

Election Day Guide for Poll Workers



WASHINGTON COUNTY

Pennsylvania ☆ 1781 ☆

Washington County Board of Elections

95 W Beau St, Ste G-10

Washington PA 15301

724-228-6750

www.washingtoncopa.gov/elections

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Local Election Board Roles and Responsibilities

All Poll Workers

- Arrive at polling location at 6:00 am to set up the precinct.
- Ensure all voters have clear, uninterrupted access to the polls.
- Ensure all voters have privacy while voting and that all voters are treated with courtesy.
- Wear a supplied name tag.
- Close the precinct after all voters in line at 8:00 pm have voted
- **CANNOT** engage in partisan activity or distribute literature on Election Day.
- **CANNOT** wear apparel, buttons, or ribbons for or against a candidate, party, or question on the ballot on Election Day.
- **CANNOT** pre-fill any sections of the voter's ballot.
- **CANNOT** tell voters how to vote or answer questions about candidates on Election Day.
- **CANNOT** allow anyone who is **NOT** a poll worker (anyone that has not taken the Election Officer's Oath nor signed a pay sheet) to sit at the poll worker table.
 - Candidates, greeters, visiting family and friends, and poll watchers are **NOT** poll workers.
- **CANNOT** be under the influence of or consume drugs or alcohol while working.
 - Violators are subject to removal without pay

TIP: PREPARE FOR A FULL DAY! Bring everything you need for a very long day. This can include snacks, water, coffee, medications, phone charger, comfortable shoes, an extra layer of clothes, etc.

Judge of Elections

- Oversees the precinct
- Completes the paperwork
- Returns the paperwork and results to the Election Office after the polls close
- Assists voters with Provisional Ballots

Majority Inspector

- Assists the Judge of Elections
- Checks in and verifies voters
- In charge of the poll book and the numbered list of voters book

Minority Inspector

- Assists the Judge of Elections
- Checks in and verifies voters
- In charge of the poll book and the numbered list of voters book
- Travels with the Judge of Elections to the Election Office after the polls close
- Retains duplicate of certain documents for one year after election.

Clerks

- Escorts voters to the voting machines
- Assists voters with the voting machines
- Hands out “I Voted” stickers
- Assists with line control
- Fills in for the Inspectors
- Other duties as assigned by the Judge of Elections

Constables

- The constable and/or deputy constable(s) of a municipality are required by law to be present and serve at all elections to maintain peace and order at the polls.
 - However, not all municipalities have an elected constable.
- Constables must work the entire day in order to be paid; they cannot be paid for a half-day.
- Constables should be stationed by the polling place entrance and be prepared to perform the following tasks:
 - Maintain a clear entrance to the polling place, ensuring that no one is within the ten (10) foot space around the outside entrance or blocks the entrance.
 - Control traffic in and out of the polling place, ensuring voters promptly exit the polling place after voting and do not linger inside.
 - Watch for any disagreements between voters and election workers.
 - Occupy the end of the line when the polls close to separate eligible voters (those in line before 8:00 pm) from ineligible voters (those arriving too late).

Emergency Procedure

- In the event of an emergency occurring at the polling place that requires a police, fire, or medical response call 9-1-1. Be prepared to provide the dispatcher with the following information:
 - Physical address of the polling place.
 - Phone number to be reached at in case the call is disconnected.
 - Nature of the emergency.
- After contacting 9-1-1 call the Election Office at 724-228-6750 and explain the situation. The Election Office can mobilize additional personnel and resources to assist.
- In the event of a power outage contact the Election Office.
 - Polling places are considered critical infrastructure on Election Day, and we have an assigned contact with First Energy.

General Rules at Polling Places

- ★ The polls open at 7:00 am and close at 8:00 pm.
- ★ Only poll workers, constables, poll watchers, persons voting, persons giving assistance to voters, and persons waiting to vote are permitted to be inside the polling place or within ten (10) feet of the outside entrance to the polling place.
- ★ Candidates and elected officials may not enter a polling place except for the purpose of casting their own vote.
- ★ No media representatives or media activity are permitted inside the polling place or within ten (10) feet of the outside entrance to the polling place.
- ★ No political party activity is permitted inside the polling place or within ten (10) feet of the outside entrance to the polling place. Suggestions as to which candidate or party to vote for, either orally or implied, are not permitted by poll workers or poll watchers.
- ★ Voters may wear political clothing, hats, pins, etc. while inside the polling place as long as they do not actively campaign or cause a disturbance.
- ★ Poll workers and watchers may **NOT** wear partisan political clothing or decorations inside the polling place at any time.
- ★ Voters **MAY** bring political materials into the voting area for the purpose of casting their own vote, but the materials **MAY NOT** be distributed or left inside the polling place.
- ★ Poll workers must remain neutral, polite, and respectful at all times.
- ★ Poll workers must not voice any inappropriate comments that could be construed as political, racist, insulting, or in any other way controversial.
- ★ Only eligible voters will appear in the poll books. All registered voters regardless of party are eligible to vote in a November General Election.
- ★ Children may accompany their parent into the polling place, but only one (1) child may accompany the parent to the voting machine.
- ★ Video recording is **NOT** permitted inside the polling place.
- ★ Cell phone use for phone calls is not permitted inside the polling place.
- ★ Voters can take a ballot selfie, but they need to be careful to not include other voters and it is recommended they wait until after leaving the polling place to post the photo.

Poll Opening & Setup

Preparing the Polling Place

- The size and layout of your precinct may vary.
- Set up the precinct to ensure privacy at all stages of voting including checking in, marking the ballot, scanning the ballots, and ensuring accessibility for all voters.
- The path of travel inside the precinct should be free of hazardous conditions for all voters, including those using walkers, service animals, and wheelchairs.
 - Hazardous conditions could include chairs, power cords, or any other loose objects that are in the path of travel.
 - Floor tape is provided to tape down power cords, if needed.

Before Setting up the Precinct

- Judge of Elections confirms all poll workers have arrived.
 - Contact the Election Office if a poll worker does not arrive.
- Verify all voting machines and the blue supply bag is marked with your precinct name.
 - Contact the Election Office if you received anything incorrect.
- Open the blue supply bag and find the **white supply box and the yellow security bag**.
 - The white supply box contains paperwork needed to set up.
 - The yellow security bag contains the keys and election codes for the voting machines and electronic poll book.
- Open the white supply box and find the Election Officers' Oaths and respective gold envelopes (G & H).
 - Election Officers' Oaths are completed and signed by each poll worker and then placed in their respective gold envelopes
 - Envelope G – return to Election Office
 - Envelope H – kept by Minority Inspector
 - The Minority Inspector administers the oath to the Judge of Elections.
 - The Judge of Elections administers the oath to the poll workers.
- Judge of Elections will assign tasks to poll workers and determine the layout of the precinct.

Setting up Touchscreen Machines – ExpressVote Ballot Marking Device

- The touchscreen machines are in the black padded bags with straps.
- Unzip the black bag and remove the machine.
- Lay the machine face down on a flat surface (preferably the table it will sit on).
- Pull the metal kickstand out from the back.
- The power cord is in the side pocket of the black bag.
- Plug the circular end of the power cord in the back of the machine with the flat part facing up. Make sure the power cord goes under the kickstand.
- Set the machine up with the kickstand resting on the table.



- Plug the power cord into the power strip and plug the power strip into the electrical outlet. Make sure the switch on the power strip is on.
- Make sure the power light on the front of the ExpressVote is on – if not double check that the cord is firmly connected into both the electrical outlet and back of the machine.




- Remove the security seal sticker from the door on the left side of the machine.
- Use the barrel key to unlock the door.
 - The keys are located in the yellow security bag.

- Turn on the machine by pressing the power button to “On”.



- The machine takes approximately five minutes to power up. Do not touch the screen during the startup.
- Once the startup is complete, a touchscreen keyboard will appear asking you to enter the Election Code.
- The Election Code can be found in an envelope in the yellow security bag.
- Enter the Election Code using the touchscreen keyboard. The code is case sensitive.
- Enter the Election Code slowly making sure each character registers before proceeding.
- Press “Accept”.

Load Election

 **Enter Election Code**
 To continue, enter the election code.

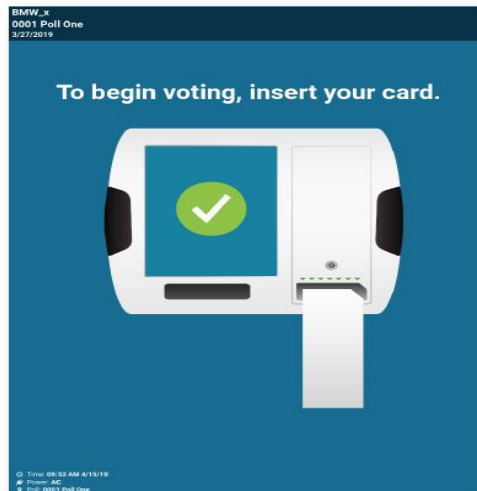
1	2	3	4	5	6	7	8	9	0	-	=	~
q	w	e	r	t	y	u	i	o	p	[]	\
a	s	d	f	g	h	j	k	l	;	'		
Shift	z	x	c	v	b	n	m	.	,	/		Clear
Space												

Cancel

Accept

© Time: 09:52 AM 4/15/19
 ■ Power: AC
 ■ P01: N/A

- The machine is now ready for voting.



- Open the white corrugated plastic privacy screen and place it on the machine.
- Position the machines so the touchscreen is not visible to anyone other than the voter while they are voting.
 - Be aware of doorways and windows.

Setting up Precinct Scanner – DS200 Scanner

- Using the flat silver key unlock the gray door located on the back of the unit at the top.
- The power cord is located in this door. Plug in the cord.



- Cut the security seal securing the latches on the clamshell lid.
- Using the flat silver key unlock the lock located between the two latches on the front of the unit at the top.
- Unhook the latches. Open the clamshell lid.



- Using the barrel key unlock the lock on the front of the scanner.



- Lift the black screen. The scanner will automatically startup with 5-10 seconds.
 - If the scanner does not automatically startup remove the security seal from the gray door on the front left.
 - Unlock the door using a barrel key. Press the power button.
 - Verify the machine is plugged into an outlet.
 - If you hear beeping it is not plugged in, or if you have it in a power strip the power strip may not be turned on.
- Once the startup is complete, a touchscreen keyboard will appear asking you to enter the Election Code.

- The Election Code can be found in an envelope marked “Election Code” in the yellow security bag.

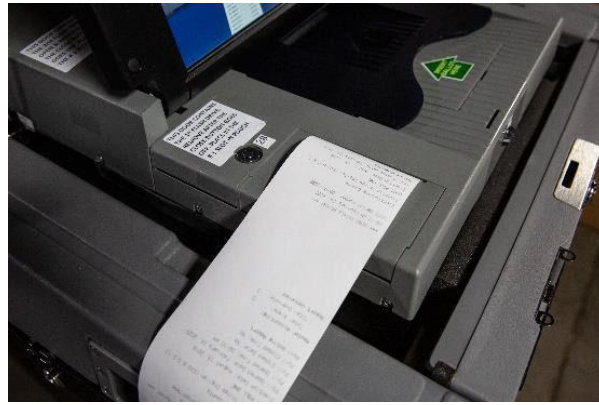
County of Washington
BOARD OF ELECTIONS
95 WEST BEAU STREET SUITE G-10
WASHINGTON PA 15301
RETURN SERVICE REQUESTED

Voting Machines Election Code

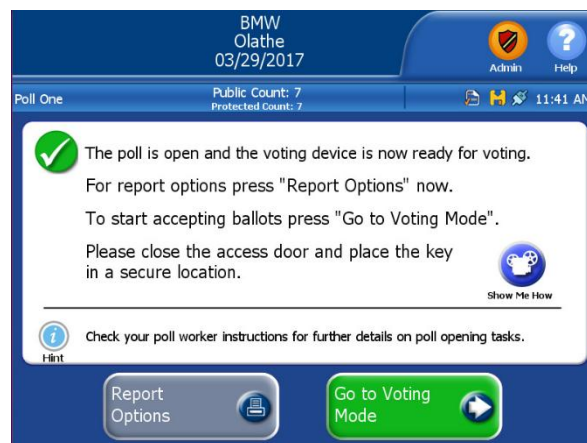
- The Election Code for the touchscreen machine and precinct scanner are the same.
- Enter the Election Code using the touchscreen keyboard. The code is case sensitive.
- Enter the Election Code slowly and make sure each character registers before proceeding.
- Press “Accept”.

- The configuration report will automatically print. Leave it attached until the zero totals report prints.
- Make sure the screen shows green checkmarks by “Election definition found” and “Plugged into electricity!”.
- Press “Open Poll”.

- The ballot status report and the zero totals report will automatically print.



- Remove the reports from the printer. Verify the vote counts are zero (0) on the zero totals report. The poll workers will need to sign the zero totals report on the provided lines.
 - Fold the reports and place in the large gold envelope marked as *Election Return Envelope A*. It is located in the white elections supply box. The white elections supply box is found inside the blue supply bag on wheels.
- Verify the date, time, election, and precinct information is correct on the scanner screen.
- Press “Go to Voting Mode”.



- Cut the seals from the two black doors located on the front of the unit at the bottom.
- Unlock the doors with the flat silver key.
- The top door is the auxiliary ballot door for emergencies. It should only be used if there is a problem with the scanner. Verify it is empty. Close the door and lock it.



- The bottom door is the main ballot door. There is a blue ballot bag inside the door.
- Unzip the blue ballot bag and fold the flap over the outside of the bag.
 - When a voter scans their ballot it will drop into the blue ballot bag.
- Inside the blue ballot bag is a white box(es) containing your ballot activation cards.
- Remove the white box(es).
 - The ballot activation cards contained in the white box(es) are given to voters at check in to vote. Place them at the check in table.
- Inside the blue ballot bag is the ExpressVote printer for the electronic poll book. It is in a black and orange soft case.
- Remove the printer case.
- Close the door and lock it with the flat silver key.
 - Remove a numbered security seal from the yellow security bag and seal it around the silver loop on the bottom door.
 - It is the same loop you removed the original numbered security seal from.
- The scanner is ready to accept voted ballots.



Setting up Electronic Poll Books

- The electronic poll book is found in a black and orange case inside the blue supply bag on wheels.
- Unzip the black and orange case and remove the electronic poll book and its power supply cord.
- On the back of the electronic poll book is a white stand with two orange “barn doors”. Lift up the white stand and slide the orange doors to the underside of the white stand.



- Set the poll book up by resting it on the table with the white stand on the back.
- Insert the magnetic power cord to the slot on the bottom right side.

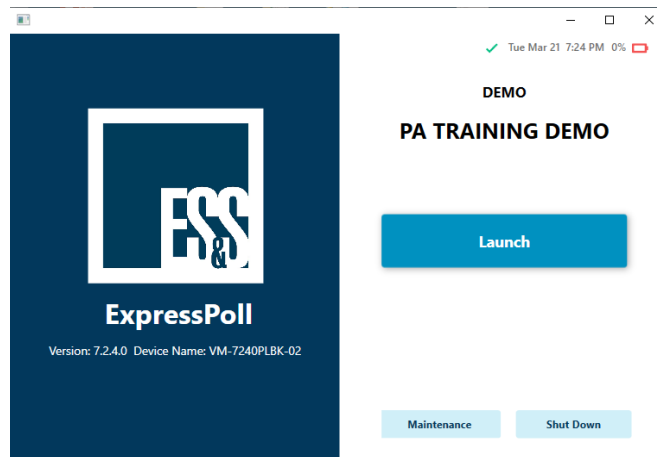


- Inside the bottom of the DS200 scanner is a square black and orange soft case containing the ExpressVote printer. Open the case and remove the printer and the two black cords.

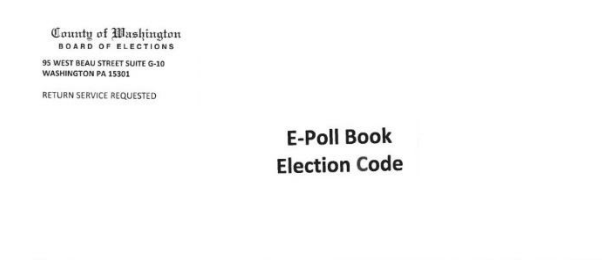
- Insert the power cord for the printer in the rounded outlet on the back of the printer. The flat part of the rounded plug faces down and the rounded part faces up.
- Insert the square plug of the USB cord in the square outlet on the back of the printer. Insert the other end of the USB cord in the USB outlet on the top right side of the electronic poll book.



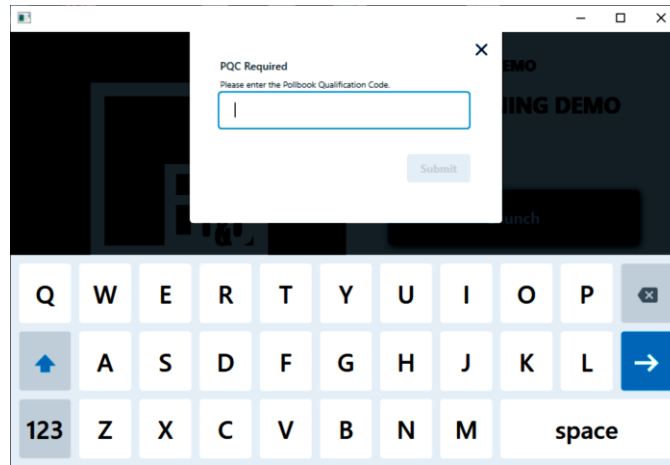
- Connect the power cord to either a power strip or wall outlet, then press the orange power button on the printer.
- Press the orange power button on the electronic poll book found at the top left of the poll book.
- Touch “Launch” on the landing page.



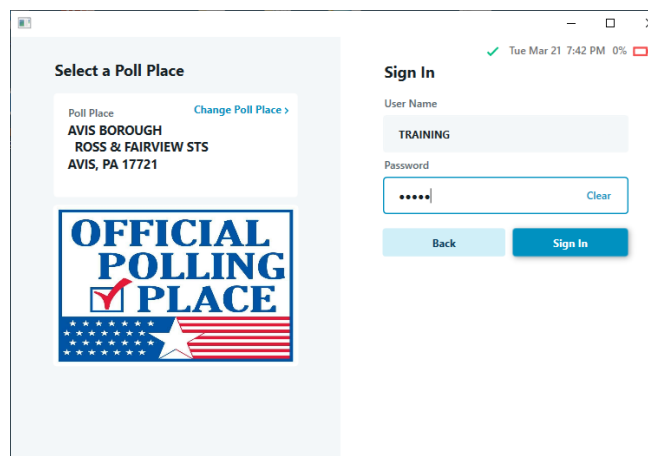
- You are prompted to enter the Poll book Qualification Code (“PQC”)
 - This code is found in the yellow security bag in an envelope marked “E-Poll Book Election Code”.



- Click “Submit”.

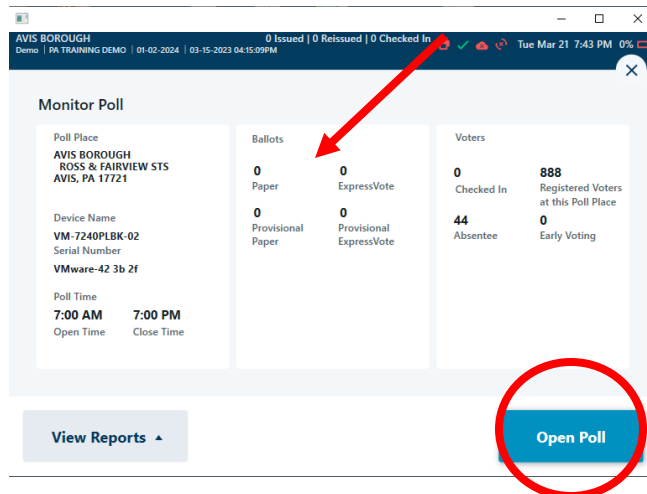


- If the Pollbook Qualification Code (PQC) is entered incorrectly on the **first** attempt, required workflow pages may be skipped during the check-in process.
 - Touch “Shut Down” and start over by powering the poll book on.
- Verify your polling place information is correct.

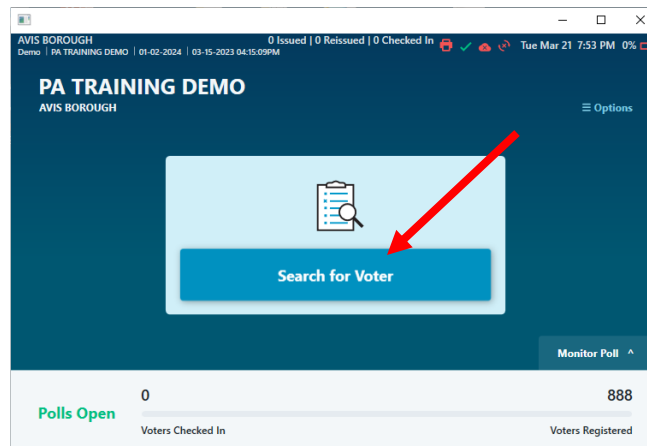


- Enter the user name and password.
 - They are found in the yellow security bag in an envelope marked “E-Poll Book Election Code”.
- Touch “Sign in”.

- Verify the ballots issued numbers are zero (0) on the Monitor Poll page.
- Touch “Open Poll”.



- Touch “Search for Voter” when polls are open and you are ready to check in the first voter.



- For detailed instructions on searching for voters and issuing ballots, refer to the provided ExpressPoll instructions on page 22.

Setting up the Voter Check-in Area

- One to two tables are needed for the check-in area.
- Chairs for poll workers.
- Items needed at the check-in area:
 - Electronic poll book(s)
 - Electronic poll book printer(s)
 - Numbered List of Voters
 - Ballot Activation Cards (blank ballot paper)
 - Record of Assistance and Declaration of Assistance forms
 - Affirmation of Elector forms (inactive voters)
 - Spoiled Ballot gold envelope
 - Surrender Absentee/Mail-in Ballot clear bag
 - Provisional Ballots and envelopes

Setting up Provisional Balloting Voting Area (optional but encouraged)

- One table with a chair for voter to sit and complete/vote their provisional ballot.

Setting up Postings and Specimen Ballots

- Displayed in three places in polling place.
 - Entrance
 - Voting Machine Area
 - Exit
- Postings are in the white elections supply box in a large white enveloped labeled “Postings” in red.
 - Contains information for voters
 - Election procedures
 - Voters’ rights
 - Prohibitions and penalties
- Only the English version needs displayed in our county.
- Specimen ballots are in the white elections supply box.

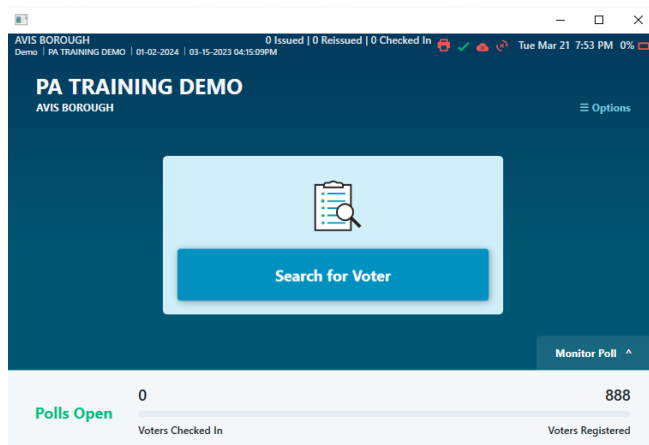
Voter Check-In Process

- ☐ Greet the voter and ask the voter to identify themselves by name.
- ☐ Check the poll books for the voter's name.
 - 1. First, check the Supplemental Poll Book (*see page 32*).
 - Provided in a gold envelope in the blue supply bag.
 - Includes voters who applied for and returned a mail-in or absentee ballot after the registration cut-off date.
 - 2. If not in the Supplemental Poll Book, check the E-Poll Book for their name (*see page 22*).
- ☐ When you find the voter in the poll book (either Supplemental or E-Poll Book), ask the voter to review their information.
 - If the voter's name does not appear in either poll book you can:
 - Contact the Election Office (724-228-6750)
 - Touch the "by county" option in the E-Poll Book and search the voter's name
 - Issue the voter a provisional ballot (*see page 33*)
 - Always permit a voter to vote a provisional ballot if they believe they are eligible to vote and request one.
- ☐ Instruct the voter to sign the poll book.
 - If the voter's name appears in the Supplemental Poll Book, they sign the Supplemental Poll Book.
 - If the voter's name is **not** in the Supplemental Poll Book, but in the E-Poll Book, they sign the E-Poll Book.
- ☐ Announce the voter's name and party affiliation.
- ☐ Record the voter's name in the *Numbered List of Voters*. (*see page 30*)
- ☐ Issue the voter a blank ballot activation card. Direct the voter to a voting machine to vote and print their ballot.
- ☐ After the ballot is printed, the voter reviews the ballot. The voter takes the ballot to the precinct scanner and inserts the ballot in the precinct scanner.
- ☐ After a voter inserts the ballot in the precinct scanner and the scanner counts the ballot, the vote **cannot** be changed. If a voter has a question, concern, or problem, they must bring it to your attention **BEFORE** scanning the ballot.
- ☐ Issue the voter an "I Voted" sticker and thank them for voting.

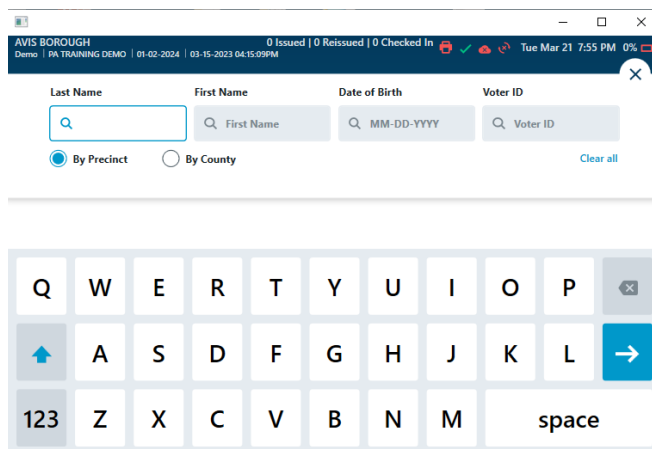
Electronic Poll Book

Searching for a Voter

- Touch “Search for Voter” to begin.



- Touch in the search field marked “Last Name” to begin search for voter.
- A touch screen keypad will appear.
- Begin typing in the voter’s last name.
- You can search by last name, first name, and date of birth or a combination of these items.



- The matching results will display.
- Voter results will appear using a green, yellow, or red color-coding system.
 - Green**
 - Voter may vote a standard ballot.
 - Yellow**
 - An action is required before the voter can be issued a standard ballot.
 - Inactive – Complete *Affirmation of Elector*
 - Abs/Mail Issued – Surrender absentee or mail in ballot **and** declaration envelope **and** sign *Elector’s Declaration to Surrender Their Mail Ballot*.
 - Red**
 - Voter cannot vote standard ballot.

- Touch the voter's name line to display more details.
- On the voter's record the comment section will provide instructions on how to proceed based on the voter's status.

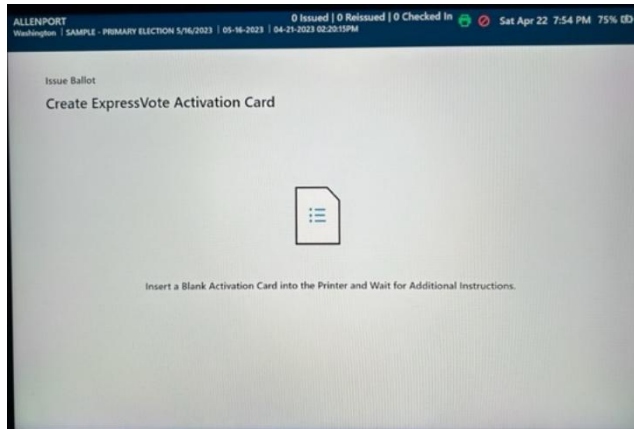
- To complete issuing a standard ballot, touch "Issue Standard".
- For "Capture Ballot Number" type in the voter's number from the *Numbered List of Voters* book.
- Under "Select Voter Verifications" touch to place a check in the box if any of the below apply. If none applies select "None". The voter verification options are:
 - Voter has completed affidavit
 - Voter Assistance/Interpreter
 - Voter has surrendered ballot
 - Voter has completed the Affidavit of Residency
 - Voter has completed the Affirmation of Elector
 - None

- Once complete, touch “Next”.

- Touch “flip screen” then physically flip the unit forward for the voter to sign.

- When the voter is done signing physically flip the unit back.
- Touch “flip screen”.
- Touch “Done Signing”.
- Review the signature against the signature on file.
- Touch “Accept”.

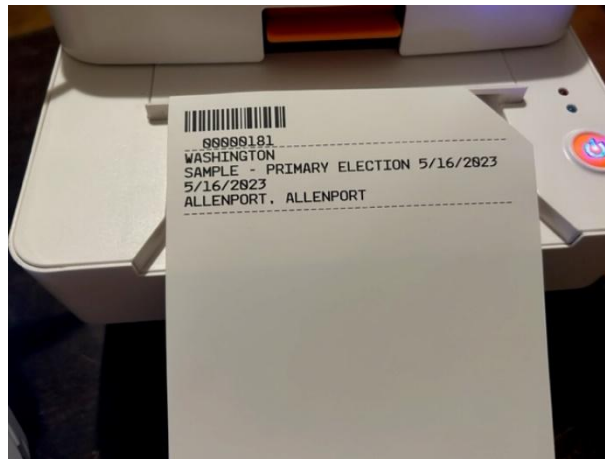
- The next screen prompts you to create the ballot activation card for the voter.



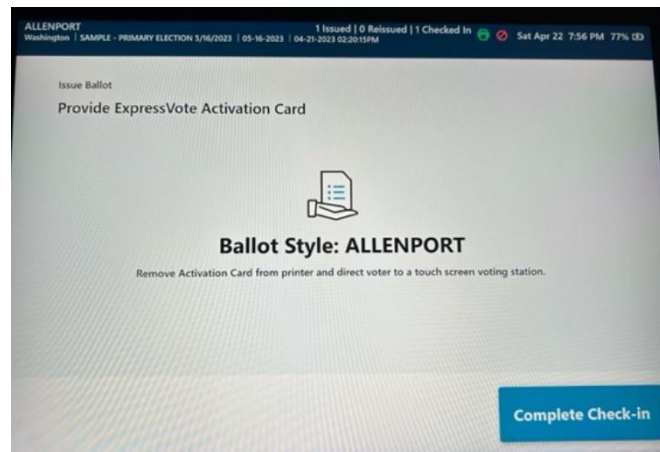
- Create ExpressVote activation card by inserting the top of a blank ballot activation card in the ExpressVote printer.
 - The cut out notch should be in the top right corner.



- When printing is complete, pull the activation card from the printer.
- The election name and date and precinct will print along with a bar code. The bar code denotes the ballot style for the voter. In a primary election this would be the party affiliation.
- **No personal information for the voter is contained on the ballot. The ballot cannot be tied back to a specific voter.**
- When the voter inserts their ballot activation card in the ExpressVote ballot marking device their ballot style will automatically load.



- Touch “Complete Check-in” to return to the Search for Voters screen to search and check in the next voter.



- You will be returned to the “Search for Vote” screen to check in the next voter.

Poll Book Codes

- **ACTIVE (Green)**
 - The voter is properly registered and is a consistent voter. This voter should be able to vote regularly once they sign the poll book.
- **ACTIVE - ID VERIFICATION (Green)**
 - The voter must show a form of ID before they are permitted to vote. The voter is a first-time voter or voting for the first time in a new polling place.
 - If they do not have proper ID and refuse to go and get it, a provisional ballot **MUST** be offered to the voter.
 - The voter has until Monday to present ID at the Elections Office in order for their provisional ballot to be counted. If they fail to do so, their provisional ballot will NOT be counted.

WEST BETHLEHEM
Washington | Primary 04/23/2024 | 04-23-2024 | 04-12-2024 08:40:30PM

0 Issued | 0 Reissued | 0 Checked in | Sun Jun 23 7:22 PM 70% ID

ABLES, MEKA JOANNE
201 MEADOW LN., MARIANNA, PA 15345
Date of Birth: 11-26-2005 (18)

Manage Voter >

Ballot Info Identification Voter History Poll Place

Precinct: WEST BETHLEHEM-01 Party: D

Ballot Style: WEST BETHLEHEM

Comment: Confirm that this is the correct voter using name, month and day of birth and address. In a Primary Election, you must verify the voter's party. The voter is required to vote the party in which they are registered as appearing in this poll book.

Active Eligible

ID Required: Yes

Back Issue Standard

- Approved forms of photo identification (ID must be valid):
 - PA drivers' License or ID card issued by PennDOT
 - ID issued by any other Commonwealth agency
 - ID issued by the U.S. Government
 - U.S. Passport
 - U.S. Armed Forces ID
 - Student ID
 - Employee ID
- Approved forms of non-photo identification (ID must include the name and current address of the voter):
 - Voter Identification Card issued by the Voter Registration Office
 - Non-photo ID issued by the Commonwealth
 - Non-photo ID issued by the U.S. Government
 - Current utility bill
 - Current bank statement
 - Current paycheck
 - Government check

- **INACTIVE (Yellow)**

- The voter is properly registered, but they must complete an *Affirmation of Elector* (see page 31). After completing the *Affirmation* the voter can sign the poll book and vote on the voting machines.
- Inactive status means:
 - The voter has not voted in 5 years or more, or
 - Information from the US Post Office was received indicating the voter may have moved since the last election.

WASH.-5TH WARD -2ND
Washington | Primary 04/23/2024 | 04-23-2024 | 04-12-2024 08:40:26PM | 1 Issued | 0 Reissued | 1 Checked In | Sun Jun 23 6:52 PM 77%

SHARRATT, MAUREEN
74 CAMPBELL AVE., WASHINGTON, PA 15301
Date of Birth: 08-17-1953 (70)

Manage Voter >

Ballot Info Identification Voter History Poll Place

Precinct: WASH.-5TH WARD -2ND-01 Party: R

Ballot Style: WASHINGTON 5 W 2

Comment: THIS VOTER IS INACTIVE. The Voter must sign an Electronic Affirmation, before Voting. Electronic Affirmation forms can be found in your election day supplies.

Back Issue Standard

Inactive Eligible
Inactive Voter
ID Required: Yes

- **ABS/MAIL IN ISSUED (Yellow)**

- The voter requested an absentee or mail-in ballot. To receive an absentee or mail-in ballot a voter completes an application once a year, or before each election. Voters will not receive a ballot without completing an application first.
- The voter is properly registered, but to vote they must:
 - Surrender the mail ballot and declaration return envelope and complete the *Declaration of Surrendered Ballot*. (sample see page 57).
 - If the voter does not have their mail ballot **and** return envelope, they vote a provisional ballot. (see page 33).

WASH.-5TH WARD -2ND
Washington | Primary 04/23/2024 | 04-23-2024 | 04-12-2024 08:40:26PM | 1 Issued | 0 Reissued | 1 Checked In | Sun Jun 23 6:52 PM 77%

SHEERS, WILLIAM SADLER
221 ROCK AVE., WASHINGTON, PA 15301
Date of Birth: 10-28-1948 (75)

Manage Voter >

Ballot Info Identification Voter History Poll Place

Precinct: WASH.-5TH WARD -2ND-01 Party: D

Ballot Style: WASHINGTON 5 W 2

Comment: If Surrendering ballot, spoil and issue Standard Ballot or Provisional Ballot if original is not provided.

Back Issue Standard

Active ABS/Mail In Issued
Absentee/Mail In Ballot Issued
ID Required: No

- **ABS/MAIL IN RETURNED (Red)**

- The voter is properly registered, but they already voted by mail ballot and their mail ballot was received.
- The voter cannot vote.
- If the voter believes this is an error, they can request a provisional ballot. (see page 33).

The screenshot displays a voter information interface for 'MONTGOMERY, H FORREST'. The header shows 'WASH.-5TH WARD -2ND' and '1 Issued | 0 Reissued | 1 Checked In'. The voter's address is '434 E MAIDEN ST 2, WASHINGTON, PA 15301' and their date of birth is '08-29-1954 (69)'. The interface includes tabs for 'Ballot Info', 'Identification', 'Voter History', and 'Poll Place'. Under 'Ballot Info', the precinct is 'WASH.-5TH WARD -2ND-01', the party is 'D', and the ballot style is 'WASHINGTON 5 W 2'. A comment states: 'This voter has voted an absentee or mail in ballot. If the voter appears in person they ARE NOT ALLOWED TO VOTE ON THE VOTING MACHINE. The absentee/mail in ballot that was received is their FINAL vote.' A red box on the right side of the screen contains the text 'Active ABS/Mail In Returned' and 'Absentee/Mail in Ballot Returned'. A red arrow points to this red box. At the bottom, there are 'Back' and 'Issue Standard' buttons.

- **BALLOT ISSUED (Red)**

- The voter is properly registered, but they already voted in person.
- If the voter believes this is an error, they can request a provisional ballot. (see page 33).

Numbered List of Voters

- The numbered list of voters is a large book with carbonless copy paper labeled “Numbered List of Voters” found in the white supply box in the blue supply bag.
 - The large numbered list of voters book is given to a poll worker to write down the name of each voter in the order they are checked in to vote.
 - The numbered list of voters book contains carbonless copy paper.
 - Insert the provided cardstock between the pages so the writing doesn’t transfer on all the pages.
 - Cardstock is attached to the back of the book.
 - During the Primary, the voter’s party is also marked using “D” for Democrat and “R” for Republican in the column after their name.
 - Only voters voting on the voting machine are written in the numbered list of voters book.
 - Voters voting by provisional ballot are **not** written in the numbered list of voters book.
 - If your precinct has two electronic poll books you will receive two numbered list of voters books. Use one book with each electronic poll book.
- When the polls close and all voters have voted, the yellow carbon paper is removed from the white paper.
- The original white papers are placed in Envelope E and placed in Return Envelope A
- The yellow carbon copies are placed in Envelope F and placed in the Minority Inspector Envelope B.

WPP 506

Washington County

NUMBERED LIST OF VOTERS

CITY
BOROUGH OF _____
TOWNSHIP

WARD _____ PRECINCT

MUNICIPAL ELECTION HELD
ON NOVEMBER 7, 2023

White copy to be placed in Envelope “E”

Yellow copy to be placed in Envelope “F”

NUMBERED LIST OF VOTERS

PARTY INITIAL (Democrat Only)		PARTY INITIAL (Republican Only)	
1.		31.	
2.		32.	
3.		33.	
4.		34.	
5.		35.	
6.		36.	
7.		37.	
8.		38.	
9.		39.	
10.		40.	
11.		41.	
12.		42.	
13.		43.	
14.		44.	
15.		45.	
16.		46.	
17.		47.	
18.		48.	
19.		49.	
20.		50.	
21.		51.	
22.		52.	
23.		53.	
24.		54.	
25.		55.	
26.		56.	
27.		57.	
28.		58.	
29.		59.	
30.		60.	

Inactive Voters

- Inactive status means:
 - The voter has not voted in 5 years or more, or
 - Information from the US Post Office was received indicating the voter may have moved since the last election.
- Inactive voters are properly registered voters
- They must complete an *Affirmation of Elector* before they can vote.
- After completing the *Affirmation* the voter can sign the poll book, their name is written in the *Numbered List of Voters*, and they vote on the voting machines.

WPP Form- 7 8

AFFIRMATION OF ELECTOR

For use in the polling place when an elector has changed addresses and has failed to notify the commission or when registration records incorrectly indicate that an elector has changed addresses.

_____ County Board of Elections

City, Borough or Township _____ Ward _____ Precinct _____

Date _____

Please complete either Part A or Part B of this form, whichever is applicable, and sign and date Part C of this form before the election official.

A. Change of address:
If you have changed addresses, please check one of the following boxes and list your new address:

() I still reside in the same county and in the area covered by this polling place and wish to vote here.

() I still reside in the same county but in an area covered by a different polling place and wish to vote at this polling place for the last time.

() I now reside in a different county and wish to vote here for the last time. Please cancel my registration in this county. (To register to vote at your new address, you should contact your local voter registration office.)

My previous residence address is: **My new residence address is:**

PRINT NAME: _____ PRINT NAME: _____

STREET: _____ STREET: _____

CITY, STATE: _____ CITY, STATE: _____

B. If you have not changed your address please check the following box:

() I have not changed my residence and wish to remain registered to vote in this county.

C. Affirmation

I hereby swear or affirm that the information that appears above is true and correct to the best of my knowledge under penalty of perjury.

Signature of Elector _____
Date

Print Name _____
Date of Birth

On the above date, the above elector came before me and affirmed the information contained herein to be true and correct.

Signature of Election Official

Return in Affirmation of Electors Envelope - Form 8

- Completed *Affirmations* are placed in the *Affirmation of Electors* gold envelope found in the white supply box.
- The *Affirmation of Electors* gold envelope is returned to the Election Office in the yellow security bag on Election Night.

Surrendering Absentee or Mail in Ballot

- Voter's name appears in the supplemental paper poll book or in the electronic poll book indicating they were issued an absentee or mail in ballot.
 - Supplemental paper poll book

Supplemental Poll Book				Election: 2021 MUNICIPAL PRIMARY	
WASHINGTON County				Date: Tuesday, May 11, 2021	
Precinct: CARROLL-4TH					
Digitized Signature	Voter Info	Assistance	Party	Voter Signature	5/11/2021 5:11 PM
	HUDAK, BOBBI JEAN 1351 WICKERHAM DR MONONGAHELA, PA 15063 05/15/1971 1104-01	R		1261/51/50 NVAJ IBBB, 'HUDAK REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY X	 BALLOT REMITTED? <input type="checkbox"/> 004095292-63
	HUDAK, CHRISTOPHER 1351 WICKERHAM DR MONONGAHELA, PA 15063 04/03/1968 1104-01	R		8961/00/40 HRAH, CHRISTOPHER REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY X	 BALLOT REMITTED? <input type="checkbox"/> 004095292-63

- Electronic poll book

WASH.-5TH WARD -2ND
Washington | Primary 04/23/2024 | 04-23-2024 | 04-12-2024 08:40:26PM

1 Issued | 0 Reissued | 11 Checked In | Sun Jun 23 6:52 PM 77% ID

Last Name: Q SH First Name: Q First Name Date of Birth: Q MM-DD-YYYY Voter ID: Q

By Precinct By County

Matching Results: 6 Results

NAME	First Name	Date of Birth	Voter ID	Status
SHAPE	MARJORIE	98 DUNN AVE WASHINGTON, PA 15301	05-24-1934	Active Eligible
SHARRATT	MAUREEN	74 CAMPBELL AVE WASHINGTON, PA 15301	08-17-1973	Inactive Eligible
SHEERS	WILLIAM	221 ROCK AVE WASHINGTON, PA 15301	10-28-1948	Active ABS/Mail In Issued
SHRONTZ	JORDAN	850 E MAIDEN ST 2 WASHINGTON, PA 15301	03-10-1991	Active Eligible
SHRUM	SUZANNE	362 HOUSTON ST 1 WASHINGTON, PA 15301	09-14-1975	Active Eligible
SHUBA	MALACHI	272 SPRINGFIELD AVE WASHINGTON, PA 15301	08-31-2005	Active Eligible

WASH.-5TH WARD -2ND
Washington | Primary 04/23/2024 | 04-23-2024 | 04-12-2024 08:40:26PM

1 Issued | 0 Reissued | 11 Checked In | Sun Jun 23 6:52 PM 77% ID

SHEERS, WILLIAM SADLER
221 ROCK AVE, WASHINGTON, PA 15301
Date of Birth: 10-28-1948 (75)

Manage Voter >

Ballot Info Identification Voter History Poll Place

Precinct: WASH.-5TH WARD -2ND-01 Party: D

Ballot Style: WASHINGTON 5 W 2

Comment: If Surrendering ballot, spoil and issue Standard Ballot or Provisional Ballot if original is not provided.

Active ABS/Mail In Issued Absentee/Mail in Ballot Issued

ID Required: No

Back Issue Standard

- Voter needs to have **both** the official ballot **and** official return declaration envelope.
- Open envelope, if necessary, write "VOID" across the ballot and envelope.
- Voter completes a *Declaration of Elector to Surrender Ballot* (found inside the white elections supply box).
- Place the voided ballot and the completed *Declaration* inside the official return declaration envelope, then place the envelope inside the clear bag labeled "Surrendered Absentee and Mail in Ballots" (found inside the white elections supply box).
- Voter signs either the supplemental paper book or the electronic poll book.
 - Whichever poll book their name appeared with remit ballot or issued ballot.
- Write the voter's name in the *Numbered List of Voters*.
- Issue the voter a ballot activation card and direct them to a voting machine.
- See page 57 for example of *Declaration*.

Provisional Ballots

****The provisional ballot materials are located in the blue election supply bag in a sealed tamper evident clear plastic bag. ****

When to issue a voter a provisional ballot:

- If a voter's name is not found in either poll book.
- If the poll book indicates ID is required and the voter does not have ID.
- If the poll book indicates the voter returned their voted absentee or mail-in ballot then the voter is not eligible to vote at the polling place on Election Day. However, if they insist on voting issue a provisional ballot.

If it is determined the voter needs to vote by a provisional ballot, follow these steps:

- Give the voter the large provisional ballot envelope.
 - Voter completes "Section A: Voter Affidavit" with their personal information:
 - Full Name
 - Date of Birth
 - Phone Number
 - Email Address
 - Street Address where Registered to Vote
 - City
 - Zip Code
 - Municipality
 - County
 - Voter signs in the white box labeled "Voter Signature #1".
 - Voter completes "Section B: Voter's Current Address".
 - Voter completes **only** if address is different from address in Section A.
- Voter gives the large provisional ballot envelope to Judge of Elections after Section A, Voter Signature #1, and Section B are completed.
- Judge of Elections and Minority Inspector complete section on right side of the large provisional ballot envelope labeled "For Election Officials Only".
 - Write in the name of your precinct.
 - Check the appropriate box next to the reason the voter is voting by provisional ballot.
 - For Primary Elections, it is important to indicate the party of the enclosed ballot (Democratic or Republican).
 - Judge of Elections and Minority Inspector sign in the section labeled "Poll Workers Sign Here".
- Give the voter a paper ballot labeled "Provisional Ballot", an *Official Provisional Ballot Secrecy Envelope*, and the large provisional ballot envelope.
 - The voter votes by filling in the circles next to their candidate choice with a black ink pen.

- After they complete the ballot, the voter places the ballot in the secrecy envelope, seals it, inserts the sealed secrecy envelope in the large provisional ballot envelope, and seals this envelope.
- The voter signs in the white box labeled “Section C: Voter Signature #2” in front of the Judge of Elections.
 - If the voter **does not sign** Section C their vote **will not count**.
- The Judge of Elections places the sticker from the *Provisional Ballot Receipt* on the bottom right corner of the envelope where it says, “Affix Ballot ID Number Here”.
- The remaining portion of the provisional ballot receipt is given to the voter.
 - The voter can use the information on the receipt to check the status of their provisional ballot after the election.
- After the polls close all completed large provisional ballot envelopes are placed in the white *Provisional Voting – Return Envelope* and the envelope is sealed.
- Complete the front of the return envelope.
- The completed return envelope is placed in the yellow security bag.

All unused provisional ballot materials (unused envelopes, unused ballots, and unused receipts) are banded together and placed in the yellow security bag.

Provisional Ballot Envelope Guide

The below diagram shows how to complete each part of the provisional ballot envelope. Each section is color-coded to identify what the voter must fill out before and after voting, and what poll workers officials must complete.

The diagram shows a Provisional Ballot Envelope with the following sections and instructions:

- Section A: Voter Affidavit** (Yellow background): To be filled out in front of election officials **BEFORE** receiving ballot. Includes fields for Print Voter Name, Date of Birth, Phone Number, Email Address, Street Address where Registered to Vote, City, Zip Code, Municipality, and County. It also includes a sworn statement and a signature line for the Voter Signature #1.
- Section B: Voter's Current Address** (Yellow background): To be filled out in front of election officials **BEFORE** receiving ballot. Includes fields for Street Address, City, and Zip Code.
- Section C: Voter Signature #2** (Blue background): To be filled out in front of election officials **AFTER** receiving and voting ballot. Includes a signature line for the Voter Signature #2.
- FOR ELECTION OFFICIALS ONLY:** (Green background): To be filled out **BY ELECTION OFFICIALS ONLY**. Includes fields for Precinct, Reason for provisional ballot (check all that apply), Signature of the Judge of Election, and Signature of the Minority Inspector.
- Ballot ID# Sticker** (Purple background): A sticker with a barcode and the number 480010698. It is placed on the bottom right corner of the envelope where it says "Affix Ballot ID Number here."
- Voter's Receipt** (White background): A receipt with the number 480010698. It is placed on the bottom right corner of the envelope where it says "Affix Ballot ID Number here."

Legend:

- Yellow: To be filled out in front of election officials **BEFORE** receiving ballot.
- Blue: To be filled out in front of election officials **AFTER** receiving and voting ballot.
- Green: To be filled out **BY ELECTION OFFICIALS ONLY**.
- Pink: Fill-in Party - **PRIMARY ONLY**.

Please make sure all sections are completed to help prevent common mistakes, reduce ballot rejection, and ensure **every eligible vote counts!**

White Supply Box

Election Officers' Oaths

- Completed by all poll workers before the polls are open.
- Minority Inspector administers oath to Judge of Elections
- Judge of Elections administers oath to others.
- Two copies
 - Envelope G
 - Envelope H
- See page 53

Poll Worker Pay Sheets

- Each poll worker needs to complete and sign a pay sheet.
 - Choose payment type
 - Pay Card or Direct Deposit
 - For pay card enter the pay card number you received.
 - For direct deposit a direct deposit form must be completed and included with your pay sheet or given to the Election Office before Election Day.
 - If no form is on file a pay card will be sent to you via US Mail.
 - Name, address, and phone number
 - E-mail address
 - Name of precinct you are working
 - Election Date
 - Circle position held
 - Circle "Election Night Return", if you drove to return the results and supplies to the Election Office after the polls closed.
 - For Judge of Elections and Minority Inspector, check box next to "Election Night Driver" if you drove to return the results and supplies to the Election Office.
 - If you are not working in your home precinct include roundtrip mileage from your home to the precinct you are working.
 - The Judge of Elections signs each pay sheet.
 - The Minority Inspector signs the Judge of Elections's pay sheet.
 - The yellow carbonless copy is for the poll worker or the Judge of Elections to keep.
 - The completed pay sheets are placed in the blue Poll Worker Pay folder.
 - The blue Poll Worker Pay folder is placed in the yellow security bag to return to the Election Office.
 - See pages 54-56

Affidavit of Voter Identification

- Signed by all poll workers and placed in gold *Return Envelope A*.
- See page 61

Declaration of the Need for Assistance to Vote

- Completed by voters requesting assistance while voting.
 - Signed by voter and assistor.
- Assistance is the voter requires help at all times during voting.
 - Assistor cannot be Judge of Elections, their employer, or their union agent/officer.
- See page 58

Spoiled Ballot Envelope

- For spoiled ballot activation cards
- Returned in yellow security bag
- See page 59

Election Return Envelope A

- Used to return:
 - Zero results tape
 - Results tape
 - Numbered List of Voters Envelope E
 - Record of Assisted Voters Envelope
 - One copy of General Returns of Votes Cast
 - Affidavit of Voter Identification
 - Oath of Office Envelope G
- See page 60

Minority Inspector Envelope B

- Kept by Minority Inspector for one year
- Contains:
 - Numbered List of Voters Envelope H
 - Oath of Office Envelope D
 - One copy of General Returns of Voters Cast
- See page 60

Challenges form containing Elector's Affidavit and Supporting Affidavit

- Completed and signed by a voter when their identity or legal residence in a precinct is challenged.
- See page 63

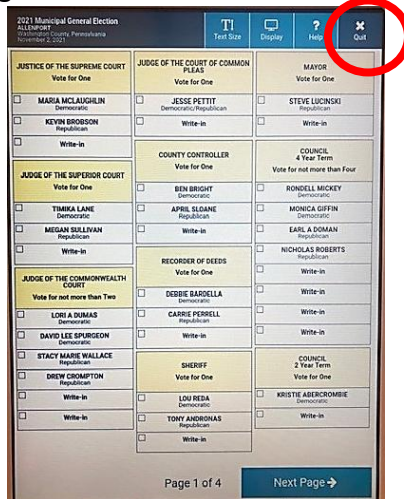
Statement of Complaint

- For violations of Title III of the Help America Vote Act of 2002
- Given to a voter who wants to file a formal complaint of a violation to the Help America Vote Act. The voter is given the form to complete and mail to the PA Department of State in Harrisburg.
- See page 64

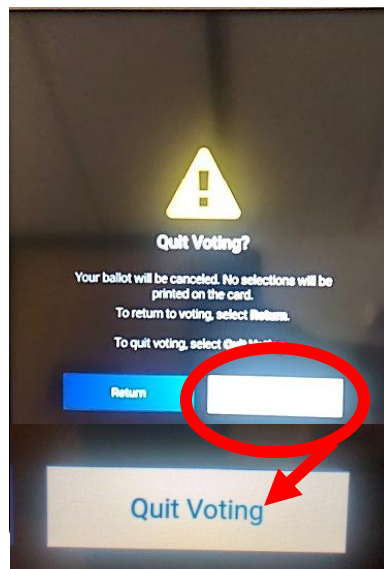
ExpressVote Troubleshooting

Cancelling a Ballot

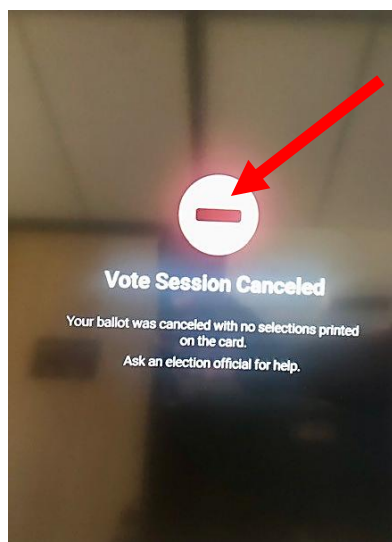
- Touch “Quit” in the top right corner of the ballot screen.



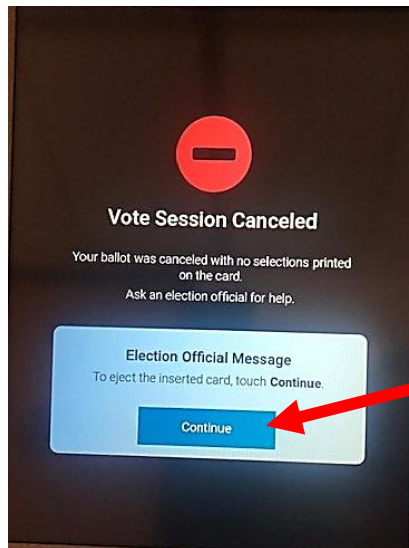
- Touch “Quit Voting”.



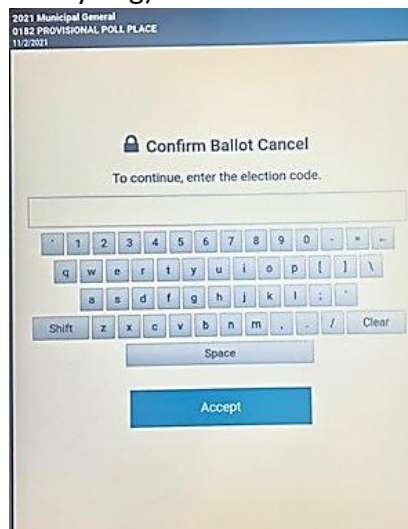
- Touch the red circle.



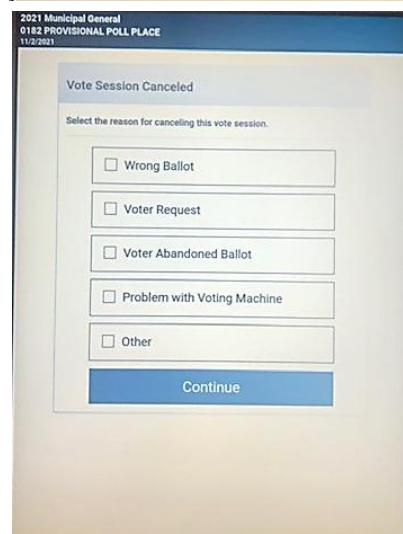
- “Election Official Message” box will appear. Touch “Continue”.



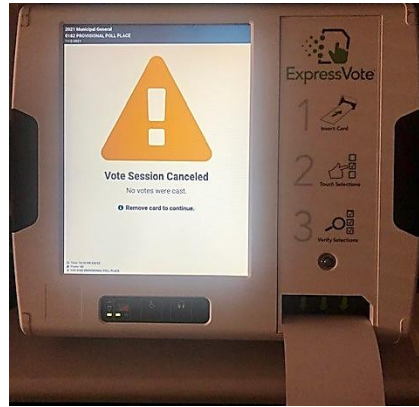
- The touchscreen keyboard will appear.
- Enter the Election Code. (It is the same code you entered in the beginning from the envelope in the yellow security bag).



- Touch the reason.
- Touch “Continue”.

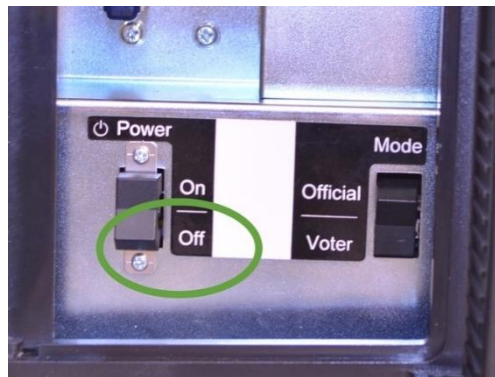


- The blank ballot activation card will eject from the voting machine.
- Remove the card.



Screen Freezes or appears White

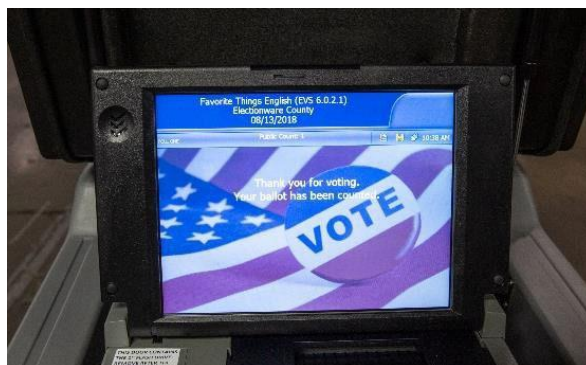
- Unlock the side door where the power button is located.
- Press the power button to “Off” and hold.
- Continue to hold the button until the screen turns black.
- Release the button.
- Press the button to “On”.
- Allow the machine to start up and proceed as normal.
- If the problem persists, contact the Elections Office.



DS200 Precinct Scanner Troubleshooting

Ballot will not Scan – “Ballot Cannot be Read”

- Voter inserts ballot in precinct scanner, ballot is rejected, and a message “Ballot Cannot be Read” appears on the precinct scanner screens.
 - Ask the voter to turn the ballot upside down and insert it again.
 - If the ballot is still rejected, the ballot needs spoiled, and the voter needs to vote again.
 - Poll worker writes spoiled on the ballot that cannot be read.
 - Place spoiled ballot in gold envelope marked “Spoiled Ballots” from the white supply box.
 - Give voter a new blank ballot activation card and direct them to a voting machine.
- Ballot is not cast and tabulated until the “Thank you for voting” screen appears.



Paper Jam

- Contact your Rover.
- Use emergency ballot box for voters to place ballots until jam is cleared.
- After jam is cleared two poll workers will remove ballots from emergency ballot box.
 - Two poll workers will work together to insert ballots in scanner for tabulation.

Public Count vs Protected Count

- The precinct scanner contains two counts:
 - Public count
 - The number of ballots scanned for this election.
 - Protected count
 - The number of ballots scanned in the lifetime of the precinct scanner.
 - Similar to the odometer reading on a vehicle.

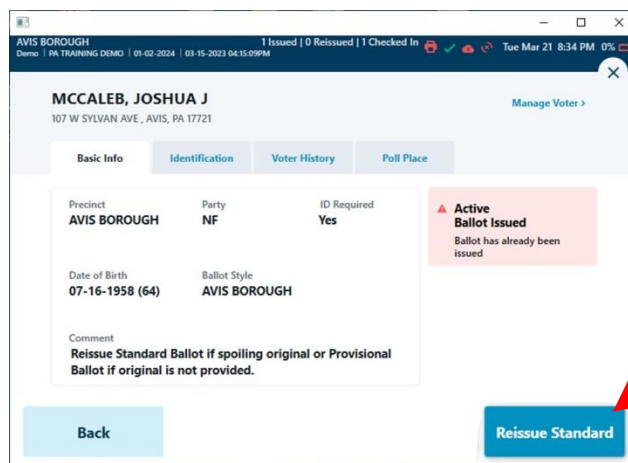
Electronic Poll Book Troubleshooting

Slowness

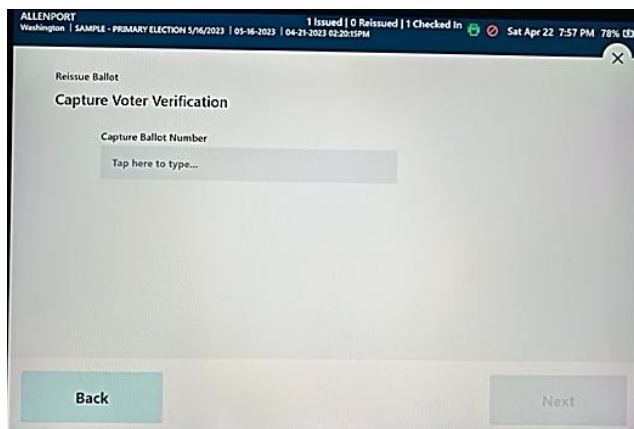
- If you experience slowness (lagging) when checking in voters restarting may help.
- To restart the electronic poll book:
 - From the “Search for Voter” screen touch “Options” in the top right corner.
 - Touch “Sign Out”. It is the last option in the menu that appears.
 - Touch “Yes” to sign out.
 - From the “Launch” screen touch “Shut Down” at the bottom.
 - Touch “Yes” to shut down.
 - Wait approximately 10 seconds then press the orange power button to turn the poll book back on.
- You will need to sign in again by first entering the PQC code then the username and password.

Re-issuing a Ballot

- If you need to re-issue a ballot and spoil the original ballot issued, follow these steps:
 - Search for the voter under “Search for Voter” and chose voter’s name.
 - Touch “Reissue Standard”.



- Enter the “Capture Ballot Number”. This is their number from the *Numbered List of Voters* book.
- Touch “Next”.



- Select the reason a ballot is being reissued.
- Touch “Next”.

ALLENPORT
Washington | SAMPLE - PRIMARY ELECTION 5/16/2023 | 05-16-2023 | 04-21-2023 02:20:19PM | 1 Issued | 0 Reissued | 1 Checked In | Sat Apr 22 7:58 PM 78% ID

Reissue Ballot
Reissue Ballot Reason

Select Reissue Reason

- ☐ Voter Spoiled Ballot
- ☐ Poll Worker Error
- ☐ Issued Incorrect Ballot Style

Back Next

- The voter needs to re-sign. Follow the previous steps from issuing a ballot.
- You are prompted to enter a new blank ballot activation card in the ExpressVote printer.

Poll Watchers

Poll Watchers Do's and Don'ts

- Poll Watchers **must present** Watcher's Certificate (example below).
- One watcher per candidate and one watcher per political party are permitted in the polling place at a time.
- Poll Watchers can enter the polling place prior to 7:00 am to observe set-up.
- Poll Watchers can remain in the polling place after 8:00 pm to observe closing.
- Watchers **are not** permitted to wear political clothing or accessories.
- Watchers **are not** permitted to speak to voters.
- Watchers **are not** permitted to take photos or recordings.
- Watchers **are** permitted to view the *Numbered List of Voters* book when not in use.
- Watchers **are** permitted to keep their own list of voters.
- Watchers **can** challenge the qualifications of voters in accordance with the law.
 - Form can be found in white elections supply box.

Poll Watchers Certificate

WATCHER'S CERTIFICATE

PRIMARY ELECTION, TUESDAY, MAY 18, 2021

Washington County, Pennsylvania

Washington, Pennsylvania

OFFICE OF THE COUNTY BOARD OF ELECTION

THIS WILL CERTIFY

has been regularly appointed a WATCHER in and for the election district of

Wherein the said watcher is a qualified resident and a qualified elector, by

who is a candidate for the office of

representing the

to serve at the PRIMARY ELECTION, TUESDAY, MAY 18, 2021, in accordance with the provisions of the 417th Section of an Act approved June 3, 1937, P.L. 1333 as amended.

IN TESTIMONY WHEREOF, we have hereunto set our hand and caused the seal of this office to be affixed as of OCTOBER 19, 2021.



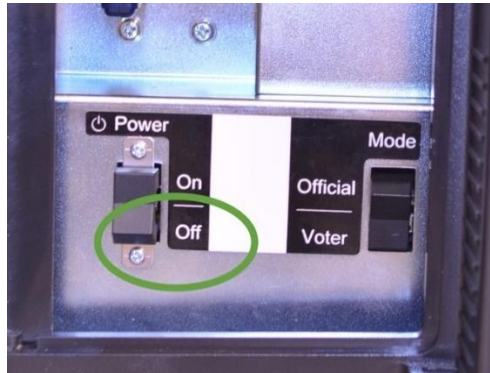
Dora Dykeman
Larry Maggi
Mark Shuman
County Board of Commissioners

Closing the Polls

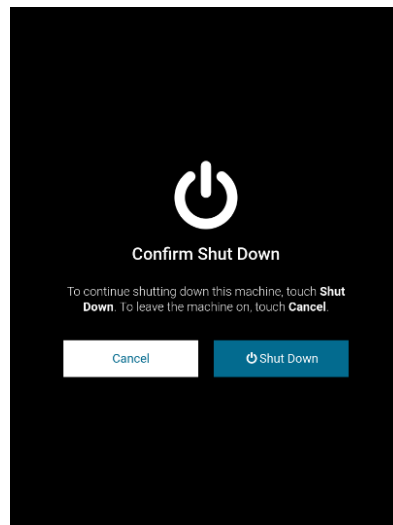
- At 8:00 pm announce the polls are closed.
 - Voters in line at 8:00 pm are eligible to vote. The constable or a poll worker should stand at the end of the line to indicate the last eligible voter.
- Make sure the door to the polling place is shut and if able lock the door.

Closing Touchscreen Machines – ExpressVote Ballot Marking Device

- Remove the white corrugated plastic privacy screen, fold it, and twist the black latch.
- Use the barrel keys to unlock the door on the left side.
- Turn off the machine by pressing the power button to “Off”.



- Touch “Shut Down” on the screen to confirm the shut down.



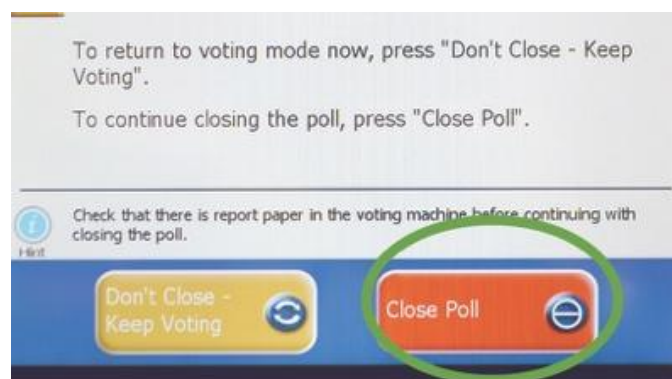
- Close and lock the door.
- Lay the machine face down on a flat surface. (preferably the table it was sitting on).
- Unplug the circular power cord in the back of the machine by pulling back on the black rubber covering around the circular part.
- Press the kickstand to the back of the machine to lock.
- Place the power cord in the side pocket of the black bag and zip it.
- Place the machine in the black bag and zip it.

Closing Precinct Scanner – DS200 Scanner

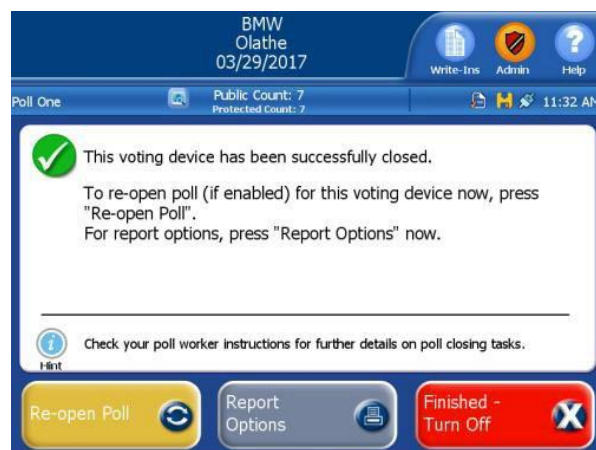
- Remove the security seal on the gray door on the front left.
- Press and briefly hold down the “Close Poll” button.



- Touch “Close Poll” on the scanner screen.



- The scanner will automatically print the ballot status report and 3 results reports.
 - Do not remove reports from scanner until all 3 reports are printed.
- You need to separate the three results reports.
 - Poll workers sign one results report and place it in *Return Envelope A* along with the ballot status report.
 - The 2nd results report is placed in the Minority Inspector envelope.
 - The 3rd results report is posted at the polling place for the public. It needs to be in an area visible from the outside.
- Touch “Finished – Turn Off” to shut down the scanner.



- Once the scanner screen goes black and the red light on the power button is no longer lit remove the blue media stick from the slot.
 - **Do not remove** the blue media stick until the screen goes black and the red light goes out. Removing it early will cause the results to not save correctly.



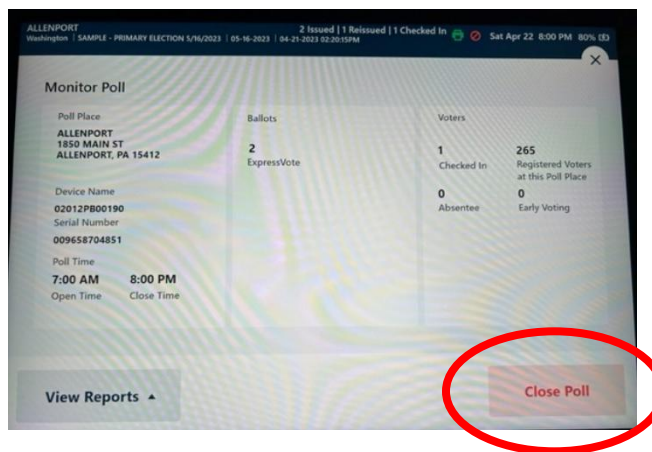
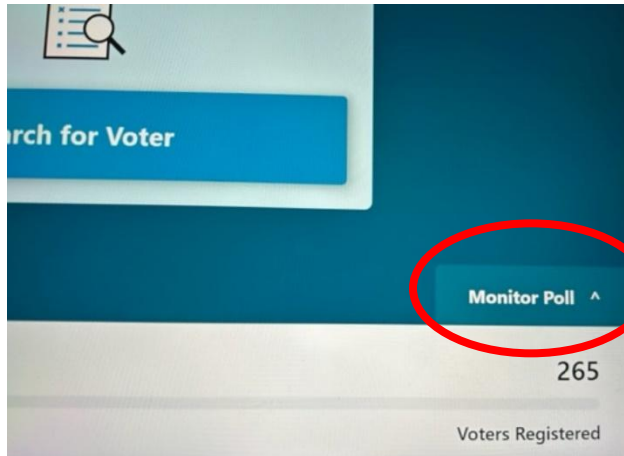
- Place the blue media stick in the clear corner pocket of the yellow security bag.
- Close and lock the gray door with the barrel key.
- Push the black scanner screen down and lock with the barrel key.
- Close the clamshell lid, hook latches, and lock with flat silver key.
- Remove the seal from the bottom front door and unlock with flat silver key.
- Remove the blue ballot bag. Make sure all voted ballots are inside the bag.



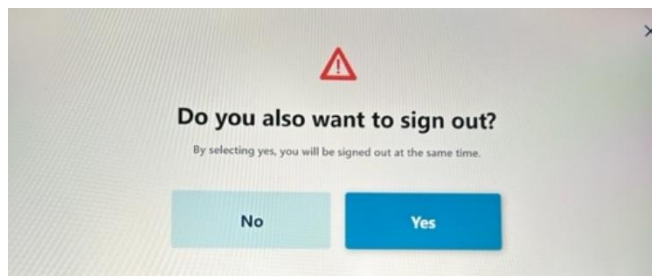
- Zip the bag and seal with a numbered security seal from the yellow security bag.
- Record the seal number on the *General Returns of Votes Cast*.
- Place the white box(es) containing the unused ballot activation cards in the empty bottom door.
- Place the orange and black case containing the ExpressVote printer and cords in the empty bottom door.
- Close and lock the door with the flat silver key.
- Unplug the power cord and place inside the back door. Close and lock the back door with the silver flat key. The scanner is now shut down.

Closing Electronic Poll Books

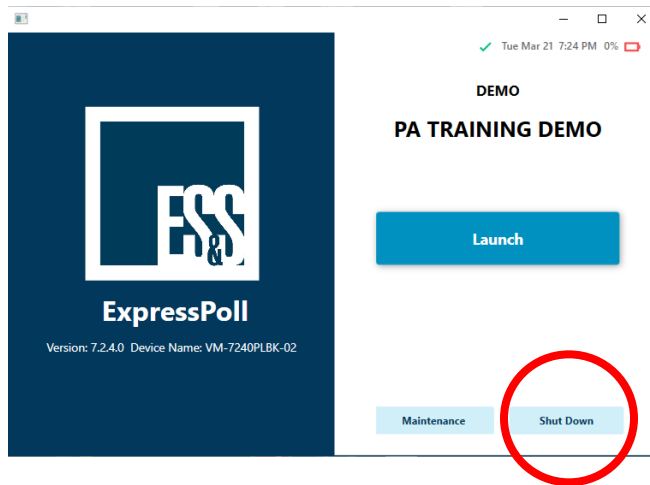
- Touch “Monitor Poll” and then touch “Close Poll”.



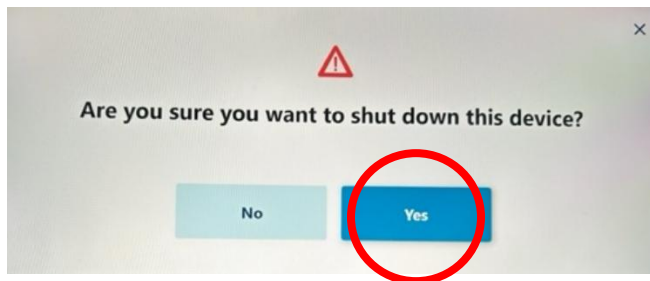
- Touch “Yes” on the next screen for the question, “Do you also want to sign out?”



- Touch “Shut Down”.



- Touch “Yes” on the next screen for the question, “Are you sure you want to shut down this device?”



- When the screen goes black remove the magnetic power cord from the right side.
- Turn off the ExpressVote printer by pushing the orange button.
- Remove the ExpressVote printer cord from the USB slot on the electronic poll book.
- Remove the other end of the USB cord from the back of the ExpressVote printer.
- Remove the power cord from the back of the ExpressVote printer.
- Return the electronic poll book and its power cord to the black and orange case.
- Zip the case closed and place it in the blue supply bag on wheels.

General Returns of Votes Cast

- On line 1 enter the total number of ballots received.
 - This is the total number of ballot activation cards in the white boxes
 - 50 ballot activation cards to a rubber band pack
 - 500 ballots to a box (10 packs)
- On line 2 enter the total number of voted ballots.
 - Total number of voters
 - This number is from the *Numbered List of Voters* or the public count from the precinct scanner.
- On line 3 enter the total number of spoiled ballots.
 - Ballot activation cards spoiled and placed in *Spoiled Ballot* gold envelope
- On line 4 enter the total number of ballots not used.
 - Line 1 – Line 2 – Line 3 = Line 4
- In Columns A and B carryover over the numbers to their line with the same number.

WPP-FORM 30p Washington ©
1 COPY IN ENVELOPE A
1 COPY IN ENVELOPE B

November 8, 2022 GENERAL RETURNS OF VOTES CAST General Election

ExpressVote Ballots (Activation Cards)	
Column - A	Column - B
1. Enter Total number of Ballots received from County Board of Elections <u>500</u>	1) <u>500</u>
2. Enter Total Voted Ballots <u>100</u>	2) <u>100</u>
3. Enter number of Spoiled Ballots (Return as directed) <u>5</u>	3) <u>5</u>
4. Enter number of Unused Ballots (Return as directed) <u>395</u>	4) <u>395</u>
TOTALS (A MUST EQUAL B) <u>500</u>	*** Number from line 1 <u>500</u>
**From Column A add lines 2, 3, & 4 for total	
TOTAL** <u>500</u>	TOTAL*** <u>500</u>

ExpressVote Ballots (Activation Cards)

- Total number of Ballots received:** Write down number of blank ballot activation cards received in box. Number can be found on label on top of box.
- Total Voted Ballots:** Numbered list of voters book equals Public Count number from scanner; write that number for total voted ballots.
- Spoiled Ballots:** Ballot activation cards marked spoiled by poll workers.
- Unused ballots:** Total received - Total voted - Total Spoiled = Unused ballots

Carry numbers over into Column A and Column B

- Grant Total Ballots Voted:** Number from #2

* 5. Grant Total Ballots Voted 500
(Add all Line 2 Totals)

REMARKS SECTION	STATEMENT
	We the Election Officials certify that We have followed all Procedures Prescribed by Law, and have Enclosed the specified Items from the Election Held at:
	City Borough of <u>Washington</u>
	<u>5</u> Ward <u>2</u> Dist.
	<u>Washington</u> County
	<u>11/5/2024</u> (Date)

PROVISIONAL BALLOTS	
<u>50</u>	Received
<u>10</u>	Used
<u>0</u>	Spoiled
<u>50</u>	Total
*(should equal 50)	

PLEASE SIGN ALL COPIES

Patty Pollworker Judge of Elections
Vickie Voter Majority Inspector
Holly Helper Minority Inspector
Becky Ballot Clerks
Ellen Election Clerks
 _____ Seal Number _____ Departure Time
 _____ Seal Number
 _____ Seal Number

WILLIAM PENN PRINTING COMPANY, PITTSBURGH, PA

Completing Paperwork

- Remove the large gold envelopes and the small gold envelopes from the supply box.
 - Each gold envelope is labeled with what forms are to be sealed in it.
- *Election Return Envelope A*
 - One (1) results tape
 - One (1) zero results tape
 - Envelope E containing the white copy of the numbered list of voters book pages
 - They will need to be folded to fit in the envelope.
 - Envelope G containing one (1) Election Officers' Oath
 - Envelope K containing the record of assisted voters
 - *Affidavit of Voter Identification*
 - *General Returns of Votes Cast*
- *Election Return Envelope A* is placed in the yellow security bag and returned to the Elections Office.
- *Minority Inspector Envelope B*
 - One (1) results tape
 - *General Returns of Votes Cast*
 - Envelope F containing the yellow copy of the numbered lists of voters book pages.
 - They will need to be folded to fit in the envelope.
 - Envelope H containing one (1) Election Officers' Oaths
- *Minority Inspector Envelope B* is taken by the Minority Inspector and kept for one (1) year. If the Minority Inspector does not want the envelope, return to the Election Office in the yellow security bag.
- *Spoiled Ballot* envelope contains spoiled ballot activation cards and is returned to the Election Office in the yellow security bag.
- *Affirmation of Electors* envelope containing the completed affirmation of electors forms is returned to the Election Office in the yellow security bag.
- The white elections supply box and unused items and forms are placed back in the blue supply bag on wheels.
- Place the unused specimen and emergency ballots in the blue supply bag on wheels.
- Remove the postings from the polling place. The postings can be thrown away.

Returning to Election Office

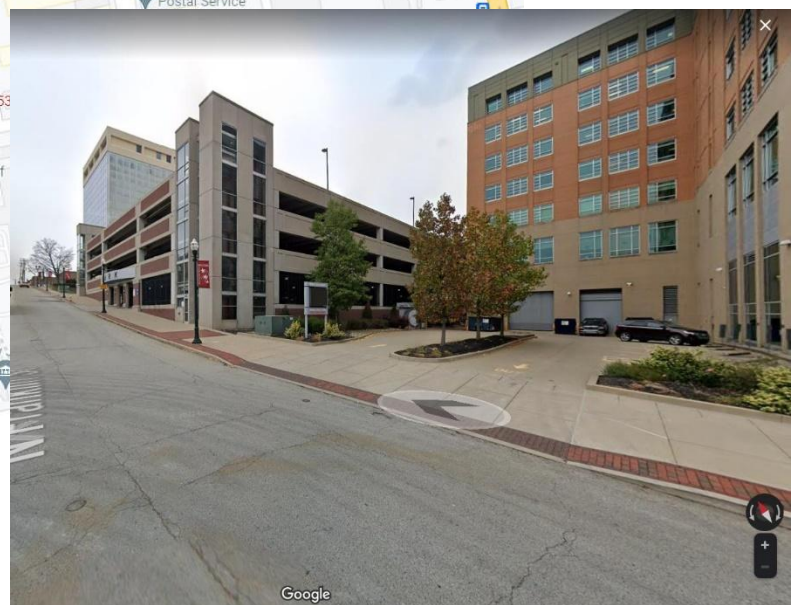
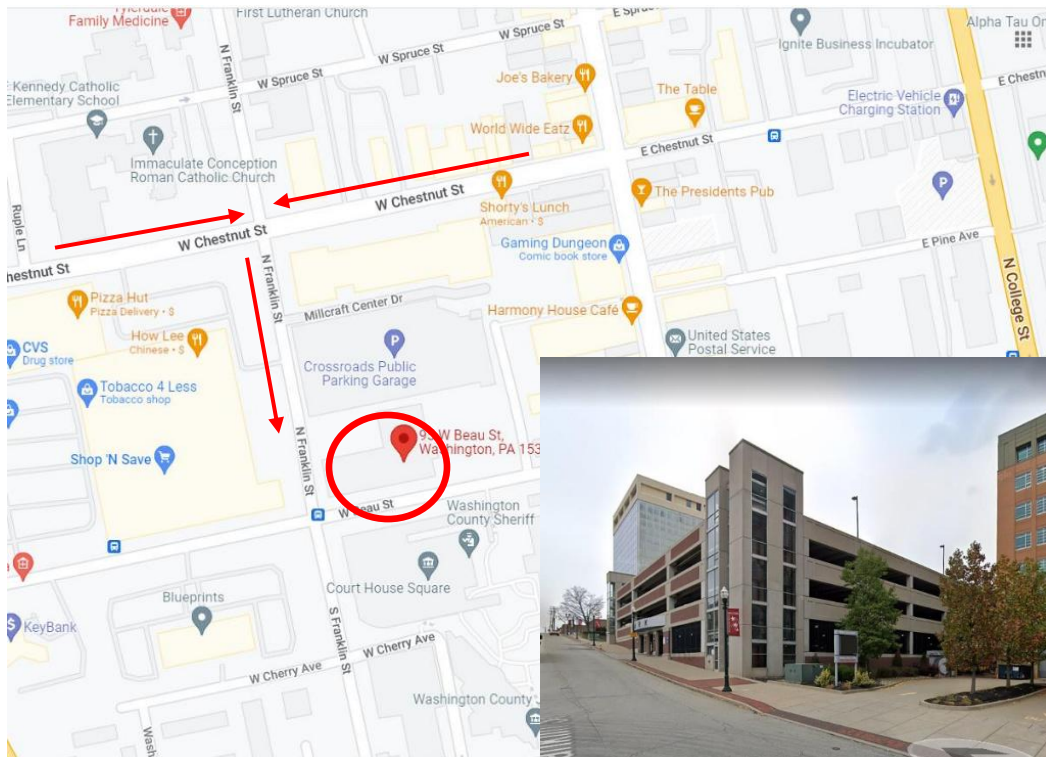
- The yellow security bag and blue ballot bag are returned to the Election Office by the Judge of Elections and Minority Inspector.
- The DS200 precinct scanner, voting machines, and blue supply bag on wheels are left at the polling place in a secure location for pick up by the Election Office.

Yellow Security Bag End of Night Checklist

- Media Stick from DS200 Precinct Scanner - place in clear pocket
 - If you forget the media stick you will be asked to return to the polling place to retrieve it.
- Coil ring with keys
- Envelope containing election codes
- Blue Poll Worker Pay folder with unused cards, completed pay sheets, completed direct deposit forms, and Judge of Elections master card list inside
- White provisional ballot envelope containing voted provisional ballots
- Unused provisional ballot supplies
- *Election Return Envelope A*
- *Affirmation of Elector* envelope
- *Spoiled Ballot* envelope with any spoiled ballot activation cards in it
- Supplemental paper poll book, if used
- Emergency back-up paper poll book, if used
- Clear tamper evident bag sealed with surrendered absentee and mail in ballots and completed declarations

Return Location

- Crossroads Center, 95 W Beau St, Washington
 - Back of the building



EXAMPLES

Election Officers' Oaths

WPP Form 025

ELECTRONIC VOTING SYSTEMS

WILLIAM PENN PRINTING CO.

To be made in DUPLICATE

One copy to be placed in ENVELOPE G

One copy to be placed in ENVELOPE H

ELECTION OFFICERS' OATHS

"I.....DO SWEAR (OR AFFIRM)

That I will, as JUDGE duly attend the ensuing Election or Primary during the continuance thereof, and in cooperation with the Inspectors, faithfully carry on the same; that I will not give my consent to the admission of any person to vote, except such as I firmly believe to be registered and entitled to vote at such Election or Primary, according to the provisions of the Constitution and Laws of this Commonwealth, and that I will use my best endeavors to prevent any fraud, deceit, or abuse in carrying on the same, and that I will make a true and perfect return of the said Election or Primary, and will at all times impartially and faithfully perform my duty respecting the same, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this

_____ day of _____, 20____, before me

_____ Judge

}

_____ Judge of the _____ Ward _____ District

_____ of _____

"I.....DO SWEAR (OR AFFIRM)

That I will, as an INSPECTOR duly attend the ensuing Election or Primary during the continuance thereof, and that I will not admit any person to vote except such as I shall firmly believe to be registered and entitled to vote at such Election or Primary, according to the provisions of the Constitution and Laws of this Commonwealth. That I will not vexatiously delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid. That I will make a true and perfect return of the said Election or Primary, and that I will, in all things, truly, impartially and faithfully, perform my duties therein to the best of my judgment and ability; and that I am not directly, or indirectly, interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this

_____ day of _____, 20____, before me

_____ Judge

}

_____ Majority Inspector the _____ Ward _____ District

_____ of _____

"I.....DO SWEAR (OR AFFIRM)

That I will, as an INSPECTOR duly attend the ensuing Election or Primary during the continuance thereof, and that I will not admit any person to vote except such as I shall firmly believe to be registered and entitled to vote at such Election or Primary, according to the provisions of the Constitution and Laws of this Commonwealth. That I will not vexatiously delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid. That I will make a true and perfect return of the said Election or Primary, and that I will, in all things, truly, impartially and faithfully, perform my duties therein to the best of my judgment and ability; and that I am not directly, or indirectly, interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this

_____ day of _____, 20____, before me

_____ Judge

}

_____ Minority Inspector the _____ Ward _____ District

_____ of _____

"I.....DO SWEAR (OR AFFIRM)

That I will, as a CLERK, attend the ensuing Election or Primary during the continuance thereof. That I will carefully and truly record the number of votes that shall be given for each candidate at the Election or Primary as often as his name shall be read to me by the Judge or Inspector thereof and in all things truly and faithfully perform my duty respecting the same, to the best of my judgment and ability and that I am not directly, or indirectly, interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this

_____ day of _____, 20____, before me

_____ Judge

}

_____ Majority Inspector's Clerk of the _____ Ward

_____ District of _____

"I.....DO SWEAR (OR AFFIRM)

That I will, as a CLERK, attend the ensuing Election or Primary during the continuance thereof. That I will carefully and truly record the number of votes that shall be given for each candidate at the Election or Primary as often as his name shall be read to me by the Judge or Inspector thereof and in all things truly and faithfully perform my duty respecting the same, to the best of my judgment and ability and that I am not directly, or indirectly, interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this

_____ day of _____, 20____, before me

_____ Judge

}

_____ Minority Inspector's Clerk of the _____ Ward

_____ District of _____

"I.....DO SWEAR (OR AFFIRM)

That I will, as OVERSEER of the Election or Primary, truly and faithfully perform my duties, respecting the same, to the best of my judgment and ability; and as Overseer, I will carry out my duties according to the provisions of the Constitution and Laws of this Commonwealth."

Sworn (or affirmed) and subscribed this

_____ day of _____, 20____, before me

_____ Judge

}

_____ Overseer of the _____ Ward _____ District

_____ of _____

"I.....DO SWEAR (OR AFFIRM)

That I will, as OVERSEER of the Election or Primary, truly and faithfully perform my duties, respecting the same, to the best of my judgment and ability; and as Overseer, I will carry out my duties according to the provisions of the Constitution and Laws of this Commonwealth."

Sworn (or affirmed) and subscribed this

_____ day of _____, 20____, before me

_____ Judge

}

_____ Overseer of the _____ Ward _____ District

_____ of _____

Poll Worker Pay Sheet



Washington County Board of Elections

Poll Worker Pay Sheet

Each poll worker must complete, sign, and return a pay sheet to receive payment.

PLEASE PRINT LEGIBLY.

(Direct Deposit form must be included with pay sheet or previously given to Election Office. If no form on file a pay card will be sent to you.)

Choose Payment Type: ☐ Pay Card # _____ ☐ Direct Deposit

Name: _____ Phone #: _____

Address: _____ City: _____ Zip: _____

E-mail address: _____

Precinct Working: _____ Election Date: _____

of Votes Cast at precinct: _____

Circle Position		Office Use	
Position	Pay Rate		Total
Judge of Elections	\$175		
Majority Inspector	\$150		
Minority Inspector	\$150		
Clerk	\$150		
Constable	\$150		
Student	\$7.25/hr	# hrs worked	
Set-up Fee (Non Poll Workers)	\$10		
Election Night Return	\$20		
Election Night Driver	<input type="checkbox"/>	Check box, if drove	
Mileage for Election Night Driver	_____	# of miles precinct & office, roundtrip	
Work outside of home precinct	_____	# of miles precinct & home, roundtrip	
Training			
Total Payment			

I hereby certify that the above information is true and correct.

Signature of Poll Worker

Signature of Judge of Elections

ADDITIONAL PAYMENTS FOR VOTE TOTALS			
501-600	\$10	901-1000	\$50
601-700	\$20	1001-1100	\$60
701-800	\$30	1101 +	\$70
801-900	\$40		

Separate These Copies - White to Elections Office - Yellow to Poll Worker

Poll Worker Direct Deposit Form



Washington County Board of Elections Poll Worker Direct Deposit Authorization Form

PLEASE PRINT LEGIBLY.

Poll Worker Information Name: _____ Address: _____ City State Zip: _____ E-mail Address: _____ (required)	<div><p>YOUR NAME 1234 Main Street Anywhere, OH 00000</p><p>DATE _____ 123</p><p>PAY TO THE ORDER OF: _____ \$ _____</p><p>_____ DOLLARS</p><div><div>0044072324</div><div>000123456789</div><div>0123</div></div><div><div>ROUTING NUMBER</div><div>ACCOUNT NUMBER</div><div>CHECK NUMBER</div></div></div> *Routing Number: _____ (contains 9 digits) *Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings (Choose only one) *Account Number: _____
Bank Information Name: _____ Address: _____ City State Zip: _____	

***A voided check or deposit slip for the purpose of verifying the account number and routing number is preferred but not required. If a voided check or deposit slip is not provided the County of Washington is not responsible for errors, omissions, or illegible handwriting by poll worker.**

I authorize the County of Washington to deposit any amounts owed to me by initiating credit entries and, if necessary, to make any adjustments to my account for the correction of any errors. I also authorize the financial institution named above to credit and/or debit my account. This authorization will remain in effect until I give written notice to cancel this authorization to the County of Washington in sufficient time and manner as to allow the County of Washington a reasonable opportunity to act upon such cancellation.

Signature of Poll Worker

Date

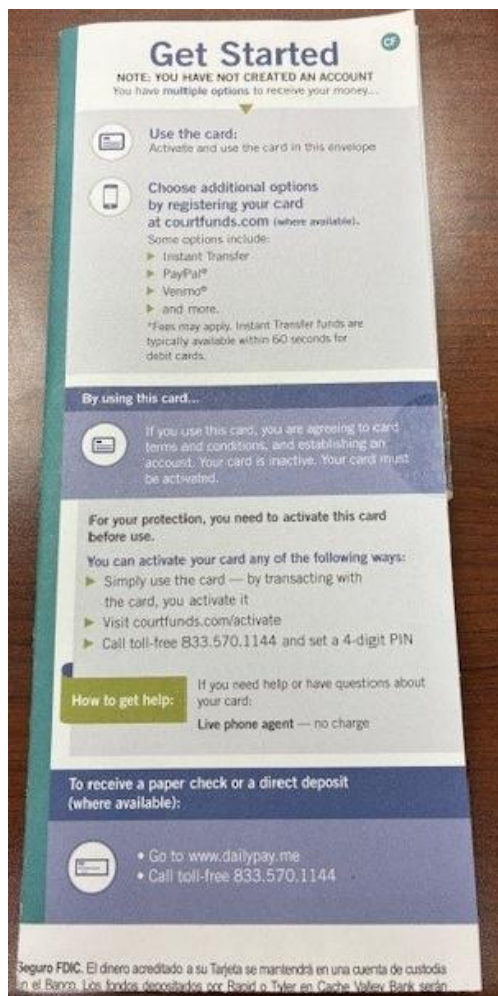
****You are responsible to notify the County of Washington if your bank information and/or account number changes. ****

Judge of Elections Master Card List

Allenport
Judge of Elections Master Card Sheet

Card Number	Amount	First Name	Last Name	Mobile Number	E-mail
70005613496					
70005613495					
70005613494					
70005613493					
70005613492					

Pay Card



Electors Declaration to Surrender their Ballot

WPP 114

Elector's Declaration to Surrender Their Mail Ballot

For the Voter:

I hereby declare that I am a qualified registered elector who was issued an absentee or mail-in ballot for this election, but that I have not mailed or cast an absentee or mail-in ballot in this election. Instead, I am hereby remitting my absentee or mail-in ballot and its declaration envelope to the judge of elections at my polling place to be spoiled. I request that my absentee or mail-in ballot be voided, and that I be permitted to sign the poll book and vote a regular ballot.

I verify that the statements made in this declaration are true and correct to the best of my knowledge and belief. I understand that false statements made herein are subject to the criminal penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

(Today's Date)

(Printed Name of Elector)

(Signature of Elector)

(Address of Elector)

For Election Officials Only:

I hereby declare I have received the voter's ballot and envelope containing the voter's declaration from the voter and I am spoiling it and permitting the voter to sign the poll book and vote a regular ballot.

(Printed Name of Judge of Elections)

(Judge of Elections Signature)

(Precinct)

Instructions after completion: This form should be attached to the voter's surrendered balloting material and returned in the envelope designated for spoiled ballots. Do not forget to check the **"BALLOT REMITTED?"** option next to the voter's name in the poll book.

Spoiled Ballot Envelope

WPP - FORM 046 ©

WILLIAM PENN PRINTING COMPANY, PITTSBURGH PA.

_____ Ward _____ Dist.

City
Boro. of _____
Twp.

**ELECTION
SPOILED BALLOT ENVELOPE**

Return to the County Board of Elections

Envelope A – Return to County Board of Elections

WPP - FORM 017 DS ©

WILLIAM PENN PRINTING COMPANY, PITTSBURGH, PA

ELECTION RETURN ENVELOPE

A

To County Board of Elections

COUNTY

PENNA.

Returns From _____ Ward _____ Dist.

City
Boro. of _____
Twp. _____

Officers at The Court House Will Fill Out This Space

Received _____ 20____

At _____ o'clock _____ M.

ELECTION HELD ON

_____ 20____

ELECTRONIC VOTING SYSTEM

ENVELOPE A - ENCLOSE HEREIN

ONE RESULTS TAPE

ONE ZERO TAPE

ENVELOPE E - Containing One Numbered List of Voters.

ENVELOPE G - Containing One Oaths of Election Officers.

ENVELOPE K - Containing Record of Assisted Voters.

One Copy of Affidavits of Voters.

One Copy of General Returns of Votes Cast.

This Envelope must be SEALED and Delivered to the County Board of Elections by the Judge of Election IN PERSON

Envelope B – Minority Inspector

WPP - FORM 18 DS Washington ©

WILLIAM PENN PRINTING COMPANY, PITTSBURGH, PA

B

ELECTION

Ward _____ Dist.

City
Borough of _____
Township _____

For Election Held _____ 20____

To _____
Minority Inspector

ELECTRONIC VOTING SYSTEM

ENVELOPE B - ENCLOSE HEREIN

ONE Results Tape

General Returns of Votes Cast

ENVELOPE F - Containing One Numbered List of Voters.

ENVELOPE H - Containing One Oaths of Election Officers.

Seal Carefully and Deliver to the MINORITY INSPECTOR. To be kept by Him/Her.

Affidavit of Voter Identification

WPP-FORM 010 ©

AFFIDAVIT OF VOTER IDENTIFICATION

To be signed after the close of the polls.

____ The undersigned, members of the district election board for the election district designated as _____
(e.g., municipality, ward, precinct, division, etc) by the Board of Elections of _____
County, having been duly sworn according to law, state as follows:

1. I understand that, before certain electors who appear to vote are permitted to cast a ballot in the ordinary manner, the law requires an individual to present to an election officer for examination either a proper form of photo identification or, if the individual does not have proper photo identification, a proper form of identification that shows the name and address of the elector.

2. I further understand that in the event that the district register indicates that an elector appearing to vote is required to show proper identification, it is the responsibility of the responsible election officer(s) to require the elector to present a proper form of identification and to examine the identification presented to determine whether the identification is proper and demonstrates to the satisfaction of the inspectors of election and/or the judge of elections that the individual appearing to vote is a registered and qualified elector of the election district.

3. I further understand that in the event that an election officer has examined the identification presented and the elector has been permitted thereafter to sign the district register and to vote in the ordinary manner, the election officer who examined the identification is required to indicate that he or she has examined the elector's identification by affixing his or her initials next to the name of the elector in the district register in the place designated for such purpose.

4. Based on the aforesaid understandings, where my initials appear in the district register indicating that I have examined an elector's identification, I swear under oath that I did in fact examine the identification presented by the elector as required by law.

Judge of Elections

Majority Inspector

Minority Inspector

Majority Clerk

Minority Clerk

SWORN AND SUBSCRIBED BEFORE US* ACCORDING TO LAW, this ____ day of _____, _____.

Judge of Elections

Majority Inspector

Minority Inspector

*An election officer who signed above cannot administer an oath to himself. Therefore, it is important that another constitutional officer administer the oath to an election officer who has examined voter identification.

Provisional Ballot Return Envelope

WPP-151

PROVISIONAL VOTING—RETURN ENVELOPE ENCLOSE VOTED PROVISIONAL ENVELOPES HEREIN

#1 FOR THE JUDGE OF ELECTION	
1. Total of blank Provisional Ballots received from the Elections Board.....	No. _____
2. Total of all voted Provisional Ballots in this envelope.....	No. _____
3. Individual who delivered the Provisional Ballots to the Elections Board	
Print _____ (Individual's Full Name)	
<i>I, hereby swear, in accordance with the Pennsylvania Election Code, that the information provided in this section is accurate and complete.</i>	
Signed _____ (Judge of Election)	
#2 FOR THE MINORITY INSPECTOR	
Signed _____ (Minority Inspector)	
_____ Ward _____ District	
City _____	
Boro of _____	
Twp. _____	
SEAL SECURELY AND DELIVER TO COUNTY BOARD OF ELECTIONS WITH OTHER RETURNS SEPARATE FROM ALL OTHER ELECTION MATERIALS.	

Challenges

Primary and Election
WPP - Form 3

William Penn Printing Company, Pittsburgh, Pa.

CHALLENGES **ELECTOR'S AFFIDAVIT**

The following affidavit is to be executed by an elector of the district who is challenged with respect to the elector's identity or legal residence in the district; or by an elector challenged for bribery or other violation of the Election Laws.

COMMONWEALTH OF PENNSYLVANIA, }
COUNTY, } S.S.

I, _____ being duly sworn, depose
and say: That I am a resident of the Commonwealth of Pennsylvania, that I presently reside at or up to

_____;
(If removed from district insert date of removal which must be within 30 days immediately preceding this Primary or Election)
did reside at _____;

(Show residence here)

that I am qualified to vote in the _____ Ward, _____ District,
City
Borough of _____;
Township _____;

that I have had a continuous residence at the address set forth on my registration card; or that I removed
from the district within thirty days immediately preceding this Primary or Election; that I am the identical
person whose name is set forth on said registration card, and further, that I have not committed bribery at
this Primary or Election, nor have I violated any election laws of this Commonwealth.

Sworn and subscribed this _____ day of

_____, 20 ____ before _____
(Signature of Elector Challenged)

Judge of Elections

SUPPORTING AFFIDAVIT

The following supporting affidavit is to be executed by another qualified elector of the district in case of the challenge of an elector as to identity or legal residence in the district.

COMMONWEALTH OF PENNSYLVANIA, }
COUNTY, } S.S.

I, _____ being duly sworn, depose
and say: That I reside at _____,

that I am a qualified elector of _____ Ward, _____ District,
City
Borough of _____,
Township _____,

that I am personally acquainted with _____,
whose right to vote has been challenged, and I know said elector is a resident of the Commonwealth of Pennsylvania, and that said elector has continuously resided or did reside within thirty days immediately preceding this Primary or Election, at the address set forth on his or her registration card.

Sworn and subscribed this _____ day of

_____, 20 ____ before _____
(Signature of Elector making this Supporting Affidavit)

Statement of Complaint – HAVA Violation

WPP159



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
Harrisburg

(FOR OFFICIAL USE ONLY)

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STATEMENT OF COMPLAINT – VIOLATIONS OF TITLE III OF THE HELP AMERICA VOTE ACT OF 2002 (PUBLIC LAW 107-252, 42 U.S.C. § 15301 *ET SEQ.*)

Under section 402(a)(2) of the Help America Vote Act of 2002 (HAVA) (42 U.S.C. § 15512(a)(2)) and section 1206.2(a) of the Pennsylvania Election Code (25 P.S. § 3046.2(a)), any person who believes that a violation of any provision of Title III of HAVA (42 U.S.C. §§ 15481-15501) has occurred, is occurring, or is about to occur, may file a complaint with the Department of State, Bureau of Commissions, Elections and Legislation. Complaints made against a local or county official or employee will be processed and considered by the Department of State under section 1206.2(b) of the Election Code (25 P.S. § 3046.2(b)). Complaints made against the Department of State will be processed and considered by the Commonwealth's Office of General Counsel under section 1206.2(c) of the Election Code (25 P.S. § 3046.2(c)).

In order for the Department of State or the Office of General Counsel to initiate complaint proceedings under section 402(a) of HAVA and section 1206.2 of the Election Code to consider possible violations of Title III of HAVA, a complainant must complete both sides of this complaint form. Complaints should be typewritten or clearly printed in black or blue ink. Please state the facts briefly and clearly, and be sure to submit any documents you have to support your complaint.

YOU MUST SIGN THIS FORM, COMPLETE THE PRESCRIBED AFFIDAVIT BEFORE A LICENSED NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED UNDER PENNSYLVANIA LAW TO ADMINISTER OATHS, AND RETURN THE FORM, *WITH TWO COPIES*, TO THE DEPARTMENT OF STATE, BUREAU OF COMMISSIONS, ELECTIONS AND LEGISLATION, 210 North Office Building, Harrisburg, PA 17120.

THIS FORM MUST BE SIGNED UNDER OATH, NOTARIZED, AND FILLED OUT COMPLETELY IN ORDER TO BE PROCESSED. TO ASSURE PROMPT PROCESSING OF THE COMPLAINT, PLEASE FILE THE ORIGINAL AND *TWO COPIES* OF THE COMPLAINT WITH THE BUREAU OF COMMISSIONS, ELECTIONS AND LEGISLATION

TYPE OF COMPLAINT (PLEASE CHECK ONE):

- ☐ ALLEGATIONS MADE AGAINST COUNTY OR LOCAL OFFICIAL (S) OR EMPLOYEE (S)
☐ ALLEGATIONS MADE AGAINST THE DEPARTMENT OF STATE

A. COMPLAINT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	
STREET ADDRESS (Number and Name)			
CITY	COUNTY	STATE	ZIP CODE
TEL. (Include Area Code) (HOME)		(WORK)	

B. COMPLAINANT'S ATTORNEY, IF ANY

LAST NAME	FIRST NAME	MIDDLE INITIAL	
STREET ADDRESS (Number and Name)			
CITY	COUNTY	STATE	ZIP CODE
TEL. (Include Area Code)		FIRM NAME	

C. NAME AND ADDRESS OF WITNESS, IF ANY

LAST NAME	FIRST NAME	MIDDLE INITIAL	
STREET ADDRESS (Number and Name)			
CITY	COUNTY	STATE	ZIP CODE
TEL. (Include Area Code)		If needed, is this witness willing to support your complaint by appearing at a hearing? <input type="checkbox"/> YES <input type="checkbox"/> NO	

D. NAME AND ADDRESS OF SECOND WITNESS, IF ANY

LAST NAME	FIRST NAME	MIDDLE INITIAL	
STREET ADDRESS (Number and Name)			
CITY	COUNTY	STATE	ZIP CODE
TEL. (Include Area Code)		If needed, is this witness willing to support your complaint by appearing at a hearing? <input type="checkbox"/> YES <input type="checkbox"/> NO	

NOTE: If additional witnesses are available, list names, addresses, and other pertinent data in a manner similar to above on 8½" x 11" paper.

