

Tarrant County Election Day Guide

(Primary)

Voting Equipment



Touch Writer Duo & Scan





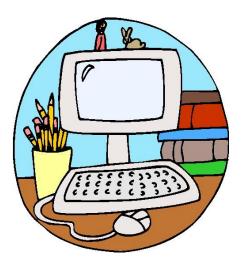
Training videos that include equipment setup & closing, other procedures and manuals can be found at:

http://elections.tarrantcounty.com/trainingandmanuals

Online Training

Texas Secretary of State

https://pollworkertraining.sos.texas.gov/



- 1. Select "New Users Sign Up Here"
- 2. Complete all required fields
- 3. Create Username & Password

As specified by the Secretary of State's primary election rules, there is no compensation for training in primary elections.

Election Judge

- \checkmark Recruits clerks and confirms they are <u>qualified</u> to work.
- ✓ Strongly encouraged to appoint the number of clerks indicated in the appointment letter.
- ✓ Contacts the Elections Office if having trouble finding workers. On Election Day, if necessary, recruits voters to serve as clerks.
- \checkmark Visits the polling place to ensure it is ready for Election Day.
- \checkmark Arrives at the polling place <u>no later than</u> 6:00 am on Election Day.
- ✓ Must remain on duty while the polls are open, unless prior arrangements have been made with our office.
- $\checkmark\,$ In charge of and responsible for managing all activities at the polling place on Election Day.
- ✓ You are a team! Do not treat clerks as children or your personal servants.

Rules & Requirements

- ✓ Registered voter of Tarrant County (unless a high school student).
- ✓ <u>Cannot</u> hold an elective public office (Precinct Chair is not a public office).
- ✓ <u>Not</u> a contested candidate for public office, an employee or relative within the second degree of consanguinity or affinity (blood or marriage) of an opposed candidate for public office.
- ✓ <u>Cannot</u> be a Campaign Treasurer or Campaign Manager of an opposed candidate in the election.
- ✓ Political thoughts & views are <u>kept to self</u>.
- ✓ State law <u>requires</u> at least 3 officials in polling place at all times.
- \checkmark Clerks can work a partial day or rotating shifts.

High School Student Clerks

- $\checkmark\,$ At least 16 years of age by Election Day.
- ✓ U.S. Citizen
- ✓ Signed 'Student Election Clerk Application and Permission Form' from Parent/Guardian and Principal, if school is in session.
- ✓ Maximum of four students per location at any given time.
- \checkmark Same pay rate of a clerk.



8

Appropriate Items to Bring

Be prepared to be inside all day, items you might bring are:

- ✓ Cell phone & charger * Personal calls should be taken away from the voting area.
- ✓ Eyeglasses
- ✓ Sweater / jacket
- ✓ Lunch & snacks
 *Unless offered, do not help yourself to food/drinks at the polling place.
- ✓ Non-alcoholic beverages
- ✓ Medications you take.
- \checkmark Something to read.
- ✓ Appropriate attire and shoes dress comfortable, yet professionally.

NOTE: Kitchen amenities are <u>not</u> a requirement and might <u>not</u> be available for your use. Check with the facility if you will require refrigeration for your items.





Not Allowed

Leave the following at home to avoid the appearance of partiality and to minimize disruptions:

- Pets, except service animals.
- Family members not working, including children.
- **Kadios, televisions, cameras, iPads, etc.** *Plugging in personal devices with the voting equipment can cause a power shortage or outage.
- Alcoholic beverages
- Campaign or political party materials or attire
- Items for soliciting your personal business.







How to Reach Us

On Election Day, you have one phone number to call for assistance.

817-838-4690

Prompts will direct you to the area of assistance needed.



Equipment Carrier

Carrier will vary by location. Open only on Election Day!



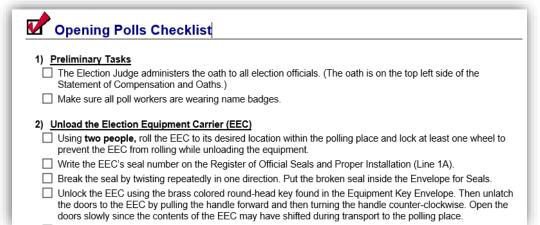
Red or Blue Cabinet



Cage

Preparing Polling Place

- ✓ Arrive no later than 6 am to completely set up the polling place by 7 am. *Refer to mailed paperwork for exact arrival time.
- Designated voting area is surveyed in advance for ADA compliance; please do not make other arrangements without notifying our office.
- ✓ Work together and use the **Opening Polls Checklist** (inside the Clear Bag).
- ✓ EEC & equipment keys and passwords are in the Equipment Key Envelope.
- Set up the <u>ePollbooks and MiFi immediately</u>. Upon logging in, Elections staff is able to monitor locations are online.
- ✓ Set-up <u>all</u> equipment.
- ✓ Post all signs and notices.



Preliminary Tasks

Prior to opening the polls, complete pre-election paperwork:

- ✓ **Register of Official Ballots**, the 'BEFORE the polls open' section
- ✓ Opening Polls Register of Official Seals & Proper Installation
- \checkmark Statement of Compensation and Oath All election officials must repeat oath out loud with their right hand raised.
- CornerStone Staffing Employee Acknowledgment of Workers' Compensation Network *Complete once, not every Election.

Get familiar with your paperwork!





Register of Official Seals & Proper Installation

OPENING POLLS - REGISTER OF OFFICIAL SEALS & PROPER INSTALLATION

This is one of the most important forms to be completed by the Election Judge. Fill in each line below

FFC # 1

Polling Place Code/Name: Verity Scan Serial Number: Verity Controller Serial Number:

Authority Conducting Election: Constitutional Joint Elections Date of Election: November 05, 2019 1001 - Tarrant County Plaza Building S1902535008 C1902379707

RECORD THESE SEAL NUMBERS BEFORE OPENING THE POLLS

1. Fro	om the Election Equipment Carrier (EEC)		×
Α	Important: Do NOT break or remove this seal until Eleciton Day.	S	GR001444
в	Important: Do NOT break or rem ove this seal until Eleciton Day.	Ŭ	
с	Important: Do NOT break or remove this seal until Eleciton Day.	<u> </u>	
2. Fro	om the Electronic Pollbook Case(s)		
Α	Seal number removed from the Electronic Pollbook Case	9	00044868
в	Seal num ber removed from the Electronic Pollbook Case	Ŭ	
3. Fro	om the Controller	<u> </u>	
Α	Seal num ber rem oved from the controller handle		OR004879
в	Seal num ber used on the inside door of the unit Important: Do NOT break or rem ove this seal.	.5	B004400
4. Fro	om the Duos	Ś	
Α	Seal num ber rem oved from the Duo handle		GR006094
в	Seal number removed from the Duo handle	ĕ	GR006096
с	Seal num ber rem oved from the Duo handle	2	GR006093
D	Seal number removed from the Duo handle	2	GR006092
Е	Seal number removed from the Duo handle	2	GR006091
F	Seal number removed from the Duo handle		
G	Seal number removed from the Duo handle	R	
н	Seal num ber rem oved from the Duo handle		
1	Seal number removed from the Duo handle	90	
J	Seal num ber rem oved from the Duo handle		
к	Seal num ber removed from the Duo handle	ō	
L	Seal num ber rem oved from the Duo handle		
5. Fro	om the Scan	ŭ	
Α	Seal num ber rem oved from the Scan handle	Ð	OR004880
в	Seal num ber used on the inside door of the unit. Important: Do NOT break or remove this seal.	Ŕ	B004396
6. Fro	om the Ballot Box Emergency Bin Slot		
Α	Seal number used on the ballot box. Important: Do NOT break or remove this seal unless instructed by T	arrant County Elections.	

Verify seal numbers listed in this column

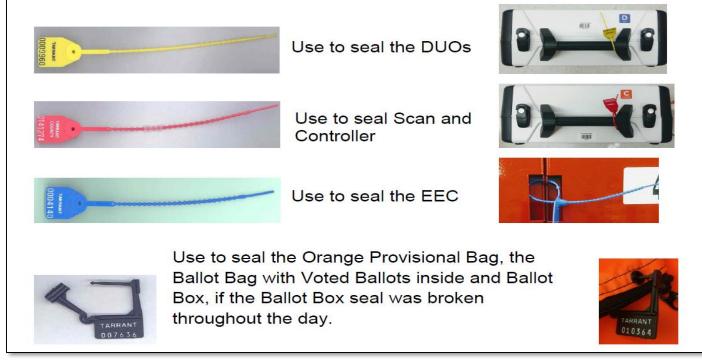
Before breaking seals, verify and then record the seal numbers in the appropriate lines of the **Opening Polls** version of the form.

*Form is in the Clear Bag



Envelope for Seals

Return broken Seals in this Envelope



Return broken seals into the 'Envelope for Seals'.

*Seal colors may vary, refer to the cover sheet on the envelope.

Power Tower / Disc

Supply box will have either a power tower <u>or</u> disc to use for plugging in ePollbooks, printers, MiFi and Verity Controller.





Tower: must press both power buttons. Green light will illuminate above each button.

Register of Official Ballots

EEC # 1

Fill out the '<u>BEFORE the polls</u> <u>open</u>' portion of the form as you open the polls on the equipment.

- **Controller** 'Ballots' count is located at the bottom of the screen.
- Capture the **Duo**s 'Ballots' count <u>before</u> assigning the booth numbers.
- **Scan** 'Ballots' count is located at the bottom of the screen.
- Call our office if any of the counts are not zero.

*Form is in the Clear Bag.

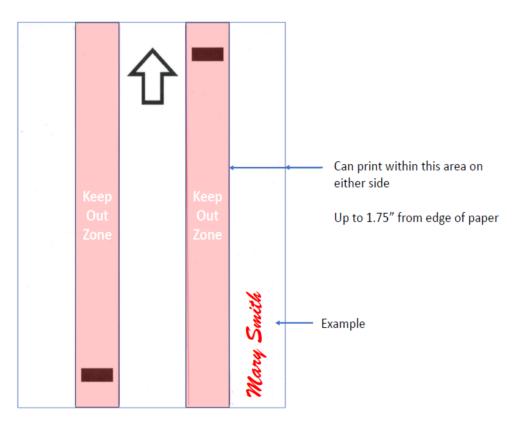
REGISTER OF OFFICIAL BALLOTS This is one of the most important forms to be completed by the Election Judge. Fill in each line below. Date: March 03, 2020 Authority Conducting the Election: Tarrant County Polling Place/Code: 2161P - Tarrant County Subcourthouse in Arl Scan Serial number: S1902535008 Record these counts BEFORE the polls open: tart of day Controller 'Ballots' Count- Located at the Bottom of the Controller Screen AUTION; Call Elections Office if the 'Ballots' Count is not Zero в Start of day Duo 1 and 2 'Ballots' Count-Located at the Bottom of the Duo Screen AUTION: Call Elections Office if the 'Ballots' Count is not Zero Start of day <u>Duo 3 and 4</u> 'Ballots' Count-Located at the Bottom of the <u>Duo</u> Screen CAUTION: Call Elections Office if the 'Ballots' Count is not Zero D Start of day Duo 5 and 6 'Ballots' Count-Located at the Bottom of the Duo Screen D CAUTION: Call Elections Office if the 'Ballots' Count is not Zero F Start of day <u>Duo 7 and 8</u> 'Ballots' Count-Located at the Bottom of the <u>Duo</u> Screen CAUTION: Call Elections Office if the 'Ballots' Count is not Zero Е

Record these counts IMMEDIATELY AFTER the polls close:

1	End of Day Scan 'Ballots' Count- Located at the Bottom of the Scan Screen		1
2	Number of un-scanned ballots in the Emergency Bin		2
3	Quantity of Ballot stock received from Elections Office	1800	3
4	Number of Spoiled Ballots returned by voter		4
5	Quantity of <u>un-used</u> Blank Ballot stock		5
6	Number of Thrown Out Ballots (Voter printed but did not run through the Scan before leaving. Ballot is considered abandoned.)		6
7	Number of Voted Ballots (should be equal to lines 1 + 2)		7
8	Total number of ballots/stock accounted for (add lines 4+5+6+7)		8
9	End of Day Controller 'Ballots' Count- Located at the Bottom of the Controller Screen		9
10	Number of 'Total Codes Issued' found on the Access Code Summary Report		10
11	Number of 'Total Codes Printed' found on the Access Code Summary Report		11
12	Number of 'Total Codes Expired' found on the Access Code Summary Report		12
13	Number of 'Total Codes Spoiled' found on the Access Code Summary Report		13
14	Number of voters checked in on the <u>Bectronic Pollbook</u>		14
	If line 14 does not match line 7 please provide an explanation:		
15			15
16	Number of Provisional voters		16

Preparing Ballot Stock

- Election Judge must sign or signature stamp <u>their name</u> in red on the back (arrow side) of a supply of ballot stock.
- A clerk <u>can stamp</u>, but <u>not</u> <u>sign</u> a Judge's name for them.
- Place several signed ballots on the table.
- Voters can select <u>any</u> ballot from the stack; **do not hand it to them**.



Election Judge Signature Stamp

If Election Judge prefers to stamp their signature in lieu of doing by hand, please note:

- Must be red ink.
- Does not have to be self-inking.
- Can be purchased at a local office supply store or from our vendor, The Mulholland Company.
- Stamp expense is not reimbursable.

The Mulholland Company Physical address: 1332 N. Main St, Ft Worth, 76164 Mailing address: P O Box 470697, Ft Worth, 76147 Sonia Godoy, 817-624-1153 ext. 1111



Curbside Unit



- Black base pre-filled with pebbles (about 12 lbs.), tubes and sign are inside a white cardboard box and placed near the equipment carrier.
- Place curbside unit in an area outside of the polling place that is conducive for curbside voting.
- Voters who are physically unable to enter the polling place may vote from their vehicle, curb or entrance to the building.
- After voting, the poll worker collects the ballot using the Secrecy Folder and deposits the ballot in the Scan. Or an assistant of the voter may deposit the ballot.

Posting Signs and Notices

Prior to opening the polls, post everything in the envelope marked Signs and Notices to be Posted, including but not limited to:

- ✓ ID Required for Texas Voters
- ✓ Prohibition of Certain Devices Within 100 Feet of Voting Stations
- ✓ Distance Marker
- ✓ Vote Here
- ✓ Firearm Notice
- ✓ Voter Information
- ✓ Voter Complaint Poster



Communicate with the facility on where to post signs inside the building.

Place 'Vote Here' signs close to the building so voters can locate the entrance to the polling place.

Check signs/notices throughout the day to ensure they are still intact and in place.

Notice of Voting Order Priority

Section 63.0013

MUST be posted where it can be read by those waiting to vote.

Voters with mobility problems may be accepted for voting ahead of others in line.

Wait to receive such a request or have a clerk check the line for voters who appear eligible and offer them the opportunity to move to the front of the line. AW7-7b Prescribed by Secretary of State

Section 63.0013, Texas Election Code 8/2017

NOTICE OF VOTING ORDER PRIORITY

Pursuant to Section 63.0013, Election Code:

An election officer may give **voting order priority** to individuals with a **mobility problem** that substantially impairs the person's ability to move around.

- A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority.
- Disabilities and conditions that may qualify you for voting order priority include paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.
- Voters who wish to be given voting order priority, and be accepted for voting before others in line to vote at that polling place, may indicate this to any election officer serving at the polling place. The presiding election judge will determine whether the voter and the voter's assistant, if applicable, will be brought forward to the front of the line.

*Inside 'Signs and Notices to be Posted' envelope.

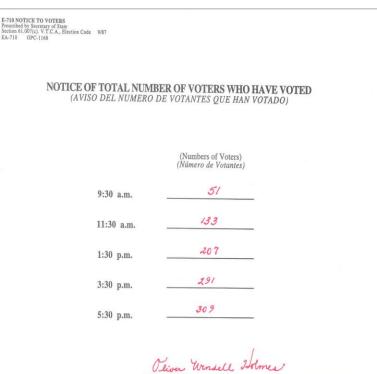
Notice of Total Number of Voters Who Have Voted

Post this notice next to the entrance of the polling place.

You are required to post the number of voters who have voted at two-hour intervals.

Record 'Ballots' count from the bottom of the Verity <u>Scan</u> screen.

*Form is in the Clear Bag.



Signature of Presiding Judge (Firma del Juez Presidente)

NOTE TO PRESIDING JUDGE:

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

NOTA AL JUEZ PRESIDENTE:

El Número de votantes como ilustrado en la lista votantes se mostrará a las horas señaldas arriba. El aviso estará mostrado hasta que cierren los sitios de votación. Devuelva esta forma en el sobre número 2 a la persona encargada de la custodia general de los archivos electorales.

Polling Place Security

- While on duty, poll workers <u>must</u> wear a name tag (inside the Equipment Key Envelope) with their name and role.
- Equipment should remain close at all times and not left unattended.



- Monitor equipment to prevent tampering; do not allow yourself to be distracted.
- Pay attention to ports on the rear of the devices, cable connections, and power supplies. Unauthorized persons should not be allowed access to those areas.
- It's ok to ask for identification of voting machine technicians.

Emergency Ballot Slot

- ✓ In the event the Verity Scan becomes inoperable, ballots can be inserted into the emergency ballot slot on the top of the ballot box. Break the seal on the slot, but remember to place a new seal as soon as the Scan is repaired.
- ✓ Call the Elections Office to report the problem. A technician will be dispatched if necessary to repair the unit.
 - □ If a technician is dispatched, he will deliver all unscanned ballots in a sealed bag to the Tarrant County Elections Office.
 - If no technician is dispatched, deliver all unscanned ballots in a sealed bag to designated rally station at the end of the night.
 Place sealed bag inside the clear return bag.

Do not turn voters away!

Permitted in the Polling Place

Permitted by Election Code:

- ✓ Voters
- $\checkmark\,$ Children under the age of 18 accompanying a parent
- Interpreter or an assistant of a voter
- ✓ Election Officials

Certain observers specifically allowed include:

- ✓ Poll Watchers
- ✓ State Inspectors
- ✓ Secretary of State and Staff
- ✓ Federal observers





Poll Watchers

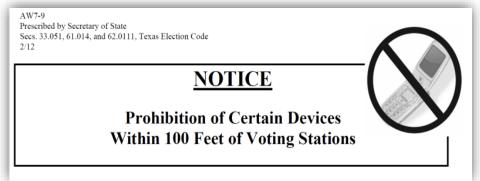
- Must complete Secretary of State's poll watcher training. (Training can be found at VoteTexas.Gov)
- May begin service at any time after the Election Judge arrives.
- Provide Election Judge certificate of training completion and certificate of appointment. (Place inside white envelope labeled Envelope #1, #2, and #4.)
- Take oath administered by Election Judge. "I swear (or affirm) that I will not disrupt the voting process or harass voters in the discharge of my duties."
- Must wear a name tag. (Clipped to the Poll Watcher's Guide.)
- ✤ <u>Not allowed</u> to address/converse with voters.
- Can not leave during voting hours without Election Judge's permission unless the watcher has served for 5 consecutive hours. (<u>Must</u> be allowed to leave to use a wireless communication device and be readmitted if promptly returns.)

Poll Watcher's Guide is in the 'Envelope with Additional Materials' inside the Supply Bag.

You want to establish a cooperative relationship with Poll Watchers.

Not Permitted in the Polling Place

- Persons are not allowed to use a wireless communication device within 100-feet of voting stations.
- Candidates, unless voting or providing requested assistance to a voter.
- > No loitering inside the 100 foot zone.
- Restrooms not necessarily provided for campaign workers.





Stamping Voter's Certificate

Section 162.004(b), an election officer shall stamp the party's name in the party affiliation space of the registration certificate of each voter <u>who presents</u> the voter's registration certificate <u>and</u> is accepted to vote.

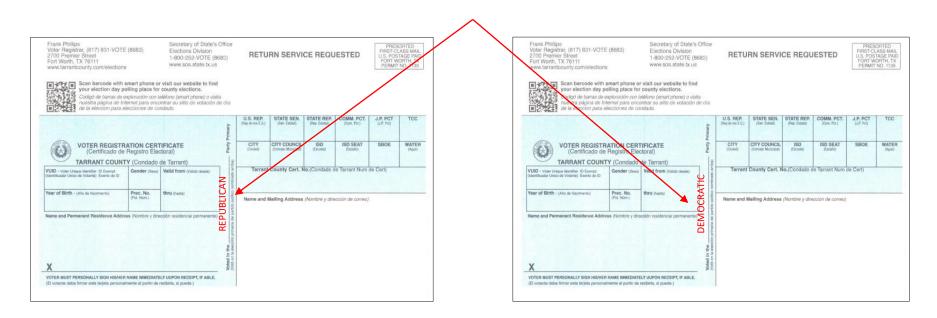


Photo ID Procedure

Voters aged 18 - 69, their photo ID must be current or expired no more than four years. Voters 70 or older may use an acceptable form of photo ID that has expired, as long as it is otherwise valid.

Voters should be asked if they have an acceptable form of photo ID.

 \checkmark If voter says "yes", they are to present you the acceptable photo ID.

- If voter has an acceptable form of photo ID, but does not have it on them, they may:
 - a) Leave and return with their photo ID.
 - b) Vote a provisional ballot and then cure it by presenting their acceptable form of photo ID to the Elections Department within 6 days after Election Day.

Photo ID Procedure

- If voter says "no", ask if they have a reasonable impediment or difficulty in obtaining an acceptable form of photo ID from 'List A'.
 - If voter indicates "yes", inform the voter they can present a supporting form of ID from 'List B' and they will be required to complete the 'Reasonable Impediment Declaration' that generates at the end of the check-in. Voter will then proceed to voting a regular ballot.

`List A' Acceptable Forms of ID

- □ Texas Driver License issued by the Department of Public Safety (DPS)
- □ Texas Personal Identification card issued by the Department of Public Safety
- □ Texas Handgun License issued by the Department of Public Safety
- □ Texas Election Identification Certificate issued by the Department of Public Safety
- □ United States military identification card containing the person's photograph
- United States passport (book or card)
- United States citizenship or naturalization certificate containing the person's photograph

Texas Driver License



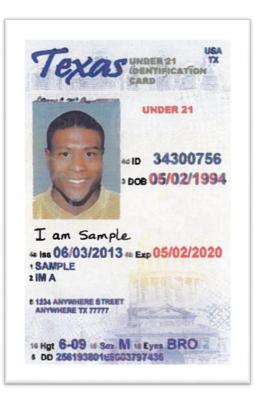
Expiration Date:

- 18 69: Must be valid or expired no more than 4 years.
- 70 or older: May be expired for any length of time so long as it is otherwise valid.

Not acceptable if "Limited Term" or "Temporary Visitor" appear on the face of the card.

This indicates the person is not a U. S. citizen.

Texas Driver License – Under 21



Expiration Date:

Must be valid or expired no more than 4 years.

License is not acceptable if "Limited Term" or "Temporary Visitor" appear on the face of the card.

This indicates the person is not a U. S. citizen.

Texas Identification Card



Expiration Date:

- **18 69:** Must be valid or expired no more than 4 years.
- 70 or older: May be expired for any length of time so long as it is otherwise valid.

Cards for persons 60 or older may be permanent and marked "INDEF".

Not acceptable if "Limited Term" or "Temporary Visitor" appear on the face of the card.

This indicates the person is not a U.S. citizen.

DPS Receipt with Photo

	TEXAS DEPARTMENT OF PUBLIC SAFETY TEMPORARY IDENTIFICATION CARD VALID UNTIL 07-18-2013	
DCATION 698	TEMPORARY IDENTIFICATION GARD VALID ON TIL 07-10-2013	
ME STAMP: 18:23:39		
ATE STAMP: 06-03-2013		
	DUIDUNL NUMBER MONITAL CARD TYPE ID	
	COMMUNICATION IMPEDIMENT	
RDAN DONOF: N		
OTER REGISTRATION N	NAME SAMPLE	
	IMA TEST	
ECEIPT NUMBER: 405DLA795205390	ADDRESS	
ECEIPT NUMBER: 4050LA/95205390	ADDRESS: 1234 ANYWHERE STREET	
	ANYWHERE, TX 78755	
	DATE OF BRTH: 11-01-1954 EXPRATION DATE: 11-01-2019	
	SEX: M HEIGHT: 0'07' IDSUANCE DATE: 06/03-2013 EVE COLOR: BRO	
	ETE SALAR, BRM	
ALNG ACCREDE		
234 ANYWHERE STREET	SIGNATURE	
NYWHERE, TX 78755		
	EMPLOYEE	
For driver license related questions, please call 512-432-3000 or refer to the DPS w Your CLUIC card will be processed and maker within D-64 days. Your must contrain to card your simposity Primit cardly contract we card is received. For readative assistance related to the following issues, please call 1-800-525-5055 situated with card problems. Hazandous mail conditions Definition the readations		
	Equil, OPPORTUNTY EMPLOYER	

- Issued when you apply for a Driver License, Personal Identification card or EIC.
- Printed on letter size paper.
- Used until the official card is received.

For voters:

>18 – 69, receipt should not be expired more than 4 years.

>70 or older, receipt may be expired for any length of time so long as it is otherwise valid.

Texas Concealed Handgun License



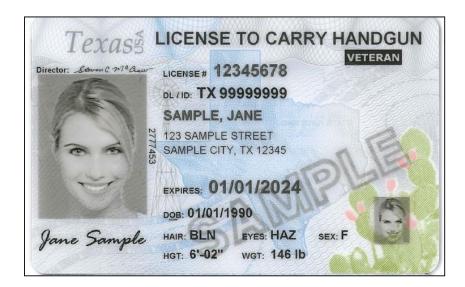
Expiration Date:

- **18 69:** Must be valid or expired no more than 4 years.
- 70 or older: May be expired for any length of time so long as it is otherwise valid.

*This version of the CHL was issued thru August 2015, and is valid for 4 - 5 years.

Texas Handgun License

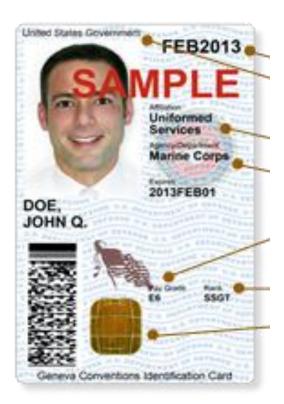
Don't assume handgun license holders are carrying a gun.



Expiration Date:

- **18 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

DoD Common Access Card (CAC)



NOTE: Seal to the right of the photograph will change according to the branch of service.



Expiration Date:

- 18 69: Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

DoD Common Access Card "CAC"



Colored Bar on CAC:

- Blue bar across the name indicates the card holder is a non-U.S. citizen and may not be a qualified voter.
- Green bar across the name indicates the card holder is a contractor and is sufficient for voting if other qualifications are met.

Uniformed Services ID Cards

There are four versions of the Uniformed Services ID Cards. All look similar, but are issued in different colors – green, blue, pink & orange.

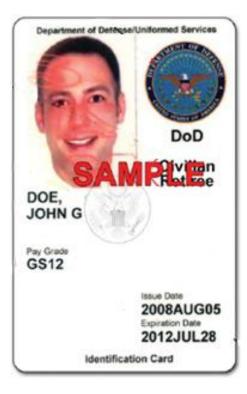


Expiration Date:

- **18 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

Not all cards expire. Some will say "INDEF" for indefinite.

DoD Civilian Retiree Cards



Expiration Date:

- **18 69:** Must be valid or expired no more than 4 years.
- 70 or older: May be expired for any length of time so long as it is otherwise valid.





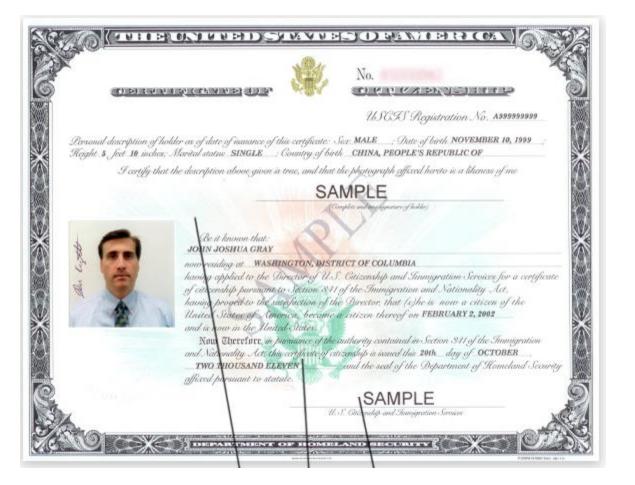
Veterans Affairs ID Cards do not expire.



VHICs may or may not have an expiration date.

- **18 69:** Must be valid or expired no more than 4 years.
- 70 or older: May be expired for any length of time so long as it is otherwise valid.

U.S. Certificate of Citizenship



Certificates of Citizenship do not expire

U.S. Certificate of Naturalization



Certificates of Naturalization do not expire

U.S. Passport Book





Expiration Date:

- 18 69: Must be valid or expired no more than 4 years.
- 70 or older: May be expired for any length of time so long as it is otherwise valid.

U.S. Passport Card

Front



Back



Expiration Date:

- **18 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

Election Certificate (EIC)



The EIC is **not** a voter registration certificate and it does not prove that the card holder is registered to vote.

Expiration Date:

- **18 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

EIC's do not expire for persons 70 years of age and older.

`List B' Supporting Forms of ID

Voter must present a <u>copy or original</u> of one of the following when executing a Reasonable Impediment Declaration:

- Government document with voter's name and address, including voter registration certificate
- □ Current utility bill
- Bank statement
- Government check
- Paycheck
- (a) certified domestic (from a U.S. state or territory) birth certificate or (b) document confirming birth admissible in a court of law which establishes identity (may include a foreign birth document).

Voter Registration Certificate

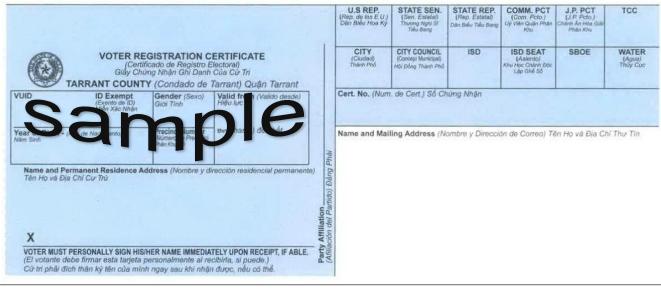
Voter Registrar (817) 831-VOTE (8683) 2700 Premier Street Fort Worth, TX 76111 www.tarrantcounty.com/elections Secretary of State's Office Elections Division 1-800-252-VOTE (8683) www.sos.state.tx.us

FIRST-CLASS MAIL PRESORTED U.S. POSTAGE PAID FORT WORTH, TX PERMIT NO. 1139



Scan or visit our website to find your polling place. Escanee o visite, nuestra página web para encontrar su casilla electoral. Duyệt (quét) hoặc truy cập trang web của chúng tôi để tim địa điểm bố phiếu của bạn.

RETURN SERVICE REQUESTED



Includes voter's political subdivisions and districts.

Copy or Original Certified Domestic Birth Certificate

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- May be a copy or original of the Certified Domestic Birth Certificate.
- Can be from another U.S. state or territory.
- May be from another country.

Copy or Original Current Utility Bill



ENERGY

123 Main Street

Sample, Texas 77701

Customer:

Joe B. Customer

123 Main Street

Austin, Texas 78701

Invoice #: 123456

Statement Amount: \$

- May be a copy or printout.
- Must be the most recent or dated within 2 months of the date presented.
- Address does not have to match the address on the e-Pollbook.

Copy or Original Bank Statement

Bank of Texas 123 Commerce Austin, Texas 7870	nk of Texas	640203-040147
Joe B. Customer 123 Main Street Austin, Texas 7870	01	
CHECKING SUMM	ARY	
	\$100.00	
CHECKING SUMM	\$100.00	

- May be a copy or printout.
- Address does not have to match the address on the ePollbook.

Copy or Original Government Check



- May be a copy or printout.
- Address does not have to match the address on the ePollbook.

Copy or Original Paycheck



- May be a copy or printout.
- Address does not have to match the address on the ePollbook.

Copy or Original "Other" Government Document

- Must include voter's name and address.
- Address does not have to match the registration address.
- Must be an original if the document contains a photo.
- Must be issued by the federal government, a federally recognized tribal government, or a state or local government in the U.S.
 - ✓ Driver license from another state
 - ✓ ID card issued by federally recognized Native American tribe
 - ✓ DPS receipt without a photo
 - ✓ Current or expired voter registration certificate
 - ✓ For voters aged 18-69, expired Texas DL or ID over 4 years

Reasonable Impediment Declaration

Voter must indicate one of the following impediments:

- 1. Lack of transportation
- 2. Disability or illness
- 3. Lack of documents needed to obtain photo ID
- 4. Work schedule
- 5. Family responsibilities
- 6. Lost or stolen ID
- 7. Photo ID applied for, but not received



Reasonable Impediment Declaration

- You may not question or challenge the voter regarding their lack of acceptable ID from 'List A'.
 - You must explain their right to complete a Reasonable Impediment Declaration and show a supporting form from 'List B'.
- You may not question their reason of impediment, difficulty or the truth of the declaration.
- A signed Reasonable Impediment Declaration shall be rejected only upon conclusive evidence that the person completing the declaration is not the person in whose name the ballot is cast.

Name Matches

Fully compare the voter's name on the ePollbook to the name on the ID.

- \checkmark Use common sense when comparing names.
- ✓ Use all available information to assist in the determination:
 - Address (does not have to match)
 - Date of Birth
 - Photograph



✓ If name on the ePollbook is completely different from name on the ID, and the voter's identity cannot be confirmed, the voter must be offered a provisional ballot.

Substantially Similar Names

- If voter's name on the ePollbook is substantially similar to the name on the ID, the voter still receives a regular ballot.
- If voter would like to update their name on their voter registration record for future elections, select NO, NEEDS CHANGES on the ePollbook Voter Identification screen. Follow the prompts and at the end of the check-in, the Voter's Similar Name Correction Request Form will automatically generate.

Substantially Similar Names

Slightly different:

- Minor misspellings or differences
- ✓ Extra letters or minor typos
- ✓ Common different spellings
- Ex: Mark Cuban vs Marc Cuban

Customary Variation:

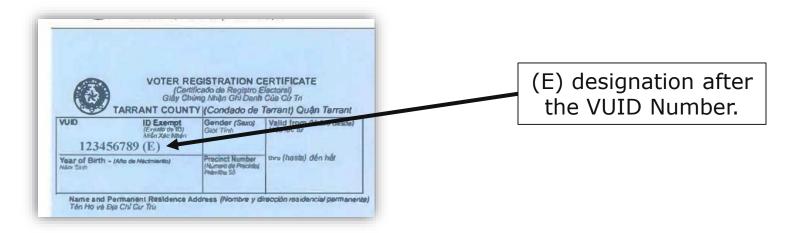
- ✓ Common abbreviations.
- ✓ Same name in different language
- Ex: Enrique Garcia vs Henry Garcia

Use of different first / middle / last name:

- ✓ Use initials or hyphenated name
- ✓ Maiden name or last name change due to marriage or divorce
- ✓ Middle name in place of first name

Ex: Beyonce Knowls vs Beyonce Knowles-Carter

Permanent Disability Exemption



Voters may apply for permanent disability status which is evidenced by (E) designation on their voter registration certificate.

If voter has not submitted paperwork for exemption, they may cast a provisional ballot and appear at the Elections Department within 6 days to submit the paperwork.

Voter does not need to complete a Reasonable Impediment Declaration.

Temporary Exemption

- Voters who have a consistent religious objection to being photographed, or do not have a photo ID (due to a natural disaster declared by the President or the Governor) may cast a provisional ballot and then apply for a temporary exemption at the Elections office within 6 days following the election.
- These exemptions are good for one election only.

- **Q:** Does the voter have to provide their voter registration certificate?
- **A:** No, unless:
 - Voter is using the certificate as a form of supporting identification when executing a Reasonable Impediment Declaration.
 - Certificate has the (E) notation indicating the voter is exempt from having to provide a photo ID.

- **Q:** What if a voter does not have any of the seven forms of acceptable photo ID?
- A: If a voter cannot obtain an acceptable form of photo ID and has a reasonable impediment or difficulty in obtaining such; the voter may still cast a regular ballot by presenting a supporting form of ID (from `List B') in conjunction with executing a Reasonable Impediment Declaration.

- **Q:** What if a voter refuses to show an acceptable form of photo ID?
- **A:** A voter who refuses to show proof of identity may cast a provisional ballot.

To have the provisional ballot counted, the voter must visit the Elections Department (within 6 days following the election) to show their identification or complete an application for permanent or temporary exemption.

- **Q:** Does the address on the ID have to match the address on the ePollbook?
- A: No. The purpose of the ID requirement is to confirm the voter's identity only. It is not for verifying the voter's residence.

Voters Who Have Moved

Clerks <u>must</u> ask every voter if they still reside at the address shown on the ePollbook.

- Voters who have moved, but still reside within Tarrant County, may vote a regular ballot after providing their new address.
 - From the ePollbook complete the following steps:
 - On the Voter Identification screen select **NO**, **NEEDS CHANGES**.
 - For voters on Suspense, on the Voter Eligibility screen select STATEMENT OF RESIDENCE.
 - Statement of Residence will automatically generate at the end of the check-in.
- Voters who have moved outside of Tarrant County must be offered a provisional ballot.

Voters Flagged as Early Voted

If a voter is flagged as having voted during the Early Voting period, the voter may not vote again. However, if voter claims to have not done so, call Early Voting to verify the record was not posted in error.

If the record was posted in error, Early Voting will provide instructions on how to proceed.

Ballot by Mail

If a voter was issued a ballot by mail, but now wants to vote in person:

- Voter surrendering their ballot:
 - ✓ Must sign the Request to Cancel Application for a Ballot by Mail (form will generate on the ePollbook) and surrender the mail ballot <u>before</u> being allowed to vote.
- If unable to surrender mail ballot:
 - ✓ Must sign the Request to Cancel Application for a Ballot by Mail (form will generate on the epollbook) and voter will vote provisionally.

Spoiled Ballots

Spoiled Ballots large manila envelope (with instructions and Register of Spoiled Ballots forms) is inside the Clear Bag.

REG	ISTER O	F SPOILED B	ALLOTS		
Ballot Serial Number	Name of Voter		Spoiled by Voter	Spoiled by Election Worker	Other (Ballot wouldn scan, or other administrative error)
12-47943-00000694	John :				
16-24680-00000729	mory	Jones		V	
			_		
			_		
, the undersigned Presiding Jud above and foregoing is a true an	lge of the e	lection named he	erein, do hereb d Ballots for th	y certify that e above-me	the
election. Given under my hand, this				, 20 22	

- Voters may spoil up to two ballots and vote a third.
- Record serial number of spoiled ballot, voter's name and check the reason ballot is being spoiled on the Register of Spoiled Ballots.
- Serial number is located on the top right corner of the printed ballot.

Spoiled Ballots

- ✓ Tear off QR code from top left corner of printed ballot. Seal the torn code and ballot inside the small white SPOILED BALLOT envelope to ensure privacy.
- ✓ Small white SPOILED BALLOT envelope is placed inside the large manila Spoiled Ballots envelope.
- ✓ Large manila Spoiled Ballots envelope is returned to the Rally Station inside the clear return bag at the close of polls.



Provisional Voter

Election Code requires that any voter who is not accepted for voting a regular ballot <u>must</u> be offered a provisional ballot.

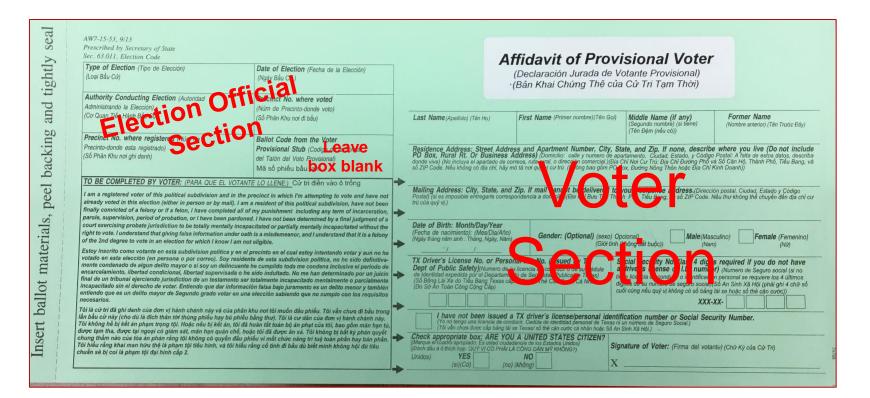
"No Voter Left Behind"

Envelope for Provisional Voters (inside Supply Bag) has: Notice to Provisional Voter for Photo ID Only Provisional Ballot Checklist Affidavit of Provisional Voter envelope sample Affidavit of Provisional Voter envelopes

- Provisional voter is one whose residency, ID or registration issues cannot be resolved at the polling place.
- Only the signed 'Provisional Ballot Stub' (Controller will generate the stub) and printed provisional ballot are inserted inside the green Affidavit of Provisional Voter envelope.
- The Scan will not read a <u>correctly processed</u> provisional ballot.
- Affidavit of Provisional Voter envelopes are placed inside the orange Provisional Ballots bag and delivered to the Rally Station.



Voter completes the right portion and Election Official completes the left. *Ballot Code from the Voter Provisional Stub box is left blank. Do not separate the two sections.



Affidavit of Provisional Voter (back)

An Election Official must complete the <u>left</u> side indicating if the voter presented an acceptable form of ID and the reason the voter is casting a provisional ballot. The Election Official must also date and sign the envelope. These are **critical steps** in processing a provisional voter.

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION Yes No REASON FOR VOTING PROVISIONAL 1	I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s was made: FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE A Voter presented acceptable form of identification within 6 days of election day. B Voter executed religious objection affidavit within 6 days of election day. C Voter executed religious objection affidavit within 6 days of election day. C Voter executed religious objection affidavit requirements listed in categories A-D above, within 6 days of election of day. FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS F Not a registered voter or registration not effective in time for this election. G Registered to vote in a different previous minimal county. I Information on file indicating applicant completed a wafer registration application, but it was never received in the voter registra's office. J Voter is not registered to vote in political subdivision L Voted in another party's primary. M Other:
Signature of Election Judge	
	Signature of Voter Registrar Date

Election Official must complete <u>entire</u> left side.

*An incomplete affidavit can result in ballot being rejected.

Notice to Provisional Voter

Completed by Polling Place Officia

Voter's Last Name

VUID #

Give notice to provisional voters that did not present an acceptable form of ID. Notice informs voter of:

- $\checkmark\,$ Deadline to cure ballot by
- ✓ Our office hours
- Acceptable forms of photo identification
- ✓ Address and map to our office

*Not every provisional voter is required to appear at Elections Administration, only those that can cure their ballot.

NOTICE TO PROVISIONAL VOTER FOR P	e; U.S.D.C. S.D.Tex. Civil Action No. 2:13-CV-00193 (Docket No. 8 8/20
(For provisional voter who did not (1) present an acceptable form of photo ID and (2) com	
A determination whether your ballot will be counted will be made by the early voting b mailed to you within 30 days of the election at the address you provided on your affida (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was n	vit to vote a provisional ballot indicating eith
If you are voting in the correct precinct, in order to have your provisional ballot accepted, you will be required to visit your local county voter registrar's office (Information below) within <u>six days of the date of the election</u> to either present one of the below forms of photo ID OR submit one of the temporary affidavits addressed below (e.g., religious objection or natural disaster without an acceptable form of photo identification) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent disability exemption. The process can be expedited by taking this notice with you to the county voter registrar at the time you present your acceptable form of photo identification (or execute your temporary affidavit or p exemption); however, taking this notice is not a requirement.	Voter must appear before Voter Registrar b Monday, November 14, 2016 Office open: 8 am - 5 pm (Open Saturday, November 12, 2016 10 am - 2 pm) rovide your paperwork for your permane
Acceptable Forms of Photo Identification Texas Driver's License issued by the Department of Public Safety (DPS) Texas Election Identification Certificate issued by DPS*; Texas Personal Identification Card issued by DPS; Texas Handgun License issued by DPS; United States Military Identification Card containing the person's photograph; United States Clitenship Certificate containing the person's photograph; Nithed States Passport. With the exception of the U.S. clitenship certificate, the Identification must be curren being presented for voter qualification at the polling place.	*If you do not have another acceptable form of photo identification you may apply for a free Election Identification Certificate at your local Texas Department of Public Safety office.
PERMANENT EXEMPTION	
During the cure period, voters with a disability may apply with the county voter regis acceptable photo identification in the county. The application must contain written doc Administration evidencing applicant's disability, or from the U.S. Department of Veterar 50 percent. The applicant must also state that he/she has no valid form of accepta disability exemption will be allowed to vote upon display of voter registration certificate	umentation from either the U.S. Social Securi ns Affairs evidencing disability rating of at lea ble photo identification. Those who obtain
<u>TEMPORARY EXEMPTION</u> During the cure period, a voter may apply for a temporary exemption at the county consistent religious objection to being photographed OR who do not present an acce certain natural disasters as declared by the President of the United States or the Texas G	otable form of photo identification because
	PRIMER ST

Voter's First Na

Precinct No

Tarrant County Voter Registrar's Office

2700 Premier Street, Fort Worth, TX 7611

Assistant / Interpreter

- ✓ Voters may bring their own assistant or interpreter.
- ✓ May be any person selected by the voter other than the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs.
- ✓ On voter's request for assistance in marking the ballot, two election officers shall provide the assistance.

Caution: It is an offense for anyone to indicate / influence a voter on how to vote.

Bilingual Requirements

Section 203 of the Voting Rights Act 52 U.S.C. § 10503

- ✓ Director of the Census has determined that Tarrant County is subject to the bilingual election requirements with respect to persons of Hispanic and Vietnamese heritage.
- Each polling place must have at least one clerk fluent in English / Spanish and at least one fluent in English / Vietnamese.

Under Section 203, all information that is provided in English regarding the electoral process must also be provided in Spanish and Vietnamese.

Bilingual Requirements

- ✓ Bilingual clerks are a clerk first, then an interpreter. They share in responsibilities <u>and</u> cross training.
- Bilingual clerks are key in Tarrant County's effort to comply with federal & state guidelines pertaining to language assistance.
- ✓ Stickers are available to identify bilingual poll workers.
- Election Judges who are unable to recruit a bilingual clerk will have one appointed by the our office.
- Election Judges are to verify the required bilingual materials have been posted at the polling place.
- The U.S. Department of Justice closely monitors compliance with bilingual requirements.

State law requires that all election officials, while on duty at the polling place, must use English, <u>except</u> when assisting a voter who does not understand English.

Serving Voters With Disabilities

In 2002, the Help America Vote Act (HAVA) was signed into law.

General Considerations

- ✓ Persons with disabilities should be treated as independent adults.
- ✓ Take your time and be considerate of the person you are assisting; adjust your pace to theirs.
- ✓ Speak clearly, slowly and calmly while looking at the person.
- ✓ Ask before offering assistance and be respectful if the offer is declined. If the offer is accepted, listen or ask how to best assist the voter.



Serving Voters with Disabilities

General Considerations

- Rephrase, rather than keep repeating, if the voter doesn't understand you.
- Never pretend to understand someone if you have difficulty doing so. Ask questions that require shorter answers.
- Speak directly to the voter, even if an assistant is present.
- ✓ Never lean on a voter's wheelchair, it should be considered a part of their personal space.
- Service animals <u>are</u> allowed into polling places, but never distract them from their job.

If possible, poll workers should save handicap parking for voters.



Serving Voters with Disabilities

General Considerations

- Voters with mental disabilities should be assumed to be competent to vote and are legally entitled to vote unless declared incompetent by a court. Individuals accompanying them should be permitted to assist them.
- ✓ Offer use of the audio component so that voters may vote independently. A set of headphones and disposable headphone covers are provided to each location.
- ✓ Offer your arm to a voter with a visual impairment when escorting them through the voting area.
- ✓ A voter who uses a sip and puff device may use it to control the Touch Writer Duo.

Verity Access Device *shown with headphones plugged in





Serving Voters with Disabilities

Polling Place Setup

- Always keep entrance doors unlocked and/or opened during voting hours. Confirm doors aren't set to automatically lock in accordance with the facility's business hours.
- ✓ Keep a chair or two handy for those needing it.
- Make sure there is adequate space for those in wheelchairs to maneuver around.
- ✓ Use the disability Voter Entrance sign to mark the entrance that is handicap accessible as it might be different than the one used by other voters.



Written Communication

- Voters may use <u>written</u> communication, such as sample ballots and campaign materials, for <u>personal</u> <u>use only</u>, in the polling place and voting stations.
- If sample ballot / notes are on voters' phone, they must step out of the voting area and jot down their notes for reference.
- Poll workers should keep the polling place clear of written materials discarded by voters.
- Poll workers can <u>only</u> display signs or materials provided by the Secretary of State or our office. Do not display home made signs nor supposed "nonpartisan" voters guides from newspapers or other organizations.



Electioneering & Loitering

Campaigning and loitering are <u>not</u> allowed within 100 feet of the entrance to the building where the polling place is located.

Prior to opening the polls, ensure that the 100 foot zone in which electioneering is not allowed, is clear of any campaign materials, including:

- Campaign workers
- Campaign signs
- Flyers
- Clothing & hats
- Buttons





Remove signs that are within the distance marker.

Place signs by the marker. You are not responsible for re-posting them.

Exit Polling and Petitions

Exit Polling by the media is **permissible** within the 100-foot distance marker if it does not disrupt order in the polling place.

Petition gathering is **prohibited** within the 100-foot distance marker.



Reporting Injuries

Report <u>all</u> injuries immediately after they occur!

Election worker injuries to: CornerStone Staffing <u>and</u> Tarrant County Elections

Voter injuries to: Tarrant County Elections *Voter injury form is in the <u>Envelope of Forms to be Completed</u>



CornerStone Staffing:

817-522-1030 x509 after hours call 972-898-1145 or 817-713-4486

Tarrant County Elections: 817-759-7873

Complaint Slip

Provide slip when issues arise that cannot be resolved at the polling place on Election Day.

Slip is in English, Spanish and Vietnamese.

Do You Have A Complaint?

We strive to ensure that you have a pleasant voting experience. If you have questions, comments or concerns, please submit them <u>in writing to</u>:

Tarrant County Elections Administrator 2700 Premier Street Fort Worth, TX 76111 817-850-2330 (fax)

Or contact the Office of the Texas Secretary of State at **1-800-252-VOTE (8683)**

*Pad is inside the Envelope with Additional Materials.

Getting Ready to Close the Polls

- Near closing time, check the hallway and surrounding areas for voters searching for the voting area.
- ✓ Stand at the end of the line behind the last eligible voter or try to have all voters in line enter the building.
- Pleasantly, but firmly, turn away those who arrive after the last eligible voter.

Qualified voters who arrive by 7:00 pm must be allowed to vote!





Closing the Polling Place

- ✓ Refer to Closing Polls Checklist (inside Clear Bag).
- Remove all signs posted inside and outside the facility.
- Pack all unused supplies into the Supply Bag.
- Location should be left clean, undamaged, secure and in same manner in which it was found.

Important note: Section 66.057 of the Texas Election Code provides that election results printed at a polling place are not public information until the election records are delivered to the general custodian of election records, Tarrant County Elections Administration.

Closing Polls Checklist

General Procedure

- Verify that it is 7:00 p.m.
- □ Check the hall or outside the polling place for voters waiting in line. Voters in line by 7:00 p.m. must be allowed to vote. If there is room, ask them to enter the polling place, and then close the doors. If there is not room for everyone inside the polling place, position a clerk at the end of the line until the doors can be closed. Anyone who arrives after 7:00 p.m. may not be accepted for voting.
- Continue the check-in and voting process until all voters have finished voting.
- □ When the final voter has cast their <u>hallot</u> and left the polling place, begin the process of obtaining Tally Reports and securing the voting equipment. (See the "Closing the Polls..." sections below)
- Return the paperwork, supplies, and equipment to where they belong. (See "Checklist of What Goes Where," back side of this page)

Closing the Polls on the Scan

Unlock the black Ballot Tub and remove the bag with voted ballots. Seal the bag with the seal provided in the Envelope



Register of Official Seals & Proper Installation

EEC # 1

Use the designated seals, from the **Envelope for Seals**, and record the numbers on the appropriate lines of the **Closing Polls** version of the form.

*Form is in the Clear Bag.

	Polling Place Code/Name: 1001 - Tarrant County Plaza Building
	Verity Scan Serial Number: \$1902535008 Verity Controller Serial Number: C1902379707
	RECORD THESE SEAL NUMBERS AFTER CLOSING THE POLLS
	Ensure that all reports have been printed and numbers have been balanced before sealing the equipment.
_	
	rom the Electronic Pollbook Case(s)
A	Seal number used to seal the Electronic Pollbook Case handle
B	Seal number used to seal the Electronic Pollbook Case handle
	rom the Controller
B	Seal number remaining intact on the inside door Seal number used to seal the Controller handle
<u> </u>	
3. F	rom the Duos Seal number used to seal the Duo handle
B	Seal number used to seal the Duo handle
c	Seal number used to seal the Duo handle
D	Seal number used to seal the Duo handle
E	Seal number used to seal the Duo handle
F	Seal number used to seal the Duo handle
G	Seal number used to seal the Duo handle
н	Seal number used to seal the Duo handle
Ι	Seal number used to seal the Duo handle
J	Seal number used to seal the Duo handle
к	Seal number used to seal the Duo handle
L	Seal number used to seal the Duo handle
4. F	rom the Scan
Α	Seal number remaining intact on the inside door
В	Seal number used to seal the Scan handle
	rom the Ballot Box Emergency Bin Slot
A	Seal number remaining intact on the ballot box, or new seal if replaced
	rom the Orange Provisional Bag
	Seal used to seal the Orange Provisional Bag
	rom the Election Equipment Carrier (EEC)
<u> </u>	Seal used to seal the EEC
B	Seal used to seal the EEC Seal used to seal the EEC
-	
	rom the Ballot Transfer Bags Seal used to seal the Transfer Bags containing the VOTED ballots
В	Seal used to seal the Transfer Bags containing the VOTED ballots
Ľ	ocar used to sear the transier bags containing the volleb ballots

CLOSING POLLS - REGISTER OF OFFICIAL SEALS & PROPER INSTALLATION

Authority Conducting Election: Constitutional Joint Elections Date of Election: November 05, 2019

his is one of the most important forms to be completed by the Election Judge. Fill

Packing Ballot Transfer Bag

- Voted scanned ballots are placed in the ballot transfer bag.
- Seal bag with designated seal.
- Record seal number on the Closing Polls - Register of Official Seals & Proper Installation.
- Bag <u>must</u> be delivered to the Rally Station.
- Do not place any other items in the bag. Ballot bags are sealed for 22 months, unless a court order is received.



Provisional Ballots Bag

- Completed Affidavit of Provisional Voter envelopes are placed in the orange zipper bag.
- Seal bag with the appropriate seal from the Envelope for Seals.
- Record the seal number on the Closing Polls - Register of Official Seals & Proper Installation.

*Provisional Ballots bag is in the Clear Bag.



Packing Supply Box

Place the following items inside the supply box:

- ✓ Blank ballot stock
- ✓ Extension cords
- ✓ Small power strips
- ✓ Equipment cords
- ✓ Power tower / disc



*Remains at polling place inside the EEC.

Items to Remain at Polling Place

- ✓ Equipment Carrier (cabinet or cage)
 - Duos
 - □ Controller
 - □ Supply Box
 - ADA accessible booth stand
 - □ Black collapsible Ballot Box
 - □ Canvas bag with Privacy Screens
- ✓ Large signs
- ✓ All other booth stands remain outside of the cabinet.
- ✓ Curbside unit, either inside or outside of the cabinet.



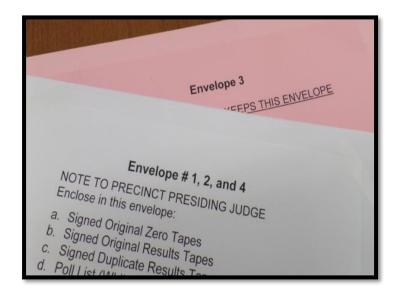
*Example of how to load the cabinet is posted inside.

Return Envelopes

Accurately completing the paperwork is one of the most important tasks you will perform.

Each envelope has a check-off list of items that must be included.

White envelope (Envelope # 1, 2 and 4) is returned to the Rally Station and the **pink** envelope (Envelope 3) is retained by the Election Judge.

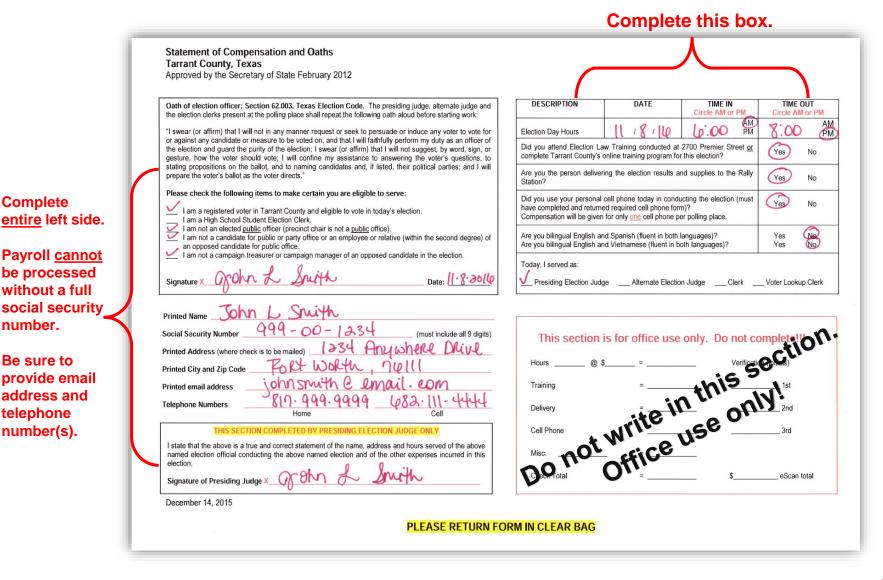


Compensation Form

- Each Poll Worker completes their <u>own</u> form.
- Complete all required sections even if you have worked previous elections.
- Time In is when the Poll Worker arrives at the polling place. In accordance with Section 32.091 of the Texas Election Code, a judge or clerk may not be paid for more than one hour of work before the polls open.
- **Time Out** is when the Poll Worker leaves the polling place, not the Rally Station.
- ✤ If you leave the polling place, you must clock out, then back in.
- ✤ Note personal cell phone use (one per location) in designated area of the form.
- Indicate who delivered required items to the Rally Station. If more than one person is indicated, the delivery fee will be divided equally.
- Election Judge is to verify and sign all compensation forms.
- Incomplete forms <u>will</u> cause a delay in pay.

Please allow 3 weeks to receive compensation.

*Return completed compensation forms inside the Clear Bag.



Complete

number.

Be sure to

telephone number(s).

Direct Deposit

CornerStone Staffing (agency that processes payroll) offers the option of direct deposit.

- ✓ Complete 'Employer Direct Deposit Sign-Up Form'.
- Attach bank document (letter from bank or voided check) that has routing and account number. Handwritten information will not be accepted.
- Submit form and bank document on day of in-person training (if any) or on Election Day with Statement of Compensation.

Please have my payroll check automatically deposited into the following account: PLACE VOIDED CHECK HERE or ATTACH COPY OF BANK DOCUMENT INCLUDING ROUTING AND ACCOUNTING NUMBER			Corne Staffing	
It's safe, simple, and it saves time. Check one: NEW ENROLLMENT CHANGE TO EXISTING DD Associate Name: Address: City: State: Zip: Last 4 of \$S# Please have my payroll check automatically deposited into the following account: PLACE VOIDED CHECK HERE or ATTACH COPY OF BANK DOCUMENT INCLUDING ROUTING AND ACCOUNTING NUMBER ***DO NOT HANDWRITE INFORMATION - IT WILL NOT BE ACCEPTED*** Thereby authorize CornerStone Staffing to automatically deposit my payroll check directly into the financia institution that I have designated on this form. This authorization is to remain effective until canceled or <i>changed in writing (including email)</i> by me. I understand that the written notification must allow the company a reasonable period of time to process the change(s). Furthermore, I authorize to company to reverse erroneous entries to my account that may arise from the direct deposit of my payroll check.		•	Helping build a	better workforce.
Associate Name: Address: City: State: Last 4 of \$S# Please have my payroll check automatically deposited into the following account: PLACE VOIDED CHECK HERE or ATTACH COPY OF BANK DOCUMENT INCLUDING ROUTING AND ACCOUNTING NUMBER ***DO NOT HANDWRITE INFORMATION - IT WILL NOT BE ACCEPTED*** Ihereby authorize CornerStone Staffing to automatically deposit my payroll check directly into the financia institution that I have designated on this form. This authorization is to remain effective until canceled or changed in writing (including email) by me. I understand that the written notification must allow the company to reverse erroneous entries to my account that may arise from the direct deposit of my payroll check.	<u>E</u> 1	mployer Dire It's safe,	ect Deposit S	S <mark>ign-Up Form</mark> es time.
Address: City: State: Zip: Last 4 of SS# Please have my payroll check automatically deposited into the following account: PLACE VOIDED CHECK HERE or ATTACH COPY OF BANK DOCUMENT INCLUDING ROUTING AND ACCOUNTING NUMBER ***DO NOT HANDWRITE INFORMATION - IT WILL NOT BE ACCEPTED*** Ihereby authorize CornerStone Staffing to automatically deposit my payroll check directly into the financia institution that I have designated on this form. This authorization is to remain effective until canceled or changed in writing (including email) by me. I understand that the written notification must allow the company a reasonable period of time to process the change(s). Furthermore, I authorize the company to reverse erroneous entries to my account that may arise from the direct deposit of my payroll check.	Check one: NEW H	INROLLMENT	CHANGE TO	EXISTING DD
City: State: Zip: Last 4 of \$S# Please have my payroll check automatically deposited into the following account: PLACE VOIDED CHECK HERE or ATTACH COPY OF BANK DOCUMENT INCLUDING ROUTING AND ACCOUNTING NUMBER ***DO NOT HANDWRITE INFORMATION - IT WILL NOT BE ACCEPTED*** Ihereby authorize CornerStone Staffing to automatically deposit my payroll check directly into the financia institution that I have designated on this form. This authorization is to remain effective until canceled or changed in writing (including email) by me. I understand that the written notification must allow the company a reasonable period of time to process the change(s). Furthermore, I authorize the company to reverse erroneous entries to my account that may arise from the direct deposit of my payroll check.	Associate Name:			
Last 4 of SS# Please have my payroll check automatically deposited into the following account: PLACE VOIDED CHECK HERE or ATTACH COPY OF BANK DOCUMENT INCLUDING ROUTING AND ACCOUNTING NUMBER ***DO NOT HANDWRITE INFORMATION - IT WILL NOT BE ACCEPTED*** Ihereby authorize CornerStone Staffing to automatically deposit my payroll check directly into the financia institution that I have designated on this form. This authorization is to remain effective until canceled or changed in writing (including email) by me. I understand that the written notification must allow the company a reasonable period of time to process the change(s). Furthermore, I authorize the company to reverse erroneous entries to my account that may arise from the direct deposit of my payroll check.	Address:			
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ATTACH COPY OF BANK DOCUMENT INCLUDING ROUTING AND ACCOUNTING NUMBER ***DO NOT HANDWRITE INFORMATION - IT WILL NOT BE ACCEPTED*** I hereby authorize CornerStone Staffing to automatically deposit my payroll check directly into the financia institution that I have designated on this form. This authorization is to remain effective until canceled or <u>changed in writing (including email)</u> by me. I understand that the written notification must allow the company a reasonable period of time to process the change(s). Furthermore, I authorize the company to reverse erroneous entries to my account that may arise from the direct deposit of my payroll check.		PLACE VO		K HERE
AND ACCOUNTING NUMBER ***DO NOT HANDWRITE INFORMATION - IT WILL NOT BE ACCEPTED*** I hereby authorize CornerStone Staffing to automatically deposit my payroll check directly into the financia institution that I have designated on this form. This authorization is to remain effective until canceled or <u>changed in writing (including email)</u> by me. I understand that the written notification must allow the company a reasonable period of time to process the change(s). Furthermore, I authorize the company to reverse erroneous entries to my account that may arise from the direct deposit of my payroll check.		PV OF BANK		INCLUDING ROUTING
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Associate Signature Date	institution that I have d <u>changed in writing (inc</u> company a reasonable p	esignated on this form <u>cluding email)</u> by me. period of time to proce	 This authorization I understand that th ess the change(s). Fu 	is to remain effective until canceled or e written notification must allow the othermore, I authorize the company to
	Associate Signature		Date	

Clear Bag

Must be returned to Rally Station, with the following items:

- ✓ EEC and equipment keys
- ✓ Envelopes with completed forms enclosed
- ✓ Register of Official Ballots
- ✓ Register of Officials Seals & Proper Installation forms
- \checkmark If any, unscanned emergency bin ballots
- ✓ Statement of Compensation and Oath forms
- ✓ CornerStone Staffing forms
- $\checkmark\,$ Cell phone, if one was issued



Rally Station Delivery

Arrive at designated Rally Station <u>before</u> 10 pm or you will have to deliver to Tarrant County Elections Center.

Must deliver the following:

- ✓ Clear bag
- ✓ Provisional Ballots bag
- ✓ Supply bag
- ✓ Voted Ballots transfer bag
- ✓ Carrying case with Verity Scan
- ✓ Carrying case(s) with ePollbooks



Return supplies <u>immediately</u> and <u>directly</u> to Rally Station. Please do not make <u>any</u> stops prior to delivering your supplies.