Precinct Election Official

Manual

★ ★ ★ *for March 15, 2016*

My Vote

My Right • My Responsibility

Jon Husted

Ohio Secretary of State

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Dear Precinct Election Official,

When Ohioans vote each Election Day, you are there, serving on the front lines. Your work allows them to exercise their right to vote.

As Ohio's Secretary of State, my Office and I provide leadership to build trust and confidence in Ohio elections. Our combined efforts, both at the statewide and local levels, give Ohioans an elections system in which they can be confident it is easy to vote and hard to cheat.

This manual will provide the training and knowledge so you can assist your neighbors at your assigned precinct polling location. These pages include:

- The duties and responsibilities of being a precinct election official;
- How to run an election in your precinct; and
- How to assist voters in various situations on Election Day.

You are a vital part of our elections system. If you have any feedback about the information in this book, or ideas on how to improve future training materials, please do not hesitate to contact my office.

Thank you for your service in this and every election.

Sincerely,

Jon Husted
Ohio Secretary of State

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Elections Process Overview

Ohio Election Law and the Secretary of State

Ohio law requires the Ohio Secretary of State, as the state's chief elections officer, to establish policies and procedures for conducting elections held in Ohio (*R.C. 3501.04*; *R.C. 3501.05*). As such, most procedures for conducting elections in Ohio are set forth by state law and by instructions in the form of advisories and directives issued by the Secretary of State.

The County Board of Elections

The members of county boards of elections are appointed by the Secretary of State. Each county's board of elections has four board members, two members representing each of the two major political parties. They do their work through a director, deputy director, and other board staff, who provide you and other precinct election officials with training and instruction. Boards of elections carry out state and federal law as instructed by the Secretary of State and by board policies adopted by the board's members. As a precinct election official, your direct supervisors for this election are the staff at your county board of elections.

Precinct Election Officials

Precinct election officials are required to perform all of the duties that our state legislature has required by law. These duties include receiving the ballots and supplies, opening and closing the polls, overseeing the casting of the ballots during the time the polls are open, and any other duties required by law (*R.C. 3501.22*). At each voting precinct there will be at least four precinct election officials. (For special elections only, a board of elections may determine to appoint only two precinct election officials at a voting precinct.)

As a precinct election official, it is your duty to ensure that the election is administered in your precinct consistently with the laws enacted by the people's elected representatives. Throughout Ohio, involved citizens like you serve at polling locations each Election Day. You will take an oath on Election Day to uphold the laws of the United States and of Ohio, and to perform your duties to the best of your ability.

Elections are the mechanics of our republic — elections are a way for each individual to express his or her voice in selecting leaders and making decisions for communities. Studies have shown that if voters believe their precinct election officials did their jobs well, voters have increased confidence in the process.

Political Parties

Ohio law is structured to place equal numbers of people from the two major political parties at work together for a checks-and-balances system to ensure fairness. Each precinct in Ohio must have no more than half of its precinct election officials from the same political party.

Types of Elections

There are three types of elections held in Ohio:

1. **General Elections**: General elections are held on the first Tuesday after the first Monday in November. General election voters determine who will be elected to represent the people at a given level of government. Federal, state, and county candidate elections are held in even-numbered years, while city, village, township, and board of education candidate elections are held in odd-numbered years. State, county, district, or local issues may be on the ballot at any general election.

2. **Primary Elections**: A primary election occurs on the first Tuesday after the first Monday in May of each year, except in years in which a presidential primary election is held. Presidential primaries are held on the second Tuesday after the first Monday in March of presidential election years, an even-numbered year every four years. Some primary elections for cities or villages are held on a different date because of the requirements of the charter that governs that city or village and that has been adopted by the voters.

   Primary election voters determine who will be nominated as candidates for political parties to compete for particular offices at the general election.

Primary election voters also elect members of the controlling committees of political parties, and delegates and alternates to the conventions of political parties.

Some issues may be on the ballot at a primary election. Under Ohio law, voters affiliate with a political party by voting in that political party's primary election. If a voter does not want to affiliate with a political party, then the voter may vote for issues only if any issues were certified to the ballot in that voter's precinct.

3. **Special Elections**: A special election may be held on the first Tuesday after the first Monday in May, August, or November, or on the day authorized by a particular municipal or county charter for the holding of an election. A special election can be held on the same day as a primary or general election. However, during a presidential primary year, no special election is held in May, except as may be authorized by a municipal or county charter. A special election may be held on the second Tuesday after the first Monday in March during a presidential primary year.

   Sometimes, the law calls for a special election when there is a vacancy in an office. In that event, a primary or general election for the election of a candidate to the vacant office may fall on a different date than the election date for other candidates.

Precinct Election Officials' Responsibilities and Conduct

Overview

Precinct election officials ensure the election is conducted lawfully and assist voters in a courteous and respectful manner. Ohio law provides that the county board of elections selects, generally, four residents of the county in which the precinct is located to serve as precinct election officials. Counties are permitted to assign more than four precinct election officials to a precinct, and often they do when they expect a high voter turnout.

One precinct election official will be selected to act as the voting location manager with overall responsibility for overseeing the election process, including overseeing opening and closing the polling place and transporting ballots and voting materials to the board of elections after the polls close. The law requires that the voting location manager have the same political affiliation as the party whose candidate for governor received the most votes in that precinct at the last state election for governor.

NOTE: A board of elections may, with the vote of at least three members, determine whether to assign one voting location manager to oversee all of the precincts in a multi-precinct polling place (*R.C. 3501.22(A)(2)*).

Precinct election officials work as a team to conduct an election at their assigned precinct (*R.C. 3501.22*). All precinct election officials must enforce the peace and good order in and about the polling location. They must keep the entrance to the polling location open and unobstructed. They also must prevent and stop any actions or attempts to obstruct, intimidate or interfere with any elector (registered voter) when checking in or voting. They must protect official observers against being bothered or harmed while observing election processes. Ohio law requires that precinct election officials must act in such a way as to prevent riots, violence, tumult or disorder (*R.C. 3501.33*).

In addition to these general expectations, the voting location manager and precinct election officials have certain duties to perform before and on Election Day.

Voting Location Manager's Responsibilities

The voting location manager is the manager for the precinct polling location and is responsible for the overall conduct of the election at the precinct polling location.

If you are the voting location manager, prior to Election Day you will do the following:

- Pick up any election supplies, following the county board of elections' instructions;
- Check any supply container labels to make sure they are for your precinct, assuring that you do not break any seals in the process;

- Go to your polling location so that you know how to get there, can easily locate parking, and be familiar with where the voting equipment can be found;
- Contact the polling location facility about getting in to set up for the election, if this is required by your county board of elections; and
- Contact the precinct election officials assigned to your precinct to confirm their commitment for Election Day and to arrange a time to set up the polling location, if this is required by your county board of elections.

On Election Day the voting location manager will carry out the following duties:

- Arrive at the polling location not later than 6:00 a.m., or by the time required by the county board of elections, if earlier;
- Administer the oath of office to other precinct election officials and ensure they take and sign the oath statement, followed by your signing of the oath statement (*R.C. 3501.31*);
- Formulate a work plan for Election Day, including work assignments, lunch schedules, and break schedules (if your county board of elections has not already done this);
- Arrange the polling location and set up voting machines as directed by the board of elections;
- Review with precinct election officials any special instructions or recent changes to instructions;
- Break the seal on the election supply container and confirm that the supplies, including ballots, are the correct supplies for your precinct or polling place;
- Before the polls open on Election Day, on the Official Precinct Voter Registration List to be posted at the precinct polling location, check off all absentee and early provisional ballot voters listed on the Supplemental Absentee List. Copies of the Official Precinct Voter Registration List are updated and posted throughout the day so that the public can see which registered voters in your precinct have voted;

- Post the Official Precinct Voter Registration List at 6:30 a.m. and post updates at 11:00 a.m. and 4:00 p.m. showing who has voted in the precinct. The general public is permitted to be in the polling location to read and take notes from these lists while the polls are open;
- Officially open and close the polls;
- Administer the oath to any duly appointed poll observers;
- Ensure that all campaigners and campaign materials are situated 100 feet beyond the entrance to the polling location, as marked by the U.S. flags posted outside the entrance to the polling location (even if you cannot place the flags at 100 feet, the boundary extends to 100 feet) (*R.C. 3501.30*);
- Complete any necessary chain of custody procedures for voting materials;
- Return the ballots and required voting materials and supplies to the board of elections with a precinct election official, employee, or appointee of the board to whom an oath was given and who is a member of a different political party; and
- Perform any other duties assigned by your county board of elections.

Precinct Election Officials' Responsibilities

A precinct election official must perform the following duties:

- Prior to Election Day, go to your polling location so you know how to get there, can easily locate parking, and be familiar with where the voting equipment can be found;
- On Election Day, arrive at the polling location not later than 6:00 a.m., or by the time required by the county board of elections, if earlier;
- Take the precinct election officials' oath of office, administered by the voting location manager and sign the oath statement (*R.C. 3501.31*);
- Sign the payroll sheet; and
- Conduct the election properly and lawfully.

Precinct election officials must also perform tasks assigned by the voting location manager such as:

- Assist in arranging the precinct polling location;
- Assist in opening and closing the precinct polling location;
- Assist voters, as necessary, and in a courteous and respectful manner;
- Know how to properly use the voting machines;
- Ensure the security of the voting machine(s) and all associated materials and supplies;
- Verify and sign forms as needed;
- Ensure that all campaigners and campaign materials are situated 100 feet beyond the entrance to the polling location, as marked by the U.S. flags posted outside the entrance to the polling location (even if you cannot place the flags at 100 feet, the boundary extends to 100 feet) (*R.C. 3501.30*);
- Record important information as necessary;
- Post the Official Precinct Voter Registration List for your precinct at 6:30 a.m., 11:00 a.m. and 4:00 p.m.;
- Check voter ID;
- Supervise the use of Signature Poll Book(s) and check-in voters;
- Make sure voters are correctly issued regular or provisional ballots; and
- Perform any other duties as assigned by the county board of elections.

Precinct Election Official Conduct at Polling Locations

The way a precinct election official conducts himself or herself at the polling location sets the tone for the voting location and serves as an example for voters. Treating voters and other elections officials with courtesy and respect is the foundation for a smooth process. If you have patience with them, they will have patience with you should problems arise.

Your Election Day assignment is a long one and can be tiring and trying if voter turnout is high, so please think about practical things like getting plenty of rest

before your long day of service. In short, please prepare for Election Day so you can treat voters in a professional manner, work efficiently and resolve problems that arise.

Desired Precinct Election Official Conduct:

Precinct election officials should treat voters in a professional manner, work efficiently with each other and resolve problems so that voters can vote with ease and privacy. Precinct election official activity should not distract voters from their business at the polls.

Unacceptable Precinct Election Official Conduct:

- Precinct election officials may not campaign at the polling location or attempt to influence voters or other precinct election officials regarding their vote for or against a candidate or issue;
- Precinct election officials may not wear or disseminate any campaign literature or paraphernalia including, but not limited to, literature, sample ballots, slate cards, campaign badges, campaign clothing or campaign buttons;
- Precinct election officials may not introduce into the polling location, or use during their working time, items that might distract them from managing the polls (i.e., laptops not provided by the board of elections, newspapers, iPods or other music players, cell phones for personal use, radios, televisions, etc.);
- Precinct election officials may not solicit contributions for raffle tickets or sell anything at the polling location, such as baked goods, candy, crafts, etc.;
- Precinct election officials may not place any food or drink on the check-in table, or on or near voting equipment or supplies;
- Precinct election officials may not engage in any other activities identified as illegal or unacceptable according to the board of elections, the Secretary of State, or state or federal law; and
- Precinct election officials may not refuse to enforce election laws, especially the laws that apply to precinct polling locations (*R.C. 3501.33*; *R.C. 3501.35*).

Arranging the Polling Location

Precinct election officials are responsible for setting up the polling location so that it will be efficient, convenient and accessible to all voters, including persons with disabilities. Polling locations are located in a wide variety of facilities. In some polling locations, meeting these requirements presents a significant challenge.

Regardless of the polling location set-up, be sure that the flow of traffic through the polling place is logical and the process can be easily observed by precinct election officials.

The Ideal Polling Location Arrangement

Precinct election officials work as a team to make sure:

- Precinct election officials can observe voters as they enter the polling location, go through the voting process (but not observe how a voter votes), and leave the polling location;
- Every step of the voting process is open to a voter's view once he or she enters the polling location (except viewing how another voter votes);
- Voters, including people with disabilities (i.e., using a wheelchair, walker, crutches, cane, scooters, service animals, a friend's arm, other mobility aids, etc.) can easily get into and out of the polling place, and have access to any voting device;
- Voters can move easily from the check-in table to the place they are to receive their ballot or vote, and to exit;
- Machines or voting compartments are arranged so that voters can vote privately, to ensure a secret ballot;
- Directional signs are posted so that voters can find the voting area from the main entrance;
- The flags are placed at the entrance (one larger flag) and 100 feet from the entrance to the polling location (two smaller flags);
- All required signs and the Official Precinct Voter Registration List are prominently posted inside the polling location; and

- Tables and materials are organized efficiently, and all necessary voting supplies are easily accessible to precinct election officials.

How to Position the Voting Equipment

Overall, you must plan for the flow of voters:

- From the entrance to the check-in tables;
- To the location, if different from the check-in table, where the voter obtains his or her ballot;
- To voter privacy booths or voting tables where the voter votes his or her paper ballot, or to a DRE voting machine where the voter votes electronically;
- To the ballot box where the voter submits his or her ballot if voting a paper ballot, or to the optical scanner where the voter submits his or her ballot; and
- To the exit of the polling place.

For DRE (Touch Screen) Voting Machines:

In precincts using DRE voting equipment, please follow these instructions to arrange the voting area (or arrange as directed by your county board of elections):

1. **Find the electrical outlet(s).**

   The position of voting booths is determined, in part, by the location of electrical outlets. You do not need an outlet for every booth since at least some of the voting booths can be daisy-chained together. However, a limited number of booths should be receiving power from one outlet. You may need to find more than one outlet. You will likely need to use one or more extension cords. If extension cords are used, they must be firmly taped to the floor.

2. **Angle the voting machines.**

   Although most voting booths have sidewalls that can shield the screen from view, voters may still feel that people standing directly behind them can see how they are voting. Try to place the machines at angles for added privacy. Be sure to leave at least 36 inches between the machines

to allow people with disabilities (i.e., using a wheelchair, walker, crutches, cane, scooters, service animals, a friend's arm, other mobility aids, etc.) as well as a person assisting a voter room to maneuver.

3. **Keep electrical wires out of the way.**

   Check to make sure that wires from the voting machines don't present a hazard. No one should have to step over a wire to get to the booth. If machines are daisy-chained, be completely sure power cords are out of the voter's way. The cords should be taped to the floor, or if the board has provided you with a rubber cord pad, use this to prevent a voter or precinct election official from tripping over a cord between daisy-chained machines.

4. **Keep voting booths in public view.**

   While the voter's privacy is important, precinct election officials must be able to monitor all activity around the voting machines. This is especially important, because:

   - Precinct election officials need to be able to see when voters need assistance;
   - Precinct election officials need to be able to see when a voter has left without casting a vote, preferably, before the voter has left the polling location; and
   - Precinct election officials must be able to detect any suspicious activity.

For Optical Scan Machines and Voter Privacy Booths or Voting Tables:

In precincts using Optical Scan Machines and Voter Privacy Booths or Voting Tables please follow these instructions to arrange the voting area (or arrange as directed by your county board of elections):

1. **Find the electrical outlet(s).**

   The position of your check-in tables, optical scan machine, and ballot stand are determined, in part, by the location of electrical outlets.

2. **Place optical scan voting machine(s) on ballot stand(s) or table and plug machine(s) into the electrical outlet.**

   Follow your county's machine set-up procedures for activating the machine(s).

3. **Angle the voting booths.**

   Although most voting booths have sidewalls that can shield the screen from view, voters may still feel that people standing directly behind them can see their selections. Angle the booths to give added privacy. Be sure to leave at least 36 inches between the booths to give people with disabilities (i.e., using a wheelchair, walker, crutches, cane, scooters, service animals, a friend's arm, other mobility aids, etc.) as well as a person assisting a voter room to maneuver.

4. **Keep voting booths in public view.**

   While the voter's privacy is important, making sure precinct election officials can monitor all activity around the voting booths is just as important.

How to Position the Check-In Tables

Voters should be able to move easily from the check-in table to the place they receive their ballot or vote, and to the exit. Bottlenecks can frequently occur at the check-in table. The check-in table should be set up to ensure the flow of voters from sign-in to voting while allowing the precinct election officials to:

- Monitor activity at the entrance so that no one can enter the polling location unobserved;
- Ensure everyone entering the polling location checks in; and
- Keep secure the election materials and forms, paper ballots, voter cards, or other necessary forms, and ballot boxes for backup paper and provisional ballots.

Post Signs Outside and Inside the Polling Location

Posting of a number of voting-related signs inside and outside the polling location is required. Signs are important tools for creating an efficient polling location Signs provide voters with information such as the following:

- An overview of the voting process;
- Election rules, such as who is eligible to vote and what forms of identification are acceptable;
- A review of voters' rights; and

- Other information about the current election.

Make sure to post signs in prominent locations and at a height where voters can see them easily.

Signs Outside

- Place one (large) flag at the entrance to the polling location.
- Place two (small) flags 100 feet from the entrance to the polling location to indicate the point outside (beyond the flags) where campaign activity may take place. Campaigning is not allowed within 100 feet of the entrance, in other words, inside the zone created by these flags or within 10 feet of voters if the line extends beyond the flags. However, exit polling is allowed in this area if it does not interfere with the voters or precinct election officials.
- Place directional signs to lead voters from the parking lot or street to the entrance of the polling location.

Signs Inside

Hang the following posters and signs where voters can easily see them:

- Precinct signs that identify the precinct, especially in multiple precinct polling locations, must be placed wherever a line might form;
- Voting Rights Information Poster;
- General information on federal and state laws regarding prohibitions on fraud and misrepresentation;
- Special Voting Instructions Poster that indicates how to cast a regular ballot and a provisional ballot;
- Official sample ballot;
- Full text of condensed ballot language for state or local question(s) or issue(s);
- Notice regarding voting more than once at the same election (*Form 10-V*);
- Voter Identification Address Update Poster; and
- Any other notice required to be posted by law.

Hang one set of these posters at approximate eye level for voters who are seated or using a wheelchair. To ensure visibility for persons using wheelchairs, the tops of the signs should be about four feet from the floor.

Ensuring Accessibility for Voters With Disabilities

Provisions of the Americans with Disabilities Act, the Help America Vote Act, and Ohio law all require that voters with disabilities have access to polling locations. The board of elections verified the accessibility of the voting location for voters with disabilities before selecting it as a polling location.

Outside the Polling Location

Travel the route from the accessible parking space(s), through the accessible entrance, and all the way inside the polling location to make sure there are no barriers for people with disabilities.

Specifically, check for the following issues:

- Directional signs are posted guiding voters to the nearest accessible entrance to the polling place;
- If equipment is provided by the board of elections to temporarily mitigate any barrier (e.g. temporary parking sign(s), cones for designated parking space(s), ramp(s), etc.) check that you have properly set it up, if required by your board of elections; and
- If an alternate/separate entrance is being used specifically for accessibility, ensure that it is unlocked.

If you find that accessibility is lacking, you should notify the board of elections and be alert that voters with disabilities may need additional assistance in accessing the polling location. To ensure proper accessibility for voters, the board should provide accessibility equipment/supplies if the items are not already located at the polling location.

Inside the Polling Location

Once you have checked the route from the parking area to the polling location entrance, make sure the route to the voting area inside the polling place and the voting area itself is also accessible. If an elevator or vertical lift is needed to access the voting area, ensure that it is in working order and can be used

independently by voters with disabilities if needed. Voters with disabilities should be able to easily move from the entrance to the voting area, throughout the voting process and to all the voting stations. Make sure there is a 36-inch wide path through the voting area, accessible tables, accessible voting machines, and adequate privacy provided.

Be prepared to provide reasonable accommodations to voters with disabilities or voters who need assistance. For example, make sure chairs are available for voters with mobility-type disabilities and/or voters who are elderly, have a serious illness, or are pregnant and cannot stand for a long period of time.

Accessibility Issues in General

Common barriers to accessibility:

- Lack of designated accessible parking spaces;
- Lack of vertical signage or access aisles at accessible parking spaces;
- Sidewalks without curb-cuts;
- Steps at polling place entrances;
- Thresholds or steps that have an extreme change in height;
- Gravel, grates, or cracks in the sidewalk;
- Heavy interior doors;
- Doors not operable with a closed fist (i.e., round door knobs, thumb operated handles, etc.);
- Tripping hazards, such as loose mats or unsecured electrical cords; and
- Obstructions that protrude from the wall and are undetectable by a cane or are sitting in a walkway that make maneuvering difficult.

Simple Solutions to Accessibility Issues

Often there are simple ways to modify your polling location to allow people with disabilities equal access to the polling location and the voting equipment. Below are some simple solutions to accommodate persons with a disability (i.e., using a wheelchair, walker, crutches, cane, scooter, service animal, a friend's arm, other mobility aids, etc.) so that they can easily move through the polling location:

- Use temporary signs to designate accessible parking spaces;

- Use directional signs to designate accessible entrances;
- Post directional signage inside the building designating the specific room being used for voting;
- Use temporary ramps to mitigate the lack of curb-cuts;
- Prop open doors that are heavy, or not operable with a closed fist;
- Leave a 36-inch passageway throughout the room being used for voting;
- Place chairs, trash cans, or cones underneath protruding objects attached to a wall above the floor (objects protruding more than four inches from the wall) to make them cane-detectable;
- Set up voting machine(s) to be used by voters with a disability in an accessible and private location within the room being used for voting;
- Tape down or remove loose mats, electrical cords, or wires;
- Remove obstacles in the route of travel; and
- Place chairs along the walking route or in the voting location where a person can rest if necessary.

Preparing for Voters

On Election Day, before the polls open at 6:30 a.m., the precinct election official team will need to work quickly, efficiently, and in teams to accomplish the many tasks necessary before voters arrive to vote.

Working in teams of two while setting up the polling location can make the work go more quickly and help prevent errors. For example, one person can read off items from a checklist or supply list while another person checks to see if the item has been included in the supplies. A thorough review at this point will save time and lessen concerns later in the day.

Checking the Supplies and Forms

Locate the Polling Place Supplies Checklist and review to make sure the following necessary supplies are available to the polling location:

- Quick Reference Guide (flip chart) for Precinct Election Officials from the Secretary of State;
- Other precinct election official manuals, instructions or guides from the board of elections;
- Directive 2008-80 Voter Identification Requirements;
- Chain of Custody forms for voting materials;
- Reference guides for voting equipment;
- Emergency contact list for the county board of elections;
- Stickers to give to voters when they have voted;
- Precinct election officials' name tags;
- Locks and seals;
- Precinct election officials' oath and payroll sheet; and
- Miscellaneous supplies (e.g., extension cords, tape, paper clips, pens, rubber bands, three-prong adapter or any other needed items).

Check the list of forms, supplies and instructions to make sure the following necessary items are available at the polling location, and check that they are designated for your precinct:

- Encoders/Access Cards (if applicable);
- Poll List;
- Signature Poll Book;
- Official Precinct Voter Registration List(s);
- Absentee Voter List;
- Ballot Stub Containers;
- Precinct Voting Location Guide;
- Identification Envelope - Provisional Ballot Affirmations (*Form 12-B*);

- Provisional Voter Precinct Verification Forms (*Form 12-D*);
- Provisional Ballot Notices (includes hotline number) (*Form 12-H*);
- Voter Registration and Change of Address Forms;
- Forms and envelopes;
- List of write-in candidates (if applicable);
- Soiled/Defaced Ballot Envelope;
- Accounting chart for the purpose of recording the number of paper ballots, when applicable;
- Precinct identifier sign (place above the table so it is in plain view of voters entering the polling place);
- Signature Poll Book and Official Precinct Voter Registration List (place next to each other so both can be checked by two precinct election officials);
- Precinct referral cards (have on table, if available);
- Quick Reference Guide (flip chart) for Precinct Election Officials from the Secretary of State, which contains uniform provisional ballot and voter identification requirements (make sure Guide is on the table);
- Identification Envelopes - Provisional Ballot Affirmation (*Form 12-B*) (have with optical scan paper ballots on the correct table); and
- The official ballot bag or box for voted provisional ballots (have in an accessible but secure location).

Make sure the precinct election officials responsible for provisional voting have the necessary materials close at hand, including the following:

- Un-voted paper ballots that are correct for the precinct;
- Identification Envelopes - Provisional Ballot Affirmations (*Form 12-B*);
- Provisional Voter Precinct Verification Forms (*Form 12-D*);
- Provisional Ballot Notices (includes hotline number) (*Form 12-H*);
- Provisional Ballot Tally Sheet; and
- Precinct Voting Location Guide.

To prevent voters from voting twice, you must mark the names of voters who have voted absentee, designating whether by mail or in person, in the Signature Poll Book and on the Official Precinct Voter Registration List. If a voter listed as an absentee voter appears at the polling place to vote, he or she must vote a provisional ballot.

NOTE: No absentee ballots can be accepted at the polling location on Election Day. A voter must return his/her voted absentee ballot to the office of the county board of elections before 7:30 p.m. on Election Day.

Post the Official Precinct Voter Registration List in a visible place near the entrance just before you open the polling location at 6:30 a.m. It is best to post it at a location where you can see it to prevent persons from removing it. If possible, post it on the inside of glass so that voters outside the polling location can see it but not access it.

Preparing for Special Situations

Make sure all necessary forms and materials are available, including the following:

- Voter Registration Forms;
- Notice of Name Change Forms (*Form 10-L*);
- Challenge Forms (*Form 10-U*), used only by precinct election officials and not by observers; and
- Alternative language materials, if applicable.

Setting Up the Voting Equipment

In some counties, precinct election officials physically arrange the voting equipment in the polling location so that voters can easily move through the polling place, voters can cast their ballots in private, and precinct election officials can monitor all activity around the voting equipment.

In some counties, personnel from the board of elections arrange the voting equipment in the polling locations, achieving the same goals.

Before voters can cast ballots, the precinct election official team must activate the equipment, verify the polling location/precinct(s), verify correct ballots for the precinct, activate the correct ballot(s) on machines, print zero tape(s), and document each step.

Please review your county's specific machine reference guides.

Security at the Polling Location

Once the ballots, forms, and voting machines leave the county board of elections facility and arrive at the polling location, the precinct election officials are responsible for assuring that they remain safe, undisturbed, and free from tampering. A variety of procedures help keep the voting process secure.

While some of these procedures may seem technical and tedious, each one is critical for ensuring that, after Election Day, election officials can account for all that has occurred at the polling place. Some of these procedures include the following:

- Inspect voting machines for physical damage and check tamper-proof/ tamper-evident seals, seal numbers, and security wires, making sure the seals and wires have not been changed since the equipment or supplies left the board of elections;
- Maintain control over all voting machines and all associated materials and supplies;
- Ensure that the memory card slot on every voting machine is protected from unauthorized use or tampering before the start of voting and throughout Election Day (if applicable);
- Keep a record, including a tally, of all voters who enter the polling location, and keep a record, including a tally, of all ballots issued, including provisional ballots and soiled or defaced ballots;
- Document any incident that may affect the election results, such as machine problems, voters who signed the Signature Poll Book but left the polling location without voting, delays in opening the polling location, and any other incidents you think could have an impact on the election – especially on tallying the votes or reconciling voting material, equipment, or supplies;
- Report any suspicious activity in or around the voting machines to the board of elections;

- Complete every form legibly and completely;
- Follow chain of custody procedures for voting materials; and
- Return the correct materials to the board of elections office or other assigned location on Election Night.

Processing Voters

Voting Process Summary

Check in each voter using the following steps:

1. **Ask the voter to provide his or her name, current address, and a valid form of ID** (see Voter ID Requirements Section, *page 30*).
2. **Locate the voter's name in the Signature Poll Book.**

NOTE: If the voter legally changed his or her name and the voter's prior name is in the Signature Poll Book, ask the voter to provide proof of the legal name change (e.g., a marriage license or a court order that includes the voter's current and prior names) and have the voter complete and sign *Form 10-L*. At this point, the voter may cast a regular ballot, as long as the voter is registered to vote in that precinct and provides proper ID. If the voter legally changed his or her name and does not have proof of the legal name change, he or she must cast a provisional ballot.

3. **If the voter's name IS NOT in the Signature Poll Book, review the Supplemental Voter List to find the voter's name (if applicable).**

NOTE: When using an e-pollbook if you swipe the voter's driver's license and their record cannot be found, you MUST manually enter the voter's name into search to verify if the voter is registered and in the correct polling location and precinct. Also in the event of technical failure or difficulty finding name, you must use backup paper Signature Poll Book.

4. **If the voter's name is in neither the Signature Poll Book, nor the Supplemental Voter List (if applicable), check the Precinct Voting Location Guide (*R.C. 3505.181(E)(1)*), to verify if the voter's current address is in, or out of, the precinct.**

   - If the voter's address is in your precinct, the voter must cast a provisional ballot in your precinct (see Provisional Ballots Section, *page 35*). Each provisional voter must complete the Identification Envelope-Provisional Ballot Affirmation (*Form 12-B*) and precinct election officials must give each provisional voter a Provisional Ballot Notice (*Form 12-H*).

   - If the voter's address is outside of your precinct, use the County Street Directory to determine the correct precinct, direct him or her to the correct precinct or polling location using the Precinct Voting Location Guide, explain to him or her that a provisional ballot cast in the wrong precinct cannot be counted, and provide him or her with the telephone number of the board of elections in case the individual has questions (*R.C. 3505.181 (C)(1)*). If the voter still insists on voting in the wrong precinct after being directed to the correct precinct or polling location, the voter must cast a provisional ballot. If the voter is in the correct polling location but the wrong precinct and insists on voting in the wrong precinct, the precinct election official must complete the Provisional Voter Precinct Verification (*Form 12-D*) and attach it to the voter's provisional ballot envelope. This form demonstrates that the precinct election official directed the voter to the correct precinct and that the voter refused to go there to vote (see Provisional Ballots Section, *page 35*). Each provisional voter must complete the

- Identification Envelope-Provisional Ballot Affirmation (*Form 12-B*) and precinct election officials must give each provisional voter a Provisional Ballot Notice (*Form 12-H*).

5. **If the voter's name is in the poll book but the voter forgot his or her ID or cannot provide it, (see Voter ID Requirements Section, *page 30*), the voter MUST cast a provisional ballot (see Provisional Ballots Section, *page 35*).**

   - Each provisional voter must complete the Identification Envelope-Provisional Ballot Affirmation (*Form 12-B*) and precinct election officials must give each provisional voter a Provisional Ballot Notice (*Form 12-H*).

6. **If the voter's eligibility to vote is challenged (see Challenging Voters Section, *page 36*) by precinct election officials, the voter should complete the Affidavit-Oath-Examination of Person Challenged (*Form 10-U*).**

   - If the voter completes the Affidavit-Oath-Examination of Person Challenged (*Form 10-U*) and the precinct election officials are able to determine that the voter is eligible to cast a ballot, the voter must be given a regular ballot.

   - If the voter refuses to complete the Affidavit-Oath-Examination of Person Challenged (*Form 10-U*), the voter must vote a provisional ballot and the precinct election official will need to make a note on the Problems and Corrections page or Precinct Election Official Notes page that should be in your precinct election official kit. Each provisional voter must complete the Identification Envelope-Provisional Ballot Affirmation (*Form 12-B*) and precinct election officials must give each provisional voter a Provisional Ballot Notice (*Form 12-H*).

   - If the precinct election officials are unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide a provisional ballot (see Provisional Ballots Section, *page 35*) to the person. Each provisional voter must complete the Identification Envelope-Provisional Ballot Affirmation (*Form 12-B*) and precinct election officials must give each provisional voter a Provisional Ballot Notice (*Form 12-H*).

7. **If the voter's name IS in the Signature Poll Book with no notations or instructions, and the voter shows valid ID, then the voter may vote a regular ballot.**

   - The voter must sign the Signature Poll Book.
   - The precinct election official must issue the ballot or appropriate ballot permission slip or device to the voter and direct him or her to the appropriate booth or machine in the polling location.

8. **If a voter is unable to SIGN his or her own name in a Signature Poll Book, the voter has the following options:**

   - If the voter can, he or she should make his or her legal mark, such as an "X," on the signature line in the Signature Poll Book. The voter must then have the precinct election official who watched the voter make his or her legal mark write the voter's name on the signature line in the Signature Poll Book following the voter's mark (*R.C. 3505.18(B)*).
   - Instead, the voter can have his or her attorney-in-fact sign the voter's name for him or her. In order to have an attorney-in-fact, the voter must have completed and filed the correct forms with the county board of elections before Election Day (*Form 10-F* or *Form 10-G*). If that voter has an attorney-in-fact on file with the board of elections, the attorney-in-fact's signature will be on file, and it will be noted in the Signature Poll Book or on the Poll List. The voter must have his or her attorney-in-fact accompany him or her to the polling place. The attorney-in-fact should be allowed to sign the voter's name in the Signature Poll Book, in the presence and at the direction of the voter. The signature of the attorney-in-fact should be examined, and if it appears on its face to conform to the attorney-in-fact's signature pre-printed in the Signature Poll Book, the voter should be given a regular ballot (*R.C. 3505.18(B)*).
   - An attorney-in-fact is different from a power of attorney. In order for a person with power of attorney to sign election forms for another person, a valid appointment as an attorney-in-fact must be on file with the county board of elections.

9. **If a voter is unable to MARK his or her ballot, the voter has the following options:**

   - Any elector who declares to the voting location manager that the elector is unable to mark the elector's ballot by reason of blindness,

disability or illiteracy may be accompanied into the voting booth and given assistance (*R.C. 3505.24*). The elector may choose anyone he or she wants to provide the assistance, other than the elector's employer, an agent of the elector's employer, or an officer or agent of the elector's union, if any. Assistance shall not be rendered for causes other than blindness, disability or illiteracy, and no candidate whose name appears on the ballot shall assist any person in marking that person's ballot (*R.C. 3505.24*).

- The elector also may request and receive assistance in marking the ballot from two election officials of different political parties.
- Any person who provides assistance to a voter in marking the ballot is forbidden by law from providing any information on how he or she voted.

Curbside Voting Summary

Curbside voting is the process followed when a person who is physically unable to enter a polling location can send another person into the polling location to inform precinct election officials of his or her desire to vote.

When precinct election officials are made aware of the name of a voter who is physically outside of the polling location, but is physically unable to enter the polling location, the following should be done:

- One of the election officials checks the Signature Poll Book for the name of the voter using the check-in procedures listed under Number 2, Processing Voters Section, *page 21*.
- If the voter is a qualified elector and in the correct precinct, the election official places the voter's name and address on a blank sheet of paper.
- Two election officials of different political parties take the sheet containing the voter's name and address outside the polling place to the voter.
- The voter confirms the name and address are correct.
- The voter provides appropriate ID.
- The voter's ID is examined.
- The voter signs the sheet containing his or her name and address.

- The two election officials return the sheet containing the voter's signature to the polling location and attempt to verify the voter's signature in the Signature Poll Book.
- The two election officials should verify that the voter's signature substantially conforms to the voter's signature in the Signature Poll Book.
- The two election officials record next to the voter's name in the Signature Poll Book "Curbside Voter."
- The two election officials utilize the check-in procedures outlined in the Processing Voters Section, *pages 21-25* to determine the type of ballot to be issued to the voter.
- The two election officials obtain the paper ballot and the appropriate ballot envelope or secrecy sleeve (an envelope provided in the precinct election supply kit which is labeled: "Curbside Ballot Envelope or secrecy sleeve" for voted regular curbside ballots or "Provisional Curbside Ballot Envelope" for voted provisional curbside ballots).
- The two election officials take the appropriate ballot (regular or provisional) and corresponding envelope or secrecy sleeve to the voter located outside the polling place.
- The two election officials provide instructions to the voter on how to mark the ballot.
- The voter marks the ballot and places it in the appropriate envelope or secrecy sleeve (if a provisional ballot, the voter must complete the
- Identification Envelope - Provisional Ballot Affirmation (*Form 12-B*) and be given a copy of the Provisional Ballot Notice (*Form 12-H*)).
- The two election officials take the appropriate envelope or secrecy sleeve containing the corresponding voted ballot back into the polling location and place it in the appropriate ballot container.

If a voter who wishes to utilize the curbside voting process is unable to sign his or her name:

- The two election officials witness the voter's mark on the sheet containing the voter's name and address that was taken outside the polling place.
- The two election officials return the sheet containing the voter's mark to the polling location.

- The two election officials record next to the voter's name in Signature Poll Book "Curbside Voter – Unable to Sign."

If a voter who wishes to utilize the curbside voting process is unable to mark his or her ballot:

- The two election officials follow the procedures under Number 9, Processing Voter Section beginning on *page 21* for a voter who wishes to cast a ballot (regular or provisional) and is unable to mark his or her ballot.

Backup Optical Scan Paper Ballots (DRE Voting Machine Counties ONLY)

Boards of Elections using DRE voting machines as their Election Day voting system must distribute backup paper ballots for use in the event of long lines and/or to offer paper ballots to voters in the event of machine problems or breakdowns for the presidential primary election and regular state elections.

Situations where backup optical scan, paper ballots MUST be used if provided:

1. Long Lines
    - To provide all voters and precinct election officials with consistent minimum standards, all county boards of elections must establish a wait time policy, for use in presidential primary elections and regular state elections.
    - When wait times reach the threshold established by the board's wait time policy in any given precinct, precinct election officials must verbally announce the availability of backup optical scan paper ballots to voters every half hour until the wait time is less than the board-established maximum wait time.
2. Problems With Machines
    - If DRE voting machines malfunction, break down, run out of power, etc. precinct election officials must offer voters backup optical scan paper ballots.

- Contact the board of elections immediately to notify someone of the problem with the machines.

In general:

- Backup optical scan paper ballots cast based on one of the reasons listed above are NOT provisional ballots and are NOT to be placed in provisional ballot envelopes. Voters voting on backup optical scan paper ballots must NOT be required to fill out an Identification Envelope – Provisional Ballot Affirmation (*Form 12-B*).
- Before providing a voter with a backup optical scan paper ballot, check to make sure the voter is authorized to vote a regular ballot.
- Each voter receiving an optical scan paper ballot must receive the instructions for voting the ballot.
- Precinct election officials should direct voters to privacy booths to mark their optical scan paper ballot. Privacy booths used by persons voting a provisional ballot may be utilized for this purpose.
- Voters must place voted optical scan paper ballots in a secure ballot box provided by the board of elections.
- If a voter asks, inform the voter that his or her ballot is considered a regular ballot under state law and will be counted at the board of elections on Election Night.

Determining What Type of Ballot Should Be Provided to a Voter on Election Day

1. **REGULAR BALLOTS**: If a voter meets ALL of the following criteria, the voter is to be provided a regular ballot:
   - The voter's name and address are correctly listed in the Signature Poll Book; and
   - The voter provides valid ID.
   - If the voter changed his or her name and provides proof of the legal name change (e.g., a marriage license or a court order that includes

the voter's current and prior names), the voter may complete and sign a Notice of Change of Name (*Form 10-L*) and cast a regular ballot, as long as the voter is registered to vote in that precinct.

- If the voter has moved within the precinct, he or she must also complete a Voter Registration Form in order to change his or her address in the county's voter files and vote a regular ballot.

2. **PROVISIONAL BALLOTS**: If a voter meets **ONE** or **MORE** of the following criteria, the voter is to be provided a **provisional ballot**:

- The voter's name is not found in the Signature Poll Book or the Supplemental Voter List;
- The voter does not provide or is unable to provide proper or valid ID;
- The voter has changed his or her name and did not provide proof of a legal name change;
- The voter has moved from one Ohio precinct to another without updating his or her voter registration by the registration deadline (30 days prior to the election);
- The voter has changed his or her name and moved from one Ohio precinct to another without updating his or her voter registration by the registration deadline (30 days prior to the election);
- The voter was challenged before the election, a hearing was held, and the challenge was found by the board of elections to have merit;
- The voter is marked (flagged) absentee or provisional in the Signature Poll Book, which indicates the voter may have already received a ballot before Election Day;
- The voter is marked (flagged) in the Signature Poll Book because a Notice of Registration, Acknowledgment Notice (*Form 10-J*) sent to the voter was returned as undeliverable; and/or

NOTE: The voter must show valid proof of identity, and the voter MUST vote a provisional ballot.

- The voter is marked (flagged) that he or she was challenged before the election, and the hearing was postponed until after the day of the election.

NOTE: No absentee ballots can be accepted at the polling location on Election Day. The voter must return it to the office of the county board of elections before 7:30 p.m. on Election Day.

Voter Identification Requirements

Types of Valid ID

There are several types of valid ID that permit a person to vote a regular ballot if he or she is in the correct precinct.

1. **Photo ID**: Any document issued by the U.S. government or the State of Ohio that meets ALL the following criteria is an acceptable photo identification:
   - An expiration date that has not passed;
   - A photograph of the voter;
   - The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Signature Poll Book; and
   - The voter's current address which must substantially conform to the voter's address as it appears in the Poll List or in the Signature Poll Book **UNLESS** the ID is an **Ohio driver's license or state ID card**.

NOTE: An Ohio driver's license or state ID card with an old address IS ACCEPTABLE as a valid form of identification necessary to cast a regular ballot when the voter's current address is printed in the Signature Poll Book.

2. **Military ID**: Valid military identification cards or copies of such cards must be accepted whether or not they contain a name or address. However, this form of ID must still allow a precinct election official to determine that it is the military ID card of the person who is presenting it for the purpose of voting.

3. **Utility Bill**: Must contain correct name and current address of the voter.

   - A bill is a statement of fees owed and/or paid for services.
   - A utility bill includes, but is not limited to, water, sewer, electric, heating, cable, Internet, telephone and cellular telephone services.
   - The bill may be a printout of an electronically transmitted statement for services owed, paid, or a regular paper copy.
   - The name and address on the bill must conform to the voter's information as it appears in the Poll List or in the Signature Poll Book.
   - The utility bill must be current within 12 months of the Election Day for which the voter is presenting it for the purpose of voting.

4. **Bank Statement**: Must contain correct name and current address of the voter.

   - A bank statement includes, but is not limited to, a statement from any financial or brokerage institution.
   - The bank statement may be a printout of an electronically transmitted statement or a regular paper copy.
   - The name and address on the statement must conform to the voter's information as it appears in the Poll List or in the Signature Poll Book.
   - The bank statement must be current within 12 months of the Election Day for which the voter is presenting it for the purpose of voting.

5. **Government Check**: Must contain correct name and current address of voter.

   - A government check includes, but is not limited to, a paycheck, check stub or receipt provided for direct deposit of funds issued by any level of government (known as "political subdivision") in Ohio, or for any other state, or the United States government.
   - The document may be a printout of an electronically transmitted statement or a regular paper copy.

- The name and address on the check must conform to the voter's information as it appears in the Poll List or in the Signature Poll Book.
- The government check must be current within 12 months of the Election Day for which the voter is presenting it for the purpose of voting.

6. **Paycheck**: Must contain correct name and current address of voter.
   - A paycheck includes, but is not limited to, a paycheck, check stub or receipt provided for the direct deposit of wages or earnings from any public or private employer.
   - The paycheck may be a printout of an electronically transmitted statement or a regular paper copy.
   - The name and address on the paycheck must conform to the voter's information as it appears in the Poll List or in the Signature Poll Book.
   - The paycheck must be current within 12 months of the Election Day for which the voter is presenting it for the purpose of voting.
7. **Other Government Document**: Must contain correct name and current address of voter.
   - Other government documents are acceptable forms of voter identification. A government document is a document that is issued by a government office, which includes any local (city, county, township, and village government), state or federal government office, branch, agency, department, division or similar component, including a board, commission, public college or university or public community college, whether or not in Ohio. Examples of government documents include, but are not limited to, letters, tax bills, licenses, notices, court papers, grade reports, and transcripts.
   - The name and address on the government document must conform to the voter's name as it appears in the Poll List or in the Signature Poll Book.
   - The document must be current within 12 months of the Election Day for which the voter is presenting it for the purpose of voting.

Prohibited Types of ID

Ohio law prohibits the following forms of ID to be accepted by precinct election officials:

1. Driver's license or photo identification card issued by a state other than Ohio;
2. Social Security card;
3. Passport;
4. Birth certificate, unless voter still lives at the house where he or she resided at birth, and the birth certificate contains that home address, in which case this is acceptable as an other government document;
5. Insurance card; or
6. Any registration acknowledgment notice from the county board of elections.

NOTE: An Ohio driver's license or state ID card with an old address IS ACCEPTABLE as a valid form of identification necessary to cast a regular ballot when the voter's current address is printed in the Signature Poll Book.

Provisional Ballots

Provisional ballots are ballots that are used by voters whose identities cannot be verified by required identification (see Voter ID Requirements Section, *page 30*) or in situations where there may be a question about a voter's eligibility to vote on Election Day in your precinct. The law provides specific situations where a provisional ballot should be issued.

Before providing a voter with a provisional ballot, make sure that the voter's address is in your precinct. If not, you must direct the voter to the correct precinct. The precinct may be another table in the same building as your precinct, in which case you should direct the voter to the correct table for the voter's correct precinct.

Reasons Under Ohio Law for Issuing a Provisional Ballot

- If the voter's name does not appear in the Signature Poll Book or the Supplemental Voter List, and the voter is in the right precinct.
- If the voter's name does not appear in the Signature Poll Book or the Supplemental Voter List, and the voter is in the wrong precinct.
- If the voter has changed his or her name, cannot provide proof of the legal name change, and did not complete *Form 10-L*.
- If the voter has moved into your precinct and did not update his or her registration with the board of elections by the voter registration deadline (30 days prior to the election).
- If a flag or notation stating the voter requested an absentee ballot or voted an earlier provisional ballot appears in the Signature Poll Book.
- If the Signature Poll Book shows that a Notice of Registration, Acknowledgment Notice (*Form 10-J*), sent to the voter was returned as undeliverable.
- If the voter does not have or is not able to provide a valid ID at the check-in table.
- If the voter's signature, in the opinion of the majority of all four precinct election officials, does not substantially conform to the signature in the Signature Poll Book.
- If the voter's eligibility to cast a ballot has been challenged (see Challenging Voters Section, *page 36*) by the precinct election officials, and the voter refuses to complete the Affidavit-Oath-Examination of Person Challenged (*Form 10-U*).
- If the voter's eligibility to cast a ballot has been challenged before the election, and the hearing was postponed until after the day of the election.
- If the precinct election officials are unable to determine the person's eligibility to cast a ballot.

Issuing Provisional Ballots

- The Identification Envelope - Provisional Ballot Affirmation (*Form 12-B*) must be given to the voter.
- The voter must complete the Provisional Ballot Affirmation (*Form 12-B*). In order to be eligible to be counted, a provisional ballot affirmation must include the voter's printed name, valid signature, date of birth, current address, and acceptable identification.

NOTE: The completed Identification Envelope - Provisional Ballot Affirmation (*Form 12-B*) will serve as a voter registration update form for the provisional voter so that the voter's residential address will be printed in the Signature Poll Book for future elections.

- If the voter is in the wrong polling place, the voter should first be directed to his or her correct polling place, given the telephone number for the board of elections in case the voter has questions, and told that a ballot cast in the wrong precinct cannot be counted. If after directing the voter to his or her correct polling place the voter demands to vote in your precinct, he or she MUST vote a provisional ballot.
- If the voter is in the correct polling place but the wrong precinct and insists on voting in the wrong precinct, the precinct election official must complete the Provisional Voter Precinct Verification (*Form 12-D*), including all of the steps listed below to demonstrate that he or she directed the voter to the correct precinct and the voter refused to go there to vote:

1. Find the voter's address in the Voting Location Guide.
2. Write the name or number of the voter's correct precinct in the space provided.
3. Write the name and address of the voter's correct polling place if different from the polling place where you are located.
4. Instruct the voter to go to his or her correct precinct.
5. Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all votes on the ballot being rejected.
6. Sign *Form 12-D*.

7. Write the precinct name/number.
8. Write the polling place name.
9. Attach the completed *Form 12-D* to the voter's provisional ballot envelope.

- Precinct election officials must provide to every provisional voter a copy of the Provisional Ballot Notice (*Form 12-H*) at the time the voter casts his or her provisional ballot.
- After the voter has marked his or her ballot, the voter must place the voted ballot inside the Identification Envelope – Provisional Ballot Affirmation (*Form 12-B*). The envelope containing the voted ballot must then be placed by the voter in a secure ballot box or bag provided by the board of elections.

NOTE: Under no circumstances shall a provisional ballot be fed into a precinct count optical scanner used by voters to cast regular ballots.

Challenging Voters

On Election Day, voters may be challenged at the check-in table ONLY by a precinct election official or the voting location manager and only for the following reasons:

- The voter is not a resident of the precinct;
- The voter is not a resident of Ohio;
- The voter is not a U.S. citizen; or
- The voter is not of legal voting age.

If challenged by a precinct election official for one of the four reasons, above, the prospective voter should complete the Affidavit-Oath-Examination of Person Challenged (*Form 10-U*).

- If the voter completes the *Form 10-U* and a majority of the precinct election officials is able to determine that the voter is eligible to cast a ballot, the voter must be given a regular ballot.
- If the voter refuses to complete the *Form 10-U*, the voter must vote a provisional ballot, and the precinct election official will need to make a note on the Precinct Elections Officials Problems and Corrections page or Precinct Election Officials Notes page that is included in your precinct election official kit.
- If a majority of the precinct election officials is unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide a provisional ballot (see Provisional Ballots Section, *page 33*) to the person.

Time Limits

The permissible time limit for a voter to occupy a voting compartment or use a voting machine is 10 minutes. However, a voter should be given a reasonable amount of time to mark and check his or her ballot. The 10-minute time limit does not apply to any voter requiring the use of an accessible voting machine.

If a voter seems to be taking an unusually long period of time while in the voting compartment, two precinct election officials of different political parties may inquire, in a polite and professional manner, if the voter requires assistance.

Voter Ballot Error

The following applies to paper ballots only:

- If a voter tears, soils, defaces, or erroneously marks a ballot, the voter may return it to a precinct election official, and a second ballot must be issued to the voter. Before a voter turns in a torn, soiled, defaced, or erroneously marked ballot, the voter must fold it to conceal any marks the voter made.

- If the voter tears, soils, defaces, or erroneously marks a second ballot, the voter may return it to the precinct election official, and a third ballot must be issued to the voter. In no case may more than three ballots be issued to a voter.
- When you receive a returned torn, soiled, defaced, or erroneously marked ballot, write “Defaced” on the back of the ballot and place the stub and the ballot in the separate containers provided.
- No voter voting a paper ballot may leave the polling place until he or she returns to a precinct election official every ballot issued to him or her, regardless of whether or not the voter has made any marks on the ballot.

Managing the Polling Location

To conduct the election, precinct election officials need to be aware of who is in the polling location and what they are doing. There are also certain duties that precinct election officials must perform throughout the day. This section will cover some ground rules that will assist you in managing your polling location on Election Day.

People Allowed in the Polling Location:

- An election official;
- A police officer;
- A person reviewing the 6:30 a.m., 11:00 a.m. or 4:00 p.m. list of registered electors, otherwise known as the Official Precinct Voter Registration List;
- A voter;
- A voter’s child, who is not yet of voting age;
- A person assisting another person to vote;
- An observer bearing a certificate of appointment; and
- Journalists.

Persons Checking the Official Precinct Voter Registration List:

- Any person may enter the polling location for the sole purpose of checking and taking notes from the Official Precinct Voter Registration List that is posted at 6:30 a.m. and updated at 11:00 a.m. and 4:00 p.m. Such persons may not wear any campaigning clothes or accessories and may not interfere with or disrupt the election.
- Such persons may not remove the posted Official Precinct Voter Registration List, and election officials should be careful to place the list in a manner that it cannot be removed unnoticed by an election official.

Persons Assisting Voters:

- A voter may ask for assistance in marking the ballot because of blindness, disability or illiteracy. Voters who require assistance may have a person of their choice or two precinct election officials – each from a different political party – assist them. The elector may choose anyone he or she wants to provide the assistance, other than the elector's employer, an agent of the elector's employer, or an officer or agent of the elector's union, if any, or any candidate whose name appears on the ballot (*R.C. 3505.24*).
- Prior to Election Day a voter may designate an attorney-in-fact, who is a person eligible to sign all election-related documents on behalf of the voter. Such signing must be done in the voter's presence. The attorney-in-fact designation is specific to Ohio election law and not a general power of attorney. If such an attorney-in-fact is on file with the board of elections, it is required to be noted in the Signature Poll Book or on the Poll List (*R.C. 3501.382(B)(2)*).

Observers:

- Must be appointed by political parties or groups of candidates at least 11 days prior to Election Day to observe the conduct of the election in the polling location.
- Upon arriving at the polling location, must have his or her Certificate of Appointment of Observer (*Form 215*, *Form 217* or *Form 220*) verified by a precinct election official and must take the observer's oath.
- Are allowed to be in the polling location before, during, and after hours of voting.

- Are permitted to move freely about the polling place to the extent that they do not engage in prohibited activity. They are not permitted to observe at precincts to which they are not duly appointed.
- May not use any electronic or communication device or any audio/visual recording device in any manner that impedes, interferes with, or disrupts an election, or in any way intimidates a voter, risks violating the secrecy of the ballot or voter privacy. Observers using a cellular or digital telephone, walkie-talkie, or any other wired, wireless or satellite audio communication device to discuss the election or a perceived problem with the administration of the election may not do so within the polling place.
- May use communication devices and audio/video devices in and about the polling place subject to the following conditions:
    - The devices must be set so as to produce no noise (low volume vibration settings are permitted).
    - The devices may not be used to take photographs, videos, or to record or transcribe any conversations inside the polling place (a camera is considered a device for purposes of these instructions).
    - The observer may not have an audible conversation inside the polling place using a communications device or audio/video device.
    - The observer may send and receive text messages, e-mail communications, instant messages and similar other non-verbal, electronic communications using a communications device or audio/video device.
    - The observer may not use the communications device or audio/video device in any manner that creates a disruption or disturbance within the polling place.
    - Are not permitted to interfere with precinct election officials doing their jobs or otherwise slow down the operation of the polling location, or to interact with voters in a matter that interferes with or disrupts an election. Please contact the board of elections for further clarification and instructions if this situation arises.

Journalists:

- Journalists are granted reasonable access to polling places during elections. The First Amendment of the U.S. Constitution has been interpreted as allowing this access to journalists. However, the presence or activities of the journalists may not interfere with precinct election officials' activities, interfere with the election or voters as voters exercise their right to vote, may not intimidate voters or jeopardize the secrecy of a voter's ballot.
- While serving as a precinct election official or voting location manager your primary responsibility is to lawfully manage your polling location and your focus should be directed to this task. You are encouraged to inform the county board of elections if the media visits your polling location instead of providing an interview to the journalist, if requested.

People NOT Allowed in the Polling Location:

- Pollsters;
- Candidates or campaign workers who are campaigning or electioneering;
- A person(s) collecting signatures for a petition; and
- A person(s) or group distributing food.

Pollsters

Pollsters conducting exit polling are not allowed inside the polling location. They are permitted to be outside the polling location – even within 100 feet of the entrance – but they should not interfere with or disrupt the election, or otherwise violate the law. Further, persons conducting exit polls at a polling location may not wear anything that may be construed as campaigning for or against any candidate or issue on the ballot.

Campaigning

The polling location is a neutral zone. Campaigning is part of the political process but is prohibited within 100 feet of the entrance to a polling location or within 10 feet of voters waiting in line, if the line extends past the 100 feet. Voters must be free to make their choices without pressure from candidates, campaigns, precinct election officials, or fellow voters – even if those fellow voters are friends or family.

Precinct election officials should not discuss the candidates or election issues among themselves or with voters. Voters, themselves, should not attempt to promote or oppose a candidate or ballot issue while in the polling location.

Candidates, campaign workers, and other persons entering the polling location must remove or cover all campaign garb and paraphernalia before entering. A voter who refuses to remove or cover up campaign garb or paraphernalia must be allowed to vote, if the voter is entitled to do so (*R.C. 3501.33*). However, you must report any such incident to the board of elections.

Collecting Signatures Inside a Polling Location

Occasionally, groups may station persons outside of a polling location to gather signatures on a petition. Persons are not permitted to collect signatures inside of a polling location or within the neutral zone outside of the polling location (i.e., within the area marked by the placement of two small U.S. flags). However, there is no prohibition against collecting signatures outside the neutral zone.

Distributing Food and Campaigning Inside a Polling Location

Campaigning, displaying campaign material or distributing food inside of the neutral zone of a polling location is prohibited. However, nothing in Ohio's election laws prohibit a person or entity from campaigning, displaying campaign material, or distributing food outside of the neutral zone of a polling location (i.e., outside of the flags marking the 100-foot barrier or beyond 10 feet from any elector waiting in line to vote, if the line to vote extends beyond the flags).

Ohio law prohibits anyone from procuring or offering "money or other valuable thing to or for the use of another, with the intent that it or part thereof shall be used to induce such person to vote or to refrain from voting" (*R.C. 3599.01*). Food, discounts, and other such inducements are "things of value" for purposes of the election law statutes on bribery.

Problems With Conduct at a Polling Location

Precinct election officials must contact the board office or the appropriate law enforcement official immediately if they experience a problem with the conduct of any person at a polling location.

Write-In Candidates

The board of elections will provide you with a list of names of candidates and offices that are officially eligible as write-in candidates. These candidates' names do not appear on the ballot, whether printed or electronic, but voters may write in names from this list if they choose.

This list is not to be posted, but it must be shown to voters if they request to see it.

Record Keeping While the Polls Are Open

Precinct election officials must document events at the polling location, especially events that might affect the election results. To keep this documentation, use the election forms supplied as needed throughout the day. This documentation tells the complete and accurate story of what transpired at the polling location on Election Day. For example, any discrepancies between the number of voters who enter and the number of ballots cast must be recorded.

These records are used by the county board of elections to resolve any issues that arise during the current election and to plan for future elections, so the more complete, accurate and descriptive the information the more useful it is.

Posting of Official Precinct Voter Registration List

Copies of the Official Precinct Voter Registration List must be updated and posted throughout the day so that the public can see which registered voters in your precinct have voted.

NOTE: Before the polls are open on Election Day, the voting location manager should check off all absentee and early provisional ballot voters listed on the Supplemental List.

- The first copy of the list should be posted at 6:30 a.m., after the absentee and early provisional voters have been marked. The precinct election official must keep the other copies, updating them by checking off voters as they vote.
- The second copy of the list, marked to indicate who has voted since 6:30 a.m., must be posted at 11:00 a.m. The precinct election official must keep the other copies, updating them by checking off voters as they vote.
- The third copy of the list must be posted at 4:00 p.m., marked to indicate who has voted from 11:00 a.m. to 4:00 p.m. After 4:00 p.m. you are not required to post another updated list.
- The general public is allowed to enter the polling location while the polls are open to read these lists.

Voters With Disabilities

Under both state and federal law, Ohio polling locations are required to be accessible to people with disabilities. The Help America Vote Act requires that all voters must have the ability to independently cast a private ballot. The Americans With Disabilities Act sets standards for ensuring that people with disabilities have equal access to public services and facilities, including polling locations.

Voters with disabilities have the right to vote. As a precinct election official, it is your duty to work with and accommodate voters who have disabilities to find the most suitable method for them to cast a ballot.

No person should be denied the right to vote because of mobility, vision, speech, cognitive, intellectual, or hearing impairments. Accommodating people with disabilities is mostly a matter of clear communication and common sense. Below are some general guidelines for precinct election officials when interacting and communicating with voters with disabilities.

Any voter with a disability may receive assistance from a person of their choice or two precinct election officials – each from a different political party. The elector may choose anyone he or she wants to provide the assistance, other than the elector's employer, an agent of the elector's employer, or an officer or agent of the elector's union, if any, or any candidate whose name appears on the ballot (*R.C. 3505.24*).

General Guidelines for Communicating With Voters With Disabilities:

- Always speak directly to the voter with a disability, not to a companion or an interpreter. Face the voter while speaking clearly, slowly and expressively in a normal tone.
- Offering to shake hands when introduced to people with limited hand use or an artificial limb is acceptable.
- Always identify yourself as a precinct election official.
- If you offer assistance, wait until the offer is accepted, then listen and wait for instructions.
- Treat adults as adults. Never patronize a voter with a disability.
- Never distract a service animal. They are working.
- Relax. Don't be embarrassed if you use common expressions such as "See you later" or "Walk over here" when speaking to a person with a disability.

Interacting With Voters Who Have Speech Impairments:

- A voter who cannot speak may give a name and address simply by providing identification to the assisting precinct election official, who then reads the name and address out loud.
- If you do not understand something do not pretend that you do. Ask the voter to repeat what he or she said and then repeat it back.
- Follow the voter's cues to determine whether speaking, gestures, or writing is the most effective method of communication.
- When speaking, do so calmly, slowly, and directly to the voter. Do not shout. Face the voter at all times as many speech-impaired voters will be able to understand by reading the movement of your lips as you speak.
- Ask questions that require only short answers or a nod of the head.
- Be patient.

Interacting With Voters Who Are Deaf or Hearing Impaired:

- To get the attention of a voter who is deaf, tap him or her on the shoulder or wave your hand.
- Identify who you are (i.e., show your name badge).
- Look directly at the voter when communicating.
- When speaking, do so calmly, slowly and directly to the voter. Do not shout or exaggerate. Face the voter at all times.
- Communicate in writing, if necessary.
- If not understood at first, repeat or rephrase your thought.

Interacting With Voters Who Are Blind or Visually Impaired:

- As soon as you come into contact with the voter, identify yourself and state that you are a precinct election official.
- When giving directions to navigate the voting location, be as specific as possible and indicate obstacles in the path of travel.
- Visual impairment or blindness does not equal a hearing impairment. It is not necessary, or courteous, to raise the volume of your voice when addressing a person who is visually impaired, even if you are trying to be helpful.
- If you are asked to guide a person with a visual impairment, offer your arm instead of grabbing theirs.

Interacting With Voters Who Have Mobility Impairments:

- Make sure chairs are available for voters with mobility-type disabilities and/or voters who are elderly, have a serious illness, or are pregnant and cannot stand for a long period of time.
- Do not lean or hang on a person's wheelchair. This device is an extension of their body.
- Place yourself at eye level when speaking with someone in a wheelchair. Try to sit or kneel at the same level as the person in a wheelchair.

- Ask the voter if he or she wants assistance before trying to help.

NOTE: The best advice for assisting voters with special needs is to do for that person what you would want done for you and to treat that person as you would want to be treated.

Closing the Polls

Preparing to Close the Polls

All polls in Ohio must close at 7:30 p.m., unless a court order provided to you by someone from the board of elections requires otherwise. Beginning about half an hour before the polls are to close, repeatedly announce the name of the precinct to people waiting in line. Make sure people are in the correct precinct, and give voters who are in the wrong place time to get to the right precinct and precinct line before closing time. It might be helpful to have the Precinct Voting Location Guide handy. Announce that the polls are closing soon and reassure voters that everyone in line at closing time, 7:30 p.m., will have an opportunity to cast a ballot.

Poll Closing Strategy

Finally, it's poll closing time! The poll closing process will go faster and more smoothly if you work in teams, just as you did in the morning. It is very easy to forget important steps unless you check each other's work. For example, have one precinct election official read the list of materials to be delivered that night to the drop off site while another person checks to make sure each item has been packed.

Officially Closing the Polls

At 7:30 p.m., the official closing time, one precinct election official should loudly declare, “The polls are closed!” If people are waiting to vote at closing time, they must be permitted to vote. To accommodate voters waiting in line:

- Move the line inside the locked door of the polling location, if possible; or
- Place a precinct election official after the last person who is in line at 7:30 p.m. to prevent additional people from joining the line.

Court Orders

If there is a court order to keep your polling location open past 7:30 p.m., you will need to know who the last person in line was at 7:30 p.m. You must then make sure of the following:

- Voters who were already in line at 7:30 p.m. get to vote a regular ballot.
- All voters who arrive at the polling location to vote between 7:30 p.m. and the court ordered closing of the polling location vote a provisional ballot.
- These provisional ballots must be kept separate from other provisional ballots voted during the regular voting hours in case the court decision is later overturned. Note on each Identification Envelope - Provisional Ballot Affirmation (*Form 12-B*) that the provisional ballot was cast after 7:30 p.m. pursuant to a court order. To do so, write “After Close of Polls by Order of the Court” on the provisional envelope.

After the Voters Have Left the Polling Place

To properly close the polling location, all the following tasks must be completed:

- Record or count and record the total number of regular ballots voted (per local BOE instructions).

- Count and record the total number of paper provisional ballots cast by voters who arrived between 6:30 a.m. and 7:30 p.m.
- In case of a court order only, count and record the total number of provisional paper ballots cast by voters who arrived after 7:30 p.m.
- Count and record the total number of soiled or defaced paper ballots.
- Count and record the total number of unvoted paper ballots.
- Count and record the total number of signatures in the Signature Poll Book or, if using electronic poll books, the PEOs must follow the instructions provided by the board for recording the number of signatures.
- Post precinct results at the polling place as directed by the board of elections.
- Record all ballot statistics (e.g., regular, provisional, soiled and defaced, unvoted) on the Balance/Reconciliation Sheet provided by the board of elections.
- Double-check ballot statistics, and sign the Closing Certificate and Election Day Balance/Reconciliation Sheet.
- Bring in the flags and take down signs inside and outside the polling location.
- Close out and pack up the voting equipment following the directions provided by your board of elections.
- Securely pack ballots and supplies and immediately return them to the board of elections, or your designated drop off location.

Transportation of Ballots

The ballots and required voting materials and supplies must be transported to the board of elections by a voting location manager with a precinct election official, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the voting location manager. Please also refer to specific transport instructions provided by your board of elections for more details.

Appendix

Glossary

Americans With Disabilities Act - The Americans With Disabilities Act (ADA) is a federal law that ensures that Americans with disabilities have equal access to public services and facilities. A provision of the ADA requires that persons with disabilities have equal access to polling locations and the voting process.

Assisted Voter - Voters may ask for assistance in marking the ballot because of blindness, disability, or illiteracy. Assisted voters may have a person of their choice or two precinct election officials (each from a different political party) assist them. The only people who cannot assist a voter are the voter's employer, an agent of the voter's employer, an officer or agent of the voter's union, or a candidate who is on the ballot (*R.C. 3505.24*).

Attorney-in-Fact - Different from a person with a power of attorney, an attorney-in-fact is a person (not necessarily an attorney) of the voter's choice, who has been designated with the board of elections prior to Election Day and, who may sign all election-related documents on behalf of the voter, in the voter's presence (*R.C. 3501.382*).

Campaigning - Campaigning is attempting to persuade people to vote for or against a certain candidate or issue. Activities may include, but are not limited to, the display or distribution of political badges, t-shirts, buttons, literature, newspapers or magazines with political covers, hats, stickers, pins, bags, and so on. Campaigning is prohibited at polling locations within 100 feet of the entrance and within 10 feet of voters waiting in line, if the line extends past the 100 feet.

County Street Directory - An alphabetical list of every street or road segment in your county with the corresponding assigned precinct/voting location.

DRE - A Direct Recording Electronic Voting System (DRE) does not use a paper ballot. Instead, voters use touch screens, keypads, or push buttons to securely record selections. DRE machines also print a voter verifiable paper record that shows on paper what the machine recorded electronically. This paper record is the official ballot for purposes of a recount and/or a post-election audit.

Election Security - In the polling location all voting equipment, ballots, e-pollbooks, if applicable and election records must be stored in such a way that they cannot be tampered with. All actions taken by precinct election officials, observers and others at the polling location must be in public view and must be documented.

E-pollbook – Or "Electronic pollbook" means an electronic list of registered voters for a particular precinct or polling location that may be transported to a polling location

Exit Polling - A series of questions asked of voters by members of the media or pollsters after the voters have voted. Exit polling must be done in an area that does not impede the flow of voters or interfere with the voting process, but pollsters may be within 100 feet of the entrance to the polling place.

Federal Election - Any primary or general election at which a candidate for president, presidential delegates to a party's nominating convention, U.S. Senator, and/or representatives to Congress are elected or nominated. These are generally primary and general elections in even-numbers years.

General Election - General elections are held on the first Tuesday after the first Monday in November. General election voters determine who will be elected to represent the people at a given level of government. Federal, state, and county candidate elections are held in even-numbered years, while city, village, township, and board of education candidate elections are held in odd-numbered years. State, county, district, or local issues may be on the ballot at any general election.

Identification Requirements - Ohio Voter Identification Law requires all voters to present valid ID to qualify to vote. To be valid, the ID must show the voter's name and current address. For identification other than an Ohio-issued driver's license or state identification card, the address must substantially conform to the board of elections' records. Acceptable forms of ID include:

- Valid photo ID issued by Ohio or federal government
- Military ID (DOES NOT HAVE TO HAVE ANY ADDRESS)
- Utility bill
- Bank statement
- Government check

- Payroll check
- Other government document

Remember: An Ohio driver's license or state ID card with an old address IS ACCEPTABLE as a valid form of identification necessary to cast a regular ballot when the voter's current address is printed in the Signature Poll Book.

Oath/Payroll Sheet - All precinct election officials must complete and sign the Oath/Payroll sheet before opening the polls. The voting location manager must sign before workers can be paid (*R.C. 3501.31*).

Observer - A person who is officially appointed to observe the election by a political party, five or more candidates, or a ballot issue committee recognized by the board of elections pursuant to law as supporting or opposing a ballot issue. The person is allowed to observe in the voting location. Notice of a person's appointment as an observer must be filed with the board of elections no later than 11 days prior to Election Day. The observer must present a copy of the certificate of appointment to the precinct election official in order to be permitted to observe in a polling location. Observers receive an oath from the voting location manager (*R.C. 3505.21*).

Official Precinct Voter Registration List - Contains the names and address of every voter who is properly registered to vote in the precinct. Precinct election officials check off the names of persons as they vote and post the list at 6:30 a.m., 11:00 a.m., and 4:00 p.m. This list also indicates if a voter has requested an absentee ballot (*R.C. 3503.23*).

Ohio Revised Code - The Ohio Revised Code (R.C.) contains all acts passed by the Ohio General Assembly and signed by the Governor or that became law under the Ohio Constitution without the Governor's signature. Title 35 of the Ohio Revised Code contains the main provisions of Ohio law dealing with elections.

Poll Book/Poll List - A book in which a voter writes his or her own name and address. This may be combined with Signature Poll Book in some counties (*R.C. 3505.18(B)*).

Polling Location/Polling Place - A place provided for residents of a precinct to vote. A polling location may house more than one voting precinct.

Polling Location Forms Supply Kit/Book - A container in which all forms are kept for use by precinct election officials on Election Day (*R.C. 3501.30*).

Polling Location Supply Containers - Containers, used in some counties, which hold various materials needed for Election Day.

Precinct Election Officials - Qualified electors residing in the county and appointed by the county board of elections to conduct the elections in a polling location in that county (*R.C. 3501.01(U*); *R.C. 3501.22*).

Precinct Election Official Manual - A manual for precinct election officials that contains procedures and instructions needed to process voters.

Precinct - A district within a county established by the board of elections within which all qualified electors having a voting residence therein may vote at the same polling location (*R.C. 3501.01(Q)*).

Precinct Voting Location Guide - An electronic or paper record that lists the correct jurisdiction and polling place for either each specific residential street address in the county or the range of residential street addresses located in each neighborhood block in the county. Includes an alphabetical list of every street in each precinct (*R.C. 3505.181(E)(1)*).

Primary Election - An election held for the purpose of nominating persons as candidates of political parties for election to offices at a general election, and for the purpose of electing persons as members of the controlling committees of political parties and as delegates and alternates to the conventions of political parties.

Provisional Ballot - A ballot given to a voter who claims to be properly registered to vote and whose qualification to vote cannot be immediately established at the precinct voting location. The provisional ballot identification envelope (*Form 12-B*) completed by a voter is returned to the board of elections office for review and verification after the polls close (*R.C. 3505.181*; *R.C. 3505.182*).

Sample Ballot - A duplicate copy of the official ballot for each precinct, which is provided to each voting location and is to be posted prominently for voters to view.

Service Animal - Animals that are trained to perform tasks for people with disabilities, such as guiding people who have visual impairments, alerting people who are hearing-impaired, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.

Signature Poll Book - A book or list which contains names and addresses of every voter who is registered in the precinct. Every voter who is able to sign his or her name signs the Signature Poll Book before voting. This book allows the precinct election official to know if a voter has requested an absentee ballot or any special directions needed to process the voter.

Special Election - An election other than a general or primary election.

Supplemental Voter List - A listing of voters whose registration or voting status was updated after Signature Poll Books were printed. The Supplement Voter List is most common in larger counties.

Voter Registration Form - A form used by a U.S. citizen to register to vote in an election. An individual must complete the form and mail or deliver it to the board of elections 30 days before the election in order to be eligible to vote in that election (*R.C. 3503.14*).

Voting Instructions Poster - Information for the voter about when and how to cast his or her ballot.

Voting Rights Information Poster - Information for the voter about his or her rights and to whom he or she may turn if he or she feels his or her right to vote has been infringed.

Voting Location Manager - One of the four precinct election officials who is appointed by the county board of elections to be responsible for correctly running the election in the voting location manager's assigned precinct polling place and for processing voters, documenting procedures, preparing election records and returns at the end of the day, and transporting with a precinct election official (or employee or appointee of the board of elections) of a different political party the election supplies, materials, and/or ballots back to the board of elections after the polls close. Formerly known as "Presiding Judge."

Voting Location Manager Instructions - Materials received by the voting location manager from the board of elections that contain election supplies and last minute changes.

Write-In Candidate - A candidate officially certified to be a write-in candidate by the board of elections. The candidate's name does not appear on the ballot, but he or she is eligible to receive votes when a voter writes the candidate's name in the space provided on the ballot (*R.C. 3513.041*).

Frequently Asked Questions

1. **Must a voter show an election official an acceptable proof of identification to vote a regular ballot?**

   Yes. If they do not, they must vote a provisional ballot.

2. **Are passports an acceptable form of voter ID?**

   No, Ohio law does not include passports as an acceptable form of identification.

3. **Who is required to transport voted ballots to the board of elections after the polls close?**

   The ballots and required voting materials and supplies must be transported to the board of elections by a voting location manager with a precinct election official, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the voting location manager. Please also refer to specific transport instructions provided by your board of elections for more details.

4. **How should a precinct election official respond when a voter asks specific questions about candidates or issues?**

   Precinct election officials should respond that they cannot advise, instruct, or educate voters on candidates or issues.

5. **If a voter arrives by 7:29 p.m., can they still vote?**

   Yes. Allow any voter in line at 7:30 p.m. to vote. At 7:30 p.m. lock the doors, if possible, or direct a precinct election official to stand at the end of line and inform any voters arriving after 7:30 p.m. that the polls are closed.

6. **Is there a time limit for voters to vote?**

   Yes. There is a 10-minute time limit when all machines or voting compartments are in use and voters are waiting to use them. However, precinct election officials should be flexible in enforcing that time limit and ask voters who are taking longer than normal if they need assistance. The 10-minute time limit for occupying a voting compartment does not apply to any voter requiring the use of an accessible voting machine (*R.C. 3505.23*).

7. **Can I refuse to allow an irate or drunken person to vote?**

   No. If necessary, the sheriff, police, or other peace officers may be called upon for assistance, but all electors should be allowed to vote. Use common sense, prudent judgment, and superior customer service when dealing with difficult voters.

8. **What should a precinct election official do with a list of eligible write-in candidates provided by the board of elections?**

   The list should be shown to any voter who asks for a list of write-in candidates. Precinct election officials may not post the list.

9. **A voter enters the polling location wearing campaign attire. What do you do?**

   Politely ask the voter to remove or cover the items, because, by law, the polling location must be free of any campaign paraphernalia, including attire. If the voter refuses, the voter can still vote, but you must notify the board of elections of the incident.

10. **A voter brings an absentee ballot to the voting location. What do you do?**

    Absentee ballots cannot be accepted at the polling location on Election Day. Advise the voter that he or she can take the voted absentee ballot to the board of elections office by 7:30 p.m. on Election Day.

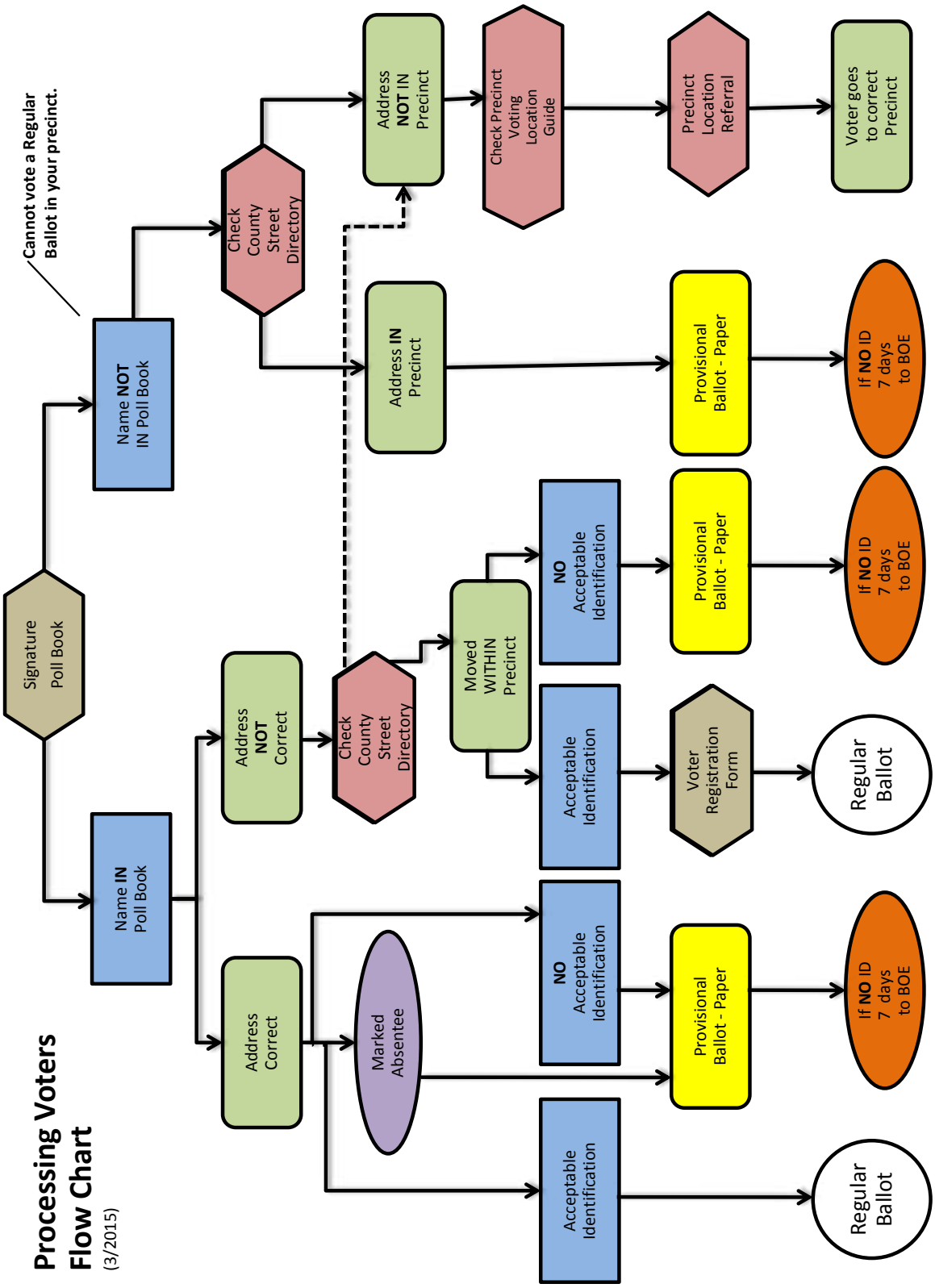
11. **Does a provisional voter need to show ID to a precinct election official when completing the provisional ballot envelope (*Form 12-B*)?**

    It depends on the form of identification. If the voter is using his or her driver's license number or the last four digits of his or her Social Security number, the voter does not have to show ID to the precinct election official. If the voter is providing any other form of ID, the voter must actually show the ID to the precinct election official.

12. **Will completing the Identification Envelope - Provisional Ballot Affirmation (*Form 12-B*) register a non-registered voter for future elections?**

    Yes. The Identification Envelope - Provisional Ballot Affirmation (*Form 12-B*) can be used to register a previously unregistered person if it is properly completed.

Processing Voters Flowchart



Notices, Forms, etc.

Polling Place Supplies Checklist

Required by R.C. 3501.30

- ☐ **Official ballots** – presidential ballot (if a presidential general election): office type ballot: nonpartisan ballot and questions and issues ballot. These are usually not separate ballots, but are combined in one or more electronic or printed pages to make up a single unified ballot.
- ☐ **Ballot boxes** – secured locked containers within which voted paper ballots are placed
- ☐ **Poll Book(s)** – otherwise known as the Signature Poll Book(s)
- ☐ **Poll Lists** – voter registration lists
- ☐ **Cards of Instruction** – voting instructions that are specific to each county's voting system
  - ☐ Premier AccuVote TSX
  - ☐ ES&S iVotronic
  - ☐ ES&S DS200
  - ☐ Hart eScan
  - ☐ Hart eSlate
  - ☐ Optical Scan
  - ☐ Optical Scan with Automark
  - ☐ Dominion Image Cast Evolution OS & ADA
- ☐ **Cards of Instruction** – instructions that are specific to each county's electronic pollbooks (if applicable)
  - ☐ Election Administrators EA Tablet
  - ☐ ES&S ExpressPoll (1.2.0.54, EZRoster Version 3.0.0.0 and 3.2.2.0)
  - ☐ KNOWiNK Poll Pad
  - ☐ Tenex Precinct Central Touchpad
  - ☐ ELECTEC Advocate Electronic Pollbook

- ☐ VOTEC VoteSafe Electronic Pollbook
- ☐ Everyone Counts PollPad

☐ **Summary Statement of Precinct Election Results** – forms on which to make summary statements, (if applicable) – generated at the close of the poll by voting machines

☐ **Certificates** - printed in the Signature Poll Books or Poll Lists for the precinct officials to sign after the polls close, certifying that the Signature Poll Books or Poll Lists correctly show the names of all electors who voted in the polling place at the election

☐ **Large map of each appropriate precinct** - showing all streets within the precinct and containing identifying symbols of the precinct in bold print

☐ **A large United States flag**

☐ **Two or more small United States flags**

☐ **Pens and pencils**

☐ **Paper**

☐ **Tally sheets**, (if applicable)

☐ **All other materials, postings, or instructions required to comply with state or federal laws** (see below)

Materials for Required Postings

☐ **Special Voting Instructions Poster** – instructions on how to vote, including how to cast a regular ballot and a provisional ballot, and stating the date of the election, and stating the hours during which the polling place will be open

☐ **Sample ballot for each precinct** – the sample ballot must be printed on colored paper, and "Sample Ballot" must be plainly printed in boldfaced type on the face of each ballot

☐ **Full text of any condensed ballot language for a state or local question(s) or issue(s)**

☐ **Voting Rights Information Poster** – instructions required by state and federal law on voters' rights, explanation of prohibited acts of fraud, intimidation and misrepresentation, and instructions on how to contact the appropriate officials if any voting rights violations or prohibited acts are alleged to have occurred

- ☐ **Form 10-V Notice** – a notice regarding voting more than once at same election
- ☐ **Official Precinct Voter Registration Lists for Posting** – a list of registered voters generated by the board of elections that must be posted in a polling location no later than 6:30 a.m., and marked by precinct election officials and posted at 11:00 a.m. and 4:00 p.m. to indicate those names of those registered voters who have voted
- ☐ **Voter Identification Address Update Poster** – explains that an unexpired Ohio Driver's license or State ID card with a voter's former address is an acceptable form of ID when the voter's current address is printed in the Signature Poll Book. The voter may cast a regular ballot unless otherwise marked in the signature poll book

Forms

- ☐ **Form 10-L** – Notice of Name Change
- ☐ **Form 10-U** – Affidavit-Oath-Examination of Person Challenged (for voter who is challenged at polling location)(R.C. 3505.20)
- ☐ **Form 10-W** – Statement of Person Challenged as to Party Affiliation (primary election only) or **Form 10-X** Statements of Person Challenged as to Party Affiliation (primary election only) as directed by your County BOE
- ☐ **Form 12-B** – Identification Envelope - Provisional Ballot Affirmation (provisional voter document/envelope)
- ☐ **Form 12-D** – Provisional Voter Precinct Verification Form
- ☐ **Form 12-H** - Provisional Ballot Notice **–** Includes a hotline number and must be given to each voter that votes a provisional ballot
- ☐ **Form 104** - Certificate of Appointment of Precinct Election Official to Fill Vacancy and Oath
- ☐ **Form 450** – Election Day Precinct Incident Log
- ☐ **Form 475** – Voting Unit Event Log
- ☐ **Form SEC 4010** – Voter Registration Form
- ☐ **Chain of Custody Log** – form used to track the custody and location of voting equipment, including electronic Signature Poll Books, supplies and/or ballots

Additional Items

- ☐ Precinct Election Official Manual
- ☐ Precinct Election Official Quick Reference Guide (flip chart) from the Secretary of State
- ☐ Directive 2008-80 Voter Identification Requirements
- ☐ Precinct Election Official Training Supplement – (for primary election only)
- ☐ Instructions for 17-Year-Old Voters – (for primary election only)
- ☐ Voting Equipment Instructions or Equipment Quick Reference Guide providing instructions on how to use voting equipment
- ☐ Contingency Plans/Emergency Contact List for the board of elections
- ☐ Other board provided instructions or guides
- ☐ Precinct Voting Location Guide (see R.C. 3505.181((E)(2))
- ☐ Envelopes for soiled and defaced ballots
- ☐ ADA components/accessories - headsets, etc.
- ☐ Locks and/or seals
- ☐ I Voted Stickers
- ☐ Precinct Election Official nametags
- ☐ Payroll statements

Additional Items for DRE Counties (will vary based on the type of DRE)

- ☐ Extra rolls of paper
- ☐ Extra canisters or spools
- ☐ Memory cards
- ☐ Voter cards
- ☐ Encoders
- ☐ Encoder batteries

- ☐ Administrator cards
- ☐ Security tape
- ☐ Keys
- ☐ Extension cord(s) (if necessary)

Additional Items for Optical Scan Counties

- ☐ Secrecy sleeves
- ☐ Extra pens/pencils
- ☐ Security tape
- ☐ Keys
- ☐ Extension Cord(s) (if necessary)

Election
Tuesday,

Polling Hours:
6:30 a.m. to 7:30 p.m.

Special Voting Instructions

Proof of Identity – Identification Requirements

All voters shall be required to provide proof of identity. Acceptable forms of proof of identity are:

- Current and valid photo identification,
- Military identification, or
- A copy of current (within the last 12 months) utility bill, bank statement, government check, paycheck or other government document (other than a notice of voter registration mailed by a board of elections) that shows your name and current address.

If you provide as proof of identity either an Ohio driver's license or state identification card issued under R.C. 4507.50 that does not contain your current address but your current address is listed in the signature poll book you may be eligible to cast a regular ballot.

If you do not have or are unable to provide any proof of identity, you shall be given the opportunity to cast a provisional ballot.

Voting a Provisional Ballot

You will be permitted to cast a provisional ballot after completing and signing a provisional affirmation statement for any of the following reasons:

- Your name does not appear on the official poll list for an election, a precinct election official asserts that you are not eligible to vote, or a precinct election official is unable to determine your eligibility to vote.
- You do not have or are unable to provide the required proof of identity.
- You are an Ohio voter who moved from one Ohio precinct to another Ohio precinct, and you did not update your voter registration by the 30th day prior to this Election Day.
- You are an Ohio voter who changed your name, and you did not update your voter registration by the 30th day prior to this Election Day or bring documentation of your name change with you today.
- You are an Ohio voter who moved from one Ohio precinct to another Ohio precinct and changed your name, and you did not update your voter registration by the 30th day prior to this Election Day.
- Your name is marked on the poll list or signature book as having requested an absentee ballot.
- Your name is marked on the poll list or signature book with a notation that registration mailings have been returned undeliverable.
- A hearing on a challenge to your eligibility to vote was held and resolved against you, or the hearing on a challenge to your eligibility to vote has been postponed until after Election Day.
- Your eligibility to cast a ballot has been challenged by the precinct election officials.
- Your signature, in the opinion of the precinct election officials, does not match your registration form.

The precinct election official will provide you with instructions on how to vote the provisional ballot. After voting the provisional ballot, you will return the ballot to the precinct election official.

No person will be denied the opportunity to cast a provisional ballot because he or she does not reside in the precinct in which he or she wishes to vote. However, the ballot will count only if you are voting in the precinct in which you reside.

If the county board of elections determines that you are eligible to vote that ballot, the provisional ballot will be counted in the official canvass of the election.

As a person voting by provisional ballot in an election, you are entitled to written information describing how you may learn, through a free telephone access system, whether your provisional ballot was counted by election officials, and if it was not counted, why not. The precinct election official will provide this information to you.

If you properly complete and sign the affirmation statement on the provisional ballot envelope, the board of elections will update your voter registration based on the information that you provide.

7/25/2014

VOTING RIGHTS INFORMATION

Voters' Rights

1. Voters whose names do not appear on the poll list in an election, or who are unable to comply with identification requirements, are entitled to vote by provisional ballot if they declare they are registered to vote in the jurisdiction and eligible to vote in the election. *[42 U.S.C. 15482(a), 15483(b); R.C. 3505.181]*
2. Voters in an election who vote by provisional ballot are entitled to written information describing how they may learn, through a free access system, whether their provisional ballots were counted by election officials, and if they were not counted, why not. This is known as the "Provisional Ballot Notice," and it is required to be given to every person who votes a provisional ballot. *[42 U.S.C. 15482(a); R.C. 3505.181]*
3. Voters who vote in an election for federal office after the established time for polls to close due to a court order or other order requiring the polls to remain open for extended hours will have to vote by provisional ballot (unless those voters were in line at the time polls closed). *[42 U.S.C. 15482(c)]*
4. Voters may have to show identification the first time they vote in an election for federal office after January 1, 2004, if they registered to vote for the first time in a state or jurisdiction by mail after January 1, 2003, and have not provided identification or identifying information to the registrar prior to Election Day, unless they are entitled to vote absentee under federal law. *[42 U.S.C. 15483(b)]*
5. Voters who are registered to vote in Ohio and who have moved within the State before an election are entitled to vote in that election under failsafe procedures, even if they did not previously advise election officials of the move. *[42 U.S.C. 1973gg-6(f); R.C. 3503.16]*
6. Voters who have submitted to appropriate officials (or mailed and postmarked) their completed and valid registration application by the 30th day before an election, and whom the county board of elections has determined are eligible, are entitled to be registered and to vote in that election. *[42 U.S.C. 1973gg-6(a)(1)]*
7. Voters are entitled to notice of the disposition of their voter registration application. *[42 U.S.C. 1973gg-6(a)(2); R.C. 3503.19]*
8. Voters otherwise qualified to vote in an election for President and Vice-President may not be denied the right to vote for those offices due solely to a failure to satisfy a durational residency requirement. *[42 U.S.C. 1973aa-1; R.C. 3504.01 et seq.]*
9. Voters who are otherwise qualified to register and vote may be entitled to register and vote absentee in an election if they are in the uniformed services or are residing overseas. *[42 U.S.C. 1973ff-1; R.C. 3511.02]*
10. Voters who require assistance in voting due to blindness, disability or inability to read or write may receive assistance from a person of the voter's choice other than the voter's employer (or agent thereof), an officer of the voter's union (or agent thereof) or a candidate whose name appears on the ballot. [*42 U.S.C. 1973aa-6; R.C. 3505.24]*
11. Jurisdictions must not apply standards or practices which deny or abridge the right to vote on account of race, must not deny any individual the right to vote on account of errors or omissions in registration applications which are not material to determining whether such individual is qualified to vote, and must not apply different standards and procedures to voters in determining whether they are qualified to vote. *[42 U.S.C. 1971(a)]*
12. Jurisdictions must take steps to make the registration and voting process accessible to the elderly and to individuals with disabilities. *[42 U.S.C. 1973ee-1, 1973ee-2, 1973ee-3; R.C. 3501.29]*
13. Persons must not intimidate, threaten or coerce any other person for doing the following: registering or voting or urging or aiding persons in registering or voting. Persons must not intimidate, threaten or coerce any other person for purposes of: interfering or influencing how a person chooses to vote or not vote; or preventing a person from voting. *[42 U.S.C. 1971(b), 1973i(b), 1973gg-10(1); 18 U.S.C. 241, 242, 245, 594; R.C. 3599.01, .02, .06, .18, .19, .24, .25, .38]*

14. An elector or voter may commence civil action if the elector has experienced harassment in violation of the election law. *[R.C. 3501.90]*

15. Election officials must not fail or refuse to permit a person to vote who is entitled to vote and must not refuse to tabulate, count and report such person's vote. *[42 U.S.C. 1973i(a); 18 U.S.C. 241, 242, 608(a), R.C. 3599.19]*

16. Election officials must not deny persons of any right secured by the 26th Amendment to the U.S. Constitution (regarding not denying the right to vote to citizens 18 years of age and older on account of age). *[42 U.S.C. 1973bb; R.C. 3599.18, .19]*

17. Election officials must retain and preserve for 22 months after any election that includes a federal candidate all records and papers relating to registration and voting in that election. *[42 U.S.C. 1974; R.C. 3505.31]*

Prohibited Acts of Fraud and Misrepresentation

1. Persons must not make any false statement or claim that they are citizens of the United States in order to register or vote in any federal, state, or local election. *[42 U.S.C. 15544(b); 18 U.S.C. 611, 911, 1015(f); R.C. 3599.11]*

2. Persons must not vote more than once in any election (but this does not include voting a replacement ballot after a spoiled ballot was invalidated). *[42 U.S.C. 1973i(e); R.C. 3599.12]*

3. Persons must not procure or submit materially false, fraudulent or fictitious voter registration applications in any election. *[42 U.S.C. 1973gg-10(2)(A); R.C. 3599.11]*

4. Persons must not submit false information as to name, address or period of residence in a voting district for the purpose of establishing eligibility to register or vote in any election. *[42 U.S.C. 1973i(c), 15544(a); 18 U.S.C. 608(b); R.C. 3599.11]*

5. Persons must not procure, cast or tabulate materially false, fraudulent or fictitious ballots in any election. *[42 U.S.C. 1973i(c),(e), 1973gg-10(2)(B); 18 U.S.C. 242; R.C. 3599.12,.19, .21, .22, .23, .26, .27]*

6. Persons must not pay, offer to pay or accept payment for voting, registering to vote, withholding their vote, or voting for or against any candidate in any election. *[42 U.S.C. 1973i(c), 18 U.S.C. 597, 608(b); R.C. 3599.11, .25]*

What to Do If You Believe Any Voting Laws Have Been Violated

If you have witnessed efforts to commit any kind of fraud or corruption in the voting process, you may report this to any one or all of the following:

_____ County Prosecuting Attorney
(Name of County)

_____
(Address of County Prosecuting Attorney) (City) (Zip Code)

_____
(Telephone number) (Email address, if any)

or Ohio Secretary of State – Division of Elections
180 E. Broad Street, 15th Floor
Columbus, OH 43215-3726
Tel: 614-466-2585 or 1-877-SOS-OHIO(767-6446) ext. 2 Email: election@ohiosecretaryofstate.gov

or Ohio Attorney General
30 E. Broad Street, 14th floor
Columbus. OH 43215-3428
Tel: 614-466-4986 or 1-800-282-0515
Email: constituent.services@ohioattorneygeneral.gov

or Local United States Attorney's Office or the nearest office of the Federal Bureau of Investigation

If you have witnessed actual or attempted acts of discrimination or intimidation in the voting process, you may report this to the Civil Rights Division of the United States Department of Justice at 1-800-253-3931.

(7-2014)

Instructions for Backup Optical Scan Paper Ballots for Voters in Counties that Use DRE Voting Machines as Their Voting System

IMPORTANT INSTRUCTIONS

- Before marking your ballot, carefully read the instructions at the beginning of the ballot.
- To vote, you must completely darken the oval to the left of the candidate or answer of your choice. Example = ⬬
- Do not mark the ballot for more choices than allowed. If you mark your ballot for more choices than allowed, your vote for that contest or question will not be counted.

If you make a mistake:

- Return your ballot to a precinct election official and ask for a replacement ballot.
- You may request a replacement ballot only two times.

IMPORTANT INSTRUCTIONS

- Before marking your ballot, carefully read the instructions at the beginning of the ballot.
- To vote, you must completely darken the oval to the left of the candidate or answer of your choice. Example = ⬬
- Do not mark the ballot for more choices than allowed. If you mark your ballot for more choices than allowed, your vote for that contest or question will not be counted.

If you make a mistake:

- Return your ballot to a precinct election official and ask for a replacement ballot.
- You may request a replacement ballot only two times.

Form No. 10V Prescribed by the Secretary of State (05-07)

NOTICE

Revised Code Sections 3501.11, 3509.09, 3599.12

OHIO LAW PROHIBITS ANY PERSON FROM VOTING OR ATTEMPTING TO VOTE CONTRARY TO LAW MORE THAN ONCE AT THE SAME ELECTION.

VIOLATORS ARE GUILTY OF A FELONY OF THE FOURTH DEGREE AND SHALL BE IMPRISONED AND ADDITIONALLY MAY BE FINED IN ACCORDANCE WITH THE LAW.

NOTE: THE ABOVE NOTICE MUST BE PRINTED IN RED WITH MINIMUM TYPESIZE OF 48 POINT FOR HEADING AND 24 POINT FOR BODY OF NOTICE.

THE ROLE OF OBSERVERS:

UNDERSTANDING YOUR FUNCTION

Below are key items to keep in mind while serving as an election observer, at your assigned location:

All observers must be qualified electors of the State of Ohio and must be duly appointed pursuant to statute. All appointed observers are required to take an oath, which must be administered by an election official prior to beginning their observation. Observers who will observe on multiple days need not take the oath every day, but must affirm to an election official each day that they understand that they are still under oath.

AS AN APPOINTED OBSERVER, YOU MAY BE PRESENT DURING THE FOLLOWING TIMES IF YOU ARE DULY APPOINTED TO DO SO:

I. During the casting of ballots at the In-Person Absentee Voting Location;
II. To observe certain elections activities at a Board of Elections Office prior to the Official Canvass;
III. During the casting and counting of ballots at Precincts you have been appointed to on Election Day;
IV. During the Official Canvass;
V. During a Recount;
VI. During an Election Audit.

AS AN APPOINTED OBSERVER, YOU MAY:

I. Move about your assigned polling precinct, or board of elections office, if assigned to observe there, to the extent that you do not engage in any prohibited activity. Keep in mind that the polling precinct includes the area between the entrance to the polling location and the U.S. flags (approximately 100 feet from entrance). At a board of elections office, you may be limited to the area where the elections activity you are appointed to observe is taking place. You cannot impede elections officials in the performance of their duties or voters in exercising their right to vote;
II. Watch and inspect the proceedings of the election at hand, so long as such activity does not disrupt or unreasonably delay the normal proceedings;
III. Leave the voting area to contact the board of elections or your appointing entity to raise concerns.

AS AN APPOINTED OBSERVER, YOU MAY NOT:

I. Disrupt or interfere with any part of the election. It is possible that an election official may have you removed if you engage in prohibited activity.
II. Take any action that may intimidate a voter or election official, or cause a voter's privacy to be compromised, including the secrecy of the voter's ballot;
III. Handle any election materials;
IV. Campaign inside a polling location, or outside a polling location within the 100 foot area marked by U.S. flags. This includes wearing campaign paraphernalia, and name badges or other labels identifying a political party, candidate, group of candidates, or ballot issue;
V. Observe at a polling precinct or location to which you are not duly appointed. This is particularly important at a multiple precinct polling location;
VI. Be able to observe everywhere, all of the time. It is possible that an election official may, for reasonable good cause, restrict observer movement;
VII. Be a uniformed peace officer, state highway patrol trooper, member of a fire department, armed service member, organized militia member or person wearing any other uniform;
VIII. Carry a firearm or deadly weapon;
IX. Engage voters in conversation or advocate for a particular position or outcome with the precinct election officials on any matter before them. You may, of course, be polite, exchange greetings, and participate in non-political and ordinary conversation unrelated to the election, so long as it is not distracting to any voter or precinct election official.

It is imperative that as an appointed observer you maintain a high level of respect for the voters, the elections process and the election officials.

THIS LIST IS NOT COMPREHENSIVE AND IS NOT MEANT TO SUPERSEDE ANY SECTION TITLE 35 OF THE OHIC REVISED CODE OR OHIO SECRETARY OF STATE ELECTION OFFICIAL MANUAL
1/3/2016

THE ROLE OF ELECTION OFFICIALS:

UNDERSTANDING THE IMPORTANCE OF OBSERVERS

Below is information that outlines how you can ensure that appointed observers serve in a manner consistent with Ohio law, while maintaining a voting experience free from disruption or hindrance for the voters of Ohio.

All observers must be qualified electors in the State of Ohio and must be duly appointed pursuant to statute.

APPOINTED OBSERVERS MAY BE PRESENT DURING THE FOLLOWING TIMES IF THEY ARE APPOINTED TO DO SO:

I. During the casting of ballots at the In-Person Absentee Voting Location;
II. To observe certain elections activities at a Board of Elections Office prior to the Official Canvass;
III. During the casting and counting of ballots at Precincts you have been appointed to on Election Day;
IV. During the Official Canvass;
V. During a Recount;
VI. During an Election Audit.

AS AN ELECTION OFFICIAL, YOUR DUTIES INCLUDE:

I. Ensuring that you verify that each appointed observer has been duly appointed. Observers at your in-person absentee voting location, board of elections office prior to the official canvass, and Election Day observers at precincts must present a valid Certificate of Appointment before beginning to observe. For all other observers, you must verify that the person appearing has been duly appointed and ensure that the observer is observing at the location and time for which he/she is duly appointed. This is particularly important at a multiple precinct polling location and observers serving multiple days;
II. Ensuring that all appointed observers take the required oath, which must be administered prior to beginning their observation. However, the oath does not need to be repeated on subsequent days when an observer returns – he or she only needs to be reminded of the oath taken and that he or she is still under oath;
III. Ensuring that appointed observers are permitted to move freely within a polling place to the extent that they do not disrupt or interfere with the election, take any action to intimidate, persuade, or delay voters or elections official, or violate the secrecy of a voter's ballot or privacy;
IV. Ensuring there is no campaigning inside a polling location, or outside a polling location within the 100 foot area marked by U.S. flags. This includes the wearing of campaign paraphernalia, and name badges or other labels identifying a political party, candidate, group of candidates, or ballot issue;
V. Prohibiting an observer from handling any election materials;
VI. Prohibiting an appointed observer from engaging voters in conversation. However, an observer is permitted to be polite and exchange greetings;
VII. Preventing an appointed observer from interfering with, impeding or disrupting the election, or intimidating a voter or election official, or preventing a voter from casting his or her ballot;
VIII. Prohibiting an appointed observer from violating the secrecy of the ballot or privacy of a voter;
IX. Prohibiting any uniformed peace officer, state highway patrol trooper, member of a fire department, armed service member, organized militia member or person wearing any other uniform from serving as an observer;
X. Prohibiting any person carrying a firearm or deadly weapon from serving as an observer;
XI. Contacting the presiding judge, director, or deputy director if an observer is engaging in prohibited activity.

AS AN ELECTION OFFICIAL, YOU MAY NOT:

I. Eject an appointed observer from a polling location without good cause (you should consult the Director or Deputy Director prior to acting);
II. Bar an appointed observer from entering a polling location without good cause;

THIS LIST IS NOT COMPREHENSIVE AND IS NOT MEANT TO SUPERSEDE ANY SECTION TITLE 35 OF THE OHIC REVISED CODE OR OHIO SECRETARY OF STATE ELECTION OFFICIAL MANUAL
1/3/2016

Voter Registration and Information Update Form

Please read instructions carefully. Please type or print clearly with blue or black ink.
For further information, you may consult the Secretary of State's website at: www.OhioSecretaryofState.gov or call (877) 767-6446.

Eligibility
You are qualified to register to vote in Ohio if you meet all the following requirements:

1. You are a citizen of the United States.
2. You will be at least 18 years old on or before the day of the general election.
3. You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
4. You are not incarcerated (in jail or in prison) for a felony conviction.
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently disenfranchised for violations of election laws.

Use this form to register to vote or to update your current Ohio registration if you have changed your address or name.

NOTICE: This form must be *received or postmarked* by the 30th day before an election at which you intend to vote. You will be notified by your county board of elections of the location where you vote. If you do not receive a notice following timely submission of this form, please contact your county board of elections.

Numbers 1 and 2 below are required by law. You *must* answer *both* of the questions for your registration to be processed.

Registering in Person
If you have a current valid Ohio driver's license, you must provide that number on line 10. If you do not have an Ohio driver's license, you must provide the *last four digits* of your Social Security number on line 10. If you have neither, please write "None."

Please see information on back of this form to learn how to obtain an absentee ballot.

Registering by Mail
If you register by mail and do not provide either an Ohio driver's license number or the last four digits of your Social Security number, you must enclose with your application a copy of one of the following forms of identification:

Current and valid photo identification, a military identification, or a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address.

Residency Requirements
Your voting residence is the location that you consider to be a permanent, not a temporary, residence. Your voting residence is the place in which your habitation is fixed and to which, whenever you are absent, you intend to return. If you do not have a fixed place of habitation, but you are a consistent or regular inhabitant of a shelter or other location to which you intend to return, you may use that shelter or other location as your residence for purposes of registering to vote. If you have questions about your specific residency circumstances, you may contact your local board of elections for further information.

Your Signature
In the area below the arrow in Box 14, please write your cursive, hand-written signature or make your legal mark, taking care that it does not touch the surrounding lines so when it is digitally imaged by your county board of elections it can effectively be used to identify your signature.

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

FOLD HERE

I am: ☐ **Registering as an Ohio voter** ☐ **Updating my address** ☐ **Updating my name**

1. Are you a U.S. citizen? ☐ **Yes** ☐ **No**
2. Will you be at least 18 years of age on or before the next general election? ☐ **Yes** ☐ **No**
If you answered NO to either of the questions, do not complete this form.

3. Last Name	First Name	Middle Name or Initial	Jr., II, etc.

4. House Number and Street (Enter new address if changed)	Apt. or Lot #	5. City or Post Office	6. ZIP Code

7. Additional Mailing Address (if necessary)	8. County (where you live)

9. Birthdate (MO-DAY-YR) (required)	10. Ohio Driver's License No. OR Last Four Digits of Social Security No. (one form of ID required to be listed or provided)	11. Phone No. (voluntary)

12. **PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION** - Previous House Number and Street

Previous City or Post Office	County	State

13. **CHANGE OF NAME ONLY** Former Legal Name	Former Signature

14.
I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.

Your Signature ↓ Date_____/_____/_____
MO DAY YR

FOR BOARD USE ONLY
SEC4010 (Rev. 4/15)

City, Village, Twp.
Ward
Precinct
School Dist.
Cong. Dist.
Senate Dist.
House Dist.

PLACE
STAMP
HERE

SECRETARY OF STATE
PO BOX 2828
COLUMBUS OH 43216-2828

HOW TO OBTAIN AN OHIO ABSENTEE BALLOT

You are entitled to vote by absentee ballot in Ohio without providing a reason. Absentee ballot applications may be obtained from your county board of elections or from the Secretary of State at: www.OhioSecretaryofState.gov or by calling (877) 767-6446.

OHIO VOTER IDENTIFICATION REQUIREMENTS

Voters must bring identification to the polls in order to verify identity. Identification may include current and valid photo identification, a military identification, or a copy of a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter's Social Security number and by casting a provisional ballot pursuant to R.C. 3505.181. For more information on voter identification requirements, please consult the Secretary of State's website at: www.OhioSecretaryofState.gov or call (877) 767-6446.

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

Form No. 10-L Prescribed by Secretary of State (06-14)

NOTICE OF CHANGE OF NAME
R.C. 3503.16(B)(1)(b)

Voter's new legal name: _____

Voter's former name: _____

Voting residence address:

Street Address_____

City, Village, or Post Office _____

County _____ Zip Code _____

Birth date _____/_____/_____

(Month) (Day) (Year)

☐ Your Ohio driver's license number_____, **or,** if you do not have a driver's license,
(begins with two alphabet letters followed by six numbers)

☐ The last four digits of your Social Security number _____, **or,** if you have neither,

☐ Please check this box indicating that you have none of the above.

I hereby declare, under penalty of election falsification, I am a citizen of the United States, have lived in this state for 30 days immediately preceding this election, and am at least 18 years of age.

X_____ X _____
(Signature of Voter) (Date Signed)

Your former signature: _____

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

INSTRUCTIONS TO PRECINCT ELECTION OFFICIAL:

1. Verify the address provided by the voter above matches the address printed in the pollbook. If the addresses are different, but the address above is in your precinct (based on the precinct street listing), then the voter may cast a *regular* ballot. If the addresses are different and the address above is not in your precinct, direct the voter to the correct precinct where they may cast a *provisional* ballot.

2. Check the appropriate box indicating type of legal proof of name change provided:

   ☐ Marriage license

   ☐ Court order

   ☐ Other: _____

3. Precinct Election Official Signature: _____

Form 10-U Prescribed by the Secretary of State (06-14)

Affidavit-Oath-Examination of Person Challenged

Revised Code Section 3505.20

The State of Ohio, _____ County, ss.

I, _____ the undersigned, swear or affirm under penalty of election falsification that I will fully and truly answer all of the following questions put to me, concerning my qualifications as an elector at this election.

Being challenged as unqualified on the grounds that:

(A) _____ The person is not a citizen, the following question shall be asked:

Are you a citizen of the United States? Ans._____

(If the person offering to vote answers the question in the affirmative the person shall be entitled to vote a regular ballot.)

(B) _____ The person is not a resident of the state for thirty days immediately preceding election, the following questions shall be asked:

(1) Have you resided in this state for thirty days immediately preceding this election?
Ans._____ If yes:
(a) Where have you resided? Ans._____
(2) Did you properly register to vote? Ans. _____
(3) Can you provide some form of identification containing your current mailing address in this precinct? Ans. _____ Please provide that identification.
(4) Have you voted or attempted to vote at any other location in this or in any other state at this election?
(5) Have you applied for an absent voter's ballot in any state for this election? Ans. _____

(If, from the above responses, the precinct election officials are unable to determine the person's eligibility, the precinct election officials shall provide and the person may vote a provisional ballot.)

(C) _____ The person is not a resident of the precinct where the person offers to vote, the following questions shall be asked:

(1) Do you reside in this precinct? Ans. _____
(2) When did you move into this precinct? Ans. _____
(3) When you came into this precinct, did you come for a temporary purpose merely or for the purpose of making it your home? Ans. _____
(4) What is your current mailing address? Ans. _____
(5) Do you have some official identification containing your current address in this precinct?
Ans. _____ Please provide that identification.
(6) Have you voted or attempted to vote at any other location in this or in any other state at this election? Ans. _____
(7) Have you applied for any absent voter's ballot in any state for this election?
Ans. _____

(If the person is not at the appropriate polling place, the precinct election officials shall direct the person to the correct polling place. If the person refuses to go to the appropriate polling place or the precinct election officials are unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide and the person may vote a provisional ballot.)

(D) _____ The person is not of legal voting age, the following questions shall be asked:

(1) Are you eighteen years of age or more? Ans. _____
(2) What is your date of birth? Ans. _____
(3) Do you have some official identification verifying your age? Ans. _____
Please provide that identification.

(If the precinct election officials are unable to determine the person's age and eligibility to cast a ballot, the judges shall provide and the person may vote a provisional ballot.)

Other Questions and Answers Necessary to Determine Person's Qualifications to Vote in this Election (if necessary)

_____
_____
_____
_____

Signature _____
Challenged person's signature

Sworn to before me and signed in my presence, this _____ day of _____, _____.

_____
Signature of Voting Location Manager

_____
Name of Precinct

_____
Township or Ward and City or Village

If a person refuses to fully answer the questions, is unable to answer the questions, refuses to sign or make the person's mark or if the majority of precinct election officials believe that the person is not entitled to vote, the precinct election officials shall provide and the person may vote a provisional ballot.

Form No. 12-B Prescribed by the Secretary of State (06/03/2014)

Provisional Ballot Affirmation

R.C. 3503.16; 3505.18; .181; .182; .183.

Full Name Required **Print clearly.**	**1**	First name ☐ Middle Name ☐ Last name ☐ Suffix ☐ Example: Sr., Jr., III, etc.
Date of Birth Required	**2**	Date of Birth ..... ☐☐ / ☐☐ / ☐☐☐☐ M M D D Y Y Y Y
Current Ohio address Required	**3**	Street address (not P.O. Box) ☐ City / Village ☐ ZIP ☐
Former address Not required **If you do not provide your former address it will not cause your ballot to be rejected.**	**4**	**If you do not complete this step, it will not cause your ballot to be rejected.** Have you moved without updating your voter registration? ..... YES ☐ NO ☐ Street address (not P.O. Box) ☐ City / Village ☐ State ☐ ZIP ☐
Identification Required **Do ONE of the following:** • Write your full Ohio driver's license or state identification card number, or • Write the last four digits of your Social Security number, or • Check the box next to the form of identification you showed to the precinct election official.	**5**	*If you do not provide identification at this time, you must go to the board of elections on or before the 7th day after this election to provide a qualifying form of identification.* Your Ohio driver's license number or state identification card number..... (2 letters followed by 6 numbers) ☐☐☐☐☐☐☐☐ Last four digits of your Social Security number ..... ☐☐☐☐ Military identification card ..... ☐ Current (within the last 12 months) utility bill, bank statement, government check, paycheck or other government document, other than a notice of voter registration mailed by a board of elections, that contains your name and current address ..... ☐ Photo identification that was issued by the United States government or the State of Ohio, that contains your name and current address (or your former address if the identification is an Ohio driver's license or state identification card), and that has an expiration date that has not passed ..... ☐
Affirmation Required	**6**	**I solemnly swear or affirm, under penalty of election falsification, that:** • I am a citizen of the United States and will be at least 18 years of age at the time of the general election. • I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot. • I am a registered voter in the precinct in which I am voting this provisional ballot. • I am eligible to vote in the election in which I am voting this provisional ballot. • I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted. • I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration. • I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution. • I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief. **Signature X** ☐ **Today's date** ☐☐ / ☐☐ / ☐☐☐☐ M M D D Y Y Y Y

Form No. 12-D Prescribed by the Secretary of State (06-14)

PROVISIONAL VOTER PRECINCT VERIFICATION FORM

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct of the correct multiple-precinct polling place and the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1 Find the voter's address in the Voting Location Guide.

STEP 2 Write the name or number of the voter's correct precinct below:

_____

STEP 3 Write the name and address of the voter's correct polling place below, if different from where you are now:

_____

_____

STEP 4 Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

STEP 5 Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all or a portion of the votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

_____

Signature of Precinct Election Official

_____ _____

Precinct Name/Number **Polling Place Name**

Attach this form to the voter's provisional ballot envelope.

Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's entire provisional ballot.

Form No. 12-D Prescribed by the Secretary of State (06-14)

PROVISIONAL VOTER PRECINCT VERIFICATION FORM

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct of the correct multiple-precinct polling place and the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1 Find the voter's address in the Voting Location Guide.

STEP 2 Write the name or number of the voter's correct precinct below:

_____

STEP 3 Write the name and address of the voter's correct polling place below, if different from where you are now:

_____

_____

STEP 4 Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

STEP 5 Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all or a portion of the votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

_____

Signature of Precinct Election Official

_____ _____

Precinct Name/Number **Polling Place Name**

Attach this form to the voter's provisional ballot envelope.

Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's entire provisional ballot.

Form No. 12-H Prescribed by Secretary of State (12-15)

PROVISIONAL BALLOT NOTICE

This Notice must be provided to every person who votes a Provisional Ballot.

A PROVISIONAL VOTER HOTLINE IS AVAILABLE: To learn more about your provisional ballot, to learn if you need to provide any more information for it to be counted in the March 15, 2016 election, or to learn after March 25, 2016, whether it was counted, please call the PROVISIONAL VOTER HOTLINE AT:

1-866-OHIO-VOTE (1-866-644-6868)

This Hotline is available from March 15, 2016 to April 30, 2016. If you have questions on Election Day (March 15, 2016), please call the Secretary of State's Hotline at 1-877-868-3874. If you are required to provide more information (see below) for your ballot to count, you have until 7 days after Election Day (from **March 15, 2016** through **March 22, 2016**) to supply the board of elections with the required information. You can learn whether you need to provide any other information by reading the information below or by calling 1-866-OHIO-VOTE, or you may call the board of elections directly. A directory of boards of elections is located online at:

http://www.sos.state.oh.us/sos/elections/electionsofficials/boeDirectory.aspx

Your Board of Elections is:_____County Board of Elections

Board office hours are:_____a.m. to_____p.m., Monday through Friday.

The Provisional Voter Hotline will also allow you to learn whether your provisional ballot was counted, and if it was not counted, why it was not counted.

IN THE FOLLOWING SITUATIONS YOU MUST PROVIDE PROOF OF IDENTITY OR ADDITIONAL INFORMATION TO THE BOARD OF ELECTIONS WITHIN 7 DAYS AFTER THE ELECTION:

1. You had none of the required forms of identification, or you were unable to provide the required forms of identification.
2. Your right to vote had been challenged and heard by the board of elections at a hearing held before the election, and the board determined that the challenge had merit.

In these situations, the law requires that your ballot can be counted only if you appear at the office of the board of elections and provide to the board any additional information necessary to determine your eligibility. The following are acceptable forms of identity:

A current and valid photo identification, a military identification, or a copy of a current (within 12 months of Election Day) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of a voter registration mailed by a board of elections) that shows your name and current address.

It is acceptable for your Ohio driver's license or state issued identification card to not contain your current address.

"Other government document" may include, by way of example, fishing and marine equipment operator's licenses; license renewal notices and other notices; court papers; grade reports or transcripts, showing your name and current address. "Government office" includes any local (including county, city, township, school district and village), state or federal (United States) government office, branch, agency, commission, public college or university or public community college, whether or not in Ohio.

Form No. 104. Prescribed by the Secretary of State (06-14)

Certificate of Appointment of Precinct Election Official to Fill Vacancy and Oath

R.C. 3501.31

Precinct_____, _____
(Township) or (Ward and City or Village)

Election Day_____, _____.

To the Board of Elections of _____County, Ohio.

WE HEREBY CERTIFY, that _____

one of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the Precinct Election Officials present, appointed:

_____ a qualified elector who is a member of the same political party as the political party of which such absent Precinct Election Official is a member, to fill the vacancy until the Board of Elections shall appoint a person to fill such vacancy and the person so appointed reports for duty at the polling place.

Witness our hands, this _____ day of_____, _____.

_____
Voting Location Manager

_____
Precinct Election Official

_____
Precinct Election Official

_____
Precinct Election Official

_____
Precinct Election Official

OATH OF PRECINCT ELECTION OFFICIAL OF ELECTION

R.C 3501.31

State of Ohio, County of_____, ss:

I do solemnly swear that under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of election laws; that I will discharge to the best of my ability the duties of **PRECINCT ELECTION OFFICIAL** in and for Precinct _____
(Township) or (Ward and City or Village)

in the County of_____, in the election to be held on the _____ day of _____ as required by law and the rules and instructions of the Board of Elections of said county; and that I will endeavor to prevent fraud in such election, and will report immediately to said Board any violations of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties.

Signed _____

Subscribed and sworn to before me this _____ day of _____, _____.

_____
Voting Location Manager

BOARD OF ELECTIONS,
County, Ohio

Precinct_____
(Township) or (Ward and City or Village)

Certificate of Appointment of Precinct Election Official to Fill Vacancy and Oath

Filed_____, _____

Clerk

Form No. 215 Prescribed by Secretary of State (06-14)

CERTIFICATE OF APPOINTMENT OF OBSERVER

By the Executive/Central Committee of a Political Party
R.C. 3505.21

(This certificate must be presented to the appropriate precinct election official at the time of observation. If observing at a precinct on Election Day, this certificate **must be filed with the Voting Location Manager** of the Precinct on the day of the Election.)

We, the undersigned Chairperson and Secretary of the _____
(City, County, State)

Executive/Central Committee of the _____ Party supporting
(Name of Political Party)

candidates to be voted upon at the _____ Election to be held on
(Primary, General, or Special)

_____, _____, hereby appoint_____,

a qualified elector, to serve as an observer at:

☐ Precinct(s) on Election Day _____, _____, _____.
(Month) (Day) (Year)

List Specific Precinct(s):_____

☐ In-person absentee voting location open for the election to be held on _____, _____, _____.
(Month) (Day) (Year)

List Specific Date(s) of Observation:_____

☐ Board of Elections Office for the election to be held on _____, _____, _____.
(Month) (Day) (Year)

List Specific Date(s) of Observation:_____

Dated this _____day of_____, _____.

Signed:

_____
(Signature of Chairperson)

_____
(Signature of Secretary)

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

Form No. 217 Prescribed by Secretary of State (06-14)

CERTIFICATE OF APPOINTMENT OF OBSERVER

By Five or More Candidates
R.C. 3505.21

(This certificate must be presented to the appropriate election official at the time of observation. If observing at a precinct on Election Day, this certificate **must be filed with the Voting Location Manager** of the Precinct on the day of the Election.)

We, the undersigned group of five or more candidates, appearing on the ballot at the _____
(Primary, General, Special)
Election to be held on _____, _____ hereby

appoint_____, a qualified elector, to serve as an observer at:

☐ Precinct(s) on Election Day _____, _____, _____.
(Month) (Day) (Year)

List Specific Precinct(s):_____

☐ In-person absentee voting location open for the election to be held on _____, _____, _____.
(Month) (Day) (Year)

List Specific Date(s) of Observation:_____

☐ Board of Elections Office for the election to be held on _____, _____, _____.
(Month) (Day) (Year)

List Specific Date(s) of Observation:_____

Dated this _____day of_____, _____.

Signed:

_____

_____

_____

_____

_____

_____
(Signatures of Candidates)

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

Form No. 220 Prescribed by Secretary of State (06-14)

CERTIFICATE OF APPOINTMENT OF OBSERVER

By a Duly Recognized Committee Advocating or Opposing a Measure Submitted
R.C. 3505.21

(This certificate must be presented to the appropriate election official at the time of observation. If observing at a precinct on Election Day, this certificate **must be filed with the Voting Location Manager** of the Precinct on the day of the Election.)

We, the undersigned duly recognized committee _____ the following measure:
("Advocating" or "Opposing")

_____

_____

to be submitted at the _____ Election to be held on _____, _____
(Primary, General, or Special)

do hereby appoint _____, a qualified elector, to serve as an observer at:

☐ Precinct(s) on Election Day _____, _____, _____.
(Month) (Day) (Year)
List Specific Precinct(s):_____

☐ In-person absentee voting location open for the election to be held on _____, _____, _____.
(Month) (Day) (Year)
List Specific Date(s) of Observation:_____

☐ Board of Elections Office for the election to be held on _____, _____,_____.
(Month) (Day) (Year)
List Specific Date(s) of Observation:_____

Dated this _____ day of_____, _____.

Signed:

_____

_____

_____

_____

_____
(Signatures of Committee Members)

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

SOS Form # 450 (06-14)

ELECTION DAY PRECINCT INCIDENT LOG

TO BE COMPLETED AND SUBMITTED
BY PRECINCT ELECTION OFFICIALS TO THE BOARD OF ELECTIONS

Date of Election: _____ County: _____

Person Making Report: _____

Name: _____

Precinct: _____Polling Location: _____

Date of Incident: _____

Potential misconduct:

_____

_____

_____

Name of person(s)/organization(s) involved:

_____

_____

_____

Brief statement of facts:

_____

_____

_____

_____

_____

Attach additional sheets of paper as necessary.

SOS Form #475 (06/2014)

VOTING UNIT EVENT LOG

Election type/date: _____

PRECINCT:_____

POLLING LOCATION: _____

Time of Occurence	Name of Precinct Election Officials	Canister #	Machine ID #/ Voting Unit SN #	Description of Event (Type of Occurrence)	Time unit returned to service

Examples of Ohio Driver License Cards, Ohio Identification Cards and Military Identification Cards:

Effective, January 5, 2015, the Ohio Bureau of Motor Vehicles issued a new format of Ohio's driver license and state identification cards (state ID). Visible changes to the driver's license and state ID include:

- Blue/green card in place of the salmon colored card
- Laminate on front of card now contains the word "OHIO" and the year "1803" (hologram) near the top of the card

NOTE: Individuals holding a driver's license or state ID printed in the old formats are still valid until the driver's license or state ID card is expired. Customers are not required to obtain a replacement driver's license or state ID if they have the old format.

A. Ohio Driver License Cards

An Ohio driver's license card may be used to prove a voter's identity for the purpose of voting in Ohio as long as it has the following:

- An expiration date that has not passed;
- A photograph of the voter;
- The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Signature Poll Book;

NOTE: An Ohio driver's license with an old address <u>IS ACCEPTABLE</u>, as a valid form of identification necessary to cast a regular ballot when the voter's current address is printed in the Signature Poll Book.

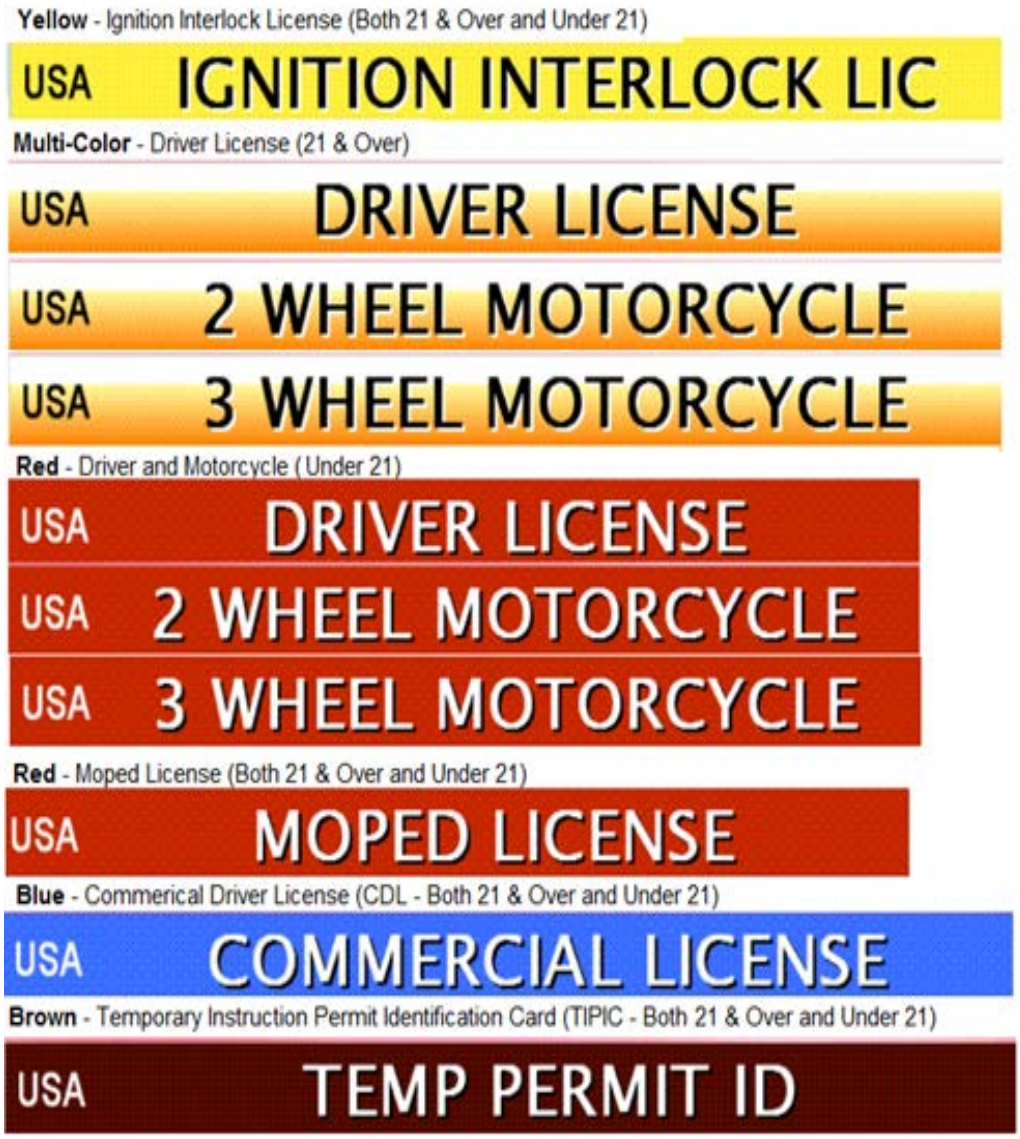
Following are examples of Ohio driver license cards issued by the Ohio Bureau of Motor Vehicles:

Other “header bars” may be displayed depending on the driver license type.

Ohio driver license cards with the following headers are acceptable forms of ID so long as they have the following:

- An expiration date that has not passed;
- A photograph of the voter;
- The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Signature Poll Book **UNLESS** the ID is an **Ohio driver's license or State ID card**;

NOTE: An Ohio driver's license with an old address <u>IS ACCEPTABLE</u>, as a valid form of identification necessary to cast a regular ballot when the voter's current address is printed in the Signature Poll Book.



B: Ohio State Identification Cards

An Ohio state identification card may be used to prove a voter's identity for the purpose of voting in Ohio as long as it has the following:

- An expiration date that has not passed;
- A photograph of the voter;
- The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Signature Poll Book **UNLESS** the **ID is an Ohio driver's license or State ID card**;

NOTE: An Ohio state identification card with an old address <u>IS ACCEPTABLE</u>, as a valid form of identification necessary to cast a regular ballot when the voter's current address is printed in the Signature Poll Book.

Following are examples of Ohio state identification cards issued by the Ohio Bureau of Motor Vehicles:

C. Military Identification Cards

Examples of Military IDs:

There are three types of military ID issued by the U.S. Department of Defense that are acceptable for voting in Ohio:

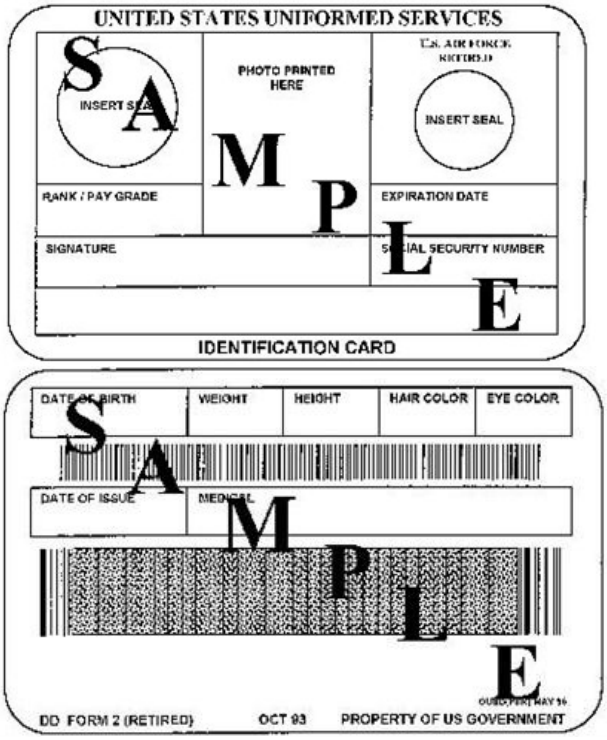
Common Access Card ("CAC");
DD Form 2; and
DD Form 1173.

Please Note: Valid military identification cards or copies of such cards must be accepted whether or not they contain a name or address (R.C. 3505.18). However, this form of ID must still allow a precinct election official to determine that it is the military ID card of the person who is presenting it for the purpose of voting.

Examples of the various CACs are available for viewing at the following Web addresses:

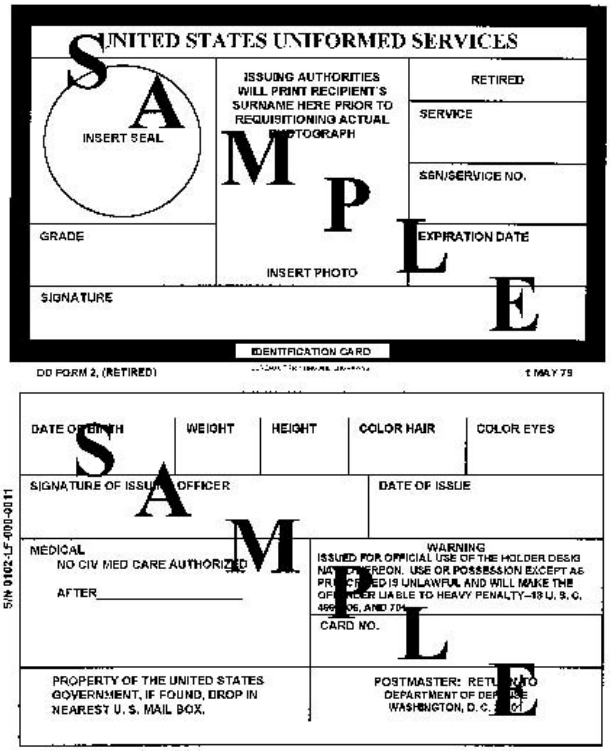
cac.mil/CardInfoGeneva1.html
cac.mil/CardInfoGeneva2.html
cac.mil/CardInfoPrivelege.html
cac.mil/CardInfoIdentification.html

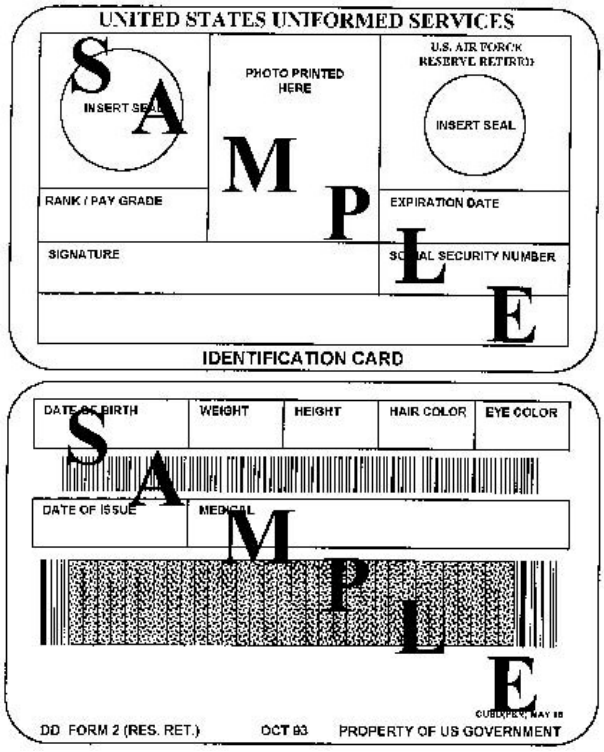
Examples of the most common DD Form 2 and DD Form 1173 are shown below:



Example: DD Form 2 (Retired)

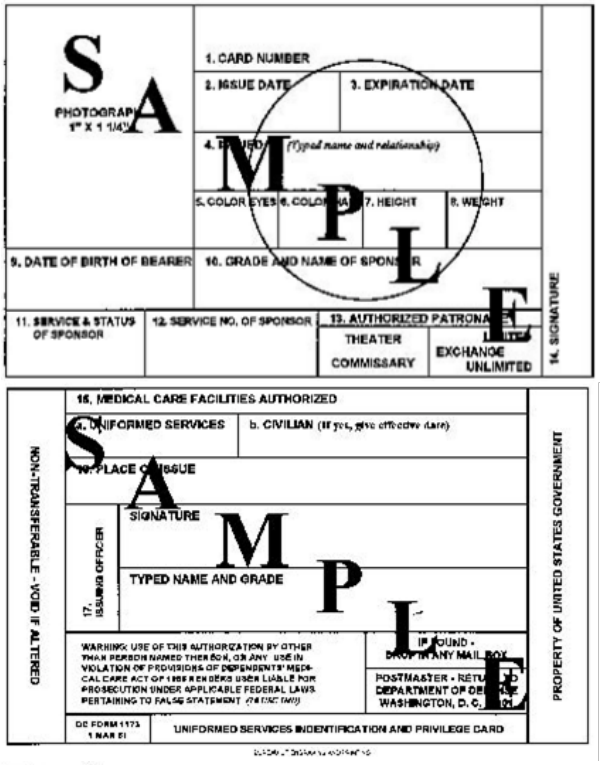
Example: DD Form 2 (Retired)

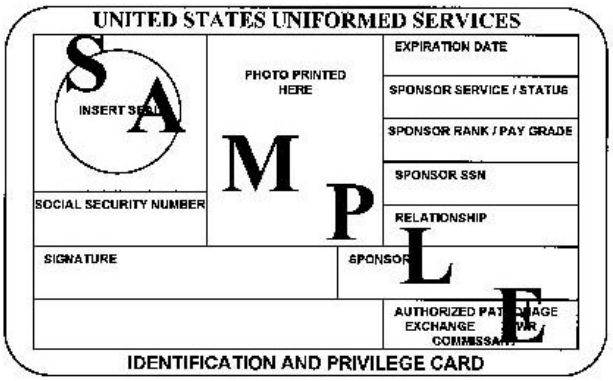




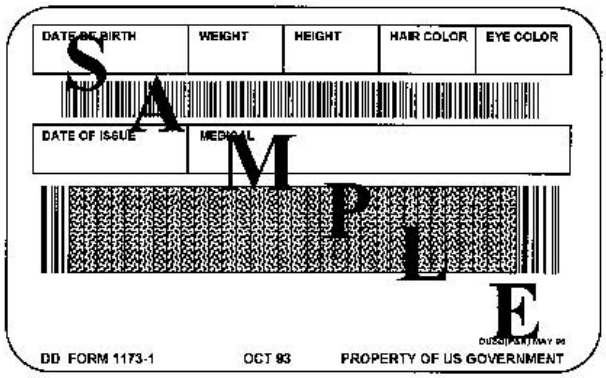
Example: DD Form 2 (Res. Ret.)

Example: DD Form 1173





Example: DD Form 1173-1



PEO PEO PEO PEO PEO

Do you know someone who would make a great Precinct Election Official?

Every year, thousands of Precinct Election Officials are needed to staff the polls on Election Day. Ohio needs more volunteers just like you who are committed to doing their part for their country, state and local community.

There are only a few requirements to be a P.E.O. in Ohio:

- They must be at least 18 years of age and registered to vote
- They must be a registered voter in the county in which they plan to work as a P.E.O.
- They must be a U.S. citizen
- They must not have been convicted of a felony
- They cannot be running as a candidate for the election in which they are working

If you know anyone who meets these requirements, be sure to tell them Ohio needs their help for the next election. Have them visit *www.PEOinOHIO.com* to sign up for more information or contact their local county board of elections (a complete directory is posted on the site).

* Disclaimer: County boards of elections are responsible for hiring precinct election officials for their own counties, determining the hours precinct election officials will work on Election Day and the compensation they will receive. After submitting their information, individuals may be contacted directly by the board regarding next steps.

Be a P.E.O. in O-hi-o

www.PEOinOHIO.com

Additional resources for getting involved:

Ohio Secretary of State | *www.OhioSecretaryofState.gov*

Follow OhioSOSHusted:

Jon Husted
Ohio Secretary of State

SOS 2250 (03/2015)

Jon Husted

Ohio Secretary of State

Elections Division
180 E. Broad Street, 15th Floor
Columbus, Ohio 43215

Toll-Free: (877) SOS-OHIO (877-767-6446)
Local Phone: (614) 466-2585
Toll-Free TTY: (877) TTY-OHIO (877-889-6446)
Local TTY: (614) 728-3295

PEO@OhioSecretaryofState.gov
www.OhioSecretaryofState.gov

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