



DeKalb County  
GEORGIA

# DeKalb County Voter Registration & Elections

★★★ Poll Official Manual ★★★

## Manager/Assistant Forms



DeKalb County Voter Registration and Elections  
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[www.dekalbvotes.com](http://www.dekalbvotes.com)



# SUNDAY PICKUP



**Chain of Custody - SUNDAY PICKUP** is used to confirm items received by Area Managers and Managers are accounted for on Sunday before the Election. The VRE office retains a signed copy and the Manager receives a copy when leaving the Sunday pickup site.



## VOTER REGISTRATION AND ELECTIONS

### CHAIN OF CUSTODY GENERAL/SPECIAL RUNOFF: DEC. 3, 2024 *For Election Supplies & Use of Personal Cell Phone Agreement*

PRECINCT: ALLGOOD ELEM

MANAGER: MANAGER NAME

CELL NO.: PHONE # - This number will be used by the VRE Office to contact you

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

- |  |   |
|--|---|
| <input type="checkbox"/> Emergency Ballots in sealed box or bag  | <input type="checkbox"/> 25 Voter Cards                   |
| <input type="checkbox"/> Election Day Case-It Binder   | <input type="checkbox"/> Provisional Ballots in box/bag   |
| <input type="checkbox"/> Blue Precinct Bag with Election supplies  | <input type="checkbox"/> Poll Pad Units                   |
| <input type="checkbox"/> Poll Worker Cards (2) in zippered pouch   | <input type="checkbox"/> Orange Provisional Bag           |
| <input type="checkbox"/> ICP Key and iButton in zippered pouch   | <input type="checkbox"/> Payroll Sheets & Badges          |
| <input type="checkbox"/> Precinct-Specific Envelope(s) containing All Recaps, Poll Worker Timesheets, Poll Worker Name Badges, Manual Ballot Activation Codes, Supplemental Instructions, Equipment Affidavit, Custodian &/or Law Enforcement Timesheets (if applicable) | <input type="checkbox"/> Poll Watcher List                |
|  | <input type="checkbox"/> Green Pelican Case (for ballots) |

I will be responsible for securing 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 \_\_\_\_\_ and \_\_\_\_\_ to contact my Area Manager and the Registration and Elections Office during the preparation and execution of the 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



**Poll Pad Recap Sheet - SUNDAY** - is used to recap the total number of voters who were processed during Election Day. Poll Pad case seals should be verified by the Manager during Sunday pickup as Poll Pads are not brought into the polling site until Tuesday morning.

## Poll Pad Recap Sheet

- ☐ General  
☐ Presidential Preference Primary  
☒ Primary  
☐ Primary Runoff

**USE BALL POINT PEN**  
**Bear down - You Are Making Three Copies**

WHITE Sheet to Secretary of State  
 YELLOW Sheet to Election Superintendent  
 PINK Sheet to Clerk of Superior Court

County/Municipality: DeKalb

Election Date: June 17, 2025 Precinct Name: Allgood Elementary

Poll Pad #	Opening Seal #	Opening Seal #	Closing Seal #	Closing Seal #
405	123456	123457		
406	123458	123459		

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

Signature Mary T. M. Date: June 14, 2025 Signature R. B. Date: June 14, 2025

Wait Times to Check-in to Vote	Morning: _____	Time Checked: _____
	Midday: _____	Time Checked: _____
	Afternoon: _____	Time Checked: _____

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

ACTION	OPENING	CLOSING
A. Time		
B. Total number shown on Poll Pad Check-Ins:	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____
C. Total number of voters <u>marked</u> on the Supplemental Elector's Lists		
D. Total number shown on Paper Supplemental Numbered List (E & F should be the same)	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____
E. Voters marked on Poll Pad + Voters marked on Supplemental <u>Elector's List</u> (Add Closing B + Closing C)	(Add Closing B + Closing C)	
F. Poll Pad Check-Ins + Paper Supplemental <u>Numbered List</u> (Add Closing B + Closing D) (Enter this number on the Ballot Recap, Section D, Number 3)	(Add Closing B + Closing D)	

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

We the undersigned Managers, hereby certify the above is true and correct on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Poll Manager Signature: \_\_\_\_\_

Asst. Manager Signature: \_\_\_\_\_ Asst. Manager Signature: \_\_\_\_\_

PPRecap21







# **POLL MANAGER/PRECINCT CHECKLIST**

*in Case-It  
Binder  
Section 1*

## **MONDAY SETUP**

- ☐ Signs placed according to Election Day Polling Place Sign/ Supply Check Sheet; set up sign kits.
- ☐ Equipment seal and serial numbers checked against recap sheets; discrepancies noted and called in.
- ☐ Supplies verified against Precinct Supply List and Supply Verification Form. Photo of completed Supply Verification Form submitted via Command Center Tablet.
- ☐ HUBS placed (not plugged into wall) according to schematic in voting booth area.
- ☐ Scanner placed at Station 3 near Check-Out Station and wall outlet for Tuesday morning setup.
- ☐ Voting booth units (Touchscreen/Printer/Battery) for Accessible Equipment (ADA) unpacked and placed at a table for Tuesday morning setup; plugged into UPS units and connected to each other, not plugged into wall.
- ☐ Review Supplemental Instructions with staff where relevant to their positions.
- ☐ Review Emergency Procedures with Assistant Managers, in particular the paper/manual ballot activation process in case Poll Pads are not functional. ***Be prepared so there is no delay in voting if an emergency occurs.***
- ☐ Obtain emergency contact info for staff members; share Area Manager contact info with Asst. Managers.
- ☐ The manager confirms the contact information for the facility representative who will open the building on Tuesday at 5:30 a.m.
- ☐ The manager sends "MONDAY SETUP COMPLETE" Polling Place Information status via Command Center tablet.

## ELECTION DAY VOTING POLLING PLACE SUPPLY CHECK SHEET - **MONDAY**

**Please review and sign off on the checklist provided, confirming you have all necessary supplies and signage.**

**Polling Place:** Type text here

**Polling Place Manager:** \_\_\_\_\_

**List of supplies for EACH Election Day Polling Place – This is a comprehensive list of supplies found INSIDE the GRAY CAGE**

- ☐ 2 Extra HP LaserJet Ink Cartridges (26A)
- ☐ 1-2 Batteries for the Provisional and ADA ICX stations
- ☐ 2 ICX Bags with the Provisional and ADA ICX Screen/Printer
- ☐ \_\_\_\_\_ Blue Vote Here Yard Signs
- ☐ \_\_\_\_\_ Blue Privacy Screens

**List of supplies for EACH Election Day Polling Place – This is a comprehensive list of supplies found INSIDE the BLACK ZIPPER CASE**

- ☐ 2 No Campaigning Signs – RWS-95 (Shaped like a diamond and is **RED**)
- ☐ 1 Identification Required to Vote at Precincts – ID-L-20 (Large **yellow** sign)
- ☐ 2 Prohibition Notice – PN-20 (Large **orange** signs)
- ☐ 2 Secure the Vote – Ballot Review Signs (BR-19)
- ☐ 1 Georgia Voting Information Sign (GVIP-20)
- ☐ 1 Notice of Penalties Sign (NP-10)
- ☐ 1 Card of Instruction Sign (CI-05 or CI-20)
- ☐ 1 Secure the Vote – Voting Instructions Sign (VI-19)
- ☐ 1 Secure the Vote – Larger Print Instruction Sign (LPIP-2020)
- ☐ 2 Secure the Vote – Only Poll Workers and Poll Watchers Sign (PW Area 19)
- ☐ 2 Secure the Vote – Do not Leave Balloting Area Sign (DNL-OCGA-21-2-574)
- ☐ 1 Secure the Vote – Important Notice to Voters Sign (VN-19)
- ☐ 4 Secure the Vote - Assistance for Electors O.C.G.A. § 21-2-409 Sign

- ☐ **5 NEW SIGNS (branded)**
- ☐ **2 DIRECTIONAL "VOTE HERE" SIGNS with arrows**
- ☐ **1 ELDERLY SIGN (75 & OLDER) with times**
- ☐ **12 Inside directional "Vote Here Signs" with arrow**
- 1 Elderly and Disabled Elector Notice Sign – (75-10)

*ALL NEW SIGNS SHOULD BE  
DARK **BLUE** / WHITE DARK **BLUE***

- ☐ 1 Dolly
- ☐ 1 Large **Yellow** Extension Cord
- ☐ 1 Large Orange Extension Cord
- ☐ 1 Gray Surge Protector/Power Strip

- ☐ 1 Bag of Rubber Bands
- ☐ 1 Bag of Paperclips
- ☐ 1 Pair of Scissors
- ☐ Cluster of Black Sharpie Pens (Each cluster contains 2 black Sharpie pens)
- ☐ 2 Magnifying Sheets
- ☐ Cluster of Black Pens
- ☐ Roll of Blue Painters Tape (This tape is used to hang signs on the walls or floor)
- ☐ Roll(s) of "I VOTED" Stickers (These should have 500 per roll if new)
- ☐ 2 Highlighters
- ☐ Cluster of Red Seals
- ☐ Cluster of Blue Seals
- ☐ 10 Packet of Voter Certificates (Each packet contains 100 voter certificates)
- ☐ 1 Packet of Change of Address Forms (Each packet contains 25 change of address forms)
- ☐ 1 Totem Pole *(If your polling place has been issued a Totem Pole(s), please confirm the signs listed below are affixed to both totem poles. Some signs must be posted in the polling place.)*

**If there are any discrepancies, be sure to get in touch with the Area Manager, as soon as possible.**

### **Polling Place Manager:**

Signature

Date



**Election Supply Verification Form - MONDAY** is used to inventory specific supplies during Monday setup and serves to test the connectivity of the Command Center Tablet when a photo of the completed form is submitted.

**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.

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

<u>#Quantity</u>	<u>Item</u>
<b>INCLUDE COUNT – DO NOT PLACE A “✓” OR “X”</b>	
_____	UPS Extension Cords (yellow)
_____	Additional Extension Cords (orange)
_____	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)
_____	2 Green Metal Seals for Ballot Case

☐ 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:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print)

Signature \_\_\_\_\_

**Poll Manager Supply List - MONDAY** is used to confirm all required equipment, supplies and documents have been received. It includes where to find the item, the form number (if applicable), the quantity and what to do with the item after the Election. There is a similar form for Area Managers.

POLL MANAGER SUPPLY LIST					
PLEASE CHECK ALL SUPPLIES AGAINST PRECINCT SUPPLY LISTING					
(NAME AND DATE OF ELECTION)					
<i>(For General/Special Election Runoff, quantities may increase)</i>					
LOCATION	DESCRIPTION	FORM #	QUANT	DISPOSITION	
DELIVERED TO POLLING LOCATION	BMD Units in HUBs		TBD	Polling Location	
	Handicap signs (if applicable)		TBD	Polling Location	
	ICX Unit in case (ATI machine attaches to one ICX Unit.)		TBD	Polling Location	
	Privacy Screen (blue)		TBD	Polling Location	
	UPS Machine (in brown box)		TBD	Polling Location	
	Vote Here Flag		TBD	Polling Location	
INSIDE PRIVACY SCREEN	Vote Here Signs (metal)		TBD	Polling Location	
	Ballot Review	BR-19	1	On Privacy Screen	
	Importance Notice to Voters	VN-19	1	On Privacy Screen	
SUNDAY PICKUP	Voting Instructions		1	On Privacy Screen	
	Black Election Supply Transport Bag		1	Check-In	
	Clear Pouch w/label and instructions		1	Check-In	
	Command Center Tablet in case with accessories		1	Check-In	
	Election Totem Pole (if applicable)		2 in case	Check-In	
	Emergency Ballots inside black Emergency Ballot Bag with key (or in box) - UNUSED		TBD	Check-In	
	Election Day Case-It Binder		1	Check-In	
	Green Pelican Ballot Transport Case		1	Check-In	
	Poll Pad Units in case with accessories		2	Check-In	
	Precinct Bag (blue and red)		1	Check-In	
	Provisional Ballot Affidavits (Out of Precinct)		10	Election Day Case - TAB 4	
	Provisional Ballot Bag (orange with seals) & contents		1	Check-In	
	Provisional Ballot Information Cards	PR, IR, PR, OP	4 PACKS	Black Rolling Case	
	Provisional Ballot Voter Name/Address Change Cards (manila)		TBD	Provisional Bag (completed forms); Black Rolling Bag (unused forms)	
	Provisional Ballots with Issuance Record (yellow bag or box)		TBD	<b>*(A)</b>	
	Provisional Booth (Box with contents)		1	Polling Location	
	Provisional Numbered List of Voters	PNLV-14	TBD	Envelope with Orange Label in	
	Provisional Ballot Inner Envelopes (white)		TBD	Unused in Black Rolling Case	
	Provisional Ballot Outer Envelopes (salmon)		TBD	Unused in Black Rolling Case	
	Supplemental Instructions		1	Election Day Case	
	Timesheets - Law Enforcement (if applicable to your precinct)		1-2	Secured Manila Envelope in Clear	
	Timesheets - Custodians - Schools ONLY (if applicable to your precinct)		2	Secured Manila Envelope in Clear	
	Voter Cards		50	Check-In	
	Voter Certificate Binder		TBD	Black Rolling Case	
	Voter Certificates		TBD	<b>*(B)</b>	
ZIPPERED POUCH INSIDE MANAGER ELECTION DAY CASE	iButton on Lanyard (black security button key)		2	Check-In (Inside Zippered Pouch)	
	ICP Key on Lanyard (small gold key)		2	Check-In (Inside Zippered Pouch)	
	Poll Worker Card on Lanyard (orange)		2	Check-In (Inside Zippered Pouch)	
	2 Green Metal Seals for Green Pelican Ballot Transport Case		1	Check-In (Inside Zippered Pouch)	
	Wire Cutter		1	Check-In (Inside Zippered Pouch)	
EMERGENCY ENVELOPE	Binders for Voter Certificates	VCB-01	1 pack	Black Rolling Case	
	Electors List		1	Precinct Bag	
	Emergency Instructions		1	Supply Box inside Supply Can	
	Numbered List of Voters	NLV-04	10	Clear Pouch	
	Voter Certificates	VC-16	TBD	<b>*(B)</b>	
MANAGER PRECINCT BAG	"I Voted Stickers"	VS-98	TBD	Black Rolling Case	
	Ball Point Pens		1 BOX	Precinct Bag	
	Emergency Envelope		1	Precinct Bag	
	Name/Address Change Card (white)		TBD	Precinct Bag	
	Numbered List of Voters	NLV-04	3	Clear Pouch	
	Provisional Bag with contents		1	Check-In <b>(must be sealed)</b>	
	Sample Ballots - Large (to post)		2	Trash	
	Sample Ballots - Mini (for Check-In Station)		50	Trash	
	Scissors		TBD	Precinct Bag	
	Absentee Cancellation Authorization Forms - <b>TAB 4</b>		15	Clear Pouch	
	Acceptable Forms of Identification Form - <b>TAB 2</b>		1	Election Day Case	
	Acceptable List of Documents for Challenged Voters - <b>TAB 2</b>		1	Election Day Case	
	Affidavit for Absentee Voters - <b>TAB 4</b>		10	Clear Pouch	





**Emergency Contact Sheet - MONDAY** - This form is used at the precinct for poll officials to have information on hand in case there is an emergency at the polling location on election day.

**EMERGENCY CONTACT SHEET**

NAME OF POLL WORKER	EMERGENCY CONTACT PERSON	RELATIONSHIP	EMERGENCY PHONE NUMBER









**Election Equipment Affidavit - MONDAY** is used to confirm deployment of all Voting Booths delivered to a Polling Location OR to document any inability of the Polling Location Manager to set up all allocated Voting Booths.

## **ELECTION EQUIPMENT AFFIDAVIT**

**ELECTION:** GENERAL/SPECIAL RUNOFF

**ELECTION DATE:** DECEMBER 3, 2024

**PRECINCT NAME:** **CANDLER - MURPHEY CANDLER ELEM**

Please select:

☐ I received **9** ICX-BMD Voting Booths for the General Primary/Nonpartisan Election.

I setup \_\_\_\_\_ ICX-BMD Voting Booths for the General Primary/Nonpartisan Election.

Reason why I was not able to setup all issued equipment:

---

---

---

---

---

---

---

☐ ALL of the ICX-BMD Voting Booths that were delivered to my precinct were setup.

\_\_\_\_\_  
Poll Official Signature

\_\_\_\_\_  
Position

**PLACE THIS FORM IN THE CLEAR POUCH AT THE END OF THE ELECTION NIGHT**

Rev 04/2023





# **TUESDAY BEFORE OPENING**



# POLL MANAGER/PRECINCT CHECKLIST *in Case-It Binder Section 1*

## TUESDAY MORNING STAFFING

- ☐ All Staff arrived by 5:30 am (call your Area Manager to report late arrivals.)
- ☐ Command Center Operation Status sent indicating "STAFF ARRIVED".
- ☐ Oaths administered and signed **and** all staff wearing name badges.
- ☐ Payroll sheet checked and signed by each staff member. Corrections and additions made neatly and legibly.
- ☐ All staff attired appropriately and have everything needed for the day (No poll official may leave the polling location and return to continue working during Election Day.)
- ☐ Any issue potentially preventing the precinct from opening and processing voters on time at 7 am is called into the VRE office (470-571-5730) and your Area Manager no later than 6:15 a.m.

## TUESDAY MORNING SETUP (report any issues by phone no later than 6:15 a.m.)

- ☐ Yard signs and Vote Here signs placed sufficiently to aid in locating polling place.
- ☐ Polling Place arranged to ensure the secrecy of the ballot and to prohibit voters from exiting the voting area without casting their ballot on the Scanner and for Poll Official to recover the voter cards.
- ☐ The enclosed space is designated and marked from Check-in Station to Check-out Station.
- ☐ All seals/serial numbers are re-verified on recap sheets.
- ☐ Poll Pad units are set up, powered on and charging, synchronized, and ready to receive voters.
- ☐ Needed forms and documents placed at Check-In Station; Voter Cards given to Check-In Clerks for use.
- ☐ HUBS are plugged into electrical outlets and powered on.
- ☐ Turn on all equipment in the HUBS in the following order: battery, printer, touchscreen. (check paper)
- ☐ Touchscreens and Printers are powered on and ready to receive voters (Gray bar showing at top of each Touchscreen) Blue seals applied to Power/Printer compartments and recorded on Touchscreen recap.
- ☐ Confirm ATI device is installed on 1 Touchscreen (most accessible) and accessibility sign is properly displayed. This is the ADA accessible unit set up outside of the HUBS.
- ☐ Scanner Ballot Box & Emergency Bin empty, recorded on Scanner Recap & new seals applied & recorded on Scanner recap; photos taken and sent via Command Center along with Polling Place Info "BALLOT BOX CLEARED – ELECTION MORNING".
- ☐ Scanner is plugged directly into electrical outlet, powered on and ready to receive ballots. **2 Zero tapes are printed**, torn off, signed & paper clipped 1 to the Scanner Recap and 1 to the Opening the Polls – Zero Count Form.
- ☐ Any machine not showing zero: Call the Election Office immediately: 404-298-4020
- ☐ Provisional Booth is setup with instructions and OP affidavit notification posted inside booth.
- ☐ Provisional Ballot Bag is emptied, sealed and secure, and under Manager's control.
- ☐ Command Center Operation Status sent to VRE office: Polling location is setup and "READY TO GO".
- ☐ Poll Watchers, if any, are on the list for your precinct, wearing an orange ID badge and understand role.

## ELECTION CONDUCT

- ☐ The Poll Manager is in possession of a Poll Worker card, iButton and ICP key; 1 Asst. Manager has the other lanyard.
- ☐ All stations are staffed at all times.
- ☐ Voter Cards are handled in a secure manner and all are accounted for.
- ☐ Voters are properly processed on Poll Pad.
- ☐ Any Voters manually processed are properly added and marked on Supplemental Electors List, added to Numbered List of Voters and have completed a paper Voters Certificate (the voter and poll official.)
- ☐ Provisional Voters are properly documented and given proper information card/letter.
- ☐ Spoiled/Unaccompanied ballots are being properly handled and documented.
- ☐ Command Center reports are sent to VR&E Office hourly: "REPORT WAIT TIME AND COUNT".
- ☐ Manager Duty Log is utilized hourly to ensure counts are in balance.
- ☐ Proper procedures are followed to cancel voter check-in and/or ballot.
- ☐ <sup>19</sup> Voter line under control and orderly; no campaigning is occurring within 150' of the building.

- ☐ Voters requiring another citizen's assistance to vote are properly documented: Poll Pad or Voter Certificate

## **MACHINE STEP-BY-STEP - OPENING**

### **SCANNER SET-UP (more details in Section 2, Tab 2 of Case-It Binder)**

- ☐ Retrieve scanner recap form and make sure the top of form is completed correctly.
- ☐ Check seal numbers from front and back scanner lid using Scanner/Ballot Box Recap Form and then break seal and unlock lid.
- ☐ Check seal number on scanner ballot box door using Scanner/Ballot Box Recap Form
- ☐ Open scanner ballot box door and verify no ballots are in the scanner main compartment or write-in compartment. Close the white write-in compartment door after checking. Photo submitted on tablet.
- ☐ Check seal number on scanner emergency bin using Scanner/Ballot Box Recap
- ☐ Verify there are zero ballots in the scanner emergency bin. Photo submitted on tablet.
- ☐ Verify seal number on administrator card door and poll worker card door using Scanner/Ballot Box Recap Form. (Do **NOT** remove seals!)
- ☐ Verify scanner lock seal number using Scanner/Ballot Box Recap Form.
- ☐ Reseal ballot box and emergency bin with red seals, circle yes that both were checked and record new red seal numbers on Scanner/Ballot Box Recap Form and record time checked.
- ☐ Plug in the scanner directly to the wall outlet and follow the opening procedures.
  - Make sure the results are zero. **If not zero call the Election Office 404-298-4020.**
  - Print 2 copies of the zero tape, sign (3 signatures) signed & **paper clipped** 1 to the Scanner Recap and 1 to the Opening the Polls – Zero Count Form.
  - Make sure the top of tape contains the correct election date and your precinct name. Record opening count on Scanner/Ballot Box Recap Sheet. **Should be zero.**

### **TOUCHSCREEN (BMD) SET-UP (more details in Section 2, Tab 2 of Case-It Binder)**

- ☐ Plug in each Hub (Use dongle if needed); unlock and open the Hubs; turn on the UPS batteries.
- ☐ Turn on printers (must be turned on before BMD's) and make sure they have security paper.
- ☐ Break red seal and power on BMD's (Power/Printer door- bottom right door) Follow opening procedures to open the Touchscreens (BMDs). When done, close the Power/Printer door, seal with a blue seal and record it on the Touchscreen recap.
- ☐ **Make sure the date, year and time is correct.**
- ☐ Make sure the public counter is zero. Record the opening count for EACH Touchscreen on the Recap.
- ☐ Make sure polls are open. The banner at the top of screen should be gray after you open the polls. If the banner is red, your poll is not open. (If the following message appears regarding the printer- Warning HP LaserJet Pro M402dn error: **Printing** document – press OK. That means your polls did not open, and you will need to hit the open polls button again.
- ☐ Repeat this process for each Touchscreen/Printer
- ☐ ADA Voting Booth is setup on a table and confirm the ATI device is attached to this Touchscreen. Open as described above.
- ☐ Complete Touchscreen Recap
  - Confirm the top of form is completed correctly.
  - Verify all seal numbers.
  - As each unit is turned on, record the opening count. It should be zero. **Call Election Office if not zero 404-298-4020.**
  - Reseal Power/Printer door and record closing blue seal number.

### **POLL PAD SET-UP**

- ☐ Please follow instructions located in Section 2, Tab 3 of your election Day Case-It Binder
  - Confirm the check-in count on each Poll Pad is zero (Confirm by going to Main Menu then Summary Report on each unit.) **Call Election Office if not zero 404-298-4020.**
- ☐ Complete the Poll Pad Recap
  - Confirm the top of the form is completed correctly.
  - Confirm Poll Pad Serial Numbers and Seals on cases.
  - Complete Opening Section of the recap.

**Oath of Managers - TUESDAY OPENING** - Oaths must be administered upon arrival on Election Day. One assistant manager will administer the oath of managers to the precinct 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.

**PRIMARIES AND ELECTIONS**

\_\_\_\_\_  
(Municipality - if applicable) COUNTY, GEORGIA

\_\_\_\_\_  
PRECINCT

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

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 deponents, individually and jointly, do swear (or affirm) that we will as manager or assistant managers duly attend the ensuing election (or primary) to be held on \_\_\_\_\_, 2\_\_\_\_\_, 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 vexatiously 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 make a true and perfect return of the said election (or primary), and 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 \_\_\_\_\_,  
2\_\_\_\_\_.

\_\_\_\_\_  
Assistant Manager

\_\_\_\_\_  
Chief Manager

(2)

Administered by, sworn to and subscribed  
Before me this \_\_\_\_\_ day of \_\_\_\_\_,  
2\_\_\_\_\_.

\_\_\_\_\_  
Chief Manager

\_\_\_\_\_  
Assistant Manager

**Oath of Clerks - TUESDAY OPENING** - Oaths must be administered upon arrival on Election Day. The manager will administer the oath of clerks and each clerk must attest and sign the oath.

**PRIMARIES AND ELECTIONS**

One 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).

\_\_\_\_\_  
(Municipality - if applicable)

COUNTY, GEORGIA

\_\_\_\_\_  
PRECINCT

**OATH OF CLERKS**

I (each of the undersigned deponents individually and jointly) do swear (or affirm) that I will as a clerk attend the ensuing election (or primary) to be held on \_\_\_\_\_, 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.

(Required by Ga. Election Code, Sec. 21-2-93,  
21-2-95, and 21-2-405(a).)

FORM-CLERK OATH-99

**Payroll Sheets - TUESDAY OPENING** - Election day payroll sheets are generated through the Poll Chief software once credit has been given to the poll officials for completing training.

**Polling Place:** «Work\_Location» **Election Payroll** **Election Date:** June 17, 2025

*I do not hold public office, nor am I related to a candidate whose name will appear on the ballot. (O.C.G.A. §21-2-92)*

Position <b>Manager</b>	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours	Jane Smith	123 1 <sup>st</sup> Street Your Town, GA 30000	1969 Employee ID 012345	404-555-5555 Email address jsmith1969@gmail.com		Signature
Position <b>Asst. Mgr.</b>	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours	William Brown	456 Oak Lane Your Town, GA 30000	1962 Employee ID 119550	678-999-9999 Email address wbcpa1@yahoo.com		Signature
Position	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours			Employee ID	Email address		Signature
Position	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours			Employee ID	Email address		Signature
Position	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours			Employee ID	Email address		Signature
Position	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours			Employee ID	Email address		Signature
Position	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours			Employee ID	Email address		Signature

Employee ID field to be completed by VRE office. "Hours" field completed only if official did not work scheduled workday. All other fields including at least one phone number are required to ensure prompt payment. **PLEASE PRINT CLEARLY!**







**Payroll Sheets - TUESDAY OPENING** - Election day payroll sheets must be signed by the poll worker for payment to be issued. **Any corrections or additions** should be made as shown in the example below

**Polling Place:** «Work\_Location»

**Election Payroll**

**Election Date:** June 17, 2025

*I do not hold public office, nor am I related to a candidate whose name will appear on the ballot. (O.C.G.A. §21-2-92)*

Position Manager	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours	Jane Smith	123 1 <sup>st</sup> Street Your Town, GA 30000	1969	404-555-5555		
Position Asst. Mgr.	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours	William Brown	456 Oaklane 789 Pine St Your Town, GA 30000 30001	1950	678-999-9999		
Position Asst. Mgr.	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours	Rita Jones	1001 Flowers Dr. Your Town, GA 30000	1981	770-333-1111		
Position	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours			131001	RTAJ@abc123.com		
Position	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours						
Position	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours						
Position	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours						
Position	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours						
Position	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours						
Position	Name	Address	Year of Birth	Cell Phone	Other Phone	Signature
Hours						

Employee ID field to be completed by VRE office. "Hours" field completed only if official did not work scheduled workday. All other fields including at least one phone number are required to ensure prompt payment. **PLEASE PRINT CLEARLY!**



**Poll Pad Recap Sheet - TUESDAY OPENING** - Re-check the seals on each Poll Pad case. After opening the cases and assembling and powering on the Poll Pads, obtain the opening counts from the Summary Report on one Poll Pad (they should all be in sync.) For a Primary, record the party party-specific counts as well. Opening time in Row A should always be 7:00 A.M.

## Poll Pad Recap Sheet

- ☐ General  
☐ Presidential Preference Primary  
☒ Primary  
☐ Primary Runoff

**USE BALL POINT PEN**  
**Bear down - You Are Making Three Copies**

WHITE Sheet to Secretary of State  
 YELLOW Sheet to Election Superintendent  
 PINK Sheet to Clerk of Superior Court

County/Municipality: DeKalb

Election Date: June 17, 2025 Precinct Name: Allgood Elementary

Poll Pad #	Opening Seal #	Opening Seal #	Closing Seal #	Closing Seal #
405	123456	123457		
406	123458	123459		

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

Signature Mary T M Date: June 14, 2025 Signature [Signature] Date: June 14, 2025

Wait Times to Check-in to Vote	Morning: _____	Time Checked: _____
	Midday: _____	Time Checked: _____
	Afternoon: _____	Time Checked: _____

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

ACTION	OPENING	CLOSING
A. Time	<b>7:00 A.M.</b>	
B. Total number shown on Poll Pad Check-Ins:	Total Voters: <u>0</u> Democratic: <u>0</u> Republican: <u>0</u> Nonpartisan: <u>0</u>	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____
C. Total number of voters <u>marked</u> on the Supplemental Elector's Lists	<b>0</b>	
D. Total number shown on Paper Supplemental Numbered List (E & F should be the same)	Total Voters: <u>0</u> Democratic: <u>0</u> Republican: <u>0</u> Nonpartisan: <u>0</u>	Total Voters: _____ Democratic: _____ Republican: _____ Nonpartisan: _____
E. Voters marked on Poll Pad + Voters marked on Supplemental <u>Elector's List</u> (Add Closing B + Closing C)	(Add Closing B + Closing C)	
F. Poll Pad Check-Ins + Paper Supplemental <u>Numbered List</u> (Add Closing B + Closing D) (Enter this number on the Ballot Recap, Section D, Number 3)	(Add Closing B + Closing D)	

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

We the undersigned Managers, hereby certify the above is true and correct on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Poll Manager Signature: \_\_\_\_\_

Asst. Manager Signature: \_\_\_\_\_, Asst. Manager Signature: \_\_\_\_\_



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

**Date of Election:** June 17, 2025    **Election Day** ☒ **Advance Voting** ☐

**County/Municipality:** Dekalb

**Precinct:** Ilgood Elementary

**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  
 GOLD/ENROD sheet to Registrar

**Touchscreen Recan**

(Advance Voting: One recap sheet for each touchscreen in use // Election Day: One recap sheet per precinct)

[illegible]

**Notes:**

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TouchscreenRecap2020





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

**Date of Election:** June 17, 2025  
**County/Municipality:** DeKalb  
**Precinct:** Allgood Elementary

**Election Day** ☒ Advance Voting ☐

**USE BALL POINT PEN**  
**Bear Down – You Are Making It** three copies  
 WHITE sheet to Secretary of State  
 PINK sheet to Clerk of Superior Court/City Clerk  
 YELLOW sheet to Supplicant  
 GOLDENROD sheet to Registrar

## Scanner Serial Number: AAJJ1258B987

**Attach Zero Tape  
Here**

L&A Seal #s	Front Lock/Lid Seal #	Back Lock/Lid Seal #	Ballot Box Seal #	Administrator Seal #	Poll Worker Seal #	Scanner Lock Seal #	Emergency Bin Seal #
1569897	6459878	4555487	4458798	1235548	1265498	5469875	

Opening the Polls						
Ballot Box Empty (Circle)	YES	NO	New Seal #:	6284531	Emergency Bin Empty (Circle)	YES
						NO
						New Seal #
						6284532
						Time:
						6:20 a.m.

[illegible]

We, the undersigned Managers, hereby certify that the above is a true and correct accounting on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Poll Manager	Assistant Manager	Assistant Manager	ScannerRecap2020
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**Ballot Recap Sheet - TUESDAY OPENING** - This form is used to account for all ballots issued, printed, cast, and spoiled. On Tuesday Morning, complete the Touchscreen "public count at opening" column as you did on the Touchscreen Recap.

**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

**DATE OF ELECTION** \_\_\_\_\_

**TIME LAST VOTER VOTED** \_\_\_\_\_

**PRECINCT** \_\_\_\_\_

**COUNTY/MUNICIPALITY** \_\_\_\_\_

### BALLOT RECAP SHEET

#### SECTION A: BALLOT MARKING DEVICE (BMD)

	TOUCHSCREEN SERIAL NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PRINTED AT CLOSING
1	12345678	0	
2	23568914	0	
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
TOTAL BALLOTS PRINTED (a)			

	TOUCHSCREEN UNIT NUMBER	PUBLIC 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)  
 b) EMERGENCY BALLOTS ISSUED (If any)  
 c) TOTAL BALLOTS ISSUED (add a + b)  
 d) BALLOTS SPOILED (From Spoiled Ballot Log)  
 e) TOTAL BALLOTS ISSUED & CAST (c – d)

- a) \_\_\_\_\_  
 b) \_\_\_\_\_  
 c) \_\_\_\_\_  
 d) \_\_\_\_\_  
 e) \_\_\_\_\_

#### SECTION B: SCANNER

- f) SCANNER Serial # \_\_\_\_\_ BALLOTS CAST (From Tape) \_\_\_\_\_  
 SCANNER Serial # \_\_\_\_\_ BALLOTS CAST (From Tape) \_\_\_\_\_

TOTAL TAPES f) \_\_\_\_\_

- g) UNSCANNED 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- 3 should match)

	TOTAL
1. TOTAL BALLOTS ISSUED & CAST - SECTION A; (e)	
2. TOTAL BALLOTS CAST ON SCANNER - SECTION B; (h)	
3. POLL PAD CHECKINS + SUPPLEMENTAL VOTERS From Poll Pad Recap – Line F	

Poll Manager and both Assistant Managers must sign.

\_\_\_\_\_  
 Poll Manager

\_\_\_\_\_  
 Assistant Manager

\_\_\_\_\_  
 Assistant Manager

**Opening the Polls/Zero Count Form - TUESDAY OPENING** - This form is completed by the polling location manager before opening on Election Day



**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:** \_\_\_\_\_ **This is the new ballot box seal number applied after opening the ballot box and taking a picture. If you have 2 scanners, place both seal numbers here.**
- 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: \_\_\_\_\_




# **ELECTION DAY THROUGHOUT THE DAY**



**Mandatory Wait Time Card** - 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 time card. The time card 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. Hourly wait times are also reported via the Command Center Tablet.

  
DeKalb County  
GEORGIA

### ELECTION DAY MANDATORY WAIT TIMECARD

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.

Precinct Name: \_\_\_\_\_

MORNING

8:00am

Start time \_\_\_\_\_ Processed \_\_\_\_\_

MIDDAY

12:00noon

Start time \_\_\_\_\_ Processed \_\_\_\_\_

EVENING

4:00pm

Start time \_\_\_\_\_ Processed \_\_\_\_\_

Precinct Manager Signature: \_\_\_\_\_

Place this card in the CLEAR POUCH at the end of the Election Day

**Deceased Persons Form** is for those voters who have family members who are deceased and request to have them removed from the voting roster.

DECEASED PERSONS ON VOTER LIST

PRECINCT: \_\_\_\_\_

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 give 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 removing the person's name from the Elector's List.

NAME OF DECEASED	BIRTHDAY OF DECEASED	YOUR RELATIONSHIP TO DECEASED	SIGNATURE OF RELATIVE

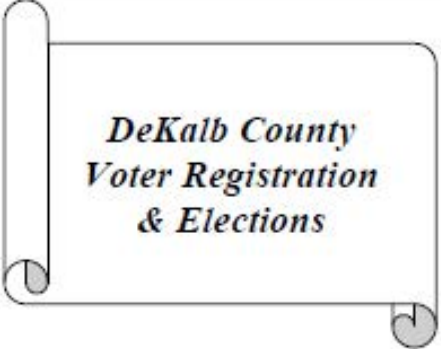



**Name/Address Change Card** is given to a voter whose information (name, address, or date of birth) may have changed from what is indicated on the Poll Pad Unit. If the voter elects to make the correction, he/she must complete the card in the precinct or alternatively, update their information online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

COUNTY PRECINCT		MUNICIPAL PRECINCT		DISTRICT COMBO	DOS APPLICATION NO.	REGISTRATION NO.	CHANGE OF ADDRESS <input type="checkbox"/> CHANGE OF NAME <input type="checkbox"/> OTHER																		
1	LAST NAME			FIRST NAME		MIDDLE OR MAIDEN NAME																			
2	RESIDENCE ADDRESS: House No. and street name			APT. NO	CITY	COUNTY	STATE																		
3	MAILING ADDRESS (If different from residence address): Post-office box or route				CITY	STATE	ZIP CODE																		
4	TELEPHONE NUMBER ( )	DATE OF BIRTH: M/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. <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												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) <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										Check if you do not have a GA Driver's License, GA. I.D. No. or Social Security No <input type="checkbox"/>
6	<p align="center">(Your answer is required under federal law)</p> <p><b>I SWEAR OR AFFIRM:</b>          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"/>  <b>If you check "No" in response to either of these questions, do not complete this form.</b></p> <p><b>I SWEAR OR AFFIRM THAT:</b>          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 _____ <input checked="" type="checkbox"/> Signature _____ Signature of person helping illiterate or disabled voter _____</p>																								
7	May we contact you about working as an Election Day poll officer? Yes <input type="checkbox"/> No <input type="checkbox"/>		8		CHANGE OF NAME: If you are changing your name, list the name under which you were previously registered: Last Name                      Suffix                      First                      Middle or Maiden Name _____ CHANGE OF ADDRESS: If you are changing your address or if you were previously registered to vote, list your previous address: CITY                      COUNTY                      STATE		Military Active Duty? Yes <input type="checkbox"/> No <input type="checkbox"/>																		

**WARNING: Any person who registers to voter knowing that such person does not possess the qualifications required by law, who registers under any name other than such person's own name, or who knowingly gives false information in registering shall be guilty of a felony. O.C.G.A. §21-2-561**

**Affidavit** is used for voters who are marked "**ABSENTEE ISSUED**" in the Poll Pad Unit and who do not have their absentee ballot with them at the precinct but wish to vote on the ICX-BMD. The VR&E Office **MUST** be contacted and **if** eligible, the voter **MUST** complete the Affidavit and the poll manager must sign it.

	
<p><b>AFFIDAVIT</b></p> <p>I, _____, hereby affirm the following:</p> <p>I am a registered voter in DeKalb County, Georgia, and I have previously requested an absentee ballot for the upcoming election on <u>DATE OF ELECTION</u></p> <p>I understand by completing this affidavit, I am requesting to vote in person during the advance voting period and NOT by absentee ballot.</p> <p>I understand that if I have already received an absentee ballot, I will NOT use that ballot to vote, and I will NOT return it to the DeKalb County Voter Registration and Elections Office.</p> <p>I acknowledge that I have not cast my vote by absentee ballot, and I have not returned any absentee ballot to the DeKalb County Voter Registration and Elections office or any other location.</p> <p>I understand that by voting in person, my vote will supersede any previous request for an absentee ballot, and my vote will be counted only ONCE.</p> <p style="text-align: center; margin-top: 20px;">Sworn to or affirmed this _____ day of _____, 20_____</p> <p style="text-align: center; margin-top: 10px;">_____ (Signature)</p> <p style="text-align: center; margin-top: 30px; font-size: small;">4380 Memorial Drive * Decatur, GA 30032 * (404) 298-4020 * FAX (404) 298-4038</p>	

**Non-Felon Affidavit** is used for those voters who are listed in the Poll Pad as **felon**. If the voter believes this is incorrect, they are to complete this affidavit before being issued a voter card.

## **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. § 21-2-571. 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 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 ten 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: \_\_\_\_\_

\_\_\_\_\_  
Poll Worker Name (*Printed*)

\_\_\_\_\_  
Poll Worker Signature

\_\_\_\_\_  
Date

Form – AFF20

**Voter Eligibility Letter** is mailed to voters who are eligible to vote in the current election, but their name will not be listed in the Poll Pad Unit or on the Supplemental Electors List. If a voter has this letter, he/she is eligible to vote on the ICX-BMD Units. Process this voter with the paper Voter Certificate, add to the paper Supplemental List and appropriate Numbered List and proceed with a Manual Ballot Activation.



## **VOTER ELIGIBILITY LETTER**

DATE: November 8, 2022

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 /Special Election** on **November 8, 2022**.

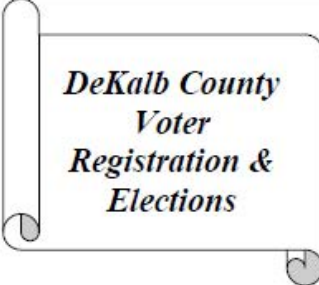

District Combo: 009

Keisha Smith  
Registration and Elections Director

**NOTE TO POLL OFFICIAL:**

**PLEASE RETURN THIS LETTER TO THE VOTER FOR USE IN THE EVENT OF A RUNOFF ELECTION.**

**Authorization to Vote Letter** is given to voters who have entered a precinct after being redirected from a previous precinct. The Check-In Clerk searches for the voter on the Poll Pad Unit and identifies the previous precinct to be the accurate location for the voter. In this instance, the Poll Manager will contact the VR&E Office to confirm the voter's registration at the previous precinct and permission is given to the Poll Manager to complete the Authorization to Vote Letter and have the voter return to the previous precinct.

	
<b>AUTHORIZATION TO VOTE</b>	
<b>DATE:</b> _____	
<b>ORIGINATING PRECINCT:</b> _____ <b>POLL OFFICIAL</b> _____	
<b>Name of Voter:</b> _____	
<b>Address:</b> _____	
_____ City	_____ Zip Code
<b>Date of Birth:</b> _____	
<b>Voting Poll: Location:</b> _____	
<b>Address:</b> _____	
<b>DISPOSITION</b> <small>(Data Provided by R&amp;E)</small>	
<b>Eligible to Vote:</b>	Another Precinct (state name) _____ Ballot Code _____
<b>Provisional Voter:</b>	Another Precinct (state name) _____ Ballot Code _____
<b>Name of R&amp;E Associate who authorized:</b> _____	
<p><i>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 (VRE-FL-16-03).</i></p> <p><i>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 <u>not</u> necessary to call the R&amp;E office for authorization. Place this form in the Clear pouch at close out.</i></p>	
<small>VRE-FL2-03          Voter Share/Poll Procedures/Authorization Request Form</small>	



**Voter Certificate** is used for voters who are on the Supplemental Electors List, have an eligibility letter, require their ballot to be activated manually or who is classified as a Provisional Voter. The voter completes the top half of the form and for a primary, must select which party or non-partisan ballot they want.

The poll officer completes the bottom half of the form. If the poll officer assists the voter in completing the form, check the reason for assistance and sign at the bottom confirming your assistance in completing the form. Ballot stubs are obsolete so disregard this section.

<b>VOTER'S CERTIFICATE</b>		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: yellow; padding: 2px 5px;"><b>DEKALB</b></div> <div>COUNTY OR MUNICIPALITY, STATE OF GEORGIA</div> </div>		
I hereby certify that I am qualified to vote in the election held on <u>TODAY'S DATE</u> <u>YEAR</u> and that I have not and will not vote elsewhere in this election in my own name or in any other name, and that I am a citizen of the United States and am not currently serving a sentence for a felony conviction.		
<div style="background-color: yellow; padding: 2px;"><b>A PARTY SELECTION IS REQUIRED FOR A PRIMARY ELECTION</b></div>		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>ONLY for Primary Elections (<b>Check One</b>): I request a</div> <div style="display: flex; gap: 10px;"> <input type="checkbox"/> Democratic Ballot           <input type="checkbox"/> Republican Ballot           <input checked="" type="checkbox"/> Nonpartisan Ballot         </div> </div> <small>*DOES NOT INCLUDE Democratic or Republican candidates.</small>		
<b>I understand that making a false statement on this Certificate is a felony under O.C.G.A. §21-2-562.</b>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <b>Richard Wright</b>            Print Elector's Name         </div> <div style="width: 55%;"> <b>8932 Stone Way Court</b>            Current Residence Address of Elector  <small>(If vote safe voter, current Mailing Address): R.F.D., Street or Road, PO Box</small> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">           Elector's Signature <u>Richard Wright</u>            Elector's date of birth: <u>January 9, 1965</u> </div> <div style="width: 55%;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div><b>Decatur,</b></div> <div><b>GA</b></div> <div><b>30032</b></div> </div> <small>City, State, Zip</small> </div> </div>		
===== <b>(POLL OFFICER USE ONLY)</b>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 55%;">           Name or initials of poll officer receiving voter's certificate: _____         </div> <div style="width: 40%;">           Ballot Stub Number (Paper Ballots Only): _____            Voting Machine Admission Number (Municipal Elections Only): _____         </div> </div>		
<b>IN CASE OF PHYSICAL DISABILITY OR ILLITERACY, FILL OUT THE FOLLOWING:</b>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 55%;">           Reason for assistance: ( ) Elector is unable to read the English language            ( ) Elector requires assistance due to physical disability         </div> <div style="width: 40%;"> <b>NOTE: See reverse side of form for notation of person assisting elector.</b> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>TYPE OF IDENTIFICATION PROVIDED:</b>  <input type="checkbox"/> Georgia driver's license  <input type="checkbox"/> Valid ID card issued by any state with photo  <input type="checkbox"/> Valid U.S. Passport  <input type="checkbox"/> Valid Government employee photo ID  <input type="checkbox"/> Valid U.S. military ID card with photo  <input type="checkbox"/> Valid tribal ID card with photo         </div> <div style="width: 50%; border: 1px solid black; padding: 5px;">           First time registrant by mail only (IDR): May provide one of the six (6) ID items listed to the left, or one of the following:  <input type="checkbox"/> Current utility bill  <input type="checkbox"/> Current bank statement  <input type="checkbox"/> Government check or paycheck  <input type="checkbox"/> Valid Government document with name and address         </div> </div>		
Signature of poll officer completing this section: _____		
VC-19		

**Request for Authorization Log** must be completed when the precinct manager receives authorization/ instructions from the VR&E Office on how to proceed with processing a voter with a registration or provisional issue. Fill in all information in the **row** pertaining to the voter you are referring to.

### REQUEST FOR AUTHORIZATION LOG

PRECINCT: \_\_\_\_\_

ELECTION DAY: \_\_\_\_\_

PAGE \_\_\_\_ of \_\_\_\_

<b>Voter Name:</b> <b>Address:</b> <b>Date of Birth:</b>	<b>Where Registered:</b> <input type="checkbox"/> In Person <input type="checkbox"/> By Mail <input type="checkbox"/> DMV <b>Date Registered (approximate):</b> <b>Driver's License No if DMV:</b> <b>Last 4 of SSN:</b>	<b>Provisional Ballot</b> <b>Offered Provisional Ballot:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Time:</b> _____ <b>Voter</b> <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.	<b>Disposition (From VR&amp;E Office):</b> <input type="checkbox"/> Not Eligible - Why: _____ <input type="checkbox"/> Eligible <b>Ballot Code:</b> _____ <b>This Precinct</b> _____ <b>Another Precinct (name)</b> _____ <b>Provisional:</b> <b>Ballot Code:</b> _____ <b>VR&amp;E Associate:</b> _____
<b>Voter Name:</b> <b>Address:</b> <b>Date of Birth:</b>	<b>Where Registered:</b> <input type="checkbox"/> In Person <input type="checkbox"/> By Mail <input type="checkbox"/> DMV <b>Date Registered (approximate):</b> <b>Driver's License No if DMV:</b> <b>Last 4 of SSN:</b>	<b>Provisional Ballot</b> <b>Offered Provisional Ballot:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Time:</b> _____ <b>Voter</b> <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.	<b>Disposition (From VR&amp;E Office):</b> <input type="checkbox"/> Not Eligible - Why: _____ <input type="checkbox"/> Eligible <b>Ballot Code:</b> _____ <b>This Precinct</b> _____ <b>Another Precinct (name)</b> _____ <b>Provisional:</b> <b>Ballot Code:</b> _____ <b>VR&amp;E Associate:</b> _____
<b>Voter Name:</b> <b>Address:</b> <b>Date of Birth:</b>	<b>Where Registered:</b> <input type="checkbox"/> In Person <input type="checkbox"/> By Mail <input type="checkbox"/> DMV <b>Date Registered (approximate):</b> <b>Driver's License No if DMV:</b> <b>Last 4 of SSN:</b>	<b>Provisional Ballot</b> <b>Offered Provisional Ballot:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Time:</b> _____ <b>Voter</b> <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.	<b>Disposition (From VR&amp;E Office):</b> <input type="checkbox"/> Not Eligible - Why: _____ <input type="checkbox"/> Eligible <b>Ballot Code:</b> _____ <b>This Precinct</b> _____ <b>Another Precinct (name)</b> _____ <b>Provisional:</b> <b>Ballot Code:</b> _____ <b>VR&amp;E Associate:</b> _____
<b>Voter Name:</b> <b>Address:</b> <b>Date of Birth:</b>	<b>Where Registered:</b> <input type="checkbox"/> In Person <input type="checkbox"/> By Mail <input type="checkbox"/> DMV <b>Date Registered (approximate):</b> <b>Driver's License No if DMV:</b> <b>Last 4 of SSN:</b>	<b>Provisional Ballot</b> <b>Offered Provisional Ballot:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Time:</b> _____ <b>Voter</b> <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.	<b>Disposition (From VR&amp;E Office):</b> <input type="checkbox"/> Not Eligible - Why: _____ <input type="checkbox"/> Eligible <b>Ballot Code:</b> _____ <b>This Precinct</b> _____ <b>Another Precinct (name)</b> _____ <b>Provisional:</b> <b>Ballot Code:</b> _____ <b>VR&amp;E Associate:</b> _____

ADDITIONAL INFORMATION

ADDITIONAL INFORMATION

ADDITIONAL INFORMATION



**Spoiled and Unaccompanied Ballot Recap Sheet** is used when a voter has printed his/her ballot and they request to change their selections, or there is a printer, scanner or touchscreen error and their ballot must be “spoiled”. Also, this form is used when a voter fails to retrieve their printed ballot from the printer to cast it. That is called an “unaccompanied ballot”. This form is reconciled to the Ballot Recap Sheet at Election Night Closing.

**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:_____		
<b>Total Spoiled:</b> _____				<b>Total Unaccompanied Ballots:</b> _____	


**Poll Manager:** \_\_\_\_\_

**Poll Official:** \_\_\_\_\_

**Poll Official:** \_\_\_\_\_

SPBallot Recap Sheet-20

**Absentee Cancellation Authorization Form** is used when a voter appears in the Poll Pad as “Absentee Issued”, “Absentee Received”, or requested absentee ballot is not in hand at the time of voting. This form must be completed identifying the instructions from the VR&E Office regarding said voter.



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?

Manager Signature: \_\_\_\_\_

**Supplemental Electors List** is 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 VR&E Office, must be added to this list, and marked in the **EL** or **RO** column based on the current Election.

**You will always receive a blank Supplemental List in your binder although you may rarely receive a list with names and data already pre-printed**

**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 VR&E 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 “ ” 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 VR&E 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.*)

**SUPPLEMENTAL ELECTORS LIST FOR COUNTY PRECINCTS/COUNTY DISTRICTS**  
(Date Of Election in Date Format - Written Out Date of Election - Election Name)

CONFIDENTIAL - FOR INTERNAL USE ONLY

COUNTY PRECINCT: \_\_\_\_\_

[illegible]



**Numbered List of Voters** is used for voters who must be processed because they have an Eligibility Letter and/or are on the Supplemental Electors List. Any voter who is marked with an “ ” on the Supplemental Electors List **MUST** be added to the Numbered List of Voters. Additionally, the header information must be completed for each numbered list **EVEN IF** there were no voters added to the form. The list below is used in General Elections and Runoffs

- 49

**Manager Duty/Trouble Log** is used to record 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

ELECTION: \_\_\_\_\_ ELECTION DATE: \_\_\_\_\_

PRECINCT: \_\_\_\_\_

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

RECORD HOURLY INFORMATION BELOW; SEND IN COUNTS HOURLY ON THE COMMAND CENTER TABLET

	TIME	WAIT TIME	POLL PAD CHECK IN COUNT	ICX TOUCHSCREEN COUNT	ICP SCANNER COUNT	POLL PAD COUNT AND ICP SCANNER COUNT BALANCE? **	VOTER CARD COUNT	CHECK VOTING STATION for power/trash/debris	CHECK FOR CAMPAIGNERS
EXAMPLE:	7:00AM	10min	60	75	80		25	✓	✓
	8:00 AM								
	9:00 AM								
	10:00 AM								
	11:00 AM								
	12:00 PM								
	1:00 PM								
	2:00 PM								
	3:00 PM								
	4:00 PM								
	5:00 PM								
	6:00 PM								

\*\*\* If Poll Pad Count (plus the number of voters added to the Numbered List of Voters) does not equal the Scanner Count, research and explain on the back of this form in Miscellaneous Information

#### *Miscellaneous Information*

Rev 04/2021

## MANAGER DUTY/TROUBLE LOG

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

[illegible]

**MISCELLANEOUS INFORMATION** (use the Request for Authorization Log when receiving direction from the VRE Office on how to process a voter with a registration or provisional issue)

[illegible]

MANAGER SIGNATURE &amp; DATE: \_\_\_\_\_

Rev 01/2024



**Voting Equipment Exception** - This form is used to record the occurrence of machine/mechanical/software issues to document details of the occurrence and the resolution of the issue. Use a separate form for each machine issue.

### EXAMPLE COPY

ELECTION: (Check One) ☐ General ☐ Primary

Highlight the type of election is going on

☐ 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: DeKalb

DATE OF ELECTION: What is the date of the 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: \_\_\_\_\_

Make sure to answer each section in its entirety. Do not leave any section/question blank. Provide as much detail as possible.

#### 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 RESUMED ON THIS EQUIPMENT IN THIS ELECTION.

We, the undersigned poll officers, hereby attest that the above is a true and correct accounting of equipment exceptions on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Please make sure you add the date the exception occurred.

POLL WORKER SIGNATURE: \_\_\_\_\_ This space should be signed. DO NOT leave this space blank. POLL MANAGER SIGNATURE: \_\_\_\_\_ There is ONLY one manager per location. This space should NOT be blank.

*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.*



**Challenged/Potential Non-Citizen Letter** - This 2-sided letter is given to Provisional type "X" voters, but it also provides a list on the second page of acceptable documents that would allow you to process the voter on Election Day and complete the bottom half of the Election Day Challenged and Pending Voter Form.

**KEISHA L. SMITH**  
EXECUTIVE DIRECTOR  
VOTER REGISTRATION & ELECTIONS  
(404) 298-4020  
FAX (404) 298-4038



**Board of Registration and Elections**  
4380 Memorial Drive, Suite 300  
Decatur, Georgia 30032

**BOARD MEMBERS**  
NANCY JESTER  
ANTHONY LEWIS  
VASU ABHIRAMAN  
SUSAN MOTTER  
KARLI SWIFT

May 21, 2024

Dear "Challenged" Ballot Voter:

When you registered to vote, you filled out an application form giving personal information about who you are. Federal law requires that it be compared to information on file with the Georgia Department of Driver Services. When that comparison took place, some of the information did not match up -- specifically, the question of your United States citizenship.

On the voter registration application form, you indicated that you are a citizen, but the information on your Driver Services record does not match. Under state and federal law, you must be a citizen to register to vote.

Because you were not able to clear up this question before you voted, you were asked to cast a "challenged" ballot. Please contact us immediately and provide documentation confirming your citizenship at the following address:

**DeKalb County Board of Registration & Elections**  
4380 Memorial Drive, Suite 300  
Decatur, GA 30032  
Phone #: 404-298-4020  
FAX #: 404-298-4038  
E-Mail Address: [voterreg@dekalbcountyga.gov](mailto:voterreg@dekalbcountyga.gov)

You may provide us with a copy of your documentation via personal delivery (by you or someone acting on your behalf), or by sending the copy by mail, fax, or electronic mail (if mail, fax, or electronic mail is used, we recommend that you contact our office after sending it to confirm it was received).

A list of the types of documents that you could show is shown on the back of this notice. You should provide one of these documents no later than 4:30 P.M. on Friday, May 24, 2024. If you do not, the DeKalb County Board of Registration & Elections has scheduled a formal hearing to look at the question. The hearing will be held at the above address on **Tuesday, May 28, 2024, at 12 PM.**

Once you have shown proof of your United States citizenship, your vote will be counted. You may check to find out whether or not your ballot was counted by e-mail at [voterreg@dekalbcountyga.gov](mailto:voterreg@dekalbcountyga.gov) or by calling 404-298-4020.

We sincerely apologize for any inconvenience and appreciate your kind cooperation.

## DEKALB COUNTY VOTER REGISTRATION & ELECTIONS

### List of acceptable documents:

- Birth certificate, issued by a U.S. 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 Kickapoos 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.
- Life 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: Seneca 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 stating why the documents are not available. Affidavits are only expected to be used in rare circumstances.

**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: \_\_\_\_\_

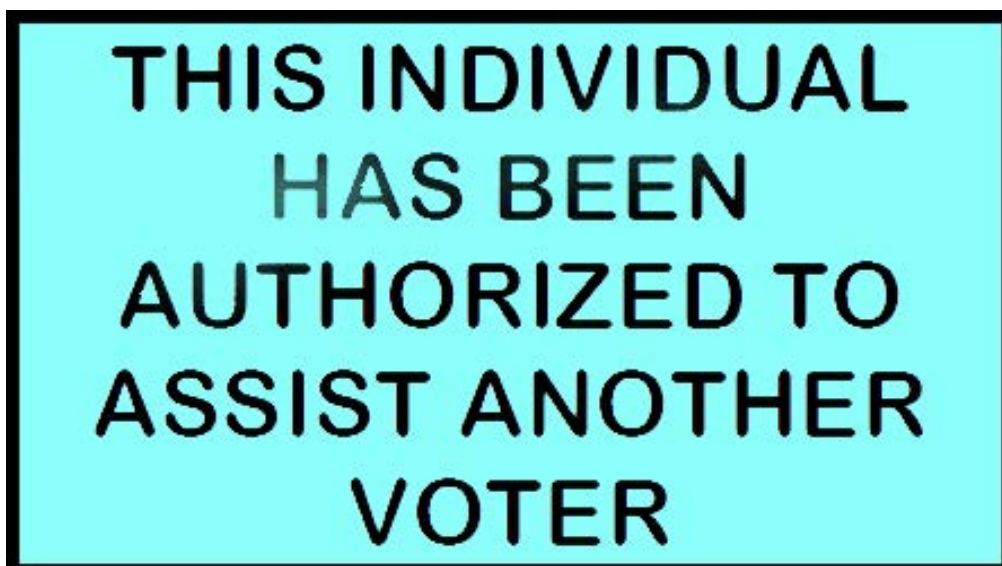
Date of Birth: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_



**Voter Assistance Card** - These cards are printed on blue paper and a single card is given to an individual who has signed the Oath of Assistance on the Poll Pad or Voter Certificate. It serves as a visual indication to the poll workers that the person assisting has completed the proper procedure to assist a voter during their voting process. The cards are found in the Case-It Binder, zippered window compartment.







# CLOSING



# POLL MANAGER/PRECINCT CHECKLIST

in Case-It  
Binder  
Section 1

## TUESDAY CLOSEOUT

- ☐ "LAST VOTER HAS VOTED" operation status sent via Command Center Tablet and Time noted by Manager. This is also recorded on the Ballot Recap Sheet.
- ☐ Recaps/all paperwork completed and signed by designated Poll Officials; (See "FORMS" folder in Command Center Tablet for samples of completed documents.)
- ☐ Poll Pad units dismantled, stored, and sealed in case (blue seals.)
- ☐ Printers, Touchscreens and UPS powered off, and seals applied to HUBS and recorded. Blue seals applied to cases for ADA units.
- ☐ Poll is closed on Scanner and 3 result tapes printed, signed and processed according to required disposition.
- ☐ Scanner is turned off, unplugged, **then** memory card removed from "POLL WORKER" compartment.
- ☐ Memory card placed in proper signed and sealed envelope with 1 signed results tape. Runners will provide this envelope and memory cards and signed result tape are completed in the runners' presence.
- ☐ UPS units are powered off.
- ☐ Scanner Ballot Box INCLUDING Write-In compartment is emptied of all Paper ballots; photo taken and sent via Command Center Tablet along with Polling Place Information "BALLOT BOX CLEARED - ELECTION NIGHT". Blue Seals applied correctly.
- ☐ Ballots counted and reconciled no later than 9pm.
- ☐ If Emergency Bin was used, ballots banded together and included on Ballot Recap Sheet to reconcile.
- ☐ Ballots are placed in sealed green Pelican Transport Case; Chain of Custody properly filled out (not placed inside Pelican Transport Case.)
- ☐ All other forms completed, signed, and placed in clear pouch/envelopes for return to VR&E office.
- ☐ Even if no provisional voters were processed, Provisional Recap sheet completed and signed - Goldenrod and 1 signed result tape is placed on door at Precinct. Provisional Numbered List of Voters must also be completed.
- ☐ "ELECTION CLOSEOUT COMPLETE-REPORTING TO VRE OFFICE"" operation status sent via Command Center Tablet

## **MACHINE STEP-BY-STEP – CLOSING**

### **SCANNER SHUT DOWN**

- ☐ Close the scanner using the following procedures. Check the emergency bin on your scanner and make sure it is empty unless you did not use the emergency bin during the course of Election Day. If you have unscanned ballots in your emergency bin after closing, notify your Area Manager for further direction. The total of any unscanned ballots would be recorded on the Ballot Recap Sheet, Section B, Line "g".
- ☐ Retrieve Scanner Recap. Record your closing count on your Scanner Recap. Also record this count on the Ballot Recap Sheet, Section B, Line "f".
- ☐ Make sure three copies of your results tapes are printed.  
Make sure they are signed (3 signatures) and paper clip one to the Touchscreen Recap and one goes with the memory card (see below). Post the third copy on the door for public view along with the goldenrod copy of your Provisional Recap.
- ☐ Break seal and open ballot box. **Empty** ballot box and place ballots in your green ballot transport Pelican case. **Once the ballot box is EMPTY-** drop the white write-in bin door and empty write-in ballots, if any. Rubber Band them together: **DO NOT MIX WRITE-IN BALLOTS WITH OTHER BALLOTS!!!**. Count all cast ballots with a team consisting of a Manager or Assistant Manager and 2 Clerks. The physical count must balance with the total showing on your scanner. If not, call your Area Manager.
- ☐ Place counted cast ballots in the green ballot transport case. Seal the green ballot transport case with 2 green metal seals and complete and sign the Chain of Custody (the Chain of Custody does NOT go inside the green case!) recording green metal seal numbers on Chain of Custody.
- ☐ MAKE SURE THE SCANNER IS COMPLETELY POWERED DOWN AND UNPLUGGED, then break the seal on your poll worker memory card door and remove card. Place the memory card and 1 signed results tape in your coin envelope with the green "Memory Card" label. Complete everything on the seal that is partially affixed to the coin envelope and then adhere the other side of the seal sticker to the coin envelope. Reseal door and record new seal on your Scanner Recap.
- ☐ Verify Administrator Memory Card Door Seal number is still the same as your beginning seal number and place checkmark on Scanner Box Recap.
- ☐ Place the power cord back in its compartment.
- ☐ Place lid on scanner and lock. Seal the front or back of the scanner lid and record new blue seal number on Scanner Recap.
- ☐ Remember to complete the closing the polls section at the bottom of the Scanner Recap.
- ☐ Make sure the Manager and 2 Assistant Managers sign and date the bottom of the Scanner Recap.

## **HUBS: TOUCHSCREEN/PRINTER SHUT DOWN**

- ☐ Retrieve the Touchscreen Recap.
- ☐ Verify the seals are intact on each machine and if they are, place a Checkmark in the Compartment Seals Verified Intact columns of your Touchscreen Recap.
  - ☐ Record the closing count of your BMDs on your Touchscreen Recap Form. Complete the Touchscreen Recap, signed and dated by the Manager and 2 Assistant Managers. Transfer each of the Touchscreen closing totals to the Ballot Recap Sheet in Section A. On Touchscreen Recap, "Closing Case Serial Number" corresponds to the closing blue seal applied to each of the set of HUB doors for each Touchscreen.
- ☐ Verify that the closing power printer seal number is still correct.
- ☐ Using the Poll Worker Card, close down the Touchscreen with the follow the closing procedure, the reverse of how you opened: Power off Touchscreen, then printers, then UPS battery. Close and lock Hub. Pack up your ADA accessible Touchscreen/Printer/UPS Battery. Blue Seals on Hub doors and ADA touchscreen case are recorded as "Closing Case Seal Number" on Touchscreen Recap.
- ☐ Retrieve the Spoiled and Unaccompanied Ballot Recap Form from paperwork envelope. Total the number of spoiled ballots and total the number of unaccompanied ballots and transfer this information to the Ballot Recap Sheet in Section A, Line "d". Keep spoiled and unaccompanied ballots in the labeled manila envelope. The Poll Manager and two assistant managers need to sign the bottom of the form.

## **POLL PAD SHUT DOWN**

- ☐ Tap on the menu icon at the top left corner of the Poll Pad screen.  
Tap on Summary report on the screen.
- ☐ Record the check-ins from the Summary report on the Poll Pad Recap Form.
- ☐ Record the total number marked from the Supplemental Elector's List on your Poll Pad Recap, Line "D". If none, record zero.
- ☐ Record the total number shown from the Numbered List of Voters on your Poll Pad Recap, Line "E". If none, record zero.
- ☐ Total the Closing Column in Line "F" of the Poll Pad Recap.  
Transfer this total to the Ballot Recap Sheet, Section C, Line 3.F
- ☐ From ONE poll pad record the closing time.
- ☐ Poll Manager and two assistant managers need to sign the Poll Pad Recap.
- ☐ Follow closing procedures in Section 2, Tab for your Precinct Case-It Binder and then disassemble and repack each of the Poll Pads. Seal the two ends of the poll pad case and record closing blue seal numbers on your Poll Pad Recap Form.

## **PROVISIONAL SHUT DOWN**

- ☐ Break the seal of the Provisional Ballot Bag and empty the bag.
- ☐ Complete the Provisional Recap even if you have no provisional ballots cast; the Manager and 2 Assistant Managers sign and date. You may have to transfer the information to the goldenrod-color copy which is posted in the window or on the door facing outside for public view.
- ☐ Rubber band the OP Affidavit to each respective voter's cast provisional ballot.
- ☐ Complete the Provisional Numbered List of Voters even if you have no provisional ballots cast.
- ☐ Put all cast provisional ballots in the orange provisional ballot bag.
- ☐ Place all unused provisional ballots in the yellow provisional ballot bag and seal it, then place them in the black rolling bag with the emergency ballots and seal it.
- ☐ Place all unused provisional supplies back in the orange provisional bag.
- ☐ Reminder: The yellow copy of the provisional recap sheet must be placed on the front door of the polling place along with the results tape.

Follow **Final Preparation for Departure** procedures for disposition of items the Manager and 1 other poll official must return to their designated drop-off location.

Pack up remaining supplies and leave them for the warehouse crew to pick up.

☐ Presidential Preference Primary

Precinct: Allgood Elementary

**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

Scanner Serial Number: AAJJ1258B987

L&A Seal #s	Front Lock/Lid Seal #	Back Lock/Lid Seal #	Ballot Box Seal #	Administrator Seal #	Poll Worker Seal #	Scanner Lock Seal #	Emergency Bin Seal #
	1569897	6459878	4565487	4158798	1236548	1265498	5469875

Opening the Polls	Ballot Box Empty (Circle)	YES	NO	New Seal #:	6284531	Emergency Bin Empty (Circle)	YES	NO	New Seal #	6284532	Time:	6:20 a.m.
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[illegible]

Closing the Polls	Ballot Box Empty (Circle)	YES	NO	Emergency Bin Empty (Circle)	YES	NO	Write-In Bin Empty (Circle)	YES	NO
-------------------	---------------------------	-----	----	------------------------------	-----	----	-----------------------------	-----	----

We, the undersigned Managers, hereby certify that the above is a true and correct accounting on this the 17 day of June, 2025.

<b>SIGNATURE</b>	<b>SIGNATURE</b>	<b>SIGNATURE</b>	
_____ Poll Manager	_____ Assistant Manager	_____ Assistant Manager	ScannerRecap2020

☐ Presidential Preference PrimaryPrecinct: Allgood Elementary

**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

(Advance Voting: One recap sheet for each touchscreen in use // Election Day : One recap sheet per precinct)

[illegible]

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We, the undersigned Managers, hereby certify that the above is a true and correct accounting on this the 17 day of June, 2025

**SIGNATURE**

### Poll Manager

Assistant Manager

Assistant Manager

TouchscreenRecap2020



# Poll Pad Recap Sheet

- ☐ General  
☐ Presidential Preference Primary  
☒ Primary  
☐ Primary Runoff

**USE BALL POINT PEN**  
**Bear down - You Are Making Three Copies**

WHITE Sheet to Secretary of State  
 YELLOW Sheet to Election Superintendent  
 PINK Sheet to Clerk of Superior Court

County/Municipality: DeKalb

Election Date: June 17, 2025 Precinct Name: Allgood Elementary

Poll Pad #	Opening Seal #	Opening Seal #	Closing Seal #	Closing Seal #
405	123456	123457	654374	654375
406	123458	123459	654376	654377

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

Signature Mary T. M. Date: June 14, 2025 Signature [Signature] Date: June 14, 2025

Wait Times to Check-in to Vote	Morning: <u>8:00 a.m.</u>	Time Checked: <u>2 minutes</u>
	Midday: <u>12:00 p.m.</u>	Time Checked: <u>0 minutes</u>
	Afternoon: <u>4:00 p.m.</u>	Time Checked: <u>1 minute</u>

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

ACTION	OPENING	CLOSING
A. Time	7:00 A.M.	7:00 P.M.
B. Total number shown on Poll Pad Check-Ins:	Total Voters: <u>0</u> Democratic: <u>0</u> Republican: <u>0</u> Nonpartisan: <u>0</u>	Total Voters: <u>100</u> Democratic: <u>45</u> Republican: <u>45</u> Nonpartisan: <u>10</u>
C. Total number of voters <u>marked</u> on the Supplemental Elector's Lists	<u>0</u>	<u>2</u>
D. Total number shown on Paper Supplemental Numbered List (E & F should be the same)	Total Voters: <u>0</u> Democratic: <u>0</u> Republican: <u>0</u> Nonpartisan: <u>0</u>	Total Voters: <u>2</u> Democratic: <u>1</u> Republican: <u>1</u> Nonpartisan: <u>0</u>
E. Voters marked on Poll Pad + Voters marked on Supplemental <u>Elector's List</u> (Add Closing B + Closing C)	(Add Closing B + Closing C)	<u>102</u>
F. Poll Pad Check-Ins + Paper Supplemental <u>Numbered List</u> (Add Closing B + Closing D) (Enter this number on the Ballot Recap, Section D, Number 3)	(Add Closing B + Closing D)	<u>102</u>

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

We the undersigned Managers, hereby certify the above is true and correct on this 17 day of June, 20 25.

Poll Manager Signature: SIGNATURE

Asst. Manager Signature: SIGNATURE, Asst. Manager Signature: SIGNATURE

PPRecap21

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

DATE OF ELECTION \_\_\_\_\_

TIME LAST VOTER VOTED \_\_\_\_\_

PRECINCT \_\_\_\_\_

COUNTY/MUNICIPALITY \_\_\_\_\_

### BALLOT RECAP SHEET

#### SECTION A: BALLOT MARKING DEVICE (BMD)

	TOUCHSCREEN SERIAL NUMBER	PUBLIC COUNT AT OPENING	BALLOTS PRINTED AT CLOSING
1	12345678	0	61
2	23568914	0	41
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
	TOTAL BALLOTS PRINTED (a)		102

	TOUCHSCREEN UNIT NUMBER	PUBLIC 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)  
 b) EMERGENCY BALLOTS ISSUED (If any)  
 c) TOTAL BALLOTS ISSUED (add a + b)  
 d) BALLOTS SPOILED (From Spoiled Ballot Log)  
 e) TOTAL BALLOTS ISSUED & CAST (c – d)

a) 102  
 b) 0  
 c) 102  
 d) 0  
 e) 102

#### SECTION B: SCANNER

- f) SCANNER Serial # AAJJ1258B987 BALLOTS CAST (From Tape) 102  
 SCANNER Serial # \_\_\_\_\_ BALLOTS CAST (From Tape) \_\_\_\_\_

TOTAL TAPES f) 102

- g) UNSCANNED BALLOTS FROM EMERGENCY BIN (if any)

g) 0

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

h) 102

#### SECTION C: GRAND TOTALS - NUMBER OF PERSONS VOTING (all totals 1- 3 should match)

	TOTAL
1. TOTAL BALLOTS ISSUED & CAST - SECTION A; (e)	102
2. TOTAL BALLOTS CAST ON SCANNER - SECTION B; (h)	102
3. POLL PAD CHECKINS + SUPPLEMENTAL VOTERS From Poll Pad Recap – Line F	102

Poll Manager and both Assistant Managers must sign.

SIGNATURE \_\_\_\_\_  
 Poll Manager

SIGNATURE \_\_\_\_\_  
 Assistant Manager

SIGNATURE \_\_\_\_\_  
 Assistant Manager



**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 signed Results Tape **must** be enclosed in this envelope as well.) **This seal MUST be completed in full and signed by all managers**

Election Night Runners from other DeKalb County departments will be tasked with bringing this document to the polling site and the polling site Management Team will complete and sign the label in the presence of the runners.

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



**Chain of Custody/Transfer of Election Results Form** - The Chain of Custody form for Ballots (Transfer of Election Results from Polling Place/AIP) is provided to each precinct for completion after the end of the election.

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

Election: <u>Special Primary</u> Election Date: <u>June 17, 2025</u> Location: <u>Allgood Elementary</u> Advance Voting: <input type="checkbox"/> Election Day: <input checked="" type="checkbox"/> Polling Place Scanner #: <u>AAJJ12588987</u> Number of Memory Card(s): <u>1</u> Number of Voted Ballots: <u>102</u>	Election: <u>Fill out this section if you have 2 scanners</u> Election Date: _____ Location: _____ Advance Voting: <input type="checkbox"/> Election Day: <input type="checkbox"/> Polling Place Scanner #: _____ Number of Memory Card(s): _____ Number of Voted Ballots: _____
---	--

Date: <u>June 17, 2025</u>	Surrendered by: (Print) <u>MANAGER NAME</u>	Signature: _____	<b>DO NOT sign here until you surrender the ballots in the sealed Green Pelican Case at your Election Night Drop-Off location.</b>
Time: _____	Received by: (Print) _____	Signature: _____	
Date: _____	Surrendered by: (Print) _____	Signature: _____	<b>NO ONE ELSE from the polling staff signs besides the manager surrendering the ballots to the VRE worker at the Drop-Off location.</b>
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:
<u>Record Seal Numbers applied to the Pelican Case here</u> _____ _____ _____ _____

ELECTION NIGHT CHECK-IN LOCATION

## CLEAR POUCH

**PRECINCT NAME:** \_\_\_\_\_

*(please print precinct name legibly)*

- ☐ All completed and signed **Oaths of Managers** and **Oaths of Clerks**
- ☐ Spoiled Absentee Ballots turned in by voters
- ☐ Completed **Manager's Duty/Trouble Log** and **Manager's Feedback**
- ☐ Completed **Mandatory Wait Time Card**
- ☐ Signed **Law Enforcement Time Log** and **Custodian Time Log** *(if applicable)*
- ☐ **Completed Authorization to Vote Form** *(if applicable)*
- ☐ **Deceased Person Form** *(if applicable)*
- ☐ **Spoiled and Unaccompanied Ballot Recap with printed ballots attached**  
*(if any)*
- ☐ Completed **Voting Equipment Exception Report** *(if applicable)*
- ☐ Completed **Name/Address Change Cards** *(white card stock)*
- ☐ Completed and Signed **Non-Felon Affidavits** *(if applicable)*
- ☐ Miscellaneous forms not listed elsewhere

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POLL MANAGER PLEASE SIGN BELOW:

I attest the items above have been placed in the appropriate location.

---

Precinct Manager Signature

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Precinct Manager Printed Name

**PLACE THIS FORM IN CLEAR POUCH**

# FINAL PREPARATION FOR DEPARTURE

The Manager and one Poll Official in the same vehicle **MUST** turn in Election equipment and forms on Election Night. We recommend the one poll official is an Assistant Manager; inform the other Assistant Manager to be on call until Check-in is complete in case they are needed to sign paperwork.

## Station 1

---

**Items to turn in: Black Rolling Bags (2) - Poll Pads – Blue Election Day Case-It Binder - Blue Precinct Bag - Survey Poster in Tube**

- ☐ **1-Black** roller bag containing Poll Pads
- ☐ **2-Black** roller bag containing Unused Emergency Ballots and Yellow zipper bag containing Unused Provisional Ballots ICX rolling or box (sealed)
- ☐ Blue Precinct Bag
- ☐ Blue Election Day Case-It Binder
- ☐ Voter Survey Poster in Cardboard Tube

**Item(s) given:** Manager Receipt

## Station 2

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**Items to turn in:**

- ☐ Zippered Pouch with all contents, i.e., bolt cutter, poll worker cards on a lanyard, ICP Security Key, ICP lock key, etc.
- ☐ **Completed and SIGNED** Scanner Recap **AND** Ballot Recap Sheet with signed zero tape in a **yellow** envelope **AND** Opening the Polls/Zero Count (Completed AND 3 Signatures)

## Station 3

---

**Items to turn in:** Provisional Ballots – Provisional Recap

- Sealed **orange** Provisional Ballot bag containing:
  - Salmon outer envelopes with voted provisional ballots sealed inside
  - Salmon outer OP envelopes with attached **Provisional Ballot Affidavits Completed and SIGNED by the voter AND the Poll Official.**
  - **Completed** Voter Certificates in a certificate binder (*Sealed inside a white envelope with an **orange** label*)
  - **Completed and SIGNED** Provisional Ballot Recap Sheet (*Sealed inside a white envelope with an **orange** label*)
  - **Completed** Provisional Ballot Numbered List of Voters (*Sealed inside a white envelope with an **orange** label*)
  - **Completed** Provisional Name/Address Change Cards (*Sealed inside a white envelope with an **orange** label*) (if any)
  - Spoiled Provisional Ballots (if any)

Be sure the number of **Cast Provisional Ballots** is written on the luggage tag attached to the sealed Provisional Ballot Bag

## Station 4

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**Items to turn in:** Ballots - Recap sheets for Touch Screen, Poll Pad and– Absentee Cancellation Forms

- Clear Pouch see below for contents

Color Envelopes with **Completed and SIGNED:**

- ❖ Poll Pad Recap Sheet in a **blue** envelope with a **green** label also to include:
  - Numbered Lists of Voters (if voters are indicated on form- except provisional)
  - Supplemental Electors List
  - Completed Voter Certificates of voters on Supplement Electors List in certificate binder (if applicable)
- ❖ Touchscreen Recap Sheet with signed Result Tape in a **white** envelope with a **pink** label
- ❖ Absentee Cancellation Authorization Forms in a white envelope with a **blue** label also to include:
  - Completed and Signed Affidavit(s) for Absentee Voters
  - Request for Request for Authorization Log (if applicable)



5\WdBagU with the following:

- All completed and signed Oaths of Managers and Oaths of Clerks
- Completed **Manager's Duty/Trouble Log** and **Manager's Feedback**
- Signed **Law Enforcement Time Log** and **Custodian Time Log** (if applicable)
- **Completed Authorization to Vote Form** (if applicable)
- **Deceased Person Form** (if applicable)
- **Spoiled and Unaccompanied Ballot Recap with printed ballots attached** (if any)
- Completed **Voting Equipment Exception Report** (if applicable)
- Completed **Name/Address Change Cards** (white card stock)
- Completed and Signed **Non-Felon Affidavits** (if applicable)
- Spoiled Absentee Ballots turned in by voters
- Miscellaneous forms not listed elsewhere

**Completed** Chain of Custody Transfer of Election Results (COC-Transfer-ER-19) in a **red** envelope **MUST BE COMPLETED AND SIGNED BY THE PRECINCT MANAGER BEFORE LEAVING THE PRECINCT - DO NOT PLACE IT INSIDE THE GREEN BALLOT CASE!!** Turn in the Chain of Custody Transfer of Election Results with the **Green** ballot case with cast ballots from ICP counted and sealed inside (use **green** metal seals)

## Station 5

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### Items to turn in:

- Command Center Tablet in a pouch with charging accessories
  - **Emergency Envelope with printed Electors List**
-

## Station 6

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**Items to turn in:** Voter Access Card (50)– Receipt / **Area Manager Check-In**

Place all unused supplies and other paperwork inside the cases delivered from the warehouse. Leave all HUBs, ICX-BMD units, UPSs, blue privacy screens, provisional voting booths, yard signs, and supply cases securely and neatly stored at the polling place for pick up by the delivery crew.