

Tarrant County Early Voting Guide

Primary Runoff

Voting Equipment



Touch Writer Duo, Duo Standalone & Scan





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

http://elections.tarrantcountytx.gov/trainingandmanuals

Lead Clerk

- ✓ Signs tapes and paperwork that require signature.
- ✓ In charge of and responsible for the management and conduct of the election.
- ✓ Assigns duties so that every clerk is utilized equally. Cross train <u>all</u> clerks so they feel confident to be the Lead should the need arise.
- ✓ Serving curbside voters is <u>not</u> optional. Failure to comply will result in team being dismissed and not asked to return for future Elections.
- ✓ Notify EV Coordinator if you need to leave for more than an hour.
- Providing the name and contact information for clerks working at your location.
- ✓ Responsible for documents (such as timecards) transferred via runner and calling in totals <u>every</u> night.
- ✓ You are a team! Do not treat clerks as children or your personal servants.
- ✓ Have cell phone readily available and ringer on high.

Rules & Requirements

- ✓ Registered voter of Tarrant County.
- \checkmark <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>.

Time Recording

- ✓ Each clerk completes their <u>own</u> timecard.
- \checkmark All clerks must sign in and out <u>daily</u> on their paper timecard.
- ✓ Lead Clerk must verify that all time is accurately completed.
- \checkmark Failure to document time correctly can result in disciplinary action.
- ✓ All clerks are to take <u>at least</u> a 30-minute lunch. Exceptions <u>must</u> have approval in advance.
- ✓ New hires <u>must</u> contact CornerStone Staffing at 817-332-5882 x171 for processing. *Failure to comply, <u>will</u> cause a delay on wages being issued.
- ✓ Incomplete timecards <u>will</u> cause a delay in pay.

Sample Timecard

Time cards	are du	ie in brar	ich by 9:0	0 a.m. M	londay.			
	Date	Time In	Time Out	Lunch Length	Daily Total Hours	GS	CornerStone Staffing	
Monday	4/24	JAM	SIS	.50	a mai			
Tuesday	4/25	7:20	5:15	150	1.1	Helping build a better workfor	9.	
Wednesday	4/24	7:30	5:15	.50		Week Ending (Sunda	y): 4 30 23	4
Thursday	4/27	7:30	5:15	iso	TOTAL		Wayne	
Friday								this bo
Saturday	4/29	11:30	7:15	.SO	NORKE	Dieturning next week:	Yes 🕅 No 🗆	
Sunday	4/20	9:30	4:15	150	1 56	CornerStone Branch		
Thank you for choosing CornerStone and did you				did you	CANE .	Client Name	TARRANT CO ELECTIONS	
know we offer direct deposit, associate insurance, holiday pay, and ongevity bonuses?			Weekly Total	Department	EV DEPUTY - AA			
Associate Si	gnature	Du	ce Wg	yre				
My signature ser	ves as ver	ification of the	above hours an	Yes	nd falsification of No	hours is grounds for terminati	on.	

*Remove Gold page only for your records.

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 self to food/drinks at the polling place.
- ✓ Non-alcoholic beverages
- ✓ Medications you take
- ✓ Something to read
- ✓ Appropriate attire and shoes dress comfortable, yet professionally







Items Not to Bring

Leave the following items 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





Preparing Polling Place

- ✓ Arrive at the location <u>an hour prior</u> to the polls opening on the first day, and <u>half an hour prior</u> each day following.
- ✓ 'Early Voting Clear Bag and Closeout Bag' has Key Envelope with keys and passwords.
- On the corresponding date of the Early Voting Seal Form and Instructions, record the 'Start of Day Seal No.' for each equipment piece listed.
- ✓ Set up the <u>Poll Pads and MiFi immediately</u>. Upon logging in, Elections staff can monitor locations are online.
- ✓ Post all signs and notices.

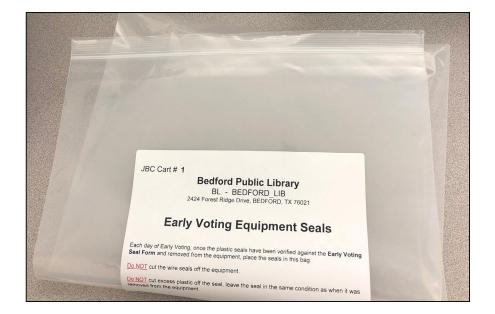
*Remember we are guests in the polling place, so please take care of it.



Opening Polls Seals

After the seals have been verified and recorded on the **Early Voting Seal Form and Instructions**, break the seals and place them inside the clear bag labeled **Early Voting Equipment Seals**.

Do <u>not</u> cut the excess plastic off the seal.



Verity Access Device

An Audio-Tactile Interface (ATI) that can be used with any Duo.

Prior to powering on the Duo, plug the ATI device into the back of the designated Duo. (Port is to the right of the power button.)



- Step 1: Plug in ATI device
- Step 2: Press the red power button on the back to power on the Duo



Plug the provided headphones, into the ATI's left connection port, and test them for functionality.

Audio Functionality

If the ATI device is connected correctly, the Duo screen will display an image of the ATI device at the bottom of the screen.

Ensure the ATI device is plugged in firmly. If the image is not displayed, reboot the Duo by powering it off and back on, after ensuring it is properly connected.



After the voters press 'To get started, touch here' the 'Ready for voting' screen will display an 'Audio' tab that allows the voter to adjust the volume.



Duo Standalone

Functions as a Controller and Duo

Poll worker instructions for activating voter's ballot:

- ✓ Select **Ready for use.**
- ✓ Enter **Poll Worker Code** and press **Accept**.
- \checkmark Scan the barcode from the Poll Pad.
- ✓ Verify the **Precinct** (ballot style) is correct and press **Yes**.
- Give the voter the # of indicated blank ballot sheet(s) and press Activate Ballot.
- ✓ The voter is now ready to vote!



Curbside Unit



- Black base pre-filled with pebbles (about 12 lbs.), tubes and sign will be near the equipment.
- Put together and place the curbside unit in an area, not smaller than the size of one parking space, for curbside voting.
- The designated space may not be specifically designated for persons with disabilities.
- Voters who are physically unable to enter the polling place may vote from their vehicle, curb or entrance to the building.
- After voting, the clerk collects the ballot using the Secrecy Folder and deposits the ballot in the Scan. Or an assistant of the voter may deposit the ballot.

Every location <u>must</u> have curbside voting available.



Posting Signs and Notices

Prior to opening the polls, post everything that is 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.

*All signs must remain posted until the last day of Early voting and the last voter has voted.

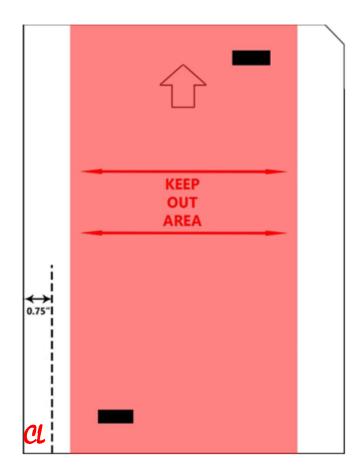


Tarrant County Election Integrity Task Force

To submit tips, leads or other investigatory information, citizens can contact the Tarrant County Sheriff's Office at 817-884-1213

Preparing Ballot Stock

- Clerks must stamp the Elections Administrator's initials on the arrow side of a supply of ballot stock.
- Stamp is in the 'Early Voting Miscellaneous Supplies' kit.
- Stamp should be no more than 0.75" from the page edge, on the bottom left.
- Place several signed ballots on the table.
- Voters can select <u>any</u> ballot from the stack; **do not hand it to them**.



Notice of Voting Order Priority

Prescribed by Secretary of State Section 63.0015, Texas Election Code

7-38

09/2023

Section 63.0015

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

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

NOTICE OF VOTING ORDER PRIORITY FOR VOTERS WITH CERTAIN DISABILITIES

Pursuant to Section 63.0015, Texas Election Code:

An election officer shall 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 shall bring the voter and the voter's assistant, if applicable, forward to the front of the line.

Polling Place Security

- While on duty, clerks <u>must</u> wear a name tag (inside the Early Voting Clear Bag and Closeout Bag) with their name and the Election name.
- Equipment should always remain within proximity and not left unattended.
- Monitor equipment to prevent malicious 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.
- ✓ Immediately call the Elections Office to report the problem and for further instructions. 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.

Do not turn voters away!

Permitted in the Polling Place

Permitted by Election Code:

- ✓ Voters
- ✓ Children under the age of 18 accompanying a parent
- ✓ Interpreter or 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 be present at any time the location is open and until voting equipment is secured on the close of voting each day.
- Can serve during the hours the watcher chooses.
- Provide Lead Clerk certificate of training completion and certificate of appointment.
- Take oath administered by Lead Clerk. "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.

Poll Watcher's Guide is in the 'Early Voting Additional Materials' inside the Supply Bag.

You want to establish a cooperative relationship with Poll Watchers.

Poll Watcher Dos & Don'ts

Q. What is a watcher permitted to do while on duty?

A. A watcher must be permitted, but is not required, to:

1. Witness the installation of voting system equipment at the polling place. [Sec. 33.059].

2. Observe the securing of voting system equipment before the election. [Sec. 33.059].

3. Observe any activity conducted at the location at which the watcher is serving and sit or stand near enough to see and hear the election officials to observe the activities of the election. [Sec. 33.056(a)].

4. Observe any activity related to curbside voting, except as provided by Section 33.057. [Sec. 64.009(e)].

5. Make written notes while on duty. However, if the watcher is permitted to leave the polling place while the polls are open, the watcher may be required to leave his or her written notes with another person selected by the watcher who is on duty at the polling place. [Sec. 33.056(d)].

6. Observe assistance given to voters by election officials and inspect the ballot before it is deposited in the ballot box to determine if it was prepared in accordance with the voter's wishes. [Sec. 33.057(a)]. 12 NOTE A watcher may not be present at the voting station when a voter is preparing the voter's ballot or is being assisted by a person of the voter's choice, including by a person also serving as an interpreter at the voting station. [Sec. 33.057(b)].

7. Inspect the returns and other records prepared by the election officers. [Sec. 33.056(c)].

8. Observe, but not participate in, the tallying and counting of the votes to verify that the votes are tallied and read correctly. [Sec. 33.056(b)].

9. Observe all election activities relating to closing the polling place, including the sealing and transfer of a memory card, flash drive, hard drive, data storage device, or other medium now existing or later developed for use with voting system equipment. [Sec. 33.0605(a)].

10. Accompany authorized election officials in delivering election records from a precinct polling place, an early voting polling place, a meeting place for an early voting ballot board, or a central counting station. [Sec. 33.060(a)]. NOTE: Poll watcher and election officials do not need to ride in the same vehicle. [Sec. 33.060(b)].

11. Witness the securing of the voting system equipment at the time the polls close. [Sec. 125.063].

12. Follow the transfer of election materials from the polling place to the regional tabulating center, central counting station, or other location designated to process election materials. [Sec. 33.0605(b)].

13. Receive an English translation of any language spoken other than English between an election official and a voter. [Sec. 61.036].

Q. What are watchers NOT allowed to do while on duty?

A. 1. Talk with an election worker regarding the election except to call attention to an irregularity or violation of law. [Sec. 33.058(a)(1)].

2. Converse with a voter. [Sec. 33.058(a)(2)].

3. Communicate in any manner with a voter regarding the election. [Sec. 33.058(a)(3)].

4. Use certain devices in the polling place. A watcher may not have possession of a device capable of recording images or sound. If the watcher does have such a device, the watcher must disable or deactivate the device while serving as a watcher. [Sec. 33.006(b)(6)].

5. Observe a voter voting independently or a voter being assisted by a person of the voter's choice. A watcher may not be present at the voting station when a voter is preparing the voter's ballot or being assisted by a person of his choice. [Sec. 33.057(b)].

6. Cause a disruption or breach of the peace or harass voters. A watcher may not violate the Election Code either in the polling area or within 100 feet of the entrance to the building where the polling place is located; otherwise, the watcher may be subject to removal. [Sec. 32.075].

7. Reveal the following information before the polls close:

• How a voter has voted; this offense is a third-degree felony. [Sec. 61.006(b)].

• The number of votes that have been received for a candidate or for or against a measure; this offense is a Class A misdemeanor. [Sec. 61.007(a)(1)].

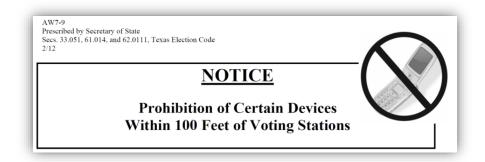
• A candidate's position relative to other candidates in the tabulation of the votes; this offense is a Class A misdemeanor. [Sec. 61.007(a)(2)].

• Whether a measure is passing or failing; this offense is a Class A misdemeanor. [Sec. 61.007(a)(3)].

• The names of persons who have or have not voted in the election; this offense is a Class A misdemeanor. [Sec. 61.007(a)[4]].

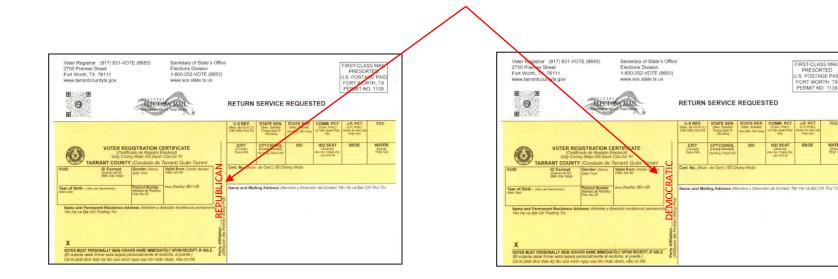
Not Permitted in the Polling Place

- Persons are not allowed to use wireless communications devices within 100-feet of voting stations. (Technology has enabled wireless communications devices to assist voters with disabilities via the use of a program/application. At their discretion, the Lead Clerk may allow a voter to use such programs/applications.)
- Candidates, unless voting or providing requested assistance to voter.
- ➢ No loitering inside the 100-foot zone.
- Restrooms not necessarily provided for campaign workers.





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 who presents the voter's registration certificate and is accepted to vote.



EIRST-CLASS MAIL

PRESORTED

U.S. POSTAGE PAIL FORT WORTH, TX

PERMIT NO. 1139

SBOF

WATER

ISD SEAT

Revealing Information

No one connected with the conduct of the election may reveal any of the following information while the polls are open:

- The names of voters who have or have not voted in the election.
- The number of votes cast that have been received for individual candidates and/or for or against propositions.
- A candidate's position relative to other candidates in the tabulation of the votes or whether a measure is passing or failing.

Unlawfully revealing the above information is a Class A misdemeanor.

Note: Poll Pads should only be used to process voters!

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 one of the acceptable forms of 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 doesn't 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.

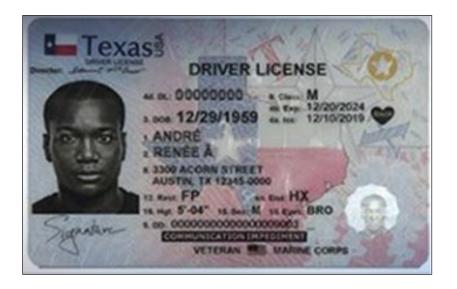
Photo ID Procedure

- 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' located in the Pollbook Documents Kit. Voter will then proceed to vote 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



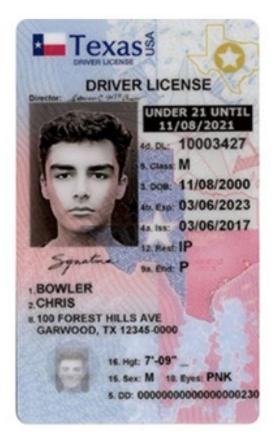
Expiration Date:

- **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	
LOCATION: 498	TEMPORARY IDENTIFICATION CARD VALID UNTIL 07-18-2013	
LOCATION: 698 TIME STAMP: 10.23:39		
DATE STAMP: 00-03-2013		
	DL/ID/UNL NUMBER: 34300744 CARD TYPE: ID	
	COMMUNICATION IMPEDIMENT	
ORGAN DONOR: N VOTER REGISTRATION: N	NAME SAMPLE	
TOTER REGISTRATION: N	MAN TEST	
RECEIPT NUMBER: 405DLA795205390	ADORESS:	
	1234 ANYWHERE STREET	
	ANYWHERE, TX 78755	
	DATE OF BIRTH: 11-01-1954 EXPIRATION DATE: 11-01-2019	
	SEX: M HEIGHT: 5"07" ISSUANCE DATE: 05-03-2013	
	EVE COLOR BRO	
MILING ADDRESS:		
234 ANYWHERE STREET	SIGNATURE	
NYWHERE, TX 78755		
	EMPLOYEE	
De devel nomen instead guesson, planas ed 13-24-22-6200 or refer to the DP3 website Vour 74.UL Class the propressive dura data min 3-960 guess. Your nut continue to carry his Temporary Permit utility our new carl in exeived. For instead an assistance related to the thomas guess, planase call 1-605-25-5055. Hazabaan rold conditions Define in the moneagy	ale al www.dpt.lenas.gov.or.al www.lenas.gov.	
		Page 1

- Issued when you apply for a Driver License, 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



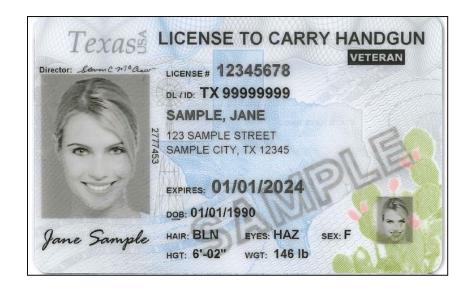
Expiration Date:

- **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 are 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 will change according to the branch of service.



- 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 that 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.

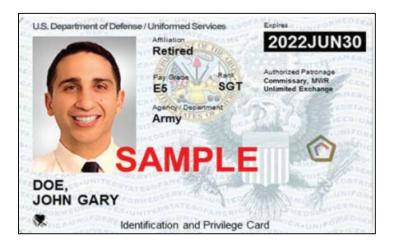


Expiration Date:

- **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



- **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





Veteran 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.





Certificates of Citizenship do not expire



(ต่อ) เลตาด์ (ซุงกอ	No. SOOODOO
Dersonal description of holder as of date of naturalization: Date of birth: JANUARY 99,0000 Sex: MALE	USCIS Registration No. A999999999999999999 S certify that the description given is true, and that the photograph affixed hereto is a likeness of me. New Citizen Signature Here (Complete and true signature of holder)
Height: 5 feet 9 inches Marital status: MARRIED	${f B}$ e it known that, pursuant to an application filed with the Secretary of Komeland Security
Country of former nationality: FORMER NATIONALITY COUNTRY	at: USCIS FIELD OFFICE CITY NAME, STATE NAME
-	The Secretary having found that: <u>NEW CITIZEN NAME - EPSON B-510DN - NEW ASC PHOTO</u> residing at:
	Mytown, State having complied in all respects with all of the applicable provisions of to naturalization laws of the United States, being entitled to be admitted a citizer of the United States, and having taken the oath of allegiance at

ceremony conducted by

at: CEREMONY CITY, STATE

U.S. CITIZENSHIP AND IMMIGRATION SERVICES

** TEST CERTIFICATE ** U. S. Gitizenship and Immigration Services

such person is admitted as a citizen of the United States of America.

on: JULY 99, 0000

Certificates of Naturalization **do not expire**

43

U.S. Passport Book



PASSAGE PASSAGE

- **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



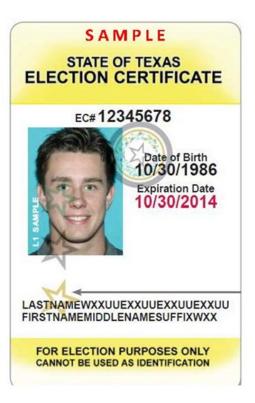
Back



Wallet size; allows entry from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry.

- 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.

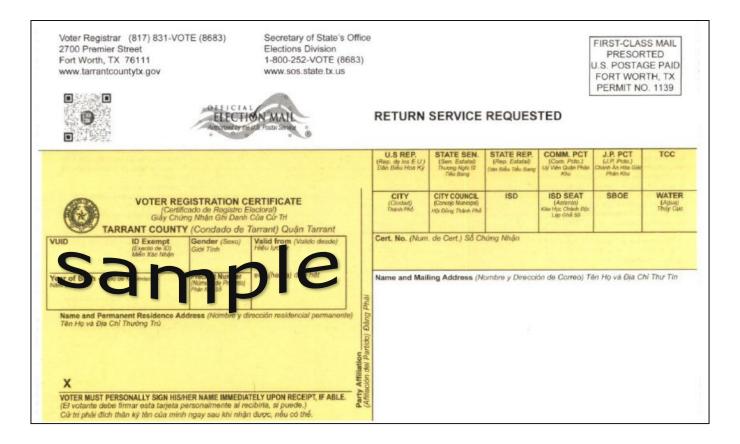
- **18 69:** Must be valid or expired no more than 4 years.
- 70 or older: May be expired for any length of time so long as it is otherwise valid.
- EIC's do not expire for persons who acquire them at 70 or older.

`List B' Supporting Forms of ID

Voter **must** present <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 (Most recent or dated within 2 months of the date presented.)
- 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



Includes the 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



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 Poll Pad.

Copy or Original Bank Statement

Bank of Texas 123 Commerce Austin, Texas 7870	ank of Texas	242040-602049
Joe B. Customer 123 Main Street Austin, Texas 7870	01	
CHECKING SUMM	ARY	
Stating Balance	\$100.00	
	DITIONS	
DEPOSITS AND AD		

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

Copy or Original Government Check



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

Copy or Original Paycheck



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

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.
- Paperclip Reasonable Impediment Declarations to the Document Transfer form.

Name Matches

Fully compare the voter's name on the Poll Pad 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 Poll Pad 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 Poll Pad 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 Similar Name Affidavit on the Poll Pad Voter Identification screen. Follow the prompts and hand the Voter a Similar Name Correction Request Form to be completed and returned to you.

*Form can be found in the Pollbook Documents Kit.

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:

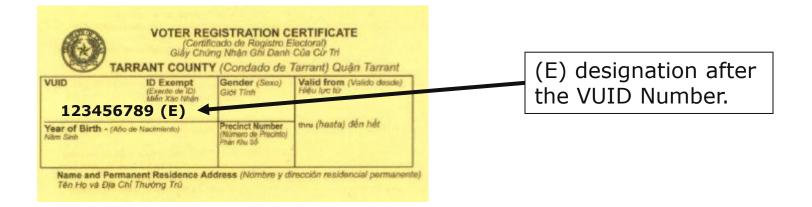
- ✓ Common abbreviations.
- ✓ Same name in different language
- Ex: Enrique Garcia vs Henry Garcia

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.

Photo ID - FAQ

- **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.

Photo ID - FAQ

- **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') and executing a Reasonable Impediment Declaration.

Photo ID - FAQs

- **Q:** What if a voter refuses to show an acceptable form or photo identification?
- **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.

Photo ID - FAQ

- **Q:** Does the address on the ID have to match the address on the Poll Pad at the time of voting?
- 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 must ask every voter if they still reside at the address shown on the Poll Pad.

✓ Voters who have moved, but still reside within Tarrant County, may vote a regular ballot after providing their new address.

From the Poll Pad complete the following steps:

- A prompt will appear reading "Address Confirmation."
- For voters on Suspense, hand the Voter a Statement of Residence Form. Once complete and voter provides proper identification, press Cast Regular Ballot. (Form is located in the Pollbook Documents Kit.)
- ✓ Voters who have moved outside of Tarrant County must be offered a provisional ballot.

Limited Ballot

• If a person is a registered voter in another Texas county but states they moved to Tarrant County, they may vote a limited ballot at the main early voting site, our office.

 If a person is a registered voter in Tarrant County but states they have moved outside of Tarrant County, they may do a limited ballot in their <u>new</u> county of residence.

• Voters wishing to cast a limited ballot may only do so at the main early voting site during the early voting period.

• Voters will only be allowed to vote on the "like contests" between their former county and Tarrant County.

Voters Flagged as Early Voted

If 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 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 is in Pollbook Documents Kit) and surrender the mail ballot <u>before</u> being allowed to vote.

* Poll worker must open the carrier envelope and write "cancelled" on the surrendered ballot.

If unable to surrender mail ballot:

Must sign the Request to Cancel Application for a Ballot by Mail (form is in Pollbook Documents Kit) and voter will vote provisionally.

Completed 'Request to Cancel Application for a Ballot by Mail' forms and surrendered ballots are placed in the 'Envelope for Requests and Cancelled Ballots'.

Register of Surrendered Ballots

		3/5/2024		Tarrant County		
ate Ballot by	REGISTER OF	SURRENDERED BA	LLOTS			
Mail was Surrendered	Nam	e of Voter		Ballot Serial Number (Not Ballot Style)		
3/5/2024		in Smith	00	000k-ctyb-8ejdt		
3/5/2024	Mi	ury Jones	00	0k-vtxy-5ejmd		
			-			
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		Ballot by Mail at the polling		I receive a regular ballot once the		
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or Presiding Judge on Election Day

Record the date the ballot was surrendered, name of voter and ballot serial number (located on right of the printed ballot).

Demonstratio November 5, Tarrant Coun	2035		Precinct 1001-001 Precinto 1001-001	
5 de noviembr Condado de T	nonstracion re de 2035		Page 1 of 1 Página 1 de 1	
pen to mar vote for yo contest, co box next to	a black or blue ink k your ballot. To ur choice in each mpletely fill in the o your choice. sar una pluma de	State Senator Sengdor del Estado Nick Furry	Proposition No. 1 Proposition No. 1 Should the current workforce use a 4 day work week instead of the standard 5 days?	57624 v3 1
tinta negra su boleta. I selección e llene el esp	o azul para marcar Para votar por su en cada carrera, bacio cuadrado a la le su selección.	County Judge Juez del Condad Frank Castle	2Debe la fuerza de trabajo actual utilizar una semana de trabajo de 4 dias en lugar de los 5 dias estándar?	002005)
President Presidente	(1)38時開始時代 人長	Sheriff Sherife	Against En Contra	02121-00000002005)
	Rodgers	Thor Odinson	Proposition No. 2	1021
Clark K		County Commissioner, Precinct	Proposisión No. 2 Should Groot's vocabulary	P
United State	Escribir en	Comisionado del Condado, Precinto No 2 Comisionado del Condado, Precinto No 2 Clint Barton	expand? ¿Deberia expandirse el vocabulario de Groot? For A Favor	000k-vtxv-5eimd
	os Estados Unidos	John Stewart	Against En Contra	
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		James Howlett (Logan)	1	
		Mari McCabe		

Spoiled Ballots

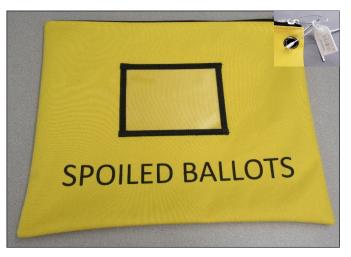
Spoiled Ballots large manila envelope (with instructions and Register of Spoiled Ballots forms) is inside the 'Early Voting Clear Bag and Closeout Bag'

-80 rescribed by Secretary of State ection 64.007, Texas Election Code /2022	Type of Bection Date of Bection 3-1-2022	31 Lou Authori	Location # 1- The h ty Conducting the rant Col	ink he Bection
REC	SISTER OF SPOILED BAL	LOTS		0
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 Snuith	V	,	
16-24680-00000729	Mary Jones		V	
			-	
the undersigned Presiding Jur	dge of the election named here	in do hereb	v certify that	the
pove and foregoing is a true at	nd correct Register of Spoiled E	Ballots for th	e above-me	ntioned
iven under my hand, this	St day of	Circ .	20_00)
	0	- 0.		
	Lorn	w sh	sman	
	Signature of	Presiding	Judge	
		y The		

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

Spoiled Ballots

- Tear off QR code from top left corner of printed ballot. Seal the torn code and ballot in small white 'Spoiled Ballot' envelope to ensure privacy.
- ✓ Small white 'Spoiled Ballot' envelope is placed inside the yellow Spoiled Ballots bag.
- Seal bag nightly and record seal number on the Spoiled Ballot Bag Seal Form and Instructions.



Spoiled Ballots bag is in the 'Early Voting Clear Bag and Closeout Bag'.

Spoiled Ballots

The Spoiled Ballots Bag must be sealed and locked with a small and large lock, <u>only</u> when requested from the Elections office or at the end of the Early Voting period.



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"

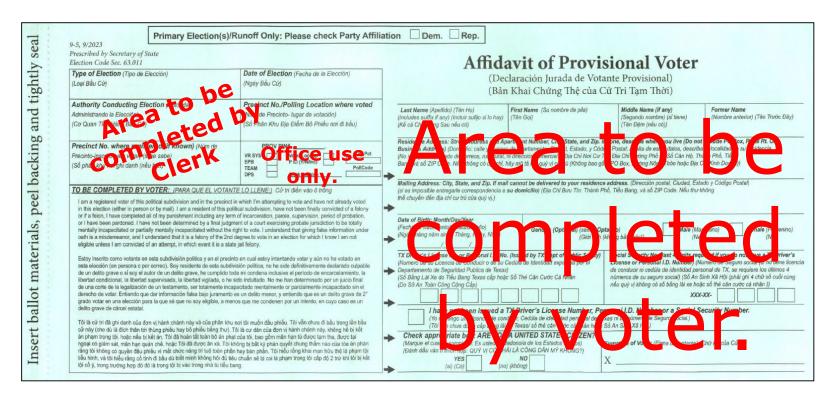
Envelope for Provisional Voters (inside Supply Bag) has: Notice to Provisional Voter for Photo ID Only Provisional Ballot Checklist Affidavit of Provisional Voter envelope sample Affidavit of Provisional Voter envelopes

- 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.

Affidavit of Provisional Voter (front)

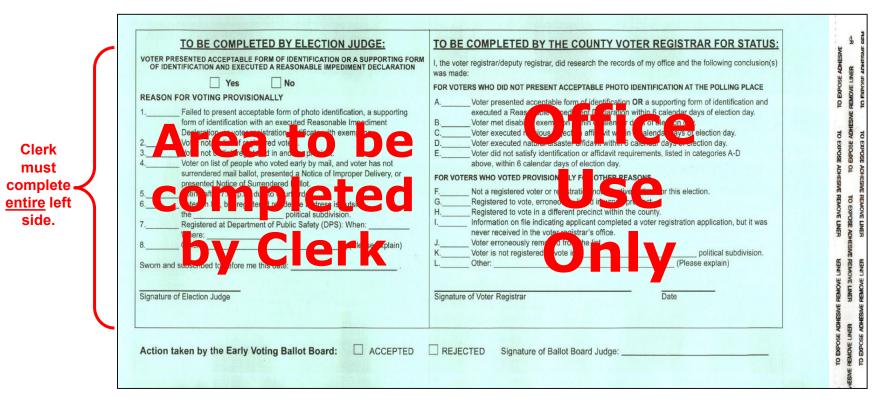
Voter completes the right portion and Election Official completes the left. *Prov Pin # box is left blank.

Do <u>not</u> separate the two sections.



Affidavit of Provisional Voter (back)

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



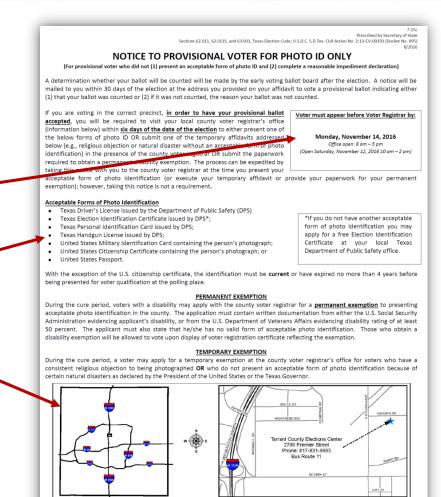
*An incomplete affidavit can result in ballot being rejected.

Notice to Provisional Voter

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

- Deadline to cure ballot by and our office hours
- Acceptable forms of photo identification
- ✓ Address and map to our office

*Not every provisional voter is required to appear at the Elections office, <u>only</u> those that can cure their ballot.



Provisional Ballots Bag

- Completed Affidavit of Provisional Voter envelopes are placed in the orange Provisional Ballots bag.
- Seal bag nightly and record seal number on the Provisional Bag Seal Form and Instructions.



Provisional Ballots bag is in the 'Early Voting Clear Bag and Closeout Bag'.

Provisional Ballot Bag

The Provisional Bag must be sealed and locked with a small and large lock, <u>only</u> when requested from the Elections office or at the end of the Early Voting period.



Sealing the Ballot Bag

The Elections office will monitor when a ballot bag is getting close to full. At that time, an authorized official will be dispatched to assist with replacing the ballot bag.

The Lead Clerk will seal the ballot bag in the presence of the authorized official and complete the 'Ballot Bag-Seal and Locks Certificate.' The Lead Clerk will attach the large lock and small lock through the braided wire loops. The voted ballot bag is now ready to be transported via Elections staff.



Reminder: 'Early Voting Ballot Box and Ballot Bag Lock Process' can be found in the 'Lock Kit' inside the Early Voting clear bag.

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 <u>must</u> have at least one clerk fluent in English / Spanish and 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.
- \checkmark Stickers are available to identify bilingual clerks.
- Lead Clerks 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.
- ✓ Do not 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, clerks 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 handicapped accessible. That entrance 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 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.
- Clerks must keep the polling place clear of written materials discarded by voters.
- Clerks must <u>only</u> display signs or materials provided by the Secretary of State or our office. Do not display home made signs nor supposed "non-partisan" voter 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.

Curbside Voting and Electioneering

When individuals vote curbside, their car becomes their voting station. Curbside voters must be afforded the opportunity to vote their ballot privately (in the same way as a voter in the voting booth) and thus are entitled to vote without the interference of campaigns or bystanders.

Per Section 32.075 of the Election Code, the presiding judge has the authority to preserve order and prevent breaches of peace if there are individuals harassing voters while they vote curbside.



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.



Election Complaint Slip

Provide slip when issues arise that cannot be resolved at the polling location.

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 in Early Voting 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 closing time, must be allowed to vote!





Reconciliation Log

- Daily numbers <u>must</u> be called into the office at the close of the day. Phone lines might be busy; continue calling until you reach someone.
- Leave the equipment turned on until given confirmation that your numbers are balanced.

Election Dat Tarrant Cou Location Co	pe: Primary Electi te: March 05, 2024 unty, TX Early V ode: AA - TC_ELE ame: Tarrant Court	4 /oting	Reconciliation Log					
Day	Date	(A) EV Clerk Initials	B) Start of Day Ballot Count on Controller	(C) Start of Day Ballot Counton Scan	(D) Start of Day Ballot Count on Standalone	(E) Endof Day Ballot Counton Scan	(F)# of Voters Checked in on e-pollbook	(G) Difference
W E D T H U R		Lead	Bo		oft		Make sure	
SAT SUN MON	2/23/2024 2/24/2024 2/25/2024 2/26/2024 2/27/2024	Clerk initials daily.	ta	blet	scree	n	you choose "this location" and the	
W E D T H U R F R I	2/28/2024 2/29/2024 3/1/2024		nex	t to t	he ti	me.	current date.	

Suspending Polls on Controller

- ✓ Select **Menu** at the top of the screen.
- ✓ Select Suspend Polls.
- ✓ Enter the poll worker password and select Accept. A Suspense Polls Report will automatically generate.
- ✓ From 'The Polls are Suspended' screen, print:
 - Ballot Count Summary
 - Access Code Summary
 - Tear off the reports to send via the runner the next day
- Print each summary again and place them inside the coin envelope.

Suspending Polls on Duo Standalone

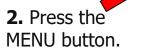
- ✓ Press the blue Poll Worker button on the back of the device.
- ✓ Enter the poll worker password and select Accept.
- ✓ Select **Menu** at the top of the screen.
- ✓ Select Suspend Polls.
- ✓ Enter the poll worker password and select Accept. A Suspense Polls Report will automatically generate.
- ✓ From 'The Polls are Suspended' screen, print:
 ➢ Ballot Count Summary
- \checkmark Print the report again and place inside the coin envelope.

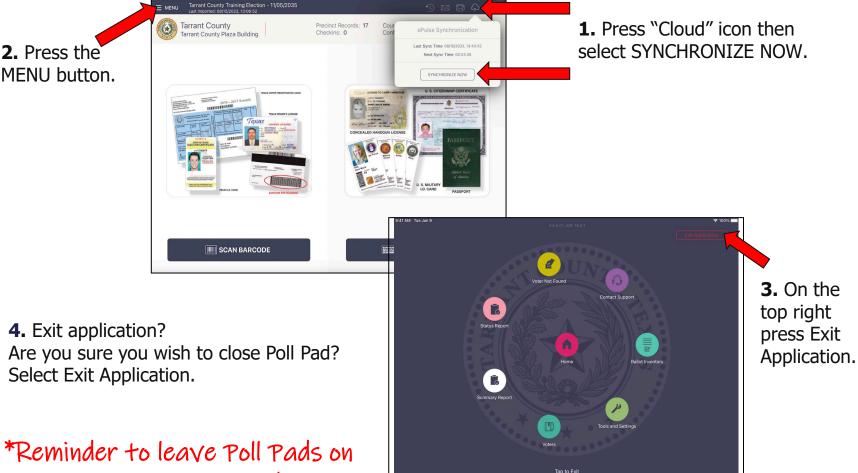
Suspending Polls on Scan

- ✓ Press the blue Poll Worker button on the back of the device.
- ✓ Select Suspend Polls.
- Enter the poll worker password and select Accept. A Suspense Polls Report will automatically generate.
- ✓ From 'The Polls are Suspended' screen, print:
 - Ballot Count Summary
 - Tear off the report to send via the runner the next day
- Print each summary again and place them inside the coin envelope.

Reminder: The Scan must be <u>unplugged</u> and secured for the evening.

Closing the Poll Pads





Closing the Polling Place

Early Voting Close Down Bag Checklist

November 08, 2022 Joint Election

AA - TC_ELECCTR

Key Envelope with Keys
Ending Payroll - Wallet with Brown Envelope
Reconciliation Envelope
List of Provisional Voters from the pollbook.
Placed in the Provisional Bag
White copies of the Document Transfer Form
Seal Form and Folder
Transfer Form for Scan and Ballot Bag
1 form should be used for each Scan/Bag combo and placed in the top pocket of the ballot bag.
I certify that the above documents are complete and that all items are enclosed in the close down transfer bag.
Lead Clerk Date

Daily

- ✓ Place seals on the equipment, JBC Cart, Provisional Ballots bag, Spoiled Ballots bag and record the numbers on the corresponding seal forms.
- ✓ Leave the place clean, undamaged, secure and in the same manner in which it was found.

Final Closing

- ✓ Remove all signs posted inside and outside the facility.
- ✓ Please restore the room after voting ends.
- ✓ Remain at your location until the tech has arrived!

Early Voting Close Out

*New procedure for Scan <u>only</u>.

On the <u>last day</u> of Early Voting, leave a copy of the '**Ballot Count Summary Report'** on the <u>Scan</u>.



Reporting Injuries

Report ALL injuries immediately after they occur!

Election worker injuries to:

CornerStone Staffing and Tarrant County Elections

Voter injuries to: Tarrant County Elections



CornerStone Staffing:

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

Tarrant County Elections: 817-831-6485

Injury report forms must also be completed.