IMPORTANT PHONE NUMBERS

EMERGENCY: 911
VOTER SERVICES: (610) 344-6410
MACHINE LINE: (610) 344-4545

DEPARTMENT OF STATE VOTER HOTLINE:
1.877.868.3772
1.877.VOTESPA

DEDICATED ROAMER: CONTACT INFO LOCATED IN POLL BOOK BOX

FIND YOUR POLLING PLACE: vote.pa.gov/polls
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A: EXPECTATIONS, QUALIFICATIONS, GUIDANCE

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Qualifications of Election Officials

“Election officers shall be qualified registered electors of the district in which they are elected or appointed. No person shall be qualified to serve as an election officer who shall hold, or shall within two months have held, any office, appointment or employment in or under the Government of the United States or of this State or any city or county or poor district, of any municipal board, commission or trust in any city, save only district justices, notaries public and persons in the militia service of the state; nor shall any election officer be eligible to any civil office to be voted for at a primary or election at which he shall serve, except that of an election officer.”

25 P.S § 2672

Act 150 of 2002, signed into law by the governor on December 9, 2002, allows the County Board of Elections to appoint students, notwithstanding their eligibility to vote, to serve as clerks. The student must:

- Be at least 17 years of age.
- Be a United States citizen and a resident of Chester County.
- Be enrolled in a secondary educational institution.
- Be approved by the principal.
- Have the consent of the parent or guardian.

The student may not serve as Judge of Elections or Inspector of Elections (minority inspector / majority inspector).
The Election Board & Responsibilities

Every polling place should be staffed by a minimum of five (5) Election Officials:

JUDGE OF ELECTIONS (four (4) year term):
The Judge of Elections is in charge of all Election Day activities. Their main duties include:
- Establish poll worker availability and organize the election board prior to each Election.
- Pick up supplies the Saturday prior to the election; or make arrangements with a board member.
- Maintain a secure and efficient polling place for voters.
- Manage all voting activity and election personnel within the polling place.
- Oversee and sign any required documents on Election Day.
- Act as the precinct primary point of contact on Election Day.
- Return election results and supplies to Voter Services on Election Night.

INSPECTORS OF ELECTIONS (four (4) year term):
There are two (2) Inspectors of Elections at each polling place – a Majority Inspector and a Minority Inspector. The inspector’s duties include:
- Assist the Judge of Elections in their duties. Including assisting voters with questions or issues.
- Check-in and process voters on Election Day.
- The Minority Inspector must oversee and sign any required documents along with the Judge of Elections.
- The Minority Inspector is charged with taking home a copy of various forms, as indicated on the “What Goes Where.” These forms are placed in Envelope B & must be kept for one (1) year.
- Checking in voters using the poll book
  - Greet voter and ask their name.
  - Locate voter in the poll book.
  - Call out voter’s name (If the election is a PRIMARY announce party as well)
  - Ask voter to confirm address and date of birth.
  - Have the voter sign the poll book, remember to cover the facsimile signature.
  - Check the new signature with the facsimile.
  - Record ballot number and initial the poll book, for voters using an Expressvote list their ballot with an E before the number.
Ballot numbers from a primary always start with the first letter of the voter’s party.

Machine Inspector:
This inspector is responsible for the aiding in the operation of electronic voting equipment by working on the following tasks:
- **DS200**
  - Greet the voter.
  - Instruct the voter to insert their ballot into the optical scanner.
    - The inspector may not physically touch the voter’s ballot.
  - Have the voter confirm the ballot is accepted without issue before they leave the polling place.
    - Should an error occur, the voter may give permission to the machine inspector to touch the ballot for the sole purpose of resolving the error.
- **Expressvote**
  - Greet the voter and accept the electronic receipt from the voter.
  - Remind the voter to activate the Expressvote with the activation card, in a primary remember to designate the correct political party for the voter.
  - After the voter has completed, the ballot will print, and voter will place it in the top slot of the DS200 optical scanner.
- Answer any questions the voter may have about each machine.

CLERKS:
Assist voters on Election Day with the following tasks, including but not limited to:
- **Record names & ballot numbers in the numbered list of voters.**
  - Designate Expressvote ballots with an E before the number.
  - During a primary designate the ballot with the first letter of the voter’s party.
- **Distribute ballots to voters.**
  - Issue ballot to voter, one stub remains on the end of each ballot. Ensure that during a primary the correct party ballot has been distributed.
Student Poll Workers

High School students in Chester County are highly encouraged to assist in working the polls on Election Day. This is a fantastic opportunity for students to not only learn about our election process, but to also meet other members of their communities.

Deadline:

(1) The completed permission form **MUST** be received by Voter Services no later than **Tuesday, April 2nd**. Forms may be submitted via the following methods:
   a. Email: PollWorkers@Chesco.org
   b. Turned in to the Voter Services office: 601 Westtown Rd, STE 150, West Chester, PA 19380

**IMPORTANT**

If your permission slip is received via email or fax, you will receive your placement and a spot shall be reserved for you.

However, Voter Services **MUST** receive your *originally signed* copy prior to Election Day. Otherwise, you will **NOT** be allowed to work.

Eligibility Requirements:

(1) Be at least age seventeen (17) or older on Election Day
(2) Be a United States citizen and a resident of Chester County
(3) Be enrolled in a secondary educational institution with an exemplary academic record as determined by the educational institution
(4) Be approved by the Principal or Director of the secondary educational institution
(5) Have obtained the consent of their parent or guardian

Expectations:

- Students are required to have the permission form **completed, signed, and returned** to Voter Services prior to each Election.
  - **Please return by 04/2/2024 for the April 23rd Primary.**
- Students that are seventeen (17) must follow State labor laws and may only work a half day.
  - Students who are eighteen (18) may work a full day.
- Students are expected to work their entire shift.
- Students are required to attend a training class prior to Election Day.
  - Students can choose to receive either $50 or 2 volunteer hours for attending training.
  - Training will take place at 5pm on Monday, April 15th in Room #149 at the Government Services Center (601 Westtown Rd, West Chester, PA 19382)
- Students will be placed in their home precinct, when possible. If unable, they will be placed at the next closest precinct.
- Students working Election Day may choose to be compensated with either community service hours **or** payment by check.
  - Full Day: $125
  - Half Day: $62.50

How to Apply?

Fully complete the Student Poll Worker Permission Form and return it to Voter Services prior to April 2nd. The training schedule and precinct assignment will be emailed to the student.

*Please return completed forms to Chester County Voter Services.*
Before Election Day

1.) Prior to each election, Chester County Voter Services will send a packet to each Judge of Elections. This packet will contain:
   a. A summary letter to the Judge of Elections.
   b. A schedule of upcoming training classes. The Judge of Elections is asked to share this list with their boards and encourage them to take one (1) training class per election.
   c. A list of election board members for their polling place.
   d. A notice to pick up election supplies prior to each election.

2.) The Judge of Elections should contact the landlord of the polling location at least one (1) month prior to Election Day. They should address the following:
   a. The location where voting will be held.
   b. Access to the room for setup before and on Election Day.
   c. The location of the voting machines on Election Day.
   d. Ensure that tables and chairs will be available for the poll workers.

3.) Supply pick-up is the Saturday prior to each Election:
   a. If the Judge of Elections is unavailable for supply pick up, they may select another board member.
      i. The Judge of Elections needs to request a specific form from Voter Services by emailing pollworkers@chesco.org to designate an alternate.
   b. Whoever is picking up the election supplies should follow the traffic patterns and remain in their car at all times due to safety precautions.
   c. The Judge or alternate will be required to sign off on all supplies received.

4.) Each Inspector should:
   a. Choose a Clerk to work with them on Election Day. Each Inspector is entitled to appoint one full day Clerk (or full day equivalents. i.e., one half day am and one-half day pm clerk) for each election.
   b. It is the Inspectors duty to provide the Judge of Elections with the name, contact information and desired shift of the clerk(s) they appoint.
   c. The inspector should provide that Clerk with the class schedule. This schedule can also be found online at chesco.org/elections.

5.) The Judge of Elections should check the File Tote to locate all election supplies necessary for Election Day. If you are missing or need extra supplies, please call Voter Services at 610-344-6410.
The Polling Place

The polling place is defined as the room where voting takes place, not the building where the polling place is located. We encourage all judges of elections to reach out to their polling place to discuss a visit to arrange their polling place prior to election day.

Regulations

The Judge of Elections is responsible for maintaining order within the polling place as well as enforcing the following:

1. Only these individuals may be inside the polling place during voting hours:
   a. Poll Workers working the Election.
   b. Candidate/Party Watchers with a valid certificate from Voter Services.
   c. Voters who are waiting in line to vote or who are voting.
   d. The Constable, if needed.
   e. County authorized technicians, roamers, or personnel.

2. Campaign workers must remain at least ten (10) feet from the door in which voting takes place.

3. Only one (1) voter is permitted in a voting booth unless the voter is receiving documented assistance or is accompanied by a minor child as permitted by law.

4. No active electioneering or campaigning is permitted inside the polling place (more information on page 13):
   - Passive Electioneering is permitted so long as voters do not act or influence other voters in the polling place. Voters may wear t-shirts or other clothing, buttons, etc. that have a candidate or political party’s name, picture, or emblem.
   - Electioneering is not permitted by poll workers at any time. Under no circumstances, may Poll Workers or Watchers wear or display party or candidate specific items.
5. Secrecy in voting must be maintained.

6. The Judge of Elections may call upon the constable to keep the peace at their assigned polling place at any point during the day.

7. Cell phones are not to be used in the polling place at any time by anyone unless the Judge of Elections needs to call Voter Services. Voters may use cell phones briefly to scan QR codes and access state or county webpages before approaching the poll book. Everyone else must step outside of the polling place.

8. At 8:00 P.M. any voter in line MUST be permitted to vote. The Judge of Elections must manage the end of the line to turn away voters arriving after 8:00 P.M. or they may bring everyone in line inside and lock the door.
Electioneering Policy

Chester County, its leaders and citizens are committed to maintaining respectful polling places free from intimidation. Only election officials and voters will be allowed in the area where voting is taking place and any attempt to communicate with a voter in the voting area about how a person should vote is strictly forbidden, as mandated by law.

Election officials (at all times on Election Day) and poll watchers (while inside the polling place on Election Day) will evidence no partisanship in their conduct or appearance as voters may not be able to distinguish between watchers and election officials while engaged in the voting process. Consistent with the Department of State directive on this issue as well as the requirements of the Pennsylvania Election Code (25 P.S. Section 3060), the Chester County Board of Elections will prohibit poll watchers and election officials from wearing any clothing, political buttons, signs, or stickers which show or otherwise advocate the election of a political candidate or political party at the times or in the places as defined above.

The Board of Elections’ concern is that no duly registered voter be turned away at the polls.
Poll Watchers Information

1. All Watchers must be registered voters in Chester County.
2. Not more than one Watcher for each Candidate or Party/Body is permitted in the polling place during the hours of the election.
3. Watchers are permitted to enter the polling place after the polls are closed; to observe closing procedures in their entirety.
4. Watchers must remain at least six (6) feet from the election officers’ table and the voting units. This is the “enclosed space”.
5. Watchers are in the polling place to watch, they are NOT to disturb voters or election officers, nor to disrupt the voting process.
6. Watchers may not assist the election officers with any of their duties. They may not approach the table or handle any forms, paperwork, supplies or equipment.
7. Watchers must be ready to show their certificates to an election official. If a Watcher does not have a certificate, he/she may not be inside the polling place. Certificates are issued by Voter Services only.
8. Only when there are no voters present in the polling place, may a Certified Poll Watcher, upon request, inspect the Numbered List of Voters Books. A precinct official must supervise this procedure.
9. Cell phone use is prohibited inside the polling location. Watchers must leave the precinct to use the phone.
10. Watchers may use electronic equipment to manage their lists. Access to a power outlet and/or Wi-Fi is not guaranteed nor should be expected. All sound should be muted at all times. Please prepare accordingly.
11. The use of any recording device inside the precinct is strictly prohibited. Violators will be removed immediately and risk legal consequences, which may include criminal sanctions and permanent denial of future poll watcher certificates.

PRESIDENTIAL PRIMARY ELECTION WATCHER CERTIFICATES INCLUDE:

- Each Candidate is entitled to have two (2) Watchers for each precinct in which said candidate is running for office.

- Two (2) Poll Watchers per Candidate may be present during opening and closing of polls.

POLL WATCHERS MUST CHECK-IN WITH THE JUDGE OF ELECTIONS TO RECEIVE A BADGE.
This will certify that John Doe has been regularly appointed as a watcher in Chester County, PA, by Jane Doe to serve at the Presidential Primary Election to be held on the 23rd day of April, A.D. 2024.

Witness our hands and official seal.

Note –

- Each candidate is entitled to two watchers at the opening and closing of the polls.
- No candidate shall be represented by more than one watcher in the voting room at any one time during the voting hours of 7am to 8pm.
- Watcher must be qualified elector of the County in which the precinct he/she is authorized to act is located.
- The use of any recording device inside the precinct is strictly prohibited.

WATCHER CERTIFICATE IS NON TRANSFERRABLE – IT MAY ONLY BE USED BY THE PERSON TO WHOM IT HAS BEEN ISSUED
Security Procedures & Highlights

Throughout this document, you will read many processes and procedures that require special attention. Every task is deliberate and serves a purpose. Please follow all directions exactly as you have been trained. Documentation from our poll workers is extremely important. The Chester County Board of Elections, Voter Services staff and our poll workers are committed to running efficient and secure elections. By signing the Oath of Office, you are committing your energy and efforts to maintain a fair, secure and impartial election within your polling place.

A few points regarding security:

- Our voting machines are stored in a locked secured room that requires limited badge access.
- Our voting machines are not connected to the internet at any time, for any reason. All points of access to each voting machine (such as the memory card slot, card reader, etc.) are found in locked and sealed compartments.
- Poll workers have limited key-access to operate the voting machines. High-level administrative access is reserved for three (3) Voter Services staff – the Director, Assistant Director, and Equipment Supervisor.
- Each voting machine is tested for the functionality and tabulation in advance of each election extensively and thoroughly.
- All voting machines and media are locked and sealed once they are programmed for Election Day. We maintain a documented chain-of-custody on those machines from that point onward. Seal numbers are recorded at the point of origin and at the point of delivery.
- Cell phones are not to be used in the polling place unless the Judge of Election needs to call Voter Services. Voters may use phones access posted QR codes and government websites before approaching the poll book. Everyone else must step outside of the polling location to use their phone.
• For voter privacy and secrecy, no audio or visual recording is permitted inside the polling place, including the news media.

• Poll workers may NOT use electronic devices to pass the time when no voters are inside the polling place. Poll workers should not be near poll books and other election materials to ensure voter privacy and secrecy.

• Each political party is afforded the opportunity to have Party Watchers inside the polling place observing the voting process and the procedures of the poll workers in a General Election. Party or Candidate Watchers may observe before the polls open, during voting hours, and after they close. Candidates are only welcome to observe before and after polling hours.

• Party Watchers may use electronic devices to track their voter lists, but electronic devices must be always silenced. Recording from their devices is not permitted at any time.

• The Judge of Elections in each polling location must print a “zero tape” to show there are no votes on their machine(s). This must be publicly displayed throughout the day.

• All voting equipment must always remain within visual contact of Poll Workers within the enclosed space. If any security seals or other materials are broken or tampered with the Judge of Elections is to contact Voter Services immediately. Call (610) 344.4545

• If equipment is not operating as expected the Judge of Elections is to contact Voter Services immediately. Call (610) 344.4545

• After the polls close, the two poll workers of opposite party will print the election results tape(s) and post for public display. Remove the tamper-evident security seal(s) and the memory card(s) containing election results from the voting machines and give them to the Judge of Election.

• The Judge of Election will place new security seals on the bags and then transport the Election results to Voter Services to be tabulated. Judges should be accompanied by a poll worker of opposite party
from the precinct. Chain of custody of these items is of the utmost importance.

- The precinct Election Board provides detailed reconciliation information to the Return Board. If there are irregularities in the results, the Return board will fully investigate. First by comparing the number of voters cast at the polling place to the result tapes from the machines, the number of voters who signed the poll books, and the number of voters who were recorded in the numbered list of voters.

- Chester County has two methods of recount if necessary:
  o Central tabulating machine (“the 850”) which uses optical scanning to recount the votes cast.
  o Manual Hand count.

- Chester County does participate in risk limiting audits organized by the state.

- If any fraudulent activity is observed or suspected, please contact Voter Services right away.

- It is also important to note that the PA Department of State manages the statewide database for registered voters and manages the systems and software to collect the unofficial polling results from all 67 counties each election night. This is not handled on the County level.
Frequently Asked Questions

Who are Poll workers?
Poll workers are Chester County registered voters who have been elected, appointed, or volunteer to work at a precinct on Election Day.

What do Pol workers do?
The responsibility of a poll worker is to check-in voters on Election Day. They also help maintain a safe, secure, and efficient voting process within the precinct.

How does someone become a poll worker?
The Judge of Elections and two (2) Inspectors are elected positions and are also known as Election Officials. Every four (4) years interested candidates must submit a petition to get on the ballot. The Clerks and Machine Inspector are not elected positions, they are appointed by the Inspectors, Judge of Elections- or Voter Services.

How many people work at a polling place as pol workers?
Every polling place should be staffed by at least five (5) poll workers. A team of poll workers at a polling place consists of a Judge of Elections, two (2) Inspectors (Minority and Majority), a Machine Inspector, and a Clerk (larger precincts may need more clerks to staff their location).

What is the time commitment?
There are two (2) elections in Pennsylvania every year. Primary elections are always held on the third Tuesday of May, except during a Presidential year, in which case the General and Municipal elections are scheduled for the Tuesday following the first Monday in the month of November. Poll workers may work a full day (6am-9:30pm) or a half day in the morning (6am-2pm) or evening (2pm-9:30pm)

The Judge, Minority/Majority Inspectors, and Machine Inspectors are required to work full day shifts.

What are the benefits to being a poll worker?
Being a poll worker can be quite fulfilling – serving your community, meeting your neighbors, and making new friends all while getting paid.
Are poll workers paid?
Yes, poll workers are compensated for their respective shift at each election, and they receive a one-time payment for attending a poll worker training class.

Who can be a poll worker?
If you are a registered voter in Chester County, you are eligible to be a poll worker. Election Officials cannot concurrently hold another elected position for any state, county or other government organization. Election Officials also may not concurrently be employees of the government at any level. In addition, poll workers cannot be a member of any local municipal board. Finally, Students who are 17 or 18 may be poll workers, see below for more details.

What happens if no one runs for the elected position or if an elected poll worker resigns?
There can be two ways this can be resolved:

a. A petition may be used to fill vacancies occurring in the elected offices of Judge of Election, Majority Inspector, and Minority Inspector. These appointments will be effective for the remainder of the current poll worker term.
b. The local political parties in cooperation with Voter Services must see that these positions are filled by appointment.

How can I find out if my help is needed?
We are always looking for volunteers to work the polls. Especially those who are willing to travel and work at other polling places. Bilingual volunteers are strongly encouraged to reach out. Simply contact Voter Services and we will be glad to work with you. Our office number is 610-344-6410 and our dedicated poll worker email is pollworkers@chesco.org.

Do you provide training?
Yes, we conduct training classes before each election. We offer a set of position-based classes at a variety of dates and times.

Are students allowed to help inside the polls?
Yes, students of good standing who are 17 years or older may serve as clerks or machine operators. They must have the Student Authorization Form completed and signed by both the school and their guardian. A paper copy of this form needs to be turned in to Voter Services before the election.
Can a committee person serve as an election official?
Yes, although the Committee person must not engage in any political activity while the polls are open and must behave in a non-partisan manner in all dealings inside the polls.
GUIDANCE ON VOTER INTIMIDATION AND DISCRIMINATORY CONDUCT

Any activity that threatens, harasses, or intimidates voters outside the polling place, inside the polling place, at secure ballot receptacles, at mailboxes, or at county election offices is illegal. This includes any activity intended to, or having the effect of, interfering with any voter’s right to vote. Voters should report instances of voter intimidation to their county board of elections and district attorney. Voters should also report them to the Department of State at 1-877-VOTESPA (1-877-868-3772).

FEDERAL & STATE LAWS

- Election officials and poll workers are prohibited under federal law from discriminating against voters based on race, ethnicity, national origin, language, disability or religion, or from allowing any discriminatory conduct by private actors to affect voters. These protections are detailed in the United States Constitution, the Voting Rights Act, and the Americans with Disabilities Act.
- Election officials and private citizens are prohibited from conspiring with others to deprive a voter of their right to vote.
- Under state law, it is illegal for any person or corporation to directly or indirectly practice intimidation or coercion to induce or compel a person to vote or refrain from voting for a particular candidate or on a particular political issue through:
  o use of force;
  o violence;
  o restraint;
  o infliction of injury, damage, harm, or loss; or
  o threatened infliction of injury, damage, harm, or loss.
- Under state law, it is illegal for a person or corporation to use abduction, duress, coercion, or any other forcible or fraudulent means to impede, prevent or otherwise interfere with a person’s right to vote.
- Election officials, including poll workers, cannot knowingly refuse the vote of a registered voter.

PENALTIES FOR VOTER INTIMIDATION AND DISCRIMINATORY CONDUCT

- Individuals who deprive or attempt to deprive any person of their right to vote or conspire to do so can be fined up to $5,000 and face up to five years in prison. (52 U.S.C. § 10308)
- Individuals who intimidate voters can be fined up to $5,000 and face up to two years in prison. (25 P.S. § 3547)
- Any discriminating and intimidating criminal conduct may implicate other Federal and State laws that may come with additional criminal penalties.
EXAMPLES OF VOTER INTIMIDATION AND DISCRIMINATORY CONDUCT (non-exhaustive list):

- Aggressive or threatening behavior inside or outside the polling place.
- Blocking or interfering with access to:
  - the entrance or exit to the polling place;
  - accessible accommodations for voters with disabilities;
  - voter sign-in tables or voting booths/voting machines;
  - secure ballot receptacles provided by the County; or
  - Mailboxes provided by the US Postal Service (USPS).
- Direct confrontation or questioning of voters, including asking voters for documentation or proof of eligibility when none is required.
- Disrupting voting lines inside or outside of the polling place, at a secure ballot receptacle provided by the County, or USPS mailboxes.
- Disseminating false or misleading election information, including information on voting eligibility, polling place procedures, polling place hours, or voting methods.
- Election workers treating a voter differently in any way based on race, ethnicity, national origin, language, disability, or religion.
- Aggressive or threatening brandishing of weapons.
- Photographing or videotaping voters to intimidate them.
- Posting signs in the polling place, at a secure ballot receptacle, or at a USPS mailbox to intimidate voters or drive support for a candidate.
- Routine and frivolous challenges to voter’s eligibility by election workers or private citizens that are made without a stated good faith basis.
- Questioning voters about citizenship, criminal record, or political choices.
- Using raised voices, screaming, yelling, or shouting; use of insulting, offensive, or threatening language; chanting taunts; or threatening songs inside the polling place.
- Vandalism of polling places, polling place equipment/materials, secure ballot receptacles, or mailboxes.
- Verbal or physical confrontation of voters by persons dressed in official-looking uniforms.
- Falsely representing oneself as an election official or law enforcement authority.
- Violence or using the threat of violence to interfere with a person’s right to vote.
- Interfering with or violating a voter’s right to a secret ballot at any point in the process.

REPORTING VOTER INTIMIDATION AND DISCRIMINATORY CONDUCT

- Individuals who witness voter intimidation or who are victims of voter intimidation should report the incident to their County Board of Elections and District Attorney.
• Each County Board of Elections is required to investigate alleged violations and report them to the District Attorney, who has the authority to prosecute violations.
• The Office of Attorney General also has concurrent authority to investigate and prosecute voter intimidation and violations of the Election Code.
GUIDANCE ON RULES IN EFFECT AT THE POLLING PLACE ON ELECTION DAY

The Department of State is committed to ensuring that elections run as smoothly and fairly as possible. The following document sets out the Department’s guidance regarding the laws and rules in effect at the polling place to help voters, elections officials, attorneys and watchers understand their respective roles, responsibilities and rights. We encourage county election officials and Boards of Elections to review this advice with your county solicitor.

PERSONS EXPLICITLY PERMITTED IN THE POLLING PLACE

The following persons are permitted in the polling place while voting is occurring:

1. Precinct Election Officials. These include the Judge of Election, the Inspectors (Majority and Minority), appointed clerks and machine operators.
2. Voters in the process of voting but no more than 10 voters at a time. Others waiting to vote must wait outside the area where voting is occurring.
3. Persons lawfully providing assistance to voters.
4. Poll watchers. Poll watchers are registered voters in the county who have been appointed by a party or candidate to observe at the precinct. One poll watcher per party and one poll watcher per candidate may be inside at any given time. Watchers must remain at least 6 feet away from the area where voting is occurring.
5. Overseers are registered voters of the precinct who may be appointed, upon petition, by all of the judges of the county Court of Common Pleas to supervise the election. 25 P.S. § 2685. Two per precinct may be appointed and they must belong to two different political parties.
6. Constables and Deputy Constables for the purpose of preserving the peace. (Other officials may be summoned by the local elections officials as needed. Please see section on police and peace officers, below)

ROLE OF JUDGE OF ELECTIONS

The Judge of Elections is the officer in charge of the polling place and enforces the rules for the conduct of election at the polling place, e.g., who is permitted within the polling place, the number of voters permitted inside, electioneering rules. The Department interprets the Election Code as setting forth minimum requirements that must be met. The Judge of Elections is responsible for keeping order in the polling place and may call upon various law enforcement authorities to assist him or her to that end.

The Judge of Elections assigns the various election administration tasks to members of the Board of Election.
The Judge of Elections determines whether challenges to the identity or residency of voters are made in good faith. If the identity and residency of the voter is established to the Judge of Election’s satisfaction, the voter may be permitted to vote normally, on the machine or by ballot as appropriate. See “challenges” below for procedures relating to challenges.

POLLWATCHERS (25. P.S. §2687)

Poll watchers are registered voters in the county who have been appointed by a party or candidate to observe at the precinct.

- Watchers must be identified in advance and assigned to specific precincts. Watchers receive a credential from the county Board of Elections and must present the credential upon demand.
- Each party is entitled to appoint three watchers per precinct and each candidate is entitled to appoint two watchers per precinct.
- The watcher must be a registered voter of the county in which the watcher is appointed. Typically, party watchers may watch at any precinct in the county. Candidate watchers can watch in any precinct in which the candidate is on the ballot.
- Watchers allowed in the polling place are permitted to keep a list of voters. Because of this, election officials must clearly and audibly announce the name of every voter who appears to vote.
- Watchers allowed in the polling place are among the persons entitled to challenge the qualifications of voters on the permitted grounds, i.e. identity and residency. See “Challenges” below.
- During times when voters are not present in the polling place, watchers are permitted to inspect the poll book and the numbered lists of voters but they are not permitted to mark or alter those documents in any way.
- **Watchers may not engage voters or otherwise interfere with the orderly process of voting.** Watchers should direct all challenges and other comments directly to the Judge of Elections who is the official in charge at the polling place.

POLICE OFFICERS AND OTHER PEACE OFFICERS

Generally, police officers are not permitted in the polling place. Uniformed or plain-clothes police officers must remain 100 feet or more from the entrance of a polling place.

The exceptions to this rule are:

- when a police officer is personally voting;
- when the polling place is located in a building that also houses a police station; and
- when police officers are summoned to preserve the peace. (25 P.S. § 3060).

If necessary, the local election officials or three voters in the precinct may call upon local officials, including constables, sheriffs, or police officers to:

- Clear a path to the door if it is obstructed and preventing voters from voting;
• Maintain order; and
• Quell any disturbance if it arises.

Uniformed peace officers, such as constables or sheriffs, stationed in a polling place may have the effect of intimidating voters. The Department recommends that counties balance the potentially intimidating effect of uniformed constables in the polling place with the need to preserve peace.

ITEMS BROUGHT INTO THE POLLING PLACE

The following guidance relates to questions that typically arise about specific items

1. Firearms
   • Voters who have a legal right to carry a firearm cannot be prohibited from entering the polling place to vote.
   • Pennsylvania law prohibits firearms in certain polling places, such as schools and courthouses. Since a firearm is not necessary to the process of voting, the Department recommends that counties prohibit firearms from being brought inside schools, especially if children are present and courthouses.
   • Although a voter with a legal right to carry a firearm may not be precluded from voting, certain other behavior is illegal. Individuals inside or outside the polling place who behave aggressively with a firearm or who ostentatiously demonstrate that they are carrying a firearm and that behavior either is intended to or has the effect of intimidating voters will be removed, reported to the appropriate authorities for investigation and prosecution.

2. Electronic Devices
   • Although the Election Code does not address the use of electronic devices in the polling place, the Department recommends that counties adopt common sense rules that take into account the need for order in the polling place and the right of citizens to vote unimpeded.
   • Recent court cases have found a First Amendment right to take “ballot selfies,” i.e. a picture of oneself voting.
   • The Department recommends that voters who want to take a picture of themselves voting take care that they not disclose the selections of voters other than themselves. The Department recommends that voters wait until after they leave the polling place to post ballot selfies on social media.
   • The counties may permit other persons (such as poll watchers) who are lawfully in the polling place to use portable electronic devices, but should consider limiting the location of use to outside the area where voting occurs. For example, poll watchers may be permitted to have portable electronic devices as long as the devices remain 6 feet away from the area where voting occurs.
3. Campaign and Election Materials

- The Election Code prohibits electioneering at the polling place. 25 P.S. § 3060. This prohibition extends to the local election officials and those officials (Judge of Elections, Inspectors and Clerks) should not wear partisan apparel or buttons.
- Because poll watchers who remain in the polling place during the course of voting may be confused by voters as election officials, the Department believes that poll watchers should also refrain from wearing partisan apparel or buttons. No signs or other campaign material should be present in the polling place.
- The Department recommends that enforcement of the prohibition on electioneering should not prevent eligible voters from voting. Thus, in the Department’s view, individual voters who appear at the polling place to exercise their right to vote are permitted to wear clothing, buttons or hats that demonstrate their support for particular candidates. However, voters who are in the polling place to vote should not campaign for their chosen candidates, and Judges of Election should ask those voters to refrain from doing so while in the polling place.
- Voters are also permitted to bring campaign literature into the polling place and the voting booth if it will assist them in making their selections. However, the campaign literature should be removed when the voter leaves. The Judge of Elections should, from time to time during the course of the day, make a “sweep” of the room and remove all campaign literature left in the polling place.
- Any other person or voter not in the process of voting, campaign workers, signs and all other electioneering material must be located at least 10 feet away from the entrance to the room where voting occurs.

CHALLENGES TO VOTERS TO THE RIGHT TO VOTE AND RESOLUTION OF CHALLENGES

1. Grounds

- A person is presumed to be a bona fide qualified elector and must be allowed to vote if his or her name appears on the poll book.
- Voters who are lawfully in the polling place, local election officials, poll watchers and overseers may challenge a voter’s right to vote.
- Such challenges are limited to identity and residency, i.e., that the voter is not the person they say they are or that the voter does not live in the voting precinct.
- A voter’s eligibility to register to vote is not a permissible challenge at the polls. The laws governing voter registration include a process for such challenges and that process occurs before the election.
2. Process

- The Judge of Election has the obligation to determine if a challenge rests on a good faith basis. The Judge of Election must not permit routine or frivolous challenges that are not supported with a stated good faith basis.
- If the Judge of Election is satisfied as to the identity and residency of the voter and believes that the challenge does not have a good faith basis, the voter should be permitted to vote normally.
- If the Judge of Election cannot determine in good faith the residency or identity of the voter, the voter shall be permitted to bring another voter from the precinct to sign an affidavit vouching for the challenged voter’s identity or residence.
- Once that procedure is followed, the voter must be permitted to vote normally.
- A challenged voter who is unable or unwilling to find a witness to vouch for him or her must be given a provisional ballot.
- The elected officers of the precinct (Judge of Elections, Majority and Minority Inspectors) have the responsibility of determining the qualifications of the persons presenting themselves to vote. In the event of a disagreement, the Judge of Elections decides.

3. Illegal Behavior and Penalties

- The two Inspectors of Election must swear an oath that they will not, without just cause, delay or refuse to permit any person to vote whom they believe to be entitled to vote.
- The Judge of Election must swear that he or she will use his or her best endeavors to prevent any fraud, deceit or abuse in carrying on the election process in the election district, including challenges made to electors' identity, residence or other qualifications to vote.
- Anyone who intentionally refuses to permit a person to vote who is entitled under the law to vote commits a crime under the Federal Voting Rights Act of 1965 and the Pennsylvania Election Code.
- Using lists compiled from returned mail from private direct mailings to challenge voters is illegal and does not amount to a good faith basis for challenging voters.
- Routine challenges based on race or ethnicity or other protected traits are unlawful. It is unlawful to challenge every African-American, every Latino, every student, etc. who appears to vote.
GUIDANCE CONCERNING POLL WATCHERS
AND AUTHORIZED REPRESENTATIVES

October 5, 2022
Version: 2.1
1 BACKGROUND

This guidance addresses the role of poll watchers at polling places, and the role of authorized representatives at the pre-canvass and canvass of ballots.

2 POLL WATCHER QUALIFICATIONS

Who can be a poll watcher

A poll watcher must:

- be a qualified registered elector of the county where the election district (polling place) is located for which the watcher is appointed;
- be identified and receive official county credentials in advance; and
- be assigned to specific precincts.

Where an individual can serve as a poll watcher

When a poll watcher is not serving in the election district for which the poll watcher was appointed, he or she may serve in any other election district in the same county in which the poll watcher is a qualified registered elector.

How an individual becomes a poll watcher

- Each poll watcher must obtain a certificate from the County Board of Elections, which states the poll watcher’s name and the name of the candidate, party, or political body the poll watcher represents.
- Poll watchers are required to show their certificates to the local board of elections when requested to do so.
- If a poll watcher loses their certificate or if the certificate is destroyed, the poll watcher may appear before the Court of Common Pleas on election day and after swearing an oath or affirmation may immediately receive a replacement watcher’s certificate issued by the Court.

3 POLL WATCHERS AT THE POLLING PLACE

Who can be at the polling place

There are limits on the number of poll watchers that can serve in each election district/polling place:
• Each candidate may appoint two poll watchers for each election district in which the candidate appears on the ballot.
  o However, only one poll watcher may be present in the polling place at one time for each candidate.
• Each political party and political body which has nominated candidates on the ballot may appoint three poll watchers for each election district at any general, municipal or special election in which the candidates of such party or body are on the ballot.
  o However, only one poll watcher may be present in the polling place at one time for each for each party or political body.

Where poll watchers can be within the polling place
• Poll watchers must remain outside the enclosed space of the polling place.
• Poll watchers can be in the polling place from the time election officers meet prior to the opening of the polls until the time that the counting of votes is complete.
• Poll watchers may be permitted to inspect the voting check list and numbered lists of voters, but only when voters are not present in the polling place either voting or waiting to vote. The Judge of Elections shall allow poll watchers to inspect the voting check list and either of the numbered lists of voters maintained by the County Board of Elections. The Judge of Elections shall supervise or delegate supervision to other poll workers over a poll watcher’s inspection of these documents.

What poll watchers CAN do at the polling place
Poll watchers can:
• keep a list of voters
• inspect a numbered list of voters and voting check list, but only when there are no voters in the polling place and under the supervision of a poll worker
• make good faith challenges to an elector’s identity or continued residence in the election district
• lodge permitted challenges directly with the Judge of Elections

What watchers CANNOT do at the polling place
Poll watchers cannot:
• make challenges to an elector’s identity, continued residence in the election district, or qualifications as an eligible voter based on race, national origin, appearance,
surname, language, religion or other characteristic not relevant to the qualifications to vote.

- **engage in electioneering** while inside the polling place or within 10 feet of the entrance to the polling place. Though watchers are representatives of candidates or political parties and political bodies, they are not entitled to electioneer on behalf of their candidate, political party, or political body while inside the polling place. Electioneering includes soliciting votes, posting or displaying written or printed campaign materials, and handing out pamphlets or other campaign paraphernalia.

- **engage, attempt to influence, or intimidate voters or engage in voter intimidation.** Voter intimidation and threatening conduct are illegal under federal and Pennsylvania law. Any activity by a poll watcher that threatens, harasses, or intimidates voters, including any activity that is intended to, or has the effect of, interfering with any voter’s right to vote, whether it occurs outside the polling place or inside the polling place, is illegal.

Examples of voter intimidation include but are not limited to:

- Photographing or videotaping voters
- Disseminating false or misleading election information to voters
- Blocking the entrance to a polling place
- Confronting, hovering, or directly speaking to or questioning voters
- Engaging in threatening behavior
- Asking voters for documentation

**Poll watchers also cannot**

- **mark upon or alter any official election records**
- **review or access the contents of ballot boxes and other election records, except those records outlined in the section entitled ‘What poll watchers CAN do at the polling place’**
- **otherwise interfere with or impinge on the orderly process of voting.**

**What poll watchers must do**

- follow county and poll worker instructions regarding health and safety protocols in the polling place;
- remain in the polling place after the voting is complete, but only outside the enclosed space where ballots are being counted and voting machines are being canvassed.

While the Judge of Elections at the polling place may not deter or interfere with a duly appointed watcher who is exercising her or his privileges as a watcher, the **Judge of Elections is obligated to remove a watcher who is engaging in activities that are prohibited**, including those referenced in this section.
The Judge of Elections has a duty to maintain order and ensure that the rules are being followed at the polling place. A Judge of Elections may call upon a constable, deputy constable, police officer or other peace officer to aid in maintaining order.

**Challenges from poll watchers**

Poll watcher may lodge challenges to a voter’s qualifications to vote under the following parameters:

- Challenges must be made on a good faith basis.
- Challenges to a voter’s qualifications must be lodged directly with the Judge of Elections.
- Poll watchers cannot interfere with the voter. Poll watchers are not permitted to approach voters in the polling place.
- **Challenges cannot be based on race, national origin, appearance, surname, language, religion or other characteristic not relevant to the qualifications to vote.**

**Judge of Elections’ duty to address challenges**

- The Judge of Elections has the obligation to determine if the challenge is based on actual evidence and whether there is a good faith basis to believe that the person is not or may not be a qualified elector.
- The race, ethnicity, national origin, language, and religion of a person presenting themselves to vote are not sufficient bases for mounting a challenge. Discriminatory challenges that interfere with the free exercise of the elective franchise are unlawful under Pennsylvania law.
- The Judge of Elections must not permit routine or frivolous challenges that are not supported by a stated good faith basis and evidence that a person is or may not be eligible.
- The Judge of Elections may not affirm a challenge or refuse a ballot to a voter unless the election officers of the precinct (Judge of Elections, Majority and Minority Inspectors) are satisfied that the challenger has proven the voter’s ineligibility on proper grounds and with sufficient evidence. The elected officers of the precinct have the responsibility of determining the qualifications of the person presenting themselves to vote. In the event of disagreement, the Judge of Elections decides.
4 AUTHORIZED REPRESENTATIVES AT THE PRE-CANVASS AND CANVASS

Parties and candidates are permitted to designate authorized representatives to observe the pre-canvass and canvass meetings where mail-in and absentee ballots are counted and recorded.

Who can serve as an authorized representative

- An authorized representative does not need to be a qualified elector in the county.
- An individual who served as a poll watcher may serve as an authorized representative if a party or candidate also designates that individual as an authorized representative for pre-canvassing or canvassing meetings.

How many authorized representatives are permitted

- one representative of each candidate; and
- one representative for each political party

Where are authorized representatives permitted

Authorized representatives are permitted to be present for

- the pre-canvass meeting
- canvass meetings
- meetings in which the county board of elections make determinations regarding provisional ballots.

What authorized representatives may do

- Observe the opening of envelopes containing official absentee and mail-in ballots at the pre-canvass meeting
- Observe the counting and recording of absentee and mail-in ballots at the canvass meeting
- Observe determinations regarding provisional ballots
- Challenge an absentee or mail-ballot application prior to 5:00 pm on the Friday prior to an election, but only on the good faith grounds that the applicant is not a qualified elector

What authorized representatives may not do:

- Engage in, attempt to intimidate, or interfere with the pre-canvass or canvass of the absentee and mail-in ballots.
- Disclose the results of any portion of the pre-canvass meeting prior to the close of polls on Election Day. It is a violation of Pennsylvania law for persons observing,
attending, or participating in the pre-canvas meeting to disclose the result of any portion of the pre-canvas or canvass prior to the close of the polls on election day.

- Make challenges to mail-in or absentee ballots based on signature analysis
- Interfere with, hinder, or unlawfully delay a district election board or the County Board of Elections in the conduct of its duties. It is likewise a violation of Pennsylvania law to interrupt or improperly interfere with any election officer in the execution of his or her duties.

**Challenges by authorized representatives**

- Authorized representatives (which includes poll watchers that have been designated by a candidate or political party to serve as authorized representatives during the pre-canvas or canvass) may not challenge an absentee or mail-in ballot during the pre-canvas or canvass of the ballots.
- Absentee and mail-in ballot applications may only be challenged prior to 5:00 pm on the Friday prior to the election, and only on good faith grounds that the applicant was not a qualified elector. No other challenges are permitted.
- Challenges to mail-in or absentee ballots, based on signature analysis, are not permitted at any time.

Authorized representatives must follow county and state instructions regarding health and safety protocols in the facility.

**County Election officials will notify the candidate, party or political body whom the representative represents if the individual is asked to leave a pre-canvas or canvassing meeting for engaging in prohibited activities.** The candidate, party, or political body will have an opportunity to replace the removed representative.

---

**5 WATCHERS AND REPRESENTATIVES AT COUNTY ELECTION OFFICES, SATELLITE OFFICES, AND BALLOT RETURN SITES**

Poll watchers and authorized representatives have **no** legal right to observe or be present at county election offices, satellite offices or designated ballot return sites, except to vote their own ballot or to perform personal tasks expressly permitted by the Election Code.

###
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<td>1.1</td>
<td>10.28.2020</td>
<td>Revised to include Universal Face Covering info</td>
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<td>2.0</td>
<td>9.26.2022</td>
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B: OPENING THE POLLS

1. AM Checklist

2. Opening the Polls
   a. Team 1: Setting Up the Voting Machines
      i. DS200 Opening Procedures
      ii. ExpressVote Opening Procedures
   b. Team 2: Setting Up the Sign in Table
   c. Team 3: Setting Up the Polling Place
      i. Document Display Layout
      ii. Sample Polling Place Layout

3. Poll Worker Pay Information
   a. Compensation

4. Badge Identification System
AM CHECKLIST
OPENING THE POLLS

610.344.6410 Voter Services
610.344.4545 Machine Line
Roamer Number: _______________

YOU NEED THE FOLLOWING ITEMS TO START THE DAY!

VOTER SERVICES WILL DELIVER THE FOLLOWING ITEMS PRIOR TO ELECTION DAY-
- DS200 Tabulator
- Inside DS200 Tabulator; Precinct specific ballots, ExpressVote Cards, Black Ballot Bag(s)
- ExpressVote
- Tables (only if applicable)

THE JUDGE OF ELECTION WILL BRING THE FOLLOWING ITEMS TO THE POLLING PLACE-
- ORANGE MEDIA POUCH; one set of keys, election password, election night seals
- FILE TOTE; yellow bag, blue surrender ballot pouch, important paperwork, ID badges, supplies and electrical cords
- SEALED BOX; poll books, voter lists and paychecks
- GREEN PROVISIONAL BALLOT BAG
- PRIVACY SCREENS IN CASE
- STAND TABLE
- SIGN TUBE
- LITERATURE DISPLAY KIT NEW!
- ADA ENTRANCE SIGN (only if applicable)
- ADA CALL BOX (only if applicable)
- RED BAG (only if applicable); large amount of electrical cords

AM - SETTING UP THE POLLING PLACE
- Organize the Board, Oath of Office (located in the portable file tote).
- Divide into 3 teams for set-up

TEAM 1
Setting up the Voting Machines
- AM Seal Log (portable file tote)
- General Return Sheet (portable file tote)
- Orange Media Pouch
- DS200 Opening Procedures (portable file tote)
- ExpressVote Opening Procedures (portable file tote)
- Electrical Cords

CALL THE OFFICE IMMEDIATELY IF YOU HAVE A PROBLEM OPENING A VOTING MACHINE, HAVE THE WRONG MACHINE OR IF YOU ARE MISSING PAPER BALLOTS AND OR EXPRESSVOTE ACTIVATION CARDS.

TEAM 2
Setting up the Sign in Table
- Sealed Box
- Poll Books (A-Z and Abs./Mail Book)
- Voter Lists
- Numbered List of Voters
- Poll Book Guideline Indicator Sheet
- Pens
- A-Z Tabs
- Poll Book Rings
- Check in signage (dry erase)

ELECTION OFFICIALS MUST CHECK TO CONFIRM THAT THE CORRECT POLL BOOKS ARE LOCATED IN THE SEALED BOX. CALL THE OFFICE IMMEDIATELY IF 610.344.6410

TEAM 3
Setting up the Polling Place
- Literature Display Kit
- Privacy Screens
- Stand Table
- Sign Tube; signs for outside
- ADA Entrance Sign (only if applicable)
- ADA Call Box (only if applicable)

The Judge of Election (JOE) must take into consideration; Voter Privacy, Handicapped accessibility, Access to electricity for voting machines, Safety of voting machines and personnel

The JOE should organize all other paperwork; Portable File Tote, Green Provisional Ballot Bag (should remain sealed unless provisional ballots are necessary), ID Badges, Poll Worker Pay

Be prepared to begin voting at 7:00AM but NOT BEFORE!
Opening the Polls

YOU NEED THE FOLLOWING ITEMS TO START THE DAY!

VOTER SERVICES WILL DELIVER THE FOLLOWING ITEMS PRIOR TO ELECTION DAY:

- DS200 Tabulator
- Inside DS200 Tabulator; Precinct specific ballots, ExpressVote Cards, Black Ballot Bag
- ExpressVote
- Tables (only if applicable)

THE JUDGE OF ELECTION WILL BRING THE FOLLOWING ITEMS TO THE POLLING PLACE:

- **ORANGE MEDIA POUCH**; one set of keys, election password, election night seals
- **FILE TOTE** yellow bag; blue surrender ballot pouch, important paperwork, posting pack, name tags, supplies and electrical cords
- **SEALED BOX**; poll books, voter lists and paychecks
- **GREEN PROVISIONAL BALLOT BAG**
- **PRIVACY SCREENS IN CASE**
- **LITERATURE DISPLAY KIT** NEW!
- **STAND TABLE**
- **SIGN TUBE**
- **ADA ENTRANCE SIGN** (only if applicable)
- **ADA CALL BOX** (only if applicable)
- **RED BAG** (only if applicable); large amount of electrical cords

AM – SETTING UP THE POLLING PLACE

Organize the Board, Administer Oaths of Office (located in the file tote)
Divide into 3 teams for set-up:
Team 1: Voting Machine Set Up

1. Check for Orange Media Pouch and electrical cords
2. Verify seal numbers on AM Seal Log (file tote) and initial
3. Remove Ballots and ExpressVote Cards from DS200
4. Complete DS200 Opening Procedures (file tote)
   • If you have received TWO DS200 machines, both machines must be fully opened and ready to use when the polls open.
5. Complete ExpressVote Opening Procedures (file tote)

CALL THE OFFICE IMMEDIATELY IF YOU HAVE A PROBLEM OPENING A VOTING MACHINE, HAVE THE WRONG MACHINE OR IF YOU ARE MISSING PAPER BALLOTS AND OR EXPRESSVOTE ACTIVATION CARDS.

(610) 344-4545
AM SEAL LOG - PRIMARY ELECTION

(Please indicate date)

________________________________________________
County of Chester, PA

(Please indicate precinct)

**Election Morning Seals**

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Orange Media Pouch #</td>
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<tr>
<td>ExpressVote Bag #</td>
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</tr>
<tr>
<td>Green Prov. Bag #</td>
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**DS200 Tabulator 1**

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<tr>
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<td>ExpressVote Cards Bag #</td>
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<td>DS200 Tamper Seal #</td>
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**DS200 Tabulator 2 (only if applicable)**

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</tr>
<tr>
<td>DS200 Tamper Seal #</td>
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</tr>
</tbody>
</table>

**Remarks:**

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

After the form is fully completed: place in envelope A

Thank you!
1. Open the back of the DS200 and plug the power cord into an AC outlet.
2. Lock the wheels in place with foot levers.

---

3. Verify the seal number from location “C” with the AM Seal Log Sheet and initial.
4. Remove the seal from location “C”, unlock the compartment and remove everything from inside. When empty, close and lock.
5. Verify the seal number from location “A” with the AM Seal Log Sheet and initial.
6. Remove seal from location “A” and open the ballot box lid. (Use the silver key)

---

7. With the barrel key, unlock the front screen and flip up. This will automatically power up the DS200. It may take a few minutes to load.
8. While you are waiting you may verify the Seal Number (on the left-hand side of the scanner) on your AM Seal Sheet DO NOT REMOVE THIS SEAL. Return the keys on wrist coil to a secure location (preferably the machine operator’s wrist.)

---

9. Enter the Election Code provided in the Orange Media Pouch (behind the precinct number window).
10. The Configuration Report will automatically print.
11. After the report is printed, make sure the screen shows a green check mark for “Election definition found” and “Plugged into electricity.” Then press Open Poll.

---

12. The Status and Zero Totals reports will automatically print — if you need more reports use the Report Options button. Give the Zero Tape to the Judge of Elections, Inspectors, and clerks to sign and post.

---

13. Ensure that the Public Count is zero. Make sure the date, time, election, and poll names are accurate. Press Go to Voting Mode.

Any problems: call Chester County Voter Services at 610.344.4545 for assistance.

---

The DS200 is now ready for voting!
ExpressVote as a Marker Open Procedures

Before starting the ExpressVote Open Procedures, be sure you have the barrel key and election password.

1. Remove the slip seal from the soft-sided case and verify the seal number on the AM Seal Log Sheet.
2. Remove the ExpressVote from the soft-sided case and prop up with the kickstand.

3. Plug the power cord (found in the front pocket of the black carrying case) into the ExpressVote.
4. Plug the power cord into an AC outlet.

5. Using the barrel key, on the left side (when facing the screen) open the access compartment.

6. Flip the Power Switch to the On position
   Note: The system startup takes several minutes. The system will play a short tone, and the screen will flicker, don’t worry this is normal.

7. Enter the Election Code on the bootup screen. The Election Code is the same code as used for the DS200, and is found in the Orange Media Pouch, behind the Precinct Number Window.

8. On the Welcome Screen:
   a. Confirm the unit is plugged into AC power. (There will be a gray plug icon at the top of the screen.)
   b. Confirm the date, time, election, and poll names are accurate.

Let the voting begin!

**DISCLAIMER: These procedures are guidelines. Any requirements outlined by CCVS must be followed.
Updated: 3/6/2024**
TEAM 2: SIGN IN TABLE SET-UP

1. Sealed Poll Book Box
2. Poll Books (*A-Z and Abs./Mail Book*)
3. Voter Lists
4. Numbered List of Voters
5. Poll Book Guideline Indicator Sheet
6. Pens
7. A-Z Tabs
8. Poll Book Rings
9. Dry Erase Line Indicators

ELECTION OFFICIALS MUST CHECK TO CONFIRM THAT THE CORRECT POLL BOOKS ARE LOCATED IN THE SEALED BOX. CALL THE OFFICE IMMEDIATELY IF YOU ARE MISSING OR RECEIVED THE INCORRECT PRECINCT MATERIALS

(610) 344-6410

SAMPLE:

- One poll book
- One Check in Sign
- Ballot Cards
- Index Tabs Pack – Divided
- Pens
- Numbered list of voters
- Cardboard to go between sheets.
- Alphabetical Street List
- A-Z Index Tabs Pack
- Pens

- One poll book
- One Check in Sign
- Ballot Cards
- Index Tabs Pack – Divided
- Pens
TEAM 3: Setting Up the Polling Place

1. Set up literature display kit.
2. Set up privacy screens.
3. Set up stand table.
4. Set up outdoor signs from sign tube.
5. Hang ADA entrance sign if applicable.
6. Hang ADA call box if applicable.
TEAM 3: Literature Display Kit

The literature display kit holds all of the documents that, according to the law, must be posted on Election Day. Set up the literature display kit according to the assembly instructions included and place it where voters will see it as they enter the polling location. Voters may not remove the documents from the literature display kit.

1. Precinct Number and American Flag Hours Notice
2. Polling Place Regulations
3. Sample Ballot Notice
4. QR Code - Find Your Polling Place
5. Precinct Polling Place Map
6. Write-In Candidate Information
7. Mail-In/Absentee Notice
8. Election News
9. Notice of Prohibitions and Penalties
10. General Information and Instructions
11. Individuals' Rights Under Federal Law
TEAM 3: Sample Polling Place Diagram
POLL WORKER PAY INFORMATION

Judge of Elections: Distribute paychecks to poll workers at the end of their shift. Poll workers receiving checks must initial next to their name on the Check Log to confirm payment. Poll workers who still need checks must complete the bottom portion of the Order to Pay form, including shift and mailing address. If a poll worker does not receive their full payment amount, they will keep their check and fill out the bottom portion of the form for the balance they are owed. If a poll worker is overpaid or did not work, return their check to Voter Services in the Check Return Envelope. If there is an overpayment, fill out the bottom portion of the form with the correct amount.

*Please do NOT call Voter Services about paycheck issues on Election Day; please direct any issues via email to pollworkers@chesco.org*

<table>
<thead>
<tr>
<th>Position</th>
<th>Shift</th>
<th>Legal Name</th>
<th>Signature</th>
<th>Address</th>
<th>Phone</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full</td>
<td>Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full</td>
<td>Class</td>
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<tr>
<td>Full</td>
<td>Class</td>
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<tr>
<td>Full</td>
<td>Class</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full</td>
<td>Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Constable</td>
<td>Full</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of person furnishing transportation of return results.

Signature of person accompanying driver to return results.

***Failure to fill out the pay voucher or complete legibly may result in delay of payments due for service***

Place in Check Return Envelope and hand to Voter Services staff when returning results.
**Compensation**

Election officials are compensated for their time while being primarily viewed as volunteers. The Judge of Elections and both inspectors are required to work a full day (6:00am- until approx. 9:30pm).

Judge of Elections:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Pay</strong></td>
<td>$135.00</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>$75.00</td>
</tr>
<tr>
<td><strong>Supplies Pick Up</strong></td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Election Night Drop Off</strong></td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$250.00 + mileage*</td>
</tr>
</tbody>
</table>

Machine Inspectors:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Pay</strong></td>
<td>$125.00</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>$75.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$200.00</td>
</tr>
</tbody>
</table>

All other poll worker positions:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Pay</strong></td>
<td>$125.00</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$175.00</td>
</tr>
</tbody>
</table>

Roamers (non-County employees):

| **Base Pay/Total** | $250.00 + mileage* |

Constables:

| **Base Pay/Total** | $175.00 |

*Based on applicable IRS standard mileage rate*
Identification Badge System

Chester County Voter Services will provide identification badges to Judges of Elections and all other poll workers, as well as roamers, technicians, constables and poll watchers. These badges will be worn at all times when in the polling location. The badges are color-coded to denote the role of the individual and marked with a number on the back.

Poll workers will fill out the Badge Log when receiving their badge. Poll watchers, upon arrival to the polling location, must present their county-issued certificate to the Judge of Elections before receiving their badge. Poll watchers must also fill out the Badge Log, including the party or candidate with whom they are affiliated.

Poll workers and poll watchers must return their badges to the Judge of Elections at the end of their shift. The time that the badge is returned will be recorded on the Badge Log. Judge of Elections or a designated poll worker will initial to confirm the return of the badge.

All badges must be returned to Voter Services on the night of the election. If a badge is missing, the individual who last signed out the badge will be contacted to return it to Voter Services.

Voter Services will separately distribute badges to roamers, technicians and constables prior to Election Day.
C: ELECTION DAY

1. Voter Check-In Procedures
2. Voter Check in Exceptions
3. Sample Poll Book Page
4. Explanations of Possible Voter Actions Required
5. Sample Numbered List of Voters
6. Poll Book Guideline Indicators
7. First Time Voter Procedures
8. Affidavit of Voter Identification
9. Challenges
10. Voter Qualifications
11. Spoiled and Fleeing Ballots
12. Surrendered Mail-in/Absentee Ballots
13. Instructions for Voting a Provisional Ballot
14. Disability Etiquette
Voter Check-in Procedures

The Judge of Elections must ensure that the poll workers who are assigned to inspect the poll books are fully trained and aware of the check-in process.

The quantity of poll books will determine the number of lines to approach the check-in table. Judges of Elections are encouraged to utilize line management mitigations as recommended by the County Board of Elections.

Step 1: Ask the Voter to identify him or herself by name, announce the Voter’s name in an audible voice so that it can be heard by watchers that may be present. DO NOT ask for ID unless it says, “ID REQUIRED” in the signature block.

To be eligible to vote, the Voter’s name MUST appear in the Poll Book; if not, verify with the County Voter Services Office 610-344-6410. For a Primary Election, only those registered with the Democratic or Republican parties are eligible to vote unless a question appears on their ballot.

Step 2: Find the Voter’s name in the poll book. Names are listed in alphabetical order.

Step 3: When you have found the name, confirm the Voter’s address and date of birth as printed in the poll book. If the address is no longer current, give the Voter a registration form to fill out for the change. If you are unable to locate the Voter’s name in the Poll Book proceed to section A1.

Step 4: If there is a message printed in the sign-in block, the message must be addressed and resolved before proceeding to step 5.

Step 5: Call out the name and political party of the Voter (party only necessary at primary election).

Step 6: Cover the preprinted signature and slide the book toward the Voter.
Step 7: Point to where the Voter is to sign. Have the Voter sign in the block provided with an ink pen.

Step 8: Pull the book back to you and compare the signatures.

Step 9: After the Voter has been deemed eligible to vote and has signed the Poll Book, the Clerk will assign the Voter a number from the Number List of Voters. The Clerk maintaining the “Numbered List of Voters” will NOT assign a number without first verifying that the Voter has signed the Poll Book.

Step 10: Record the voter number in the proper box in the poll book. (In the Primary Election, the Voter will receive either a “Democratic, Republican or Other” ballot as indicated in the Poll Book).

Step 11: Record your initials in the box specified.
A. VOTER CHECK-IN EXCEPTIONS

1. IF A VOTER’S NAME IS NOT IN THE POLL BOOK:
   - Look on supplemental list for Voter’s name. **If found** on the supplemental list, add name and address to back of poll book and follow instructions 4 through 10 above. Remember those Voters on the supplemental list must show you a valid photo I.D. before you permit them to vote. Please refer to list acceptable forms of I.D. located in this section of your manual. If Voter cannot show an acceptable form of I.D., allow Voter to vote a Provisional Ballot. Voter does not sign Poll Book. Provisional Voter is listed on the large Provisional Return Envelope.
   - If the Voter is at the **wrong precinct**, ask him/her if they want to vote at their correct precinct. If the Voter does not wish to go to their precinct, offer a Provisional Ballot.
   - Voters **not eligible** should be offered a Provisional Ballot.

2. IF THE ADDRESS IS NOT THE SAME:
   - An elector who has moved, but failed to change their address, may vote at their OLD polling place one last time. Offer them a voter registration form.

3. IF THE SIGNATURE DOES NOT APPEAR TO BE THE SAME:
   - If elector is challenged, a “Challenge Affidavit” must be filled out and elector will be required to produce evidence and the supporting affidavit must be properly signed before allowing elector to vote. If supporting affidavit is not signed, you may allow the Challenged Voter to vote a Provisional Ballot. Remember he/she does not sign the poll book. Provisional Voter is listed on the large Provisional Return Envelope. Place the “Challenge Affidavit” in Envelope A. Please call Voter Services to inform them of the challenge.

4. IF THERE IS NO SIGNATURE IN THE SIGNATURE BOX:
   - “Need Signature” will appear in the left box or box may simply be blank. Proceed to capture their signature in the right-hand box. Offer them a voter registration form to update their signature for future elections.
5. WHEN “REMIT ABSENTEE BALLOT OR VOTE PROVISIONALLY” IS PRINTED IN THE SIGNATURE BOX:

- VOTER REMITS THE ABSENTEE BALLOT AND ITS DECLARATION ENVELOPE TO THE JUDGE OF ELECTION TO BE SPOILED.
  
i. The Judge of Election shall provide the Voter and Elector’s Declaration to Surrender their Mail-In Ballot.

  ii. The Voter MUST complete and sign the form (top part) in front of the Judge of Election.

  iii. The Judge of Election MUST make sure the Voter completed all sections.

  iv. The Judge of Election MUST complete the bottom section of the form.

  v. The Judge of Election MUST wrap the Elector’s Declaration Form around the ballot and the declaration envelope (return envelope with barcode) and place it into the blue Surrender Ballot Pouch.

  vi. After the above steps are completed, the “Ballot Remitted?” box can be marked by an Election Official and the Voter can sign the Poll Book.

  vii. The Voter will receive a regular ballot and cast their vote.

- IF VOTER IS NOT ABLE TO PROVIDE BOTH THE BALLOT AND THE DECLARATION ENVELOPE, THE VOTER CAN ONLY VOTE BY PROVISIONAL BALLOT.

6. WHEN “REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY” IS PRINTED IN THE SIGNATURE BOX:

- VOTER REMITS THE MAIL-IN BALLOT AND ITS DECLARATION ENVELOPE TO THE JUDGE OF ELECTION TO BE SPOILED.

  i. The Judge of Election shall provide the Voter and Elector’s Declaration to Surrender their Mail-In Ballot.

  ii. The Voter MUST complete and sign the form (top part) in front of the Judge of Election.

  iii. The Judge of Election MUST make sure the Voter completed all sections.

  iv. The Judge of Election MUST complete the bottom section of the form.

  v. The Judge of Election MUST wrap the Elector’s Declaration Form around the ballot and the declaration envelope (return envelope with barcode) and place it into the blue Surrender Ballot Pouch.

  vi. After the above steps are completed, the “Ballot Remitted?” box can be marked by an Election Official and the Voter can sign the Poll Book.
vii. The Voter will receive a regular ballot and cast their vote.

- **IF VOTER IS NOT ABLE TO PROVIDE BOTH THE BALLOT AND THE DECLARATION ENVELOPE, THE VOTER CAN ONLY VOTE BY PROVISIONAL BALLOT.**

7. WHEN “ABSENTEE – BALLOT CAST/NOT ELIGIBLE IS PRINTED IN THE SIGNATURE BOX:

- VOTER CAN ONLY VOTE BY PROVISIONAL BALLOT. **DO NOT** ALLOW VOTER TO VOTE ON A REGULAR BALLOT, **NO EXCEPTIONS.**

8. WHEN “MAIL-IN – BALLOT CAST/NOT ELIGIBLE IS PRINTED IN THE SIGNATURE BOX:

- VOTER CAN ONLY VOTE BY PROVISIONAL BALLOT. **DO NOT** ALLOW VOTER TO VOTE ON A REGULAR BALLOT, **NO EXCEPTIONS.**

9. WHEN “INACTIVE: AFFIRMATION REQUIRED” APPEARS IN THE SIGNATURE BOX:

- This Voter has been given an “Inactive” status. Be sure to have Voter complete and **sign** the “Affirmation” form with their current information before allowing him/her to vote.

10.WHEN “I.D. REQUIRED” APPEARS IN THE SIGNATURE BOX:

- It indicates that this Voter is new to your precinct and must show valid photo identification. Please refer to list of acceptable forms of I.D. in this section of your manual. If Voter is unable to provide you with an acceptable form of I.D., allow Voter to vote a Provisional Ballot. Provisional Voter **does not** sign Poll Book, just list Provisional Voter on the large Provisional Return Envelope.

11. PERSONS NEEDING ASSISTANCE TO VOTE:

- Voters who need assistance may be assisted by someone of their choosing except for their employer, union rep or Judge of Election. Any other election board member may assist. There are two different scenarios for voter assistance:
  
  i. Voters who need assistance and are marked in the Poll Book under the Assistance column may proceed to vote with their assistor. They **DO NOT** need to fill out a “Declaration of Assistance”.
ii. Voters who need assistance and are NOT MARKED in the Poll Book must complete the “Declaration of Assistance” form. When the form is returned to the Voter Services office their record will be marked and they will not need to fill out the “Declaration of Assistance” at the next election.

- Record all assisted Voters on the “Record on Assisted Voters” and return to Voter Services in proper envelope.

12. IF THE VOTER REQUESTS A NAME, PARTY OR ADDRESS CHANGE:

- Give him/her a Voter registration form, found in your file tote.
<table>
<thead>
<tr>
<th>List of Voters</th>
<th>Party</th>
<th>Ballot #</th>
<th>List of Voters</th>
<th>Party</th>
<th>Ballot #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penny Penguin</td>
<td>D</td>
<td>D1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Louie Lion</td>
<td>R</td>
<td>R1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phil Gopher</td>
<td>R</td>
<td>R2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sam Snake</td>
<td>D</td>
<td>D2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Betty Bear</td>
<td>R</td>
<td>R3-R4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daniel Dog</td>
<td>D</td>
<td>D3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalina Cat</td>
<td>D</td>
<td>E1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The number to the left of the voter name refers to the sequential order in which voters present themselves to the Poll Book Clerks.

**THIS IS THE NUMBER WRITTEN IN THE POLL BOOK NEXT TO INSPECTOR INITIALS.**

The ballot # represents the number on the ballot that is given to the voter. In a primary, the letter of the party will be written before the ballot number (R1, D1, etc.)

*ExpressVote and standard ballots have individual counts.*

Catalina Cat was issued an ExpressVote ballot, and her ballot number is E1.

**TO NOTE:**

Betty Bear was issued ballot number R3, but spoiled her ballot and was then issued ballot number R4.

**PLEASE NOTE THERE IS NO CHANGE TO VOTER NUMBER, ONLY BALLOT NUMBER.**
<table>
<thead>
<tr>
<th>INDICATOR</th>
<th>SCENARIOS</th>
<th>BOARD MEMBER TO ASSIST</th>
<th>ACTION TO BE TAKEN</th>
<th>VOTER SIGNS POLL BOOK</th>
<th>VOTER RECEIVES NUMBER FROM CLERK</th>
<th>REG. PAPER BALLOT AND TABULATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO MESSAGE</td>
<td></td>
<td>Minority / Majority Inspector</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID REQUIRED</td>
<td>Voter Provides ID</td>
<td>Minority / Majority Inspector</td>
<td>Requires ID from the approved forms of identification for a first-time voter (list located in last page of poll book)</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>Voter does NOT provide ID</td>
<td>Judge</td>
<td>PROVISIONAL BALLOT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INACTIVE: AFFIRM REQ</td>
<td>Voter completes form</td>
<td>Judge</td>
<td>Voter needs to complete Affirmation of Electors form (File Tote)</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>Voter does NOT complete form</td>
<td>Judge</td>
<td>PROVISIONAL BALLOT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INACTIVE: AFFIRM REQ ID REQUIRED</td>
<td>Voter Provides ID and completes form</td>
<td>Judge</td>
<td>Voter needs to complete Affirmation of Elector form (File Tote)</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>Voter does NOT provide ID or does NOT complete form</td>
<td>Judge</td>
<td>PROVISIONAL BALLOT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSISTANCE (NO INDICATOR)</td>
<td>NO Indicator in the Assistance column</td>
<td>Judge</td>
<td>Voter needs to complete the Declaration Of the Need for Assistance to Vote form (File Tote). In addition, the Judge of Election will record the voter's name on the record of assisted voters (File Tote).</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>ASSISTANCE (INDICATOR)</td>
<td>Indicator in the Assistance column</td>
<td>Judge</td>
<td>The Judge of Election will record the voter's name on the record of assisted voters (File Tote).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROVISIONAL BALLOT</td>
<td>Voter's name not on list, Court order, Voter identification not supplied, Voter's eligibility is challenged by an election official, incorrect Party, Voter was issued mail-in ballot or absentee ballot</td>
<td>Judge</td>
<td>PROVISIONAL BALLOT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BALLOT CAST/ NOT ELIGIBLE, VOTERS</td>
<td>The Voter submitted their vote by absentee or mail-in ballot.</td>
<td>Judge</td>
<td>PROVISIONAL BALLOT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY / REMIT ABSENTEE BALLOT OR VOTE PROVISIONALLY</td>
<td>The Voter remits their absentee or mail-in ballot and declaration envelope to the Judge of Election.</td>
<td>Judge</td>
<td>Voter needs to complete the Elector’s Declaration to Surrender their Ballot. The BALLOT REMITTED? box will be marked in the poll book by Inspector and the Voter will sign the signature block in the poll book. Place ballot in Blue Surrender Bag.</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>The Voter does NOT remit their absentee or mail-in ballot and declaration envelope to the Judge of Election.</td>
<td>Judge</td>
<td>PROVISIONAL BALLOT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VOTER CHALLENGE (not a message in the poll book but a scenario)</td>
<td>Voter completes form</td>
<td>Judge</td>
<td>Voter needs to produce another registered voter in the precinct as their witness and together they complete the Challenges Elector’s Affidavit (File Tote). Challenges the right of the person to vote on the grounds of identity and residence (does not apply to first time voters).</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>SCENARIOS BELOW</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA CLOSED PRIMARY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QUESTION(S) ON THE BALLOT</td>
<td>VOTERS NOT AFFILIATED WITH DEM OR REP PARTY WILL ONLY BE ABLE TO VOTE ON THE QUESTION</td>
<td>Minority / Majority Inspector</td>
<td>The party affiliation is listed in the PARTY column in the poll book. Voter will receive a ballot with the question(s) only!</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>NO QUESTION(S) ON THE BALLOT</td>
<td>VOTERS NOT AFFILIATED WITH DEM OR REP PARTY WILL NOT BE ELIGIBLE AND ARE NOT LISTED IN THE POLL BOOK</td>
<td>Judge</td>
<td>PROVISIONAL BALLOT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GIVE ONE COPY TO MAJORITY AND MINORITY INSPECTOR 03/2024
First Time Voter Procedures

Pennsylvania Law requires that registered voters who appear in person to vote for the first time in a polling place (registration date after Jan. 1, 2003) must present an approved form of I.D. before being permitted to vote. Below is a list of acceptable forms of I.D. as provided for in Act 150. An approved form of identification is NOT REQUIRED to have a photo on it. This list also appears in the back of each Poll Book.

First time voters will have a message in the signature box of the poll book. The message will read “ID REQUIRED.” The voter must show you one of the following forms of ID before being permitted to sign the poll book and vote.

NON-PHOTO I.D.
1. Voter Registration ID Card
2. Non-photo ID or other document issued by the Commonwealth or agency, which shows the name and address of the voter.
3. Non-photo ID or other document issued by the U.S. Government or agency, which shows the name and address of the voter.
4. Firearm permits which shows the name and address of the voter.
5. Current utility bill which shows the name and address of the voter.
6. Current bank statement which shows the name and address of the voter.
7. Paycheck which shows the name and address of the voter.
8. Government check which shows the name and address of the voter.

PHOTO I.D.
1. Valid Driver’s License or ID card issued by PA Dept. of Transportation.
2. Valid ID Card issued by any other agency of the Commonwealth.
5. Valid Employer ID Card.
6. Valid Student ID Card.
7. Valid Armed Forces of the United States ID Card.

**In the event a first-time voter is unable to provide proper identification he/she shall be permitted to vote a Provisional Ballot. If a provisional ballot is issued the voter will have to contact Chester County Voter Services and provide proof of ID, no later than the Monday following the Election by end of business day. Failure to do so will result in the provisional ballot not being counted – (610) 344-6410 **
AFFIDAVIT OF VOTER IDENTIFICATION

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

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

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

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

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

________________________________________
Judge of Elections

Majority Inspector

Minority Inspector

Majority Clerk

Minority Clerk

SWORN AND SUBSCRIBED BEFORE US* ACCORDING TO LAW, this ______ day of ______________, 20__.

________________________________________
Judge of Elections

Majority Inspector

Minority Inspector

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

(Form may be found in File Tote; Completed forms returned in Envelope A)

The Elector’s Affidavit is to be executed by an elector of the district who is challenged with respect to the elector’s identity or legal residence in the district; or by an elector challenged with bribery or other violation of the Election Laws

What steps must be taken before the individual is allowed to vote?

1. The Judge of Elections must have the voter, whose right to vote has been challenged fill out and sign the Elector’s Affidavit (“Challenges” form, file tote).
2. The voter, whose right to vote has been challenged, must then produce another qualified elector of the district within the precinct to sign a Supporting Affidavit confirming the voter’s identity.
3. Both the Challenges Elector’s Affidavit and Supporting Affidavit must be signed by the challenged voter and their acquaintance in front of the Judge of Elections. The Judge of Elections must also sign after serving as witness.
4. Call Voter Services at 610-344-6410 to notify them of the challenge.

No money is involved in this type of challenge. Completed challenge affidavits should be returned in Envelope A. *If a challenge remains unresolved, the challenged voter may only vote by provisional ballot.*
Spoiled and Fleeing Ballots

If a Voter spoils a ballot and requests a new one, the Judge of Elections will mark the old ballot as SPOILED and issue a new ballot. The SPOILED ballot will then be put into ENVELOPE D. This change will be recorded in the BALLOT # section in the numbered list of voters ONLY.

IN A PRIMARY: If a Voter spoils a ballot, they may only be issued a new ballot of their registered party. If the voter requests the opposite party’s ballot, the Judge may issue a PROVISIONAL BALLOT.

If a Voter spoils a ballot and does NOT request a new one, the Judge of Elections will place the ballot in the FLEEING VOTER envelope and note the instance on the FLEEING VOTER BALLOTS sheet. No changes will be made to the numbered list of voters or poll book.

If a Voter leaves without casting their ballot, the Judge of Elections will place the ballot in the FLEEING VOTER envelope and note the instance on the FLEEING VOTER BALLOTS sheet. No changes will be made to the numbered list of voters.

Make note of all FLEEING VOTERS on the General Return Sheet at the close of the polls.
Surrendered Mail-in/Absentee Ballots

When “Remit Absentee/Mail-in Ballot or Vote Provisionally” appears in the poll book:

If a voter appears with their mailed balloting materials:

- The voter must surrender their mailed balloting materials.
- Judge of Elections will complete the Declaration to Surrender the Ballot with the voter.
- The declaration is secured to/folded around the ballot material and then placed in the Blue Bag.
- The voter may now sign the poll book and receive their in-person ballot. The ballot clerk must check the “REMIT BALLOT” box under the voter’s barcode, confirming the balloting material is remitted.

If a voter does not appear with their mailed balloting materials OR the voter appears in the back of the poll book with “Ballot Cast/Not Eligible”:

- The voter may only vote provisionally; No Need to call Voter Services.
- Please refer to the step-by-step instructions located in the Green Bag.
- Failure to follow these instructions may result in ballots not being counted due to poll worker error.
  - Provisional ballots are the last to be counted; each ballot is investigated to ensure the voter has not voted twice.
- The voter does not sign the poll book and does not insert their ballot into the DS200.
  - All provisional voters must be recorded on the Numbered List attached to the front of the Provisional Ballot Return Envelope.
INSTRUCTIONS FOR VOTING A PROVISIONAL BALLOT

You must follow all steps!

1. You must complete and sign section 1, 2 and 3 on the Large Green Provisional Ballot Envelope in front of the Judge of Elections and Minority Inspector BEFORE receiving ballot.

2. You shall receive the following items from the election official.
   - One (1) Provisional Ballot (with the numbered stub removed)
   - One (1) Small Green Provisional Ballot Secrecy Envelope
   - One (1) Instruction sheet (Instructions for voting a Provisional Ballot)
   - One (1) Large Green Provisional Ballot Envelope (mentioned in step 1)

3. Take all items listed in step 2 to the privacy booth. Mark the ballot with the pen provided.

4. Fold your ballot and seal it in the Small Green Provisional Ballot Secrecy Envelope. Your ballot will not be counted if it is not inside the Secrecy envelope.

5. You must place the sealed Small Green Provisional Ballot Secrecy Envelope in the Large Green Provisional Ballot Envelope. Seal the Large Green Provisional Ballot Envelope.

6. After sealing the Large Green Provisional Ballot Envelope, you must complete, sign and date section 4 in front of the Judge of Elections and Minority Inspector. In doing so, you confirm to be properly registered and eligible to vote at the election district where you have appeared to vote.

7. IMPORTANT! You MUST make sure all sections of the Large Green Provisional Ballot Envelope are completed. Your ballot will not be counted if the large Green Provisional Ballot Envelope does not contain your signature on both locations and the signature of the Judge of Elections and Minority Inspector.

8. Wait for the Judge of Elections and Minority Inspector to complete, sign and date the bottom portion of the Large Green Provisional Ballot Envelope and affix the Ballot Identification Number (sticker) in the space provided. You will receive the Provisional Ballot Receipts with the corresponding number which lists a phone number and website. In approximately 2 weeks you can learn whether your Provisional Ballot was counted.

NOTE: If you were issued a Provisional Ballot due to not providing Voter Identification when the poll book required such, you will have to contact Chester County Voter Services and provide proof of ID no later than the Monday following the Election by end of business day. Failure to do so will result in your Provisional Ballot not being counted – 610.344.6410

REV 10/2022
Disability Etiquette

The goal of this page is to ensure that every poll worker in Chester County is informed and able to guarantee the right of every citizen to independently cast a secret ballot. People with disabilities constitute the nation’s largest minority group.

Chester County advocates for an accessible environment and a friendly atmosphere to all potential voters.

Disability Etiquette: Interacting with Voters with Disabilities

✦ A request for an accommodation is not a complaint. Respond positively and respectfully to requests.
✦ Speak directly to the person, not to their family member or direct support professional.
✦ Ask before you help. Wait for a response. Not all individuals with disabilities need assistance.
✦ Do not assume that someone is not disabled based on visual judgment.
✦ A person always comes before the disability. Disability does not define people.
  o When communicating with individuals with disabilities, use the language defined below:

<table>
<thead>
<tr>
<th>Don’t say:</th>
<th>Do say:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handicapped, afflicted, crippled</td>
<td>Person with a disability</td>
</tr>
<tr>
<td>Retarded</td>
<td>Person with an intellectual disability</td>
</tr>
<tr>
<td>The blind</td>
<td>Person who is blind</td>
</tr>
<tr>
<td>Crazy</td>
<td>Person with a mental illness, or person with a mental health diagnosis</td>
</tr>
<tr>
<td>Wheelchair bound</td>
<td>Uses a wheelchair</td>
</tr>
<tr>
<td>The deaf, hearing impaired</td>
<td>Person who is deaf or hard of hearing</td>
</tr>
<tr>
<td>Dumb, mute</td>
<td>Person who is unable to speak, or person who uses a communication device</td>
</tr>
<tr>
<td>Caretaker</td>
<td>Direct support professional/family member</td>
</tr>
<tr>
<td>Dwarf, midget</td>
<td>Person of short stature</td>
</tr>
<tr>
<td>Autistic</td>
<td>Person who has autism</td>
</tr>
</tbody>
</table>
D: CLOSING THE POLLS

1. Closing the Polls

2. PM Checklist
   a. Team 1: Closing the Voting Machines
      1. DS200 Closing Procedures
      2. ExpressVote Closing Procedures
   b. Team 2: Clean up the Sign in Table
   c. Team 3: Clean up the Polling Place

3. General Return of Votes Cast: Reconciliation Process
   a. Sample General Return, Primary

4. Election Night Return Procedure
Closing the Polls

At 8:00 PM the Judge of Elections announces that the polls are closed. Then, establish a secure area for closing procedures to occur.

Voters in line at 8:00 PM are permitted to vote. If the line extends beyond the polling place doors, bring everyone inside and lock the door. If you are unable to do so, the Judge of Elections will manage the end of the line to turn away additional voters.

Everyone with a valid watcher certificate may observe the closing process. Watchers must remain at least six feet from all voting equipment and election materials, and they are not permitted to touch or interfere with the election officials’ responsibilities.

Proceed to close down the DS200 and Express Vote machines using the closing instructions for each respective machine. Be sure to remove all voted ballots from the DS200 ballot box (Door “C”).

Reconcile the election and record the totals on the General Return Sheet and continue completing the form according to the instructions.

The election board must always retain custody of the ballots and other election materials.

Please note any problems or issues in the Remarks section of your General Return Sheet. This informs the Return Board of your reconciliation process.

Review the PM CHECKLIST to ensure proper placement of materials before returning all results and supplies to Voter Services at the end of election night.
PM CHECKLIST

CLOSING THE POLLS

610.344.6410 Voter Services
610.344.4545 Machine Line
Roamer Number: ________________

Do NOT close polls before 8:00 PM.
Anyone in line at 8:00 PM should be allowed to vote!

Judge of Election: Announce poll is closed & establish secure area for closing procedures

TEAM 1

Closing the Voting Machines
(Before closing the DS200, record the Ending Public Count # on the Machine Inspector Check List)
- General Return Sheet (portable file tote)
- Orange Media Pouch
- DS200 Closing Procedures (portable file tote)
- ExpressVote Closing Procedures (portable file tote)
- Electrical Cords

POST THE RESULT TAPE!
610.344.4545

TEAM 2

Clean up the Sign in Table

TEAM 3

Clean up the Polling Place
TRASH, SWEEP, WIPE DOWN!

- Literature Display Kit
- Privacy Screens
- Stand Table
- Sign Tube; signs for outside
- ADA Entrance Sign (only if applicable)
- ADA Call Box (only if applicable)

GENERAL RETURN SHEET RECONCILIATION

THE JUDGE OF ELECTION, ACCOMPANIED BY ANOTHER POLL WORKER OF THE SAME PRECINCT, MUST BRING THE FOLLOWING ITEMS BACK TO VOTER SERVICES ON ELECTION NIGHT:

HAND TO VOTER SERVICES ELECTION OFFICIAL (ORANGE VEST)
- ORANGE MEDIA POUCH (USB MEDIA AND KEYS)
- POLL WORKER PAY ENVELOPE (follow detailed instructions on envelope)

VOTER SERVICES SUPPORT STAFF WILL RETRIEVE ITEMS FROM VEHICLE (YELLOW VEST)
- BLACK BALLOT BAG(S) - DO NOT LEAVE TABULATED BALLOTS INSIDE THE DS200, THEY MUST BE RETURNED TO VOTER SERVICES ON ELECTION NIGHT!
  - All VOTED scanned ballots
  - Ziploc Bag “C” (containing all ballot stubs and Partial pads of ballots)
  - Envelope “D” (containing all spoiled ballots)
  - Fleeing Voters Envelope
  - 1 (pink) copy of the General Return of Votes Cast Sheet
- YELLOW BAG
  - Envelope “A” (follow detailed instructions on envelope)
  - Poll Books (A-Z and Abs./Mail Book)
  - Blue Surrender Ballot Pouch (containing all surrendered ballots with form attached)
  - Affirmation of Electors Envelope
  - Voter Registration Envelope
- FILE TOTE - Please replace materials NEATLY before returning file tote and CLOSE ZIPPER!
- GREEN Provisional BALLOT BAG if opened, it MUST be re-sealed - all VOTED Provisional Ballots MUST be placed in large Provisional Ballot Return Envelope inside the bag!
- PRIVACY SCREENS IN CASE
- STAND TABLE
- SIGN TUBE
- LITERATURE DISPLAY KIT
- ADA ENTRANCE SIGN (only if applicable)
- ADA CALL BOX (only if applicable)
- RED BAG (only if applicable); large amount of electrical cords

VOTER SERVICES WILL PICK-UP THE FOLLOWING ITEMS AFTER ELECTION DAY
- DS200 Tabulator (unused full pads of ballots & unused Expressvote Activation Cards LOCKED in “C” compartment)
- ExpressVote
- Tables (only if applicable)

Thank You!

If USB stick is forgotten, you will be required to retrieve it!

ENVELOPE “B” SHOULD BE KEPT FOR 1 YEAR BY THE MINORITY INSPECTOR

73 03/24
Team 1: Closing the Voting Machines

Before closing the DS200, record the ending public count # on the machine inspector checklist

1. Complete the General Return Sheet (file tote)
2. Store media sticks, keys, and password sheets in the Orange Media Pouch
   
   *Reminder: If you have **TWO** DS200 machines, you must return **TWO** USB media sticks!*

3. Complete DS200 Closing Procedures
4. Complete ExpressVote Closing Procedures
5. Store electrical cords

**REMEMBER TO POST THE RESULTS TAPE**

(610) 344-4545
DO NOT close the polls before 8:00pm. Check the auxiliary ballot compartment for uncounted ballots.

Auxiliary Ballot Compartment

1. After 8:00 PM, unlock and open the main ballots compartment and remove all the voted ballots. (Location “C”)
2. To officially close the polls: remove seal on left side of scanner (place used seal on the back of Orange Bag Seal Card, and place in Red Bag); unlock the access door (beneath seal) and press the Close Poll button.

   ![Picture of a scanner with a seal]

   Barrell Key Required


4. The DS200 will automatically print the reports.
   If you need to print additional reports, press Report Options.

5. Give the results tape to the Judge of Elections, Inspectors and Clerks to sign and post. One copy comes back to voter services.
6. Press Finished - Turn Off to shut down the DS200.

7. After the power light is No Longer On remove the Election Definition USB media stick
   
   WARNING:
   DO NOT REMOVE MEDIA STICK BEFORE SHUTDOWN IS COMPLETE!!!!!

8. Close and lock the access door than close/lock the screen.
9. Close and lock the lid and seal the DS200, location “B”, with the seal provided in the orange media pouch. Record seal “B” on the General Returns Sheet and initial.
10. Return full unused ballot packs to the “C” compartment. Close, Lock and Seal the C compartment with the “C” seal.
11. Unlock the wheels. Unplug and rewrap the power cord, close, and lock the back door. Return DS200 to where it was found.
12. Return the required tapes and paperwork to their appropriate envelopes, and USB media stick to the orange media pouch.
13. Seal the orange media pouch and return with the Black Bag to CCVS on election night.

That’s it! You’re all done!
1. To power off the unit, use the barrel key to open the left side access compartment and flip the Power Switch to the **Off** position.

2. Unplug the power cord from the wall and the unit. (be sure to pull back on the sheath to unlock it from the port)

3. Return the unit to the soft-sided case.

4. Seal the soft-sided case zippers with a slip seal provided in the Orange Pouch.

5. Return power supply and headphones to the front pouch of the soft-sided case.

That’s it! You’re all done!

**DISCLAIMER:** These procedures are guidelines. Any requirements outlined by CCVS must be followed.
TEAM 2: CLEAN UP THE SIGN IN TABLE

1. Store Poll Books in the yellow bag.
2. Follow instructions on Envelopes A-D to properly organize paperwork under Judge of Elections supervision.
3. Store all other supplies in their original containers.
1. Disassemble the literature display kit and neatly return to container.
2. Store each privacy screen.
3. Store the stand table.
4. Place any other tables from Voter Services next to the DS200.
5. Neatly return the outdoor signs and wickets to the sign tube.
6. Return all ADA signs and equipment to their proper container.
7. Return cords to file tote (or red bag, if applicable).
8. Throw away any trash in proper receptacles.
9. Do not leave any food items in polling location.
10. Return any furniture or other items to their proper place.
General Return of Votes Cast: Reconciliation Process

- The election officials record the details of the election on the general return sheet and reconcile the number of ballots distributed against the votes counted.
- The General Return sheet must be completed in its entirety including remarks to inform the Return Board of the reconciliation process.
- The election board must retain custody of the ballots and other election materials at all times.
**GENERAL RETURNS OF VOTES CAST - PRIMARY ELECTION**

**STATEMENT** We the Election Officials certify that We have followed all procedures prescribed by Law, and have enclosed the specified items from the Election held at ______________ (PLEASE INDICATE PRECINCT) County of Chester, PA

**AM — VERIFY AND INITIAL ALL INFORMATION RECORDED ON THE AM SEAL LOG**

<table>
<thead>
<tr>
<th>ANNOUNCE ALL INFO OUT LOUD!</th>
<th>DEMOCRATIC BALLOTS</th>
<th>REPUBLICAN BALLOTS</th>
<th>NON PARTISAN BALLOTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>A</td>
</tr>
</tbody>
</table>

1. STANDARD BALLOTS RECEIVED

2. STANDARD BALLOTS IN DS200 (NOT INCLUDING EXPRESSVOTE CARDS)

3. FLEETING VOTER OCCURRENCES

4. SPOILED BALLOTS IN ENVELOPE

5. USED BALLOTS (ADD LINES 2, 3 AND 4)

6. UNUSED BALLOTS (SUBTRACT LINE 5 FROM LINE 1B)

7. USED (LINE 5) + UNUSED (LINE 6) =

8. TOTAL EXPRESSVOTE CARDS

**GRAND TOTAL VOTES**

(AADD LINES 2 AND 8)

<table>
<thead>
<tr>
<th>NUMBERED LIST OF VOTERS TOTAL</th>
</tr>
</thead>
</table>

**SURRENDERED BALLOTS** PLACE IN BLUE POUCH

<table>
<thead>
<tr>
<th>DEM</th>
<th>REP</th>
<th>N.P.</th>
<th>TOTAL:</th>
</tr>
</thead>
</table>

**PROVISIONAL BALLOTS** PLACE IN GREEN BAG

<table>
<thead>
<tr>
<th>DEM</th>
<th>REP</th>
<th>N.P.</th>
<th>TOTAL:</th>
</tr>
</thead>
</table>

**EXPRESSVOTE CARDS** PLACE IN BLACK BALLOT BAG

<table>
<thead>
<tr>
<th>DEM</th>
<th>REP</th>
<th>N.P.</th>
<th>TOTAL:</th>
</tr>
</thead>
</table>

**ONLY IF APPLICABLE:** You must explain in the REMARKS section below why there is a variance between these two numbers (take fleeing voter occurrences into consideration).

**REMARKS:**

| ____________________________________________________________________________ |

| PM ELECTION NIGHT SEALS |

<table>
<thead>
<tr>
<th>GREEN PROV. BAG #</th>
<th>POLL WORKER INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORANGE MEDIA POUCH #</th>
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<table>
<thead>
<tr>
<th>BLACK BALLOT BAG 1 #</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>BLACK BALLOT BAG 2 #</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>BLACK BALLOT BAG 3 #</th>
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</table>

<table>
<thead>
<tr>
<th>EXPRESSVOTE BAG #</th>
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</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>DS200 TABULATOR 1</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>DS200 SEAL “B” #</th>
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<table>
<thead>
<tr>
<th>EXPRESSVOTE CARDS BAG #</th>
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<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DS200 SEAL “C” #</th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DS200 SEAL “B” # (only if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DS200 SEAL “C” # (only if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**REQUIRED SIGNATURES:**

<table>
<thead>
<tr>
<th>Judge of Elections</th>
<th>Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Majority Inspector</th>
<th>Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minority Inspector</th>
<th>Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTURE TIME:** AFTER THE FORM IS FULLY COMPLETED: PLACE WHITE COPY IN ENVELOPE A, YELLOW COPY IN ENVELOPE B, AND PINK COPY IN THE BLACK BALLOT BAG. Thank you!
Election Night Return Procedure

Election supplies and equipment must be returned to Voter Services on Election Night. All machines will remain at the polling place until Voter Services retrieves them. Detailed instructions can be found on the PM checklist. A poll worker of the precinct, of opposite party, should accompany the Judge of Elections to the Government Service Center.

Please remain in your vehicles and observe the flow of traffic as well as the officials who will be directing traffic. Upon reaching the curb, attendants will remove all election equipment and supplies from your vehicle. Ensure Election Bags are neatly packed and remain separate from any personal items.

Please have ORANGE MEDIA POUCH & POLL WORKER CHECK RETURN ENVELOPE ready to give to an attendant when pulling up to the curb.

It is of utmost importance that physical custody of these must remain a priority! If USB stick is left at polling location, you will be asked to return and retrieve it on election night.

Map of Government Service Center
610 Westtown Road West Chester, PA 19380
E: SAMPLE FORMS AND SUPPLEMENTARY INFORMATION

1. Document Location Guide

2. Document Summary
   a. Election Officers Oath (A & B)
   b. Affirmation of Voter Identification
   c. AM Seal Log
   d. Affirmation of Elector
   e. Challenge Affidavit
   f. Provisional Ballot Instructions
   g. Provisional Ballot Envelope
   h. Provisional Numbered List of Voters
   i. Voter Registration Application
   j. Declaration of Assistance
   k. Record of Assisted Voters
   l. Declaration to Surrender their Mail-In Ballot
   m. Notice of Deceased Form
   n. Fleeing Voter Envelope Label
   o. Machine Checklist
   p. General Return Sheet
   q. Help America Vote Act (HAVA) Complaint Form
Documents Location Guide

- File Tote Documents
  - Folder A
    - AM/PM Checklist (see manual sections B & D)
    - Oaths of Office (see manual section E)
    - AM Seal Log (see manual section B)
    - General Return Sheet (see manual section D)
    - Affidavit of Voter ID (see manual section C)
    - Badge Log (see manual section B)
  - Folder B
    - Zero/Results Tape
    - “Election Workers Needed”
  - Folder C
    - Machine Open Procedures (see manual section B)
    - Machine Closing Procedures (see manual section D)
    - Machine Checklist (see manual section E)
  - Individual Forms A-Z
    - Affirmation of Elector (see manual section E)
    - Assisted Voters Forms (see manual section E)
      - Declaration of Assistance
      - Record of Assisted Voters
    - Challenge Affidavit (see manual Section E)
    - Notice of Deceased Form (see manual Section E)
    - Declaration to Surrender Mail-in/Absentee Ballot (see manual section E)
    - Fleeing Voter Envelope Label (see manual section E)
    - HAVA Complaint Form (see manual section E)
- **Voter Registration Forms** (see manual section E)
  
- **Envelopes A-D**
  
- **Green Provisional Ballot Bag**
  - **Provisional Ballot Instructions** (see manual section C & E)
  - **Provisional Ballot Envelope** (see manual section E)
  - **Provisional Ballot Numbered List of Voters** (see manual section E)
Documents Summary

Election Officer’s Oath

- This Oath shall be administered to the board when they arrive at the polling location election morning before performing any duties. This Oath must be signed in duplicate. One copy is kept by the Minority Inspector in Envelope B and the other is returned to Voter Services in Envelope A which is placed in the yellow bag.

Affidavit of Voter Identification

- This form verifies that any election official who has examined voter identification has sworn under oath that they did so as required by law.

Affirmation of Elector

- Used only when the voter is listed as “inactive” in the poll book. The signature box will contain a message instructing you to have the voter sign the Affirmation. Place the signed affirmation in the Affirmation of Electors Envelope and return it to Voter Services in the yellow bag.

Challenge Affidavit

- Used when a voter’s residency or identity is challenged at the polling place. Return the copy in Envelope A and call 610-344-6410 to notify Voter Services of the challenge.

Provisional Ballots

- **Provisional Ballot Instructions**
  - Used when a voter has decided to vote a provisional ballot due to any reason. Follow these instructions directly and give the sheet to the voter so they may complete the ballot and envelope correctly.
- **Sample Provisional Ballot Envelope**
  - Use this to guide filling out the envelope that contains each provisional ballot.
- **Sample Numbered List of Provisional Voters**
  - This will be on the front of the envelope that each provisional ballot is deposited into after being completed by the voter. Please complete the form in the same manner as the standard numbered list of voters.

Voter Registration Applications

- All completed voter registration forms are to be returned in the Completed Registrations Envelope and placed in the yellow bag.

Voter Assistance

- **Declaration of the Need for Assistance**
  - Used when a voter’s record does not state a need for assistance but will be necessary for voting. The voter may receive assistance and will also be listed on the Record of Assisted Voters. These are returned in Envelope A with the record of assisted voters. Judges of Elections, union reps or employers may not assist a voter.
- **Record of Assisted Voters**
  - Any Person receiving assistance when voting must be listed on this form along with the reason for assistance and the name of the person offering assistance.
Elector’s Declaration to Surrender their Mail Ballot
• Used when a voter brings all required absentee/mail-in balloting materials to the polling location to surrender to the Judge of Elections in order to vote a regular ballot at the polling place. This form shall be attached to the voter’s surrendered ballot materials and returned to Voter Services in the blue pouch designated for surrender ballots.

Notice of Deceased Forms
• Removal forms inform Voter Services of a deceased voter. May be completed by family member only.

Fleeing Voter Envelope Label
• This label should be filled out after each fleeing voter scenario occurs. Reference this label when reconciling the election on the general return sheet to help explain any discrepancies in the count.

Machine Inspector Checklist
• The Machine inspector will regularly fill out this form to keep an accurate record of the machine status throughout the day. Reference this form when reconciling the election on the general return sheet to help explain any discrepancies in the count.

Help America Vote Act Complaint Form
• This form is to allow voters to file complaints under Title III of the Help Americans Voter Act.
To permit any person to vote whom I shall believe to be entitled to vote as permitted by law, and to prevent any person from voting who shall not be entitled thereto; and that I will, as aforesaid, make a true and perfect return of said Election or Primary; and that I will, in all things truly, impartially and faithfully perform my duties therein, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this Election or Primary.

Sworn (or affirmed) and subscribed this ____ day of __________, 20___ before me ___________________ (Judge of Elections)

_________________________________________ (Judge of Elections Signature)

I will, as ________________ duly attend the ensuing Election or Primary during the continuance thereof, and I will not admit any person to vote except such as I firmly believe to be entitled to vote as aforesaid; that I will make a true and perfect return of said Election or Primary and that I will, in all things truly, impartially and faithfully perform my duties therein, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this Election or Primary.

Sworn (or affirmed) and subscribed this ____ day of __________, 20___ before me ___________________ (Minority Inspector)

_________________________________________ (Minority Inspector Signature)

I will, as ________________ duly attend the ensuing Election or Primary during the continuance thereof, and I will not admit any person to vote except such as I firmly believe to be entitled to vote as aforesaid; that I will make a true and perfect return of said Election or Primary and that I will, in all things truly, impartially and faithfully perform my duties therein, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this Election or Primary.

Sworn (or affirmed) and subscribed this ____ day of __________, 20___ before me ___________________ (Inspector)

_________________________________________ (Inspector Signature)

I will, as ________________ duly attend the ensuing Election or Primary during the continuance thereof, and I will not admit any person to vote except such as I firmly believe to be entitled to vote as aforesaid; that I will make a true and perfect return of said Election or Primary and that I will, in all things truly, impartially and faithfully perform my duties therein, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this Election or Primary.

Sworn (or affirmed) and subscribed this ____ day of __________, 20___ before me ___________________ (Clerk)

_________________________________________ (Clerk Signature)

I will, as ________________ duly attend the ensuing Election or Primary during the continuance thereof, and I will not admit any person to vote except such as I firmly believe to be entitled to vote as aforesaid; that I will make a true and perfect return of said Election or Primary and that I will, in all things truly, impartially and faithfully perform my duties therein, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this Election or Primary.

Sworn (or affirmed) and subscribed this ____ day of __________, 20___ before me ___________________ (Clerk)

_________________________________________ (Clerk Signature)

I will, as ________________ duly attend the ensuing Election or Primary during the continuance thereof, and I will not admit any person to vote except such as I firmly believe to be entitled to vote as aforesaid; that I will make a true and perfect return of said Election or Primary and that I will, in all things truly, impartially and faithfully perform my duties therein, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this Election or Primary.

Sworn (or affirmed) and subscribed this ____ day of __________, 20___ before me ___________________ (Clerk)

_________________________________________ (Clerk Signature)
Election Officer Oaths

“I ..........................................................DO SWEAR (OR AFFIRM) that I will, as CLERK duly attend the ensuing Election or Primary during the continuance thereof, and that I will carefully and truly record the number of votes that shall be given for each candidate at the Election or Primary as often as his/her name shall be read to me by the Judge or Inspectors thereof, and in all things truly and faithfully perform my duty respecting the same to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this Election or Primary.”

_________________________________________ (Clerk Signature)
Sworn (or affirmed) and subscribed this ___ day of _________, 20___ before me __________________ (Judge of Elections)

“I ..........................................................DO SWEAR (OR AFFIRM) that I will, as CLERK duly attend the ensuing Election or Primary during the continuance thereof, and that I will carefully and truly record the number of votes that shall be given for each candidate at the Election or Primary as often as his/her name shall be read to me by the Judge or Inspectors thereof, and in all things truly and faithfully perform my duty respecting the same to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this Election or Primary.”

_________________________________________ (Clerk Signature)
Sworn (or affirmed) and subscribed this ___ day of _________, 20___ before me __________________ (Judge of Elections)

“I ..........................................................DO SWEAR (OR AFFIRM) that I will, as CLERK duly attend the ensuing Election or Primary during the continuance thereof, and that I will carefully and truly record the number of votes that shall be given for each candidate at the Election or Primary as often as his/her name shall be read to me by the Judge or Inspectors thereof, and in all things truly and faithfully perform my duty respecting the same to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this Election or Primary.”

_________________________________________ (Clerk Signature)
Sworn (or affirmed) and subscribed this ___ day of _________, 20___ before me __________________ (Judge of Elections)

“I ..........................................................DO SWEAR (OR AFFIRM) that I will, as CLERK duly attend the ensuing Election or Primary during the continuance thereof, and that I will carefully and truly record the number of votes that shall be given for each candidate at the Election or Primary as often as his/her name shall be read to me by the Judge or Inspectors thereof, and in all things truly and faithfully perform my duty respecting the same to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this Election or Primary.”

_________________________________________ (Clerk Signature)
Sworn (or affirmed) and subscribed this ___ day of _________, 20___ before me __________________ (Judge of Elections)

“I ..........................................................DO SWEAR (OR AFFIRM) that I will, as CLERK duly attend the ensuing Election or Primary during the continuance thereof, and that I will carefully and truly record the number of votes that shall be given for each candidate at the Election or Primary as often as his/her name shall be read to me by the Judge or Inspectors thereof, and in all things truly and faithfully perform my duty respecting the same to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this Election or Primary.”

_________________________________________ (Clerk Signature)
Sworn (or affirmed) and subscribed this ___ day of _________, 20___ before me __________________ (Judge of Elections)

Rev. 02/24
AFFIDAVIT OF VOTER IDENTIFICATION

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

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

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

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

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

________________________________________
Judge of Elections

________________________________________
Majority Inspector

________________________________________
Minority Inspector

________________________________________
Majority Clerk

________________________________________
Minority Clerk

SWORN AND SUBSCRIBED BEFORE US* ACCORDING TO LAW, this ________ day of ______________________, __________________.

________________________________________
Judge of Elections

________________________________________
Majority Inspector

________________________________________
Minority Inspector

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

Rev. 02/24
AM SEAL LOG - PRIMARY ELECTION

(Please indicate date)

__________________________________________________________
County of Chester, PA

(Please indicate precinct)

ELECTION MORNING SEALS

<table>
<thead>
<tr>
<th>Description</th>
<th>Poll Worker Initials</th>
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<tbody>
<tr>
<td>Orange Media Pouch #</td>
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<td>Expressvote Bag #</td>
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<td>Green Prov. Bag #</td>
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<td>DS200 Tabulator 1</td>
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<td>DS200 Seal “C” #</td>
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<td>DS200 Tamper Seal #</td>
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<td>DS200 Tabulator 2 (only if applicable)</td>
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<td>DS200 Tamper Seal #</td>
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Remarks:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

After the form is fully completed: Place in Envelope A

Thank you!

90 03/24
AFFIRMATION OF ELECTOR

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

_____________________________________County Board of Elections

City, Borough, or Township _____________________________ Ward __________ Precinct ___________

Date______________________________

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

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

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

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

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

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

PRINT NAME: ____________________________________ PRINT NAME: ____________________________________

STREET: ____________________________________ STREET: ____________________________________

CITY, STATE: ____________________________________ CITY, STATE: ____________________________________

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

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

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

___________________________________________ ______________________________________
Signature of Elector Date

__________________________________
Print Name Date of Birth

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

___________________________________________
Signature of Election Official

Return in Affirmation of Electors Envelope

Rev. 02/24
CHALLENGES
ELECTOR’S AFFIDAVIT

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

COMMONWEALTH OF PENNSYLVANIA,
CHESTER COUNTY,

I, ___________________________________________________________ being duly sworn, depose and say: That I am a resident of the Commonwealth of Pennsylvania, that I presently reside at or up to ________________________________, ________________, ________________, ________________, (If removed from district insert date of removal which must be within 30 days immediately preceding this Primary or Election)

Did reside at (show residence here) ________________________________; That I am qualified to vote in the ______________________ Ward, ______________________ District, City Borough, Township of _______________________________________; that I have had a continuous residence at the address set forth on my registration card; or that I removed from the district within thirty days immediately preceding this Primary or Election; that I am the identical person whose name is set forth on said registration card, and further, that I have not committed bribery at this Primary or Election, nor have I violated any election laws of this Commonwealth.

Sworn and subscribed this _____ day of __________, 20___ before _________________.

____________________________________
Judge of Elections

SUPPORTING AFFIDAVIT

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

COMMONWEALTH OF PENNSYLVANIA,
CHESTER COUNTY,

I, ___________________________________________________________ being duly sworn, depose and say: That I reside at ________________________________, that I am a qualified elector of ______________________ Ward, ______________________ District, City, Borough, Township of ________________________________; that I am personally acquainted with ________________________________________, whose right to vote has been challenged, and I Know said elector is a resident of the Commonwealth of Pennsylvania, and that said elector has continuously resided or did reside with thirty days immediately preceding this Primary or Election; at the address set forth on his or her registration card.

Sworn and subscribed this _____ day of __________, 20___ before _________________________________.

____________________________________
Judge of Elections

Rev. 02/24
INSTRUCTIONS FOR VOTING A PROVISIONAL BALLOT

You must follow all steps!

1. You must complete and sign section 1, 2 and 3 on the Large Green Provisional Ballot Envelope in front of the Judge of Elections and Minority Inspector BEFORE receiving ballot.

2. You shall receive the following items from the election official.
   - One (1) Provisional Ballot (with the numbered stub removed)
   - One (1) Small Green Provisional Ballot Secrecy Envelope
   - One (1) Instruction sheet (Instructions for voting a Provisional Ballot)
   - One (1) Large Green Provisional Ballot Envelope (mentioned in step 1)

3. Take all items listed in step 2 to the privacy booth. Mark the ballot with the pen provided.

4. Fold your ballot and seal it in the Small Green Provisional Ballot Secrecy Envelope. Your ballot will not be counted if it is not inside the Secrecy envelope.

5. You must place the sealed Small Green Provisional Ballot Secrecy Envelope in the Large Green Provisional Ballot Envelope. Seal the Large Green Provisional Ballot Envelope.

6. After sealing the Large Green Provisional Ballot Envelope, you must complete, sign and date section 4 in front of the Judge of Elections and Minority Inspector. In doing so, you confirm to be properly registered and eligible to vote at the election district where you have appeared to vote.

7. IMPORTANT! You MUST make sure all sections of the Large Green Provisional Ballot Envelope are completed. Your ballot will not be counted if the large Green Provisional Ballot Envelope does not contain your signature on both locations and the signature of the Judge of Elections and Minority Inspector.

8. Wait for the Judge of Elections and Minority Inspector to complete, sign and date the bottom portion of the Large Green Provisional Ballot Envelope and affix the Ballot Identification Number (sticker) in the space provided. You will receive the Provisional Ballot Receipts with the corresponding number which lists a phone number and website. In approximately 2 weeks you can learn whether your Provisional Ballot was counted.

NOTE: If you were issued a Provisional Ballot due to not providing Voter Identification when the poll book required such, you will have to contact Chester County Voter Services and provide proof of ID no later than the Monday following the Election by end of business day. Failure to do so will result in your Provisional Ballot not being counted – 610.344.6410
Provisional Ballot Envelope
<table>
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<tr>
<th>LIST OF PROVISIONAL VOTERS</th>
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<th>LIST OF PROVISIONAL VOTERS</th>
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</table>
Pennsylvania Voter Registration Application

Print your name

Last name
First name
Middle name or initial

Eligibility
If you answer "No" to either question, you cannot register to vote.

Are you a citizen of the U.S.?  □ Yes  □ No
Will you be 18 years or older on or before election day?  □ Yes  □ No

Reason

□ New registration  □ Change of name  □ Change of address
□ Change of party  □ Federal or State employee registering in county of last residence

About you

Phone and email are optional and used if information is missing on this form.

Birth date
Sex  □ M  □ F  Race (optional)

Your address

If you do not have a street address or a permanent residence, or are a student, see the instructions.

Address (not P.O. Box)
City/Town  State  PA  Zip Code
Municipality  County

□ I do not have a street address or permanent residence (use map or back)

The address where you receive mail

□ Same as above
Address or P.O. Box
City/Town  State  Zip Code

Identification

If you have a Penn DOT number, you must use it. If not, please provide the last four digits of your Social Security number. See Verifying Your Identity.

PA driver’s license or PennDOT ID card number
Last four digits of your Social Security number  XXXX

□ I do not have a PA driver’s license or a PennDOT ID card or a Social Security number.

Political party
To vote in a primary, you must register with either the Democratic or Republican party.

□ Democratic  □ Republican  □ Green  □ Libertarian  □ None (No Affiliation)

Other ______

Voting assistance

□ I require help to vote. I need this kind of assistance: ______
□ I require language help. My preferred language is: ______

If your name or address has changed
Skip this if it is the first time you are registering to vote.

Name on previous registration
Full previous address and county
PA Voter No. (If available)  Year

Transfer Permanent Ballot Request
□ By checking the box, you are requesting that you continue to maintain your annual ballot request status when updating your address.

Signature/mark

Print name
Today’s date

Declaration

I declare that:
• I am a United States citizen and will have been a citizen for at least 30 days on the day of the next election.
• I will be at least 18 years old on the day of the next election.
• I will have lived at the same address in Section 5 for at least 30 days before the election.
• I am legally qualified to vote.
I affirm that this information is true. I understand that this declaration is the same as an affidavit, and if this information is not true, I can be convicted of perjury, and fined up to $15,000, jailed for up to seven years, or both.

Help with this form
Fill in if someone helped you with this form or witnessed you make a mark for your signature.

Name of assistant
Address
Phone
Signature of assistant

Page 3  03/02/2021
Use black ink
# Declaration of the Need of Assistance to Vote

**Precinct:**

**Voter’s Name:**

**Date of Birth:**

**Voter’s Address:**

**Signature/Mark of Voter:**

<table>
<thead>
<tr>
<th>I Need Assistance to Vote:</th>
<th>This Election Only</th>
<th>All Future Elections</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Hearing Impaired</td>
<td>_____ Illiterate</td>
<td>_____ Language</td>
</tr>
<tr>
<td>_____ Physically Disabled</td>
<td>_____ Visually Impaired</td>
<td>_____ Wheelchair</td>
</tr>
</tbody>
</table>

I am unable to vote without the assistance of:

Address of Person Providing Assistance:

**Signature of Witness:**

**Signature of Judge of Elections:**

**Date:**

*Revised 8/2023*
RECORD OF ASSISTED VOTERS

AT THE ELECTION (OR PRIMARY) held __________________________, 20________

_________ Ward ___________ District of ______________________________________

_______________________

Signature of Judge of Election

No voter shall be permitted to receive any assistance in voting at any election (or primary), unless there is recorded upon his/her registration card a declaration that, by reason of blindness, disability, or inability to read or write, he/she is unable to read the name on the ballot, or that he/she has a physical disability which renders him/her unable to operate the voting machine, or to enter the voting machine booth without assistance, the exact nature of such condition being recorded on such registration card, and unless the election officers are satisfied that he/she still suffers from the same condition.

Any elector who is entitled to receive assistance in voting under the provisions of this section shall be permitted by the Judge of Election to select a person of the elector’s choice to enter the voting machine booth with him/her to assist him/her in voting. Exceptions are that the elector’s employer or an agent of the employer or an officer or an agent of the elector’s union shall not be eligible to assist the elector.

In every case of assistance under the provisions of this section, the Judge of Election shall record in writing:

1. The voter’s name.
2. A statement of the facts which entitle him/her to assistance.
3. The name of the person assisting the elector.

After the election (or primary), this RECORD OF ASSISTED VOTERS is to be placed in the envelope provided and returned, with other returns, to the County Board of Elections.

This record is not to be opened except upon a written order of a Judge of the Court of Common Pleas. It may be inspected by any registration commission without a court order. It is also subject to subpoena as other election returns.

THIS RECORD OF ASSISTED VOTERS IS TO BE SIGNED AND ENCLOSED IN ENVELOPE ‘A’ AND RETURNED TO THE COUNTY BOARD OF ELECTIONS.

PLACE IN ENVELOPE ‘A’
<table>
<thead>
<tr>
<th>NAME OF VOTER</th>
<th>REASON FOR ASSISTANCE</th>
<th>PERSON'S NAME ASSISTING VOTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

JUDGE OF ELECTION: ____________________________________________
Elector’s Declaration to Surrender Their Mail Ballot

For the Voter:

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

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

________________________
(Today’s Date)

____________________________________________
(Printed Name of Elector)

____________________________________________
(Signature of Elector)

____________________________________________
(Address of Elector)

For Election Officials Only:

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

____________________________________________
(Printed Name of Judge of Elections)

____________________________________________
(Judge of Elections Signature)

____________________________________________
(Precinct)

Instructions after completion: This form should be attached to the voter’s surrendered balloting material and returned in the BLUE BAG. Do not forget to check the “BALLOT REMITTED?” option next to the voter’s name in the poll book.
NOTICE OF DECEASED

ELECTION PRECINCT: ____________________________________________

I hereby declare that the below voter is deceased and request that his/her name be removed from the list of registered voters.

DATE: _________________________________________________________

PRINT NAME OF DECEASED VOTER: _______________________________________________________

DECEASED VOTER’S DATE OF BIRTH: ____________________________________________________

RELATIONSHIP TO DECEASED: _________________________________________________________

PRINTED NAME OF REQUESTOR: _________________________________________________________

ADDRESS: ____________________________________________________________________________

____________________________________________________________________________________

SIGNATURE: __________________________________________________________________________


Only to be executed by relatives of the deceased, not by any Judge of Elections or Election Board member unless related to the deceased.

RETURN IN VOTER REGISTRATION ENVELOPE

Rev. 02/24

101 03/24
FLEEING VOTER BALLOTS
Chester County Voter Services

Election Date: ____________________
Precinct Name: ____________________

TOTAL QUANTITY OF FLEEING VOTER BALLOTS INSIDE THIS ENVELOPE

PROcedures to follow for a voter leaving before casting a ballot (sometimes referred to as a “fleeing voter”)

Examples of a fleeing voter:
- The voter leaves their ballot in the voting booth and exits the polling place.
- The voter does not print or remove the ballot from the ballot marking device (ExpressVote).
- The voter does not deposit their ballot into the DS200 tabulator.

1. Be sure to complete the information below to record canceled votes.
2. Have two poll workers initial the record.
3. Place fleeing voter ballot in this envelope.

<table>
<thead>
<tr>
<th>PROVIDE REASON BELOW - (do not disclose the name of the voter)</th>
<th>APPROX. TIME</th>
<th>POLL WORKER INITIALS (2X)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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</tbody>
</table>

At the end of the day, seal this envelope and place in black bag.

REV. 9/23
The Machine Inspector will conduct regular checks to compare the number of votes casts listed on the DS200 tabulator with the combined total of all numbered lists of voters. If there is a discrepancy, the Machine Inspector will directly consult with the Judge of Elections. The Machine Inspector should do their upmost best to minimize fleeing voters and other discrepancies.

Please call 610.344.4545 if you need further assistance.

<table>
<thead>
<tr>
<th>SUGGESTED TIME</th>
<th>ACTUAL TIME</th>
<th>VOTES CAST ON DS200</th>
<th>VOTERS STILL MARKING BALLOTS</th>
<th>NUMBERED LISTS OF VOTERS</th>
<th>MACHINE INSPECTOR’S INITIALS</th>
<th>DISCREPANCY NOTE &amp; EXPLANATION (INFORM JOE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00AM</td>
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<td>11:00AM</td>
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<td>01:00PM</td>
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<td>03:00PM</td>
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<td>05:00PM</td>
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<td>07:00PM</td>
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<tr>
<td>CLOSING OF POLL</td>
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</tbody>
</table>

PLACE COMPLETED CHECK LIST IN ENVELOPE “A”
COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
Harrisburg

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

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

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

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

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

TYPE OF COMPLAINT (PLEASE CHECK ONE):

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

<table>
<thead>
<tr>
<th>A. COMPLAINT INFORMATION</th>
<th>B. COMPLAINANT’S ATTORNEY, IF ANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST NAME</td>
<td>FIRST NAME</td>
</tr>
<tr>
<td>STREET ADDRESS (Number and Name)</td>
<td>STREET ADDRESS (Number and Name)</td>
</tr>
<tr>
<td>CITY</td>
<td>COUNTY</td>
</tr>
<tr>
<td>TEL. (Include Area Code)</td>
<td>TEL. (Include Area Code)</td>
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<tr>
<td>HOME</td>
<td>WORK</td>
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</table>

<table>
<thead>
<tr>
<th>C. NAME AND ADDRESS OF WITNESS, IF ANY</th>
<th>D. NAME AND ADDRESS OF SECOND WITNESS, IF ANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAST NAME</td>
<td>FIRST NAME</td>
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<tr>
<td>STREET ADDRESS (Number and Name)</td>
<td>STREET ADDRESS (Number and Name)</td>
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<td>CITY</td>
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<tr>
<td>TEL. (Include Area Code)</td>
<td>TEL. (Include Area Code)</td>
</tr>
<tr>
<td>If needed, is this witness willing to support your complaint by appearing at a hearing? YES/NO</td>
<td>If needed, is this witness willing to support your complaint by appearing at a hearing? YES/NO</td>
</tr>
</tbody>
</table>

NOTE: If additional witnesses are available, list names, addresses, and other pertinent data in a manner similar to above on 8½” x 11” paper.
# GENERAL RETURNS OF VOTES CAST - PRIMARY ELECTION

**STATEMENT** We the Election Officials certify that We have followed all procedures prescribed by Law, and have enclosed the specified items from the Election held at ____________________________ County of Chester, PA

## AM — VERIFY AND INITIAL ALL INFORMATION RECORDED ON THE AM SEAL LOG

<table>
<thead>
<tr>
<th>ANNOUNCE ALL INFO OUT LOUD!</th>
<th>DEMOCRATIC BALLOTS</th>
<th>REPUBLICAN BALLOTS</th>
<th>NON PARTISAN BALLOTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>A</strong></td>
<td><strong>B</strong></td>
<td><strong>A</strong></td>
</tr>
<tr>
<td>1. STANDARD BALLOTS RECEIVED</td>
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<td></td>
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<tr>
<td>2. STANDARD BALLOTS IN DS200</td>
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<tr>
<td>(NOT INCLUDING EXPRESSVOTE CARDS)</td>
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<tr>
<td>3. FLEETING VOTER OCCURRENCES</td>
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<tr>
<td>4. SPOILED BALLOTS (IN ENVELOPE)</td>
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<tr>
<td>5. USED BALLOTS (ADD LINES 2, 3 AND 4)</td>
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<tr>
<td>6. UNUSED BALLOTS (SUBTRACT LINE 5 FROM LINE 1B)</td>
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<tr>
<td>7. USED (LINE 5) ≠ UNUSED (LINE 6) = MUST EQUAL B</td>
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<tr>
<td>8. TOTAL EXPRESSVOTE CARDS</td>
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</table>

**GRAND TOTAL VOTES**

(ADD LINES 2 AND 8)

**NUMBERED LIST OF VOTERS TOTAL**

**SURRENDERED BALLOTS**

PLACE IN BLUE POUCH

<table>
<thead>
<tr>
<th><strong>DEM</strong></th>
<th><strong>REP</strong></th>
<th><strong>N.P.</strong></th>
<th><strong>TOTAL</strong></th>
</tr>
</thead>
</table>

**PROVISIONAL BALLOTS**

PLACE IN GREEN BAG

<table>
<thead>
<tr>
<th><strong>DEM</strong></th>
<th><strong>REP</strong></th>
<th><strong>N.P.</strong></th>
<th><strong>TOTAL</strong></th>
</tr>
</thead>
</table>

**EXPRESSVOTE CARDS**

PLACE IN BLACK BALLOT BAG

<table>
<thead>
<tr>
<th><strong>DEM</strong></th>
<th><strong>REP</strong></th>
<th><strong>N.P.</strong></th>
<th><strong>TOTAL</strong></th>
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</table>

**PM ELECTION NIGHT SEALS**

**GREEN PROV. BAG #**

**ORANGE MEDIA POUCH #**

**BLACK BALLOT BAG 1 #**

**BLACK BALLOT BAG 2 #**

**BLACK BALLOT BAG 3 #**

**EXPRESSVOTE BAG #**

**DS200 TABULATOR 1**

**DS200 SEAL “B” #**

**EXPRESSVOTE CARDS BAG #**

**DS200 SEAL “C” #**

**DS200 TABULATOR 2 (only if applicable)**

**DS200 SEAL “B” #**

**DS200 SEAL “C” #**

**REQUIRED SIGNATURES:**

<table>
<thead>
<tr>
<th>Judge of Elections</th>
<th>Clerk</th>
<th>Majority Inspector</th>
<th>Clerk</th>
<th>Minority Inspector</th>
<th>Clerk</th>
</tr>
</thead>
</table>

**DEPARTURE TIME:** AFTER THE FORM IS FULLY COMPLETED: PLACE WHITE COPY IN ENVELOPE A, YELLOW COPY IN ENVELOPE B, AND PINK COPY IN THE BLACK BALLOT BAG. Thank you!
E. ENTITY INVOLVED (E.G., DEPARTMENT OF STATE, COUNTY BOARD OF ELECTIONS)

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE INITIAL</th>
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</thead>
<tbody>
<tr>
<td>STREET ADDRESS (Number and Name)</td>
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<tr>
<td>CITY</td>
<td>COUNTY</td>
<td>STATE</td>
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<tr>
<td>TEL. (Include Area Code)</td>
<td>PROPRIETOR</td>
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</table>

F. INDIVIDUAL INVOLVED, IF ANY

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<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE INITIAL</th>
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</thead>
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<td>STREET ADDRESS (Number and Name)</td>
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<tr>
<td>CITY</td>
<td>COUNTY</td>
<td>STATE</td>
</tr>
<tr>
<td>TEL. (Include Area Code)</td>
<td>LICENSE, REGISTRATION, CERTIFICATION, COMMISSION TYPE AND NUMBER IF KNOWN</td>
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</tbody>
</table>

G. DESCRIPTION OF COMPLAINT:

Please describe your complaint in detail below. Please describe the nature and circumstances of the violation(s) of Title III of the Help America Vote Act of 2002 that you allege has occurred, is occurring, or is about to occur. Please provide dates. Attach copies of documents that are related to your complaint. If you need more space, please continue on page ___ of this form and/or use additional 8 1/2 x 11” sheets of paper if necessary.

H. RESOLUTION

How would you like this complaint to be resolved?

If additional space is needed, please attach 8 1/2 x 11” sheets.
I. AFFIDAVIT OF COMPLAINANT

I, _______, having been duly sworn according to law, state under penalty of perjury that the facts stated in this Complaint are true and correct to the best of my knowledge, information and belief.

___________________________________________
Complainant Signature

SWORN AND SUBSCRIBED BEFORE ME THIS

_________ DAY OF ____________, __________, at

___________________________________________, Pennsylvania

___________________________________________ Notary Public

My commission expires ____________________

RETURN COMPLETED FORM, WITH TWO COPIES, TO:

Department of State
Bureau of Commissions, Elections and Legislation
210 North Office Building
Harrisburg, PA 17120
(717) 787-5280