

ELECTION DAY

ELECTION WORKER TRAINING

2018 MARCH PRIMARY ELECTION



WRIT OF ELECTION

- ▶ Political parties nominate Election Workers during the following elections:
 - ▶ Primary and Primary Runoff
 - ▶ November General
- ▶ For any other election, Presiding Judges and Alternate Judges **are not appointed by the parties.**
- ▶ As an Election Worker, you must remember that all election questions, issues and/or concerns will be addressed by the El Paso County Elections Department at all times.
- ▶ Your Writ of Election is in contract and in writing with the entities and you must confirm your acceptance as a worker with Vanessa Ruiz by the deadline provided on your writ.

PICK-UP ELECTION DAY BAG

Presiding Judge:

- ▶ Pick-up your bag before Election Day. The location and times are in your Writ of Election.
- ▶ If you cannot pick-up the bag, have your Alternate Judge pick-up the bag.
- ▶ When picking up your bag, please verify all supplies are inside the bag before leaving the location. A checklist will be provided by our office.
- ▶ You are responsible for returning all of the items listed on the checklist so be sure to review it carefully.

NEPOTISM

Election Judges, for any election, cannot appoint family members within the First Degree of Consanguinity and Affinity Kinship under the Government Code, Chapter 573. Please see table below:

Consanguinity Kinship-First Degree Relationship by Blood	Affinity Kinship-First Degree Relationship by Marriage
FATHER	SPOUSE
MOTHER	FATHER-IN-LAW
SON	MOTHER-IN-LAW
DAUGHTER	SON-IN-LAW
	DAUGHTER-IN-LAW

CONSTITUTIONAL OATH

- ▶ The Statement of Officer must be completed before the Constitutional Oath of Office is administered.
- ▶ Each oath that is administered is valid for the duration of the election officer's term of office and shall be filed with the elections records, Elections Department.

AW 7-2a
Prescribed by Secretary of State
Article XVI, Section 1, Texas Constitution
Sections 1.016, Texas Election Code
7/2017

CONSTITUTIONAL OATH FOR PRESIDING JUDGE, ALTERNATE JUDGE, AND EARLY VOTING CLERK

Prior to entering service as an election judge, alternate judge, or early voting clerk, individuals must complete the statement of officer and take the constitutional oath. The Statement of Officer **must** be completed prior to taking the constitutional oath of office.

STATEMENT OF OFFICER

I, Priscilla Morales do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever case may be, so help me God.

Title of Position to Which Appointed: Alternate Judge

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and the facts stated therein are true.

Date: 10/23/17 Signature of Officer Priscilla Morales

CONSTITUTIONAL OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,

I, Priscilla Morales do solemnly swear (or affirm), that I will faithfully execute the duties of the office of El Paso County Elections Dept of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Priscilla Morales

Signature of Election Judge/Alternate Judge/Early Voting Clerk

John Smith

Signature of Officer Administering Oath

CONSTITUTIONAL OATH

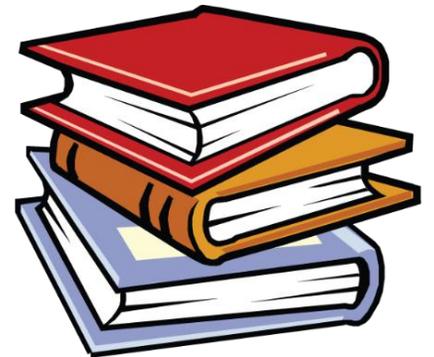
▶ New Law, HB 1735, 85th Legislature, 2017

- ▶ Under Section 1.016 of the Texas Election Code, Individuals that are authorized to administer the Oaths or statements required under the Texas Election Code or the Texas Constitution to election officers entering service include the following:

The Secretary of State, member of the Secretary of State's staff, or a State Inspector appointed by the Secretary	The secretary of the governing body of a political subdivision other than a county or city or the authority performing the duties of secretary under this code
A County of Municipal Clerk or the Clerk's Deputies	A Presiding Election Judge or Alternate who has already entered service
A County Tax Assessor-Collector or the County Tax Assessor-Collector's Deputies	An Early Voting Clerk or a Deputy Early Voting Clerk who has already entered service
A city secretary	A member of an Early Voting ballot board or signature verification committee who has already entered into service
A member of the County Election Commission or County Election Board	A Presiding Judge, Manager, or Tabulation Supervisor of a central counting station who has already entered service.
A County Elections Administrator or employee of a County EA	

BEFORE ELECTION DAY

- ▶ Review your training materials:
 - ▶ Election Day binder
 - ▶ Handbook of Election Judges and Clerks, *(Updated January 2018)*
 - ▶ Poll Watcher's Guide, *(Updated September 2016, Version 2)*
 - ▶ Texas Poll Worker Training Guide to Working with Voters with Disabilities



POLLING PLACE SET-UP

During a Primary and Primary Runoff Election:

- ▶ Qualifying tables will be separated by party affiliation.
- ▶ Combination forms must be stamped with party affiliation.
- ▶ The Presiding Judge for each party will be in charge of their qualifying table. Alternate Judge has to be the second in command at all times.
- ▶ Voters can vote in any voting machine of their choice. Voting machines **will not be separated** by party affiliation.
- ▶ Opening and closing procedures of the voting machines, postings and VOTE HERE signs must be conducted by both parties.
- ▶ Number of poll workers per polling place:
 - ▶ Democratic Party – Four to Five Poll Workers
 - ▶ Republican Party – Three Poll Workers

PAYROLL

Payroll forms will be separated by party:

- ▶ All **new employees** must have a copy of their social security card attached to their payroll form.
- ▶ Presiding Judge and Clerk must sign at the bottom of the payroll form.
- ▶ Presiding Judge must sign all payroll forms.
- ▶ Don't forget to write your Voter Unique Identifier, also known as VUID number.
- ▶ Time must be written in quarter hour and indicate a.m. or p.m.
 - ▶ Example: Arrived at 6:00 a.m. and worked until 6:15 p.m.
- ▶ **Don't forget to mark your party affiliation and election role.**



ELECTION DAY PAYROLL FORM

ASSIGNED POLLING PLACE: # 110 DATE: 05 / 06 / 2017

SECTION 1: POLL WORKER INFORMATION
ALL FIELDS ARE REQUIRED. ALL NEW EMPLOYEES MUST PROVIDE A COPY OF THEIR SOCIAL SECURITY CARD.

NAME: Matthews Sophia
LAST FIRST MIDDLE

DESIGNATED PARTY (CHECK ONE): DEMOCRAT REPUBLICAN

ELECTION ROLE (CHECK ONE): PRESIDING JUDGE ALTERNATE JUDGE CLERK

SOCIAL SECURITY NUMBER: 222-33-4444 VUID NUMBER: 1092345678

MAILING ADDRESS: 1123 Main St.

CITY: El Paso STATE: TX ZIP: 79936 TELEPHONE: 915-222-3434

UNDER CHAPTER 552 OF THE GOVERNMENT CODE, SEC. 552.024, I ELECT THAT MY HOME ADDRESS AND TELEPHONE NUMBER:

MAY BE RELEASED MAY NOT BE RELEASED

TO THE PUBLIC UPON REQUEST UNDER THE TEXAS PUBLIC INFORMATION ACT. FAILURE TO MAKE A DESIGNATION RESULTS IN INFORMATION BEING AVAILABLE FOR PUBLIC ACCESS.

SECTION 2: PAYROLL INFORMATION
ALL FIELDS ARE REQUIRED

TIME ARRIVED AT POLLING PLACE: 6:00 A.M. P.M.
CLOCK-IN CAN'T BE BEFORE 6:00 A.M.

TIME YOU LEFT POLLING PLACE: 8:30 A.M. P.M.

SECTION 3: DELIVERY OF ELECTION DAY KIT (IF YOU DID NOT DELIVER KIT SKIP TO SECTION 4)

DELIVERY OF KIT (CHECK ONE): ONE VEHICLE TWO VEHICLES

IF ONE VEHICLE, ARE YOU THE (CHECK ONE): DRIVER COMPANION

SECTION 4: OATH AND SIGNATURES

"I, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election or as a reward to secure my appointment or confirmation, whichever the case may be, I will faithfully execute the duties of the office of Election Clerk of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and Laws of the United States and of this State, so help me God." And pursuant to Texas Election Code, Chapter 32, I hereby swear that I am a registered, qualified voter and that I was not appointed by a person related to me within the first degree by Consanguinity and Affinity Kinship. Affinity Kinship (relationship by marriage) Consanguinity Kinship (relationship by blood) for purpose of interpreting nepotism as defined in VTCA Government Code, Chapter 573, Sec. 573021-.025.

X Sophia Matthews X John Doe
Poll Worker Signature Presiding Judge Signature

Office Use Only: Total Hours: X = Delivery: S Total Pay: S

LEAVING THE POLLING PLACE

- ▶ When you leave the polling place for a long period of time, you need to note the clock-in and clock-out time on your payroll form.
- ▶ Not noting these times on your payroll form is considered theft by deception.
- ▶ The Elections Department will remove you and send a complete investigation to the Sheriff's Department.



POLLING PLACE

Presiding Judge:

- ▶ Make sure you receive your **Polling Place Contact Information** flyer when you pick-up your supplies. **(Each party will receive one with their kit).**
- ▶ Call your point of contact before Election Day to ensure he/she will be there to open your polling place by 6:00 a.m.
- ▶ Should polling place personnel request to move you to a different location/room/area aside from what's on the flyer, call the **Poll Worker Support Line** immediately at 915-546-2154.
- ▶ Do not make any decisions or changes regarding polling place location/room/area before contacting the Elections Department first.
- ▶ This information is written in **contract** and must be handled by the El Paso County Elections Department.

REMEMBER...

- ▶ Arrive at your assigned polling place **no later than 6:00 a.m.** to set-up equipment, organize forms, etc.
- ▶ Election Judge, please call the Poll Worker Support Line at 915-546-2154 to check-in as soon as you enter your polling place no later than 6:15 a.m. and provide the room and number of Election Workers.
- ▶ About 15 minutes before your polling place opens, administer the “Oath of Election Judges and Clerks” for your Election Workers and yourself. Return completed oath inside Envelope No.2.
- ▶ The Texas Election Code states that your polling place must be open to the public by 7:00 a.m. for voting (Sec. 41.031).

WE ARE GUESTS FOR A DAY

- ▶ We are grateful guests in all of our polling places!
 - ▶ Please treat your location with graciousness and respect.
 - ▶ Be professional when communicating with any staff and should any issues arise (polling place, voters, Electioneers, etc.) contact our office immediately at 915-546-2294.



DRESS CODE

- ▶ Acceptable Attire:
 - ▶ Pants: Dress slacks, capris, khakis, cargo pants, and denim jeans.
 - ▶ Shirts, Tops and Jackets: Blouses, dress shirts, sweaters, casual shirts, polo shirts, cardigans, turtlenecks, suit jackets, sport coats, and blazers. Long sleeve and short sleeve shirts must be buttoned at all times.
 - ▶ Sleeveless Attire: Shoulder strap must be 2 inches wide. If the strap is less than 2 inches in width must be accompanied by an overlaying jacket, sweater, cardigan, blazer, etc.
 - ▶ Skirts and Dresses: Casual dresses, skirts, sheath dresses, and skorts. Length of the dress or skirt should be no more than two inches above the knee.
 - ▶ Foot Wear: Dress shoes, dress heels, loafers, boots, flats, conservative walking shoes, clogs, and tennis shoes. Feet must be covered at all times and toes should not be exposed.
 - ▶ Hats: Are allowed if worn for religious reasons.

DRESS CODE

▶ Unacceptable Attire:

- ▶ Clothing that exposes too much of your back, chest, stomach, legs, or undergarments is not appropriate for the workplace.
 - ▶ For example: Short skirts or shorts, tube tops, halter tops with spaghetti straps, off the shoulder tops, tops with a low neck line, etc.
- ▶ Extremely faded, frayed, bleached, or torn items of clothing.
- ▶ Bib overalls
- ▶ Athletic Wear: Biker shorts, spandex/lycra tops or bottoms, sweatpants, etc.
- ▶ Clothing with any offensive images, words, or slogans.
- ▶ Provocative/revealing/transparent attire
- ▶ Foot Wear: Thongs, flip-flops and any shoe that expose the entire toe area (excluding footwear prescribed by a Physician is permissible if office receives a written request from a doctor).
- ▶ Hats: Athletic type hats/caps, visors or beanies.
- ▶ Any campaign attire (hats, shirts, pin buttons, etc.) is strictly prohibited during any election.

CUSTOMER SERVICE

- ▶ Remember to work as a TEAM!
- ▶ Create a pleasant atmosphere that reflects the El Paso County Elections Department mission of excellent customer service. Election Workers, please make every effort to maintain a pleasant and professional atmosphere and to resolve fairly any differences that may arise.
- ▶ Have fun! Greet voters with a smile.



NO POLITICKING

- ▶ As an Election Worker, your task is to manage an election, not to engage in or discuss politics.
- ▶ You must maintain a non-partisan behavior when working at your polling place.
- ▶ Do not attempt to influence the voter in any way.
- ▶ Do not discuss issues or candidates at the polling place, even if voters are not present.
- ▶ Do not speculate on the outcome of the election.

PEOPLE ALLOWED IN THE POLLING PLACE

1. Election Judges and Clerks. (Secs. 32.071, 32.072)
2. Poll Watchers and Inspectors. (Secs. 33.052, 34.002)
3. Peace Officers summoned or appointed by the Election Judge to preserve order. (Sec. 32.075)
4. Persons admitted to vote. (Sec. 63.001)
5. Children under 18 years old who are accompanying a parent who is admitted to vote. (Sec. 64.002(b))
6. Persons admitted to provide assistance to or to interpret for a voter who is entitled to assistance/an Interpreter. (Secs. 61.032, 64.032(c); 42 U.S.C.A., 1973aa-6; U.S.D.C.W.D. Tex. Civil Action No.1:15-cv-00679-RP)
7. Secretary of State and Staff. (Sec. 34.004)
8. Federal Observers. (Voting Rights Act, 42 U.S.C.A., Sec.1973(f))

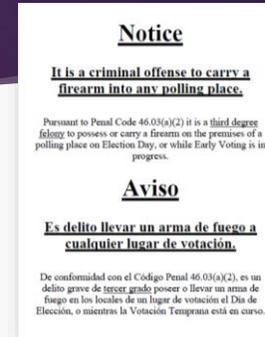
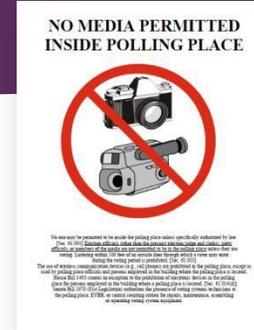
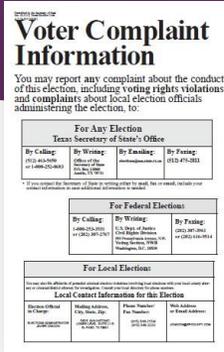
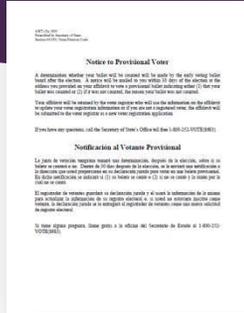
PEOPLE ALLOWED IN THE POLLING PLACE

9. Persons accompanying a disabled voter (curbside voting). (Sec. 64.009)
10. Election staff people delivering necessary supplies. (Sec. 51.004)
11. Sheriff delivering election supplies at the request of the county election officer. (Sec. 51.009)
12. Persons approved to assist with electronic voting equipment. (Secs.125.004, 125.006)
13. Emergency personnel, if needed.
14. Student participating in student election. (Sec. 276.007)
15. Officers specially appointed to assist in running student elections. (Sec. 276.007)
16. Voting system technicians. (Sec.125.010)
17. The county chair of a political party conducting a Primary Election may be in a polling place during the voting period as necessary to perform administrative functions related to the conduct of the election (Sec. 172.1113)

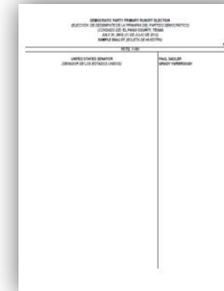
EXIT POLLING

- ▶ An election exit poll is a poll of voters taken immediately after the voter exits the polling place. An exit poll asks for whom the voter actually voted for.
- ▶ The policy of the Texas Secretary of State is to permit non-disruptive exit polling within the 100 foot boundaries surrounding a polling place.
- ▶ The Election Judge has discretion to tell persons conducting the exit poll to go beyond the distance markers if their activities are disruptive to voters.

ELECTION POSTINGS AND SAMPLE BALLOT



English/ Spanish (11X17)



English/ Spanish

English/ Spanish

English/ Spanish

Sample Ballot Yellow Form(s)

- ▶ All postings and sample ballot(s) must be visible to the voter immediately entering your polling place (Secs. 62.011, 62.0111, 62.0112, 62.0115, 62.012, 85.036(1) and Penal Code, 46.03(a)(2).

VOTING MACHINE OF CHOICE POSTING

- ▶ During a Primary Election, the voter will be able to choose the voting machine of their choice.
- ▶ Voting machines will not be separated by party affiliation.
- ▶ This posting must be visible to the voter. We recommend for the posting to be posted behind the qualifying table.

Attention Voter:

Your ballot can be cast at any voting machine

Atención Votante:

Puede emitir su boleta en cualquier maquina de votación

Posting will be printed in neon green paper

NOTICE OF VOTING ORDER PRIORITY

- ▶ The Presiding Judge may allow a voter with mobility problems, and any assistant if requested, to be moved forward in line and be processed before other individuals who arrived at the polling place before the voter.
- ▶ An Election Worker cannot require a voter requesting voting order priority to submit proof of the mobility problem.

AW7-7b
Prescribed by Secretary of State
Section 63.0013, Texas Election Code
08/2017

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.

AVISO DE PRIORIDAD DE ORDEN DE VOTACIÓN

De conformidad con la Sección 63.0013, Código Electoral:

Un oficial de elecciones puede dar prioridad de orden de votación a individuos con un problema de movilidad que dificulta sustancialmente la capacidad de la persona para moverse.

- Una persona que asiste a un individuo con un problema de movilidad también puede, a petición del individuo, ser dado prioridad en el orden de votación.
- Discapacidades y condiciones que pueden calificarle para prioridad de orden de votación incluyen parálisis, enfermedad pulmonar, el uso de oxígeno portátil, deficiencia cardíaca, limitación severa en la habilidad para caminar debido a condiciones artríticas, neurológicas u ortopédicas, confinamiento de silla de ruedas, artritis, trastorno de pie, la incapacidad para caminar 200 pies sin parar para descansar, o el uso de una abrazadera, bastón, muleta u otro dispositivo de ayuda.
- Votantes que desean recibir prioridad de orden de votación, y ser aceptados para votar antes que otros en la fila para votar en el lugar de votación, pueden indicar esto a cualquier funcionario de elecciones que prestan servicios en el lugar de votación. El juez presidente de elecciones determinará si el votante y el asistente del votante, si es aplicable, serán adelantado al frente de la línea.

NOTICE OF APPROVED FORMS OF ID

- ▶ Photo ID postings, available in English and Spanish, must be placed at the entrance door to your polling place so it is visible to voters as they enter (Sec. 62.016).

ID required for Texas Voters

If you possess one of the following forms of acceptable photo ID, you must present it when voting in person:*

- ★ Texas Driver License issued by the Texas 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 your photograph
- ★ United States Citizenship Certificate containing your photograph
- ★ United States Passport (book or card)



Do not possess and cannot reasonably obtain one of these IDs? Fill out a declaration at the polls describing a reasonable impediment to obtaining it, and show a copy or original of one of the following supporting forms of ID:

- ★ A government document that shows your name and an address, including your voter registration certificate;
- ★ Current utility bill;
- ★ Bank statement;
- ★ Government check;
- ★ Paycheck; or
- ★ (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).

*With the exception of the U.S. Citizenship Certificate, for voters aged 18-69, the acceptable form of photo identification must be current or 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 acceptable photo identification that has expired if the identification is otherwise valid.

Exemptions: Voters with a disability may apply with the county voter registrar for a permanent exemption to showing acceptable photo ID or following the Reasonable Impediment Declaration procedure at the polls. Voters with a religious objection to being photographed or voters who do not present an acceptable form of photo identification or follow the Reasonable Impediment Declaration procedure at the polls because of certain natural disasters may apply for a temporary exemption to showing an acceptable form of photo identification or following the Reasonable Impediment Declaration procedure at the polls. Please contact your voter registrar for more details.



ELECTIONEERING

- ▶ Post distance markers 100 feet in each direction from all entrances through which voters may enter the building in which the polling place is located (Secs. 61.003(a), 62.010(a)).
- ▶ It is unlawful for any person to electioneer or loiter within the boundary established by the distance markers. An offense is a Class C misdemeanor (Sec. 61.003).
- ▶ Election Workers may not enforce the electioneering or loitering statutes outside the 100 ft. distance marker (Sec. 32.075).

Aw7-6
Prescribed by Secretary of State
Sections 61.003 and 62.010, Texas Election Code
03/07

DISTANCE MARKER

**NO ELECTIONEERING OR LOITERING
BETWEEN THIS POINT AND THE
ENTRANCE TO THE POLLING PLACE**

Electioneering within the distance marker constitutes a Class C misdemeanor. A Class C misdemeanor is punishable by a fine not to exceed \$500.

MARCADOR DE DISTANCIA

**SE PROHIBE ACCIONES EN PLAN DE
CAMPAÑA ELECTORAL ENTRE ESTE
PUNTO Y LA ENTRADA AL LOCAL DE
VOTACIÓN ADELANTADA**

Se prohíbe toda acción referente a campañas electorales dentro de los límites señalados por este marcador, siendo infracción de Categoría C, sancionable con una multa hasta de \$500.

The distance marker shall be posted at least 100 feet from any entrance to the building. (Sec.85.036, Texas Election Code).



ELECTRONIC DEVICES

- ▶ Persons are not allowed to use wireless communication devices within 100 feet of any polling place. Additionally, persons are not allowed to use mechanical or electronic devices to record sound or images within 100 feet of any polling place (Secs. 61.014(a), 81.002).
 - ▶ Examples of what devices should not be used in the polling place?
 - ▶ Cell phones
 - ▶ Cameras
 - ▶ Tablet computers
 - ▶ Laptop computers
 - ▶ Sound recorders
 - ▶ Any other device that may communicate wirelessly, or be used to record sound or images

WRITTEN COMMUNICATION

- ▶ Written communications may be used by voters inside the polling place. Election Workers must periodically check voting machines and common areas of the voting area for sample ballots, pamphlets, brochures or other written materials pertaining to the election that may have been discarded by previous voters (Sec. 61.011).

**VOTE FOR
ME
PAMPHLET**



VOTE

AUDIO VOTING

- ▶ An ADA accessible voting machine should be set-up first thing in the morning prior to 7:00 a.m.
- ▶ Still give the voter the ability to choose what voting machine they would like.
- ▶ For instructions on “how to” set-up the audio voting equipment, please look inside your Election Day binder.



VOTERS WITH DISABILITIES

- ▶ Voters with disabilities have the right to:
 - ▶ Vote by themselves and make their own choices
 - ▶ Get help from a person of their choice or an Election Worker
 - ▶ A physically accessible polling place and the use of an accessible voting machine
 - ▶ Vote if they have a guardian, unless a court determines they cannot
 - ▶ Be treated in the same way as all other voters. If the voter is properly registered, **it is not up to the Election Worker to question or challenge the voter's registration or competence to vote**

VOTERS WITH DISABILITIES

▶ General guidelines:

- ▶ **Be respectful.** Use common sense. Voters with disabilities want to be treated the same way as everyone else. Show them the same respect you would give every other voter.
- ▶ **Just ask.** Don't be afraid to offer assistance, but don't automatically give assistance unless the person has requested it or consented.
- ▶ **Communicate with the voter.** Some voters with disabilities may have an assistant, interpreter, or friend with them. Always look and speak directly to the voter, not to their companion.

WHAT ABOUT VOTERS WITH DISABILITIES AND TECHNOLOGY?

- ▶ In recent years, advances in technology have allowed cell phones, tablets and other wireless communication devices to assist voters with disabilities. While the situation is not expressly addressed in the Election Code, an Election Judge may use their authority to allow a voter utilization of these programs/applications at their discretion.

POLL WATCHERS

- ▶ A Poll Watcher:
- ▶ Is appointed by a candidate on the ballot, a campaign treasurer of a specific-purpose political action committee in an election on a measure, or a political party (with candidates in a Primary or in the November General Election) may appoint up to two watchers per polling place.
- ▶ Must provide the Election Judge with a “Certificate of Appointment”, which they counter-sign. Judge, you must keep the “Certificate of Appointment” in Envelope No.2 for return to the custodian of election records after the election (Sec. 66.023(7)).
- ▶ Must wear a form of identification prescribed by the Secretary of State and provided by the Election Judge (Sec. 33.051 (f)).
- ▶ May not leave the polling place while the polls are open and be readmitted unless the watcher **has served for five (5) consecutive hours** (Sec. 33.052).
- ▶ **May not** use wireless communication devices (e.g. cell phones) in a polling place (Sec. 61.014).

WHAT IS A POLL WATCHER PERMITTED TO DO WHILE ON DUTY?

- ▶ A Poll Watcher must be permitted, but is not required to:
 - ▶ Witness the installation of voting system equipment at the polling place (Sec. 33.059).
 - ▶ Observe the securing of voting system equipment before the election (Sec. 33.059).
 - ▶ Leave the polling place temporarily in order to use a cell phone or other wireless communication devices (Sec. 62.011).
 - ▶ Sit or stand conveniently near the Election Workers to observe the activities of the election (Sec. 33.056(a)).
 - ▶ Make written notes while on duty. However, if the watcher is permitted to leave the polling place while the polls are open, the watcher may be required to leave his or her written notes with another person selected by the watcher who is on duty at the polling place (Sec. 33.056(d)).
 - ▶ Observe assistance given to voters by Election Workers (Sec. 33.057).
 - ▶ Witness securing of the voting system equipment at the time the polling place closes (Sec. 125.063).
 - ▶ Receive an English translation of any language spoken other than English between an Election Worker and a voter (Sec. 61.036).

POLL WATCHER & PAYROLL OVERVIEW

- ▶ A Poll Watcher can view any election document at any polling place.
 - ▶ The Elections Department recommends that you complete the social security section of your payroll form during closing time procedures for security purposes.
- ▶ All Election Workers get a copy of their payroll form (pink form).

QUALIFYING THE VOTER

- ▶ The voter should be asked whether the voter has obtained one of the acceptable forms of photo ID on **List A** that is either current or not expired more than four years.
- ▶ If the voter says “**YES**”, the voter is required to present that form of photo ID. If the voter informs you that he/she has an acceptable form but did not bring it to your polling place, the voter may vote a provisional ballot and bring the acceptable form of photo ID to the El Paso County Elections Department within 6 days to cure their ballot.

QUALIFYING THE VOTER

- ▶ If the voter says “**NO**”, ask the voter if he/she has a reasonable impediment or difficulty to obtaining one of the acceptable forms of photo ID on List A.
- ▶ If the voter indicates “YES”, you just inform the voter that he/she can present a supporting form of ID on **List B** and complete a “**Reasonable Impediment Declaration**.” If the voter presents a supporting form of ID and completed the declaration, the voter will then complete their check-in, and proceed to the voting machine of their choice to cast a regular ballot.

LIST A

- ▶ There are seven (7) acceptable forms of photo ID:
 1. Texas Driver License issued by the Texas Department of Public Safety (DPS)
 2. Texas Personal Identification Card issued by DPS
 3. Texas Election Identification Certificate issued by DPS
 4. Texas License to Carry a Handgun issued by DPS
 5. United States Military Identification Card containing the person's photograph
 6. United States Citizenship Certificate/Certificate of Naturalization containing the person's photograph
 7. United States Passport
- ▶ Note: A "passport card" which is also issued by the U.S. Department of State, is acceptable

DPS RECEIPT WITH PHOTO

- ▶ Receipts are issued at DPS locations when you apply for a driver's license, identification card or EIC.
- ▶ They are printed on letter sized paper.
- ▶ They are used until card is received by applicant in the mail.
- ▶ The receipt should not be expired more than four (4) years before being presented for voting.

LOCATION: 898 TIME STAMP: 11:23:36 DATE STAMP: 06-03-2013		TEXAS DEPARTMENT OF PUBLIC SAFETY TEMPORARY IDENTIFICATION CARD VALID UNTIL 07-18-2013	
ORGAN DONOR: N VOTER REGISTRATION: N	RECEIPT NUMBER: 4050LA795205390		DL/DI/ID NUMBER: 3400074 CARD TYPE: ID COMMUNICATION IMPEDIMENT NAME: SAMPLE IMA TEST ADDRESS: 1234 ANYWHERE STREET ANYWHERE, TX 78755
MAILING ADDRESS: 1234 ANYWHERE STREET ANYWHERE, TX 78755		DATE OF BIRTH: 11-01-1984 SEX: M HEIGHT: 5' 07" EYE COLOR: BRO	EXPIRATION DATE: 11-01-2019 ISSUANCE DATE: 06-03-2013
		SIGNATURE: _____	EMPLOYEE: _____
<ul style="list-style-type: none">■ For driver license related questions, please call 512-424-2600 or refer to the DPS website at www.dps.texas.gov or at www.texas.gov.■ Your DL/ID 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.<ul style="list-style-type: none">■ Stranded with car problems■ Hazardous road conditions■ Debris in the roadway			

VOTERS WITH PERMANENT EXEMPTION

Secs.15.001(c) and 13.002(i)

- ▶ Available for voters with documented disabilities.
- ▶ Voter must apply with the Elections Department for a permanent exemption prior to election.
- ▶ If the voter has a permanent exemption, and they present their Voter Registration Certificate with the (E) next to the VUID, they do not need to complete a Reasonable Impediment Declaration.

2018-2019 SAMPLE

Lisa Wise
Voter Registrar
500 E. San Antonio Ave., Ste. 314
El Paso, TX 79901-2491
915-546-2154
www.epcountyvotes.com

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

RETURN SERVICE REQUESTED  Notice# 2642627

VOTER REGISTRATION CERTIFICATE
(Certificado de Registro Electoral)
EL PASO COUNTY (Condado de El Paso)

VOID (VUID) 1095934179(E)	Gender (Sexo) F	Valid From (Válido desde) 01/01/18
Year of Birth (Año de Nacimiento) 1959	Prec. No. (Núm. Pcto.) 110-1	thru (hasta) 12/31/19

Name and Permanent Residence Address (Nombre y dirección residencial permanente)
VOTER, SUSIE
123 MAIN ST
EL PASO TX 79936

Susie 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)	STATE SEN. (Sen. Estatal)	STATE REP. (Rep. Estatal)	COMM. PCT. (Com. Pcto.)
16	29	79	1
J.P. PCT. (J.P. Pcto.)	CITY REP. (Rep. Ciudad)	SCHOOL DIST. (Distrito Escolar)	EPCCD (Distrito de Colegio)
4	7	Y7	6

Name and Mailing Address (Nombre y dirección de correo)
 VUID: 1095934179
SUSIE VOTER
123 MAIN ST
EL PASO TX 79936

Party Affiliation
(Afiliación del Partido)

Designation of (E) next to VUID number.

LIST A EXPIRATION DATES

- ▶ An acceptable photo ID from List A must not have expired more than **four (4) years** before being presented at your polling place.
 - ▶ This is different than some previous elections where the expiration date was required to be not more than 60 days.
- ▶ Some acceptable ID cards do not expire:
 - ▶ Texas Identification Cards for persons aged 60 or older may be permanent and marked “INDEF.”
 - ▶ Texas Election Identification Certificates (EIC) for persons aged 70 or older are permanent cards.
 - ▶ Some military ID cards are permanent, including Uniformed Services ID cards and Veterans Affairs ID cards. These are usually marked “INDEF.”
 - ▶ Certificates of Naturalization and Citizenship do not expire.

LIST B

- ▶ If the voter has been unable to obtain a photo ID from List A, and the voter has a reasonable impediment or difficulty to obtaining a photo ID from List A, they may present one of the following supporting forms of ID and execute a **Reasonable Impediment Declaration**:
 - ▶ Valid Voter Registration Certificate
 - ▶ Certified Birth Certificate
 - ▶ Copy of or original:
 - ▶ Current utility bill
 - ▶ Bank statement
 - ▶ Government check
 - ▶ Paycheck
 - ▶ Other government documents with voter's name and an address (original required if it contains a photograph)

VALID VOTER REGISTRATION CERTIFICATE

Lisa Wise
Voter Registrar
500 E. San Antonio Ave., Ste. 314
El Paso, TX 79901-2491
915-546-2154
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2018-2019 SAMPLE

RETURN SERVICE REQUESTED



Notice# 2642627

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CERTIFIED BIRTH CERTIFICATE (must be an original)

- ▶ It may be from another state or country, does not have to be from Texas.
- ▶ It must not be a copy of a certified copy.
- ▶ If the voter's name appears on the poll book, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.

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: JOHN Middle: DAVID Last: DOE Suffix:	2. Date of Birth (mm/dd/yyyy): 01/02/1950	3. Sex: MALE			
4a. Place of Birth - County: TRAVIS City or Town (if outside city limits, give precinct no.): AUSTIN	5. Time of Birth: 05:11 AM	6a. Fertility - Single, Twin, Triplet, etc.: SINGLE	6b. If Plural Birth, Born 1st, 2nd, 3rd, etc.:		
7a. 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):			7b. Name of Hospital or Birthing Center, NPI (If Not Institution, Give Street Address): DGHTRS OF CHTY HTH SVCS OF AUSTIN-SETON MED CTR		
8a. Attendant's Name, NPI, and Mailing Address: ROSA MORENO 1301 W 38TH ST 201 AUSTIN, TEXAS 78745			8b. Center / certify that this child was born alive at the place and time and on the date as stated: MARIA ARELLANO 01/02/1950 Signature and Title Date Signed		
8b. <input checked="" type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> CNM <input type="checkbox"/> Midwife <input type="checkbox"/> Other (Specify):			9b. <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: JOAN Middle: MARIE Last: BUCK		11. Date of Birth (mm/dd/yyyy): 05/08/1926	12. Birthplace (State, Territory or Foreign Country): CONNECTICUT		
13a. Residence - State: TEXAS		13b. County: TRAVIS	13c. City, Town or Location: AUSTIN		13d. Street Address or Rural Location: 900 SOUTH LAMAR # 207
13a. Zip Code: 78704	13f. Inside City Limits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	14. Mailing Address: Same As Residence, or:			
15. Father's Name First: DAVID Middle: JAMES Last: DOE Suffix:		16. Date of Birth (mm/dd/yyyy): 07/04/1918	17. Birthplace (State, Territory or Foreign Country): RHODE ISLAND		
18a. Local File Number: 0218731	18b. Date Received by Local Registrar: 01/02/1950		18c. Signature of Local Registrar: <i>Rosario Moreno</i>		

VS-111.3 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 \$5,000. 346103

5 0 0 5 0 8 7 3 9

This is to certify that this is a true and correct reproduction of the original record as recorded in this office, issued under authority of Section 191.061, Health and Safety Code. Law enforcement inquiries: 512-972-5220.

DATE ISSUED: *Rosario Moreno*
Registrar

ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE

COPY OF OR ORIGINAL CURRENT UTILITY BILL

- ▶ It may be a copy or printout.
- ▶ To be current, the utility bill must be the most recent version or **at least dated within two (2) months** of the date it is presented to an Election Worker.
- ▶ The address on the utility bill does not have to match the address on the poll book.
- ▶ If the voter's name appears on the poll book, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.



ENERGY

123 Main Street

Sample, Texas 77701

Customer:

Joe B. Customer

123 Main Street

Austin, Texas 78701

Invoice #: 123456

Statement Amount: \$

COPY OF OR ORIGINAL BANK STATEMENT

- ▶ It may be a copy or printout.
- ▶ The address on the bank statement does not have to match the address on the poll book.
- ▶ If the voter's name appears on the poll book, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.



Bank of Texas
123 Commerce
Austin, Texas 78701



Joe B. Customer
123 Main Street
Austin, Texas 78701

CHECKING SUMMARY

Stating Balance \$100.00

DEPOSITS AND ADDITIONS

Paycheck \$1500.00

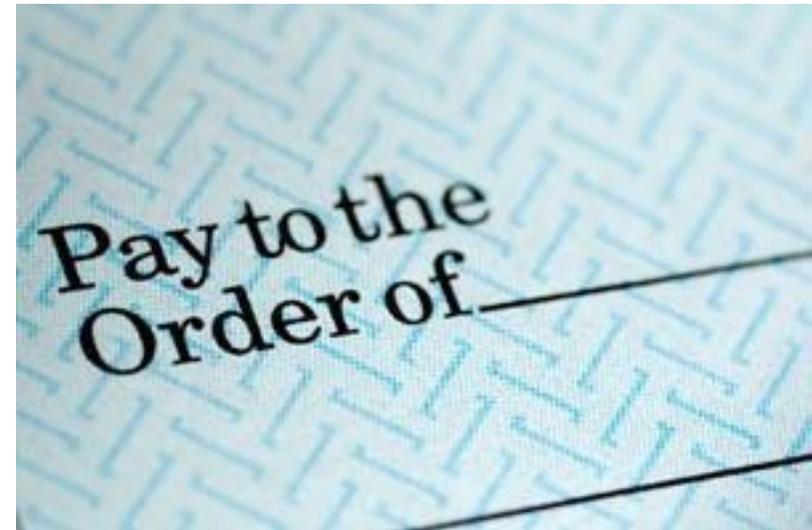
COPY OF OR ORIGINAL GOVERNMENT CHECK

- ▶ It may be a copy or printout.
- ▶ The address on the government check does not have to match the address on the poll book.
- ▶ If the voter's name appears on the poll book, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.



COPY OF OR ORIGINAL PAYCHECK

- ▶ It may be a copy or printout.
- ▶ The address on the paycheck does not have to match the address on the poll book.
- ▶ If the voter's name appears on the poll book, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.



COPY OF OR ORIGINAL OF OTHER GOVERNMENT DOCUMENT

- ▶ Must include voter's name and an address. Remember, the address on the supporting form of ID does not have to match the voter's registration address.
- ▶ Must be an original document if it contains a photograph.
- ▶ Must be issued by the Federal Government, a federally recognized Tribal Government, or a state or local government in the United States.
- ▶ If the voter's name appears on the poll book, but does not match exactly to the ID provided, a "Substantially Similar Name Affidavit" must be completed by the voter.

EXAMPLES OF OTHER GOVERNMENT DOCUMENTS

1. Driver's licenses from other states
2. ID cards issued by federally recognized Native American tribes
3. DPS Receipts (without a photo)
4. Expired Voter Registration Certificates
5. Expired Texas DPS-issued Driver Licenses or personal ID cards (over four (4) years)

REASONABLE IMPEDIMENT DECLARATION

- ▶ The voter must indicate one of the following impediments:
 1. Lack of transportation
 2. Disability or illness
 3. Lack of birth certificate or other documents needed to obtain form of photo ID
 4. Work schedule
 5. Family responsibilities
 6. Lost or stolen identification
 7. Acceptable form of photo ID applied for but not received

REASONABLE IMPEDIMENT DECLARATION

TO BE COMPLETED BY VOTER

1 Name: John 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):

2 (Check at least one box below)

- Lack of transportation Disability or illness
- Lack of birth certificate or other documents needed to obtain acceptable form of photo ID
- Work schedule Family responsibilities
- Lost or stolen identification Acceptable form of photo ID applied for but not received

The reasonableness of your impediment cannot be questioned.

3 X John Voter
Signature of Voter

2/20/2018
Date

Sworn to and subscribed before me this
2 day of February, 2018

4 1094401122
VUID (Voter Unique Identification Number)

5 Ruben Gomez
Presiding Judge/County Voter Registrar (if applicable)

TO BE COMPLETED BY ELECTION OFFICIAL

6 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

7 Location 110

Date of Election: 03/06/2018

- ▶ 1: Voter must print name, legibly
- ▶ 2: Voter must check at least one box
- ▶ 3: Voter signs and dates declaration
- ▶ 4: Either the Election Judge or the voter completes the Voter Unique Identification Number (VUID), and note on the combination form that the declaration was used by the voter
- ▶ 5: Presiding Judge must sign declaration
- ▶ 6: Election Judge must check what type of document the voter provided
- ▶ 7: Election Judge prints polling place (name or precinct) and date of election, legibly

Note: Once declaration is executed by both the Presiding Judge and voter, the voter must be allowed to cast a regular ballot.

DECLARATION OF REASONABLE IMPEDIMENT

- ▶ **You may not question or challenge the voter regarding their lack of List A ID.**
 - ▶ If the voter states that they have not been able to obtain an acceptable ID from List A, and the voter, in response to your question as to whether they have a reasonable impediment or difficulty to obtaining an acceptable ID from List A, states that they have such a reasonable impediment or difficulty, you must explain their right to complete the Reasonable Impediment Declaration and show a supporting form from List B.
 - ▶ **You may not question the reasonableness of the voter's reasonable impediment or difficulty or the truth of the declaration.**
 - ▶ For example, if the voter checks "lack of transportation", you may not challenge the voter's access to a bus route or other means of transportation.
- ▶ 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.

ADDRESSES

- ▶ You should not compare the address on any ID (List A or List B) to the address on the poll book. **They are not required to match.**
- ▶ You are only required to confirm with the voter that the address on the poll book is correct (Sec. 63.0011).
- ▶ For example:
 - ▶ Ask the voter if he/she still lives on 123 Main Street. This allows the voter to update his/her voter registration record.
 - ▶ If the voter says yes...this confirms that their registration records are up to date.
 - ▶ If the voter says no...this means that the voter needs to update their address by completing a Statement of Residence.

SIMILAR NAME AFFIDAVIT

- ▶ If the voter's name on the poll book is not identical to the voter's name as it appears on the voter's photo ID or supporting form of ID, the Election Worker will determine, under standards adopted by the Secretary of State, if the names are "substantially similar."
- ▶ If the names are substantially similar, the voter shall be accepted for voting after he/she completes a similar name affidavit.

SIMILAR NAME WHEN PROCESSING A VOTER

Initial, Middle Name, Former Name (*maiden names or hyphenated names*).

POLL BOOK	ID
Sandra Robles	Sandra Robles-Avila
Jacob Valenzuela	Jacob Andrew Valenzuela
Aimee L. Driedger	Aimee Driedger

Slightly Different (*minor misspellings of names*).

POLL BOOK	ID
Vanessa Miller	Vanesa Miller
Mark Lopez	Marc Lopez
Nancy Jones	Nanci Jones

Customary Variation (*English v. Spanish or common abbreviations*).

POLL BOOK	ID
Jose Sanchez	Joseph Sanchez
Kim Rogers	Kimberly Rogers
Esperanza Lopez	Hope Lopez

VOTER'S SIMILAR NAME CORRECTION REQUEST FORM

Voter completes this section. Once completed, return inside Envelope No.4.

AW 13-8c
Prescribed by Secretary of State
Section 63.001(c), Texas Election Code
08/2013

VOTER'S SIMILAR NAME CORRECTION REQUEST FORM
(Forma para Solicitar Corrección del Nombre del Votante)

The name on my voter registration record and the name on my photo ID are not identical.
(El nombre en mi registro de votante y el nombre en mi identificación con foto no son idénticos.)

Please update my current voter registration record from:
(Por favor actualicé mis datos del registro de votante con)

PLACE E-POLLBOOK LABEL HERE or WRITE NAME & VUID
Alma J. Clark VUID#123456789

To the following, which is shown on my photo identification:
(Lo siguiente, igual como aparece en mi identificación de foto)

First Name: <i>(Nombre)</i>	Alma	Middle Name or Initial: <i>(Segundo nombre o Inicial)</i>	Jean
Last Name: <i>(Apellido)</i>	Clark	Suffix, if any: <i>(Sufijo)</i>	
Signature: <i>(Firma)</i>		Date: <i>(Fecha)</i>	MM/DD/YYYY

Election Worker must write voter's name and VUID as it shows on poll book.

Sec. 63.001(c)

LIST OF VOTERS INDICATED AS ID VOTERS

- ▶ If a voter has a notation ID REQUIRED next to his/her name on the poll book, even if the voter provided an acceptable form of photo ID or completed a “Reasonable Impediment Declaration”, you must add his/her name and VUID number on this list.
- ▶ Return inside Envelope No.4

AW5-8
 Prescribed by Secretary of State
 Section 18.005, Texas Election Code; U.S.D.C. S.D.Tex. Civil Action No. 2:13-CV-00193 (Docket No. 895)
 8/16

LIST OF VOTERS INDICATED AS ID VOTERS		Type of Election Primary	Precinct. No. 114
		Date of Election 3/6/2018	Authority Conducting Election Lisa Wise

No.	Name of Voter	VUID Number	No.	Name of Voter	VUID Number
1	Jennifer Lujan	10944 05855	20		
2			21		
3			22		
4			23		
5			24		
6			25		
7			26		
8			27		
9			28		
10			29		
11			30		
12			31		
13			32		
14			33		
15			34		
16			35		
17			36		
18			37		
19			38		

Note to Election Judge: If a voter has a notation ID next to his/her name on the list of registered voters and (1) presents an acceptable form of photo identification, or (2) has not been able to obtain an acceptable form of photo identification, and has a reasonable impediment or difficulty to obtaining an acceptable form of photo identification, and executes a Reasonable Impediment Declaration and presents a form of supporting identification, or (3) has a permanent disability exemption reflected on the voter's voter registration certificate, write their name and VUID number on this form in addition to the poll list.

RETURN IN ENVELOPE NO. 4

QUALIFYING PROCESS

- ▶ Chapter 63 of the Texas Election Code
- ▶ Step 1: Identify voter by asking for any of the 7 acceptable forms of photo ID. If the voter indicates they do not have an acceptable form of photo ID, you must inform the voter that he/she can present a supporting form of ID and complete a Reasonable Impediment Declaration.
- ▶ Step 2: Poll Book. Look-up voter with photo ID or supporting form:
 - ▶ Voter's name, precinct number;
 - ▶ Address/Residence (does not have to match from poll book to ID/supporting form);
 - ▶ Any notations.

Note: If acceptable form of photo ID or supporting form does not provide an address, you do not need to ask for a second identification for verification.

QUALIFYING PROCESS

- ▶ Step 3: **Have you Moved?** Election Worker must ask every voter if they still live at the address shown on the poll book. If address is different offer voter to complete a Statement of Residence.
- ▶ Step 4: **Write Voter's Information.** Write the voter's name, precinct number, and Voter Unique Identifier (VUID) number on combination form.
- ▶ Step 5: **Voter Signature.** Have voter sign combination form.
- ▶ Step 6: **Cast Ballot.** Direct voter to touchscreen of their choice to cast their ballot.
- ▶ Note: The address on the voter's identification **does not have to match** the voter's registration address. An Election Worker **may not refuse to accept** a voter's identification because the addresses do not match. Doing so is violation of the law!

STAMP PARTY AFFILIATION

- ▶ If voter presents their voter registration certificate during the qualifying process, stamp their party affiliation on the designated line.
- ▶ The certificate is not required to be stamped unless the voter requests it.

2018-2019 SAMPLE

Lisa Wise
 Voter Registrar
 500 E. San Antonio Ave., Ste. 314
 El Paso, TX 79901-2491
 915-546-2154
 www.epcountyvotes.com

Secretary of State's Office
 Elections Division
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 www.sos.state.tx.us


 RETURN SERVICE REQUESTED Notice# 2642627

VOTER REGISTRATION CERTIFICATE
(Certificado de Registro Electoral)

EL PASO COUNTY (Condado de El Paso)

VUID (VUID) 1095934179	Gender (Sexo) F	Valid From (Válido desde) 01/01/18
Year of Birth (Año de Nacimiento) 1959	Prec. No. (Núm. Pcto.) 110-1	thru (hasta) 12/31/19

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

VOTER, SUSIE
 123 MAIN ST
 EL PASO TX 79936

Susie Voter

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

Democrat or Republican

Party Affiliation (Afiliación del Partido)

U.S. REP. (Rep. Federal)	STATE SEN. (Sen. Estatal)	STATE REP. (Rep. Estatal)	COMM. PCT. (Com. Pcto.)
16	29	79	1
J.P. PCT. (J.P. Pcto.)	CITY REP. (Rep. Ciudad)	SCHOOL DIST. (Distrito Escolar)	EPCCD (Distrito de Colegio)
4	7	Y7	6

Name and Mailing Address (Nombre y dirección de correo)


 VUID: 1095934179

SUSIE VOTER
 123 MAIN ST
 EL PASO TX 79936

STAMP PARTY AFFILIATION

- ▶ If a voter is accepted to vote without presenting a voter registration certificate, the Election Judge shall issue the voter an affiliation certificate.
- ▶ The Democratic Party will not have a convention during this Primary Election. This affiliation certificate is to be given to those voters that vote a Republican ballot.



Notice and Invitation to Your Local Precinct Convention (Meeting)

Your biannual precinct meeting to select delegates to the El Paso County Republican Party Convention and submit resolutions to the party for consideration will be held HERE after the polls close TODAY, March 6, 2018, 7:30PM at Pct. # _____, _____
(Precinct Location)

By voting in this Republican Party Primary you have affiliated to participate in the Republican Party conventions and you are eligible to be a delegate.

For more information about these conventions, contact:
El Paso County Republican Headquarters at 120 Paragon Lane, Suite 220, (off Mesa St), or
Tel 915-842-8255, elpasogophq@gmail.com and <https://www.texasgop.org/2018conventions>



This form and/or our record of your having voted in this primary today certifies that you are eligible to participate. PLEASE JOIN US!!!

CERTIFICATE OF PARTY AFFILIATION

_____ has affiliated with the Republican Party on _____, 2018 this party's Early Voting Election:
(Voter Name)

P.R. Teller
(Signature of County Chairman)

(Printed Name of Person Signing)

(Official Position of Person Signing - Election Judge/Alt. Judge/Clerk)

*** Please notify our poll official if you wish to be a delegate to the El Paso County Convention Saturday, March 24th but cannot attend the Election night's precinct meeting. ***

For distribution to Election Day Republican Party Voters

If you have multiple precincts use the encoder that matches the poll book by precinct and letter.

DO NOT MIX ENCODERS

OFFICIAL COPY

ALPHABETICAL LIST

Registered Voters

PRECINCT No. **29**

El Paso County, Texas

A

Use the correct encoder _____

18-Lite Car. # and Stamp "Voted" for each person that Votes only!

OFFICIAL COPY

ALPHABETICAL LIST

Registered Voters

PRECINCT No. **30**

El Paso County, Texas

B

Use the correct encoder _____

18-Lite Car. # and Stamp "Voted" for each person that Votes only!

OFFICIAL COPY

ALPHABETICAL LIST

Registered Voters

PRECINCT No. **31**

El Paso County, Texas

C

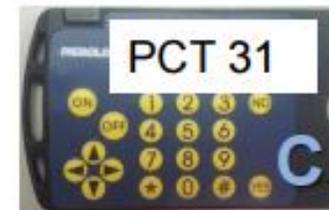
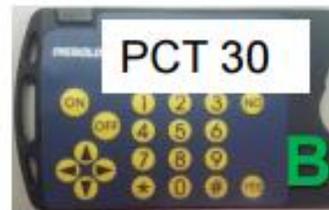
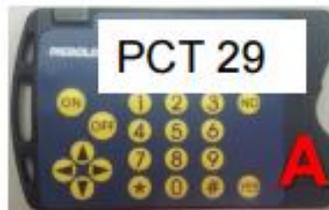
Use the correct encoder _____

18-Lite Car. # and Stamp "Voted" for each person that Votes only!

Precinct 29

Precinct 30

Precinct 31



Poll Books

Combination Forms

Encoders

POLL BOOK EXAMPLE

Election Tuesday, March 4 2014 EL PASO COUNTY, TEXAS		Page: 1
ANTHONY CITY HALL Registered Voters: 1,657		
PARTY		
ABRAMS, CYNTHIA ANNE 624 BARILOCHE DR ANTH Sex: F DOB: 02/02/54 Precinct: 001-1	Statement of Residence Required ABRAMS, CYNTHIA ANNE Pct: 001-1	
ACOSTA, CLAUDIA IVETTE 905 KELWOOD ST ANTH Sex: F DOB: 03/14/87 Precinct: 001-1	ACOSTA, CLAUDIA IVETTE Pct: 001-1	Cent# 1095353 VOID# 1172631202
ACOSTA, EDUARDO MANUEL 405 CHISOM ST ANTH Sex: M DOB: 08/01/58 Precinct: 001-2	Mail Ballot Requested ACOSTA, EDUARDO MANUEL Pct: 001-2	Cent# 729651 VOID# 1093877293
ACOSTA, ERIC 609 ELM ST Sex: M DOB: 11/09/76 Precinct: 001-1	Early Voted. ACOSTA, ERIC Pct: 001-1	Cent# 224169 VOID# 1097162934
ACUNA, MICHAEL RENE 613 INEZ PL ANTH Sex: M DOB: 06/14/82 Precinct: 001-1	ACUNA, MICHAEL RENE Pct: 001-1	Cent# 659020 VOID# 1148844291
ACUNA, REBECCA 613 INEZ PL Sex: F DOB: 02/08/82 Precinct: 001-1	Mail Ballot Returned with Status [OK] ACUNA, REBECCA Pct: 001-1	Cent# 343278 VOID# 1095753343
AGUAYO, CHRISTIAN 349 VINTON RD ANTH Sex: M DOB: 10/07/72 Precinct: 001-2	ID REQUIRED AGUAYO, CHRISTIAN Pct: 001-2	
AGUAYO, GISELLE MIREILLE 349 W VINTON RD ANTH Sex: F DOB: 07/25/76 Precinct: 001-2	VOTED AGUAYO, GISELLE MIREILLE Pct: 001-2	Cent# 179635 VOID# 1096749438
AGUILAR, ALEJANDRO 812 N FOURTH ST ANTH Sex: M DOB: 01/18/92 Precinct: 001-1	VOTED AGUILAR, ALEJANDRO Pct: 001-1	Cent# 99034 VOID# 1170400820

Poll Worker must stamp or write "VOTED" when qualifying the voter and **highlight** only the VUID number.

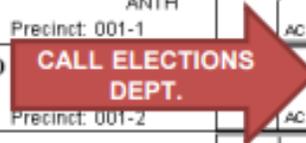
MAIL BALLOT REQUESTED

- ▶ For messages “Mail Ballot Requested” and “Mail Ballot Returned with Status (OK)”, the voter requested a ballot by mail.
- ▶ DO NOT process voter until you call the Elections Department at 915-546-2154 for further instructions.

Election
Tuesday, March 4 2014
EL PASO COUNTY, TEXAS

Page: 1

ANTHONY CITY HALL
Registered Voters: 1,657

		PARTY		
ABRAMS, CYNTHIA ANNE 624 BARILOCHE DR ANTH Sex: F DOB:02/02/54 Precinct: 001-1			<i>Statement of Residence Required</i>	 Cent#080069 UID# 1164392705
ACOSTA, CLAUDIA IVETTE 905 KELWOOD ST ANTH Sex: F DOB:03/14/87 Precinct: 001-1			ACOSTA, CLAUDIA IVETTE Pct: 001-1	 Cent#1005353 UID# 1173631202
ACOSTA, EDUARDO 405 CHISOM ST Sex: M DOB:08/01/56 Precinct: 001-2	CALL ELECTIONS DEPT. 		<i>Mail Ballot Requested</i>	 Cent#729651 UID# 1093877293
ACOSTA, ERIC 609 ELM ST ANTH Sex: M DOB:11/09/76 Precinct: 001-1			<i>Early Voted.</i>	 Cent#224189 UID# 1097162934
ACUNA, MICHAEL RENE 613 INEZ PL ANTH Sex: M DOB:06/14/82 Precinct: 001-1			ACUNA, MICHAEL RENE Pct: 001-1	 Cent#858020 UID# 1140844291
ACUNA, REBECCA 613 INEZ PL Sex: F DOB:02/08/82 Precinct: 001-1	CALL ELECTIONS DEPT. 		<i>Mail Ballot Returned with Status [OK]</i>	 Cent#343278 UID# 1093564742
AGUAYO, CHRISTIAN 349 VINTON RD ANTH Sex: M DOB:10/07/72 Precinct: 001-2			AGUAYO, CHRISTIAN Pct: 001-2	 Cent#783310 UID# 1094108442
AGUAYO, GISELLE MIREILLE 349 W VINTON RD ANTH Sex: F DOB:07/25/76 Precinct: 001-2			AGUAYO, GISELLE MIREILLE Pct: 001-2	 Cent#179635 UID# 1096743438
AGUILAR, ALEJANDRO 812 N FOURTH ST ANTH Sex: M DOB:01/18/92 Precinct: 001-1			AGUILAR, ALEJANDRO Pct: 001-1	 Cent#898834 UID# 1170408620

NOTICE OF IMPROPER DELIVERY

SECS. 84.033(C)

- ▶ If this notice is presented at your polling place, voter must surrender notice.
- ▶ Before processing the voter, call the Elections Department at 915-546-2154 for further instructions.
- ▶ You must place the notice inside Envelope No.2.

ANS-016
Section 84.033(C), Texas Election Code
Prescribed by Secretary of State
9/15

NOTICE OF IMPROPER DELIVERY

Name of Voter Rosa O'Keefe VUID Number 1234567891
Precinct Number 147-1

This is to serve as notice that your ballot for the 5/6/17 Election was received by the early voting clerk. It has been determined that your ballot was returned in violation of the Election Code, and your ballot voted by mail will not be counted.

Check Reason:

1. Your ballot was not returned in the official carrier envelope.
2. Your ballot was returned in the official carrier envelope but in another envelope containing more than one carrier envelope. If another envelope is used to return the carrier envelope, all persons who enclosed their carrier envelope in the same larger envelope, must be registered to vote at the same address. There was one or more carrier envelopes returned with your carrier envelope from persons not registered to vote at your address.
3. It has been determined that your carrier envelope originated from the location indicated below. A carrier envelope may not be delivered by a common or contract carrier if the delivery originates from the address of one of the following:
 - a) headquarters of a political party or candidate in the election
 - b) candidate in the election unless that is your address
 - c) specific or general purpose political committee involved in the election
 - d) an entity that requested the election
4. The common or contract carrier who delivered your carrier envelope did not provide a receipt for delivery and failed to sign a receipt prescribed by the Secretary of State.
5. Your ballot was hand-delivered by someone other than you, the voter. Note that carrier envelopes may only be returned by mail or common or contract carrier or by hand-delivery by the voter who voted the ballot.

You may vote during the remainder of the early voting period or at your regular Election Day polling place by presenting this notice to the presiding election officer at the early voting polling place or at your election day polling place.

If you have any questions regarding this matter, please call my office at (915) 546-2154.

Lisa Wise 5/1/17
Lisa Wise Date
Early Voting Clerk

NOTE TO ELECTION OFFICIAL: If a voter presents this notice and offers to vote, the voter must surrender the notice before being accepted for voting. If otherwise qualified, the voter may then vote a regular ballot at the polling place. You should write the word "Cancelled" on this Notice and return it in envelope #2 with other election records.

COMBINATION FORM EXAMPLE

7
1

Line #		Voter Assistance (If additional voter assistance lines are necessary, continue on the back of this form.) Include Name, Address, Precinct Number, City/County		COMBINATION FORM Poll List/Signature Roster, Affidavits for Election Day			Authority conducting election: Lisa Wise	
1		Nancy Smith, 145 Main St., El Paso, Texas 79901		Type of Election (Tipo de eleccion) General			VOID	
Location: 110		Date of Election (Fecha de eleccion) 11/08/2016		Poll List (Lista de Votantes)				
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 anotará el nombre del votante en el registro de firmas y hará una anotación indicando la causa por la cual el votante no pudo firmar.		Signature (Firma)		<input type="checkbox"/> Provisional AD 0011 <input type="checkbox"/> Similar Name AD 0016 <input type="checkbox"/> Not on List AD 0000				
10				01				01
9				6				6
8				8				8
7				7				7
6				6				6
5				5				5
4	4		5	4	3			2
3				3				3
2		<i>gpm</i>	<i>George L. Martinez</i>	2	X	Jorge Luis Martinez	1096894478	2
1			<i>Melissa Rosales</i>	1		Melissa Rosales	1094405512	1

APPROVE FOR VOTER SIGNATURES: By marking the system below "A" for the voter that I am a member of the precinct in which I am voting to vote or an election official for me to vote in the precinct, (B) was a member of the precinct in which I am voting to vote and my address was not provided in the voter register, (C) was not a member of the precinct in which I am voting to vote and my address was not provided in the voter register, and (D) was not voting with me in the election.

APPROVE FOR VOTER SIGNATURES: Al marcar el sistema "A" para el votante que soy un miembro del precinto en el que estoy votando para que vote en el precinto, (B) soy un miembro del precinto en el que estoy votando para que vote en el precinto y mi dirección no fue proporcionada en el registro de votantes, (C) no soy un miembro del precinto en el que estoy votando para que vote en el precinto y mi dirección no fue proporcionada en el registro de votantes, y (D) no estoy votando con él en la elección.

VOTER'S SIGNATURE AFFIDAVIT: If it is determined that the name on the form of identification provided under § 52.0215 is substantially similar per § 52.0215, and by marking the system listed below "A" for the voter that I am a member of the precinct in which I am voting to vote and my address was not provided in the voter register, (B) was a member of the precinct in which I am voting to vote and my address was not provided in the voter register, (C) was not a member of the precinct in which I am voting to vote and my address was not provided in the voter register, and (D) was not voting with me in the election.

AFFIDAVIT DEL VOTANTE: Si se determina que el nombre en el formulario de identificación proporcionado bajo el § 52.0215 es sustancialmente similar por el § 52.0215, y al marcar el sistema listado a continuación para el votante que soy un miembro del precinto en el que estoy votando para que vote en el precinto, (B) soy un miembro del precinto en el que estoy votando para que vote en el precinto y mi dirección no fue proporcionada en el registro de votantes, (C) no soy un miembro del precinto en el que estoy votando para que vote en el precinto y mi dirección no fue proporcionada en el registro de votantes, y (D) no estoy votando con él en la elección.

FOR THE PRECINCT CLERK: A person conducting a general election of the precinct hereby certifies that the person's name on the voter assistance form was accurately entered in the precinct's voter register. The person also certifies that the person's name was accurately entered in the precinct's voter register.

PARA EL CLERK DEL PRECINCTO: Una persona que realiza una elección general del precinto declara que el nombre del votante en el formulario de asistencia de votantes se ingresó con precisión en el registro de votantes del precinto. La persona también declara que el nombre del votante se ingresó con precisión en el registro de votantes del precinto.

FOR THE COUNTY CLERK: A person conducting a general election of the precinct hereby certifies that the person's name on the voter assistance form was accurately entered in the precinct's voter register. The person also certifies that the person's name was accurately entered in the precinct's voter register.

PARA EL CLERK DEL CONDADO: Una persona que realiza una elección general del precinto declara que el nombre del votante en el formulario de asistencia de votantes se ingresó con precisión en el registro de votantes del precinto. La persona también declara que el nombre del votante se ingresó con precisión en el registro de votantes del precinto.

8 of November 16
John Doe **6**

COMBINATION FORM EXAMPLE

1. Complete with the correct precinct, date of election and type of election.
2. Print neatly the voter's name and VUID number.
3. Check correct box, if applicable.
4. Have voter initial, if applicable.
5. Voter will sign combination form before proceeding to vote.
6. Election Judge must sign and date.
7. If voter receives assistance, print assistant's name and complete address.

Note: Use separate combination form for provisional voters and stamp or write "Provisional" on combination form.

PROVISIONAL VOTER

Sec.63.011

- ▶ A provisional ballot must be offered to:
 - ▶ A voter who does not provide an acceptable form of identification
 - ▶ A voter whose name is not an exact match or substantially similar
 - ▶ A voter whose identity cannot be verified by the identification presented
 - ▶ A voter who has received a disability exemption under, but does not have Voter Registration Certificate indicating such exemption



PROVISIONAL VOTER

- ▶ A voter who has applied for a ballot by mail, but has not yet properly cancelled the mail ballot application
- ▶ A voter who votes during the polling hours that are extended by a state or federal court
- ▶ A voter who is registered to vote but attempting to vote in a precinct other than the one in which the voter is registered
- ▶ A voter who appears on the poll book, but whose registered residence address is outside the political subdivision in which the voter is presenting himself or herself to vote

NEW PROVISIONAL PROCEDURE

- ▶ If the voter believes they are registered, the Election Judge must ask if the voter registered or updated their registration at DPS or during a voter registration drive.
- ▶ If voter did go to DPS or registered through a voter registration drive, the Election Judge must write the approximate date the voter completed the application on the “Affidavit of Provisional Voter”, also known as the **green envelope**.

NEW PROVISIONAL PROCEDURE

- ▶ In addition to asking about DPS or a voter registration drive, it is okay for the Election Judge to ask additional information about when/how the voter believes they have registered in order to complete the provisional process:
 - ▶ When did you mail in your card?
 - ▶ What was the name/and or location for which you registered through a Volunteer Deputy Registrar or voter registration drive?

All these questions help the voter! Remember to check or mark reason seven (7) on Affidavit of Provisional Voter.

JUDGES RESPONSIBILITIES

1. Have provisional ballots set aside and provisional material ready prior to 7:00 a.m.
2. Make sure all Election Workers understand that they must offer a provisional to those who are eligible.
 1. Election Judge, display at least three (3) paper ballots on the qualifying table at all times and have provisional voter select a paper ballot.
3. Be prepared to move provisional voters out of the main line and to the side for processing, direct provisional voters to designated provisional voting area.
4. Encourage voters who have time to cure their issue to do so.
5. Keep accurate list of provisional voters.
6. Follow the instructions and fill out all forms completely. Be aware that if there is time, **they can leave and return with proper photo ID or supporting form of ID.**
7. Follow ballot envelope sealing and deposit procedures properly.

PROVISIONAL PROCESS

COMBINATION FORM and Early Voting Roster for Early Voting

1 Lisa Lopez, 448 N. Main St., El Paso, TX 79902

Number	Yield	Full List (Last Name, First Name)	Vote Address (District of Voters)	Age	Sex	Signature (If Provisional)
22		Daniel Johnson	300 Coronado Dr., El Paso, TX 79906			
46		Amber Sosa	100 Villa de Oro Dr., El Paso, TX 79906			
117		Scotty Demastes	2610 Robert Noyes St., El Paso, TX 79902			
109		Lisa Lopez	448 N. Main St., El Paso, TX 79902			

PROVISIONAL DEMOCRAT

Signature: Lisa Lopez

Combination Form

LIST OF PROVISIONAL VOTERS

Name	Address	Age	Sex	Signature
Lisa Lopez		36	F	
Lisa Lopez		36	F	
Lisa Lopez		36	F	

Signature: Lisa Lopez

List of Provisional Voters

CRIMINAL DISTRICT JUDGE, COURT NO. 1
(JUEZ CRIMINAL DEL DISTRITO, CORTE NÚM. 1)

THERESA CABALLERO (TC) (29)

DIANE NAVARRETE (29)

CONSTABLE, PRECINCT NO. 2
(AGENTE DE POLICÍA, PRECINTO NÚM. 2)

JEREMIAH HAGGERTY (37)

OSCAR ROBLES (38)

PRECINCT CHAIRMAN, PRECINCT 55
(PRESIDENTE DEL PRECINTO NÚM. 55)

CHRISTINA FENSTERMACHER (51)

STEVEN KELL (52)

PROVISIONAL

Signature: John H. Garcia

Paper Ballot

Prescribed by Secretary of State
Section 64.006, Texas Election Code
1/8/04

SECRECY ENVELOPE (Sobre Secreto)

Fold and seal ballot in this envelope and then seal in the provisional ballot envelope.
(Doble y selle en bolsa en este sobre, luego selle en el sobre de boleta provisional.)

Secrecy Envelope

AWT-10a, 009
Prescribed by Secretary of State
Section 64.006, 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 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(863).

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 mantendrá su declaración jurada y él usará la información de la misma para actualizar la información de su registro electoral, o si usted es elector registrado 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(863).

Notice to Provisional Voter



Provisional Bag
Blue-Democratic
Red-Republican

Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE)

Primary Precinct: 96, Date: 07/31/12, Name: Lisa Wise

Cullins Mark

Residence Address: 123 Main St., El Paso, TX 79902

TX Driver's License No. or Personal ID No. (Issued by Dept. of Public Safety): 12345678

Signature: Mark Cullins

Affidavit of Provisional Voter

AFFIDAVIT FOR PROVISIONAL VOTER

- ▶ If voter decides to vote provisional have him/her complete the front of the affidavit

AW7-15-53, 8/17 Prescribed by Secretary of State Sec. 63.011, Election Code	Type of Election / Tipo de Elección Primary	Precinct No. where voted Núm. de Precinto-lugar de votación 10	Precinct No. where registered (if known) Núm. de Precinto-inscrito para votar (si se sabe) 12	Date of Election / Fecha de la Elección 03/06/2018	Authority Conducting Election / Autoridad Administrando la Elección Lisa Wise
Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE _____)					
<p>TO BE COMPLETED BY VOTER: 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.</p> <p>PARA QUE EL VOTANTE LO LLENE: Estoy inscrito como votante en esta subdivisión política y en el precinto en cual estoy intentando a votar y aun no he votado en esta elección (en persona o 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 de una corte de la legalización 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 grave de 2º grado votar en una elección sabiendo que no cumplo con los requisitos necesarios.</p>					
Last Name (Include Suffix if any)/Apellido usual (Incluir sufijo si lo hay) Sanchez		First Name / Su nombre de pila Bernadette		Middle Name (if any) / Segundo nombre (si tiene)	Former Name / Nombre anterior De La Rosa
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.) 1234 Camino Fuente Dr., El Paso, Texas 79915				Gender: (Optional) / Sexo (Optativo) <input type="checkbox"/> Male (Hombre) <input checked="" type="checkbox"/> Female (Mujer)	
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). P.O. Box 17895, El Paso, Texas 79915				Date of Birth: Month, Day, Year Fecha de nacimiento: mes, día, año 07 / 06 / 1985	
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 Publica de Texas). 1 2 3 4 5 6 7 8		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) XXX-XX-7890		<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 de Texas/Cedúla de identidad personal de Texas ni un Número de Seguro Social.	
Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: Soy ciudadano/a de los Estados Unidos Yes <input checked="" type="checkbox"/> Si <input type="checkbox"/> NO <input type="checkbox"/> No			Signature of Voter / Firma del votante X Bernadette Sanchez		

AFFIDAVIT OF PROVISIONAL VOTER

TO BE COMPLETED BY ELECTION JUDGE:

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION

Yes No

REASON FOR VOTING PROVISIONAL

1. Failed to present acceptable form of identification or voter certificate with exemption.
2. Voter not on list of registered voters.
3. Voter not on list, registered in another precinct.
4. Voter on list of people who voted early by mail, and voter has not cancelled mail ballot application.
5. Voting after 7:00 p.m. due to court order.
6. Voter on list, but registered residence address outside the _____ political subdivision.
7. Other: _____ (Please explain)

Sworn and subscribed to before me this date: 02/20/2018

Ruben Gamez

Signature of Election Judge

TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:

I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:

FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE

1. Voter presented acceptable form of identification within 6 days of election day.
2. Voter met disability exemption within 6 days of election day.
3. Voter executed religious objection affidavit within 6 days of election day.
4. Voter executed natural disaster affidavit within 6 days of election day.
5. Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 days of election day.

FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS

6. Not a registered voter or registration not effective in time for this election.
7. Registered to vote, erroneously listed in wrong precinct.
8. Registered to vote in a different precinct within the county.
9. Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.
10. Voter erroneously removed from the list.
11. Voter is not registered to vote in _____ political subdivision.
12. Other: _____ (Please explain)

Signature of Voter Registrar

Date

Action taken by the Early Voting Ballot Board: ACCEPTED REJECTED Signature of Ballot Board Judge: _____

POLLING PLACE PROCEDURES T.A.C. 81.173

- ▶ If the voter has no acceptable photo ID, he/she may be permitted to vote a photo ID provisional ballot.
- ▶ Ballot will not be counted, if the voter fails to present himself/herself to the Elections Department to provide an acceptable form of photo ID within the six (6) day cure period.

NOTICE TO PHOTO ID PROVISIONAL VOTER

Sec.63.001(g)

- ▶ Only for photo ID voters who voted provisional.
- ▶ Once “Notice of Provisional Voter” is completed by either Election Judge, inform voter to present himself/herself to the Elections Department within six (6) days from Election Day with acceptable form of photo ID in order to have provisional ballot counted.
- ▶ Provide voter with map which will offer directions to the El Paso County Elections Department.

SEE NEXT SLIDE FOR EXAMPLE

7-15c
 Prescribed by Secretary of State
 Sections 62.011, 62.0115, and 63.001, Texas Election Code; U.S.D.C. S.D.Tex. Civil Action No. 2:13-CV-00193 (Docket No. 895)
 8/2015

NOTICE TO PROVISIONAL VOTER

(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:

03/12/2018

Date

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.

(Insert Map to Voter Registrar's office here.)

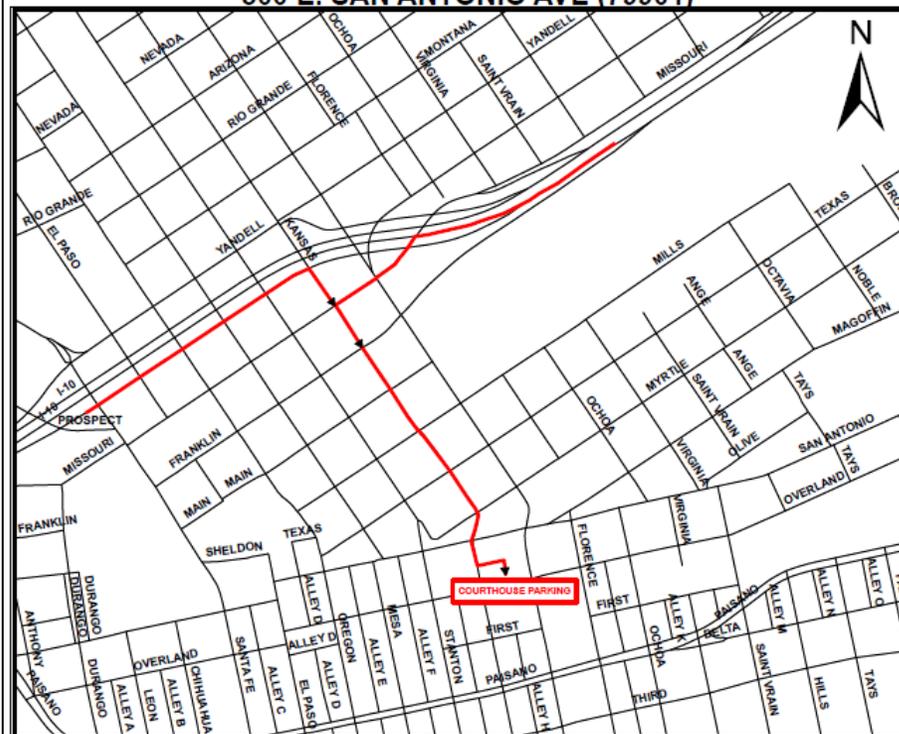
El Paso County Voter Registrar's Office

(Insert Address of Voter Registrar's office here)

Judge, you must complete this section

Completed by Polling Place Official:
 Voter's Last Name: Martinez
 Voter's First Name: José
 VUID #: 1092345678
 Precinct No. 110

ELECTIONS DEPARTMENT-EL PASO COUNTY COURTHOUSE 500 E. SAN ANTONIO AVE (79901)



DIRECTIONS TO THE COURTHOUSE

From Westside

Take I-10 East (exit 19B) on to Wyoming Ave.

From Northeast or Eastside

Take I-10 West (exit 19B) on to Missouri Ave.

1. Turn South on Kansas St.
2. Turn East on Overland St.
3. Then enter County Courthouse Parking
4. Enter the building through the 3RD Floor



EL PASO COUNTY COURTHOUSE
 ELECTIONS DEPARTMENT

LOCATION: El Paso County Courthouse, 3rd Floor, Suite 314
 ADDRESS: 500 E. San Antonio Ave.
 HOURS: 8:00 AM - 4:45 PM
 PHONE: (915)-546-2154
 WEBSITE: <http://www.epcountyvotes.com>

PARKING AVAILABLE BEHIND THE COUNTY COURTHOUSE

CURBSIDE VOTING

- ▶ What is curbside voting?
- ▶ If a voter is physically unable to enter your polling place without assistance or likelihood of injury to his or her health, one Election Worker may deliver a ballot to the voter at the entrance or curb of the polling place (Sec. 64.009(a)).
- ▶ The voter must be qualified by the Election Worker before the voter can receive the ballot (Sec. 64.009(b) and (c)).
- ▶ If the voter is not only physically unable to enter the polling place, but is also eligible for voter assistance in making his/her ballot:
 - ▶ Two Election Workers may assist the voter (Sec. 64.032(a)) or;
 - ▶ The voter may be given assistance by a person of the voter's choice, other than the voter's employer or agent of that employer (Sec. 64.032(c); 42 U.S.C.A. 1973aa-6).



CURBSIDE VOTER

card 3

DEMOCRATIC PARTY RUNOFF ELECTION
(ELECCIÓN DE DESEMPATE DE LA PRIMARIA DEL PARTIDO DEMOCRÁTICO)
LOCALITY: CASSETT (CONDOMIO DE EL PASO COUNTY, TEXAS)
JULY 31, 2012 (31 DE JULIO, DE 2012)
PRECINCT: 05 OFFICIAL BALLOT (BOLETA OFICIAL) J.C.

INSTRUCTION NOTE: Darken in the oval provided to the left of the statement indicating the way you desire to vote.
(NOTA DE INSTRUCCIÓN: Llena completamente el espacio ovalado a la izquierda de la frase que indica la manera en que quiere votar.)

Please vote on both sides of ballot if necessary.
(Favor de votar los dos lados de la boleta si es necesario.)

I AM A DEMOCRAT AND UNDERSTAND THAT I AM INELIGIBLE TO VOTE OR PARTICIPATE IN ANOTHER POLITICAL PARTY'S PRIMARY ELECTION OR CONVENTION DURING THIS VOTING YEAR.
(YO SOY DEMOCRATA Y COMPREENDO QUE NO ESTOY ELIGIBLE PARA VOTAR O PARTICIPAR EN LA ELECCIÓN PRIMARIA O LA CONVENCION DE ALGUN OTRO PARTIDO POLITICO DURANTE ESTE AÑO ELECTORAL.)

UNITED STATES SENATOR
(SENADOR DE LOS ESTADOS UNIDOS)

PAUL SADLER (8)
 GRADY YARRICUGH (9)

JUSTICE, 8TH COURT OF APPEALS DISTRICT, PLACE 2
(JUEZ, CORTE DE APELACIONES, DISTRITO NÚM. 8, LUGAR NÚM. 2)

YVONNE RODRIGUEZ (13)
 MARCOS LIZARRAGA (14)

DISTRICT JUDGE, 41ST JUDICIAL DISTRICT
(JUEZ DEL DISTRITO, DISTRITO JUDICIAL NÚM. 41)

MIKE CERVANTES (17)
 ANNA PEREZ (18)

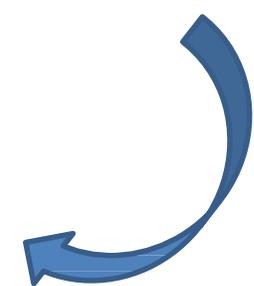
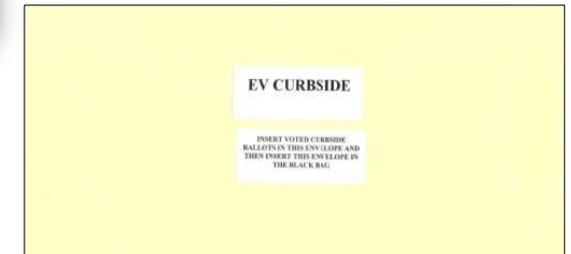
DISTRICT JUDGE, 388TH JUDICIAL DISTRICT
(JUEZ DEL DISTRITO, DISTRITO JUDICIAL NÚM. 388)

LAURA STRATHMANN (21)
 LUCILA FLORES CAMARENA (22)

DISTRICT JUDGE, 448TH JUDICIAL DISTRICT
(JUEZ DEL DISTRITO, DISTRITO JUDICIAL NÚM. 448)

SERGIO H. ENRIQUETZ (25)
 REGINA ARDITI (26)

- ▶ If paper ballot is completed by voter:
- ▶ Write the precinct number on the ballot (front left corner of ballot).
- ▶ Place ballot inside curbside envelope.
- ▶ Place curbside envelope inside curbside ballot bag, also known as **purple bag**.
- ▶ Process voter by using the same combination form as any regular voter.



RENDERING ASSISTANCE TO A VOTER

Voters who are eligible for assistance

- ▶ Any voter who is physically unable to mark his or her ballot (Sec. 64.031; 42 U.S.C.A., 1973aa-6);
- ▶ Any voter who cannot read the languages on the ballot (Sec. 64.031; 42 U.S.C.A., 1973aa-6).

Definitions of assistance (64.0321):

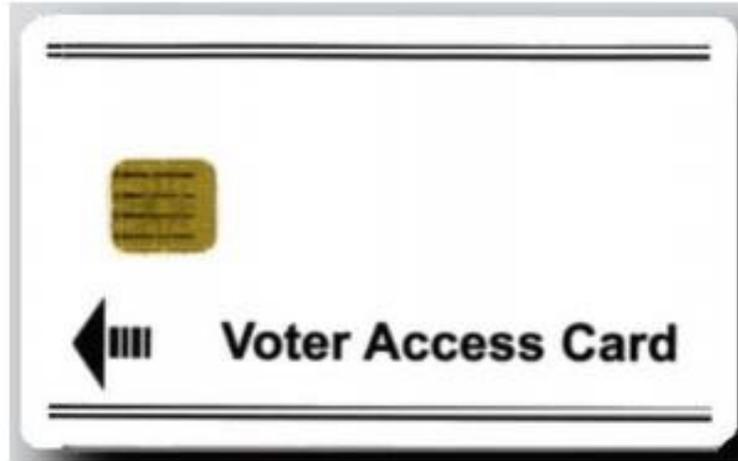
- ▶ Reading the ballot to the voter
- ▶ Directing the voter to read the ballot
- ▶ Marking the voter's ballot as directed by the voter
- ▶ Directing the voter to mark the ballot

The person who is to provide assistance must first take the Oath of Assistance administered by one Election Worker (Sec. 64.034).

INTERPRETERS, ASSISTANTS AND USING ENGLISH

- ▶ All Election Workers, while on duty at the polling place, must use English, except when helping a voter who does not understand English (Secs. 61.031, 61.036).
- ▶ The voter may also select an Interpreter, to communicate with the Election Workers attending to the voter in a language that is not English, regardless of whether the Election Worker who attempts to communicate with the voter understands or does not understand the language used by the voter (Sec. 61.032; Docket No. 61, 66).
- ▶ An Interpreter may interpret for any number of voters. For each voter, the Interpreter must take the Oath of Interpreter (Sec. 61.035).
- ▶ If Assistant or Interpreter is chosen by voter:
 - ▶ Effective after August 12, 2016 under the Federal Voting Rights Act to, contrary to Sec.61.033 of the Texas Election Code, require that Interpreters in Texas have the same eligibility requirements as Assistants.
 - ▶ A voter's chosen Assistant or Interpreter may help regardless of their residence, citizenship status, voter registration status, age, or if he/she helped another voter.

ENCODER



- Insert the voter access card into encoder with the gold chip facing up and press **“ON.”**
- When you press **“ON”**, the precinct you are working on will show in the window.
- Check window for correct precinct before creating a voter access card.
- The word **“Create”** should come up in the window. Press **“YES”** and remove the card and give to the voter.
- The voter access card has been created. At this time, **“CLEAR?”** displays in the window of the encoder.

PAPER BALLOT

- ▶ All polling places are supplied with paper ballots to be used for provisional or curbside voting. The “Register of Official Ballots” form will help you keep track of those ballots.
- ▶ Return “Register of Official Ballots” inside ballot bag with unused and spoiled ballots and seal with red seal.
- ▶ Do not detach carbon copy. Form needs to be verified by the receiving station before you can keep the carbon copy for your records.

REGISTER OF OFFICIAL BALLOTS

Secs.85.032, 127.064 through 127.068

El Paso County Elections Department



Elections Department
500 E. San Antonio Ave., Suite 314
El Paso, TX 79901

Phone: 915 546-2154
Fax: 915 546-2220
www.epcountyvotes.com

LISA WISE
ELECTIONS ADMINISTRATOR

AB7C-4
Prescribed by Secretary of State
Section 85.034, Texas Election Code
307

Pct. # 10
Beginning # 000001 - 000015

REGISTER OF OFFICIAL BALLOTS

Number of ballots received..... 15

Number of ballots defectively printed..... 0

Number of spoiled ballots returned by voter..... 0

Number of unused ballots..... 14

Number of ballots voted including provisional
(as shown by number of voters on poll list)..... 1

TOTAL NUMBER OF BALLOTS ACCOUNTED FOR..... 15

*These two numbers should be equal.
Number of provisional ballots voted
(as shown by number of voters on list of provisional voters)..... 1

I the undersigned, Presiding Judge of the Election held on the 01 day of March, 2016, at Election Precinct No. 10 in El Paso, 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 were locked in the appropriate ballot box or bag as required by law.

WITNESS MY HAND this the 1st day of March, 2016.

Presiding Judge Sign here John Doe.
Presiding Judge

NOTE: AFTER COMPLETING AND SIGNING THE REGISTER OF OFFICIAL BALLOTS FORM, INSERT THE FORM WITH THE UNUSED BALLOTS IN THE BAG AND PLACE A SECURITY SEAL ON THE BAG. JUDGE AND ALTERNATE JUDGE MUST INITIAL THE SEAL.

For Official Use Only
RECEIVING STAFF AT THE COURTHOUSE:
SIGN BOTTOM PART OF FORM THEN INSERT THE CARBON COPY IN ENVELOPE #3 OR RETURN TO PERSON DELIVERING THE SUPPLIES.

Verified by: 

Print first and last name _____ Sign _____

Equal Opportunity Employer



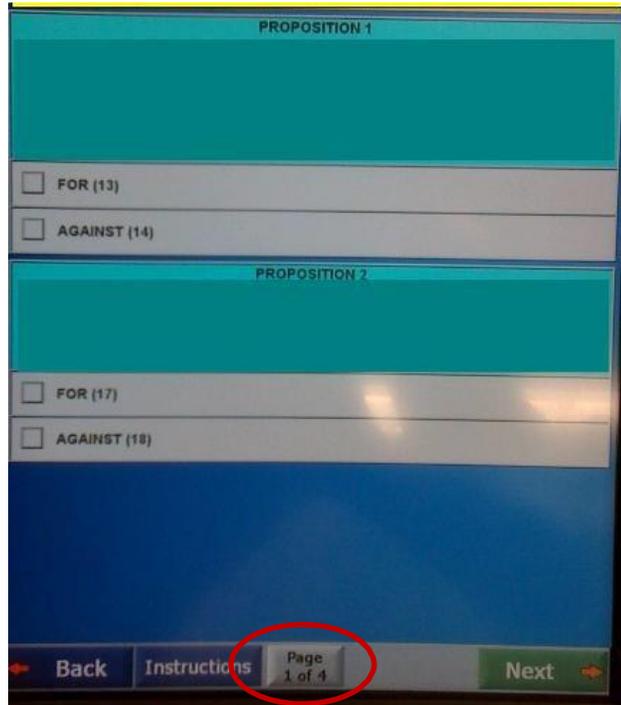
SPOILED BALLOT

- ▶ A voter who makes a mistake while marking his or her ballot may take the spoiled ballot to an Election Worker and exchange it for a new ballot (Sec. 64.007(a)).
 - ▶ A voter may spoil up to **two ballots and vote a third ballot** (Sec. 64.007(b)).
- ▶ The Election Worker shall put the name of the voter and the ballot number on the Register of Spoiled Ballots, indicate on the ballot it is spoiled, and place the spoiled ballot along with the register inside Curbside and Provisional Ballot Bag (see next slide for example).

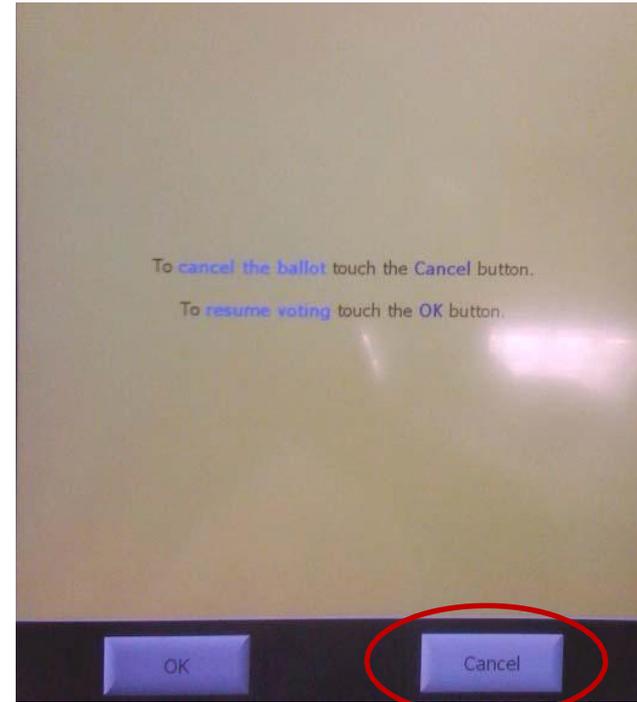
BALLOT CANCELLING

- ▶ When a voter no longer desires to cast their ballot or wants to cast their ballot on a different touchscreen, the Election Worker must hold the page number at the bottom middle of the touchscreen for **30 seconds**.
- ▶ A warning screen will appear giving the voter the option to resume voting or cancel the ballot. Once a ballot is cancelled, the voter access card used for that ballot will no longer be valid and must be re-encoded before use.

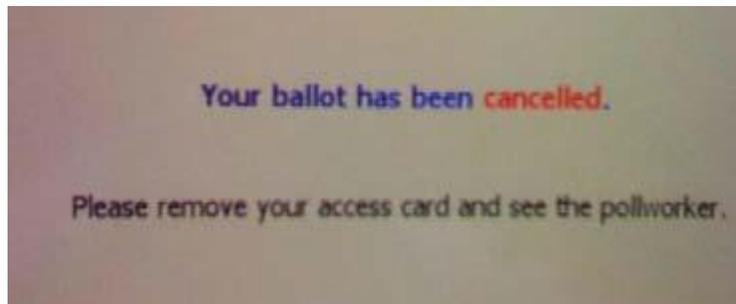
BALLOT CANCELLING



Press the "Page" button at the bottom for **15 seconds**.



Press the "Cancel" button on the cancel ballot screen.



Remove voter access card. This card is no longer active and must be re-processed in order to be used.

ELECTION DAY SEAL LOG

 **ELECTION DAY SEAL LOG**

LOCATION **POLLING PLACE** PRECINCT **100**

UNITS **SAMPLE ELECTION**

ELECTIONS

UNIT	TS SERIAL NUMBER	DISK SERIAL NUMBER	YELLOW LOCK SEAL	RED CASE SEAL #1	RED DOOR SEAL #2	DO NOT REMOVE RED SLOT SEAL #3
0	144864	71920140045	466821	45262261	45262262	45262263
1	145174	71920140046	466822	45262264	45262265	45262266
2	106682	71920140047	466823	45262267	45262268	45262269
3	145318	71920140048	466824	45262270	45262271	45262272

UNIT	TS SERIAL NUMBER	OPENING		END OF DAY CLOSING		
		RESEAL OF DOOR SEAL #2	RED SLOT SEAL #3	RED DOOR SEAL #2	RED CASE SEAL #1	YELLOW SEAL
0	144864					
1	145174					
2	106682					
3	145318					

DATE **9 / 10 / 16**

ALT JUDGE **John Hope** JUDGE **Priscilla Morales**

PLEASE PLACE ALL USED SEALS ON THE BACK OF THIS SHEET
Return in Envelope No. 2

- ▶ You must have the correct machine count.
- ▶ Serial numbers must match; place all used seals on the back of the sheet.
- ▶ Open all machines assigned to your polling place.

TOUCHSCREEN RECAP SHEET

ELECTION DAY TOUCHSCREEN RECAP SHEET

Precinct Number (Núm. de Preciata)	8	Type of Election (Tipo de Elección)	General
Date of Election (Fecha de la Elección)	11.08.2016	Authority Conducting Election (Autoridad Administrando la Elección)	Lisa Wise

TOUCHSCREENS												
Unit	TOUCHSCREEN 0	TOUCHSCREEN 1	TOUCHSCREEN 1	TOUCHSCREEN 2	TOUCHSCREEN 3	TOUCHSCREEN 4	TOUCHSCREEN 5	TOUCHSCREEN 6	TOUCHSCREEN 7	TOUCHSCREEN 8	TOUCHSCREEN 9	Unit
Serial Number	SN# 18934	SN# 18935	SN# 18936	SN# 18937	SN# 18938	SN#	SN#	SN#	SN#	SN#	SN#	Serial Number
	COUNT											TOTAL
OPEN 7:00 A.M.	0	0	0	0	0	0	0	0	0	0	0	= 0
9:30 A.M.	4	6	8	4	7							-29
11:30 A.M.	15	10	11	9	15							-60
1:30 P.M.	23	20	18	15	23							-99
3:30 P.M.	29	35	23	20	28							-135
5:30 P.M.	36	42	29	31	39							-177
CLOSE 7:00 P.M.	45	49	38	45	52							-229

1. Log the touchscreen serial numbers on the row labeled 'Serial Number' before 7:00 a.m. on Election Day.
2. At each time interval listed, log the vote count of each touchscreen under the column labeled 'COUNT'.
3. At each time interval listed, add up the vote count of all touchscreens under the column labeled 'TOTAL'.

RETURN INSIDE ENVELOPE #2

- To get touchscreen totals look at the bottom right of the touchscreen.
Example: TOT:029
- Remember to log in all machines assigned to your polling place.

NOTICE OF VOTER COUNT

Sec. 61.007(c)

- ▶ The notice shall remain posted at the entrance to your polling place until poll is closed for voters.
- ▶ Totals for every interval must match the total number of touchscreen counts from “Touchscreen Recap Sheet.”

AW-4
Prescribed by Secretary of State
Section 61.007(c), Texas Secretary of State
107

PRECINCT(S) 8

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

(NUMBER OF VOTERS)
(NUMERO DE VOTANTES)

9:30 A.M. (TOTAL)	<u>29</u>
11:30 A.M. (TOTAL)	<u>60</u>
1:30 P.M. (TOTAL)	<u>99</u>
3:30 P.M. (TOTAL)	<u>135</u>
5:30 P.M. (TOTAL)	<u>177</u>

Priscilla Morales
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 #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 los horas señaladas arriba. El aviso quedará puesto hasta que cierren los sitios de votación. Devuelva esta forma en el sobre # 2 a la persona a cargo de los archivos electorales.

RETURN INSIDE ENVELOPE #2

VOTING MACHINES AND SIGNS

- ▶ Only Election Workers can open and close voting machines.
- ▶ Any machine problem(s) please close machine(s) and call tech support immediately at 915-546-2154.
- ▶ Take enough “VOTE HERE” signs for your polling place.
- ▶ At the end of the day leave “VOTE HERE” signs and voting machines in same area where you first located the voting machines at the beginning of the day.



DON'T FORGET YOUR RECEIPT

- ▶ To be completed with:
- ▶ Total voted ballots in units +
- ▶ Total voted ballots curbside +
- ▶ Total voted ballots provisional
- ▶ = Total voted ballots
- ▶ Presiding Judge must sign receipt before turning it in.

RECEIPT

PRECINCT #: 

ELECTION: May Special and Uniform Election DATE: May 7, 2016

VOTED BALLOTS CERTIFICATE
COMPLETE AND DELIVER WITH CURBSIDE, PROVISIONAL, AND BLUE BANK BAG TO RECEIVING STATION:

TOTAL VOTED BALLOTS IN UNITS:	<input type="text" value="229"/>
TOTAL VOTED BALLOTS CURBSIDE:	+ <input type="text" value="1"/>
TOTAL VOTED PROVISIONAL BALLOTS:	+ <input type="text" value="6"/>
<hr/> TOTAL VOTED BALLOTS:	<hr/> = <input type="text" value="236"/>

SIGNATURE OF ELECTION JUDGE: Priscilla Morales

SIGNATURE OF CENTRAL COUNT STAFF: _____

TIME IN: _____

§ 127.065. Receiving Sealed Ballot Box at Counting Station
(a) On receipt of a sealed ballot box, the presiding judge of the central counting station or the judge's designee shall give a signed receipt for the box to one of the delivering officers. The presiding judge at the polling place shall preserve the receipt for the period for preserving the precinct election records.

END OF DAY 2's, 3's & 4's

At the end of the day, the various forms that came out of the Election Day bag at the beginning of the day must be distributed to appropriate authorities in particular envelopes. Unused forms go back into the Election Day forms envelope.

▶ **Envelope 2**

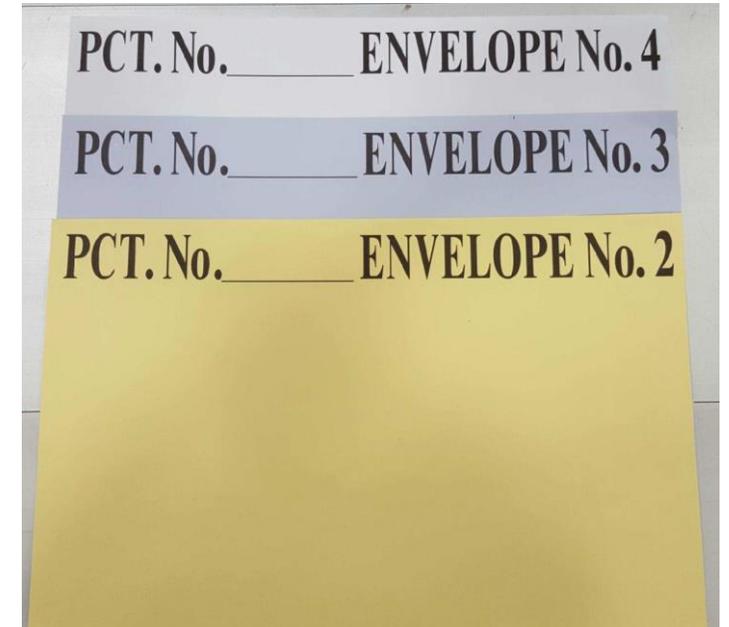
- ▶ Yellow combination forms
- ▶ Reasonable Impediment Declaration, if any
- ▶ Poll Watcher Certificate of Appointment (if presented)
- ▶ Notice of Total Number of Voters Who Have Voted (Must be posted at entrance to polling location during the day)
- ▶ Oath of Election Judges and Clerks/Oath of Assistance and Interpreters
- ▶ Election Day Seal Log (pink form; will be available inside Election Day binder)
- ▶ Touchscreen Recap Sheet
- ▶ Notice of Defective Delivery, if any

▶ **Envelope 3**

- ▶ Pink and blue combination forms

▶ **Envelope 4**

- ▶ White combination forms
- ▶ Statement of Residence, if any
- ▶ Texas Voter Registration Application (English and Spanish), if any
- ▶ Voter's Similar Name Correction Request Form, if any
- ▶ Registration Omissions List



VOTING MACHINE CLOSING PRODECURES

- ▶ After closing your polling place, Presiding Judge and Alternate Judge must eject data disk from each card slot on every assigned voting machine whether machine was used or not.
- ▶ Place all disks inside blue bank bag.
- ▶ Election Judge must lock the bank bag and remove the key.
- ▶ Place key inside the clear envelope (envelope will be inside blue bank bag), and seal with a red seal.
- ▶ Note: Both Election Judges must initial seal at the time of sealing.

VOTING MACHINE CLOSING PROCEDURE



Remember to place both sealed plastic key envelope and sealed blue bank bag at the very top of your Election Day bag.

CLOSING THE POLLS

- ▶ Officially close and lock the door to the polling place at 7:00 p.m. (Sec. 41.031 (a)).
- ▶ Every voter in line before 7:00 p.m. must be allowed to vote (Sec. 41.032).
 - ▶ Have all voters enter the polling place, if possible, and lock the door
 - ▶ If it is not possible to get all of the people waiting in line into the polling place, position and Election Worker after the last person in line at 7:00 p.m., or
 - ▶ Distribute numbered identification cards, tokens, etc. to people waiting in line at the time for official closing of the polls (Sec. 41.032(b)).
- ▶ Do not begin closing voting machines until last voter has finished voting.
- ▶ Pack all supplies provided by the Elections Department inside Election Day bag.
- ▶ Return to the El Paso County Courthouse, 3rd floor, to deliver the Election Day bag. Remember to park inside the County Garage to receive parking pass validation.

ITEMS TO BE ON TOP OF ELECTION DAY BAG

- ▶ When preparing to leave your polling place, items listed on this form must be at the very top of the bag upon return to the El Paso County Courthouse.
- ▶ This form will be available in the back of your Election Day binder.

ELECTION DAY

ITEMS TO BE ON TOP OF ELECTION DAY KIT (BAG) WHEN CLOSING POLLING PLACE AFTER 7:00 P.M.

<p>Receipt</p> <p>Complete with total number of votes for touchscreen, curbside & provisional ballots.</p> 	<p>Provisional Curbside Bag</p> <p>For Primaries Only: Democratic Party- Blue Bag Republican Party- Red Bag</p> 
<p>Bank Bag</p> <p>Inside: All assigned disks and zero reports. You must lock and seal with red seal. Judge and Alternate must initial the seal.</p>  <p>Seals Democratic Party- Blue Bag Republican Party- Red Bag</p>	<p>Curbside Ballot Bag (Purple Bag)</p> <p>Voted ballots inside ballot bag and seal with red seal.</p> 
<p>Orange Access Card Bag</p> <p>Inside: Access cards, key w/ wristband, bad card(s) envelope and password.</p> 	<p>Key Envelope</p> <p>Blue bank bag key and seal with red seal. Judge and Alternate must initial the seal.</p> 
<p>Payroll Envelope</p> <p>For Primaries Only: Democratic Party- Manila Envelope Republican Party- Red Envelope</p> 	<p>Cancelled Ballots</p> <p>For Primaries Only: Democratic Party- D Republican Party- R</p> 
<p>2, 3, 4's</p> <p>Presiding Judge keeps envelope No. 3</p> 	<p>Poll Book(s)</p> 

- Presiding Judge: Your Election Day kit (bag) must be dropped off at the El Paso County Courthouse, 3rd Floor, located at 500 E. San Antonio Ave., El Paso, Texas 79901. Please park your vehicle inside the County Garage located at 500 E. Overland Ave., El Paso, Texas 79901. Parking pass will be validated only when you park inside the County Garage.

DELIVERY OF ELECTION DAY BAG

- ▶ Both Presiding Judge Democrat and Presiding Judge Republican must deliver the Election Day bag to the El Paso County Courthouse.
- ▶ Please make arrangements to deliver the bag together. It's recommended that both Presiding Judges ride together, but it's not required.
- ▶ Presiding Judge can follow Presiding Judge from the opposite party in a separate vehicle, if necessary.

END OF TRAINING

for more information or questions regarding this training
please contact Melissa Rosales at

MeRosales@epcounty.com

www.epcountyvotes.com