

**CHAIN OF CUSTODY**  
**SPECIAL PRIMARY RUNOFF ELECTION JULY 15<sup>th</sup>, 2025**  
*For Election Supplies & Use of Personal Cell Phone Agreement*

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PRECINCT: GLENWOOD ROAD

MANAGER: FirstName Last Name

CELL NO.: (404) 298-4020 - *This number will be used by the VRE Office to contact you; **please verify***

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"/> Election Day Case-It Binder                                     |
| <input type="checkbox"/> 25 Voter Cards                                 | <input type="checkbox"/> Blue Precinct Bag <i>with election supplies</i>                 |
| <input type="checkbox"/> ICP Key and iButton <i>in zippered pouch</i>   | <input type="checkbox"/> Orange Provisional Bag <i>(in green pelican case)</i>           |
| <input type="checkbox"/> Poll Worker Cards (2) <i>in zippered pouch</i> | <input type="checkbox"/> Poll Pad Units <b>(DO NOT OPEN ON SUNDAY)</b>                   |
| <input type="checkbox"/> Green Pelican Case <i>(for ballots)</i>        | <input type="checkbox"/> Provisional Ballots in black bag <b>(DO NOT OPEN ON SUNDAY)</b> |
| <input type="checkbox"/> Command Center Tablet                          |  |
- ☐ 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)*, Poll Watcher List *(if applicable)*

**If you received help reviewing your supplies from a staff member in the parking lot, print their name here:**

Staff Member's Name

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 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 Poll Manager, print and sign your name and write your position and precinct:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Poll Official Position and Precinct

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **POLL MANAGER/PRECINCT CHECKLIST**

## **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 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.

# POLL MANAGER/PRECINCT CHECKLIST

## 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.
- ☐ 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.** Complete and sign form.

### **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.

# POLL MANAGER/PRECINCT CHECKLIST

## 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.

## **MACHINE STEP-BY-STEP – CLOSING**

### **TOUCHSCREEN (BMD) 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.

## **MACHINE STEP-BY-STEP – CLOSING**

### **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.



# POLL MANAGER SUPPLY LIST

PLEASE CHECK ALL SUPPLIES AGAINST PRECINCT SUPPLY LISTING

**REFER TO "FINAL PREPARATION for DEPARTURE" DOCUMENT in CASE-IT BINDER FOR specific item ELECTION NIGHT DROP OFF STATIONS**

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LOCATION	DESCRIPTION	FORM #	QUANTITY	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 attached to one ICX Unit.)		TBD	Polling Location
	Privacy Screen (blue)		TBD	Polling Location
	UPS Machine (in brown box)		TBD	Polling Location
	Election Pop-Up Sign Kit		2 bags	Polling Location
	Vote Here Flag		TBD	Polling Location
	Vote Here Signs (metal)		TBD	Polling Location
INSIDE PRIVACY SCREEN	Ballot Review	BR-19	1	On ADA Privacy Screen & Inside Hub Doors
	Importance Notice to Voters	VN-19	1	On ADA Privacy Screen & Inside Hub Doors
	Voting Instructions		1	On ADA Privacy Screen & Inside Hub Doors
SUNDAY PICKUP	Black Election Supply Rolling Bag - Emergency & Provisional Ballots		1	Check-In <b>*(A)</b>
	Clear Pouch w/contents check-off sheet and instructions		1	Check-In
	Command Center Tablet in case with accessories		1	Check-In
	Election Day Case-It Binder		1	Check-In
	Green Pelican Ballot Transport Case		1	Check-In
	Poll Pad Units in cases with accessories		2	Check-In
	Precinct Bag (blue and red)		1	Check-In
	Provisional Ballot Affidavits (Out of Precinct)		10	Election Day Case - <b>TAB 4</b>
	Provisional Ballot Bag (orange with seals) & contents		1	Check-In
	Provisional Ballot Information Cards	PR, IR, PR, OP	4 PACKS	Orange Provisional Ballot Bag
	Provisional Ballot Voter Name/Address Change Cards (manila)		TBD	Provisional Bag (completed forms); Black Rolling Bag (unused forms)
	Provisional Booth (Box with contents)		1	Polling Location
	Provisional Numbered List of Voters	PNLV-14	TBD	Envelope with Orange Label in Provisional Bag
	Provisional Ballot Inner Envelopes (white)		TBD	Unused in
	Provisional Ballot Outer Envelopes (salmon)		TBD	Unused in Black Rolling Case
	Supplemental Instructions		1	Election Day Case-It or Manila Folder
	Timesheets - Law Enforcement (if applicable to your polling site)		1-2	Secured Manila Envelope in Clear Pouch
	Timesheets - Custodians - Schools ONLY (if applicable to your polling site)		2	Secured Manila Envelope in Clear Pouch
	Voter Cards		25 or 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)
	Hub Door Keys		2	Check-In (Inside Zippered Pouch)
	Hub Back Door Key		1	Check-In (Inside Zippered Pouch)
	Green Metal Seals for Green Pelican Ballot Transport Case		2	Check-In (Inside Zippered Pouch)
	Wire Cutter		1	Check-In (Inside Zippered Pouch)

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LOCATION	DESCRIPTION	FORM #	QUANTITY	DISPOSITION
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)
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 (must be sealed)
	Sample Ballots - Large (to post)		2	Trash
	Sample Ballots - Mini (for Check-In Station)		50	Trash
	Scissors		TBD	Precinct Bag
ELECTION DAY CASE-IT BINDER	Absentee Cancellation Authorization Forms - TAB 4		15	Clear Pouch
	Acceptable Forms of Identification Form - TAB 3		1	Election Day Case
	Acceptable List of Documents for Challenged Voters - TAB 3		1	Election Day Case
	Affidavit for Absentee Voters - TAB 4		10	Clear Pouch
	Assistive Technology Devices Notice - TAB 5		1	Election Day Case
	Authorization to Vote Form - TAB 4	VRE-FL2-03	3	Clear Pouch
	Ballot Recap Sheet - (WORK COPY) - TAB 1	BALLOT RECAP - 2020 - WC	1	Secured Envelope then Clear Pouch
	Blank Payroll Sheets - TAB 2		1	Election Day Case
	Blank Supplemental Electors List - TAB 2		1	Election Day Case
	Chain of Custody Transfer of Election Results from Polling Place -TAB 2	COC-TRANSFER-ER19	1	Check-In (do not place inside Green Pelican Ballot Transport Case)
	Challenged/Pending Voter Form - TAB 3		5	Election Day Case
	Challenged/Pending Voter Letter - TAB 2		5	Election Day Case
	Challenged/Pending Voter Processing Procedures - TAB 5		1	Election Day Case
	Deceased Voter List - TAB 5	VRE-VL 1-03	1	Clear Pouch (if used)
	Election Day Signs Check Sheet - TAB 2		1	Election Day Case
	Election Supply Verification Form - TAB 2		1	Clear Pouch
	Emergency Contact Sheet - TAB 2		1	Election Day Case
	Final Preparation for Departure - TAB 5		1	Election Day Case
	Mandatory Wait Time Card (Sample) - TAB 1		1	Clear Pouch
	Manager Duty/Trouble Log - TAB 3	VRE-FL 10-03	1	Clear Pouch
	Manager Feedback - TAB 3	VRE-Q1-3	1	Clear Pouch
	Non Felon Affidavit - TAB 4	FORM-AFF20	3	Clear Pouch
	Numbered List(s) of Voters - TAB 2	NLV-04	10	Clear Pouch
	Oath of Clerks - TAB 1	CLERK-OATH-99	3	Clear Pouch
	Oath of Managers - TAB 1	MANAGER OATH-10	2	Clear Pouch
	Opening the Polls - Zero Count Form - TAB 1	OPEN ZERO - 2020	1	Clear Pouch
	Payroll Sheet (blank) - TAB 2	VRE-FL 1-03	1	Area Manager/Clear Pouch
	Poll Pad Recap Sheet (WORK COPY) - TAB 1	POLL PAD RECAP-2020-WC	1	Secured Envelope then Clear Pouch

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LOCATION	DESCRIPTION	FORM #	QUANTITY	DISPOSITION
	Provisional Ballot Affidavit (Out of Precinct) - <b>TAB 4</b>		10	Paper clipped to cast OP Provisional Ballot, then in Sealed Orange Provisional Bag
	Provisional Numbered List of Voters - <b>TAB 4</b>	PNLV-14	1	Envelope with Orange Label then in Provisional Bag
	Provisional Ballot Voting Guide - <b>TAB 5</b>		1	Election Day Case
	Provisional Recap Sheet (WORK COPY) - <b>TAB 1</b>	RS-PRB-14	1	Envelope with Orange Label then in Provisional Bag
	Request for Authorization Log - <b>TAB 2</b>	VRE-FL 16-03	2	Clear Pouch
	Scanner/Ballot Box Recap Form (WORK COPY) - <b>TAB 1</b>	SCANNERRECAP2020-WC	1	Secured Envelope then Clear Pouch
	Spoiled & Unaccompanied Ballot Recap Sheet - <b>TAB 3</b>	SPBallot Recap Sheet-20	10	Spoiled & Unaccompanied Ballot Envelope then inside Clear Pouch
	Supplemental Electors List - Blank - <b>TAB 2</b>		1	Clear Pouch
	Touchscreen Recap (WORK COPY) - <b>TAB 1</b>	TOUCSCREEN RECAP2020-WC	1	Secured Envelope then Clear Pouch
	Troubleshooting Guide - <b>SECTION 2</b>		1	Election Day Case
	Voted Ballot Removal Form - <b>TAB 5</b>	VB-Removal-20	1	Clear Pouch (if used)
	Voting Equipment Exception Report - <b>TAB 3</b>		5	Clear Pouch
BLACK ROLLING CASE	Ball Point Pens		1 BOX	Black Rolling Case
	Blue Seals		TBD	Black Rolling Case
	Red Seals		TBD	Black Rolling Case
	Certificate of Voting		1	Black Rolling Case
	Magic Markers		2	Black Rolling Case
	Magnifying Sheet		TBD	Black Rolling Case
	Name/Address Change Card (white)		1 PAD	Precinct Bag
	Painters Tape		1	Black Rolling Case
	Paper Clips		1 BOX	Black Rolling Case
	Rubber Bands		1 BOX	Black Rolling Case
GRAY METAL SUPPLY CAGE <i>(delivered to polling site)</i>	Ballot Review Sign	BR19	1	Black Rolling Case
	Card of Instructions Sign	CI-05	1	Black Rolling Case
	Elderly Poster (Age 75 or Older)	75-10	1	Black Rolling Case
	Extension Cords		TBD	Black Rolling Case
	Georgia Voting Information Sign	GVIP-10	1	Black Rolling Case
	ID Required Sign (Large - Yellow)	ID-L-05	1	Black Rolling Case
	Incident Investigation Report		2	<b>Clear Pouch (if used)</b>
	Inportant Notice Sign	VN-19	1	Black Rolling Case
	Large Print Instructions (Magnify Ballot)	LPIP-2020	1	Black Rolling Case
	No Campaigning Red Sign	RWS-95	2	Black Rolling Case
	No Photography Sign		1	Black Rolling Case
	No Cell Phones Sign	VRE-S1-03	2	Black Rolling Case
	No Leaving with Ballot Sign		1	Black Rolling Case
	No Prohibition Notice Sign (Large - Orange)	PN-20	1	Black Rolling Case
	No Smoking Sign	VRE-S2-03	4	Black Rolling Case
GRAY METAL SUPPLY	No Weapons Sign	NW-16	3	Black Rolling Case

# POLL MANAGER SUPPLY LIST

PLEASE CHECK ALL SUPPLIES AGAINST PRECINCT SUPPLY LISTING

**REFER TO "FINAL PREPARATION for DEPARTURE" DOCUMENT in CASE-IT BINDER FOR specific item ELECTION NIGHT DROP OFF STATIONS**

*Original Copies of your Recaps are found in the Manila Envelope labeled "ALL RECAPS" plus your Polling Location Name*

LOCATION	DESCRIPTION	FORM #	QUANTITY	DISPOSITION
CAGE (delivered to polling site)	Notice of Penalties Sign	NP-10	1	Black Rolling Case
	Notice to Voters (voting instructions)		2	Black Rolling Case
	Poll Worker Area Sign	PW AREA 19	2	Black Rolling Case
	Power Strips		TBD	Black Rolling Case
	Privacy Folder		10	Black Rolling Case
	Prohibition Notice		2	Black Rolling Case
	Provisional Voting Instructions (inside Provisional Booth)		1	Black Rolling Case
	Supply Box		TBD	Black Rolling Case
	Vote Here with Arrow Sign		6	Trash
	Workmen's Comp - (Official Notice)	WC-P3 (7/2001)	1	Black Rolling Case
	Workmen's Comp Bill of Rights		1	Black Rolling Case
MISC.	Handicapped Parking	BY REQUEST	TBD	TBD
	Handicapped Sign	BY REQUEST	TBD	TBD

## NOTES:

**\*(A) Voted** ballots sealed in orange provisional ballot bag. **Unused** ballots in yellow Provisional Ballot Bag or box.

**\*(B) Completed emergency voter certificates** - bound and placed in Precinct Bag. **Unused** certificates in Supply Box. **Spoiled** Certificates in Provisional Bag.

Rev 06/25

# AREA MANAGER SUPPLY LIST 1

PLEASE CHECK ALL SUPPLIES AGAINST PRECINCT SUPPLY LISTING

*(For General/Special Election Runoff, quantities may increase)*

LOCATION	DESCRIPTION	FORM #	QUANTITY
ELECTION DAY CASE-IT BINDER	Affidavit for Absentee Voters		10
	Area Manager Expense Log	VRE-FL11-03	1
	Area Manager Report	VRE-Q3-03	1/precinct
	Assistive Technology Devices Notice		1
	Authorization to Vote Form	VRE-FL2-03	3
	Ballot Recap Sheet (WORK COPY)		1
	Chain of Custody Form - Transfer of Election Results Form	COC-Transfer-ER19	10
	Challenged/Pending Voter Forms		5
	Challenged/Pending Voter Letters		3
	Custodian Timesheets (blank)		3
	Deceased List		1
	Election Day Signs Check Sheet		1
	Final Preparation for Departure		1
	Law Enforcement Timesheets (blank)		3
	List of Certified Write-In Candidates (if any)		1
	Manager's Duty Log/Trouble Log (blank)	VRE-FL10-03	1
	Manager's Feedback	VRE-Q1-03	1
	Mandatory Wait Time Card		1
	Non-Felon Affidavit		3
	Numbered List of Voters	PNLV-14	5
	Oath of Clerks	CLERKS OATH-99	3
	Oath of Managers	MANAGER OATH-10	2
	Opening the Polls - Zero Count Form	OPEN ZERO - 2020	6
	Payroll Sheets (blank)	VRE-FL1-03	1
	Plain Paper & Envelopes		5
	Poll Pad Recap Sheet (WORK COPY)	POLL PAD RECAP-2020-WC	1
	Poll Watcher Listing (if any)		1
	Poll Worker Application	VRE-Q4-03	5
	Provisional Ballot Voting Guide		1
	Provisional Ballot Recap Sheet (WORK COPY)	PROVRecap2021	1
	Provisional Ballot Affidavit (revised w/voter's phone # field) (NEW)		10
	Request for Authorization Log	VRE-FL16-03	2
	Scanner/Ballot Box Recap Form (WORK COPY)	SCANNERRECAP2020-WC	1
	Spoiled and Unaccompanied Ballot Recap Sheet	SPBallot Recap Sheet-20	10
	Supplemental Instructions		1
	Supply List - Area Manager		1
	Supply List - Polling Location		1
	Touchscreen Recap	TOUCHSCREEN RECAP2020	1
	Troubleshooting Guide		1
	Voted Ballot Removal Form During the Day		1
	Voting Equipment Exception Report		5
	Withdrawn Candidate Notice (if any)		1
Sunday Pickup	Area Manager Election Day Case-It Binder		1
	Election Day Cell Phone		1
	Supplemental Instructions		1
	Supply Bag		TBD
	Voter Cards		25 OR 50
Black Rolling Bag	"I Voted Stickers"	VS-98	2
	ATI headphones		3
	Ball Point Pens		1 box
	Ballot Review Sign	BR19	2
	Binders for Voter's Certificate	VCB-01	5
	Blue Seals		TBD
	Clear Pouch		1

# AREA MANAGER SUPPLY LIST 1

PLEASE CHECK ALL SUPPLIES AGAINST PRECINCT SUPPLY LISTING

*(For General/Special Election Runoff, quantities may increase)*

LOCATION	DESCRIPTION		FORM #	QUANTITY
Black Rolling Bag	Clipboard			1
	Dongles			2
	Elderly Poster (Age 75 or Older)		75-10	2
	Emergency Envelope			1
	Encoders - Poll Pad			2
	Enlarged Ballot Sign		LPIP 2020	1
	Extension Cords			2
	Georgia Voting Information		GVIP-20	2
	Handicapped Sign			2
	ID Required Sign (Large - Yellow)		ID-L-20	2
	Important Notice Sign		VN-20	2
	Incident Investigation Report			2
	Magic Markers			2
	Name/Address Change Cards (white)			2 pads
	No Campaigning Red Sign		RWS-95	2
	No Cell Phones		VRE-S1-03	2
	No Leaving with Ballot Sign			1
	No Weapons Sign		NW-16	2
	Notice of Penalties Sign		NP-10	1
	Notice to Voters (voting instructions)		VN-04	3
	Painters Tape			1
	Paper Clips			1 box
	Poll Worker Area Sign		PW Area 19	1
	Prohibition Notice		PN-20	2
	Provisional Ballot Inner (white)		PBE-1-02	100
	Provisional Ballot Outer (salmon)		PBE-2-15	100
	Provisional Information 3X5 Cards		PR, PI, IR, OP	3 packs
	Provisional Name/Address Change Cards (manila)		PVR-07	4 packs
	Provisional Numbered List of Voters		PNLV-14	10
	Red Seals			TBD
	Rubber Bands			1 box
	Scissors			1
	Vote Here with Arrow		VRE-S3-03	5
	Voter's Certificate		VC-16	2 pads
	White Seals			TBD



Filing:  
1 copy to Superintendent.  
1 copy to Clerk of Superior Court (county election)  
or City Clerk (municipal election).

## OATH OF CLERKS

STATE OF GEORGIA

COUNTY OF \_\_\_\_\_

CITY OF \_\_\_\_\_ (if conducted by municipality)

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) 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.

I also do swear (or affirm) that I am not disqualified by law to hold the position of poll officer.

Election Name: \_\_\_\_\_ Election Date: \_\_\_\_\_

### Signatures

Clerk	_____	Clerk	_____
Clerk	_____	Clerk	_____
Clerk	_____	Clerk	_____
Clerk	_____	Clerk	_____
Clerk	_____	Clerk	_____
Clerk	_____	Clerk	_____

Administered by, sworn to and subscribed before me this \_\_\_\_\_ day of, \_\_\_\_\_, 20\_\_\_\_.

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

Directions: The chief manager shall first be sworn by an assistant manager and sign the Oath of Manager. Upon immediate execution of the Oath of Manager, the chief manager shall then administer the Oath of Clerks (this form) to all assistant managers and clerks.

(Required by O.C.G.A. §§ 21-2-93, 21-2-93, and 21-2-405(a))



Filing:

1 copy to Superintendent.  
1 copy to Clerk of Superior Court (county election)  
or City Clerk (municipal election).

## OATH OF POLL MANAGERS Chief Manager and Assistant Managers

STATE OF GEORGIA

COUNTY OF \_\_\_\_\_

CITY OF \_\_\_\_\_ (if conducted by municipality)

PRECINCT NAME \_\_\_\_\_ PRECINCT No. \_\_\_\_\_

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.

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, special, runoff) and 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.

Administered by, sworn to and subscribed  
before me this \_\_\_\_\_ day of, \_\_\_\_\_, 20\_\_\_\_.

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

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

Administered by, sworn to and subscribed  
before me this \_\_\_\_\_ day of, \_\_\_\_\_, 20\_\_\_\_.

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

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

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

(Required by O.C.G.A. §§ 21-2-93, 21-2-93, and 21-2-405(a))



**Scanner/Ballot Box Recap Sheet** on Tuesday Opening is used to recheck the seals verified Monday. Once the lid is removed, verify all other seals. Record new seal #s for ballot box and emergency bin in the Opening the Polls row AND record the time you complete this (must be before 7 a.m.) Once your zero tapes are run, record the Opening Count. Paper clip 1 signed zero tape to this form.



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: \_\_\_\_\_

Example      Example Wait Time      2 minutes      Time Checked      4:00 a.m.

8:00 a.m.      Morning Wait Time      \_\_\_\_\_      Time Checked      \_\_\_\_\_

12:00 noon      Midday Wait Time      \_\_\_\_\_      Time Checked      \_\_\_\_\_

4:00 p.m.      Afternoon Wait Time      \_\_\_\_\_      Time Checked      \_\_\_\_\_

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

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



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: \_\_\_\_\_

Example      Example Wait Time      2 minutes      Time Checked      4:00 a.m.

8:00 a.m.      Morning Wait Time      \_\_\_\_\_      Time Checked      \_\_\_\_\_

12:00 noon      Midday Wait Time      \_\_\_\_\_      Time Checked      \_\_\_\_\_

4:00 p.m.      Afternoon Wait Time      \_\_\_\_\_      Time Checked      \_\_\_\_\_

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

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

# MANAGER FEEDBACK

*Managers: please complete and provide feedback on the performance of your Area Manager and any discrepancies you may have had during Election Day.*

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

MANAGER: \_\_\_\_\_

AREA MANAGER'S NAME: \_\_\_\_\_

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

1. Did your Area Manager contact you prior to Election Day? YES\_\_\_ NO\_\_\_
2. Did your Area Manager visit you during Monday setup? YES\_\_\_ NO\_\_\_
  - a. If No, did he/she contact you during Monday setup? YES\_\_\_ NO\_\_\_
3. How many times did your Area Manager visit you during Election Day? \_\_\_\_\_ time(s)
4. What time(s) did he/she visit?

5:30am-7:00am	7:00am-9:00am	9:00am-11:00am	11:00am-1:00pm
1:00pm-3:00pm	3:00pm-5:00pm	5:00pm-7:00pm	7:00pm-departure
5. Did you attempt to contact the Area Manager during the day? YES\_\_\_ NO\_\_\_
  - a. Were you successful in reaching him/her? YES\_\_\_ NO\_\_\_
  - b. Were they able to assist you with your question/request/issue? YES\_\_\_ NO\_\_\_
6. Did your Area Manager check and pick up your payroll sheets? YES\_\_\_ NO\_\_\_
7. Did your Area Manager review your recaps and paperwork? YES\_\_\_ NO\_\_\_
8. Did your Area Manager engage with you in a professional manner? YES\_\_\_ NO\_\_\_

Please give details: \_\_\_\_\_  
\_\_\_\_\_

9. How many times did you attempt to contact the Main Office (Mon. & Tues.) \_\_\_\_\_ time(s)
10. Were the Main Office representatives able to resolve your question? YES\_\_\_ NO\_\_\_

Please provide any comments below that you would like to make about your Area Manager or other topics:

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## 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 following 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 either of the above status voters:**

Last Four Digits Of Social Security Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

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

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

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

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MANAGER NAME (print) \_\_\_\_\_ POLLING SITE: \_\_\_\_\_

MANAGER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## 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.

☐ 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

Emergency Bin  
Seal #

Seal Number Confirmation (If seal is intact, write a checkmark // If seal is broken/removed, write new seal number)

ScannerRecap2020