THE POLL WORKER MANUAL

2020 Edition

Latest Update: April 2020
Preface

This State of Georgia Poll Worker Manual is to be used as a guide for the administration of elections conducted by county election officials for poll workers.

This manual is not intended to be used as a substitute for the Georgia Constitution, relevant statutes, applicable case law, or rules of the State Election Board.

Prior to your assigned duties, be sure to collect county contact information, county information for board members (if applicable), polling place information, a county map, a supply list, and any other information provided by your county.

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Poll officers appointed pursuant to Code Sections 21-2-90 and 21-2-91 shall be judicious, intelligent, and upright citizens of the United States, residents of or otherwise employed by the county in which they are appointed or, in the case of municipal elections, residents of or otherwise employed by the municipality in which the election is to be held or of the county in which that municipality is located, 16 years of age or over, and shall be able to read, write, and speak the English language. No poll officer shall be eligible for any nomination for public office or to be voted for at a primary or election at which the poll officer shall serve. No person who is otherwise holding public office, other than a political party office, shall be eligible to be appointed as or to serve as a poll officer. A parent, spouse, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law of a candidate shall not be eligible to serve as a poll officer in any precinct in which such candidate's name appears on the ballot in any primary or election.
Qualifications, Conduct, and Training

O.C.G.A. § 21-2-99(a)

The election superintendent shall provide adequate training to all poll officers and poll workers regarding the use of voting equipment, voting procedures, all aspects of state and federal law applicable to conducting elections, and the poll officers' or poll workers' duties in connection therewith prior to each general primary and general election and each special primary and special election; provided, however, such training shall not be required for a special election held between the date of the general primary and the general election. Upon successful completion of such instruction, the superintendent shall give to each poll officer and poll worker a certificate to the effect that such person has been found qualified to conduct such primary or election with the particular type of voting equipment in use in that jurisdiction. Additionally, the superintendent shall notify the Secretary of State on forms to be provided by the Secretary of State of the date when such instruction was held and the number of persons attending and completing such instruction. For the purpose of giving such instructions, the superintendent shall call such meeting or meetings of poll officers and poll workers as shall be necessary. Each poll officer shall, upon notice, attend such meeting or meetings called for his or her instruction.
General Information
Poll Officers

Qualifications, Conduct, and Training

O.C.G.A. § 21-2-99(b)

No poll officer or poll worker shall serve at any primary or election unless he or she shall have received instructions, as described in subsection (a) of this Code section; shall have been found qualified to perform his or her duties in connection with the type of voting equipment to be used in that jurisdiction; and shall have received a certificate to that effect from the superintendent; provided, however, that this shall not prevent the appointment of a poll officer or poll worker to fill a vacancy arising on the day of a primary or election or on the preceding day.
General Information
Poll Officers

Election Offenses Involving Operation of the Polls
Poll managers must familiarize themselves with the following sections of the Georgia Election Code to ensure that unlawful acts or omissions by poll officers do not occur.

O.C.G.A. § 21-2-584: Refusal or failure of manager to administer oath to poll officer; poll officer acting without being sworn; giving of false certificate as to swear of poll officer.

O.C.G.A. § 21-2-587: Failure to return memory cards.


O.C.G.A. § 21-2-588: Premature counting of votes by poll officer.


O.C.G.A. § 21-2-590: Poll officer permitting unregistered or unqualified persons to vote; refusing to permit registered and qualified persons to vote; unlawful rendering of assistance.

O.C.G.A. § 21-2-591: Poll officers permitting unlawful assistance to voters.

O.C.G.A. § 21-2-592: Failure of poll officers to keep record of assisted voters.
The governing authority of each county and municipality shall provide and the superintendent shall cause all rooms used as polling places to be provided with suitable heat and light and, in precincts in which ballots are used, with a sufficient number of voting compartments or booths with proper supplies in which the electors may conveniently mark their ballots, with a curtain, screen, or door in the upper part of the front of each compartment or booth so that in the marking thereof they may be screened from the observation of others. A curtain, screen, or door shall not be required, however, for the self-contained units used as voting booths in which direct recording electronic (DRE) voting units or electronic ballot markers are located if such booths have been designed so as to ensure the privacy of the elector. When practicable, every polling place shall consist of a single room, every part of which is within the unobstructed view of those present therein and shall be furnished with a guardrail or barrier closing the inner portion of such room, which guardrail or barrier shall be so constructed and placed that only such persons as are inside such rail or barrier can approach within six feet of the ballot box and voting compartments, or booths, or voting machines, as the case may be. The ballot box and voting compartments or booths shall be so arranged in the voting room within the enclosed space as to be in full view of those persons in the room outside the guardrail or barrier. The voting machine or machines shall be placed in the voting rooms within the enclosed space so that, unless its construction shall otherwise require, the ballot labels on the face of the machine can be plainly seen by the poll officers when the machine is not occupied by an elector. In the case of direct recording electronic (DRE) voting units or electronic ballot markers, the devices shall be arranged in such a manner as to ensure the privacy of the elector while voting on such devices, to allow monitoring of the devices by the poll officers while the polls are open, and to permit the public to observe the voting without affecting the privacy of the electors as they vote.
Polling Place Preparation
Opening the Polls

O.C.G.A. §§ 21-2-328 and 21-2-375

• At least one hour prior to the time set to open the polls, the voting machines and supplies will be delivered to the polling places in each precinct

• The machines will be set up in the proper manner, signs, sample ballots and other instructions will be posted, and other supplies will be distributed

O.C.G.A. §§ 21-2-374, 379.24 and 379.25

• Prior to opening the polls, the manager will break the seal on each voting unit, turn on each unit, certify that each unit is operating properly and set to zero

• A zero tape will be printed from each Polling Place Scanner certifying that no votes are present

• The manager shall keep this tape and record this zero count on the Polling Place Scanner recap sheet

• At least one voting machine will be accessible to disabled electors at each precinct
Polling Place Preparation
Opening the Polls - Checklist

• Checklist for each location
  • All poll officials in attendance and Oaths administered
  • Verified all ballot boxes are empty and then locked and sealed
  • Reminders of law changes for Assisting Voters
  • List of all needed phone numbers of county office staff available
  • Badges on and visible
  • All signs and notices posted
  • All doors accessible
  • Check parking lots and walkways to identify any concerns and add signage or staffing, if needed
  • All equipment, tables, chairs, supplies, list and ballots in place
  • Review list of Poll Watchers assigned
  • All stations ready
  • Notify Election Superintendent that poll is ready and opened

• There are to be three people in the polling place at all times, a manager and two assistant managers

• If an emergency occurs and someone has to leave, the replacement must be sworn in
Polling Place Preparation
Voting Area Posters and Signs

Card of Instructions - CI-05
Notice of Penalties – NP-10
Poll Worker Area – PW Area 19
Polling Place Preparation

Voting Area Posters and Signs

ID Required to Vote – ID-L-05

Georgia Voting Information – GVIP-10

This sign is being updated.
Polling Place Preparation

Voting Area Posters and Signs

FOR YOUR CONVENIENCE, THE BALLOT CAN BE VIEWED IN LARGER PRINT.

PLEASE SEE OUR POLL OFFICIAL FOR ASSISTANCE.

NOTICE

ABSENTEE VOTING PERIOD
ELECTORS WHO ARE 75 YEARS OF AGE OR OLDER OR WHO ARE DISABLED AND REQUIRE ASSISTANCE IN CASTING AN ABSENTEE BALLOT IN PERSON, SHALL, UPON REQUEST TO A DESIGNATED OFFICE EMPLOYEE OR OTHER INDIVIDUAL, VOTE IMMEDIATELY AT THE NEXT AVAILABLE VOTING COMPARTMENT OR BOOTH WITHOUT WAITING IN LINE.

ELECTION DAY
BETWEEN THE HOURS OF 8:50 A.M. AND 4:30 P.M., ELECTORS WHO ARE 75 YEARS OF AGE OR OLDER OR WHO ARE DISABLED AND REQUIRE ASSISTANCE IN VOTING, SHALL, UPON REQUEST TO THE POLL OFFICERS, BE ALLOWED TO VOTE IMMEDIATELY AT THE NEXT AVAILABLE VOTING COMPARTMENT OR BOOTH WITHOUT WAITING IN LINE.

G.C.C.A. §§15-500.1, 55-3-801

Form 97-10

BALLOT REVIEW

Review your printed ballot to confirm your choices prior to inserting into the scanner.

Contact Poll Official if assistance is needed.

Sample ballots are available for review upon request.

Larger Print – LPIP-2020

Elderly Poster – 75-10

Ballot Review – BR19
Polling Place Preparation
Voting Area Posters and Signs

**Voter Notice – VN-19**

**Do not leave the balloting area with your printed ballot.**

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**IMPORTANT NOTICE TO VOTERS**

PLEASE NOTIFY A POLL WORKER IF YOU BELIEVE THAT:

- You have been given the wrong ballot,
- Your ballot does not contain all the candidate names it should,
- The voting unit is not operating properly,

**OR** if your "PRINTED BALLOT" does not reflect your choices.

Once you have placed your ballot in the scanner/ballot box, your vote has been recorded and is final.

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**No Leaving with Ballot**
Polling Place Preparation

Enclosed Space

- Special attention should be paid to securing the Enclosed Space
- A physical barrier must be defined
- The poster should be posted in multiples defining the Enclosed Space
- Poll Officials should verify
  - Anyone that enters is allowed
  - No paper ballots leave the space
  - Voter cards do not leave the space

Poll Worker Area – PW19

No Leaving with Ballot
Polling Place Preparation

Voting Booth Posters

**Balloon Review – BR-19**
- **Review** your printed ballot to confirm your choices prior to inserting into the scanner.
- **Contact** Poll Official if assistance is needed.
- **Sample ballots** are available for review upon request.

**Voting Instructions – Voting Booth**
1. **SELECT**
   - Insert your Voter Card – arrow side up – in the slot at the base of the touchscreen.
   - Mark your selections on screen.
   - Review your selections for accuracy.
2. **PRINT & REVIEW**
   - Print your ballot – tap the button on the screen.
   - Remove your Paper Ballot from the printer and your Voter Card from the touchscreen.
   - Review your Paper Ballot and take to the ballot scanner.
3. **SCAN**
   - Return your Voter Card to the Poll Worker.
   - Place your Paper Ballot into the ballot scanner.
   - Get your “I’m a Georgia Voter” sticker.

**Larger Print - LPIP-2020**

For your convenience, the ballot can be viewed in larger print.

Please see our poll official for assistance.
Polling Place Preparation
Outside of Polling Place Signs
Polling Place Preparation

6:00 a.m. - Poll Managers and Assistant Managers Report to Polling Place

Oaths Administered

• Before entering upon duties at any primary or election, all poll officers shall take and subscribe in duplicate to the oaths required
  • Assistant Manager swears in Manager
  • Manager then swears in the two assistant managers and the clerks
  • Oaths are signed and placed in the proper envelope

Name Badges

• Provide a name badge for each Poll Official
• The badge must be worn at all times
Polling Place Preparation
Oaths Administered

Oath of Managers - MANAGER OATH-10
(Manager and Assistant Managers)

Oath of Clerks - CLERK-OATH-99
Polling Place Preparation

Equipment Set up and Opening

- All duties must be performed in full view of the public
- Potential voters may watch but are not allowed to enter the enclosed space or interfere when preparations for opening the polls are in progress
- At no time are the doors to the polling place to be locked so as to exclude any member of the public from viewing the pre-election preparation, conduct of the election, or the closeout procedures
  - One Poll Official reads the instructions
  - One Poll Official follows the instructions as read to them
  - One Poll Official records the necessary information on the forms
Polling Place Preparation
Equipment Set Up and Stations

• Open Poll Pad Station
  • Open Poll Pads using the Poll Pad Quick Start Guide (QSG following) and complete Poll Pad Recap

• Set up and open Touchscreens and Printers (Quick Reference Guides (QRG) following) and complete forms
  • Confirm set up of Handicap Accessible Voting Booth
  • Audio Tactile Interface (ATI) – Accessible Voting Kit
    • Confirm the ATI is attached and ready for use

• Set up and open Polling Place Scanner (QRG following) and complete forms

• Set up Provisional Ballot Station
  • A Provisional Ballot Station must be set up in each polling place
  • Your Provisional Ballot Station clerk should attend this station when there is a person in the poll being considered for provisional voting
Polling Place Forms
Opening the Polls

These forms will be used when opening and closing the polling place.

Ballot Recap Sheet
Poll Pad Recap Sheet
Security Verification Form
Touchscreen/Printer
Polling Place Forms
Opening the Polls

These forms will be used when opening and closing the polling place.
Polling Place Forms
Opening the Polls

These forms will be used when opening and closing the polling place.

- Voting Equipment Exception Report
- Non-Felon Affidavit
- Provisional Ballot Voting Guide
Polling Place Forms
Opening the Polls

Security Verification Form for Touchscreens - Election Day (TS-ED-VER-2020)

• This form is used to verify the touchscreens were sealed when the polls opened and closed on Election day. One recap sheet for EACH precinct.

• Enter the opening case serial number, if applicable. (If your county sets up your voting equipment early and equipment is secured overnight as described in SEB Rule 183-1-12-.04, poll workers may leave this field blank)

• Enter the BMD unit number in the BMD column.

• The seal number must be provided for the items below.
  • Accessories compartment
  • Batteries compartment
  • Election Data compartment
  • Power/Printer compartment
  • Printer - Seal number from the printer transport bag, if applicable. (If your county sets up your voting equipment early and equipment is secured as described in SEB Rule 183-1-12-.04, poll workers may leave this field blank)

• When the polls close, the Poll Manager will verify the seals are intact. A checkmark should be placed in the close the polls column. Enter the closing case serial numbers. The form must be signed and dated by the Poll manager and two witnesses.
Security Verification Form for Scanner - Election Day (Scanner-ED-VER-2020)

- This form is used to verify the scanner was sealed when the polls opened and closed on Election day.
- One recap sheet for EACH scanner.
- The scanner serial number is required.
- The seal number must be provided for the items below.
  - Ballot box
  - Printer
  - Administrative
  - Poll Worker
  - Scanner Lock
- The form must be signed and dated by the Poll manager and two witnesses.
Ballot Recap Sheet (Ballot Recap - 2020)

- This form is used to account for all the ballots issued, printed, casted, and spoiled.
- One recap sheet for EACH precinct.
- Section A: Totals the number of ballots issued and printed on each BMD.
- Section B: Totals the ballots cast on each scanner.
- Section C: Totals the number of issued ballots, casted ballots, and poll pad check-ins.
- The form must be signed and dated by the Poll manager and two witnesses.
Poll Pad Recap Sheet (Poll Pad Recap-19)

- This form is used to keep track of the total number of voters verse the number of check-ins in a precinct.
- One recap sheet for EACH precinct.
- The opening & closing seal numbers are required for each poll pad used in the precinct.
- Only one poll pad should be used to complete sections A through I.
- If the numbers in sections A through I do not match or balance as expected, an explanation must be attached.
- The form must be signed and dated by the Poll manager and two witnesses.
Opening the Polls – Zero Count Form

• This form is used to confirm that the ballot box is empty. A zero tape must be printed from the scanner, signed by the poll manager/witnesses, and be attached to this form.
• Poll Worker generates a zero tape BEFORE voting begins.
• Poll Worker checks the following voting equipment BEFORE voting begins to ensure zero counts and the ballot box is empty:
  • Electronic Poll Books
  • BMD Touchscreen
  • Ballot Scanners
• If the zero tape does NOT show “zero votes,” immediately notify election superintendent. Do not use this unit until it is cleared and resolved by agreement of poll manager and election superintendent.
• The voting equipment must be secured after check.
• See SEB Rule 183-1-12-.10(5)
Spoiled/Unaccompanied Ballot Recap Sheet (SP Ballot Recap Sheet-20)

• Any printed ballot from the Touchscreens that are spoiled or found unaccompanied should be documented on this form per polling location.

• The spoiled or unaccompanied ballot should be kept with this recap sheet and returned at the close of polls.

• The information below is required:
  • Date
  • Precinct
  • Combo
  • Spoiled Ballot Reason
  • Unaccompanied Ballots count
  • Initials from the Poll Manager

• The form must be signed and dated by the Poll manager and two witnesses.
Spoiled and Unaccompanied Ballots Defined

- Spoiled Ballot is a ballot that is returned to the poll official by the voter while in the enclosed space
  - The following are reasons for a spoiled ballot
    - Voter Requested to change selections
      - Due to wrong party selected
      - Error in selecting a candidate or answer to a referendum
    - Printer Error
    - Scanner Error
    - Touchscreen Error
    - Voter believes they selected a different candidate or answer to a referendum
  - Once a ballot is scanned into the Polling Place Scanner, the ballot is cast
- Unaccompanied Ballot is a ballot that has been left on the printer at the Touchscreen station
  - If an unaccompanied ballot is found and the voter has left the enclosed space
    - The ballot should be returned to the Poll Pad Station
    - Marked as SPOILED across the front of the ballot
    - Entered on the Spoiled and Unaccompanied Ballot Recap Sheet
Polling Place Forms
Opening the Polls

Voted Ballot Removal Form (VB-Removal-20)

• This form is to be completed ONLY when the ballot box becomes full and must be emptied to continue to scan ballots when the polls open.

• For the close of polls, the Chain of Custody Form will be completed.

• Most polling locations may never have to use this form.

• The removal process must be conducted in view of the public.

• Each time ballots are removed, the form must be signed by the Poll manager and two witnesses. The time must be listed as well.

• See SEB Rule 183-1-12-.06
Voting Equipment Exception Report
• This form is used to document any voting equipment malfunctions during voting.
• If an error is due to equipment malfunction, the poll officer shall document the incident on this form. The poll manager shall inform the election superintendent immediately if one or more electronic ballot markers are associated with a significant number of incidents.
• See SEB Rule 183-1-12-.12
Non-Felon Affidavit (AFF-20)

- This form is to be used when an elector has been identified by county registrars as potentially serving a felony sentence as reflected in the voter registration system, but the elector’s record has not been cancelled yet pursuant to the notice provision of O.C.G.A. § 21-2-231(c).

- If the elector knows that he or she is not currently serving a felony sentence and is eligible to vote, the elector may sign this form and be issued a regular ballot.
Provisional Ballot Voting Guide

• Each polling place shall have an information sheet available for voters who have questions about the provisional ballot process.

• The guide describes relevant law regarding provisional ballots for voters who do not show up on the electors list for that polling place.

• See SEB Rule 183-1-12-.18(2)
Polling Place
Opening the Polls - Poll Pads Quick Start Guide

Morning Checklist

☐ Verify the numbers on the Poll Pad & case match
☐ Remove the contents of the case
☐ Place stand arm in base
☐ Attach ID clip to back of Poll Pad
☐ Place 1 stylus in ID clip
☐ Attach Encoder (Green Dot Facing Poll Worker) to Poll Pad
☐ Attach Black Power Cord to Encoder
☐ Plug USB into Power Block
☐ Plug Power Block into Power Source
☐ Power on the Poll Pad
☐ Launch the Poll Pad application & verify that:
  ☐ The Poll Pad is in the correct polling location
  ☐ Check-in count = 0
  ☐ Have a GREAT Election Day!
QUICK REFERENCE GUIDE (QRG)
SETTING UP AND OPENING TOUCHSCREENS

ELECTION DAY
QUICK REFERENCE GUIDE
IMAGECAST X BALLOT MARKING DEVICE
1. Remove the ICX tablet, BMD printer, UPS, ATI, and headphones from the transport cases.

2. Lift the ICX tablet onto the table or booth using the handle on the back then pull open the kickstand on the back.

3. Set the BMD printer on the table or booth next to the ICX tablet.

4. Plug the UPS into a suitable 120v power source (preferably directly into a wall – NOT into a power strip or surge protector) then press the Power button, located on the front of the UPS.

5. Plug the square USB cable coming from the bottom right side of the ICX tablet into the back of the printer where the red arrow sticker is pointing. Plug the power cord into the bottom right side.

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6. If the ICX-BMD is designated as the accessible voting unit, plug the cable coming from the top left side of the ICX tablet into the top of the ATI then plug the headphones into the “Audio” jack on the bottom of the ATI.

7. Plug the power cord of the BMD printer into the back of the UPS into the Red outlet(s) marked Printer.

8. Plug the power cord of the ICX tablet into the UPS Green outlet(s) marked ICX.

9. Pull out the paper tray on the bottom front of the BMD printer and insert ballot paper then close the tray.

10. Press the power button on the front of the BMD printer.

11. Press the power button on the ICX tablet located inside the bottom right door just below the power cord connection then close the door.
1. Insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet.

2. Enter the Poll Worker PIN then press the Login button.

3. At the Confirmation window, check the date and time. If the date and time are both correct, press the Confirm button and skip to step 5. If the date and/or time are not correct, press the Modify button and proceed to the next step.

4. Press Set date or Set time as needed. Make the necessary adjustments then press the BACK button located at the bottom of the screen.

5a) Verify that both the AVS Controller and the Manual Session Activation options are checked. If not, press each one to check them.

5b) Check and that the Public Counter is 0. If not, press the Reset button.

5c) Verify that the correct polling place appears just above Open Poll then press the Open Poll button.

6. At the Open poll confirmation window press the Yes button.
1. Insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet.

2. Enter the Poll Worker PIN then press the Login button.

3. At the Confirmation window, check the date and time. If the date and time are both correct, press the Confirm button and skip to step 5. If the date and/or time are not correct, press the Modify button and proceed to the next step.

4. Press Set date or Set time as needed. Make the necessary adjustments then press the BACK button located at the bottom of the screen.

5. a) Verify that both the AVS Controller and the Manual Session Activation options are checked. If not, press each one to check them.
   b) Check and that the Public Counter is 0. If not, press the Reset button.
   c) Verify that the correct polling place appears just above Open Poll then press the Open Poll button.

6. At the Open poll confirmation window press the Yes button.
VOTING ON THE ICX-BMD

1. The voter inserts an activated Voter Card into the ICX-BMD.
The Voter Card must remain inserted in the ICX-BMD during the voting session.

2. If more than one language is available, the voter will be prompted to choose a language.

3. The voter may change the displayed language and/or the size of the text at any time by pressing the Language or Text Size buttons at the top of the screen.

4. The voter navigates the ballot using either the contest tabs at the top of the screen:
1) Move forward or backward
2) Contest tabs
Or the navigation buttons at the bottom of the screen:
1) Previous screen
2) Next screen

5. To vote for a write-in, the voter taps on Write-in in the candidate listing. The voter then types in the desired name and presses the Accept button at the bottom of the screen.
VOTING ON THE ICX-BMD

6
After the last contest or when the Review button is pressed, the voter is taken to the Ballot Review screen. The voter’s selections are displayed and any contests that are blank or undervoted are displayed with warnings. Scroll bars are also displayed as needed to view contests not displayed on the screen.
- The voter reviews their selections and can return to the ballot by tapping on a contest or pressing the Back to Ballot button.
- When the voter is satisfied with their selections, they press the Print Ballot button.

7
Once the voter presses the Print Ballot button, they will receive an Information message or a Warning message. The Warning message only appears if one or more contests have been left blank or are undervoted.

At this point, the voter can choose:
1) Print your ballot
2) Review your choices (returns to the review screen)

If the voter chooses Print your ballot and they have one or more blank or undervoted contests, they will be presented with another message at which point they can confirm ballot printing or return to the ballot.

8
Once the ballot has printed, the voter should press the Continue button at the bottom of the screen and remove their Voter Card.

The voter must then remove their printed ballot from the printer, review it for accuracy, then insert it into the ICP scanner for tabulation.

IMPORTANT: The ballot is not considered as cast until it has been inserted into the ICP scanner.
1. Before starting the voting session, confirm the following:
   • The ATI controller is connected to ICX.
   • If the voter requires a different assistive device, connect it to the ATI.
   • The voter should be comfortably positioned with the chosen assistive device.

2. Insert a Voter Card activated for an accessible voting session into the ICX-BMD.
   The Voter Card must remain inserted in the ICX-BMD during the voting session.

3. If there is more than one language available, the voter will first be prompted to select the desired language.
   Audio guidance is not yet available so the voter may need assistance with language selection.

4. The voter will then be prompted to select the preferred accessible device.
   Audio guidance is not yet available so the voter may need assistance with the selection.
   If enabled, the Privacy mask will protect the voter’s privacy by making the entire screen appear black.
   During the voting session, the voter must listen to instructions through the headset and navigate the ballot using the selected device.

5. Audio guidance will start after selection of the preferred accessible device.
   The voter will hear instructions based on that selection prior to the start of the ballot.
   The voter may need further assistance once they have finished voting and their ballot has printed.
1. In the event that Manual Activation is needed, insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet.

2. Enter the Poll Worker PIN then press the Login button.

3. Press the Ballot Activation button.

4. Enter the Ballot Activation Code. If this is to be an accessible voting session, press Enable AVS Controller to check the box. Press the Activate button.

5. Remove the Poll Worker card and allow the voter to vote in private. Neither the Poll Worker card nor a Voter Card needs to be inserted for the voter to complete their voting session.
QUICK REFERENCE GUIDE (QRG)
SETTING UP AND OPENING POLLING PLACE SCANNER

ELECTION DAY
QUICK REFERENCE GUIDE
IMAGECAST PRECINCT-BALLOT SCANNER
OPENING THE POLL

1. Plug the tabulator power cord into an outlet.
2. Press the Security Key onto the pad and hold firmly.
3. Enter the password then press ENTER.
4. Press YES to proceed or NO to adjust the time.
5. Press OPEN POLL.
6. Press ZERO.
7. Verify the Zero Report when it has finished printing.
8. Press NO to continue or YES if you need more copies.
9. The tabulator is now ready to scan ballots.

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Voters feed their completed ballot into the tabulator.

When a valid ballot is scanned, the screen will display the messages **Casting Ballot** and then **Ballot Successfully Cast**.

Once the ballot is in the ballot box, the **System Ready** screen will reappear and the **BALLOTS CAST** counter at the bottom of the screen will have increased by one. The scanner is now ready to accept the next ballot.

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### Tabulator Warning Messages

<table>
<thead>
<tr>
<th>Warning Type</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank Ballot Warning</td>
<td>The tabulator does not detect any voter selections on the scanned ballot. The voter may spoil this ballot and vote another. If the voter chooses to cast the ballot as is, the Poll Worker must perform the Override procedure (next page).</td>
</tr>
<tr>
<td>Ballot Misread Warning</td>
<td>The tabulator is unable to recognize the ballot. Check the ballot for damage or stray marks, particularly in the bar code area. If damaged, spoil the ballot and prepare another voter card for the voter. If no damage is detected, have the voter re-insert the ballot in a different orientation.</td>
</tr>
</tbody>
</table>
Provisional Ballot Station Requirement

- The Provisional Ballot station is required to be set up and ready to receive voters when the polls open
  - Voting Booth - Privacy screen or private area
  - Paper Voter Certificates
  - Provisional registration forms
  - Envelopes – outer and inner
  - Pens to complete registration form
  - Appropriate pen to mark the ballot
  - Secured ballot box
  - Memos for voters to explain process and provide contact information for the county office
Provisional Ballot Station
Provisional Ballot Station Forms

Voter Certificate
Provisional Voter Registration Application
Provisional Ballot Envelope
Inner Envelope
Provisional Numbered List of Voters
Provisional Ballot Station Requirement

- Be courteous and explain the process to the individual
- Remember that the voter did not expect to vote a provisional ballot
- Request voter complete the voter certificate, provisional registration form, if required, along with the ballot and envelope
- Provide the memo to voter regarding explaining the provisional process with contact information for the county office
- Record the voter’s name, provisional type and district combo on the Provisional Numbered List of Voters
- Secure all ballots at all times

Provisional Voting Booth
Provisional Ballot Station
Provisional Ballot Code and SEB Rules

• The Georgia Code citations and State Election Board Rules regarding Provisional Ballots are contained in this manual

• You can also find the Georgia Code and the State Election Board Rules from links on the Secretary of State’s website, https://sos.ga.gov/

• The full Georgia Code is also available on the General Assembly website, http://www.legis.ga.gov/en-US/default.aspx

O.C.G.A. § 21-2-418
S.E.B. Rule 183-1-12-.06
Provisional Ballots

Provisional Ballot Code Citation

O.C.G.A. § 21-2-418

(a) If a person presents himself or herself at a polling place, absentee polling place, or registration office in his or her county of residence in this state for the purpose of casting a ballot in a primary or election stating a good faith belief that he or she has timely registered to vote in such county of residence in such primary or election and the person's name does not appear on the list of registered electors, the person shall be entitled to cast a provisional ballot in his or her county of residence in this state as provided in this Code section.

(b) Such person voting a provisional ballot shall complete an official voter registration form and a provisional ballot voting certificate which shall include information about the place, manner, and approximate date on which the person registered to vote. The person shall swear or affirm in writing that he or she previously registered to vote in such primary or election, is eligible to vote in such primary or election, has not voted previously in such primary or election, and meets the criteria for registering to vote in such primary or election. The form of the provisional ballot voting certificate shall be prescribed by the Secretary of State. The person shall also present the identification required by Code Section 21-2-417.

(c) When the person has provided the information as required by this Code section, the person shall be issued a provisional ballot and allowed to cast such ballot as any other duly registered elector subject to the provisions of Code Section 21-2-419.
(d) Notwithstanding any provision of this chapter to the contrary, in primaries and elections in which there is a federal candidate on the ballot, in the event that the time for closing the polls at a polling place or places is extended by court order, all electors who vote during such extended time period shall vote by provisional ballot only. Such ballots shall be separated and held apart from other provisional ballots cast by electors during normal poll hours. Primaries and elections in which there is no federal candidate on the ballot shall not be subject to the provisions of this subsection.

(e) The registrars shall establish a free access system, such as a toll-free telephone number or internet website, by which any elector who casts a provisional ballot in a primary or election, or runoff of either, in which federal candidates are on the ballot may ascertain whether such ballot was counted and, if such ballot was not counted, the reason why such ballot was not counted. The registrars shall establish and maintain reasonable procedures necessary to protect the security, confidentiality, and integrity of personal information collected, stored, or otherwise used by such free access system. Access to such information about an individual provisional ballot shall be restricted to the elector who cast such ballot. At the earliest time possible after the casting of a provisional ballot, the election superintendent shall notify the Secretary of State that an elector cast a provisional ballot, whether such ballot was counted, and, if such ballot was not counted, the reason why such ballot was not counted.
(f) At the time an elector casts a provisional ballot, the poll officers shall give the elector written information that informs the elector of the existence of the free access system required by subsection (e) of this Code section by which the elector will be able to ascertain if his or her ballot was counted and, if such ballot was not counted, the reason why such ballot was not counted.

(g) Failure to establish such free access system shall subject the registrars and the county by which the registrars are employed to sanctions by the State Election Board.

(h) Notwithstanding any other provision of this chapter to the contrary, in the event that the voting machines or DRE units at a polling place malfunction and cannot be used to cast ballots or some other emergency situation exists which prevents the use of such equipment to cast votes, provisional ballots may be used by the electors at the polling place to cast their ballots. In such event, the ballots cast by electors whose names appear on the electors list for such polling place shall not be considered provisional ballots and shall not require verification as provided by Code Section 21-2-419; provided, however, that persons whose names do not appear on the electors list for such polling place shall vote provisional ballots which shall be subject to verification under Code Section 21-2-419.
(1) This rule shall govern the casting of provisional ballots by voters at primaries and elections in accordance with O.C.G.A. §§ 21-2-418 and 21-2-419.

(2) In each polling place, there shall be established a location or station in the public area of the polling place for the purpose of issuing and receiving provisional ballots.

(3) The election superintendent shall provide each polling place with an adequate supply of provisional ballots in each ballot style (district combination) for the precinct and an inner ballot envelope and an outer ballot envelope. The ballot envelopes shall be so designed that the ballot will fit within the inner ballot envelope and the inner ballot envelope will fit within the outer ballot envelope. The inner ballot envelope shall have printed on it the words "Official Provisional Ballot" and nothing else. The outer envelope shall have places for inserting the person's name, precinct, date and name of election, ballot style (district combination), and whether such ballot is a regular provisional ballot, a provisional ballot cast by a voter who registered to vote for the first time in this state by mail and has not provided the identification required by O.C.G.A. §§ 21-2-220 and 21-2-417, or a ballot cast during poll hours extended by a court order, or a combination thereof. Primaries and elections conducted by counties shall use optical scan ballots for provisional voting. Optical scan absentee ballots shall be acceptable for use as provisional ballots. Municipalities shall use the same type of ballots as the municipality uses for mail-in absentee voting. The election superintendent shall also provide a booth for voting provisional ballots in the enclosed space which will provide privacy for a person while voting a provisional ballot and a secure container in which the voted provisional ballots shall be placed.
(4) Voters whose names do not appear on electors list.

(a) When a person arrives at a polling place, completes a voter's certificate, and presents it to the poll workers but the person's name does not appear on the official electors list for the precinct, the poll officers shall immediately direct the person to the provisional ballot station. At the provisional ballot station, if a master list of registered electors is available, the poll workers shall check the list to determine if the person is registered at a different precinct. If the person's name appears on the master list for a different precinct, the poll workers shall direct the person to the correct precinct.

(b) If the person's name is not found on the official list of electors for the precinct or the master list, if available, the poll officers shall immediately contact the registrars and the person shall provide such information as the registrars may request to determine if the person is eligible to vote in the election. The registrars shall promptly review the information provided by the person and shall attempt to determine if the person timely and properly registered to vote.

(c) If the registrars can immediately determine that the person timely and validly registered to vote in the primary or election and should be assigned to the precinct at which the person is present, the registrars shall authorize the poll officers to add the person's name to the official electors list for the precinct and shall permit the person to vote in the same manner as other voters in the precinct vote. When there are multiple ballot styles (district combinations) in use in the precinct, the registrars shall also advise the poll officers which ballot style (district combination) should be issued to the person. The person's name shall then be added to the official electors list for the precinct with a notation of the name of the registrar who authorized such addition. Upon presentation of a properly completed voter's certificate and the identification required by O.C.G.A. § 21-2-417, the person shall be permitted to vote in the same manner as other voters in the precinct.
(d) If the registrars can immediately determine that the person timely and validly registered to vote in the primary or election but should be assigned to a different precinct from the one at which the person is present, the registrars shall direct the poll officers to send the person to the appropriate other precinct and the registrars shall notify the officers of such other precinct to add the person's name to the official electors list for such other precinct. When there are multiple ballot styles (district combinations) in use in such other precinct, the registrars shall also advise the poll officers at such other precinct which ballot style (district combination) should be issued to the person. The person's name shall then be added to the official electors list for the other precinct by the poll officers of the other precinct with a notation of the name of the registrar who authorized such addition. Upon the completion of a voter's certificate and the submission of the identification required by O.C.G.A. § 21-2-417, the person shall be permitted to vote in the same manner as other persons in such other precinct. However, if, in the reasonable exercise of discretion by the registrars or the poll workers, there is insufficient time for such person to go to such other precinct before the polls close, the poll workers may allow such person to vote a provisional ballot at the precinct in which the person is present. In such case, all votes cast by such person for candidates for whom such person is properly entitled to vote shall be counted and all votes cast for candidates for whom such person is not properly entitled to vote shall be void and shall not be counted in accordance with O.C.G.A. § 21-2-419(c).

(e) If the registrars cannot immediately determine that the person timely and validly registered to vote in the primary or election; but, from the information presented by the person, the person, if properly registered, would be assigned to the precinct at which the person is present, the registrars shall authorize the poll officers to permit the person to cast a provisional ballot at such precinct. When there are multiple ballot styles (district combinations) in use in the precinct, the registrars shall also advise the poll officers which ballot style (district combination) should be issued to the person.
(f) If the registrars cannot immediately determine that the person timely and validly registered to vote in the primary or election; but, from the information presented by the person, the person, if registered, would be assigned to a different precinct from the precinct in the county or municipality at which the person is present, the registrars shall direct the poll officers to send the person to the appropriate precinct. The registrars shall notify the officers of such other precinct to permit the person to vote a provisional ballot when such person arrives at such precinct, completes an official voter registration form and a provisional ballot voter’s certificate, and submits the appropriate identification required by O.C.G.A. § 21-2-417. When there are multiple ballot styles (district combinations) in use in such other precinct, the registrars shall also advise the poll officers which ballot style (district combination) should be issued to the person. However, if, in the reasonable exercise of discretion by the registrars or the poll workers, there is insufficient time for such person to go to such other precinct before the polls close, the poll workers may allow such person to vote a provisional ballot at the precinct at which such person is present. In such case, all votes cast by such person for candidates for whom such person is properly entitled to vote shall be counted and all votes cast for candidates for whom such person is not properly entitled to vote shall be void and shall not be counted in accordance with O.C.G.A. § 21-2-419(c).

(g) If the person appears at a precinct in a county or municipality in which the person does not reside, the registrars shall instruct the poll officers to direct the person to contact the registrars in the county in which the person resides to determine in which precinct such person should vote.

(h) If the poll officers cannot get in touch with the registrars after making a reasonable effort to do so, the poll officers shall be authorized to permit the person to vote a provisional ballot at the precinct without additional authorization from the registrars. In such case, all votes cast by such person for candidates for whom such person is properly entitled to vote shall be counted and all votes cast for candidates for whom such person is not properly entitled to vote shall be void and shall not be counted in accordance with O.C.G.A. § 21-2-419(c).
(i) Upon receiving authorization to vote a provisional ballot, the person shall complete a provisional ballot voter's certificate and an official voter registration form and submit such completed certificate and form to the poll officers along with the appropriate identification required by O.C.G.A. § 21-2-417. The poll officers shall place the name of the person on the numbered list of provisional ballot voters and issue the person a provisional ballot of the style authorized by the registrars along with an inner ballot envelope and an outer ballot envelope. Before issuing the outer ballot envelope to the person, the poll officers shall enter the person's name, the name of the precinct, the date and name of the election, and the ballot style (district combination) on the outer envelope. The person shall then retire to the provisional ballot voting booth and vote the ballot. Upon completing the ballot, the person shall seal the ballot in the inner ballot envelope and place the inner ballot envelope containing the ballot into the outer ballot envelope and shall seal the outer ballot envelope. The person shall then return the sealed envelope to the poll officers.

(j) Upon receiving the sealed ballot envelope from a person casting a provisional ballot, the poll officers shall verify that the information requested on the outer ballot envelope is complete, shall mark the appropriate box or boxes to designate the type of provisional ballot enclosed therein, and shall direct the person to place the ballot envelope into the secure container for provisional ballots which shall be located within the enclosed space in the polling place where it can be monitored by the poll officers and observed by the public. The provisional ballot voter's certificate and voter registration form shall be attached together and shall be placed in a separate, distinctively marked envelope which shall be placed in a secure location in the polling place.
(5) Voter who registered for first time by mail but did not provide required identification.

(a) When a person arrives at a polling place, completes a voter's certificate, and presents it to the poll workers but does not have the identification required by O.C.G.A. § 21-2-417 and the person's name appears on the official electors list for the precinct with a designation that the person registered to vote for the first time in this state by mail but has not provided the required identification to the registrars as required by O.C.G.A. § 21-2-220, the poll officers shall immediately direct the person to the provisional ballot station. At the provisional ballot station, the person shall be permitted to cast a provisional ballot at such precinct. When there are multiple ballot styles (district combinations) in use in the precinct, the poll officers shall issue the appropriate ballot style (district combination) to the person as shown on the electors list. The poll officers shall place the name of the person on the numbered list of provisional ballot voters and issue the person a provisional ballot of the style authorized by the registrars along with an inner ballot envelope and an outer ballot envelope. Before issuing the outer ballot envelope to the person, the poll officers shall enter the person's name, the name of the precinct, the date and name of the election, and the ballot style (district combination) on the outer envelope. The person shall then retire to the provisional ballot voting booth and vote the ballot. Upon completing the ballot, the person shall seal the ballot in the inner ballot envelope and place the inner ballot envelope containing the ballot into the outer ballot envelope and shall seal the outer ballot envelope. The person shall then return the sealed envelope to the poll officers.

(b) Upon receiving the sealed ballot envelope from a person casting a provisional ballot, the poll officers shall verify that the information requested on the outer ballot envelope is complete, shall mark the appropriate box or boxes to designate the type of provisional ballot enclosed therein, and shall direct the person to place the ballot envelope into the secure container for provisional ballots which shall be located within the enclosed space in the polling place where it can be monitored by the poll officers and observed by the public.

(c) The provisional ballot shall not be counted unless the voter provides the identification required by O.C.G.A. § 21-2-220 and 21-2-417 to the registrars before the end of the period set by law for the verification of provisional ballots. Such identification may be provided to the registrars in person or by facsimile transmission or, in the case of disabled voters, by delivery by a third party.
(6) Voters voting during extended polling hours in an election in which federal candidates are on the ballot.

   (a) In the event that the polling hours for a polling place are extended by a court order beyond the normal closing time for a primary, election, or runoff in which federal candidates are on the ballot, all voters who vote after the normal closing time for the polling place shall vote by provisional ballot.

   (b) Voters whose names appear on the electors list and who have the appropriate identification required by O.C.G.A. § 21-2-417 shall complete a provisional voter's certificate and shall be issued a provisional ballot along with an inner ballot envelope and an outer ballot envelope. Such voters shall not be required to complete a voter registration form. It also shall not be necessary to obtain approval from the registrars to issue provisional ballots to such voters. The poll officers shall place the name of the person on the numbered list of provisional ballot voters. Before issuing the outer ballot envelope to the person, the poll officers shall enter the person's name, the name of the precinct, the date and name of the election, and the ballot style (district combination) on the outer envelope. The person shall then retire to a provisional ballot voting booth and vote the ballot. Upon completing the ballot, the person shall seal the ballot in the inner ballot envelope and place the inner ballot envelope containing the ballot into the outer ballot envelope and shall seal the outer ballot envelope. The person shall then return the sealed envelope to the poll officers. Upon receiving the sealed ballot envelope from a person casting a provisional ballot, the poll officers shall verify that the information requested on the outer ballot envelope is complete, shall mark the appropriate box to designate that the ballot is an extended poll hours provisional ballot, and shall direct the person to place the ballot envelope into the secure container for provisional ballots which shall be located within the enclosed space in the polling place where it can be monitored by the poll officers and observed by the public.
(c) If the voter's name is not on the electors list, the poll workers shall follow the provisions of this rule for regular provisional balloting under this rule and, if the voter is authorized by the registrars to vote a provisional ballot under the terms of this rule, shall also mark the appropriate box on the outer ballot envelope to indicate that the ballot was issued during extended poll hours.

(d) If the voter's name is on the electors list but registered to vote for the first time in this state by mail and has not provided the identification required by O.C.G.A. § 21-2-220, the poll officers shall permit the voter to vote in accordance with the provisions of this rule for first time voters who register for the first time in this state by mail without providing the required identification, and shall also mark the appropriate box on the outer ballot envelope to indicate that the ballot was issued during extended poll hours.

(e) The poll officers shall provide each first time voter who registered for the first time in this state by mail without providing the required identification who casts a provisional ballot information on how the voter may provide the registrars with the appropriate identification in order that the voter's ballot may be counted.
(7) Each voter casting a provisional ballot in a primary, election, or runoff in which federal candidates appear on the ballot shall be given written information explaining how such voter can ascertain if such ballot is counted and, if such ballot is not counted, the reason why such ballot was not counted.

(8) The provisional ballot voter's certificates and voter registration cards may be picked up during the day by a registrar or deputy registrar for the purpose of beginning the process of determining the eligibility of the persons to cast provisional ballots. Before transferring the voter's certificates and registration cards to the registrars during the day, the poll officers shall note the number of certificates and cards being transferred to the registrars. If such voter's certificates and registration cards are not picked up by the registrars by the time that the polls close and the last voter has voted, the envelope in which the provisional ballot voter's certificates and voter registration cards have been deposited shall be securely sealed and shall be returned to the election superintendent with the other materials from the polling place.
Provisional Ballot Station

SEB Rule

S.E.B. Rule 183-1-12-.06 continued

(9) After the close of the polls and the last voter has voted, the poll officers shall account for all voted provisional ballots, cancelled and spoiled provisional ballots, and unused provisional ballots. The ballot stubs and unused and spoiled ballots shall then be securely sealed in the container provided for them by the election superintendent. The poll officers shall then proceed to open the secure container in which the provisional ballots were deposited and count the number of voted provisional ballots contained therein. The poll officers shall then compare the total number of persons voting provisional ballots as shown on the numbered list of provisional ballot voters with the number of ballots issued and the number of ballots voted. If these numbers do not equal one another, the poll officers shall determine the reason for the inconsistency and shall correct the problem before going further. The poll officers shall seal the voted provisional ballots in a container for transfer to the election superintendent. The poll officers shall complete and sign a provisional ballot recap sheet and post one copy of the recap sheet on the door of the polling place with the election results from the precinct. The remaining copies of the provisional ballot recap sheet along with the numbered list of provisional ballot voters shall be returned to the election superintendent with the other election materials from the precinct.

(10) Upon receiving the election materials from the precincts, the election superintendent shall ensure that the envelope containing the provisional ballot voter’s certificates and voter registration cards is promptly removed from the other materials and transferred to the registrars for processing. In any event, the voter’s certificates and registration cards shall be transferred to the registrars no later than 9:00 a.m. on the day following the day of the primary, election, or runoff. The election superintendent shall also remove the container containing the voted provisional ballots and shall place such container in a secure location within the election superintendent’s office.
Provisional Ballot Station
Provisional Ballot Codes

• **OP** - Out of Precinct
• **PR** - Person believing that he or she has timely registered to vote but whose name does not appear on electors list
• **PI** - Registered voter who does not have photo ID to present at time of voting
• **IR** - Voter who registered for first time by mail but did not provide required identification when appearing to vote. These voters can provide additional forms to provide proof of ID.
• **EH** - Voter who is casting a ballot during extended poll hours as a result of a court order (applies to federal elections only)
• **X** - Voter who registered for the first time in Georgia but citizenship not verified
• **V** - Person who did not provide missing information to complete application
Provisional Ballot Station
Defining the Provisional Ballot Types

**OP** – Out of Precinct

Person whose name does not appear on electors list for your precinct. If a person is not on your Electors List but is showing registered in another precinct, inform the voter of their assigned precinct and then let the voter decide if they can go to their assigned precinct, or vote a provisional ballot.

**PR** – Not Registered in Your County

Person whose name is not on the Poll Pad, the supplemental list, or the paper back up list. If a person is not listed on Poll Pad, the supplemental list, or the paper back up list, they may be issued a provisional ballot.
Provisional Ballot Station
Defining the Provisional Ballot Types

**IR – ID Required**

Voter who registered for the first time by mail but did not provide required identification and does not have ID when voting. If a voter who registered for the first time in Georgia by mail and does not supply the proper identification, they will listed as an IDR voter on the Electors List. If the voter cannot supply the appropriate identification the voter must be issued a Provisional Ballot. Please note that an IDR voter is allowed to show other forms of identification in addition to the listed forms of photo ID.

**PI – Provide ID**

Voter who does not have one of the required forms of photo ID. If a voter does not have the appropriate photo identification, he or she should be issued a provisional ballot and instructed that the ballot will be counted only if the voter provides the proper identification to the registrar’s office not later than three days following the day of the primary, election, or runoff.
Provisional Ballot Station
Defining the Provisional Ballot Types

**EH** – Extended Hours

Voter who is casting a ballot during extended poll hours as a result of a court order (applies to federal elections only). This provision only applies when there is a federal race on the ballot. In the event that the time for closing the polls at a polling place is extended by court order, all electors who vote during such extended time period shall vote by provisional ballot only. The Elections Superintendent will notify you in the event this occurs.

**CHAL** – Challenged

If an elector has been challenged and appears at the polls to vote prior to the challenge hearing or decision, the elector shall be permitted to vote by casting a challenged ballot on the same type of ballot used for provisional ballots. Use the code “CHAL.”
Provisional Ballot Station
Defining the Provisional Ballot Types

X – Potential Non-Citizens
If an elector is marked on the electors list as a potential non-citizen and the voter does not have a proof of citizenship document with them, a provisional ballot should be issued. On the Provisional Numbered List of Voters and the salmon outer envelope, CHAL should be recorded.

Other - V – Pending – Missing Information
If an elector is pending due to an incomplete voter registration, the elector can vote by casting a provisional ballot. This voter type should always complete a provisional voter registration application to complete their registration. This type of provisional ballot should be coded with a V on the Provisional Numbered List of Voters and the salmon outer envelope.

NOTE: If the missing information can be provided and the Registrar at the county office can be contacted, the voter should be allowed to vote on the Touchscreen and a poll change card should be completed.
Provisional Ballot Station
Issuing a Provisional Ballot

1. Voter should complete the Provisional section of the paper Voter Certificate (Salmon colored) and if required, a Provisional Voter Registration Application
   a. Ask voter to provide Photo ID unless reason for voting a provisional ballot is no ID can be provided (IR or PI)
   b. Initial the form in the proper space
2. Confirm forms are complete
3. Complete the outer Provisional Envelope:
   a. Print voter’s name
   b. Precinct number and ballot style number
   c. Date and name of election
   d. Note appropriate provisional code
4. Write the voter’s name on the Provisional Numbered List of Voters, note appropriate provisional code in the PROVISIONAL CODE column and BALLOT STYLE in the appropriate column

5. Record the ballot number on the voter certificate and initial as issued

6. Hand voter the ballot and both Official Provisional Ballot Envelopes. Instruct the voter to go to the Provisional Ballot Booth to vote the ballot by filling in the ovals next to the candidate or answer of his or her choice. When finished voting, the voter will fold and insert the ballot into the inner Provisional Ballot Envelope and seal. The inner envelope will then be inserted into the larger salmon-colored envelope and seal. The voter will then insert the ballot in the Provisional Ballot Container
7. After the voter has cast the provisional ballot, provide the voter with written contact information so the voter will be able to determine whether the ballot was counted and, if the ballot was not counted, the reason why such ballot was not counted. If a federal candidate is on the ballot, the contact information provided to the voter must include a free access system, such as a toll-free telephone number or an internet website, to receive such information.

8. Place all of the VOTED Provisional Ballots in the PROVISIONAL BALLOT CONTAINER. Place the Numbered List of Provisional Voters and Provisional Recap Sheet in the proper envelope.

Remember:

A Provisional Recap Sheet is completed even if there are no provisional voters at your polling place.
Provisional Ballot Station
Challenged – Non-citizen

Note Regarding Proof of Citizenship

• If a status of Non-Citizen is in the voter’s record in the Poll Pad, the poll official is to request proof of citizenship from the voter. A list of acceptable citizenship documents is provided on the next slide.

• If the voter can provide the acceptable documentation, the poll official should tap on the Documentation Provided box on the Poll Pad screen and process the voter to vote on the Touchscreens.

• Your County Office should have a procedure established for reporting this documentation provided to the Registrar.

• If the voter cannot provide proof of citizenship, the poll official should allow the individual to cast a provisional ballot and shall provide the individual with written contact information so the individual will be able to determine whether the ballot was counted and, if the ballot was not counted, the reason why such ballot was not counted. The poll officer should notify the poll manager that the individual must cast a provisional ballot.
Provisional Ballot Station
Challenged – Non-citizen

List of Acceptable Documents for Proof of Citizenship

- Birth certificate issued by a U.S. state (if the person was born in the U.S.) or by the U.S. Department of State (if the person was born outside the U.S. and the parents renewed the child's birth and U.S. citizenship at birth with the U.S. Embassies or Consulates).
- U.S. Passport issued by the U.S. Department of State.
- Certificate of Citizenship issued to a person born outside the U.S. who was not a U.S. citizen or born, or to a person who had previously become a U.S. citizen.
- Naturalization Certificate issued to a person who became a U.S. citizen after birth through the naturalization process.
- A Certificate of Birth issued by the Department of State.
- A U.S. Citizenship Card.
- An American Indian Card issued by the Department of Homeland Security with the identification code "AIC" (issued by DHS to identify U.S. citizen members of the Teraa Bank of Kickapoo living on the U.S. mainland).
- Final adoption decree showing the child's name and U.S. citizenship.
- Evidence of civil service employment by the U.S. government before 1978.
- An official U.S. military record of service showing a U.S. place of birth.
- A Northern Mariana Identification Card issued by the DNZ to a collectively naturalized citizen of the U.S. who was born in the Northern Mariana Islands before December 3, 1984.
- Extract of U.S. hospital record of birth established at the time of the person's birth indicating a U.S. place of birth.
- Birth or death or other evidence of record showing a U.S. place of birth and was created at least 5 years before the naturalization date.
- Federal or State census record showing U.S. citizenship or a U.S. place of birth (generally for persons born between 1890 through 1950).
- Institutional admission papers from a nursing home, skilled nursing care facility, or other institution which indicates a U.S. place of birth.
- Medical (clinical), doctor, or hospital record was created at least 5 years before the application date and indicates a U.S. place of birth.
- Other document that was created at least 5 years before the application. Document must be one of the following and show a U.S. place of birth: a document issued to the individual stating the identity or citizenship status and the issuance of a U.S. Passport, a document issued by the U.S. Department of State, or a document issued by the U.S. Citizenship and Immigration Services.
- If other forms of documentation cannot be obtained, documentation may be provided by a sworn affidavit, signed under penalty of perjury. Such an affidavit, which must be related to the person in question, shall be signed by the affiant and shall be notarized at the time of birth.

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Provisional Ballot Station
Challenged Ballots

O.C.G.A. § 21-2-230

(a) Any elector of the county or municipality may challenge the right of any other elector of the county or municipality, whose name appears on the list of electors, to vote in an election. Such challenge shall be in writing and specify distinctly the grounds of such challenge. Such challenge may be made at any time prior to the elector whose right to vote is being challenged voting at the elector's polling place or, if such elector cast an absentee ballot, prior to 5:00 P.M. on the day before the election; provided, however, that challenges to persons voting by absentee ballot in person at the office of the registrars or the absentee ballot clerk shall be made prior to such person's voting.

(b) Upon the filing of such challenge, the board of registrars shall immediately consider such challenge and determine whether probable cause exists to sustain such challenge. If the registrars do not find probable cause, the challenge shall be denied. If the registrars find probable cause, the registrars shall notify the poll officers of the challenged elector's precinct or, if the challenged elector voted by absentee ballot, notify the poll officers at the absentee ballot precinct and, if practical, notify the challenged elector and afford such elector an opportunity to answer.

(c) If the challenged elector appears at the polling place to vote, such elector shall be given the opportunity to appear before the registrars and answer the grounds of the challenge.
 Provisional Ballot Station

Challenged Ballots

O.C.G.A. § 21-2-230 continued

(d) If the challenged elector does not cast an absentee ballot and does not appear at the polling place to vote and if the challenge is based on grounds other than the qualifications of the elector to remain on the list of electors, no further action by the registrars shall be required.

(e) If the challenged elector cast an absentee ballot and it is not practical to conduct a hearing prior to the close of the polls and the challenge is based upon grounds other than the qualifications of the elector to remain on the list of electors, the absentee ballot shall be treated as a challenged ballot pursuant to subsection (e) of Code Section 21-2-386. No further action by the registrars shall be required.

(f) If the challenged elector does not cast an absentee ballot and does not appear at the polling place to vote and the challenge is based on the grounds that the elector is not qualified to remain on the list of electors, the board of registrars shall proceed to hear the challenge pursuant to Code Section 21-2-229.

(g) If the challenged elector cast an absentee ballot and the challenge is based upon grounds that the challenged elector is not qualified to remain on the list of electors, the board of registrars shall proceed to conduct a hearing on the challenge on an expedited basis prior to the certification of the consolidated returns of the election by the election superintendent. The election superintendent shall not certify such consolidated returns until such hearing is complete and the registrars have rendered their decision on the challenge. If the registrars deny the challenge, the superintendent shall proceed to certify the consolidated returns. If the registrars uphold the challenge, the name of the challenged elector shall be removed from the list of electors and the ballot of the challenged elector shall be rejected and not counted and, if necessary, the returns shall be adjusted to remove any votes cast by such elector. The elector making the challenge and the challenged elector may appeal the decision of the registrars in the same manner as provided in subsection (e) of Code Section 21-2-229.
(h) If the challenged elector appears at the polls to vote and it is practical to conduct a hearing on the challenge prior to the close of the polls, the registrars shall conduct such hearing and determine the merits of the challenge. If the registrars deny the challenge, the elector shall be permitted to vote in the election notwithstanding the fact that the polls may have closed prior to the time the registrars render their decision and the elector can actually vote, provided that the elector proceeds to vote immediately after the decision of the registrars. If the registrars uphold the challenge, the challenged elector shall not be permitted to vote and, if the challenge is based upon the grounds that the elector is not qualified to remain on the list of electors, the challenged elector's name shall be removed from the list of electors.

(i) If the challenged elector appears at the polls to vote and it is not practical to conduct a hearing prior to the close of the polls or if the registrars begin a hearing and subsequently find that a decision on the challenge cannot be rendered within a reasonable time, the challenged elector shall be permitted to vote by casting a challenged ballot on the same type of ballot that is used by the county or municipality for provisional ballots. Such challenged ballot shall be sealed in double envelopes as provided in subsection (a) of Code Section 21-2-419 and, after having the word "Challenged," the elector's name, and the alleged cause of the challenge written across the back of the outer envelope, the ballot shall be deposited by the person casting such ballot in a secure, sealed ballot box notwithstanding the fact that the polls may have closed prior to the time the registrars make such a determination, provided that the elector proceeds to vote immediately after such determination of the registrars. In such cases, if the challenge is based upon the grounds that the challenged elector is not qualified to remain on the list of electors, the registrars shall proceed to finish the hearing prior to the certification of the consolidated returns of the election by the election superintendent. If the challenge is based on other grounds, no further action shall be required by the registrars. The election superintendent shall not certify such consolidated returns until such hearing is complete and the registrars have rendered their decision on the challenge. If the registrars deny the challenge, the superintendent shall proceed to certify the consolidated returns. If the registrars uphold the challenge, the name of the challenged elector shall be removed from the list of electors and the ballot of the challenged elector shall be rejected and not counted and, if necessary, the returns shall be adjusted to remove any votes cast by such elector. The elector making the challenge and the challenged elector may appeal the decision of the registrars in the same manner as provided in subsection (e) of Code Section 21-2-229.
Provisional Ballot Station
Challenged Ballots

Issuing a Provisional Challenged Ballot

1. Verify that the voter has signed the Voter’s Certificate
2. Verify that the voter completed the Provisional Voter Section on the back of the certificate
3. Write “Challenged” on the bottom of the Provisional Section of the Voter’s Certificate
4. On the Official Provisional Ballot, you must:
   a. Mark the type of election
   b. Write “CHALLENGED” on the bottom of the colored section
   c. Write the voter’s name and your precinct name or code
   d. Add the ballot style or district combo on the ballot to be issued
   e. Write the election date and time
Issuing a Provisional Challenged Ballot

5. Issue the correct optical scan ballot for the voter’s District Combo. Detach the ballot from the pad, leaving the stub attached to the pad. Give the voter the following instructions:
   - “Take the ballot to the voting booth. Vote your ballot by filling in the ovals next to the candidate or question of your choice”
   - “Fold your ballot to fit into the white envelope”
   - “Put your ballot into the smaller white envelope and seal it. Put that envelope into the larger salmon envelope and seal it.”

6. While the voter is voting:
   - Write the ballot stub number on the Voter’s Certificate and initial as issued
   - On the Numbered List of Provisional Voters record the voter’s name, the provisional code of CHAL, the District Combo
   - Place the Voter’s Certificate in the provisional binder
Provisional Ballot Station
Challenged Ballots

Issuing a Provisional Challenged Ballot

6. When finished voting, the voter drops the sealed salmon ballot envelope into a secure ballot container or bag

7. Hand the voter the written instructions about the challenged ballot process

8. Hand the Voter an “I’m a Georgia Voter I SECURED MY VOTE” sticker and thank them for voting
Election Day

• Although there is no such thing as a typical election day, this section provides information to assist you

• If assigned to a particular station, know your role and make the poll manager aware of any questions or concerns you may have before the polls open

• Poll workers must be aware of a few important things whenever voters begin entering the polling place
  • How should voters with disabilities be accommodated?
  • What happens if a voter is wearing campaign material?
  • Can someone take a picture of their ballot?
  • What are Poll Watchers?
Election Day
Accommodating Voters with Disabilities

• Signs are vital
  • Directional signs should designate accessible parking spaces and be visible, especially those designating handicapped parking spaces, as well as the nearest accessible entrance if it is not the main door
  • If the polling place does not have a permanent handicapped parking space, designate a handicapped parking space by placement of a temporary “Handicapped Parking Sign”

• Make sure there is wheelchair access to the building, the polling place, and the voting booth
• Always be courteous and respectful
• Be considerate of extra time it may take for a person who is disabled or elderly to complete the voting process, and give unhurried attention to a person who has difficulty speaking
• Always speak directly to the voter, and not to a companion, aide, or sign language interpreter

• Animals that assist people with disabilities should be admitted into all buildings. DO NOT pet or distract these Assistance Animals, as they are working animals, not pets.
• If you observe a voter with a disability who needs assistance, ASK “May I help you in any way?” before rendering assistance. The answer you receive should dictate any further assistance.
• Place chairs or benches along a waiting area for the convenience and comfort of those who may have difficulty standing in line
Election Day
Accommodating Voters with Disabilities

Voters with Speech or Hearing Impairment

• A voter who cannot speak can give their name and address simply by providing their written name and address to the poll worker

• Follow the voter’s cues to determine whether speaking, gestures, or writing is the most effective method of communication

• If speaking, speak calmly, slowly, and directly to the voter. Do not shout. Your facial expressions, gestures, and body movements help in understanding.

• Face the voter at all times and keep your face in full light (not backlit)

• Rephrase, rather than repeat, sentences that the voter does not understand
Election Day
Accommodating Voters with Disabilities

Voters with Mobility Impairment

• Do not push or touch another person’s wheelchair or equipment without prior consent
• People using adaptive equipment often consider the equipment as part of their personal space
• You are also more likely to break a wheelchair or piece of equipment with which you are not familiar

Voting by Electors Over 75 Years of Age or Older or Disabled

• O.C.G.A. § § 21-2-385.1 and 21-2-409.1
• On election day between the hours of 9:30 A.M. and 4:30 P.M., and also during advance voting each elector who is 75 years of age or older or who is disabled and requires assistance in voting, shall, upon request to a poll officer, be authorized at any primary or election to vote immediately at the next available voting compartment or booth without having to wait in line.
Election Day
Accommodating Voters with Disabilities

• An area set up to provide magnifying tools for the paper ballots is recommended
  • Some voters may have difficulty reading the words on paper ballots
  • Ideas for assistance
    • Standing magnifying screens
    • Handheld magnifying glasses
    • Reading glasses
• SEB Rule 183-1-13-.02 Assistive Technology Devices
  • An illiterate or disabled elector who is entitled to receive assistance pursuant to O.C.G.A. §§ 21-2-385 or 21-2-409, or a person assisting such an elector, may use an assistive technology device to help the elector review their paper ballot prior to casting. Any image of the ballot obtained through using an assistive technology device shall be immediately deleted. Use of an assistive technology device by an illiterate or disabled elector or by a person assisting an illiterate or disabled elector shall not be deemed a violation of O.C.G.A. § 21-2-413(e).
Election Day
Campaign Activity or Materials

O.C.G.A. §§ 21-2-413 and 21-2-414

No person, when within the polling place, shall electioneer or solicit votes for any political party or body or candidate or question, nor shall any written or printed matter be posted within the room.

No person whose name appears as a candidate on the ballot being voted upon at a primary, election, special primary, or special election, except a judge of the probate court serving as the election superintendent, shall physically enter any polling place other than the polling place at which that person is authorized to cast his or her ballot for that primary, election, special primary, or special election and, after casting his or her ballot, the candidate shall not return to such polling place until after the poll has closed and voting has ceased.
O.C.G.A. § 21-2-2 defines Campaign materials as “any newspaper, booklet, pamphlet, card, sign, paraphernalia, or any other written or printed matter referring to:

- A candidate whose name appears on the ballot in a primary or election;
- A referendum which appears on the ballot in a primary or election; or
- A political party or body which has a nominee or nominees on the ballot in a primary or election
Election Day
Restrictions on Campaigning

O.C.G.A. § 21-2-414

- No person shall solicit votes in any manner or by any means of method, nor shall any person distribute any campaign literature, nor shall any person solicit signature for any petition, nor shall any person, other than election officials discharging their duties, establish or set up any tables or booths on any day in which ballots are being cast:
  1. Within 150 feet of the outer edge of the building in which the polling place is established;
  2. Within any polling place;
  3. Within 25 feet of any voter standing in line to vote at any polling place.

O.C.G.A. §21-2-414(a)

- Rooms under the control or supervision of the board of registrars or absentee ballot clerk in which absentee ballots are cast shall be considered polling places. O.C.G.A. §21-2-414(b)
Election Day
Cell Phones and Other Electronic Devices

O.C.G.A. § 21-2-413(e)

No person shall use photographic or other electronic monitoring or recording devices, cameras, or cellular telephones while such person is in a polling place while voting is taking place; provided, however, that a poll manager, in his or her discretion, may allow the use of photographic devices in the polling place under such conditions and limitations as the election superintendent finds appropriate, and provided, further, that no photography shall be allowed of a ballot or the face of a voting machine or DRE unit or electronic ballot marker while an elector is voting such ballot or machine or DRE unit or using such electronic ballot marker, and no photography shall be allowed of an electors list, electronic electors list, or the use of an electors list or electronic electors list.
Election Day
Poll Watchers

O.C.G.A. § 21-2-408

A poll watcher is a person named by a political party, political body, or candidate who is authorized to enter the enclosed space to observe the conduct of an election and the counting and recording of votes.

(d) Notwithstanding any other provisions of this chapter, a poll watcher may be permitted behind the enclosed space for the purpose of observing the conduct of the election and the counting and recording of votes. Such poll watcher shall in no way interfere with the conduct of the election, and the poll manager may make reasonable regulations to avoid such interference. Without in any way limiting the authority of poll managers, poll watchers are prohibited from talking to voters, checking electors lists, using photographic or other electronic monitoring or recording devices, using cellular telephones, or participating in any form of campaigning while they are behind the enclosed space. If a poll watcher persists in interfering with the conduct of the election or in violating any of the provisions of this Code section after being duly warned by the poll manager or superintendent, he or she may be removed by such official. Any infraction or irregularities observed by poll watchers shall be reported directly to the superintendent, not to the poll manager. The superintendent shall furnish a badge to each poll watcher bearing the words "Official Poll Watcher," the name of the poll watcher, the primary or election in which the poll watcher shall serve, and either the precinct or tabulating center in which the poll watcher shall serve or a statement that such poll watcher is a state-wide poll watcher. The poll watcher shall wear such badge at all times while serving as a poll watcher.
What a Poll Watcher Cannot Do – O.C.G.A. § 21-2-408(d)

• . . . in no way interfere with the conduct of the election.”
• Are prohibited from:
  • Talking to Voters
  • Checking Electors List
  • Using photographic or other electronic monitoring or recording devices
  • Using cellular telephones
  • Participating in any form of campaigning
• Must refer infractions or irregularities to the Election Superintendent, and not to the Poll Manager
• Must wear a badge marked “Official Poll Watcher” supplied by the County Elections Office or the Secretary of State at all times
Election Day
Assistance to Voters

O.C.G.A. § 21-2-409

Qualifiers
• If the voter is:
  • Unable to read the English Language...AND/OR
  • Has a disability which renders the voter unable to:
    • See or mark the ballot...OR
    • Operate the voting equipment...OR
    • Enter the voting compartment or booth without assistance

THEN THE VOTER IS ENTITLED TO ASSISTANCE
Election Day
Assistance to Voters

• Notice of the availability of assistance shall be posted at polling place
• “A physically disabled or illiterate elector may receive assistance in preparing his or her ballot from” ...
  • Any person of the elector’s choice
  EXCEPT
  • Elector’s Employer or Agent of Employer
  • Officer or Agent of Elector’s Union
  • Candidate on the Ballot or Family Member of Candidate
    • Unless Disabled/Illiterate Elector is Related to Candidate
Election Day
Voters Enter the Polling Place

• Greet the voters with a smile and direct them to the appropriate station to begin the voting process
• Offer the voters in line a Sample Ballot to review if needed
• Ask the voters to have their ID ready for the Poll Pad Station
• Remind the voters to silence their cell phones and that cell phones are not allowed to be used in the polling place
Election Day
The Line

The voting line is an important component in all polling places. At each polling place, there should be a plan to deal with a scenario where there is a line that is well out the door. Consider the following questions and options for a well-maintained voting line:

• Do you have room for the voters to line up safely around the building?
• O.C.G.A. § 21-2-414(a)(3) states that there can be no campaigning within 25 feet of anyone waiting in line to vote. Are you prepared to make those measurements?
• At your busier polling locations where you expect a line, have a designated person to manage the line. This person’s focus should be to prepare the voters for the check-in and voting process.
• Consider giving poll workers a special nametag that says something like “Have a question about voting? Ask me.”
• Have the poll workers monitor voters in line to ensure there is no campaigning in line or wearing campaign materials.

• Have the poll worker notify the voters of the required identification needed to vote and to have it ready to present to the poll worker at the Poll Pad Station.

• Consider providing that poll worker with an electors list, a portable Poll Pad, or a device that can access MVP to look up voters in line to ensure that they are at the correct polling location.

• If the line is caused by a long ballot or long questions on the ballot, be sure to have extra sample ballots available to pass out to voters in line. The more prepared they are when they get to the voting machine, the quicker you will be able to process them.
Voting
Voting Booth and Enclosed Space

O.C.G.A. § 21-2-410

If any elector, before or after entering the voting booth, shall ask for instructions concerning the manner of voting, a poll officer may give such elector such instructions; but no person giving an elector such instructions shall in any manner request, suggest, or seek to persuade or induce any such elector to vote any particular ticket or for any particular candidate or for or against any particular question. After giving such instructions and before the elector closes the booth or votes, the poll officer shall retire and the elector shall immediately vote.
All persons except poll officers, poll watchers, persons in the course of voting and such persons' children under 18 years of age or any child who is 12 years of age or younger accompanying such persons, persons lawfully giving assistance to electors, duly authorized investigators of the State Election Board, and peace officers when necessary for the preservation of order, must remain outside the enclosed space during the progress of the voting. Notwithstanding any other provision of this chapter, any elector shall be permitted to be accompanied into the enclosed area and into a voting compartment or voting machine booth while voting by such elector's child or children under 18 years of age or any child who is 12 years of age or younger unless the poll manager or an assistant manager determines in his or her sole discretion that such child or children are causing a disturbance or are interfering with the conduct of voting. Children accompanying an elector in the enclosed space pursuant to this subsection shall not in any manner handle any ballot nor operate any function of the voting equipment under any circumstances.
Voting
Voter Certificate Process

• All voters must complete the Voter’s Certificate. The voter will provide a valid ID at the Poll Pad station to conduct a search for locate the voter’s record

• The voter certificate is completed electronically on the Poll Pad

• The voter will confirm their name, date of birth and address

• The voter will select the party ballot of their choice, if a primary, and review and sign the oath

• If the voter has a physical disability, which prohibits the voter from being able to write and/or sign his or her name, the poll officer should assist the voter

• If the voter requests assistance, the Assistant box on the Poll Pad should be checked and the information entered

• The poll worker will initial when confirming the completion of the certificate by the voter and that they have issued the ballot to the voter with the encoding of the voter card
Voting
Providing Acceptable IDs

O.C.G.A. §§ 21-2-417 and 21-2-267

• Except as noted below, all voters are required to present proper identification to a poll worker at or prior to completion of a voter’s certificate at any polling place and before the voter is admitted to the enclosed space of the polling place.

• The enclosed space is that area where a guardrail or barrier is constructed and placed so that only such persons that are inside the rail or barrier can approach within six feet of the ballot box, the touchscreen units, and all voting stations.
Voting
Providing Acceptable IDs

Proper identification shall consist of any one of the following:

1. A Georgia driver’s license which was properly issued by the appropriate state agency;
2. A valid Georgia voter identification card or other valid identification card issued by a branch, department, agency, or entity of the State of Georgia, any other state, or the United States authorized by law to issue personal identification, provided that such identification card contains a photograph of the voter;
3. A valid United States passport;
4. A valid employee identification card containing a photograph of the voter and issued by any branch, department, agency, or entity of the United States government, this state or any county, municipality, board, authority, or other entity of this state;
5. A valid United States military identification card, provided that such identification card contains a photograph of the voter; or
6. A valid tribal identification card containing a photograph of the voter.
Voting
Acceptable IDs

Examples of Proper Voter Identification

Georgia Driver’s License
Current or Expired are accepted

Georgia Voter ID card with
current information and photo

NEW YORK STATE

NOTE: Out of state licenses must be current. The card cannot be expired.
Voting
Acceptable IDs

State of Georgia University System IDs with photo

Current passport or passport card

Valid Military ID

Tribal ID with picture
Voting
Acceptable IDs - Government IDs

State of Georgia University System IDs with photo

State Agency

Voter ID

Transit ID
Voting
Providing IDs - IDR Voter

• If the voter is listed on the Poll Pad as an IDR voter, additional forms of identification can be provided (HAVA IDs)

• These forms of ID must list the name and address of the voter
  • Utility Bill
  • Bank Statement
  • Government Check
  • Paycheck
  • Government document

• The voter can also provide any of the previous listed photo IDs
Electors List
Three Lists at Polling Place

There are three separate lists of voters at each polling location:

- **Poll Pad** - Poll Pad digitally stores registered voter information for each county in Georgia. Poll Pads allows you to search for voters and check their eligibility for the election. If they have not voted during Advanced in Person or by Absentee by Mail, they are issued a voter card to vote. The voter inserts the card into the Touchscreen, makes their selections and prints their ballot and then after reviewing their ballot, inserts it into the Polling Place Scanner to cast their vote. The voter is added to the Numbered List of Voters.

- **Supplemental List** - The supplemental list contains the voters that met the Voter Registration deadline, but did not meet the deadline for the Poll Pad upload. Anyone that is not on the Poll Pad but is on the supplemental list is allowed to vote on the Touchscreen unit. These voters do not need to vote provisionally. A voter card is manually created for these voters.

- **Paper Back Up List** - The paper back up list is a list of all the electors in your precinct. If your polling place loses power or your Poll Pads stop working for some reason, you do not have to stop processing voters. This is what the paper list is for.
Electors List
Poll Pad Processing – Cancel a Check-In and Spoil a Ballot

KnowINK Innovative Election Software

How to Cancel a Check-In and/or Spoil a Ballot (Election Day Only)

**Use:** Poll worker needs to Spoil a Ballot and Re-encode a Voter Card for a voter.

Search for the voter and tap the Settings Gear next to the voter’s name.

Enter the Extra Functions Passcode and tap DONE.

Select SPOIL BALLOT option from the dropdown menu.

Search Voter’s record and select Re-Encode Smart Card. This must happen on the same Poll Pad the voter first used when checking in.

When the card has successfully been re-encoded the green Success box will pop-up.
Electors List
Poll Pad Processing – Cancel a Check-In

How to Cancel a Check-In and/or Spoil a Ballot
(Election Day Only)

**USE:** Poll worker needs to Cancel a Voter’s Check-In

Important: When cancelling a Voter’s Check-In the poll worker may also select Spoil a Ballot if necessary. To spoil a ballot and cancel a check-in select **YES**, Spoil a Ballot and follow the Spoil Ballot procedures first. If there is no ballot to spoil, select **NO** and proceed with the following steps:

1. Search for the voter and tap the Settings Gear next to the voter’s name.
2. Enter the Extra Functions Passcode and tap **DONE**.
3. Select **Cancel Voter Check-In** from dropdown menu.

Select **Yes** or **No** to spoil voter’s ballot (Follow Spoil Ballot Procedures)

To document the Canceled Check-In, select the reason from the dropdown menu, type the poll worker name, and provide any additional details. Note: selecting **Other** requires additional information. When complete, tap **NEXT**.

To complete the cancellation process, the poll worker signs the cancellation record and taps **SUBMIT**.
Electors List

Poll Pad Processing – Encode A Voter Card

How to Encode a Voter Card Without Processing a Voter (Election Day - Encoder Only Option)

Use: Poll worker needs to create a Voter Card without processing a specific voter on the Poll Pad.

In the Last Name field enter the Precinct name or number used during advanced voting. Select the correct Precinct & Combo record from the list.

Tap ACCEPT in upper Right corner

Have the poll worker print “Encoder” on the signature line and initial the Poll Officer Initials box on the voter and poll officer confirmation pages.

Important:
- If the voter requires an Audio Ballot and the record has already been used, Cancel the Check-in (without Spoiling a Ballot) and follow the steps above.
- If the record was used as an Audio Ballot and the voter requests a Regular Ballot, Cancel the Check-in (without Spoiling a Ballot) and follow the steps above.
- If a record has been used on a Poll Pad, subsequent cards must be encoded on the same Poll Pad using the Re-encode Smart Card option.
Election Day
Polling Place Stations

Poll Pad Station

• At this station
  • The voter is searched in the Poll Pad using the voter’s ID by scanning or manually entering the voter’s name
    • If found, the voter certificate process is started
    • If the voter cannot be verified as eligible to vote, the voter should be escorted to the Provisional Ballot Station
  • Voter completes the electronic voter certificate
  • A voter card is encoded with the ballot and given to the voter
  • The voter’s name is electronically added to the Numbered List of Voters
  • The voter is then directed to the Touchscreen and Printer Station
Election Day
Polling Place Stations

Touchscreen and Printer Station

• At this station
  • The voter will insert the voter card into the Touchscreen
  • Make their selections for each election
  • Review their ballot selections on the screen and print their ballot
  • The voter will then review their printed ballot
  • Then the voter will take the paper ballot along with the voter card and advance to the Polling Place Scanner station
Election Day
Polling Place Stations

Polling Place Scanner Station

• At this station,
  • Voter returns voter card
  • Voter is reminded to review their ballot
  • The voter will cast their ballot by inserting into the scanner
  • The screen will confirm that their ballot was cast

Voter Exits the Enclosed Space

• Voter receives their “I’m a Georgia Voter I SECURED MY VOTE” sticker
• Be sure to thank them for voting
Closing of Polls

Time

• At 7:00 PM, the Poll Manager publicly declares, “The poll is closed.”
• Any voters in line at 7:00 PM must be allowed to vote
• Position a Poll Officer at the end of the line to ensure that anyone arriving after 7:00 PM is NOT allowed to vote
• Poll hours could be extended upon court order. Your County Office will notify your Poll Manager if this occurs.
  • Note: Municipal elections for the City of Atlanta have different hours, pursuant to O.C.G.A. § 21-2-403
Closing of Polls
Closing Equipment, Form Completion and Packing Up

• All duties must be performed in full view of the public

• Potential voters may watch but are not allowed to enter the enclosed space or interfere when preparations for opening the polls are in progress

• At no time are the doors to the polling place to be locked so as to exclude any member of the public from viewing the pre-election preparation, conduct of the election, or the closeout procedures
  - One Poll Official reads the instructions
  - One Poll Official follows the instructions as read to them
  - One Poll Official records the necessary information on the forms
Closing of Polls
Poll Pad Closing Quick Start Guide

Closing Checklist

☐ Record voter check-in and summary report information on Poll Pad Recap
☐ Power off Poll Pad
☐ Remove ID tray from back of Poll Pad, return ID tray and stylus to case
☐ Unplug Poll Pad
☐ Return Poll Pad cord & USB power brick to case
☐ Remove Encoder from Poll Pad & return to case
☐ Remove Poll Pad/Stand Arm from Base (Leave stand arm attached)
☐ Return base to case
☐ Verify the numbers on the Poll Pad & case match
☐ Return Poll Pad to case

Check-ins

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Parties
CLOSING THE POLLS ON THE ICX-BMD

1. Insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet. Enter the Poll Worker PIN then press the Login button.

2. Press the Admin menu button.

3. Press the Close Poll button.

4. Press the Yes button to confirm closing the poll then press the Power off button located in the bottom right corner of the screen.

5. Press the power button on the front of the BMD printer to turn the printer off.

6. Power down the UPS unit:
   - Press the power button.
   - Press the UP arrow button.
   - Press the Enter button.
   - Press the DOWN arrow button.
   - Press the Enter button.
   - The LCD screen should now go off indicating that the UPS has been powered down.
1. Check the Auxiliary Compartment of the ballot box and scan the ballots if any.

2. Press the Security Key onto iButton reader on the ICP.

3. Press CLOSE POLL.

4. Enter the password then press ENTER.

5. Press YES to proceed.

6. Three copies of the Results Tape will now print.

7. Press NO to continue or YES if you need more copies.

8. Press POWER DOWN.

9. Press YES to proceed.

10. When the tabulator is fully powered down, unplug the tabulator power cord.
Polling Place Forms
Closing the Polls

Security Verification Form – Touchscreen & Printer
• Confirm unit number of Touchscreens
• When the polls close, the Poll Manager will verify the seals are intact. A checkmark should be placed in the close the polls column. The closing case serial numbers should be recorded.
• The form must be signed and dated by the Poll manager and two witnesses.
Polling Place Forms
Closing the Polls

Ballot Recap Sheet
• Confirm unit number
• Record Closing Count Number of each unit
• Section A: Totals the number of ballots issued and printed on each BMD.
• Section B: Totals the ballots cast on each scanner.
• Section C: Totals the number of issued ballots, casted ballots, and poll pad check-ins.
• The form must be signed and dated by the Poll manager and two witnesses.
Polling Place Forms
Closing the Polls

Poll Pad Recap Sheet
• From one Poll Pad,
  • Record Closing Time
  • Tap on the Menu icon at the top left of the Poll Pad screen
  • Tap on the Summary Report on the screen
  • Record the check-ins from the Summary Report on the recap sheet
• Record the number of Spoiled and Unaccompanied Ballots on the recap sheet
• Complete the oath and signatures
• Return the Poll Pad and attachments to the Poll Pad cases and seal
• Record and confirm unit number and seals of Poll Pads
• If the numbers in sections A through I do not match or balance as expected, an explanation must be attached.
Polling Place Forms
Closing the Polls

Spoiled and Unaccompanied Ballot Recap Sheet

- Confirm spoiled and unaccompanied ballots are documented on the form
- Total Spoiled Ballots
- Total Unaccompanied Ballots
- Record the totals on the Poll Pad Recap
Polling Place Forms
Closing the Polls

Provisional Ballot Recap Sheet
- After the polls are officially closed, empty the provisional ballot secured ballot box or bag and count the ballots
- Confirm or record polling place and election information on top of form.
- Section 1 – Record Number of Persons Voting information
  - Total Voter Certificates
  - Number of Names on Provisional Numbered List of Voters
  - Total Ballot Stubs
  - Total Spoiled Ballots
- Section II – Record totals of unused provisional ballots provided
- Section III – Total Ballot Recap
  - Total Provisional Ballots Cast
  - Total Spoiled Ballots plus Total Unused Ballots plus Total Provisional Ballots Cast
- If form does not balance, explain in area provided
- The form must be signed and dated by the Poll manager and two witnesses.
Chain of Custody Form – Transfer of Election Results from Polling Place/AIP

- This form is used to account for transporting ballots from the Polling places.
- Each field on the form must be completed for transport.
- The poll officers transporting the ballots must sign and date the surrender by field.
- The person receiving the ballots must sign and list the time the ballots were received.
- Confirms the number of memory cards being transferred.
- Confirm the number of voted ballots being transferred.
- List any discrepancies in the notes space provided.
- See SEB Rule 183-1-12-.06
• At the close of polls the following must be posted on the door:
  • One set of tapes from the Polling Place Scanner
  • Yellow copy of the Provisional Ballot Recap Sheet
Closing the Polls
Reminders

• Remember that the memory cards, electors list, ballots, provisional bag and any other documents and supplies required of your county office
• Make sure you record what time the last voter voted on the recap sheet
• Remember to post the results tape and the yellow copy of the Provisional/Challenged Recap sheet on the polling place door
  • Even if the recap of the Provisional/Challenged is zero, you need to record that and post the yellow copy
• Remember to take the Poll worker memory card out of each Polling Place Scanner to return with recap sheets and other items as determined by your county office
• Make sure all machines are sealed at the end of the day
• Review checklist provided by the County Office for all items to be returned
Thank you for your service to the voters of your county. We could not do this without you.