



Voting Equipment











Touch Writer Duo, Duo Standalone & Scan



Manuals & Videos



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

http://elections.tarrantcountytx.gov/trainingandmanuals



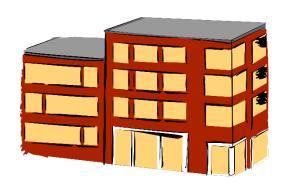
Lead Clerk

- ✓ 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 **every** night.
- ✓ You are a team! Do not treat clerks as children or your personal servants.
- ✓ Have cell phone readily available and ringer on high.



Polling Place Protocol

Polling locations, such as schools and courthouses, may have additional check-in procedures, including requiring individuals to sign-in or show a form of identification before they are allowed on the premises. Election officials **must** adhere to the locations' process.





Please be advised that polling locations cannot require <u>voters</u> to go through any additional check-in procedures that would interfere with or impede the voter's ability to vote.



Rules & Requirements

- ✓ Registered voter of Tarrant County.
- ✓ Cannot 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

- ✓ All clerks must sign in and out <u>daily</u> on their paper timecard.
- ✓ Each clerk completes their <u>own</u> timecard.
- ✓ Lead Clerk must verify that all time is accurately completed.
- ✓ 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 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.
- ✓ If a clerk is subbing as a Lead for a period, be sure to inform the Early Voting Department and fill out a second timecard for those hours.



Sample Timecard

Time cards	Date	Time In	Time Out	Lunch Length	Daily Total Hours	CS	CornerStone	
Monday	4/24	Jam	5.15	.50			Staffing	
Tuesday	412	7:20	5:15	150			Helping build a better workford	ce.
Wednesday	4/20	7:30	5:15	,50	DO NOT	Week Ending (Sunday	1: 4 30 23	37
Thursday	4/27	7:30	5:15	,50	TOTAL	1) 10 0	Wayne,	Com
Friday	4/28	7:30	5:15	,50	HOURS	The state of the s	(D-1234	this
Saturday	4/29	11.30	7:15	SO.	NORKE	Neturning next week:	Yes No 🗆	
Sunday	4/20	9:30	4:15	,50	W 55	CornerStone Branch	Se cope of a star	
Thank you for choosing CornerStone and did you know we offer direct deposit, associate insurance, holiday pay, and longevity bonuses?						Client Name	TARRANT CO ELECTIONS	
					Weekly Total	Department	EV DEPUTY - AA	
Associate Si			ce Wa	ye of understar	nd falsification of	hours is grounds for terminatio	n.	
My signature ser Completed my a				Yes	No	hours is grounds for terminatio	n.	
Client Signat	ture:	March 1	10, 170		100	e de la language		

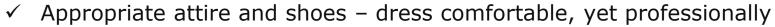
*Remove back page only for your records.



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









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



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
- *Radios, 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. *Refer to mailed paperwork for exact arrival time.
- ✓ '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>pollbooks and MiFi immediately</u>. Upon logging in, Elections staff can monitor locations are online.
- ✓ Set-up <u>all</u> equipment.
- ✓ Post all signs and notices.

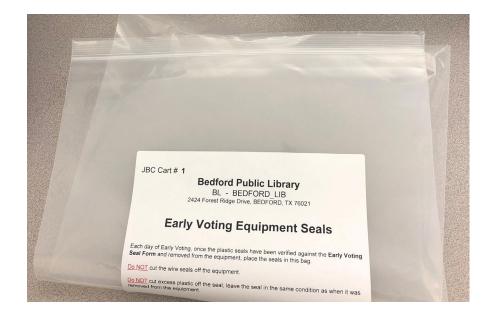




Opening Polls Seals

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.





Early Voting Seal Form and Instructions

Daily, record the 'Start of Day Seal' number and 'End of Day Seal' number on the appropriate date on the form.

Location Code:	City of Keller Specia	al Election	Early Voting Seal Form and Instructions The seal number and initials of the clerk who placed the seal on the Controller, Standalone and Scan are recorded on this form. The numbered seal on the equipment are to be replaced at the close of each day. Record the seal number next to the date on the form below.								
08/16/2024	Controller Inside Seal	Controller Outside Seal	Scan Inside Seal	Scan Outside Seal	Emergency Bin Seal	Back of Ballot Box Seal	Standalone Inside Seal	Curbside Cart Front Seal	Curbside Cart Back Seal	Initials	
Start of Day Seal					,						
End of Day Seal											
08/17/2024	Controller Inside Seal	Controller Outside Seal	Scan Inside Seal	Scan Outside Seal	Emergency Bin Seal	Back of Ballot Box Seal	Standalone Inside Seal	Curbside Cart Front Seal	Curbside Cart Back Seal	Initials	
Start of Day Seal											
End of Day Seal											
08/18/2024	Controller Inside Seal	Controller Outside Seal	Scan Inside Seal	Scan Outside Seal	Emergency Bin Seal	Back of Ballot Box Seal	Standalone Inside Seal	Curbside Cart Front Seal	Curbside Cart Back Seal	Initials	
Start of Day Seal											
End of Day Seal											
08/19/2024	Controller Inside Seal	Controller Outside Seal	Scan Inside Seal	Scan Outside Seal	Emergency Bin Seal	Back of Ballot Box Seal	Standalone Inside Seal	Curbside Cart Front Seal	Curbside Cart Back Seal	Initials	
Start of Day Seal											
End of Day Seal											
08/20/2024	Controller Inside Seal	Controller Outside Seal	Scan Inside Seal	Scan Outside Seal	Emergency Bin Seal	Back of Ballot Box Seal	Standalone Inside Seal	Curbside Cart Front Seal	Curbside Cart Back Seal	Initials	
Start of Day Seal											
End of Day Seal											

NEW
Seal number on the front and back of the curbside cart.

^{*}Form is inside the JBC cart door.



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

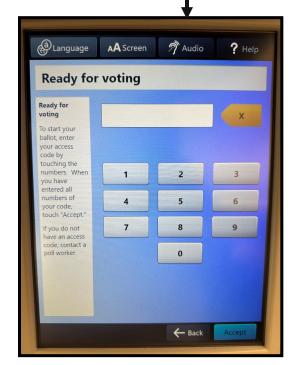
If the ATI device is connected correctly, the Duo screen will display an image of the ATI device at the bottom of the screen.

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.
- ✓ Scan the barcode from the pollbook.
- ✓ Verify the **Precinct** (ballot style) is correct and press **Yes**.
- ✓ Have the voter select the displayed number of ballot sheet(s) and press Activate Ballot.
- ✓ The voter is now ready to vote!





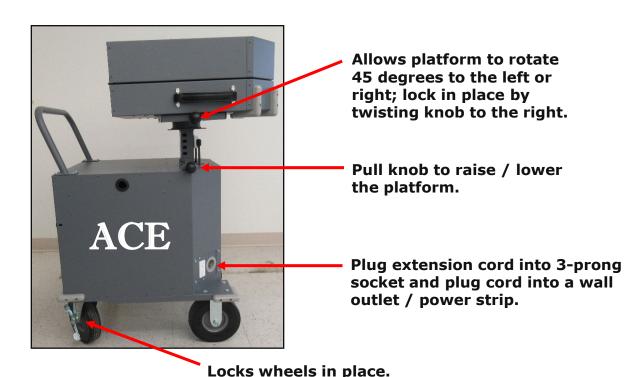
New Curbside Cart ACE – Accessible Curbside Equipment

The Duo Standalone will be delivered inside the curbside cart.

Use the round key, color coated in gray, to unlock the cart and the storage space below the handle. Caution: When unlocking the curbside cart be careful as the top pops open.









Curbside Unit



- > Black base (about 12 lbs.), tubes and sign will be inside the curbside cart storage space.
- Assemble 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.

Curbside must be administered and provided at all polling locations in accordance with Sec. 64.009 of the Texas Election code.





Posting Signs and Notices

Prior to opening the polls, post everything that is in the envelope marked <u>Signs</u>

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.





List of Declared Write-in Candidates

- This election will have write-in candidates.
- Please post the notice in each voting booth and periodically check it is still displayed.

AW2-12 Prescribed By Secretary of State SEC. 146.031, Texas Election Code 3/07

▲ LIST OF DECLARED WRITE-IN CANDIDATES

(LISTA DE CANDIDATOS DECLARADOS ELEGIBLES PARA RECIBIR VOTOS POR INSERCION ESCRITA) (DANH SÁCH CÁC ỨNG CỬ VIỀN TUYÊN BỐ TRANH CỬ THEO DIỆN GHI THỂM)

OFFICE SOUGHT (PUESTO OFICIAL SOLICITADO) (CHỨC VỤ MUỐN TRANH CỬ) NAME OF CANDIDATE (NOMBRE DEL CANDIDATO) (TÊN CỦA ỨNG CỬ VIÊN)

City of Kennedale City Council, Place 5 Ciudad de Kennedale Concejo Municipal, Lugar 5 Thành phố Kennedale Hội đồng Thành phố. Vị trí 5 Megan Burns





Election Integrity Task Force

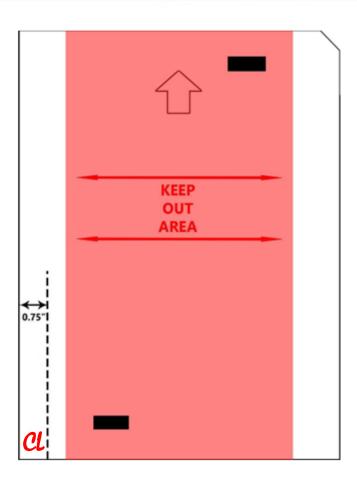


To submit tips, leads or other investigatory information, citizens can contact the Tarrant County Sheriff's Office at 817-884-1213



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 and mix them so they're not in numerical order.
- Voters can select <u>any</u> ballot from the stack; do not hand it to them.





New Register of Official Ballots

JBC #1

REGISTER OF OFFICIAL BALLOTS FOR EARLY VOTING

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

Election Date: 05/03/2025

Authority Conducting the Election: Joint General and Special Elections

Polling Place/Code: Tarrant County Election Center / AA

Verify Ballots Received BEFORE the Start of Early Voting Quantity of Ballot stock received from Elections Office Quantity of additional Ballot stock received from Elections Office Quantity of additional Ballot stock received from Elections Office Quantity of additional Ballot stock received from Elections Office

New

It is the poll workers' duty to verify the quantity of ballots at your location.

If additional ballot stock is sent to your location from the Elections office, the quantity of ballots received will need to be verified and notated on line 2.

Quantity of ballots sent.



Notice of Voting Order Priority

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.

7-38 Prescribed by Secretary of State Section 63.0015, Texas Election Code 09/2023

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 remain close 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.



Verity Scan

- ✓ Remind voters of the "1-2-3" steps to voting.
 - 1) Check-in
 - 2) Vote
 - 3) Scan
 - The ballot paper is the official ballot and not a receipt.
 - Voters must insert their voted / printed ballot into the Scan.
 - * Voters who leave the polling site with their printed ballot cannot return to vote and cannot vote a new ballot.
 - * Ballots returned to the polling site must be spoiled.
- ✓ In the event the Verity Scan becomes inoperable call the Elections Office <u>immediately</u> to report the problem and for further instructions.

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; to be taken between September 1, 2024 to current. (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.
- 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.)
- Not allowed 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 Certificates

Poll watchers <u>must</u> provide a copy of the: 'Certificate of Completion' and 'Certificate of Appointment.'



4-26 Presortible by Secretary of State Sections 33 (302, 33 (305, 33 (35) Texas Election Code SC2023 CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY A CANDIDATE							
To the Presiding Judge or Early Voting Clerk:							
The following person has been appointed as a poll watcher in accordance with [Sec. 33.002, Texas							
Election Code]. Name of Poll Watcher Name of Candidate							
Susan Hernandez	Harley Quinn						
Residence Address of Poll Watcher	Title and Date of Election						
2700 Elm Street. Fort Worth, 76111	Joint General and Special Election - 11-5-24						
' '	Location Poll Watcher is to serve						
Voter Registration VUID Number of Poll Watcher							
123456789	Tarrant County Plaza Building						
Harley Quinn Harley Quinn							
Signature of Candidate or Printed Name of Signer							
Signature of Campaign Treasurer							
Susan Hernander Signature of Poll Watcher							
OATH OF A POLL WATCHER							
The following oath must be repeated aloud by the poll watcher before being accepted for service.							
"I swear(or affirm) that I will not disrupt the voting process or harass voters in the discharge of my duties"							
AFFIDAVIT OF POLL WATCHER							
Į Susan Hernandez, a poll watcher for the above appointing authority, do hereby (printed name of watcher)							
where varies values of the serving as a watcher or I will disable or deactivate the device while serving as a watcher or I will disable or deactivate the device while serving as watcher.							
TRAINING REQUIREMENT							
l understand that I must present a physical copy of the Certificate of Completion of the Secretary of State Poll Watcher Training before being accepted for service. [Sec. 33.051(a), Texas Election Code]							
Sugan Hermandez Signature of Poll Watcher							
Sworn to and subscribed before me this day of, 20							
Signature of Election Judge/Deputy Printed Name of Election Judge/Deputy							

The Election Judge will place the copies inside white envelope labeled Envelope #1, #2, and #4.



Poll Watchers 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].

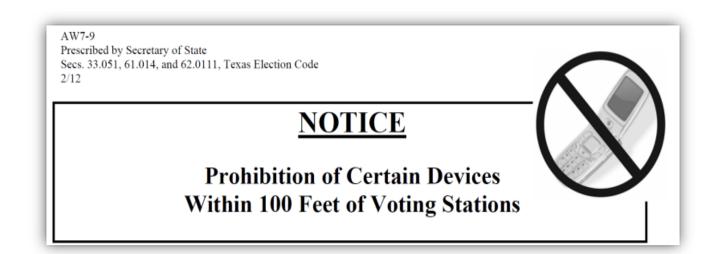
Q. What are watchers NOT allowed to do while on duty?

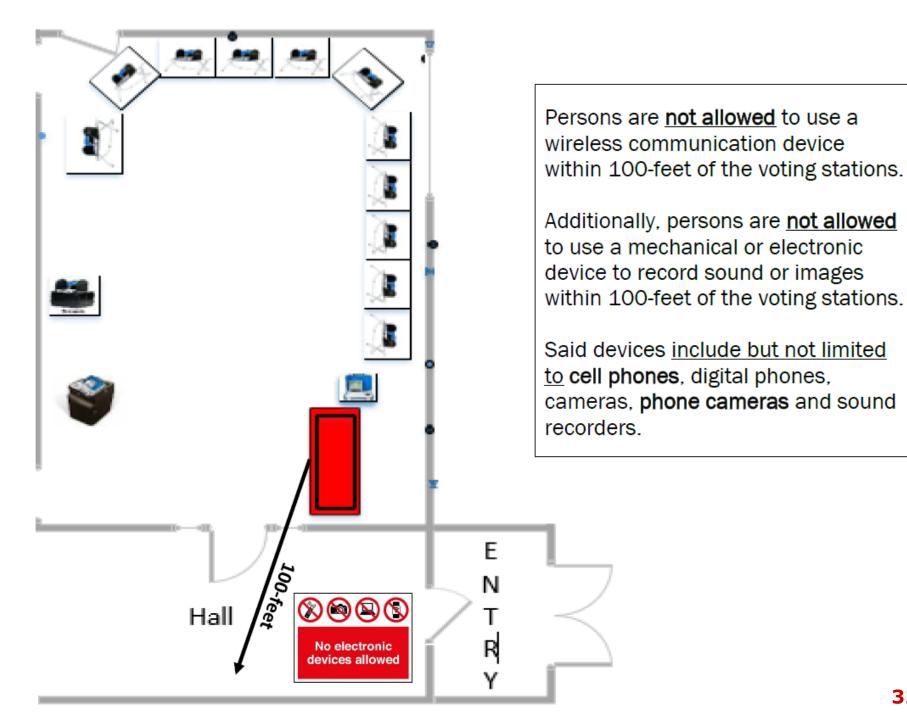
- A. 1. Talk with an election worker regarding the election except to call attention to an irregularity or violation of law. [Sec. 33.058(a)[1]].
- 2. Converse with a voter. [Sec. 33.058(a)(2)].
- 3. Communicate in any manner with a voter regarding the election. [Sec. 33.058(a)(3)].
- 4. Use certain 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 a voter.
- Restrooms not necessarily provided for campaign workers.







Electioneering & Loitering

Campaigning and loitering are <u>not</u> allowed within <u>100-feet of the entrance to the building</u> 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:

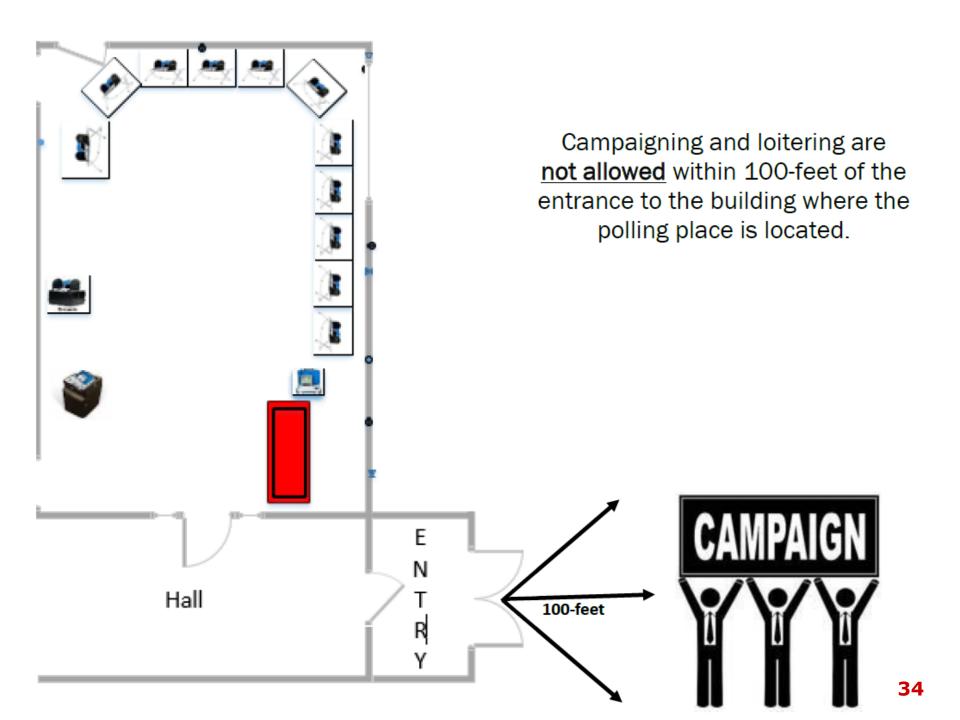
- Campaign workers
- Campaign signs
- Flyers
- Clothing & hats
- Buttons





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 vehicle becomes their voting station. Curbside voters must be afforded the opportunity to vote their ballot privately (in the same manner as a voter in the voting booth) and thus are entitled to vote without the interference of campaign activity or bystanders.

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





Unlawfully Revealing Information

Revealing the following information before the polls close is a Class A misdemeanor:

- Number of votes that have been received for a candidate or for/against a measure.
- Candidate's position relative to other candidates in the tabulation of the votes.
- Whether a measure is passing or failing.
- Names of persons who have or have not voted in the election.

Note: Pollbooks are only for processing voters!



Procedures for Qualifying Voters

- Ask voter for an acceptable form of ID.
- Confirm voter eligibility by scanning their driver's license or searching their name manually.
- Ask voter if the address on the pollbook screen is correct.
- Complete the check-in process on the pollbook by following all prompts.
- Voter receives the Voter Ticket and Controller Barcode.
- Voter gives the Controller Barcode to the election official at the Controller to receive an Access Code.

Best practice: Have the voter keep <u>both</u> the Voter Ticket and Controller Barcode to avoid confusion.



Qualifying Voters - May 2025

- Pollbook voter data for the May 2025 Election will <u>not</u> include all registered voters, only voters with a ballot style.
- Contact Voter Registration staff to verify registered voters have an applicable ballot.
- Voter can visit https://gisit.tarrantcounty.com/TCVL/ for verification.

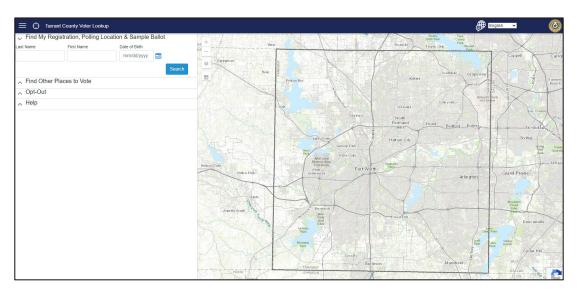




Photo ID Procedure

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.

- ✓ 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.

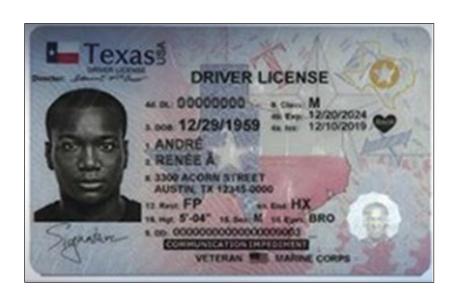


List A' Acceptable Forms of ID

- ☐ 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:

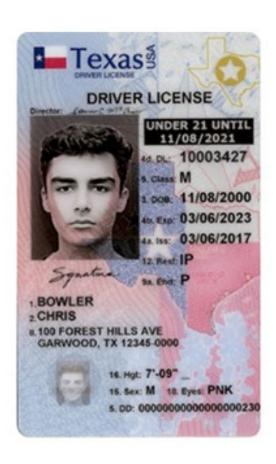
- 18 69: Must be valid or expired no more than 4 years.
- 70 or older: May be expired for any length of time so long as it is otherwise valid.

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:

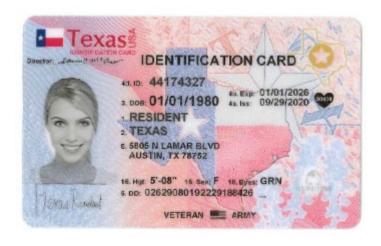
Must be valid or expired no more than 4 years.

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 PUB TEMPORARY IDENTIFICATION		07-18-2013	
OCATION: 698				
IME STAMP: 16:23:39				
ATE STAMP: 06-03-2013		DUNL NUMBER: 34300744	0100 To 000 10	
	000	DIONE NUMBER: 34300744	CARD I TPE: ID	
	COM	MUNICATION IMPEDIMENT		
ORGAN DONOR: N				
OTER REGISTRATION: N		ME: SAMPLE,		
	IMA	TEST		
RECEIPT NUMBER: 405DLA795205390	ADD	RESS:		
		ANYWHERE STREET		
	ANY	WHERE, TX 78755		
	And and a second			
		TION DATE: 11-01-2019 NCE DATE: 08-03-2013		
	EYE COLOR: BRO	WE DATE: 00-03-2013		
MALING ADDRESS:				
IZ34 ANYWHERE STREET NYWHERE, TX 78755	SIGNATURE:			
WTWHERE, IX 78735				
	EMPLOYEE			
For driver license reliated outscritons, please call \$15.24.2600 or refer to the DPS website at Voru DLUC 24th the processes and marked within 0.964 0.954. You must continue to carry this Temporary Permit until your new card is received. The roundative southness related to the following source, please call \$400-525-5555. Hazardoos mad conditions Debris in the roadway.	dos ferais gov or all www ferais gov.			

- 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:

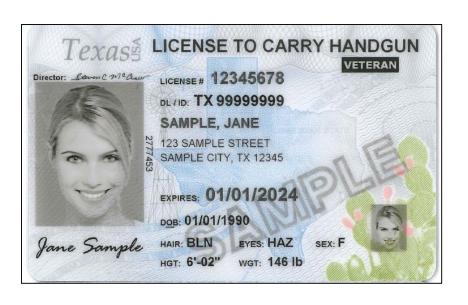
- 18 69: Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

*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.



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 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



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



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.



U.S. Certificate of Citizenship



Certificates of Citizenship do not expire



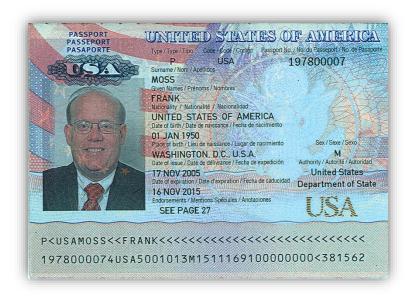
U.S. Certificate of Naturalization



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



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

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 who acquire them at 70 or older.



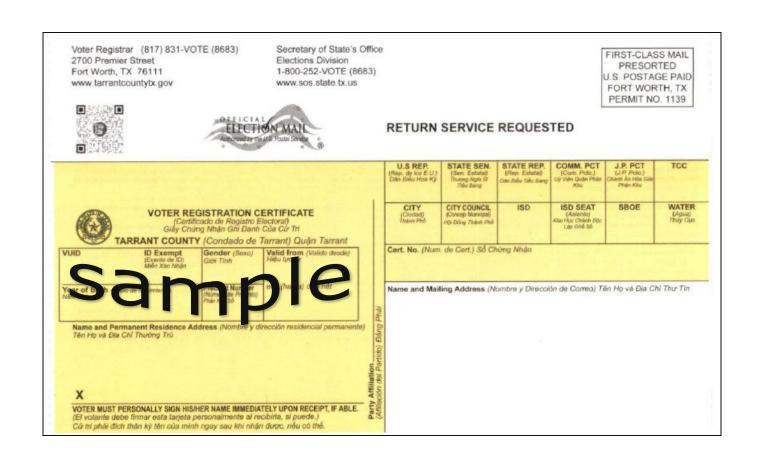
List B' Supporting Forms of ID

Voter must present copy or original 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).



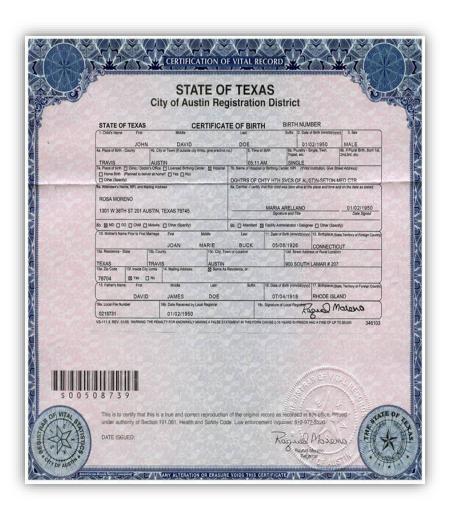
Voter Registration Certificate



Includes the voter's political subdivisions and districts.



Copy or Original Certified Domestic Birth Certificate



- 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 <u>2 months</u> 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 78701

Joe B. Customer 123 Main Street Austin, Texas 78701

CHECKING SUMMARY

Stating Balance \$100.00

DEPOSITS AND ADDITIONS

Paycheck \$1500.00

- 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

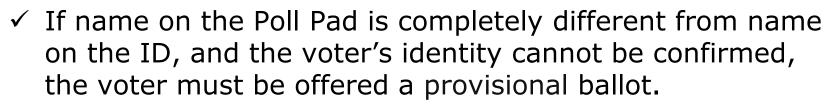
- You may not question or challenge the voter regarding their lack of acceptable ID from 'List A'.
 - You must explain their right to complete a Reasonable Impediment Declaration and show a supporting form from 'List B'.
- You may not question their reason of impediment, difficulty or the truth of the 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.

- ✓ 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







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

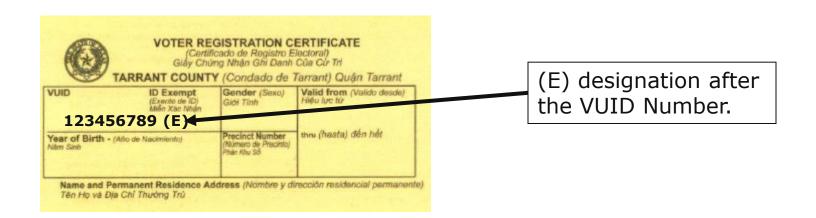
Use of different first / middle / last name:

- ✓ 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 <u>not</u> 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.



Confidential Voters

Types of Voter Registration Confidentiality:

- Alternate Address Program through DPS allows qualifying individuals to use and alternate address on their DL or ID card in lieu of the actual residential address.
- Confidentiality of Peace Officers and other Government Personnel allows certain government employees or peace officers to request that their address be kept confidential from an open records request/any postings.
- **Confidentiality Affidavit** allows judges and other qualified individuals to have their address made confidential.
- Address Confidentiality
- Confidentiality for Victims of Certain Crimes allows certain individuals to request that their address be kept confidential from an open records request/any postings.
- Attorney General Address Confidentiality Program victims of family violence, sexual assault, human trafficking, stalking, or child abduction.



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.



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, 817-831-6161, 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 is in Pollbook Documents Kit) and surrender the mail ballot before 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.

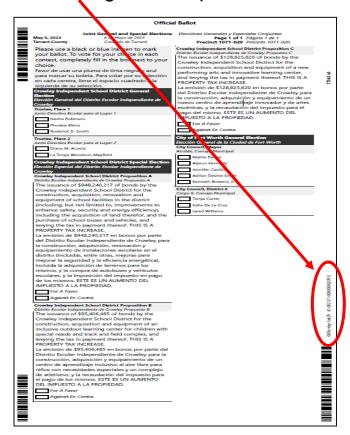
Completed 'Request to Cancel Application for a Ballot by Mail' forms and surrendered ballots are placed in the 'Envelope for Requests and Cancelled Ballots'.



Register of Surrendered Ballots

7-64 Prescribed by Secre Sections 66.026, 66 Texas Flection Code	.051(b), 84.032(d-1), 85.071	Type of Election Primary Date of Election		Polling Location # 3164 – The Link Authority Conducting the Election						
09/2023	•	3/5/2024		Tarrant County						
	DECISTED OF	CUDDENDEDED DALI	OTE	DVMAII						
Date Ballot by	REGISTER OF	SURRENDERED BALI	1013							
Mail was Surrendered	Name	e of Voter	Ballot Serial Number (Not Ballot Style)							
3/5/2024		ohn Smith	000k-ctyb-8ejdt							
3/5/2024	n	lary Jones	000k-vtxy-5ejmd							
The unter may s	urrander his or her official	Rallot by Mail at the polling of	ace and	d receive a regular ballot once the						
voter has comple	eted the Request to Cano	el A Ballot by Mail for Use in t	he Pollir	ng Place.						
This form shall b	e used for Early Voting or	Election Day.								
	nd the election official hav ecute these steps:	e completed the Request to C	ancel a	Ballot by Mail for Use in the						
Form Instructio										
		endered at the polling place.								
	er's name on the form.	vallot that was surrendered. D	O NOT	unite the Ballet Stude						
				l as both sides. [TEC 84.033(c)]						
	Attach the Request to Cancel a Ballot by Mail for Use in the Polling Place to the cancelled ballot.									
locked conta	Early Voting: Place the cancelled ballot and request in the designated envelope and place in a separate locked container.									
				quests and Cancelled Ballots. Ballot Box #4 at the end of day.						
I, the undersigne	ed Deputy Early Voting Cl	erk (Early Voting) or Presiding bove and foregoing is a true a	Judge	(Election Day) of the election						
	or the above-mentioned e			est register or our endered						
Given under my	hand, this	day of	:	20						
Signature of Ear	ly Voting Clark/Density Ex	rly Voting Clerk in Early Votin								
	ge on Election Day	any vousing orders in Early vousi								
		y Early Voting Clerk in Early V	oting							
or Presiding Jud	ge on Election Day									

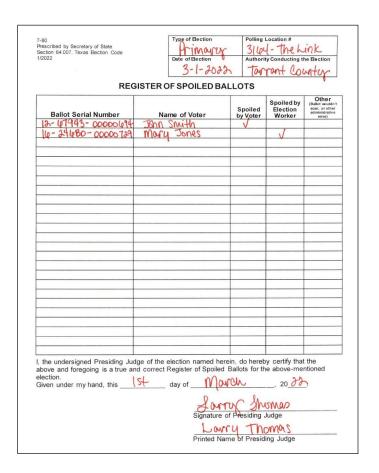
Record the date the ballot was surrendered, name of voter and ballot serial number, located on right of the printed ballot.





Spoiled Ballots

Spoiled Ballot Kit (with white spoiled ballot envelopes, instructions and Register of Spoiled Ballots forms) is inside the Supply Bag.

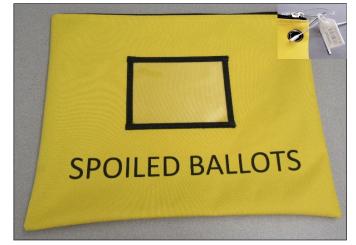


- Voters may spoil up to two ballots and vote a third.
- Record serial number (located on the top right corner of the printed ballot) of spoiled ballot, voter's name and check the reason ballot is being spoiled on the **Register of Spoiled Ballots**.



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.



Reminder: The 'Envelope for Requests and Cancelled Ballots' will be placed inside of the Spoiled Ballots bag.



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.



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

- 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.



Provisional Ballot Procedures

A provisional ballot must be offered to:

- Voter who does not provide an acceptable form of ID.
- Voter whose name on their ID is not substantially similar to the name on official list of registered voters.
- Voter whose identity cannot be verified by ID presented.
- Voter who has received a disability exemption but does not have a voter registration certificate indicating such exemption.
- Voter whose name does not appear on the list of registered voters and does not have a registration certificate, but states they are registered and eligible voter.
- Voter applied for ballot by mail but has not yet properly cancelled the mail ballot application.
- Voter who votes during the polling hours that are extended by state or federal court.



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, only those that can cure their ballot.

7-15c. Prescribed by Secretary of State Sections 62.011, 62.0115, and 63.001, Texas Election Code; U.S.D.C. S.D.Tex. Civil Action No. 2:13-CV-00193 (Docket No. 895)

NOTICE TO PROVISIONAL VOTER FOR PHOTO ID ONLY

(For provisional voter who did not (1) present an acceptable form of photo ID and (2) complete a reasonable impediment declaration)

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

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 six days of the date of the election 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 own of photo identification) in the presence of the county voter general OR submit the paperwork required to obtain a permanent arountly exemption. The process can be expedited by taking this rew with you to the county voter registrar at the time you present your

Voter must appear before Voter Registrar by:

Monday, November 14, 2016 Office open: 8 am – 5 pm

(Open Saturday, November 12, 2016 10 am – 2 pm)

acceptable form of photo identification (or execute your temporary affidavit or provide your paperwork for your permanent exemption); however, taking this notice is not a requirement.

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 Citizenship Certificate containing the person's photograph; or
- United States Passport

*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.

With the exception of the U.S. citizenship certificate, the identification must be **current** or have expired no more than 4 years before being presented for voter qualification at the polling place.

PERMANENT EXEMPTION

During the cure period, voters with a disability may apply with the county voter registrar for a <u>permanent exemption</u> to presenting acceptable photo identification in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing applicant's disability, or from the U.S. Department of Veterans Affairs evidencing disability rating of at least 50 percent. The applicant must also state that he/she has no valid form of acceptable photo identification. Those who obtain a disability exemption will be allowed to vote upon display of voter registration certificate reflecting the extemption.

TEMPORARY EXEMPTION

During the cure period, a voter may apply for a temporary exemption at the county voter registrar's office for voters who have a consistent religious objection to being photographed **OR** who do not present an acceptable form of photo identification because of certain natural disasters as declared by the President of the United States or the Texas Governor.



Completed by Polling Place Official: Voter's Last Name:

___ Voter's First Name: ___ Precinct No. Tarrant County Voter Registrar's Office 2700 Premier Street, Fort Worth, TX 76111

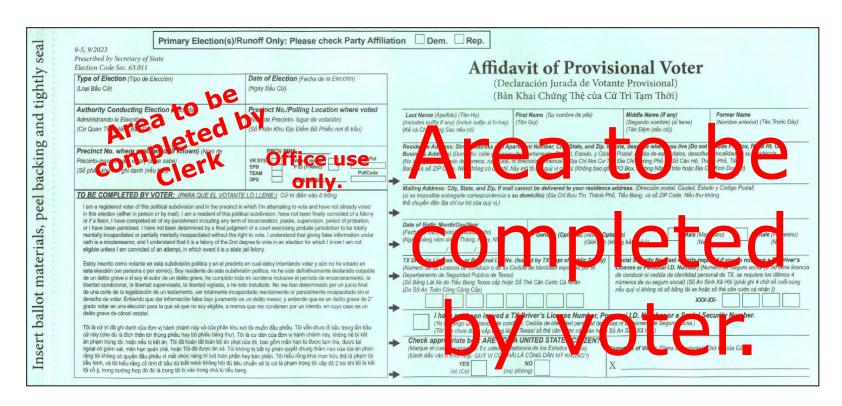


Affidavit of Provisional Voter (front)

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.

TO BE COMPLETED BY ELECTION JUDGE: TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS: 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 REASON FOR VOTING PROVISIONALLY Failed to present acceptable form of photo identification, a supporting daration within 6 calendar days of election day. form of identification with an executed Reasonable Impediment 10 TO EXPOSE file indicating applicant completed a voter registration application, but it was Voter erroneously remi Signature of Election Judge Signature of Voter Registrar ACCEPTED Action taken by the Early Voting Ballot Board: REJECTED Signature of Ballot Board Judge:

Clerk must complete = entire left side.



Provisional Voter

A provisional ballot helps the voter when:

- ➤ Voter went to DPS to obtain / update license, but the registration information was not transmitted to Secretary of State.
- > There is an error on the list of registered voters.
- Voter's registration application is smudged or contains poor handwriting.
- ➤ A registration update was timely post-marked but was delivered to voter registrar after the official list of registered voters was printed.
- Voter registered through a Volunteer Deputy Registrar (VDR), but the VDR did not turn in the application.



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, only when requested from the Elections office or at the end of the Early Voting period.





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.

Note: A paper copy of this form is in the clear bag.
Use only if voter has already checked in at the pollbook and requires Assistance / Interpreter.



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.



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



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 and 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 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.
- ✓ 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.





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.





Ballot Verifier

• <u>HB 5180</u> Clarifies the date by which voted ballots, cast vote records, and ballot images are available for public inspection. Cast vote records and ballot images (if maintained) shall be made available by the general custodian of election records for public inspection no later than the first day after the final canvass of an election.



- If desired voters are allowed to write down the unique identifier (number in parenthesis) from their ballot.
- Voters' can verify their ballot at: https://ballotverifier.tarrantcountytx.gov





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.





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)



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 Type: Primary Election Election Date: March 05, 2024 Farrant County, TX			Reconciliation Log					
Day	Date	(A) EV Clerk Initials	B) Start of Day Ballot Count on Controller	(C) Start of Day Ballot Count on Scan	(D) Start of Day Ballot Count on Standalone	(E) End of Day Ballot Count on Scan	(F) # of Voters Checked in on e-pollbook	(G) Difference
MON	1 1		4.10					
TUES	2/20/2024							
WED	2/21/2024						S. B. C.	
THUR	2/22/2024						13 60	
FRI	2/23/2024	Lead	B (TTOM	l of t		Make sure	
SAT	2/24/2024	Clerk					you choose	
SUN	2/25/2024						"this	
MON	2/26/2024	initials		Diet	scree		location"	
	2/27/2024	daily.					and the	
WED	2/28/2024		nov	$+$ $+$ \wedge $+$	he ti	mo	current	
THUR	2/29/2024		IICX		TIE CI		date.	
FRI	3/1/2024							



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.
- ✓ 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.

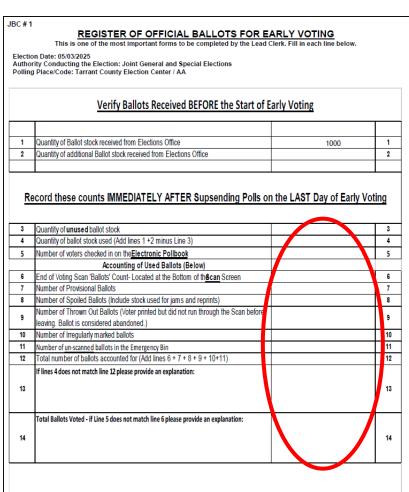
Reminder: The Scan must be <u>unplugged</u> and secured for the evening.



New Register of Official Ballots for Early Voting

Complete the form as you suspend the polls on the **last day** of Early Voting.

- Scan 'Ballots' count is located at the bottom of the screen.
- Number of voters checked in Electronic Pollbook displayed at the top center of the screen.
- Note: Ballots stamped with the Elections Administrators initials, but not used should be added to "Quantity of unused ballot stock."





Early Voting Close Out

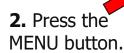
Procedure for Scan only.

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





Closing the Poll Pads





1. Press "Cloud" icon then select SYNCHRONIZE NOW.

4. Exit application? Are you sure you wish to close Poll Pad? Select Exit Application.

*Reminder to leave Poll Pads on to receive overnight updates.



3. On the top right press Exit Application.



Lead Clerk

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.				
the top position of the bullet bug.				

I certify that the above documents are complete and that all items are enclosed in the close down transfer bag.

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 way 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!



Reporting Injuries

Report <u>all</u> 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.