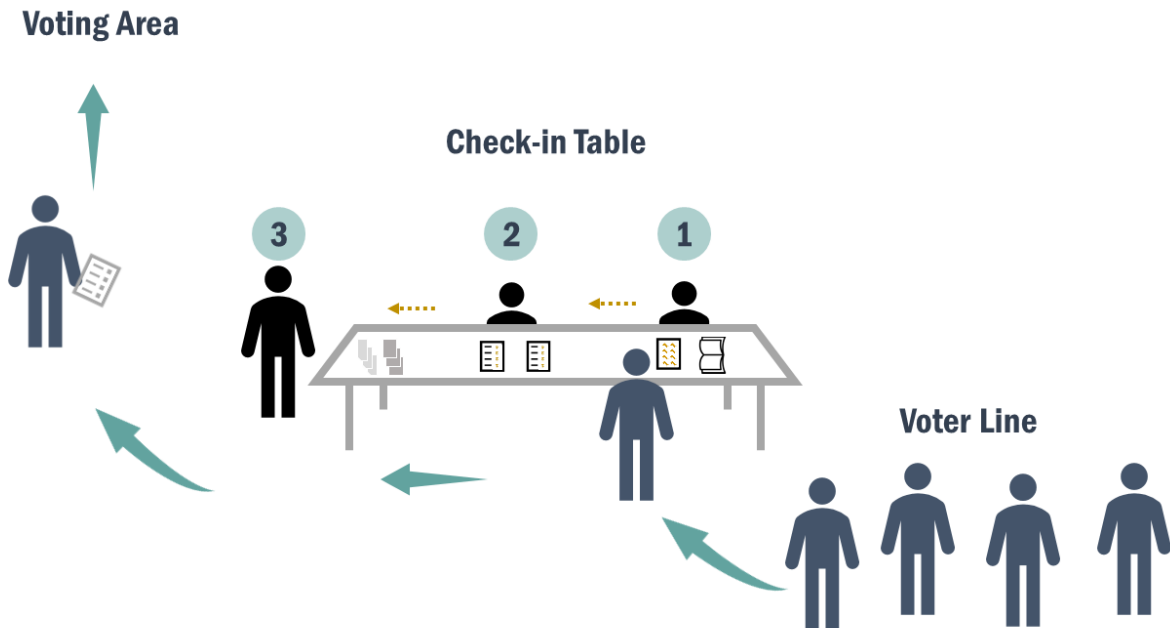


Polls Are Open

Processing Voters at Check-in Table

The Judge of Election must open the Polling Place promptly at **7:00 AM**.



Poll Worker #1 – Find Voter in Poll Book

1. The voter presents themselves at the Voter Check-in Table and states their name.
2. Locate voter's name in the Poll Book to confirm they are at the correct precinct.
3. Once name has been located, check for any messages in the Poll Book. Most of these messages can be found in the voter signature box. Here are a few you might find:
 - **ID REQUIRED** – ID is required by federal law if that voter is new to your voting precinct. This means identification is required to process the voter. A list of acceptable IDs is located in a fold-out card in the suitcase and in your handbook. When the voter provides their ID and it matches, you can then process the voter normally. If the voter forgot their ID, the voter has two choices. First, if time allows, they can go retrieve identification before the polls close. Second option if time does not allow or ID cannot be provided, they can vote on a provisional ballot. If the poll book does not indicate that id is required then the poll worker should not ask for ID.

- **REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY or REMIT ABSENTEE BALLOT OR VOTE PROVISIONALLY** - which means that the voter applied for an Absentee or Mail-In Ballot. Voters who requested these ballots are NOT eligible to vote a regular ballot at their Polling Place UNLESS they surrender their blank Absentee or Mail-In Ballot and declaration envelope. Voters who do not have their blank ballot and declaration can vote with a provisional ballot. If a voter has their completed mail-in or absentee ballot and declaration and wants to hand it to you, you cannot take it. By law, a completed ballot must be time-stamped and validated through the Elections Division. If the voter wishes and is not concerned about the privacy of their ballot, it can be opened, VOIDED as a surrendered ballot and the voter can vote in person. OR the the voter can take the ballot in person to the Elections Division in the County Office Building Downtown before the close of polls at 8pm. Their ballot will be counted with the other mail-in and absentee ballots. As a side note, If a voter's Poll Book record is found in the secondary part of the Poll Book as having already voted, this means that they returned their Absentee or Mail-In Ballot and they are not eligible to vote at the Polling Place. If the voter disputes their Poll Book record, they can fill out a Provisional Ballot at the precinct to be adjudicated after the election.
- **INACTIVE** which means the voter has not voted or contacted the elections division for consecutive federal elections and must re-affirm their registration. If this happens, Retrieve an Affirmation of Elector form from the Clear Plastic Bag and have the voter complete Sections B & C. An Election Officer must fill in the information at the top of the form and put a signature in Section C. Return completed Affirmations in the pocket of the Poll Book. Once the Affirmation of Elector form has been completed, process voter in the usual way.
- A voter may have an **ASSISTANCE CODE** in the Poll Book located to the right of the voter's printed name. Assistance Codes indicate that the voter needs assistance completing a paper ballot or using the ExpressVote because of a disability or if the voter is unable to read or write English. Enter the voter's information on the Record of Assisted Voters Form (found in the Clear Plastic Bag) and process the voter normally. If the voter needs assistance but does not have an Assistance Code in the Poll Book, complete a new Assistance Declaration Form (also found in the Clear Plastic Bag) with the voter and the voter's assistant, enter the voter's information on the Record of Assisted Voters Form. Then process the voter normally.

For more details, see "Messages in Poll Book" on page 26 and the "Which Ballot Should the Voter Receive?" diagram on page 31. If the message indicates additional paperwork, such as Record of Assisted Voters or Assistance Declaration is required, this must be completed before a ballot can be issued.

4. If the voter's name appears in the secondary section of the Poll Book, that means they have already returned their issued mail ballot, i.e. they have already voted. Inform the voter that they are not eligible to cast a regular ballot in the election. If the voter disputes their poll book record, the poll worker may issue the voter a provisional ballot.
5. If you cannot find a voter in the Poll Book, it may be because they are at the wrong location. Many voting locations have multiple polling places--they may be in the wrong classroom or in the

wrong building. If you are unsure where the voter should go, please call the number listed on the front cover of your Poll Book.

6. Use the Progressive Check-off List to assign the voter a number. If this is a Primary, there will be separate Progressive Check-off Lists by party affiliation—assign number accordingly.
7. **The voter signs their name directly in the Poll Book.** Compare this signature against the one already on file.
8. In the Poll Book, above the voter's name, the poll worker enters his/her initials and the number assigned to the voter. If this a Primary, write the number and the letter of their party affiliation—D for Democrat, R for Republican, and M for other parties if there are questions on the ballot. No other notations are to be made in the Poll Book.
9. State the voter's information for Poll Worker #2 to hear, including their name, number, and if a Primary Election, their party affiliation. If there are any Assistance Codes listed in the Poll Book, this information should also be shared with Poll Worker #2 to determine ballot type.

Poll Worker #2 – Numbered Lists of Voters

1. Record the voter's name, number of admission, and political party (if Primary) in both copies of the Numbered List of Voters.
2. In the case of high-volume traffic, the second Numbered List of Voters can be copied from the first copy once there is time.

Poll Worker #3 – Provide Voter with Ballot

NOTE: These tasks may be completed by Poll Worker #2 if there are not enough workers at precinct.

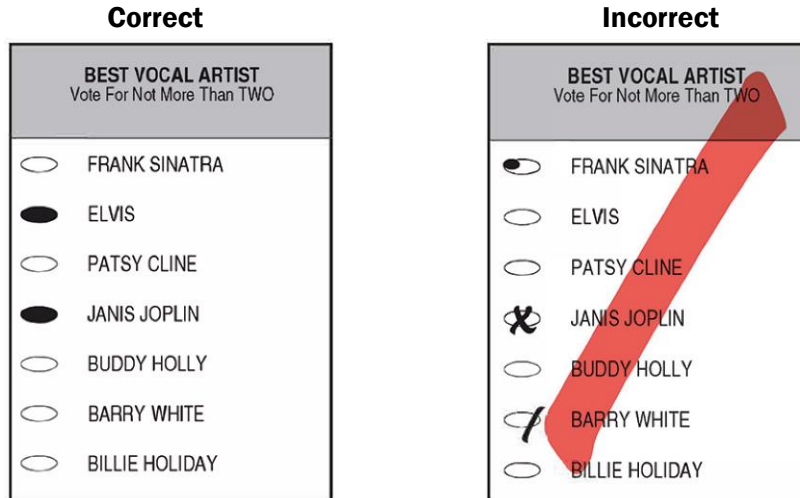
A FRIENDLY REMINDER: When handling ballots, make sure your hands are clean and dry. Dirty, greasy, and wet hands will damage the ballots. Also, as a reminder, never have food or drink on the table. A spilled drink could ruin the ballots.

1. Ask whether voter will be hand-marking a Regular Paper Ballot or using an ExpressVote activation card. If the voter has an Assistance Code that requires the ExpressVote, proceed to Step 3.

NOTE: Any voter that wants to use the ExpressVote may do so. To facilitate the movement of voters during busy times, offer voters the choice of using the ExpressVote.

a. *Hand-Marked Regular Paper Ballots:*

- i. Provide the voter with the correct ballot (according to party, if a Primary), along with a pen and Secrecy Sleeve.
- ii. Remind the voter that bubbles must be fully filled-in, **NOT** marked with an "X" or checkmark, in order for these selections to be readable by the DS200 scanner. (See *examples below.*)
- iii. Instruct the voter to use the next available standing voting booth, seated voting booth at the ExpressVote table, or clipboard.



b. **ExpressVote Activation Card:**

- i. In a General Election, no party designation is needed.

In a Primary, mark the activation card on the lower right corner with a “D” or “R” according to the voter’s party affiliation before providing it to them. The Judge of Election will use this to select the correct ballot for them at the ExpressVote. If there is a ballot question, mark with “M” (Miscellaneous) for voters who are registered as Independent or any other party designation.

- ii. Instruct the voter to proceed to the ExpressVote Table.
- iii. At the ExpressVote table, Poll Worker #4 or the Judge of Elections will insert the ExpressVote Activation Card and provide any additional instruction or devices needed.

In a Primary, the poll worker will also pull up the correct ballot type on the ExpressVote. Be sure to give the voter privacy while they are marking their ballot on the ExpressVote machine.

2. Instruct the voter that, once they have made their selections, to place their voted ballot inside the Secrecy Sleeve and proceed to DS200 Scanner. There will be a poll worker nearby if they need to ask for assistance casting their ballot. Please remember to give the voter space and privacy as they vote. Ballots may be fed into the DS200 Scanner in any direction, face-up or face-down. If the ballot cannot be read, it will be returned to the voter for additional action.
3. Remind voters to return their Secrecy Sleeves and pens at the station by the DS200 Scanner once they have cast their ballot.

Messages in the Poll Book



Allegheny County POLL BOOK

Digitized Signature	Voter Info	Assistance	Party	Voter Signature
Voter # _____ Insp. Init _____ <i>Marie A. Burke</i>	BURKE, MARIE A 530 MAIN STREET PITTSBURGH, PA 15200 10/27/1932 1166923-3		R	I hereby certify that I am qualified to vote in this election. MARIE A BURKE X INACTIVE: AFFIRMATION REQUIRED
Voter # _____ Insp. Init _____ <i>James Enright</i>	ENRIGHT, JAMES 695 MORELAND DRIVE PITTSBURGH, PA 15200 08/15/1967 1166923-3		NO	I hereby certify that I am qualified to vote in this election. JAMES ENRIGHT X
Voter # _____ Insp. Init _____ <i>Walter Hill</i>	HILL, WALTER 119 ANN STREET PITTSBURGH, PA 15200 03/09/1990 1166923-3		D	I hereby certify that I am qualified to vote in this election. WALTER HILL X ID REQUIRED
Voter # _____ Insp. Init _____ <i>John Larkin III</i>	LARKIN, JOHN III 1321 FIRST AVENUE PITTSBURGH, PA 15200 06/04/1961 1166923-3		R	I hereby certify that I am qualified to vote in this election. JOHN LARKIN III X ABSENTEE
Voter # _____ Insp. Init _____ <i>Florence Williams</i>	WILLIAMS, FLORENCE 5555 FORBES AVENUE PITTSBURGH, PA 15200 5/3/1953 1166923-3	VSI	D	I hereby certify that I am qualified to vote in this election. FLORENCE WILLIAMS X
Voter # _____ Insp. Init _____ <i>Steve Williams</i>	WILLIAMS, STEVE 5555 FORBES AVENUE PITTSBURGH, PA 15200 7/31/1978 1166923-3		D	I hereby certify that I am qualified to vote in this election. STEVE WILLIAMS X MAIL IN

ABSENTEE OR MAIL-IN

This message means that the voter has been issued an Absentee or Mail-In Ballot. Voters who requested these ballots are NOT eligible to vote at their Polling Place **UNLESS** they surrender their Absentee or Mail-In Ballot and declaration envelope to the Judge of Election. **BEFORE** issuing a Regular Ballot or ExpressVote Activation Card to the voter, the Judge of Election must:

1. have the voter complete and sign an Elector's Declaration to Surrender Their Mail Ballot;
2. sign the Elector's Declaration to Surrender Their Mail Ballot; AND
3. spoil the Absentee or Mail-In Ballot.

Note that if the voter has their voted ballot, within its signed declaration envelope, and wants to deliver it as their voted ballot, the Election Officer informs the voter that they must deliver their Absentee/Mail-in ballot to the Elections Division in the County Office Building Downtown before the close of polls at 8pm. These ballots will be counted on election night.

If a voter's Poll Book record is found in the secondary part of the Poll Book as having already voted, this means that they returned their Absentee or Mail-In Ballot and they are not eligible to vote at the Polling Place. If the voter disputes their Poll Book record, they can fill out a Provisional Ballot at the precinct to be adjudicated after the election.

ASSISTANCE CODES

A voter is allowed to receive assistance in the Polling Place if the voter is visually impaired, disabled, or unable to read or write English. They may have a permanent assistance code designation in the Poll Book, or the voter may be temporarily or permanently disabled and may not have notified the Elections Division of their status.

- If the voter does have an Assistance Code in the Poll Book, enter the voter's information on the Record of Assisted Voters Form (found in the Clear Plastic Bag). Process the voter normally.
- If the voter does not have an Assistance Code in the Poll Book, complete a new Assistance Declaration Form (also found in the Clear Plastic Bag) with the voter and the voter's assistant, enter the voter's information on the Record of Assisted Voters Form. Process the voter normally.

ID REQUIRED

Federal and State laws require that all first-time voters in a precinct present a valid form of ID. Acceptable forms of ID must be current, and non-photo IDs must include the voter's name and address. If ID is successfully presented, the voter may receive a Regular Ballot and be processed normally. Poll worker must also sign the Affidavit found in the pocket of the Poll Book, confirming that proper ID was supplied by the voter. If ID is not provided, voter must use Provisional Ballot. Voters are welcome to leave the precinct and return with ID before the polls close at 8 PM.

Valid Photo ID

- PA Driver's License or Non-Driver's ID card issued by PENNDOT
- ID issued by any other Commonwealth Agency
- ID issued by the U.S. Government
- U.S. Passport
- U.S. Armed Forces ID
- Student ID
- Employee ID

Valid Non-Photo ID

- Voter's identification card issued by the voter registration commission
- Non-photo ID issued by the Commonwealth
- Non-photo ID issued by the U.S. Government
- Firearm permit
- Current utility bill
- Current bank statement
- Current paycheck
- Government check

INACTIVE: AFFIRMATION REQUIRED

Any voter who has not voted or contacted the Elections Division for two consecutive federal elections (minimum of four years) must re-affirm their registration. Retrieve an Affirmation of Elector form from the Clear Plastic Bag; have the voter complete Sections B & C. An Election Officer must fill in the

information at the top of the form and put a signature in Section C. Return completed Affirmations in the pocket of the Poll Book. Once the Affirmation of Elector form has been completed process voter in the usual way.

Types of Ballots

REGULAR BALLOTS

The majority of voters at a Polling Place will cast Regular Ballots, filling them out by hand or entering them on an ExpressVote ballot-marking device. These ballots will be scanned immediately at the Polling Place on the DS200 scanner.

Listed in Poll Book: A voter is eligible for a Regular Ballot if they are listed in the Poll Book with no conditions, OR if they meet the following qualifications:

- Voter's listing has message, "Inactive." Voter can complete Affirmation of Elector Form.
- Voter's listing has message, "ID Required," AND voter provides proper ID.
- Voter is asked for ID due to a question of identity AND provides proper ID.
- Voter's listing in the front section of the Poll Book has message, "Absentee" or "Mail-In" AND they surrender their Absentee or Mail-In Ballot **and** declaration envelope to the Election Officer to be spoiled.

Not Listed in Poll Book:

- Voter is at the correct precinct (as verified by the Elections Division) but is not listed in the Poll Book. The Elections Divisions will approve a White Court Order over the phone and send it to the precinct. However, it is **NOT** necessary for the poll worker to have a copy of the White Court Order in hand before the voter receives their ballot. Phone confirmation is sufficient.
- Voter has recently moved, did not change registration, and wishes to vote in their previous voting district. Voter can complete Affirmation of Elector Form.

Supplying a Regular Ballot: The poll worker gives the voter either a Regular Paper Ballot or a blank ExpressVote activation card.

For Primaries: In a Primary Election, the poll worker at the Check-in Table handing out ballots **MUST** make sure to provide the correct party regular paper ballot. For voters using ExpressVote activation cards, the poll worker must mark the lower right corner with a "D" or "R" so that the other poll worker assisting will know which ballot to select for that voter. If there is a ballot question, meaning that Independents and voters of other party affiliations may vote, the poll worker should mark the ExpressVote activation card in the lower right corner with an "M" (for Miscellaneous).

PROVISIONAL BALLOTS

In certain cases, a voter may be required to cast a Provisional Ballot instead of a Regular Ballot. The County's Elections Division will examine the Provisional Ballot within 7 days of the election to determine if the individual voting that ballot was entitled to vote at the election district in that election. The voter will receive a receipt and information to determine the status of their completed Provisional Ballot.

Listed in Poll Book: Although they may be listed in the Poll Book, a voter will be required to cast their vote on a Provisional Ballot in the following situations:

- Voter has requested an Absentee or Mail-in Ballot, even if that ballot has not been submitted, if the voter does not have their Absentee or Mail-in Ballot to surrender to the Judge of Elections.
- Voter is listed in the secondary section of the Poll Book as having “already voted”. This designation in the Poll Book means that the voter has already returned their Absentee or Mail-in Ballot and is not eligible to vote by Regular Ballot at the polling place. If the voter disputes their Poll Book record, the Election Officer should issue a Provisional Ballot to the voter.
- Voter’s listing has message, “ID Required,” but voter does NOT provide proper ID.
- Voter is asked for ID due to a question of identity, but voter does NOT provide proper ID.
- Voter disagrees with their listed party registration, if a Primary Election.
- Election Officer asserts that the voter is not eligible to vote AND Elections Division is either unreachable or unable to verify eligibility.

Not Listed in Poll Book:

- Voter recently moved, wishes to vote in their NEW Polling Place, did not change registration, re-registers on Election Day and provides a Blue Court Order.
- Voter is voting as a result of a federal or state court order.
- Voter insists they are registered and eligible to vote.

Supplying a Provisional Ballot: Provisional Voters are **NOT** counted in the totals of Regular Voters. If that voter’s information was entered into the Numbered List of Voters booklets, please cross out the entry. Re-use the assigned number from the Progressive Check-Off List for a different voter as the Provisional Voter is not included as a Regular Voter. Inform the voter that some or all of the ballot may not be counted if the County Board of Elections determines they were not properly registered to vote in the election district.

An individual who has been determined eligible to vote at the district only by Provisional Ballot, the Judge of Election will give the voter a:

- Provisional Ballot
- Provisional Ballot Secrecy Envelope
- Provisional Ballot Envelope
- Pen

The Judge must witness the voter’s signature on the outside of their Provisional Ballot Envelope before they vote. This envelope remains at the Voter Check-in Table while the voter fills out their ballot and seals it inside the Provisional Ballot Secrecy Envelope in the Voting Area. **The Judge must instruct the voter to return to the Voter Check-in Table, and ensure that s/he does so.**

Processing a Provisional Ballot: **The voter must return to the Voter Check-in Table**, place their Provisional Ballot Secrecy Envelope into the Provisional Ballot Envelope held by the poll worker at the table. The Judge of Election must then witness the voter’s signature on the outside of this out envelope again **AFTER** they vote. The Judge will also sign the outside of the Provisional Ballot Envelope.

Before the voter leaves the Polling Place, make sure the voter has sealed the outer envelope and that all information on the envelope face is complete. Affix a Ballot ID bar code to the Provisional Ballot Envelope and give the receipt to the voter. Place the completed Provisional Ballot Envelope in the Provisional Ballot Return Envelope (bright green). **DO NOT** under any circumstances, open a sealed Provisional Ballot Envelope.

ABSENTEE OR MAIL-IN BALLOTS

Voters who requested an absentee or mail-in ballot may be permitted to vote at their Polling Place. Each such voter will fit into one of the following categories:

1. The voter has their ballot and declaration envelope in hand and surrenders them to the Judge of Election. In this case, the Judge of Election (i) has the voter complete and sign an Elector's Declaration to Surrender Their Mail Ballot; (ii) signs the Elector's Declaration to Surrender Their Mail Ballot; and (iii) spoils the Absentee or Mail-In Ballot and provides the voter with a Regular Ballot.
2. The voter does not have their absentee or mail-in ballot to surrender but wants to vote at the Polling Place. In this case, the Election Officer offers the voter the option to use a provisional ballot. These votes will be adjudicated after the election.
3. The voter has their ballot, within its signed declaration envelope, and wants to deliver it as their voted ballot. In this case, the Election Officer informs the voter that they must deliver their Absentee/Mail-in ballot to the Elections Division in the County Office Building Downtown before the close of polls at 8pm.