

The background of the image is the Texas state flag, featuring a blue vertical stripe on the left with a white five-pointed star, and horizontal stripes of white and red on the right.

Tarrant County Election Day Guide

Spring 2024



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:

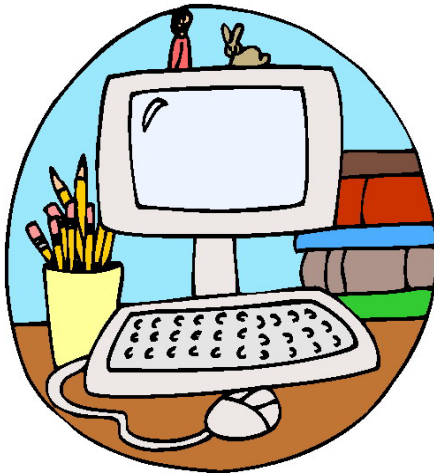
<http://elections.tarrantcountytexas.gov/trainingandmanuals>



Online Training

Texas Secretary of State

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



1. **Select “Sign up for the course here!”**
2. **Complete all required fields**
3. **Create Username & Password**

NOTE: If you have taken the online training and forgot your password, contact SOS at 800-252-8683

*Online training must be completed by May 3, 2024, and certificate submitted to our office to receive compensation.





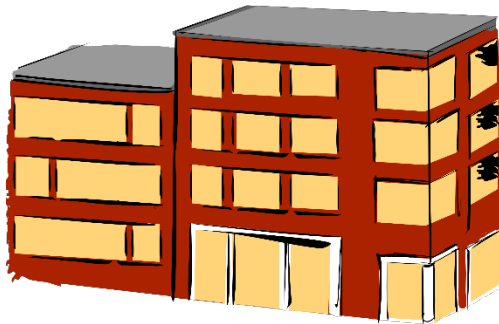
Election Judge

- ✓ Recruits clerks and confirms they are qualified to work.
- ✓ Strongly encouraged to appoint the number of clerks indicated in the appointment letter.
- ✓ Contacts the Elections Office if having trouble finding workers. On Election Day, if necessary, recruits voters to serve as clerks.
- ✓ Visits the polling place to ensure it is ready for Election Day.
- ✓ **Arrives at the polling place no later than 6:00 am on Election Day.**
- ✓ Must remain on duty while the polls are open, unless prior arrangements have been made with our office.
- ✓ In charge of and responsible for managing all activities at the polling place on Election Day. **Make sure you have a good view of the polling place at all times.*
- ✓ **Signs tapes and paperwork that requires signature.**
- ✓ You are a team! Do not treat clerks as children or your personal servants.
- ✓ **Remember to have your cell phone readily available and ringer on high.**



Election Judge & clerks

Certain polling locations, such as schools or 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' processes.



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

Assigning Clerk Tasks

To ensure the polling place is set up and ready to open at 7:00 am, assign tasks to each clerk, such as:

- ✓ Signs and postings inside and outside the polling place.
- ✓ Set up check-in table.
- ✓ Set up Poll pads and voting equipment.
- ✓ Layout necessary paperwork that will be needed throughout the day.





Rules & Requirements

- ✓ Registered voter of Tarrant County (*unless a high school student*).
- ✓ Cannot hold an elective public office (*Precinct Chair is not a public office*).
- ✓ Not 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.
- ✓ Cannot be a Campaign Treasurer or Campaign Manager of an opposed candidate in the election.
- ✓ Political thoughts/views are kept to self.
- ✓ State law requires at least 3 officials in polling place at all times.
- ✓ Clerks can work a partial day or rotating shifts.



High School Student Clerks

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



Appropriate Items to Bring

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

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



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.





How to Reach Us

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

817-838-4690

Prompts will direct you to the area of assistance needed.

A technician can not be deployed for every situation.





Equipment Carrier

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



Red or Blue Cabinet



Cage



Preparing Polling Place

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

Do **NOT process any voters until 7:00 am!*



Opening Polls Checklist

1) Preliminary Tasks

- The Election Judge administers the oath to all election officials. (The oath is on the top left side of the Statement of Compensation and Oaths.)
- Make sure all poll workers are wearing name badges.

2) Unload the Election Equipment Carrier (EEC)

- Using **two people**, roll the EEC to its desired location within the polling place and lock at least one wheel to prevent the EEC from rolling while unloading the equipment.
- Write the EEC's seal number on the Register of Official Seals and Proper Installation (Line 1A).
- Break the seal by twisting repeatedly in one direction. Put the broken seal inside the Envelope for Seals.

Preliminary Tasks

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

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

Get familiar with your paperwork!

Tip: File completed paperwork in the appropriate envelopes throughout the day.



Register of Official Seals & Proper Installation

OPENING POLLS - REGISTER OF OFFICIAL SEALS & PROPER INSTALLATION			
This is one of the most important forms to be completed by the Election Judge. Fill in each line below			
Date: August 20, 2022			
Authority Conducting the Election: Joint Special Elections			
Polling Place/Code: 3334 - Bedford Public Library			
Scan Serial number: 189390		Controller Serial Number: 191230	
RECORD THESE SEAL NUMBERS BEFORE OPENING THE POLLS:			
1. From the Election Equipment Carrier (EEC)			
A	Seal number removed from the EEC. Important Do NOT break or remove this seal until Election Day.		GR023429
B	Seal number removed from the EEC. Important Do NOT break or remove this seal until Election Day.		GR023430
2. From the Electronic Pollbook Case(s)			
A	Seal number removed from the Electronic Pollbook Case		YE025278
B	Seal number removed from the Electronic Pollbook Case		
3. From the Controller			
A	Seal number removed from the controller handle		OR014995
B	Important: Do NOT break or remove this seal.		16428
4. From the Duos			
A	Seal number removed from the Duo handle		BLD41582
B	Seal number removed from the Duo handle		BLD41583
C	Seal number removed from the Duo handle		BLD41584
D	Seal number removed from the Duo handle		BLD41585
E	Seal number removed from the Duo handle		BLD41586
F	Seal number removed from the Duo handle		BLD41587
G	Seal number removed from the Duo handle		BLD39681
H	Seal number removed from the Duo handle		BLD39682
I	Seal number removed from the Duo handle		BLD39683
J	Seal number removed from the Duo handle		BLD39684
K	Seal number removed from the Duo handle		BLD39685
L	Seal number removed from the Duo handle		BLD39686
5. From the Scan			
A	Seal number removed from the Scan handle		YE025280
B	Seal number used on the inside door of the unit.		16427
6. From the Standalone			
A	Seal number removed from the Standalone handle		
B	Seal number used on the inside door of the unit.		
7. From the Ballot Box Emergency Bin Slot			
A	Seal number used on the ballot box. Important Do NOT break or remove this seal unless instructed by Tarrant County Elections.		

Verify seal numbers listed in this column

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

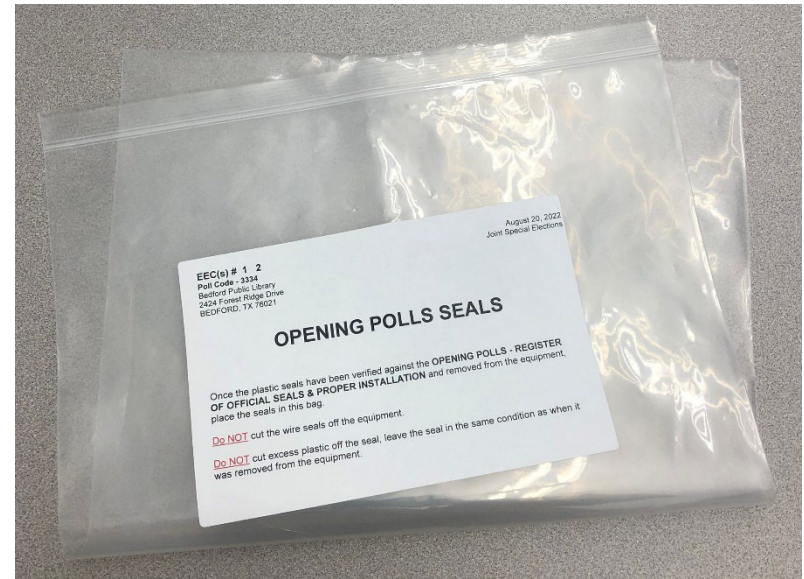
*Form is in the Clear Bag



Opening Polls Seals

After the seals have been verified against the 'Opening Polls - Register of Official Seals and Proper Installation' form and removed from the equipment, place the seals in the clear bag labeled OPENING POLLS SEALS.

Do not cut the excess plastic off the seal.





Power Disc

Supply box will have power disc to use for plugging in Poll Pads, printers, MiFi and Verity Controller.





Register of Official Ballots

Fill out the 'Start of day' counts as you open the polls on the equipment.

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

EEC # 102

REGISTER OF OFFICIAL BALLOTS

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

Date: June 10, 2023
 Authority Conducting the Election: Joint Election Runoffs
 Polling Place/Code: 1008M - Versia L. Williams Elementary
 Scan Serial number: 189144

Record these counts before Opening Polls

CAUTION: Call Elections Office immediately if the 'Ballots' Count is not zero on any item A-I

A	Start of day Controller 'Ballots' Count- Located at the Bottom of the <u>Controller</u> Screen		A
B	Start of day Standalone 'Ballots' Count- Located at the Bottom of the <u>Standalone</u> Screen		B
C	Start of day <u>Duo 1 and 2</u> 'Ballots' Count- Located at the Bottom of the <u>Duo</u> Screen		C
D	Start of day <u>Duo 3 and 4</u> 'Ballots' Count- Located at the Bottom of the <u>Duo</u> Screen		D
E	Start of day <u>Duo 5 and 6</u> 'Ballots' Count- Located at the Bottom of the <u>Duo</u> Screen		E
F	Start of day <u>Duo 7 and 8</u> 'Ballots' Count- Located at the Bottom of the <u>Duo</u> Screen		F
G	Start of day <u>Duo 9 and 10</u> 'Ballots' Count- Located at the Bottom of the <u>Duo</u> Screen		G
H	Start of day <u>Duo 11 and 12</u> 'Ballots' Count- Located at the Bottom of the <u>Duo</u> Screen		H
I	Start of day Scan 'Ballots' Count- Located at the Bottom of the <u>Scan</u> Screen		I

Record these counts IMMEDIATELY AFTER Closing Polls

1	Quantity of Ballot stock received from Elections Office	1000	1
2	Quantity of unused ballots		2

*Form is in the Clear Bag.



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

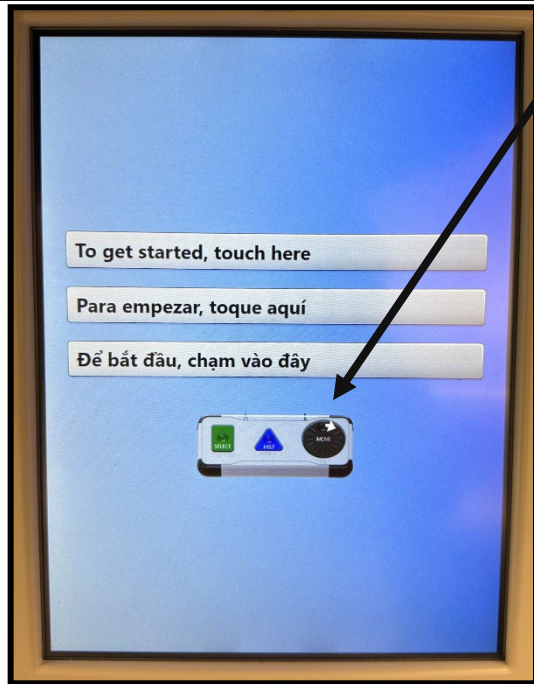


Plug the provided headphones, into the ATI's left connection port, and test them for functionality.

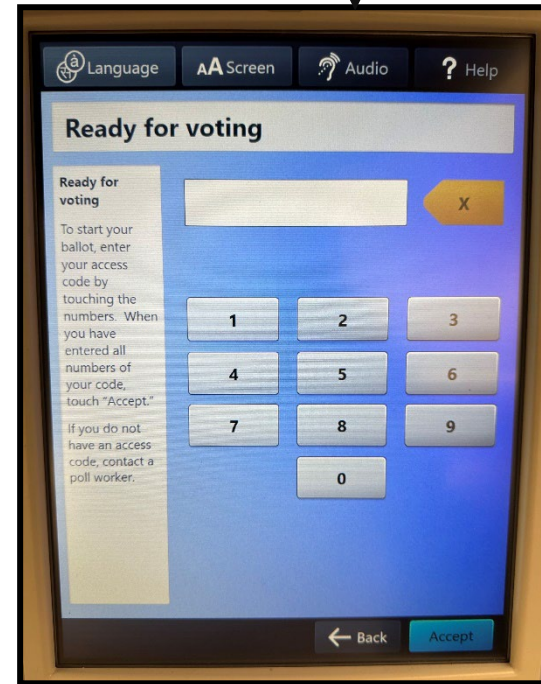
Audio Functionality

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:

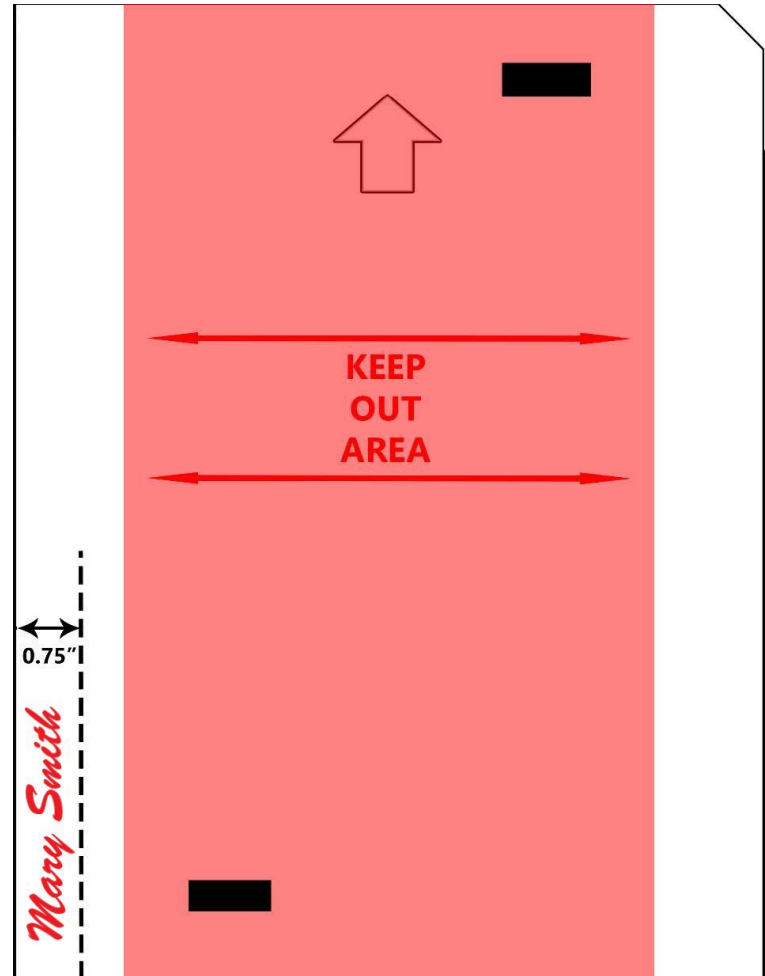
- ✓ Select **Ready for use**.
- ✓ Enter **Poll Worker Code** and press **Accept**.
- ✓ Scan the barcode from the Poll Pad.
- ✓ Verify the **Precinct** (ballot style) is correct and press **Yes**.
- ✓ Give the voter the # of indicated blank ballot sheet(s) and press **Activate Ballot**.
- ✓ The voter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





Preparing Ballot Stock

- Election Judge must sign or signature stamp their name in **red** on the arrow side of a supply of ballot stock.
- Signature should be no more than 0.75" from the page edge, on the bottom left.
- Test pen/stamp to ensure it does not bleed or smear on the ballot paper. Do not use markers.
- A clerk can stamp, but not sign a Judge's name for them.
- Place several signed ballots on the table.
- Voters can select any ballot from the stack; **do not hand it to them.**



Election Judge Signature Stamp

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

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

The Mulholland Company
Physical address: 1200 W. Berry St, Fort Worth, 76110
Mailing address: P O Box 101597, Ft Worth, 76185
Sonia Godoy, 817-624-1153 - sgodoy@mulhollands.com



Your Signature

Posting Signs and Notices

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

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



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

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

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

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 must have curbside voting available.



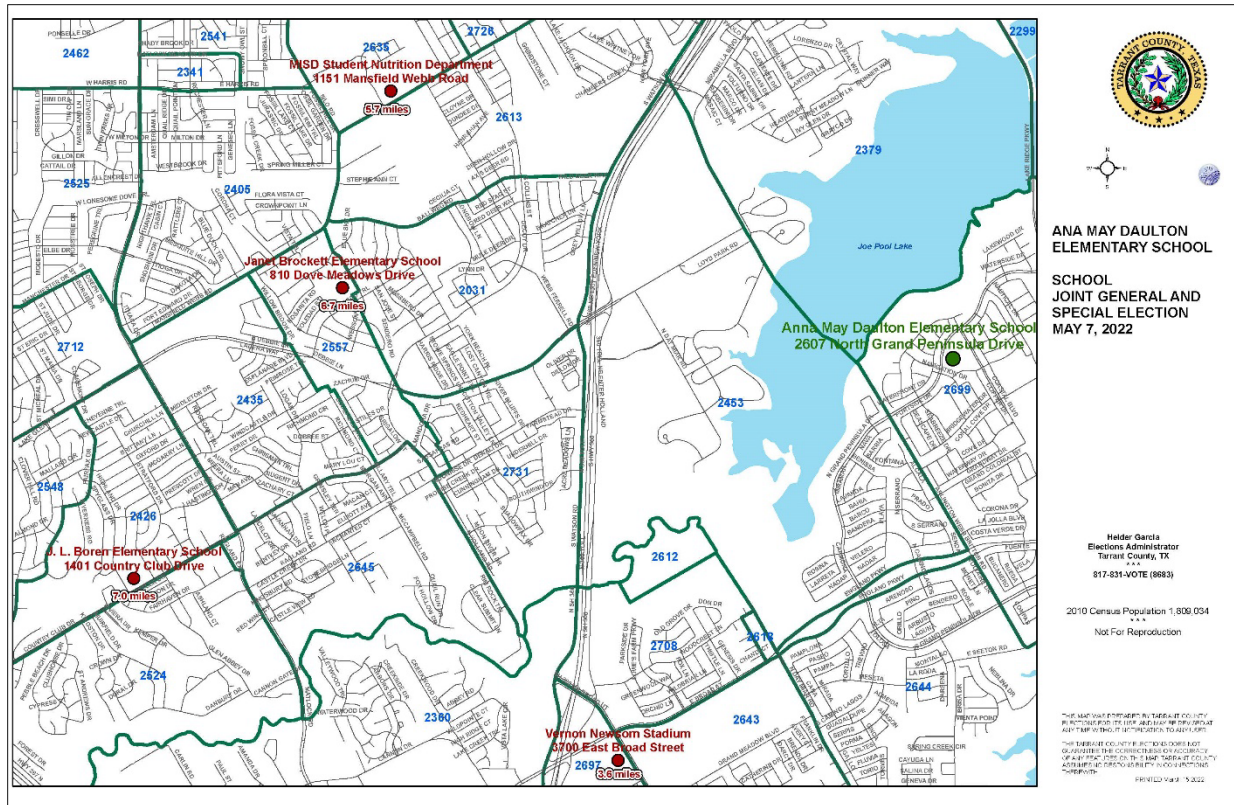
Tarrant County Election Integrity Task Force



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



Map of Nearest Vote Centers



Every location is provided a map of the nearest vote centers to them.
Post the map where voters can view it.

* Map is inside the Clear Bag and folded in half.



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.



Notice of Total Number of Voters Who Have Voted

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

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

Record 'Ballots' count from the bottom of the Verity Scan screen.

*Form is in the Clear Bag.

E-710 NOTICE TO VOTERS
 Prescribed by Secretary of State
 Section 61.007(c), V.T.C.A., Election Code 9/87
 EA-710 GPC-1168

NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED
 (AVISO DEL NUMERO DE VOTANTES QUE HAN VOTADO)

	(Numbers of Voters) (Número de Votantes)
9:30 a.m.	<u>51</u>
11:30 a.m.	<u>133</u>
1:30 p.m.	<u>207</u>
3:30 p.m.	<u>291</u>
5:30 p.m.	<u>309</u>

Oliver Wenzell Holmes

 Signature of Presiding Judge
 (Firma del Juez Presidente)

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

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

Polling Place Security

- While on duty, poll workers must wear a name tag (inside the Sticker Kit) with their name and role.



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



Emergency Ballot Slot

- ✓ In the event the Verity Scan becomes inoperable, ballots can be inserted into the emergency ballot slot on the top of the ballot box. Break the seal on the slot but remember to place a new seal as soon as the Scan is repaired.
- ✓ 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.*
 - ❑ *If no technician is dispatched, the unscanned ballots must be delivered to the designated rally station. Place the ballots in the appropriate bag and inform rally personnel that the ballots have not been scanned.*

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 an assistant of a voter
- ✓ Election Officials

Certain observers specifically allowed include:

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





Poll Watchers

- ❖ Must complete Secretary of State's poll watcher training. (Training can be found at VoteTexas.gov)
- ❖ May begin service at any time after the Election Judge arrives.
- ❖ Provide Election Judge certificate of training completion and certificate of appointment. (Place inside white envelope labeled Envelope #1, #2, and #4.)
- ❖ Take oath administered by Election Judge. "I swear (or affirm) that I will not disrupt the voting process or harass voters in the discharge of my duties."
- ❖ Must wear a name tag. (Clipped to the Poll Watcher's Guide.)
- ❖ Not allowed to address/converse with voters.
- ❖ **A watcher may serve at the polling place during the hours the watcher chooses.**

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

You want to establish a cooperative relationship with Poll Watchers.



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?

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 Election Judge may allow a voter to use such programs/applications.)*
- Candidates, unless voting or providing requested assistance to a voter.
- No loitering inside the 100-foot zone.
- Restrooms not necessarily provided for campaign workers.

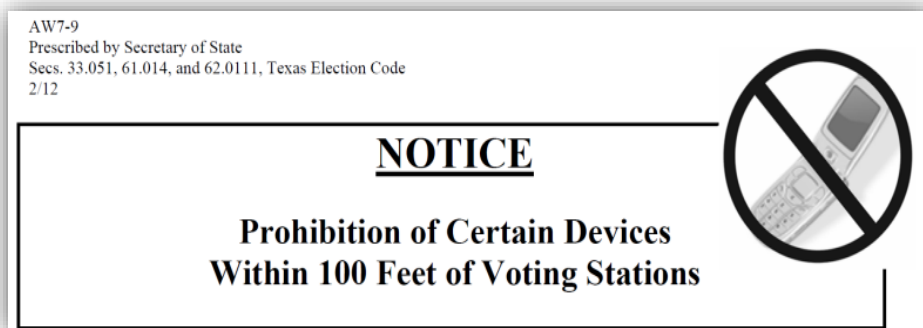




Photo ID Procedure

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



Photo ID Procedure

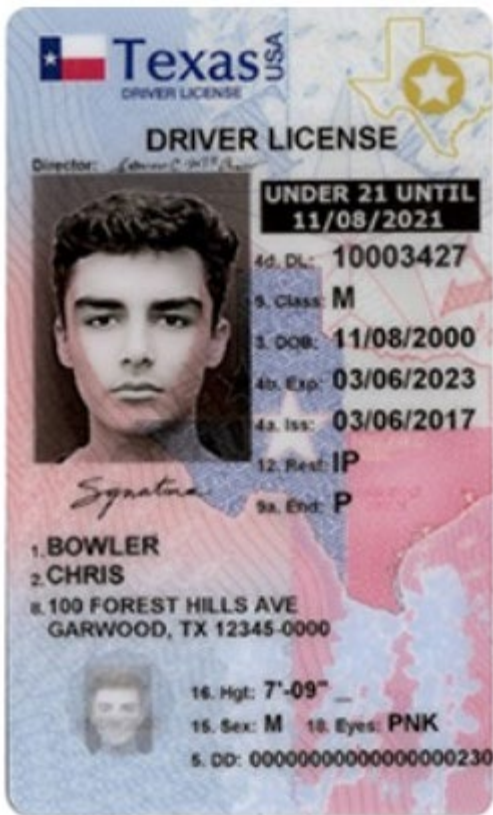
- ✓ If voter says “no”, ask if they have a reasonable impediment or difficulty in obtaining an acceptable form of photo ID from ‘List A’.
- ❖ If voter indicates “yes”, inform the voter they can present a supporting form of ID from ‘List B’ and they will be required to complete the ‘**Reasonable Impediment Declaration**’ located in the Pollbook Documents Kit. Voter will then proceed to voting a regular ballot.



'List A' Acceptable Forms of ID

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

Texas Driver License – 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

LOCATION: 098
TIME STAMP: 10:23:39
DATE STAMP: 09-03-2013

ORGAN DONOR: N
VOTER REGISTRATION: N

RECEIPT NUMBER: 465DLA795205390

MAILING ADDRESS:
1234 ANYWHERE STREET
ANYWHERE, TX 78755

TEXAS DEPARTMENT OF PUBLIC SAFETY
TEMPORARY IDENTIFICATION CARD VALID UNTIL 07-18-2013

DUI/DUI NUMBER: 3406744 CARD TYPE ID

COMMUNICATION IMPEDIMENT

NAME: SAMPLE,
IMA TEST

ADDRESS:
1234 ANYWHERE STREET
ANYWHERE, TX 78755

DATE OF BIRTH: 11-01-1984 EXPIRATION DATE: 11-01-2019
SEX: M HEIGHT: 5' 07" ISSUANCE DATE: 09-03-2013
EYE COLOR: BRN

SIGNATURE: _____
EMPLOYEE: _____

• For driver license related questions, please call 512-424-2600 or refer to the DPS website at www.dps.texas.gov or at www.texas.gov.
• Your DL/DI Card will be processed and mailed within 30-60 days.
• You must continue to carry this Temporary Permit until your new card is received.
• For roadside assistance related to the following issues, please call 1-800-525-5555.
 • Stranded with car problems
 • Hazardous road conditions
 • Debris in the roadway

EQUAL OPPORTUNITY EMPLOYER
COURTESY • SERVICE • PROTECTION

Page 1

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

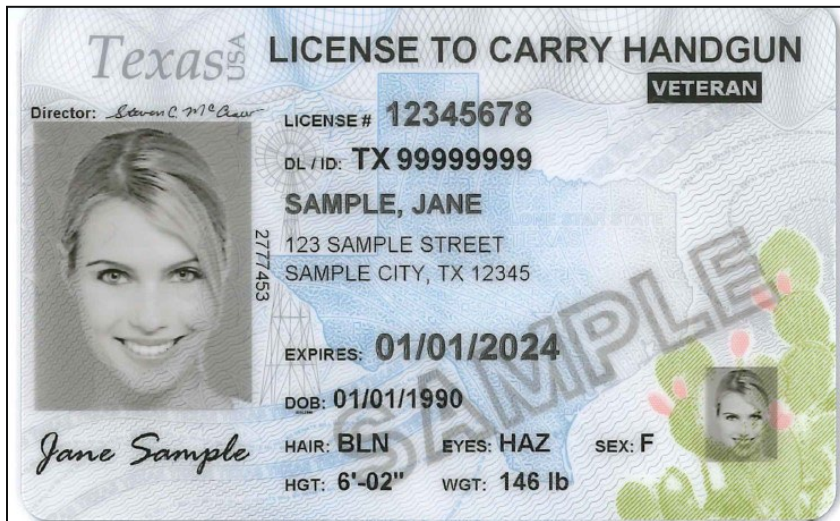
For voters:

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

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

Texas Handgun License

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

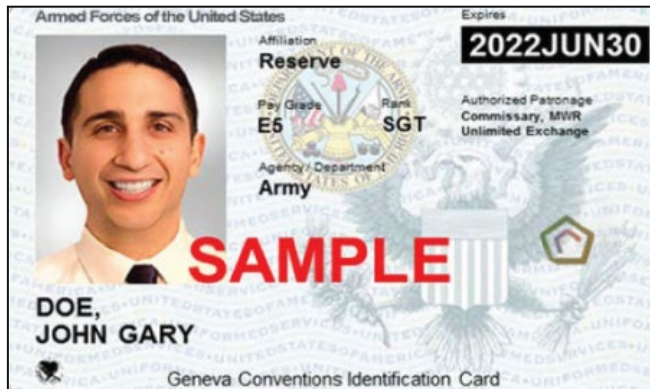


Expiration Date:

- **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 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



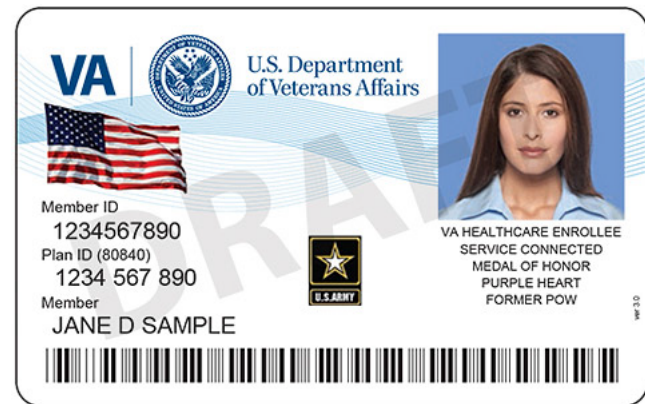
Expiration Date:

- **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



Veterans Affairs ID Cards do not expire.



VHICs may or may not have an expiration date.

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



U.S. Certificate of Citizenship



Certificates of
Citizenship
do not expire

U.S. Certificate of Naturalization

THE UNITED STATES OF AMERICA

CERTIFICATE OF NATURALIZATION

No. 50000000

USCIS Registration No. A999999999999999

Personal description of holder as of date of naturalization:
Date of birth: JANUARY 99, 0000
Sex: MALE
Height: 5 feet 9 inches
Marital status: MARRIED
Country of former nationality: FORMER NATIONALITY COUNTRY

I 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)

Be it known that, pursuant to an application filed with the Secretary of Homeland Security
at: USCIS FIELD OFFICE CITY NAME, STATE NAME

The Secretary having found that:
NEW CITIZEN NAME - EPSON B-510DN - NEW ASC PHOTO
residing at:
Mytown, State

having complied in all respects with all of the applicable provisions of the naturalization laws of the United States, being entitled to be admitted as a citizen of the United States, and having taken the oath of allegiance at a ceremony conducted by
U.S. CITIZENSHIP AND IMMIGRATION SERVICES
at: CEREMONY CITY, STATE on: JULY 99, 0000

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

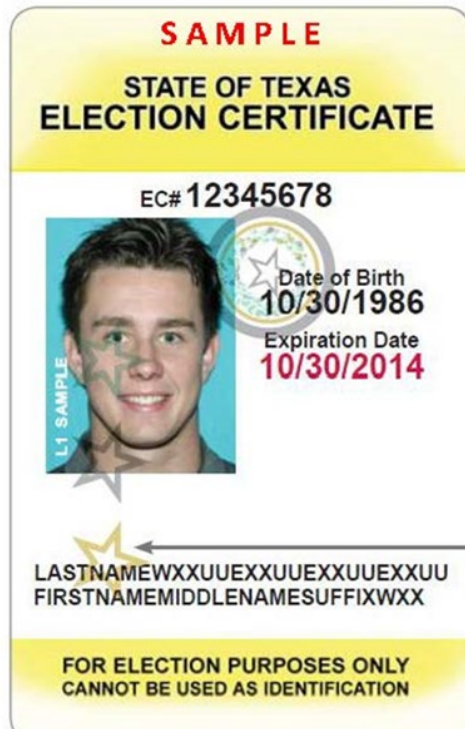
**** TEST CERTIFICATE ****
U. S. Citizenship and Immigration Services

DEPARTMENT OF HOMELAND SECURITY



Certificates of Naturalization do not expire

Election Certificate (EIC)



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

Expiration Date:

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

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



'List B' Supporting Forms of ID

Voter must present a 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 (*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

Voter Registrar (817) 831-VOTE (8683)
2700 Premier Street
Fort Worth, TX 76111
www.tarrantcountytx.gov

Secretary of State's Office
Elections Division
1-800-252-VOTE (8683)
www.sos.state.tx.us

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

OFFICIAL ELECTION MAIL
Authorized by the U.S. Postal Service

RETURN SERVICE REQUESTED

U.S. REP. (Rep. de los E.U.) Đại Biểu Hoa Kỳ	STATE SEN. (Sen. Estatal) Thượng Nghị Sĩ Tribung	STATE REP. (Rep. Estatal) Đại Biểu Tiểu Bang	COMM. PCT. (Comm. Pcto.) Ủy Viên Quận Phân Khu	J.P. PCT. (J.P. Pcto.) Chính Án Hòa Giải Phân Khu	TCC
CITY (Ciudad) Thành Phố	CITY COUNCIL (Consejo Municipal) Hội Đồng Thành Phố	ISD	ISD SEAT (Asiento) Khu Học Chính Đốc Lập Chế Số	SBOE	WATER (Agua) Thủy Cục

VOTER REGISTRATION CERTIFICATE
(Certificado de Registro Electoral)
Giấy Chứng Nhận Ghi Danh Cử Tri
TARRANT COUNTY (Condado de Tarrant) Quận Tarrant

VOID	ID Exempt (Exento de ID) Miễn Xác Nhận	Gender (Sexo) Giới Tính	Valid from (Valido desde) Hiệu lực từ
Year of Birth (Año de Nacimiento)	Signature (Firma)	Party Affiliation (Afiliación del Partido) Đảng Phiái	Print Name (Nombre Impreso)

Name and Permanent Residence Address (Nombre y dirección residencial permanente)
Tên Họ và Địa Chỉ Thường Trú

X
VOTER MUST PERSONALLY SIGN HIS/HER NAME IMMEDIATELY UPON RECEIPT, IF ABLE.
(El votante debe firmar esta tarjeta personalmente al recibirla, si puede.)
Cử tri phải đích thân ký tên của mình ngay sau khi nhận được, nếu có thể.

Cert. No. (Num. de Cert.) Số Chứng Nhận

Name and Mailing Address (Nombre y Dirección de Correo) Tên Họ và Địa Chỉ Thư Tin

Includes the voter's political subdivisions and districts.



Copy or Original Certified Domestic Birth Certificate

CERTIFICATION OF VITAL RECORD
STATE OF TEXAS
City of Austin Registration District

STATE OF TEXAS CERTIFICATE OF BIRTH BIRTH NUMBER

1. Child's Name First Middle Last Suffix JOHN DAVID DOE	2. Date of Birth (mm/dd/yyyy) 01/02/1950	3. Sex MALE
4a. Place of Birth - County TRAVIS	4b. City or Town (if outside city limits, give precinct no.) AUSTIN	5. Time of Birth 05:11 AM
6a. Place of birth <input type="checkbox"/> Clinic / Doctor's Office <input type="checkbox"/> Licensed Birthing Center <input type="checkbox"/> Hospital <input type="checkbox"/> Home Birth (Planned to deliver at home?) <input type="checkbox"/> Other (Specify)	6b. Name of Hospital or Birthing Center, NPI (if Not Institution, give Street Address) DGHTRS OF CHTY WTH SVCS OF AUSTIN-SETON MED CTR	6c. Purity - Single, Twin, Triplet, etc. SINGLE
7a. Attendant's Name, NPI, and Mailing Address ROSA MORENO 1301 W 38TH ST 201 AUSTIN, TEXAS 78745	7b. Certifier of birth that this child was born alive at the place and time and on the date as stated. MARIA ARELLANO Signature and Title 01/02/1950 Date Signed	
8a. <input checked="" type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> CHM <input type="checkbox"/> Midwife <input type="checkbox"/> Other (Specify)	8b. <input checked="" type="checkbox"/> Attendant <input type="checkbox"/> Facility Administrator / Designee <input type="checkbox"/> Other (Specify)	
10. Mother's Name Prior to First Marriage First Middle Last JOAN MARIE BUCK	11. Date of Birth (mm/dd/yyyy) 05/08/1926	12. Birthplace (state, territory or foreign country) CONNECTICUT
13a. Residence - State TEXAS	13b. County TRAVIS	13c. City, town or location AUSTIN
13d. Zip Code 78704	13e. Inside City Limits <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	13f. Mailing Address, or Same As Residence, or 900 SOUTH LAMAR # 207
15. Father's Name First Middle Last Suffix DAVID JAMES DOE	16. Date of Birth (mm/dd/yyyy) 07/04/1918	17. Birthplace (state, territory or foreign country) RHODE ISLAND
18a. Local File Number 0218731	18b. Date Received by Local Registrar 01/02/1950	18c. Signature of Local Registrar <i>Rosalia Moreno</i>

VB-11.1 REV. 01/05 WARNING: THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT IN THIS FORM CAN BE 2-10 YEARS IN PRISON AND A FINE OF UP TO \$10,000. 346103

500508739

This is to certify that this is a true and correct reproduction of the original record as recorded in this office, preserved under authority of Section 191.061, Health and Safety Code. Law enforcement inquiries: 512-972-3200.

DATE ISSUED: *Rosalia Moreno*
Registrar
City of Austin

ANY ALTERATION OR ERASURE VOIDS THIS 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

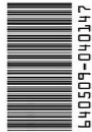
Invoice #: 123456
Statement Amount: \$

- May be a copy or printout.
- Must be the most recent or dated within 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 78701



Joe B. Customer
123 Main Street
Austin, Texas 78701

CHECKING SUMMARY

Starting 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.



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



- ✓ 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. Similar Name Affidavit box will pop-up on the screen and will require the voter's initials. Hand the voter a Similar Name Correction Request Form.

**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

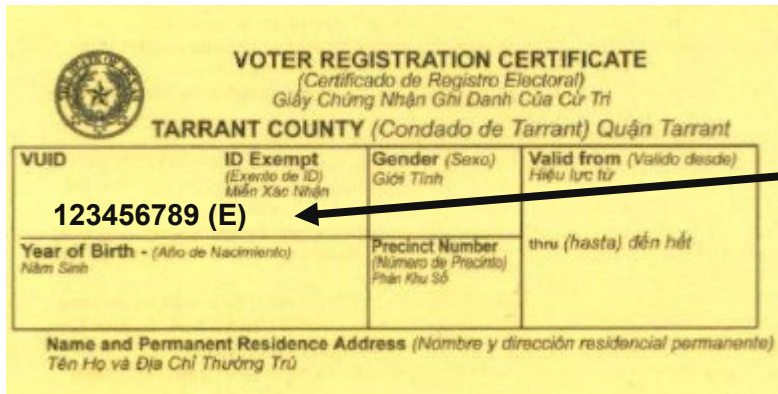
Ex: *Enrique Garcia vs Henry Garcia*

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



VOTER REGISTRATION CERTIFICATE
(Certificado de Registro Electoral)
Giấy Chứng Nhận Ghi Danh Cử Tri

TARRANT COUNTY (Condado de Tarrant) Quận Tarrant

VUID	ID Exempt (Exento de ID) Miễn Xác Nhận	Gender (Sexo) Giới Tính	Valid from (Valido desde) Hiệu lực từ
123456789 (E)			
Year of Birth - (Año de Nacimiento) Năm Sinh	Precinct Number (Número de Precinto) Phân Khu Số		thu (hasta) đến hết

Name and Permanent Residence Address (Nombre y dirección residencial permanente)
Tên Họ và Địa Chỉ Thường Trú

(E) designation after
the VUID Number.

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') in conjunction with executing a Reasonable Impediment Declaration.



Photo ID - FAQ

Q: What if a voter refuses to show an acceptable form of photo ID?

A: A voter who refuses to show proof of identity may cast a provisional ballot.

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



Photo ID - FAQ

Q: Does the address on the ID have to match the address on the Poll Pad?

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

Poll workers 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. (Form is located in the Pollbook Documents Kit.)
Once complete and voter provides proper identification, press **Cast Regular Ballot**.
- ✓ Voters who have moved outside of Tarrant County must be offered a provisional ballot.



Voters Flagged as Early Voted

If a voter is flagged as having voted during the Early Voting period, the voter may not vote again. However, if voter claims to have not done so, call Early Voting at **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.

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.
- ✓ Yellow Spoiled Ballots bag is delivered (*sealed*) to the Rally Station.



*Spoiled Ballots bag is in the Clear Bag.



Provisional Voter

Election Code requires that any voter who is not accepted for voting a regular ballot must 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 correctly processed provisional ballot.
- ❖ Affidavit of Provisional Voter envelopes are placed inside the orange Provisional Ballots bag.

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-00199 (Docket No. 895)
8/2016

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 form of photo identification) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent community exemption. The process can be expedited by taking this notice with you to the county voter registrar at the time you present your acceptable form of photo identification (or execute your temporary affidavit or provide your paperwork for your permanent exemption); however, taking this notice is not a requirement.

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)

*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.

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.

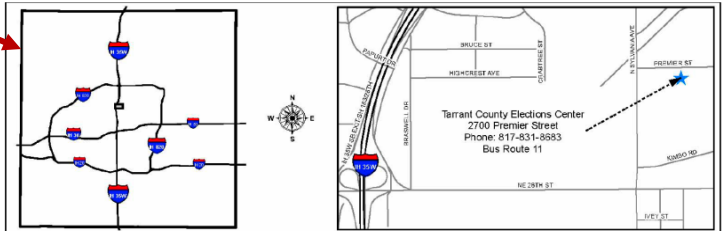
With the exception of the U.S. citizenship certificate, the identification must be **current** or have expired no more than 4 years before being presented for voter qualification at the polling place.

PERMANENT EXEMPTION

During the cure period, voters with a disability may apply with the county voter registrar for a **permanent exemption** 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 exemption.

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: _____
VUID #: _____ Precinct No. _____

Tarrant County Voter Registrar's Office
2700 Premier Street, Fort Worth, TX 76111



Affidavit of Provisional Voter (back)

A Clerk must complete the left 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.

Clerk must complete entire left side.

<p>TO BE COMPLETED BY ELECTION JUDGE:</p> <p>VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>REASON FOR VOTING PROVISIONALLY</p> <ol style="list-style-type: none"> Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, voter registration affidavit with exemption. Voter not on list of registered voters. Voter not on list of registered voters in another precinct. Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot. Not a natural born citizen of the United States. Not a resident of the political subdivision. Registered at Department of Public Safety (DPS): When: _____ here: _____ Other: _____ (Please explain) <p>Sworn and subscribed to before me this date: _____</p> <p>_____ Signature of Election Judge</p>	<p>TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:</p> <p>I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:</p> <p>FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE</p> <ol style="list-style-type: none"> Voter presented acceptable form of identification OR a supporting form of identification and executed a Reasonable Impediment Declaration within 6 calendar days of election day. Voter met disability exemption on minimum 14 calendar days of election day. Voter executed reasonable impediment affidavit within 6 calendar days of election day. Voter executed natural disaster affidavit within 6 calendar days of election day. Voter did not satisfy identification or affidavit requirements, listed in categories A-D above, within 6 calendar days of election day. <p>FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS</p> <ol style="list-style-type: none"> Not a registered voter or registration not active for this election. Registered to vote, erroneously listed in wrong precinct. Registered to vote in a different precinct within the county. Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office. Voter erroneously removed from the list. Voter is not registered to vote in _____ political subdivision. Other: _____ (Please explain) <p>_____ Signature of Voter Registrar</p> <p>_____ Date</p>
<p>Action taken by the Early Voting Ballot Board: <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED Signature of Ballot Board Judge: _____</p>	

Area to be completed by Clerk

Office Use Only

**An incomplete affidavit can result in ballot being rejected.*



Assistant / Interpreter

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

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



Bilingual Requirements

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

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

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



Bilingual Requirements

- ✓ Bilingual clerks are a clerk first, then an interpreter. They share in responsibilities 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 poll workers.
- ✓ Election Judges who are unable to recruit a bilingual clerk will have one appointed by our office.
- ✓ Election Judges are to verify the required bilingual materials have been posted at the polling place.
- ✓ The U.S. Department of Justice closely monitors compliance with bilingual requirements.

State law requires that all election officials, while on duty at the polling place, must use English, except 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 are allowed into polling places, but never distract them from their job.

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



Serving Voters with Disabilities

General Considerations

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

Verity Access Device
**shown with headphones plugged in*





Serving Voters with Disabilities

Polling Place Setup

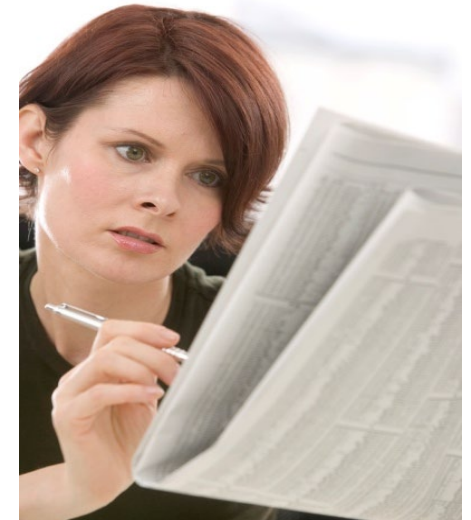
- ✓ Always keep entrance doors unlocked and/or opened during voting hours. Confirm doors aren't set to automatically lock in accordance with the facility's business hours.
- ✓ Keep a chair or two handy for those needing it.
- ✓ Make sure there is adequate space for those in wheelchairs to maneuver around.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





Written Communication

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

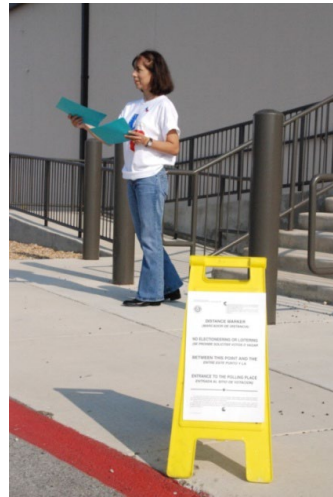


Electioneering & Loitering

Campaigning and loitering are not 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.





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

*Voter injury form is in the Envelope of Forms to be Completed



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

Tarrant County Elections: 817-831-6485



Complaint Slip

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

Slip is in English, Spanish and Vietnamese.

Do You Have A Complaint?

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

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

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

**Pad is inside the Envelope with Additional Materials.*

Getting Ready to Close the Polls

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

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



Closing the Polling Place

- ✓ Refer to **Closing Polls Checklist** (inside *Clear Bag*).
- ✓ All equipment must be disassembled, including any Duos that were setup due to Early Voting.
- ✓ Remove all signs posted inside and outside the facility.
- ✓ Pack all unused supplies into the Supply Bag.
- ✓ Location should be left clean, undamaged, secure and in same manner in which it was found.

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

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





Register of Official Ballots

Fill out the 'End of day' counts as you close the polls on the equipment.

- **Scan** 'Ballots' count is located at the bottom of the screen.
- Number of voters checked in in **Electronic Pollbook (Poll Pad)** displayed at the top center of the screen.
- **Reminder:** Ballots that are stamped with the Judges signature, but not used should be added to "Quantity of unused ballot stock."

Record these counts IMMEDIATELY AFTER Closing Polls			
1	Quantity of Ballot stock received from Elections Office	1000	1
2	Quantity of unused ballot stock		2
3	Quantity of ballot stock used (Line 1 minus Line 2)		3
4	Number of voters checked in on the Electronic Pollbook		4
TOTAL OF ALL USED BALLOTS			
5	End of Day Scan 'Ballots' Count- Located at the Bottom of the Scan Screen		5
6	Number of Provisional Ballots		6
7	Number of Spoiled Ballots (Include stock used for jams and reprints)		7
8	Number of Thrown Out Ballots (Voter printed but did not run through the Scan before leaving. Ballot is considered abandoned.)		8
9	Number of Irregularly marked ballots		9
10	Number of un-scanned ballots in the Emergency Bin		10
11	Total number of ballots accounted for (Add lines 5 + 6 + 7 + 8 + 9 + 10)		11
12	If line 3 does not match line 11 please provide an explanation:		12
13	Total Ballots Voted - if Line 4 does not match line 5 please provide an explanation:		13



Closing Seals

Envelope for Seals

Return broken Seals in this Envelope



Use to seal the DUOs



Use to seal Scan and Controller



Use to seal the EEC



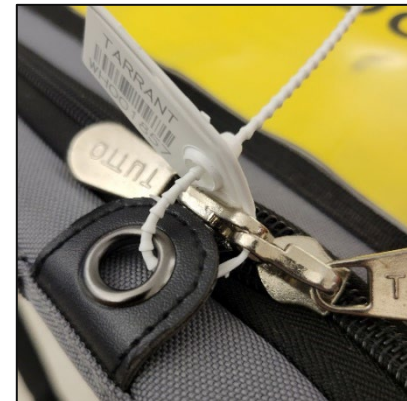
Use to seal the Orange Provisional Bag, the Ballot Bag with Voted Ballots inside and Ballot Box, if the Ballot Box seal was broken throughout the day.



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

Packing Ballot Transfer Bag

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



*Do not remove any ballots from the ballot transfer bag.
It is a criminal offense!*

Provisional Ballots Bag

- Completed Affidavit of Provisional Voter envelopes are placed in the orange Provisional Ballots bag.
- Seal bag with the appropriate seal from the **Envelope for Seals**.
- Record seal number on the **Closing Polls - Register of Official Seals & Proper Installation**.
- **Bag must be delivered to the Rally Station.**



**Provisional Ballots bag is in the Clear Bag.*



Spoiled Ballots Bag

- Completed small white 'Spoiled Ballot' envelopes and completed **Register of Spoiled Ballots** forms are placed in the yellow Spoiled Ballots bag.
- **Envelope for Requests and Cancelled Mail Ballots** with completed forms and cancelled ballots inside is also placed in the yellow Spoiled Ballots bag.
- Seal bag with the appropriate seal from the **Envelope for Seals**.
- Record the seal number on the **Closing Polls - Register of Official Seals & Proper Installation**.



**Spoiled Ballots bag is in the Clear Bag.*

Packing Supply Box

Place the following items inside the supply box:

- ✓ Blank ballot stock – including leftover ballot stock stamped by the Judge.
- ✓ Extension cords
- ✓ Small power strips
- ✓ Equipment cords
- ✓ Power disc



**Remains at polling place inside the EEC.*

Items to Remain at Polling Place

- ✓ Election Equipment Carrier (EEC)
 - ❑ Duos
 - ❑ Controller
 - ❑ Supply Box
 - ❑ ADA accessible booth stand
 - ❑ Black collapsible Ballot Box
 - ❑ Canvas bag with Privacy Screens

- ✓ Large signs

- ✓ All other booth stands remain outside of the cabinet

- ✓ Assist Bell, either inside or outside of the cabinet



**Follow the example posted inside the carrier on how to properly load. Do not stack all the equipment to one side as the weight can damage the equipment and/or cause the carrier to tip and injure the poll workers.*



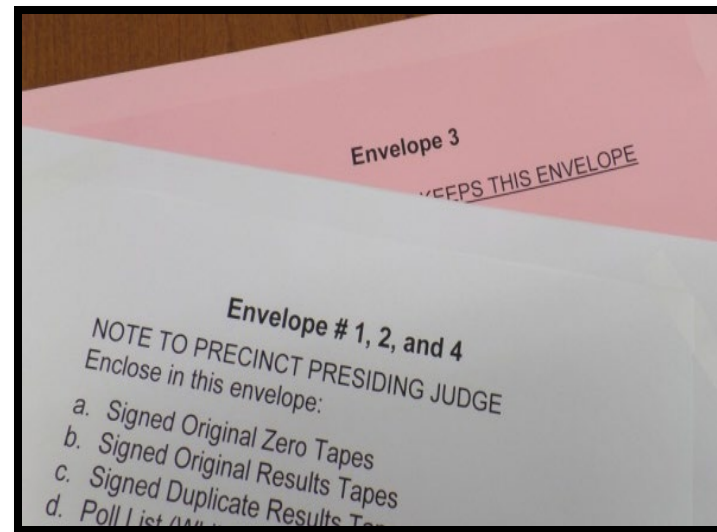
Return Envelopes

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

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

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

**The pink envelope coversheet contains a preprinted retention date.*





Compensation Form

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

Please allow 3 weeks to receive compensation.

*Return completed compensation forms inside the Clear Bag.

Statement of Compensation and Oaths – Tarrant County

AW8-3, Prescribed by Secretary of State 7/2022
Section 32.094, 62.003, 64.034 Texas Election Code

The Presiding Judge, Alternate Judge and Clerks present at the polling place before the polls open shall repeat the following oath aloud. Those that arrive after the oath is made shall repeat the oath aloud before performing any duties as an election officer.

Oath of Election Officer: "I swear (or affirm) that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as an officer of the election and guard the purity of the election."

Oath of Person Assisting Voter: "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor unit to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted."

Name Bruce Wayne
(Please print legibly.)

Social Security Number (must include all 9 digits) 999-00-1234

Address (where check is to be mailed) 1234 Gotham Street

City and Zip Code Ft Worth, 76111

Email bruce.wayne@email.com

Phone Number(s) 817 999-9999 Home 682-111-4444 Cell

Signature Bruce Wayne

I state that the above is a true and correct statement of the name, address and hours served of the above-named election official conducting the above-named election and of the other expenses incurred in this election.

Signature of Presiding Judge Bruce Wayne

Complete this box.

HOURS WORKED	TIME IN		TIME OUT	
	5:30	AM / PM (circle one)	8:00	AM / PM (circle one)
Did you attend training or complete online training for this election?	<input checked="" type="radio"/> Yes	<input type="radio"/> No		
Did you deliver the election results & supplies to the Rally Station?	<input checked="" type="radio"/> Yes	<input type="radio"/> No		
Did you use your personal cell phone to conduct the election? *Compensation will be given for only 1 cell phone per polling place.	<input checked="" type="radio"/> Yes	<input type="radio"/> No		
Are you English / Spanish bilingual, fluent in both languages?	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
Are you English / Vietnamese bilingual, fluent in both languages?	<input type="radio"/> Yes	<input checked="" type="radio"/> No		
I served as:	<input checked="" type="checkbox"/> Presiding Judge	<input type="checkbox"/> Alternate Judge	<input type="checkbox"/> Clerk	<input type="checkbox"/> Student

Office use only, do not complete!

Hours _____ @ \$ _____ = _____ Verification (initials) _____

Training _____ = _____

Delivery _____ = _____ 2nd

Cell Phone _____ = _____ 3rd

Misc. _____

Check Total _____ \$ _____ EEC Total _____

**Do not write in this section.
Office use only!**

Complete entire left side.

Payroll cannot be processed without a full social security number.

Be sure to provide email address and telephone number(s).

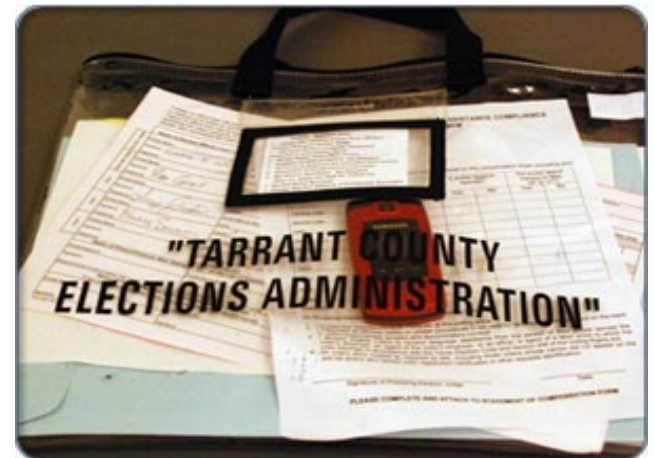
RETURN FORM IN CLEAR BAG



Clear Bag

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

- ✓ EEC and equipment keys
- ✓ White envelope labeled “Envelope #1, 2 and 4”
- ✓ Register of Official Ballots
- ✓ Register of Officials Seals & Proper Installation forms
- ✓ If any, unscanned emergency bin ballots
- ✓ **Statement of Compensation and Oaths**
- ✓ CornerStone Staffing forms
- ✓ Cell phone, if one was issued



Rally Station Delivery

Arrive at designated Rally Station, with the following items, before 10 pm or you will have to deliver to Tarrant County Elections Center.

- ✓ **Voted Ballots** transfer bag
- ✓ Carrying case with Verity **Scan**
- ✓ Carrying case(s) with **Poll Pads**
- ✓ Orange Provisional Ballots bag
- ✓ Yellow Spoiled Ballots bag
- ✓ Clear bag
- ✓ Black Supply bag



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



Rally Station Locations

Sub-Courthouse in Arlington, 700 East Abram St, Arlington 76010

Ferguson Education Center, 600 SE Green Oaks Blvd, Arlington 76018

Tarrant County Elections Center, 2700 Premier St, Fort Worth 76111

Griffin Administration Building, 3500 Miller Ave, Fort Worth 76119

Dick Andersen Building, 3829 Altamesa Blvd, Fort Worth 76133

Northeast Courthouse, 645 Grapevine Hwy, Hurst 76054

Sheriff's Office North Patrol Division, 6651 Lake Worth Blvd, Lake Worth 76135