Exhibit 6
Precinct Election Official

Manual

for March 2012

My $vote

My Right • My Responsibility

Jon Husted
Ohio Secretary of State
Dear Precinct Election Official,

As Secretary of State, my role is to provide leadership that builds trust and confidence in Ohio’s system of elections. Thank you for your willingness to help me achieve that goal by serving as a precinct election official.

This manual is intended to provide the training and knowledge you need to feel well-prepared in assisting your neighbors as they exercise their right to vote on Election Day. Here you will find:

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

Because you are on the front lines, I welcome and encourage your feedback regarding the information provided and how we can improve upon these training materials in the future.

Once again, and on behalf of all 88 county boards of elections, thank you for volunteering to give your time, talent and energy to ensuring a smooth elections process for all Ohio voters. I look forward to working with you.

Sincerely,

Jon Husted
Ohio Secretary of State
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Elections Process Overview

Ohio Election Law and the Secretary of State

While federal law governs general aspects of elections in a presidential and congressional election year, Ohio law requires the Ohio Secretary of State, as the state’s chief elections officer, to establish policies and procedures for conducting elections held in Ohio (R.C. 3501.04; R.C. 3501.05). As such, most procedures for conducting elections in Ohio are set forth in state law and by instructions in the form of advisories and directives issued by the Secretary of State.

The County Board of Elections

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

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

What Does It Mean To Be a Precinct Election Official?

President Abraham Lincoln said that our government is a "government of the people, by the people, for the people." In our form of government, not just the government, but the elections belong to the people. As a precinct election official, it is your duty to your fellow citizens to ensure that the election is administered in your precinct consistent with the laws enacted by the peoples elected representatives. Around Ohio, involved citizens, such as yourself, staff and serve at polling locations each Election Day. You will take an oath on Election Day to uphold the laws of the United States and of Ohio, and to perform your duties to the best of your ability.

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Elections are the mechanics of our republic — elections are how each individual expresses his or her voice in selecting their leaders and making decisions for their communities. Voters who have confidence in the elections process are more likely to continue to vote. Studies have shown that the greatest influence on voter confidence is how voters perceive precinct election officials did their jobs. If they believe their precinct election officials did their job well, voters state they have increased confidence in the process. When voters don’t have complete confidence in the elections process, they have less confidence in their leaders. By ensuring that every eligible Ohio voter is able to cast a ballot, you increase confidence in the democratic process.

**Political Parties**

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

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

**Precinct Election Officials**

Precinct election officials are required to perform all of the duties that our state legislature has required by law. These duties include receiving the ballots and supplies, opening and closing the polls, overseeing the casting of the ballots during the time the polls are open, and any other duties required by law (R.C. 3501.22). At each voting precinct there will be at least four precinct election officials.
Types of Elections

There are three general types of elections held in Ohio –

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

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

   Primary election voters determine who will be nominated as candidates for political parties to compete for particular offices at the general election. Primary election voters also elect persons as members of the controlling committees of political parties, and as delegates and alternates to the conventions of political parties.

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

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

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

Precinct Election Officials’ Responsibilities and Conduct

Overview

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

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

Precinct election officials work as a team to conduct an election at their assigned precinct (R.C. 3501.22). All precinct election officials must enforce the peace and good order in and about the polling location. They must keep the entrance to the polling location open and unobstructed. They also must prevent and stop any actions or attempts to obstruct, intimidate or interfere with any elector (registered voter) when checking-in or voting. They must protect official observers against being bothered or harmed in the performance of their duties. Precinct election

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officials may eject any person from the polling location for actions that violate any provision of Title 35 of the Revised Code (the Election Laws of Ohio). Ohio law requires that precinct election officials must act in such a way as to prevent riots, violence, tumult or disorder (R.C. 3501.33).

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

**Presiding Judge’s Responsibilities**

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

**If you are the presiding judge, prior to Election Day you will do the following:**

- Pick up any election supplies, following the county board of elections’ instructions;
- Check any supply container labels to make sure they are for your precinct, assuring that you do not break any seals in the process;
- Go to your polling location so that you know how to get there, can easily locate parking, and be familiar with where the voting equipment can be found;
- Contact the polling location facility about getting in to set up for the election, if this is required by your county board of elections; and
- Contact the precinct election officials assigned to your precinct to confirm their commitment for Election Day and to arrange a time to set up the polling location, if this information is provided by your county board of elections.

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

- Arrive at the polling location not later than 6:00 a.m., or by the time required by the county board of elections if earlier;
- Administer the oath of office to other precinct election officials and have them all take and sign the oath statement followed by the presiding judge signing the oath statement;
- Formulate a work plan for Election Day, including work assignments, lunch schedules, and break schedules (if your county board of elections has not already done this);
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- Arrange the polling location and set up voting machines as directed by the board of elections;

- Review with precinct election officials any special instructions or recent changes to instructions;

- Break the seal on the election supply container and confirm that the supplies, including ballots, are the ones for your precinct or polling place;

- Before the polls are open on Election Day, on the official Precinct Voter Registration Lists to be posted at the precinct polling location, check off all absentee and early provisional ballot voters listed on the Supplemental Absentee List. Copies of the official Precinct Voter Registration Lists are updated and posted throughout the day so that the public can see which voters who are registered in your precinct have voted;

- Post the official Precinct Voter Registration List at 6:30 a.m. and post updates at 11:00 a.m. and 4:00 p.m. showing who has voted in the precinct. The general public is allowed into the polling location to read and take notes from these lists while the polls are open;

- Officially open and close the polls;

- Administer the oath to any duly appointed poll observers;

- Ensure that all campaigners and campaign materials are 100 feet beyond the entrance to the polling location, as marked by the U.S. flags posted outside the entrance to the polling location (even if you cannot place the flags at 100 feet, the boundary extends to 100 feet);

- Complete any necessary chain of custody procedures for voting materials;

- Return the ballots and required voting materials and supplies to the board of elections with a precinct election official, employee, or appointee of the board to whom an oath was given and who is a member of a different political party; and

- Perform any other duties assigned by your county board of elections.
Precinct Election Officials’ Responsibilities

A precinct election official must perform the following duties:

• Prior to Election Day, go to your polling location so you know how to get there, can easily locate parking, and be familiar with where the voting equipment can be found;

• On Election Day, arrive at the polling location not later than 6:00 a.m., or by the time required by the county board of elections if earlier;

• Take the precinct election officials’ oath of office, administered by the presiding judge, to be officially deputized by the county board of elections to conduct the election;

• Sign the payroll sheet; and

• Conduct the election properly and lawfully.

Precinct election officials must also perform tasks assigned by the presiding judge, such as:

• Assist in arranging the precinct polling location;

• Assist in opening and closing the precinct polling location;

• Assist voters, as necessary, and in a courteous and respectful manner;

• Know how to properly use the voting machines;

• Ensure the security of the voting machine(s) and all associated materials and supplies;

• Verify and sign forms as needed;

• Ensure that all campaigners and campaign materials are 100 feet beyond the entrance to the polling location, as marked by the U.S. flags posted outside the entrance to the polling location (even if you cannot place the flags at 100 feet, the boundary extends to 100 feet);

• Record important information as necessary;

• Post the official Precinct Voter Registration Lists for your precinct at 6:30 a.m., 11:00 a.m. and 4:00 p.m.;

• Check voter ID;

• Supervise the use of Signature Poll Book(s) and check-in voters;
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- Make sure voters are correctly issued regular or provisional ballots; and
- Perform any other duties as assigned by the county board of elections.

Precinct Election Official Conduct at Polling Locations

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

Your Election Day assignment is a long one and can be tiring and trying if voter turnout is high, so please think about practical things like getting plenty of rest before your long day of service. In short, please prepare for Election Day so you can treat voters in a professional manner, work efficiently, and resolve problems that arise.

Desired Precinct Election Official Conduct:

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

Unacceptable Precinct Election Official Conduct:

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

Arranging the Polling Location

Precinct election officials are responsible for setting up the polling location so that it will be efficient, convenient and accessible to all voters, including persons with disabilities. Polling locations are located in a wide variety of facilities. In some polling locations, meeting these requirements presents a significant challenge. Regardless of the polling location set-up, be sure that the flow of traffic through the polling place is logical and the process can be easily observed by elections officials.

The Ideal Polling Location Arrangement

Precinct election officials work as a team to make sure:

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

How To Position the Voting Equipment

For DRE (Touch screen) Voting Machines:

Overall, you must plan for the flow of voters:

- From the entrance to one or more check-in tables;
- To the location, if different from the check-in table, where a voter who must vote a provisional ballot obtains his or her provisional ballot (this will be a paper ballot);
- To voter privacy booths or voting tables where the voter votes his or her paper ballot, or to a DRE voting machine where the voter votes electronically;
- To the ballot box where the voter submits his or her ballot if voting a paper ballot; and
- To the exit of the polling place.

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

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

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

2. **Angle the voting machines.**

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

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

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

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

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

- Precinct election officials need to be able to see when voters need assistance;
- Precinct election officials need to be able to see when a voter has left without casting a vote – preferably, before the voter has left the polling location; and
- Precinct election officials must be able to detect any suspicious activity.
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For Optical Scan Machines and Voter Privacy Booths or Voting Tables:

Overall, you must plan for the flow of voters:

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

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

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

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

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

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

3. **Angle the voting booths.**

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

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

   While the voter’s privacy is important, making sure precinct election officials can monitor all activity around the voting booths is just as important.
How to Position the Check-In Tables

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

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

Post Signs Outside and Inside the Polling Location

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

- An overview of the voting process;
- Election rules, such as who is eligible to vote and what forms of identification are acceptable;
- A review of voters’ rights; and
- Other information about the current election.

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

Signs Outside

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

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

- Precinct signs that identify the precinct, especially in multiple precinct polling locations, must be placed in an easily-seen location wherever a line might form;

- Voting Rights Information Poster;

- General information on federal and state laws regarding prohibitions on fraud and misrepresentation;

- Special Voting Instructions Poster that indicates how to cast a regular and a provisional ballot;

- Official sample ballot;

- Full text of condensed ballot language for a state or local question(s) or issue(s);

- Polling Place Notice (a.k.a., Judge Carr Polling Place Notice and correct precinct rule);

- Notice regarding voting more than once at the same election (Form 10-V); and

- Any other notice required by law.

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

Guaranteeing Accessibility for Voters with Disabilities

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

Outside the Polling Location

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

- Vertical parking accessibility signs (i.e., international symbol of accessibility, minimum fine of $250) are posted, 60 inches high and, if applicable, "van" sign used to designate accessible van parking space;
- Accessible parking spaces have access aisles (striped area);
- Accessible parking space is closest to the accessible entrance;
- Directional signs are posted guiding voters to the nearest accessible entrance to the polling place;
- There is a curb cut, a level transition or a temporary ramp so that a person in a wheelchair can get from the parking lot to the sidewalk;
- All walkways to the polling place are at least 36 inches wide, while doorways and entrances are at least 32 inches wide;
- Door handles can be used with a closed fist; and
- If an alternate/separate entrance is being used specifically for accessibility, ensure that it is unlocked.

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

Inside the Polling Location

Once you have checked the route from the parking area to the polling location entrance, make sure the route to the voting area inside the polling place and the voting area itself is also accessible. If an elevator or vertical lift is needed to access the voting area, ensure that it is in working order and can be used independently by voters with disabilities if needed. Voters with disabilities should be able to easily move from the entrance to the voting area, throughout the voting process and to all the voting stations. Make sure there is a 36-inch wide path through the voting area, accessible tables, accessible voting machines, and adequate privacy provided.

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

Common barriers to accessibility:

- Lack of designated accessible parking spaces;
- Lack of vertical signage or access aisles at accessible parking spaces;
- Sidewalks without curb-cuts;
- Steps at polling place entrances;
- Thresholds over ½-inch high;
- Gravel, grates, or cracks in the sidewalk;
- Heavy interior doors;
- Doors not operable with a closed fist, (i.e., round door knobs, thumb operated handles, etc.)
- Tripping hazards, such as loose mats or unsecured electrical cords; and
- Obstructions that protrude from the wall and are undetectable by a cane or are sitting in a walkway that make maneuvering difficult.

Simple Solutions to Accessibility Issues

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

- Temporary signs can be used to designate accessible parking spaces;
- Use directional signs to designate accessible entrances;
- Post directional signage inside the building designating the specific room being used for voting;
- Temporary ramps can be used to mitigate the lack of curb-cuts;
- Prop open doors that are heavy, or not operable with a closed fist;
- Leave a 36-inch passageway throughout the room being used for voting;
- Place chairs, trash cans, or cones underneath protruding objects attached
to a wall above the floor (objects protruding more than four inches from
the wall) to make them cane-detectable.

- Set up voting machine(s) to be used by voters with a disability in a location
  within the room being used for voting that is accessible and private;
- Tape down or remove loose mats, electrical cords, or wires;
- Remove obstacles in the route of travel; and
- Place chairs along the walking route or in the voting location where a
  person can rest if necessary.

Preparing for Voters

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

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

Checking the Supplies and Forms

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

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

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

- Encoders/Access Cards (if applicable);
- Poll Book;
- Signature Poll Book;
- Precinct Voter Registration Lists;
- Absentee Voter List;
- Ballot Stub Containers;
- Precinct Voting Location Guide;
- 17-Year-Old Voter Ballot Envelope and Instructions (primary election only);
- Identification Envelope - Provisional Ballot Affirmation (Form 12-B);
- Voter Registration and Change of Address Form;
- Forms and envelopes;
- List of write-in candidates (if applicable);
- Soiled/Defaced Ballot Envelope; and
- Accounting chart for the purpose of recording the number of paper ballots, when applicable.
Organize the materials on the table so they are easy for voters and precinct election officials to use by doing the following:

- Place precinct identifier sign on or above the table so it is in plain view of voters entering the polling place;
- Place the Signature Poll Book and official Precinct Voter Registration List next to each other so both can be checked by two precinct election officials;
- Place the official Precinct Voter Registration List and Precinct Voting Location Guide next to each other so both can be checked by an additional precinct election official before directing a voter away from the precinct;
- Have precinct referral cards on the table, if available;
- Make sure the Quick Reference Guide for Precinct Election Officials from the Secretary of State, which contains uniform provisional ballot and voter identification requirements, is on the table;
- Have Identification Envelopes - Provisional Ballot Affirmation (Form 12-B) with optical scan paper ballots on the correct table; and
- Have the official ballot bag or box for voted provisional ballots in an accessible but secure location.

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

- Un-voted paper ballots that are correct for the precinct;
- Identification Envelopes - Provisional Ballot Affirmation (Form 12-B);
- Provisional Ballot Notices (includes hotline number) (Form 12-H);
- Provisional Ballot Tally Sheet;
- Precinct Voting Location Guide; and
- Affirmation of Voter Who Cannot Provide Identification (Form 10-T):

To prevent voters from voting twice, mark the names of voters who have voted absentee, designating whether by mail or in person, in the Signature Poll Book and on the official Precinct Voter Registration List. If a voter listed as an absentee voter appears at the polling place to vote, he or she must vote a provisional ballot.
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Post the official Precinct Voter Registration List in a visible place near the entrance just before you open the polling location at 6:30 a.m. It is best to post it at a location where you can see it to prevent persons from removing it. If possible, post it on the inside of glass so that voters outside the polling location can see it but not access it.

Preparing for Special Situations

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

- Voter Registration Application Form;
- Challenge Form (Form 10-U), used only by precinct election officials and not by observers;
- Statement of Person Challenged as to Party Affiliation (Form 10-W or 10-X) – Primary Election only;
- Declaration of an Elector Unable to Mark the Ballot (Form 228); and
- Alternative language materials, if applicable.

Setting Up the Voting Equipment

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

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

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

Please review your county's specific machine reference guides.
Security at the Polling Location

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

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

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

Voting Process Summary

Check in each voter using the following steps:

1. Ask the voter to provide his or her name, current address, and a valid form of ID (see Voter ID Requirements Section).

2. Locate the voter's name in the Signature Poll Book.
   - If the voter's name is in the Signature Poll Book with no notations or instructions, and the voter shows valid ID, then the voter can vote a regular ballot.
   - If the voter's name is in the Signature Poll Book, but there is a notation or instructions, such as "Absentee," the voter votes a provisional ballot (see Provisional Ballots Section, page 39), unless otherwise instructed by the board of elections.

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

4. If the voter's name is in neither the Signature Poll Book, nor the Supplemental Voter List (if applicable), check the Precinct Voting Location Guide (R.C. 3505.181 (E)(2)), to verify if the voter's current address is in, or out of, the precinct.
   - If the voter's address is in your precinct, the voter must cast a provisional ballot in your precinct (see Provisional Ballots Section).
   - If the voter's address is outside of your precinct, use the County Street Listing to determine the correct precinct, and direct him or her to the correct precinct or polling location using the Precinct Voting Location Guide. If the voter still insists on voting after being directed to the correct precinct or polling location, the voter must cast a provisional ballot (See Provisional Ballots Section, page 39).
5. **Examine the ID provided by the voter to determine if it is a valid form of ID (see Voter ID Requirements Section, page 36).**

If the voter does not show or does not have a valid form of ID (see Voter ID Requirements Section), the voter MUST cast a provisional ballot (See Provisional Ballots Section, page 39). The following also applies:

- The voter will need to complete an Identification Envelope - Provisional Ballot Affirmation (Form 12-B), which includes a Precinct Election Official Info section that must also be completed by you as a precinct election official (see Provisional Ballots Section, page 39).

- The precinct election official must ask the voter to supply the last four digits of his or her Social Security number and the “Provisional Ballot Requirements Relating to Last Four Digits of a Voter’s Social Security Number” should be followed (see Provisional Ballots Section, page 39).

- The precinct election official must give the provisional voter a printed notice of the Provisional Ballot Notice (Form 12-H); which includes a notice of the voter’s opportunity to appear at the county board of elections within 10 days after the election to provide any identification that may be required (see Provisional Ballots Section, page 39).

- If the voter does not show a valid form of ID (see Voter ID Requirements Section) the voter should be asked if the voter can supply the last four digits of his or her Social Security number. The voter must write the last four digits of his or her Social Security number on the Identification Envelope - Provisional Ballot Affirmation (Form 12-B). The voter is not required to supply a valid form of ID to the board of elections within ten days of Election Day to ensure his or her ballot is counted (see Provisional Ballots Section, page 39).

- If the voter does not have a valid form of ID (see Voter ID Requirements Section) and cannot provide the last four digits of his or her Social Security number because he or she indicates that he or she has not been issued a Social Security number, the voter must fill out the Affirmation of Voter Who Cannot Provide Identification (Form 10-T). The voter is not required to supply a valid form of ID to the board of elections within ten days of Election Day to ensure his or her ballot is counted (see Provisional Ballots Section, page 39).
• If this same voter refuses to fill out the Affirmation of Voter Who Cannot Provide Identification (Form 10-T), the precinct election official must record the voter’s name and shall include that information with the provisional ballot when transmitting it to the county board of elections. The voter must fill out the Affirmation of Voter Who Cannot Provide Identification (Form 10-T) at the board of elections within ten days of Election Day to ensure his or her ballot is counted (see Provisional Ballots Section, page 39).

• If a voter does not show a valid form of ID (see Voter ID Requirements Section, page 36) and indicates he or she has a Social Security number but is unable to or refuses to provide the last four digits of his or her Social Security number, the precinct election official must give the voter a printed notice (Form 12-H) that the ballot will not be counted unless the voter appears at the county board of elections within 10 days of the election and provides the required identification (see Provisional Ballots Section, page 39).

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

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

• If the voter refuses to complete the Affidavit-Oath-Examination of Person Challenged (Form 10-U), the voter must vote a provisional ballot and the precinct election official will need to make a note on the “Problems and Corrections” page or “Precinct Election Official Notes” page that should be in your precinct election official kit.

• If the precinct election officials are unable to determine the person’s eligibility to cast a ballot, the precinct election officials shall provide a provisional ballot (see Provisional Ballots Section, page 39) to the person.
7. If it is determined that a voter is eligible to receive a ballot, then the voter must sign the Signature Poll Book prior to being allowed to vote (R.C. 3505.18(B)).

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

- If the voter can, he or she should make his or her legal mark, such as an “X,” on the signature line in the Signature Poll Book. The voter must then have the precinct election official who watched him or her make his or her mark write the voter’s name on the signature line in the Signature Poll Book following the voter’s mark. (R.C. 3505.18(B)).

- Alternatively, the voter can have his or her attorney-in-fact sign the voter’s name for him or her. In order to have an attorney-in-fact, the voter must first fill out and file the correct forms with the county board of elections (Form 10-F or Form 10-G). If that voter has an attorney-in-fact on file with the board of elections, the attorney-in-fact’s signature will be on file, and it will be noted in the Signature Poll Book or on the Poll List. The voter must have his or her attorney-in-fact accompany him or her to the polling place. The attorney-in-fact should be allowed to sign the voter’s name in the Signature Poll Book. The signature of the attorney-in-fact should be examined, and if it appears on its face to conform to the attorney-in-fact’s signature pre-printed in the Signature Poll Book, the voter should be given a regular ballot (R.C. 3505.18 (B)).

- An attorney-in-fact is different from a power-of-attorney. In order for a person with power-of-attorney to sign election forms for another person a valid appointment as an attorney-in-fact must be on file with the county board of elections.

8. Issue the ballot (regular or provisional) or appropriate ballot permission slip/device to the voter and direct him or her to the appropriate voting location in the polling location.

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

- Any elector who declares to the presiding judge of elections that the elector is unable to mark the elector’s ballot by reason of blindness, disability, or illiteracy may be accompanied into the voting booth and given assistance (R.C. 3505.24). The elector may choose anyone he or she wants to provide the assistance, other than the elector’s
employer, an agent of the elector’s employer, or an officer or agent of the elector’s union, if any. Assistance shall not be rendered for causes other than those specified in this section, and no candidate whose name appears on the ballot shall assist any person in marking that person’s ballot (R.C. 3505.24).

- The elector also may request and receive assistance in marking the ballot from two election officials of different political parties.

- Any person who provides assistance to a voter in marking the ballot is forbidden by law from providing any information on how he or she voted.

- Any election official may require the elector who wants assistance in marking the ballot to make a declaration of inability to mark a ballot under penalty of election falsification. When this happens, the Declaration of Elector Unable to Mark Ballot (Form 228) must be completed by the elector or by an election official on behalf of an elector who is unable to complete the form before that elector can be accompanied into the voting booth.

### Curbside Voting Summary

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

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

- One of the election officials checks the Signature Poll Book for the name of the voter using the procedures **listed under number 2, Locate the voter’s name in the Signature Poll Book, page 22.**

- If the voter is a qualified elector and in the correct precinct, the election official places the voter’s name and address on a blank sheet of paper.

- Two election officials of different major political parties take the sheet containing the voter’s name and address outside the polling place to the voter.

- The voter confirms the name and address are correct.

- The voter provides appropriate ID.
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- The voter’s ID is examined using the procedures listed under number 5, Examine the ID provided by the voter to determine if it is a valid form of ID, page 23.

- The voter signs the sheet containing his or her name and address.

- The two election officials return the sheet containing the voter’s signature to the polling location and attempt to verify the voter’s signature in the Signature Poll Book.

- The two election officials should verify that the voter’s signature substantially conforms to voter’s signature in the Signature Poll Book.

- The two election officials record next to the voter’s name in the Signature Poll Book “Curbside Voter.”

- The two election officials utilize the procedures outlined in numbers 2, 3, and 5 on pages 22-24 to determine the type of ballot to be issued to voter.

- The two election officials obtain the paper ballot and the appropriate ballot envelope or secrecy sleeve (an envelope provided in the precinct election supply kit which is labeled: “Curbside Ballot Envelope” for voted regular curbside ballots or “Provisional Curbside Ballot Envelope” for voted provisional curbside ballots).

- The two election officials take the appropriate ballot (regular or provisional) and corresponding envelope or secrecy sleeve to the voter located outside the polling place.

- The two election officials provide instructions to the voter on how to mark the ballot.

- The voter marks the ballot and places it in the appropriate envelope or secrecy sleeve (if provisional ballot, the voter must complete the affirmation statement on the provisional ballot envelope).

- The two election officials take the appropriate envelope or secrecy sleeve containing the corresponding voted ballot back into the polling location and place it in the appropriate ballot container.

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

- The two election officials witness the voter’s mark on the sheet containing the voter’s name and address that was taken outside the polling place.
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- The two election officials return the sheet containing the voter's mark to the polling location.
- The two election officials record next to the voter's name in Signature Poll Book "Curbside Voter – Unable to Sign."

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

- The two election officials follow the procedures under number 8, Issue the ballot (regular or provisional) on page 25 or a voter who wishes to cast a ballot (regular or provisional) and is unable to mark his or her ballot.

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

Use the following procedures in a primary election when issuing a ballot as part of processing voters (step 8 on page 25):

- Ask the voter: Which ballot would you like – a political party ballot or an "issues only" ballot? Most voters will know which type of political party ballot they will want. But, if a voter asks, "What are my choices?", then you should explain the political party ballot choices include – Democratic, Republican, and the minor parties who have candidates on the ballot in the county, Americans Elect, Constitution, Green, Libertarian and/or Socialist; whichever is applicable.
- Once the voter indicates his or her choice of ballot (political party or issues only):
  - Record the voter's choice of ballot in the Signature Poll Book by marking either (1) the appropriate political party for the ballot requested by the voter, or (2) that the voter requested an issues only ballot;
  - Give the voter the proper ballot or appropriate ballot permission slip/device; and
  - Direct the voter to the appropriate voting location in the polling place.

Note: Certain cities and villages may hold non-partisan primary elections in odd-numbered election years.
Challenged Voter

- If a precinct election official, absent review of materials provided by the board of elections, has personal knowledge that a voter is not affiliated with the political party whose ballot he or she requested, the precinct election official may challenge the voter and ask the voter to complete the Statement of Person Challenged as to Party Affiliation (Form 10-W or 10-X).

  - If the challenged voter completes the Statement of Person Challenged as to Party Affiliation (Form 10-W or 10-X), then the voter's choice of ballot is then added in the Signature Poll Book by marking the appropriate political party whose ballot was requested by the voter. The voter is then given a regular ballot or appropriate ballot permission slip or device for the political party ballot of his or her choice.

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

17 Year-Old-Voters

- A 17-year-old elector, who will be 18 years of age on or before the next general election, may vote only on the nominations of candidates at the primary election. This is because they will be eligible to vote at the general election for the candidate(s) nominated by the primary election for these offices.

  - A 17-year-old, may NOT vote on:
    - At large or district presidential delegates and alternate delegate to a political party’s nominating convention; if a presidential primary election
    - County Party Central Committee persons;
    - State Party Central Committee persons; or
    - Any question or issue on the primary election ballot, such as a school tax levy, charter amendment, or local liquor option.

  - 17-year-old voters will be identified as such in the Signature Poll Book.
Before giving the 17-year-old voter his or her ballot or ballot permission slip/device, advise the voter he or she can vote for candidates for nomination only, excluding the presidential delegates and alternate delegate to a political party’s nominating convention, state central or county central committee persons, and not on any questions or issues on the ballot;

NOTE: If your county does NOT provide a unique ballot containing only the offices with candidates that are eligible to be nominated by 17-year-old voters please give the following items to the 17-year-old voter:

• A regular optical scan ballot to the voter;
• Instructions on the proper method for marking and returning the ballot;
• An envelope into which the voted ballot can be placed and segregated from the other regular ballots so that the board can review the ballot before centrally tabulating it to ensure that no votes for which the 17-year-old voter is ineligible to cast are counted.

Primary Information Reminders

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

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

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

Cannot vote a Regular Ballot in your precinct.

Name NOT IN Poll Book

Address NOT IN Precinct

Check Precinct Street Directory

Check Voting Location Guide

Voter to contact Precinct

Address IN Precinct

Provisional Ballot - Paper

IF NO ID 10 days to BOE

Signature Poll Book

Name IN Poll Book

Address Correct

Check Precinct Street Directory

Moved WITHIN Precinct

No Acceptable Identification

Provisional Ballot - Paper

IF NO ID 10 days to BOE

Acceptable Identification

Regular Ballot

Marked Absentee

Voter Registration Form

IF NO ID 10 days to BOE

Acceptable Identification

Regular Ballot

Jon Husted, Ohio Secretary of State
Backup Optical Scan Paper Ballots (DRE Voting Machine Counties ONLY)

The Secretary of State’s office requires all county boards of elections using DRE voting machines as their Election Day voting system to distribute backup optical scan paper ballots to voters in the event of long lines or machine problems or breakdowns during federal even-numbered year general elections and presidential primary elections.

Situations Where Backup Optical Scan, Paper Ballots MUST Be Used:

1. Long Lines
   - To provide all voters and precinct election officials with consistent minimum standards, all county boards of elections must establish a wait time policy.
   - When wait times reach the established threshold in any given precinct, precinct election officials must verbally announce the availability of backup optical scan paper ballots to voters every half hour until the wait time is less than the board-established maximum wait time.

2. Problems with Machines
   - If DRE voting machines malfunction, break down, run out of power, etc. precinct election officials must offer voters backup optical scan paper ballots.
   - Contact the board of elections immediately to notify someone of the problem with the machines.

Situations Where Backup Optical Scan Paper Ballots MAY Be Used:

Voter Preference
   - If your county has adopted a policy permitting it, a voter who prefers to vote an optical scan paper ballot may be supplied an optical scan paper ballot.
Precinct election officials are not required to ask each voter whether he or she would like an optical scan paper ballot unless their county board of elections has adopted a policy requiring them to do so.

In General:

- Backup optical scan paper ballots cast based on one of the three reasons listed above are NOT provisional ballots and are not to be placed in provisional ballot envelopes. Voters voting on backup optical scan paper ballots must NOT be made to fill out an Identification Envelope – Provisional Ballot Affirmation Statement (Form 12-B).

- Before providing a voter with a backup optical scan paper ballot, check to make sure the voter is authorized to vote a regular ballot, such as having an authority to vote slip.

- Each voter receiving an optical scan paper ballot must receive the instructions for voting the ballot.

- Precinct election officials should direct voters to privacy booths to mark their optical scan paper ballot. Privacy booths used by persons voting a provisional ballot may be utilized for this purpose.

- Voted optical scan paper ballots are to be placed by the voter in a secure ballot box provided by the board of elections.

- If a voter asks, inform the voter that his or her ballot is considered a “regular ballot” under state law and will be counted at the board of elections on election night.
Determining What Type of Ballot Should Be Provided to a Voter on Election Day

1. **REGULAR BALLOTS**: If a voter meets **ALL** of the following criteria, the voter is to be provided a **regular ballot**:
   - The voter’s name and address are correctly listed in the Signature Poll Book; and
   - The voter provides valid ID.

   **NOTE**: If voter has moved within the precinct, he or she must also complete a Voter Registration Form in order to change his or her address in the county’s voter files.

2. **PROVISIONAL BALLOTS**: If a voter meets **ONE or MORE** of the following criteria, the voter is to be provided a **provisional ballot**:
   - The voter’s name is not found in the Signature Poll Book or the Supplemental Voter List;
   - The voter does not provide proper or valid ID;
   - The voter refuses to provide ID;
   - The voter has changed his or her name and did not update his or her voter registration by the deadline for that election;
   - The voter has moved from one Ohio precinct to another without updating his or her voter registration by the registration deadline (30 days prior to the election);
   - The voter was challenged before the election, a hearing was held, and the challenge was found by the board of elections to have merit;
   - The voter is marked (flagged) **absentee** or **provisional** in the Signature Poll Book, which indicates the voter may have already received a ballot before Election Day;
   - The voter is marked (flagged) in the Signature Poll Book because a **Notice of Registration (Acknowledgement Notice Form 10-J)** sent to the voter was **returned as undeliverable**, the voter **must show** valid proof of identity, and the voter **MUST** vote a **provisional** ballot; and/or
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- The voter is marked (flagged) that he or she was **challenged before** the election, and the **hearing was postponed** until **after** the day of the election.

3. **CURBSIDE BALLOTS**: If a voter travels to his or her polling location, but is physically unable to enter the polling location, that voter may vote "curbside."

- A person may vote curbside from his or her vehicle, or at the door of the polling location.
- The voter may have a person come into the polling location to inform election officials that assistance is needed.

**NOTE**: Once precinct election officials are aware that a voter needs assistance, two precinct election officials, from two different political parties, must take the appropriate voting supplies needed for voting to the voter. Curbside ballots are paper ballots only. (Refer to the Curbside Voting Summary on pages 26-28).

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

There are Several Types of Valid ID that Permit a Person to Vote a Regular Ballot if He or She Is in the Correct Precinct.

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

   **NOTE**: An Ohio driver's license or State ID card with an old address IS ACCEPTABLE. The precinct election official must record the last four digits of the voter's driver's license or State ID card number in the Signature Poll Book.

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

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

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

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

   - A "government check" includes, but is not limited to, a paycheck, check stub or receipt provided for direct deposit of funds, including a printout of an electronically transmitted statement, issued by any level of government (known as "political subdivision") in Ohio, or for any other state, or the United States government.
   - The document may be a printout of an electronically transmitted statement or a regular paper copy.
   - The name and address on the check must conform to the voter's information as it appears in the Poll List or in the Signature Poll Book.
   - The government check must be current within one year of the Election Day for which the voter is presenting it for the purpose of voting.

6. **Paycheck**: Must contain correct name and current address of voter.

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

**Ohio Law Prohibits the Following Forms of ID to be Accepted by Precinct Election Officials:**

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

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

Before providing a voter with a provisional ballot, make sure that the voter’s address is in your precinct. If not, you must direct the voter to the correct precinct, providing information on location and a telephone number for the county board of elections where the voter can call for help. The precinct may be another table in the same building as your precinct in which case you should direct the voter to the correct table for the voter’s correct precinct.

Reasons Under Ohio Law for Issuing a Provisional Ballot

• If the voter’s name does not appear in the Signature Poll Book or the Supplemental Voter List, and the voter is in the right precinct, he or she MUST vote a provisional ballot.

• If the voter’s name does not appear in the Signature Poll Book or the Supplemental Voter List, and the voter is in the wrong precinct the voter should first be directed to his or her correct precinct. If after directing the voter to his or her correct precinct the voter demands to vote in your precinct, he or she MUST vote a provisional ballot.

• If the voter has changed his or her name and did not update his or her registration by the deadline for that Election Day, the voter MUST vote a provisional ballot.

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

Jon Husted, Ohio Secretary of State
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• If a message stating the voter requested an absentee ballot or voted an earlier provisional ballot appears in the Signature Poll Book, he or she MUST vote a provisional ballot, unless you are otherwise directed by the board of elections.

• If the Signature Poll Book shows that a Notice of Registration (Acknowledgement Notice Form 10-J) sent to the voter was returned as undeliverable, the voter must show valid proof of identity, and the voter MUST vote a provisional ballot.

• If the voter is NOT ABLE to provide a valid ID at the check-in table, the voter MUST vote a provisional ballot.

• If the voter REFUSES to provide a valid ID at the check-in table, the voter MUST vote a provisional ballot.

• If the voter’s signature, in the opinion of the majority of all four precinct election officials, does not substantially conform to the signature in the Signature Poll Book, the voter MUST vote a provisional ballot.

• If the voter’s eligibility to cast a ballot has been challenged (see Challenging Voters Section) by the precinct election officials, and the voter refuses to complete the Affidavit-Oath-Examination of Person Challenged (Form 10-U), the voter MUST vote a provisional ballot.

• If the voter’s eligibility to cast a ballot has been challenged before the election, and the hearing was postponed until after the day of the election, the voter MUST vote a provisional ballot.

• If the precinct election officials are unable to determine the person’s eligibility to cast a ballot, the precinct election officials shall provide a provisional ballot to the person.
Provisional Ballot Requirements Relating to Last Four Digits of a Voter’s Social Security Number (When No Acceptable ID is Provided)

- **ASKING FOR LAST FOUR DIGITS OF SSN**: If the voter does not have one of the forms of acceptable voter ID, you must ask him or her for the last four digits of his or her Social Security number. The voter does not have to show the precinct election official his or her actual Social Security card.

- **VOTER HAS SSN AND PROVIDES LAST FOUR DIGITS**: A voter, who has a Social Security number and provides the last four digits, may vote a provisional ballot.

- **VOTER HAS SSN BUT CANNOT OR WILL NOT PROVIDE**: If the voter cannot or will not provide the last four digits of his or her Social Security number, the precinct election official must give the voter a printed notice (Form 12-H) that the ballot **will not be counted** unless the voter appears at the county board of election within 10 days after the election and provides the required identification.

- **VOTER HAS NO SSN**: A voter who does not have a Social Security number and does not have any form of ID may cast a provisional ballot after completing an Affirmation of Voter Who Cannot Provide Identification (Form 10-T) stating that he or she has not been issued a Social Security number or any type of identification.

- **VOTER REFUSES TO COMPLETE ANY FORMS**: Even if a voter refuses to complete the appropriate Identification Envelope - Provisional Ballot Affirmation (Form 12-B) and an Affirmation of Voter Who Cannot Provide Identification (Form 10-T), he or she may cast a provisional ballot. However, the precinct election official must record the voter’s name and shall include that information with the ballot when transmitting it to the county board of elections. The precinct election official must give the voter a printed notice (Form 12-H) that the ballot will not be counted unless the voter appears at the county board of elections within 10 days after the election and provides the required identification.
Processing Voted Provisional Ballots

1. The Identification Envelope - Provisional Ballot Affirmation (Form 12-B) must be given to the voter.

2. The voter should be asked by the precinct election official to complete the mandatory information section on the front of the Identification Envelope - Provisional Ballot Affirmation (Form 12-B).

3. In the event that the voter needs to register, update his or her address or his or her name they may do so on the registration form on the back of the Identification Envelope - Provisional Ballot Affirmation (Form 12-B). If the county board of elections did not print the voter registration form on the back – the voter should complete a voter registration card and place it inside the envelope or in another place as instructed by the board.

4. The precinct election official must check to make sure that the voter completed the front of the voter's Identification Envelope - Provisional Ballot Affirmation (Form 12-B).

5. The precinct election official must completely fill out the Precinct Election Official Info section on the front of the Identification Envelope - Provisional Ballot Affirmation (Form 12-B).

6. Precinct election officials must provide to every provisional voter a copy of the Provisional Ballot Notice (Form 12-H) at the time the voter casts his or her provisional ballot.
Challenging Voters

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

- The voter is not a resident of the precinct;
- The voter is not a resident of Ohio;
- The voter is not a U.S. citizen;
- The voter is not of legal voting age; or
- Partisan Primary Elections Only: If the precinct election official, absent review of materials provided by the board of elections, has personal knowledge that the voter is not affiliated with or a member of the political party whose ballot the person desires to vote.
  - Personal knowledge is more than just a notation of party affiliation in a board record such as a poll book.
  - Such instances will be rare and it is only in these instances that Ohio law contemplates a precinct election official challenging a voter requiring that the voter must complete Form 10-W (or Form 10-X if directed by the board of elections).
  - If the voter completes the form as required, the voter must be given a regular ballot for the political party requested by the voter.

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

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

Time Limits

- The general time limit for a voter to occupy a voting compartment or use a voting machine is five minutes. However, a voter should be given a reasonable amount of time to mark and check his or her ballot.

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

Voter Ballot Error

The following applies to paper ballots only:

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

- If the voter tears, soils, defaces, or erroneously marks a second ballot, the voter may return it to the precinct election official, and a third ballot must be issued to the voter. In no case may more than three ballots be issued to a voter.

- When you receive a returned torn, soiled, defaced, or erroneously marked ballot, write “Defaced” on the back of the ballot and place the stub and the ballot in the separate containers provided.
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- No voter voting a paper ballot may leave the polling place until he or she returns to a precinct election official every ballot issued to him or her, regardless of whether or not the voter has made any marks on the ballot.

Managing the Polling Location

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

The following people are allowed in the polling location:

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

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

- Poll observers bearing a certificate of appointment;
- Credentialed members of the media (please notify board of elections);
- On-duty police officers assigned to a precinct by the board of elections; and
- Employee(s) of the facility housing the polling location.
Persons Assisting Voters

- A voter may ask for assistance in marking the ballot because of blindness, disability or illiteracy. Voters who require assistance may have a person of their choice or two precinct election officials – each from a different political party – assist them. The elector may choose anyone he or she wants to provide the assistance, other than the elector’s employer, an agent of the elector’s employer, or an officer or agent of the elector’s union, if any, or any candidate whose name appears on the ballot (R.C. 3505.24).

- Prior to Election Day a voter may designate an attorney-in-fact, who is a person eligible to sign all election-related documents on behalf of the voter. Such signing must be done in the voter’s presence. The attorney-in-fact designation is specific to Ohio election law and not a general power of attorney. If such an attorney-in-fact is on file with the board of elections, it is required to be noted in the Signature Poll Book or on the Poll List (R.C. 3501.382(B)(2)).

Persons Checking the Official Precinct Voter Registration List:

- Any person may enter the polling location for the sole purpose of checking and taking notes from the official Precinct Voter Registration List that is posted at 6:30 a.m. and updated at 11:00 a.m. and 4:00 p.m. Such persons may not wear any electioneering clothes or accessories and may not interfere with or disrupt the election.

- Such persons may not take the posted official Precinct Voter Registration List, and election officials should be careful to place the list in a manner that it cannot be removed unnoticed by an election official.

Poll Observers:

- Must be appointed by political parties or groups of candidates to observe the conduct of the election in the polling location at least eleven days prior to Election Day;

- Upon arriving at the polling location, an observer must have his or her Certificate of Appointment of Observer (Form 215, Form 217, or Form 220) verified by a precinct election official and must take the observer’s oath;

- Are allowed to be in the polling location before, during, and after hours of voting; and
• Are not permitted to interfere with precinct election officials doing their jobs or otherwise slow down the operation of the polling location, or to interact with voters in a matter that interferes with or disrupts an election. Please contact the board of elections for further clarification and instructions if this situation arises.

Credentialed Member of the Media:

• **Representatives of the media are permitted inside the polling location.** The First Amendment of the U.S. Constitution has been interpreted as allowing this access to media. However, the presence or activities of the media **may not interfere** with precinct election officials' activities or voters signing-in or voting and may not jeopardize the secrecy of a voter's ballot.

• While serving as a precinct election official or presiding judge your **primary responsibility is to lawfully manage your polling location** and your focus should be directed to this task. You are **encouraged to inform the county board of elections** if the media visits your polling location instead of providing an interview to the media if requested.

The following people ARE NOT allowed in the polling location:

• Candidates or campaign workers who are campaigning or electioneering; and

• Anybody of voting age who is not voting, who does not have credentials and is not viewing the official Precinct Voter Registration List that shows who has voted.

Pollsters:

• **Pollsters conducting exit polling are not allowed inside the polling location.** They are permitted to be outside the polling location – even within 100 feet of the entrance – but they should not interfere with an orderly voting process. They may not be located within 100 feet of the entrance if they are wearing clothing or buttons that promote or oppose a candidate or issue.
Electioneering:

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

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

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

Write-In Candidates:

- The board of elections will provide you with a list of names of candidates and offices that are officially eligible as write-in candidates.
- These candidates’ names do not appear on the ballot, whether printed or electronic, but voters may write in names from this list if they choose.
- This list is not to be posted, but it must be shown to voters if they request to see it.

Record Keeping While the Polls Are Open

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

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

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

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

- The first copy of the list should be posted at 6:30 a.m., after the absentee and provisional voters have been marked. The precinct election official must keep the other copies, updating them by checking off voters as they vote.

- The second copy of the list, marked to indicate who has voted since 6:30 a.m., must be posted at 11:00 a.m. The precinct election official must keep the other copies, updating them by the checking off voters as they vote.

- The third copy of the list must be posted at 4:00 p.m., marked to indicate who has voted from 11:00 a.m. to 4:00 p.m. After 4:00 p.m. you are not required to post another updated list.

- The general public is allowed into the polling location to read these lists while the polls are open.

Voters with Disabilities

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

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

No person should be denied the right to vote because of mobility, vision, speech, cognitive, intellectual, or hearing impairments. Accommodating people with disabilities is mostly a matter of clear communication and common sense. Here are some general guidelines for precinct election officials when interacting and communicating with voters with disabilities.
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Any voter with a disability may receive assistance from a person of their choice or two precinct election officials – each from a different political party – assist them. The elector may choose anyone he or she wants to provide them assistance, other than the elector’s employer, an agent of the elector’s employer, or an officer or agent of the elector’s union, if any, or any candidate whose name appears on the ballot (R.C. 3505.24).

General Guidelines for Communicating with Voters with Disabilities

- Always speak directly to the voter with a disability, not to a companion or an interpreter.
- Offering to shake hands when introduced to people with limited hand use or an artificial limb is acceptable.
- Always identify yourself and other precinct election officials when assisting a person who is visually impaired.
- If you offer assistance, wait until the offer is accepted, then listen and wait for instructions.
- Treat adults as adults; never patronize people in wheelchairs by patting them on the shoulder or head.
- Do not lean or hang on a person’s wheelchair; this device is an extension of their body.
- Never distract a service animal; they are working.
- Listen carefully when speaking with people who have difficulty speaking. Never pretend to understand; instead, repeat what you understood and allow the person to respond.
- Place yourself at eye level when speaking with someone in a wheelchair.
- Tap a person who has a hearing disability on the shoulder or wave your hand to get their attention. Always speak directly to the person, clearly, slowly and expressively, as they may be able to read lips. Speak in a normal tone.
- Relax. Don’t be embarrassed if you use common expressions such as “See you later” or “Walk over here” when speaking to a person with a disability.
Interacting with Voters Who Have Speech Impairments

- A voter who cannot speak may give a name and address simply by providing identification to the assisting precinct election official, who then reads the name and address out loud.

- If you do not understand something do not pretend that you do; ask the voter to repeat what he or she said and then repeat it back.

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

- When speaking, do so calmly, slowly, and directly to the voter. Do not shout. Face the voter at all times as many speech-impaired voters will be able to understand by reading the movement of your lips as you speak.

- Ask questions that require only short answers, or a nod of the head.

- Be patient.

Interacting with Voters Who Are Deaf or Hearing Impaired

- To get the attention of a voter who is deaf, tap them on the shoulder or wave your hand.

- Identify who you are (i.e., show your name badge).

- Look directly at the voter when communicating.

- When speaking, do so calmly, slowly and directly to the voter. Do not shout or exaggerate. Face the voter at all times.

- Communicate in writing, if necessary.

- If not understood at first, repeat or rephrase your thought.

Interacting with Voters Who Are Blind or Visually Impaired

- As soon as you come into contact with the voter, identify yourself and state that you are a precinct election official.

- When giving directions to navigate the voting location, be as specific as possible and indicate obstacles in the path of travel.

- Visual impairment or blindness does not equal a hearing impairment. It is not necessary, or courteous, to raise the volume of your voice when addressing a person who is visually impaired, even if you are trying to be helpful.
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• If you are asked to guide a person with a visual impairment, offer your arm instead of grabbing theirs.

Interacting with Voters with Mobility Impairments

• Make sure chairs are available for voters with mobility-type disabilities and/or voters who are elderly, have a serious illness, or are pregnant and cannot stand for a long period of time.

• Try to sit or kneel at the same level as the person in a wheelchair.

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

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

Closing the Polls

Preparing to Close the Polls

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

Poll Closing Strategy

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

At 7:30 p.m., the official closing time, one precinct election official should loudly declare, “The polls are closed!” If people are waiting to vote at closing time, they must be allowed an opportunity to vote.

To accommodate voters waiting in line:

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

Court Orders

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

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

Jon Husted, Ohio Secretary of State
After the Voters Have Left the Polling Place

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

**IN PRECINCTS USING DREs (touch screens)**

- Record the total number of regular ballots voted on the DREs using the public count;
- Count and record the total number of paper provisional ballots cast by voters who arrived between 6:30 a.m. and 7:30 p.m.;
- **In case of a court order only**, count and record the total number of provisional paper ballots cast by voters who arrived after 7:30 p.m.;
- Count and record the total number of soiled or defaced paper ballots;
- Count and record the total number of unvoted paper ballots;
- Count and record the total number of signatures in the Signature Poll Book;
- Post precinct results at the polling place as directed by the board of elections;
- Record all ballot statistics (e.g., regular, provisional, soiled and defaced, unvoted) on the Balance/Reconciliation sheet provided by the board of elections; and
- Double-check ballot statistics, and sign the Closing Certificate and Election Day Balance/Reconciliation Sheet.

**IN PRECINCTS USING OPTICAL SCANNERS**

- Count and record the total number of regular paper ballots voted;
- Count and record the total number of paper provisional ballots cast by voters who arrived between 6:30 a.m. and 7:30 p.m.;
- **In case of a court order only**, count and record the total number of provisional paper ballots cast by voters who arrived after 7:30 p.m.;
- Count and record the total number of soiled or defaced paper ballots;
- Count and record the total number of unvoted paper ballots;
- Count and record the total number of signatures in the Signature Poll Book;
• Post precinct results at the polling place as directed by the board of elections;

• Record all ballot statistics (e.g., regular, provisional, soiled and defaced, unvoted) on the Balance/Reconciliation sheet provided by the board of elections; and

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

IN ALL PRECINCTS

• Bring in the flags and take down signs inside and outside the polling location;

• Close out and pack up electronic voting units; and

• Securely pack ballots and supplies and immediately return them to the board of elections, or your designated drop off location.

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

(Answers and explanations on page 66)

1. What time do Ohio's Polls Close?
   A. 5:00 p.m.
   B. 7:00 p.m.
   C. 10:00 p.m.
   D. 7:30 p.m.

2. How many feet from the entrance of the polling location are the flags to be placed?
   A. 200
   B. 100
   C. 50
   D. 75

3. Which of the following is a "regular ballot" voter?
   A. Marked "absentee" in Signature Poll Book
   B. Refused to provide ID
   C. Cannot find name in Signature Poll Book
   D. Provided valid ID and name and address found in Signature Poll Book

4. Which of the following is a valid form of photo ID?
   A. State of Ohio identification card
   B. Ohio driver's license
   C. A & B
   D. Other state's driver's license
   E. All of the above
5. **Who can challenge a voter on Election Day?**
   
   A. Candidate
   B. Media
   C. Precinct election official or presiding judge
   D. Another voter

6. **How many times must you post the official Voter Registration Listings?**
   
   A. Two
   B. Three
   C. One
   D. Never

7. **Who is NOT allowed in the polls during the election?**
   
   A. Candidates or their representatives while electioneering
   B. Certified observers
   C. Media
   D. All of the above

8. **If you cannot locate the voter’s name in the Signature Poll Book, which of the following should you do first?**
   
   A. Check the Supplemental List
   B. Call the county board of elections to double check
   C. Check the voter’s ID
   D. Have the voter complete an Affirmation Statement

9. **Polling places are open for voting:**
   
   A. 6:00 a.m. to 6:00 p.m.
   B. 7:00 a.m. to 6:30 p.m.
   C. 6:30 a.m. to 7:30 p.m.
   D. 7:30 a.m. to 7:30 p.m.

10. **What should you ask a voter to provide?**
    
    A. Name
    B. Name, current address and valid ID
    C. Name and current address
    D. Current address
Appendix

Glossary

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

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

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

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

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

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

**DRE** - The Direct Recording Electronic Voting System is the electronic version of a traditional lever voting machine. DRE systems do not use a paper ballot. Instead, voters enter choices directly into the DRE system memory. DRE systems use touch screens, keypads or push buttons to record voter selections.
Votes are stored electronically and combined with votes from other DRE systems in the jurisdiction to produce final results reports. DRE machines also print a contemporaneous voter verifiable paper record that shows on paper what the machine recorded electronically. This paper record is the official ballot for purposes of a recount and/or a post election audit.

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

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

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

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

**Help America Vote Act of 2002 (HAVA)** - A federal law enacted in 2002 that impacted the way federal elections are conducted at the local level. HAVA provided funding for new voting systems that are accessible to voters with a disability and required first-time voters registering by mail provide some form of identification when registering to vote. HAVA also created a provisional ballot procedure for voters whose eligibility to vote is in question and required states to create computerized statewide voter registration systems.
Identification Requirements - Ohio law requires all voters to present valid ID to qualify to vote. To be valid, the ID must show the voter's name and current address. For identification other than an Ohio-issued photo ID, the address must substantially conform to the board of elections' records. There are seven acceptable forms of ID, as follows:

- Valid photo ID issued by Ohio or federal government
- Military ID (which may or may not contain an address)
- Utility bill
- Bank statement
- Government check
- Payroll check
- Other government document

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

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

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

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

Ohio Revised Code - The Ohio Revised Code contains all acts passed into state law by the Ohio General Assembly and signed by the Governor or that became law under the Ohio Constitution without the Governor's signature. Title 35 of the Ohio Revised Code contains the main provisions of Ohio law dealing with elections.
Ohio Voter Identification Law - Ohio Voter Identification Law is a state law that requires all voters who show up at a polling location to present valid ID to qualify to vote. To be valid, the ID must show the voter’s name and current address. For identification other than an Ohio-issued photo ID, the address must substantially conform to the board of elections records. There are seven acceptable forms of ID, as follows:

- Valid photo ID issued by Ohio or the United States government
- Military ID (which may or may not contain an address)
- Utility bill
- Bank statement
- Government check
- Payroll check
- Other government document

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

Polling Location/Polling Place - A place provided for each precinct at which the electors having a voting residence in such precinct may vote. A polling location may house more than one voting precinct.

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

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

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


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

Precinct Voting Location Guide - (see R.C. 3505.181((E)(2)) An electronic or paper record that lists the correct jurisdiction and polling place for either each specific residential street address in the county or the range of residential
Precinct Election Official Manual

street addresses located in each neighborhood block in the county. Includes an alphabetical list of every street in each precinct.

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

Presiding Judge - One of the four precinct election officials, who is appointed by the county board of elections, is responsible for correctly running the election in the presiding judge's assigned precinct and is responsible for qualifying voters, documenting procedures, preparing election records and returns at the end of the day, and transporting with a precinct election official or employee or appointee of the board of elections of a different political party the election supplies, materials and/or ballots back to the board of elections after the polls close.

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

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

Provisional Ballot - A ballot given to a voter, who claims to be properly registered to vote and whose qualification to vote cannot be immediately established at the precinct voting location. The provisional ballot application and affirmation form completed by voters are returned to the board of elections office for review and verification after the polls close (R.C. 3505.181; R.C. 3505.182).

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

Service Animal – Animals that are individually trained to perform tasks for people with disabilities, such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.
Signature Poll Book - A book or list which contains names and addresses of every voter who is registered in the precinct. Every voter who is able to sign his or her name signs the Signature Poll Book before voting. This book allows the precinct election official to know if a voter has requested an absentee ballot or any special directions needed to process the voter.

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

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

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

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

Voting Instructions - Information for the voter about when and how to cast his or her ballot and to whom he or she may turn if he or she feels his or her right to vote has been infringed.

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

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

Write-In Candidate - A candidate officially certified to be a write-in candidate by the board of elections. The candidate’s name does not appear on the ballot, but he or she is eligible to receive votes (R.C. 3513.041).
Frequently Asked Questions

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

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

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

   No, unless the passport is current, and the U.S. government printed the person’s current address on the passport before issuing the passport to the person. The Secretary of State’s office is not aware of any U.S. passports that are currently being issued with a citizen’s permanent address printed by the government on the passport. For more information, see Secretary of State Directive 2008-80.

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

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

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

   Precinct election officials cannot advise, instruct, or educate voters on candidates or issues.

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

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

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

   Yes. R.C. 3505.23 established a five-minute time limit when all machines are in use and voters are waiting to use them. However, precinct election officials should be flexible in enforcing that time limit and ask voters who are taking longer than normal if they need assistance or explanation.
7. Can I refuse an irate or drunken voter?

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

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

The list should be shown to any voter who asks for a list of write-in candidates. It is not to be posted.

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

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

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

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

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

Yes. Because the precinct election official verifies the type of ID that the voter voting a provisional ballot is providing, the voter must actually show the ID to the precinct election official. However, a voter who uses the last four digits of his or her Social Security number does not have to show the precinct election official his or her actual Social Security card.
12. **Is the Secretary of State-prescribed Identification Envelope - Provisional Ballot Affirmation Statement that has been printed on a provisional ballot identification envelope sufficient to register a non-registered voter for future elections?**

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

1. What time do Ohio’s Polls Close?
   a. 5:00 p.m.
   b. 7:00 p.m.
   c. 10:00 p.m.
   d. 7:30 p.m.

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

2. How many feet from the entrance of the polling location are the flags to be placed?
   a. 200
   b. 100
   c. 50
   d. 75

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

3. Which of the following is a “regular ballot” voter?
   a. Marked absentee in Signature Poll Book
   b. Refused to provide ID
   c. Cannot find name in Signature Poll Book
   d. Provides valid ID and name and address found in Signature Poll Book

   **Answer:** D. Voters who do not qualify to cast a regular ballot may cast a provisional ballot.

4. Which of the following is a valid form of photo ID?
   a. State of Ohio identification card
   b. Ohio driver’s license
   c. A & B
   d. Other state’s driver’s license

   **Answer:** C. A State of Ohio identification card and Ohio driver’s license are valid forms of ID.
5. **Who can challenge a voter on Election Day?**
   
a. Candidate
b. Media
c. **Precinct election official or presiding judge**
d. Another voter

**Answer:** C. Only a precinct election official or the presiding judge can challenge a voter and only on these matters:

6. **How many times must you post the official Precinct Voter Registration List?**
   
a. Two
b. Three
c. One
d. Never

**Answer:** B. Precinct election officials post the official Precinct Voter Registration List three times on Election Day: 6:30 a.m., 11:00 a.m., and 4:00 p.m.

7. **Who is NOT allowed in the polls during the election?**
   
a. **Candidates or their representatives when electioneering**
b. Certified observers
c. Media
d. All of the above

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

8. **If you cannot locate the voter’s name in the Signature Poll Book, which of the following should you do first?**
   
a. **Check the Supplemental List**
b. Call the county board of elections to double check
c. Check the voter’s ID
d. Have the voter complete an Affirmation Statement

**Answer:** A. Check the Supplemental List. This list includes changes to the official Precinct Voter Registration List that occurred after registration closed for the current election. It could include notations regarding changes of address, changes of name, and if the voter was issued an absentee ballot.
9. **Polling places are open for voting:**

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

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

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

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

   **Answer:** B. The voter’s address must be in the precinct and must substantially conform to the board of elections records (i.e., the Signature Poll Book).
Precinct Election Official Manual

Precinct Election Official Oath

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

"State of Ohio

County of .............

I do solemnly swear under the penalty of perjury that I will support the constitution of the United States of America and the constitution of the state of Ohio and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge to the best of my ability the duties of judge of election in and for precinct ............... in the ................. (township) or (ward and city or village) ....................... in the county of ..................., in the election to be held on the ........ day of ............... ..., as required by law and the rules and instructions of the board of elections of said county; and that I will endeavor to prevent fraud in such election, and will report immediately to said board any violations of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties.

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(Signatures of precinct election officials)

Jon Husted, Ohio Secretary of State
Polling Place Supplies Checklist

Required by R.C. 3501.30

- **Official ballots** – presidential ballot (if a presidential general election): office type ballot: nonpartisan ballot and questions and issues ballot. These are usually not separate ballots but are combined in one or more electronic or printed pages to make up a single unified ballot.

- **Ballot boxes** – secured locked containers within which voted paper ballots are placed

- **Poll Book(s)** – otherwise known as the Signature Poll Book(s)

- **Poll Lists** – voter registration lists

- **Cards of Instructions** – voting instructions that are specific to each county’s voting system
  - Premier AccuVote TSX
  - ES&S iVotronic
  - Hart eScan
  - Hart eSlate
  - Optical Scan
  - Optical Scan with Automark

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

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

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

- **A large United States flag**

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

- **Pens and pencils**

Jon Husted, Ohio Secretary of State
Precinct Election Official Manual

- Paper
- Tally sheets (if applicable)
- All other materials, postings, or instructions required to comply with state or federal laws-see below

Materials for Required Postings

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

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

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

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

- **Judge Carr Polling Place Notice** – (required for federal elections only) informs a voter that his or her vote, including a vote cast by a provisional ballot, will count ONLY if they are voting in the precinct assigned to the address at which they reside

- **Form 10-V Notice** – a notice regarding voting more than once at same election

- **Precinct Voter Registration List for Posting** – a list of registered voters generated by the board of elections that must be posted in a polling location no later than 6:30 a.m., and marked by precinct election officials and posted at 11:00 a.m. and 4:00 p.m. to indicate those names of those registered voters who have voted
Forms

- **Form 10-T** – Affirmation of Voter Who Cannot Provide Identification (for voter who has no ID or Social Security number)

- **Form 10-U** – Affidavit-Oath-Examination of Person Challenged (for voter who is challenged at polling location)(R.C. 3505.20)

- **Form 10-W** – Statement of Person Challenged as to Party Affiliation (primary election only) or Form 10-X Statements of Person Challenged as to Party Affiliation (primary election only) as directed by your County BOE

- **Form 12-B** – Identification Envelope - Provisional Ballot Affirmation (provisional voter document/envelope)

- **Form 228** – Declaration of Elector Unable to Mark Ballot

- **Form 400** – Chain of Custody Log – form used to track the custody and location of voting equipment, including electronic Signature Poll Books, supplies and/or ballots

- **Form 450** – Election Day Precinct Incident Log (as prescribed in Directive 2008-88)

- **Form 475** – Voting Unit Event Log (as prescribed in Directive 2008-30)

- **SOS Form SEC 4010** – Voter Registration Form

Additional Items

- **Precinct Election Official Manual**

- **Precinct Election Official Quick Reference Guide (flip chart)** from Secretary of State

- **Instructions for 17-Year-Old Voters – For Primary Election only**

- **Voting Equipment Instructions** or Equipment Quick Reference Guide providing instructions on how to use voting equipment

- **Other board provided instructions or guides**

- **Contingency Plans/Emergency Contact List** for the board of elections

- **Provisional Ballot Notice (Form 12-H)**, which includes a hotline number to be given to each voter that votes a provisional ballot
Precinct Election Official Manual

- **Precinct Voting Location Guide** (see R.C. 3505.181((E)(2))
- Precinct Election Official nametags
- Locks and/or seals
- Payroll statements
- Envelopes for soiled and defaced ballots
- ADA components/accessories - headsets, etc.
- **Access To Voting Pamphlet** - Tips for communicating with a deaf/hard of hearing person

**Additional Items for DRE Counties (will vary based on the type of DRE)**
- Extra paper rolls
- Extra canisters or spools
- Memory cards
- Voter cards
- Encoders
- Encoder batteries
- Administrator cards
- Security tape
- Keys
- Extension cord(s) (if necessary)

**Additional Items for Optical Scan Counties**
- Secrecy sleeves
- Extra pens/pencils for marking ballot
- Security tape
- Keys
- Extension Cord(s) (if necessary)
Notices, Forms, etc.

Primary Election
Tuesday, March 6, 2012

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

Special Voting Instructions

Proof of Identity – Identification Requirements
All voters shall be required to provide proof of identity. Acceptable forms of proof of identity are:
- Current and valid photo identification,
- Military identification, or
- A copy of current utility bill, bank statement, government check, paycheck or other government document (other than a voter registration notification mailed by a board of elections) that shows your name and current address.

If you provide as proof of identity either an Ohio driver's license or state identification card issued under R.C. 4507.50 that does not contain your current address, you shall provide the last four digits of your Ohio driver's license or state identification card number to the precinct election official. The precinct election official shall indicate on the precinct records that you have provided proof of identity containing your former address; and record the last four digits of your driver's license or state identification card number. You may then cast a regular ballot.

If however, you are unable or unwilling to provide any proof of identity you shall be given the opportunity to cast a provisional ballot.

Voting a Provisional Ballot
You will be allowed to cast a provisional ballot after completing and signing a provisional affirmation statement for any of the following reasons:
- Your name does not appear on the official poll list for an election or an precinct election official asserts that you are not eligible to vote or an precinct election official is unable to determine your eligibility. You are unable or decline to provide the required proof of identity.
- If you are an Ohio voter who moved from one Ohio precinct to another Ohio precinct or changed your name and did not update your voter registration by the 30th day prior to this Election Day, you may vote a provisional ballot as provided by state law.
- Your name appears on the poll list or signature book as having requested an absent voter ballot.
- Your name is marked on the poll list or signature book with a notation that registration mailings have been returned undeliverable.
- A hearing has been postponed until after Election Day for a challenge to your eligibility as an elector.
- Your signature, in the opinion of the precinct election officials, does not match your registration form.
- Your eligibility to cast a ballot has been challenged by the precinct election officials and you refuse to make the required statement.

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

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

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

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

Voters’ Rights

1. Voters whose names do not appear on the poll list in an election, or who are unable to comply with identification requirements, are entitled to vote by provisional ballot if they declare they are registered to vote in the jurisdiction and eligible to vote in the election. [42 U.S.C. 15482(a), 15483(b); R.C. 3505.181]

2. Voters in an election who vote by provisional ballot are entitled to written information describing how they may learn, through a free access system, whether their provisional ballots were counted by election officials, and if they were not counted, why not. This is known as the “Provisional Ballot Notice,” and it is required to be given to every person who votes a provisional ballot. [42 U.S.C. 15482(a); R.C. 3505.181]

3. Voters who vote in an election for federal office after the established time for polls to close due to a court order or other order requiring the polls to remain open for extended hours will have to vote by provisional ballot (unless those voters were in line at the time polls closed). [42 U.S.C. 15482(c)]

4. Voters may have to show identification the first time they vote in an election for federal office after January 1, 2004, if they registered to vote for the first time in a state or jurisdiction by mail after January 1, 2003, and have not provided identification or identifying information to the registrar prior to Election Day, unless they are entitled to vote absentee under federal law. [42 U.S.C. 15498(b)]

5. Voters who are registered to vote in Ohio and who have moved within the State before an election are entitled to vote in that election under fail-safe procedures, even if they did not previously advise election officials of the move. [42 U.S.C. 1973gg-6(d); R.C. 3503.16]

6. Voters who have submitted to appropriate officials (or mailed and postmarked) their completed and valid registration application by the 30th day before an election, and whom the county board of elections has determined are eligible, are entitled to be registered and to vote in that election. [42 U.S.C. 1973gg-6(a)(1)]

7. Voters are entitled to notice of the disposition of their voter registration application. [42 U.S.C. 1973gg-6(a)(2); R.C. 3503.19]

8. Voters otherwise qualified to vote in an election for President and Vice-President may not be denied the right to vote for those offices due solely to a failure to satisfy a duration residency requirement. [42 U.S.C. 1973gg-1; R.C. 3504.01 et seq.]

9. Voters who are otherwise qualified to register and vote may be entitled to register and vote absentee in an election if they are in the military or are residing overseas. [42 U.S.C. 1973ff-1; R.C. 3508.03, R.C. 3511.02]

10. Voters who require assistance in voting due to blindness, disability or inability to read or write may receive assistance from a person of the voter’s choice other than the voter’s employer (or agent thereof), an officer of the voter’s union (or agent thereof) or a candidate whose name appears on the ballot. [42 U.S.C. 1973aa-6; R.C. 3505.24]

11. Jurisdictions must not apply standards or practices which deny or abridge the right to vote on account of race, must not deny any individual the right to vote on account of errors or omissions in registration applications which are not material to determining whether such individual is qualified to vote, and must not apply different standards and procedures to voters in determining whether they are qualified to vote. [42 U.S.C. 1971(a); 1973]

12. Jurisdictions must take steps to make the registration and voting process accessible to the elderly and to individuals with disabilities. [42 U.S.C. 1973aa-1, 1973aa-2, 1973ee-3; R.C. 3501.25]

13. Persons must not intimidate, threaten or coerce any other person for doing the following: registering or voting or urging or aiding persons in registering or voting. Persons must not intimidate, threaten or coerce any other person for purposes of: interfering or influencing how a person chooses to vote or not vote; or preventing a person from voting. [42 U.S.C. 1971(a), 1973(b), 1973gg-10(1); 18 U.S.C. 241, 242, 245, 594; R.C. 3599.01, .02, .06, .18, .19, .24, .26, .38]
14. An elector or voter may commence civil action if the elector has experienced harassment in violation of the election law. [R.C. 3501.90]

15. Election officials must not fail or refuse to permit a person to vote who is entitled to vote and must not refuse to tabulate, count and report such person's vote. [2 U.S.C. 1973(a); 18 U.S.C. 241, 242, 608(a); R.C. 3599.19]

16. Election officials must not deny persons of any right secured by the 26th Amendment to the U.S. Constitution (regarding not denying the right to vote to citizens 18 years of age and older on account of age). [2 U.S.C. 1973(b); R.C. 3599.18, .19]

17. Election officials must retain and preserve for 22 months after any election that includes a federal candidate all records and papers relating to registration and voting in that election. [2 U.S.C. 1974; R.C. 3505.81]

Prohibited Acts of Fraud and Misrepresentation

1. Persons must not make any false statement or claim that they are citizens of the United States in order to register or vote in any federal, state, or local election. [2 U.S.C. 15544(b); 18 U.S.C. 611, 911, 1015(b); R.C. 3599.11]

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

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

4. Persons must not submit false information as to name, address or period of residence in a voting district for the purpose of establishing eligibility to register or vote in any election. [2 U.S.C. 1973(c), 15544(a); 18 U.S.C. 608(b); R.C. 3599.11]

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

6. Persons must not pay, offer to pay or accept payment for voting, registering to vote, withholding their vote, or voting for or against any candidate in any election. [2 U.S.C. 1973(c), 18 U.S.C. 597, 608(b); R.C. 3599.11, 25]

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

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

(Name of County) County Prosecuting Attorney

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

(Telephone number) (Email address, if any)

or Ohio Secretary of State – Division of Elections
180 E. Broad Street, 15th Floor
Columbus, OH 43215-3726
Tel: 614-466-2585 or 1-877-868-3874 Email: election@ohiosos.org

or Ohio Attorney General
30 E. Broad Street, 14th Floor
Columbus, OH 43215-3428
Tel: 614-468-4980 or 1-800-282-0515
Email: constituents.5ervices@oag.ohio.gov

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

If you have witnessed actual or attempted acts of discrimination or intimidation in the voting process, you may report this to the Civil Rights Division of the United States Department of Justice at 1-800-255-3931.

(9 - 2011)

Jon Husted, Ohio Secretary of State
NOTICE

Your vote, including a vote cast by provisional ballot, will count ONLY if you are voting in the precinct in which you reside.

If you do not know whether your correct precinct is located at this polling place, please ask a poll worker now for assistance.

(Issued by U.S. District Court Judge Carr on 10/23/2004)
Form No. 10V  Prescribed by the Secretary of State (05-07)

NOTICE
Revised Code Sections 3501.11, 3509.09, 3599.12

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

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

NOTE: THE ABOVE NOTICE MUST BE PRINTED IN RED WITH MINIMUM
TYPESIZE OF 48 POINT FOR HEADING AND 24 POINT FOR BODY OF
NOTICE.
17-YEAR-OLD VOTERS: How to Vote Using an Optical Scan Ballot

As a 17-year-old voter who will be 18 years of age on or before the November 6, 2012 general election, you may vote only on the nominations of candidates at the March 6, 2012 primary election. This is because you will be eligible to vote in November for the candidate(s) nominated in March for these offices.

While you are 17, you may NOT vote on the election of presidential delegates and alternate delegate to a political party's nominating convention, state central or county central committee persons in March. In addition, you may NOT vote on any question or issue on the March primary election ballot, such as a school tax levy, charter amendment, or local liquor option, because these races, questions and issues relate only to this primary election, and you must be at least 18 years of age to vote on them.

Please read the following instructions on how to mark your ballot:

1. Before marking your ballot, make sure that there are not any marks already on it. If there are marks on the ballot, return the ballot to the election officials for a clean ballot with no marks on it.

2. Read the directions on the unmarked ballot carefully before you vote:
   • If the ballot allows you to cast one vote for a particular office, you may fill in only one oval or box on your ballot.
   • If the ballot allows you to cast more than one vote for the same office, you may fill in the maximum amount of ovals or boxes allowed by the directions.

3. Use the marking pen provided to mark your vote on the optical scan ballot.

4. Completely fill in the oval or box to the left of the candidate's name you want to vote for.

5. To cast a vote for a person who has filed to be a write-in candidate:
   • Find the blank line provided on the ballot under the names of candidates listed for a particular office.
   • Fill in the oval or box to the left of that blank line.
   • Clearly write the name of the write-in candidate on the blank line. Only votes for a person who previously filed with the board of election to become a write-in candidate will be counted.

6. If you have questions, please feel free to ask the election officials for assistance.

7. If you make an error while marking your ballot, please take your ballot to the election officials. The election officials will void that ballot and give you a new one. You may request up to two replacement ballots.

8. Once you have completed marking your ballot and have reviewed your ballot to make sure it reflects your wishes (be sure you have not marked a question or issue that you are not permitted to vote for), place your ballot in the envelope given to you and return the envelope with your ballot in it to the election officials.

9. Once you place your ballot in the envelope given to you and return it to the election officials, you may not request another ballot.

10. Your ballot will be sent to the county board of elections with all the other ballots after the polls close. Your ballot does not identify you; your vote is secret. It is placed in the envelope so that election officials at the board of elections can make sure that no 17-year-old accidentally voted on a question or issue. All ballots from eligible 17-year-olds who have voted will be counted.

11. CONGRATULATIONS! You have taken a positive first step to being a lifelong participant in your government. THANK YOU for showing good citizenship and voting as soon as you were able.
### Voter Registration Form

Please read instructions carefully. Please type or print clearly with blue or black ink.

For further information, you may consult the Secretary of State’s website at: www.OhioSecretaryofState.gov or call 1-877-767-6446.

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

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

**NOTICE:** This form must be received or postmarked by the 31st day before an election at which you intend to vote. You will be notified by your county board of elections of the location where you vote. If you do not receive a notice prior to Election Day, please contact your county board of elections.

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

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

#### Registering by Mail
If you register by mail and do not provide either a current Ohio driver's license number or the last four digits of your Social Security number, please enclose with your application a copy of one of the following forms of identification that shows your name and current address:
- Current valid photo identification card
- Military Identification
- Current (within one year) utility bill
- Bank statement
- Paycheck
- Government check or government document (except board of elections notifications) showing your name and current address.

#### Your Signature
Your signature is required for your registration to be processed. In the box next to the arrow by line 14, please affix your signature or mark, taking care that it does not touch surrounding lines or type so it can be effectively used to identify you. If your signature is a mark, include the name and address of the person who witnessed the mark beneath the signature line. If by reason of disability you are unable to physically sign, you may follow specific procedures found in Ohio law (R.C. 3501.342) to appoint an attorney-in-fact who may sign this form on your behalf at your direction and in your presence.

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

---

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

3. Last Name First Name Middle Name or Initial Jr., Sr., etc.
4. House Number and Street (Enter new address if changed) Apt. or Lot #
5. City or Post Office
6. ZIP Code
7. Additional Rural or Mailing Address (If necessary)
8. County where you live

9. Birthdate (MM-DAY-YR) (required)
   10. Ohio driver's license No. OR
       last 4 digits of Social Security No. (one form if 10 is required to be mailed or provided)
   11. Phone No. (voluntary)

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

   Previous City or Post Office
   County
   State
   Precinct

13. CHANGE OF NAME ONLY Former Legal Name
    Former Signature

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

14. **Your Signature →**

   Date __/__/____

---

Jon Husted, Ohio Secretary of State
Precinct Election Official Manual

HOW TO OBTAIN AN OHIO ABSENTEE BALLOT
You are entitled to vote by absentee ballot in Ohio without providing a reason. Absentee ballot applications may be obtained from your county board of elections or from the Secretary of State at: www.sos.state.oh.us or by calling 1-877-767-6446.

OHIO VOTER IDENTIFICATION REQUIREMENTS
R.C. 3503.19
Voters must bring identification to the polls in order to verify identity. Identification may include a current and valid photo identification, a military identification, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document, or notice of an election or a voter registration notice sent by a board of elections, that shows the voter’s name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter’s Social Security number and by casting a provisional ballot. Voters who do not have any of the above forms of identification, including a Social Security number, will still be able to vote by signing an affirmation swearing to the voter’s identity under penalty of election falsification and by casting a provisional ballot. For more information on voter identification requirements, please consult the Secretary of State’s Web site at: www.sos.state.oh.us or call 1-877-767-6446.

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

Jon Husted, Ohio Secretary of State
ATTORNEY-IN-FACT AUTHORIZATION
EXECUTED BEFORE A NOTARY PUBLIC
R.C. 3501.382(A)(1)(a) & (f), 3501.011

Notice: The powers granted by this document are limited. You may revoke this attorney-in-fact authorization if you later wish to do so.

I, ________________________________________________, by reason of disability, am unable to physically sign my name and hereby appoint:

______________________________________________  ________________________________________________
(Name of Voter Granting Authority)  (Date of Birth)
______________________________________________  ________________________________________________
(Residence Address)  (Ohio Supreme Court Registration Number)
______________________________________________  (City, State and Zip)
(If applicable)

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

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

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

______________________________________________
(Form of signature Attorney-In-Fact will use for Voter)

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

Completed this the ____________ day of ____________, ____________
(Day)  (Month)  (Year)

Voter’s Mark (if Voter is able to make a mark)

STATEMENT OF NOTARY PUBLIC

Sworn to and acknowledged before me by ______________________________________ on the ____________ day of ____________, ____________
(Print Name of Voter Granting Authority)  (Day)
(Month)  (Year)  in the City/Village of ______________________, County of ______________________,

State of Ohio.

______________________________________________
Signature of Notarial Officer
Notary Public for the State of Ohio

My commission expires on ______________________.

---

Jon Husted, Ohio Secretary of State

---
ATTORNEY-IN-FACT AUTHORIZATION
WITH PHYSICIAN STATEMENT
ACKNOWLEDGED BEFORE AN ELECTION OFFICIAL
R.C. 3501.382(A)(1)(b) & (F), 3501.011

Notice: The powers granted by this document are limited. You may revoke this attorney-in-fact authorization if you later wish to do so.

I, ____________________________, by reason of disability, am unable to physically sign my name and hereby appoint:

______________________________  ____________________________
(Name of Attorney-in-Fact)       (Date of Birth)

______________________________  ____________________________
(Residence Address)             (Ohio Supreme Court Registration Number)
                                 (if applicable)

______________________________  ____________________________
(City, State and Zip)           (City, State and Zip)

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

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

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

______________________________
(Form of signature Attorney-In-Fact will use for Voter)

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

Completed this the ____________________________ day of ____________________________, Year.

________________________________________________________
(Voter’s Mark (if Voter is able to make a mark))

Acknowledged before ____________________________
(Printed Name of Election Official)

PHYSICIAN’S STATEMENT

I, ____________________________, hereby state that ____________________________,

(Name of Licensed Physician)       (Name of Voter Granting Authority)

is disabled, and by reason of that disability, is physically unable to sign his/her name to petitions or other election documents.

________________________________________________________
(Signature of Licensed Physician)

________________________________________________________
(Business Address)

________________________________________________________
(City, State and Zip Code)

________________________________________________________
(Shipment Number)
Form No. 10-H Prescribed by Secretary of State (01-12)

REVOCATION OF AUTHORIZATION
AS ATTORNEY-IN-FACT
R.C. 3501.382

Reference is made to a certain attorney-in-fact authorization granted by

________________________________________ (Name of Voter Granting Authority)

to ______________________________________, and dated ______________________________________ (Date of Attorney-In-Fact Authorization)

This document acknowledges and constitutes notice that the Voter who granted this authority hereby revokes, rescinds and terminates said attorney-in-fact authorization and all authority, rights and power thereto effective today, ______ day of ______, ______ (Day) (Month) (Year).

________________________________________ Voter’s Mark (if Voter is able to make a mark)

________________________________________ Voter’s Printed or Typed Name

STATEMENT OF NOTARY PUBLIC

Sworn to and acknowledged before me by ____________________________________________ on the ______ day of ______, ______ (Day) (Month) (Year)

__________________________ in the City/Village of ____________________________________________, County of ____________________________.

State of Ohio.

SEAL

________________________________________ Signature of Notarial Officer

Notary Public for the State of Ohio

My commission expires on ____________.

Jon Husted, Ohio Secretary of State

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

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

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

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

Name ___________________________ Birthdate _______/_______/_______
(month) (day) (year)

Address ___________________________
(street address)
__________
(city or village and zip code)

X _______________________________
(Signature of Voter) (Date of Signing)

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE
Affidavit-Oath-Examination of Person Challenged

The State of Ohio, _____________________________ County, ss.

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

Being challenged as unqualified on the grounds that:

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

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

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

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

(1) Have you resided in this state for thirty days immediately preceding this election? Ans. _____________________________

(a) If yes:

Where have you resided? Ans. _____________________________

(2) Did you properly register to vote? Ans. _____________________________

(3) Can you provide some form of identification containing your current mailing address in this precinct? Ans. _____________________________ Please provide that identification.

(4) Have you voted or attempted to vote at any other location in this or in any other state at this election? Ans. _____________________________

(5) Have you applied for an absent voter’s ballot in any state for this election? Ans. _____________________________

(IF, from the above responses, the election judges are unable to determine the person’s eligibility, the election judges shall provide and the person may vote a provisional ballot.)

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

(1) Do you reside in this precinct? Ans. _____________________________

(2) When did you move into this precinct? Ans. _____________________________

(3) When you came into this precinct, did you come for a temporary purpose merely or for the purpose of making it your home? Ans. _____________________________

(4) What is your current mailing address? Ans. _____________________________

(5) Do you have some official identification containing your current address in this precinct? Ans. _____________________________ Please provide that identification.

(6) Have you voted or attempted to vote at any other location in this or in any other state at this election? Ans. _____________________________

(7) Have you applied for any absent voter’s ballot in any state for this election? Ans. _____________________________

(IF the person is not at the appropriate polling place, the election judges shall direct the person to the correct polling place. If the person refuses to go to the appropriate polling place or the election judges are unable to determine the person’s eligibility to cast a ballot, the election judges shall provide and the person may vote a provisional ballot.)
The person is not of legal voting age, the following questions shall be asked:

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

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

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

Signature ______________________________
(Challenged person’s signature)

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

________________________
Signature of Presiding Judge of Election

________________________
Name of Precinct

________________________
Township or Ward and City or Village

If a person refuses to fully answer the questions, is unable to answer the questions, refuses to sign or make the person’s mark or if the majority of election judges believe that the person is not entitled to vote, the election judges shall provide and the person may vote a provisional ballot.
Form No. 10-W Prescribed by the Secretary of State (12-97)

STATEMENT OF PERSON CHALLENGED AS TO PARTY AFFILIATION
(Primary)
R.C. 3513.19, .20

At the Primary Election held on the __________ day of ________________, ____________.

I, __________________________________, of ________________________________, hereby state, under
(Name of Elector) (Street and Number, if any, or Rural Route and Number)
____________________________________________, ________________, hereby state, under
(City, Village or Post Office)

penalty of election falsification, that I desire to be affiliated with and that I support the principles of the
__________________________________ Party and wish to cast a ballot in the party’s primary election this year.

________________________________
(Signature of Person Challenged)

________________________________
(Address)

________________________________
(City and Zip)

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

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

Precinct __________________________________ Presiding Judge

________________________________
Precinct Official

________________________________
Precinct Official

________________________________
Precinct Official

Jon Husted, Ohio Secretary of State

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Precinct Election Official Manual

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

STATEMENTS OF PERSONS CHALLENGED AS TO PARTY AFFILIATION
(R.C. 3513.19, .20)

(ward) ___________________________ (precinct) ___________________________ (city, village or township)

(fill in date, year, county, city, village or township, ward and precinct before electors sign)

At the Primary Election held on the ______ day of ______, ______, each of the electors named below were challenged as being ineligible to vote on the basis that he or she was not affiliated with or was not a member of the political party whose ballot he or she requested.

State of Ohio, County of ______:

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

I, ____________________________________________, of ____________________________________________, hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the ______________________ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Official)

Right to Vote
Approved □ Rejected □

I, ____________________________________________, of ____________________________________________, hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the ______________________ Party and wish to cast a ballot in the party’s primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Official)

Right to Vote
Approved □ Rejected □

I, ____________________________________________, of ____________________________________________, hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the ______________________ Party and wish to cast a ballot in the party’s primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Official)

Right to Vote
Approved □ Rejected □

I, ____________________________________________, of ____________________________________________, hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the ______________________ Party and wish to cast a ballot in the party’s primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Official)

Right to Vote
Approved □ Rejected □

I, ____________________________________________, of ____________________________________________, hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the ______________________ Party and wish to cast a ballot in the party’s primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Official)

Right to Vote
Approved □ Rejected □

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Jon Husted, Ohio Secretary of State
Precinct Election Official Manual

I, ___________________________, of ___________________________, hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the ___________________________ Party and wish to cast a ballot in the party’s primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Official)

Right to Vote
Approved ☐ Rejected ☐

I, ___________________________, of ___________________________, hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the ___________________________ Party and wish to cast a ballot in the party’s primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Official)

Right to Vote
Approved ☐ Rejected ☐

I, ___________________________, of ___________________________, hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the ___________________________ Party and wish to cast a ballot in the party’s primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Official)

Right to Vote
Approved ☐ Rejected ☐

I, ___________________________, of ___________________________, hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the ___________________________ Party and wish to cast a ballot in the party’s primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Official)

Right to Vote
Approved ☐ Rejected ☐

I, ___________________________, of ___________________________, hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the ___________________________ Party and wish to cast a ballot in the party’s primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Official)

Right to Vote
Approved ☐ Rejected ☐

I, ___________________________, of ___________________________, hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the ___________________________ Party and wish to cast a ballot in the party’s primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Official)

Right to Vote
Approved ☐ Rejected ☐

I, ___________________________, of ___________________________, hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the ___________________________ Party and wish to cast a ballot in the party’s primary election this year.

(Signature of Person Challenged)

(Signature of Precinct Official)

Right to Vote
Approved ☐ Rejected ☐

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

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

Presiding Judge

Precinct Official

Precinct Official

Precinct Official

Jon Husted, Ohio Secretary of State 91
Precinct Election Official Manual

Form No. 12-B Prescribed by Secretary of State (1-12)

PROVISIONAL BALLOT AFFIRMATION
(R.C. 3503.16, 3505.181, .182, .183)

<table>
<thead>
<tr>
<th>STEP 1 - Clearly PRINT your full name:</th>
<th>First Name</th>
<th>Middle Name/Initial</th>
<th>Last Name</th>
<th>Suffix</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STEP 2 - Provide ONE of the following forms of identification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Secretary of State and the Board of Elections recommend that you write the last four digits of your Social Security number.</td>
</tr>
<tr>
<td>A. Write the last four digits of your Social Security number: ___ ___ ___ ___</td>
</tr>
<tr>
<td>-or-</td>
</tr>
<tr>
<td>B. Write your full eight-digit Ohio driver’s license number, which begins with two alphabet letters followed by six numbers: ___ ___ ___ ___ ___ ___</td>
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<tr>
<td>-or-</td>
</tr>
<tr>
<td>C. If you did not write the last four digits of your Social Security number or your full Ohio driver’s license number, you must show to your precinct election official one of the forms of identification listed below:</td>
</tr>
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<td>If you do not check one of the following boxes affirming the type of ID you showed to the precinct election official or do not complete Form 10-T (only if you are eligible to do so), the board of elections will conclude that you did NOT show ID to your precinct election official and you must show ID at the board of elections during the 10 days after the election for your vote to be eligible to be counted.</td>
</tr>
<tr>
<td>☐ your military identification card, or</td>
</tr>
<tr>
<td>☐ a current (within 12 months) utility bill, bank statement, government check, paycheck, or other government document (except a document from your county board of elections) containing your name and current address, or</td>
</tr>
<tr>
<td>☐ a form of photo identification (except U.S. Passport) that was issued by the United States government or the State of Ohio containing your name, current address (or former address if ID is a driver’s license or state identification card), and an expiration date that has not passed, or</td>
</tr>
<tr>
<td>☐ complete Form 10-T only if you do not have a Social Security number AND do not have any of the forms of identification listed above.</td>
</tr>
</tbody>
</table>

| NOTE: | If you fail to provide identification at this time you must go to your county board of elections on or before the 10th day following this election to provide a qualifying form of identification in order for this ballot to count. |

<table>
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<tr>
<th>STEP 3 - Sign the following statement:</th>
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<tr>
<td>I solemnly swear or affirm that I am a registered voter in the precinct in which I am voting this provisional ballot and that I am eligible to vote in this election, for which I am casting this provisional ballot. I understand that if the information I provide on this provisional ballot affirmation is not fully complete and correct, and/or if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, and/or if the board of elections determines that I have already voted in this election, this provisional ballot will not be counted. I further understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution. I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.</td>
</tr>
<tr>
<td>VOTER’S SIGNATURE ____________________</td>
</tr>
<tr>
<td>WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FIFTH DEGREE FELONY</td>
</tr>
</tbody>
</table>

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<tr>
<th>Failure by the precinct election official to complete this section will not affect whether or not this provisional ballot is counted.</th>
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</thead>
<tbody>
<tr>
<td>☐ This ballot is cast in precinct (list name or number of voter’s precinct)</td>
</tr>
<tr>
<td>☐ The name or number of this location is</td>
</tr>
<tr>
<td>☐ Precinct election official’s printed name ___________________________________________ Date ______</td>
</tr>
</tbody>
</table>

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Jon Husted, Ohio Secretary of State
Notification of Change of Address/Change of Name for Provisional Ballot Voters

Failure to complete this form will not cause your provisional ballot to be rejected.

Provisional voters should complete this form in order to notify their county board of elections that they have changed their:

- residence, or
- name.

If you are completing this form notifying the board of elections that you changed your residence from one Ohio county to another Ohio county then your voter registration in your previous Ohio county will be cancelled and your voter registration will be activated in your new Ohio county.

If the board of elections determines that you were not previously registered to vote in the State of Ohio, by completing this form you are registering to vote in this county in the State of Ohio.

Important Reminders

- Please read instructions carefully.
- Use blue or black ink.
- When completing Boxes 1 through 13 below, print clearly so that your handwriting can be read by your board of elections.

Instructions

- Boxes 1 and 2 are required by federal law.
- Boxes 3 through 9 are required by state law.
- Box 10 is required by federal law. If you have a current and valid Ohio driver's license you must provide that number for Box 10. If you do not have an Ohio driver's license, you must provide the last four digits of your Social Security number. If you have neither, please write “None.”
- If you were previously registered in the State of Ohio and have moved from one residence to another or from one county to another, please complete Box 12.
- If you were previously registered in the State of Ohio under a different name, please complete Box 13.
- Your signature is required by state law. In the area next to the arrow in Box 14, please write your cursive, hand-written signature or make your legal mark, taking care that it does not touch the surrounding lines or type so when it is digitally imaged by your county board of elections it can effectively be used to identify your signature.

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

| 1. Are you a U.S. citizen? | ☐ Yes ☐ No |
| 2. Will you be at least 18 years of age on or before the next general election? | ☐ Yes ☐ No |

If you answered NO to either of the questions, do not complete this form.

3. Last Name

4. House Number and Street (Enter new address if changed)

5. Apt. or Lot #

6. City or Post Office

7. ZIP Code

8. County where you live

9. Birthdate (MO-DAY-YR) (required)

10. Ohio driver's license No. OR last 4 digits of Social Security No. (one form of ID required to be listed or provided)

11. Phone No. (voluntary)

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

Previous City or Post Office

County

State

13. CHANGE OF NAME ONLY Former Legal Name

Former Signature

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

14. Your Signature →

Date / / MO DAY YR

Jon Husted, Ohio Secretary of State
PRECINCT ELECTION OFFICIAL MANUAL

PROVISIONAL BALLOT NOTICE

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

A PROVISIONAL VOTER HOTLINE IS AVAILABLE: To learn more about your provisional ballot, to
learn if you need to provide any more information for it to be counted in the March 6, 2012 primary election, or
to learn after March 16, 2012, whether it was counted, please call the PROVISIONAL VOTER HOTLINE AT:

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

This Hotline is available from March 7, 2012 to April 30, 2012. If you have questions on Election Day
(March 6, 2012), please call the Secretary of State’s Hotline at 1-877-868-3874. If you are required to
provide more information (see below) for your ballot to count, you have until 10 days after Election Day (from
March 6, 2012 thru March 16, 2012) to supply the board of elections with the required information. You can
learn whether you need to provide any other information by reading the information below or by calling 1-866-
OHIO-VOTE, or you may call the board of elections directly. A directory of boards of elections is located online
at:

www.sos.state.oh.us/SOS/elections/boeDirectory.aspx

Your Board of Elections is: __________________________ County Board of Elections

Board office hours are: ______ a.m. to ______ p.m., Monday through Friday.

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

IN THE FOLLOWING SITUATIONS YOU MUST PROVIDE PROOF OF IDENTITY OR ADDITIONAL
INFORMATION TO THE BOARD OF ELECTIONS WITHIN 10 DAYS AFTER THE ELECTION:

1. You had none of the required forms of identification, and you have a social security number but could not
   on Election Day provide the last four (4) digits of it.
2. You had but declined to provide any of the required forms of identification, and you have a social security
   number, but you declined to provide the last four (4) digits of it.
3. You had none of the required forms of identification, you do not have a social security number, and you
   declined to execute the required affirmation statement.
4. Your right to vote had been challenged and heard by the board of elections at a hearing held before the
   election, and the board determined that the challenge had merit.

In these situations, the law requires that your ballot can be counted only if you appear at the office of the board
of elections and provide to the board any additional information necessary to determine your eligibility. In the
case of 1, 2, and 3 above, you must provide to the board of elections proof of your identity or, in the case of 3
above, you may simply execute the affirmation statement that you declined to make on Election Day. The
following are acceptable forms of identity:

A current and valid photo identification, a military identification, or a copy of a current (within 12 months of
Election Day) utility bill, bank statement, government check, paycheck, or other government document, other than
a notice of an election mailed by a board of elections that shows your name and current address. It is acceptable
for your Ohio driver's license or state issued identification card to not contain your current address, but the board
will record the last four (4) digits of that license or ID number. "Other government document" may include, by way
of example, fishing and marine equipment operator's licenses; license renewal notices and other notices; court
papers; grade reports or transcripts, showing your name and current address. "Government office" includes any
local (including county, city, township, school district and village), state or federal (United States) government
office, branch, agency, commission, public college or university or public community college, whether or not in
Ohio.

In the case of 4 above, you are required by law to appear at the office of the board of elections and provide to
the board any additional information necessary to determine your eligibility for your provisional ballot to be
counted.
CERTIFICATE OF APPOINTMENT OF OBSERVER
By the Executive/Central Committee of a Political Party

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

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

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

Dated this ______ day of ________________________________, ________.

______________________________
(Signature of Chairperson)

______________________________
(Signature of Secretary)

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE
CERTIFICATE OF APPOINTMENT OF OBSERVER
By Five or More Candidates

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

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

We, the undersigned, candidates, hereby appoint _____________________________, a
qualified elector, to serve as observer in this precinct at the _____________________________
(Primary, General or Special)
Election, to be held on _____________________________, ____________________________.

Dated this ______ day of _____________________________, ____________________________.

Signatures of Candidates:

______________________________
______________________________
______________________________
______________________________
______________________________

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

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

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

To the Presiding Judge of Election, Precinct ________________________________,

(Township or Ward and City or Village) County, Ohio.

We, the undersigned duly recognized committee _________________________ the following measure

("advocating" or "opposing")

____________________________________

____________________________________

____________________________________

______________________________

______________________________

______________________________

______________________________

do hereby appoint ____________________________, a qualified elector, as observer to the count at
such Election.

Dated this __________ day of _____________________________.

________________________________________________________

________________________________________________________

________________________________________________________

(Signatures of Committee Members)

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

Jon Husted, Ohio Secretary of State
Declaration of Elector Unable to Mark Ballot
R.C. 3505.24

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

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

Signature or Mark __________________________
If mark, witnessed by __________________________
Signature of judge of election

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

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

Signed __________________________
Signature of person providing assistance

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

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

Signed __________________________
Signature of judge of election
Signed __________________________
Signature of judge of election

WHOEVER COMITS ELECTION FALSIFICATION IS GUILTY
OF A FELONY OF THE FIFTH DEGREE
Form No. 400 (02-08)

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

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

County Name: ___________________________

DESCRIPTION OF EQUIPMENT, SUPPLIES AND/OR BALLOTS

Voting Machine or Equipment Identifier, if any: ___________________________

Serial Number: ___________________________

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

Designated for Precinct Name/Number: ___________________________

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

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

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

CHAIN OF CUSTODY LOG

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

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

If equipment, ballots and/or supplies are being delivered to a location without human supervision (e.g., a polling place before an election), the deliverer must sign his or her name under the "RECEIVED FROM" column and enter
"NONE" and sign his or her name under the "RECEIVED BY" COLUMN. In all instances, the person who signs in the "RECEIVED BY" column must complete the column, "DATE/TIME/PLACE" at the time of the transfer of the equipment.

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

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

<table>
<thead>
<tr>
<th>RECEIVED FROM or TAKEN CUSTODY FROM LOCATION:</th>
<th>RECEIVED BY or DELIVERED TO LOCATION:</th>
<th>DATE/TIME/PLACE:</th>
</tr>
</thead>
<tbody>
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Jon Husted, Ohio Secretary of State
S09 Form # 450

ELECTION DAY PRECINCT INCIDENT LOG
TO BE COMPLETED AND SUBMITTED BY POLLWORKERS
TO THE BOARD OF ELECTIONS

Date of Election: __________________________ County: ______________________________
Person Making Report: __________________________________________________________
Name: _______________________________________________________________________
Precinct: __________________________ Polling Location: _____________________________
Date of Incident: __________________________
Potential misconduct: ____________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Name of person(s)/organization(s) involved: _________________________________________
____________________________________________________________________________
____________________________________________________________________________
Brief statement of facts: __________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Attach additional sheets of paper as necessary.

Please submit the completed form promptly to Secretary of State’s Office, Election Division, P.O. Box 2828, Columbus, OH 43216; Fax (614) 752-4360.
VOTING UNIT EVENT LOG

Election type/date: ____________________

PRECINCT: ____________________  POLLING LOCATION: ____________________

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

The reporting of these occurrences will provide the Secretary of State's office an opportunity to provide
guidance or information that may be helpful to your board. We recommend the failure or shortage be
reported as soon as the board is aware of the situation, but no later than 2 hours after the occurrence.
You may report by phone (614-466-2585), fax (614) 752-4350) or e-mail.

<table>
<thead>
<tr>
<th>Time of Occurrence</th>
<th>Name of Pollworkers</th>
<th>Canister #</th>
<th>Machine ID #</th>
<th>Voting Unit SN #</th>
<th>Description of Event (Type of Occurrence)</th>
<th>Time unit returned to service</th>
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</thead>
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Examples of Ohio and Military Identification Cards

1/27/2012

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

A valid and current Ohio driver’s license or state ID card may be used to prove a voter’s identity for the purpose of voting in Ohio.

An example of an Ohio driver’s license follows:

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

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

Examples of the new format appear below:

Jon Husted, Ohio Secretary of State
Examples of Ohio and Military Identification Cards

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

**Examples of Military IDs:**

As discussed in Directive 2008-80, there are three types of military ID issued by the U.S. Department of Defense that are acceptable for voting in Ohio:

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

Samples of the various CACs are available for viewing at the following Web addresses:
Examples of Ohio and Military Identification Cards  

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

Samples of the most common DD Form 2 and DD Form 1173 are shown on the next page:
Examples of Ohio and Military Identification Cards

1/27/2012
Examples of Ohio and Military Identification Cards

![Sample Identification Card](image)

<table>
<thead>
<tr>
<th>DATE OF BIRTH</th>
<th>WEIGHT</th>
<th>HEIGHT</th>
<th>COLOR HAIR</th>
<th>COLOR EYES</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Sample Identification Card**

**Issued for Official Use Only**

**Military Identification Card**

**Property of the United States Government, if found, return to nearest U.S. Mail Box.**

**Postmaster: Return to Department of Defense, Mail Branch, Washington, D.C.**
Examples of Ohio and Military Identification Cards

1/27/2012

[Image of United States Uniformed Services Identification Card]

[Image of DD Form 2 (Res. Ret.)]

Jon Husted, Ohio Secretary of State
Examples of Ohio and Military Identification Cards

1/27/2012
Examples of Ohio and Military Identification Cards

1/27/2012
IMPORTANT INSTRUCTIONS

• Before marking your ballot, carefully read the instructions at the beginning of the ballot.

• To vote, you must completely darken the oval to the left of the candidate or answer of your choice. Example = ●

• Do not mark the ballot for more choices than allowed. If you mark your ballot for more choices than allowed, your vote for that contest or question will not be counted.

If you make a mistake:

• Return your ballot to a precinct election official and ask for a replacement ballot.

• You may request a replacement ballot only two times.
Do you know someone who would make a great Precinct Election Official?

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

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

- They must be a qualified elector registered to vote in the county where they wish to serve
- They must be able to read and write the English language
- They must not have been convicted of a felony or violation of election law
- They cannot be running as a candidate for office on the ballot in the precinct where they serve

If you know anyone who meets these requirements, be sure to tell them Ohio needs their help for the November 2012 General Election. Have them visit www.PEOinOHIO.com to sign up for more information or contact their local county board of elections (a complete directory is posted on the site).

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

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

www.PEOinOHIO.com

Additional resources for getting involved:
Ohio Secretary of State | www.OhioSecretaryofState.gov

Jon Husted
Ohio Secretary of State