



**COUNTY OF EL PASO, TEXAS  
ELECTIONS DEPARTMENT**

**ELECTION DAY**

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ELECTIONS ADMINISTRATOR**

# **ELECTION DAY**

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# Election Day Voting Center List

**Scan Code below to access the Election  
Day Voting Centers.**



# **Election Day Opening Instructions**

- 1. HotSpot (MiFi)**
- 2. Poll Pad Opening**
- 3. DS200 Opening Instructions**
- 4. ExpressVote Opening Instructions**
- 5. ExpressTouch Opening Instructions**

# Hot Spot (MiFi)

**TURN HOTSPOT ON FIRST!**



# POLL PAD

## OPENING INSTRUCTIONS



**MEET THE**

# POLL PAD<sup>®</sup>



**1 Power Button**

**2 Home Button**

**3 Poll Pad & Plastic Shell**

**4 Stand Arm**

**5 Poll Pad Base**

**6 Camera**

**7 ID Tray**

**8 Hot Spot**



1. Green Case
2. Poll Pad
3. Poll Pad Base
4. Poll Pad Stand Arm
5. iPad Charger (3 part)
6. Stylus
7. ID Tray
8. Printer
9. Printer Charger (Under Poll Pad)

# OPENING PROCEDURES

# OPENING PROCEDURES

## POLL PAD SETUP

### 1. POWER ON HOTSPOT



To **POWER ON** the Hotspot, press the Power Button located on the top right-hand side. Press and hold the power button until the **Verizon** logo appears. Allow the Hotspot to completely power on and set aside. (Hotspot will look exactly like the image on the left when powered on).

### 2. ATTACH STAND ARM



To attach the stand arm to the iPad shell, press the buttons on the side of the arm, and place in circular opening. Release buttons and rotate the arm until you hear a click.

### 3. CONNECT ARM TO BASE



Take arm and place into Poll Pad Base. Once attached rotate iPad making sure the camera is on top, oriented in a landscape position.

### 4. ATTACHED PHOTO ID TRAY



Attached the ID tray to the iPad using the mounting clip. Once attached, insert stylus into the holding slot.

# OPENING PROCEDURES

## POLL PAD SETUP

### 5. LOCATE PRINTER

Open the transport case, remove printer, printer power adapter and power cord.

Remove Poll Pad charger



### 9. CONNECT TO POWER ADAPTER

Connect the power cord to the power adapter.  
**NOTE: Ensure secure connection.**



### 8. CONNECT TO PRINTER

Plug the connector into the back of the printer with arrow on the cable facing down.



### 6. CONNECT TO PRINTER

Plug the connector into the back of the printer with the flat side facing down.



# OPENING PROCEDURES

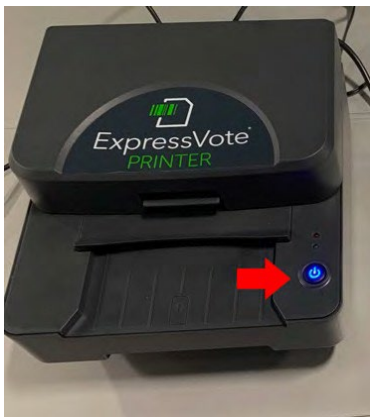
## POLL PAD SETUP



### 10. PLUG POLL PAD & PRINTER INTO SURGE PROTECTOR

Plug your **POLL PAD** and **PRINTER** into a **SURGE PROTECTOR**.

**NOTE:** Make sure your check-in table is close to the wall outlet, or you have an extension cord available.



### 11. TURN PRINTER ON

The **ON/OFF** button is on the front of the printer. Press the **ON/OFF** button until the button turns blue, and you hear a beep sound. If you do not see a blue power button light, check that the connections are securely plugged into the power adapter, and the surge protector is turned on and the outlet has power.



### 12. POWER ON POLL PAD

Press the power button on the top left edge of the unit until you see the Apple icon, then release. The iPad will power on.

# OPENING PROCEDURES

## POLL PAD SETUP

### 13.HOME SCREEN CHECKLIST



- Name of Jurisdiction
- Election Name and Date
- Polling Place Location is Correct (Most Important)
- Check-in Count = 0
- Battery Life is Close to Full (90% or greater)

### 14. PRINTER CONNECTIVITY



Printer is connected once the printer icon is green.

### 15. PRINTER ICONS & COLORS



Poll Pad is paired with the printer.



Poll Pad recognizes the printer and is currently in the process of pairing with the device.



Poll Pad is not paired with the printer. Check that all power cords are securely fastened.

# OPENING PROCEDURES

## POLL PAD SETUP

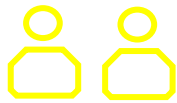
### 16. MULTI-PEER ICON & COLORS



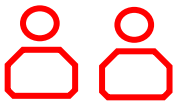
Poll Pad is currently connected and synchronizing with the other precinct Poll Pads.



The number inside of the blue circle indicates the number of precinct units the Poll Pad is connected.



Poll Pad recognizes the presence of other precinct Poll Pads but is not connected or synchronized with these units.



The Poll Pad is currently disconnected and not synchronizing with the other precinct Poll Pads.

### 17. CLOUD SYNC ICONS & COLORS



Poll Pad is currently connected and synchronizing with the Central Election database.



Poll Pad is in the process of connecting to the Central Election database.



Poll Pad is currently disconnected and not synchronizing with the Central Election database.

### 18. YELLOW ENVELOPE ICON



Please check your messages whenever you see a number on the **YELLOW ENVELOPE ICON**.

# POLL PAD CLOSING PROCEDURES

1. Disassemble Poll Pad
2. Place each Poll Pad item in designated area inside green case.

(Make sure the Poll Pad Cords are neatly wrapped when storing them away).

3. Hotspot
  - a. Make sure Hotspot is turned off.
  - b. During Early Voting return Hotspot inside black bag with clear backing.
  - c. During Election Day return Hotspot inside orange bag with clear backing.
4. Close latches on green case.
5. Secure green case with lock.

# **DS200 ELECTION DAY OPENING INSTRUCTIONS**



# DS200 ELECTION DAY OPENING INSTRUCTIONS

Before starting the Opening Procedures, be sure you have the barrel (larger) key, election password, and the ballot box (silver) key located in the **Orange Bag**



1. Locate the back door of the DS200.
2. Use the silver key to unlock and extract the power cord.
3. Plug the DS200 power cord directly into a surge protector.  
**Power surge protector to a working outlet.** (Make sure you have power).



4. Locate the Auxiliary Ballot Compartment.
5. Verify the seal number\* and break the **RED TAIL SEAL**. Unlock door with silver key to check that the tray is empty. Once checked, close door and lock with silver key.
6. Reseal with a **RED TAIL SEAL**.
7. Place broken tail seals in the **YELLOW BANK BAG**.
8. Locate the Main Ballot Compartment. Verify the seal number\* and break the **GREEN TAIL SEAL**.
9. Use the small silver key to unlock the **RED LOCK**.

**Note: Verify that the seal number matches the seal number on the log sheet. Record new serial numbers on the log sheet.**



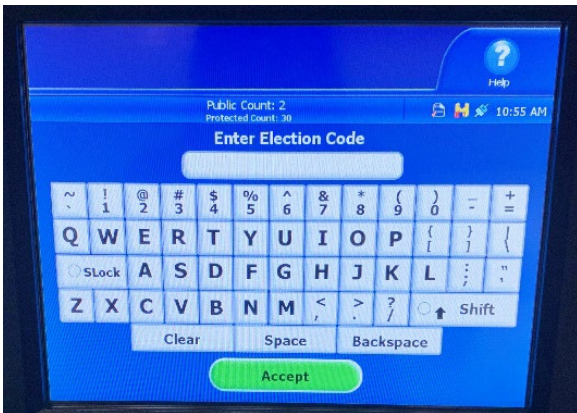
10. Using the silver key unlock the Main Ballot Compartment door, extract the **Blue Ballot Box**, and check that the ballot box is empty.
11. Please verify there is a blue seal within plastic pocket located in front of **Blue Ballot Box**.
12. Once verified, close the flaps and reinsert the **Blue Ballot Box**.
13. Once the box is inside, open the flaps.
14. Close and lock the Main Ballot Compartment door using your silver key and reseal the Main Ballot Compartment with the **RED LOCK** and new **GREEN TAIL SEAL**. (Record new serial number on the log sheet).
15. Place broken tail seals in the **YELLOW BANK BAG**.

# DS200 ELECTION DAY OPENING INSTRUCTIONS



16. Locate the DS200 Ballot Box Lid. Verify and remove the **BLUE SEAL** and attach the seal to the back of the log sheet.
17. Using your silver key unlock lid, unlock latches, and open the DS200 Ballot Box Lid, pull out key.
18. Using your larger barrel key unlock the screen, flip up the screen, and pull-out key.  
**The DS200 will automatically power up.**

**\*\*\*Please wait about a minute and a half for the machine to power up. \*\*\***



19. Enter Election Code:  
**THIS CODE WILL BE LOCATED INSIDE THE ORANGE BAG.**
20. press the green "Accept" button.

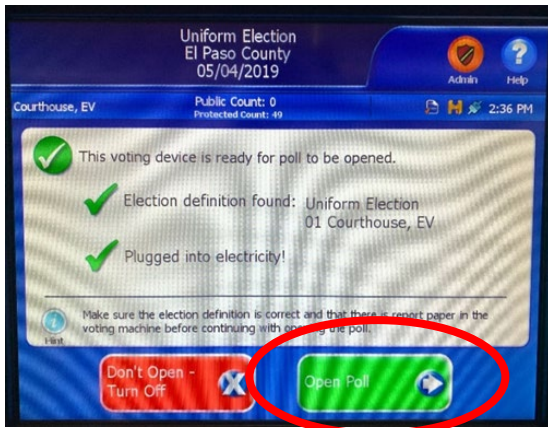
**Note: Use the "Shift" button for capital letters.**



21. The "Configuration Report" screen will appear. Please press the red "**Cancel Printing**" button.

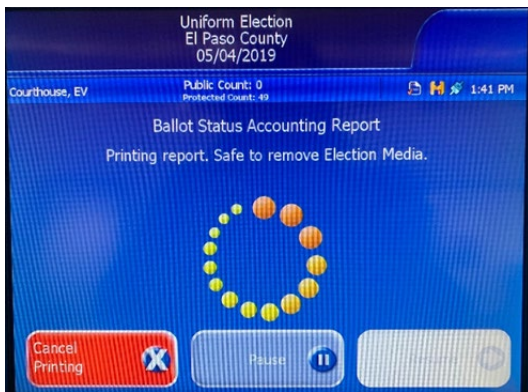
**Note: Place any printed Configuration Report in YELLOW BANK BAG.**

# DS200 ELECTION DAY OPENING INSTRUCTIONS



22. “This voting device is ready for the poll to be opened” screen will appear. Please verify that there is a green check mark before **“Election definition found”** and **“Plugged into electricity.”**

23. Then press the green **“Open Poll”** button.



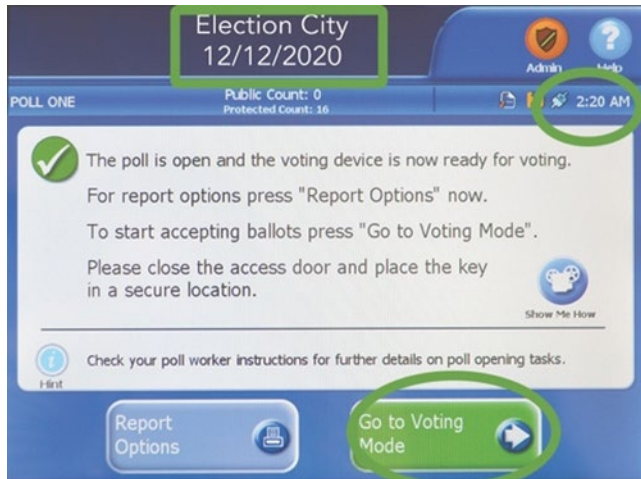
24. The “Ballot Status Accounting Report” screen will appear, let the report print.



25. Once the “Ballot Status Accounting Report” is finished printing, the “Zero Totals Report” screen will appear and print.

When the “Zero Totals Report” has finished printing, have all poll workers sign and put the reports into the **YELLOW BANK BAG.**

# DS200 ELECTION DAY OPENING INSTRUCTIONS



26. Ensure that the Public Count is zero. If it is not, call the Elections Department at (915) 546-2154 for assistance. Make sure the date, election and poll names are accurate. Press the green “**Go to Voting Mode**” button.



**The DS200 is now ready for Voting!**

# ExpressVote ELECTION DAY OPENING INSTRUCTIONS



# ExpressVote ELECTION DAY OPENING INSTRUCTIONS

Before starting the Opening Procedures, be sure you have the barrel (larger) key, election password, and the ballot box (silver) key located in the **Orange Bag**.

1. & 2.



\*It is preferred to have a team of 2 poll workers to set-up the ExpressVote.

One person will stand behind the ExpressVote and one person will stand in front of the ExpressVote.

1. The person behind will set their foot on the ExpressVote base to provide weight.  
**(Keep foot on base at all times).**
2. The person in front will locate the handles on the back of the ExpressVote (one will have a yellow lever).
3. To lift the unit up, make sure you are holding both handles. Push-up yellow lever and pull up the unit. (Remember to lift with your legs).
4. Once the unit reaches the top, release yellow lever to secure locking clip on top post. (Make sure case locks before releasing both handles.)

6.



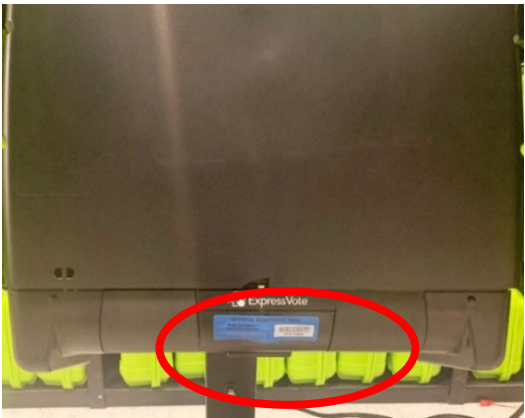


7.


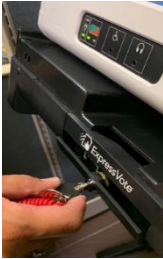




5. The person behind the ExpressVote locates the green tabs.  
**Note:** On the sides of the green tabs highlighted in green, states the different positions the machine can be placed in. (Lowering, seated, and standing).
6. Push the green tabs to unlock the unit. As you push the green tabs; the person in front of the ExpressVote will be lifting the case towards them to set it into position. The person pushing the green tabs needs to let their partner know when the machine is in “standing” mode.
7. Once it is in “standing” mode you will pull the green tabs back to secure the unit into standing position.

# ExpressVote ELECTION DAY OPENING INSTRUCTIONS

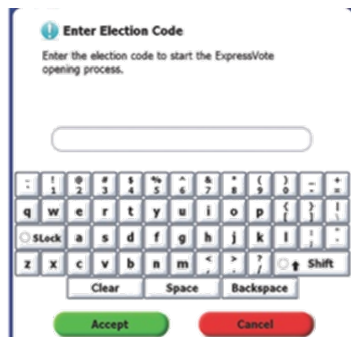
<p>10.</p> 	<p>8. Unravel the power cord from its holder (located at bottom of the machine).</p> <p>9. Plug the input of the power cord into the back of the machine.</p> <p>10. Plug the output of the power cord of the first ExpressVote into the surge protector. <b>Note:</b> Plug surge protector to a working outlet. (Make sure the surge protector has power).</p>
<p>11.</p> 	<p>11. Daisy chain the remaining ExpressVote machines to one another.</p> <p><b>Note: Daisy Chain Output is located on the left side of the machine below the ADA Keypad.</b></p>
<p>12.</p> 	<p>12. Locate the <b>BLUE SEAL</b> on the front of the ExpressVote machine.</p> <ol style="list-style-type: none"><li>Verify that the seal number matches the seal number on the log sheet.</li><li>Remove the <b>BLUE SEAL</b> from each ExpressVote machine and attach the seals to the back of the log sheet.</li></ol> <p><b>Note: Log sheet will be found inside your binder.</b></p>

# ExpressVote ELECTION DAY OPENING INSTRUCTIONS

13.		13. Unlock unit using the larger barrel key and lift front lid of the ExpressVote.
14.		14. Close and lock the front main access compartment door using the larger barrel key.
15.		15. Using the larger barrel key, unlock and open the access compartment door located on the left side of the machine.
17.		<p>16. Locate the power switch.</p> <p>17. Press the “ON” button to power the ExpressVote.</p> <p><b>Make sure ADA Keypad cord runs through cord door opening.</b></p> <p>18. Close and lock access compartment door using the larger barrel key.</p> <p><b>Note: The system startup will take several minutes.</b></p>

# ExpressVote ELECTION DAY OPENING INSTRUCTIONS

19.



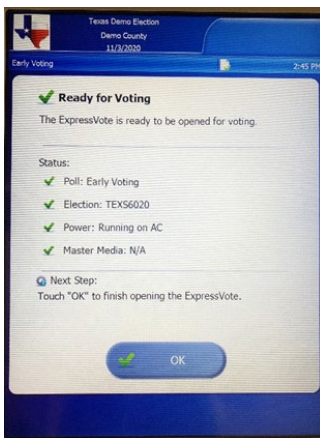
19. Enter the Election Code on the screen.

**CODE IS LOCATED IN THE  
ORANGE BAG.**

20. Press the green “Accept” button.

**Note: Use the “Shift” button for capital letters.  
DON'T PRESS CANCEL!!!**

21.



21. The “Ready for Voting” screen will appear.

- a. **Make sure all checkmarks are green.**
- b. **Confirm the date, election, and poll name is correct.**
- c. Press the blue “OK” button.

22.



**Welcome Screen:**

22. Confirm the unit is plugged into AC power.  
Make sure that both lights on the front of the unit are green (lights are located near the headphone jack).

# ExpressVote ELECTION DAY OPENING INSTRUCTIONS

23.



23. You will find the ADA Key Pad on the left handside of the ExpressVote (under the compartment door).

Remove the ADA Key Pad and place it on the front tray below the screen.

(Headphones will be found in your Black Bag).

24.



24. On the lid you will locate the privacy flaps. Extend the left and right flaps from each side of the lid and lower the flaps to provide privacy for the voter.

25.



25. Make sure that each flap is aligned properly into the side slots.

# ExpressVote ELECTION DAY OPENING INSTRUCTIONS

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26.



26. The ExpressVote is set-up and ready to go.





**Let the voting begin!**

# ExpressTouch ELECTION DAY OPENING INSTRUCTIONS




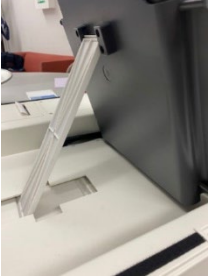

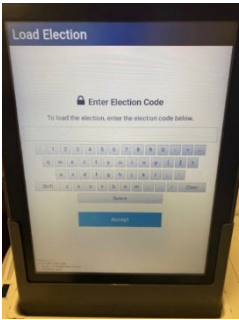
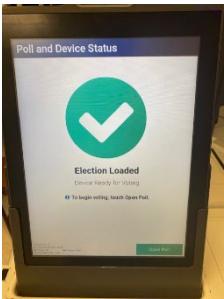
# ExpressTouch (Curbside) ELECTION DAY OPENING INSTRUCTIONS

Before starting the ExpressTouch Open Procedures, be sure you have the smaller barrel key, election password, & Supervisor Access Card located in the **Orange Bag**.

1. 	<ol style="list-style-type: none"><li>1. Unlock the blue latches located on the left side of the machine.</li><li>2. Lift the Auxiliary AC outlet section (white portion). One Person holds the white portion up.</li></ol>
3. 	<ol style="list-style-type: none"><li>3. Another person unravels and removes the power cord from its holder, close the Auxiliary AC outlet section (white portion) lock the blue latches.</li></ol>
4. 	<ol style="list-style-type: none"><li>4. Plug the power cord to the back of the machine and to the surge protector. Green light will tun on once it is plugged in correctly. <b>Note: Plug surge protector to working outlet. (Make sure the surge protector has power).</b></li></ol>
5. 	<ol style="list-style-type: none"><li>5. Locate the <b>BLUE SEAL</b> on the gray cover located in front of the ExpressTouch, (Curbside Machine).<ol style="list-style-type: none"><li>a. Verify that the seal number matches the seal number on the log sheet.</li><li>b. Remove the <b>BLUE SEAL</b> from the ExpressTouch, (Curbside Machine), and attach the seal(s) to the back of the log sheet. <b>Note: Log sheet will be found inside your binder.</b></li></ol></li></ol>

# ExpressTouch (Curbside)



## ELECTION DAY OPENING INSTRUCTIONS

<p>6.&amp;7.</p>  <p>8</p> 	<ol style="list-style-type: none"> <li>Open the case by unlocking the black latches located in the front of the machine.</li> <li>Lift the gray cover.</li> <li>Lift the unit up and secure the kickstand on the back of the unit.</li> </ol>
<p>9.</p> 	<ol style="list-style-type: none"> <li>Insert the Supervisor Card into the slot located at the top of the ExpressTouch.</li> <li>The Green light will come on under the power icon (located at the top right corner of the Unit). ExpressTouch will automatically start up.</li> </ol>
<p>11. -13.</p> 	<ol style="list-style-type: none"> <li>Enter the Election Code on the screen.</li> </ol> <p><b><u>CODE IS LOCATED IN THE ORANGE BAG</u></b></p> <ol style="list-style-type: none"> <li>Press the Blue “Accept” button.</li> </ol> <p><b>Note: Use the “Shift” button for capital letters.</b></p> <ol style="list-style-type: none"> <li>Remove Supervisor Card</li> </ol>
<p>14.</p> 	<ol style="list-style-type: none"> <li>Poll and Device Status screen will appear.</li> </ol> <p>Press the Green <b>Open Poll</b> Button at the bottom.</p> <p>The <b>“Zero Total Report”</b> will automatically print. Have all poll workers sign and put the reports into the <b>Yellow Bank Bag</b>.</p>

# ExpressTouch (Curbside)

## ELECTION DAY OPENING INSTRUCTIONS

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<p>15.</p> 	<p>15. “Enter Election Code Screen” will appear. To by-pass insert Supervisor Card.</p>
<p>16.</p> 	<p><b>Welcome Screen:</b></p> <p>16. Confirm the unit is plugged into AC power. Blue light will turn on the top right corner of the screen.</p> <p><b>LET THE VOTING BEGIN!</b></p>

# **Election Day Closing Instructions**

- 1. Poll Pad & Hot Spot Closing Instructions**
- 2. DS200 Closing Instructions**
- 3. ExpressVote Closing Instructions**
- 4. ExpressTouch Closing Instructions**

# POLL PAD CLOSING PROCEDURES

1. Once Poll Pad synchronizes at the end of the day, turn off Poll Pad.
2. Disassemble Poll Pad
3. Place each Poll Pad item in designated area inside green case.

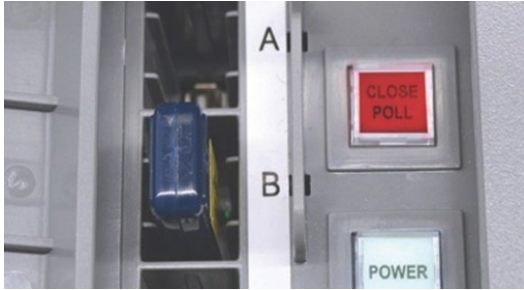
(Make sure the Poll Pad Cords are neatly wrapped when storing them away).

4. Hotspot
  - a. Make sure Hotspot is turned off.
  - b. During Election Day return Hotspot inside orange bag with clear backing.
5. Close latches on green case.
6. Secure green case with lock.

# **DS200 ELECTION DAY CLOSING INSTRUCTIONS**



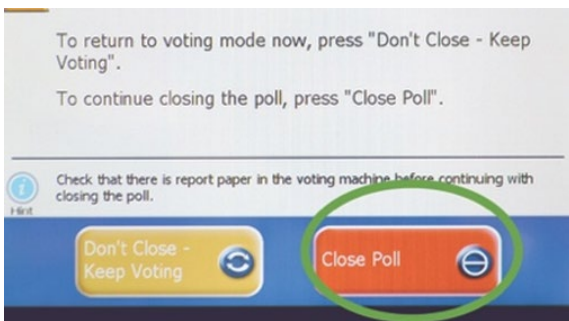
# DS200 ELECTION DAY CLOSING INSTRUCTIONS



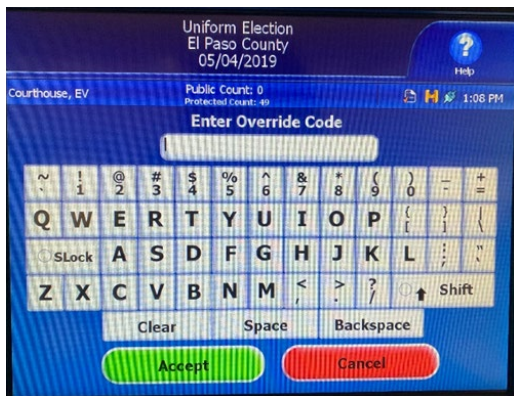
To officially close the polls **AT THE END OF THE DAY**

1. Unlock the access door located directly in front of the screen and press and hold down the “**Close Poll**” button for 3 seconds.

**As you press the “Close Poll” button it will turn red and then turn off.**



2. This screen will appear to confirm you are ready to close the poll – press the red “**Close Poll**” button.



3. The “**Override Code**” screen will appear, please enter your “**Override Code**”.

**THIS CODE IS IN THE ORANGE BAG.**

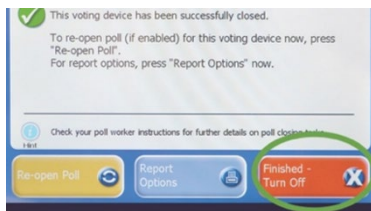
4. Press the green “**Accept**” button.

Note: Use the “Shift” button for capital letters.

# DS200 ELECTION DAY CLOSING INSTRUCTIONS



5. The “Ballot Status Accounting Report” screen will appear and will print a report.
6. **All poll workers must sign the “Ballot Status Accounting Report.”**
7. Once signed, place the report in the **YELLOW BANK BAG**.



8. The “Successfully Closed” screen will appear, press the red **“Finished – Turn off”** button to shut down the DS200.

The DS200 will begin shutting down.



**Wait until the power button on the DS200 is no longer RED.**

**\*\*\* Removing the flash drive before shutdown is complete could damage the equipment. \*\*\***

9. Remove the green seal from the Election Definition Flash Drive and place the seal on the back of the log sheet. *(Verify that the serial number matches with the log sheet).*
10. Remove the Election Definition Flash Drive.
11. Place the Election Definition Flash Drive into the **YELLOW BANK BAG**.
12. Using your large barrel key, close and lock the access door.
13. Flip down the DS200 screen. Use your larger barrel key to lock the screen.
14. Close the lid, secure the latches, use the silver key to lock the lid.
15. Unplug the power cord and place it back into the backdoor of the DS200.
16. Use silver key to close and lock the back door.

**NOTE: YOU DO NOT NEED TO RE - SEAL THE DS200.**

# DS200 ELECTION DAY CLOSING INSTRUCTIONS

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17. Locate the Main Ballot Compartment and break the **GREEN TAIL SEAL**.
18. Using the smaller silver key unlock the **RED LOCK**.
19. Place broken **GREEN TAIL SEAL** in **YELLOW BANK BAG**.
20. Using silver key, unlock and open the Main Ballot Compartment door.
21. Close the flaps on the **Blue Ballot Box**.
22. Extract the **Blue Ballot Box**.
23. Close and lock Main Ballot Compartment door using the **RED LOCK**.
24. Using silver and yellow key, lock **Blue Ballot Box**.
25. Use **BLUE SEAL** located at the front of the **Blue Ballot Box**, inside clear plastic. Seal the **Blue Ballot Box** with the seal. Judge and Alternate initial **Blue Seal**.

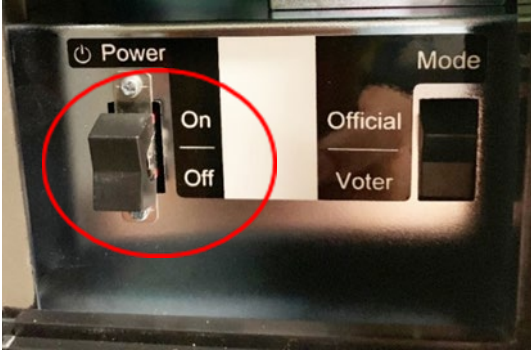
**Place DS200 back where it was found.**

**Bring the BLUE BALLOT BOX  
with you to the Justice warehouse.**

# ExpressVote ELECTION DAY CLOSING INSTRUCTIONS



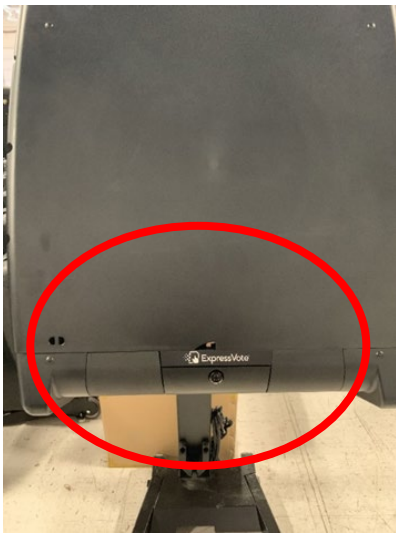
# ExpressVote ELECTION DAY CLOSING INSTRUCTIONS



1. Lift privacy flaps and secure them back to the lid.
2. Using the larger barrel key, open access compartment door located on the left side of the machine.
3. Locate the power switch.
1. Press the “OFF” button to power down the ExpressVote. Make sure the screen completely shuts off.

**Make sure the ADA Keypad cord runs through cord door opening.**

4. Close and lock access compartment door using the larger barrel key.
5. Return ADA Keypad to where it was initially found (on the left side of the machine, below the access compartment door).



6. Using the larger barrel key, unlock and open the front main access compartment door.
  7. Close the cover lid of the ExpressVote.
- Make sure the ADA Keypad cord is inside the cover to close lid properly.**
8. Close and lock the front main access compartment door using the larger barrel key.
  9. Unplug Daisy Chains from each unit.
  10. Unplug power cord from the back of each unit.
  11. Unplug power cord of the first ExpressVote from surge protector.
  12. Wrap power cord on its holder (located at the bottom of the machine.)

# ExpressVote ELECTION DAY CLOSING INSTRUCTIONS

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15.



13. One person stands behind the ExpressVote and places their foot on the base of the machine. One person stands in front of the ExpressVote.

14. Person in front of ExpressVote will lift the unit slightly; the person in back of ExpressVote will locate and push the green tabs. Once tabs are pushed; person in front of ExpressVote will begin to lower the unit to the stand.

16.



15. Locate the handle with the yellow lever on the back of the Expressvote.

16. Pushup the yellow lever and lower the ExpressVote to storage position.

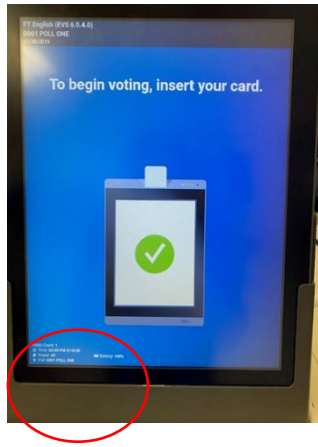
**DO NOT SEAL THE EXPRESSVOTE MACHINES.  
PLACE ALL ASSIGNED MACHINES BACK WHERE  
THEY WERE FOUND.**

# ExpressTouch ELECTION DAY CLOSING INSTRUCTIONS



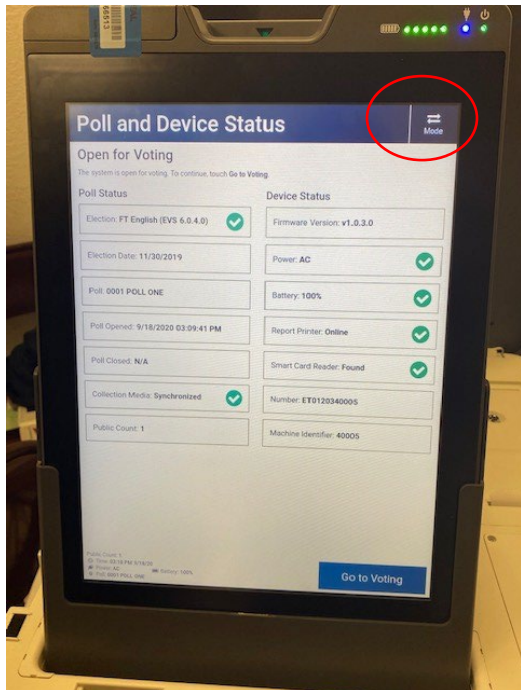
# ExpressTouch (Curbside) ELECTION DAY CLOSING INSTRUCTIONS

1.



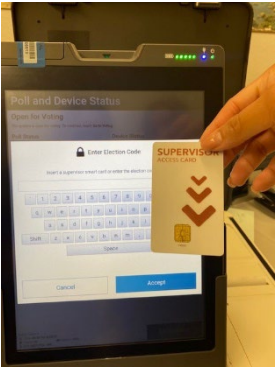
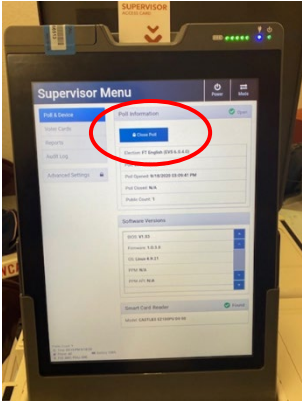
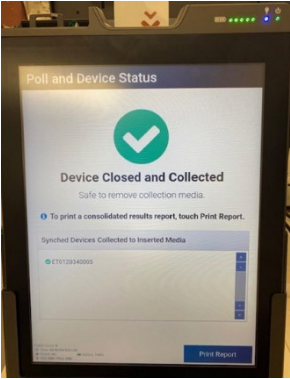
17. Press the bottom left corner of the screen where it says **Public Count**.

2.




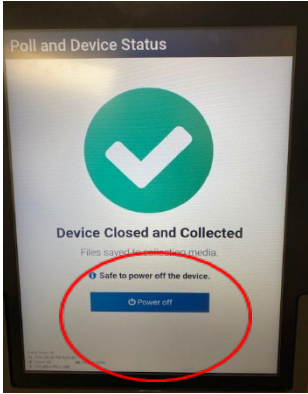
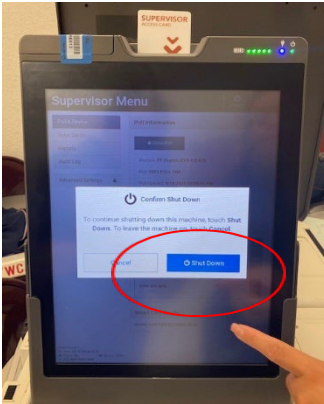
18. Press the right top corner of the screen where it says **Mode**.

# ExpressTouch (Curbside) ELECTION DAY CLOSING INSTRUCTIONS

<p>3.</p> 	<p>19. “Enter Election Code Screen” will appear. Insert Supervisor Card.</p>
<p>4.</p> 	<p>20. Supervisor Menu will appear. Press on the <b>BLUE CLOSE POLL</b> button.</p> <p>The “Ballot Status Accounting Report” will print automatically. <b><u>All poll workers must sign the “Ballot Status Accounting Report”.</u></b> Once signed place the report in the <b>YELLOW BANK BAG</b>.</p>
<p>5.</p> 	<p>21. Device Closed and Collected Screen will appear. 22. Locate the blue seal on the access compartment door located at the top of the unit.</p> <p>Verify that the seal number matches the seal number on the log sheet.</p> <p>Remove the <b>BLUE SEAL</b> from the ExpressTouch and attach the seal to the back of the log sheet. <b>Note: Log sheet will be found inside your binder.</b></p> <p>23. Use the small barrel key to unlock and open the access compartment door.</p>

# ExpressTouch (Curbside)

## ELECTION DAY CLOSING INSTRUCTIONS

<p>8.</p> 	<p>24. Remove the green seal from the <b>Election Definition Flash Drive</b> and place the seal on the back of the log sheet.</p> <p>Verify that the seal number matches the seal number on the log sheet.</p> <p>25. Remove the <b>Election Definition Flash Drive</b>.</p> <p>26. Place the <b>Election Definition Flash Drive</b> into the <b>YELLOW BANK BAG</b>.</p>
<p>11.</p> 	<p>27. Device Closed and Collected Screen will appear. Press the <b>BLUE POWER OFF</b> button.</p>
<p>12.</p> 	<p>28. <b>Confirm Shut Down Screen</b> will appear. Press the <b>BLUE SHUT DOWN</b> button. It will start to <b>POWER OFF</b>. Take out <b>SUPERVISOR CARD</b>.</p>

# ExpressTouch (Curbside)

## ELECTION DAY CLOSING INSTRUCTIONS

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13.-19.

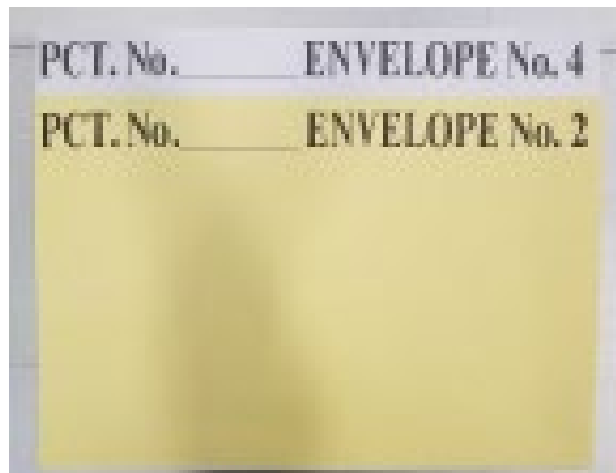


29. Release the kickstand from the back of the unit and lay the unit down.
30. Close the gray cover.
31. Lock the black latches.
32. Unplug the black power cord from the surge protector and from the back of the machine.
33. Unlock the blue latches located on the left side of the machine.
34. Lift the Auxiliary AC outlet section (white portion).
35. Place the power cord back into the holder, (make sure that both ends of the power cord clip on the holder), close the Auxiliary AC outlet section (white portion). Lock the blue latches.

**NOTE: YOU DO NOT NEED TO RE-SEAL THE EXPRESSTOUCH!**

**Place the ExpressTouch back where it was found.**

# **ENVELOPES 2'S & 4'S ELECTION DAY GUIDELINE**



# WHAT GOES INSIDE ENVELOPES 2'S & 4'S?

## ELECTION DAY GUIDELINE

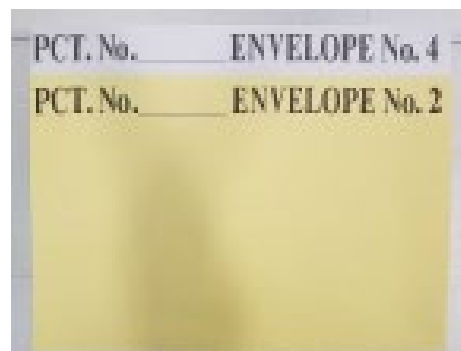
At the end of the day, any completed forms must be distributed to appropriate authorities in particular envelopes. The following forms must be placed in the correct envelope ready to return to Justice Warehouse. Unused forms go back inside the Election Forms envelope.

### ENVELOPE 2

1. Reasonable Impediment Declaration
2. Poll Watcher Certificate of Appointment
3. Notice of Total Number of Voters Who Have Voted
4. Oath of Election Judges and Clerks
5. Oath of Assistance
6. Oath of Interpreters
7. Election Day Seal Logs
8. Activation Cards & Provisional Ballot Bag-Seal Log
9. Register of Official Ballots/Ballot and Seal Certificate (White Copy)
10. Information of Person that Provided Transportation to Seven or More Voters for Curbside Voting.

### ENVELOPE 4

1. Statement of Residence if any
2. Texas Voter Registration Application (English/Spanish), if any
3. Register of Surrendered Ballots by Mail.



# **“How to....”**

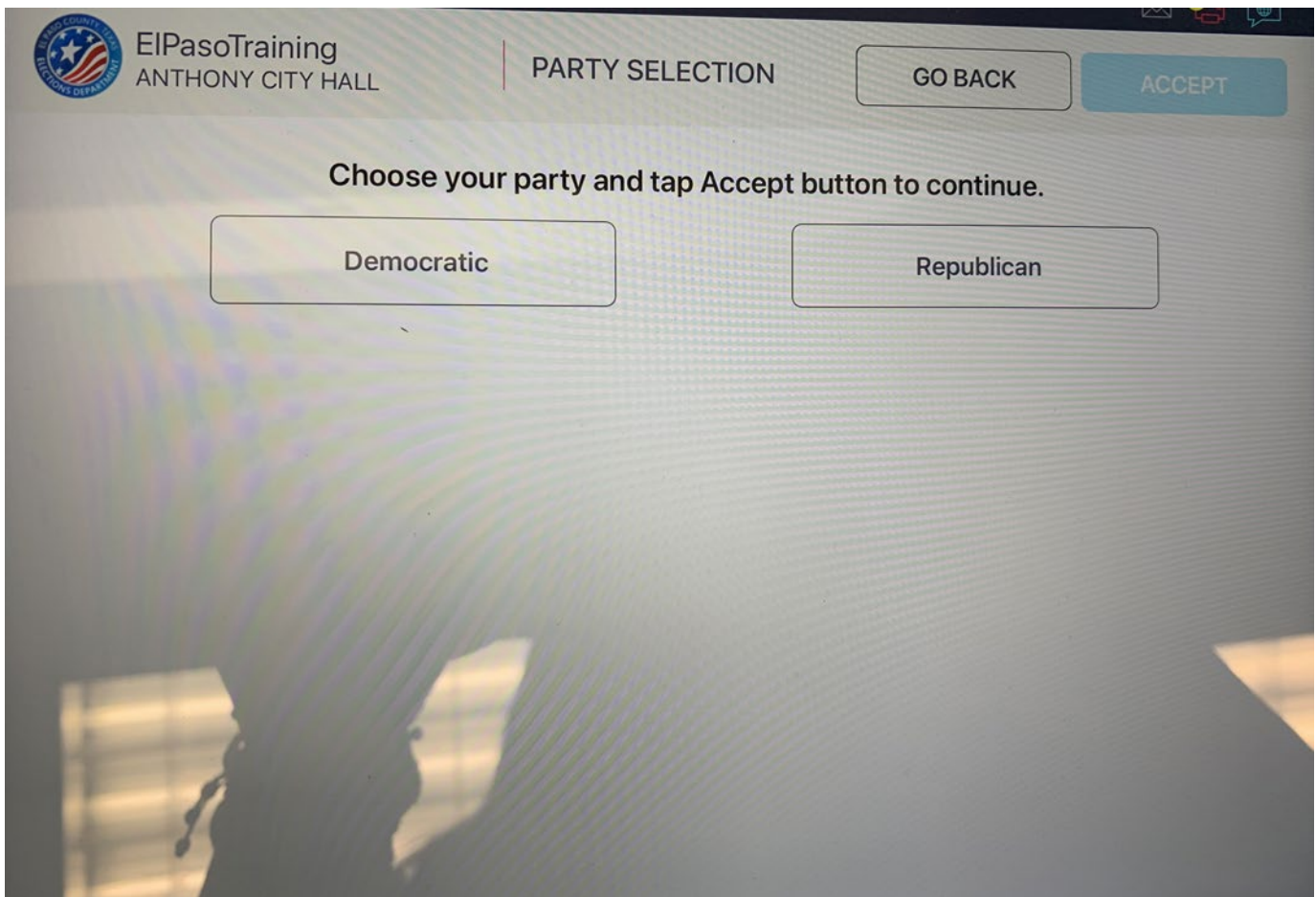
- 1. Poll Pad Process Voter Instructions / Examples**
- 2. ExpressTouch (Curbside Machine) Process Voter Instructions**
- 3. Ballot by Mail**
- 4. Process a Provisional Ballot**
- 5. Cancel & Spoiled Ballot Instructions**
- 6. Official Ballot Form**
- 7. Payroll Form**

# POLL PAD PROCESS VOTER INSTRUCTIONS/EXAMPLES



# ONLY FOR PRIMARIES!

During **Primary Elections ONLY**, voters will be prompted to select their party affiliation. Once voter selects their party affiliation, instruct voter to press **ACCEPT**.



The screenshot shows a digital interface for party selection. At the top left is the El Paso County Elections Department logo. Next to it, the text reads "ElPasoTraining" and "ANTHONY CITY HALL". In the center, the title "PARTY SELECTION" is displayed. To the right of the title are two buttons: "GO BACK" and "ACCEPT". Below the title, a prompt states: "Choose your party and tap Accept button to continue." Underneath this prompt are two large buttons labeled "Democratic" and "Republican". The background of the screen is a blurred image of a person's silhouette.

El Paso County Elections Department

ElPasoTraining  
ANTHONY CITY HALL

PARTY SELECTION

GO BACK

ACCEPT

Choose your party and tap Accept button to continue.

Democratic

Republican

# PROCESSING VOTERS

## SEARCH BY SCAN BARCODE



### 1. VERIFY VOTER'S INFORMATION

Ask the voter to provide an acceptable form of **ID**. After verifying the voter's ID is valid, start the check-in process.

**NOTE:** The only ID's that can be scanned are Texas ID's (Driver's License or Identification Card) **DO NOT SCAN OUT OF STATE ID'S.**



### 3. SCAN VOTER'S ID

Place his or her **Texas ID** (with the barcode facing the camera) onto the **ID tray**.

**NOTE:** If the camera is unable to scan the voter's **TX ID** or if the **ID** is not placed onto the **ID tray** within five seconds, the Poll Pad will display "**Barcode Scan Failed.**" If this occurs, find the voter using the manual search method.



### 2. POLLWORKER REMINDERS

Once the barcode is recognized, the "**POLLWORKER REMINDER**" screen appears and instructs the Poll Worker to insert the activation card into the printer. Press the "**CONTINUE**" button.

**NOTE:** PROVISIONAL AND CURBSIDE VOTERS **WILL NOT** NEED TO INSERT AN ACTIVATION CARD.



# PROCESSING VOTERS

## SEARCH BY SCAN BARCODE

11:59 AM Thu Jan 23 \*\*PRIMARY 2020 TRAINING ELECTION - 03/03/2020  
Last Imported: 01/21/2020 10:37:45

EIPasoTraining  
EV73 UTEP

VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

**Maria Hortencia  
Anchondo De Lopez**  
DOB: 11/11/1951  
1405 BAKER RD, CANUTILLO, TX 79835

Voter ID: Status: Precinct: Split:  
123456789 Active 002 1

Provisional Similar Name Affidavit

### 4. VOTER CONFIRMATION

The “**VOTER CONFIRMATION**” screen displays the voter’s information. Verify and confirm that **ALL** voter information is correct. Once confirmed press **ACCEPT**.

9:55 AM Thu Jan 23 \*\*PRIMARY 2020 TRAINING ELECTION - 03/03/2020  
Last Imported: 01/21/2020 10:37:45

EIPasoTraining  
EV73 UTEP

SIGNATURE  
CONFIRMATION GO BACK DONE SIGNING

Have voter sign and select DONE SIGNING.

**David Acosta Lopez**  
411 S OCHOA ST APT 9, EL PASO, TX 79901  
Precinct: 037 Split: 1

LISTEN TO OATH  
CLEAR SIGNATURE

### 5. SIGNATURE CONFIRMATION

The “**SIGNATURE CONFIRMATION**” screen displays. At this time, **ROTATE** screen and ask the voter to sign their name. Once complete, rotate back and press “**DONE SIGNING**.”

x *Sample Signature*

9:57 AM Thu Jan 23 \*\*PRIMARY 2020 TRAINING ELECTION - 03/03/2020  
Last Imported: 01/21/2020 10:37:45

EIPasoTraining  
EV73 UTEP

POLL WORKER  
CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

**Enrique Aguilar Sr**  
6161 DONIPHAN DR, EL PASO, TX 79932  
Precinct: 010 Split: 1

Ballot Style: PRECINCT 037

Oath of Interpreter Assistance Required

Initial

### 6. POLL WORKER CONFIRMATION

The “**POLL WORKER CONFIRMATION**” screen will display. Poll Worker will verify and confirm all information is correct. If all information is correct, Poll Worker will initial in provided field and press **SUBMIT**.

# PROCESSING VOTERS

## SEARCH BY SCAN BARCODE

### 7. VOTER PROCESSED

Good job! You successfully processed the voter. The printer will print the activation card.

**NOTE: Judge or Alternate Judge** will initial activation card.

Follow voting place protocol to direct voter to the **EXPRESSVOTE** machine of their choice.



# PROCESSING VOTERS

## SEARCH BY MANUAL ENTRY

### 1. WHY SEARCH BY MANUAL ENTRY?

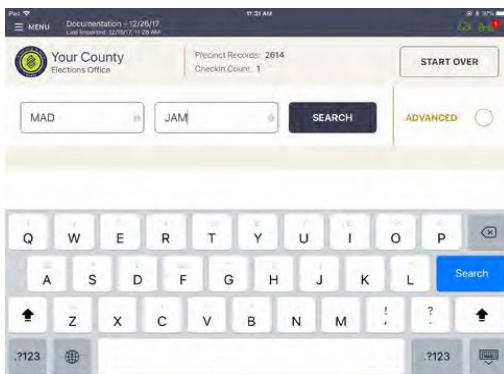
Since not every voter has a **Texas ID's (Driver's License or Identification Card)**, which can be scanned, you may have to locate the voter using voter's first and last name.

**NOTE:** Press **"MANUAL ENTRY"** button to enter voter's name and last name.



### 2. ENTER VOTER'S NAME

With the on-screen keyboard, enter the first three (3) letters of the voter's last name in the first field, first name in the second field, and then press **SEARCH**.



### 3. SELECT VOTER'S RECORD

Records matching the search criteria display on screen. Locate the voter's record (select the voter by touching his/her record).

**NOTE:** Do not click on  icon, on left side of voter's record.



# PROCESSING VOTERS

## SEARCH BY MANUAL ENTRY

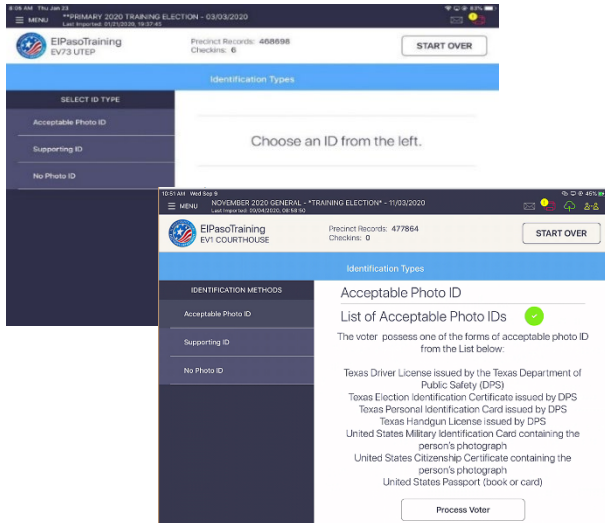
### 4. IDENTIFICATION TYPES

The “**IDENTIFICATION TYPES**” screen displays 3 choices:

- Acceptable Photo ID – Voter does have an acceptable form of ID but was not able to be pulled up on Poll Pad by scanning ID.
- Supporting ID – Voter does not have one of the forms of acceptable photo ID and cannot reasonably obtain one. (Voter must execute a Reasonable Impediment Declaration).
- No Photo ID - Voter will be processed provisionally.

5. Select **ID TYPE** to Proceed

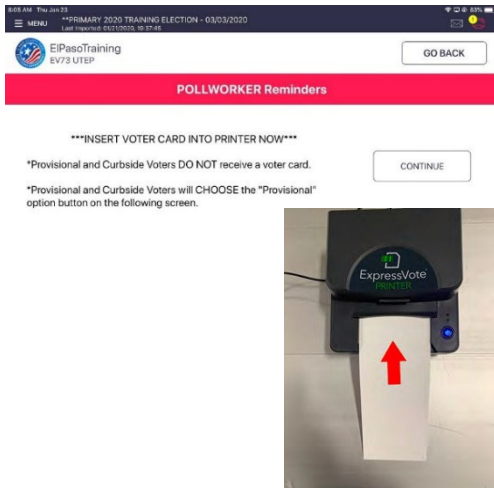
6. Press **PROCESS VOTER**



### 7. POLLWORKER REMINDERS

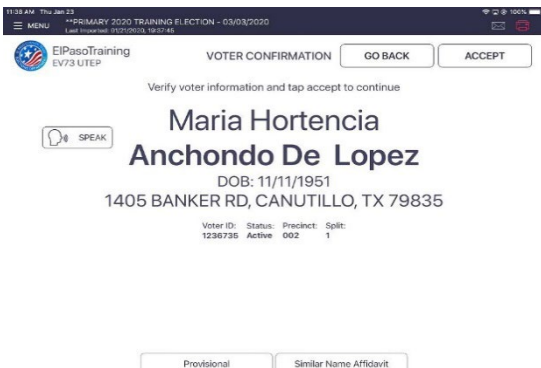
“**POLLWORKER REMINDER**” screen appears and instructs the Poll Worker to insert the activation card into the printer. Press the “**CONTINUE**” button.

**NOTE: PROVISIONAL AND CURBSIDE VOTERS WILL NOT NEED TO INSERT AN ACTIVATION CARD.**



### 8. VOTER CONFIRMATION

The “**VOTER CONFIRMATION**” screen displays the voter’s information. Verify and confirm that **ALL** voter information is correct. Once confirmed press **ACCEPT**.



# PROCESSING VOTERS

## SEARCH BY MANUAL ENTRY



### 9. SIGNATURE CONFIRMATION

The “**SIGNATURE CONFIRMATION**” screen displays. At this time, **ROTATE** screen and ask the voter to sign their name. Once complete, rotate back and press “**DONE SIGNING**.”

× Sample Signature



### 10. POLL WORKER CONFIRMATION

The “**POLL WORKER CONFIRMATION**” screen will display. Poll Worker will verify and confirm all information is correct. If all information is correct, Poll Worker will initial in provided field and press **SUBMIT**.



### 11.VOTER PROCESSED

Good job! You successfully processed the voter. The printer will print the activation card.

**NOTE:** Judge or Alternate Judge will initial activation card.

Follow voting place protocol to direct voter to the **EXPRESSVOTE** machine of their choice.

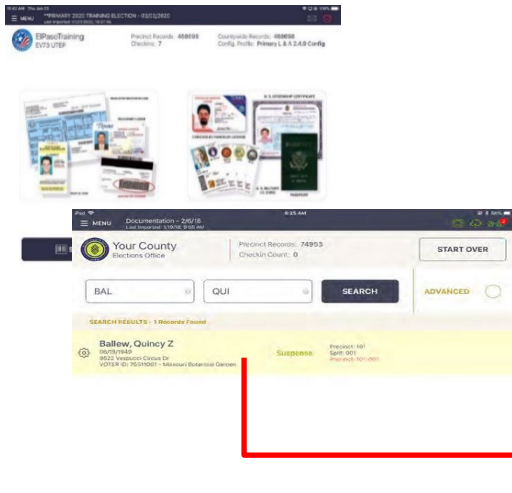


# PROCESSING VOTERS

## SUSPENSE VOTER

### 1. LOOK UP VOTER

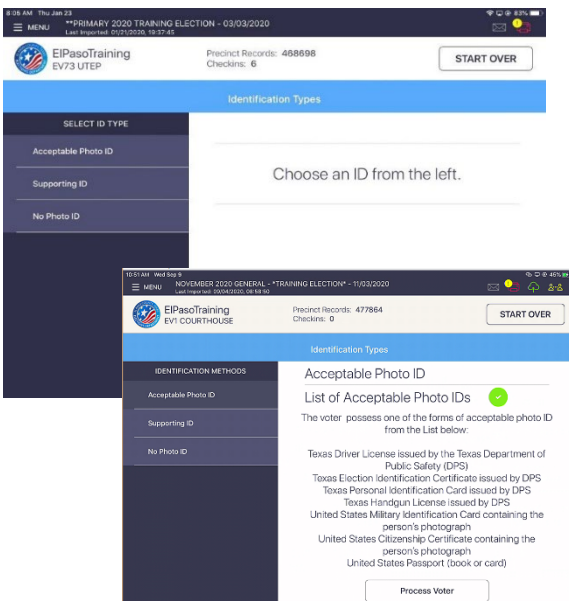
Look up the voter's record using either the **SCAN BARCODE** or **MANUAL ENTRY** instructions. You will notice the record contains a status, which reads, "**SUSPENSE**."



### 2. IDENTIFICATION TYPES

The "**IDENTIFICATION TYPES**" screen displays 3 choices:

- Acceptable Photo ID – Voter does have an acceptable form of ID but was not able to be pulled up on Poll Pad by scanning ID.
- Supporting ID – Voter does not have one of the forms of acceptable photo ID and cannot reasonably obtain one. (Voter must execute a Reasonable Impediment Declaration).
- No Photo ID - Voter will be processed provisionally.

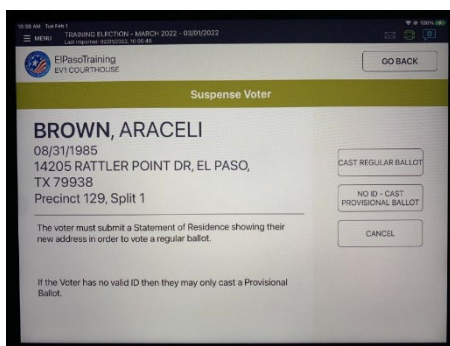


### 3. Select ID TYPE to Proceed

### 4. Press Process Voter

### 5. FOLLOW PROMPT

A prompt will appear reading "**STATEMENT OF RESIDENCE**." Once Statement of Residence is completed, and voter provides proper identification, press **CAST REGULAR BALLOT**.



# PROCESSING VOTERS

## SUSPENSE VOTER

### 6. STATEMENT OF RESIDENCE

Provide voter with “STATEMENT OF RESIDENCE” please follow example below.

**NOTE: Early Voting return in Daily Black Folder, Election Day return in Envelope #4**

**Example** Instructions for Voting by Mail on Ballot **Voter ID #109123456**  
(Al Dorsio: Instrucciones si vota por correo)

**21-6 (9/2023)**  
Prescribed by  
Secretary of State

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

<b>Last Name</b> Include suffix if any Apellido Incluir sufijo si lo hay (Jr., Sr., III) <b>Kennedy</b>	<b>First Name</b> Nombre de pila <b>John</b>	<b>Middle Name (if any)</b> Segundo nombre (si aplica) <b>F.</b>	<b>Former Name</b> Apellido anterior
--	--	--	---

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

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

**Mailing Address: Address, City, State, and Zip:** If mail cannot be delivered to your residence address. Dirección postal: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal (si no se puede entregar correo en su domicilio residencial).  
**Date of Birth: month, day, year**  
Fecha de Nacimiento: mes, día, año  
**05/29/1917**

<b>City and County of Former Residence in Texas</b> Ciudad y condado de residencia anterior en Texas	<b>City and County of Current Residence in Texas</b> Ciudad y condado de residencia actual en Texas	<b>Telephone Number (Optional) Include Area Code</b> Teléfono (Opcional) – Incluya código de área
---	--	--

**Texas Driver's License No. or Texas Personal I.D. No.** (Issued by the Department of Public Safety)  
No. de licencia de conducir de Texas o no. de identificación personal de Texas (Ejército por el Departamento de Seguridad Pública)  
**87654321**

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

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

I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to \$4,000, or both. Please read all three statements to affirm before signing. Entiendo que el dar información falsa para obtener una tarjeta de registro electoral constituye un delito de perjurio bajo las leyes estatales y federales. La condena por este delito puede resultar en encarcelamiento de hasta un año de cárcel, una multa de hasta \$4,000, o ambas cosas. Por favor lea cada una de las tres declaraciones antes de firmar.

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

- soy residente de este condado y ciudadano de los Estados Unidos; y
- no he sido finalmente condenado por un delito grave, o si soy un delincuente, he purgado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, período de libertad condicional, o he sido indultado; y
- no he sido determinado por un fallo final de un tribunal que ejerce la jurisdicción testamentaria que estoy totalmente incapacitado mentalmente o parcialmente incapacitado mentalmente sin derecho a voto

☒ **John f. Kennedy** Date **11/07/2023**  
Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.  
Firma del solicitante o su agente (apoderado) y relación de éste con el solicitante, o nombre en letra del molde del solicitante si la firma es la de un testigo, y fecha.

#### VOTING BY MAIL:

The residence address on your application for ballot by mail does not match the residence address at which you are registered to vote or the voter registrar has received information which indicates that you may have moved. You must complete the enclosed statement of residence and return it in the carrier envelope with your marked (voted) ballot.

If the statement of residence is not returned, your ballot will not be counted.

Your statement of residence will be reviewed to determine that your permanent residence address is still in the political jurisdiction before your ballot is counted. The residence address on the application for ballot by mail must be the same as the residence address on the statement of residence. The statement of residence will be forwarded to the voter registrar to change your voter registration records. You will be mailed a new voting certificate indicating your new precinct (if applicable) and residence address.

If it is determined that your residence address listed on this form is in a different county, this form will be forwarded to the voter registrar of the new county to get your voter registration transferred. You will receive a new voting certificate from the voter registrar in your new county.

You must sign the card. If you have any question you may call **John Doe**.

# PROCESSING VOTERS

## SUSPENSE VOTER

### 7. POLLWORKER REMINDERS

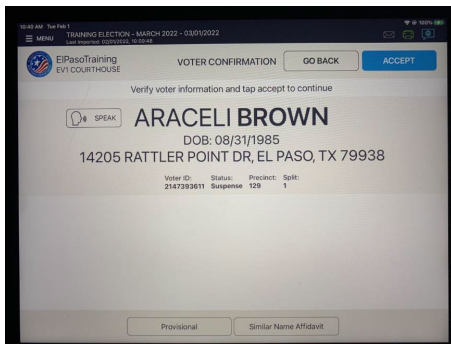
“**POLLWORKER REMINDER**” screen appears and instructs the Poll Worker to insert the activation card into the printer. Press the “**CONTINUE**” button.

**NOTE:** PROVISIONAL AND CURBSIDE VOTERS **WILL NOT NEED TO INSERT AN ACTIVATION CARD.**



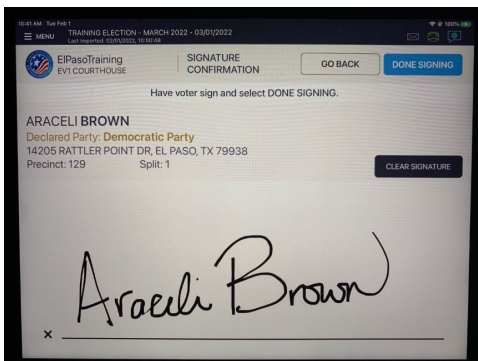
### 8. VOTER CONFIRMATION

The “**VOTER CONFIRMATION**” screen displays the voter’s information. Verify and confirm that ALL voter information, is correct. Once confirmed press **ACCEPT**.



### 9. SIGNATURE CONFIRMATION

The “**SIGNATURE CONFIRMATION**” screen displays. At this time, **ROTATE** screen and ask the voter to sign their name. Once complete, rotate back and press “**DONE SIGNING**.”



# PROCESSING VOTERS

## SUSPENSE VOTER

### 10. POLL WORKER CONFIRMATION



The “**POLL WORKER CONFIRMATION**” screen will display. Poll Worker will verify and confirm all information is correct. If all information is correct, Poll Worker will initial in provided field and press **SUBMIT**.

### 11.VOTER PROCESSED



Good job! You successfully processed the voter. The printer will print the activation card.

**NOTE:** Judge or Alternate Judge will initial activation card.

Follow voting place protocol to direct voter to the **EXPRESSVOTE** machine of their choice.

# PROCESSING VOTERS

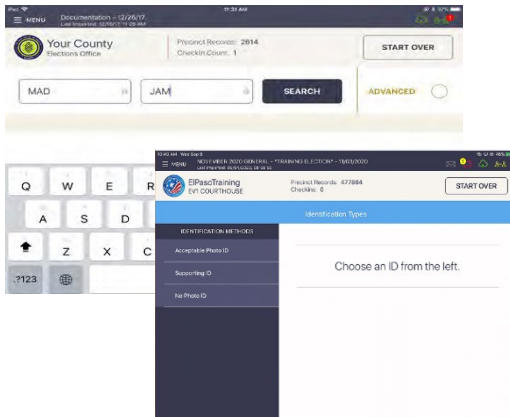
## PROVISIONAL VOTER – NO PHOTO ID

### 1. LOOK UP VOTER

Look up voter's record using “**MANUAL ENTRY**” instructions.

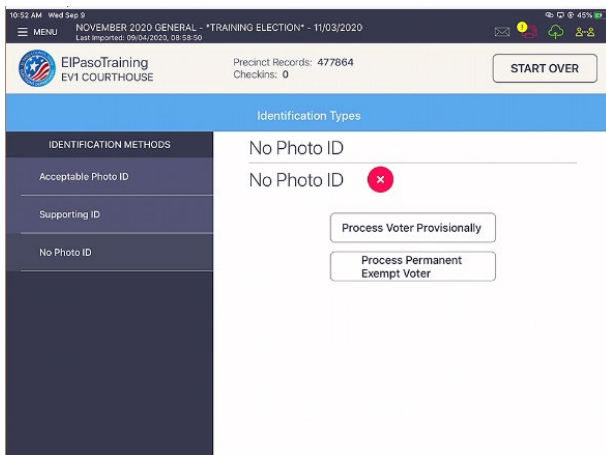
### 2. ID TYPE

On **ID TYPE** screen choose 3<sup>rd</sup> option “**NO PHOTO ID**”



### 3. PROCESS PROVISIONALLY

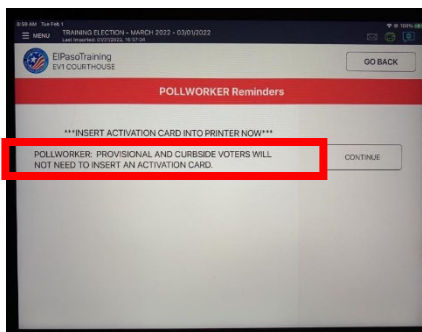
Press “**PROCESS VOTER PROVISIONALLY**,” because voter has **NO PHOTO ID**.



### 4. POLL WORKER REMINDER

“**POLL WORKER REMINDER**” screen appears and instructs the Poll Worker to insert the activation card into printer. Before completing this step, the Poll Worker will press the “**CONTINUE**” button.

**NOTE:** PROVISIONAL AND CURBSIDE VOTERS WILL NOT NEED TO INSERT AN ACTIVATION CARD.

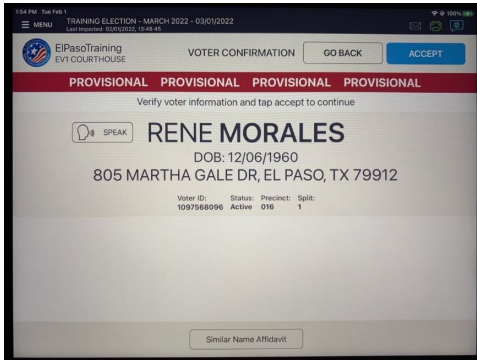


# PROCESSING VOTERS

## PROVISIONAL VOTER – NO PHOTO ID

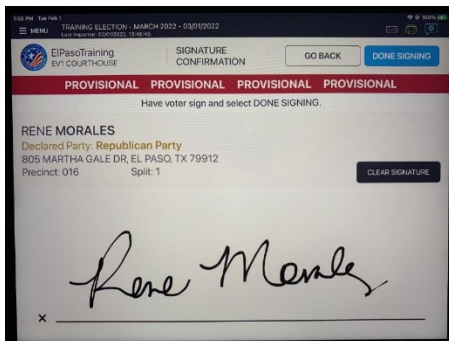
### 5. VOTER CONFIRMATION

The “**VOTER CONFIRMATION**” screen displays the voter’s information. Verify and confirm that ALL voter information, is correct. Once confirmed press **ACCEPT**.



### 6. SIGNATURE CONFIRMATION

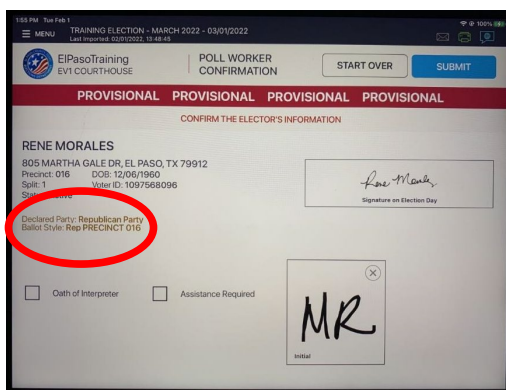
The “**SIGNATURE CONFIRMATION**” screen displays. At this time, **ROTATE** screen and ask the voter to sign their name. Once complete, rotate back and press “**DONE SIGNING**.”



### 7. POLL WORKER CONFIRMATION

The “**POLL WORKER CONFIRMATION**” screen displays. Poll Worker will verify and confirm that all information is correct. If correct, initial in the provided field and press **SUBMIT** on poll pad.

**NOTE:** You will find the **Precinct and Split** number on this screen, to select the correct **PAPER BALLOT**.

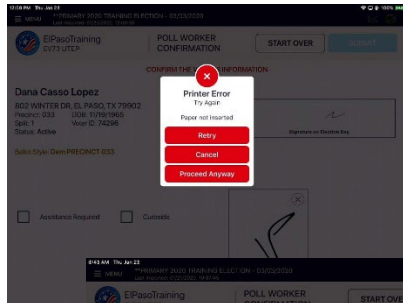


# PROCESSING VOTERS

## PROVISIONAL VOTER – NO PHOTO ID

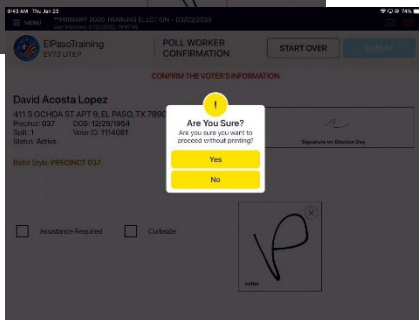
### 8. PRINTER ERROR

“**PRINTER ERROR**” screen displays, it’s just informing you that there is no activation card inserted in printer. At this time, click “**PROCEED ANYWAY.**”



### 9. ARE YOU SURE?

“**ARE YOU SURE?**” screen displays, press “**YES.**”



### 10. VOTER PROCESSED

Good job! You successfully processed the voter.

**NOTE:** You will also find the **Precinct** and **Split** number on this screen, to select the correct **PAPER BALLOT**. Follow voting place protocol and direct voter to **PROVISIONAL TABLE**.



# **PROCESSING VOTERS**

## **PROVISIONAL VOTER – NO PHOTO ID**

### **12. VOTER PROCESSED – AFTER POLL PAD CHECK-IN**

- Make sure you obtain the precinct number and split number, (if any), from the PollPad.
- Select the corresponding **PAPER BALLOT** for that precinct and split, if any.
- Place the **SERIAL NUMBER, (SN sticker)** on the paper ballot.
- On the **PAPER BALLOT** write the precinct number and split number, (if any).
- The Election Judge or Alternate must write or stamp “**Provisional**” on the back of the Paper Ballot.
- **Election Judge or Alternate must initial the provisional ballot.**
- Provide voter with **PAPER BALLOT, GREEN AFFIDAVIT OF PROVISIONAL VOTER, and WHITE SECRECY ENVELOPE.**
- Voter marks selections on **PAPER BALLOT.**
- Voter inserts paper ballot on **SECRECY ENVELOPE.**
- Voter completes the front of the **GREEN AFFIDAVIT OF PROVISIONAL VOTER**, see example of below.
- Voter inserts **WHITE SECRECY ENVELOPE** inside **GREEN AFFIDAVIT OF PROVISIONAL VOTER** and seals it. Judge verifies envelope and marks, “**NO PHOTO ID,**” on back.
- Judge completes the back of the **GREEN AFFIDAVIT OF PROVISIONAL VOTER** and returns inserts the **PROVISIONAL BAG.**

# PROCESSING VOTERS

## PROVISIONAL VOTER – NO PHOTO ID

### 13. AFFIDAVIT OF PROVISIONAL VOTER

#### Section 2

9-6, 9/2023 Prescribed by Secretary of State Election Code Sec. 63.011	Type of Election / Tipo de Elección <b>Uniform</b>	Precinct Number/Polling Location where voted Núm. de Precinto-lugar de votación <b>El Paso County Coliseum</b>	Precinct Number where registered (if known) Núm. de Precinto-inscrito para votar (si se sabe) <b>110</b>	Date of Election / Fecha de la Elección <b>11/7/2023</b>	Authority Conducting Election / Autoridad Administrando la Elección <b>Lisa Wise</b>
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**Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE \_\_\_\_\_)**

**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 unless I am convicted of an attempt, in which event it is a state jail felony. 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 aún 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 entiendo que es un delito grave de 2º grado votar en una elección para la que sé que no soy elegible, a menos que me condenen por un intento, en cuyo caso es un delito grave de cárcel estatal.)

Last Name (Include Suffix if any) / Apellido usual (Incluir sufijo si lo hay) <b>Voter</b>	First Name / Su nombre de pila <b>John</b>	Middle Name (if any) / Segundo nombre (si tiene)	Former Name / Nombre anterior
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Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include P.O. 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 incluye el apartado de correos, camino rural, ni dirección comercial.) <b>123 Main St., El Paso, TX 79901</b>	Gender: (Optional) / Sexo (Opcional) <input checked="" type="checkbox"/> Male (Hombre) <input 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). <b>P.O. Box 123, El Paso, TX, 79901</b>	Date of Birth: Month, Day, Year Fecha de nacimiento: mes, día, año <b>07/16/1985</b>
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TX Driver's License No. or TX Personal ID. No. (Issued by Dept. of Public Safety) (Número de su Licencia de Conducir de Texas o de su Cédula de Identidad de Texas expedida por el Departamento de Seguridad Pública de Texas). <b>12345689</b>	Social Security No. (last 4 digits required if you do not have a TX Driver's License or TX Personal ID. Number) / Número de Seguro Social. (Si no tiene Licencia de Conducir de Texas ni Cédula de Identidad Personal de Texas, se requiere los últimos 4 números de su seguro social). <b>XXX-XX-1234</b>	<input type="checkbox"/> I have not been issued a TX Driver's License Number, TX Personal ID. Number or a Social Security Number. Yo no tengo una Licencia de Conducir de Texas, Cédula 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 ☒ No ☐  
Sí No

Signature of Voter / Firma del votante  
**X John Voter**

#### Section 1

**TO BE COMPLETED BY ELECTION JUDGE:**

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION

☒ Yes ☐ No

**REASON FOR VOTING PROVISIONALLY**

- ☒ Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration certificate with exemption.
- ☐ Voter not on list of registered voters.
- ☐ Voter not on list, registered in another precinct.
- ☐ Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.
- ☐ Voting after 7:00 p.m. due to court order.
- ☐ Voter on list, but registered residence address is outside the political subdivision.
- ☐ Registered at Department of Public Safety (DPS): When: \_\_\_\_\_ Where: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_ (Please explain)

Sworn and subscribed to before me this date: **10/24/2023**

**Flor Lopez**  
Signature of Election Judge

Action taken by the Early Voting Ballot Board: ☐ ACCEPTED ☐ REJECTED Signature of Ballot Board Judge: \_\_\_\_\_

#### Section 3

**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**

- ☐ Voter presented acceptable form of identification OR a supporting form of identification and executed a Reasonable Impediment Declaration within 6 calendar days of election day.
- ☐ Voter met disability exemption within 6 calendar days of election day.
- ☐ Voter executed religious objection affidavit within 6 calendar days of election day.
- ☐ Voter executed natural disaster affidavit within 6 calendar days of election day.
- ☐ Voter did not satisfy identification affidavit requirements, listed in categories 1-4 above, within 6 calendar days of election day.

**FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS**

- ☐ Not a registered voter or not in the effective in time for this election.
- ☐ Registered to vote in another precinct.
- ☐ Registered to vote in a different precinct within the county.
- ☐ Information on the indicator applicant completed a voter registration application, but it was never received by the registrar's office.
- ☐ Voter erroneously removed from the list.
- ☐ Voter is not registered to vote in \_\_\_\_\_ political subdivision.
- ☐ Other: \_\_\_\_\_ (Please explain)

Signature of Voter Registrar \_\_\_\_\_ Date \_\_\_\_\_

- Voter completes the front of the **GREEN AFFIDAVIT OF PROVISIONAL VOTER**.
- Judge completes the back portion of the **GREEN AFFIDAVIT OF PROVISIONAL VOTER**

# PROCESSING VOTERS

## PROVISIONAL VOTER – ABSENTEE BALLOT RECEIVED

### 1. LOOK UP VOTER

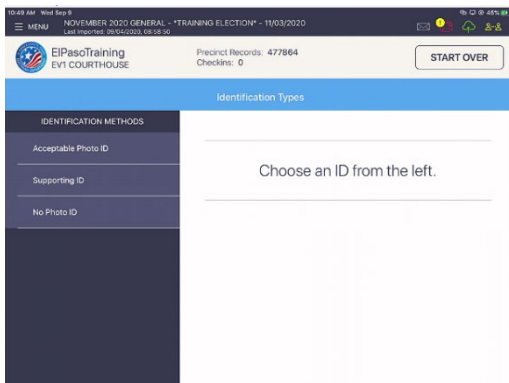
Look up the voter's record using either the **SCAN BARCODE** or **MANUAL ENTRY** instructions.



**NOTE:** Follow these steps if voter **DOES NOT** surrender **BALLOT BY MAIL**.

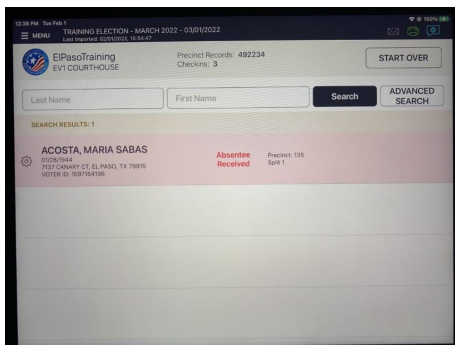
### 2. IDENTIFICATION TYPES

**IDENTIFICATION TYPE** screen pops up. Choose the ID provided by the voter that applies. Press **“PROCESS VOTER.”**



### 3. SELECT VOTER RECORD

Voter record will be highlighted in red, with a voter status of **ABSENTEE RECEIVED**. Select voter record to proceed.



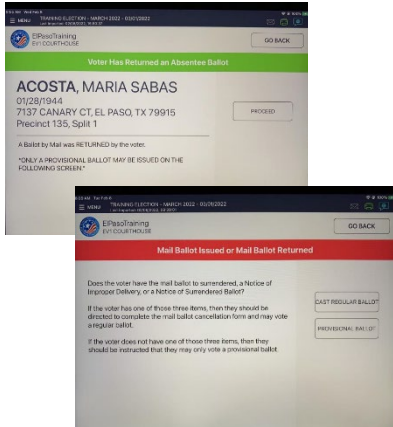
# PROCESSING VOTERS

## PROVISIONAL VOTER – ABSENTEE BALLOT RECEIVED

### 4. VOTER HAS RETURNED AN ABSENTEE BALLOT

The **VOTER HAS RETURNED AN ABSENTEE BALLOT** screen appears, press **PROCEED**. Since the voter returned his/her ballot by mail, **ONLY A PROVISIONAL BALLOT** may be issued. Press **“PROVISIONAL BALLOT.”**

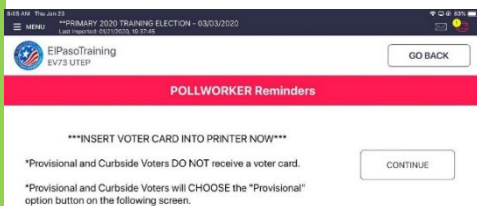
**NOTE:** If a voter's Absentee Ballot was **REJECTED**, ballot can be surrendered. Follow surrendered ballot process. *Follow pg. 34, step 3.*



### 5. POLL WORKER REMINDER

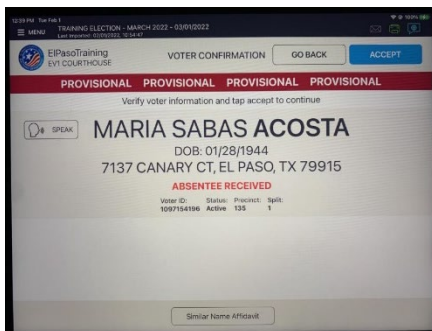
**“POLL WORKER REMINDER”** screen appears and instructs the Poll Worker to insert the activation card into printer. Before completing this step, Poll Worker must press the **“CONTINUE”** button.

**NOTE:** PROVISIONAL AND CURBSIDE VOTERS **WILL NOT** NEED TO INSERT AN ACTIVATION CARD.



### 6. VOTER CONFIRMATION

**“VOTER CONFIRMATION”** screen displays the voter's information. Verify and confirm that ALL voter information, is correct. Once confirmed press **ACCEPT**.

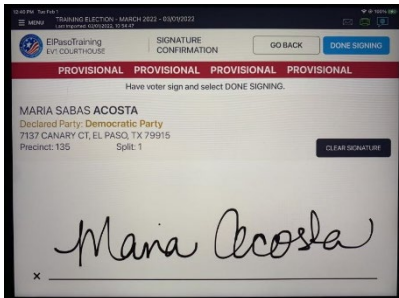


# PROCESSING VOTERS

## PROVISIONAL VOTER – ABSENTEE BALLOT RECEIVED

### 7. SIGNATURE CONFIRMATION

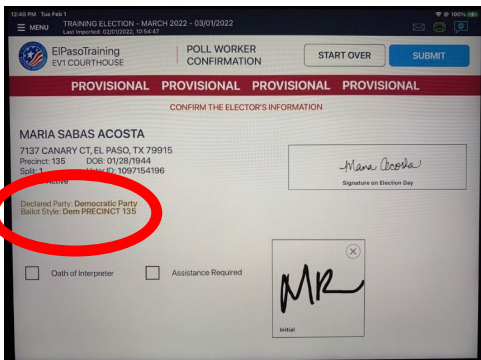
The “**SIGNATURE CONFIRMATION**” screen displays. At this time, **ROTATE** screen and ask the voter to sign their name. Once complete, rotate back and press “**DONE SIGNING.**”



### 8. POLL WORKER CONFIRMATION

The “**POLL WORKER CONFIRMATION**” screen will appear. Poll Worker will verify and confirm that all information is correct. If correct, initial in the provided field and press **SUBMIT**.

**NOTE:** You will find the **Precinct** and **Split** number on this screen, to select the correct **PAPER BALLOT**.

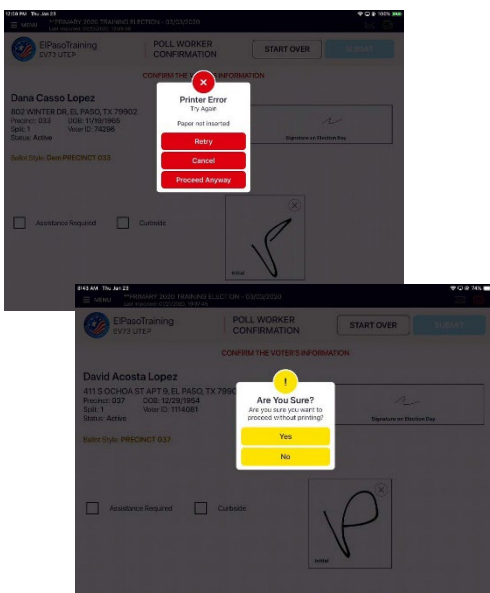


### 9. PRINTER ERROR

“**PRINTER ERROR**” screen displays, it’s just informing you that there is no activation card inserted in printer. At this time, press “**PROCEED ANYWAY.**”

### 10. ARE YOU SURE?

“**ARE YOU SURE?**” screen displays, press “**YES.**”



# PROCESSING VOTERS

## PROVISIONAL VOTER – ABSENTEE BALLOT RECEIVED

### 11. VOTER PROCESSED



Good job! You successfully processed the voter.

**NOTE: NOTE:** You will also find the **Precinct and Split** number on this screen, to select the correct **PAPER BALLOT**. Follow voting place protocol and direct voter to **PROVISIONAL TABLE**.

### 12. VOTER PROCESSED – AFTER POLL PAD CHECK-IN

- Make sure you obtain the precinct number and split number, (if any), from the PollPad.
- Select the corresponding **PAPER BALLOT** for that precinct and split, if any.
- Place the **SERIAL NUMBER, (SN sticker)** on the paper ballot.
- On the **PAPER BALLOT** write the precinct number and split number, (if any).
- The Election Judge or Alternate must write or stamp "**Provisional**" on the back of the Paper Ballot.
- **Election Judge or Alternate must initial the provisional ballot.**
- Provide voter with **PAPER BALLOT, GREEN AFFIDAVIT OF PROVISIONAL VOTER, and WHITE SECRECY ENVELOPE.**
- Voter marks selections on **PAPER BALLOT.**
- Voter inserts paper ballot on **SECRECY ENVELOPE.**
- Voter completes the front of the **GREEN AFFIDAVIT OF PROVISIONAL VOTER**, see example of below.
- Voter inserts **WHITE SECRECY ENVELOPE** inside **GREEN AFFIDAVIT OF PROVISIONAL VOTER** and seals it. Judge verifies envelope and marks, "**VOTER ON LIST OF PEOPLE WHO VOTED EARLY BY MAIL, AND VOTER HAS NOT CANCELLED MAIL BALLOT APPLICATION,**" on back.
- Judge completes the back of the **GREEN AFFIDAVIT OF PROVISIONAL VOTER** and returns inserts the **PROVISIONAL BAG.**

# PROCESSING VOTERS

## PROVISIONAL VOTER – ABSENTEE BALLOT RECEIVED

### 13. AFFIDAVIT OF PROVISIONAL VOTER

#### Section 2

S-5, 9/2023 Prescribed by Secretary of State Election Code Sec. 63.011	Type of Election / Tipo de Elección <b>Uniform</b>	Precinct Number/Polling Location where voted Núm. de Precincto/Lugar de votación <b>El Paso County Coliseum</b>	Precinct Number where registered (if known) Núm. de Precincto donde para votar (si se sabe) <b>110</b>	Date of Election / Fecha de la Elección <b>11/7/2023</b>	Authority Conducting Election / Autoridad Administrando la Elección <b>Lisa Wise</b>
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**Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE \_\_\_\_\_)**

**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 unless I am convicted of an attempt, in which event it is a state jail felony. 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 aún 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 entiendo que es un delito grave de 2º grado votar en una elección para la que sé que no soy elegible, a menos que me condenen por un intento, en cuyo caso es un delito grave de cárcel estatal.

Last Name (Include Suffix if any) / Apellido usual (Incluir sufijo si lo hay) <b>Voter</b>	First Name / Su nombre de pila <b>John</b>	Middle Name (if any) / Segundo nombre (si tiene)	Former Name / Nombre anterior
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Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include P.O. 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 correo, camino rural, ni dirección comercial.)  
**123 Main St., El Paso, TX 79901**

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 123, El Paso, TX, 79901**

TX Driver's License No. or TX Personal ID. No. (Issued by Dept. of Public Safety). (Número de su Licencia de Conducir de Texas o de su Cédula de Identidad de Texas expedida por el Departamento de Seguridad Pública de Texas.)  
**123456789**

Social Security No. (last 4 digits required if you do not have a TX Driver's License or TX Personal ID. Number) / Número de Seguro Social. (Si no tiene Licencia de Conducir de Texas ni Cédula de Identidad Personal de Texas, se requiere los últimos 4 números de su seguro social.)  
**XXX-XX- 1234**

Check appropriate box: ARE YOU A UNITED STATES CITIZEN?  
Marque el cuadro apropiado: Soy ciudadano(a) de los Estados Unidos  
Yes ☒ No ☐

Signature of Voter / Firma del votante  
**X John Voter**

#### Section 1

**TO BE COMPLETED BY ELECTION JUDGE:**

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION

☒ Yes ☐ No

**REASON FOR VOTING PROVISIONALLY**

- ☒ Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration certificate with exemption.
- ☐ Voter not on list of registered voters.
- ☐ Voter not on list, registered in another precinct.
- ☐ Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.
- ☐ Voting after 7:00 p.m. due to court order.
- ☐ Voter on list, but registered residence address is outside the political subdivision.
- ☐ Registered at Department of Public Safety (DPS) When: \_\_\_\_\_ Where: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_ (Please explain)

Sworn and subscribed to before me this date: **10/24/2023**

**Flor Lopez**  
Signature of Election Judge

Action taken by the Early Voting Ballot Board: ☐ ACCEPTED ☐ REJECTED Signature of Ballot Board Judge: \_\_\_\_\_

#### Section 3

**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**

- ☐ Voter presented acceptable form of identification OR a supporting form of identification and executed a Reasonable Impediment Declaration within 6 calendar days of election day.
- ☐ Voter met disability exemption within 6 calendar days of election day.
- ☐ Voter executed religious objection affidavit within 6 calendar days of election day.
- ☐ Voter executed natural disaster affidavit within 6 calendar days of election day.
- ☐ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 calendar days of election day.

**FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS**

- ☐ Not a registered voter or not in this election.
- ☐ Registered in another precinct, listed in precinct.
- ☐ Registered in a different county within the county.
- ☐ Information on file indicating applicant completed a voter registration application, but it was never received by the registrar's office.
- ☐ Voter erroneously removed from the list.
- ☐ Voter is not registered to vote in \_\_\_\_\_ political subdivision.
- ☐ Other: \_\_\_\_\_ (Please explain)

Signature of Voter Registrar \_\_\_\_\_ Date \_\_\_\_\_

- Judge completes the back portion of the **GREEN AFFIDAVIT OF PROVISIONAL VOTER**.
- Voter completes the front of the **GREEN AFFIDAVIT OF PROVISIONAL VOTER**.

# PROCESSING VOTERS PROVISIONAL VOTER – NOT REGISTERED

## 1. LOOK UP VOTER

Look up the voter's record using either the **SCAN BARCODE** or **MANUAL ENTRY** instructions.

**NOTE: VOTER RECORD NOT FOUND CALL OFFICE 915.546.2154.** Office will inform you if voter is registered to vote or not. If voter is not registered inform voter, he/she can vote **PROVISIONAL**. Office will provide voter's **Precinct** number. Have **AFFIDAVIT of PROVISIONAL VOTER** envelope ready.

## 2. COMBINATION FORM

- Judge and Voter completes yellow **COMBINATION FORM**

Line #				Voter Assistant (If additional voter assistant lines are necessary, continue on the back of this form) Include Name, Address Asistente de Votantes (si líneas adicionales son necesarias para asistente de votantes, continúe en el reverso de este formulario) Incluya Nombre, Dirección				COMBINATION FORM and Early Voting Roster for Early Voting				Prescribed by Secretary of State // Form 7-61 9/2023 Secciones 62.001, 63.001, 63.002, 63.003, 63.004, 63.006, 63.009, 63.0101, 63.011, 64.032, 61.002, 65.031, 67.131 and 162.001 Texas Election Code			
Location (Sitio)				Date of Election (Fecha de elección)				Type of Election (Tipo de elección)				If a voter is unable to sign his/her name, an election official shall place the voter's name on the signature roster and make a notation as to the reason the voter is unable to sign. Si algún votante no puede firmar su nombre, un oficial electoral apuntará el nombre del votante en el registro de firmas y hará una anotación indicando la causa por la cual el votante no pudo firmar.			
County Precinct No. Num. de Precincto				VUID				Poll List (Lista de Votantes)				Voter Address (Domicilio del Votante)			
10				9				8				7			
6				5				4				3			
2				1											
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

**AFFIDAVIT FOR VOTER NOT ON LIST:** By including the square labeled "Affiliate the Voter Not on List," I swear or affirm that I (A) am a resident of the precinct in which I am offering to vote or am otherwise entitled to vote in that precinct, (B) am a resident of that precinct in which I am offering to vote at the time the information was last provided to the voter registrar, (C) did not deliberately provide false information to secure registration in the precinct in which I am offering to vote, and (D) am not a resident of the precinct in which I am offering to vote at the time the information was last provided to the voter registrar. (C) did not deliberately provide false information to secure registration in the precinct in which I am offering to vote, and (D) am not a resident of the precinct in which I am offering to vote at the time the information was last provided to the voter registrar.

**VOTER'S SIGNATURE AND AFFIDAVIT:** If it is determined that the name on the form of identification provided under § 62.011 is substantially similar per § 62.001(c), by including the square labeled "Voter's Signature and Affidavit," I swear or affirm that I am the person on the list of registered voters or the person on the voter registration certificate, and I am the person named on the identification provided. (C) no se determinó que el nombre en el formulario de identificación proporcionado es sustancialmente similar por § 62.001(c), al colocar mi nombre en el cuadro marcado "Firma del Votante y Afirmación," juro o afirmo que soy la persona en la lista de votantes registrados o la persona en el certificado de registro de votantes, y soy yo y el número como la persona nombrada en la identificación proporcionada. (C) no se determinó que el nombre en el formulario de identificación proporcionado es sustancialmente similar por § 62.001(c), al colocar mi nombre en el cuadro marcado "Firma del Votante y Afirmación," juro o afirmo que soy la persona en la lista de votantes registrados o la persona en el certificado de registro de votantes, y soy yo y el número como la persona nombrada en la identificación proporcionada.

**Signature Below (Firma used abajo)**

**Authority conducting election**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Early Voting Clerk \_\_\_\_\_

**NOTE: Both EARLY VOTING and ELECTION DAY return COMBINATION FORM inside the PROVISIONAL BAG**

# PROCESSING VOTERS

## PROVISIONAL VOTER – NOT REGISTERED

### 3. PAPER BALLOT

Fan out 3 paper ballots for voter to select.

**JUDGE** or **ALTERNATE** will stick a serial number to each paper ballot and stamp or write provisional on back of the ballot, followed by their signature.

**NOTE:** Follow voting place protocol and direct voter to **PROVISIONAL TABLE**.

CRIMINAL DISTRICT JUDGE, COURT NO. 1  
(JUEZ CRIMINAL DEL DISTRITO, CORTE NO. 1) SN-ed121884

☐ THERESA CABALLERO (TC) (99)  
☐ DANE NAVARRETE (DN)

Pct # 5

CONSTABLE, PRECINCT NO. 2  
(AGENTE DE POLICIA, PRECINTO NOM. 2)

☐ JEREMIAH HAGGERTY (JH)  
☐ OSCAR ROBLES (OR)

PRECINCT CHAIRMAN, PRECINCT NO. 2  
(PRESIDENTE DEL PRECINTO NOM. 2)

☐ CHRISTINA FENSTERMAKER (CF)  
☐ STEVEN KELL (SK)

PROVISIONAL  
*John + Michael*

### 4. VOTER PROCESSED – FINAL STEPS

- Make sure you obtain the precinct number and split number, (if any), by calling the office at (915) 546-2154
- Select the corresponding **PAPER BALLOT** for that precinct and split, if any.
- Place the **SERIAL NUMBER**, (**SN sticker**) on the paper ballot.
- On the **PAPER BALLOT** write the precinct number and split number, (if any).
- The Election Judge, Alternate or Clerk must write or stamp “**Provisional**” on the back of the Paper Ballot.
- **Election or Judge must initial the provisional ballot.**
- Provide voter with **PAPER BALLOT**, **GREEN AFFIDAVIT OF PROVISIONAL VOTER**, and **WHITE SECRECY ENVELOPE**.
- Voter marks selections on **PAPER BALLOT**.
- Voter inserts paper ballot on **SECRECY ENVELOPE**.
- Voter completes the front of the **GREEN AFFIDAVIT OF PROVISIONAL VOTER**, see example of below.
- Voter inserts **WHITE SECRECY ENVELOPE** inside **GREEN AFFIDAVIT OF PROVISIONAL VOTER** and seals it. Judge verifies envelope and marks, “**NOT REGISTERED**,” on back.
- Judge completes the back of the **GREEN AFFIDAVIT OF PROVISIONAL VOTER** and returns inserts the **PROVISIONAL BAG**.

# PROCESSING VOTERS

## PROVISIONAL VOTER – NOT REGISTERED

### 5. AFFIDAVIT OF PROVISIONAL VOTER

#### Section 2

9-6, 9/2023 Prescribed by Secretary of State Election Code Sec. 63.011	Type of Election / Tipo de Elección <b>Uniform</b>	Precinct Number/Polling Location where voted Núm. de Precinto-lugar de votación <b>El Paso County Coliseum</b>	Precinct Number where registered (if known) Núm. de Precinto-inscrito para votar (si se sabe) <b>110</b>	Date of Election / Fecha de la Elección <b>11/7/2023</b>	Authority Conducting Election / Autoridad Administrando la Elección <b>Lisa Wise</b>
--	---	--	--	---	---

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

**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 2<sup>nd</sup> degree to vote in an election for which I know I am not eligible unless I am convicted of an attempt, in which event it is a state jail felony. 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 aún 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, 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 entiendo que es un delito grave de 2<sup>do</sup> grado votar en una elección para la que sé que no soy elegible, a menos que me condenen por un intento, en cuyo caso es un delito grave de cárcel estatal.)

Last Name (include Suffix if any) / Apellido usual (Incluir sufijo si lo hay) <b>Voter</b>	First Name / Su nombre de pila <b>John</b>	Middle Name (if any) / Segundo nombre (si tiene)	Former Name / Nombre anterior
Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include P.O. Box, Rural 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.) <b>123 Main St., El Paso, TX 79901</b>		Gender: (Optional) / Sexo (Opcativo) <input checked="" type="checkbox"/> Male (Hombre) <input 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). <b>P.O. Box 123, El Paso, TX, 79901</b>		Date of Birth: Month, Day, Year Fecha de nacimiento: mes, día, año <b>07/16/1985</b>	
TX Driver's License No. or TX Personal ID. No. (Issued by Dept. of Public Safety) (Número de su Licencia de Conducir de Texas o de su Cédula de Identidad de Texas expedida por el Departamento de Seguridad Pública de Texas). <b>12345689</b>		Social Security No. (last 4 digits required if you do not have a TX Driver's License or TX Personal ID. Number) / Número de Seguro Social. (Si no tiene Licencia de Conducir de Texas ni Cédula de Identidad Personal de Texas, se requiere los últimos 4 números de su seguro social). <b>XXX-XX-1234</b>	
Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: Soy ciudadano/a de los Estados Unidos <b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>		Signature of Voter / Firma del votante <b>X John Voter</b>	

#### Section 1

**TO BE COMPLETED BY ELECTION JUDGE:**

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION

☒ Yes ☐ No

**REASON FOR VOTING PROVISIONALLY**

- ☒ Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration certificate with exemption.
- ☐ Voter not on list of registered voters.
- ☐ Voter not on list, registered in another precinct.
- ☐ Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.
- ☐ Voting after 7:00 p.m. due to court order.
- ☐ Voter on list, but registered residence address is outside the political subdivision.
- ☐ Registered at Department of Public Safety (DPS): When: \_\_\_\_\_ Where: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_ (Please explain)

Sworn and subscribed to before me this date: **10/24/2023**

**Flor Lopez**  
Signature of Election Judge

Action taken by the Early Voting Ballot Board: ☐ ACCEPTED ☐ REJECTED Signature of Ballot Board Judge: \_\_\_\_\_

#### Section 3

**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**

- ☐ Voter presented acceptable form of identification OR a supporting form of identification and executed a Reasonable Impediment Declaration within 6 calendar days of election day.
- ☐ Voter met disability exemption within 6 calendar days of election day.
- ☐ Voter executed religious objection affidavit within 6 calendar days of election day.
- ☐ Voter executed natural disaster affidavit within 6 calendar days of election day.
- ☐ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 calendar days of election day.

**FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS**

- ☐ Not a registered voter or registration not effective in time for this election.
- ☐ Registered to vote and already listed in wrong precinct.
- ☐ Registered to vote in a different precinct within the county.
- ☐ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.
- ☐ Voter erroneously removed from the list.
- ☐ Voter is not registered to vote in \_\_\_\_\_ political subdivision.
- ☐ Other: \_\_\_\_\_ (Please explain)

Signature of Voter Registrar \_\_\_\_\_ Date \_\_\_\_\_

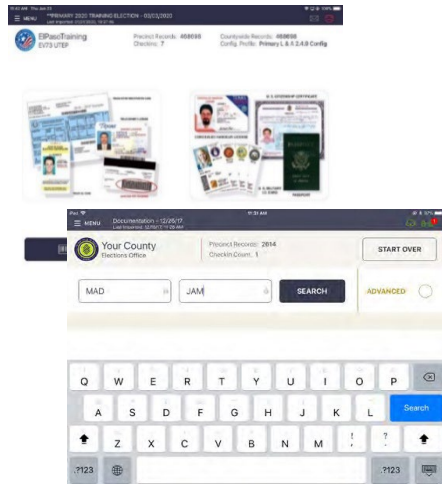
- Judge completes the back portion of the **GREEN AFFIDAVIT OF PROVISIONAL VOTER**.
- Voter completes the front of the **GREEN AFFIDAVIT OF PROVISIONAL VOTER**.

# PROCESSING VOTERS IMPEDIMENT DECLARATION

## 1. LOOK UP VOTER

Look up the voter's record using **MANUAL ENTRY** instructions.

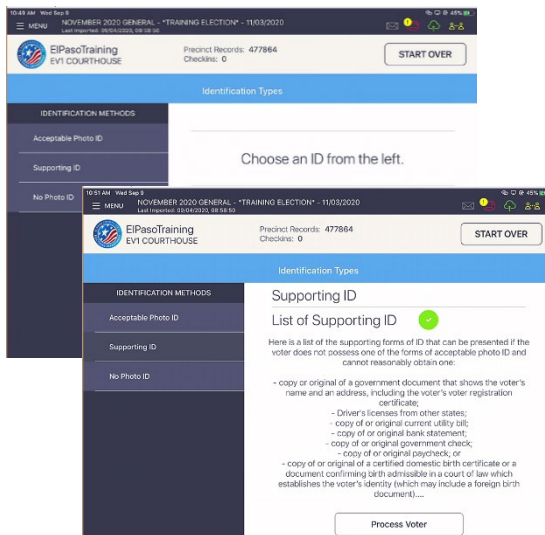
## 2. Select VOTER'S RECORD



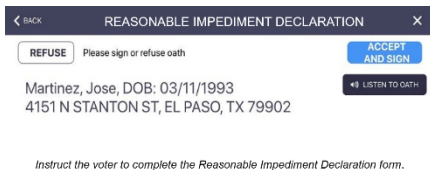
## 3. IDENTIFICATION TYPES

“IDENTIFICATION TYPES” screen displays.

## 4. Select “SUPPORTING ID” and then press “PROCESS VOTER” located at the bottom middle of the screen.



## 5. REASONABLE IMPEDIMENT



“REASONABLE IMPEDIMENT DECLARATION” screen, instruct the voter to complete the form before you continue to the next screen.

**NOTE:** Example of form found on step 11.

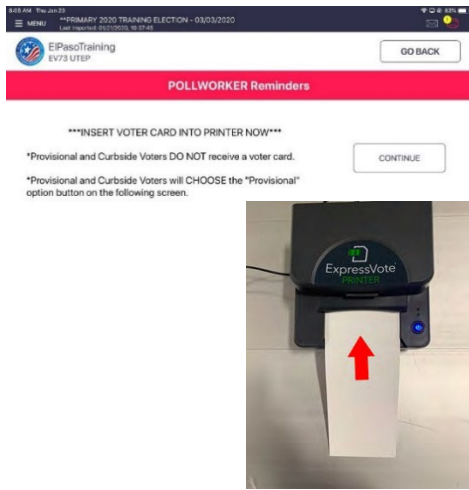
# PROCESSING VOTERS

## IMPEDIMENT DECLARATION

### 6. POLL WORKER REMINDER

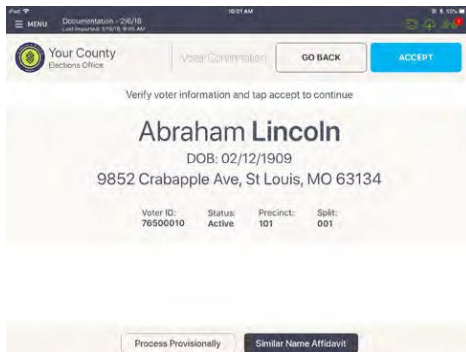
“**POLL WORKER REMINDER**” screen appears and instructs the Poll Worker to insert the activation card into printer. Before completing this step, Poll Worker must press the “**CONTINUE**” button.

**NOTE:** PROVISIONAL AND CURBSIDE VOTERS **WILL NOT** NEED TO INSERT AN ACTIVATION CARD



### 7. VOTER CONFIRMATION

The “**VOTER CONFIRMATION**” screen displays the voter’s information. Verify and confirm that **ALL** voter information, is correct. Once confirmed press **ACCEPT**



### 8. SIGNATURE CONFIRMATION

The “**SIGNATURE CONFIRMATION**” screen displays. At this time, **ROTATE** screen and ask the voter to sign their name. Once complete, rotate back and press “**DONE SIGNING.**”



x *Sample Signature*

# PROCESSING VOTERS IMPEDIMENT DECLARATION

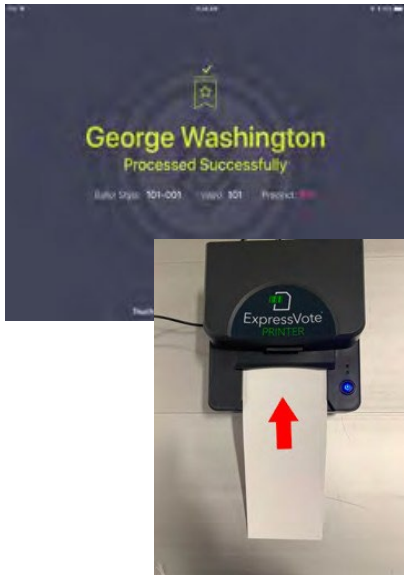
## 9. POLL WORKER CONFIRMATION

The “**POLL WORKER CONFIRMATION**” screen will appear. Poll Worker will verify and confirm all information is correct. If correct, initial in the prompted field and press **SUBMIT**.

6:42 AM Thu Jan 23  
EIPasoTraining  
EV73 UTEP  
POLL WORKER  
CONFIRMATION  
START OVER SUBMIT  
CONFIRM THE VOTER'S INFORMATION  
Enrique Aguilar Sr  
6161 DONIPHAN DR, EL PASO, TX 79932  
Precinct: 010 Split: 1  
Ballot Style: PRECINCT 037  
☐ Oath of Interpreter ☐ Assistance Required  
Signature on Election Day  
Initial

## 10. VOTER PROCESSED

Good job! You successfully processed the voter. The printer will print the activation card.



# PROCESSING VOTERS

## IMPEDIMENT DECLARATION

### 11. EXAMPLE REASONABLE IMPEDIMENT DECLARATION

7-62  
Prescribed by Secretary of State Section  
63.001(i), Texas Election Code  
9/2023

**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)

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

The reasonableness of your impediment cannot be questioned.

**3** ☒ John Voter 11/7/2023  
Signature of Voter Date

Sworn to and subscribed before me this 7 day of Nov, 20 23

**5** Melissa Rosales  
Presiding Judge/ County Voter Registrar (if applicable)

**4** VUID (Voter Unique Identification Number)  
**1094567890**

TO BE COMPLETED BY ELECTION OFFICIAL

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

**6** ☐ 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: Courthouse Date of Election: 11/7/2023

EARLY VOTING: RETURN INSIDE DAILY FOLDER, ELECTION DAY: RETURN INSIDE ENVELOPE #2

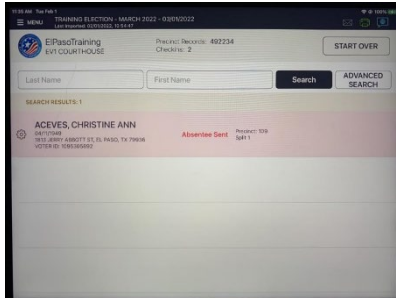
**Note:** Once declaration is executed by both the Judge and voter, the voter must be allowed to **cast a regular ballot**. **Early Voting inside Black Daily Folder and Election Day inside Envelope #2.**

# PROCESSING VOTERS

## ABSENTEE SENT (MAILED)

### 1. LOOK UP VOTER

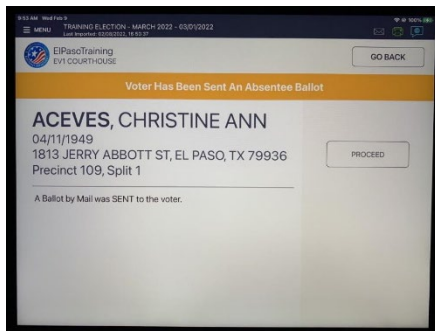
Look up the voter's record using either **SCAN BARCODE** or **MANUAL ENTRY** instructions. Voter record will be highlighted in red, with a voter status of **ABSENTEE SENT**. Select voter's record.



### 2. VOTER HAS BEEN MAILED AN ABSENTEE BALLOT

“Voter Has Been Sent an Absentee Ballot screen” screen will appear.

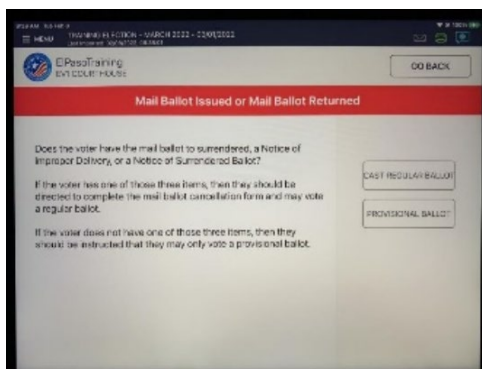
Voter must **complete a Request to Cancel ABBM** and **surrender** their ballot in order to cast a regular ballot. Press “**PROCEED**.”



### 3. WAS THE BALLOT SURRENDERED?

After the voter surrenders **ABSENTEE BALLOT** and completes a **REQUEST TO CANCEL BALLOT BY MAIL** form, press **CAST REGULAR BALLOT**.

**NOTE:** If there is **NO BALLOT** to surrender, or a **REQUEST to CANCEL BALLOT BY MAIL** form is not completed, press **PROVISIONAL BALLOT** and follow prompts.



# PROCESSING VOTERS

## ABSENTEE SENT (MAILED)

### 4. EXAMPLE REQUEST TO CANCEL BALLOT BY MAIL FORM

6-7  
Prescribed by Secretary of State  
Sections 63.011, 66.026, 84.032, 84.038, 85.071 Texas Election Code  
09/2023

**Example**

**REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE**

84.032 (b)  This Section Must Be Completed by Every Voter	I, <u>John Voter</u> , a qualified voter for the <u>November Uniform &amp; Special Election</u> (printed name of voter) (name of election)
	Election to be held on <u>11</u> / <u>7</u> / <u>2023</u> request that my Application for Ballot by (month) (day) (year) Mail or Federal Post Card Application be cancelled.
<u>1092345467</u> VOID (required)	<u>John Voter</u> Signature of Voter

**To be Completed at an Early Voting or Election Day Polling Place**

84.032 (d)  Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	Statement: I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election.
	<u>John Voter</u> Signature of Voter

**Have Voter Sign**

63.011 (a-1)  Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	Statement: I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot.
	_____ Signature of Voter

**This section to be completed by Election Official.**

Name of Voter John Voter VOID Number 109234567  
(Name of Voter) (Required)

Registered Precinct Number 110-1

Sworn and subscribed before me, this 7<sup>th</sup> day of November, 20 23.  
(Day) (Month) (Year)

\_\_\_\_\_  
Signature of Election Official Witnessing Affidavit Printed Name of Election Official Witnessing Affidavit Melissa Rosales

**Instructions for Deputy Early Voting Clerk or Election Judge:**

**Top Box to be Completed by Election Official and Voter**

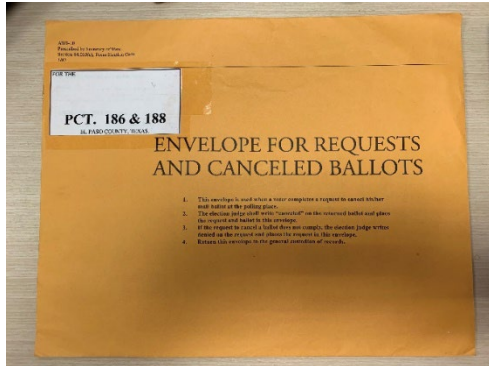
- Complete the top box labeled, "This Section Must Be Completed by Every Voter."  
Include all the required information:
  - Printed name of voter as it appears on the List of Registered Voters
  - Name of Election
  - Date of Election
  - VOID number as it appears on the List of Registered Voters
- Direct the voter to sign the top box on the "Signature of Voter" Line.
- Ensure that all information is complete including the required VOID number.

**Instructions for Completion of Affidavit by Voter**

- Determine which affidavit the voter should complete.
- If **voter has possession** of the mailed ballot, Notice of Improper Delivery or a Notice of Surrendered Ballot, ensure that the voter signs the affidavit labeled "Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [84.032(d)]
  - After the voter signs the affidavit and surrenders the mailed ballot, Notice of Improper Delivery or Notice of Surrendered Ballot, the voter is entitled to receive a regular ballot.
    - If the voter surrenders an official ballot, record the date, name of the voter and the serial number of the surrendered ballot on the Register of Surrendered Ballots. Attach this cancellation request to the official ballot and place it in the designated envelope.
- If the voter **does not have possession** of the mailed ballot, Notice of Improper Delivery or the Notice of Surrendered Ballot, the voter must sign the affidavit in the box labeled, "Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [63.011(a-1)]
  - Once the voter signs the affidavit, he or she may only be given a Provisional Ballot.
  - Please ensure that the voter completes all the necessary information on the Affidavit of Provisional Voter before issuing the Provisional Ballot.

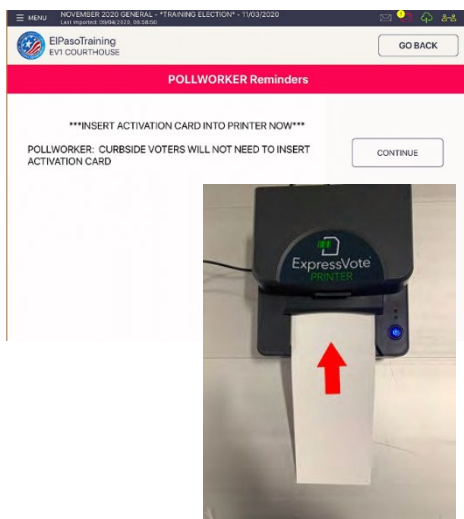
**All information must be completed so that the appropriate voter's Application for Ballot by Mail or Federal Post Card Application can be cancelled.**

# PROCESSING VOTERS ABSENTEE SENT (MAILED)



## 5. ENVELOPE FOR REQUEST & CANCELED BALLOTS

**NOTE:** The “REQUEST to CANCEL APPLICATION FOR BALLOT BY MAIL” and all surrendered ballots must be returned in the **ENVELOPE FOR REQUESTS** and **CANCELLED BALLOTS**, see example on the right.



## 6. POLL WORKER REMINDER

“POLL WORKER REMINDER” screen appears and instructs the Poll Worker to insert the activation card into printer. Before completing this step, Poll Worker must press the “**CONTINUE**” button.

**NOTE:** PROVISIONAL AND CURBSIDE VOTERS **WILL NOT NEED TO INSERT AN ACTIVATION CARD.**



## 7. VOTER PROCESSED

Good job! You successfully processed the voter. The printer will print the activation card.

# PROCESSING VOTERS

## VOTER REQUIRES ASSISTANCE

### 1. POLL WORKER CONFIRMATION

If a voter **REQUIRES ASSISTANCE**, you will find the **ASSISTANCE REQUIRED** box on the **POLL WORKER CONFIRMATION** screen. Poll Worker will check **ASSISTANCE REQUIRED** box.

6:43 AM - 03/03/2020  
PRIMARY 2020 TRAINING ELECTION - 03/03/2020  
EIPasoTraining  
EV73 UTEP  
POLL WORKER  
CONFIRMATION  
START OVER  
SUBMIT  
CONFIRM THE VOTER'S INFORMATION  
Enrique Aguilar Sr.  
6161 DONIPHAN DR, EL PASO, TX 79932  
Precinct: 010  
Split: 1  
Ballot Style: PRECINCT 037  
☐ Oath of Interpreter ☒ Assistance Required  
Signature on Election Day

☐ Assistance Required

### 2. ASSISTANT SIGNATURE

“Assistance Required” screen appears. Poll Worker to complete fields. At this time, the assistant needs to complete both required fields: name and address of the assistant. Once complete, press “**CONTINUE**” and administer the **OATH OF ASSISTANCE** in paper format.

6:43 AM - 03/03/2020  
PRIMARY 2020 TRAINING ELECTION - 03/03/2020  
EIPasoTraining  
POLL WORKER  
START OVER  
SUBMIT  
Assistance Required  
CONTINUE  
RACE  
Lucy Brown  
123 Main  
ADDRESS  
123 Main  
CITY  
El Paso  
STATE  
TX  
ZIP  
79932

**NOTE:** If **ASSISTANT REQUIRED** step was not offered or given at time of processing in the PollPad, you must call the Elections Department to clear the voter for re-process. **ASSISTANCE REQUIRED on PollPad MUST BE SELECTED** and **OATH of ASSISTANT** form must be administered. The **OATH of ASSISTANCE** is in your Election Forms Envelope.

# PROCESSING VOTERS

## VOTER REQUIRES ASSISTANCE

7-63  
Prescribed by Secretary of State  
Sections 64.0322, 64.034, Texas Election Code  
9/2023

Type of Election Uniform & Special Election	Polling Location Fire Station #16
Date of Election 11/7/2023	Authority Conducting Election Lisa Wise

### OATH OF ASSISTANCE

**Oath of Person Assisting Voter:** "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted." **Juramento de la Persona Asistiendo al Votante:** "Yo juro (o afirmo) bajo pena de perjurio que el votante al que estoy asistiendo me representó que es elegible para recibir asistencia; no sugeriré, con palabra, señal, o gesto, como debe votar el votante; prepararé la boleta del votante según lo indique el votante; no presioné ni coaccioné al votante para que me eligiera como asistente; no soy el empleador del votante, un agente del empleador del votante, o un oficial o agente de un sindicato al cual el votante pertenece; no comunicaré información sobre cómo el votante ha votado a otra persona; y entiendo que si se proporciona asistencia a un votante que no es elegible para recibir asistencia, la boleta del votante podría no ser contada."

	Signature of Assistant (Firma del Asistente)	Printed Name of Assistant (Nombre del Asistente en Letra de Molde)	Address of Assistant (Dirección del Asistente)	Relationship of Assistant to Voter (Relación del Asistente al Votante)	Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? (Recibió o aceptó cualquier forma de compensación u otro beneficio de un candidato, campaña o comité político?)	
1	Michael Scott	Michael Scott	123 Main St., El Paso, TX 79901	Brother	Yes	No
2					Yes	No
3					Yes	No
4					Yes	No
5					Yes	No
6					Yes	No
7					Yes	No
8					Yes	No
9					Yes	No
10					Yes	No

#### Instructions:

- Administer the Oath of Assistance to the Assistant.
- The Assistant must repeat the Oath aloud and complete the form for each voter assisted.
- Instruct the Assistant to:
  - Sign the form
  - Print his or her name
  - Provide his or her address
  - Put his or her relationship to the voter in the column
  - Indicate whether he or she received or accepted any form of compensation or other benefit from a candidate, campaign, or political committee for providing assistance to the voter.

The above paths were sworn and subscribed to before me this 7 day of November, 2023. Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en la fecha arriba.

Melissa Rosales  
Signature of Election Officer  
Melissa Rosales  
Printed Name of Election Officer

**RETURN INSIDE ENVELOPE #2**

# PROCESSING VOTERS

## CURBSIDE VOTER

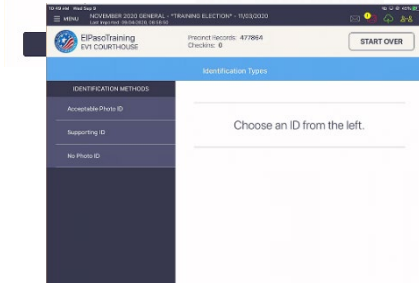
### 1. LOOK UP VOTER

Look up the voter's record using either **SCAN BARCODE** or **MANUAL ENTRY** instructions.



### 2. IDENTIFICATION TYPES

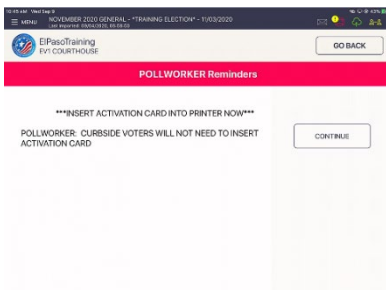
On “**IDENTIFICATION SCREEN**” press and select type that applies. Press “**PROCESS VOTER.**”



### 3. POLL WORKER REMINDER

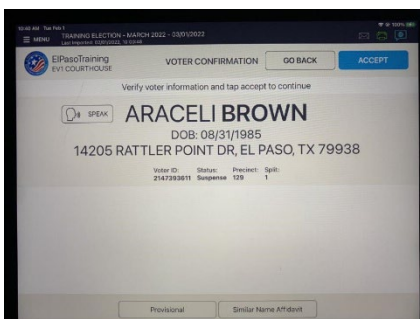
“**POLL WORKER REMINDER**” screen displays and instructs Poll Worker to insert voter's activation card into printer; **DO NOT INSERT ACTIVATION CARD**. Poll Worker must press the “**CONTINUE BUTTON**”.

**NOTE: PROVISIONAL AND CURBSIDE VOTERS WILL NOT NEED TO INSERT AN ACTIVATION CARD.**



### 4. VOTER CONFIRMATION

“**VOTER CONFIRMATION**” screen displays. Poll Worker confirms the information on screen.



# PROCESSING VOTERS

## CURBSIDE VOTER

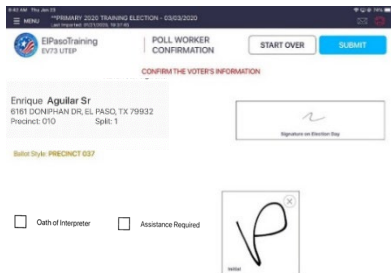
### 5. SIGNATURE CONFIRMATION



The “**SIGNATURE CONFIRMATION**” screen displays. At this time, **ROTATE** screen and ask the voter to sign their name. Once complete, rotate back and press “**DONE SIGNING.**”

x Sample Signature

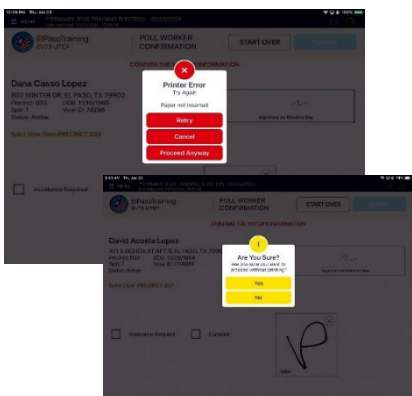
### 6. POLL WORKER CONFIRMATION



The “**POLL WORKER CONFIRMATION**” screen will appear. Confirm that the voter information displays. “**INITIAL**” on the field provided, then click “**SUBMIT.**”

**NOTE:** You will find the **Precinct and Split** number on this screen, to select the correct **PAPER BALLOT.**

### 7. PRINTER ERROR



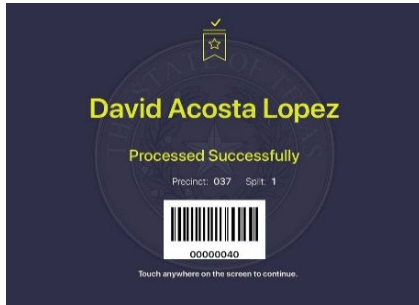
“**PRINTER ERROR**” screen displays, it’s just informing you that there is **NO ACTIVATION CARD** inserted in printer. At this time, press “**PROCEED ANYWAY.**”

### 8. ARE YOU SURE?

“**ARE YOU SURE?**” screen displays, press “**YES.**”

# PROCESSING VOTERS

## CURBSIDE VOTER



### 9. PROCESSED VOTER

Good job! You successfully processed a “CURBSIDE VOTER.”

## PERSON PROVIDING TRANSPORTATION TO SEVEN OR MORE VOTERS (CURBSIDE VOTING)

- Complete only if a person simultaneously provides transportation to 7 or more curbside voters to the voting place
- Does NOT apply if the person assisting is related to each voter within the second degree by affinity (marriage) or the third degree by consanguinity (blood)
- If complete, return inside Envelope #2

7-65  
Prescribed by Secretary of State  
Sections 64.009, 64.034, Texas Election Code  
9/2023

Type of Election Uniform & Special Election	Polling Location Marty Robbins Rec. Center
Date of Election 11/07/2023	Authority Conducting Election Lisa Wise

### INFORMATION OF PERSON THAT PROVIDED TRANSPORTATION TO SEVEN OR MORE VOTERS FOR CURBSIDE VOTING INFORMACIÓN DE PERSONA QUE PROVEYÓ TRANSPORTACIÓN A SIETE O MAS VOTANTES

Signature of Person that Provided Transportation <i>Firma de persona que proveyó transportación</i>	Printed Name of Person that Provided Transportation <i>Nombre de persona que proveyó transportación en letra de molde</i>	Address of Person that Provided Transportation <i>Dirección de persona que proveyó transportación</i>	Did the person who provided transportation function as an assistant to the voter under Chapter 64, Subchapter B in addition to providing transportation to the polling place? <i>¿La persona que proveyó transportación sirvió como asistente del votante bajo 64.034 además de proveyer transportación al lugar de votación?</i>	
<i>Vin Diesel</i>	Vin Diesel	123 Main St.	Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No

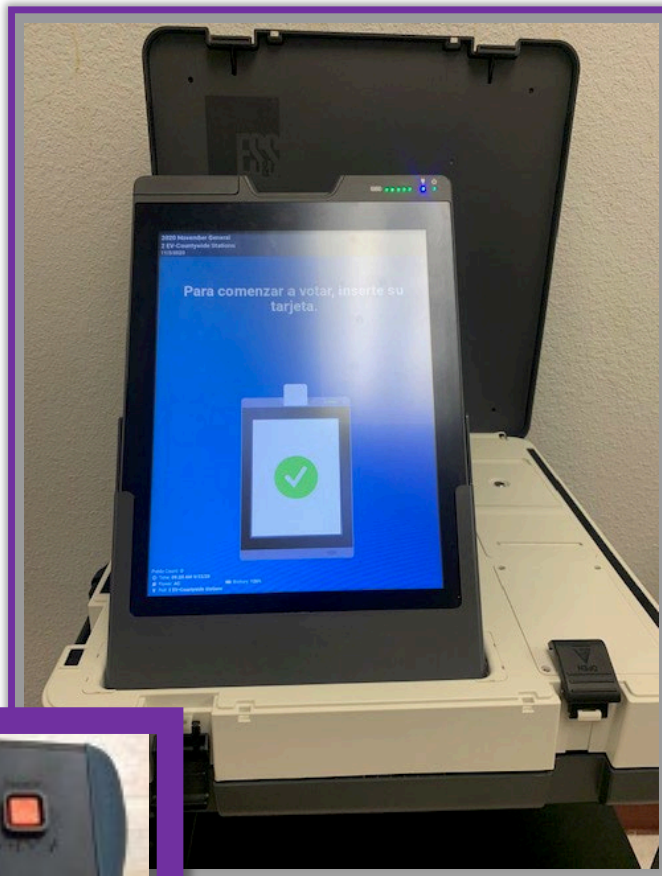
#### Instructions:

A person that simultaneously provides transportation to 7 or more curbside voters to the polling place must complete and sign this form.

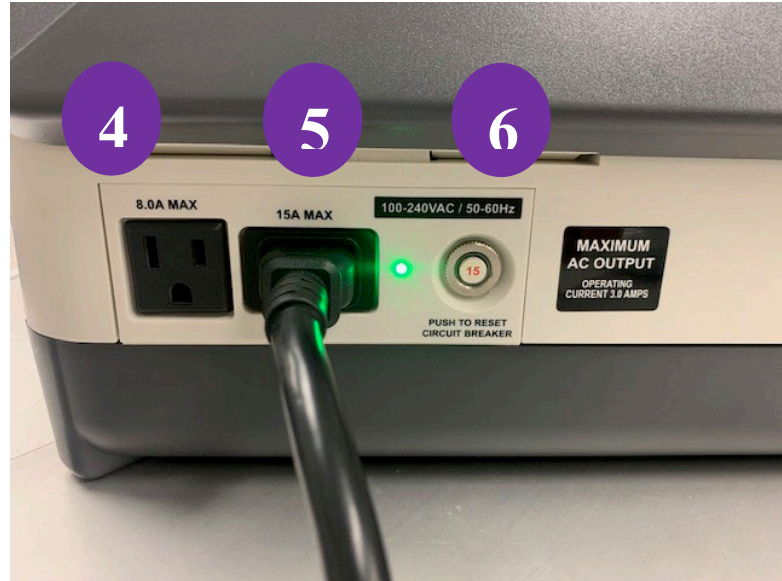
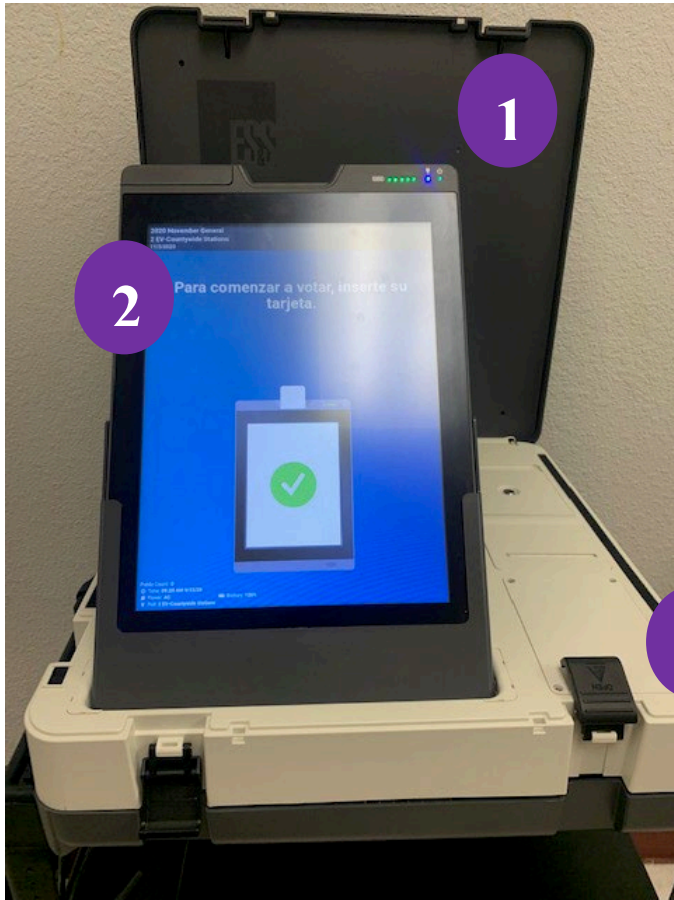
If the person that provided transportation also assists the voter, the person must repeat the Oath of Assistance aloud and sign it prior to rendering assistance.

**RETURN INSIDE ENVELOPE #2**

# ExpressTouch (Curbside Machine) Process Voter Instructions

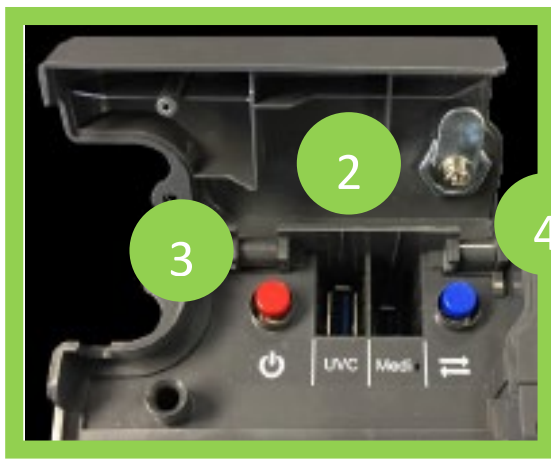


# MEET YOUR EXPRESSTOUCH



1. Voting Booth Lid
2. ExpressTouch Tablet
3. Thermal Printer
4. Auxiliary AC Outlet
5. AC Power Cord
6. Circuit Breaker Button+

# EXPRESSTOUCH TABLET & ACCESS COMPARTMENT

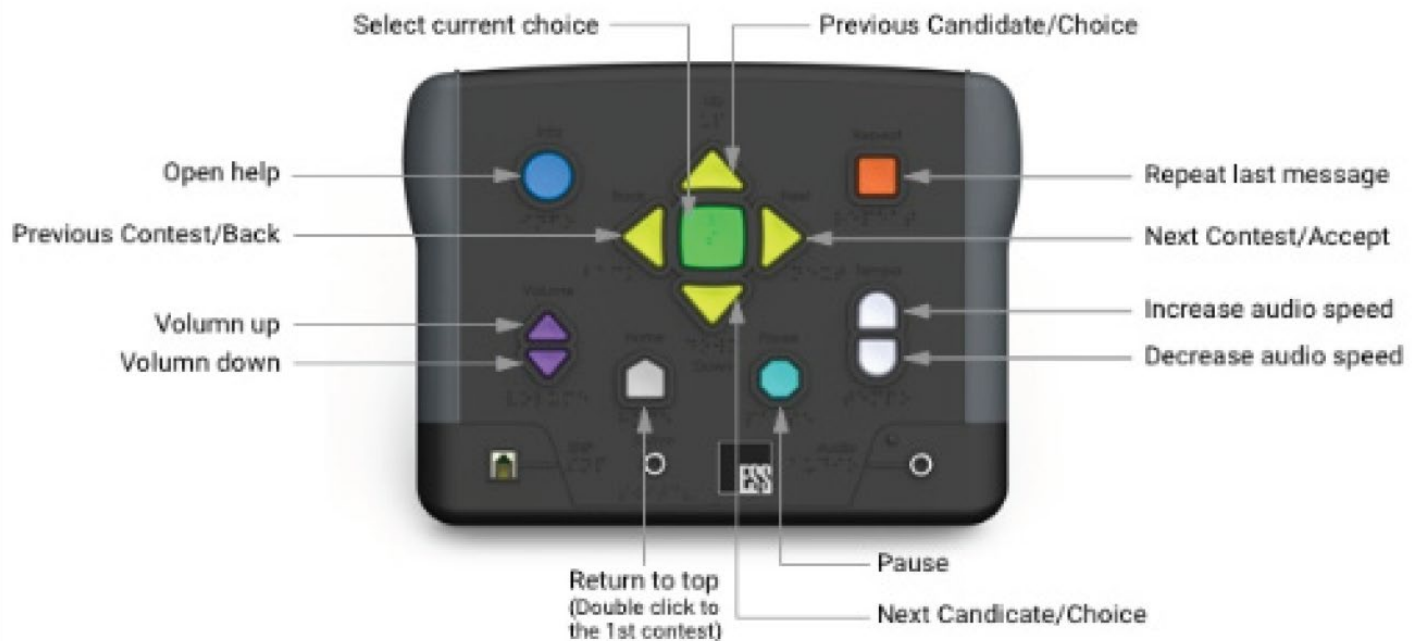



- 1. Access Compartment**
- 2. USB Ports**
- 3. Power Button**
- 4. Mode Button**
- 5. 15" Touch Screen**
- 6. Dock Connector**
- 7. Power Status Panel**
- 8. Smart Card Slot**

# ASSISTING ACCESSIBLE VOTERS



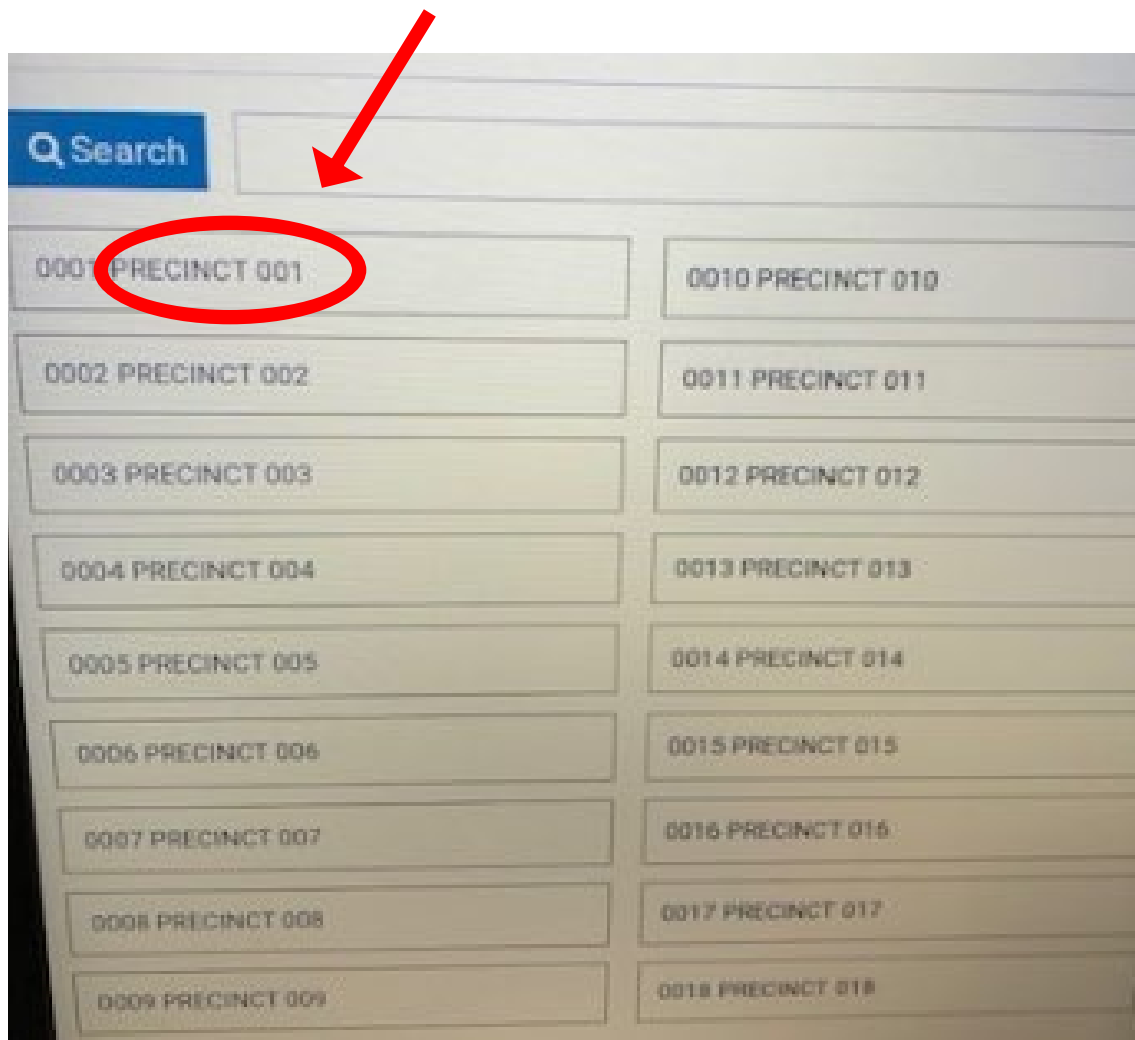
To hide the screen, press **Select** at any time while viewing HELP.



Press  to return to voting.

# PRECINCT SELECTION

Please see image below as the **Precinct number is the number to the right**, (circled number) **NOT the number on the left**. Make sure you select the correct precinct for the voter to populate the correct ballot.

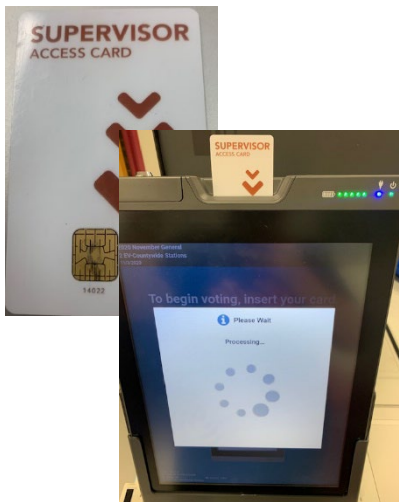


The image shows a web interface for precinct selection. At the top left is a blue button with a magnifying glass icon and the text "Search". To its right is a search input field. A red arrow points from the top of the page down to this search field. Below the search bar is a grid of 18 buttons arranged in two columns and nine rows. Each button contains the text "PRECINCT" followed by a number. The first button in the first row, "PRECINCT 001", is circled in red. A red arrow also points from the top of the page down to this circled button. The buttons are labeled as follows:

0001 PRECINCT 001	0010 PRECINCT 010
0002 PRECINCT 002	0011 PRECINCT 011
0003 PRECINCT 003	0012 PRECINCT 012
0004 PRECINCT 004	0013 PRECINCT 013
0005 PRECINCT 005	0014 PRECINCT 014
0006 PRECINCT 006	0015 PRECINCT 015
0007 PRECINCT 007	0016 PRECINCT 016
0008 PRECINCT 008	0017 PRECINCT 017
0009 PRECINCT 009	0018 PRECINCT 018

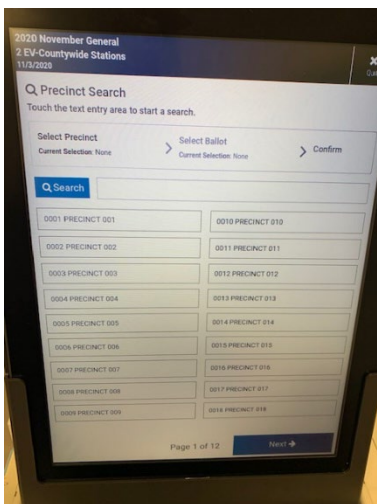
# EXPRESSTOUCH ACTIVATING A BALLOT

## ACTIVATING BALLOT



1. Retrieve the **SUPERVISOR ACCESS CARD** from the **ORANGE BAG**.
2. From the “**BEGIN VOTING**” screen insert the **SUPERVISOR ACCESS CARD** into the card slot at top of the machine.

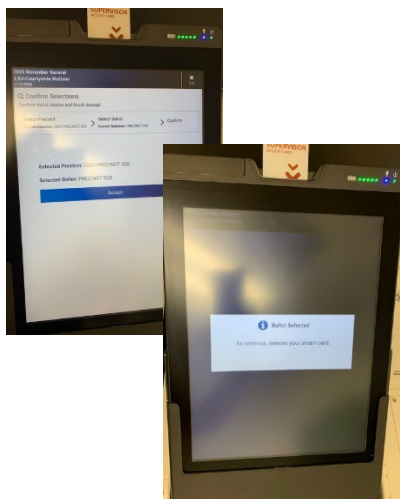
## PRECINCT SEARCH



6. The “**PRECINCT SEARCH**” page will appear.
7. Using the search field, type in the voter’s precinct then touch the voter’s precinct number, then press **SEARCH**.

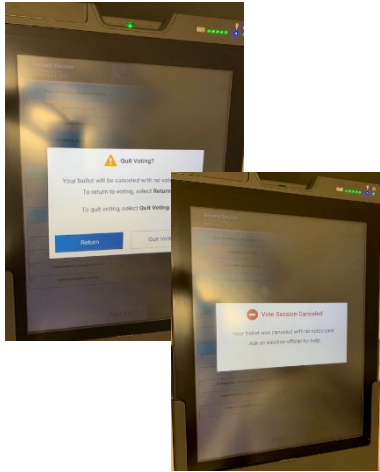
**NOTE:** You may also scroll through the pages to find the precinct number by pressing “**NEXT**” at the bottom of the page.

## PRECINCT & BALLOT STYLE CONFIRMATION

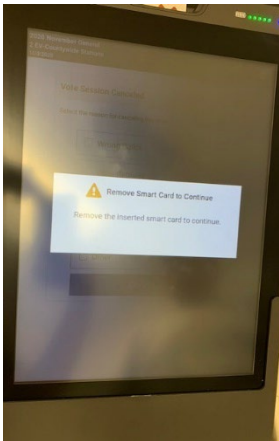


3. Confirm the correct precinct, ballot style and press **ACCEPT**.
4. Once the ballot has been selected **REMOVE** the **SUPERVISOR CARD** from the card reader slot.
5. Voting Screen will be prompted, voter will be able to make his/selections.

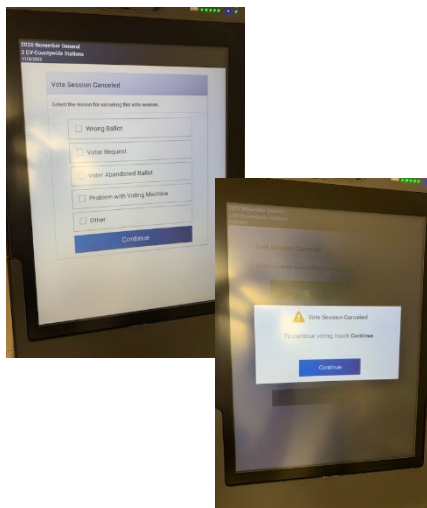
# EXPRESSTOUCH - CANCELLING A BALLOT



5. The Election Official will touch **QUIT** at the top right corner of the screen.
6. The screen will prompt "**QUIT VOTING?**" You will select "**QUIT VOTING**".
7. **VOTE SESSION CANCELLED** screen displays.



4. "**REMOVE CARD TO CONTINUE**" screen will display, you will remove SUPERVISOR CARD from card reader slot.



1. "**VOTE SESSION CANCELLED**" screen displays.
2. Select cancellation reason and then press "**CONTINUE.**"
3. Last "**VOTE SESSION CANCELED CONTINUE**" screen displays, press "**CONTINUE**" and once that is done, vote session has now been "**CANCELLED.**"

# **Ballot By Mail**

# BALLOT BY MAIL

## FEDERAL POST CARD APPLICATION

### Step 1:

Voter surrenders the Ballot (Envelope and Ballot) to vote at the location.

### Step 2:

“Request to Cancel Application for a Ballot by Mail’ Sec. 84.032, 86.0015, Texas Election Code needs to be completed. (form is found inside the Envelope for Request and Cancelled Ballots Envelope)

- ❖ Once Request to Cancel Application for Ballot by Mail, (please see image below) is completed, please return inside the “Envelope for Requests and Cancelled Ballots” along with the ballot.
- ❖ You will then proceed by processing the voter as a regular voter.

### Example

Complete with voter's  
name, election name and  
election date

<b>This Section Must Be Completed by Every Voter</b>	I, <u>John Voter</u> , a qualified voter for the <u>May 2022 Primary Runoff</u> <small>(printed name of voter) (name of election)</small> Election to be held on <u>5 24 2022</u> request that my Application for Ballot by <small>(month) (day) (year)</small> Mail or Federal Post Card Application be cancelled. <u>1092345467</u>
	<u>John Voter</u> <small>Signature of Voter</small>
	<b>VOID (required)</b>
	<b>To be Completed at an Early Voting or Election Day Polling Place</b>
<b>84.032 (d)</b> <b>Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot</b>	<b>Statement:</b> I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election. <div style="display: flex; justify-content: space-between; align-items: center;"> <span><b>Have Voter</b></span> <span><u>John Voter</u></span> </div>
	<u>John Voter</u> <small>Signature of Voter</small>
<b>63.011 (a-1)</b> <b>Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot</b>	<b>Statement:</b> I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot. <div style="display: flex; justify-content: space-between; align-items: center;"> <span><u>John Voter</u></span> <span><u>109234567</u></span> </div>
	<u>110-1</u> <small>Signature of Voter</small>

Complete with voter's name,  
precinct were registered,  
VOID, election date and your  
signature

**This section to be completed by Election Official.** May 24 2022

Name of Voter Melissa Rosales (Name of Voter) VOID Number Required

Registered Precinct Number \_\_\_\_\_

Sworn and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Day) (Month) (Year)

Signature of Election Official Witnessing Affidavit \_\_\_\_\_ Printed Name of Election Official Witnessing Affidavit \_\_\_\_\_

**Instructions for Deputy Early Voting Clerk or Election Judge:**

**Top Box to be Completed by Election Official and Voter**

- Complete the top box labeled, "This Section Must Be Completed by Every Voter."  
**Include all the required information:**
  - Printed name of voter as it appears on the List of Registered Voters
  - Name of Election
  - Date of Election
  - VOID number as it appears on the List of Registered Voters
- Direct the voter to sign the top box on the "Signature of Voter" Line.
- Ensure that all information is complete including the required VOID number.

**Instructions for Completion of Affidavit by Voter**

- Determine which affidavit the voter should complete.
- If voter **has possession** of the mailed ballot, Notice of Improper Delivery or a Notice of Surrendered Ballot, ensure that the voter signs the affidavit labeled "Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [84.032(d)]
  - After the voter signs the affidavit and surrenders the mailed ballot, Notice of Improper Delivery or Notice of Surrendered Ballot, the voter is entitled to receive a regular ballot.
    - If the voter surrenders an official ballot, record the date, name of the voter and the serial number of the surrendered ballot on the Register of Surrendered Ballots. Attach this cancellation request to the official ballot and place it in the designated envelope.
- If the voter **does not have possession** of the mailed ballot, Notice of Improper Delivery or the Notice of Surrendered Ballot, the voter must sign the affidavit in the box labeled, "Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot." [63.011(a-1)]
  - Once the voter signs the affidavit, he or she may only be given a Provisional Ballot.
  - Please ensure that the voter completes all the necessary information on the Affidavit of

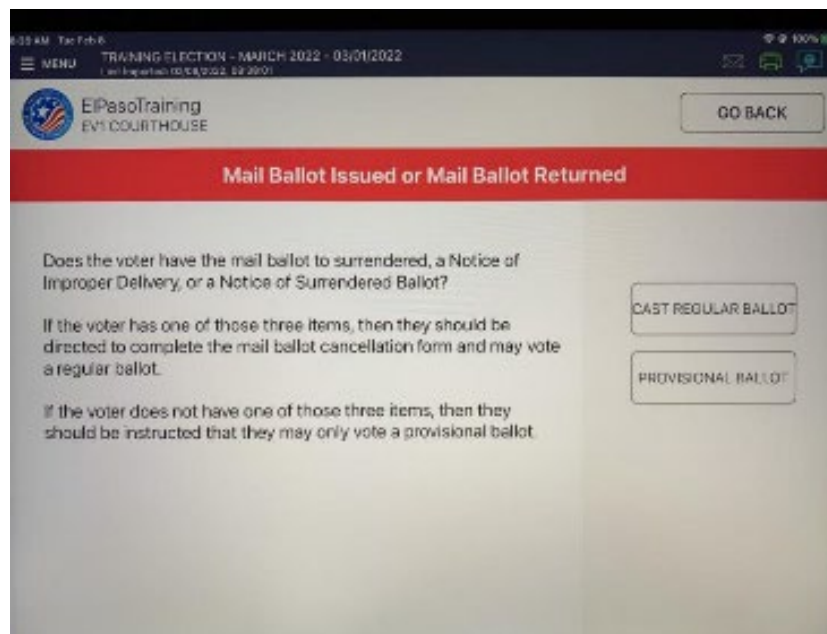
### Step 3:

If voter does not surrender a ballot, he/she will have to complete a Provisional Ballot.

\*\*\*Please see Provisional Voter Information inside your Election Binder for further instructions. \*\*\*

**Reminder:** Please call **Melissa Soto** or **Flor Lopez** at (915)546-2154 if you have any questions about processing a FPCA/Ballot by Mail Voter. Should you need more detailed instructions please refer to your *Handbook for Election Judges & Clerks, Pages 42 & 43*.

**For an example of an Absentee Ballot Mailed Voter on the E-Poll book, look at image below:**



The screenshot shows a mobile application interface for an election. At the top, the status bar displays '9:25 AM Tue Feb 8', 'TRAINING ELECTION - MARCH 2022 - 03/01/2022', and '1 sec | 10/15/2022 5:22:00'. Below the status bar is a header with the 'El Paso Training' logo and 'EV1 COURTHOUSE' text, and a 'GO BACK' button. The main content area has a red header with the text 'Mail Ballot Issued or Mail Ballot Returned'. Below this, there is a question: 'Does the voter have the mail ballot to surrendered, a Notice of Improper Delivery, or a Notice of Surrendered Ballot?'. To the right of the question are two buttons: 'CAST REGULAR BALLOT' and 'PROVISIONAL BALLOT'. Below the question, there are two paragraphs of text: 'If the voter has one of those three items, then they should be directed to complete the mail ballot cancellation form and may vote a regular ballot.' and 'If the voter does not have one of those three items, then they should be instructed that they may only vote a provisional ballot.'

**For instructions on how to process an Absentee Ballot Mailed Voter, please refer to the Poll Pad Processing Guide.**

# **In Person Delivery of Carrier Envelope**

Section 86.00(a-1) provides that a voter may hand-deliver his or her own by-mail ballot to the early voting clerk's office during the hours the polls are open on Election Day.

Early Voting Clerk's Office: **500 E. San Antonio Ave., Suite 314 El Paso, TX 79901.**

An assistant or agent may not deliver a ballot for a voter under this section; only the voter himself or herself may complete the hand- delivery.

**❖ Also note that the ballot cannot be submitted to the Presiding Judge at an Early Voting Site or Vote Center to be counted.**

A voter wanting to hand deliver his or her own ballot by mail to the Early Voting Clerk's office must present one of the acceptable forms of Voter Identification described by Section 63.0101.

**NOTE: If the voter does not have one of the acceptable forms of ID, he or she cannot take advantage of the in-person delivery, but should be informed of the following options:**

1. Proceed to an Early Voting Location or Vote Center, surrender the by-mail ballot, (which will be cancelled), and vote a provisional ballot (due to lack of ID).
2. Alternatively, the voter could have the by-mail ballot delivered by a common or contract carrier to the early voting clerk by 7:00 pm on **Election Day**.

# **Provisional Information**

## **Provisional Information**

Sec. 63.011. PROVISIONAL VOTING. (a) A person to whom Section 63.001(g) or 63.009 applies may cast a provisional ballot if the person executes an affidavit stating that the person:

- (1) is a registered voter in the precinct in which the person seeks to vote; and
- (2) is eligible to vote in the election.

(a-1) A person to whom the early voting clerk was required to provide an early voting ballot by mail under Section 86.001 and who did not vote early by mail may cast a provisional ballot on election day if the person executes an affidavit stating that the person:

- (1) is a registered voter in the precinct in which the person seeks to vote; and
- (2) did not vote early by mail

(b) A form for an affidavit required by this section must be printed on an envelope in which the provisional ballot voted by the person may be placed and must include:

- (1) a space for entering the identification number of the provisional ballot voted by the person; and
- (2) a space for an election officer to indicate whether the person presented a form of identification described by Section 63.0101.

(b-1) The affidavit form may include space for disclosure of any necessary information to enable the person to register to vote under Chapter 13. The secretary of state shall prescribe the form of the affidavit under this section.

(c) After executing the affidavit, the person shall be given a provisional ballot for the election. An election officer shall record the number of the ballot on the space provided on the affidavit.

(d) An election officer shall enter "provisional vote" on the poll list beside the name of each voter who is accepted for voting under this section.

(e) A person who is permitted under a state or federal court order to cast a ballot in an election for a federal office after the time allowed by Subchapter B, Chapter 41, must cast the ballot as a provisional vote in the manner required by this section.

**List of Acceptable Forms of Photo Identification:**

1. Texas Driver's License issued by the Department of Public Safety ("DPS")
2. Texas Election Identification Certificate issued by DPS.
3. Texas Personal Identification Card issued by DPS.
4. Texas Handgun License issued by DPS.
5. United States Military Identification Card containing the person's photograph.
6. United States Citizenship Certificate containing the person's photograph; or
7. United States Passport (book or card).

With the exception of the U.S. Citizenship Certificate, which does not expire, for voters aged 18-69, the acceptable form of photo identification may be expired no more than four years before being presented for voter qualification at the polling place. For voters aged 70 or older, the acceptable form of photo identification may be expired for any length of time if the identification is otherwise valid.

**What if a voter does not have any form of ID with them at the polling place and they do not have a disability exemption when they visit the polling place?**

If a voter does not possess an acceptable form of photo ID, cannot reasonably obtain one, and does not have or does not bring a supporting form of ID to present in connection with a Reasonable Impediment Declaration, or if the voter does not possess an acceptable form of photo ID and can reasonably obtain an acceptable form of photo ID, or if the voter possesses, but did not bring with them, an acceptable form of photo ID, the voter may cast a provisional ballot at the polls. However, in order to have the provisional ballot counted the voter will be required to visit the county voter registrar's office within six calendar days, also known as the Cure Period (and is explained down below) of the date of the election to present an acceptable form of photo ID; OR, if the voter does not possess and cannot reasonably obtain an acceptable form of photo ID, follow the Reasonable Impediment Declaration procedure; OR, if applicable, submit one of the temporary affidavits addressed in these FAQs (religious objection or natural disaster) in the presence of the county voter registrar; OR, if applicable, qualify for the disability exemption addressed in these FAQs with the county voter registrar.

**\*PLEASE NOTE IF THEY SUBMIT A REASONABLE IMPEDIMENT THEY DO NOT VOTE PROVISIONAL\***

## **What is a reasonable impediment?**

Reasonable impediments identified on the Reasonable Impediment Declaration are: lack of transportation, disability or illness, lack of birth certificate or other documents needed to obtain acceptable photo ID, work schedule, family responsibilities, lost or stolen ID, or acceptable form of photo ID applied for but not received. You must qualify for one of these reasonable impediments in order to execute a Reasonable Impediment Declaration. 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 a Reasonable Impediment Declaration.

If the voter does not possess one of the forms of acceptable photo identification listed above, and cannot reasonably obtain such identification, he/she may execute a Reasonable Impediment Declaration and present a copy or original of one of the following supporting documents.

### **List of Supporting Documents:**

1. A certified domestic (from a U.S. state or territory) birth certificate **or** a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).
2. Copy of or original current utility bill.
3. Copy of or original bank statement.
4. Copy of or original government check.
5. Copy of or original paycheck.
6. A government document that shows the voter's name and an address (which includes the Voter's Registration Certificate).

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

**For provisional voter that did not (1) present an acceptable form of photo ID and (2) complete a reasonable impediment declaration, they are known as a Provisional ID Voter.**

### **Provisional ID Voters and the Cure Period:**

In order to have the provisional ballot counted, the voter will be required to visit the El Paso County Voter Registrar's office located at 500 E. San Antonio Ave. Suite 314, El Paso Texas 79901, within six days of the date of the election (Cure Period) to either present one of the acceptable forms of photo identification OR if the voter does not possess and cannot reasonably

obtain one of the acceptable forms of photo identification, execute a Reasonable Impediment Declaration and present one of the supporting forms of ID OR submit one of the temporary forms (e.g., religious objection or natural disaster exemption) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent disability exemption. The process can be expedited by taking the notice to Provisional Voter to the county voter registrar at the time he/she presents an acceptable form of photo identification (or if he/she does not possess and cannot reasonably obtain one of the acceptable forms of photo identification, execute a Reasonable Impediment Declaration and present one of the forms of supporting ID, or execute a temporary affidavit or provide acceptable paperwork for a permanent exemption; however, taking the notice is not a requirement.

#### **PERMANENT EXEMPTION:**

During the cure period, voters with a disability may apply with the county voter registrar for a permanent exemption to present an acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing the applicant's disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. The applicant must also state that he/she does not have a form of identification prescribed by Section 63.0101 of the Texas Election Code. Those who obtain a disability exemption will be allowed to vote upon display of their voter registration certificate reflecting the exemption.

#### **TEMPORARY EXEMPTION:**

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

#### **Judges Responsibilities at the Polling Locations:**

1. Have provisional material ready.
2. Make sure all Election Workers understand that they must offer a provisional to those who are eligible.
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. Be aware that if there is time, they can leave and return with proper photo ID or supporting form of ID.
7. Follow the instructions and fill out all forms completely. Provisional process instructions are available inside your binder.

## Provisional Procedures:

IF THE VOTER IS NOT REGISTERED TO VOTE/DID NOT MEET REGISTRATION DEADLINE:

All Provisional Voters must be checked-in on the E-Poll Book except for those voters that:

1. Did not meet the voter registration deadline; or
2. Are not registered to vote.

- A combination form will be provided to process those voters that fall under this category.
- All provisional voters names must appear in the List of Provisional Voters
- Remember, should any questions arise call the Elections Department first!

Line #				Voter Assistant (if additional voter assistant lines are necessary, continue on the back of this form) Include Name, Address Asistente de Votantes (si líneas adicionales son necesarias para asistente de votantes, continúe en el reverso de este formulario) Incluya Nombre, Dirección		COMBINATION FORM and Early Voting Roster for Early Voting						Prescribed by Secretary of State // Form 7-61 Sección 63.001, 63.0011, 63.002, 63.003, 63.004, 63.006, 63.009, 63.0101, 63.011, 64.003, 61.002, 60.031, 67.121 and 162.004 Texas Election Code	
Location (Sitio)		Date of Election (Fecha de elección)	Type of Election (Tipo de elección)	Revised Dec. 2011 (i)	Provisional 63.011	Ballot Name 63.001 (i)	Not on List 63.006	Date	If a voter is unable to sign his/her name, an election official shall place the voter's name on the signature roster and make a notation as to the reason the voter is unable to sign. Si algún votante no puede firmar su nombre, un oficial electoral apuntará el nombre del votante en el registro de firmas y hará una anotación indicando la causa por la cual el votante no pudo firmar.				
County Precinct No. Num. de Precincto	VUID	Poll List (Lista de Votantes)	Voter Address (Domicilio del Votante)	63.011	63.001 (i)	63.006	63.006		Signature (Firma)				
10								10				10	
9								9				9	
8								8				8	
7								7				7	
6								6				6	
5								5				5	
4								4				4	
3								3				3	
2								2				2	
1	97-1	109123456	Joe Smith 123 Main St. El Paso, TX 79901	X				1				1	

**For use in Primary Election - A person commits a criminal offense if the person knowingly votes in a primary election or participates in a convention of another party during the same voting year in which he or she is not eligible to vote in the election.**  
Para uso en la Elección Primaria - Una persona comete un delito criminal si la persona vota con conocimiento en una elección primaria o participa en una convención de otro partido político durante el mismo año de votación en el que no es elegible para votar en la elección.

**For use in Primary Election - A person commits a criminal offense if the person knowingly votes in a primary election or participates in a convention of another party during the same voting year in which he or she is not eligible to vote in the election.**  
Para uso en la Elección Primaria - Una persona comete un delito criminal si la persona vota con conocimiento en una elección primaria o participa en una convención de otro partido político durante el mismo año de votación en el que no es elegible para votar en la elección.

**Sign Below (Firmar debajo)**

**Authority conducting election**

**Voter's Signature (Firma del Votante)**

**Signature (Firma)**

**APPLICANT FOR VOTER REGISTRATION (NOT FOR LIST):** By initiating the square labeled "Initiator for Voter" on line, I swear or affirm that (1) I am a resident of the precinct in which I am offering to vote or am otherwise entitled to vote in that precinct, (2) I am a resident of the precinct in which I am offering to vote at the time the information on my residence address was last provided in the voter registration, (3) I did not deliberately provide false information to secure registration in a precinct in which I do not reside, and (4) I am voting only once in the election.

**DECLARATION OF VOTER:** I am the person in the of registration voters in the precinct in which I am offering to vote at the time the information on my residence address was last provided in the voter registration, (3) I did not deliberately provide false information to secure registration in a precinct in which I do not reside, and (4) I am voting only once in the election.

**DECLARATION OF VOTER:** I am the person in the of registration voters in the precinct in which I am offering to vote at the time the information on my residence address was last provided in the voter registration, (3) I did not deliberately provide false information to secure registration in a precinct in which I do not reside, and (4) I am voting only once in the election.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Early Voting Clerk \_\_\_\_\_

And/Or:

AW-24  
Prescribed by Secretary of State  
Section 4.016, Texas Election Code  
10/13

Type of Election (Type de Election) <b>GENERAL</b>	Precinct No. (Num. de Precinct) <b>BASSETT</b>
Date of Election (Fecha de la Elección) <b>11-8-22</b>	Authority Conducting Election (Autoridad Administrando la Elección) <b>LISA WISE</b>

### List of Provisional Voters

To be Completed by the Election Judge		To be Completed by the Ballot Board Judge	
Name of Provisional Voter		Accepted for Counting	Rejected for Counting
1	MIKE JOHN WILLIAMS		
2	ROSE SETH		
3	SOPHIA HANE		
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Number of Provisional Ballots in Ballot Box.  
(as shown on list)  
**3**

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

Signature of Precinct Presiding Judge: \_\_\_\_\_

Signature of Custodian receiving ballots from Presiding Judge: \_\_\_\_\_

Signature of Voter Registrar: *[Signature]*

## How to Prepare a Paper Ballot:



Paper ballots will be inside the black ballot bag.

### BALLOT GUIDE

2022 Primary Poll Judge's Ballot Guide

PRECINCT WITH VOTER	REP/DEM/CAD NUMBER	DEMOCRAT CARD NUMBER
SN-1	1	5
SN-2	1	5
SN-3	1	5
SN-4	1	5
SN-5	1	5
SN-6	1	5
SN-7	1	5
SN-8	1	5
SN-9	1	5
SN-10	1	5
SN-11	1	5
SN-12	1	5
SN-13	1	5
SN-14	1	5
SN-15	1	5
SN-16	1	5
SN-17	1	5
SN-18	1	5
SN-19	1	5
SN-20	1	5
SN-21	1	5
SN-22	1	5
SN-23	1	5
SN-24	1	5
SN-25	1	5

**INSTRUCTIONS:**  
Fold the ballot right to prevent self and provide the corresponding ballot card.  
Lightly write the name of your Voting Place and the voter's precinct on the voter's ballot card.  
Do not use plastic bags other than the ballot card, use standard paper bags only.

This is the "Ballot Guide" to find the corresponding ballot.

SN 5072002161	SN 5072002162	SN 5072002163	SN 5072002164
SN 5072002165	SN 5072002166	SN 5072002167	SN 5072002168
SN 5072002169	SN 5072002170	SN 5072002171	SN 5072002172
SN 5072002173	SN 5072002174	SN 5072002175	SN 5072002176
SN 5072002177	SN 5072002178	SN 5072002179	SN 5072002180
SN 5072002181	SN 5072002182	SN 5072002183	SN 5072002184
SN 5072002185	SN 5072002186	SN 5072002187	SN 5072002188
SN 5072002189	SN 5072002190	SN 5072002191	SN 5072002192
SN 5072002193	SN 5072002194	SN 5072002195	SN 5072002196
SN 5072002197	SN 5072002198	SN 5072002199	SN
SN 5072002201	SN 5072002202	SN 5072002203	SN
SN 5072002205	SN 5072002206	SN 5072002207	SN 5072002208
SN 5072002209	SN 5072002210	SN 5072002211	SN 5072002212
SN 5072002213	SN 5072002214	SN 5072002215	SN 5072002216
SN 5072002217	SN 5072002218	SN 5072002219	SN 5072002220
SN 5072002221	SN 5072002222	SN 5072002223	SN 5072002224
SN 5072002225	SN 5072002226	SN 5072002227	SN 5072002228
SN 5072002229	SN 5072002230	SN 5072002231	SN 5072002232
SN 5072002233	SN 5072002234	SN 5072002235	SN 5072002236
SN 5072002237	SN 5072002238	SN 5072002239	SN 5072002240

This is the "Serial Number Label Sheet." You will use one label to activate the ballot.

### BALLOT EXAMPLE

Judge, County Precinct Number: 2  
Judge, County Precinct Number: 2

☐ Alex Tapp (H)

☐ Robert S. Anderson (H)

☐ Patrick B. Brown (H)

☐ Judge, County Precinct Number: 2  
Judge, County Precinct Number: 2

☐ Edwille Atkins Gathens (H)

☐ Robert Gresham (H)

☐ Monica Farris Burtchett (H)

☐ County Clerk (H)

☐ Brian Rasmussen (H)

☐ State Senator (H)

☐ Judge of the Peace, Precinct No. 2  
Judge of the Peace, Precinct No. 2

☐ Doreen G. Moore (H)

☐ Lucille Tapp (H)

☐ John Lyle (H)

☐ Elmer Adams (H)

☐ County Clerk (H)

☐ Michael Gathens (H)

Voting Place: Bassett

Precinct: 005-1

Serial # Label: SN 524220001

Judge's Initials: RW

PRECINCT 105 - District: LNC

This is an example of how a ballot looks. Learn how to prepare the ballot for the voter in the next slide.

## How to Prepare a Paper Ballot for a Provisional Voter:

Refer to your Ballot Guide available inside the Activation Cards and Provisional Ballot Bag; black ballot bag.

- Find the voters precinct number with split. Find the correct ballot card number and take out three of the same ballot cards:
- The Election Judge must direct the provisional voter to choose one of the three ballot cards. Once chosen by the voter, the ballot card must be prepared for the voter.
- Write the name of your Early Voting Location and voter's precinct on the voter's ballot card.
- Place one of the serial number labels on the ballot card; serial labels are located inside the Activation Cards and Provisional Ballot Bag.
- Election Judge initials (Just one set of initials is required)

Please see image below:

Judge, County Criminal Court No. 1 (Juez, Corte Criminal del Condado Núm. 1)	
<input type="radio"/> Alma Trejo (145)	Dem
Judge, County Criminal Court No. 2 (Juez, Corte Criminal del Condado Núm. 2)	
<input type="radio"/> Robert S. Anchondo (148)	Dem
Judge, County Probate Court No. 1 (Juez, Corte Testamentaria del Condado Núm. 1)	
<input type="radio"/> Patricia B. Chew (151)	Dem
Judge, County Probate Court No. 2 (Juez, Corte Testamentaria del Condado Núm. 2)	
<input type="radio"/> Eduardo Ariateo Gamboa (154)	Dem
District Clerk (Secretario del Distrito)	
<input type="radio"/> Norma Favela Barcealeu (157)	Dem
County Clerk (Secretario del Condado)	
<input type="radio"/> Ruben Sandoval (160)	Dem
<input type="radio"/> Della Briones (161)	Dem
Justice of the Peace, Precinct No. 5 (Juez de Paz, Precinto Núm. 5)	
<input type="radio"/> Carmen G. Munoz (187)	Dem
<input type="radio"/> Lucilla "Lucy" Najera (188)	Dem
<input type="radio"/> John-John Chatman (189)	Dem
<input type="radio"/> Eileen Ashley Martin (190)	Dem
County Chair (Presidente del Condado)	
<input type="radio"/> Michael Apodaca (205)	Dem

**BALLOT  
EXAMPLE**

Voting Place: Bassett

Precinct: 97-1

Serial # Label: 524220001

Judge's Initials: MR

PRECINCT 110 Democratic L.W.

## New: Affidavit of Provisional Voter

**Section 1:** All required fields must be **completed by the Election Judge**

**Section 2:** All required fields must be **completed by the voter**

**Section 3: DO NOT COMPLETE.** This section will be completed by the Voter Registrar's office

### Section 2

5-6, 9/2023 Prescribed by Secretary of State Election Code Sec. 63.011	Type of Election / Tipo de Elección <b>Uniform</b>	Precinct Number/Polling Location where voted Núm. de Precinto-lugar de votación <b>El Paso County Coliseum</b>	Precinct Number where registered (if known) Núm. de Precinto-inscrito para votar (si se sabe) <b>110</b>	Date of Election / Fecha de la Elección <b>11/7/2023</b>	Authority Conducting Election / Autoridad Administrando la Elección <b>Lisa Wise</b>
<b>Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE _____)</b>					
<small>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 2<sup>nd</sup> degree to vote in an election for which I know I am not eligible unless I am convicted of an attempt, in which event it is a state jail felony. 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 aún 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 entiendo que es un delito grave de 2<sup>o</sup> grado votar en una elección para la que sé que no soy elegible, a menos que me condenen por un intento, en cuyo caso es un delito grave de cárcel estatal.)</small>					
Last Name (Include Suffix if any) / Apellido usual (Incluir sufixo si lo hay) <b>Voter</b>		First Name / Su nombre de pila <b>John</b>		Middle Name (if any) / Segundo nombre (si tiene)	Former Name / Nombre anterior
Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include P.O. Box, Rural 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.) <b>123 Main St., El Paso, TX 79901</b>			Gender: (Optional) / Sexo (Optativo) <input checked="" type="checkbox"/> Male (Hombre) <input 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). <b>P.O. Box 123, El Paso, TX, 79901</b>			Date of Birth: Month, Day, Year Fecha de nacimiento: mes, día, año <b>07 / 16 / 1985</b>		
TX Driver's License No. or TX Personal I.D. No. (issued by Dept. of Public Safety) (Número de su Licencia de Conducir de Texas o de su Cédula de Identidad de Texas expedida por el Departamento de Seguridad Pública de Texas). <b>123456789</b>		Social Security No. (last 4 digits required if you do not have a TX Driver's License or TX Personal I.D. Number) / Número de Seguro Social. (Si no tiene Licencia de Conducir de Texas ni Cédula de Identidad Personal de Texas, se requiere los últimos 4 números de su seguro social) <b>XXX-XX- 1234</b>		<input type="checkbox"/> I have not been issued a TX Driver's License Number, TX Personal I.D. Number or a Social Security Number. Yo no tengo una Licencia de Conducir de Texas, Cédula 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 <b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>		Signature of Voter / Firma del votante <b>X John Voter</b>			

### Section 1

**TO BE COMPLETED BY ELECTION JUDGE:**

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION

☒ Yes ☐ No

REASON FOR VOTING PROVISIONALLY

1. ☒ Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration 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 surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.

5. \_\_\_\_\_ Voting after 7:00 p.m. due to court order.

6. \_\_\_\_\_ Voter on list, but registered residence address is outside the \_\_\_\_\_ political subdivision.

7. \_\_\_\_\_ Registered at Department of Public Safety (DPS): When: \_\_\_\_\_ Where: \_\_\_\_\_

8. \_\_\_\_\_ Other: \_\_\_\_\_ (Please explain)

Sworn and subscribed to before me this date: **10/24/2023**

**Flor Lopez**  
Signature of Election Judge

Action taken by the Early Voting Ballot Board: ☐ ACCEPTED ☐ REJECTED Signature of Ballot Board Judge: \_\_\_\_\_

### Section 3

**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 OR a supporting form of identification and executed a Reasonable Impediment Declaration within 6 calendar days of election day.

2. \_\_\_\_\_ Voter met disability exemption within 6 calendar days of election day.

3. \_\_\_\_\_ Voter executed religious objection affidavit within 6 calendar days of election day.

4. \_\_\_\_\_ Voter executed natural disaster affidavit within 6 calendar days of election day.

5. \_\_\_\_\_ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 calendar 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 in another precinct listed in wrong precinct.

8. \_\_\_\_\_ Registered to vote in different precinct within this county.

9. \_\_\_\_\_ Information on file indicating applicant completed a voter registration application, but it was never received by the 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 \_\_\_\_\_

# AFFIDAVIT OF PROVISIONAL VOTER

## SECTION 1

**TO BE COMPLETED BY ELECTION JUDGE:**

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION

1 ☐ Yes ☒ No

2 REASON FOR VOTING PROVISIONALLY

1. ☒ Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration 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 surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.

5. ☐ Voting after 7:00 p.m. due to court order.

6. ☐ Voter on list, but registered residence address is outside the \_\_\_\_\_ political subdivision.

7. ☐ Registered at Department of Public Safety (DPS): When: \_\_\_\_\_ Where: \_\_\_\_\_

8. ☐ Other: \_\_\_\_\_ (Please explain)

3 Sworn and subscribed to before me this date: 10/24/2023

Flor Lopez  
Signature of Election Judge

1. Mark box indicating whether voter presented an acceptable form of identification or a supporting form of identification and executed a reasonable impediment declaration
2. Mark reason for voting provisionally
3. Sign and date.

# AFFIDAVIT OF PROVISIONAL VOTER

## SECTION 2

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

2 **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 a federal felony, 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 probable 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 unless I am convicted of an attempt, in which event it is a state jail felony. PARA QUE EL VOTANTE LO LLENE: Estoy inscrito como votante en esta subdivisión política y en el precinto en el cual estoy intentando votar y aún 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 legislación de un tratamiento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor, y entiendo que es un delito grave de 2º grado votar en una elección para la que sé que no soy elegible, a menos que me condenen por un intento, en cuyo caso es un delito grave de cárcel estatal.)

3 **Last Name** (Include Suffix if any) / **Apellido usual** (Incluir sufijo si lo hay) **First Name** / **Su nombre de pila** **Middle Name** (if any) / **Segundo nombre** (si tiene) **Former Name** / **Nombre anterior**

Voter John

4 **Residence Address:** Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include P.O. 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 correo, camino rural, ni dirección comercial.)

123 Main St., El Paso, TX 79901

5 **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 123, El Paso, TX, 79901

6 **TX Driver's License No. or TX Personal ID. No. (Issued by Dept. of Public Safety)** (Número de su Licencia de Conducir de Texas o de su Cédula de Identidad de Texas expedida por el Departamento de Seguridad Pública de Texas.)

1 2 3 4 5 6 8 9

7 **Social Security No. (last 4 digits required if you do not have a TX Driver's License or TX Personal ID. Number)** / **Número de Seguro Social** (Si no tiene Licencia de Conducir de Texas ni Cédula de Identidad Personal de Texas, se requiere los últimos 4 números de su seguro social.)

XXX-XX- 1 2 3 4

8 **Gender: (Optional)** / **Sexo (Opcional)**

☒ Male (Hombre) ☐ Female (Mujer)

9 **Date of Birth: Month, Day, Year** / **Fecha de nacimiento:** mes, día, año

0 7 / 1 6 / 3 9 8 5

10 **TX Driver's License Number, TX Personal ID. Number or a Social Security Number.** (Yo no tengo una Licencia de Conducir de Texas, Cédula de Identidad Personal de Texas ni un Número de Seguro Social.)

☐ I have not been issued a TX Driver's License Number, TX Personal ID. Number or a Social Security Number.

11 **Check appropriate box: ARE YOU A UNITED STATES CITIZEN?** / **Marque el cuadro apropiado: Soy ciudadano/a de los Estados Unidos**

Yes ☒ No ☐

12 **Signature of Voter / Firma del votante**

X John Voter

1. Write legibly the type of election, name of your Early Voting Location, Precinct number where voter is registered, and the date of the election.
2. Have voter write legibly on all required fields; gender question is optional.
3. Residence address must be complete with number, street, city, state and zip code. Have voter provide mailing address if different from residence address.
4. Have voter check or mark the appropriate box to the citizenship question.
5. Have voter sign at the bottom right.

## **ELECTION ADVISORY NO. 2018-08RE: VOTER IDENTIFICATION PROCEDURES UNDER SENATE BILL 5 (2017)**

A Voter may cure a provisional ballot cast due to the failure to present an acceptable form of photo identification or follow the Reasonable Impediment Declaration procedure at your voting place or a Voter Registration Certificate with an “E” notation on it by:

1. presenting an acceptable form of photo ID; or
2. if the voter does not possess and cannot reasonably obtain an acceptable form of photo ID, executing a Reasonable Impediment Declaration and presenting an acceptable form of supporting ID; or
3. if applicable, submitting the affidavit for one of the temporary exemptions (natural disaster or religious objection to being photographed); or
4. if applicable, qualifying for the permanent disability exemption to presenting acceptable photo ID or following the Reasonable Impediment Declaration procedure, within 6 days of Election Day at the Voter Registrar’s Office.

Ballot will not be counted, if the voter fails to present himself/herself to the Elections Department to provide an acceptable form of ID within the six (6) day cure period.

### **VOTER HAS A REASONABLE IMPEDIMENT BUT DID NOT BRING THE SUPPORTING FORM TO THE VOTING PLACE:**

- If the voter states that they DO NOT possess an acceptable form of photo ID, and the voter would otherwise not be able to reasonably obtain an acceptable form of photo ID but has not brought a supporting form of ID to the voting place, the voter should be offered a provisional ballot.
- The voter may “cure” by appearing at the County Voter Registrar’s Office within 6 calendar days of Election Day and presenting an acceptable supporting form of ID and completing a Reasonable Impediment Declaration.

Note: The Election Worker should explain that the voter may also opt to leave the voting place and return at a later time with their acceptable form of supporting ID and vote a regular ballot after executing a Reasonable Impediment Declaration at the time.

### **NOTICE TO PHOTO ID PROVISIONAL VOTER (SEC. 63.001(g))**

- Only for acceptable ID (photo ID/supporting form) 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 ID in order to have provisional ballot counted.
- Provide voter with map which will offer directions to the El Paso County Elections Department.

## ONLY FOR PROVISIONAL PHOTO ID VOTERS:

9-2 Prescribed by Secretary of State Sections 63.001(g), Texas Election Code 9-2023

### NOTICE TO PROVISIONAL VOTER

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

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

If you are voting in the correct precinct, in order to have your provisional ballot accepted,

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

#### Acceptable Forms of Photo Identification

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

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

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

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

#### PERMANENT EXEMPTION

During the cure period, voters with a disability may apply with the county voter registrar for a **permanent exemption** to present an acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing the applicant's disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. The applicant must also state that he/she does not have a form of identification prescribed by Section 63.001 of the Texas Election Code. Those who obtain a disability exemption will be allowed to vote upon display of their voter registration certificate reflecting exemption.

#### TEMPORARY EXEMPTION

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

El Paso County Voter Registrar's Office:

Judge, you must complete this section (voter's name, VUID # and Vote Center)

Completed by Polling Place Official  
 Voter's Last Name: Smith  
 Voter's First Name: Martha  
 VUID #: 1091045789  
 Precinct No.: Hanks Middle School

Voter must appear before Voter Registrar by:

NOVEMBER 13<sup>th</sup>, 2023

Date

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

## PROVISIONAL-PHOTO ID VOTERS ONLY

### Directions to Present Photo ID:

Enrique Moreno County  
 Courthouse:

500 E San Antonio Ave., Suite 314  
 El Paso, Texas 79901



### Parking Available: Located behind the County Courthouse.

500 E Overland Ave.

El Paso, Texas 79901

#### Directions:

1. From I-10 Exit on Downtown Exit
2. Turn south on Kansas St.
3. Proceed South, turn East on Overland Ave.
4. Enter County Parking Garage

When you get off your vehicle proceed to the third floor in the parking garage.

You will then enter the courthouse, you will pass county security, then keep walking straight walk towards the elevators and pass the elevators towards the atrium. Our office will be located on the right side, Suite 314.

Should you have any questions call our office at (915)546-2154.

Our hours of operation are Monday through Friday 8:00 am – 4:45 pm.

Excluding Holidays.

For more information visit our website at [www.epcountyvotes.com](http://www.epcountyvotes.com).



# LET'S RECAP THE PROVISIONAL PROCESS:

## PROVISIONAL PROCESS

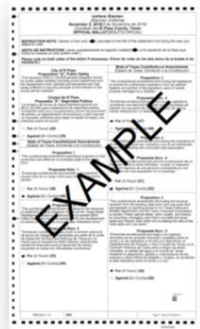


E-Poll Book Check-In (Provisional Voter)



LIST OF PROVISIONAL VOTERS	
NAME	ADDRESS
John Doe	123 Main St
Jane Smith	456 Elm St
Bob Johnson	789 Oak St
Alice Brown	101 Pine St
Charlie White	202 Cedar St
Diana Green	303 Birch St
Frank Black	404 Spruce St
Grace Hall	505 Willow St
Henry King	606 Ash St
Ivy Lee	707 Hickory St
Jack Miller	808 Poplar St
Karen Wilson	909 Sycamore St
Leo Taylor	1010 Magnolia St
Mia Adams	1111 Dogwood St
Noah Baker	1212 Redwood St
Olivia Clark	1313 Cypress St
Peter Evans	1414 Juniper St
Quinn Foster	1515 Fir St
Samuel Garcia	1616 Palm St
Tina Hernandez	1717 Olive St
Uma Ingram	1818 Cherry St
Victor Jones	1919 Peach St
Wendy King	2020 Apple St
Xavier Lee	2121 Pear St
Yara Miller	2222 Plum St
Zoe Wilson	2323 Grape St
Adam Brown	2424 Lemon St
Bella Clark	2525 Lime St
Caleb Evans	2626 Orange St
Dora Foster	2727 Tangerine St
Ethan Garcia	2828 Citrus St
Fiona Hernandez	2929 Lemonade St
Gavin Ingram	3030 Fruit St
Hannah Jones	3131 Veggie St
Ian King	3232 Garden St
Jessica Lee	3333 Harvest St
Kyle Miller	3434 Farm St
Laura Wilson	3535 Nature St
Mason Brown	3636 Earth St
Nora Clark	3737 Sky St
Oscar Evans	3838 Water St
Pamela Foster	3939 Fire St
Quinn Garcia	4040 Wind St
Rachel Hernandez	4141 Sun St
Samuel Ingram	4242 Moon St
Tina Jones	4343 Star St
Uma King	4444 Comet St
Victor Lee	4545 Planet St
Wendy Miller	4646 Galaxy St
Xavier Wilson	4747 Universe St
Yara Brown	4848 Cosmos St
Zoe Clark	4949 Nebula St
Adam Evans	5050 Solar St

List of Provisional Voters



Paper Ballot



Secrecy Envelope  
(letter or legal size)

A form titled "Affidavit of Provisional Voter". It contains several sections for the voter to fill out, including "I, the undersigned, declare that I am a resident of the State of Texas and a qualified voter in the County of [ ] State of Texas.", "I am filing this affidavit as a provisional voter because:", and "I declare under penalty of perjury that the foregoing is true and correct." There are checkboxes for "I am a voter in this election" and "I am not a voter in this election".

Affidavit of Provisional Voter



Provisional Bag  
(blue bag)

A form titled "NOTICE TO PROVISIONAL VOTER". It contains information about the provisional voting process, including a section for "Voter Information" and a section for "Voter Signature". It also includes a section for "Voter ID" and a section for "Voter Address".

Notice to Provisional Voter  
ONLY FOR PHOTO ID Voter

A form titled "Notice to Provisional Voter". It contains information about the provisional voting process, including a section for "Voter Information" and a section for "Voter Signature". It also includes a section for "Voter ID" and a section for "Voter Address".

Notice to Provisional Voter

# **Cancel & Spoiled Ballot Instructions**

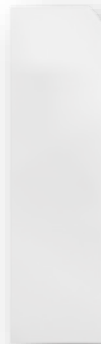


At the End of the night the Judge needs to put the number of Spoiled Ballots on the Register of Official Ballots Form. Place both the spoiled ballot envelope along with the Register of Official Ballots Form into the Ballot Bag (See image below).



### Voter Instructions to Mark Paper Ballot in ExpressVote Machine

1. Call the Elections Department at (915) 546-2154, inform the Elections Department, that voter needs to be processed again for a Spoiled ballot.
2. Process the voter again and;
3. Provide the voter with a activation card



4. Voter will feed activation card on the ExpressVote to mark his/her selections.
5. For voter to follow the same procedures as if he/she was voting for the first time.

# Official Ballot Form

## REGISTER OF OFFICIAL BALLOTS/ BALLOT AND SEAL CERTIFICATE

Election Name: November Uniform & Special Polling Place: Marty Robbins Rec. Center

Date: 11/7/2023 DS200 Identification Number(s): 789456

**INSTRUCTIONS: This is the most important form completed by the ELECTION JUDGE!**

Please fill in each of the lines below and sign the form. Direct each clerk and up to two poll watchers (if present) to sign the form. File each copy of this form in the appropriate locations as directed below.

	Initial Ballots Issued	Supplemental Activation Cards/Ballots Issued
<b>A. Number of Blank Activation Cards/Ballots Received</b>	300	0
<b>B. Public Count of voted ballots from DS200 Results Tape</b> This count can also be found on the DS200 "Public Count"	200	
<b>C. Number of voted Provisional Ballots</b> The number of voted Provisional Ballots sealed in Affidavit Envelopes. This number should match the total number of names on the List of Provisional Voters.	10	
<b>D. Number of Spoiled Ballots + Number of Thrown Out Ballots + Unused blank ballots signed by the Election Judge</b> The number of ballots recorded on the "Register of Spoiled Ballots" form and placed in "Envelope for Spoiled Ballots" + the number of Thrown Out Ballots that were placed in the "Envelope for Thrown Out Ballots" + any unused blank ballots signed by the Election Judge but not issued to voters.	5	
<b>E. Number of Unused Ballots</b> Prepare unused ballots for transfer to the general custodian of records.	95	
<b>F. Total number of ballots accounted for (Add Lines B + D + E)</b> If this number is higher than Line A, the ballots are to be transferred to the Central Counting Station to be counted.	300	
<b>G. Total number of ballots unaccounted for (Line A minus Line F, include Supplemental Ballots issued, if applicable.)</b> Regular ballots issued but not deposited into the ballot box.	0	
<b>H. Total number of names checked-in on the E-Poll Book(s)</b> Record the total number of voters who received ballots including Provisional Voters.	200	
<b>I. Number of Ballots in the transfer case (Line H minus Line G)</b> If there is a difference of 4 or more between this line and line B, the ballots are to be transferred to Central Counting Station to be counted. <b>DO NOT COUNT VOTED BALLOTS AT YOUR POLLING PLACE!</b>	200	
<b>J. Fleeing voter ballot count</b> If voter leaves polling place with activation card/paper ballot.	0	

Record the serial number of the seal used on the transfer case : 458695

**AFFIDAVIT**

We, the undersigned election officials, do hereby certify that all voted ballots were placed in the transfer case(s) to be transferred to the central counting station.

WITNESS MY HAND this 7th day of November 2023

Presiding Judge: \_\_\_\_\_ Clerk: \_\_\_\_\_

Alternate Judge: \_\_\_\_\_ Clerk: \_\_\_\_\_

Poll Watcher (if present): \_\_\_\_\_ Clerk: \_\_\_\_\_

Poll Watcher (if present): \_\_\_\_\_ Clerk: \_\_\_\_\_

# Payroll Form



# ELECTION DAY PAYROLL FORM

ASSIGNED POLLING PLACE: South EL Paso Senior Citizens Center DATE: 11 / 07 / 2023

## SECTION 1: POLL WORKER INFORMATION

ALL FIELDS ARE REQUIRED. ALL NEW EMPLOYEES MUST PROVIDE A COPY OF THEIR SOCIAL SECURITY CARD.

NAME: Johnson Lyndon Baines  
LAST FIRST MIDDLE

DESIGNATED PARTY (CHECK ONE): ☒ DEMOCRAT ☐ REPUBLICAN

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

SOCIAL SECURITY NUMBER: 123: 45 : 6789 VOID NUMBER: 109234567

MAILING ADDRESS: 123 Main Road

CITY: El Paso STATE: Texas ZIP: 79901 TELEPHONE: 915-555-1234

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 : 00 ☐ 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 \_\_\_\_\_  
Poll Worker Signature

X \_\_\_\_\_  
Presiding Judge Signature

Office Use Only: Total Hours: X = \_\_\_\_\_ Delivery: \$ \_\_\_\_\_ Total Pay: \$ \_\_\_\_\_

# **Americans with Disabilities Act (ADA) Guides**

- 1. Polling Place Accessibility Guide**
- 2. Disability Etiquette**
- 3. Serving Voters with Disabilities Guide**
- 4. Tips and Etiquette for Blind/Visually Impaired Voters**
- 5. Disability Rights Guide**

# A Basic Guide to Polling Place Accessibility



This is a basic guide to accessibility to assist in identifying barriers and potential solutions to ensure access to voters with disabilities. Election officials should try to select fully accessible polling places and conduct the full Department of Justice accessibility survey available at [www.DisabilityRightsTx.org/voting/cfm](http://www.DisabilityRightsTx.org/voting/cfm).

## Parking and Drop-Off Areas

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

## Paths of Travel

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

## Preventing Obstructions for Voters Who are Blind or Have Low Vision

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

## Entrance to Polling Place and Voting Area

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

## Voting Area

- An accessible voting machine on wheelchair accessible booth should be located along an accessible path in a location that ensures privacy.

**For Help, Call Disability Rights Texas' Voting Hotline at 1-888-796-VOTE (8683).**

## Disability Etiquette

People with disabilities are entitled to the same courtesies you would extend to anyone, including personal privacy. If you find it inappropriate to ask people about their sex lives, or their complexions, or their incomes, extend the courtesy to people with disabilities.

- If you don't make a habit of leaning or hanging on people, don't lean or hang on someone's wheelchair. Wheelchairs are an extension of personal space.
- When you offer to assist someone with a vision impairment, allow the person to take your arm. This will help you to guide, rather than propel or lead, the person.
- Treat adults as adults. Call a person by his or her first name only when you extend this familiarity to everyone present. Don't patronize people who use wheelchairs by patting them on the head. Reserve this sign of affection for children.

### In conversation...

- When talking with someone who has a disability, speak directly to him or her, rather than through a companion who may be along.
- Relax. Don't be embarrassed if you happen to use common expressions, such as "See you later" or "I've got to run", that seem to relate to the person's disability.
- To get the attention of a person who has a hearing disability, tap the person on the shoulder or wave your hand. Look directly at the person and speak clearly, slowly and expressively to establish if the person can read your lips. Not everyone with hearing impairments can lip-read. Those who do will rely on facial expressions and other body language to help understand. Show consideration by facing a light source and keeping your hands and food away from your mouth when speaking. Keep mustaches well-trimmed. Shouting won't help, but written notes will.
- When talking with a person in a wheelchair for more than a few minutes, place yourself at the wheelchair user's eye level to spare both of you a stiff neck.
- When greeting a person with a severe loss of vision, always identify yourself and others who may be with you. Say, for example, "On my right is Andy Clark". When conversing in a group, remember to say the name of the person to whom you are speaking to give vocal cue. Speak in a normal tone of voice, indicate when you move from one place to another, and let it be known when the conversation is at an end.
- Give whole, unhurried attention when you're talking to a person who has difficulty speaking. Keep your manner encouraging rather than correcting, and be patient rather than speak for the person. When necessary, ask questions that require short answers or a nod or shake of the head. Never pretend to understand

# **An Election Worker's Guide to Serving Voters with Disabilities**

## **General Tips**

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

## **Serving Voters Who Use Wheelchairs or Have Mobility Limitations**

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

## **Serving Voters who are Blind or Have Low Vision**

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

## **Serving Voters who are Deaf or Have Hearing Impairments**

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

## **Serving Voters with Speech Impairments**

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

**For Help, Call Disability Rights Texas' Voting Hotline at 1-888-796-VOTE (8683).**

# EPCB

## **Tips and etiquette for blind/visually Impaired voters:**

Please address voter directly by name.

Most people tend to address the companion of the Blind voter but this is not correct.

Blind voters can sign their own name on the roster. This is done by placing their Texas I.D. or voter card right at the signature line to provide a tactile signature line.

A blind voter can be guided to the voting booth by offering your arm or shoulder for sighted guide assistance. This is the same process for leaving the voting booth.

Please remember that voter cards need to be programmed for audible ballots before voter begins voting.

# Texas Poll Worker Training Guide to Working with Voters with Disabilities March 2013



**Disability***Rights*  
TEXAS

**For Guide, click on the link below:**

[https://el-paso-county-elections.s3.amazonaws.com/documents/files/000/000/807/original/Texas\\_Poll\\_Worker\\_Training\\_Guide\\_to\\_Working\\_with\\_Voters\\_with\\_Disabilities.pdf?1462289090](https://el-paso-county-elections.s3.amazonaws.com/documents/files/000/000/807/original/Texas_Poll_Worker_Training_Guide_to_Working_with_Voters_with_Disabilities.pdf?1462289090)

# Guides and Handbooks

1. **Acceptable Forms of Identification for Voting in Texas**

[acceptable-forms-of-ID.ppsx \(live.com\)](#)

2. **Poll Watchers Guide**

[POLL WATCHER'S GUIDE \(state.tx.us\)](#)

3. **Handbook for Election Judges and Clerks**

<https://www.sos.state.tx.us/elections/forms/judges-clerks-handbook.pdf>

# ELECTION DAY CLOSING GUIDE

## DELIVER TO THE COURTHOUSE

### YELLOW BANK BAG

Return DS200 and ExpressTouch flash drive(s), zero report(s), ballot status accounting report(s) and all broken seals.

**Please have Bag Completely Sealed.**



## DELIVER TO THE ELECTIONS WAREHOUSE

**(Blue Election Bag containing everything will also go to the Warehouse)**

### Provisional Ballot Bag

Provisional voted ballots must be inside this bag and sealed with both the yellow seal and red seal. *Early Voting Provisional Seal Log Sheet* and *Early Voting List of Provisional Voters* must be returned inside this bag.



**THIS ITEM IS TO BE PLACED INSIDE YOUR BLUE ELECTION BAG AT THE TOP**

### Orange Bag

Return voting system keys (wrist band), all unused seals, cellphone, cell phone charger, and voting system passwords.



**THIS ITEM IS TO BE PLACED INSIDE YOUR BLUE ELECTION BAG AT THE TOP**

### Cancelled Ballots Envelope

Return any completed and unused *Requests to Cancel Applications for Ballot by Mail*. Any surrendered ballots by mail must be returned.



**THIS ITEM IS TO BE PLACED INSIDE YOUR BLUE ELECTION BAG AT THE TOP**

### Spoiled Ballots Envelope

Return any spoiled ballots inside this envelope. The *Register of Spoiled Ballots Forms* must be returned inside this envelope.



**THIS ITEM IS TO BE PLACED INSIDE YOUR BLUE ELECTION BAG AT THE TOP**

### Payroll Envelope

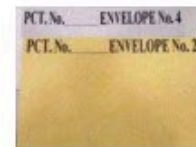
Presiding Judge: Return all executed payroll forms. Please make sure all payroll forms are completed and signed by both you and the Election Worker.



**THIS ITEM IS TO BE PLACED INSIDE YOUR BLUE ELECTION BAG AT THE TOP**

### Envelopes 2 and 4

Presiding Judge must return envelopes 2 and 4. Guide can be found inside binder.



**THIS ITEM IS TO BE PLACED INSIDE YOUR BLUE ELECTION BAG AT THE TOP**

### Black Curbside & Provisional Ballots Bag

Bag must be sealed with unvoted paper ballots. The *Register of Official Ballots Forms* must be completed and returned inside this bag.



**THIS ITEM IS TO BE PLACED INSIDE YOUR BLUE ELECTION BAG AT THE TOP**

### E-Poll Book(s)

# of poll pads depends on location and must be locked.



**THIS ITEM IS TO BE RETURNED ALONG WITH BLUE ELECTION BAG**

### Trash can and Wipes

Leftover Supplies: wipes, trash cans and bags must be returned how they were initially given to you.



**THIS ITEM IS TO BE RETURNED ALONG WITH BLUE ELECTION BAG**

### Blue Ballot Box

Ballot Box must be locked and sealed. For instructions see DS200 Closing Procedures inside your binder. Complete and turn in Receipt of Transfer Ballot Box.



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**Drop – Off** for both Courthouse and Election Warehouse will be Drive-Thru Service.

**Presiding Judge:** Yellow Bank Bag must be dropped off at the El Paso County Public Parking Garage, 5th floor, located at 500 E. Overland Ave. (remain in your vehicle).

**Alternate Judge:** Election Day Bag, Poll Pad(s), Blue Ballot Box, Trash cans and any leftover wipes must be dropped at the El Paso County Elections Warehouse, located at 3850 Justice St., (remain in your vehicle).



El Paso County Elections Department

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