

POLL WORKER TRAINING GUIDE

**WILLIAMSON COUNTY
ELECTIONS DEPARTMENT**



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WELCOME

You are part of a select group of people who are gracious enough to service the elections process in Williamson County. Without you our election process would grind to a halt. We thank you for your help during Early Voting and/or on Election Day.

Working toward a successful election can be an exhilarating and exhausting experience with long hours and strict deadlines; it takes a serious commitment on your part. To ensure the integrity of each election, all election workers must be thorough, accurate, and attentive to the details involved in processing voters. Everyone makes mistakes, but please keep in mind that simple errors can undermine the election process. We are depending on you to be responsible and reliable.

The integrity of the election is a joint endeavor between you, as an elections official, and our office. We are here to train you to the best of our ability and to serve as a resource during Early Voting and on Election Day. Your goal is to apply the knowledge that you learn from us and to protect the integrity of the election process. The integrity of the process relies on your ability to qualify voters, provide the correct ballot to each voter, assist voters as needed, maintain accurate records throughout the day, and complete all forms at the end of the day. Voting should be a pleasant experience, free from distractions and intimidation; it is a community act, a privilege that we share. Voters are welcome in the polling location and should be made to feel welcome by you.

This information that some may consider small or insignificant steps in our processing, is paramount to making sure that all elections are accurate and complete for all voters. In complying with the instructions, you will also be helping Elections Department personnel to rapidly and efficiently complete vote tabulations.

PLEASE READ THE TRAINING GUIDE CAREFULLY PRIOR TO THE ELECTION.

Always call the Judges' Hotline at 512-943-3555 if you are unsure of a procedure or if you have any questions.

SIMPLE SPANISH PHRASES

Welcome.

Bienvenido.

Do you speak English?

¿Habla usted Inglés?

Do you need an interpreter?

¿Necesita intérprete?

Please wait just a moment while I call the
Elections Department for help.

Por favor espere un momento mientras llamo al
Departamento de Elecciones para pedir ayuda.

What is your current address?

¿Cuál es su dirección actual?

Please fill out this form.

Por favor llene este formulario.

Please sign here.

Por favor firme aquí.

This is your precinct and ballot style.

Este es su recinto y estilo de votación.

Please let me know if you have any questions.

Por favor dígame si tiene alguna pregunta.

Do you need assistance?

¿Necesita ayuda?

Would you like an “I VOTED” sticker?

¿Quiere su etiqueta que dice “YO VOTÉ?”

IMPORTANT PHONE NUMBERS – WILLIAMSON COUNTY

Judges' Hotline	512-943-3555
Voter Lookup Line	512-943-3332
Elections Department	512-943-1630
Emergencies	911
Police Departments	311
Williamson County Sheriff	512-943-1300

IMPORTANT ADDRESSES – WILLIAMSON COUNTY ELECTIONS

Physical Address

301 SE Inner Loop, Suite 104
Georgetown, TX 78626

Mailing Address

P.O. Box 209
Georgetown, TX 78627

IMPORTANT INFORMATION – SURROUNDING COUNTIES

Travis County Elections Department (512) 238-8683 / (512) 854-4996
5501 Airport Blvd
Austin, TX 78751
<http://traviscountyclerk.org/eclerk/Content.do?code=Elections>

Bell County Elections Department (254) 933-5774
550 E 2nd Avenue
Belton, TX 76513
<http://www.bellcountytexas.com/departments/elections/index.php>

Burnet County Elections Department (512) 715-5288
220 South Pierce
Burnet, TX 78611
<http://www.burnetcountytexas.org/page/elect.home>

Milam County Elections Department (254) 697-2664
107 West Main
Cameron, TX 76520
<http://www.milamcounty.net/elections.html>

DRESS CODE FOR WILLIAMSON COUNTY ELECTION WORKERS

As a Poll Worker, you are a representative of the Williamson County Elections Department. Please keep in mind you will be working long hours. We trust your judgment to know what is appropriate, but offer the following suggestions:

- You will want to dress comfortably, but be mindful of your position. As an elections official, please put yourself in the place of a voter and ask whether your clothing represents a responsible elections official.
- Business-casual attire, such as khaki pants and a polo shirt or blouse and skirt/slacks.

ELECTRONIC DEVICES IN THE POLLING LOCATION

Williamson County has provided postings for the polling location that state:

- “Turn Off Cell Phones”
- “Notice – Prohibition of Certain Devices Within 100 Feet of Voting Stations”.

The postings were created for the following reasons:

- Any voter’s use of a personal wireless communication and recording devices is prohibited within 100 feet of voting location including but not limited to cell phones, digital phones, cameras, phone cameras, and sound recorders, as prescribed by the Texas Election Code.
- Voters must put cell phones in silent mode.
- Cell phones are only allowed if used by election officials and/or by persons employed in the building where the polling location is located.
- Taking pictures inside a polling location is prohibited.

Please help us enforce this rule. If a voter has a concern about these rules, please call the Judges’ Hotline so that he or she may talk with an Elections Official.

PEOPLE ALLOWED IN THE POLLING LOCATION

Election Inspectors – The Secretary of State (SOS) may appoint Election Inspectors to observe the conduct of an election. Inspectors must be permitted to observe all election poll workers' activities. Inspectors are not required to take the Oath of Election Judges and Clerks. Inspectors will have identification cards issued by the SOS. Supervisor/Judge must require inspectors to show their badges. The SOS inspector will be wearing a name tag that will also serve as their identification card. Anyone purporting to be an inspector who cannot produce identification as an inspector should not be permitted in the polling location.

Children – Texas election law allows children under 18 to accompany their parents into a polling location.

Field Techs – Field Techs are deputies of the Elections Administrator who are allowed in the polling location to assist election workers with equipment, to check polling locations, and to help workers bring the location into full compliance with the law. Field Techs are an extension of the Elections Department. Poll workers should comply with their requests/directives, respect their time, and treat them as you would any other Elections Official in your polling location. Field Techs are required to wear an identification badge.

Election Officials – Election Officials are allowed in the polling location to assist election workers with equipment, to check polling locations, and to help workers bring the location into full compliance with the law. Election Officials are required to wear an identification badge.

MEDIA IN THE POLLING LOCATION

Media coverage is not allowed in the polling location. They must stay outside the 100-foot distance marker.

PROTESTERS

Protesters may appear at your polling location. Protesters must stay outside the 100-foot distance marker.

If they refuse to abide by the electioneering laws of the Secretary of State, you may call the local police department if you are in the city limits or the Williamson County Sheriff's Department if you are outside city limits.

POLL WATCHERS

Appointment of Watcher – Only an appointing authority may appoint a Poll Watcher. The appointing authority can be:

- A candidate on the ballot
- A campaign treasurer of a specific-purpose political action committee in an election on a measure.
- A political party
- A declared write-in candidate
- Registered voters on behalf of an undeclared write-in candidate for elections where declaration is not required.

Eligibility – The following are the eligibility requirements:

- Watcher must be a registered voter of the territory covered by the election
- Candidates are ineligible to serve as watchers
- Watcher must not hold an elective public office
- Watcher must not be an employee of an election judge or clerk serving at the same polling location.
- Watcher must not be related within the second degree of blood or by marriage to an election judge or clerk serving at the polling location.

Certificate of Appointment – The appointing authority must issue a Certificate of Appointment to the watcher. The certificate must:

- State the name, residence address, and voter registration certificate number of the watcher.
- Identify the election for and the location at which the watcher has been appointed to serve.
- Be in writing and signed by the appointing authority and by the watcher
- Indicate the capacity in which the appointing authority is acting (i.e., candidate, political party, etc.)
- Include in an election on a measure, an identification of the measure (if more than one is to be voted on) and a statement of which side the appointee represents.
- Include an affidavit executed by the poll watcher that the poll watcher will not have possession of any mechanical or electronic means of recording images or sound while serving as a watcher unless the poll watcher disables or deactivates the device.

POLL WATCHERS – CONTINUED

Presenting Certificate of Appointment – The Poll Watcher must present the Certificate of Appointment to the Supervisor/Judge the first time the watcher reports for service. The watcher must then countersign the certificate. The certificate is retained at the polling location until voting at the polling location is concluded. [Sec.33.051(d)].

Signature comparison – Supervisor/Judge must require the watcher to sign his/ her name in their presence for signature comparison.

Statement of rejection – If the watcher is not accepted by the Supervisor/Judge, the Certificate shall be returned to the watcher with a signed statement of the reason for rejection.

Number of Watchers – During Early Voting, each appointing authority may appoint up to 7 watchers for each main or branch polling location. Up to 2 watchers appointed by the same authority may be on duty at the same polling location at the same time. On Election Day, each appointing authority may appoint up to 2 watchers for each vote center.

Hours of Service – During Early Voting, a watcher serving may be present at the polling location at any time it is open and until completion of the securing of any voting equipment used at the polling location that is required to be secured on the close of voting each day. The watcher may serve when the watcher chooses. On Election Day, a watcher at a vote center may begin service at any time after the judge arrives at the polling location and may remain at the polling location until the judge and the clerks complete their duties there. Poll watcher must remain in polling location for 5 consecutive hours before he/she is free to come and go. Judge has discretion to allow Poll Watcher to leave polling location to make short phone calls.

Observing general activity – A watcher is entitled to sit or stand conveniently near the election officials conducting the observed activity.

Inspection of records – A watcher must be permitted to observe all election activities performed by the poll workers and to inspect records prepared by election officials.

Written notes – A watcher is entitled to make written notes while on duty. If the watcher leaves the polling location, the Supervisor/Judge may require the watcher to leave these notes at the polling location with another person on duty, selected by the watcher, until the watcher returns to duty.

Watcher may observe assistance of a voter by a poll worker – A watcher is entitled to be present at the voting location when a poll worker is assisting a voter. The watcher is entitled to examine the ballot before the ballot is placed in the DS200 Scanner to determine whether it is prepared in accordance with the voter's wishes.

POLL WATCHERS – CONTINUED

Watcher may not observe independent assistance of a voter – A watcher may not be present at the voting stations when the voter is marking the ballot or being assisted by a person other than a poll worker.

Watcher may not converse with poll workers with exception – A watcher may not converse with the poll workers regarding the election, except to call attention to a Supervisor/Judge and/or clerk to an irregularity or violation of law. If a watcher points out to a clerk an irregularity and the clerk refers the watcher to the Supervisor/Judge, the watcher may not discuss the matter further with the clerk unless the Supervisor/Judge invites the discussion.

Watcher may not converse with voter – A watcher may not converse or communicate in any manner with the voter regarding the election.

Watcher must wear a form of ID prescribed by the SOS – A watcher is required to wear an identification badge provided by the election official upon being accepted for service.

ELECTIONEERING

Electioneering Prohibited – During the time a polling location is open for the conduct of voting, a person may not electioneer for or against any candidate, measure, or political party in or within 100 feet of an outside door through which a voter may enter the building or structure in which the polling location is located.

Examples of Electioneering – Candidates and proponents of various viewpoints use campaigns to spread their messages to voters and urge people to vote for them or their issues. Some candidates hand out cards or pamphlets. Others park vehicles in parking lots with signs posted on them. Some people lobby for or against an issue.

Carrying signs and/or wearing political logo T-shirts, buttons or other campaign-related items within the 100-foot legal boundary is considered electioneering.

1. Allowed within 100-feet (not considered electioneering):

Voters are permitted to bring written materials into the voting location to reference, but the voter must remove them from the voting station. Election workers should periodically check around each ExpressVote BMD and the voting location for any campaign materials left behind and dispose of them immediately.

Exit surveyor, may be within the 100' marker if they only speak with willing voters exiting the location.

ELECTIONEERING – CONTINUED

2. Not allowed within 100 feet:

Electioneering is prohibited within 100 feet of the entrance to the building where either Early Voting or Election Day voting is being conducted.

Supervisors/Judges, Clerks, State or Federal Inspectors, Peace Officers and Poll Watchers must wear name tags or official badges while on duty in the polling location to indicate the person's name and title.

Except for the individuals listed above, a person may not wear a badge, insignia, emblem, or other similar communicative device relating to a candidate, measure, or political party.

3. Not allowed within 1,000 feet of the building in which a polling location is located.

Any person using a prohibited sound amplification device, such as a megaphone or speaker system, for making a political speech, electioneering for or against any candidate, measure or political party.

4. When someone is in violation of the electioneering law:

The Supervisor/Judge has the responsibility to ensure safe, confidential voting in the polling location and may ask a disruptive person to leave.

Politely remind them of the Electioneering Law and ask them to conduct their electioneering beyond the 100-foot marker.

If the person is a voter, he/she must be given the opportunity to vote before removal from the polling location.

Call the Judges' Hotline at 512-943-3555 immediately with any concerns.

If they refuse to abide by the electioneering laws of the Secretary of State, you may call the local police department if you are in the city limits or the Williamson County Sheriff's Department if you are outside city limits.

Electioneering is an offense if conducted within 100 feet of an outside door. A person commits a Class C misdemeanor if this prohibition against electioneering is violated.

POLLING LOCATION ACCESSIBILITY

Parking and Drop-Off Areas

- If parking is provided, at least one accessible parking spot that is nearest to the accessible entrance must be provided for every 25 regular parking spaces.
- The first accessible spot should be van accessible with an access aisle at least 8ft wide.
- Accessible parking spots should be relatively level and not have loose gravel or dirt.
- If drop-off area is provided, it should be level and have an access aisle that is at least 5ft deep and 20ft long where people can access entrance (near ramp if necessary).
- *Solutions:* Traffic cones can be used to mark accessible parking spaces and access aisles. Heavy duty mats can be used to level out uneven surfaces.

Paths of Travel

- There must be an accessible path from parking spot to entrance and voting area.
- Path must be at least 36 inches wide and free of steps or level changes more than ½ inch.
- If accessible path crosses traffic, a marked crosswalk should be used.
- Where path crosses curb, a curb cut or temporary ramp should be used.
- Ramps can't be steep. For every 1 inch high, a ramp must be at least 12 inches long.

Preventing Obstructions for Voters Who are Blind or Have Low Vision

- People who are blind can easily run into objects that hang from above (like tree limbs), are open beneath
- (like staircases), or protrude from the side (like trophy cases).
- *Solution:* Place a barrier within 27 inches of the floor so cane can detect the obstruction.

Entrance to Polling Location and Voting Area

- Doorways must be at least 32 inches wide.
- Threshold must not be more than ¾ inches high at door and must be beveled on each side.
- No heavy doors.
- No slick, round door handles.
- *Solutions:* If door is too heavy to open easily, adjust door closer, disconnect operating arm, or prop door open on Election Day. If smooth round handles are on door, use temporary hardware or prop door open. If threshold is too high, use temporary threshold ramp on each side that is too high.

Voting Area

- An accessible voting machine for those in a wheelchair

SERVING VOTERS WITH DISABILITIES

General tips

- Assume competence and treat every voter with respect.
- Be patient to those who need extra time to communicate or cast their ballot.
- Offer assistance, but don't begin to assist someone before asking if they want help.
- If you don't know what type of assistance someone needs, just ask.
- Inform people of right to use an accessible machine.
- Allow voters with disabilities to receive assistance from any person of their choice (besides their employer or union representative).
- Remember that some disabilities are invisible.
- Don't question a person about their disability.
- Offer curbside voting to someone having trouble getting into polling location.

Serving voters who use wheelchairs or have mobility limitations

- Don't start pushing a wheelchair without first asking if assistance is needed.
- Sit while talking to someone in a wheelchair, so they don't have to look up.
- Don't lean or hang on someone's wheelchair.
- Don't offer to carry someone upstairs or into an inaccessible space.
- Provide a place to sit or line preference for individuals who cannot stand for a long time.

Serving voters who are blind or have low vision

- Don't touch, pet or distract an assistive animal.
- Greet the person by telling them who and where you are.
- Provide a guiding device such as a ruler or card for signing forms.
- Offer to explain how the accessible machines work.
- If the voter needs assistance getting to the voting booth, guide them by voice or by offering your arm. Do not touch the individual without asking.
- Offer assistance, but allow individuals to cast votes independently if they prefer.

Serving voters who are deaf or have hearing impairments

- Don't shout at a person who is deaf.
- Some voters read lips. Keep good eye contact and don't chew gum.
- Keep pen and paper for voters who may be able to communicate by passing notes.
- Understand that some voters will require a sign language interpreter.
- If voter is using a sign language interpreter, maintain eye contact with the voter directly, not their interpreter.

Serving voters with speech impairments

- Ask someone you don't understand to repeat what they said.
- Don't pretend to understand what someone says or complete someone's sentences.

EMERGENCIES IN THE POLLING LOCATION

The Williamson County Elections Department has established plans for potential disasters that could take place during the election.

If your polling location is inaccessible or has lost power, you must establish a polling location outside but on the establishment's property.

The minimal requirements for outside voting are:

- One ExpressVote BMD
- VoteSafe Computer
- Combination Forms
- DS200
- Cell Phone

The ExpressVote BMD, DS200 and VoteSafe Computer have battery resources in case of an emergency. If you have the time and resources, please use this equipment outside. An Elections Official will arrive as soon as possible to assist you and provide you with any additional support and supplies you need.

If you have a physical emergency (such as a fire alarm) in your polling location, your priority is to ensure the safety of the elections staff and voters present in the building.

If you have time to secure election-related materials, please take:

- VoteSafe Computers
- Combination Forms
- DS200
- Orange Provisional Ballot Bag
- Cell Phone

DO NOT RISK YOUR LIFE OR THE LIVES OF YOUR CREW FOR THE ITEMS ABOVE UNDER ANY CIRCUMSTANCE.

VOTING SECURITY CONCERNS

You may encounter voters who ask questions or express distrust about voting. Please remember the following things when addressing a voter with security concerns:

1. Stay positive and professional. Behaving defensively or in a confrontational manner will only focus more negative attention on the equipment. A voter with concerns is not criticizing you but rather questioning the equipment that Williamson County is utilizing for voting.
2. Listen to the voter's concerns, but do not let the voter delay others from voting. A concerned voter just wants to express an opinion, and you are the most logical outlet. If you have voters waiting to vote, ask the voter to step aside for your conversation so that others may continue.
3. Explain to the voter that:
 - Neither the ExpressVote BMDs or DS200s are networked.
 - They have only an AC power cord that connects them.
 - In addition, our election programming and tabulation computer system at the county is not networked. We have two stand-alone computers that are in a locked room. As the system is not on a network, no one can hack into the system from the outside.
 - The equipment is certified by the federal government, as well as the State of Texas. It is also run through a battery of tests at independent labs that are certified by the government.
4. If nothing satisfies the voter, you can offer the voter a chance to talk with the Elections Administrator by calling the Elections Department (512-943-1630).
5. If the voter becomes disruptive, the Supervisor/Judge has the authority to have that person removed from premises for causing disruption in the polling location.

OPENING THE POLLS



PRIOR TO THE FIRST DAY – SUPERVISOR/JUDGE DUTIES

1. Visit the polling location to accomplish the following:
 - Confirm that a representative of the polling location will open and close the facility each day, or arrange to be provided with a key.
 - Locate the room to be used for the election, restrooms, tables and chairs.
 - Locate the electrical outlets to be used for the voting equipment. You will need outlets for the DS200, ExpressVote BMD's, VoteSafe computers, label printer, and ExpressVote printer. Check to be sure electrical outlets are functional.
 - Confirm that the location is accessible to voters with disabilities.
 - Confirm that your cell phone is receiving a signal inside the building.
2. Call and confirm with all your poll workers where you will be meeting.
3. Provide poll workers with the address of the polling location and the room where the election will be held.
4. Report any concerns to the Elections Department as soon as possible.

THE DAY BEFORE

1. Inventory all supplies:
 - Check ALL the items found in your assigned supply kit against the supply inventory to make sure all items are included.
 - If any items are missing, contact the Warehouse Supervisor or the Elections Department immediately so arrangements can be made to have the Field Tech get them to you.
2. Verify and record seal/serial numbers: The list of seal/serial numbers is on the seal log. It is a white, legal sized sheet located in the forms binder in the supply kit. The following equipment seals and serial numbers which must be verified/recorded:
 - Blue USB bag
 - DS200
 - ExpressVote BMD
 - Orange provisional ballot bag
 - VoteSafe computers
3. Prepare your paperwork and name badges. Name badges should state the poll worker's name and position, (i.e. Supervisor/Judge or Clerk).
4. If possible, set up tables and chairs. Arrange tables to facilitate an orderly and easy traffic flow for processing voters from check-in to the ExpressVote BMDs, and DS200.
5. If possible, set up totem sign display.
6. Post all required signs that are not in the totem sign display. All signs must be posted in both English and Spanish.

OPENING THE POLLS

1. Arrive at the polling location no later than one hour before the polls open.
2. Refer to the Open Polls Checklist. Designate a poll worker to begin opening the polls following the steps listed in the checklist.
3. The Supervisor/Judge will verbally administer the combined Oath of Election Judges & Clerks and Oath of Assistance and Interpreters to all poll workers, who will then each affirm and sign the oath. The oath is in the brown file pocket in the supply kit.
4. Set up the voter check-in table:
 - VoteSafe laptop, label printer, bar code scanner, ExpressVote printer, and blank ballot cards
 - Combination forms
5. Set up the auxiliary table:
 - Valid forms of ID list
 - Williamson County Poll Worker Training Guide
 - Secretary of State Handbook for Judges and Clerks
 - Statement of Residence Cards
 - Registration Omissions List
 - Sample ballot set and Composite ballots
 - Pens
6. Set up the ExpressVote BMDs:
 - Remove the seal from each ExpressVote BMD bag/booth.
 - Unlock and power on all ExpressVote BMD's even if you think you might not need to use them all.
7. If there is a Certified List of Write-ins, post this list by each ExpressVote BMD, and on a wall visible to voters.
7. Set up totem sign display. Post all required signs that are not in the totem sign display. All signs must be posted in both English and Spanish.
8. Organize all paperwork and complete all headers.
9. Designate a clock as the official time. A clock on the wall (if available) is ideal.
10. Poll workers are required to wear their official badges when the polls are open.
11. Open the polls at the designated times. No exceptions!

EXPRESSVOTE BMD OPERATING GUIDE

Touch Screen and Display

Allows voters to easily make vote selections and review their selection.

Secured Access Compartment (on left side)



Audio-Tactile Keypad

Enables ADA voters to control audio and navigate the ballot.

Battery Status Indicator

Front Access Panel

Headphone jack, a port for a Sip-and-Puff device or two-position rocker switch, and Audio-Tactile Keypad make the unit ADA friendly.

Card Slot

Where the voter inserts their card to activate selections.

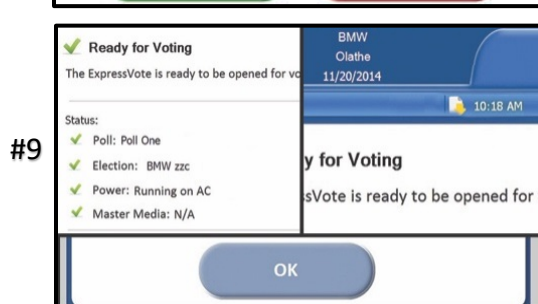
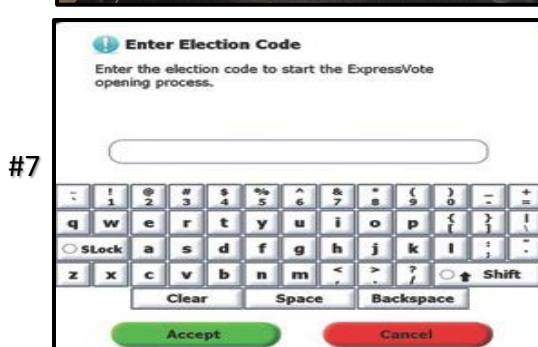
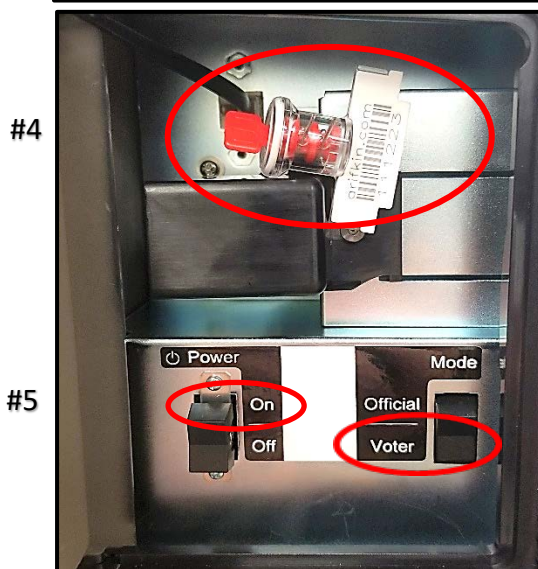
Instruction Panel

A visual guide that shows voters how to use the ExpressVote.



OPENING THE POLLS – EXPRESSVOTE BMD

EXPRESSVOTE BMD OPENING PROCEDURES



ExpressVote BMD is now ready for voting!

1. Retrieve the keys from the blue USB bag.
2. Remove the seal from each ExpressVote bag. Verify the seal number against the number on the seal log. Place broken seal in the used seal bag.
3. Plug the power brick into the back of each ExpressVote. Plug each power cord into a power strip.
4. Using the barrel key, open the secured access compartment door and verify (do not remove) the seal inside, against the seal log.
5. Flip the Power switch to the On position, AND confirm the Mode switch is set to Voter, flip if needed. *Note: The system startup can take several minutes.*
6. Lock the secured access compartment.
7. Enter the Election Code on the bootup screen (in the training handout).
8. On the Ready for Voting screen: Confirm the unit is plugged into AC power. When plugged in the green indicator light will be lit on the front of the unit (near the headphone jack).
9. Touch OK to display the begin voting screen. Confirm the date and time are accurate. Call the Elections Department if the date and time are not accurate.
10. Handicap accessible voting should be set up on all ExpressVote BMD's. Confirm the keypad is plugged in and affixed to the left side Velcro. Verify the headphone volume is low by listening to the voice through the headphones. Unplug the headphones and hang them on the left side of the privacy screen, making them accessible to voters who need them.

OPENING THE POLLS – EXPRESSVOTE BMD CONTINUED

CURBSIDE EXPRESSVOTE BMD OPENING PROCEDURES

#4



#5



#6



#8



1. Retrieve the keys from the blue USB bag.
2. Remove the seal from the ExpressVote bag. Verify the seal number against the number on the seal log. Place broken seal in the used seal bag.
3. Lock all four wheels on the curbside rolling cart.
4. Confirm the adjustable column is in its lowest position.
5. Ensure the four white plastic screws are loosened to allow the ExpressVote BMD metal plate to slide into the bracket freely.
Note: The following steps require two people:
6. Poll Worker One will pull out the metal locking mechanism.
7. Poll Worker Two holds the ExpressVote BMD and lines up the metal plate with the locking bracket.
8. Slide the ExpressVote BMD metal plate into the bracket.
9. Release the metal locking mechanism. *Note: Slight left or right adjustments may need to be made to ensure the ExpressVote BMD metal plate is locked into place. The locking mechanism should be completely down against the bracket.*
10. Turn the four white plastic screws till they are securely tightened against the bracket.
11. Unlock the wheels and roll the curbside ExpressVote BMD into place at the polling location.
12. Plug the power brick into the back of the curbside ExpressVote BMD. Plug the power cord into a power strip.
13. Open the ExpressVote BMD following the opening procedures outlined in the ExpressVote BMD opening procedures.

DS200 SCANNER AND TABULATOR OPERATING GUIDE



OPENING THE POLLS – DS200

FIRST DAY ON DS200

#3



#5



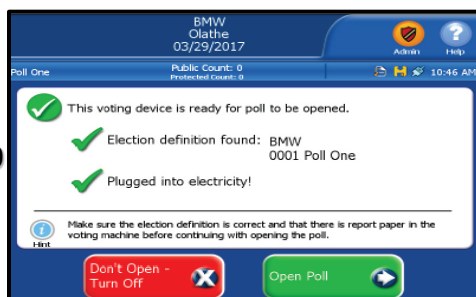
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#9



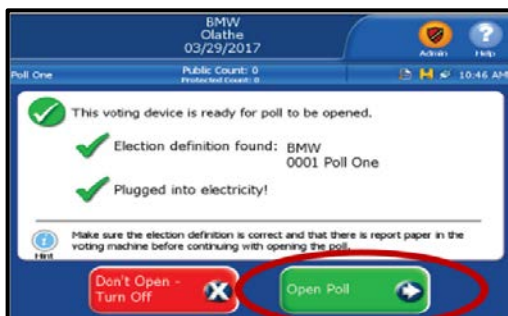
#10



1. Retrieve keys from blue USB bag.
2. Verify all seals from the DS200 and check them against the seal log.
3. Unlock power plug door in rear with flat key & remove power cord. Plug into AC outlet and leave door open.
4. Remove seal from the main ballot compartment door, place broken seal into used seal bag. Unlock the main ballot compartment door with the flat key.
5. Open main ballot compartment door. Using the strap handle, pull out the blue ballot bin. Verify the ballot bin is empty. Place the ballot bin back in the DS200. Flip up both lids while the bin is inside the DS200. Leave the lids open.
Note: Both lids must be opened fully for the ballots to properly fall and stack inside the bin.
6. Lock the main ballot compartment door, seal with blue pull-tite seal and write the number on the seal log.
7. Remove the seal from the protective lid and place in the used seal bag. Unlock the lid using the flat key. Open both latches and the lid will open.
8. Using the barrel key unlock the display screen. Flip up the display screen. The DS200 will power up automatically.
9. Enter the Election Code (in the training handout) touch "Accept". The Configuration Report will automatically print. Place report in the blue USB bag. *Note: Use the shift button for capital letters.* EV only, the Field Tech will pick up the configuration report with previous day's combo forms.
10. Make sure the display screen shows a green check next to "Election definition found" and "Plugged into electricity".

OPENING THE POLLS – DS200 CONTINUED

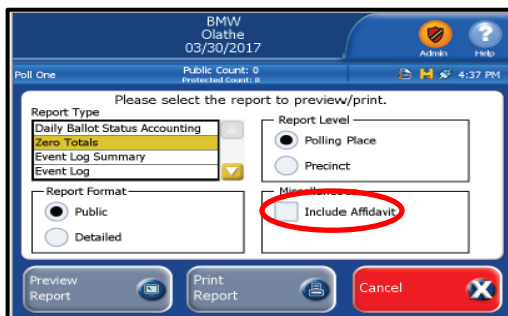
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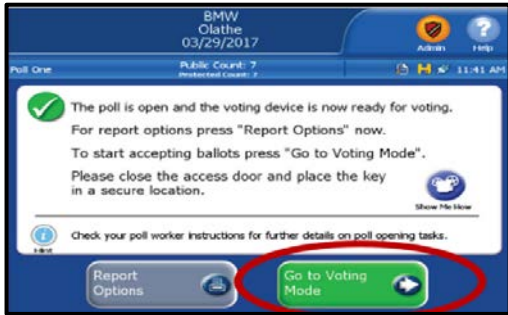
#12



#12



#14



#14



The DS200 is now ready for voting!

11. Touch "Open Poll". The Zero Totals report will automatically print. Verify it is zero, tear off, have Supervisor/Judge and Clerk sign and place in blue USB bag.
12. If you have any issues with the report not printing, press "Report Options" to print the report or call the Judges Hotline. *Note: when printing the report be sure to touch "Include Affidavit" before touching print report.*
13. Ensure that the Public Count is zero, the time, date and election name are correct. If it is not, call the Judges' Hotline.
14. Touch "Go to Voting Mode". The screen will now state "Insert Here".
15. Lock the front 2 wheels to keep the machine steady.

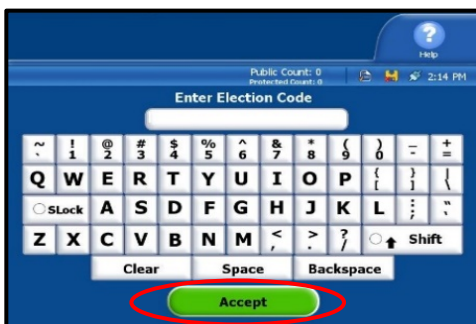
OPENING THE POLLS – DS200 CONTINUED

DAILY OPENING THE POLLS ON DS200 DURING EARLY VOTING.

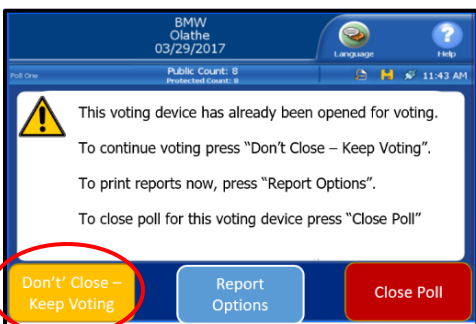
#7



#8



#9



#10

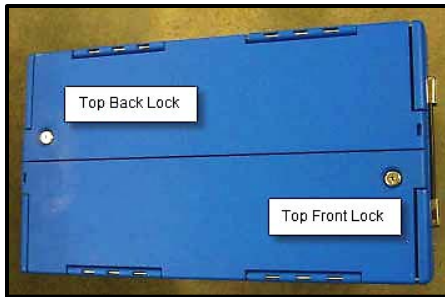


The DS200 is now ready for voting!

1. Retrieve keys from blue USB bag.
2. Verify all seals from the DS200 and check them against the seal log.
3. Remove seal from the main ballot compartment door, place broken seal into used seal bag. Unlock the main ballot compartment door with the flat key.
4. Open main ballot compartment door. Using the strap handle pull out the blue ballot bin. Unlock with the flat key, break and verify the seals on the blue ballot bin against the seal log. Place broken seals in used seal bag. Place the blue ballot bin back in the DS200. Flip up both lids while the bin is inside the DS200. Leave the lids open. *Note: Both Lids must be opened fully in order for ballots to properly fall and stack inside the bin.*
5. Lock the main ballot compartment door, seal with blue pull-tite seal and write the number on the seal log.
6. Remove the seal from the protective lid and place in the used seal bag. Unlock the lid using the flat key. Open both latches and the lid will open.
7. Using the barrel key, unlock the display screen. Flip up the display screen. The DS200 will power up automatically.
8. Enter the Election Code (in the training handout) touch "Accept". The Configuration Report will automatically print. Place it in blue USB bag. *Note: Use the shift button for capital letters.* The Field Tech will pick up the configuration report with previous day's combo forms.
9. Touch "Don't Close Keep Voting". The screen will now state "Insert Here".
10. Compare and confirm public count on previous days public count log to that of the DS200 to ensure the numbers are the same. If discrepancy, call the Judges' Hotline immediately.

FULL BLUE BALLOT BIN PROCEDURES

#3



#4



#5



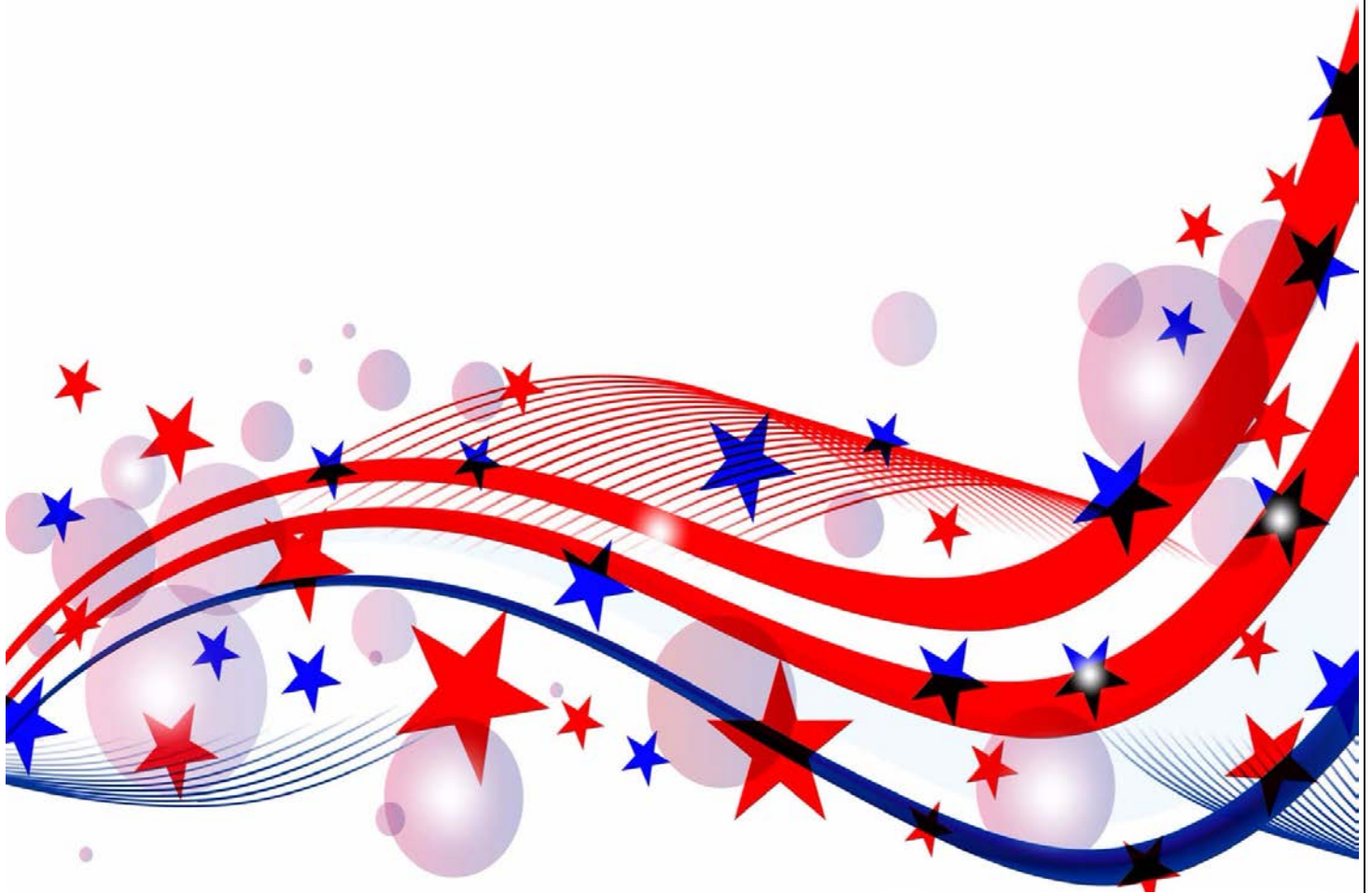
#6



When the Field Tech arrives at your location:

1. Retrieve keys from blue USB bag.
2. Break the seal from the main ballot compartment door and place in the used seal bag. Pull out the full blue ballot bin.
3. Lock both sides of the ballot bin using the flat key.
4. Seal both ends of the bin with barcoded blue pull-tite seals.
5. Place a NEW empty blue ballot bin back in the main compartment on the DS200. Flip up both lids while the bin is inside the DS200.
6. On the full blue ballot bin, extend the handle out for rolling. Field Tech will take the full ballot bin, have you sign a Chain of Custody form, and return the full blue ballot bin back to the Elections Department.

VOTER PROCESSING



REQUIRED IDENTIFICATION FOR VOTING IN PERSON

Texas Law (SB 5) requires voters to show approved photo identification when voting in person.

The approved photo identification (List A) must be current or have expired no more than 4 years before being presented for voter qualification at the polling location (for voters aged 18-69 years). A voter aged 70 years or older may use approved List A photo identification, no matter how long it has been expired.

Texas Law allows voters with a reasonable impediment to obtaining photo ID to present an approved supporting identification (List B). These voters must also complete a Reasonable Impediment Declaration.

Early Voting – A list of ID expiration dates for each day of Early Voting is in the miscellaneous folder. Please refer to this list if you are unsure about the acceptability of a voter's expired ID.

Remember: An Election Official MAY NOT swear to the personal knowledge of the voter's identity. Always call the Judges' Hotline if there are questions concerning the type of ID a voter is presenting at your polling location.

When an ID is presented, it must be determined by the poll worker if the names are identical, similar or different. Once this has been determined, follow procedures outlined in this Training Guide.



ACCEPTABLE FORMS OF ID

SB5 PHOTO ID (LIST A)

- TX Driver License
- TX Personal Identification Card
- License to Carry a Handgun/Concealed Handgun Licenses
- Election Identification Certificate (EIC)
- US Passport or Passport Card
- US Certificate of Citizenship or Naturalization (does not expire)
- United States Military Identification Card containing the person's photograph (Multiple forms; acceptable forms must be federal, military, and contain a photo).

ACCEPTABLE SUPPORTING ID (LIST B) Must complete Reasonable Impediment Declaration

- Copy or original of a government document that shows the voter's name and an address, including the voter's voter registration certificate;
- Copy of or original current utility bill (dated within two months of presentation).
- Copy of or original bank statement
- Copy of or original government check
- Copy of or original paycheck
- Copy of or original of (a) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

Examples of other government documents showing voter's name and address that CAN be accepted (*Must be original if it contains a photo*):

- Driver's licenses from other states
- ID cards issued by federally recognized Native American tribes
- DPS receipts not containing a photograph
- Texas DPS-issued driver licenses or personal ID cards more than 4 years expired (remains a List A ID if the voter is 70 or above).

Examples of other government document that can NOT be accepted:

- Social security cards
- Public college or university IDs without an address
- State/Federal employee IDs without an address
- Library cards without an address

Address printed on ID does not have to match the address listed in VoteSafe. A voter without a valid ID should be offered a provisional ballot. No voter should be turned away from the polls for failing to provide valid ID.

ACCEPTABLE FORMS OF ID EXAMPLES

TX DRIVER LICENSE



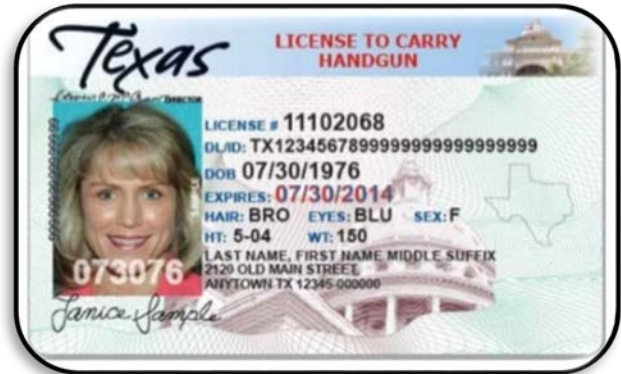
TX PERSONAL IDENTIFICATION CARD



TX CONCEALED HANDGUN LICENSE



TX HANDGUN LICENSE



U.S. PASSPORT CARD AND BOOK



TX ELECTION IDENTIFICATION CERTIFICATE



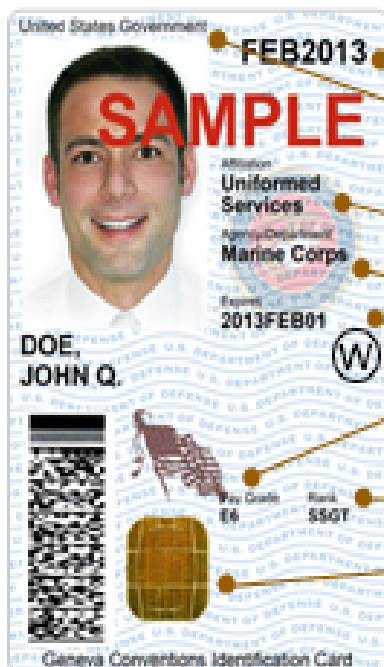
ACCEPTABLE FORMS OF ID EXAMPLES – CONTINUED

U.S. CITIZENSHIP OR NATURALIZATION CERTIFICATE – Do not expire



- A standardized size of 8 ½ by 11 inches
- Digitized approval signature
- Watermark within paper
- Background featuring multi-color ink

DEPARTMENT OF DEFENSE (DOD) COMMON ACCESS CARD (CAC)



EXPIRATION DATE
FEDERAL IDENTIFIER

AFFILIATION

SERVICE/AGENCY

COLOR INDICATOR

PAY GRADE

RANK

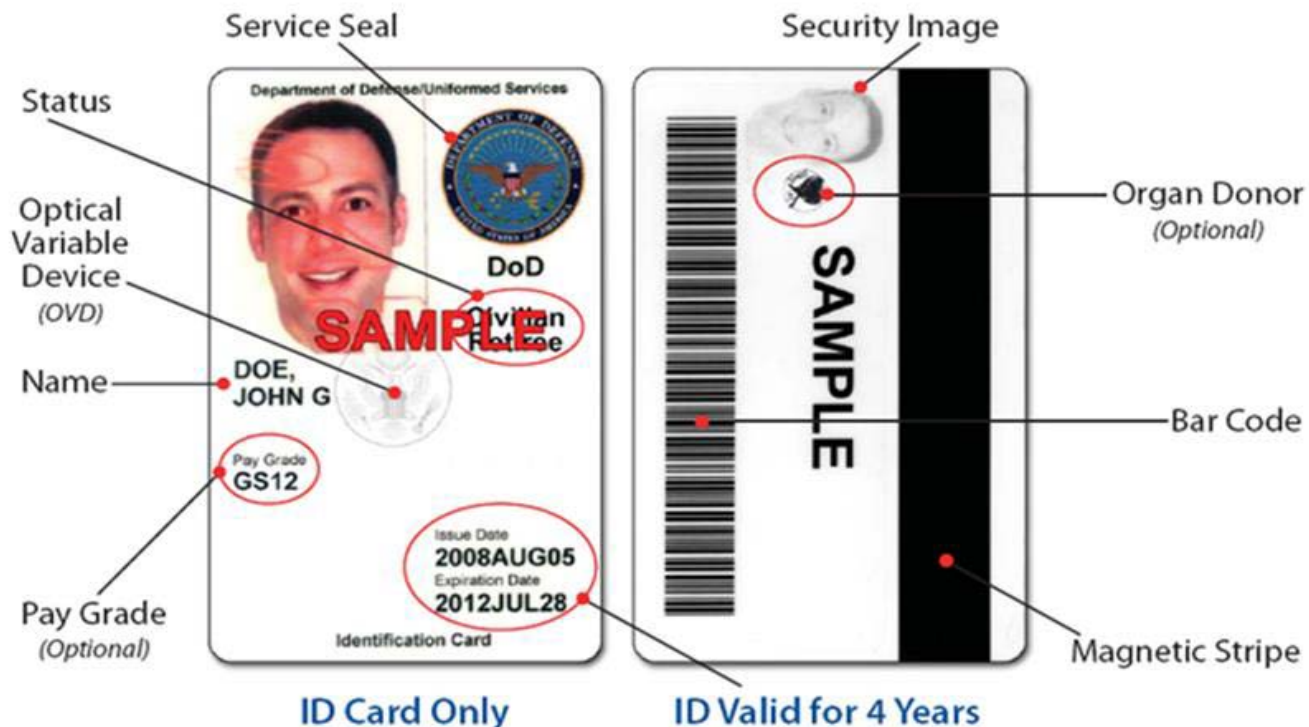
INTEGRATED CIRCUIT CHIP (ICC)

Most CACs are similar in appearance. The seals to the right of the picture will change according to branch of service. Contractors will have a green bar across the name, which will be sufficient for use if other qualifications are met.



ACCEPTABLE FORMS OF ID EXAMPLES – CONTINUED

Cards Will Be Chipless, Plastic IDs



UNIFORMED SERVICES ID CARDS

Green – Generally for members of the Individual Ready Reserves and Inactive National Guard.

Blue – Generally for retirees, and members on Disability Retired Lists.

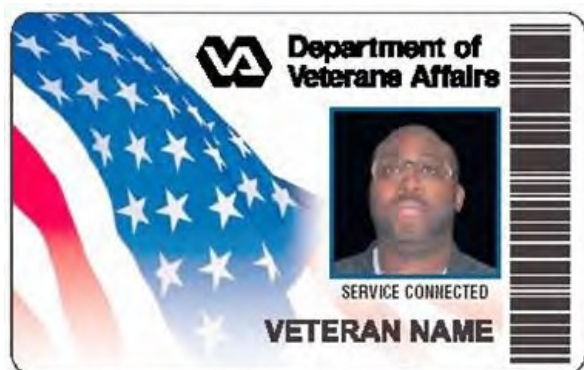
Pink – Generally for retired members of the Reserves and National Guard under the age of 60, and certain dependents.

Orange – Generally for certain dependents (active duty), Medal of Honor recipients, disabled veterans and others.



ACCEPTABLE FORMS OF ID EXAMPLES – CONTINUED

VETERANS AFFAIRS OR VETERAN HEALTH IDENTIFICATION CARD – Do not expire



VOTER REGISTRATION CERTIFICATE

Although a Voter Registration Certificate alone is no longer a valid form of “List A” ID (unless it is marked with an “E” after the VUID), you may still use the certificate number to look up voters in VoteSafe.

A Voter Registration Certificate for Christopher J. Davis, Secretary of State's Office, Elections Division. The certificate includes a return service request, a VUID number, and a voter's information. The VUID number is 1136779549. The voter's information includes the name DILLY GENT VOTER, address 4321 COUNTY RD, WILCO TX 78555, and a signature. The certificate also includes a barcode and a "Scan Barcode" label.

CHRISTOPHER J. DAVIS
Elections Administrator
P.O. Box 209
Georgetown, TX 78627
(512) 943-1630
www.wilco.org/elections

Secretary of State's Office
Elections Division
1-800-252-VOTE (8683)
www.sos.state.tx.us

Presorted
First-Class Mail
U.S. Postage Paid
Georgetown, TX
Permit No. 209

RETURN SERVICE REQUESTED

884651

VOTER REGISTRATION CERTIFICATE
(Certificado de Registro Electoral)
WILLIAMSON COUNTY (Condado de Williamson)

VUID (VUID) 1136779549

Gender (Sexo) Male (Masculino) 01/01/2018

Year of Birth (Año de Nacimiento) 1965 Prec. No. (Dist. Pcto.) 481 Res. (Residencia) 12/31/2019

Name and Permanent Residence Address (Nombre y dirección residencial permanente)
DILLY GENT VOTER
4321 COUNTY RD
WILCO TX 78555
X DILLY GENT VOTER

VOTER MUST PERSONALLY SIGN HIS/HER NAME IMMEDIATELY UPON RECEIPT, IF ABLE
(El votante debe firmar esta tarjeta personalmente al recibirla si puede.)

U.S. REP. (Rep. Federal) 31 STATE SEN. (Sen. Estatal) 5 STATE REP. (Rep. Estatal) 52 COMM. PCT. (Com. Pcto.) 4 J.P. PCT. (J.P. Pcto.) 4

SCHOOL DIST. (Distrito Escolar) RS CITY (Ciudad) RC CONSTABLE (Alcalde) 3

Name and Mailing Address (Nombre y dirección de correo)
93210
DILLY GENT VOTER
4321 COUNTY RD
WILCO TX 78555

Voter Registration Certificate Number

Use voter certificate numbers whenever possible. The voter certificate number is the 3-7-digit number shown below the government codes. The voter's VUID number or Driver's License number may also be used to look up a voter in VoteSafe.

PROCESSING VOTERS WITH IDENTICAL NAMES

1. Ask for a valid ID.
2. Verify that the voter's ID is on the list of acceptable IDs.
3. Check the expiration date on the ID.
4. Scan the bar code on the VR Certificate or Texas Driver License using the bar code scanner, which may pull up the voter's registration information, including certificate number. If a scanner is not used or the Texas Driver's License does not pull up the voter's registration information, manually enter the name, DL, or date of birth into the applicable fields on the VoteSafe screen. The screen will then display the voter's information. Be sure to try at least three different ways to look up a voter.
5. Ask the voter, "What is your current address?"
 - If the voter has moved from the address in VoteSafe to another address in Williamson County, follow failsafe voting procedures.
 - If the voter has moved to an address outside of Williamson County, follow provisional voting procedures.

Note: The address on the ID presented does not have to match the address listed in VoteSafe.
6. If the voter still resides at the same address listed in VoteSafe, click on the Voter's name in VoteSafe.
7. Check for notations below the voter's information.
 - If there is a notation, see "VoteSafe Notations" in the training guide.
 - If there is no notation, click on "Check-in Voter" button on the screen.

Note: Make sure you do not check-in a male voter under his father's/son's identical name.
8. Wait for the label printer to print out the signature label.
9. Affix the signature label to the Combination Form. Have the voter sign on the signature line.

PROCESSING VOTERS WITH DIFFERENT NAMES

If the names are neither identical nor similar, ask the voter for another form of acceptable ID. If the voter does not offer another form of ID, the voter may either leave the polling location and return later with an acceptable form of ID or cast a provisional ballot.

PROCESSING VOTERS WITH SIMILAR NAMES

Process a voter with a similar name using standard check-in procedures and complete two additional steps:

1. Place a checkmark in the "Similar Name 63.001(c)" column of the Combination Form.
2. Have the voter initial the "Similar Name Affidavit" column of the Combination Form.

COMBINATION FORM				Prescribed by Secretary of State // Form: 7-20 01/2018 Sections 63.001, 63.001a, 63.002, 63.003, 63.004, 63.006, 63.009, 63.0101, 63.011, 64.032, and 162.004																				
Poll List/Signature Roster, (Affidavits) for Election Day				Page _____ of _____		Texas Election Code																		
Authority Conducting Election:		Date of Election (Fecha de elección)		Type of Election (Tipo de elección)																				
If a voter is unable to sign his/her name, an election official shall place the voter's name on the signature roster and make a notation as to the reason the voter is unable to sign. Si algún votante no puede firmar su nombre, un oficial electoral apuntará el nombre del votante en el registro de firmas y hará una anotación indicando la causa por la cual el votante no pudo firmar.				Location (Sitio)																				
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Poll List (Lista de Votantes) / Signature (Firma) / VOID (VOID) </div> <div style="border: 1px solid black; padding: 5px;"> CERT: 654321 PCT: 368 BS: 11 Janis Sample Joplin 2120 Old Main St 7/30/1976 Signature <u>Janice Sample</u> </div>				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; padding: 5px;">Voter's Initials (Iniciales del Votante)</th> <th colspan="3" style="text-align: center; padding: 5px;">Check Application for s/Corresponde</th> </tr> <tr> <th style="text-align: center; padding: 5px;">Similar Name Affidavit Declaración Jurada de Nombre Similar del Votante</th> <th style="text-align: center; padding: 5px;">Affidavit For Voter Not on List* Declaración Jurada del Votante No en la Lista*</th> <th style="text-align: center; padding: 5px;">Provisional 63.011</th> <th style="text-align: center; padding: 5px;">Similar Name 63.005(e)</th> <th style="text-align: center; padding: 5px;">Not on List 63.006</th> <th style="text-align: center; padding: 5px;">Reas. Imped. Decl. 63.001 (i)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: middle; font-size: 2em;">JS</td> <td></td> <td></td> <td style="text-align: center; vertical-align: middle; font-size: 2em;">✓</td> <td></td> <td></td> </tr> </tbody> </table>				Voter's Initials (Iniciales del Votante)		Check Application for s/Corresponde			Similar Name Affidavit Declaración Jurada de Nombre Similar del Votante	Affidavit For Voter Not on List* Declaración Jurada del Votante No en la Lista*	Provisional 63.011	Similar Name 63.005(e)	Not on List 63.006	Reas. Imped. Decl. 63.001 (i)	JS			✓		
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Similar Name Affidavit Declaración Jurada de Nombre Similar del Votante	Affidavit For Voter Not on List* Declaración Jurada del Votante No en la Lista*	Provisional 63.011	Similar Name 63.005(e)	Not on List 63.006	Reas. Imped. Decl. 63.001 (i)																			
JS			✓																					
*AFFIDAVIT FOR VOTER NOT ON LIST: By initialing offering to vote at the time the information on my registration is filed, I am certifying that I am the person on the voter registration certificate, and I am not the person in the list of voters registered or the person in the list of voters registered or the person in the list of voters registered or the person in the list of voters registered.				*JURAMENTO DE VOTANTE: Al firmar con mis iniciales ofreciendo votar a la hora de la información en mi registro de votación, estoy certificando que soy la persona en el certificado de registro de votación, y no soy la persona en la lista de votantes registrados o la persona en la lista de votantes registrados o la persona en la lista de votantes registrados o la persona en la lista de votantes registrados.																				

PROCESSING VOTERS WITH SIMILAR NAMES – CONTINUED

DETERMINING SIMILAR NAMES – SLIGHTLY DIFFERENT

- Minor misspellings of names
- Extra letters, minor typos
- Common different spellings

EXAMPLES: Marc Cuban vs. Mark Cuban

Lynn Miles vs. Lynn Myles

DETERMINING SIMILAR NAMES – CUSTOMARY VARIATION

- English vs. Spanish vs. French spellings
- Common nicknames

EXAMPLES: William Clements vs. Bill Clements

Margaret Smith vs. Peggy Smith

DETERMINING SIMILAR NAMES – INTIAL, MIDDLE, OR FORMER NAME

- Initial
- Middle
- Former name

EXAMPLES: C. Everett Koop vs. Everett Koop

Amy Sue Roy vs. Amy Roy Jones

DETERMINING SIMILAR NAMES – DIFFERENT FIELD

- Maiden names
- Hyphenated names

EXAMPLES: Earl Campbell vs. Earl C. Campbell

Jill Hill vs. Jill Hill-Foster

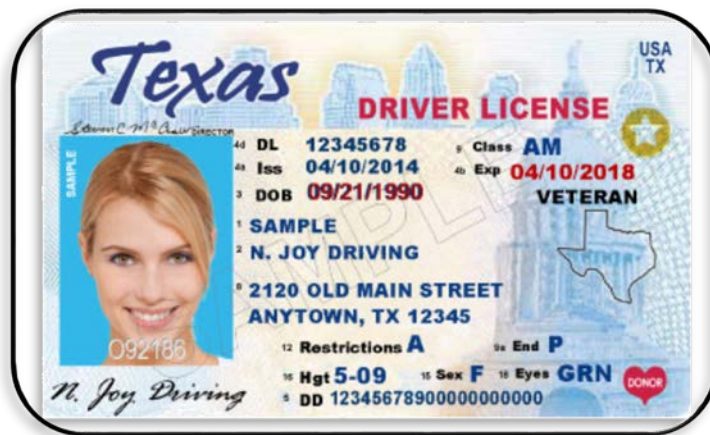
VALID ID WITH SIMILAR NAMES – TOTALITY OF CIRCUMSTANCES


The Secretary of State recommends that a poll worker use the “Totality of Circumstances” when qualifying the voter by not just comparing a voter’s name, but also his/her photograph, address, and date of birth in determining whether to accept the voter.

Use all information to assist in determination:

- Address
- Date of Birth
- Photograph

EXAMPLE: N. Joy Driving vs. Nancy Joy Driving



 **Training Mode - Williamson** Voter Check-in

Count/Logs

Contacts and Help

NANCY JOY DRIVING

[Return to Voter Search Results](#)

Verify Voter Information

Address: 2120 OLD MAIN ST ANYTOWN 12345

Birthdate: 9/21/1990

County ID: 440038 Status: A Precinct: 402

NOTE: When considering the totality of circumstances, information can only be used to confirm a voter’s identity and may not be used against the voter.

SIX DAY CURE PERIOD

If a voter does not present a valid photo ID, he/she must be offered a provisional ballot. For the ballot to be counted, the voter must then appear at the Elections Department within six calendar days following Election Day to show an acceptable ID or apply for an exemption.

All voters who cast a provisional ballot because they did not present a valid ID must be informed of the cure period and given the proper notice as described under provisional voting procedures.

NOTE: A voter that does not present a valid ID may also choose to leave the polling location to obtain a valid ID and return with the acceptable ID to cast his/her ballot.

VOTER REGISTRATION CERTIFICATE W/DISABILITY EXEMPTION

Some voter registration certificates may indicate a disability exemption notation. These voters are exempt from the requirement to present a valid form of photo identification.


Voters with this notation have applied for this permanent exemption at the Elections Department in Georgetown and have provided the required documentation specified in SB5 from either the U.S. Social Security Administration or the U.S. Department of Veterans Affairs.

Voters who obtain this exemption can vote by presenting a voter registration certificate reflecting this exemption (E).


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www.sos.state.tx.us

Presorted
First-Class Mail
U.S. Postage Paid
Georgetown, TX
Permit No. 209


 884651

RETURN SERVICE REQUESTED


VOTER REGISTRATION CERTIFICATE
 (Certificado de Registro Electoral)

WILLIAMSON COUNTY (Condado de Williamson)

VOID (VUID) <div style="font-size: 24px; font-weight: bold;">1136779549(E)</div>	Gender (Sexo) 	Valid from (Valido desde) <div style="font-size: 24px; font-weight: bold;">01/01/2018</div>
Year of Birth (Año de Nacimiento) <div style="font-size: 24px; font-weight: bold;">1965</div>	Prec. No. (Núm. Pcto.) <div style="font-size: 24px; font-weight: bold;">481</div>	thru (hasta) <div style="font-size: 24px; font-weight: bold;">12/31/2019</div>

Name and Permanent Residence Address (Nombre y dirección residencial permanente)


DILLY GENT VOTER
 4321 COUNTY RD
 WILCO TX 78555
X DILLY GENT VOTER

VOTER MUST IMMEDIATELY SIGN HIS/HER NAME IMMEDIATELY UPON RECEIPT, IF APPLICABLE.
(El votante debe firmar sulla tarjeta personalmente al recibirla, si puede.)

U.S. REP. (Rep. Federal) <div style="font-size: 24px; font-weight: bold;">31</div>	STATE SEN. (Sen. Estatal) <div style="font-size: 24px; font-weight: bold;">5</div>	STATE REP. (Rep. Estatal) <div style="font-size: 24px; font-weight: bold;">52</div>	COMM. PCT. (Com. Pcto.) <div style="font-size: 24px; font-weight: bold;">4</div>	J.P. PCT. (J.P. Pcto.) <div style="font-size: 24px; font-weight: bold;">4</div>
SCHOOL DIST. (Distrito Escolar) <div style="font-size: 24px; font-weight: bold;">RS</div>	CITY (Ciudad) <div style="font-size: 24px; font-weight: bold;">RC</div>	CONSTABLE (Alguacil) <div style="font-size: 24px; font-weight: bold;">3</div>		

Name and Mailing Address (Nombre y dirección de correo)

93210



DILLY GENT VOTER
 4321 COUNTY RD
 WILCO TX 78555

Party Affiliation
(Afiliación Política)

DISABILITY EXEMPTION NOTATION

TEMPORARY EXEMPTIONS

Voters who have a religious objection to being photographed or voters who do not have a valid form of photo ID as a result of being a victim of a natural disaster as declared by the Governor of Texas or the President of the United States occurring not more than 45 days prior to appearing at polls, may vote a provisional ballot and the polling location. The voter must appear at the Elections Department in Georgetown within six (6) calendar days after the election to sign an affidavit swearing to the religious objection or natural disaster, for the ballot to be counted.

ADDITIONAL PROCEDURES – COMBINATION FORM

- Make every effort to accurately complete all paperwork used to process a voter.
- Voters should sign the Combination Forms in ink. Must be an original signature. Signature stamps are not acceptable.
- If you need to write in a voter's name on the Combination Form for any reason, you must include: Name, Address Pct. #, Cert #, and Ballot Style.
- When processing a Provisional Voter write the voter's information on the Combination Form. Indicate that he/she was a Provisional Voter by placing a check mark in the Provisional column on the Combination Form. You must also write in the voter's name on the List of Provisional Voters. Never check a provisional voter into VoteSafe, even if the voter is registered to vote.
- If the label printer is not working, a poll worker must handwrite in the information on the combinations form for each voter checked-in.

VOTESAFE SUITCASE SET UP



SETTING UP LAPTOP COMPUTER

Laptop - The VoteSafe laptop is plugged into the power strip. The laptop has several different applications to check a voter in, determine ballot styles, and update the polling locations wait time.

Rainbow USB Hub – Plug into USB port on the right side of the laptop. Used to connect the barcode scanner and mouse to the computer.

Barcode Scanner & Mouse – Both are plugged into USB ports on the rainbow USB hub. The barcode scanner is used to check-in a voter by scanning either their voter registration certificate or their ID.

Brother Label Printer – This is plugged into the power strip and a USB port on right side of the laptop. The brother label printer will now only print one label - the signature label for the combo forms.

ExpressVote Printer – This is plugged into the power strip and a USB port on the left side of the laptop. The ExpressVote printer is used to print the barcode, precinct, ballot style, and serial number on a voter's blank ballot card.

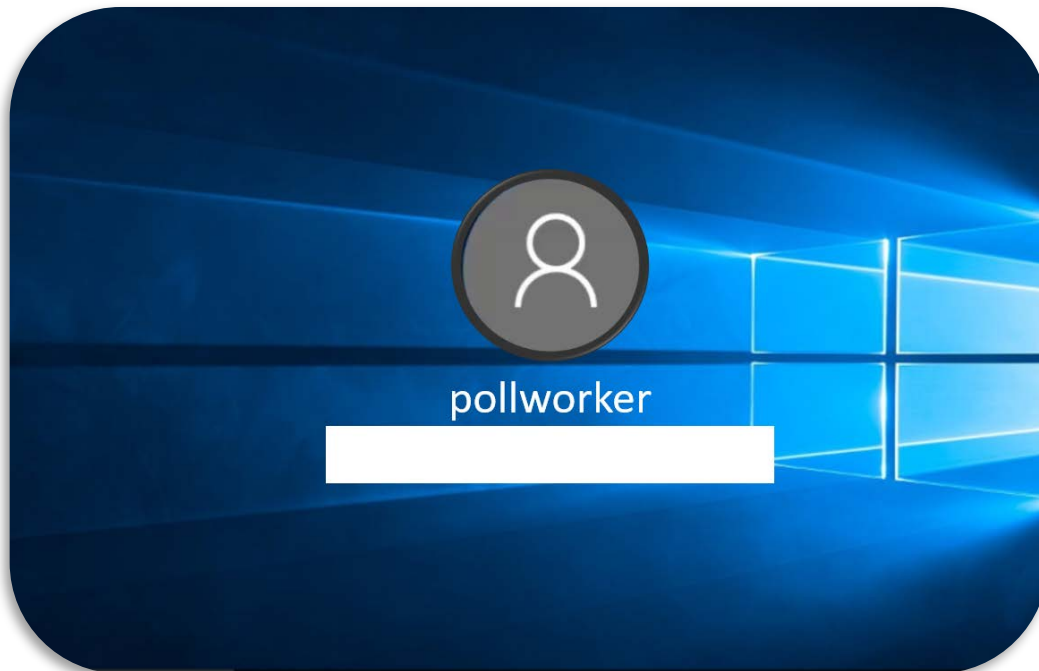
T-Mobile Hot Spot – This is plugged directly into the power strip. Allows the VoteSafe laptops to connect to wireless internet. Slide the power switch located on top of the Hot Spot into the ON position. Laptops will automatically connect to the Hot Spot. Do NOT connect any personal devices to the Hot Spot.

LOGGING INTO THE LAPTOP

Log into Windows with:

Username: pollworker (Field will be populated automatically)

Password: Provided in the training handout



CONNECTING TO THE INTERNET

To be sure you are online:

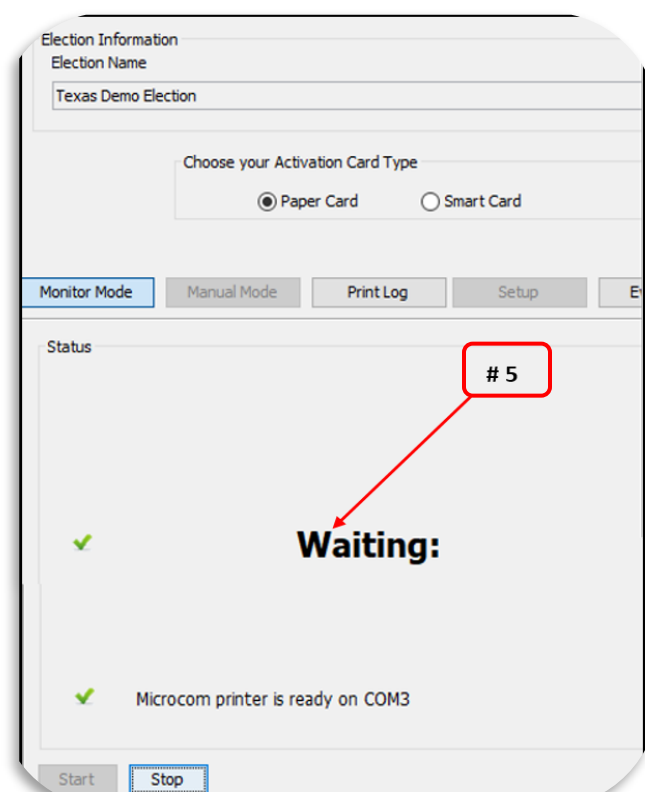
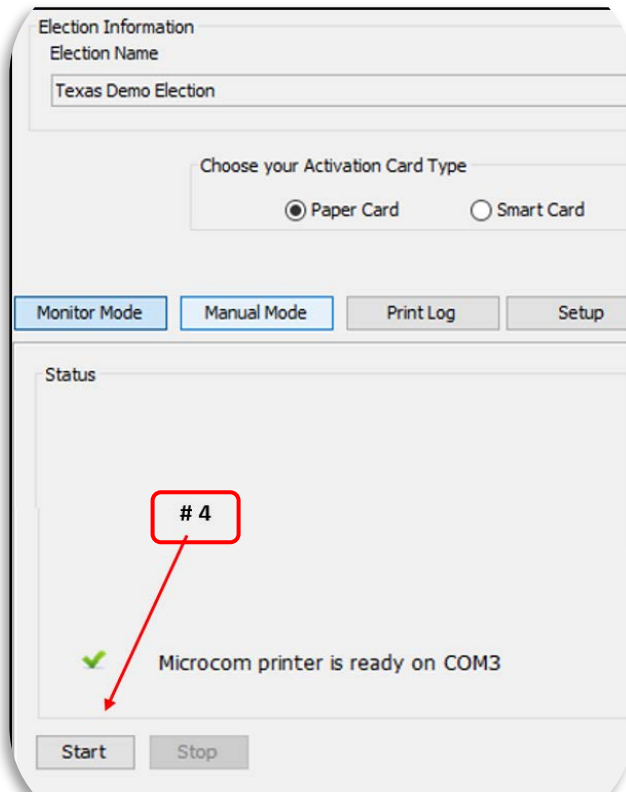
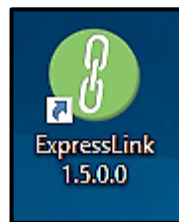
- Click on the wireless icon on the bottom right of the laptop screen.
- Look for the “WilcoElect#”. This should say you are “Connected”. Check for the light to be lit on the F12 key of the laptop.
- If you are not connected, check to be sure the Hot Spot device is on, click on the WilcoElect to be connected.

Call the Judges’ Hotline if problem persists.



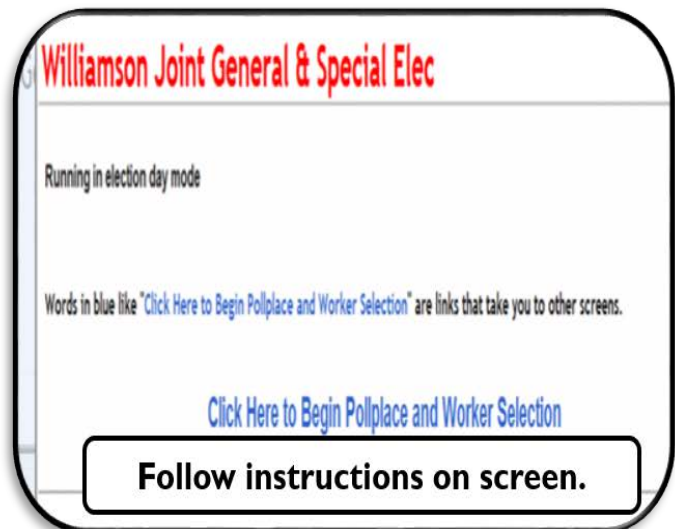
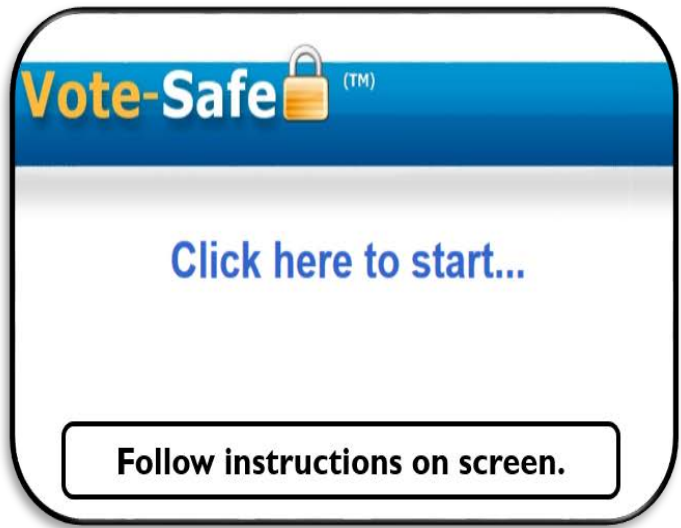
EXPRESSVOTE PRINTER SET UP

1. Plug both the square and round plugs into their designated port on the back of the printer. Plug the USB cord into the left side USB port on the laptop. Plug the printer into the power strip.
2. Turn on printer by pressing the power button. It will light up blue while on.
3. Open ExpressLink from the desktop icon, prior to all other applications, including VoteSafe. *Note: ExpressLink may take a few minutes to open.*
4. Once ExpressLink is open, click Start in the lower left corner.
5. ExpressLink will show **Waiting**. The printer is now ready.



VOTESAFE – OPENING

1. Double-click the VoteSafe icon.
2. Click the blue text that says, click here to start.
3. In the “Enter your password” field, type the password provided in training handout.



VOTESAFE – SELECTING POLLPLACE

The next screen will give the name of the election. Click on the blue “Click Here to Begin Pollplace and Worker Selection”. This link will take you to the Pollplace and Worker screen. Carefully select Pollplace and Worker from drop down lists. Confirm the information is correct click “Continue to Voter Lookup”.

The screenshot shows the 'Williamson Pollplace and Worker Selection' interface. At the top, there's a blue header with the OTEC logo and the title. Below the header, there are two red error messages: 'You must select a valid pollplace' and 'You must select a valid worker'. The main section is titled 'Pollplace and Worker' and contains two blue links: 'Select Pollplace' and 'Select Worker'. A black callout box with red arrows pointing to these links contains the text: 'Pop-up lists will appear here. CAREFULLY select your location.' To the right of the callout is a red warning triangle icon. At the bottom, there is a grey button labeled 'Continue to Voter Lookup'. On the right side, there is an 'Election Details' box with the following information: Name: Joint General & Special Elec, Date: 2011-11-08, Registration: Not sent.

VOTESAFE – BARCODE SCANNING

- Make sure the cursor is in the first box labeled “House # / Voter ID / DL”. Here you can scan the barcode on the back of the voter’s TDL or the barcode underneath the district boxes on the right side of the voter’s certificate.
- The scanned number will be populated into field.
- Click Search.

The screenshot shows the 'Williamson Voter Lookup' interface in 'Training Mode'. The header is blue with the OTEC logo and the title. Below the header, there are two tabs: 'Count/Logs' and 'Contacts and Help'. The main section is titled 'Voter Lookup' and contains four input fields: 'House # / Voter ID / DL' (containing the number 123456789), 'Street', 'Last Name', and 'First Name'. There is also a 'Birthdate (MM/DD/19YY)' field. At the bottom, there is a green button labeled 'Search' and a text prompt '(Press Enter or Click Search)'.

VOTESAFE – MANUAL VOTER LOOKUP

CHOOSE ONE:

- Type the voter's VUID# or Driver License #, click "Search".
- Type the first 4 characters of the voter's last name. Cursor will automatically jump to first name field. Type the first 4 characters of the voter's first name. After 4th character is entered, VoteSafe will automatically begin to search.
- Type in the voter's birthdate (slashes not needed), click "Search".

OTEC Training Mode - Williamson

Count/Logs Contacts and Help

Voter Lookup

House # / Voter ID / DL Street

Last Name First Name Birthdate (MM/DD/19YY)

(Press Enter or Click Search) Search

VOTESAFE – MULTIPLE MATCHES

This screen shows a list of voters matching the criteria you searched for. When you see more than one name, be sure to click the correct voter's name to continue to the voter check in screen.

LOOK FOR ANY LARGE RED NOTES such as suffixes like Jr., III, or other notations.

Voter Lookup [Return to Voter Search](#)

Search Criteria: Last Name starts with "SMIT"; First Name starts with "JOHN"

Name	Address	Birthdate
SMITH, JOHN ALFRED JR	12307 HWY 183 - FLORENCE	03/05/1957
SMITH, JOHN ANDERSON JR	505 PIPE CREEK LN - GEORGETOWN	02/02/1949
SMITH, JOHN ARTHUR	3108 RABBITS TAIL DR - LEANDER	09/10/1964
SMITH, JOHN AUGUST	13322 BLACK CANYON DR - AUSTIN	11/12/1984
SMITH, JOHN BRADLEY	1003 MIDDLE BROOK DR - LEANDER	09/21/1974
SMITH, JOHN CHARLES	3803 CONCORD DR - ROUND ROCK	05/03/1966
SMITH, JOHN COLBY	15108 TERRA VERDE DR - AUSTIN	10/15/1960
SMITH, JOHN D	804 CLEARWATER TRL - ROUND ROCK	01/14/1976
SMITH, JOHN E	117 HARVEST LN - HUTTO	08/08/1959
SMITH, JOHN ELIAS JR	2318 WISTERIA WAY - ROUND ROCK	06/12/1947
SMITH, JOHN ERIC	8508 SLANT OAK DR - AUSTIN	05/02/1985
SMITH, JOHN ERIC	8508 SLANT OAK DR - AUSTIN	08/11/1948

VOTESAFE – VOTER CHECK-IN

1. Verify the voter's address by asking: "What is your current address?"
2. When the voter's personal information appears, you will see the address where they are currently registered.
3. If the voter's information is correct, click on green "Check-in" at the bottom of the screen.
4. The signature label will print out. Affix label to the combination form and have the voter sign on the line accordingly.
5. Stamp EA's initials (EV) or sign (ED) the back lower right corner of the blank ballot card.
6. Slide a blank ballot card into the ExpressVote printer. *Note: Printer will beep if the card is inserted incorrectly.*
7. The printer will accept the ballot card and return it with voter's barcode, precinct, ballot style, and serial number printed across the top.

The screenshot shows the VOTEC Training Mode - Williamson Voter Check-in interface. The header includes the VOTEC logo, the title "Training Mode - Williamson Voter Check-in", and the date "Monday, Dec 14 2015". Below the header, there are tabs for "Count/Logs" and "Contacts and Help". The main section is titled "DILLY GENT VOTER" and includes a "Return to Voter Search Results" link. The "Verify Voter Information" section displays the following details: Address: 2000 FM 1460 9108 GEORGETOWN 78626 (highlighted with a red box), Mailing Address: N/A, Birthdate: 9 / 13 / 1975, County ID: 891438, Status: A, and Precinct: 368. Below this, the "Select a Ballot" section shows "Ballot Style 11" and a green "Check-in" button. At the bottom, there is a "Return to Voter Lookup" link and a copyright notice: "Copyright © VOTEC Corporation 2007 - 2015". On the right side, there are two panels: "Live Help" with a "New" button and "System Usage" showing "Cowan Creek Amenity Center", "General Pollworker 2", "Online", and "Check-in Msgs Queued: 0".

VOTESAFE – CANCELLING CHECK-IN

To cancel the check-in: Click the voter's name in the top left message box. Otherwise, search for the voter again.

- After clicking the voter's name, the voter information screen will appear.
- Click on "Cancel Check-in".
- Next a confirmation screen will appear. Confirm the cancellation.

The screenshot shows the 'DILLY GENT VOTER' screen. At the top, there's a 'Return to Voter Search Results' link. Below it is a 'Verify Voter Information' section with fields for Address (2000 FM 1460 9108 GEORGETOWN 78626), Mailing Address (N/A), Birthdate (9/13/1975), County ID (891438), Status (A), and Precinct (368). To the right, there's a 'Live Help' section with 'No messages...' and a 'System Usage' section showing 'Cowan Creek Amenity Center', 'General Pollworker 2', 'Online', and 'Check-in Mags Queued: 0'. Below the verification section is a 'Select a Ballot' section with a green box containing 'BS: 11 Cowan Creek Amenity Center 12/11 10:01'. To the right of this box are two buttons: 'Cancel Check-in' (red) and 'Re-print' (blue). Below the ballot section is a 'Return to Voter Lookup' link. On the far right, there are two red buttons: 'No ID' and 'Different Ballot'.

The screenshot shows a confirmation dialog titled 'Cancel check-in for DILLY GENT VOTER?'. It has two buttons: 'Yes' (green) and 'No' (red). The 'Yes' button is highlighted with a red rectangle.

The screenshot shows the 'Voter Lookup' screen. At the top, there's a 'Count/Logs' and 'Contacts and Help' tab. Below it is a green message box that says 'Check-in for DILLY GENT VOTER cancelled'. To the right of the message box is a 'Clear Fields' link. Below the message box are four input fields: 'House # / Voter ID / DL', 'Street', 'Last Name', and 'First Name'. To the right of these fields is a 'Birthdate (MM/DD/19YY)' field. Below the input fields is a green button with a magnifying glass icon and the text 'Search'. To the left of the 'Search' button is the text '(Press Enter or Click Search)'.

VOTESAFE – REPRINTING SIGNATURE LABEL AND BALLOT CARD

To reprint the signature label:

1. Click the voter's name in the top left message box. Otherwise, search for the voter in VoteSafe. Select the correct voter to view the voter's information screen.
2. Click on blue "Re-print" button.
3. Click "Re-Print ALL Check-in Labels"
4. Once the label has been re-printed click on the green "CLOSE" button.

To reprint a ballot card:

If a voter mismarks, damages, or otherwise spoils a ballot in the process of voting, the voter is entitled to receive a new ballot by returning the spoiled ballot to the Supervisor/Judge.

1. Click the voter's name in the top left message box. Otherwise, search for the voter in VoteSafe. Select the correct voter to view the voter's information screen.
2. Click on blue "Re-print" button.
3. Click "Reissue Ballot"
4. Stamp EA's initials (EV) or sign (ED) the back lower right corner of the blank ballot card.
5. Slide a new blank ballot card into the ExpressVote printer.
6. Confirm the correct information was printed on the ballot card.
7. Once the ballot card has printed, click on the green "CLOSE" button.

The screenshot displays the VOTEC Training Mode interface for a voter check-in. The header shows "Training Mode - Williamson Voter Check-in" and the date "Friday, Dec 11 2015". The voter's name "DILLY GENT VOTER" is at the top. Below it, a "Verify Voter Information" section contains fields for Address (2000 FM 1460 9108 GEORGETOWN 78626), Mailing Address (N/A), Birthdate (9/13/1975), County ID (891438), Status (A), and Precinct (368). A "Select a Ballot" section shows a status of "***** VOTER CHECKED IN *****" and a timestamp "BS: 11 Cowan Creek Amenity Center 12/11 10:01". To the right, there are buttons for "Cancel Check-in" and "Re-print". Further right, there are buttons for "No ID" and "Different Ballot". At the bottom, a "REPRINT" dialog box is open, showing buttons for "Re-Print ALL Check-in Labels" and "Reissue Ballot". A green "CLOSE" button is also visible in the bottom right corner of the main interface.

VOTESAFE NOTATIONS – VOTER CHECKED-IN

A voter will have a “VOTER CHECKED IN” notation in VoteSafe if they have already been checked in. The notation will also include the date, location, and the time the voter was checked in. The voter is not allowed to vote a regular ballot. If the voter is insistent, he/she may vote provisionally. See provisional voting procedures.

The screenshot shows the VoteSafe interface in "Training Mode - Williamson Voter Check-in". The voter's name is "DILLY GENT VOTER". The "Verify Voter Information" section displays the following details: Address: 4407 SUMMERCREST LOOP S, ROUND ROCK 78681; Mailing Address: N/A; Birthdate: 1 / 1 / 1983; County ID: 1028619; Status: A; Precinct: 332. Below this, the "Select a Ballot" section shows a red box containing the text: "***** VOTER CHECKED IN *****", "BS: 1", "Williamson Co. Inner loop Annex", and "10/23 08:58". A "Return to Voter Lookup" button is at the bottom.

VOTESAFE NOTATIONS – ADDRESS NOT AVAILABLE

If “NOT AVAILABLE” is noted in place of the voter’s address in VoteSafe, the voter has filed a Request for Confidentiality for security purposes. Ask the voter if he/she has moved. If he/she has moved, have the voter complete a Statement of Residence Card and continue processing the voter using regular procedures. Assure the voter that his/her information will remain suppressed when the address change is processed.

The screenshot shows the VoteSafe interface for "DILLY GENT VOTER". The "Verify Voter Information" section displays: Address: NOT AVAILABLE (highlighted with a red box); Mailing Address: N/A; Birthdate: 9 / 11 / 1961; County ID: 878382; Status: A; Precinct: 331. The "Select a Ballot" section shows "Ballot Style 1" and a green "Check-in" button.

VOTESAFE NOTATIONS – STATEMENT OF RESIDENCE

A voter with a status of “S” and “Voter must complete a Statement of Residence prior to voting” must complete a Statement of Residence before being allowed to cast a ballot.

If the voter has not moved, but there is a “Voter must complete a Statement of Residence” notation, the voter MUST still complete the Statement of Residence card.

VOTEC Training Mode - Williamson Voter Check-in

Count/Logs Contacts and Help

DILLY GENT VOTER [Return to Voter Search Results](#)

Verify Voter Information

Address: 2105 WINDY OAKS CV CEDAR PARK 78613
Mailing Address: N/A
Birthdate: 10 / 29 / 1990
County ID: 960467 Status: S Precinct: 216

***** Voter must complete a Statement of Residence prior to voting. *****

Select a Ballot

Ballot Style 1 [Check-in](#)

[Return to Voter Lookup](#)

Instructions for Voting by Mail on Back
(Al Dorsor: Instrucciones si vota por correo)

83-141 (12/17)

STATEMENT OF RESIDENCE
For persons whose residence address does not match voter registration address.
CONSTANCIA DE DOMICILIO PERMANENTE
Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos.

Last Name Apellido (include suffix if any) (Jr., Sr., III)	First Name Nombre de pila	Middle Name (if any) Segundo nombre (si aplica)	Former Name Apellido anterior
Fallon	Eagle	T	

Residence Address: Street Address and Apartment Number, City, State, and Zip.
If none, describe where you live. (do not include P.O. Box, Rural Route, or Business Address)
Domicilio residencial: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal. Si no existe un domicilio, describa donde vive (no incluya apartados postales, rutas rurales o dirección del trabajo).
123 Any Street, Georgetown TX 78626

Gender (Optional)
Sexo (Opcional)
☒ Male Masculino
☐ Female Femenino

Mailing Address: Address, City, State, and Zip: if mail cannot be delivered to your residence address. Dirección postal: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal (si no se puede entregar como en su domicilio residencial).

Date of Birth: month, day, year
Fecha de Nacimiento: mes, día, año
07 / 16 / 1975

City and County of Former Residence in Texas
Ciudad y condado de residencia anterior en Texas

Telephone Number (Optional) Include Area Code
Teléfono (Opcional) – Incluya código de área

Texas Driver's License No. or Texas Personal I.D. No. (issued by the Department of Public Safety)
No. de licencia de conducir de Texas o no. de identificación personal de Texas (Emitido por el Departamento de Seguridad Pública)
1 2 3 4 5 6 7 8

If no Texas Driver's License or Personal Identification Number, give last 4 digits of your Social Security Number.
Si no tiene licencia de conducir de Texas o no. de identificación personal, proporcione los 4 últimos dígitos de su número de Seguro Social.

☐ I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.
Yo no tengo una Licencia de conducir de Texas/Cédula de identidad personal de Texas o Número de Seguro Social.

I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to 180 days, a fine up to \$2,000, or both. Please read all three statements to affirm before signing. Entiendo que el dar información falsa para obtener una tarjeta de registro electoral constituye un delito de perjurio bajo las leyes estatales y federales. Cometer este delito puede resultar en privación de la libertad hasta 180 días, multa de hasta \$2,000 o ambos castigos. Por favor lea cada una de las tres declaraciones antes de firmar:

- I am a resident of this county and a U.S. citizen; and
- I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and
- I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

soy residente de este condado y ciudadano de los Estados Unidos; y
no he sido condenado por un delito grave, o en caso de ser delincuente, he purgado mi pena por completo, incluyendo cualquier plazo de encarceramiento, libertad condicional, supervisión, período de prueba, o se me otorgó un indulto; y
no se me ha declarado, total o parcialmente, como discapacitado mental sin derecho al voto, por el fallo final de un juzgado de sucesiones.

☒ Eagle T Fallon Date 03 / 06 / 2018

Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.
Firma del solicitante o su agente (apoderado) y relación de éste con el solicitante, o nombre en letra del modo del solicitante si la firma es la de un testigo, y fecha.

VOTESAFE NOTATIONS – VOTER HAS REQUESTED A MAIL BALLOT

This notation will appear if the voter has submitted either:

- A Ballot by Mail Application
- A Federal Postcard Application (FPCA) for military and overseas citizens.

OTEC Training Mode - Williamson Voter Check-in

Count/Logs Contacts and Help

DILLY GENT VOTER [Return to Voter Search Results](#)

Verify Voter Information	
Address:	602 LAFAYETTE SQUARE DR LEANDER 78641
Mailing Address:	N/A
Birthdate:	2 / 22 / 1953
County ID:	930961
Status:	A
Precinct:	331

Select a Ballot

Please Note: Voter has REQUESTED a mail ballot

[Return to Voter Lookup](#)

If the voter has requested a Ballot by Mail or FPCA Ballot:

- The voter must surrender the mail ballot to the Supervisor/Judge. The Supervisor/Judge will write "Cancelled" on the returned ballot.
- The voter must complete and sign the Request to Cancel Application for a Ballot by Mail form. Voter will complete the top portion of the form as well as VOTER HAS MAIL BALLOT section.
- Supervisor/Judge will print voter's name, precinct number and VUID on bottom of form where indicated and date of cancellation and sign the request. Supervisor/Judge will place the cancelled ballot and the request in correct envelope. Please refer to the form instructions section of the training guide to determine the correct box/envelope to return it to.
- The Supervisor/Judge must call the Judges' Hotline so the Elections Department can verify the voter has not returned a marked ballot and to remove the notation once verified. After the notation is removed, continue checking in voter using standard procedures.
- If the voter does not surrender the mail ballot, the Request to Cancel Application for a Ballot by Mail form should not be used and the voter may only cast a provisional ballot.

TEAM (TEXAS ELECTION ADMINISTRATION MANAGEMENT) SYSTEM

TEAM is a tool used if you are unable to locate a voter in VoteSafe. TEAM is a statewide database of registered voters (rather than countywide like VoteSafe).

Double click the TEAM icon and enter in the username and password (in the training handout).

Once logged in, select “Statewide” at top of search screen.

1. Enter in Voter’s 10-digit VUID number, if known
(Can be found on VR certificate) OR enter in voter’s last name, first name and date of birth.
2. Click “Search”
3. TEAM will display all voters matching the search criteria.
4. Click the button beside the voter and then “Select” to bring up voter’s record.

A screenshot of the Texas Election Administration Management System search page. The page has a blue header with the Texas state seal and the text 'Texas Election Administration Management System' and 'Texas Secretary of State'. Below the header, there is a 'Search Voter' section with a 'Search Type' dropdown set to 'Statewide'. Under 'Voter Identifiers', the 'VUID' field contains '1234567891'. The 'Voter Name' section has 'Last Name' as 'VOTER', 'First Name' as 'DILLY', and 'Date of Birth' as '12/20/1980'. The 'Street Address' section has 'Street Number' and 'Search Street Name' fields, with a 'Select Street' button. At the bottom right are 'Search' and 'Reset' buttons.A screenshot of the 'Select Voter' page showing a table of search results. A red arrow points from the 'Select' column to the 'Select' button at the bottom right.

Select	Status	Last Name	First Name	Middle Name	Suffix	EDR	Residence Address	County	VUID
<input checked="" type="radio"/>	ACTIVE	VOTER	DILLY	GENT		05/26/2014	4407 SUMMERCREST LOOP SOUTH ROUND ROCK 78681	WILLIAMSON	1158838041

Prev 1 Next
Select Previous

TEAM (TEXAS ELECTION ADMINISTRATION MANAGEMENT) SYSTEM — CONTINUED

Voters with a status of ACTIVE or SUSPENSE are registered to vote. This screen will indicate the county where the voter is registered and show his/her registration status.

The screenshot displays the 'Voter Registration' screen in the TEAM system. It features two tabs: 'Voter Information' and 'Voter Participation History'. The 'Voter Information' tab is active, showing the following details:

Voter Information	
Voter Name:	DILLY GENT VOTER
VUID:	1158838041
Valid From Date:	01/01/2016
Current Status:	ACTIVE
Status Change Date:	05/07/2014
Gender:	FEMALE
Registration Date:	04/26/2014
EDR:	05/26/2014
Residence Address:	4407 SUMMERCREST LOOP SOUTH ROUND ROCK 78681
Mailing Address:	4407 SUMMERCREST LOOP S ROUND ROCK 78681
County:	WILLIAMSON
Voter Attributes:	Suppression: NO

On the right side, there are two lists of districts:

Major Districts	
USREP	31
STSEN	5
STREP	52
COMM	3
JP	3
SBE	10

Minor Districts	
College	J01
Constable	3
Emergency Service District	F99
Municipal Utility	M21
School	LS
Water Control And Improvement	ID
Precinct	
Precinct:	332

A 'Previous' button is located at the bottom center of the screen.

LIMITED BALLOT – EARLY VOTING ONLY

During Early Voting only, if a voter is a resident of Williamson County but currently registered in another Texas county, the voter may be eligible to vote a Limited Ballot.

A Limited Ballot is a ballot that limits the voter to only voting on the races that are common between the precinct in the county in which the voter is currently registered and the voter's new precinct in Williamson County.

Limited Ballot voting is only conducted at the Elections Department, 301 S.E. Inner Loop, in Georgetown during Early Voting.

Before sending a voter to the Elections Department, use TEAM to verify voter's registration in another Texas county. Contact the Judges' Hotline if you have questions or concerns about the voter's Limited Ballot eligibility.

DUPLICATE CERTIFICATES

If a voter presents two voter registration certificates with all the same information but different certificate numbers, use the certificate with the lower registration number.

If possible, the Supervisor/Judge should write “Duplicate” on the certificate with the higher registration number, ask the voter to sign the back of the certificate, take the certificate from the voter, and return it to the Elections Department in the File Pocket.

If the voter refuses to surrender the duplicate card, the Supervisor/Judge should suggest that the voter contact the Elections Department to cancel the duplicate certificate.

WHEN A VOTER HAS MOVED OUT OF THE COUNTY

A voter who has moved from Williamson County to another county must contact their new county about options for voting. The voter is not eligible to vote in Williamson County. If the voter insists on voting, a provisional ballot must be offered.

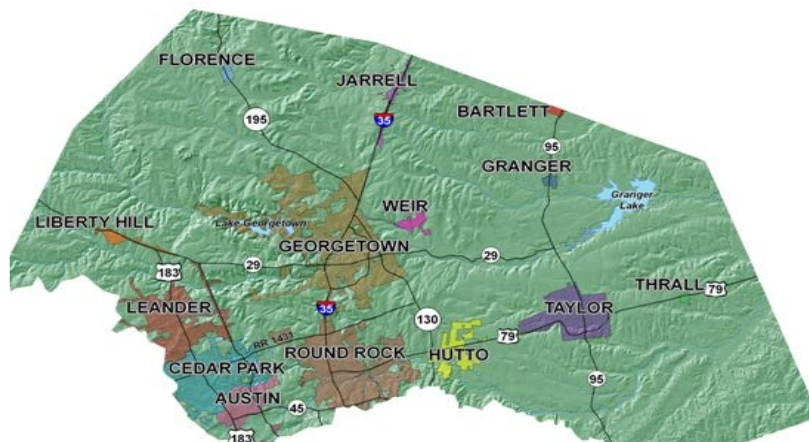
WHEN A VOTER HAS MOVED WITHIN THE COUNTY

Voter must fill out a Statement of Residence card. Verify the new address is still in Williamson County using the Failsafe finder. Voter is given a Failsafe ballot containing the items on the ballot that are common between the address where the voter is registered and the new address.

FAILSAFE VOTING

If a voter has moved within Williamson County and did not notify the Elections Department prior to the voter registration deadline for the election, he/she must receive a ballot containing only the races and issues in common between the voter’s old address and new address. This is called Failsafe voting.

NOTE: Failsafe ballots are not used in Primary Elections. In a Primary Election, a voter that has moved within the county receives the ballot for the address where he/she is currently registered to vote.



DETERMINING FAILSAFE BALLOT STYLES

- Look up the voter in VoteSafe and make note of the ballot style listed.
- Minimize VoteSafe and double-click on the “Failsafe Finder” icon on the desktop of the laptop.
- The Failsafe Finder window will pop-up.
- Enter the requested information and click “Find Failsafe Ballot Style”.
- Make note of the new ballot style provided.

Enter the ballot style for the voter as currently listed in VoteSafe

Enter the new address of the voter (From Statement of Residence)

City

Street Number

Street Name

AUSTIN



Find Failsafe Ballot Style

RESET

If you need assistance, please call the Judges' Hotline @ 512-943-3555

Find Failsafe Ballot Style

RESET

New Ballot Style Is 1

If you need assistance, please call the Judges' Hotline @ 512-943-3555

FAILSAFE PRINTING PROCEDURES

- Pull up VoteSafe and once back to the voter, click on the red “Different Ballot” button. This will display the Failsafe ballot options.
- Click on the green “Check-in” for the voters Failsafe ballot that was determined in the Failsafe finder.
- The signature label will print out. Affix label to the combination form and have the voter sign on the line accordingly.
- Stamp EA’s initials (EV) or sign (ED) the back lower right corner of the blank ballot card.
- Slide a blank ballot card into the ExpressVote printer.
- The printer will accept the ballot card and return it with voter’s barcode, precinct, new ballot style and serial number printed across the top.

Training Mode - Williamson Voter Check-in

Count/Logs Contacts and Help Friday, Dec 11 2015

DILLY GENT VOTER [Return to Voter Search Results](#) Text: A A A

Verify Voter Information

Address:	2000 FM 1460 9108	GEORGETOWN 78626
Mailing Address:	N/A	
Birthdate:	9 / 13 / 1975	
County ID:	891438	Status: A Precinct: 368

Select a Ballot

Ballot Style 11 [Check-In](#)

[Return to Voter Lookup](#)

[Live Help](#) [New](#)

No messages...

System Usage

Cowan Creek Amenity Center
General Pollworker 2
Online
Check-In Msgs Queued: 0

[No ID](#)

[Different Ballot](#)

Select Correct Ballot [Close](#)

Please choose the failsafe ballot to check-in the voter

	Ballot Style
Check-In	1
Check-In	4

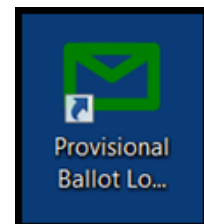
COMMON REASONS FOR VOTING A PROVISIONAL BALLOT

- Voter cannot be found in VoteSafe and the pollworker has tried searching 3 different ways to find the voter.
- Voter has a “Voter Checked In” notation and insists on voting.
- Voter failed to present acceptable form of identification.
- Voter claims the temporary exemption due to religious objection or natural disaster.
- Military personnel who have been recently discharged from the armed forces of the U.S. and have a TX driver’s license that expired more than 4 years ago.

NOTE: This list is not all-inclusive. There may be any number of other reasons a voter may be required to cast a provisional ballot.

PROVISIONAL BALLOT STYLE LOOKUP

1. Minimize VoteSafe and double-click on the “Provisional Ballot Lookup” icon on the desktop of the laptop.
2. The Provisional Ballot Style Lookup window will pop-up
3. Enter in voter’s address and click “Find Ballot Style”



Provisional Ballot Style Lookup

Enter Provisional Voter’s address

City Street Number Street Name

AUSTIN

Find Ballot Style RESET

Provisional Ballot Style Lookup

Enter Provisional Voter’s address

City Street Number Street Name

ROUND ROCK 2704 PLANTATION DR

Find Ballot Style RESET

Precinct: 182
BS: 2

NEVER CHECK A PROVISIONAL VOTER INTO VOTESAFE

1. Handwrite voter's information on combo form and place check mark in provisional column (can use separate combo form only for provisional voters).
2. Fill out the header on the front of Affidavit to Provisional Voter envelope.
3. Have voter fill out front of affidavit envelope. Check to be sure voter has legibly filled in all required fields.
4. Supervisor/Judge fills out AND signs back left side of envelope.
5. Use Provisional Ballot Lookup icon to determine which ballot style to give voter (VoteSafe can be used if voter is registered).
6. Record voter on List of Provisional Voters form.
7. Give voter appropriate Notice to Provisional Voter.

1

<h1 style="text-align: center;">COMBINATION FORM</h1> <h2 style="text-align: center;">Poll List/Signature Roster, (Affidavits) for Election Day</h2>				Prescribed by Secretary of State // Form 7-10 on 10/20/2018 Sections 63.001, 63.0011, 63.002, 63.003, 63.004, 63.006, 63.009, 63.010, 63.011, 63.012, and 192.004	
Authority Conducting Election:		Date of Election (Fecha de Elección)		Type of Election (Tipo de Elección)	
Williamson County		11-06-2019		C.C.	
If a voter is unable to sign his/her name, an election official shall place the voter's name on the signature roster and make a notation as to the reason the voter is unable to sign. Si algún votante no puede firmar su nombre, un oficial electoral apuntará el nombre del votante en el registro de firmas y hará una anotación indicando la causa por la cual el votante no pudo firmar.				Location (Lugar)	
				Georgetown Inner Loop (C.V.C.)	
				Voter's Initials (Iniciales del Votante)	
				Check if Applicable (Marcar si Corresponde)	
Similar Name Affidavit For Voter Not on List Declaration, Jurado de Nombres Similares del Votante que No Está en la Lista				Provisional 63.001	
Similar Name 63.001(c)				Not on List 63.006	
Reason: Imped. Und. 63.009 (i)				For use in a Primary Election - "A person cannot Pasa Uno en la Elección Primaria - "Una persona cannot	
Poll List (Lista de Votantes) / Signature (Firma) / VOID (VOID)				Affirmant For Voter Not on List Declaration, Jurado del Votante que No Está en la Lista	
Happy Voter 3305 Knowledge Ln Georgetown, TX 78628 Pct:368 BS:14 Happy Voter				✓	

#2

[illegible]

#3

<u>TO BE COMPLETED BY ELECTION JUDGE:</u>	<u>TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:</u>
REASON FOR VOTING PROVISIONAL 1. The Voter failed to present acceptable form of identification or an exempt Voter Registration Card. 2. The Voter is not shown in the poll book as a voter. 3. The Voter is registered in precinct _____ but voted a precinct _____ ballot. 4. The poll book shows a ballot by mail was sent to this voter but the voter is not surrendering a ballot by mail to us and has not cancelled his/her absentee ballot application. 5. This vote was cast after 7:00 p.m. under a court order. 6. The poll book shows this person is a registered voter but at a residence that is outside the _____ political subdivision. 7. ✓ Voter has indicated he/she registered through the Department of Public Safety (DPS). 8. Other /Additional Information: _____	1. The Voter Registrar/deputy registrar, did research the records of my office and made the following conclusion(s): FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE 1. The voter presented acceptable form of identification within 6 days of election day. 2. The voter met disability exemption within 6 days of election day. 3. The voter executed a religious objection affidavit within 6 days of election day. 4. The voter executed natural disaster affidavit within 6 days of election day. 5. The voter DID NOT satisfy identification or affidavit requirements, listed in categories 1 - 4 above within 6 days of election day. FOR VOTERS WHO VOTED A PROVISIONAL BALLOT FOR OTHER THAN ID-RELATED REASONS 6. The voter is not a registered voter or registration not effective in time for this election. 7. The voter was erroneously removed from the rolls or listed in the wrong precinct; 8. Voter is registered to vote in precinct _____. 9. The applicant completed a voter registration but it was not received by the Voter Registrar; 10. The voter is not registered to vote in this political subdivision; 11. The voter has an active, or suspended registration record in another county or political subdivision; and/or 12. Other/Additional Information: _____
<div style="border: 2px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;"> 368/11 </div> Precinct/Ballot Style _____ Sworn and subscribed to before me on case of this voter _____ / 06 , 20 99 <div style="text-align: center; margin-top: 10px;"> Signature of Election Judge _____ </div>	Signature of Voter Registrar/Deputy Voter Registrar _____ Date _____ Action taken by the Early Voting Ballot Board: <input type="checkbox"/> ACCEPTED <input checked="" type="checkbox"/> REJECTED Signature of Early Voting Ballot Board Judge: _____

#4

Name: _____ Address: _____ City: _____	Type of Election (Type in Abbreviated General) _____ Type of Candidate (Type in Abbreviated) _____	Precinct No. (Type in Abbreviated) 123
Signature of Voter: _____ Date: _____		Signature of Election Officer: _____ Date: _____

LIST OF PROVISIONAL VOTERS

(To be Completed by the County Clerk, as Recommended by the State Board of Election)

No.	Name of Provisional Voter	Address	Signature	Signature of County Clerk
1	William H. Taylor	Box 1234		
2	George H. Smith	Box 1235		
3	John H. Jones	Box 1236		
4	John H. Jones	Box 1237		
5	John H. Jones	Box 1238		
6	John H. Jones	Box 1239		
7	John H. Jones	Box 1240		
8	John H. Jones	Box 1241		
9	John H. Jones	Box 1242		
10	John H. Jones	Box 1243		
11	John H. Jones	Box 1244		
12	John H. Jones	Box 1245		
13	John H. Jones	Box 1246		
14	John H. Jones	Box 1247		
15	John H. Jones	Box 1248		
16	John H. Jones	Box 1249		
17	John H. Jones	Box 1250		
18	John H. Jones	Box 1251		
19	John H. Jones	Box 1252		
20	John H. Jones	Box 1253		
21	John H. Jones	Box 1254		
22	John H. Jones	Box 1255		
23	John H. Jones	Box 1256		
24	John H. Jones	Box 1257		
25	John H. Jones	Box 1258		
26	John H. Jones	Box 1259		
27	John H. Jones	Box 1260		
28	John H. Jones	Box 1261		
29	John H. Jones	Box 1262		
30	John H. Jones	Box 1263		
31	John H. Jones	Box 1264		
32	John H. Jones	Box 1265		
33	John H. Jones	Box 1266		
34	John H. Jones	Box 1267		
35	John H. Jones	Box 1268		
36	John H. Jones	Box 1269		
37	John H. Jones	Box 1270		
38	John H. Jones	Box 1271		
39	John H. Jones	Box 1272		
40	John H. Jones	Box 1273		
41	John H. Jones	Box 1274		
42	John H. Jones	Box 1275		
43	John H. Jones	Box 1276		
44	John H. Jones	Box 1277		
45	John H. Jones	Box 1278		
46	John H. Jones	Box 1279		
47	John H. Jones	Box 1280		
48	John H. Jones	Box 1281		
49	John H. Jones	Box 1282		
50	John H. Jones	Box 1283		
51	John H. Jones	Box 1284		
52	John H. Jones	Box 1285		
53	John H. Jones	Box 1286		
54	John H. Jones	Box 1287		
55	John H. Jones	Box 1288		
56	John H. Jones	Box 1289		
57	John H. Jones	Box 1290		
58	John H. Jones	Box 1291		
59	John H. Jones	Box 1292		
60	John H. Jones	Box 1293		
61	John H. Jones	Box 1294		
62	John H. Jones	Box 1295		
63	John H. Jones	Box 1296		
64	John H. Jones	Box 1297		
65	John H. Jones	Box 1298		
66	John H. Jones	Box 1299		
67	John H. Jones	Box 1300		
68	John H. Jones	Box 1301		
69	John H. Jones	Box 1302		
70	John H. Jones	Box 1303		
71	John H. Jones	Box 1304		
72	John H. Jones	Box 1305		
73	John H. Jones	Box 1306		
74	John H. Jones	Box 1307		
75	John H. Jones	Box 1308		
76	John H. Jones	Box 1309		
77	John H. Jones	Box 1310		
78	John H. Jones	Box 1311		
79	John H. Jones	Box 1312		
80	John H. Jones	Box 1313		
81	John H. Jones	Box 1314		
82	John H. Jones	Box 1315		
83	John H. Jones	Box 1316		
84	John H. Jones	Box 1317		
85	John H. Jones	Box 1318		
86	John H. Jones	Box 1319		
87	John H. Jones	Box 1320		
88	John H. Jones	Box 1321		
89	John H. Jones	Box 1322		
90	John H. Jones	Box 1323		
91	John H. Jones	Box 1324		
92	John H. Jones	Box 1325		
93	John H. Jones	Box 1326		
94	John H. Jones	Box 1327		
95				

[illegible]

Notice for Voters with NO Photo ID

One provisioned voter that did not vote in person on Election Day may be able to vote by mail. If you are a provisioned voter, you may be able to vote by mail. If you are a provisioned voter, you may be able to vote by mail. If you are a provisioned voter, you may be able to vote by mail.

How to Vote by Mail:

1. Receive your mail ballot by mail or in person at your local election office.
2. Fill out your ballot by mail or in person at your local election office.
3. Return your ballot by mail or in person at your local election office.
4. Receive your ballot by mail or in person at your local election office.
5. Fill out your ballot by mail or in person at your local election office.
6. Return your ballot by mail or in person at your local election office.
7. Receive your ballot by mail or in person at your local election office.
8. Fill out your ballot by mail or in person at your local election office.
9. Return your ballot by mail or in person at your local election office.
10. Receive your ballot by mail or in person at your local election office.

How to Vote by Mail:

1. Receive your mail ballot by mail or in person at your local election office.
2. Fill out your ballot by mail or in person at your local election office.
3. Return your ballot by mail or in person at your local election office.
4. Receive your ballot by mail or in person at your local election office.
5. Fill out your ballot by mail or in person at your local election office.
6. Return your ballot by mail or in person at your local election office.
7. Receive your ballot by mail or in person at your local election office.
8. Fill out your ballot by mail or in person at your local election office.
9. Return your ballot by mail or in person at your local election office.
10. Receive your ballot by mail or in person at your local election office.

How to Vote by Mail:

1. Receive your mail ballot by mail or in person at your local election office.
2. Fill out your ballot by mail or in person at your local election office.
3. Return your ballot by mail or in person at your local election office.
4. Receive your ballot by mail or in person at your local election office.
5. Fill out your ballot by mail or in person at your local election office.
6. Return your ballot by mail or in person at your local election office.
7. Receive your ballot by mail or in person at your local election office.
8. Fill out your ballot by mail or in person at your local election office.
9. Return your ballot by mail or in person at your local election office.
10. Receive your ballot by mail or in person at your local election office.

Printed Name: _____

Printed Address: _____

Printed City: _____

Printed State: _____

Printed Zip: _____

Printed Date: _____

Printed Signature: _____

Printed Ballot Number: _____

Printed Ballot Type: _____

Printed Ballot Status: _____

Printed Ballot Date: _____

Printed Ballot Time: _____

Printed Ballot Location: _____

Printed Ballot Office: _____

Printed Ballot Phone: _____

Printed Ballot Fax: _____

Printed Ballot Email: _____

Printed Ballot Website: _____

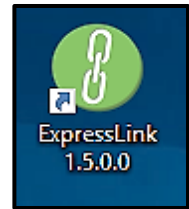
Printed Ballot Social Media: _____

Printed Ballot Other: _____

PROVISIONAL VOTING PROCEDURES – CONTINUED

8. On the laptop you will need to print a “manual” ballot style barcode onto the blank ballot card.

Step A



- A. Minimize VoteSafe, open ExpressLink.
- B. Click “Stop”
- C. Click “Manual Mode”
- D. Select the correct precinct and ballot style, scroll down if needed.
- E. Stamp EA’s initials (EV) or sign (ED) the back lower right corner of the blank ballot card.
- F. To the right side of the screen click “Print”. Insert ballot card into printer.
- G. Confirm correct ballot style was printed.
- H. Click “Monitor Mode” and click “Start” in the lower left. The ExpressLink application is now ready for the next voter.

9. Supervisor/Judge must initial inside the review box with blue or black ink. The box is in the upper right corner of the ballot card with a “R” under it.

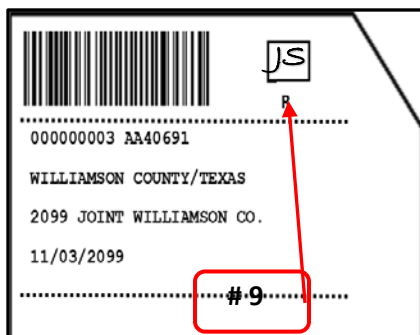
10. Hand the voter their completed affidavit envelope, secrecy envelope, and ballot card. Voter can vote in privacy on an ExpressVote BMD.

11. Once finished, voter will place the voted ballot into the secrecy envelope, place the secrecy envelope into the green affidavit envelope, and then the voter deposits the sealed affidavit envelope into the slot on the Provisional ballot bag.

PROVISIONAL BALLOTS SHOULD NEVER BE SCANNED THROUGH THE DS200.

This block contains two screenshots of the ExpressLink software interface. The left screenshot shows the 'Waiting' screen with 'Step B' (Stop button) and 'Step C' (Manual Mode button) highlighted. The right screenshot shows the 'Manual Mode' screen with 'Step C' (Manual Mode button), 'Step D' (Precinct/Party/Ballot Style selection), and 'Step F' (Print button) highlighted. The right screenshot also shows a table with the following data:

Precinct / Split	Party	Ballot Style
101	NONPARTISAN	
102		2-102
103		
104		

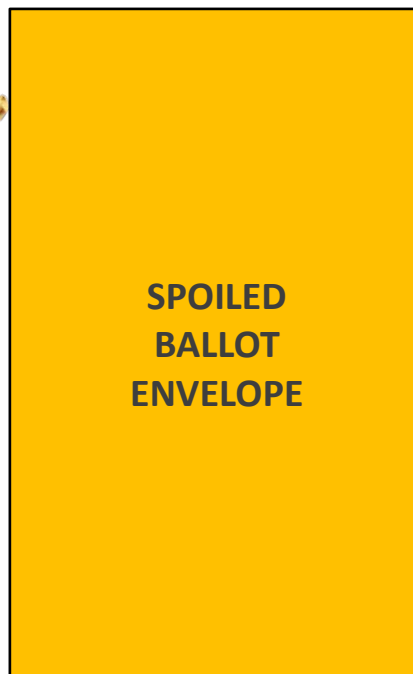
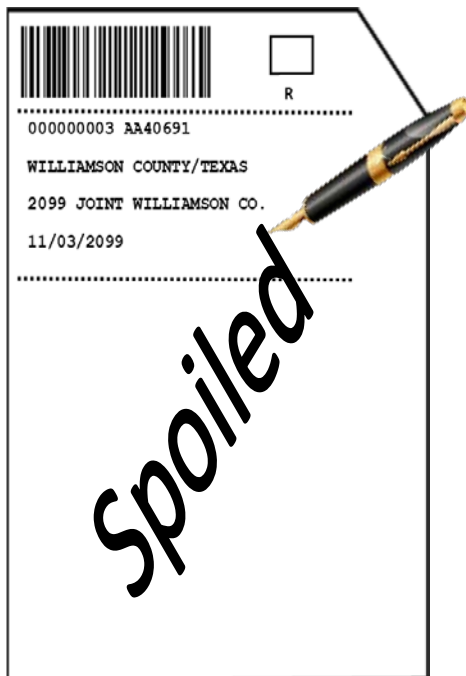


SPOILED BALLOT PROCEDURES

If a voter mismarks, damages, or otherwise spoils a ballot in the process of voting, the voter is entitled to receive a new ballot by returning the spoiled ballot to the Supervisor/Judge.

1. Write "Spoiled" across the front of the spoiled ballot itself.
2. Place the spoiled ballot in the Spoiled Ballot Envelope.
3. Enter the date, time, name and serial number of voter on the Spoiled Ballot Log.

NOTE: If a voter spoils two (2) ballots, he/she may only receive one more ballot.



ASSISTANCE TO VOTERS

HB 658 allows mobility-impaired voters to ask to skip to front of line. Polling locations will have a sign to post informing voters of this option. Voter must request to skip line. Supervisor/Judge has discretion to allow it. If allowed, a person assisting voter may also skip line.

ASSISTANTS AND INTERPRETERS

Any voter who is physically unable to mark his/her ballot or who cannot read the languages on the ballot is eligible to receive assistance. Assisting a voter includes the following conduct by a person other than the voter that occurs while the person is in the presence of the voter's ballot or carrier envelope:

- Reading the ballot to the voter
- Directing the voter to read the ballot
- Marking the voter's ballot
- Directing the voter to mark the ballot

Supervisor/Judge must administer oath to all assistants/interpreters including election workers. The name of the individual must be written on the oath form under the appropriate section(s) indicating the oath has been administered. If the person is acting as both assistant and interpreter, both oaths must be administered, and the name of the person must be written under each section. For assistants/interpreters OTHER than election workers, write the name and address of the assistant on the combination form indicating which voter they assisted.

The Voting Rights Act allows the voter to choose the assistant/interpreter of his/her choice regardless of whether that person is a registered voter.

CURBSIDE VOTING

If the voter is physically unable to enter the polling location without assistance or possibility of injury, then the voter may request to be assisted curbside. Any voter that requests curbside voting must be accommodated.

1. The voter must be qualified for voting. It is permissible for an individual, other than the voter, to bring the information to the check in table.
2. Place the clipboard containing the combination form, privacy folder, (Reasonable Impediment Declaration, Oath of Assistant and Interpreter forms if needed) and the voter's printed ballot card into the attached bin.
3. Using the handles, roll the curbside ExpressVote BMD out to the vehicle.
4. Have the voter sign the signature label on the combination form and vote their ballot in privacy. *Note: A voter may use the assistance of the person they brought with them or a poll worker for the ballot marking process.*
5. Once the voter has marked his/her ballot, have the voter place their completed ballot into the privacy envelope.
6. The assistant or the poll worker will deposit the ballot into the DS200 back inside the polling location.



LIVE HELP – SENDING/RECEIVING MESSAGES

- Use live help to send and receive messages with the Elections Department. Click “New” to send a message. Throughout the day, you may need to contact the Elections Department. Click NEW on the right side of the screen to send a message.
- Type in your question or select the “Handy Message” that applies and click “Send”. If you do this from a voter check in screen, the voter information is AUTOMATICALLY sent with it. Do not forget to add any other information you think is important. Use this option if you have a question about a voter’s eligibility.
- When sending a question to Elections Department, you will receive a message back under Live Help on the right side of the screen. You will see a notification that you have a “General Message”. Click on this notification to view the message.
- Occasionally the Elections Department will send messages to your computer that are of HIGH IMPORTANCE. Instead of a notification on the right side, the message will pop up in front of the screen you are working on. This message should be read before continuing to check in voters. You will be able to close the message to continue. Clerks should inform Supervisor/Judge of these messages before closing.

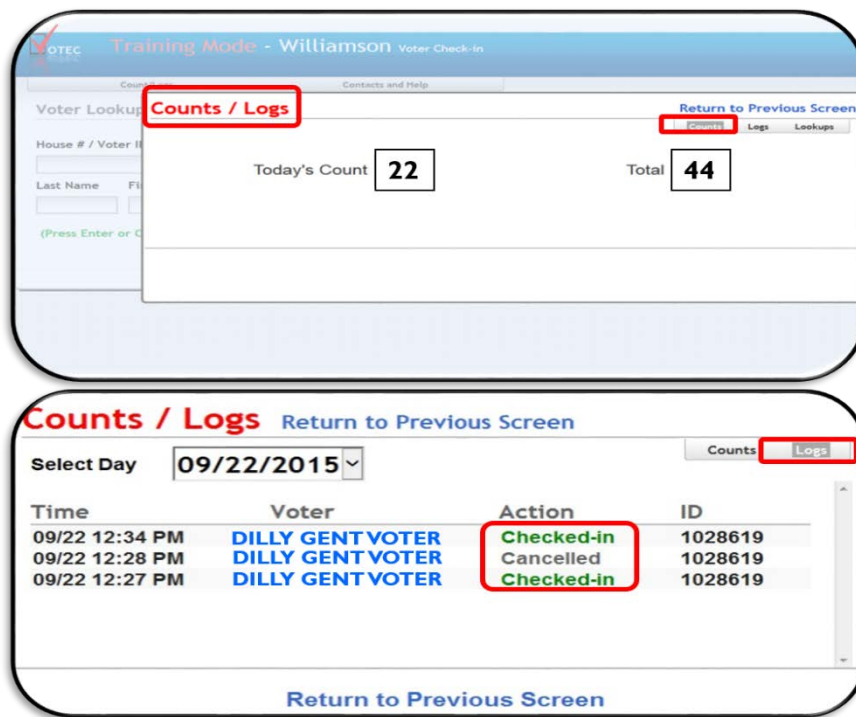
The screenshot displays the 'Voter Lookup' application interface. At the top left, the title 'Voter Lookup' is shown next to a 'Clear Fields' button. Below the title are input fields for 'House # / Voter ID / DL' and 'Street'. Further down are fields for 'Last Name', 'First Name', and 'Birthdate (MM/DD/19YY)'. A green prompt '(Press Enter or Click Search)' is visible. On the right side, there is a 'Live Help' section with a 'New' button (highlighted with a red box) and a 'No messages...' status. Below this is a 'System Usage' section showing 'Cowan Creek Amenity Center', 'General Pollworker 2', 'Online' status, and 'Check-In Msgs Queued: 0'. At the bottom right is a 'Lookup Guidelines' section with a 'Find Voters Using...' link. A 'Live Help' message overlay is centered on the screen, displaying the text: 'Our polling location needs more combination forms and "I Voted" stickers. Thank you!'. The overlay includes a 'Return to Previous Window' link at the top right, a 'Handy Messages' icon at the bottom left, and a green 'Send' button at the bottom right.

SYSTEM USAGE

- Displays the Poll Place
- Displays the Poll Worker
- System Status lets you know if you are processing voters Online or Offline.
- Check-in Msgs Queued should be zero if Online. However, if system goes offline you will see the number of messages (voters checked in) waiting to be sent to the management system. Once the connection is re-established the Msgs Queued should return to zero.

VOTESAFE – COUNTS/LOG SCREEN

- To verify how many voters have been checked in through VoteSafe, click on “Counts/Logs” at the top of the screen.
- The “Counts” screen will show the number of voters who have been checked in for that day as well as the total for the election on that laptop.
- Add “Today’s Count” from ALL laptops for polling location count.
- To see a list of the voters who have been checked in, click on Logs. The Logs screen will show each voter check in and cancellation done through VoteSafe for each day. In the example shown, the voter was checked-in to vote, then cancelled, and then checked-in again. The most recent log indicates he is currently checked-in as having voted.



CLOSING VOTESAFE COMPUTER

- Make sure that VoteSafe is Online and Check-in Msgs Queued is at 0 prior to shutting down the VoteSafe computer.
- Click the “X” in the upper right corner of the screen to close VoteSafe.
- Click the Windows icon in the lower left corner of the screen and select “Shut down.”
- Carefully unplug the mouse, label printer, barcode scanner, ExpressVote Printer and rainbow USB hub. Return the VoteSafe computer and all suitcase items to its numbered suitcase.

WAIT TIMES ENTRY ICON

When the polls open, enter the expected wait time for the polling location. Update a minimum of every two hours. Update when there is a status change in your lines. By updating the wait times at your polling location, it shows on a map, what the voters can see as their expected wait time.



Wait Times

Please login to enter wait times for your location.

1. Click on Wait Times icon on desktop.
PASSWORD: Located in training handout

.....

Password

Login

Wait Times

== SELECT EV OR ED ==

== SELECT LOCATION ==

== SELECT TIME ==

Update Wait Time

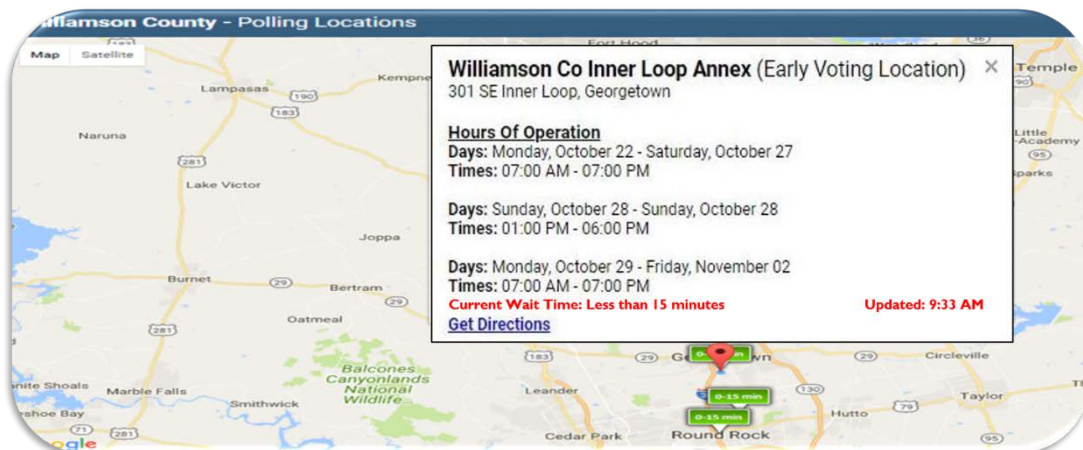
2. Select either EV (Early Voting) or ED (Election Day)

3. Select your location

4. Select approximate wait time at location from drop-down menu

5. Click "Update Wait Time"


WAIT TIMES



EXPRESSVOTE BMD VOTING FUNCTIONS

When using the touch screen to complete a voting session, voters will use the navigation bar at the bottom of the screen. In addition to providing buttons allowing the voter to move between contests, the navigation bar also provides screen appearance controls. Voters can touch the “Zoom” button to adjust between two font size options and touch the “Contrast” button to change to high contrast mode.

Button	Description
Previous	Returns to previous screen.
Zoom	Increases and decreases the size of the text.
Exit	Opens the EXIT screen.
Contrast	Changes the display to white text on black background.
Next	Enters the selection and opens the next screen.

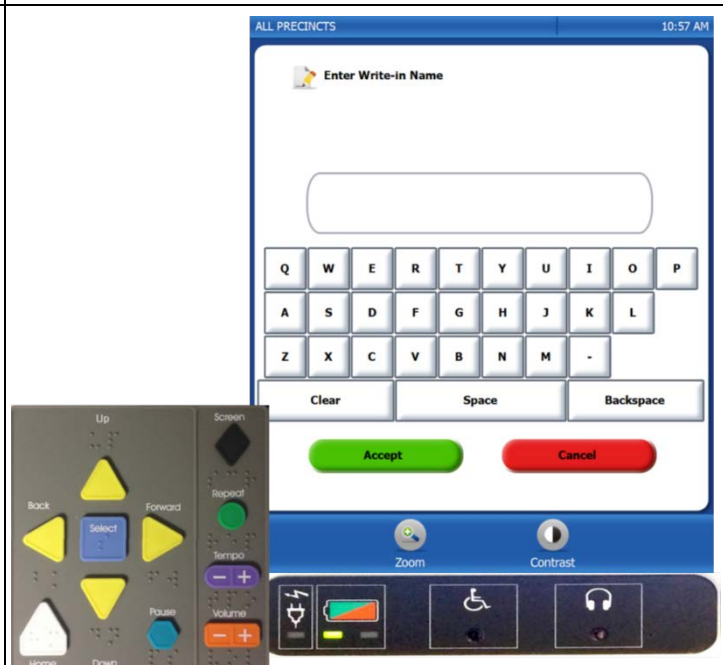


Using Audio-Tactile Keypad:

If you are using the ExpressVote BMD for an ADA accessible voting session, make sure the headphones are plugged into the headphone jack.

Use the controls on the Audio-Tactile Keypad to navigate the ballot.

For contests allowing write-in votes, the letters will be read in alphabetical order on the ballot audio as the voter selects letters for his/her write-in.



Audio-Tactile Keypad Controls



Button	Description
Up Arrow	Moves the cursor up the screen menu.
Back Arrow	Moves to the previous screen.
Select	Selects the voter's contest choices.
Forward Arrow	Advances to the next screen.
Down Arrow	Moves the cursor down the screen menu.
Home	Opens screen with voting instructions.
Pause	Stops the audio message momentarily; press to pause and press again to resume the audio.
Screen	Darkens the monitor for privacy viewing; press again to return to normal display.
Repeat	Repeats the last spoken phrase of the audio.
Tempo	Adjusts the audio speed.
Volume	Adjusts the audio level.

EXPRESSVOTE BMD VOTING FUNCTIONS – CONTINUED

Editing Vote Selections:

Once all selections have been entered, the Verify Selections screen will display a summary of ballot selections.

If making edits, have the voter touch the contest for which he/she wishes to make changes.

Voter makes the desired changes and returns to the Verify Selections screen by touching “Next”.

When done verifying selections, the Print Card screen displays. Touch “Print Card” to print the completed ballot.

The screenshot shows the 'Verify Selections' screen with the title 'Verify Selections' and a green checkmark icon. Below the title, it says 'Page 1/2' and 'Review your selections and then touch "Next". To make a change, touch the contest.' The screen displays six contest boxes in a 3x2 grid. The first box is 'party pref contest' with a yellow background and a red exclamation mark icon, indicating it is not fully voted. The second box is 'STATE SENATOR' with a green checkmark icon and a yellow background, indicating it is fully voted with a write-in of 'BOB SMITH'. The third box is 'UNITED STATES SENATOR' with a green checkmark icon, indicating it is fully voted with 'DEMOCRATIC CANDIDATE 1'. The fourth box is 'COUNTY ATTORNEY' with a red exclamation mark icon, indicating it is not fully voted. The fifth box is 'UNITED STATES REPRESENTATIVE IN CONGRESS' with a green checkmark icon, indicating it is fully voted with 'DEMOCRATIC CANDIDATE 2'. The sixth box is 'SHERIFF' with a red exclamation mark icon, indicating it is not fully voted. At the bottom, there is a navigation bar with buttons for 'Previous', 'Zoom', 'Exit', 'Contrast', and 'Next'.

Using Touch Screen:

On the voting screens, voter touches the candidate or other contest choice to select. If there are more candidates than will fit on the screen, a yellow More bar appears at the bottom of the screen. Touch this to see remaining candidates.

To navigate between contests, touch the Next or Previous buttons in the navigation bar.

To vote for a write-in candidate, touch the Write-in option and use the on-screen keyboard to enter the write-in name. Touch Accept.


The screenshot shows the 'PRESIDENT/VICE PRESIDENT' voting screen with the title 'PRESIDENT/VICE PRESIDENT' and 'Vote For One'. The screen displays a list of candidates in a vertical stack: 'HARRY BROWN LIBERTARIAN', 'GEORGE BUSH REPUBLICAN', 'RALPH NADER GREEN', 'AL GORE DEMOCRAT', and 'Write-in:'. Each candidate name is preceded by a green circle. At the bottom, there is a navigation bar with buttons for 'Previous', 'Zoom', 'Exit', 'Contrast', and 'Next'.

Re-Inserting the marked ballot card:

The ExpressVote BMD allows a voter to re-insert their marked ballot card, with printed voting selections, into the card slot. This is used to verify and review the voter’s choices.

Note: No changes can be made from this verification step, the voter will only be able to view and hear the summary screen. If the voter wants to make changes, he/she will need to contact an election official to have the ballot card spoiled and begin the voting process over.

EXPRESSVOTE BMD VOTING PROCEDURES

Known Voter:	If a voter informs you that he/she does not wish to cast his/her ballot today, take the ballot card, write “spoiled” across it, and place it in the Spoiled Ballot Envelope. Record the voter’s information on the Spoiled Ballot Log, cancel the voter’s VoteSafe check in, and cross his/her name off the combination form.
Unknown Voter:	If the voter leaves the threshold barrier of the polling location without having his/her ballot scanned into the DS200 Ballot Scanner, the voter is considered an unknown voter (even if you know the person). Eject the ballot from the ExpressVote BMD, write spoiled across the ballot, and record the information on the Spoiled Ballot Log. Because you are not able to determine which voter left before casting his/her ballot, no voter is crossed off the combination form or cancelled from VoteSafe.
Ejecting a Ballot Card: <ol style="list-style-type: none">1. Use the barrel key to open the Secured Access Compartment door.2. Switch the Mode to Official.3. At the “ExpressVote Main Menu”, touch “Eject Card” on the screen. The unvoted ballot card will be ejected.4. Take the ejected ballot card, write spoiled across it, and place it in the Spoiled Ballot Envelope.5. Record the voter’s information on the Spoiled Ballot Log.6. Switch back to Voter Mode and lock the side access compartment.	 The image shows an ExpressVote BMD device. The screen displays the 'ExpressVote Main Menu' with several options: 'Eject Card' (highlighted in red), 'Screen Calibration', 'Technical Details', 'Software Version', 'Test Options', 'Ball Photo', 'Reports', 'Voter Status', 'Admin', and 'System Administrator'. To the right of the screen, there is a vertical panel with three numbered steps: 1. Insert Card, 2. Touch Signature, and 3. Verify Signature. Below the screen are several physical buttons and a small display.

EXPRESSVOTE BMD VOTING PROCEDURES — CONTINUED

Blank Ballot: A message will appear asking whether the voter wishes to cast his/her ballot as is, or return it.



ExpressVote BMD Warning Messages: Idle for 5 Minutes

The ExpressVote will display a warning message on the screen after the device has sat idle for 5 minutes, with a ballot card inserted.

Continue Voting? There has been no activity for five minutes.

Next Steps: To continue voting touch "Previous".

To receive your card without printed selections, touch "Exit".



Idle for 10 Minutes

The ExpressVote will display a warning message on the screen after it has sat idle for 10 minutes, with a ballot card inserted. Follow the Ejected Ballot Procedures. The following message will display on the screen:

Alert: The ExpressVote device requires attention.

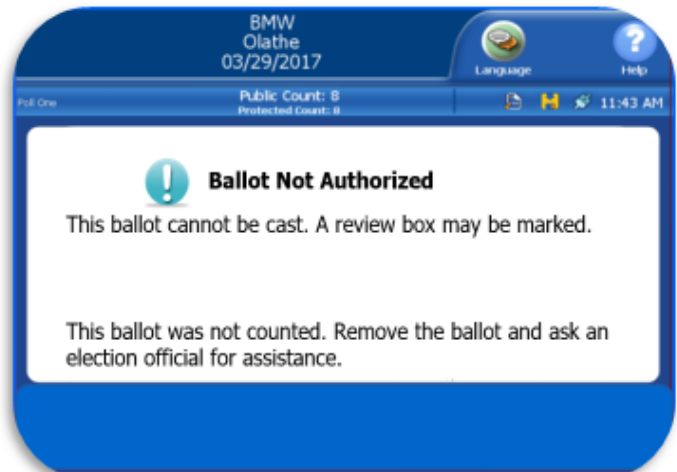
Next Steps: Ask an election official for help.



DS200 VOTING FUNCTIONS

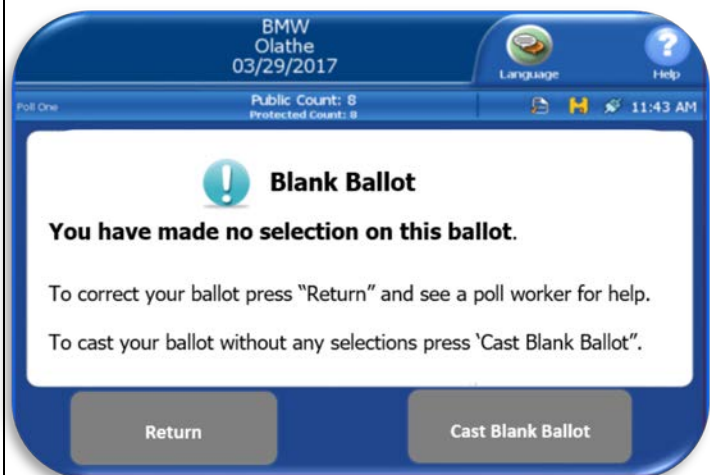
Ballot Not Authorized:

For any ballot automatically returned, read the error message on the screen before removing the ballot. Once the ballot is removed from the tray, the error message disappears.



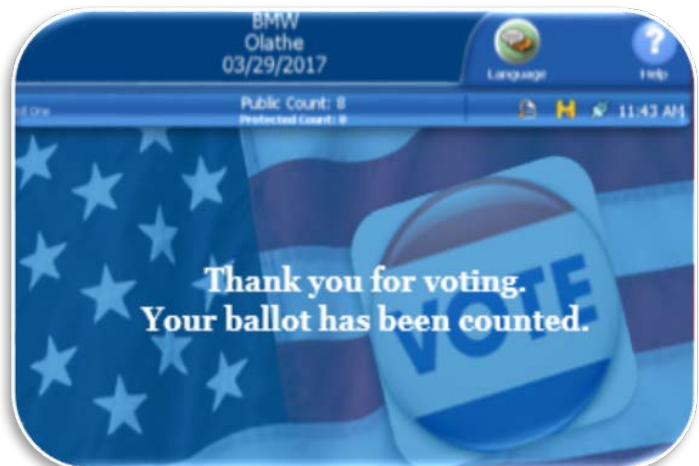
Blank Ballot:

A message will appear asking whether the voter wishes to cast his/her blank ballot or return it for corrections.

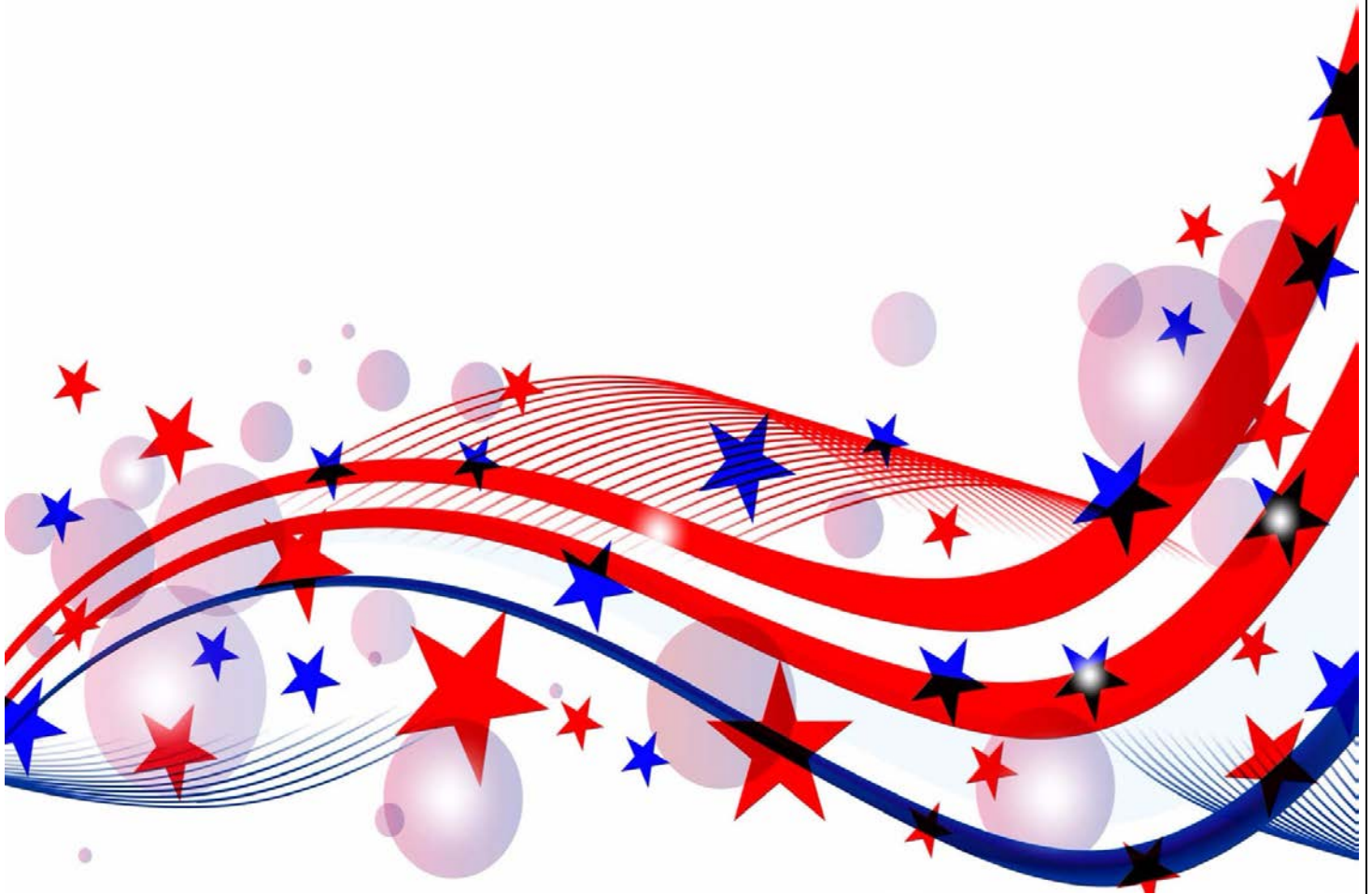


Thank you for voting Screen:

A message will appear advising the voter "Your ballot has been counted".



CLOSING THE POLLS

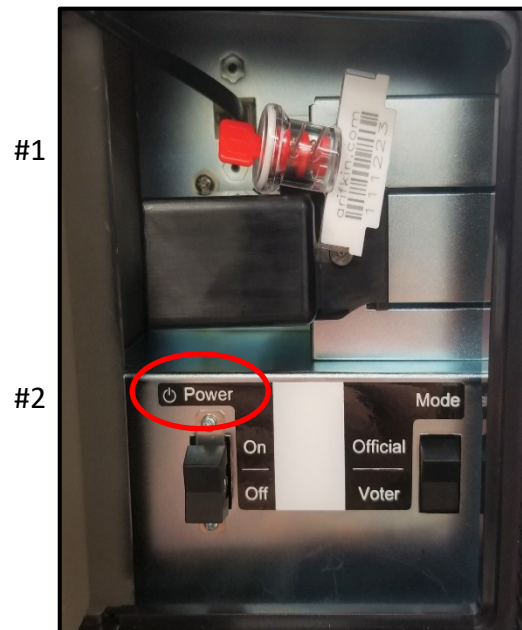


CLOSING THE POLLS

- If there is a line of voters at closing time, send a clerk to the back of the line. This will mark the official end of the line of eligible voters remaining to vote.
- After the last voter in line has been processed, officially close the polls.
- Locate the “Close the Polls Checklist” in the supply kit and complete it in order.
- If you expect to be delayed because of a long line, please call the Judges’ Hotline.

CLOSING THE POLLS – EXPRESSVOTE BMD

EARLY VOTING AND ELECTION DAY CLOSING PROCEDURES



1. Retrieve the barrel key, unlock and open the secured access compartment.
2. Flip the Power switch to “Off”. *Note: The system shutdown may take several minutes.*
3. Lock the secured access compartment.
Note: Make sure the ADA keypad cord allows you to close the door properly.
4. Early voting/Election day: Unplug the unit and secure it in its bag. Be sure to include all cords and accessories. Early voting daily closing: Leave the power brick plugged into the ExpressVote and leave the remaining cord on the table for next day.
5. Reseal each ExpressVote bag/booth for the next use.
6. Notate the new seal number on the seal log.

CLOSING THE POLLS – EXPRESSVOTE BMD

CURBSIDE EXPRESSVOTE BMD CLOSING PROCEDURES

#5



#6



#7



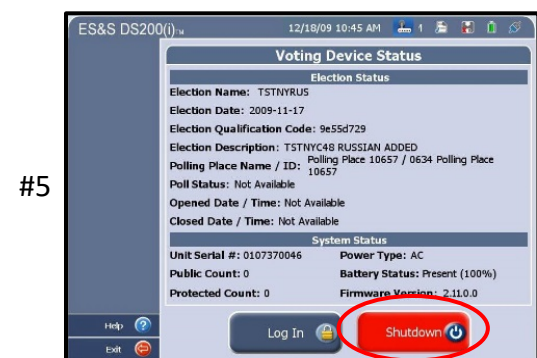
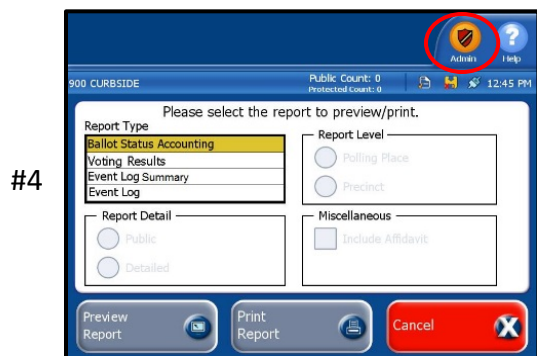
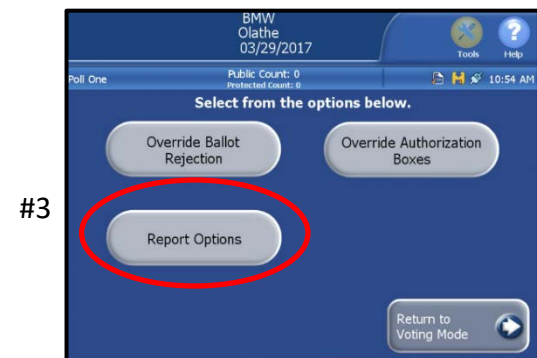
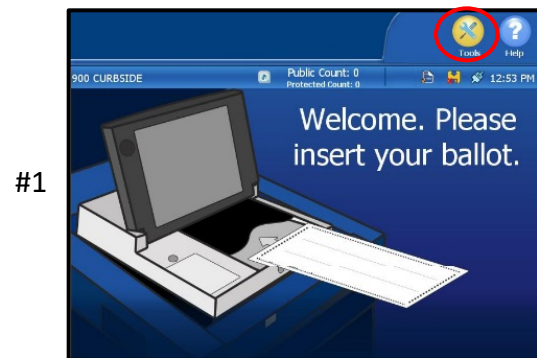
#10



1. Flip the Power switch to Off. *Note: The system shutdown may take several minutes.*
2. Lock the secured access compartment.
Note: Make sure the ADA keypad cord allows you to close the door properly.
3. Lock all four wheels on the curbside rolling cart.
4. Confirm the rolling cart's adjustable column is in its lowest position.
5. Ensure the four white plastic screws are loosened to allow the ExpressVote BMD metal plate to slide off the bracket freely.
Note: The following steps require two poll workers.
6. Poll Worker One will pull out the metal locking mechanism.
7. Poll Worker Two slides the ExpressVote BMD off the mounting bracket.
8. Release the metal locking mechanism.
9. Unplug the unit and secure it in its bag. Be sure to include all cords and accessories.
10. Reseal ExpressVote bag for the next use.
11. Notate the new seal number on the seal log.

CLOSING THE POLLS – DS200

EARLY VOTING DAILY CLOSING PROCEDURES

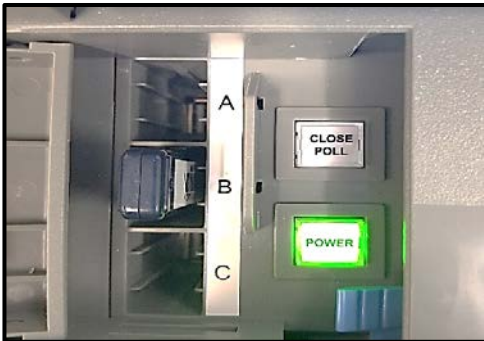


1. Locate and touch the “Tools” button on the top right corner of DS200 screen.
2. Enter the Election Code: (in the training handout) and touch the green “Accept” button. *Note: Use the “Shift” button for capital letters.*
3. “Select from the options below” screen will appear. Touch the “Report Options” button. “Please select the report to preview/print” screen will appear.
4. Touch the “Admin” button located on the top right corner. “Voting Device Status” screen will appear.
5. Touch the red “Shutdown” button. *Note: This process usually takes about 30 seconds.*
6. Close DS200 screen once it has turned off and lock using the barrel key.
7. Close and lock the DS200 protective lid using the flat key.
8. Seal the DS200 lid with a blue pull-tite seal.
9. Break the seal from the main ballot compartment door and place in the used seal bag. Remove the blue ballot bin.
10. Lock the sides of the ballot bin using the flat key. Seal both ends of the bin with blue pull-tite seals.
11. Place the blue ballot bin back in the main compartment. Close and lock the main ballot compartment door using the flat key. Seal with a blue pull-tite seal.
12. Record the new seal numbers on the seal log.

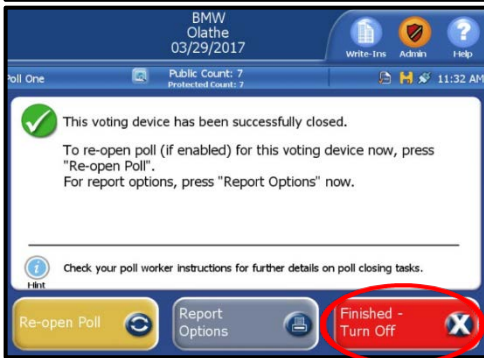
CLOSING THE POLLS – DS200

LAST DAY OF EARLY VOTING AND ELECTION DAY CLOSING PROCEDURES

#2



#4



#5



#6



#7



1. Confirm the last voter has inserted their ballot. Unlock the front access compartment door, press AND hold down the "CLOSE POLL" button (about 3-5 seconds)
2. The "CLOSE POLL" button will quickly flash red and then turn off.
3. The display screen will appear to confirm you are ready to close the poll. Touch "CLOSE POLL".
4. LAST DAY OF EARLY VOTING ONLY: Press "Finished – Turned Off" to shut down the DS200. WAIT until screen is black.
5. ELECTION DAY ONLY: The DS200 will automatically print 2 Voting Results Reports. Tear off the Voting Results Report, sign, write the precinct number on the report and place in blue USB bag. The 2nd Voting Results Reports will be placed in pink envelope #3. If you have any issues with the report not printing, press "Report Options" to print the report or call the Judges' Hotline. *Note: when printing the report be sure to touch "Include Affidavit" before touching print report.*
6. AFTER the power button is no longer lit, remove the election definition USB drive. *Note: Removing the USB drive before shutdown is complete, could damage the equipment.*
7. Place USB drive into blue USB bag and seal with white prong seal. Close and lock the front access compartment using the barrel key.

CLOSING THE POLLS – DS200

LAST DAY OF EARLY VOTING AND ELECTION DAY CLOSING PROCEDURES — CONTINUED

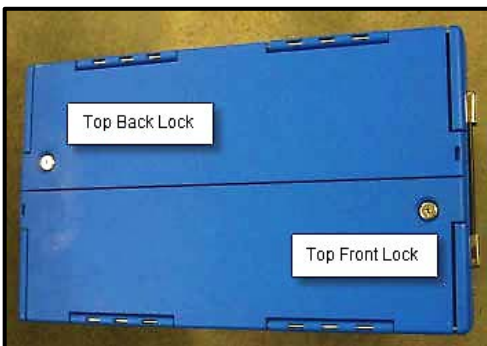
#8



#9



#10



#10



8. Close the display screen and lock using the barrel key. Close, latch and lock DS200 protective lid using the flat key. Unplug power cord and place it back in the rear power plug door. Close and lock with the flat key.
9. Break the seal of the main ballot compartment door and place the broken seal into the used seal bag. Remove the blue ballot bin.
10. Lock each side of the lids using the flat key. Seal both ends using barcoded blue pull-tite seals.
11. Close and lock the main ballot compartment door using the flat key.
12. Verify the seal numbers on seal log.

Bring the BLUE BALLOT BIN and the BLUE USB BAG with you to the Elections Department.

RETURNING VOTESAFE SUITCASES

1. Place each laptop in a bubble bag. Then match and return each laptop to its assigned numbered suitcase. Place the mouse pad on top of the laptop.
2. Place the laptop brick and mouse into the accessories bag in the suitcase.
3. Place the barcode scanner and scanner stand in its assigned suitcase by matching the numbers from the labels on each item.
4. Place each Brother label printer with its power cord and USB cord in a bubble bag. Then match and return each printer to its suitcase using the labels on each item.
5. Place each ExpressVote printer with its power cord and USB cord in a bubble bag. Then match and return each printer to its suitcase using the labels on each item.

PREPARING ELECTION FORMS

Daily during Early Voting prepare the combination forms and Spoiled ballot log for pick up the next morning by a Field Tech. On the last night of Early Voting/Election Day return to the Elections Department when returning supplies. Be sure all combination forms are signed by the Supervisor/Judge.

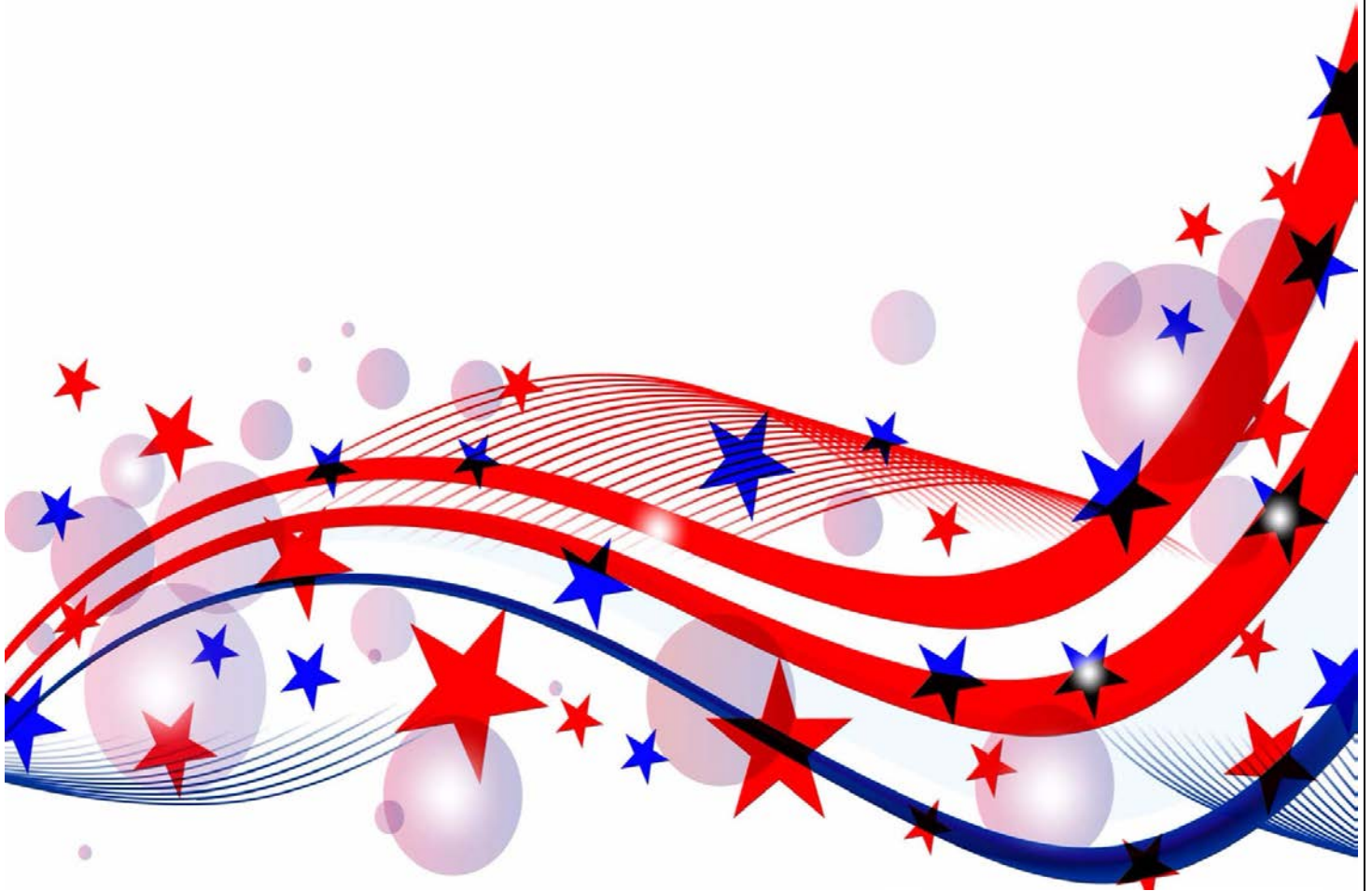
Combination Forms: Write the total number of regular and provisional voters at the top of the first page of the combination forms at the end of each day of Early Voting/Election Day.

DS200 Reconciliation Form: Used Election Day only. Write the Public Count from the Voting Results Report. Write the total number of unknown voters from the Spoiled Ballot Log. Write the total number of provisional ballots cast from the List of Provisional Voters. The total number must match the total number of signatures on the Combination Form.

RETURNING PAPERWORK AND SUPPLIES

1. Use the “Returning Supplies Checklist” of items to return on the last day of Early Voting/Election Night. For any items not specifically listed, please return them in your supply kit.
2. DO NOT re-label any of the supplies you received during supply pick up, and DO NOT convert them to any other use.
3. Follow the instructions on Yellow Envelope #2, Pink Envelope #3 (used ED Only), and Gray Envelope #4. Be diligent about placing every form and every item on the checklist in the correct envelope.
4. ED only: Election Judge must keep all pink copies of Election Day forms and paperwork in Pink Envelope #3. The retention period is 22 months.
5. Place the used seals bag in the supply kit.
6. Remove all personal items and trash before returning kits, VoteSafe suitcases, and other supplies.
7. Use the “Returning Supplies Checklist”. Have all items ready to hand in to election workers when you arrive at the Elections Department.
8. Deliver all supplies directly to the Elections Department. Do not delay your return.
9. Make every effort to complete all forms at the polling location. If there is a problem with your paperwork, please drop off all supplies first, then park, and bring all paperwork into the building. An Elections Department staff member will assist you.
10. When you have dropped off your supplies and all have been accounted for, on the last night of EV: you will sign a check out sheet indicating you have returned your supplies. ED: you will receive a signed receipt for your records. If you do not have the materials listed on the “Returning Supplies Checklist” in hand when dropping off your supplies, you will be asked to park your vehicle and search for the item(s) before a receipt will be issued.

TROUBLESHOOTING



TROUBLESHOOTING – EXPRESSVOTE BMD

Jammed Ballot Card - The card is jammed inside the ExpressVote BMD equipment. What steps do I take to retrieve the card?	<p>Cause: The card was inserted incorrectly, or the ExpressVote BMD rollers are not functioning properly.</p> <p>Solution: Open the secured access compartment on the left side. Change the Mode switch to OFFICIAL. Once the main menu appears, press the EJECT CARD button. If the card does not eject, follow these instructions to retrieve the card from within the ExpressVote BMD:</p> <p>Open the security panel on the right side of the machine. Locate the card and GENTLY pull the card out of the machine. (If the card is not removed gently the card may be torn causing the voter to have to spoil the card and be reissued another card.) Close and relock the security panel. Follow the procedures for spoiling and issuing a new ballot card if necessary.</p>
Screen Calibration Issue - The voter pushes the oval for one candidate and another candidate is selected. What's wrong?	<p>Cause: The alignment of the touch screen with the point of touch is not adjusted correctly. This alignment process is called calibration.</p> <p>Solution: Calibration of the touch screen is completed by following these steps:</p> <p>Open the secured access compartment on the left. Change the Mode switch to OFFICIAL.</p> <p>From the Main Menu, choose CALIBRATE TOUCH SCREEN. Choose CALIBRATE to confirm the action. Align the touch points by pressing and releasing the center of each cross-hair that appears on the screen. If satisfied with the actions, press anywhere on the screen to continue. Repeat if necessary.</p>
Not Accepting Ballot Card - When the voter feeds his/her card, the ExpressVote BMD is not accepting the card. What could be wrong?	<p>Cause: There are many issues that could cause the card to not be accepted by the ExpressVote BMD, including feed path is obstructed and feeding the card incorrectly. These issues can cause many different error messages including "Card not recognized".</p> <p>Solution: Depending on the problem, one or more of these suggestions may help:</p> <p>Check the card to assure there is no damage. If damaged follow spoiled ballot procedures.</p> <p>Try re-feeding the card into the card tray, being careful to feed it as straight as possible.</p>

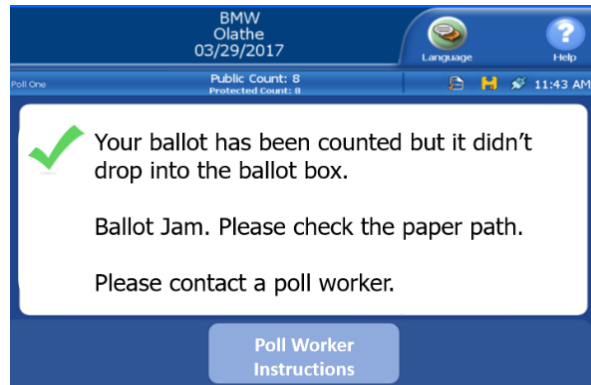
TROUBLESHOOTING – DS200

Clearing a Ballot Jam



First READ the Display Screen!

If the ballot WAS counted but it didn't drop into the ballot box. Please clear the ballot jam. Follow the steps below:



1. Unlock and pull-down the front flap.
2. Slide the scanner towards you about 5 inches. If there is a jammed ballot card present as you pull the scanner towards you. Remove the ballot and skip to steps 8 & 9. If the jammed ballot card is in the scanner, follow steps 3 through 9.
3. Unlock and open the rear access compartment.
4. Lift tab on lower left corner & open.
5. Locate 2 light blue latches, pull forward & lift.

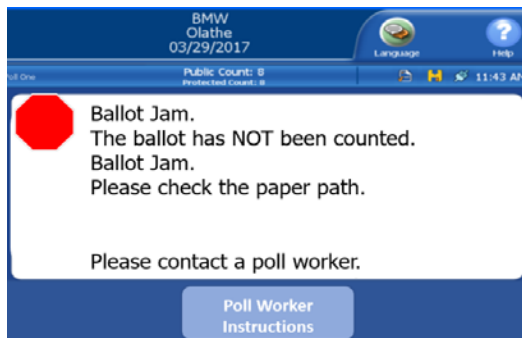
Note: Steps continued on the next page

TROUBLESHOOTING – DS200

Clearing a Ballot Jam— continued



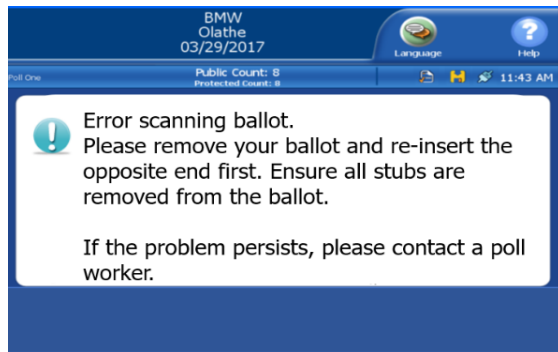
6. Locate and pull out the jammed ballot.
7. Close and lock the rear access compartment.
8. Place the ballot into the back slot behind the machine. DO NOT run the ballot through the regular slot, otherwise the ballot will be counted twice
9. Slide scanner back and lock the machine into place.



If there was a "Ballot Jam. The ballot has NOT been counted," message. Please clear the ballot jam. Try to re-scan the ballot (After the machine is returned and locked in proper place.) If ballot fails to scan, follow the spoiled ballot procedures.

TROUBLESHOOTING – DS200

Error scanning ballot:



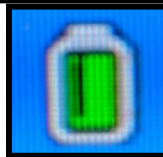
If there was an “Error scanning ballot,” message. Try to re-scan the ballot. If ballot fails to scan follow the spoiled ballot procedures.

Not Plugged into Power - After turning on the DS200 the display screen power icon on the top right of the screen shows a battery. What does this mean?

Cause: The DS200 is not plugged into the AC power cord or the wall outlet is defective.

Solution: Ensure all power cords are plugged in securely. **Reminder:** There are two parts to the DS200 power supply; make sure the transformer is plugged into the cord.

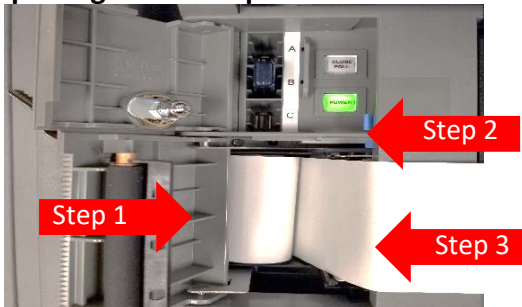
Ready and plugged into power.



On Battery backup, needs power.



Replacing Printer Paper



1. Unlock and open the door to the paper roll using the barrel key.
2. Push down on light blue lever to open printer door.
3. Remove old printer paper roll and place new paper roll (underhand) in the slot.
4. Close and lock the doors.

Reports not Printing - The reports are generating, but no printing is visible on the paper. What’s wrong?

Cause: The DS200 printer uses thermal paper and heat transfer to print the information. Printer functionality without visible print means the paper roll is inserted incorrectly, causing the printer to print to the untreated side of the paper roll.

Solution: Open door and press the blue lever to open the printer door. Reinsert the paper roll (underhand) just like the photo above. Reprint report(s) as necessary.

TROUBLESHOOTING – T-MOBILE HOT SPOT

Connectivity Issues: Method 1

#2



#3



#4



1. Press and hold the “OK” button until the “Device Info” icon shows on the screen. Press the left arrow button once to navigate to the “Settings” icon.
2. Press the “OK” button. Press the right arrow button twice so that the “Wi-Fi On/Off” icon is surrounded by the dotted-line box.
3. Press the “OK” button. Press the right arrow button twice so that the “Wi-Fi On/Off” icon is surrounded by the dotted-line box.
4. Press the “OK” button. If the “Current State:” says “On”. Press the right arrow button once so the “Wi-Fi” option reads “Off”. Press the “OK” button. “Current State:” should say “Off”.
5. If the “Current State:” says “Off”. Press the left arrow button once so the “Wi-Fi” option reads “On”. Press the “OK” button. “Current State:” should say “On”.

Connectivity Issues: Method 2

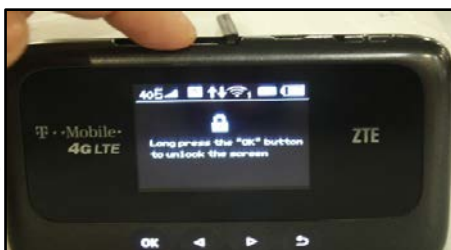
#2



#3



#4



1. Turn the Hot Spot on. Locate the cover at the top of the Hot Spot that reads “Reset”. Open the cover.
2. Remove the SIM card by pressing down on the card until you hear it click.
3. Release the card so that it pops up.
4. Press the SIM card back down until it clicks.
5. Wait for the Hot Spot to boot up again.

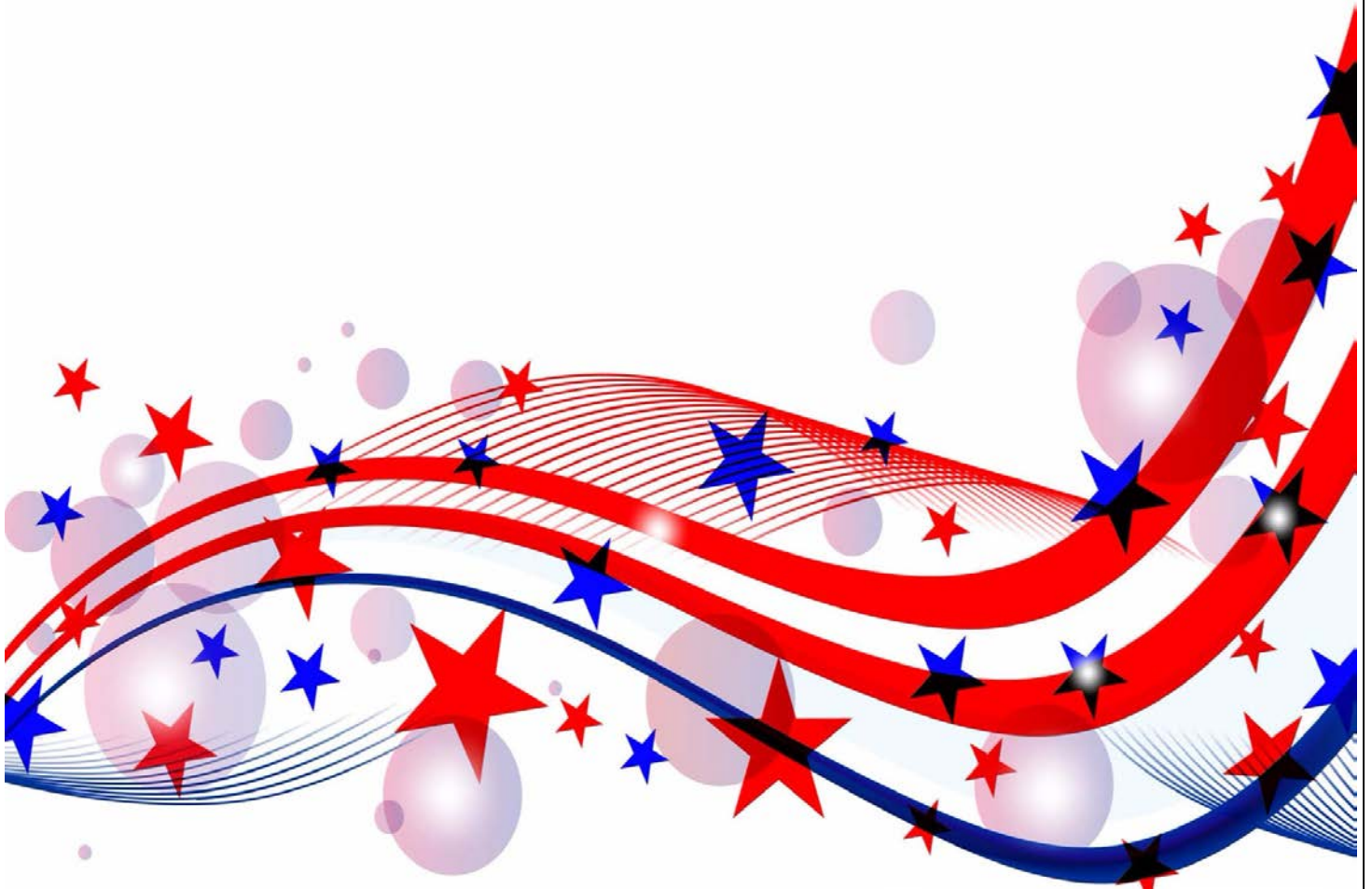
TROUBLESHOOTING – BROTHER LABEL PRINTER

Problem 1 The Brother printer is out of labels and needs a new roll of Brother labels.	Solution: <ol style="list-style-type: none">1. Lift the old cartridge straight up and out.2. Place the new cartridge straight down.3. Feed the labels through.4. Close lid.
Problem 2 The printer does not feed any labels through.	Solution: <ol style="list-style-type: none">1. Unplug the printer, count to five, and plug it back in again.2. You should not have to cancel any print jobs to try this. Any labels queued up and not printed should start printing automatically.
Problem 3 The printer is feeding labels through, but nothing is printed on them.	Solution: <ol style="list-style-type: none">1. The labels are probably not aligned correctly in the printer.2. Make sure the labels are being fed all the way to the left (looking at the printer from the front).
Problem 4 Printer has been swapped out during the day.	Solution: <ol style="list-style-type: none">1. Minimize VoteSafe.2. Check your “Printers & Faxes” to make sure there is still only one Brother printer in the printer list.3. If there is more than 1, see Solution for Problem 5.
Problem 5 There should be only one Brother printer listed in the “Printers & Faxes” but the system shows two printers and the system won’t let the second printer be deleted.	Solution: <ol style="list-style-type: none">1. Check to be sure that there are no print jobs waiting to be printed on the printer you want to delete.2. If there are print jobs listed as waiting to be done, delete those jobs first.3. Go back and delete the printer from the “Printers & Faxes”.4. You should only have one Brother printer icon showing.

TROUBLESHOOTING – EXPRESSVOTE PRINTER

Red Flash – X1 Flash	Error: Ballot jammed or not fully inserted. Solution: Remove ballot and reinsert
Red Flash – X2 Flash	Error: Ballot removed Solution: Reinsert ballot
Red Flash – X3 Flash	Error: ExpressVote printer head is up Solution: Latch printer head by pressing down till you hear a click.
Red Flash – X4 Flash	Error: Ballot upside-down Solution: Remove ballot, flip and reinsert.
Red Flash – X5 Flash	Error: Over Voltage Solution: Power down the printer by pressing and holding the power button till the blue light turns off. Wait 5 seconds then power printer back on. If the same error continues, contact the Judges' Hotline.
Red Flash – X6 Flash	Error: Over Temperature Solution: Recovers automatically when the print head cools. If the same error continues, contact the Judges' Hotline.

FORMS INSTRUCTIONS



EARLY VOTING SEAL LOG

WILLIAMSON COUNTY ELECTIONS		EV Polling Site Seal Log		Page 1 Of 1									
		Event ID: 1119		9/20/2019 10:23:27 AM									
		Precinct: 368		Polling Site: GIL									
ITEM	08/21	08/22											
WORKSTATION OR CABINET DOOR SEAL #1 -----													
WORKSTATION OR CABINET DOOR SEAL #2 -----													
ITEM NUMBER: DS200 SEAL: 11175509 SEAL: 11175517 SEAL: 20104982 SEAL: 20104971													
ASSET: 08052 SIN: DS0319311381													
ITEM NUMBER: TOTEBIN SEAL: 11175505 SEAL: 11175515													
ASSET: 08028 SIN:													
ITEM NUMBER: USBSTICK SEAL: 111278													
ASSET: 08053 SIN:													
ITEM NUMBER: USBSTICK SEAL: 111278													
ASSET: 08057 SIN:													
ITEM NUMBER: EXPRESSVOTE SEAL: 11175516													
ASSET: 08116 SIN: EV0219323919													
ITEM NUMBER: USBSTICK SEAL: 111277													
ASSET: 08048 SIN:													

DESCRIPTION OF FORM:

White, legal size

WHEN IS IT USED?

Before Early Voting begins: Verify you have received the equipment assigned to your location and all seals are intact.

Every day: Verify and record all seal/serial numbers used for sealing DS200, ExpressVote BMD's, blue USB bag, provisional ballot bag.

WHERE DOES IT GO?

Red File Pocket and returned to Elections Department at the end of Early Voting.

FORM INSTRUCTIONS:

- The Early Voting Seal Log will have the following items filled in with seal/serial numbers for:
 - ExpressVote BMDs
 - Provisional ballot bag
 - VoteSafe laptop
- At the end of each day of Early Voting, verify and record all seal/serial numbers used for securing the blue USB bag, ExpressVote BMD, and DS200.
- At the beginning of each day of Early Voting, before using any equipment, verify the seals from the previous day are still intact.

EARLY VOTING TIMESHEET

Williamson County Elections				Early Voting Location: <u>GAD</u> (ie.GAD, GIL)			
Please print legibly				Email Address: <u>gemclerk@gmail.com</u>			
Name: <u>Gema Clerk</u>		Work period start date: <u>10/21/2019</u>		Work period end date: <u>10/24/2019</u>		Phone: _____	
Mailing Address: <u>123 Street Apt A</u>		City, Zip: <u>Georgetown, TX 78628</u>					
Day	Date	Time In	Out	In	Time Out	Total Hours	Notes
Friday							
Saturday							
Sunday							
Monday	<u>10/21</u>	<u>7:00AM</u>			<u>6:30PM</u>	<u>12.50</u>	
Tuesday	<u>10/22</u>	<u>7:30AM</u>			<u>6:15PM</u>	<u>12.00</u>	
Wednesday	<u>10/23</u>	<u>7:30AM</u>			<u>6:15PM</u>	<u>12.00</u>	
Thursday	<u>10/24</u>	<u>7:30AM</u>			<u>6:15PM</u>	<u>12.00</u>	
WEEK TOTAL							
TOTAL HOURS WORKED: 44.50							
<small>This document is a correct record of the hours I have worked for the dates shown. I recognize that it is a violation of the law to falsify a government record.</small>							
Gema Clerk <u>10/24/2019</u> <small>Employee Signature Date</small>				EV Trng: _____ EV _____ EV _____			
Jane Jodge <u>10/24/2019</u> <small>Supervisor Signature Date</small>				# Hours Office Use Only: Reg _____ x \$ _____ = \$ _____ Reg _____ x \$ _____ = \$ _____ OT _____ x \$ _____ = \$ _____ _____ Hrs \$ _____			

DESCRIPTION OF FORM:

White, letter size

WHEN IS IT USED?

Each day of Early Voting worked

WHERE DOES IT GO?

Keep the form up-to-date. The Supervisor will have the Field Tech take the first work period (first week) timesheet to the Elections Department.

The timesheets for the second work period (second week) will be turned in by the Supervisor on the last day of Early Voting in the clear plastic payroll sleeve.

FORM INSTRUCTIONS:

- Legibly fill-in information in all fields of top sections of form.
- Clearly indicate the date and all hours worked.
- Supervisor and clerk must sign and date bottom of form.
- It is permissible to round up minutes to the next quarter hour. *Example: Record 7:07 pm as 7:15 pm*
- Please do not use military time in your calculations.

EARLY VOTING PUBLIC COUNT LOG

EARLY VOTING PUBLIC COUNT LOG	
Location:	GIL
Election:	11/9/2099
DS200 Serial #:	08033

Date	Public Count
10/21/2019 AM	0
10/21/2019 PM	42
10/22/2019 AM	42
10/22/2019 PM	70
10/23/2019 AM	70
10/23/2019 PM	115
10/24/2019 AM	115
10/24/2019 PM	
10/25/2019 AM	
10/25/2019 PM	
10/26/2019 AM	
10/26/2019 PM	
10/27/2019 AM	
10/27/2019 PM	
10/28/2019 AM	
10/28/2019 PM	
10/29/2019 AM	
10/29/2019 PM	

Please return in the Red File Pocket to the Elections Office at the end of Early Voting.

DESCRIPTION OF FORM:

White, legal size

WHEN IS IT USED?

Every day, to record the Public Count as shown on each DS200 when it is opened for voting and when it is shutdown each evening.

WHERE DOES IT GO?

Red File Pocket and returned to the Elections Department at the end of Early Voting.

FORM INSTRUCTIONS:

1. Fill in the name of the Location.
2. Fill in the Election name section.
3. Fill in the DS200 Serial Number.
4. Record the Public Count shown on DS200 every morning before opening and every evening when each machine is shutdown.
5. The Public Count at the beginning of each day should match the Public Count from the end of the previous day.

ELECTION DAY SEAL LOG

WILLIAMSON COUNTY ELECTIONS		ED Polling Site Seal Log		Page 2 Of 2	
		Event ID: 1115		09/20/2019 12:35:04 PM	
		Precinct: 264		Polling Site: 264	
ITEM NUMBER	ASSET	S/N	DS200 ONLY PUBLIC COUNT	SEAL	NOTES
USB BAG	05272			5791908	
EXPRESSVOTE	01162	V5141789->		11157464	
USB STICK	00963			50376634	
DS200	03640	V5105068-C		11157465	
MAIN BALLOT COMPARTMENT	02838			50376637	
USB STICK	01120	V5178481->		11157462	
BACK UP USB STICK	02925			50376636	
RIGHT SIDE	03593	V5104862-C		11157463	
LEFT SIDE	04189			50376635	
LAPELECT	L5041	50G34714ZT			
LAPELECT	L5042	50G34714K3			

DESCRIPTION OF FORM:

White, legal size

WHEN IS IT USED?

Used to verify and record seal/serial numbers for Election Day equipment (DS200, ExpressVote BMD, VoteSafe laptop), all security bags (blue USB and Provisional), and to record the public count.

WHERE DOES IT GO?

The Election Day Seal Log will be returned to Elections Department in the Green File Pocket.

FORMS INSTRUCTIONS:

The Day Before:

The Election Day Seal Log will have all seal/serial numbers listed for the equipment and supplies provided for your polling location.

1. Verify that you have received the equipment and bags assigned to your polling location.
2. Verify that assigned seals/serial numbers are intact.

Opening the Polls:

1. Verify and record seal/serial numbers and on the DS200.
2. Verify and record seal/serial numbers on each ExpressVote BMD.
3. Record the opening Public Count shown on the DS200.

Closing the Polls:

1. Verify and record seal/serial numbers that were used to seal the DS200, ExpressVote BMDs, blue USB bag and the provisional ballot bag.

ELECTION DAY COMPENSATION FORM

DESCRIPTION OF FORM

Duplicate form white and pink

WHEN IS IT USED

Election Day

WHERE DOES IT GO

White original is returned with the election supplies in the clear, plastic payroll sleeve.

Pink copy the election worker keeps.

FORM INSTRUCTIONS

- Legibly fill-in information in all fields of the form.
- Clearly indicate the date and all hours worked including training and site set up, if applicable.
- Judge and clerk must sign and date bottom of form.
- It is permissible to round up minutes to the next quarter hour. *Example: Record 7:07 pm as 7:15 pm*
- Please do not use military time in your calculations.

Williamson County ELECTION DAY COMPENSATION FORM		
TYPE OF ELECTION:	<u>JGE</u>	PCT/ LOCATION: <u>GIL</u>
DATE:	<u>05/04/2019</u>	
JOB ASSIGNMENT:	JUDGE _____	ALTERNATE JUDGE _____
	CLERK <u>X</u> _____	
NAME:	<u>Ima Clerk</u>	
MAILING ADDRESS:	Street Address <u>123 Street Apt A</u>	
	City, State, ZIP <u>Georgetown, Texas 78628</u>	
E-MAIL ADDRESS:	<u>nomail@yahoo.com</u>	
PHONE #s:	Home: <u>(512) 555-1212</u> Cell: <u>()</u>	
DATES AND HOURS WORKED: ELECTION DAY TRAINING:		
	Date: <u>5/4/19</u>	Time In: <u>6:00am</u> Time Out: <u>7:15pm</u>
	Hours Worked: <u>13.25</u>	
POLL SITE SET UP:	Date: _____ Time In: _____	Time Out: _____
	Hours Worked: _____	
ELECTION DAY:	Date: _____ Time In: _____	*Time Out: _____
	*Hours Worked: _____	
*Time Out is the time you leave the poll site. Delivery Fee is compensation for election supply return.		
Total Hours Worked:	_____ X \$ _____	= \$ _____
	(Hourly Rate)	
DELIVERY FEE:	\$ _____	
The election judge or clerk who delivers the precinct election equipment and supplies after an election is entitled to compensation for that service in an amount not to exceed \$25.00. If more than one election officer delivers said election equipment/supplies, the presiding judge shall determine how the amount fixed for the service is to be allocated among the officers. TEC Sec 32.092.		
	TOTAL COMPENSATION:	\$ _____
<u>Ima Clerk</u> Signature of Poll Worker <u>Ima Judge</u> Signature of Presiding Judge		
FOR OFFICE USE ONLY		
APPROVED FOR PAYMENT:	TOTAL COMPENSATION:	\$ _____
Line Item: <u>100-492-4100</u>	Amount: \$ _____	
Line Item: <u>375-375-4100</u>	Amount: \$ _____	
_____	Date: _____	
County Authorized Signature		
White Original - Return with election supplies in the clear, plastic Payroll Sleeve. Pink Copy - Election worker keeps.		

NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED

DESCRIPTION OF FORM:

Yellow, letter size

WHEN IS IT USED?

This form is placed on the door of the polling location to update, at specific times, the total number of voters who have voted at that location.

FORM INSTRUCTIONS:

1. The Judge will sign the form.
2. The Judge will fill in the total number of voters who have voted in the polling location every two hours beginning at 9:30AM.

The form will remain posted until the polls close.

WHERE DOES IT GO?

Yellow envelope #2

AW7-8
Prescribed by Secretary of State
Section 61.007(c), Texas Secretary of State
3/07

NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED (AVISO DEL NUMERO DE VOTANTES QUE HAN VOTADO)

	(Number of Voters) (Número de Votantes)
9:30 a.m.	34
11:30 a.m.	87
1:30 p.m.	154
3:30 p.m.	280
5:30 p.m.	413

Ima Judge

Signature of Presiding Judge
(Firma del Juez Presidente)

NOTE TO PRESIDING JUDGE:

The total number of voters as shown on the poll list shall be posted at the times listed. The notice shall remain posted until the polls close. Return this form in envelope number 2 to the general custodian of the election records.

NOTA AL JUEZ PRESIDENTE:

El número de votantes establecido en la lista de votantes se mostrará a las horas señaladas arriba. El aviso quedará puesto hasta que cierren los sitios de votación. Devuelva esta forma en el sobre número 2 a la persona a cargo de los archivos electorales.

DS200 RECONCILIATION FORM

DESCRIPTION OF FORM:

Tri-color triplicate, letter size
(yellow, gold, pink)

WHEN IS IT USED?

After the polls close on
Election Day.

WHERE DOES IT GO?

The DS200 Reconciliation
Form will be returned to
Central Count.

- The yellow copy will be returned in Yellow Envelope #2.
- The gold copy goes in "Envelope #4".
- The Judge places the pink copy in Pink Envelope #3.

FORM INSTRUCTIONS:

Transfer the totals to the corresponding line on the DS200 Reconciliation Form:

Line A: Transfer the total number voting from the Voting Results Report.

Line B: Transfer the total number of spoiled voters from Spoiled Ballot Log.

Line C: Transfer the total number of provisional ballots cast from the List of Provisional Voters.

Calculate as Requested:

Line D: Add Lines A+B+C. Write the total on this line. *This number must match the total number of signatures on Combination Form.*

3. The Judge will complete the form at the bottom of the page and sign the Oath.

4. If Line D does not match the total shown on the Combination Form, the Judge must consult with Election Officials in person at Elections Department.

DS200 Reconciliation Form — Vote Centers	
BALLOTS	
A. Total ballots cast (Public Count from DS200 Voting Results Report)	A. _____
B. Spoiled ballots (Unknown voters from the Spoiled Ballot Log – Do not include known voters who were crossed off the Combination Form)	B. _____
PROVISIONAL BALLOTS	
C. Total number of provisional ballots cast (From the List of Provisional Voters)	C. _____
BALANCING	
D. Total number of signatures on Combo Form (This should also equal A + B + C)	D. _____
<hr/>	
I the undersigned, Presiding Judge of the Election held on the ____ day of _____, 20____ at Election Precinct No. _____ in Williamson County, Texas, do hereby certify that the above and foregoing statement of official ballots of said election is true and correct, and that all ballots returned by me sealed and secured as required by law.	
WITNESS MY HAND this the _____ day of _____, 20____	
<hr/>	
Presiding Judge	
 Gold Copy — Return in Envelope #4 Yellow Copy — Return in Yellow Envelope #2 Pink Copy — Judge keeps in Pink Envelope #3	

AFFIDAVIT OF CANCELLATION

<u>Affidavit of Cancellation</u>		
Name of Voter	<u>John Doe</u>	
Certification Number	<u>345678</u>	
I hearby swear that the voter registration of the above named Person should be:		
<input checked="" type="checkbox"/>	Cancelled because they are deceased	
<input type="checkbox"/>	Confirmed due to address change	
<u>Jane Doe</u>	<u>Wife</u>	
Signature of Relative	Relationship to Voter	
<u>Ima Judge</u>	<u>123</u>	<u>11/3/2099</u>
Signature of Election Official	Precinct	Date

DESCRIPTION OF FORM:

White, 4"x5.5"

WHEN IS IT USED?

When a voter requests that the registration of a relative who has died or moved be cancelled.

WHERE DOES IT GO?

EV: Completed Affidavits are placed in 'Cancelled ballots by mail envelope' and returned to the Elections Department in the Red File Pocket on the last day of Early Voting.

ED: Gray Envelope #4

FORM INSTRUCTIONS:

- Legibly print the name and certificate number of the voter to be cancelled where indicated.
- Check the reason for the cancellation.
- Relative must sign and indicate the relationship to voter he/she is requesting be cancelled where indicated.
- Supervisor/Judge signs and provides precinct and date at the bottom of form where indicated.

AFFIDAVIT OF PROVISIONAL VOTER GREEN ENVELOPE – FRONT

<small>NAME OF ELECTION OFFICIAL</small> <small>Affidavit by Secretary of State, State Election Officer, or County Clerk</small> JGSE	<small>DATE OF ELECTION / Fecha de Elección</small> 11-06-2019	<small>NAME OF JURISDICTION / Nombre de la Jurisdicción</small> GEORGETOWN INNER LOOP (GIL)	<small>DATE OF ELECTION / Fecha de Elección</small> 11-06-2019	<small>Authority Conducting Election / Autoridad Administrando la Elección</small> WILLIAMSON COUNTY	
Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional)					
<small>TO BE COMPLETED BY VOTER. I am a registered voter of this political subdivision and am registered in the precinct in which I am attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the 2nd degree to vote in an election for which I know I am not eligible.</small> PASA QUE EL VOTANTE LO HAGA: Estoy inscrito como votante en esta subdivisión política y estoy registrado en el precinto en el cual estoy intentando votar y aun no he votado en esta elección (ni en persona ni por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o, si soy el autor de un delito grave, he cumplido toda mi condena inclusive el periodo de encarcelamiento, la libertad condicional, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final en una corte de la jurisdicción de un testamento, ser totalmente incapaz mentalmente o parcialmente incapaz de votar. Entiendo que dar información falsa bajo juramento es un delito menor y también entiendo que es un delito grave de 2º grado votar en una elección sabiendo que no cumplo con los requisitos necesarios.					
<small>Last Name / Apellido usual</small> Voter	<small>First Name / Su nombre de pila</small> Valerie	<small>Middle Name (if any) / Segundo nombre (si tiene)</small> 	<small>Former Name / Nombre anterior</small> 		
<small>Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include PO Box, Rural Rt. Or Business Address). Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal. A falta de estos datos, describa la localidad de su residencia. (No incluya el apartado de correos, camino rural, ni dirección comercial.)</small> 9874 Willow Way Apt. 3, Taylor, TX, 76574			<small>Gender: (Optional) / Sexo (Opcional)</small> <input type="checkbox"/> Male (Hombre) <input checked="" type="checkbox"/> Female (Mujer)		
<small>Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address, / Dirección postal Ciudad, Estado y Código Postal (si es imposible entregarle correspondencia a su domicilio)</small> 			<small>Date of Birth: Month, Day, Year / Fecha de nacimiento mes, día, año</small> 09/02/1975		
<small>TX Driver's License No. or Personal I.D. No. (Issued by Dept of Public Safety) / Número de su licencia de conducir de Texas o de su Cédula de Identidad expedida por el Departamento de Seguridad Pública de Texas</small> 232101507		<small>Social Security No. (last 4 digits required if you do not have a driver's license or I.D. number) / Número de Seguro Social. (Si no tiene licencia, de conducir ni identificación personal, se requiere los últimos 4 números de su seguro social)</small> XXX-XX-XXXX		<small>I have not been issued a TX driver's license/ personal identification number or Social Security Number. / Yo no tengo una licencia de conducir de Texas/Cédula de Identidad personal de Texas ni un Número de Seguro Social</small> <input type="checkbox"/>	
<small>Check appropriate box: ARE YOU A UNITED STATES CITIZEN? / Marque el cuadro apropiado: Soy ciudadano/a de los Estados Unidos</small> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		<small>Signature of Voter / Firma del votante</small> Valerie Voter			

DESCRIPTION OF FORM:

Green envelope, front side

WHEN IS IT USED?

For each voter casting provisional ballot

WHERE DOES IT GO?

Once the voter has completed the voting process, the voter places the sealed envelope into the provisional ballot bag.

FORM INSTRUCTIONS:

For Supervisor/Judge

- Legibly completes all fields on top portion of envelope

For the Provisional Voter

Legibly completes the front of the envelope.

The following fields are required:

- Last Name
- First Name
- Residence Address
- Date of Birth
- Signature
- Date
- Citizenship confirmation
- TX DL# or TX ID# or,
- Last four digits of SSN or,
- Checks box indicating absence of these items

The following fields are optional (though preferred):

- Middle Name
- Former Name (if any)
- Gender
- Mailing Address (required if voter cannot or does not wish to receive mail at Residence Address)

AFFIDAVIT OF PROVISIONAL VOTER GREEN ENVELOPE – BACK

TO BE COMPLETED BY ELECTION JUDGE:	TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:
<p>REASON FOR VOTING PROVISIONAL</p> <p>1. _____ The Voter failed to present acceptable form of identification or an exempt Voter Registration Card.</p> <p>2. _____ The Voter is not shown in the poll book as a voter.</p> <p>3. _____ The Voter is registered in precinct _____ but voted a precinct _____ ballot.</p> <p>4. _____ The poll book shows a ballot by mail was sent to this voter but the voter is not surrendering a ballot to us and has not cancelled his/her absentee ballot application</p> <p>5. _____ This vote was cast after 7:00 p.m. under a court order</p> <p>6. _____ The poll book shows this person is a registered voter but at a residence that is outside the _____ political subdivision.</p> <p>7. <input checked="" type="checkbox"/> Voter has indicated he/she registered through the Department of Public Safety (DPS)</p> <p>8. _____ Other / Additional Information: _____</p> <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 10px;">368/11</div> <div> <p>Precinct/Ballot Style cast by this voter _____</p> <p>Sworn and subscribed to before me on <u>11</u> / <u>06</u> / 20 <u>99</u></p> <p><i>Ima Judge</i> Signature of Election Judge</p> </div> </div>	<p>I, the Voter Registrar/deputy registrar, did research the records of my office and made the following conclusion(s):</p> <p>FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE</p> <p>1. _____ The voter presented acceptable form of identification within 6 days of election day;</p> <p>2. _____ The voter met disability exemption within 6 days of election day;</p> <p>3. _____ The voter executed a religious objection affidavit within 6 days of election day;</p> <p>4. _____ The Voter executed natural disaster affidavit within 6 days of election day.</p> <p>5. _____ The voter DID NOT satisfy identification or affidavit requirements, listed in categories 1 - 4 above within 6 days of election day.</p> <p>FOR VOTERS WHO VOTED A PROVISIONAL BALLOT FOR OTHER THAN ID-RELATED REASONS</p> <p>6. _____ The voter is not a registered voter or registration not effective in time for this election.</p> <p>7. _____ The voter was erroneously removed from the rolls or listed in the wrong precinct;</p> <p>8. _____ Voter is registered to vote in precinct _____</p> <p>9. _____ The applicant completed a voter registration but it was not received by the Voter Registrar;</p> <p>10. _____ The voter is not registered to vote in this political subdivision;</p> <p>11. _____ The voter has an active, or suspended registration record in another county or political subdivision; and/or</p> <p>12. _____ Other/Additional Information: _____</p> <div style="margin-top: 10px;"> <p>Signature of Voter Registrar/Deputy Voter Registrar _____ Date _____</p> </div>
<p>Action taken by the Early Voting Ballot Board: <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED Signature of Early Voting Ballot Board Judge: _____</p>	

DESCRIPTION OF FORM:

Green envelope, back side

WHEN IS IT USED?

For each voter casting a provisional ballot

WHERE DOES IT GO?

Once the voter has completed the voting process, the voter places the sealed envelope into the provisional ballot bag.

FORM INSTRUCTIONS:

Supervisor/Judge will complete only the left side of the form.

- Check the reason the voter is casting a provisional ballot. If the reason is not listed, check line for "Other" and print the reason.
- Write in the voter's precinct & ballot style in the box.
- Write in the current day's date.
- Sign the form where indicated.

APPOINTMENT OF A POLL WATCHER BY A CANDIDATE

DESCRIPTION OF FORM:

White, letter size

The Appointment of Poll Watcher by Candidate on the Ballot or Declared Write-In Candidate is English on one side and Spanish on the reverse side.

WHEN IS IT USED?

A Poll Watcher must deliver a Certificate of Appointment to the Supervisor/Judge at the time the Watcher reports for service. The Appointment may be determined by a Candidate.

WHERE DOES IT GO?

EV: Red File Pocket

ED: Yellow Envelope #2

FORM INSTRUCTIONS:

The Affidavit portion at the bottom half of the page must be countersigned in the presence of the Supervisor/Judge to ensure that the Watcher is the same person who signed the certificate. The certificate is retained at the Polling Location until the end of Early Voting.

AW4-16
Prescribed by Secretary of State
Sections 33.002, 33.006, Texas Election Code
5/12

APPOINTMENT OF POLL WATCHER BY CANDIDATE ON THE BALLOT OR DECLARED WRITE-IN CANDIDATE

To the Presiding Judge:

The following person has been appointed to serve as a poll watcher on my behalf.

Name of Poll Watcher Polly Watcher	Name of Candidate Candace Dayton
Residence Address of Poll Watcher 567 Somewhere St, Somecity, TX	Name and Date of Election General - November 3, 2099
Voter Registration VUID Number of Poll Watcher 1122334455	Precinct or other location Poll Watcher is to serve Brushy Creek

Candace Dayton
Signature of Candidate or Other Approving Authority

Candidate
Title of Approving Authority

Polly Watcher
Signature of the Watcher

AFFIDAVIT OF POLL WATCHER

I, Polly Watcher, a poll watcher for the above appointing authority, do hereby swear or affirm that I do not have in my possession any type of mechanical or electronic means of recording images or sound while serving as a watcher at this precinct or I will disable or deactivate the device while serving as a watcher.

Polly Watcher
Signature of Poll Watcher

Sworn to and subscribed before me this the 27 day of Oct, 2099

Ima Judge
Signature of Election Judge

Ima Judge
Printed Name of Election Judge

INSTRUCTIONS

The following persons have the authority to appoint a poll watcher on behalf of a candidate whose name appears on the ballot.

- In an election for an office of the state government that is filled by voters of more than one county, by the candidate's campaign treasurer.
- In an election for an office of the federal government that is filled by voters of more than one county, by the chair or treasurer of the candidate's principal campaign committee or by a designated agent of the chair or treasurer.

APPOINTMENT OF A POLL WATCHER BY A POLITICAL PARTY

DESCRIPTION OF FORM:

White, letter size

The Appointment of Poll Watcher by a Political Party is English on top of the form and Spanish on the bottom of the form.

WHEN IS IT USED?

A Poll Watcher must deliver a Certificate of Appointment to the Supervisor/Judge at the time the Watcher reports for service. The Appointment may be determined by a Political Party.

WHERE DOES IT GO?

EV: Red File Pocket

ED: Yellow Envelope #2

FORM INSTRUCTIONS:

The Affidavit portion of the page must be countersigned in the presence of the Supervisor/Judge to ensure that the Watcher is the same person who signed the certificate. The certificate is retained at the Polling Location until the end of Early Voting.

AW4-18
Prescribed by Secretary of State
Sections 33.003, 33.006, Texas Election Code
8/17

APPOINTMENT OF POLL WATCHER BY POLITICAL PARTY

To the Presiding Judge:

The following person has been appointed poll watcher in accordance with Sec. 33.003, Texas Election Code.

Name of Poll Watcher Polly Watcher	Name of Political Party Purple Party
Residence Address of Poll Watcher 567 Somewhere St. Somecity, TX 01234	Name and Date of Election General - November 6, 2099
Voter Registration/VUID Number of Poll Watcher 1122334455	Location Poll Watcher is to serve Brushy Creek

Clara Chair
Signature of the County Chair
Willy Wonamaker
Signature of Committee Member

Sam Jones
Signature of Committee Member
Olivia Munn
Signature of Committee Member

If the County Chair does not make an authorized appointment, any three members of the county executive committee may make the appointment.

Polly Watcher
Signature of the Watcher

AFFIDAVIT OF POLL WATCHER

I, Polly Watcher, a poll watcher for the above appointing authority, do hereby swear or affirm that I do not have in my possession any type of mechanical or electronic means of recording images or sound while serving as a watcher at this precinct or I will disable or deactivate the device while serving as a watcher.

Polly Watcher
Signature of Poll Watcher

Ima Judge
Signature of Election Judge

Sworn to and subscribed before me this the 06 day of Nov, 2099

Ima Judge
Printed Name of Election Judge

NOMBRAMIENTO DE UN OBSERVADOR POR UN PARTIDO POLÍTICO

Al Juez Presidente:

La siguiente persona ha sido nombrada observador(a) de acuerdo con la Sec. 33.003, Código de Elecciones.

Nombre del/de la Observador(a)	Nombre del Partido Político
Dirección Residencial del/de la Observador(a)	Tipo y Fecha de Elección
Núm. de VUID del/de la Observador(a)	Precinto en que servirá el/la Observador(a)

Firma del Secretario del Condado

Firma de un Miembro del Comité

Firma de un Miembro del Comité

Firma de un Miembro del Comité

Si el secretario del condado no hace un nombramiento autorizado, cualesquier tres miembros del comité ejecutivo del condado podrán hacer el nombramiento.

Firma del/de la Observador(a)

DECLARACIÓN JURADA DE OBSERVADOR

Yo, _____, observador(a) de elección designado/a por la autoridad citada, por el presente juro o protesto que no tendré en mi poder, durante mi gestión de observador(a) en este precinto electoral, ningún dispositivo mecánico o electrónico, de cualquier tipo, para la grabación de imágenes o de sonidos, o que inhabilitaré o desactivaré el dispositivo al servir como Observador(a).

Firma del/de la Observador(a)

Firma del/de la Juez Electoral

Jurado y suscrito ante mí, a los _____ días del mes de _____ de 20 _____.

Nombre del/de la Juez Electoral, en letras de molde

COMBINATION FORM (continued)

COMBINATION FORM				Page 1 of 12		Prescribed by Secretary of State // Form 7-99 01/2018 Section 6.30004, 6.30014, 6.30005, 6.30013, 6.30004, 6.30005, 6.30013, 6.30014, 6.40001, and 6.40004 Texas Election Code	
Poll List/Signature Roster, (Affidavits) for Election Day				Date of Election (Fecha de eleccion)		Type of Election (Tipo de eleccion)	
Authority/Competing Election:				Date of Election (Fecha de eleccion)		Type of Election (Tipo de eleccion)	
WILLIAMSON COUNTY				5/5/2025		JGSE	
If a voter is unable to sign his/her name, an election official shall place the voter's name on the signature roster and make a notation as to the reason the voter is unable to sign. Si algún votante no puede firmar su nombre, un oficial electoral apuntará el nombre del votante en el registro de firmas y hará una anotación indicando la causa por la cual el votante no pudo firmar.				GIL			
				Voter's Initials (Iniciales del Votante)		Check if Applicable (Marcar si Corresponde)	
Line No.	Poll List (Lista de Votantes) / Signature (Firma) / VOID (VUID)			Similar Name Affidavit (Indicar si existe similitud de Nombres Similares del Votante)	Affidavit that Voter did not List (Declaración Jurada del Votante de no haberlo Listado)	Provisional (Ej: 11)	Similar Name (Ej: 000001)
1.	<div style="border: 1px solid black; padding: 10px; margin: 10px;"> <p>CERT: 654321 PCT: 368 BS: 11 AARON E SMITH 4321 HENRIETTA LN HUTTO 78634 9/23/1963 Signature <u><i>Aaron Smith</i></u></p> </div>			AS	✓		
2.							
3.							
4.							
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40.							
41.							
42.							
43.							
44.							
45.							
46.							

FORM INSTRUCTIONS:

Top of form, enter:

1. Date of Election.
2. Voting Location Name.
3. Type of Election (i.e. JGSE, DEM or REP Primary, etc.).
4. Authority Conducting Election (Write “Williamson County”).
5. Page numbers – Enter current page number at top along with total number of pages.
6. Enter the number of regular voters and the number of provisional voters on the first page of that day’s Combination Forms.

Lower left corner, enter: Current day's date. Include day, month and year.

Lower right corner: Supervisor/Judge signs Combination Form.

RECORDING VOTER NAMES:

1. The clerk affixes the signature label with the signature line facing the voter. In the box labeled #1 on the Combination Form.
2. The voter signs the Combination Form on the signature line of the label.
3. The voter initials the appropriate columns to the right of their name, i.e. "Similar Name" or "Affidavit for Voter Not on List" (if applicable).
4. If, for some reason, the voter's name has been written in by hand, the clerk has the voter sign next to their voter information.
5. The clerk checks the boxes to the right of the voter's name, i.e. "Provisional", "Similar Name", "Not On List", or "Reasonable Imped. Decl." as applicable.
6. If the voter is unable to sign his/her own name, the clerk should print the voter's name on the signature line on the label and initial by the voter's name.

SPOILED BALLOT LOG

DESCRIPTION OF FORM:

White, letter size

WHEN IS IT USED?

Every time a poll worker
ejects a ballot card from the
ExpressVote BMD or a voter
spoil their ballot.

A new form is used each day of Early Voting.

WHERE DOES IT GO?

EV: Spoiled Ballot Logs, along with the Combination Forms and DS200 Configuration Reports, will be picked up by the Field Tech each day. On the last day of Early Voting, the Supervisor will put this form in the Red File Pocket and return it to the Elections Department.

ED: Green File Pocket

FORM INSTRUCTIONS:

- At the top of the form, enter the date and polling location.
- When ejecting the ballot card of a known voter, enter the date, time, serial number in the labeled sections. In the Notes section, clearly print the name of the voter.
- When ejecting the ballot of an unknown voter, enter the date, time, serial number in the labeled sections. In the Notes section, write “unknown”
- The Supervisor/Judge must sign the bottom of the form where indicated.
- At the end of each day of Early Voting/Election Day, enter the total number of spoiled unknown and known ballots on the Total lines.

[illegible]

LIST OF PROVISIONAL VOTERS

DESCRIPTION OF FORM:

Letter size in tri-color triplicate
(white, yellow, pink)

WHEN IS IT USED?

Each time a provisional voter is processed.

WHERE DOES IT GO?

EV: All three copies are placed in the clear pocket in the front of the provisional ballot bag at the end of Early Voting.

ED:

- The white copy goes in the clear pocket of the provisional ballot bag.
- The yellow copy goes in Yellow Envelope #2.
- The pink copy goes in Judge's Pink Envelope #3.

AW7-26 Prescribed by Secretary of State Section 63.011, Texas Election Code 10/13		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; font-size: x-small;"> Type of Election <i>(Tipo de Elección)</i> General </td> <td style="width: 50%; font-size: x-small;"> Precinct No. <i>(Núm. de Precinto)</i> <div style="text-align: right;">123</div> </td> </tr> <tr> <td style="font-size: x-small;"> Date of Election <i>(Fecha de la Elección)</i> <div style="text-align: center;">11/3/2099</div> </td> <td style="font-size: x-small;"> Authority Conducting Election <i>(Autoridad Administrando la Elección)</i> <div style="text-align: center;">Williamson County</div> </td> </tr> </table>		Type of Election <i>(Tipo de Elección)</i> General	Precinct No. <i>(Núm. de Precinto)</i> <div style="text-align: right;">123</div>	Date of Election <i>(Fecha de la Elección)</i> <div style="text-align: center;">11/3/2099</div>	Authority Conducting Election <i>(Autoridad Administrando la Elección)</i> <div style="text-align: center;">Williamson County</div>
Type of Election <i>(Tipo de Elección)</i> General	Precinct No. <i>(Núm. de Precinto)</i> <div style="text-align: right;">123</div>						
Date of Election <i>(Fecha de la Elección)</i> <div style="text-align: center;">11/3/2099</div>	Authority Conducting Election <i>(Autoridad Administrando la Elección)</i> <div style="text-align: center;">Williamson County</div>						

List of Provisional Voters

To be Completed by the Election Judge		To be Completed by the Ballot Board Judge	
Name of Provisional Voter		Accepted for Counting	Rejected for Counting
1.	Valerie Voter Pct 123		
2.	Benjamin Ballot Pct 124		
3.	Charlie Chooses Pct 481		
4.			
5.			
6.			
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23.			
24.			
25.			

Number of Provisional Ballots in Ballot Box: (as shown on list)	3
--	---

I certify that the numbers represented above are true and correct as evidenced by my signature.

Signature of Precinct Presiding Judge: Ima Judge

Signature of Custodian receiving ballots from Presiding Judge: Valerie Registrar

Signature of Voter Registrar: Valerie Registrar

FORM INSTRUCTIONS:

- Fill out the heading on the top right of the form.
- Supervisor/Judge signs as the "Precinct Presiding Judge" at bottom of form.
- For each provisional voter, clearly print the name of the voter and the precinct of his/her residence address.
- Enter the total number of provisional voters at the end of the lines for entry on the left side where indicated in the box.

NOTICE TO PROVISIONAL VOTER

VOTERS W/ PHOTO ID

AW7-15a, 9/09
Prescribed by Secretary of State
Section 63.003(a), Texas Election Code

Notice to Provisional Voter

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

Your affidavit will be retained by the voter registrar who will use the information on the affidavit to update your voter registration information or if you are not a registered voter, the affidavit will be submitted to the voter registrar as a new voter registration application.

If you have any questions, call the Secretary of State's Office toll free 1-800-252-VOTE(8683).

Notificación al Votante Provisional

La junta de votación temprana tomará una determinación, después de la elección, sobre si su boleta se contará o no. Dentro de 30 días después de la elección, se le enviará una notificación a la dirección que usted proporcionó en su declaración jurada para votar en una boleta provisional. En dicha notificación se indicará si (1) su boleta se contó o (2) si no se contó y la razón por la cual no se contó.

El registrador de votantes guardará su declaración jurada y él usará la información de la misma para actualizar la información de su registro electoral o, si usted no estuviera inscrito como votante, la declaración jurada se le entregará al registrador de votantes como una nueva solicitud de registro electoral.

Si tiene alguna pregunta, llame gratis a la oficina del Secretario de Estado al 1-800-252-VOTE(8683).

VOTERS W/ NO VALID ID

7-15a
Prescribed by Secretary of State
Sections 63.003(a), Texas Election Code
1/2018

NOTICE TO PROVISIONAL VOTER

(For provisional voter that did not (1) present an acceptable form of photo ID and (2) complete a reasonable impediment declaration)

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

If you are voting in the correct precinct, **in order to have your provisional ballot accepted**, you will be required to visit your local county voter registrar's office (information below) within **six days of the date of the election** to either present one of the below forms of photo ID OR if you do not possess and cannot reasonably obtain one of the below forms of photo ID, execute a Reasonable Impediment Declaration and present one of the below forms of supporting ID OR submit one of the temporary forms addressed below (e.g., religious objection or natural disaster exemption) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent disability exemption. The process can be expedited by taking this notice with you to the county voter registrar at the time you present your acceptable form of photo identification (or if you do not possess and cannot reasonably obtain one of the below acceptable forms of photo ID, execute your Reasonable Impediment Declaration and present one of the below forms of supporting ID, or execute your temporary affidavit or provide your paperwork for your permanent exemption); however, taking this notice is not a requirement.

Acceptable Forms of Photo Identification

- Texas Driver's License issued by the Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS;
- Texas Personal Identification Card issued by DPS;
- Texas Handgun License issued by DPS;
- United States Military Identification Card containing the person's photograph;
- United States Citizenship Certificate containing the person's photograph; or
- United States Passport (book or card).

With the exception of the U.S. citizenship certificate, the identification must be current or, for voters aged 18-69 years, have expired no more than 4 years before being presented for voter qualification at the polling place. A person 70 years of age or older may use a form of identification listed above that has expired if the identification is otherwise valid.

Reasonable Impediment Declaration: If you do not possess one of the forms of acceptable photo identification listed above, and cannot reasonably obtain such identification, you may execute a Reasonable Impediment Declaration and present a copy or original of one of the following supporting documents: (1) a government document that shows your name and an address, including your voter registration certificate; (2) current utility bill; (3) bank statement; (4) government check; (5) paycheck; or (6) (a) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

The address on an acceptable photo identification or a supporting document does not have to match your address on the list of registered voters.

PERMANENT EXEMPTION

During the cure period, voters with a disability may apply with the county voter registrar for a **permanent exemption** to presenting or presenting acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing the applicant's disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. The applicant must also state that he/she does not have a form of identification prescribed by Section 63.0031 of the Texas Election Code. Those who obtain a disability exemption will be allowed to vote upon display of their voter registration certificate reflecting the exemption.

TEMPORARY EXEMPTION

During the cure period, a voter may apply for a temporary exemption at the county voter registrar's office for voters who have a consistent religious objection to being photographed OR who do not present an acceptable form of photo identification listed above or follow the Reasonable Impediment Declaration procedure because of certain natural disasters as declared by the President of the United States or the Texas Governor.

Voter must appear before Voter Registrar by:
11/06/99
Date

*If you do not have another acceptable form of photo identification you may apply for a free Election Identification Certificate at your local Texas Department of Public Safety office.

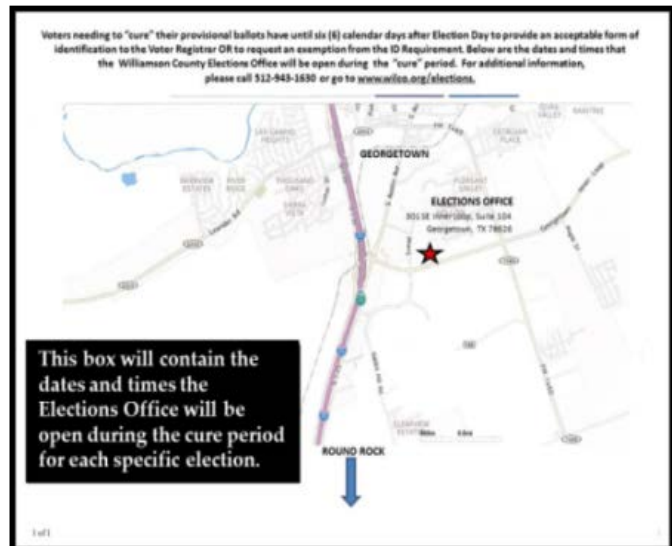
DESCRIPTION OF FORMS:

Letter size, white

WHEN IS IT USED?

After the voter has finished voting, provide him/her the appropriate notice(s) as listed above.

Each voter who votes provisionally because he/she does not have an acceptable form of ID must also be given a map to the Elections Department with a list of the dates and times the department will be open during the six-day cure period.



COMBINED OATHS OF ELECTION JUDGES AND CLERKS

DESCRIPTION OF FORM:

White, legal size

WHEN IS IT USED?

Before the voting location opens on the first day of Early Voting or on Election Day. The Supervisor/Judge administers the oath to all clerks and to themselves, with each election worker reciting the oath.

Each election worker then signs the form on the appropriate line, affirming the oath.

Any workers who are not present the first morning of Early Voting must be sworn in on their first day of work.

WHERE DOES IT GO?

In the clear plastic payroll sleeve.

AW7-2
Prescribed by Secretary of State
Section 62.003, 61.035 and 64.034
01/18

Pct. No.	Authority Conducting Election
Date of Election	Type of Election

OATH OF ELECTION JUDGES AND CLERKS (Sec.62.003)

"I swear or affirm that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as officer of the election and guard the purity of the election."

OATH OF ASSISTANCE (AYUDA) (Sec. 64.034)

OATH OF PERSON ASSISTING VOTER: I swear (or affirm) that I will not suggest by word, sign, or gesture how the voter shall vote; I will confine my assistance to answering the voter's questions, to stating propositions on the ballot, and to naming candidates and, if listed, their political parties; I will prepare the voter's ballot as the voter directs; and I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs.

INTERPRETER (INTERPRETE) (Sec. 61.035)

INTERPRETER'S OATH: I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by an election officer or to an election officer by the voter.

The above oaths were sworn and subscribed to before me this _____ day of _____, 20 _____.
(Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en la fecha indicada arriba.)

Signature of Election Judge

Signature of Alternate Judge

Signature of Election Clerk

Signature of Election Clerk

Signature of Election Clerk

Signature of Election Clerk

Signature of Election Clerk

Signature of Election Clerk

OATHS/LIST OF VOTER ASSISTANTS AND INTERPRETERS

DESCRIPTION OF FORM:

Yellow, legal size

WHEN IS IT USED?

Anytime someone other than an election worker assists a voter or serves as an interpreter for a voter.

WHERE DOES IT GO?

EV: Red File Pocket

ED: Yellow Envelope #2

FORM INSTRUCTIONS:

Fill out the heading on the top right of the form.

Supervisor/Judge dates and signs the bottom of the form.

Assistants: The Supervisor/Judge must read the oath aloud to any person who is not an election worker who assists voters with the voting process and be listed under the “Oath of Person Assisting Voter” section.

Interpreters: The Supervisor/Judge must read the oath aloud to any person who is not an election worker who serves as an interpreter and be listed under the “Interpreter’s Oath” section.

AW7-3
Prescribed by Secretary of State
Sections 61.035 and 64.034, Texas Election Code
9/13

Pct. No. (Núm. De Pcto.)	Authority Conducting Election (Autoridad Administrando la Elección)
312	Williamson County
Date of Election (Fecha de Elección)	Type of Election (Tipo de Elección)
05/05/2025	JGSE

OATHS (JURAMENTOS)

ASSISTANCE (AYUDA) (Sec. 64.034)

OATH OF PERSON ASSISTING VOTER: I swear (or affirm) that I will not suggest by word, sign, or gesture how the voter shall vote; I will confine my assistance to answering the voter’s questions, to stating propositions on the ballot, and to naming candidates and, if listed, their political parties; I will prepare the voter’s ballot as the voter directs; and I am not the voter’s employer, an agent of the voter’s employer, or an officer or agent of a labor union to which the voter belongs. *(JURAMENTO DE LA PERSONA QUE AYUDA AL VOTANTE: Yo juro (o afirmo) que no sugeriré por palabra, seña o acción cómo deberá votar el votante; limitaré mi ayuda a contestar las preguntas del votante, a declarar las proposiciones en la boleta, y a nombrar los candidatos y, si listados, los partidos políticos a que pertenecen; yo prepararé la boleta como dirija el votante, y no soy el empleador del votante, agente del empleador, o un oficial o agente de un sindicato donde el votante pertenece.)*

Joyce Jones	Samuel Smith
Helen Helper	

INTERPRETER (INTERPRETE) (Sec. 61.035)

INTERPRETER’S OATH: I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by an election officer or to an election officer by the voter. *(JURAMENTO DEL INTERPRETE: Yo juro (o afirmo) que, a mi mejor potencia, interpretaré y traduciré de una manera correcta cada pregunta, respuesta o declaración que cualquier oficial electoral dirija al votante o que el votante dirija a cualquier oficial electoral.)*

Laser Listener	
Shelley Signer	

The above oaths were sworn and subscribed to before me this 05 day of May, 2025.
(Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en la fecha indicada arriba.)

Judy A. Judge
ELECTION OFFICER (OFICIAL ELECTORAL)

REASONABLE IMPEDIMENT DECLARATION

DESCRIPTION OF FORM:

White, letter size

WHEN IS IT USED?

For each voter using a supporting ID to vote.

WHERE DOES IT GO?

EV: Red File pocket

ED: Gray Envelope #4

FORM INSTRUCTIONS:

For the Voter

Voter will complete the portion of the form entitled, "TO BE COMPLETED BY VOTER" by printing name at top of form, placing a check mark in the applicable box indicating the reasonable impediment, and signing & dating on the bolded lines.

For Supervisor/Judge

The Supervisor/Judge attending to the voter will complete the portion of the form entitled, "TO BE COMPLETED BY ELECTION OFFICIAL" by placing a checkmark on the line beside the form/type of supporting ID shown to the official by the voter, and writing in the polling location code and date of the election. Hand write the VUID on form. Supervisor/Judge must date and sign each form in the space provided towards the middle of the form where indicated.

7-13
Prescribed by Secretary of State
Section 63.001(i), Texas Election Code
1/2018

REASONABLE IMPEDIMENT DECLARATION

TO BE COMPLETED BY VOTER

Name: Vera Voter

VOTER'S DECLARATION OF REASONABLE IMPEDIMENT

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code.

My reasonable impediment is due to the following reason(s):

(Check **at least one** box below)

<input type="checkbox"/> Lack of transportation	<input type="checkbox"/> Disability or illness
<input type="checkbox"/> Lack of birth certificate or other documents needed to obtain acceptable form of photo ID	
<input type="checkbox"/> Work schedule	<input type="checkbox"/> Family responsibilities
<input type="checkbox"/> Lost or stolen identification	<input checked="" type="checkbox"/> Acceptable form of photo ID applied for but not received

The reasonableness of your impediment cannot be questioned.

X Vera Voter 05/05/2025
Signature of Voter Date

Sworn to and subscribed before me this
5th day of May, 2025

Presiding Judge/ County Voter Registrar (if applicable)
Judy A. Judge

VUID (Voter Unique Identification Number)

9876543210

TO BE COMPLETED BY ELECTION OFFICIAL

The voter provided a copy or original of one of the following forms of identification:

☒ Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)

☐ Current utility bill

☐ Bank statement

☐ Government check

☐ Government document that shows the voter's name and an address (including the voter's voter registration certificate)

☐ Paycheck

Location: GIL Date of Election: 05/05/2025

REGISTRATION OMISSIONS LIST

AW7-27
Prescribed by Secretary of State
Section 63.006(b), Texas Election Code
8/13

REGISTRATION OMISSIONS LIST

(LISTA DE OMISIONES SOBRE EL CERTIFICADO DE REGISTRO)

(Section 63.006(b), Texas Election Code)

Type of Election (Tipo de Elección)	JGSE	Precinct. No. (Núm. de Precinto)	119
Date of Election (Fecha de la Elección)	5/9/15	Authority Conducting Election (Autoridad Administrando la Elección)	Williamson County

[illegible]

RETURN IN ENVELOPE NO. 4

DESCRIPTION OF FORM:

Gray, legal size

WHEN IS IT USED?

Anytime a voter who is not listed in VoteSafe is permitted to cast a ballot at the direction of the Elections Department.

WHERE DOES IT GO?

EV: Red File Pocket

ED: Gray Envelope #4

FORM INSTRUCTIONS:

Complete the heading on the top right of the form.

For each applicable voter, fill in one line of the form with the following five pieces of information:

1. Precinct number
2. VUID # (can also use Certificate No.)
3. Full name
4. Complete residence address
5. Date of birth

REQUEST TO CANCEL APPLICATION FOR BALLOT BY MAIL

DESCRIPTION OF FORM:

White, letter size

English on front side. Spanish on reverse side.

WHEN IS IT USED?

Anytime a voter is surrendering his/her mail ballot to vote in person at polling location or a has Notice of Improper Delivery of his/her mail ballot.

WHERE DOES IT GO?

EV: Completed affidavits are placed in 'Cancelled ballots by mail envelope' with the surrendered mail ballot and returned to the Elections Department in the Red File Pocket on the last day of Early Voting.

ED: Election Day workers will put this form in 'Cancelled ballots by mail envelope' with the surrendered mail ballot and return it to the Elections Department in Brown Envelope #4.

FORM INSTRUCTIONS:

- Voter will complete the top portion of the form as well as VOTER HAS MAIL BALLOT section.
- Supervisor/Judge will print voter's name, precinct number and VUID on bottom of form where indicated and date of cancellation.
- VOTER DOES NOT HAVE MAIL BALLOT section is not used in the polling location.
- If the voter does not surrender the mail ballot, this form should not be used, and the voter may only cast a provisional ballot.

ATS-17
Prescribed by Secretary of State
Section 84.032, 84.038, 86.0015 Texas Election Code
REV 10/2018

REQUEST TO CANCEL APPLICATION FOR BALLOT BY MAIL

To be completed by all voters intending to cancel their Application for Ballot by Mail:

I, Dilly Gent Voter, a qualified voter for the JOINT GENERAL & SPECIAL ELECTIONS
(Print Name)

Election to be held on 11 / 09 / 2029 request that my Application for Ballot by Mail be cancelled.
(Month) (Day) (Year)

VOTER HAS MAIL BALLOT	<p>STATEMENT</p> <p>I am returning my mail ballot/presenting a Notice of Improper Delivery (circle one) to the early voting clerk/deputy early voting clerk/presiding election judge (circle the appropriate officer) and canceling my ballot by mail.</p> <p style="text-align: right;">X <u>Dilly Gent Voter</u> Signature of Voter</p>
VOTER DOES NOT HAVE MAIL BALLOT	<p>AFFIDAVIT A</p> <p>Affidavits A and B are only executed in person at the early voting clerk's office. These Affidavits are only used when the voter is canceling his/her application with the EV clerk after the close of early voting by personal appearance or on Election Day.</p> <p>I, _____, do hereby affirm that I have not received my mail ballot at the (Print Name) time of making my request to cancel my Application for Ballot by Mail.</p> <p style="text-align: right;">X _____ Signature of Voter</p> <p>OR</p> <p>AFFIDAVIT B</p> <p>I, _____, do hereby affirm that I have not requested a mail ballot. (Print Name)</p> <p style="text-align: right;">X _____ Signature of Voter</p> <p>OR</p> <p>AFFIDAVIT C</p> <p>Affidavit C is only executed in person at the early voting clerk's office. It must be executed before the carrier envelope is delivered to the early voting ballot board.</p> <p>I hereby request that my mail ballot be canceled. I, _____ affirm that I did not (Print Name) mark my ballot that was sent to me by mail.</p> <p style="text-align: right;">X _____ Signature of Voter</p>

This section to be completed by early voting clerk, deputy early voting clerk, or election judge.

Name of Voter Dilly Gent Voter Voter's Precinct Number 480 VUID 1234567892
(Print Name)

Sworn to and subscribed before me, this 9 day of November, 20 99.
(Month) (Year)

X Judge Dewgood
Signature of Officer Administering Oath

Denied _____ Reason _____ Date ____/____/____

STANDARD AFFIDAVIT

DESCRIPTION OF FORM:

Gray, letter size

WHEN IS IT USED?

Anytime you need to document an irregularity at the polling place (such as broken seals, procedural issues) or as a substitute for any other affidavit in an emergency situation.

WHERE DOES IT GO?

EV: Red File Pocket

ED: Gray Envelope #4

FORM INSTRUCTIONS:

Fill out the heading at the top of the form.

The person who is attesting should:

- Print his/her name in the line following "I"
- Print the situation on the lines following "solemnly swear that".
- Sign on the "Signature of Voter" line.

Supervisor/Judge writes the day, month and the year on the next line and signs on the "Signature of Presiding Judge" line.

Pct. #: 426 <small>(No. de Pct.)</small>	Location: Hutto City Hall <small>(Localidad)</small>
Date: November 5 2019 <small>(Fecha)</small>	Type of Election: General <small>(Tipo de Elección)</small>

STANDARD AFFIDAVIT
(DECLARACION JURADA GENERAL)

I, Ima Judge
(Yo _____)

solemnly swear that The seal on the front of the DS200 was broken upon arrival.
is The seal number is 69581245. The lid was still locked, as was the screen. There were no
signs of tampering to the device.

Signature of Voter (Firma del votante)

Sworn and subscribed to before me, this _____ day of _____, 20____.
(Jurada y firmada ante mí la fecha indicada arriba)

Signature of Presiding Judge (Firma del juez presidente)

PLACE THIS FORM IN ENVELOPE NO. 4 - GRAY

STATEMENT OF RESIDENCE

DESCRIPTION OF FORM:

White, with black lettering

WHEN IS IT USED?

Anytime a voter has moved from the registered address shown in VoteSafe or, anytime a voter's record indicates that they are in suspense.

Can also be used by voters to change name to match name on photo ID identically.

WHERE DOES IT GO?

EV: Red File Pocket

ED: Gray Envelope #4

FORM INSTRUCTIONS:

The following fields are required:

- Last Name
- First Name
- Residence Address
- Date of Birth
- Either TX DL#, TX ID#, last four #s of SSN or box checked indicating absence of these items
- Signature
- Date

The following fields are optional (though preferred):

- Middle Name
- Former Name
- Gender
- Mailing Address (However, it is required if voter cannot or does not wish to receive mail at Residence Address)

Instructions for Voting by Mail on Back (Al Dorsó: Instrucciones si vota por correo)			
B3-1-41 (12/17)			
STATEMENT OF RESIDENCE For persons whose residence address does not match voter registration address. CONSTANCIA DE DOMICILIO PERMANENTE Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos.			
Last Name Include suffix if any Apellido incluir sufijo si lo hay (Jr., Sr., III) Fallon	First Name Nombre de pila Eagle	Middle Name (if any) Segundo nombre (si aplica) T	Former Name Apellido anterior
Residence Address: Street Address and Apartment Number, City, State, and Zip. If none, describe where you live. (Do not include P.O. Box, Rural Route, or Business Address) Domicilio residencial: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal. Si no existe un domicilio, describa donde vive (no incluya apartados postales, rutas rurales o dirección del trabajo). 123 Any Street, Georgetown TX 78626			Gender (Optional) Sexo (Opcional) <input checked="" type="checkbox"/> Male Masculino <input type="checkbox"/> Female Femenino
Mailing Address: Address, City, State, and Zip: if mail cannot be delivered to your residence address. Dirección postal: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal (si no se puede entregar correo en su domicilio residencial).		Date of Birth: month, day, year Fecha de Nacimiento: mes, día, año 07/16/1975	
City and County of Former Residence in Texas Ciudad y condado de residencia anterior en Texas		Telephone Number (Optional) Include Area Code Teléfono (Opcional) – Incluya código de área	
Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) No. de licencia de conducir de Texas o no. de identificación personal de Texas (Emitido por el Departamento de Seguridad Pública) 12345678		If no Texas Driver's License or Personal Identification Number, give last 4 digits of your Social Security Number. Si no tiene licencia de conducir de Texas o no. de identificación personal, proporcione los 4 últimos dígitos de su número de Seguro Social.	
<input type="checkbox"/> I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number. Yo no tengo una licencia de conducir de Texas/Cédula de identidad personal de Texas o Número de Seguro Social.			
I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to 180 days, a fine up to \$2,000, or both. Please read all three statements to affirm before signing. Entiendo que el dar información falsa para obtener una tarjeta de registro electoral constituye un delito de perjurio bajo las leyes estatales y federales. Cometer este delito puede resultar en privación de la libertad hasta 180 días, multa de hasta \$2,000 o ambos castigos. Por favor lea cada una de las tres declaraciones antes de firmar.			
• I am a resident of this county and a U.S. citizen; and • I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and • I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. • soy residente de este condado y ciudadano de los Estados Unidos; y • no he sido condenado por un delito grave, o en caso de ser delincuente, he purgado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, período de prueba, o se me otorgó un indulto; y • no se me ha declarado, total o parcialmente, como discapacitado mental sin derecho al voto, por el fallo final de un juzgado de sucesiones.			
Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date. Firma del solicitante o su agente (apoderado) y relación de éste con el solicitante, o nombre en letra del molde del solicitante si la firma es la de un testigo, y fecha. X Eagle T Fallon			Date 03 / 06 / 2018