

Polling Place Supplies Checklist

Required by R.C. 3501.30

- Official ballots**
- Ballot boxes/containers** – Secured and locked containers within which voted paper ballots or envelopes containing voted ballots are placed.
- Poll Book(s)** – Otherwise known as the Electronic or printed Signature Poll Book(s).
- Poll Lists** – Voter registration lists which provide the names, addresses, and party affiliation of each voter within a polling location.
- Cards of Instruction** – Voting instructions that are specific to each county's voting system:
 - Premier AccuVote TSX;
 - ES&S iVotronic;
 - ES&S DS200;
 - ES&S Express Vote;
 - Hart eScan;
 - Hart eSlate;
 - Optical Scan;
 - Optical Scan with Automark;
 - Dominion Image Cast Evolution OS & ADA;
 - Dominion Image Cast Precinct OS & ADA; and
 - Unisyn OpenElect OS & OpenElect Interface ADA
- Cards of Instruction** – Instructions that are specific to each county's electronic pollbooks, if applicable:
 - Election Administrators EA Tablet;
 - ES&S ExpressPoll (all versions or releases);
 - KNOWiNK Poll Pad;
 - Tenex Precinct Central Touchpad; and
 - VOTEC VoteSafe Electronic Pollbook.
- Summary Statement of Precinct Election Results** – Forms on which to make summary statements, if applicable. These are generated at the close of the poll by voting machines.
- Certificates** – Provided in the Electronic or printed Signature Poll Books or Poll Lists for the precinct officials to sign after the polls close, certifying that the Electronic or printed 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.**
- Tally sheets, if applicable.**

Required Postings

- Special Voting Instructions Poster** – Instructions on how to vote, including how to cast a regular ballot and a provisional ballot. Poster will state the date of the election and the hours during which the polling place is open.

- Sample ballot for each precinct** – The sample ballot must be printed on color paper and “Sample Ballot” must be plainly printed in boldfaced type on the face of each ballot.
- Full text of any condensed ballot language for a state or local question(s) or issue(s).**
- Voting Rights Information Poster** – Instructions required by state and federal law on voters’ rights which provides an explanation of prohibited acts of fraud, intimidation and misrepresentation as well as instructions on how to contact the appropriate officials if any voting rights violations or prohibited acts are alleged to have occurred.
- Form 10-V Notice** – A notice regarding voting more than once at same election.
- Official Precinct Voter Registration Lists for Posting** – A list of registered voters generated by the board of elections that must be posted in a polling location no later than 6:30 a.m., and marked by precinct election officials and posted at 11:00 a.m. and 4:00 p.m. to indicate those names of those registered voters who have voted.
- Voter Identification Address Update Poster** – Explains that an unexpired Ohio Driver’s license or State ID card with a voter’s former address is an acceptable form of ID when the voter’s current address is printed in the Signature Poll Book. The voter may cast a regular ballot unless otherwise marked in the Signature Poll Book.
- Backup Optical Scan Paper Ballot Instructions for Voters in Counties that use DRE Voting Machines as its Primary Voting System**
- Statewide Mailing Absentee Ballot Application poster** (if applicable).

Forms

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

Additional Items

- Precinct Election Official Manual;
- Precinct Election Official Quick Reference Guide (flip chart) from the Secretary of State;
- Directive 2008-80 Voter Identification Requirements;
- Precinct Election Official Training Supplement (primary elections only);
- Instructions for 17-Year-Old Voters (primary elections only);
- Backup paper Poll Books (in counties utilizing Electronic Poll Books only);
- Contingency Plans/Emergency Contact List for the board of elections;
- Other board provided instructions or guides;

- County Street Directory
- Precinct Voting Location Guide (see R.C. 3505.181((E)(2)));
- Envelopes for soiled and defaced ballots;
- Envelopes for curbside voter ballots (if provided by the board of elections);
- ADA components/accessories (i.e., headsets, etc.);
- Locks and/or seals;
- "I Voted" Stickers;
- Precinct Election Official nametags; and
- Payroll statements.

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

- Extra rolls of paper;
- Extra canisters or spools;
- Memory cards;
- Voter cards;
- Encoders;
- Encoder batteries;
- Administrator cards;
- Security tape;
- Keys; and
- Extension cord(s) (if necessary).

Additional Items for Optical Scan Counties

- Secrecy sleeves;
- Extra pens/pencils;
- Security tape;
- Keys; and
- Extension Cord(s), as needed.