



DeKalb County
GEORGIA



POLL WORKER MANUAL



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DeKalbVotes.com

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EXCELLENCE IN ELECTIONS

Letter From the Director

Dear DeKalb County Poll Officers:

On behalf of the DeKalb County Board of Registration and Elections (BRE), I want to thank you for your commitment to serve the electors of our great county throughout the 2024 Election Cycle. We could not do this critical work without you.

DeKalb County Voter Registration and Elections (VRE) is committed to facilitating accessible, transparent, safe, and accurate elections while delivering unparalleled services to our voters. As part of our team, we hope you will find your election work experience to be positive and rewarding as we work together to provide excellent service to every eligible voter in DeKalb County.

You have been recruited as a poll officer because your skills are essential in the electoral process. As you know, the role of a poll officer, regardless of position, is a very important one that carries a great responsibility. With that, the importance of adhering to all election laws, election facilitation procedures, and all other workflow requirements covered during training cannot be over-emphasized. Therefore, our top priority is to provide you with the training and resources you need to succeed.

In addition to in-person training, we have developed this manual to help you prepare for Election Day. As this is a substantial amount of information, we encourage you to refer to this manual throughout Election Day.

Again, we appreciate each one of you as a valued member of the election team, and together, we can look forward to orchestrating another cycle of successful elections in DeKalb County.

My very best,

Keisha L. Smith, MPA
Executive Director, DeKalb County Voter Registration and Elections

Efficiency. Integrity. Excellence.

Election Equipment

- **ATI:** (Audio Tactile Interface) – Device used during accessible voting sessions. Provides a keypad and connections for headphones and other assistive devices such as paddles or sip-and-puffs.
- **Ballot Box:** Hard shell container for scanned ballots. The ICP ballot scanner sits on top of the ballot box and scanned ballots are dropped into it each time a voter casts their ballot.
- **BMD:** Acronym for ballot marking device. A standard tabletop printer that prints a voter's paper ballot.
- **ICP:** (ImageCast Precinct) - Hand-fed ballot scanner where voters will cast their ballot.
- **ICP Key:** Key used to lock and unlock the ballot box.
- **ICX:** (ImageCast X) - Large touchscreen tablet voters will use to make their selections when voting.
- **Poll Pad:** iPad used to check in voters and create voter cards.
- **Poll Worker Card:** Orange smartcard for manager-level access to the ICX/BMD units such as opening and closing the polls. Additionally, it is used to manually activate a ballot on the ICX for voters listed on the Supplemental List of Voters, voters with an eligibility letter, or in the case of an emergency with the Poll Pad.
- **Poll Worker Memory Card:** Compact flash card loaded into the "Poll Worker" compartment on the front of the ICP. This compact flash card must be returned to the VRE Office at the close of the Election.
- **Recap:** A form that summarizes activities at the Check-in (Poll Pad), Voting Booth (ICX/BMD), Scanner (ICP), and Provisional stations.
- **Security Key:** iButton used to open and close the polls on the ICP.
- **UPS:** (Uninterruptible Power Supply) - A backup battery for the ICX/BMD printers in the event of power outage. The UPS will provide two hours of backup power for the printers in this instance.
- **Voter Card:** Green voter card that is programmed by the Poll Pad to access a voter's ballot when making their selections on the ICX.
- **Vote Center Hub:** This is where voters make their selections when voting and print their ballot. It consists of the UPS (Uninterruptible Power Supply), ICX (Image Cast X), and BMD (Ballot Marking Device).



General Information

General Information

Qualifications, Conduct, and Training in the Code

O.C.G.A. § 21-2-92(a)

- 1 Poll officers appointed pursuant to Code Sections 21-2-90 and 21-2-91 shall be judicious, intelligent, and upright citizens of the United States, residents of or otherwise employed by the county in which they are appointed except as otherwise provided in paragraph (2) of this subsection or, in the case of municipal elections, residents of or otherwise employed by the municipality in which the election is to be held or of the county in which that municipality is located, 16 years of age or over, and shall be able to read, write, and speak the English language. No poll officer shall be eligible for any nomination for public office or to be voted for at a primary or election at which the poll officer shall serve. No person who is otherwise holding public office, other than a political party office, shall be eligible to be appointed as or to serve as a poll officer. A parent, spouse, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law of a candidate shall not be eligible to serve as a poll officer in any precinct in which such candidate's name appears on the ballot in any primary or election.
- 2 A poll officer may be allowed to serve in a county that adjoins the county in which such poll officer resides if, in the discretion of the election superintendent of the county in which such person resides, the waiver of such county residency or county employment requirements of paragraph (1) of this subsection do not impair the ability of the county to provide adequate staff for the performance of election duties under this chapter and if, in the discretion of the county election superintendent in which such person wishes to serve, sufficient need for more poll officers exists.

O.C.G.A. § 21-2-99(a)

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

O.C.G.A. § 21-2-99(b)

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

General Information

Election Offenses Involving Operation of Polls

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

- **O.C.G.A. § 21-2-414:** Restrictions on Campaign Activities.
- **O.C.G.A. § 21-2-568** - Entry into voting compartment or booth while another voting, interfering with elector, inducing elector to reveal, or revealing elector's vote, and influencing voter while assisting.
- **O.C.G.A. § 21-2-568.1:** Intentionally Observing an Elector while casting a ballot.
- **O.C.G.A. § 21-2-568.2:** Use photographic or other electronic monitoring or recording devices, cameras, or cellular telephones.
- **O.C.G.A. § 21-2-584** - Refusal or failure of manager to administer oath to poll officer; poll officer acting without being sworn; giving of false certificate as to swear of poll officer.
- **O.C.G.A. § 21-2-587** - Frauds by poll officers. Failure to return memory cards.
- **O.C.G.A. § 21-2-588** - Premature counting of votes by poll officer.
- **O.C.G.A. § 21-2-589** - Willful omissions by poll officers.
- **O.C.G.A. § 21-2-590** - Poll officer permitting unregistered or unqualified persons to vote; refusing to permit registered and qualified persons to vote; unlawful rendering of assistance.
- **O.C.G.A. § 21-2-591** - Poll officers permitting unlawful assistance to voters.
- **O.C.G.A. § 21-2-592** - Failure of poll officers to keep record of assisted voters.

Poll officials should remain unbiased/nonpartisan when working the polls and not share political views with voters or among other poll officials, if voicing political views or engagement in conversation regarding current or previous political events occur, poll officials **WILL BE** relieved from your duties.

Poll officials can vote during the current Election, **ONLY** during the advance voting period during the designated hours and shouldn't cast a provisional ballot where you're assigned. If you are assigned to the polling location where you are registered to vote, you may vote at that polling location during your break/lunch only. You can also vote via mail, by requesting an absentee ballot application from the VRE Office at 404-298-4020 or visiting the website at www.dekalbvotes.com.

General Information

Polling Location Positions and Descriptions

Note: All members of the polling location staff are considered poll officers. Customer service is the number one priority. Poll officials are to always be courteous and helpful.

- **Poll Manager:** The poll manager serves as the subject matter expert on election policies and procedures for their selected polling location. Their fundamental duty is to ensure that their polling location follows the rules and regulations as prescribed in the Official Code of Georgia Annotated Manual and the DeKalb County Election Procedures.
- **Assistant Manager:** The assistant manager serves as the immediate backup of the poll manager. The assistant manager also serves as the subject matter expert on election policies and Procedures for their selected polling location. Their fundamental duty is to ensure that their polling location follows the rules and regulations as prescribed in the Official Code of Georgia Annotated manual and the DeKalb County election procedures.
- **Check-In Clerk:** The check-in clerk serves as the responsible party who searches the polling location listing of registered voters to ensure voters are eligible to cast their ballot on the ICX-BMD (Image Cast X Ballot Marking Device).
- **Line Ambassador:** When a line is present, the line ambassador will greet voters and help them determine if they are in the correct location using an iPad connected to the Secretary of State's My Voter Page.
- **Admin Clerk:** Greets voters, collects green voter cards at the exit, and passes out the "I Voted" sticker.
- **Monitor Clerk:** A clerk assigned to deliver the memory cards to the assigned check-in center at the end of the election. Clerks oversee the vote center hub station and the scanner station and ensure voters aren't talking. Clerks also sanitize voting equipment when voters aren't present.
- **Technician:** Assists with any equipment setup, malfunction, and breakdown. They log data and any supply requests into WebEOC for the polling location.
- **Public Safety Official/Security Officer:** Makes sure that all parties obey applicable laws inside and outside the polling location. They may also assist with traffic or parking lot safety concerns.



Polling Place

Polling Place

Polling Place Preparation in the Code

O.C.G.A. § 21-2-267(a)

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

O.C.G.A. §§ 21-2-328 and 21-2-375

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

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

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

Polling Place

One week prior to the Election date:

Your Area Manager will provide you with your facility contact information.

Contact the polling facility to:

- Confirm you have the correct contact information.
- Obtain facility access instructions.
- Confirm with your polling location and/or the election preparation center what date and time the equipment and supplies are scheduled to be delivered.
- Schedule a poll setup time for the Sunday and Monday prior to Election Day.
- Contact and confirm all poll workers availability for Election Day.

Sunday pickup (Mandatory) prior to the Election date and supply pick up:

Contact your area manager to confirm your supply pickup location and pickup time window:

- The poll manager is responsible for picking up the election equipment and supplies. If the poll manager is unavailable any other **poll official** can pick up the Election equipment and supplies.
- Once you have received your supplies check all equipment and supplies **BEFORE** leaving the pickup location to ensure you have everything listed on your Chain of Custody form and all equipment belongs to your specific polling location.
- The poll manager **MUST** contact the VRE Office immediately to schedule a pickup on Monday **ONLY** if there is an emergency and there is no poll official


available for the Sunday pickup.

- The voting equipment: ICX, BMD, UPS, ICP, **“Vote Here”** metal signs and all additional supplies, are delivered to the polling location.
- All equipment **MUST** be delivered prior to Election Day; however, some deliveries will take place the Monday prior to the Election.
- The following supplies received on Sunday are to remain with the manager and **shouldn't be left in the facility during Monday setup**. These supplies are needed in case you were to be locked out of the facility election morning.
 - Electors List
 - Facility Keys/Alarm Code (if applicable)
 - Pens
 - Provisional Ballots
 - Provisional Orange Bag
 - Provisional Inner and Outer Envelopes and Material Envelopes
 - Voter Certificate Binders
 - Voter Certificates
 - Poll pad

Chain of Custody

Chain of Custody

Once the manager has received your supplies the manager must pull over and check all equipment and supplies to ensure everything listed on the Chain of Custody form and all equipment belongs to the specific polling location.


DeKalb County
GEORGIA

VOTER REGISTRATION AND ELECTIONS

CHAIN OF CUSTODY

For Election Supplies & Use of Personal Cell Phone Agreement

(NAME AND DATE OF ELECTION)

PRECINCT: (PRECINCT NAME)

MANAGER: (Manager Name)
(Print First and Last Name)

CELL NO.: (Phone Number of Manager)- This number will be used on Election Day

By my signature below, I attest that I have reviewed the contents of the above-named precinct and have received the following:

☐ Emergency Ballots in sealed box

☐ 25/50 Voter Cards

☐ Provisional Voting Booth

☐ Poll Manager Binder

☐ Provisional Ballots in box

☐ Poll Pad Units

☐ Precinct Bag with Election supplies

☐ Orange Provisional Bag

☐ Command Center Tablet

☐ Poll Worker Cards (2) in zippered pouch

☐ ICP Key and iButton in zippered pouch

☐ Totem Pole (if applicable)

☐ Election Day Flag/Signs

I will be responsible to secure these items until they are returned to the designated check in location after the close of the Election.

I swear or affirm that I will perform my duties to prevent any fraud, deceit, or abuse using these items during the above referenced election and return these items along with all memory cards from the voting units in accordance with my duties and Georgia Law.

I agree to use my cellular telephone on Monday, (Date) and Tuesday, (Date) to contact my Area Manager and the Registration and Elections Office during the preparation and execution of the (Name of Election). I understand that I will receive a flat rate of \$10.00 for all voter registration and election related calls.

Signature _____ Date _____

If you're picking up for the aforementioned Polling Manager, please print and sign your name and notate your poll official position:

Print Name _____ Poll Official Position/Precinct _____

Signature _____ Date _____

Polling Place

Monday prior to the Election date poll setup:

Monday setup is **MANDATORY**:

- The entire team is expected to assist.
- If a team member cannot assist, advise the poll manager in advance.
- Managers are to **NEVER** setup a polling location by themselves or with others who are not assigned poll officer. ***Please note: The public can observe during Monday setup but cannot assist in any manner.**
- Be sure to follow and give clear instructions before starting any task. If there are written instructions, please be sure to follow them from A to Z.
- All visible seals/serial numbers **MUST** be verified against the designated Recap Sheet to confirm validity. If any numbers are different, **STOP** and contact the VRE Office immediately.
- Tables and chairs at each polling location are to be setup in a circle, **“U” or “L”** shape to ensure a smooth flow within the polling location. Voters should never cross each other when entering, voting, or exiting the polling station **(See example on page 14)**
- The Election Day Signs Check-Sheet must be used to properly post all inside signs during Monday setup. **Outside signs are to be placed election morning.** If your polling location has been issued a Totem Pole, it must be set up where voters can see the information presented when entering the polling location.
- Verify all supplies and equipment by referring to the Manager Supply List. Then, use the Election Supply Verification Form to indicate the supplies received and any additional supplies/equipment needed. The Command Center tablet will be used to take a picture of the form and submit the picture to the VRE Office before leaving the polling location.
- Set up designated equipment:
 - **Do not break any seals on the units.**
 - **Do not plug any cords in a wall outlet.**
 - **Do not turn on any equipment.**
 - Secure cords for all machines to avoid trip hazards.
- Obtain emergency contact numbers for all poll officials. All poll officials complete the emergency contact sheet for the manager's records only. Assistant managers should have area managers contact information.
- Managers should provide all last-minute instructions to their team. Information regarding break areas, lunch times and restroom locations should be discussed.

Supply Checklist

Supply Checklist

The manager will receive a checklist like the image below when they pick up their materials for their polling location. The manager is responsible for confirming on Monday that they have received the required materials for the upcoming election. The Supply Checklist will be updated for each election and should be reviewed carefully.

POLL MANAGER SUPPLY LIST

PLEASE CHECK ALL SUPPLIES AGAINST PRECINCT SUPPLY LISTING
GENERAL/SPECIAL ELECTION - NOVEMBER 5, 2024

LOCATION	DESCRIPTION	FORM #	QUANTITY	DISPOSITION
DELIVERED TO POLLING LOCATION				
	BMD Unit in case		TBD	Polling Location
	Handicap signs (if applicable)		TBD	Polling Location
	ICX Unit in case (ATI machine attache to one ICX Unit.)		TBD	Polling Location
	Privacy Screen (blue)		TBD	Polling Location
	Green Ballot Transport Case (NEW)		1	Must be sealed - Check-In @ Memorial Dr
	UPS Machine (in brown box)		TBD	Polling Location
	Vote Here Signs (metal)		TBD	Polling Location
	Handicapped Parking	BY REQUEST	TBD	TBD
	Handicapped Sign	BY REQUEST	TBD	TBD
INSIDE PRIVACY SCREEN (Delivered to Polling Location)	Ballot Review	BR-19	1	On Privacy Screen
	Importance Notice to Voters	VN-19	1	On Privacy Screen
	Voting Instructions		1	On Privacy Screen
PICKED UP DURING SUNDAY PICKUP				
	Election Totem Pole (if applicable)		2 in case	Same Location as Sunday Pickup (Tax Commissioner side of building)
	Provisional Booth		1	Polling Location
ZIPPERED POUCH (Inside Election Day Case)	iButton on Lanyard (black security button key)		2	Check-In (Inside Zippered Pouch) @ Memorial Dr
	ICP Key on Lanyard (small gold key)		2	Check-In (Inside Zippered Pouch) @ Memorial Dr
	Memory Card Holder (small clear case)		1	Inside Security Envelope inside Clear Pouch
	Poll Worker Card on Lanyard (orange)		2	Check-In (Inside Zippered Pouch) @ Memorial Dr
	Secured Envelope with seal for Memory Card		1	Clear Pouch
	Green Stylus (additional)		1	Check-In (Inside Zippered Pouch) @ Memorial Dr
	Green Seals for Green Ballot Transport Case		4	Green Ballot Transport Case
	Wire Cutter		1	Check-In (Inside Zippered Pouch) @ Memorial Dr
ELECTION DAY CASE	Absentee Cancellation Authorization Form (NEW)		10	Clear Pouch
	Acceptable Forms of Identification Form		1	Election Day Case
	Acceptable List of Documents for Challenged Voter		1	Election Day Case
	Affidavit for Absentee Voters		5	Clear Pouch
	Assistive Technology Devices Notice		1	Election Day Case
	Authorization to Vote Form	VRE-FL2-03	5	Clear Pouch
	Blank Payroll Sheet		1	Clear Pouch (if used)
	Blank Supplemental Electors List		1	Election Day Case
	Chain of Custody Transfer of Election Results	COC-TRANSFER-ER19	1	Check-In @ Memorial Drive (do not place inside Green Ballot Transport Case)
	Challenged/Pending Voter Forms		5	Election Day Case
	Challenged/Pending Voter Instructions		1	Election Day Case
	Challenged/Pending Voter Letters		10	Election Day Case
	Command Center Tablet in case with accessories		1	In Hand - Check-In @ Memorial Drive

Polling Place

Setup Of Election Day ADA Stations

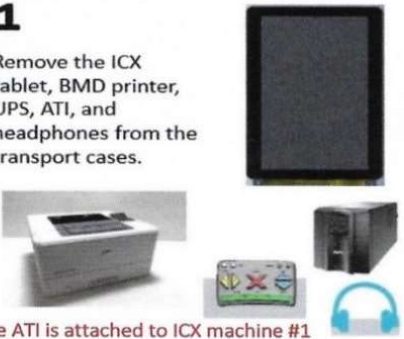
The Check-In Station A table should be placed for this station where the poll pad units will be placed on Tuesday morning. This is where the voter's eligibility to vote in a specific polling location is determined. The check-in station is the beginning of the enclosed space. The enclosed space is only for poll officials, confirmed voters, election officials and trained and assigned poll watchers. The enclosed space goes from the check-in station, vote center hub, scanner station and lastly, check-out station.

Poll pad units are **NOT** to be setup during Monday setup. Poll managers are to keep the poll pads until election morning.

The Vote Center Hub Station is located near the middle of the polling location and consists of the ICX units (touchscreen), BMD units (printer), UPS units (batteries), the attached ATI device and blue privacy screens. This is where voters will make their selections and print their ballot. One voting machine will be placed on a table with a privacy screen for accessibility to voters. **All seal and serial numbers must be verified against the Touchscreen Recap to confirm validity of correct equipment. If any seal or serial numbers do not match the Recap, STOP, and call the office.**

1

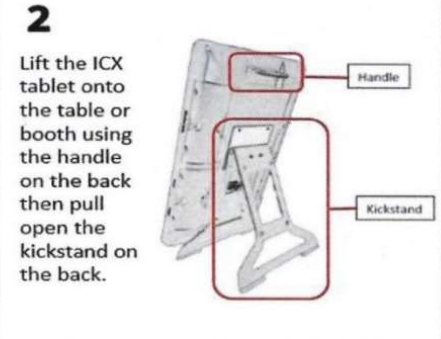
Remove the ICX tablet, BMD printer, UPS, ATI, and headphones from the transport cases.



The ATI is attached to ICX machine #1

2


Lift the ICX tablet onto the table or booth using the handle on the back then pull open the kickstand on the back.



Handle
Kickstand

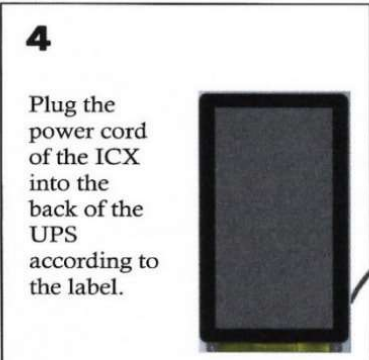
3

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



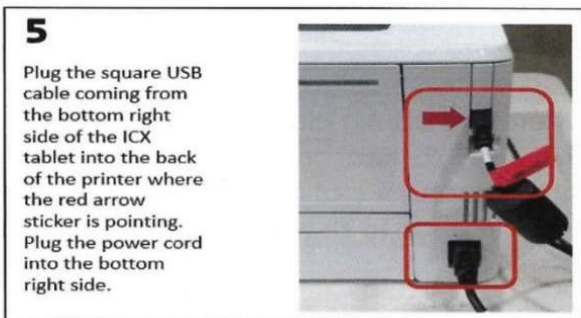
4

Plug the power cord of the ICX into the back of the UPS according to the label.



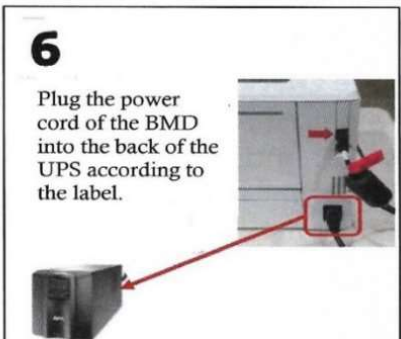
5

Plug the square USB cable coming from the bottom right side of the ICX tablet into the back of the printer where the red arrow sticker is pointing. Plug the power cord into the bottom right side.



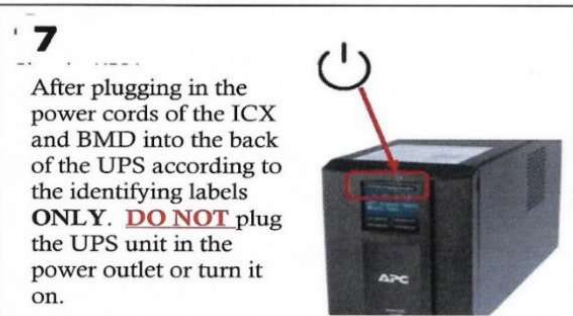
6

Plug the power cord of the BMD into the back of the UPS according to the label.



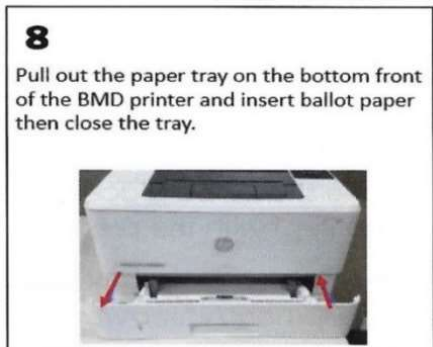
7

After plugging in the power cords of the ICX and BMD into the back of the UPS according to the identifying labels **ONLY. DO NOT** plug the UPS unit in the power outlet or turn it on.

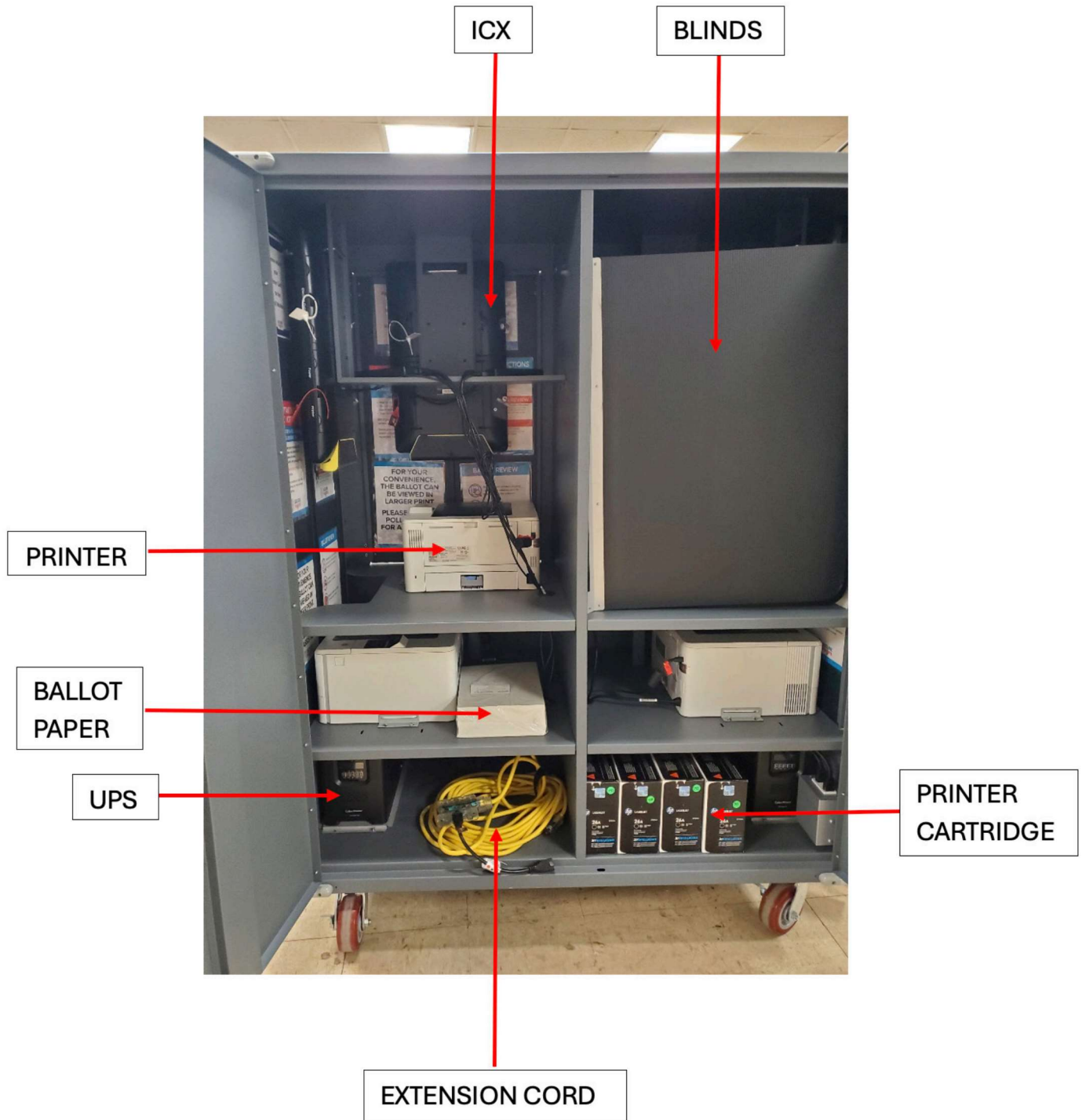


8

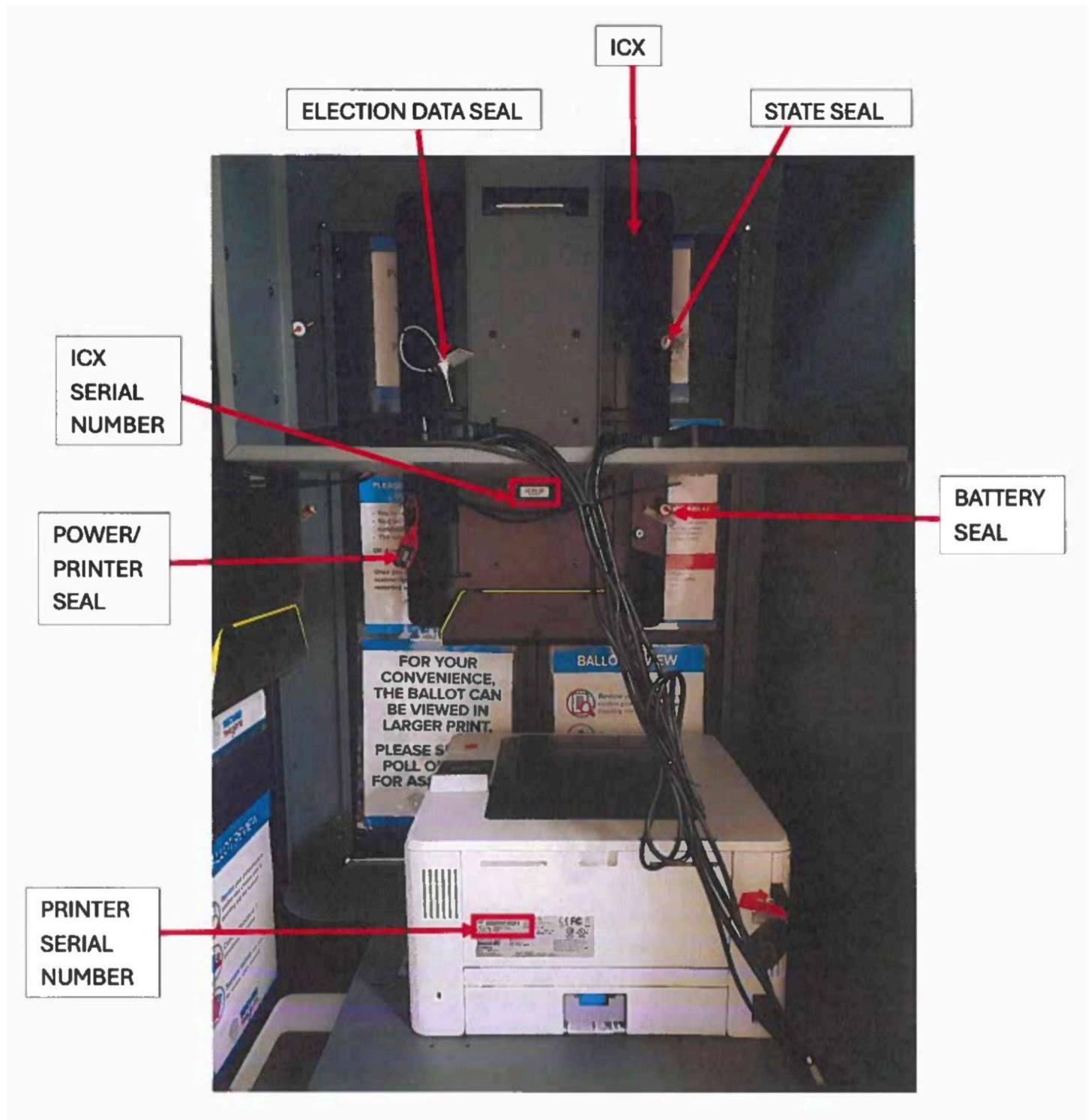
Pull out the paper tray on the bottom front of the BMD printer and insert ballot paper then close the tray.



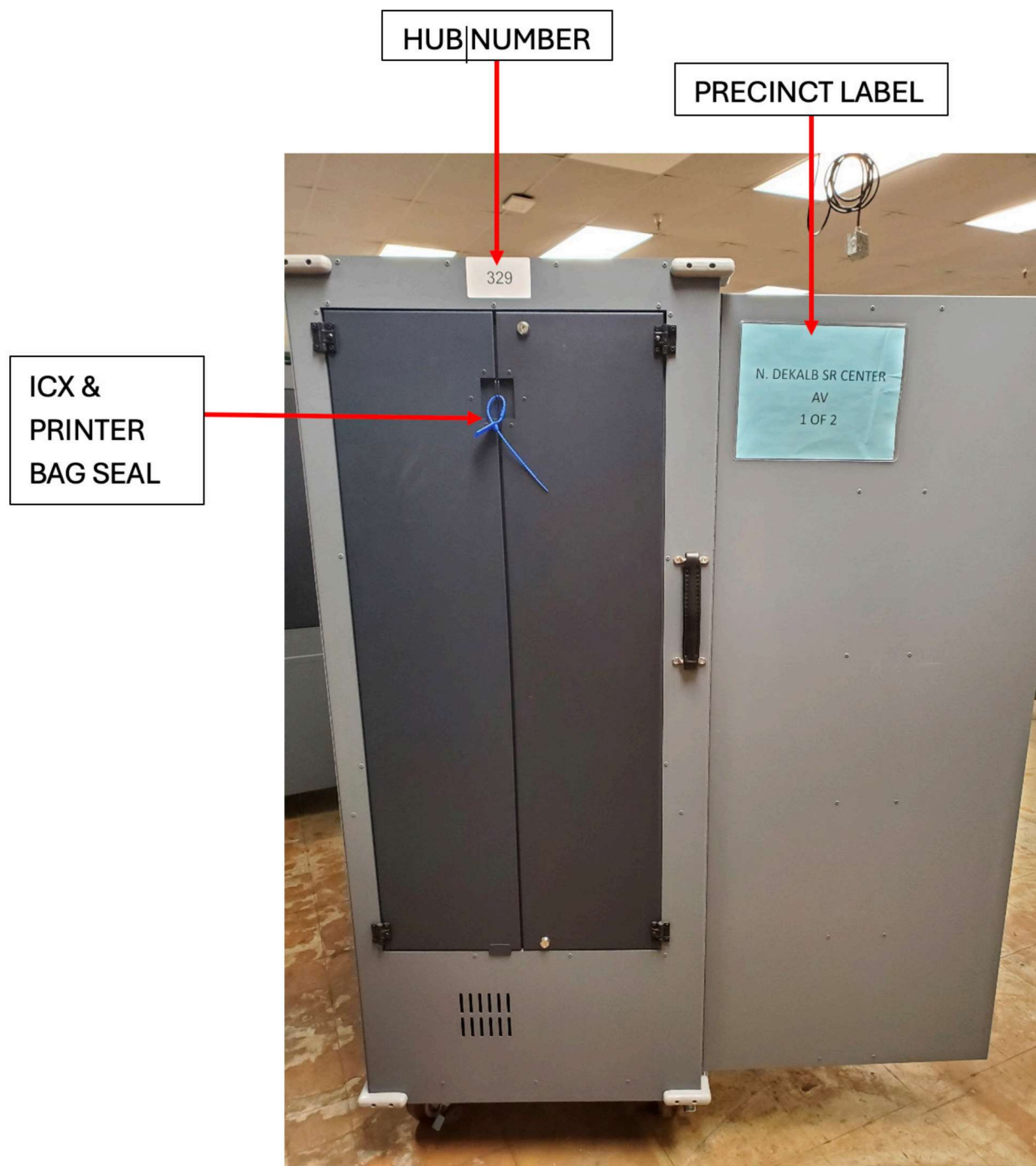
Polling Place



Polling Place



Polling Place



Polling Place



Polling Place

The Scanner Station is setup between the vote center hub station and the check-out station. It consists of the ICP unit (scanner). This is where voters will “**CAST**” their ballots.

1. The ICP unit must be placed in a location where it can be plugged directly into a wall outlet. Secure the unit by locking the wheels.
2. Verify visible seals (lid and ballot box) and serial number against the Scanner Recap. If any of these don't match **STOP** and call the office.
3. **DO NOT CUT ANY SEALS. DO NOT OPEN THE BALLOT BOX UNTIL ELECTION DAY.**

The Check-Out Station is placed at the exit of the polling location. It's the voter's last stop before exiting the polling location. This is where the admin clerk will receive the green voter card from the voter and issue the “I Voted” sticker in return. Voters should not get past the admin clerk without casting their ballots at the scanner station. **No setup is required for this station. A chair may be placed for the admin clerk to sit when there are no voters in the polling location.**

Provisional A table should be placed for the provisional booth. The provisional booth and all supplies are to be kept with the poll manager until Election Day.

The Manager/Provisional/Command Center Station is placed within the enclosed space where the entire view of the polling location can be monitored. This is where the managerial team along with the command center clerk and provisional clerk (if applicable) is stationed to conduct Election Day tasks and observe the flow of the polling location. Election forms should be kept with the polling location manager until election morning.

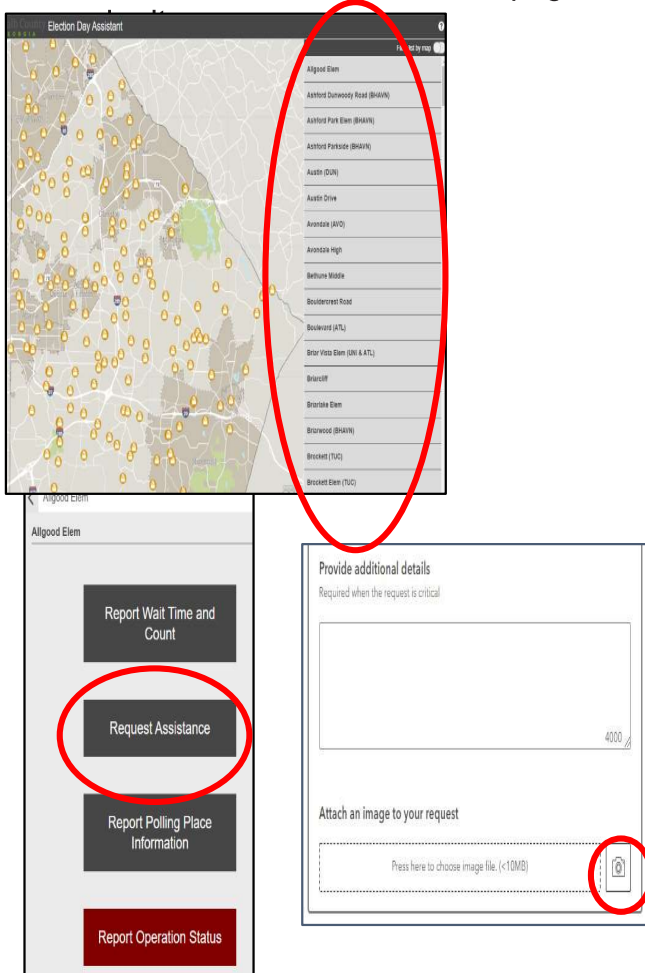


Polling Place

Command Center Tablet The command center tablet is used to submit hourly counts, wait times and any equipment/voter/worker issues throughout Election Day.

Before leaving your polling location during Monday setup, the manager **MUST** send a picture of the completed **“Election Supply Verification Form”**

1. Sign into the tablet by selecting the **“Election Assistant”** app. Select your polling location from the list to the right. To test the tablet to ensure communication between the polling location and the VRE Office, take a picture of the Supply Verification Form and submit. To take the picture, select **“Request Assistance”** and then select the **“Press Here to Choose Image File”**, and then select **“Camera”** icon towards the bottom of the page then



ELECTION SUPPLY VERIFICATION FORM

I have successfully reviewed and verified that I am in possession of the items listed on the Supply List for _____ precinct.
(Print Name of Precinct)

I have received the following quantities of the items listed below as TBD on the Supply List:

#Quantity	Item
_____	UPS Extension Cord
_____	Additional Extension Cords
_____	Power Strips
_____	Blue Seals
_____	Red Seals
_____	Voter Stickers (I Voted/Secure the Vote) (adequate amount in both supply case and precinct bag)
_____	Provisional Outer Envelope (salmon colored)
_____	Provisional Inner Envelope (white colored)
_____	Provisional/Challenged Optical Scan Ballots (in yellow provisional ballot bag/ box)

☐ I have reviewed and verified all Election supplies and quantities are correct. Poll Manager Initials _____

Please take a picture of this form via the Command Center Tablet. Turn in the hard copy of this form on Election Night in the **CLEAR POUCH**.

If your supply list is incorrect or you need additional supplies, please list below:

_____	_____	_____
_____	_____	_____

NOTES: _____

Name _____ Title _____ Date _____
(Please Print)

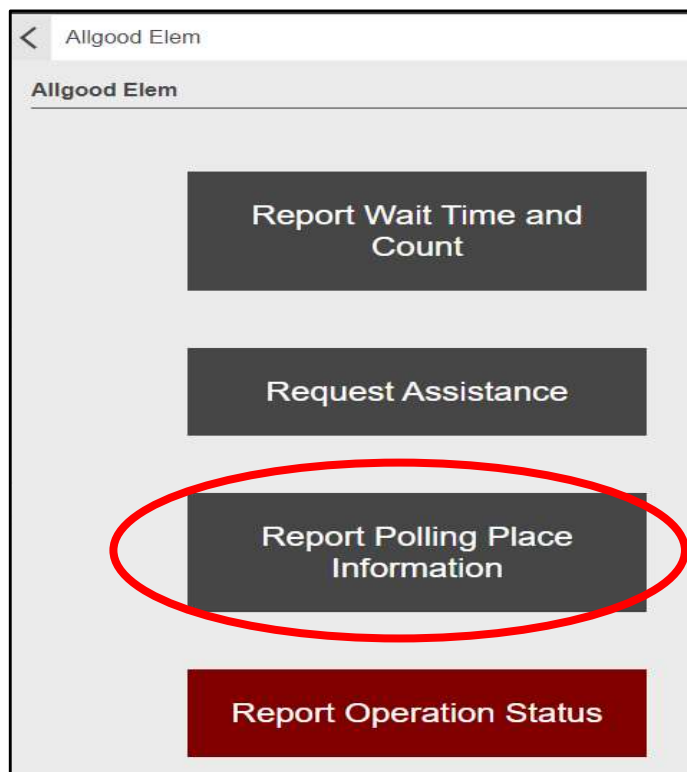
Signature _____ Rev. 2021 Election Cycle

PLEASE NOTE

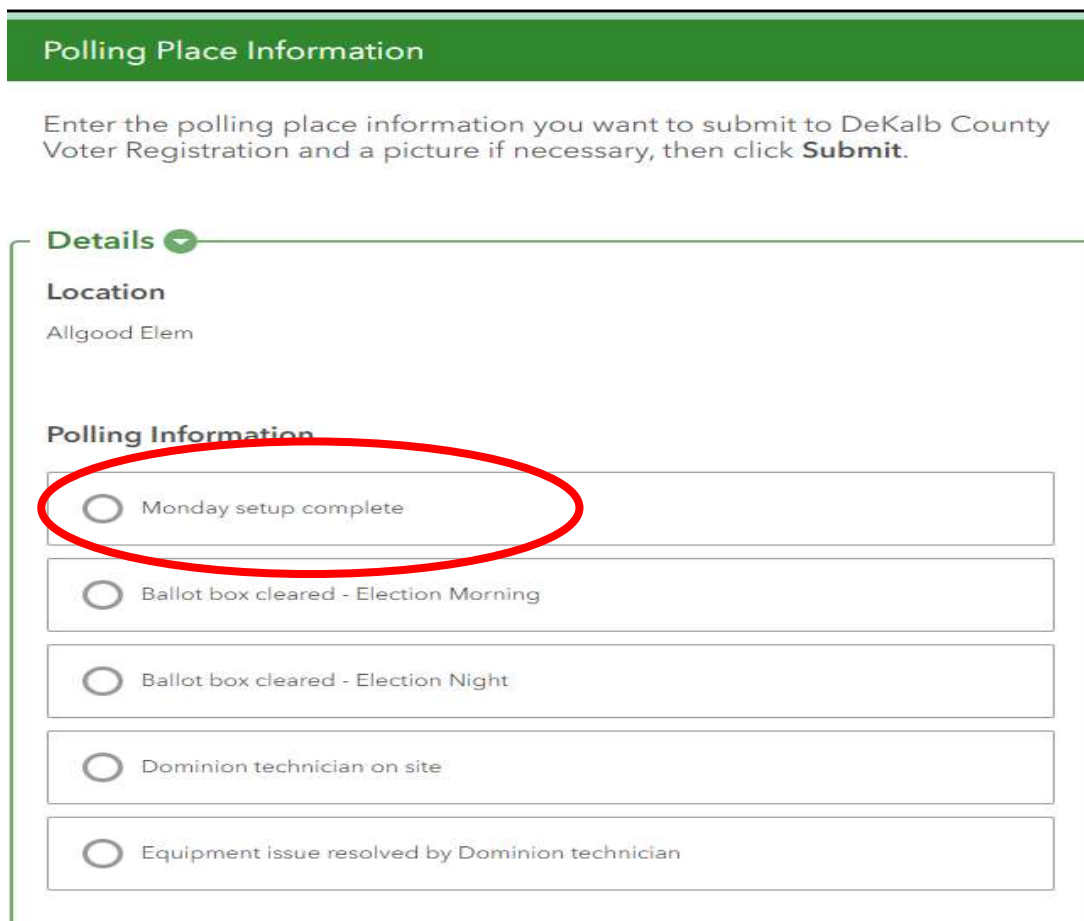
The login and password for the tablet are on the sticker on the clear pouch that contains the tablet and charging cord. The tablet will show a green check mark and confirm that your data was received successfully for all actions.

Polling Place

2. Once the poll manager and team have completed Monday setup, you must report the setup is complete. To complete this step, select **“Report Polling Place Information”** then select **“Monday setup complete”** and submit.
3. You will not receive responses from the office on the tablet.



A screenshot of a tablet interface for 'Allgood Elem'. At the top is a back arrow and the text 'Allgood Elem'. Below this is a header 'Allgood Elem'. The main area contains four large, dark grey buttons with white text, stacked vertically: 'Report Wait Time and Count', 'Request Assistance', 'Report Polling Place Information' (which is circled in red), and 'Report Operation Status' (which is a dark red button).



A screenshot of a tablet interface for 'Polling Place Information'. The title bar is green with white text. Below the title bar, there is a green bar with the title 'Polling Place Information'. The main content area has a light green background. It starts with a heading 'Enter the polling place information you want to submit to DeKalb County Voter Registration and a picture if necessary, then click **Submit**.' followed by a 'Details' section with a dropdown arrow. The 'Details' section is expanded, showing 'Location' as 'Allgood Elem'. Below this is a 'Polling Information' section with five radio button options. The first option, 'Monday setup complete', is circled in red. The other options are 'Ballot box cleared - Election Morning', 'Ballot box cleared - Election Night', 'Dominion technician on site', and 'Equipment issue resolved by Dominion technician'.

Polling Place

ELECTION SUPPLY VERIFICATION FORM

I have successfully reviewed and verified that I am in possession of the items listed on the Supply List for xxx precinct.

I have received the following quantities of the items listed below as TBD on the Supply List:

#Quantity Item

INCLUDE COUNT – DO NOT PLACE A "✓" OR "X"

- _____ UPS Extension Cord
- _____ Additional Extension Cords
- _____ Power Strips
- _____ Blue Seals
- _____ Red Seals
- _____ Voter Stickers (3 Voted/Secure the Vote) (add extra amount if both supply case and precinct bag)
- _____ Provisional Outer Envelope (salmon colored)
- _____ Provisional Inner Envelope (white colored)
- _____ Provisional/Challenged Optical Scan Ballots (in yellow provisional ballot bag/ box)
- _____ UPS Extension Cord
- _____ UPS Extension Cord

☐ I have reviewed and verified all Election supplies and quantities are correct. **Poll Manager Initials** _____

Please take a picture of this form via the Command Center Tablet. Turn in the hard copy of this form on Section Night in the **CLEAR POUCH**.

If your supply list is incorrect or you need additional supplies, please list below:

Name _____ Title _____ Date _____
(Please Print)

Signature _____ Rev. 2021 Election Cycle

ELECTION DAY SIGNS
CHECK SHEET

If your precinct has been issued a Totem Pole, please confirm the signs listed below are affixed to both totem poles. Some signs must be posted in the precinct.

Outside of the Precinct

- ☐ Handicap Accessible Entrance sign (if required)
- ☐ Large metal "Vote Here" sign
- ☐ Post "Vote Here" signs with arrows within polling facility as appropriate to direct voters to room
- ☐ 2 Handicapped Parking signs if no permanent sign (request prior to Sunday pickup)
- ☐ 2 No Campaigning (RWS-95) (red)

Inside of the Polling Location - Outside of the
Enclosed Space (Near Entrance)

- ☐ 1 Card of Instructions (CI-05)
- ☐ 1 Notice of Penalties (NP-10)
- ☐ 2 Poll Worker Area (PW Area 15)
- ☐ 1 Identification Required to Vote at Precincts (ID-L20)
- ☐ 1 Georgia Voting Information (GVF-10)
- ☐ 1 Prohibition Notice (PN-30)
- ☐ 2 Elderly Post - 75 years & older (75-10)
- ☐ 1 No Cell Phone (NCL-S1-92)
- ☐ 1 No Smoking Sign (VRE-S2-03)
- ☐ Sample Ballots – Post All copies
- ☐ 1 Acceptable Proof of Citizenship
- ☐ 1 Assistance for Electors
- ☐ 1 No Weapons Allowed

At Voting Booth Station (inside booth)

- ☐ 1 Voting Instructions (VN-04)
- ☐ 1 Larger Print (LPI-2020)
- ☐ 1 Ballot Review Poster (BR-19)

Inside of the Polling Location - Inside Enclosed Space

- ☐ 1 No Cell Phone Usage (WR-51-03)
- ☐ 1 Prohibition Notice (PN-15) (orange)
- ☐ Workmen Compensation (WC-P3 7/2001) – place this sign in workers area (for Poll Officials ONLY)
- ☐ 1 Larger Print (LPP-2020)
- ☐ 1 Ballot Review (BR-15)
- ☐ 1 Voter Notice (VN-10)
- ☐ 1 No Leaving with Ballot – on wall in front of scanner
- ☐ Sample Ballot – Post ALL copies
- ☐ 1 Enclosed Space
- ☐ 1 No Weapons Allowed

At Check-In Station

- ☐ 1 Poll Worker Area (PW19)
- ☐ 1 No Leaving with Ballot
- ☐ 1 Assistance for Electors
- ☐ 1 Acceptable Proof of Citizenship
- ☐ 1 Acceptable Identification Types
- ☐ 1 Acceptable Georgia State, College, Universities & Technical Schools Identification Types

At Scanner Station

- ☐ 1 Ballot Review Poster (BR-15)
- ☐ 1 Voting Instructions (VN-04)
- ☐ 1 Voter Notice (VN-10)

DECEASED PERSONS ON VOTER LIST

CORRECT: _____
DATE: _____

Please list the deceased individual as their name appears on the Elector's List. A **relative** must sign authorizing removal of the name from the voter file and must approve their relationship to the individual, that is, husband, wife, mother, father, sister, brother, son, daughter, etc. This list will be used to initiate the process of moving the person's name from the Elector's List.

[illegible]

POLL MANAGER SUPPLY LIST
PLEASE CHECK ALL SUPPLIES AGAINST PRE-CONCT SUPPLY LISTING

PLEASE CHECK ALL SUPPLIES AGAINST PRECINCT SUPPLY LISTING

[illegible]

Polling Place



VOTER ELIGIBILITY LETTER

DATE: **November 5, 2024**

This is to certify that **Barbara Smith** is assigned to the **Main Street Church** Precinct. The precinct is located at **1234 Main Street Decatur, GA 30032**. The above-named voter is eligible to vote in the **General Primary/Nonpartisan/Special Election** on **November 5, 2024**.

District Combo: **909**

Keisha Smith
Registration and Elections Director

NOTE TO POL OFFICIAL:
PLEASE RETURN THIS LETTER TO THE VOTER FOR USE IN THE EVENT OF A RUNOFF ELECTION.

Name/Address Change Card is given to a voter whose information (name, address, or date of birth) may have changed from what is indicated on the Poll Pad Unit. If the voter elects to make the correction, he/she **MUST** complete the card in the precinct or online at their convenience. Be sure the changes are legible, and the voter has signed.

COUNTY PRECINCT	MUNICIPAL PRECINCT	DISTRICT COMBO	DOB APPLICATION NO.	REGISTRATION NO.	CHANGE OF ADDRESS <input type="checkbox"/> CHANGE OF NAME <input type="checkbox"/> OTHER
1 LAST NAME	FIRST NAME	MIDDLE OR MACKEN NAME	SUFFIX	<input type="checkbox"/> J <input type="checkbox"/> S <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V	
2 RESIDENCE ADDRESS: House No. and street name	APT. NO.	CITY	COUNTY	STATE	ZIP CODE
3 MAILING ADDRESS (if different from residence address) Post-office box or route	CITY		STATE	ZIP CODE	
4 TELEPHONE NUMBER	DATE OF BIRTH MM/DD/YYYY	GENDER Male <input type="checkbox"/> Female <input type="checkbox"/>	RACE/ETHNICITY <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian <input type="checkbox"/> Other		
5 VALID GA. DRIVER'S LICENSE OR GA. I.D. NO.	If no GA. Driver's License or GA. I.D. No., must provide last 4 digits of your Social Security Number		FULL SOCIAL SECURITY NUMBER (optional) Last 4 digits (required)		Check if you do not have a GA. Driver's License, GA. I.D. No. or Social Security No.
<p>(Your answer is required under federal law)</p> <p>I SWEAR OR AFFIRM: Are you a citizen of the United States of America? Check One Yes <input type="checkbox"/> No <input type="checkbox"/> Will you be 18 years of age on or before election day? Check One Yes <input type="checkbox"/> No <input type="checkbox"/> If you check "No" in response to either of these questions, do not complete this form.</p> <p>I SWEAR OR AFFIRM THAT: I reside at the address listed above. I am eligible to vote in Georgia. I am not serving a sentence for having been convicted of a felony involving moral turpitude. I have not been judicially declared to be mentally incompetent.</p> <p>Date _____ Signature _____ Signature of person helping (visible or disabled voter)</p>					
<p>May we contact you about working as an Election Day poll officer?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>			<p>CHANGE OF NAME: If you are changing your name, list the name under which you were previously registered: Last Name First Middle or Maiden Name</p>		<p>Military Active Duty?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>7 If you would like to receive additional information by email, please provide your email address:</p>			<p>8 CHANGE OF ADDRESS: If you are changing your address or if you were previously registered to vote, list your previous address: CITY COUNTY STATE</p>		



DeKalb County
GEORGIA

DeKalb County Voter Registration and Elections

AFFIDAVIT

As an elector of DeKalb County, I did apply for an absentee ballot, by mail, for the election to be held on _____, 20____. I do swear or affirm that as of the date of this Affidavit, **I do not have the ballot in my possession and will not attempt to vote the ballot if I receive it.** I hereby request that the original absentee ballot be cancelled and that another ballot be issued to me to be voted.

Sworn to or affirmed this day,

Name	Signature	Date	Reason
			<input type="checkbox"/> Never received ballot <input type="checkbox"/> No longer want to vote via mail <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Never received ballot <input type="checkbox"/> No longer want to vote via mail <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Never received ballot <input type="checkbox"/> No longer want to vote via mail <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Never received ballot <input type="checkbox"/> No longer want to vote via mail <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Never received ballot <input type="checkbox"/> No longer want to vote via mail <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Never received ballot <input type="checkbox"/> No longer want to vote via mail <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Never received ballot <input type="checkbox"/> No longer want to vote via mail <input type="checkbox"/> Other: _____

Signature of Poll Manager

4380 Memorial Drive, Suite 300 * Decatur, GA 30032 * (404) 298-4020 * FAX (404) 298-4038

Polling Place

REQUEST FOR AUTHORIZATION LOG			
PRECINCT: _____		ELECTION DAY: _____	
		PAGE ____ of ____	
Voter Name: _____ Address: _____ Date of Birth: _____	Where Registered: <input type="checkbox"/> In Person <input type="checkbox"/> By Mail <input type="checkbox"/> DMV Date Registered (approximate): _____ Driver's License No if DMV: _____ Last 4 of SSN: _____	Provisional Ballot Offered Provisional Ballot: <input type="checkbox"/> Yes <input type="checkbox"/> No Time: _____ Voter <input type="checkbox"/> Accepted <input type="checkbox"/> Declined Prov. Ballot If a provisional ballot was not offered, please give a full description of the incident on the back of this form.	Disposition (From VR&E Office): <input type="checkbox"/> Not Eligible - Why: _____ <input type="checkbox"/> Eligible Ballot Code: _____ This Precinct _____ Another Precinct (name) _____ Provisional: _____ Ballot Code: _____ VR&E Associate: _____
Voter Name: _____ Address: _____ Date of Birth: _____	Where Registered: <input type="checkbox"/> In Person <input type="checkbox"/> By Mail <input type="checkbox"/> DMV Date Registered (approximate): _____ Driver's License No if DMV: _____ Last 4 of SSN: _____	Provisional Ballot Offered Provisional Ballot: <input type="checkbox"/> Yes <input type="checkbox"/> No Time: _____ Voter <input type="checkbox"/> Accepted <input type="checkbox"/> Declined Prov. Ballot If a provisional ballot was not offered, please give a full description of the incident on the back of this form.	Disposition (From VR&E Office): <input type="checkbox"/> Not Eligible - Why: _____ <input type="checkbox"/> Eligible Ballot Code: _____ This Precinct _____ Another Precinct (name) _____ Provisional: _____ Ballot Code: _____ VR&E Associate: _____
Voter Name: _____ Address: _____ Date of Birth: _____	Where Registered: <input type="checkbox"/> In Person <input type="checkbox"/> By Mail <input type="checkbox"/> DMV Date Registered (approximate): _____ Driver's License No if DMV: _____ Last 4 of SSN: _____	Provisional Ballot Offered Provisional Ballot: <input type="checkbox"/> Yes <input type="checkbox"/> No Time: _____ Voter <input type="checkbox"/> Accepted <input type="checkbox"/> Declined Prov. Ballot If a provisional ballot was not offered, please give a full description of the incident on the back of this form.	Disposition (From VR&E Office): <input type="checkbox"/> Not Eligible - Why: _____ <input type="checkbox"/> Eligible Ballot Code: _____ This Precinct _____ Another Precinct (name) _____ Provisional: _____ Ballot Code: _____ VR&E Associate: _____
Voter Name: _____ Address: _____ Date of Birth: _____	Where Registered: <input type="checkbox"/> In Person <input type="checkbox"/> By Mail <input type="checkbox"/> DMV Date Registered (approximate): _____ Driver's License No if DMV: _____ Last 4 of SSN: _____	Provisional Ballot Offered Provisional Ballot: <input type="checkbox"/> Yes <input type="checkbox"/> No Time: _____ Voter <input type="checkbox"/> Accepted <input type="checkbox"/> Declined Prov. Ballot If a provisional ballot was not offered, please give a full description of the incident on the back of this form.	Disposition (From VR&E Office): <input type="checkbox"/> Not Eligible - Why: _____ <input type="checkbox"/> Eligible Ballot Code: _____ This Precinct _____ Another Precinct (name) _____ Provisional: _____ Ballot Code: _____ VR&E Associate: _____


DeKalb County
GEORGIA
 DEKALB COUNTY VOTER REGISTRATION AND ELECTIONS

ABSENTEE CANCELLATION AUTHORIZATION FORM

This form must be completed for every voter who appears in the Poll Pad as "Absentee Issued", "Absentee Received", or requested absentee ballot is not in hand at the time of voting.

Precinct: _____ Date: _____


Time	
Voter Name	
Date of Birth	
Registration #	
VR&E Contact	

Resolution: ☐ Absentee Ballot **not** received in office ☐ Voter **is** eligible to Vote on ICX-BMD
☐ Absentee Ballot **received** in office ☐ Voter **is not** eligible to vote on ICX-BMD
☐ Voter Completed Affidavit?

Manager Signature: _____

Time	
Voter Name	
Date of Birth	
Registration #	
VR&E Contact	

Resolution: ☐ Absentee Ballot **not** received in office ☐ Voter **is** eligible to Vote on ICX-BMD
☐ Absentee Ballot **received** in office ☐ Voter **is not** eligible to vote on ICX-BMD
☐ Voter Completed Affidavit?


DeKalb County
GEORGIA

AUTHORIZATION TO VOTE

DATE: November 5, 2024

ORIGINATING PRECINCT: BOOKER SCHOOL POLL OFFICIAL: Taylor James

Name of Voter: RICHARD WRIGHT

Address: 4567 BAY STREET
DECATUR, GA 30032
City Zip Code

Date of Birth: JANUARY 9, 1965

Voting Poll: Location: MAIN STREET CHURCH
 Address: 1234 MAIN STREET DECATUR, GA 30032

DISPOSITION
(Data Provided by R&E)

Eligible to Vote: Another Precinct (state name) MAIN STREET CHURCH
 Ballot Code 809

Provisional Voter: Another Precinct (state name) _____
 Ballot Code _____

Name of R&E Associate who authorized: JoAnne Walker

Note to Originating Poll Manager: Complete this form for any person who must go to another poll to vote. After completion, give form to person take to correct poll. Also, enter disposition information on your Request for Authorization Log.

Note to Receiving Poll Manager: Allow this person to vote as stipulated above using the process as outlined in your Poll Procedure Book. It is **not** necessary to call the R&E office for authorization. Place this form in the **Clear pouch** at close out.

VR&E-23
Voter Shares Poll Procedures/Authorization Request Form

Polling Place

11/07/2023 - - NOVEMBER 7, 2023 - GENERAL/SPECIAL ELECTION

CONFIDENTIAL - FOR INTERNAL USE ONLY

COUNTY PRECINCT:

[illegible]

Supplemental Electors List: A listing generated for those voters who are eligible to vote on the ICX-BMD but are not listed in the poll pad unit. Voters who have been given a Voters Eligibility Letter or approval from the VRE Office, must be added to this list, and marked in the **EL** or **RO** column based on the current election.

IDR Column: This column identifies those voters who registered for the first time but did not provide identification- IDR Voters. These voters **MUST** provide one of the six photo identifications or additional 4 documents when they vote for the first time. (“Y”:They have provided ID “N”:They have not provided ID “blank”. They are not an IDR Voter.)

Voter Reg. # Column: Voter's Registration Number. Leave blank if you add the name to the list. The VRE Office will add the registration number to the form after Election Day.

EL & RO Column: “**EL**” mean Election and “**RO**” mean Runoff. You will place an “**X**” in either column to indicate which election the voter cast a ballot (the Election or the Runoff).

Status Column: This is the voter's status. It will show either **“Active”** or **“Inactive”**. Inactive voters are still eligible to vote in the election and/or runoff.

Name/Date of Birth/Residence Address/ City Columns: This information must be verified prior to marking the voter. If you add a voter to the list, please complete these fields, using the information listed in the poll pad, information provided on letter or via the voter's identification.

District Combo Columns: The district combo will need to be printed if you manually add a voter to the list. This information can be found on the Voter's Eligibility Letter. Other district values such as Sen., Cng., Hse., etc., will be added to the form after Election Day by a staff member from the VRE Office.

Challenge Column: This column identifies those voters who are “**Challenged**”. These individuals are challenged due to citizenship. If they provide the appropriate documentation, they are eligible to vote on the ICX-BMD. (“**YES**”:They are challenged. “**NO**”:They are not challenged)

Polling Place

Manager Duty/Trouble Log must be Poll Pad, ICX, ICP and Voter Card counts. It also identifies when the stations and outside are monitored. The Trouble-Log is used to log issues with the voting equipment and/or voters.

MANAGER DUTY/TROUBLE LOG
GENERAL/SPECIAL ELECTION – NOVEMBER 8, 2022

PRECINCT: _____

- | | |
|--|---|
| <input type="checkbox"/> CHECKED IN VIA COMMAND CENTER | <input type="checkbox"/> VERIFIED ALL SERIAL AND SEAL NUMBERS ON POLL PAD |
| <input type="checkbox"/> OATHS ADMINISTERED | <input type="checkbox"/> VERIFIED ALL SERIAL AND SEAL NUMBERS ON ICX-BMD |
| <input type="checkbox"/> PAYROLL SHEETS CONFIRMED AND SIGNED | <input type="checkbox"/> VERIFIED ALL SERIAL AND SEAL NUMBERS ON ICP |
| <input type="checkbox"/> PROVISIONAL BOOTH SET-UP | <input type="checkbox"/> ZERO REPORT PRINTED, TORN OFF AND SIGNED |
| <input type="checkbox"/> CONFIRM PRECINCT IS SET AND READY TO RECEIVE VOTERS | |

DO NOT USE ANY ELECTION EQUIPMENT IF ANY SEALS ARE BROKEN, MISSING OR DIFFERENT; CONTACT THE REGISTRATION AND ELECTIONS OFFICE

[illegible]MANAGER DUTY/TROUBLE LOG
GENERAL/SPECIAL ELECTION – NOVEMBER 8, 2022

Record any discrepancies. Make certain to complete the Disposition Section by placing an initial in the appropriate column.

[illegible]

MISCELLANEOUS INFORMATION

Date & Time:	Description of Incident:	Disposition:

DEKALB COUNTY VOTER REGISTRATION & ELECTIONS

List of acceptable documents:

- Birth certificate, issued by a State (if the person was born in the U.S.), or by the U.S. Department of State (if the person was born overseas and the parents registered the child's birth and U.S. citizenship at birth with the U.S. Embassy or Consulate).
- U.S. Passport, issued by the U.S. Department of State.
- Certificate of Citizenship, issued to a person born outside the U.S. who was still a U.S. citizen at birth, or to a person who later automatically became a U.S. citizen.
- Naturalization Certificate, issued to a person who became a U.S. citizen after birth through the naturalization process.
- A Report of Birth Abroad of a U.S. Citizen
- A Certification of birth issued by the Department of State
- A U.S. Citizen ID card
- An American Indian Card issued by the Department of Homeland Security with the classification code "KIC" (Issued by DHS to identify U.S. citizen members of the Texas Band of Kickapoo living near the U.S.-Mexican border).
- Final adoption decree showing the child's name and U.S. birthplace
- Evidence of civil service employment by the U.S. government before June 1976
- An official U.S. military record of service showing a U.S. place of birth
- A Northern Mariana Identification Card (Issued by the INS to a collectively naturalized citizen of the U.S. who was born in the Northern Mariana Islands before November 4, 1986).
- Extract of U.S. hospital record of birth established at the time of the person's birth indicating a U.S. place of birth.
- Birth or health or other insurance record showing a U.S. place of birth and was created at least 5 years before the initial application date.
- Federal or State census record showing U.S. citizenship or a U.S. place of birth (Generally for persons born 1900 through 1950).
- Institutional admission papers from a nursing home, skilled nursing care facility or other institution which indicates a U.S. place of birth.
- Medical (clinical, doctor, or hospital) record and was created at least 5 years before the application date and indicates a U.S. place of birth.
- Other document that was created at least 5 years before the application. Document must be one of the following and show a U.S. place of birth: Senate Indian tribal census record; Bureau of Indian Affairs tribal census records of the Navaho Indians; U.S. State Vital Statistics official notification of birth registration; an amended or delayed U.S. public birth record that is amended more than 5 years after the person's birth; or statement signed by the physician or midwife who was in attendance at the time of birth.
- If other forms of documentation cannot be obtained, documentation may be provided by a written affidavit, signed under penalty of perjury, from two citizens, one of whom cannot be related to the person in question, who have specific knowledge of event(s) establishing the person in question's citizenship status. The person in question or another knowledgeable individual must also submit an affidavit attesting that the documents are not available. Affidavits are only accepted to be used in rare circumstances.

SUPPLEMENTAL ELECTORS LIST FOR COUNTY PRECINCTS/COUNTY DISTRICTS
11/08/2022 -- NOVEMBER 8, 2022 - GENERAL/SPECIAL ELECTION

NOVEMBER 9, 2022 - GENERAL/ST CTR
CONFIDENTIAL - FOR INTERNAL USE ONLY

COUNTY PRECINCT: **MAIN STREET CIVIC CENTER**[illegible]

Page 1

Election Day Challenged and Pending Voter Form is used when a voter is listed as "Challenged" or "Potential Non-Citizen" in the Poll Pad and **have** his/her required identification and/or proof of citizenship document. This form **must** be completed prior to allowing the voter access to vote on the ICX-BMD.



DeKalb County Voter Registration & Elections Office
4380 Memorial Drive, Suite 300 * Decatur, GA 30032 * (404) 298-4020 Office

**ELECTION DAY
CHALLENGED and PENDING VOTER FORM**

Voters Pending Verification; "V"

The Voter must provide current and valid identification from one of the six forms of identification prior to voting.

- ☐ A Georgia driver's license which was properly issued by the appropriate state agency
☐ A valid Georgia voter identification card
☐ A valid United States passport
☐ Valid employee identification card containing a photograph of the elector and issued by any branch, department, agency, or entity of the United States government
☐ A valid United States military identification card, provided that such identification card contains a photograph of the elector
☐ A valid tribal identification card containing a photograph of the elector

Voters Pending of Citizenship; "X"

The voter must provide proof of citizenship from one of the 16 forms listed on the back prior to voting.

Proof of citizenship document: _____

Confirm the following information for the above status voters:

Last Four Digits Of Social Security Number: _____

Driver's License Number: _____

Date of Birth: _____

Last Name: _____

First Name: _____

Polling Place

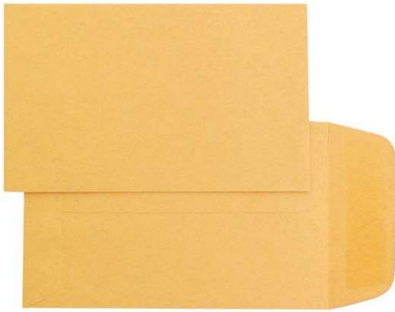
Memory Card Envelope Seal: This seal is pre-attached to the small manila envelope where the memory card from the Poll Worker compartment of the Scanner **must** be placed after closing and shutting down the Scanner (1 copy of the Results Tape **must** be enclosed in this envelope as well.) **This seal MUST be completed in full before returning it to the office.**

ELECTION NAME: _____
 PRECINCT NAME: _____
 ELECTION DATE: _____

SCANNER #: _____ SERIAL #: _____
 SCANNER #: _____ SERIAL #: _____

CONTENTS (Initial to show contents are included):
 POLL OFFICIAL MEMORY CARD(s): _____
 SIGNED RESULT TAPE(s): _____

SIGNATURES: _____ Manager
 _____ Assistant Manager
 _____ Assistant Manager



POLL WATCHER'S GUIDELINES

In accordance with the Georgia Election Code, Section 21-2-408 and State Election Board Rules 183-1-13-.03 and 183-1-13-.04, a Poll Watcher must comply with the following guidelines:

- 1) A Poll Watcher must present a letter and badge (**badge must be worn at all times**) bearing his/her name and assigned precinct prior to being permitted inside the polling area.
- 2) No more than two official poll watchers may be appointed by each Political Party or Political Body to serve in each precinct. Only one official poll watcher may be appointed by each Independent or Non-Partisan candidate to serve in each precinct.
- 3) A Poll Watcher may be permitted behind the enclosed area for the purpose of observing the conduct of the election and the counting and recording of such votes as long as he/she does not interfere with the conduct of an election.
- 4) In order to ensure that the conduct of the election is not interfered with, the Poll Manager and the Election Supervisor have the authority to limit access to any election or voting area.
- 5) A Poll Watcher may observe the operations at the various stations set-up in the voting area.
- 6) A Poll Watcher may observe the close-out operations.
- 7) A Poll Watcher shall not interfere with the conduct of the election.
- 8) Poll Watchers are prohibited from talking to voters, checking, or inspecting the electors list, numbered list, or any other documents utilized in the election process.
- 9) Poll Watchers are prohibited from using cellular phones, photographic or electronic monitoring or recording devices while behind the enclosed area or while observing at a polling place.
- 10) Poll Watchers are not to participate in any form of campaigning while they are behind the enclosed area of a polling place.
- 11) Poll Watchers should report any suspected infractions or irregularities to the Elections Supervisor at (404) 298-4020 immediately.
- 12) Harassment of poll workers will not be tolerated. The Poll Manager has the authority to request that a Poll Watcher leave or be removed if he/she refuses to leave a polling place for interfering with the conduct of an election.

DeKalb County Voter Registration & Elections
 4380 Memorial Dr. Suite 300
 Decatur, GA 30032
 404-298-4020

ATTACH
ZERO TAPE
HERE

ELECTION: (Check One)

☐ General ☐ Primary

☐ Runoff ☐ Special

☐ Presidential Preference Primary

USE BALL POINT PEN

Bear Down - You Are Making Three Copies

WHITE sheet to Secretary of State

YELLOW sheet to Clerk of Superior Court/City Clerk

PINK sheet to Superintendent

GOLDENROD sheet to Registrar

Opening the Polls - Zero Count Form

(See SEB Rule 183-1-12-.10(5))

One form for each ballot box in the polling location

Date of Election: _____ Advance Voting ☐ Election Day ☐

County/Municipality: _____ Polling Location: _____

Time: _____

The following were confirmed BEFORE opening of polls:

- The ballot box is empty.
- The ballot scanner count is zero.
- The electronic poll book check-in counts are zero.
- The BMD touchscreen counts are zero.
- The ballot box has been secured and resealed.
 - Ballot box seal number: _____
- Ballot scanner zero tape is attached.

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

Poll Manager: _____

Assistant Poll Manager: _____

Assistant Poll Manager: _____

OPEN ZERO - 2020

Polling Place

Voting Area Posters & Signs (Vote Center Hub Signs)



POLL WORKER AREA



NO LEAVING WITH BALLOT



VOTING RIGHTS POSTER



Polling Place

Voting Area Posters & Signs (Vote Center Hub Signs)



HANDICAPPED PARKING SIGN



VOTE HERE SIGN

Polling Place

Voting Area Posters & Signs (Vote Center Hub Signs)



Polling Place

SAMPLE BALLOT ***** SAMPLE BALLOT ***** SAMPLE BALLOT

DEKALB COUNTY

OFFICIAL ABSENTEE/PROVISIONAL/CHALLENGED BALLOT
OFFICIAL GENERAL ELECTION BALLOT
OF THE STATE OF GEORGIA
NOVEMBER 8, 2016

To vote, bubble the Oval ☐ next to the candidate of your choice. To vote for a person whose name is not on the ballot, manually WRITE, by or their name in the write-in section and bubble the Oval ☐ next to the write-in section. If you desire to vote YES or NO for a PROPOSED QUESTION, bubble the corresponding Oval ☐. Use only blue or black pen or pencil.

Do not vote for more candidates than the number allowed for each specific office. Do not cross out or erase. If you erase or make other marks on the ballot or tear the ballot, your vote may not count.

If you change your mind or make a mistake, you may return the ballot by writing "Spilled" across the face of the ballot and return envelope. You may then mail the spoiled ballot back to your county board of registrars, and you will be issued another official absentee ballot. Alternatively, you may surrender the ballot to the poll manager of an early voting site within your county or the precinct to which you are assigned. You will then be permitted to vote a regular ballot.

* Candidates that the voter is disqualified from voting or who are registered to vote at another location, are not on the ballot. Please do not vote for these candidates or risk disenfranchisement and a felony under Georgia law (OCGA 21A-0801 and 21A-0802).

For President of the United States (Vote for One) <input type="radio"/> DONALD J. TRUMP President MICHAEL R. PENCE - Vice President Republican <input type="radio"/> HILLARY D. CLINTON President TIM Kaine - Vice President Democrat <input type="radio"/> GARY JOHNSON President BILL WELD - Vice President Libertarian <input type="radio"/> Write-In	For U.S. Representative in 11th Congressional District of Georgia (Vote for One) <input type="radio"/> VICTOR AMENDT Republican <input type="radio"/> HENRY C. "BOB" JOHNSON JR. Democrat <input type="radio"/> Write-In	For State Senator From 30th District (Vote for One) <input type="radio"/> DANIEL JONES Democrat <input type="radio"/> Write-In	For State Senator From 40th District (Vote for One) <input type="radio"/> JAMIE VANWINK Democrat <input type="radio"/> TONYA R. ANDERSON Democrat <input type="radio"/> Write-In
For United States Senate <input type="radio"/> Write-In	For U.S. Representative in 11th Congressional District of Georgia <input type="radio"/> Write-In	For State Senator From 40th District (Vote for One) <input type="radio"/> FRANK MILLAR Democrat <input type="radio"/> Write-In	For State Senator From 44th District (Vote for One) <input type="radio"/> GAIL SAVERNOT Democrat <input type="radio"/> Write-In

SAMPLE BALLOT

SAMPLE BALLOT

BALLOT REVIEW

 **Review** your printed ballot to confirm your choices prior to inserting into the scanner.

 **Contact** Poll Official if assistance is needed.

 **Sample ballots** are available for review upon request.


 **SECURE THE VOTE**

38-15

BALLOT REVIEW

FOR YOUR CONVENIENCE, THE BALLOT CAN BE VIEWED IN LARGER PRINT.

PLEASE SEE OUR POLL OFFICIAL FOR ASSISTANCE.

 **SECURE THE VOTE**

FORM LRP-2020

LARGE PRINT


IMPORTANT NOTICE TO VOTERS

PLEASE NOTIFY A POLL WORKER IF YOU BELIEVE THAT:

- You have been given the wrong ballot,
- Your ballot does not contain all the candidate names it should,
- The voting unit is not operating properly,

OR if your **"PRINTED BALLOT"** does not reflect your choices.

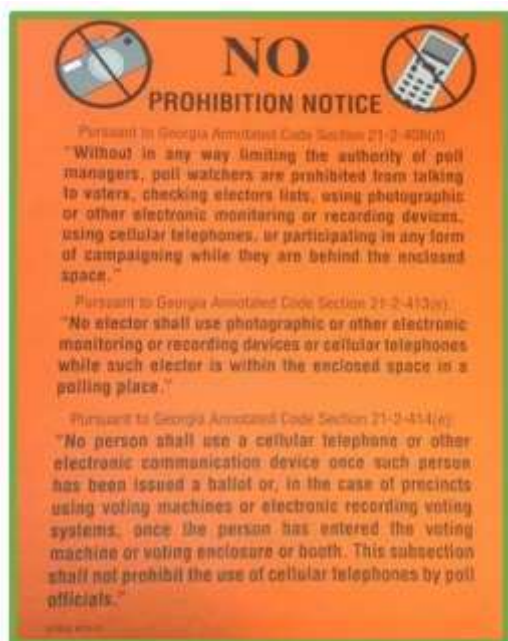
Once you have placed your ballot in the scanner/ballot box, your vote has been recorded and is final.

 **SECURE THE VOTE**

38-18

VOTER NOTICE

Polling Place



PROHIBITION NOTICE

IDENTIFICATION REQUIRED TO VOTE AT PRECINCTS

Georgia Annotated Code Section 21-2-417 requires identification at polls as follows:

(a) Each elector shall present proper identification to a poll worker at or prior to completion of a voter's certificate at any polling place and prior to such person's admission to the enclosed space at such polling place. Proper identification shall consist of any one of the following:

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

Any elector who registered for the first time in Georgia by mail, and did not provide identification at the time of registering, may provide one of the six (6) items of photo identification listed above, or for the elector's first time voting, may provide one of the following forms of identification: copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the elector.

REQUIRED IDENTIFICATION

NOTICE

ABSENTEE VOTING PERIOD

ELECTORS WHO ARE 75 YEARS OF AGE OR OLDER OR WHO ARE DISABLED AND REQUIRE ASSISTANCE IN CASTING AN ABSENTEE BALLOT IN PERSON, SHALL, UPON REQUEST TO A DESIGNATED OFFICE EMPLOYEE OR OTHER INDIVIDUAL, VOTE IMMEDIATELY AT THE NEXT AVAILABLE VOTING COMPARTMENT OR BOOTH WITHOUT WAITING IN LINE.

ELECTION DAY

BETWEEN THE HOURS OF 9:30 A.M. AND 4:30 P.M., ELECTORS WHO ARE 75 YEARS OF AGE OR OLDER OR WHO ARE DISABLED AND REQUIRE ASSISTANCE IN VOTING, SHALL, UPON REQUEST TO THE POLL OFFICERS, BE ALLOWED TO VOTE IMMEDIATELY AT THE NEXT AVAILABLE VOTING COMPARTMENT OR BOOTH WITHOUT WAITING IN LINE.

O.C.G.A. §§21-2-385.1, 21-2-409.1

Form #75-18

ELECTORS 75 YEARS & OLDER

CARD OF INSTRUCTIONS

The card contains detailed instructions for voters, including information about the voting process, the use of the ballot, and the location of the voting booth. It is divided into several sections with headings and subheadings, and includes a large diagram of a ballot with numbered circles for marking votes. The text is in a small, clear font, and the overall layout is organized and easy to read.

CARD OF INSTRUCTIONS

Polling Place

Polling Place Supplies and Forms

PRIMARIES AND ELECTIONS

Write copy to be filed with Superintendent.
Before copy to be filed with Clerk of Superior Court (if county election) or City Clerk (if municipal election).

COUNTY, GEORGIA
(Municipality - if applicable)

PRECINCT

All Managers and clerks shall, before entering upon their duties at any primary or election, be duly sworn in the presence of each other.

(1) The chief manager shall first be sworn by an assistant manager.

(2) The assistant managers and clerks shall then be sworn by the chief manager.

Each of them shall immediately sign in duplicate the oath taken by him or her upon forms to be furnished by the superintendent, and the same shall be attested by the officer who administered the oath.

OATH OF MANAGERS

We, the undersigned managers, individually and jointly, do swear (or affirm) that we will as managers or assistant managers duly attend the ensuing election (or primary) to be held on _____ day of _____, 20____, during the continuance thereof, that we will not admit any person to vote, except that we firmly believe such person to be registered and entitled to vote at such election (or primary), according to the laws of this state, that we will not intentionally delay or refuse to permit any person to vote whom we believe to be entitled to vote as aforesaid, that we will use our best endeavors to prevent any fraud, deceit or abuse in carrying on the same, that we will at all times truly, impartially and faithfully perform our duties therein to the best of our judgment and ability, and that we are not disqualified by law to hold the position of poll manager or assistant manager.

(1) Administered by, sworn to and subscribed before me this _____ day of _____, 20____.

Chief Manager

Assistant Manager

(2) Administered by, sworn to and subscribed before me this _____ day of _____, 20____.

Chief Manager

Assistant Manager

(Prescribed by O.C.G.A. §§ 21-2-60, 21-2-61, and 21-2-405(a).)

OATH OF MANAGERS

PRIMARIES AND ELECTIONS

Write copy to be filed with Superintendent.
One copy to be filed with Clerk of Superior Court (if county election) or City Clerk (if municipal election).

COUNTY, GEORGIA
(Municipality - if applicable)

PRECINCT

OATH OF CLERKS

I, each of the undersigned managers individually and jointly, do swear (or affirm) that I will as a clerk attend the ensuing election (or primary) to be held on _____ day of _____, 20____, during the continuance thereof, that I will use my best endeavors to prevent any fraud, deceit, or abuse in carrying on the same, and that I will at all times truly, impartially, and faithfully perform my duties therein to the best of my judgment and ability, and further that I am not disqualified by law to hold the position of poll officer.

Clerk

Clerk

Clerk

Clerk

Clerk

Clerk

Administered by, sworn to and subscribed before me this _____ day of _____, 20____.

Chief Manager

The chief manager shall first be sworn by an assistant manager and the assistant managers and clerks shall then be sworn by the chief manager.

(Prescribed by O.C.G.A. §§ 21-2-60, 21-2-61, and 21-2-405(a).)

OATH OF CLERKS

VOTER'S CERTIFICATE

COUNTY OR MUNICIPALITY, STATE OF GEORGIA

I hereby certify that on _____ day of _____, 20____, at _____, I was present at the election (or primary) held at _____, and that I have duly and correctly counted the votes cast at such election (or primary) and that the result of such election (or primary) is as follows: _____.

ONLY For Primary Elections (Check One): ☐ Republican Ballot ☐ Republican Ballot ☐ Nonpartisan Ballot

Understand that making a false statement on this (and State) is a felony under O.C.G.A. § 21-2-802.

Print Election's Name _____ Current Residence Address of Election _____
(If vote only votes, current mailing address: R.F.D., Street or P.O. Box _____)

Election's Signature _____ City, State, Zip _____

Election's date of term _____

(FILL OFFICER USE ONLY)

Name of officer at poll place receiving voter's certificate _____ Public Ballot Box(es) Number (if any) _____

IN CASE OF PHYSICAL DISABILITY OR ILLNESS, FILL OUT THE FOLLOWING:
Reason for disability: _____ (If voter is unable to read the English language, _____)

TYPE OF IDENTIFICATION REQUIRED:
☐ Georgia driver's license
☐ State ID card issued by any state or union
☐ Voter's ID card
☐ State government employee photo ID
☐ State government employee photo ID
☐ State government employee photo ID
☐ State government employee photo ID

Signature of poll officer completing this section _____

VC-18

PAPER VOTER CERTIFICATES

(EMERGENCIES)

STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION

Fill out the entire rest of this application to receive your voter registration. Please print and do not write on this.

1. **PERSONAL INFORMATION:** Provide residential address. This information is required.

2. **PERSONAL INFORMATION:** Provide residential address. This information is required.

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VOTER REGISTRATION APPLICATIONS

Polling Place Supplies and Forms

ELECTION (ONE) OR:

☐ General ☐ Primary

☐ Runoff ☐ Special

☐ Presidential Preference Primary

USE THIS POINT FOR
Runoff Election - Run-Off Election - Runoff Election

1. Write in name of candidate in box
 2. Put check in box of name of candidate
 3. All other marks to be made in box
 4. Do not check in box

DATE OF ELECTION _____

PRECINCT _____

TIME LAST VOTER VOTED _____

COUNTY/MUNICIPALITY _____

BALLOT RECAP SHEET

SECTION A: BALLOT MARKING DEVICE (BMD)

#	TRANSMISSION UNIT NUMBER	PULSED COUNT AT OPENING	BALLOTS PRINTED AT CLOSING
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
TOTAL BALLOTS PRINTED (a)			

#	TRANSMISSION UNIT NUMBER	PULSED COUNT AT OPENING	BALLOTS PRINTED AT CLOSING
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
TOTAL BALLOTS PRINTED (a)			

a) BALLOTS PRINTED ON BMD (Add totals from above two columns) a) _____

b) EMERGENCY BALLOTS ISSUED (If any) b) _____

c) TOTAL BALLOTS ISSUED (Sum a + b) c) _____

d) BALLOTS SPOOLED (From Spoiled Ballot Log) d) _____

e) TOTAL BALLOTS ISSUED & CAST (b + c + d) e) _____

SECTION B: SCANNER

f) SCANNER Serial # _____ BALLOTS CAST (From Tape) _____

SCANNER Serial # _____ BALLOTS CAST (From Tape) _____

TOTAL TAPE: f) _____

g) UNRECORDED BALLOTS FROM EMERGENCY BIN (If any) g) _____

h) TOTAL BALLOTS CAST ON SCANNER (f + g) h) _____

SECTION C: GRAND TOTALS - NUMBER OF PERSONS VOTING (all totals 1-5 should match)

	TOTAL
1. TOTAL BALLOTS ISSUED & CAST - SECTION A (a)	
2. TOTAL BALLOTS CAST ON SCANNER - SECTION B (h)	
3. POLL RAD CHECKING - SUPPLEMENTAL VOTERS From Poll Rad Resp - Line F	

Poll Manager and both Assistant Managers must sign.

Poll Manager

Assistant Manager

Assistant Manager

BALLOT RECAP SHEET

FOR POLLS ONLY
Not Used After the Polling Place Closes

Poll Pad Recap Sheet

☐ General
☐ Presidential Preference Primary
☐ Primary
☐ Primary Runoff

County/Municipality: _____

Election Date: _____ Precinct Name: _____

Ballots	Absent Ballots	Missing Ballots	Overvotes	Undervotes

The List of Electors for the present listed above and contained on these Poll Pad cards has been reviewed by the County Registrar's Office and has been found to be correct.

Signature _____ Date _____ Signature _____ Date _____

Wait Times in Morning _____ Time Checked _____
 Check-In to Vote Mailing _____ Time Checked _____
 Absentee _____ Time Checked _____

FOR USE ON ELECTION DAY BY POLL WORKERS: Use Only One Poll Pad That to Complete This Section

ACTION	OPENING	CLOSING
A. Time		
B. Total number shown on Poll Pad Check-Ins: (B and C should be the same)	Total Voters _____ Democrat(s) _____ Republican _____ Independent _____	Total Voters _____ Democrat(s) _____ Republican _____ Independent _____
C. Total number of voters signed on the Supplemental Elector's List		
D. Total number shown on Paper Supplemental Numbered List: (D and E should be the same)	Total Voters _____ Democrat(s) _____ Republican _____ Independent _____	Total Voters _____ Democrat(s) _____ Republican _____ Independent _____
E. Voters marked as Poll Pad + Voters marked on Supplemental Elector's List (Add Closing B + Closing C)		(Add Closing B + Closing C)
F. Poll Pad Check-Ins + Paper Supplemental Signed List: (Add Closing D + Closing G) <i>(Enter the number on the Ballot Recog. Section D, Register II)</i>		(Add Closing B + Closing D)

If the numbers above do not match or balance or represent, please attach explanation.

We the undersigned Pollworkers, hereby certify the above is true and correct on this _____ day of _____, 20____.

Poll Manager Signature: _____

Asst. Manager Signature: _____ Asst. Manager Signature: _____

PFW0001

POLL PAD RECAP SHEET

[illegible]

TOUCHSCREEN RECAP SHEET

[illegible]

SCANNER RECAP SHEET

Polling Place

Polling Place Supplies and Forms

SPOILED AND UNACCOMPANIED BALLOT RECAP SHEET

Date: _____ Election Day Location: _____
 Addressed to Person Location: _____

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

Poll Manager: _____
 Poll Official: _____
 Poll Official: _____

WKS Form 001-01

SPOILED & UNACCOMPANIED BALLOT RECAP SHEET

Voted Ballot Removal Form During Voting

Election: _____ Date: _____ Polling Place: _____ County: _____

This form is to be completed ONLY when the ballot box becomes full and must be emptied to continue to open ballots when the polls are open. For close of polls, complete the Chain of Custody Form - Transfer of Election Results.

This process may need to be completed multiple times. Document each removal of ballots on this form.

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

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

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

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

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

CHIEF OF POLICE

Ballots were removed from the ballot box at (Time) _____ and sealed in a secure ballot container.
 Poll Manager: _____ Poll Official: _____

Page ____ of ____

WKS Form 001-02

VOTED BALLOT REMOVAL FORM DURING VOTING

Chain of Custody Form
 Transfer of Election Results from Polling Place/MP

Election	Date	Location	Advance Voting	Election Day	Polling Place Scanner #	Number of Memory Cards	Number of Voted Ballots

Date: _____ Surrendered by: (Print) _____ Signature: _____
 Time: _____ Received by: (Print) _____ Signature: _____

Date: _____ Surrendered by: (Print) _____ Signature: _____
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 Time: _____ Received by: (Print) _____ Signature: _____

NOTES:

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

ELECTION (Check One) ☐ General ☐ Primary ☐ Runoff ☐ Special ☐ Precinct Preference Primary

USE BALL POINT PENS
 Swear Sheet - You Are Making Three Copies:
 1. Give to the Secretary of State
 2. Give to the Clerk of Superior Court/City Clerk
 3. Retain one for the Superintendent
 4. Submit one to the Registrar

COUNTY/MUNICIPALITY: _____

DATE OF ELECTION: _____ ELECTION DAY ☐ ADVANCE VOTING ☐

VOTING EQUIPMENT EXCEPTION REPORT - One sheet for each equipment exception

SECTION A: EQUIPMENT DESCRIPTION
 LOCATION OF EQUIPMENT: _____
 MAKE/MODEL OF EQUIPMENT: _____
 SERIAL NUMBER OF EQUIPMENT: _____
 DATE/TIME OF EXCEPTION: _____

SECTION B: EQUIPMENT EXPLANATION
 DESCRIBE EXCEPTION: _____
 ACTION TAKEN WITH EQUIPMENT: _____

SECTION C: EQUIPMENT SERVICE
☐ VOTING REQUIRED ON THIS EQUIPMENT IN THIS ELECTION
☐ VOTING DID NOT REQUIRE ON THIS EQUIPMENT IN THIS ELECTION

We, the undersigned poll officials, hereby attest that the above is a true and correct accounting of equipment exceptions on this _____ day of _____, 20____.

POLL MANAGER SIGNATURE: _____ POLL MANAGER SIGNATURE: _____

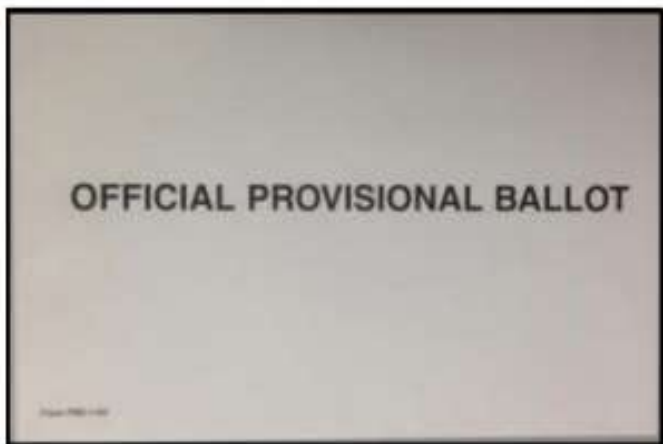
(If an error is due to equipment malfunction, the poll official must document the incident on a form developed by the Secretary of State. The poll manager must inform the election superintendent immediately if one or more electronic ballot machines are associated with a significant number of incidents.)

WKS REPORT-2020

VOTING EQUIPMENT EXCEPTION FORM

Polling Place

Polling Place Supplies and Forms



INNER PROVISIONAL BALLOT ENVELOPE

The Poll official must complete the following information before issuing the voter/ballot envelope to the voter:

Type of Election:	Party if Primarily or Primarily Runoff:	Provisional Status:
<input type="checkbox"/> General Election	<input type="checkbox"/> Dem/Lean	<input type="checkbox"/> Person whose name is on the registered list of voters (90%)
<input type="checkbox"/> General Election Runoff	<input type="checkbox"/> Rep/Lean	<input type="checkbox"/> Voter who did not provide photo identification (9%)
<input type="checkbox"/> Special Election	<input type="checkbox"/> Provisional	<input type="checkbox"/> Voter who registered for the last primary in Georgia but did not provide valid identification (9%)
<input type="checkbox"/> Special Election Runoff		<input type="checkbox"/> Voter who is casting a ballot during election day based on a result of voter registration

OUTER PROVISIONAL BALLOT ENVELOPE

[illegible]

PROVISIONAL BALLOT AFFIDAVIT OUT OF PRECINCT

[illegible]**PROVISIONAL NUMBERED LIST OF VOTERS**[illegible]**PROVISIONAL VOTER REGISTRATION APPLICATION**

IN ELECTIONS IN WHICH THERE ARE NO FEDERAL CANDIDATES ON THE BALLOT, THE FOLLOWING REASONS MAY AFFECT AN ELECTION AND MUST BE CHECKED BY THE POLLING OFFICER. IF NONE, CHECK "NO FEDERAL CANDIDATE".

☐ 1. irregularities in handling of absentee ballots; ☐ 2. irregularities in counting
☐ 3. irregularities in voter registration; ☐ 4. irregularities in precinct location
☐ 5. irregularities in ballot design; ☐ 6. irregularities in ballot distribution
☐ 7. irregularities in ballot storage; ☐ 8. irregularities in ballot security

Reasons of persons attending to the election are:

NO ELECTIONS IN WHICH THERE IS A FEDERAL CANDIDATE ON THE BALLOT: ANY ELECTION WHERE AN ELECTION OFFICIAL HAS A REASON TO BELIEVE AN ELECTION IS BEING HELD, SHALL BE PERMITTED BY THE POLLING OFFICER TO SELECT ANY PERSON ON THE ELECTION'S CHECK BALLOT IF THE ELECTION'S EMPLOYER OR OFFICER OF THAT EMPLOYER HAS ADVISED OR ASSISTED IN THE ELECTION'S CHOICE.

PROVISIONAL BALLOT VOTERS ONLY

☐ 1. Voters I have registered in one of the following: _____ Reason: _____
☐ 2. The Department of Defense Services, 3610 _____
☐ 3. _____
☐ 4. _____
☐ 5. _____
☐ 6. _____
☐ 7. _____
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☐ 99. _____
☐ 100. _____

PROVISIONAL/CHALLENGED BALLOT VOTERS ONLY

POLL OFFICER MUST MARK TYPE OF PROVISIONAL/CHALLENGED VOTER, CHECK AT LAST ENTRY


☐ 1. Registered voter who does not have photo ID to present at time of voting
☐ 2. Person believing that he or she has been wrongly registered to vote, but who cannot prove that he or she cannot be properly registered
☐ 3. Voter who registers at the last time he or she has been registered to vote
☐ 4. Voter who is voting a ballot during extended poll hours as a result of a court order requiring to hold elections only
☐ 5. Void of Precinct
☐ 6. Non-voter registered for the first time in Georgia but did not provide proof accordingly
☐ 7. Person who did not vote

PROVISIONAL VOTER CERTIFICATES

Polling Place

Drop Box Ballot Transfer Form	
Election _____	County/Assembly _____
Drop Box Location _____	
Drop Box was empty before the polls opened: YES <input type="checkbox"/> NO <input type="checkbox"/> Time Checked _____	
<hr/>	
A. Collection of Absentee Ballots	Date _____
Time of Collection _____	Number of Ballots _____
Collection Team _____	
Inspected By: (Print) _____	
Signature _____	
Reinspected By: (Print) _____	
Signature _____	
Drop Box was emptied and locked after the polls closed: YES <input type="checkbox"/> NO <input type="checkbox"/>	
<hr/>	
B. Transfer of Absentee Ballots	
Time of Transfer _____	Number of Ballots _____
Register/Designee or Absentee Ballot Clerk _____	
Received By: (Print) _____	
Signature _____	
<p align="center"><u>Notes</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

DROP BOX BALLOT



Provisional Ballot Voting Guide

WHAT IS A PROVISIONAL BALLOT?

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

WHICH SCENARIO APPLIES TO YOU?

- I am a registered voter in this county, but I am told I am at the wrong polling place in my county.
You have the right to vote a provisional ballot in this polling place or you can go to your correct polling place, if practicable for you to do so. It is up to you to make this determination. You should take into account the distance of your assigned polling place, the severity of traffic, the possibility of a long line, and your work/personal schedule. Any votes cast by a provisional ballot in the wrong precinct will not be counted unless it is cast after 5:00 P.M., and before the regular time for the dosing of the polls on the day of the primary, election, or runoff. If so, your vote will be counted for all the races for which you are eligible.
- I am a registered voter, but I am told I am registered in a different county.
You can vote a provisional ballot in this polling place, if you believe that you timely registered to vote in this county. If you know you are not registered in this county, you cannot vote a provisional ballot in this county. If you vote a provisional ballot in this county and the County Registrar's office determines that you have timely registered to vote in this county, your vote will be counted. If you have proof of your registration, you may provide it to the Registrar's office within three days of the election.
- I believe I am registered to vote in this county, but the poll worker cannot find my registration or the Registrar's Office cannot confirm my registration.
You can vote a provisional ballot in this polling place, if you believe that you timely registered to vote in this county. If you vote a provisional ballot in this county and the County Registrar's office determines that you have timely registered to vote in this county, your vote will be counted. If you have proof of your registration, you may provide it to the Registrar's office within three days of the election.

PROVISIONAL BALLOT VOTING GUIDE[illegible]

NUMBERED LIST OF VOTERS

Non-Felon Affidavit (Affirmation of Eligibility to Vote)

Instructions: This form is to be used when an elector has been identified by county registrars as potentially serving a felony sentence as reflected in the voter registration system, but the elector cannot be confirmed as ineligible pursuant to the notice provisions of O.C.G.A. § 21-2-323(a). If the elector believes that he or she is not currently serving a felony sentence and is eligible to vote, the elector may sign this form and be issued a regular ballot.

(Elector's First Name) (Elector's Last Name)

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

O.C.G.A. § 21-2-371, Voting by Unqualified Elector or Giving False Information: "Any person who votes or attempts to vote at any primary or election, knowing that such person does not possess all the qualifications of an elector at such primary or election, as required by law, or who votes or attempts to vote at any primary in violation of Code Section 21-2-223 or who knowingly gives false information to poll officers in an attempt to vote at any primary or election shall be guilty of a felony and, upon conviction thereof, shall be sentenced to imprisonment for not less than one nor more than two years or to pay a fine not to exceed \$100,000.00, or both."

Elector's Signature

Date

FOR OFFICIAL USE ONLY

Voter Registration Number of Elector: _____

Ball Number Number (1-1000) _____ Poll Worker Signature _____ Date _____

Form - AFF20

NON-FELON AFFIDAVIT

Opening The Polls

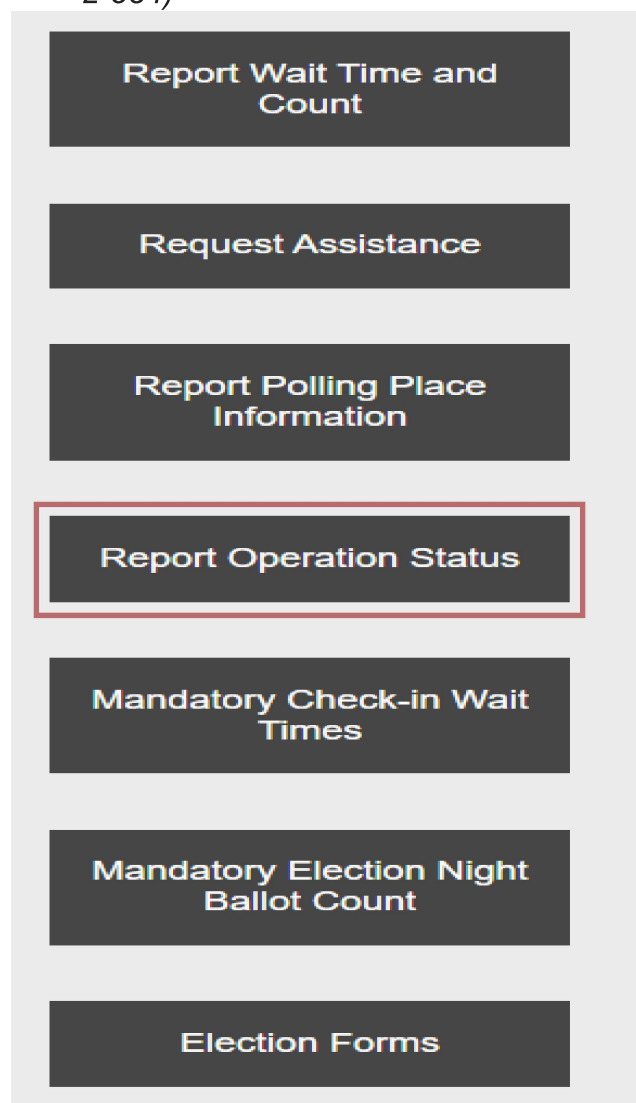


Opening The Polls

Polling Place on Election Morning

1. **ALL** poll officials **MUST** arrive at your assigned polling location by 5:30am. Once at the polling location, you will not be able to leave for any reason other than an emergency and you will not be able to return to your post. You must bring all necessary food and/or medication to cover you throughout the entire day.
2. **BEFORE** the Oath of the Managers/Clerks is administered, it **MUST** be reported via the command center tablet that **ALL STAFF** is present and inside the polling location.:***If any staff member has not arrived by 5:45am, notify your area manager.***
3. Turn on tablet and select the Election Day Assistant app.
4. Select “**Report Operation Status**” then select “**Staff Arrived**” the select “**Submit**”.
5. Oaths must be administered prior to the start of the setup of the polling location. The assistant manager will administer the oath of managers to the poll manager. Next, the manager will administer the oath to the assistant managers, and then the oath of clerks to the remaining staff. Each person must attest and sign the oath. If any poll official knowingly performs Election Day duties without being duly sworn and/or if any manager fails to administer the oaths knowingly, is in violation of the Georgia Election Code. (*Performing tasks on Election Day without being duly sworn is a misdemeanor offense (§O.C.G.A. 21-2-584)*)

The screenshot shows the 'Election Day Operation Status' app interface. At the top, a green header bar contains the title. Below it, a instruction reads: 'Enter the operation status of the facility, then click Submit.' A 'Details' section is expanded, showing the 'Facility Name' as 'Ashford Dunwoody Road (BHAVN)'. Under 'Operation Status', there are three radio button options: 'Staff Arrived' (which is selected and highlighted with a red box), 'Ready to Go', and 'Election Closeout Complete - Reporting to VR&E Office'. A green 'Submit' button is located at the bottom of the form.



Opening The Polls

6. Every poll official **MUST** wear a **Name Tag** throughout the entire day. Name tags must include your full name (**no nick-names**) and position.
7. Each poll official **MUST** verify attendance by reviewing and signing the **ELECTION DAY_PAYROLL SHEET**. Each poll official must verify his/her personal information for accuracy and sign to confirm attendance. If a change is required, it should be written **LEGIBLY** after drawing a line through what's incorrect. **If the payroll sheet is not signed, payment will not be received.**

You may have to add someone to your payroll sheet manually. If so, add them on a blank row and complete **ALL information for the poll official **LEGIBLY**.**

- Post Signs
 - Voting Instructions
 - Required Identification
 - Voting Rights Poster
 - Card of Instructions
 - Notice of Penalties
 - Sample Ballots (2)
 - Prohibition Notice
 - Magnified Ballot Request
 - Electors 75 Years & Older
 - Acceptable Proof of Citizenship
 - Vote Here Sign
 - No Campaigning Sign
 - Handicapped Parking
- Ensure the Drop Box is empty before opening to the polls, if applicable.

- Equipment Prep:
 - All duties must be performed in full view of the public.
 - Potential voters may watch but are not allowed to enter the enclosed space or interfere when preparations for opening the polls are in progress.
 - At no time are the doors to the polling place to be locked to exclude any member of the public from viewing the pre-election preparation, conduct of the election, or the closeout procedures.
 - One Poll Official reads the instructions.
 - One Poll Official follows the instructions as read to them.
 - One Poll Official records the necessary information on the forms.

Opening The Polls



Opening The Polls

Opening the Polls-Check-In-Station Setup

- Place case on table, verify seals, cut seals and open case by pushing down on both gray levers and lift. Remove the contents below and store case with other election equipment. This will be done for each poll pad assigned to your polling location.
 - Tablet with stand arm attached
 - Round black base
 - Black charging cord
 - Green stylus
 - Card encoder (with label on silver side)
 - White charging block
 - ID tray



Opening The Polls

Set-up PROCEDURES | POLL PAD SETUP



1 STAND ARM

If arm is not already attached to iPad shell, press the buttons on the side of the arm and place in circular opening. Release buttons and rotate the arm until you hear a click.



2 CONNECT ARM TO BASE

Take arm and place into Poll Pad Base. Once attached rotate iPad making sure the camera is on top, oriented in a landscape position.

NOTE: Sticker with jurisdiction name and number will be on top.



3 ATTACH PHOTO ID TRAY

Attach the ID tray to the iPad using the mounting clip. Once attached, insert stylus into the holding slot. Adjust the iPad to a suitable angle.

- Slide green stylus in designated holder on the ID tray. (Stylus should always rest in holder when not in use)
- Insert encoder with label side facing you into the right side of the tablet. Press gently until it snaps in place. (If the black side is facing you, the encoder is in incorrectly)
- Plug black charging cable into the top of the encoder and feed cord through the arm of the stand. (Press gently) Plug cord in charging block and plug into a power source.

Opening The Polls

Poll pad units will automatically turn on. *If poll pad doesn't turn on automatically, press the power button on the left side of the tablet, then press "Home" to begin.* Always use the green stylus when operating the tablet. **NEVER** use your fingers or any other objects including other stylus types.

1. On both poll pad units, touch the poll pad icon **"P"**.
2. Verify the following: **County Name, Election Name, Election Date, and Polling location Name**. If all are correct, continue with setup. The bar at the top of the screen should be black. If any of the above is incorrect, **STOP**, and contact the VRE Office immediately.
3. Verify at the top of the screen:
 - **"Check-ins"** total is **0** (zero). If any other number appears, **STOP**.
 - **"Polling location Records"** is the total number of voters in your polling location.
 - **"Countywide Records"** is the total voters countywide.
 - **"Config. Profile"** should display the poll pad's software version and the date of the election.
4. Battery level should be greater than 90%. Please note, the poll pads will continue to charge throughout the day while plugged in. If battery drops below 50%, an indication will appear, and you will then need to check the white charging cable and/or the outlet.
5. Synchronization - The two-person icon in the far-right top of the screen will be **green** when synched. If they are not, the two icons will be **yellow**.

How to Synch

- Touch the yellow figure icons on both poll pads **OR**
- Power down the poll pads and re-start.

6. Verify the encoder is connected by checking the card icon at the top right of the screen. If it's **green**, the Encoder is connected. If it's **red**, the Encoder is **NOT** properly connected.
7. Complete the **"Opening"** column of the **"Poll pad Recap Sheet"**.
 - Section A. "Time"**: The time the poll pad unit setup is complete **this should be before 7:00 am.**
 - Section B. "Total number shown on Poll pad Check-Ins"** - Select **"Menu"** then **"Summary Report"**.
 - Section C. "Total Number of voters marked on the Supplemental Electors List"**. The Supplemental Electors List **"EL"** and **"RO"** columns should be blank with no markings.
 - Section D. "Total Number shown on Supplemental Numbered List."** The Numbered List of Voters should be blank with no names listed.
8. Select the **"GET STARTED"** button at the bottom of the screen.
9. The poll pad unit is setup and ready to receive voters when your screen is on the **"Search Options"** page.

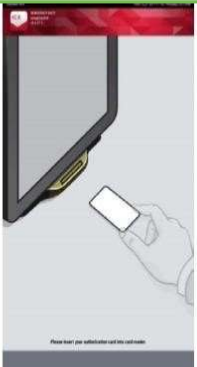
Opening The Polls

Opening the Polls-Vote Center Hub Station Setup

1. Plug in UPS (battery) into wall outlet/yellow extension cord and turn on for ADA station only. When powering on the UPS, press the power button until the unit beeps 2 times. The vote center hub will have a power dongle that will need to be plugged into a wall outlet. **ONLY** two hubs can be plugged into a wall outlet.
2. Turn on BMD (printer).
3. Cut the red verified seal on ICX (printer/power compartment) and turn unit on manually.
4. Close compartment and place blue seal and record seal number on Touchscreen Recap (Closing Power/Printer Seal #column).


1

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



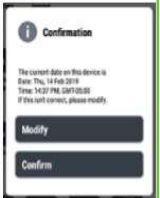
2

Enter the Poll Worker PIN then press the **Login** button.



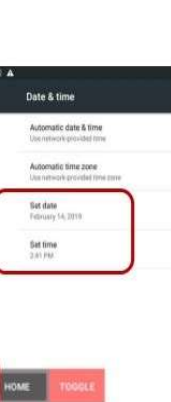
3

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



4


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



5


a) Verify that both the **AVS Controller** and the **Manual Session Activation** options are checked. If not, press each one to check them.

b) Verify that the correct polling place appears just above **Open Poll** then press the **Open Poll** button.



6

At the Open poll confirmation window press the **Yes** button.



Opening The Polls

Opening the Polls-Scanner Station Setup

1. Verify lid and ballot box seals on unit. If correct, cut and remove. If not correct, stop, and contact the VRE Office.
2. Verify all inside seals against the Scanner Recap. **DO NOT remove any white seals.**
3. Verify poll worker compartment **red seal**: **DO NOT CUT.**
4. Verify the emergency bin **red seal**. If correct, cut and remove.
5. Take picture of the inside of the empty ballot box using the command center tablet, the write-in compartment (**white door**) and the emergency ballot compartment. Send a picture of the empty compartments via the command center tablet. Close write-in compartment and ballot box door, seal (using a new **red seal**). Then close and seal (using a new **red seal**) the emergency ballot compartment.
6. Record new **red seal** numbers and the time on Scanner Ballot Box Recap Sheet.
7. Once the **polls are opened** on the ICP a zero tape will print. **Two copies are MANDATORY.** Follow the steps below to print the extra copy required. The poll manager and both assistant managers **MUST** sign and date the tape. Tear off and affix to the Scanner Ballot Box Recap Sheet.



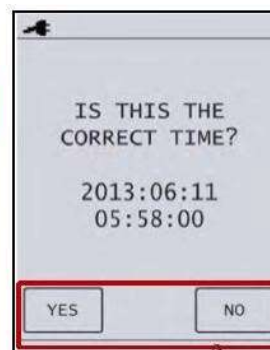
- 1** Plug the tabulator power cord into an outlet.



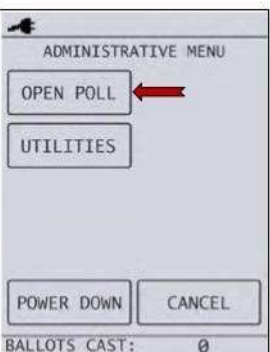
- 2** Press the Security Key onto the pad and hold firmly.



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



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



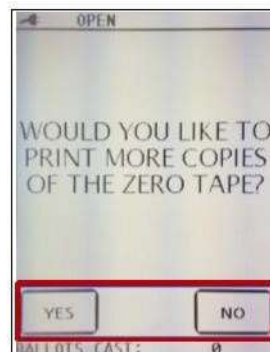
- 5** Press **OPEN POLL**.



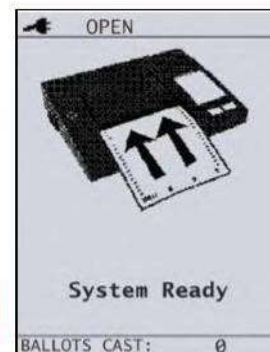
- 6** Press **ZERO**.



- 7** Verify the Zero Report when it has finished printing.



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



- 9** The tabulator is now ready to scan ballots.

Opening The Polls

Opening the Polls-Provisional Booth Setup

The provisional voting booth **MUST** be set up where voters can have access. *(Additional blue privacy screens can be used as provisional voting booths if necessary.)*

All provisional supplies **MUST** be removed from the “orange” provisional bag and placed in a neat and organized fashion. The provisional bag **MUST** then be closed and sealed with a **red seal**. **(Seal is located behind the clear pouch in the front of the provisional bag.)** The provisional bag **MUST** stay sealed until the end of Election Day. It will be reopened during closeout.

The Provisional/Challenged Ballot Recap Sheet as well as the Provisional/Challenged Numbered List of Voters **MUST** be completed whether you have a provisional voter or not.

At **7:00 am**, the poll manager will publicly announce the “**Polls Are Now Open**” and voters may proceed to the check-in station.

NOTICE TO PROVISIONAL VOTERS VOTING AN OUT OF PRECINCT (OP) PROVISIONAL BALLOT

If you are voting a provisional ballot because you are not voting at your assigned Election Day precinct, regardless of the time of day on Election Day, you **MUST** complete a Provisional Ballot Affidavit.

A Provisional Ballot cast for the reason of being Out of Precinct **MUST** be accompanied by a Provisional Ballot Affidavit completed by the voter and the Poll Official or the Provisional Ballot will be rejected and will not be counted. If you have not been offered a Provisional Ballot Affidavit for your Out of Precinct Provisional Ballot, immediately notify the Poll Manager.

Opening The Polls

Tuesday morning command center tablet reporting requirements: Before 7:00 am detailed instructions

Select **"Request Assistance"** then select **"Information ONLY: No Response Necessary"** then select the critical level **"Low"**, enter your name and contact number and any additional details if necessary. Next select **"Image file"**, select **"Camera"** and take picture of the ballot box, write-in compartment and the emergency bin and select **"Submit"**.

Request Assistance

- ☐ Election Supplies - Hardware & Paper
- ☐ Election Supplies - Voting Equipment
- ☐ Facilities - Electrical, Wi-Fi, Command Center Issues
- ☐ **Information ONLY - When Response isn't necessary**
- ☐ Safety/Security - Issues with Voters or Staff

Report Polling Place Information

Report Operation Status

BALLOT BOX CLEARED – ELECTION MORNING

The ballot box write in compartment and emergency compartment **MUST** be checked to ensure there are no ballots inside prior to setup. Take a picture and send to VRE Office.

Once the remaining setup is complete select **"Report Operation Status"** then select **"Ready to Go"**. This will indicate that the precinct and staff are ready to open and receive voters at 7:00 A.M.

Election Day Operation Status

Enter the operation status of the Facility, then click Submit.

Details

Facility Name
Oakland Community Acad (AKCAG)

Operation Status

- ☒ Self-Driven
- ☐ Ready to Go
- ☐ Election Closings Complete - Reporting to VRE Office

Submit

Polling Place Information

Enter the polling place information and send it to the VRE Office. Enter the location and picture if necessary then click Submit.

Details

Location
Oakland Community Acad (AKCAG)

Polling Information

- ☒ Missing information
- ☐ Ballot box closed - Election Day
- ☐ Ballot box closed - Election Day
- ☐ Election Day - Election Day
- ☐ Election Day - Election Day

Add an image to your report

Photo of the ballot box and emergency bin

1/1



Election Forms

Secretary of State Election Forms

Touchscreen Recap Sheet (TouchscreenRecap2020)

The Touchscreen Recap Sheet form is used to verify touchscreen serial numbers, opening case seal numbers, opening counts (0), and the side compartment seal numbers for each touchscreen in use. It includes fields for Date of Election, Election Day, and Advance Voting. The form is divided into two main sections: Opening the Polls and Closing the Polls. Each section contains a table with columns for Touchscreen Serial #, Opening Case Seal #, Opening Count, Side Compartment Seal #, and Closing Count. The form also includes a section for the Poll Manager and Assistant Manager to sign and date the form.

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

Scanner Recap Sheet (ScannerRecap2020)

The Scanner Recap Sheet form is used to verify scanner serial numbers, opening case seal numbers, opening counts (0), and the side compartment seal numbers for each scanner in use. It includes fields for Date of Election, Election Day, and Advance Voting. The form is divided into two main sections: Opening the Polls and Closing the Polls. Each section contains a table with columns for Scanner Serial #, Opening Case Seal #, Opening Count, Side Compartment Seal #, and Closing Count. The form also includes a section for the Poll Manager and Assistant Manager to sign and date the form.

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

Secretary of State Election Forms

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

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

The following are reasons for a spoiled ballot:

- Voter requested to change selections due to wrong party selected.
- Error in selecting a candidate or answer to a referendum:
 - Printer Error
 - Scanner Error
 - Touchscreen Error

- Voter believes they selected a different candidate or answer to a referendum.

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

- The ballot should be returned to the poll pad station and marked as **SPOILED** across the front of the ballot.
- Entered on the Spoiled and Unaccompanied Ballot Recap Sheet.

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

SPBallot Recap Sheet-20

Secretary of State Election Forms

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

Voted Ballot Removal Form During Voting

Election: _____ Date: _____ Polling Place: _____ County: _____

This form is to be completed ONLY when the ballot box becomes full and must be emptied to continue to scan ballots when the polls are open. For close of polls, complete the Chain of Custody Form - Transfer of Election Results.

This process may need to be completed multiple times. Document each removal of ballots on this form.

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

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

Removal #1

Ballots were removed from the ballot box at (Time) _____ and sealed in a secure ballot container.
 Poll Manager: _____ Poll Official: _____

Removal #2

Ballots were removed from the ballot box at (Time) _____ and sealed in a secure ballot container.
 Poll Manager: _____ Poll Official: _____

Removal #3

Ballots were removed from the ballot box at (Time) _____ and sealed in a secure ballot container.
 Poll Manager: _____ Poll Official: _____

Seal of Polls

Ballots were removed from the ballot box at (Time) _____ and sealed in a secure ballot container.
 Poll Manager: _____ Poll Official: _____

Page ____ of ____ VB (Removal-20)

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

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

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

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

Date: _____	Surrendered by (Print): _____	Signature: _____
Time: _____	Received by (Print): _____	Signature: _____
Date: _____	Surrendered by (Print): _____	Signature: _____
Time: _____	Received by (Print): _____	Signature: _____
Date: _____	Surrendered by (Print): _____	Signature: _____
Time: _____	Received by (Print): _____	Signature: _____
Date: _____	Surrendered by (Print): _____	Signature: _____
Time: _____	Received by (Print): _____	Signature: _____
Date: _____	Surrendered by (Print): _____	Signature: _____
Time: _____	Received by (Print): _____	Signature: _____

NOTES:

- This form is used to account for transporting ballots from the polling place.
- Each field on the form must be completed for transport.
- The poll officers transporting the ballots must sign and date the surrender by field.
- The person receiving the ballots must sign and list the time the ballots were received.
- See SEB Rule 183-1-12-06

Secretary of State Election Forms

Drop Box Ballot Transfer Form (DropBox2021)

Drop Box Ballot Transfer Form

Election: _____ County/Municipality: _____

Drop Box Location: _____

Drop Box was empty before the polls opened: YES ☐ NO ☐ Time Checked: _____

A. Collection of Absentee Ballots Date: _____

Time of Collection: _____ Number of Ballots: _____

Collection Team: _____

Submitted By (Print): _____

Signature: _____

Submitted By (Print): _____

Signature: _____

Drop Box was emptied and locked after the polls closed: YES ☐ NO ☐

B. Transfer of Absentee Ballots

Time of Transfer: _____ Number of Ballots: _____

Registral/Designee or Absentee Ballot Clerk: _____

Received By (Print): _____

Signature: _____

Notes: _____

DropBox2021

- This form is used to account for absentee ballots removed from a drop box.
- Each field on the form must be completed for transport.
- The collection team transporting the ballots must sign and date the form.
- The Registrar or Absentee Ballot Clerk must sign and date the form to confirm they received the ballots.

Provisional Ballot Recap Sheet (PROVRecap2021)

ELECTION: (Check One)

☐ General ☐ Primary

☐ State ☐ Special

☐ Presidential Preference Primary

ELECTION DATE: _____ **COUNTY/MUNICIPALITY:** _____

PERCENT: _____

PROVISIONAL BALLOT RECAP

SECTION I - NUMBER OF PERSONS VOTING	SECTION II - UNUSED BALLOT RECAP	SECTION III - TOTAL BALLOT RECAP																																																																		
<p>• Total number of provisional voter certificates in Boxes:</p> <p>A</p> <p>• Total number of names on Provisional Ballot Numbered List of Voters:</p> <p>B</p> <p>NOTE: Boxes A and B should be the same, if not, recount and/or look for errors.</p> <p>• Total number of used Provisional Ballots:</p> <p>C</p> <p>• Total number of Spoiled Provisional Ballots:</p> <p>D</p> <p>Subtract D from C. It should equal box F in Section III.</p>	<p>• Total number of ALL UNUSED Provisional Ballots. Enter one of all subtotals in box E.</p> <p>Unused DEMOCRAT Ballots:</p> <table border="1"> <tr> <th>District/County #</th> <th>Subtotal</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> <p>Unused REPUBLICAN Ballots:</p> <table border="1"> <tr> <th>District/County #</th> <th>Subtotal</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> <p>Unused NONPARTISAN/SPECIAL Ballots:</p> <table border="1"> <tr> <th>District/County #</th> <th>Subtotal</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> <p>Total sum of ALL UNUSED Provisional Ballots:</p> <p>E</p>	District/County #	Subtotal																					District/County #	Subtotal																					District/County #	Subtotal																					<p>• Total number of provisional Ballots Cast:</p> <p>F</p> <p>NOTE: Box F should match the total number of yellow envelopes containing one Provisional/Challenged ballot, located in the ballot box.</p> <p>• Total sum from boxes D, E, & F:</p> <p>G</p> <p>• Total Number of Provisional Ballots Received from Supervisor:</p> <p>H</p> <p>NOTE: Box G should equal H; if not equal, recount and/or check the counts.</p> <p>If second count or correction of count(s) does not correct the count, record difference here and explain below where indicated:</p> <p> </p>
District/County #	Subtotal																																																																			
District/County #	Subtotal																																																																			
District/County #	Subtotal																																																																			

Explain Difference: _____

We, the undersigned Managers, hereby certify that the above is a true and correct accounting as this the _____ day of _____, 20____.

Poll Manager: _____ Assistant Manager: _____ Assistant Manager: _____

PROVRecap2021

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

Secretary of State Election Forms

Voting Equipment Exception Report (VEE REPORT- 2020)

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

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

COUNTY/MUNICIPALITY: _____
 DATE OF ELECTION: _____ ELECTION DAY ☐ ADVANCE VOTING

VOTING EQUIPMENT EXCEPTION REPORT - One sheet for EACH equipment exception

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

SECTION B: EQUIPMENT EXPLANATION
 DESCRIBE EXCEPTION: _____

 ACTION TAKEN WITH EQUIPMENT: _____

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

I, the undersigned poll officer, hereby attest that the above is a true and correct accounting of equipment exceptions on this _____ day of _____, 20____.

POLL WORKER SIGNATURE: _____ POLL MANAGER SIGNATURE: _____

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

VEE REPORT- 2020

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

Non-Felon Affidavit (AFF-20)

Non-Felon Affidavit
(Affirmation of Eligibility to Vote)

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

I, _____
 (Elector's First Name) (Elector's Last Name)

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

O.C.G.A. § 21-2-170. "Voting by Unqualified Elector or Giving False Information." Any person who votes or attempts to vote at any primary or election, knowing that such person does not possess all the qualifications of an elector at such primary or election, as required by law, or who votes or attempts to vote at any primary in violation of Code Section 21-2-216 or who knowingly gives false information to poll officers in an attempt to vote in any primary or election shall be guilty of a felony and, upon conviction thereof, shall be sentenced to imprisonment for not less than one nor more than two years or to pay a fine not to exceed \$100,000.00, or both."

 Elector's Signature Date

FOR OFFICIAL USE ONLY

Tracer Registration Number of Elector: _____

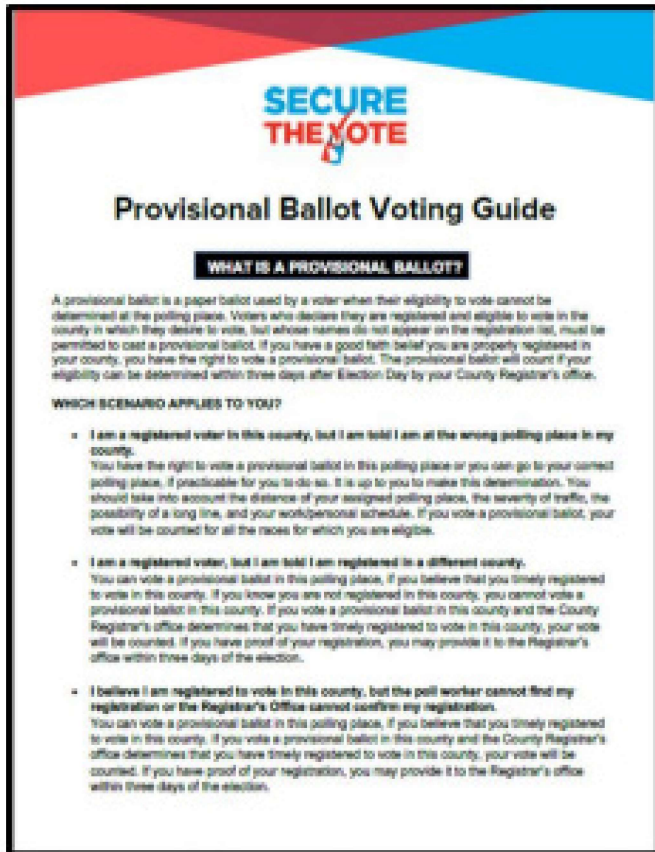
Poll Worker Name: _____ Poll Worker Signature: _____ Date: _____

Form - AFF20

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

Secretary of State Election Forms

Provisional Ballot Voting Guide



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

Provisional Ballot Affidavit: Out of Polling Location

PROVISIONAL BALLOT AFFIDAVIT OUT OF PRECINCT

- This form is to be used when an elector has presented himself or herself at a polling place in the county/municipality in which he or she is registered to vote, but not at the polling location at which he or she is registered to vote. Any votes cast by a provisional ballot in the wrong polling location will not be counted unless it is cast after 5:00 P.M. and before the regular time for the closing of the polls on the day of the primary, election, or runoff.



Election Day

Election Day

Voter Flow

1. Voters enter the polling place

When a voter enters the polling place, ensure they are not wearing any campaign material for any candidates on the ballot that day. Greet the voter with a smile and direct them to the appropriate station to begin the voting process.

2. Identification & Poll pad Check-in

Check their identification to find them in the poll pad. The voter's eligibility is checked on the Poll pad. The voter will sign the electronic voter certificate. Acceptable ID is found in O.C.G.A. § 21-2-417. If they have not voted, they are issued a voter access card (the card they insert into the BMD units) and added to the Numbered List of Voters.

3. Vote on BMD

The voter is then directed to the BMD touchscreen units. They will insert the voter access card into the machine, select their candidates for each election, review their choices, and select **“print ballot”**. Once the voter prints their ballot, the voter must remove their card.

4. Voter casts ballot in the polling place scanner

The voter will place their printed ballot in the polling place scanner. Poll officials are not allowed to view or touch a voter's ballot. Once a ballot is scanned into the polling place scanner, the ballot is cast.

5. Voter returns Voter card to Poll Worker

Ensure the voter has completed their voting, returned their card, and received their sticker and then thank them for voting.

6. Voter exits the polling place

Provisional Ballots

- If a voter, for any reason, is unable to cast a ballot at your polling station but would like to be issued a provisional ballot, they will fill out their ballot at the **“Provisional Ballot Station.”** Ensure them that they will be notified if their ballot was counted typically within a week after the election. Any votes cast by a provisional ballot in the wrong polling location will not be counted unless it is cast after 5:00 P.M. and before the regular time for the closing of the polls on the day of the primary, election, or runoff.



Election Day

Accommodating Voters with Disabilities

- Signs are vital. Directional signs should designate accessible parking spaces and be visible, especially those designating handicapped parking spaces, as well as the nearest accessible entrance if it is not the main door.
- If the polling place does not have a permanent handicapped parking space, designate a handicapped parking space by placement of a temporary “**Handicapped Parking Sign**”. Make sure there is wheelchair access to the building, the polling place, and the voting booth.
- Always be courteous and respectful. Be considerate of extra time it may take for a person who is disabled or elderly to complete the voting process and give unhurried attention to a person who has difficulty speaking.
- Always speak directly to the voter, and not to a companion, aide, or sign language interpreter.
- Animals that assist people with disabilities should be admitted into all buildings. **DO NOT pet or distract these Assistance Animals, as they are working animals, not pets.**
- If you observe a voter with a disability who needs assistance, **ASK “May I help you in any way?”** before rendering assistance. The answer you receive should dictate any further assistance.
- Place chairs or benches along a waiting area for the convenience and comfort of those who may have difficulty standing in line.

Assistance to Voters

- A voter is entitled to assistance if the voter is:
- Unable to read the English Language and/or
- Has a disability which renders the voter unable to:
 - See or mark the ballot...OR
 - Operate the voting equipment...OR
 - Enter the voting compartment or booth without assistance

Notice of the availability of assistance shall be posted at the polling place.

Election Day

- “A physically disabled or illiterate elector may receive assistance in preparing his or her ballot from” ... any person of the elector’s choice EXCEPT
 - Elector’s Employer or Agent of Employer
 - Officer or Agent of Elector’s Union
 - Candidate on the ballot or family member of candidate unless disabled/illiterate elector is related to candidate
 - Poll Officers (after the check-in process)

Accommodating Voters with Disabilities

Voters with Speech or Hearing Impairment

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

Voters with Mobility Impairment

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

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

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

Printed Ballot Review

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

Ideas for assistance

- Standing magnifying screens
- Handheld magnifying glasses
- Reading glasses

Election Day

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

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

Campaign Activity or Materials

O.C.G.A. § 21-2-413 and 21-2-414

No person, when within the polling place, shall electioneer or solicit votes for any political party or body or candidate or question, nor shall any written or printed matter be posted within the room. No person whose name appears as a candidate on the ballot being voted upon at a primary, election, special primary, or special election, except a judge of the probate court serving as the election superintendent, shall physically enter any polling place other than the polling place at which that person is authorized to cast his or her ballot for that primary, election, special primary, or special election and, after casting his or her ballot, the candidate shall not return to such polling place until after the poll has closed and voting has ceased.

No person shall solicit votes in any manner or by any means of method, nor shall any person distribute any campaign literature, nor shall any person give, offer to give, or participate in the giving of any money or gifts, including, but not limited to, food and drink, to an elector, nor shall any person solicit signature for any petition, nor shall any person, other than election officials discharging their duties, establish or set up any tables or booths on any day in which ballots are being cast:

- Within 150 feet of out the outer edge of the building in which the polling place is established;
- Within any polling place: or
- Within 25 feet of any voter standing in line to vote at any polling place.
- Rooms under the control or supervision of the board of registrars or absentee ballot clerk in which absentee ballots are cast shall be considered polling places.
- This section shall not be construed to prohibit a poll officer from distributing materials, as required by law, which are necessary for the purpose of instructing electors or from distributing materials prepared by the Secretary of State which are designed solely for the purpose of encouraging voter participation in the election being conducted or from making available self-service water from an unattended receptacle to an elector waiting in line to vote.

Election Day

O.C.G.A. § 21-2-2

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

The Voting Line

- The voting line is an important component in all polling places. At each polling place, there should be a plan to deal with a scenario where there is a line that is well out the door. Wait times must be recorded at least three times on Election Day. (8:00 am/12:00 pm/4:00 pm) Wait times should be recorded on the poll pad recap sheet. Consider the following questions and options for a well-maintained voting line:
 - Do you have room for the voters to line up safely around the building?
 - O.C.G.A. § 21-2-414(a) (3) states that there can be no campaigning within 25 feet of anyone waiting in line to vote. Are you prepared to make those measurements?
 - At your busier polling locations where you expect a line, have a designated person to manage the line. This person’s focus should be to prepare the voters for the check-in and voting process.
 - Consider giving poll workers a special nametag that says something like **“Have a question about voting? Ask me.”**
- Have the poll workers monitor voters in line to ensure there is no campaigning in line or wearing campaign materials.
- Have the poll worker notify the voters of the required identification needed to vote and to have it ready to present to the poll work at the poll pad station.
- Consider providing that poll worker with an electors list, a portable poll pad, or a device that can access MVP to look up voters in line to ensure that they are at the correct polling location.
- If the line is caused by a long ballot or long questions on the ballot, be sure to have extra sample ballots available to pass out to voters in line. The more prepared they are when they get to the voting machine, the quicker you will be able to process them.



Election Day

Cell Phones and Other Electronic Devices

O.C.G.A. § 21-2-413(e)

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

Poll Watchers

O.C.G.A. § 21-2-408

A poll watcher is a person named by a political party, political body, or candidate who is authorized to enter the enclosed space to observe the conduct of an election and the counting and recording of votes. No person shall be eligible to serve as a poll watcher unless he or she has completed training provided by the political party-political body, or candidate designating the poll watcher.

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

Election Day

Voter Identification

O.C.G.A. § § 21-2-267 and 21-2-417

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

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

Proper identification shall consist of any one of the following:

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

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

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

Election Day



Georgia Driver's License
Current or Expired are accepted



Georgia Voter ID card with
current information and photo



Transit ID



Voter ID



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



Current passport or passport card



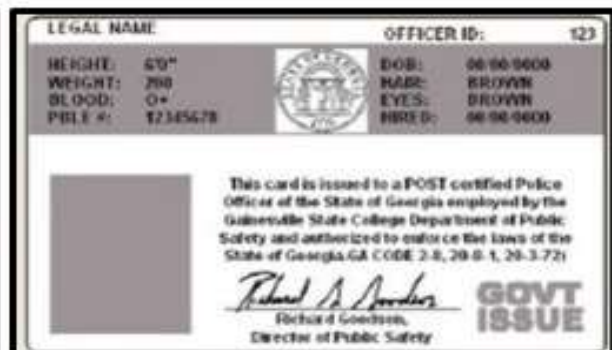
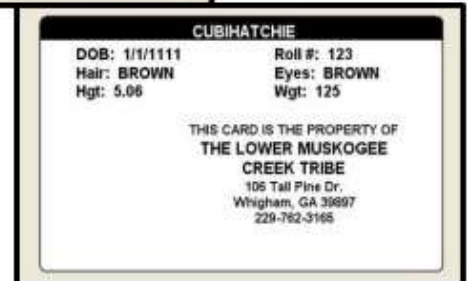
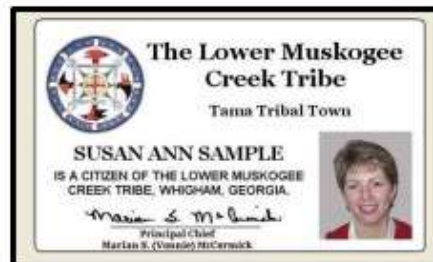
Valid Military ID



State Agency



State of Georgia University System IDs with photo



State of Georgia University System IDs with photo

Election Day

State Schools with acceptable School ID

GEORGIA STATE COLLEGES, UNIVERSITIES AND TECHNICAL SCHOOLS

Abraham Baldwin Agricultural College Albany State University	Georgia Perimeter College	Waycross College	Lanier Technical College
Armstrong Atlantic State University	Georgia Southern University	Albany Technical College	Middle GA Technical College
Atlanta Metropolitan College	Georgia Southwestern State University	Altamaha Technical College	Moultrie Technical College
Augusta State University	Georgia State University	Appalachian Technical College	North GA Technical College
Bainbridge College	Gordon College	Athens Technical College	North Metro Technical College
Clayton State University	Kennesaw State University	Atlanta Technical College	Northwestern Technical College
Coastal Georgia Community College	Macon State College	Augusta Technical College	Ogeechee Technical College
Columbus State University	Medical College of Georgia	Central GA Technical College	Okefenokee Technical College
Dalton State College	Middle Georgia College	Chattahoochee Technical College	Sandersville Technical College
Darton College	North Georgia College & State University	Columbus Technical College	Savannah Technical College
East Georgia College	Savannah State University	Coosa Valley Technical College	South GA Technical College
Fort Valley State University	Skidaway Institute of Oceanography	DeKalb Technical College	Southeastern Technical College
Gainesville State College	Southern Polytechnic State University	East Central Technical College	Southwest GA Technical College
Georgia College & State University	South Georgia College	Flint River Technical College	West Central Technical College
Georgia Gwinnett College	University of Georgia	Griffin Technical College	Swainsboro Technical College
Georgia Highlands College	University of West Georgia	Gwinnett Technical College	West GA Technical College
Georgia Institute of Technology	Valdosta State University	Heart of GA Technical College	Valdosta Technical College

Election Day

Voter Identification-Elector List

There are three separate lists of voters at each polling location.

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


Election Day

Report Wait Times

Section 18 of SB 202

Said chapter is further amended by revising Code Section 21-2-263, relating to reduction in size of, or provision of additional voting equipment or poll workers to, polling locations containing more than 2,000 electors when voting in such polling locations at previous general election not completed one hour after closing of polls, as follows: 21-2-263. (a) If, at the previous general election, a polling location contained more than 2,000 electors and if all those electors desiring to vote had not completed voting one hour following the closing of the polls, the superintendent shall either reduce the size of said polling location so that it shall contain not more than 2,000 electors in accordance with the procedures prescribed by this chapter for the division, alteration, and consolidation of polling locations no later than 60 days before the next general election or provide additional voting equipment or poll workers, or both, before the next general election. For administering this Code section, the chief manager of a polling location which contained more than 2,000 electors at the previous general election shall submit a report thereof, under oath, to the superintendent as to the time required for completion of voting by all persons in line at the time the polls were closed. Any such change in the boundaries of a polling location shall conform with the requirements of subsection (a) of Code Section 21-2-261.1. (b) If, at the previous general election, a polling location contained more than 2,000 electors and if electors desiring to vote on the day of the election had to wait in line for more than one hour before checking in to vote, the superintendent shall either reduce the size of such polling location so that it shall contain not more than 2,000 electors in accordance with the procedures prescribed by this chapter for the division, alteration, and consolidation of polling locations no later than 60 days before the next general election or provide additional voting equipment or poll workers, or both, before the next general election. For administering this Code section, the chief manager of a polling location which contained more than 2,000 electors at the previous general election shall submit a report

thereof to the superintendent of the reported time from entering the line to checking in to vote. Such wait time shall be measured no fewer than three different times throughout the day (in the morning, at midday, and prior to the close of polls) and such results shall be recorded on a form provided by the Secretary of State. Any such change in the boundaries of a polling location shall conform with the requirements of subsection (a) of Code Section 21-2-261.1.

 ELECTION DAY MANDATORY WAIT TIMECARD	
<small>Give this card to the last voter in line at the assigned times. Instruct voter to hand this card to the Check-In Clerk upon arrival at the Check-In Station. If there are no voters in line during the assigned times, indicate "no voters" in the designated time slot.</small>	
Precinct Name: _____	
MORNING	8:00am Start time _____ Arrived at Check-In Station _____
MIDDAY	12:00noon Start time _____ Arrived at Check-In Station _____
EVENING	4:00pm Start time _____ Arrived at Check-In Station _____
Precinct Manager Signature: _____	
<small>Place this card in the BLUE envelope with the Poll Pad Recap Sheet at the end of the Election Day</small>	

DeKalb County Reporting: At 8 AM, 12 PM and 4 PM, the last voter currently waiting to be checked in will be given a **mandatory wait time-card** to hand in at the check-in station. Once received, the check-in clerk will write the current time on the timecard. The timecard is then given to the manager. This **MUST** be completed at the designated hours.

NOTE: On the poll pad recap sheet, in the wait time to check-in to vote section, record 8 AM, 12 PM, and 4 PM. The time checked should be the total number of minutes the voter had to wait in line to arrive at the check-in clerk. The manager will log wait time information on the manager's duty log.



Processing Voters

Processing Voters

Searching for Voters

Scan Barcode Search

Only the Georgia Driver's License or Georgia Identification Card can be scanned on the poll pad unit.

1. Place the identification in the ID tray with the bar code facing the camera.
2. Select **SCAN BARCODE** button.
3. If the voter **is not** found **"Exact Match Not Found"** will display. Select **"OK"** and conduct a MANUAL ENTRY for the voter.
4. If the voter **is found**, verify the voter's information on the screen. Ask the voter to confirm their year of birth along with their street name. If correct:
5. **"SELECT VOTER"**.
6. Voter confirmation screen appears.
7. If all the voter information is correct, turn the poll pad facing the voter to allow the voter to select **"ACCEPT"**. ***NEVER PRESS THE "SPEAK" BUTTON!! This will speak the voter's information out loud.**
8. In a primary election, the voter **MUST** select his/her party choice, then select **"ACCEPT"** and voter **MUST** sign, then select **"DONE SIGNING"** (*Voter can select CLEAR SIGNATURE and re-sign if necessary*).
9. Turn poll pad back around towards the check-in clerk.
10. Check-in clerk will initial in the box labeled **"Poll Officer's Initials"** and press **"SUBMIT"**.
11. Select **"Touch Screen"**.
12. Insert voter card into the encoder.
13. Select **"CREATE CARD"** (*poll pad will chime once the voter card is created*).
14. Remove voter card and hand to voter.

Processing Voters

Manual Search

For voters who present identification other than a Georgia Driver's License or Georgia Identification Card and/or voters whose GA Driver's License or Georgia Identification Card do not scan, you **MUST** select **MANUAL ENTRY**. When using the Manual Entry, use the **"Search 3 Rule"**.

1. Type in the first three letters of the Last Name, then the first three letters of the First Name:

Example: John Smith

Last Name: **SMI**

First Name: **JOH**

2. Select **"SEARCH"**.
3. If the voter **is found**, verify the voter's information on the screen. Ask the voter to confirm their year of birth along with their street name. If correct:
4. **"SELECT VOTER"**.
5. Voter confirmation screen appears.
6. If all the voter information is correct, turn the poll pad facing the voter to allow the voter to select **"ACCEPT"**. **NEVER PRESS THE "SPEAK" BUTTON. This will speak the voter's information out loud.**
7. In a primary election, the voter **MUST** select his/her party choice, then select **"ACCEPT"**.
8. Voter **MUST** sign, then select "DONE SIGNING" (*Voter can select CLEAR SIGNATURE and re-sign if need be*).
9. Turn poll pad back around towards the check-in clerk.
10. Check-in clerk will initial in box labeled poll officer's Initials and press **"SUBMIT"**.
11. Select **"Touch Screen"**.
12. Insert voter card into the encoder.
13. Select **"CREATE CARD"** (*poll pad will chime once the voter card is created*).
14. Remove voter card and hand to voter.

Processing Voters

Voter Needing Assistance

Assistance with Voting

Poll officials may assist voters under specific circumstances:

- Elector is unable to read English.
- Elector has a disability rendering them unable to see or mark the ballot.

Any elector who is entitled to receive assistance in voting under this Code section shall be permitted by the managers to select any person of the elector's choice, including a poll official.

Electors, however, may not choose their employer or agent of that employer or officer or agent of such elector's union to enter the voting compartment or booth with him or her to assist in voting. O.C.G.A. § 21-2-409(B)

Poll official must sign the Oath of Assistance if assistance is rendered.

The Georgia Poll Worker Manual 2021 provides additional information on assisting voters. See pages 139-140 of this manual.

The person assisting **MUST** sign under the voter's information on the poll pad after the voter has selected their party and signed.

1. Select the **"ASSISTANCE REQUIRED"** box.
2. Check-in clerk **MUST** then select a reason for the assistance; voter is unable to read the English language or voter has a physical disability.
3. Turn the poll pad around and allow the person assisting to sign his/her name.
4. The person assisting will sign in section provided and select **"CONTINUE."**
5. Check-in clerk will initial in box labeled **"Poll Officer's Initials"** and press **"SUBMIT."**
6. Select **"Touch Screen."**
7. Insert voter card into the encoder.
8. Select **"CREATE CARD"** (poll pad will chime once the voter card is created).
9. Remove voter card and hand to voter.

NOTE: *If voter has already received his/her voter card and is at the vote center hub and decides assistance is required, the voter and the person assisting must return to the check-in station and the voter's check-in must be cancelled. **Do not spoil the ballot.** Check-in the voter once more and allow the person assisting to sign. Both can return to vote center hub to complete the voting process.*

Audio Ballot (voters who are sight-impaired) Voters who are sight-impaired have the option of voting using the ATI device. **Never ask a voter if he/she would like to use the ATI device!** The ATI will allow the voter to hear their ballot and they can make their selections on the hand-held device.

To create a voter card for use with the ATI, select the **"AVS"** box prior to issuing the voter his/her Voter Card.

Absentee Vote

If a voter has requested an absentee ballot to be mailed and/or has voted during the early voting period, one of the three notifications will be shown next to their name:

- **Absentee ISSUED**
- **Absentee RECEIVED**
- **ADVANCE In Person**

Absentee Issued:

- 1 Ask voter if he/she has the issued absentee ballot with them. If the voter is not in possession of the absentee ballot, call the Voter Registration and Elections Office to confirm the voter has not returned the issued absentee ballot.
 - a. If the VRE Office has confirmed that the voter has not returned the issued absentee ballot, have the voter sign an Affidavit.
 - b. If the voter has the ballot in hand, write **“SPOIL”** on the ballot, place in the manila envelope labeled **“Spoiled Ballots.”**
- 2 On the Poll Pad:
 - a. Select voter’s name.
 - b. Select **“Documentation Provided.”**
 - c. Enter Password (xxxxxxx).
 - d. Select **“Done.”**
 - e. Select **“Accept.”**
- 3 Proceed to Process Voter.

Absentee Received:

1. **NO CALL** is needed to the Registration and Elections Office.
2. Inform the voter that he/she has returned their issued absentee ballot.
3. If the voter insists, they did not return the ballot and insists on voting in person, offer the voter a provisional ballot.

****Never allow a voter to vote on the ICX-BMD Units if it states “Absentee Received” next to their name.***

Advance in Person:

1. **NO CALL** is needed to the Registration and Elections Office.
2. Inform the voter that he/she cast their ballot at one of the voting locations during Advance Voting.
3. If the voter insists, they did not vote in person during Advance Voting, offer the voter a provisional ballot.

****Never allow a voter to vote on the ICX-BMD Units if it states “Absentee Received” next to their name.***

Processing Voters

Voters **CANNOT** return an absentee ballot at the polling location on Election Day. They **MUST** return it to the Voter Registration and Elections Office prior to 7:00pm.

Wrong Location

If “Wrong Location” is indicated:

1. Select voter’s name.
2. Verify voter’s street name.
3. If the voter’s current address is the same as listed in the poll pad, inform the voter of his/her correct polling location.
4. If the voter is not willing to go to the correct polling location, offer the voter a provisional ballot.

If the voter insists the address should have been changed in time for the election, call the office to verify and follow instructions given.

Incorrect Name, Date of Birth or Address

If the voter’s name is incorrect:

1. If a voter’s name, date of birth and/or address is incorrect in the poll pad, have the voter complete the Name/Address Change Card and process in the same manner as a voter found correctly in the poll pad. ***Make sure all fields are complete and written legibly. Place completed Name/Address Change Cards inside of the clear pouch. (If information is significantly off, call VRE Office for further verification.)***

Voter on Supplemental Elector’s List or with Eligibility Letter

Eligibility Letter

Should you have a voter that is on the Supplemental Electors List and/or has an eligibility letter, you must manually activate their ballot on the ICX.

1. Locate the voter or add the voter on the Supplemental Electors List.
2. Verify his/her street name and year of birth.
3. **Have voter complete a paper voter certificate.**
4. Mark the voter with an “X” in the “EL” (Election) or “RO” (Runoff) Election column.
5. Mark the voter with an “X” in their party choice column; DEM, REP or NP.
6. Add the voter to the Numbered List of Voters by party choice.
7. **Manually create** the voter’s ballot on the ICX unit.

Processing Voters

Manual Ballot Activation on ICX

Manually activate a voter's ballot on the ICX unit when:

1. Voter is on the Supplemental Electors List.
2. Poll pad units become inoperable.

Voter must select the voting booth of his/her choice.

- Insert poll worker card into ICX unit.
- Insert code.
- Select **"Ballot Activation"**
- Insert ballot activation code according to the voter's party selection.
- Allow voter to vote on the ICX-BMD.

NOTE: Voter will not have a voter access card to return at the check-out station

First Time Registrant (IDR)

If **"First Time Registrant"** is indicated:

1. Select voter's name.
2. If the voter **DID** provide one of the six forms of acceptable government issued identification or one of the four additional forms of identification, select **"ID PROVIDED"** and process the voter in the same manner as voters who are eligible to cast a ballot using the ICX-BMD Units.
3. If the voter **DID NOT** provide one of the six forms of acceptable government issued identification or one of the four additional forms of identification, offer the voter a provisional ballot and direct him/her to the poll manager.

Processing Voters

Potential Non-Citizen (Citizenship)

If “**Potential Non-Citizen**” is indicated:

1. Select voter’s name.
2. If the voter **provides** one of the acceptable documents listed on the Acceptable Documents for Potential Non-Citizens select “**Documentation Provided**” and process the voter in the same manner as voters who are eligible to cast a ballot using the ICX-BMD Units.
3. Before issuing the voter a voter card, complete the **Challenged/Pending Voter Form**.
 - Indicate the “**Proof of citizenship document**” that was shown.
 - Confirm the voter’s:
 - Last four digits of Social Security
 - Driver’s License No. (*if applicable*)
 - Date of Birth
 - Last Name
 - First Name
4. Give Challenged/Pending Voter Form to manager to place in clear pouch.
5. On poll pad Select “**ID PROVIDED.**”
6. Process the voter in the same manner as voters eligible to cast a ballot using the ICX-BMD.
7. If the voter **does not provide** one of the acceptable documents listed on the **Acceptable Documents for Potential Non-Citizens**, offer the voter a provisional ballot and direct him/her to the poll manager.

Potential Felony Sentence

If “**Potential Felony Sentence**” is indicated:

1. Inform voter of the status shown.
2. If the voter **agrees** with status
 - Voter **cannot** vote on the ICX-BMD. If the voter insists, offer the voter a provisional ballot with provision code PR.
3. If the voter **disagrees** with the status
 - Voter **MUST** complete the **Non-Felon Affidavit**
 - On poll pad select “**Documentation Provided.**”
 - Process the voter in the same manner as voters who are eligible to cast a ballot using the ICX-BMD Units to complete the process.

Processing Voters

Challenged Status (V-status)

If “**Challenged**” is indicated:

1. Select voter’s name.
2. If the voter **DID** provide one of the six forms of acceptable government issued identification:
 - Complete the **Challenged/Pending Voter Form**.
 - Indicate by initialing next to the type of identification that was shown.
 - Confirm the voter’s:
 - Last four digits of Social Security
 - Driver’s License No. *(if applicable)*
 - Date of Birth
 - Last Name
 - First Name
3. On poll pad select “**ID PROVIDED.**”
4. Process the voter in the same manner as voters eligible to cast a ballot using the ICX-BMD units.
5. If the voter **DID NOT** provide one of the six forms of acceptable government issued identification, offer the voter a provisional ballot and direct him/her to the poll manager.

Processing Voters

Cancel Voter Check-in ONLY

Option 1: Voter has decided they no longer want to vote, and a ballot **has NOT** been printed.

1. Manually search for the voter.
2. Select the gear next to the voter's name.
3. Enter the passcode (menu code) and select **"Done."**
4. Select **"Cancel Voter Check-In."**
5. Spoil ballot? Select **"NO."**
6. Select the reason for canceling check-in (when changing a party selection, select **"Voter Requested to Change Selections."**
7. Enter poll officer's name and select **"Next."**
8. poll officer will sign his/her name and select **"Submit."**
9. The check-ins count will be reduced by one.

Option 2: Voter needs to make a change to their party selection and a ballot **has NOT** been printed.

1. Select the voters name and start the check-in process again so the voter can select the correct party choice.

Option 3: Voter needs assistance while voting and has already begun their voting process. The ballot **MUST** be cancelled on the ICX before doing so.

If the ballot has not been printed, the Poll Manager must cancel the ballot on the ICX.

1. Insert the poll worker card into the ICX, type password and cancel ballot.
2. Manually search for the voter in the poll pad.
3. Select the gear next to the voter's name.
4. Insert passcode (menu code).
5. Select **"Cancel Voter Check-In."**
6. Spoil ballot? Select **"NO."**
7. Type poll officers full name and select the same reason, **"Voter Requested to Change Selections"** then select **"Next"**, sign and select **"Submit."**
8. Manually search for the voter.
9. Process the voter again and be sure to check the box **"Assistance Required"** on the poll officer confirmation page.
10. Check-in clerk **MUST** then select a reason for the assistance; voter is unable to read the English language or voter has a physical disability.
11. Turn the poll pad around and allow the person assisting to sign his/her name.
12. The person assisting will sign in section provided and select **"CONTINUE."**
13. Complete processing the voter.

Processing Voters

Spoil Ballot ONLY & Re-Encode Voter Card

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

1. Manually search for voter.
2. Select the gear next to the voter's name.
3. Enter the passcode (menu code) and select **"Done."**
4. Select **"Spoil Ballot."**
5. Select the ballot to spoil on the left-hand side of the screen.
6. Select the reason for spoiling the ballot and select **"Spoil."**
7. Manually search for voter again.
8. Select the gear next to the voter's name and type menu code.
9. Place voter card in encoder.
10. Select **"Re-Encode Voter Card."**
11. Press **"OK"** and remove voter card when screen prompt reads **"Success:Card Created!"**
12. Record spoiled ballot on the **Spoiled & Unaccompanied Ballot Recap Sheet.**
13. Write **"SPOILED"** on the physical ballot and place with the **Spoiled & Unaccompanied Ballot Recap Sheet.**

Cancel Voter Check-In & Spoil Ballot

Option 1: Voter **has already printed** a ballot, but desires to **NOT** cast the ballot and either **NOT** vote or

Option 2: Voter would like to change their ballot party.

1. Manually search for the voter.
2. Select the gear next to the voter's name.
3. Enter the passcode (menu code) and select **"Done."**
4. Select **"Cancel Voter Check-In"**
5. Spoil ballot? Select **"YES"** (Voter must have printed ballot but has not yet cast ballot. **Remember to spoil paper ballot and complete the Spoiled & Unaccompanied Ballot Recap Sheet.**)
6. Select the ballot on the left-hand side of the screen.
7. Select the reason for spoiling ballot and select **"Spoil."**
8. If the voter wishes to change their ballot party:
 - Manually search for voter again.
 - Process the voter from the beginning so the voter can select the correct party choice.

Processing Voters

Summary Report

To report an hourly count of voter cards issued, retrieve the count from “**Check-ins**” located at the top of the screen. If time permits, retrieve the count from the Summary Report.

To obtain the hourly count via party specific:

1. Select “**MENU**” in the upper left-hand corner of the screen.
2. Select “**Summary Report.**”
3. Report “**Check-ins**” by party; Republican, Democrat and Nonpartisan. **DO NOT SELECT CONFIGURE!**
4. Select “**HOME.**”
5. Select “**GET STARTED**” to get back to main screen.



Voting

Voting Booth and Enclosed Space

O.C.G.A. § 21-2-410

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

O.C.G.A. § 21-2-413(f)

All persons except poll officers, poll watchers, persons in the course of voting and such persons' children under 18 years of age or any child who is 12 years of age or younger accompanying such persons, persons lawfully giving assistance to electors, duly authorized investigators of the State Election Board, and peace officers when necessary for the preservation of order, must remain outside the enclosed space during the progress of the voting. Notwithstanding any other provision of this chapter, any elector shall be permitted to be accompanied into the enclosed area and into a voting.

Voting

Poll pad Station

At this station:

- The voter is searched in the poll pad using the voter's ID by scanning or manually entering the voter's name.
- If found, the voter certificate process is started.
- If the voter cannot be verified as eligible to vote, the voter should be escorted to the provisional ballot station.
- Voter completes the electronic voter certificate.
- A voter card is encoded with the ballot and given to the voter.
- The voter's name is electronically added to the Numbered List of Voters.
- The voter is then directed to the vote center hub station.



Voting

Vote Center Hub Station

At this station:

The voter will insert the voter card into the touchscreen.

Make their selection for each election.

Review their ballot selections on the screen and print their ballot.

The voter will then review their printed ballot.

Then the voter will take the paper ballot along with the voter card and advance to the polling place scanner station.



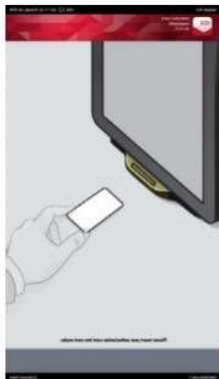
Voting

Vote Center Hub Station

1

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

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



2

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



3

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



4

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

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

Or the navigation buttons at the bottom of the screen:

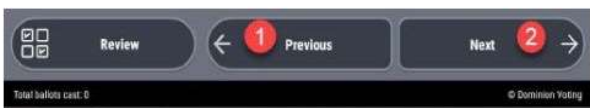
- 1) Previous screen
- 2) Next screen

TOP

TOP



BOTTOM



5

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



6

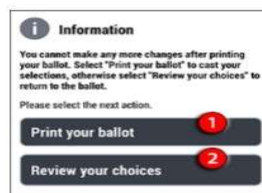
After the last contest or when the **Review** button is pressed, the voter is taken to the **Ballot Review** screen. The voter's selections are displayed and any contests that are blank or undervoted are displayed with warnings. Scroll bars are also displayed as needed to view contests not displayed on the screen.

- The voter reviews their selections and can return to the ballot by tapping on a contest or pressing the **Back to Ballot** button.
- When the voter is satisfied with their selections, they press the **Print Ballot** button.



7

Once the voter presses the **Print Ballot** button, they will receive an **Information** message or a **Warning** message. The **Warning** message only appears if one or more contests have been left blank or are undervoted.



At this point, the voter can choose:

- 1) **Print your ballot**
- 2) **Review your choices** (returns to the review screen)

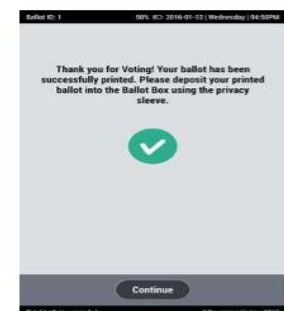
If the voter chooses **Print your ballot** and they have one or more blank or undervoted contests, they will be presented with another message at which point they can confirm ballot printing or return to the ballot.

8

Once the ballot has printed, the voter should press the **Continue** button at the bottom of the screen and remove their Voter Card.

The voter must then remove their printed ballot from the printer, review it for accuracy, then insert it into the ICP scanner for tabulation.

IMPORTANT: The ballot is not considered as cast until it has been inserted into the ICP scanner.



Voting

Polling Place Scanner Station

At this station:

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

Before a voter exits the enclosed space:

- Voter receives their “I’m a Georgia Voter, I VOTED” sticker.
- Be sure to thank them for voting.



Voting

Standard Voting on a Polling Place Scanner

CASTING YOUR BALLOT: Clerks will monitor this station to ensure all voters who have printed their ballots cast them by feeding it into the ICP. Should a voter want to place his/her ballot into a privacy folder while standing in line, one will be provided for them by the monitor clerk.



Voters feed their completed ballot into the tabulator.


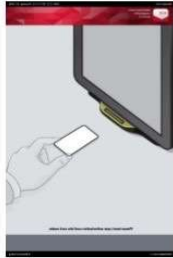

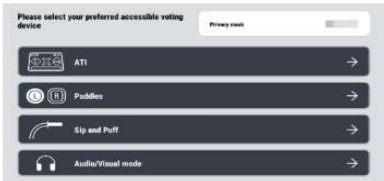

When a valid ballot is scanned, the screen will display the messages **Casting Ballot** and then **Ballot Successfully Cast**.

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

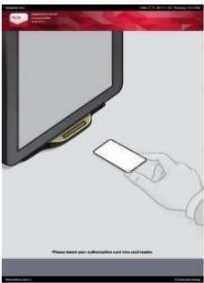

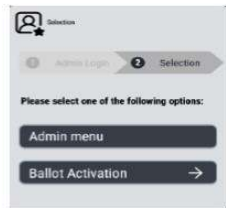

⚠ Tabulator Warning Messages	
Ballot Misread Warning	The tabulator is unable to recognize the ballot. Check the ballot for damage or stray marks, particularly in the bar code area. If damaged, spoil the ballot and prepare another voter card for the voter. If no damage is detected, have the voter re-insert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

Voting

Accessible Voting (Voters with Disabilities)

<p>1</p> <p>Before starting the voting session, confirm the following:</p> <ul style="list-style-type: none"> • The ATI controller is connected to ICX. • If the voter requires a different assistive device, connect it to the ATI. • The voter should be comfortably positioned with the chosen assistive device. 	<p>2</p> <p>Insert a Voter Card activated for an accessible voting session into the ICX-BMD.</p> <p>The Voter Card must remain inserted in the ICX-BMD during the voting session.</p> 	<p>3</p> <p>If there is more than one language available, the voter will first be prompted to select the desired language.</p> <p>Audio guidance is not yet available so the voter may need assistance with language selection.</p> 
<p>4</p> <p>The voter will then be prompted to select the preferred accessible device.</p> <p>Audio guidance is not yet available so the voter may need assistance with the selection.</p> <p>If enabled, the Privacy mask will protect the voter's privacy by making the entire screen appear black.</p> <p>During the voting session, the voter must listen to instructions through the headset and navigate the ballot using the selected device.</p>		<p>5</p> <p>Audio guidance will start after selection of the preferred accessible device.</p> <p>The voter will hear instructions based on that selection prior to the start of the ballot.</p> <p>The voter may need further assistance once they have finished voting and their ballot has printed.</p> 

MANUAL BALLOT ACTIVATION: This is used when the poll pad units are not operable or when a voter is on/placed on the Supplemental Electors List.

<p>1</p> <p>In the event that Manual Activation is needed, insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet.</p> 	<p>2</p> <p>Enter the Poll Worker PIN then press the Login button.</p> 	<p>3</p> <p>Press the Ballot Activation button.</p> 
<p>4</p> <p>Enter the Ballot Activation Code.</p> <p>If this is to be an accessible voting session, press Enable AVS Controller to check the box.</p> <p>Press the Activate button.</p> 	<p>5</p> <p>Remove the Poll Worker card and allow the voter to vote in private. Neither the Poll Worker card nor a Voter Card needs to be inserted for the voter to complete their voting session.</p>	<p>PLEASE NOTE:</p> <p>Manual Ballot Activation Codes can be found in the Supplemental Instructions given during Sunday Pickup.</p>



In the event of a situation that requires emergency evacuation of the polling location, the priority is the safety of the poll officers and voters; however, the protection of ballots and voting documentation is of vital importance. The procedures that follow are intended to give broad guidelines to be followed in the event of an emergency. The poll manager should be familiar with these procedures and use them as necessary to meet the needs of each situation. Once emergency action has been taken, the manager must notify the Registration and Elections Office of the situation immediately.

It is the poll manager's responsibility to ensure that there is no interruption in the processing of our voters. If in the rare instance, voting is discontinued for any reason, the manager must note the time that voting ceased and resumed. The poll manager must then notify the Voter Registration and Elections Office immediately. Georgia Election Code/Law requires the Election superintendent to obtain a court order to extend the closing time to allow 12 full hours of voting. **(O.C.G.A.21-2-418(d) AND S.E.B Rule 183-1-12.06)**

Troubleshooting

No Access to Polling Location on Election Day

If entry to the poll is not possible on election morning, the provisional voting booth station, electors list, voter certificates, provisional ballots, and provisional bag must be used to ensure that voting begins at 7:00 AM. Once the polling location is accessible and normal voting is resumed, the voters who cast a provisional ballot should not be added to the poll pad. All provisional ballots issued during this process should remain in the provisional ballot bag until the closeout using the provisional type “EH.”

Assisting in Case of an Emergency

As part of the managerial team, you will be the first asked to assist during a staffing emergency.

Managers:

Should another polling location need assistance; you may be asked to manage that polling location while your two assistant managers and one check in clerk will move up to continue. This will only occur in an extreme emergency.

Assistant Managers:

Should the manager have an emergency and must leave or doesn't show up on Election Day, one assistant manager is required to step up to the manager position to cover the polling location. By law, a polling location must always have one manager and two assistant managers. As one of the assistants moves up, so will one check-in clerk, as assistant manager.

Once elevated, the oath must be administered immediately. If anyone works in their elevated position without being sworn in, that is a violation of Georgia Election Code §21-2-584.

As an elevated check-in clerk, he/she will continue to check in voters as assigned, however, at the end of Election Day, you will be responsible for the following but not limited to:

1. Assisting with closing out of all election equipment
2. Signing all election forms where an assistant manager's signature is required
3. Signing all election result tapes
4. Contacting the VRE Office if required
5. Returning to the VRE Office with the poll manager if required

Troubleshooting

Both Poll pad Units Inoperable

If both poll pad units are inoperable, voters can still be checked in by using the electors list. The process is as follows:

1. Immediately contact your area manager and the Voter Registration and Elections Office.
2. Using the elector's list, verify the voter's eligibility to vote within your polling location. Place an "X" in the **EL** column (**RO** column if it's a runoff) and place an "X" in the voter's designated party choice (primary elections only).
3. Check the voter's address, name, and date of birth to ensure that the voter does not need to complete a name/address change card.
 - Check the elector's list to see if the voter is indicated as IDR or Challenged.
 - Verify the voter has not voted during the early voting period and/or via absentee by mail. If there is an "A" in the first column, contact the Voter Registration and Elections Office immediately.
4. Every voter marked on the elector's list **MUST** be placed on the numbered list of voters by party selection (*if applicable*). Keep this numbered list of voters separate from the numbered list of voters used at the check-in station before the poll pad units became inoperable.
5. Allow the voter to select a voting booth. Using the manual ballot activation code, activate the voter's ballot manually on the ICX.
 - Insert the poll worker card into the ICX and type in supervisor code located in the supplemental instructions.
 - Select "**Ballot Activation.**"
 - Identify the voter's ballot style by entering the assigned ballot activation code. The ballot will appear on the screen.
 - Remove poll worker card and allow the voter to complete his/her selection of candidates.

***If a voter does not complete their voting selections at the ICX, their ballot must be cancelled. (NEVER SELECT "PRINT BALLOT" FOR A VOTER)**

1. Insert the poll worker card.
2. In the upper right-hand corner of the ICX screen select the "**More**" button.
3. Select "**Cancel ballot activation.**"
4. Select "**Yes**" to cancel. The ICX screen will return to the starting screen for the next voter.

Troubleshooting

I ICX-BMD Units are Inoperable

If the ICX machines are inoperable, contact the Voter Registration and Elections Office immediately. Process all voters via the poll pad, create voter card but **DO NOT give to voter**. Issue voter a paper **Emergency Ballot** and direct voter to the vote center hub station to complete their ballot. Once completed, the voter will cast his/her ballot into the ICP.

If **ALL** BMD printers are inoperable, contact the Voter Registration and Elections Office immediately. Spoil voter's ballot only in the poll pad and issue voter a paper **Emergency Ballot** and direct voter to the vote center hub station to complete their ballot. Once completed, the voter will cast his/her ballot into the ICP.

ICP Unit is Inoperable

If the ICP unit is inoperable, contact the Voter Registration and Elections Office immediately. Until the unit is repaired/replaced, allow voters to manually cast their printed ballots in the **emergency bin** located in the back of the ICP unit. The assistant manager and monitor clerk must keep a physical count of the ballots being cast during this time. Once the unit is repaired/replaced, before 7:00 PM (end of the Election Day), the ballots in the emergency bin, must be removed and fed into the ICP for an automatic count.

Emergency Evacuation of Polling Location

In the event of an emergency evacuation of the polling location, ensure that all persons are safely removed from danger. Notify the Voter Registration and Elections Office as soon as possible. If the situation permits:

1. Power down the ICX-BMD units.
2. Power down the poll pad units.
3. Power down the ICP (scanner) unit.
4. Instruct voters who are in the process of voting not to leave, but to see a poll officer at a safe location within the facility to determine how they will cast their ballot.
5. Note which voters have begun the voting process and were unable to complete voting or casting their ballot.
6. Poll officers must gather the following documents as they evacuate:
 - Emergency envelope containing elector's list, voter certificates and numbered lists of voters
 - Provisional ballot bag
 - Provisional ballots
 - Provisional numbered list of voters
 - Provisional inner and outer envelopes
 - Provisional booth
 - Voter cards
 - Completed provisional voter certificates

Troubleshooting

Emergency Lockdown of a School

The DeKalb County School System may implement an Emergency Lock-Down of one or multiple schools. If the situation permits, the manager must coordinate with the school to allow escorted access to the polling location. The voters may be escorted by either a poll official or school personnel. It is important that voting is **NOT** discontinued during the lockdown if it's safe to do so. Notify the Voter Registration and Elections Office as soon as possible.

Inability to Contact the Voter Registration and Elections Office

In the event of a communications failure to the Voter Registration and Elections Office: -

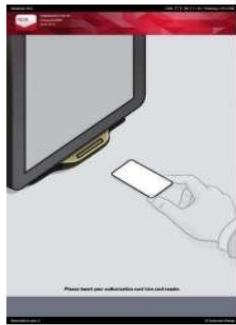
1. Contact your area manager for any technical problems or additional instructions conveyed from the Voter Registration and Elections Office.
2. For any voter who is marked absentee and states he/she did not request an absentee ballot and/or did not vote during advance voting, allow the voter to cast a provisional ballot.
3. If asked, inform the public and/or press of the communications problem at the Voter Registration and Elections Office.
4. If the situation at the Voter Registration and Elections Office is severe, be prepared to go to an alternate location for check-in. Your area manager will be notified of any changes.
5. The area Manager will have special cell numbers for emergency contact with the Voter Registration and Elections Office.

Troubleshooting

MANUAL BALLOT ACTIVATION: This is used when the poll pad units are not operable or when a voter is on/placed on the Supplemental Electors List.

1

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



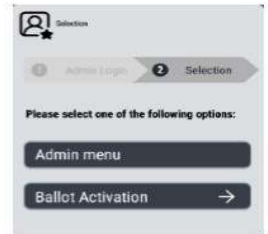
2

Enter the Poll Worker PIN then press the Login button.



3

Press the **Ballot Activation** button.



4

Enter the **Ballot Activation Code**.

If this is to be an accessible voting session, press **Enable AVS Controller** to check the box.

Press the **Activate** button.



5

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

Troubleshooting

Polling Place Scanner Will Not Scan Ballots

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

If a ballot scanner malfunctions, the voter shall place their ballot in the emergency bin connected to the ballot box. The emergency bin is located on the top of the ballot box near the transportation handle. The emergency bin must be unlocked by the poll manager. Voting should continue as normal, with the only difference that ballots are placed into the emergency bin and not run through the scanner. Poll officers may scan ballots placed into the emergency bin when the malfunction is resolved, or the ballot scanner is replaced when doing so will not interfere with voting. A voter who has placed their ballot into the emergency bin has voted. Ballots must be scanned before the polls close. They must be accounted for on Ballot Recap Sheet as unscanned from the emergency bin and should be rubber banded together so they're not mixed in with already-cast ballots. Place them in the green pelican case.

Voting Procedures:

- The voter will be checked in on the poll pad. A voter card will be created for the voter.
- The voter will vote on the ICX-BMD.
- The voter shall place their printed ballot in the emergency bin connected to the ballot box.
- A voter placing his or her ballot into the emergency bin is considered to have voted that ballot and shall not be permitted to cast another ballot.
- The ballots in the emergency bin shall be counted when the ballot scanner is properly functioning, by a replacement ballot scanner brought to the polling place, or, if neither are available, by another scanner at the county elections office.
- Poll officers may scan ballots placed into the emergency bin through the ballot scanner or a replacement ballot scanner when doing so will not interfere with voting.
- **Emergency ballots shall not be treated as provisional ballots, but instead shall be placed into the scanner in the same manner that printed ballots in the polling place are scanned.**
- The poll manager shall store all emergency ballots in a secure manner and ensure that all used and unused emergency ballots are accounted for.
- All unused emergency ballots shall be placed into a secure envelope and sealed such that the envelope cannot be opened without breaking such seal.

NOTE: Make every attempt to scan all ballots from your emergency bin on election night, if there are unscannable ballots contact your area manager and county office.

Troubleshooting

BMD Will Not Mark Ballots

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

Items Needed:

- Emergency Ballots - The election superintendent shall cause each polling place to have enough emergency paper ballots so that voting may continue uninterrupted if emergency circumstances render the electronic ballot markers or printers unusable. For any primary or general election for which a state or federal candidate is on the ballot, a sufficient amount of emergency paper ballots shall be at least 10% of the number of registered voters assigned to a polling place. (SEB Rule 183-1-12-.11 (2)(c)) Emergency Ballots must be secured prior to use.
- Pens

Voting Procedures:

- The poll officer shall verify the identity of the voter and that the person is a registered voter of the polling location.
- On the poll pad, the poll officer will select “**Emergency Ballot**” instead of “**Touchscreen**,” and hit “**submit**” to finalize check-in of the voter. No voter access card is needed or created.
- The poll officer shall provide an emergency ballot to the voter that is to be filled out with a pen.
- The voter shall mark their ballot with a pen in an area that provides voter privacy.
- The voter shall scan their ballot in the scanner connected to the ballot box.
- The poll manager shall ensure that all used and unused emergency ballots are accounted for.
- **Emergency ballots shall not be treated as provisional ballots, but instead shall be scanned in the scanner in the same manner that printed ballots in the polling place are scanned.**
- All unused emergency ballots shall be placed into a secure envelope and sealed such that the envelope cannot be opened without breaking such seal.

Troubleshooting

Poll pad Will Not Encode Voter Cards

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

If the check-in function is still properly functioning, poll officers may continue to check in voters on the poll pads but use the manual activation on the ICX-BMD to pull up the correct ballot style for the voter. If the check-in function is not properly working, the voter should be checked in using the backup paper elector's list.

Items Needed:

- Poll Worker Cards - Access to multiple poll worker cards. Poll worker cards will be used to manually activate ballot styles on the ICX-BMD.
- Ballot Activation Codes - Codes for the different ballot styles.
- Elector's List/Supplemental List - Poll officers will verify voter information using the elector's list & supplemental list.
- Paper Voter Certificates - Enough paper voter certificates to last for at least two hours of voting. Voters will complete paper voter certificates prior to voting on the ICX-BMDs.
- Pens - For voters to complete the voter certificates.

Voting Procedures:

- If the check-in functionality of the poll pad is not working, the voter shall complete a manual voter certificate.
- The poll officer shall verify the identity of the voter and that the person is a registered voter of the polling location using the printed elector's list and supplemental list (if the check-in functionality of the poll pad is not properly working).
- The poll officer must enter the ballot activation code for the voter.
- The poll officer shall direct the voter to an available ICX-BMD.
- The poll officer shall activate the ballot for the voter on the ICX-BMD using the poll worker card.
- Allow the voter to vote in private. Neither the poll worker card nor a voter card needs to be inserted for the voter to complete their voting session.
- The voter shall mark their ballot on the ICX-BMD. The voter shall print their voted ballot, remove their printed ballot from the printer, and review it for accuracy.
- The voter shall scan their voted ballot in the scanner connected to the ballot box.

Troubleshooting

Using Emergency Paper Ballots

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

Items Needed:

- Emergency Ballots - The election superintendent shall cause each polling place to have a sufficient amount of emergency paper ballots so that voting may continue uninterrupted if emergency circumstances render the electronic ballot markers or printers unusable. For any primary or general election for which a state or federal candidate is on the ballot, a sufficient amount of emergency paper ballots shall be at least 10% of the number of registered voters assigned to a polling place. **(SEB Rule 183-1-12-.11 (2)(c))** Emergency Ballots must be secured prior to use.
- Pens

Voting Procedures:

- The poll officer shall verify the identity of the voter and that the person is a registered voter of the polling location.
- On the poll pad, the poll officer will select “**Emergency Ballot**” instead of “**Touchscreen**,” and hit “**submit**” to finalize check-in of the voter. No voter access card is needed or created.
- The poll officer shall provide an emergency ballot to the voter that is to be filled out with a pen.
- The voter shall mark their ballot with a pen in an area that provides voter privacy.
- The voter shall scan their ballot in the scanner connected to the ballot box.
- **Emergency ballots shall not be treated as provisional ballots, but instead shall be placed into the scanner in the same manner that printed ballots in the polling place are scanned.**
- All unused emergency ballots shall be placed into a secure envelope and sealed such that the envelope cannot be opened without breaking such seal.

Provisional & Challenged Ballots



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

Provisional Ballots

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

(a) If a person presents himself or herself at a polling place, absentee polling place, or registration office in his or her county of residence in this state for the purpose of casting a ballot in a primary or election stating a good faith belief that he or she has timely registered to vote in such county of residence in such primary or election and the person's name does not appear on the list of registered electors, the person shall be entitled to cast a provisional ballot in his or her county of residence in this state as provided in this Code section. If the person presents himself or herself at a polling place in the county in which he or she is registered to vote, but not at the polling location at which he or she is registered to vote, the poll officials shall inform the person of the polling location for the polling location where such person is registered to vote. The poll officials shall also inform such person that any votes cast by a provisional ballot in the wrong polling location will not be counted unless it is cast after 5:00 P.M. and before the regular time for the closing of the polls on the day of the primary, election, or runoff and unless the person executes a sworn statement, witnessed by the poll official, stating that he or she is unable to vote at his or her correct polling place prior to the closing of the polls and giving the reason therefor.

(b) Such person voting a provisional ballot shall complete an official voter registration form and a provisional ballot voting certificate which shall include information about the place, manner, and approximate date on which the person registered to vote. The person shall swear or affirm in writing that he or she previously registered to vote in such primary or election, is eligible to vote in such primary or election, has not voted previously in such primary or election, and meets the criteria for registering to vote in such primary or election. If the person is voting a provisional ballot in the county in which he or she is registered to vote but not at the polling location in which he or she is registered to vote during the period from 5:00 P.M. to the regular time for the closing of the polls on the day of the primary, election, or runoff, the person shall execute a sworn statement, witnessed by the poll official, stating that he or she is unable to vote at his or her correct polling place prior to the closing of the polls and giving the reason therefor. The form of the provisional ballot voting certificate shall be prescribed by the Secretary of State. The person shall also present the identification required by Code Section 21-2-417.

(c) When the person has provided the information as required by this Code section, the person shall be issued a provisional ballot and allowed to cast such ballot as any other duly registered elector subject to the provisions of Code Section 21-2-419.

(d) Notwithstanding any provision of this chapter to the contrary, in primaries and elections in which there is a federal candidate on the ballot, in the event that the time for closing the polls at a polling place or places is extended by court order, all electors who vote during such extended time period shall vote by provisional ballot only. Such ballots shall be separated and held apart from other provisional ballots cast by electors during normal poll hours. Primaries and elections in which there is no federal candidate on the ballot shall not be subject to the provisions of this subsection

Provisional Ballots

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

(e) The registrars shall establish a free access system, such as a toll-free telephone number or internet website, by which any elector who casts a provisional ballot in a primary or election, or runoff of either, in which federal candidates are on the ballot may ascertain whether such ballot was counted and, if such ballot was not counted, the reason why such ballot was not counted. The registrars shall establish and maintain reasonable procedures necessary to protect the security, confidentiality, and integrity of personal information collected, stored, or otherwise used by such free access system. Access to such information about an individual provisional ballot shall be restricted to the elector who cast such ballot. At the earliest time possible after the casting of a provisional ballot, the election superintendent shall notify the Secretary of State that an elector cast a provisional ballot, whether such ballot was counted, and, if such ballot was not counted, the reason why such ballot was not counted.

(f) At the time an elector casts a provisional ballot, the poll officers shall give the elector written information that informs the elector of the existence of the free access system required by subsection (e) of this Code section by which the elector will be able to ascertain if his or her ballot was counted and, if such ballot was not counted, the reason why such ballot was not counted.

(g) Failure to establish such free access system shall subject the registrars and the county by which the registrars are employed to sanctions by the State Election Board.

(h) Notwithstanding any other provision of this chapter to the contrary, in the event that the voting machines or DRE units at a polling place malfunction and cannot be used to cast ballots or some other emergency situation exists which prevents the use of such equipment to cast votes, provisional ballots may be used by the electors at the polling place to cast their ballots. In such event, the ballots cast by electors whose names appear on the electors list for such polling place shall not be considered provisional ballots and shall not require verification as provided by Code Section 21-2-419; provided, however, that persons whose names do not appear on the electors list for such polling place shall vote provisional ballots which shall be subject to verification under Code Section 21-2-419

Provisional Ballots

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

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

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

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

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

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

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

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

Provisional Ballots

Provisional Ballot Station

1. All provisional supplies and booth must be setup near the manager's station and the voting booth station.
2. The provisional booth must be removed from the case and placed on a table. It must be on a table by itself.
3. The provisional supplies/forms are to be placed on a separate table, if possible, where the managerial team can obtain them. The items should not be easily accessible to any voters.
 - a. Provisional Ballots. Your provisional ballots will be stored in either the yellow provisional ballot bag or in a box labeled "provisional ballots". The ballots are to be kept inside the bag/box until needed.
 - b. Orange Provisional Bag. All supplies/forms must be removed then the bag must be closed and sealed with a **red seal**. The bag must remain sealed throughout the Election Day.
 - c. The Provisional Ballot Voting Guide. This form must be available on the manager's table for any voter who wishes to understand what a provisional ballot is and how it applies to him/her.
 - d. Voter Certificate. Every provisional voter **MUST** complete a Voter's Certificate prior to voting. The voter must complete the top section above the double lines in its entirety. If anything is missing, the voter must complete it. Also, the provisional voter must complete the section on the back of the voter certificate labeled **"Provisional Ballot Voters Only."**
 - e. Provisional Outer Envelope (salmon). This envelope **MUST** be completed by the poll officer: **NOT THE VOTER**. You must indicate the type of election, provisional code (should match what was selected on the Voter's Certificate), the voter's name, the polling location name, ballot style (if you have more than one ballot style, which one did you give to the voter?), the current date and the time you processed the voter. (The time processed can be placed anywhere along the bottom of the envelope)
 - f. Provisional Inner Envelope (white). This envelope is used to place the voter's completed ballot in prior to placing it inside the salmon-colored provisional ballot envelope. (You must instruct the voter to complete their selections, fold the ballot and place into the white envelope and seal, then place the white envelope inside the salmon envelope and seal.)
 - g. Provisional Numbered List of Voters. This form must be completed whether you have provisional voters or not. The header must be completed in its entirety and all provisional voters must be listed in order of processing. The time and correct provisional code **MUST** be indicated for **ALL** provisional voters. (The code should match what was marked on the voter's certificate and the provisional envelope. This is mandatory). Do not write anything in the columns under "Registrar's Office Use Only."

Provisional Ballots

- h. Provisional Name/Address Change Card. This card is given to a provisional voter whose information (name, address, or date of birth) may have changed from what is indicated on the poll pad unit. If the voter elects to make the correction, he/she MUST complete the card in the polling location or online at their convenience. Be sure the changes are legible, and the voter has signed. Keep all completed cards inside the provisional bag to be turned in during election night check-in. If the voter elects to not make the correction, that is their decision.
- i. Request for Authorization Log. This form must be completed when the poll manager receives authorization/ instructions from the VRE Office on how to proceed with processing a voter with a registration, provisional, or absentee issue.
- j. Provisional Ballot Affidavit (Out of Polling location). This form MUST be completed by ALL OP provisional voters who elect to vote in the incorrect polling location on Election Day. A manager must complete the bottom section of the form and paper clip to the cast ballot at the end of the election night. (During the day, place all Provisional Ballot Affidavits in the white envelope with orange provisional forms label (located with the provisional supplies).
- k. “Dear Challenged Ballot Voter” Letter. This letter is given to the potential non-citizen, “X” provisional voter who does not have the appropriate documentation to vote via the ICX-BMD. This letter informs the voter on the next steps to ensure their ballot is counted.
- l. Provisional 3x5 Information Cards. These information cards are to be given to all provisional voters who vote as a PR, PI, IR, or OP voter. These cards inform the voter on the next steps to ensure their ballot is counted.
- m. Provisional Recap Sheet. This form must be completed whether you have provisional voters or not. This recap sheet must be completed in its entirety at the end of the Election Day. The **goldenrod** copy is to be placed on the front door of the polling location upon exiting.

Provisional Ballots

Provisional Ballot Codes

Below are the Provisional Ballot codes:

- OP - Out of Polling location
 - Person whose name does not appear on electors list for your polling location. If a person is not on your Electors List but is showing registered in another polling location, inform the voter of their assigned polling location and then let the voter decide if they can go to their assigned polling location, or vote a provisional ballot. Any votes cast by a provisional ballot in the wrong polling location will not be counted unless it is cast after 5:00 PM. and before the regular time for the closing of the polls on the day of the primary, election, or runoff.
- PR - Person believing that he or she has timely registered to vote but whose name does not appear on electors list.
 - Person whose name is not on the poll pad, the supplemental list, or the paper backup list If a person is not listed on poll pad, the supplemental list, or the paper backup list, they may be issued a provisional ballot.
- PI - Registered voter who does not have photo ID to present at time of voting.
 - Voter who does not have one of the required forms of photo ID. If a voter does not have the appropriate photo identification, he or she should be issued a provisional ballot and instructed that the ballot will be counted only if the voter provides the proper identification to the registrar's office not later than three days following the day of the primary, election, or runoff.
- IR - Voter who registered for first time by mail but did not provide required identification when appearing to vote. These voters can provide additional forms to provide proof of ID.
 - Voter who registered for the first time by mail but did not provide required identification and does not have ID when voting. If a voter who registered for the first time in Georgia by mail and does not supply the proper identification, they will be listed as an IDR voter on the Electors List. If the voter cannot supply the appropriate identification the voter must be issued a Provisional Ballot. Please note that an IDR voter is allowed to show other forms of identification in addition to the listed forms of photo ID.
- EH - Voter who is casting a ballot during extended poll hours because of a court order (applies to federal elections only)
 - Voter who is casting a ballot during extended poll hours because of a court order (applies to federal elections only). This provision only applies when there is a federal race on the ballot. If the time for closing the polls at a polling place is extended by court order, all electors who vote during such extended time shall vote by provisional ballot only.
- X - Voter who registered for the first time in Georgia, but citizenship not verified
 - If an elector is marked on the electors list as a potential non-citizen and the voter does not have a proof of citizenship document with them, a provisional ballot should be issued. On the Provisional Numbered List of Voters and the salmon outer envelope,

Provisional Ballots

CHAL should be recorded.

- V - Person who did not provide missing information to complete application
 - If an elector is pending due to an incomplete voter registration, the elector can vote by casting a provisional ballot. This voter type should always complete a provisional voter registration application to complete their registration. This type of provisional ballot should be coded with a V on the Provisional Numbered List of Voters and the salmon outer envelope.

After the check-in clerk has searched for the voter in the poll pad unit and it is determined the voter must be offered a provisional ballot, a manager must process the voter. Be sure to have all provisional voting material ready prior to the start of the Election Day.

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

Remember: You are never to have any voter come to the VRE Office on Election Day to bring any documentation and/or identification to ensure his/her ballot will be counted on Election Day.

Provisional Ballots

PR Voters

- 1) Have the voter complete the front of the voter certificate and the first salmon colored section on the reverse side of the voter certificate. Make certain the voter indicates the registration information and manner of registration.
- 2) Check voter certificate to ensure it is legible and complete. Mark the type of identification that was shown and mark the provisional code, “PR.” Write on the bottom right corner the time you started processing the voter.
- 3) On the salmon-colored outer envelope, designate the voter’s name, name of the polling location, date, name of the election, and provisional code, “PR” and the time you started processing the voter.
- 4) Give the voter a ballot, the completed salmon colored outer envelope, white inner envelope, and a pen.
- 5) Instruct the voter to enter the voting booth, record his/her vote, place the ballot in the inner white envelope, seal the inner white envelope and place it in the salmon-colored outer envelope and return the sealed outer envelope to the poll officer.
- 6) Add the voter’s name to the Provisional/Challenged Numbered List with provisional code “PR” and the time you started processing the voter. Number the voter certificate in the upper right-hand corner and place in a certificate binder and label “Provisional.”
- 7) Direct the voter to drop the ballot in the sealed provisional ballot bag.
- 8) Give the voter the “PR” 3x5 salmon colored information card and offer the voter the Provisional Name/Address Change Card (beige): **If the voter chooses, he/she must complete the name/address change card in the polling location, or they can make changes to their registration via the VRE website.**

Provisional Ballots

IR Voters

- 1) Voter does not have one of the required ten (10) forms of government-issued identification.
- 2) Have the voter complete the front of the voter and the first salmon-colored section on the reverse side of the voter certificate. Make certain the voter indicates the registration information and manner of registration.
- 3) Check voter certificate to ensure it is legible and complete. Mark the type of identification that was shown and mark the provisional code, “IR.” Write on the bottom right corner the time you started processing the voter.
- 4) On the salmon-colored outer envelope, designate the voter’s name, name of the polling location, date, name of the election, and provisional code, “IR” and the time you started processing the voter.
- 5) Give the voter a ballot, the completed salmon-colored outer envelope, a white inner envelope, and a pen.
- 6) Instruct the voter to enter the voting booth, record his/her vote, place the ballot in the inner white envelope, seal the inner white envelope and place it in the salmon-colored outer envelope and return the sealed outer envelope to the poll officer.
- 7) Add the voter’s name to the Provisional/Challenged Numbered List with provisional code “IR” and the time you started processing the voter. Number the voter certificate in the upper right-hand corner and place it in a certificate binder and label “Provisional.”
- 8) Direct the voter to drop the ballot in the sealed provisional ballot bag.
- 9) Give the voter the “IR” 3x5 salmon-colored information card and offer the voter the Provisional Name/Address Change Card (beige): **If voter chooses, he/she must complete the name/address change card in the polling location, or they can make changes to their registration via the VRE website.**

PI Voters

- 1) Voter doesn’t have one of the six (6) acceptable forms of government-issued photo identification.
- 2) Have the voter complete the front of the voter certificate and the first salmon-colored section on the reverse side of the voter certificate. Make certain the voter indicates the registration information and manner of registration.
- 3) Check voter certificate to ensure it is legible and complete. Mark the type of identification that was shown and mark the provisional code, “PI.” Write on the bottom right corner the time you started processing the voter.

Provisional Ballots

- 4) On the salmon-colored outer envelope, designate the voter's name, name of the polling location, date, name of the election, and provisional code, "**PI**" and the time you started processing the voter.
- 5) Give the voter a ballot, the completed salmon-colored outer envelope, a white inner envelope, and a pen.
- 6) Instruct the voter to enter the voting booth, record his/her vote, place the ballot in the inner white envelope, seal the inner white envelope and place it in the salmon-colored outer envelope and return the sealed outer envelope to the poll official.
- 7) Add the voter's name to the Provisional/Challenged Numbered List with provisional code "**PI**" and the time you started processing the voter. Number the voter certificate in the upper right-hand corner and place in a certificate binder and label "**Provisional.**"
- 8) Direct the voter to drop the ballot in the sealed provisional ballot bag.
- 9) Give the voter the "**PI**" 3x5 salmon-colored information card and offer the voter the Provisional Name/Address Change Card (beige): **If voter chooses, he/she must complete the name/address change card in the polling location, or they can make changes to their registration via the VRE website.**

OP Voters

- 1) A voter presents themselves at a polling place before 5:00pm but not in the precinct where they are registered.
- 2) Have the voter complete the **Provisional Ballot Affidavit**. *(This must be paper clipped to the ballot at the end of Election Night)*
- 3) Have the voter complete the front of the voter certificate and the first salmon-colored section on the reverse side of the voter certificate. Make certain the voter indicates the registration information and manner of registration.
- 4) Check the voter certificate to ensure it is legible and complete. Mark the type of identification that was shown and mark the provisional code, "**OP.**" Write on the bottom right corner the time you started processing the voter.
- 5) On the salmon-colored outer envelope, designate the voter's name, name of the polling location, date, name of the election, and provisional code, "**OP**" and the time you started processing the voter.
- 6) Give the voter a ballot, the completed salmon-colored outer envelope, a white inner envelope, and a pen.
- 7) Instruct the voter to enter the voting booth, record his/her vote, place the ballot in the inner white envelope, seal the inner white envelope and place it in the salmon-colored outer envelope and return the sealed outer envelope to the poll official.

Provisional Ballots

- 7) Add the voter's name to the Provisional/Challenged Numbered List with provisional code "**OP**" and the time you started processing the voter. Number the voter certificate in the upper right-hand corner and place in a certificate binder and label "Provisional."
- 8) Direct the voter to drop the ballot in the sealed Provisional Ballot Bag.
- 9) Give the voter the "**OP**" 3x5 salmon-colored information card.

V Voters

- 1) If a voter **HAS** one of the six (6) acceptable forms of government-issued identification, the voter will be processed by the Check-In Clerk in the same manner as a voter with an Active (A) or Inactive (I) status. The Check-in Clerk will complete the **Challenged and Pending Voter Form** prior to allowing the voter to vote on the ICX-BMD unit.
- 2) If a voter **DOES NOT** have one of the acceptable six (6) forms of government-issued identification, the voter must vote as a provisional voter using the provisional code, "**V**."
 - a. Have the voter complete the front of the voter certificate and the first salmon-colored section the reverse side of the voter certificate. Make certain the voter indicates the registration information and manner of registration.
 - b. Check voter certificate to ensure it is legible and complete. Mark the type of identification that was shown and mark the provisional code, "**V**." Write on the bottom right corner the time you started processing the voter.
 - c. On the salmon-colored outer envelope, designate the voter's name, name of the polling location, date, name of the election, and provisional code, "**V**" and the time you started processing the voter.
 - d. Give the voter a ballot, the completed salmon-colored outer envelope, white inner envelope, and a pen.
 - e. Instruct the voter to enter the voting booth, record his/her vote, place the ballot in the inner white envelope, seal the inner white envelope and place it in the salmon-colored outer envelope and return the sealed outer envelope to the poll official.
 - f. Add the voter's name to the Provisional/Challenged Numbered List with provisional code "**V**" and the time you started processing the voter. Number the voter certificate in the upper right hand corner and place in a certificate binder and label "**Provisional**."
 - g. Direct the voter to drop the ballot in the sealed Provisional Ballot Bag.
 - h. Give the voter the "**PI**" 3x5 salmon colored information card.

Provisional Ballots

While at the check-in station, the voter will be asked if he/she has a letter from the VRE Office or one of the acceptable documents listed on the back of the “**Dear Challenged Ballot Voter**” letter. If **YES**, the voter **CAN** vote on the ICX-BMD unit and will be processed by the check-in clerk.

If the voter answers **NO** to having an eligibility letter from the VRE Office or one of the acceptable documents listed on the back of the “**Dear Challenged Ballot Voter**” letter, then the voter **CANNOT** vote on the ICX-BMD and **MUST** vote as a provisional voter.

- 1) Have the voter complete the front of the voter certificate and the first salmon-colored section on the reverse side of the voter certificate. Make certain the voter indicates the registration information and manner of registration.
- 2) Check the voter certificate to ensure it is legible and complete. Mark the type of identification that was shown and mark the provisional code, “**X**.”
- 3) Write on the bottom right corner the time you started processing the voter.
- 4) On the salmon-colored outer envelope, designate the voter’s name, name of the polling location, date, name of the election, and provisional code, “**X**” and the time you started processing the voter.
- 5) Give the voter a ballot, the completed salmon-colored outer envelope, a white inner envelope, and a pen.
- 6) Instruct the voter to enter the voting booth, record his/her vote, place the ballot in the inner white envelope, seal the inner white envelope and place it in the salmon-colored outer envelope and return the sealed outer envelope to the poll official.
- 7) Add the voter’s name to the Provisional/Challenged Numbered List with provisional code “**X**” and the time you started processing the voter. Number the voter certificate in the upper right-hand corner and place in a certificate binder and label “**Provisional.**”
- 8) Direct the voter to drop the ballot in the sealed provisional ballot bag.
- 9) Give the voter the “**Dear Challenged Ballot Voter**” letter.

Provisional Ballots

Provisional Station Close-Out

At 7:00 PM, the poll manager will publicly announce **“The Polls Are Closed”**. Any voter currently in line during this time must be allowed to vote. The poll manager will place a poll official at the back of the line to inform those who arrive after the announcement, that the polls are closed.

Once all voters have exited the polling location, close-out procedures can begin at each station. **NO voting equipment or any signs can be removed until ALL voters have completed their voting process and exited the polling location.**

Once all voters have exited, the following can be completed:

- Assisting with the counting of cast provisional ballots by 9:00 PM
- Removing/retrieval of signs
- Assisting with breaking down of equipment
- Restoring polling location to original state
- Assisting with packing of election supplies
- Removing any trash or debris
- Return name badge to poll manager

Provisional Station Close-Out

1. Break seal on provisional ballot bag and remove all cast provisional ballot envelopes.
2. Complete header information on Provisional Ballot Recap and Provisional Ballot Numbered List. Recap and Numbered List are required for each polling location even if no provisional ballots were used.
3. Count voter certificates with completed provisional section in provisional binder and enter total number in Section I box A.
4. Enter total number of names on Provisional Ballot Numbered List, in Section I box B. (Boxes B and A should equal.)
5. Enter total number of used provisional ballots in box C.
6. Count spoiled provisional ballots, if any, enter total number in Section I box D.
7. Record total unused ballots in Section II under **“Unused Nonpartisan/Special Ballots”**. Once recorded, the total from all lines in the **“Unused Nonpartisan/Special Ballots”** section must be recorded in box E.

Provisional Ballots

8. Enter total number of provisional ballots cast (those in envelopes) in Section III box F.

MANDA-TORY - All cast provisional ballots **MUST** be manually counted, and the total count submitted via the command center tablet before leaving the polling location. (Must be completed before 9 PM).

9. Add boxes D, E and F and enter total in box G.

10. Record total number of provisional ballots received from VRE Office in box H. (Boxes G and H should equal)

11. Sign Provisional Ballot Recap. (Three signatures required)

12. Remove last (**goldenrod**) copy of Provisional Ballot Recap and post on the door of polling location and leave it there even if there are no Provisional Ballots. Do not remove when exiting the polling location. If the Provisional Recap Sheet does not have a "**goldenrod**" copy, remove the yellow copy and post on the door of the polling location along with one result tape.

13. Match Provisional Ballot Affidavit with cast provisional ballot with paperclip or rubber band and place back inside orange Provisional Ballot Bag.

14. Place the completed Provisional Ballot Numbered List of Voters and Provisional Ballot Recap Sheet in White Envelope with orange label, then inside the orange Provisional Bag.

15. Place completed Voter Certificates, completed Name/Address Change Cards and any spoiled provisional ballots in orange Provisional Bag.

16. Place any other unused provisional supplies back in the orange Provisional Bag and seal the bag with **red seal** located inside bag's label pouch.

17. Fold down provisional voting booth, place in case and leave at poll.

18. Place all unused provisional ballots back in the Yellow Provisional bag and seal it, then place it in the black rolling bag with the emergency ballots and seal it as well.

Challenged Ballots

Challenged Ballots in the Code

O.C.G.A. § 21-2-230

(a) Any elector of the county or municipality may challenge the right of any other elector of the county or municipality, whose name appears on the list of electors, to vote in an election. Such challenge shall be in writing and specify distinctly the grounds of such challenge. Such challenge may be made at any time prior to the elector whose right to vote is being challenged voting at the elector's polling place or, if such elector cast an absentee ballot, prior to 5:00 P.M. on the day before the absentee ballots are to begin to be scanned and tabulated; provided, however, that challenges to persons voting by absentee ballot in person at the office of the registrars or the absentee ballot clerk shall be made prior to such person's voting. There shall not be a limit on the number of persons whose qualifications such elector may challenge.

(b) Upon the filing of such challenge, the board of registrars shall immediately consider such challenge and determine whether probable cause exists to sustain such challenge. If the registrars do not find probable cause, the challenge shall be denied. If the registrars find probable cause, the registrars shall notify the poll officers of the challenged elector's polling location or, if the challenged elector voted by absentee ballot, notify the poll officers at the absentee ballot polling location and, if practical, notify the challenged elector and afford such elector an opportunity to answer.

(c) If the challenged elector appears at the polling place to vote, such elector shall be given the opportunity to appear before the registrars and answer the grounds of the challenge.

(d) If the challenged elector does not cast an absentee ballot and does not appear at the polling place to vote and if the challenge is based on grounds other than the qualifications of the elector to remain on the list of electors, no further action by the registrars shall be required.

(e) If the challenged elector cast an absentee ballot and it is not practical to conduct a hearing prior to the close of the polls and the challenge is based upon grounds other than the qualifications of the elector to remain on the list of electors, the absentee ballot shall be treated as a challenged ballot pursuant to subsection (e) of Code Section 21-2-386. No further action by the registrars shall be required.

(f) If the challenged elector does not cast an absentee ballot and does not appear at the polling place to vote and the challenge is based on the grounds that the elector is not qualified to remain on the list of electors, the board of registrars shall proceed to hear the challenge pursuant to Code Section 21-2-229.

(g) If the challenged elector cast an absentee ballot and the challenge is based upon grounds that the challenged elector is not qualified to remain on the list of electors, the board of registrars shall proceed to conduct a hearing on the challenge on an expedited basis prior to the certification of the consolidated returns of the election by the election superintendent. The election superintendent shall

Challenged Ballots

O.C.G.A. § 21-2-230

not certify such consolidated returns until such hearing is complete and the registrars have rendered their decision on the challenge. If the registrars deny the challenge, the superintendent shall proceed to certify the consolidated returns. If the registrars uphold the challenge, the name of the challenged elector shall be removed from the list of electors and the ballot of the challenged elector shall be rejected and not counted and, if necessary, the returns shall be adjusted to remove any votes cast by such elector. The elector making the challenge and the challenged elector may appeal the decision of the registrars in the same manner as provided in subsection (e) of Code Section 21-2-229.

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

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

Closing The Polls



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

Closing The Polls

Declaring the Close

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

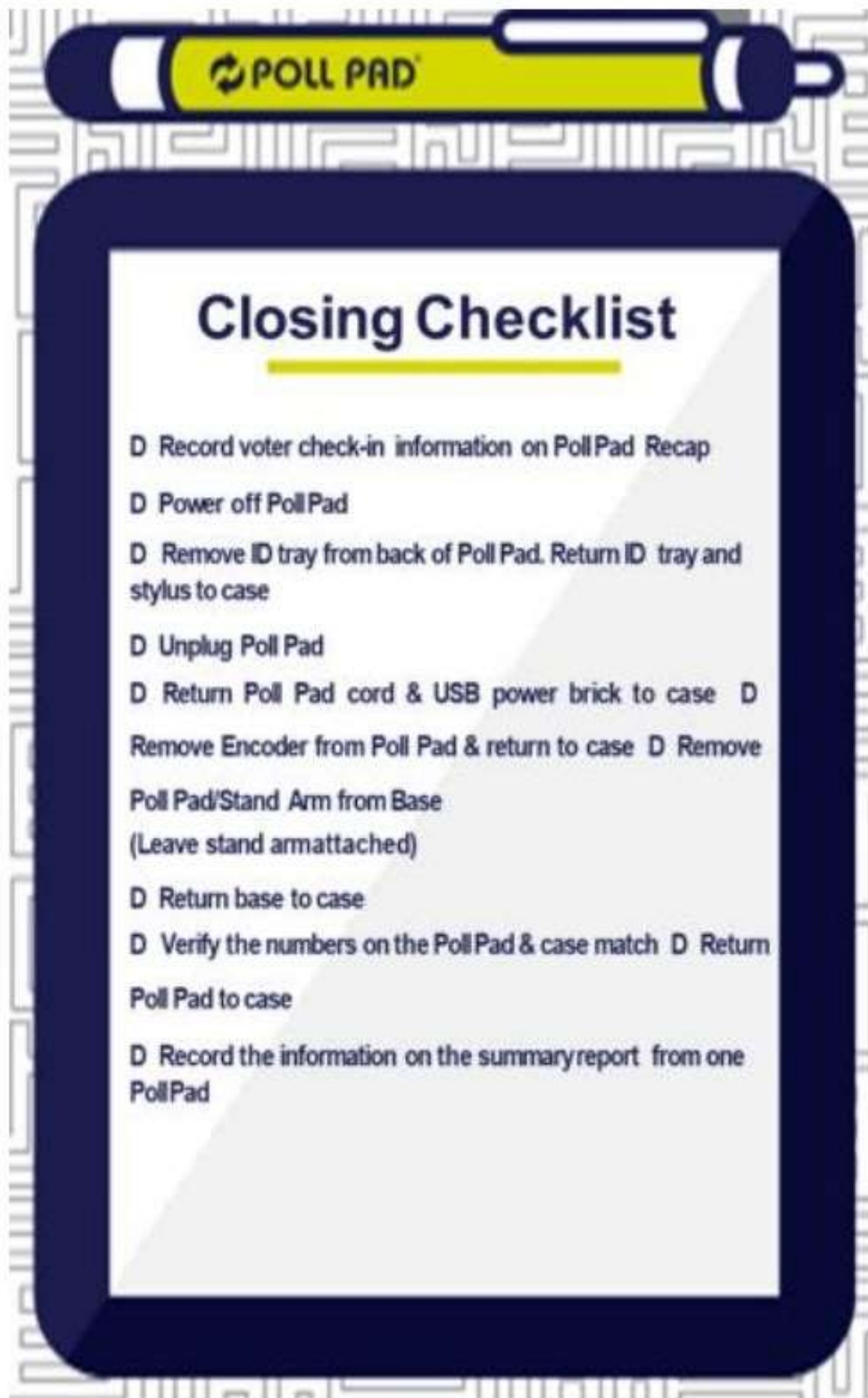
Note: Municipal elections for the City of Atlanta may have different hours, pursuant to O.C.G.A. § 21-2-403, your county office will inform you of changes, if applicable.

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

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

- One poll officer reads the instructions.
- One poll officer follows the instructions as read to them.
- One poll officer records the necessary information on the forms.

Closing The Polls



Closing The Polls

CLOSING PROCEDURES | SUMMARY REPORT



1 POLL PAD RECAP SHEET

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

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



2 SUMMARY REPORT

Select ONE Poll Pad to pull the summary report

1 Select **Menu**

2 Select **Summary Report**

Closing The Polls

Closing Procedures-Poll pads

FIRST:

Section A. “Time”: The time the poll pad unit is turned off. (This **MUST NOT** be before 7:00 PM).

Section B. “Total number shown on Poll pad Check-Ins.”

1. Select **“Menu”** in the upper left-hand corner of the screen.
2. Select **“Summary Report”**: obtain numbers to be recorded on Poll pad Recap Sheet. For party primaries, be sure to include the party breakout subtotal(s).
3. Select **“Exit Application”** (upper right-hand corner).
4. On confirmation pop-up, select **“Exit Application”** once more.
5. Hold button on side of unit to power off.
6. **“Slide to power off.”**
7. Complete the Poll pad Recap Sheet.

Section C. “Total number of voters marked on the Supplemental Electors List”: In the **“EL”** or **“RO”** column count how many voters are marked, with an **“X.”**

Section D. “Total number shown on Supplemental Numbered List”: indicate the total amount of names listed on the list.

Section E. “Voters marked on Poll pad + Voters marked on Supplemental Elector’s List”: Add **Closing B + Closing C.**

Section F. “Poll pad Check-Ins + Paper Supplemental Numbered List”: add **Closing B + Closing D.**

If the numbers above do not match or balance, please attach an explanation. **“I don’t know”** is **NOT** an acceptable explanation.

SECOND:

The wait times to check-in to vote **“Time Checked”** columns have the correct wait times for the morning, midday, and afternoon.

Closing The Polls

THIRD:

The poll pad units must be turned off and packed back into their case.

1. Remove the black power cord from the encoder.
2. Remove the encoder.
3. Remove the ID Tray.
4. Place both thumbs inside the arm and pull up. **(Remember: NEVER lift or press down on the top of the Poll pad)**
5. Place base in case on left side.
6. Rotate arm to the side (*to the right*) and place faced up in case.
7. All other items must be placed under the tablet on the right side.
8. Lock brackets: make sure case is secured and closed.
9. Place two **blue** seals on each case and record the seal numbers on Poll pad Recap Sheet in the **"Closing Seal #"** columns.
10. Record blue seals on Poll pad Recap.
11. Make sure there are three signatures, poll manager, and both assistant managers.

LAST:

The Poll pad Recap Sheet **MUST** be dated and signed by the poll manager and **both** assistant managers and placed into the designated colored envelope.

Closing The Polls

Poll pad-Closing Checklist

CLOSING PROCEDURES | SEC URE POLL PAD SUPPLIES



3 PACK POLL PAD CASE

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

Close the lid and secure.

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



4 RETURN SUPPLIES


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

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

Closing The Polls

BMD (Touchscreen and Printer)


CLOSING THE POLLS ON THE ICX-BMD



1


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

Enter the Poll Worker PIN then press the **Login** button.




2

Press the **Admin menu** button.




3

Press the **Close Poll** button.




4

Press the **Yes** button to confirm closing the poll then press the **Power off** button located in the bottom right corner of the screen.



5

Press the power button on the front of the BMD printer to turn the printer off.



6

- Place equipment into transport bags as required.
- Apply Seals to transport bag as required


Closing The Polls

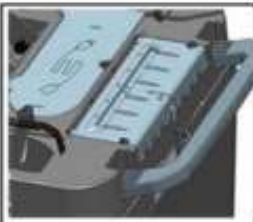
Polling Place Scanner

The closing count **MUST** be recorded on the Scanner-Ballot Box Recap Sheet. Then the close out process can begin. Once the ICP has been closed, **THREE** copies of the election result tapes **MUST** be printed. The poll manager and **BOTH** assistant managers **MUST** sign and date **EACH** copy of the Election result tapes.


- One tape is placed with the memory card(s) in the small brown envelope.
- The second tape is placed with the Touchscreen Recap Sheet and placed in the assigned labeled envelope.
- The third tape is posted on the front door of the polling location along with the **goldenrod** copy of the Provisional Ballot Recap Sheet.

CLOSING THE POLL ICP







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



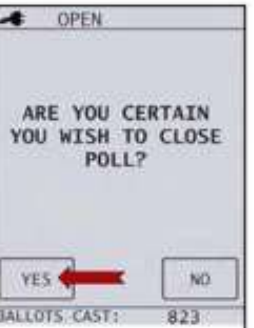
2 Press the Security Key onto iButton reader on the ICP.




3 Press **CLOSE POLL**.




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




5 Press **YES** to proceed.




6 Three copies of the Results Tape will now print.




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



8 Press **POWER DOWN**.



9 Press **YES** to proceed.



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

Closing The Polls

Cut **red seal** from poll worker card compartment and remove **memory card** and place in small brown envelope with one result tape. Complete all information including signatures on the stick-er and seal the brown envelope. **RE-SEAL** poll worker compartment with **blue seal** and record the seal number on the Scanner-Ballot Box Recap Sheet.

This step is completed by one of the managers, one monitor clerk and one administrative clerk. The verified ballot count from the ICP Scanner must be recorded on the Scanner-Ballot Box Recap Sheet and submitted via the command center tablet by 9 PM on election night. Also, a photo of the empty ballot box must be submitted.

1. Unlock and open the ballot box.
2. Remove all ballots and place in the green Pelican Case.
3. Open the write-in compartment.
 - If any ballots are inside, remove and place a rubber band around ballots and label **“Write-In Compartment.”**
 - Place in the green Pelican Case.
4. If the emergency compartment was used, unlock and open.
 - If any ballots are in the emergency compartment, remove and place a rubber band around ballots and label **“Emergency Compartment.”**
 - Place in the green Pelican Case.
5. Once all the ballots have been placed into the green Pelican Case, seal with the green metal seals.
6. Complete Chain of Custody Transfer of Election Results Form. **DO NOT sign the Chain of Custody Transfer of Election Results Form** until the ballots are delivered to the DeKalb County Voter Registration and Elections designated drop off location.
7. **DO NOT** place the Chain of Custody Transfer of Election Results Form inside pelican case.
8. **Place the Chain of Custody Transfer of Election Results Form in the red envelope labeled Chain of Custody Envelope.**

Once all tasks have been completed, all poll officers will be dismissed for the evening upon the direction of the poll manager.

Closing The Polls

Election Forms

Touchscreen Recap Sheet

- Confirm unit number of touchscreens.
- When the polls close, the poll manager will verify the seals are intact. A checkmark should be placed in the Verified/Intact column. The closing count and closing case serial numbers should be recorded.
- The form must be signed, dated by the poll manager and two witnesses, and placed in white envelope.

Scanner Recap Sheet

- Confirm unit number of polling place scanner.
- When the polls close, the poll manager will verify the seals are intact. The closing count should be recorded.
- The ballot box, emergency bin, & write-in bin should be checked for cast ballots.
- The form must be signed, dated by the poll manager and two witnesses, and placed in yellow envelope.

Ballot Recap Sheet

- Confirm unit number.
- Record Closing Count Number of each unit.
- Section A: Totals the number of ballots issued and printed on each BMD.
- Section B: Totals the ballots cast on each scanner.
- Section C: Totals the number of issued ballots, cast ballots, and poll pad check-ins.
- The form must be signed, dated by the poll manager and two witnesses, and placed in blue envelope.

Poll pad Recap Sheet

- From one poll pad, record closing time
- Tap on the Menu icon at the top left of the Poll pad screen.
- Tap on the Summary Report on the screen
- Record the check-ins from the Poll pad

Summary Report on the recap sheet

- Complete the oath and signatures.
- Return the poll pad and attachments to the poll pad cases and seal.
- Record and confirm unit number and seals of poll pads.
- If the numbers in sections A through I do not match or balance as expected, an explanation must be attached.

Closing The Polls

Election Forms

Spoiled and Unaccompanied Ballot Recap Sheet

- Confirm spoiled and unaccompanied ballots are documented on the form.
- Total spoiled ballots.
- Total unaccompanied ballots.
- Record the totals on the Poll Pad Recap.

Provisional Ballot Recap Sheet

- After the polls are officially closed, empty the provisional ballot secured ballot box or bag and count the ballots.
- Confirm or record polling place and election information on top of form.
- Section 1: Record Number of Persons Voting information
 - Total Voter Certificates
 - Number of Names on Provisional Numbered List of Voters
 - Total Ballot Stubs
 - Total Spoiled Ballots
- Section II: Record totals of unused provisional ballots provided
- Section III: Total Ballot Recap
 - Total Provisional Ballots Cast
 - Total Spoiled Ballots plus Total Unused Ballots plus Total Provisional Ballots Cast
- If form does not balance, explain in area provided.
- The form must be signed, dated by the poll manager and two witnesses, and placed in envelope with the orange provisional label.

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

- This form is used to account for transporting ballots from the polling places.
- Each field on the form must be completed for transport.
- The poll officers transporting the ballots must sign and date the surrender by field.
- The person receiving the ballots must sign and list the time the ballots were received.
- Confirms the number of memory cards being transferred.
- Confirm the number of voted ballots being transferred.
- List any discrepancies in the notes space provided.
- Upon arrival to drop off on election night, the form must be signed and dated by the Poll manager and VRE representative and placed in the red envelope.

Closing The Polls

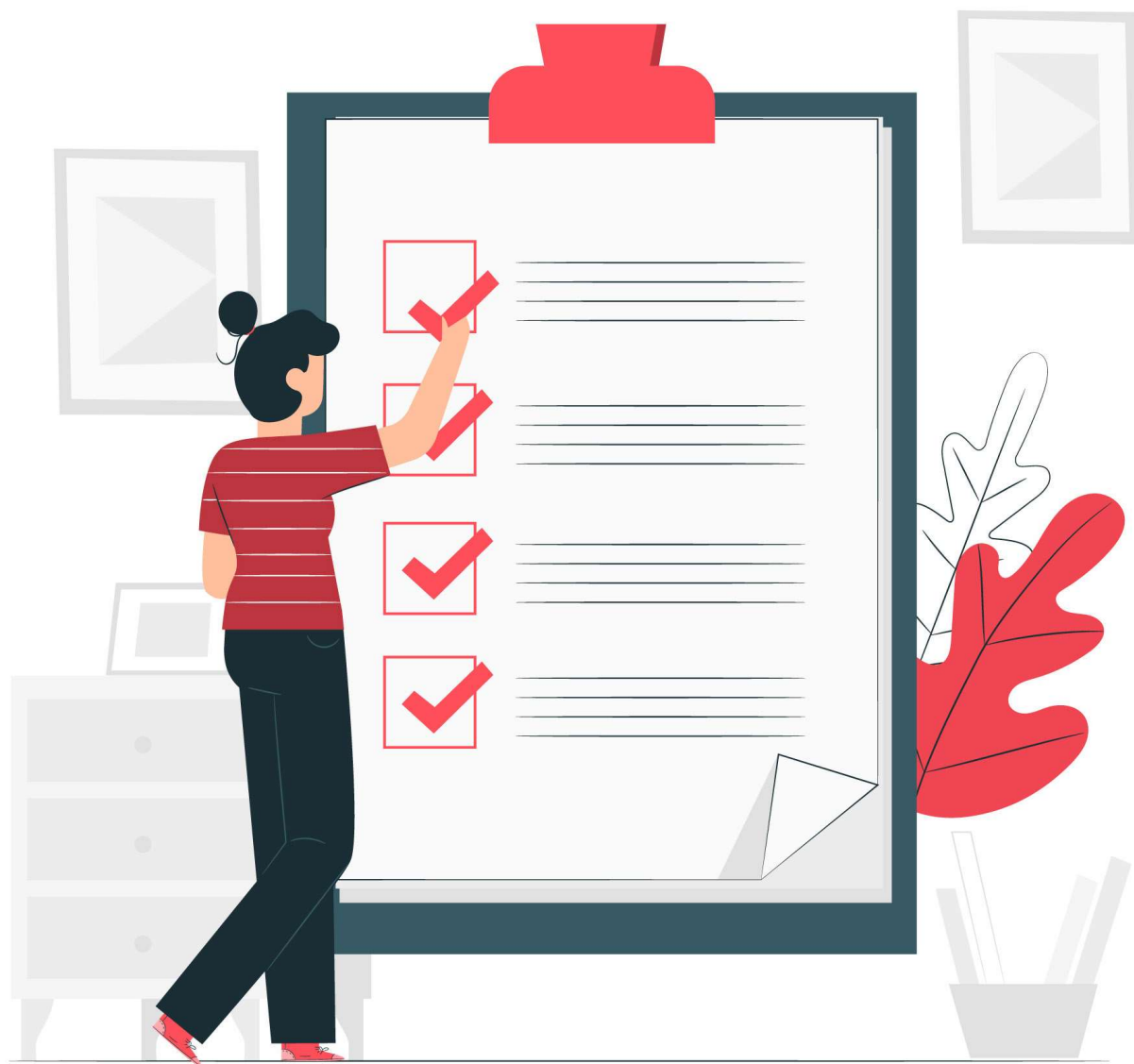
Posting on the Door

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

- One set of tapes from the polling place scanner
- Yellow copy of the Provisional Ballot Recap Sheet Reminders

Reminders:

- Remember to retrieve the memory card from the poll worker component of the scanner along with the scanner tape, which will be collected by designated Election Night Runners (ENR).
- Review checklist provided by the county office for all items to be returned.
- Make sure you record what time the last voter voted on the recap sheet.
- Remember to post the results tape and the yellow copy of the Provisional/Challenged Recap Sheet on the polling place door. Even if the recap of the Provisional/Challenged is zero, you still need to record that and post the yellow copy.
- Make sure all machines are sealed at the end of the day and all closing seals are recorded on the corresponding recap.
- A team of two managers will return recap sheet and other items listed on the checklist to the designated drop off location.



Admin Clerk & Monitor

Monitor/Admin Clerk Only

Monday Setup

Monday setup is **MANDATORY**. The entire team is expected to assist. If a team member cannot assist, the poll manager must be made aware of this in advance. Managers are to **NEVER** set up a polling location by themselves or with others who are not assigned poll officers. ***Please note: The public can observe during Monday setup but cannot assist in any manner.**

During Monday setup, the poll manager may ask you to assist with the following:

- Arranging polling location tables/chairs
- Posting of election day signs (inside only)
- Ensuring all election supplies/equipment are accounted for
- Setup of election day equipment

The Check-In Station

- Where the voter's eligibility to vote in a specific polling location is determined.
- The beginning of the Enclosed Space.
- Only for poll officers, confirmed voters, election officials, and trained and assigned poll watchers.
- The enclosed space goes from the check-in station, vote center hub station, scanner station, and lastly, the check-out station.
- A table should be placed for this station where the poll pad units will be placed on Tuesday morning.

The Vote Center Hub Station

- Is located near the middle of the polling location and consists of the ICX units (touchscreen), BMD units (printer), UPS units (batteries), and the attached ATI device located in the hubs.
- This is where voters will make their selections and print their ballots.
- All voting machines for voters with disabilities are placed on tables for accessibility.

The Scanner Station

- This is where voters will **"CAST"** their ballots.
- Is set up between the voting booth station and the check-out station.
- It consists of the ICP unit (scanner).

Monitor/Admin Clerk Only

Monday Setup

The Check-Out Station

- Is placed at the exit of the polling location.
- Where the admin clerk will receive the green voter card from the voter and issue the “I Voted” sticker in return.
- Last stop before exiting the polling location.
- Voters should not get past the admin clerk without casting their ballots at the scanner station.
- A chair may be placed for the admin clerk to sit when there are no voters in the polling location.

Manager/Provisional/Command Center

- Is placed within the enclosed space where the entire view of the polling location can be monitored.
- Where the managerial team is stationed to conduct Election Day tasks and observe the flow of the polling location.

Election Morning

All poll officers must arrive at your assigned polling location by 5:30 AM. Once at the polling location, you will not be able to leave for any reason other than an emergency and you will not be able to return to your post. You must bring all necessary food and/or medication (*if applicable*) to cover you throughout the entire day.

Oaths

Oaths must be administered prior to completing the setup of the polling location. The assistant manager will administer the oath of managers to the polling location manager. Next, the manager will administer the oath to the assistant managers, and then the oath of clerks to the remaining staff. Each person must attest and sign the oath. If any poll official knowingly performs Election Day duties without being duly sworn and/or if any manager fails to administer the oaths knowingly, is in violation of the Georgia Election Code. (*Performing tasks on Election Day without being duly sworn is a misdemeanor offense (§O.C.G.A. 21-2-584)*)

Name Tag

- Every poll officer **MUST** wear a **Name Tag** throughout the entire day.
- Name tags must include your full name (no nicknames) and position.
- Name tags are to be returned to the poll manager at the close of the election and put back in the election day case.

Monitor/Admin Clerk Only

Payroll

To ensure attendance and payment for working Election Day, each poll officer **MUST** verify attendance by reviewing and signing the **ELECTION DAY PAYROLL SHEET**.

- Each poll officer must verify his/her personal information for accuracy and sign to confirm attendance.
- If a change is required, it should be written **LEGIBLY** after drawing a line through what's incorrect.
- If the payroll sheet is not signed, payment will not be received.
- If you **MUST** add someone manually, add them on a blank row and complete **ALL** information for the poll official **LEGIBLY**

Once attendance has been confirmed, completion of the polling location setup resumes by:

- Opening of election equipment
- Placement of outside signs/election supplies
- Last-minute directions from the poll manager
- Report to your assigned workstation

At **7:00 AM**, the poll manager will publicly announce the **"Polls Are Now Open"** and voters may proceed to the check-in station.

Election Day Tasks- Scanner Station

- Ensure all voters who have printed their ballot at the voting booth, do not bypass the scanner station. All voters **MUST** cast their printed ballot at the scanner station for it to be counted.
- Voters are **NOT** to press the **"CAST"** or **"RETURN"** buttons while casting their ballot.
- Encourage the voter to watch the screen of the scanner to ensure they see the messages "Casting Ballot" and then "Ballot Successfully Cast".
- **ONLY** assist voters by instructing them where/how to insert their ballot into the scanner **WITH-OUT** touching the actual ballot. **Each voter must cast their ballot.**

Monitor/Admin Clerk Only

Scanner Station Emergencies & Troubleshooting

- If the scanner is unable to recognize a ballot, have the voter try to re-cast their ballot. If damaged, inform the manager to assist the voter.
- If the ballot jams or misfeeds, follow the prompts on the screen of the ICP. If the scanner needs additional assistance, notify one of the managers.
- Always note the current number of ballots cast shown on the scanner to ensure the ballot is counted appropriately once the misfeed or jammed ballot is fixed.
- Poll manager must get approval from the VRE Office to use the emergency bin. The clerk monitoring the scanner or assistant manager must keep a physical count of the number of ballots that are cast until the scanner is fixed.

Vote Center Hub Station

- Always allow the voter to select the booth of their choice. ****Note: should a voter require the use of the ATI (audio), only one voting booth will have access and the voter must be directed to it.***
- Should a voter require assistance with using the ATI, he/she can ask another voter in the polling location to assist. Monitors can **ONLY** assist with plugging in the device attachment (earphones, paddle, sip, and puff) if needed by the voter.
- Always stand at a distance to allow the voter to mark their choices privately.

Vote Center Hub Station

- If a voter needs assistance with inserting a voter card, you may direct the voter on how to insert the card. **NEVER PHYSICALLY INSERT THE VOTER CARD FOR THE VOTER.**
- No talking or assistance between voters is allowed unless the person assisting has signed to help the voter at the check-in station or on the voter certificate.
- Voters must remove all bluetooth devices and cannot be on their cell phones while in the polling location.
- Always check behind voters to ensure nothing was left in the voting booth like reference materials, personal items, trash, etc. Remind voters, if needed, to select **"Print Ballot"** and remove the voter card before moving to the scanner station.
- Children under the age of 18 can accompany a voter into the voting booth, however, they **CAN NOT** make selections on the ICX, print the ballot, hold the ballot, or hold the voter card. Anyone over the age of 18 cannot accompany a voter into the booth unless that individual has signed the oath of an assisted voter at the check-in station or voter certificate.

Monitor/Admin Clerk Only

Voting Booth Emergencies & Trouble Shooting

- If a voter has an issue while voting, check to see if it's something you can assist with, if not, always get one of the managers to assist the voter.
- When the paper lever is low on the BMD (printer), inform one of the managers for ballot paper and replace it. **DO NOT** use any other type of paper.
- Should a paper jam occur, follow the directions on the screen of the printer. Always alert one of the managers for assistance.

Election Day Tasks-Administrative

Entrance/Front Door

- Greet all voters and direct them to the check-in station.
- Ensure that voters are not using any prohibited electronic devices (*i.e., Bluetooth, cell phone, tablet, etc.*) Cell phones/Bluetooth devices **MUST** be silenced/removed before entering the polling location.
- Direct voters to the location of the individual sample ballots and/or the sample ballots posted on the wall should they have questions about a race/candidate/question on the ballot. * **The ballot cannot be interpreted in any way by a poll officer. Never read or elaborate on any race, candidate, or question for a voter.**

Entrance/Front Door

- Be sure to communicate anything that transpires outside that the managerial team needs to be aware of.
- Be aware that campaigning is not to take place within 150ft of the polling location. If necessary, direct any individual/group to relocate outside of the 150ft limit. If you require assistance in doing this, please get one of the managers to assist.
- The **mandatory wait times** for voters waiting to be checked in are at **8 AM, 12 PM, and 4 PM.** At these specific times, the last voter currently in line will be given a timecard and instructed to give the timecard to the check-in clerk.

Monitor/Admin Clerk Only

Exit Door

- Ensure each eligible voter has cast their ballot at the scanner station before exiting the polling location.
- Retrieve the green voter card from every voter who has cast their ballot.
- Offer every voter an “I Voted” sticker. ****It’s okay to give out multiple stickers and issue a sticker to a child.***
- Retrieve any magnifying sheets and/or manila privacy folders the voter may have acquired while voting.

Election Night

- At 7:00 PM, the poll manager will publicly announce **“The Polls Are Closed.”**
- Any voter currently in line during this time must be allowed to vote.
- A poll officer is placed at the back of the line to inform those who arrive after the announcement that the polls are closed.
- Once all voters have exited the polling location, closeout procedures can begin at each station.

*****NO voting equipment or any signs can be removed until ALL voters have completed their voting process and exited the polling location.**

Once all voters have exited, the following can be completed:

- Assisting with sealing equipment in hubs and sealing the hubs
- Assisting with the packing of election supplies
- Assisting with removing the ballots from ICP (scanner) and placing them in the green Pelican Case
- Removing/retrieval of signs
- Restoring polling location to the original state
- Removing any trash or debris
- Once all tasks have been completed, all poll officials will be dismissed for the evening upon the direction of the poll manager.

Appendix



ELECTION DAY

Voter enters the Polling Place

Accommodating Voters with Disabilities

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

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

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

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

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

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

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

Assistance to Voters

A voter is entitled to assistance if the voter is:

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

ELECTION DAY

Voter enters the Polling Place

Voters with Speech or Hearing Impairment

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

Voters with Mobility Impairment

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

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

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

Printed Ballot Review

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

Ideas for assistance

- Standing magnifying screens
- Handheld magnifying glasses
- Reading glasses



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

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

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

