

All voters in line at 7 pm are allowed to vote before closing polls.

To CLOSE polls, there are many things to do = gathering in signs, etc. from outside and on the door, paperwork, and returning supplies to the election office.

Before shutting down Verity equipment and the Kiosks, the judge will need to verify Ballot count on the Controller and get counts from the Kiosks by checking counts/logs and verifying provisional count. These figures are needed to balance the paperwork.

Instructions are included in the supplies that include a step-by-step checklist for closing the equipment.

When closing the Kiosks, the tablet must be the first thing that is powered off. Everything is repacked in the Kiosk case. The units will be sealed and the seal numbers recorded on the paperwork. Be sure to retrieve the data gizzard, turn it off, and put it in the Kiosk delivery bag with the kiosks. The battery backup unit should be powered down and returned to the delivery tub.

When powering off the voting equipment, the power must be turned off to the individual units, the tablets docked and locked, and the case closed and locked. Seals will be placed on the outside of all the units and these numbers are recorded on the paperwork. Disconnect the power cords and daisy chains from the voting equipment and place them in the Verity delivery bag. Remove the voting units from the stands, fold the stands and pack them in the booth bags.

Everything that will be left in the poll will be put together for pickup. Paperwork will be completed.

Two people, usually the judge and alternate judge, will **return the following to the election office: Controller, Yellow Judge's bag, Provisional Ballot Box, Ballot box #3 and the Kiosks (with data gizzard).**

FAILURE TO RETURN THE REQUIRED ITEMS TO THE ELECTION OFFICE ON ELECTION NIGHT WILL REQUIRE A RETURN TRIP TO THE POLL TO RETREIVE THE ITEM.

Poll Location:		VC 1			Contact Person:		DELIVERY LOG		PAGE	
							1			
Deliver to:		Angelo Bible			Contact #:					

Equipment:		Serial ID #	Seal # Factory	Seal # Technician	Seal # Returned	
ACCESS TOUCH		A1801967112				
ACCESS TOUCH		A1801967812				
TOUCH		T1901972501				
TOUCH		T1901973701				
TOUCH		T1901980501				
TOUCH		T1901983901				
TOUCH		T1901984201				
TOUCH		T1901991201				
TOUCH		T1901995201				
TOUCH		T1901998101				
TOUCH		T1901970801				

Supplies:	How many	Delivery Bag:	Vinyl Envelope	
Booth Stands		Tech Green Seal	Green Paper Seal #:	
Verity Bag				
Kiosk Bag		Judge's Green Seal	Red Paper Seal #	
Trifold (s)				
Delivery Tub				<p style="text-align: center;">Record all red return seals for all equipment. Boxed supplies are placed back in delivery bag, and supplies to be picked up by election staff are placed together with equipment. Return this form on clipboard to the Judge's Bag.</p>
Orange Cone(s)		RETURN Red Seal		
Table(s)				
Signs				
US Flag/PVC Pipe				
Yellow Banner/Poles				

I, the Precinct Judge for the _____ Election, do hereby certify that the seal number(S) listed above are a true and correct list of the seals used on Election Day.

Judge's Signature

Alternate Judge's Signature

PRIMARY ELECTION 03/03/2020

Tech Green: Removed when delivered at poll, VC Yellow and Pink (leave on clipboard): Return in Yellow Judges bag at end of ED.

Election Day Judge's Chain of Custody

Pick Up

You will need to use this form at the poll to verify the serial I.D. and seal numbers included on this form.

Vote Center: # 1

ANGELO BIBLE

Controller 1 Serial #: C1801770908 vDrive #

Receive Seal #:

Controller 2 Serial #: vDrive #

Receive Seal #:

Check-In Kiosk Unit #: 1

Receive Seal #:

Forms Kiosk Unit #: 21

Receive Seal #:

Judge's Signature

Judge's Phone #

Judges:

Please be sure to check that Ballot Box #3 and Provisional Ballot Box were delivered to poll and verify Seals and Locks.

Ballot Box #3:

Delivered Not Sealed. Return with lock which is in the box.

Provisional Ballot Box:

Lock #: VC 1

Red Wire Seal #

Green Wire Slot Door Seal #:

Return

Judge must return and record items listed below:

Controller 1 Serial #: C1801770908 vDrive #

Return Seal #:

Controller 2 Serial #: vDrive #

Return Seal #:

Check-In Kiosk Unit #: 1

Return Seal #:

Forms Kiosk Unit #: 21

Return Seal #:

Ballot Box #3:

Return Seal #:

Return Lock:

Provisional Ballot Box:

Lock #: VC 1

Red Wire Seal #:

Red Wire Slot Door Seal #:

Power Cords:

☐ Yes☐ No

Judge's (Yellow) Bag:

☐ Yes☐ No

Facility Keys Returned:

☐ Yes☐ No

WiFi Returned:

☐ Yes☐ No

I swear/affirm that the above-listed serial/seal numbers match the serial/seal numbers being returned to the Election Office. If not, I have provided an explanation below.

Explanation: _____

Judge's Signature

Printed name

I, the undersigned authorized clerk of the central counting station, do hereby acknowledge receipt of the above-listed items for VC 1. The items were delivered by (please print): _____ and _____, two authorized election officers of that precinct and the seal numbers match at the time of delivery.

Signature - Central Counting

Arrival Time

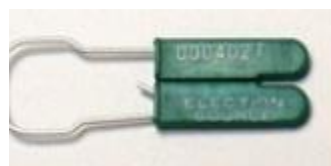
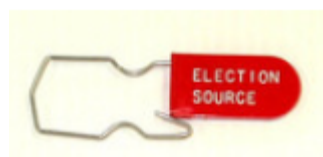
Departure Time

NOTE: Contact information for Election Office: 659-6541 or Vona: 234-7466

Tech Yellow: Removed at Dock pickup, VC Yellow and Pink (Leave on clipboard): Return in Judge's (yellow) bag at end of ED.



*Uses code 128 bar coding.



PROVISIONAL BALLOTS



Vote Center Location:	Authority conducting election
Date of Election	Type of Election

BALLOT AND SEAL CERTIFICATE

We, the undersigned election officials, do hereby certify that all voted ballots were placed in the transfer case or cases to be transferred to the central counting station. The number of ballots placed in the carrying case or cases was _____.

The Serial number of the seal that was used to seal the transfer case or cases was _____.

Witness my Hand this _____ day of _____, 20_____

Signature of Presiding Judge

Poll Watcher (if any)

Signature of Election Clerk

Poll Watcher (if any)

Complete form even if Provisional box is empty

Seal #'s will be verified when boxes are returned to Central Counting Station.

*Place **green** copy inside Provisional Ballot Box, **yellow** copy leave in folder and return folder in yellow bag, and place the **Pink** copy in Pink envelope*

Name of Election Official (Please Print Legibly)
Complete Address (Include City, Zip)
Social Security Number
- -
Home Phone ()
Cell Phone ()
email:

Leave pages in folder

[illegible]

Type of Election	EV Branch/Vote Center
Date of Election	Authority Conducting Election

List of Provisional Voters

To be Completed by the Election Judge		To be Completed by the Ballot Board Judge	
Name of Provisional Voter		Accepted for Counting	Rejected for Counting
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Number of Provisional Ballots in Ballot Box (as shown on list)

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

Signature of Precinct Presiding Judge: _____

Signature of Custodian receiving ballots from Presiding Judge: _____

Signature of Voter Registrar: _____

SEPARATE FORM: Place **green** copy in Provisional Ballot Box, **yellow** copy in yellow bag, and **pink** copy in pink envelope

Vote Center - Pct No. (Nim De Pcto)	Authority Conducting Election (Autoridad Administrando la Elección)
Date of Election (Fecha de Elección)	Type of Election (Tipo de Elección)

OATHS (JURAMENTOS)

ASSISTANCE (AYUDA) (Sec 64.034)

OATH OF PERSON ASSISTING VOTER: I swear (or affirm) that I will not suggest by word, sign, or gesture how the voter shall vote; I will confine my assistance to answering the voter's questions, to stating propositions on the ballot, and to naming candidates and, if listed, their political parties; I will prepare the voter's ballot as the voter directs; and I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs. *(JURAMENTO DE LA PERSONA QUE AYUDA AL VOTANTE: Yo juro (o afirmo) que no sugeriré por palabra, seña o acción cómo deberá votar el votante; limitaré mi ayuda a contestar las preguntas del votante, a declarar las proposiciones en la boleta, y a nombrar los candidatos y, si listados, los partidos políticos a que pertenecen; yo prepararé la boleta como dirija el votante, y no soy el empleador del votante, agente del empleador, o un oficial o agente de un sindicato donde el votante pertenece .*

INTERPRETER (INTERPRETE) (Sec. 61.035)

INTERPRETER'S OATH: I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by an election officer or to an election officer by the voter. *(JURAMENTO DEL INTÉRPRETE: Yo juro (o afirmo) que, a mi mejor potencia, interpretaré y traduciré de una manera correcta cada pregunta, respuesta o declaración que cualquier oficial electoral dirija al votante o que el votante dirija a cualquier oficial electoral.)*

The above oaths were sworn and subscribed to before me this _____ day of _____, 20_____.
(Los juramentos señalados arriba fueron declarados bajo juramento y suscritas ante mi en la fecha indicada arriba.)

 ELECTION OFFICER (OFICIAL ELECTORAL)

Be sure to write the name of the assistant on the check-in combo form. Return in white bag.

REQUEST TO CANCEL APPLICATION FOR BALLOT BY MAIL

To be completed by all voters intending to cancel their Application for Ballot by Mail:

I, _____, a qualified voter for the _____
(Print Name)
Election to be held on _____ / _____ / _____ request that my Application for Ballot by Mail be cancelled.
(Month) (Day) (Year)

VOTER HAS
MAIL BALLOT

STATEMENT

I am returning my mail ballot/presenting a Notice of Improper Delivery (circle one) to the early voting clerk/deputy early voting clerk/presiding election judge (circle the appropriate officer) and canceling my ballot by mail.

X _____

Signature of Voter

AFFIDAVIT A

Affidavits A and B are only executed in person at the early voting clerk's office. These Affidavits are only used when the voter is canceling his/her application with the EV clerk after the close of early voting by personal appearance or on Election Day.

I, _____, do hereby affirm that I have not received my mail ballot at the
(Print Name)

time of making my request to cancel my Application for Ballot by Mail.

X _____

OR

Signature of Voter

AFFIDAVIT B

I, _____, do hereby affirm that I have not requested a mail ballot.
(Print Name)

X _____

OR

Signature of Voter

AFFIDAVIT C

Affidavit C is only executed in person at the early voting clerk's office. It must be executed before the carrier envelope is delivered to the early voting ballot board.

I hereby request that my mail ballot be canceled. I, _____ affirm that I did not
(Print Name)

mark my ballot that was sent to me by mail.

X _____

Signature of Voter

This section to be completed by early voting clerk, deputy early voting clerk, or election judge.

Name of Voter _____ Voter's Precinct Number _____ VOID _____
(Print Name)

Sworn to and subscribed before me, this _____ day of _____, 20 _____.
(Month) (Year)

X _____
Signature of Officer Administering Oath

Denied _____ Reason _____ Date ____ / ____ / ____

Election: **Constitutional**

Date: **11/03/2015**

Vote Center: _____

Notice of Total Number of Voters Who Have Voted
(Aviso del Número de Votantes Que Han Votado)

Number of Voters
(Número de Votantes)

9:30 AM

11:30 AM

1:30 PM

3:30 PM

5:30 PM

Signature of Presiding Judge
(Firma del Juez Presidente)

NOTE TO PRESIDING JUDGE:

The total number of voters as shown on the poll list shall be posted at the times listed. The notice shall remain posted until the polls close.

Return this form in White Bag to the general custodian of the election records.

NOTA AL JUEZ PRESIDENTE:

El número de votantes establecido en la lista de votantes se mostrará a las horas señaladas arriba. El aviso quedará puesto hasta que cierren los sitios de votación. Devuelva esta forma en la bolsa amarilla (el sobre número 2) a la persona a cargo de los archivos electorales.

EV Branch/Vote Center #: _____

Date: _____

All Poll Workers:

You **must** read, sign and date that you have read the ***Tom Green County Computer Security Policy*** on the left of this signature form. By signing you are affirming ***you will comply*** with this policy.

Date	Name	Signature

Leave this signed form in this folder.

Cancelled Check In Voter List

VOTE CENTER LOCATION _____

ELECTION: _____

DATE: _____

CERT #	LAST NAME	FIRST NAME	REASON FOR CANCELLATION <small>[Place label in sleeve or if label is adhered to combo sheet, with a red pen write "cancelled" across label]</small>

Judge's Signature

Write "Cancelled" on the 3 VoteSafe labels in red and initial. If not taped to forms, insert them all in the un-used labels sleeve . Once the voter has been Cancelled their screen will look like an original voter check in screen. Cancelled check in voters are **not counted** in totals.

RETURN THIS FORM WITH YELLOW CHECK - IN SIGNATURE FORMS
USED OR NOT

Party Affiliation Change

[illegible]

Sleeve: Beginning of Day Access Code Report

Election Day

Election:	Vote Center:
Date of Election:	Authority Conducting Election:

Beginning of Day Public Count from Judge's Booth Controller (JBC) 1

Beginning of Day Public Count from Judge's Booth Controller (JBC) 2

From Judges Booth Controller (JBC) Access Code Report

____ Check to indicate JBC tapes have been placed in sleeve.

Signature of Judge

Leave sleeve in folder, return entire folder in YELLOW BAG

Sleeve: Beginning of Day Access Code Report

Election Day

Election:	Vote Center:
Date of Election:	Authority Conducting Election:

Beginning of Day Public Count from Judge's Booth Controller (JBC) 1

Beginning of Day Public Count from Judge's Booth Controller (JBC) 2

From Judges Booth Controller (JBC) Access Code Report

____ Check to indicate JBC tapes have been placed in sleeve.

Signature of Judge

Leave sleeve in folder, return entire folder in YELLOW BAG

Reconciliation Form

- Line #1 Count the number of "signature" labels you have in the check-in combo notebook.
- Line #2 This total is found on the Kiosk counts/logs.
- Line #3 This total is found on the Kiosk counts/logs, provisional tab.
- Line#4 This count is voters that were processed If the Kiosk was not working and you had to handwrite labels or you have limited voters in early voting.
- Line #5 Add the totals from line 2 and 3 and 4 and put that total here. (This line should equal line 1)
- If you have any cancelled voter check-ins, record them below line 5 total. (Voter check-ins will be cancelled if the voter left the poll without voting, if the wrong voter was checked in, or in the primary, if the voter changed their party choice while at check-in. It is not necessary to cancel the check-in and check a voter in again if they change their party choice once they are at the ballot station. If they are at the voting booth and change their party choice, there is a form called "Party Affiliation Change" that this information is recorded on.
- Line #6 Look at the Ballot Count on the controller and record that here.

An access code report should be printed and the following will come from that tape:

- Line #7 From the tape, record the number of codes issued.
- Line #8 From the tape, record the number of codes voted.
- Line #9 From the tape, record the number of codes open.
- Line #10 From the tape, record the number of codes in progress.
- Line #11 From the tape, record the number of codes expired.
- Line #12 From the tape, record the number of codes deactivated.
- Line #13 Record spoiled ballots that were spoiled because the voter did not cast the ballot.
- Line #14 Record spoiled ballots that were spoiled because the voter requested a change.
(a change can be 1) the voter decided they want to return to vote later and the voter Check-in should be cancelled also, 2) the voter decided they wanted to vote a different party than they originally indicated and this change is noted on the "Party Affiliation Change" form.
- Line #15 Record any emergency ballots that were prepared and used.
- Line #16 Add lines 8 and 13 and 15 and record that number here. (The total should equal line #5).
- Record any provisional ballots that were placed in the provisional ballot box. (Provisional votes are not included in the totals on the access code report but show at the bottom of the tally tape.

Obtain the signatures at the bottom of the page and separate according to the instructions.

Election Day Reconciliation Form

Laptop Balancing

This information is based on information from **all Kiosks (WVK)** and **combination** forms.

1 How many signatures do you have on all **Combination Forms**?

(Count **signatures** from **all** combination forms, **including** provisional, limited, and handwritten labels); will not include cancelled check-in labels

2 How many voters are shown **checked in** on the **WVK** Count Log?

(All WVK's (Confirm there are no mistaken cancellations of voter check-ins.)

3 What is the total Count shown on the WVK(s) Provisional tab in the Counts/Logs? (All laptops)

4 Do you have any voters that you were unable to check in on the WVK? If yes, how many?

5 What is the total of lines 2+3+4?

Line 5 should equal Line 1

For record, how many cancelled voter check-ins did you have?
(Complete the "Cancelled Voter Check-in Form?")

Voting Equipment Balancing

This information is based on the voting equipment.

6 What is the **ballot** count on the **Controller**?

(Look at the BALLOT COUNT on all CONTROLLERS)

How many emergency ballots are in the Provisional Ballot box?

After Access Code Summary Report is printed:

7 Total Codes Issued?

8 Cast?

9 Open? (should be 0)

10 In Progress? (should be 0)

11 Expired?

12 Deactivated?

Spoiled? (Complete 13 and/or 14)

13 (Spoiled because the voter did not cast the ballot)

14 (Spoiled at voter request (return later)

15 Emergency ballots

16 What is the total of line 8, 13 & 15?

(Should equal line 5)

How many Provisional Ballots did you place in Provisional Ballot Box?

(Should match the number of Provisional listed at the bottom of the tape)

Spoiled for record only - cancelled at voter's request (return later?) _____

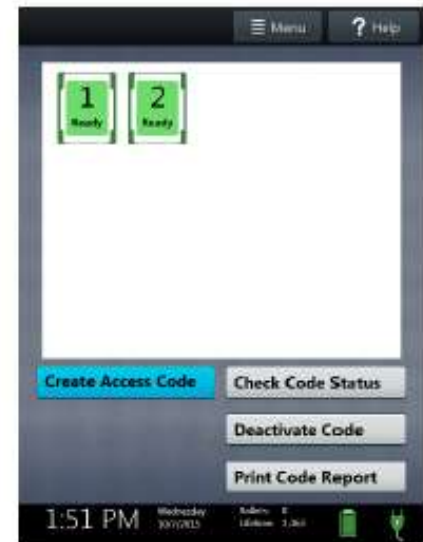
Head Clerk Signature

Alternate Head Clerk or Clerk's Signature

printing Access Code reports

You can print an Access Code report on Verity Controller at any time. This report lists the number of Access Codes issued, grouped by status, and total number of ballots cast.

1. On Verity Controller, select **Print Code Report**.



Access Code Summary Report

Date & Time Printed.

02/01/2020 5:41 PM

Total Codes Issued	6
Cast	5
Open	0
In Progress	0
Expired	0
Deactivated	0
Spilled	1

Signature

Handwritten label (printer not working)

<p>VC # Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party R or D</p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>	<p>VC # Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party R or D</p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>
<p>VC # Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party R or D</p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>	<p>VC # Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party R or D</p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>
<p>VC # Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party R or D</p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>	<p>VC # Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party R or D</p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>
<p>VC # Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party R or D</p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>	<p>VC # Election: _____</p> <p>Judge's signature: _____</p> <p>Certificate # _____ Date: _____</p> <p>Pct _____ BS _____ Similar Name initial _____</p> <p>Party R or D</p> <p>Voter Name (print) : _____</p> <p>Signature : _____</p>

Blue copy is sent with voter to Ballot Station; yellow copy stays in folder, pink copy goes in

Cancelled Booth Log

Election: _____ Polling Place: _____ Date of Election: _____ Authority Conducting Election: _____

Directions for Cancelled Booths: If you must cancel a booth use this log to record the date and time cancelled, who cancelled the booth, and the reason it was cancelled. *Expired codes are placed in separate sleeve.*

[Thrown Out = Voter did not cast ballot]

[Spoiled = voter chose wrong language or we gave them wrong ballot style]

Date	Time	Cancelled by	Voter didn't cast ballot (✓) <i>Thrown Out</i>		Voter chose wrong language(✓) <i>Spoiled</i>	Voter given wrong ballot style (✓) <i>Spoiled</i>	Other

If USED, place in FORMS SIGNATURE ROSTER ENVELOPE. If NOT USED, leave form in Ballot Station Binder.

(SI USO EL SOBRE, DEVUELVALO EN LA BOLSA DE JUEZ (AMARILLA). SI NO FUE USADO, DEJE EL SOBRE CON LAS BOLETAS QUE NO FUERON USADAS EN LA CAJA.)

Expired Code Log

Election: _____ **Polling Place:** _____

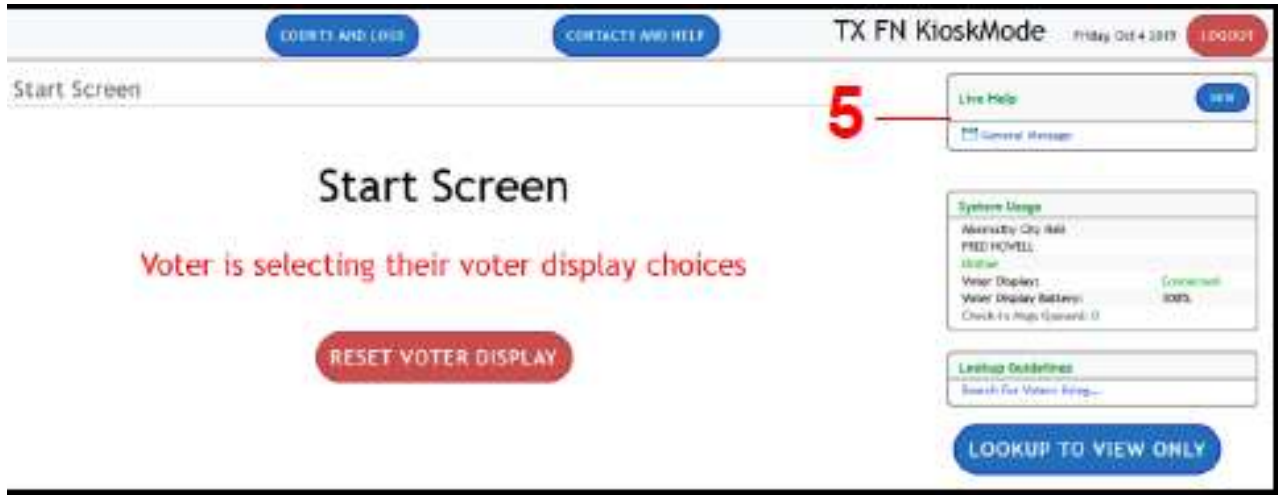
Date of Election:_____ **Authority Conducting Election:**_____

Expired Codes are codes that were issued but never entered in the eSlate.

[illegible]

If USED, place in FORMS SIGNATURE ROSTER ENVELOPE. If NOT USED, leave form in Ballot Station Binder.

Click on Counts and Logs to get the numbers for the reconciliation. Be sure to click on the Provisional tab to get that count also.



If you click on Logs, you will see the names of the voters checked in on that Kiosk. This can be used if you need help balancing.



You will need to separate forms according to instructions and sign in all the places that call for Judge and/or Alternate Judge, date where necessary, and complete the top right corner of any forms that need completion.

Check time sheets to be sure all the information is complete and that all the forms are signed by the workers and the judge. Failure to do so may result in delay in receiving payment.

Gather the items to return to the election office:

Controller

Kiosks (with data gizzard)

Yellow Judge's bag

Provisional ballot box

Ballot box #3

Verify that all equipment, signs, etc. have been returned to the proper location and is ready for pickup by the election office, the polling place is returned to the condition you found it in, and is locked according to the agreement made with the location. Take supplies to the election office.