

Form Descriptions and Completion Guide

This timeline guide/checklist notes which forms to use at each part of the election, from Monday night opening to ending the election and closing your precinct. These forms verify that you conducted the election honestly and fairly, can account for all ballots delivered to your precinct, have ensured that every voter cast his/her vote, and to the extent possible have protected the election equipment before, during and after the election while it was in your custody.

Monday Night

Form	Description	Who Completes
Cart Integrity Report (received portion)	Verifies secure delivery of cart and its contents.	<input type="checkbox"/> Chief Judges verify carts are locked when they arrive. <input type="checkbox"/> Chief Judges continue to secure and lock cart.
Electronic Pollbook Integrity Report (Opening portion)	Verifies that each electronic pollbook has been securely delivered to the precinct.	<input type="checkbox"/> VOP judges verify numbers on form, initial
Provisional Ballot Certificate – Opening	Verifies the ballot transfer bag and the correct number of provisional ballots have been securely received by the precinct.	<input type="checkbox"/> VOP Provisional judge verifies numbers on form, signs <input type="checkbox"/> Chief Judges sign
Ballot Marking Device (BMD) Integrity Report (Opening portion)	Verifies secure delivery of Ballot Marking Device.	<input type="checkbox"/> VOP verifies outer serial number and outer seal, signs
Scanning Unit Integrity Report – Opening	Verifies that scanning unit is secure, empty, and has no recorded votes (starts at public count equal to zero) at opening. (Monday: outer seals only)	<input type="checkbox"/> Bipartisan team of VOP judges verify serial numbers of outer seals, judges sign
Ballot Certificate (Opening portion)	Form verifies receipt of correct number of ballots and ballot activation cards (BACs).	<input type="checkbox"/> VOP judges verify numbers on form, sign <input type="checkbox"/> Chief Judges sign
Monday Night Roster	Confirms judge’s attendance to qualify for stipend.	<input type="checkbox"/> All judges sign

Tuesday Opening (6 AM to 7 AM)

Election Judge Payroll Sheet	Confirms judge’s attendance to qualify for stipend.	<input type="checkbox"/> All judges sign
Electronic Pollbook Integrity Report (Opening portion)	Allows for recording of seal numbers as seals are removed and replaced during election.	<input type="checkbox"/> Bipartisan team prints & signs Zero Reports, attaches to report

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Tuesday Opening (6 AM to 7 AM), continued

Tuesday Opening (6 AM to 7 AM), continued		
Ballot Marking Device (BMD) Integrity Report (Opening portion)	Verifies secure delivery of Ballot Marking Device.	<input type="checkbox"/> VOP re-verifies outer serial numbers, completes form, signs
Scanning Unit Integrity Report – Opening	Verifies that scanning unit is secure, empty, and has no recorded votes (starts at public count equal to zero) at opening.	<input type="checkbox"/> Bipartisan team, including at least one chief, re-verifies outer seal numbers, completes report <input type="checkbox"/> VOPs who assisted sign report <input type="checkbox"/> Chief Judges sign report
Key Concerns Checklist	Provides documentation that chiefs have completed specific required actions before, during, and after the election. Asks for information about suitability of polling place’s physical plant.	<input type="checkbox"/> Chief Judges verify tasks completed
During Election Day		
Spoiled Ballot Log (Ballot Issuing Table)	Maintains log of spoiled ballots, reason spoiled, and count by ballot style number	<input type="checkbox"/> VOP judges maintain log
Voter Authority Cards (Sticker on VAC boxes)	Provides count of VACs in box, by party.	<input type="checkbox"/> VOPs record counts of VACs as boxes filled during the day
Provisional Ballot Tally Sheet	Counting tool. Records numbers of voters/VACs by party. Records numbers of provisional ballots issued and spoiled.	<input type="checkbox"/> VOP Provisional judge maintains VAC and ballot tallies
Provisional Ballot Application and Instructions	Provides information to Board of Elections to determine whether voter is qualified voter and whether part or all of ballot will be counted. Secures ballot in sealed envelope until determination is made and canvass of provisional ballots begins. Serves as voter registration if voter is not already registered.	<input type="checkbox"/> VOP Provisional Judge completes Election Judge section <input type="checkbox"/> Voter completes Provisional Application section, seals ballot in envelope
Spoiled Provisional Ballot Envelope	Maintains log of spoiled provisional ballots, by party	<input type="checkbox"/> VOP Provisional judge maintains log
Voting Equipment Tamper Tape/Security Seal Removal Report	Records removal and application of new security seals during the election, as necessary. With explanation for action described in Chief Judge Log, ensures security of election equipment.	<input type="checkbox"/> Chief Judges record removed and new tamper tapes/security seals

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During Election Day, continued		
<i>Chief Judge Election Day Log</i>	Provides record of significant incidents or situations during election day. Includes equipment or voter issues and how Chief Judges resolved issues.	<input type="checkbox"/> Chief Judge enters information as needed
<i>Precinct Chain of Custody Form, Blue Ballot Transfer Bins</i>	Documents secure storage and transfer of voted ballots while in possession of each succeeding responsible person(s).	<input type="checkbox"/> Chief Judges record tamper tape numbers on bins as filled and sealed during the day
<i>Chief Judge Canceled VAC Log</i>	Record of VACs canceled at the pollbook, and why. Helps to ensure one to one correspondence of voters, VACs, and ballots cast.	<input type="checkbox"/> Chief Judge enters information as needed
<i>Precinct Unofficial Turnout Report</i>	Informs public of voter turnout, by party, as of 11 AM and 4 PM.	<input type="checkbox"/> VOP judge produces printout from Pollbook <input type="checkbox"/> Chief Judge posts
<i>Polling Room Sign-In</i>	Provides record of non-voters who have entered polling room.	<input type="checkbox"/> Signed by all adult persons entering polling room who are not voters, judges
<i>Voter Update Form</i>	Provides corrections or revisions to voter information (e.g., name or address change, etc.).	<input type="checkbox"/> VOPs complete information as required <input type="checkbox"/> Voters provide updated information, sign
<i>Voter Assistance Form</i>	Documents that a voter has requested voting assistance, that the assistant is eligible (e.g., not a candidate or employer, etc.) to provide assistance, and will not influence voter.	<input type="checkbox"/> VOP(s) completes Election Judge section(s) <input type="checkbox"/> Person assisting voter completes his/her section
<i>Certificate of Participation</i>	Provides voter with proof of having voted.	<input type="checkbox"/> VOP or Chief complete if requested by voter
<i>Voter Registration Application</i>	Provides information to Board of Elections to register individual to vote in next election.	<input type="checkbox"/> Voter completes, signs <input type="checkbox"/> Judge checks for completeness
<i>Election Judge Payroll Sheet</i>	Confirms each judge's attendance in order to qualify for stipend.	<input type="checkbox"/> Closing Judges sign
<i>Election Judge Sign-up Sheet</i>	Allows interested voters to start process to become election judge.	<input type="checkbox"/> Voters who wish to become election judges enter their own contact information

Form Descriptions and Completion Guide

During Election Day, continued

During Election Day, continued		
<i>Challenger and Watcher Certificate</i>	Provides proof of individual's right to act as Challenger or Watcher.	<input type="checkbox"/> Candidate, political party, political committee or Board of Elections completes form <input type="checkbox"/> Chief Judge collects form from Challenger/Watcher
<i>Affidavit for Challenger and Challenged Voter</i>	Part I records challenge to a voter's identity. Part II records voter's response. Chief Judge provides additional information, if available, in Part III.	<input type="checkbox"/> Challenger completes, signs Challenger portion <input type="checkbox"/> Voter completes, signs Voter portion <input type="checkbox"/> Chief Judge completes, signs Chief Judge portion
<i>Key Concerns Checklist</i>	Provides documentation that chiefs have completed specific required actions before, during, and after the election. Asks for information about suitability of polling place's physical plant.	<input type="checkbox"/> Chief Judges verify tasks completed
<i>Electronic Pollbook Integrity Report</i> (During portion)	Verifies that each electronic pollbook has been securely delivered to the precinct. At closing, records new security seals to ensure secure return to the Board of Elections.	<input type="checkbox"/> Chief Judge or Roamer updates if inner seal removed during day
Closing		
<i>Provisional Ballot Tally Sheet</i>	Counting tool. Records numbers of voters/VACs by party. Records numbers of provisional ballots issued and spoiled.	<input type="checkbox"/> VOP counts tallies, completes form, signs
<i>Provisional Ballot Closing Certificate</i>	Accounts for provisional VACs issued and provisional ballots cast. (Should be equal.) Records seal number on orange Ballot Transfer Bag(s) to ensure secure transport of voted ballots.	<input type="checkbox"/> Provisional judge completes form <input type="checkbox"/> Chief Judges sign
<i>Voter Authority Cards</i> (Sticker on VAC boxes)	Provides record of VACs in box, by party.	<input type="checkbox"/> VOPs record counts of VACs
<i>Voter Authority Card Worksheet</i>	Compiles information from stickers on the top of VAC boxes.	<input type="checkbox"/> VOP judges complete form
<i>Scanning Unit Integrity Report – Closing</i>	Verifies that Scanning Unit has remained secure during election, has been emptied of all ballots, has had memory sticks removed, and records number of ballots cast.	<input type="checkbox"/> Bipartisan team, including at least one chief completes report <input type="checkbox"/> VOPs who assisted sign report <input type="checkbox"/> Chief Judges sign report
<i>Ballot Marking Device (BMD) Integrity Report</i> (Closing portion)	Provides record of removed tamper tape.	<input type="checkbox"/> VOP completes form <input type="checkbox"/> Chief Judges sign

Form Descriptions and Completion Guide

Closing, continued		
<i>Cart Integrity Report</i>	Verifies that cart was locked when precinct closed.	<input type="checkbox"/> Chief Judges lock cart.
<i>Ballot Certificate</i> (Closing portion)	Accounts for unvoted and spoiled ballots/BACs. When combined with information from “BALLOTS ISSUED” section of <i>Closing Summary Report</i> , every received ballot/BAC can be accounted for.	<input type="checkbox"/> VOP judges complete form, sign <input type="checkbox"/> Chief Judges sign
<i>Electronic Pollbook Integrity Report</i> (Closing portion)	Records new security seals to ensure secure return to the Board of Elections	<input type="checkbox"/> Bipartisan team of VOP judges complete form, sign & attach EPB Totals Report <input type="checkbox"/> Chief Judges sign
<i>Precinct Chain of Custody Form for Black Memory Stick Security Bag</i>	Documents secure storage and transfer of rear memory stick from Scanning Unit while in possession of each succeeding responsible person(s).	<input type="checkbox"/> Chief Judges complete and sign <input type="checkbox"/> VOP-D signs
<i>Precinct Chain of Custody Form Red Memory Stick Security Bag and Other Critical Materials</i>	Documents secure storage and transfer of front (main) memory stick, orange Ballot Transfer Bag for provisional ballots, pollbooks, and other critical materials while in possession of each succeeding responsible person(s).	<input type="checkbox"/> Chief Judges complete and sign <input type="checkbox"/> Closing Judges sign
<i>Precinct Chain of Custody Form, Blue Ballot Transfer Bins</i>	Documents secure storage and transfer of voted ballots while in possession of each succeeding responsible person(s).	<input type="checkbox"/> Chief Judges complete and sign <input type="checkbox"/> Ballot Bin Transfer Team signs
<i>Closing Summary Report</i>	Accounts for VACs issued, ballots issued, and ballots cast. (A perfect record shows that line 1 (regular ballots issued) = line 4 (regular ballots cast) = line 11 (Total VACs from Scanning Unit(s)))	<input type="checkbox"/> Chief Judges complete and sign
<i>Key Concerns Checklist</i>	Provides documentation that chiefs have completed specific required actions before, during, and after the election. Asks for information about suitability of polling place’s physical plant.	<input type="checkbox"/> Chief Judges verify tasks completed, report conditions of polling place