

Instruction Manual for Precinct Poll Workers 2015



Pinal County Elections Department

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IMPORTANT DATES/PHONE NUMBERS

ELIGIBLE VOTER

In order to vote in any election, a person must:

- Be registered to vote in his/her resident precinct NOT LESS THAN 29 DAYS prior to election day.
- Present identification at the polling place with correct address as registered

IMPORTANT DATES

ELECTION DAY November 3, 2015

Last day to register to vote– October 5, 2015

Important Contact Information

VOTER REGISTRATION **520-866-6859, 866-6862, 866-6861**
Voter Information, Provisional & Conditional Ballot Voters, Inactive Voters

EARLY VOTING **520-866-7563 or 520-866-7564**
Early Voters, Permanent Early Voting Information

ELECTIONS
SUPPLIES– Goran Petkovic, Elections Technician **520-866-7555**
POLL WORKERS– Shannon Ortiz, Elections Specialist **520-866-7558**
EQUIPMENT MALFUNCTIONS – Damon Hampton, IT Manager
520-866-7557
POLLING PLACES– Becky Christianson, Elections Technician **520-866-6059**
ELECTIONS DIRECTOR– Michele Forney– **520-866-7556**

PRECINCT ELECTION BOARD

The Precinct Election Board consists of local registered voters who ensure accessibility to the ballot box. The main objective of the Poll Workers is to ensure that all procedures are executed correctly and impartially. Working as a team, the Poll Workers must:

- ◆ Make sure that the Polling Place opens on time.
- ◆ Properly arrange the Polling Place
- ◆ Receive and process voters
- ◆ Correctly close the Polling Place
- ◆ Ensure that the correct election materials are delivered to authorized personnel



GENERAL ELECTION

In a General Election **ALL** registered voters are eligible to vote. Candidates for various Federal, State, County, School District and Special District offices appear on the ballot. Referendums, Constitutional Amendments and other local issues may also appear on the General Election ballot.

COMPENSATION

All poll workers must complete a W-9 each year.

- ♦ County Employees do **NOT** need to complete a W9. County employees will receive their compensation in their regular paycheck after the election.
- ♦ Please write your **mailing address** on the W9, this is where the checks are mailed!

INSPECTORS: \$250.00 (includes \$50.00 for class attendance)

JUDGES, CLERKS, MARSHAL: \$200.00
(includes \$50.00 for class attendance)

The bottom of the ballot report is used to verify payroll.

Remember to **CLEARLY SIGN the bottom of the ballot report!**

Neglecting to do so will delay the delivery of your check. Please print, if your signature is not legible.

****Board workers do not get paid if they attend class but do not work.****

Form W-9
Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
 Individual/sole proprietor
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
 Other (see instructions) ▶

Exemptions (see instructions):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.)
 City, state, and ZIP code
 List account number(s) here (optional)

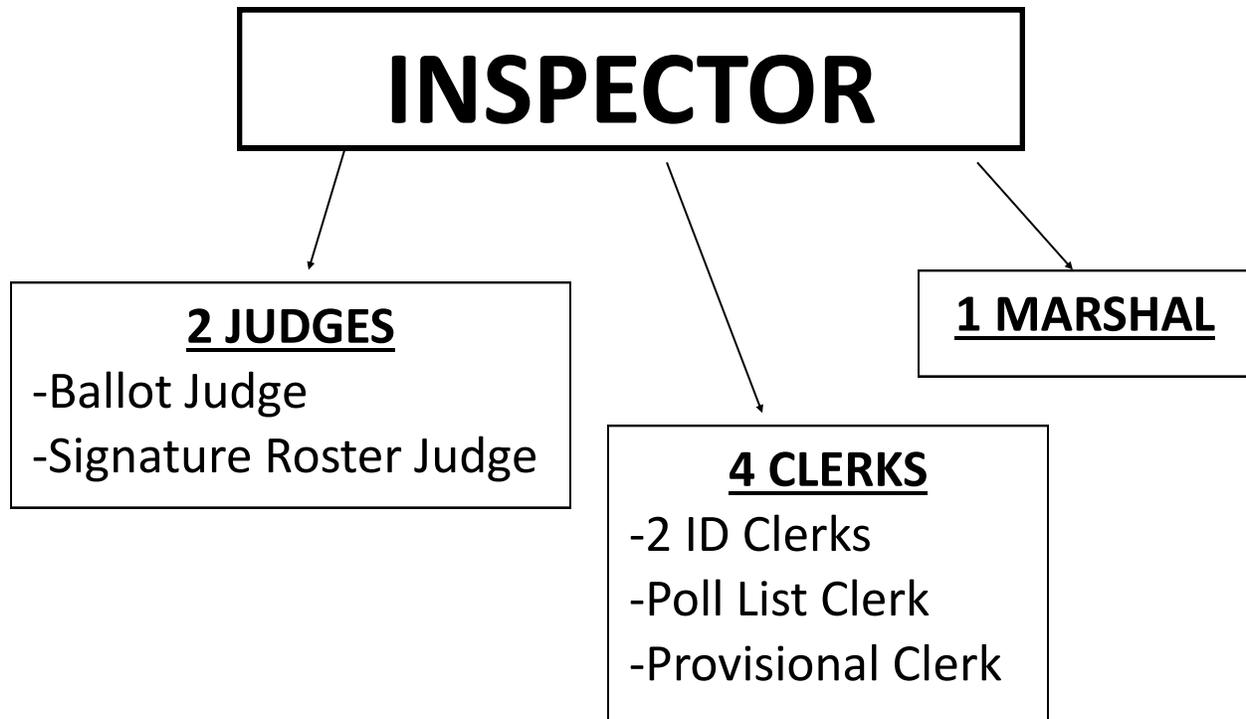
Requestor's name and address (optional)

Part I Taxpayer Identification Number (TIN)
 Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.
 Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification
 Under penalties of perjury, I certify that:
 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
 3. I am a U.S. citizen or other U.S. person (defined below), and
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here
 Signature of U.S. person ▶
 Date ▶

PRECINCT ELECTION BOARD



JOB ASSIGNMENTS

Board workers receive their job duties on their assignment cards. Inspectors may change job duties the day of the election, depending on the needs of the polling place & the skill sets of the workers.

FACILITY

Poll workers are not allowed to leave the facility, so take everything you will need for the day: meals, sweater, medications. Make arrangements for your pets if needed.

Facilities voluntarily host elections and we should behave as invited guests. Please keep kitchens and break rooms in the condition in which you found them.

INSPECTOR

The Inspector is the supervisor of the Election Board. The Inspector oversees the general operation of the polling place. Each Inspector **must be thoroughly** familiar with all election procedures, as well as with the duties of all poll workers.

Prior to the Election:

- ◆ Contacts the facility, schedules date/time for set-up and makes arrangements to enter the building the day of the election.
- ◆ Contacts the workers and notifies them of the date and time of set-up.
- ◆ Completes Inspector's supply check list at set-up.

Election Day:

- ◆ Administers the Oath of Office (front cover of poll list).
- ◆ Ensures each poll worker knows his/her job duties and what is expected of him/her.
- ◆ Monitors the ballot box.
- ◆ Collects secrecy sleeve from voter after the ballot is deposited in the ballot box.
- ◆ Ensures that every voter receives an "I Voted" sticker.
- ◆ Oversees Party Representatives authorized to pickup the Poll List tear sheets, verifies written authorization signed by Party Chairperson.
- ◆ Schedules comfort and meal breaks for poll workers.
- ◆ Completes ballot report in Poll List.
- ◆ Election night — secures ballot box for transfer by troubleshooters.
- ◆ Ensures proper material is transferred to a troubleshooter.

The ballot box
is to be
monitored at
ALL TIMES!



MARSHAL

Electioneering is expressly prohibited within the 75 foot limit while the polls are open. It is unlawful for any person to attempt to influence a person's votes on election day within a polling place or in a public manner within 75 feet of the main outside entrance of a polling place. The marshal enforces this provision at a polling place. ~SOS Election Manual

1. Maintains order in the Polling Place throughout the day. Enforces **75 foot limit**.
2. Sets up secrecy booths.
3. Posts signs and other materials inside and outside the polling place as required.

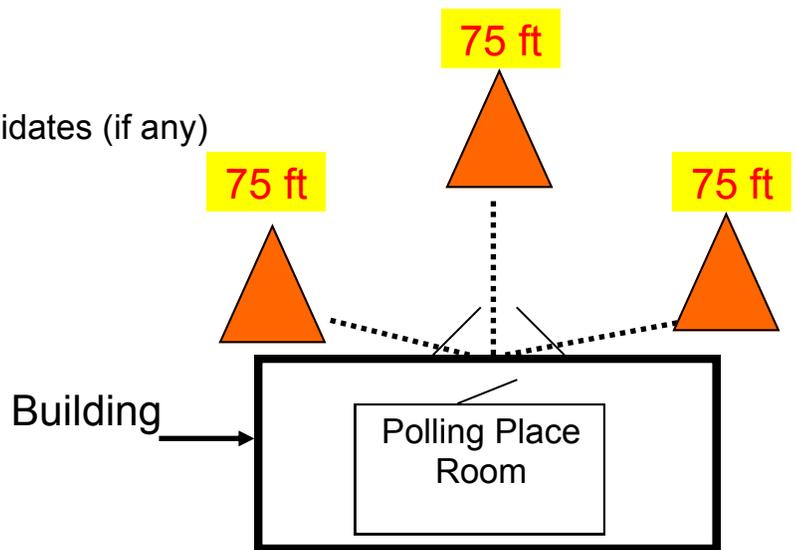
Inside

- A. Flag-clearly visible
- B. Sample Ballots
- C. List of certified Write-In Candidates (if any)

Outside

- A. Vote Here Signs
- B. Notice to Voters
- C. Three 75 foot limit signs

The distance is measured from the main entrance to the building.



4. At 6:00 a.m. announces: "The polls are now open," outside the entrance.
5. Shall periodically analyze the line of voters. If the waiting time is 30 minutes or more, **the Marshal shall advise the Elections Department.**
6. Announces the closing of the polls at the following times:

◆ One hour before —	6:00 p.m.
◆ 30 minutes before —	6:30 p.m.
◆ 15 minutes before —	6:45 p.m.
◆ One minute before closing —	6:59 p.m.
◆ At the moment of closing —	7:00 p.m.

Electioneering: Electioneering is not allowed within the 75 foot limit!

A.R.S. §16-515(H): "Electioneering occurs when an individual knowingly, intentionally, by **verbal expression** and in order to induce or compel another person to vote in a particular manner or to refrain from voting expresses support for or opposition to a candidate who appears on the ballot in that election, a ballot question that appears on the ballot in that election or a political party with one or more candidates who appear on the ballot in that election.

ID CLERK

ID Clerks are stationed at the Voter ID Station

1. Greet voter and request proof of identification.
2. Check to see if the voter is an early voter.
 - *Early voters have an X marked in the early voter box.
 - Send all early voters to the provisional clerk.**
 - Write EV on the green ticket to inform the provisional clerk this is the reason the voter is voting provisionally.
3. Compare voter identification to that of Precinct Register (green book) to assure it is reasonably the same.
4. Complete a voter I.D. ticket.
5. Enter the register line number on the voter ticket.
6. **Write the type of ballot the voter should receive, or note the reason they are a provisional voter at the top right corner of the green ticket:**
 - **Federal Only Ballot**–Write Federal Only ballot on the green ticket. Federal Only will be next to the voter’s name in the Precinct Register. If a voter wishes to vote on local issues they may complete a state registration form and be eligible to do so in the next election. If the voter insists on voting a full ballot, allow the voter to vote a provisional ballot. Voter registration will determine if the voter is eligible to vote on local issues.
7. Direct voter to either the Signature Roster **OR** Provisional Ballot Station
8. If unable to locate voter:
 - Search for voter by last name first.
 - Verify Voter is in correct precinct, call Voter Registration (phone numbers on page 2).
 - Did the voter register on time? (29 days prior to election).

HELP AMERICA VOTE ACT

The Help America Vote Act (HAVA) mandates that all individuals who come into a polling place be allowed to vote. If a voter’s eligibility is in question, the voter **MUST** be allowed to vote a provisional ballot.

Never deny a voter the right to vote. If the voter is not in the Register, call Voter Registration to find out which precinct the voter is registered. If the voter insists on voting at that precinct, have the person vote a *provisional ballot*. Explain his/her vote will **not** count if they vote at the wrong precinct.

VOTER ID TICKET

If the person is a provisional voter, write the reason.

Check a box

Voters registered as Ind, Oth or PND choose a party to vote

This is the first # under the voter's name.

Check a box

Write Precinct Number & Precinct Part

VOTER ID TICKET

EV, Address or Federal Voter

PRI GEN SPECIAL DATE _____

PRIMARY Party Ballot Circle Dem/Rep/Lbt/Ael

REGISTER LINE NO. _____ Signature Roster Page No. _____

Voter presented acceptable ID
 Voter determined to be a Provisional Ballot voter (directed to Provisional Ballot Station)
 Voter DID NOT present acceptable identification. Determined to be a Conditional Provisional Ballot Voter (directed to Provisional Ballot Station)

Voter ID Clerk Initials _____ **35.03**

The number after the decimal point is called a "Precinct Part". It correlates to any special districts a voter lives within the precinct. The precinct number & part dictate to the ballot judge which ballot to give the voter.

SAMPLE PRECINCT REGISTER

NAME					Precinct 35	
Reg #	Addr	Party	Reg Date	Early Vote		
0001	1781 N ASHVE ST		03/23/2009	<input type="checkbox"/>	1200133496	
0002	1814 N McDONALD ST		03/03/1989	<input checked="" type="checkbox"/>	1200015668	
0003	1814 N McDONALD ST		01/13/1988	<input type="checkbox"/>	1200023540	
0004	1520 L LLANE DR		10/21/2004	<input type="checkbox"/>	1200089016	

Register line number

Precinct # & Precinct Part

FEDERAL VOTERS

A Bifurcated (Dual) Voter Registration System

Federal Requirement– Brief Summary

The National Voter Registration Act (NVRA) requires Arizona to allow voters to register to vote in elections for federal office by using a federal registration form (“the Federal Form”). A person who uses the Federal Form must attest that the eligibility requirements, including citizenship, have been met and requires the person’s signature under penalty of perjury.

Proposition 200

In 2004, Arizona voters passed Proposition 200, which required every person who is registering to vote or re-registering to vote in a different county to provide proof of citizenship. Acceptable forms of identification for proving citizenship are listed in this manual.

Court Action

In 2006, two groups of plaintiffs - Gonzalez and Inter Tribal Council of Arizona (ITCA) –filed separate lawsuits against the State of Arizona to prevent officials from requiring proof of citizenship and after several years the consolidated case became Arizona v. Inter Tribal Council of Arizona, Inc. (ITCA). In 2010, the Ninth Circuit Court of Appeals held that Arizona’s proof of citizenship requirement conflicts with NVRA. In 2013, the U.S. Supreme Court affirmed the Ninth Circuit decision and held that Arizona could not require information that is not required by the form itself and therefore, a person registered using a Federal Form does not have to submit proof of citizenship. Following this opinion, the District Court entered its final judgment and further specified that a person who submits a Federal Form and does not provide proof of citizenship or any other information required by state law, is eligible to vote in elections for federal office.

Attorney General Opinion

Arizona must establish a dual registration system, also known as a bifurcated system:

- One system for voters who use the State Form or the Federal Form and provide proof of citizenship. These voters are eligible to vote in federal, state and local elections.
- One system for voters who use the Federal Form without providing proof of citizenship.

Remedy of Proof of Citizenship

Arizona law requires a person to be registered and a resident of the boundaries for which the election is being conducted by midnight of the 29th day preceding the date of the election. This same deadline will apply to FED Only voters, which means that 29 days before the election is the last date that proof of citizenship can be provided in order for the voter to be eligible for a full state ballot.

If a FED Only voter does provide proof of citizenship to the County Recorder after the 29 day deadline, it will be accepted to determine if the voter is eligible for state and local elections in the *subsequent* election. This is the same process for any Full Ballot voter who registers after the deadline while the voter is not eligible for that election, the registration is processed to make the voter eligible for the following election.

IDENTIFICATION AT THE POLLS

Identification at the Polls—List #1

Acceptable forms of government-issued PHOTO identification

One item from this list required:

- Valid Arizona driver license
- Valid Arizona non-operating identification license
- Tribal enrollment card or other form of tribal identification
- Valid United States federal, state or local government issued id



What does “valid” mean? Valid = Not expired.

Identification at the Polls—List #2

Acceptable forms of identification without a photograph that bear the name and address of the elector. The address must reasonably match the precinct register. Two items from this list required:

- Utility bill of the elector dated within 90 days of the date of the election (may be for electric, gas, water, solid waste, sewer, telephone, cellular phone or cable TV)
- Bank or credit union statement dated within 90 days of the date of the election.
- Valid Arizona Vehicle Registration
- Indian census card
- Property tax statement of the elector’s residence
- Tribal enrollment card or other form of tribal identification
- Vehicle insurance card
- Valid United States federal, state or local government issued identification including a voter registration card issued by the County Recorder
- Any mailing to the elector marked “Official Election Material”

Identification at the Polls—List #3

- List 1 ID with a non-matching address + 1 item from List 2.
- US Passport + 1 item from List 2.
- US Military ID + 1 item from List 2.

****Identification at the Polls-***The name and address on the identification must “reasonably” match the signature roster.*

REGULAR OR PROVISIONAL VOTER

Circumstance	Instructions
No ID provided	Conditional Provisional Ballot. Stamp the envelope as a Conditional.
Elector is an Early Voter in the Precinct Register.	Provisional Ballot-DO NOT need to complete a half-sheet voter registration form
Federal Voter who wants to vote a full ballot	Provisional Ballot– also completes half sheet voter registration form
Elector is on the Inactive List, presents acceptable ID that reasonably matches the register.	Regular Ballot
Elector is on Inactive List, presents ID that does not reasonably match the register.	Provisional Ballot– also completes half sheet voter registration form
Elector is on the Inactive List, has moved within the county but out of the precinct.	Direct voter to his/her new precinct. (If the voter refuses to go to his correct precinct allow him to vote a provisional ballot but inform the person the ballot will not count if it is voted at the incorrect precinct.)
Elector has moved within the Precinct & presents ID with new address.	Elector votes a provisional ballot-also completes half sheet voter registration form.
Elector's name does not appear in the signature roster.	Call voter registration to determine the precinct the elector should vote at.
Elector appears at old polling place but has moved to a new precinct.	Call voter registration and direct voter to his/her new precinct. Voter will present ID to new precinct & vote a provisional ballot also completes half sheet voter registration form.
Elector has changed his/her name.	Provisional Ballot– also completes half sheet voter registration form.
Elector has moved within the County.	Elector may vote a provisional ballot at the new precinct provided he/she shows acceptable ID with new address, also completes half sheet voter registration form.

NOTE- **Inactive Voters**-A list that is created pursuant to ARS §16-166 of voters to whom voting materials were mailed but returned as undelivered.

PRECINCT BALLOT GUIDE

If there are “splits” in a precinct, the following form will be included in the Inspector’s Envelope. Splits refer to areas of a precinct that are divided by a district. For example if there are multiple school districts, fire districts, sewer districts within a precinct, they are designated by the number after the decimal: 11.01/11.13/11.19 etc.

PCT 11 ATTENTION I.D. CLERKS AND JUDGE(S) ISSUING BALLOTS

**VOTERS IN THE PRECINCT
REGISTERS (GREEN BOOKS) WITH
THE FOLLOWING CODES MUST
RECEIVE THE BALLOT
INDICATED BELOW**

Voters coded 11.24 must receive this ballot
11 PICACHO - PREC #(s): 11.24
City of Eloy

Voters coded 11.01 / 11.13 / 11.19 / 11.20 must
receive this ballot
11 PICACHO - PREC #(s): 11.01/11.13/11.19

BALLOT JUDGE

- ◆ Issues one ballot per voter
 Primary Election– Distributes correct Partisan Ballot
 General Election– Distributes correct “split” ballot

The party will be written at the top left hand side of the ballot, the corresponding colored square will be at the top right hand side of the ballot.

Primary Election

Blue– Democrat Pink– Republican Yellow–Libertarian Purple– Americans Elect

BALLOT: DEMOCRAT
 01 NAME OF PRECINCT

NOT TO SCALE

Official Ballot August 26, 2014, County of Pinal, State of Arizona
 Balota Oficial 26 de agosto de 2014, Condado de Pinal, Estado de Arizona

INSTRUCTIONS TO VOTERS: INSPECT BOTH SIDES OF BALLOT. USE BLACK OR BLUE PEN ONLY. To vote, fill in the oval to the left of your choices. To vote for an official write-in candidate, print the name in the space provided **AND** fill in the oval. Do not exceed the number to elect. VOTE LIKE THIS Any other marks or erasures may void your vote. If you spoil your ballot, present it to an election official and obtain another.

INSTRUCCIONES PARA LOS VOTANTES: REVISE AMBOS LADOS DE LA BALOTA. SOLAMENTE USE UNA PLUMA CON TINTA OSCURA O AZUL. Para votar, llene el óvalo a la mano izquierda de sus selecciones. Para votar por un candidato oficial de votación por escrito, escriba en letra de imprenta el nombre en el espacio proporcionado Y llene el óvalo. No exceda el número a ser elegidos. VOTE DE ESTA MANERA Cualesquier otras marcas o borraduras pueden anular su voto. Si hecha a perder su balota,regresela al oficial de elecciones y obtenga otra.

Vote for not more than 1-Vote por no más de 1

CANDIDATE 1
 CANDIDATE 2

FRONT Card 1 Rpt Pet 01 "PINAL COUNTY"

- ◆ Instructs voter to completely “**FILL**” in the oval.
Please take the time to give this simple instruction to voters before handing them a ballot. It is vital in ensuring their votes count.
- ◆ Instructs voter to vote **both** sides of the ballot (if applicable).
- ◆ Issues a **Secrecy Sleeve** and a **Voting Pen** to the voter.
- ◆ Directs the voter to a vacant booth.
- ◆ Counts unused ballots at the end of the night. Gives this number to the Inspector for the ballot report.

SPOILED BALLOTS

SPOILED BALLOT

If an elector makes a mistake on the ballot, the ballot is spoiled and should be returned for a replacement. However, **no more than 3 ballots** may be issued to any one voter. Spoiled ballots must be marked "RETURNED SPOILED" on the back of the ballot, signed by the **Inspector and Judge**, and placed in the "Official Returns Envelope" (A.R.S. § 16-585). The words "Returned Spoiled" should be written in **RED** ink.

BALLOT: REPUBLICAN
01 NAME OF PRECINCT

Official Ballot August 26, 2014, County of Pinal, State of Arizona
Balota Oficial 26 de agosto de 2014, Condado de Pinal, Estado de Arizona

Vote for not more than 1- Vote por no más de 1

CANDIDATE 1
 CANDIDATE 2

RETURNED SPOILED

*Judge
Inspector*

NOTE! → BACK Card 1 Rpt Pct 01 "PINAL COUNTY"

PROVISIONAL BALLOT

PROVISIONAL BALLOT

A ballot that is issued when the *eligibility of the voter has not yet been determined*. The ballot is said to be “provisionally” cast until the Recorder’s office can determine if the voter was eligible to vote.

CONDITIONAL PROVISIONAL BALLOT

Voter has no acceptable ID with them.

A provisional ballot that requires that the elector *return to an authorized location* within 3 days *to show proper identification* or 5 business days after a general election that contains an election for a federal office.

There are 7 Reasons a Voter May Vote a Provisional Ballot:

1. Voter has been issued an **EARLY BALLOT**.
2. Voter has not provided sufficient identification.
3. Voter’s name does not appear in the signature roster or inactive list and the voter has not moved.
4. Voter has moved within the precinct.
5. Voter has moved to a new precinct within the county.
6. Voter has changed name.
7. Voter is challenged at the polling place.

****If a Federal Voter wants to vote a full ballot, have him/her vote a provisional ballot and write “Federal Voter” at the top of the provisional envelope.***

PROVISIONAL BALLOT CLERK

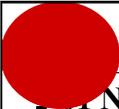
Provisional Ballot Clerks are in charge of the Provisional Ballot Station. If a voter is directed to this station the Provisional Ballot Clerk will:

1. Review the Voter I.D. Ticket for the Provisional Ballot.
2. Attach the half sheet voter registration form to the **OUTSIDE** of the provisional ballot envelope, *in the cases where the voter needs to update his information.*
3. Complete and sign the provisional envelope, *write the precinct number.* Have the voter enter his/her information and sign.
If a *Conditional Provisional Ballot* is voted, STAMP the envelope as “Conditional Provisional” in the area designated as “No ID Provided”.
4. On the *Provisional Signature Roster (red)*, enter the voter’s name and other identifying data as shown on the signature roster. Voters completing a provisional ballot are assigned register numbers beginning with V-1 and continuing to V-2, etc. The voter signs the signature block corresponding to the voter’s name on the signature roster.
The poll list clerk enters the voter’s name in the poll list.
5. Ensure red dot sticker is PLACED AT TOP CORNER OF BALLOT (on the timing marks).
-This is done to ensure the provisional ballot is not counted prior to being verified.
6. Directs the voter to a vacant voting booth. Instructs the voter to return to provisional ballot station after voting his ballot.
7. Ensure that the voted ballot is sealed in the provisional ballot envelope.
8. Make sure that all of the information on the provisional ballot envelope has been completed, including signatures, BEFORE the voter leaves the polling place!
9. Tears the receipt off of the provisional ballot envelope. Gives the voter the receipt with information on how to contact the Pinal County Recorder’s Office to verify the status of his/her provisional ballot. *Explain the reference number* in red at the bottom of the receipt.
- 10 The election official places the voted, sealed provisional envelope in the ballot transfer bag. *Please **DO NOT** fold the envelopes!

PROVISIONAL BALLOT

Provisional Clerks **MUST** place a **RED STICKER** on **EVERY** Provisional BALLOT

The dashed lines on a ballot are called "Timing Marks". These marks enable ballot processing machines to read the ballot. Place the **RED STICKER** on the top left hand corner timing marks of **EVERY** Provisional Ballot. If a voter accidentally drops a provisional ballot in the ballot box, the red dot will prevent it from being read by the machine. Once received, the provisional board removes the red dots from each ballot.

 **BALLOT: REPUBLICAN** 
NAME OF PRECINCT

Official Ballot August 26, 2014, County of Pinal, State of Arizona
Balota Oficial 26 de agosto de 2014, Condado de Pinal, Estado de Arizona

INSTRUCTIONS TO VOTERS: INSPECT BOTH SIDES OF BALLOT. USE BLACK OR BLUE PEN ONLY. To vote, fill in the oval to the left of your choices. To vote for an official write-in candidate, print the name in the space provided **AND** fill in the oval. Do not exceed the number to elect. **VOTE LIKE THIS**  Any other marks or erasures may void your vote. If you spoil your ballot, present it to an election official and obtain another.

INSTRUCCIONES PARA LOS VOTANTES: REVISE AMBOS LADOS DE LA BALOTA. SOLAMENTE USE UNA PLUMA CON TINTA OSCURA O AZUL. Para votar, llene el óvalo a la mano izquierda de sus selecciones. Para votar por un candidato oficial de votación por escrito, escriba en letra de imprenta el nombre en el espacio proporcionado **Y** llene el óvalo. No exceda el número a ser elegidos. **VOTE DE ESTA MANERA**  Cualesquier otras marcas o borraduras pueden anular su voto. Si hecha a perder su balota,regresela al oficial de elecciones y obtenga otra.

Vote for not more than 1-Vote por no más de 1

 CANDIDATE 1

 CANDIDATE 2

 _____

FRONT Card 1 Rpt Pct 01 "PINAL COUNTY"

PROVISIONAL BALLOT ENVELOPE

*Please do not fold the envelopes.

*Do not allow the voter to leave until the envelope is reviewed for completeness.

Give this receipt to the voter. Explain reference # in red at the bottom of the receipt. The voter can call the 800 number, cite the reference # and find out if his/her provisional ballot counted.

PROVISIONAL BALLOT RECEIPT

You have voted a Provisional Ballot. To check on the status of your ballot, go to voter.azsos.gov and select "Search Your Provisional Ballot." Enter your Receipt Number along with the required information and click on "Search." If you have any questions please call 520-509-3555 or 888-431-1311.

RECIBO DE BALOTA PROVISIONAL

Usted ha votado una Balota Provisional. Para enterarse de la condición de su balota, visite voter.azsos.gov y seleccione "Search Your Provisional Ballot." Indique su Número de Recibo junto con la información solicitada y clic "Search." Si tiene preguntas favor de llamar al 520-509-3555 or 888-431-1311.

19001

Completed by the Provisional Clerk.

ONLY Stamp when the voter has NO ID!!!!

PROVISIONAL BALLOT / BALOTA PROVISIONAL

To be completed by Election Official / Completado por el Oficial de Elecciones

Date: _____

Precinct #: _____

Party (Primary Only): _____

Provisional Clerk

Election Official Signature _____

No ID Provided

ID Presented does not match - or Tribal ID only presented

Name Not on Signature Roster (Registration Form Required)

Moved - or - Changed Name (Registration Form Required)

Early Voter or "EV" on Signature Roster

Stamp: STAMP HERE CONDITIONAL PROVISIONAL STAMP HERE

To be completed by Voter / Completado por el Votante

Current Information / Información Actual:

Print Name / Nombre en letra de imprenta: _____

Residence Address / Dirección Residencial: _____ City / Ciudad: _____

Mailing Address / Dirección Postal: _____ City / Ciudad: _____

Phone Number / Número de Teléfono: _____ Date of Birth / Fecha de Nacimiento: _____ Driver's License or SSN / Licencia para Manejar o SSN: _____

Former Information / Información Anterior:

Former Name / Otro Nombre: _____

Former Address / Ex Dirección: _____ City / Ciudad: _____

I swear or affirm under penalty of perjury that the above information is correct, that I reside in the precinct, that I am eligible to vote in this election and that I have not previously voted in this election.
Bajo pena de perjurio juro o afirmo que la información de arriba es correcta, que vivo en el precinto y que estoy capacitado para votar en la elección y que no he votado anteriormente en la elección.

John Doe

Signature / Firma

Official Use Only / Para Uso Oficial Solamente

Receipt No. / No. de Recibo: **19001** Code # By

COUNT? **Y N**

Always check one of these reasons why a voter is voting a provisional ballot.

Completed by the Voter.

The voter MUST sign the provisional ballot. His/her vote will not count if he/she does not sign it!

Have the voter complete a HALF sheet voter registration form ONLY when he/she has an address or name change.

Attach this to the outside bottom of the provisional envelope.

-Remove Tape From Back Side and Attach-

"USE BLACK PEN - COMPLETELY FILL OUT FORM" "USE PLUMA DE TINTA NEGRA - LLENE EL FORMULARIO COMPLETAMENTE"

[1] Are you registered to vote at another address? Yes No Not Sure

[2] Last Name _____ First Name _____ Middle Name _____ Jr./Sr./III

[3] Address where you live - If no street address, describe residence location using mileage, cross streets, parcel #, subdivision name and lot, or landmarks. Do not use post office box or business address. Draw a map below if located in rural area. [4] Apt./Unit/Space No. _____

[5] City _____ [6] County _____ [7] Zip _____ [8] Address where you get your mail, if mail is not delivered to your home _____

[9] Birth Date (Month/Day/Year) _____ [10] State or Country of Birth _____ [11] Telephone number _____ [12] Father's name or mother's maiden name _____

[13] AZ Driver license number or AZ Nonoperating license number _____ [14] Last four digits of social security number _____ [15] Optional Tribal Identification Number _____

[16] Specify Party Preference _____ [17] Occupation _____ [18] If your name was different the last time you registered, list former name _____ [19] Alien Registration Number _____

[20] Will you be willing to work at a polling place on election day? Yes No

[21] Are you a citizen of the United States of America? Yes No Will you be 18 years of age on or before election day? Yes No

[22] If no street address draw a map here: N _____ W _____ E _____ S _____

VOTER DECLARATION - By signing below, I swear or affirm that the above information is true, that I am a RESIDENT of Arizona, I am NOT a convicted FELON or my civil rights are restored, and I have NOT been adjudicated INCOMPETENT.

DATE _____

DATE _____

SIGNATURE OF PERSON ASSISTING _____

DATE _____

CONDITIONAL PROVISIONAL VOTERS

Locations where a voter can present proper identification after being issued a **Conditional Provisional Ballot**. The voter has 5 business days to do so in a General Election that contains a federal race and 3 business days in all other elections.

Voters can take or fax their identification to the Pinal County Recorder’s Florence Office:

Pinal County Voter Registration 31 N. Pinal Street Bldg E
 Florence, AZ 85132 520-866-6862 or 520-866-6859
 F 520-866-6872

or
Satellite Locations:

Town of Superior 199 N Lobb Ave Superior, AZ 85173	City of Casa Grande 510 E. Florence Blvd. Casa Grande, AZ 85122
Town of Mammoth 125 N. Clark St. Mammoth, AZ 85618	City of Eloy 628 N. Main St. Eloy, AZ 85131
City of Apache Junction 300 E. Superstition Boulevard Apache Jct., AZ 85119	Town of Kearny 912-C Tilbury Dr. Kearny, AZ 85137
City of Coolidge 130 W. Central Ave. Coolidge, AZ 85128	City of Maricopa 39700 W. Civic Ctr Plaza Maricopa, AZ 85138
Apache Junction Recorder’s Office 575 N. Idaho Rd. Apache Jct., AZ 85119	Casa Grande Recorder’s Office 820 E. Cottonwood Ln., #A-2 Casa Grande, AZ 85112

CHALLENGE PROCEDURES

Pinal County Registered voters are able to challenge a voter provided that:

- The voter is not the person whose name appears in the Precinct Register.
- The registrant has not resided in the State of Arizona or the jurisdiction for 29 days before the election.
- The voter has already voted at that election.
- The voter has been convicted of a felony and has not had the voter's civil rights restored.
- The voter is otherwise not a qualified elector. For example, 17 years old.
- A voter who has moved from one address to another within the county is not subject to challenge because of residence. [ARS §§ 16-591, 16-592 & 16-593]

If a voter is challenged, please call Voter Registration and follow these procedures:

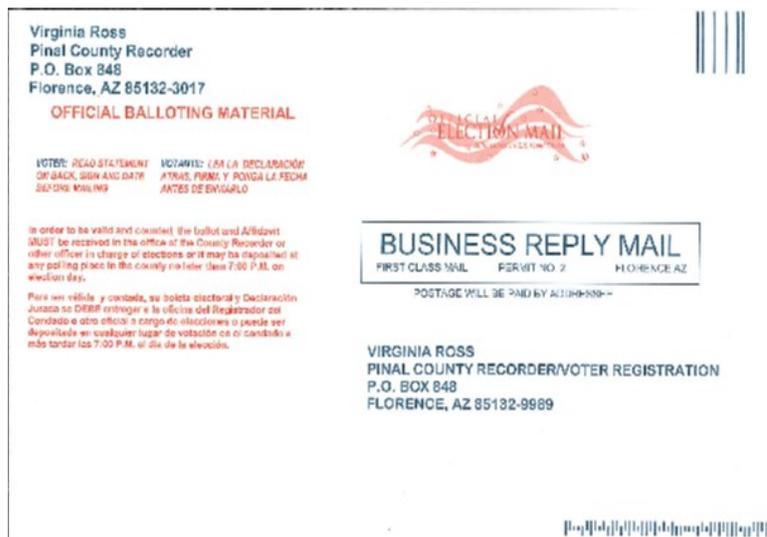
1. Check to see if the person challenging the voter is a registered voter of the county.
If the challenger is a registered voter, then proceed to the next step. If not, the challenge is invalid, and the voter shall be permitted to continue with the voting process.
2. Have the challenged voter step aside.
When a voter is challenged, the inspector should have challenged voter step aside and permit the other voters in line to continue to vote while the challenge is being determined.
3. The election board, made up of the Inspector and two Judges, determines the validity of the challenge:
In determining a challenged voter's residency, the election board must use the rules laid out in ARS § 16-593 (call the Voter Registration if needed).
The election board shall complete the Official Challenge List form found in the Inspector's Envelope.
4. Verify the voter being challenged is registered to vote.
If the challenged voter is registered to vote, the challenged voter must take and subscribe to the oath prescribed in the "Affidavit of Registration"
If the challenged voter chooses, the voter may answer questions material to the challenge under oath to answer fully and truly all questions material to the challenge.

Only the inspector may address questions to the challenged voter.

CONTINUED ON NEXT PAGE 

EARLY VOTING

ONE person should accept the early ballots. This person should review EVERY ballot to make sure the voter has signed it. This person should also make sure he/she is accepting Pinal County Early Ballots Only!



DO NOT ACCEPT BALLOTS FROM OTHER COUNTIES!

If a person wants to be removed from the Permanent Early Voting List "PEVL" have them complete this card.

**REQUEST FOR REMOVAL FROM PERMANENT EARLY VOTING LIST
VIRGINIA ROSS, PINAL COUNTY RECORDER**

NAME: _____

RESIDENCE ADDRESS: _____

MAILING ADDRESS: _____
(If mail is not delivered to your home)

DATE OF BIRTH: _____

By signing this form, I am requesting to be taken off the permanent early voting list
Mail this form to Pinal County Voter Registration, P O Box 848, Florence, AZ 85132

A.R.S 16-544 - (A) voter may make a written request at any time to be removed from the permanent early voting list. The request shall include the voter's name, residence address, date of birth and signature. On receipt of a completed request to remove a voter from the permanent early voting list, the county recorder or other officer in charge of elections shall remove the voter's name from the list as soon as practicable.

64-015-0113
REV 01

If a person wants to be added to the PEVL have them complete this card.

PERMANENT EARLY VOTING LIST REQUEST / SOLICITUD PARA LA LISTA PERMANENTE DE VOTACION TEMPRANA
VIRGINIA ROSS, PINAL COUNTY RECORDER

NAME/NOMBRE _____

RESIDENCE ADDRESS/DIRECCION _____

**CHECK HERE IF YOU HAVE A NEW ADDRESS AND WANT THE ABOVE INFORMATION TO UPDATE YOUR VOTER REGISTRATION
MARQUE AQUI SI USTED TIENE UN NUEVO DIRECCION Y DESEA REVISAR SU REGISTRO DE VOTACION.**

BALLOT TO BE MAILED TO: (IF DIFFERENT FROM ABOVE /ENVIAR LA BOLETA A: (SI ES DIFERENTE DE INDICADO ARRIBA)

MAILING ADDRESS MUST BE WITHIN THE STATE OF ARIZONA TO APPLY FOR THE PERMANENT EARLY VOTING LIST.
*La dirección de correo del votante debe estar dentro del Estado de Arizona para solicitar la lista permanente de votación temprana.

DATE OF BIRTH / ECHA DE NACIMIENTO _____ TELEPHONE / TELEFONO _____ DATE / FECHA _____

I swear or affirm under penalty of perjury that the above information is true and correct, and that I am a registered voter eligible to vote in Pinal County.
-Yo juro o afirmo bajo pena de perjurio que la información de arriba es verdadera y correcta, y que soy un/a elector/a registrado/a elegible para votar en el Condado Pinal.

Mail this form to / Envie esta forma a: Pinal County Voter Registration, P O Box 848 Florence, AZ 85132

VOTER REGISTRATION FORM

ARIZONA VOTER REGISTRATION FORM FORMULARIO DE INSCRIPCIÓN DE VOTANTE EN ARIZONA LAS INSTRUCCIONES EN ESPAÑOL SE ENCUENTRAN AL REVERSO

Questions? For questions regarding voter registration, call your County Recorder listed on the back of the form.

You Can Use This Form To:

- Register to vote in the state of Arizona
- Let us know that your name, address or party affiliation has changed

To Register To Vote in Arizona You Must (Qualifications):

- Be a **United States citizen** (see citizenship requirements on back)
- Be a **resident of Arizona** and the county listed on your registration
- Be **18 years of age or more on or before the day of the next regular General Election**

WARNING: Falsifying a false registration is a class 6 felony.

You Cannot Register To Vote in Arizona If:

- You have been convicted of a felony and have not yet had your civil rights restored
- You have been adjudicated incompetent

How To Register To Vote:

- To be eligible for an election, you must register to vote at least 29 days before the election
- You can mail or hand deliver your completed form to your County Recorder's office
- If by mail, the form must be received by the County Recorder no later than 5 days after the last day to register to vote in that election or be postmarked 29 days or more before an election and received by the County Recorder by 7 p.m. on election day
- Your County Recorder's office will mail you a proof of registration within 4 – 6 weeks
- You can register online at www.azsos.gov

Citizens With Disabilities May:

- Contact the County Recorder/Elections Department for information about early voting, accessible voting, or other accommodations.

PROOF OF CITIZENSHIP REQUIREMENT

A complete voter registration form must contain proof of citizenship of the form will be rejected. If you have an Arizona driver license or nonoperating identification license issued after October 1, 1996, this will serve as proof of citizenship. If not, you must enclose proof of citizenship with the form. Please refer to the back of the form for a list of acceptable documents to establish your citizenship.

PERMANENT EARLY VOTING LIST EARLY BALLOT – VOTE BY MAIL

Any voter may request to be included on the "Permanent Early Voting List" (PEVL) in order to automatically receive an early ballot for all elections he or she is eligible to participate. To be on the list, the address where you receive mail must be in Arizona. Military and overseas voters are also eligible to be on the PEVL using their overseas mailing address. To automatically receive an early ballot, mark "Yes" in box 1.

If "Yes" is marked in box 1, you will be added to the PEVL. If "No" is marked in box 1, your name will not be added to the PEVL and will be removed from PEVL if it was previously included on the list. If neither "Yes" or "No" are marked in box 1, your record will remain unchanged as it relates to being on the PEVL.

—Fold Line— **USE BLACK PEN – COMPLETELY FILL OUT FORM** **USE PLUMA DE TINTA NEGRA – LLENE EL FORMULARIO COMPLETAMENTE** —Fold Line—

[1] Permanent Early Voting List – Early Ballot (see instructions above) <input type="checkbox"/> YES, I want to automatically receive an early ballot for each election for which I am eligible. <input type="checkbox"/> NO, I DO NOT want to automatically receive an early ballot. I understand CHECKING THIS BOX will remove my name from the list if it was previously included.		FOR OFFICE USE ONLY S	
[2] Last Name		First Name	Middle Name
[3] Address <u>where you live</u> – If no street address, describe residence location using mileage, cross streets, parcel #, subdivision name and lot, or landmarks. Do not use post office box or business address. Draw a map below if located in rural areas.			[4] Apt./Unit/Space
[5] City	[6] Zip	[7] Address <u>where you get your mail</u> . If mail is not delivered to your home	
[8] Last four digits of Social Security Number	[9] AZ Driver License Number or AZ Nonoperating License Number	[10] Optional Tribal Identification Number	[11] Alien Registration Number
[12] Birth Date (MM/DD/YYYY)	[13] State or Country of Birth	[14] Party Preference <input type="checkbox"/> Republican <input type="checkbox"/> Democratic <input type="checkbox"/> Other	[15] Telephone Number
[17] If you were registered to vote in another state, list former address including county and state		[18] Last former name (if applicable)	[19] Father's name or mother's maiden name
[20] Are you willing to work at a polling place on election day? <input type="checkbox"/> Yes <input type="checkbox"/> No		[21] E-mail address	
[22] • Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>if you checked "No" to either one of these questions, do not submit this form.</i> • Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No		[23] If no street address draw a map here: 	
VOTER DECLARATION – By signing below, I swear or affirm that the above information is true, that I am a RESIDENT of Arizona, I am NOT a convicted FELON or my civil rights are restored, and I have NOT BEEN adjudicated INCOMPETENT. X _____ SIGN HERE DATE			
[24] If you are unable to sign the form, the form can be completed at your direction. The person who assisted you must sign here.			
SIGNATURE OF PERSON ASSISTING		DATE	

—Remove tape and fold to mail—

The full sheet voter registration form is for voters who want to make a change to their political party, name or mailing address, who **DID NOT** vote a provisional ballot. Changes made on this form will not be applicable for the current day election.

Once the voter has completed the form, give them the copy attached to the back. The completed full sheet voter registration forms should be placed in the unofficial returns bag.

PRIOR TO ELECTION DAY

VOTING SUPPLIES AND MATERIALS (Friday before)

- *Troubleshooters start delivering supply boxes, ballot boxes and signs to various polling places.
- *Elections Staff will help resolve accessibility problems and poll worker absences.



Ballot Drop Box



Secrecy Booths



AutoMARK

ELECTION EVE (Monday before)

1. Meet at Polling Place—date & time determined by the Inspector.
2. Alphabetize Precinct Registers.
3. Write “Early” next to voters names who have been identified to you either by phone, e-mail or hard copy.
4. Add voters certified by the Recorder (if any) to the Rosters/Registers.
5. Setup inside of Polling Place (voting booths, tables, chairs, post sample ballots, notice to voter signs, **Certified List of Write-In Candidates** if any).
6. Setup AutoMARK Voting Machine (troubleshooters will assist).
7. Ensure no voting supplies are missing (immediately call the Elections Department if any critical supplies are missing that are needed at the opening of the polling place).
8. Inventory the ballots. Ensure the ballots are correct for your specific precinct. Review the ballots issued to the precinct in order to ensure that all ballots are accounted for and organized by ballot style.
9. Complete the Inspector’s Checklist.

AUTOMARK

AUTOMARK

ADA-COMPLIANT BALLOT-MARKING DEVICES

The AutoMARK® ballot-marking system provides autonomy to voters who are blind, visually impaired, or have a disability or condition that makes it difficult to traditionally mark a ballot.

Set up is as easy as opening the case and turning the machine on. The AUTOMARK does not store votes, the votes are printed on a ballot, so there is no uploading data at the end of the day!



Allows voters to cast a verified ballot without assistance directly into a secure ballot box.

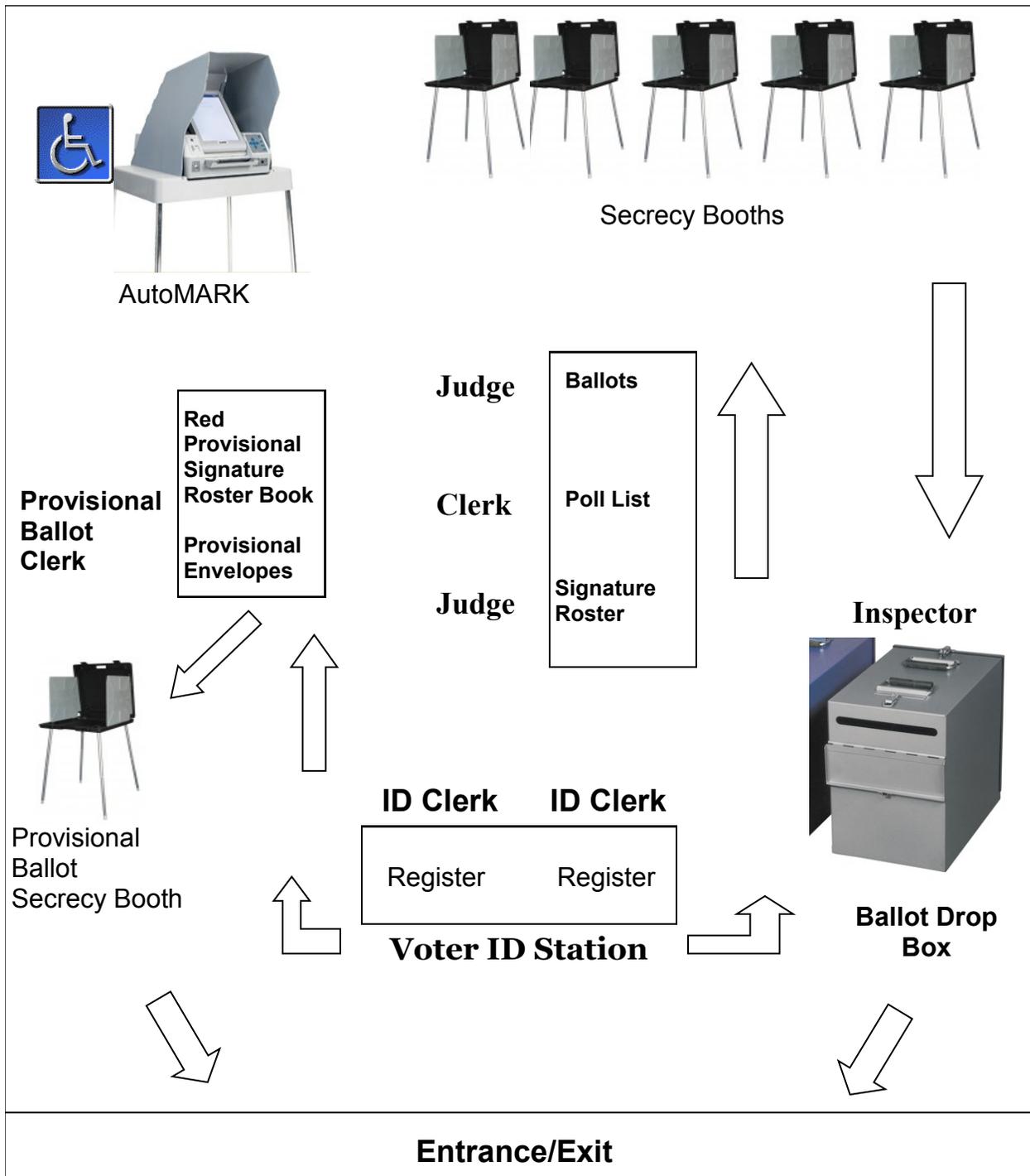
Audio Function

- Voter hears list of candidates through headphones
- Synthesized voice enables voter control of speech, speed and volume
- Choices may be repeated easily
- Selections are read back to voter at end of session, ensuring proper selection was made

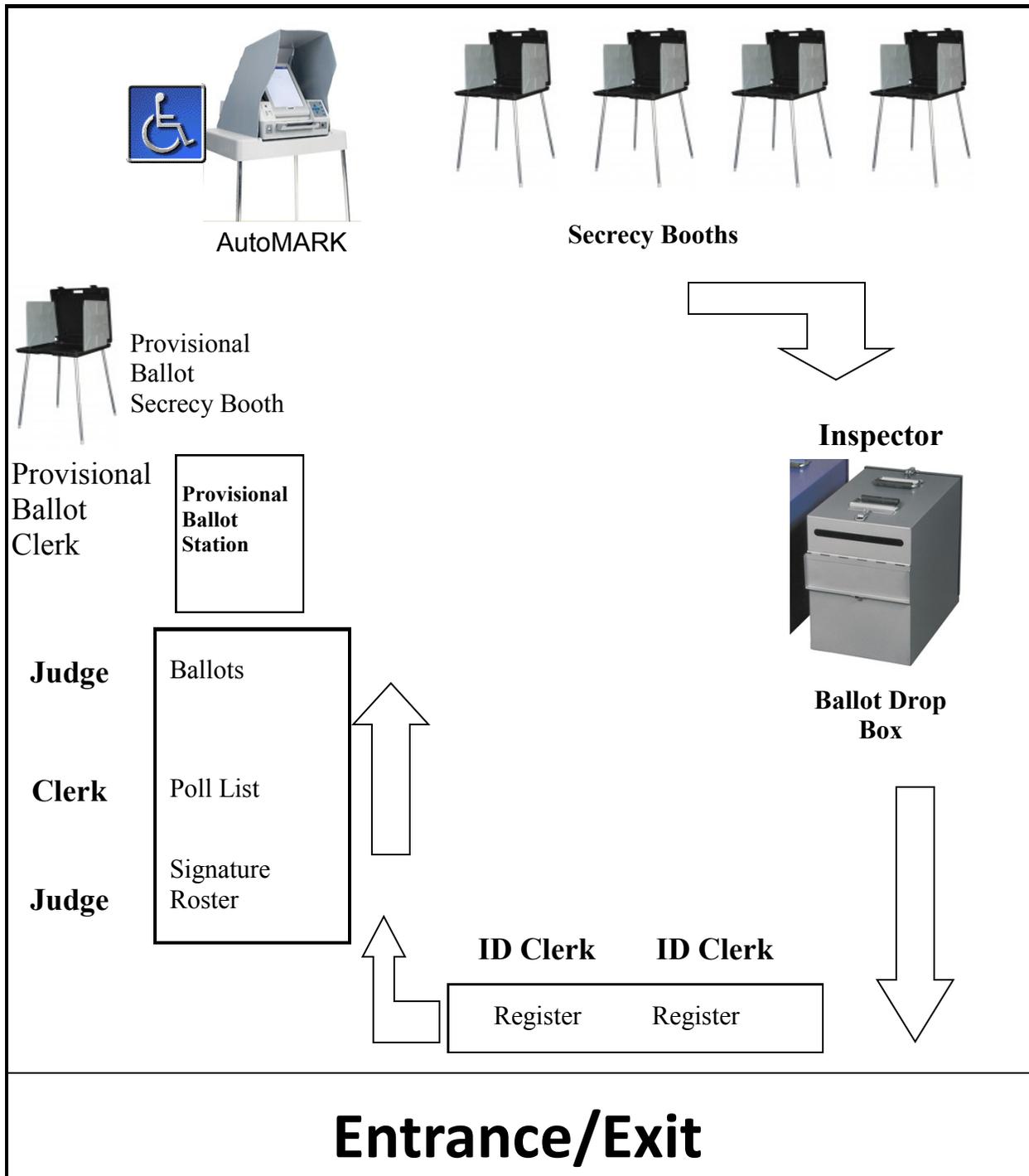
Summary Verification Process

Ensures that no races are accidentally under-voted, over-voted, or left blank, providing an opportunity to adjust selections before voters cast their ballots.

CURRENT POLLING PLACE CONFIGURATION



STANDARD POLLING PLACE CONFIGURATION



PROFESSIONALISM AT THE POLLING PLACE

VOTERS

Voters should be treated with respect, they should be greeted immediately and given first priority as they walk into the polls. If you receive an angry voter, stop and take a deep breath. Actively listen to the voter and focus on the facts. Speak calmly to the voter and with respect, even if you are angry.

POLL WORKERS

While the Polls are open, it is important that all Poll Workers maintain a professional appearance and demeanor. Poll Workers MUST NOT discuss their political preferences regarding candidates or issues the day of the election. Any board worker who violates this rule will be DISQUALIFIED to work future elections.

DRESS

Dress is business casual. Shorts, flip flops & tank tops are not allowed.

BREAKS

Please remain at your work station all day except for your comfort breaks. It is not acceptable to leave the facility.

CELL PHONES

For Poll Workers with cell phones, **refrain** from using them other than to communicate with the Elections Department or Voter Registration, and please turn the ringer off.

READING MATERIAL

If you decide to take a book to read, when the polls are slow, reading material should be ***appropriate!***

NO EATING AT THE WORK STATION

Please do not eat at your work station & keep all beverages off of the tables.

NO SMOKING

No smoking by any person is allowed within the Polling Place. Please post and observe the NO SMOKING signs and enforce this rule firmly! Schools are not smoking zones. Please step outside the building to smoke only during periods of no voting activity.

ELECTIONS DAY OPERATIONS

If a board worker does not show up to work contact Shannon Ortiz IMMEDIATELY! 520-866-7558.

POLL WORKERS WORKING AS A TEAM

Between the hours of 6:00 a.m. and 7:00 p.m., the Board will have three main priorities:

- A. Complying with the Law
- B. Serving the Voting Public
- C. Ensuring Voters' Rights



SEQUENCE FOR VOTERS

1. Voter enters the Polling Place, the first stop is the ID station. He/she presents proof of identity to ID clerk. ID Clerk completes a green voter ID ticket and gives it to the voter. The voter is directed to either the Judge in charge of the Signature Roster or to the Provisional Ballot Station.
2. Judge at the Signature Roster receives the green ID ticket, locates the voter's name and has the voter sign the roster. The voter's name is indicated to the Poll List Clerk who enters it in the Poll List and directs the voter to the Judge issuing the Official Ballots.
- 3a. Ballot Judge issues a **correct** (party or special district) Official Ballot and secrecy sleeve. The judge advises the voter to completely "**fill**" in the oval and vote both sides of the ballot. The voter is directed to a vacant voting booth.
- or
- 3b. Provisional Ballot Clerk Reviews the Voter ID ticket for the reason for the Provisional Ballot. The clerk processes and allows the voter to vote in accordance with the appropriate Provisional Ballot Procedure.
4. Inspector ensures the ballot is properly inserted into the ballot drop box. Inspector gives an "I Voted Sticker" to the voter.

ASSISTING ELDERLY & DISABLED VOTERS

Common Courtesies and Guidelines

- *Be considerate of the extra time it may take an elderly or disabled person to vote and offer unhurried attention to anyone who has difficulty speaking.*
- *Speak directly to a person with a disability rather than to the companion who may be along. Speak calmly, slowly and directly to a person with a hearing problem. Do not shout or speak in the person's ear. If understanding is doubtful, write a note.*
- Before pushing a person in a wheelchair, ask if you may assist and how you should proceed.
- Greet a person who is visually impaired by letting the person know who and where you are. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, allow the person to take your arm and inform the person of approaching steps or inclines.
- Remember that *Federal Law allows voters to be accompanied* and to receive assistance by another person inside the voting booth. They can bring anyone they would like to assist them in a booth.
If a voter asks for assistance from a board worker, it must be two people, one Democrat and one Republican.



All voters deserve courteous attention in exercising their right as citizens to vote!



OPENING THE POLLS

If Poll Workers are unable to access the Polling Place due to the absence of the maintenance person, malfunctioning door key, etc. a poll worker must call the **520-866-6059** immediately.

A. Poll Workers arrive by 5:30 a.m. and proceed to:

- Take the Oath of Office (**Front Cover of Poll List**)

B. Complete Polling Place set up

- Ensure that all signs and sample ballots are correctly posted inside and outside of polling place
- Set up voting booths
- Lay out voting forms/supplies
 1. Signature Rosters
 2. Precinct Registers
 3. Poll List
 4. Ballots
 5. Secrecy Sleeves
 6. Voting Pens



C. Opening Details

1. The **Inspector** verifies the ballots are the correct ones for the precinct.
2. Count the packages to confirm that you have the correct number as indicated on the *Inspector's Checklist*.
3. Unwrap only one package of ballots at a time.
4. Keep all other ballots wrapped and off the table.

****It is very important to keep unused ballots out of the reach of voters!**

5. THE MARSHAL ANNOUNCES THE POLLS ARE OPEN EXACTLY AT 6:00 A.M.

You can use this sample as a test run before you complete the official form.

SAMPLE OFFICIAL BALLOT REPORT

PRECINCT _____

DATE _____

FRONT BALLOT BOX SEAL NUMBER (White Sticker with Red Print) _____

BALLOT BOX SEAL NUMBER (Orange Intab Seal) _____

NOTICE: Leave this original in the Poll List Book.

DO NOT TEAR OUT!

Place copy of this form in the Unofficial Returns Envelope.

1. TOTAL BALLOTS RECEIVED: 1. _____
Include any difference of packages when opened: include + or -
2. TOTAL SPOILED BALLOTS (if any): 2. _____
3. TOTAL UNUSED BALLOTS: 3. _____
4. ADD LINES 2 & 3 AND ENTER RESULT HERE: (Total # of unused ballots) 4. _____
5. SUBTRACT LINE 4 FROM LINE 1 AND ENTER RESULT HERE: (Total # voted ballots) 5. _____
6. TOTAL PROVISIONAL BALLOTS: 6. _____
7. TOTAL CONDITIONAL BALLOTS (if any): 7. _____
8. TOTAL BALLOTS CAST (Total from Line 5) 8. _____ *
9. TOTAL NUMBER OF NAMES IN POLL LIST: 9. _____ *
10. TOTAL DROPPED OFF EARLY BALLOTS RECEIVED: 10. _____

***LINES 8 AND 9 SHOULD BE INDENTICAL. IF NOT, EXPLAIN THE REASON FOR THE DIFFERENCES:**

CERTIFICATE OF PERFORMANCE

We hereby certify that all voters whose signatures appear upon the Precinct Signature Roster voted in this election, excepting those who, after signing the Signature Roster, failed to vote or were challenged and denied the right to vote as indicated on the Challenge List, that the number of voters who voted in this election in this precinct is as indicated in the sections above, and that valid proof of identification was obtained from every elector or if identification was not presented or the identification presented was insufficient, the provisional ballot envelope was marked appropriately to indicate that the provisional ballot was voted due to no identification or insufficient identification presented. We further certify that the total number of Official Ballots received, voted or spoiled is as indicated above and this accounting is true and correct in every way. We further certify that the Challenge List shows a complete list of all persons challenged, together with the action taken on each challenge.

***PLEASE SIGN LEGIBLY OR PRINT IF YOUR SIGNATURE IS NOT LEGIBLE!**

Neglecting to do so will delay the delivery of the entire precinct's checks.

Inspector

Judge

Poll List Clerk

I.D. Clerk

Judge

Provisional Clerk

I.D. Clerk

Marshal

BALLOT REPORT, OFFICIAL & UNOFFICIAL RETURNS

OFFICIAL BALLOT REPORT

PRECINCT _____ DATE _____

FRONT BALLOT BOX SEAL NUMBER (White Sticker with Red Print) _____

BALLOT BOX SEAL NUMBER (Orange Intab Seal) _____

NOTICE: Leave this original in the Poll List Book.
DO NOT TEAR OUT!
 Place **copy** of this form in the Unofficial Returns Envelope.

1. TOTAL BALLOTS RECEIVED: _____ 1. _____
Include any difference of packages when opened: include + or -

2. TOTAL SPOILED BALLOTS (if any): _____ 2. _____

3. TOTAL UNUSED BALLOTS: _____ 3. _____

4. ADD LINES 2 & 3 AND ENTER RESULT HERE: (Total # of unused ballots) _____ 4. _____

5. SUBTRACT LINE 4 FROM LINE 1 AND ENTER RESULT HERE: (Total # voted ballots) _____ 5. _____

6. TOTAL PROVISIONAL BALLOTS: _____ 6. _____

7. TOTAL CONDITIONAL BALLOTS (if any): _____ 7. _____

8. TOTAL BALLOTS CAST (Total from Line 5) _____ 8. _____*

9. TOTAL NUMBER OF NAMES IN POLL LIST: _____ 9. _____*

10. TOTAL DROPPED OFF EARLY BALLOTS RECEIVED: _____ 10. _____

***LINES 8 AND 9 SHOULD BE IDENTICAL. IF NOT, EXPLAIN THE REASON FOR THE DIFFERENCES:**

Ballot Report

Voter and Ballot Information
(confirmed and double checked)

CERTIFICATE OF PERFORMANCE

We hereby certify that all voters whose signatures appear upon the Precinct Signature Roster voted in this election, excepting those who, after signing the Signature Roster, failed to vote or were challenged and denied the right to vote as indicated on the Challenge List, that the number of voters who voted in this election is as indicated in the sections above, and that valid proof of identification was obtained from every elector or if identification was not presented or the identification presented was insufficient, the provisional ballot envelope was marked appropriately to indicate that the provisional ballot was voted due to no identification or insufficient identification presented. We further certify that the total number of Official Ballots received, voted or spoiled is as indicated above and this accounting is true and correct in every way. We further certify that the Challenge List shows a complete list of all persons challenged, together with the action taken on each challenge.

*PLEASE SIGN LEGIBLY OR PRINT IF YOUR SIGNATURE IS NOT LEGIBLE!
 Neglecting to do so will delay the delivery of the entire precinct's checks.

Inspector _____ Judge _____ Poll List Clerk _____

I.D. Clerk _____ Judge _____ Provisional Clerk _____

I.D. Clerk _____ Marshal _____

LEGIBLE

Signatures of all Poll Workers
(for payroll). If your signature is not legible, print.

***Please read the cover of each bag to see what needs to be placed in it.**

THE INSPECTOR AND JUDGE MUST WRITE THEIR NAMES ACROSS THE SEAL ONTO THE ENVELOPE

OFFICIAL RETURNS

PRIMARY GENERAL SPECIAL

PRECINCT: _____ DATE: _____

1. POLL LIST WITH ORIGINAL SHEETS (BLUE BOOK)

2. SPOILED BALLOTS (IF ANY)

3. REJECTED BALLOTS (IF ANY)

DO NOT PLACE ANYTHING IN THIS ENVELOPE EXCEPT THE ABOVE LISTED ITEMS

UNOFFICIAL RETURN

PRIMARY GENERAL SPECIAL

Precinct: _____ Date: _____

1. UNOFFICIAL POLL LIST SHEETS (Pink, yellow and blue copies)

2. SIGNATURE ROSTERS (Yellow Book)

3. PROVISIONAL SIGNATURE ROSTER (Red Book)

4. REGISTRATION FORMS (if any)

5. ONE COPY OF THE BALLOT REPORT (Yellow Copy)

6. W9'S (if any)

DO NOT PLACE ANYTHING IN THIS ENVELOPE EXCEPT THE ABOVE LISTED ITEMS

SUPPLIES & CLOSING

Place the following items in Ballot Transfer Bag

- *Dropped off Early Ballots
- *Provisional Ballot Envelopes with voted provisional ballots
- *Un-official Returns Bag
- *Official Returns Bag

PROVISIONAL BALLOT/ BALOTA PROVISIONAL

To be completed by Election Official/Completado por el oficial de elecciones

Date: No ID Provided

Precinct #: ID Presented does not match – or Tribal ID only presented

Party (Primary Only): Name Not on Signature Roster (Registration form required)

Election Official Signature Moved - or - Changed Name (Registration form required)

Early Voter or "EV" on Signature Roster

To be completed by Voter/ Completado por el Votante

Current Information/ Información Actual:

Print Name/Nombre en letra de imprenta: _____

Residence Address/ Dirección Residencial: _____ City/Ciudad: _____

Mailing Address/ Dirección Postal: _____ City/Ciudad: _____

Phone Number/ Número de Teléfono: _____ Date of Birth/ Fecha de Nacimiento: _____ Driver's License or SSN/ Licencia para manejar o SSN: _____

Former Information/ Información Anterior:

Former Name/Otro Nombre: _____

Former Address/Ex Dirección: _____ City/Ciudad: _____

I swear or affirm under penalty of perjury that the above information is correct, that I reside in the precinct, that I am eligible to vote in this election and that I have not previously voted in this election.
 Bajo juramento de perjurio juro o afirmo que la información de arriba es correcta, que vivo en el precinto y que estoy capacitado para votar en la elección y que no he votado anteriormente en la elección.

Signature/ Firma _____

Official Use Only/ Para Uso Oficial Solamente

Receipt No./ No. de Recibo _____ by _____ **COUNT? Y N**

UNOFFICIAL RETURN

PRIMARY GENERAL SPECIAL

Precinct: _____ Date: _____

- 1. UNOFFICIAL POLL LIST SHEETS (Pink, yellow and blue copies)
- 2. SIGNATURE ROSTERS (Yellow Book)
- 3. PROVISIONAL SIGNATURE ROSTER (Red Book)
- 4. REGISTRATION FORMS (if any)
- 5. ONE COPY OF THE BALLOT REPORT (Yellow Copy)
- 6. W9'S (if any)

DO NOT PLACE ANYTHING IN THIS ENVELOPE EXCEPT THE ABOVE LISTED ITEMS

THE INSPECTOR AND JUDGE MUST WRITE THEIR NAMES ACROSS THE SEAL ONTO THE ENVELOPE

OFFICIAL RETURNS

PRIMARY GENERAL SPECIAL

Precinct: _____ Date: _____

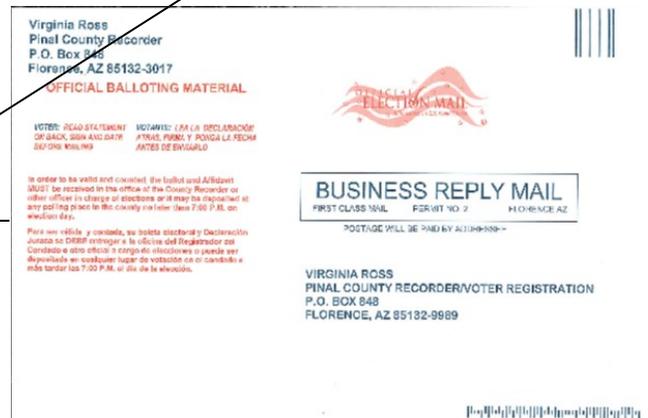
- 1. POLL LIST WITH ORIGINAL SHEETS (BLUE BOOK)
- 2. SPOILED BALLOTS (IF ANY)
- 3. REJECTED BALLOTS (IF ANY)

DO NOT PLACE ANYTHING IN THIS ENVELOPE EXCEPT THE ABOVE LISTED ITEMS

Provisional Ballots

Un-official Returns

Official Returns



Early Ballots

SUPPLIES TRANSFERRED TO TROUBLESHOOTERS

INSPECTORS AND JUDGES ARE **NOT ALLOWED TO LEAVE** THE POLLING PLACE UNTIL THE BALLOT BOX AND BALLOT TRANSFER BAG HAVE BEEN HANDED TO A TROUBLESHOOTER!

000001 **OFFICIAL ELECTIONS SEAL**
 Report immediately if "VOID" appears.
 By: _____ Date: _____

PLACE OVER THE SLOT!



Ballot Drop Box



*Orange Seal should be connected on zippers.



Ballot Transfer Bag
 Filled with material listed on previous page

PRECINCT INSPECTORS COMPLETE THIS RECEIPT

Pinal County Elections Department
 Ballot Transfer Receipt

Precinct Number _____
 Date of Election _____ Time of Transfer _____ P.M.

We, the undersigned members of the Pinal County Election Board, certify that the following items were transferred to designated Pinal County Elections Department troubleshooters:

- Sealed **BALLOT BOX** with voted ballots Seal # _____
- Sealed **BALLOT TRANSFER BAG** with early and provisional ballots, Official Returns, and Un-Official Returns Seal # _____

X _____
 Inspector

X _____ X _____
 Troubleshooter Troubleshooter

Original- Troubleshooter Yellow Copy-Inspector

- The Inspector will sign a Ballot Transfer Receipt.
- Both troubleshooters will need to sign the receipt as well.
- The Inspector will keep the yellow copy for his/her records & give the original to the troubleshooters.

CLOSING THE POLLS

1. It is the **Marshal's** duty to announce the closing of the polls; 1 hour before closing (6:00 PM), 30 minutes before (6:30 PM), 15 minutes before (6:45 PM), one minute before (6:59 PM) and at the moment of closing (7 PM) ARS. §16-565(C).
2. At 7 PM the **Marshal** stands in line behind the last voter. Every elector in line at 7 PM is entitled to vote, but no latecomers will be allowed to vote.



Closing Check List

- Complete the Official Ballot Report in the Poll List.
- Place seal over the slot on the ballot box, sign & lock the box.
- Place Provisional Ballots in the ballot transfer bag.
- Place dropped off Early Ballots in the ballot transfer bag.
- Place the Intab seal on the zippers of the ballot transfer bag.
- Turn off the AUTOMARK and shut case.
- Disassemble the Voting Booths. Return the polling place to it's original condition in which you found it.

*Once all of the above operations have been completed and all the supplies have been returned to the supply cage, the **Inspector** may dismiss the Board.

- The **Inspector** and the **Judge of the Opposite Party** will hand over the sealed ballot transfer bag and the sealed ballot drop box to the designated troubleshooters.



*Your work as an
election board
worker is
appreciated!*

*A Sincere Thank You from the
Pinal County Elections Department,
Recorder's Office
Voter Registration & Early Voting Staff*

