

# Election Day

Poll Worker Training



# POLL WORKERS

- Poll workers must be registered voters for the subdivision holding the election.
- A maximum of 5 poll workers may be assigned per polling place.

- 1 presiding judge
- 1 alternate judge
- 3 clerks



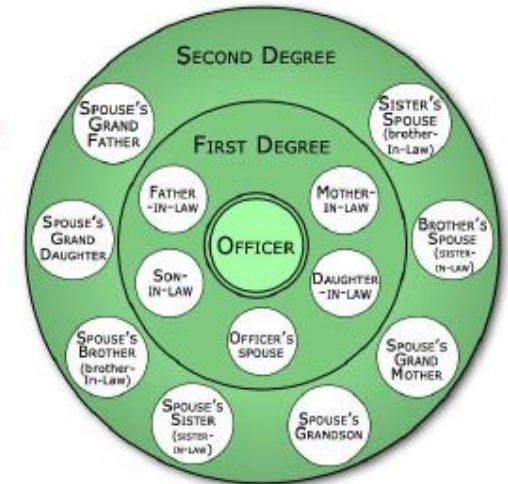
Total of **5**  
poll workers

# NEPOTISM

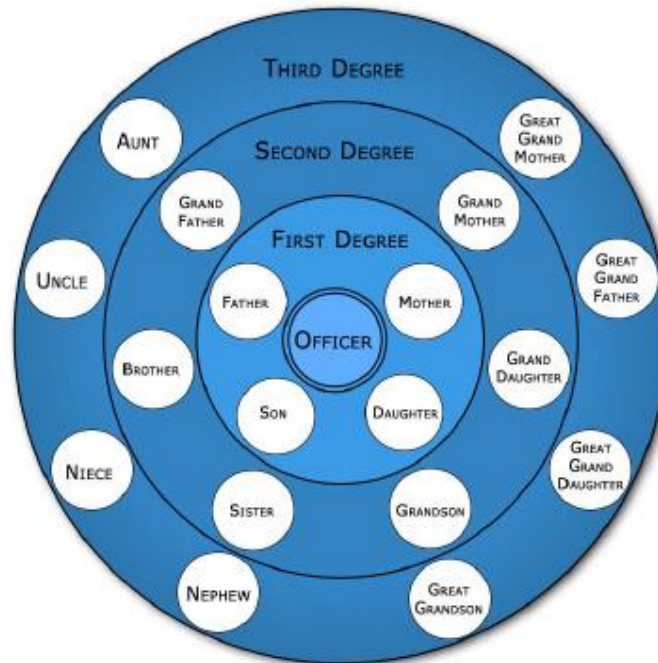
- Presiding judge, for every election, cannot appoint family members within the First Degree of Consanguinity & Affinity Kinship. Please see chart:

The chart below shows

- **Affinity Kinship** (relationship by marriage)
- **Consanguinity Kinship** (relationship by blood) for purposes of interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021 - .025



**AFFINITY KINSHIP**  
Relationship by Marriage



**CONSANGUINITY KINSHIP**  
Relationship by Blood

# PREPARE YOURSELF

- Review your training materials.
  - ✓ Election Day binder.
  - ✓ Judges & Clerks Election Day Handbook.
  - ✓ Poll Watcher's Guide.
- Post all sample ballot(s) and informational signs.
- Presiding judge:
  - ✓ About **15 minutes before the polls open**, administer the "Oath of Election Judges & Clerks" for your poll workers and yourself. Return completed oath inside **Envelope No.2**.
  - ✓ Anyone in line at 7:00 p.m. can vote!

# BEFORE 7:00 A.M. ON ELECTION DAY

- Be at your assigned polling place by 6:00 a.m. to start setting up.
- Presiding judge or alternate judge, please call the Poll Worker Support Line at 915-546-2294 to check-in as soon as you enter your polling place.
- Remember, polls must be open to the public from 7:00 a.m. to 7:00 p.m.



# NO POLITICKING

- As a poll worker, your task is to manage an election, not to engage in or discuss politics.
- You **must** maintain non-partisan behavior when working the polls on Election Day.



# DRESS CODE & CONDUCT

- Be professional to your fellow poll workers and voters.
  - ✓ Calm, polite, respectful and helpful.
- What you wear at work should promote a professional environment and indicate a respect for yourself and others.
- Electronic devices (cell phones, laptops, tablets, etc.), may only be used to conduct official duties.



# ELECTIONEERING

- Each Election Day polling place must be organized with 100-foot distance markers posted at surrounding outside entries to the building.
- During the voting period and inside this protected area, it is prohibited to electioneer, including expressing preference for or against a candidate, measure, or political party.
- A violation of this provision in the Election Code is a Class C misdemeanor. Texas Election Code, 61.003, 85.036.

See page 34 on Handbook for Election Judges & Clerks

517-2441 Distance Marker (186)  
Prescribed by Secretary of State  
Sections 62.010 and 61.003, V.T.C.A., Election code

NOTE TO ELECTION OFFICIAL: Post this sign 100 feet from any outside door through which voters may enter the building in which your polling place is located.  
(NOTA AL OFICIAL ELECTORAL: Coloque este letrero a una distancia de 100 pies de cualquier puerta exterior por la cual los votantes pueden entrar al edificio donde se encuentra su sitio de votación.)

**DISTANCE MARKER**  
(MARCADOR DE DISTANCIA)

**NO ELECTIONEERING OR LOITERING**  
(SE PROHIBE SOLICITAR VOTOS O VAGAR)

**BETWEEN THIS POINT AND THE**  
ENTRE ESTE PUNTO Y LA

**ENTRANCE TO THE POLLING PLACE**  
ENTRADA AL SITIO DE VOTACIÓN)

————— ★ —————

*It is unlawful for any person to do any electioneering or loitering, while the polls are open, within one hundred feet of any outside door through which a voter may enter the building in which a polling place is located. Any person who violates this provision is guilty of a Class C misdemeanor. A Class C misdemeanor is punishable by a fine not to exceed \$500.  
(Mientras que estén abiertos los sitios de votación, es ilegal que alguna persona solicite votos o vague sin propósito fijo dentro de una distancia de cien pies de cualquier puerta exterior por la cual un votante puede entrar al edificio donde se encuentra un sitio de votación. Cualquier infracción de esta disposición constituye un delito menor de la Clase C, que es sancionable con una multa hasta de \$500.)*



# ELECTIONEERING (cont.)

- Persons are not allowed to use wireless communications devices within 100 feet of the voting stations. Additionally, persons are not allowed to use mechanical or electronic devices to record sound or images within 100 feet of the voting stations. Texas Election Code, 61.014(a), 81.002.
  - ✓ What devices should not be used in the polling place?
    - Cell phones
    - Cameras
    - Tablet computers
    - Laptop computers
    - Sound recorders
    - Any other device that may communicate wirelessly, or be used to record sound or images.

# ELECTIONEERING (cont.)

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

# PEOPLE ALLOWED IN THE POLLING PLACE

- To enter any polling place you must be:
  - ✓ A voter.
  - ✓ A person accompanying a voter, such as:
    - A child under 18 years of age with a parent who is voting;
    - A person assisting a voter;
    - A person acting as a voter's interpreter.
  - ✓ A presiding judge or clerk (must wear name tag and take the "Oath"), or
  - ✓ A poll watcher who presents a valid "Certificate of Appointment" to the presiding judge.

# PEOPLE ALLOWED IN THE POLLING PLACE (cont.)

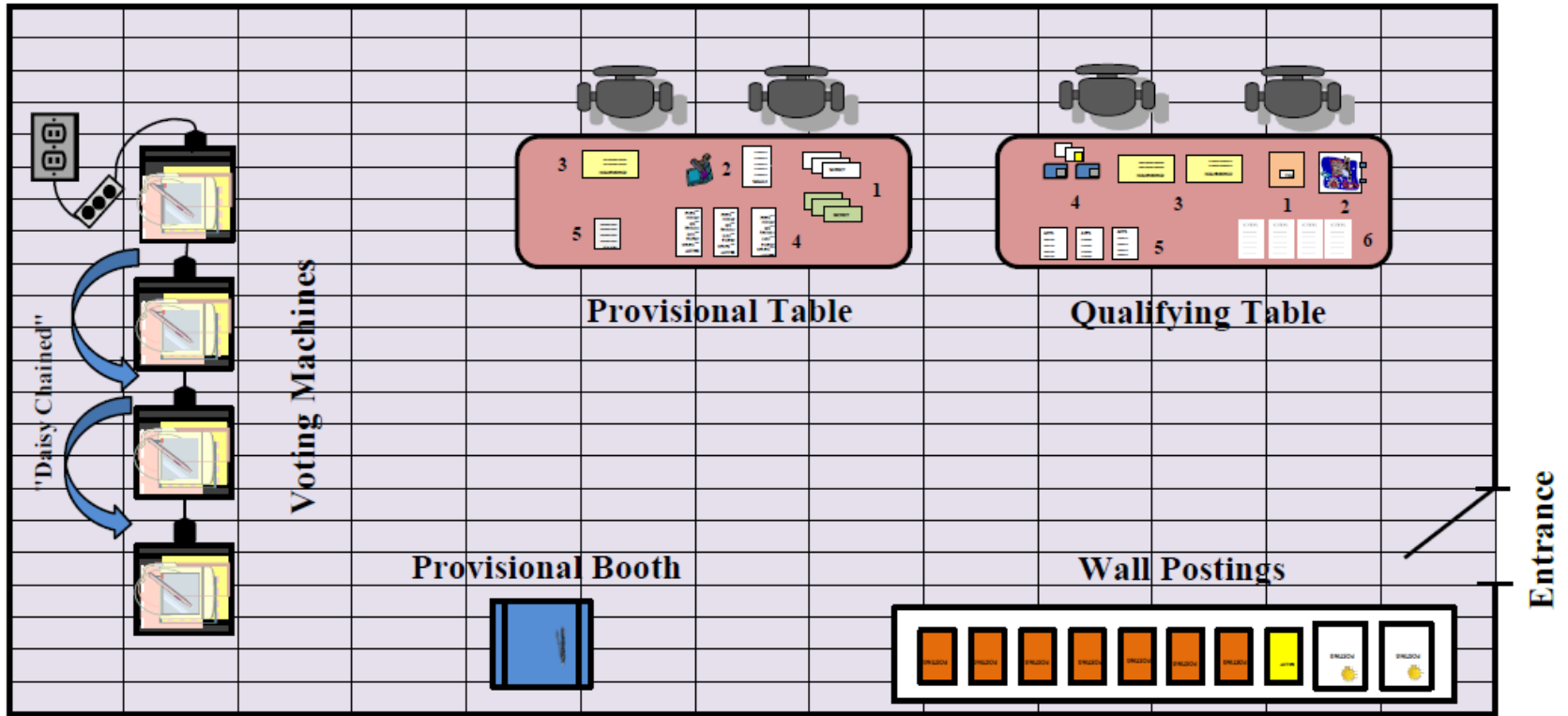
- Wear name tags when inside polling place:
  - ✓ State Election Inspectors
  - ✓ Peace officers summoned or appointed by Judge to preserve order
  - ✓ Secretary of State and his/her staff
- May visit polling place on election business:
  - ✓ Federal observers
  - ✓ Election staff delivering election supplies
  - ✓ Emergency personnel, if needed

# CHECKLIST

- When picking up your Election Day bag, please verify all items are inside before leaving.

V 3.2 ELECTION DAY CHECKLIST		CHECK
<b>ENCODERS AND ACCESS CARDS BAG (ORANGE BAG)</b>		
1	VOTER ACCESS CARDS	
2	TOUCHSCREEN KEY	
3	BAD CARDS ENVELOPE	
4	SUPERVISOR CARDS ENVELOPE/ PASSWORD	
5	TRACERS	
6	RED AND YELLOW SEALS	
<b>CURBSIDE AND PROVISIONAL BALLOTS ENVELOPE</b>		
7	PAPER BALLOTS (outside voted ballots go inside Curbside ballot bag; provisional voted ballots go inside Provisional ballot bag)	
<b>POLL BOOK</b>		
8	POLL BOOK(S)	
<b>INFORMATION BINDER</b>		
9	ELECTION DAY LOG SHEET (return in envelope #2)	
10	SAMPLE BALLOT (YELLOW FORMS) (sent first to precinct)	
11	POLLING PLACE LIST	
12	PRECINCT MAP	
13	OPENING/CLOSING INSTRUCTIONS FOR TOUCHSCREENS	
14	JUDGE'S HANDBOOK/ POLL WATCHER'S HANDBOOK	
<b>CANCELLED BALLOTS ENVELOPE</b>		
15	REQUEST TO CANCEL APPLICATION FOR BALLOT (return in Canceled Ballots envelope)	
<b>UNLOCK "SUPPLY" BAG(S)</b>		
16	ELECTION OFFICIAL/ POLL WATCHER NAME TAG(S)	
17	PEN, HILTERS, TAPE, SCISSORS, PAPER CLIPS, RUBBER BANDS, INK PAD	
18	"I VOTED" STICKERS (roll)	
19	"NEW" AND "HELP" STAMPS (PRIMARIES ONLY)	
20	"VOTED" STAMP	
<b>PAYROLL ENVELOPE</b>		
21	PAYROLL INSTRUCTIONS	
22	PAYROLL FORMS	
<b>POSTINGS ENVELOPE</b>		
23	ATTENTION VOTERS (1 poster)	
24	VOTER INFORMATION (English and Spanish to be posted)	
25	NO CELL PHONE MARKERS (2 posters)	
26	NOTICE TO PROVISIONAL VOTER (1 poster)	
27	NO MEDIA POSTER (1 poster)	
28	NOTICE TO VOTER (1 poster)	
29	PHOTO ID REQUIRED (English and Spanish to be posted at entrance door to Polling Location)	
30	VOTER COMPLAINT INFORMATION (English and Spanish to be posted)	
31	NOTICE OF PROHIBITED INTERACTIONS (English and Spanish to be posted)	
32	HAVA AND YOUR VOTING RIGHTS (English and Spanish to be posted)	
33	OBSTACLE MARKERS 100 FT. (to be posted)	
<b>ELECTION DAY FORMS ENVELOPE</b>		
34	RECEIPT OF VOTED BALLOTS	
35	ELECTION DAY TOUCHSCREEN RECAP SHEET (return in Envelope #2)	
36	DAYS OF ELECTION JUDGES AND CLERKS (return in Envelope #2)	
37	DAYS OF ASSISTANCE AND INTERPRETERS (return in Envelope #2)	
38	VOTERS SIMILAR NAME CORRECTION REQUEST FORM (return in Envelope #4)	
39	REGISTRATION OMISSIONS LIST (return in Envelope #4)	
40	NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED (return in Envelope #2)	
<b>PROVISIONAL BALLOTS ENVELOPE</b>		
41	LIST OF PROVISIONAL VOTERS (return used list inside Provisional ballot bag)	
42	AFFIDAVIT OF PROVISIONAL VOTERS (green envelope/voted ballots inside Provisional ballot bag)	
43	RECEIPT ENVELOPE (voter envelopes)	
44	NOTICE OF PROVISIONAL VOTER - POLLING PLACE ID RECEIPT (distribute to each Provisional PHOTO ID voter)	
45	NOTICE OF PROVISIONAL VOTER (distribute to each Provisional voter)	
46	MAP WITH DIRECTIONS TO COURT HOUSE (distribute to each Provisional PHOTO ID voter)	
47	CURBSIDE ENVELOPES (return envelope with voted ballot inside curbside ballot bag)	
<b>LOOSE</b>		
48	ENVELOPES #2, #3, #4 (Judge Issues Envelope #2)	
49	OPENING/CLOSING INSTRUCTIONS FOR TOUCHSCREENS (11/14/17)	
50	UNLOCKED BLUE BANK BAG, KEY, & SEAL (for touchscreen data, zero reports and end of day total reports)	
51	PROVISIONAL BALLOT BAG (for voted provisional ballots)	
52	CURBSIDE BALLOT BAG (for voted curbside ballots)	
53	COMBINATION FORMS	
54	PROVISIONAL VOTER REGISTRATION APPLICATIONS (return inside envelope #4)	
55	STATEMENT OF RESIDENCE CARDS (return inside envelope #4)	
56	KEYPAD	
57	HEADPHONES	
58	EXTENSION CORD	
59	BOUNCE PROTECTOR	
60	PARTY AFFILIATION RECEIPT BOOK (PRIMARIES ONLY)	
ASSIGNED PRECINCT: _____		CHECKED BY: _____ PRINT NAME
		SIGNATURE _____
<b>RETURN INSIDE ENVELOPE #2</b>		

# Ideal Polling Place Set Up - Election Day



# POSTINGS/ SAMPLE BALLOT

**NOTICE**  
Prohibition of Certain Devices  
Within 100 Feet of Voting Station

**NOTIFICACION**  
DE PROHIBICION DE CERTOS DISPOSITIVOS  
DENTRO DE CIENTO (100) PIES  
DE LA ESTACION DE VOTACION

**Notice to Provisional Voter**

**Notificación al Votante Provisional**

**Voter Complaint Information**

**For Any Election**

**TEXAS Secretary of State's Office**

**For Federal Elections:**

**For Local Elections:**

**USE OF CELL PHONES PROHIBITED**

**Se prohíbe el uso del teléfono celular**

**NO MEDIA PERMITTED  
INSIDE POLLING PLACE**

No media are permitted to be inside the polling place unless specifically authorized by the State Election Commission.

English/ Spanish

**NOTICE TO VOTER**

**NOTIFICACION AL VOTANTE**

**Notice of Required Identification**

**Notificación de Requisitos de Identificación**

**NOTICE TO VOTER**

**NOTIFICACION AL VOTANTE**

**TEKERS.com**  
Disabilities.com

**HAVA and Your Voting Rights**

**Voter Registration**

**Learn More About HAVA**

**ONLINE RESOURCES**

English/ Spanish

**SAMPLE BALLOT**

**Yellow Form(s)**

Sample Ballot Yellow Form(s)

English/ Spanish

English/ Spanish

All postings and sample ballot(s) must be visible to the voter immediately entering your polling place.

# NOTICE OF APPROVED FORMS OF ID


- PHOTO ID posting, English and Spanish, must be placed at the entrance door to your polling place so it is visible to voters as they enter.

AW13-9 Prescribed by Secretary of State • Section 62.036, Texas Election Code • 08/2013

## Photo ID required for Texas Voters

You must now present one of the following forms of photo ID when voting in person:

- ★ Texas driver license issued by the Texas Department of Public Safety (DPS)
- ★ Texas Election Identification Certificate issued by DPS
- ★ Texas personal identification card issued by DPS
- ★ Texas concealed handgun license issued by DPS
- ★ United States military identification card containing your photograph
- ★ United States citizenship certificate containing your photograph
- ★ United States passport



With the exception of the U.S. citizenship certificate, the identification must be current or have expired no more than 60 days before being presented for voter qualification at the polling place.

Exemptions - Voters with a disability may apply with the county voter registrar for a permanent exemption. The application must contain written documentation from either the U.S. Social Security Administration evidencing he or she has been determined to have a disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. In addition, the applicant must state that he or she has no valid form of photo identification. Those who obtain a disability exemption will be allowed to vote by presenting a voter registration certificate reflecting the exemption. Please contact your voter registrar for more details.

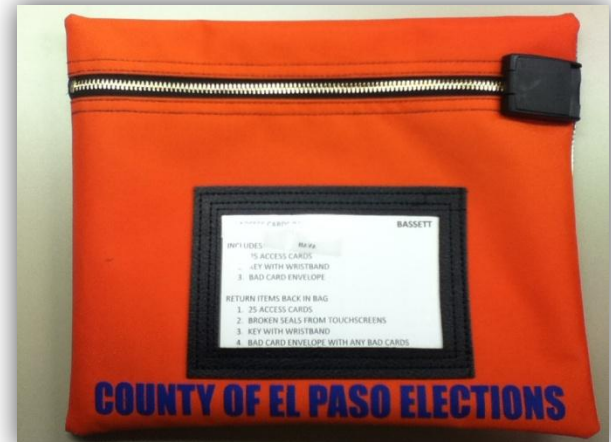
Voters who have a consistent religious objection to being photographed and voters who do not have any valid form of photo identification as a result of certain natural disasters as declared by the President of the United States or the Texas Governor, may vote a provisional ballot, appear at the voter registrar's office within six (6) calendar days after election day, and sign an affidavit swearing to the religious objection or natural disaster, in order for your ballot to be counted. Please contact your county voter registrar for more details.

**VOTETEXAS.GOV**



# ORANGE ACCESS CARD BAG

- Inside:
  - ✓ 25 Voter access cards
  - ✓ Encoders
  - ✓ 1 Touchscreen key
  - ✓ Bad cards envelope
  - ✓ Supervisor card
  - ✓ Envelope/password
  - ✓ Red and yellow seals (seal log)



# AUDIO VOTING

- If audio voting is requested, please remember to give the voter the ability to **choose** what touchscreen they would like to cast their ballot on.
- For instructions on “how to” set up the audio voting equipment, please look inside your Election Day binder.



# POLL WATCHERS

- **Appointed by:**
  - ✓ Candidates, political parties, or specific-purpose political action committees to observe the voter qualifying process and the preparation of election records for distribution.
- **They must present:**
  - ✓ Themselves as poll watchers.
  - ✓ Must provide you with a “Certificate of Appointment” which they counter-sign and give to the presiding judge and archive inside **Envelope No.2.**
- **They may:**
  - ✓ Sit near the election poll workers to observe activity.
  - ✓ Take written notes while on duty.
  - ✓ Carry a cell phone but must step outside the polling place to use it.
- **They may NOT:**
  - ✓ Talk to voters, and should only converse with the presiding judge.
  - ✓ Use any devices to record sound or images in the polling place or within 100 feet of voting station (cameras, cell phones, smart phones, sound recorders, etc.).

Remember: A poll watcher may not leave the polling place while the polls are open and be readmitted unless the watcher has **served for five continuous hours**” Texas Election Code, Sec. 33.052.

# QUALIFYING THE VOTER

- **Step 1:** Identify voter by asking for any of the **7 acceptable forms** of PHOTO ID.
- **Step 2:** Poll Book
  - ✓ Compare PHOTO ID or certificate to poll book for:
    - Voter's name, address, precinct number;
    - Residence;
    - Any notation(s).
    - **Note: If acceptable form of PHOTO ID does not provide an address, you do not need to ask for a **second** identification for verification.**
- **Step 3:** Have you Moved?
  - ✓ Poll worker must **ask every** voter if they still live at the address shown on the poll book. If address is different have voter complete a "Statement of Residence."

# QUALIFYING THE VOTER

## (cont.)

- **Step 4: Write Voter's Information**
  - ✓ Write the voter's name, precinct number, and VUID number on combination form.
- **Step 5: Voter Signature**
  - ✓ Have voter sign combination form.
- **Step 6: Voter Casts Ballot**
  - ✓ Direct voter to touchscreen of their choice to cast their ballot.

If you have multiple precincts use the encoder that matches the poll book by precinct and letter. DO NOT MIX ENCODERS.

OFFICIAL COPY

ALPHABETICAL LIST

Registered Voters

PRECINCT No. **29** **A**

El Paso County, Texas

Use the correct encoder \_\_\_\_\_

Hi-Lite Cert. # and Stamp "Voted" for each person that Votes only!

OFFICIAL COPY

ALPHABETICAL LIST

Registered Voters

PRECINCT No. **30** **B**

El Paso County, Texas

Use the correct encoder \_\_\_\_\_

Hi-Lite Cert. # and Stamp "Voted" for each person that Votes only!

OFFICIAL COPY

ALPHABETICAL LIST

Registered Voters

PRECINCT No. **31** **C**

El Paso County, Texas

Use the correct encoder \_\_\_\_\_

Hi-Lite Cert. # and Stamp "Voted" for each person that Votes only!

COMBINATION FORM

NO	NAME	DATE	(Signature)	TIME
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Precinct 29

COMBINATION FORM

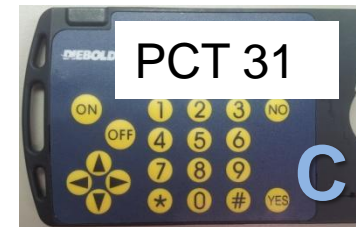
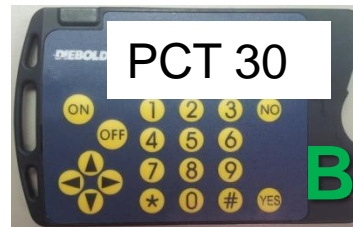
NO	NAME	DATE	(Signature)	TIME
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Precinct 30

COMBINATION FORM

NO	NAME	DATE	(Signature)	TIME
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Precinct 31



Poll Books

Combination Forms

Encoders

# Voters must now present one of the following forms of **PHOTO ID** when voting in person:


1. Texas drivers license issued by the Texas Department of Public Safety (DPS).
2. Texas Election Identification Certificate issued by DPS.
3. Texas Personal Identification card issued by DPS.
4. Texas Concealed Handgun License issued by DPS.
5. United States Military Identification Card containing the person's photograph.
  1. There are four acceptable types of military ID:
    1. Department of Defense (DoD) Common Access Card;
    2. United Services ID Cards;
    3. DoD Civilian Retiree Cards;
    4. Veteran Affairs ID Cards.
6. United States Citizenship Certificate/ Certificate of Naturalization containing the person's photograph.
7. United States passport (a **passport card** which is issued by the U.S. Department of State, is acceptable).

Note: Acceptable identification must be current or have **expired no more than 60 days** before being presented for voter qualification at polling place.

Refer to Election Day binder for examples of acceptable forms of PHOTO ID.

# VOTERS WITH PERMANENT EXEMPTION

RETURN SERVICE REQUESTED



VOID (VUID)	Gender (Sexo)	Valid From (Válido desde)
1197099876 (E)		06/28/2013
Year of Birth (Año de nacimiento)	Prec. No. (Número Prec.)	thru (hasta)
1983	3	12/31/2013

Name and Permanent Residence Address (Nombre y dirección residencia permanente)  
AAA, ID/E  
100 N MAIN ST  
LAMPASAS, TX 76550

25	54	24	3	1
USREP	STREP	STSEN	COMM	JP
LAMP	LISD	14		
CITY	SCHOOL	SBE		









Name and Mailing Address (Nombre y dirección de correo)  
ID/E AAA  
100 N MAIN ST  
LAMPASAS, TX 76550

Designation of (E) next to VUID number.  
•Example: 123456789 (E).

- Available for voters with documented disabilities.
  - ✓ Voter must apply with the Elections Department for a permanent exemption **prior to election.**
  - ✓ Voter who obtains a disability exemption will be allowed to vote by presenting a voter registration certificate reflecting the exemption.



# POLL BOOK EXAMPLE

Election Tuesday, March 4 2014 EL PASO COUNTY, TEXAS		Page: 1
ANTHONY CITY HALL Registered Voters: 1,657		
PARTY		
<b>ABRAMS, CYNTHIA ANNE</b> 624 BARILOCHE DR ANTH Sex: F DOB:02/02/54 Precinct: 001-1	<i>Statement of Residence Required</i> ABRAMS, CYNTHIA ANNE Pct: 001-1	
<b>ACOSTA, CLAUDIA IVETTE</b> 905 KELWOOD ST ANTH Sex: F DOB:03/14/87 Precinct: 001-1	ACOSTA, CLAUDIA IVETTE Pct: 001-1	 Cert# 1005353 VUID# 1173631202
<b>ACOSTA, EDUARDO MANUEL</b> 405 CHISOM ST ANTH Sex: M DOB:08/01/56 Precinct: 001-2	<i>Mail Ballot Requested</i> ACOSTA, EDUARDO MANUEL Pct: 001-2	 Cert# 729651 VUID# 1093877293
<b>ACOSTA, ERIC</b> 609 ELM ST Sex: M DOB:11/09/76 Precinct: 001-1	<i>Early Voted.</i> ACOSTA, ERIC Pct: 001-1	 Cert# 224169 VUID# 1097162934
<b>ACUNA, MICHAEL RENE</b> 613 INEZ PL ANTH Sex: M DOB:06/14/82 Precinct: 001-1	ACUNA, MICHAEL RENE Pct: 001-1	 Cert# 858020 VUID# 1148844291
<b>ACUNA, REBECCA</b> 613 INEZ PL Sex: F DOB:02/08/82 Precinct: 001-1	<i>Mail Ballot Returned with Status [OK]</i> ACUNA, REBECCA Pct: UU1-1	 Cert# 343278 VUID# 1093564742
<b>AGUAYO, CHRISTIAN</b> 349 VINTON RD ANTH Sex: M DOB:10/07/72 Precinct: 001-2	AGUAYO, CHRISTIAN Pct: 001-2	 Cert# 763310 VUID# 1094100442
<b>AGUAYO, GISELLE MIREILLE</b> 349 W VINTON RD ANTH Sex: F DOB:07/25/76 Precinct: 001-2	<b>VOTED</b> AGUAYO, GISELLE MIREILLE Pct: 001-2	 Cert# 179635 VUID# 1096743438
<b>AGUILAR, ALEJANDRO</b> 812 N FOURTH ST ANTH Sex: M DOB:01/18/92 Precinct: 001-1	<b>VOTED</b> AGUILAR, ALEJANDRO Pct: 001-1	 34 VUID# 1170400620

**MUST COMPLETE A STATEMENT OF RESIDENCE BEFORE PROCEEDING TO VOTE**

**VOTED ALREADY**

**VOTED ALREADY**

**HIGHLIGHT**

**STAMP**

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

# MAIL BALLOT REQUESTED

Election			Page: 1
ANTHONY CITY HALL Registered Voters: 1,657			Tuesday, March 4 2014 EL PASO COUNTY, TEXAS
PARTY			
<b>ABRAMS, CYNTHIA ANNE</b> 624 BARILOCHE DR ANTH Sex: F DOB:02/02/54 Precinct: 001-1	<i>Statement of Residence Required</i>	ABRAMS, CYNTHIA ANNE Pct: 001-1	Cert#888069 VUID# 1164392705
<b>ACOSTA, CLAUDIA IVETTE</b> 905 KELWOOD ST ANTH Sex: F DOB:03/14/87 Precinct: 001-1		ACOSTA, CLAUDIA IVETTE Pct: 001-1	Cert# 1005353 VUID# 1173831202
<b>ACOSTA, EDUARDO</b> 405 CHISOM ST Sex: M DOB:08/01/56 Precinct: 001-2	<b>CALL ELECTIONS DEPT.</b>	<i>Mail Ballot Requested</i>	Cert#729651 VUID# 1093877293
<b>ACOSTA, ERIC</b> 609 ELM ST ANTH Sex: M DOB:11/09/76 Precinct: 001-1		<i>Early Voted.</i>	Cert#224169 VUID# 1097162934
<b>ACUNA, MICHAEL RENE</b> 613 INEZ PL ANTH Sex: M DOB:06/14/82 Precinct: 001-1		ACUNA, MICHAEL RENE Pct: 001-1	Cert#858020 VUID# 1148844291
<b>ACUNA, REBECCA</b> 613 INEZ PL Sex: F DOB:02/08/82 Precinct: 001-1	<b>CALL ELECTIONS DEPT.</b>	<i>Mail Ballot Returned with Status [OK]</i>	Cert#343278 VUID# 1093564742
<b>AGUAYO, CHRISTIAN</b> 349 VINTON RD ANTH Sex: M DOB:10/07/72 Precinct: 001-2		AGUAYO, CHRISTIAN Pct: 001-2	Cert#763310 VUID# 1094100442
<b>AGUAYO, GISELLE MIREILLE</b> 349 W VINTON RD ANTH Sex: F DOB:07/25/76 Precinct: 001-2		AGUAYO, GISELLE MIREILLE Pct: 001-2	Cert# 179635 VUID# 1096743438
<b>AGUILAR, ALEJANDRO</b> 812 N FOURTH ST ANTH Sex: M DOB:01/18/92 Precinct: 001-1		AGUILAR, ALEJANDRO Pct: 001-1	Cert#899834 VUID# 1170400620

For message "Mail Ballot Requested" or "Mail Ballot Returned with Status [OK]", the voter requested a ballot by mail.

**DO NOT** process voter until you call 915-546-2154 and ask for Rosa O'Keefe for further instructions!

# COMBINATION FORM EXAMPLE

7  
1

Prescribed by Secretary of State © Form 7-24 8/2004  
Sections 43.001, 43.002, 43.003, 43.004, 43.006, 43.009, 43.010, 43.011, 44.032, and 162.004 Texas Election Code

Authority conducting election: **Lisa Wise**

## COMBINATION FORM Poll List/Signature Roster, (Affidavits) for Election Day

Line # **2** Voter Assistant (if additional voter assistant lines are necessary, continue on the back of this form) Include Name, Address, Assistant de Votantes (si líneas adicionales son necesarias para asistencia de votantes, continúe en el reverso de este formulario) Incluye Nombre, Dirección  
**Jacob Jordan 1531 Sam Sneed Dr., El Paso, TX 79901**

Precinct No. **110** Date of Election (Fecha de elección) **11/03/2015**

If a voter is unable to sign his/her name, an election official shall place the voter's name on the signature roster and make a notation as to the reason the voter is unable to sign. Si algún votante no puede firmar su nombre, un oficial electoral apuntará el nombre del votante en el registro de firmas y hará una anotación indicando la causa por la cual el votante no pudo firmar.

Signature (Firma)

(Check one if Applicable)

Provisional 43.011  Similar Name 43.001(c)  Not on List 43.006

Type of Election (Tipo de elección) **Uniform**

Poll List (Lista de Votantes) **VOID**

10				10			10
9				9			9
8				8			8
7				7			7
6				6			6
5	<b>4</b>		<b>5</b>	5	<b>3</b>		5
4			<i>Mia Robles</i>	4		<i>Mia Robles</i>	<i>1093124213288</i>
3	<i>158</i>		<i>Bernadette Sanchez</i>	3	<input checked="" type="checkbox"/>	<i>Bernadette Sanchez</i>	<i>1012513652690</i>
2			<i>Josephine Jordan</i>	2		<i>Josephine Jordan</i>	<i>2117948639112</i>
1	<i>158</i>		<i>Alan Emin Badillo</i>	1	<input checked="" type="checkbox"/>	<i>Alan Emin Badillo</i>	<i>1091693919088</i>

**VOTER'S SIGNATURE AFFIDAVIT:** It is determined that the name on the form in the form of identification provided under § 42.011 is substantially similar per § 42.012, and by printing the name listed on the form in the form of identification provided under § 42.011, the voter is determined to be ineligible to vote in the election.

**SEÑALANDO LA FIRMA DEL VOTANTE:** Se ha determinado que el nombre en el formulario de identificación proporcionado en el artículo 42.011 es sustancialmente similar al nombre en el artículo 42.012, y al imprimir el nombre en el formulario de identificación proporcionado en el artículo 42.011, el votante se determina que no es elegible para votar en la elección.

**AFFIDAVIT FOR VOTER NOT ON LIST:** By printing the name listed "Absent the voter has an affidavit that I have an affidavit in which I am offering to vote or an 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 that the information on my affidavit was provided in the voter registration, (c) did not otherwise provide this information to anyone responsible for a precinct in which I am voting, and (d) am willing only once to vote in the election.

**AFFIDAVIT PARA VOTAR SIN LISTA:** Al imprimir el nombre listado "Ausente el votante tiene un affidavit que tengo un affidavit en el que estoy ofreciendo votar o un otro affidavit que por ley tengo derecho a votar en ese precinto, (b) fue residente del precinto en el que estoy ofreciendo votar en el momento de proporcionar la información pertinente a mi affidavit, (c) no se proporcionó esta información a nadie responsable de un precinto en el que estoy votando, y (d) estoy dispuesto solo una vez a votar en la elección.

03rd November 15

John Doe

**6**

# COMBINATION FORM EXAMPLE

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

# SIMILAR NAME WHEN PROCESSING A VOTER

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

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

Slightly Different (*minor misspellings of names*).

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

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

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

# VOTER'S SIMILAR NAME CORRECTION REQUEST FORM

- Voters with similar name will need to initial affidavit on combination form.
- This is optional, if the voter desires to change their name on their voter registration to match their PHOTO ID, they will need to complete this form.

Poll worker must write voter's name and VUID number.

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

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

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

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

PLACE E-POLLBOOK LABEL HERE or WRITE NAME & VUID  
**123456789**

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

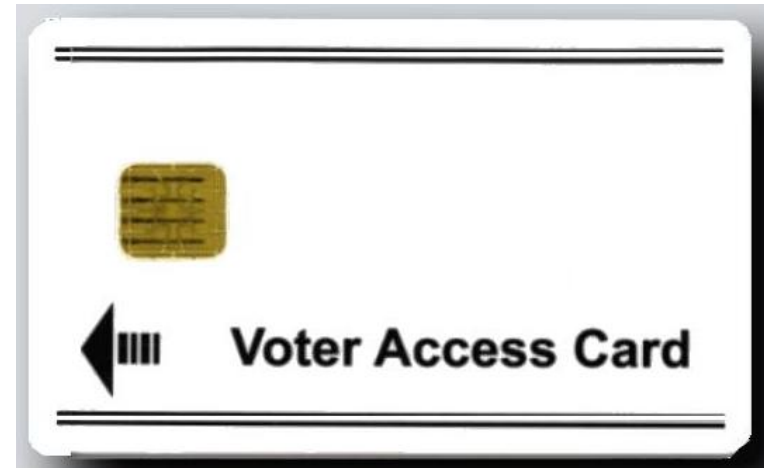
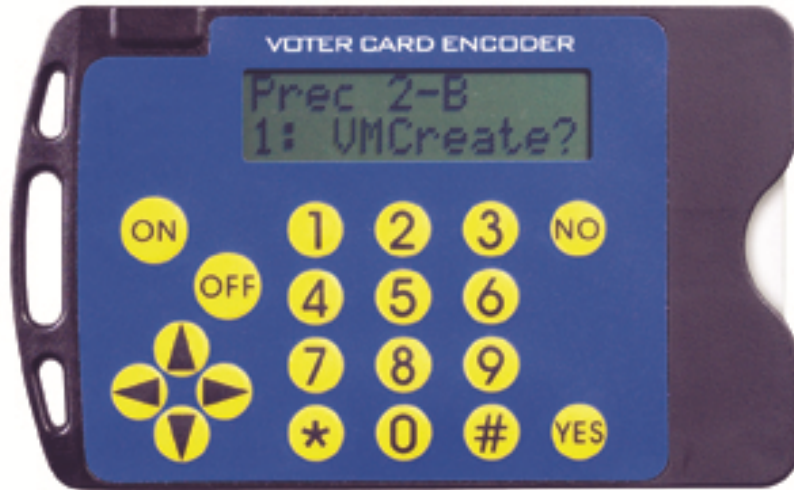
First Name: John Middle Name or Initial: K.  
*(Nombre)* *(Segundo nombre o Inicial)*

Last Name: Doe Suffix, if any: \_\_\_\_\_  
*(Apellido)* *(Sufijo)*

Signature: *J. Doe* Date: MM/DD/YYYY  
*(Firma)* *(Fecha)*

RETURN IN ENVELOPE No. 4

# ENCODER



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

# PROVISIONAL VOTER

- A provisional ballot must be offered to:
  1. A voter who does not provide an acceptable form of identification.
  2. A voter whose name is not an exact match or substantially similar.
  3. A voter whose identity cannot be verified by the identification presented.
  4. A voter who has received a disability exemption under, but does not have voter registration certificate indicating such exemption.
  5. A voter who has applied for a ballot by mail, but has not yet properly cancelled the mail ballot application.
  6. A voter who votes during the polling hours that are extended by a state or federal court.
  7. A voter who is registered to vote but attempting to vote in a precinct other than the one in which the voter is registered.
  8. A voter who appears on poll book, but whose registered residence address is outside the political subdivision in which the voter is presenting himself or herself to vote.



# NEW PROVISIONAL PROCEDURE

- If the voter believes they are registered, the presiding judge must ask if the voter registered or updated their registration at DPS.
- If voter did go to DPS, the presiding judge must note this and the approximate date the voter went to DPS on the Affidavit of Provisional Voter (green envelope).

# NEW PROVISIONAL PROCEDURE

- In addition to asking about DPS, it is okay for the presiding judge to ask additional information about when/how the voter believes they have registered in order to complete the provisional process:
  - ✓ When did you mail in your card?
  - ✓ What was the name and/or location for which you registered through a Volunteer Deputy Registrar (VDR)?
    - All of these questions help the voter!
    - Check or mark reason 7 on Affidavit of Provisional Voter.

# JUDGES RESPONSIBILITIES

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

# HOW TO PROCESS A PROVISIONAL VOTER? (cont.)

## Combination Form

**COMBINATION FORM**  
Poll List/Signatures Roster, (Affidavit) for Election Day

Signature (Print): *John DeLoach*

NAME	PRECINCT	PRECINCT #	ACCEPTED FOR COUNTING	SIGNATURE
Benadette Angelen Seales	1044405051			
Andrew Leyva	1043409832			
Samantha Jordan	10421163228			
Alan Emir Badillo	10416343988			

**LIST OF PROVISIONAL VOTERS**

Name of Provisional Voter	Precinct #	Accepted for Counting	Rejected for Counting
John Lopez	98		
Luis Lopez	76		
Rebecca Williams	111		

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

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

THERESA CABALLERO (TC) (29)  
 DIANE NAVARRETE (D)

**CONSTABLE, PRECINCT NO. 2**  
(AGENTE DE POLICIA, PRECINCTO NO. 2)

JEREMAH HAGGERTY (J7)  
 OSCAR ROBLES (R)

**PRECINCT CHAIRMAN, PRECINCT 28**  
(PRESIDENTE DEL PRECINCTO NÚM. 28)

CHRISTINA FENSTERMACHER (B1)  
 STEVEN KELL (K2)

**PROVISIONAL**  
*John DeLoach*

Ballot

## Notice to Provisional Voter

**Notice to Provisional Voter**

A determination whether your ballot will be counted will be made by the early voting board after the election. A notice will be mailed to you within 10 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) it was not counted, the reason your ballot was not counted.

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

If you have any questions, call the Secretary of State's Office toll free 1-800-253-VOTE(8683).

**Notificación al Votante Provisional**

La junta de votación temprana tomará una determinación, después de la elección, sobre si su boleto se contará o no. Dentro de 10 días después de la elección, se le enviará una notificación a la dirección que usted proporcionó en su declaración jurada para votar en una boleta provisional. En dicha notificación se indicará si (1) su boleto se contó o (2) si no se contó y la razón por la cual no se contó.

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

Si tiene alguna pregunta, llame gratis a la oficina del Secretario de Estado al 1-800-253-VOTE(8683).

## List of Provisional Voters



Provisional Ballot Bag (Blue)

**Secrecy Envelope (Sobre Secreto)**

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

## Affidavit

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

Signature: *John DeLoach*

Address: **123 MAIN ST. EL PASO, TX 79901**

Precinct: **1234 EL PASO, TX 79902**

# AFFIDAVIT FOR PROVISIONAL VOTER (front)

AW7-15-53, W13 Prescribed by Secretary of State Sec. 63.011, Election Code	Type of Election / Tipo de Elección <b>Special</b>	Precinct No. where voted Núm. de Precinto-lugar de votación <b>76</b>	Precinct No. where registered (if known) Núm. de Precinto-precinto para votar (si se sabe) <b>78</b>	Date of Election / Fecha de la Elección <b>8/22/2015</b>	Authority Conducting Election / Autoridad Administrando la Elección <b>Lisa Wise</b>
<b>Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE _____)</b>					
<p>TO BE COMPLETED BY VOTER: I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already voted in this election (either in person or by mail), I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the 2nd degree to vote in an election for which I know I am not eligible.</p> <p>PARA QUE EL VOTANTE LO LLENE: Estoy inscrito como votante en esta subdivisión política y en el precinto en cual estoy intentando a votar y aun no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o si soy el autor de un delito grave, he cumplido toda mi condena inclusive el periodo de encarcelamiento, la libertad condicional, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor y también entiendo que es un delito grave de 2º grado votar en una elección sabiendo que no cumplo con los requisitos necesarios.</p>					
Last Name /Apellido usual <b>MARTINEZ</b>		First Name / Su nombre de pila <b>MONICA</b>		Middle Name (if any) / Segundo nombre (si tiene) <b>S.</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) Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal. A falta de estos datos, describa la localidad de su residencia. (No incluya el apartado de correos, camino rural, ni dirección comercial.) <b>145 N. MAIN ST., EL PASO, TX 79901</b>					Gender: (Optional) / Sexo (Optativo) <input type="checkbox"/> Male (Hombre) <input checked="" type="checkbox"/> Female (Mujer)
Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address. / Dirección postal: Ciudad, Estado y Código Postal (si es imposible entregarte correspondencia a su domicilio). <b>P.O. Box 123, EL PASO, TX 79901</b>					Date of Birth: Month, Day, Year Fecha de nacimiento: mes, día, año <b>01/01/1950</b>
TX Driver's License No. or Personal I.D. No. (Issued by Dept of Public Safety) Número de su licencia de conducir de Texas o de su Cédula de Identidad expedida por el Departamento de Seguridad Pública de Texas. <b>112345678</b>		Social Security No. (last 4 digits required if you do not have a driver's license or I.D. number) / Número de Seguro Social. (Si no tiene licencia, de conducir ni identificación personal, se requiere los últimos 4 números de su seguro social) <b>XXX-XX-1234</b>		<input type="checkbox"/> I have not been issued a TX driver's license/ personal identification number or Social Security Number. Yo no tengo una licencia de conducir de Texas/Cédula de identidad personal de Texas ni un Número de Seguro Social.	
Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: Soy ciudadano/a de los Estados Unidos Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> SI NO			Signature of Voter / Firma del votante <b>X Monica S. Martinez</b>		

EXAMPLE

# AFFIDAVIT FOR PROVISIONAL VOTER (back)

<u>TO BE COMPLETED BY ELECTION JUDGE:</u>	<u>TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:</u>
<p><b>VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION</b></p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><b>REASON FOR VOTING PROVISIONAL</b></p> <p>1. _____ Failed to present acceptable form of identification or voter certificate with exemption.</p> <p>2. _____ Voter not on list of registered voters.</p> <p>3. <input checked="" type="checkbox"/> Voter not on list, registered in another precinct.</p> <p>4. _____ Voter on list of people who voted early by mail, and voter has not cancelled mail ballot application.</p> <p>5. _____ Voting after 7:00 p.m. due to court order.</p> <p>6. _____ Voter on list, but registered residence address outside the _____ political subdivision.</p> <p>7. _____ Other: _____ (Please explain)</p> <p>Sworn and subscribed to before me this date: <u>05/09/2015</u></p> <p style="text-align: center;"><u>Loise Henderson</u></p> <p>Signature of Election Judge</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> <p>1. _____ Voter presented acceptable form of identification within 6 days of election day.</p> <p>2. _____ Voter met disability exemption within 6 days of election day.</p> <p>3. _____ Voter executed religious objection affidavit within 6 days of election day.</p> <p>4. _____ Voter executed natural disaster affidavit within 6 days of election day.</p> <p>5. _____ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 days of election day.</p> <p><b>FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS</b></p> <p>6. _____ Not a registered voter or registration not effective in time for this election.</p> <p>7. _____ Registered to vote, erroneously listed in wrong precinct.</p> <p>8. _____ Registered to vote in a different precinct within the county.</p> <p>9. _____ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.</p> <p>10. _____ Voter erroneously removed from the list.</p> <p>11. _____ Voter is not registered to vote in _____ political subdivision.</p> <p>12. _____ Other: _____ (Please explain)</p> <p>_____ Signature of Voter Registrar</p> <p>_____ Date</p>
<p><b>Action taken by the Early Voting Ballot Board:</b>    <input type="checkbox"/> ACCEPTED    <input type="checkbox"/> REJECTED    Signature of Ballot Board Judge: _____</p>	

EXAMPLE

# STATION PROCEDURES

## (T.A.C. 81.173)

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

# FOR PHOTO ID PROVISIONAL ONLY

TO BE COMPLETED BY ELECTION JUDGE:	TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:
<p>VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:</p>
<p>REASON FOR VOTING PROVISIONAL</p> <ol style="list-style-type: none"> <li><input checked="" type="checkbox"/> Failed to present acceptable form of identification or voter 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 cancelled mail ballot application.</li> <li>_____ Voting after 7:00 p.m. due to court order.</li> <li>_____ Voter on list, but registered residence address outside the _____ political subdivision.</li> <li>_____ Other: _____ (Please explain)</li> </ol>	<p>FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE</p> <ol style="list-style-type: none"> <li>_____ Voter presented acceptable form of identification within 6 days of election day.</li> <li>_____ Voter met disability exemption within 6 days of election day.</li> <li>_____ Voter executed religious objection affidavit within 6 days of election day.</li> <li>_____ Voter executed natural disaster affidavit within 6 days of election day.</li> <li>_____ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 days of election day.</li> </ol>
<p>Sworn and subscribed to before me this date: <u>10/24/2013</u></p> <p><i>Ruben Lamey</i>          Signature of Election Judge</p>	<p>FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS</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>Signature of Voter Registrar _____ Date _____</p>
<p>Action taken by the Early Voting Ballot Board:    <input type="checkbox"/> ACCEPTED    <input type="checkbox"/> REJECTED    Signature of Ballot Board Judge: _____</p>	



**PROVISIONAL  
PHOTO ID**

- Stamp or write PROVISIONAL PHOTO ID on back of the affidavit only if **option 1** is checked or marked, “Failed to present acceptable form of identification or voter certificate with exemption.”



# NOTICE TO PROVISIONAL VOTER

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

AW7-15c, 01/14, Prescribed by Secretary of State, Section 63.001(g)

### NOTIFICACION PARA EL VOTANTE PROVISIONAL

(Para el votante provisional que no puede mostrar una identificación válida)

La Junta de boleta electoral temprana tomará una determinación si su boleta se contará o no, después de la elección. Dentro de 30 días de la elección un aviso será enviado a la dirección que ha proporcionado en su declaración jurada para votar provisional indicando si (1) su boleta se contará o (2) si en su caso, la razón por la que su boleta no contará.

Si usted voto en el precinto correcto, **con el fin de tener su boleta provisional aceptada**, se le requerirá visitar la oficina del registrador de votantes de su condado (información a continuación) dentro los **seis días de la fecha de la elección** para presentar una de las siguientes formas de identificación con foto o presentar unas de las declaraciones Juradas temporales designadas a continuación (ej. objeción religiosa o castidad natural sin ninguna identificación) ante la presencia del registrador de votantes de su condado. Será acelerado el proceso llevando este aviso al registrador de votantes de su condado en el momento en que presenta su identificación (u otorga su declaración jurada); sin embargo, no es necesario llevar este aviso.

**Formas de Identificación Aceptables**

- Licencia de Conducir de Texas emitida por el Departamento de Seguridad Pública (DPS)
- Certificado de Identificación Electoral de Texas emitida por DPS \*
- Tarjeta de Identificación Personal de Texas emitida por DPS;
- Licencia para Portar una Arma de Fuego Oculta de Texas emitida por DPS;
- Cédula Militar de los Estados Unidos con fotografía de la persona;
- Certificado de Ciudadanía Estadounidense con fotografía de la persona.

\*Si no tiene una forma de identificación con foto puede solicitar gratuitamente un Certificado de Identificación Electoral en su oficina local del Departamento de Seguridad Pública de Texas.

**Votante debe presentarse ante el registrador de votantes para:**  
**MM/DD/YYYY**  
 Fecha

**ELECTIONS DEPARTMENT - EL PASO COUNTY COURTHOUSE**  
 500 E. SAN ANTONIO AVE. (79901) L115

**DIRECTIONS TO THE COUNTY COURTHOUSE**

**FROM WESTSIDE**  
 Take I-10 EAST (exit 19B) on to Wyoming Ave.  
**FROM EASTSIDE**  
 Take I-10 West exit Downtown (exit 19B) on to Missouri Ave.

1. Turn South on Kansas St.
2. Turn East on Overland St.
3. Enter County Parking Garage
4. Enter the building through the 3rd Floor
5. Take the Elevator down to the Lower Level (LL) room L 115

**LOCATION:** El Paso County Courthouse  
**ADDRESS:** 500 E. San Antonio Ave., L 115 - D Paso, TX, 79901  
**HOURS OF OPERATION:** 8 AM - 5 PM  
**PHONE:** (915) 548-2708  
**WEBSITE:** <http://www.elections.tx.gov>

**EL PASO COUNTY COURTHOUSE PARKING GARAGE**  
 PARKING AVAILABLE AT 500 E. OVERLAND AVE. (BEHIND COUNTY COURT HOUSE)

For more information call the Elections Department (915) 548-2708

...estar vigente, si no la está... más de

...el condado. La solicitud debe... mación... ración de... de la U.S. Adm... mbra votar

...AL... la oficina del registrador de... dado para... de natural

...County Office  
 (Insert Address) (City)

**COMPLETE**

Completed by Polling Place Official:  
 Voter's Last Name: HIGGINS  
 Voter's First Name: SCOTTIE  
 VUID #: 1234567890  
 Precinct No. 290

# REGISTRATION OMISSIONS LIST

AW7-27  
 Prescribed by Secretary of State  
 Section 63.006(b), Texas Election Code  
 813

**REGISTRATION OMISSIONS LIST**  
 (LISTA DE OMISIONES SOBRE EL CERTIFICADO DE REGISTRO)  
 (Section 63.006(b), Texas Election Code)

Type of Election <i>(Tipo de Elección)</i> <b>Uniform</b>	Precinct No. <i>(Núm. de Precincto)</i> <b>97</b>
Date of Election <i>(Fecha de la Elección)</i> <b>10/03/2015</b>	Authority Conducting Election <i>(Autoridad Administrando la Elección)</i> <b>Lisa Wise</b>

PCT. NO. (ON CERT.) <i>(Núm. De Prec.)</i> <i>(En Cert.)</i>	VUID NO. <i>(Núm. De VUID)</i>	FULL NAME (LAST, FIRST, MIDDLE) <i>(Nombre completo [Apellido, Nombre de Pila, Segundo Nombre])</i>	COMPLETE RESIDENCE ADDRESS <i>(Dirección de Residencia Completa)</i>	DATE OF BIRTH <i>(Fecha de Nacimiento)</i>
97	1093468123	Marquez, Lorena	145 N. Glenwood St., El Paso, TX 79901	01/02/85
98	109442329	Morales, Cynthia	4802 S. Main St., El Paso, TX 79901	02/05/62

RETURN IN ENVELOPE NO. 4

- When a voter is accepted for voting and his/her name is not on poll book, poll worker must add the voter's name to the Registration Omissions List.
- Please call the Elections Department to verify voter status first before processing voter.

# PAPER BALLOT CURBSIDE VOTER

- If paper ballot is completed by voter:
  - ✓ Write precinct number on ballot (front left corner).
  - ✓ Place ballot inside curbside envelope.
  - ✓ Place curbside envelope inside **curbside ballot bag**.
  - ✓ Use same combination form as any regular voter.

card 3

DEMOCRATIC PARTY RUNOFF ELECTION  
(ELECCIÓN DE DESEMPEÑO DE LA PRIMARIA DEL PARTIDO DEMOCRÁTICO)

LOCATION CASSETT (CONDADO DE EL PASO COUNTY, TEXAS)  
PRECINCT 05 JULY 31, 2012 (31 DE JULIO, DE 2012)  
OFFICIAL BALLOT (BOLETA OFICIAL) J.C.

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

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

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

UNITED STATES SENATOR  
(SENADOR DE LOS ESTADOS UNIDOS)

PAUL SADLER (5)  
 GRADY FARBRUGH (6)

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

YVONNE RODRIGUEZ (13)  
 MARCOS LIZARRAGA (14)

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

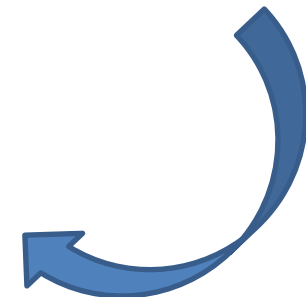
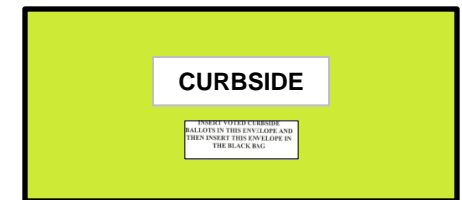
MIKE CERVANTES (17)  
 ANNA PEREZ (18)

DISTRICT JUDGE, 38TH JUDICIAL DISTRICT  
(JUEZ DEL DISTRITO, DISTRITO JUDICIAL NÚM. 38)

LAURA STRATHMANN (21)  
 LUCILA FLORES CAMARENA (22)

DISTRICT JUDGE, 44TH JUDICIAL DISTRICT  
(JUEZ DEL DISTRITO, DISTRITO JUDICIAL NÚM. 44)

SERGIO H. ENRIQUEZ (25)  
 REGINA ARDITTI (26)



Beginning # 000001 to 000015

### REGISTER OF OFFICIAL BALLOTS

Number of ballots received ..... 15 \*

Number of ballots defectively printed ..... 0

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

Number of unused ballots..... 14

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

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

\*These two numbers should be equal.

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

I the undersigned, Presiding Judge of the Election held on the 3 day of November, 2015,  
at Election Precinct No. 77 in El Paso, Texas, do hereby  
certify that the above and foregoing statement of official ballots of said Election is true and  
correct, and that all ballots returned by me were locked in the appropriate ballot box as required  
by law.

WITNESS MY HAND this the 3 day of November, 2015.

John Doe  
Presiding Judge

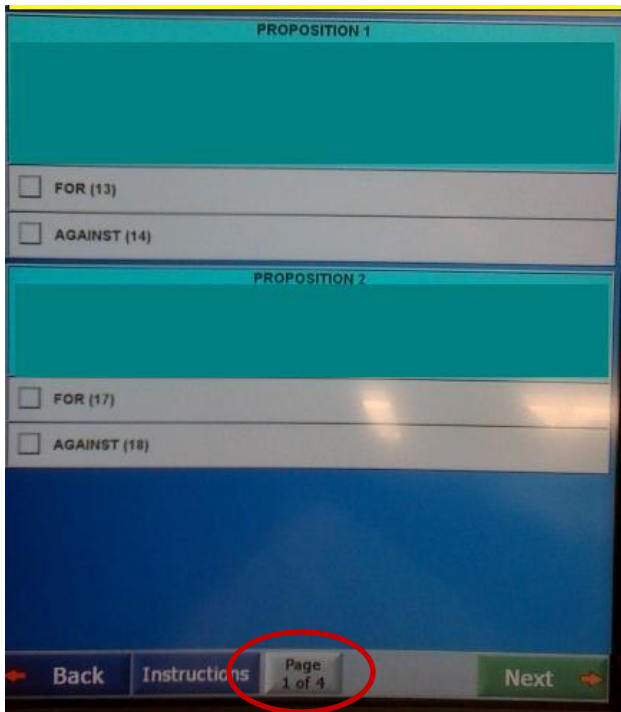
NOTE: RETURN ORIGINAL COPY IN BALLOT BOX WITH UNUSED  
BALLOTS. PLACE OTHER COPY IN ENVELOPE NO. 3 ADDRESSED TO  
PRESIDING JUDGE.

# REGISTER OF OFFICIAL BALLOTS

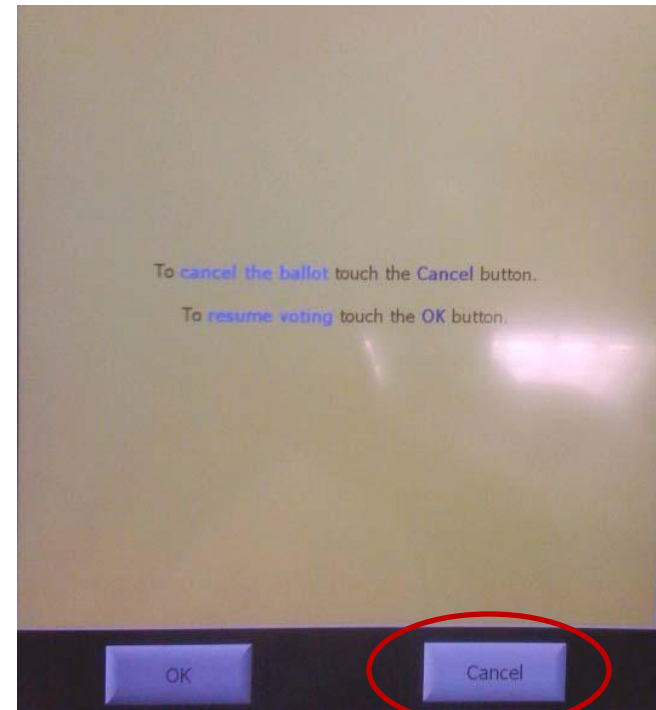


- All Election Day Polling Places are supplied with paper ballots to be used for provisional or curbside voting. The “Register of Official Ballots” will help you keep track of those ballots. Please see Election Day binder for detailed instructions.
- Return inside ballot box with unused ballots and seal box with red seal. Presiding judge and alternate judge must initial the red seal.

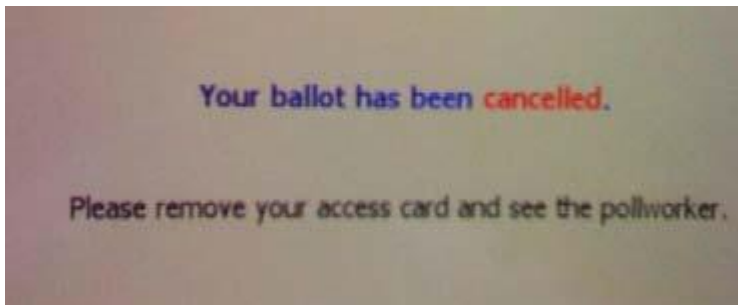
# BALLOT CANCELLING



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




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



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

# ELECTION DAY SEAL LOG

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



## ELECTION DAY SEAL LOG

LOCATION **POLLING PLACE**      PRECINCT **100**  
 UNITS      ELECTION **SAMPLE ELECTION**

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

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

DATE \_\_\_/\_\_\_/20\_\_\_  
 ALT JUDGE \_\_\_\_\_ JUDGE \_\_\_\_\_

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

# TOUCHSCREEN RECAP SHEET

## ELECTION DAY TOUCHSCREEN RECAP SHEET

THIS FORM MUST BE FILLED AND RETURNED IN ENVELOPE NO. 2

Precinct Number (Número de Precincto)	15	Type of Election (Tipo de Elección)	Uniform
Date of Election (Fecha de la Elección)	10 / 03 / 20 15	Authority Conducting Election (Autoridad Administrando la Elección)	Lisa Wise

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

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

Return in Envelope No. 2

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

# NOTICE OF VOTER COUNT

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

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

PRECINCT(S) 8

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

(NUMBER OF VOTERS)  
(NUMERO DE VOTANTES)


9:30 A.M. (TOTAL) 29

11:30 A.M. (TOTAL) 60

1:30 P.M. (TOTAL) 99

3:30 P.M. (TOTAL) 135

5:30 P.M. (TOTAL) 146

  
Signature of Presiding Judge  
(Firma del Juez Presidente)

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

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


RETURN IN ENVELOPE #2



# PAYROLL

- Judge and poll worker must sign at the bottom of payroll form.
- Time should be written on quarter hour, every 15 minutes. (Example: 7:00 a.m., 7:15 a.m., 7:30 a.m., 8:00 a.m.).
- Indicate a.m. or p.m. on your clock-in and clock-out.

Elections Department  
500 E. San Antonio Ave. Rm. L115  
El Paso, TX 79901



Phone: (915) 546-2154  
Fax: (915) 546-2220  
[www.epcountyvotes.com](http://www.epcountyvotes.com)

### ELECTION DAY PAYROLL

DATE: 5/9/2015 VOID # 123456789

NAME: Jane Doe PLEASE PRINT SSN: 123 45 6789

ADDRESS: 145 N. Main St.  
PLEASE PRINT NEW ADDRESS: YES  NO

CITY/STATE: El Paso, TX ZIP CODE: 79901 PHONE: 915-000-0000

Time Arrived at Precinct: 6:15 am  
(Not before 6:00 am)

Time you leave the Precinct: 7:15 pm  
(Not the time you arrive at Courthouse)

Delivery of Supplies

Driver or Companion

Circle one per precinct

**Official Use Only**

Total Hours: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Delivery: \$ \_\_\_\_\_

Total Pay: \$ \_\_\_\_\_

Chapter 552 of the Government Code Personal Information Designation

PURSUANT TO TEXAS GOVERNMENT CODE, SEC. 552.024, I ELECT THAT MY HOME ADDRESS AND TELEPHONE NUMBER:

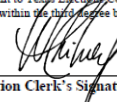
MAY BE RELEASED

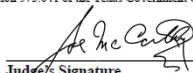
SHALL NOT BE RELEASED

TO THE PUBLIC UPON REQUEST UNDER THE TEXAS PUBLIC INFORMATION ACT.

FAILURE TO MAKE A DESIGNATION RESULTS IN INFORMATION BEING AVAILABLE FOR PUBLIC ACCESS.

"I, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election or as a reward to secure my appointment or confirmation, whichever the case may be, I will faithfully execute the duties of the office of Election Clerk of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and Laws of the United States and of this State, so help me God." And pursuant to Texas Election Code, Chapter 32, I hereby swear that I am a registered, qualified voter and that I was not appointed by a person related to me within the third degree by blood or the second degree by marriage pursuant to Section 573.041 of the Texas Government Code.

  
 Election Clerk's Signature

  
 Judge's Signature

**All New Employees need to provide a copy of Social Security Card**

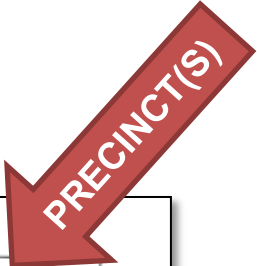
# TOUCHSCREENS & SIGNS

- Reminder:
  - ✓ Only poll workers can open and close voting machines.
  - ✓ Any machine problem(s) please close machine(s) immediately and call tech support! 915-834-8254.
  - ✓ Take enough “VOTE HERE” signs for your polling place.



# DON'T FORGET YOUR RECEIPT AT THE END OF THE DAY

- Add:
  - ✓ Total Voted Ballots in Units.
  - ✓ Total Voted Ballots (Provisional).
  - ✓ Total Voted Ballots (Curbside).
  - = Total Voted Ballots.



**RECEIPT**

ELECTION DAY POLLING PLACE:  
El Paso County Texas  
ELECTION February DATE 7/31/2012

**VOTED BALLOTS CERTIFICATE**  
*COMPLETE AND DELIVER WITH BLUE BANK BAG AND PROVISIONAL BALLOT BOX:*

TOTAL VOTED BALLOTS IN UNITS:	<input type="text" value="400"/>
TOTAL VOTED BALLOTS CURBSIDE:	+ <input type="text" value="3"/>
TOTAL VOTED PROVISIONAL BALLOTS:	+ <input type="text" value="10"/>
<hr/>	
TOTAL VOTED BALLOTS:	- <input type="text" value="413"/>

SIGNATURE OF ELECTION JUDGE: Julia Dow  
SIGNATURE OF ALTERNATE ELECTION JUDGE: Veronica Martinez

**RECEIPT OF VOTED BALLOTS**  
*SIGN UPON DELIVERY OF BLUE BANK BAG AND PROVISIONAL BALLOT BOX TO CENTRAL COUNT RECEIVING:*

SIGNATURE OF DELIVERY POLL WORKER: \_\_\_\_\_  
SIGNATURE OF CENTRAL COUNT STAFF: \_\_\_\_\_  
TIME IN: \_\_\_\_\_

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

# ITEMS TO BE ON TOP OF ELECTION DAY BAG

- When preparing to leave your polling place, items listed on this form must be at the very top of the bag upon return to the El Paso County Courthouse, 3<sup>rd</sup> Floor.

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

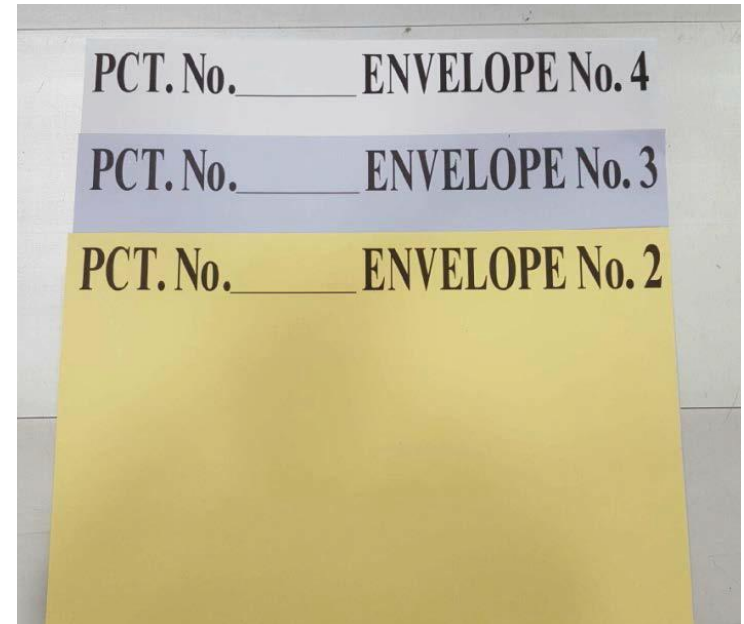
<b>Receipt</b> Complete with total number of votes for touchscreen, curbside & provisional ballots. 	<b>Provisional Curbside Bag</b> For Primaries Only: Democratic Party- Blue Bag Republican Party- Red Bag 
<b>Bank Bag</b> Inside: All assigned disks and zero reports. You must lock and seal with red seal.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

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

Revised 10/21/2015

# END OF DAY 2's, 3's and 4's

- What goes inside:
  - ✓ **Envelope 2**
    - Yellow Combination Form.
    - Poll Watcher Certificate of Appointment (if presented).
    - Notice of Total Number of Voters Who Have Voted (Must be posted at entrance to polling location during the day).
    - Oath of Election Judges and Clerks/ Oath of Assistance and Interpreters.
    - Election Day Seal Log (pink form; will be available inside Election Day Binder).
    - Touchscreen Recap Sheet.
  - ✓ **Envelope 3**
    - Pink and Blue Combination Forms.
  - ✓ **Envelope 4**
    - White Combination Form.
    - Statement of Residence.
    - Texas Voter Registration Application (English and Spanish).
    - Voter's Similar Name Correction Request Form.
    - Registration Omissions List.



# VOTING MACHINE CLOSING PROCEDURES

- After closing your polling place, presiding judge and alternate judge must eject data disk from each card slot on every assigned voting machine.
- Place all disks inside blue bank bag.
- You must lock the bank bag and remove the key.
- Place key inside the yellow envelope (envelope will be inside blue bank bag), and seal with a red seal. Note: Presiding judge and alternate judge must initial seal at the time of sealing.

# VOTING MACHINE CLOSING PROCEDURE (cont.)



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

# CLOSING THE POLLS

- Your polling place must be closed to voters by 7:00 p.m.
- Every voter in line before 7:00 p.m. must be allowed to vote.
- Do not begin closing voting machines until last voter has finished voting.
- Pack all supplies provided by the Elections Department inside Election Day bag.
- Return to El Paso County Courthouse, 3<sup>rd</sup> floor to deliver Election Day bag. Remember to park inside the County Garage to receive parking pass validation.



# DELIVERY OF ELECTION DAY BAG

- Presiding judge and poll worker from **opposite party**, must deliver the Election Day bag to the El Paso County Courthouse.
- Please make arrangements to deliver bag together. It's recommended that presiding judge and poll worker ride together, but it's not required.
- Poll worker can follow presiding judge in a separate vehicle if necessary.

# END OF TRAINING

For more information or questions  
regarding this training please contact  
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