



Dear Poll Worker,

Thank you for answering the call to serve your community as one of Democracy's essential workers: poll workers! We're thrilled you've chosen to take this role in the 2020 General Election.

The resources that follow have been specially prepared for you by veteran poll workers with support from the Committee of Seventy and Stanford-MIT Healthy Elections Project. These resources were developed incorporating years of experience with issues that arise at polling places and that could, if not addressed appropriately, risk a voter's opportunity to cast a ballot.

Please note, these are not official poll worker materials but they are intended to offer guidance on new procedures to experienced poll workers and to offer one possible way of working for newer poll workers in search of support. They have been reviewed thoroughly for accuracy and may be helpful for you and your peers as you prepare for a busy day at the polls on November 3.

The resources provided are:

1. **Anatomy of a Judge's Box** - An at-a-glance visual guide of all items in the box, along with descriptions of their use
2. **Station Cards** - Poll worker procedures and supplies organized into four general stations. *Some Election Boards will organize their work differently than is suggested in these station cards.* The station cards also include:
  - List of acceptable forms of ID for first-time voters
  - Cheat sheet chart of voting procedure flow
  - Cheat sheet for Provisional Ballots procedure
  - Cheat sheet for spoiling surrendered mail-in ballots and machine ballots
3. **QR Code Signs** - Can be posted in English and Spanish for voters waiting in line to determine if they are registered to vote and in the right polling place.
4. **Voter Count Numbers Sheet** - Preprinted list of numbers from 1 - 1,200 to cross off numbers as voters are admitted in an effort to help keep the count accurate.

We've also included at the back of this packet the official **Guide for Election Board Officials** in Philadelphia County, an overview of **Check-in Station Procedures**, and a sample of the **declaration form used to surrender a mail-in ballot**. Please go to [PhiladelphiaVotes.com](https://PhiladelphiaVotes.com) to review the official poll worker materials and to sign up for the virtual training.

The Committee of Seventy and veteran poll workers are also hosting a series of information sessions to cover critical procedures and field questions. Find out more at [mobilize.us/thevoterproject](https://mobilize.us/thevoterproject).

Thank you for your dedication to free and fair elections in Philadelphia. We're grateful for your service and here to support your effort. Email us at [bettergov@seventy.org](mailto:bettergov@seventy.org) with any questions you may have.



# Anatomy of a **JUDGE'S BOX**

If any of these materials are missing from the Judge's Box, call **215-686-1530**

## PHILADELPHIA CITY COMMISSIONERS



RETURN THIS BOX AND ALL ELECTION MATERIALS TO  
THE COUNTY BOARD OF ELECTIONS, RIVERVIEW  
PLACE, DELAWARE AVENUE & SPRING GARDEN STREET,  
BY 2am FOLLOWING THE CLOSING OF POLLS.

IF YOUR POLLING PLACE IS LOCKED  
AND CANNOT BE OPENED BY 6:45am,  
PLEASE CALL 215-686-1523

## TITLE & ACTION

### Oath of Office

Oath of Office can be found stapled to the large, manila No. 2 envelope beneath the "Record of Assisted Voters."

Election Officers read the Oath of Office, are sworn in, and **sign the oath.**

One Oath of Office is placed in the **No. 2 Envelope** and another in the **No. 4 Envelope.**

The image shows a form titled "OATH OF OFFICE" with two sections: "OATH OF JUDGE" and "OATH OF CLERK". Each section contains the text of the oath and lines for the signature and name of the official. The form is stapled to a large manila envelope.

### Election Day Payroll Sheet

The Payroll Sheet should be filled out at the end of the day. Each official must fill in form fields as indicated.

**Signature required.**

Two copies are returned to the City Commissioners' Office. One copy is retained by Judge of Election.

The image shows a form titled "ELECTION DAY PAYROLL SHEET" with columns for "NAME", "POSITION", "TIME", and "SIGNATURE". It includes instructions for filling out the sheet and returning it to the City Commissioners' Office.

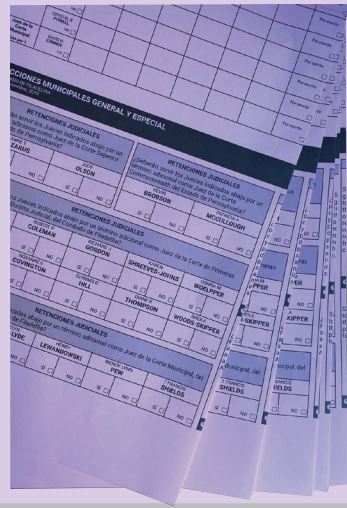
### Election Payroll Envelope

Place white & yellow copies of Payroll Sheet and Polling Place Card in this envelope and return to the City Commissioners' Office.

The image shows a manila envelope titled "ELECTION PAYROLL" with instructions for returning the payroll sheet and polling place card. The instructions are numbered 1 through 7.



Post all items **BEFORE POLLS OPEN**



Post both the **English** and **Spanish** sample ballots both **inside** and **outside** the polling place.



Post one **inside** polling place with **English side facing out.**

Post a second one **inside** polling place with **Spanish side** facing out.

Post both the **English** and **Spanish** "Language Interpretation Services" sign both **inside** and **outside** the polling place.





# SIGN TITLE & WHERE TO POST

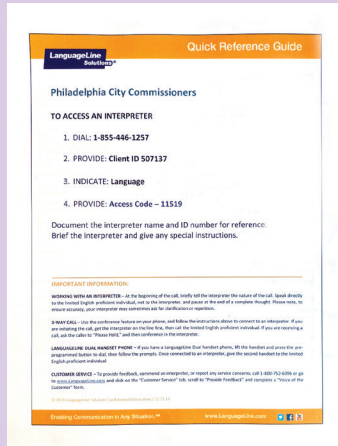
## Language ID Poster

Post **inside** the polling place.



## Language Interpretation Service Instruction Sheet

Post at the **table**.



## Accessible Entrance Sign

Post **outside** the polling place along with doorbell sign.

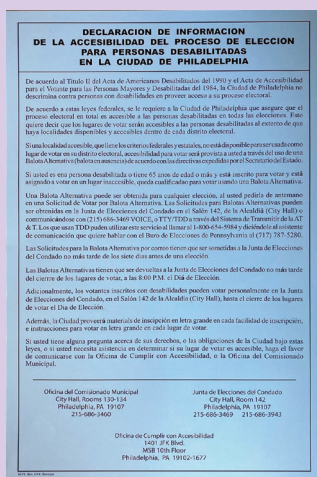
This will only be in boxes for locations that have a separate ADA-accessible entrance.

The city may post a similar notice at the front of the polling place prior to Election Day.



## Access to the Election Process for People with Disabilities in the City of Philadelphia

Post both the **English** and **Spanish** "Access to the Election Process" signage both **inside** and **outside** the polling place.

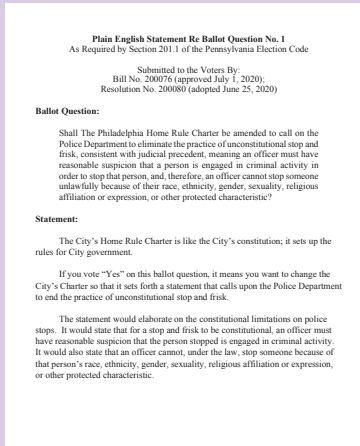


# SIGN TITLE & WHERE TO POST

## Plain English/Plain Spanish statements for ballot questions

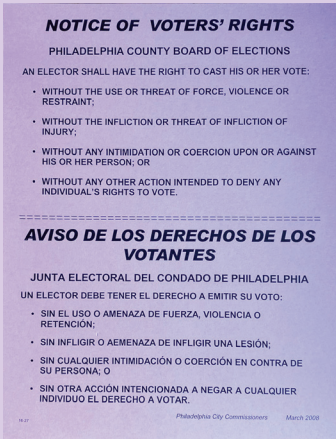
(Found inside the Judge's folder)

Post **inside** the polling place.



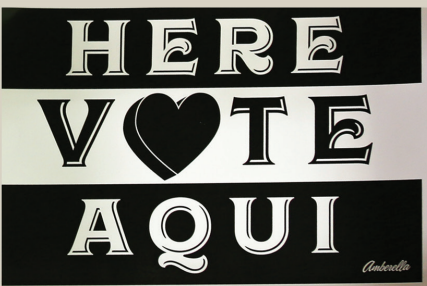
## Notice of Voters' Rights

Post both the **English** and **Spanish** "Notice of Voters' Rights" sign both **inside** and **outside** the polling place.

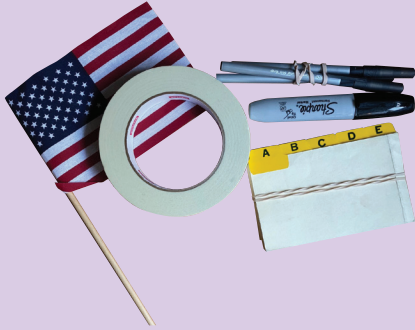


## Vote Here/Vote Aqui

Post **outside** the polling place.

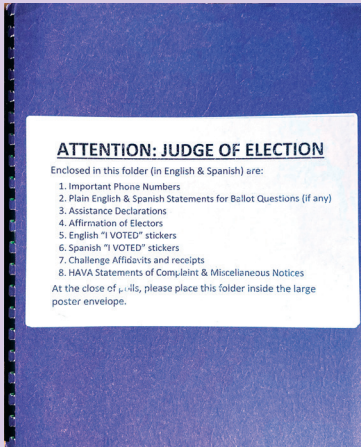


## DESCRIPTION & ACTION



### Supplies

- Flag on table
- **Dividers in Admission Slips Box**
- At least **one pen each** to Clerk, Majority, Minority, and Judge
- Use tape to **hang signs** and put back in Judge's Box when done for end of the night activities
- Black marker for **spoiled ballots**.



### Judge of Elections Folder

#### Contents:

- Important phone numbers
- Plain English/Spanish for Ballot Questions
- Assistance Declarations
- Affirmation of Electors
- 'I Voted' Stickers
- Challenge Affidavits & receipts
- HAVA statements

#### Action:

- **Post** Plain English/Spanish statements inside the polling place.
- Complete assistance forms as needed
- Voter completes an 'Affirmation of Electors' form if indicated in the polling book.
- **Place 'I Voted' stickers on table.**
- At closing, place folder inside large poster envelope.



### Admission Slips Box

- Before voting begins, **tabs should be inserted to alphabetize.**
- One poll worker (usually Judge, Minority, or Majority) **finds admission slip, writes voter number, and gives to poll worker manning the poll book.**
- If an admission slip is missing but voter is in the poll book, a slip may be drawn up on paper.
- **Poll worker uses admission slip to enter voter's info into Yellow No. 2 & No. 4 books.**
- Slips with numbers are set aside. Band them together and put into the front of box at the end of the night.



## DESCRIPTION & ACTION

### Poll Books Listing Registered Voters

- One book of registered voters A-L
- One book of registered voters M-Z
- One book of registered voters who have returned ballots and are not eligible to vote on machines.

### Supplemental Poll Book Pages

In the past, these pages have come in a manila envelope.

### List of Voters - Yellow No. 2 & No. 4 Books

**For machine cast ballots**, record voter's name, party affiliation, and Admission Number (Order of Voting) in BOTH books.

**For provisional ballots**, write the voter's name and 'PROV' instead of a number in the back of BOTH books.

Add **absentee (AB)** and **mail-in (MI)** voter names to the back of BOTH books.

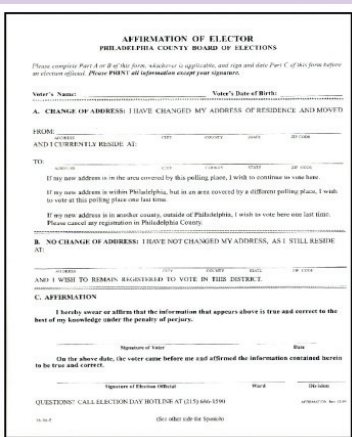
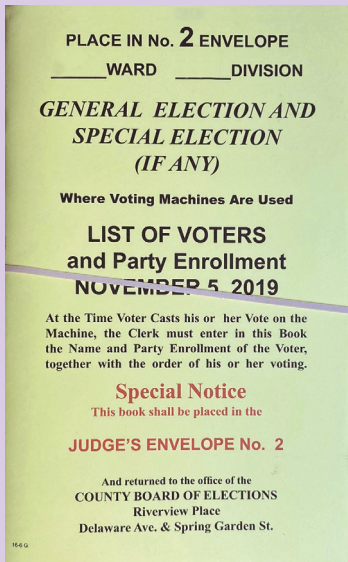
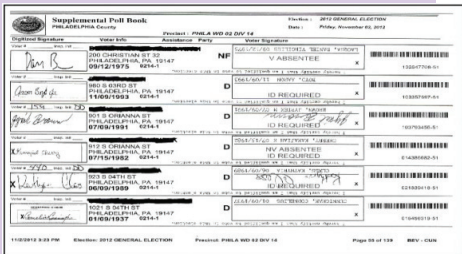
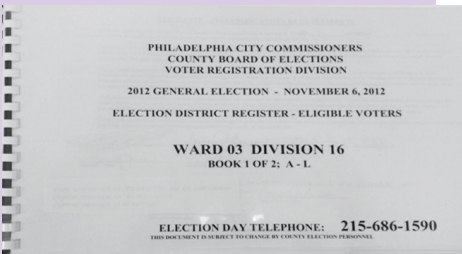
The information in these books should be identical.

**At close**, place Yellow No. 2 book in the No. 2 envelope and the Yellow No. 4 book in the No. 4 envelope.

### Elector Affirmation Form

Elector Affirmation forms are in the Judge's folder.

Voter completes an 'Affirmation of Electors' form **if indicated in the poll book**.



## DESCRIPTION & ACTION

## Record of Assisted Voters (two-sided)

Document is stapled to the front of the No. 2 envelope.

Any voter who fills out a Declaration of Assistance form must then be listed on the Record of Assisted Voters.

[illegible]

# Assistance Declaration Form

Assistance declaration forms are in the Judge's folder.

Forms need to be completed prior to voting by the voter requesting assistance, the individual providing assistance, and the Judge of Elections.

Place in **Envelope No. 2** at closing.

**ASSISTANCE DECLARATION**  
Declaration of the Need for Assistance in Vote

Vote's Name: \_\_\_\_\_ Vote's Date of Birth: \_\_\_\_\_

Vote's Address: \_\_\_\_\_ BY REASON OF \_\_\_\_\_

Reason for Assistance: \_\_\_\_\_ (I AM INABLE TO VOTE WITHOUT THE ASSISTANCE OF \_\_\_\_\_)

Person providing assistance Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature / Mark of Voter: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witnesses: \_\_\_\_\_

Signature of Judge of Elections: \_\_\_\_\_ Ward: \_\_\_\_\_ Do: \_\_\_\_\_

**AYUDA DECLARACIÓN**  
Declaración de la Necesidad de Ayuda para Votar

Nombre de Votante: \_\_\_\_\_ Fecha Nacimiento: \_\_\_\_\_

Dirección de Votante: \_\_\_\_\_ POR LA RAZÓN DE QUE: \_\_\_\_\_

Motivo por el cual necesita ayuda: \_\_\_\_\_ YO NO PUEDO \_\_\_\_\_

Nombre de la persona dando ayuda: \_\_\_\_\_

Dirección de la persona dando ayuda: \_\_\_\_\_

Firma o marca del votante: \_\_\_\_\_ Fecha: \_\_\_\_\_

Ayudado por Nombre del Testigo: \_\_\_\_\_

Firma del Jefe de Escrutinio: \_\_\_\_\_ Ward: \_\_\_\_\_ Do: \_\_\_\_\_

COVEY BOARD OF ELECTIONS ELECTION DAY OFFICE 406-1298

Form 60-Rev (1-11)

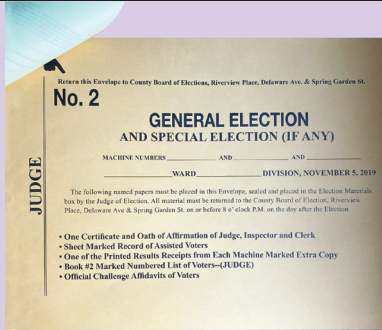
# Elector's Declaration to Surrender Mail-In Ballot Form

If a voter who has applied for a mail-in ballot but prefers to vote in person, they can **surrender their ballot** and outer declaration envelope to the Judge of Elections and fill out this declaration form BEFORE being checked in to the poll book.

Judge must fill out the back of the form before sending the voter back to check in.

[illegible]

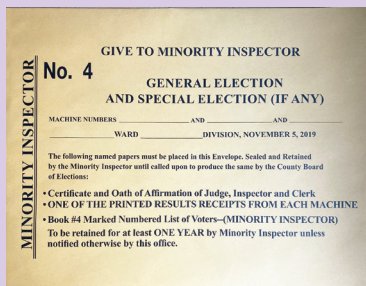
## DESCRIPTION & ACTION



### No. 2 Envelope

To be returned to the **City Commissioners' Office** at the end of day with:

- One Certificate and Oath of Office
- Record of Assisted Voters
- One printed results receipt, marked "extra copy," from each machine
- Yellow No. 2 book
- Official Challenge Affidavits of Voters



### No. 4 Envelope

To be given to the **Minority Inspector** at the end of the day with:

- One Certificate and Oath of Office
- One printed results receipt from each machine
- Yellow No. 4 book

**Minority Inspector retains for one year** unless notified otherwise by the City Commissioners' Office.



## DESCRIPTION & ACTION

### Poll Site Seal Envelope

Write the **seal numbers from each machine** in the appropriate cell upon opening.

**Seal access compartment with yellow seal and record seal number.**

**At closing, record red 'hopper' seal number.** Install red rear door and cover seals.

Envelope goes in **hopper bag** at close of polls.

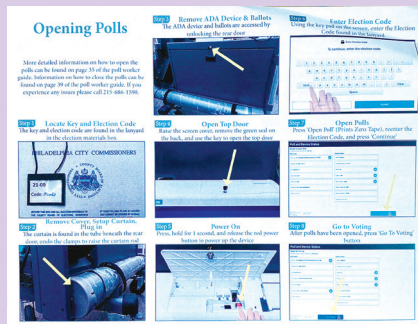
**POLL SITE SEAL ENVELOPE**  
Ward: \_\_\_\_\_ Division: \_\_\_\_\_  
Write down public count and seal numbers of the voting machine at the appropriate time.

When	Record the Number	Machine A	Machine B	Machine C
Opening	Cover Seal #			
Opening	Back Grey Panel #			
Opening	White Panel Door Seal #			
Election Day	Yellow Numbered			
Closing	Public Count			
Closing	Leased on screen (Bottom Left)			
Closing	Back Grey Panel			
Closing Polls	Cover Seal			
		Installed: <input type="checkbox"/>	Installed: <input type="checkbox"/>	Installed: <input type="checkbox"/>
		Installed: <input type="checkbox"/>	Installed: <input type="checkbox"/>	Installed: <input type="checkbox"/>

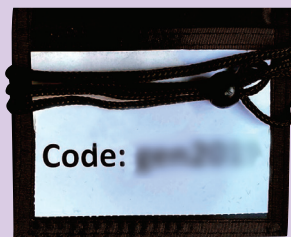
Judge of Elections Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLACE ALL DISCARDED SEALS IN ENVELOPE  
PLACE ENVELOPE IN HOPPER BAG AT CLOSE OF POLLS

### Visual Guide for Machine Open and Close



### Key and Election Code Lanyard

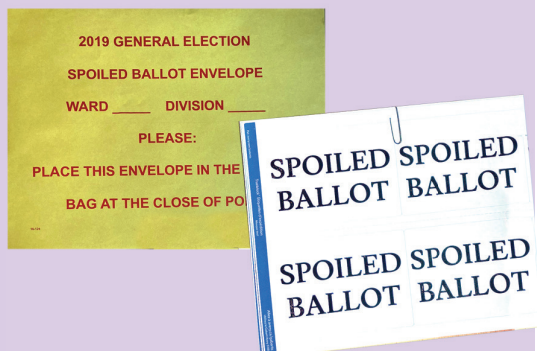


### Spoiled Ballot Stickers and Return Envelope

If a voter has voided their ballot on the machine, provide them with a "Spoiled Ballot" sticker, then place the spoiled ballot in Spoiled Ballot Envelope.

Spoiled ballot stickers also used for return of mail-in ballots and envelopes.

Spoiled Ballot Envelope is placed in **hopper bag** at the end of the day.

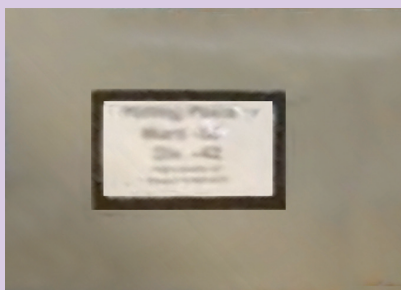


## DESCRIPTION & ACTION



### Hopper Seal

Use these for the shut down of the machines at the end of the night. **Record the numbers** as required on the poll site seal envelope.



### Vinyl Bag

The vinyl bag is used at opening and closing of the polls, and should be handed to the police along with (but not inside) the hopper bag at the end of the night.

#### Contents:

- USB sticks from all voting machines
- Absentee ballot list
- City-issued Cell phone
- Barrel key for machines
- Signed machine receipts from open and close of the polls

## DESCRIPTION & ACTION

### Provisional Ballot Materials Envelope D

#### Containing:

Provisional Ballots (white sheet/ green stripe)

Provisional Voting Return Envelope C

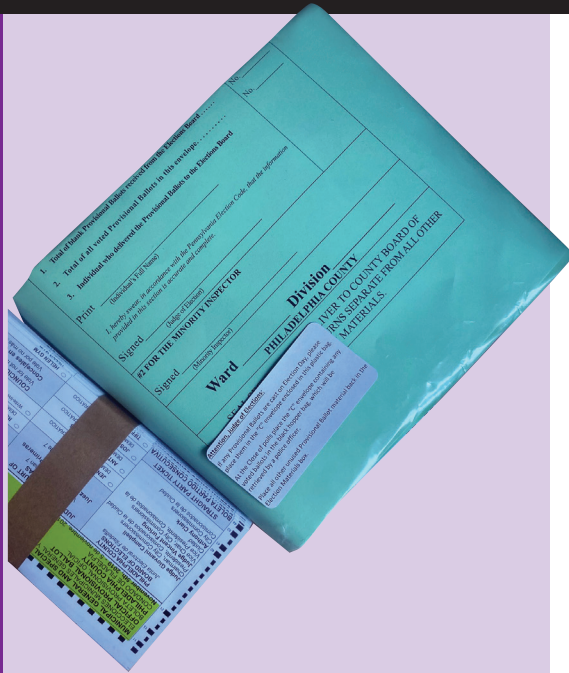
Provisional Ballot Packages containing:

- Secrecy envelope
- Provisional Ballot Affidavit Envelope B (green)
- Provisional Ballot Instruction Card (White)
- Provisional Ballot Receipt

#### Procedure for any eligible voter:

Refer to Station Card 4 for detailed procedure.

Place the completed Provisional Ballot in **Envelope C**.





# STATION

# 1

## GREETER / ADMISSION SLIPS / VOTER SIGN-IN

### PROCEDURE

- 1 Greet voter and provide them with a glove.
- 2 Ask voter to announce their name loudly.
- 3 Locate voter's admission slip and enter voter number.
- 4 Locate voter in poll books
  - If ID required, verify ID first
  - If Affirmation required, fill out Affirmation of Elector form (see side 2)
  - If Assistance required and assistance box is NOT checked, fill out Declaration of Assistance form (see side 2)
  - If stamped 'Vote Provisional or Remit Ballot' or voter's name is in the list of voters who returned their ballots and are not eligible to vote on the machine, send voter to Station 4 (Judge/Provisional Area).
  - If voter is not in the poll book, see side 2
- 5 If eligible to vote on machine, enter voter number and instruct voter to sign.
- 6 Once voter has signed, hand them their blank ballot and inform them that the Machine Inspector will direct them to a booth when one is available
- 7 Cross off voter number on provided number sheet to keep the count.
- 9 Hand admission slip to poll worker at Station 2.

**Note that these steps can be done in several ways. Here are some suggested options:**

- **Splitting the steps option:** Have one poll worker perform steps one through three. Hand voter off to a second poll worker to complete the sign in.
- **Alphabetically splitting the voters:** One poll worker takes one poll book A-L and corresponding admission slips while another takes the other poll book M-Z and corresponding slips.

### SUPPLIES

- Voter Gloves
- Card Box w/ slips alphabetized
- Numbers sheet (Voter Count)
- Pens
- Poll Books
- Supplemental Poll Book Pages
- List of Voters who returned their ballots and are not eligible to vote on the machine.
- Blank Ballots (from back of machine B)
- Map of division boundaries
- QR Codes for voter polling place/registration lookup
- Smart phone (not provided)
- Accepted forms of ID list
- Affirmation Forms
- Assistance Forms

# STATION 1

## GREETER / ADMISSION SLIPS / VOTER SIGN-IN

### SPECIAL PROCEDURES

If a voter arrives with a **mail-in ballot**, including the declaration envelope, the Judge can spoil the ballot and allow the voter to vote on a machine once the voter has filled out a “declaration to surrender ballot.”

If a voter **does not appear in poll book**, use QR code lookup to find correct registration and/or polling place. If voter is in the correct polling place, check the poll book listing voters that have returned ballots.

If a voter's name is not on an admission slip but **is in the poll book**, poll workers can create a slip for that voter on blank paper.

If **“affirmation required,”** locate the Affirmation of Elector form in the Judge's folder and allow voter to step out of line to fill it out. Voter must fill out section A or B then sign section C while a poll worker observes. Poll worker must then sign form.

If **assistance is required** and need is NOT indicated in the poll book, locate the Assistance Declaration form in Judge's folder. Voter must fill out and sign the form. Judge and person assisting voter must sign before the voter votes. Completed form goes back in the Judge's Box and voter's name, assistant, and reason for assistance is entered into the Record of Assistance stapled to the front of the No. 2 envelope.

# ACCEPTED FORMS OF VOTER ID

If a voter's signature box says "ID Required" in light grey, then this person is voting in the Division for the first time since registering at their address. Federal and State laws require that first-time voters provide identification before voting. The voter must provide one of the following approved forms of identification BEFORE signing the poll book:

## APPROVED FORMS OF PHOTO IDENTIFICATION (must be valid):

- PA Driver's License or ID card issued by PennDOT
- ID issued by U.S. Government
- ID issued by any Commonwealth of Pennsylvania Agency
- U.S. Passport
- Student ID
- Employee ID

If the first-time voter does not have any of the above forms of approved photo identification, then the voter may provide any of the following approved forms of non-photo identification.

## APPROVED FORMS OF NON-PHOTO IDENTIFICATION (must include the voter's name and address of registration):

- Voter Registration Card issued by the Voter Registration Office
- Non-Photo ID issued by the Commonwealth of Pennsylvania
- Non-Photo ID issued by the U.S. Government
- Current bank statement
- Current utility bill
- Current paycheck
- Government check
- Firearm permit
- U.S. Armed Forces ID





# STATION 2

## YELLOW #2 AND #4 BOOKS

### PROCEDURE

- 1 Use admission slip to record voter name and party in the Yellow #2 and #4 books.
- 2 Return admission slip to poll worker handling the slip box.
- 3 Throughout the day, the poll worker may enter names of voters who have RETURNED their mail-in or absentee ballots in the back of the Yellow #2 and #4 books, designating them with AB (Absentee) or MI (Mail-in). Those who have not yet returned their ballots may still choose to have their ballot spoiled to vote on the machine, so those names should not be entered until the end of the night.
- 4 If a pollwatcher with a valid pollwatcher certificate requests, they are permitted to inspect and photograph the Yellow #2 and #4 books when **NO VOTERS ARE PRESENT**.

### SUPPLIES

- Yellow #2 and #4 books
- Pens
- Ballot Returned/Not Eligible to Vote Poll Book

# STATION 3

## MACHINE INSPECTOR/S

### KEY DUTIES

- Lead set-up of machine(s) according to separate instructions.
- Direct signed-in voter to correct machine.
- Instruct voter from outside the voting machine on how to use the machine.
- Ensure that no voter leaves the polling place without having completed their vote (use lights to know when someone is finished voting).
- Alert fellow poll workers if a voter in the booth requires assistance (Machine Inspector, or any poll worker other than Judge, may assist, once the Declaration of Assistance has been filled out).
- Lead take-down of machine when voting has ended, according to separate instructions.

### SUPPLIES

- Pens
- Chair

# STATION

# 4

## JUDGE / PROVISIONAL AREA

### KEY DUTIES

- Judge assigns, and can fill in for, any role throughout the day. Judge should assist at the table when necessary.
- Judge must be available to sign assistance forms, provisional ballots, repair forms, and other paperwork as needed and must also spoil ballots (machine and mail-in).
- Judge assists with “line management” - checking in with voters as they wait in line and making sure they are registered and are at the right polling place.
- Judge calls emergency numbers when there is an issue.
- Judge is primary person responsible for ensuring there is no electioneering and that everyone in the polling place is allowed in at any given time.
- Judge must assign breaks to other poll workers as the day allows.
- Judge should assign a poll worker to stand at the end of the line at 8:00 pm to turn away any voters that arrive AFTER polls close.
- After close, Judge must return the Judge’s Box to Delaware and Spring Garden before 2 am.

### SUPPLIES

- Judge’s Box
- Judge’s Folder containing Assistance Declarations, Affirmation of Electors, Challenge Affidavits & receipts and HAVA statements
- Spoiled Ballot Stickers
- Black markers
- Spoiled Ballot Envelope
- Provisional Ballots
- Pens
- City-issued cell phone
- Extra and unused materials
- (not provided) Privacy barrier for voters filling out provisionals
- Table
- Chairs

# PROVISIONAL BALLOTS

STATION

4

## PROCEDURE FOR POLL WORKER

1. Give the voter BOTH a Provisional Ballot Package and a Provisional Ballot (Judge of Elections).
2. Witness proper completion of Section #1 of the Provisional Ballot Affidavit Envelope B (Both Judge of Elections and Minority Inspector).
3. Complete Section #2 of the Provisional Ballot Affidavit Envelope B **BEFORE** the ballot is marked by the voter (Judge of Elections and Minority Inspector).
4. Voter completes the Provisional Ballot in private following the instruction card. Ballot must be sealed in the Secrecy Envelope and the Secrecy Envelope sealed in the Provisional Ballot Affidavit Envelope B (Voter).
5. Voter returns the Provisional Ballot Affidavit Envelope B to the Election Board Official table and signs and dates Section #4 in the presence of the Judge of Elections or Inspector.  
**NOTE: The Judge of Elections MUST check to make certain the voter has completed all information, and signed both Section #1 and Section #4 of the Provisional Voter Affidavit Envelope B.**
6. Affix the Ballot Identification Number to the Provisional Ballot Envelope to the bottom right hand corner of Provisional Voter Affidavit Envelope B (Judge of Elections).
7. Provide the voter with a receipt noting the website and phone number for tracking status of the ballot (Judge of Elections).
8. Place the voted Provisional Ballot in Provisional Voting Return Envelope C.
9. Enter the voter's name into the back of the Yellow #2 and #4 Books writing "PROV" instead of an admission number (Clerk).

## SUPPLIES

- Provisional Ballot Packages
  - One (1) Secrecy Envelope
  - One (1) Provisional Ballot Affidavit Envelope B
  - One (1) Provisional Ballot Instruction Card (white)
  - One (1) Provisional Ballot Receipt
- Provisional Ballots (white paper with a green stripe near the top)
- One (1) Provisional Voting Return Envelope C

**POLL WORKER**  
TRAINING & RESOURCES

If you have questions about Provisional Voting or are running low on Provisional Ballots on Election Day, call **215-686-1530**.



# SPOILING MACHINE BALLOTS

★ ★ ★  
STATION

4

## SPECIAL PROCEDURE

## SUPPLIES

If a Voter wishes to cancel their voting session:

1. Machine Inspector enters the election code and confirms the reason for cancellation.
2. The voter takes the ejected paper ballot to Station 4: Judge/Provisional Area. They are given a black marker to black out all barcodes and selections and a 'Spoiled Ballot' sticker to place over the barcodes.
3. Place 'spoiled' ballots in the 'Spoiled Ballot Envelope'.
4. They return to Station 1. The poll worker at Station 1 will write S1 in the poll book below their admission number for the first spoiled ballot, S2 for the second and S3 for the third. The voter is handed a new paper ballot and directed to the next available machine. After the third time, the voter must vote provisionally.
5. The S1, S2, and S3 notations must also be entered in the yellow No. 2 and No. 4 books next to the voter's name.

- Spoiled Ballot Stickers
- Black markers
- Spoiled Ballot Envelope



**POLL WORKER**

TRAINING & RESOURCES

# SPOILING MAIL-IN BALLOTS

STATION

4

## BALLOT SURRENDER/CANCELLATION PROCEDURE

## SUPPLIES

If a voter has previously applied for a mail-in ballot and requests to vote on the machine, they can do so if they have brought in both the paper ballot and the 'declaration' envelope. Otherwise, they may vote provisionally.



### Ballot Surrender/Cancellation Procedure:

1. Voter gives paper ballot and declaration envelope to the Judge.
2. The Judge places a Spoiled Ballot sticker on both the ballot and front side of the envelope.
3. The Voter signs the front side of the 'Elector's Declaration to Surrender Their Mail Ballot'
4. The Judge signs the back side of the 'Elector's Declaration to Surrender Their Mail Ballot'
5. Place spoiled ballot, spoiled declaration envelope and 'Elector's Declaration to Surrender Their Mail Ballot' in the Surrender Mail Ballot Envelope.
6. Voter is allowed to check in. Then 'Ballot Remitted' option must be checked next to the voter's name in the poll book.

- Spoiled Ballot Stickers
- 'Elector's Declaration to Surrender Their Mail Ballot'
- Surrendering Mail Ballot Envelope

# BUSQUE SU LUGAR DE VOTACIÓN

Utilice su teléfono inteligente e ingrese su dirección para verificar si está en el lugar de votación correcto.



# CONSULTE SU ESTADO DE INSCRIPCIÓN PARA VOTAR

Utilice su teléfono inteligente e ingrese su Fecha de Nacimiento o su Licencia de Conducir para verificar su estado de inscripción para votar.



[pavoterservices.pa.gov](http://pavoterservices.pa.gov)

Un votante cuyo registro de inscripción para votar no puede ser confirmado está permitido emitir un voto provisional. Esos votos se cuentan después de una verificación por funcionarios electorales que el votante estuvo inscrito debidamente.

# POLLING PLACE LOOKUP

Use your smartphone to look up your address to see if you're in the right polling place.



# REGISTRATION LOOKUP

Use your smartphone to look up your Date of Birth or Driver's License to check your registration status.



[pavoterservices.pa.gov](https://pavoterservices.pa.gov)

A voter whose registration record cannot be confirmed is allowed to cast a provisional ballot. These ballots are counted following verification by election officials that the voter was properly registered.

# Tra cứu địa điểm bỏ phiếu bầu cử

Sử dụng điện thoại để tra cứu địa chỉ của bạn để xem bạn có đang ở đúng địa điểm bỏ phiếu hay không



# Tra cứu trạng thái đăng ký bầu cử

Sử dụng điện thoại thông minh để tra cứu Ngày tháng năm sinh hoặc Giấy phép lái xe để kiểm tra trạng thái đăng ký bầu cử.



[pavoterservices.pa.gov](https://pavoterservices.pa.gov)

Một cử tri có hồ sơ đăng ký không được xác nhận vẫn được phép bỏ phiếu tạm thời. Những phiếu bầu đó sẽ được tính sau khi nhân viên kiểm phiếu xác nhận rằng cử tri đã đăng ký hợp lệ.



1	51	101	151	201	251	301	351	401	451	501	551
2	52	102	152	202	252	302	352	402	452	502	552
3	53	103	153	203	253	303	353	403	453	503	553
4	54	104	154	204	254	304	354	404	454	504	554
5	55	105	155	205	255	305	355	405	455	505	555
6	56	106	156	206	256	306	356	406	456	506	556
7	57	107	157	207	257	307	357	407	457	507	557
8	58	108	158	208	258	308	358	408	458	508	558
9	59	109	159	209	259	309	359	409	459	509	559
10	60	110	160	210	260	310	360	410	460	510	560
11	61	111	161	211	261	311	361	411	461	511	561
12	62	112	162	212	262	312	362	412	462	512	562
13	63	113	163	213	263	313	363	413	463	513	563
14	64	114	164	214	264	314	364	414	464	514	564
15	65	115	165	215	265	315	365	415	465	515	565
16	66	116	166	216	266	316	366	416	466	516	566
17	67	117	167	217	267	317	367	417	467	517	567
18	68	118	168	218	268	318	368	418	468	518	568
19	69	119	169	219	269	319	369	419	469	519	569
20	70	120	170	220	270	320	370	420	470	520	570
21	71	121	171	221	271	321	371	421	471	521	571
22	72	122	172	222	272	322	372	422	472	522	572
23	73	123	173	223	273	323	373	423	473	523	573
24	74	124	174	224	274	324	374	424	474	524	574
25	75	125	175	225	275	325	375	425	475	525	575
26	76	126	176	226	276	326	376	426	476	526	576
27	77	127	177	227	277	327	377	427	477	527	577
28	78	128	178	228	278	328	378	428	478	528	578
29	79	129	179	229	279	329	379	429	479	529	579
30	80	130	180	230	280	330	380	430	480	530	580
31	81	131	181	231	281	331	381	431	481	531	581
32	82	132	182	232	282	332	382	432	482	532	582
33	83	133	183	233	283	333	383	433	483	533	583
34	84	134	184	234	284	334	384	434	484	534	584
35	85	135	185	235	285	335	385	435	485	535	585
36	86	136	186	236	286	336	386	436	486	536	586
37	87	137	187	237	287	337	387	437	487	537	587
38	88	138	188	238	288	338	388	438	488	538	588
39	89	139	189	239	289	339	389	439	489	539	589
40	90	140	190	240	290	340	390	440	490	540	590
41	91	141	191	241	291	341	391	441	491	541	591
42	92	142	192	242	292	342	392	442	492	542	592
43	93	143	193	243	293	343	393	443	493	543	593
44	94	144	194	244	294	344	394	444	494	544	594
45	95	145	195	245	295	345	395	445	495	545	595
46	96	146	196	246	296	346	396	446	496	546	596
47	97	147	197	247	297	347	397	447	497	547	597
48	98	148	198	248	298	348	398	448	498	548	598
49	99	149	199	249	299	349	399	449	499	549	599
50	100	150	200	250	300	350	400	450	500	550	600

601	651	701	751	801	851	901	951	1001	1051	1101	1151
602	652	702	752	802	852	902	952	1002	1052	1102	1152
603	653	703	753	803	853	903	953	1003	1053	1103	1153
604	654	704	754	804	854	904	954	1004	1054	1104	1154
605	655	705	755	805	855	905	955	1005	1055	1105	1155
606	656	706	756	806	856	906	956	1006	1056	1106	1156
607	657	707	757	807	857	907	957	1007	1057	1107	1157
608	658	708	758	808	858	908	958	1008	1058	1108	1158
609	659	709	759	809	859	909	959	1009	1059	1109	1159
610	660	710	760	810	860	910	960	1010	1060	1110	1160
611	661	711	761	811	861	911	961	1011	1061	1111	1161
612	662	712	762	812	862	912	962	1012	1062	1112	1162
613	663	713	763	813	863	913	963	1013	1063	1113	1163
614	664	714	764	814	864	914	964	1014	1064	1114	1164
615	665	715	765	815	865	915	965	1015	1065	1115	1165
616	666	716	766	816	866	916	966	1016	1066	1116	1166
617	667	717	767	817	867	917	967	1017	1067	1117	1167
618	668	718	768	818	868	918	968	1018	1068	1118	1168
619	669	719	769	819	869	919	969	1019	1069	1119	1169
620	670	720	770	820	870	920	970	1020	1070	1120	1170
621	671	721	771	821	871	921	971	1021	1071	1121	1171
622	672	722	772	822	872	922	972	1022	1072	1122	1172
623	673	723	773	823	873	923	973	1023	1073	1123	1173
624	674	724	774	824	874	924	974	1024	1074	1124	1174
625	675	725	775	825	875	925	975	1025	1075	1125	1175
626	676	726	776	826	876	926	976	1026	1076	1126	1176
627	677	727	777	827	877	927	977	1027	1077	1127	1177
628	678	728	778	828	878	928	978	1028	1078	1128	1178
629	679	729	779	829	879	929	979	1029	1079	1129	1179
630	680	730	780	830	880	930	980	1030	1080	1130	1180
631	681	731	781	831	881	931	981	1031	1081	1131	1181
632	682	732	782	832	882	932	982	1032	1082	1132	1182
633	683	733	783	833	883	933	983	1033	1083	1133	1183
634	684	734	784	834	884	934	984	1034	1084	1134	1184
635	685	735	785	835	885	935	985	1035	1085	1135	1185
636	686	736	786	836	886	936	986	1036	1086	1136	1186
637	687	737	787	837	887	937	987	1037	1087	1137	1187
638	688	738	788	838	888	938	988	1038	1088	1138	1188
639	689	739	789	839	889	939	989	1039	1089	1139	1189
640	690	740	790	840	890	940	990	1040	1090	1140	1190
641	691	741	791	841	891	941	991	1041	1091	1141	1191
642	692	742	792	842	892	942	992	1042	1092	1142	1192
643	693	743	793	843	893	943	993	1043	1093	1143	1193
644	694	744	794	844	894	944	994	1044	1094	1144	1194
645	695	745	795	845	895	945	995	1045	1095	1145	1195
646	696	746	796	846	896	946	996	1046	1096	1146	1196
647	697	747	797	847	897	947	997	1047	1097	1147	1197
648	698	748	798	848	898	948	998	1048	1098	1148	1198
649	699	749	799	849	899	949	999	1049	1099	1149	1199
650	700	750	800	850	900	950	1000	1050	1100	1150	1200

# Guide for Election Board Officials in Philadelphia County

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A supplement to the election seminars conducted by the  
City Commissioners

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POLLS ARE OPEN FROM 7:00 AM TO 8:00 PM

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## ELECTION DAY CHECKLIST

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Election Officers report to their respective polling places between 6:00 AM and 6:30 AM on Election Day. If a polling place isn't open, call **215-686-1523**.

- ☐ Check Ward and Division tag on the ExpressVote XLs. The Ward and Division should match the Ward and Division on the Election Materials Box.
- ☐ Election Officers read the Oath of Office and are sworn in. The Judge of Elections assigns the officers to specific duties.
- ☐ Prepare the polling place for opening. This includes setting up the table and hanging posters on the walls.
- ☐ Set up the ExpressVote XLs. Ensure that the Ward and Division displayed on the touchscreen matches the Ward and Division on the tag and on the Election Materials Box.
- ☐ Make temporary modifications for accessibility – place ramps, prop open doors, place mats over thresholds, etc. (where needed).
- ☐ Open the polls promptly at 7:00 AM.
- ☐ Begin voting procedures.
- ☐ Close the polls at 8:00 PM.
- ☐ Conduct machine tabulation of election results.
- ☐ Close and seal the ExpressVote XLs.
- ☐ Wait for police officer to pick up vinyl USB Results Bag and Hopper Sack.
- ☐ Return Election Materials Box to Voter Registration Office by 2:00 AM.

## IMPORTANT PHONE NUMBERS

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If you have any questions or problems on Election Day, call the appropriate number:

### Locked Polling Places

- **215-686-1523**
- **215-686-1520**

### Voting Machine problems

- **215-686-1590**

### Missing Materials, Provisional Ballots, Poll Watcher Certificates

- **215-686-1530**

### Mail-In and Absentee Ballot Issues

- **215-686-3949**

### All other questions (registration status, poll locations, etc.)

- **215-686-1590**

## ELECTION BOARD JOB DESCRIPTIONS AND PROCEDURES

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- **Judge of Election** (Elected to office or appointed by Court of Common Pleas)
- **Majority Inspector** (Elected to office or appointed by Court of Common Pleas)
- **Minority Inspector** (Elected to office or appointed by Court of Common Pleas)
- **Clerk** (Appointed by Minority Inspector)
- **Machine Inspector** (Appointed by City Commissioners)
- **Bilingual Interpreter** (Appointed by City Commissioners for qualifying divisions)

In some cases when a Judge of Elections, Majority Inspector, or Minority Inspector position is vacant the Court of Common Pleas, upon receiving a petition, may appoint an Election Board Official. The newly appointed individual will receive a court order with their appointment.

Below is a brief job description and overview of procedures for each Election Board position. For more detailed procedural information, refer to the appropriate section of this guide.

### JUDGE OF ELECTIONS

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#### Job Description

The Judge of Election is responsible for overseeing the entire election process and voter activities for his or her Division. Each Judge is charged with conducting the Division's polling place in accordance with Federal and State election laws.

#### Overview of Procedures

Prior to Election Day:

1. Contact Election Board Officials to remind them of the Election Board training dates.
2. Attend scheduled Election Board Training.
3. Contact Election Board Officials and arrange for them to meet at the polling place between 6:00 AM and 6:30 AM on Election Day.
4. Pick up the Election Materials Box, and all other election materials the weekend before the election at the designated location and store them in a secure, safe place until Election Day, or designate someone with the consent of the Minority Inspector, to do so.

On Election Day:

1. Meet all Election Board Officials at the polling place between 6:00 AM and 6:30 AM. If all members are not present, contact the missing Officials immediately.
2. Once assembled, all Election Board Officials must be sworn in by the Judge. The Judge is sworn in FIRST by the Minority Inspector. The printed Oath of Office is inside the Election Materials Box. Immediately after being sworn in, all Election Board members must sign the Oath of Office.
3. Prepare the polling place for 7:00 AM opening.
4. Appoint Election Board Officials to specific duties.

5. Open the polling place at 7:00 AM.
  6. Throughout Election Day:
    - a. Enforce voting regulations and procedures and oversee the polling place.
    - b. Assign relief periods and fill vacancies as required.
  7. Close the polling place at 8:00 PM.
  8. Make sure that the following items are placed in the colored, vinyl USB Results Bag for pickup by a Police Officer:
    - a. The LAST (longest) results receipt and zero tapes from each ExpressVote XL
    - b. The USB stick from each ExpressVote XL
    - c. Mail-in and Absentee Voters Lists (found in the election materials box and an updated list will be delivered by a police officer in the morning)
    - d. Key for the ExpressVote XLs
    - e. Cell Phone
  9. Make sure that the following items are placed in the Hopper Sack for pickup by a Police Officer:
    - a. Hoppers from each ExpressVote XL
    - b. Spoiled Ballot Envelope
    - c. Provisional Voting Return Envelope C
    - d. Seal Card
- DO NOT PUT THE VINYL RESULTS BAG INTO THE HOPPER SACK**
10. Wait for the Police Officer to pick up the vinyl USB Results Bag and the Hopper Sack.
  11. Repack ALL other materials into the Election Materials Box.
  12. Return the Elections Materials Box to Riverview Place at Delaware Ave. & Spring Garden St. no later than 2:00 AM after the close of the polls.

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## MAJORITY INSPECTOR, MINORITY INSPECTOR, AND CLERK

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### **Job Description**

The Majority Inspector, Minority Inspector, and Clerk assist the Judge of Election in overseeing the election process at a particular polling place. They receive assignments from the Judge of Election and help enforce voting regulations and procedures.

### **Overview of Procedures**

On Election Day:

1. Report to polling place between 6:00 AM and 6:30 AM.
2. Be sworn into office by the Judge of Election.
3. Prepare the polling place for 7:00 AM opening.
4. Receive assignments from the Judge of Election.
5. Close the polling place at 8:00 PM.
6. Sign all printed copies of the election results receipts printed by each ExpressVote XL.

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## MACHINE INSPECTOR

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### **Job Description**

The Machine Inspector sets up the ExpressVote XLs and instructs voters in the use of the voting system.

### **Overview of Procedures**

On Election Day:

1. Report to the polling place between 6:00 AM and 6:30 AM.
2. Be sworn into office by the Judge of Election.
3. Set-up the ExpressVote XLs.
4. Instruct voters in the use of the voting system.

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## BILINGUAL INTERPRETERS (IF ANY)

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### **Job Description**

Bilingual Interpreters are appointed and assigned by the Office of the City Commissioners to provide bilingual interpretation services in polling places where voters have a limited proficiency in English. Bilingual Interpreters are provided training, have their language skills assessed, and are certified.

The Office of the City Commissioners provides telephonic interpretation services in approximately 120 languages, including Spanish, at polling places in addition to the appointed Bilingual Interpreters. For this service, please refer to the language ID poster in your materials box.

Upon request by communities of other languages, where voters have limited English proficiency, an accommodation for Bilingual Interpreter services may be granted by the Office of the City Commissioners.

### **Overview of Procedures**

On Election Day:

1. Report to the polling place between 6:00 AM and 6:30 AM.
2. Assist voters with language interpretation when assistance has been requested.

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## RELIEF PERIODS

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### *Relief Periods (Breaks)*

It is the responsibility of the Judge of Election to assign brief relief periods to Election Board Officials during the course of Election Day. The Judge should schedule these relief periods so that only one member of the Election Board is absent at any one time.

These relief periods should be scheduled at off-peak hours so that the remaining Board members can fill in for the duties of the absent member until he or she returns.



**It is a violation of the Election Code for any unauthorized person to assist in the conduct of an election,** during relief periods or at any other time during the course of an election.

However, the Judge may designate, and oversee, an individual to assist with moving and positioning the ExpressVote XLs prior to opening the polls, if necessary.

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### ELECTION BOARD VACANCIES

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If any of the following Election Board members fail to appear by 7:00 AM, the vacancy must be filled in the following manner:

- ☐ **Judge of Election** - The Majority Inspector appoints a Judge of Election.
- ☐ **Majority Inspector** - The Judge appoints a Majority Inspector.
- ☐ **Minority Inspector** - The defeated candidate for Judge at the last election in which officers were voted upon shall serve, if available. To find out who this individual is you can call the County Board of Elections at **215-685-4811**.
- ☐ **Clerk** - The Minority Inspector appoints a Clerk.
- ☐ **Machine Inspector** - This position is appointed by the City Commissioners. In the event of a vacancy on Election Day, notify the County Board of Elections by calling **215-685-4811**

**NOTE: If any vacancies in the above positions have still not been filled, the qualified voters of the Division present at the polling place shall hold a vote (curbside election) to fill the office(s).**

## PREPARING FOR ELECTION DAY

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### CHECKLIST

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- ☐ **Contact Election Board officials.** About three months before the Election, Judges of Election contact Election Board Officials to determine if everyone is going to be available to work on Election Day.
- ☐ **Attend a training seminar.** Election Board Training Seminars usually start in early March for the Primary Election and early September for the General Election. Election Board Officials who were elected or appointed by the Philadelphia Court of Common Pleas will receive notice of the Training Seminar dates and times for their Ward/Division approximately two weeks in advance. Judges of Election should contact Election Board Officials to remind them of the training date. Election Board Officials may also call the County Board of Elections by calling **215-685-4811** to inquire about training dates, or check our website, [www.philadelphiavotes.com](http://www.philadelphiavotes.com).
- ☐ **Review the training guide.** Election Board Officials will be provided with a copy of this Election Board Official Training Guide at the Training Seminar. Read the Guide carefully before Election Day.
- ☐ **Watch the Voting Machine training video.** Training videos will be available on [www.philadelphiavotes.com](http://www.philadelphiavotes.com)
- ☐ **Pick up the Election Materials Box.** Election Materials Boxes are distributed the Saturday, Sunday, and Monday before Election Day. Materials may be picked up on Saturday or Sunday from 8:00 AM to 8:00 PM. Materials **MUST** be picked up by 4:30 PM on Monday. The Judge of Election, or someone designated by the Judge with the consent of the Minority Inspector, must pick up the Election Materials Box containing all needed documents and supplies for conducting the election. Distribution locations for each Ward can be found in this Election Board Official Training Guide. The key for the ExpressVote XL and the Election Code will be provided with the Elections Materials Box.
- ☐ **Check the polling place and voting devices.** The Judge of Election with the assistance of the other Election Board Officials should check the Division's polling place the weekend before Election Day to ensure that the correct voting devices have been delivered for the Ward and Division. There is a Ward and Division Number Card in the vinyl pocket located near the handle on each ExpressVote XL in the Division. If the wrong devices were delivered, none were delivered, or if the seals are broken contact **215-686-1590**.

## OPENING THE POLLING PLACE

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### CHECKLIST

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- ☐ **Arrive at the polling place on time.** The entire Election Board must meet at the Polling Place between 6:00 AM and 6:30 AM. If the Polling Place building is not open, call the Voter Registration Office at **215-686-1523**.
- ☐ **Check that the Division has the correct voting devices.** Check the Ward and Division Number Card in the vinyl pocket on each ExpressVote XL in the Division. If they are designated for a different Division, and there are other Divisions in the same building, check the card on the other ExpressVote XLs. Make sure that each division's ExpressVote XLs are separated to provide a clear distinction for the voters between each divisions' voting devices. If the correct devices were not delivered to the building or if the seals are broken, call the Election Day Hotline at **215-686-1590**.
- ☐ **Organize the Election Board.** Before the opening of the polls, all Election Board Officials **MUST** take the Oath of Office found in the Election Materials Box. If any Election Board Official fails to report to the polling place, the vacancy must be filled according to the procedures outlined in this Guide.
- ☐ **Open and prepare the ExpressVote XLs.** Set up the ExpressVote XLs in a clearly defined, enclosed area, within plain sight of the rest of the room. Make sure to open all devices provided to your Division. Complete instructions for the preparation of the ExpressVote XLs may be found in this Guide. Ensure that the Ward and Division displayed on the touchscreen matches the Ward and Division on the tag and on the Election Materials Box.
- ☐ **Place Paper Ballots on the table.** Remove the paper ballots from the back of the ExpressVote XL.
- ☐ **Make the polling place accessible.** See "Accessibility for Disabled and Elderly Voters" section of this Guide.
- ☐ **Open and check Election Materials Box.** The Judge of Election must open the sealed Election Materials Box and remove the materials. Election Board Officials must check to confirm that all required materials for the Division have been provided in the Election Materials Box. If you are missing any materials, call **215-686-1530**.

- **Turn on the Cell Phone.** Each Election Board is offered a cell phone to be used for language interpretation services and communication with the County Board of Elections. It must be turned on at the beginning of the day.
  
- **Post All Notices and Signs.** Federal and State Laws require that District Election Officials post certain Bilingual English/Spanish Notices both within and outside the polling place so that voters can see them before they begin the voting process. All of the notices that are required to be posted at each polling place are bilingual, with English on one side and Spanish on the other side. Many of the items may be found in a large gold envelope with red text on the front, with the heading “Attention: Judge of Election.” The Mail-in and Absentee Voters Lists (if any) will be in the election materials box and an updated list will be brought to the polling place by a police officer. These signs must be posted BEFORE the polls open, and in locations where all voters can easily view them.
  - Post language Interpretation Service Instruction Sheet (blue) at the table.
  - Post Mail-in and Absentee Voters Lists (if any) at the table.
  - Post one Bilingual English/Spanish Sample Ballot (large pink paper) outside near entrance of polling place and one inside polling place.
  - Post one “General Information and Instructions Re: Voting Rights and Responsibilities of Election Officials” (large blue paper) inside the polling place with the ENGLISH side facing out.
  - Post one “General Information and Instructions Re: Voting Rights and Responsibilities of Election Officials” (large blue paper) inside the polling place with the SPANISH side facing out.
  - Post one ENGLISH/SPANISH “Language Interpretation Services for Voters” notice (yellow) both outside and inside the polling place.
  - Post one Language Line “Language ID Poster” inside the polling place.
  - Post one “Information Statement on Access to the Election Process for People with Disabilities in the City of Philadelphia” (white) both inside & outside the polling place with the ENGLISH side facing out.
  - Post one “Information Statement on Access to the Election Process for People with Disabilities in the City of Philadelphia” (white) both inside & outside the polling place with the SPANISH side facing out.
  - Post one “Notice of Voters’ Rights” (pink) both inside and outside the polling place with the ENGLISH side facing out.
  - Post one “Notice of Voters’ Rights” (pink) both inside and outside the polling place with the SPANISH side facing out.
  - Post “Vote Here/Vote Aqui” sign outside the polling place.
  - Post plain English statements for ballot questions (if applicable) inside the polling place.
  - Post plain Spanish statements for ballot questions (if applicable) inside the polling place.

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## ACCESSIBILITY FOR DISABLED AND ELDERLY VOTERS

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The City Commissioners, in some cases, utilize temporary modifications at polling places to provide independent access for disabled voters. If your polling place has been provided a temporary modification it must be in place before the polls open on Election Day.

### Portable Ramps

Portable aluminum ramps will be delivered with the Voting Machines to specific polling places that require them. The ramp must be set up when the polls open in the morning and remain in place until the polls close, so it is available to voters who use wheelchairs. Upon closing the polling place at the end of day, place the ramp with the Voting Machines for pickup where they were in the morning before the polls opened.

If you were notified that your Division requires a portable ramp but a ramp was not delivered with the Voting Machines, the ramp may have been delivered with the machine for another Division. Check other Divisions with polling places in the same building. If the ramp was not delivered to the building, call **215-686-1523** immediately.

### Door Stops

A polling place may have a heavy steel door, a door with knobs or hardware that make it difficult for elderly voters or voters with disabilities to open, or a door without any handles or hardware. These Divisions will receive doorstops, which can be found in the rear compartment of ExpressVote XLs. Upon closing the polling place at the end of day, please return the doorstops to the bottom of the Voting Machine.

### Door Threshold Mats

The entrance to a polling place building may have a door threshold that is higher than ½" that must be modified. The threshold mats will be given to the polling place proprietor prior to Election Day. Please work with the other Election Board Officials to place the rubber mat across door thresholds for which they are necessary. The rubber mat must be in place when the polls open in the morning and remain in place until the polls close. Upon closing the polling place at the end of day, please place the rubber mat on the floor next to the Voting Machines for pickup where they were in the morning before the polls opened.

### Doorbells

If it has been determined that a doorbell is required at your polling place, one will be packed in the Election Materials Box of one of the divisions located at your polling place. Please follow the instructions included with the doorbell to ensure the doorbell is attached to the door at the proper location. Please test the doorbell in the morning when you are setting up the polling place. If it does not work please contact our office at **215-686-1523** and we will send a replacement doorbell out to the polling place.



## Alternative Entrance

During the weekend immediately prior to Election Day department personnel will post “Alternative Accessible Entrance” signs at the main entrance of all polling place facilities where an Alternative Entrance is designated to provide access for the disabled. All Divisions with a designated alternative entrance will receive extra posters in the Election Materials Box. The Elections Materials Boxes in these Divisions will also contain extra “Alternative Accessible Entrance” door signs in case they are needed.

Please check with facility personnel to make certain that the alternative entrance is unlocked and available for use. Additionally, check to ensure that the signs posted by department personnel are still affixed to the wall at the main entrance and any alternative entrances. If these signs have been removed, please affix the spare Alternative Entrance signs in the Election Materials Box where necessary. Signs must be clearly visible, and at a reasonably low height, so that a person in a wheelchair can easily see and read them.

## VOTING PROCEDURES

Election Board Officials must adhere to the following procedures for each voter who arrives at the polls to vote on Election Day:

1. **Check the poll book.** The Election Board officer in charge of the poll books must locate the voter’s name in the poll book and call out the person’s name so that others in the polling place can hear it.
  - a. If the person’s voter registration record **IS** listed in the Division’s poll book, then they are registered and eligible to vote. Proceed to step #2.
  - b. **Check supplemental poll book pages (if any).** Election Officials must check any supplemental poll book pages. Supplemental poll book pages are located in a manila envelope that was provided along with the Election Materials Box. If you cannot locate the supplemental poll book pages, call **215-686-1530**. If the person’s voter registration record is listed in the supplemental poll book pages, then they are registered and eligible to vote. Proceed to step #2.
  - c. If the person’s voter registration record **IS NOT** listed in the Division’s poll book, proceed to step #4.
  - d. If the person has requested a Mail-in or Absentee Ballot, proceed to step #5. This will be indicated in the poll book and the Mail-in and Absentee Voters Lists.

***For voters whose names ARE listed in the poll books:***

2. **Check the voter's poll book signature box.** Check the voter's signature box to determine if the voter is required to provide identification or complete an Affirmation of Elector form before signing the poll book. Check for the following messages:
  - a. **No message** - If the box is empty, with no messages, this means the voter is an active voter. An Election Board Official shall enter his or her own initials and the voter's Admission Number in the appropriate boxes on the voter's record in the poll book. The voter must then sign the signature box. Once the voter has signed the poll book, an Election Board Official shall hand the voter a paper ballot and direct them to the next available ExpressVote XL. ***In primaries***, an Election Board Official will hand the voter a colored card indicating the party of the voter which they will give to the machine inspector who will activate the corresponding party's ballot on the ExpressVote XL.
  - b. **"No Signature on File"** – If the box says "No Signature on File," this means the Voter Registration Office was unable to capture an image of the voter's signature from the voter's registration application. However, the voter is eligible and **MUST** be permitted to vote. Election Board Officials should follow the procedures for eligible voters in the "No message" section above.
  - c. **"Affirmation Required"** - If the box says "Affirmation Required," this means the voter is an inactive voter. The voter must complete an "Affirmation of Elector" form **BEFORE** signing the poll book. The voter must print his or her name and date of birth at the top of the form, complete Section A or B (whichever is applicable), and complete and sign Section C. An Election Board Official shall then enter his or her own initials and the voter's Admission Number in the appropriate boxes on the voter's record in the poll book. The voter must then sign the signature box. Once the voter has signed the poll book, an Election Board Official shall hand the voter a paper ballot and direct them to the next available ExpressVote XL, ***in primaries*** follow Primary Voting Procedures in section a above. The department will use the information on the Affirmation of Elector forms to update the voter's registration record after Election Day.
  - d. **"ID Required"** - If the box says "ID Required," then this voter is voting in that Division for the first time. Federal and State laws require that first time voters provide identification before voting. The voter must provide one of the approved forms of identification **BEFORE** signing the poll book. The approved forms of identification are listed in this guide. Once the voter has provided an approved form of identification, an Election Board Official shall enter his or her own initials and the voter's Admission Number in the appropriate boxes on the voter's record in the poll book. The voter must then sign the signature box. Once the voter has signed the poll book, an Election Board Official shall hand the voter a paper ballot and direct them to the next available ExpressVote XL, ***in primaries*** follow Primary Voting Procedures in section a above.
    - i. **NOTE:** If a voter whose signature box is marked "ID Required" is unable or unwilling to provide one of the approved forms of identification listed



in this guide but still desires to vote, that voter **MUST** vote by Provisional Ballot.

- e. **“Affirmation & ID Required”** - If the box says “Affirmation & ID Required,” the voter must complete and sign the “Affirmation of Elector” form AND produce an approved form of identification, in accordance with the procedures in items (c) and (d) above.

**NOTE:** Beginning in the Primary Election in April 2020, all voters who apply for a Mail-in or Absentee Ballot are prohibited by the Election Code from voting on the ExpressVote XLs. This will be indicated in the poll book and Mail-in and Absentee Voters Lists. All voters who appear to vote but have applied for a Mail-in or Absentee Ballot should be processed according to step #5.

### 3. Make a record of the voter in the yellow

**Number 2 and Number 4 books.** An Election Board Official must write the name and party affiliation of each voter casting a ballot on the voting machines, and the associated Admission Number, in BOTH the yellow Number 2 and Number 4 books, beginning on the first page. The Admission Number should be entered into the “Order of Voting” column. Names should be entered into the yellow Number 2 and Number 4 books according to the order in

which voters signed the poll books (i.e. the voter Admission Number 1 should be the first name in the Number 2 and Number 4 books, Admission Number 2 is the second name, etc.) The Number 2 and Number 4 books should contain identical information.

<p>PLACE IN No. <b>2</b> ENVELOPE WARD _____ DIVISION _____</p> <p><b>PRIMARY ELECTION AND SPECIAL ELECTION (IF ANY)</b></p> <p>Where Voting Machines Are Used</p> <p><b>LIST OF VOTERS and Party Enrollment MAY 21, 2013</b></p> <p>At the Time Voter Casts his or her Vote on the Machine, the Clerk must enter in this Book the Name and Party Enrollment of the Voter, together with the order of his or her voting.</p> <p><b>Special Notice</b> This book shall be placed in the <b>JUDGE'S ENVELOPE No. 2</b></p> <p>And returned to the office of the <b>COUNTY BOARD OF ELECTIONS</b> Riverside Place Delaware Ave. &amp; Spring Garden St.</p>	<p>PLACE IN No. <b>4</b> ENVELOPE WARD _____ DIVISION _____</p> <p><b>PRIMARY ELECTION AND SPECIAL ELECTION (IF ANY)</b></p> <p>Where Voting Machines Are Used</p> <p><b>LIST OF VOTERS and Party Enrollment MAY 21, 2013</b></p> <p>At the Time Voter Casts his or her Vote on the Machine, the Clerk must enter in this Book the Name and Party Enrollment of the Voter, together with the order of his or her voting.</p> <p><b>Special Notice</b> This book shall be placed in the Envelope <b>No. 4 marked "MINORITY INSPECTOR"</b></p> <p>And retained by the Minority Inspector.</p>
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For all persons who cast a Provisional Ballot, an Election Board Official must write the name and the abbreviation PROV, instead of a number, in the appropriate spaces in the **BACK** of both the Number 2 and Number 4 books.

For all voters listed on the Division Mail-in and Absentee Voters Lists, an Election Board Official must write the name and the abbreviation MI or AB, instead of a number, in the appropriate spaces in the **BACK** of both the Number 2 and Number 4 books.

Supplemental Poll Book  
PHILADELPHIA COUNTY

Section: PHILA MD 02 DIV 14

Ward: 14 Division: 14

Ballot Type: V ABSENTEE

Order	Name	Party	ID Required
1	JOHN J. GORD ST PHILADELPHIA, PA 19147 09/07/1975	DEM	<input checked="" type="checkbox"/>
2	JOHN J. GORD ST PHILADELPHIA, PA 19147 09/07/1975	DEM	<input checked="" type="checkbox"/>
3	JOHN J. GORD ST PHILADELPHIA, PA 19147 09/07/1975	DEM	<input checked="" type="checkbox"/>
4	JOHN J. GORD ST PHILADELPHIA, PA 19147 09/07/1975	DEM	<input checked="" type="checkbox"/>
5	JOHN J. GORD ST PHILADELPHIA, PA 19147 09/07/1975	DEM	<input checked="" type="checkbox"/>
6	JOHN J. GORD ST PHILADELPHIA, PA 19147 09/07/1975	DEM	<input checked="" type="checkbox"/>
7	JOHN J. GORD ST PHILADELPHIA, PA 19147 09/07/1975	DEM	<input checked="" type="checkbox"/>
8	JOHN J. GORD ST PHILADELPHIA, PA 19147 09/07/1975	DEM	<input checked="" type="checkbox"/>
9	JOHN J. GORD ST PHILADELPHIA, PA 19147 09/07/1975	DEM	<input checked="" type="checkbox"/>
10	JOHN J. GORD ST PHILADELPHIA, PA 19147 09/07/1975	DEM	<input checked="" type="checkbox"/>

11/03/13 3:23 PM Election: 2013 GENERAL ELECTION Precinct: PHILA MD 02 DIV 14 Page 99 of 100 REV: 02/09

*For voters whose names ARE NOT listed in the poll books:*

4. **Re-check the poll book and supplemental poll book sheets (if any) carefully to ensure that the voter's name is not listed.** If the voter's name is not listed in the Division's poll book or on the supplemental sheets, Election Board Officials should do the following:
  - a. **Ask for the voter's Voter Registration Card.** Election Board Officials should ask to see the voter's Voter Registration Card to ensure that the voter is at the right Division polling place.
  - b. **Check under the voter's prior last name or alternate spellings.** If the voter was recently married or has otherwise had his or her name changed, Election Board Officials should check the poll book to see if the voter is listed under a prior last name. If the voter has a hyphenated last name, or has more than one last name, check all variations of the name, (i.e., for Smith-Doe, check both Smith and Doe). Check first name last and last name first.
  - c. **Call the voter registration office.** If the voter's name cannot be located in the poll book or supplemental poll book pages under any variation of the voter's name, an Election Board Official or the voter should call the Voter Registration office at any of these numbers:
    - 215-686-1590
    - 215-686-1500
    - 215-686-1509
    - 215-686-1505

Department staff will check the central computer files to determine the voter's eligibility and to inform the voter of his or her correct polling place.

5. **Provide the Voter with a Provisional Ballot.** If Election Board Officials are unable to locate the voter's name in the poll book or supplemental poll book pages under any variation of the voter's name, and the Voter Registration office cannot locate the voter's record in the central computer files or that person applied for a Mail-in or Absentee Ballot, then the person **MUST** be afforded the opportunity to vote by Provisional Ballot. Detailed information regarding the procedures for voting by Provisional Ballot may be found in this guide.

**NOTE: Election Board Officials are NOT PERMITTED to grant an individual the right to vote on the Voting Machines if the voter's name is not listed in the poll book or supplemental sheets, or if they applied for a Mail-in or Absentee Ballot as indicated in the poll book or Mail-in and Absentee List, even if the Election Board Officials believe the registration records to be in error.**

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## COURT ORDERS

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Voters who appear at a polling place with a court order **MUST** vote by Provisional Ballot **UNLESS** the voter's registration record is found in the Division's poll book. Election Board Officials must check the poll book **BEFORE** providing the voter with a Provisional Ballot.

Election Board Officials must adhere to the following procedures for each voter who arrives at the polls with a court order to vote on Election Day:

1. *Check the poll book.* If a person appears at the polling place with a court order, check the poll book **before** providing the voter with a Provisional Ballot.
  - a. If the voter's name **IS** listed in the poll book, write "In Poll Book" on the court order, and follow the procedures outlined in this guide for voters whose names are listed in the poll book.
  - b. If the voter's name **is not** listed in the poll book, then the voter must vote by Provisional Ballot. Detailed information regarding the procedures for voting by Provisional Ballot may be found in this guide.

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## FIRST-TIME VOTERS AND APPROVED FORMS OF IDENTIFICATION

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If a voter's signature box says "ID Required" in light grey, then this person is voting in the Division for the first time since registering at their address. Federal and State laws require that first time voters provide identification before voting. The voter must provide one of the following approved forms of identification **BEFORE** signing the poll book:

Approved forms of photo identification (must be **valid**):

- |  |                        |
|--|------------------------|
| • PA Driver's License or ID card issued by PennDOT     | • U.S. Passport        |
| • ID issued by U.S. Government                         | • U.S. Armed Forces ID |
| • ID issued by any Commonwealth of Pennsylvania Agency | • Student ID           |
|  | • Employee ID          |

If the first-time voter does not have any of the above forms of approved photo identification, then the voter may provide any of the following approved forms of non-photo identification.

Approved forms of non-photo identification (must include the voter's **name** and **address of registration**):

- |   |                          |
|---|--------------------------|
| • Voter Registration Card issued by the Voter Registration Office | • Current bank statement |
| • Non-Photo ID issued by the Commonwealth of Pennsylvania         | • Current utility bill   |
| • Non-Photo ID issued by the U.S. Government                      | • Current paycheck       |
|   | • Government check       |
|   | • Firearm permit         |

**Note:** If a voter whose signature box is marked “ID Required” is unable or unwilling to provide one of the approved forms of identification listed above, that voter **MUST** be permitted to vote by Provisional Ballot.

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## REPORTING NECESSARY POLL BOOK CHANGES

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Each Division will be provided Discrepancy Sheets. The Discrepancy Sheets may be found in the Election Materials Box. Election Board Officials should use the Discrepancy Sheets to inform the City Commissioners of any changes that should be made to voter registration records.

The City Commissioners will use this information to:

- Correct errors to voters’ name or date of birth information
- Confirm and remove records of voters who are reported as deceased
- Begin the Voter Removal Program by designating records as “Inactive” and mailing Address Verification Notices to registrants that Election Board Officials report as having moved out of a Division

### **Inactive Voters**

Federal and State laws require that the City Commissioners conduct a Voter Removal Program once a year and mail a forwardable Address Verification Notice (AVN) or Five Year Notice to the address listed in the voter’s registration record. These notices include a response form and a postage-paid, pre-addressed return envelope for the voter’s response. The department uses information from the United States Post Office, PennDot, and poll book Discrepancy Sheets to trigger the mailing of an AVN or Five Year Notice. Voters who have not voted in any election for at least five years also receive such mailings.

Voters who do not respond to the notices are designated as “Inactive”. Inactive voters’ registration records will be updated to reflect a new address, if this information can be obtained from the Post Office. An asterisk will precede each inactive voter’s name on the Division Street List, and the inactive voter’s signature box in the Division’s poll book will say “Affirmation Required”. Detailed information on receiving inactive voters at the polls on Election Day can be found in this guide. The department will use the information on the Affirmation of Elector forms to update the voter’s registration record after Election Day.

### **Cancellation of Records**

Federal and State laws require that the department follow certain procedures before canceling the registration of a voter who has moved. Voters who do not respond to the AVN or Five Year Notice form, fail to contact our office, and do not vote by the 2<sup>nd</sup> Federal General Election after the mailing of the notice, will have their registration record cancelled. Inactive voters whose registrations are cancelled will be removed from Division poll books and street lists after the

expiration of the prescribed time period, which always falls in December of each even numbered year.

### Affirmation of Electors

If a registered elector has **moved**, without notifying the Commission, the **voter must be permitted to vote at their former polling place** where their name should remain in the poll book. The voter should inform polling place officials of the address change by **completing Sections A and C** of an **Affirmation of Elector** form (Illustrated above). After the election, the Voter Registration Office will use the Affirmation information to update the registration record and transfer it to the elector's new division poll book, if necessary.

**AFFIRMATION OF ELECTOR**  
PHILADELPHIA COUNTY BOARD OF ELECTIONS

*Please complete Part A or B of this form, whichever is applicable, and sign and date Part C of this form before an election official. Please PRINT all information except your signature.*

Voter's Name: \_\_\_\_\_ Voter's Date of Birth: \_\_\_\_\_

**A. CHANGE OF ADDRESS: I HAVE CHANGED MY ADDRESS OF RESIDENCE AND MOVED**

FROM \_\_\_\_\_ AND I CURRENTLY RESIDE AT: \_\_\_\_\_

TO: \_\_\_\_\_

If my new address is in the area covered by this polling place, I wish to continue to vote here.

If my new address is within Philadelphia, but in an area covered by a different polling place, I wish to vote at this polling place one last time.

If my new address is in another county, outside of Philadelphia, I wish to vote here one last time. Please cancel my registration in Philadelphia County.

**B. NO CHANGE OF ADDRESS: I HAVE NOT CHANGED MY ADDRESS, AS I STILL RESIDE AT:** \_\_\_\_\_

**C. AFFIRMATION**

I hereby swear or affirm that the information that appears above is true and correct to the best of my knowledge under the penalty of perjury.

Signature of Voter: \_\_\_\_\_ Date: \_\_\_\_\_

On the above date, the voter came before me and affirmed the information contained herein to be true and correct.

Signature of Election Official: \_\_\_\_\_ Ward: \_\_\_\_\_ Division: \_\_\_\_\_

QUESTIONS? CALL ELECTION DAY HOTLINE AT (215) 686-1530

10/20/12 (Use other side for Spanish)

## PROVISIONAL BALLOTS

Provisional voting is a fail-safe voting process mandated by Federal law, to ensure that registered voters are not denied the right to vote. A provisional ballot is a paper ballot that is printed in the same format as the Mail-in and Absentee Ballots.

Provisional ballots may be used by voters under many circumstances, such as if they are not listed in a Division's poll book, are unable to provide an approved form of identification when required, applied for a Mail-in or Absentee Ballot, or are incorrectly told they are ineligible to vote by Election Board Officials.

If you have questions about Provisional Voting or are running low on Provisional Ballots on Election Day, call **215-686-1530**.

## PROVISIONAL BALLOT SUPPLIES

The Division's supply of paper provisional ballot packages and the provisional ballots are in the clear plastic bag. This bag should contain:

1. Provisional Ballot Packages
2. Provisional Ballots (white paper with a green stripe near the top)
3. One (1) Provisional Voting Return Envelope C
4. Yellow "Machine Down" Stickers

A Provisional Ballot Package contains the following:

1. One (1) Secrecy Envelope
2. One (1) Provisional Ballot Affidavit Envelope B
3. One (1) Provisional Ballot Instruction Card (white)
4. One (1) Provisional Ballot Receipt
5. One (1) Pen

The Provisional Ballots are printed on white paper with a green stripe near the top of the page, and they are packaged separately from Provisional Ballot Packages.

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## ELIGIBILITY FOR VOTING BY PROVISIONAL BALLOT

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An individual who wants to vote in a polling place but who cannot vote on the machine **MUST** be provided the opportunity to cast a Provisional Ballot. A voter must be offered a provisional ballot under the following circumstances:

1. **A voter's name does not appear in the Division's poll books or supplemental poll book pages.** If an individual claims to be properly registered and eligible to vote in a Division, but the voter's name and voter registration record is not found in the Division's poll books or supplemental poll book pages.
  - a. **NOTE:** If a voter's name does not appear in the Division's poll books or supplemental pages, the voter may be at the wrong polling place. Before providing this person with a provisional ballot, Election Board Officials should call, or else have the voter call, the central Voter Registration Office at **215-686-1590** to determine the person's registration status and proper polling place location. The Election Board should encourage the voter to go to his or her proper polling place but must provide the voter with a Provisional Ballot if he or she insists on staying.
2. **The voter is a first-time voter without proper identification.** Federal and State laws require that a voter appearing to vote in a polling place for the first time must provide an approved form of identification before being permitted to vote on the Voting Machines. A list of approved forms of identification may be found in this guide. If the voter's name is listed in the Division's poll books with "ID REQUIRED" printed in the signature box, but the individual is unable or unwilling to show a form of identification as required by the Election Code, or the Judge of Election challenges the elector's identification, this voter may be provided with a provisional ballot.
3. **There is a question regarding a voter's eligibility to vote.** If an Election Official asserts that the individual is not eligible to vote in the Division, the voter may be provided with a provisional ballot. In a Primary Election, this includes an individual who

claims to be registered for a particular political party, but whom the general register lists as registered as a member of another political party or no political party.

4. **Half or more of the Voting Machines in the Division are not working.** If half or more of the Voting Machines in the Division are not working, the voter has the right to vote by provisional ballot if he or she doesn't want to wait to vote on a Voting Machine. This provisional ballot will be considered an **emergency ballot** and the Judge of Elections should place a yellow label which reads "machine down" on the #2 section of the provisional ballot affidavit Envelope B.

There are some circumstances under which voters may ONLY vote by provisional ballot, and may NOT cast a vote on the Voting Machine. A voter may ONLY vote by provisional ballot if:

1. **The individual has a Federal or State court order.** If a person appears at your polls with a court order, check the Division's poll books and supplemental poll book pages for his or her name BEFORE providing the voter with a provisional ballot.
  - a. If the voter's name IS FOUND in the Division's poll book or supplemental poll book pages, the person must be permitted to vote on the Voting Machine.
  - b. If the voter's name IS NOT FOUND in the Division's poll book or supplemental poll book pages, the voter may only vote by provisional ballot.
2. **There is a court ordered extension of a polling place closing time.** If an individual is voting as a result of a court order extending the time established for closing the polls by State law, which is in effect 10 days before an election, the voter may only vote by provisional ballot. This is only in cases of an emergency when the Courts have ordered the polls to remain open later than 8:00 PM.
  - a. NOTE: Voters who are inside the polling place, or in line to enter the polling place by the normal 8:00 PM closing time, are required to vote on the Voting Machines unless prohibited by reasons 1 and 2 above.
3. **FOR PRIMARY ELECTIONS ONLY: Incorrect political party.** Voters who believe that their political party affiliation as listed in the poll book is incorrect may vote by provisional ballot for the party with which they believe they should be registered.
  - a. NOTE: The Voter Registration Office will review either the voter's original registration application, or images of the original registration application, to determine the political party of record. If the voter casts a provisional ballot for a party with which he or she is not registered, then the provisional ballot will be REJECTED as ineligible and not counted for any elective offices. If there are questions on the ballot, then the votes cast for the questions WILL still be counted.
4. **Voter has applied for a Mail-in or Absentee Ballot.** Beginning in the Primary Election in April 2020, all voters who apply for a Mail-in or Absentee Ballot are prohibited by the Election Code from voting on the ExpressVote XLs. This will be indicated in the poll book and the Mail-in and Absentee Voters Lists.



## PROVISIONAL BALLOT VOTING PROCEDURES

If the Judge of Elections, or Inspectors of Election, determine that a voter is eligible or required to vote by provisional ballot, the Judge of Elections shall adhere to the following procedures:

**1. Enter the voter's name into the Number 2 and Number 4 Books.**

A voter who is voting by provisional ballot may NOT sign the District poll book. The Clerk must write the voter's name in the back of the Number 2 and Number 4 Books, writing "PROV" instead of an admission number.

**2. Provide the voter with a Provisional Ballot Package and a Provisional Ballot.** The Judge of Elections shall provide the individual with BOTH a Provisional Ballot Package and a Provisional Ballot.

A Provisional Ballot Package contains the following:

- a. One (1) Secrecy Envelope
- b. One (1) Provisional Ballot Affidavit Envelope B (green)
- c. One (1) Provisional Ballot Instruction Card (white)
- d. One (1) Provisional Ballot Receipt
- e. One (1) Pen

The Provisional Ballots are printed on white paper with a green stripe near the top of the page, and they are packaged separately from Provisional Ballot Packages.

**3. Witness proper completion of Section #1 of the Provisional Ballot Affidavit Envelope B.** The Judge of Elections and the Minority Inspector must witness the voter complete and sign Section #1 of the Provisional Ballot Affidavit Envelope B.

**4. Complete Section #2 of the Provisional Ballot Affidavit Envelope B.** BEFORE the ballot is marked by the voter, the Judge of Elections and the Minority Inspector must complete and sign Section #2 of the Provisional Voter Affidavit Envelope B.

**5. The voter completes the Provisional Ballot.** The voter should be directed to an area within the polling place where he or she may complete the ballot in private. The voter follows the instructions on the Provisional Ballot Instruction Card in completing the ballot.

**6. The voter returns the Provisional Ballot.** After sealing the ballot and Secrecy Envelope in the Provisional Ballot Affidavit Envelope, the voter must return the completed ballot to the Election Board Official table. The voter must sign and date Section #4 of the

Provisional Ballot Affidavit Envelope B in the presence of the Judge of Elections or Inspector.

- a. NOTE: The Judge of Elections and Minority Inspector MUST witness the voter sign and date the Affidavit in Section #4 of the Provisional Ballot Affidavit Envelope B. In doing so, the voter confirms that he or she claims to be properly registered and eligible to vote at the Division where he or she has appeared to vote.
  - b. NOTE: The Judge of Elections MUST check to make certain the voter has completed all information, and signed both Section #1 and Section #4 of the Provisional Voter Affidavit Envelope B.
7. **Affix the Ballot Identification Number to the Provisional Ballot Envelope.** The Judge of Elections must affix the adhesive Ballot Identification Number, found on the Provisional Ballot Receipt, to the space provided on the bottom right hand corner of Provisional Ballot Affidavit Envelope B.
8. **Provide the voter with a receipt.** The Judge of Elections must give the receipt with the corresponding Ballot Identification Number to the voter, and inform the voter of the website and toll free number where the individual can learn whether the Provisional Ballot was counted, partially counted, or not counted, as well as the reasons for partially counted or not counted ballots. The website and phone number are printed on the Provisional Ballot Number receipt.
9. **Place the voted Provisional Ballot in Provisional Voting Return Envelope C.** All voted and sealed Provisional Ballots will be returned in Provisional Voting Return Envelope C at the end of Election Day.

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## MAIL-IN AND ABSENTEE BALLOTS

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You will receive Mail-in and Absentee Voters Lists which will contain the name, address, date of birth, and political party affiliation of all electors who have applied for a Mail-in or Absentee Ballot to the County Board of Elections by the legal deadline (if any). These voters are prohibited by the Election Code from voting on the ExpressVote XLs.

Record these names of those who have returned voted Mail-in or Absentee ballots in the yellow Number 2 and Number 4 books. Election Board Officials must write the name of each voter **who has cast a vote** by Mail-in or Absentee Ballot, and whose name therefore appears on the Mail-in and Absentee Voter List, in **both** the yellow Number 2 and Number 4 books, beginning on the **last** page. Officials should write “MI” for Mail-in voters “AB” for Absentee voters instead of an Admission Number in the “Order of Voting” column at the end of the day.

**NOTE: After the polls have closed, place the Mail-in and Absentee Voter List into the Vinyl USB Results Bag for police pickup.**

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## CHALLENGES TO MAIL-IN OR ABSENTEE VOTERS

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All challenges to Mail-in or Absentee Ballots must be made to the Philadelphia Board of Elections in City Hall, Room 142. Individuals seeking to challenge a Mail-in or Absentee Ballot should contact to the Philadelphia Board of Elections at 215-686-3949.

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## CHALLENGES TO IN-PERSON VOTES ON ELECTION DAY

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*This section contains information regarding challenges of in-person voters on Election Day. For information on challenging Mail-in or Absentee Ballots, see the Mail-in Absentee Ballot section of this guide.*

Any Election Board Official, certified Poll Watcher, or voter present at the polls has the right to challenge an individual’s right to vote on the grounds of identity, even if the voter’s registration record appears in the Division’s poll book.

**For voters who have moved outside of a Division** - A voter whose registration is found in a Division’s poll book may NOT be challenged on the grounds that the voter has moved to a residence outside of that Division. Voters who have moved out of the Division, and whose registration record appears in the poll book for that Division, are permitted to return to their former polling place to vote one last time, provided they affirm their new address by completing the Affirmation of Elector form. After Election Day, the Voter Registration Office will transfer the voter’s registration to the correct Division for the voter’s current address.

**For first-time voters** – A voter who is voting in a Division for the first time since registering, and whose name is listed in the Division’s poll books with “ID REQUIRED” printed in the signature box, may NOT be challenged. These voters CANNOT be required to produce a qualified elector of the Division as a witness. A first time voter whose name is listed in the Division’s poll books with “ID REQUIRED” printed in the signature box merely needs to provide one of the approved forms of identification

## Challenge Procedures

A challenge does not, in itself, preclude an individual from voting at the polls on Election Day. However, the following steps must be taken before a voter whose eligibility has been challenged may be permitted to vote:

1. *The voter must take an Oath and sign a Challenge Affidavit.* A voter whose eligibility has been challenged must be put under Oath by the Judge of Elections. The voter must also sign the Challenge Affidavit. Any individual under Oath who fails to tell the truth commits perjury, and is subject to any and all penalties provided for in the Election Code.
2. *The voter must produce a qualified voter as a witness.* The voter whose eligibility has been challenged then must produce one qualified voter from the Division who shall serve as a witness. The qualified voter must swear under oath that the voter in question is in fact eligible to vote in the Division. The witness must also sign the Challenge Affidavit.
3. *The voter must be permitted to vote.* Once a voter whose eligibility has been challenged completes and signs the Challenge Affidavit and produces a qualified voter from the Division as a witness, the voter must be permitted to vote.

## ILLEGAL OR INAPPROPRIATE BEHAVIOR ON ELECTION DAY

It is a violation of the Pennsylvania Election Code to:

1. Permit Election Board officials to serve without having been sworn in.
2. Permit illegal voting assistance.
3. Make false entries on official documents.
4. Destroy or alter registration affidavits, results receipts/tapes, or any other official records.
5. Permit ineligible voters to cast a vote.
6. Bribe or attempt to bribe voters.
7. Tamper with Voting Machines.
8. Intimidate, harass, or otherwise deter Poll Watchers from working at a polling place.

9. Permit a voter to see his or her signature on the registration record before signing the poll book.
10. Assault anyone at a polling place.

The above list covers only a few of the possible violations of the Election Code which could occur at the polls on Election Day. The Elections Materials Box contains a Penalties card with a complete list of violations and penalties. Election Board Officials should be familiar with election procedures and the different types of inappropriate or illegal behavior so as to avoid unknowingly violating the law.

The best way for Election Board Officials to become familiar with the Election Code is by attending both an Election Seminar and thoroughly studying this guide. The City Commissioners hold seminars for Election Board Officials in different sections of Philadelphia prior to each election. These instructional sessions are also open to the general public.

Election Board officials may also review the blue “General Information and Instructions Re: Voting Rights and Responsibilities of Election Officials” poster found in the Election Materials Box, and which must be posted in the polling place on Election Day.

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## ELECTIONEERING

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Electioneering is not allowed within 10 feet of the polling place (the entrance to the room in which the voting machines are located.) Electioneering includes, but is not limited to:

- Handing out campaign materials
- Placing campaign materials on the same table where the Election Board is sitting
- Telling voters which candidates to support
- Wearing a t-shirt or button supporting a candidate, campaign, or political party (except voters in the act of voting)

## VOTING ASSISTANCE

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### ASSISTANCE FROM ANOTHER PERSON

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#### Eligibility

No persons shall be entitled to voting assistance unless:

1. It is indicated in the voter's registration record in the Division's poll book that the voter is entitled to assistance.
2. The voter completes and signs an Assistance Declaration at the polling place, prior to approaching the ExpressVote XL.

A registered voter may obtain assistance from anyone he or she chooses. However, the following individuals are NOT permitted to provide voting assistance:

1. The Judge of Elections
2. The voter's employer or an agent of that employer
3. An officer or agent of the voter's union

#### Voting Assistance Procedures

1. *Check the poll book to determine if the voter is eligible for voting assistance.* If a voter requests voting assistance, and Election Board Officials have already determined that the voter is eligible using the information in the "Voting Assistance Eligibility" section above, Election Board officials must then review the Assistance Permitted portion of the voter's registration information in the poll book.
  - a. If the "Assistance Permitted" section in the poll book is marked **YES**, then the voter is entitled to voting assistance. Voters unable to sign must still make a mark in the poll book.
  - b. If the poll book is not marked **YES**, but a voter requests assistance to vote because of disability, blindness, or inability to read or write English, then the voter is entitled to assistance, but must complete an Assistance Declaration form. The Assistance Declaration forms are printed on white paper and are in the Election Materials Box. Once the voter, the individual providing assistance, and the Judge of Elections have completed and signed the Assistance Declaration, the voter is entitled to voting assistance from a person of his or her own choosing (see exceptions above). Voters unable to sign must still make a mark in the poll book. This procedure also relates to the language assistance provisions on Page 29 and 30 of this Guide.

2. *Complete Record of Assisted Voters form.* The “Record of Assisted Voters” form must be completed by an Election Board Official. It must include the name of the voter receiving assistance, the name of the person providing assistance, and the reason for the assistance.
3. *The voter may cast a vote.* If the voter has been determined as eligible to vote on the Voting Machine the person the voter has selected to provide assistance may enter the Voting Machine booth with the voter. If the voter is required to vote by Provisional Ballot, then the assisting individual may assist the voter in completing the Provisional Ballot and Provisional Ballot Affidavit Envelope B.
4. *Return the Record of Assisted Voters.*



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## AUDIO KEYPAD/HEADPHONE DEVICES

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The Help America Vote Act (HAVA) requires that all states and counties use voting systems that are equipped to afford individuals with disabilities the opportunity to privately and independently cast a ballot. Philadelphia County's ExpressVote XLs are wheelchair accessible and are also equipped with a Universal Voting Console (UVC).

An Election Board Official will find the UVC ready to be connected to the ExpressVote XL designated as the A machine, but it will work on either ExpressVote XL. Election Board officials may not discourage voters from using the UVC if they desire to do so.



**Universal Voting Console.** The Universal Voting Console (UVC) allows voters to vote without using the touchscreen.

NOTE: A visually impaired voter is NOT required to use the UVC if the voter chooses to have an individual provide voting assistance. However, if a visually impaired voter desires to vote without any assistance, Election Board Officials must give the voter the opportunity to use the UVC.

**Initiating the UVC Voting Session.** After the paper ballot is inserted and the ballot displays on-screen, press the *Select* button. On the confirmation screen, press the *Next* key. This initiates Assistive Mode on the terminal and produces the Help screen. Press *Next* (Right) to exit or *Select* to generate a blank screen to provide voter privacy. Assist the voter with adjusting volume, if needed.

**Voting with the UVC.** Voters using Assistive Mode will use both the UVC to navigate and headphones to listen to audio ballot instructions on how to complete their ballot. Headphones connect to the jack in the lower-right side of the UVC. The voter will use the UVC to make vote selections, finalize, print, and cast their ballot.

**Voting with a Dual-Switch Device.** Voters may use a dual-switch device, such as a rocker paddle or sip and puff device, to navigate through the ballot, make vote selections, finalize, print, and cast their ballot. Dual-switch devices are not supplied by the County, and are brought to the poll site by the voter. Dual switch devices connect to the jack on the lower left side of the UVC.

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## EMERGENCY ALTERNATIVE VOTING PROCEDURES

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If a disabled voter is unable to enter a polling place due to accessibility barriers, that voter may apply for an Emergency Alternative Ballot at any time while the polls are open on Election Day. Election Board officials should advise the voter that he or she may travel to the County Board of Elections, Room 142 City Hall, which has been designated as the city's Alternative Election Day

Voting Center, to apply for, and vote by, Alternative Ballot. The “Information Statement on Access to the Election Process for People with Disabilities in the City of Philadelphia” notice in the Election Materials Box, which must be posted in the polling place, has additional information about Emergency Alternative Voting for disabled voters. The disabled voter may fill out a Designation of Agent and Certification of Designated Agent form to designate someone to obtain the application and alternative ballot for them if they are unable to get to Room 142, City Hall.

Election Board officials should advise the voter to call **215-686-3949** for more information about alternative voting procedures.

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## LANGUAGE INTERPRETATION SERVICES

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Federal law requires that the City and Philadelphia County Board of Elections make available various means for providing voters with written and oral language assistance in English and Spanish.

### *Printed Information and Materials*

All materials needed to enable voters to vote on Election Day are available in both English and Spanish.

### *Personal Oral Language Assistance*

The City Commissioners will test, certify, train, and assign Interpreters to provide in-person English/Spanish language assistance in a number of Divisions across the City. Some Divisions in the City may have Interpreters assigned for other languages. In order to serve, or be paid, as a Bilingual Interpreter, an individual must be tested, certified, and trained before the election. All certified Interpreters will bring an Appointment Letter from the City Commissioners to the polling place, listing their assigned Ward/Division. If an Election Board Official is sufficiently proficient in Spanish, they may be eligible for appointment by telephone, to fill a vacancy on Election Day. If an Interpreter has not been assigned to your division, and you need one, call Donna Bishop at 215-685-4811.

### *Telephone Oral Language Assistance*

Telephone Language Assistance Services are available in the event that a voter requires language assistance and oral language assistance is unavailable at a polling place. This service may be used if there is no Interpreter assigned to a voter’s Division or to another Division located in the same facility, or if none of the Election Board Officials are sufficiently proficient in the required language.

Each Election Board is offered a cell phone for Election Day. The phone may be obtained when Election Board Officials pick up the Division’s Election Materials Box. A blue “Quick Reference Guide-Election Day Phone Interpretation” instruction card, and instructions for operating the cell phone, may be found in the envelope containing the cell phone. The cell phone battery will be fully charged, and the phone is programmed to automatically go out of service the

day after the election. The City has contracted with a Telephone Language Interpretation Service to provide Election Day interpretation in 173 different languages. If a voter requires Telephone Language Assistance Services, Election Board Officials should use the cell phone and the blue instruction sheet to assist the voter in obtaining language services.

There is a list of languages printed on the back of the instruction card. If Election Board Officials are unable to determine which language a voter speaks, the voter should point to the correct language on the list. This cell phone may also be used to contact the County Board of Elections for any reason.

#### *Language Assistance from a Child, Relative, Friend, Neighbor, or another Voter*

Under Federal and State law, a voter who is disabled or who cannot adequately read or write English can select anyone the voter chooses, including the voter's minor children, to provide oral language assistance. A voter may NOT receive assistance from the voter's employer or an agent of that employer, or from an officer or agent of the voter's union. State law also prohibits the Judge of Elections from providing assistance in voting. However, the Judge may be permitted to provide language assistance if:

1. There is no one else available to provide oral language assistance
2. AND, the Judge speaks Spanish or any other required language proficiently
3. AND, the voter chooses the Judge to provide language assistance. If the voter's record in the poll book is not marked "Assistance Permitted," then the voter, the person the voter chooses to assist them, and the Judge of Elections, will have to complete and sign an "Assistance Declaration" form which is available at the polls. The Judge of Elections must also complete the "Record of Assisted Voters" form.

Election Board Officials should check the poll book to determine if the voter is eligible for voting assistance. Refer to the "Voting Assistance Procedures" in this guide for detailed information about Voting Assistance procedures and forms.

## AUTHORIZED AND UNAUTHORIZED POLLING PLACE INSPECTORS AND VISITORS

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No person is to be permitted in the polling place except:

- Division Election Board Members
- Voters in the act of voting
- Persons providing authorized voter assistance or language translations
- Certified Poll Watchers
- County election personnel
- Law enforcement personnel summoned by the Judge

## Poll Watchers

Official Poll Watchers are issued Watcher Certificates by the City Commissioners, as requested by candidates or political parties, after a review of the potential Poll Watchers' voter registration files. Watchers do not have to live in the Division in which they watch, but they must be registered electors in Philadelphia. The primary responsibility of Poll Watchers is to WATCH the election process as representatives of their candidate or political party.

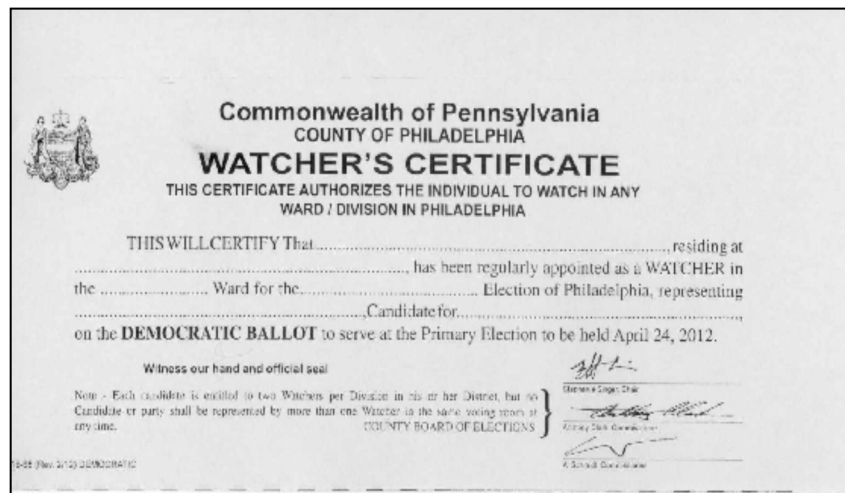
### *Primary Election Poll Watchers*

During Primary Elections, each candidate is entitled to request two (2) Watcher Certificates per Division for his or her district. Parties may not request Watcher Certificates during the Primary Election.

### *General Election Poll Watchers*

Each political party is entitled to request three (3) Watcher Certificates per Division AND each candidate is entitled to request two (2) Watcher Certificates per Division in his or her district.

Watchers are only permitted to be issued one Certificate for one Election District, but are permitted to use that Certificate to watch in ANY Ward/Division in Philadelphia. Each Watcher Certificate will have the Watcher's name, address, and the Ward and Division in which the Watcher has requested to work listed on the certificate. Certified Watchers are permitted to be present in ANY polling place during Election Day and during the tabulation of results after the polls close at 8:00 PM, in accordance with the following requirements of the Election Code:



1. All Watchers must have a valid Watchers Certificate, issued by the City Commissioners' County Board of Elections. Each Watcher must carry the Certificate on his/her person at all times during the course of the election. Watchers must show these Certificates upon request to members of the Election Board.
2. During voting hours (opening of polls to closing of polls), only one Watcher for each party or candidate, is to be permitted in the polling place room at any given time.
3. After the polls close, ALL Watchers are permitted inside the polling place to watch the Division vote tabulation.
4. Only when there are NO voters present in the polling place, a Certified Poll Watcher, upon request and presentation of their Certificate to a Poll Official, may inspect the Voting Check List (poll book), ask for the public count from each EVM, and inspect the Number Two and Number Four books during voting hours (7:00 AM- 8:00 PM). Once a voter enters the

polling place the Poll Official must stop the inspection. Inspection of the voting materials DOES NOT mean the Certified Poll Watcher may handle the materials or remove them from the table where the Election Board Officials are sitting.

5. Watchers MUST remain OUTSIDE the enclosed area – the area directly in front of, beside or behind the voting machines – while in the polling place.
6. Watchers MAY NOT INTERFERE with the voting process. If they believe something to be wrong or irregular in the election procedure, they should report it to their candidate or party.

## VOTING SYSTEM

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For Voting System questions on Election Day, call **215-686-1590**. Please have the following information on hand for the operator:

1. Ward/Division
2. Device ID Number on the front of the device
3. Description of the problem

Check the Ward/Division Cards to make sure you have the correct devices for your Division.

Make sure to open all voting devices provided to your Division.

The pictures below show the ExpressVote XL and its parts.



- |   |                           |
|---|---------------------------|
| 1 | Rolling cart              |
| 2 | 32" touch screen          |
| 3 | Power status panel        |
| 4 | Access compartment        |
| 5 | Protective screen cover   |
| 6 | Report printer            |
| 7 | Paper path module ("PPM") |
| 8 | Paper ballot slot         |



- 1 Privacy curtain rod mount
- 2 Secure ballot hopper
- 3 Privacy curtain storage
- 4 Universal voting console ("UVC")
- 5 Backup battery storage area
- 6 Power cord
- 7 Headphones
- 8 Rolling cart handle

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## Secure Ballot Hopper



- 1 Card level window
- 2 Handle (two views)
- 3 Secure seal attachment loop
- 4 Kiosk attachment (two views)

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## OPENING AND SET-UP OF THE VOTING MACHINES

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There is one Counter/Seal Card in the Election Materials Box. Election Board members **MUST** write the following numbers on the card:

- ☐ Write the seal number from the green cover seal from each machine in the appropriate blocks on the counter seal card.
- ☐ Write the seal number from the green back panel seal (grey panel) from each machine in the appropriate blocks on the counter seal card.
- ☐ Write the seal number from the green access compartment seal (rear of white panel) from each machine in the appropriate blocks on the counter seal card.
- ☐ After polls are opened, seal access compartment with yellow plastic seal and write the Seal Number in the appropriate blocks on the counter seal card.
- ☐ Write the public count number for each machine in the appropriate blocks on the counter seal card. (This number should be zero. Notify the Office of the City Commissioners immediately if the public count is not zero at the start of the day.)

**1. Position the ExpressVote XL** in the desired location, providing enough space on the sides and rear for election officer access.

**2. Connect the ExpressVote XL to power.** The power cord is wrapped on the side of the device. Adapters for different types of outlets will be provided in the back panel of the device.

**3. Power on the ExpressVote XL.** Confirm that the green power indicator light is illuminated on the power status panel. This indicates the terminal is plugged into AC power. Lift the protective screen cover from the touch screen.

Unlock and open the Access Compartment door on top of the terminal. Inside the Access Compartment, press and release the red power button.





4. **Installing Privacy Curtain & Adjusting Touch Screen Angle.** Remove the curtain assembly from the storage tube on the back of the device. Insert rods into the mounting brackets on either side of the cart. Loosen the white plastic clamps on the assembly to adjust the height, then re-tighten.



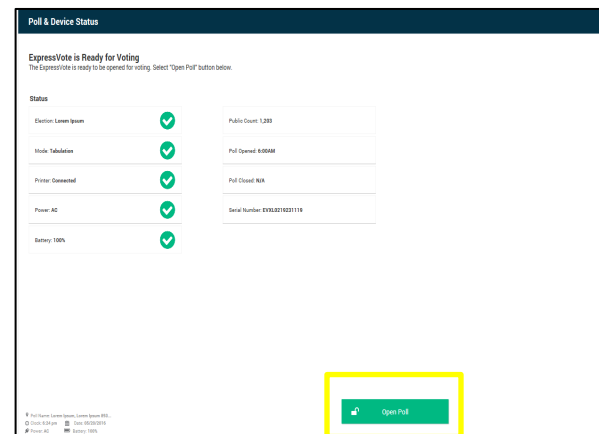
5. **Adjusting Touch Screen Angle.** Initially adjust screen angle after transport by holding the top and bottom of the screen and tilting to an angle that is comfortable for most voters. To ensure proper function, voters should adjust the screen to their preferred angle in the same manner. The screen should be adjusted to the vertical position for voters in wheelchairs.

6. **Remove ALL Items from back of ExpressVote XL.** Blank ballots are located in the rear of the A machine with the Universal Voting Console (UVC). The Hopper Sack is located in the rear of the B machine

7. **Connecting the Universal Voting Console.** The Universal Voting Console (UVC) allows voters to vote without using the touchscreen. The UVC plugs into the USB port in the backup battery storage area. Thread the UVC wire carefully through the notch in the upper-left corner of the door as you close it. Not doing so could cause damage to the wire. Note: The back door is intended to be snug when closed. When opening, push in on door with one hand while turning the key with the other. Headphones connect to the UVC via the headphone jack on the bottom right corner.



8. **Opening the Polls:** The Poll & Device Status screen will appear once the ExpressVote XL is powered on. Touch *Open Poll*. Enter the Election Code and touch *Accept*. Once the opening procedure is complete the screen will indicate that it is ready to vote.



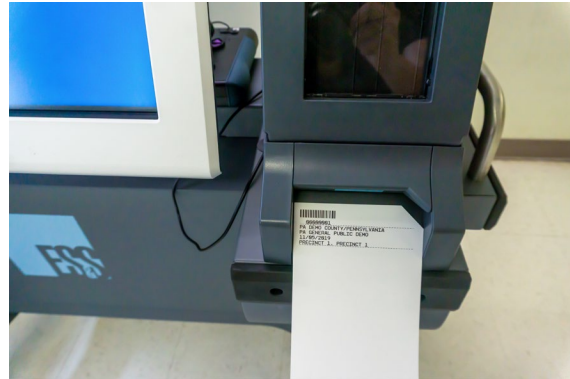
9. **Verify and Sign the Zero Report.** The ExpressVote XL will be set up to automatically print the Zero Totals Report when the polls are open. Be careful to not allow the zero tape to roll onto the screen. Each election officer must sign to certify the poll opening count.

All observed counts MUST be zero. If the counts are not zero, call the Voting Machine Hotline immediately at 215-686-1590. Place the signed Zero Totals Report in the vinyl USB Results Bag.

## OPERATING THE EXPRESSVOTE XL

**Initiating a Voting Session.** To initiate a voting session, insert the paper ballot into the card slot. Select either English or Spanish from the Language Selection screen and touch *Start Voting* to display the ballot.

**For Primary Elections:** To select the voter's party, stand at the side of the ExpressVote XL, draw the privacy curtain to the side, insert the paper ballot into the card slot, and select the voter's registered party on the touchscreen. Once completed, direct voter to enter the booth.



### Making Vote Selections on Touch Screen.

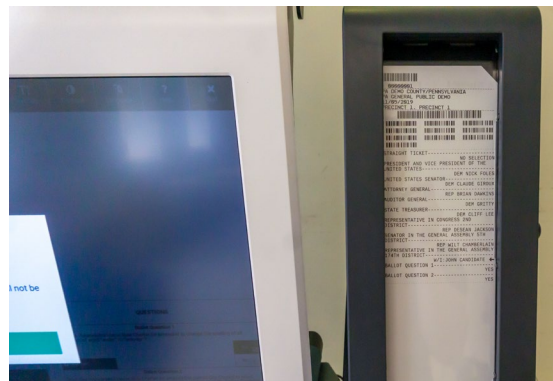
Touch the center of the box containing the desired candidate's name or other contest choice. The system highlights your selection in green. De-select by touching the choice again. If the ballot is too large for a single screen, touch *Next Page* or *Previous Page* to navigate. For contests allowing write-in votes, touch *Write-in* and enter your choice on the keyboard that will appear on screen. Touch *Accept*.

### Verifying Selections & Casting Ballots.

After making your vote selections, verify they are correct and touch *Print Ballot*.

The printed ballot will appear in the preview pane. If the previewed ballot is correct, touch *Vote*. The printed ballot is deposited into the secure ballot hopper.

If you want to change contest choices after reviewing printed selections, touch *Spoil Ballot* to cancel the voting session and request a new ballot from an Election Official.



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## SPOILING A BALLOT

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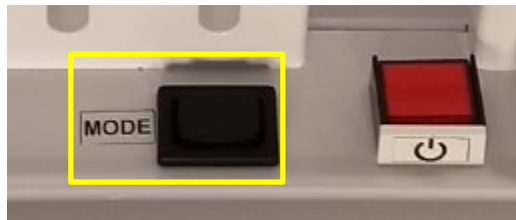
When a voter wishes to cancel the voting session and request a new ballot, they will indicate their desire to do so on the ExpressVote XL, which will cause it to chirp, therefore signaling the Election Official. The Election Official takes the following steps to spoil the ballot and re-issue a new ballot:

1. Inform the voter the ExpressVote XL is calling a poll worker over for assistance and alert them that you will be entering the privacy curtain.
2. Enter the election code onto the ExpressVote XL and confirm the reason for ending the voting session.
3. When the paper ballot ejects, hand it to the voter without looking at their selections and walk them back to the table.
4. Provide the voter with a black marker and “Spoiled Ballot” sticker from the Election Materials Box. Instruct the voter to black out the barcodes and their selections and to place the “Spoiled Ballot” sticker over the barcodes.
5. In the poll book, in the space below their Admission Number, write S1 for the first time they spoil a ballot, S2 for the second time, and S3 for the third time. After the first (S1) and second time (S2) an Election Board Official shall hand the voter a new paper ballot and direct them to the next available ExpressVote XL. After the third (S3) please see step 7.
6. In the 2 and 4 books an S1, S2, and S3 should also be recorded next to the voter’s name.
7. Spoiled ballots should be folded and placed into the Spoiled Ballot Envelope. This envelope will be placed in the Hopper Sack at the end of the night.
8. Voters are only be entitled to 3 total paper ballots. After they have spoiled their third ballot (S3) they should be provided a Provisional Ballot and those procedures should be followed.

When going through the spoiled ballot process, please make sure that the voter’s privacy is respected at all times.

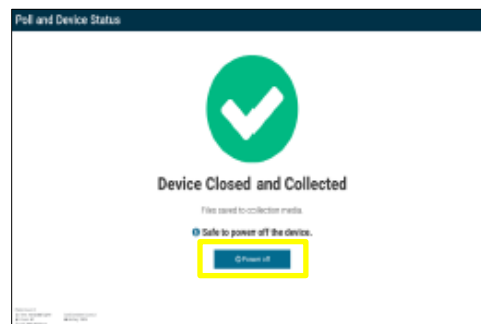
## CLOSING THE POLLS

**Closing the Polls.** Remove the plastic yellow seal from the Access Compartment and touch and immediately release (quick click, **do not hold down**) the black switch either to the left or right until you hear a click. Touch *Close Poll*. Enter the Election Code and touch *Accept*. The Results Report will automatically begin printing.

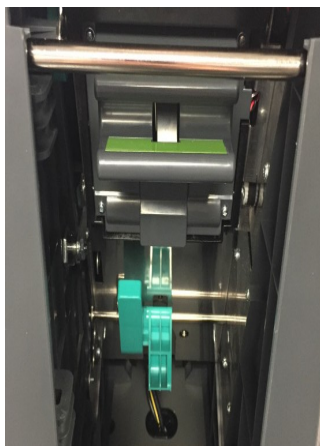


**Printing Results Report.** The Voting Results report will automatically print when the polls are closed. Seven copies will print.

**Powering Down & Storing.** When the polls have been closed, a confirmation screen displays saying that it is now safe to remove the USB stick. To remove the USB from the top Access Compartment, pull straight up and place it into the vinyl USB Results Bag. Press the “Power Off” button on the screen to confirm, touch “Shut Down”. Unplug the ExpressVote XL and wrap the cord back up.



**Remove and Seal the Hopper.** The secure ballot hopper used with the ExpressVoteXL provides a secure storage for printed paper ballots. The secure ballot hopper attaches to the back of the Paper Path Module (PPM) via the green handle at the top of the hopper. The hopper is removed by pushing the bottom green lever within the PPM and lifting it off the mounting hook. After removing the hopper, place the red wire seal labeled “Hopper” through the hole indicated below, so as to seal the metal door on top. Record seal number in the appropriate blocks on the Counter Seal Card.



**Sign the Tapes.** All Election Board Officials MUST sign the bottom of each tape in the provided signature lines.

Place the last tape (the longest printed Election Results Report) from each ExpressVote XL into the RTC Envelope, and then place the RTC Envelope into the vinyl USB Results Bag. The longest printed Election Results Report contains the Write-In votes.

**Pack up the Rear Storage.** Place the UVC and the headphones into the back panel of Machine A along with any unused paper ballots. Then close and seal the back door with the red plastic seal labeled “Rear Door”.

**Return Curtain to Storage Tube.** Dismount the curtain, roll it up, and return it to the storage tube in the back of the ExpressVote XL. Lower curtain rods to their original height.

**Cover and Seal.** Return the screen to the original vertical position. Return cover over the screen and Paper Path Module (PPM). Loop tail underneath the screen so the brass circles are together. Place the plastic red seal labeled “Cover Seal” through both circles.

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## AFTER CLOSING THE POLLS

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### USB STICKS, TAPES, AND OTHER ITEMS

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#### **Vinyl Results Bag**

Each Division has a vinyl USB Results Bag located in the election material box. The bag will be picked up by the Philadelphia Police Department at the end of Election Day. The following items must be placed in the vinyl USB Results Bag for pickup:

1. **USB Sticks.** The USB Sticks for each ExpressVote XL, whether the ExpressVote XL was used or not, must be placed in the vinyl USB Results Bag. The USB Stick is located in the white Access Compartment at the top of the ExpressVote XL. Remove it by carefully pulling straight up and out.
2. **Printed Machine Tape.** The white RTC Envelope containing the printed result tapes must be placed in the vinyl USB Results Bag for Police pickup. This is the LAST (longest) results receipt from each machine which contains the Write-In votes.
3. **Mail-in and Absentee Voters Lists (if any).** Place the Mail-in and Absentee Voters Lists into the vinyl USB Results Bag.
4. **Cell Phone.** Power off the cell phone that was provided in the Election Materials Box.
5. **Key.** All keys for the ExpressVote XLs.

## Hopper Sack

Each Division has a canvas bag in the back of the machine labeled B. The bag will also be picked up by the Philadelphia Police Department at the end of Election Day. The following items must be placed in the Hopper Sack:

1. **Machine Hoppers.** The back hoppers from the back of each machine should be sealed and placed in the Hopper Sack. These hoppers contain the official voted ballots.
2. **Provisional Voting Return Envelope C.** This sealed and signed envelope should contain all of the voted Provisional Ballots inside their declaration envelopes.
3. **Spoiled Ballot Envelope.** This envelope should contain all of the ballots that were spoiled during the course of the election (if applicable).
4. **Seal Card.** Completed Seal Card with seal numbers recorded.

After placing all of the above items into the vinyl USB Results Bag (close the zipper) and the Hopper Sack (pull the string tight), wait for the Police to arrive for pickup. Both bags should be given to the Police when they arrive.

NOTE: The phone number for the police district responsible for picking up the vinyl USB Results Bag is printed on the Ward/Division card located in the bag's back pocket. If the police do not arrive to pick up the bag by 9:00 PM on Election Day, notify the Office of the City Commissioners by calling **215-686-1530**.

## Extra Copies of Results Receipt Tapes

Each ExpressVote XL prints seven copies of the results receipt tapes. Pennsylvania law requires that Official Returns be signed and distributed as follows:

1. One signed copy of the results receipt from each ExpressVote XL must be placed in the large goldenrod **Number 2** envelope, labeled "Primary Election and Special Election (If Any)," and returned to Delaware Avenue & Spring Garden Street in the Election Materials Box.
2. One signed copy of the results receipt from each ExpressVote XL must be posted on the exterior door or wall of the polling place for public inspection.
3. One signed copy of the results receipt from each ExpressVote XL must be placed into the large goldenrod **Number 4** envelope, labeled "Give to Minority Inspector." The Minority Inspector must take this envelope home for safekeeping for one year.



4. The three other Extra Copies are for the Major political party representatives and must be distributed of as follows:
  - a. One signed copy of the results receipt from each ExpressVote XL is to be given to one of the Democratic Committee persons for the Division (if present)
  - b. One signed copy of the results receipt from each ExpressVote XL is to be given to one of the Republican Committee persons for the Division (if present)
  - c. One signed copy of the results receipt from each ExpressVote XL is to be given to any representative of minor party candidates (if present)

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### IDENTIFICATION AFFIDAVIT

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The Board of Elections has supplied each Election Board with an Affidavit that must be signed, after the close of the polls, by all Election Board Officials who have examined voters' identifications any time during the course of Election Day. The Identification Affidavit is printed on the front of the poll book containing voters with last names beginning with letters A through M. In signing the Affidavit, Election Board Officials are swearing under oath that they have examined the approved forms of identification presented by voters for whom the Election Board Official has affixed his or her initials in the poll book.

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### PROVISIONAL BALLOTS AND MATERIALS

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ALL Provisional Ballot Materials MUST be returned to the County Board of Elections according to the following procedures:

1. *Prepare return envelopes.* The Judge of Elections and Minority Inspector complete and sign the Provisional Voting Return Envelope C and Provisional Ballot Materials Envelope D. After the polls close, the Judge of Elections must count the number of voted, sealed Provisional Ballots and write the number where indicated on the front of Provisional Voting Return Envelope C and Provisional Ballot Materials Envelope D.
2. *Separate voted ballots.* Sealed, voted Provisional Ballot Affidavit Envelopes B MUST be separated into two groups and placed into the green Provisional Voting Return Envelope C. The two groups are:
  - a. Provisional Ballot Affidavit Envelopes B completed as a result of a Federal or State court order, or those completed as a result of any order extending the time established for closing the polls by State law in effect ten days before an Election, as discussed in this guide.
  - b. All other completed Provisional Ballot Affidavit Envelopes B
3. *Package unused Provisional Ballot materials.* Unused or spoiled Provisional Ballot materials should be placed in the Provisional Ballot Materials Envelope D.



4. *Return Provisional Ballot materials.* Once the Provisional Voting Return Envelope C and the Provisional Ballot Materials Envelope D are properly packaged and signed by the Judge of Elections and Minority Inspector, seal them and place Envelope C in the Hopper Sack and Envelope D in the Elections Materials Box to be returned at the end of Election Day.

NOTE: Election Board Officials are NOT permitted to count the votes cast on Provisional Ballots, nor are they permitted to open a voted Provisional Ballot Affidavit Envelope B. These materials must remain sealed and must be returned to the County Board of Elections.

PHILADELPHIA COUNTY BOARD OF ELECTIONS  
PRIMARY AND SPECIAL ELECTION (IF ANY) - MAY 21, 2013

PROVISIONAL VOTING  
RETURN ENVELOPE - C

ENCLOSE ONLY VOTED PROVISIONAL BALLOTS IN THIS ENVELOPE.

YOU ARE NOT PERMITTED TO OPEN OR COUNT A VOTED PROVISIONAL BALLOT AT THE POLLING PLACE. RETURN THEM TO THE COUNTY BOARD OF ELECTIONS AS SEALED BY THE VOTER.

All unused, or spoiled Provisional Ballot Materials MUST be returned to the Philadelphia County Board of Elections in a separate envelope (Envelope D).

#1 FOR THE JUDGE OF ELECTION	
1. Total of blank Provisional Ballots received from the Elections Board.....	No. _____
2. Total of all voted Provisional Ballots in this envelope.....	No. _____
3. Individual who delivered the Provisional Ballots to the Elections Board	
Print _____ (Individual's Full Name)	
I hereby swear, in accordance with the Pennsylvania Election Code, that the information provided in this section is accurate and complete.	
Signed _____ (Judge of Elections)	

#2 FOR THE MINORITY INSPECTOR
Signed _____ (Minority Inspector)

Ward \_\_\_\_\_ Division \_\_\_\_\_  
PHILADELPHIA COUNTY

SEAL SECURELY AND DELIVER TO COUNTY BOARD OF ELECTIONS WITH OTHER RETURNS SEPARATE FROM ALL OTHER ELECTION MATERIALS.

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## ELECTION BOARD PAYROLL

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Please pay special attention in making sure that the payroll form for the Division's Election Board Officials is filled out completely and properly. Failure to do so can cause delays in payment and confusion for every member of the affected Election Board.

Each Division should have one Judge of Election, one Majority Inspector, one Minority Inspector, one Clerk and at least one Machine Inspector for a total of five officials per Division. When it gets busy, the Judge of Election is to help the Machine Inspector operate the second machine. If the Division has three machines, then the law allows a second Machine Inspector.

If a position on the Election Board was vacant on Election Day, please write "none" across the space provided for that official on the payroll form. This will help avoid delays in processing the payroll.

Each Official working on the Election Board must print their name, full address, date of birth, email, full Social Security number (failure to provide your full Social Security number may result in delays in processing your payroll), and telephone number in a clear and legible manner in the designated spaces on the payroll form.

Each official must also place their signature on the line below their printed name. Failure to sign may result in delayed payment.

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## OTHER MATERIALS

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### **Number 2 and Number 4 Books**

The Number 2 and Number 4 books should be placed in the Number 2 and Number 4 envelopes respectively. The Number 2 envelope should be returned to Delaware Avenue & Spring Garden Street in the Election Materials Box and the Number 4 envelope must be taken home by the Minority Inspector for safekeeping for one year.

**All other materials should be placed in the Election Materials Box and returned to Delaware Avenue and Spring Garden Street.**

## SEALS

Color	Color	Numbered	Text	Size	Location	Seal Will be Used
Plastic	Green	NO	Cover Seal	8"	Cloth Machine Cover	Prior to election. Poll workers will break to unover machine and open polls.
Plastic	Green	Yes	-	-	Top Device Panel, Back of Machine (Access Compartment)	Prior to election. Poll workers will break to open polls.
Plastic	Green	Yes	Rear Door	8"	Back Panel (Grey, battery/ballot storage)	Prior to election. Poll workers will break to remove materials and open polls.
Plastic	Yellow	Yes	-	-	Top Device Panel, Back of Machine (Access Compartment)	During election. Poll workers open polls then seal the Access Compartment.
Metal	Red	Yes	Do Not Break	6"	Inside Top Device Panel (Access Compartment I)	Seal should not be removed.
					Hopper / Ballot Box, Mid-box	Seal should not be removed.
Metal	Red	Yes	Hopper	6"	Hopper / Ballot Box, Top (Ballot deposit point)	After election. Poll workers will seal Hopper.
Plastic	Red	NO	Rear Door	8"	Back Panel (Grey, battery/ballot storage)	After election. Poll workers will seal machine.
Plastic	Red	NO	Cover Seal	8"	Cloth Machine Cover	After election. Poll workers will seal machine cover.

## VOTING MACHINE TROUBLESHOOTING

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### **ExpressVote XL Device Turns Off & Will Not Power Back On**

PROBLEM: The ExpressVote XL terminal does not respond when you push the power button.

CAUSE: The device could be disconnected from AC power and has run out of battery power.

SOLUTION: The backup battery for the terminal can power the ExpressVote XL, when fully charged, for 7 hours. If the terminal loses power, first check to ensure the AC power cord is plugged into both the terminal and the wall outlet. If the terminal is plugged in properly, verify the AC outlet has adequate power. If unable to resolve, call 215-686-1590.

### **ExpressVote XL Not Accepting Paper Ballot**

PROBLEM: When the voter attempts to insert their ballot, the ExpressVote XL is not accepting the ballot.

CAUSE: Although causes vary, the more typical reasons for card jams are:

- The blank paper ballot is damaged or defective, or
- Ballots within the hopper are settling improperly, blocking additional ballots from being inserted

SOLUTION: Depending on the problem, one or more of these suggestions may help:

- Try re-feeding the ballot into the activation card slot, being careful to feed it as straight as possible.
- Check the card to ensure there is no damage. If the paper ballot is damaged, spoil the ballot, and issue another ballot to the voter.
- Ensure ballots are settled into bottom of the hopper. Unlock and open the side access door of the ExpressVote XL; remove the ballot hopper; open the front transport access panel and ensure ballots are not curled/blocking the path. Gently shake the hopper to loosen and settle any stuck ballots. Ensure all voted ballots remain in the hopper and reinsert hopper into ExpressVote XL.

If issues persist, call 215-686-1590.

### **Jammed Paper Ballot**

PROBLEM: The ballot is jammed inside the ExpressVote XL Paper Path Module.

CAUSE: Although causes vary, the more typical reasons for ballot jams are:

- The ballot was inserted incorrectly, or
- The Paper Path Module rollers are not functioning properly.

SOLUTION: Unlock and open the side access door to the Paper Path Module. Remove the hopper and open the front transport access panel. Locate and clear the jammed ballot, including all fragments. Spoil the ballot and issue a replacement ballot to the voter.

If you cannot clear the paper jam via the described process without the use of tools, call 215-686-1590.

### **System Error During Voting**

PROBLEM: The ExpressVote XL screen displays the following message during a voting session:

*“Election Official Message  
The system encountered a fatal error. To attempt to continue, turn the  
power off and then back on. If the problem persists, contact election  
headquarters.”*

SOLUTION: Follow the on-screen instructions and power down the device. Once powered down, turn the terminal back on again. If this does not resolve the problem, call 215-686-1590.

### **Internal Flash Memory Card Failure**

PROBLEM: The ExpressVote XL experiences a malfunction of the internal flash memory card and the system displays an on-screen alert suspending all voting functions.

CAUSE: The internal memory flash card device failed.

SOLUTION: Touch Shut Down. Once the terminal has powered down, set it aside and call 215-686-1590.

### **Session Timeout & Canceling a Vote Session**

PROBLEM: After several minutes, the following message appears on the ExpressVote screen:

*“Vote Session Timed Out  
There has been no activity for five minutes.  
To continue, touch End Voting.”*

CAUSE: The terminal has been idle for five minutes during an active voting session.

SOLUTION: If the voter has fled without casting their ballot, then touch “End Voting” and spoil the ballot. If the voter is still voting, they should be allowed to continue voting.

Touch the appropriate reason for canceling the vote session, then touch “Continue”.

### **Printer Not Found**

PROBLEM: A message stating, “Printer not found,” displays on the screen.

CAUSE: The printer door may be open or the printer is not being recognized by the system.

SOLUTION: Check to ensure the printer door is fully closed and latched. If unresolved, power down the terminal and restart the system. If the problem persists, call 215-686-1590.

### **Calibrating the Touch Screen**

PROBLEM: The ExpressVote XL touch screen is not accurately responding to the Voter or Election Official touch inputs.

CAUSE: The touch screen needs to be re-calibrated.

SOLUTION: Call 215-686-1590 to report the issue.

### **Touchscreen Does Not Register Touches Correctly**

PROBLEM: The ExpressVote XL touchscreen is not registering touches accurately.

SOLUTION: Depending on the problem, one or more of these suggestions may help:

- Ensure nothing is touching the screen; e.g., fingernails, clothing items, and the voter is not leaning on the ExpressVote XL with their other hand.
- Ensure voters are pressing the center of the box containing their desired choice, not the smaller check box.

If issues persist, call 215-686-1590.

### **Touchscreen is Slow or Unresponsive**

PROBLEM: The ExpressVote XL touchscreen is slow or unresponsive.

SOLUTION: Ensure there is nothing touching the screen. Remove any obstruction and wait 20 seconds without touching the screen; if the problem persists, power down and restart the ExpressVote XL

If issues persist, call 215-686-1590.

## WHERE TO PICK UP YOUR ELECTION MATERIALS

You are required to pick up your election materials the weekend before the election. City Commissioners personnel will be available at distribution centers the weekend before the election:

Saturday and Sunday- 8:00 AM through 8:00 PM

Monday- 8:00 AM through 4:30 PM

<b>If your polling place is in this ward</b>	<b>Pick up your election materials at this location</b>
Wards 26, 30, 36, and 48	1 <sup>st</sup> District Police Station 24 <sup>th</sup> and Wolf Streets
Wards 23, 35, 41, 53, 54, 55, and 62	2 <sup>nd</sup> / 15 <sup>th</sup> District Police Station Harbison Avenue and Levick Street
Wards 1, 2, and 39	3 <sup>rd</sup> / 4 <sup>th</sup> District Police Station 11 <sup>th</sup> and Wharton Streets
Ward 21	5 <sup>th</sup> District Police Station Ridge Avenue and Cinnaminson Street
Wards 5, 8, 14, 15, 18, 19, 25, and 31	Voter Registration Office 520 N Columbus Boulevard, 5 <sup>th</sup> Floor
Wards 56, 58 and 63	7 <sup>th</sup> District Police Station Bustleton Avenue and Bowler Street
Wards 57, 64, 65, and 66	8 <sup>th</sup> District Police Station Academy and Red Lion Roads
Wards 3, 40, and 51	12 <sup>th</sup> District Police Station 65 <sup>th</sup> Street and Woodland Avenue
Wards 9, 12, 22, and 59	14 <sup>th</sup> District Police Station Haines Street west of Germantown Avenue
Wards 46 and 60	18 <sup>th</sup> District Police Station 55 <sup>th</sup> and Pine Streets
Wards 4, 34, and 52	19 <sup>th</sup> District Police Station 61 <sup>st</sup> and Thompson Streets
Wards 20, 29, 32, 37, and 47	22 <sup>nd</sup> /23 <sup>rd</sup> District Police Station 17 <sup>th</sup> and Montgomery Streets
Wards 7, 33, 42, 43, and 45	24 <sup>th</sup> /25 <sup>th</sup> District Police Station Whitaker Avenue north of Erie Avenue
Wards 10, 17, 49, 50, and 61	35 <sup>th</sup> District Police Station Broad Street and Champlost Avenue
Wards 11, 13, 16, 28, and 38	39 <sup>th</sup> District Police Station 22 <sup>nd</sup> Street and Hunting Park Avenue
Wards 6, 24, 27, 44	A.M.E. Baptist Church 41 <sup>st</sup> and Spring Garden Streets

\*Times and locations accurate as of February 2020







## CHECK-IN STATION PROCEDURES

1. The poll book is divided into two sections:

Section **1** is for voters who did not request or did not return an absentee or mail-in ballot. This section will be split into two books; A-L and M-Z.

Section **2** is for voters who returned their absentee or mail-in ballot.

**Note:** There may also be a supplemental poll book that includes both sections. A supplemental poll book contains voter record updates that have occurred since the poll books were printed.

2. When a voter presents to the **Check-in Station**, to determine which poll book section to search for the voter, first ask the voter if they requested an absentee or mail-in ballot.

“So that we can help you vote today, I need to find your name in our poll book, can you tell me if you requested an absentee or mail-in ballot for this election?”

Voter Says	Voter's Explanation	And the voter...	Poll Book Section
<b>NO</b>	Did not request a mail ballot.	N/A	<b>1</b>
<b>YES</b>	Requested a ballot but never received it.	N/A	<b>1</b>
<b>YES</b>	Received the ballot.	<b>Brought</b> the ballot and return-envelope to polling place.	<b>1</b>
<b>YES</b>	<b>Did not return</b> the ballot	<b>Did not bring</b> the ballot and the return envelope.	<b>1</b>
<b>YES</b>	Received the ballot <b>Returned</b> the ballot	Is <b>uncertain</b> if the return ballot was received by the county election office.	<b>2</b>

3. Once it is determined which poll book to search, ask the voter to state their name (starting with last name).

4. Search for the voter's record in the appropriate poll book section.

### Scenarios when Searching Section **1** of Poll Book

Record located?	Voter Record Shows History of Requesting a Ballot?	Vote Method
<b>Yes</b>	<b>No</b>	<b>ExpressVote XL</b>
<b>Yes</b>	Yes <b>and</b> voter <b>brought</b> the ballot and return-envelope to the polling place to be surrendered.	<b>ExpressVote XL</b>
<b>Yes</b>	Yes <b>but</b> voter <b>didn't bring</b> the ballot and return-envelope to the polling place to be surrendered.	<b>Provisional</b>
<b>Yes</b>	N/A	<b>Check section 2, otherwise issue Provisional</b>

### Scenario when Searching Section **2** of Poll Book

Regardless of whether you find the voter's name in section 2, you should offer the voter a provisional ballot if they believe they are eligible to vote.

## CHECK-IN STATION PROCEDURES

### Voting on the ExpressVote XL

1. If you determine that the voter can vote on the ExpressVote XL, check to determine if voter is subject to showing acceptable ID. If the voter's record on the poll book indicates that the voter is required to show ID, ask the voter to show the ID. If the voter does not have acceptable ID, they must vote a provisional ballot.
2. If it is determined that the voter is in inactive status, have the voter complete and sign an Affirmation of Elector form.
3. If the voter can proceed with voting on the ExpressVote XL:

Voting Scenario	Steps
<b>No Record of Previously Requesting a Ballot</b>	<ol style="list-style-type: none"><li>1. If indicated in the poll book, ask voter to show acceptable ID.</li><li>2. Ask voter to sign poll book.</li><li>3. Announce the voter's name so that it may be heard by all members of the election board and by all watchers present in the polling place.</li><li>4. Compare the voter's signature with the signature in the pollbook.</li><li>5. Write your initials in the space provided.</li><li>6. Write voter's name in <i>Numbered List of Voters</i>.</li><li>7. Write the number from the list on the voter record.</li><li>8. Issue voter an ExpressVote XL paper ballot.</li><li>9. Direct voter to the Express Vote XL.</li></ol>
<b>Voter is Surrendering Previously Issued Ballot and Return Envelope</b>	<ol style="list-style-type: none"><li>1. Accept surrendered ballot and return-envelope from voter.</li><li>2. Check the appropriate box on the poll book record.</li><li>3. Place "SPOILED" ballot sticker on ballot and envelope.</li><li>4. Ask voter to complete and sign the declaration.</li><li>5. Secure the signed declaration, spoiled ballot, and return-envelope into the envelope for these materials.</li><li>6. Ask voter to sign poll book.</li><li>7. Announce the voter's name so that it may be heard by all members of the election board and by all watchers present in the polling place.</li><li>8. Compare the voter's signature with the signature in the pollbook.</li><li>9. Write your initials in the space provided.</li><li>10. Write voter's name in <i>Numbered List of Voters</i>.</li><li>11. Proceed with normal ExpressVote XL paper ballot distribution process.</li></ol>

**Elector's Declaration to Surrender Their Mail Ballot**

Declaración del elector para entregar su papeleta de voto en ausencia o de voto por correo

**For the Voter:**

I hereby declare that I am a qualified registered elector who was issued an absentee or mail-in ballot for this election, but that I have not mailed or cast an absentee or mail-in ballot in this election. Instead, I am hereby remitting my absentee or mail-in ballot and its declaration envelope to the judge of elections at my polling place to be spoiled. I request that my absentee or mail-in ballot be voided, and that I be permitted to sign the poll book and vote a regular ballot.

I verify that the statements made in this declaration are true and correct to the best of my knowledge and belief. I understand that false statements made herein are subject to the criminal penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

**Para el votante:**

Por la presente declaro que soy un elector registrado, que reúno los requisitos para votar y que se me emitió una papeleta de voto en ausencia o de voto por correo para estas elecciones, pero que no he enviado ni emitido ninguna papeleta de voto en ausencia ni de voto por correo en estas elecciones. En cambio, por la presente estoy remitiendo mi papeleta de voto en ausencia o de voto por correo y el sobre de declaración al juez de elecciones en mi centro de votación para que sea anulada. Solicito que se anule mi papeleta de voto en ausencia o de voto por correo y que se me permita firmar el libro de votación y votar con una papeleta regular.

Verifico que las declaraciones hechas en esta declaración son verdaderas y fieles a mi leal saber y entender. Entiendo que cualquier declaración falsa hecha en este documento está sujeta a las sanciones penales del 18 Pa.C.S. § 4904, que están relacionadas con la falsificación no juramentada a las autoridades.

\_\_\_\_\_  
(Today's Date/ Fecha de hoy)

\_\_\_\_\_  
(Printed Name of Elector/ Nombre del elector en letras de imprenta)

\_\_\_\_\_  
(Signature of Elector/ Firma del elector)

\_\_\_\_\_  
(Address of Elector/ Dirección del elector)

\_\_\_\_\_

**For Election Officials Only:**

I hereby declare I have received the voter's ballot and envelope containing the voter's declaration from the voter and I am spoiling it and permitting the voter to sign the poll book and vote a regular ballot.

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(Printed Name of Judge of Elections)

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(Judge of Elections Signature)

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(Precinct)

Instructions after completion: This form should be attached to the voter's surrendered balloting material and returned in the envelope designated for spoiled ballots. Do not forget to check the **"BALLOT REMITTED?"** option next to the voter's name in the poll book.