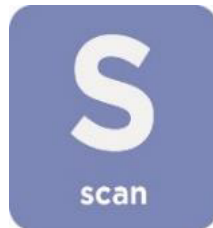


Tarrant County
Early Voting Guide
(Primary)



Voting Equipment



Touch Writer Duo & Scan



Manuals & Videos



Training videos that include equipment setup & closing, other procedures and manuals can be found at:

<http://elections.tarrantcounty.com/trainingandmanuals>



Lead Clerk

- ✓ In charge of and responsible for the management and conduct of the election.
- ✓ Assign duties fairly so that every clerk is utilized equally. Cross train all clerks so they feel confident to be the Lead should the need arise.
- ✓ Serving curbside voters is **not** optional. Failure to comply will result in team being dismissed and not asked to return for future Elections.
- ✓ Notify EV Coordinator if you need to leave for more than an hour.
- ✓ Responsible for documents (*such as time cards*) transferred via runner and calling in totals **every** night.
- ✓ You are a team! Do not treat clerks as children or your personal servants.



Rules & Requirements

- ✓ Registered voter of Tarrant County.
- ✓ Cannot hold an elective public office (*Precinct Chair is not a public office*).
- ✓ Not a contested candidate for public office, an employee or relative within the second degree of consanguinity or affinity (*blood or marriage*) of an opposed candidate for public office .
- ✓ Cannot be a Campaign Treasurer or Campaign Manager of an opposed candidate in the election.
- ✓ Political thoughts & views are kept to self.



Time Recording

- ✓ All Clerks must sign in and out daily on their paper time card.
- ✓ Lead Clerk must verify that all time is accurately completed.
- ✓ Failure to document time correctly can result in disciplinary action.
- ✓ All clerks are to take at least a 30 minute lunch. Exceptions must have approval.
- ✓ New hires must contact CornerStone Staffing at 817-332-5882 x171 for processing. **Failure to comply, will cause a delay on wages being issued.*

Appropriate Items to Bring

Be prepared to be inside all day, items you might bring are:

✓ Cell phone & charger **Personal calls should be taken away from the voting area.*

✓ Eyeglasses



✓ Sweater / jacket

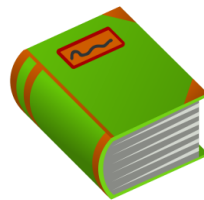
✓ Lunch & snacks

**Unless offered, do not help self to food/drinks at the polling place.*



✓ Non-alcoholic beverages

✓ Medications you take



✓ Something to read

✓ Appropriate attire and shoes – dress comfortable, yet professionally

NOTE: *Kitchen amenities are not a requirement and might not be available for your use. Check with the facility if you will require refrigeration for your items.*



Not Allowed

Leave the following items at home to avoid the appearance of partiality and to minimize disruptions:

- ✘ Pets, except service animals
- ✘ Family members not working, including children
- ✘ Radios, televisions, cameras, iPads, etc. **Plugging in personal devices with the voting equipment can cause a power shortage or outage.*
- ✘ Alcoholic beverages
- ✘ Campaign or political party materials or attire
- ✘ Items for soliciting your personal business



Preparing Polling Place

- ✓ Arrive at the location an hour prior to the polls opening on the first day, and half an hour prior each day following.
- ✓ Clear Bag has Key Envelope with keys and passwords.
- ✓ Set up the ePollbooks and MiFi immediately. Upon logging in, Elections staff is able to monitor locations are online.
- ✓ Post all signs and notices.



Curbside Unit

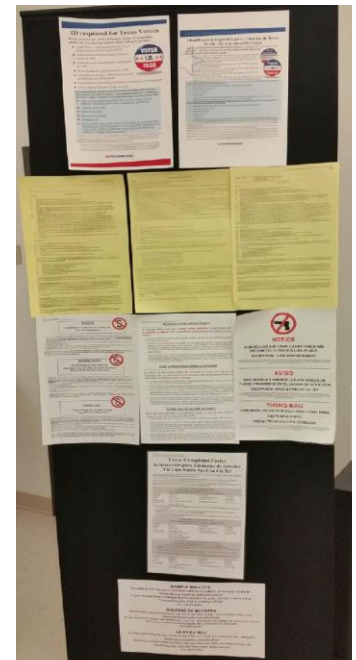


- Black base pre-filled with pebbles (*about 12 lbs.*), tubes and sign are inside a white cardboard box and placed near the equipment carrier.
- Place curbside unit in an area outside of the polling place that is conducive for curbside voting.
- Voters who are physically unable to enter the polling place may vote from their vehicle, curb or entrance to the building.
- After voting, the clerk collects the ballot using the **Secrecy Folder** and deposits the ballot in the Scan. Or an assistant of the voter may deposit the ballot.

Posting Signs and Notices

Prior to opening the polls, post everything that is in the envelope marked Signs and Notices to be Posted, including but not limited to:

- ✓ ID Required for Texas Voters
- ✓ Prohibition of Certain Devices Within 100 Feet of Voting Stations
- ✓ Distance Marker
- ✓ Vote Here
- ✓ Firearm Notice
- ✓ Voter Information
- ✓ Voter Complaint Poster



Communicate with the facility on where to post signs inside the building.

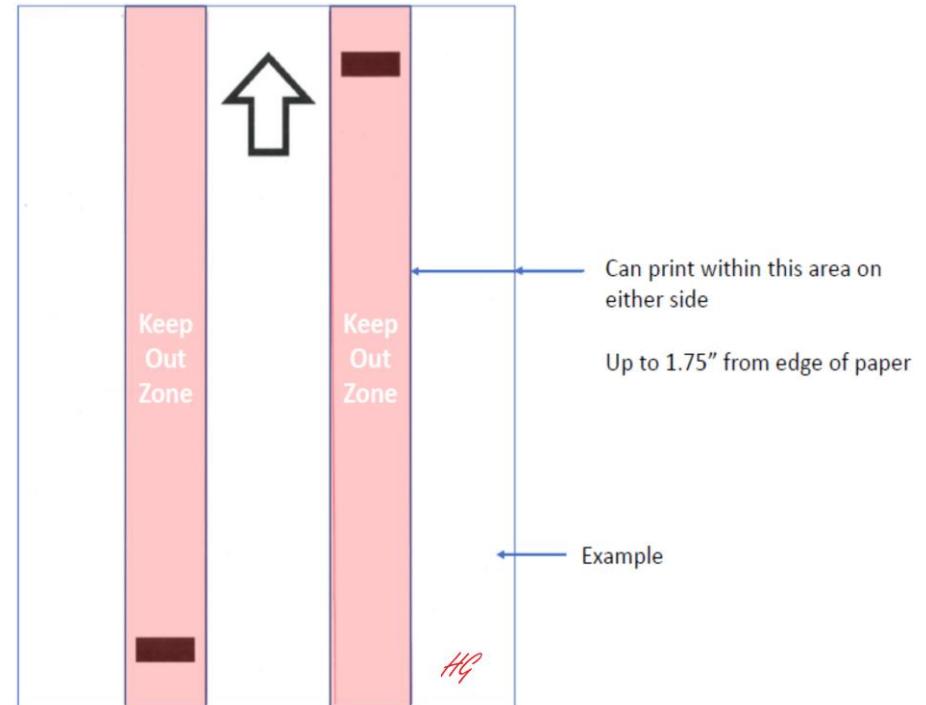
Place 'Vote Here' signs close to the building so voters can locate the entrance to the polling place.

Check signs/notices throughout the day to ensure they are still intact and in place.



Preparing Ballot Stock

- Clerks must stamp the Elections Administrator's initials (*HQ*), on the back (*arrow side*) of a supply of ballot stock.
- Stamp is in the 'Early Voting Miscellaneous Supplies' kit
- Place several prepared ballots on the table.
- Voters can select any ballot from the stack; **do not hand it to them.**





Notice of Voting Order Priority

Section 63.0013

MUST be posted where it can be read by those waiting to vote.

Voters with mobility problems may be accepted for voting ahead of others in line.

Wait to receive such a request or have a clerk check the line for voters who appear eligible and offer them the opportunity to move to the front of the line.

AW7-7b
Prescribed by Secretary of State
Section 63.0013, Texas Election Code
8/2017

NOTICE OF VOTING ORDER PRIORITY

Pursuant to Section 63.0013, Election Code:

An election officer may give **voting order priority** to individuals with a **mobility problem** that substantially impairs the person's ability to move around.

- A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority.
- Disabilities and conditions that may qualify you for voting order priority include paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.
- Voters who wish to be given voting order priority, and be accepted for voting before others in line to vote at that polling place, may indicate this to any election officer serving at the polling place. The presiding election judge will determine whether the voter and the voter's assistant, if applicable, will be brought forward to the front of the line.



Polling Place Security

- While on duty, clerks must wear a name tag (*inside the Early Voting Clear Bag and Closeout Bag*) with their name and the Election name.
- Equipment should remain within close proximity at all times and not left unattended.
- Monitor equipment to prevent malicious tampering; do not allow yourself to be distracted.
- Pay attention to ports on the rear of the devices, cable connections, and power supplies. Unauthorized persons should not be allowed access to those areas.
- It's ok to ask for identification of voting machine technicians.



Emergency Ballot Slot

- ✓ In the event the Verity Scan becomes inoperable, ballots can be inserted into the emergency ballot slot on the top of the ballot box. Break the seal on the slot but remember to place a new seal as soon as the Scan is repaired.
- ✓ Call the Elections Office to report the problem. A technician will be dispatched if necessary to repair the unit.
 - ❖ If a technician is dispatched, he will deliver all unscanned ballots in a sealed bag to Elections Administration.

Do not turn voters away!



Permitted in the Polling Place

Permitted by Election Code:

- ✓ Voters
- ✓ Children under the age of 18 accompanying a parent
- ✓ Interpreter or assistant of a voter
- ✓ Election Officials



Certain observers, specifically allowed, include:

- ✓ Poll Watchers
- ✓ State Inspectors
- ✓ Secretary of State and Staff
- ✓ Federal observers





Poll Watchers

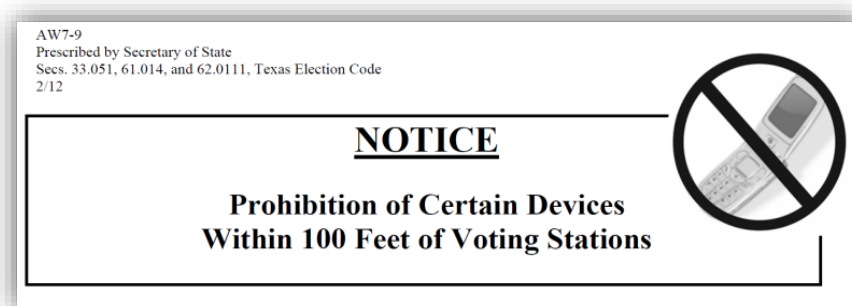
- ❖ Must complete Secretary of State's poll watcher training. (*Training can be found at VoteTexas.Gov*)
- ❖ May be present at any time the location is open and until voting equipment is secured on the close of voting each day.
- ❖ Can serve during the hours the watcher chooses.
- ❖ Provide Lead Clerk certificate of training completion and certificate of appointment.
- ❖ Take oath administered by Lead Clerk. *"I swear (or affirm) that I will not disrupt the voting process or harass voters in the discharge of my duties."*
- ❖ Must wear a name tag. (*Clipped to the Poll Watcher's Guide.*)
- ❖ Not allowed to address/converse with voters.

Poll Watcher's Guide is in the 'Early Voting Additional Materials' inside the Supply Bag.

You want to establish a cooperative relationship with Poll Watchers.

Not Permitted in the Polling Place

- Persons are not allowed to use a wireless communication device within 100-feet of voting stations.
- Candidates, unless voting or providing requested assistance to voter.
- No loitering inside the 100 foot zone.
- Restrooms not necessarily provided for campaign workers.



Stamping Voter's Certificate

Section 162.004(b), an election officer shall stamp the party's name in the party affiliation space of the registration certificate of each voter who presents the voter's registration certificate and is accepted to vote.

Frank Phillips
Voter Registrar, (817) 831-VOTE (8683)
2700 Premier Street
Fort Worth, TX 76111
www.tarrantcounty.com/elections

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

RETURN SERVICE REQUESTED

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID
FORT WORTH, TX
PERMIT NO. 4132

Scan barcode with smart phone or visit our website to find your election day polling place for county elections.
Codigo de barras de exploración con teléfono (smart phone) o visita nuestra página de Internet para encontrar su sitio de votación de día de la elección para elecciones de condado.

U.S. REP. (Rep. de los E.U.)	STATE SEN. (Sen. Estado)	STATE REP. (Rep. Estado)	COMM. PCT. (Con. Pct.)	J.P. PCT. (J.P. Pct.)	TCC
CITY (Ciudad)	CITY COUNCIL (Consejo Municipal)	ISD (Escuela)	ISD SEAT (Escaño)	SBOE (Junta)	WATER (Agua)

Tarrant County Cert. No. (Condado de Tarrant Num de Certi)

REPUBLICAN

Name and Mailing Address (Nombre y dirección de correo)

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

X

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

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CITY (Ciudad)	CITY COUNCIL (Consejo Municipal)	ISD (Escuela)	ISD SEAT (Escaño)	SBOE (Junta)	WATER (Agua)

Tarrant County Cert. No. (Condado de Tarrant Num de Certi)

DEMOCRATIC

Name and Mailing Address (Nombre y dirección de correo)

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

X

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



Photo ID Procedure

Voters aged 18 - 69, their photo ID must be current or expired no more than four years. Voters 70 or older may use an acceptable form of photo ID that has expired, as long as it is otherwise valid.

Voters should be asked if they have one of the acceptable forms of ID.

- ✓ If voter says “yes”, they are to present you the acceptable photo ID.
 - ❖ If voter has an acceptable form of photo ID, but doesn't have it on them, they may:
 - a) Leave and return with their photo ID.
 - b) Vote a provisional ballot and then cure it by presenting their acceptable form of photo ID to the Elections Department within 6 days after Election Day.



Photo ID Procedure

- ✓ If voter says “no”, ask if they have a reasonable impediment or difficulty in obtaining an acceptable form of photo ID from ‘List A’.
 - If voter indicates “yes”, inform the voter they can present a supporting form of ID from ‘List B’ and they will be required to complete the ‘**Reasonable Impediment Declaration**’ that generates at the end of the check-in. Voter will then proceed to voting a regular ballot.

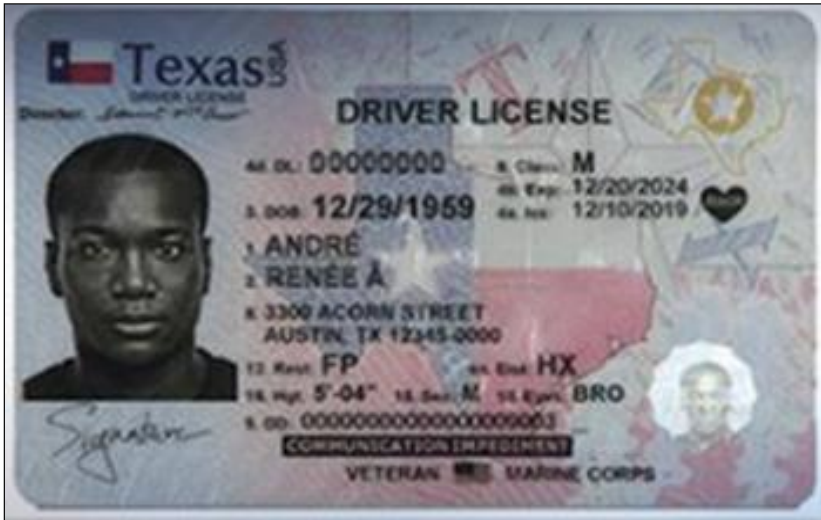


'List A' Acceptable Forms of ID

- ❑ Texas Driver License issued by the Department of Public Safety (DPS)
- ❑ Texas Personal Identification card issued by the Department of Public Safety
- ❑ Texas Handgun License issued by the Department of Public Safety
- ❑ Texas Election Identification Certificate issued by the Department of Public Safety
- ❑ United States military identification card containing the person's photograph
- ❑ United States passport (book or card)
- ❑ United States citizenship or naturalization certificate containing the person's photograph



Texas Driver License

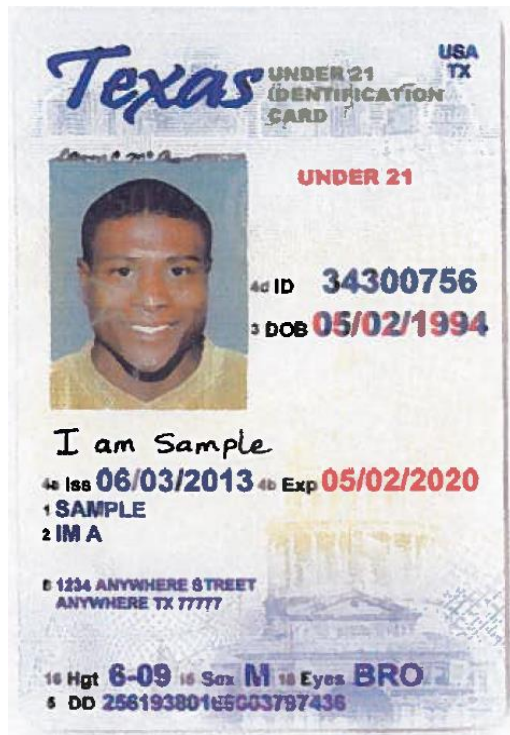


- ### Expiration Date:
- **18 - 69:** Must be valid or expired no more than 4 years.
 - **70 or older:** May be expired for any length of time so long as it is otherwise valid.

Not acceptable if “Limited Term” or “Temporary Visitor” appear on the face of the card.

This indicates the person is not a U. S. citizen.

Texas Driver License – Under 21



Expiration Date:

Must be valid or expired no more than 4 years.

License is not acceptable if "Limited Term" or "Temporary Visitor" appear on the face of the card.

This indicates the person is not a U. S. citizen.

Texas Identification Card



Expiration Date:

- **18 - 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

Cards for persons 60 or older may be permanent and marked “INDEF”.

Not acceptable if “Limited Term” or “Temporary Visitor” appear on the face of the card. This indicates the person is not a U. S. citizen.

DPS Receipt with Photo

LOCATION: 000
TIME STAMP: 18:23:39
DATE STAMP: 06/03/2013

ORGAN DONOR: N
VOTER REGISTRATION: N

RECEIPT NUMBER: 405DLA75255390

MAILING ADDRESS:
1234 ANYWHERE STREET
ANYWHERE, TX 78755

TEXAS DEPARTMENT OF PUBLIC SAFETY
TEMPORARY IDENTIFICATION CARD VALID UNTIL 07-18-2013

DUI/DUI NUMBER: 340067M CARD TYPE: ID

COMMUNICATION IMPEDIMENT

NAME: SAMPLE,
IMA TEST

ADDRESS:
1234 ANYWHERE STREET
ANYWHERE, TX 78755

DATE OF BIRTH: 11-03-1984 EXPIRATION DATE: 11-03-2019
SEX: M HEIGHT: 5'07" ISSUANCE DATE: 06-03-2013
EYE COLOR: BRN

SIGNATURE: _____
EMPLOYEE: _____

• For driver license related questions, please call 512-424-2000 or refer to the DPS website at www.dps.texas.gov or at.www.texas.gov.
• Your DUI/DUI Card will be processed and mailed within 30-60 days.
• You must continue to carry this Temporary Permit until your new card is received.
• For roadside assistance related to the following issues, please call 1-800-525-5555.
• Stalled with car problems
• Hazardous road conditions
• Debris in the roadway

EQUAL OPPORTUNITY EMPLOYER
COURTESY • SERVICE • PROTECTION

Page 1

- Issued when you apply for a Driver License, Identification Card or EIC.
- Printed on letter size paper.
- Used until the official card is received.

For voters:

- 18 – 69, receipt should not be expired more than 4 years.
- 70 or older, receipt may be expired for any length of time so long as it is otherwise valid.

Texas Concealed Handgun License



Expiration Date:

- **18 - 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

*This version of the CHL was issued thru August 2015, and are valid for 4-5 years.

Texas Handgun License

Don't assume handgun license holders are carrying a gun.



Expiration Date:

- **18 - 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

DoD Common Access Card (CAC)



NOTE: Seal to the right of the photograph will change according to the branch of service.



Expiration Date:

- **18 - 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

DoD Common Access Card "CAC"



Colored Bar on CAC:

- **Blue** bar across the name indicates that the card holder is a non-U.S. citizen, and may not be a qualified voter.
- **Green** bar across the name indicates the card holder is a contractor, and is sufficient for voting if other qualifications are met.

Uniformed Services ID Cards

There are four versions of the Uniformed Services ID Cards. All look similar, but are issued in different colors – green, blue, pink & orange.



Expiration Date:

- **18 - 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

Not all cards expire.
Some will say "INDEF" for indefinite.

DoD Civilian Retiree Cards



Expiration Date:

- **18 - 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

Veterans Affairs ID Cards



Veteran Affairs ID Cards do not expire.



VHICs may or may not have an expiration date.

- **18 - 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

U.S. Certificate of Citizenship



Certificates of
Citizenship
do not expire

U.S. Certificate of Naturalization

THE UNITED STATES OF AMERICA

CERTIFICATE OF NATURALIZATION

No. 50000000

USCIS Registration No. A999999999999999

Personal description of holder as of date of naturalization:
Date of birth: **JANUARY 99, 0000**
Sex: **MALE**
Height: **5 feet 9 inches**
Marital status: **MARRIED**
Country of former nationality: **FORMER NATIONALITY COUNTRY**

I certify that the description given is true, and that the photograph affixed hereto is a likeness of me.

New Citizen Signature Here
(Complete and true signature of holder)

Be it known that, pursuant to an application filed with the Secretary of Homeland Security
at: **USCIS FIELD OFFICE CITY NAME, STATE NAME**

The Secretary having found that:
NEW CITIZEN NAME - EPSON B-510DN - NEW ASC PHOTO
residing at:
Mytown, State

having complied in all respects with all of the applicable provisions of the naturalization laws of the United States, being entitled to be admitted as a citizen of the United States, and having taken the oath of allegiance at a ceremony conducted by
U.S. CITIZENSHIP AND IMMIGRATION SERVICES
at: **CEREMONY CITY, STATE** on: **JULY 99, 0000**

such person is admitted as a citizen of the United States of America.

**** TEST CERTIFICATE ****
U. S. Citizenship and Immigration Services

DEPARTMENT OF HOMELAND SECURITY



Certificates of Naturalization do not expire

U.S. Passport Card

Front



Wallet size; allows entry from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry.

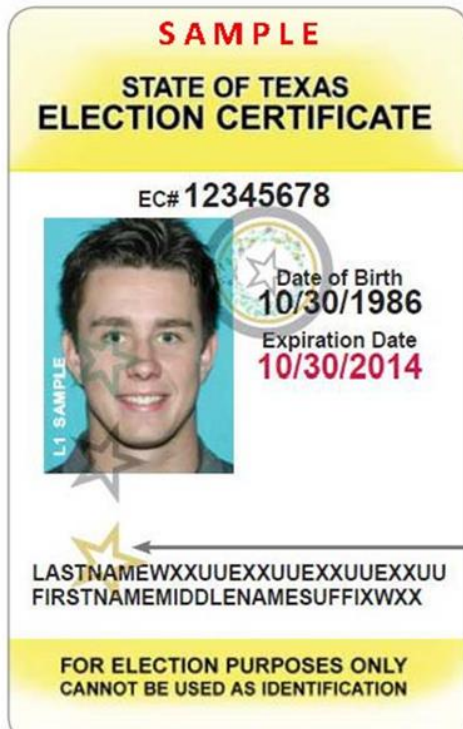
Back



Expiration Date:

- **18 - 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

Election Certificate (EIC)



The EIC is **not** a voter registration certificate, and it does not prove that the card holder is registered to vote.

Expiration Date:

- **18 - 69:** Must be valid or expired no more than 4 years.
- **70 or older:** May be expired for any length of time so long as it is otherwise valid.

EIC's do not expire for persons who acquire them at 70 or older.



'List B' Supporting Forms of ID

Voter must present copy or original of one of the following when executing a Reasonable Impediment Declaration:

- Government document with voter's name and address, including voter registration certificate
- Current utility bill
- Bank statement
- Government check
- Paycheck
- (a) certified domestic (*from a U.S. state or territory*) birth certificate or (b) document confirming birth admissible in a court of law which establishes identity (*may include a foreign birth document*).

Voter Registration Certificate

Voter Registrar (817) 831-VOTE (8683)
 2700 Premier Street
 Fort Worth, TX 76111
www.tarrantcounty.com/elections

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

FIRST-CLASS MAIL
 PRESORTED
 U.S. POSTAGE PAID
 FORT WORTH, TX
 PERMIT NO. 1139



Scan or visit our website to find your polling place. Escanee o visite, nuestra página web para encontrar su casilla electoral. Duyệt (quét) hoặc truy cập trang web của chúng tôi để tìm địa điểm bỏ phiếu của bạn.

RETURN SERVICE REQUESTED

U.S. REP. (Rep. de los E.U.) Dân Biểu Hoa Kỳ	STATE SEN. (Sen. Estatal) Thượng Nghị Sĩ Texas	STATE REP. (Rep. Estatal) Dân Biểu Tiểu Bang	COMM. PCT. (Com. Pcto.) Ủy Viên Quận Phần Khu	J.P. PCT. (J.P. Pcto.) Chính Án Hòa Giải Phần Khu	TCC
CITY (Ciudad) Thành Phố	CITY COUNCIL (Consejo Municipal) Hội Đồng Thành Phố	ISD	ISD SEAT (Asiento) Khu Học Chính Đốc Lập Ghế Số	SBOE	WATER (Agua) Thủy Cục

<p>VOTER REGISTRATION CERTIFICATE (Certificado de Registro Electoral) Giấy Chứng Nhận Ghi Danh Cử Trú TARRANT COUNTY (Condado de Tarrant) Quận Tarrant</p>					
VOID	ID Exempt (Exento de ID) Miễn Xác Nhận	Gender (Sexo) Giới Tính	Valid from (Valido desde) Hiệu lực		
Year of Birth (Año de Nacimiento) Năm Sinh	Precinct Number (Número de Precincto) Phần Khu	<p>Name and Permanent Residence Address (Nombre y dirección residencial permanente) Tên Họ và Địa Chỉ Cư Trú</p>			
<p>X VOTER MUST PERSONALLY SIGN HIS/HER NAME IMMEDIATELY UPON RECEIPT, IF ABLE. (El votante debe firmar esta tarjeta personalmente al recibirla, si puede.) Cử tri phải đích thân ký tên của mình ngay sau khi nhận được, nếu có thể.</p>					

Party Affiliation (Afiliación del Partido): Đảng Phải

Cert. No. (Num. de Cert.) Số Chứng Nhận

Name and Mailing Address (Nombre y Dirección de Correo) Tên Họ và Địa Chỉ Thư Tin

Includes the voter's political subdivisions and districts.



Copy or Original Certified Domestic Birth Certificate

CERTIFICATION OF VITAL RECORD
STATE OF TEXAS
City of Austin Registration District

STATE OF TEXAS CERTIFICATE OF BIRTH BIRTH NUMBER

1. Child's Name First Middle Last Suffix		2. Date of Birth (mm/dd/yyyy)		3. Sex					
JOHN DAVID DOE		01/02/1950		MALE					
4a. Place of Birth - County		4b. City or Town (if outside city limits, give precinct no.)		5. Time of Birth					
TRAVIS		AUSTIN		05:11 AM					
6a. Place of birth <input type="checkbox"/> Clinic / Doctor's Office <input type="checkbox"/> Licensed Birthing Center <input checked="" type="checkbox"/> Hospital <input type="checkbox"/> Home Birth (Planned to deliver at home? <input type="checkbox"/> Yes <input type="checkbox"/> No) <input type="checkbox"/> Other (Specify)		6b. Name of Hospital or Birthing Center, NPI (if Not Institution, give Street Address)							
ROSA MORENO 1301 W 38TH ST 201 AUSTIN, TEXAS 78745		DGHTRS OF CHTY WTH SVCS OF AUSTIN-SETON MED CTR MARIA ARELLANO Signature and Title Date Signed 01/02/1950							
8a. <input checked="" type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> CHM <input type="checkbox"/> Mchwife <input type="checkbox"/> Other (Specify)		8b. <input type="checkbox"/> Attendant <input checked="" type="checkbox"/> Facility Administrator / Designee <input type="checkbox"/> Other (Specify)							
10. Mother's Name Prior to First Marriage First Middle Last			11. Date of Birth (mm/dd/yyyy)			12. Birthplace (state, territory or foreign country)			
JOAN MARIE BUCK			05/08/1926			CONNECTICUT			
13a. Residence - State		13b. County		13c. City, town or location		13d. Street Address or Rural Location			
TEXAS		TRAVIS		AUSTIN		900 SOUTH LAMAR # 207			
15a. Zip Code		15b. Inside City Limits <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		14. Mailing Address, or <input checked="" type="checkbox"/> Same As Residence, or					
78704									
15. Father's Name First Middle Last Suffix		16. Date of Birth (mm/dd/yyyy)		17. Birthplace (state, territory or foreign country)					
DAVID JAMES DOE		07/04/1918		RHODE ISLAND					
18a. Local File Number		18b. Date Received by Local Registrar		18c. Signature of Local Registrar					
0218731		01/02/1950		Rosa Moreno Registrar					

VB-11.1 REV. 01/05 WARNING: THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT IN THIS FORM CAN BE 2-10 YEARS IN PRISON AND A FINE OF UP TO \$10,000. 346103

500508739

This is to certify that this is a true and correct reproduction of the original record as recorded in this office, preserved under authority of Section 191.061, Health and Safety Code. Law enforcement inquiries: 512-972-3240.

DATE ISSUED: *Rosa Moreno*

REGISTRAR OF VITAL STATISTICS CITY OF AUSTIN

THE STATE OF TEXAS

ANY ALTERATION OR ERASURE VOID; THIS CERTIFICATE

- May be a copy or original of the Certified Domestic Birth Certificate.
- Can be from another U.S. state or territory.
- May be from another country.

Copy or Original Current Utility Bill



ENERGY

123 Main Street
Sample, Texas 77701

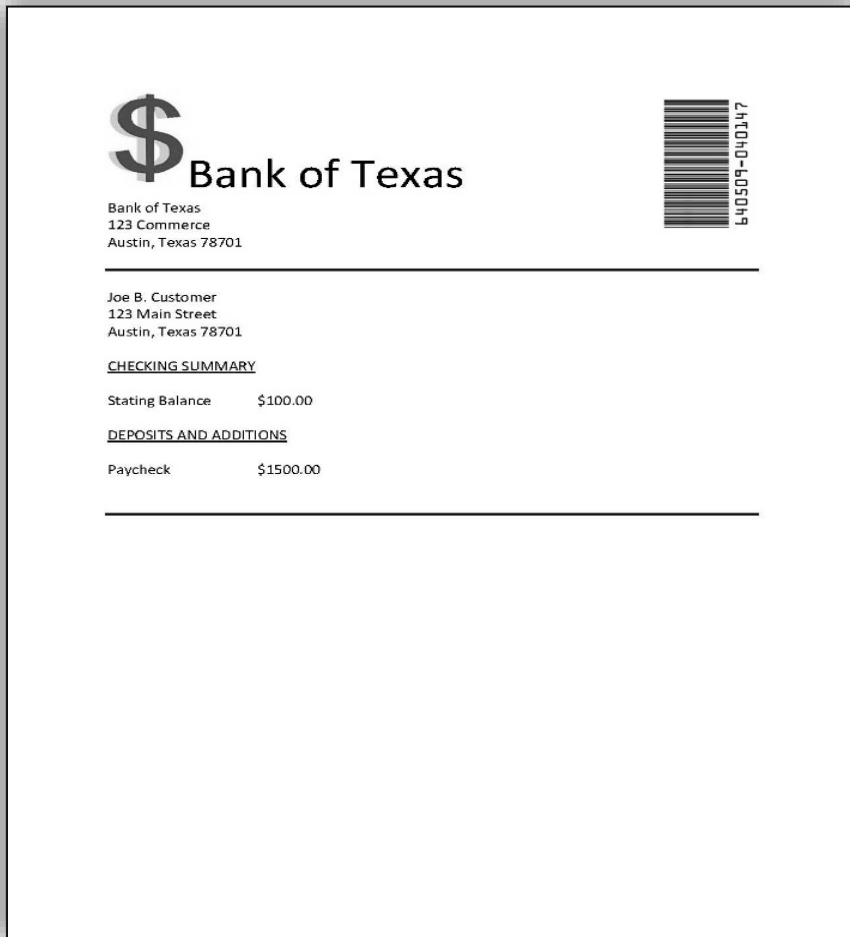
Customer:

Joe B. Customer
123 Main Street
Austin, Texas 78701

Invoice #: 123456
Statement Amount: \$

- May be a copy or printout.
- Must be the most recent or dated within 2 months of the date presented.
- Address does not have to match the address on the ePollbook.

Copy or Original Bank Statement



- May be a copy or printout.
- Address does not have to match the address on the ePollbook.

Copy or Original Government Check



- May be a copy or printout.
- Address does not have to match the address on the ePollbook.

Copy or Original Paycheck



- May be a copy or printout.
- Address does not have to match the address on the ePollbook.



Copy or Original “Other” Government Document

- Must include voter’s name and address.
- Address does not have to match the registration address.
- Must be an original if the document contains a photo.
- Must be issued by the federal government, a federally recognized tribal government, or a state or local government in the U. S.
 - ✓ Driver license from another state
 - ✓ ID card issued by federally recognized Native American tribe
 - ✓ DPS receipt without a photo
 - ✓ Current or expired voter registration certificate
 - ✓ For voters aged 18-69, expired Texas DL or ID over 4 years



Reasonable Impediment Declaration

Voter must indicate one of the following impediments:

1. Lack of transportation
2. Disability or illness
3. Lack of documents needed to obtain photo ID
4. Work schedule
5. Family responsibilities
6. Lost or stolen ID
7. Photo ID applied for, but not received





Reasonable Impediment Declaration

- You may not question or challenge the voter regarding their lack of acceptable ID from 'List A'.
 - You must explain their right to complete a Reasonable Impediment Declaration and show a supporting form from 'List B'.
- You may not question their reason of impediment, difficulty or the truth of the declaration.
- A signed Reasonable Impediment Declaration shall be rejected only upon conclusive evidence that the person completing the declaration is not the person in whose name the ballot is cast.
- Staple Reasonable Impediment Declarations to the Document Transfer form.



Name Matches

Fully compare the voter's name on the ePollbook to the name on the ID.

- ✓ Use common sense when comparing names.
- ✓ Use all available information on the ID and the ePollbook to assist in the determination:

- Address (*does not have to match*)
- Date of Birth
- Photograph



- ✓ If name on the ePollbook is completely different from name on the ID, and the voter's identity cannot be confirmed, the voter must be offered a provisional ballot.



Substantially Similar Names

- If voter's name on the ePollbook is substantially similar to the name on the ID, the voter still receives a regular ballot.
- If voter would like to update their name on their voter registration record for future elections, select NO, NEEDS CHANGES on the ePollbook Voter Identification screen. Follow the prompts and at the end of the check-in, the Voter's Similar Name Correction Request Form will automatically generate.



Substantially Similar Names

Slightly different:

- ✓ Minor misspellings or differences
- ✓ Extra letters or minor typos
- ✓ Common different spellings

Ex: *Mark Cuban vs Marc Cuban*

Customary Variation:

- ✓ Common abbreviations.
- ✓ Same name in different language

Ex: *Enrique Garcia vs Henry Garcia*

Use of different first / middle / last name:

- ✓ Use initials or hyphenated name
- ✓ Maiden name or last name change due to marriage or divorce
- ✓ Middle name in place of first name

Ex: *Beyonce Knowls vs Beyonce Knowles-Carter*

Permanent Disability Exemption

VOTER REGISTRATION CERTIFICATE
(Certificado de Registro Electoral)
Giấy Chứng Nhận Ghi Danh Cử Cử Trừ
TARRANT COUNTY (Condado de Tarrant) Quận Tarrant

VID	ID Exempt (Exento de ID) Miễn Xác Nhận	Gender (Sexo) Giới Tính	Valid from (Valido desde) Hết / Từ
123456789 (E)			
Year of Birth - (Año de Nacimiento) Năm Sinh	Precinct Number (Número de Precinto) Phân Khu Số		
Name and Permanent Residence Address (Nombre y dirección residencial permanente) Tên Họ và Địa Chỉ Cư Trú			

(E) designation after the VUID Number.

Voters may apply for permanent disability status which is evidenced by (E) designation on their voter registration certificate.

If voter has not submitted paperwork for exemption, they may cast a provisional ballot and appear at the Elections Department within 6 days to submit the paperwork.

Voter does not need to complete a Reasonable Impediment Declaration.



Temporary Exemption

- Voters who have a consistent religious objection to being photographed, or do not have a photo ID (due to a natural disaster declared by the President or the Governor) may cast a provisional ballot and then apply for a temporary exemption at the Elections office within 6 days following the election.
- These exemptions are good for one election only.



Photo ID - FAQ

Q: Does the voter have to provide their voter registration certificate?

A: No, unless:

- Voter is using the certificate as a form of supporting identification when executing a Reasonable Impediment Declaration.
- Certificate has the (E) notation indicating the voter is exempt from having to provide a photo ID.



Photo ID - FAQ

- Q:** What if a voter does not have any of the seven forms of acceptable photo ID?
- A:** If a voter cannot obtain an acceptable form of photo ID, and has a reasonable impediment or difficulty in obtaining such; the voter may still cast a regular ballot by presenting a supporting form of ID (from 'List B') and executing a Reasonable Impediment Declaration.



Photo ID - FAQs

Q: What if a voter refuses to show an acceptable form or photo identification?

A: A voter who refuses to show proof of identity may cast a provisional ballot.

To have the provisional ballot counted, the voter must visit the Elections Department (within 6 days following the election) to show their identification or complete an application for permanent or temporary exemption.



Photo ID - FAQ

Q: Does the address on the ID have to match the address on the ePollbook at the time of voting?

A: **No.** The purpose of the ID requirement is to confirm the voter's identity only. It is not for verifying the voter's residence.



Voters Who Have Moved

Clerks must ask every voter if they still reside at the address shown on the ePollbook.

- ✓ Voters who have moved, but still reside within Tarrant County, may vote a regular ballot after providing their new address.

From the ePollbook complete the following steps:

- On the Voter Identification screen select **NO, NEEDS CHANGES.**
 - For voters on Suspense, on the Voter Eligibility screen select **STATEMENT OF RESIDENCE.**
 - Statement of Residence will automatically generate at the end of the check-in.
- ✓ Voters who have moved outside of Tarrant County must be offered a provisional ballot.



Limited Ballot

- If a person is a registered voter in another Texas county but states they moved to Tarrant County, they may vote a limited ballot at the main early voting site, our office.
- If a person is a registered voter in Tarrant County but states they have moved outside of Tarrant County, they may do a limited ballot in their new county of residence.
- Voters wishing to cast a limited ballot may only do so at the main early voting site during the early voting period.
- Voters will only be allowed to vote on the “like contests” between their former county and Tarrant County.



Voters Flagged as Early Voted

If voter is flagged as having voted during the Early Voting period, the voter may not vote again. However, if voter claims to have not done so, call Early Voting to verify the record was not posted in error.

If the record was posted in error, Early Voting will provide instructions on how to proceed.



Ballot by Mail

If voter was issued a ballot by mail, but now wants to vote in person:

- Voter surrendering their ballot:

- ✓ Must sign the Request to Cancel Application for a Ballot by Mail (form will generate on the ePollbook) and surrender the mail ballot before being allowed to vote.

- If unable to surrender mail ballot:

- ✓ Must sign the Request to Cancel Application for a Ballot by Mail (form will generate on the ePollbook) and voter will vote provisionally.



Spoiled Ballots

Spoiled Ballots large manila envelope (with instructions and Register of Spoiled Ballots forms) is inside the 'Early Voting Clear Bag and Closeout Bag'

7-80
Prescribed by Secretary of State
Section 64.007, Texas Election Code
1/2022

Type of Election <i>Primary</i>	Polling Location # <i>3104 - The Link</i>
Date of Election <i>3-1-2022</i>	Authority Conducting the Election <i>Tarrant County</i>

REGISTER OF SPOILED BALLOTS

Ballot Serial Number	Name of Voter	Spoiled by Voter	Spoiled by Election Worker	Other (Ballot security scan, or other administrative error)
<i>12-01945-00000194</i>	<i>John Smith</i>	<input checked="" type="checkbox"/>		
<i>10-29680-0000029</i>	<i>Mary Jones</i>		<input checked="" type="checkbox"/>	

I, the undersigned Presiding Judge of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Spoiled Ballots for the above-mentioned election.
Given under my hand, this *1st* day of *March*, 20 *22*

Larry Thomas

Signature of Presiding Judge
Larry Thomas

Printed Name of Presiding Judge

- Voters may spoil up to two ballots and vote a third.
- Record serial number of spoiled ballot, voter's name and check the reason ballot is being spoiled on the **Register of Spoiled Ballots**.
- Serial number is located on the top right corner of the printed ballot.

Spoiled Ballots

- ✓ Tear off QR code from top left corner of printed ballot. Seal the torn code and ballot in small white SPOILED BALLOT envelope to ensure privacy.
- ✓ Small white SPOILED BALLOT envelope is placed inside the large manila Spoiled Ballots envelope.
- ✓ Large manila 'Spoiled Ballots' envelope is returned at the end of the Early Voting period.





Provisional Voter

Election Code requires that any voter who is not accepted for voting a regular ballot must be offered a provisional ballot.

"No Voter Left Behind"

Envelope for Provisional Voters (inside Supply Bag) has:

Notice to Provisional Voter for Photo ID Only

Provisional Ballot Checklist

Affidavit of Provisional Voter envelope sample

Affidavit of Provisional Voter envelopes

- ❖ Provisional voter is one whose residency, ID or registration issues cannot be resolved at the polling place.
- ❖ Only the signed 'Provisional Ballot Stub' (*Controller will generate the stub*) and printed provisional ballot are inserted inside the green Affidavit of Provisional Voter envelope.
- ❖ The Scan will not read a correctly processed provisional ballot.

Affidavit of Provisional Voter (front)

Voter completes the right portion and Clerk completes the left.

*Ballot Code from the Voter Provisional Stub box is left blank.

Do not separate the two sections.

Insert ballot materials, peel backing and tightly seal

AW7-15-53, 9/13
Prescribed by Secretary of State
Sec. 63.011, Election Code

Type of Election (Tipo de Elección) (Loại Bầu Cử)	Date of Election (Fecha de la Elección) (Ngày Bầu Cử)
Authority Conducting Election (Autoridad Administrando la Elección) (Cơ Quan Tiến Hành Bầu Cử)	Precinct No. where voted (Número del Precinct-donde vote) (Số Phân Khu nơi đi bầu)
Precinct No. where registered (Número del Precinct-donde esta registrado) (Số Phân Khu nơi ghi danh)	Ballot Code from the Voter Provisional Stub box (Mã số phiếu bầu tạm thời) Leave box blank

TO BE COMPLETED BY VOTER: (PARA QUE EL VOTANTE LO LLENE): Cử tri điền vào ở trống

I am a registered voter of this political subdivision and in the precinct in which I'm 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.

Estoy inscrito como votante en esta subdivisión política y en el precinto en el cual estoy intentando votar y aun no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente condenado de algún delito mayor o si soy un delincuente he cumplido toda mi condena inclusive el periodo de encarcelamiento, libertad condicional, libertad supervisada o he sido indultado. No me han determinado por un juicio final de un tribunal ejerciendo jurisdicción de un testamento ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor y también entiendo que es un delito mayor de Segundo grado votar en una elección sabiendo que no cumplo con los requisitos necesarios.

Tôi là cử tri đã ghi danh của đơn vị hành chính này và của phân khu nơi tôi muốn đi bầu. Tôi vẫn chưa đi bầu trong lần bầu cử này (cho dù là đích thân tới thùng phiếu hay bỏ phiếu bằng thư). Tôi là cư dân của đơn vị hành chính này. Tôi không hề bị kết án phạm trọng tội. Hoặc nếu bị kết án, tôi đã hoàn tất toàn bộ án phạt của tôi, bao gồm mãn hạn tù, được tạm tha, được tại ngoại có giám sát, mãn hạn quản chế, hoặc tôi đã được ân xá. Tôi không bị bất kỳ phán quyết chung thẩm nào của tòa án phán rằng tôi không có quyền đi bầu vì mất chức năng trí tuệ toàn phần hay bán phần. Tôi hiểu rằng khai man hửu thệ là phạm tội tiểu hình, và tôi hiểu rằng có tình đi bầu dù biết mình không hội đủ tiêu chuẩn sẽ bị coi là phạm tội đại hình cấp 2.

Affidavit of Provisional Voter
(Declaración Jurada de Votante Provisional)
(Bản Khai Chứng Thệ của Cử Tri Tạm Thời)

Last Name (Apellido) (Tên Họ)	First Name (Primer nombre) (Tên Gọi)	Middle Name (if any) (Segundo nombre) (si tiene) (Tên Đệm (nếu có))	Former Name (Nombre anterior) (Tên Trước Đây)
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, describe donde vive) (No incluya el apartado de correos, ruta rural o dirección comercial.) (Địa Chỉ Nơi Cư Trú: Địa Chỉ Đường Phố và Số Căn Hộ, Thành Phố, Tiểu Bang, và số ZIP Code. Nếu không có địa chỉ, hãy mô tả nơi quý vị cư trú (Không bao gồm PO Box, Đường Nông Trại hoặc Địa Chỉ Kinh Doanh))			
Mailing Address: City, State, and Zip. If mail cannot be delivered to your residence address, describe postal, Ciudad, Estado y Código Postal) (si es imposible entregarle correspondencia a domicilio, describa la Ciudad, Estado y Código Postal. Nếu thư không thể chuyển đến địa chỉ cư trú của quý vị.)			
Date of Birth: Month/Day/Year (Fecha de nacimiento): (Mes/Día/Año) (Ngày tháng năm sinh: Tháng, Ngày, Năm)	Gender: (Optional) (sexo) Opciones) <input type="checkbox"/> Male (Masculino) (Nam) <input type="checkbox"/> Female (Femenino) (Nữ)		
TX Driver's License No. or Personal I.D. No. (Issued by TX Dept of Public Safety) (Número de su licencia de conducir o de su Cédula de Identidad expedida por el Departamento de Seguridad Pública del Estado de Texas) (Số Bằng Lái Xe do Tiểu Bang Texas cấp hoặc Số Thẻ Căn Cức cá Nhân (Do Sở An Toàn Công Cộng Cấp)	Social Security Number (last 4 digits required if you do not have a driver's license I.D. number) (Número de Seguro social (si no tiene un número de identificación personal, se requiere los 4 últimos dígitos de su número de seguro social)) (Số An Sinh Xã Hội (phải ghi 4 chữ số cuối cùng nếu quý vị không có số bằng lái xe hoặc số thẻ căn cước))		
<input type="checkbox"/> I have not been issued a TX driver's license/personal identification number or Social Security Number. (Yo no tengo una licencia de conducir, Cédula de identidad personal de Texas ni un número de Seguro Social.) (Tôi vẫn chưa được cấp bằng lái xe Texas/số thẻ căn cước cá nhân hoặc Số An Sinh Xã Hội.)			
Check appropriate box: ARE YOU A UNITED STATES CITIZEN? (Marque el cuadro apropiado: ¿Es usted ciudadano de los Estados Unidos?) (Đánh dấu ô thích hợp: QUÝ VỊ CÓ PHẢI LÀ CÔNG DÂN MỸ KHÔNG?)		Signature of Voter: (Firma del votante) (Chữ Ký của Cử Tri)	
YES (si) (Có) <input type="checkbox"/> NO (no) (không) <input type="checkbox"/>		X _____	

Affidavit of Provisional Voter (back)

A Clerk must complete the left side indicating if the voter presented an acceptable form of ID and the reason the voter is casting a provisional ballot. The Clerk must also date and sign the envelope. These are **critical steps** in processing a provisional voter.

Election Official must complete entire left side.

Clerk Section Office Use Only

TO BE COMPLETED BY ELECTION JUDGE:	TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:
<p>VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:</p>
<p>REASON FOR VOTING PROVISIONAL</p> <ol style="list-style-type: none">Failed to present acceptable form of identification or voter certificate with exemption.Voter not on list of registered voters.Voter not on list, registered in another political subdivision.Voter on the list of people who voted early by mail, and voter has not cancelled mail ballot application.Voting after 7:00 p.m. due to court order.Voter on list, but residential address does not match the political subdivision.Voted in another party's primary.Other: _____ (please explain)	<p>FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE</p> <ol style="list-style-type: none">Voter presented acceptable form of identification within 6 days of election day.Voter met disability exemption within 6 days of election day.Voter executed religious objection affidavit within 6 days of election day.Voter executed natural disaster affidavit within 6 days of election day.Voter did not satisfy identification affidavit requirements listed in categories A-D above, within 6 days of election day.
<p>Sworn and subscribed to before me this date: _____</p>	<p>FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS</p> <ol style="list-style-type: none">Not a registered voter or registration not effective in time for this election.Registered to vote, erroneously listed in wrong precinct.Registered to vote in a different precinct within the jurisdiction.Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.Voter erroneously removed from the list.Voter is not registered to vote in _____ political subdivision.Voted in another party's primary.Other: _____ (please explain)
<p>Signature of Election Judge _____</p>	<p>Signature of Voter Registrar _____ Date _____</p>
<p>Action taken by the Early Voting Ballot Board: <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED Signature of Ballot Board Judge: _____</p>	

**An incomplete affidavit can result in ballot being rejected.*

Notice to Provisional Voter

Give notice to provisional voters that did not present an acceptable form of ID. Notice informs voter of:

- ✓ Deadline to cure ballot by
- ✓ Our office hours
- ✓ Acceptable forms of photo identification
- ✓ Address and map to our office

*Not every provisional voter is required to appear at Elections Administration, only those that can cure their ballot.

7-15c
Prescribed by Secretary of State
Sections 62.011, 62.015, and 63.001, Texas Election Code; U.S.D.C. S.D.Tex. Civil Action No. 2:13-CV-00199 (Docket No. 895)
8/2016

NOTICE TO PROVISIONAL VOTER FOR PHOTO ID ONLY

(For provisional voter who 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 submit one of the temporary affidavits addressed below (e.g., religious objection or natural disaster without an acceptable form of photo identification) 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 execute your temporary affidavit or provide your paperwork for your permanent exemption); however, taking this notice is not a requirement.

Voter must appear before Voter Registrar by:

Monday, November 14, 2016
Office open: 8 am – 5 pm
(Open Saturday, November 12, 2016 10 am – 2 pm)

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.

*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.

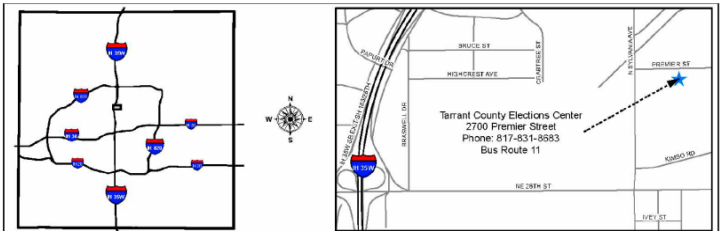
With the exception of the U.S. citizenship certificate, the identification must be **current** or have expired no more than 4 years before being presented for voter qualification at the polling place.

PERMANENT EXEMPTION

During the cure period, voters with a disability may apply with the county voter registrar for a **permanent exemption** to presenting acceptable photo identification in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing applicant's disability, or from the U.S. Department of Veterans Affairs evidencing disability rating of at least 50 percent. The applicant must also state that he/she has no valid form of acceptable photo identification. Those who obtain a disability exemption will be allowed to vote upon display of 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 because of certain natural disasters as declared by the President of the United States or the Texas Governor.



Completed by Polling Place Official:
Voter's Last Name: _____ Voter's First Name: _____
VOID #: _____ Precinct No. _____

Tarrant County Voter Registrar's Office
2700 Premier Street, Fort Worth, TX 76111



Assistant / Interpreter

- ✓ Voters may bring their own assistant or interpreter.
- ✓ May be any person selected by the voter other than 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.
- ✓ On voter's request for assistance in marking the ballot, two election officers shall provide the assistance.

Caution: It is an offense for anyone to indicate / influence a voter on how to vote.



Bilingual Requirements

Section 203 of the Voting Rights Act 52 U.S.C. § 10503

- ✓ Director of the Census has determined that Tarrant County is subject to the bilingual election requirements with respect to persons of Hispanic and Vietnamese heritage.
- ✓ Each polling place must have at least one clerk fluent in English / Spanish and one fluent in English / Vietnamese.

Under Section 203, all information that is provided in English regarding the electoral process must also be provided in Spanish and Vietnamese.



Bilingual Requirements

- ✓ Bilingual clerks are a clerk first, then an interpreter. They share in responsibilities and cross training.
- ✓ Bilingual clerks are key in Tarrant County's effort to comply with federal & state guidelines pertaining to language assistance.
- ✓ Stickers are available to identify bilingual clerks.
- ✓ Lead Clerks are to verify the required bilingual materials have been posted at the polling place.
- ✓ The U.S. Department of Justice closely monitors compliance with bilingual requirements.

State law requires that all election officials, while on duty at the polling place, must use English, except when assisting a voter who does not understand English.

Serving Voters With Disabilities

In 2002, the Help America Vote Act (HAVA) was signed into law.

General Considerations

- ✓ Persons with disabilities should be treated as independent adults.
- ✓ Take your time and be considerate of the person you are assisting; adjust your pace to theirs.
- ✓ Speak clearly, slowly and calmly while looking at the person.
- ✓ Ask before offering assistance, and be respectful if the offer is declined. If the offer is accepted, listen or ask how to best assist the voter.



Serving Voters with Disabilities

General Considerations

- ✓ Rephrase, rather than keep repeating, if the voter doesn't understand you.
- ✓ Never pretend to understand someone if you have difficulty doing so. Ask questions that require shorter answers.
- ✓ Speak directly to the voter, even if an assistant is present.
- ✓ Do not lean on a voter's wheelchair, it should be considered a part of their personal space.
- ✓ Service animals are allowed into polling places, but never distract them from their job.

If possible, clerks should save handicap parking for voters.



Serving Voters with Disabilities

General Considerations

- ✓ Voters with mental disabilities should be assumed to be competent to vote and are legally entitled to vote unless declared incompetent by a court. Individuals accompanying them should be permitted to assist them.
- ✓ Offer use of the audio component so that voters may vote independently. *A set of headphones and disposable headphone covers are provided to each location.*
- ✓ Offer your arm to a voter with a visual impairment when escorting them through the voting area.
- ✓ A voter who uses a sip and puff device may use it to control the Touch Writer Duo.

Verity Access Device
*shown with headphones plugged in



Serving Voters with Disabilities

Polling Place Setup

- ✓ Always keep entrance doors unlocked and/or opened during voting hours. Confirm doors aren't set to automatically lock in accordance with the facility's business hours.
- ✓ Keep a chair or two handy for those needing it.
- ✓ Make sure there is adequate space for those in wheelchairs to maneuver around.
- ✓ Use the disability Voter Entrance sign to mark the entrance that is handicapped accessible. That entrance might be different than the one used by other voters.



Written Communication

- Voters may use written communication, such as sample ballots and campaign materials, for personal use only, in the polling place and voting stations.
- If sample ballot / notes are on voters' phone, they must step out of the voting area and jot down their notes for reference.
- Clerks must keep the polling place clear of written materials discarded by voters.
- Clerks must only display signs or materials provided by the Secretary of State or our office. Do not display home made signs nor supposed “non-partisan” voter guides from newspapers or other organizations.

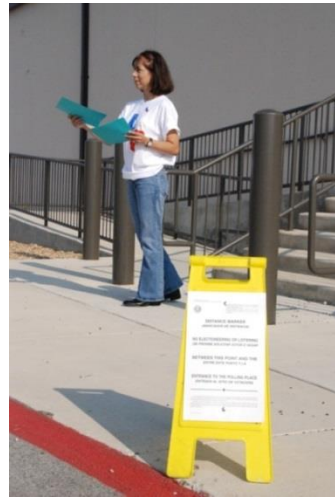


Electioneering & Loitering

Campaigning and loitering are not allowed within 100 feet of the entrance to the building where the polling place is located.

Prior to opening the polls, ensure that the 100 foot zone in which electioneering is not allowed, is clear of any campaign materials, including:

- ❖ Campaign workers
- ❖ Campaign signs
- ❖ Flyers
- ❖ Clothing & hats
- ❖ Buttons



Remove signs that are within the distance marker.

Place signs by the marker. You are not responsible for re-posting them.



Exit Polling and Petitions

Exit Polling by the media is permissible within the 100-foot distance marker if it does not disrupt order in the polling place.

Petition gathering is prohibited within the 100-foot distance marker.





Election Complaint Slip

Provide slip when issues arise that cannot be resolved at the polling location.

Slip is in English, Spanish and Vietnamese.

Do You Have A Complaint?

We strive to ensure that you have a pleasant voting experience. If you have questions, comments or concerns, please submit them in writing to:

Tarrant County Elections Administrator
2700 Premier Street
Fort Worth, TX 76111
817-850-2330 (fax)

Or contact the Office of the Texas Secretary of State at **1-800-252-VOTE (8683)**

*Pad is in Early Voting Additional Materials.

Getting Ready to Close the Polls

- ✓ Near closing time, check the hallway and surrounding areas for voters searching for the voting area.
- ✓ Stand at the end of the line behind the last eligible voter or try to have all voters in line enter the building.
- ✓ Pleasantly, but firmly, turn away those who arrive after the last eligible voter.

Qualified voters who arrive by closing time, must be allowed to vote!





Suspending Polls on Controller

- ✓ Select **Menu** at the top of the screen.
- ✓ Select **Suspend Polls**.
- ✓ Enter the poll worker password and select **Accept**. A Suspense Polls Report will automatically generate.
- ✓ From 'The Polls are Suspended' screen, print:
 - Ballot Count Summary
 - Access Code Summary
 - Tear off the reports to send via the runner the next day
- ✓ Print each summary again and place them inside the coin envelope.



Suspending Polls on Scan

- ✓ Press the blue Poll Worker button on the back of the device.
- ✓ Select **Suspend Polls**.
- ✓ Enter the poll worker password and select **Accept**. A Suspense Polls Report will automatically generate.
- ✓ From 'The Polls are Suspended' screen, print:
 - Ballot Count Summary
 - Tear off the report to send via the runner the next day
- ✓ Print each summary again and place them inside the coin envelope.



Controller & Scan Reconciliation Log

- Daily numbers must be called into the office at the close of the day. Lines might be busy; continue calling until you reach someone.
- Leave your Controller and Scan turned on until given confirmation that your numbers are balanced.
- Total number of ballots cast today can be found on the Ballot Count Summary Report that prints from the Scan.
- ‘Start of Day’ and ‘End of Day’ counts are found at the bottom of the Controller and Scan screen next to the time.

Controller & Scan Reconciliation Log

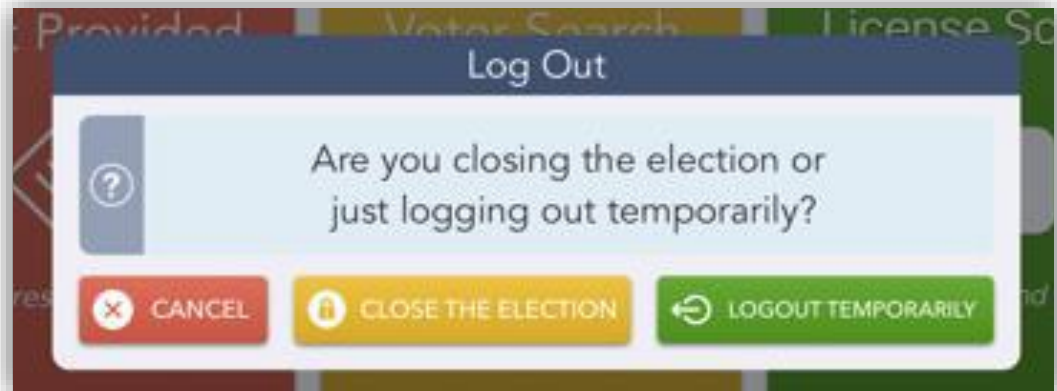
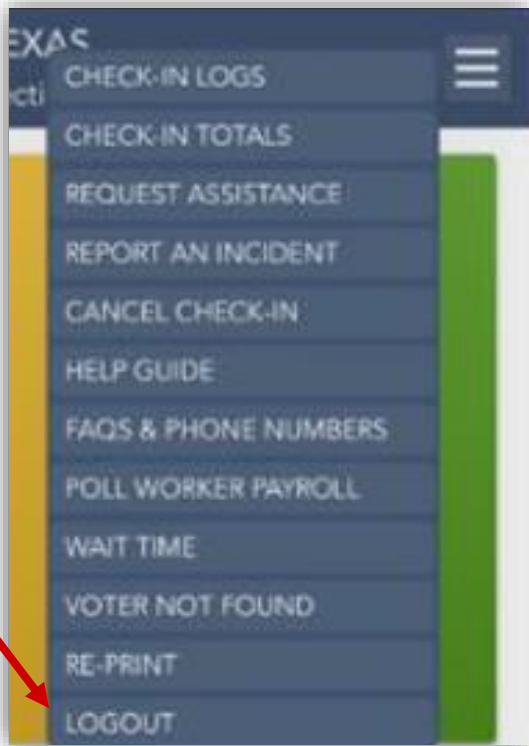
***Ballot Count Summary Report** from the Controller:
Record PVR's printed today, not total printed.

(B) Start of Day Ballot Count on Controller	(C) Start of Day Ballot Count on Scan	(D) End of Day Ballot Count on Scan	(E) End of Day Ballot Count on Controller	(F) # of Codes Issued from Controller	(G) # of Codes Expired from Controller	(H) # of Codes Deactivated from Controller	(I) # of Codes Spoiled from Controller	(J) # of Voters Checked in on e-pollbook
Bottom of the tablet screen next to the time	bottom of the tablet screen next to the time	bottom of the tablet screen next to the time	Bottom of the tablet screen next to the time	<u>Ballot Count Summary report PVRs Printed TODAY</u>	<u>Access Code Summary Report</u> Remember this is cumulative write the numbers as they read on the report		<u>The total number of paper ballots spoiled</u>	<u>The total number of Voters Checked in e-pollbook make sure you have this location and then choose today's date</u>
Do not total these columns					Do not total these columns			

***Access Code Summary Report**
prints from the Controller

Closing the ePollbooks

From the Launchpad Menu,
select **Logout**



- Nightly, select **Logout Temporarily**
- Closing of Early Voting, select **Close the Election**



Provisional Ballots Bag

Affidavit of Provisional Voter envelopes are placed and sealed in the orange zippered bag labeled “Provisional Ballots”.



**Provisional Ballots bag is in the Early Voting Clear Bag and Closeout Bag.*

Closing the Polling Place

Early Voting Close Down Bag Checklist

November 05, 2019
Consolidated Election

AA - Tarrant County Elections Center
2700 Premier Street, Fort Worth TX 76111

	Key Envelope with Keys
	Ending Payroll in Brown Envelope
	Payroll Wallet
	Reconciliation Envelope
	Provisional Bag
	List of Provisional Voters (even if blank) Place in the Provisional Bag
	White Copies of Document Transfer Forms
	Seal Form Folder
	Used Seal Bag
	Transfer Form should be placed in the Scan pocket, one for each Scan
	Limited Ballot Applications (Limited only)
	Yellow Parking Validation Folder (Plaza Building only)
	Chub/Access Cards (Plaza Building and Village of Woodland Springs)

I certify that the above documents are complete and that all items are enclosed in the close down transfer bag.

Lead Clerk

Date

Daily

- ✓ Leave the place clean, undamaged, secure and in the same manner in which it was found.

Final Closing

- ✓ Remove all signs posted inside and outside the facility.
- ✓ Remain at your location until the tech has arrived!



Reporting Injuries

Report **ALL** injuries immediately after they occur!

Election worker injuries to:

CornerStone Staffing and Tarrant County Elections

Voter injuries to:

Tarrant County Elections



CornerStone Staffing: 817-522-1030 x509
after hours call 972-898-1145 or 817-713-4486

Tarrant County Elections: 817-759-7873

Injury report forms must also be completed.