SITE**

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



## POLL WORKER AREA

## GEORGIA VOTING INFORMATION

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

## VOTING RIGHTS

**The right to vote in an election if you have registered to vote:**  
Each elector who makes timely application for registration, is found eligible by the board of registrars and placed on the official list of electors, and is not subsequently found to be disqualified to vote shall be entitled to vote in any primary or election, provided, however, that an elector, voting in the primary or primaries held by a single party for the nomination of candidates to seek public offices to be filled in an election, shall not vote in a primary held by any other party for the nomination of candidates.

**The right to cast a provisional ballot if your name does not appear on the list of electors:**  
If a person presents himself or herself at a polling place, absentee polling place, or registration office for the purpose of casting a ballot in a primary or election believing that he or she has timely registered to vote in such primary or election and the person's name does not appear on the list of registered electors, the person shall be entitled to cast a provisional ballot as provided by law O.C.G.A. § 21-2-40(a).

**The right by electors with advanced age or disability to vote without waiting in line:**  
Each elector who is 75 years of age or older or who is disabled and requires assistance in casting an absentee ballot in person at the election office, absentee ballot clerk's office or other location as provided for in C.R. § 1-2-382, shall, upon request to a designated office employee or other individual, be authorized to vote immediately at the election office or other location as provided for in C.R. § 1-2-382, without waiting in line. The designated office employee or other individual shall be authorized to give the head of any line necessary to care a written absentee ballot. Notice of the provisions of this local election shall be prominently displayed in the register's office or absentee ballot clerk's office.  
C.O.G.A. § 19-2.385.

On election day between the hours of 7:00 a.m. and 6:30 p.m., each voter who is 18 years of age or older and who is disabled and requires assistance in voting is authorized by Code Article 21-3-406, that subject to a poll officer's approval, to be assisted by a person of their own selection to vote immediately at the most available voting compartment or booth without having to wait in line. Notice of the provisions of this Code section shall be prominently displayed in the voting area. OC-GA § 21-3-406.1.

**The right to receive assistance if you cannot read English or have a physical disability.**  
An elector who is unable to read the English language and has a physical disability which renders him or her unable to see or mark the ballot or operate the voting equipment or to enter the voting compartment or booth without assistance may, at their own request, receive assistance solely from the members of OC-GA § 21-3-409.

**The right to be free from interference as a voter:**  
Any person who interferes with an elector shall be guilty of a felony O.C.G.A. § 11-2-58A.

**RESPONSIBILITIES**

### RESPONSIBILITIES

**Responsibility to register in time to vote:**  
In order to vote you must register by the deadline set forth by law. O.C.G.A. § 21-2-314.  
**Responsibility to present identification:**

**Responsibility to prevent identification.** Each elector must prevent proper identification at the polling place as required by law. See ID poster posted at polling place for specific ID required. O.C.G.A. § 20-2-417. An elector who registered for the first time in this state by mail and did not provide one of the forms of identification set forth in O.C.G.A. § 20-2-417 at the time of registration and who does not have identification at the time of voting for the first time may vote a provisional ballot. Such provisional ballot shall only be counted if the registrars are able to verify current and valid identification of the elector within the time period for verifying provisional ballots pursuant to O.C.G.A. § 20-2-419.

**Responsibility to obey the law:**  
 Voters must follow all federal and state election laws.



**REGISTER A COMPLAINT OR SUGGESTION**

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

If you have a specific complaint (pursuant to Title III of the Help America Vote Act of 2002) about voting system standards, accessibility for persons with disabilities, or voter registration, or other alleged voting violations, you must submit the complaint in writing. It must be notarized, and it must be signed and sworn by the voter. The complaint must be submitted to the State Election Division. The State Election Division will make a determination regarding the complaint within 90 days of when the complaint was received.

<b>Complaint Mailing Address</b>	<b>State Elections Division</b>	<b>U.S. Department of Justice</b>
State Elections Division	Telephone: 404-656-2871	Civil Rights Division
Suite 1104, West Tower	Toll free: 1-888-265-1115	1-800-253-3931
2 Martin Luther King, Jr., Dr. S.E.	Fax: 404-651-9531	
Atlanta, GA 30334	VTTY: 404-656-1787	

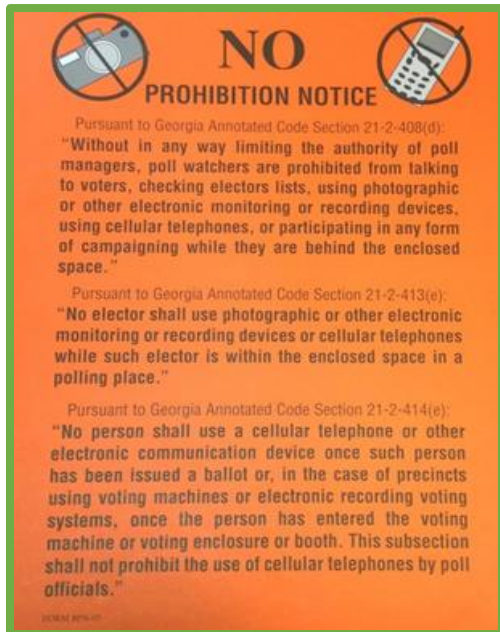
Online: [www.singapore.gov.sg/biven/education/complaints.asp](http://www.singapore.gov.sg/biven/education/complaints.asp) Web: [www.singapore.gov.sg](http://www.singapore.gov.sg)

## NO LEAVING WITH BALLOT

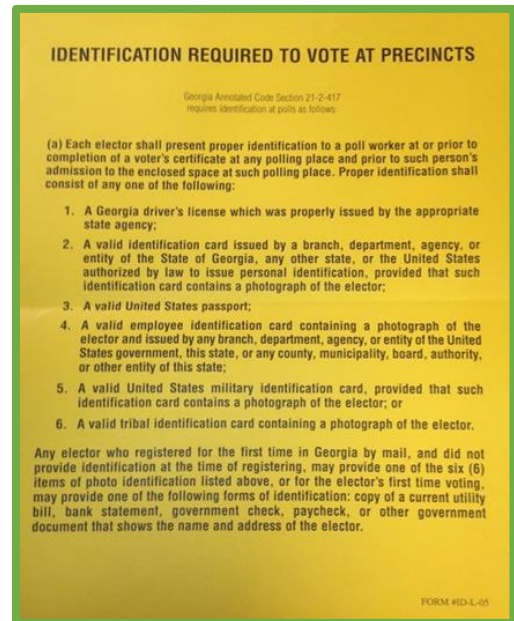
## VOTING RIGHTS POSTER

# POLLING PLACE PREPARATION

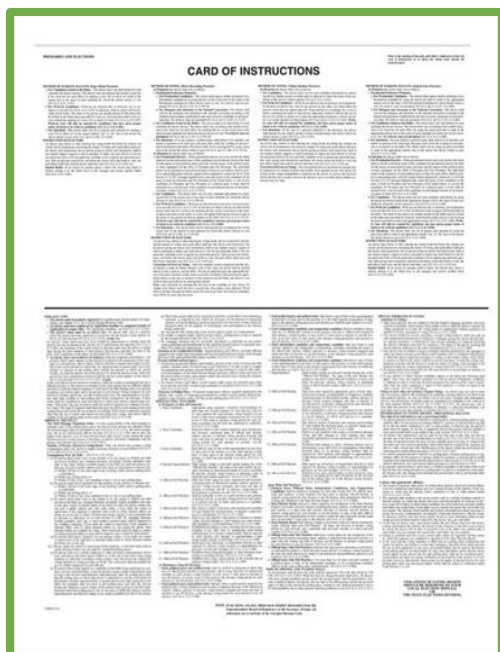
## Voting Area Posters & Signs



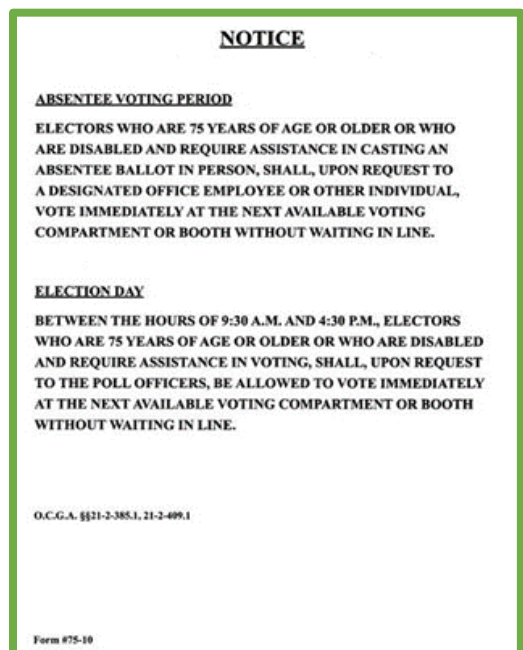
PROHIBITION NOTICE



REQUIRED IDENTIFICATION



CARD OF INSTRUCTIONS



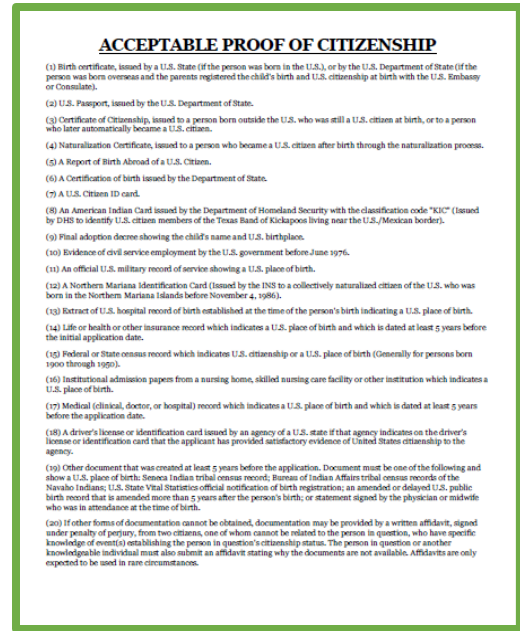
ELECTORS 75 YEARS & OLDER

# POLLING PLACE PREPARATION

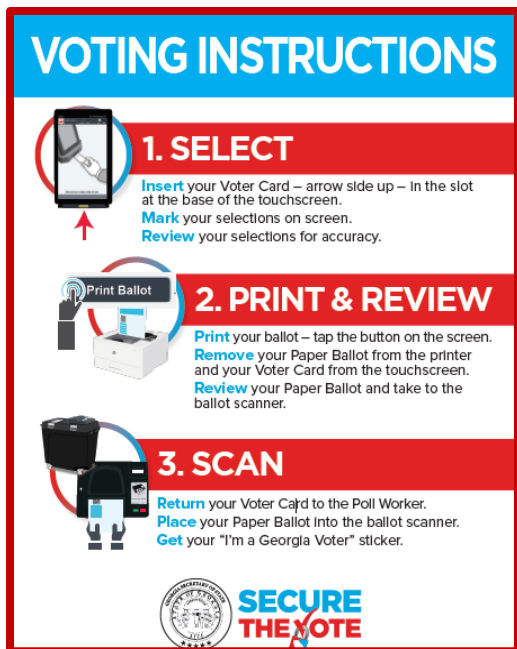
## Voting Area Posters & Signs



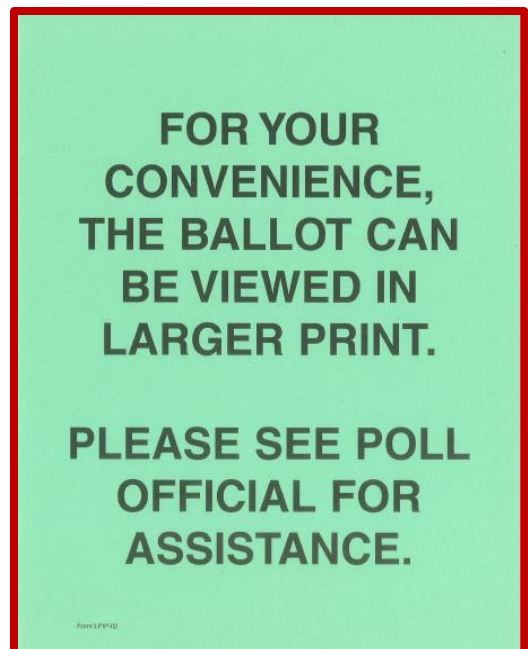
NOTICE OF PENALTIES



ACCEPTABLE PROOF OF CITIZENSHIP



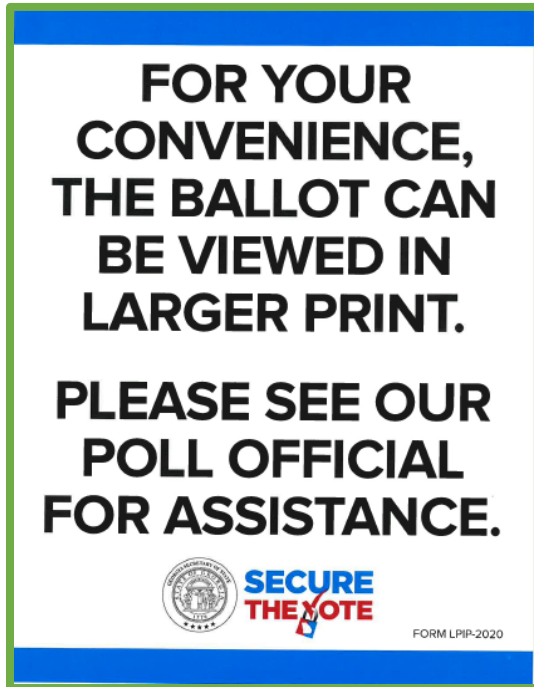
VOTING INSTRUCTIONS



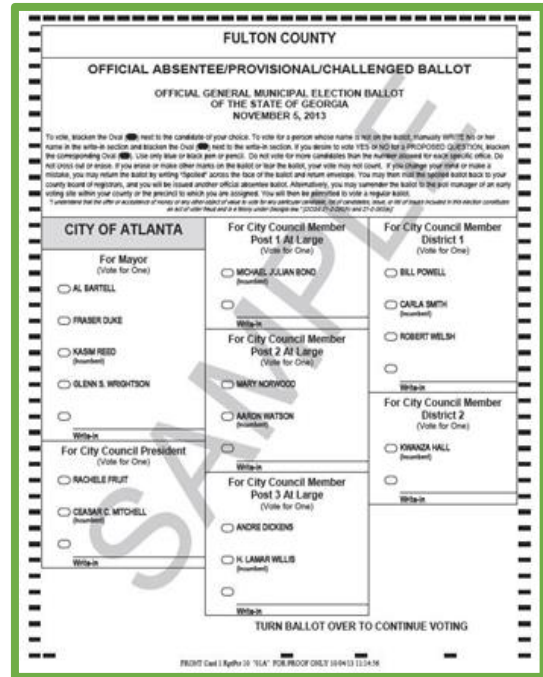
MAGNIFIED BALLOT REQUEST

# POLLING PLACE PREPARATION

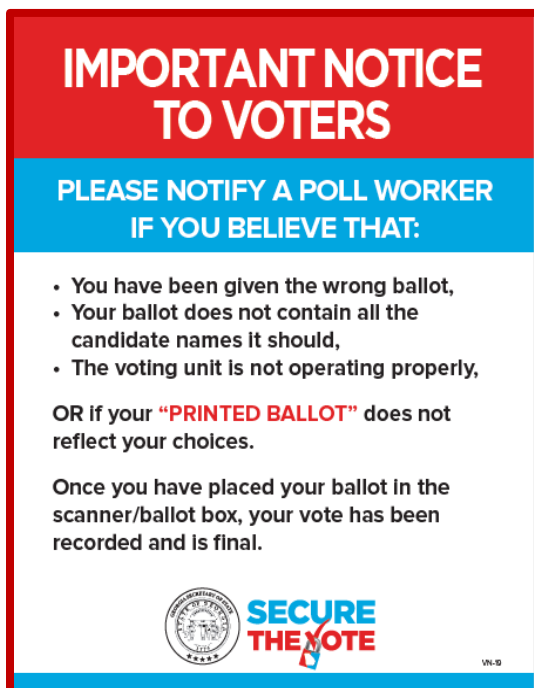
## Voting Area Posters & Signs



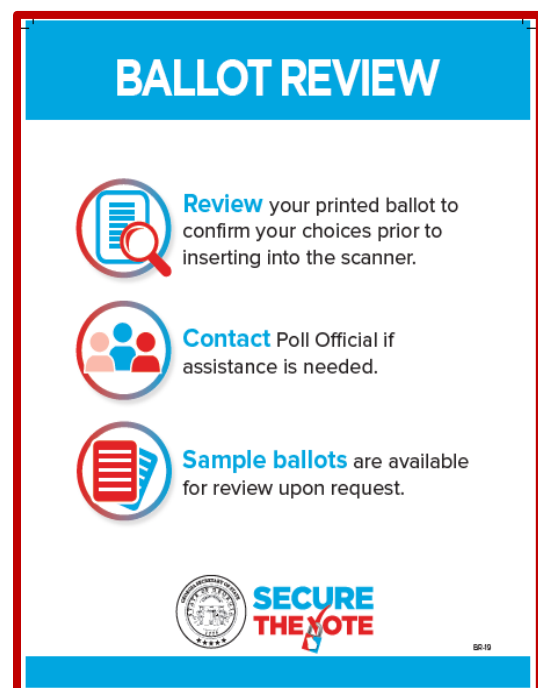
LARGE PRINT



SAMPLE BALLOT



VOTER NOTICE



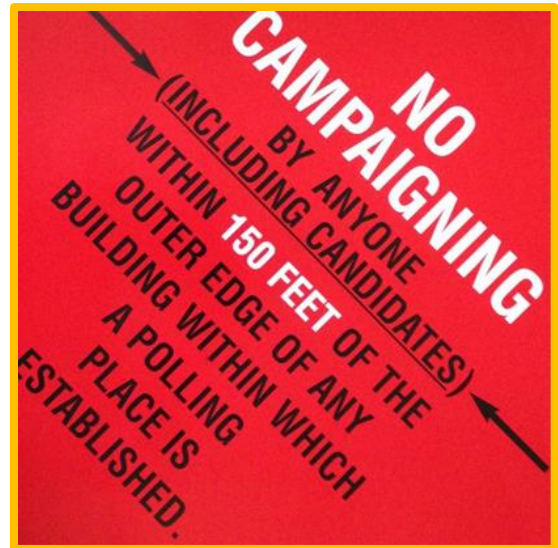
BALLOT REVIEW

# POLLING PLACE PREPARATION

## Posters & Signs in the Outside the Polling Place



VOTE HERE SIGN



NO CAMPAIGNING SIGN



HANDICAPPED PARKING SIGN

## Supplies at the Polling Place

## OATH OF MANAGERS

## OATH OF CLERKS

**PAPER VOTER CERTIFICATES**  
**(EMERGENCIES)**

## VOTER REGISTRATION APPLICATIONS

# POLLING PLACE PREPARATION

## Supplies at the Polling Place

This form is used for provisional voter registration. It includes sections for:
 

- 1. NAME (Last, First, Middle or Maiden Name)
- 2. RESIDENCE ADDRESS (Home, No. and street name)
- 3. MAILING ADDRESS (If different from residence address)
- 4. TELEPHONE NUMBER
- 5. DATE OF BIRTH (Month/Day/Year) and SEX (Male/Female)
- 6. I SWEAR OR AFFIRM: (Check One)
  - a) I am a citizen of the United States of America? (Yes/No)
  - b) Will you be 18 years of age on or before election day? (Yes/No)
  - c) If you check "No" in response to either of these questions, do not complete this form.
- 7. I SWEAR OR AFFIRM THAT: (Check One)
  - a) I reside at the address listed above.
  - b) I am eligible to vote in Georgia.
  - c) I am not serving a sentence for having been convicted of a felony involving moral turpitude.
  - d) I have not been judicially declared to be mentally incompetent.
- 8. CHANGE OF ADDRESS: (If you are changing your address or if you have previously registered to vote, list your previous address)
- 9. CITY, COUNTY, STATE, ZIP CODE
- 10. SIGNATURE and DATE
- 11. OFFICIAL USE ONLY: (Includes fields for REGISTRATION NO., REGISTRATION NO., and REGISTRATION NO.)

PROVISIONAL VOTER REGISTRATION APPLICATION

This form is used for provisional voter certificates. It includes sections for:
 

- 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 brother
  - ( ) the elector's mother
  - ( ) the elector's spouse
  - ( ) the elector's child
- 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#:
    - ☐ By mail
    - ☐ In person at (please specify location):
    - ☐ Other:
  - Issued Date:
  - 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

This is the inner envelope for the provisional ballot. It features the text "OFFICIAL PROVISIONAL BALLOT" and "Form PBS-1-62".

INNER PROVISIONAL BALLOT ENVELOPE

This is the outer envelope for the provisional ballot. It includes sections for:
 

- 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 (PIR)
  - ☐ 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

This form is used for the provisional numbered list of voters. It includes sections for:
 

- USE A BALL POINT PEN
- NUMBERED LIST OF PROVISIONAL/CHALLENGED VOTERS
- NAME OF VOTER
- DATE
- PRECINCT
- TYPE OF VOTER
- PROVISIONAL CODE

PROVISIONAL NUMBERED LIST OF VOTERS

## Supplies at the Polling Place

## BALLOT RECAP SHEET

## POLL PAD RECAP SHEET

## TOUCHSCREEN RECAP SHEET

## SCANNER RECAP SHEET

# POLLING PLACE PREPARATION

## Supplies at the Polling Place

**SPOILED AND UNACCOMPANIED BALLOT RECAP SHEET**

Date: \_\_\_\_\_ Election Day Location: \_\_\_\_\_  
Advanced In Person Location: \_\_\_\_\_

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

Poll Manager: \_\_\_\_\_  
Poll Official: \_\_\_\_\_  
Poll Official: \_\_\_\_\_

WV Ballot Recap Sheet-20

**SPOILED & UNACCOMPANIED BALLOT RECAP SHEET**

**Voted Ballot Removal Form During Voting**

Election: \_\_\_\_\_ Date: \_\_\_\_\_ Polling Place: \_\_\_\_\_ County: \_\_\_\_\_

This form is to be completed ONLY when the ballot box becomes full and must be emptied to continue to scan ballots when the polls are open. For close of polls, complete the **Chain of Custody Form - Transfer of Election Results**. This process may need to be completed multiple times. Document each removal of ballots on this form.

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

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

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

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

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

**CLOSE OF POLLS**  
Ballots were removed from the ballot box at (time) \_\_\_\_\_ and sealed in a secure Ballot Container.  
Poll Manager: \_\_\_\_\_ Poll Official: \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

VB Removal-20

**VOTED BALLOT REMOVAL FORM DURING VOTING**

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

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

Date: \_\_\_\_\_ Surrendered by: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_  
Time: \_\_\_\_\_ Received by: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Surrendered by: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_  
Time: \_\_\_\_\_ Received by: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Surrendered by: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_  
Time: \_\_\_\_\_ Received by: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Surrendered by: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_  
Time: \_\_\_\_\_ Received by: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Surrendered by: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_  
Time: \_\_\_\_\_ Received by: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHAIN OF CUSTODY FORM  
TRANSFER OF ELECTION RESULTS**

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

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

COUNTY/MUNICIPALITY: \_\_\_\_\_  
DATE OF ELECTION: \_\_\_\_\_ ELECTION DAY ☐ ADVANCE VOTING ☐

**VOTING EQUIPMENT EXCEPTION REPORT - One sheet for EACH equipment exception**

**SECTION A: EQUIPMENT DESCRIPTION**  
LOCATION OF EQUIPMENT DEPLOYED: \_\_\_\_\_  
MAKE/MODEL OF EQUIPMENT: \_\_\_\_\_  
SERIAL NUMBER OF EQUIPMENT: \_\_\_\_\_  
DATE/TIME OF EXCEPTION: \_\_\_\_\_

**SECTION B: EQUIPMENT EXPLANATION**  
DESCRIBE EXCEPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
ACTION TAKEN WITH EQUIPMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION C: EQUIPMENT SERVICE**  
☐ VOTING RESUMED ON THIS EQUIPMENT IN THIS ELECTION.  
☐ VOTING DID NOT RESUMED ON THIS EQUIPMENT IN THIS ELECTION.

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

POLL WORKER SIGNATURE: \_\_\_\_\_ POLL MANAGER SIGNATURE: \_\_\_\_\_

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

VEE REPORT- 2020

**VOTING EQUIPMENT EXCEPTION FORM**

## Supplies at the Polling Place

## PROVISIONAL BALLOT VOTING GUIDE

## NON-FELON AFFIDAVIT

## NUMBERED LIST OF VOTERS

# **OPENING THE POLLS**

## **Polling Place on Election Day**

- 6:00 a.m. - Poll Managers and Assistant Managers Report to Polling Place
- Oaths Administered
  - Before entering upon duties at any primary or election, all poll officers shall take and subscribe in duplicate to the oaths required
    - Assistant Manager swears in Manager
    - Manager then swears in the two assistant managers and the clerks
    - Oaths are signed and placed in the proper envelope
- Name Badges
  - Provide a name badge for each Poll Official
  - The badge must be worn at all times
- Post Signs
  - Voting Instructions
  - Required Identification
  - Voting Instructions
  - Voting Rights Poster
  - Card of Instructions
  - Notice of Penalties
  - Sample Ballots (2)
  - Prohibition Notice
  - Magnified Ballot Request
  - Electors 75 Years & Older
  - Acceptable Proof of Citizenship
  - Vote Here Sign
  - No Campaigning Sign
  - Handicapped Parking
- Equipment Prep
  - All duties must be performed in full view of the public.
  - Potential voters may watch, but are not allowed to enter the enclosed space or interfere when preparations for opening the polls are in progress.
  - At no time are the doors to the polling place to be locked so as to exclude any member of the public from viewing the pre-election preparation, conduct of the election, or the closeout procedures.
    - One Poll Official reads the instructions
    - One Poll Official follows the instructions as read to them
    - One Poll Official records the necessary information on the forms
- Set up Provisional Ballot Station
  - A Provisional Ballot Station must be set up in each polling place. The manager or assistant manager should attend this station when there is a person in the poll being considered for provisional voting.
- Open Poll Pads
- 7:00 A.M. – The Poll Manager publicly declares “The polls are open.”

# OPENING THE POLLS

## Opening Procedures – Poll Pad



# OPENING THE POLLS

## Opening Procedures – Poll Pad

### Set-up PROCEDURES | POLL PAD SETUP



#### 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.

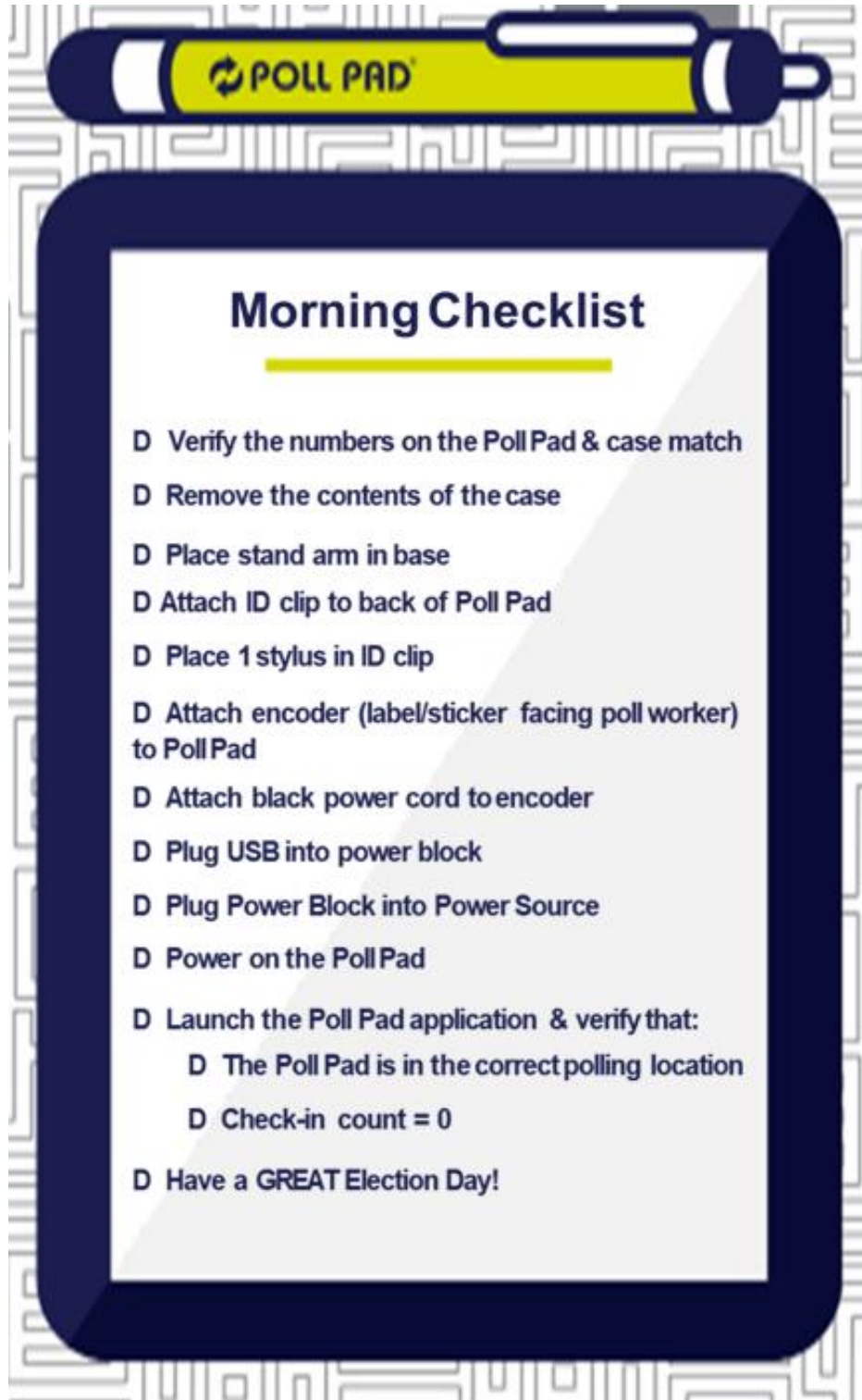


#### 3 ATTACH PHOTO ID TRAY

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.

# **OPENING THE POLLS**

## Opening Procedures – Poll Pad




# OPENING THE POLLS

## Opening Procedures – BMD (Touchscreen & Printer)

### SETTING UP THE ICX-BMD

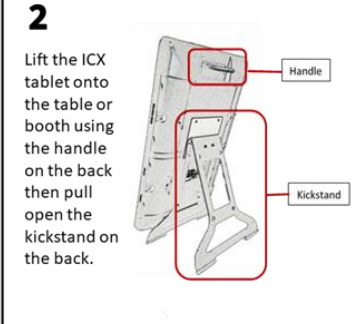
**1**

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.



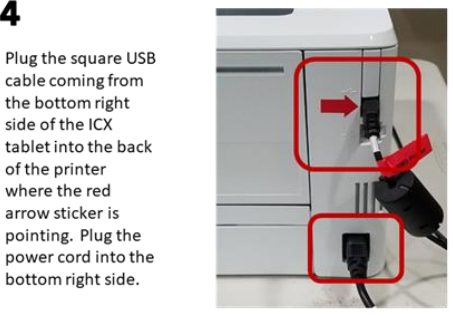
**3**

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



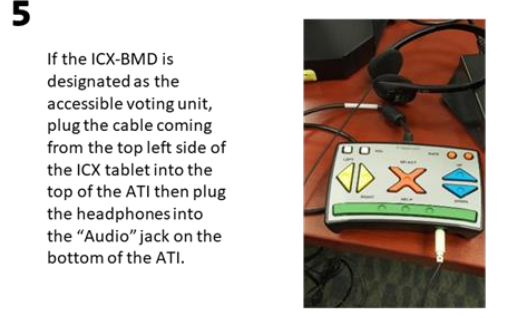
**4**

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.



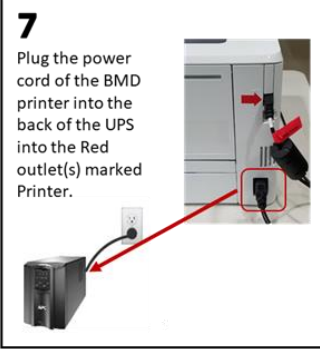
### SETTING UP THE ICX-BMD

**6**




**7**

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




**8**

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




**9**

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




**10**

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



**11**


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



# OPENING THE POLLS


## Opening Procedures – BMD (Touchscreen & Printer)

OPENING POLLS ON THE ICX-BMD




**1**

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




**2**

Enter the Poll Worker PIN then press the Login button.



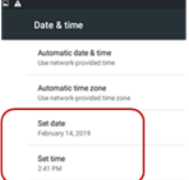
**3**

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



**4**

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




BACK

HOME

TOGGLE


**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.



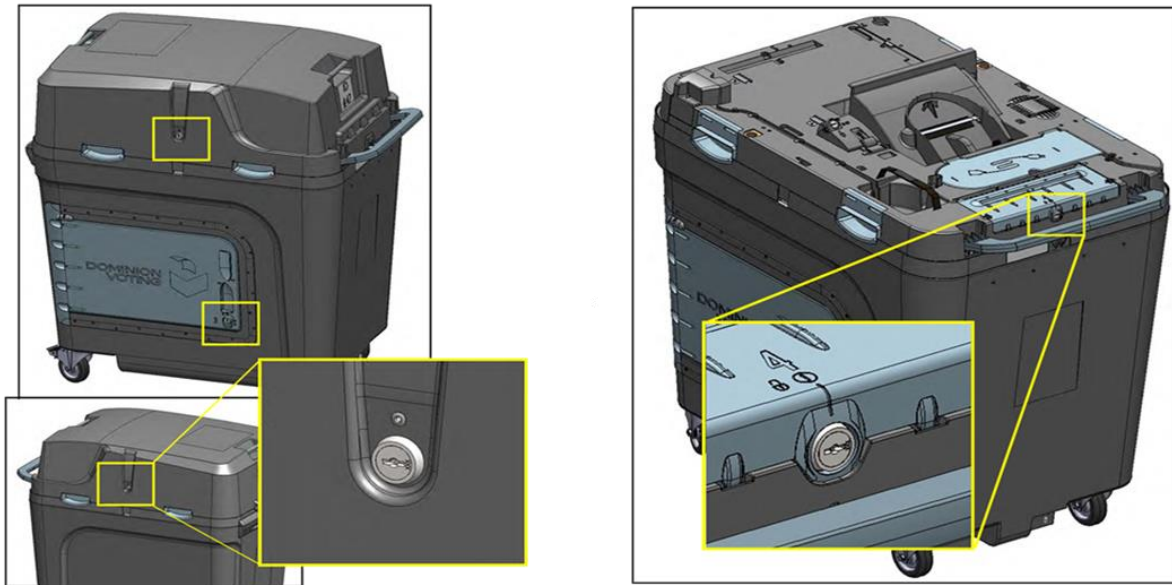
© 2019 Dominion Voting Systems, Inc. All rights reserved.

# OPENING THE POLLS

## Opening Procedures – ICP (Polling Place Scanner)

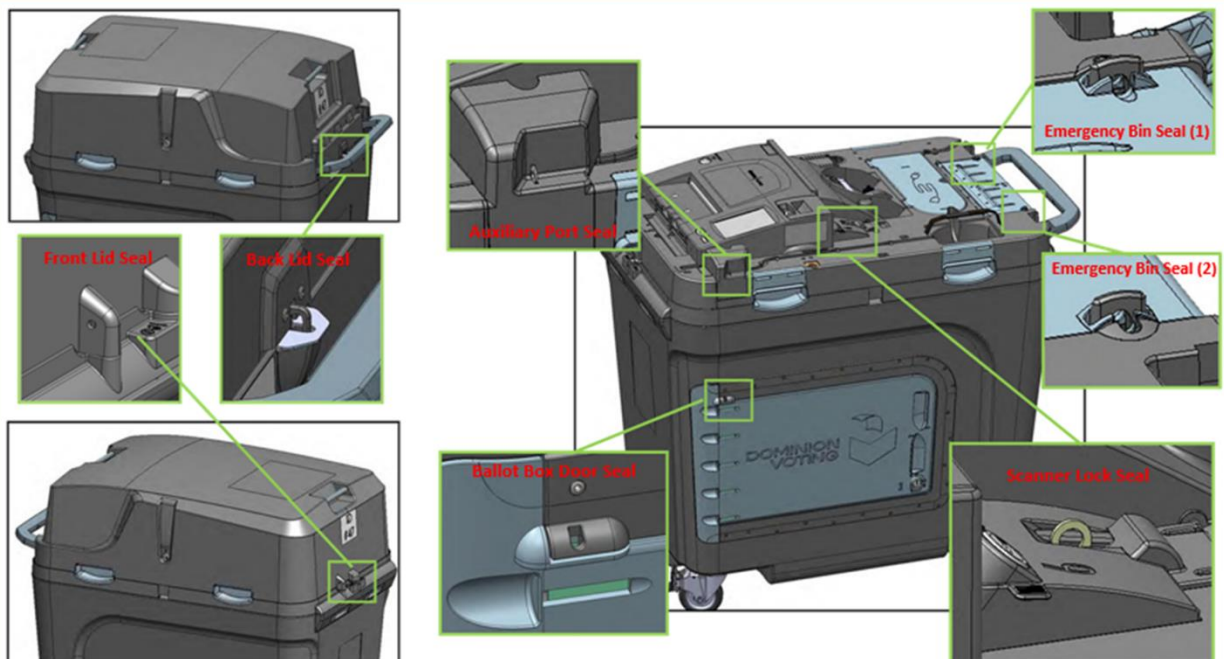
Remove Lid from Ballot Box- Verify compartments are empty

DOMINION VOTING IMAGECAST PRECINCT



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

DOMINION VOTING IMAGECAST PRECINCT

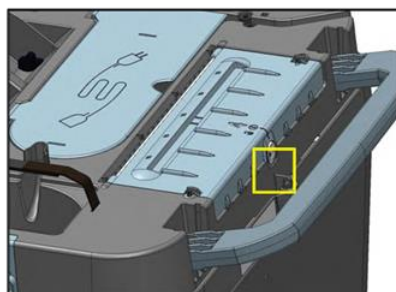


# OPENING THE POLLS

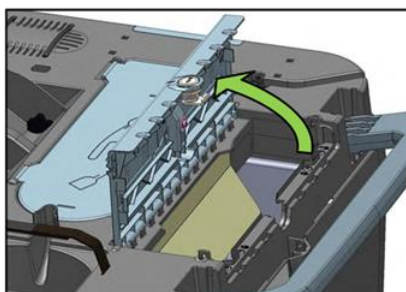
## Opening Procedures – ICP (Polling Place Scanner)

### Accessing Emergency Ballot Chamber

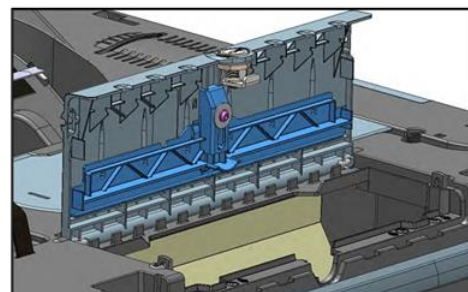
DOMINION VOTING  IMAGECAST PRECINCT



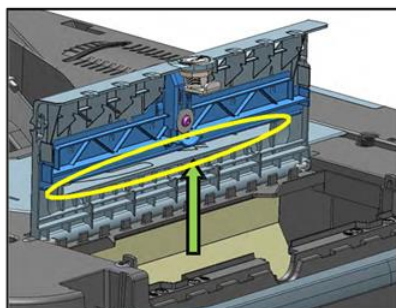
**1** Unlock key lock and open door to access emergency ballot chamber



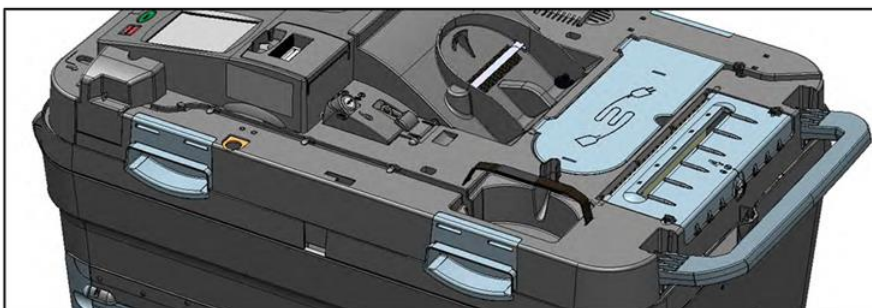
**2** Open the door to access the emergency ballot chamber.



The emergency ballot slot is highlighted in blue above. It is in the covered position.



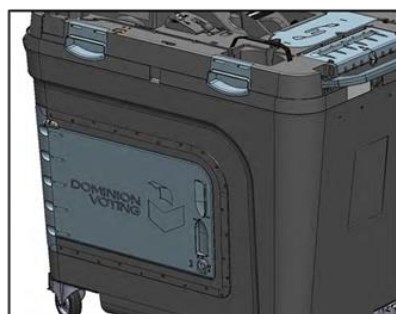
**3** Slide the cover up to open the emergency ballot slot.



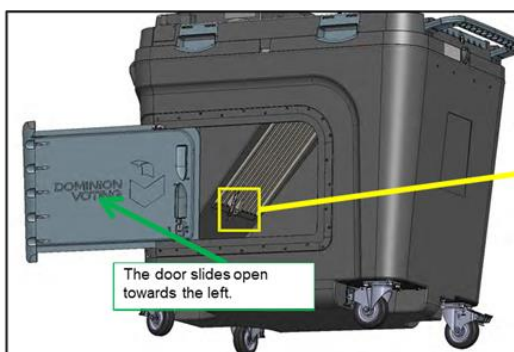
The emergency ballot slot is now open. Ballots can be deposited in this slot if required. Please make sure you count these ballots when power is restored.

### Accessing write-in chamber ballots

DOMINION VOTING  IMAGECAST PRECINCT



**1** Unlock the ballots door.



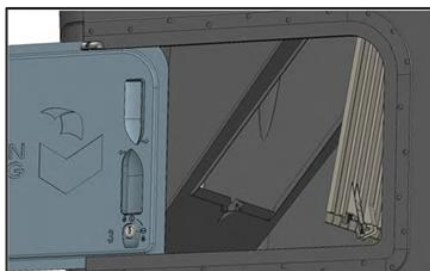
The door slides open towards the left.



Notice the optional seal on the write-in chamber access door.



**2** Push the door up about 1 inch until it hits the top stop.





**3** Swing the door open to access write-in ballots

# OPENING THE POLLS


## Opening Procedures – ICP (Polling Place Scanner)

### OPENING THE POLL on the ICP






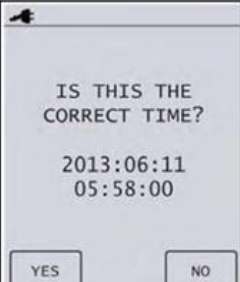
**1** With Lid removed plug the tabulator power cord into an outlet.



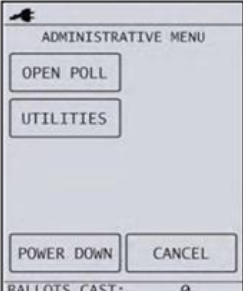
**2** Press the Security Key onto the pad and hold firmly.



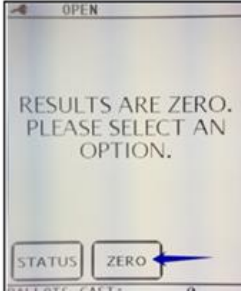
**3** Enter the password then press **ENTER**.




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



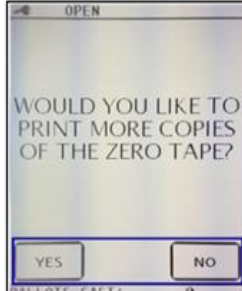
**5** Press **OPEN POLL**.




**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.

# OPENING THE POLLS

## Opening Procedures – Cyber Power UPS

### SETTING UP THE CyberPower UPS

DOMINION  
VOTING

**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.



### CyberPower UPS Start-up

DOMINION  
VOTING

**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.

**3**

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

**2**

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



# **OPENING THE POLLS**

## **Provisional Ballot Station**

The Provisional Ballot station is required to be set up and ready to receive voters when the polls open.

- Voting Booth - Privacy screen or private area
- Paper Voter Certificates
- Provisional registration forms
- Envelopes – outer and inner
- Pens to complete registration form
- Appropriate pen to mark the ballot
- Secured ballot box
- Provisional Ballot Voting Guide with contact information for the county office.

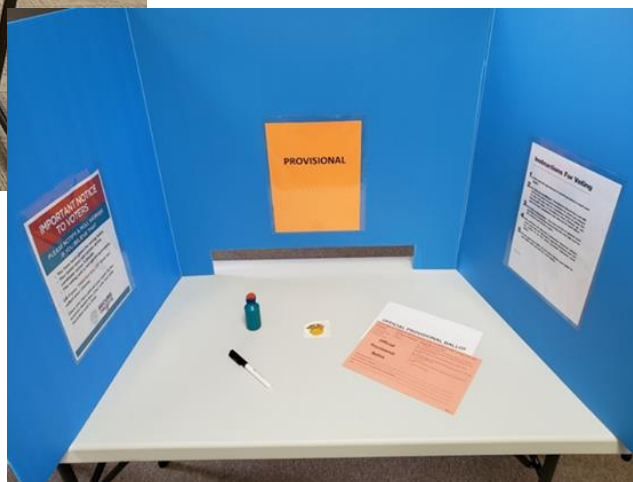
Poll Workers should:

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



**O.C.G.A. § 21-2-418**

**S.E.B. Rule 183-1-12-.18**



# Election Forms

## Touchscreen Recap Sheet (TouchscreenRecap2020)

- This form is used to verify the touchscreens were sealed when the polls opened and closed on Election Day. This form also provides a summary of the printed ballots on Election Day.
- One recap sheet should be completed for each precinct.
- The date field can remain blank, since the election date is at the top of the form.
- When the polls open, the poll workers will write the touchscreen serial numbers, opening case seal numbers, opening counts (0), and the side compartment seal numbers for each touchscreen in use.
- When the polls close, the poll workers will verify the opening seals are intact. A checkmark should be placed in the Compartment Seals Verified/Intact column. The closing seal numbers and closing counts should be recorded for each touchscreen in use.
- Any discrepancies should be noted at the bottom of the form.
- The form must be signed and dated by the poll manager and two witnesses.

## Scanner Recap Sheet (ScannerRecap2020)

- This form is used to verify the scanner was sealed when the polls opened and closed during the election. This form also provides a summary of the vote counts during the election.
- One recap sheet for each scanner in use.
- When opening the polls, the ballot box & emergency bin must be checked to ensure they are empty. This information will be recorded on this form.
- The opening zero tape will be attached to the pink copy of this form for the Clerk of Superior Court office.
- The seal number must be provided for the items below.
  - Front & Back Lock/Lid
  - Ballot Box
  - Poll Worker & Administrator (memory card slots)
  - Scanner Lock
  - Emergency Bin
- When the polls close, the ballot box, emergency bin, & write-in bin must be checked to ensure all voted ballots are recovered from the ballot box.
- The form must be signed and dated by the Poll manager and two witnesses.

[illegible][illegible]

# Election Forms

## Ballot Recap Sheet (BallotRecap2020)

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

## Poll Pad Recap Sheet (PPRecap2020)

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

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

**USE BALLPOINT 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  
GOLDENROD Sheet to Registrar

DATE OF ELECTION \_\_\_\_\_ TIME LAST VOTER VOTED \_\_\_\_\_  
PRECINCT \_\_\_\_\_ COUNTY/MUNICIPALITY \_\_\_\_\_

**BALLOT RECAP SHEET**

**SECTION A: BALLOT MARKING DEVICE (BMD)**

TOUCHSCREEN SERIAL NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PRINTED AT CLOSING	TOUCHSCREEN SERIAL 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) \_\_\_\_\_  
g) SCANNER Serial # \_\_\_\_\_ BALLOTS CAST (From Tape) \_\_\_\_\_  
h) UNSCANNED BALLOTS FROM EMERGENCY BIN (If any) TOTAL TAPES f) \_\_\_\_\_  
i) TOTAL BALLOTS CAST ON SCANNER (f + g) h) \_\_\_\_\_

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

	TOTAL
1. TOTAL BALLOTS ISSUED & CAST - SECTION A: (a)	
2. TOTAL BALLOTS CAST ON SCANNER - SECTION B: (i)	
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**

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

**USE BALLPOINT 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  
GOLDENROD Sheet to Registrar

County/Municipality: \_\_\_\_\_ Precinct Name: \_\_\_\_\_

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

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: \_\_\_\_\_

**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:	Total Voters: _____ Democrat: _____ Republican: _____ Nonpartisan: _____	Total Voters: _____ Democrat: _____ Republican: _____ Nonpartisan: _____
C. Total number of voters marked on the Supplemental Elector's List:		
D. Total number shown on Paper Supplemental Numbered List (E and F should be the same)	Total Voters: _____ Democrat: _____ Republican: _____ Nonpartisan: _____	Total Voters: _____ Democrat: _____ 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 \_\_\_\_\_, 2020.

Poll Manager Signature: \_\_\_\_\_  
Assistant Manager Signature: \_\_\_\_\_  
Assistant Manager Signature: \_\_\_\_\_

PPRecap2020

# Election Forms

## **Spoiled and Unaccompanied Ballot Recap Sheet (SP Ballot Recap Sheet-20)**

- Spoiled Ballot is a ballot that is returned to the poll official by the voter while in the enclosed space. Unaccompanied Ballot is a ballot that has been left on the printer at the Touchscreen station. Once a ballot is scanned into the Polling Place Scanner, the ballot is cast.
- Any printed ballot from the BMD touchscreens that are spoiled or found unaccompanied should be documented on this form per polling location.
- The spoiled or unaccompanied ballot should be kept with this recap sheet and returned at the close of polls.
- The information below is required:
  - Date
  - Precinct
  - Combo
  - Spoiled Ballot Reason
  - Unaccompanied Ballots count
  - Initials from the Poll Manager
- The form must be signed and dated by the Poll manager and two witnesses.

### **The following are reasons for a spoiled ballot:**

- Voter Requested to change selections
  - Due to wrong party selected
  - Error in selecting a candidate or answer to a referendum
- Printer Error
- Scanner Error
- Touchscreen Error
  - Voter believes they selected a different candidate or answer to a referendum

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

SP Ballot Recap Sheet-20

### **If an unaccompanied ballot is found and the voter has left the enclosed space:**

- The ballot should be returned to the Poll Pad Station
- Marked as SPOILED across the front of the ballot
- Entered on the Spoiled and Unaccompanied Ballot Recap Sheet

# Election Forms

## **Voted Ballot Removal Form during Voting (VB-Removal-20)**

- This form is completed ONLY when the ballot box becomes full during voting and must be emptied to continue scanning ballots when the polls open.
- Most polling locations may never use this form.
- The removal process must be conducted in view of the public.
- Each time ballots are removed, the form must be signed by the poll manager and two witnesses. The time must be listed as well.
- See SEB Rule 183-1-12-.06
- When transferring voted ballots from the polling place to the elections office after the polls close, the Chain of Custody form must be completed.

## **Chain of Custody Form Transfer of Election Results from Polling Place/AIP (COC-Transfer-ER-19)**

- This form is used to account for transporting ballots from the polling place.
- 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.
- See SEB Rule 183-1-12-.06

Voted Ballot Removal Form During Voting	
Election: _____ Date: _____ Polling Place: _____ County: _____ This form is to be completed ONLY when the ballot box becomes full and must be emptied to continue to scan ballots when the polls are open. For close of polls, complete the <b>Chain of Custody Form - Transfer of Election Results</b> . This process may need to be completed multiple times. Document each removal of ballots on this form.	
<b>All of these steps must be done in view of the public in the polling place.</b> <ol style="list-style-type: none"> <li>1. Poll Manager shall announce that the ballot box is to be emptied.</li> <li>2. No additional ballots shall be scanned until the ballot box is emptied.</li> <li>3. Poll Manager and at least one assistant manager should break the seal on the ballot box and open the door to the ballot box.</li> <li>4. Poll Manager and at least one other poll official should remove the voted ballots as efficiently as possible and without causing the ballots to be damaged or unnecessarily exposed to public view.</li> <li>5. Voted ballots shall be placed in a lockable and sealable ballot container and the container shall be locked and sealed immediately upon emptying the ballot box.</li> <li>6. The container holding the voted ballots shall remain in public view at all times. Every step should be taken to prevent the container from being removed or tampered with.</li> <li>7. The ballot container may be used to empty the ballot box at capacity. The ballot container must be resealed each time after voted ballots are added to the ballot container.</li> </ol>	
<b>Removal #1</b> Ballots were removed from the ballot box at (time) _____ and sealed in a secure ballot container. Poll Manager: _____ Poll Official: _____ Poll Official: _____	
<b>Removal #2</b> Ballots were removed from the ballot box at (time) _____ and sealed in a secure ballot container. Poll Manager: _____ Poll Official: _____ Poll Official: _____	
<b>Removal #3</b> Ballots were removed from the ballot box at (time) _____ and sealed in a secure ballot container. Poll Manager: _____ Poll Official: _____ Poll Official: _____	
<b>CLOSE OF POLLS</b> Ballots were removed from the ballot box at (time) _____ and sealed in a secure Ballot Container. Poll Manager: _____ Poll Official: _____ Poll Official: _____	
<div style="display: flex; justify-content: space-between;"> <span>Page _____ of _____</span> <span>VB Removal-20</span> </div>	

Chain of Custody Form Transfer of Election Results from Polling Place/AIP	
Election: _____ Election Date: _____ Location: _____ Advance Voting: <input type="checkbox"/> Election Day: <input type="checkbox"/> Polling Place Scanner #: _____ Number of Memory Card(s): _____ Number of Voted Ballots: _____	Election: _____ Election Date: _____ Location: _____ Advance Voting: <input type="checkbox"/> Election Day: <input type="checkbox"/> Polling Place Scanner #: _____ Number of Memory Card(s): _____ Number of Voted Ballots: _____
Date: _____ Time: _____	Surrendered by: (Print) _____ Signature: _____
Date: _____ Time: _____	Received by: (Print) _____ Signature: _____
Date: _____ Time: _____	Surrendered by: (Print) _____ Signature: _____
Date: _____ Time: _____	Received by: (Print) _____ Signature: _____
Date: _____ Time: _____	Surrendered by: (Print) _____ Signature: _____
Date: _____ Time: _____	Received by: (Print) _____ Signature: _____
<div style="border: 1px solid black; height: 60px; margin-top: 10px;"> <div style="text-align: center; font-size: small; margin-bottom: 5px;">NOTES:</div> </div>	

# Election Forms

# Provisional Ballot Recap Sheet (PROVRecap2020)

- This form is used to record the number of provisional ballots issued during the election.
- Section I: Total number of provisional voters
- Section II: Total of unused ballots
- Section III: Total number of provisional ballots casted.
- If there are any discrepancies, it must be listed at the bottom of the form.
- The form must be signed and dated by the poll manager and two witnesses.

## Voting Equipment Exception Report (VEE REPORT- 2020)

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

<b>ELECTION (Check One)</b> <input type="checkbox"/> General <input type="checkbox"/> Primary <input type="checkbox"/> Runoff <input type="checkbox"/> Special <input type="checkbox"/> Presidential Preference Primary		<b>USE BALLPOT POINT TWO</b> <i>How down, A vote Any Machine Three Caplin</i>																																																	
<b>ELLECTION DATE:</b> _____		<b>WHILE (Check to Secretary of State)</b> <b>YELLOW (How to Election Supervisor)</b> <b>PINK (Check to Election Clerk)</b> <b>ORANGE (Check to Registrar)</b>																																																	
<b>PRECINCT:</b> _____		<b>COUNTY/MUNICIPALITY:</b> _____																																																	
<b>PROVISIONAL BALLOT RECAP</b>																																																			
<b>SECTION I - NUMBER OF PERSONS VOTING</b>	<b>SECTION II - UNUSED BALLOT RECAP</b>	<b>SECTION III - TOTAL BALLOT RECAP</b>																																																	
<ul style="list-style-type: none"> <li>• Total number of provisional voter certificates in Binders: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div></li> <li>• Total number of names on Provisional Ballot Numbered List of Voters: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div></li> </ul> <p style="margin-top: 10px;"><b>NOTE:</b> Boxes A and B should be the same; if not, re-count and/or look for errors.</p> <ul style="list-style-type: none"> <li>• Total number of used Provisional Ballots: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div></li> <li>• Total number of Spoiled Provisional Ballots: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div></li> </ul> <p style="margin-top: 10px;"><b>Subtract D from C. It should equal box F in Section III.</b></p>	<ul style="list-style-type: none"> <li>• Total number of ALL UNUSED Provisional Ballots. Enter sum of all subtotals in box E.</li> </ul> <p><b>UNUSED DEMOCRAT Ballots</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">District Number #</th> <th style="width: 50%;">Subtotal</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> <p><b>UNUSED REPUBLICAN Ballots</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">District Number #</th> <th style="width: 50%;">Subtotal</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> <p><b>UNUSED NONPARTISAN/SPECIAL Ballots</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">District Number #</th> <th style="width: 50%;">Subtotal</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> <p style="margin-top: 10px;"><b>Total sum of ALL UNUSED Provisional Ballots:</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div></p>	District Number #	Subtotal															District Number #	Subtotal															District Number #	Subtotal															<ul style="list-style-type: none"> <li>• Total number of provisional Ballots Cast: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div></li> </ul> <p style="margin-top: 10px;"><b>NOTE:</b> Box C should match the total number of salmon envelopes containing used Provisional / Challenged ballots, located in the ballot box.</p> <ul style="list-style-type: none"> <li>• Total sum from box D, E, &amp; F: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div></li> <li>• Total Number of Provisional Ballots Received from Supervisor: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div></li> </ul> <p style="margin-top: 10px;"><b>NOTE:</b> Box C should equal H; if not equal, re-count and/or check for errors.</p> <p style="margin-top: 10px;">If second count or correction of error(s) does not correct the count, record difference here and explain below where indicated: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div></p>	
District Number #	Subtotal																																																		
District Number #	Subtotal																																																		
District Number #	Subtotal																																																		
<p><b>Explain Difference:</b> _____</p> <p><b>We, the undersigned Managers, hereby certify that the above is a true and correct accounting on this the _____ day of _____, 20____</b></p> <p> <span style="display: inline-block; width: 25%; border-bottom: 1px solid black; margin-bottom: 5px;"></span> <span style="display: inline-block; width: 25%; border-bottom: 1px solid black; margin-bottom: 5px;"></span> <span style="display: inline-block; width: 25%; border-bottom: 1px solid black; margin-bottom: 5px;"></span> <span style="display: inline-block; width: 25%; border-bottom: 1px solid black; margin-bottom: 5px;"></span> </p> <p> <span style="display: inline-block; width: 25%;">Poll Manager</span> <span style="display: inline-block; width: 25%;">Assistant Manager</span> <span style="display: inline-block; width: 25%;">Assistant Manager</span> <span style="display: inline-block; width: 25%;"></span> </p>																																																			

PROVRecap2020

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

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

COUNTY/MUNICIPALITY: \_\_\_\_\_

DATE OF ELECTION: \_\_\_\_\_ ☐ ELECTION DAY ☐ ADVANCE VOTING

**VOTING EQUIPMENT EXCEPTION REPORT** - One sheet for EACH equipment exception

**SECTION A: EQUIPMENT DESCRIPTION**

LOCATION OF EQUIPMENT DEPLOYED: \_\_\_\_\_

MAKE/MODEL OF EQUIPMENT: \_\_\_\_\_

SERIAL NUMBER OF EQUIPMENT: \_\_\_\_\_

DATE/TIME OF EXCEPTION: \_\_\_\_\_

**SECTION B: EQUIPMENT EXPLANATION**

DESCRIBE EXCEPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACTION TAKEN WITH EQUIPMENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION C: EQUIPMENT SERVICE**

☐ VOTING RESUMED ON THIS EQUIPMENT IN THIS ELECTION.

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

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

POLL WORKER SIGNATURE: \_\_\_\_\_ POLL MANAGER SIGNATURE: \_\_\_\_\_

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

VEE REPORT- 2020

# Election Forms

## Non-Felon Affidavit (AFF-20)

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

## Provisional Ballot Voting Guide

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

**Non-Felon Affidavit**  
(Affirmation of Eligibility to Vote)

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

I, \_\_\_\_\_  
(Elector's First Name) (Elector's Last Name)

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

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


\_\_\_\_\_  
Elector's Signature Date

FOR OFFICIAL USE ONLY

Voter Registration Number of Elector: \_\_\_\_\_

\_\_\_\_\_  
Poll Worker Name (Printed) Poll Worker Signature Date

Form - AFF20

  
**Provisional Ballot Voting Guide**

**WHAT IS A PROVISIONAL BALLOT?**

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

**WHICH SCENARIO APPLIES TO YOU?**

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

# **ELECTION DAY**

Although there is no such thing as a typical election day, this section reviews what happens when everything goes as planned. If assigned to a particular station, know your role and make the poll manager aware of any questions or concerns you may have before the polls open.

Poll workers must be aware of a few important things whenever voters begin entering the polling place.

How should voters with disabilities be accommodated?  
What happens if a voter is wearing campaign material?  
Can someone take a picture of their ballot?  
What are Poll Watchers?



# ELECTION DAY

## Voter Flow

- Voters enter the polling place
  - When a voter enters the polling place, ensure they are not wearing any campaign material for any candidates on the ballot that day. Greet the voter with a smile and direct them to the appropriate station to begin the voting process.
- Identification & Poll Pad Check-in
  - Check their identification to find them in Poll Pad. The voter's eligibility is checked on the Poll Pad. The voter will sign the electronic voter certificate. Acceptable ID is found in O.C.G.A. § 21-2-417. If they have not voted, they are issued a voter access card (the card they insert into the DRE units), and added to the Numbered List of Voters.
- Vote on BMD
  - The voter is then directed to the BMD touchscreen units. They will insert the voter access card into the machine, select their candidates for each election, review their choices, and select "print ballot". Once the voter prints their ballot, the card will pop out of the machine.
- Voter casts ballot in the polling place scanner
  - The voter will place their printed ballot in the polling place scanner. Once a ballot is scanned into the polling place scanner, the ballot is cast.
- Voter returns Voter card to Poll Worker
  - Ensure the voter has completed their voting, returned their card, and received their sticker and then thank them for voting.
- Voter exits the polling place
- Provisional Ballots
  - If a voter, for any reason, is unable to cast a ballot at your polling station but would like to be issued a provisional ballot, they will fill out their ballot at the "Provisional Ballot Station". Ensure them that they will be notified if their ballot was counted typically within a week after the election.



# **ELECTION DAY**

## **Voter enters the Polling Place**

### **Accommodating Voters with Disabilities**

Signs are vital. Directional signs should designate accessible parking spaces and be visible, especially those designating handicapped parking spaces, as well as the nearest accessible entrance if it is not the main door.

If the polling place does not have a permanent handicapped parking space, designate a handicapped parking space by placement of a temporary “Handicapped Parking Sign.” Make sure there is wheelchair access to the building, the polling place, and the voting booth.

Always be courteous and respectful. Be considerate of extra time it may take for a person who is disabled or elderly to complete the voting process, and give unhurried attention to a person who has difficulty speaking.

Always speak directly to the voter, and not to a companion, aide, or sign language interpreter.

Animals that assist people with disabilities should be admitted into all buildings. DO NOT pet or distract these Assistance Animals, as they are working animals, not pets.

If you observe a voter with a disability who needs assistance, ASK “May I help you in any way?” before rendering assistance. The answer you receive should dictate any further assistance.

Place chairs or benches along a waiting area for the convenience and comfort of those who may have difficulty standing in line.

### **Assistance to Voters**

A voter is entitled to assistance if the voter is:

- Unable to read the English Language and/or
- Has a disability which renders the voter unable to:
  - See or mark the ballot...OR
  - Operate the voting equipment...OR
  - Enter the voting compartment or booth without assistance
- Notice of the availability of assistance shall be posted at polling place.
- “A physically disabled or illiterate elector may receive assistance in preparing his or her ballot from” ...
- Any person of the elector’s choice EXCEPT
  - Elector’s Employer or Agent of Employer
  - Officer or Agent of Elector’s Union
  - Candidate on the Ballot or Family Member of Candidate
  - Unless Disabled/Illiterate Elector is Related to Candidate

# **ELECTION DAY**

## **Voter enters the Polling Place**

### **Voters with Speech or Hearing Impairment**

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

### **Voters with Mobility Impairment**

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

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

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

### **Printed Ballot Review**

An area set up to provide magnifying tools for the paper ballots is recommended. Some voters may have difficulty reading the words on paper ballots

Ideas for assistance

- Standing magnifying screens
- Handheld magnifying glasses
- Reading glasses



### **SEB Rule 183-1-13-.02 Assistive Technology Devices**

- An illiterate or disabled elector who is entitled to receive assistance pursuant to O.C.G.A. §§ 21-2-385 or 21-2-409, or a person assisting such an elector, may use an assistive technology device to help the elector review their paper ballot prior to casting. Any image of the ballot obtained through using an assistive technology device shall be immediately deleted. Use of an assistive technology device by an illiterate or disabled elector or by a person assisting an illiterate or disabled elector shall not be deemed a violation of O.C.G.A. § 21-2-413(e).

# **ELECTION DAY**

## **Campaign Activity or Materials**

O.C.G.A. § 21-2-413 and 21-2-414

- No person, when within the polling place, shall electioneer or solicit votes for any political party or body or candidate or question, nor shall any written or printed matter be posted within the room.
- No person whose name appears as a candidate on the ballot being voted upon at a primary, election, special primary, or special election, except a judge of the probate court serving as the election superintendent, shall physically enter any polling place other than the polling place at which that person is authorized to cast his or her ballot for that primary, election, special primary, or special election and, after casting his or her ballot, the candidate shall not return to such polling place until after the poll has closed and voting has ceased.
- No person shall solicit votes in any manner or by any means of method, nor shall any person distribute any campaign literature, nor shall any person solicit signature for any petition, nor shall any person, other than election officials discharging their duties, establish or set up any tables or booths on any day in which ballots are being cast:
  - Within 150 feet of out the outer edge of the building in which the polling place is established;
  - Within any polling place: or
  - Within 25 feet of any voter standing in line to vote at any polling place.
- Rooms under the control or supervision of the board of registrars or absentee ballot clerk in which absentee ballots are cast shall be considered polling places.

O.C.G.A. § 21-2-2

- Defines Campaign materials as “any newspaper, booklet, pamphlet, card, sign, paraphernalia, or any other written or printed matter referring to:
- A candidate whose name appears on the ballot in a primary or election;
- A referendum which appears on the ballot in a primary or election; or
- A political party or body which has a nominee or nominees on the ballot in a primary or election

# ELECTION DAY

## The Voting Line

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

- Do you have room for the voters to line up safely around the building?
- O.C.G.A. § 21-2-414(a) (3) states that there can be no campaigning within 25 feet of anyone waiting in line to vote. Are you prepared to make those measurements?
- At your busier polling locations where you expect a line, have a designated person to manage the line. This person's focus should be to prepare the voters for the check-in and voting process.
- Consider giving poll workers a special nametag that says something like "Have a question about voting? Ask me."
- Have the poll workers monitor voters in line to ensure there is no campaigning in line or wearing campaign materials.
- Have the poll worker notify the voters of the required identification needed to vote and to have it ready to present to the poll work at the Poll Pad Station.
- Consider providing that poll worker with an electors list, a portable Poll Pad, or a device that can access MVP to look up voters in line to ensure that they are at the correct polling location.
- If the line is caused by a long ballot or long questions on the ballot, be sure to have extra sample ballots available to pass out to voters in line. The more prepared they are when they get to the voting machine, the quicker you will be able to process them.



# **ELECTION DAY**

## **Cell Phones and Other Electronic Devices O.C.G.A. § 21-2-413(e)**

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

## **Poll Watchers - O.C.G.A. § 21-2-408**

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

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

Are prohibited from:

- Talking to Voters
- Checking Electors List
- Using photographic or other electronic monitoring or recording devices
- Using cellular telephones
- Participating in any form of campaigning
- Must refer infractions or irregularities to the Election Superintendent, and not to the Poll Manager
- Must wear a badge marked "Official Poll Watcher" supplied by the County Elections Office or the Secretary of State at all times

# **VOTER IDENTIFICATION**

## **O.C.G.A. § § 21-2-417 and 21-2-267**

Except as noted below, all voters are required to present proper identification to a poll worker at or prior to completion of a voter's certificate at any polling place and before the voter is admitted to the enclosed space of the polling place

The enclosed space is that area where a guardrail or barrier is constructed and placed so that only such persons that are inside the rail or barrier can approach within six feet of the ballot box, the touchscreen units, and all voting stations

Proper identification shall consist of any one of the following:

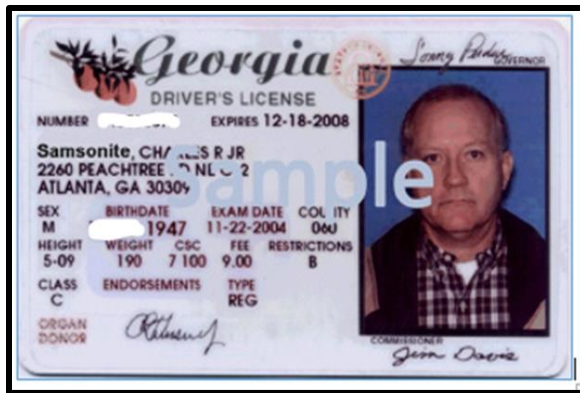
- A Georgia driver's license which was properly issued by the appropriate state agency;
- A valid Georgia voter identification card or other valid identification card issued by a branch, department, agency, or entity of the State of Georgia, any other state, or the United States authorized by law to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

If the voter is listed on the Poll Pad as an IDR voter, additional forms of identification can be provided (HAVA IDs). These forms of ID must list the name and address of the voter

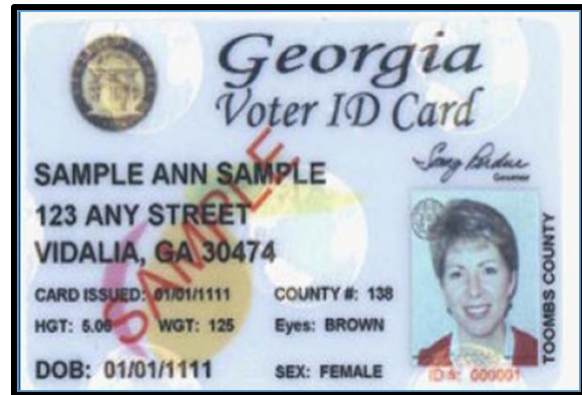
- Utility Bill
- Bank Statement
- Government Check
- Paycheck
- Government document
- Previous listed photo IDs

# VOTER IDENTIFICATION

## Examples of Proper Voter Identification



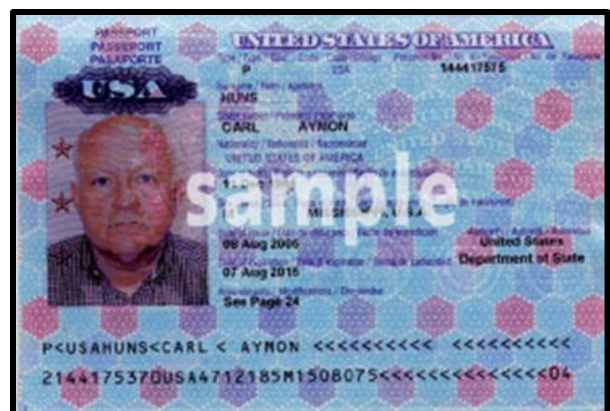
Georgia Driver's License  
Current or Expired are accepted



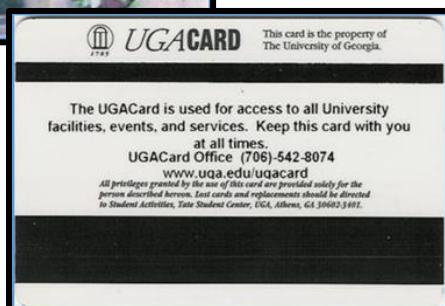
Georgia Voter ID card with  
current information and photo



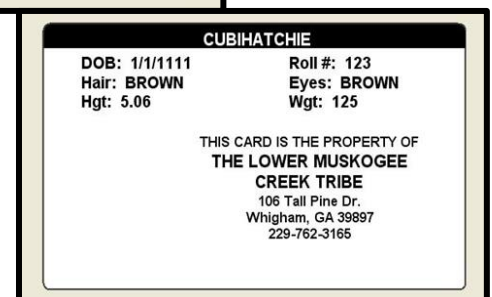
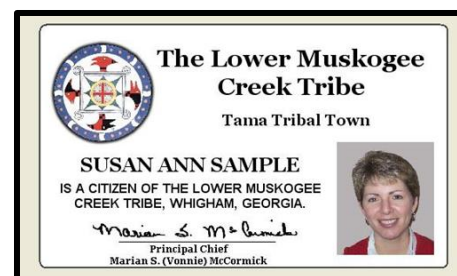
NOTE: Out of state licenses  
must be current. The card  
cannot be expired.



Current passport or passport card



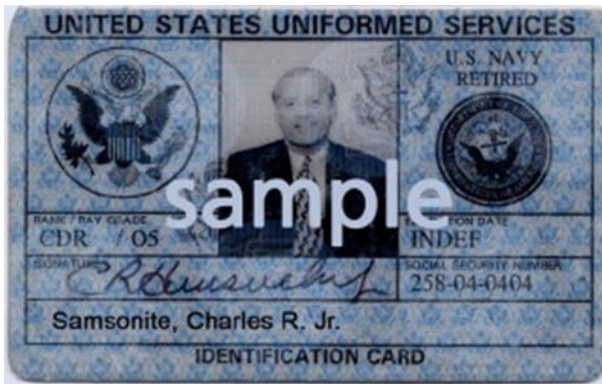
State of Georgia University System IDs with photo



Tribal ID with picture

# VOTER IDENTIFICATION

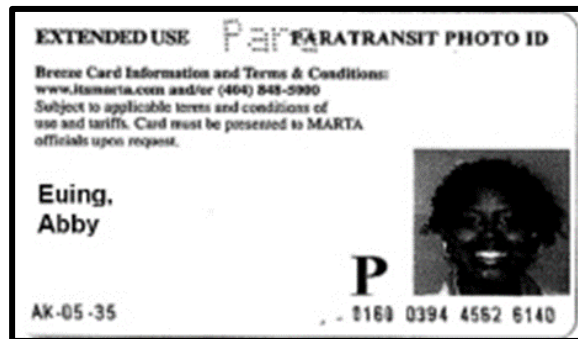
## Examples of Proper Voter Identification



Valid Military ID



State Agency



Transit ID



Voter ID



State of Georgia University System IDs with photo

# VOTER IDENTIFICATION

## Voter Certificates

All voters must complete the Voter's Certificate. The voter will provide a valid ID at the Poll Pad station to conduct a search for locate the voter's record

- The voter certificate is completed electronically on the Poll Pad
- The voter will confirm their name, date of birth and address
- The voter will select the party ballot of their choice, if a primary, and review and sign the oath
- If the voter has a physical disability, which prohibits the voter from being able to write and/or sign his or her name, the poll officer should assist the voter
- If the voter requests assistance, the Assistant box on the Poll Pad should be checked and the information entered
- The poll worker will initial when confirming the completion of the certificate by the voter and that they have issued the ballot to the voter with the encoding of the voter card



# **VOTER IDENTIFICATION**

## **Electors Lists**

There are three separate lists of voters at each polling location

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

# POLL PAD - PROCESSING VOTERS

## Search by Scanning Barcode

### PROCESSING VOTERS | SEARCH BY SCAN BARCODE



#### 1 ID METHOD

Ask the voter to provide an acceptable form of ID. After verifying the voter's ID is valid, start the check-in process by touching **Scan Barcode**.



#### 2 SCAN VOTER'S ID

A live image of the Photo ID Tray displays on screen. Place his or her photo ID (with the barcode facing the camera) onto the ID Tray.

**NOTE:** If the camera is unable to scan the voter's photo ID or if the ID is not placed onto the holder within five seconds, the Poll Pad will display "Barcode Not Found." If this occurs find the voter using the manual search method.



#### 3 VOTER CONFIRMATION

Screen displays voter's information. Verify information, if all is correct press **ACCEPT**.

# POLL PAD - PROCESSING VOTERS

## Search by Scanning Barcode

### PROCESSING VOTERS | SEARCH BY SCAN BARCODE



#### 4 VOTER SIGNATURE

Rotate the Poll Pad to the voter to complete their oath and capture signature. Once complete, rotate back and press **DONE SIGNING**.



#### 5 POLL WORKER CONFIRMATION

Poll worker confirmation page will appear. Poll worker to verify and confirm all information is correct. If correct, initial in provided field and press **SUBMIT**.



#### 6 INSERT ENCODER CARD

Locate encoder card.

Insert card into encoder. Ensure card is inserted in the correct direction.

# POLL PAD - PROCESSING VOTERS

## Search by Scanning Barcode

### PROCESSING VOTERS | SEARCH BY SCAN BARCODE

The screenshot shows a web application interface for the Georgia Training Election. At the top, it says 'Georgia Training Election - 11/05/2019' and 'CONFIDENTIAL - ELECTIONS 11/05/2019'. Below this is a header with 'Georgia Training Board of Elections Office'. The main content area has a title 'PROCESSING VOTERS | SEARCH BY SCAN BARCODE'. Below the title, there are two buttons: 'GO BACK' and 'CREATE CARD'. The 'CREATE CARD' button is highlighted. Below the buttons, there is a section titled 'Choose the type of ballot you are providing the voter'. There are two options: 'TOUCHSCREEN' (selected) and 'PAPER'. Below this, there is a section titled 'Choose the correct ballot type below and tap Create Card'. There are two options: 'Ballot Style: 101' (selected) and 'AVS: Provisional'. Below this, there is a section titled 'Activation Code: 0001'.

#### 7 CREATE CARD

Select **TOUCHSCREEN** and press **CREATE CARD**.

**NOTE:** If voter needs an Audio Visual ballot, select **AVS**, then press **CREATE CARD**.



#### 8 CREATE CARD

The screen will read "**Processed Successfully**".

Remove the card from reader.

# POLL PAD - PROCESSING VOTERS

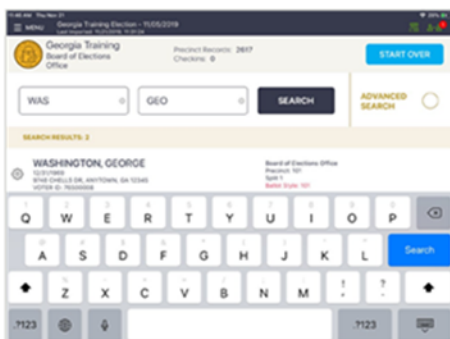
## Search by Manual Entry

### PROCESSING VOTERS | SEARCH BY MANUAL ENTRY



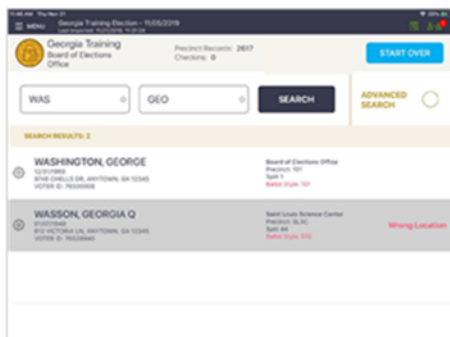
#### 1 SEARCH BY NAME

Press **Manual Entry** to locate the voter by using his or her first and last name.



#### 2 ENTER VOTER'S NAME

Use the on-screen keyboard to enter the first three (3) letters of the voters last and first name, then press **SEARCH**.



#### 3 SELECT VOTER'S RECORD

Records matching the search criteria display on screen. Locate the voter's record and verify it does not contain any exceptions, then select the voter by touching his or her record.

**NOTE:** Search results show both in-precinct and out of precinct voters. Out of precinct voters display in gray with an indicator that reads "Wrong Precinct."

# POLL PAD - PROCESSING VOTERS

## Search by Manual Entry

### PROCESSING VOTERS | SEARCH BY MANUAL ENTRY

Georgia Training Election - 11/05/2019  
Georgia Training Board of Elections Office

VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

**GEORGE WASHINGTON**  
DOB: 12/31/1969  
9748 CHELLS DR, ANYTOWN, GA 12345

Voter ID	Status	Precinct	Split
76555555	Active	101	Y

#### 4 VOTER CONFIRMATION

Screen displays voter's information.  
Verify information, if all is correct press **ACCEPT**.

Georgia Training Election - 11/05/2019  
Georgia Training Board of Elections Office

SIGNATURE CONFIRMATION GO BACK DONE SIGNING

Have voter sign and select DONE SIGNING.

**GEORGE WASHINGTON**  
9748 CHELLS DR, ANYTOWN, GA 12345  
Precinct: 101

WE LISTEN TO YOU CLEAR SIGNATURE

*Sample*

I hereby certify that I am the voter named above and that I have not and will not vote in this election and that I am a citizen of the United States.

#### 5 VOTER SIGNATURE

Rotate the Poll Pad to the voter to complete their oath and capture signature. Once complete, rotate back and press **DONE SIGNING**.

Georgia Training Election - 11/05/2019  
Georgia Training Board of Elections Office

POLL WORKER CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

**GEORGE WASHINGTON**  
9748 CHELLS DR, ANYTOWN, GA 12345  
Precinct: 101 DOB: 12/31/1969  
Split: Y Voter ID: 76555555  
Status: Active

Ballot Style: 101

☐ Assistance Required

*Sample*  
Signature on Election Day

**PO**  
Add Office Initials

#### 6 POLL WORKER CONFIRMATION

Poll worker confirmation screen will appear.  
Poll worker to verify and confirm all information is correct. If correct, press **SUBMIT**.

# POLL PAD - PROCESSING VOTERS

## Search by Manual Entry

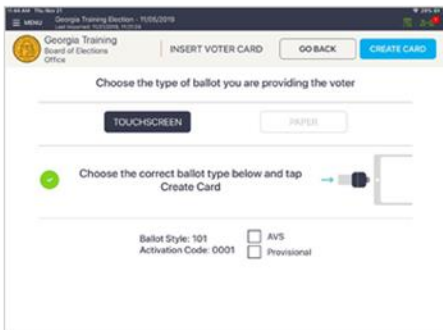
### PROCESSING VOTERS | SEARCH BY MANUAL ENTRY



#### 7 INSERT ENCODER CARD

Locate encoder card.

Insert card into encoder. Ensure card is inserted in the correct direction.



#### 8 CREATE CARD

Select **TOUCHSCREEN** and press **CREATE CARD**.

**NOTE:** If voter needs an Audio Visual ballot, select **AVS**, then press **CREATE CARD**.



#### 9 CREATE CARD

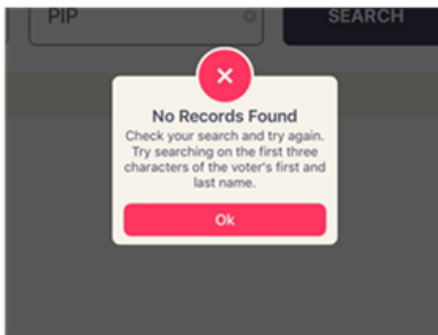
The screen will read **"Processed Successfully"**.

Remove the card from reader.

# POLL PAD - PROCESSING VOTERS

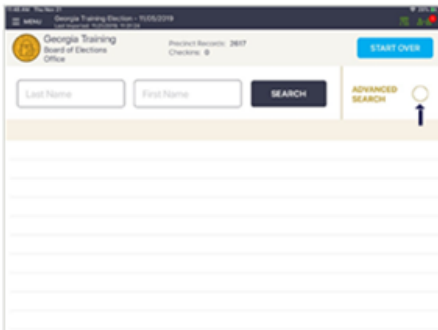
## Advance Search

### PROCESSING VOTERS | ADVANCED SEARCH



#### 1 VOTER NOT FOUND

If Scan Barcode and Manual Entry have been used to find a voter, and he or she is still not found, a pop-up will appear reading, **No Records Found**. Press **OK** to go back to Voter Lookup.



#### 2 ADVANCED SEARCH

Once back on the Voter Lookup Screen, press the circle next to **ADVANCED**.

**NOTE:** Clear name fields by pressing X in first and last name boxes before searching or by pressing Reset in the middle bar.



#### 3 SEARCH BY:

Lookup voter by using **DATE OF BIRTH (DOB)**, **ADDRESS**, **LICENSE NUMBER**, **VOTER ID**, etc., press **DONE** then **SEARCH**. If voter is found using Advanced Search, follow same protocol as scan barcode/manual entry to process voter.

# POLL PAD – PROCESSING VOTERS

## Absentee Ballot Issued

Voters marked as Absentee Issued have requested an Absentee Ballot by Mail or voted in person during Advanced in Person Voting. On the search results page, absentee will be listed on the voter information line. O.C.G.A. § 21-2-388



**ADAMS, JOHN**

10/30/1905  
9540 MANGANESE DR, ANYTOWN, GA 12345  
VOTER ID: 76500011

**Absentee Issued**

County School  
Precinct: 101  
Combo 1

### **If a voter requested a ballot by mail and has the ballot to surrender:**

- Confirm that the ballot is contained in the envelope and mark cancelled on the envelope.
  - This ballot should be returned on Election Night to the county office to the Registrar
- Remove the Absentee status from the record.
- Continue through the voter certificate process with the voter and encode a voter card.
  - If time allows, contact county office and inform them of the surrendered ballot.

### **If a voter requested a ballot by mail and does not have the ballot with them at the polls:**

- The ballot could be at their home, in the mail on the way to the voter or on the way back to the county office.
  - As long as the ballot has not been received back by the county office, the issued ballot can be cancelled so the voter can vote in person.
  - Confirm with the county office if the ballot has been received back or not.
    - Ballot received back and is considered “cast”.
    - Inform voter that their ballot has been received and their vote has been cast for the current election.
    - If they have concerns, provide them with the name and phone number of the person at the county office that can assist them.
  - Ballot not received back at the county office.
    - Voter to complete form provided by the county office to cancel their Absentee by Mail ballot.
    - Remove the Absentee status from the record.
    - Continue through the voter certificate process with the voter and encode a voter card.
  - If the voter claims they did not request an Absentee by Mail ballot, provide the voter with the name and phone number of a contact person at the county office to assist them with the issue.

# **POLL PAD – PROCESSING VOTERS**

## **Absentee Ballot Received**

Voters marked as Absentee Ballot Received have returned their absentee ballot by mail for the election. On the search results page, Absentee Received will be listed on the voter information line. SEB Rule 183-1-14-.09 / SEB Rule 183-1-12-.18



**BADGER, BROOKE R**

03/10/1961 - Republican

3834 CLINTON TERRACE DR, ANYTOWN, GA 12345

VOTER ID: 76516421

**Absentee  
Received**

County School

Precinct: 101

Combo 2

### **Voters marked as Absentee Ballot Received:**

Ask the voter if they voted and mailed/returned an absentee ballot to the County Registrar's office or County drop box.

If voter states "yes", then explain that they have already cast their vote for the current election and thank them for voting.

- This voter will not be processed through and will not be eligible for a provisional ballot.
- If the voter has questions, provide the name and phone number of the person at the county office that can assist them.

If the voter states "no", contact the county office for more information

- If it is determined that the records show a vote was cast by this voter but they argue that they did not, the voter should be directed to the Provisional Ballot Station.
- The county registrar will research this during the Provisional Ballot review period.

# POLL PAD – PROCESSING VOTERS

## Advance in Person

Voters marked as Advance In-Person have voted in person during the advanced voting period. On the search results page, Advance In-Person will be listed on the voter information line.



**HARRISON, WILLIAM HENRY**

02/09/1903 - Republican  
9704 CHELLS DR, ANYTOWN, GA 12345  
VOTER ID: 76500019

**Advance  
In-Person**

County School  
Precinct: 101  
Combo 1

### **Voters marked as Advance In-Person:**

Ask the voter if they voted in person within the last three weeks.

If voter states “yes”, then explain that they have already cast their vote for the current election and thank them for voting.

- This voter will not be processed through and will not be eligible for a provisional ballot.
- If the voter has questions, provide the name and phone number of the person at the county office that can assist them.

If the voter states “no”, contact the county office for more information.

- If it is determined that the records show a vote was cast by this voter, but they argue that they did not, the voter should be directed to the Provisional Ballot Station.
- The county registrar will research this during the Provisional Ballot review period.

# VOTING

Upon receiving their voter card or paper ballot, the voter will step to the appropriate location to cast their ballot. This section covers the procedures for voting on each type of election equipment.



# VOTING

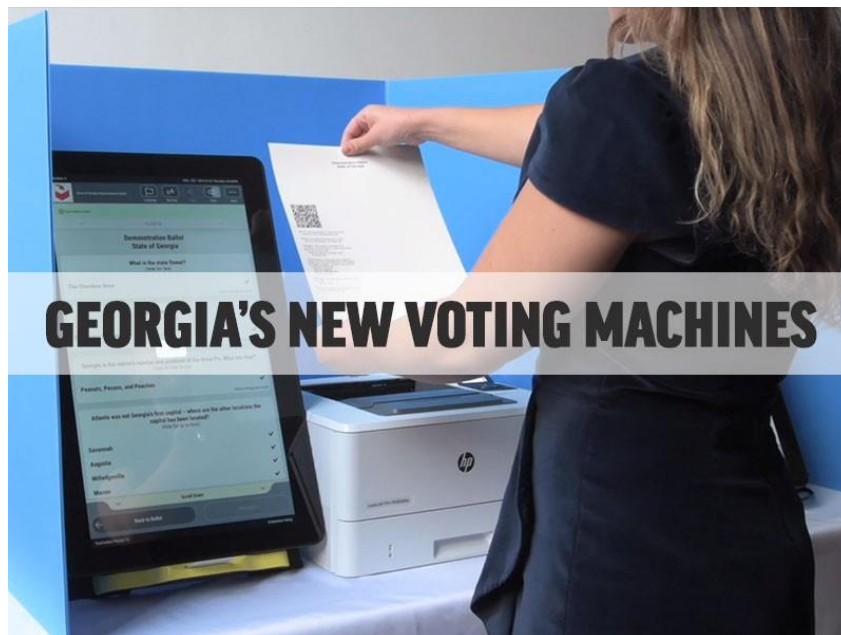
## Voting Booth and Enclosed Space

O.C.G.A. § 21-2-410

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

O.C.G.A. § 21-2-413(f)

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

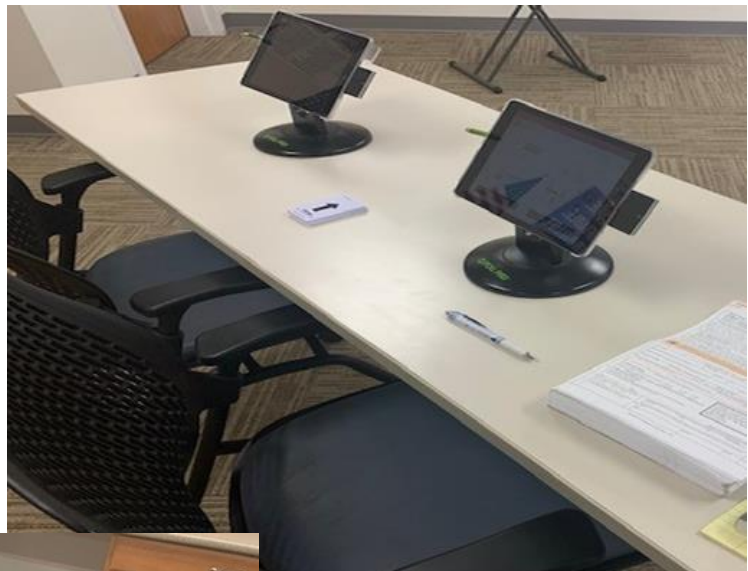


# VOTING

## Poll Pad Station

At this station:

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



# VOTING

## Voting Booth – BMD (Touchscreen & Printer) Station

At this station:

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



# VOTING

## Polling Place Scanner Station

At this station,

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

When a voter exits the enclosed space

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



# VOTING

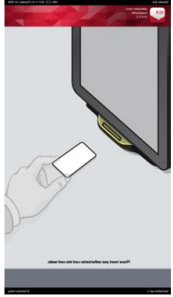
## Standard Voting on a BMD (Touchscreen & Printer)

### VOTING ON THE ICX-BMD

**1**


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

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




**2**

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



**3**

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



**4**

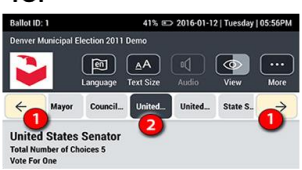
The voter navigates the ballot using either the contest tabs at the top of the screen:

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

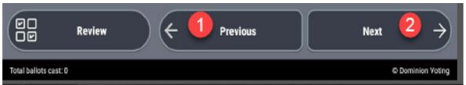
Or the navigation buttons at the bottom of the screen:

- 1) Previous screen
- 2) Next screen

**TOP**




**BOTTOM**



**5**

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




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### ACCESSIBLE VOTING ON THE ICX-BMD

**1**

Before starting the voting session, confirm the following:


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



**2**

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


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



**3**

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

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



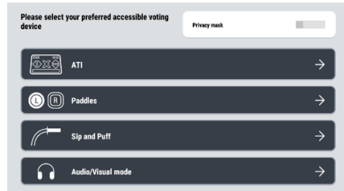
**4**

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

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

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

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




**5**

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

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

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



63

# VOTING

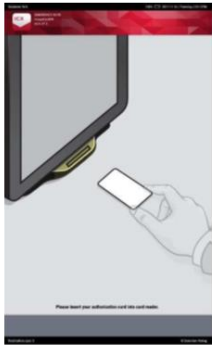
## Manual Ballot Activation on a BMD (Touchscreen & Printer)

### MANUAL ACTIVATION ON THE ICX-BMD



**1**

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



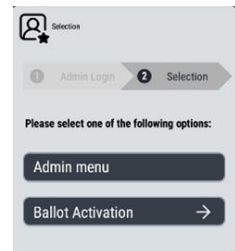
**2**

Enter the Poll Worker PIN then press the Login button.



**3**

Press the **Ballot Activation** button.



**4**

Enter the **Ballot Activation Code**.  
If this is to be an accessible voting session, press **Enable AVS Controller** to check the box.  
Press the **Activate** button.



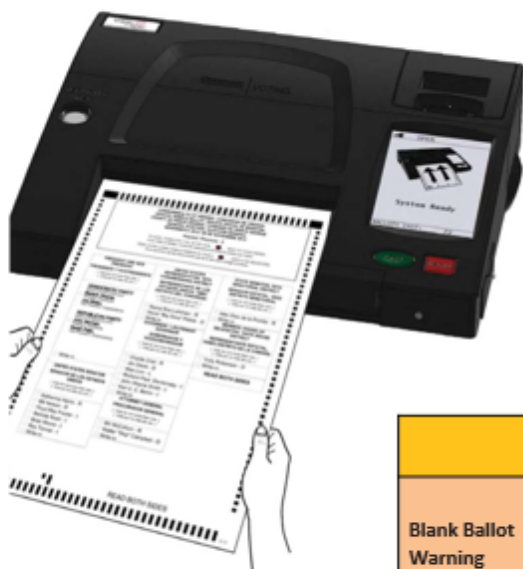
**5**

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

# VOTING

## Standard Voting on a Polling Place Scanner

### STANDARD VOTING



Voters feed their completed ballot into the tabulator.

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

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

#### Tabulator Warning Messages

##### Blank Ballot Warning

The tabulator does not detect any voter selections on the scanned ballot. The voter is given the opportunity to **Cast** or **Return** the ballot by pressing the corresponding button. The voter may choose to Return the ballot, spoil it, and vote another or they can choose to cast the ballot and confirm their intention to cast a blank ballot.

##### Ballot Misread Warning

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

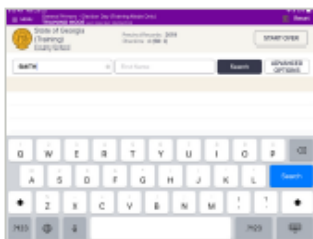
# VOTING

## Poll Pad - Cancel Check-in Only

Voter has decided they no longer want to vote or they need to make a change to their party selection and a ballot has NOT been printed.

### CANCEL CHECK-IN ONLY | BALLOT HAS NOT BEEN PRINTED

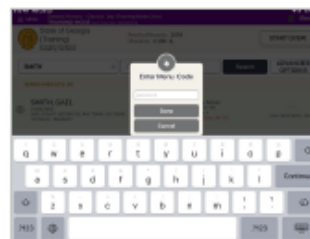
**PURPOSE:** Voter has decided they no longer want to vote or they need to make a change to their party selection and a ballot has NOT been printed.



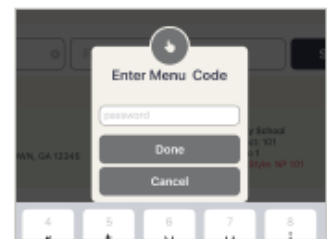
1 LOOKUP VOTER



2 TAP THE ADVANCED FUNCTIONS "GEAR" ICON TO THE LEFT OF THE VOTERS NAME



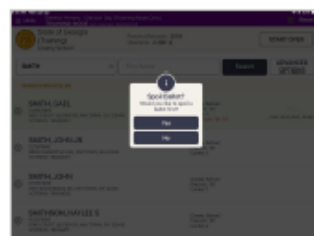
3 ENTER PASSCODE  
(Contact your County Official if you do not have the passcode)



4 SELECT DONE



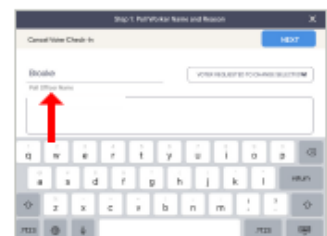
5 SELECT CANCEL VOTER CHECK-IN



6 SELECT NO WHEN ASKED TO SPOIL BALLOT



7 SELECT REASON FOR CANCELING CHECK-IN  
\*When changing a party selection, select Voter Requested to Change Selections



8 ENTER POLL OFFICER NAME

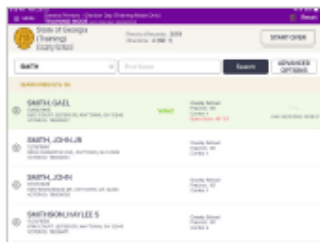
# VOTING

## Poll Pad – Spoil Ballot Only & Re-encode Voter Card

Voter has printed a ballot from the BMD and needs to spoil the printed ballot and create another WITHOUT changing ballot party selection.

### SPOIL BALLOT ONLY AND RE-ENCODE VOTER CARD | NO CHANGE TO PARTY SELECTION

**PURPOSE:** Voter has printed a ballot from the BMD and needs to spoil the printed ballot and create another WITHOUT changing ballot party selection.



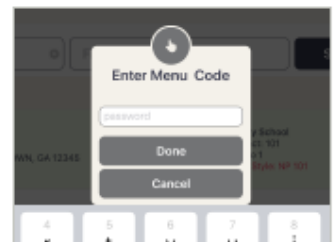
LOOKUP VOTER



TAP THE ADVANCED FUNCTIONS "GEAR" ICON TO THE LEFT OF THE VOTERS NAME



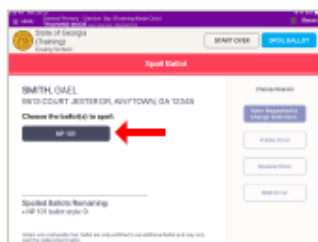
ENTER PASSCODE  
(Contact your County Official if you do not have the passcode)



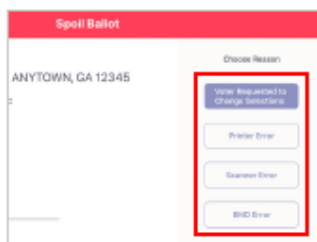
SELECT DONE



SELECT SPOIL BALLOT



SELECT BALLOT ON LEFT-HAND SIDE OF THE SCREEN



SELECT REASON FOR SPOILING BALLOT



TAP SPOIL BALLOT AT TOP OF SCREEN

# VOTING

## Poll Pad – Cancel Check-in & Spoil Ballot

Voter has already printed a ballot, but desires to NOT cast the ballot and either not vote or would like to change their ballot party.

### CANCEL CHECK-IN AND SPOIL BALLOT | BALLOT HAS BEEN PRINTED

**PURPOSE:** Voter has already printed a ballot, but desires to NOT cast the ballot and either not vote or would like to change their ballot party.



LOOKUP VOTER



TAP THE ADVANCED FUNCTIONS "GEAR" ICON TO THE LEFT OF THE VOTERS NAME



ENTER PASSCODE  
(Contact your County Official if you do not have the passcode)



SELECT DONE



SELECT CANCEL CHECK-IN



SELECT YES WHEN ASKED TO SPOIL BALLOT  
\*Voter must have printed ballot but has not yet cast ballot.  
(Remember to spoil paper ballot)\*



SELECT BALLOT ON LEFT-HAND SIDE OF THE SCREEN



SELECT REASON FOR SPOILING BALLOT

# **Backup Procedures**

## **Polling Place Scanner will not scan Ballots**

If any voting system component malfunctions during the day of a primary, election, or runoff, the poll manager shall immediately notify the election superintendent and shall not allow any voter to use the component until and unless the malfunction is corrected. The poll manager shall utilize appropriate backup procedures so that voting is not interrupted due to any equipment malfunctions. The election superintendent shall immediately arrange for the repair of the voting system component or shall provide a replacement component as soon as practicable. A replacement component shall not be used unless it has been appropriately tested prior to its use. (SEB Rule 183-1-12-.11 (11) (a) & (b))

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.

### **Voting Procedures:**

- 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.

# **Backup Procedures**

## **BMD will not mark ballots**

If any voting system component malfunctions during the day of a primary, election, or runoff, the poll manager shall immediately notify the election superintendent and shall not allow any voter to use the component until and unless the malfunction is corrected. The poll manager shall utilize appropriate backup procedures so that voting is not interrupted due to any equipment malfunctions. The election superintendent shall immediately arrange for the repair of the voting system component or shall provide a replacement component as soon as practicable. A replacement component shall not be used unless it has been appropriately tested prior to its use. (SEB Rule 183-1-12-.11 (11) (a)) In the event the ICX-BMDs malfunction, the voters shall be issued emergency paper ballots, until the malfunctions are corrected.

### **Items Needed:**

- 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).

### **Voting Procedures:**

- 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.
- 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.

# **Backup Procedures**

## **Poll Pad will not encode voter cards**

If any voting system component malfunctions during the day of a primary, election, or runoff, the poll manager shall immediately notify the election superintendent and shall not allow any voter to use the component until and unless the malfunction is corrected. The poll manager shall utilize appropriate backup procedures so that voting is not interrupted due to any equipment malfunctions. The election superintendent shall immediately arrange for the repair of the voting system component or shall provide a replacement component as soon as practicable. A replacement component shall not be used unless it has been appropriately tested prior to its use. (SEB Rule 183-1-12-.11 (11) (a)) In the event that the poll pads malfunction, the poll officers will begin manual activation on the ICXBMD.

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.

### **Items Needed:**

- 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.

### **Voting Procedures:**

- If the check-in functionality of the poll pad is not working, the voter shall complete a manual voter certificate.
- 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.
- The voter shall scan their voted ballot in the scanner connected to the ballot box.

# **Backup Procedures**

## **Using Emergency Paper Ballots**

If an emergency situation makes utilizing the electronic ballot markers impossible, impracticable, or if emergency ballots are otherwise needed as determined by the election superintendent, the poll officer shall issue the voter an emergency paper ballot that is to be filled out with a pen after verifying the identity of the voter and that the person is a registered voter of the precinct. While the determination of an emergency situation is in the discretion of the election superintendent, the types of events that may be considered emergencies are power outages, malfunctions causing a sufficient number of electronic ballot markers to be unavailable for use, or waiting times longer than 30 minutes. (SEB Rule 183-1-12-.11 (2) (c) & (d))

### **Items Needed:**

- 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).

### **Voting Procedures:**

- 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.
- 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.

# PROVISIONAL & CHALLENGED BALLOTS

All voters must complete a voter certificate and provide proper identification. This section details certificate completion and provides examples of proper identification.



# **PROVISIONAL BALLOTS**

## **Provisional Ballots in the Code - O.C.G.A. § 21-2-418**

- (a) If a person presents himself or herself at a polling place, absentee polling place, or registration office in his or her county of residence in this state for the purpose of casting a ballot in a primary or election stating a good faith belief that he or she has timely registered to vote in such county of residence in such primary or election and the person's name does not appear on the list of registered electors, the person shall be entitled to cast a provisional ballot in his or her county of residence in this state as provided in this Code section.
- (b) Such person voting a provisional ballot shall complete an official voter registration form and a provisional ballot voting certificate which shall include information about the place, manner, and approximate date on which the person registered to vote. The person shall swear or affirm in writing that he or she previously registered to vote in such primary or election, is eligible to vote in such primary or election, has not voted previously in such primary or election, and meets the criteria for registering to vote in such primary or election. The form of the provisional ballot voting certificate shall be prescribed by the Secretary of State. The person shall also present the identification required by Code Section 21-2-417.
- (c) When the person has provided the information as required by this Code section, the person shall be issued a provisional ballot and allowed to cast such ballot as any other duly registered elector subject to the provisions of Code Section 21-2-419.
- (d) Notwithstanding any provision of this chapter to the contrary, in primaries and elections in which there is a federal candidate on the ballot, in the event that the time for closing the polls at a polling place or places is extended by court order, all electors who vote during such extended time period shall vote by provisional ballot only. Such ballots shall be separated and held apart from other provisional ballots cast by electors during normal poll hours. Primaries and elections in which there is no federal candidate on the ballot shall not be subject to the provisions of this subsection.
- (e) The registrars shall establish a free access system, such as a toll-free telephone number or internet website, by which any elector who casts a provisional ballot in a primary or election, or runoff of either, in which federal candidates are on the ballot may ascertain whether such ballot was counted and, if such ballot was not counted, the reason why such ballot was not counted. The registrars shall establish and maintain reasonable procedures necessary to protect the security, confidentiality, and integrity of personal information collected, stored, or otherwise used by such free access system. Access to such information about an individual provisional ballot shall be restricted to the elector who cast such ballot. At the earliest time possible after the casting of a provisional ballot, the election superintendent shall notify the Secretary of State that an elector cast a provisional ballot, whether such ballot was counted, and, if such ballot was not counted, the reason why such ballot was not counted.
- (f) At the time an elector casts a provisional ballot, the poll officers shall give the elector written information that informs the elector of the existence of the free access system required by subsection (e) of this Code section by which the elector will be able to ascertain if his or her ballot was counted and, if such ballot was not counted, the reason why such ballot was not counted.
- (g) Failure to establish such free access system shall subject the registrars and the county by which the registrars are employed to sanctions by the State Election Board.
- (h) Notwithstanding any other provision of this chapter to the contrary, in the event that the voting machines or DRE units at a polling place malfunction and cannot be used to cast ballots or some other emergency situation exists which prevents the use of such equipment to cast votes, provisional ballots may be used by the electors at the polling place to cast their ballots. In such event, the ballots cast by electors whose names appear on the electors list for such polling place shall not be considered provisional ballots and shall not require verification as provided by Code Section 21-2-419; provided, however, that persons whose names do not appear on the electors list for such polling place shall vote provisional ballots which shall be subject to verification under Code Section 21-2-419.

# **PROVISIONAL BALLOTS**

## **Provisional Ballots in the Code - S.E.B. Rule 183-1-12-.18**

(1) This rule shall govern the casting of provisional ballots by voters at primaries and elections in accordance with O.C.G.A. §§ 21-2-418 and 21-2-419.

(2) In each polling place, there shall be established a location or station in the public area of the polling place for the purpose of issuing and receiving provisional ballots. Each polling place shall have an information sheet developed by the Secretary of State available for voters who have questions about the provisional ballot process. The information sheet should describe relevant law regarding provisional ballots for voters who do not show up on the electors list for that polling place.

(3) The election superintendent shall provide each polling place with an adequate supply of provisional ballots in each ballot style (district combination) for the precinct and an inner ballot envelope and an outer ballot envelope. The election superintendent shall also be prepared to resupply polling places with provisional ballots in needed ballot styles in a timely manner while voting is occurring so that polling places do not run out of provisional ballots. The ballot envelopes shall be so designed that the ballot will fit within the inner ballot envelope and the inner ballot envelope will fit within the outer ballot envelope. The inner ballot envelope shall have printed on it the words "Official Provisional Ballot" and nothing else. The outer envelope shall have places for inserting the person's name, precinct, date and name of election, ballot style (district combination), and whether such ballot is a regular provisional ballot, a provisional ballot cast by a voter who registered to vote for the first time in this state by mail and has not provided the identification required by O.C.G.A. §§ 21-2-220 and 21-2-417, or a ballot cast during poll hours extended by a court order, or a combination thereof. Primaries and elections conducted by counties shall use optical scan ballots for provisional voting. The poll manager shall cause all voted provisional ballots to be deposited into the provisional ballot box and not be inserted into the polling place ballot scanner and kept separate and apart from non-provisional ballots cast at the polling place. Municipalities shall use the same type of ballots as the municipality uses for mail-in absentee voting. The election superintendent shall also provide a booth for voting provisional ballots in the enclosed space which will provide privacy for a person while voting a provisional ballot and a secure container in which the voted provisional ballots shall be placed.

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

(a) When a person arrives at a polling place, completes a voter certificate, and presents it to the poll workers but the person's name does not appear on the official electors list for the precinct, the poll officers shall immediately direct the person to the provisional ballot station. The polling place shall have an electronic poll book that includes a master list of registered voters in the state, and the poll workers shall check the list to determine if the person is assigned to a different polling place within the county or registered in a different county. If the person's name appears on the master list for a different precinct within the same county, the poll workers shall inform the person of his or her correct polling place. The person shall be instructed to go to his or her correct polling place if practicable, but that if it is not practicable for the person to get to his or her correct polling place before the close of polls, that the person may vote a provisional ballot in the polling place in which they are present. If, after receiving that instruction, the person states that it is not practicable for him or her to get to their correct polling place prior to the close of voting, the poll officer shall offer the person a provisional ballot. If the person is registered in a different county, the poll officer shall inform the person that he or she appears to be registered in a different county. If the person is still eligible to vote in the county in which they appear to be registered, the person may return to that county to vote. If the person states a good-faith belief that he or she timely registered to vote in the county in which he or she is present, he or she shall be offered a provisional ballot.

## S.E.B. Rule 183-1-12-.18 continued

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

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

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

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

(f) If the registrars cannot immediately determine that the person timely and validly registered to vote in the primary or election; but, from the information presented by the person, the person, if registered, would be assigned to a different precinct from the precinct in the county at which the person is present, the registrars shall direct the poll officers to inform the person of the appropriate precinct. The registrars shall notify the officers of such other precinct to permit the

## S.E.B. Rule 183-1-12-.18 continued

person to vote a provisional ballot when such person arrives at such precinct, completes an official voter registration form and a provisional ballot voter certificate, and submits the appropriate identification required by O.C.G.A. § 21-2-417. When there are multiple ballot styles (district combinations) in use in such other precinct, the registrars shall also advise the poll officers which ballot style (district combination) should be issued to the person. However, the poll officer shall also instruct the person that if it is not practicable for such person to go to such other precinct before the polls close and the person communicates that to the poll officers, the person shall be offered a provisional ballot at the precinct at which such person is present. In such case, all votes cast by such person for candidates for whom such person is properly entitled to vote shall be counted and all votes cast for candidates for whom such person is not properly entitled to vote shall be void and shall not be counted in accordance with O.C.G.A. § 21-2-419(c).

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

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

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

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

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

(a) When a person arrives at a polling place, completes a voter certificate, and presents it to the poll workers but does not have the identification required by O.C.G.A. § 21-2-417 and the person's name appears on the official electors list for the precinct with a designation that the person registered to vote for the first time in this state by mail but has not provided the required identification to the registrars as required by O.C.G.A. § 21-2-220, the poll officers shall

## S.E.B. Rule 183-1-12-.18 continued

Immediately direct the person to the provisional ballot station. At the provisional ballot station, the person shall be permitted to cast a provisional ballot at such precinct. When there are multiple ballot styles (district combinations) in use in the precinct, the poll officers shall issue the appropriate ballot style (district combination) to the person as shown on the electors list. The poll officers shall place the name of the person on the numbered list of provisional ballot voters and issue the person a provisional ballot of the style authorized by the registrars along with an inner ballot envelope and an outer ballot envelope. Before issuing the outer ballot envelope to the person, the poll officers shall enter the person's name, the name of the precinct, the date and name of the election, and the ballot style (district combination) on the outer envelope. The person shall then retire to the provisional ballot voting booth and mark the ballot with his or her intended selections. Upon completing the ballot, the person shall seal the ballot in the inner ballot envelope and place the inner ballot envelope containing the ballot into the outer ballot envelope and shall seal the outer ballot envelope. The person shall then return the sealed envelope to the poll officers.

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

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

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

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

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

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

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

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

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

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

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

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

# **PROVISIONAL BALLOTS**

## **Provisional Ballot Codes**

### **Below are the Provisional Ballot codes:**

- **OP - Out of Precinct**
  - Person whose name does not appear on electors list for your precinct. If a person is not on your Electors List but is showing registered in another precinct, inform the voter of their assigned precinct and then let the voter decide if they can go to their assigned precinct, or vote a provisional ballot.
- **PR - Person believing that he or she has timely registered to vote but whose name does not appear on electors list**
  - Person whose name is not on the Poll Pad, the supplemental list, or the paper back up list. If a person is not listed on Poll Pad, the supplemental list, or the paper back up list, they may be issued a provisional ballot
- **PI - Registered voter who does not have photo ID to present at time of voting**
  - Voter who does not have one of the required forms of photo ID. If a voter does not have the appropriate photo identification, he or she should be issued a provisional ballot and instructed that the ballot will be counted only if the voter provides the proper identification to the registrar's office not later than three days following the day of the primary, election, or runoff.
- **IR - Voter who registered for first time by mail but did not provide required identification when appearing to vote. These voters can provide additional forms to provide proof of ID.**
  - Voter who registered for the first time by mail but did not provide required identification and does not have ID when voting. If a voter who registered for the first time in Georgia by mail and does not supply the proper identification, they will be listed as an IDR voter on the Electors List. If the voter cannot supply the appropriate identification the voter must be issued a Provisional Ballot. Please note that an IDR voter is allowed to show other forms of identification in addition to the listed forms of photo ID.
- **EH - Voter who is casting a ballot during extended poll hours as a result of a court order (applies to federal elections only)**
  - Voter who is casting a ballot during extended poll hours as a result of a court order (applies to federal elections only). This provision only applies when there is a federal race on the ballot. In the event that the time for closing the polls at a polling place is extended by court order, all electors who vote during such extended time period shall
- **X - Voter who registered for the first time in Georgia but citizenship not verified**
  - If an elector is marked on the electors list as a potential non-citizen and the voter does not have a proof of citizenship document with them, a provisional ballot should be issued. On the Provisional Numbered List of Voters and the salmon outer envelope, CHAL should be recorded.
- **V - Person who did not provide missing information to complete application**
  - If an elector is pending due to an incomplete voter registration, the elector can vote by casting a provisional ballot. This voter type should always complete a provisional voter registration application to complete their registration. This type of provisional ballot should be coded with a V on the Provisional Numbered List of Voters and the salmon outer envelope.
- **CHAL – Challenged**
  - If an elector has been challenged and appears at the polls to vote prior to the challenge hearing or decision, the elector shall be permitted to vote by casting a challenged ballot on the same type of ballot used for provisional ballots. Use the code "CHAL."

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

# **PROVISIONAL BALLOTS**

## **Issuing a Provisional Ballot**

### **Below are the steps for issuing a Provisional Ballot:**

1. Voter should complete the Provisional section of the paper Voter Certificate (Salmon colored) and if required, a Provisional Voter Registration Application
  - Ask voter to provide Photo ID unless reason for voting a provisional ballot is no ID can be provided (IR or PI)
  - Initial the form in the proper space
2. Confirm forms are complete
3. Complete the outer Provisional Envelope:
  - Print voter's name
  - Precinct number and ballot style number
  - Date and name of election
  - Note appropriate provisional code
4. Write the voter's name on the Provisional Numbered List of Voters, note appropriate provisional code in the PROVISIONAL CODE column and BALLOT STYLE in the appropriate column
5. Record the ballot number on the voter certificate and initial as issued
6. Hand voter the ballot and both Official Provisional Ballot Envelopes. Instruct the voter to go to the Provisional Ballot Booth to vote the ballot by filling in the ovals next to the candidate or answer of his or her choice. When finished voting, the voter will fold and insert the ballot into the inner Provisional Ballot Envelope and seal. The inner envelope will then be inserted into the larger salmon-colored envelope and seal. The voter will then insert the ballot in the Provisional Ballot Container
7. After the voter has cast the provisional ballot, provide the voter with written contact information so the voter will be able to determine whether the ballot was counted and, if the ballot was not counted, the reason why such ballot was not counted. If a federal candidate is on the ballot, the contact information provided to the voter must include a free access system, such as a toll-free telephone number or an internet website, to receive such information.
8. Place all of the VOTED Provisional Ballots in the PROVISIONAL BALLOT CONTAINER. Place the Numbered List of Provisional Voters and Provisional Recap Sheet in the proper envelope.

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

# **CHALLENGED BALLOTS**

## **Challenged Ballots in the Code - O.C.G.A. § 21-2-230**

- (a) Any elector of the county or municipality may challenge the right of any other elector of the county or municipality, whose name appears on the list of electors, to vote in an election. Such challenge shall be in writing and specify distinctly the grounds of such challenge. Such challenge may be made at any time prior to the elector whose right to vote is being challenged voting at the elector's polling place or, if such elector cast an absentee ballot, prior to 5:00 P.M. on the day before the election; provided, however, that challenges to persons voting by absentee ballot in person at the office of the registrars or the absentee ballot clerk shall be made prior to such person's voting.
- (b) Upon the filing of such challenge, the board of registrars shall immediately consider such challenge and determine whether probable cause exists to sustain such challenge. If the registrars do not find probable cause, the challenge shall be denied. If the registrars find probable cause, the registrars shall notify the poll officers of the challenged elector's precinct or, if the challenged elector voted by absentee ballot, notify the poll officers at the absentee ballot precinct and, if practical, notify the challenged elector and afford such elector an opportunity to answer.
- (c) If the challenged elector appears at the polling place to vote, such elector shall be given the opportunity to appear before the registrars and answer the grounds of the challenge.
- (d) If the challenged elector does not cast an absentee ballot and does not appear at the polling place to vote and if the challenge is based on grounds other than the qualifications of the elector to remain on the list of electors, no further action by the registrars shall be required.
- (e) If the challenged elector cast an absentee ballot and it is not practical to conduct a hearing prior to the close of the polls and the challenge is based upon grounds other than the qualifications of the elector to remain on the list of electors, the absentee ballot shall be treated as a challenged ballot pursuant to subsection (e) of Code Section 21-2-386. No further action by the registrars shall be required.
- (f) If the challenged elector does not cast an absentee ballot and does not appear at the polling place to vote and the challenge is based on the grounds that the elector is not qualified to remain on the list of electors, the board of registrars shall proceed to hear the challenge pursuant to Code Section 21-2-229.
- (g) If the challenged elector cast an absentee ballot and the challenge is based upon grounds that the challenged elector is not qualified to remain on the list of electors, the board of registrars shall proceed to conduct a hearing on the challenge on an expedited basis prior to the certification of the consolidated returns of the election by the election superintendent. The election superintendent shall not certify such consolidated returns until such hearing is complete and the registrars have rendered their decision on the challenge. If the registrars deny the challenge, the superintendent shall proceed to certify the consolidated returns. If the registrars uphold the challenge, the name of the challenged elector shall be removed from the list of electors and the ballot of the challenged elector shall be rejected and not counted and, if necessary, the returns shall be adjusted to remove any votes cast by such elector. The elector making the challenge and the challenged elector may appeal the decision of the registrars in the same manner as provided in subsection (e) of Code Section 21-2-229.

O.C.G.A. § 21-2-230 continued

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

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

# **CHALLENGED BALLOTS**

## **Issuing a Challenged Ballot**

### **Below are the steps for issuing a Provisional Challenged Ballot:**

1. Verify that the voter has signed the Voter's Certificate
2. Verify that the voter completed the Provisional Voter Section on the back of the certificate
3. Write "Challenged" on the bottom of the Provisional Section of the Voter's Certificate
4. On the Official Provisional Ballot, you must:
  - Mark the type of election
  - Write "CHALLENGED" on the bottom of the colored section
  - Write the voter's name and your precinct name or code
  - Add the ballot style or district combo on the ballot to be issued
  - Write the election date and time
5. Issue the correct optical scan ballot for the voter's District Combo. Detach the ballot from the pad, leaving the stub attached to the pad. Give the voter the following instructions:
  - "Take the ballot to the voting booth. Vote your ballot by filling in the ovals next to the candidate or question of your choice"
  - "Fold your ballot to fit into the white envelope"
  - "Put your ballot into the smaller white envelope and seal it. Put that envelope into the larger salmon envelope and seal it."
- 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
6. When finished voting, the voter drops the sealed salmon ballot envelope into a secure ballot container or bag
7. Hand the voter the written instructions about the challenged ballot process
8. Hand the Voter an "I'm a Georgia Voter I SECURED MY VOTE" sticker and thank them for voting



# CHALLENGED BALLOTS

## Challenged – Non-citizen

### Note Regarding Proof of Citizenship

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



## **List of Acceptable Documents for 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 knowledgeable individual must also submit an affidavit stating why the documents are not available. Affidavits are only expected to be used in rare circumstances.

# **CLOSING THE POLLS**

The Georgia Code mandates that the polls close at 7:00 PM Eastern Standard Time or Eastern Daylight Time. This section reviews the procedures for closing the polls. Also provided in this section, you will find the paperwork you must fill out before you leave the polling place.



# CLOSING THE POLLS

## Declaring the Close

At 7:00 PM, the Poll Manager publicly declares, “The poll is closed.” Any voters in line at 7:00 PM must be allowed to vote. Position a Poll Officer at the end of the line to ensure that anyone arriving after 7:00 PM is NOT allowed to vote. Poll hours could be extended upon court order. Your County Office will notify your Poll Manager if this occurs.

Note: Municipal elections for the City of Atlanta have different hours, pursuant to O.C.G.A. § 21-2-403

All duties must be performed in full view of the public. Potential voters may watch but are not allowed to enter the enclosed space or interfere when preparations for opening the polls are in progress.

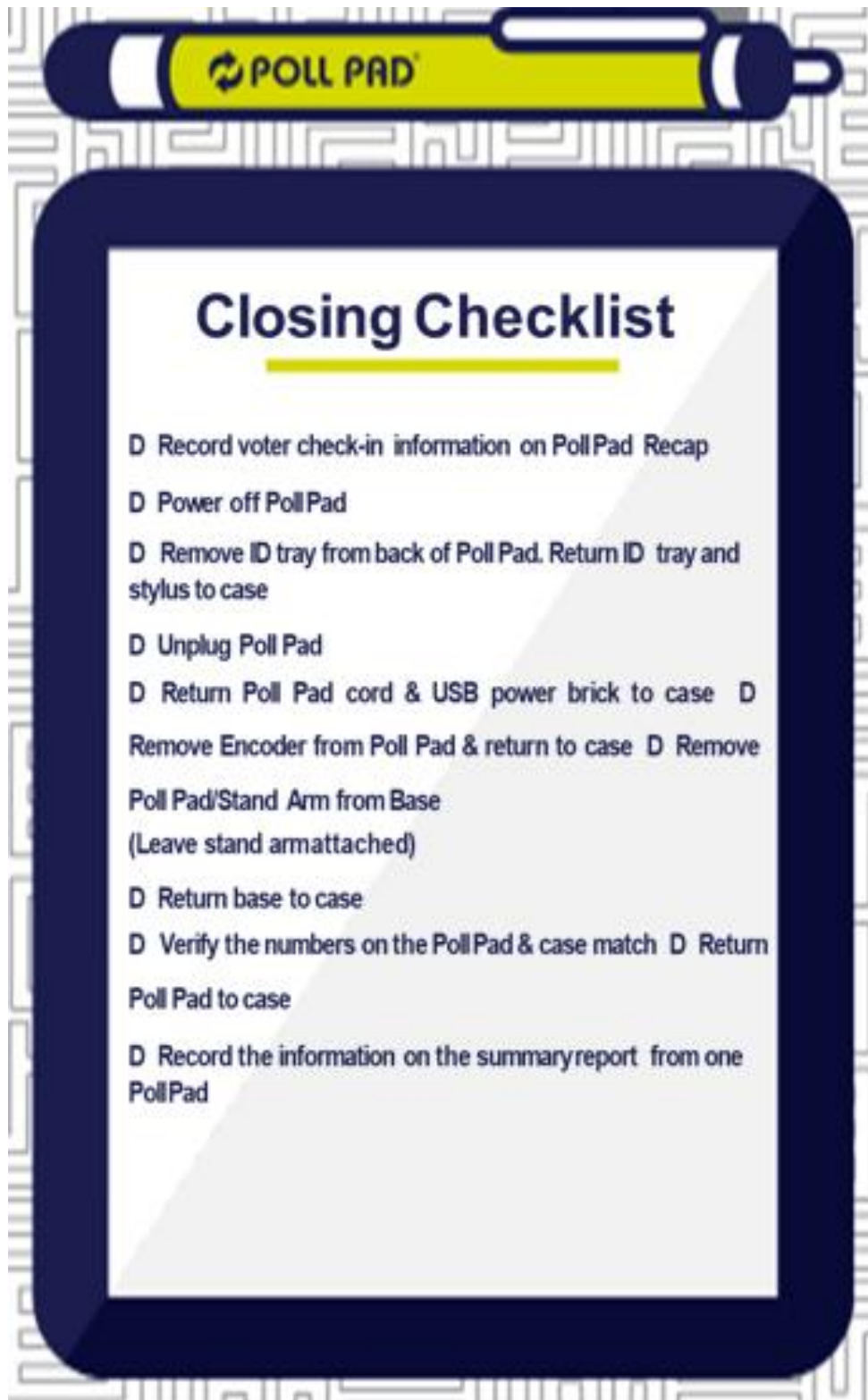
At no time are the doors to the polling place to be locked so as to exclude any member of the public from viewing the pre-election preparation, conduct of the election, or the closeout procedures.

- One Poll Official reads the instructions
- One Poll Official follows the instructions as read to them
- One Poll Official records the necessary information on the forms



# CLOSING THE POLLS

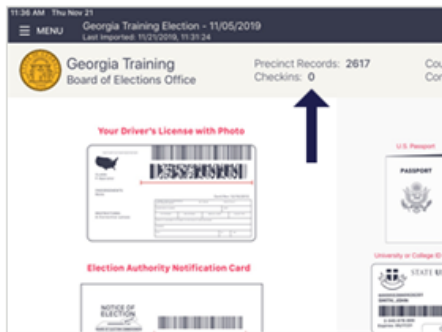
## Poll Pad – Closing Checklist



# CLOSING THE POLLS

## Poll Pad – Summary Report

### CLOSING PROCEDURES | SUMMARY REPORT



#### 1 POLL PAD RECAP SHEET

Record voter check-in information on Poll Pad Recap Sheet.

**NOTE:** Check-in number will need to be recorded off of each Poll Pad.



#### 2 SUMMARY REPORT

Select ONE Poll Pad to pull the summary report

1 Select **Menu**

2 Select **Summary Report**

# CLOSING THE POLLS

## Poll Pad –

### CLOSING PROCEDURES | SEC URE POLL PAD SUPPLIES



#### 3 PACK POLL PAD CASE

Disassemble the Poll Pad and return the supplies to the Poll Pad Case.

Close the lid and secure.

- 1 Green Case
- 2 Poll Pad & Stand Arm
- 3 Poll Pad Base
- 4 Power Cube and Cord
- 5 (2) Stylus
- 6 Photo ID Tray
- 7 Pad Screen Cloth
- 8 Encoder



#### 4 RETURN SUPPLIES


Return Poll Pad Case to the Election's office on election night, along with other precinct supplies.


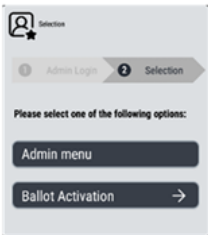
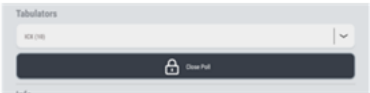
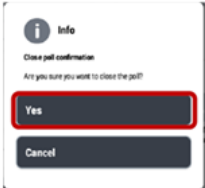


**NOTE:** To ensure accuracy, remember to place the Poll Pad supplies in the appropriate case/tote.

# CLOSING THE POLLS

## BMD (Touchscreen & Printer)

### CLOSING THE POLLS ON THE ICX-BMD

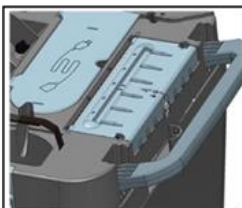


<p><b>1</b></p> <p>Insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet.</p> <p>Enter the Poll Worker PIN then press the <b>Login</b> button.</p> 	<p><b>2</b></p> <p>Press the <b>Admin menu</b> button.</p> 	<p><b>3</b></p> <p>Press the <b>Close Poll</b> button.</p> 
<p><b>4</b></p> <p>Press the <b>Yes</b> button to confirm closing the poll then press the <b>Power off</b> button located in the bottom right corner of the screen.</p>  	<p><b>5</b></p> <p>Press the power button on the front of the BMD printer to turn the printer off.</p> 	<p><b>6</b></p> <ul style="list-style-type: none"><li>• Place equipment into transport bags as required.</li><li>• Apply Seals to transport bag as required</li></ul>

# CLOSING THE POLLS

## Polling Place Scanner

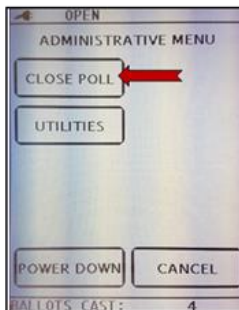
### CLOSING THE POLL ICP



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



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



**3** Press **CLOSE POLL**.



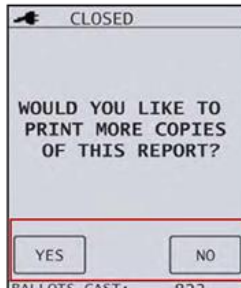
**4** Enter the password then press **ENTER**.



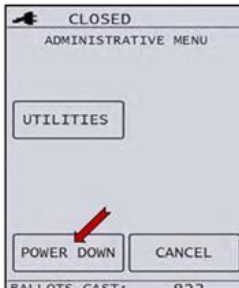
**5** Press **YES** to proceed.



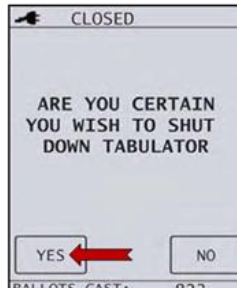
**6** Three copies of the Results Tape will now print.



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



**8** Press **POWER DOWN**.



**9** Press **YES** to proceed.



**10** When the tabulator is fully powered down, unplug the tabulator power cord. Remove Memory card(s) and replace and lock lid on Ballot Box

# CLOSING THE POLLS

## CyberPower UPS

### Shutting Down 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.



# **CLOSING THE POLLS**

## **Election Forms**

### **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.

# **CLOSING THE POLLS**

## **Election Forms**

### **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.

# **CLOSING THE POLLS**

## **Posting on the Door**

At the close of polls the following must be posted on the door:

- One set of tapes from the Polling Place Scanner
- Yellow copy of the Provisional Ballot Recap Sheet

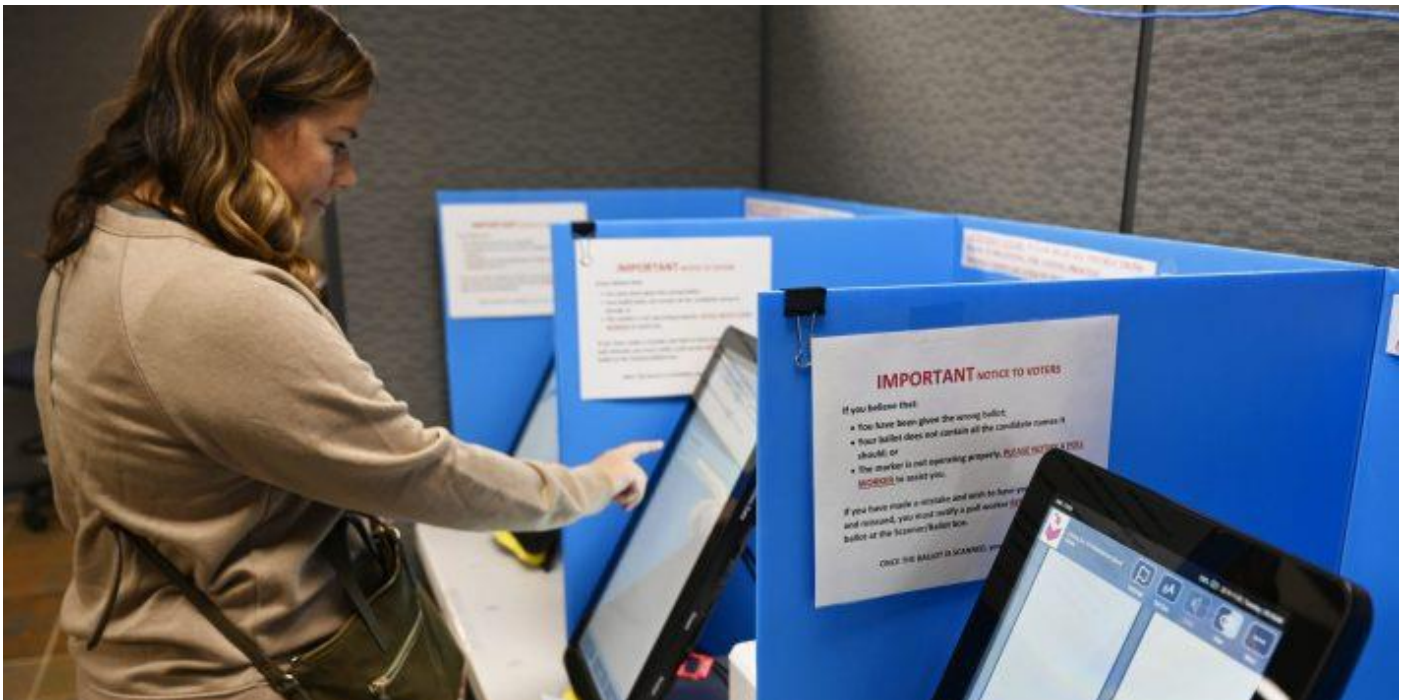


## **Reminders**

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

# TROUBLESHOOT

You may experience technical difficulties and uncommon situations during your time as a poll worker. This section will serve as your troubleshooting guide throughout the elections process. If you experience any difficulties that are not covered in this guide, please contact your poll manager or local elections office.



# TROUBLESHOOT

## POLLING PLACE SCANNER

Problem	Solution
Tabulator isn't using power from ballot box.	<ol style="list-style-type: none"><li>1. Verify that the AC adapter plug is properly connected to the power jack at rear of tabulator</li><li>2. Verify power plug is connected to a functional wall outlet.</li><li>3. If connected to a power strip, verify that the power strip is functional.</li><li>4. Check the power status LED 1 at front of tabulator.</li><li>5. If OFF, verify whether the tabulator can be powered on back-up battery power only. <i>(NOTE: TO DO THIS, PRESS AND HOLD THE RESET PUSH BUTTON AT THE REAR FOR 3 SECONDS THEN RELEASE).</i></li><li>6. If tabulator powers up on battery power, the issue is with the external power adapter module.</li><li>7. Replace power adapter module and retry.</li><li>8. If power status LED 1 turns on with the external power adapter module but the LCD screen is blank.</li><li>9. If the problem persists, contact Dominion for service.</li></ol>
LCD screen is blank or goes blank suddenly	<ol style="list-style-type: none"><li>1. Power up tabulator.</li><li>2. If power status LED doesn't illuminate, check power connections to ensure unit is getting power.</li><li>3. If PS LED 1 turns on, check LCD screen closely to see if it displays the start-up screen.</li><li>4. If start-up screen is visible but dull, then the issue is related to the LCD brightness settings.</li><li>5. If start-up screen is not visible at all, contact Dominion for service.</li></ol>

# **TROUBLESHOOT**

## Continued Polling Place Scanner Troubleshooting

<b>Problem</b>	<b>Solution</b>
<b>The tabulator shuts down suddenly.</b>	<ol style="list-style-type: none"><li>1. Verify that AC power adapter pin is properly connected to power jack at rear of tabulator.</li><li>2. Verify that 2-prong plug from AC power adapter is connected to a functional wall outlet.</li><li>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.</li><li>4. If the Power Status LED 1 is off, check power adapter to ensure that it's functional .</li><li>5. If not, replace power adapter.</li><li>6. If the tabulator was operating on battery power, recharge or replace the back-up battery.</li><li>7. Once the tabulator powers up, confirm it loads past Operating System and Election Application.</li><li>8. If problem persists, contact Dominion for service.</li></ol>
<b>Paper jams when voter inserts ballot into scanner.</b>	<ol style="list-style-type: none"><li>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.</li><li>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.</li><li>3. If at this time the system confirms that the jam has been cleared, the unit will return to Election Ready mode.</li><li>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.</li><li>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.</li><li>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.</li><li>8. In all cases, after detecting a paper jam, the unit will clearly indicate whether the jammed ballot has been counted or not.</li></ol>

# TROUBLESHOOT

## 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/powerd 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.

# TROUBLESHOOT

## POLL PAD

Problem	Solution
Charging the Poll Pad	<ol style="list-style-type: none"> <li>1. Plug USB end of power cable into power cube or battery pack.</li> <li>2. If using AC power, plug power cube into outlet.</li> <li>3. Plug power cable into Lighting Connector on Poll Pad.</li> <li>4. Wait about five minutes for the Poll Pad to charge.</li> <li>5. Once there is sufficient power, Poll Pad will auto power on.</li> <li>6. Resume normal operations.</li> </ol>
Opening the Poll Pad	<ol style="list-style-type: none"> <li>1. If application does not automatically launch when powered on, touch the Poll Pad App at the bottom of the Home Screen.</li> <li>2. Verify the correct homepage displays on the screen.</li> </ol>
Poll Pad Screen is Unresponsive	<ol style="list-style-type: none"> <li>1. Unplug unit from power source. (electrical outlet, battery, etc.)</li> <li>2. Hold down the Sleep/Wake and Home buttons simultaneously.</li> <li>3. Release both buttons once the Apple logo displays on screen.</li> <li>4. After application launches, return to previous activity.</li> </ol>
Encoder is Unresponsive	<ol style="list-style-type: none"> <li>1. Disconnect power cord from encoder and encoder from Poll pad.</li> <li>2. Shut off Poll pad.</li> <li>3. Reconnect encoder and power cord.</li> <li>4. Restart Poll Pad. Wait for encoder icon to turn green.</li> </ol>
Card Creation Failed Error Message	<ol style="list-style-type: none"> <li>1. Flip over the voter access card.</li> <li>2. Resume normal operations</li> </ol>

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

