



# **Election Manual**

**2022—2023**





# Voter Resource Line

Information for Voters only

**713-755-6965**

**Locations/Wait Times: [HarrisVotes.com/Polling-Locations](https://harrisvotes.com/Polling-Locations)**

**ADA questions:**

**713-755-6965, ask for ADA Coordinator;**

**email: [ada@vote.hctx.net](mailto:ada@vote.hctx.net)**

**Voter eligibility status and to view their Sample Ballot:**

**[HarrisVotes.com/SampleBallots](https://harrisvotes.com/SampleBallots)**

**Ballot By Mail tracker: [HarrisVotes.com/Tracking](https://harrisvotes.com/Tracking)**

# Judge Resource Line

Information for Judges only

## 713-755-1617

**Press 01** for Early Voting Recruitment Team

- Early Voting placements / staffing

**Press 02** for Election Day Recruitment Team

- Election Day placements / staffing

**Press 03** for Payroll

**Press 04** for Training Team

- Questions about how to process Voters
- Questions about Vote Center paperwork

(i.e. Zero Tapes, Chain of Custody, Seal Logs, Provisional Ballot Log, Spoiled Ballot Log)

**Press 05** for Tech Line

- Questions about equipment
- (i.e. Controllers, Duos, Scans, ePollBooks)

**Press 06** for Supplies Line

- Questions about supplies provided
- Requests for additional supplies

**Press 07** for Locations Team

- Questions about or issues with the Vote Center

**Press 08** for Voter Registration

- Questions about Voter Registration

**Press 09** for ADA

- Questions about ADA remedies for the Vote Center
- Requests related to Voter assistance

**Press 10** for Legal Line

- Poll Watcher issues
- Electioneering issues

**(If media show up to your Vote Center, please contact the media line 713-205-3573)**

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# Commonly Used Terms

**Alternate Judge (AJ)** - can serve in the same capacity as the Presiding Judge (PJ); takes over full responsibility of the Vote Center in the absence of the PJ; serves as Clerk when PJ is present

**Curbside Voting** - the processing of voters in their car because they are unable to enter the Vote Center; all Vote Centers provide Curbside Voting

**Early Voting (EV)** - the voting period occurring before Election Day; it can last three to fourteen days

**Election Day (ED)** - the last day to cast a Ballot; one day only

**Emergency Slot** - the slot on the Ballot Box in which Ballots not scanned by the Scan are deposited; it is sealed until used

**ePollBook** - an iPad formatted for election procedures including the qualifying of Voters, Judge related tasks and other resource material

**Presiding Judge (PJ)** - the Election Worker overseeing all voting procedures at the Vote Center; they are responsible for ensuring election law is followed, the voting process is safe and secure, and peace is kept in the Vote Center

**Qualifying** - qualifying refers to the process of verifying a Voter is registered and casting the correct Ballot

# GENERAL INFORMATION



# Welcome

*The Harris County Election Administrator is committed to serving Harris County residents by providing essential Voter registration and election services in an equitable, accessible, secure, and transparent manner.*

Mission Statement, Harris County Elections Administrator's Office

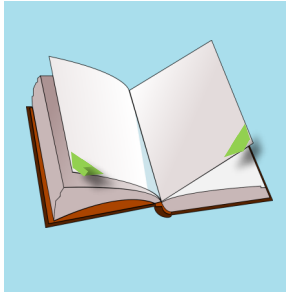
Established in 2020, the Harris County Elections Administrator's Office was created to bring all Elections-related responsibilities into one office. From Voter Registration to the Tabulation of Ballots, the Departments of the Elections Administrator's Office work together to implement the many tasks required to ensure that all eligible individuals in Harris County have full access to register to Vote and cast a confidential Ballot.

As the third largest County in the Nation, Harris County is also one of the most diverse. We serve individuals from a variety of cultures, belonging to all races. Our Voters speak many different languages and have wide ranges of physical abilities. It is our mission to provide Voter Registration and Election Services in an equitable, accessible, secure, and transparent manner regardless of sexual orientation, gender identification, or religious beliefs. All Voters deserve to be treated with respect and dignity. In the Harris County Elections Administrator's Office, no person will be treated any differently based on how they look, how they talk, or what they believe.

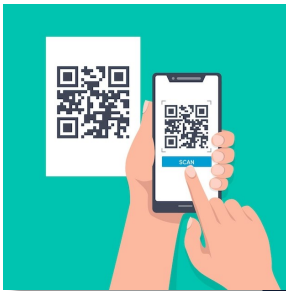
We take pride in the service of those who assist us in bringing this office's mission to life. Only through the support of our Election Workers can we provide equitable, accessible, secure, and transparent Voter Registration and Election Services to the Voters of Harris County. We look forward to working alongside you for many more years to come.

# Using This Reference Manual

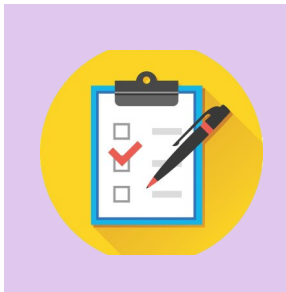
The Elections Reference Manual has been created to help Election Workers correctly implement the numerous tasks involved in conducting an Election. It will be updated periodically and a revised version will be provided when needed.



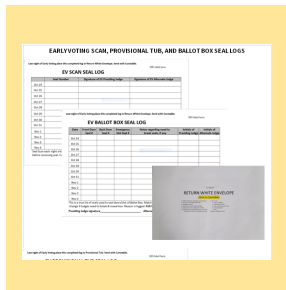
In this Manual we have added color-coded tabs on the bottom outside edge of each page. The colors indicate different sections devoted to the different Vote Center and Voting Processes.



When you see QR Codes with the Harris County Elections logo in the middle, you can use your cell phone camera to scan the code. It will take you to a captioned video that shows you that part of the Voting Process.



The checklists have been reformatted to resemble traditional checklists with more content placed in the color-coded sections.



In the back of the manual you will find the Appendix. The Appendix includes images of the documents required for use in the management and processing of Voters in the Vote Center.

# Important Highlights

- Use your manual as a Resource.
- Call 713-755-1617 for assistance, including to report missing or dysfunctional equipment, but continue to process Voters.
- Open polls by 6:45 AM but do not process Voters until 7:00 AM.
- Have at least one line open to receive Voters by 7:00 AM.
- Daisy Chain Duo power before placing Duos on stand.
- Perform Power Test on Duos during setup.
- Have one Clerk check all power connections.
- Ensure all required Seals are in place.
- Turn on Controller before turning on Duos, and only on voting days.
- Plug ATI device into back of Duo on the accessible stand before turning on the Duo.
- Qualifying Clerks – be deliberate, not rushed. Do not press the green “Check In Voter” button until the barcode is scanned, and the Voter is on their way to the Voting Booth.
- After closing polls, attempt to Scan any Ballots in Emergency Slot Bag.
- For Early Voting, place each day’s brown Reconciliation Envelope in the white Return Box.
- For Election Day, place the blue copy of Reconciliation Log, Chain of Custody, and unscanned Ballots from Emergency Slot Bag inside the Scan before sealing.
- Return all Envelopes, even if empty.
- Triple check that you have set all required items aside for Supply Return.

# Election Staffing Responsibilities

## GENERAL Elections for State or County Officers and Resulting Runoff (TEC 32.002)

	Presiding Judge	Alternate Judge	Clerks
<b>Early Voting</b>	Nominated by Party; appointed by Harris County EA	Nominated by Party; appointed by Harris County EA	Nominated by Party; appointed by Harris County EA
<b>Election Day</b>	Nominated by Party; appointed by Harris County Commissioners Court	Nominated by opposite Party; appointed by Harris County Commissioners Court	Chosen by PJ

*The County-wide Polling Place Program allows Harris County to apportion a percentage of election precincts in each Commissioner Precinct. Any Judge vacancy can be filled by any appointed judge.*

## PRIMARY Elections and Resulting Runoff

	Presiding Judge	Alternate Judge	Clerks
<b>Early Voting</b>	Nominated by Party; appointed by Harris County EA	Nominated by Party; appointed by Harris County EA	Nominated by Party; appointed by Harris County EA
<b>Election Day</b>	Appointed by Party	Chosen by PJ	Chosen by PJ

## OTHER POLITICAL SUBDIVISION Elections and Resulting Runoff

	Presiding Judge	Alternate Judge	Clerks
<b>Early Voting</b>	Appointed by authority ordering election; Harris County is contracted to appoint Election Workers	Appointed by authority ordering election; Harris County is contracted to appoint Election Workers	Appointed by authority ordering election; Harris County is contracted to appoint Election Workers
<b>Election Day</b>	Appointed by authority ordering election; Harris County is contracted to appoint Election Workers	Of opposite party appointed by authority ordering election; Harris County is contracted to appoint Election Workers	Chosen by PJ

*This table is a summary of appointment/placements and does not include all possible situations. Harris County Recruitment Specialists coordinate the placements of all appointed election workers.*

# Persons Allowed Inside the Polling Place

The following individuals may be lawfully present in a polling place:

- An election judge or clerk
- A poll watcher
- The Secretary of State
- A staff member of the Elections Division of the Office of the Secretary of State performing an official duty in accordance with the Election Code
- A state inspector
- A person admitted to vote
- A child under 18 years of age who is accompanying a parent who has been admitted to vote
- A person providing assistance to a Voter
- A person accompanying a Voter who has a disability
- A special peace officer appointed by the Presiding Judge
- The county chair of a political party conducting a Primary election
- A voting system technician
- The county election officer, as necessary to perform tasks related to the administration of the election
- A person whose presence has been authorized by the Presiding Judge in accordance with the Election Code

Election officers (other than the precinct election judge and clerks), party officials, or members of the media are not permitted to be in the polling place unless they are voting or a person listed above.

## Early Voting Clerk

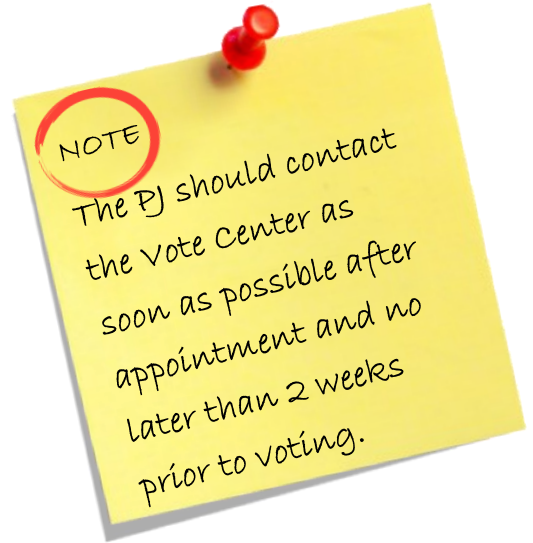
Under the Texas Election Code (TEC Sec. 83.001), the Early Voting Clerk is ultimately responsible for everything that happens in Vote Centers across the county during Early Voting. The Presiding Judge, Alternate Judge, and all Clerks follow directions from the Early Voting Clerk. In Harris County, this role is filled by the Elections Administrator. The responsibility for most activities at individual Vote Centers has been delegated by the Early Voting Clerk to the Presiding Judge of that location.

## Presiding Judge (PJ) Duties

**Under the Texas Election Code (TEC Sec. 32.071), the PJ is ultimately responsible for everything that happens on Election Day in a Vote Center. They must be a Harris County registered Voter. All Clerks and the Alternate Judge (AJ) follow directions from the PJ.**

## Presiding Judge (PJ) Duties

- Prior to Early Voting / Election Day, the PJ:
  - Arranges a setup time
  - Acquires contact information for on-site personnel (at least two contacts who will be available to open the Vote Center)
  - Ensures any fire drills or other pre-scheduled disruptions are rescheduled
  - Contacts Vote Center to ensure voting areas will not be filmed
- For Election Day, the PJ:
  - Hires all Clerks
  - Ensures all Clerks are signed up with A1 Personnel
  - Sends list of Clerks to Recruitment Specialist
  - Ensures Clerks attend training
- The Presiding Judge reviews work schedules and assignments with the Clerks. The PJ may allow some Clerks to end their service at the polling place before the polls close (i.e., work in shifts). Additionally, the PJ may allow some clerks to begin their service at the polling place later than 7:00 AM on Election Day.
- The PJ may permit temporary absences for meals or other necessary activities. Judges must treat Clerks uniformly in designating their working hours and duties and in regulating temporary absences.
- For Early Voting and Election Day, the PJ:
  - Ensures the Vote Center is ready for Voters by 7:00 AM
  - Manages the Vote Center, personnel, Voter service, and other activities
  - Sets the tone for how the team interacts
  - Ensures Texas Election Code and the policies set by Harris County are followed
  - Ensures Voters are able to vote with privacy and confidentiality
  - Ensures all Voters and Election Workers are treated with respect.
  - Assigns roles to Election Workers
  - Monitors throughout the voting period that Election Workers are adequately performing their duties
  - Maintains awareness of everything happening in the Vote Center



## Presiding Judge (PJ) Duties

- Ensures all equipment is secured inside the Vote Center at the end of each day
- Posts number of Voters on door every two hours
- Ensures bilingual clerk assignments are made
- Arranges the pick up of supplies before election
- Arranges the return of supplies after election

**The PJ is charged with preserving order and peace in the Vote Center and preventing violations of the Election Code in all voting processes, including the areas in which electioneering and loitering are prohibited.**

**Should the PJ identify a breach in the peace and needs to have authorities arrest a Voter, the Voter must be allowed to vote before being removed (TEC 32.075d).**

- The Presiding Judge may appoint one or more persons to act as Special Peace Officer(s) for the Vote Center ONLY if those being appointed are licensed as a Peace Officer by the Texas Commission on Law Enforcement (TEC Sec. 32.075f). The PJ or Special Peace Officer may not prohibit electioneering or loitering outside of the 100-ft line.
- A PJ may call a law enforcement officer to request that a Poll Watcher be removed from the Vote Center if order and peace are disrupted or a breach of violation of election law occurs (NEW LAW: SB 1 (87th Leg., C.S., 2021)). [Sec. 32.075(h)]. The PJ must consult with the Harris County legal line before taking this action.

## Election Clerks (Clerks)

- The PJ for each election precinct must appoint the Clerks to assist the Judge in the conduct of an election at the Vote Center.
- To be eligible to serve as a Clerk in a precinct, a person must be a registered Voter of the county. The appointment of a Clerk is for a single election only.
- The PJ must appoint the Alternate Judge as one of the Clerks (TEC 32.032). The PJ must appoint at least two clerks for each precinct in each election. The PJ may appoint as many additional clerks, within the limit set by the governing authority, which is the Harris County elections office, as are necessary for the proper conduct of the election.

# EVBB / SVC

- An Early Voting Ballot Board (EVBB) is created in each election to process Early Voting results. It is comprised of persons from both major political parties. The EVBB reviews paper Ballots (if used), Ballot Boxes, Ballots voted by mail and more to ensure proper processing of Early Voting results.
- A Signature Verification Committee (SVC) may also be created. The SVC meets to compare signatures on the applications for ballot by mail to the corresponding carrier envelopes. The purpose of the EVBB is to count the ballots. The only purpose of the SVC is to compare signatures.

## Payment Information & Procedures

### **Election Workers are paid as follows:**

Presiding Judge: \$20 per hour & \$100 bonus

Alternate Judge: \$17 per hour

Clerks/Student Clerks: \$17 per hour

### **A1 Personnel:**

All Harris County Election Workers are processed through A1 Personnel. For the first election someone works, paperwork for A1 MUST be completed. In subsequent elections only information that has changed should be updated.



*Scan this QR Code for direct access to the A1  
Personnel Harris County application link.*

**See Appendix for more information**

**At any time, a worker will be able log into their account and see what information A1 has on file – such as mailing address, bank account information and to check if receiving paper check or direct deposit.**

# Election Staffing - Roles & Responsibilities

For each Election, the Elections Administrator's Office considers historical and expected turnout and the type of Election to determine staff needs for each Vote Center. While the number of workers may vary slightly, each Vote Center has the same roles to fill. Judges and Clerks may fill more than one of these roles. For example, the PJ may also be the Bilingual Clerk.

## **Presiding Judge (PJ)**

The PJ ensures the Texas Election Code and the policies set by Harris County are followed, oversees Vote Center activities, and monitors Election Workers.

## **Alternate Judge (AJ)**

The AJ serves as backup to the PJ. If the PJ is out sick or has to leave for any amount of time, the AJ will serve as PJ in their absence. The AJ is responsible for knowing the same information as the PJ.

## **Greeter**

The Greeter is the first Election Worker a Voter will encounter. They are friendly, welcoming individuals who monitor those waiting in line to Vote, ensures the 100-ft line is secure, and monitors the parking lot for Curbside Voters.

## **Qualifying Clerk**

The Qualifying Clerk is assigned to the Qualifying Table. They operate the ePollBook and Controller. They will process Voters in an accurate and efficient manner.

### **Ballot Box Clerk**

The critical role of the Ballot Box Clerk is to ensure Voters do not leave the Vote Center before casting their Ballot in the Scan. If they leave before doing so, their vote has not been counted.

### **Curbside Clerk**

The Curbside Clerk is a Clerk designated by the Presiding Judge to conduct Curbside Voting when required. This includes: Qualifying Voter, preparing the Duo-Go with either the Presiding Judge or Alternate Judge, then returning to the Voter with an “I Voted” sticker and letting them know the Ballot was successfully cast.

### **Bilingual Clerk**

While English is the Primary Language spoken at the Vote Center (TEC Sec 61.031), Bilingual Clerks are available to assist Voters who may need help in Chinese, Spanish, or Vietnamese. Bilingual Clerks fulfill the same duties as all other Clerks assigned to the location. Depending on the language needs of the area of the Vote Center, Bilingual Clerks are required in Spanish, Vietnamese, and/or Chinese. By law, this position must be filled. The PJ is notified of Bilingual Clerk requirements upon notice of placement.

### **Student Clerk**

High School Students who are 16 years of age or older on or before Election Day can serve as a Clerk or Electronic Support Specialist.

An interested student must complete and submit the Student Election Clerk Application and Permission Form with a signature from their parent/legal guardian. For Elections during/on a school day, a signature is also required from the student’s High School Principal (or parent/legal guardian in charge of in-home school).

### Cluster Techs

**ClusterTechs monitor Election Equipment and Vote Centers throughout Election Day. Each Tech will travel site to site, visiting each location multiple times during Election Day. Equipped with a supply kit and replacement equipment, Cluster Techs check to ensure that machines are operational and that supplies like Printer Paper, Ballot Paper, and Provisional Forms are still stocked.**

### Elections Administration Staff

**Throughout the Voting Period, members of the Elections Administrator's Office staff may visit your location to check ADA remedies or replace broken equipment. These individuals will have Harris County Badges. Election Staff will also work the phone lines and support Election Workers throughout the entire Election Period.**

## Election Worker Expectations

All individuals working as Election Workers for Harris County are expected to:

- Follow State and Federal laws related to Elections, as well as the policies and procedures of the Harris County Elections Administrator.
- Attend training.
- Properly perform their assigned duties.
- Wear identification indicating name and position as an Election Worker. If no name tags are provided, they must be created. Federal, State, and County officials, Peace Officers, and Poll Watchers are also required to wear identification inside the Vote Center.
- Treat Voters and other workers with dignity and respect.
- Properly process each Voter.

# High School Students

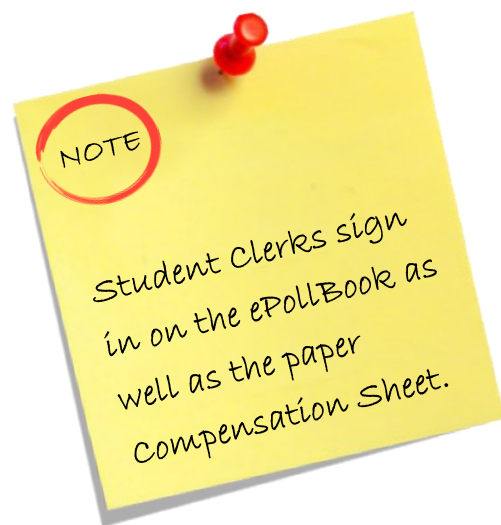
A student who is 16 years of age or older and who is enrolled in a public, private, or home school high school program and has the consent of the principal (or parent/legal guardian in charge of education in home school) may serve as a Clerk during Early Voting or Election Day.

The Student Election Clerk must also complete any training course required by Harris County. Up to four student Clerks may serve at any one time at a Vote Center. The elections officials must receive written authorization from the student's parent or guardian for the ability to serve in the election for which they are appointed.

## **Electronic Support Specialists (ESS):**

ESS are high school students specifically trained to use their cellphones to monitor wait times at the Vote Center. They are also trained on the setup and maintenance of election equipment. They are permitted to use their personal cellphones for this. ESS can also serve as Clerks if their help is deemed necessary by the Presiding Judge.

Since many high school students do not have a driver's license or state ID, when "Student Tech" or "Student Clerk" is chosen as work type on the ePollBook timesheet, fill in DPS field with 9s.



## High School Students

	ESS	Student Clerk
<b>Who hires students?</b>	Harris County Elections Administrator	Presiding Judge
<b>Are you required to have a high school student at your Vote Center?</b>	Yes, High School techs are assigned to your Vote Center by Harris County Elections staff	No, whether your Clerks include high school students is the choice of the Judges
<b>Who supervises students on at Vote Center?</b>	Presiding Judge, however, instructions from Harris County Elections staff take precedence	Presiding Judge
<b>What are the students' responsibilities?</b>	Primarily, high school techs are responsible for keeping Voter wait times up-to-date. They are trained in all Clerk related activities as well	Like any Clerk, a Student Clerk fills the role assigned by the Judge
<b>What are the Judges' responsibilities related to the student?</b>	Judges are to work collaboratively with ESS to ensure wait times are communicated. Judges should utilize them to help with Curbside Buzzers and other equipment issues.	A Student Clerk is to be treated as any other Clerk, with consideration and respect
<b>Who hires the student?</b>	Harris County Elections	Presiding Judge
<b>Can the student use their phone in the Vote Center?</b>	Yes, to communicate with Harris County Elections staff as often as needed and to update wait times	As with Election Workers, student Clerks are not allowed to talk or text on their phone in the Vote Center unless they are speaking to the Elections staff
<b>What "Work Type" do you use for students on the ePollBook?</b>	Election Support Specialist; enter all 9s for the "DPS ID"	High School Student Clerk; enter all 9s for the "DPS ID"

*Be mindful to arrange break times and lunches for your students.*

# Dress Code

The Dress Code for Harris County Election Workers is business casual. All workers should maintain good hygiene, and look professional and neat at all times.

Please keep in mind, what looks professional may vary from person to person.

## Allowed:

- Jeans (no rips)
- Comfortable shoes
- Plain t-shirts
- Polo-style shirts
- Non-athletic style shorts
- Leggings

## Not Allowed:

- Flip flops
- T-shirts with profane or political writing/images
- Any partisan or candidate related items
- Athletic shorts

# Allegations of Wrongdoing

The Harris County EA Office will determine the necessary course of action and will advise the caller of the same. More information on allegations of wrongdoing can be found in the Appendix.

**713-755-1617**

Press 01 for Early Voting Recruitment Team

Press 02 for Election Day Recruitment Team

The Harris County Election Administration (EA) Office Staff must be notified and consulted regarding any allegation of wrongdoing by an Election Worker or staff member.

# Transgender Voters

Voters may identify as a gender different than that which was recorded on their birth certificate. In many cases, Voters who are Transgender may not have updated their identification for a variety of reasons. Just as a differing address or similar name consideration, a Voter's Identification can have a different gender indicated than what is presented at the time of voting. This is legal under Texas law and cannot prevent anyone from being able to vote.

For a variety of reasons including the aging process, clothing, facial hair, or the wearing of makeup, people may not appear exactly as they do in their photo identification and this is normal. Voters who are Transgender are not doing anything wrong or deceitful. They have the same right to vote as anyone else and it is your responsibility to ensure they do so in a safe and respectful environment.

## Languages & Translation Support

The Four Primary Languages spoken in Harris County and surrounding counties are English, Spanish, Vietnamese, and Chinese. The ePollBooks and Voting Machines have these four languages built in to allow Voters to confidently maneuver through the process and cast their Ballot. If a Voter needs additional over-the-phone translation services, the Judge can call Voter Services at:

713-755-6965

All Early Voting Locations are provided a Translation iPad set up with access to an online, live translation service. These Translation iPads are available by request on Election Day by calling:

713-755-1617

Option 09

# Interpreters

**The voter may select an interpreter who is 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 (Sec. 61.0331).**

- If a person is appointed to serve as an Interpreter by an election officer, the Interpreter must be a registered Voter of Harris County. However, even if an Interpreter is provided, a Voter may use an Interpreter of their own choosing.
- If a Voter cannot communicate in English, an election officer may communicate with the Voter in a language both understand.
- An Interpreter may interpret for any number of Voters. For each Voter, the Interpreter must take the Oath of Interpreter (Sec. 61.035). This oath can be found in the Forms Box and on the ePollBook.

An Interpreter may not indicate by sign, symbol, word, or writing to any Voter how he or she should or should not vote.

# Election Inspectors

Inspectors are appointed by the Secretary of State and are responsible to the Secretary of State (Sec. 34.001).

- An Inspector must wear an identifying name tag or badge.
- Inspectors must be permitted to observe all election activities performed by the Judges and Clerks.
- An Inspector may not observe the preparation of the Ballot of a Voter not being assisted by an Election Worker.
- An Inspector may not indicate by sign, symbol, word, or writing to any Voter how he or she should or should not vote.
- Inspectors are not required to take an oath administered by the Presiding Judge.
- The PJ should request identification from the inspector. Anyone purporting to be an inspector who cannot produce identification as an Inspector should not be permitted in the Vote Center.

# Poll Watchers

## PJ must do the following when a Poll Watcher arrives at the polling location:

- Obtain Certificate of Appointment from Poll Watcher
- Obtain Certificate of Completion of Training (must be a new training for each election, except a runoff)
- Make sure Certificate of Appointment is completed (see below chart for requirements)
- Require both the Poll Watcher and PJ to countersign the Certificate of Appointment
- Administer oath
- Keep certificates with other election materials

## Qualifications of Poll Watcher (TEC 33.031-33.035):

- Registered voter of the territory holding the election
- NOT a candidate in the current election
- NOT hold elective public office
- NOT an employee of the Presiding Judge, Alternate Judge, or clerk of the polling location
- NOT have been finally convicted of an offense in connection with conduct directly attributable to an election
- NOT be related to the PJ, AJ, or Clerk of the Vote Center
- May be related to the candidate the watcher is representing

A Poll Watcher MUST	A Poll Watcher MAY	A Poll Watcher may NOT
Be a registered Voter of the territory covered by the election and complete the SOS training program	Observe all election activities at the poll	Challenge a Voter's right to be or vote at the Vote Center
		Communicate with Voters
Be appointed by a candidate, political party, or a specific-purpose political committee	Sit or stand close enough to observe the election activities	Converse with Election Workers, except to identify irregularities and violations of law
Present a certificate of appointment and a certificate of completion of SoS training to PJ upon arrival to Vote Center	Identify irregularities and violations of law to a PJ, AJ, or Clerk, and, if referred to the PJ by a Clerk, must stop discussion with Clerk unless further discussion is invited by the PJ	Record images or sound inside the Vote Center
		Indicate by sign, symbol, word, or writing to any Voter how he or she should or should not vote
Display the ID the PJ provides to be worn in the Vote Center	Take written notes	Be denied free movement where election activity is occurring within the location at which the Poll Watcher is serving
Disable any recording device while in the Vote Center	Observe an election worker assisting a Voter with voting	Observe a Voter voting or being helped to vote by a person of their choice

- **Limit on Leaving and Returning:** During Early Voting, a Poll Watcher may serve during the hours they choose. On Election Day, a Poll Watcher may come and go after they have served for 5 consecutive hours. If the Watcher leaves before 5 hours of consecutive service on Election Day and then attempts to return, it is within the Presiding Judge's discretion to allow them to return. Please note: If the Poll Watcher leaves the Vote Center area temporarily to use a cell phone or other wireless device, this temporary absence does not affect their 5 hours of continuous service. TEC 33.052-33.053.
- **Limit on Numbers:** Only two Poll Watchers from each appointing authority (political party, individual candidate, etc.) may be on duty at any one time at each Vote Center. TEC 33.007
- **Disturbance:** If a Poll Watcher violates the Texas Election Code in the presence of a Presiding Judge, Alternate Judge, or Clerk OR violates the Penal Code in anyone's presence at the Vote Center, they may be removed. TEC 32.075

Please consider providing a warning to the Poll Watcher first, documenting the warning, and consulting the County Attorney's Office before removing a Poll Watcher. This information can also be found in your Forms Box (EV) or the Judge Box (ED).

# Electioneering, Loitering, & Media

**It is unlawful for any person to electioneer or loiter within 100 feet of any public entrance to the Voting Center. The PJ ensures the 100 ft. markers are placed as required outside the Vote Center entrances (Sec. 61.003).**

- Neither Election Workers nor Peace Officers may enforce electioneering or loitering statutes outside the 100-ft distance marker.
- It is the duty of the Presiding Judge to prevent unlawful electioneering or loitering.
- Exit polling without electioneering is permissible outside the Vote Center but within the distance markers. However, the PJ has discretion to tell persons conducting exit polls to go beyond the distance markers if their activities are disruptive to Voters.
- A candidate seeking petition signatures may not do so within the 100-ft distance marker.
- Except for Poll Watchers or staff associated with the County, State, or Federal government, a person may NOT wear a badge, insignia, emblem, or name tag relating to a candidate or political party appearing on the Ballot within the 100-ft line.
- If a reporter arrives at your Vote Center, please contact the media line at 713-205-3573. Let the reporter know that recording devices, including cameras, are not allowed inside the 100-ft mark (this includes inside the location).

## Revealing Voter Information

No one connected with the conduct of the election may reveal any of the following information while the polls are open:

1. The names of Voters who have or have not voted in the election.
2. The number of votes cast that have been received for individual candidates and/or for or against propositions.
3. A candidate's position relative to other candidates in the tabulation of the votes or whether a measure is passing or failing.

Judges must post information about the number of voters who have voted at two-hour intervals beginning at 9:30 AM and running through 5:30 PM. This requirement does not apply to Early Voting. This number can be found by pressing "Voter Count" on the main menu of any ePollbook at the voting center.

Judges must post information about the number of voters who have voted at two-hour intervals beginning at 9:30 AM and running through 5:30 PM. This requirement does not apply to Early Voting.

## Emergencies in the Vote Center

Once preparations for voting have begun, the PJ is responsible for the security of the Vote Center and must secure the location if it is left unattended (TEC 62.001).

- Keep cell phone charged and important phone numbers within easy access.
- Ensure you have quick access to the full physical address of the Vote Center in case you need to share it with emergency personnel.
- Review location's evacuation plan with all election workers.
- If a Peace Officer or off-duty Police Officer is on staff at your location, find out who they are and how to contact them. They are trained for emergency situations.
- In the event of an emergency, please call 911.
- Calmly assess the situation and determine the best course of action.
- Follow instructions of law enforcement and contact Harris County EA immediately.

### Emergency Evacuation:

The PJ should review the evacuation plans for the Vote Center location and inform all election workers where to proceed in case of an evacuation.

If an evacuation is necessary, the first priority is to get everyone out of the building in a safe and calm manner. Follow the instructions below based on the seriousness of the situation:

- A. In case of an emergency situation that is not dire, remain in location. If electricity is lost, call 713-755-1617 and choose option 05 to report.
- B. In dire emergency (must leave location), PJ and AJ take Controller, Scan, Ballot Box, and ePollBooks (including charging cables and bricks) with them and leave.

- C. If an any emergency situation causes a relocation of the Vote Center, take all equipment to new location and continue processing Voters. Call 713-755-1617, choose option 05 to report.

**To remove voting equipment from the Vote Center during an emergency evacuation:**

**Scan/Ballot Box:** 1. Unplug the Scan 2. Two Election Workers carry Scan/Ballot Box to evacuation area

**ePollBook:** Take ePollBooks and the block charger/cord that are attached

**Controller:** Unplug Controller and take to evacuation area

***Stay in contact with Harris County EA regarding how long you are outside the Vote Center.***

## Primary Election Differences

- Voters who wish to vote in the Primary Runoff Election will be legally required to vote in the same party election as they voted in the Primary Election.
- Political Parties may choose the Presiding Judges.
- On Election Day, both political parties hold their elections in the same Vote Center.
- Election Workers from both political parties should work together to ensure Voters have a good experience.
- Presiding Judges must use the equipment labeled for their party's election.
- Do not change equipment amounts unless specifically directed to do so by the Harris County EA.

# VOTE CENTER SETUP



# Voting Equipment

**Early Voting**



**Equipment**

Both the Early Voting Supply Cabinet and Equipment Caddy will arrive to your Vote Center in neat and organized fashions to help create a streamlined and effective setup process. When returning items and equipment, please replace everything in the same manner as you received it. Remember, not all equipment and supplies will be placed back inside these units; some will be returned during Supply Return.



**Early Voting  
Supply Cabinet**

The following pages show the voting equipment in context of a Voting Line. They do not represent the flow of a room and should not be used to determine Voting Line Setup. Notice what items sit on what tables, where Booths are, and what a completed Ballot Box setup looks like. The accompanying descriptions provide helpful information defining and clarifying each component.



# V O T I N G

- 1 Qualifying Table:** the Table at which the Qualifying Clerk sits, Qualifies Voters, and prints Access Code Tickets
- 2 ePollBook:** this Tablet has multiple uses; to Qualify Voters, it can read certain IDs and will produce a Barcode the Barcode Reader requires to create an Access Code Ticket
- 3 Controller:** the machine that prints the Access Code Ticket, allowing a Voter to move forward down the Voting Line
- 4 Barcode Reader:** the Device that will read the Barcode produced by the ePollBook; it is connected directly to the Scan
- 5 Extension Cord:** a longer electrical cord that is provided, allowing the Voting Line to access electrical outlets nearby; it cannot be where Voters walk
- 6 Accessible Booth:** each Voting Line requires one Accessible Booth, just after the Qualifying Table; it is wider and shorter allowing for wheelchair or chair access
- 7 Chair:** next to each Accessible Booth should be a chair for any Voter who cannot stand while Voting
- 8 Booth Signage:** all Booths should be labeled with a colored, numbered sign indicating its place in the Voting Line
- 9 Duo:** the machine on which a Voter will make their selections and print their Ballot



## E Q U I P M E N T

- 10 Voting Booth:** the piece of Equipment that supports a Duo; it is tall enough to allow Voters to stand and vote easily; it is taller than an Accessible Booth
- 11 Privacy Screens:** screens designed to attach to both sides of a Voting Booth and the Ballot Box, ensuring Voters' right to Privacy
- 12 Curbside Table:** the table on which the Duo Go sits charging while not in use; it should be located close to the door leading to Curbside Voting
- 13 Duo Go:** the piece of Equipment that houses a Duo and allows for Curbside Voters to Vote; it should have an ATI and headphones
- 14 Audio-Tactile Interface (ATI):** a device attached to the Accessible Duo and Duo Go (if needed) allowing Voters to move through the Ballot without touching the Duo screen
- 15 Headphones:** the ATI will utilize headphones for those who wish to have audio guidance while using the Duo
- 16 Scan:** the piece of Equipment on which the Voter casts their Ballot; they will feed their Ballot Paper into the machine and it will drop into the Ballot Box
- 17 Ballot Box:** the Box that will house all cast Ballots and Ballots fed into the Emergency Ballot Slot; it is locked throughout Voting
- 18 Seal:** a securing fastener utilized throughout the Vote Center to ensure equipment has not been tampered with; they are numbered and should be logged by the Judges

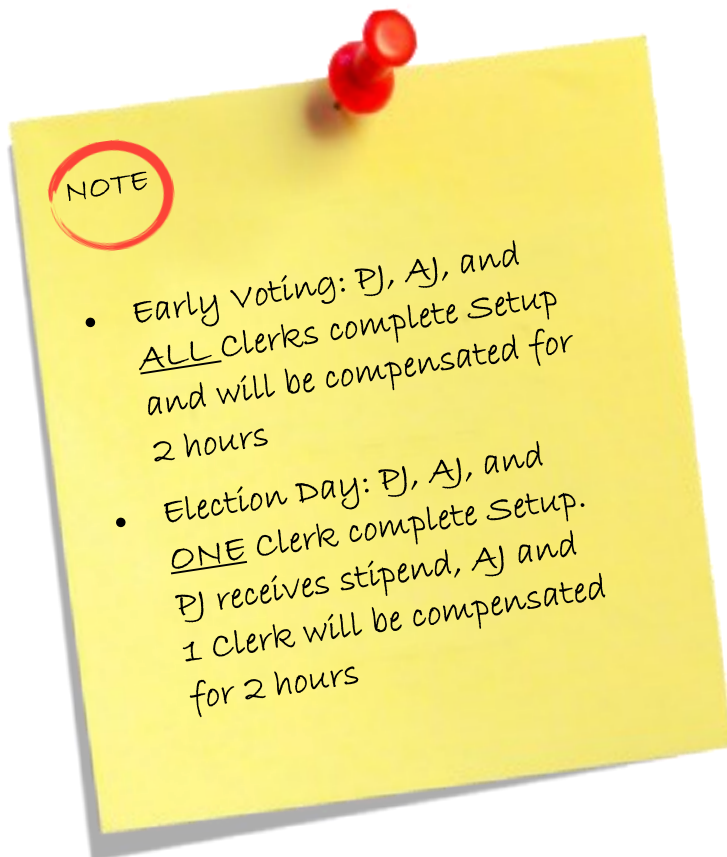
# Materials Preparation

## Early Voting:

- 1 A. Unlock the Supply Cabinet using the keys the PJ received at Key Handout.
- 2 A. Break the green Seal on the Equipment Caddy.  
B. Remove the Equipment Caddy Seal Log from the Forms Box.  
C. Log the Seal Number on the Equipment Caddy Seal Log.  
D. Cut seal number off and put in Equipment Caddy Seal Log Envelope.

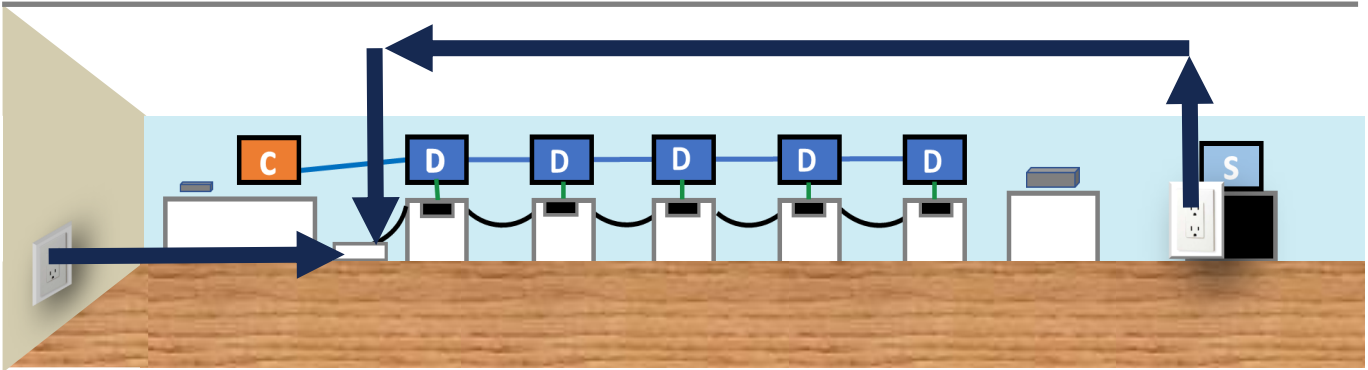
## Election Day:

- 1 A. Break the green Seal on the Equipment Caddy. Remove the Equipment Caddy Seal Log from the Election Day Supply Box.  
B. Log the Seal Number on the Equipment Caddy Seal Log.  
C. Place removed Seal in the Equipment Caddy Seal Log envelope.



Green Seal

# Set Up Tables, Plan Voting Line - EV & ED



The Presiding Judge assigns Poll Workers to do Vote Center Set Up jobs. Both Judges will work with the Clerks to accomplish all tasks.

## 1 Set up tables for: Judges, Qualifying Clerk (1 per controller), Greeter's material, Duo Go square card table:

- Qualifying Tables are where Voters check in. They need to be where traffic flow allows Voters to move easily to the lines of Duos to Vote. Ensure there is also enough space in front of the table (60 inches in circumference) and a 36-inch pathway to Duos for ADA compliance for Voters with specific mobility needs.
- Judges' Table should be in a place where the Judges can view the entire room.
- Place Duo Go Table (square card table) at the end of a Voting Line with a power outlet.
- All cords will be behind equipment. This is to avoid any obstruction hazards for the Voters.
- Use the yellow extension cord if your location does not have electrical outlets conveniently located for your Vote Center.
- Never use mats or tape to cover cords.

### NOTE

Giving Clerks specific jobs allows the various tasks to be done simultaneously.

# Setting Up Booths - EV & ED

Remove Duos and Black Booth Bags. The Accessible Booth Bags have a Red Handle.

**Early Voting** - Leave the Ballot Box, Scan and Controllers in the Equipment Caddy until first day of Early Voting.

**Election Day** - Leave Ballot Box and Controllers in Equipment Caddy until Election Day. Remember the Scan remains at Presiding Judge's home until Election morning. Do not leave equipment in the vehicle when not present in the vehicle.



Scan the QR Code above using your smart phone's camera to access a helpful YouTube video showing how to Set Up a Booth.

Completed Booth Setup



## NOTE

The privacy screens are shown in this picture as a reference. They are not put on until Duos are secured to the booths and daisy chained.

### Assemble Booths

#### (Standard & Accessible)

1. Place Booth table on a flat surface, table side down. This can be on the floor or a table.
2. The legs of the Booth table should be facing up. Slightly lift outside legs. This allows room to slide the short legs from the bracket by pulling sideways holding onto the rubber feet.
3. Unfold the attached legs on the Booth table by pulling on the Black Fabric Handle. Open legs all the way until they click in place.
4. Attach the U-shaped leg, matching the cut side of one tube to the uncut side on the other. Press the metal buttons to lock it in place.
5. Attach the front leg extensions by pressing the metal buttons. Lock each leg in place.



6. Once all Booths have been built, undo the cables secured to the power kit on the underside of the Booth Table. Make sure all connections to the power kit are tight.
7. Turn the Booth over and set in place so that the U-shaped leg of the Booth is in the back of the Booth, facing away from the Voter.
8. Set up both the standard and assessable booths.



#### NOTE

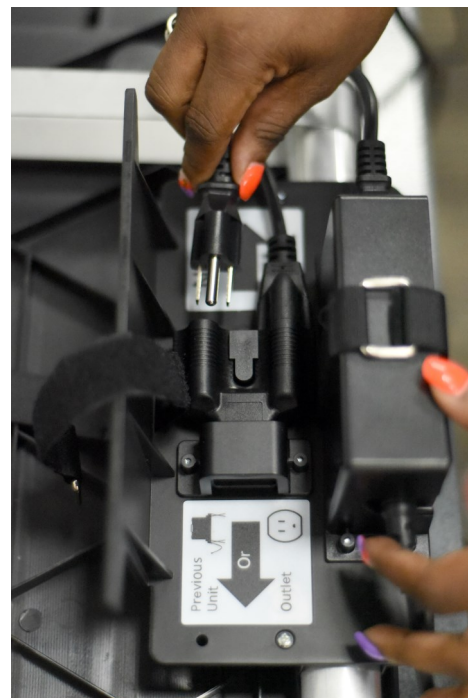
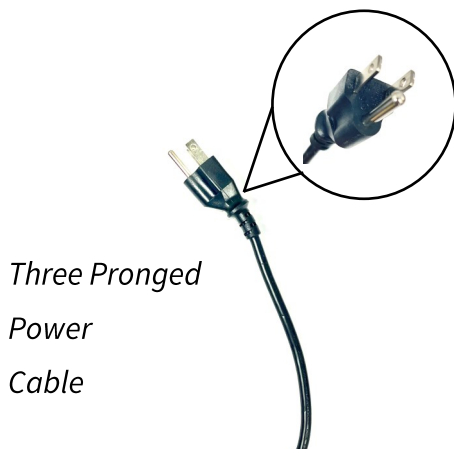
If available, set the booth on a table for assembly. It makes the process easier and places less strain on your back and knees.

9. Set up the Booth lines keeping extension cords and power cords behind the booths and planning for voter flow depending where the Entrance and Exit are at your location. **Remember all cords must go behind equipment and out of walk ways.**
10. Whenever possible, place Voting Lines in a way that people waiting their turn cannot see how Voters at Booths are Voting.
11. Place the Accessible Booth at the beginning of each line, closest to Qualifying Table.
12. At the end of one line, place the square Duo Go table. The Duo Go will be placed on this table to be used for Curbside Voting.

## Daisy-Chaining Booths & Duos - EV & ED

Daisy-Chaining means to connect one machine's source of power or data communication to another machine. A Daisy-Chain can have many connections. The Accessible Booth will eventually be plugged into a surge protector and Controller. Booths will be Daisy Chaining Power through an electrical cord. Duos will be Daisy-Chaining information to the Controller through a Verity Data Cable.

### Daisy Chaining Power

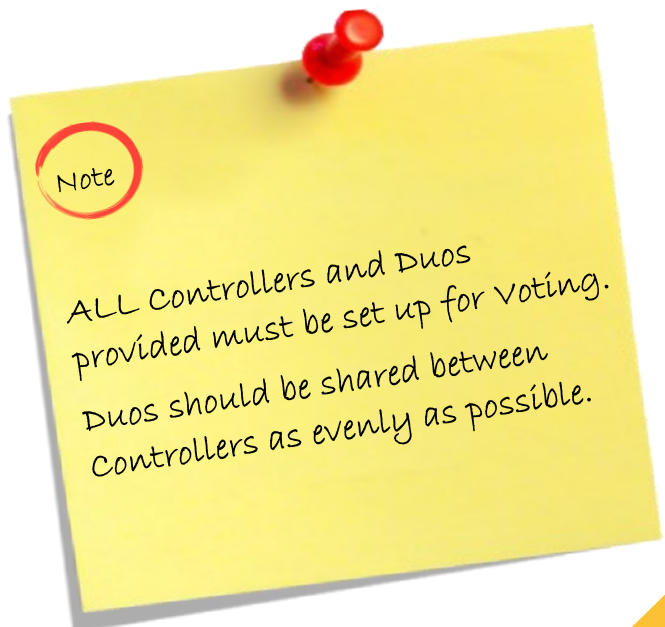
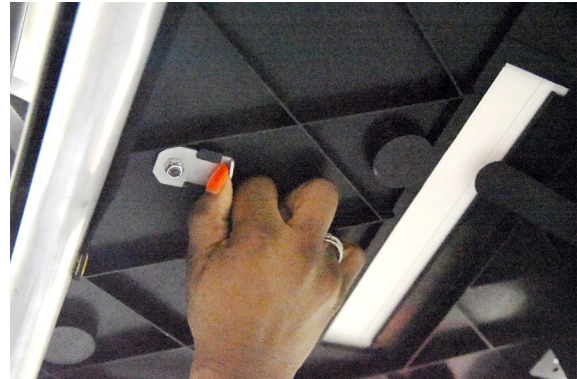


Power Kit

1. Stand behind the last Booth in a Voting Line. You will see two (2) cables coming from the Power Pack under the Booth Table.
2. Take the Three Pronged Power Cable and move over to the second to the last Booth in the line.
3. Plug the Three Pronged Power Cable into the Power Pack's left side, where the electrical outlet is. Take the Three Pronged Power Cable from the second to the last Booth and repeat these steps, moving toward the controller, until all of the Booths in the line have been Power Daisy-Chained.
4. After you get to the first Duo in line, the Accessible Booth, you will plug the Three Pronged Power Cable for this Booth into the surge protector set up for the Qualifying Table. If the process was done correctly all the Booths are now able to receive power.
5. The surge protector will be plugged into a wall outlet and turned on after the Duos have been installed onto the Booths.

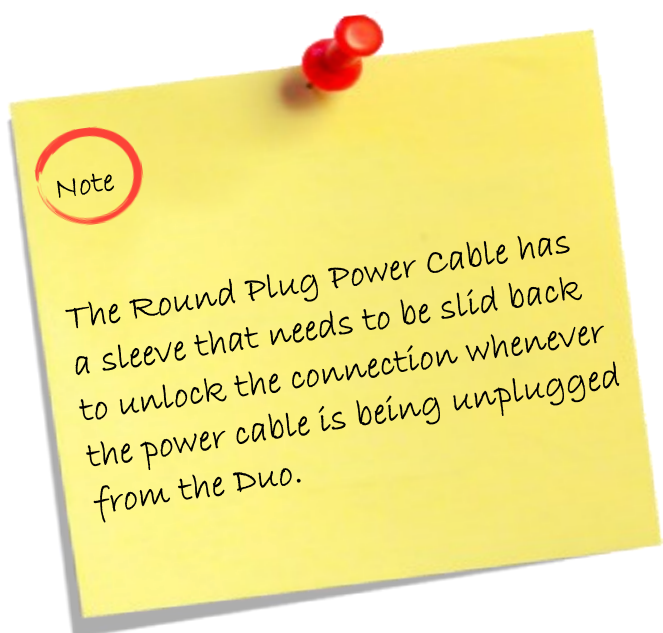
### Secure Duos

1. Stand in front of each Duo Booth and reach under the Booth for the latch. Pull forward to put the latch in the unlocked position.
2. Place the Duo on the Booth, handle facing you. Shift the Duo front to back or side to side to line up the footpads with the circular indentations in the Booth Table. Duos are heavy, about 33-lbs each. Have two people lift Duo into place, if needed.
3. Once the Duo has settled into place reach under the Booth top and push the latch back to secure the Duo to the Booth.
4. Repeat the steps until all of the Duos are on Booths and secured.



### Plug Power into Duos

Stand behind each closed Duo and take the Round Plug Power Cable. This is the cable attached to the Booth the Duo is sitting on. Plug it into the back of the Duo (flat edge on top).



Scan the QR Code above using your smart phone's camera to access a helpful YouTube video showing how to set up the Duos.

### Daisy Chaining Verity Data Cable

1. Stand in front of each Duo. Open them using the two latches on either side of the handle.
2. Once the Duo is opened, you will see the locked Tablet and a blue plastic panel with a locked keyhole. To the right of the locked keyhole is a removable panel. Open the panel and remove the Verity Data Cable inside. Replace the panel.
3. Close the Duo and place the Verity Data Cable on top of the closed Duo.

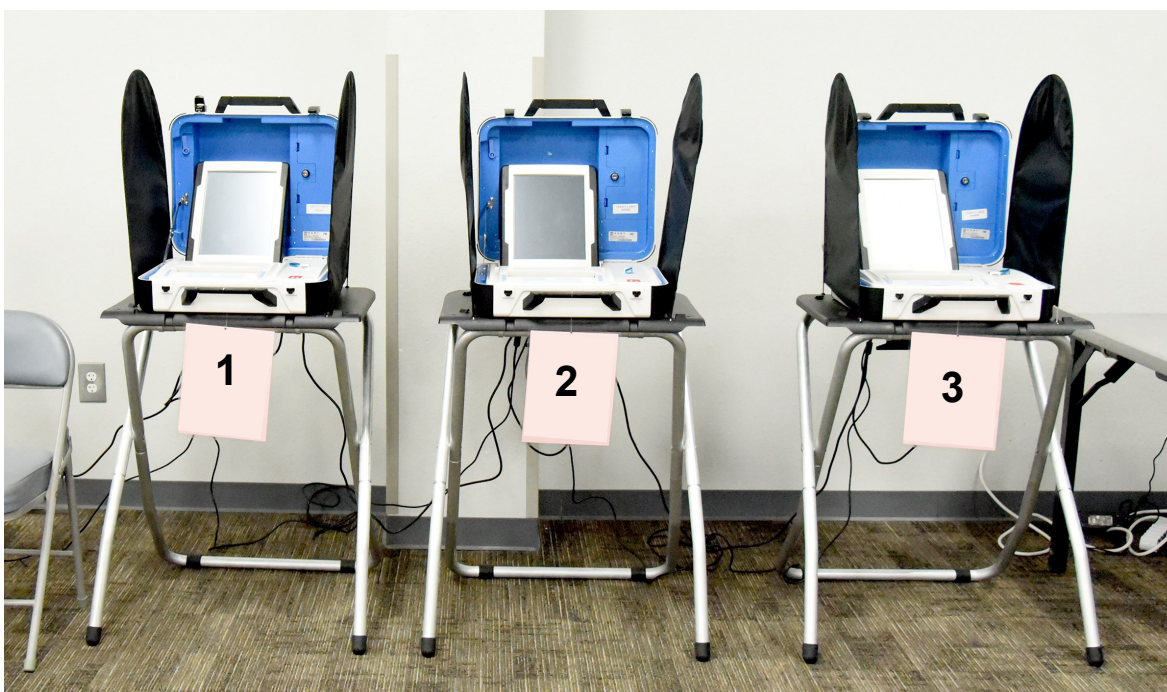


**Note:** A Key is not required to open the panel.



**Verity Data Cable**

4. Once Verity Data Cables are on top of the closed Duos, choose one line and stand behind the Duo farthest from the Qualifying Table.
5. Take the Verity Data Cable laying on top of the closed Duo and choose either end, both ends are identical. Insert it into either of the two Blue Verity Data Cable ports on the Duo in front of you. The Verity Data Cable ports have a dust cover which you may need to slide over to move them out of the way.
6. Take the free end of the now inserted Verity Data Cable and plug this end into either of the Verity Data Cable ports of the next Duo.
7. Repeat steps 5 and 6 until all Duos are Daisy Chained together. You will have one free end of the Verity Data Cable coming from the Duo closest to the Qualifying Table, which will plug into the Controller the first day of Early Voting or on Election Day.



# Set Up the Duo Go - EV & ED

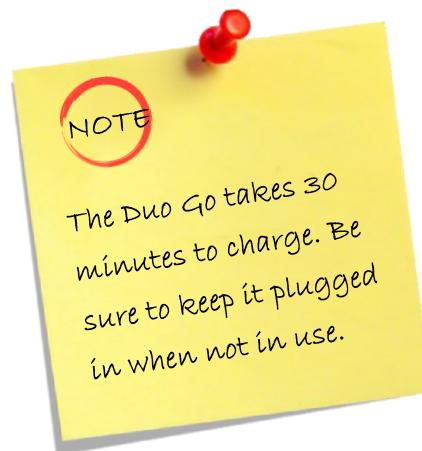
Remove the Duo Go and Charging Cord from Box.

Place the Duo Go on the Curbside Table, which should have been set up at the end of one of the Duo lines.

Turn the Duo Go face down and attach the Charging Cable to it. Then plug it into the electrical source.

Confirm that the Orange Status Light inside the Duo Go at the top left of the Printer Bar is on.

The Curbside Table should be next to the last Duo in the line near a power outlet or with an extension cord or surge protector running to it. The cords **MUST** go behind the Equipment.



# Connect ATI Device - EV & ED

- 1 From the Tech Accessories Box remove the Audio Tactile Interface (ATI) devices and a headphone set for each.
- 2 Plug a headphone set into each of the ATI headphone jacks. The outlet is found on the top left port of each ATI where you see the symbol for headphones.
- 3 Plug one ATI into the first Duo (on the Accessible Booths) on each Line by connecting the blue USB plug into the corresponding USB port on the back of the Duo next to the red power button. You'll need to slide the port dust cover up to access the ATI port if it's not visible. Place the ATI in the Booth Cradle on the right of each Duo.
- 4 Set the remaining ATI and headphones on the Duo Go Table to be used if a Curbside Voter needs it.



Plug ATI into Duo here



Plug ATI into Duo Go here

## NOTE

A voter may plug their own sip-and-puff, tactile switches, or other Dual-Switch input device into the appropriate port on the top of the ATI.

# Prepare for Duo Power Test - EV & ED

## Prepare for Duo Power Test

Open the Duo using the latches on either side of the handle. Open the lid and push the metal hinge back to secure it. Then:



- 1 Insert Blue key into locked keyhole to the right of the secured Tablet. Turn the key to the unlocked position; leave it in the keyhole.



- 2 In unlocked position, move latch to the left of the Tablet up, freeing the Tablet.



- 3 Remove the Tablet by lifting up and forward.



- 4 Dock the Tablet in the Cradle, securing the connection.



- 5 Tilt the Tablet back.

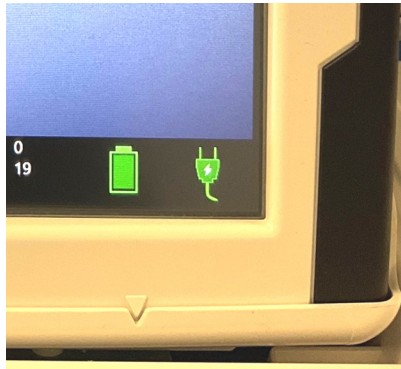


- 6 Turn the key back into the locked position and remove it from keyhole.

**The power-on process for the Duos, Controllers, and Scan takes 4 ½ minutes for each machine. Do not be alarmed when the screen doesn't turn on immediately or when the screen goes dark twice during the power on process.**

### Conduct Duo Power Test

1. All Duos are open in preparation for the Duo Power test. Plug the surge protectors into the electrical outlets. If the surge protector light is not on, use the toggle switch on the end of the surge protector to turn it on. Now all the Duos should be getting power.
2. Using the instructions above, prepare all Duos to be powered on.
3. Once prepared, press the Red Button on the back of each Duo. If the Booths are powered on correctly, you will see an icon of a green electric plug, in the bottom right hand corner of the screen.
4. For Duos that have not powered on after the 4½ minute wait period, inspect all cables. You can refer to the troubleshooting section in the manual for more information.
5. Once you have correctly completed the Duo Power Test, power down all Duos, undock them, secure them once again, close the lids, and unplug the surge protectors from the electrical outlets.
6. Attach the Privacy Screens to each Booth on either side of the Duo.
7. Double check that all cords are organized and behind the Equipment. Cords can not be in any pathways. Priority must be given to voter safety and Americans with Disability Act (ADA) compliance.



#### NOTE

The power-on process for Duos, Controllers and Scan takes 4 1/2 minutes for each machine. Do not be alarmed when the screen doesn't turn on immediately or goes black twice during power on process.

# Set Up ePollBooks & MiFis - EV & ED



From the Black ePollBook Case (found in the Equipment Caddy for Early Voting and received at pick up for Election Day), remove the following:

- 1 All ePollBooks and Translation iPad, if provided
- 2 All Orange and Blue ePollBook Stands
- 3 Charging cables, charging blocks and the black extension cord, if needed
- 4 MiFi and charger

The iPad designated for Translations has a green stripe on it. It is supplied to EV locations and by request for ED. It is placed on the Judge's Table.

Do not plug the ePollBook charging cables directly into the USB slot on the surge protector. It will not keep the ePollBook fully charged. Use the provided charging blocks. Keep the ePollBooks plugged in and charging all day.

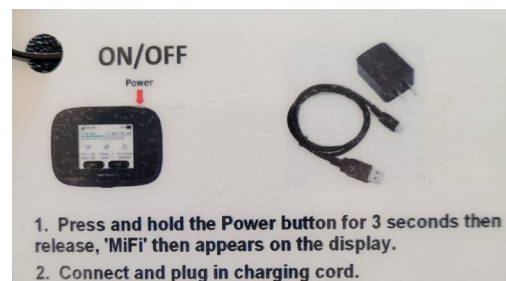
## NOTE

When preparing to return the ePollBook case, please replace all items as shown in the image above.

Some locations will receive an MP-70 WiFi device to boost ePollBook signal. If you received one, do not use the MiFi, instead use the MP-70.

### Set up all ePollBooks:

- Place ePollBooks on ePollBook stands.
- Set one ePollBook on each Qualifying Table and one on the Judge's Table.
- Connect a charging cable to each ePollBook.
- Connect the other end of the charging cable into a charging block.
- Connect the charging block to the surge protector.
- Do Not turn on the ePollBook until the MiFi has been powered on.



### Set up the MiFi (or MP-70, if provided)

- Turn on MiFi by following the instructions on the MiFi power cord.
- The MiFi must be turned on before the ePollBook or they will not connect.
- Plug the MiFi into the wall or surge protector after it has been turned on.
- If you were given an MP-70, set that up instead of the MiFi.

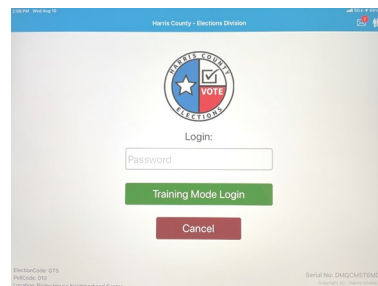


Turn on the ePollBooks by tapping the round Home Button on the right middle of the screen.

Log in to each ePollBook.

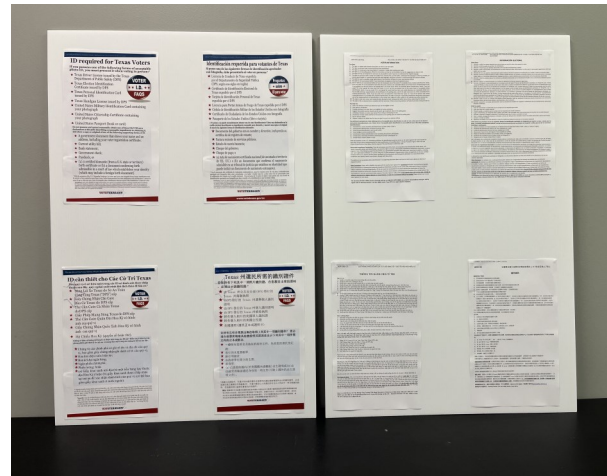
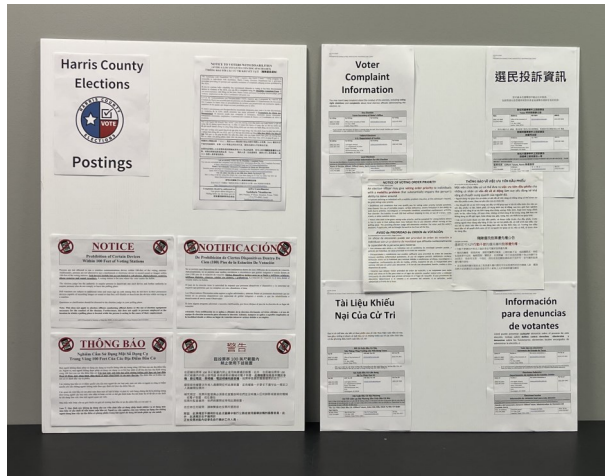
Early Voting - passwords are in the Supply Forms box.  
Election Day - passwords are printed on the white Judge's Envelope.

For Early Voting, Call 713-755-1617, option 05 for the Tech Line to confirm you are online.



# Notices / Signage Setup - EV & ED

**Blank Poster Boards will be delivered with your Equipment Caddy. These are for use if your location does not allow or have sufficient space to place notices on walls using small pea size ball of “sticky tac”.**



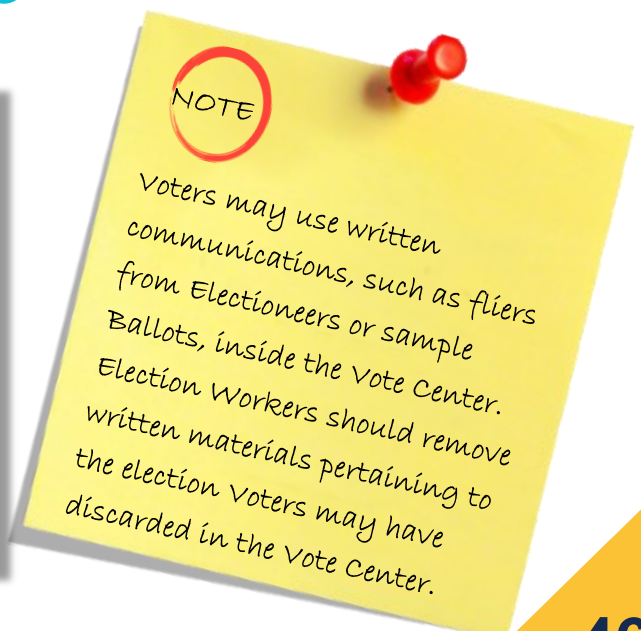
If tables are present and room is large enough, you can place the Poster Boards on a table leaning against the wall. “Sticky tac” is provided for wall placement. Five areas of adhesion is recommended, four corners and the center. Only use a pea sized ball of “sticky tac”.

The Poster Board Signs will hold the following required notices:

- Voter's Rights Information
- Voter's Complaint Information
- Notice of Prohibited Devices
- Notice to Voters with Disabilities
- 
- 

In addition, posted on the wall will be the following required notices:

- 3 sample Ballots (English/Spanish, English/Vietnamese, English/Chinese)
- Notice to Voters with Disabilities (bottom posted 4 feet from ground so a Voter in a Wheelchair can read it)
- Directional and/or ADA directional arrows where needed



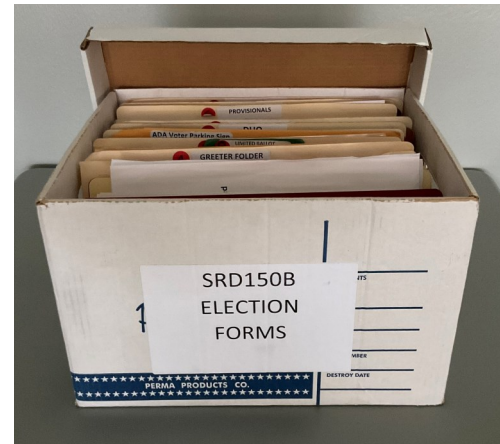
# Organize Materials for Early Voting

For Early Voting, place the following items on a table easily accessible by the Greeter. Forms are in the Election Forms Box.

- Laminated Acceptable Forms of ID, List A & B
- For Early Voting, green scratch paper is provided on the top shelf of the Supply Cabinet. Voters can use this to copy their choices from their electronic device. It can also be used as a place holder for curbside Voters or Voters who need to wait while seated.

Place the following items on the Qualifying Table:

- Pens
- Acceptable Forms of ID List
- Statement Of Residence Forms

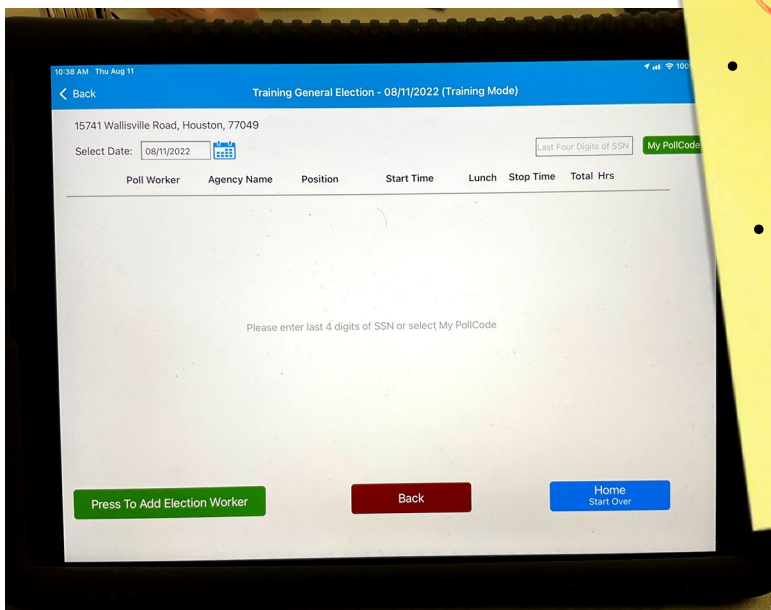


Each Supply Cabinet will receive an ADA Signage manila envelope containing:

- 2 Up Arrows
- 2 Right Arrows
- 2 Left Arrows
- 1 Passenger Loading Zone
- 1 Voter Parking
- 1 Van Accessible

# Personnel Tasks - EV

- 1 Have workers complete green paper Timesheets.
- 2 Follow directions regarding Faxing/Emailing Timesheets.
- 3 Input time in the ePollBook:
  - A. From Main Menu, go to Judge/Clerk Attendance.
  - B. You can add a new Poll Worker by selecting the green “PRESS TO ADD ELECTION WORKER” button on the bottom left corner and fill in the screen that appears. When finished press “accept”.
  - C. If the Poll Worker is already in the system, start the process of clocking in/out by entering the last four digits of the Worker’s Social Security Number in the box at the top right corner of the screen and fill in the screen that appears.



## NOTE

- Workers have to be signed up with A1 Personnel in order to get paid.
- Early voting clerks may work in shifts, as determined by the Elections Administrators Office. Regardless of the shift you are working, always arrive on time.

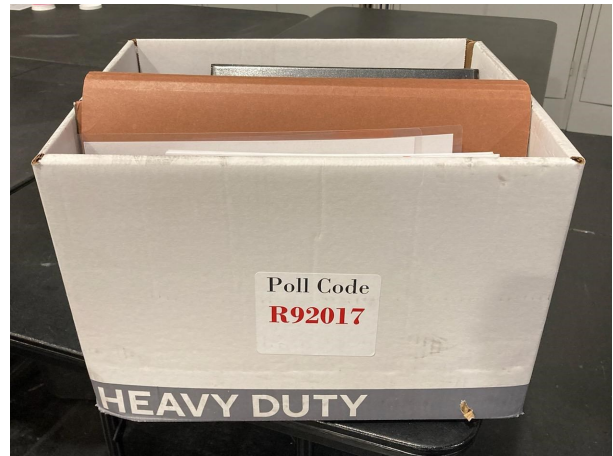
# Organize Materials for Election Day

Place the following item on a Table easily accessible by the Greeter. Forms are in the Judges Supply Box.

- Laminated Acceptable Forms of ID, List A & B

Place the following items on the Qualifying Table:

- Pens
- Acceptable Forms of ID List
- Statement Of Residence Forms



Each Supply Cabinet will receive an ADA Signage manila envelope containing:

- 2 Up Arrows
- 2 Right Arrows
- 2 Left Arrows
- 1 Passenger Loading Zone
- 1 Voter Parking
- 1 Van Accessible

# Personnel Tasks - Election Day

- 1 Have workers complete compensation forms.
- 2 Input time in the ePollBook:
  - A. From Main Menu go to Judge/Clerk Attendance.
  - B. You can add a new Poll Worker by selecting the green “PRESS TO ADD ELECTION WORKER” button on the bottom left corner and fill in the screen that appears. When finished press “accept”.
  - C. If the Poll Worker is already in the system, start the process of clocking in/out by entering the last four digits of the Worker’s Social Security Number in the box at the top right corner of the screen and fill in the screen that appears.

10:38 AM Thu Aug 11

Training General Election - 08/11/2022 (Training Mode)

15741 Wallisville Road, Houston, 77049

Select Date: 08/11/2022

Last Four Digits of SSN

My PollCode

Poll Worker	Agency Name	Position	Start Time	Lunch	Stop Time	Total Hrs
-------------	-------------	----------	------------	-------	-----------	-----------

Please enter last 4 digits of SSN or select My PollCode

Press To Add Election Worker

Back

Home Start Over

NOTE

Workers have to be signed up with A1 Personnel in order to get paid.

# Prepare for Departure - EV

1. Remove White Return Envelope and Supply Cabinet Seal Log.
2. Place Elections Forms Box and clear plastic Supply Tub back in Supply Cabinet.
3. Move the MiFi to the Supply Cabinet, keeping it plugged in to charge and powered on (cord will fit through small spaces in the cabinet).
4. Make sure Poll Workers have entered their time in ePollBook and on green timesheets.
5. Put all three ePollBooks & Translator iPad to sleep by quickly clicking button on top left corner once. Do Not ever turn the ePollBook all the way off.
6. Move all ePollBooks to Supply Cabinet, keeping each plugged in to charge (wires will fit through small spaces in the Cabinet).
7. Take two green Seals from the seal bag.
8. Use one of the green Seals to seal the Equipment Caddy. Log the Seal Number on Equipment Caddy Seal Log and place log in the Work Folder.
9. Record the remaining green Seal Number on the Supply Cabinet Seal Log and place the log in the Work Folder.
10. Place completed Checklist in the Work Folder and place the Work Folder in the Supply Cabinet.
11. Lock the Supply Cabinet, top latches and bottom pad lock.
12. Use the second green Seal to seal the Supply Cabinet. Seal goes through the lock's eyelet.
13. Make sure the Duo surge protectors are unplugged from the electrical outlets.
14. Make sure the Duo Go is plugged into an electrical outlet or plugged into a surge protector that is not connected to the Duo booths.
15. Close and lock location; take your equipment keys with you.

**If you find it difficult to locate or press the ePollBook sleep button, peel back the protective case on the corner where the button is located. Reposition the case when done.**

# Prepare for Departure - ED

1. Make sure Poll Workers have entered their time in ePollBook and on the compensation form.
2. Put ePollBook to sleep by clicking the button on the top corner, make sure screen goes dark. Do Not ever completely power down the ePollbook.
2. Unplug the ePollBook and the MiFi.
3. Power down the MiFi.
4. Place the ePollBook, MiFi, and chargers in the ePollBook case.
5. Make sure all Duos are closed and properly Daisy-Chained.
6. Make sure Duo surge protectors are unplugged from the electrical outlets.
5. Take one green Seal from the Judge Supply Box.
6. Get the Equipment Caddy Seal Log from the Judge Supply Box.
7. Log the Seal Number on the Equipment Caddy Seal Log.
8. Place the Equipment Caddy Seal Log in the Work Folder and place in the Judge Supply Box.
9. Put the Judge supply box in the Equipment Caddy.
10. Using the Green Seal, seal the Equipment Caddy.
11. The Presiding Judge takes the ePollBook case home, with all ePollBooks inside.
12. Close and lock location; take your Equipment keys with you.

**If you find it difficult to locate or press the ePollBook sleep button, peel back the protective case on the corner where the button is located. Reposition the case when done.**

## **Remember to check before you leave the location:**

- Is the Duo Go set on the Duo Go Table plugged in so it is charging overnight?
- Are the Accessible Booths set up closest to the Qualifying Table?
- Are the Duos locked onto the Booths, with Tablets inside and cases closed?
- Are the Duos daisy-chained and the surge protectors detached from the electrical outlets?
- Are the Controllers and Ballot Box still in the Equipment Caddy waiting to be set up Election Day?

Please remember to bring a charger for the personal cell phone you will be using during the election.

# OPENING THE VOTE CENTER



# Opening the Vote Center

Call the Elections Office immediately if you cannot get into the building or the room, have electrical problems, or experience other major issues.

## 713-755-1617

### Option 07

**Early Voting Only:** A Constable should arrive at your Polling Place on the first day of voting. Call the EA Office immediately if the Constable does not arrive by 6:30 AM.

1

Location must be ready to accept Voters by 7:00 AM. Arrive by 5:30 AM on the first day of Early Voting (EV) and on Election Day (ED). Do not process Voters until 7:00 AM.

2

Begin setting up the Vote Center immediately upon arrival of the Presiding Judge. Be sure to open polls before 7:00 AM to ensure the Equipment is functioning correctly.

3

The Constable should arrive by 6:30 AM on the first day of Early Voting. Call 713-755-1617 and send a Handy Message through the ePollBook to confirm the Constable's arrival.

4

Judge's cell phones must remain charged with the ring volume turned up. This ensures we can reach you with questions. Cell phones may only be used in Vote Centers when conducting official elections business.

5

Ensure the ePollBooks are online and charging.

6

Have all Controllers, Duos, and Scan(s) on and ready to accept Voters.

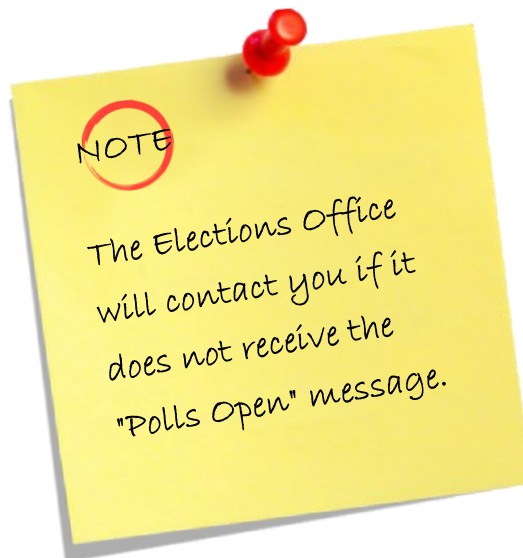
7

Ensure the Judge's table is set up with Election Forms and Documents.

8

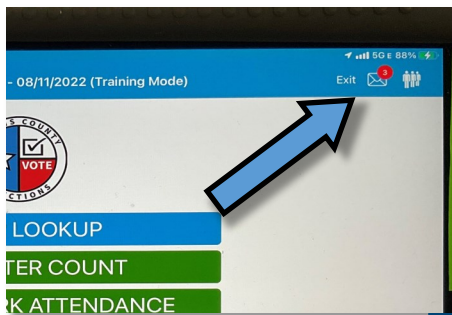
Send the "Polls Open" Handy Message through the ePollBook to confirm that the Vote Center is ready to accept Voters.

**Please contact the Elections Office immediately if any of these items are NOT completed by 6:45 AM.**



# Sending a Handy Message

1. Click on the Envelope in the upper right corner of ePollBook.
2. Choose a Message (pre-composed for your convenience).



When we send a Handy Message, the Envelope will shake and the number of new or messages will show in a red circle.

## To Access the Message

1. Tap on the Envelope.
2. Tap on the message with the blue dot to read the entire message.

## Remember

Keep an eye on the Envelope Icon, the Elections Office may send notifications through the ePollBook throughout the day.

# Prepare Location

1

Remove Seals from the Supply Cabinet and Equipment Caddy (EV) or just Equipment Caddy (ED). Record Seal Numbers on the Supply Cabinet and/or Equipment Caddy Seal Logs.

2

Unlock the Supply Cabinet (EV) and open the Equipment Caddy (ED).

3

Get Election Work Folder and remove the Open Polls Checklist. Follow the Checklist.

4

Remove the White Election Forms Box (EFB) and Clear Plastic Supply Box from Supply Cabinet (EV), or the Judges Form Box from the Equipment Caddy (ED). Place them on the Judge's Table.

**NOTE**  
A Clerk can do this task.

5

Remove the Barcode Readers from the Tech Accessories Box and place them on the Qualifying Tables.

**NOTE**  
A Clerk can do this task.

6

Remove the MiFi, ePollBooks, ePollBook stands, and chargers from the Black ePollBook Case locating in the Equipment Caddy.

**NOTE**  
A Clerk can do this task.

7

Attach ePollBooks to ePollBook Stands and place one on each Qualifying Table.

**NOTE**  
A Clerk can do this task.

8

Place one ePollBook on the Judge's Table. For EV, also place the Translation iPad on the Judge's Table. ED does not receive Translation iPads.

**NOTE**  
A Clerk can do this task.

9

Place the MiFi where it has the best signal and can be plugged in to a power source.

**NOTE**  
A Clerk can do this task.

10

Click the Home Button to open the ePollBook App. Repeat for all available ePollBooks.

**NOTE**  
A Clerk can do this task.

11

Log in to each ePollBook. On the home page of the MiFi, check to see that each ePollBook is connected to the MiFi.

### Judge

Organize Materials and Prepare Judge's Table:

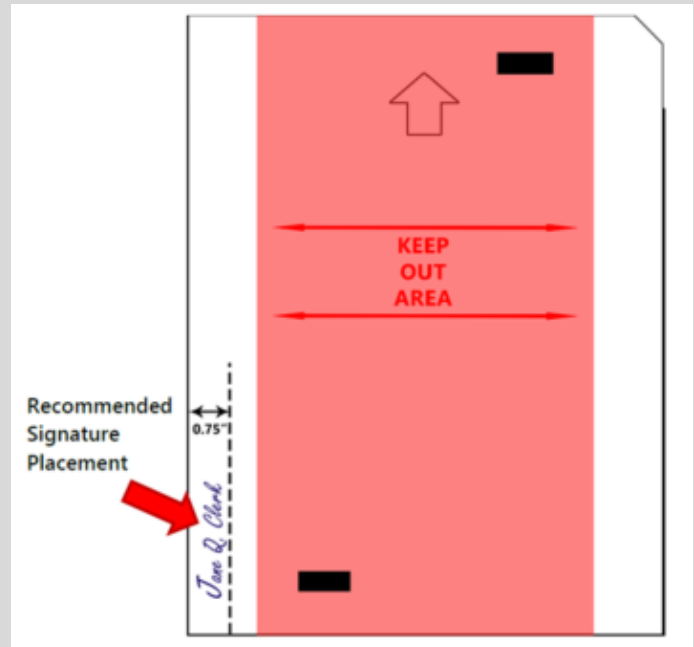
- 1** For Early Voting remove the White Return Box from the top shelf of the Supply Cabinet. For ED remove Envelopes 1-6 from the Judges Supply Box in the Equipment Caddy.
- 2** Set these items on the Judge's Table.
- 3** For EV, use the White Return Box to hold all return Envelopes provided.

**Required by Law:** Every Ballot must have the Election Administrator's (EA) Initials (EV), or the Presiding Judge's Signature (ED), affixed at the bottom left edge of Ballot Paper, on the side with the Black Arrow pointing up. The EA Initial Stamp for EV is in the Clear Supply Box.

Stamping or signing enough Ballots for 20 Voters is recommended to avoid Excessive Ballot Spoiling Documentation at the end of the day. Stamp or sign more Ballots as needed; however, the amount of prepared Ballot Paper is at the Presiding Judge's discretion.

### Clerk

- 1 Prepare Booths and Duos:**
  - A. Assemble Voting Booths.
  - B. Place Duos on Voting Booths to prepare for the Power Test.
- 2 Prepare Ballot Paper:**
  - A. Open one package of Ballot Paper, found in a Clear Plastic Box at the bottom of the Supply Cabinet (EV), or received at Supply Pick-up (ED).
  - B. Set stamped or signed Ballot Paper on the flat surface of the open Controller so the Qualifying Clerk may provide it to Voters.



### Clerk

#### Curbside & Distance Markers:

- A. Place the Curbside Voting Buzzer outside and test the receiver inside.
- B. Inform the Presiding Judge immediately if the Curbside Voting Buzzer system is not working correctly.
- C. Determine and indicate the 100-ft line utilizing provided Signage.

#### IMPORTANT NOTE

**If the Curbside Voting Buzzer needs repair, the Presiding Judge must contact the ADA Coordinator for buzzer repair or replacement. An Election Worker must remain posted at the Curbside Voting Station until the Buzzer issue is resolved. The ADA Coordinator contact number is 713-755-6965.**

### Judge-EV

- 1** Remove the following items from the Election Forms Box (EFB) and place them in the Return Box:
  - A. Work Folder (Brown Expandable Folder on the third shelf of Supply Cabinet).
  - B. Early Voting Daily Reconciliation Envelope found in section 5 of the EFB.
  - C. The List of Provisional Voters.
  - D. Week 1 Time Sheets Envelope (section 2 of the EFB).
- 2** Retrieve the sticky SRD labels from the EFB, write the date on the label, stick it to the Early Voting Daily Reconciliation Envelope and place the Reconciliation Envelope in the Work Folder (this will be done daily with a new Envelope).
- 3** Remove the form "List of Voters who have Voted Using a RID" (section 15 of the EFB) and put it on the Judge's Table.
- 4** Ensure all legally required signage and ADA remedies are in place, indoor and outdoor.

### Judge-ED

- 1 Remove Envelopes 1-6 from the Judge Supply Box and place on the Judge's Table to use throughout the day.
- 2 Remove the Affidavit of Provisional Voter Instructions from the Judge's Supply Box and place on the Judge's Table.
- 3 Remove all Forms from section 3 of the Brown Accordion Folder in the Judge Supply Box - place ALL Forms on the Judge's Table, including:
  - A. Record of Election Day Ballot Box Seals
  - B. Register of Spoiled Ballots
  - C. Envelope for Device Reports/Tapes
  - D. Oaths for Assisting Voters
  - E. Reconciliation Log
  - F. List of Voters indicated as ID Voters
  - G. Curbside Carrier Envelopes
- 4 Place one Curbside Carrier Envelope on the Curbside Table with the Duo Go.
- 5 Ensure all legally required signage and ADA remedies are in place, both indoor and outdoor.

### Important

**For both Election Day and Early Voting, ensure all Election Workers - including both morning and evening shift Workers - have been administered the required Oath(s) of Officers of Election (see Appendix page 170).**

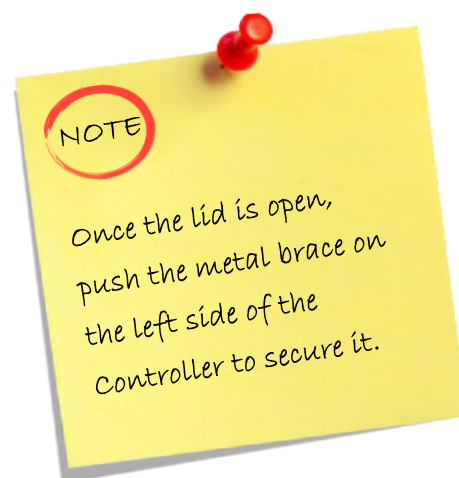
# Prepare Voting Equipment

In the presence of the Alternate Judge, the Presiding Judge will break the Seal on the Equipment Caddy, log the Seal Number in the Equipment Caddy Seal Log, then remove the following Equipment from the Equipment Caddy:

- A. Controllers (Machines labeled "C" near the handle)
- B. Ballot Box
- C. Gray Ballot Bag
- D. Scan (Machine labeled "S" near the handle)

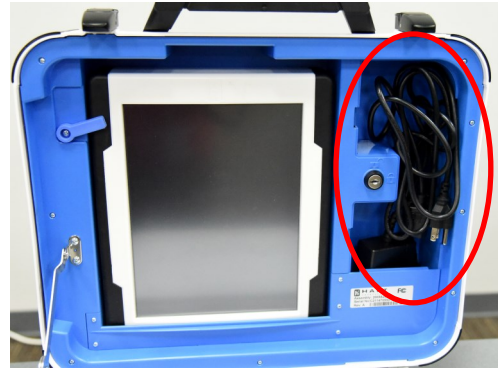
## Preparing Controllers:

- 1 Set the Controllers on the Qualifying Table near the ePollBook (one ePollBook per one Controller).
- 2 Open the Controller case by pulling the top of the latches towards you, then lift the bottom of the latch to raise the lid to the open position.
- 3 In the upper right section of the case is a blue storage compartment; press the latches to remove the compartment cover. This compartment cover is not locked.



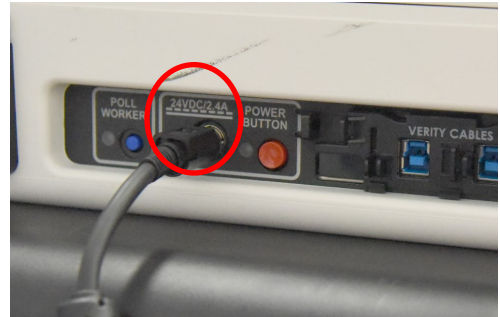
**Always verify there is a different color Tape in each Controller—for example, White Tape to the White Line, Pink Tape to the Pink Line.**

- 4 Once the Controller is open, remove the Power Pack and Power Cable from the blue storage compartment to the right of the Tablet.



- 5 Loosen the brace to lower the Controller Lid.

- 6 Connect the Power Plug to the Power Pack, then connect the Power Pack to the back of the Controller (flat side of the plug facing up).



- 7 Plug Verity Data Cable from Duo closest to Controller into one port on the back of Controller.



**Never tilt the Controller, Duo or Scan by the handle while cables are connected—this can damage the cables where it connects or cause damage to the device itself.**

- 8 Re-open the Controllers and lift the latches on either side of the handle. Open the Lid and push the metal hinge back to secure it. Then:
  - A. Insert the blue key in the locked keyhole to the right of the secured Tablet. Turn the key to the unlocked position; leave it in the keyhole.
  - B. In the unlocked position, move the latch on the left of the Tablet upward, freeing the Tablet.
  - C. Remove the Tablet by lifting up and forward.
  - D. Firmly dock the Tablet in the cradle, securing the connection.
  - E. Tilt the Tablet back.
  - F. Turn the key back into the locked position and remove it from the keyhole.
  - G. Insert the Three Pronged Plug into the nearest surge protector.

- 9 A green light should illuminate on the Power Pack and on the right side of the open Controller when AC power is present.

- 10 Connect a Barcode Reader to the USB connection to the right base of the Controller.



- 11 Press the Red Button on the back of the Controller to Power It On.



**The Power-on Process for the Duos, Controllers, and Scan takes 4 ½ minutes for each machine. Do not be alarmed when the screen doesn't turn on immediately, or goes blank several times.**

**Do not turn on the Duos before the Controller is fully booted up!**

- 12 Repeat for the second and other Controllers, as supplied.

**Once Controller is Powered on, it will automatically print the Power-on Self Test Report.**

- A. If the Report indicates anything "Failed," call the Tech Line, 713-755-1617, option 05.
- B. Opening should be continued while a Judge is on the Tech Line.



Scan the QR Code above using your smartphone's camera to access a helpful YouTube video showing how to set up a Controller.

### Preparing the Ballot Box:

- 1 Position the folded Ballot Box with the nylon handles on the side, and the “Pull to Set Up” labels facing up.

- 2 Unlatch the four clips (two on each side).

- 3 Pull open the Ballot Box as shown.



- 4 Push side panels outwards until they are flat, being careful not to pinch your hands or fingers.

- 5 Lower the Bottom Panel, but do not press down.

- 6 Release the Lid by unhooking the 3 elastic straps at the bottom of the folded Lid.

- 7 Lift the Lid while gently pulling upward and outward, ensuring that the double hinge is fully extended.

- 8 Lay the Lid across the top of the Ballot Box and then press it down; do not force it.

- 9 Unlock the Judge's Lock on the right side of the front door with the Judge's Ballot Box key.

- 10 Press firmly on the bottom panel to lock it in place.

- 11 Place the Ballot Box near the exit door so that Voters can easily see it and scan their Ballot as they exit the Vote Center. Make sure there is an outlet within six feet of the Ballot Box so that the Scan may be plugged in once set up.

### Preparing the Scan and Ballot Bag:

- 1 Place the Scan on the top of the Ballot Box by fitting the five round foot pegs into the round foot peg holes on the top of the Ballot Box. The handle on the Scan must face the front of the Ballot Box.
- 2 Reach inside the Ballot Box and pull the White String down and away from yourself to lock the Scan in place.
- 3 Retrieve the Gray Ballot Bag from the Supply Cabinet. The Ballot Bag should be unzipped, opened, and the metal legs inside folded down and secured under the Velcro Strips on the bottom. Place the Ballot Bag tightly to the back left corner inside the Ballot Box.
- 4 Locking the Ballot Box:
  - Early Voting - Presiding Judge and Constable together lock the front Ballot Box Door. The Constable locks the top lock. The Presiding Judge and the Alternate Judge together lock the side lock and the back door lock.
  - Election Day - Presiding and Alternate Judges together lock front and back doors.
- 5 The Presiding Judge, in the presence of the Alternate Judge, will break the Seal on the Scan handle and open the case.
- 6 The Yellow Chain of Custody Form will be inside the Scan for Early Voting. An orange Chain of Custody Form will be inside the Scan for Election Day.

### The PJ and AJ together complete the following:

- 1 Fill out the Chain of Custody Form “first morning prior to opening” section before opening the Vote Center. Remember to verify the Serial and Seal Numbers on the Scan by comparing them to the corresponding numbers listed on the Chain of Custody Form.
- 2 Sign the verified Chain of Custody Form and place it into the Work Folder until the Last Day of Early Voting, or the End of the Day for Election Day, when you will use the Form again.

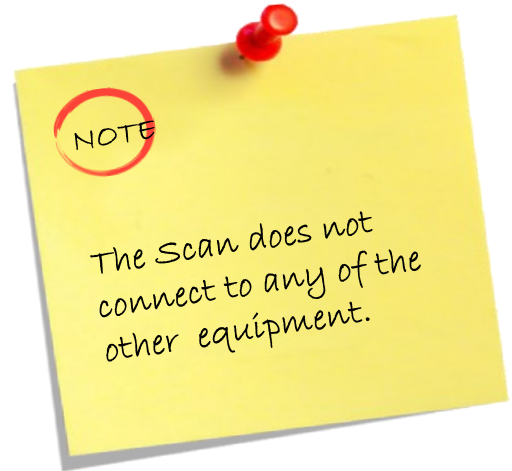
### Judges: Seal the Ballot Box

- 1 Get three Red/Orange Seals from the Ballot Box Seal Envelope.
- 2 Seal the front door of the Ballot Box.
- 3 Seal the back door of the Ballot Box.
- 4 Seal the Emergency Slot on the Ballot Box.
- 5 Log all three Seals on the Ballot Box Seal Log.
- 6 Put the Ballot Box Seal Log in the Work Envelope. You will verify the Seals daily during Early Voting.



### Scan:

- 1 Open the Scan case by pulling the top of the latches towards you, then lift the bottom of the latch to raise the lid to the open position.
- 2 In the right section of the Scan case is a blue storage compartment; press the latches and remove the compartment cover (this compartment is not locked).
- 3 Once open, remove the Power Pack and Power Cable from the storage compartment.
- 4 Close the compartment, and close the Scan case. The Scan case should be closed when connecting the cords.
- 5 Connect the Power Cable to the Power Pack, and then plug the Power Pack into the back of the Scan (flat side up).
- 6 Open the Scan case and lock the Lid brace in place.
- 7 Unlock, Unlatch, and Remove the Tablet.
- 8 Seat the Tablet into the Cradle, tilt it back, and lock it in place using the Judge's key.
- 9 Ensure light Purple Tape has already been loaded into the Scan printer.



## Prepare Voting Equipment

---

- 10 Plug the Power Cable into AC Power; a green light should illuminate on the Power Pack when AC Power is present.
- 11 A green light should illuminate on the right side of the Scan when the tablet has been properly docked.
- 12 Press the red Button on the back of the Scan to power it on.
- 13 Once Scan is Powered-on, it will automatically print the Power-on Self-Test Report. If the Report indicates anything "failed", call the Tech Line, 713-755-1617 option 05.

Place some of the "I Voted" stickers on the Ballot Box to the right of the Scan ("I Voted" stickers are in a Ziplock bag on the third shelf of the Supply Cabinet).

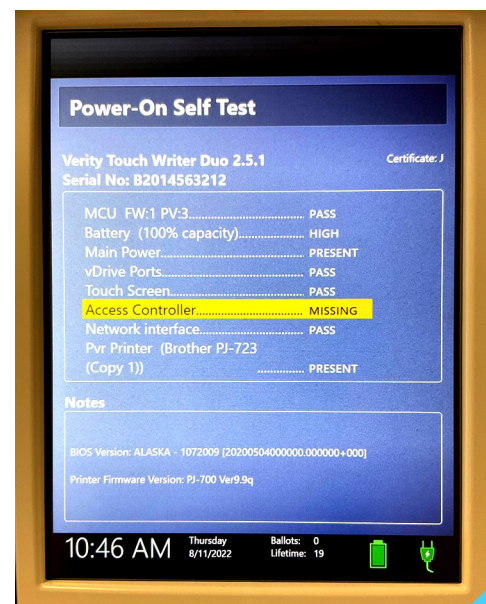
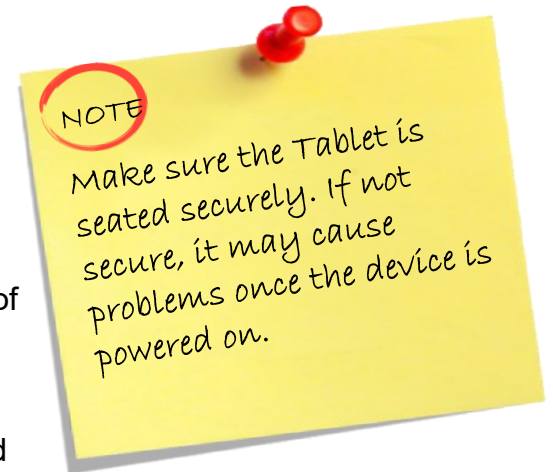




Scan the QR Code above using your smartphone's camera to access a helpful YouTube video showing how to set up a Ballot Box and Scan.

### Preparing the Duos:

- 1 Clerks will open all the Duo cases.
- 2 Dock the Tablet in the Cradle, tilt it back, and lock it in place using the Judge's key.
- 3 Plug the surge protector into an electrical outlet.
- 4 Verify that a green light is illuminated on the right side of the Duo.
- 5 One person should turn on all Duos by pressing the red button. Four and one-half minutes after the last Duo is turned on, check that all Duos are fully on, as indicated by a green Duo icon on the Controller screen.
- 6 The Duo screen will display a Power-on Self Test report during the Power-on process.
- 7 Any hardware or connection issues will be highlighted in yellow; if any problems are noted, check connections and restart the Duo by pressing the Red Power Button on the back of the Duo.

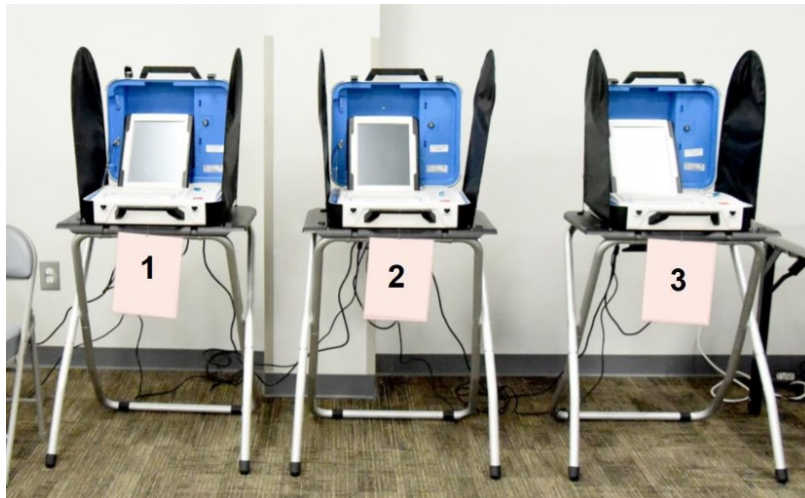


### Preparing the Duo Go:

- 1 Power on the Duo Go by pressing the Power Button inside the case, which is next to and on the left of the printer.
- 2 **Keep the Duo Go plugged into power.** The Duo should remain plugged into power when it is not being used, including overnight.

### Affixing Booth Numbers

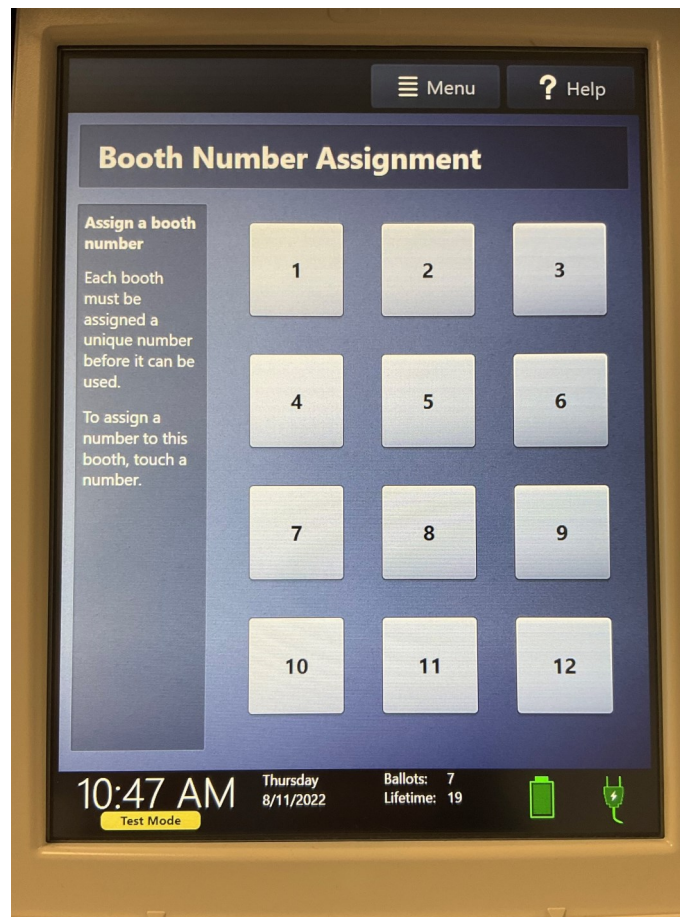
- 1 Using the tie wraps and laminated Booth Numbers, hang one laminated Booth Number on the front of each Duo.
- 2 Match the color of the numbers to the Tape Color in the Controller attached to the Booths.
- 3 Place the #1 Booth Number on the Duo closest to the Controller and continue in numerical order down the line of the Duos.
- 4 Repeat for all lines of Duos.



### Assigning Booths:

Once the Duos are powered on, with one person at the Controller to confirm the Duo assignments and one person to assign numbers to the Duos:

- 1 On the touchscreens of **the first two Duos**, select the numbers that will be assigned. Start with 1 on the Duo closest to the Controller.
- 2 The person at the Controller will verbally confirm that the Booths have been assigned.
- 3 Repeat this, **two Duos at a time**, until all Duos have been assigned.



### Print Zero Reports:

For each Controller and Scan:

- 1 Select "Print Zero Report" on the touchscreen.



## Prepare Voting Equipment

**Zero Report**  
Date & Time Printed  
09/01/2022 8:17 AM

**Access Code Summary Report**

Total Codes Issued	0
Printed	0
Open	0
In Progress	0
Expired	0
Deactivated	0
Spoiled	0

**All ZEROS**

I confirm that the record is true and accurate (Sign and Print Name)

**Early Voting Daily Reconciliation Envelope**

STAMP HERE DATE

**SCAN (Judge Input)**

When	Where	Ballot Counter #
Start of Day (AM)	Open Polls Report	
End of Day (PM)	Suspense Polls Report	

**CONTROLLER (Judge Input)**

When	Where	Ballot Counter #	Provisional #
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspense Polls Report		

**CONTROLLER (Judge Input)**

When	Where	Ballot Counter #	Provisional #
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspense Polls Report		

**CONTROLLER (Judge Input)**

When	Where	Ballot Counter #	Provisional #
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspense Polls Report		

**CONTROLLER (Judge Input)**

When	Where	Ballot Counter #	Provisional #
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspense Polls Report		

\_\_\_\_\_  
Presiding Judge

\_\_\_\_\_  
Alternate Judge

**RECONCILIATION LOG - HANCOCK COUNTY ELECTIONS**  
Ballot & Access Code Reconciliation of Official Results

**INSTRUCTIONS:** This is the most important form completed by the ELECTION JUDGE. Please fill in each of the lines below and sign the form.

Poll Code: \_\_\_\_\_ Presiding Judge's Signature: \_\_\_\_\_  
 Election File: \_\_\_\_\_ Alternate Judge's Signature: \_\_\_\_\_  
 Date of Election: \_\_\_\_\_

**Reconciliation of Official Results**

When to Record	Where Information is Located	Number
Before polls open	Member of ballots received	
	Printed number of ballots printed	
When access	Member of additional ballots received, if any (print number of additional ballots received)	
After polls close	Member of voters who checked into the pollbook	
After polls close	Member of unused ballots returned by voters	
After polls close	Member of unused ballots returned by voters (print number of unused ballots returned)	
After polls close	Member of unused ballots (print number of unused ballots)	
After polls close	Member of provisional ballots	
After polls close	Printed number of provisional ballots	

**Reconciliation of Access Codes**

When to record	Where Information is Located	Ballot Counter #
Start of Day (AM)	Open Polls Report	
End of Day (PM)	Suspense Polls Report	

**CONTROLLER (Judge Input)**

When to record	Where Information is Located	Ballot Counter #	Provisional #
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspense Polls Report		

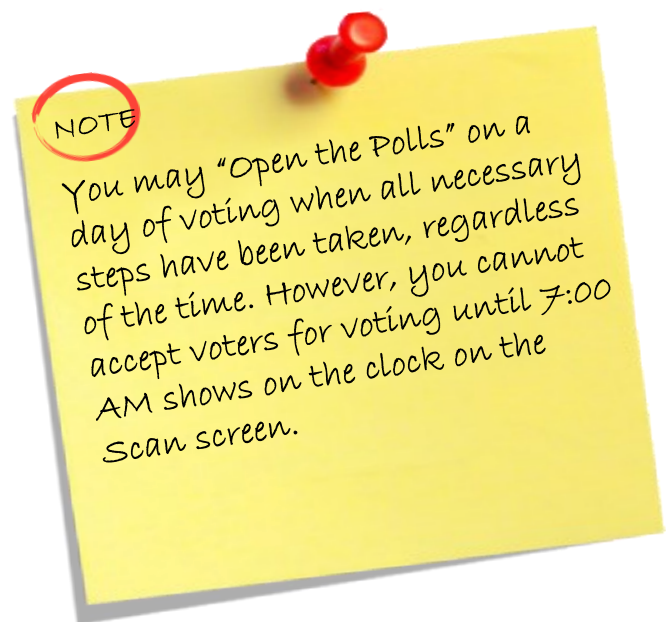
**CONTROLLER (Judge Input)**

When to record	Where Information is Located	Ballot Counter #	Provisional #
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspense Polls Report		

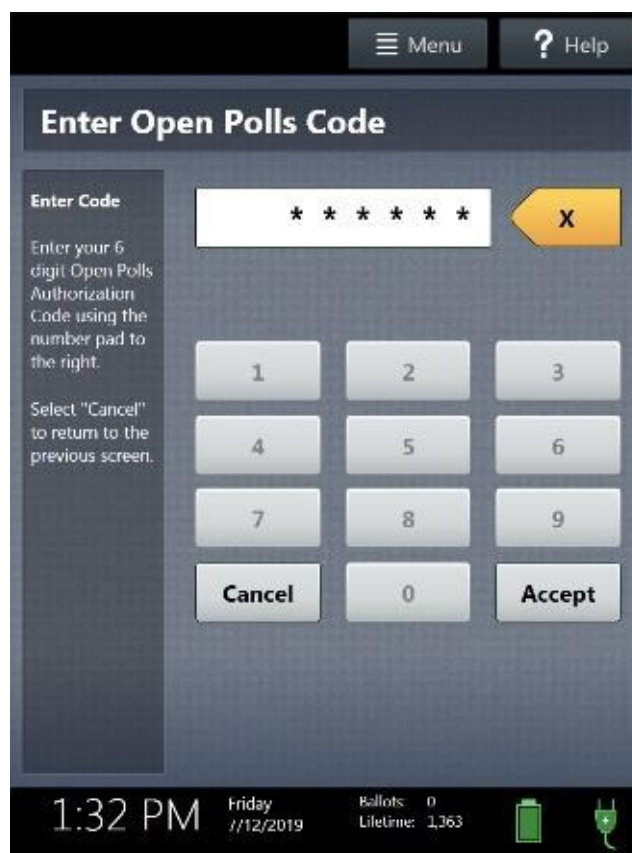
**NOTE: COPY - Place in White Envelope 1 - RETURN TO ELECTIONS ADMINISTRATOR**  
**PINK COPY - Place in Pink Envelope 2**  
**BLUE COPY - Place in Blue**

- Using Zero Reports, verify that the Ballot Counter total on the Zero Reports is zero and enter it in the Reconciliation Log.
- If it is not zero, call the Tech Line at 713-755-1617, option 05.
- Verify that the Poll Code on the reports is correct. If it is not correct, call the Tech Line.

- 1 Verify that the clocks in the bottom left corner of each screen display the correct time. If not correct, call the Tech Line at 713-755-1617, option 05.
- 2 Anytime before 7:00 AM, select “Open the Polls” on the touchscreen.



- 3 Enter the Open Polls Password:
  - Early Voting - Found in the Elections Forms Box in the Judge's Folder.
  - Election Day - Found on the front of the Judge's Envelope.
- 4 Select "Accept"; the Open Polls Reports will automatically print.



**Place the Power on Self Test Reports, Zero Reports, and Open Poll Reports in the Reconciliation Envelope for Early Voting, in the white Envelope for Device Reports/Tapes.**

# PROCESSING VOTERS



# Voter Assistance

An eligible voter is entitled to receive assistance from a person of their choosing, so long as that person is eligible to provide assistance under Section 208 of the Voting Rights Act, and that assistance is not limited to marking or reading the ballot or otherwise limited to conduct that occurs in the voting booth.

## **A Voter may be assisted by:**

- Any person the Voter chooses who is not an Election Worker (exceptions listed below)
- Or Two Election Workers

## **A Voter may NOT be assisted by:**

- their employer
- an agent of their employer
- an officer or agent of their union

## **When Voter Assistance occurs:**

- If Election Workers assist, Poll Watchers and Election Inspectors may observe the voting process
- If person of Voter's choosing assists, no one else may watch the Voter vote.

**In Voter Assistance, the person assisting the Voter CANNOT:**

- Try to influence the Voter's vote
- Mark the Voter's Ballot in a way other than the way they have asked
- Tell anyone how the Voter voted

**Examples of providing assistance that do not fall within "Voter Assistance" under the Election Code:**

- Helping a Voter insert a paper into the Scan
- Guiding a Voter through the line and to their voting machine
- Entering a Voter's Access Code

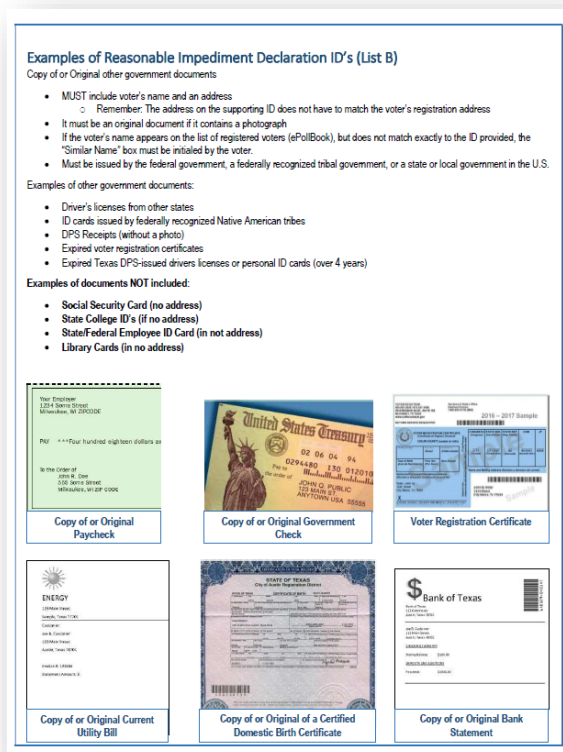
### Voter Assistance Oath

A non-Election Worker assisting the Voter must take an oath that he or she will not influence the Voter's vote and will mark the Ballot as the Voter directs. Assistants are required to read the entire ballot to the Voter unless otherwise requested. The Voter Assistance Oath can be found in the Forms Box (EV) or the Judge Box (ED).

# Processing Voter on ePollBook



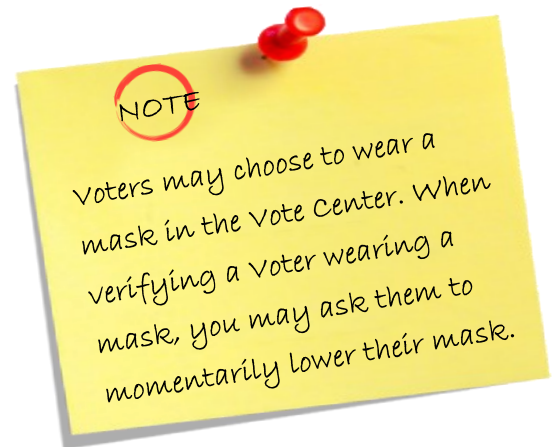
**No Digital or Electronic IDs can be accepted. List A IDs must not be expired more than 4 years. If the Voter is 70 years old or older there is no expiration date limit.**



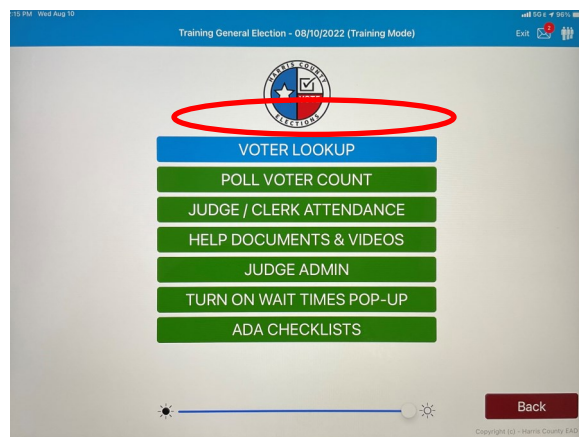
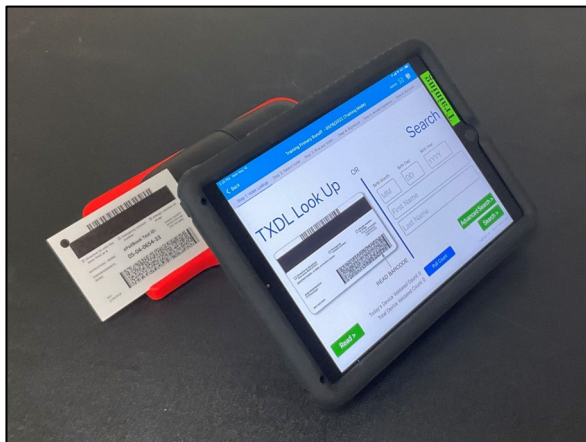
### 1 Identify Voter's registration status:

- A. The Qualifying Clerk will greet the Voter and ask for their photo identification (ID). Do not specifically ask for a Texas driver's license or Texas ID card, as this may imply these are the only IDs accepted to vote. A Voter who presents a Voter Registration certificate with an "E" notation (for exempt) is not required to present photo identification. For this Voter, proceed to Manual Search.

**Check the Acceptable Forms of Identification (List A) to confirm the ID you are shown is acceptable. Be sure to compare the photo ID to the face of the voter. Please keep in mind people will not appear to be exactly as they do in their ID photo for various reasons (age, gender identification, style, etc.).**



- B. If the Voter presents a TXDL or TXID, the ePollBook is programmed to read the ID's barcode and access voter information that matches the ID number. Complete the following (if this does not apply, skip to C):
1. Place the TXDL or TXID, barcode side facing up, in the slot on the ePollBook stand.
  2. Select "Voter Lookup" on the ePollBook.



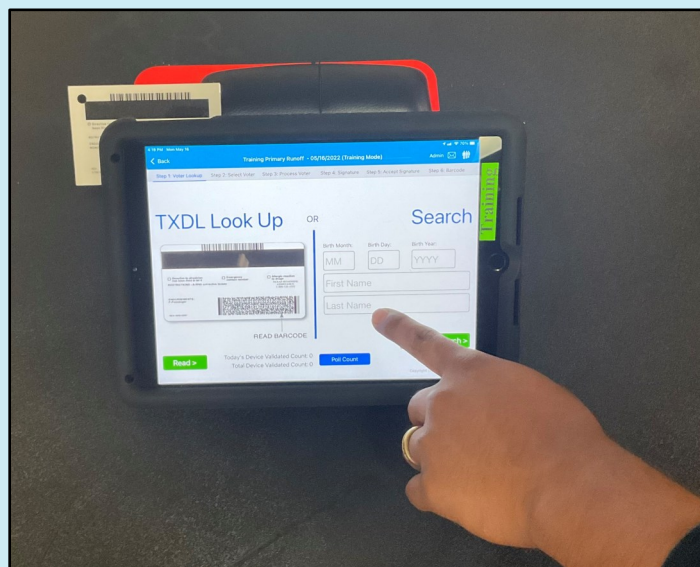
## Processing Voter on the ePollBook

3. Select the “Read” button in the bottom left corner of the ePollBook.
4. The ePollBook’s camera will read the ID’s barcode and pull up Voter information that matches the ID number.

The screenshot shows the ePollBook interface for a Training General Election on 09/17/2021. The interface has a blue header with a 'Back' button and a 'Admin' link. Below the header is a progress bar with steps: Step 1: Scan/Search, Step 2: Select Voter, Step 3: Process Voter, Step 4: Signature, Step 5: Accept Signature, and Step 6: Barcode. The main content area is divided into two sections: 'TXDL Look Up' and 'Search'. The 'TXDL Look Up' section shows a sample ID card with a barcode and a 'READ BARCODE' button. The 'Search' section has input fields for Birth Month (MM), Birth Day (DD), Birth Year (YYYY), First Name, and Last Name. At the bottom, there is a 'Read >' button (highlighted with a red circle), a 'Poll Count' button, and an 'Advanced Search >' button. The status bar at the bottom indicates 'Device Validated Count: 1'.

- C. If the Voter provided a List A ID that is not a TXDL or TXID, use the Search side of the screen (if this does not apply, skip to D).

Use the Voter’s ID to enter the month, day, year of birth, and first 3 letters of the last name. Select the Search button.



- D. If the Voter does not have a photo ID from List A, ask a Judge to assist the Voter (if the this does not apply, skip to E).

The Voter may be processed by completing all of the following:

1. Complete a Reasonable Impediment Declaration (RID) form, as directed by the Judge.
2. Present an ID from List B.
3. Meet the established criteria to vote by Reasonable Impediment Declaration (RID).

**If the Voter states that they do not possess and cannot reasonably obtain an acceptable form of photo ID, the Judge should not question the Voter about their circumstances. The Judge should simply state that if the Voter does not possess and cannot obtain an acceptable form of photo ID, they can show a supporting form of ID and execute a Reasonable Impediment Declaration. The Judge may also not question the reasonableness of the Voter's reasonable impediment.**

**If the Voter's information cannot be accessed by the Barcode Reader or manual search, but the Voter insists they are registered to vote, ask the Judge to assist the Voter.**

**To resolve this discrepancy, the Judge must contact the Voter Registrar's office at 713-755-1617, Option 08, to confirm the Voter's registration status. If the Voter Registrar's office confirms their eligibility, the Judge may be instructed to add the Voter's name to the Omissions List and allow the voter to vote normally. The Voter Registration clerk will provide the Judge the precinct number and ballot style for the Voter.**

**If it is determined the Voter is not registered, they may only vote provisionally (by using a Provisional Ballot).**

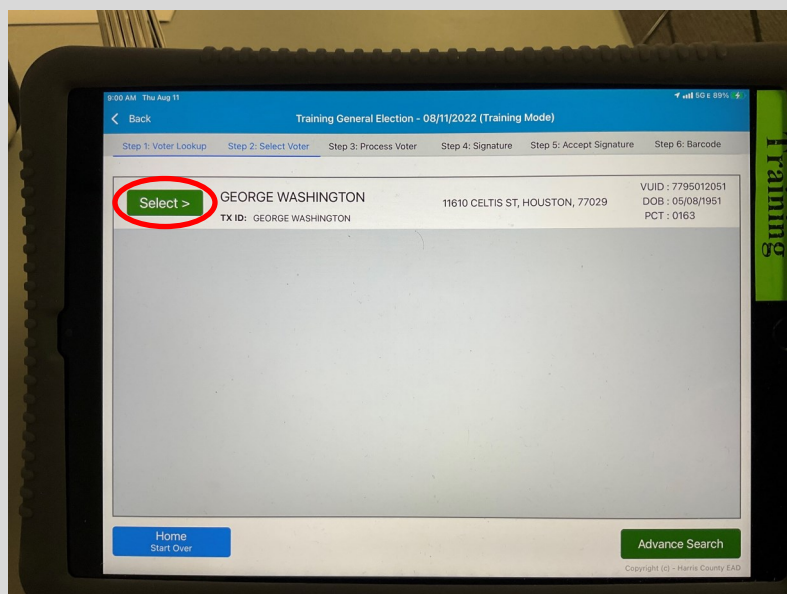
E. If the Voter does not have an ID from List A or B but does meet the criteria to vote by RID, the Voter may be processed by completing all of the following:

1. The Provisional Ballot form (directed by the Judge).
2. Curing their vote by completing a RID form and presenting an ID from List B within 6 days of Election Day.

**The Judge will complete the "Notice to Provisional Voter" form; the Voter will be instructed and expected to follow the instructions on the "Notice to Provisional Voter" form to cure their Ballot.**

### 2 Select Voter:

- A. Compare the name on the ID to the list of names generated by the ID reader or manual Search.
- B. Select the correct Voter's name.



3

### Answer questions on ePollBook:

- A. If you scanned the ID, questions 1, 2 & 4 may be automatically checked "Yes."

The screenshot shows the 'Process Voter' screen on a tablet. The screen displays the following information:

- Header:** 9:00 AM Thu Aug 11, Process Voter, < Back, Step 1: Voter Lookup, Step 2: Select Voter, Step 3: Process Voter, Step 4: Signature, Step 5: Accept Signature, Step 6: Barcode.
- Voter Information:** GEORGE WASHINGTON, 11610 CELTIS ST, HOUSTON, 77029, VUID: 7795012051, DOB: 05/08/1951, PCT: 0163, TX ID: GEORGE WASHINGTON.
- Questions:**
  - Has Voter Provided an acceptable Photo ID? ☒ Yes ☐ No
  - Does Voter Registration Name Exactly Match Photo ID? ☒ Yes ☐ No
  - Ask the voter: "Do you currently live at 11610 CELTIS ST, HOUSTON, 77029?"
  - Voter's Response: ☐ Yes ☐ No
  - Voter Able to Sign: ☒ Yes ☐ No
- Buttons:** Home Start Over, Go to Voter Signature Screen.

- B. If you searched manually, has Voter provided an acceptable photo ID? If the ID is acceptable, check "Yes".
- C. Does Voter Registration Name Exactly Match Photo ID?
1. If the name is an exact match, check "Yes".
  2. If the name is **not** an exact match, check "No" - the line will turn yellow.
  3. Is the Voter Registration Name substantially similar to ID name? Refer to the chart on the following page for examples of similar names.
  4. If the names are substantially similar, the Voter will need to initial the Substantially Similar box when the Signature Screen appears.
  5. If the Voter wants their name identical on the registration list, they may fill out a Statement of Residence (SOR).
  6. If the names are not substantially similar, direct the Voter to the Judge to proceed with a Provisional Ballot.

## Examples of Similar Names

<b>Similar Name When Processing a Voter</b>	
<b>ePollBook</b>	<b>ID</b>
<b><i>Initial, Middle Name, Former Name (maiden names or hyphenated names).</i></b>	
Sandra Robles	Sandra Robles-Avila
Jacob Valenzuela	Jacob Andrew Valenzuela
Aimee L. Smith	Aimee Smith
<b><i>Slightly Different (minor misspelling of names)</i></b>	
Vanessa Miller	Vanesa Miller
Mark Lopez	Marc Lopez
Nancy Jones	Nanci Jones
<b><i>Customary Variation (English v. Spanish or common abbreviations)</i></b>	
Jose Sanchez	Joseph Sanchez
Kim Rogers	Kimberly Rogers
Esperanza Lopez	Hope Lopez

- D. Ask the Voter, “Do you currently live at (street name)?” Voters prefer that you only read the street name and apartment number (if there is one) from the ePollBook screen for their privacy.

**The Address on the ID provided by the Voter does NOT have to match the Voter Registration address.**

1. If the Voter answers “Yes”, check the “Yes” box.
2. If the Voter answers “No”, check the “No” box, instructions on the screen will direct you to have the Voter fill out an SOR.
3. Tell the Voter to return to the front of the line to submit their completed SOR and be re-checked in to vote. The clerk must check the SOR to confirm if the Voter still lives in Harris County.
  - A. If the Voter has **moved within** the county, the Voter would vote using the address shown on the ePollbook as long as they still reside in the same political subdivision holding the election.
  - B. If the Voter has **moved outside** the county, refer the Voter to the Judge who can only offer them a Provisional Ballot.
  - C. If the Voter has **moved into** the county from another Texas county, but their registration is not yet effective, they may vote a Limited Ballot by mail or by personal appearance at 1001 Preston Street, 4th floor, during the Early Voting period only.

The screenshot shows the 'Process Voter' screen on a tablet. At the top, it says '9:03 AM Thu Aug 11' and 'at 50% 90%'. Below the title bar, there are six steps: Step 1: Voter Lookup, Step 2: Select Voter, Step 3: Process Voter (highlighted), Step 4: Signature, Step 5: Accept Signature, and Step 6: Barcode. The voter's information is displayed: GEORGE WASHINGTON, 11610 CELTIS ST, HOUSTON, 77029, VUID: 7795012051, DOB: 05/08/1951, PCT: 0163, and TX ID: GEORGE WASHINGTON. There are three questions with checkboxes: 'Has Voter Provided an acceptable Photo ID?' (Yes checked), 'Does Voter Registration Name Exactly Match Photo ID?' (No checked), and 'Ask the voter: "Do you currently live at 11610 CELTIS ST, HOUSTON, 77029?"' (Yes/No checkboxes). Below these are 'Voter's Response:' (Yes/No checkboxes) and 'Voter Able to Sign:' (Yes checked). At the bottom, there are two buttons: 'Home Start Over' and 'Go to Voter Signature Screen'.

**If giving the Voter an SOR, choose “OK” and return to the Home Screen so that the next Voter can be processed. When the Voter returns with their completed SOR, place it in the Judges’ SOR Envelope, and process the Voter regularly.**

E. Question 4 will be checked “Yes” automatically.

- A Voter may indicate they are unable to physically sign the ePollBook. You can tap “No”. If this is the case, verify whether the Voter is visually impaired or physically disabled. Tap the corresponding checkbox to proceed.
- Do not ask or wait for the Voter to address this question. You can tap “Voter Unable to Sign” in the Voter Signature Screen if needed.

4

### Signature:

A. When all 4 ePollBook questions have been answered, select the Green “Go to Voter Sign Screen” button.

3:28 PM Thu Aug 18

Process Voter

Step 1: Voter Lookup Step 2: Select Voter Step 3: Process Voter Step 4: Signature Step 5: Accept Signature Step 6: Barcode

ANDREW JACKSON 10133 FLAXMAN ST, HOUSTON, 77029 VUID : 7795012057  
TX ID: ANDREW JACKSON DOB : 05/08/1957 PCT : 0163

Has Voter Provided an acceptable Photo ID? ☒ Yes ☐ No

Does Voter Registration Name Exactly Match Photo ID? ☒ Yes ☐ No

Ask the voter: "Do you currently live at 10133 FLAXMAN ST, HOUSTON, 77029"

Voter's Response: ☒ Yes ☐ No

Voter Able to Sign: ☒ Yes ☐ No

Home Start Over

Go to Voter Signature Screen

B. If “No” was checked for “Does Voter registration name exactly match photo ID?”, a “Similar Name Affidavit” box will appear next to the Voter Signature box. The ePollBook will not allow the Voter to move forward without signing and initialing this box.

Signature & Affidavit of Voter:

Initial Below:

Similar Name Affidavit\*

Update Registration\*\*

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If the Voter believes their name is exact and not similar, they may mark an X in the Similar Name Affidavit box instead of initialing.

NOTE

To update the voter's name on the Voter Registration list to match their ID, the voter may initial the "Update Registration" box. It is not required to move forward.

- C. As the Voter's signature screen comes up, it will look upside down to you. Tilt the iPad towards the voter so that they can sign the screen.
- D. Instruct the Voter to verify their information and sign at the "X" once verified.
- E. Once the Voter has signed, they should select the "Accept" button. The ePollBook will beep to notify you that it is time to tilt the screen back to you.

The screenshot shows the ePollBook interface for a Training General Election on 08/11/2022. The voter's name is GEORGE WASHINGTON, and the address is 11610 CELTIS ST, HOUSTON, 77029. The VUID is 7795012051 and the DOB is 05/08/1951. The interface includes buttons for 'Clear', 'Incorrect Information', 'Voter Unable to Sign', and 'Accept'. The 'Accept' button is circled in red. Below the buttons, there is a section for 'Signature & Affidavit of Voter' with a signature line marked with an 'X' and a box for 'Initial Below'. There are also boxes for 'Similar Name Affidavit' and 'Update Registration'.

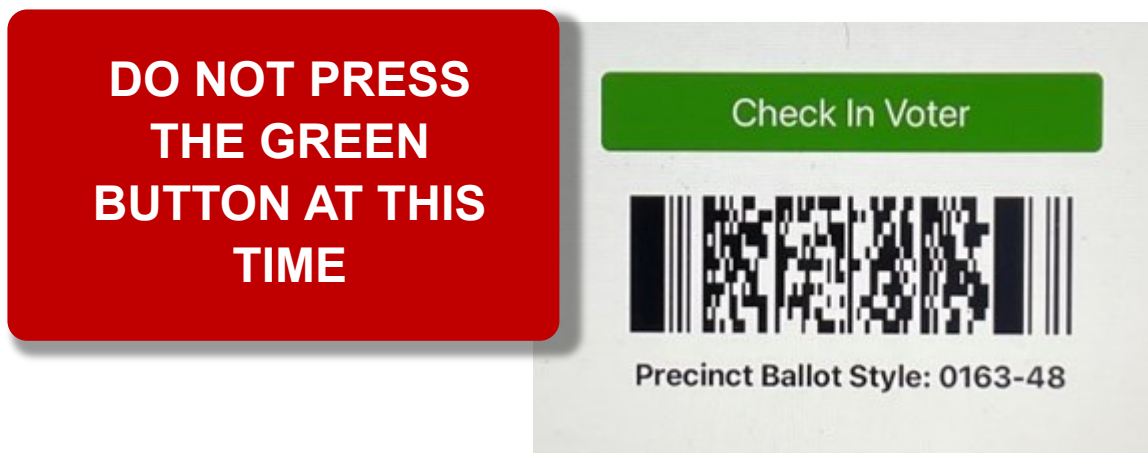
- F. Tilt the screen back to you and select the "Accept Signature" button.

The screenshot shows the ePollBook interface for the same voter, GEORGE WASHINGTON, with the same address and VUID/DOB. The interface is now titled 'Accept Voter'. The 'Accept Signature' button at the bottom right is circled in red. The 'Signature & Affidavit of Voter' section shows a signature line with a signature and a box for 'Initial Below'. There are also boxes for 'Similar Name Affidavit' and 'Update Registration'.

5

### Barcode:

- A. After you accept the Voter's signature, a barcode will display with the Precinct Ballot Style code listed under the barcode. A green "Check in Voter" button will also display.

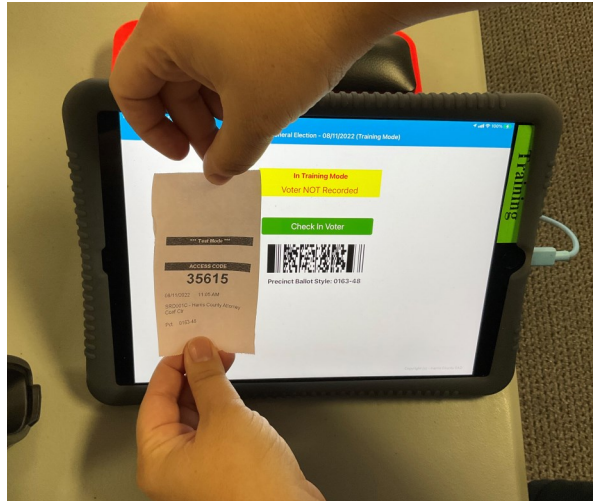
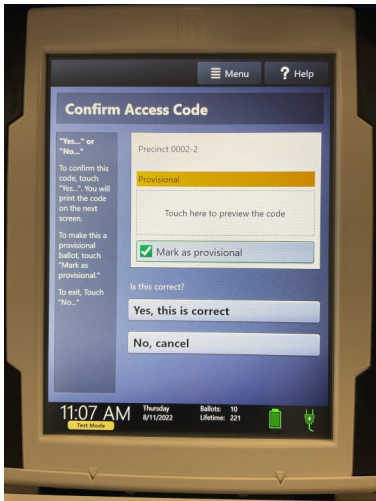


- B. Using the Barcode Reader attached to the controller, read the barcode on the ePollBook.



- C. Once the Barcode is read, the Controller will ask you if the Precinct Style, which appears on the Controller's screen, is the same as the Precinct Style on the ePollBook below the barcode. If they are the same, click the box next to "Yes, This is Correct" and press "Next".

- D. The next screen will instruct you to give the Voter their Ballot Paper. Press “Issue Access Code” and verify the Precinct Ballot Style on the Access Code slip is identical to the one beneath the barcode on the ePollBook. This is to verify that the Voter is getting the ballot style for which they are able to vote.
- E. Give the Access Code to the Voter with the previously stamped or signed Ballot Paper.



### 6

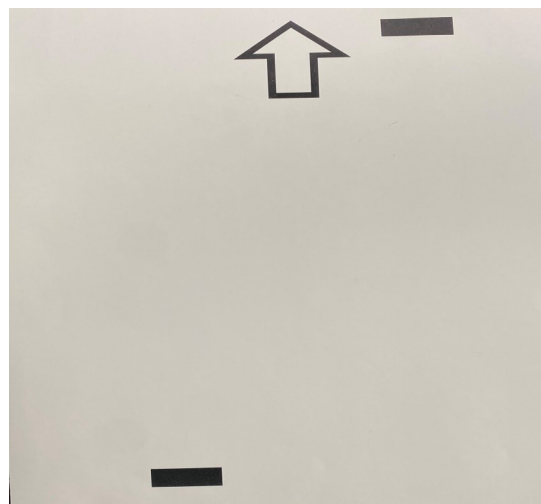
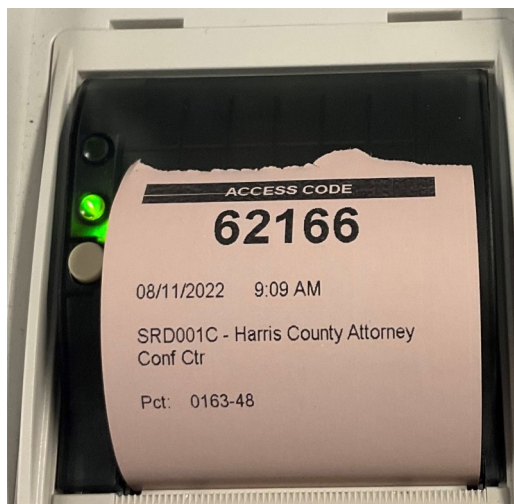
#### **Explain the Voting Process:**

Explain to the Voter the process that follows to be able to cast their vote:

- A. “Insert the Ballot Paper into one of the Duos connected to the Controller that printed your Access Code ticket (indicate which Duos are in the line they can vote on).”
- B. “Following the instructions on the Duo Screen, insert the Ballot Paper arrow up and pointing towards the Duo Tablet and make your selections. If more than one sheet of Ballot Paper is being used, wait until the first page has printed before inserting the second page.”
- C. “Go to the Ballot Box (be sure to point where the Ballot Box is located) to cast your Ballot by inserting it into the Scan. If more than one sheet of Ballot paper is being used, wait until the first page has been accepted by the Scan before inserting the second page. A Ballot Box Clerk will be present to answer any questions you may have.”

**ONLY** once the Voter has their Ballot paper and access code and has left the qualifying table may you press the green “Check in Voter” button and prepare to process the next Voter. The following items should be with the Voter as they leave the qualifying table:

- Printed Access Code
- The required number of stamped (EV) or signed (ED) sheets of Ballot paper



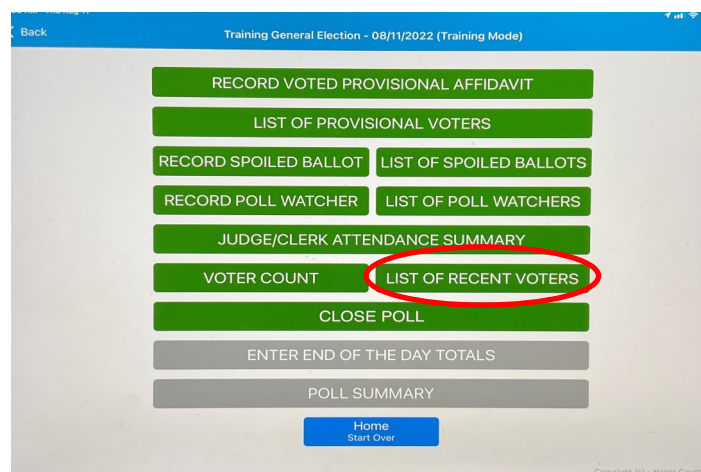
**PRESS THE  
GREEN BUTTON  
AFTER HANDING  
THE ABOVE  
ITEMS TO THE  
VOTER.**



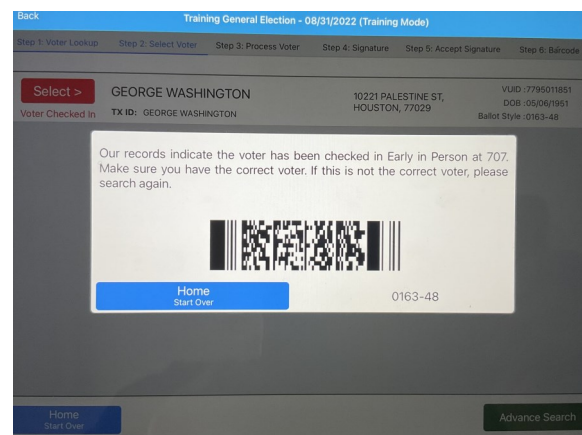
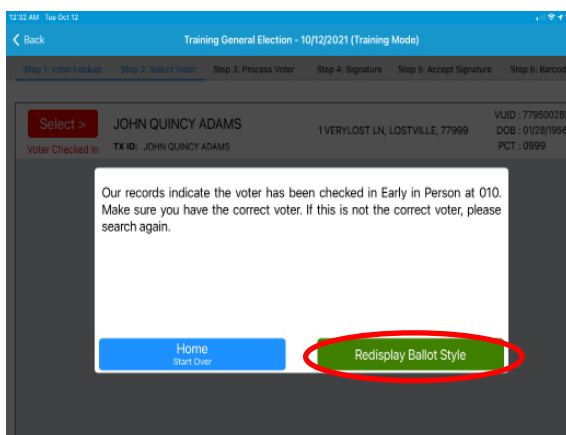
# Redisplaying Ballot Style & Barcode

If a replacement access code needs to be printed for a Voter, the Qualifying Clerk will need to notify the Presiding Judge to access the Judge Admin menu.

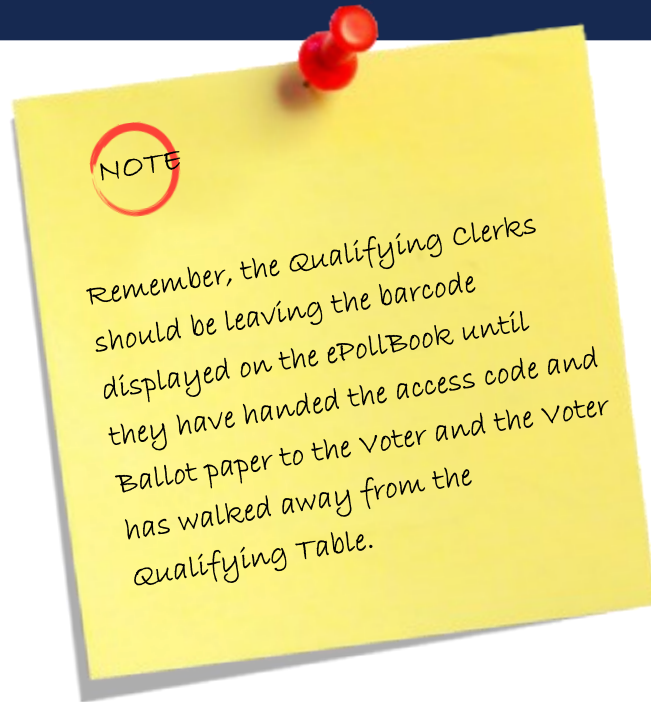
- A. Select the Judge Admin menu on the ePollBook and enter the Admin password.
- B. Select the List of Recent Voters button.
- C. Identify the correct Voter and tap on the red select button next to Voter's name.



- D. A pop-up window will open: "Our records indicate the Voter has been checked in Early in-person at [your poll]. Make sure you have the correct Voter. If this is not the correct Voter, please search again."
- E. Click on the green "Redisplay Ballot style" button to show the barcode that can be scanned by the Barcode Reader. The barcode will redisplay at that point.



If your clerks are asking you to redisplay the Ballot style for multiple Voters, monitor the Clerks to ensure they are following the proper procedures for checking in Voters. Judges and Clerks should not be “clearing or requalifying” Voters if they missed the barcode on the ePollBook.



## Clearing a Voter from the ePollBook

If a Voter has been checked in on the ePollBook but has to leave before they are able to cast their Ballot, the Voter must be cleared from the ePollBook by the Presiding Judge to allow them to return at a later time.

- A. Before the Voter leaves, the clerk should get their full name and notify the Judge immediately.
- B. The Presiding Judge must call the Election Administrator's office at 713-755-1617, Option 04, to confirm the process before continuing with the next steps.

# Voting a Provisional Ballot

Instructions to process and record a Provisional Ballot are found in the Appendix. They are also in the Early Voting Elections Forms Box and the Election Day Accordion Folder.

**There are seven reasons a Voter may need to vote provisionally, the complete reasons are listed on the Provisional Affidavit Form:**

1. Failed to present acceptable form of photo identification or supporting form of ID when voting RID
2. Voter not on list of registered Voters
3. Voter registered in another precinct
4. Voter has not surrendered Mail Ballot, presented Notice of Improper Delivery or Notice of Surrendered Ballot
5. Voting after 7 PM due to a court order
6. Voter on list, but registered residence address is outside the political subdivision for the Election
7. Voter registered at Department of Public Safety

**If a voter is eligible to cast a Provisional Ballot because of any of the reasons listed above, the Judge shall immediately inform the Voter of this right.**

- 1 Instruct Voter to complete the top portion of the Affidavit of Provisional Voter below the election information.
- 2 Complete the top of the Affidavit of Provisional Voter above the Voter section. The “Type of Election” and the “Poll Code” can be found in various forms in the Election Form Box and for ED, the Judge Envelope. Sample titles include “Joint General and Special Elections” and “Primary Election”. The “Authority Conducting Election” is always Harris County. Then, review the Voter section ensuring the information is complete and that the Voter has signed the affidavit.

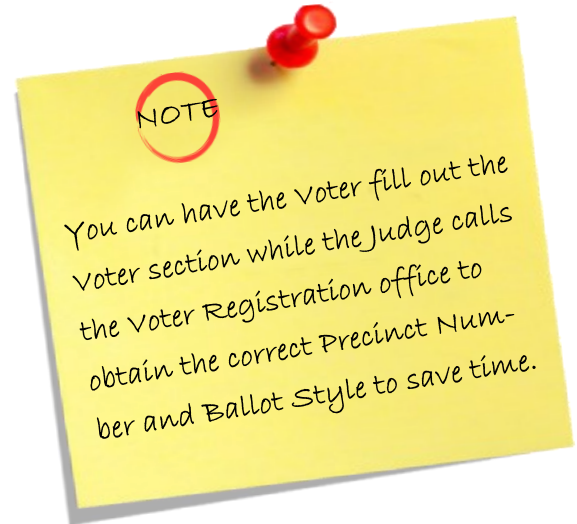
- Using the information provided by the Voter, call the Voter Registration Office to request both the number of the Precinct where the Voter is registered and the Ballot Style number to put on the Provisional Affidavit under the section labeled **“TO BE COMPLETED BY ELECTION JUDGE”**.

**The Voter Registration office:**

**(713) 755-1617**

**Option 08**

**Make sure to request both the precinct number and the ballot style.**



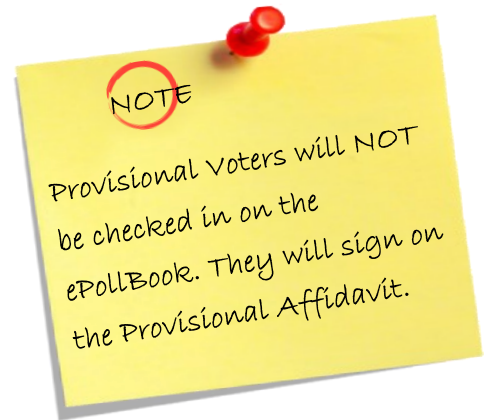
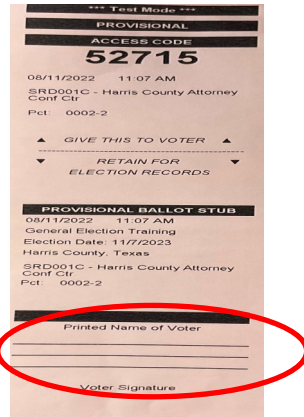
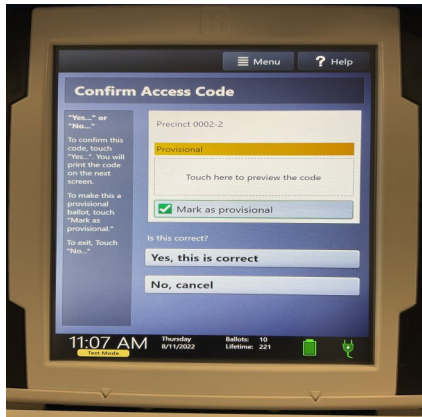
- Continuing in the Judge section, select “Yes” or “No” to the question asking if the Voter presented an acceptable form of ID. Check off the reason the Voter is voting provisionally. Date and sign.

**There are multiple reasons why a Voter must vote provisionally. See the chart at the end of this section and the Reasonable Impediment Declaration (RID) Instructions in the Appendix page 179.**

- After the form is filled out by both the Voter and the Judge, the Judge will go to a controller and enter the Precinct and Ballot style numbers received from Voter Registration. The Judge will then confirm that the numbers on the screen match the numbers on the provisional form. If they match, check the “Mark as Provisional” box and tap “Yes, this is correct.” Then press the “Issue Access Code” button and a longer access code ticket will print.

## Voting a Provisional Ballot

- The Voter will print and sign their name at the bottom of the access code ticket. The Judge will then tear off the top at the dotted line and give it to the Voter. The signed bottom portion should be put into the envelope

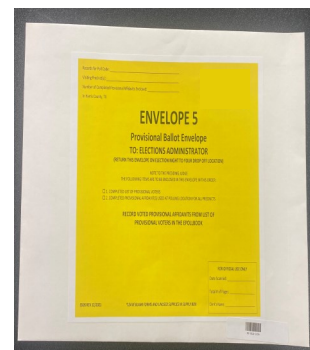
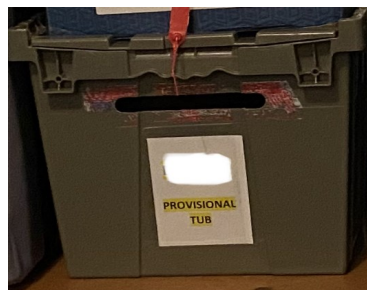
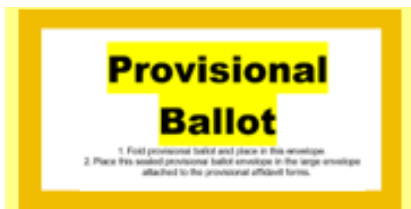


- The Judge will instruct the Voter to return to them (the Judge) with the printed Ballot. It will NOT be put into the Scan. The Scan will not accept a Provisional Ballot.

- While the Provisional Voter is voting, the Judge will fill out the Voter's information on the yellow "List of Provisional Voter" form found in the EV Elections Forms Box and the ED Accordion Folder.

A copy of this form is in the appendix.

- When the Voter returns with their printed Ballot, the Judge will give them a small brown Provisional Ballot Envelope. These are found in the EV Elections Forms Box in the provisional section and in the ED Supply box. The Voter will fold their Ballot, put it into the envelope, and seal the envelope.

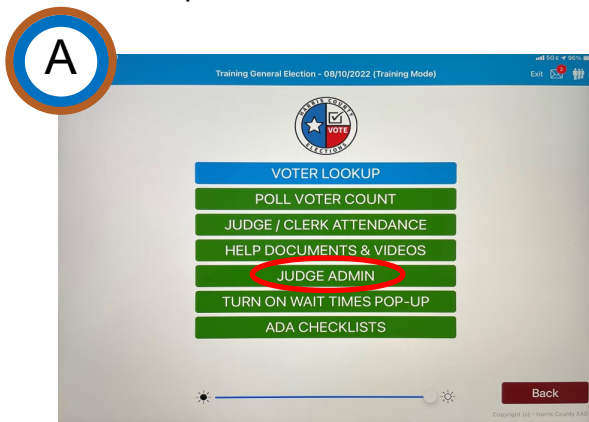


- The Voter will then put the brown envelope into the envelope formed by the last page of the affidavit, where the signed Access Code Slip has been placed.

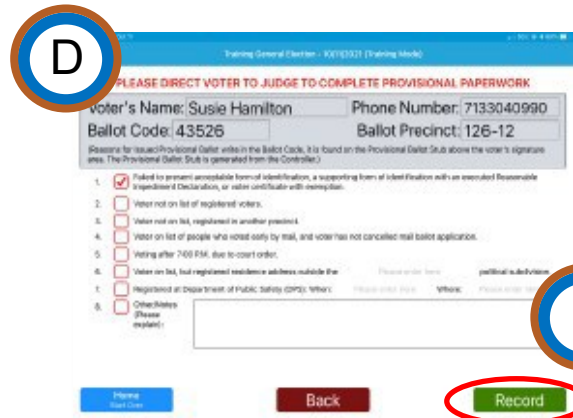
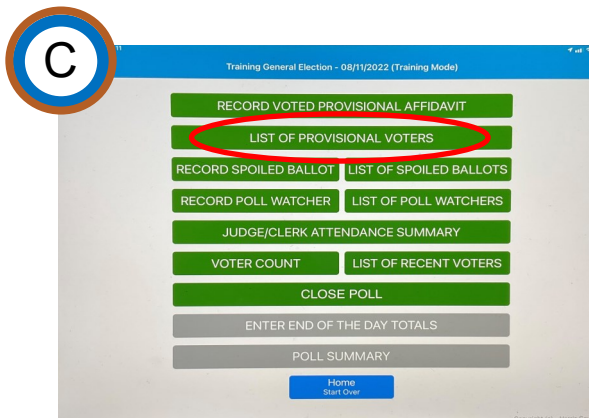
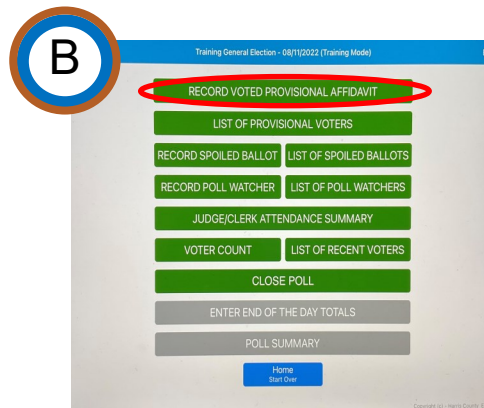
- The Voter then seals the Affidavit Envelope by removing the plastic tape strip and sticking down the adhesive flap.

## Voting a Provisional Ballot

- 13 The Voter then seals the Affidavit Envelope by removing the plastic tape strip and sticking down the adhesive flap.
- 12 The Judge will then place the Affidavit in a sealed Provisional Tub during Early Voting and in the Provisional Envelope during Election Day. Before the Voter leaves, if the reason for voting provisional was a Photo ID issue, hand the Voter a copy of the Notice to Provisional Voter which includes instructions for curing the Ballot at one of the locations listed on the map provided on the notice. Hand the Voter a Cure Map as well, indicating when the Ballot has to be cured by.
- 13 After the Voter leaves, the Judge will enter the provisional information into the ePollBook.
  - A. On the main menu of the ePollBook, the Judge will pick the “Judge Admin” button. This will ask the Judge to enter the Admin password
  - B. Once the Judge’s Admin menu is open, the Judge will choose the top button “Record Voted Provisional Affidavit”
  - C. Choose “List of provisional Voters” form
  - D. Complete the form



E. After



E

# Reasonable Impediment Declaration (RID)

A RID Voter is a Registered Voter with an Identification issue. If a Voter does not own any of the List A IDs, and has a reasonable impediment to getting the ID, they may be eligible for a Reasonable Impediment Declaration (RID). This form and its instructions can be found in the Appendix.

If a Voter has a List A ID, but just does not have it with them, they do not qualify for a RID.

- 1 When a voter says they do not own an ID from List A, a Judge should be called. The Judge will ask the Voter if they have an impediment to getting a List A ID. Then ask if they have an alternate form of ID from List B. If yes, the Judge will give the Voter a RID form and ask them to indicate which, if any, of the impediments listed on the form apply to their situation. If one of the reasons listed applies, the Voter will qualify for a Reasonable Impediment Declaration. If none of the reasons apply, the Voter must vote a Provisional Ballot.

The reasons a Voter may qualify for a RID are:

- A. Lack of Transportation
- B. Disability or Illness
- C. Work Schedule
- D. Lost or Stolen ID
- E. Family Responsibilities
- F. Accepted Form of ID applied for but not received

If the voter does not have an impediment to getting a List A ID and/or does not have ID from List B, they will need to vote Provisionally.

- 2 Once it is established that the Voter qualifies, the Judge will fill the form out with the Voter. The forms are in the RID section of the Early Voting Forms Box or the Election Day Accordion Folder.

3

To be checked in on the ePollBook and vote a regular Ballot, a Voter must show the Judge one of the List B IDs after filling out the RID form. This must be a hard copy version. The Voter cannot use their phone in the Vote Center, and this includes using it to show an electronic form of ID.

**List B ID examples are in the appendix. A laminated copy is in Early Voting Forms Box or the Election Day Accordion Folder.**

List B Identification includes:

- A. A government document that shows the Voter's name and an address, including the Voter's Voter Registration Certificate
- B. Current utility bill: To be current, the utility bill must be the most recent version or at least dated within two (2) months of the date it is presented to an Election Official
- C. Bank statement
- D. Government check
- E. Paycheck
- F. (A) A certified domestic (from a US state or territory) birth certificate or (B) a document confirming birth admissible in a court of law which establishes the Voter's identity (which may include a foreign birth document)

4

**Process the RID Voter on the Judge's ePollBook:**

- A. On the Judge's ePollBook, the Judge will search for the Voter manually using the Voter's full birth date (Month, Day, Year) and the first three letters of the Voter's last name.
- B. Press the "Select" button to the left of the Voter's name.

## Reasonable Impediment Declaration

- C. The first question on the ePollBook is “Has the Voter provided an acceptable Photo ID?” The Judge will check the “No” box.

1:23 PM Wed Aug 17

Process Voter

Step 1: Voter Lookup Step 2: Select Voter Step 3: Process Voter Step 4: Signature Step 5: Accept Signature Step 6: Barcode

ROSA PARKS 11618 LORD ST, HOUSTON, 77029 VOID: 7795008696  
TX ID: ROSA PARKS DOB: 04/02/1996

Has Voter Provided an acceptable Photo ID? ☐ Yes ☒ No

RID form Needed - Has voter provided a completed RID form? ☒ Yes ☐ No

Does Voter Registration Name Exactly Match Photo ID? ☒ Yes ☐ No

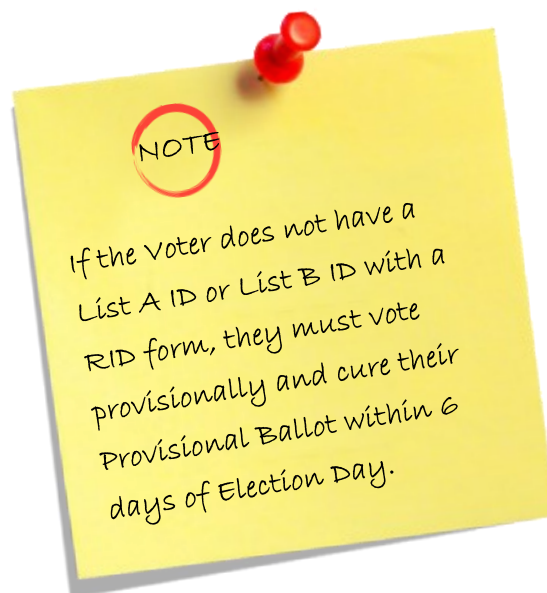
Ask the voter: "Do you currently live at 11618 LORD ST, HOUSTON, 77029"

Voter's Response: ☐ Yes ☒ No

Voter Able to Sign: ☒ Yes ☐ No

Home Start Over Go to Voter Signature Screen

- D. A new line will appear, “RID form needed – Has the Voter provided a completed RID form?”
- E. Once the Voter has filled out the RID form, the Judge will check the “Yes” box and can finish checking the Voter in on the ePollBook.
- F. Voter signs.
- G. Voter and Judge Accept Signature.
- H. The Judge will go over to a Controller with the ePollBook and the Qualifying Clerk will read the barcode and issue an access code so the Voter can vote.



# Mail Ballots

Except in the event of cancelling the Mail Ballot, a Voter **CANNOT** leave their Mail Ballot at any polling location instead of mailing it. A Mail Ballot must be mailed, or hand delivered by the Voter to Harris County Elections Administrator offices at 1001 Preston Street, 4th Floor, Houston, TX 77002. The Voter must also show one of the List A Photo ID when delivering it in person.

- A. During ePollBook Step 2: Selecting Voter, if the “Select” button to the left of the Voter’s name is red and states any of the following, the Presiding Judge or Alternate Judge must handle this Voter:

“Mail Ballot Requested”

“Mail Ballot Sent to Voter” or

“Mail Ballot Received”

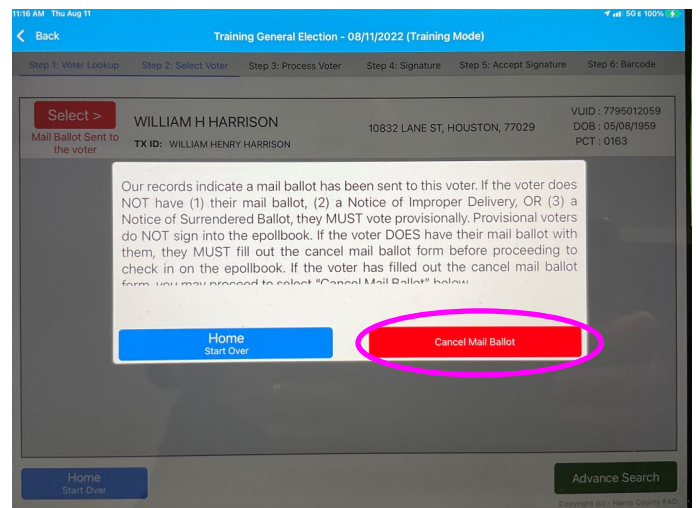
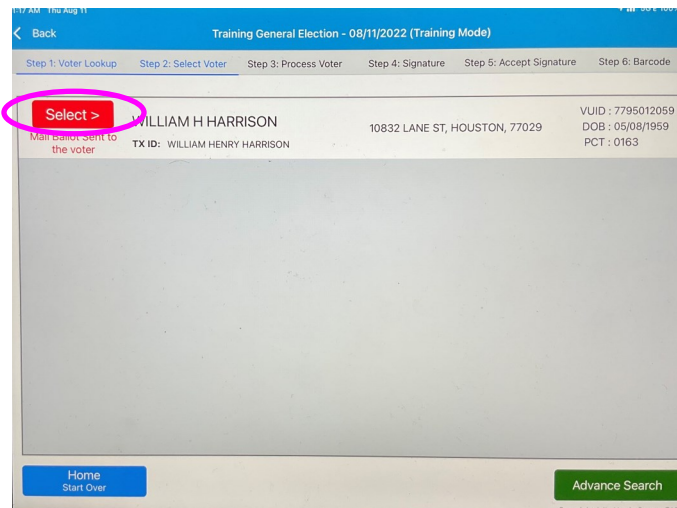
The screenshot shows the ePollBook interface for a Training General Election on 08/11/2022. The steps are: Step 1: Voter Lookup, Step 2: Select Voter, Step 3: Process Voter, Step 4: Signature, Step 5: Accept Signature, and Step 6: Barcode. The 'Select >' button is highlighted with a red circle. The voter information displayed is: WILLIAM H HARRISON, 10832 LANE ST, HOUSTON, 77029, TX ID: WILLIAM HENRY HARRISON, VUID: 7795012059, DOB: 05/08/1959, PCT: 0163. At the bottom, there are buttons for 'Home Start Over' and 'Advance Search'.

- B. The Voter must surrender their mail ballot before they can vote in person and must complete the “Request to Cancel Application for Ballot by Mail” form.

**This form, with instructions, is in the Appendix. The form for the Voter to fill out can be found in the Mail Ballot section of the Early Voting Forms Box or Election Day Accordion Folder. It cancels the Mail Ballot for this election only.**

## Mail Ballots

- C. After the Voter surrenders their mail ballot to the Judge (check that the date on the Mail Ballot is for this election) AND has filled out the “Request to Cancel Application for Ballot by Mail,” the Judge will tap the red “Select” button for this Voter. The Judge can now tap the “Cancel Mail Ballot” button and the Voter can be checked in regularly on the ePollBook.



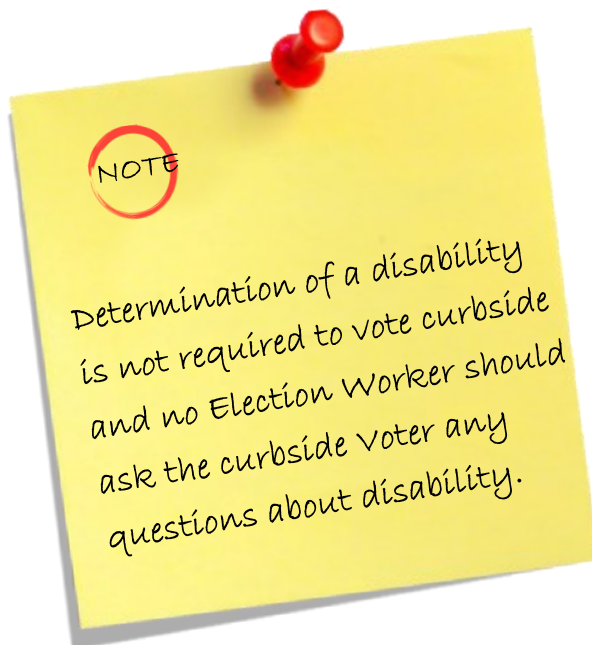
The Judge will put the completed form and the surrendered Mail Ballot in the “Canceled Mail Ballot” envelope found in the EV Elections Forms box or ED Accordion Folder in the Mail Ballot section.

# Processing Curbside Voters

**Texas Election Code Sec. 64.009. VOTER UNABLE TO ENTER POLLING PLACE,**

**a) If a Voter is physically unable to enter the Vote Center without personal assistance or likelihood of injuring the Voter's health, on the Voter's request, an Election Officer shall deliver a Ballot to the Voter at the Vote Center entrance or curb.**

**If a Voter requests curbside voting (by pressing the Curbside Buzzer or notifying an Election Worker), they must be allowed to curbside vote.**



Each Vote Center has a Duo Go—a portable case and printer for the Duo tablet. The Duo that will be used for the Duo Go should be the last Duo on the equipment line that ends closest to the exit door (covered in Vote Center Setup).

- A. Place the small table provided in the Equipment Caddy next to the last Duo.
- B. Place the Duo Go on top of the table along with the Audio Tactile Interface (ATI) device and headphones.
- C. The Duo Go must stay plugged into a power source whenever it is not in use.

**The Duo Tablet used with the Duo Go must stay with the same Controller line throughout the voting period.**

When a curbside Voter alerts Election Workers to their presence by using the buzzer notification system (or notifying an Election Worker if the buzzer is not functioning):

- 1 The Curbside Clerk will respond immediately and direct them to the curbside voting area, which will be a separate, accessible parking area.
- 2 The Curbside Voter does not go to the head of the voting line, if one exists. Instead:
  - A. Mark the curbside Voter's place in line by giving the last Voter in line a piece of colored paper and asking that last Voter to give it to the Qualifying Clerk when they reach the Qualifying Table.
  - B. The Curbside Clerk will then inform the Curbside Voter their place in line has been secured and they will return when it is their turn to vote. As a courtesy, tell the Curbside Voter an estimated wait time.
- 3 When the Curbside Voter's turn arrives, the Curbside Clerk will take an ePollBook to the curbside Voter and follow the six steps to qualify the Curbside Voter.
- 4 Once the Voter is qualified, the Curbside Clerk will take the ePollBook inside and use the barcode reader on the Controller on the line with the Duo Go to read the barcode and produce an access code.

- 5 Having been alerted by the Curbside Clerk, either the PJ or AJ will take the access code to the Duo Booth at the end of the line and enter the access code.
- 6 When the Duo tablet screen gives the “Insert Ballot Paper” instruction, the Judge will unlock and remove the Duo tablet, and follow the instructions on the tablet screen to prepare the Duo Go.

A



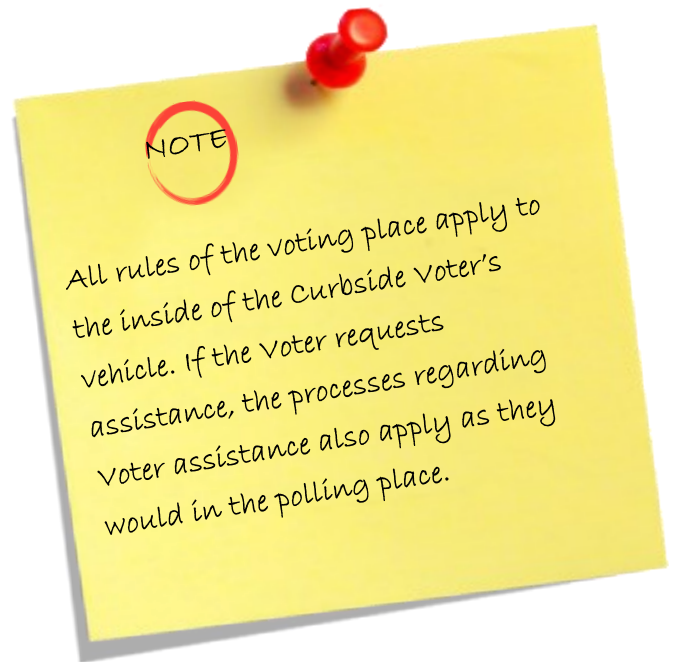
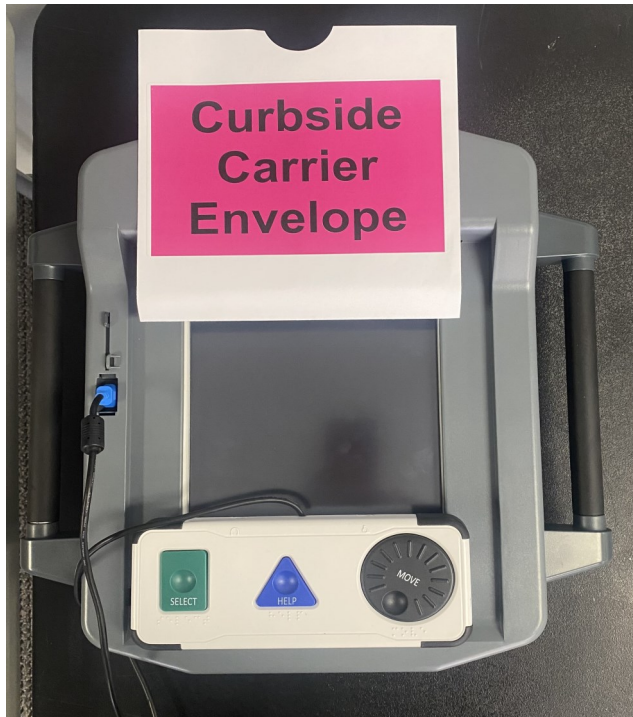
B



C



- 7 The Curbside Clerk and the Judge will together take the Duo Go, the Curbside Carrier Envelope, and the ATI with headphones to the Voter in their vehicle at the Curbside Voting area.



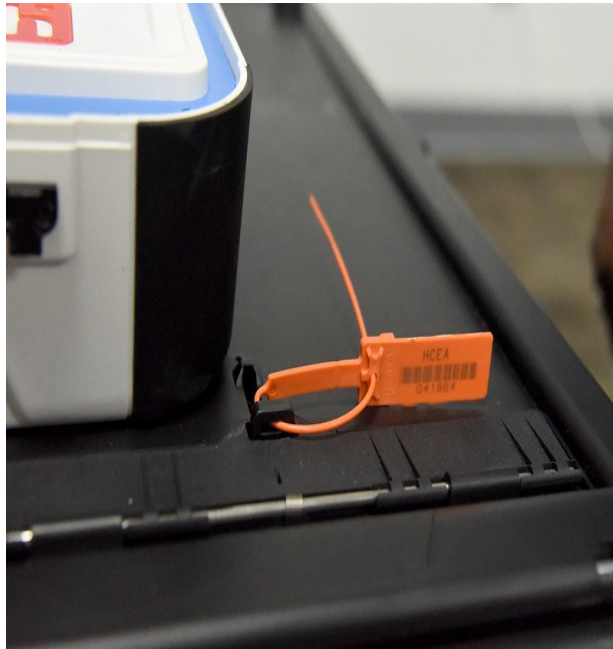
- 8 The Clerk should hand the Duo Go through the window to the Voter or hold it braced on the vehicle's window sill for the Voter to make their selections. If needed, provide the ATI and Headphones.



- 9 Once the Voter has completed making the selections for their Ballot, they will select Print Record.
- 10 Hand the Voter the Curbside Carrier Envelope and ask them to place their printed Ballot into the envelope.
- 11 Direct the Voter to wait in their vehicle while the Judge and Clerk take the Duo Go along with the Curbside Carrier Envelope back inside the Vote Center to deposit in the Scan. If the Voter desires, a person of their choosing may witness the deposit of the ballot into the Scan. They would not need to sign the Assistant Affidavit to witness this.
- 12 Deposit the printed record into the Scan. Once the flag is displayed on the screen, or if needed, once the ballot has been dropped into the Emergency Slot (for unscannable ballots), the Clerk will return to the Voter with an “I Voted” sticker.
- 13 The Judge will unlock the Duo Go, reseal it in the Duo Booth from which it came and lock the tablet in place. The Curbside Clerk will reconnect the Duo Go to its power cord.

**A person who simultaneously assists seven or more curbside voters by providing the Voters’ transportation to the Vote Center must complete and sign a form, provided by a Judge, that contains the person’s name and address and whether the person is providing assistance solely for curbside or is providing additional assistance to the Voter.**

# Emergency Slot



Orange Seal on Emergency Slot  
(Front of Ballot Box)

If a Scan is not functioning, first ask the Voter to attempt to scan it all four ways – arrow side up, arrow pointing in, and arrow pointing out – arrow side down arrow pointing in and pointing out.

If the Scan is still not accepting the Ballot:

- A. Call 713-755-1617 (Option 05, Tech Line) for troubleshooting instructions.
- B. If so instructed, break the seal on the Emergency Slot and record it on the seal log.
- C. Instruct the Voter to place their Ballot in the Emergency Slot. Let them know this is the legal procedure, and their Ballot will be counted by a Bi-partisan panel at Central Counting.
- D. Once the Emergency Slot has been unsealed, leave it unsealed for the rest of the day. Reseal it before leaving the Vote Center.

# Voters Who Must be Processed by Judge

While processing Voters during Early Voting or on Election Day, there may be Voters who do not fit into the basic six steps. These Voter situations must be handled by the Presiding or Alternate Judge. Below is a guide for which Voters must be sent to the Judge to process.

## Mail Ballot

Situation	Steps
Mail Ballot sent to Voter. Voter DOES NOT have one of these: <ul style="list-style-type: none"><li>• Their Mail Ballot</li><li>• Notice of Improper Delivery</li><li>• Notice of Surrendered Ballot</li></ul>	<ol style="list-style-type: none"><li>1. The only option is to vote a Provisional Ballot</li><li>2. Judge has Voter fill out Request to Cancel Ballot by Mail form</li><li>3. Judge has Voter fill out Provisional Affidavit (see Provisional Ballot instructions below)</li><li>4. <b>DO NOT process Voter on ePollBook</b></li><li>5. Alternatively, the Voter can go to the EA office to have their Mail Ballot cancelled, and will then be able to vote.</li></ol>
Mail Ballot sent to Voter. Voter DOES have one of these: <ul style="list-style-type: none"><li>• Their Mail Ballot</li><li>• Notice of Improper Delivery</li><li>• Notice of Surrendered Ballot</li></ul>	<ol style="list-style-type: none"><li>1. Have Voter fill out Request to Cancel Ballot by Mail form</li><li>2. Write "Cancelled" on the Mail Ballot, Notice of Improper Delivery, or Notice of Surrendered Ballot turned in by Voter</li><li>3. Insert filled out form and cancelled paperwork in the Cancelled Mail Ballot Envelope</li><li>4. After pressing red "select" button for Voter on ePollBook, choose "Cancel Mail Ballot"</li><li>5. Continue checking Voter in on ePollBook</li><li>6. Voter votes a regular Ballot</li></ol>

## Voter ID

Situation	Steps <b>ONLY a Presiding or Alternate Judge can perform this process</b>
Voter not listed on ePollBook.	<ol style="list-style-type: none"> <li>1. Judge must call EA's Voter Registration Department at 713-755-1617, Option 08.</li> <li>2. If the Voter Registration Department says the Voter is NOT registered, the only option is to vote a Provisional Ballot.</li> <li>3. If the Voter's registration is confirmed, Judge may be instructed to add Voter to the daily Omissions List.</li> </ol>
Voter DOES have ID from List A, but did not bring it to the Voting Location.	<ol style="list-style-type: none"> <li>1. Voter may retrieve the ID and come back to vote a regular Ballot.</li> <li>2. If Voter does not have time to retrieve ID, or does not want to retrieve ID, the only option is to vote a Provisional Ballot.</li> <li>3. Voter must "Cure" their Provisional Ballot by showing their List A ID to an election official at a designated location within 6 days of Election Day.</li> <li>4. Give Voter a "Notice to Provisional Voter" form and a Cure Map. Fill out the upper left hand corner and instruct Voter to follow instructions to Cure their Ballot.</li> </ol>
Voter DOES NOT have an ID from List A, but DOES have an ID from List B <b>AND</b> qualifies for a Reasonable Impediment Declaration (RID).	<ol style="list-style-type: none"> <li>1. Voter fills out a "Reasonable Impediment Declaration" form.</li> <li>2. Voter provides ID from List B.</li> <li>3. Judge checks Voter in on ePollBook.</li> <li>4. Voter votes a regular Ballot.</li> </ol>
Voter DOES NOT have ID from List A <b>OR</b> List B, but DOES qualify for a Reasonable Impediment Declaration (RID).	<ol style="list-style-type: none"> <li>1. Only option is for the Voter to vote a Provisional Ballot (see Voting Provisional Ballot at the end of these tables).</li> <li>2. Voter must "Cure" their Provisional Ballot by completing a RID and showing their List B ID to an Election Official at a designated location within 6 days of Election Day, if they want to correct or cure their lack of photo ID.</li> <li>3. Give Voter a "Notice to Provisional Voter" form and a Cure Map. Fill out the upper left hand corner and instruct Voter to follow instructions to Cure their Ballot.</li> </ol>
Voter DOES NOT have an ID from List A and DOES NOT qualify for a Reasonable Impediment Declaration.	<ol style="list-style-type: none"> <li>1. Only option is for the Voter to vote a Provisional Ballot (see Voting Provisional Ballot at the end of these tables).</li> <li>2. Voter must "Cure" their Provisional Ballot by showing their List A ID to an Election Official at a designated location within 6 days of Election Day.</li> <li>3. Give Voter a "Notice to Provisional Voter" form and a Cure Map. Fill out the upper left hand corner and instruct Voter to follow instructions to Cure their Ballot.</li> </ol>

## When and How to Spoil a Ballot

Situation	Spoil the Paper Ballot, Spoil on the Duo, or Both	Steps <b>ONLY a Presiding or Alternate Judge can perform this process</b>
ANYTIME a ballot is Spoiled	On ePollBook	<ol style="list-style-type: none"> <li>1. Press "Judge Admin" on main menu, enter judge admin password.</li> <li>2. Press "Record Spoiled Ballot".</li> <li>3. Complete all fields in "Record Spoiled Ballot" form.</li> </ol>
Voter's Ballot jams in the Duo and the vote can be reprinted	Paper only	<ol style="list-style-type: none"> <li>1. Press the blue poll worker button on back of the Duo</li> <li>2. Enter the Poll Worker Code and select "Accept"</li> <li>3. Select "Clear Paper", forward or backward</li> <li>4. Judge retains the original Ballot paper (now considered spoiled) and gives Voter new blank Ballot paper</li> <li>5. Select "Reprint Sheet"</li> <li>6. Voter may complete voting as normal</li> <li>7. Record the Voter's information in the Register of Spoiled Ballots form</li> <li>8. Place the original Ballot (now considered spoiled) inside the Spoiled Ballot Envelope</li> <li>9. Record the Voter's information on the Spoiled Ballot List on</li> </ol>
Voter's Ballot jams in the Duo and the vote cannot be reprinted	Paper Only	<ol style="list-style-type: none"> <li>1. Record the Voter's information on the Register of Spoiled Ballots form</li> <li>2. Judge retains the original Ballot paper and places it inside the Spoiled Ballot Envelope</li> <li>3. Judge prints new access code (using "Redisplaying Ballot Style and Barcode" steps) and gives it to the Voter with new blank Ballot paper</li> <li>4. Voter may complete voting as normal</li> <li>5. Record the Voter's information on the Spoiled Ballot List on the ePollBook</li> </ol>
Voter prints Ballot from Duo. Voter changes mind about selections after printing, but before submitting Ballot into Scan	Paper Only	<ol style="list-style-type: none"> <li>1. Record the Voter's information on the Register of Spoiled Ballots form</li> <li>2. Judge retains the original Ballot paper and places it inside the Spoiled Ballot Envelope</li> <li>3. Judge prints new access code (using "Redisplaying Ballot Style and Barcode" steps) and gives it to the Voter with new blank ballot paper</li> <li>4. Voter may complete voting as normal</li> <li>5. Record the Voter's information on the Spoiled Ballot List on the ePollBook</li> </ol>

## When and How to Spoil a Ballot

Situation	Spoil the Paper Ballot, Spoil on the Duo, or Both	Steps <b>ONLY a Presiding or Alternate Judge can perform this process</b>
Voter decides to leave after they have already begun to vote, and indicates they want to return later to vote	Both, AND Clear the Voter from the ePollBook using the steps in the manual under "Clearing a Voter from the ePollBook"	<ol style="list-style-type: none"> <li>1. Press the blue poll worker button on back of the Duo</li> <li>2. Enter the Poll Worker Code and select "Accept"</li> <li>3. Select "Spoil Ballot" on the screen</li> <li>4. Select "Yes, Spoil the Ballot" then select "OK"</li> <li>5. Judge retains the original Ballot paper. If it is blank it can be reused. If it is printed on, then it is considered a Spoiled Ballot.</li> <li>6. Record the Voter's information on the Register of Spoiled Ballots form</li> <li>7. Place the original Ballot (ONLY if printed on) inside the Spoiled Ballot Envelope</li> <li>8. Clear the Voter from the ePollBook using the steps in the manual under "Clearing a Voter from the ePollBook"</li> <li>9. Record the Voter's information on the Spoiled Ballot List on the ePollBook</li> </ol>
Voter's Ballot jams in the Scan	Paper Only	<ol style="list-style-type: none"> <li>1. Record the Voter's information on the Register of Spoiled Ballots form</li> <li>2. Judge retains the original Ballot paper and places it inside the Spoiled Ballot Envelope</li> <li>3. Judge prints new access code (using "Redisplaying Ballot Style and Barcode" steps) and gives it to the Voter with new blank Ballot paper</li> <li>4. Voter may complete voting as normal</li> <li>5. Record the Voter's information on the Spoiled Ballot List on the ePollBook</li> </ol>
For 2-page Ballots ONLY: Voter's first sheet scans properly but the second sheet jams	Neither	<ol style="list-style-type: none"> <li>1. Instruct the Voter to attempt to scan the second sheet in all four directions. Give the Voter space to do this so their vote remains secret <ul style="list-style-type: none"> <li>• Ballot face down with arrow pointing toward Scan</li> <li>• Ballot face down with arrow pointing toward Voter</li> <li>• Ballot face up with arrow pointing toward Scan</li> <li>• Ballot face up with arrow pointing toward Voter</li> </ul> </li> <li>2. If second sheet still will not scan, call the resource line for permission to cut seal on Emergency Slot. If given permission, cut seal and instruct Voter to place second sheet in Emergency Slot</li> <li>3. Leave Emergency Slot open until end of day, or upon the Scan being repaired or replaced. See "Emergency Slot" in manual.</li> </ol>

# **Suspending & Closing Polls - EV & ED**

# Early Voting Important Highlights

- There are multiple days of Voting.
- PJ, AJ and all Clerks are paid for Set Up.
- Voting Equipment and materials are delivered; **Keys are picked up prior to delivery.**
- Supply Cabinet and Equipment Caddy are delivered to Vote Center.
- Constable is needed to lock and unlock BallotBox.
- Polls are **Suspended** daily at 7:00 PM.
- Pictures of Controllers and Scan Tapes are taken daily with the ePollBook as part of the Reconciliation process.
- Constable or Election Official pick up and return critical Equipment to Central Count after Polls are Suspended and Judge paperwork is completed on Last Day of Early Voting.

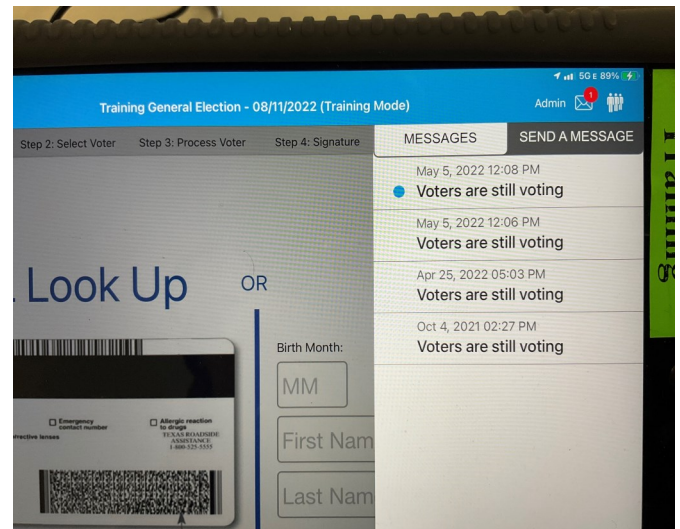
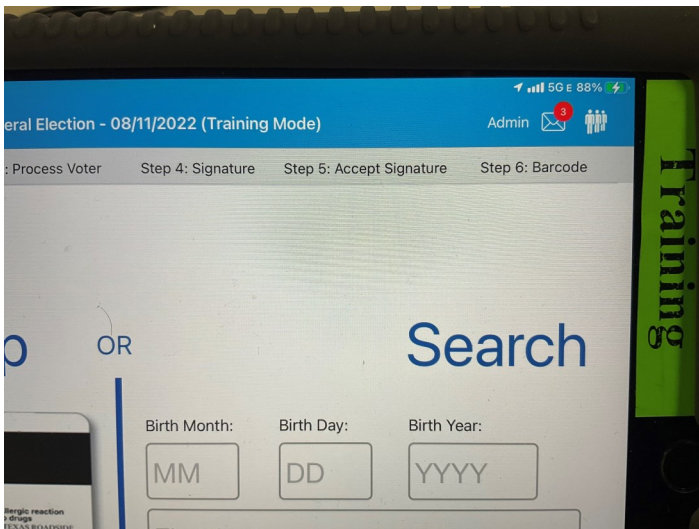
# EV Suspending Polls - Daily

## 1 The Door:

- A. Close the door at 7:00 PM and continue to allow all voters already in line to vote.
- B. Bring the line of voters inside the building, if possible.
- C. Send Greeter to stand at the end of the line so no additional voters can join the line after 7:00 PM.

## 2 Provide Location Status to Elections Office at 7:00 PM:

- A. Send a "Handy Message" through the ePollBook: **"Still have voters in line, cannot close Polls"** OR **"Processed last voter"** (meaning the last voter has signed in) depending on your status.
- B. If you fail to send the Handy Message, the Elections Office will call you to confirm voting status.

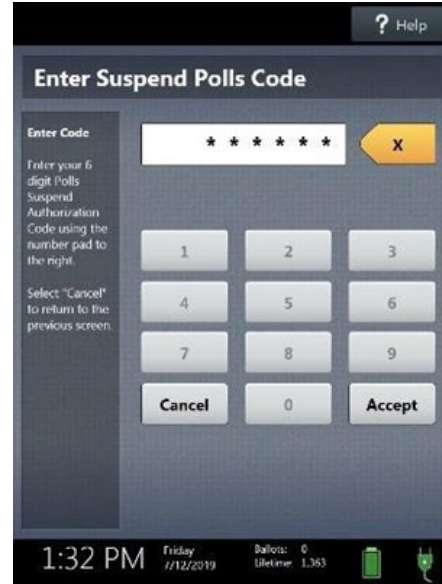


## 3 After Last Voter has Voted:

- A. Collect ADA supplies (Cones, Buzzer, Etc.)
- B. Collect outdoor signage and indoor Items To Post.
- C. Remove any trash and clean up the location

4

## Suspend Controllers:



Both Judges work together on one Controller at a time:

- Remove that day's Early Voting Daily Reconciliation Envelope from Work Folder.
- On the Controller, select "Menu" at the top of the screen.
- Select "Suspend Polls" and enter Suspend Polls code from passwords form.
- Select "Accept."
- The Suspend Polls Report tape will print automatically, which includes the Ballot Count Summary Report.
- After report is finished printing, then print the Access Code Summary report.
- Enter information from the Ballot Count Summary Report onto the Reconciliation form. Both Judges sign where indicated.
- Insert Suspend Polls tape into the envelope.
- Hold onto the Access Code Summary report tape to use when suspending polls on the ePollBook.

**Call the Elections Office  
to report daily vote totals  
at 713-755-6965**

Ballot Count Summary Report	
Qty Pcts/Splits Included:	1012
Pcts/Splits Voted Total:	0
Total PVRs Printed:	0
I confirm that the record is true and accurate (Sign and Print Name)	
_____	
_____	
_____	
_____	
_____	

- 5 Press the red power button on the back of the Controller.



Scan the QR Code above using your smartphone's camera to access a helpful YouTube video showing how to Suspend the polls on the Controller and the Scan..

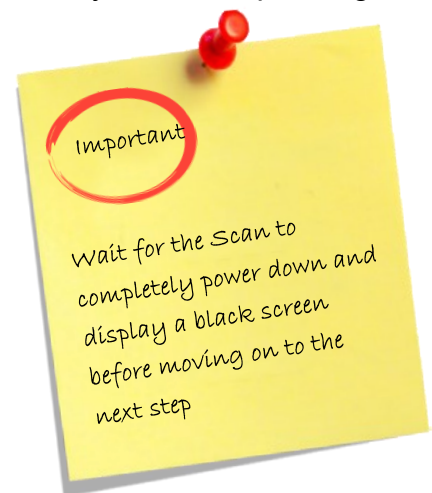
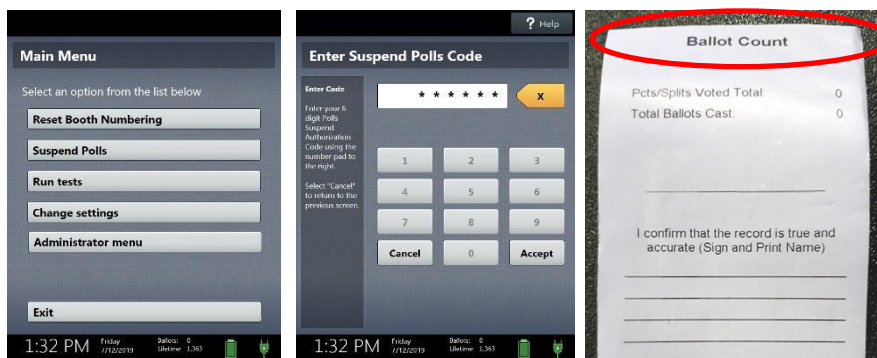
6 **Break down the Controller by:**

- A. Removing the Barcode Reader and put in equipment box.
- B. Unlock the tablet using the blue key.
- C. Undock the tablet by lifting it up.
- D. Store the tablet in the compartment, located in the lid of the case.
- E. Lock the tablet in place using the blue key.
- F. Use the latch in the upper left hand corner to further secure tablet.
- G. Shut the Controller case.
- H. Repeat on each additional Controller.

- After all Voters have left, the Judges together remove any Ballots from Emergency Slot Pouch IF THE SEAL WAS REMOVED AND BALLOTS INSERTED THAT DAY. Both Judges unseal and unlock the back door to access the Emergency Slot Pouch. Place Seal Number in Ballot Box Seal Log Envelope.
- Try to scan Ballots into the Scan. Try all four directions. Arrow up and down facing in. Arrow up and down facing out.
- Any that will not scan place in the Emergency Slot Envelope and place envelope into the Emergency Slot Pouch. Relock back door and seal the door with a red/orange seal. Log this Seal Number on the Ballot Box Seal Log.
- Seal the Emergency Slot with a red/orange seal. Log the seal number on the Ballot Box Seal Log. Both Judges will sign the Log. Place the Seal Log in the Work Folder.
- Do this only on the days the Emergency Slot Seal needed to be broken and Ballots inserted. Each day add any Ballots that won't scan into the Emergency Slot Envelope, with any Ballots from the previous days. Call 713-755-1617, option 04 if you need further information.

## 7 Suspend Scan: Both Judges work on the Scan together

- Press blue Poll Worker Button on back of the Scan. When menu comes up on tablet select "Suspend Polls" on tablet screen.
- Enter the Suspend Polls Code and Select "Accept". The Suspend Polls Report will print. At the bottom of the report is the Ballot Count.
- Write the Ballot Count numbers for the Scan on the Early Voting Reconciliation Envelope. Both Judges sign the Suspend Polls Report at the bottom of the tape.
- The Ballot Count portion of the tape will be needed again when you are suspending on the ePollBook.
- Press the red power button on the back of the Scan.



- Call the Elections Office to report daily vote totals at 713-755-6965.

7

### Break down the Scan:

- A. Unlock tablet using the blue key.
- B. Undock the tablet by lifting it up.
- C. Store the tablet in the compartment located in the lid of the case.
- D. Lock the Tablet using the blue key.
- E. Use the latch in the upper left hand corner to further secure the tablet.
- F. Shut the Scan case.
- G. Repeat on each Scan, if there are more than one.



Scan the QR Code above using your smartphone's camera to access a helpful YouTube video showing how to Suspend the polls on the Controller and the Scan.

8

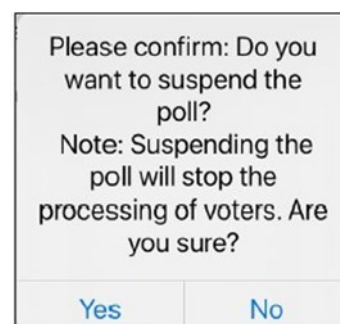
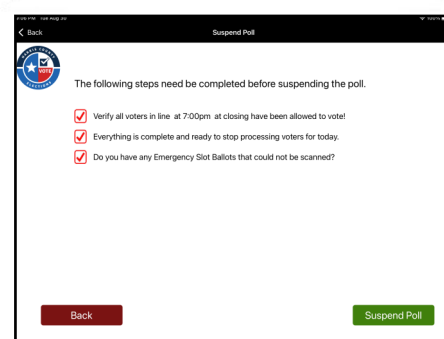
**After the Controllers and the Scan are powered down, power off each Duo by pressing the red power button on the back of the Duo.**



## 9 Suspend Polls on ePollBook:

The Judge suspends the polls on the Judge's ePollBook. Using the information from the Controller tapes record the end of the day totals for each Controller:

- Go to "Judge Admin Menu".
- Select "Suspend Poll".
- Answer the three questions. The last question, "Do you have any Emergency Slot Ballots that could not be scanned" is new. You will mark daily if there are any Ballots the Judges were unable to scan that day and are now in the Emergency Slot Envelope. Do not include unscanned ballots from previous days.
- Select green "Suspend Poll" button. A pop-up window will open to confirm you want to suspend the polls. Once you select "yes" you will not be able to process any more voters that day.



## 10 Completed Daily Reconciliation Envelope (use the corresponding report tapes):

- Early Voting Daily Reconciliation Envelope.
  - Judges should have filled out the highlighted sections, as shown to the right.
  - Judges Should have signed and dated report tapes and the Daily Reconciliation Envelope.
  - Judges should make sure Suspend Polls Report tapes for Controllers and Scan(s) and the Access Code Summary for the Controllers are put in the Early Voting Daily Reconciliation Envelope after they are used during suspending polls on the EPollBook.

SCAN (Purple tape)			
When	Where	Ballot Counter #	
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspend Polls Report		
CONTROLLERS (White, Pink, Blue, Green tapes)			
When	Where	Ballot Counter #	Provisionals
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspend Polls Report		

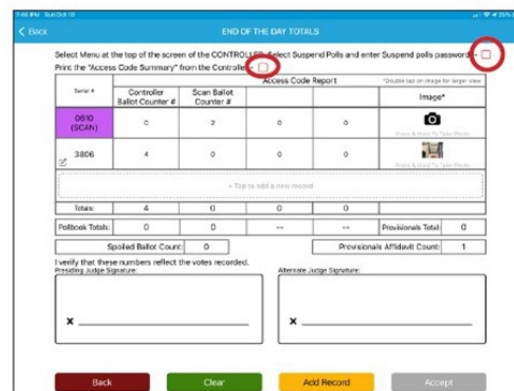
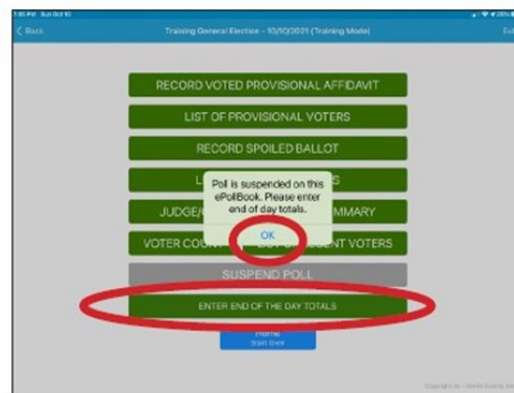
## 11 After selecting “OK” in the pop-up box, select “Enter End of The Day Totals.”

- Confirm that you have completed the two tasks at the top of the screen by selecting the red boxes.
- Starting with the Access Code Tape for the white Controller, select the yellow “Add Record” button at the bottom of the screen.
- In the pop-up window, enter the serial number of the equipment found on the handle area of each device.
- Choose tape color from the drop-down menu.
- Select “Submit” to enter totals.
- Take photo of Access Code Report by holding your finger on the picture of the camera until the camera opens. Select “Use Photo” when you have a usable photo.
- Repeat steps for other Controller(s) and Scan(s). Take picture of Ballot Count tape for the Scan.
- When adding the information for a Scan, check the box at the top.
- Put in the number of Provisionals you had that day.

**J. Only after you have entered the numbers and taken photos for all the machines will BOTH Judges sign and then tap the “ACCEPT” button.**

## 12 Suspend Polls on other ePollBooks:

- Go to “Judge Admin Menu.”
- Select “Suspend the Polls.”
- Answer questions. Do not re-enter totals on the other ePollBooks.



**13 Seal Controllers and Scan:**

A. For each Controller, complete the following:

- Take a new green seal from the Supply Cabinet.
- Secure the green seal around the handle of each Controller.
- Write the green seal number on the Controller Seal Log.
- Both Judges sign next to the seal number.
- Place Controller Seal Log in the Work Folder after all Controllers are sealed.

C. For each Scan, complete the following:

- Take a new green seal from the Supply Cabinet.
- Secure the green seal around the handle of the Scan(s).
- Write the seal number on the Scan Seal Log.
- Both Judges sign next to the seal number.
- Place the Scan Seal Log in the brown Work Folder.

**14 Organize paperwork:**

- A. Complete PJ, AJ and Clerk timesheets. Have clerks put end time in ePollBook.
- B. Remove the Supply Cabinet Seal Log from the Work Folder and a green seal from the Supply Cabinet.
- C. Write the seal number on the Supply Cabinet Seal Log. Both judges sign the log and place the log inside the Work Folder.
- D. Place Work Folder and all other paperwork in the Supply Cabinet.

15

**Close and Lock Supply Cabinet:**

- A. Move the MiFi to the Supply Cabinet, keeping it plugged in to charge and powered on (the cord will fit through a small space in the cabinet).
- B. Move each ePollBook to Supply Cabinet, keeping them plugged in to charge (the cords will fit through a small space in the cabinet).
- C. Move the two Barcode Readers to the Supply Cabinet.
- D. Ensure you have placed all three ePollBooks and Translator iPad to sleep by clicking the button on top left corner once. Do Not turn them off.
- E. Double check that the screens turn black.
- F. Place Election Forms Box and clear plastic Supply Tub back in Supply Cabinet.
- G. Place Return Box in the Supply Cabinet.
- H. Lock and seal the Supply Cabinet making sure to record seal number on the Supply Cabinet Seal Log. Both Judges sign the log.
  - Lock top latches and bottom pad lock.
  - Place the green seal through the lock's eyelet.
- I. Close and lock voting room and take your keys with you.

**Repeat the above steps every night of  
Early Voting  
EXCEPT THE LAST NIGHT**

# EV Suspending Polls - Last Day

**1** A Constable should be at your location around 6:30 PM. When they arrive, notify the EA Office with a “Handy Message” on the ePollBook.

**2** **Gather the Envelopes for each category below and put them in the Return Box:**

- Daily Reconciliation Envelopes
- Cancelled Mail Ballot Envelope
- Statement of Residences Envelope(s)
- Reasonable Impediment Declarations(s)
- Time Sheets (usually 3 Envelopes)
- Daily Spoiled Ballot Envelopes
- Anything remaining in the Work Folder  
EXCEPT for yellow Chain of Custody Form

**Include all Daily Spoiled Ballot Envelopes, even if empty. If you did not have any paperwork for a given day, you must still include the empty envelope with the date and mark it as containing “0”.**

3

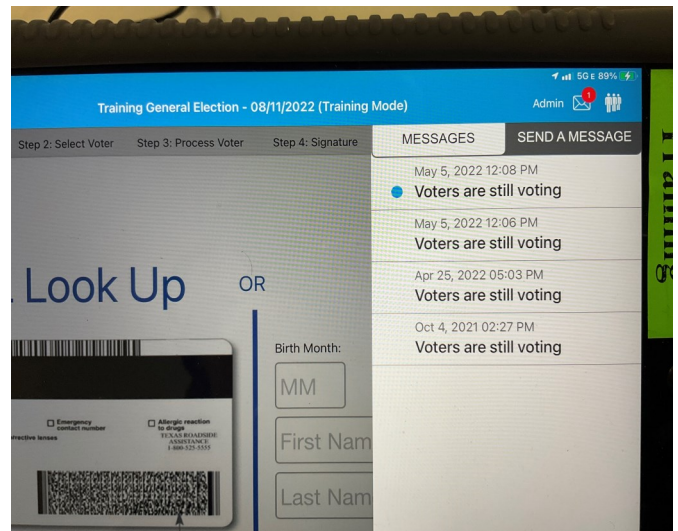
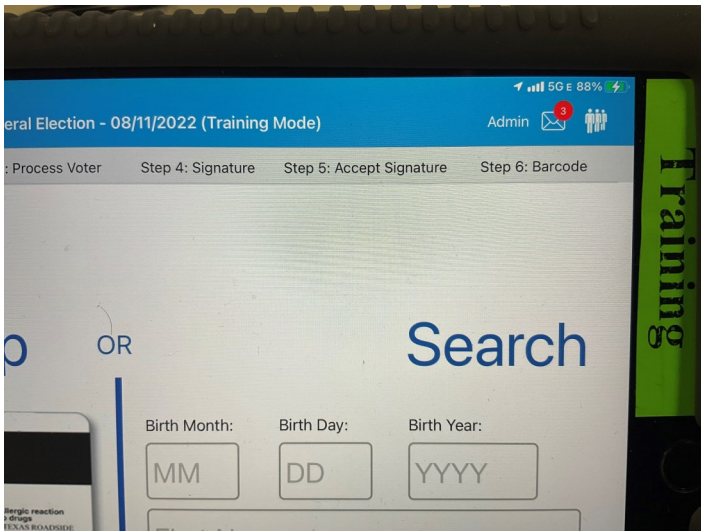
### The Door:

- A. Close the door at 7:00 PM on the Scan clock and continue to allow all voters already in line to vote.
- B. Bring the line of voters inside the building, if possible.
- C. Send Greeter to stand at the end of the line so no one else joins the line after 7:00 PM.

4

### Provide Location Status to Elections Office at 7:00 PM:

- A. Send a "Handy Message" through the ePollBook: **"Still have voters in line, cannot close Polls"** OR **"Processed last voter"** (meaning the last voter has signed in) depending on your status.
- B. If you fail to send the Handy Message, the Elections Office will contact you.



### 5 After last voter has voted Clerks will:

- A. Remove any trash or debris from voting booths and voting room and discard.
- B. Bring Curbside Voting buzzer, cones, and any other portable ADA remedies inside the voting room.
- C. Bring in outdoor signage and remove any “Items To Post” forms from wall.
- D. Disassemble curbside buzzer and replace in case.
- E. Place curbside buzzer case on top of the Equipment Caddy.

### 6 Suspend Controllers (Both Judges work together on one Controller at a time):

- A. Select “Menu” at the top of the screen.
- B. Select “Suspend Polls.”
- C. Enter the Suspend Polls Code found on passwords form and select “Accept”
- D. The Suspend Polls Report will print automatically.
- E. After the Suspend Polls Report is finished printing, print the Access Code Summary report.
- F. Tear off and keep all reports to use when completing the Early Voting Daily Reconciliation Envelope.



- G. Press the red power button on the back of the Controller. Wait for the Controller to completely power down and display a black screen.
- H. Break down the Controller:
- Unplug the Barcode reader and put it in the equipment box.
  - Use the blue key to unlock the tablet.
  - Undock the tablet by lifting it up.
  - Seat the tablet in the storage compartment located in the lid of the case.
  - Use the blue key to lock the tablet in place.
  - Turn the latch to the left to further secure the tablet.
  - Shut the Controller case.
- I. Repeat on each Controller.

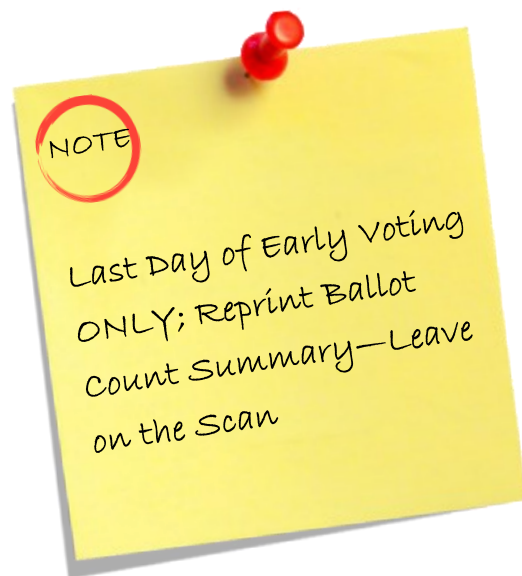
**Before closing Scan, if any voters used the Emergency slot that day, both Judges working together must:**

- A. Open the Emergency Slot on the back of the Ballot Box and remove the Ballots. Be sure to check the entire contents of the pouch to ensure you have retrieved all of them.
- B. Attempt to scan the Ballots into the Scan trying all four directions.
- C. Any Ballots that will not scan must be placed into the Emergency Slot Envelope with any Ballots already in the envelope from previous days.
- D. Place the Emergency Slot Envelope into the Scan case, even if it holds no Ballots.
- E. After the Judges sign the yellow Chain of Custody form place it in the Scan case.
- F. Seal the Scan according to instructions that follow.
- G. If the Emergency Slot Envelope does not fit inside the Scan, call 713-755-1617 Option 04 to get further instructions.

7

### Suspend Scan:

- A. Press the blue Poll Worker button on the back of the Scan.
- B. Select “Suspend Polls” on the tablet screen.
- C. Enter the Suspend Polls Code and Select Accept”.
- D. The Suspend Polls Report will print automatically.
- E. From screen “The Polls are Suspended”, select Print Ballot Count. Tear off to use when filling out Early Voting Daily Reconciliation Envelope and when suspending polls on ePollBook.
- F. Print a second copy and leave on the Scan.
- G. Both Judges sign the report tape. Insert the tape in the envelope to use later.



8

### Break down the Scan:

- A. Unlock tablet using the blue key.
- B. Undock the tablet by lifting it up.
- C. Store the tablet in the compartment—located in the lid of the case.
- D. Use the latch in the upper left hand corner to secure the tablet.
- E. Lock Tablet in place using the blue key.
- F. Shut the Scan case.
- G. Repeat on each Scan.

**9 Complete Daily Reconciliation Envelope  
(use the corresponding report tapes):**

- A. Retrieve Early Voting Daily Reconciliation Envelope from the Work Folder.
- B. On Early Voting Daily Reconciliation Envelope use the printed tapes to fill out the highlighted sections as shown to the right for the Controllers and Scan(s).
- C. Both Judges **MUST** sign and date report tapes & the Daily Reconciliation Envelope.
- D. Replace the Suspend Polls Reports and Access Code Report into the Reconciliation Envelope.
- E. Call 713-755-6965 to report your end of day totals.

SCAN (Purple tape)			
When	Where	Ballot Counter #	
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspend Polls Report		

CONTROLLERS (White, Pink, Blue, Green tapes)			
When	Where	Ballot Counter #	Provisionals
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspend Polls Report		

**10 Suspend Polls on ePollBook:**

Judge suspends polls on the Judge's ePollBook. Using the report tapes in the Daily Reconciliation Envelope record the end of day totals for each Controller:

- A. Go to "Judge Admin Menu".
- B. Select "Suspend Poll".
- C. Answer the three questions. The last question, "Do you have any Emergency Slot Ballots that could not be scanned" is new. You will mark daily if there are any Ballots the Judges were unable to scan that day and are now in the Emergency Slot Envelope. Do not include unscanned ballots from previous days.
- D. Select "Suspend Poll". A pop-up window will open to confirm you want to suspend the polls. Once you select "Yes" you will not be able to process any additional voters.

Training General Election - 11/02/2021 Training Mode

- RECORD VOTED PROVISIONAL AFFIDAVIT
- LIST OF PROVISIONAL VOTERS
- RECORD SPOILED BALLOT
- LIST OF SPOILED BALLOTS
- JUDGE/CLERK ATTENDANCE SUMMARY
- VOTER COUNT
- LIST OF RECENT VOTERS
- SUSPEND POLL**

Home | Sign Out

The following steps need to be completed before suspending the poll.

- ☒ Verify all voters in line at 7:00pm at closing have been allowed to vote!
- ☒ Everything is complete and ready to stop processing voters for today.
- ☒ Do you have any Emergency Slot Ballots that could not be scanned?

Back Suspend Poll

Please confirm: Do you want to suspend the poll?

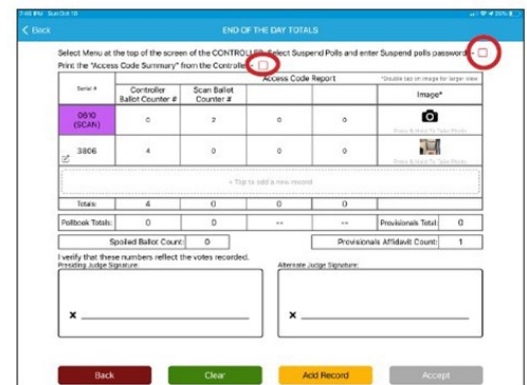
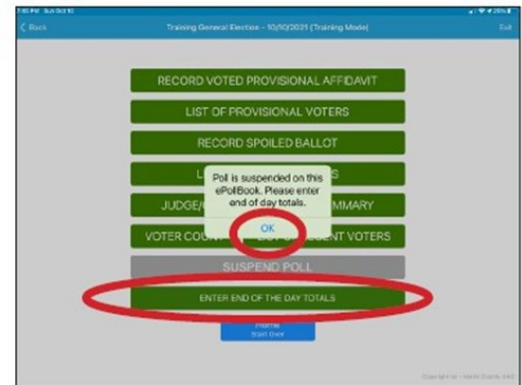
Note: Suspending the poll will stop the processing of voters. Are you sure?

Yes No

## 11 After selecting “OK” in the pop-up box, select “Enter End Of The Day Totals.”

- Confirm you have completed the two tasks at the top of the screen by selecting the red boxes.
- Starting with white tape Controller, Select yellow “Add Record” button at bottom.
- In the pop-up window, enter the serial number of the controller found on the handle area of the machine.
- Choose the tape color from the drop-down menu, then select “Submit.”
- Enter the totals in the boxes.
- Take photo of the Access Code Report by holding your finger on the picture of the camera until the camera opens. Select “Use Photo” when you have a usable picture.
- Repeat steps for other Controller(s) and Scan(s), one at a time. Take picture of Ballot Count for Scan.
- When adding the information for the Scan, check the box at the top.
- Put in the number of Provisional Affidavits and Spoiled Ballots you logged that day.

**J. Only after you have entered the numbers and taken photos for all the machines will BOTH Judges sign and then tap the “ACCEPT” button.**



## 12 Suspend Polls on other ePollBooks:

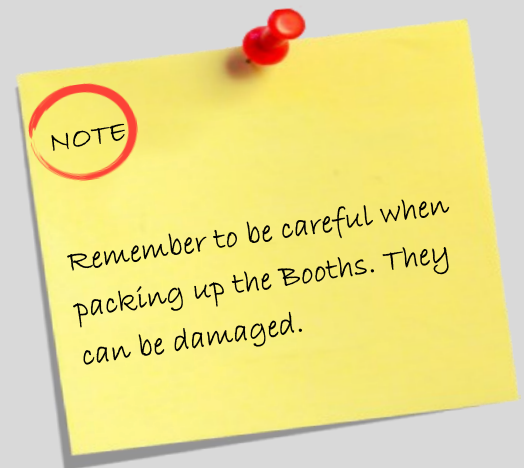
- Go to “Judge Admin Menu.”
- Select “Suspend the Polls.”
- Answer questions. Do not re-enter totals on the other ePollBooks.

**13 Secure Controller** (for each Controller, complete the following):

A. Place each Controller in the Equipment Caddy.

**14 Pack up the Duos & Booths :**

- A. After the Controllers and the Scan are powered down, power off each Duo by pressing the red power button on the back of the Duo.
- B. Wait for the screen to go black before starting to break down the Duo.
- C. Remove privacy screens.
- D. Breakdown the Duos:
- Unlock the tablet using the blue key.
  - Undock the tablet by pulling forward and lifting up.
  - Place the tablet in the compartment.
  - Turn latch in upper left corner to secure the tablet.
  - Use blue key to lock tablet in place.
  - Unlock hinge on the left of Duo.
  - Shut the Duo lid.
- E. Unlock the Booths and remove the Duos.
- F. Place the Duos in the Equipment Caddy.
- G. Disassemble the Booths.
- H. Place the disassembled Booths and Privacy Screens in the Booth Bags.
- I. Put the Booth Bags in the Equipment Caddy.



15

### Secure the Ballot Bag:

The Constable will need to be at the Vote Center to unlock the second lock on the Ballot Box before the next steps may be completed. **Both the PJ and AJ will work together on these tasks:**

- A. Judge unlocks first Ballot Box Lock (right side of front door).
- B. Ask Constable to unlock second Ballot Box Lock (top of the front door).
- C. Open the Ballot Box.
- D. Remove the gray Ballot Bag, gather any Ballots that may have slipped out.
- E. Zip the gray Ballot Bag.
- F. Take a red/orange Seal from the Ballot Box Seal Envelope and seal the Ballot Bag.
- G. Document the Seal serial number on the yellow Chain of Custody Form.
- H. Both Judges sign the yellow Chain of Custody form.
- I. The sealed Ballot Bag will be given to the Constable.
- J. Collapse the Ballot Box by following the detailed instructions on the back of the Ballot Box.
- K. Place the Ballot Box in the Ballot Box carry bag to be given to Constable.



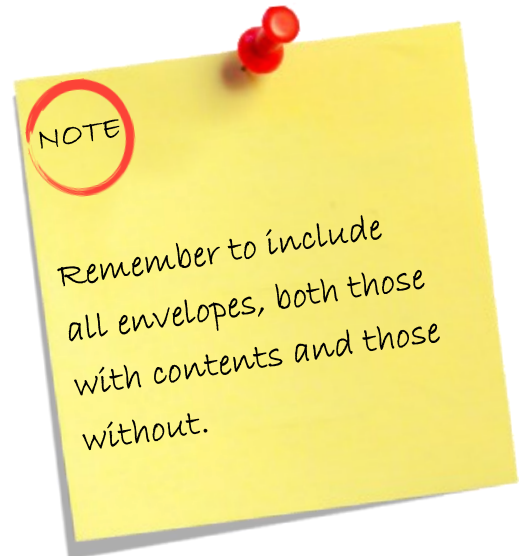
16

### Secure the Scan:

- A. Retrieve the Chain of Custody Form from Work Folder.
- B. Take a green seal from the Supply Cabinet.
- C. Document the seal number on the Chain of Custody form and place the form inside the Scan with the Emergency Slot Envelope.
- D. Secure the seal around the handle of the Scan.
- E. This will be given to the Constable with other return items.

**17 Prepare Return Box for Constable:**

- A. Have everyone complete time sheets on both paper and ePollBook (estimate end of day time as the Constable will probably be leaving with equipment/paperwork before the Vote Center has been fully closed.)
- B. Continue to gather all envelopes and place in the Return Box.



**18 Finish Cleaning Room:**

- A. Place name badges back in Supply Cabinet.
- B. Ensure that all equipment has been put away and that all paper, forms, postings and signage have been returned to their proper location.
- C. Bring in all outside signage and ADA cones, call buzzer and ADA parking signs.

**19 Pack up Black E-Pollbook case:**

- A. Place all ePollBooks (including translator iPad) to sleep by clicking the button on the top left corner.
- B. Pack up ePollBook and place it in the black case (no screen showing).
- C. ePollBook case(s) will go to the Constable, but the large travel case stays at the Early Voting location.

**20 Seal Equipment Caddy, Lock Supply Cabinet:**

- A. Take two green seals from the Supply Cabinet.
- B. Record one seal number on the Equipment Caddy Seal Log. Both Judges sign the log and place it in the White Return Envelope.
- C. Seal the Equipment Caddy once all Controllers, Duos, booths and other equipment has been placed inside. Be sure not to seal it before ensuring that all items that must be returned have been set aside.
- D. Record the second seal number on the Supply Cabinet Seal Log. Both Judges sign the log and place it in the White Return Envelope.
- E. Lock the Supply Cabinet after all forms boxes, supply tub, extension cords and other equipment has been placed inside. Both the top locks and bottom padlock.
- F. Seal the Supply Cabinet.
- G. Put the equipment keys in the Return Box.

**20 With Constable:**

- A. Both Judges and the Constable complete the yellow Chain of Custody form and the white Early Voting Travel Log Chain of Custody.
- B. Call to report that Constable has left at 713-755-6965.
- C. Close and lock the Voting Room once all the clean up work had been completed.

For Last Day of Early Voting, the Presiding Judge should set aside the items listed below while closing. They will be taken by the Constable.

### EARLY VOTING ITEMS TO RETURN

- A. Ballot Bag
- B. Scan(s) - All Scans, even if not used
- C. Inside the Scan
  - Emergency Slot Envelope (even if empty)
  - Yellow Chain of Custody
- D. Black ePollBook case with all ePollBooks, black extension cord, MiFi, charging blocks and cables inside.
- E. MP-70, if provided
- F. Ballot Box in Carry Bag
- G. Return Box
- H. Completed Early Voting Envelopes:
  - Daily Reconciliation Envelopes
  - RID Envelope(s)
  - Return White Envelope
  - Green Envelope(s)
  - Cancellation of Mail Ballot
  - Daily Spoiled Ballot Envelopes
- I. Provisional Tub
- J. Judge's Keys

Please refer to the Appendix to view the "Items to Give Constable" form and the "Constable Travel Log" for more details.

**All equipment and supplies not listed here are to be placed neatly back in the Supply Cabinet and remain at the polling location.**

# Election Day Important Highlights

- Unlike Early Voting, Election Day is one day of Voting.
- AJ and one Clerk are paid for set up. PJ receives a stipend that includes an amount for their set up pay.
- Some voting equipment and materials are picked up by Judges.
- Equipment Caddy is delivered to Vote Center.
- Both Judges lock and unlock Ballot Box.
- Polls close at 7:00 PM, except for Voters already in line.
- Pictures of tapes are not required.
- Constable or Election Official pick up and return required equipment and paperwork to Central Count after polls are suspended and paperwork is completed. If a Judge chooses to return items themselves, they may do so. Please use the white Election Day Travel Log Chain of Custody and the Election Day Items to Return reference page which list all the items that need to be brought to drop off.

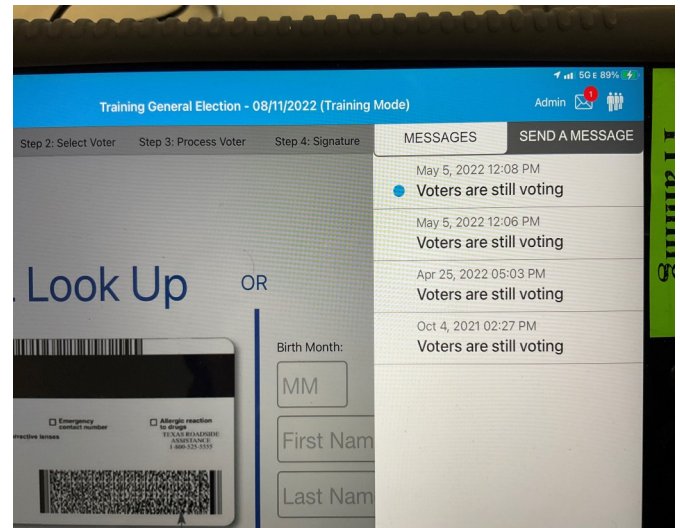
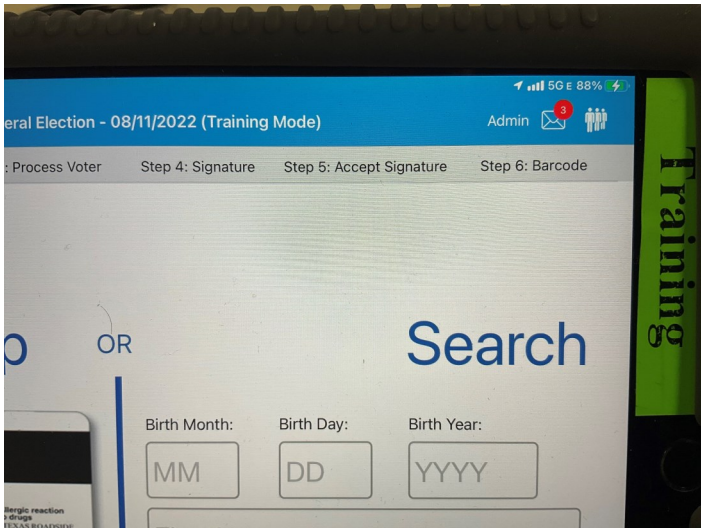
# ED Closing Polls

## 1 The Door:

- A. Close the door at 7:00 PM on the Scan clock and continue to allow all voters already in line to vote.
- B. Bring the line of voters inside the building, if possible.
- C. Send Greeter to stand at the end of the line to make sure no one gets in line after 7:00 PM.

## 2 Provide Location Status to Elections Office at 7:00 PM:

- A. Send a "Handy Message" through the ePollBook: **"Still have voters in line, cannot close Polls"** OR **"Processed last voter"** (meaning the last voter has been qualified) depending on your status.
- B. If you fail to send the Handy Message, the Elections Office will contact you.



3

**After last Voter has voted, assign to the Clerks:**

- A. Remove any trash or debris from voting booths and voting room and discard.
- B. Place Curbside Voting buzzer, cones, and any other portable ADA remedies inside the voting room.
- C. Disassemble curbside buzzer. Place in case and put case on top of Equipment Caddy.
- D. Bring in all outdoor signage and place on top of the Equipment Caddy.
- E. Pack up all Items to Post paperwork. Be careful removing sticky tack so that paperwork can be reused whenever possible.
- F. Gather and dispose of election campaign signs outside the location.

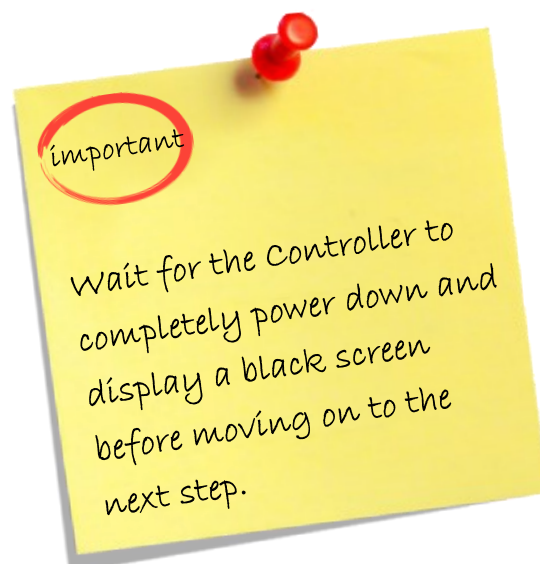
4

**Close Polls on Controllers** (Both Judges work together on one Controller at a time):

- A. Select "Menu" at the top of the screen.
- B. Select "Close Polls."
- C. Enter the Close Polls Code found on the front of the Judge's envelope and select "Accept."
- D. Close Polls Report will print automatically.
- E. After the Close Polls Report is finished printing, print the Access Code Summary Report.

**Insert both reports in the white Envelope For Device Reports And Tapes. The tapes will be used when filling out the Daily Reconciliation form and closing the polls on the ePollBook.**

- F. Press the red power button on the back of the Controller.



**5 Break down the Controllers:**

- A. Unplug the Barcode Reader and set it aside, for now.
- B. Unlock the tablet using blue key.
- C. Undock the tablet by tilting forward and lifting it up.
- D. Place the tablet in the storage compartment located in the lid of the case.
- E. Use the blue key to lock the tablet in place.
- F. Turn the latch to the left to further secure the tablet.
- G. Shut the Controller case.
- H. Repeat on other Controllers.
- I. Place the closed Controllers in the Equipment Caddy.

**6 Close the Polls on the Scan(s):**

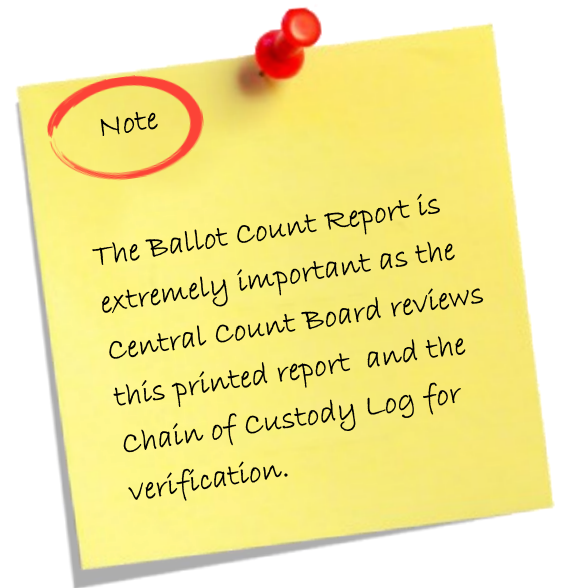
**Before closing Scan, if any voters used the Emergency slot, both Judges working together must:**

- A. **Open the Emergency Slot on the back of the Ballot Box and remove the Ballots. Be sure to check the entire contents where Ballots have fallen to ensure you have retrieved every one of them.**
- B. **Attempt to scan the Ballots into the Scan. Try all four directions: arrow up pointing inward and outward; arrow down pointing inward and outward.**
- C. **Any Ballots that will not scan must be placed into the Emergency Slot Envelope found in the Judge's Supply Box.**
- D. **Place the Emergency Slot Envelope, even if empty, into the Scan itself with the orange Chain of Custody form.**
- E. **Seal the Scan according to instructions on page 147.**
- F. **If the Emergency Slot Envelope does not fit inside the Scan, contact the Elections Office Training Line for further instructions, at 713-755-1617 Option 04.**

**7 Close Polls on the Scan:**

Both Judges work on the Scan together

- A. Press the Blue Poll Worker button on the back of the Scan.
- B. Check the Scan Purple Tape. Replace it if low.
- C. Select "Close Polls" from the tablet screen.
- D. Enter the Close Polls Code and select "Accept." The Close Polls Report will print automatically. This is a long report. Once the report has completed printing, tear off and put in the white Envelope For Device Reports And Tapes.
- E. Print the Ballot Count Report and leave it on the Scan.
- F. Press the red power button on the back of the Scan.
- G. Wait for tablet to go dark before finishing closing process.

**7 Break down the Scan:**

- A. Unlock tablet using the blue key.
- B. Undock the tablet by lifting it up.
- C. Store the tablet in the compartment in the lid of the case.
- D. Use the latch in the upper left hand corner to secure the tablet.
- E. Lock Tablet in place using the blue key.
- F. Shut the Scan case.
- G. Repeat on each Scan.

8

**Reconciliation (utilize the corresponding report tapes):**

- A. Retrieve Reconciliation Log and printed report tapes.
  - Controller tapes: Close Polls Report and Access Code Summary Report
  - Scan tape: Close Polls Report
- B. Fill out All “End of Day (PM)” sections of the Reconciliation Log.
  - Use the Ballot Count portion of the Controller and Scan Close Poll reports
- C. Both Judges need to sign the Ballot Count area of the tapes and the Reconciliation Log
- D. The Reconciliation Log is a triplicate form:
  - Place the white copy into envelope 2.
  - Place the pink copy into Envelope 3.
  - Place the blue copy in the Scan.
- E. Place Report/Tapes from all Controllers and Scans at your location in Envelope For Device Reports/Tapes.

9

**Pack up the Duos & Booths :**

- A. After the Controllers and the Scan are powered down, power off each Duo by pressing the red power button on the back of the Duo.
- B. Remove privacy screens.
- C. Breakdown the Duos:
  - Use the blue key, turn the lock just right of the tablet.
  - Undock the tablet by lifting up.
  - Place the tablet in the lid compartment.
  - Turn latch in upper left corner to secure the tablet.
  - Use blue key to lock tablet in place.
  - Unlock hinge on the left of Duo.
  - Shut and latch the Duo.
- D. Remove the Duos from the Booths.
- E. Place the Duos in the Equipment Caddy.
- F. Disassemble the Booths.
- G. Place the disassembled Booths and privacy screens in the Booth Bags.
- H. Put the Booth Bags in the Equipment Caddy.

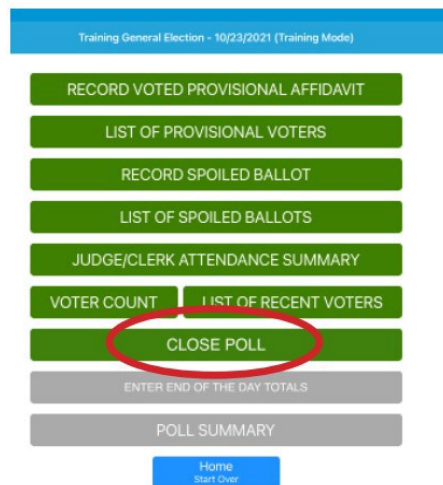
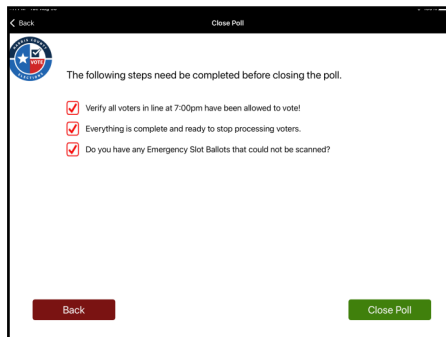
NOTE

Remember to be careful when packing up the Booths. They can become damaged.

### 10 Close polls on ePollBook

Close the polls on the ePollBook and, using the information on the Reconciliation Log, record the End of Day totals for each Controller:

- A. Go to “Judge Admin Menu.”
- B. Select “Close Poll.”
  - Answer questions.

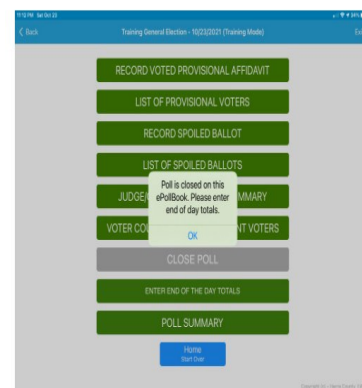


- C. Select “Close Polls” in the lower corner. A confirmation popup window will open. Select: “YES”

- D. The Judge Admin Menu will reopen with Close Polls greyed out and a pop up window instructing you to enter the end-of-day totals.

**DO NOT ENTER END-OF-DAY TOTALS.**

- E. Select “OK”
- F. Close Polls on all other ePollBooks.
- G. Ensure the paper and ePollBook time sheets have been completed by all Election Workers.



**11 Secure the Ballot Bag:**

**All ballots must stay in the Ballot Bag. The Ballot Bag will be returned to Harris County at the end of Election Night.**

Both Judges must complete this task together.

- A. Break the red/orange Seals on the Ballot Box and put the seals in the Ballot Box Seal Log envelope.
- B. Unlock front Ballot Box Lock (right side of front door).
- C. Open the Ballot Box, remove the gray Ballot Bag, and gather any Ballots that may have slipped out.
- D. Zip the gray Ballot Bag.
- E. Take a red/orange Seal from the Seal Envelope in the Judge Supply Box and seal the Ballot Bag.
- F. Retrieve the orange Chain of Custody form from the Work Folder.
- G. Document the Ballot Bag Seal Number on the orange Chain of Custody form.
- H. Collapse the Ballot Box by following the detailed instructions on the back of the Ballot Box (refer to page 66 for assistance).
- I. Set aside the Ballot Box, in the Ballot Box carry bag, and the Ballot Bag (with Ballots inside). These items will be returned at the end of the night.



### **13 Secure the Scan:**

Both Judges must complete this task together.

- A. Retrieve the Chain of Custody form from the Work Folder.
- B. Place the following forms in the scan before sealing it:
  - Blue copy of Reconciliation Log
  - Orange Chain of Custody Form
  - Emergency Slot Envelope with any Ballots from the Emergency Slot
- C. Take a green seal from the Seal Envelope in the Judge Supply Box.
- D. Document the seal number on the Chain of Custody form and place form inside the Scan.
- E. Both Judges sign the Chain of Custody form.
- F. If there are any ballots from the Emergency Slot which were not scanned, make sure to place them inside the Emergency Slot Envelope and put into the Scan. If the Emergency Slot Envelope does not fit inside the Scan, contact the Elections Office Training Line for further instructions, at 713-755-1617 Option 04.
- G. Secure the seal around the handle of the Scan.

### **14 Prepare envelopes and documents for Supplies Return:**

Envelope 1—Reasonable Impediment Declaration (RID) envelope

Envelope 2—To Elections Administrator

Envelope 4—Voter Registration Envelope

Envelope 5—Provisional Ballot Envelope

Envelope 6—Spoiled Ballots

**15 Pack up Black ePollBook Case:**

- A. Place all ePollBooks to sleep by clicking on the left top corner. DO NOT ever turn off ePollBooks, only put screen to sleep.
- B. Pack up ePollBooks and place in the black case with screens facing into each other so they are protected from scratching.
- C. Place charging cords and blocks in a black case.
- D. Unplug MiFi (or MP-70 if provided), turn off the power, and place MiFi inside the black case with charging cable.

**16 Seal Equipment Caddy:**

- A. Take a green seal from the Judge Supply Box.
- B. Record the seal serial number on Equipment Caddy Seal Log.
- C. Both Judges sign the Equipment Caddy Seal Log.
- D. Ensure that none of the items that are supposed to be returned to Harris County on Election Night are in the Equipment Caddy.
- E. Seal the Equipment Caddy.

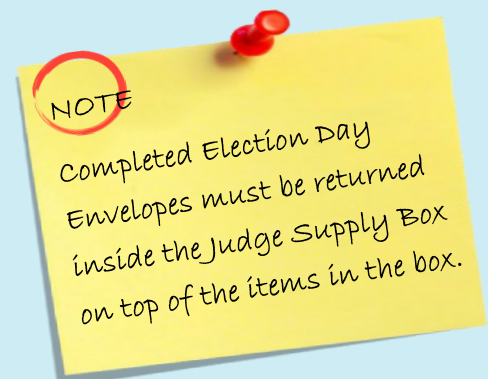
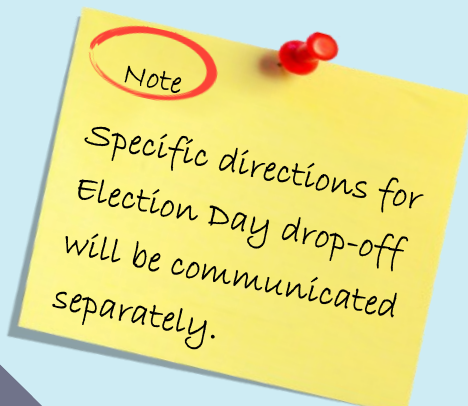
For Election Night Return, the Presiding Judge should set aside the items listed below as they close the Vote Center. Also, set aside the Election Day Travel Log Chain of Custody Form.

### ELECTION NIGHT ITEMS TO RETURN

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>A. Ballot Bag</b></p> <p><b>B. Scan(s) - <i>All scans, even if not used</i></b></p> <p><b>C. Inside Scan, if it fits:</b></p> <ul style="list-style-type: none"> <li>• Emergency Slot Envelope (even if empty)</li> <li>• Orange Chain of Custody</li> <li>• Blue Reconciliation Log form</li> </ul> <p><b>D. Black ePollBook case with all ePollBooks, black extension cord, MiFi, cables, and charging blocks inside.</b></p> <p><b>E. MP-70, if provided</b></p> <p><b>F. Ballot Box in Carry Bag</b></p> | <p><b>G. Unused Ballot Paper</b></p> <p><b>H. Judge Supply Box</b></p> <p><b>I. Completed Election Day Envelopes:</b></p> <ul style="list-style-type: none"> <li>• #1 RID (Purple Label)</li> <li>• #2 To EA (White Label)</li> <li>• #4 To Voter Registrar (Green Label)</li> <li>• #5 Provisional Envelope with seal signed by PJ and AJ (Yellow Label)</li> <li>• #6 Spoiled Ballots - Tan Label</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
- Refer to the Appendix to view “Items to Give Constable” and “Constable Travel Log.”
  - A Deputized Elections Representative or Constable may pick up these items. The oath to give to the driver is on the white Election Day Travel Log Chain of Custody form. Both Judges and the driver sign the form. If the PJ wishes to take the items to drop off they may.
  - Call 713-755-6965 to report that return items are on their way to Drop Off.

**All equipment and supplies not listed here are to be placed neatly back in the Equipment Caddy, which will be sealed and remain at the Vote Center. Place the equipment keys in the plastic pouch hanging on the Equipment Caddy.**

**Close and Lock the Vote Center.**

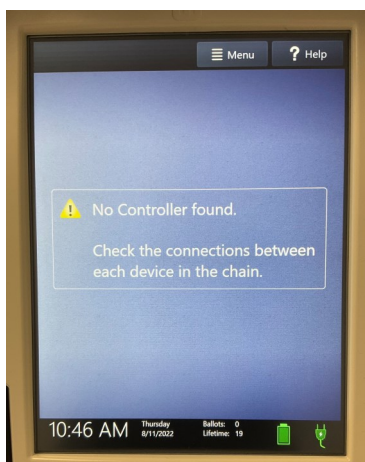


# TROUBLESHOOTING



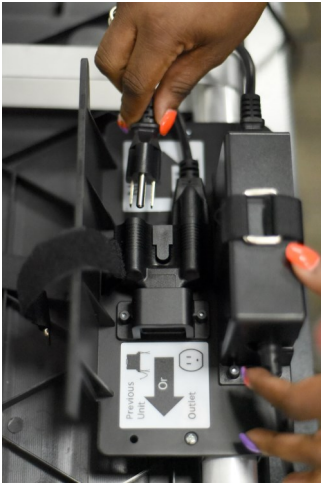
# Troubleshooting Daisy-Chaining

## Verity Data Cables



- 1** Check Verity Cables beginning with first Duo connected to the Controller.
- 2** Check connections to Controller and Duo: Is the Verity Cable completely inserted?
- 3** Remove Verity Cable from Controller and 1st Duo in line, wait a few seconds and reinsert.
- 4** If connection was established, Duo will power on and complete set up.
- 5** Still no connection? Exchange Verity Cable between Controller and 1st Duo with the Verity Cable connecting the last two Duos.
- 6** Wait to verify whether the Controller recognized the first Duo using the exchanged cable.
- 7** Proper connection can be verified by checking to see if a green Duo icon appears on the Controller screen for each Duo.
- 8** If these solutions do not work, call Tech Line at 713-755-1617, option 05. Problem may be with Controller.

### Power Cables



**1** Check Power Block on back of Duo booth - is a green light showing? If not, check that all plugs are securely inserted.

**2** Check power light on back of Duo next to red power button. If not on, check that the Round Power Cable plug is securely inserted.

**3** Check power light indicator on right side base of the Duo Case. Red indicates power is being received but the tablet is not properly docked. Firmly redock, lean back and lock tablet.

**4** Is the surge protector plugged into a power source (wall outlet)? Is the surge protector turned on?

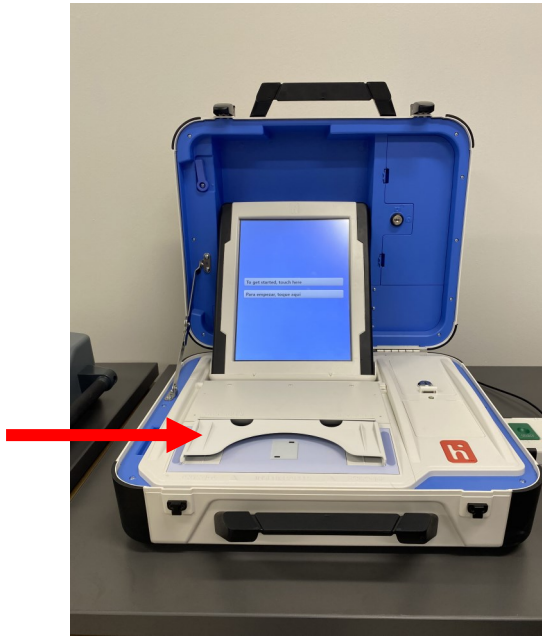
**5** Plug Three-Pronged Duo Power Cable into a different outlet on surge protector.

**6** Try plugging a different surge protector into the power source (wall outlet). If still no power, reconfigure the power cords to use different wall outlet.

**7** Are all power cords fully plugged into the power kit on the back of the Duo booth? Especially check the "Next" daisy chain plug and the ports on the power block.

**8** Check that all Three-Prong and Round Plug power cables are snugly inserted on all Duos.

# Troubleshooting Paper Jams



To address Duo paper jams, Hart has designed a new Paper Path Guide. This Guide is specifically constructed to prevent Ballot Paper from entering at an angle and to allow only one sheet of ballot paper to be inserted at a time.

The Guide will be installed on all Duos and remain in place at all times. Access to the Duo printer, if necessary, is unchanged - lift the printer cover, which is situated behind the Paper Path Guide.



# Checklists



## EV & ED Vote Center Setup - Judge duty (J) / Clerk duty (C)

Any task preceded with (C) signifies a Judge can assign the task to a Clerk. However, a Judge may complete the task as well. A task preceded by (J,C) requires assistance from a Judge at some point before its completion.

- ☐ (J) Break and log seals on Supply Cabinet (EV) and Equipment Caddy (EV & ED) (page 31)
- ☐ (J) Assign Election Workers to perform setup items, many tasks can be simultaneous (page 32)
- ☐ (J) Use this manual to manage Vote Center setup
  - ☐ (C) Position Voter, Qualifying, Duo Go, Greeter and Judges Tables (page 32)
  - ☐ (C) Run power cord(s) out of voter's path and place surge protectors as appropriate (page 32)
  - ☐ (C) Set up ePollBooks and MiFi (pages 44, 45)
  - ☐ (J) Call Tech line (713-755-1617, option 05) to confirm ePollBooks are online and charging (page 45)
  - ☐ (C) Organize Voter, Qualifying and Greeter Tables (pages 32, 47)
  - ☐ (C) Assemble Booths (page 33)
  - ☐ (C) Daisy Chain Booth Power Cables without Duos attached (pages 34, 35)
  - ☐ (C) Attach and secure Duos to Booths (page 36)
  - ☐ (C) Daisy-chain Verity Data Cables (pages 38,39)
  - ☐ (C) Connect ATIs (page 41)
  - ☐ (C) Perform Duo power test (pages 42, 43)
  - ☐ (C) Place Duo Go on Duo Table and plug in to charge (page 40))
  - ☐ (C) Attach Laminated Booth numbers to bottom of Duo case handle (page 73)
  - ☐ (J,C) Unlock, seat tablet and close Duo cases (page 43)
  - ☐ (C) Unplug Duos from surge protector, unplug wall power (page 43)
  - ☐ (C) Attach Privacy Screens (page 33)
  - ☐ (C) Construct and place Poster Board Signs (page 46)
  - ☐ (C) Post all legally required indoor signage (page 46)
- ☐ (J) Perform personnel tasks (page 50)
- ☐ (C) Prepare for departure (pages 51,52)
- ☐ (J) For Election Day only - PJ take ePollBook Case Home (page 52)
- ☐ (J) Close and lock voting Location (pages 51, 52)

## EV Opening Vote Center - Judge duty (J) / Clerk duty (C)

- ☐ (C) Prepare Voting Lines – must be done in order
  - ☐ (J) Both Judges remove and log seal from Equipment Caddy (page 57)
  - ☐ (J) Remove Manual, Checklists (page 57)
  - ☐ (C) Remove ePollBook Case, plug in and turn on MiFi or MP70 if provided (page 58)
  - ☐ (C) Plug in, wake up and log on to ePollBooks (page 58)
  - ☐ (J,C) Prepare Controllers, Ballot Box, Scan and Duos (pages 62-65)
    - ☐ (C) Plug in Bar Code Reader (page 64)
    - ☐ (C) Plug in and power on Controllers (page 65)
    - ☐ (C) Print Reports for each Controller (page 65)
    - ☐ (C) Set up Ballot Box and Ballot Bag (pages 66, 68)
    - ☐ (J,C) Set up Scan (page 69)
    - ☐ (J) Constable confirms Ballot Bag empty, locks bag in Ballot Box with Judge (page 67)
    - ☐ (C) Plug in and power on Scan (page 70)
    - ☐ (C) Print reports for the Scan (page 70)
    - ☐ (J,C) Set up Duos (page 72)
    - ☐ (C) Apply power to Duos (page 72)
    - ☐ (C) Assign booth numbers on Duos (page 74)
    - ☐ (J) Verify zero report (page 75)
    - ☐ (C) Open Polls on each Controller and Scan (pages 75,76)
- ☐ (C) Prepare Location -
  - ☐ (J) Prepare Judges Table (pages 60, 61)
  - ☐ (J) Prepare Ballot Paper (page 59)
  - ☐ (C) Prepare Curbside Voting Buzzer and Receiver (page 60)
- ☐ (C) Complete ePollBook ADA checklist (pages 77, 78)
- ☐ (J) Prepare staff (oaths, name badges) (pages 61,170)
- ☐ (J) Ensure all posted signage is still in place (pages 60, 61)
- ☐ (C) Send “Polls Open” message through ePollBook (pages 55, 56)
- ☐ (J) MANAGE PAPERWORK (filing, etc.) THROUGHOUT THE DAY

## EV Suspending Polls Daily - Judge duty (J) / Clerk duty (C)

- ☐ (C) At 7:00 PM on Scan clock, stop admitting new Voters by putting at end of line (page 118)
- ☐ (J) At 7:00 PM send ePollBook message on status of poll (page 118)
- ☐ (C) Bring all outside signage, ADA remedies and Curbside Buzzer inside (page 118)
- ☐ (C) Ensure all trash and debris are picked up and discarded (page 118)
- ☐ (J) Ensure Paper and ePollBook Time Sheet has been completed (page 125)
- ☐ (J) Both Judges suspend polls on all Controllers (page 119)
- ☐ (J) If Ballots were put in Emergency Slot, remove and attempt to scan (page 121)
- ☐ (J) Both Judges suspend Scan (page 121)
- ☐ (C) Power Off Duos (page 122)
- ☐ (J) Dismiss Clerks once they have completed their tasks and recorded their time on ePollBook
- ☐ (J) Complete Daily Reconciliation Envelope (page 123)
- ☐ (J) Seal Controllers and Scan (page 125)
- ☐ (J) Suspend polls on ePollBooks (page 123)
- ☐ (J) Enter end of day totals on Judge ePollBook (page 124)
- ☐ (J) Organize paperwork (RIDs, SORs, Seal Logs) (page 125)
- ☐ (J) Call 713-755-6965 to report daily vote totals (page 119)
- ☐ (J) Fill, close, lock and seal Supply Cabinet (page 126)
- ☐ (J) Close and lock Vote Center, taking Equipment Keys with you (page 126)

## EV Last Day Suspending Polls- Judge duty (J) / Clerk duty (C)

- ☐ (J) Send ePollBook message when Constable arrives (page 127)
- ☐ (J) At 7:00 PM on Scan clock, stop admitting new Voters by putting Clerk at end of line (page 128)
- ☐ (C) Gather and place all ADA remedies in Equipment Caddy (page 129)
- ☐ (C) Retrieve, disassemble and put Curbside Buzzer components in Equipment Caddy (page 129)
- ☐ (C) Gather all signage and unused forms and return to Supply Cabinet (page 129)
- ☐ (J) Both Judges suspend all Controllers (page 129)
- ☐ (J) If Ballots were put in Emergency Slot, remove and attempt to scan (page 130)
- ☐ (J) Both Judges suspend and secure Scan (page 131 )
- ☐ (C) Break down Controllers and place in Equipment Caddy (page 134)
- ☐ (J) Secure the Ballot Bag (page 135)
- ☐ (C) Collapse Ballot Box (page 135)
- ☐ (C) Power off, dismantle, and place Duos and Duo Booths in Equipment Caddy (page 134)
- ☐ (C) Ensure all trash and debris are picked up and discarded (page 136)
- ☐ (C) Break down and store tables and chairs (unless instructed otherwise by the location)
- ☐ (C) Ensure paper and ePollBook time sheets have been completed (page 136)
- ☐ (J) Complete Daily Reconciliation Envelope (page 132)
- ☐ (J) Suspend polls on ePollBooks (pages 132, 133)
- ☐ (J) Gather all daily envelopes and place in return box for Constable (page 136)
- ☐ (J) Call 713-755-6965 to report daily vote total (page 132)
- ☐ (C) Pack up ePollBook Case (page 136 )
- ☐ (J) Dismiss Clerks when duties completed
- ☐ (J) Seal Equipment Caddy, lock and seal Supply Cabinet (page 137)
- ☐ (J) Place both Equipment Keys in return box (page 137)
- ☐ (J) Gather all materials and equipment to be taken by Constable (page 138)
- ☐ (J) Complete yellow Chain of Custody Form with Constable (page 137)
- ☐ (J) Complete the white Early Voting Travel Log Chain of Custody with Constable (page 137)
- ☐ (J) Call 713-755-6965 to report Constable has left (page 137)
- ☐ (J) Close and lock the Vote Center, taking Equipment Keys with you (page 137)

## ED Opening Vote Center - Judge duty (J) / Clerk duty (C)

- ☐ (C) Prepare Voting Lines – must be done in order
  - ☐ (J) Both Judges remove and log seal from Equipment Caddy (page 62)
  - ☐ (J) Remove Work Folder, Checklists (page 57)
  - ☐ (C) Remove ePollBook Case, plug in and turn on MiFi or MP70 if provided (page 57)
  - ☐ (C) Plug in, wake up and log on to ePollBooks (page 58)
  - ☐ (C) Prepare Controllers, Ballot Box, Scan and Duos (pages 62 – 72)
  - ☐ (C) Plug in Bar Code Reader (page 64)
  - ☐ (C) Plug in and power on Controllers (page 65)
  - ☐ (J) Print reports for each Controller (page 65)
  - ☐ (C) Set up Ballot Box and Ballot Bag (page 66)
  - ☐ (C) Set up Scan (page 69)
  - ☐ (C) Plug in and power on Scan (page 70)
  - ☐ (J) Print reports for the Scan (page 70)
  - ☐ (C) Set up Duos (page 72)
  - ☐ (C) Apply power to Duos (page 72)
  - ☐ (C) Assign booth numbers on Duos **two at a time**, pausing briefly between each two Duos (page 74)
  - ☐ (J) Verify Zero Report (page 76)
  - ☐ (J) Open Polls on each Controller and Scan (page 76)
- ☐ (C) Prepare Location - (pages 57 - 61)
  - ☐ (J) Organize materials/prepare Judges Table (page 61)
  - ☐ (J) Prepare Ballot Paper (page 59)
  - ☐ (C) Prepare Curbside Voting Buzzer and Receiver (page 60)
- ☐ (J) Prepare staff (oaths, name badges) (pages 61, 170)
- ☐ (J) Ensure all posted signage is in place (page 61 )
- ☐ (J) Send “Polls Open” message through ePollBook (pages 55, 56)
- ☐ (J) Post the number of Voters who have voted at two-hour intervals beginning at 9:30 AM and running through 5:30 PM (page 24)
- ☐ (J) MANAGE PAPERWORK (filing, etc.) THROUGHOUT THE DAY

## ED Closing Vote Center - Judge duty (J) / Clerk duty (C)

- ☐ (C) At 7:00 PM on Scan clock, stop admitting new Voters to voting line (page 140)
- ☐ (J) At 7:00 PM on Scan clock, stop admitting new Voters by putting Clerk at end of line (page 140)
- ☐ (C) Gather and place all ADA remedies inside Vote Center (page 141)
- ☐ (C) Retrieve, disassemble and put Curbside Buzzer components in Equipment Caddy (page 141)
- ☐ (C) Gather all signage and unused forms and return to Equipment Caddy (page 141)
- ☐ (J) Both Judges close polls on Controllers (page 141)
- ☐ (C) Break down Controllers and place in Equipment Caddy (page 142)
- ☐ (J) If Ballots were put in Emergency Slot, remove and attempt to scan (page 142)
- ☐ (J) Both Judges close polls and secure Scan (pages 142, 143)
- ☐ (J) Immediately after closing the polls for voting on Election Day, the Presiding Judge or Alternate Judge shall print and sign the tape to show the number of votes cast for each candidate or ballot measure for each voting machine.
- ☐ (J) Secure the Ballot Bag (page 146)
- ☐ (C) Collapse Ballot Box (page 146)
- ☐ (C) Power off, break down, place Duos and Duo Booths in Equipment Caddy (page 144)
- ☐ (C) Ensure all trash and debris are picked up and discarded (page 136)
- ☐ (C) Break down and store tables and chairs (unless instructed otherwise by the location)
- ☐ (J) Ensure paper and ePollBook time sheets have been completed (page 145)
- ☐ (J) Complete Reconciliation Log (page 144)
- ☐ (J) Close polls on ePollBooks (page 145)
- ☐ (J) Gather Envelopes for Supply Return(147)
- ☐ (C) Pack up ePollBook Case (page 148)
- ☐ (J) Gather all materials and Equipment for Supply Return (page 149)
- ☐ (J) Dismiss Clerks when duties are complete and they have recorded their time on ePollBook
- ☐ (J) Seal Equipment Caddy (page 148)
- ☐ (J) Place Equipment Keys in plastic pouch hanging on Equipment Caddy (149)
- ☐ (J) Complete orange Chain of Custody Form (page 149)
- ☐ (J) Complete the white Election Day Travel Log Chain of Custody (page 149)
- ☐ (J) Call 713-755-6965 to report return items on their way to drop off (page 149)
- ☐ (J) Close and lock Vote Center (page 149)

# Appendix



# Appendix

## **Set-Up and Opening Polls**

- 163 - Payment Information & Procedures
- 164 - Relieving an Election Worker From Duty
- 165 - Early Voting Seal Logs: Supply Cabinet, Equipment Caddy and Controller
- 166 - Early Voting Seal Logs: Scan, Ballot Box and Provisional Tub
- 167 - Election Day Seal Logs: Equipment Caddy and Ballot Box
- 168 - Early Voting Chain of Custody
- 169 - Election Day Chain of Custody
- 170 - Oath of Officers of Election
- 171 - Oath of Officers of Election continued
- 172 - Ballot Paper Signature/Initials

## **Processing Voters**

- 173 - Acceptable Forms of ID for Voting (List A)
- 174 - Oath of Assistance and Interpreter
- 175 - Instructions for Statement of Residence
- 176 - Statement of Residence Form
- 177 - Instructions for Cancelling Ballot by Mail
- 178 - Request to Cancel Ballot by Mail
- 179 - Acceptable Forms of ID for Reasonable Impediment Declaration (RID) Voting (List B)
- 180 - Reasonable Impediment Declaration Instructions
- 181 - Reasonable Impediment Declaration Form
- 182 - List of Reasonable Impediment Declaration (RID) Voters
- 183 - Register of Spoiled Ballots
- 184 - Provisional Voting Instructions
- 185 - Affidavit of Provisional Voter
- 186 - Notice of Provisional Voter

## **Processing Voters (continued)**

- 187 - Voter Registration Cure Map
- 188 - List of Provisional Voters
- 189 - Registration Omissions List

## **End of Day**

- 190 - Early Voting Daily Reconciliation Envelope
- 191 - Election Day Reconciliation Log
- 192 - Election Day Envelope for Device Reports/Tapes
- 193 - Early Voting Constable Travel Log
- 194 - Election Day Travel Log
- 195 - Early Voting Items to Give Constable
- 196 - Election Day Items to Return

## PAYMENT INFORMATION & PROCEDURES

### Election Workers are paid as follows

*Presiding Judge: \$20 per hour*

*Alternate Judge: \$17 per hour*

*Clerks / Student Clerks / ESS: \$17 per hour*

Election workers are considered temporary employees of Harris County. To allow for a more streamlined process and quicker payment, Harris County utilizes A1 Personnel to manage payroll for all temporary employees.

All Election Workers will sign in and out using the ePollBook as well as complete the hard copy of the compensation sheet as a backup.

### A-1 Personnel

All Harris County election workers are processed through A1 Personnel. For the first election worked, paperwork with A1 must be completed. In subsequent elections, you will only have to update information that has changed.

**To avoid significant delays in payment, any Judges or Clerks who have not registered with A1 in a previous election must do so prior to Election Day:**

[https://a1personnel.securedportals.com/apply/acct\\_login.aspx?package\\_id=11](https://a1personnel.securedportals.com/apply/acct_login.aspx?package_id=11)

Or scan the QR Code below:



### Payment Policies

### Setup and Supply Pickup/Drop-off:

Early Voting- Attending and helping set up the Vote Center is mandatory for ALL Election Workers

assigned to the location. All will be paid their hourly rate. Setup should be complete within two hours.

### Election Day:

The PJ, AJ, and one clerk will participate in setting up the vote center. The AJ and one Clerk will be paid their normal rate for up to two hours for setup.

### Supply Pickup/Drop-off:

The PJ will receive an additional \$100 for setup, supply pickup, and drop-off.

### Training:

Judges and Clerks will be paid for required training at their hourly rate if they attend training, work the election, and submit a timesheet. Workers must be registered with A1 and submit a paysheet to be compensated. Persons who take training but do not work the election will not be paid for training.

### Lunches/Breaks:

All judges and clerks working more than 8-hour shifts are required to take a 30-minute lunch break. Lunch breaks must be recorded and are not paid. As workload permits, election workers should be given two 15-minute breaks.

### Cell Phones:

PJs and AJs will receive additional compensation for their use of personal cell phones during the voting period. Election Judges will be paid an additional \$20 for Early Voting and \$5 for Election Day.

### Recording Time:

While we expect work can be conducted within a certain quantity of hours, you should record actual hours worked when recording time for compensation. Please do not round up to next hour; indicate closest quarter hour to actual time worked.

### For questions about payment:

A1 Personnel:

[electionhc@a1personnelinc.com](mailto:electionhc@a1personnelinc.com)

Harris County Payroll:

[election.payroll@vote.hctx.net](mailto:election.payroll@vote.hctx.net)

## RELIEVING AN ELECTION WORKER FROM DUTY

Election Judges or Clerks may be relieved of duty for any of the following:

- Intimidating, threatening or coercing Voters
  - Influencing a Voter's vote
  - Unlawfully assisting a Voter
  - Unlawfully divulging the way a Voter has voted
  - Unlawfully revealing voter information
  - Unlawfully permitting or preventing deposit of a Ballot
  - Making terroristic threats
  - Official oppression, including sexual harassment
  - Falsifying hours on a time sheet
  - Failure to secure voting equipment (Duos, Controllers, Scans, ePollBooks) properly
  - Failure to treat Election Workers and Voters with respect, including using racist language or engaging in political commentary
  - Repeated failure to comply with voting procedures covered in training
  - Failure to allow high ESS (or whomever is assigned) to update the wait-time tool or providing false information in the tool
  - Failure to follow the laws, rules, and procedures of the state of Texas and/or of Harris County
3. If worker engages in conduct for which they have been warned for a second time, the worker may be terminated.
  4. Workers who exhibit threatening behavior or make derogatory, racist, sexist, or homophobic statements at the Vote Center may be immediately terminated.
  5. Complaints, warnings, and terminations will be logged for review of future appointments.
  6. In elections where parties nominate Election Workers, Harris County will advise the appropriate political party of the warning or termination.
  7. For Election Day, Election Worker issues will be discussed with the political party who nominated them and will seek agreement on removal.

**Note: During Early Voting, neither the PJ nor the AJ has the authority to fire any Clerk. The Harris County EA staff must be notified and consulted regarding any allegations of wrongdoing by a Clerk. The Harris County EA will determine the necessary course of action will advise the caller of same.**

### Procedure for removing Election Workers

1. Harris County Elections Administration Staff member will seek confirmation of allegations.
2. If complaint is confirmed, Harris County staff member may issue warning or termination (depending on severity).

(place in Return White Envelope)

SRD label here

	Seal Number	Signature of EV Presiding Judge	Signature of EV Alternate Judge
Set-up			
Oct 24			
Oct 25			
Oct 26			

SRD label here

[illegible]

then cut off seal # and

SRD label here

	White Seal #	Pink Seal #	Signature of EV Presiding Judge	Signature of EV Alternate Judge
Oct 24				
Oct 25				
Oct 26				
Oct 27				
Oct 28				
Oct 29				
Oct 30				
Oct 31				
Nov 1				
Nov 2				
Nov 3				
Nov 4				

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# EARLY VOTING SCAN, PROVISIONAL TUB, AND BALLOT BOX SEAL LOGS

(place in Return White Envelope)

Last night of Early Voting place this completed log in Return White Envelope. Send with Constable.

SRD label here

## EV SCAN SEAL LOG

	Seal Number	Signature of EV Presiding Judge	Signature of EV Alternate Judge
Oct 24			
Oct 25			
Oct 26			
Oct 27			

Last night of Early Voting place this completed log in Return White Envelope. Send with Constable.

SRD label here

## EV BALLOT BOX SEAL LOG

Date	Front Door Seal #	Back Door Seal #	Emergency Slot Seal #	Notes regarding need to break seals, if any	Initials of Presiding Judge	Initials of Alternate Judge
Oct 24						
Oct 25						
Oct 26						
Oct 27						
Oct 28						
Oct 29						
Oct 30						
Oct 31						
Nov 1						
Nov 2						
Nov 3						
Nov 4						

This is a true list of seals used to seal doors/slot of Ballot Box. Match seal #s each morning. Write #s in each evening. #s only change if Judges need to break & reseal box. Reason is logged. **Poll Watcher signature (if present)** \_\_\_\_\_

**Presiding Judge signature** \_\_\_\_\_ **Alternate Judge signature** \_\_\_\_\_

seal # is still the same,

(place in Provisional Tub)

Last night of Early Voting place this completed log in Provisional Tub. Send with Constable.

SRD label here

## EV PROVISIONAL TUB SEAL LOG

	Left Side Seal #	Right Side Seal #	Signature of EV Presiding Judge	Signature of EV Alternate Judge
Set-up				

This is a true list of the seals used to seal the doors of the Provisional Tub during Early Voting. The seals do not need to be changed, but both Judges should check each morning to be sure the seal numbers on the Provisional Tub match the numbers on the log from the day before. If the seals need to be changed for some reason, put the new seal numbers on the log and have both Judges sign for the new seals. Put the removed seal numbers inside this envelope.

Signature of Poll Watcher (if present) \_\_\_\_\_

# ELECTION DAY EQUIPMENT CADDY AND BALLOT BOX SEAL LOGS

(place in Envelope 2—white)

End of Election Day place this completed log in #2 White Envelope.

Poll Code \_\_\_\_\_

## ED EQUIPMENT CADDY SEAL LOG

	Seal Number	Signature of ED Presiding Judge	Signature of ED Alternate Judge
Set-up			
Nov 8			

Seal Caddy after set-up with green seal. Controllers inside. Log seal. On Election Day Judges confirm seal #. Cut seal off, place in envelope. Caddy remains unsealed until end of day. Controllers are put inside. Caddy is resealed and seal # is logged.

End of Election Day place this completed log in #2 White Envelope.

Poll Code \_\_\_\_\_

## ED BALLOT BOX SEAL LOG

Date	Front Door Seal #	Back Door Seal #	Emergency Slot Seal #	Notes regarding need to break seals, if any	Initials of Presiding Judge	Initials of Alternate Judge
Nov 8						

This is a true list of seals used to seal doors/slot of Ballot Box. Write seal #s on form in morning. #s only change if the Judge needs to break & reseal box. Reason will be logged.

Poll Watcher signature (if present) \_\_\_\_\_

Presiding Judge signature \_\_\_\_\_ Alternate Judge signature \_\_\_\_\_

## EARLY VOTING CHAIN OF CUSTODY (Yellow)

(place in Scan)



### Chain of Custody Form - Early Voting

#### Prior to Supply Handout:

PollCode: \_\_\_\_\_ Scan Serial # \_\_\_\_\_ vDrive Door Seal: \_\_\_\_\_

#### Supply Handout:

Scan Outer Seal Number: \_\_\_\_\_ (Write in Seal number)

\_\_\_\_\_  
Signature of EA Staff Member

#### Early Voting, first morning prior to opening:

Scan Outer Seal Unbroken? Yes / No (Circle One)

Scan Outer Seal Number Match Above Number? Yes / No (Circle One)

Scan Serial Number Match Above Number? Yes / No (Circle One)

vDrive Door Seal Unbroken? Yes / No (Circle One)

vDrive Door Seal Number Match Above Number? Yes / No (Circle One)

(If No is checked for any of the above questions, please call 713-755-1617; press 5 for tech line)

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

\_\_\_\_\_  
Signature Alternate Judge

#### End of Early Voting, after last night suspend:

Scan Outer Seal Number: \_\_\_\_\_ Ballot Bag Seal: \_\_\_\_\_ (Write in Seal Numbers)

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

\_\_\_\_\_  
Signature Alternate Judge

#### FOR OFFICE USE ONLY

#### Central Count after equipment returned:

Scan Outer Seal Number Unbroken? Yes / No (Circle One)

Scan Outer Seal Number Match Above Number? Yes / No (Circle One)

Scan Serial Number Match Above Scan Serial Number? Yes / No (Circle One)

vDrive Door Seal Unbroken? Yes / No (Circle One)

vDrive Door Seal Number Match Above Scan Door Seal Number? Yes / No (Circle One)

Ballot Bag Seal Number Match Above Ballot Bag Seal Number? Yes / No (Circle One)

\_\_\_\_\_  
Signature Presiding Judge of Central Count

\_\_\_\_\_  
Signature Alternate Judge of Central Count

Record comments on back of form

## ELECTION DAY CHAIN OF CUSTODY (Orange)

(place in Scan)



### Chain of Custody Form - Election Day

#### Prior to Supply Handout:

PollCode: \_\_\_\_\_ Scan Serial # \_\_\_\_\_ vDrive Door Seal: \_\_\_\_\_

#### Supply Handout:

Scan Outer Seal Number: \_\_\_\_\_ (Write in Seal number)

\_\_\_\_\_  
Signature of EA Staff Member \_\_\_\_\_ Signature of Presiding Judge

#### Election Day Morning prior to opening:

Scan Outer Seal Unbroken? Yes / No (Circle One)

Scan Outer Seal Number Match Above Number? Yes / No (Circle One)

Scan Serial Number Match Above Number? Yes / No (Circle One)

vDrive Door Seal Unbroken? Yes / No (Circle One)

vDrive Door Seal Number Match Above Number? Yes / No (Circle One)

(If No is checked for any of the above questions, please call 713-755-1617; press 5 for tech line)

\_\_\_\_\_  
Signature Presiding Judge \_\_\_\_\_ Signature Alternate Judge

#### Election Day Night, after closing:

Scan Outer Seal Number: \_\_\_\_\_ Ballot Bag Seal: \_\_\_\_\_ (Write in Seal Numbers)

\_\_\_\_\_  
Signature Presiding Judge \_\_\_\_\_ Signature Alternate Judge

#### FOR OFFICE USE ONLY

#### Drop Off Location:

Scan Outer Seal Number Unbroken? Yes / No (Circle One)

Scan Outer Seal Number Match Above Number? Yes / No (Circle One)

Scan Serial Number Match Above Scan Serial Number? Yes / No (Circle One)

vDrive Door Seal Unbroken? Yes / No (Circle One)

vDrive Door Seal Number Match Above Scan Door Seal Number? Yes / No (Circle One)

Ballot Bag Seal Number Match Above Ballot Bag Seal Number? Yes / No (Circle One)

EA Staff Member Signature

Record comments on back of form

\_\_\_\_\_

## OATH OF OFFICERS OF ELECTION

(EV - place in Return White Envelope, ED - place in Envelope 2, white)

Type of Election Tipo de Elección Hình Thức Bầu Cử 選舉類型	Poll Code Código de Lugar de Votación Mã Số Địa Điểm Bầu Cử 投票所代碼
Date of Election Fecha de la Elección Ngày Bầu Cử 選舉日期	Authority Conducting Election Autoridad Administrando la Elección Cơ Quan Thẩm Quyền Tiến Hành Bầu Cử 主持選務機構

### Oath of Officers of Election

#### *Judges Only*

##### STATEMENT OF OFFICERS

"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 at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God."

##### CONSTITUTIONAL OATH (Article XVI, Section 1 of the Texas Constitution)

"I do solemnly swear (or affirm), that I will faithfully execute the duties of the office 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."

\_\_\_\_\_  
Signature of Election Judge

\_\_\_\_\_  
Signature of Alternate Judge

\_\_\_\_\_  
Signature of Person administering oath

\_\_\_\_\_  
Signature of Person administering oath

#### *All Judges and All Clerks*

##### OFFICERS OF ELECTION SHALL BE SWORN

Section 62.003, V.T.C.A., Election Code:

The presiding judge and the election clerks present at the polling place before the polls open shall repeat the following oath aloud [A clerk who arrives after the oath is made shall repeat the oath aloud before performing any duties as an election officer.]

##### OFFICERS OF ELECTION (62.003)

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

##### ASSISTANCE (64.034)

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

##### INTERPRETER (61.035)

"I swear [or affirm] that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by any election officer or to an election officer by the voter."

(TURN OVER TO SIGN)

## OATH OF OFFICERS OF ELECTION

(EV - place in Return White Envelope, ED - place in Envelope 2, white)

\_\_\_\_\_  
Signature of Election Judge

\_\_\_\_\_  
Signature of Alternate Judge

\_\_\_\_\_  
Signature of Election Clerk

\_\_\_\_\_  
Signature of Election Clerk

\_\_\_\_\_  
Signature of Election Clerk

\_\_\_\_\_  
Signature of Election Clerk

\_\_\_\_\_  
Signature of Election Clerk

\_\_\_\_\_  
Signature of Election Clerk

\_\_\_\_\_  
Signature of Election Clerk

\_\_\_\_\_  
Signature of Election Clerk

The above oath taken in the manner required, this day \_\_\_\_\_ (Date)

\_\_\_\_\_  
Signature of the Presiding Judge

**All workers must take the Oaths as indicated on the front page.  
Place this completed form in the White Labeled Envelope –. Envelope 2  
TO: Election Administrator**

## PLACEMENT ON BALLOT PAPER

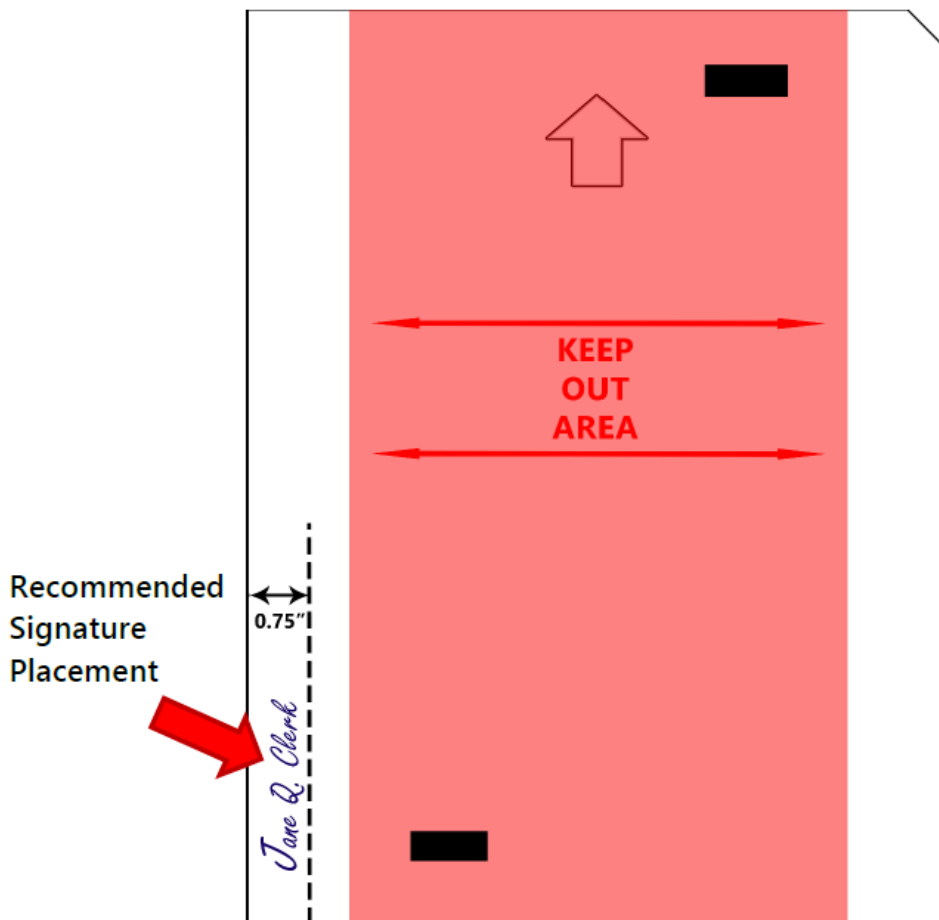
(EV - Election Administrator initials, ED - PJ signature)

### Signature Placement on Verity Duo PVR Paper

This document provides best practices for applying a signature to the back of Verity Duo PVR paper, for jurisdictions that require it. The recommended signature placement is illustrated in the image below.

#### IMPORTANT:

- Signatures should be placed no more than 0.75" (3/4") from the page edge, in the bottom left.
- Sign only on the side of the PVR paper with the pre-printed arrow. Do not sign or mark on the blank side of the paper.
- Test any pens or stamps prior to use to ensure that they do not bleed through the paper or smear. Do not use markers.



## ACCEPTABLE FORMS OF ID FOR VOTING (List A)

### Acceptable Forms of Identification for Voting (List A)



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



# OATH OF ASSISTANCE & INTERPRETER

( EV - place in Return White Envelope, ED - place in Envelope 2, white)

7-58  
Prescribed by Secretary of State  
Sections 64.0322, 64.034, Texas Election Code  
7/2022

## 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."

**Lời TUYÊN THỆ CỦA NGƯỜI ĐANG TRỢ GIÚP CỬ TRÍ:** "Tôi xin thề (hoặc xác nhận) theo hình phạt về tội khai man rằng cử tri mà tôi đang giúp đỡ đã cho tôi biết là họ có đủ điều kiện để nhận sự trợ giúp; tôi sẽ không gợi ý, bằng lời nói, dấu hiệu, hoặc cử chỉ, cách cử tri nên bầu phiếu như nào; tôi sẽ đánh dấu là phiếu của cử tri theo đúng như các ý muốn của cử tri; tôi không gây áp lực hoặc ép buộc cử tri lựa chọn tôi để được nhận sự trợ giúp; tôi không phải là chủ của cử tri, đại diện của chủ của cử tri, hoặc là viên chức hoặc đại diện một nghiệp đoàn lao động nào của cử tri; tôi sẽ không thông báo thông tin về cách cử tri đã bầu phiếu như thế nào cho người khác biết; và tôi hiểu rằng nếu sự trợ giúp được cung cấp cho một cử tri không hội đủ điều kiện để được nhận sự trợ giúp, lá phiếu của cử tri đó có thể không được tính."

**選民協助人誓詞:** "本人宣誓(或保證)本人所協助的選民向本人表示他們有資格獲得援助。本人不會透過言語、手勢或動作建議選民如何投票;本人將按照選民的指示準備選民的選票;本人沒有強迫選民選擇本人提供幫助;本人不是選民的雇主、代理人或選民所屬工會官員或代理人;本人不會將選民如何投票的信息傳達給其他人;本人明白,如果向不符合援助資格的選民提供援助,該選民的選票可能不會被計算在內。"

Type of Election: (Tipo de Elección) (Loại Bầu Cử) (選舉種類)	Poll Code: (Código de la votación) (Mã Số Phông Phiếu) (投票站編號)
Date of Election: (Fecha de la Elección) (Ngày Bầu Cử) (選舉日期)	Authority Conducting Election: (Autoridad que realiza la elección) (Thẩm Quyền Tiến Hành Bầu Cử) (選舉當局)

Signature of Assistant (Firma del Asistente)(Chữ Ký của Người Trợ Giúp) (協助人簽名)	Printed Name of Assistant (Nombre del Asistente en Letra de Molde) (In Tên của Người Trợ Giúp) (協助人正體姓名)	Address of Assistant (Dirección del Asistente) (Địa Chỉ của Người Trợ Giúp) (協助人地址)	Relationship of Assistant to Voter (Relación del Asistente al Votante) (Mối Quan Hệ của Người Trợ Giúp đối với Cử Trĩ) (協助人與選民的關係)	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?) (Quý vị có nhận hoặc chấp nhận bất kỳ thứ gì như tiền hoặc lợi ích nào khác từ một ứng cử viên, chiến dịch tranh cử, hoặc ủy ban chính trị không?) (您是否從候選人、競選或政治委員會收到或接受任何形式的補償或其他利益?)
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No

The above oaths were sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en este día \_\_\_\_\_ de \_\_\_\_\_, 20 \_\_\_\_\_.

Những lời tuyên thệ trên đã được tuyên thệ và nộp lại cho tôi vào ngày \_\_\_\_\_ tháng \_\_\_\_\_, 20 \_\_\_\_\_.

上述誓詞是在我面前宣讀及簽署於\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

Signature of Election Officer

Printed Name of Election Officer

7-58  
Prescribed by Secretary of State  
Sections 61.033, 61.035 Texas Election Code  
12/2021

## OATH OF INTERPRETER

**Oath of Interpreter:** "I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by any election officer or to an election officer by the voter." **Juramento del Interprete:** "Yo juro (o afirmo) que, a mi mejor habilidad, interpretaré y traduciré de una manera correcta cada pregunta, respuesta o declaración que cualquier oficial electoral dirija al votante o que el votante dirija a cualquier oficial electoral."

**LỜI TUYÊN THỆ CỦA THÔNG DỊCH VIÊN:** "Tôi xin thề (hoặc khẳng định) rằng, với hết khả năng của mình, tôi sẽ diễn giải và thông dịch một cách chính xác từng câu hỏi, câu trả lời, hoặc tuyên bố mà bất kỳ viên chức bầu cử nào gửi đến cử tri hoặc từ cử tri gửi lại cho viên chức bầu cử."

**翻譯員誓詞:** "我發誓(或確認)盡我所能,我將正確解釋和翻譯任何選舉官員向選民或選民向選舉官員提出的每個問題、答案或陳述。"

Type of Election: (Tipo de Elección) (Loại Bầu Cử) (選舉種類)	Poll Code: (Código de la votación) (Mã Số Phông Phiếu) (投票站編號)
Date of Election: (Fecha de la Elección) (Ngày Bầu Cử) (選舉日期)	Authority Conducting Election: (Autoridad que realiza la elección) (Thẩm Quyền Tiến Hành Bầu Cử) (選舉當局)


The above oaths were sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en la fecha arriba.

Những lời tuyên thệ trên đã được tuyên thệ và nộp lại cho tôi vào ngày \_\_\_\_\_ tháng \_\_\_\_\_, 20 \_\_\_\_\_.

上述誓詞是在我面前宣讀及簽署於\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

Signature of Election Officer

Printed Name of Election Officer

## INSTRUCTIONS FOR STATEMENT OF RESIDENCE (SOR)

### Statement of Residence (SOR) Instructions

If the voter needs to update their address, they will fill out this Statement of Residence form.

This form is completed by the voter before they are checked in on the ePollBook.

**Step 1 –** Voter fills in their name and address on the form.

STATEMENT OF RESIDENCE			
For persons whose residence address does not match voter registration address.			
<b>Last Name</b> <small>Include Suffix (if any) (Jr., Sr., III)</small> <div style="border: 1px solid black; padding: 2px; text-align: center; color: red; font-weight: bold;">Name</div>	<b>First Name</b> <div style="border: 1px solid black; padding: 2px; text-align: center; color: red; font-weight: bold;">Voter</div>	<b>Middle Name</b> <small>(if any)</small> <div style="border: 1px solid black; padding: 2px; text-align: center; color: red; font-weight: bold;">Middle</div>	<b>Former Name</b> <div style="border: 1px solid black; height: 20px;"></div>
<b>Residence Address:</b> Street Address and Apartment Number, City, State, and Zip <small>If none, describe where you live. (Do not include P.O. Box or Rural Route)</small>			<b>Telephone Number (Optional)</b> <small>Include Area Code</small>

**Step 2 –** Voter fills in the Date of Birth, TDL or Personal ID or the last 4 numbers of their Social Security Number.

<b>Date of Birth:</b> <small>(month, day, year)</small> <div style="border: 1px solid black; padding: 2px; text-align: center; color: red; font-weight: bold;">02/22/1926</div>	<b>Texas Driver's License No. or Texas Personal I.D. No.</b> <small>(Issued by the Department of Public Safety)</small> <div style="border: 1px solid black; padding: 2px; text-align: center; color: red; font-weight: bold;">01234567</div>	<b>If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number</b> <div style="border: 1px solid black; padding: 2px; text-align: center; color: red; font-weight: bold;">XXX-XX-0222</div>
<b>Gender (Optional)</b> <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input checked="" type="checkbox"/> I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.	
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		

↑ If the voter has not been issued ID have them check this box

Make sure Voter fills in the "City and County of Former Residence in Texas" and the "City and County of Current Residence in Texas"

**Step 3 –** Voter Signs and dates form.

I understand that giving false information to procure a voter registration is perjury and a crime under state and federal law. Conviction of this crime may result in imprisonment up to 180 days, a fine up to \$2,000, or both. Please read all <u>three</u> statements below to affirm before signing.	
• 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.	
<div style="border: 1px solid black; padding: 5px; color: red; font-weight: bold; font-family: cursive;">X Voter Name</div>	<div style="border: 1px solid black; padding: 5px; color: red; font-weight: bold;">Date 02/01/2022</div>
Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.	

**Step 4 –**

- Voter gives filled out form to Qualifying Clerk and is checked in on the ePollBook.
- Qualifying Clerk **MUST** look at form and confirm that the voter still lives in Harris County.
- If the Voter has moved out of Harris County, the Qualifying Clerk needs to send the Voter to speak to the Judge and cannot check them in to vote.

**NOTE:** The Statement of Residence form can be used by a voter for other situations.

For voter registration the Voter fills out the form and the Judge writes "Registration" on the top.

For a name change the Voter will fill out the form with their new name and the Judge will write "Name Change" at the top.

The forms are filed in the *Statement of Residence Envelope* along with all other filled out SOR forms.

Rev 08/2022

## STATEMENT OF RESIDENCE (SOR)

(EV - place in Green Envelope, ED - Place in Envelope 4 [green] )

17-5 (12/21)  
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>First Name</b> Nombre de pila	<b>Middle Name (If any)</b> Segundo nombre (si aplica)	<b>Former Name</b> Apellido anterior
<b>Residence Address: Street Address and Apartment Number, City, State, and Zip.</b> 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).			<b>Gender (Optional)</b> Sexo (Optativo) <input type="checkbox"/> Male Masculino <input type="checkbox"/> Female Femenino
<b>Mailing Address: Address, City, State, and Zip:</b> 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).		<b>Date of Birth: month, day, year</b> Fecha de Nacimiento: mes, día, año  □□/□□/□□□□	
<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 (Optativo) – Incluya código de área	

<b>Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety)</b> No. de licencia de conducir de Texas o no. de identificación personal de Texas (Expedido por el Departamento de Seguridad Pública)  □□□□□□□□	<b>If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number.</b> 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 state-ments 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

X

Date / /

**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.

Early Voting Envelope

## INSTRUCTIONS FOR CANCELLING BALLOT BY MAIL

### REQUEST TO CANCEL BALLOT BY MAIL INSTRUCTIONS

When looking up a Voter in the ePollBook, if they have a red "Select" button with **Mail Ballot Requested, Mail Ballot Sent to the Voter, or Mail Ballot Received**, their mail ballot must be cancelled before they can be checked in to the ePollBook to vote.

Have the Voter fill out the **REQUEST TO CANCEL BALLOT BY MAIL** form.

Fill out the top section, and then select the lower section that applies to the voter's situation. English and Spanish are on one side, Vietnamese and Chinese are on the other side of the form.

6-7  
Provided by Secretary of State  
Sections 00-31, 84-02, 84-08 Texas Election Code  
04/2020

**REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE**  
**SOLICITUD PARA CANCELAR LA BOLETA POR CORREO PARA USO EN EL LUGAR DE VOTACION**

04/02/20  
I, \_\_\_\_\_ a qualified voter for the \_\_\_\_\_ Election to be held  
(printed name of voter) (name of election)  
ON \_\_\_\_\_ (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year) request that my Application for Ballot by Mail or Federal Post Card  
Application be cancelled.  
VUID (required) \_\_\_\_\_ Signature of Voter \_\_\_\_\_

Yo \_\_\_\_\_ votante calificado para la eleccion de \_\_\_\_\_  
(nombre del votante en letra de imprenta) (nombre de la eleccion)  
que se realizara el \_\_\_\_\_ (mes) \_\_\_\_\_ (dia) \_\_\_\_\_ (año) solicito que se cancele mi Solicitud de Boleta por Correo  
o mi Tarjeta Postal Federal de Solicitud.  
Numero unico de identificacion de votante (VUID) (requerido) \_\_\_\_\_ Firma del Votante \_\_\_\_\_

**To be Completed at an Early Voting or Election Day Polling Place**  
**Para Ser Completado en un Lugar de Votacion Adelantada o en un**  
**Lugar de Votacion el Dia de la Eleccion**

04/02/20  
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.  
Signature of Voter \_\_\_\_\_

04/02/20  
Estoy renunciando mi boleta electoral por correo, presentando un Aviso de Entrega Incorrecion o presentando un Aviso de Boleta Electoral Rescindida a un oficial electoral en el lugar de votacion. Por la presente requiero que mi Aplicacion de Boleta por Correo o Aplicacion de Tarjeta Postal Federal sea cancelada para esta eleccion.  
Firma del Votante \_\_\_\_\_

04/02/20  
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 \_\_\_\_\_

04/02/20  
No tengo en mi poder mi boleta electoral enviada por correo o un Aviso de Entrega Incorrecion o un Aviso de Boleta Electoral Rescindida en el momento en que vine a votar. Deseo cancelar mi Aplicacion de Boleta por Correo o Aplicacion de Tarjeta Postal Federal y votar en persona. Entiendo que se me entregara una Boleta Provisional.  
Firma del votante \_\_\_\_\_

This section to be completed by Election Official.  
Name of Voter \_\_\_\_\_ VUID Number \_\_\_\_\_  
(Name of Voter) (Required)  
Registered Precinct Number \_\_\_\_\_  
Sworn and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Day) (Month) (Year)  
Signature of Election Official Witnessing Affidavit \_\_\_\_\_  
All information must be completed so that the appropriate voter's Application for Ballot by Mail/Federal Post Card Application can be cancelled.  
(Place completed form in Cancel Mail Ballots Return Envelope)

This section **MUST** be completed by every voter with their **Name, Election Information, Date, VUID** (Voter Unique Identifier), and **Signature**.

If Voter **HAS** their **Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot** Voter **MUST** surrender it to the Judge and complete this section. Then Voter is checked in on the ePollBook.

If Voter **DID NOT** receive their **Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot** or **DOES NOT HAVE IT** with them, complete this section. Then Voter **MUST** vote a **PROVISIONAL BALLOT**.

This section will be completed and signed by the Judge.

## REQUEST TO CANCEL BALLOT BY MAIL

EV - Place in Cancellation of Mail Ballot envelope

ED - Place in Request to Cancel Application for a Ballot By Mail envelope

6-7

Prescribed by Secretary of State  
Sections 63.011, 84.032, 84.038 Texas Election Code  
01/2022

### REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE SOLICITUD PARA CANCELAR LA BOLETA POR CORREO PARA USO EN EL LUGAR DE VOTACIÓN

84.032 (b)	I, _____, a qualified voter for the _____ Election to be held (printed name of voter) (name of election) on _____ / _____ / _____ request that my Application for Ballot by Mail or Federal Post Card (month) (day) (year) Application be cancelled.
This Section Must Be Completed by Every Voter	_____ VUID (required) Signature of Voter
Esta Sección Debe Ser Completada por Todos los Votantes	Yo, _____, votante calificado para la elección de _____ (nombre del votante en letra de imprenta) (nombre de la elección) que se realizará el _____ / _____ / _____, solicito que se cancele mi Solicitud de Boleta por Correo (mes) (día) (año) o mi Tarjeta Federal Postal de Solicitud.
Número único de identificación de votante (VUID) (requerido)	Firma del Votante

### To be Completed at an Early Voting or Election Day Polling Place Para Ser Completado en un Lugar de Votación Adelantada o en un Lugar de Votación el Día de la Elección

84.032(a)	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.
Voter Has Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	_____ Signature of Voter
El Votante Recibe una Boleta por Correo, un Aviso de Entrega Incorrecta o un Aviso de Boleta Renunciada	Declaración: Estoy renunciando mi boleta electoral por correo, presentando un Aviso de Entrega Incorrecta o presentando un Aviso de Boleta Electoral Renunciada a un oficial electoral en el lugar de votación. Por la presente requiero que mi Aplicación de Boleta por Correo o Aplicación de Tarjeta Postal Federal sea cancelada para esta elección.
Firma del Votante	Firma del Votante
63.011 (a-1)	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.
Voter Does Not Have Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	_____ Signature of Voter
El Votante No Tiene la Boleta por Correo, un Aviso de Entrega Incorrecta o un Aviso de Boleta Renunciada	Declaración: No tengo en mi poder mi boleta electoral enviada por correo o un Aviso de Entrega Incorrecta o un Aviso de Boleta Electoral Renunciada en el momento en que vine a votar. Deseo cancelar mi Aplicación de Boleta por Correo o Aplicación de Tarjeta Postal Federal y votar en persona. Entiendo que se me entregará una Boleta Provisional.
Firma del Votante	Firma del Votante

This section to be completed by Election Official.

Name of Voter \_\_\_\_\_ VUID Number \_\_\_\_\_  
 (Name of Voter) (Required)

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

Sworn and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
 (Day) (Month) (Year)

Signature of Election Official Witnessing Affidavit

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

(Place completed form in Cancel Mail Ballots Return Envelope)

# ACCEPTABLE FORMS OF ID FOR REASONABLE IMPEDIMENT DECLARATION (RID) VOTERS

## Examples of Reasonable Impediment Declaration ID's (List B)

Copy of or Original other government documents

- **MUST** include voter's name and an address
  - Remember: The address on the supporting ID does not have to match the voter's registration address
- It must be an original document if it contains a photograph
- If the voter's name appears on the list of registered voters (ePollBook), but does not match exactly to the ID provided, the "Similar Name" box must be initialed by the voter.
- Must be issued by the federal government, a federally recognized tribal government, or a state or local government in the U.S.

Examples of other government documents:

- Driver's licenses from other states
- ID cards issued by federally recognized Native American tribes
- DPS Receipts (without a photo)
- Expired voter registration certificates
- Expired Texas DPS-issued drivers licenses or personal ID cards (over 4 years)

Examples of documents NOT included:

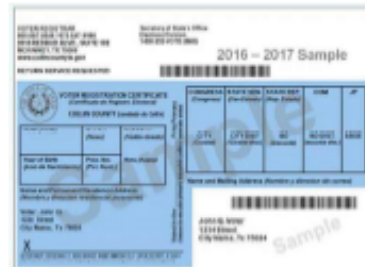
- Social Security Card (no address)
- State College ID's (if no address)
- State/Federal Employee ID Card (in not address)
- Library Cards (in no address)



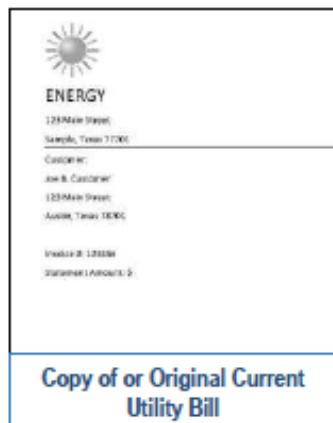
Copy of or Original  
Paycheck



Copy of or Original Government  
Check



Voter Registration Certificate



Copy of or Original Current  
Utility Bill



Copy of or Original of a Certified  
Domestic Birth Certificate



Copy of or Original Bank  
Statement

## REASONABLE IMPEDIMENT DECLARATION (RID) INSTRUCTIONS

7-13  
Prescribed by Secretary of State  
Section 63.001(4), Texas Election Code  
1/2018

### REASONABLE IMPEDIMENT DECLARATION (RID) INSTRUCTIONS

**Instructions:** If a voter appears on the official list of registered voters, but does not possess an acceptable form of photo identification under Section 63.0101 (a) of the Texas Election Code *Acceptable Photo ID*, also known as List A, and cannot reasonably obtain an Acceptable Photo ID, the following steps shall be taken by the election officer to allow the voter to cast a **regular ballot**:

1. The Judge will present the *Reasonable Impediment Declaration* form to the voter, and ask the voter to provide a copy or original of **one** of the following forms of identification listed in Section 63.0101(b) of the Texas Election Code, known as List B. This cannot be an electronic version of the ID.
  - a. government document that shows the voter's name and an address (which includes the voter's voter registration certificate)
  - b. a current utility bill
  - c. a bank statement
  - d. a government check
  - e. a paycheck
  - f. 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 the voter's identity (which may include a foreign birth document)

**NOTE:** *The address on the identification presented is not required to match the address recorded in the official list of registered voters.*

2. Ask the voter to complete this form by entering their name at the top. Ask them to review the "Voter's Declaration of Reasonable Impediment," indicating their impediment, and then sign their name.
3. When finished filling out the form the voter will return the completed form to the judge who may not question the voter concerning the reasonableness of any claimed impediment. The Election Judge should enter the day's date and then sign on the space provided on the declaration.
4. The Election Judge will fill in the voter's "Voter Unique Identification Number," also known as the "VUID," in the appropriate box. It can be found in the ePollBook when searching for voter or by calling the Voter Registration office. Then list the voter's name and VUID number on the *List Of Voters Who Voted Using A Reasonable Impediment Declaration (RID)* form.
5. The Election Judge will then fill in the lower portion of the *Reasonable Impediment Declaration* labeled, "To Be Completed By Election Official." Mark which type of List B identification the voter provided by checking the appropriate box. Fill in the "Date of Election" with the Election Day date, and the "Location" with the SRD or poll code number.
6. Allow the voter to cast a **regular ballot** by checking them in on the ePollBook.

**NOTE:** This form may also be used if a voter voted Provisionally and does not possess, and cannot reasonably obtain, an acceptable form of photo identification. The voter will need to appear at the county voter registrar's office within six (6) calendar days after Election Day to execute a *Reasonable Impediment Declaration* and present one of the supporting List B forms of identification, in accordance with Section 65.0541 of the Texas Election Code. In that instance, the county voter registrar would follow steps 1 through 4 above, but references to "election judge" would be substituted with "county voter registrar," including signing where the election judge would otherwise sign on the space provided on the RID form.

**REASONABLE IMPEDIMENT DECLARATION (RID) FORM**  
 EV - Place in Reasonable Impediment Declaration (RID) envelope  
 ED - Place in Envelope #1, purple, Reasonable Impediment Declaration (RID)

7-13 Prescribed by Secretary of State, Section 63.001(j), TEC 9/2018

**REASONABLE IMPEDIMENT DECLARATION**

**TO BE COMPLETED BY VOTER**

Name (Nombre): \_\_\_\_\_

**VOTER'S DECLARATION OF REASONABLE IMPEDIMENT**  
**DECLARACIÓN DE IMPEDIMENTO RAZONABLE DEL VOTANTE**

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.

*Una persona está sujeta a enjuiciamiento por perjurio bajo el Capítulo 37, Código Penal, o Sección 63.0013 del Código Electoral de Texas por proporcionar una declaración falsa o información falsa en esta declaración. Al firmar esta declaración, juro o afirmo bajo pena de perjurio que la información contenida en esta declaración es verdadera, que soy el mismo individuo que aparece personalmente en la casilla electoral para firmar esta declaración, y que enfrente un impedimento razonable para procurar una forma aprobada de identificación con fotografía enumerada en la Sección 63.0101(a) del Código Electoral de Texas.*

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

*Mi impedimento razonable se debe a las siguientes razones:*

(Check at least one box below) *(Elija al menos una de las razones que aparecen a continuación)*

<input type="checkbox"/> Lack of transportation <i>Falta de transporte</i>	<input type="checkbox"/> Disability or illness <i>Discapacidad o enfermedad</i>
<input type="checkbox"/> Lack of birth certificate or other documents needed to obtain acceptable form of photo ID <i>Falta de acta de nacimiento u otros documentos necesarios para obtener una identificación con fotografía aprobada</i>	
<input type="checkbox"/> Work schedule <i>Horario de trabajo</i>	<input type="checkbox"/> Family responsibilities <i>Responsabilidades familiares</i>
<input type="checkbox"/> Lost or stolen identification <i>Identificación perdida o robada</i>	<input type="checkbox"/> Acceptable form of photo ID applied for but not received <i>Identificación con fotografía aprobada ha sido solicitada pero no recibida</i>

The reasonableness of your impediment cannot be questioned.

*La razón de su impedimento no puede ser cuestionada.*

VUID (Voter Unique Identification Number)

X \_\_\_\_\_  
 Signature of Voter (Firma del votante)      Date (Fecha)

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

Presiding Judge/County Voter Registrar (if applicable) \_\_\_\_\_

**TO BE COMPLETED BY ELECTION OFFICIAL**

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

<input type="checkbox"/> 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)	
<input type="checkbox"/> Current utility bill	<input type="checkbox"/> Bank statement
<input type="checkbox"/> Government check	<input type="checkbox"/> Government document that shows the voter's name and an address (including the voter's voter registration certificate)
<input type="checkbox"/> Paycheck	

Location: \_\_\_\_\_

Date of Election \_\_\_\_\_

## LIST OF RID VOTERS

EV - Place in Reasonable Impediment Declaration (RID) envelope

ED - Place in Envelope #1, purple, Reasonable Impediment Declaration (RID)

<b>LIST OF REASONABLE IMPEDIMENT DECLARATION (RID) VOTERS</b>	Type of Election	Poll Code
	Date of Election	Authority Conducting Election

	Name of Voter	VOID or Certificate Number		Name of Voter	VOID or Certificate Number
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

Note to Election Judge: If a voter has been qualified to vote by executing a Reasonable Impediment Declaration and presents a form of supporting identification from List B, write their name and VOID or Certificate Number on this form in addition to checking them in on the ~~ePollBook~~.

**RETURN IN REASONABLE IMPEDIMENT DECLARATION (RID) ENVELOPE**

Rev 08/2022

## REGISTER OF SPOILED BALLOTS

EV - Place in Daily Spoiled Ballot envelope, ED - Place in Envelope #6 Spoiled Ballot, tan

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

<b>Type of Election:</b> (Tipo de Elección) (Loại Bầu Cử) (選舉種類)	<b>Poll Code #</b> (Código de la votación) (Mã Số Phòng Phiếu) (投票站編號)
<b>Date of Election:</b> (Fecha de la Elección) (Ngày Bầu Cử) (選舉日期)	<b>Authority Conducting the Election</b> (Autoridad que realiza la elección) (Thẩm Quyền Tiến Hành Bầu Cử) (選舉當局)

## REGISTER OF SPOILED BALLOTS

[illegible]

I, the undersigned Presiding Judge of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Spoiled Ballots for the above-mentioned election.

Given under my hand, this \_\_\_\_\_ day of \_\_\_\_\_, 2022

Signature of Presiding Judge \_\_\_\_\_

Printed Name of Presiding Judge \_\_\_\_\_

# PROVISIONAL VOTING INSTRUCTIONS

## Affidavit of Provisional Voter Instructions

Dial 713-755-1617 #08 to reach Voter Registration to get the Voters Precinct and Ballot Style

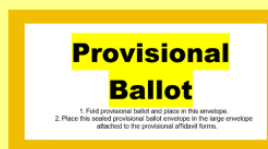
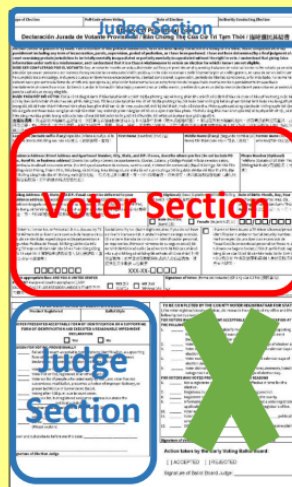
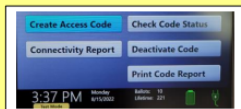
**VOTER** completes the middle Voter Section of the affidavit.

- JUDGE** completes the top & bottom sections of the affidavit, verifies Voter information is complete and Voter signed.

### DO NOT WRITE IN THE VOTER REGISTRAR SECTION

**Provisional Voters are not checked in on the ePollBook and do not sign the ePollBook**

- Judge fills out the top Judge Section.  
Judge calls Voter Registration for Voter Precinct Number and Ballot Style and writes it in the bottom Judge Section.  
Judge marks "Yes" or "No" to confirm if the Voter presented an acceptable form of ID.  
Judge marks the reason Voter is voting Provisionally, Number 1 thru 8. Adding information if 6, 7 or 8 are selected.  
Judge signs and dates the Provisional Affidavit.
- On the controller the Judge creates the Access Code
  - Select blue "Create Access Code" button.
  - Enter Precinct Number in controller & select correct Ballot Style.
  - Select blue "OK" button.
  - Select "Mark as Provisional" & "Issue Access Code" buttons. Tear off long Provisional Access Code stub.
- Have the Voter print and sign their name at the bottom of the Provisional Access code stub.  
Tear off Access Code number from top of Provisional Stub and give to Voter with a piece of ballot paper.  
Instruct Voter to bring printed ballot to you when they finish voting.
- While Voter is voting:
  - Place signed portion of the Provisional Stub in the envelope attached to the last page of the Provisional Affidavit.
  - DO NOT SEAL AFFIDAVIT YET**
  - Record the Voter's information on the yellow *List of Provisional Voters* form.
- When Voter returns with the printed ballot, instruct them to fold it in half. Give them the Provisional Ballot Envelope.  
Once they have inserted their ballot and sealed the envelope, have them place it in the envelope attached to the last page of the Provisional Ballot Affidavit and now seal the affidavit envelope.

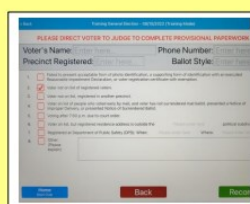
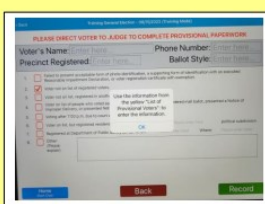


**Early Voting** – Place Provisional Affidavit in sealed Provisional tub by lightly bending edges over each other and inserting into slot. Affidavit will open and lay flat once inside. **DO NOT FOLD** Affidavit.

**Election Day** – Place Provisional Affidavit in #5 yellow Provisional Ballot Envelope. When polls close Judge will seal Provisional Envelope with the square "yellow seal." Both Judges will sign and date.

- AFTER Voter has left, record Affidavit of Provisional Voter in ePollBook using Voter's information from the yellow *List of Provisional Voters* form.

- Open the "Admin Menu" on the ePollBook using the "Admin Password."
- Select "Record Voted Provisional Affidavit" from the menu and then select "Record Provisional Affidavit."
- Select "Yes" when asked if the Provisional Affidavit has been filled out.
- Type in Voter's Name, Phone Number, Precinct Registered, Ballot Style.
- Check the reason (1 thru 8) that Voter voted Provisional. Number 8 is for notes to go along with reasons 1 thru 7. It's not necessary to add the additional information for numbers 6, 7, or 8 in the ePollBook since the information is already on the paper Provisional Affidavit now secure in the EV tub or ED envelope.
- Select the green "Record" button when complete.



### If a Voter's Registration cannot be verified, advise the voter of the following:

- We're currently unable to verify that the Voter registration is valid in Harris County.
- We can offer a Provisional Ballot which will be sent to the Voter Registrar's Office to research and confirm Voter was not overlooked in the database.
- The Voter will be mailed a notice within 30 days of Election Day indicating if the Provisional Ballot was accepted for counting or not.
- By completing the Provisional Affidavit, the Voter's information will be updated, and the registration will be valid for the next election.

### ONLY For Provisional Voters who DID NOT have ID:

If the voter DID NOT present Photo ID from List A, or they Qualified for a *Reasonable Impediment Declaration* (RID), but DID NOT present ID from List B:

- After the voter votes provisionally give them both of these forms:
  - Notice to Provisional Voter* form. Judge fills out the upper left-hand corner. The "Due Date" for curing their vote can be found on the Cure Map.
  - Cure Map* form with the Final Day of the Cure, known as the "Due Date," is listed in the upper right-hand corner
- Explain to Voter they must **CURE** their ballot by appearing at any of the locations on the *Cure Map* **within 6 days of Election Day** (Due Date is on map.)
- Voter **MUST** present one of the forms of photo identification from List A or, for a RID Identification, from List B along with the *Notice to Provisional Voter* form.

Rev 08/2022

# AFFIDAVIT OF PROVISIONAL VOTER

EV - Place in sealed Provisional Tub, ED - Place in Envelope #5 Provisional Ballot, yellow

Type of Election	Poll Code where Voting	Date of Election	Authority Conducting Election
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**Affidavit of Provisional Voter**  
**Declaración Jurada de Votante Provisional / Bản Chứng Thệ Của Cử Tri Tạm Thời / 臨時選民具結書**

**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 Class A Misdemeanor to vote in an election for which I know I am not eligible.

**DEBE SER COMPLETADO POR EL VOTANTE:** Soy un votante inscrito en esta subdivisión política y el precinto en el que estoy tratando de votar así como no he votado ya en esta elección (ya sea en persona o por correo). Yo soy residente de esta subdivisión política, no he sido condenado definitivamente por un delito grave o, en caso de ser un delincuente, he cumplido todo mi castigo, incluyendo cualquier término de encarcelamiento, libertad condicional, supervisión, período de libertad condicional, o fui indultado. No se me ha determinado por sentencia firme de un tribunal que ejerza la jurisdicción testamentaria que estoy totalmente incapacitado mentalmente o parcialmente incapacitado mentalmente sin derecho a votar. Entiendo que dar información falsa bajo juramento es un delito menor, y entiendo que es un delito menor de clase A para votar en una elección para la cual sé que no soy elegible.

**ĐƯỢC TOÀN TẤT BỞI CỬ TRI:** Tôi là cử tri đã ghi danh đi bầu tại phân khu chính trị địa phương này và trong phân khu mà tôi có ý định đi bầu và chưa có bầu phiếu trong cuộc bầu cử này (kể cả đi bầu hay bầu phiếu bằng thư). Tôi là cư dân tại phân khu chính trị địa phương này, tôi hoàn toàn không bị kết án phạm tội đại hình hoặc nếu là người phạm trọng tội, tôi đã hoàn thành hết mọi hình phạt, bao gồm thời hạn tù, án treo, quản chế, thời kỳ thử thách, hoặc đã được tha. Phán quyết cuối cùng của tòa án không tuyên bố rằng tôi là người mất hoàn toàn năng lực về mặt tâm thần hay mất một phần năng lực để tôi có quyền được bầu phiếu. Tôi hiểu rằng khai man khi tuyên thệ sẽ bị phạm hình tội, và tôi hiểu rằng nếu bầu phiếu trong một cuộc bầu cử mà tôi biết mình không hội đủ điều kiện, tôi sẽ bị coi là phạm trọng tội cấp độ A.

**臨時選民具結書:** 我是該政治選區的登記選民，我打算在該選區投票但尚未在本次選舉中投票（親自或通過郵遞）。我是這個政治選區的居民，沒有最終被判犯有重罪，或如重罪重罪，我已經完成了所有的懲罰，包括任何監禁、假釋、監督、緩刑，或者我已被赦免。法院的最終判決並未宣布我在精神上無行為能力或部分精神上無行為能力而喪失投票權。我瞭解在宣誓下作偽證是罪孽，並且我瞭解如果我在知道自己沒有資格參加的選舉中投票屬於 A 類罪孽。

<b>Last Name (Include suffix if any)</b> Apellido (Añade el sufijo, si lo hay) Họ (Kể cả chữ đứng sau nếu có) 姓氏 (包括後綴，如有)	<b>First Name (Nombre) (Tên) (名)</b>	<b>Middle Name (If any) (Segundo nombre si tiene) Tên đệm (nếu có) 中間名 (若有)</b>	<b>Former Name (Nombre anterior) (Tên cũ) (舊用名)</b>
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<b>Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include PO Box, Rural Rt. or business address)</b> (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.) (Địa chỉ Cư Ngụ: Số Nhà Tên Đường và Số Phòng, Thành Phố, Tiểu Bang, và Số Vùng. Nếu không có, xin miêu tả nơi quý vị cư ngụ (Không được để địa chỉ Hộp Thư PO, Địa Chỉ Đường Làng hoặc địa chỉ thương mại) 居住地址：街名地址和公寓號、市、州和郵政區域。如果沒有，請詳細說明居住地點（請勿用郵局信箱號碼、郊外路線名稱或商務地址）	<b>Phone Number (Optional) Teléfono (Optativo) Số Điện Thoại (Không bắt buộc) 電話號碼 (可不填)</b>
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<b>Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address.</b> (Dirección postal: Ciudad, Estado y Código Postal, si no es posible entregarle correspondencia en su domicilio.) (Địa chỉ Gửi Thư: Thành Phố, Tiểu Bang, và Số Vùng. Nếu không thể chuyển thư tới địa chỉ cư ngụ của quý vị) 郵寄地址：市、州和郵政區域。如果郵寄無法送達您的居住地址。	<b>Gender: (Optional) (Sexo (Optativo)) Giới tính (Không bắt buộc) 性別: (可不填或不填)</b> <input type="checkbox"/> Male (Hombre) (Nam) (男) <input type="checkbox"/> Female (Mujer) (Nữ) (女)	<b>Date of Birth: Month, Day, Year (Fecha de nacimiento: mes, día, año) (Ngày Tháng Năm Sinh: Tháng, Ngày, Năm) 出生日期：月、日、年</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>
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TX Driver's License No. or Personal ID No. (Issued by TX DPS) Número de su licencia de conducir de Texas o de su Cédula de Identidad expedida por el Departamento de Seguridad Pública de Texas. (Số Bằng Lái Xe của tiểu bang Texas hoặc số ID Cá Nhân (do Sở An Toàn Công Cộng DPS TX cấp) TX 州駕駛執照號碼或個人身份證號碼 (由 TX 公共安全部頒發)	Social Security No. (last 4 digits required if you do not have a driver's license or LD number) Número de Seguro Social. (Si no tiene licencia de conducir ni identificación personal, se requiere los últimos 4 números de su seguro social) Số An Sinh Xã Hội (4 số cuối của số An Sinh Xã Hội cần phải có nếu quý vị không có số bằng lái xe hoặc số ID cá nhân) 社會安全號碼 (如果您沒有駕駛執照或個人身份證號碼，請提供社交安全最後四位數字)	<input type="checkbox"/> I have not been issued a TX driver's license/personal identification number or Social Security Number. (No me han expedido una licencia de conducir de Texas/Cédula de identidad personal de Texas ni un Número de Seguro Social.) (Tôi chưa hề được cấp bằng lái xe của TX/số ID cá nhân hoặc số An Sinh Xã Hội.) 我沒有 TX 駕駛執照號碼/個人身份證號碼或社會安全號碼。
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**Check appropriate box ARE YOU A UNITED STATES CITIZEN?** Marque el cuadro apropiado: ¿SOY CIUDADANO/A DE LOS ESTADOS UNIDOS? 在選填

方格內劃勾：您是美國公民嗎？

☐ YES (Si) (Có) (是)
☐ NO (No) (Không) (否)

**Signature of Voter: (Firma del Votante) (Chữ Ký của Cử Tri) (選民簽名)**

X

<p style="text-align: center;"><b>TO BE COMPLETED BY ELECTION JUDGE</b></p> <p style="text-align: center;"><b>Precinct Registered      Ballot Style</b></p> <hr/> <p style="text-align: center;"><b>VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION</b></p> <p style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>REASON FOR VOTING PROVISIONALLY</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>Voter not on list of registered voters.</li> <li>Voter not on list, registered in another precinct.</li> <li>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.</li> <li>Voting after 7:00 p.m. due to court order.</li> <li>Voter on list, but registered residence address is outside the political subdivision.</li> <li>Registered at Department of Public Safety (DRS): When: _____ Where: _____</li> <li>Other: _____ (Please explain)</li> </ol> <p>Sworn and subscribe to before me this date: _____</p> <p><b>Signature of Election Judge</b></p>	<p style="text-align: center;"><b>TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS</b></p> <p>I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:</p> <p><b>FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE</b></p> <ol style="list-style-type: none"> <li>____ 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.</li> <li>____ Voter met disability exemption within 6 calendar days of election day.</li> <li>____ Voter executed religious objection affidavit within 6 calendar days of election day.</li> <li>____ Voter executed natural disaster affidavit within 6 calendar days of election day.</li> <li>____ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 calendar days of election day.</li> </ol> <p><b>FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS</b></p> <ol style="list-style-type: none"> <li>____ Not a registered voter or registration not effective in time for this election.</li> <li>____ Registered to vote, erroneously listed in wrong precinct.</li> <li>____ Registered to vote in a different precinct within the county.</li> <li>____ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.</li> <li>____ Voter erroneously removed from the list.</li> <li>____ Voter is not registered to vote in _____ political subdivision.</li> <li>____ Other: _____ (Please explain)</li> </ol> <p><b>Signature of Voter Registrar</b> _____ <b>Date</b> _____</p> <p>Action taken by the Early Voting Ballot Board:</p> <p style="text-align: center;">[ ] ACCEPTED    [ ] REJECTED</p> <p>Signature of Ballot Board Judge: _____</p>
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# NOTICE OF PROVISIONAL VOTER

(give to Voter who needs to cure a Provisional Ballot due to having no ID with them)

Completed by Polling Place Official for Voter, who needs to cure photo ID issues

Voter's Last Name \_\_\_\_\_  
Voter's \_\_\_\_\_  
First Name \_\_\_\_\_  
Certificate # \_\_\_\_\_  
Precinct # \_\_\_\_\_  
7-15c Prescribed by Secretary of State Section 63.001(g) 2/2018

Voter must appear before Voter Registrar by:

**DUE DATE:** \_\_\_\_\_  
(Fecha / Ngày / 日期)

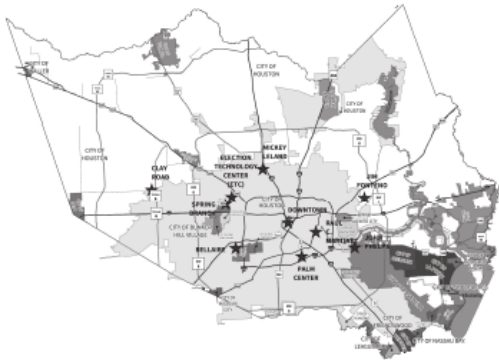
**El elector debe presentarse ante el funcionario de registro electoral antes de la fecha de la elección.**  
**選民須在下列指定日期前親至選民登記官處**

## NOTICE TO PROVISIONAL VOTER

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

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

If you are voting in the correct precinct, in order to have your provisional ballot accepted, you will be required to visit the Harris County Voter Registrar's office (see map below) within six (6) days of the date of the election to either present one of the below forms of photo ID OR submit one of the temporary affidavits addressed below (e.g., religious objection or natural disaster without an acceptable form of photo identification) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent disability exemption. The process can be expedited by taking this notice with you to the county voter registrar at the time you present your acceptable form of photo identification (or execute your temporary affidavit or exemption); however, taking this notice is not a requirement.



**\*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.**

### Acceptable Forms of Voter Identification

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

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

**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 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 Harris County Voter Registrar for a **permanent exemption** to presenting acceptable photo identification in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing applicant's disability, or from the U.S. Department of Veterans Affairs evidencing disability rating of at least 50 percent. The applicant must also state that he/she has no valid form of acceptable photo identification. Those who obtain a disability exemption will be allowed to vote upon display of voter registration certificate reflecting exemption.

**TEMPORARY EXEMPTION** - During the cure period, a voter may apply for a temporary exemption at the Harris County Voter Registrar's office for voters who have a consistent religious objection to being photographed OR who do not present an acceptable form of photo identification because of certain natural disasters as declared by the President of the United States or the Texas Governor.

## AVISOPARA EL ELECTOR PROVISIONAL

(Para el elector provisional que no (1) presente una forma de identificación aprobada con fotografía y que no (2) llene una declaración de impedimento razonable) La junta para procesar votos tempranos, determinará si su boleta será contada o no, después de la elección. Se le enviará un aviso a la dirección que proporcione en la declaración juramentada, para ejercer su voto provisional, en los próximos 30 días después del día de la elección indicando si (1) su voto fue contado o (2) si fue rechazado, y la razón por la cual su voto fue rechazado.

Si usted está votando en el precinto correcto, para que su boleta provisional sea aceptada, tendrá que presentarse en la oficina del Registrador de Votantes del Condado de Harris (ubicada en 1001 Preston, Houston 77002, consulte el mapa al reverso de esta página) en los próximos seis (6) días después del día de la elección para presentar una de las siguientes formas de identificación con fotografía o entregar una de las declaraciones juramentadas temporales mencionadas o continuación (e), objeción religiosa o desastre natural sin alguna forma de identificación aprobada con fotografía) directamente al funcionario de registro electoral de su condado o entregar la documentación requerida para obtener una excepción permanente por discapacidad. El proceso se puede acelerar si lleva este aviso al funcionario de registro electoral de su condado al momento de presentar su forma de identificación aprobada con fotografía (o al momento de llenar una declaración juramentada temporal o entregar su documentación de excepción permanente); sin embargo, no es un requisito llevar este aviso.

**Formas de Identificación Aprobadas con Fotografía:** Licencia de Conducir de Texas expedida por el Departamento de Seguridad Pública (DPS, según sus siglas en inglés); Certificado de Identificación Electoral de Texas expedido por el DPS; Tarjeta de Identificación Personal de Texas expedida por el DPS; Licencia para Portar Armas de Fuego de Texas expedida por el DPS; Cédula de Identificación Militar de los Estados Unidos con fotografía; Certificado de Ciudadanía de los Estados Unidos con fotografía; o Pasaporte de los Estados Unidos.

**\*Si no tiene otra forma de identificación aprobada con fotografía puede solicitar gratuitamente un Certificado de Identificación Electoral en su oficina local del Departamento de Seguridad Pública de Texas.**

ar actualizada o, para los votantes entre 18 y 69 años, no haber vencido to. Una persona de 70 años de edad o más puede usar una forma de más válida.

ificación aprobadas con fotografía nombradas anteriormente, y no in de Impedimento Razonable y presentar una copia o el original de mbre y dirección, incluyendo su certificado de registro de votante; (2) iobierno; (5) cheque de pago; o (6) (a) acta de nacimiento certificada i nacimiento admisible en un tribunal de justicia que establezca su

si no tiene que coincidir con su dirección en la lista de votantes

debe presentarse en la oficina de registro electoral, los electores con na identificación en el condado por medio de la oficina de registro escrito de parte de la Oficina de Administración de Seguro Social ento de Asuntos de Veteranos de los Estados Unidos comprobando . El solicitante también deberá declarar que no tiene una de las e excepción por discapacidad, se les permitirá votar al presentar el

debe presentarse en la oficina de registro electoral, el elector puede ado si tiene una continua objeción religiosa a ser fotografiado o si no s naturales declarados por el Presidente de los Estados Unidos o por

## RI TAM THỜI

được chấp thuận và (2) đã hoàn tất bản khai trở ngại hợp lý) phụ trách bầu cử sớm sau cuộc bầu cử. Thông báo sẽ được gửi đến cho ứng cử viên của quý vị để đầu tư phiếu tạm thời cho thấy hoặc là (1) là phiếu quý vị không được tính.

ên, quý vị sẽ được yêu cầu đến văn phòng Ghi Danh Cử Tri Quận Harris để trình một trong các thẻ ID có hình ảnh HOẶC nộp một trong các bản n tại mà không có ID có hình ảnh hợp lệ) với sự hiện diện của nhân viên đồng thức này có thể được tiến hành bằng cách quý vị mang thông báo h được chấp thuận của quý vị (hoặc ký kết bản chứng thực tạm thời của

**\*Nếu quý vị không có bất kỳ căn cước có hình ảnh được chấp thuận, quý vị có thể nộp đơn lấy Giấy Chứng Nhận Căn Cước Bầu Cử miễn phí tại Sở An Toàn Công Cộng Texas địa phương của quý vị.**

ic, cho các cử tri tuổi từ 18-69, các căn cước phải chứa hết hạn quá 4 năm có thể dùng một trong các căn cước đã hết hạn được liệt kê ở trên nếu cần

ợc chấp thuận đã liệt kê ở trên, và không có lý do để có được căn cước đó, của một trong những chứng từ hỗ trợ sau đây: (1) chứng từ của chính phủ hoạc đơn điện hiện tại; (2) bản kê khai ngân hàng; (4) giấy khai sinh chính phủ; giấy khai sinh được chấp nhận tại toà án để xác nhận danh tính của quý vị

ng như địa chỉ của quý vị đã ghi danh bầu cử.

nộp đơn cho Văn Phòng Ghi Danh Cử Tri Quận Harris để xin **miễn trừ vĩnh** bao gồm văn bản từ Sở An Sinh Xã Hội Kỳ chứng minh người nộp đơn bị đi mất tối thiểu 50 phần trăm. Ngoài ra, người nộp đơn phải cho biết ông ngoại lệ do khuyết tật sẽ được phép bỏ phiếu bằng cách xuất trình giấy

Phòng Ghi Danh Cử Tri Quận Harris để xin miễn trừ tạm thời cho các cử tri căn cước có hình ảnh được chấp thuận do hậu quả thiên tai đã được công

## 公告

**未簽署無效證明文件者由具結書)**

一份通知書將寄至您在投票時選票的具結書上所提供的地址，指

之內至 Harris 縣選民登記處辦公室（地點請查閱於本頁背面的地圖）例如：宗教異議或因天災而無照片識別證明）或申請永久身心障礙證的臨時投票具結書或豁免申請）；但並非一定要攜帶此公告。

**\*如果您沒有一個有效的照片識別證明，您可至您當地的 DPS 辦公室免費申請一個選舉無效證明**

證明：  
美國軍人  
必要是現行或已逾期但不得超過 4 年。  
書視為有效證明。

引原由而無法取得，您有權簽署一份無效證明合理理由具結書並出的選民登記處（現行的水電帳單；(3) 銀行明細表；(4) 由政府單位開受理確認您身份的一項文件（可附上國外的出生證明文件）。

為此在此縣之合格照片識別證。申請書必須包含以下兩者其一的書在由軍人事務部所開立的書面文件以證明至少 50% 的傷殘等級證明。被允許以出示選民登記證上顯示其豁免而得以投票。

此州長宣佈的自然災害而造成選民無法出示任何照片識別證明，此

類選民可在 Harris 縣選民登記官辦公室申請臨時豁免。

## TAX OFFICE CURE MAP

(give to Voter who needs to cure a Provisional Ballot due to having no ID with them)



**HARRIS COUNTY ELECTIONS**  
**DEPARTAMENTO DE ELECCIONES DEL CONDADO DE HARRIS**  
**TY BẦU CỬ QUẬN HẠT HARRIS**  
**HARRIS 縣選務辦公室**

November 14, 2022  
Final Day of the Cure  
Último Día de Cura  
Ngày Cuối Cùng Để Xuất  
Trình Căn Cứộc  
選票補件截止日



For provisional voter who did not:  
(1) Present an acceptable form of photo ID, and;  
(2) Complete a reasonable impediment declaration

Para el votante provisional que no realizó:  
(1) Presentar una forma aceptable de identificación con fotografía y  
(2) Completar una declaración de impedimento razonable.

Cho cử tri bầu cử tạm thời đã không:  
(1) xuất trình một căn cước có hình ảnh được chấp thuận và  
(2) hoàn tất bản khai trở ngại hợp lý

對於臨時選票選民無法:  
(1) 出示合格識別證明,以及  
(2) 填寫無識別證合理原由切結書

This is a reminder that when you came to vote in person, you did not have an acceptable form of identification with you. Therefore, you must go to a Harris County Elections branch office before the deadline to confirm your identity so that your vote may be accepted.

Este es un recordatorio de que cuando vino a votar en persona, no tenía una forma aceptable de identificación con usted. Por lo tanto, debe acudir a la Oficina del Departamento de Elecciones del Condado de Harris antes de la fecha límite para confirmar su identidad y que su voto sea aceptado.

Đây là lời nhắc nhở rằng khi quý vị đích thân đi bầu, quý vị đã không mang theo căn cước được chấp thuận. Do đó, quý vị phải đến Văn Phòng Ty Bầu Cử Quận Hạt Harris trước thời hạn để xác nhận danh tính của quý vị cho lá phiếu bầu của quý vị có thể được tính.

在此提醒您, 當您親自前來投票時, 您無法出示可接受的身份證明。因此, 您必須在截止日期前至哈里斯縣選舉部辦公室確認您的身份, 以便您的投票被接受。

[www.HarrisVotes.com](http://www.HarrisVotes.com) (713) 755-6965



**HOURS OF OPERATION**  
**Horas de Operación**  
**Những Giờ Làm Việc Bình Thường**  
**辦公時間**

MONDAY THRU FRIDAY 8 A.M. - 4:30 P.M.  
Lunes a Viernes 8 A.M. - 4:30 P.M.  
Thứ Hai - Thứ Sáu 8 A.M. - 4:30 P.M.  
週一至週五 8 A.M. - 4:30 P.M.

During Early Voting and  
on Election Day  
7 A.M. TO 7 P.M.  
SUNDAY 12 P.M. TO 7 P.M.

Durante la votación temprana  
y el día de las elecciones  
De 7 A. M. a 7 P. M.  
DOMINGO DE 12 P.M. A 7 P.M.

Trong thời gian bầu cử sớm  
và vào Ngày bầu cử  
7 giờ sáng đến 7 giờ tối  
CHỦ NHẬT 12 P.M. ĐẾN 7 P.M.

在提前投票期間和選舉日  
早上 7 點至晚上 7 點  
星期日中午 12 點至晚上 7 點

## LIST OF PROVISIONAL VOTERS

EV - Place in sealed Provisional Tub, ED - Place in Envelope #5 Provisional Ballot, yellow

EW7-26  
Prescribed by Secretary of State  
Section 63.011,  
Texas Election Code 10/13

Rev 08/2022

Type of Election Tipo de Elección <small>Hình Thức Bầu Cử</small> 選舉類型  Date of Election Fecha de la Elección <small>Ngày Bầu Cử</small> 選舉日期	Poll Code Código de Lugar de Votación MS Số Địa Điểm Bầu Cử 投票站代碼  Authority Conducting Election Autoridad Administrando la Elección Cơ Quan Thẩm Quyền Tiến Hành Bầu Cử 主持選務機構
-----------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### List of Provisional Voters

To be Completed by Election Judge					To be Completed by Ballot Board Judge	
Name of Provisional Voter	Phone Number	Precinct #	Ballot Style #	Reason #	Accepted for Counting	Rejected for Counting
1.						
2.						
3.						
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)

I certify that the number 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: \_\_\_\_\_

**Election-Day Envelope**

# OMISSIONS LIST

EV - Place in Daily Reconciliation Envelope, ED - Place in #2 white envelope

Section 63.006(b), TEC 7/13

Type of Election May Elections	SRD SRD001C	Date of Election May 7, 2022	Authority Conducting Election Harris County
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## REGISTRATION OMISSIONS LIST (Affidavit Not on List 63.006)

Information for Approved Voters that are not included in the Poll Book

Contact the Voter Registrar at 713.274.9922

Election Judge should fill this out and voter should verify and sign. Please print neatly.		"Voter's Affidavit"
Full Name (Last, First, Middle)	PCT #	
Complete Residence Address & City		
DOB (month, day, year)	Certificate/VUID # (If Known)	
Voter's Signature: X		
Full Name (Last, First, Middle)	PCT #	
Complete Residence Address & City		
DOB (month, day, year)	Certificate/VUID # (If Known)	
Voter's Signature: X		
Full Name (Last, First, Middle)	PCT #	
Complete Residence Address & City		
DOB (month, day, year)	Certificate/VUID # (If Known)	
Voter's Signature: X		
Full Name (Last, First, Middle)	PCT #	
Complete Residence Address & City		
DOB (month, day, year)	Certificate/VUID # (If Known)	
Voter's Signature: X		
Full Name (Last, First, Middle)	PCT #	
Complete Residence Address & City		
DOB (month, day, year)	Certificate/VUID # (If Known)	
Voter's Signature: X		

**\*AFFIDAVIT FOR VOTER NOT ON LIST:** By initialing the square labeled "Voter's Affidavit," I swear or affirm that I (A) am a resident of the precinct in which I am offering to vote or am otherwise entitled by law to vote in that precinct, (B) was a resident of the precinct in which I am offering to vote at the time the information on the voter's residence address was last provided to the voter registrar, (C) did not deliberately provide false information to secure registration in a precinct in which I do not reside, and (D) am voting only once in the election.

**\*Declaración Jurada Para votar No En lista:** Al firmar con mis iniciales el cuadro marcado "Acepto Juramento", yo dedare o afirmo que (A) soy residente del precinto en el que ofrezco votar o que de otro modo estoy autorizado por ley para votar en este precinto, (B) era residente de este precinto cuando le di al registrador de votantes la información perteneciendo a mi dirección residencial, (C) no di información falsa premeditadamente para asegurar mi registro en un precinto en el cual no residía, y (D) votaré solamente una vez en esta elección.

**\*BẢN CHỨNG THỰC CỦA CỬ TRI:** Khi đánh dấu vào ô vuông có nhãn "Bản Chứng Thực Của Cử Tri", tôi thề hay xác nhận rằng tôi (A) là cư dân của phân khu bầu cử mà nơi đó tôi được đề nghị đi bầu hoặc nếu không tôi được pháp luật quy định đi bầu tại phân khu bầu cử này, (B) đã là cư dân của phân khu bầu cử mà nơi đó tôi được đề nghị đi bầu tại thời điểm thông tin về địa chỉ cư ngụ của cử tri đã được cung cấp với nhất cho văn phòng ghi danh cử tri, (C) không cố tình cung cấp thông tin giả mạo để chắc chắn được ghi danh trong phân khu bầu cử mà tôi không cư ngụ tại đó, và (D) tôi chỉ bầu phiếu một lần duy nhất trong cuộc bầu cử.

**\*選民具結書:** 在標有"選民具結書"的方格內簽寫姓名時請注意, 本人宣誓或確認本人(A)為本人提出投票所屬選區之居民, 或本人在本選區有法定投票權, (B)在最後一次提供給選民登記官的選民居住地址資料時, 本人曾經是該選區之居民, (C) 並未蓄意提供不實資訊以圖在并非本人所住的選區內獲得選舉登記, 而且(D)本人在此次選舉中僅投票一次。

**Place form in the Early Voting Daily Reconciliation Envelope**

## EARLY VOTING DAILY RECONCILIATION ENVELOPE

Put all daily envelopes together and place on top in white Return Box

### Early Voting Daily Reconciliation Envelope

STAMP HERE	DATE
------------	------

#### SCAN (purple tape)

When	Where	Ballot Counter #
Start of Day (AM)	Open Polls Report	
End of Day (PM)	Suspend Polls Report	

#### CONTROLLER (White)

When	Where	Ballot Counter #	Provisionals
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspend Polls Report		

#### CONTROLLER (Pink)

When	Where	Ballot Counter #	Provisionals
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspend Polls Report		

#### Controller (Green)

When	Where	Ballot Counter #	Provisionals
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspend Polls Report		

#### Controller (Blue)

When	Where	Ballot Counter #	Provisionals
Start of Day (AM)	Open Polls Report		
End of Day (PM)	Suspend Polls Report		

\_\_\_\_\_ (Presiding Judge)

\_\_\_\_\_ (Alternate Judge)

# ELECTION DAY RECONCILIATION LOG

## 3 Part Carbonless

white (put in #2 white envelope), pink (put in PJ pink envelope), blue (put in Scan)

### RECONCILIATION LOG – HARRIS COUNTY ELECTIONS

Ballot & Seal Certificate / Register of Official Ballots

INSTRUCTIONS: This is the most important form completed by the ELECTION JUDGES. Please fill in each of the lines below and sign the form.

Poll Code: \_\_\_\_\_

Presiding Judge's Signature: \_\_\_\_\_

Election Title: \_\_\_\_\_

Alternate Judge's Signature: \_\_\_\_\_

Date of Election: \_\_\_\_\_

#### Register of Official Ballots:

When to Record	What information to record	Number
<b>Before polls open</b>	Number of ballots received (total number of blank ballot paper received)	
<b>When occurs</b>	Number of additional ballots received, if any (total number of additional blank ballot paper provided by EA Office)	
<b>After polls close</b>	Number of voters who checked into the ePollbook	
<b>After polls close</b>	Number of spoiled ballots returned by voters (from Spoiled Ballot Log)	
<b>After polls close</b>	Number of unused ballots already signed by judge (total number of blank ballot paper signed by judge remaining)	
<b>After polls close</b>	Number of unused ballots (total number of blank ballot paper remaining)	
<b>After polls close</b>	Number of provisional ballots (total number of provisional affidavits)	

#### Reconciliation Information:

##### Scan (Purple Report/Tape)

When to record	Where information is located	Ballot Counter #
<b>Start of Day (AM)</b>	Zero Report	
<b>Start of Day (AM)</b>	Open Polls Report	
<b>End of Day (PM)</b>	Close/Suspend Polls Report	

##### Controller (White Report/Tape)

When to record	Where information is located	Ballot Counter #	Provisional numbers
<b>Start of Day (AM)</b>	Zero Report		
<b>Start of Day (AM)</b>	Open Polls Report		
<b>End of Day (PM)</b>	Close/Suspend Polls Report		

##### Controller (Pink Report/Tape)

When to record	Where information is located	Ballot Counter #	Provisional numbers
<b>Start</b>	Zero Report		
<b>Start of Day (AM)</b>	Open Polls Report		
<b>End of Day (PM)</b>	Close/Suspend Polls Report		

**WHITE COPY** – Place in White ENVELOPE 2 – RETURN TO ELECTIONS ADMINISTRATOR

**PINK COPY**—Place in Pink Envelope 3

**BLUE COPY**—Place in Scan

## ELECTION DAY ENVELOPE FOR DEVICE REPORTS/TAPES

(Place inside #2 Envelope, white)

# ENVELOPE FOR DEVICE REPORTS/TAPES

Poll Code: \_\_\_\_\_

Election Title: \_\_\_\_\_

Date of Election: \_\_\_\_\_

### THIS ENVELOPE IS TO CONTAIN THE FOLLOWING:

1. **Reconciliation Log**—white copy ONLY (pink copy goes to Presiding Judge and blue copy goes in the Scan with the Travel Seal Log)
2. **Morning Reports/Tapes:**
  - A. **Printed from Controllers before first voter votes:**
    - Zero Report/Tape from all Controller
    - Open Polls Report/Tape from all Controller
  - B. **Printed from Scan before first voter votes:**
    - Purple Zero Tape from Scan
    - Purple Open Polls Report/Tape from Scan
3. **Evening Tapes/Reports:**
  - A. **Printed from Controllers after last voter votes:**
    - Suspend Polls Report/Tape from all Controller
    - Access Code Report/Tape from all Controller
    - 
    - Purple Suspend Polls Report/Tape from Scan

REV 8/11/2021 Return to Envelope #2 TO: Election Administrator

## EARLY VOTING CONSTABLE TRAVEL LOG

(Place on top inside Return Box)

Location Name & Poll Code SRD

Election Date

### Early Voting Travel Log Chain of Custody

(This form must be used *in addition to* the Yellow Scan Chain of Custody that goes in each Scan)

**Instruction: Fill in all Serial and Seal Numbers for each Scan and Ballot Bag**  
(Note: Your location may only have one Scan and one Ballot Bag)

1<sup>st</sup> Scan Serial Number:

1<sup>st</sup> Scan Seal Number:

1<sup>st</sup> Ballot Bag Seal Number:

2<sup>nd</sup> Scan Serial Number:

2<sup>nd</sup> Scan Seal Number:

2<sup>nd</sup> Scan Ballot Bag Seal Number:

**All items below are provided to the Law Enforcement Official. Check each box to confirm:**

- ☐ Scan(s) with Emergency Slot Envelope placed inside
- ☐ Ballot Bag(s)
- ☐ Large Black Ballot Box(es) inside its corresponding bag
- ☐ Black iPad cases with all iPads, MiFi, and charging cables packed inside
- ☐ White Return Box with ALL daily envelopes
  - EV Daily Reconciliation Envelopes
  - White Envelope
  - Green Envelope (s)
  - Daily Spoiled Ballots Envelopes (even when empty for that date)
  - Cancellation of Mail Ballot Envelope (s)
  - RIDs Envelope (s)
- ☐ Supply Cabinet keys
- ☐ Payroll Compensation Envelopes
- ☐ Provisional Ballot Tub

Presiding Judge's  
Signature

Alternate Judge's  
Signature

Law Enforcement Personnel  
Signature

☐ Place Early Voting Travel Log inside Return Box

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## ELECTION DAY TRAVEL LOG

(Place on top inside Judge Supply Box)

Location Name & Poll Code

Election Date

### Election Day Travel Log Chain of Custody

(This form must be used *in addition to* the Orange Scan Chain of Custody that goes in each Scan)

#### Instruction: Fill in all Serial and Seal Numbers for each Scan and Ballot Bag

(Note: Your location may only have one Scan and one Ballot Bag)

1<sup>st</sup> Scan Serial Number:

1<sup>st</sup> Scan Seal Number:

1<sup>st</sup> Ballot Bag Seal Number:

2<sup>nd</sup> Scan Serial Number:

2<sup>nd</sup> Scan Seal Number:

2<sup>nd</sup> Scan Ballot Bag Seal Number:

#### All items below are provided to the Elections Office Deputized Representative. Check each box to confirm:

☐ Scan(s)

☐ Ballot Bag(s)

☐ Large Black Ballot Box(es) inside its corresponding bag

☐ Black iPad cases with all iPads, MiFi, and charging cables packed inside

☐ Election Day Supply Box with ALL envelopes

- #1 - Purple RID envelope
- #2 - White Elections Administrator envelope
- #4 - Green Voter Registration envelope
- #5 - Yellow Provisional Ballot envelope
- #6 - Tan Spoiled Ballots envelope

☐ Payroll Compensation Sheets (Put in White Elections Administrator envelope #2)

Presiding Judge's  
Signature

Alternate Judge's  
Signature

Deputized Election Office  
Representative's Signature

#### Presiding Judge to Administer Oath to the Designated Driver\*

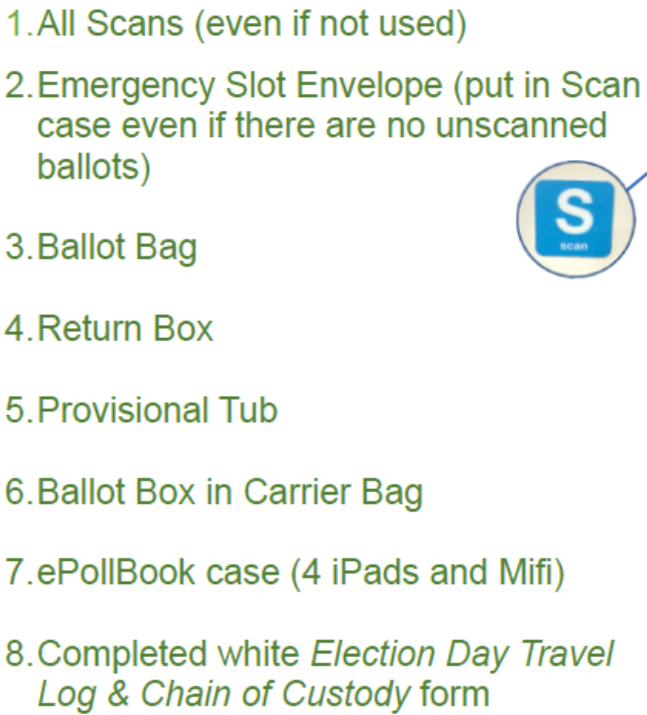
*"I swear (or affirm) that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as an officer of the election and guard the purity of the election."*

\*Pursuant to Texas Election Code Section 66.052 and 127.066, Presiding Judge hereby designates driver as an election clerk and officer to deliver election records and supplies to the Central Counting Station.

☐ Place Election Day Travel Log inside Election Day Supply Box

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**Early Voting** - Before you seal Equipment Caddy be sure you have all these materials for driver.



## ELECTION DAY ITEMS TO RETURN

Election Day - Before you seal Equipment Caddy, be sure you have all these materials for the driver.



1. All Scans (even if not used)
2. Emergency Slot Envelope (put in Scan case even if there are no unscanned ballots)
3. Ballot Bag
4. Judge's Supply Box with unused Ballot Paper
5. Envelopes (Numbers 1,2,4,5,6)
6. Ballot Box
7. ePollBook case (3 iPads and Mifi)
8. Completed white *Election Day Travel Log & Chain of Custody* form



8.

**\*All returning items will be marked with a pink label or band.**

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The page features a dark blue header bar at the top. Below it, there are two horizontal decorative bars: a light blue one and a teal one, both with a diagonal cut on the right side.

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