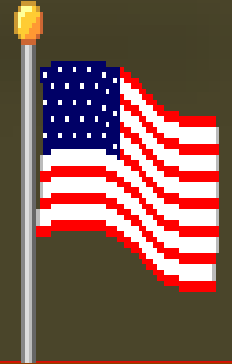


# Poll Worker Training 2022



**Supervisor of Elections Office  
EXP MANAGERS/ASST MGR**

# **WELCOME TO THE MANAGERS/ASST MGR TRAINING CLASS**

- **It is imperative that you leave here with the knowledge and understanding of what is expected of you on election day.**
- **All training material is available in your binder/manual, and on our website. Updates, new laws, and future information will be added as needed.**
- **TAKE NOTES TO USE during the 10 - question assessment at the end of this session. If you have any questions, please ask while you are here.**



TAKE NOTES

## **DATES TO REMEMBER**

- ❖ **Registration Deadline for new registrations and party changes only (books close 29 days prior to each election and reopen the day after election)**  
**\*October 11<sup>th</sup> \***
- ❖ **Early voting – October 24<sup>th</sup> – November 6<sup>th</sup> (polls will be open from 7am – 7pm)**
- ❖ **GENERAL Election**  
**\* November 8<sup>th</sup> \***

# MANAGERIAL RESPONSIBILITIES

## Prior to Election day

- ❖ You **MUST** contact **ALL** members of your team to confirm that they will be working on Election Day within **48** hours of receiving your roster. (Notify Angelia Wiggins as soon as possible if someone will **NOT** be able to work). **Email [awiggins@coj.net](mailto:awiggins@coj.net)**
- ❖ Pick up election materials and inventory supplies at the Election Center (EC) on your assigned date and time. (Have your ID ready and know your precinct number). **DO NOT** break any seals until Election morning before the polls open.
- ❖ Visit polling site and drop zone location prior to election day. You **MUST KNOW HOW TO OPEN UP THE PRECINCT AND WHERE TO LOCATE YOUR EQUIPMENT PRIOR TO TUESDAY MORNING!**

# **MANAGERIAL Responsibilities**

- ❖ You perform several essential jobs in the polling place. You should rotate your staff between checking in voters using the EViD, at the Ballot Station and/or aiding voters at the DS200 or the ExpressVOTE. Use your best judgement.
- ❖ You will need to vote EARLY or VBM. Please list VBM on your training card to be mailed a ballot.
- ❖ Your dress code is business casual. However, voters DO NOT have to adhere to our dress code.

# **Election Day Procedures**

- ❖ **Arrive at or before 6:00 a.m. – SHARP!**

*Fl. Statute 102.012*

- ❖ **You will not be able to leave the polling place for the duration of the day. You may bring necessities (food, beverages, medicine) to sustain you. Reading Material –Nothing politically sensitive or political in nature.**
- ❖ **Face masks are optional for yourself and the voters, although masks will be available.**
- ❖ **REMAIN A NON-PARTISAN PROFESSIONAL WITH ALL STAFF AND VOTERS!**

# *Fraternizing Policy*



**The polling place is NOT a dating site. We are here to work as professional, non-partisan, law-abiding citizens. Workplace dating will not be tolerated. Be friendly with everyone but separate your personal and professional life!**

## **Election Day (BEFORE the polls open)**

- ❖ **Verify ID's to assign lanyards and administer oath to entire staff. Assistant manager will administer oath to the manager. (All staff members sign except the Deputy – who has been sworn in during training)**
- ❖ **Obtain staff signatures on payroll form. The address on the payroll is the address that the check(s) will be mailed to, verify for accuracy prior to signing.**
- ❖ **Verify DS200 information on the Chain of Custody log and ballot pad count with those on the Ballot Report Form (BRF). The manager and assistant manager signs both forms.**
- ❖ **Break seals to open polls on DS200 and obtain staff member signatures on DS200 zero tape.**



## **Election Day (BEFORE the polls open)**

- ❖ **Set up the ExpressVOTE and MIFI hotspot.**
- ❖ **Ensure deputy has properly placed all signs out and established the 150-foot boundary from entrance.**
- ❖ **Assist staff with assembling voting stations, EVIDs, and setting up the ballot station and Help Desk. Post all signs.**
- ❖ **Distribute contents of the Admin bag (purple) before conducting emergency procedures briefing.**
- ❖ **Open polls at 7:00 a.m. NO EXCEPTIONS!**

# ***PHOTOGRAPHY***

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***F.S. 102.031***



# MEDIA/PHOTOGRAPHY

*F.S.S. 102.031*

## **MAY**

**Enter the precinct before the polls open and after the polls are closed and voting is complete (to observe the procedures).**

**Be allowed outside of the polling room in the common areas of the building (for example: the lobby of the library, church, or community center or a location commonly used by the public to gain access to businesses).**

## **MAY NOT**

**Photograph, under any circumstances, inside the polling room.**

**Be permitted in the polling room or early voting area, except an elector (voter) may photograph his or her own ballot. The voter may not photograph anything or anyone else.**

# Who's allowed inside the polling room during voting hours?

F.S.S. 101.131

- Official Poll Watchers
- Inspectors
- Managers/Assistant Managers
- Persons voting or those assisting voters
- **Dependents** of voters or those voters in the custody of another person
- SOE personnel
- **Anyone** may be in the precinct before the polls open and after the last voter has cast their vote and the polls are officially closed by the precinct manager.



# Poll Watchers

(F.S.S. 101.132)

- One poll watcher per Party, committee and candidate.
- Pre-approved by SOE and must wear their name-assigned ID badge while performing his or her duties.
- Poll watchers are there to observe and may communicate with the manager ONLY!

- ▶ May **NOT** interact with any voters.
- ▶ May **NOT** obstruct the orderly conduct of any election.
- ▶ Poll watchers shall **NOT** be permitted to come closer to the tables or voting booths than necessary to perform their functions.





The background of the image is a close-up, slightly blurred view of the American flag, showing the stars and stripes in a wavy pattern. The text is overlaid on this background.

**OUTSIDE OF THE**  
**POLLING ROOM**  
**DURING VOTING**  
**HOURS**

F.S.S. 101.043

# 150 FOOT RULE (F.S.S. 101.043)

- ❖ At no time can solicitors, campaigners, signs, or petitions be within 150 feet of a **secure ballot intake station** or the entrance to any polling place.
- ❖ The deputy will mark off the area using the cones provided by the SOE.



Do not get involved between polling site owners and petitioners, the new law states that ALL sites must comply.



# EXIT POLLERS

- **Exit pollers may stand within the 150 ft. boundary and conduct interviews with voters as they EXIT the polling place.**





The background of the entire slide is a close-up, slightly blurred image of the United States flag, showing the stars and stripes in a wavy pattern.

# **IDENTIFICATION**

*F.S.S. 101.043*

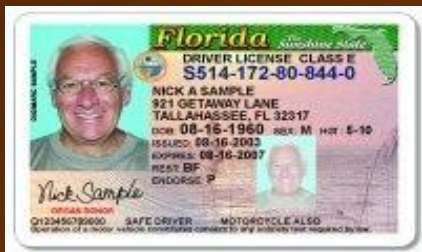
**and**

# **TECHNICAL EQUIPMENT**

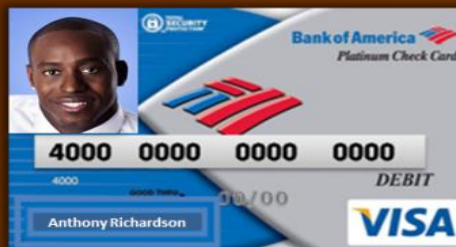
# IDENTIFICATION

A VOTER MUST PRESENT ONE OF THE FOLLOWING **CURRENT AND VALID**, PICTURE AND SIGNATURE IDENTIFICATIONS:

Florida Driver's License or Florida ID Card  
(Issued by DHSMV)



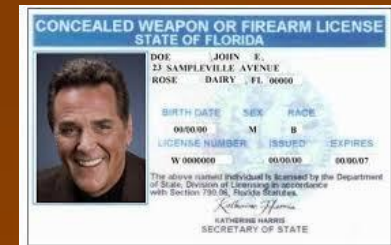
Debit or Credit Cards



Student ID



Concealed Weapons Permit



United States Passport



Military ID



Employee ID Card



Veteran's Health ID



## Other Acceptable Photo IDs:

- ❖ Neighborhood Association ID
- ❖ Public Assistance ID (Social Security or other Social Services)
- ❖ Retirement Center ID

\* If the ID presented does not have both a picture and a signature the voter must present two separate forms of identification; one with a photo on it and another with a signature. \*

\*If the elector fails to furnish the required identification, the elector shall be allowed to vote a provisional ballot (F.S. 101.043(2)).

# **\* I.D. CHECK-IN \***

**NEW LAW** \*When an elector presents his or her picture identification to the clerk or inspector and the elector's address on the picture identification matches the elector's address in the supervisor's records, the elector may not be asked to provide additional information or to recite his or her home address.

***F.S.S 101.043***

**If the address on the ID matches what is on the EVID screen, you do NOT have to ask the voter anything.**

**Remember to always thank EVERY voter pleasantly after printing their voting pass ticket.**

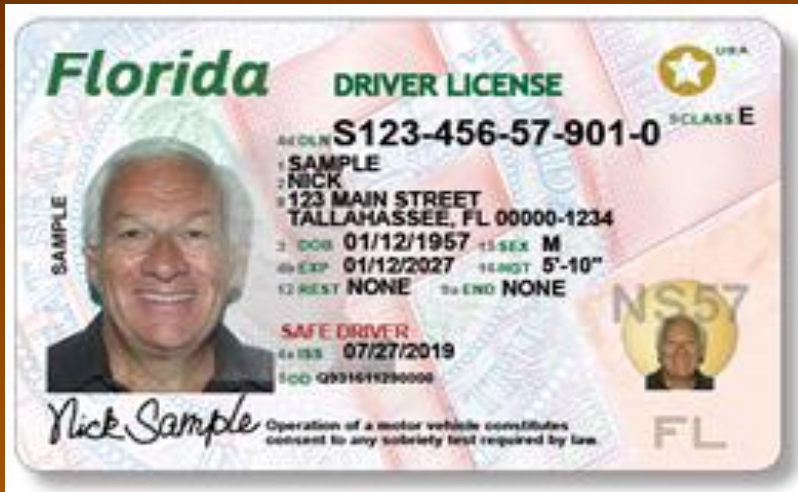




# **\*\*I.D. CHECK-IN \***



- If the information is different on the ID than what is on the EVID screen, our question remains the same which is ***“Has any of your information changed since the last election?”***



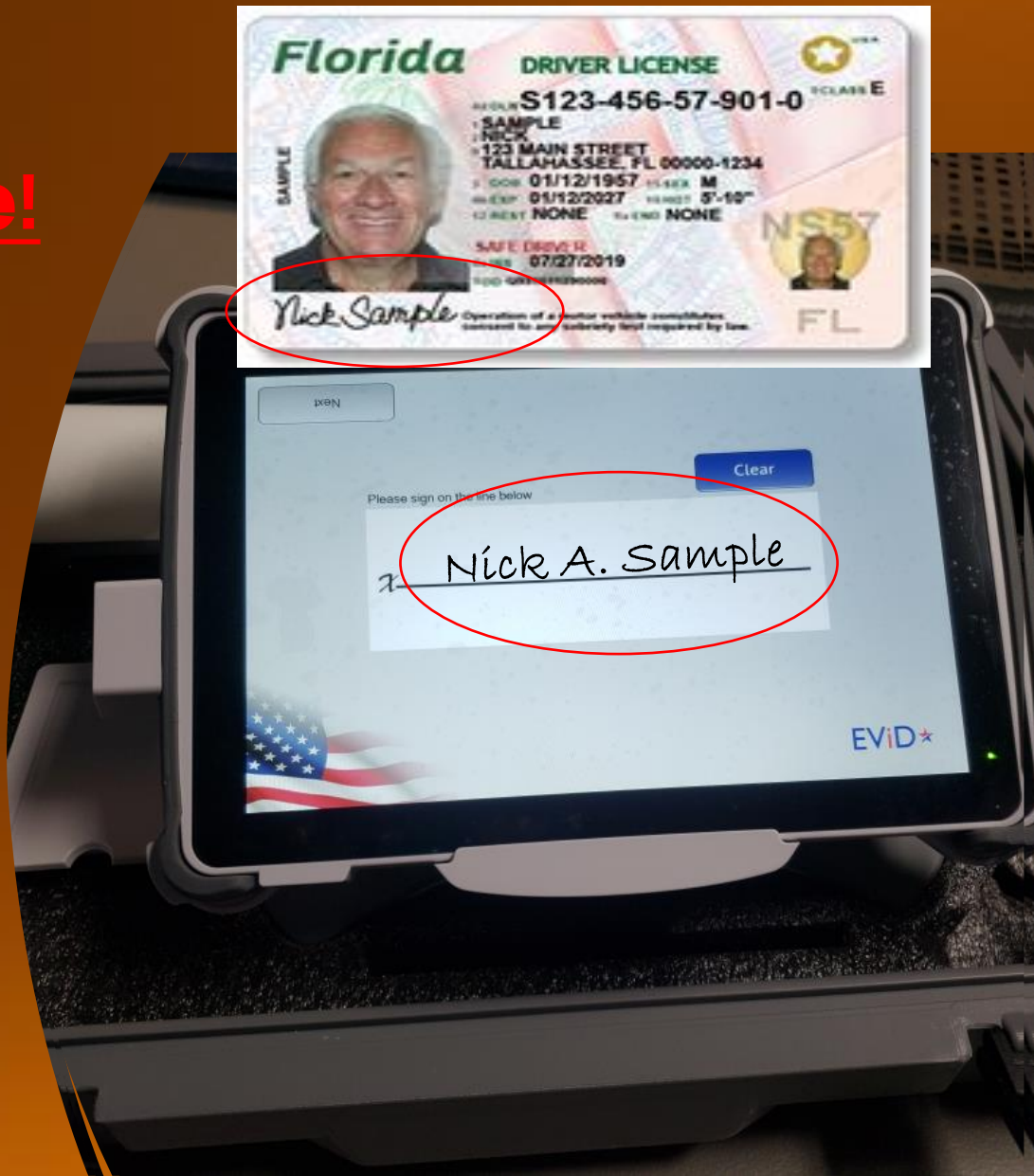
- The address on the Florida Drivers License or Florida DMV issued I.D. does **NOT** have to match the address on the EVID.
- ***(The address on the EVID determines their ballot style)***

# We are NOT the signature police!

The signature on the I.D. may differ from how the voter signs the screen. Proceed with the voter check-in as normal. Do not ask the voter to re-sign the screen or question their handwriting.

Use the photo I.D. to determine if the voter in front of you matches his or her photo.

If in doubt, always call **255-3566** for assistance.



# STATEWIDE VR APP

**\* REMEMBER \* A voter application MUST be completed by the voter prior to any address change being made on Election Day. This is a mandatory requirement!**

Florida Voter Registration Application  
Part 2 - Form (DS-DE 39, 81S2-045, F.A.C. (61F, 10/2013))

Information in Spanish: [Ver instrucciones en español](#)

The downloadable/printable of the form is available at: <http://election.dos.state.fl.us/elections/vrapp>

**To Register in Florida, you must be:**

- a U.S. citizen,
- a Florida resident,
- at least 18 years old (you may pre-register at 16 or 17, but cannot vote until you are 18).

have been convicted of a felony, or if a court has you to be mentally incapacitated as to your right to vote, you cannot register until your right to vote is restored.

If you do not meet any ONE of these requirements, you are not eligible to register.

**Questions?**  
Contact the Supervisor of Elections in your county: [http://election.dos.state.fl.us/Supervisor\\_elections.htm](http://election.dos.state.fl.us/Supervisor_elections.htm)  
Visit the Florida Division of Elections' website at: <http://election.dos.state.fl.us>

**CRIMINAL OFFENSE:** It is a 3rd degree felony to submit false information. Maximum penalties are \$5,000 and/or 5 years in prison.

**PUBLIC RECORD:** Once filed, all information including your phone number and email address as provided become public record except for the following which can only be used for voter registration purposes: your FL DL#, FL ID#, SSN, where you registered to vote, and whether you declined to register or to update your voter registration record at a voter registration agency. Your signature can be signed but not copied. (Section 97.5585, Fla. Stat.)

**Where to Register:** You can register to vote by completing this application and delivering it in person or by mail to any supervisor of elections' office, office that issues driver's licenses, or voter registration agency (public assistance office, center for independent living, office serving persons with disabilities, public library, or armed forces recruitment office) or the Division of Elections. Mailing addresses are on page 2 of this form.

**Deadline to Register:** The deadline to register to vote is 29 days before any election. You can update your registration record at any time, but for a Primary Election, party changes must be completed 29 days before that election. You will be contacted if your new application is incomplete, denied or a duplicate of an existing registration. Your Voter Information Card will be mailed to you once you are registered.

**Identification (ID) Requirements:** New applicants must provide a current and valid Florida driver's license number (FL DL#) or Florida identification card number (FL ID#). If you do not have a FL DL# or FL ID#, then you must provide the last four digits of your Social Security number (SSN). If you do not have any of these numbers, check "None." If you leave the field and box blank, your new registration may be denied. See section 97.053(6), Fla. Stat.

**Special ID requirements:** If you are registering by mail, have never voted in Florida, and have never been issued one of the ID numbers above, include one of the following with your application, or at a later time before you vote: 1) A copy of an ID that shows your name and photo (acceptable ID's-U.S. Passport, state or credit card, military ID, student ID, retirement center ID, neighborhood association ID, or public assistance ID); or 2) A copy of an ID that shows your name and current residence address (acceptable documents-utility bill, bank statement, government check, paycheck, or other government document).

The special ID is not required if you are 65 or older, have a temporary or permanent physical disability, are a member of the active uniformed services or merchant marine who is absent from the county for active duty, or a spouse or dependent thereof, or are currently living outside the U.S. but otherwise eligible to vote in Florida.

**Political Party Affiliation:** Florida is a closed primary election state. In primary elections, registered voters can only vote for their registered party's candidates in a partisan race on the ballot. In a primary election, all registered voters, regardless of party affiliation, can vote on any issue, nonpartisan race, and race where a candidate faces no opposition in the General Election. If you do not indicate your party affiliation, you will be registered with no party affiliation. For a list of political parties, visit the Division of Elections' website at: <http://election.dos.state.fl.us/>

**Race/Ethnicity:** It is optional to list your race or ethnicity.

Boxes: Please check boxes (X) where applicable.

**Numbered rows 1 through 7 and 12 must be completed for a new registration.**

Florida Voter Registration Application  
Part 2 - Form (DS-DE 39, 81S2-045, F.A.C. (61F, 10/2013))

This is:  New Registration  Record Update/Change (e.g., Address, Party Affiliation, Name, Signature)  Request to Replace Voter Information Card

1 Are you a citizen of the United States of America?  YES  NO

2  I affirm that I am not a convicted felon, or if I am, my right to vote has been restored.  
 I affirm that I have not been adjudicated mentally incapacitated with respect to voting or, if I have, my right to vote has been restored.

4 Date of Birth (MM-DD-YYYY) 09-18-1975

5 Florida Driver License (FL DL) or Florida Identification (FL ID) Card Number

6 Last Name Alexander First Name Michelle Middle Name C. Name Suffix (Jr., Sr., II, etc.):

7 Address Where You Live (legal residence-no P.O. Box) 7638 Jana Ln. S. Apt/Lot/Unit City County Zip Code  
Jax Duval 32210

8 Mailing Address (if different from above address) Apt/Lot/Unit City State Zip Code

9 Address Where You Were Last Registered to Vote 1935 Atton Ln. Apt/Lot/Unit City State Zip Code  
Jax FL 32222

10 Former Name (if name is changed) Michelle C. Smith Gender State or Country of Birth Telephone No. (optional)  
M F Florida (904) 476-5001

11  Email me SAMPLE BALLOTS if option is available in my county. My email address is:  
(See Public Record Notice above)

Party Affiliation (Check only one. If left blank, you will be registered without party affiliation)  
 Florida Democratic Party  
 Republican Party of Florida  
 No party affiliation  
 No party (print party name):

Race/Ethnicity (Check only one) (Check only one if applicable)  
 American Indian/Alaskan Native  
 Asian/Pacific Islander  
 Black, not of Hispanic Origin  
 Hispanic  
 White, not of Hispanic Origin  
 Multi-racial  
 Other:

I am an active duty Uniformed Services or Merchant Marine member  
 I am a spouse or a dependent of an active duty uniformed services or merchant marine member  
 I am a U.S. citizen residing outside the U.S.

I will need assistance with voting.  
 I am interested in becoming a poll worker.

12 Oath: I do solemnly swear (or affirm) that I will protect and defend the Constitution of the United States and the Constitution of the State of Florida, that I am qualified to register as an elector under the Constitution and laws of the State of Florida, and that all information provided in this application is true.

SIGN/MARK HERE  
Michelle Alexander  
Date 3/12/14

**All name and party change applications will be made by SOE officials when the books reopen.**

# ADDRESS CHANGE FORM

**CHANGE OF LEGAL RESIDENCE OF REGISTERED VOTER**  
Florida Statute 101.045

STATE OF FLORIDA  
COUNTY OF DUVAL

Precinct #: \_\_\_\_\_

Under penalties for false swearing, I, \_\_\_\_\_, swear  
(Name of Voter)

(or affirm) that the former address of my legal residence was \_\_\_\_\_  
(Address of Legal Residence)

In the Municipality of \_\_\_\_\_, in \_\_\_\_\_ County, Florida, and I was registered to vote in the  
\_\_\_\_\_ precinct of \_\_\_\_\_ County, Florida; that I have not voted in the precinct of my former  
registration in this election; that I now reside at \_\_\_\_\_ in the  
(Address of Legal Residence)

Municipality of \_\_\_\_\_, in \_\_\_\_\_ County, Florida, and am therefore eligible to vote  
in the \_\_\_\_\_ precinct of \_\_\_\_\_ County, Florida; and I further swear (or affirm) that I am otherwise  
legally registered and entitled to vote.

\_\_\_\_\_  
(Signature of Voter whose Address of Legal Residence has changed)

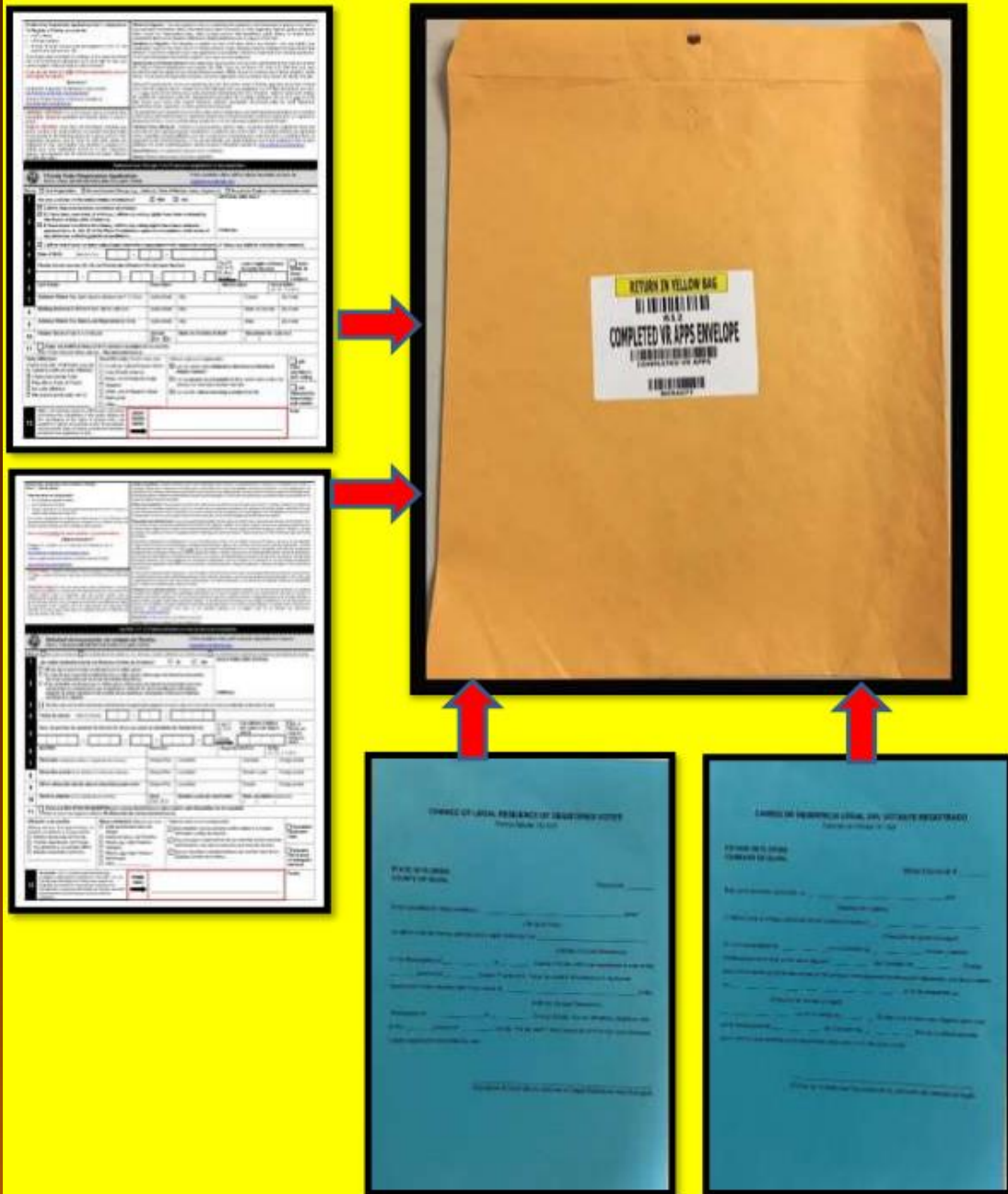
**A change of legal residence form will also be available and serves the same purpose as the VR application.**

**Any voter that states that his/her address has changed MUST either fill out the VR app OR this blue form.**

**It is mandatory that we record the voters address change in a document on **ELECTION DAY** prior to making any changes in the **EViD!****



# COMPLETED VR APPS ENVELOPE



**Place all completed VR apps and change of address blue forms in the Completed VR Apps Envelope!**

**DO NOT PLACE APPS IN ANY OTHER FOLDER!**

**The folder then goes into the **YELLOW BAG** at closing.**



# Best Professional Practices for ALL VOTERS

Assist Without  
Judgment

Treat **ALL**  
Voters  
Equally

Magic Words:  
“Thank you for coming  
out to vote today. If you  
need help with anything  
at all, just ask.”

Make No  
Assumptions

# Technical Equipment

ExpressVote



EViD



DS200



SCANNER



Verizon  
Mi-Fi

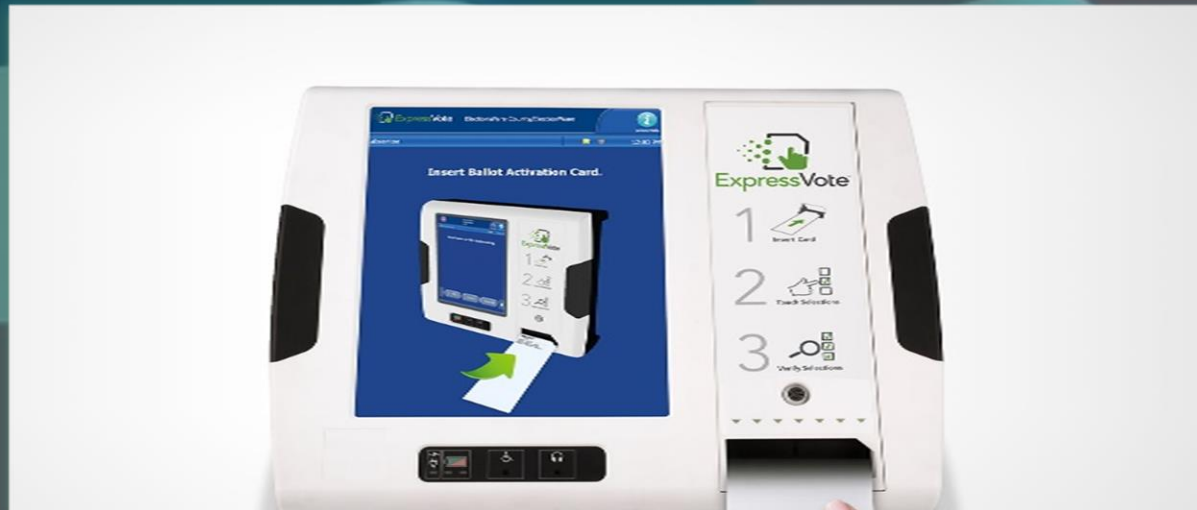
EViD EDGE



**The jetpack is used to ensure a definite WIFI connection for the equipment.**

# ExpressVote<sup>®</sup>

*(ADA Compliant)*



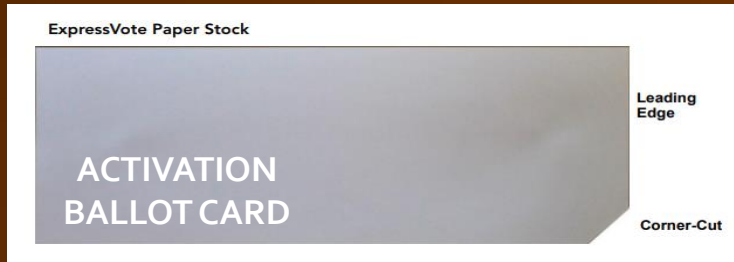
# *The ExpressVote*

- ❖ **The ExpressVote must be setup and turned on first. It takes 3 – 5 minutes to power on. It must be available to voters at 7:00 am when the polls open.**
- ❖ **Place the ExpressVote in a position where the screen is not visible to poll workers or other voters for voting privacy.**
- ❖ **The ExpressVote will allow the voter to vote independently via touchscreen and/or assistive technology. The ballot will be tabulated through the DS200.**
- ❖ **Anyone can request to use the ExpressVote. Do not ask the voter if they have a disability or why they want to use the equipment to vote. The ExpressVote is ADA compliant to be used by any voter requesting to do so.**



# ExpressVote® Printer

Activation Card Printer



- **INSERT ACTIVATION (BALLOT) CARD INTO EXPRESSVOTE PRINTER.**
- **ONCE INSERTED, IT WILL AUTOMATICALLY GRAB IT AND HOLD THE CARD UNTIL IT IS TIME TO PRINT VOTER INFORMATION.**
- **AT THIS TIME, YOU WILL CHECK IN THE VOTER.**
- **ACTIVATION CARD WILL BE ACTIVATED AND RETURNED FOR YOU TO PROVIDE TO VOTER.**
- **ONCE INFORMATION IS PRINTED, DON'T FORGET TO INSERT ANOTHER ACTIVATION CARD TO PREPARE FOR THE NEXT VOTER.**



**The ExpressVote Printer prints the voter's information onto the activation card AFTER being checked in through the EVID.**

The background of the image is a close-up, slightly blurred view of the United States flag, showing the stars and stripes in a wavy pattern. The colors are vibrant, with a deep blue field for the stars and bright red and white stripes.

**DS200**

**(Tabulation Machine)**



# DS200 (Digital Scan)

\*DO NOT break the **RED** seals on both sides!

\*On Election morning (opening) new ballots shrink-wrapped will be in the ballot bin.

\*On Election evening (closing), place all unused ballots back inside the ballot bin. NOTHING ELSE SHOULD BE INSIDE THE BALLOT BIN!



# DS200 (BEFORE the polls open)

- ❖ **The blank ballots for the precinct are stored in the bottom compartment of the DS200 known as the ballot bin. They need to be removed and placed at the ballot station.**
- ❖ **The upper compartment is the Emergency Compartment. Check to make sure it is empty and the steel flap is in the up position so that no ballots can be placed inside.**
- ❖ **Two poll workers need to start the machine using the instructions found on the card stored in the top of the machine. One reads the instructions while the other completes the actions.**
- ❖ **When the DS200 is activated it will print a “Zero Tape.” All poll workers must sign it and the manager will place it into the administrative folder.**



**Emergency compartment**

should be checked BEFORE the polls open and AFTER the polls close to ensure no ballots are unaccounted for.

Silver flap should ONLY be down when the emergency compartment is in use!

**Ballot Bin**

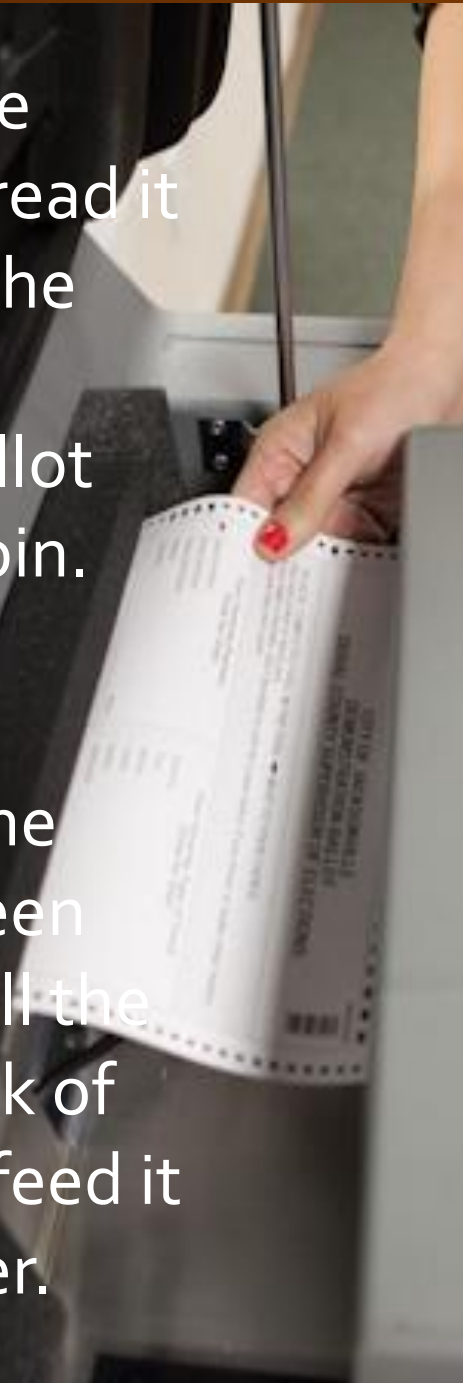
(After the polls have closed)  
Store all unused and unopened ballots in the DS200 ballot bin and lock.



**YOU** will have the **ONLY** key to the DS200, which should **NOT** be unlocked during voting hours (except if the machine malfunctions and doesn't accept ballots, the emergency compartment should then be unlocked and used at that time).

Pay attention to the DS200 screen and read it carefully. If it says the ballot **HAS** been counted, let the ballot fall into the ballot bin.

If the screen says the ballot **HAS NOT** been counted, simply pull the ballot from the back of the DS200 and re-feed it through the scanner.





General Election  
County Name  
11/05/2024



Public Count: 15  
Protected Count: 9,276

Scanning Ballot - Please wait...

Public Count Information

DS200 Ballots:	3
ExpressVote Cards:	0
Total:	3

Close

**The DS200 scans and tabulates the ballot cards in the same manner that it tabulates paper ballots. The PUBLIC COUNT icon (magnifying glass) will provide the total for both ballot types.**







General Election  
County Name  
11/05/2024

Poll 1

Public Count: 7  
Protected Count: 1,696

3:06 PM

Thank you for voting.  
Your ballot has been counted.

**Thank you for voting.  
Your ballot has been counted.**



**Voting is complete!**

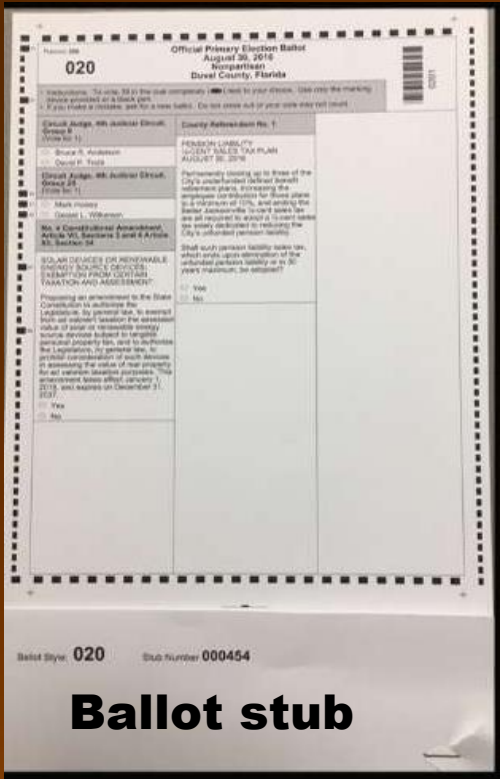
INSERT  
CARD  
HERE

The background of the image is a close-up, slightly blurred view of the United States flag, showing the stars and stripes in a wavy pattern. The colors are vibrant, with a deep blue field for the stars and bright red and white stripes.

**THE BALLOT**

**STATION**

# Issuing a Ballot at the Ballot Station

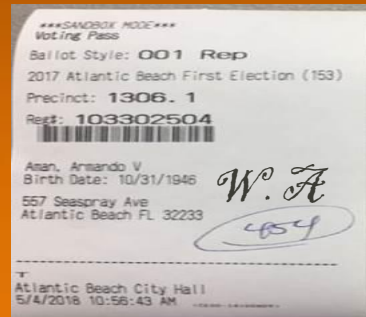
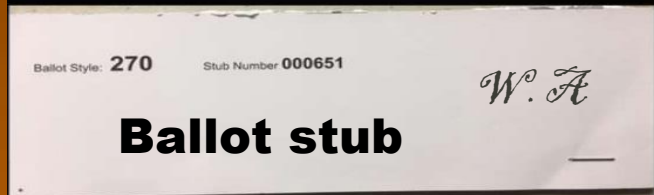


**DO NOT tear off more than one (1) ballot at a time!**

**DO NOT write anything on the ballot! The DS200 will not be able to read anything other than the voters' selections on the ballot.**

**You will only sign your initials on the ballot stub.**

**You will write the stub number on the voting pass ticket with your initials. This is done to keep an account of how many ballots the voter has received in the event that a ballot is spoiled. You can NOT provide no more than 3 ballots to a voter per law.**



## **Retrieving from the Ballot Station after a voter spoils their ballot.**

Ask the ballot station attendant for the voters' voting pass ticket (from accordion). The voter **should not have their check-in undone** before they can be issued another ballot.

Match the **ballot style** number on the voting pass to the ballot style number on the ballot that you issue to the voter.

Write the ballot stub number on the Voting Pass ticket and initial in the blank space on the right of the ticket. Draw a line through the first/second stub number before issuing the next ballot. Initial the ballot **STUB**.

### **DO NOT WRITE ON THE BALLOT!**

Direct the voter to the voting booth. Instruct them to place the ballot into the secrecy folder when completed and then proceed to the DS200 machine to cast their vote. Offer the assistance of the AutoMARK after notifying the voter that they can **NOT** receive no more than three (3) ballots by law. (*Florida Statute 101.5608*)

File the Voting Pass alphabetically by the last name in the accordion at the ballot station.



# PROVISIONAL BALLOTS

The law modifies the voter's certificate to request additional contact information such as e-mail, text, and phone for the purpose of signature and ballot validation. *F.S. 101.048*

REMEMBER TO PROVISIONAL BALLOT	MARK THE REASON! PROCESSING PROCEDURES						
<b>Procedures for Help Desk Official to Follow:</b> <ol style="list-style-type: none"><li>1. Check reason(s) for provisional ballot in box at right.</li><li>2. Have the voter complete the Provisional Ballot Voter's Certificate and Affirmation.</li><li>3. Witness the voter's signature and complete the "Help Desk Official" section of the Certificate.</li><li>4. Issue the Notice for Provisional Ballot Voter to the voter.</li><li>5. Issue the voter a provisional ballot, secrecy envelope and this Certificate envelope.</li><li>6. Instruct voter to place provisional ballot envelope in ballot box after voting.</li></ol>	<b>Reason for Provisional Ballot</b> <i>(Check all that apply)</i> <ul style="list-style-type: none"><li><input type="checkbox"/> Voter's name does not appear on the precinct register and voter's eligibility cannot be verified.</li><li><input type="checkbox"/> Voter refuses the supervisor's office confirmation that he or she is not registered/eligible.</li><li><input type="checkbox"/> There is an indication on the precinct register that the voter has requested an absentee ballot and the voter does not have a ballot to surrender. Poll worker cannot verify that the voter has not voted.</li><li><input type="checkbox"/> There is an indication on the precinct register that the voter has returned the absentee ballot or has voted in the office or at an early voting site, but the voter maintains that he or she has not voted, even after a call to the office.</li><li><input type="checkbox"/> Voter did not provide picture/signature identification.</li><li><input type="checkbox"/> There is an indication on the precinct register that the voter has been challenged in this election.</li><li><input type="checkbox"/> Voter is challenged at the precinct (Attach copy of challenge).</li><li><input type="checkbox"/> Voter's ID signature and signature given do not match. Voter refused affidavit.</li><li><input type="checkbox"/> Indication on precinct register that voter's FL DL #, FL ID card # or SSN is not yet verified by the Department of State in conjunction with DHSMV. (Unverified Voter)</li><li><input type="checkbox"/> Registered Late / After Book Closing</li><li><input type="checkbox"/> Other (provide comment)</li></ul>						
<b>Procedures for Canvassing Board to Follow:</b> <ol style="list-style-type: none"><li>1. Review information provided in the Voter's Certificate and Affirmation.</li><li>2. Determine if voter is registered in state FVRS.</li><li>3. Determine if voter voted in the correct precinct.</li><li>4. Match voter's signature with signature on file.</li><li>5. Determine whether voter cast an absentee ballot or voted during early voting.</li><li>6. Review all information provided by supervisor's office, evidence provided by voter, if any, and any evidence provided by challenger, if applicable.</li><li>7. Accept or reject provisional ballot based on preponderance of the evidence.</li></ol>	<b>Extended Hours Only:</b> Vote cast after 7:00 p.m. due to extended hours at polls by: <ul style="list-style-type: none"><li><input type="checkbox"/> Qualified voter</li><li><input type="checkbox"/> Eligibility undetermined</li></ul>						
<b>** FOR SUPERVISOR OF ELECTIONS AND CANVASSING BOARD USE ONLY **</b>							
<table border="1"><thead><tr><th>CANVASSING BOARD ACTION</th><th>STATE REASON IF REJECTED</th></tr></thead><tbody><tr><td><input type="checkbox"/> COUNTED</td><td></td></tr><tr><td><input type="checkbox"/> NOT COUNTED</td><td></td></tr></tbody></table>	CANVASSING BOARD ACTION	STATE REASON IF REJECTED	<input type="checkbox"/> COUNTED		<input type="checkbox"/> NOT COUNTED		
CANVASSING BOARD ACTION	STATE REASON IF REJECTED						
<input type="checkbox"/> COUNTED							
<input type="checkbox"/> NOT COUNTED							
CANVASSING BOARD INITIALS _____							
Investigative Findings: _____							
SOE Staff Initials: _____							
Research Complete: _____							

# FRONT OF THE PROVISIONAL ENVELOPE

The **VOTER MUST SIGN** the envelope or it will be automatically “rejected”

Voter will fill out the oath, sign the affirmation and provide information such as address, FL license or ID #, phone #, email and voter comments (optional).

Don't forget this too

Notice of Right to Provisional Ballot

**VOTER MUST SIGN BELOW TO BE VALID**

**PROVISIONAL BALLOT  
VOTER'S CERTIFICATE AND AFFIRMATION**  
(Section 101.048(3) and 101.049, Florida Statutes)

**YOUR BALLOT WILL NOT COUNT  
IF YOU DO NOT VOTE IN THE CORRECT PRECINCT**

**PROCEDURES FOR OPTICAL SCAN VOTER TO FOLLOW:**

1. In front of the help desk official, you **MUST COMPLETE AND SIGN** this *Provisional Ballot Voter's Certificate and Affirmation*.
2. Give the certificate to the help desk official to witness.
3. Vote your provisional ballot in secret.
4. After voting, put ballot into secrecy envelope and put secrecy envelope into provisional ballot envelope.
5. Seal the provisional ballot envelope.
6. Return the provisional ballot envelope to the help desk official for placement in the appropriate ballot box and obtain your *Notice for Provisional Ballot Voter*.

State of Florida, County of Duval

I do solemnly swear (or affirm) that my name is \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last)

that my date of birth is \_\_\_\_\_ (Month/Day/Year); that I am registered and qualified to vote in Duval County, \_\_\_\_\_

that I am registered in the \_\_\_\_\_ Party; that I am a qualified voter of the county; and that I have not been convicted of a felony of the third degree and fined up to \$5,000 and/or imprisoned for up to 5 years.

**SIGNATURE OF VOTER X** \_\_\_\_\_ (VOTER MUST SIGN)

Previous name (if changed) \_\_\_\_\_

Current Residence Address \_\_\_\_\_

Current Mailing Address, if different \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

FL Driver's License Number, FL ID number, or last four digits of SSN \_\_\_\_\_  
(A voter's FL DL #, FL ID card # and social security number are confidential and exempt from public access under s.97.005, Florida Statutes)

Day Time Phone Number: (optional) \_\_\_\_\_

Voter Comments (including date and place where you registered, if known, responses to challenge or other information): \_\_\_\_\_

**Witness of Help Desk Official (must be completed by Help Desk Official)**

34005

Election Date: \_\_\_\_\_ Early voting site or Precinct # \_\_\_\_\_ Ballot Style \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ AM/PM

X \_\_\_\_\_ Help Desk Official Signature \_\_\_\_\_ Precinct Manager Signature \_\_\_\_\_

\_\_\_\_\_ Help Desk Official Print Name \_\_\_\_\_ Precinct Manager Print Name \_\_\_\_\_

MUST BE COMPLETE!!

Manager and Assistant manager signs bottom portion to verify that ALL information is COMPLETE!



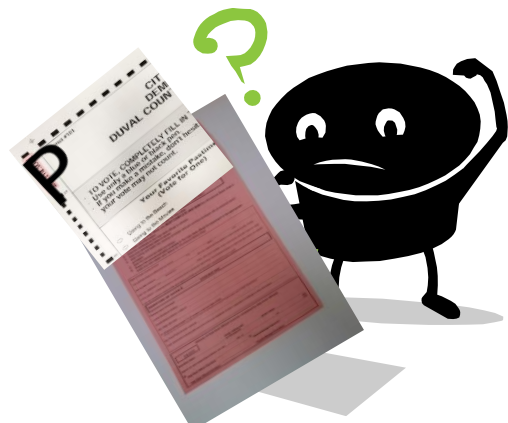
# BACK OF THE PROVISIONAL ENVELOPE

The **VOTER MUST** complete all information on the front of the affirmation.

The manager and/or assistant manager must fill out the reason for the provisional.

The SOE office canvassing staff will verify the voter's information.

The Canvassing board will complete the lower section regarding the decision of the action taken (accepted or rejected).



<b>REMEMBER TO PROVISIONAL BALLOT</b>	<b>MARK THE REASON! PROCESSING PROCEDURES</b>
<b>Procedures for Help Desk Official to Follow:</b> <ol style="list-style-type: none"><li>1. Check reason(s) for provisional ballot in box at right.</li><li>2. Have the voter complete the Provisional Ballot Voter's Certificate and Affirmation.</li><li>3. Witness the voter's signature and complete the "Help Desk Official" section of the Certificate.</li><li>4. Issue the Notice for Provisional Ballot Voter to the voter.</li><li>5. Issue the voter a provisional ballot, secrecy envelope and this Certificate envelope.</li><li>6. Instruct voter to place provisional ballot envelope in ballot box after voting.</li></ol>	<b>Reason for Provisional Ballot</b> <i>(Check all that apply)</i> <ul style="list-style-type: none"><li><input type="checkbox"/> Voter's name does not appear on the precinct register and voter's eligibility cannot be verified.</li><li><input type="checkbox"/> Voter refuses the supervisor's office confirmation that he or she is not registered/eligible.</li><li><input type="checkbox"/> There is an indication on the precinct register that the voter has requested an absentee ballot and the voter does not have a ballot to surrender. Poll worker cannot verify that the voter has not voted.</li><li><input type="checkbox"/> There is an indication on the precinct register that the voter has returned the absentee ballot or has voted in the office or at an early voting site, but the voter maintains that he or she has not voted, even after a call to the office.</li><li><input type="checkbox"/> Voter did not provide picture/signature identification.</li><li><input type="checkbox"/> There is an indication on the precinct register that the voter has been challenged in this election.</li><li><input type="checkbox"/> Voter is challenged at the precinct (Attach copy of challenge).</li><li><input type="checkbox"/> Voter's ID signature and signature given do not match. Voter refused affidavit.</li><li><input type="checkbox"/> Indication on precinct register that voter's FL DL #, FL ID card # or SSN is not yet verified by the Department of State in conjunction with DHSMV. (Unverified Voter)</li><li><input type="checkbox"/> Registered Late / After Book Closing</li><li><input type="checkbox"/> Other (provide comment)</li></ul> <b>Extended Hours Only:</b> Vote cast after 7:00 p.m. due to extended hours at polls by: <ul style="list-style-type: none"><li><input type="checkbox"/> Qualified voter</li><li><input type="checkbox"/> Eligibility undetermined</li></ul>
<b>Procedures for Canvassing Board to Follow:</b> <ol style="list-style-type: none"><li>1. Review information provided in the Voter's Certificate and Affirmation.</li><li>2. Determine if voter is registered in state FVRS.</li><li>3. Determine if voter voted in the correct precinct.</li><li>4. Match voter's signature with signature on file.</li><li>5. Determine whether voter cast an absentee ballot or voted during early voting.</li><li>6. Review all information provided by supervisor's office, evidence provided by voter, if any, and any evidence provided by challenger, if applicable.</li><li>7. Accept or reject provisional ballot based on preponderance of the evidence.</li></ol>	<b>Information Verified At Supervisor's Office</b> Registered? Yes _____ No _____ Status _____ <i>If not registered, were the following item(s) searched?</i> Name _____ Local _____ DOB _____ FVRS _____ DL / ID / SSN _____ Address _____ FVRS Voter ID Number: _____ Voted in Correct Precinct? Yes _____ No _____ if no, should be _____ Voter Cast Absentee Ballot? Yes _____ No _____ Voted During Early Voting? Yes _____ No _____ Signature Match? Yes _____ No _____ <i>(Attach copy)</i> Investigative Findings: _____ SOE Staff Initials: _____ Research Complete: _____
<b>** FOR SUPERVISOR OF ELECTIONS AND CANVASSING BOARD USE ONLY **</b>	
<b>CANVASSING BOARD ACTION</b>	<b>STATE REASON IF REJECTED</b>
<input type="checkbox"/> COUNTED	
<input type="checkbox"/> NOT COUNTED	
<b>CANVASSING BOARD INITIALS</b>	

# PROVISIONAL BALLOT TRACKING SLIP

Double-check to make sure you have the correct envelope (language- English/Spanish) for the voter. Each envelope has a detachable tracking slip designed with a number that will be specific to that voter once the envelope is completed.

The tracking number **must** be put into the EViD in order for the voter to check the status of their provisional ballot. Be mindful to enter the number (twice) accurately to ensure the status can be properly tracked.



# SCENARIO #1

- You cannot find the name of the person by way of their ID or manual search. After calling the help hotline, you find that the person isn't registered. The person insists on voting and is getting irate. The information provided is:

**Julia S. Macintyre**

**DOB 11/18/61**

**Party affiliation: DEM**

**Address: 7557 Arlington Expy #C205 Jax, FL 32211**

**(Precinct 101)**

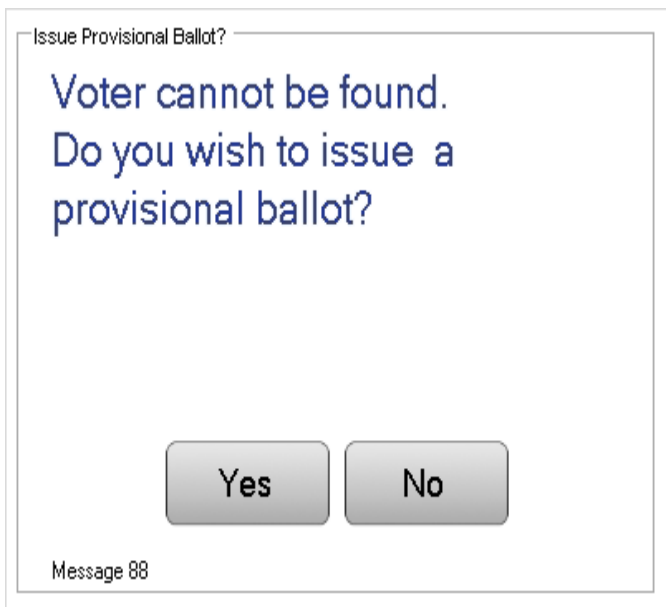
**Address: 1481 Soaring Flight Way, FL 32225 (Precinct 202)**

**What should you do?**

# ISSUE PROVISIONAL

**Step 1.** From the **Manual Search** dialog, touch **Cannot Find Voter**.

The following message will appear



Issue Provisional Ballot?

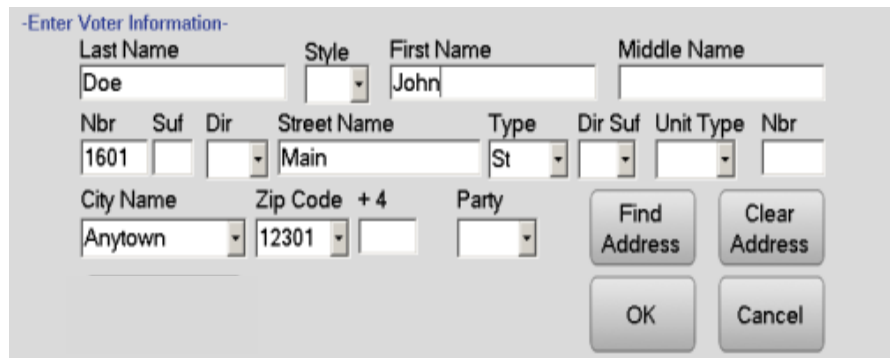
Voter cannot be found.  
Do you wish to issue a  
provisional ballot?

Yes No

Message 88

**Step 2.** Advise the voter that you cannot find their record, and inform them that they will be issued a provisional ballot. If the voter says “no,” touch **No** to return to the **Home Screen** dialog.

If you touched **Yes**, the **Enter Voter Information** dialog appears.

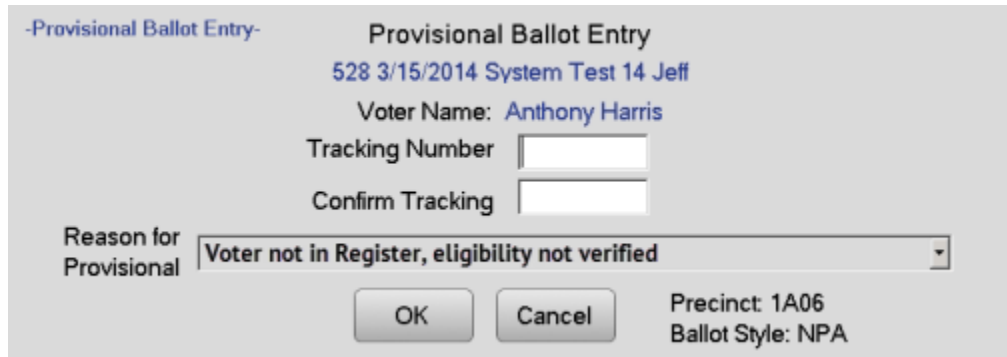


-Enter Voter Information-

Last Name	Style	First Name	Middle Name				
Doe		John					
Nbr	Suf	Dir	Street Name	Type	Dir Suf	Unit Type	Nbr
1601			Main	St			
City Name	Zip Code	+4	Party	Find Address	Clear Address		
Anytown	12301						
				OK	Cancel		

**Important:** Be sure to enter the voter’s name, address, and **party** (from the information provided on the VR app)

**Step 3.** When you are finished, touch **OK**.  
The **Provisional Ballot Entry** dialog appears.



The screenshot shows a dialog box titled "Provisional Ballot Entry". At the top left, it says "-Provisional Ballot Entry-". The main title is "Provisional Ballot Entry". Below that, it displays "528 3/15/2014 System Test 14 Jeff". The "Voter Name" is "Anthony Harris". There are two empty text input fields labeled "Tracking Number" and "Confirm Tracking". A dropdown menu for "Reason for Provisional" is set to "Voter not in Register, eligibility not verified". At the bottom, there are "OK" and "Cancel" buttons. On the right side, it shows "Precinct: 1A06" and "Ballot Style: NPA".

The “Reason for provisional” field is filled in regarding why the provisional ballot is being issued: **Voter not in Register, eligibility not verified**.

**Step 4.** Enter the Tracking Number (found on the provisional ballot envelope) and then reenter the same number in the Confirm Tracking field.

**Step 5.** Touch **OK** to continue. A Voting Pass is printed indicating "Voter Issued Provisional Ballot, as well as "Voter not found."

The voter should be provided with the ballot style representing their new party.



## SCENARIO #2

- A voter is at the Help Desk and informs you that he has **NO ID** and demands to vote without it. Proceed with issuing the provisional ballot. The information provided is:

Mario S. Rivera

DOB 08/16/1952

VR # 103319392 (**Precinct 101**)

Brian S. Miller

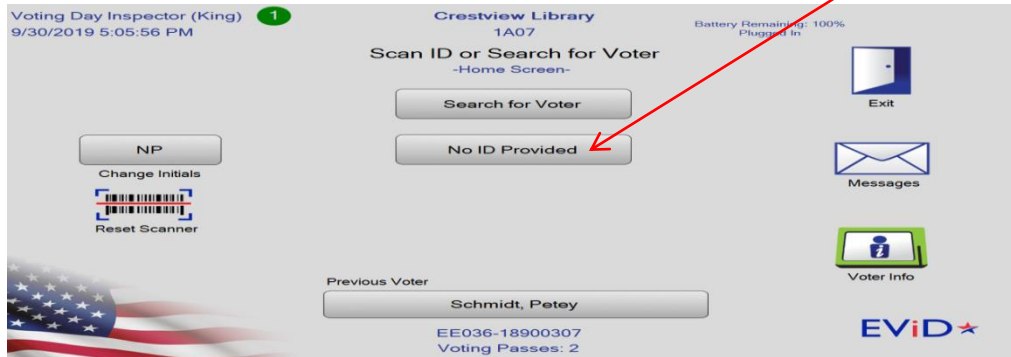
DOB 10/04/1973

VR # 125751410 (**Precinct 202**)

# What should you do?

## To process a voter who does not provide any identification:

**Step 1:** From the Home Screen dialog, touch the No ID Provided button and enter the information provided by the voter.



**Step 2:** Enter the tracking number in the boxes provided and the **Provisional Ballot Entry** dialog appears with the provisional reason code pre-populated with **Voter did not provide/signature ID**. Touch OK and a Voting Pass is printed with the provisional tracking number and reason printed on it.

A screenshot of the 'Provisional Ballot Entry' dialog box. It features two input fields for 'Tracking Number' and 'Confirm Tracking', both containing the value '444'. Below these is a dropdown menu for 'Reason for Provisional' with the selected option 'Voter did not provide picture/signature ID'. At the bottom, there are 'OK' and 'Cancel' buttons, and the text 'Precinct: 1A07.1' and 'Ballot Style: GEN'.

# SCENARIO #3

- ◉ A voter disputes their registered party affiliation and demands a ballot of their choice:

**Jodie D. Cohan**

**DOB - 09/21/75**

**Registered as- NPA /New party- DEM**

**(Precinct 101)**

**Saundra L. Martin**

**DOB 04/03/42**

**Registered as - NPA/ New party - GRE**

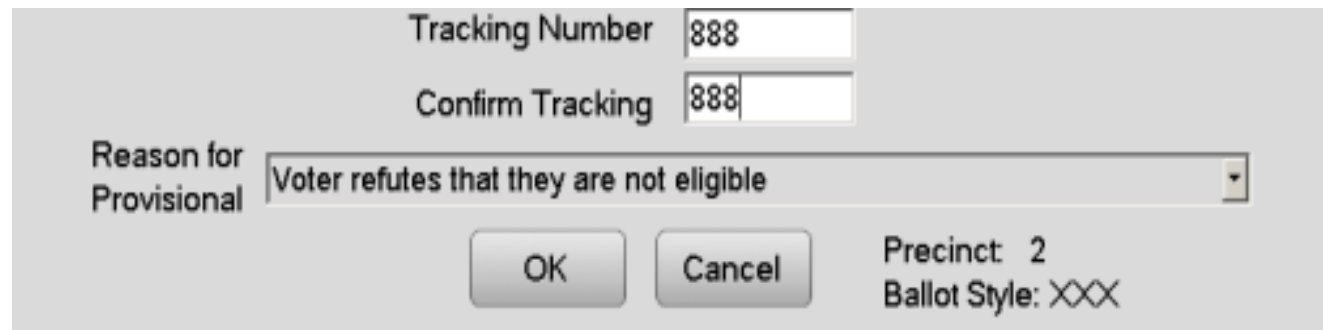
**(Precinct 202)**

**What should you do?**

# ISSUE PROVISIONAL

**Step 1.** Have the person fill out a VR app before entering their information into the EViD. Inform the person that the system says they are not eligible and ask if they want to vote on a provisional ballot. Begin the provisional process by touching **“Voter not found”**.

**Step 2.** Enter the tracking number in the **Tracking Number** field, and then enter the number again, for accuracy, in the **Confirm Tracking** field.



The screenshot shows a grey dialog box with the following fields and controls:

- Tracking Number:** A text input field containing the number "888".
- Confirm Tracking:** A text input field containing the number "888".
- Reason for Provisional:** A dropdown menu with the selected option "Voter refutes that they are not eligible".
- Buttons:** Two buttons labeled "OK" and "Cancel".
- Information:** Text indicating "Precinct: 2" and "Ballot Style: XXX".

**Step 3.** By default, the **Reason for** field will read **Voter refutes that they are not eligible**. Touch **OK**.

**Step 4.** Continue the voter check-in process as usual.

# ISSUE PROVISIONAL

**Step 1.** Have the person fill out a VR app before entering their information into the EViD. From the **Manual Search** dialog, touch **Cannot Find Voter**.

**Step 2.** Advise the voter that you must input the information from the VR app into the EViD and inform them that they will be issued a provisional ballot. If the voter says “no,” touch **No** to return to the **Home Screen** dialog.

The following message will appear

Issue Provisional Ballot?

Voter cannot be found.  
Do you wish to issue a provisional ballot?

Yes No

Message 88

If you touched **Yes**, the **Enter Voter Information** dialog appears.

-Enter Voter Information-

Last Name	Style	First Name	Middle Name				
Doe		John					
Nbr	Suf	Dir	Street Name	Type	Dir Suf	Unit Type	Nbr
1601			Main				
City Name	Zip Code	+4	Party	Find Address	Clear Address		
Anytown	12301						

OK Cancel

**Important:** Be sure to enter the voter’s name, address, and **party** (from the VR app) to ensure the voter receives the ballot of their newly chosen party!

# PROVISIONAL CHECKLIST

Manager or Assistant manager will record the name of the voter, reason for the provisional, ballot style #, and Help Desk initials on the provisional ballot tally sheet. (List of Provisional voters)

**LIST OF PROVISIONAL VOTERS**

Complete this form to give an account of the total number of voters that received a provisional ballot on Election Day. The completed list should be placed in the **ORANGE** Provisional Ballot bag with the completed provisional ballots.

Election Atlantic Beach	Precinct Number 101
	Official Initials M. H.

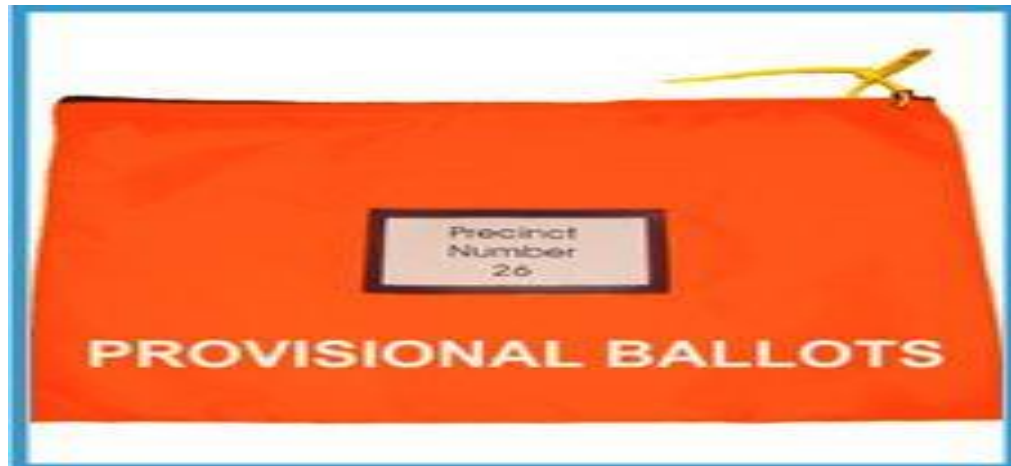
No	Name of Voter	Reason	Ballot Style Number	Help Desk Initials
1	Mike B. Libby	No ID	034	JMM
2	Autumn C. Kravitz	Voter Challenged	178	SR
3	Robert D. Wiggins	Voter Not Found	225	SR
4	Greg A. Brewer	Voter Disputes Party	361	SR
5	Deon Z. Hayes	Registered Late	008	JMM

Total number of Provisional Ballots = 5

I certify that the numbers represented above are true and correct as evidenced by my signature.

*David Wiggins* Precinct Manager's Signature

After placing the provisional ballot in the pink envelope, place the envelope in the orange provisional ballot bag provided in your yellow precinct supply bag.





# PROVISIONAL CHECKLIST

- Verify that the voter is in the correct precinct.
- Obtain a **pink Provisional ballot envelope**.
- Indicate the reason for the provisional ballot on the back of the cover.
- Hand the envelope to the voter to complete and sign. The voter **MUST** complete all information on the front of the affirmation.
- Witness the voter's signature and complete the "Election Official" section at the bottom front cover.
- Issue the voter the "Notice of Rights" to Provisional Ballot voters.
- Obtain a ballot from the ballot station/ B.O.D (during early voting)
- Record the stub # (if using ballot pads) on the voter ticket and on the Provisional ballot tally sheet (List of Provisional Voters) along with the voter's name and ballot number.
- Escort the voter to the voting booth closest to the Help Desk.
- The voter votes and casts their provisional ballot into the **Provisional ballot envelope**.
- Tear off the perforated tracking slip at the top of the envelope, inform the voter of its purpose and give it to the voter.
- Place the provisional ballot envelope in the (Orange) provisional ballot bag.

The background of the image is a close-up, slightly blurred view of the United States flag, showing the stars and stripes in a wavy pattern. The colors are vibrant, with a deep blue field for the stars and bright red and white stripes.

**IMPORTANT FORMS**  
**AND INFORMATION**

# CHAIN OF CUSTODY LOG

Return Inside  
the PURPLE BAG

## CHAIN OF CUSTODY LOG

PRECINCT: **101**

ELECTION DATE: MARCH 17, 2020

### SECTION 1 - PRIOR TO OPENING POLLS

DS200	Seal	Seal	Seal	Seal	Seal
Serial # <u>DS0111320091</u>	<u>77334</u>	<u>77335</u>	<u>108755</u>	<u>108756</u>	<u>108757</u>

Tracking # DS048

Place Memory Stick Label Here

DS200  
Serial # \_\_\_\_\_  
Tracking # \_\_\_\_\_

Seal	Seal	Seal	Seal	Seal

Place Memory Stick Label Here

I hereby certify that the seal numbers recorded above correspond to those affixed to the DS200 prior to opening the polls and that there is no evidence of tampering.

\_\_\_\_\_  
Precinct Manager's Signature

\_\_\_\_\_  
Assistant Manager

### SECTION 2 - PROBLEMS AND CHANGES

Record here any problems encountered with the machines. Use the reverse side if necessary.

Replacement DS200 Serial # \_\_\_\_\_ Tracking # \_\_\_\_\_

Replacement DS200 Serial # \_\_\_\_\_ Tracking # \_\_\_\_\_

\_\_\_\_\_  
Precinct Manager's Signature

\_\_\_\_\_  
Assistant Manager

### SECTION 3 - AFTER CLOSING THE POLLS

DS200	Seal	Seal	Seal	Seal	Seal
Serial # _____					

Tracking # \_\_\_\_\_

DS200	Seal	Seal	Seal	Seal	Seal
Serial # _____					

Tracking # \_\_\_\_\_

Return Voted Ballots Only in Bags

RVB 1	RVB 2	RVB 3	RVB 4	RVB 5	RVB 6	RVB 7	RVB 8
SEAL #	SEAL #	SEAL #	SEAL #	SEAL #	SEAL #	SEAL #	SEAL #

I hereby certify that the numbers recorded above are affixed to the DS200 and RVBs after the close of the polls.

\_\_\_\_\_  
Precinct Manager's Signature

\_\_\_\_\_  
Assistant Manager

### SECTION 4 - TRANSPORT TO THE DROP ZONE

The following persons are responsible for transporting the ballots assigned to this precinct.

\_\_\_\_\_  
Precinct Manager's Signature

\_\_\_\_\_  
Board Member

Date and time of departure from polling site \_\_\_\_\_ at \_\_\_\_\_

**SECTION 1-** The seal #'s pre-printed on the log must be verified prior to opening the polls. If you have more than one DS200, both sets of numbers will appear on the log.

Place **red** memory stick label on log and sign with an Assistant Manager.

**SECTION 2- ONLY to be used if there is a problem with the machine and a replacement is used. The serial #'s and tracking # should be recorded here. The Manager and Assistant Manager will sign.**

Return Inside  
the PURPLE BAG

### CHAIN OF CUSTODY LOG

PRECINCT: **15A**

ELECTION DATE: **MARCH 19, 2019**

#### SECTION 1 - PRIOR TO OPENING POLLS

DS200 Serial # **DS0110340460** DS200 Seal # **76562** Seal **76561** Seal **79001** Seal **79002** Seal **79025**  
Tracking # **DS218**

OFFICIAL ELECTIONS SEALS  
Duval County SOE 101407

DS200 Serial # \_\_\_\_\_ DS200 Seal # \_\_\_\_\_  
Tracking # \_\_\_\_\_

Place Memory Stick Label Here

I hereby certify that the seal numbers recorded above correspond to those affixed to the DS200 prior to opening the polls and that there is no evidence of tampering.

Katharine Hepburn Precinct Manager's Signature George Ruess Board Member

#### SECTION 2 - PROBLEMS AND CHANGES

Record here any problems encountered with the machines. Use the reverse side if necessary.

Replacement DS200 Serial # \_\_\_\_\_ Tracking # \_\_\_\_\_  
Replacement DS200 Serial # \_\_\_\_\_ Tracking # \_\_\_\_\_

Precinct Manager's Signature \_\_\_\_\_ Board Member \_\_\_\_\_

#### SECTION 3 - AFTER CLOSING THE POLLS

DS200 Serial # **DS0110340460** DS200 Seal # **76562** Seal **76561** Seal **81201** Seal **81202** Seal **81203**  
Tracking # **DS218**

DS200 Serial # \_\_\_\_\_ DS200 Seal # \_\_\_\_\_  
Tracking # \_\_\_\_\_

#### Return Voted Ballots Only in Bags

RVB 1 SEAL #	RVB 2 SEAL #	RVB 3 SEAL #	RVB 4 SEAL #	RVB 5 SEAL #	RVB 6 SEAL #	RVB 7 SEAL #	RVB 8 SEAL #
0201632	0201633						

I hereby certify that the numbers recorded above are affixed to the DS200 and RVBs after the close of the polls.

Katharine Hepburn Precinct Manager's Signature George Ruess Board Member

#### SECTION 4 - TRANSPORT TO THE DROP ZONE

The following persons are responsible for transporting the ballots assigned to this precinct.

Katharine Hepburn Precinct Manager's Signature George Ruess Board Member

Date and time of departure from polling site March 19, 2019 at 7:25 pm

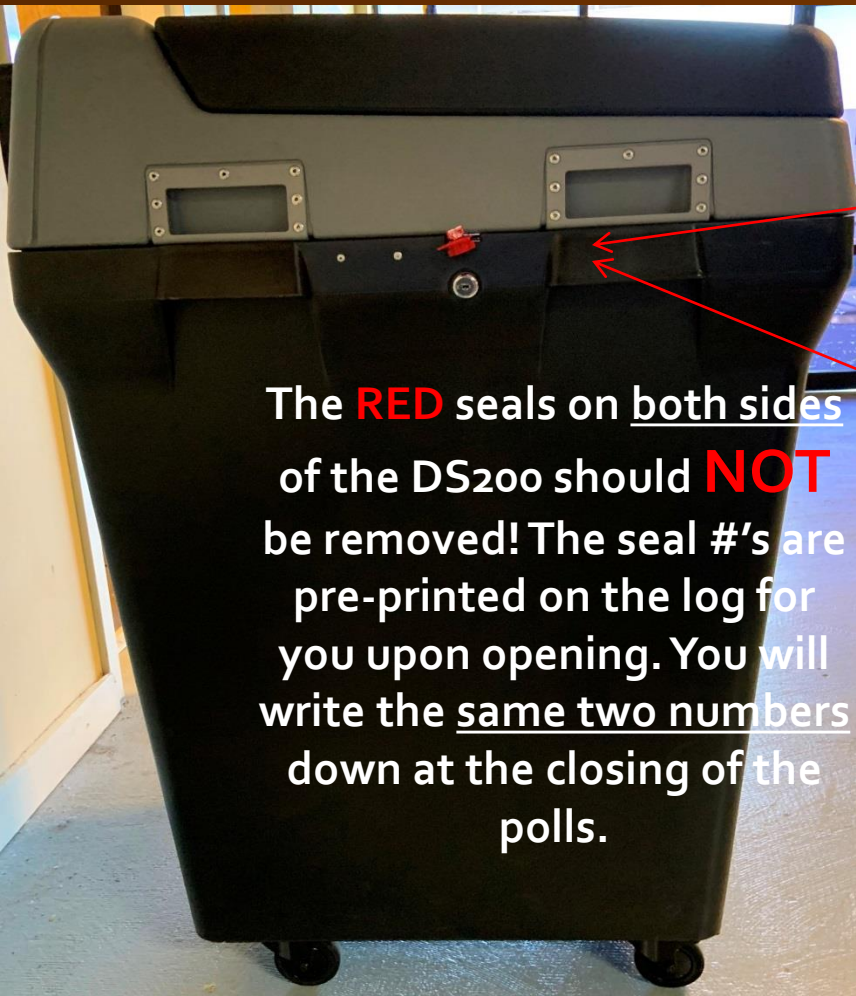
## COMPLETED CHAIN OF CUSTODY LOG

**SECTION 3-** The seal #'s, tracking #'s AND red voted ballot bag seal #'s must be recorded here. Sign log with a board member.

**SECTION 4-** Sign log with a board member to verify who will be responsible for transporting to the drop zone. List the date and time of departure from polling site before placing log inside the purple bag.



# WHERE DO I PLACE THE SEAL NUMBERS?



The **RED** seals on both sides of the DS200 should **NOT** be removed! The seal #'s are pre-printed on the log for you upon opening. You will write the same two numbers down at the closing of the polls.

**Return Inside the PURPLE BAG**      **CHAIN OF CUSTODY LOG**

PRECINCT: **15A**      ELECTION DATE: MARCH 19, 2019

**SECTION 1 - PRIOR TO OPENING POLLS**

Seal	Seal	Seal	Seal	Seal	
DS200 Serial # <b>DS0110340460</b>	DS200 Seal # <b>76562</b>	DS200 Seal # <b>76561</b>	DS200 Seal # <b>79001</b>	DS200 Seal # <b>79002</b>	DS200 Seal # <b>79025</b>
Tracking # <b>DS218</b>	Place Memory Stick Label Here				
DS200 Serial # _____	DS200 Seal # _____	DS200 Seal # _____	DS200 Seal # _____	DS200 Seal # _____	DS200 Seal # _____
Tracking # _____	Place Memory Stick Label Here				

I hereby certify that the seal numbers recorded above correspond to those affixed to the DS200 prior to opening the polls and that there is no evidence of tampering.

Precinct Manager's Signature \_\_\_\_\_ Board Member \_\_\_\_\_

**SECTION 2 - PROBLEMS AND CHANGES**

Record here any problems encountered with the machines. Use the reverse side if necessary.

Replacement DS200 Serial # \_\_\_\_\_ Tracking # \_\_\_\_\_

Replacement DS200 Serial # \_\_\_\_\_ Tracking # \_\_\_\_\_

Precinct Manager's Signature \_\_\_\_\_ Board Member \_\_\_\_\_

**SECTION 3 - AFTER CLOSING THE POLLS**

Seal	Seal	Seal	Seal	Seal			
DS200 Serial # _____	DS200 Seal # _____	DS200 Seal # _____	DS200 Seal # _____	DS200 Seal # _____			
Tracking # _____	Return Voted Ballots Only in Bags						
RVB 1 SEAL # _____	RVB 2 SEAL # _____	RVB 3 SEAL # _____	RVB 4 SEAL # _____	RVB 5 SEAL # _____	RVB 6 SEAL # _____	RVB 7 SEAL # _____	RVB 8 SEAL # _____

I hereby certify that the numbers recorded above are affixed to the DS200 and RVBs after the close of the polls.

Precinct Manager's Signature \_\_\_\_\_ Board Member \_\_\_\_\_

**SECTION 4 - TRANSPORT TO THE DROP ZONE**

The following persons are responsible for transporting the ballots assigned to this precinct.

Precinct Manager's Signature \_\_\_\_\_ Board Member \_\_\_\_\_

Date and time of departure from polling site \_\_\_\_\_ at \_\_\_\_\_

**Record the red seal #'s from both sides of the DS200!**



# WHERE DO I PLACE THE SEAL NUMBERS?



**Return Inside the PURPLE BAG**

**PRECINCT: 15A**

**CHAIN OF CUSTODY LOG**

**ELECTION DATE: MARCH 19, 2019**

**SECTION 1 - PRIOR TO OPENING POLLS**

DS200 Serial #	Seal	Seal	Seal	Seal	Seal
DS0110340460	76562	76561	79001	79002	79025

Tracking # DS218

Place Memory Stick Label Here

DS200 Serial # \_\_\_\_\_ Seal # \_\_\_\_\_

Tracking # \_\_\_\_\_

Place Memory Stick Label Here

I hereby certify that the seal numbers recorded above correspond to those affixed to the DS200 prior to opening the polls and that there is no evidence of tampering.

Precinct Manager's Signature \_\_\_\_\_ Board Member \_\_\_\_\_

**SECTION 2 - PROBLEMS AND CHANGES**

Record here any problems encountered with the machines. Use the reverse side if necessary.

Replacement DS200 Serial # \_\_\_\_\_ Tracking # \_\_\_\_\_

Replacement DS200 Serial # \_\_\_\_\_ Tracking # \_\_\_\_\_

Precinct Manager's Signature \_\_\_\_\_ Board Member \_\_\_\_\_

**SECTION 3 - AFTER CLOSING THE POLLS**

DS200 Serial #	Seal	Seal	Seal	Seal	Seal
_____	_____	_____	_____	_____	_____

DS200 Serial # \_\_\_\_\_ Seal # \_\_\_\_\_

Tracking # \_\_\_\_\_

DS200 Serial # \_\_\_\_\_ Seal # \_\_\_\_\_

Tracking # \_\_\_\_\_

**Return Voted Ballots Only in Bags**

RVB 1 SEAL #	RVB 2 SEAL #	RVB 3 SEAL #	RVB 4 SEAL #	RVB 5 SEAL #	RVB 6 SEAL #	RVB 7 SEAL #	RVB 8 SEAL #
_____	_____	_____	_____	_____	_____	_____	_____

I hereby certify that the numbers recorded above are affixed to the DS200 and RVBs after the close of the polls.

Precinct Manager's Signature \_\_\_\_\_ Board Member \_\_\_\_\_

**SECTION 4 - TRANSPORT TO THE DROP ZONE**

The following persons are responsible for transporting the ballots assigned to this precinct.

Precinct Manager's Signature \_\_\_\_\_ Board Member \_\_\_\_\_

Date and time of departure from polling site \_\_\_\_\_ at \_\_\_\_\_

The white seal #'s are the **ONLY numbers that will change!**  
Once the DS200 seals are broken, record the new seal #'s at the close of the polls.

# BALLOT REPORT FORM EXAMPLE

Return in  
TEAL BAG

**BALLOT REPORT FORM**  
Duval County, Florida

**ORIGINAL  
BALLOT REPORT  
FORM**

PRECINCT: **EXAMPLE**

ELECTION DATE: 08/23/2022

**PRE-ELECTION BALLOT ALLOCATION**

Ballot Style	# of Pads	Ballots per Pad	# of Ballots	Ballot Style	# of Pads	Ballots Per Pad	# of Ballots
001	20	25	500			25	
002	10	25	250			25	
003	10	25	250			25	
		25				25	
		25				25	
		25				25	
		25				25	
		25				25	
		25				25	

Total Pads Packed:	40	Total Ballots Packed: (1)	1000
--------------------	----	---------------------------	------

**POST-ELECTION BALLOT RECONCILIATION**

Number of full pads remaining:	pads	x 25 =		(A)
Number of unused ballots on partial pads:				(B)
Number of ballots in spoiled ballots envelope:				(C)
Number of ballots in unscanned envelope:				(D)
Number of Provisional Ballots:				(E)
<b>Total Uncounted Paper Ballots:</b> Add lines (A) thru (E)				<b>(2)</b>

Number of packed paper ballots from line (1) above:		<b>(3)</b>
Number of uncounted paper ballots from line (2) above:		<b>(4)</b>
<b>TOTAL COUNTED PAPER BALLOTS:</b> Subtract line (4) from line (3)		<b>(5)</b>
<b>TOTAL COUNTED EXPRESS VOTE BALLOTS</b> (shown on DS200 Tape):		<b>(6)</b>
<b>TABULATOR WINDOW COUNT:</b> Add lines (5) and (6)		<b>(7)</b>

Precinct Manager's Signature: \_\_\_\_\_

**Failure to**  
**COMPLETE**  
**this form**  
**may result**  
**in your**  
**termination!**

# COMPLETED BALLOT REPORT FORM

## PRE-ELECTION

The ballot styles, # of pads, ballots per pads and # of ballots is pre-printed for you.

You will write the same information (after you verify accuracy) to the right of the pre-printed information.

## POST-ELECTION

You will tally the following:

- # of pads remaining (A)
- # of unused ballots on partial (B)
- # of spoiled ballots (C)
- # of unscanned ballots (D)
- # of provisionals (E)

**ADD lines A-E for the total uncounted paper ballots (2)**

**# of packed paper ballots will be the same pre-printed # at the top of the sheet on line 1 (3)**

**Write your total from line 2 on line (4)**

**Subtract line 4 from line 3. Write the total in the box for lines 5.**

**Total counted EXPRESS VOTE ballots on line (6). The total (7) should be the same as your DS200 count. COMPLETED!**

Return in  
TEAL BAG

**BALLOT REPORT FORM**  
 Duval County, Florida

ORIGINAL  
 BALLOT REPORT  
 FORM

PRECINCT: **EXAMPLE**      ELECTION DATE: 08/23/2022

### PRE-ELECTION BALLOT ALLOCATION

Ballot Style	# of Pads	Ballots per Pad	# of Ballots	Ballot Style	# of Pads	Ballots Per Pad	# of Ballots
001	20	25	500	001	20	25	500
002	10	25	250	002	10	25	250
003	10	25	250	003	10	25	250
		25				25	
		25				25	
		25				25	
		25				25	
		25				25	
Total Pads Packed:		40	Total Ballots Packed: (1)		1000		

### POST-ELECTION BALLOT RECONCILIATION

Number of full pads remaining:	4 pads	x 25 =	100	(A)
Number of unused ballots on partial pads:			15	(B)
Number of ballots in spoiled ballots envelope:			2	(C)
Number of ballots in unscanned envelope:			0	(D)
Number of Provisional Ballots:			1	(E)
<b>Total Uncounted Paper Ballots: Add lines (A) thru (E)</b>			<b>118</b>	(2)
Number of packed paper ballots from line (1) above:			<b>1000</b>	(3)
Number of uncounted paper ballots from line (2) above:			<b>118</b>	(4)
<b>TOTAL COUNTED PAPER BALLOTS: Subtract line (4) from line (3)</b>			<b>882</b>	(5)
<b>TOTAL COUNTED EXPRESS VOTE BALLOTS (shown on DS200 Tape):</b>			<b>10</b>	(6)
<b>TABULATOR WINDOW COUNT: Add lines (5) and (6)</b>			<b>892</b>	(7)

Precinct Manager's Signature: \_\_\_\_\_

*David Whaley*

The background of the image is a close-up, slightly blurred view of the United States flag, showing the stars and stripes in a wavy pattern. The colors are vibrant, with a deep blue field for the stars and bright red and white stripes.

# **THE HELP DESK**

# **REASONS TO CALL 255-3466 Helpline**

- ❖ Voter needs to be moved into Duval County (from any county in Florida only)
- ❖ Voter check-in needs to be undone (**only when they are not the previous voter on any EVID**)
- ❖ Information from VR app needs to **be verified before address change**
- ❖ Voter has a duplicate registration record
- ❖ Voter disputes eligibility
- ❖ Voter demands to speak to SOE office staff
- ❖ Voter has a “protected” address and informs you that they have moved





# **Seeking Assistance**

**Assistance from another voter, loved one, etc.**

- ❖ **This is the only time more than one other person is allowed in the voting booth.**
- ❖ **ALL voters needing assistance will come to the Help Desk.**
- ❖ **The person assisting must sign Declaration to **Provide Assistance.****
- ❖ **Power of Attorney is NOT valid in regards to voting! The voter must sign for themselves.**



# Seeking Assistance

## Assistance from Poll Workers

- ❖ There must be two (2) poll workers from different party affiliations to assist at all times.
- ❖ Provide whatever assistance is necessary, but do not interpret or give opinions on issues. We are **NONPARTISAN!**  
(meaning unbiased and impartial/ neither for or against)
- ❖ Voter must sign Declaration to **Secure Assistance.**  
(Unless “*eligible for assistance in voting*” is indicated in EVID)

The background of the image is a close-up, slightly blurred view of the United States flag, showing the stars and stripes in a wavy pattern. The colors are vibrant, with a deep blue field for the stars and bright red and white stripes.

**EMERGENCY**

**PROCEDURES**

**TROUBLESHOOTING**

# POWER OUTAGE

---

- Call **255-3466** to alert the SOE staff
- Provide voters with flashlights if needed
- Open the sealed white bag, and begin checking voters in with the paper register.

**The EViD EDGE will still be capable of checking in voters!**

You will use the hard stock paper (provided in the precinct supply bag) to separate the register and list the alphabet for voters to know which check-in table to use. (example: *First EViD A-G, Second EVID H-M, etc....*). Assign paper registers to the Inspector Techs to continue to check-in voters currently in the precinct.

## PAPER REGISTER VIEW(S) FROM THE TABLE

REGISTRAR Sea - Sent

**MIKE HOGAN**  
Supervisor of Elections

2007 Uniform First Election

NAME OF VOTER, SEX, AGE, PARTY	PRECINCT	REGISTRATION NO.	REGISTRATION DATE	REGISTRATION TYPE	REGISTRATION STATUS	REGISTRATION CLASSIFICATION	REGISTRATION CLASSIFICATION	REGISTRATION CLASSIFICATION	REGISTRATION CLASSIFICATION
Seh, Ashley N 213 Rouse Dr N Jacksonville	11D	114	03/26/97	143					
Segars, Carlton H 176 Baiden Rd Jacksonville	11D								
Segars, Elynor S 176 Baiden Rd Jacksonville	11D								
Segars, Steven M 176 Baiden Rd Jacksonville	11D								
Seiger, Karen R 11296 Inez Dr Jacksonville	11D								
Seiger, Kimberly A 11296 Inez Dr Jacksonville	11D								
Seiger, Kristen L 11296 Inez Dr Jacksonville	11D								
Seiger, Sherry A 11296 Inez Dr Jacksonville	11D								
Selner, Harry D 570 Vena Dr Jacksonville	11D								
Selner, Shirley A 570 Vena Dr Jacksonville	11D								
Senterfit, Anna L 252 Denise Dr Jacksonville	11D								
Senterfit, William H 217 Rio Rd Jacksonville	11D								

REGISTRAR Sea - Sent

REGISTRAR Sea - Sent

**MIKE HOGAN**  
Supervisor of Elections

2007 Uniform First Election

NAME OF VOTER, SEX, AGE, PARTY	PRECINCT	REGISTRATION NO.	REGISTRATION DATE	REGISTRATION TYPE	REGISTRATION STATUS	REGISTRATION CLASSIFICATION	REGISTRATION CLASSIFICATION	REGISTRATION CLASSIFICATION	REGISTRATION CLASSIFICATION
Senterfit, William H 217 Rio Rd Jacksonville	11D	114	03/26/97	143					
Senterfit, Anna L 252 Denise Dr Jacksonville	11D								
Selner, Shirley A 570 Vena Dr Jacksonville	11D								
Selner, Harry D 570 Vena Dr Jacksonville	11D								
Seiger, Sherry A 11296 Inez Dr Jacksonville	11D								
Seiger, Kristen L 11296 Inez Dr Jacksonville	11D								
Seiger, Kimberly A 11296 Inez Dr Jacksonville	11D								
Seiger, Karen R 11296 Inez Dr Jacksonville	11D								
Segars, Steven M 176 Baiden Rd Jacksonville	11D								
Segars, Elynor S 176 Baiden Rd Jacksonville	11D								
Segars, Carlton H 176 Baiden Rd Jacksonville	11D								
Seh, Ashley N 213 Rouse Dr N Jacksonville	11D								

REGISTRAR Sea - Sent

This is **YOUR** view of the paper register. You will locate the voter's name (ID) and verify all information before asking the voter to sign. You must initial the register on the far right as the ballot issuer.

This is **THE VOTERS'** view of the paper register. The voter will locate their printed name and sign **UNDERNEATH**. The ballot style is also printed for the accuracy of the ballot provided.

# EMERGENCY!!!



**In the event of power outage, flooding, fire or polling room damage, the following steps must be taken for safety.**

**YOU will announce (calmly) that the polling room **MUST** be evacuated. *\*The DS200 (containing voted ballots) **MUST** also be unplugged and rolled out of the polling room.***

**CALL 911**

**CALL THE HELP  
DESK HOTLINE AT 255-  
3466 TO REPORT THE  
INCIDENT**



The background of the image is a close-up, slightly blurred view of the United States flag, showing the stars and stripes in a wavy pattern. The colors are vibrant, with a deep blue field for the stars and bright red and white stripes.

**CLOSING OF THE**  
**POLLS**

# CLOSED

- **Once you have announced “the polls are closed”, any voters in line BEFORE 7:00 pm may vote. Any voters in line after the closing time must be issued a provisional ballot.**
- **The Deputy should begin to monitor the line closer to the close of polls to ensure order. He/She will have **pink #** cards to hand to every voter in line after closing. **Pink = provisional****
- **Although the polls are closed, we NEVER tell someone that they cannot vote.**

## **Election Night (AFTER the polls close)**

- ❖ **Shut down the ExpressVOTE, EViD EDGE and all EViDs (after tally).**
- ❖ **If you used the emergency compartment, feed those voted ballots into the DS200 before closing the polls on the DS200. Rejected ballots go into un-scanned ballot bag. Obtain signatures on results tape.**
- ❖ **TRANSMIT RESULTS FROM THE DS200! If transmitting fails, attempt to resend before calling 255-3477 (technical hotline).**
- ❖ **Post unsigned short tape in the polling room (for public viewing). Shut down DS200 and pack EViD machines after returning the MIFI, EViD activators and DS200 memory sticks to pouch.**

## **Election Night (AFTER the polls close)**

- ❖ **Complete BRF, empty ballot bins placing voted ballots in the RED bags and seal. Store unused/unopened ballots in the DS200 ballot bin.**
- ❖ **Use visual aid packing chart to pack all materials and equipment properly and neatly.**
- ❖ **Clean and inspect the precinct for a final time before locking the door. The report should be clean and clear as you are responsible for the final look.**
- ❖ **Lock polling place; store key in **YELLOW** bag ( only if you have the premise key)**
- ❖ **Deliver **ALL** bags (yellow, sealed red voted ballots bags, supply bag and the purple bag) to designated drop zones.**

# CLOSED

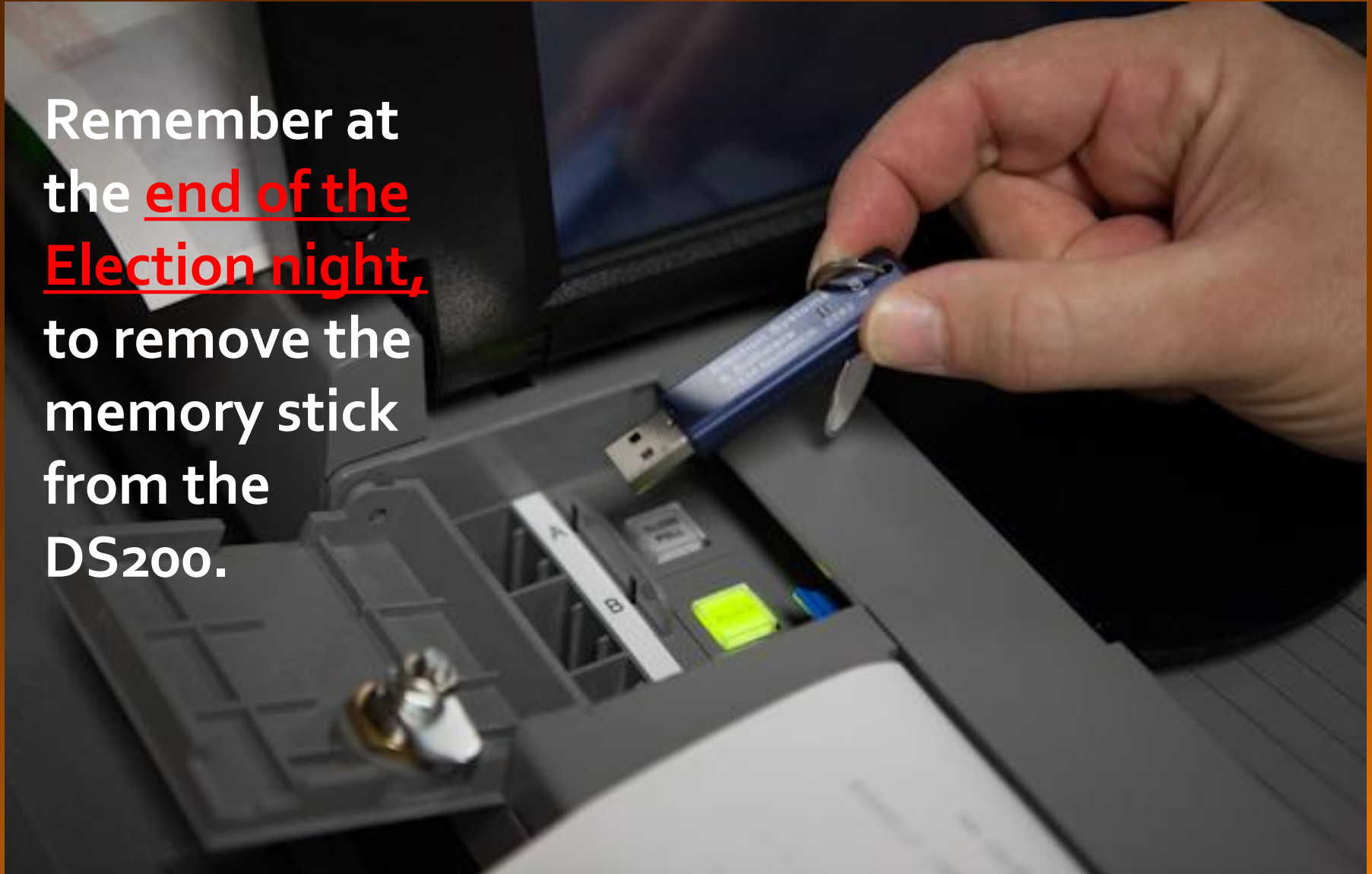


- ❖ **Break down all voting booths/tables**
- ❖ **Throw away/empty all trash – DO NOT leave anything behind that does not belong in the facility!**
- ❖ **The polling room should look as clean and neat as it was upon your arrival.**
- ❖ **Assist the staff with packing the election equipment neatly and they will assist you with your bags to deliver to the assigned drop zone.**
- ❖ **All are instructed to NOT LEAVE THE PRECINCT until instructed by the manager! All must remain in compliance until the end of the shift. Leaving prior to dismissal will result in termination.**



# *Remove the Memory Stick!!!!*

Remember at the end of the Election night, to remove the memory stick from the DS200.



# Final Thoughts

As an elections manager, you perform an invaluable civic duty.

You play a key role in whether a voter, regardless of ability, has a positive voting experience.

We hope that this training has given you confidence and provided you with valuable information on how best to interact with voters as an election official.

Thank you for your professionalism, dedication, and service.



Practice  
Makes  
Perfect

**YOU MAY USE YOUR WRITTEN NOTES WHILE  
TAKING YOUR ASSESSMENT**

**BE ON THE LOOKOUT FOR YOUR ELECTION DAY  
ROSTER**

**CALL ALL STAFF WITHIN 48 HOURS – DO NOT TEXT!**

**REMEMBER TO VOTE EARLY or VOTE -BY- MAIL!**

The background of the image is a close-up, slightly blurred view of the American flag, showing the stars and stripes in a wavy pattern. The colors are vibrant, with a deep blue field for the stars and bright red and white stripes.

**Thank you and**  
**have a wonderful**  
**Election!**