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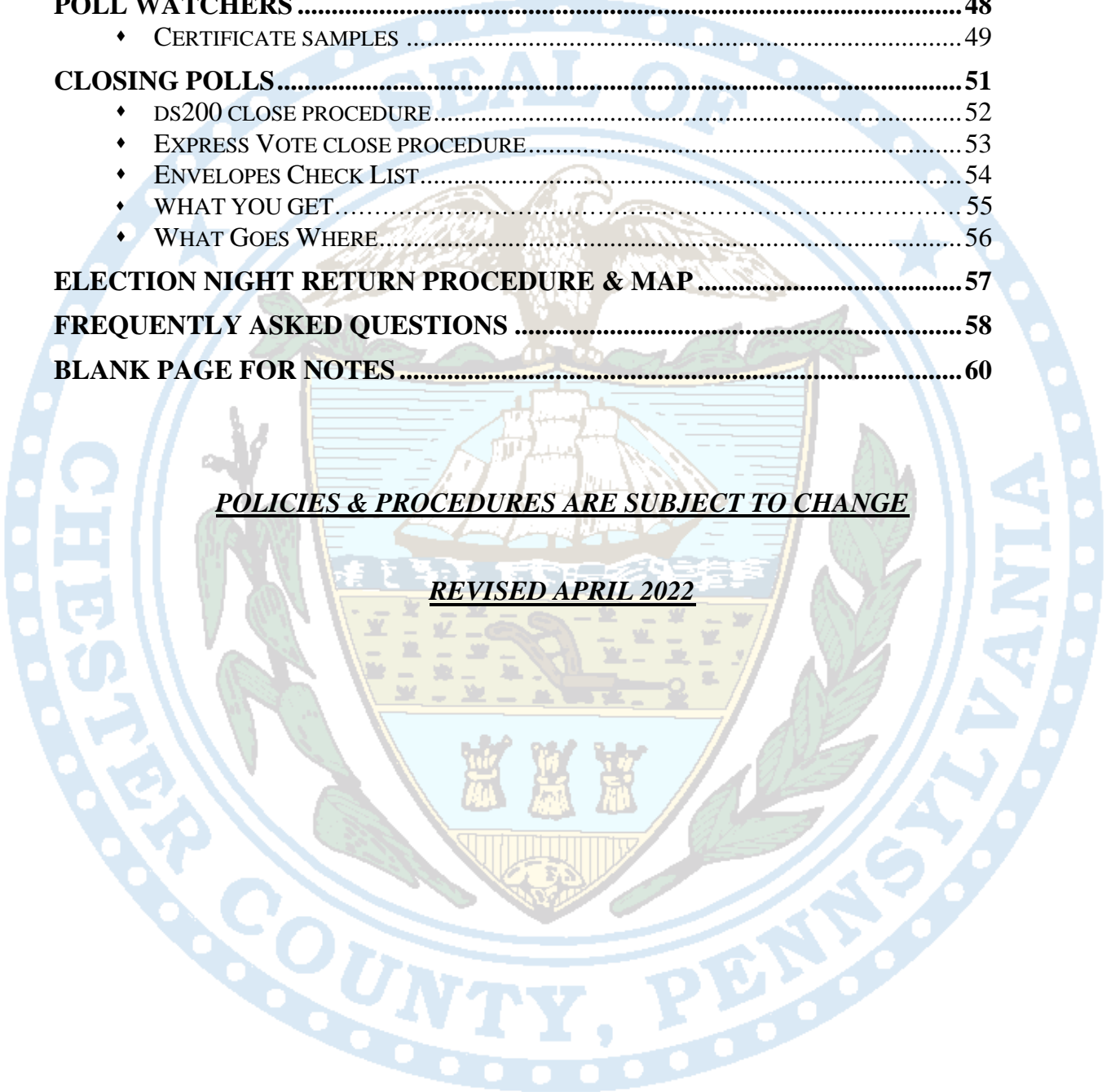
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**POLICIES & PROCEDURES ARE SUBJECT TO CHANGE**

**REVISED APRIL 2022**



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# Qualifications of Election Officials

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

**25 P.S § 2672**

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

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

**The student may not serve as Judge of Elections or Inspector of Elections.**

# The Election Board

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

## **JUDGE OF ELECTIONS<sup>1</sup> (four (4) year term):**

The Judge of Elections is in charge of all Election Day activities. Their main duties include:

- Establish poll worker availability and organize the election board prior to each Election.
- Pick up supplies the Saturday prior to the election; or make arrangements with a board member.
- Maintain a secure and efficient polling place for voters.
- Manage all voting activity and election personnel within the polling place.
- Oversee and sign any required documents on Election Day.
- Act as the precinct primary point of contact on Election Day.
- Return election results and supplies to Voter Services on Election Night.

## **INSPECTORS OF ELECTIONS<sup>2</sup> (four (4) year term):**

There are two (2) Inspectors of Elections at each polling place – a Majority Inspector and a Minority Inspector. The inspector’s duties include:

- Assist the Judge of Elections in their duties. Including assisting voters with questions or issues.
- Check-in and process voters on Election Day.
- The Minority Inspector must oversee and sign any required documents along with the Judge of Elections.
- The Minority Inspector is charged with taking home a copy of various forms, as indicated on the “What Goes Where.” These forms are placed in Envelope B & must be kept for one (1) year.

## **CLERKS<sup>3</sup>:**

Assist voters on Election Day with the following tasks, included but not limited to:

- Checking in voters, using the poll book.
- Provide assistance with voting machines.
- Record names & ballot numbers in the numbered list of voters.
- Distribute ballots to voters

<sup>1</sup> Voter Services will provide each Judge of Elections with the election board list. The Judge of Elections is responsible for keeping their lists up-to-date and provide Voter Services with current board members’ contact information and work availability.

<sup>2</sup> Majority and Minority is determined by who received the most votes in the Municipal Election. This is **not restricted** by party affiliation.

<sup>3</sup> Inspectors may choose their own clerk(s) who are then appointed to the election board; the Judge of Elections and Voter Services may assist to fill any vacancies.

# Student Poll Workers

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

## Requirements:

According to the Pennsylvania Election Code 25 P.S. 2672 (b) The County board may appoint students, notwithstanding their eligibility to vote, to serve as clerks or machine operators pursuant to the following:

- (1) The County board may appoint no more than two (2) students per precinct
- (2) The Judge of Elections shall have direct supervision of the student
- (3) The County board may compensate the student
- (4) The County board shall comply with all applicable Federal and State laws
- (5) The student must, at the time of the Election for which the student shall serve:
  - a. Be at least seventeen (17) years of age
  - b. Be a United States citizen and a resident of the County in which they were appointed
  - c. Be enrolled in a secondary educational institution with an exemplary academic record as determined by the educational institution
  - d. Be approved by the Principal or Director of the secondary educational institution
  - e. Have obtained the consent of their parent or guardian

**NO student may serve as Judge of Election, Majority or Minority Inspector.**

## Expectations:

- Students are required to have the permission form signed and returned to Voter Services prior to each Election. Please return by 10/1/2021 for the November 2nd, 2021 Election.
- Students who are seventeen (17) must follow State labor laws and may only work a half day.
  - Students who are eighteen (18) may work a full day.
- Students are expected to work their entire shift.
- Students are required to attend a training class prior to Election Day. The training schedule can be found at [chesco.org/election](http://chesco.org/election).
- Students will be placed in their home precinct, when possible. But may be placed in any precinct within their school district.
- Students working Election Day will be paid by check approximately 6 weeks after the Election.

## How to Apply?

Complete the full Student Poll Worker Permission Form and return it to Voter Services prior to the next Election. The training schedule and precinct assignment will be emailed.

Please mail or drop off any completed forms to Chester County Voter Services:  
 601 Westtown Rd Ste. 150 ♦ P.O. Box 2747 ♦ West Chester, Pa 19380  
 Phone: 610-344-6410 ♦ Email: [SPW@chesco.org](mailto:SPW@chesco.org) or [ccelectionofficials@chesco.org](mailto:ccelectionofficials@chesco.org)

# Student Poll Worker Permission Form



## THE COUNTY OF CHESTER



### Student Poll Worker Permission Form

*Students must be at least 17 years old on Election Day to apply.*

I \_\_\_\_\_ hereby grant \_\_\_\_\_ my permission  
(Name of Parent/Guardian) (Name of Student)

to work as a Machine Operator or Clerk during the upcoming Primary Election on **Tuesday, May 17<sup>th</sup>, 2022.**

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

Student's Address: \_\_\_\_\_  
\_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

Student's Phone Number: \_\_\_\_\_

Student's Email: \_\_\_\_\_

Social Studies Teacher's Email: \_\_\_\_\_

Desired Shift:  Full Day (6:30AM to 9:30PM)  
 Half Day Morning (6:30AM to 2PM)  Half Day Evening (2PM to 9:30PM)

Desired Compensation Method:  Community Service Hours  Payment via Check  
(Select only one)

### School Consent Form

I \_\_\_\_\_ hereby grant permission to the above-named student  
(Name of Principal or Guidance Counselor)

to work as a Machine Operator or Clerk during the upcoming Primary Election on **Tuesday, May 17<sup>th</sup>, 2022.**

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
School Representative's Email Address

\_\_\_\_\_  
Signature of School Representative and Title

\_\_\_\_\_  
Date

Completed forms may be emailed to [SPW@Chesco.org](mailto:SPW@Chesco.org)

**PLEASE RETURN NO LATER THAN FRIDAY, APRIL 22nd**

# Compensation

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

Judge of Elections .....	\$135.00
Majority Inspector.....	\$125.00
Minority Inspector.....	\$125.00
Machine Inspector.....	\$125.00
Full Day Clerk.....	\$125.00 (approx. 6:30am- 9:30pm)
Half Day Clerk.....	\$62.50 (approx. 6:30am- 2pm morning shift; 2pm- 9:30pm evening shift; 8 hours)
Supply Pickup.....	\$20.00 plus mileage
Supply Drop-off.....	\$20.00 plus mileage (Driver)
Supply Drop -off.....	\$20.00 (1 passenger)
<b><u>Attending Class (one-time payment for each election)</u></b>	
Judge of Elections.....	\$75.00
Majority Inspector.....	\$50.00
Minority Inspector.....	\$50.00
Machine Inspector.....	\$75.00
Clerk.....	\$50.00



# Election Board Responsibilities

The job roles<sup>4</sup> are as follows:

## **(1) Poll Book Clerk:**

- a) Greet Voter and ask their name.
- b) Locate voter in poll book.
- c) Call out voter's name (and announce their party ONLY in a Primary).
- d) Ask voter to confirm address/Date of birth and sign the poll book (with the preprinted signature covered).
- e) Determine the voter's eligibility by comparing the voter's signature to the preprinted facsimile signature in the poll book.
- f) Record ballot number and their (clerk) initials in the poll book (in the Primary use the first initial of the party before the ballot #). In the General, record only the ballot number. For Express Vote voters, use an E then the ballot number. In a Primary use E, the party initial, and ballot #.

## **(2) Numbered List Clerk:**

- a) Record the voter's name and ballot number in the Numbered List of Voters tablet (in the Primary, designate the party by using the initial of the party in front of the ballot #)
- b) If staffing allows for it, you may split the Numbered List of Voters task similar to how the lines are split (A-L, M-Z, etc.). The Numbered List of Voters tablet is recorded in duplicate. Remember to highlight the Electronic Voters on this tablet.

## **(3) Ballot Clerks:**

- a) Issue ballot to voter. One stub remains on the end of the ballot. Ballot must match party of the voter in the Primary.
- b) Announces number (and party affiliation in a Primary only) of ballot issued.

## **(4) Machine Clerks:**

### **1. DS200**

- a) Greet the voter.
- b) Instruct the voter to insert their ballot into the optical scanner.
- c) Have Voter ensure the ballot is accepted before voter leaves.

### **2. Express Vote**

- a) Greet the electronic voter and accept the electronic receipt from the voter.
- b) Remind the voter to activate the Express Vote with the activation card. In the Primary, insert the activation card and select the correct political party for the voter.
- c) Ballot will print and the voter will place it in the top slot of the optical scanner.
- d) Answer any machine questions the voter may have.

<sup>4</sup> These are not specific to any one board member as each poll worker should be qualified and trained to perform all of them.

# The Polling Place

The polling place is defined as the room where voting takes place, not the building where the polling place is located. If you are uncertain of the set-up call Voter Services 610-344-6410.

## Regulations

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

1. Only these individuals may be inside the polling place during voting hours:
  - a. Poll Workers working the Election
  - b. Candidate/Party Watchers with a valid certificate from Voter Services
  - c. Voters who are waiting in line to vote or who are voting
  - d. The Constable; if needed.
  - e. County technical support assisting with equipment issues
2. Campaign workers and all others must remain at least ten (10) feet from the door in which voting takes place unless determined by the landlord to be a further distance/location.
3. Only one (1) voter is permitted in a voting booth unless the voter is receiving documented assistance or is accompanied by a minor child as permitted by law.
4. No electioneering or campaigning is permitted inside the polling place (more information on page 13):
  - Passive Electioneering is permitted so long as voters do not act or influence other voters in the polling place. Voters may wear t-shirts or other clothing, buttons, etc. that have a candidate or political party's name, picture, or emblem.
  - Passive electioneering is not permitted by poll workers at any time. Under no circumstances, may Poll Workers or Watchers wear or display party or candidate specific items.
5. At 8:00 P.M. any voter in line MUST be permitted to vote. The Judge of Elections must assign a clerk to stand at the end of the line to turn away voters arriving after 8:00 P.M. or they may bring everyone in line inside and lock the door.
6. Secrecy in voting must be maintained at all times.
7. The Judge of Elections may call upon the constable or another peace officer to assist in the performance of their duties at any point during the day.
8. Cell phones are not to be used in the polling place at any time by anyone unless the Judge of Elections needs to call Voter Services. Everyone else must step outside of the polling place.

# Before Election Day

- 1.) Prior to each election, Chester County Voter Services will send a packet to each Judge of Elections. This packet will contain:
  - a. A summary letter to the Judge of Elections.
  - b. A schedule of upcoming training classes. The Judge of Elections is asked to share this list with their boards and encourage them to take at minimum one (1) training class per year.
  - c. A list of election board members for their polling place.
  - d. A notice to pick up election supplies prior to each election.
  - e. Student Poll Worker forms.
- 2.) The Judge of Elections should contact the landlord of the polling location at least one (1) month prior to Election Day. They should address the following:
  - a. The location where voting will be held.
  - b. Access to the room for setup before and on Election Day.
  - c. The location of the voting machines on Election Day.
  - d. Ensure that tables and chairs will be available for the poll workers.
- 3.) Supply pick-up is the Saturday prior to each Election:
  - a. If the Judge of Elections is unavailable for supply pick up, they may select another board member.
  - b. Whoever is picking up the election supplies should follow the traffic patterns and remain in their car at all times due to safety precautions.
- 4.) Each Inspector should:
  - a. Choose a Clerk to work with them on Election Day. Each Inspector is entitled to appoint one full day Clerk (or full day equivalents. i.e., one half day am and one-half day pm clerk) for each election.
  - b. It is the Inspectors duty to provide the Judge of Elections with the name, contact information and desired shift of the clerk(s) they appoint.
  - c. The inspector should provide the Clerk with the class schedule. This schedule can also be found online at [chesco.org/election](http://chesco.org/election).
- 5.) The Judge of Elections should check the Red Supply Bag to locate all election supplies necessary for Election Day. If you are missing or need extra supplies, please call Voter Services at 610-344-6410.

# Materials, Equipment and Supplies

## RED BAG:

The red bag contains the Poll Books, the Supply Box, Supplemental List(s), assorted signs, maps, notices and other assorted supplies. All unused supplies are to be returned in this bag unless otherwise noted. The “What Goes Where” explains the return of specific envelopes and their contents. Quantity of supplies may vary depending on the Election year and the polling location. This bag may be opened prior to Election Day.

## Supply Box Checklist

<u>Item:</u>	<u>Minimum #:</u>
Election Morning Materials Folder:	1
• Election Officers Oath	4
• General Returns of Votes Cast	2
• Pay Voucher	2
• List of Important Election Morning Materials	1
Pens and Highlighters	1 bundle
Flag with Stand	1
Masking Tape	1 roll
Voter Registration Forms	1 pack
Magnification Sheet	1
Emergency Plan	1
Express Vote Opening and Closing Procedures	1
DS-200 Opening and Closing Procedures	1
Election Officials Name Badges	1 pack of 15
Green and Yellow Removal Cards	6 each
Affirmation of Electors	3 packs
Backer for Zero Tape\Unofficial Results	1
Declaration of the Need of Assistance	1 pack
Record of Assisted Voters	1
Affidavit of Voter ID	2
Election Workers Needed	1
Challenge Elector’s Affidavit	1 pack
HAVA Complaint Form	1 pack
Instructions for Marking the Ballot	1 pack
Numbered List of Voters Tablet	4
Completed Registrations Form Envelope	1
Affirmation of Elector Envelope	1
Envelope A	1
Envelope B	1
Envelope C	1
Envelope D	1
Supply Box Checklist	1
<u>To Be Added Later:</u>	
Specimen Ballots	Varies
Plain English Referendum Statement(s)	Varies

**Clear/Orange Media Bag:**

Wrist Coil with keys	1
Electronic Results & Zero Tape Envelope	1
Small Envelope for Return of DS200 thumb drive	1
Packing List with Seal	1

**Blue Pouch:**

Declaration to Surrender Mail-in/Absentee Ballot	2 Pads
Instruction Guide	1

**Green Provisional Bag:**

Provisional Ballots <sup>5</sup>	Varies
Provisional Ballot Secrecy Envelopes	1 Pack
Provisional Ballot Affidavit Envelopes	1 Pack
Provisional Ballot Receipt Tickets	1 Pack
Provisional Ballot Instructions	Varies

**Secrecy Booths and Trifolds:**

These booths are opened to create a private space for voters to mark their optical scan ballots. The number of booths is determined by the number of registered voters and historical voter turnout for that polling location/precinct.

**Sign Frames:**

Four (4) metal frames bundled together. These frames are used to hang the outdoor plastic signs found in the red bag.

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<sup>5</sup> PROVISIONAL will be printed on the ballots and are marked with a green strip at the top. During the Primary Election, you will have ballots for each political party.

# Security Procedures & Highlights

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

A few points regarding security:

- Our voting machines are stored in a locked secured room that requires limited badge access.
- Our voting machines are not connected to the internet at any time, for any reason. All points of access to each voting machine (such as the memory card slot, card reader, etc.) are found in locked and sealed compartments.
- Poll workers have limited key-access to operate the voting machines. High-level administrative access is reserved for three (3) Voter Services staff – the Director, Assistant Director and Equipment Supervisor.
- Each voting machine is tested for the functionality and tabulation in advance of each election extensively and thoroughly.
- All voting machines and media are locked and sealed once they are programmed for Election Day. We maintain a documented chain-of-custody on those machines from that point onward. Seal numbers are recorded at the point of origin and at the point of delivery.
- Cell phones are not to be used in the polling place unless the Judge of Election needs to call Voter Services. Everyone else must step outside of the polling location to use their phone.
- For voter privacy and secrecy, no audio or visual recording is permitted inside the polling place, including the news media.
- Poll workers may use electronic devices to pass the time when no voters are inside the polling place. Poll workers should not be near poll books and other election materials to ensure voter privacy and secrecy.
- Each political party is afforded the opportunity to have Party Watchers inside the polling place observing the voting process and the procedures of the poll workers in a General Election. Party or Candidate Watchers may observe before the polls open, during voting hours, and after they close. Candidates are only welcome to observe before and after polling hours.
- Party Watchers may use electronic devices to track their voter lists, but electronic devices must be always silenced. Recording from their devices is not permitted at any time.
- The Judge of Elections in each polling location must print a “zero tape” to show there are no votes on their machine(s). This must be publicly displayed throughout the day.

- **Voters are permitted within the enclosed voting area containing the booths one at a time. Voters may only access the DS200 to cast their vote by inserting their ballot into the scanner.**
- **All voting equipment must always remain within visual contact of Poll Workers within the enclosed space. If any security seals or other materials are broken or tampered with the Judge of Elections is to contact Voter Services immediately.**
- **If equipment is not operating as expected the Judge of Elections is to contact Voter Services immediately.**
- **After the polls close, the Judge of Elections will print the unofficial election results tapes and post for public display. The Judge of Election will remove the tamper-evident security seal(s) and removes the memory card(s) containing election results from the voting machines. The Judge of Election will place new security seals on the bags and then transport the Election results to Voter Services to be tabulated. Chain of custody of these items is of the utmost importance.**
- **Any irregularities in the results on the memory card would be discernible during a basic audit<sup>6</sup>.**
- **Chester County has two methods of recount if necessary:**
  - **A central tabulating machine (“the 850”) which uses optical scanning to recount the votes cast.**
  - **Manual Hand count.**
- **We are confident that the staff of Voter Services, additional county employees who assist on Election Day (Roamers), and the precinct poll workers who selflessly serve their communities, would not allow grand schemes of fraud to occur.**
- **Elections in Chester County are secure, fair, and transparent, and all the procedures and practices enumerated above will continue to be in effect, as they have been in years past. In fact, most processes are dictated by law and common across the Commonwealth.**
- **It is also important to note that the PA Department of State manages the statewide database for registered voters and manages the systems and software to collect the unofficial polling results from all 67 counties each election night. This is not handled on the County level.**

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<sup>6</sup> The basic audit compares the number of votes cast at the polling place to the result tapes from the machines, the number of voters who signed the poll book, and the number of voters who were recorded in the numbered list of voters.

## **Electioneering Policy**

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

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

**The Board of Elections' concern is that no duly registered voter be turned away at the polls.**



# Opening the Polls

1. **All members of the election board should report to their precinct between 6:00 A.M. and no later than 6:30 A.M.**
2. **The Minority Inspector shall administer the Election Officer's Oath (found in the "Important Election Morning Materials" folder found in the supply box in the red bag), to the Judge of Elections. Once sworn in, the Judge of Elections shall administer the oath to the remaining board members. The Election Officer's Oath is to be signed in duplicate, one (1) copy is to be placed in Envelope A and one (1) copy is to be placed in Envelope B. From this point forward, the election board is not allowed to leave the polling place until their specified times<sup>7</sup>.**
3. **The Judge of Elections assigns the following responsibilities to the election board members: Poll Book Clerk(s), Numbered List Clerk(s), Ballot Clerk and Machine Operator. Descriptions of each is listed on the following page.**
4. **Check the contents of the bags and ensure the supplies are all present. If anything is missing, contact Voter Services immediately at 610-344-6410. Arrange the voting location to ensure secrecy and efficiency in voting.**
5. **Post specimen ballots, campaign worker instructions, no smoking signs, etc. in visible areas for everyone in the polling place to see clearly.**
6. **Remove poll books, supply box and other documents for the board and arrange them on your election official's table. Locate the keys to the DS200 and Express Vote in the Clear/Orange Bag.**
7. **Remove the optical scan ballots from the ballot box. (Door "C").**
8. **Check all optical scan ballots to ensure that you have the correct ballots and count them (each pad contains 50 ballots). If there are any issues with the ballots, contact Voter Services immediately at 610-344-6410.**
  - a. **\*In Primaries, ballots are party sensitive, make sure to record these specific numbers and the party on the General Returns Sheet.**
9. **Follow the opening instructions step by step for the DS200 and Express Vote machines. Post the printed and signed zero tape report.**
10. **At 7:00 A.M. all board members should take their positions and the Judge of Elections should announce the polls are open for voting.**

---

<sup>7</sup> Poll workers typically work a full day from 6am to close or a half day which is usually from 6am to 2pm or 2pm to close.

Place One Copy in Envelope A  
Place One Copy in Envelope B

Polling place \_\_\_\_\_

### Election Officer's Oaths

"I..... **DO SWEAR (OR AFFIRM)**. That I will as **JUDGE** duly attend the ensuing election/primary during the continuance thereof, and in cooperation with the inspectors, faithfully carry on the same; that I will not give my consent to the admission of any person to vote, except such as I firmly believe to be registered and entitled to vote at such election/primary, according to the provisions of the Constitution and laws of this Commonwealth, and that I will use my best endeavors to prevent fraud, deceit, or abuse in carrying on the same, and that I will make a true and perfect return of said election/primary, and will at all times impartially and faithfully perform my duty respecting the same, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this election/primary."

\_\_\_\_\_ (Judge of Elections Signature)

Sworn (or affirmed) and subscribed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me \_\_\_\_\_ (Minority Inspector)

"I..... **DO SWEAR (OR AFFIRM)**. That I will as an **INSPECTOR** duly attend the ensuing election/primary during the continuance thereof, and that I will not admit any person to vote except such as I firmly believe to be registered and entitled to vote at such election/primary, according to the provisions of the Constitution and laws of this Commonwealth, that I will not vexatiously delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid, that I will make a true and perfect return of said election/primary and that I will, in all things truly, impartially and faithfully perform my duties therein, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this election/primary."

\_\_\_\_\_ (Inspector Signature)

Sworn (or affirmed) and subscribed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me \_\_\_\_\_ (Judge of Elections)

"I..... **DO SWEAR (OR AFFIRM)**. That I will as an **INSPECTOR** duly attend the ensuing election/primary during the continuance thereof, and that I will not admit any person to vote except such as I firmly believe to be registered and entitled to vote at such election/primary, according to the provisions of the Constitution and laws of this Commonwealth, that I will not vexatiously delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid, that I will make a true and perfect return of said election/primary and that I will, in all things truly, impartially and faithfully perform my duties therein, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this election/primary."

\_\_\_\_\_ (Inspector Signature)

Sworn (or affirmed) and subscribed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me \_\_\_\_\_ (Judge of Elections)

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

\_\_\_\_\_ (Clerk Signature)

Sworn (or affirmed) and subscribed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me \_\_\_\_\_ (Judge of Elections)

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

\_\_\_\_\_ (Clerk Signature)

Sworn (or affirmed) and subscribed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me \_\_\_\_\_ (Judge of Elections)

# General Returns of Votes Cast Instructions

After closing the DS200 completely and removing all voted ballots from the ballot box, you should:

- Sort the ballots into several stacks so they include:

## Primary Only

1. Democratic Ballots - Separate these further into two (2) stacks
  - a. Democratic ballots
  - b. Democratic Express Vote activation cards
2. Republican Ballots - Separate these further into two (2) stacks
  - a. Republican ballots
  - b. Republican Express Vote activation cards
3. Non-Partisan Ballots (if applicable) - Separate these further into two (2) stacks
  - a. Non-Partisan Ballots
  - b. Express Vote activation cards

## General

1. All Voted Ballots - Separate these further into two (2) stacks
    - a. Ballots
    - b. Express Vote activation cards
- Count the voted ballots – Record the number of total voted ballots on the General Return Sheet in the proper section.
    - \*In the Primary, party ballots are counted separately and recorded in their respective sections (Republican, Democrat and Nonpartisan totals).
  - Record the number of spoiled ballots on the General Return Sheet in the proper section.
    - \*In the Primary, party ballots are counted separately and recorded in their respective sections (Republican, Democratic and Nonpartisan totals).
  - Record the number of unused ballots on the General Return Sheet in the proper section (Primary- party specific). All unopened packs of ballots contain 50 ballots.
  - Record the total number of Express Vote voters.
    - \*In the Primary, party Express Vote ballots are counted separately and recorded in their respective sections (Republican, Democratic and Nonpartisan totals).
  - Balance out the numbers: Column A and Column B should be equal.
  - Record all return seal numbers on the General Return Sheet in the lower left corner.
  - Election officers must sign the General Return Sheet and record the departure time in the lower right corner.
  - Record the Clear/Orange bag seal number on the General Returns Sheet and place one copy in the Envelope A and one copy in Envelope B.

# General Returns of Votes Cast Worksheet

## Primary



### GENERAL RETURNS OF VOTES CAST - PRIMARY ELECTION

(PLEASE INDICATE DATE)

STATEMENT We the Election Officials certify that We have followed all procedures prescribed by Law, and have enclosed the specified items from the Election held at

PRECINCT \_\_\_\_\_

County of Chester, PA

1 COPY IN ENVELOPE A & B

REVISED 09/2021

ELECTION MORNING SEALS		Poll W. Initials
DS200 TAMPER SEAL #	_____	_____
DS200 SEAL "A" #	_____	_____
DS200 SEAL "C" #	_____	_____
GREEN PROV BAG #	_____	_____
CLEAR/ORANGE BAG #	_____	_____

REMARKS

1. Enter Total number of ballots received from County
  2. Enter Total Standard Ballots in DS200
  3. Enter number of Spoiled Ballots (In Envelope)
  4. Enter number of Unused Ballots (please count carefully)
- Column Totals (A must equal B)

DEMOCRATIC BALLOTS		REPUBLICAN BALLOTS		NON PARTISAN BALLOTS	
Column A	Column B	Column A	Column B	Column A	Column B

SURRENDERED BALLOTS
TOTAL _____

EXPRESSVOTE CARDS
DEM _____
REP _____
N.P. _____
TOTAL _____

PROVISIONAL BALLOTS
DEM _____
REP _____
N.P. _____
TOTAL _____

5. Total Standard Ballots Voted \_\_\_\_\_
6. Total ExpressVote Cards Voted \_\_\_\_\_

7. Grand Total Votes (Add lines 5 & 6) \_\_\_\_\_

ELECTION NIGHT SEALS		Poll W. Initials
CLEAR/ORANGE BAG #	_____	_____
BLACK BALLOT CARRIER SEAL #	_____	_____
DS200 SEAL "B" #	_____	_____
GREEN PROV BAG #	_____	_____

PLEASE SIGN BOTH COPIES	
Judge of Elections _____	Clerks _____
Majority Inspector _____	Clerks _____
Minority Inspector _____	Clerks _____
DEPARTURE TIME _____	

## General



### GENERAL RETURNS OF VOTES CAST - NOVEMBER ELECTION

(PLEASE INDICATE DATE)

STATEMENT We the Election Officials certify that We have followed all procedures prescribed by Law, and have enclosed the specified items from the Election held at

PRECINCT \_\_\_\_\_

County of Chester, PA

1 COPY IN ENVELOPE A & B

REVISED 09/2021

ELECTION MORNING SEALS		Poll W. Initials
DS200 TAMPER SEAL #	_____	_____
DS200 SEAL "A" #	_____	_____
DS200 SEAL "C" #	_____	_____
GREEN PROV BAG #	_____	_____
CLEAR/ORANGE BAG #	_____	_____

REMARKS

1. Enter Total number of ballots received from County
  2. Enter Total Standard Ballots in DS200
  3. Enter number of Spoiled Ballots (In Envelope)
  4. Enter number of Unused Ballots (please count carefully)
- Column Totals (A must equal B)

COUNTY BALLOTS	
Column A	Column B

SURRENDERED BALLOTS
TOTAL _____

EXPRESSVOTE CARDS
TOTAL _____

PROVISIONAL BALLOTS
TOTAL _____

5. Total Standard Ballots Voted \_\_\_\_\_
6. Total ExpressVote Cards Voted \_\_\_\_\_

7. Grand Total Votes (Add lines 5 & 6) \_\_\_\_\_

ELECTION NIGHT SEALS		Poll W. Initials
CLEAR/ORANGE BAG #	_____	_____
BLACK BALLOT CARRIER SEAL #	_____	_____
DS200 SEAL "B" #	_____	_____
GREEN PROV BAG #	_____	_____

PLEASE SIGN BOTH COPIES	
Judge of Elections _____	Clerks _____
Majority Inspector _____	Clerks _____
Minority Inspector _____	Clerks _____
DEPARTURE TIME _____	

Place in Envelope A

**Order to Pay Election Officers of Chester County**

Precinct \_\_\_\_\_

Primary/General Election of \_\_\_\_\_

Position Worked- Circle	PRINT Name	Signature	Attended class?
Judge of Elections \$135	_____	_____	<input type="checkbox"/>
Majority Inspector \$125	_____	_____	<input type="checkbox"/>
Minority Inspector \$125	_____	_____	<input type="checkbox"/>
Machine Operator (Full Day) \$125	_____	_____	<input type="checkbox"/>
Full Day \$125/ Half Day \$ 62.50	_____	_____	<input type="checkbox"/>
Full Day \$125/ Half Day \$ 62.50	_____	_____	<input type="checkbox"/>
Full Day \$125/ Half Day \$ 62.50	_____	_____	<input type="checkbox"/>
Full Day \$125/ Half Day \$ 62.50	_____	_____	<input type="checkbox"/>
Full Day \$125/ Half Day \$ 62.50	_____	_____	<input type="checkbox"/>
Full Day \$125/ Half Day \$ 62.50	_____	_____	<input type="checkbox"/>
Full Day \$125/ Half Day \$ 62.50	_____	_____	<input type="checkbox"/>
Full Day \$125/ Half Day \$ 62.50	_____	_____	<input type="checkbox"/>
STUDENT PAID: Select Below	_____	_____	<input type="checkbox"/>
Full Day \$125/ Half Day \$62.50	_____	_____	
Constable \$175	_____	_____	

Person who picked up the supplies sign below and insert roundtrip mileage:

\_\_\_\_\_ (\$20.00)

# of miles roundtrip                      Print                      Sign

Person who drove the results back at the end of the night sign below and insert roundtrip mileage:

\_\_\_\_\_ (\$20.00)

# of miles roundtrip                      Print                      Sign

Person who helped return the results at the end of the night but did not drive sign below:

\_\_\_\_\_ (\$20.00)

Print                      Sign

\* Polling Location

\_\_\_\_\_

PLEASE WRITE CURRENT/MAILING ADDRESSES ON BACK.  
Failure to sign the pay voucher or circle position worked may delay payment due for services.

Payments take 6-8 weeks to process.

07/21

# DS200 Open Procedures

 Barrel key and the ballot box key are provided in Orange media pouch.



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

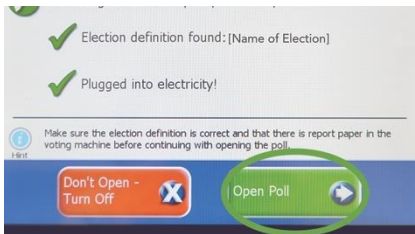


Silver Key Required for steps 1,3&4

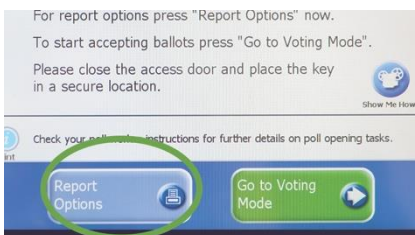
3. Verify the seal number from location “C” with the General Returns Sheet and initial.
4. Remove the seal from location “C”, unlock the compartment and remove everything from inside. When empty, close and lock.
5. Verify the seal number from location “A” with the General Returns Sheet and initial.
6.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



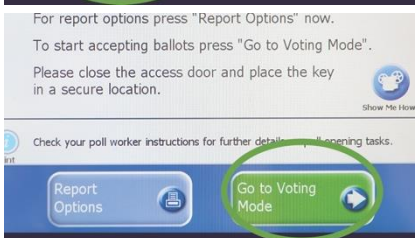
7. With the barrel key, unlock the front screen and flip up. This will automatically power up the DS200. It may take a few minutes to load.
8. While you are waiting you may record the Seal Number (on the left hand side of the scanner) on your General Return Sheet **DO NOT REMOVE THIS SEAL.** Return the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



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



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



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

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



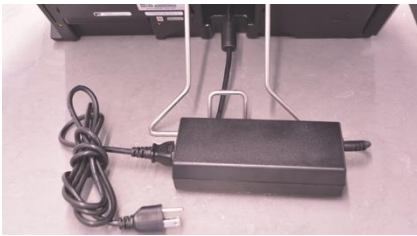
**The DS200 is now ready for voting!**

# Expressvote as a Marker Open Procedures

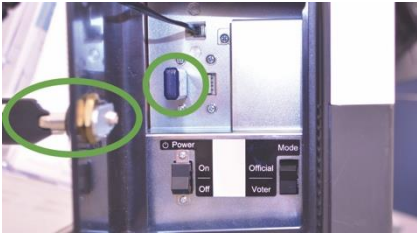
⚠ Before starting the ExpressVote Open Procedures, be sure you have the barrel key and election password.



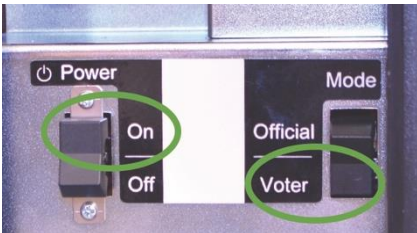
14. Remove the Expressvote from the soft-sided case and prop up with the kickstand.



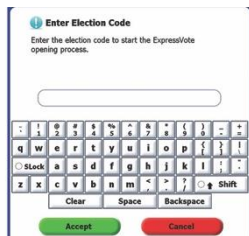
15. Plug the power cord (found in the front pocket of the black carrying case) into the Expressvote.  
16. Plug the power cord into an AC outlet.



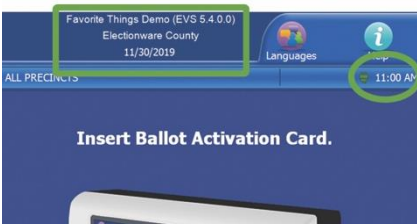
17. Using the barrel key, on the left side (when facing the screen) open the access compartment.



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



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



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



Let the voting begin!

\*\*DISCLAIMER: These procedures are guidelines. Any requirements outlined by CCVS must be followed.  
Updated: 9/21/2021

# Voting Equipment

## **DS200 Scanner/Ballot Box: DELIVERED** **MAY NOT BE OPENED UNTIL ELECTION MORNING**

A pre-assembled machine with a scanner will be delivered to the polling place prior to Election Day. The Judge of Elections should work with the facility to determine where the machines will be stored. The ballot box has one locked door. Inside the locked compartment you will find: 1) Official Optical Scan Ballots; 2) Black Ballot Bag to be used for returning voted ballots and other materials on election night. You will find a checklist in the bag along with a seal to be used when returning the election results to Voter Services. 3) ExpressVote Activation Cards.

## **Express Vote: DELIVERED** **MAY NOT BE OPENED UNTIL ELECTION MORNING**

The Express Vote machine and stand will be delivered to the polling place prior to Election Day. The Judge of Elections should work with the facility to determine where the machines will be stored.

## **Hard Case Privacy Booths: DELIVERED**

Most polling locations will receive hard case privacy booths in addition to tri-fold privacy screens. The hard case booths will be delivered in advance of Election Day along with the equipment listed above.

## **Trifolds: SUPPLY PICKUP**

Tri-fold privacy screens are distributed during supply pick up. The number given is based on the number of currently registered voters.

## **ADA Adaptor Kit: SUPPLY PICKUP**

You will receive at least two privacy booths delivered to your polling place, and you will be given ADA adaptor kits on supply pickup. Please set one up with the Express Vote and one as a standard privacy booth. This is to ensure every polling location is ADA accessible.

**Totem Poll: SUPPLY PICK UP** (Where applicable)

**Call Box: SUPPLY PICK UP** (Where applicable)



## Checking in a Voter

The Judge of Elections will assign job responsibilities<sup>8</sup> and determine how many lines to run (unless otherwise determined by the Board of Elections). Each line will have the same check in process for voters:

1. A voter approaches the poll book clerk and provides their name.
2. The poll book clerk locates that voter's name.
3. Once the record is found, the poll book clerk announces the voter's name (and party affiliation during a Primary).
4. The poll book clerk pauses.
5. Once the name of the voter is announced, the numbered list of voter's clerk records the voter's name on the next available line in the tablet. Please do not skip or cross out lines.
6. The voter signs the poll book; presuming the voter is not challenged by another elector or is required to complete an Affirmation of Elector first.
7. The poll book clerk does a quick signature comparison. If matched, the ballot clerk issues the voter a ballot and offers a privacy folder.
8. The ballot clerk announces the ballot number (and party affiliation during a Primary) to the polling location.
9. The numbered list of voters' clerk & poll book clerk record this ballot number (and party in the Primary) next to the voter's name in the appropriate space provided.
10. The voter may proceed to the next available voting booth and the next voter waiting in line will be called forward.

---

<sup>8</sup> See page 13 for job descriptions.

# Voter Check-In Exceptions

**1. IF A VOTER'S NAME IS NOT IN THE POLL BOOK:**

Call Voter Services; if possible, keep the voter with you for questions. If instructed, the voter may sign a blank space in the back of the poll book. The Judge of Elections will PRINT THE VOTER'S NAME, ADDRESS, DATE OF BIRTH AND VOTER ID NUMBER IN THE SPACE PROVIDED. Voter Services will give you this information or may authorize the voter to vote provisionally if no information can be found.

**2. IF THE ADDRESS IS NOT THE SAME:**

A voter who has not changed their address may vote at their former polling location one final time and be given a voter registration application.

**3. IF THE VOTER REQUESTS A CHANGE OF NAME, PARTY OR ADDRESS:**

Give the voter a Voter Registration application. If the voter appears in the poll book under their previous name, allow them to sign the box next to their previous name *with their previous signature*.

**4. WHEN "INACTIVE AFFIRMATION" APPEARS IN SIGNATURE BOX:**

This indicates that an "Address Verification Notice"/Voter ID Card/or other correspondence may have been returned by the U.S. Postal Service as Undeliverable; the voter has an Inactive status. The voter may also have not voted in some time. The voter must sign an "Affirmation of Elector" form before voting.

**5. PERSONS NEEDING ASSISTANCE TO VOTE:**

Record all assisted voters on the "Record of Assisted Voters" and return to Voter Services in the proper envelope. See page 36 for more details.

**6. IF THE SIGNATURE DOES NOT APPEAR TO BE THE SAME:**

The Judge of Elections will verify the date of birth and then call Voter Services.

- If you believe the signature of record needs updated please issue the voter a Voter Registration to be completed in its entirety and submitted to Voter Services.
- A Provisional ballot may be an option in this situation. Please call Voter Services for authorization.
- If the voter is challenged, a "Challenge Affidavit" must be completed, and the voter will be required to provide evidence. The Supporting Affidavit must be signed before the voter is issued a ballot.

**7. IF THERE IS NO SIGNATURE IN SIGNATURE BOX:**

The signature box on the left may state "Need Signature". The voter shall sign in the box on the right.

**8. WHEN "REMIT ABSENTEE/MAILED BALLOT" APPEARS IN SIGNATURE BOX:**

See page 36

# First Time Voters

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

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

## NON-PHOTO I.D.

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

## PHOTO I.D.

1. Valid Driver’s License or ID card issued by PA Dept. of Transportation
2. Valid ID Card issued by any other agency of the Commonwealth
3. Valid ID Card issued by the U.S. Government
4. Valid U.S. Passport
5. Valid Employer ID Card
6. Valid Student ID Card
7. Valid Armed Forces of the United States ID Card

**\*\*In the event a first-time voter is unable to provide proper identification he/she shall be permitted to vote a Provisional Ballot. The voter must supply proper identification, as listed above, to Voter Services within seven (7) calendar days for the Provisional Ballot to be counted.\*\***

# Voter Qualifications

- ✦ **Voters who reside in the precinct and appear in the poll book are permitted to vote. If the voter does not appear in the poll book and the name is not listed on the Supplemental Voter's List. You must call Voter Services for guidance at 610-344-6410.**
- ✦ **Voters who have not changed their name should be permitted to vote under the previous name if it is found in the poll book. These voters should be given a Voter Registration application and instructed to change their name prior to the next election.**
- ✦ **Voters listed in the poll book who have moved within 30 days of the election, are permitted to vote in their original polling place. These voters should be given a voter registration application and instructed to change their address prior to the next election.**
- ✦ **Any voter that is CHALLENGED is NOT permitted to vote until the challenge has been resolved. If the challenge remains unresolved, the voter shall be permitted to vote a Provisional Ballot.**
- ✦ **For any Registration problems or questions, please call Voter Services at 610-344-6410.**

## Primary Only

- ✦ **The qualified major political parties are: Republican and Democrat.**
- ✦ **Voters who are registered with a third-party affiliation will be permitted to vote only on Referendums and Special Elections. These voters will be given specific ballots and will appear in the poll books. You will be notified during training if your precinct has a referendum or special election.**

# Disability Etiquette

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

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

## Disability Etiquette: Interacting with Voters with Disabilities

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

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

# Documents Used in the Voting Process

## Ballot<sup>9</sup>:

In the Primary Election, only Republican and Democratic registered voters may vote. In the General Election all voters receive the same ballot regardless of party affiliation.

## Poll Book:

The alphabetical record of registered voters in the precinct, in which the voters will sign prior to casting their ballot.

## Numbered List of Voters Tablet<sup>10</sup>:

Tablet used to record voters' names, party, and ballot number. (See Below for examples.)

<b>Primary Election</b>			<b>General Election</b>		
	List of Voters	Ballot		List of Voters	Ballot
1	Ann Black	R1	1	Ann Black	1
2	Jane Smith	R2	2	Jane Smith	2
3	John Jones	D1	3	John Jones	3
4	Mary Smalls	<del>R3</del> R5	4	Mary Smalls	<del>4</del> 8
5	Martin E. Street	ED1	5	Martin E. Street	E1
6	Jason Moore	R4	6	Jason Moore	5
7	Joyce Elders	ER1	7	Joyce Elders	E2
8	Linda Dunn	D2	8	Linda Dunn	6
9	Michael Grant	ED2	9	Michael Grant	E3
10	Hugh Willis	D3	10	Hugh Willis	7
11	Nikki Cage	R6	11	Nikki Cage	9
12	Joe Voter	N1			

- ❖ Remember all Express Vote activation cards are to be recorded with an E before the ballot number. **Highlight** the Express Vote voters (**Primary only** record the party after the E designation).
- ❖ **Only** in the **Primary** is the party recorded with a D or R before the ballot number.
  - In the event of a Referendum or Special Election; any voter not affiliated as a D or R will be recorded with an N before the ballot number and issued a Non-Partisan ballot.
- ❖ In the event of a spoiled ballot, cross out the old ballot number and replace it with the new ballot number on the same line (for **Primary only** put the letter of the party and new number). See example above.
- ❖ Remember, the poll book also needs to be updated with the new ballot number.

<sup>9</sup> Sometimes referred to as the optical scan ballot or paper ballot.



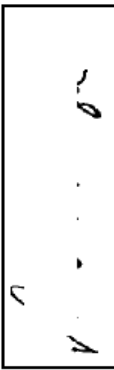

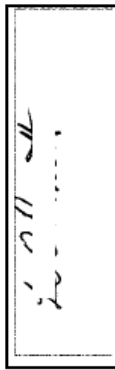

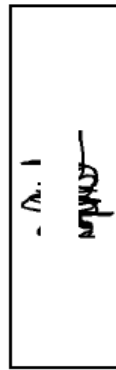

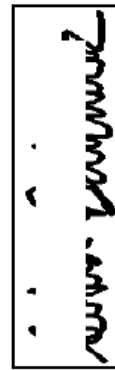

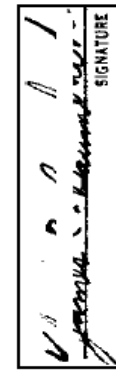



<sup>10</sup> The tablets are carbon-paperead, and the top sheet is returned to Voter Services in Envelope A while the yellow carbon copy is kept in Envelope B with the Minority Inspector.

# Spoiled Ballots

If a voter spoils their paper ballot:

1. The Judge of Election should take the spoiled ballot from the voter and include ballot stub.
2. Fold the ballot in half and mark it “**SPOILED**”.
3. Place the spoiled ballot into the **Spoiled Ballot Envelope** marked D.
4. Issue the voter a new Ballot and update the ballot number in the Numbered List of Voters tablet and in the poll book (see page 23).



Digitized Signature	Voter Info	Assistance	Party	Voter Signature	10/27/2020 10:50 PM
	<b>BARBER, JOE</b> N MULBERRY ST APT 3 LANCASTER, PA 17603 3/25/1900 0501-1	<b>D</b>		BARBER, MICHAEL JAMES 3/25/1984 <b>X</b>	 109434037-36
	<b>BARRAZA, JOHN</b> N MULBERRY ST LANCASTER, PA 17603 1/24/1900 0501-1	<b>NF</b>		FERNANDO EUGENIO 1/24/1947 <b>X</b> INACTIVE: AFFIRM REQ ID REQUIRED	 0209214-36
	<b>BARRETT, JOE</b> N CHARLOTTE ST LANCASTER, PA 17603 9/12/1900 0501-1	<b>D</b>		BARRETT, LEE C III 9/12/1950 <b>X</b>	 0112534-36
	<b>BARTEE, JOE</b> 404 W ORANGE ST APT 2 LANCASTER, PA 17603 10/10/1900 0501-1	<b>D</b>		BARTEE, DONYELL A 10/10/1966 <b>X</b> INACTIVE: AFFIRM REQ	 0112699-36
	<b>BATCHELOR, JOE</b> 420 W CHESTNUT ST LANCASTER, PA 17603 7/26/1900 0501-1	<b>D</b>		BATCHELOR, SOFIA JULIA 7/26/2002 <b>X</b> ID REQUIRED	 1108982-36
	<b>BAUMBACH, JOE</b> 437 W KING ST LANCASTER, PA 17603 2/22/1900 0501-1	<b>R</b>		BAUMBACH, JAMES C 2/22/1945 <b>X</b>	 011172-36
	<b>BAUTISTA, JOE</b> 429 W ORANGE ST APT 4 LANCASTER, PA 17603 8/15/1900 0501-1	<b>D</b>		BAUTISTA, ALEJANDRA 8/15/1965 <b>X</b> REMIT ABSENTEE BALLOT OR VOTE PROVISIONALLY ID REQUIRED	 BALLOT REMITTED? <input type="checkbox"/> 1068510-36



**BALLOT CAST/NOT ELIGIBLE, VOTERS.**

<b>PENNDOT, THREE</b> 11 10TH ST NORTHERN CAMBERIA, PA 1571 6/4/1994 040A-1	<b>D MAIL-IN - BALLOT CAST/NOT ELIGIBLE</b> 110063236-11
<b>PENNDOT, TI</b> 11 10TH ST NORTHERN CAMBERIA, PA 1571 1/3/1994 040A-1	<b>D ABSENTEE - BALLOT CAST/NOT ELIGIBLE</b> 1100660176-11
<b>PENNDOT, TIM</b> 11 10TH ST NORTHERN CAMBERIA, PA 1571 6/4/1994 040A-1	<b>D ABSENTEE - BALLOT CAST/NOT ELIGIBLE</b> 110047990-11
<b>PENNDOT, TWO</b> 11 10TH ST NORTHERN CAMBERIA, PA 1571 6/4/1994 040A-1	<b>D MAIL-IN - BALLOT CAST/NOT ELIGIBLE</b> 110063228-11
<b>PERRONE, CHRISTOPHER</b> 1806 PHILADELPHIA AVE NORTHERN CAMBERIA, PA 1571 7/14/1973 040A-1	<b>D ABSENTEE - BALLOT CAST/NOT ELIGIBLE</b> 014100442-11
<b>PERRONE, FRANCIS M</b> 2006 LOVELL AVE NORTHERN CAMBERIA, PA 1571 10/19/1987 040A-1	<b>D ABSENTEE - BALLOT CAST/NOT ELIGIBLE</b> 014132268-11

## POLL BOOK GUIDELINE INDICATORS FOR POLL WORKERS

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

**GIVE ONE COPY TO MAJORITY AND MINORITY INSPECTOR**

3/30/2022

# Documents Summary

## Affirmation of Elector

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

## Challenge Affidavit

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

## Election Officer’s Oath

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

## Elector’s Declaration to Surrender their Mail Ballot

- Used when a voter brings all absentee/mail-in balloting material to the polling location to surrender to the Judge of Elections in order to vote a regular ballot at the polling place. This form shall be attached to the voter’s surrendered ballot materials and returned to Voter Services in the envelope designated for spoiled ballots.

## General Returns of Votes Cast

- Used to audit the election. All ballots must be accounted for and all seal numbers are recorded on this form. All Election Board members must sign off at the end of Election Day. One copy is kept by the Minority Inspector and the other is returned in Envelope A.

## Removal Cards

- Green cards inform Voter Services of a deceased voter. May be completed by family member only.
- Yellow cards inform Voter Services of voters who have moved out of the State. This card MUST be signed by the voter but can be given to a family member to deliver. These are self-addressed if they are returned later or may be returned in the completed registration envelope.

## Pay Voucher

- Each individual working the election must sign the pay voucher or payment for the election cannot be issued. Workers should print their name legibly on the front and print their correct address and phone number on the back. Constables are also required to sign the voucher. One copy is kept by the Minority Inspector and the other is returned in Envelope A.

## Voter Assistance

- Declaration of the Need for Assistance
  - Used when a voter’s record does not state a need for assistance but will be necessary for voting. The voter may receive assistance and will also be listed on the Record of Assisted Voters. These are returned in Envelope A with the record of assisted voters. Judges of Elections, union reps or employers may not assist a voter.
- Record of Assisted Voters
  - Any Person receiving assistance when voting must be listed on this form along with the reason for assistance and the name of the person offering assistance.

## Voter Registration Applications

- All completed voter registration forms are to be returned in the Completed Registrations Envelope and placed in the Red Supply Bag.

# Affirmation of Elector

WPP Form- 117

## AFFIRMATION OF ELECTOR

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

\_\_\_\_\_ County Board of Elections

City, Borough or Township \_\_\_\_\_ Ward \_\_\_\_\_ Precinct \_\_\_\_\_

Date \_\_\_\_\_

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

### A. Change of address:

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

- (.) I still reside in the same county and in the area covered by this polling place and wish to vote here.
- ( ) I still reside in the same county but in an area covered by a different polling place and wish to vote at this polling place for the last time.
- ( ) I now reside in a different county and wish to vote here for the last time. Please cancel my registration in this county. *(To register to vote at your new address, you should contact your local voter registration office.)*

My previous residence address is:

My new residence address is:

PRINT NAME: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

STREET: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

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

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

### C. Affirmation

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

\_\_\_\_\_  
Signature of Elector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date of Birth

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

\_\_\_\_\_  
Signature of Election Official

**Return in Affirmation of Electors Envelope - Form 118**

# Challenges

**(Found in the Supply Box; Completed forms returned in Envelope A)**

**A person is not entitled to vote at any primary or general election unless that person is listed in the poll book and/or the Official Voter Registration List. Any election officer, qualified voter, overseer, or watcher has the right to challenge a person for:**

- 1. The person's identity.**
- 2. The person's continued residence in the election district.**
- 3. Any alleged violation of the law pertaining to the signing of the poll book.**
- 4. Any alleged violation of the law prohibiting bribery at elections.**

**A challenge does not in itself prevent the individual from voting, but the following steps must be taken before the individual is permitted to vote:**

- 1. The Judge of Elections must put anyone challenged under oath.**
- 2. The challenged voter must then produce one qualified voter within the precinct to sign a Supporting Affidavit (use "CHALLENGES" form) confirming the voter's identity or residence in the voting polling place.**
- 3. The Challenges Elector's Affidavit & Supporting Affidavit must be signed by the challenged voter and their acquaintance in front of the Judge of Elections.**
- 4. Call Voter Services at 610-344-6410 to notify us of the challenge.**

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

### **CHALLENGES ELECTOR'S AFFIDAVIT**

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

COMMONWEALTH OF PENNSYLVANIA, }  
\_\_\_\_\_ COUNTY, } S.S.

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

that I am qualified to vote in the \_\_\_\_\_ Ward, \_\_\_\_\_ District,  
City  
Borough of \_\_\_\_\_;  
Township

that I have had a continuous residence at the address set forth on my registration card; or that I removed from the district within thirty days immediately preceding this Primary or Election; that I am the identical person whose name is set forth on said registration card, and further, that I have not committed bribery at this Primary or Election, nor have I violated any election laws of this Commonwealth.

Sworn and subscribed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ before \_\_\_\_\_  
(Signature of Elector Challenged)  
\_\_\_\_\_  
Judge of Elections

### **SUPPORTING AFFIDAVIT**

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

COMMONWEALTH OF PENNSYLVANIA, }  
\_\_\_\_\_ COUNTY, } S.S.

I, \_\_\_\_\_ being duly sworn, depose and say: That I reside at \_\_\_\_\_  
that I am a qualified elector of \_\_\_\_\_ Ward, \_\_\_\_\_ District,  
City  
Borough of \_\_\_\_\_;  
Township

that I am personally acquainted with \_\_\_\_\_  
whose right to vote has been challenged, and I know said elector is a resident of the Commonwealth of Pennsylvania, and that said elector has continuously resided or did reside within thirty days immediately preceding this Primary or Election, at the address set forth on his or her registration card.

Sworn and subscribed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ before \_\_\_\_\_  
(Signature of Elector making this Supporting Affidavit)  
\_\_\_\_\_  
Judge of Elections

# Surrendered Ballots

## Procedure to Remit Surrendered Absentee/ Mail-in Ballots

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

**If a voter appears with their mailed balloting materials:**

- The voter must surrender their mailed balloting materials<sup>11</sup>.
- Judge of Elections will complete the Declaration to Surrender the Ballot<sup>12</sup> with the voter.
- The declaration is secured to/folded around the ballot material and then placed in the Blue Bag.
- The voter may now sign the poll book and receive their in-person ballot. The ballot clerk must check the “REMIT BALLOT” box under the voter’s barcode, confirming the balloting material is remitted.

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

- The voter may only vote provisionally; No Need to call Voter Services.
- Please refer to the step-by-step instructions located in the Green Bag.
- Failure to follow these instructions may result in ballots **not being counted** due to poll worker error.
  - ♦ Provisional ballots are the last to be counted; each ballot is investigated to ensure the voter has not voted twice.
- The voter **does not sign** the poll book and **does not insert** their ballot into the DS200.
- The Numbered List of Voters Clerk should notate all provisional voters on the last page of their book.
  - ♦ I.e., Joe Voter P1; Mary Voter P2

<sup>11</sup> **Both the ballot and the voter’s declaration envelope are required.**

<sup>12</sup> Found in the BLUE BAG.

## Elector's Declaration to Surrender Their Mail Ballot

### For the Voter:

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

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

\_\_\_\_\_  
(Today's Date)

\_\_\_\_\_  
(Printed Name of Elector)

\_\_\_\_\_  
(Signature of Elector)

\_\_\_\_\_  
(Address of Elector)

### For Election Officials Only:

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

\_\_\_\_\_  
(Printed Name of Judge of Elections)

\_\_\_\_\_  
(Judge of Elections Signature)

\_\_\_\_\_  
(Precinct)

Instructions after completion: This form should be attached to the voter's surrendered balloting material and returned in the BLUE BAG. Do not forget to check the "**BALLOT REMITTED?**" option next to the voter's name in the poll book.



# Removal Card

## *Green Removal Card*

PLEASE REMOVE _____	
(NAME OF THE DECEASED)	
DATE OF BIRTH _____ FROM THE LIST OF REGISTERED VOTERS	
DATE OF DEATH _____	
_____ SIGNATURE AND RELATIONSHIP TO DECEASED	_____ DATE

## **Voter Assistance**

**Voters who need assistance shall be permitted to receive assistance in voting at any Primary or General Election.**

**Some voters already have the assistance designation code on their voter record and in the poll books.**

**If a voter requires assistance and it is not recorded on his/her registration record or in the poll book, the “Declaration of the Need for Assistance in Voting” form must be filled out prior to allowing the voter to vote.**

**Voters who need assistance in voting shall be permitted by the Judge of Elections to select a person of their choice to enter the voting booth with him/her to assist them in voting. A voter’s employer, their union representative and the Judge of Elections are not eligible to assist the voter.**

**In every case of assistance, the Judge of Elections shall enter the voter’s name, reason for assistance, voter identification number, and the name of the person furnishing the assistance on the “Record of Assisted Voters” form.**

**While Act 150 of 2002 prohibits Judge of Elections from rendering assistance to voters, any other member of the board may render assistance if needed.**

# Declaration of the Need for Assistance to Vote

## DECLARATION Of the Need for Assistance to Vote

I \_\_\_\_\_ by reason of  
(Name and Address of Elector Requiring Assistance)

\_\_\_\_\_ am unable to vote without the assistance of  
(Reason for Need of Assistance)

\_\_\_\_\_  
(Name and Address of Person Rendering Assistance)

\_\_\_\_\_  
(Signature or Mark of Elector Requiring Assistance)

\_\_\_\_\_  
(Date)

Witnessed By \_\_\_\_\_  
(Name of Witness)

\_\_\_\_\_  
(Signature of Judge of Election)

## Record of Assisted Voters

<b>Serial Number</b> <small>(voter ID #)</small>	<b>Name of Voter</b>	<b>Reason for Assistance</b>	<b>Name of Person Providing Assistance</b>

# Pennsylvania Voter Registration Application

## Pennsylvania Voter Registration Application

Page 3  
DSBE 02/2021  
Use black ink

<b>Print your name</b>		Last name _____ First name _____	<input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV Middle name or initial _____
<b>Eligibility</b> If you answer "No" to either question, you cannot register to vote.	2	Are you a citizen of the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you be 18 years or older on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Reason</b>	3	<input type="checkbox"/> New registration <input type="checkbox"/> Change of name <input type="checkbox"/> Change of address <input type="checkbox"/> Change of party <input type="checkbox"/> Federal or State employee registering in county of last residence	
<b>About you</b> Phone and email are optional and used if information is missing on this form.	4	Birth date _____ Sex <input type="checkbox"/> M <input type="checkbox"/> F Race (optional) _____ Phone _____ Email _____	
<b>Your address</b> If you do not have a street address or a permanent residence, or are a student, see the instructions.	5	Address (not P.O. Box) _____ Apt. number _____ City/Town _____ State PA Zip Code _____ Municipality _____ County _____ <input type="checkbox"/> I do not have a street address or permanent residence (use map on back)	
<b>The address where you receive mail</b>	6	<input type="checkbox"/> Same as above Address or P.O. Box _____ City/Town _____ State _____ Zip Code _____	
<b>Identification</b> If you have a Penn DOT number, you must use it. If not, please provide the last four digits of your Social Security number. See Verifying your Identity.	7	PA driver's license or PennDOT ID card number _____ Last four digits of your Social Security number X XX - XX - <input type="checkbox"/> I do not have a PA driver's license or a PennDOT ID card or a Social Security number.	
<b>Political party</b> To vote in a primary, you must register with either the Democratic or Republican party.	8	<input type="checkbox"/> Democratic <input type="checkbox"/> Republican <input type="checkbox"/> Green <input type="checkbox"/> Libertarian <input type="checkbox"/> None (No Affiliation) <input type="checkbox"/> Other _____	
<b>Voting assistance</b>	9	<input type="checkbox"/> I require help to vote. I need this kind of assistance: _____ <input type="checkbox"/> I require language help. My preferred language is: _____	
<b>If your name or address has changed</b> Skip if this is the first time you are registering to vote.	10	Name on previous registration _____ Full previous address and county _____ PA Voter No. (if available) _____ Year _____ Transfer Permanent Ballot Request <input type="checkbox"/> By checking the box, you are requesting that you continue to maintain your annual ballot request status when updating your address.	
<b>Declaration</b>	11	<b>I declare that:</b> • I am a United States citizen and will have been a citizen for at least 30 days on the day of the next election. • I will be at least 18 years old on the day of the next election. • I will have lived at the same address in Section 5 for at least 30 days before the election. • I am legally qualified to vote. I affirm that this information is true. I understand that this declaration is the same as an affidavit, and, if this information is not true, I can be convicted of perjury, and fined up to \$15,000, jailed for up to seven years, or both.	Signature or mark    Print name _____ Today's date _____
<b>Help with this form</b> Fill in if someone helped you with this form or witnessed you make a mark for your signature.	12	Name of assistant _____ Address _____ Phone _____ Signature of assistant _____	

## Provisional Ballot Voting Process

The validity and results of all voted provisional ballots<sup>13</sup> is determined by the Return Board after the election. ELECTION BOARDS MUST NEVER OPEN A VOTED PROVISIONAL BALLOT AT THE POLLING PLACE. Leave Bag Sealed unless having to issue a Provisional.

### VOTERS HAVE THE RIGHT TO VOTE BY PROVISIONAL BALLOT IF:

1. An individual claims to be properly registered and eligible to vote at the polling place but their registration cannot be determined by Chester County Voter Services.
2. An individual claims to be registered with a political party other than what is listed on their registration record (applicable for Primary only).
3. An individual who is a first-time voter but cannot or refuses to provide proper I.D.
4. An individual who has been challenged and the challenge remains unresolved.
5. An individual arrives at the wrong polling place and is unable to get to the correct polling place before 8pm.
6. An individual has applied for an absentee/mail-in ballot but is unable to return their voted ballot to Voter Services by 8pm on Election Night.
7. An individual arrives without their complete absentee/mail-in balloting material to remit/surrender.

### VOTERS MUST VOTE BY PROVISIONAL BALLOT IF:

1. An individual is voting as a result of a federal or state court order.
2. An individual is voting as a result of an order extending the time established for closing the polls by state law that is in effect 10 days before an election.

**Prior** to voting the provisional ballot, the voter must sign an affidavit on the Provisional Ballot Envelope. Section 1 contains the voter's name, date of birth, phone number, and email. Section 2 contains the address where the voter is registered. Section 3 is completed only if different from the address in section 2.

- When a voter is administered a provisional ballot, it must be recorded at the end of the Numbered List of Voter's Tablet with a "P" designation in front of the ballot number.
- The Provisional Ballots are color coded green.
  - In the Primary, the Judge of Elections must ensure the proper party ballot is administered to the voter.

**After** the provisional ballot is cast, the voter will place the voted ballot inside the Provisional Ballot Secrecy Envelope<sup>14</sup> and then seal it into the Provisional Ballot Affidavit Envelope. The voter must sign the front of the Provisional Ballot Affidavit Envelope in Section 4. The Judge of Elections selects the reason in the lower left and signs with the Inspector of Elections. The Judge of Elections takes the ballot ID number from the Provisional Ballot Receipt<sup>15</sup> that is given to the voter.

The completed and sealed Provisional Ballot Affidavit Envelope is placed inside the Green Provisional Bag and returned to Voter Services at the end of election night. Notate number of provisional ballots issued on your General Returns Sheet.

<sup>13</sup> Provisional Ballots are issued when a voter's eligibility is questioned.

<sup>14</sup> Plain envelope with only the words "Provisional Ballot" printed.

<sup>15</sup> The receipt can be separated into two pieces, one goes to the voter and the other is attached to the front of the Provisional Ballot Envelope.

# Provisional Ballot Envelope

**Provisional Ballot/Boleta electoral provisional**

---

**1. Voter Information**  
(Voter must complete this section in front of election officials BEFORE receiving ballot.)

Print Voter Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**2. Voter Affidavit for Provisional Ballot**  
(Voter must complete and sign in front of election officials BEFORE receiving ballot.)  
Please print the address where voter is registered:

Address \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_

Voter Municipality \_\_\_\_\_ Voter County \_\_\_\_\_

I do solemnly swear or affirm that my name and date of birth are as I have listed above, and at the time that I registered I resided at the address I have provided above, in the Commonwealth of Pennsylvania and that this is the only ballot that I have cast in this election.

Voter Signature X \_\_\_\_\_

---

**3. Current Address where the Voter Lives**  
(Voter must complete this section in front of election officials BEFORE receiving ballot if address is different than section 2.)

Address (street) \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_

**4. Voter Signature**  
(Voter must sign in front of election official AFTER receiving and voting ballot.)  
I declare, under penalty of law, that I am a properly registered voter in the election district indicated in my affidavit, and that I am eligible to vote in this election in this election district.

Voter, sign or mark here \_\_\_\_\_

Voter, Print name here \_\_\_\_\_

Date (MM/DD/YYYY) \_\_\_\_\_

---

**Reason for Ballot** (For election officials only)

Check all boxes that apply:

Voter's name not on list  Party (Primary only)

Court order (voter)  Which Party Ballot is enclosed?

Voter identification not supplied  Voter was issued Mail-in ballot

Court order (voting hours)  Voter was issued Absentee ballot by an election official

Voter's eligibility is challenged by an election official

Signature of the Judge of Election \_\_\_\_\_ Date \_\_\_\_\_

Signature of the Minority Inspector \_\_\_\_\_ Date \_\_\_\_\_

---

**Reason for Ballot** (For election officials only)

Check all boxes that apply:

Party (Primary only)

Which Party Ballot is enclosed?

Voter was issued Mail-in ballot

Voter was issued Absentee ballot

This space is reserved for voter registration verification by county board of elections.

Affix Ballot ID Number Here.



# THE COUNTY OF CHESTER



## INSTRUCTIONS FOR VOTING A PROVISIONAL BALLOT

1. **The Voter must complete and sign section 1, 2 and 3** on the Large Green Provisional Ballot Envelope in front of election officials **BEFORE** receiving ballot.
2. The Voter shall receive the following items from the election official.
  - One (1) Provisional Ballot
  - One (1) Small Green Provisional Ballot Secrecy Envelope
  - One (1) Instruction sheet (*Instructions for voting a Provisional Ballot*)
3. Take this instruction sheet, the Small Green Provisional Ballot Secrecy Envelope, and your Provisional Ballot (with the numbered stub removed) to the privacy booth. Mark the ballot with the pen provided.
4. Fold your ballot and seal it in the Small Green Provisional Ballot Secrecy Envelope. **Your ballot will not be counted if it is not inside the Secrecy envelope.**
5. The individual must place the sealed Small Green Provisional Ballot Secrecy Envelope in the Large Green Provisional Ballot Envelope. Seal the Large Green Provisional Ballot Envelope.
6. After sealing the Large Green Provisional Ballot Envelope, **the Voter must complete, sign and date section 4** in front of election official. In doing so, the Voter confirms to be properly registered and eligible to vote at the election district where he has appeared to vote.
7. **IMPORTANT!** The individual **MUST** make sure all sections of the Large Green Provisional Ballot Envelope are completed. **Your ballot will not be counted if the large Green Provisional Ballot Envelope does not contain two voter signatures and the signature of the Judge of Election.**
8. **Wait for the election official to complete, sign and date the bottom portion** of the Large Green Provisional Ballot Envelope and affix the Ballot Identification Number (sticker) in the space provided. The Voter will receive the Provisional Ballot Receipts with the corresponding number which lists a phone number and website. In approximately 2 weeks the Voter can learn whether their Provisional Ballot was counted.



## Poll Watchers Information

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

### **PRIMARY ELECTION WATCHER CERTIFICATES INCLUDE:**

- Each Candidate is entitled to have two (2) Watchers for each precinct in which said candidate is running for office.
- Two Poll Watchers per Candidate may be present during opening and closing of polls & any candidate with valid certificates.

### **GENERAL ELECTION WATCHER CERTIFICATES INCLUDE:**

- Each Political Party is entitled to have three (3) Watchers for each precinct.
- Each Candidate is entitled to have two (2) Watchers for each precinct in which said candidate is running for office.
- Two Poll Watchers per Candidate/Party may be present during opening and closing of polls & any candidate with valid certificates.

**REPUBLICAN POLL WATCHER CERTIFICATE**

CHESTER COUNTY VOTER SERVICES  
601 WESTTOWN RD., SUITE 150, WEST CHESTER PA 19380

This will certify that «**Watcher\_Name**» has been regularly appointed as a  
watcher in Chester County, PA, by «**Watching\_for\_Name\_of\_Candidate\_Politic**»«Next Record» to serve  
at the Primary Election to be held on the 18th day of May, A.D. 2021.

Witness our hands and official seal.



Note – Each candidate is entitled to two watchers at the opening and closing of the polls. No candidate shall be  
represented

by more than one watcher in the voting room at any one time during the voting hours of 7am to 8pm.  
Watcher must be qualified elector of the county in which the precinct he/she is authorized to act is located.  
The use of any recording device inside the precinct is strictly prohibited.

**WATCHER CERTIFICATE IS NON TRANSFERRABLE – IT MAY ONLY BE USED BY THE PERSON  
TO WHOM IT HAS BEEN ISSUED**

**DEMOCRATIC POLL WATCHER CERTIFICATE**

CHESTER COUNTY VOTER SERVICES  
601 WESTTOWN RD., SUITE 150, WEST CHESTER PA 19380

This will certify that «**Watcher\_Name**» has been regularly appointed as a  
watcher in Chester County, PA, by «**Watching\_for\_Name\_of\_Candidate\_Politic**» to serve  
at the Primary Election to be held on the 18<sup>th</sup> day of May, A.D. 2021.

Witness our hands and official seal.



Note – Each candidate is entitled to two watchers at the opening and closing of the polls. No candidate shall be  
represented

by more than one watcher in the voting room at any one time during the voting hours of 7am to 8pm.  
Watcher must be qualified elector of the county in which the precinct he/she is authorized to act is located.  
The use of any recording device inside the precinct is strictly prohibited.

**WATCHER CERTIFICATE IS NON TRANSFERRABLE – IT MAY ONLY BE USED BY THE PERSON  
TO WHOM IT HAS BEEN ISSUED**

**CANDIDATE WATCHER CERTIFICATE**

CHESTER COUNTY VOTER SERVICES  
601 WESTTOWN RD., SUITE 150, WEST CHESTER PA 19380

This Candidate Certificate entitles the Candidate listed below to enter all polling locations where their name is on the ballot prior to the opening of the polls to observe **the pre-opening procedure**.

The Candidate must leave the polling place at 7 o'clock A.M.

The Candidate may enter the polling place again at **the official closing of the polls**,  
(after the last voter has voted), to observe the closing procedures.



Candidate must remain at least six feet from the enclosed space (election official's table, voting machines, & ballot box).

**CANDIDATE:**

**PARTY: Democratic / Republican**

**ELECTION DATE: May 18, 2021**

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

A handwritten signature in blue ink, appearing to read "J. B. ...".

# Closing the Polls

**At 8:00 P.M. the Judge of Elections announces that the polls are closed.**

**Voters in line are permitted to vote. If the line extends beyond the polling place doors, bring everyone inside and lock the door. If you are unable to do so, the Judge of Elections will assign a poll worker to stay at the end of the line to turn away additional voters.**

**After the last voter has voted and left the polling place, everyone with a valid watcher certificate may come in to watch the closing process. Watchers must remain at least six feet from all voting equipment and election materials, and they are not permitted to touch or interfere with the election officials' responsibilities.**

**Proceed to close down the DS200 and Express Vote machines using the closing instructions for each respective machine. Be sure to remove all voted ballots from the DS200 ballot box after it has been closed (Door "C").**

**Count all the voted ballots and record them on the General Return Sheet<sup>16</sup> and continue completing the form according to the instructions.**

**The election board must always stay in physical control of the ballots and other election materials.**

**Please notate any problems or issues in the Remarks section of your General Return Sheet. This informs the Return Board of anything that could have been miscalculated.**

**Review the inventory list entitled "What Goes Where" to ensure proper placement of materials before returning all results and supplies to Voter Services at the end of election night.**

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<sup>16</sup> See pages 34-35 for General Return Sheet Instructions and worksheet

# DS200 Close Procedures

DO NOT close the polls before 8:00pm. Check the auxiliary ballot compartment for uncounted ballots.



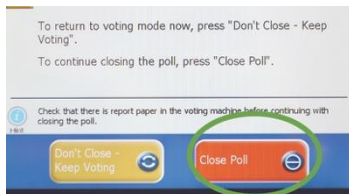
## Auxiliary Ballot Compartment



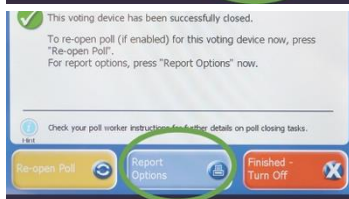
1. After 8:00 PM, unlock and open the main ballots compartment and remove all the voted ballots. (Location "C")
2. To officially close the polls: remove seal (on left side of scanner) unlock the access door (beneath seal), and press the **Close Poll** button.



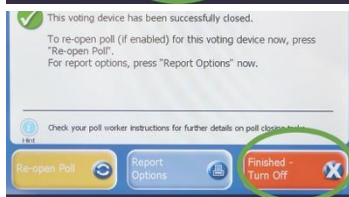
Barrell Key Required



3. A confirmation screen will appear - press **Close Poll** on the screen.



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



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



7. After the power light is **No Longer On** remove the Election Definition USB media stick

**WARNING:**  
**DO NOT REMOVE MEDIA STICK**  
**BEFORE SHUTDOWN IS COMPLETE!!!!!!**

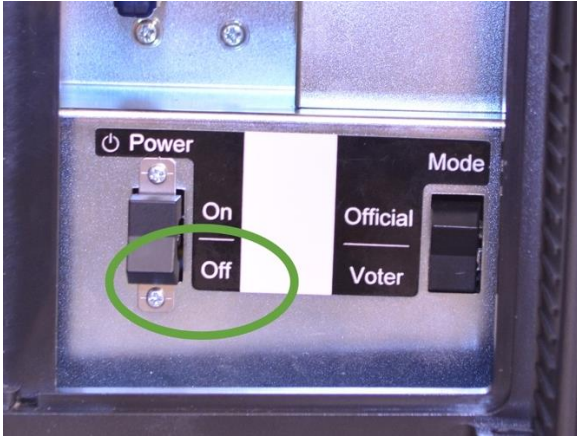


8. Close and lock the access door than lose/lock the screen.
9. Close and lock the lid and seal the DS200, location "B", with the seal provided in the orange media pouch. Record seal "B" on the General Returns Sheet and initial.
10. Unlock the wheels. Unplug and rewrap the power cord, close and lock the back door. Return DS200 to where it was found.
11. Return the required tapes, paperwork, and USB media stick in specified envelopes within the orange media pouch.
12. Seal the orange media pouch and return with the Black Bag to CCVS on election night.



**That's it! You're all done!**

# ExpressVote as a Marker Close Procedures



1. To power off the unit, use the barrel key to open the left side access compartment and flip the Power Switch to the **Off** position.



2. Unplug the power cord from the wall and the unit. (be sure to pull back on the sheath to unlock it from the port)
3. Return the unit to the soft-sided case.
4. Return power supply and headphones to the front pouch of the soft-sided case.



**That's it! You're all done!**

**\*\*DISCLAIMER:** These procedures are guidelines. Any requirements outlined by CCVS must be followed.

# Envelope Checklist

## A. Election Return Envelope, enclosed herein:

- One (1) copy of the Numbered List of Voters Tablet
- One (1) copy of the Oaths of Election Officers
- One (1) Record of Assisted Voters
- Any signed Declaration of the Need for Assistance forms
- Any signed Challenge Affidavit forms
- One (1) copy of the General Returns Sheet
- One (1) copy of the Pay Voucher
- Any Signed Student Permission Forms (Should have been returned prior to Election Day)

This envelope must be sealed and returned with the sealed Clear/Orange Bag.

## B. Election Return Envelope, enclosed herein:

- One (1) copy of the General Returns of Votes Cast
  - One (1) copy of the Numbered List of Voters Tablet
  - One (1) copy of the Oaths of Election Officers
- Seal and deliver to Minority Inspector to be kept for one (1) year.

## C. Return all Ballot Stubs and Partial Pads inside Black Bag

## D. Spoiled Ballot Envelope,

Seal and place in Black Bag

## Affirmation of Electors Envelope

Seal and Place in Red Supply Bag

## All Unused Ballots,

Place in Ballot Box and lock the door (Door "C").

**UTILIZE THE WHAT GOES WHERE FOUND IN THE RED SUPPLY BAG TO ENSURE MEDIA, DOCUMENTS AND OTHER SUPPLIES ARE RETURNED IN THE PROPER BAGS.**

**DO NOT SEAL ANY BAGS UNTIL YOU ARE READY TO LEAVE THE POLLING PLACE.**

**ENSURE THAT NO ELECTION PAPERWORK IS LEFT BEHIND.**

## What You Get

### What You Get from Voter Services

1. Clear/Orange Media Pouch
2. Poll Book Box
3. Green Provisional Bag
4. Blue Surrender Pouch
5. Red Supply Bag
6. (Possible) Yellow PPE Bag
7. Possible Other Items



On the Saturday before the Election, pick up the following supplies from Voter Services Drive-Thru Service.

### Clear/Orange Media Pouch

For return of the Media on Election Night

Containing:

- 1 SET OF KEYS
- Election Password (Hidden Behind Precinct Label)
- Election Night Pouch Seal and Backer
- "B" Seal and Backer

### Other Items You May Receive

- *Trifolds (Privacy Booth Alternatives)*
- *Wickets (for hanging Plastic Signs)*
- *Totem Poles (for Polling Places that don't wish to have things tapped to their walls)*
- *ADA Leg Adaptor Kits,*
- *ADA Entrance Sign.*
- *Call Box.*

Before the election, the below items will be picked up from Voter Services, please use this Master List as a guide.

### Red Supply Bag

Containing:

- Supply box
- Extension Cords, Power Strip.
- Tape
- Plastic Yard Signs
- Generic Election Signs
- Township Map
- Blank Registration Forms
- "I VOTED" Stickers



### Supply Box

Containing

- Important Election Morning Materials
- Return Envelopes
- Pens
- Highlighters
- Name Tags
- Alpha Tabs
- Various Election Day forms
- Desk Flag
- Magnifying Sheet

### Poll Book Box

Containing:

- Poll Books
- 2 Alpha Lists

**DO NOT** Open Before Election Morning

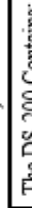
### Blue Surrender Bag

- Containing pads of Ballot Surrender Forms.

### Equipment Delivered to Polling Place

(Before the Election)

- DS-200
- Express Vote
- Privacy Booths
- Saezeguards



The DS-200 Contains:

- Blank Ballots
- Black Ballot Bag
- Express Vote Cards

Leave at the polls to be picked up after the election.

\*The Black Ballot Bag is returned to Voter Services on Election Night.

### Green Provisional Bag

***GREEN PROVISIONAL BAG SHOULD REMAIN SEALED UNLESS PROVISIONAL BALLOTS ARE NECESSARY.***

Containing:

- Provisional Ballots
- Provisional Envelopes
- Provisional Secrecy Envelopes
- Provisional Receipts
- Provisional Instructions
- Provisional Bag Return Seal

### Yellow Bag

PPE Equipment

(This may or may not be distributed)



# What Goes Where?

Before returning the results to Voter Services please use this Master List to pack up the bags and supplies properly.

## What Goes Back to Voter Services?

1. Clear/Orange Media Pouch
2. Envelope-A
3. Blue Surrender Pouch
4. Black Ballot Bag
5. Red Supply Bag
6. Green Provisional Bag
7. Yellow Bag

*If applicable also return any: Tri-folds, Plastic Signs, Totem Poles, ADA Leg, ADA Entrance Adaptor Kits, and Call Boxes.*



On Election Night have the Media Pouch and Envelope-A ready to hand to a Voter Services Staff Member at the Drive-Thru.

## **1**

### Clear/Orange Media Pouch

- DS200 Flash Drive
- **1 SET OF KEYS**

## **2**

### Envelope-A

- 1 (white) Copy of the General Returns Sheet
- Completed Pay Vouchers
- 1 (white) copy of each Numbered List of Voters
- 1 copy of the Signed Oath's of Office
- 1 Record of Assisted Voters
- Any Declarations of the Need for Assistance to Vote Forms
- Any Signed and Completed Challenge Affidavit Forms
- Completed Affidavit of Voter Identification.
- 1 DS200 Zero Tape(s)
- 1 DS200 Results Tape(s)

## **3**

### Blue Surrender Bag

- All Surrendered Ballots, with Surrender Form attached.
- All pads of unused Surrender Ballot Forms.

## **4**

### Black Ballot Bag

- All VOTED scanned ballots
- Envelope-C containing all Ballot Stubs and Partial pads of ballots
- Envelope-D containing all Spoiled Ballots

## **5**

### Red Supply Bag

- All supplies/materials you received including poll books, extension cords, power strip. Supply box containing: pens/pencils, tape, postings and signs.
- **Affirmation of Electors Envelope**, containing completed Affirmation of Electors forms.
- **Voter Registration Envelope**, containing all completed Voter Registration Forms, green death removal cards.

**Please remove and discard all tape from signs.**

## **6**

### Green Provisional Bag

**GREEN PROVISIONAL BAG SHOULD REMAIN SEALED UNLESS PROVISIONAL BALLOTS ARE NECESSARY.**

- All Voted Provisional Ballots.
- All Unvoted Provisional Ballots.
- All other Unused Provisional Materials.
- If opened the bag must be re-seal with seal provided in Green Provisional Bag.

## **7**

### Yellow Bag PPE Equipment

### Envelope-B

### **Provided to the Minority Inspector**

Containing:

- 1 (yellow) copy of each Numbered List of Voters
- 1 copy of the Signed Oath's of Office
- The (yellow) copy of the General Returns Sheet

**Keep for 1 year**

Revised 3/2022

### **DS200 Ballot Box**

- Unused FULL pads of ballots
- Unused Express Vote Activation Cards
- In carrying case

\*Voter Services will pick up the voting machines and hard case booths after the election.

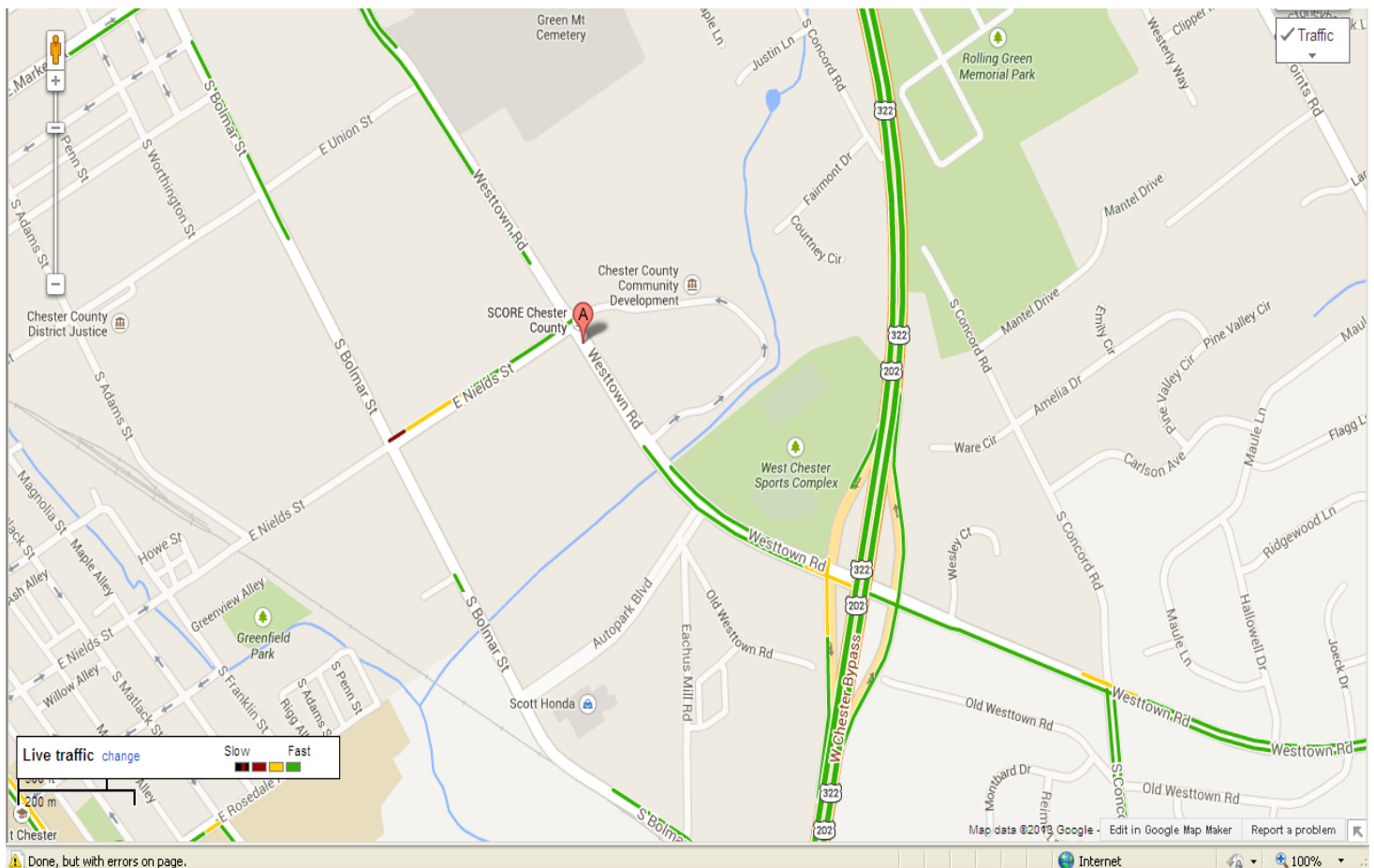
# Election Night Return Procedure

All election supplies and equipment must be returned to Voter Services on Election Night. All machines and hard case booths will remain at the polling place until Voter Services retrieves them. An Inspector or clerk, of opposite party, should accompany the Judge of Elections to the Government Service Center.

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

Please have **CLEAR ORANGE BAG & ENVELOPE A** ready to give to an attendant when pulling up to the curb. These are of utmost importance and physical custody of these must remain a priority until given to Voter Services.

## Map of Government Service Center 610 Westtown Road West Chester, PA 19380



# Frequently Asked Questions

## **Who are Poll workers?**

Poll workers are Chester County residents who have been elected or volunteer to work at their local precinct on Election Day.

## **What do Poll workers do?**

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

## **How does someone become a poll worker?**

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

## **How many people work at a polling place as poll workers?**

Every polling place should be staffed by at least five (5) poll workers. A team of poll workers at a polling place consists of a Judge of Elections, two (2) Inspectors and usually two (2) Clerks (larger precincts may need more clerks to staff their location).

## **What is the time commitment?**

There are two (2) elections in Pennsylvania every year. Primary elections are always held on the third Tuesday of May, except during a Presidential year, in which case the Primary is held on the fourth Tuesday in April. General and Municipal elections are scheduled for the Tuesday following the first Monday in the month of November. Poll worker start and end times vary based on the needs of the polling place and anticipated voter turnout.

The Judge and both Inspectors of Elections are required to work full day shifts. A full day is approximately 6:30am until about 9:30pm on Election Day while clerks can choose to work a variety of shifts or hours.

## **What are the benefits to being a poll worker?**

Being as a poll worker can be quite fulfilling – serving your community, meeting your neighbors, making new friends and making a little money are some of the benefits.

**Are poll workers paid?**

Yes, although it is primarily considered a volunteer position, poll workers are compensated for their respective shift at each election and they receive a one-time payment for attending a poll worker training class.

**Who can be a poll worker?**

If you are a registered voter in Chester County you are eligible to be a poll worker. However, the Election Officials (Judges and Inspectors of Elections) cannot concurrently hold another elected position or work for any state, county or other government organization. They also cannot be a member of any local municipal board.

**What happens if no one runs for the elected position or if an elected poll worker resigns?**

The local political parties in cooperation with Voter Services must see that these positions are filled by appointment.

**How can I find out if my help is needed?**

We are always looking for volunteers to work the polls. We especially value those who are willing to travel and work at other polling places. Simply contact Voter Services and we will be glad to work with you. Our office number is 610-344-6410 and our office email is [ccelectionofficials@chesco.org](mailto:ccelectionofficials@chesco.org).

**Do you provide training?**

Yes, usually our training classes start about six (6) weeks before each election. We offer training that deals with many different aspects of the election process. Classes are held at varying times throughout each week.

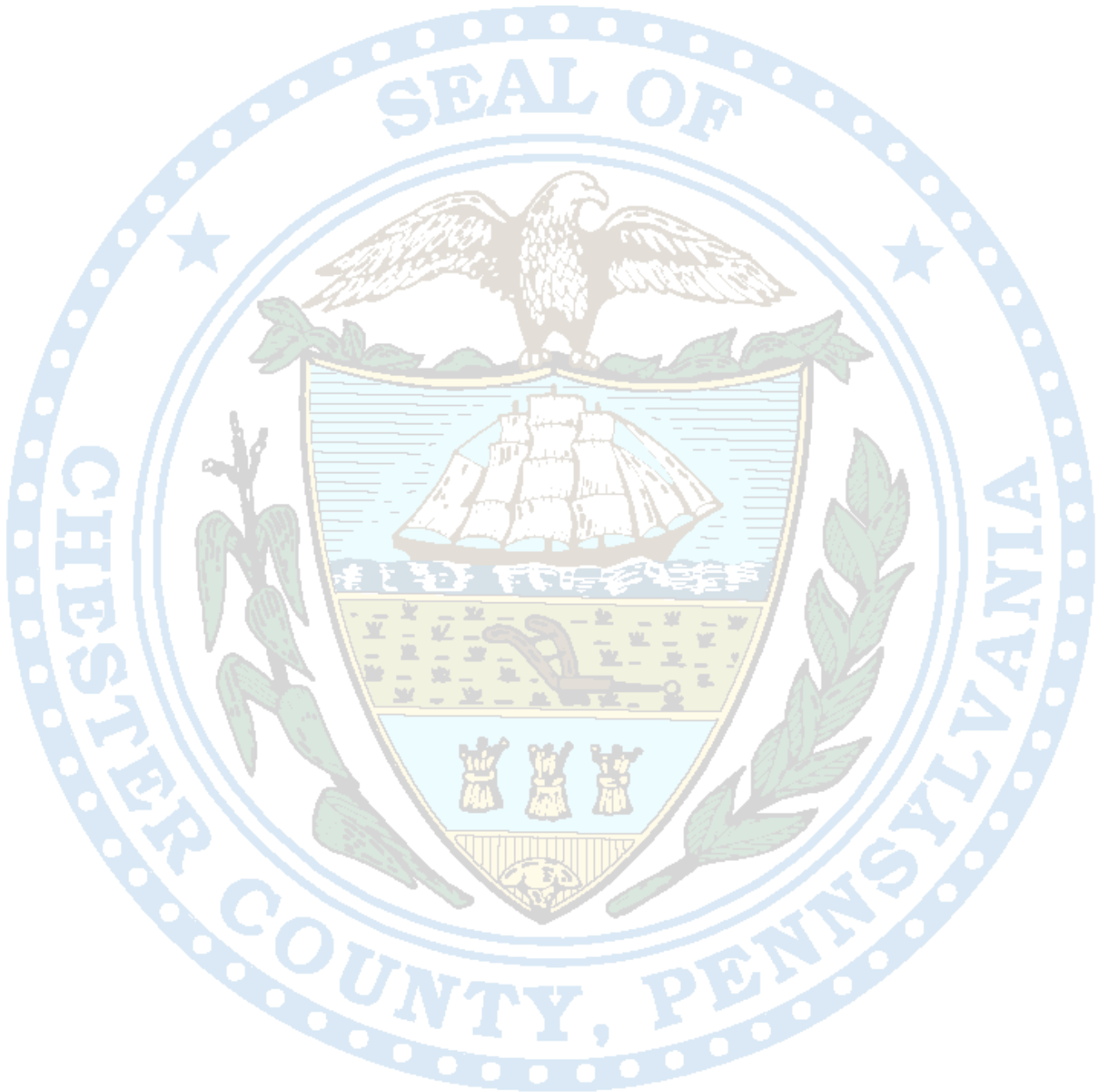
**Are students allowed to help inside the polls?**

Yes, students of good standing who are 17 years or older may serve as clerks or machine operators. They must have the Student Authorization Form completed and signed by both the school and their parents. This form needs to be turned in to Voter Services before the election.

**Can a Committee person serve as an election official?**

Yes, although the Committee person must not engage in any political activity while the polls are open and must behave in a non-partisan manner in all dealings inside the polls.

# Notes



# Notes

