
POLL WORKER MANUAL

FOR
NOVEMBER 2010



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Dear Poll Worker,

Thank you for serving your community as a poll worker on Election Day. I appreciate the commitment you have made to faithfully conduct the election process relied upon by millions of Ohioans to choose our government's leaders and to make decisions for our communities. As you know, you are on the front lines of this important process. Without your time and efforts, we could not fulfill our duty to provide free, fair, open and honest elections to our fellow citizens.

This manual is intended to help you and other poll workers achieve an efficient and successful Election Day for you and voters you serve so that you will be a knowledgeable and responsive poll worker.

In this manual you will find the following information:

- The duties and responsibilities of being a poll worker.
- How to run an election in your precinct.
- How to operate the voting machines in your precinct.
- How to assist voters in various situations on Election Day.

As always, my office welcomes and encourages your comments. Please let us know how we can improve your training manual. By working together, we can continue to provide excellent service to the voters of your county and the State of Ohio.

Please know that I, along with each of Ohio's 88 boards of elections, value your time and commitment to our election process. Thank you for your dedicated service – past, present and future. You are the key to a successful election process, and we are grateful for your service. Thank you.

Sincerely,

Ohio Secretary of State

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ELECTIONS PROCESS OVERVIEW

Ohio Election Law and the Secretary of State

While federal law governs general aspects of elections in a presidential and congressional election year, 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 in 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 for each of the two major political parties. They do their work through a director and deputy director, and other board staff who provide you and other poll workers 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 poll worker, your direct supervisors for this election are the staff at your county board of elections.

Poll workers carry out federal and state law as interpreted by the Secretary of State and as refined through policies of the board of elections. As a result, there are specific rules and procedures that must be followed to ensure that elections are fair and that every voter is given his or her constitutionally-protected opportunity to voice his or her opinions by voting on Election Day.

What Does it Mean to be a Poll Worker?

President Abraham Lincoln said that our government is a "government of the people, by the people, for the people." In a democratic form of government, not just the government, but elections, are said to belong to the people. As a poll worker, it is your duty to provide a free, fair, open, and honest election to your

fellow citizens. 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 democracy — elections are how each individual expresses his or her voice in selecting their leaders and making decisions for their communities. Providing voters with free, fair, open, and honest elections ensures voter trust in the process of choosing our political leadership and the direction of our community’s future. Voters who have confidence in the elections process are more likely to continue to vote. Studies have shown that the greatest influence on voter confidence is how voters perceive poll workers did their jobs. If they believe their poll workers did their job well, voters state they have increased confidence in the process.

Political Parties

Ohio’s law is structured to place equal numbers of people from the two major political parties at work together for a “check and balance” system to ensure fairness. Each precinct in Ohio must have no more than half of its poll workers representing the same political party.

At present, the two major parties in Ohio are the Democratic Party and the Republican Party. There are also four recognized minor parties, the Constitution Party, the Green Party, the Libertarian Party, and the Socialist Party, whose candidates may appear on the ballot, as well as candidates who are independent of party affiliation or running for nonpartisan offices.

Poll Workers as Precinct Election Officials

Poll workers, also known as 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 poll workers.

TYPES OF ELECTIONS

There are three general 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-wide 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-wide, district, or local issues may be on the ballot at any general election.
2. **Primary Elections:** Primary elections are held each even-numbered year. Primary elections may also be held in odd-numbered years depending upon the number of candidates seeking political party nomination for offices.

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 first 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 persons as members of the controlling committees of political parties, and as 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 is any election other than the general or primary. A special election may be held on the first Tuesday after the first Monday in February, 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 February or May, except as may be authorized by a municipal or county charter. A special election may be held on the first 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 regular or general election date for other candidates.

POLL WORKERS' RESPONSIBILITIES AND CONDUCT

Overview

Poll workers ensure the election is conducted lawfully and are available to assist voters in a courteous and respectful manner. Ohio law provides that, at a minimum, four residents of the county in which the precinct is located are to be selected by the county board of elections to serve as poll workers in each precinct. The law provides that the maximum number of voters assigned to a voting precinct is 1,400, although many counties assign a lesser number to vote at the precinct. Counties are permitted to assign more than four poll workers to a precinct, and often they do when they expect a high voter turnout.

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

Poll workers work as a team to conduct an election at their assigned precinct (R.C. 3501.22). All poll workers 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 in the performance of their duties. Poll workers may eject any person from the polling location for actions that violate any provision of Title 35 of the Revised Code (the Election Laws of Ohio). Ohio law requires that poll workers 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 presiding judge and poll workers have certain duties to perform before and on Election Day.

Presiding Judge's Responsibilities

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

If you are the presiding judge, before Election Day you will do the following:

- Pick up any election supplies, following the county board of elections' instructions;
- Contact the polling location facility about getting in to set up for the election, if this is required by your county board of elections;
- Contact the poll workers assigned to your precinct to confirm their commitment for Election Day and to arrange a time to set up the polling location; and
- Check any supply container labels to make sure they are for your precinct, assuring that you do not break any seals in the process.

On Election Day the presiding judge will carry out the following duties:

- Arrive at the polling location by 6:00 a.m., or by the time required by the county board of elections;
- Administer the oath of office to other poll workers and have them all take and sign the oath statement followed by the presiding judge signing the oath statement;
- Formulate a work plan for Election Day, including work assignments, lunch schedules, and break schedules;
- Arrange the polling location and set up voting machines as directed by the board of elections;
- Review with poll workers 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 ones for your precinct;
- Before the polls are open on Election Day, on the list of registered voters 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 lists are updated and posted throughout the day so that the public can see which voters who are registered in your precinct have voted;

- Post the list of registered voters showing who has voted in the precinct at 11:00 a.m. and 4:00 p.m. The general public is allowed into the polling location to read these lists while the polls are open;
- Officially open and close the polls;
- Administer the oath to any duly appointed poll observers;
- Complete any necessary chain of custody forms for voting equipment, supplies, and materials and/or ballots;
- Return the ballots and required voting materials and supplies to the board of elections with a poll worker, 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, the Secretary of State, or found in the Ohio Revised Code.

Poll Workers' Responsibilities

A poll worker must perform the following duties:

- Arrive at the polling location by 6:00 a.m., or by the time required by the county board of elections;
- Take the poll workers' oath of office, to be officially deputized by the county board of elections to conduct the election;
- Sign the payroll sheet; and
- Conduct the election properly and lawfully.

Poll workers must also perform tasks assigned by the presiding judge, such as:

- Assist in arranging the precinct polling location, if necessary;
- 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 100 feet beyond the entrance to the polling location, as marked by the U.S. flags posted outside the entrance to the polling location;
- Record important information as necessary;
- Post Voter Registration Lists for your precinct at 6:30 a.m., 11:00 a.m. and 4:00 p.m. for any primary, general, or special election;
- Supervise the use of Signature Poll Books and check-in voters;
- Check voter ID;
- Make sure voters are correctly issued “regular” or “provisional” ballots;
- For DRE voting machine counties: Make paper ballots available to voters requesting them; and
- Perform any other duties as assigned by the county board of elections, the Secretary of State, or found in the Ohio Revised Code.

Poll Worker Conduct at Polling Places

How a poll worker 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 if 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 Poll Worker Conduct:

Poll workers should treat voters in a professional manner, work efficiently, and resolve problems so that voters can vote with ease, comfort, and privacy. Poll worker activity should not distract voters from their business at the polls.

Unacceptable Poll Worker Conduct:

- Poll workers may not campaign at the polling location, or attempt to influence any voter or other poll workers as to their vote for or against a candidate or issue;
- Poll workers may not wear or disseminate any campaign literature or paraphernalia, including, but not limited to literature, partisan sample ballots, campaign badges, campaign clothing, or campaign buttons;
- Poll workers 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.);
- Poll workers may not solicit contributions for raffle tickets or chances, or have for sale anything at the polling location, such as baked goods, candy, crafts, etc.;
- Poll workers may not place any food or drink on the check-in table, or on or near voting equipment or supplies;
- Poll workers 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
- Poll workers 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

Poll workers 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 can be easily observed by elections officials.

The Ideal Polling Location Arrangement:

Poll workers work as a team to make sure:

- Poll workers 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 outside the entrance;
- The flags are placed at the entrance (one flag) and 100 feet (two flags) from the entrance to the polling location;
- All required signs and voter registration lists are prominently posted inside the polling location;

- In DRE counties, four Paper Ballot Availability Notice posters are posted in prominent locations that alert voters to the availability of paper ballots; and
- Tables and materials are organized efficiently, and all necessary voting supplies are easily accessible to poll workers.

How to Position the Voting Equipment

For DRE (“Touch screen”) Voting Machines:

Overall, you must plan for the flow of voters from:

- The entrance to one or more check-in tables;
- To the location, if different from the check-in table, where a voter desiring to vote a paper ballot obtains his or her paper ballot;
- To the location, if different from the check-in table, where a voter who must vote a provisional ballot obtains his or her provisional ballot (this will be a paper 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; and
- To the exit of the polling place.

In precincts using DRE electronic voting equipment, please follow these instructions to arrange the electronic voting machines (or 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 voters' way. The cords should be taped to the floor, or if the board has provided you with a rubber wire pad, use this to prevent a voter or poll worker from tripping over a cord between daisy-chained machines.

4. Keep voting booths in public view.

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

- Poll workers need to be able to see when voters need assistance;
- Poll workers 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
- Poll workers must be able to detect any suspicious activity.

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

Overall, you must plan for the flow of voters from:

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

In precincts using Optical Scan voting equipment, please follow these instructions to arrange the voting area (or 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 poll workers 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 are to receive their ballot or vote, and to 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 poll workers 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;
- The availability of backup paper ballots; and
- Other information about the current election.

Make sure to post signs in prominent locations where voters can see them easily.

Signs Outside

- Place one flag at the entrance to the polling location.
- Place two 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 ten-feet of voters if the line extends beyond the 100-foot flags. However, exit polling is allowed in this area if it does not interfere with the voters or poll workers.
- 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 in an easily seen location 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 and a provisional ballot;

- For DRE counties, four Paper Ballot Availability Notice posters posted in prominent locations that alert voters to the availability of paper ballots;
- Official sample ballot;
- Full text of condensed ballot language for a question or issue on the ballot;
- Polling Place Notice (a.k.a., Judge Carr Notice and correct precinct rule);
- Notice regarding voting more than once at the same election (Form 10-V); and
- Any other notice required 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.

Guaranteeing Accessibility for Voters with Disabilities

Provisions of the Americans with Disabilities Act (ADA), the Help America Vote Act (HAVA), and Ohio law all require that voters with disabilities have access to polling locations. It is your responsibility as a poll worker to visually inspect the polling location and remove potential barriers so that people with disabilities (i.e., using a wheelchair, walker, crutches, cane, scooters, service animals, a friend's arm, other mobility aids, etc.) can easily enter and move around the 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:

- Vertical parking accessibility signs (i.e., international symbol of accessibility, minimum fine of \$250) are posted, 60-inches high and, if applicable, "van" sign used to designate accessible "van" parking space;
- Accessible parking spaces have access aisles (striped area);
- Accessible parking space is closest to the accessible entrance;
- Directional signs are posted guiding voters to the nearest accessible entrance to the polling place;

- There is a curb cut, a level transition or a temporary ramp so that a person in a wheelchair can get from the parking lot to the sidewalk;
- All walkways to the polling place are at least 36-inches wide, while doorways and entrances are at least 32-inches wide;
- Door handles can be used with a closed fist; and
- If an alternate/separate entrance is being used specifically for accessibility, ensure that it is unlocked.

If you find that any of these situations are lacking, you should notify the board of elections and be on the 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 over ½-inch high;
- 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.) ; and
- Tripping hazards, such as loose mats or unsecured electrical cords.

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 consider to accommodate persons with a disability (i.e. using a wheelchair, walker, crutches, cane, scooters, service animals, a friend's arm, other mobility aids, etc.) can easily move through the polling location:

- Temporary signs can be used 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;
- Temporary ramps can be used to eliminate 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 4 inches from the wall) to make them cane-detectable.
- Set up voting machine(s) to be used by voters with a disability in a location within the room being used for voting that is accessible and private;
- Tape down or remove loose mats, electrical cords, or wires;
- Remove obstacles in the route of travel.

PREPARING FOR VOTERS

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

Working in teams of two while setting up the polling location can make the work go faster 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

Check the supply list to make sure the following necessary supplies are available to the polling location:

- Quick Reference Guide for Poll Workers from the Secretary of State;
- Other poll worker manual, instructions or guide from the board of elections;
- Election Day checklist;
- Chain of Custody forms for voting equipment, materials, supplies and/or ballots;
- Reference guides for voting equipment;
- Emergency contact list for the county board of elections;
- Stickers to give to voters when they have voted;
- Poll workers' name tags;
- Locks and seals;
- Poll workers' 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 and supplies 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 Book;
- Signature Poll Book;
- Registered Voters Lists;
- Absentee Voter List;
- Ballot Stub Containers;
- Precinct Voting Location Guide, also known as the Precinct Street Directory;
- 17 year-old voter ballot envelope and instructions (primary election only);
- Identification Envelope - Provisional Ballot Affirmation (Form 12-B);
- Backup Paper Ballots (for DRE counties);
- Voter Registration and Change of Address Form;
- Forms and envelopes;
- “Share Your Voting Experience” business cards;
- List of write-in candidates (if applicable);
- Soiled / Defaced Ballot Envelope; and
- Accounting chart for the purpose of recording the number of paper ballots.

Organize the materials on the table so they are easy for voters and poll workers to use by doing the following:

- Place precinct identifier sign on or above the table so it is in plain view of voters entering the polling place;
- Place the Signature Poll Book and official registered voter list next to each other so both can be checked by two poll workers;

- Place the precinct list and Precinct Voting Location Guide, also known as the Precinct Street Directory, next to each other so both can be checked by an additional poll worker before directing a voter away from the precinct;
- Have precinct referral cards on the table, if available;
- Make sure the Quick Reference Guide for Poll Workers from the Secretary of State, which contains uniform provisional ballot and voter identification requirements, is on the table;
- Have provisional ballot envelopes with optical scan paper ballots on the correct table; and
- Have the official ballot bag or box for voted provisional ballots in an accessible but secure location.

Make sure the poll workers responsible for provisional voting have the necessary materials close at hand, including the following:

- Un-voted Provisional Ballots that are correct for the precinct;
- Identification Envelopes - Provisional Ballot Affirmation (Form 12-B);
- Provisional Ballot Notices (includes hotline number) (Form 12-H);
- Provisional Ballot Tally Sheet;
- Precinct Voting Location Guide, also known as the Precinct Street Directory; and
- Affirmation of Voter Cannot Provide Identification (Form 10-T):

To prevent voters from voting twice, 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.

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 Application Form;
- Challenge Form (Form 10-U), used only by poll workers and not by observers;
- Party Affiliation Change (Form 10-W or 10-X) – Primary Election only;
- Declaration of an Elector Unable to Mark the Ballot (Form 228); and
- Alternative language materials, if applicable.

Setting Up the Voting Equipment

In some counties, poll workers 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 poll workers 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 poll worker team must activate the equipment, verify the polling location/precinct(s), verify correct ballots for the precinct, both regular or backup and provisional paper ballots, activate the correct ballot(s) on machines, print zero tape(s), and document each step.

Please review your county's specific machine reference guides, either at back of the manual or in your supply kit.

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 poll workers are responsible for assuring that they remain safe, undisturbed, and free from tampering. A variety of procedures helps 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 tamperproof 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 machine keys, memory cards, and ballots;
- Ensure that the media slot on every voting machine is protected from unauthorized use or tampering before the start of voting and throughout Election Day;
- **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 and, in counties using DRE touch screen voting machines, backup paper ballots;
- **Document any incident that may affect the election results**, such as: machine problems, voters who leave 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;**
- Fill out every form legibly and completely;
- Make sure chain of custody procedures for voting materials are followed, including making all required documentation on the Chain of Custody Form; 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).**
2. **Locate the voter's name in the Signature Poll Book.**
 - 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 can vote a regular ballot.
 - If the voter's name is in the Signature Poll Book, but there is a notation or instructions, such as "Absentee," the voter votes a provisional ballot (see Provisional Ballot Section), unless otherwise instructed by the board of elections.
3. **If the voter's name is NOT in the Signature Poll Book, review the Supplemental Voter List in the back of the Signature Poll Book to find the voter's name (if applicable).**
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)(2)), also known as the Precinct Street Directory, 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 (see Provisional Ballot Section).
 - If the voter's address is outside of your precinct, follow the procedures from your board of elections for a lost or wrong precinct voter, and direct him or her to the correct polling location. If the voter still insists on voting after being directed to the correct polling location, the voter must cast a provisional ballot (See Provisional Ballot Section).

5. **Examine the ID provided by the voter to determine if it is a valid form of ID (see Voter ID Requirements section).**

If the voter does not show or does not have a valid form of ID (see Voter ID Requirements section), the voter MUST cast a provisional ballot (See Provisional Ballot Section). The following also applies:

- The voter will need to complete an Identification Envelope - Provisional Ballot Affirmation (Form 12-B), which includes an Election Official Verification Statement that must also be completed by **you** as a poll worker (see Provisional Ballot Section). The poll worker must give the provisional voter a written notice of the provisional ballot hotline; which also includes a written notice of the voter's opportunity to appear at the county board of elections within 10 days after the election to provide any identification that may be required (see Provisional Ballot Section).
- If the voter **does not show** a valid form of ID (see Voter ID Requirements section) the voter should be asked to supply the last four digits of his or her Social Security number. If the last four digits are provided, the digits must be written by the poll worker in the Signature Poll Book next to the voter's signature. The voter is not required to supply a valid form of ID to the board of elections within ten days of Election Day to ensure his or her ballot is counted (see Provisional Ballot Section).
- If the voter **does not have** a valid form of ID (see Voter ID Requirements section) **and** cannot provide the last four digits of his or her Social Security number because he or she indicates that he or she does not have a social security number, the voter must fill out the Affirmation of Voter Who Cannot Provide Identification (Form 10-T). The voter is not required to supply a valid form of ID to the board of elections within ten days of Election Day to ensure his or her ballot is counted (see Provisional Ballot Section).
- If this same voter refuses to fill out the Affirmation of Voter Who Cannot Provide Identification (Form 10-T), the poll worker must record the voter's name and shall include that information with the provisional ballot when transmitting it to the county board of elections. The voter must fill out the Affirmation of Voter Who Cannot Provide Identification (Form 10-T) at the board of elections within ten days of Election Day to ensure his or her ballot is counted (see Provisional Ballot Section).

- If a voter **does not show** a valid form of ID (see Voter ID Requirements section) **and** indicates he or she has a Social Security number but is unable to or refuses to provide the last four digits of his or her Social Security number, the poll worker must give the voter a written notice that the ballot will not be counted unless the voter appears at the county board of elections within 10 days of the election and provides the required identification (see Provisional Ballot Section.)
- 6. If the voter’s eligibility to vote is challenged (see Challenging Voter Section) by poll workers, 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 poll workers 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 poll worker will need to make a note on the “problems and corrections” page or “poll worker notes” page that should be in your poll worker kit.
 - If the poll workers are unable to determine the person’s eligibility to cast a ballot, the poll workers shall provide a provisional ballot (see Provisional Ballot Section) to the person.
- 7. If it is determined that a voter is eligible to receive a ballot (regular or provisional), then the voter must sign the Signature Poll Book prior to being allowed to vote (R.C. 3505.18(B)).**
- The signature authored by the voter should be compared to the same voter’s signature preprinted in the Signature Poll Book to ensure it substantially conforms to the signature on file with the board of elections and reproduced in the Signature Poll Book.
 - If the signature does not appear to conform, then all four poll workers should examine the signature. If a majority of poll workers do not believe that the signature matches, then that person must vote a provisional ballot.

If a voter who is eligible to cast a ballot is unable to sign his or her own name in a Signature Poll Book, there are two options for that voter:

- 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 poll worker who watched him or her make that 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)).
- Alternatively, 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 first fill out and file the correct forms with the county board of elections (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. 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)).

8. Issue the ballot (regular or provisional) or appropriate ballot permission slip/device to the voter and direct him or her to the appropriate voting location in the polling location. (Refer to page 32 when issuing a ballot during a primary election).

If a voter who wishes to cast a ballot (regular or provisional) is unable to mark his or her ballot, note the following:

- Any elector who declares to the presiding judge of elections 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 those specified in this section, 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 from providing any information on how he or she voted.
- Any election official may require the elector who wants assistance in marking the ballot to make a declaration of inability to mark a ballot under penalty of election falsification. When this happens, the Declaration of Elector Unable to Mark Ballot (Form 228) must be completed by the elector or by an election official on behalf of an elector who is unable to complete the form before that elector can be accompanied into the voting booth.

Curbside Voting Summary

Curbside voting is the process followed when a person who is physically unable to enter a polling location sends another person into the polling location to inform poll workers 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 procedures **listed above in number 2** of this section.
- 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 major 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 using the procedures **listed above in number 3** of this section.
- 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 follow the procedures **listed above in number 5** of this section for verifying 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 procedures **outlined above in numbers 2, 3, and 5** in this section to determine the type of ballot to be issued to voter.
- The two election officials obtain the appropriate paper ballot (regular or provisional) and the appropriate ballot envelope (an envelope provided in the precinct election supply kit which is labeled: “Curbside Voter Envelope” for regular curbside ballots or “Provisional Ballot Envelope” for provisional curbside ballots).
- The two election officials take the appropriate ballot (regular or provisional) and corresponding envelope 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 (if provisional ballot, the voter must complete the affirmation statement on the provisional ballot envelope).
- The two election officials take the appropriate envelope 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 **listed above in number 5** of this section for a voter who wishes to cast a ballot (regular or provisional) and is unable to mark his or her ballot.

When Issuing a Ballot as Part of the Voting Process Summary During a Primary Election

Use the following procedures in a primary election when issuing a ballot as part of processing voters (Step 6 on page 25):

- **Ask the voter: Which ballot would you like – a political party ballot or an “issues only” ballot?** Most voters will know which type of political party ballot they will want. But, if a voter asks “what are my choices,” then you should explain the political party ballot choices include – Democratic, Republican, Constitution, Green, Libertarian or Socialist.
- If a voter becomes upset at being asked his or her party affiliation, please explain that this is the law and must be followed if the voter wishes to vote for candidates affiliated with a particular political party in the primary election.
- Once the voter indicates his or her choice of ballot (political party or issues only), check the Signature Poll Book to see what political party affiliation, if any, is listed for the voter. The voter’s choice of ballot is then added in the Signature Poll Book by marking the appropriate political party letter code for the ballot requested by the voter or by marking an “X” if the voter requested an “issues only” ballot. The voter is then given the proper ballot or encoded card.
 - If the voter does not have any political party affiliation in the Signature Poll Book or is requesting a ballot for the same political party with which he/she is already affiliated, the voter’s choice of ballot is then added in the Signature Poll Book by marking the appropriate political party whose ballot was requested by the voter. The voter is then given the proper ballot or encoded card.
 - If the voter has a political party affiliation listed in the Signature Poll Book but has requested a ballot for a different political party and is therefore seeking to change party affiliation, the poll worker must challenge the voter (see Challenge Section below). It is the duty of

the poll workers to confirm that a voter, who is changing political party affiliation, is not being coerced. A primary election voter must consider him or herself affiliated with the political party for which he or she is choosing to vote during the primary election.

Exception: Ohio law provides that any voter who desires to vote a newly formed (minor) political party primary election ballot shall be allowed to vote the new (minor) political party ballot regardless of prior political party affiliation (R.C. 3517.016). Therefore, no voter who requests a newly formed (minor) political party ballot shall be challenged based on prior political party affiliation.

- To ensure consistency within the state, all poll workers must use the following Single Letter Codes for marking the Signature Poll Book when a person requests the ballot of a political party:

<u>Name of Political Party</u>	<u>Single Letter Codes</u>
Constitution	C
Democratic	D
Green	G
Libertarian	L
Republican	R
Socialist	S

CHALLENGED VOTER

- If the voter is challenged based on change of party affiliation, the voter MUST be asked to complete the Statement of Person Challenged as to Party Affiliation (Form 10-W or 10-X).
- If a voter becomes upset at being challenged or being asked to fill out a form, please explain that this is the law and must be followed if the voter wishes to vote for candidates affiliated with a particular political party in the primary election.
- If the challenged voter completes the Statement of Person Challenged as to Party Affiliation (Form 10-W or 10-X), then the voter's choice of ballot is then added in the Signature Poll Book by marking the appropriate political party whose ballot was requested by the voter. The voter is then given a regular ballot or encoded card for the major political party of his/her choice.

- If the challenged voter refuses to complete the Statement of Person Challenged as to Party Affiliation (Form 10-W or 10-X), then the voter MUST vote the voter's choice of political party ballot provisionally and the provisional ballot is recorded in the Signature Poll Book. The voter is then given the provisional ballot for the voter's choice of political party.

17 YEAR OLD VOTERS

- Seventeen-year-old voters will be identified in the Signature Poll Book. Before giving the voter his or her ballot or encoded card, advise the voter he or she can vote for candidates for nomination only and not on any questions or issues on the ballot.
- If this is an even-numbered year primary election, in addition to not being able to vote on questions and issues on the ballot, the seventeen-year-old voter cannot vote on the election of a political party's state central or county central committee members.

Primary Information Reminders

By requesting a political party's ballot, the voter becomes affiliated with the political party whose ballot the person votes. This designation can only be changed by requesting a different political party's ballot at the next primary election.

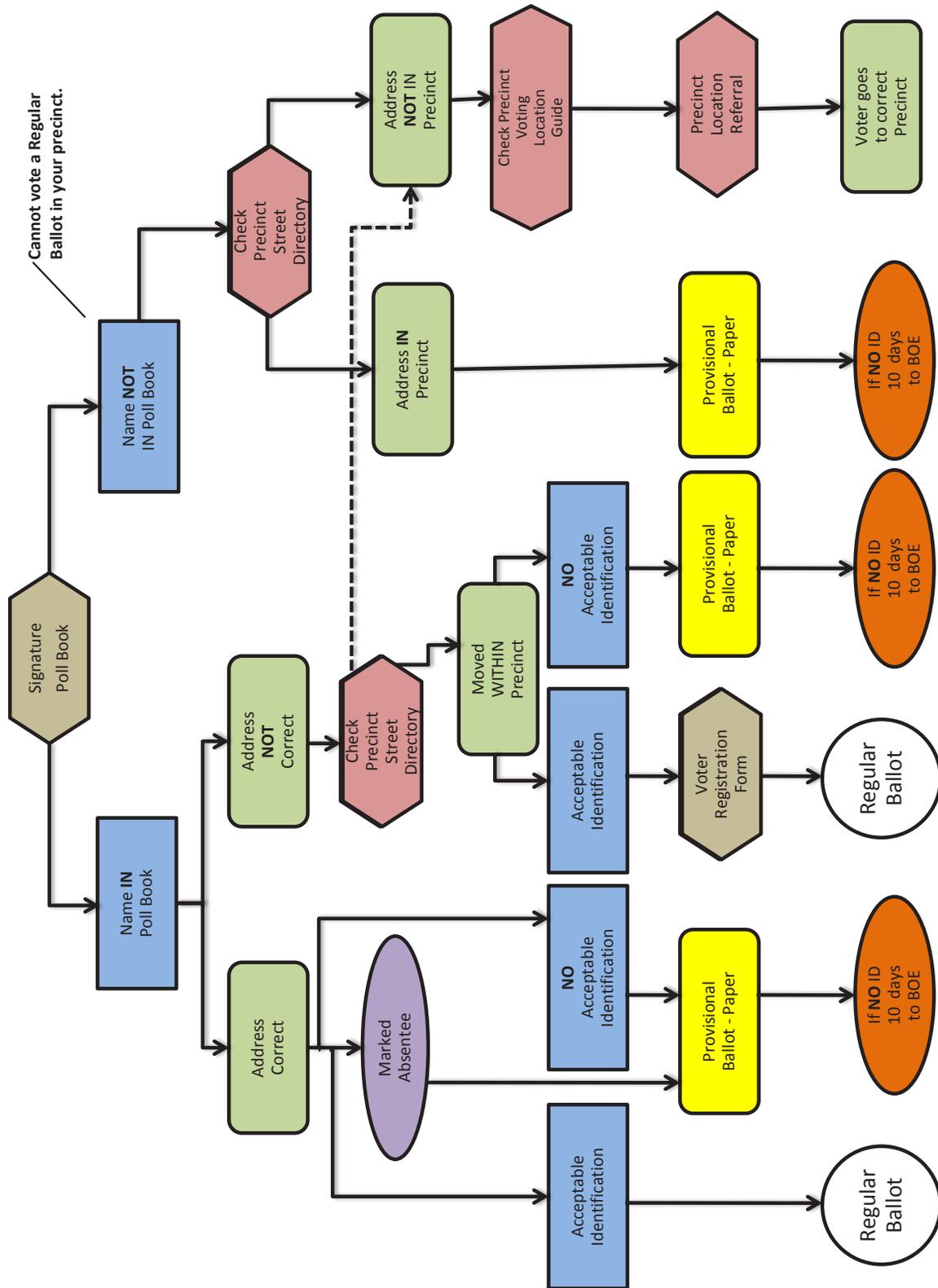
If a person is marked as a D in the Signature Poll Book and requests a ballot for the Republican Party or if a person is marked as an R in the Signature Poll Book and requests a ballot for the Democratic Party, you must then use Statement of Person Challenged as to Party Affiliation (Form 10-W or 10-X). You will complete the top portion of the form. Form 10-X has room to enter ten voters who choose a different party ballot. When the form is completed all four poll workers must sign it.

Voters requesting the ballot of a newly formed (minor) political party may not be challenged under R.C. 3517.016, regardless of the person's prior political affiliation.

Make sure to enter into the Signature Poll Book which political party's ballot is voted by a voter, regardless of whether or not there is a change in party affiliation.

At the end of the day you will complete the bottom portion of Form 10-X for any pages, which may not have been completely filled earlier in the day.

Processing Voters Flowchart



BACKUP PAPER BALLOTS (DRE VOTING MACHINE COUNTIES ONLY)

In counties using touch screen (DRE) voting machines, at least four Paper Ballot Availability Notice posters must be posted in prominent locations at the polling location to inform voters that they may request an optical scan paper ballot. Your board of elections should have provided you with a diagram for arranging the polling location. Please be sure to follow these guidelines when arranging the polling location.

Situations where backup paper ballots are used:

1. **Voter Preference:** If the voter prefers to vote a paper ballot, the voter should be supplied a paper ballot. Poll workers are not required to ask each voter whether he or she would like a paper ballot – the signs provide sufficient notice.
2. **Problems with Machines:** If DRE voting machines malfunction, break down, or run out of power, offer voters backup paper ballots. Contact the board of elections to notify someone of the problem with the machines.
3. **Long Lines:** If lines of voters for DRE voting machines become long, and you are concerned people may wait so long in line they cannot stay and vote, you may offer them the option or encourage them to vote a paper ballot. Backup paper ballots are required to be counted on Election Night along with all other votes from absentee ballots and DRE voting.
 - Voters voting on the backup paper ballots must **not be made to fill out an Identification Envelope - Provisional Ballot Affirmation (Form 12-B)**, and the poll worker is not required to do so either. Backup paper ballots are **not to be placed in provisional ballot envelopes**.
 - Before providing a voter with a backup paper ballot, check to make sure the voter is authorized to vote a regular ballot, such as having an authority to vote slip.
 - Voted backup paper ballots are to be placed by the voter in a secure ballot box provided by the board of elections.
 - Inform the voter that his or her ballot will be counted with the Election Night tallies 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 one of the seven forms of valid ID.

NOTE: If 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.

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 proper or valid ID;
 - The voter refuses to provide ID;
 - The voter has changed his or her name and did not update his or her voter registration by the deadline for that election;
 - 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 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 voted before Election Day;

- The voter is marked (“flagged”) in the Signature Poll Book that a **Notice of Registration (Acknowledgement Notice Form 10-J)** sent to the voter was **returned as undeliverable**, the voter **must show** valid proof of identity, and the voter **MUST** vote a **provisional** ballot; and/or
 - 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.
3. **CURBSIDE BALLOTS:** If a voter meets ALL of the following criteria, the voter is to be given a **curbside ballot** (R.C. 3501.29):
- The voter has traveled to his or her correct polling location, but is physically unable to enter the polling location; and
 - A person assisting the voter stands in line and informs the election officials that assistance is needed.

Note: At this point, two poll workers, one from each major political party, must take the appropriate voting supplies needed for voting to the voter’s vehicle. Curbside ballots are paper ballots only.

(Refer to the Curbside Voting Summary on pages 27-28).

4. **ABSENTEE BALLOTS:** No absentee ballots can be accepted at the polling location on Election Day. The voter must return them to the county board of elections before 7:30 p.m. on Election Day.

VOTER IDENTIFICATION REQUIREMENTS

There are Seven 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 the following criteria is an acceptable photo identification if it has **ALL** of the following:
 - An expiration date that has not passed;
 - A photograph of the voter;
 - The voter's name, which must 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 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. An Ohio driver's license or State ID card with an old address is acceptable if the poll worker records the last four digits of the voter's driver's license or State ID card number 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 (R.C. 3505.18). However, this form of ID must still allow a poll worker or 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.
 - The bill may be a copy of an electronically transmitted statement for services owed, paid, or a regular paper copy.
 - A "utility bill" includes, but is not limited to, water, sewer, electric, heating, cable, Internet, telephone, and cellular telephone services.

- 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 one year 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 copy 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 one year 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, including a copy of an electronically transmitted statement, issued by any level of government (known as "political subdivision") in Ohio, or for any other state, or the United States government.
 - 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 one year 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, including a copy of an electronically transmitted statement, from any public or private employer, bearing the name and **current** address of the voter.
 - 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 one year 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 considered a document that is issued by a “government office,” which includes any local (city, county, township, village, school district or other political subdivision), state or federal government office, branch, agency, division or similar component, including a board, commission, or public college, university or 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. A government document must include the name and current address of the voter. Documents from the board of elections are acceptable ID as government documents; except for voter registration acknowledgment notices which are **NOT** allowed.
 - The document may be a copy of an electronically transmitted statement or a regular paper copy.
 - 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 one year of the Election Day for which the voter is presenting it for the purpose of voting.

Ohio Law Does Not Allow for the Following Forms of ID to be Accepted by Poll Workers:

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;
5. Insurance card; or
6. Any registration acknowledgment notice from the county board of elections. (All other documents from the board of elections are acceptable ID as government documents.)

PROVISIONAL BALLOTS

Provisional ballots are paper ballots that are used by voters whose identities cannot be verified by required identification (see Voter ID Requirements section) 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. If you determine a voter is in the wrong precinct, but the voter insists on voting in your precinct, you may still allow the voter to cast a provisional ballot, which will not be verified for eligibility until after Election Day.

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**, he or she **MUST** vote 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 **wrong precinct** and demands to vote, he or she **MUST** vote a **provisional** ballot.
- If the voter has **changed his or her name** and did not update his or her registration by the deadline for that Election Day, the voter **MUST** vote a **provisional** ballot.
- If the voter has **moved into your precinct** and did not update his or her registration with the board of elections, he or she **MUST** vote a **provisional** ballot. You must verify this by locating the voter's new address in your Precinct Voting Location Guide, also known as the Precinct Street Directory. The voter's current address will not be in the Signature Poll Book or the Supplemental Voter List. The voter should fill out a change of address form at the polling location which you will submit to the board of elections with all materials after the close of the polls.

- If a **message stating** the voter requested an absentee ballot or voted an earlier provisional ballot appears in the Signature Poll Book, he or she **MUST** vote a **provisional** ballot, unless you are otherwise directed by the board of elections.
- If the Signature Poll Book shows that a **Notice of Registration (Acknowledgement Notice Form 10-J)** sent to the voter was **returned as undeliverable**, the voter **must show** valid proof of identity, and the voter **MUST** vote a **provisional** ballot.
- If the voter is **NOT ABLE to provide a valid ID** at the check-in table, the voter **MUST** vote a **provisional** ballot.
- If the voter **REFUSES to provide a valid ID** at the check-in table, the voter **MUST** vote a **provisional** ballot.
- If the voter's **signature**, in the opinion of the majority of all four poll workers, **does not match** the signature in the Signature Poll Book, the voter **MUST** vote a **provisional** ballot.
- If the voter's **eligibility** to cast a ballot has been **challenged (see Challenging Voters section)** by the poll workers, and the voter refuses to complete the Affidavit-Oath-Examination of Person Challenged (Form 10-U), the voter **MUST** vote a **provisional** ballot.
- 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, the voter **MUST** vote a **provisional** ballot.
- If the poll workers are unable to determine the person's eligibility to cast a ballot, **the poll workers shall provide a provisional ballot** to the person.

Before providing a voter with a provisional ballot, make sure that the voter's address is in your precinct. If not, please direct the voter to the correct precinct, providing information on location and a telephone number the voter can call for help. There should be available cards, from the Secretary of State, with a number for the voter to call for help if needed on Election Day. If no cards are available, please have them call the following phone number: (877) 868-3874.

Provisional Ballot Requirements Relating to Last Four Digits of a Voter's Social Security Number (When No Acceptable ID is Provided)

If a voter does not have one of the seven forms of acceptable voter ID, you must ask him or her for the last four digits of his or her Social Security number. The voter **does not have to show the poll worker his or her actual Social Security card.**

- **ASKING FOR LAST FOUR DIGITS OF SSN:** Election officials must ask a provisional voter for the last four digits of his or her Social Security number.
- **VOTER HAS NO SSN:** A voter who does not have a Social Security number must cast a provisional ballot after completing an Affirmation of Voter Who Cannot Provide Identification (Form 10-T) stating that he or she does not have a Social Security number or any type of identification.
- **VOTER HAS SSN BUT CANNOT OR WILL NOT PROVIDE:** If the voter cannot or will not provide the last four digits of his or her Social Security number, the election officials must ask the voter if he or she has a Social Security number. The poll worker must give the voter a written notice that the ballot **will not be counted** unless the voter appears at the county board of elections within 10 days after the election and provides the required identification.
- **VOTER HAS SSN AND PROVIDES LAST FOUR DIGITS:** A voter who has a Social Security number **and provides the last four digits**, may vote a provisional ballot. The voter may appear at the board of elections within 10 days after the election to provide a valid form of identification **but is not required** to for the ballot to count.
- **VOTER REFUSES TO COMPLETE ANY FORMS:** Even if a voter refuses to complete the appropriate Identification Envelope - Provisional Ballot Affirmation (Form 12-B) and an Affirmation of Voter Who Cannot Provide Identification (Form 10-T), he or she may cast a provisional ballot. However, **the poll worker must record the voter's name and shall include that information** with the ballot when transmitting it to the county board of elections. The poll worker must give the voter a written notice that the ballot will not be counted unless the voter appears at the county board of elections within 10 days after the election and provides the required identification.

Processing Voted Provisional Ballots

1. The poll worker must indicate on the Identification Envelope - Provisional Ballot Affirmation (Form 12-B) why the voter is casting a provisional ballot and include all of the following that apply:
 - The type of ID provided by the voter, if any;
 - The last four digits of that voter's Social Security number, if provided;
 - The fact that the Affirmation of Voter Who Cannot Provide Identification (Form 10-T) was:
 - Executed (the form), if applicable; or
 - Refused (to execute the form), if applicable.
2. The Identification Envelope - Provisional Ballot Affirmation (Form 12-B) must be given to the voter;
3. The voter should be asked to complete the statement on the Identification Envelope - Provisional Ballot Affirmation (Form 12-B);
4. The poll worker must check to make sure the voter's Identification Envelope - Provisional Ballot Affirmation (Form 12-B) is completed;
5. The poll worker must completely fill out the back of the Identification Envelope - Provisional Ballot Affirmation (Form 12-B) and sign the front, of the Identification Envelope Provisional Ballot Affirmation (Form 12-B);
6. The completed Identification Envelope - Provisional Ballot Affirmation (Form 12-B) should be double-checked by a second poll worker; and
7. Poll workers must provide to every provisional voter a copy of the Provisional Voter Hotline Notice at the time the voter casts his or her provisional ballot.

Recording Voted Provisional Ballots (Provisional Voting Summary)

1. The "Provisional Voters Only" section in the back of the Signature Poll Book must be completed by the election official and signed by the voter before the ballot is given to the voter;
2. The poll worker must record the stub number(s) when the ballot is given to the voter;
3. The voter must complete the ballot and seal the ballot in the envelope; and
4. The voted provisional ballot in the sealed envelope must be placed by the voter or presiding judge in the provisional voting bag or box.

CHALLENGING VOTERS

On Election Day, voters may be challenged **ONLY** by a poll worker or the presiding judge at the check-in table 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;
- The voter is not of legal voting age; or
- The voter changes political affiliation (partisan primary elections only).

If challenged by a poll worker for one of the first 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 poll workers 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 poll worker will need to make a note on the Problems and Corrections page or Poll Worker Notes page that should be in your poll worker kit.
- If a majority of the poll workers is unable to determine the person's eligibility to cast a ballot, the poll workers shall provide a provisional ballot (see Provisional Ballot section) to the person.

PARTISAN PRIMARY ELECTION ONLY: If a voter is changing political party affiliation (ex: Democratic to Republican or Republican to Libertarian or Constitution to Libertarian), he or she must use Form 10-W (or Form 10-X if directed by the board of elections), found in the precinct supply kit. If the voter completes the form as required, the voter must be given a regular ballot of the political party requested by the voter. If the voter refuses to fill this form out, the voter must be given a provisional ballot for the political party requested by the voter. Make a note on the Problems and Corrections page or Poll Worker Notes page.

NEWLY FORMED (MINOR) POLITICAL PARTY EXCEPTION: Any voter who requests a ballot of a newly formed (minor) political party in a primary election is NOT to be challenged based on party affiliation regardless of prior party affiliation.

Please also see **Processing Voters during a Primary Election** on page 29 and **Primary Information Reminders** on page 31.

TIME LIMITS

The general time limit for a voter to occupy a voting compartment or use a voting machine is five minutes. However, a voter should be given a reasonable amount of time to mark and check his or her ballot. If a voter seems to be taking an unusually long period of time while in the voting compartment, two precinct 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 poll worker, 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 upon it, but the voter must **not** remove Stub A.

If the voter tears, soils, defaces, or erroneously marks a second ballot, the voter may return it to the poll worker, 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, detach Stub A, 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 poll worker **every ballot issued** to him or her with Stub A attached to each ballot, regardless of whether or not the voter has made any marks on the ballot.

MANAGING THE POLLING LOCATION

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

The following people are allowed in the polling location:

- Voters;
- Children of voters who are not yet of voting age;
- A person who will be assisting a voter with the voting process; and
- Persons checking the Precinct Voter Registration Lists.

With proper credentials from the county board of elections, the following people are allowed in the polling location:

- Poll observers bearing a certificate of appointment;
- Credentialed members of the media (please notify board of elections);
- Other persons who are assigned to a precinct by the board of elections or the Secretary of State;
- On-duty police officers assigned to a precinct by the board of elections;
- The Secretary of State's legal representative(s); and
- Employee(s) of the facility housing the polling location.

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 poll workers – 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).
- A voter may designate an attorney-in-fact, which is a person who is 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)).

Persons Checking the Precinct Registration List

- Any person may enter the polling location for the sole purpose of checking the precinct 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 electioneering clothes or accessories and may not interfere with or disrupt the election.
- Such persons may not take the posted 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.

Poll Observers:

- **Must be appointed** by political parties, groups of candidates, or issue committees to **observe the conduct of the election** in the polling location at least eleven days prior to Election Day;
- Upon arriving at the polling location, an observer must have his or her Certificate of Appointment of Observer (Form 215, Form 217, or Form 220) verified by a poll worker and must take the observer’s oath;
- Are **allowed** to be in the polling location **before, during, and after hours of voting**; and
- Are not permitted to interfere with poll workers 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.

Credentialed Member of the Media:

- **Representatives of the media are permitted inside the polling location.** The First Amendment of the U.S. Constitution has been interpreted as allowing this access to media. However, the presence or activities of the media **may not interfere** with poll workers' activities or voters signing-in or voting (R.C. 3501.33; R.C. 3501.35).
- While serving as a poll worker or presiding judge, you may speak to the media, but **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.

The following people ARE NOT allowed in the polling location:

- Candidates or campaign workers who are campaigning or electioneering; and
- Anybody of voting age who is not voting and who does not have credentials.

NOTE: Candidates and campaigners are allowed to vote, of course, but they must not wear any electioneering clothes or accessories while in the polling location.

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 an orderly voting process.** They may not be located within 100 feet of the entrance if they are wearing clothing or buttons that promote or oppose a candidate or issue.

Electioneering:

The **polling location is a neutral zone. Electioneering or campaigning** is part of the political process but **is prohibited within 100 feet of the entrance** to a polling location or within ten 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, poll workers, or fellow voters – even if those fellow voters are friends or family.

Candidates, campaign workers, and other persons entering the polling location must remove or cover all campaign garb and paraphernalia before entering. Poll workers 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.

A voter who refuses to remove or cover up campaign garb or paraphernalia **shall not** be prevented from voting, if the voter is entitled to do so (R.C. 3501.33). However, you must report any such incident to the board of elections.

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

Poll workers 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 accounted for.

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.

Posting of Official Precinct Voter Registration Lists

Copies of the official precinct voter registration lists must be updated and posted throughout the day so that the public can see which voters who are registered in your precinct have voted.

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

- The first copy of the list should be posted at 6:30 a.m., after the absentee voters have been marked. The poll worker 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 poll worker must keep the other copies, updating them by the 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.
- A final copy of the list must be returned to the county board of elections with other supplies, marked to indicate who has voted between 6:30 a.m. and 4:00p.m.
- The general public is allowed into the polling location to read these lists while the polls are open.

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 (HAVA) requires that all voters must have the ability to independently cast a private ballot. The Americans with Disabilities Act (ADA) 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 poll worker, 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. Here are some general guidelines for poll workers when interacting and communicating with voters with disabilities.

Any voter with a disability may receive assistance from a person of their choice or two poll workers – each from a different political party – assist them. The elector may choose anyone he or she wants to provide them 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).

Because some buildings used as polling locations may have been built before the ADA was enacted, these buildings may have barriers that prevent a person from accessing his or her polling location. In this situation, poll workers must offer the voter curbside voting – that is, a method of voting that allows the voter to cast his or her ballot outside the polling location. For curbside voting, two poll workers, one from each major political party, must take the appropriate voting supplies needed for voting to the voter’s vehicle. Curbside ballots are paper ballots only.

General Guidelines for Communicating with Voters with Disabilities

- Always speak directly to the voter with a disability, not to a companion or an interpreter.
- Offering to shake hands when introduced to people with limited hand use or an artificial limb is acceptable.
- Always identify yourself and other poll workers when assisting a person who is visually impaired.
- If you offer assistance, wait until the offer is accepted, then listen and wait for instructions.
- Treat adults as adults; never patronize people in wheelchairs by patting them on the shoulder or head.
- Do not lean or hang on a person’s wheelchair; this device is an extension of their body.
- Never distract a service animal; they are working.
- Listen carefully when speaking with people who have difficulty speaking. Never pretend to understand; instead, repeat what you understood and allow the person to respond.
- Place yourself at eye level when speaking with someone in a wheelchair.
- Tap a person who has a hearing disability on the shoulder or wave your hand to get their attention. Always speak directly to the person, clearly, slowly and expressively, as they may be able to read lips. Speak in a normal tone.
- 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 poll worker, 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.
- 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 them in 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 your thought 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 poll worker.
- 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 with 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.
- 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 treat that person as you would want to be treated.

CLOSING THE POLLS

Preparing to Close the Polls

All polls in Ohio are to close at 7:30 p.m., unless a court order and directive from the Secretary of State 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, also known as the Precinct Street Directory, 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! Your feet hurt, despite your comfortable shoes, and you are tired. 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 poll worker 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 poll worker should loudly declare, “The polls are closed!” If people are waiting to vote at closing time, they must be allowed an opportunity to vote.

To accommodate voters waiting in line:

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

NOTE: Do not allow anyone who arrives after poll closing time to enter the line and vote. If a voter insists on voting after poll closing time and they were not in line at closing time, have that person vote a provisional ballot and note the time the voter arrived on the provisional ballot envelope.

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.

After the Voters Have Left the Polling Place

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

IN PRECINCTS USING DREs (touch screens)

- Count and record the total number of regular ballots voted on the DREs;
- Count and record the total number of regular ballots voted on backup paper ballots;
- 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;

- 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; and
- Double-check ballot statistics, and sign the Closing Certificate and Election Day Balance/Reconciliation Sheet.

IN PRECINCTS USING OPTICAL SCANNERS

- Count and record the total number of regular paper ballots voted;
- 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;
- 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; and
- Double-check ballot statistics and sign the Closing Certificate and Election Day Balance/Reconciliation Sheet.

IN ALL PRECINCTS

- Bring in the flags and take down signs inside and outside the polling location;
- Close out and pack up electronic voting units; and
- Securely pack ballots and supplies and immediately return them to the board of elections, or your designated drop off location.

Please note, the ballots and required voting materials and supplies are to be transported to the board of elections by a presiding judge with a poll worker, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the presiding judge. Please also refer to specific transport instructions provided by your board of elections for more details.

REVIEW QUESTIONS

(Answers and explanations on page XX)

1. What time do Ohio's Polls Close?

- A. 5:00 p.m.
- B. 7:00 p.m.
- C. 10:00 p.m.
- D. 7:30 p.m.

2. How many feet from the entrance of the polling location are the flags to be placed?

- A. 200
- B. 100
- C. 50
- D. 75

3. Which of the following is a "regular ballot" voter?

- A. Marked "absentee" in Signature Poll Book
- B. Refused to provide ID
- C. Cannot find name in Signature Poll Book
- D. Provided valid ID and name and address found in Signature Poll Book

4. Which of the following is a valid form of photo ID?

- A. State of Ohio identification card
- B. Ohio driver's license
- C. A & B
- D. Other state's driver's license
- E. All of the above

5. Who can challenge a voter on Election Day?

- A. Candidate
- B. Media
- C. Poll worker or presiding judge
- D. Another voter

6. How many times must you post the Official Voter Registration Listings?

- A. Two
- B. Three
- C. One
- D. Never

7. Who is NOT allowed in the polls during the election?

- A. Candidates or their representatives while electioneering
- B. Certified observers
- C. Media
- D. All of the above

8. If you cannot locate the voter's name in the Signature Poll Book, which of the following should you do first?

- A. Check the Supplemental List at the back of the Signature Poll Book
- B. Call the county board of elections to double check
- C. Check the voter's ID
- D. Have the voter complete an Affirmation Statement

9. Polling places are open for voting:

- A. 6:00 a.m. to 6:00 p.m.
- B. 7:00 a.m. to 6:30 p.m.
- C. 6:30 a.m. to 7:30 p.m.
- D. 7:30 a.m. to 7:30 p.m.

10. What should you ask a voter to provide?

- A. Name
- B. Name, current address, valid ID
- C. Name, current address
- D. Current address

APPENDIX

Glossary

Affirmation of Voter Who Cannot Provide Identification (Form 10-T) - A form for use only by the provisional voter who does not have a form of valid ID and cannot provide the last 4 digits of his or her Social Security number because he or she does not have a Social Security number (R.C. 3505.18(A)(4); R.C. 3505.181(A)(4)).

Americans with Disabilities Act - The Americans with Disabilities Act (ADA) is a federal law that sets standards for ensuring 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 - A voter who asks for assistance in marking the ballot, because of blindness, disability or illiteracy. Assisted Voters may have a person of their choice or two poll workers (each from a different political party) assist them. The only people who cannot assist a voter are their employer, an agent of the elector's employer, an officer or agent of the elector's union or a candidate that is on the ballot (R.C. 3505.24).

Attorney in Fact - A person, not necessarily an attorney, of the voter's choice, designated prior to Election Day with the board of elections, who may sign all election-related documents on behalf of the voter, but signing must be done in the voter's presence (R.C. 3501.382).

County Street Directory - An alphabetical list of every street or road in your county.

Current Identification - An identification document issued on a date within one year immediately preceding the Election Day; or an identification document with an expiration date that has not passed as of the date of the election (Directive 2008-80; R.C. 3501.01(AA)).

DRE - The Direct Recording Electronic Voting System is the electronic version of a traditional lever voting machine. DRE systems do not use a paper ballot. Instead, voters enter choices directly into the DRE system memory. DRE systems use touch screens, keypads or push buttons to record voter selections. Votes are stored electronically and combined with votes from other DRE systems in the jurisdiction to produce final results reports.

Electioneering - Electioneering 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, newspaper and magazines with political covers, hats, stickers, pins, bags and so on. Electioneering is prohibited at polling locations within 100 feet of the entrance and within ten feet of voters waiting in line, if the line extends past the 100 feet.

Election Security - In the polling location all voting equipment, ballots, and election records must be stored in such a way that they cannot be tampered with; all actions taken by poll workers, observers and others at the polling location must be in public view and must be documented. Observers receive an oath from the presiding judge.

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

Help America Vote Act of 2002 (HAVA) - A federal law signed into law in 2002 that requires a number of changes in the way federal elections are conducted at the local level. It requires and provides funding for the placement of new voting systems in each polling location that are accessible to voters with a disability. It creates a new provisional ballot procedure for voters whose eligibility to vote is in question. It requires that first time voters registering by mail provide some form of identification when registering to vote for the first time to establish his or her identity. By January 1, 2006, it required the states to create a new statewide, computerized voter registration system.

Identification Requirements - Ohio 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 photo ID, the address must match the board of elections' records. There are seven acceptable forms of ID, as follows:

1. Valid Photo ID issued by Ohio or federal government
2. Military ID (which may or may not contain an address)
3. Utility bill
4. Bank statement
5. Government check
6. Payroll check
7. Other government document

Lost or Wrong Precinct Voter - A voter who does not live in the precinct where they have requested to vote and does not know the location of his or her polling location.

National Voter Registration Act of 1993 - The National Voter Registration Act (NVRA) is a federal law that requires voter registration be easy and ensures that the registration process does not create unnecessary barriers to the voting process. Voter registration may take place at agencies providing public assistance and agencies offering services to the disabled. NVRA also requires the Secretary of State to provide regular updates to the Federal Election Commission (FEC) and subsequently the Election Assistance Commission (EAC) detailing the sources of voter registration.

Oath/Payroll Sheet - A form all poll workers must complete and sign this form before opening the polls. The presiding judge must sign before workers can be paid (R.C. 3501.31).

Observers - A person who is officially appointed to observe the election by a political party, five or more candidates, or for an issue on the ballot. 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 to the poll worker in order to be permitted to observe in a polling location (R.C. 3505.21).

Ohio Revised Code - The Ohio Revised Code contains all acts passed into state law by the Ohio General Assembly and signed by the governor or that became law under the Ohio Constitution without the governor's signature. The Ohio Revised Code replaced the Ohio General Code in 1953. Title 35 of the Ohio Revised Code contains the main provisions of Ohio law dealing with elections.

Ohio Voter Identification Law - Ohio Voter Identification Law (ID Law) is a state law that requires all voters who show up at a polling location 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 photo ID, the address must match the board of elections records. There are seven acceptable forms of ID, as follows:

1. Valid Photo ID issued by Ohio or the United States government
2. Military ID (which may or may not contain an address)
3. Utility bill
4. Bank statement
5. Government check
6. Payroll check
7. Other government document

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

Polling Location/Place - A place provided for each precinct at which the electors having a voting residence in such precinct may 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.

Poll Workers/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).

Poll Worker Manual - A manual for poll workers that contains procedures and instructions needed to process voters.

Precinct - A district within a county established by the board of elections of such county 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 (see R.C. 3505.181((E)(2))) also known as a **Precinct Street Directory** - 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.

Precinct Voter Registration List – Contains the names and address of every voter who is properly registered to vote in the precinct. Poll workers 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 voted an absentee ballot (R.C. 3503.23).

Presiding Judge - One of the four poll workers, who is appointed by the county board of elections, is responsible for correctly running the election in the presiding judge's assigned precinct and is responsible for qualifying voters, documenting procedures, preparing election records and returns at the end of the day, and transporting with a poll worker 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.

Presiding Judge Instructions - Materials received by the presiding judge from the board of elections that contain election supplies and last minute changes (R.C. 3501.22).

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 application and affirmation form completed by voters are 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.

SOS Directives, Advisories and Memoranda - Directives are written orders originating from the Secretary of State, with authoritative instructions, conveying certain direction, and/or requiring specific policies, responsibilities and procedures that must be followed by the boards of elections throughout the state. The Secretary of State's Web site displays the directives from January of 2005 up to and including the most recent.

Advisories are written to clarify for the boards of elections federal or Ohio law, court orders or decisions, the directives issued by the Secretary of State's office and/or to inform the boards of elections about any new processes, legal changes,

circumstances or other changes regarding the election process. The Secretary of State's Web site displays the advisories from March 2006 through up to and including the most recent.

Memoranda from the office of the Secretary of State include general information, revisions of forms, survey results and status reports. The Secretary of State's Web site displays the memoranda from February 2006 up to and including the most recent.

Service Animal – Animals that are individually trained to perform tasks for people with disabilities, such as guiding people who are blind, alerting people who are deaf, 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 poll worker 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 the general or primary election.

Storage Carts - Large carts that are used in certain counties to hold the voting units, flags, directories and reference guides.

Supplemental Voter List - A listing of voters whose registration or voting status was updated after Signature Poll Books were printed. This list is found in the back of the Signature Poll Books. The supplemental 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 - Information for the voter about when and how to cast his or her ballot and to whom he or she may turn if he or she feels his or her right to vote has been infringed.

Voting Rights Act of 1965 (VRA) - Congress passed this landmark legislation to guarantee the right to vote for all eligible citizens. The VRA did the following:

- Outlawed poll taxes and literacy tests,
- Required that certain jurisdictions with a history of enacting laws to prevent minorities from voting have their election laws “pre-cleared” by the U.S. Department of Justice,
- Provided for Department of Justice oversight of voter registration, for federal registration of voters in areas that had used a “device” to limit voting and in which less than 50% of the population was registered to vote in 1964, and
- Required some jurisdictions to provide ballots and assistance in languages in addition to English where a large proportion of voters are not native English speakers.

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 (R.C. 3513.041).

Frequently Asked Questions

1. Must a voter show to an election official an acceptable proof of identity 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?

If (a) the passport is current, and (b) the U.S. government printed the person's current address on the passport before issuing the passport to the person, then the answer is yes; otherwise, the answer is no. The Secretary of State's office is not aware of any U.S. passports that are currently being issued with a citizen's permanent address printed by the government on the passport. For more information, see Secretary of State Directive 2008-80.

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 are to be transported to the board of elections by a presiding judge with a poll worker, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the presiding judge. Please also refer to specific transport instructions provided by your board of elections for more details.

4. How should a poll worker respond when a voter asks specific questions about candidates or issues?

Poll workers 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 poll worker 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. R.C. 3505.23 established a five-minute time limit when all machines are in use and voters are waiting to use them. However, poll workers should be flexible in enforcing that time limit.

7. Can I refuse an irate or drunken voter?

Generally, every voter must be served. Use common sense, prudent judgment, and superior customer service when dealing with difficult voters. If necessary, the sheriff, police, or other peace officers may be called upon for assistance, but all electors should be allowed to vote.

8. What should a poll worker 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. It is not to be posted.

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.

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 or vote a provisional ballot at the voting location.

11. Does a voter actually have to show to a poll worker the form of ID that the voter is using in relation to the prescribed form on a provisional envelope (SOS Form 12-B)?

Yes. Because the poll worker verifies the type of ID that the voter voting a provisional ballot is providing, the voter must actually show the ID to the poll worker. However, a voter who uses the last four digits of his or her Social Security number does not have to show the poll worker his or her actual Social Security card.

12. Is a voter who is voting provisionally at a polling location required to complete a new voter registration card?

No. Elections officials may request, but shall not require, a provisional voter complete a new voter registration card. It should be noted that the provisional ballot affirmation statement prescribed by the Secretary of State in 2008 serves two functions: it serves as a provisional voter affirmation statement as well as a change of name/address form for voter registration.

13. Is the Secretary of State-prescribed Affirmation Statement that has been printed on a provisional ballot envelope sufficient to register a non-registered voter for future elections?

Yes. The form can be used to register a previously unregistered person. The Secretary of State-prescribed Provisional Ballot Affirmation Statement (Form 12-B, version 07- 08) printed on a provisional ballot envelope, if completed properly, may serve several purposes. For example, it is an affirmation for providing a provisional voter's identity and qualifications to vote and it may be used for voters who are currently registered but need to update their registration due to an address or name change.

14. If a voter's political affiliation is challenged, and the voter refuses to sign a Persons Challenged as to Party Affiliation Statement (Form 10-X or 10-W), should the voter be given an issues only ballot or a partisan ballot?

If a voter refuses to sign the Persons Challenged as to Party Affiliation Statement (Form 10-X or 10-W), then the voter must vote provisionally. The voter should be given the ballot of the political party requested by the voter after completing the Identification Envelope - Provisional Ballot Affirmation (Form 12-B).

Review Question Answers

1. What time do Ohio's Polls Close?

- a. 5:00 p.m.
- b. 7:00 p.m.
- c. 10:00 p.m.
- d. 7:30 p.m.**

Answer: D. Polls officially close at 7:30 p.m. although any voter in line at that time is afforded the opportunity to vote. Poll workers continue to process voters until everyone in line when the polls closed is checked-in.

2. How many feet from the entrance of the polling location are the flags to be placed?

- a. 200
- b. 100**
- c. 50
- d. 75

Answer: B. Place the flags 100 feet from the entrance to the polling place. Keep this area free of campaigning. The polling place and this area immediately in front of the entrance is a neutral area. If a line of voters extends beyond 100 feet from the polling place, electioneering must be at least 10 feet back from where the line ends.

3. Which of the following is a "regular ballot" Voter?

- a. Marked absentee in Signature Poll Book
- b. Refused to provide ID
- c. Cannot find name in Signature Poll Book
- d. Provides valid ID and name and address found in Signature Poll Book**

Answer: D. Voters who do not qualify as regular voters may cast a provisional ballot.

4. Which of the following is a valid form of photo ID?

- a. State of Ohio identification card
- b. Ohio driver's license
- c. A & B**
- d. Other state's driver's license

Answer: C. A State of Ohio identification card and Ohio driver's license are valid forms of ID.

5. **Who can challenge a voter on Election Day?**

- a. Candidate
- b. Media
- c. Poll worker or presiding judge**
- d. Another voter

Answer: C. Only a poll worker or the presiding judge can challenge a voter and only on these matters:

6. **How many times must you post the Official Voter Registration Listings?**

- a. Two
- b. Three**
- c. One
- d. Never

Answer: B. Poll workers post the official voter registration list three times on Election Day: 6:30 a.m., 11:00 a.m., and 4:00 p.m.

7. **Who is NOT allowed in the polls during the election?**

- a. Candidates or their representatives when electioneering**
- b. Certified observers
- c. Media
- d. All of the above

Answer: A. Candidates and their representatives are not allowed in the polling place if they are electioneering.

8. **If you cannot locate the voter's name in the Signature Poll Book, which of the following should you do first?**

- a. Check the Supplemental List at the back of the Signature Poll Book**
- b. Call the county board of elections to double check
- c. Check the voter's ID
- d. Have the voter complete an Affirmation Statement

Answer: A. Check the Supplemental List, usually found at the back of the Signature Poll Book. This list includes changes to the voter registration list that occurred after registration closed for the current election. It could include notations regarding changes of address, changes of name, and if the voter was issued an absentee ballot.

9. **Polling places are open for voting:**

- a. 6:00 a.m. to 6:00 p.m.
- b. 7:00 a.m. to 6:30 p.m.
- c. 6:30 a.m. to 7:30 p.m.**
- d. 7:30 a.m. to 7:30 p.m.

Answer: C. Polling places are officially open from 6:30 a.m. to 7:30 p.m. This is a long day for poll workers! Work in teams and double check your work.

10. **What should you ask a voter to provide?**

- a. Name
- b. Name, current address, valid ID**
- c. Name, current address
- d. Current address

Answer: B. The voter's address must be in the precinct and must match the board of elections records (e.g., the Signature Poll Book).

Poll Worker Oath

On Election Day the precinct election officials shall arrive punctually at the polling place one-half hour before the time fixed for opening the polls. Each of the precinct election officials shall thereupon make and subscribe to a statement which shall be as follows:

“State of Ohio

County of

I do solemnly swear 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 the election laws; that I will discharge to the best of my ability the duties of judge of election in and for precinct in the (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.

(Signatures of precinct election officials)

Polling Place Supplies Checklist

Required by R.C. 3501.30

- **Official ballots** – presidential ballot (if a presidential election): office type ballot: nonpartisan ballot and questions and issues ballot
- **Ballot boxes** – secured locked containers within which voted paper ballots are placed
- **Poll Books** – Signature Poll Books
- **Poll Lists** – voter registration lists
- **Cards of instructions** – voting instructions that are specific to each county's voting system
 - Premier AccuVote TSX
 - ES&S iVotronic
 - Hart eScan
 - Optical Scan
 - Optical Scan with Automark
- **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**, 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** – (not required due to discontinued use of the punch card voting system)
- **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 question or issue** – including:
 - State issues
 - Local questions or issues
- **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
- **Judge Carr Polling Place Notice** – informs a voter that his or her vote, including a vote cast by a provisional ballot, will count ONLY if they are voting in the precinct or polling place assigned to the address at which they reside
- **Form 10-V Notice** – a notice regarding voting more than once at same election
- **For DRE Counties Only:** four Paper **Ballot Availability Notice** posters that alert voters to the availability of paper ballots
- **List of Registered Voters 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 poll workers and posted at 11:00 a.m. and 4:00 p.m. to indicate those names of those registered voters who have voted

Forms

- **Form 10-T** – Affirmation of Voter Who Cannot Provide Identification (for voter who has no ID or social security number)
- **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 228** – Declaration of Elector Unable to Mark Ballot
- **Form 400** – Chain of Custody Log – form used to track the custody and location of voting equipment, including electronic Signature Poll Books, supplies and/or ballots
- **Form 450** – Election Day Precinct Incident Log (as prescribed in Directive 2008-88)
- **Form 475** – Voting Unit Event Log (as prescribed in Directive 2008-30)
- **SOS Form SEC 4010** – Voter Registration Form

Additional Items

- **Poll Worker Manual**
- **Poll Worker Quick Reference Guide** from Secretary of State
- **Poll Worker and Presiding Judge Reminders** from Secretary of State
- **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
- **Other board provided instructions or guides**
- **Contingency Plans/Emergency contact list** for the board of elections
- **“Share Your Voting Experience” business cards**, which includes a phone number to be given to a voter if they would like to provide feedback on their voting experience
- **Provisional Ballot Notice (Form 12-H)**, which includes a hotline number to be given to each voter that votes a provisional ballot
- **1 copy of Directives 2008-80 and 2008-81** on voter ID and provisional voting

- **4 copies of Attachments 1 and 2 to Directive 2008-80** – voter ID flow chart and samples of military ID's (may be subject to change or updating)
- **Precinct Voting Location Guide** (see R.C. 3505.181((E)(2)), also known as the **Precinct Street Directory**)
- **Poll Worker nametags**
- **Locks and/or seals**
- **Payroll statements**
- **Envelopes for soiled and defaced ballots**
- **ADA components/accessories** - headsets, etc.
- **Access To Voting Pamphlet** - Tips for communicating with a deaf/hard of hearing person
- **“I Voted” or “I Made A Difference” stickers**

Additional Items for DRE Counties

- Extra paper rolls
- 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 for marking ballot
- Security tape
- Keys
- Extension Cord(s) (if necessary)

Notices, Forms, etc.

<p>General Election Tuesday, November 2, 2010</p>	<p>Polling Hours: 6:30 a.m. to 7:30 p.m.</p>
<p>Special Voting Instructions</p>	
<p>Proof of Identity – Identification Requirements</p> <p>All voters shall be required to provide proof of identity. Acceptable forms of proof of identity are:</p> <ul style="list-style-type: none"> • Current and valid photo identification, • Military identification, or • A copy of current utility bill, bank statement, government check, paycheck or other government document (other than a voter registration notification mailed by a board of elections) that shows your name and current address. <p>If you provide as proof of identity either an Ohio's driver's license or state identification card issued under R.C. 4507.50 that does not contain your current address, you shall provide the last four digits of your Ohio driver's license or state identification card number to the precinct election official. The precinct election official shall indicate on the precinct records that you have provided proof of identity containing your former address; and record the last digits of your driver's license or state identification card number. You may then cast a regular ballot.</p> <p>If however, you are unable or unwilling to provide any proof of identity you shall given the opportunity to cast a provisional ballot.</p> <p>Voting a Provisional Ballot</p> <p>You will be allowed to cast a provisional ballot after completing and signing a provisional affirmation statement for any of the following reasons:</p> <ul style="list-style-type: none"> • Your name does not appear on the official poll list for an election or an election official asserts that you are not eligible to vote or an election official is unable to determine your eligibility. You are unable or decline to provide the required proof of identity. • If you are an Ohio voter who moved from one Ohio precinct to another Ohio precinct or changed your name and did not update your voter registration by the 30th day prior to this Election Day, you may vote a provisional ballot as provided by state law. • Your name appears 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 has been postponed until after Election Day for a challenge to your eligibility as an elector. • Your signature, in the opinion of the precinct officers, does not match your registration form. • Your eligibility to cast a ballot has been challenged by the precinct officers and you refuse to make the required statement. <p>The precinct election official will provide you with instructions on how to vote the provisional ballot. After voting your provisional ballot, you will return the ballot to the precinct election official.</p> <p>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, your vote will count only if you are voting in the precinct in which you reside.</p> <p>If the county board of elections determines that you are eligible to vote that ballot, your provisional ballot will be counted in the official canvass of the election.</p> <p>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.</p>	

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 military or are residing overseas. *[42 U.S.C. 1973ff-1; R.C. 3509.03, 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); 1973]*
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), 1973(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. 1973(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-VOTEVRI (877-868-3874) Email: jbrunner@sos.state.oh.us
- or Ohio Attorney General
 30 E. Broad Street, 17th floor
 Columbus, OH 43215-3428
 Tel: 614-466-4320 or 1-877-AG4-OHIO (877-244-6446) Email: constituentservices@ag.state.oh.us
- 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.

NOTICE

Your vote, including a vote cast by provisional ballot, will count ONLY if you are voting in the precinct or polling place assigned to the address at which you reside.

If you do not know whether you are at the correct precinct or polling place, please ask a poll worker for assistance now.

(Issued by U.S. District Court Judge Carr on 10/23/2004)

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.

YOU HAVE AN OPTION!

**Touch Screen Voting
or
Paper Ballots**

**Please ask your Poll
worker when you sign-in**

Your ballot will be counted
at the board of elections on
election night.



Issued by the
Ohio Secretary of State



Voting Rights Institute
(877) VOTE-VRI
(877) 868-3874
www.myvoteohio.com
vri@sos.state.oh.us

SOS 0535 (09/08)

printed in-house

Form No. 12H Prescribed by Secretary of State (07-10)

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 November 2, 2010 general election, or to learn after November 12, 2010, whether it was counted, please call the PROVISIONAL VOTER HOTLINE AT:

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

This Hotline is available from November 3, 2010 to December 31, 2010. If you have questions on Election Day (November 2, 2010), please call the Secretary of State's Voting Rights Institute (VRI) Hotline at 1-877-VOTEVRI (1-877-868-3874). If you are required to provide more information (see below) for your ballot to count, you have until 10 days after Election Day (from November 3 thru November 12, 2010) 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:

www.sos.state.oh.us/SOS/elections/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 10 DAYS AFTER THE ELECTION:

1. You had none of the required forms of identification, and you have a social security number but could not on Election Day provide the last four (4) digits of it.
2. You had but declined to provide any of the required forms of identification, and you have a social security number, but you declined to provide the last four (4) digits of it.
3. You had none of the required forms of identification, you do not have a social security number, and you declined to execute the required affirmation statement.
4. 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. In the case of 1, 2, and 3 above, you must provide to the board of elections proof of your identity or, in the case of 3 above, you may simply execute the affirmation statement that you declined to make on Election Day. 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 an election 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, but the board will record the last four (4) digits of that license or ID number. "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.

In the case of 4 above, you are required by law to appear at the office of the board of elections and provide to the board any additional information necessary to determine your eligibility for your provisional ballot to be counted.



SOS 2206 (08/07)

Union logo here

Share Your Voting Experience

Web site: www.myvoteohio.com

E-mail: vri@sos.state.oh.us

Phone: 877-VOTE-VRI
(877-868-3874)



JENNIFER BRUNNER

OHIO SECRETARY OF STATE
180 EAST BROAD STREET, 15TH FLOOR
COLUMBUS, OHIO 43215

Voter Registration 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 Web site at: www.sos.state.oh.us or call 1-877-767-6446.

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 the 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 prior to Election Day, please contact your county board of elections.

Lines 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."

Registering by Mail

If you register by mail and do **not** provide either a current Ohio driver's license number or the last four digits of your Social Security number, please enclose with your application **a copy** of one of the following forms of identification that shows your name and current address:

Current valid photo identification card, military identification, or current (within one year) utility bill, bank statement, paycheck, government check or government document (except board of elections notifications) showing your name and current address.

Your Signature

Your signature is required for your registration to be processed. In the box next to the arrow by line 14, please affix your signature or mark, taking care that it does not touch surrounding lines or type so it can be effectively used to identify you. If your signature is a mark, include the name and address of the person who witnessed the mark beneath the signature line. If by reason of disability you are unable to physically sign, you may follow specific procedures found in Ohio law (R.C. 3501.382) to appoint an attorney-in-fact who may sign this form on your behalf at your direction and in your presence.

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

) HERE

1. Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Will you be at least 18 years of age on or before the next general election? <input type="checkbox"/> Yes <input type="checkbox"/> 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	
7. Additional Rural or Mailing Address (if necessary)						8. County where you live	
9. Birthdate (MO-DAY-YR) (required)		10. Ohio driver's license No. OR last 4 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			

FOR BOARD USE ONLY SEC4010 (Rev. 07/08)
City, Village, Twp.
Ward
Precinct
School Dist.
Cong. Dist.
Senate Dist.
House Dist.

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.

14. **Your Signature** →

Date / /
MO DAY YR

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.sos.state.oh.us or by calling 1-877-767-6446.

OHIO VOTER IDENTIFICATION REQUIREMENTS

R.C. 3503.19

Voters must bring identification to the polls in order to verify identity. Identification may include a current and valid photo identification, a military identification, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document, other than a notice of an election or a voter registration notification sent 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. Voters who do not have any of the above forms of identification, including a Social Security number, will still be able to vote by signing an affirmation swearing to the voter's identity under penalty of election falsification and by casting a provisional ballot. For more information on voter identification requirements, please consult the Secretary of State's Web site at: www.sos.state.oh.us or call 1-877-767-6446.

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

Form No. 10-F Prescribed by Secretary of State (09-09)

**POWER OF ATTORNEY
EXECUTED BEFORE A NOTARY PUBLIC**
R.C. 3501.382(A)(1)(a)

Notice: The powers granted by this document are limited. You may revoke this power of attorney if you later wish to do so.

I, _____, by reason of disability, am unable to sign my name
(Name of Voter)

and hereby appoint:

_____	_____
(Name of Attorney in fact)	(Date of Birth)
_____	_____
(Residence Address)	(Ohio Supreme Court Registration Number (If applicable))

(City and Zip)	

a legally competent resident of this state who is 18 years of age or older, as my attorney in fact to act for me in any lawful way with respect to the following subject:

Sign my name as a candidate, signer, or circulator on a declaration of candidacy and petition, nominating petition, other petition, or other documents under Title XXXV of the Revised Code at my direction and in my presence.

The form of signature my attorney in fact will use when signing my name is:

_____.

A photocopy of my attorney in fact's driver's license or state identification card issued under section 4507.50 of the Revised Code is attached to this notarized form.

Completed this _____ day of _____, _____.

Your Mark (if you are able to make a mark)

JURAT OF NOTARY PUBLIC

Sworn to and acknowledged before me by _____ on the _____ day of
(Print Name of Grantor)
_____, _____, in the city/village of _____,
county of _____, state of Ohio.

SEAL

Signature of Notarial Officer
Notary Public for the State of Ohio

My commission expires on _____.

Form No. 10-H Prescribed by Secretary of State (09-09)

POWER OF ATTORNEY REVOCATION
R.C. 3501.382

Reference is made to certain power of attorney granted by _____
(Grantor)

to _____, and dated _____,
(Attorney in Fact)

This document acknowledges and constitutes notice that the Grantor hereby revokes, rescinds and terminates said power-of-attorney and all authority, rights and power thereto effective this date.

Signed under seal this _____ day of _____.

Signature or Mark of Grantor, if able to sign or mark

Printed or Typed Name of Grantor

JURAT OF NOTARY PUBLIC

Sworn to and acknowledged before me by _____ on the _____ day of _____
(Print Name of Grantor)
_____, _____, in the city/village of _____,
county of _____, state of Ohio.

SEAL

Signature of Notarial Officer
Notary Public for the State of Ohio

My commission expires on _____

Form No. 10-T Prescribed by Secretary of State (08-08)

**AFFIRMATION OF VOTER WHO CANNOT
PROVIDE IDENTIFICATION**
R.C. 3505.18(A)(4)

I declare under penalty of election falsification, that I cannot provide any of the following identification:

- Current and valid photo identification showing my name and current address, or military identification, or
- Copy of a current utility bill, bank statement, government check, paycheck, or other government document showing my name and current address, or
- The last four digits of my social security number because I have no social security number.

I declare that I am the person named below. I understand by signing this affirmation I may cast a provisional ballot.

Name _____ **Birthdate** _____/_____/_____
(month) (day) (year)

Address _____
(street address)

(city or village and zip code)

X _____ **(Signature of Voter)** _____ **(Date of Signing)** _____

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

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

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 election judges are unable to determine the person's eligibility, the election judges 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 election judges shall direct the person to the correct polling place. If the person refuses to go to the appropriate polling place or the election judges are unable to determine the person's eligibility to cast a ballot, the election judges 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 election judges 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 Presiding Judge of Election

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 election judges believe that the person is not entitled to vote, the election judges shall provide and the person may vote a provisional ballot.

Form No. 10-W Prescribed by the Secretary of State (12-97)

**STATEMENT OF PERSON CHALLENGED AS TO PARTY AFFILIATION
(Primary)**

R.C. 3513.19, .20

At the Primary Election held on the _____ day of _____,

I, _____, of _____
(Name of Elector) (Street and Number, if any, or Rural Route and Number)

_____, hereby state, under
(City, Village or Post Office)

penalty of election falsification, that I desire to be affiliated with and that I support the principles of the

_____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Person Challenged)

(Address)

(City and Zip)

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

We, the undersigned precinct officials hereby _____ the
(enter here "accept" or "reject")
vote of the above named elector.

Precinct _____

Presiding Judge

Precinct Official

Precinct Official

Precinct Official

.....
 I, _____, of _____
(Name of Person Challenged) (Address)
 hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Official) _____
(Signature of Person Challenged)
 Right to Vote
 Approved Rejected

.....
 I, _____, of _____
(Name of Person Challenged) (Address)
 hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Official) _____
(Signature of Person Challenged)
 Right to Vote
 Approved Rejected

.....
 I, _____, of _____
(Name of Person Challenged) (Address)
 hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Official) _____
(Signature of Person Challenged)
 Right to Vote
 Approved Rejected

.....
 I, _____, of _____
(Name of Person Challenged) (Address)
 hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Official) _____
(Signature of Person Challenged)
 Right to Vote
 Approved Rejected

.....
 I, _____, of _____
(Name of Person Challenged) (Address)
 hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Official) _____
(Signature of Person Challenged)
 Right to Vote
 Approved Rejected

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

We, the undersigned precinct officials, hereby approved or rejected the right to vote of the above-named electors as signified by the appropriate checkmark, this _____ day of _____, _____.

 Presiding Judge _____
 Precinct Official _____
 Precinct Official _____
 Precinct Official

Form No. 12-B Prescribed by Secretary of State (07-08)

**IDENTIFICATION ENVELOPE
PROVISIONAL BALLOT AFFIRMATION**
R.C. 3503.16, 3505.181, 3505.182

I, _____, solemnly swear or affirm that I am a citizen of the
(Printed name of voter)
United States, I 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, I am a registered voter in the precinct in which I am voting this provisional ballot and that I am eligible to vote in the election in which I am voting this provisional ballot.

Current Address

Former Address (if applicable)

Street Address

City/Zip

County

Mailing Address if other than above

Street Address

City/Zip

County

If name change, please complete line below:

Birthdate: _____

Former Name _____

Former Signature: _____

Voluntary information: To assist the board of elections in contacting you in a timely manner, if necessary:

Your daytime phone number _____

Your email address _____

Form of identification provided:

- Ohio drivers license (provide #): _____
(located left hand side, middle of card beginning with two letters)
- Other valid photo identification (specify): _____
- Last four digits of my social security number are: _____
- Other _____
- None

Reason for voting provisional ballot:

- My name does not appear on the official precinct list
- Change of address
- Change of name
- Requested, but did not receive absent voter's ballot
- Other _____

I declare, if the election is a primary election, by requesting a partisan ballot of the _____ Party, I hereby state that I desire to be affiliated with and support that party.

I understand that, if the above provided information 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 further 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.

X _____
Signature of Voter **Date**

X _____
Signature of Witnessing Election Official **Date**

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

THE ELECTION OFFICIAL VERIFICATION STATEMENT MUST BE COMPLETED ON BACK.

ELECTION OFFICIAL VERIFICATION STATEMENT

The Provisional Ballot Affirmation of _____ was subscribed
(Print Voter's Name)

and affirmed before me this _____ day of _____, _____.
(Month) (Year)

1. If applicable, the election official must check the following true statement concerning **additional information** needed to determine the eligibility of the provisional voter:

- The provisional voter is required to provide additional information to the board of elections
- An application or challenge hearing regarding this voter has been postponed until after the election

2. The election official must check the following true statement concerning identification provided by the provisional voter, if any.

- Current and valid photo identification, or military identification.
- Current valid photo identification other than a driver's license or state ID card, with the voter's former address instead of current address and has provided the election official both the current and former addresses.
- Copy of current utility bill, bank statement, government check, or other government document with the voter's name and current address.
- Last four digits of social security number.
- Unable to provide any of the above acceptable ID but does have one of these items. Voter must provide one of the acceptable ID to the board of elections within ten days after the election.
- Unable to provide any of the above acceptable ID but does have one of these items and cannot provide the last four digits of the voter's social security number. Voter must provide one of the acceptable ID to the board of elections within ten days after the election.
- Does not have any acceptable ID, but has completed Form 10-T *Affirmation of Voter Unable to Provide Identification*.
- Does not have any acceptable ID and has declined to execute an affirmation. (Form 10-T)
- Voter declined to provide any acceptable ID, but does have one of those forms of ID. Voter must provide one of the acceptable ID to the board of elections within ten days after the election.

Name of Precinct _____

X _____
Signature of Election Official

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

CERTIFICATE OF APPOINTMENT OF OBSERVER
By the Executive/Central Committee of a Political Party

To be filed with the Presiding Judge of the Precinct on the day of the Election.
R.C. 3505.21, 3506.13

To the Presiding Judge of Election, Precinct _____,
_____, _____ **County, Ohio.**
(Township or Ward and City or Village)

We, the undersigned, Chairperson and Secretary of the _____
(City, County, State)
Executive/Central Committee of the _____ Party supporting
candidates to be voted upon at the _____ Election to be held on
(Primary, General or Special)
_____, _____, hereby appoint _____,
a qualified elector, to serve as observer in this precinct.

Dated this _____ day of _____, _____.

(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 (06-06)

CERTIFICATE OF APPOINTMENT OF OBSERVER

By Five or More Candidates

To be filed with the Presiding Judge of the Precinct on the day of the Election.
R.C. 3505.21, 3506.13

To the Presiding Judge of Election, Precinct _____,
_____, _____ County, Ohio.
(Township or Ward and City or Village)

We, the undersigned, candidates, hereby appoint _____, a
qualified elector, to serve as observer in this precinct at the _____
(Primary, General or Special)

Election, to be held on _____.

Dated this _____ day of _____.

Signatures of Candidates:

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

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

CERTIFICATE OF APPOINTMENT OF OBSERVER

By a Duly Recognized Committee Advocating or Opposing a Measure Submitted.

To be filed with the Presiding Judge of the Precinct on the day of the Election.
R.C. 3505.21, 3506.13

To the Presiding Judge of Election, Precinct _____,
_____, _____ County, Ohio.
(Township or Ward and City or Village)

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, as observer to the count at
such Election.

Dated this _____ day of _____,

(Signatures of Committee Members)

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

Form No. 228 Prescribed by Secretary of State (08-09)

Declaration of Elector Unable to Mark Ballot
R.C. 3505.24

To be completed by a judge of elections or other individual assisting the elector.

I, _____, declare that I am an elector of Precinct _____,
Printed name of voter
 _____ County, Ohio; that I am unable to mark my ballot properly by reason of
 blindness, disability, or illiteracy, and I select _____
 to assist me, **or** I request the assistance of two judges of elections belonging to different political parties to
 assist me in marking my ballot.

Signature or Mark _____

If mark, witnessed by _____
Signature of judge of election

If assistance is provided by a person of the voter's choice:

I, _____, declare I will to the best of my ability assist in the marking
Printed name of person providing assistance
 of the above mentioned ballot and will not disclose how the elector voted. I also declare I am not a candidate
 on the ballot, the elector's employer, agent of employer, or officer or agent of the elector's union.

Signed _____
Signature of person providing assistance

If assistance is provided by two judges of election of different political parties:

We, _____ and _____, judges of
Printed name of judge of election Printed name of judge of election
 election of two different political parties, declare we will to the best of our ability assist in the marking of the
 above mentioned ballot and will not disclose how the elector voted.

Signed _____
Signature of judge of election

Signed _____
Signature of judge of election

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

Form No. 400 (02-08)

**BOARD OF ELECTIONS
VOTING MACHINE EQUIPMENT, SUPPLIES AND/OR BALLOTS CUSTODY FORM**

The purpose of this form is to track the custody and location of voting equipment, including electronic poll books, supplies and/or ballots from the time the voting equipment, supplies and/or ballots leave the board of elections office until returned to the board of elections offices. A signature is required whenever the equipment, supplies and/or ballots change hands or location. By signing the Chain of Custody Log, the signer is certifying that he or she took custody of the voting equipment, supplies and/or ballots or delivered it to a particular location. Whenever custody of the voting equipment, supplies and/or ballots changes, the individual transferring custody or receiving custody must examine the voting equipment, supplies and/or ballot packets to ensure that all seals are in place and that it appears to be intact and in sufficient working order as can be determined by a visual inspection.

County Name: _____

DESCRIPTION OF EQUIPMENT, SUPPLIES AND/OR BALLOTS

Voting Machine or Equipment Identifier, if any: _____

Serial Number: _____

Other Supplies and/or Ballots (describe by type and number): _____

Designated for Precinct Name/Number: _____

Description of condition of the Voting Equipment, Supplies and/or Ballots:

(The description must include the name of the voting equipment and whether a memory card or cartridge is already installed (e.g., AccuVote-TSX with memory card installed or ES&S M100 without memory card installed)).

CHAIN OF CUSTODY LOG

This Chain of Custody Log must be reproduced on a single paper, front and back to prevent separation of papers. This Chain of Custody Log must be maintained by the board of elections and the presiding judge of a voting precinct depending on voting equipment location. Whenever the voting equipment, supplies and/or ballots change hands or location the person taking custody must sign the Chain of Custody Log. This Chain of Custody Log must be in the possession of either the board of elections or the presiding judge of the voting precinct to which the subject voting equipment, supplies and/or ballots has been assigned.

For example, before the equipment, supplies and/or ballots leave the board of elections office, the board of elections employee transferring custody of the equipment, supplies and/or ballots to another individual must sign under the "RECEIVED FROM or TAKEN CUSTODY FROM LOCATION" column. The person receiving custody must sign in the presence of the board employee the "RECEIVED BY or DELIVERED TO LOCATION" column next to the board employee's signature. Whenever the voting equipment, supplies and/or ballots change custody again, the persons transferring custody and receiving custody must sign under the appropriate columns. This will document the custody and location of the voting equipment, supplies and/or ballots at all times while it is outside of the board of elections.

If equipment, ballots and/or supplies are being delivered to a location without human supervision (e.g., a polling place before an election), the deliverer must sign his or her name under the "RECEIVED FROM" column and enter

“NONE” and sign his or her name under the “RECEIVED BY” COLUMN. In all instances, the person who signs in the “RECEIVED BY” column must complete the column, “DATE/TIME/PLACE” at the time of the transfer of the equipment

In the case where custody of the equipment, supplies and/or ballots is released to an unsupervised polling location before Election Day and not to an individual, the presiding judge on Election Day must enter “NONE” sign and under the “RECEIVED FROM” column when he or she arrives at the polling place location and is responsible for custody of the voting equipment, supplies and/or ballots before the polls open on Election Day. In such case, this Chain of Custody form for each voting machine, along with any corresponding supplies and/or ballots in the precinct must be in the presiding judge’s supply bag along with the accompanying Directive 2008-24.

WHENEVER VOTING EQUIPMENT, SUPPLIES AND/OR BALLOTS CHANGE HANDS OR LOCATION THIS FORM MUST BE SIGNED. BY SIGNING THIS FORM, YOU ARE STATING THAT YOU HAVE EXAMINED THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS TO ENSURE THAT ALL SEALS ARE IN PLACE AND THAT THE EQUIPMENT, SUPPLIES AND/OR BALLOT PACKETS APPEAR TO BE INTACT AND IN SUFFICIENT WORKING ORDER AS CAN BE DETERMINED BY A VISUAL INSPECTION. IF YOU FIND A PROBLEM, PLEASE IMMEDIATELY NOTIFY THE BOARD OF ELECTIONS AND SEEK FURTHER INSTRUCTION.

RECEIVED FROM or TAKEN CUSTODY FROM LOCATION:	RECEIVED BY or DELIVERED TO LOCATION:	DATE/TIME/PLACE:

SOS Form # 450

ELECTION DAY PRECINCT INCIDENT LOG

**TO BE COMPLETED AND SUBMITTED BY POLLWORKERS
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.

**Please submit the completed form promptly to Secretary of State' Office, Election
Division, P.O. Box 2828, Columbus, OH 43216; Fax (614) 752-4360.**

SOS Form #475

VOTING UNIT EVENT LOG

Election type/date: _____

PRECINCT: _____

POLLING LOCATION: _____

This log sheet is to be used by a Presiding Judge to report a significant failure of voting machines or shortage of ballots which occur in a polling location.

The reporting of these occurrences will provide the Secretary of State's office an opportunity to provide guidance or information that may be helpful to your board. We recommend the failure or shortage be reported as soon as the board is aware of the situation, but no later than 2 hours after the occurrence. You may report by phone (614-466-2585), fax (614) 752-4360 or e-mail.

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



JENNIFER BRUNNER
OHIO SECRETARY OF STATE

180 EAST BROAD STREET, 16TH FLOOR
COLUMBUS, OHIO 43215 USA
TEL: 1-877-767-6446 FAX: 1-614-644-0649
WWW.SOS.STATE.OH.US

DIRECTIVE 2008-80

September 5, 2008

TO: ALL COUNTY BOARDS OF ELECTIONS
MEMBERS, DIRECTORS, DEPUTY DIRECTORS

RE: Voter Identification Requirements

This directive is intended to clarify Ohio's voter identification requirements as applied by Ohio's boards of elections, Ohio election officials and poll workers in Ohio. This directive supersedes Section I of Directive 2007-06.

All boards of elections shall implement the instructions provided in this directive.

The Secretary of State's office has incorporated the instructions contained in this directive in its Poll Worker Manual of Instructions and its Poll Worker Quick Reference Guide, which is provided to boards of elections and referenced in Directive 2008-77. Presiding judges must be provided with a copy of this directive, and the Secretary of State's office offers further assistance to boards of elections in interpreting or applying this directive through the elections attorneys at the Secretary of State's office assigned to county boards of elections.

Election Day Regular Voting ID Requirements

R.C. 3505.18 requires every voter, upon appearing at the polling place to vote on Election Day, to announce his or her full name and current address and *provide proof of the voter's identity*. The forms of identification that may be used by a voter who appears at a polling place to vote on an Election Day include:

1. His or her current and valid Ohio driver's license; or
2. His or her current and valid photo identification card issued by the State of Ohio or the United States government; or
3. His or her military identification ("military ID"); or
4. An original or copy of a current utility bill; or
5. An original or copy of a current bank statement; or
6. An original or copy of a current paycheck; or
7. An original or copy of a current government check; or
8. An original or copy of a current other government document.

(NOTE: An Ohio driver's license or Ohio issued photo identification card may be used that does not contain the voter's address appearing in the records of the board of elections. In such case, a poll worker must record the last 4 digits of the voter's driver's license or Ohio ID card number in polling place records as instructed by the board of elections. Also, beginning with the November 2008 general election, pursuant to Am. Sub. H.B. 562, military ID's will no longer have to contain the name or address of the voter offering the military ID as identification; poll workers must, however, be able to ascertain that the person offering the military ID as identification is the person he or she purports to be and has the qualifications to vote in the election in question.)

Please see the definitions section of this Directive for clarification on such terms as "current" and for more information about the above forms of identification.

If an elector appearing on an Election Day to vote in person does not have, or fails or refuses to provide, any of the acceptable forms of proof of identity outlined above, that elector may cast a provisional ballot pursuant to R.C. 3505.181. A discussion of instructions for provisional voting appears in Directive 2008-81.

Please see addendum No. 1 to this directive. That addendum is a flow chart that poll workers may use to assist them in determining whether a particular voter has provided sufficient identification to vote a regular ballot or must vote a provisional ballot. Four copies of this addendum must be included in the precinct/polling location kit for Election Day.

Absentee ("Early") Voting ID Requirements

Any qualified Ohio elector whose current voting residence address is the address appearing in the records of the board of elections for that voter may request an absent voter's ballot without stating a reason. A detailed discussion of absentee voting appears in Directive 2008-82.

The Ohio General Assembly has implemented somewhat different and perhaps more simplified voter ID requirements for absentee voting (whether by mail or in person) than for Election Day voting. Absentee voters are required to provide ID at two distinct points in the voting process. First, all absentee voters must provide ID at the time they apply for their absentee ballots. Second, all absentee voters must also provide ID at the time they vote and return their absentee ballots.

A voter is **not** required to provide identical forms of required ID at both points in time discussed above as long as both forms of ID provided are acceptable forms of ID as enumerated below. The forms of ID that may be used by an **absentee voter** include:

- 1. His or her Ohio driver's license number; or**
- 2. The last four digits of his or her Social Security number; or**
- 3. A copy of his or her current and valid Ohio driver's license; or**
- 4. A copy of his or her photo identification card issued by the State of Ohio or the United States government; or**
- 5. A copy of his or her a military identification; or**
- 6. An original or copy of a utility bill; or**

- 7. **An original or copy of a bank statement; or**
- 8. **An original or copy of a paycheck; or**
- 9. **An original or copy of a government check; or**
- 10. **An original or copy of another government document.**

(NOTE: Beginning with the November 2008 general election, pursuant to Am. Sub. H.B. 562, military ID's will no longer have to contain the name or address of the voter offering the military ID as identification; poll workers must, however, be able to ascertain that the person offering the military ID as identification is the person he or she purports to be and has the qualifications to vote in the election in question.)

If an elector or voter who desires to vote absentee provides the identification information contained in numbers 1 or 2 above, he or she is **not** required also to provide any of the identification documentation described in numbers 3 through 10 above.

Please see the definitions section of this Directive for clarification on such terms as "current" and for more information about the above forms of identification.

Definitions Relating to Voter ID

Am. Sub. H.B. 3 did not define many of the terms used in the voter ID requirements contained in that law. To ensure uniform application of those requirements throughout Ohio, and under my authority under R.C. 3501.05, the following terms are defined, as used in relation to voter ID:

Current

"Current" means the document was issued on a date within one year immediately preceding the date of the election at which the voter seeks to vote, or has on it an expiration date which has not passed as of the date of the election in which the voter seeks to vote.

Conform

For the purposes of verifying the identity of the voter by **name**, "conform" means that the document shall contain the same last name and the same first name or derivative of the first name as the first and last names appearing in the poll list or signature poll book. When a middle name or initial can be matched, the election official or poll worker should also verify the middle name or initial. Minor misspellings shall not preclude the use of a proffered ID for purposes of voting.

For the purposes of verifying the identity of the voter by **address**, "conform" does not mean an exact match, but rather, the form and content of the address can reasonably be determined to match the form and content of the address appearing in the poll list or signature poll book.

Photo identification

R.C. 3501.01(AA) defines "photo identification" and requires ALL of the following:

- The photo identification has been issued by either the government of the **United States or the State of Ohio**. Drivers' licenses and photo ID cards from other states or countries are not acceptable forms of identification.
- The photo identification shows a **photograph** of the individual to whom it was issued, and the photograph appears to be the person who has presented the photo ID.
- The photo identification includes an **expiration date that has not passed**.
- The photo identification shows the **name of the individual** to whom it was issued, which shall conform to the name in the poll list or signature poll book for the person presenting the photo ID.
- The photo identification shows the **current address** of the individual to whom it was issued, which shall conform to the address in the poll list or signature poll book. **There are two exceptions, however. No voter shall be denied a regular ballot solely because his or her military ID or his or her Ohio driver's license or ID card does not provide his or her current address, or the address on his or her Ohio driver's license or ID card does not match that in the poll list or signature poll book.** Note, in this case, the poll worker must accept one of these forms of photo ID to allow the individual to vote, but must record the last four digits of a driver's license or state ID number if the address on the ID does not match the address for the voter appearing in the poll list or signature poll book.

Please note that there are two numbers on an Ohio driver's license. The **required** number is the number located on the **left hand side** of the ID under the phrase "LICENSE NO." The correct number actually begins with letters. In contrast, the number located above the picture on an Ohio driver's license number is not the driver's license number and cannot be used to verify the identity of a voter.

If an **absentee voter provides the number above his or her picture and not the driver's license number**, the board must notify the voter of such error by telephone or in writing, within two business days of receiving the application or voted ballot. The voter so notified must be permitted to appear in person at the office of the board to provide the correct information. In the case of a returned absent voter's ballot, the voter shall have until the tenth day after the election to provide this information to enable his or her ballot to be counted.

Military ID

The General Assembly has not defined "Military identification." Generally speaking, an acceptable Military ID is an identification card issued by the United States Department of Defense to:

- An active duty member of any branch of the United States Armed Forces (Air Force, Army, Coast Guard, National Guard, Reserves, Joint Services, Marines, or Navy);
- A member of a reserve military unit;
- A retired military personnel;
- A dependent of a military personnel;
- An ROTC student; or
- Some civilian government employees and contractors.

The ID presented must allow the election official to whom it is presented to verify that the person presenting the ID is the person whom they purport to be, and thus, to verify that the

person presenting the ID has the qualifications to vote in the election at which the ID is presented.

Specifically, as of August 2008, all Military IDs should indicate that they are a version of:

- The Common Access Card (“CAC”), including Geneva Convention Identification Cards, Geneva Convention Accompanying Forces Cards, Identification and Privilege Cards, and Identification Cards;
- DD Form 2 (such as DD Form 2A); or
- DD Form 1173.

All CACs look very similar; the slight variations in the form of the ID depend on the ID holder’s status in the military and are not at issue for the purpose of voting.

DD Form 2 and DD Form 1173 identification cards are very different in appearance from the CACs, and there are several versions of each card that may look very different from one another. **Examples of the various forms of CACs, DD Form 2s, and DD Form 1173s are included in Addendum No. 2 to this directive.**

Additional Points of Clarification Regarding Military IDs

- It does not matter what color a military ID is. The color of the Military ID simply indicates the status of the individual with the military (Inactive Reserve, ROTC, Reserve, Retired, Dependent, or Active).
- It also does not matter what branch of the military the voter is affiliated with, although the branch may be indicated on the ID.
- Expiration dates:
 - If the ID presented by a voter **does** have an expiration date on it (and most military IDs do), the election official reviewing the ID should apply the definition of current contained in this directive, meaning that the ID is valid if the expiration date has not passed as of the date of the election in which the voter seeks to vote when he or she presents his or her ID.
 - If the expiration date has passed, the ID may not be used.
 - Military IDs for retired military personnel and reserve members of the military **do not** have an expiration date on them. Rather, those ID’s indicate that they are valid for an indefinite period of time. For example, some military IDs may say “INDEF” where an expiration date should otherwise appear. Military ID’s of this nature are valid for purposes of voting whenever presented by a voter.

Utility Bill

A “utility bill” includes, but is not limited to, water, sewer, electric, natural gas, heating oil, cable or satellite television, internet, telephone or digital telephone, and cellular telephone service. A “bill” is a statement of fees owed for such services. A bill is sufficient even if it shows a zero (0) balance due. The utility bill presented for the purposes of identification must show that it was issued to the voter who has presented it. The utility bill must show the voter’s name and current address, which must conform to the voter’s name and address in the record of the board of elections, including the poll list or signature poll book and must be a current statement as defined in this directive. The bill may be an original or a copy of an original. Computer generated print-outs of electronically transmitted bills are also valid.

Bank Statement

A “bank statement” includes, but is not limited to, a statement from any financial or brokerage institution that bears the name and current address of the voter presenting it for identification. The name and address of the voter that appears on the bank statement must conform to the voter’s name and address in the record of the board of elections, including the poll list or signature poll book and must be a current statement as defined in this directive. The statement may be an original or a copy of an original. Computer generated print-outs of electronically transmitted statements are also valid.

Paycheck

A “paycheck” includes, but is not limited to, a paycheck, check stub or receipt provided for direct deposit of wages or earnings from any public or private employer and which bears the name and current address of the voter presenting it for identification. The name and address of the voter that appears on the paycheck must conform to the voter’s name and address in the record of the board of elections, including the poll list or signature poll book and must be current as defined in this directive. The paycheck may be an original or a copy of an original. Computer generated print-outs of electronically transmitted check stubs or receipts are also valid.

Government Check

A “government check” includes, but is not limited to, a paycheck, check stub or receipt provided for direct deposit of funds issued by any political subdivision of this state, including the State of Ohio, or any political subdivision of or by another state or by the United States government that bears the name and current address of the voter presenting it for identification. The name and address of the voter that appears on the government check must conform to the voter’s name and address in the record of the board of elections, including the poll list or signature poll book and must be current as defined in this directive. The check may be an original or a copy of an original. Computer generated print-outs of electronically transmitted check stubs or receipts are also valid.

Other Government Document

“Other government document” includes, but is not limited, to a document that is issued by a government office and that bears the name and current address of the voter presenting it for identification. The name and address of the voter that appears on the government document must conform to the voter’s name and address in the record of the board of elections, including the poll list or signature poll book and must be current as defined in this directive. “Government office” includes any local (including county, city, township, and village governments), state, or federal (United States) government office, branch, agency, department, division, or other similar component, including a board, commission, public college or university or public community college, whether or not in Ohio. By way of example, this may include, but is not limited to, letters; bills for taxes and other similar obligations; hunting, fishing and marine equipment operator’s licenses; license renewal notices and other notices; filing receipts; court papers; grade reports; or transcripts.

Dir 2008-80 Voter Identification Requirements

page 7 of 7

Please note that R.C. 3505.18(A) does explicitly provide that an elector *cannot* use as proof of identity a notice that a board of elections mailed to that voter under R.C. 3501.19 or 3503.19.

If you have questions about this directive, please contact your assigned elections counsel at 614-466-2585.

Sincerely,



Jennifer Brunner

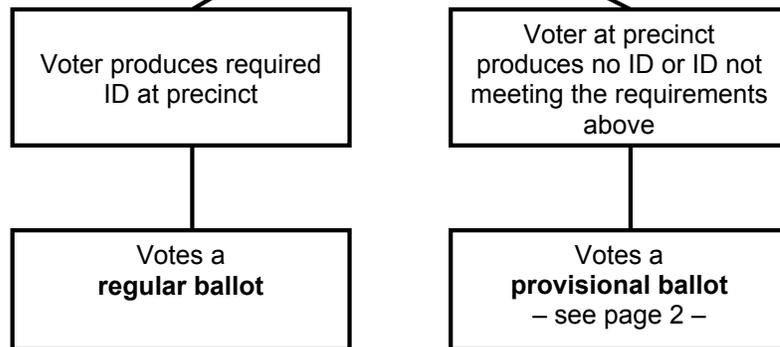
**VOTER IDENTIFICATION REQUIREMENT
 GENERALLY**

A registered voter, whose name appears in the poll book, must prove his or her identity upon appearing at his or her correct polling location and precinct on an election day to vote a regular ballot. With the exception of Ohio drivers' licenses, State of Ohio ID Cards, and Military IDs, all forms of ID must contain the voter's name* and current address as shown in the poll book. The required forms of ID include any one of the following:

- Current** Ohio driver's license or state ID
- Other photo ID issued by Ohio or the federal government
- Original or copy of current:

Utility bill**
 Paycheck**
 Military ID**

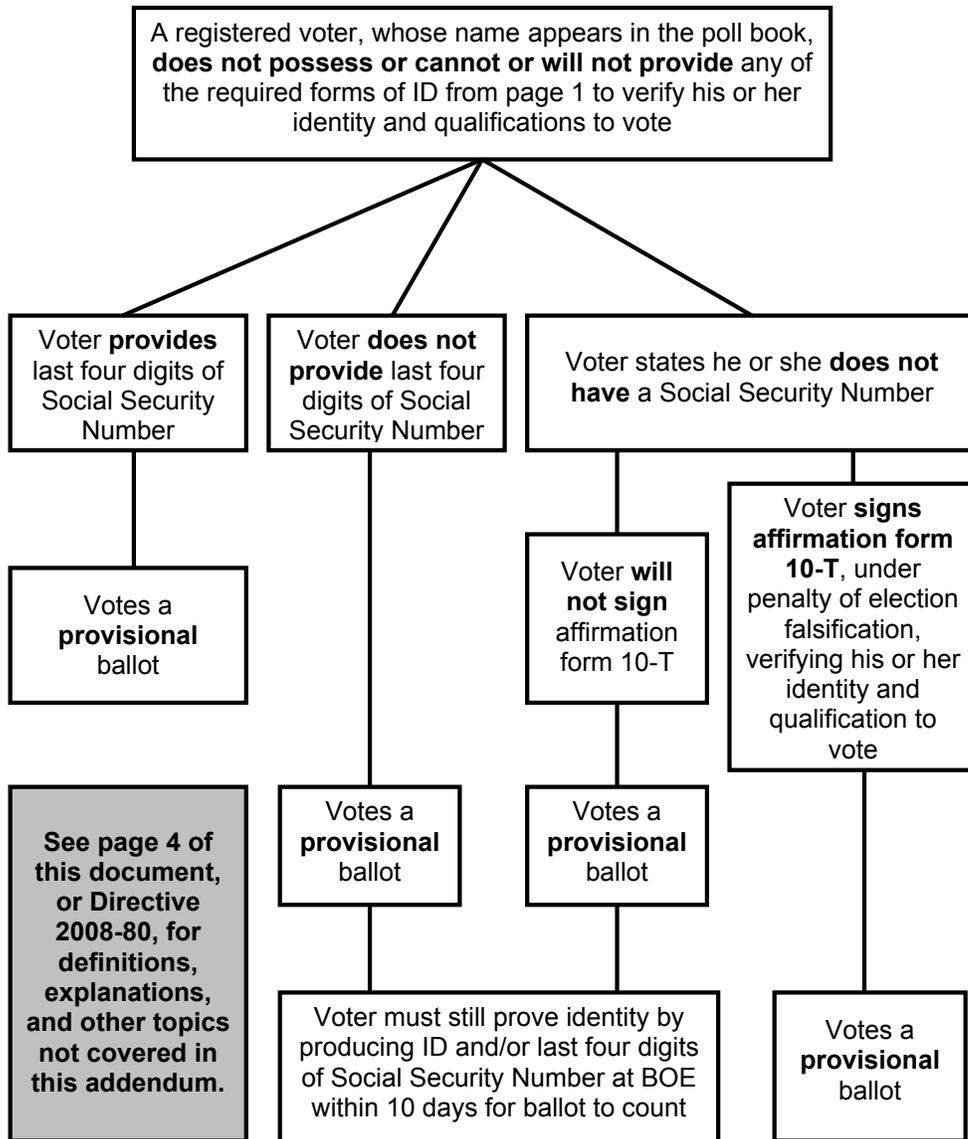
Bank statement**
 Government check**
 Other government document**



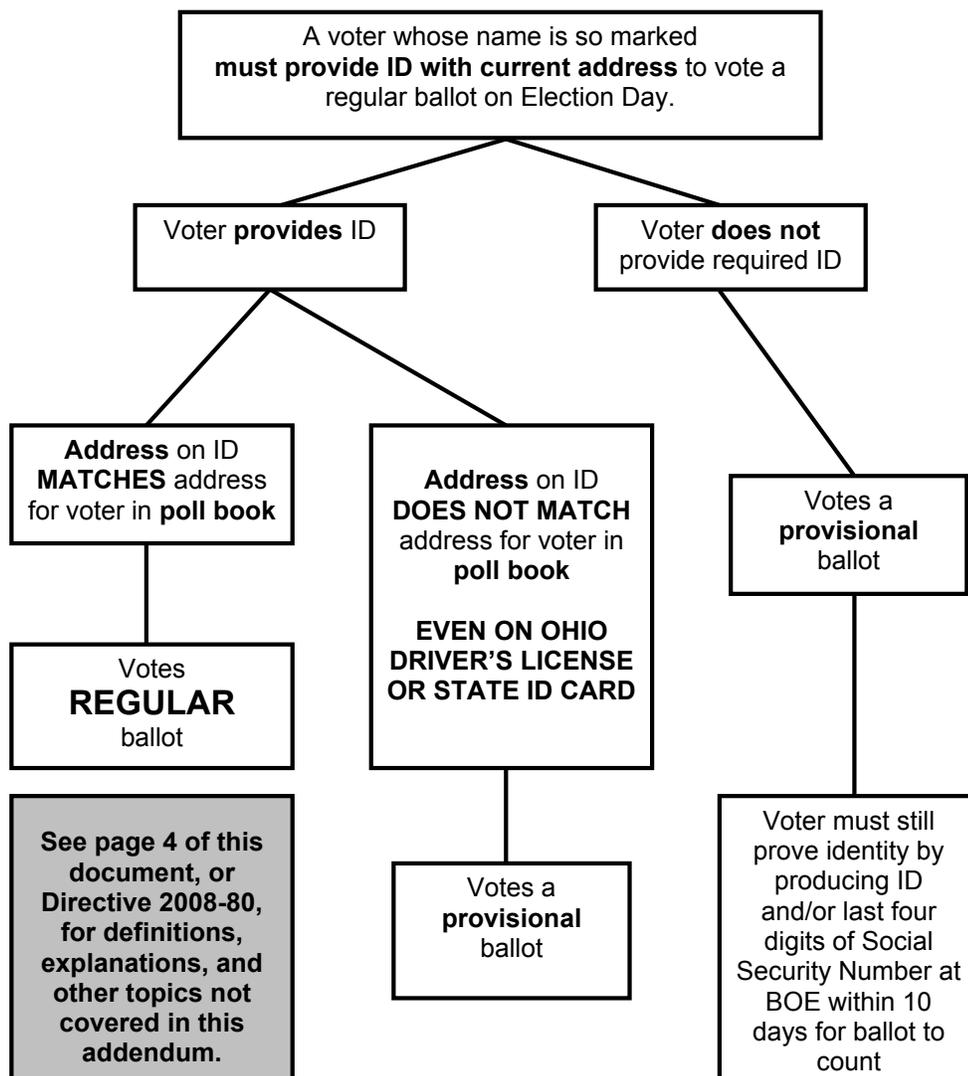
***See definition of "conform", Directive 2008-80, at page 4.**

****See page 4 of this document, or Directive 2008-80, for definitions, explanations, and other topics not covered in this addendum.**

**VOTER IDENTIFICATION REQUIREMENT IF
VOTER DOES NOT PROVIDE REQUIRED IDENTIFICATION**



VOTER IDENTIFICATION REQUIREMENT IF BOARD OF ELECTIONS HAS MADE A NOTATION BY A VOTER'S NAME IN THE POLL BOOK BECAUSE OF A RETURNED NOTICE OF ELECTION (R.C. 3501.19)



Voting procedure; ID Allowed; Definitions

- **Every** elector, upon appearing at a polling place to vote and before being allowed to vote a regular ballot, must:
 - announce his or her full name and current address;
 - provide proof of the elector's identity; and
 - sign the poll book on the appropriate line.

- The forms of identification that an elector may use to prove his or her identity include:
 - **a voter's current and valid photo identification**
 - an Ohio driver's license or State ID card with current **or** former address (unless voter's name is marked in poll book as discussed on p. 3 of this addendum); or
 - another Ohio or federally issued ID with current address (**not U.S. Passports**);

 - **a military identification**

 - **current original or copy of one of the following with name and current address:**
 - **utility bill** (including, but not limited to water, sewer, electric, natural gas, heating oil, cable or satellite television, internet, telephone, and cellular-telephone service);

 - **bank statement**;

 - **paycheck** (from private or public employer);

 - **government check**; or

 - **other government document showing the voter's name and current address**
 - any document issued by an appropriate governmental entity*
 - any local, state (whether Ohio or another state), or federal government branch, agency, department, division, or other similar component, including a state university or college or public school
 - including but not limited to: letters; bills for taxes and other similar obligations; hunting, fishing, and marine equipment operator's licenses; license renewal notices and other notices; court papers; public school, college and university grade reports & transcripts, etc.

- The law *does not* allow a voter to use a notice that a board of elections mailed to that voter as proof of identity (R.C. 3505.18(A)(1), 3501.19(E)).

- If a voter does not have, or fails or refuses to provide, any of the required forms of proof of identity discussed above, that elector may cast a provisional ballot (See R.C. 3505.18 -.182). In some circumstances, (see pp.2-3), a provisional voter may have to provide proof of identity within 10 days of the election for the vote to count.

See Directive 2008-80 for definitions, explanations, and other topics not covered in this addendum.

**Ohio Secretary of State Jennifer Brunner
Addendum No. 2 to Directive 2008-80
Examples of Ohio and Military Identification Cards**

9/11/2009

Examples of Ohio driver's license and state ID card:

As discussed in Directive 2008-80, an Ohio driver's license or state ID card may be used to prove a voter's identity for the purpose of voting in Ohio.

An example of an Ohio driver's license follows:



Please note that there are two numbers on an Ohio driver's license. The required number is the number located on the **left hand side** of the ID under the phrase "LICENSE NO." The correct number actually begins with letters. In the image above, the correct number is "IM18," not the number above the photograph.

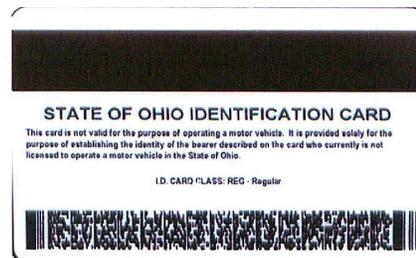
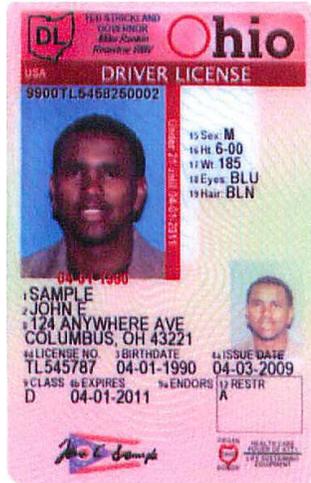
If an **absentee voter provides the number above his or her picture and not the driver's license number**, the board must notify the voter of such error by telephone or in writing, within two business days of receiving the application or voted ballot. The voter so notified must be permitted to appear in person at the office of the board to provide the correct information. In the case of a returned absent voter's ballot, the voter shall have until the tenth day after the election to provide this information to enable his or her ballot to be counted.

Beginning in April 2009, the Bureau of Motor Vehicles began to issue state driver licenses and state identification cards in a new format. The **new format includes notable changes** in appearance than the previous format shown above. The background color of the card is now salmon and the main photo appear on the left-hand side with the ghost image on the right. Examples of the new format appear below:



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 Examples of Ohio and Military Identification Cards

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Please note that there are two numbers on an Ohio driver's license. The required number is the number located on the left hand side of the ID under the phrase "LICENSE NO." The correct number actually begins with letters. The incorrect number is the 16 digit number listed above the picture.

If an absentee voter provides the number above his or her picture and not the driver's license number, the board must notify the voter of such error by telephone or in writing, within two business days of receiving the application or voted ballot. The voter so notified must be permitted to appear in person at the office of the board to provide the correct information. In the case of a returned absent voter's ballot, the voter shall have until the tenth day after the election to provide this information to enable his or her ballot to be counted.

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Examples of Military IDs:

As discussed in Directive 2008-80, 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.

Samples 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/CardInfodentification.html

Samples of the most common DD Form 2 and DD Form 1173 are set forth below:

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UNITED STATES UNIFORMED SERVICES

S INSERT SEAL	PHOTO PRINTED HERE	U.S. AIR FORCE RETIRED INSERT SEAL
RANK / PAY GRADE	M	EXPIRATION DATE
SIGNATURE	P	SPECIAL SECURITY NUMBER
		L
		E

IDENTIFICATION CARD

DATE OF BIRTH	WEIGHT	HEIGHT	HAIR COLOR	EYE COLOR
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[Barcode]				
DATE OF ISSUE	MEDICAL			
	M	P	L	E
[Barcode]				
DD FORM 2 (RETIRED)	OCT 83	PROPERTY OF US GOVERNMENT	OUSD PERM MAY 96	

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 Examples of Ohio and Military Identification Cards

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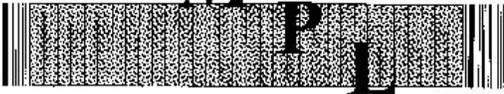
UNITED STATES UNIFORMED SERVICES		
	ISSUING AUTHORITIES WILL PRINT RECIPIENT'S SURNAME HERE PRIOR TO REQUISITIONING ACTUAL PHOTOGRAPH 	RETIRED
		SERVICE
GRADE	INSERT PHOTO	SSN/SERVICE NO.
SIGNATURE		EXPIRATION DATE
IDENTIFICATION CARD		
<small>DD FORM 2, (RETIRED) 1 MAY 75</small>		

DATE OF BIRTH	WEIGHT	HEIGHT	COLOR HAIR	COLOR EYES
SIGNATURE OF ISSUING OFFICER			DATE OF ISSUE	
MEDICAL NO CIV MED CARE AUTHORIZED AFTER _____			WARNING ISSUED FOR OFFICIAL USE OF THE HOLDER DESIG NATED PERSON. USE OR POSSESSION EXCEPT AS PROVIDED IS UNLAWFUL AND WILL MAKE THE HOLDER LIABLE TO HEAVY PENALTY—18 U. S. C. 496 (6), AND 751	
PROPERTY OF THE UNITED STATES GOVERNMENT, IF FOUND, DROP IN NEAREST U. S. MAIL BOX.			POSTMASTER: RETURN TO DEPARTMENT OF DEFENSE WASHINGTON, D. C. 20315	
<small>SIN 0102-LF-400-9011</small>				

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Addendum No. 2 to Directive 2008-80
Examples of Ohio and Military Identification Cards

9/11/2009

UNITED STATES UNIFORMED SERVICES		
 INSERT SEAL	PHOTO PRINTED HERE M P	U.S. AIR FORCE RESERVE RETIRO:  INSERT SEAL
RANK / PAY GRADE		EXPIRATION DATE
SIGNATURE		SOCIAL SECURITY NUMBER L E
E IDENTIFICATION CARD		

DATE OF BIRTH	WEIGHT	HEIGHT	HAIR COLOR	EYE COLOR
				
DATE OF ISSUE	MEDICAL			
				
<small>CUSTOMER MAY 10</small> E				
<small>DD FORM 2 (RES. RET.)</small>		<small>OCT 83</small>	<small>PROPERTY OF US GOVERNMENT</small>	

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 Addendum No. 2 to Directive 2008-80
 Examples of Ohio and Military Identification Cards

9/11/2009

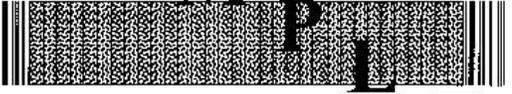
S PHOTOGRAPH 1" X 1 1/4"	1. CARD NUMBER		3. EXPIRATION DATE	
	2. ISSUE DATE			
	4. ISSUED TO (Typed name and relationship)			
5. COLOR EYES		6. COLOR HAIR	7. HEIGHT	8. WEIGHT
9. DATE OF BIRTH OF BEARER		10. GRADE AND NAME OF SPONSOR		
11. SERVICE & STATUS OF SPONSOR		12. SERVICE NO. OF SPONSOR		13. AUTHORIZED PATRONAGE THEATER COMMISSARY EXCHANGE UNLIMITED
				14. SIGNATURE

NON-TRANSFERABLE - VOID IF ALTERED	16. MEDICAL CARE FACILITIES AUTHORIZED		PROPERTY OF UNITED STATES GOVERNMENT	
	a. UNIFORMED SERVICES			b. CIVILIAN (If yes, give effective date)
	17. PLACE OF ISSUE			
	SIGNATURE			
	17. ISSUING OFFICER			TYPED NAME AND GRADE
WARNING: USE OF THIS AUTHORIZATION BY OTHER THAN PERSON NAMED THEREON OR ANY USE IN VIOLATION OF PROVISIONS OF DEPENDENT'S MEDICAL CARE ACT OF 1956 renders USER LIABLE FOR PROSECUTION UNDER APPLICABLE FEDERAL LAWS PERTAINING TO FALSE STATEMENT (28 USC 1001)		IF FOUND - DROP IN ANY MAIL BOX POSTMASTER - RETURN TO DEPARTMENT OF DEFENSE WASHINGTON, D. C.		
DC FORM 1173 1 MAR 01		UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD <small>USDA/AMERICAN OVERSIGHT</small>		

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 Examples of Ohio and Military Identification Cards

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UNITED STATES UNIFORMED SERVICES			
	PHOTO PRINTED HERE 	EXPIRATION DATE	
		SPONSOR SERVICE / STATUS	
SOCIAL SECURITY NUMBER		SPONSOR RANK / PAY GRADE	
SIGNATURE		SPONSOR SSN	
		RELATIONSHIP	
		SPONSOR	
		AUTHORIZED PAT. EXCHANGE COMMISSIONER	
IDENTIFICATION AND PRIVILEGE CARD			

DATE OF BIRTH	WEIGHT	HEIGHT	HAIR COLOR	EYE COLOR
				
DATE OF ISSUE	MEDICAL			
				
DD FORM 1173-1		OCT 83	PROPERTY OF US GOVERNMENT	



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DIRECTIVE 2008-81

September 5, 2008

TO: ALL COUNTY BOARDS OF ELECTIONS
MEMBERS, DIRECTORS, AND DEPUTY DIRECTORS

RE: Guidelines for Provisional Voting

This directive supersedes Section III appearing on page 9 of Directive 2007-06. This directive is intended to clarify Ohio's provisional voting requirements as applied by Ohio's boards of elections, Ohio election officials and poll workers in Ohio.

During the 2006 general election, 21% of all provisional ballots cast throughout Ohio were rejected (23,062 out of 106,212). While the percentage of Ohio voters having to cast provisional ballots has decreased, as has the percentage of voters whose provisional ballots have been rejected, reducing the number of provisional voters will aid enfranchisement for all electors. Prior to Directive 2007-06, many instructions or the lack thereof erred in favor of having a voter cast a provisional ballot, when not at all times was this necessary. Ohio's requirements for processing provisional ballots require the expenditures of both voter and poll worker time on Election Day and can add to the length of time it takes to vote, slowing down the process for other voters as well. Unnecessary provisional ballots increase the administrative time and effort for boards of elections after Election Day and increase the anxiety for voters who are uncertain whether their vote counted.

All boards of elections shall implement the instructions provided in this directive.

The Secretary of State's office has incorporated the instructions contained in this directive in its Poll Worker Manual of Instructions and its Poll Worker Quick Reference Guide, which is provided to boards of elections and referenced in Directive 2008-77. Presiding judges must be provided with a copy of this directive, and the Secretary of State's office offers further assistance to boards of elections in interpreting or applying this directive through the elections attorneys at the Secretary of State's office assigned to county boards of elections.

CONTINUING PROHIBITION AGAINST PROVISIONAL VOTING ON DRE'S

No person, other than a person eligible to vote on a DRE because of a disability, may vote a provisional ballot on a DRE machine. Voting provisional ballots on DRE machines has been prohibited since May 9, 2007, and that prohibition remains in place. All provisional ballots must be cast on paper optical scan ballots regardless of the type of voting machine or method used for regular voting.



This prohibition is based on the difficulty of conducting recounts using VVPATs containing provisional ballots (as evidenced by the procedures set forth in prior Directive 2006-05) and based on the risks to the secrecy of the ballot created by those procedures and VVPAT technology (resulting in failure to randomize first voted ballots).

GENERAL RULES FOR PROVISIONAL VOTING

Ensure Voters are in the Correct Precinct or Location

Generally speaking, on any given Election Day Ohioans must cast their ballots, whether regular or provisional, at their assigned precinct polling locations. More specifically, federal law, Ohio law and federal case law provide that boards of elections cannot count provisional ballots cast in a precinct to which the voter has not been assigned, in a precinct that is not assigned to the voter's current residence address or at a board of elections office on Election Day, unless the law allows for the voter to cast a provisional ballot there.

The single most common reason provisional ballots cast in Ohio are rejected by boards of elections is that the voter cast the provisional ballot at an incorrect location. During the 2006 general election, 46% (10,610) of the provisional ballots rejected statewide were rejected for being cast in an incorrect precinct.

For this reason, **before any poll worker or election official offers a voter a provisional ballot, that poll worker or election official must first seek to ensure that the voter is in his or her correct precinct or voting location** based on the voter's situation calling for voting a provisional ballot and the voter's current residence address. Poll workers or election officials assisting voters with provisional ballots must verify what are the voters' correct precincts or voting locations **by referring to a "precinct voting location guide."** **Every board of elections must ensure that its office and every precinct in every polling location in the county are equipped with a precinct voting location guide, pursuant to R.C. 3505.181(C) and (E).**

If the voter is not in the correct precinct, the poll worker is required to determine the correct precinct for the voter based on the current residence address provided, AND must advise the voter of both of the following:

- that the voter is in an incorrect precinct; and
- the location of that voter's correct polling location and precinct, as determined by referring to the precinct voting location guide and/or in consultation with the county board of elections, if appropriate.

If the voter clearly indicates to the election official that the voter still desires to vote in that precinct, the election official must notify the voter of both of the following:

- The voter has the right to cast a **provisional** ballot at that precinct; **AND**
- That, according to law, all provisional ballots cast at an incorrect precinct **shall not** be counted.

TIME FRAME AND LOCATIONS FOR PROVISIONAL VOTING**Before Election Day**

For any election other than a presidential primary election, provisional voting begins twenty-eight (28) days before the election. R.C. 3503.16(B), (C). For presidential primary elections, provisional voting begins twenty-five (25) days before the election.

Any voter needing to vote a provisional ballot may do so by appearing “at anytime during regular business hours on or after the twenty-eighth day prior to the election in which that registered elector wishes to vote . . . through noon of the Saturday prior to the election at the office of the board of elections,” or “at any time during regular business hours on the Monday prior to the election at the office of the board of elections . . .”

On Election Day**Certain Persons Permitted to Vote at Board of Elections Offices on Election Day**

Generally speaking, on Election Day Ohioans may not vote at a board of elections office.

More specifically, under Ohio law no one may cast a regular ballot at a board of elections office on Election Day, and only certain people may cast provisional ballots at a board of elections office on Election Day. Those persons are:

ELECTORS WHO MOVE FROM ONE PRECINCT TO ANOTHER WITHIN A COUNTY: Registered electors who **move from one precinct to another within a county** and who, on or before the day of a general, primary, or special election, have not filed a notice of change of residence address with the board of elections at least 30 days before the election. Such voters must also complete a voter registration change of address form. Such voters may vote either at the polling location for their current residence address or at the board of elections office;

ELECTORS WHO MOVE FROM ONE PRECINCT TO ANOTHER WITHIN A COUNTY AND CHANGE THEIR NAME: Registered electors who **move from one precinct to another within a county** and who, on or before the day of a general, primary, or special election, have not filed a notice of change of residence address with the board of elections at least 30 days before the election **and** who have **changed their name** and have not filed a notice of change of name with the board of elections at least 30 days before the election. Such voters must also complete a voter registration change of address form and a voter registration change of name form. Such voters may vote on either at the polling location for their current residence address or at the board of elections office;

ELECTORS WHO MOVE FROM ONE COUNTY TO ANOTHER COUNTY WITHIN OHIO: Registered electors who **move from one county to another county within the state** on or before the day of a general, primary, or special election and have not registered to vote at least 30 days before the election in the county to which that registered elector moved. Such voters must also complete a voter registration change of address form. Such voters may vote on either at the polling location for their current residence address or at the board of elections office.

Those persons listed immediately above must vote a provisional ballot. They may vote their provisional ballot at a board of elections office or at the correct precinct polling location.

Persons Required to Vote at Precinct Polling Location on Election Day

ELECTORS WHO CHANGE THEIR NAME BUT HAVE NOT MOVED: Registered electors who present themselves to vote on Election Day who **changed their name** on or before the day of a general, primary, or special election, and who have not filed a notice of change of name with the board of elections at least 30 days before the election, **and did not move**, must appear at their **assigned precinct polling location**. They must, in addition to voting a provisional ballot, complete a voter registration change of name form.

ELECTORS WHO HAVE MOVED WITHIN A PRECINCT (NO NAME CHANGE): Registered electors who present themselves to vote on Election Day who **moved within a precinct** on or before the day of a general, primary, or special election, and who have not filed a notice of change of residence address with the board of elections at least 30 days before the election, must appear at their **assigned precinct polling location**. They may vote a **regular ballot** and must complete a voter registration change of address form.

REGULAR VOTERS: Voters who are voting a regular ballot on Election Day must vote in their assigned precinct, unless a court order provides otherwise (e.g. in the event a court order were issued because flooding or other natural disaster would prevent the voter from reaching his or her assigned precinct polling location.)

OTHER REASONS REQUIRING THE CASTING OF A PROVISIONAL BALLOT

1. Voter's name does not appear in poll list

A voter whose name does not appear in the poll list or signature poll book must vote a provisional ballot. The general rules for provisional voting must be followed.

2. Voter lacks required identification to vote a regular ballot

All voters who present themselves to vote **at a polling place on the day of an election** must provide one of the acceptable forms of identification as is described in Directive 2008-80, prescribing requirements for voter identification for voting. A voter who is unable or unwilling to provide any of these forms of ID may still, under the law, vote a **provisional** ballot. In some cases provisional voters must provide required ID to the board of elections no later than 10 days after the election for their ballots to count.

3. Returned Notices from Board of Elections

Returned Acknowledgement Notice

If a board of elections has sent a newly registered voter an acknowledgement by nonforwardable mail as is required by law, and if that notification has been returned to the board of elections as undeliverable, the board of elections is obligated to investigate and send a confirmation notice to the voter's correct address.

If that confirmation notice is also returned to the board of elections as undeliverable, then at the first election thereafter, at which the voter named in the acknowledgement notice and confirmation notice seeks to vote, that voter must provide election officials with one form of the required identification and must vote a **provisional** ballot.

Returned Notice of Election

This section of this directive applies only to the November 2008 general election because the relevant provisions of R.C. 3501.19 do not apply to any subsequent election, unless subsequently extended by the Ohio legislature.

On the sixtieth (60th) day before General Election, every board of elections is required by law to send every registered voter in the county a Notice of Election by nonforwardable mail. The requirements of that notice are set forth in R.C. 3501.19(A).

If a voter's Notice of Election is returned to the board of elections as undeliverable, that voter's name shall be so marked in the poll list or signature poll book.

At the first election thereafter, at which the voter named in the returned Notice of Election seeks to vote, that voter must provide election officials with one proper form of identification (see Directive 2008-80). However, **in this limited circumstance**, any form of identification (even an Ohio driver's license or state ID card) must contain the **current address that matches the address shown for the voter in the poll list or signature poll book** for the voter to be permitted to cast a **regular** ballot. Otherwise, the voter must vote a **provisional** ballot. See R.C. 3501.19(C).

4. Voter Requested an Absent Voter's Ballot but Appears on Election Day or Before to Vote In Person

If a voter has requested an absent voter's ballot, his or her name must be marked to that effect in the poll list or signature poll book to prevent a voter from both voting an absentee ballot before Election Day and voting a regular ballot when appearing in person to vote on Election Day. Any voter whose name is so marked and who appears and attempts to vote at a polling location, including at the board of elections, whether on or before the date of an election, must vote a **provisional** ballot.

5. Challenged Voters

If election officials cannot determine a voter's eligibility to vote, or if a voter does not appear to be eligible to vote and that voter insists on voting, that voter must cast a **provisional** ballot. R.C. 3505.20

If an application for the correction of a precinct registration list is filed or if a challenge to a voter's right to vote is filed, after the thirtieth (30th) day before the day of an election, the law provides that the board may postpone the hearing on the filing until after the election.

The Secretary of State has advised in Advisory 2008-23 that boards should not postpone such hearings but rather hold a hearing to provide each voter due process in the event the board seeks to remove a voter's name from the list of registered voters or the signature poll book

A voter seeking to vote a party ballot at a primary election who refuses to make a statement of party affiliation (e.g. to complete Form 10X or 10W) and who a majority of precinct officials find either lacks the qualifications to vote or is not affiliated with the party whose ballot the voter desires to vote must cast a **provisional** ballot.

6. Non-Matching Signature

If the election officials determine that the signature of an individual who appears and attempts to vote does not match the signature on file for that voter, that voter must cast a **provisional** ballot. **However**, if the voter has a form of identification as set forth in Directive 2008-80 on Voter Identification his or her name and current address appearing in the poll list or signature poll book, election officials are discouraged from determining that the voter must vote a provisional ballot. H.B. 3 recognizes that a voter's signature may change over time and permits a voter to update his or her signature in the records of the board of elections. Nevertheless, in the case where there may be two individuals in the same household with the same name (e.g. "senior" and "junior"), election officials may with justification determine that a provisional ballot must be cast by that voter.

PROVISIONAL BALLOT AFFIRMATION STATEMENTS

Generally

Every voter who votes a provisional ballot must seal his or her provisional ballot in an envelope provided by the election officials administering the election. The envelope, as required by statute, must contain an **affirmation that must be executed by the voter for the vote to count**. The voter must sign the affirmation, which **must state both that**:

- **The voter is a registered voter in the jurisdiction in which the individual desires to vote; and**
- **The voter is eligible to vote in that election.**

Additionally, please note that other spaces may be provided on the envelope for information such as the voter's date of birth, the voter's current and former addresses, the voter's driver's license or state ID card number, or the last four digits of the voter's Social Security number. **Poll workers must ask every provisional voter to complete this additional information. While Ohio law does not specifically require that provisional voters complete this additional information, boards of elections may need it to verify the voter's identity before the vote may be counted.**

If the voter does not provide required identification, including some of the additional information referred to above, either at the polling place or at the board of elections within ten (10) days after the election (see below), and the voter's identity cannot be verified using the information provided by the voter, the vote is not permitted by law to be counted.

Additionally, election officials must record, in the section of the provisional ballot ID envelope or form designated for election official use, all of the following that apply for every provisional voter:

- The **type of ID** provided, if any;
- The **last four digits of that voter's Social Security number**, if provided;
- The fact that the **affirmation** noted above was **executed**, if applicable; or

- That the voter **refused** to execute the affirmation.

The above information must be included with the voter's ballot if a provisional ballot is voted, or with the voter or address record information when transmitting ballots and materials to the county board of elections.

Reminder: Election officials must provide to every provisional voter a copy of the Provisional Voter Hotline Notice at the time the voter casts his or her provisional ballot. A copy of that notice is attached to this directive for your reference.

Provisional Ballot Affirmation Statements as Voter Registration Forms

The Secretary of State prescribed Provisional Ballot Affirmation Statement serves multiple purposes. For several years the form has served as a change of name or change of address form for already registered voters in addition to serving as an affirmation. However, the form has not served as a voter registration form for new voters. Because one of the leading statewide causes for rejection of provisional ballots has historically been that the person who voted the provisional ballot was not registered to vote, the most recent revision of the affirmation statement form (in June of 2008) also allows the form to be used as a voter registration form for new voters, if necessary.

Thus, while a provisional ballot cast by someone not registered to vote still cannot count, boards of elections may now use the information provided by the person who completed the form to register that person to vote for subsequent elections.

PROVIDING PROOF OF IDENTITY WITHIN 10 DAYS AFTER THE ELECTION

Before a provisional ballot can be included in the official count of an election, the board of elections must confirm the voter's eligibility to cast the ballot, as well as the validity of the ballot that was cast. In some cases, a provisional voter can establish his or her eligibility to vote by appearing in person at the board of elections office within 10 days immediately *after* Election Day and doing the following:

If the voter cast a provisional ballot because he or she **had – but could not provide to election officials at the time of voting – a required form of identification or the last four digits of his or her Social Security number**, the voter must provide to the board of the elections **one** of the following:

- **Required identification described in Directive 2008-80 on Voter Identification; or**
- **The last four digits of the voter's Social Security number.**

If the voter cast a provisional ballot because, at the time he or she voted, he or she **had – but declined to provide – a required form of identification or the last four digits of his or her Social Security number, AND** the voter **declined** to execute the written **affirmation statement**, the voter must provide to the board of the elections **one** of the following:

- **Required identification described Directive 2008-80 on Voter Identification; or**
- **The last four digits of the voter's Social Security number.**

If the voter cast a provisional ballot because, at the time of voting, he or she **did not have any required form of identification or a Social Security number, AND** the elector **declined** to execute the written **affirmation statement**, the elector must do **one** of the following:

- **Required identification described in Directive 2008-80 on Voter Identification; or**
- **The last four digits of the voter's Social Security number; or**
- **Complete the affirmation statement.**

If the voter cast a provisional ballot because the voter's right to vote was **challenged** at the polling place under **R.C. 3505.20**, and the election officials either determined that the voter was ineligible to vote, or they were unable to determine the voter's eligibility, the voter must **provide identification or other documentation required to resolve the challenge, relevant to the nature of the challenge.**

If you have questions about this directive, please contact your assigned elections counsel at 614-466-2585.

Sincerely,



Jennifer Brunner



OHIO SECRETARY OF STATE

ELECTIONS DIVISION

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