Poll Worker Training 103

FORMS, HOW AND WHEN TO USE THEM

September 19, 2024

Welcome to Poll Worker Training 103 Forms, how and when to use them

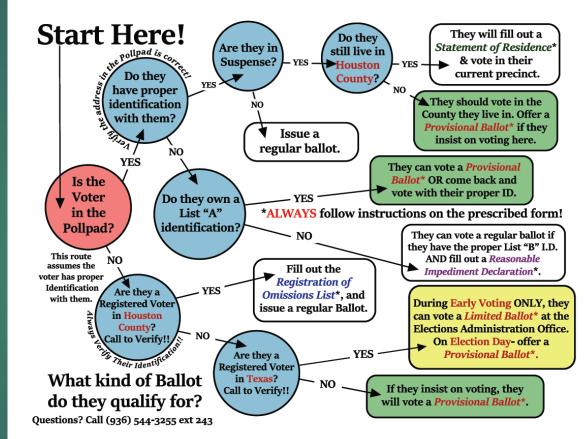
The goal of the Armstrong County Elections Department is to provide you with the training necessary to feel confident while working the polls. To do this we are always trying to come up with innovative tools to assist with that goal.

Our Decision Tree is one of those tools.

To ensure the integrity of each election, all election workers must be thorough, accurate, and attentive to the details involved in processing voters. To do this you must have a good grasp on all of the forms available to you, what they are used for and how to use them.

In this lesson we will be reviewing each of the forms mentioned on our Decision Tree, including:

- Statement of Residence
- Provisional Ballot Affidavit
- Reasonable Impediment Declaration
- Registration of Omission's List
- ► Limited Ballot



STATEMENT OF RESIDENCE- Change of Address

When checking in a voter on the Poll Pad you will first scan their acceptable ID.

It is important to remember you should not compare the address on any ID to the address in the Poll Pad.

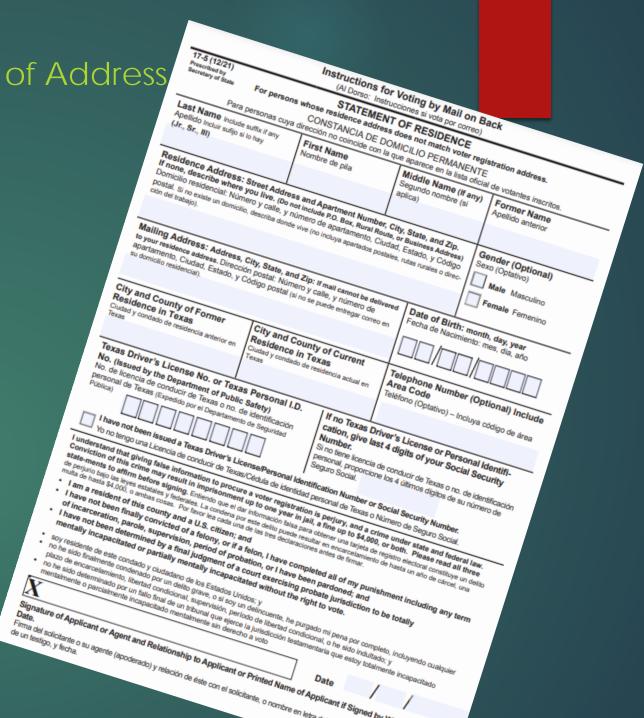
They DO NOT have to match.

However, you are required to confirm with the voter that the address on the list of registered voters is correct. (§63.0011)

You can do that by asking the voter "Do you still live on Main Street?"

Or by turning the Poll Pad towards the voter and asking "Can you confirm this address is still correct?"

If it is not, then you will have the voter update their registration record using a Statement of Residence.



STATEMENT OF RESIDENCE- Suspense Voter

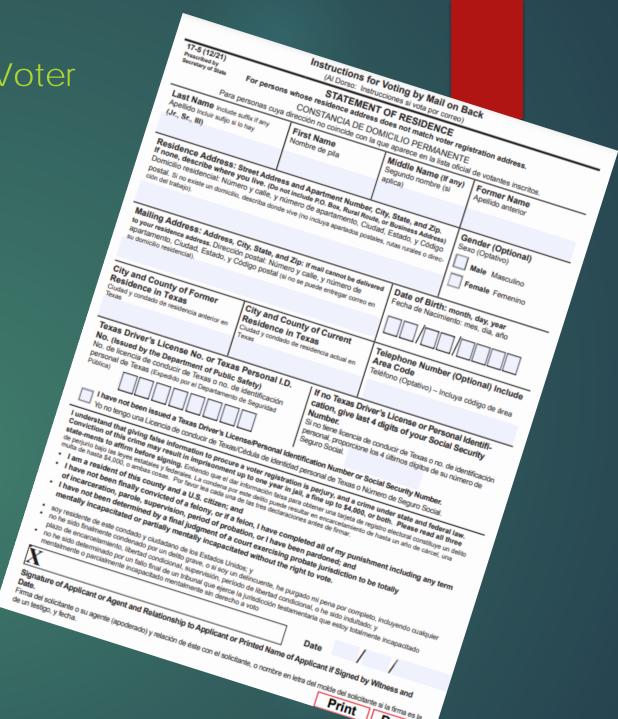
Occasionally you will come across a Voter whose registration has been placed in Suspense.

This can happen for several reasons, some examples are;

- The Voter Registrar had mail returned to them after trying to contact the voter.
- There is an error with the address in our system.
- ► Their address is incomplete.

Before allowing the voter to vote have them fill out a Statement of Residence.

Always confirm that their residence is still in Armstrong County. If not, they should be guided to voting in their current county of residence. If they insist on voting in Armstrong County they must vote a Provisional ballot.



In 2002, the Help America Vote Act required that provisional ballots be offered to:

- Any voter that declares that they are a registered and eligible voter of the precinct in which they are appearing; and
- Any voter whose eligibility is called into question by an election official, e.g. shown to have voted early by mail. Provisional Ballot is issued when a voter is not eligible to vote a Regular Ballot.

52 U.S.C. § 21082

Texas law echoes the Federal requirements, but also adds that a voter may vote provisionally if they do not have the required photo identification. Tex. Elec. Code § 63.011



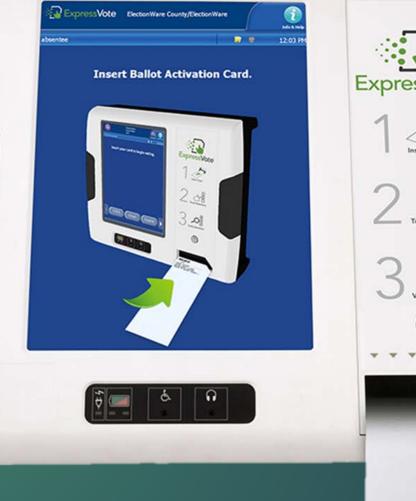
If a voter is not eligible to vote a regular ballot, a Provisional Ballot MUST BE OFFERED.

The voter's record will be reviewed by the Ballot Board and only the Ballot Board can determine if the ballot will be counted.

If no Photo ID (List A or B) was presented, the voter must appear with-in 6 days AFTER Election Day to present Photo ID or exemptions.

Provisional Ballots are available during Early Voting & on Election Day at all polling locations in the county.

Why are provisional ballots important? By casting a provisional ballot, even if it's not accepted for counting, the person will become a registered voter.





Provisional Ballot Any voter who requests a provisional ballot should be given one. NO voter should ever be refused a provisional ballot!



A provisional ballot must be offered to:

1) A voter who does not provide an acceptable form of identification.

2) A voter whose name on their identification is not substantially similar to the name on the OLRV.

3) A voter whose identity cannot be verified by the identification presented.

4) A voter who has received a disability exemption, but does not have a voter registration certificate indicating such exemption.

5) A voter whose name does not appear on the list of registered voters and does not have a registration certificate, but states they are a registered and eligible voter of the precinct.

6) A voter who has applied for a ballot by mail, but has not yet properly cancelled the mail ballot application.

7) A voter who votes during the polling hours that are extended by a state or federal court.

8) A voter who is registered to vote but attempting to vote in a precinct other than the one in which the voter is registered.

9) A voter who is on the precinct list of registered voters, but whose registered residence address is outside the political subdivision for which the voter is seeking to vote.

10) Other _____(with an explanation)





If a voter fits into one of the previous categories, the election worker shall inform the voter of their right to cast a provisional ballot.

If the voter does not appear on the list of registered voters, the election worker may assist the voter in determining if they are registered in another precinct, by using the Poll Pad, or calling the Elections Administration office.

If the voter can not be found but believes they are registered, the election judge MUST ask if the voter registered, or updated their registration, through DPS.

If voter went to DPS, the election judge must note this and the approximate date that the voter went to DPS on the back of the green 'Affidavit of Provisional Voter' envelope.



Polling Place Procedures (1 T.A.C. 81.173)

If the voter does not appear on the list of registered voters, the election worker should inform the voter that the ballot will be counted if it is determined they are a registered voter of the precinct.

If voter is casting a provisional ballot due to lack of an acceptable or supporting ID, the election worker should inform the voter that the ballot will only be counted if the voter appears at the Voter Registrar's Office and shows acceptable ID (List A or List B), or executes a temporary affidavit (if applicable) or permanent exemption (if applicable).



Affidavit of Provisional Voter

After notifications, but PRIOR to voting

- Voter should complete a green Affidavit of Provisional Voter envelope on the front side.
- 2. Election judge should complete their portion on the reverse side, and sign it.

AW7-15-53, 8/17 Prescribed by Secretary of State Sec. 63.011, Election Code	Type of Election / Tipo de Elección	Precinct No. where voted Núm. de Precinto-lugar de votación	Precinct No. where registered (if Núm. de Precinto-inscrito para vo	tar (si se sabe)		Authority Conducting Election / Autoridad Administrando la Elección
Affidavit	of Provisional	Voter (Declaración	Jurada de Vota	inte Provisiona	al) (Ballot numb	per if using DRE)
TO BE COMPLETED BY VOTER: I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision, have not been finally convicted of a felony or I a felony. I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate juriaditicat to be totally mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that is a felony of the 2nd degree to vote in an election for which I know I am not eligible. By final judgment of a court exercising probate juriaditod in the vota on the votado en esta election (on persona or or correo). Soy residente de esta subdivisión politica y en el precinto en cual estoy intentando a votar y aun no he votado en esta election (on persona or or correo). Soy residente de esta subdivisión politica, he sido definitymente declarado cualeta de un delito grave o si soy el autor de un delito grave o un estido de anticondema inclusive el periodo de encarcelamiento, la libertad condicional, la libertad vujervisada, la libertad vujervisada, no he sido definitymente declarado per un judio final de una cota de la legalización de una elestando mentalimente o paradimente incapacitado sin el derecho de votar en una elección con ecunalization de encarcelamiente incapacitado sin el derecho de votar en una elección con suberd e que de correo de votar en una elección con cualmonte incapacitado mentalimento o paradimente incapacitado sin el derecho de votar. Entiendo que ar información faisa biendo que os un dello grave o sun dello grave de de 2 grado votar en una elección con cumple con los requisitos necesarios.						
Last Name (Include Suf	fix if any)/Apellido usual (Incluir sufij	o si lo hay) First Name / Su nombre	de pila	Middle Name (if any) / S	Segundo nombre (si tiene)	Former Name / Nombre anterior
Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include PO Box, Rural Rt. Or Business Address) Gender: (Optional) / Sexo (Optativo) Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal: A faita de estos datos, describa la localidad de su residencia. (No incluya el apartado de correos, camino rural, ni dirección comercial.) Male (Hombre) Male (Mujer)						
Mailing Address: City, State, and ZiP. If mail cannot be delivered to your residence address. / Dirección postal: Cludad, Estado y Código Postal (si es imposible entregarle correspondencia a su domicillo).						
TX Driver's License No. or Personal I.D. No. (issued by Dept of Public Safety) Social Security No. (last 4 digits required if you do not have a driver's license/personal identification number or Social Security Number. Nümero de su licencia de conducir de Texas o de su Cédula de Identidad expedida por el Departamento de Segurida Publica de Texas). Social Security No. (last 4 digits required if you do not have a driver's license/personal identificación personal, se requiere los últimos 4 números de su licencia de conducir de Texas nú u Número de Seguro Social) I have not been issued a TX driver's license/personal identificación number or Social Security Number. Yo no tengo una licencia de conducir de Texas). Suguro social) XXX-XX- Image: Conducir and texas ní u Número de Seguro Social.						
	: ARE YOU A UNITED STATES C ado: Soy ciudadano/a de los Estad		NO Signa No X_	nture of Voter / Firma del v	votante	

DECOMPLETED BY ELECTION JUDGE: DECOMPLETED BY ELECTION JUDGE: DECOMPLETED ACCEPTABLE FORM OF IDENTIFICATION Pes No REASON FOR VOTING PROVISIONAL 1 Failed to present acceptable form of identification or voter certificate with exemption. 2 Voter not on list of registered voters. 3 Voter not on list of registered voters. 4 Voter on list of people who voted early by mail, and voter has not cancelled mail ballot application. 5 Voting after 7:00 p.m. due to court order. 6 Voter on list, but registered residence address outside the	TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS: I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(r/was made: FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE 1 Voter presented acceptable form of identification within 6 days of election day. 2 Voter redisability exemption within 6 days of election day. 3 Voter executed religious objection affidavit within 6 days of election day. 4 Voter executed natural disaster antidavit within 6 days of election day. 5 Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 days of election day. 6 Not a registered voter or registration not effective in time for this election. 7 Registered to vote, erroneously listed in wrong precinct. 8 Registered to vote in a different precinct within the county. 9 Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office. 10 Voter erroneously removed from the list. 11 Other:
Action taken by the Early Voting Ballot Board: ACCEPTED	REJECTED Signature of Ballot Board Judge:

Affidavit of Provisional Voter

rescribed by Secretary of Sta

- Election judge should add voter's name to List of Provisional Voters/Early Voting List of Provisional Voters.
- Election judge should add name of voter to Poll Pad form/poll list, and indicate they are a provisional voter.
- 5. Voter should sign the Poll Pad/poll list.
- The election judge should provide a Notice to Provisional Voter to the voter.

An Affidavit of Provisional Voter must be filled out by a voter who is voting provisionally and by the Early Voting Lead or Presiding Judge on Election Day.

63.011, 81.002 Texas Election Code						
	Type of Election (Tipo de Elección)		AW7-26 Prescribed by Secretary of State Section 63.011, Texas Election Code	Type of Election	Precinct. No.	
	Date of Election	Authority Conduc	10/13	(Tipo de Elección)	(Núm. de Precinto)	
	(Fecha de la Elección)			Date of Election (Fecha de la Elección)	Authority Conducting Election (Autoridad Administrando la Elección)	
Early Voting List	of Provisio	onal Voters				
To be Completed by the Early Voting Cler		be Completed by the E	List of	Provisional Vote	rs	
Name of Provisional Voter		epted for Counting Re	To be Completed by the F	To be (Completed by the Ballot Board Judge	
	Number		of Provision		d for Counting Rejected for Counting	
A determination whether your ballot to board after the election. A notice will address you provided on your affidavit ballot was counted or (2) if it was not of Your affidavit will be retained by the to update your voter registration infor be submitted to the voter registrar as If you have any questions, call the S Notificae La junta de votación temprana to ba dirección que usted proporcion	voter registrar whe mation or if you as a new voter registra ecretary of State's ión al Vota omará una determi 30 días después d ó en su declaración si (1) su boleta so	vill be made 0 days of a within 30 days of a your ballot indicating a your ballot was not of o will use the informa- are not a registered vol- ration application. A Office toll free 1-800 Inte Provisions inación, después de l le la elección, se le en an jurada para votar er se contó o (2) si no se	ardy voting ballot the election at the counted. tion on the affidavit ter, the affidavit er, the affidavit er, the affidavit at elect viará y a elect viará y count a elect viar viar viar viar viar viar viar viar		All of the second of the secon	Y As
En dicha notificación erecula no se contó. El registrador de votantes guará para actualizar la información votante, la declaración jurada se de registro electoral Si tiene alguna pregunta, lla VOTE(8683).	lará su declaracion de su registro ele e le entregará al re	ectoral o, si usted n egistrador de votante			The second secon	

Affidavit of Provisional Voter

In Armstrong County a voter votes provisionally on on paper and are scanned once accepted by the ballot board.

Optical Scan/Paper Ballots:

- Voter should pick their own ballot from a disarranged supply of ballots.
- Voter should mark their ballot and then place inside the green secrecy envelope.
- Voter should place green secrecy envelope into the green Affidavit of Provisional Voter envelope.
- Voter should then deposit that envelope into the ballot box for voted ballots.





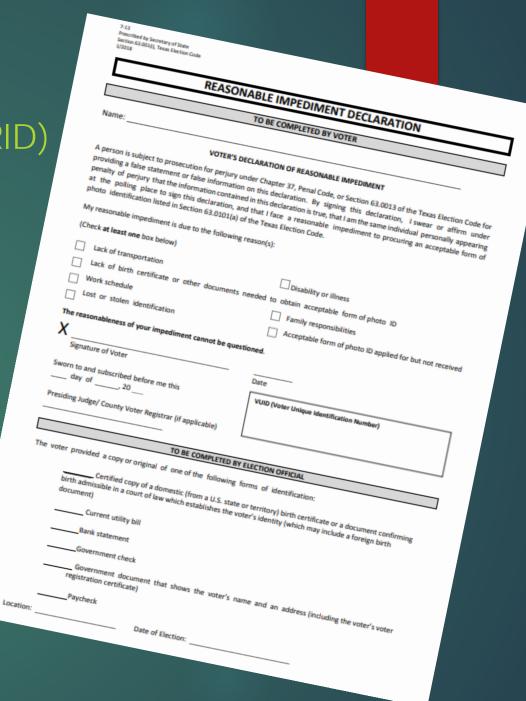
Reasonable Impediment Declaration (RID)

A **Reasonable Impediment Declaration** is used when a voter has a reasonable impediment to obtaining "List A" Identification. They must have "List B" identification to vote a regular ballot when using the Reasonable Impediment Declaration.

On the affidavit the voter will:

- Note their reasonable impediment to obtaining an acceptable form of photo identification.
- State that the information contained in the declaration is true.
- State that the voter is the same individual personally appearing at the polling place to sign the declaration.
- State that the voter faces a reasonable impediment to procuring an acceptable form of photo identification.

You may not question the reasonableness of the voter's reasonable impediment.



What if the voter qualifies for a RID but didn't bring supporting ID with them?

If the voter did not bring any supporting form of ID to the polling place, the voter may vote a **provisional ballot** and "cure" that provisional ballot by appearing at the county voter registrar's office within 6 calendar days of election day by presenting an acceptable form of photo ID, showing a supporting form of ID and executing a Reasonable Impediment Declaration, or qualifying for one of the exemptions (disability, natural disaster, or religious objection to being photographed).

OR the voter can leave & return to the polling place with their supporting form of ID before the polls close, execute a Reasonable Impediment Declaration and proceed to the voting booth to cast a regular ballot.

Registration Omissions List

When a person is accepted for voting and his/her name is not on the list of registered voters or supplemental list of registered voters, the election officer must add the voter's name to the Registration Omissions List.

The following are explanations of the law which allows for accepting a voter to vote whose name is not on the list.

- Voter (with required documentation) with Correct Certificate Who is Not on List: On the combination form, check the box labeled "Not on List 63.006" next to the voter's name. Add voter to Omissions List.
- Voter (with required documentation) with Incorrect Certificate Who is Not on List: On the combination form, have voter initial the Voter's Affidavit "Not On List 63.006" box (near the voter's signature), and check the box labeled "Not On List 63.006." It is also necessary to indicate on the Omissions List the precinct number as indicated on the voter's certificate. Add voter's name to the Omissions List and check the box labeled "Not On List 63.006.

NOTE ABOUT AMENDMENTS: "Required documentation" refers to acceptable voter ID. or documentation showing an acceptable exemption. A voter without this documentation will vote provisionally (unless the voter chooses to return later with documentation).

Prior law at Section 63.007 (Voter Not on List, Incorrect Certificate) is now (with minor revisions) one of two procedures in Section 63.006. Prior law at Section 63.009 (Voter Not on List, No Certificate) is no longer applicable; this voter will vote provisionally AW7-27 Prescribed by Secretary of State Section 63.006(b), Texas Election Code

	Type of Election (Tipo de Elección)	Pre (Nú
REGISTRATION OMISSIONS LIST (LISTA DE OMISIONES SOBRE EL CERTIFICADO DE REGISTRO) (Section 63.006(b), Texas Election Code)	Date of Election (Fecha de la Elección)	Aut (Aut

	PCT. NO. (ON CERT.) (Núm. De Prec.) (En Cert.)	VUID NO. (Núm. De VUID)	FULL NAME (LAST, FIRST, MIDDLE) (Nombre completo [Apellido, Nombre de Pila, Segundo Nombre])	COMPLETE RESIDENCE ADDRESS (Dirección de Residencia Completa)
L				
L				

RETURN IN ENVELOPE NO. 4

Limited Ballot

Limited ballots are used when a voter has a Texas registration in a county other than their new county of residence.

- Limited ballots are only an option during Early Voting
- they cannot be used on election day
- Personal appearance limited ballots are used only at the main EV location, which is the Armstrong County Courthouse West Side Basement Claude, TX. (Chapters 111 and 112)
- To vote a limited ballot, a voter must:
- Be eligible to vote in the county of registration if they still lived there
- Be registered to vote in the county of former residence at the time the person:
- Offers to vote in the new county of residence, OR
- Submitted a voter registration application in the county of new residence and
- Their registration will not be effective in their new county of residence by election day (Sec. 112.002)



Limited Ballot

Limited Ballot Procedures Personal Appearance

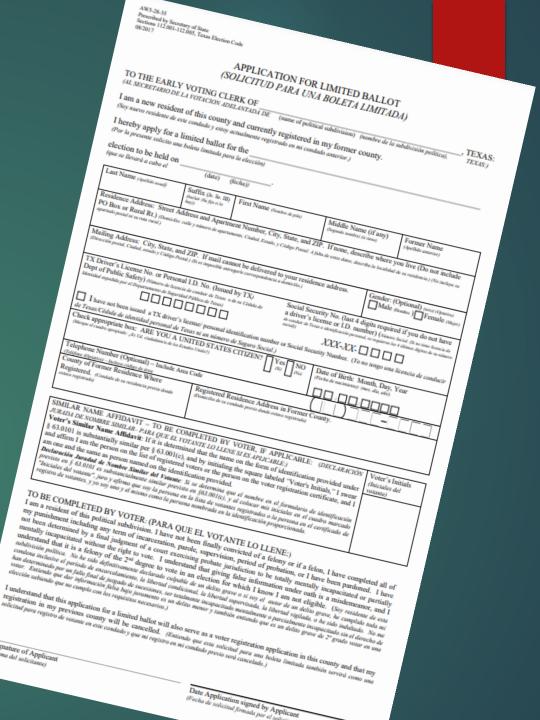
Step 1: Attempt to verify voter's registration status in new (Armstrong) county. You must call the Election Office to make this verification.

Step 2: If voter is eligible for a limited ballot, ask the voter to come to the Elections Administration office to complete an **Application for Limited Ballot**.

Step 3: After the voter completes application, note on the application the district offices for which the voter is entitled to vote.

Remember: The voter MAY NOT VOTE for county or precinct offices. Those races must be marked off the ballot.

If you are having a joint election, it is possible a local entity like a city or ISD might be in the two counties – you'll need to check the boundaries to see if those offices are part of the ballot.



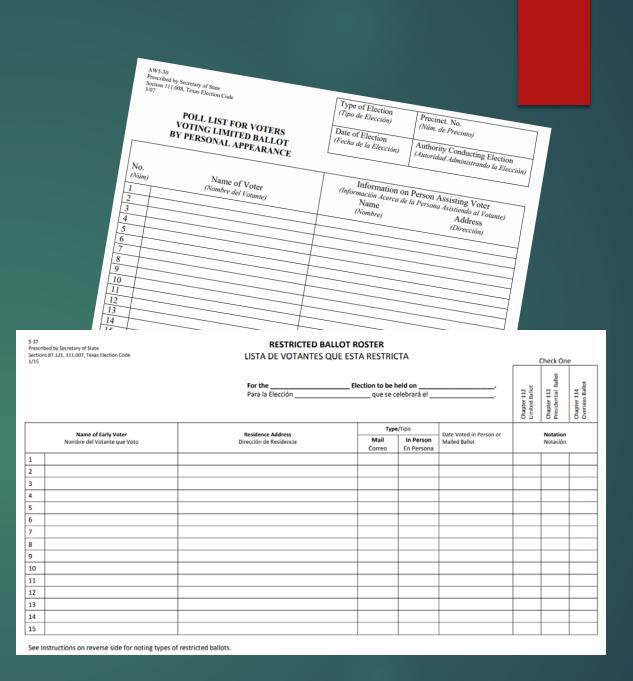
Limited Ballot

Limited Ballot Procedures Personal Appearance

Step 4: Voter is added to the Poll List of Limited Voters rather than signing the early voting combo form.

Step 5: Add the voter to the **Restricted Ballot Roster**.

Step 6: Give the limited ballot (with the ineligible races removed) to the voter for voting. The limited ballot application should be handled by the Elections Administration to register the voter.



Form's Do's and Don't's

DO

Use the Decision Tree to help you decide what forms you need.

Use the instructions provided with the forms.

Verify the address on the Official List of Registered Voters (OLRV) is correct.

Ensure the voter completes the necessary forms for their situation.

Complete your part of the paperwork.

Call or ask for help if you are unsure how to proceed.

Review that forms completed by voters are complete.

DON'T

Tell a Provisional Voter their vote will not count.

You may not question the reasonableness of the voter's reasonable impediment.

Do not deny any voter an opportunity to vote. This is what Provisional Ballots are for.

If a voter is not on the OLRV, don't neglect to call the Election Office to verify where the voter is registered.

Important Take A-ways

Your goal is to apply the knowledge you learn here to protect the integrity of the election process.

To ensure the integrity of each election, all election workers must be thorough, accurate, and attentive to the details involved in filing out forms.

Everyone makes mistakes, but please keep in mind that simple errors can undermine the election process.

We are depending on you to be responsible and reliable. The integrity of the election is a joint endeavor between you, as an election official, and our office.

armstrongelection@co.armstrong.tx.us

- Thank you for taking time to view our Forms Video. If you have any questions feel free to contact us at the email address above, or by calling 806-410-1297.
- Our goal is to always provide you with the most current election information and work with you on providing Armstrong County with the highest of election integrity.