

# **Election Day Reference and Problem Solver**

**I J C**



**State of Oklahoma**

**Prepared by  
Oklahoma State Election Board  
Revised 2020**

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# Problem Solver Quick Reference

**Cancellation of registration of deceased voter** (I)  
» Green Tab – Cancellation of Deceased Voter **or** Inspector/PVO Tab, Page 45

**Spoiled ballots** (C)  
» Yellow Tab – Spoiled Ballot Affidavit **or** Clerk Tab, page 36

**Voter who moved to a new residence in the county** (J)  
» Judge Tab, page 34

**Uniformed Services voter or Overseas voter** (PVO) (I)  
» Judge Tab, pages 31 – 32; Inspector/PVO Tab, page 59 or Provisional Voting Appendix Tab page 79

**Blind, physically disabled, or illiterate voter** (I)  
» Blue Tab – Voter Assistance or Inspector/PVO Tab, pages 38 – 43

**Assisting an ATI voter** (I)  
» Blue Tab – Voter Assistance or Inspector/PVO Tab, pages 38 – 43

**Messages in the Precinct Registry** (J)  
» Judge Tab, pages 29 – 30

**Voter whose name is not in the Precinct Registry** (J) (PVO) (I)  
» Judge Tab, page 29 or Provisional Voting Appendix Tab

**Determining voter’s school district or municipality** (J)  
» Judge Tab, pages 30 – 31

**Assistance outside the polling place for disabled voter** (I)  
» Blue Tab – Voter Assistance or Inspector/PVO Tab, pages 41 – 43

**Provisional voting procedure** (PVO) (I)  
» Provisional Voting Appendix Tab

# Frequently Asked Questions

All page numbers refer to the *Election Day Reference & Problem Solver* in the *Precinct Official Notebook*.

## **Voter Questions:**

**Q. I didn't bring my ID. Can I still vote?**

A. Yes. You may vote a provisional ballot.

**Q. Do I have to vote every race or question for my ballot to count?**

A. No. You may vote as few or as many races/questions as you desire. All properly marked races will be counted.

**Q. Can you tell me what this state question means?**

A. No. I'm sorry, but I can't give you my opinion or interpretation.

## **Precinct Official Questions:**

**Q. How do I open the polls?**

A. Use the Opening the Polls Checklist provided. See pages 13 – 23.

**Q. I can't find the password for opening the polls. Where is it?**

A. Call the County Election Board.

**Q. The console screen is blank or there is no power to the eScan. What do I do?**

A. See pages 81 – 82. If these steps do not resolve the issue, call the County Election Board.

**Q. I can work the election, but I haven't voted. Can I leave the polling place for about 30 minutes to go and vote at my polling place?**

A. No. See pages 7 – 8. The Precinct Officials meet at the polling place no later than 6:30 a.m. on election day. Precinct Officials must remain at the polling place from the time they arrive in the morning until all the day's work is completed after the polls close.

**Q. What are the ballot codes for my precinct for the current election.**

A. Different counties place the ballot codes in different locations. If you cannot find the location where your county places the codes, call the County Election Board.

**Q. A voter was eligible for two ballots and left one of the ballots somewhere in the voting enclosure. What do I do with the ballot that was not processed through the voting device?**

A. The answer is on page 37. Show it to the Judge and Clerk, fold the ballot in half, and attach the ballot to the cream Inspector's Notes to Secretary form located in the Forms section of the Precinct Official Notebook. Explain on the form that the ballot was found discarded in a voting booth or other location in the polling place. **Do not** put the ballot in the voting device.

**Q. A ballot kicked out of the voting device and the voter has already left. What should I do with the ballot?**

A. Read the message on the console and look up the error code displayed in the lower right-hand corner of the screen. See page 87. If the message on the console says Contest is overvoted or it says Blank Ballot, press the button for cast ballot.

**Q. Does a voter need to bring their unmarked absentee ballot if they decide to vote instead at their polling place on election day? If they don't, can they still vote?**

A. No, the voter does not need to bring the absentee ballot. Yes, the voter can vote at their polling place. See the pink tab for Absentee Voter Affidavit in the Forms section for instructions and the Absentee Voter Affidavit.

**Q. Does a voter have to have a driver license in order to vote in Oklahoma?**

A. No, there are multiple forms of identity that may be used. See page 26 for acceptable Proof of Identity documents.

**Q. Does a picture of an ID on a phone meet the ID requirements?**

A. No.

**Q. Is the OK Mobile ID App a valid form of ID?**

A. Yes. The photo on the ID must move left and right, and there must be a certify box. Have the voter tap the certify box. The graphic must spin forward. See page 26.

**Q. Can voters assist other voters at the poll on election day?**

A. Some voters need assistance to vote because they are blind or visually disabled, physically disabled or infirm, or illiterate. These voters may receive assistance to vote in the polling place. The voter and the voter's assistant must be placed under oath before the assistance can be given. See pages 38 – 43 and the blue Voter Assistance tab for instructions and the Voter Assistance Form.

**Q. Candidate signs are too close to the voting device. Can one of the Precinct Officials or a voter remove the signs?**

A. No. See page 8. The Inspector may inform the violator that their action is against the law. The violator may remove the signs. If the violator persists, the Inspector should immediately notify the Secretary of the County Election Board.

**Q. A voter's relative has moved out of state and their name is still on the Precinct Registry. How do I remove their name from the Registry?**

A. Inform the voter that you do not have paperwork for that request. Instruct the voter to call the County Election Board and give the voter the phone number.

**Q. Where is the Ballot Accounting Form?**

A. The Ballot Accounting Form is no longer required to be completed in all polling places.

**Q. How do I close the polls?**

A. Use the Closing the Polls Checklist provided. See pages 63 – 70.

**Q. When closing the polls the eScan will not accept the password. What should I do?**

A. You have probably pushed the red Poll Worker button too many times and are on the Administrator Password screen. Push the button one more time to get to the Pollworker Password screen. If it still doesn't accept the password, call the County Election Board.

**Q. The tape roll is jammed, or the eScan printer is out of paper, or I can't get the tape to print.**

A. Call the County Election Board.

**Q. What if I have more questions?**

A. Use the Table of Contents or Index. Call the County Election Board.

## Precinct Official Hints and Helps ...

- **Sign all forms.** The Precinct Official indicated on the form must sign the forms that have been used.  
**Hint:** As soon as you use a form, go ahead and sign the form.
- **Fill out forms properly.** The Precinct Official indicated on the form should print the information requested. The voter or voter's assistant only sign the form in the location designated for that person's signature. Be sure to print legibly.  
**Hint:** We believe that a Precinct Official is more likely to print legibly and to complete forms accurately than someone standing and not familiar with the forms.
- **Place the first Detail and Tally Report tape (including Zero Printout) in the Tally Envelope.** Remember to keep the first Detail and Tally Report tape (this is the one that has the Zero Printout printed at the beginning of the day) separate from the other required Detail and Tally Report tapes that are printed. Make sure to place the first report tape in the Tally Envelope.  
**Hint:** Use paper clips or a binder clip to indicate that this is the tape with the Zero Printout. If you roll the Zero Printout up at the beginning of the day and secure it with paper clips or a binder clip, voters are not as likely to want to tear it off and take it as a receipt for voting.
- **The only items placed in the ballot transfer case are ballots (voted and unvoted) and a Detail and Tally Report tape.** If anything other than ballots and a Detail and Tally Report tape has been sealed inside the ballot transfer case, upon arrival, the County Election Board should be notified that other item(s) have been sealed in the ballot transfer case.



# General Information

## Precinct Official Information

The **primary function** of a Precinct Official is to serve voters.

- Help eligible voters to vote.
- Make sure all properly marked ballots are cast and counted.

**I** = **Inspector** – picks up the supplies from the County Election Board office to take to the polling place and returns supplies to the County Election Board office at the end of the election day; works with the voting device; assists voters and completes necessary documentation.

**J** = **Judge** – works with the Precinct Registry and forms related to it; checks proof of identity for every voter.

**C** = **Clerk** – works with the ballots and forms related to ballots.

**PVO I** = **Provisional Voting Officer (PVO)** – works in precincts, where assigned, with provisional voters and forms related to this voting process. In most precincts the Inspector functions as the Provisional Voting Officer in addition to the other duties of the Inspector.

**I J C** = **Precinct Officials** – Each precinct must be staffed by an Inspector, Judge, and Clerk. State law requires the Inspector, Judge and Clerk be registered to vote and two of the three officials be from the two largest political parties in the state. The third official may be a member of any political party recognized under the laws of this state or may be registered with no declared political affiliation. Appointed Inspectors, Judges, and Clerks serve four-year terms that begin on July 1 in the odd-numbered year following the Governor's election.

**I J C A** The Inspector, Judge, Clerk, and any Auxiliary precinct officials meet at the polling place no later than 6:30 a.m. on election day.



- **Precinct Officials may not leave** until the **Inspector** is ready to return to the County Election Board office that night after the polls close.
- If a phone is not available, the **Inspector** may leave to call the County Election Board.
- Precinct Officials must remain at the polling place from the time they arrive in the morning until all the day's work is completed after the polls close.

## Violations of the Law



- If one of the Precinct Officials observes an election law being violated, the **Inspector** may inform the violator that his action is against the law.
- Under no circumstances should the Precinct Officials be involved in enforcement of the law.
- If violators persist in their actions, the **Inspector** should immediately notify the Secretary of the County Election Board.

### The Following Actions are Prohibited by Law:

- **Electioneering**
  - The law prohibits electioneering within 300 feet of any ballot box while an election is in progress.
  - No persons, except election officials and persons who are voting or waiting to vote, are allowed within 50 feet of any ballot box while an election is in progress.
  - The law prohibits the posting or exposing of any printed material, other than those materials provided by the County Election Board, within 300 feet of any ballot box while an election is in progress.
- **Disclosure of Vote**
  - It is unlawful for a voter to disclose to any other person how they voted or to expose their ballot to any person within the election enclosure.
    - **Exception: “Ballot Selfies” ARE permissible, but it is unlawful to post the “Ballot Selfie” or show it while in the election enclosure.**
- **Intoxicating Liquors**
  - It is unlawful to take intoxicating liquors of any kind or quantity to within one-half mile of any polling place on election day.
  - The law prohibits any person from being within 300 feet of a polling place in an intoxicated condition on election day.

- **Voting Ballot Issued**
  - No person shall vote any ballot except such ballot issued to him or her by the Precinct Official.
  - Each ballot cast must be voted without removing the ballot from the polling place.
  - Any person who knowingly removes a ballot from a polling place or who knowingly carries a ballot into a polling place shall be deemed guilty of a felony.
- **Persons Authorized Inside Election Enclosure**
  - At no time during the hours of voting shall any person, other than the election officials and other persons authorized by law, be allowed inside the election enclosure except for one registered voter in each voting booth and one other registered voter for each voting booth.
  - A news reporter or photographer may enter the election enclosure for no more than five minutes.

## Election Security

- Chain of Custody for Ballots & eScan and Election Security
  - Chain of custody in regards to Precinct Officials means the unbroken control that ensures the physical security of the ballots and the eScan.
  - It is very important that security is maintained from the time the Inspector picks up the ballots and eScan at the County Election Board until the time they are returned on election night to the County Election Board.
  - While in the Inspector's possession the eScan and ballots should always be secured.
    - Never leave the ballots at the polling place if setting up the day before the election.
    - Never leave the eScan or ballots in an unlocked vehicle.
    - Never leave the eScan in a vehicle during extreme temperatures.
    - **The eScan should not be left in a vehicle unattended overnight.**

- While at the polling place, eScan and ballot security must be maintained.
  - **Absolutely no unauthorized access allowed to the eScan other than voters scanning their ballots.**
  - Never leave an eScan unsecured or out of the presence of Precinct Officials.
  - The Precinct Officials should always be aware of any activity around the eScan.
  - The ballots should **never** be left unattended or in an area where anyone other than the Precinct Officials have access.
- When returning to the County Election Board on election night, the Inspector must bring the eScan, ballots, and all election supplies.
  - The Inspector must be able to attest to the security of the eScan and ballots.
- Polling Place Security
  - When the Precinct Officials arrive at the polling place, observe your surroundings to be sure that nothing looks out of place or out of the ordinary for that polling location.
  - During election day, be alert to items left in or around the polling place.
  - If something looks suspicious:
    - Do not touch the item.
    - Call the County Election Board.
    - Alert the proper authority at the polling place.
  - In the case of an emergency, refer to the emergency procedures in this publication on page 99.

## **Election Results Reported to News Media**

- It is permissible, but not required, for Precinct Officials to give election results to members of the news media on election night.
- Under no circumstances may any election results be reported until after the polls close and the Detail and Tally Report has been posted on the door of the polling place.

## Problems

- When questions arise during the day, consult the *Election Day Reference and Problem Solver* for solutions.
- If you are uncertain how to handle any situation, the **Inspector** should call the County Election Board for advice.



## Voter Information

### Persons Entitled to Vote

- Only persons who are registered to vote may vote in elections in Oklahoma.
- A person whose name is in the Precinct Registry may vote in that precinct.
- A person whose name is not in the Precinct Registry, but who claims to reside within the precinct and who claims to be registered and eligible to vote in the election, may vote a provisional ballot. See pages 32 – 33 or 73 - 74 for more information.

### Multiple Elections on Same Date

- Two or more entities may hold elections on the same date.
- A precinct may contain more than one school district or municipality.
- A voter must be registered within the boundaries of a district to vote in the district's election.
- The Precinct Registry lists a code for the districts in which a voter is eligible to vote.

Residence Street Address/ Last Name, First Middle Stx		School	TC	Muni	Ballot Issued	Signature of Voter
1	GUNDY, MICHAEL 518 W 7 ST	102914 03	17	NORM 04		1 *****CONFIRM ADDRESS*****

- If no district is listed in the Precinct Registry, see pages 30 - 31.
- If the voter says a district code is incorrect, see page 31.
- For some entities, it is a voter's responsibility to determine his or her eligibility.
- If a voter is uncertain of his or her eligibility to vote, the **Judge** shows the voter a map of the precinct/entity.



## Order of Voting

- Voters are processed in the order they arrive in the election enclosure.
- While the polls are open, there may be no more than one voter in each voting booth and one voter waiting for each voting booth.
- The Inspector must keep order in the lines of voters outside the election enclosure



# Preparing the Polling Place & Opening the Polls

## Preparation of Polling Place



- The **Inspector**, **Judge**, and **Clerk** meet at the polling place no later than 6:30 a.m. on election day.
- Follow the steps on the Opening the Polls Checklist to prepare for the election.

OPENING THE POLLS CHECKLIST <span style="float: right;">IJC</span>	
<input checked="" type="checkbox"/>	Inspector, Judge, and Clerk meet at the polling place no later than 6:30 a.m. <span style="float: right;">IJC</span>
	<b>Prepare voting device.</b> (Use the Opening the Polls <b>escan</b> Checklist, or follow the instructions in the <i>Election Day Reference and Problem Solver</i> , pages 10 – 15, in the <i>Precinct Official Notebook</i> .) <span style="float: right;">I+J+C</span>
	<b>Do not tear off Zero Printout.</b>
	Verify all totals are zero.
	<b>Display:</b> <span style="float: right;">JC</span>
	American flag
	Important Voter Information—Oklahoma Election Procedures sign
	Election Law Violations sign
	Vote Here sign
	Sample ballots
	Attention Voter poster (may already be in voting booth)
	<b>Set up voting booths</b> <span style="float: right;">JC</span>
	<b>Set up table for Precinct Officials:</b> <span style="float: right;">JC</span>
	Ink pens
	<i>Precinct Official Notebook</i>
	<b>At Judge's position:</b>
	Precinct Registry or Registries
	Ink pens
	Oklahoma Voter Registration Application forms
	Address Information Requested handouts
	Provisional Ballot Vouchers
	Provisional Ballot Refusal form
	<b>At Clerk's position:</b>
	All books of ballots
	Secrecy folders
	<b>At Inspector's position:</b>
	Ink pens
	Voting device

Set up table for provisional voting: <span style="float: right;">PVO I</span>	
	Checklist for Provisional Voting Officer
	Provisional Voting Information handouts
	Oklahoma Provisional Ballot Affidavits
	Ballot envelopes
	Provisional Ballot Materials envelopes
	Oklahoma Voter Registration Application forms
	Provisional Ballot Roster
	Orange Provisional Ballot Bag
<b>Open polls precisely at 7:00 a.m.</b>	
<b>Before processing the first voter,</b> the Inspector, Judge, and Clerk show their proof of identity, sign the Precinct Registry, and vote. If a Provisional Voting Officer or Registration Official has been assigned to the precinct, that official also votes. (CAUTION: Vote <u>only</u> if you are eligible to vote in this precinct!)	

1/20
Continued on back of page
1/20

## Location and Materials for Judge, Clerk, and Inspector

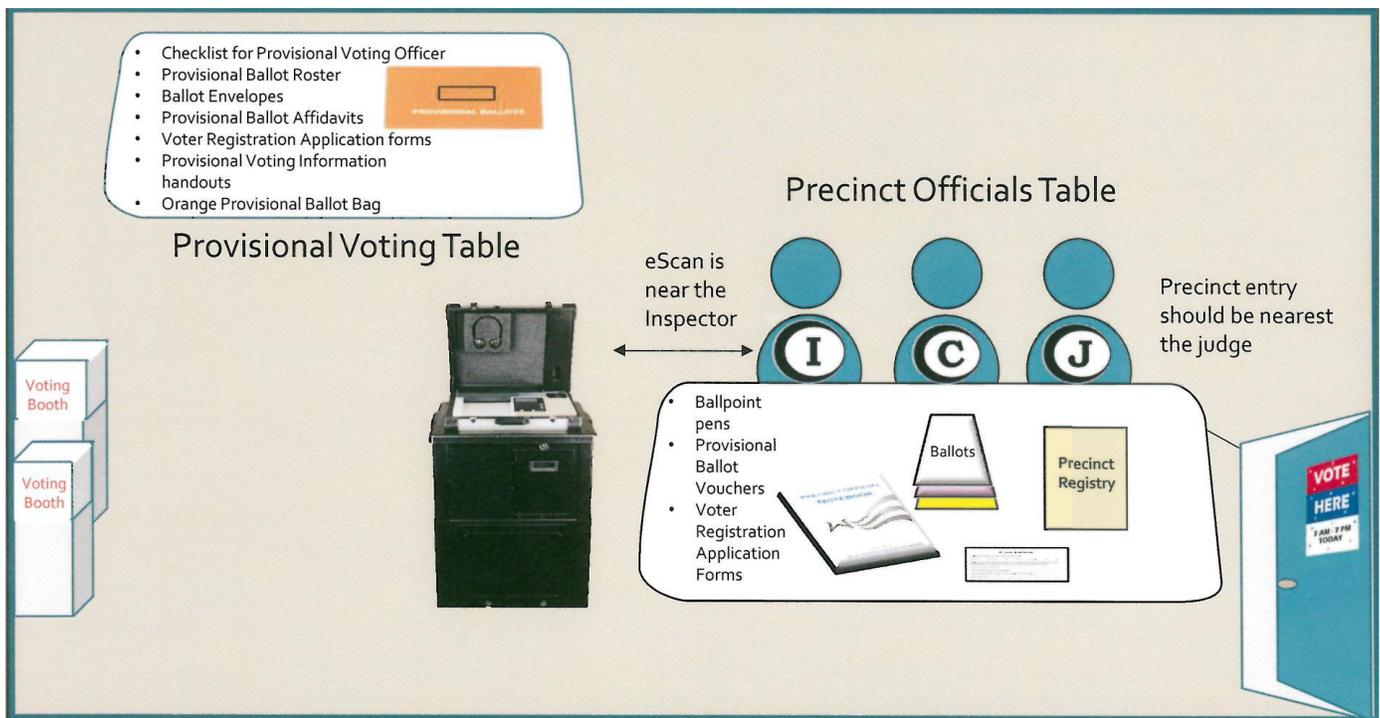
- The **Judge** is the first Precinct Official the voter sees.
- Position the **Judge** closest to the polling place entrance.
- Place materials on the Precinct Officials table as illustrated below.
- Set up an area near the eScan to accommodate ATI voters.

## Location and Materials for Provisional Voting

- Place provisional voting supplies and materials on a table separate from the table for the Judge, Clerk, and Inspector.

## Polling Place Arrangement

- The illustration below is an example of how a polling place might be arranged.



## Setting Up the Ballot Box

- At least two Precinct Officials should work together to set up the ballot box.
- Set up the ballot box, if applicable to your precinct.
- Follow the steps on [Setting Up the Ballot Box](#). See page 18.

## Attaching the eScan

- Attach the eScan to the ballot box, following the steps on Attaching the eScan. See pages 19 - 20.

## Preparing the eScan

- Prepare the eScan for voting.
- Follow the steps on Preparing the eScan and Opening the Polls on the eScan. See pages 21 - 22.

## Opening the Polls



- At precisely 7:00 a.m., the **Inspector** announces that the polls are open.

## Precinct Officials Vote First



- Each Precinct Official who is registered to vote in the precinct and is eligible to vote in the election should cast their ballots before processing the first voter. The Precinct Officials must:
  - Show proof of identity.
  - Sign the Precinct Registry.
- If a Precinct Official is not a registered voter in the precinct, that Precinct Official cannot vote in the precinct.

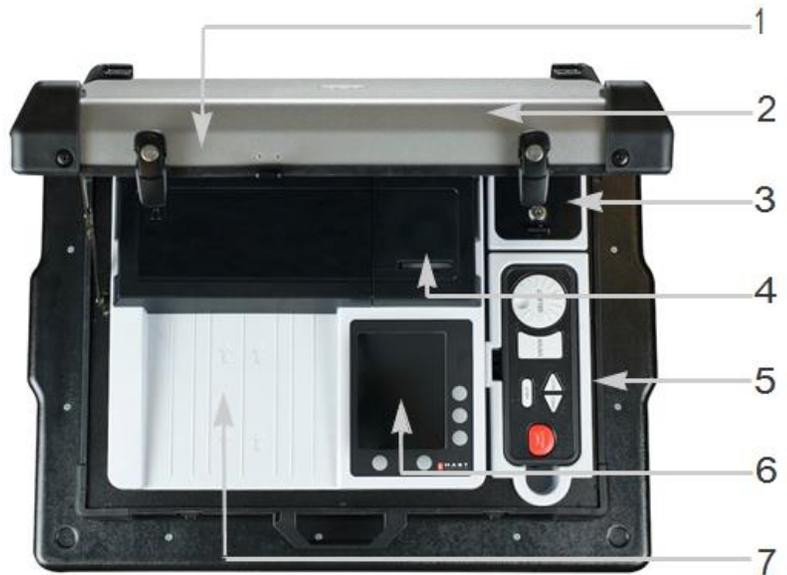
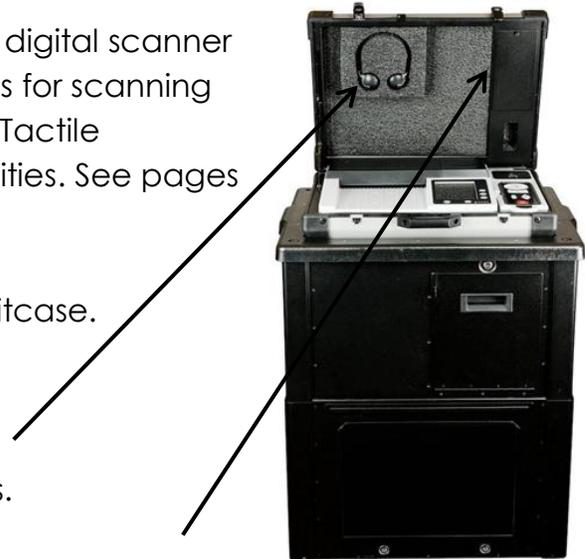
## About the eScan Voting Device

The **eScan A/T (eScan)** is a precinct-based digital scanner voting device. The eScan provides features for scanning paper ballots, as well as an external Audio Tactile Interface (ATI) device for voters with disabilities. See pages 49 – 55.

The **eScan body** opens and closes like a suitcase.

Features of the eScan:

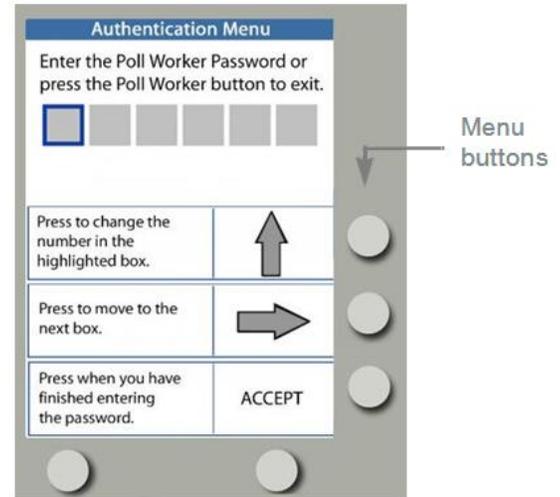
1. **Headphones** (in case lid) for ATI users.
2. **Storage Compartment** (in case lid) for AC power supply.
3. A **Mobile Ballot Box (MBB)** Compartment that holds the MBB storage device.
4. A **Printer** that prints eScan reports at the beginning and end of the day.
5. An **Audio Tactile Interface (ATI)** that allows a user to vote an audio ballot.
6. An **eScan Console**. See page 17.
7. An integrated **Ballot Scanner**.



## eScan Console



- The **Inspector** uses the eScan console to open the polls, assist voters, and close the polls.
- A message may appear on the console to alert the voter of a problem.
- After reading the message, the voter or Inspector presses the menu button next to the desired option.



## eScan Body (reverse)

Items on the reverse side of the eScan body:

- **Red Poll Worker Button** is used to open and close the polls and to start an audio ballot (ATI) session.

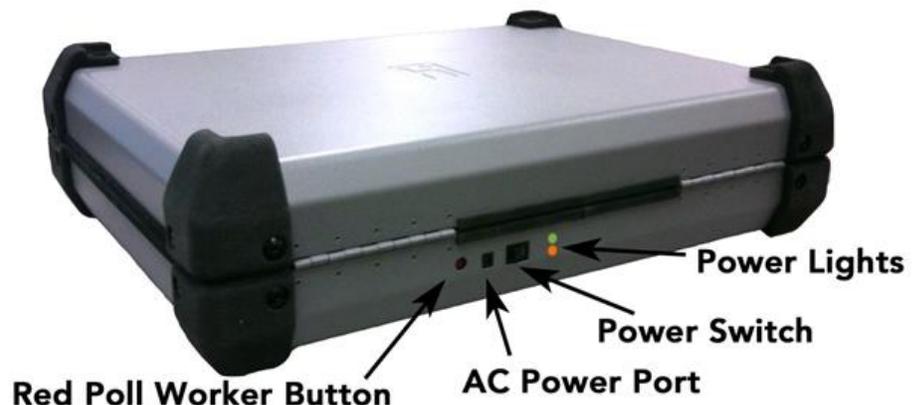
- **AC Power Port**, to plug in the power cord.

- **Power Switch** turns the eScan on and off.

- **Power Lights**

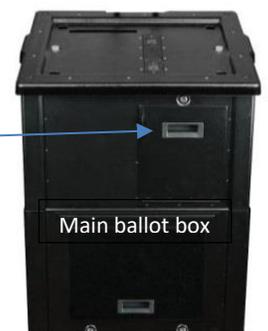
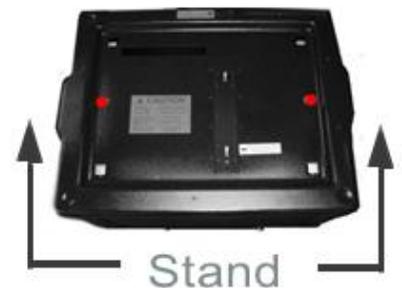
- Green – the eScan has AC power.
- Orange – the eScan has battery power available.
- Blinking orange – the battery is charging.

- Rechargeable internal battery engages automatically and gives 2 hours of backup time. The battery will fully charge within 4 hours when plugged into an AC power outlet.



## Setting Up the Ballot Box

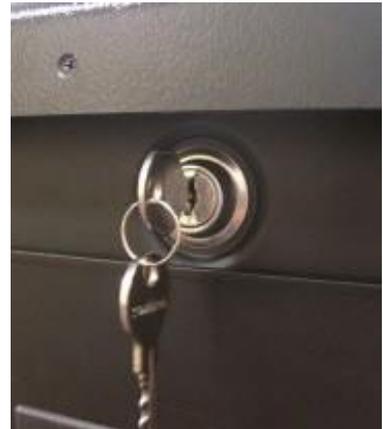
- At least two Precinct Officials should work together to set up the ballot box.
- Press, release, and lift the transport handle on the ballot box. (The ballot box handle functions like a suitcase handle.)
- Roll the ballot box to the desired location in the polling place. It must be located close to an AC power outlet.
- Collapse the transport handle.
- Have one person stand on either side of the collapsed ballot box. Have a third person, if available, stand behind the ballot box and put a foot on each wheel to stabilize the ballot box while lifting.
- On each side of the ballot box, hold a handle with one hand, and press the red release button on top of the ballot box with the other.
- While holding the buttons, begin lifting the handle (each side should be lifted to the same point at the same time) and begin sliding the ballot box upward in a slow, smooth motion. The buttons may be released once the ballot box starts moving.
- Slide the ballot box upward until it locks into place. It will stand approximately three feet high when fully expanded.
- Verify there are no ballots in the emergency ballot box.
- Close and lock the emergency ballot box door using the round key.
- With the round key, unlock the main ballot box door and lift it open.
- Verify there are no ballots in the main ballot box.
- Close and lock the main ballot box door using the round key.
- Verify the back door of the ballot box is closed and locked.





## Attaching the eScan

- After the ballot box is extended, unlock the emergency ballot box door by turning the round key counter-clockwise.



- Pull the emergency ballot box door open with the emergency ballot box handle. If it stops after a few inches, continue to pull until it is completely open. Make sure the key latch is in the unlocked position and remove the key from the ballot box.

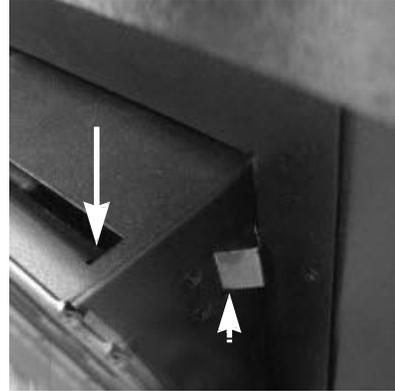
- Verify that the ballot box posts on the top of the ballot box are in the unlocked position (toward the back of the ballot box).



- If the posts are not in the unlocked position, look inside the emergency ballot box to the underside of the top of the ballot box. You will see a knob. Pull the knob down and slide it toward the back of the ballot box.
- With the eScan case still closed, set the eScan on the top of the ballot box so that the openings on the bottom of the eScan sit on top of the ballot box posts and the eScan handle is toward the front.

- Look inside the emergency ballot box at the underside of the ballot box top. Pull the knob down and then slide it toward the front of the ballot box. The posts move to the locked position and lock the eScan in place.

- Close the emergency ballot box until the spring is at the entrance.



- Press the spring with your finger so it is flush with the door.



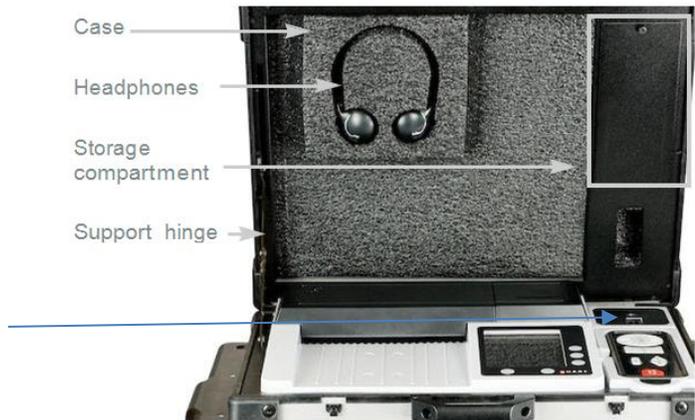
- Close the door so the spring is inside the ballot box.
- Insert and turn the round key clockwise to lock the emergency ballot box door. Remove the key. Place the key in the Voting Device Key Envelope but do not seal the envelope. Set the envelope aside in a secure location.



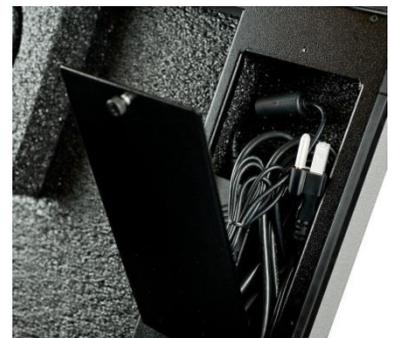
## Preparing the eScan



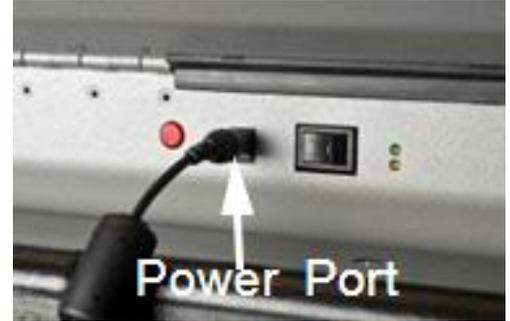
- Compare and verify the blue seal and serial numbers on the eScan with the information on the Inspector's Notes to Secretary.
- Unlock the eScan case using the **square** key. Place the key in the Voting Device Key Envelope, but do not seal the envelope. Set the envelope aside in a secure location.
- Open the eScan case. Push the support hinge backward until it is locked into place. It will snap lightly when locked.
- Compare and verify the seal on the MBB compartment with the information on the Inspector's Notes to Secretary.



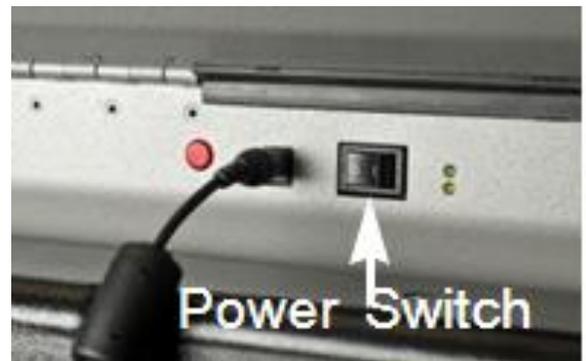
- Open the printer cover and make sure the paper dowel is properly seated and the paper passes through the slot in the printer cover.
- With your thumb and forefinger, loosen the thumbscrew on the storage compartment. No tools are required.
- Remove the AC power brick and power cable from the storage compartment.
- Close the storage compartment cover and tighten the thumbscrew to secure the cover.



- Plug the round end of the AC power cord into the power port on the back of the eScan. Ensure the power switch is in the off position (O).
- Plug the power cable into the power brick, and then plug the pronged end into an AC power outlet. Verify that the green light on the back of the eScan is on. If it is not on, plug the eScan into another power outlet.



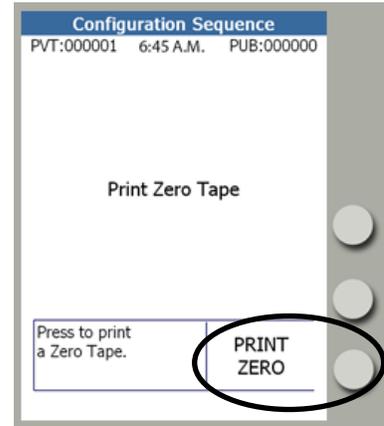
- **I** Press the power switch on the back of the eScan to the on position (I). The power lights light up, the eScan start-up screen appears, and an eScan Power Up report prints. Make sure the paper is coming out of the printer and not wrapping around inside. Note: A normal start-up may take three minutes or more, and the console screen may go black for several seconds during the process.



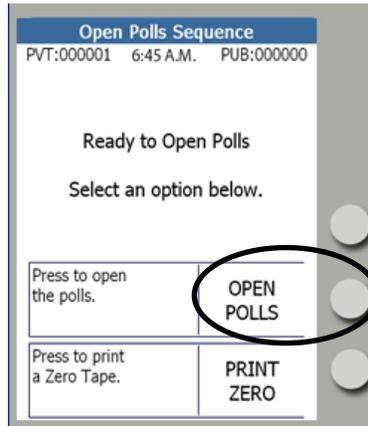


## Opening the Polls on the eScan

- Press the button next to **PRINT ZERO** on the eScan Console. The Zero Report prints. Leave the report attached to the printer.

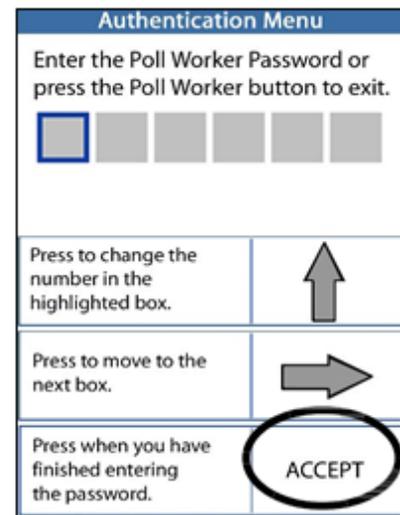


- Press the button next to **OPEN POLLS**.

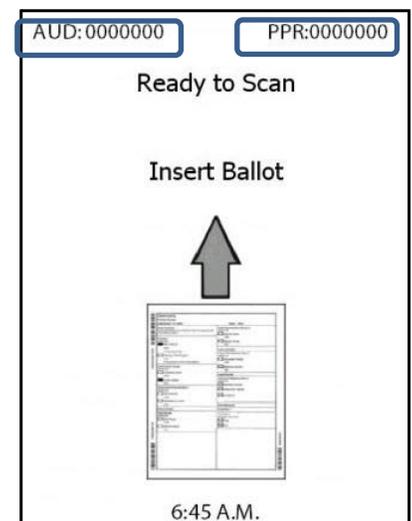


Enter the six-digit Poll Worker Password provided by the County Election Board:

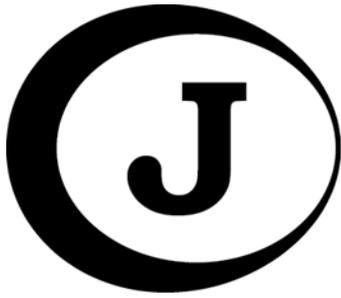
- Press the button next to the **Up Arrow** until the desired number is reached.
- Press the button next to the **Right Arrow** to move to the next box.
- Continue this procedure until the complete password has been entered.
- Press the button next to **ACCEPT**.



- Roll up the reports and leave them attached to the eScan.
- The eScan displays the **Ready to Scan** screen. Verify that the **AUD** and **PPR** counters show all zeros. Disregard the PVT counter.
- The eScan is ready to scan ballots.







## Judge

### Routine Procedures for the Judge to Process Voters

The Judge follows these routine steps to process voters.

- Greet the voter and ask the voter's name. If this is a Primary or Runoff Primary Election, also ask the voter's political party.

#### Voter ID

- Ask the voter to show proof of identity.
- Every voter must produce **one** acceptable form of ID before voting.
- A voter should not sign the Precinct Registry until an acceptable form of ID is presented.
- The voter's name on the proof of identity must **“substantially conform”** to the name listed in the Precinct Registry.
- The law does not allow you to check a voter's address as a condition for voting.
- If the ID has an expiration date, it must be later than the date of the election.

#### **“Substantially conform” means “match”**

For example, the name on the driver license is Susan Ellen Smith, but the name in the Precinct Registry is Missy Jones. The names do not match. It may be well known that Susan Ellen has always gone by the nickname Missy and that she is married to John Jones. However, because the name on her proof of identity does not substantially match the name in the Precinct Registry, Susan Ellen/Missy must vote by provisional ballot.

In another example, James Edward Doe is the name on the state identification card, but the name in the Precinct Registry is Jim Ed Doe. While the name on his proof of identity and the name in the Precinct Registry are not identical, they do match, substantially. Jim Ed does not need to vote a provisional ballot.



• **Acceptable Proof of Identity Documents**

The voter may present any of the following documents as proof of identity. If the document has an expiration date, it must be later than the date of the election.

- An Oklahoma driver license
- An Oklahoma Mobile driver license/ID (OK Mobile ID app – see below and see Glossary.)
- A voter identification card issued by the County Election Board
- A temporary voter identification document issued by the County Election Board
- An Oklahoma state identification card
- A United States passport
- A United States military identification
- Any other such document issued by the State of Oklahoma, the United States government, or a federally recognized tribal government which includes the person's name and photograph.
- If the voter does not provide one of the documents above, the voter must be offered the opportunity to vote by provisional ballot. A completed and signed Oklahoma Provisional Ballot Affidavit satisfies the Proof of Identity requirement. See pages 32 – 33.

## Electronic Driver License/ID



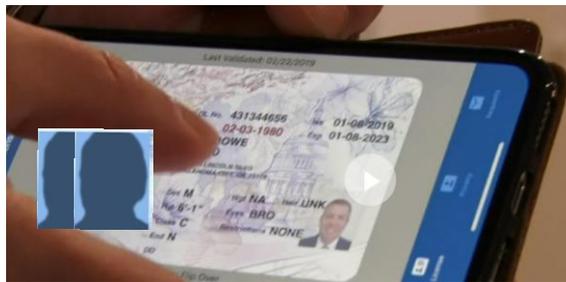
**Judge**

- OK Mobile ID app



- The photo on the ID moves (moves left and right)
- Displays the backside of the DL as well
- If phone is turned horizontally, voter may swipe to see the back

### Acceptable Photo ID



- **Have voter tap Certify box**

**CERTIFY**

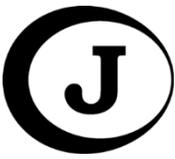


Similar to real certification – spins forward



## Routine Procedures for the Judge, continued

- Find the voter's name in the Precinct Registry.
- If there is a message written in the signature column of the Precinct Registry, see pages 29 – 30.
- Carefully check the Precinct Registry to determine the ballot(s) the voter is eligible to receive.
  - For a Primary election, check the political affiliation designated in the Precinct Registry.
    - Persons registered with a specific political party affiliation are allowed to receive only the Primary or Runoff Primary ballot for that party.
    - Persons registered as Independent (or “no party”) voters may be eligible to choose a party ballot if the party has allowed Independent voters to vote in its primary elections. Tell Independent voters to read the Independent Voter Information card.
  - Check the school district, technology center, and municipality columns, if applicable. A voter is eligible to receive ballots for the districts listed for the voter in the Precinct Registry.
- If the voter provided an acceptable form of proof of identity and does not dispute the information printed in the Precinct Registry,
  - Refer to the Ballot Codes list provided by the Secretary of the County Election Board. Write the appropriate ballot code(s) in the “Ballot Issued” column in the Precinct Registry.
  - Ask the voter to sign the Precinct Registry.
  - Clearly tell the Clerk which ballots the voter is eligible to receive.
- If the voter disputes the information listed in the Precinct Registry, offer a provisional ballot. See pages 31 – 32.



# Precinct Registry

The name on the voter's ID must substantially conform to the name in the Precinct Registry.

A Political Affiliation will be listed only if there is a partisan election.

MESA - Precinct Registry  
Election Date: 9/11/2015 Precinct: 140002

8/7/2015 2:05 PM  
Registry ID: 37451

Political Affiliation:

	Last Name, First Middle Initial/ Residence Street Address	School	TC	Muni	Ballot Issued	Signature of Voter
1	GABLE, CLARK 125 Vivian Leigh Drive	102914 03	17	NORM 04	1	*****ABSENTEE BALLOT REQUESTED*****
2	HART, MARY 150 MULBERRY RD	102914 02	17	NORM 04	NORM Dem	2 <i>Mary Hart</i>
3	HINTON, S E 603 W 9 ST	102914 03	17	NORM 04	3	
4	HOWARD, RON 203 E GRISSOM AVE	102914 03	17	NORM 04	4	
5	KIRKPATRICK, JEANE J 107 S CLUBHOUSE DR	102914 03	17	NORM 04	5	*****ABSENTEE BALLOT REQUESTED*****
6	LARGENT, STEVE 1000 W 3 ST	102914 03	17	NORM 04	6	
7	LUCID, SHANNON 111 CARTER RD	102914 02	17	NORM 04	7	*****INSUFFICIENT ADDRESS*****
8	MANTLE, MICKEY 1410 W 14 ST	102914 03	17	NORM 04	8	
9	MCENTIRE, REBA 411 S BOONE AVE	102914 02	17	NORM 04	9	*****CONFIRM ADDRESS*****
10	MCGRAW, PHILLIP 1101 S STATE AVE	102914 02	17	NORM 04	10	*****CONFIRM ADDRESS*****
11	MESTA, PEARLE 110 CLUBHOUSE CT	102914 02	17	NORM 04	11	
12	MILLER, SHANNON 42119 CLUBHOUSE CT	102914 03	17	NORM 04	12	
13	MULLALLY, MEGAN 109 BROADWAY AVE	102914 03	17	NORM 04	NORM Dem	13 <i>Megan Mullally</i>
14	BATTON, GEORGE M	102914 02	17	NORM 04	14	
		102914 03	17	NORM 04		

Absentee Ballot Requested. Follow the instructions on page 20. The voter signs over the message after signing the pink Affidavit.

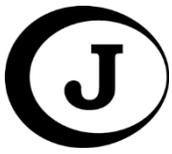
Look for messages. Follow the instructions on page 21. The voter signs over the message.

The Voter ID number is requested on some forms.



Voters are eligible for School, Technology Center, and Municipal ballots for the districts listed in the Precinct Registry. If the voter insists on a different district, issue a provisional ballot.

Ballot Codes are provided by the County Election Board for each election. Carefully record the code for each ballot issued to a voter.



## Non-routine Procedures for the Judge to Process Voters

The **Judge** follows these procedures in non-routine situations.

- Voter disputes information listed in the Precinct Registry.
  - Offer the voter a provisional ballot. See pages 31 – 33.
- Voter is not listed in Precinct Registry.
  - Ask the Inspector to call the County Election Board to verify that the voter is at the correct polling place.
  - Offer the voter a provisional ballot. See pages 32 – 33.
- Voter does not provide an acceptable proof of identity.
  - Offer the voter a provisional ballot. See pages 32 – 33.

**Messages in Precinct Registry** – Messages may appear in the signature line of the Precinct Registry.

- **Absentee Ballot Requested** – The words “Absentee Ballot Requested” appear in the Precinct Registry on the signature line beside the name of a voter who requested absentee ballots for the election. A voter who has applied for absentee ballots may vote at the polling place only after signing the pink Absentee Voter Affidavit. If the voter refuses to sign the pink Absentee Voter Affidavit, offer the voter a provisional ballot.
  - Print the voter’s name in the appropriate column.
  - Tell the voter to read the oath printed on the pink Absentee Voter Affidavit form and then to sign the form in the column next to the voter’s name. The form is located in the Forms section of the Precinct Official Notebook.
  - If the voter brought the absentee ballot to the polling place, tell the voter that it is too late to vote that ballot. Take the ballot from the voter, tear it up, and discard it.
  - After the voter signs the Absentee Voter Affidavit, tell the voter to sign the Precinct Registry across the message in the signature line.
  - The Judge completes the Witnessed By section.
  - Return to the routine procedure.

**ABSENTEE VOTER AFFIDAVIT**

ELECTION DATE 11/19/2018      PRECINCT 120207

**VOTER'S OATH:** I swear or affirm that I have not already voted in this election by mail ballot or by in-person absentee ballot.

VOTER'S PRINTED NAME	VOTER'S SIGNATURE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

**WITNESSED BY:**

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Judge \_\_\_\_\_



- **Confirm Address** – The words “Confirm Address” may appear in the signature line beside a voter’s name.
  - Give the voter a copy of the Address Information Requested handout and an Oklahoma Voter Registration Application form.
  - Ask the voter to fill out and sign the application form. The voter may return the completed application to a Precinct Official before leaving the polling place or mail the form at a later time.
  - Tell the voter to sign the Precinct Registry in the signature space across the message.
  - Return to the routine procedure.
- **Insufficient Address** – The words “Insufficient Address” may appear in the signature line beside a voter’s name if more information is needed to locate the voter’s residence on a map.
  - Give the voter a copy of the Address Information Requested handout and an Oklahoma Voter Registration Application form.
  - Ask the voter to fill out and sign the application form. The voter may return the completed form to a Precinct Official before leaving the polling place or may mail the form at a later time.
  - Tell the voter to sign the Precinct Registry in the signature space across the message.
  - Return to the routine procedure.
- **More Than One Message** – If there is more than one message printed in the signature line of the Precinct Registry, follow the procedure for each message.

## **School District/Technology Center District/Municipal District**

### **District Codes in Precinct Registry**

- A voter is eligible to receive ballots for the districts listed for the voter in the Precinct Registry.
  - If the school district and/or technology center district nominates and elects its officers by school board district, a numeral will appear below the district code in the Precinct Registry to indicate the school board district to which the voter’s residence is assigned.
  - If a municipality nominates and elects its officers by ward, a numeral will appear below the municipal district code in the Precinct Registry to indicate the ward to which the voter’s residence is assigned.



### **“NONE” Appears in the “Muni” Column**

- This voter does not reside within the boundaries of a municipality and is not eligible to receive a municipal ballot.

### **The “School,” “TC,” and/or “Muni” Column is Blank**

- Show the voter the precinct's school district or municipal map.
- Ask the voter to find his or her residence on the map and to determine from the map the appropriate district in which he or she lives.
- If the district nominates and elects its officers by ward or school board district, and if the district is holding an election in one or more wards/school board districts, ask the voter to determine from the map the election district in which he or she lives.
- If the voter indicates the residence is within the applicable district
  - Write the appropriate school district, technology center district and/or municipal ballot codes in the “Ballot Issued” column.
  - Tell the voter to sign the Precinct Registry.
- Tell the **Clerk** which ballot to issue to the voter.

### **Voter Disputes District**

- If the voter disputes the school district, technology center district, and/or municipality listed in the Precinct Registry, offer the voter a provisional ballot. See pages 32 – 33.

**Uniformed Services or Overseas Voter** – A member of the uniformed services, an overseas voter, or their eligible spouse or dependent who is not a registered voter and who returned home within 90 days of the election may cast a provisional ballot and have that ballot counted if they are residents of the precinct, provide proof of identity, and meet one of the following requirements. See pages 32 – 33.

- The person was honorably discharged from the uniformed services of the United States and has returned home 90 days or fewer before the election.
- The person is on officially authorized leave from the uniformed services of the United States and has returned home 90 days or fewer before the election.
- The person was terminated or is on leave from his or her service or employment overseas and returned home 90 days or fewer before the election.
- The person is the spouse or dependent of a person described above in this subsection.





**Provisional Ballot Voucher**

**Judge:** Circle the reason this voter needs a provisional ballot.

Proof of ID      Not in Registry      Party      School      Municipality      US/OV      Other

**Judge:** Copy the voter's name, address, party, school district and/or municipality exactly indicated in the Precinct Registry to the spaces below. Tell the voter to give the voucher to the PVO/Inspector.

Voter's Name in Precinct Registry: \_\_\_\_\_

Voter's Residence Address in Precinct Registry: \_\_\_\_\_

Voter's Political Party, School District and/or Municipality in Precinct Registry: \_\_\_\_\_

Ballot Codes for Voter: \_\_\_\_\_



### Filling out a Provisional Ballot Voucher

The **Judge** fills out a Provisional Ballot Voucher for every voter who will cast a provisional ballot. Do not send a voter to the Inspector or Provisional Voting Officer without a voucher. **Write all the information requested on the voucher in the spaces provided for it.**

- Circle the reason the voter will cast a provisional ballot. If there is more than one reason, circle all reasons that are applicable.
- Write the voter's name exactly as it appears in the Precinct Registry. If the voter's name is not listed in the Precinct Registry write the information the voter gives you and circle "Not in Registry."
- Write the voter's residence address exactly as it appears in the Precinct Registry. If the voter's name is not listed in the Precinct Registry write the address information the voter gives you and circle "Not in Registry."
- Write the voter's political party, school district, and/or municipality as it appears in the Precinct Registry. It is only necessary to write the information that pertains to the type of election in the polling place for this election.
- Write the ballot codes for the provisional ballots to be issued to the voter in the space provided. (For example, if the Precinct Registry indicates that the voter is not assigned to Municipality A, but the voter insists that his/her address is located inside the municipal boundaries, write the ballot code for Municipality A.)
- **Reminder:** Do not write any information in the Precinct Registry for a provisional voter.
- Send the voter to the **Provisional Voting Officer** or the **Inspector** with the completed Provisional Ballot Voucher.



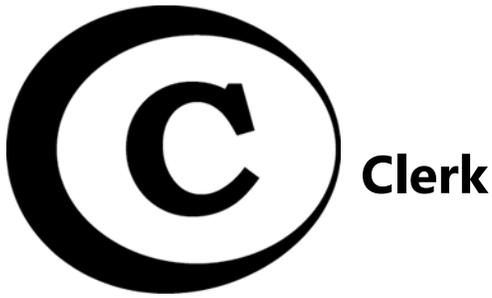
## Voter Assistance

- Some voters are entitled to special assistance while voting. Voters who are blind or physically disabled and voters who are unable to read the ballot may receive assistance in voting.
- The Audio Tactile Interface (ATI) offers an audio version of the ballot or ballots available in the precinct. Any voter may request to use the ATI. However, it is designed to provide a physically incapacitated voter or visually disabled voter the ability to vote privately and independently. Please offer the ATI to anyone who would appear to benefit from use of this device.
- If a voter wishes to use the ATI or if a voter needs assistance in voting, refer the voter to the **Inspector**.

## Voter Who Moved to New Residence in the County

- A registered voter who has moved to a new residence in the same county but who has not changed his or her voter registration to the new address is entitled to vote. The voter may vote only at the polling place serving the address where the voter is registered. The voter's name must be in the Precinct Registry at that polling place. While at the polling place, the voter may apply to change his or her voter registration address. The decision to apply to change voter registration is the voter's decision.
  - The **Judge** verifies that the voter's name is in the Precinct Registry and notifies the **Inspector**.
  - The **Judge** asks the voter to sign the Precinct Registry and returns to the routine procedure.
  - The **Clerk** issues the appropriate ballot(s) to the voter.
  - The **Inspector** gives the voter an Oklahoma Voter Registration Application form.





## **Routine Procedures for the Clerk**

### **Ballot Distribution**

Give the voter a ballot for each election in which he or she is voting.

- Start with book of ballots as instructed by the Secretary of the County Election Board for each ballot type.
- Verify with the **Judge** which ballot(s) the voter is eligible to receive.
- Carefully tear only one ballot from the pad.
- Do not remove ballots in anticipation of the next voter. Wait until a voter is present and the Judge has determined which ballots should be issued before removing a ballot from the pad.
- Remind voters to wait until “Ready to Scan” appears before inserting a ballot into the eScan.

### **Forms**

Ensure all forms, seals, envelopes and tally report tapes pertinent to this election are signed by the appropriate official.

- Absentee Voter Affidavit
- Spoiled Ballot Affidavit
- Voter Assistance Form
- ATI Session Log
- Inspector's Notes to Secretary
- Request to Cancel Registration of Deceased Voter form
- Provisional Ballot Roster
- Long white State Election Board seal for transfer cases
- Envelope for Tally Report



## Non-routine Procedures for the Clerk

### Spoiled Ballots

A spoiled ballot is one that the voter makes a mistake in marking.

- When a voter spoils a ballot
  - Have the voter fold the spoiled ballot in half. If more than one ballot was issued to the voter, tell the voter to put all of the correctly marked ballots in the voting device.
  - Tear up the spoiled ballot and discard the pieces.
  - Print the voter's name on the gold Spoiled Ballot Affidavit. The gold Spoiled Ballot Affidavit is found in the Forms section of the Precinct Official Notebook.
  - Write the code for the spoiled ballot on the gold Spoiled Ballot Affidavit in the "Ballot Code(s)" column.
  - Have the voter read the oath printed on the gold Spoiled Ballot Affidavit and sign the affidavit in the signature column.
  - Issue a replacement ballot to the voter.

**SPOILED BALLOT AFFIDAVIT**

Precinct 120207 Election Date 11/10/2015

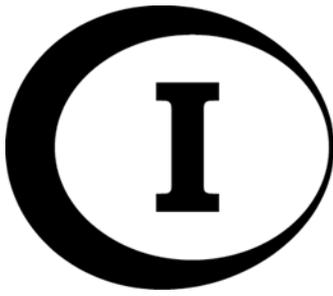
Instructions: When a voter spoils a ballot, the voter should return the ballot to the Clerk. Destroy the ballot. Print the voter's name and the ballot code of the spoiled ballot. The voter must sign this Affidavit before receiving a new ballot.

**Voter's Oath:** I swear or affirm that I spoiled one or more of my ballots, that I returned the spoiled ballot to the Clerk, who destroyed the ballot in my presence, and that I received a new ballot.

PRINTED NAME	BALLOT CODE(S)	VOTER'S SIGNATURE
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.		

WITNESSED BY: \_\_\_\_\_, Clerk  
 Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

- The **Clerk** completes and signs the Witnessed By section of each gold Spoiled Ballot Affidavit page that is used.
- If the eScan displays an error code, **do not spoil the ballot!**

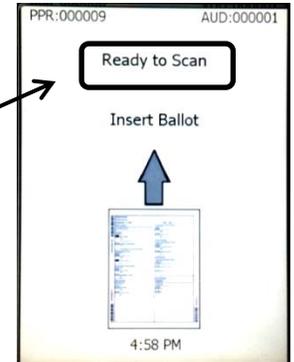


## Inspector

### Routine Procedures for the Inspector

The **Inspector** follows these routine steps to process voters.

- Provide the voter with a ballpoint pen.
- Direct the voter to a vacant voting booth.
- Tell the voter to feed the ballot into the voting device. Voters should wait until they see “Ready to Scan” on the console screen before feeding the ballot into the voting device. Either end of the ballot may be fed first and the ballot may face up or down.
- Retrieve the ballpoint pen from the voter. If a secrecy folder was used, retrieve the secrecy folder from the voter. If “I voted” stickers are provided for the election, offer one to the voter.
- If the voting device returns a ballot, the voter may be able to resolve the problem by following the instructions on the voting device console screen. The Inspector should always be prepared to answer questions and to assist the voter if necessary. See Non-Routine Procedures for the Inspector. See page 38.
- **Abandoned Ballot** – In the event the eScan rejects and returns a voter’s ballot after the voter leaves the election enclosure, press the Cast Ballot button on the device console to accept the ballot.
- Inspect the voting booths and other areas of the election enclosure periodically for discarded ballots.
  - If you find a **discarded ballot** (marked or unmarked), show it to the **Judge** and **Clerk**, fold the ballot in half, and attach the ballot to the cream Inspector’s Notes to Secretary form located in the Forms section of the Precinct Official Notebook. Explain on the form that the ballot was discarded and the location the discarded ballot was found. **Do not** put the ballot in the voting device.
- Inspect voting booths and other areas of the election enclosure periodically for campaign literature. Remove and discard any that you find.
- Call the County Election Board office immediately if the ballot supply seems low.



# I

## Non-routine Procedures for the Inspector

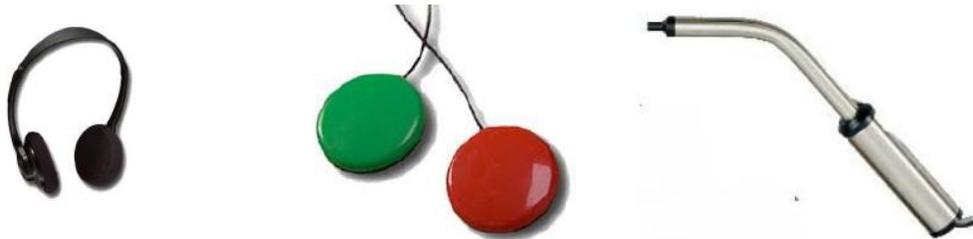
The Inspector follows these procedures in non-routine situations.

**Voter Assistance** – Some voters are entitled to special assistance while voting. Voters who are blind or physically disabled and voters who are unable to read the ballot may receive assistance in voting.

- **Audio Tactile Interface (ATI)** – The Audio Tactile Interface (ATI) offers an audio version of the ballot or ballots available in the precinct. The ATI controller, which is attached to the eScan voting device, provides a mechanical method to navigate the ballot, to make selections, and to



cast the voted ballot. Any voter may request to use the ATI. However, it is designed to provide a physically incapacitated voter or visually disabled voter the ability to vote privately and independently. Please offer the ATI to anyone who would appear to benefit from use of this device. A headset is provided. A voter may use their own headset and adaptive devices with the ATI. See pages 49 – 51 for instructions.





- **Assistance Inside the Polling Place – Blind or Visually Disabled, Physically Disabled, or Illiterate Voters**

Some voters need assistance to vote because they are blind or visually disabled, physically disabled or infirm, or illiterate. Such voters must always be offered the opportunity to vote privately and independently using the ATI device attached to the voting device. If a voter chooses not to use the ATI, the Precinct Officials follow this procedure:

- The **Inspector** reads one of the following oaths that is appropriate for the voter:
  - Oath for Blind or Visually Disabled Voter
  - Oath for Physically Disabled Voter
  - Oath for Illiterate Voter

**Oath for Blind or Visually Disabled Voter:**

**“Do you swear or affirm that you need assistance to vote because you are blind or visually disabled?”**

**Oath for Physically Disabled Voter:**

**“Do you swear or affirm that you need assistance to vote because you are physically disabled?”**

**Oath for Illiterate Voter:**

**“Do you swear or affirm that you need assistance to vote because you are unable to read or write?”**

- The **voter** chooses an assistant. The assistant may be anyone the voter wants, including the **Judge** or the **Clerk**, but not the Inspector.
- The **Inspector** reads the Oath for Voter’s Assistant.

**Oath for Voter’s Assistant:**

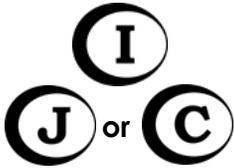
**“Do you swear or affirm that you are not the voter’s employer or an agent of the voter’s employer? Do you swear or affirm that you are not an officer or agent of the voter’s union? Do you swear or affirm that you will mark the ballot or help the voter mark the ballot according to the voter’s wishes?”**





- **Assistance Outside Polling Place – Physically Disabled or Infirm Voter**

- A voter who comes to the polling place but who cannot come inside to vote because of a physical disability or infirmity is entitled to vote outside the polling place assisted by two Precinct Officials. If the voter is only visually disabled, this procedure does not apply.
- Precinct Officials use this procedure when they learn that a physically disabled or infirm voter is outside wanting to vote. Before going outside to help the voter, the Precinct Officials must stop processing voters inside the polling place.



- The **Inspector** tells the **Judge** to stop allowing voters to sign the Precinct Registry.
- After all the voters who already have signed the Precinct Registry finish voting, the **Inspector** and **one of the other Precinct Officials** go outside to help the voter. The **Inspector** and the **other Precinct Official** must be registered to vote in different political parties.
- The **Inspector** and the **other Precinct Official** take these items outside with them to assist the voter:
  - Precinct Registry
  - Ballots
  - Secrecy folder
  - Precinct Official Notebook
  - Oklahoma Voter Registration Application form
  - Address Information Requested handout
- The Precinct Official who stays inside the polling place does not allow any voters to sign the Precinct Registry or receive ballots to vote while the Inspector and the other Precinct Official are outside.
- The **Inspector** and the **other Precinct Official** follow this procedure when they go outside to help the voter:
  - The **Inspector** reads the Oath for Voter.

**Oath for Voter:**

**“Do you swear or affirm that you cannot enter the polling place to cast your ballot today because of a physical disability or infirmity? Do you further swear or affirm that the disability or infirmity is not a visual disability?”**



- The **other Precinct Official** finds the voter's name in the Precinct Registry and asks to see the voter's proof of identity. If the voter does not have proof of identity, the voter may vote only by provisional ballot. See pages 25 – 26.
  - If it is determined that the voter must vote by provisional ballot for any reason, the Precinct Officials should reenter the polling place, gather the appropriate provisional voting supplies, return to the voter's vehicle, and follow steps to issue a provisional ballot.
- The voter signs the Precinct Registry if able to do so. If the voter cannot sign the Precinct Registry, the **other Precinct Official** prints the voter's name in the Precinct Registry and writes his own initials beside the voter's printed name.
- If the Precinct Registry contains a message, follow the appropriate steps in the Messages in Registry section on pages 28 – 29.
- If the voter can mark the ballot without assistance, the Precinct Officials allow the voter to do so. The Precinct Officials allow the voter as much privacy as possible to mark the ballot in secret. The voter puts the ballot in the secrecy folder.
- If the voter cannot mark the ballot, the voter chooses an assistant. The voter's assistant may be the **other Precinct Official** or any other person the voter wants. The **Inspector cannot** be the voter's assistant.
- If an assistant is used, the **Inspector** reads the Oath for Voter's Assistant.

**Oath for Voter's Assistant:**

**“Do you swear or affirm that you are not the voter's employer or an agent of the voter's employer? Do you swear or affirm that you are not an officer or agent of the voter's union? Do you swear or affirm that you will mark the voter's ballot or help the voter mark the ballot according to the voter's wishes?”**



- The **Inspector** prints the names of the voter and the voter's assistant on the blue Voter Assistance Form and puts a check mark in the “Physically Disabled Voter (Other Than Visual) . Who Cannot Enter Polling Place” column.

**VOTER ASSISTANCE FORM  
ELECTION DAY POLLING PLACE**

550001  
Precinct

12/10/2019  
Election Date

INSPECTOR: Follow the instructions in the Precinct Official Notebook to provide assistance to voters as needed.

	Voter's Name (Print)	Assistant's Name (Print)	Assistant's Signature	Precinct Official Who Takes Ballots Outside Polling Place (Signature)	Reason Voter Needs Assistance Place <input type="checkbox"/> in column for reason voter who signs this form.		
					Blind or Visually Impaired	Physically Disabled	Illiterate
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Inspector's Printed Name \_\_\_\_\_

Inspector's Signature \_\_\_\_\_

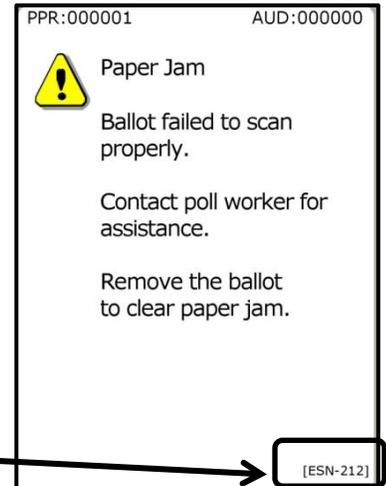
11/18/2019

- If the voter marked the ballot, the **other Precinct Official** signs the blue Voter Assistance Form. If the voter did not mark his or her own ballot, the voter's assistant and the other Precinct Official sign the blue Voter Assistance Form. If the other Precinct Official served as the voter's assistant, he or she signs the blue Voter Assistance Form only in the column labeled “Precinct Official Who Takes Ballots Outside Polling Place.”
- The **Inspector** signs the blue Voter Assistance Form in the space provided at the bottom of the form.
- The **voter's assistant** marks the voter's ballot as the voter instructs. The Precinct Officials allow the voter and the voter's assistant as much privacy as possible to mark the ballot in secret. The voter's assistant puts the ballot in the secrecy folder.
- The Precinct Officials go back inside the polling place. The **Inspector**, using the secrecy folder and with the **other two Precinct Officials** watching, immediately puts the ballot in the voting device.
- Return to the routine procedure.

# I

## Assistance with eScan Voting Device

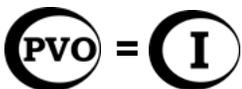
- Occasionally, there may be an issue with the voting device accepting a ballot. The **Inspector** should be ready to assist any voter that needs assistance.
  - The most common scenario is that the voter did not insert the ballot far enough into the voting device. Instruct the voter to insert the ballot.
- Do not look at the way the voter has marked the ballot. Be careful that you do not give the appearance that you are looking at the way the voter has marked the ballot.
- If the voter's ballot is not accepted into the voting device, do not have the voter remove the ballot. The console displays an error code in the lower right corner. Look at the **error code** on the console. Refer to the Troubleshooting Appendix beginning on page 81 for instructions.



## Inspector's Notes to Secretary

- Use the cream Inspector's Notes to Secretary form to record problems or questions that arise during the day. This form is located in the Forms section of the Precinct Official Notebook.
- Even problems that you called the County Election Board Secretary for immediate assistance should be recorded on this form.

## Provisional Voting



In most counties and for most elections, the Inspector will serve as the Provisional Voting Officer. See section for Provisional Voting Officer on pages 57 – 61.

# I

## Violations of the Law

- If one of the Precinct Officials observes an election law being violated, it would be proper for the **Inspector** to inform the violator that the action is against the law. However, under no circumstances shall the Precinct Officials be involved in enforcement of the law. If violators persist in their actions, the **Inspector** immediately shall notify the **Secretary of the County Election Board**. See page 8.

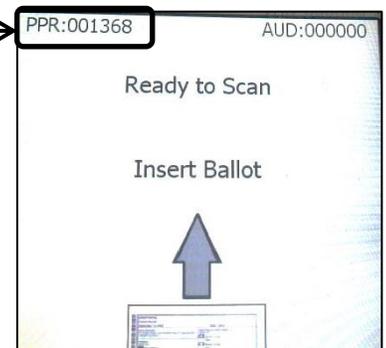
## Cancellation of Registration of Deceased Voter

- The next of kin of a deceased voter may cancel the deceased voter's registration at the polling place on election day. The decision to cancel such a registration belongs to the next of kin. The **Inspector** follows this procedure if the next of kin chooses to cancel the registration.
  - Print the following information on a green Request to Cancel Registration of Deceased Voter form (The form is located in the Forms section of the Precinct Official Notebook.):
    - Deceased voter information
    - Deceased voter's county
  - Ask the next of kin to read the Request to Cancel Registration of Deceased Voter form and to complete and sign the **oath section** if all the information is correct.
  - Sign and date the form and circle your title as Precinct Inspector.

The form is titled "Request To Cancel Registration Of Deceased Voter". It includes sections for "GENERAL INSTRUCTIONS", "DECEASED VOTER'S INFORMATION", "OATH", and "WITNESSED BY - CHOOSE ONLY ONE METHOD BELOW AND COMPLETE". The "OATH" section is highlighted with a box and an arrow pointing to it from the text "sign the oath section". The "WITNESSED BY" section has three options: "ELECTION OFFICIAL WITNESS", "TWO WITNESSES", and "NOTARY PUBLIC WITNESS". The "ELECTION OFFICIAL WITNESS" option is circled, with an arrow pointing to it from the text "circle your title as Precinct Inspector".

## Precincts With More Than 3000 Ballots

- Check the public counter on the voting device screen periodically through the day. Call the County Election Board office immediately if the public counter reaches 3,000. Follow the instructions given by the County Election Board staff.





## Voter Who Moved to New Residence in the County

- A registered voter who has moved to a new residence in the same county but who has not changed his or her voter registration to the new address is entitled to vote. The voter may vote only at the polling place serving the address where the voter is registered. The voter's name must be in the Precinct Registry at that polling place. While at the polling place, the voter may apply to change his or her voter registration address. The decision to apply to change voter registration is the voter's decision.
  - The **Judge** verifies that the voter's name is in the Precinct Registry and notifies the **Inspector**. The **Judge** asks the voter to sign the Precinct Registry and returns to the routine procedure.
  - The **Clerk** issues the appropriate ballot(s) to the voter. The **Inspector** gives the voter an Oklahoma Voter Registration Application form.
    - Tell the voter to read the instructions printed on the form.
    - Tell the voter to fill out and sign the form.
    - Tell the voter to bring the form back to the **Inspector**. (However, the voter may take the application form away from the polling place and mail it later.)
    - Tell the voter that a new voter identification card will be mailed to the new address. Also tell the voter the new voter identification card will list the new precinct number and polling place location.



# I

## Watchers

- Watchers sometimes are commissioned by a candidate or a political party to watch the voting device used in the precinct. When the Inspector picks up election supplies, the **Secretary of the County Election Board** will tell the Inspector that a Watcher has been authorized to be in the precinct. If the Secretary does not tell the Inspector about a Watcher, then no one can be a Watcher in the precinct.
- **Rules for the Watcher**
  - The **Watcher** must arrive at the polling place no later than 6:30 a.m. to watch the voting device before the polls open.
  - The Watcher must take an oath.
  - The Watcher **only** watches the voting device **before** the polls are opened and **after** the polls are closed.
    - Before the polls open, the Watcher may watch the Precinct Officials prepare the voting device and watch while the Zero Report prints.
    - After the polls close, the Watcher may watch the Detail and Tally Reports print and may watch while the Precinct Officials secure the voting device and ballots.
  - The Watcher cannot stay at the polling place all day.
  - The Watcher must return to the polling place by 7 p.m. to watch the voting device after the polls close.
  - The Watcher cannot give any information about the voting device count to anyone before the Inspector posts a copy of the Detail and Tally Reports on the polling place door.
- The **Inspector** places the Watcher under the Oath for Watcher.

### **Oath for Watcher:**

**“Do you swear or affirm that you will abide by all the laws and rules prescribed for Watchers? Do you swear or affirm that you will limit yourself to watching the voting device before the polls are opened and after the polls are closed? Do you swear or affirm that you will not stay at the polling place at other times?”**

- A Watcher may come to the polling place with County Election Board personnel to watch any voting device repairs made during the election day. This Watcher has already been placed under oath by the County Election Board Secretary.
- Any Watcher who violates the law prescribed for Watchers shall be deemed guilty of a misdemeanor.



## Pollsters

- A Pollster is someone authorized to conduct an exit poll on election day within 300 feet of a ballot box. The Secretary of the County Election Board tells the Inspector when the Inspector picks up ballots and supplies for the election that a Pollster will be at the polling place. If the Secretary does not tell the Inspector about a Pollster, no one can conduct an exit poll within 300 feet of the ballot box.
- The **Inspector** should have no contact with a Pollster unless it seems the Pollster violates one of the following rules.
- **Rules for Authorized Pollster**
  - The **Pollster** wears the orange Pollster identification badge provided by the Secretary of the County Election Board at all times while conducting the exit poll.
  - The Pollster obeys Oklahoma laws against electioneering. See page 8.
  - The Pollster stays more than 50 feet away from the ballot box at all times.
  - The Pollster uses only written polling materials within 150 feet of the ballot box.
  - The Pollster conducts oral interviews with voters and/or electronically records comments of voters more than 150 feet from the ballot box.
  - The Pollster approaches only voters who have finished voting about participating in the exit poll.
- Participation in an exit poll by a voter is voluntary.
- A Pollster who violates the law prescribed for Pollsters shall be deemed guilty of a misdemeanor.



# Audio Tactile Interface (ATI)

The ATI is a device attached to the eScan that allows persons with disabilities to vote without a paper ballot. The ATI accommodates other adaptive devices.

## Control Options

1. **Audio Tactile Interface** with headphone jack (a) and adaptive devices jack (b).
2. **Headphones** are included in the inside lid of the eScan case, or a voter may provide their own.
3. **Sip and Puff** device, which is supplied by the voter.
4. **Tactile Input Switches, or "Paddles,"** which are supplied by the voter.



## ATI Buttons

**SELECT** Wheel  
 Move between choices.  
 Adjust audio volume.



**ENTER**  
 Press to make a choice.



**PREV**  
 Press to go back one contest.



**NEXT**  
 Press to go to the next contest.



**CAST BALLOT**  
 Press to cast the ballot from the final summary page.



# I

## ✓ Assisting the ATI Voter with Instructions



Before the ATI voter begins voting, explain the following information about the ATI device and process:

- Let the voter know that the audio ballot will start automatically and will provide ongoing audio instructions throughout the ballot.
- Reference the chart below as you orient the voter to the ATI buttons.

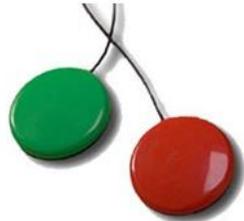


- Press the **HELP** button once to have the current page name, description, and help instructions read.
- Press the **HELP** button twice to access device settings.

ATI Button	Voting Function	Adjust Device Settings by pressing Help Button twice
	Turn to the right to hear selections on the ballot. Turn to the left to hear something repeated.	Adjust the audio volume.
	Press to mark selections. Do this for each contest.	Return to audio ballot.
	Press to go back one contest.	Reduce the audio speed.
	Press to go to the next contest.	Increase the audio speed.
NOTE: When you have reached the end of the ballot, listen to the <b>Ballot Summary Page</b> carefully.		
	Press after you have verified all voting selections. Press Cast Ballot to finish your voting session. Once this is done, no further changes can be made.	

# I

Voters with dexterity impairments that prevent them from using the ATI's buttons and wheel may bring and use these adaptive input devices shown below.

 <p><b>Sip and Puff</b></p>	<p>Sipping =   Clockwise to move through ballot</p>
	<p>Puffing =  to mark selections</p>
 <p><b>Tactile Input Switches</b></p>	<p>Red  =   Clockwise to move through ballot</p>
	<p>Green  =  to mark selections</p>

# I



## Preparing the ATI for Use

- The ATI is designed to accept adaptive devices for voters who have mobility impairments. Voters will provide their own adaptive devices (either a Sip and Puff device or Tactile Input Switches).

- Remove the ATI from its compartment and move it to the designated voting area.

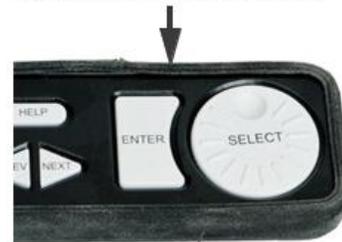
- Plug the headphones into the **headphone input jack**. 

Headphone Input Jack 



- Plug an adaptive device into the **disabled access jack**, if necessary. (The disabled access jack has a wheelchair symbol next to it.) 

Disabled Access Jack 



- Obtain ballots from the Clerk for the elections in which the voter is eligible to vote.

- Write "ATI" at the top of each blank ballot.

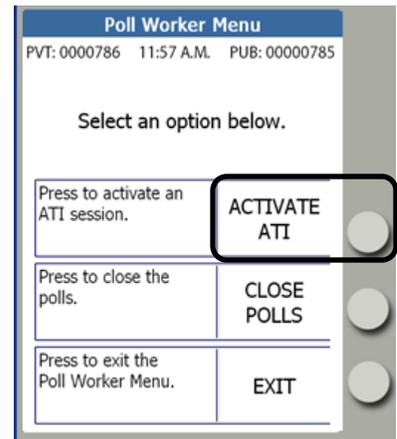
- On the ATI Session Log form, write the current time and indicate the ballots issued to initiate the ATI session.

- Press the **red Poll Worker button** on the back of the eScan one time while the **Ready to Scan** screen is displayed.

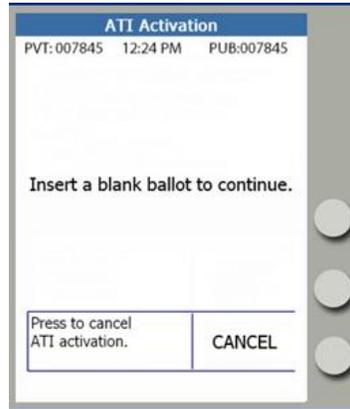


# I

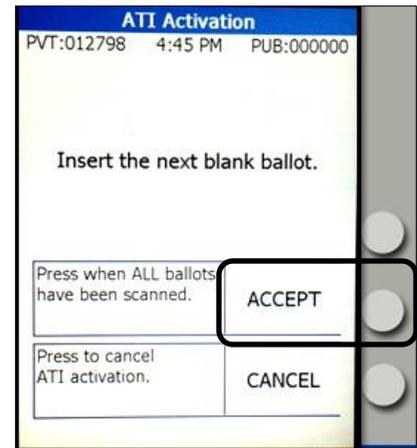
- The Poll Worker menu appears. Press the button next to **ACTIVATE ATI** on the console.



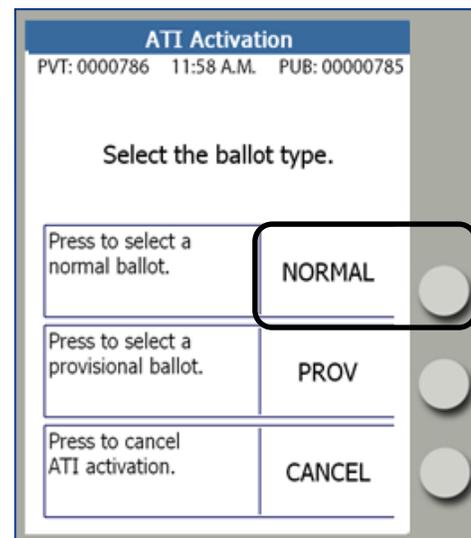
- Insert the voter's blank ballot(s) into the eScan, one sheet at a time.



- Press the button next to **ACCEPT** once all blank ballots have been scanned.
  - Note: if you need to cancel ATI Activation, press the button next to **CANCEL**. Fill out the required information on the ATI Session Log.

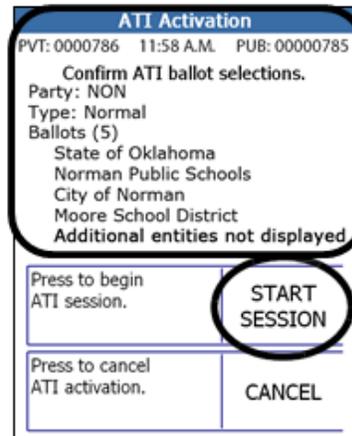


- Press the button next to **NORMAL** for all non-provisional ATI voters.
  - For provisional ATI voters, see Starting a Provisional ATI Session on page 55.

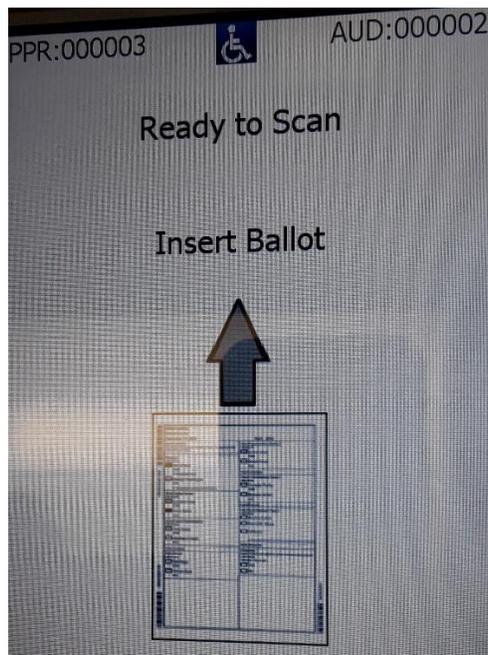


# I

- Confirm the voter's ATI ballot selections on the console and press the button next to **START SESSION**.



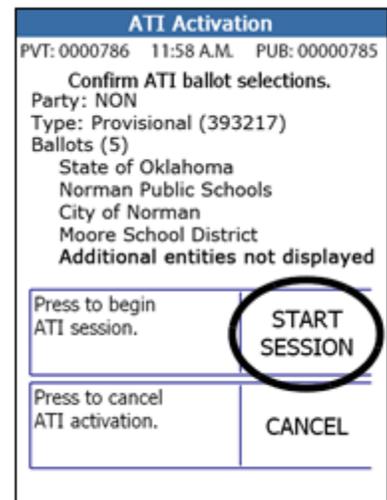
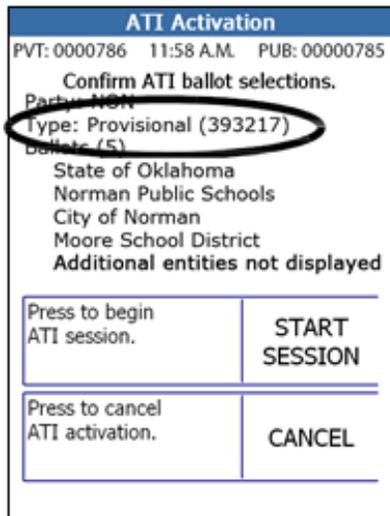
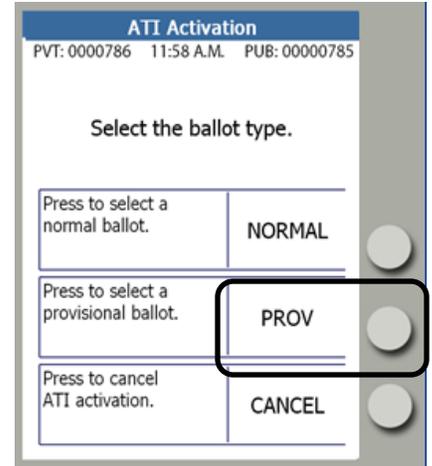
- The voter's audio ballot session begins. Other voters can continue to scan paper ballots while the ATI is in use.





## Starting a Provisional ATI Session

- If a provisional voter needs to use the ATI to vote, a Provisional ATI Session must be started.
- Follow the steps for processing a Provisional Voter on pages 50 – 51.
- Follow the steps on Preparing the ATI for Use on pages 52 – 53 to Activate an ATI Session.
- Press the button next to **PROV**.
- Copy the Ballot Code from the Confirmation screen on the console to the voter's Oklahoma Provisional Ballot Affidavit.



- Press the button next to **START SESSION**.
- The voter's audio ballot session begins.
- The Voter Provisional Stub prints. Do not tear off the stub. Do not write the voter's name on the stub or have the voter sign the stub. The Ballot Code is on the stub if it wasn't copied from the screen.

Other voters can continue to scan paper ballots while the ATI is in use.



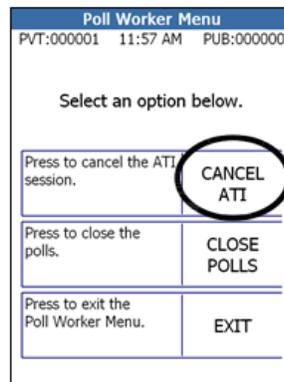
## Cancelling an Active ATI Session

You may need to cancel an active ATI session for a variety of reasons:

- Wrong ballot style
- Not all blank ballots were scanned
- Voter left the voting area without casting a ballot
- Voter decides to vote a paper ballot

You may cancel an active ATI session once it has been started (and after the voter begins listening to the audio), but before the ballot has been cast.

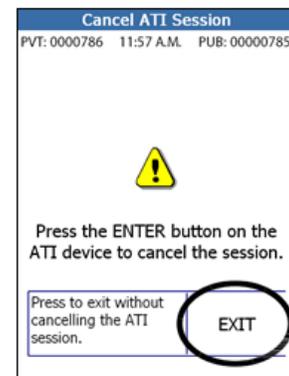
- Press the **red Poll Worker button** on the back of the eScan one time.
- Press the button next to **CANCEL ATI**.



- The ATI confirms that you want to cancel. Press the **ENTER** button on the ATI to cancel the session.

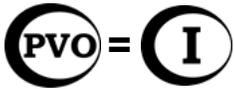


- If you do not wish to cancel the session, press the button next to **EXIT** on the eScan console to exit and return to the voter's ATI session.
- Fill out the required information on the ATI Session Log.





# Provisional Voting Officer



- In most counties and for most elections, the **Inspector** will serve as the **Provisional Voting Officer**.

- **Provisional Ballot** – a ballot for a voter when there are questions about the voter's eligibility to vote. It is used for a voter who does not provide an acceptable form of proof of identity; who is not listed in the Precinct Registry; who disputes the party, school district, or municipality listed in the Precinct Registry but who claims to reside within the geographical boundaries of the precinct and who claims to be registered and eligible to vote in the election. A provisional ballot is not scanned into the voting device, but is sealed in an envelope with other documents for special handling by the County Election Board to determine if the ballot can be counted. (Note: Special procedures are followed for ATI Provisional ballots. See pages 59 – 61.)
- Provisional voting supplies include:
  - Checklist for Provisional Voting Officer (tan)
  - Oklahoma Provisional Ballot Affidavits (tan)
  - Provisional Ballot Roster (should be returned in the clear plastic pocket of the orange Provisional Ballots Bag)
  - Ballots envelopes
  - Provisional Ballot Materials envelopes
  - Provisional Voting Information handouts
  - Provisional Ballot Vouchers
  - Orange Provisional Ballots Bag



- The **Judge** completes the Provisional Ballot Voucher and sends the voter to the **Provisional Voting Officer**. See instructions in the Judge section pages 32 – 33.

Provisional Ballot Voucher						
<b>Judge:</b> Circle the reason this voter needs a provisional ballot.						
Proof of ID	Not in Registry	Party	School	Municipality	US/OV	Other
<b>Judge:</b> Copy the voter's name, address, party, school district and/or municipality exactly indicated in the Precinct Registry to the spaces below. Tell the voter to give the voucher to the PVO/Inspector.						
Voter's Name in Precinct Registry: _____						
Voter's Residence Address in Precinct Registry: _____						
Voter's Political Party, School District and/or Municipality in Precinct Registry: _____						
Ballot Codes for Voter: _____						



- The **Provisional Voting Officer** takes the Provisional Ballot Voucher from the voter. If the voter does not have a completed Provisional Ballot Voucher ask the **Judge** to complete one. The reason(s) the voter needs a provisional ballot must be circled by the **Judge**.
- Carefully follow the instructions on the Checklist for Provisional Voting Officer.

- The **Provisional Voting Officer** prints all requested information on the Oklahoma Provisional Ballot Affidavit except 12a – 12c and 18 – 19.
- The voter completes 12a – 12c and 18 – 19 on the Oklahoma Provisional Ballot Affidavit.
- The first page (front) of the checklist provides instructions for completing the Affidavit.
- The second page (back) gives instructions for the Provisional Ballot Roster, ballots, Ballots envelopes, Provisional Ballot Materials envelopes and what to do with the provisional ballots and supplies after the polls close.

**OKLAHOMA PROVISIONAL BALLOT AFFIDAVIT**

**ELECTION AND VOTER INFORMATION FROM VOUCHER**

3 County \_\_\_\_\_ 4 Election Date \_\_\_\_\_ 5 Precinct \_\_\_\_\_  
Note for 4 & 5: List either the voter's name and address listed in the Precinct Registry or provided by the voter.

6 Voter Name \_\_\_\_\_ 7 Voter Address \_\_\_\_\_

8 Birth Date \_\_\_\_\_ 9 Oklahoma Driver License # \_\_\_\_\_ 10 Last 4 Digits XXX-XX-\_\_\_\_ 11  The voter has no Oklahoma driver license and no Social Security Number.

12 Political Party \_\_\_\_\_

**PROOF OF IDENTITY REASONS FOR PROVISIONAL BALLOT**

12  The voter has no proof of identity today or the voter's name in the Precinct Registry does not match the name on the proof of identity.

**COMPLETED BY VOTER**

12a My name in the Precinct Registry and above is correct. Circle one: YES or NO  
 My legal name is \_\_\_\_\_

12b My residence address in the Precinct Registry and above is correct. Circle one: YES or NO  
 My correct residence address is: \_\_\_\_\_

12c  I am changing my name and/or address by submitting a voter registration application with this affidavit.

**ALL OTHER REASONS FOR PROVISIONAL BALLOT (check all that apply)**

13  The voter is not listed in the Precinct Registry but believes he/she is registered and eligible to vote in this precinct and election.  
 Date last voted: \_\_\_\_\_ Location: \_\_\_\_\_  
 Date Registered to Vote: \_\_\_\_\_ Location: \_\_\_\_\_  
 Voter registration may be recorded under the voter's former name:  
 First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
 Voter registration may be recorded with this political party: \_\_\_\_\_

14  The voter disputes the following items indicated in the Precinct Registry. The voter believes the correct:  
 School District is: \_\_\_\_\_ Board District is: \_\_\_\_\_  
 Municipality is: \_\_\_\_\_ Ward is: \_\_\_\_\_  
 Political Party is: \_\_\_\_\_

15  The voter is a Uniformed Services member, or the spouse or dependent of a member, who has been honorably discharged or who is on authorized leave and who returned home within 90 days of today's election.

16  The voter is a resident of Oklahoma who has been living or working overseas, or the spouse or dependent of a resident, who has been terminated or is on leave from overseas service or employment, and who returned home within 90 days of today's election.

17  (For Early Voting Board use only) The voter denies voting by mail absentee or in-person absentee for this election. The voter certifies that this election is not valid.

**VOTER'S OATH**

I swear or affirm that the information I have provided for this affidavit is complete and correct to the best of my knowledge and belief. I believe myself to be eligible to vote in this precinct in the election being conducted today. I have not voted by absentee ballot or in person in this election. I understand that my provisional ballot will not count if the County Election Board determines that the identifying information I have provided is insufficient as required by law or that I am not currently registered to vote in this precinct or that I am otherwise ineligible to vote in this election. I understand that knowingly providing false information for this affidavit is a violation of law and may subject me to prosecution for a felony and that, upon conviction, the penalty may be not more than 5 years in the state penitentiary, a fine of not more than \$50,000.00, or both.

18 Voter's Signature \_\_\_\_\_ 19 Voter's Daytime Phone \_\_\_\_\_ 20 PVO/Inspector's Signature \_\_\_\_\_

PVO Use Only		CEB Use Only	
Ballot Code: _____	Count _____	Rejected because: _____	
Ballot Code: _____	Count _____	Rejected because: _____	
Ballot Code: _____	Count _____	Rejected because: _____	
Ballot Code: _____	Count _____	Rejected because: _____	

**Checklist for Provisional Voting Officer**

Numbers with each step on this list correlate with the item numbers on the Oklahoma Provisional Ballot Affidavit. Check off each item as you complete them.

Item #	Task
	Take the Provisional Ballot Voucher from the voter.
	On a blank Oklahoma Provisional Ballot Affidavit:
1, 2	Enter your County, Election Date, and Precinct.
4, 5	Print the Voter's Name and Address on the Affidavit exactly as it appears on the Provisional Ballot Voucher.
6	Copy the Ballot Codes indicated on the Voucher to the spaces provided at the bottom of the Affidavit, in the shaded area under the PVO Use Only heading.
7, 8, 9	Ask for the voter's Birth Date, Oklahoma driver license number, and the last four digits of the voter's Social Security number (last 4 SSN). Tell the voter this information is required to verify voter registration.
10	Check this box if the voter does not possess either an Oklahoma driver license or a Social Security number.
11	Print the name of the voter's Political Party.
12	Check box 12 if the voter needs a provisional ballot due to lack of proof of identity.
12a - c	If you check box 12, hand the affidavit to the voter. Ask the voter to complete items 12a, 12b, and 12c.
12b	A voter who circles NO in 12a, should print their legal name in the provided blank.
12c	A voter who circles NO in 12a or 12b should complete an Oklahoma Voter Registration Application and leave it with you. The completed application allows the provisional ballot to be counted if all other requirements are met.
13	Check box 13 if the voter is not listed in the Precinct Registry and believes they are registered and eligible to vote in this precinct. Print all of the requested information the voter gives you.
14	Check box 14 if the voter disputes the school district, municipality, or political affiliation indicated in the Precinct Registry. Check the appropriate boxes and print all of the requested information the voter gives you.
15	Check box 15 if a Uniformed Services voter meets the listed qualifications.
16	Check box 16 if a voter working overseas meets the listed qualifications.
17	For use by the Early Voting Board only.
18, 19	Hand the Affidavit back to the voter. Ask the voter to read the Voter's Oath, then sign the Affidavit, and provide a daytime phone number.
20	Sign your name on line 20.
6	Confirm that Ballot Codes indicated on the Voucher have been entered at the bottom of the Affidavit, in the shaded area under the PVO Use Only heading.

→ CONTINUE ON REVERSE SIDE →

Provisional Voting Appoints: Election Day Reference & Problem Solver Revised 2020 73

**After the Polls Close**

**If provisional ballots are cast:**

Make sure you have signed the Provisional Ballot Roster.

Put the Provisional Ballot Roster inside the clear plastic pocket on the orange bag.

Make certain that all Provisional Ballot Materials envelopes are inside the orange bag.

Zip the orange bag and seal it with a blue plastic seal.

Pack unused provisional voting supplies as instructed by the County Election Board Secretary.

Place the sealed orange bag and the packed supplies with other materials that the Inspector returns to the County Election Board office.

**If NO provisional ballots are cast:**

Write "No Ballots Cast" across the Provisional Ballot Roster.

Sign the Provisional Ballot Roster.

Put the Roster in the clear plastic pocket on the orange bag.

Zip the orange bag and seal it with a blue plastic seal.

Pack provisional voting supplies as instructed by the County Election Board Secretary and put with other materials that the Inspector returns to the County Election Board office.

Provisional Voting Appoints: Election Day Reference & Problem Solver Revised 2020 74

**Provisional Ballot Roster**

Election Date: 01/12/2016

PRECINCT	440021	Voter's Name (PRINT)	Voter's Signature	Ballots Issued (CODES)
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				

Witnessed by: \_\_\_\_\_ Inspector or Provisional Voting Officer



# Checklist for Provisional Voting Officer

Numbers with each step on this list correlate with the item numbers on the Oklahoma Provisional Ballot Affidavit. Check off each item as you complete them.

Item #	
	Take the Provisional Ballot Voucher from the voter.
	On a blank Oklahoma Provisional Ballot Affidavit:
1, 2, 3	Enter your County, Election Date, and Precinct.
4, 5	Print the Voter's Name and Address on the Affidavit exactly as it appears on the Provisional Ballot Voucher.
6	Copy the Ballot Codes indicated on the Voucher to the spaces provided <b>at the bottom of the Affidavit</b> , in the shaded area under the PVO Use Only heading.
7, 8, 9	Ask for the voter's Birth Date, Oklahoma driver license number, and the last four digits of the voter's Social Security number (Last 4 SSN). Tell the voter this information is required to verify voter registration.
10	Check this box if the voter does not possess either an Oklahoma driver license or a Social Security number.
11	Print the name of the voter's Political Party.
12	Check box 12 if the voter needs a provisional ballot due to lack of proof of identity.
12a – c	If you check box 12, <b>hand the affidavit to the voter</b> . Ask the voter to complete items 12a, 12b, and 12c.
12a	A voter who circles NO in 12a should print their legal name in the provided blank.
12b	A voter who circles NO in 12b should print their correct residence address in the provided blank.
12c	A voter who circles NO in 12a or 12b should complete an Oklahoma Voter Registration Application and leave it with you. The completed application allows the provisional ballot to be counted if all other requirements are met. <b>Take the Affidavit back from the voter.</b>
13	Check box 13 if the voter is not listed in the Precinct Registry and believes they are registered and eligible to vote in this precinct. Print all of the requested information the voter gives you.
14	Check box 14 if the voter disputes the school district, municipality, or political affiliation indicated in the Precinct Registry. Check the appropriate boxes and print all of the requested information the voter gives you.
15	Check box 15 if a Uniformed Services voter meets the listed qualifications.
16	Check box 16 if a voter working overseas meets the listed qualifications.
17	For use by the Early Voting Board only.
18, 19	<b>Hand the Affidavit back to the voter.</b> Ask the voter to read the Voter's Oath, then sign the Affidavit, and provide a daytime phone number.
20	Sign your name on line 20.
6	Confirm that Ballot Codes indicated on the Voucher have been entered at the bottom of the Affidavit, in the shaded area under the PVO Use Only heading.

→ CONTINUE ON REVERSE SIDE →

✓	Print the voter's name on the Provisional Ballot Roster.
	Ask the voter to sign the Provisional Ballot Roster.
	Copy the ballot codes from the Voucher to the Roster in the Ballots Issued column.
	Ask the Clerk for the ballots indicated on the Provisional Ballot Voucher. Fold the ballots in half before giving them to the voter.
	Give the ballots and a Ballots envelope to the voter. Direct the voter to a voting booth to mark the ballots. Tell the voter to fold the voted ballots in half before placing them inside the Ballots envelope and to seal the envelope. Tell the voter to return the sealed Ballots envelope to you.
	If necessary, follow the procedures for spoiled ballots or voter assistance in the Election Day Reference and Problem Solver section of the <i>Precinct Official Notebook</i> .
	Write the precinct number, the election date, and the voter's name on a Provisional Ballot Materials envelope. When the voter returns the sealed Ballots envelope, put the following items inside the Materials envelope. <ul style="list-style-type: none"> <li><input type="checkbox"/> Place the voter's Affidavit inside the Materials envelope and check box 1.</li> <li><input type="checkbox"/> Place the voter's filled out and signed Oklahoma Voter Registration Application inside the Materials envelope and check box 2 if the voter filled out an Oklahoma Voter Registration Application form.</li> <li><input type="checkbox"/> Place the voter's sealed Ballots envelope inside the Materials envelope and check box 3.</li> <li><input type="checkbox"/> Place the voter's Provisional Ballot Voucher inside the Materials envelope and check box 4.</li> </ul>
	Seal the voter's Provisional Ballot Materials envelope and put it inside the orange Provisional Ballots Bag.
	Give the voter a copy of the Provisional Voting Information handout.
<b>After the Polls Close</b>	
<b>If provisional ballots are cast:</b>	
	Make sure you have signed the Provisional Ballot Roster.
	Put the Provisional Ballot Roster inside the clear plastic pocket on the orange bag.
	Make certain that all Provisional Ballot Materials envelopes are inside the orange bag.
	Zip the orange bag and seal it with a blue plastic seal.
	Pack unused provisional voting supplies as instructed by the County Election Board Secretary.
	Place the sealed orange bag and the packed supplies with other materials that the Inspector returns to the County Election Board office.
<b>If NO provisional ballots are cast:</b>	
	Write "No Ballots Cast" across the Provisional Ballot Roster.
	Sign the Provisional Ballot Roster.
	Put the Roster in the clear plastic pocket on the orange bag.
	Zip the orange bag and seal it with a blue plastic seal.
	Pack provisional voting supplies as instructed by the County Election Board Secretary and put with other materials that the Inspector returns to the County Election Board office.



- **ATI Provisional Ballot** – a ballot for a voter who must vote by provisional ballot but chooses to vote using the Audio Tactile Interface (ATI).



- The **Provisional Voting Officer** follows the directions on pages 58 – 60 for completion of the Provisional Ballot Affidavit and Provisional Ballot Roster.



- If the voter is not able to sign the Provisional Ballot Roster, the **Judge** prints the voter's name on the Provisional Ballot Roster in the space for the voter's signature and then writes his or her own initials beside the voter's printed name.



- The **Inspector** follows the directions on pages 50 – 54 to prepare the ATI and familiarize the voter with the ATI. If there is both an Inspector and Provisional Voting Officer, the **Inspector** prepares the ATI.



- The **Provisional Voting Officer** copies the Provisional Code from the console or tape to the Oklahoma Provisional Ballot Affidavit.
- The **Provisional Voting Officer** writes the precinct number, the election date, and the voter's name on a Provisional Ballot Materials envelope.
  - Place the voter's Affidavit inside the Materials envelope and check box 1.
  - Place the voter's filled out and signed Oklahoma Voter Registration Application inside the Materials envelope and check box 2 if the voter filled out a form.
  - The voter **is not** given a Ballots envelope or ballots. A Ballots envelope is not placed in the Provisional Ballot Materials envelope. **Do not** check box 3.
  - Place the voter's Provisional Ballot Voucher inside the Provisional Ballot Materials envelope and check box 4.
- Seal the voter's Provisional Ballot Materials envelope and put it inside the orange Provisional Ballots Bag.
- Give the voter a copy of the Provisional Voting Information handout.





# After the Polls Close

## No One Leaves

- The **Inspector, Judge, and Clerk** (and **Provisional Voting Officer and Auxiliary Precinct Officials**, if applicable) stay at the polling place until
  - All work is finished;
  - Supplies and materials are packed;
  - The **Inspector** is ready to return to the County Election Board office.



## Closing the Polls



- At precisely 7:00 p.m., the **Inspector** announces the polls are closed.
- Any registered voter who is in line at 7:00 p.m. must be allowed to vote.
- The Inspector must keep the line of voters orderly and secure.
- The Inspector makes certain all voters have finished voting and have fed their ballots into the voting device before closing the polls on the voting device.
- Follow the steps on the Closing the Polls Checklist provided by the County Election Board Secretary.
- Follow the steps on the Checklist for Provisional Voting Officer titled After the Polls Close on page 60.

Follow the steps on pages 64 – 65 to close the polls on the eScan.



## Closing the Polls on the eScan

Follow the steps on pages 64 – 65 to close the polls on the eScan.



## Disconnecting the eScan

Follow the steps on pages 66 – 67 to disconnect the eScan.

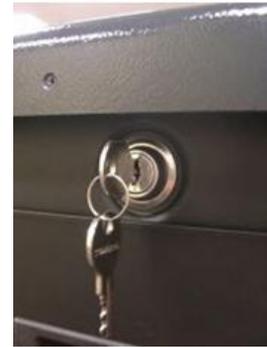
## Collapse the Ballot Box, if applicable

Follow the steps on page 68 to collapse the ballot box if you have been instructed to do so by the Secretary of the County Election Board. This task is not applicable to all precincts.

# I

## ✓ Closing the Polls on the eScan

- Use the round key to unlock and open the emergency ballot box door.
- Remove and scan any emergency ballots.  
**Check the emergency ballot box, even if you do not think the emergency ballot box has been used.**
- Close and lock the emergency ballot box door.
- While the Ready to Scan screen is displayed, press the **red Poll Worker button** on the back of the eScan one time.



- Press the button next to **CLOSE POLLS** on the console.

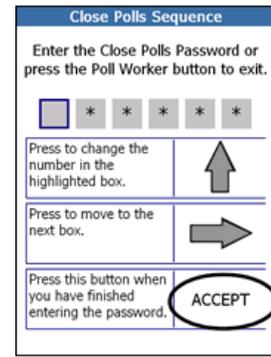
Poll Worker Menu	
PVT: 0002634 6:52 P.M. PUB: 00002633	
Select an option below.	
Press to activate an ATI session.	ACTIVATE ATI
Press to close the polls.	<b>CLOSE POLLS</b>
Press to exit the Poll Worker Menu.	EXIT

- The eScan asks to confirm that you want to close the polls. Press the button next to **YES**. **Once the polls are closed, they cannot be reopened.**

Poll Worker Menu	
PVT: 0002634 6:52 P.M. PUB: 00002633	
Are you sure you want to close the polls?	
 Once the polls are closed, they cannot be re-opened! This operation is FINAL.	
Press to close the polls.	<b>YES</b>
Press to exit.	NO

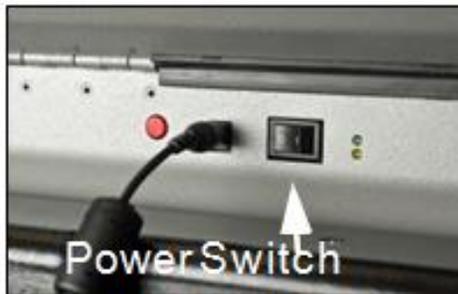
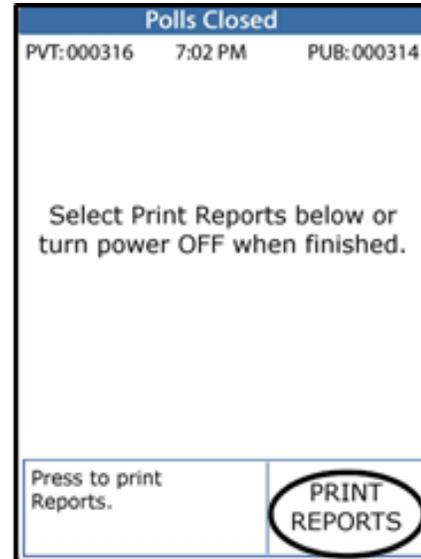
# I

- Enter the six-digit Close Polls Password and press the button next to **ACCEPT**. The Polls Closed report prints.
- Press the button next to **PRINT REPORTS**.



# I J C

- Tear off the tape and have **all three officials** sign in the space provided at the bottom of the report.
- Print, tear off, and sign at least two more copies of the Detail and Tally Reports.
- Print, tear off, and sign any additional copies as instructed by the County Election Board.
- Press the power switch on the back of the eScan to the off position (O).



- Unplug the round AC power cable from the back of the eScan.
- Distribute the Detail and Tally Reports as described on page 69.

# I

## ✓ Disconnecting the eScan

- Return the headphones, the AC power brick and cable, and the ATI to their original compartments inside the eScan.
  - Wrap the power cable separately from the brick, and then insert them one at a time into the storage compartment.



- Loosen the safety hinge by pulling it toward you, then close and lock the eScan case using the square key.

- Detach the eScan from the ballot box.
  - Unlock and open the emergency ballot box door using the round key.
  - Look inside the emergency ballot box to the underside of the ballot box top. You will see a small knob. Pull the knob down, and then slide it toward the back of the ballot box.
  - Use two people to lift the eScan off the ballot box.



- With the **round** key, unlock the main ballot box door and lift it open.
- Secure the door open with the bungee cord hidden under the top rim of the ballot box.



- Remove all ballots and place in transfer case(s).

# I

- Use the flashlight to inspect the ballot box to ensure that all ballots have been removed.
  - Shine the light through the open main door and look for ballots.
  - Shine the light through the open back door and look for ballots.
  - Shine the light down through the slot on top of the ballot box and look for ballots.
- If any remaining ballots are found in the main compartment of the ballot box, remove them and place them in the ballot transfer cases.
- If any unscanned ballots are found in the emergency compartment of the ballot box, place them inside the Envelope for Tally Report. Document on the cream Inspector's Notes to Secretary form located in the Forms section of the Precinct Official Notebook. Inform the County Election Board.



## ✓ Collapsing the Ballot Box

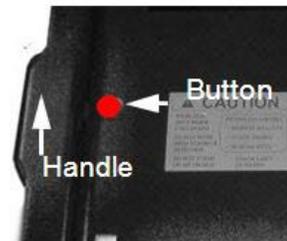
- **Be sure to close and lock all ballot box doors and remove the keys from the locks before collapsing the ballot box. Keys left in the locks will be bent or broken.**



- Two individuals should work together to collapse the ballot box.
- Have one person stand on either side of the ballot box.
- On each side of the box, hold the handle with one hand, and press the release button with the other.



- While pressing the buttons, slightly lift the body handles and then allow the ballot box to slide downward.
  - Keep the ballot box level as it is collapsing.
  - The buttons may be released once the ballot box starts moving.



- Once the ballot box is collapsed, extend the handle. The ballot box is ready to be transported or stored.



## Distribution of Detail and Tally Reports

- The **Inspector, Judge, and Clerk** sign all of the Detail and Tally Reports.
- Put the original Detail and Tally Report, which includes the Zero Printout and the first Detail and Tally Report, inside the Envelope for Tally Report.
- Put one copy on the polling place door.
- Put one copy inside a ballot transfer case.



## Packing Used and Unused Ballots

- Pack all used and unused ballots in ballot transfer cases.
  - If possible, pack unused ballots in a ballot transfer case separate from the used ballots.
- The **Inspector, Judge, and Clerk** sign a long white State Election Board seal for each ballot transfer case.
- Apply a long white State Election Board seal to each ballot transfer case.
  - Indicate on the seal whether the case contains voted ballots, unused ballots, or a combination of voted and unused ballots.
- Seal each ballot transfer case with clear packing tape, if provided.



## Envelope for Tally Report

- The **Inspector** verifies the following items are in the Envelope for Tally Report:
  - Original Detail and Tally Report, which includes the Zero Printout and the first Detail and Tally Report, and the signatures of the **Inspector, Judge, and Clerk**
  - Voting device key envelope
  - Uncounted ballots found in the emergency ballot box after the polls were closed on the eScan and the reports printed
  - Any other items or materials as instructed by the Secretary of the County Election Board
- The **Inspector** seals the Envelope for Tally Report.
- The **Inspector, Judge, and Clerk** sign the envelope flap.

A form titled "ENVELOPE FOR TALLY REPORT". It contains instructions for the Inspector to place a checkmark next to items listed. The items are: 1. The eScan face that includes the Power-Up Report and the Zero Report, all other reports and/or messages printed during the day, and the first Detail and Tally Report printed after the polls close. 2. Voting device key envelope with keys. 3. ~~Ballot Accounting Form(s)~~ (crossed out). 4. Voting Device Report. 5. Uncounted ballots left in the emergency bin after the polls are closed on the eScan. 6. Other forms or items as instructed by the County Election Board Secretary. There are three blank lines for additional information. The number 614 is printed at the bottom left of the form.



## Precinct Expense Claim Envelope

- Vouchers may not be distributed under any circumstance until after the polls close.
- The **Judge** and the **Clerk** sign the Precinct Expense Claim envelope and receive their vouchers from the **Inspector**.

The form is titled "PRECINCT EXPENSE CLAIM" and includes sections for "SUBSTITUTE OFFICIAL" and "INSPECTOR". It contains fields for Precinct, Election Date, Judge, Clerk, PVO, and Registration Officer, each with a "Message" field. The "SUBSTITUTE OFFICIAL" section has fields for Name, Mailing Address, and Position. The "INSPECTOR" section has fields for Name, Mailing Address, and Position. There are also checkboxes for "Message for two round trips from home to County Election Board" and "Message for one-way trip from home to precinct polling place".

## Provisional Ballots Bag



The following steps are completed by the **Inspector** or **Provisional Voting Officer**:



- Put the signed Provisional Ballot Roster in the large, clear plastic pocket of the Provisional Ballots Bag. Make certain that all completed Provisional Ballot Materials envelopes are inside the Provisional Ballot Bag.
- Zip the bag and seal it with the blue plastic seal.
- Pack any unused provisional ballot materials and supplies as instructed by the Secretary of the County Election Board.
- The **Inspector** returns the sealed Provisional Ballots Bag and any unused provisional ballot materials and supplies to the County Election Board office.

## Repacking Supplies



- The **Inspector**, **Judge**, and **Clerk** repack all election supplies into the same container in which they were received or as instructed by the Secretary of the County Election Board.

## Condition of Polling Place

- Clean and straighten the polling place.
- Leave it in the same condition or better than it was before the election.



## Inspector Returns to County Election Board

- After all the work is completed, the **Inspector** returns to the County Election Board with the following items:

- **eScan voting device**
- Envelope for Tally Report
- Precinct Registry or Registries
- Precinct Expense Claim envelope and any unclaimed vouchers
- Sealed ballot transfer cases
- Sealed orange Provisional Ballots Bag
- Election supplies
- American flag



- At the County Election Board, the **Inspector** turns over the voting device and all election supplies and materials to County Election Board personnel.

## Inspector Receives Compensation

- The **Inspector** returns the signed Precinct Expense Claim envelope and any unclaimed vouchers to the County Election Board office.
- If all vouchers are accounted for, the **Inspector** signs the Precinct Expense Claim envelope.
- The **Inspector** receives his or her voucher for compensation and mileage before leaving the County Election Board office.
- If any vouchers are unaccounted for, the **Inspector** is responsible for obtaining all necessary signatures of Precinct Officials on the Precinct Expense Claim envelope or for returning all unclaimed vouchers before receiving his or her own voucher.

## Inspector May Not Leave

- The **Inspector** may not leave the County Election Board office until all supplies and materials for his or her precinct have been received and verified by County Election Board personnel.







**Provisional Ballot Voucher**

**Judge:** Circle the reason this voter needs a provisional ballot.

Proof of ID      Not in Registry      Party      School      Municipality      US/OV      Other

**Judge:** Copy the voter's name, address, party, school district and/or municipality exactly indicated in the Precinct Registry to the spaces below. Tell the voter to give the voucher to the PVO/Inspector.

Voter's Name in Precinct Registry: \_\_\_\_\_

Voter's Residence Address in Precinct Registry: \_\_\_\_\_

Voter's Political Party, School District and/or Municipality in Precinct Registry: \_\_\_\_\_

Ballot Codes for Voter: \_\_\_\_\_

### Filling out a Provisional Ballot Voucher

The **Judge** shall fill out a Provisional Ballot Voucher for every voter who will cast a provisional ballot. Do not send a voter to the Inspector or Provisional Voting Officer without a voucher. Write all the information requested on the voucher in the spaces provided for it.

- Circle the reason the voter will cast a provisional ballot. If there is more than one reason, circle all reasons that are applicable.
- Write the voter's name exactly as it appears in the Precinct Registry. If the voter's name is not listed in the Precinct Registry write the information the voter gives you. Be sure to circle "Not in Registry."
- Write the voter's residence address exactly as it appears in the Precinct Registry.
- Write the voter's political party, school district and/or municipality as it appears in the Precinct Registry. It is only necessary to write the information that pertains to the type of election in the polling place for this election.
- Write the ballot codes for the provisional ballots to be issued to the voter in the space provided. (For example, if the Precinct Registry indicates that the voter is not assigned to Municipality A, but the voter insists that his/her address is located inside the municipal boundaries, write the ballot code for Municipality A.)
- **Reminder:** Do not write any information in the Precinct Registry for a provisional voter.
- Send the voter to the **Provisional Voting Officer** or the **Inspector** with the completed Provisional Ballot Voucher.



## Provisional Voting Procedures for the Provisional Voting Officer or Inspector



- In most counties and for most elections, the **Inspector** will serve as the **Provisional Voting Officer**.

- **Provisional Ballot** – a ballot for a voter when there are questions about the voter’s eligibility to vote. It is used for a voter who does not provide an acceptable form of proof of identity; who is not listed in the Precinct Registry; who disputes the party, school district or municipality listed in the Precinct Registry but who claims to reside within the geographical boundaries of the precinct and who claims to be registered and eligible to vote in the election. A provisional ballot is not scanned into the voting device, but is sealed in an envelope with other documents for special handling by the County Election Board to determine if the ballot can be counted. (**Note:** Special procedures are followed for ATI provisional voters. See pages 77 – 79.)
- Provisional voting supplies are packed in the orange Provisional Ballots Bag. Supplies include:
  - Checklist for Provisional Voting Officer (tan)
  - Oklahoma Provisional Ballot Affidavits (tan)
  - Provisional Ballot Roster (should be returned in the clear plastic pocket of the orange Provisional Ballots Bag)
  - Ballots envelopes
  - Provisional Ballot Materials envelopes
  - Provisional Voting Information handouts
  - Provisional Ballot Vouchers
  - Orange Provisional Ballots Bag



- The **Judge** completes the Provisional Ballot Voucher and sends the voter to the **Provisional Voting Officer**. See pages 73 – 74.

Provisional Ballot Voucher						
<b>Judge:</b> Circle the reason this voter needs a provisional ballot.						
Proof of ID	Not in Registry	Party	School	Municipality	US/OV	Other
<b>Judge:</b> Copy the voter’s name, address, party, school district and/or municipality exactly indicated in the Precinct Registry to the spaces below. Tell the voter to give the voucher to the PVO/Inspector.						
Voter’s Name in Precinct Registry: _____						
Voter’s Residence Address in Precinct Registry: _____						
Voter’s Political Party, School District and/or Municipality in Precinct Registry: _____						
Ballot Codes for Voter: _____						



- The **Provisional Voting Officer** takes the Provisional Ballot Voucher from the voter. If the voter does not have a completed Provisional Ballot Voucher ask the **Judge** to complete one. The reason(s) the voter needs a provisional ballot must be circled by the **Judge**.



- Carefully follow the instructions on the Checklist for Provisional Voting Officer.



- The **Provisional Voting Officer** prints all requested information on the Oklahoma Provisional Ballot Affidavit except 12a – 12c and 18 – 19.
- The voter completes 12a – 12c and 18 – 19 on the Oklahoma Provisional Ballot Affidavit.
- The first page (front) of the checklist provides instructions for completing the Affidavit.
- The second page (back) gives instructions for the Provisional Ballot Roster, ballots, Ballots envelopes, Provisional Ballot Materials envelopes and what to do with the provisional ballots and supplies after the polls close.

**OKLAHOMA PROVISIONAL BALLOT AFFIDAVIT**

**ELECTION AND VOTER INFORMATION FROM VOUCHER**

1 County \_\_\_\_\_ 2 Election Date \_\_\_\_\_ 3 Precinct \_\_\_\_\_  
Note for 4 & 5: List either the voter's name and address listed in the Precinct Registry or provided by the voter.

4 Voter Name \_\_\_\_\_ 5 Voter Address \_\_\_\_\_

7 Birth Date \_\_\_\_\_ 8 Oklahoma Driver License # \_\_\_\_\_ 9 Last 4 DSN XXX-XX-\_\_\_\_ 10  The voter has no Oklahoma driver license and no Social Security Number.

11 Political Party \_\_\_\_\_

---

**PROOF OF IDENTITY REASONS FOR PROVISIONAL BALLOT**

12  The voter has no proof of identity today or the voter's name in the Precinct Registry does not match the name on the proof of identity.

**COMPLETED BY VOTER**

12a My name in the Precinct Registry and above is correct. Circle one: YES or NO  
 My legal name is \_\_\_\_\_

12b My residence address in the Precinct Registry and above is correct. Circle one: YES or NO  
 My correct residence address is \_\_\_\_\_

12c  I am changing my name and/or address by submitting a voter registration application with this affidavit.

---

**ALL OTHER REASONS FOR PROVISIONAL BALLOT (check all that apply)**

13  The voter is not listed in the Precinct Registry but believes he/she is registered and eligible to vote in this precinct and election.  
 Date Last voted: \_\_\_\_\_ Location: \_\_\_\_\_  
 Date Registered to Vote: \_\_\_\_\_ Location: \_\_\_\_\_  
 Voter registration may be recorded under the voter's former name:  
 First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
 Voter registration may be recorded with this political party: \_\_\_\_\_

14  The voter disputes the following items indicated in the Precinct Registry. The voter believes the correct:  
 School District is: \_\_\_\_\_  
 Municipality is: \_\_\_\_\_ Board District is: \_\_\_\_\_  
 Ward is: \_\_\_\_\_

15  The voter is a Uniformed Services member, or the spouse or dependent of a member, who has been honorably discharged or who is on authorized leave and who returned home within 90 days of today's election.

16  The voter is a resident of Oklahoma who has been living or working overseas, or the spouse or dependent of a resident, who has been terminated or is on leave from overseas service or employment, and who returned home within 90 days of today's election.

17  (For Early Voting Board use only) The voter denies voting by mail absentee or in-person absentee for this election. The voter credit indicated for this election is not valid.

---

**VOTER'S OATH**

I swear or affirm that the information I have provided for this affidavit is complete and correct to the best of my knowledge and belief. I believe myself to be eligible to vote in this precinct in the election being conducted today. I have not voted by absentee ballot or in person in this election. I understand that my provisional ballot will not count if the County Election Board determines that the identifying information I have provided is insufficient as required by law or that I am not currently registered to vote in this precinct or that I am otherwise ineligible to vote in this election. I understand that knowingly providing false information on this affidavit is a violation of law and may subject me to prosecution for a felony and that, upon conviction, the penalty may be not more than 5 years in the state penitentiary, a fine of not more than \$50,000.00, or both.

18 Voter's Signature \_\_\_\_\_ 19 Voter's Daytime Phone \_\_\_\_\_ 20 PVO/Inspector's Signature \_\_\_\_\_

**PVO Use Only**      **CEB Use Only**

Ballot Code: _____	Count _____	Reject _____	Rejected because: _____
Ballot Code: _____	Count _____	Reject _____	Rejected because: _____
Ballot Code: _____	Count _____	Reject _____	Rejected because: _____
Ballot Code: _____	Count _____	Reject _____	Rejected because: _____

**Checklist for Provisional Voting Officer**

Numbers with each step on this list correlates with the item numbers on the Oklahoma Provisional Ballot Affidavit. Check off each item as you complete them.

Item	Remarks
	Take the Provisional Ballot Voucher from the voter.
	On a blank Oklahoma Provisional Ballot Affidavit.
1, 2, 3	Enter your County, Election Date, and Precinct.
4, 5	Print the Voter's Name and Address on the Affidavit exactly as it appears on the Provisional Ballot Voucher.
6	Copy the Ballot Codes indicated on the Voucher in the spaces provided at the bottom of the Affidavit, in the shaded area under the PVO Use Only heading.
7, 8, 9	Ask for the voter's Birth Date, Oklahoma driver license number, and the last four digits of the voter's Social Security number (last 4 SSN). Tell the voter this information is required to verify voter registration.
10	Check this box if the voter does not possess either an Oklahoma driver license or a Social Security number.
11	Print the name of the voter's Political Party.
12	Check box 12 if the voter needs a provisional ballot due to lack of proof of identity.
12a - c	If you check box 12, hand the affidavit to the voter. Ask the voter to complete items 12a, 12b, and 12c.
12a	A voter who circles NO in 12a, should print their legal name in the provided blank.
12b	A voter who circles NO in 12b, should print their correct residence address in the provided blank.
12c	A voter who circles NO in 12a or 12b should complete an Oklahoma Voter Registration Application and leave it with you. The completed application allows the provisional ballot to be counted if all other requirements are met. Take the Affidavit back from the voter.
13	Check box 13 if the voter is not listed in the Precinct Registry and believes they are registered and eligible to vote in this precinct. Print all of the requested information the voter gives you.
14	Check box 14 if the voter disputes the school district, municipality, or political affiliation indicated in the Precinct Registry. Check the appropriate boxes and print all of the requested information the voter gives you.
15	Check box 15 if a Uniformed Services voter meets the listed qualifications.
16	Check box 16 if a voter working overseas meets the listed qualifications.
17	For use by the Early Voting Board only.
18, 19	Hand the Affidavit back to the voter. Ask the voter to read the Voter's Oath, then sign the Affidavit, and provide a daytime phone number.
20	Sign your name on line 20.
21	Confirm that Ballot Codes indicated on the Voucher have been entered at the bottom of the Affidavit, in the shaded area under the PVO Use Only heading.

**CONTINUE ON REVERSE SIDE**

Provisional Voting Appendix Election Day Reference & Problem Solver Revised 2020 75

**After the Polls Close**

**If provisional ballots are cast:**

Make sure you have signed the Provisional Ballot Roster.  
 Put the Provisional Ballot Roster inside the clear plastic pocket on the orange bag.  
 Make certain that all Provisional Ballot Materials envelopes are inside the orange bag.  
 Zip the orange bag and seal it with a blue plastic seal.  
 Pack unused provisional voting supplies as instructed by the County Election Board Secretary.  
 Place the sealed orange bag and the packed supplies with other materials that the Inspector returns to the County Election Board office.

**If NO provisional ballots are cast:**

Write "No Ballots Cast" across the Provisional Ballot Roster.  
 Sign the Provisional Ballot Roster.  
 Put the Roster in the clear plastic pocket on the orange bag.  
 Zip the orange bag and seal it with a blue plastic seal.  
 Pack provisional voting supplies as instructed by the County Election Board Secretary and put with other materials that the Inspector returns to the County Election Board office.

Provisional Voting Appendix Election Day Reference & Problem Solver Revised 2020 76

**Provisional Ballot Roster**

Election Date: 01/12/2016

PRECINCT	640021	Voter's Name (PRINT)	Voter's Signature	Ballots Issued (CODES)
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				

Witnessed by: \_\_\_\_\_, Inspector or Provisional Voting Officer



# Checklist for Provisional Voting Officer

Numbers with each step on this list correlate with the item numbers on the Oklahoma Provisional Ballot Affidavit. Check off each item as you complete them.



Item #	
	Take the Provisional Ballot Voucher from the voter. On a blank Oklahoma Provisional Ballot Affidavit:
<b>1, 2, 3</b>	Enter your County, Election Date, and Precinct.
<b>4, 5</b>	Print the Voter's Name and Address on the Affidavit exactly as it appears on the Provisional Ballot Voucher.
<b>6</b>	Copy the Ballot Codes indicated on the Voucher to the spaces provided <b>at the bottom of the Affidavit</b> , in the shaded area under the PVO Use Only heading.
<b>7, 8, 9</b>	Ask for the voter's Birth Date, Oklahoma driver license number, and the last four digits of the voter's Social Security number (Last 4 SSN). Tell the voter this information is required to verify voter registration.
<b>10</b>	Check this box if the voter does not possess either an Oklahoma driver license or a Social Security number.
<b>11</b>	Print the name of the voter's Political Party.
<b>12</b>	Check box 12 if the voter needs a provisional ballot due to lack of proof of identity.
<b>12a – c</b>	If you check box 12, <b>hand the affidavit to the voter</b> . Ask the voter to complete items 12a, 12b, and 12c.
<b>12a</b>	A voter who circles NO in 12a should print their legal name in the provided blank.
<b>12b</b>	A voter who circles NO in 12b should print their correct residence address in the provided blank.
<b>12c</b>	A voter who circles NO in 12a or 12b should complete an Oklahoma Voter Registration Application and leave it with you. The completed application allows the provisional ballot to be counted if all other requirements are met. <b>Take the Affidavit back from the voter.</b>
<b>13</b>	Check box 13 if the voter is not listed in the Precinct Registry and believes they are registered and eligible to vote in this precinct. Print all of the requested information the voter gives you.
<b>14</b>	Check box 14 if the voter disputes the school district, municipality, or political affiliation indicated in the Precinct Registry. Check the appropriate boxes and print all of the requested information the voter gives you.
<b>15</b>	Check box 15 if a Uniformed Services voter meets the listed qualifications.
<b>16</b>	Check box 16 if a voter working overseas meets the listed qualifications.
<b>17</b>	For use by the Early Voting Board only.
<b>18, 19</b>	<b>Hand the Affidavit back to the voter</b> . Ask the voter to read the Voter's Oath, then sign the Affidavit, and provide a daytime phone number.
<b>20</b>	Sign your name on line 20.
<b>6</b>	Confirm that Ballot Codes indicated on the Voucher have been entered at the bottom of the Affidavit, in the shaded area under the PVO Use Only heading.

→ **CONTINUE ON REVERSE SIDE** →

	Print the voter's name on the Provisional Ballot Roster.
	Ask the voter to sign the Provisional Ballot Roster.
	Copy the ballot codes from the Voucher to the Roster in the Ballots Issued column.
	Ask the Clerk for the ballots indicated on the Provisional Ballot Voucher. Fold the ballots in half before giving them to the voter.
	Give the ballots and a Ballots envelope to the voter. Direct the voter to a voting booth to mark the ballots. Tell the voter to fold the voted ballots in half before placing them inside the Ballots envelope and to seal the envelope. Tell the voter to return the sealed Ballots envelope to you.
	If necessary, follow the procedures for spoiled ballots or voter assistance in the Election Day Reference and Problem Solver section of the <i>Precinct Official Notebook</i> .
	Write the precinct number, the election date, and the voter's name on a Provisional Ballot Materials envelope. When the voter returns the sealed Ballots envelope, put the following items inside the Materials envelope. <ul style="list-style-type: none"> <li><input type="checkbox"/> Place the voter's Affidavit inside the Materials envelope and check box 1.</li> <li><input type="checkbox"/> Place the voter's filled out and signed Oklahoma Voter Registration Application inside the Materials envelope and check box 2, if the voter filled out an Oklahoma Voter Registration Application form.</li> <li><input type="checkbox"/> Place the voter's sealed Ballots envelope inside the Materials envelope, and check box 3.</li> <li><input type="checkbox"/> Place the voter's Provisional Ballot Voucher inside the Materials envelope and check box 4.</li> </ul>
	Seal the voter's Provisional Ballot Materials envelope and put it inside the orange Provisional Ballots Bag.
	Give the voter a copy of the Provisional Voting Information handout.
<b>After the Polls Close</b>	
<b>If provisional ballots are cast:</b>	
	Make sure you have signed the Provisional Ballot Roster.
	Put the Provisional Ballot Roster inside the clear plastic pocket on the orange bag.
	Make certain that all Provisional Ballot Materials envelopes are inside the orange bag.
	Zip the orange bag and seal it with a blue plastic seal.
	Pack unused provisional voting supplies as instructed by the County Election Board Secretary.
	Place the sealed orange bag and the packed supplies with other materials that the Inspector returns to the County Election Board office.
<b>If NO provisional ballots are cast:</b>	
	Write "No Ballots Cast" across the Provisional Ballot Roster.
	Sign the Provisional Ballot Roster.
	Put the Roster in the clear plastic pocket on the orange bag.
	Zip the orange bag and seal it with a blue plastic seal.
	Pack provisional voting supplies as instructed by the County Election Board Secretary and put with other materials that the Inspector returns to the County Election Board office.



- **ATI Provisional Ballot** – a ballot for a voter who must vote by provisional ballot but chooses to vote using the Audio Tactile Interface (ATI).



- The **Provisional Voting Officer** follows the directions on pages 76 – 78 for completion of the Provisional Ballot Affidavit and Provisional Ballot Roster.



- If the voter is not able to sign the Provisional Ballot Roster, the **Judge** prints the voter's name on the Provisional Ballot Roster in the space for the voter's signature and then writes his or her own initials beside the voter's printed name.



- The **Inspector** follows the directions on pages 52 – 55 to prepare the ATI and familiarize the voter with the ATI. If there is both an Inspector and Provisional Voting Officer, the **Inspector** prepares the ATI.



- The **Provisional Voting Officer** copies the Provisional Code from the console or tape to the Oklahoma Provisional Ballot Affidavit.
- The **Provisional Voting Officer** writes the precinct number, the election date, and the voter's name on a Provisional Ballot Materials envelope.
  - Place the voter's Affidavit inside the Materials envelope and check box 1.
  - Place the voter's filled out and signed Oklahoma Voter Registration Application inside the Materials envelope and check box 2 if the voter filled out a form.
  - The voter **is not** given a Ballots envelope or ballots. A Ballots envelope is not placed in the Provisional Ballot Materials envelope. **Do not** check box 3.
  - Place the voter's Provisional Ballot Voucher inside the Provisional Ballot Materials envelope and check box 4.
- Seal the voter's Provisional Ballot Materials envelope and put it inside the orange Provisional Ballots Bag.
- Give the voter a copy of the Provisional Voting Information handout.



# eScan Troubleshooting Appendix

## eScan Does Not Turn On

Check all power connections to the eScan including:

- AC power to rear of eScan.
- AC power brick and cable connection.
- AC connection to wall outlet.
- Surge protector: If using a surge protector with a power switch, make sure it is turned ON.

## Screen on eScan is Dark

- Move the eScan to a shaded or indoor area. The darkening effect will diminish completely in a few minutes.
- Voters may use the emergency ballot slot in the ballot box until the issue is resolved.
- If the screen contrast does not return to normal after a few minutes, call the Secretary of the County Election Board.
- When the eScan displays the Ready to Scan screen, close the emergency ballot box, and continue processing voters.

## Invalid Password

If you see a message on the eScan console that indicates an invalid password has been entered:

- Press the button next to **CONTINUE**.
- Enter the password exactly as provided by the Secretary of the County Election Board.
- It may be necessary to press the **red Poll Worker button** on the back of the eScan one time to begin again.
- If you continue to get an error message, call the County Election Board.



## Restarting the eScan

- Press the eScan power switch to the OFF position.
- Wait 30 seconds.
- Press the eScan power switch to the ON position.
- Enter the required password, and press the **ACCEPT** button.
- Leave all tapes that print attached to the eScan.

## Power Failure

The eScan has a limited amount of battery power if electrical power is lost.

- Check all power connections to the eScan, including:
  - AC power to rear of eScan
  - AC power brick and cable connection
  - AC connection to wall outlet
  - Surge protector: If using a surge protector with a power switch, make sure it is turned on.
- If all power to the polling facility fails, call the County Election Board to report the power failure.
- Unplug the eScan from the wall outlet to avoid a power surge to the device when power returns.
- Have voters use the emergency slot in the eScan ballot box until power returns.
  - To open the emergency ballot box, see “Opening the Emergency Ballot Box” below.

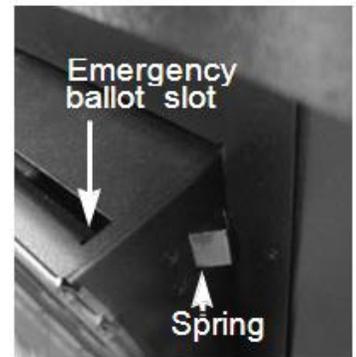


## Opening the Emergency Ballot Box

- Unlock the emergency ballot box lock by turning the round key counter-clockwise.
- Pull the emergency ballot box open with the emergency ballot box handle. If the door stops after a few inches, continue to pull until it is completely open.



- Close the emergency ballot box until the spring is at the entrance.



- Press the spring with your finger so it is flush with the door.

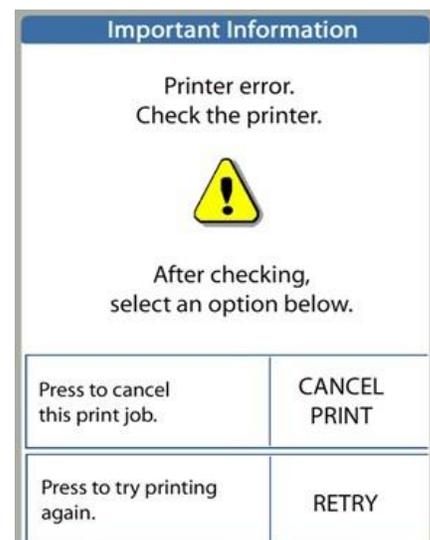


- Close the door slightly so the spring is just inside the ballot box, leaving the emergency ballot slot available for ballots.
- Turn the key clockwise to lock the emergency ballot box door. The lock will slide into an opening just behind the emergency ballot slot and approximately 2" in width. You may need to work the key slightly to get the lock to catch in the opening.



## Printer Error

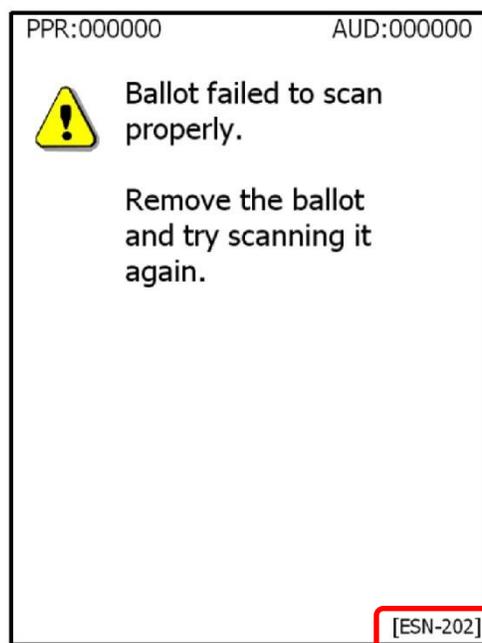
- Open the printer cover.
- Check the paper path:
  - Verify that the paper passes freely through the slot in the printer cover.
  - Verify that the paper is routed under the rubber roller and past the silver shield.
  - Verify that the print feed lever is in the closed position.
- Close the printer cover.
- Press the button next to **RETRY**.
- If the printer error persists, press the button next to **CANCEL PRINT** and call the Secretary of the County Election Board.



## Responding to Error Codes

When a problem occurs with an eScan, the console displays an error code in the bottom right corner of the screen.

- Do not remove the ballot until you read the message on the console.
- Find the code number.
- Refer to the Troubleshooting Ballot-Related Issues on page 87. Follow the instructions for responding to the error code.
- If applicable, rescan or spoil the ballot.
- Call the County Election Board for assistance, if needed.

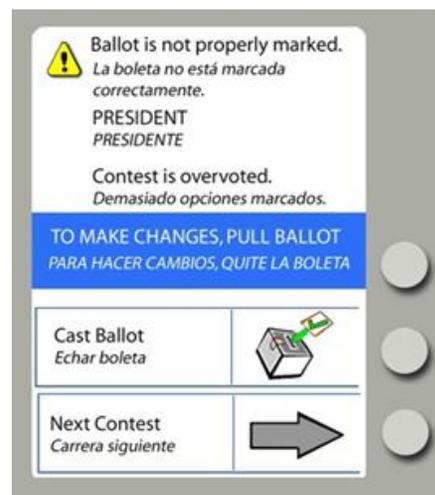


## Mismarked Ballots

If a ballot is mismarked, the eScan will reject the ballot. If more than one contest requires attention, the voter may press the button adjacent to **NEXT CONTEST** to move from one contest to the next.

### Overvote – Too many selections marked.

- The voter may choose to get a new ballot. Have the voter pull the ballot out of the eScan. Treat the ballot as a spoiled ballot.
- If the voter chooses to cast the ballot as is, the voter may press the **CAST BALLOT** button, and the eScan will accept the ballot. All properly marked contests will be counted. The overvoted contests will not be counted.



### Blank Ballot – No options are marked on the entire ballot.

- The voter may remove the ballot, mark the ballot, and scan it again.
- The voter may choose to cast a blank ballot. Since no votes have been selected, none will be recorded. The voter presses the **CAST BALLOT** button on the eScan console.

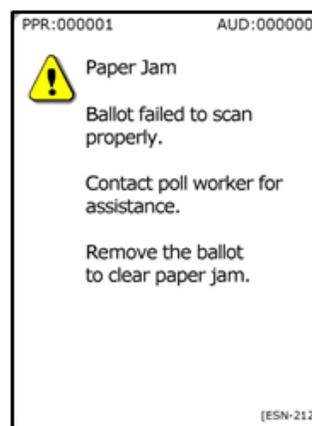
## Responding to Paper Jams

Do not remove the ballot from the eScan until you have read the message on the console and looked up the error code displayed in the lower right corner of the screen [ESN-###].

A paper jam may occur when the voter inserts a ballot but does not let go of the ballot when the scanner starts to pull it inside. The ballot is not pulled all the way into the scanner and is not processed. The ballot is visible from the front of the eScan.



The following message appears on the eScan console screen:



- **Do not spoil the ballot. Do not issue a new ballot to the voter.**
- Ask the voter to remove the ballot.
- Tell the voter to insert the ballot into the eScan again.
- If the eScan accepts the ballot and displays the "Thank you for voting" message, the ballot is processed and the vote has been recorded.
  - The voter may leave the polling place.

## Changing the eScan Paper

If the printer paper roll is nearing empty, contact the County Election Board.

## Printer Error

Check the paper spindle to make sure it is properly seated. Be sure the paper passes freely through the paper slot. Call the County Election Board for other types of errors.



## ATI Does Not Play Audio

- Check the headphone connection to the ATI. Make sure the headphones are plugged into the headphone jack.
- If the ATI audio is turned down too low:
  - Press the **ENTER** button twice.
  - Turn the **SELECT** wheel clockwise to increase the volume.
  - Press **ENTER** one time to exit.



- If the audio still does not play, contact the County Election Board.

## ATI Audio is Too Fast or Slow

- Have the voter press the **HELP** button twice.
- Have the voter press the **NEXT** button to increase the audio speed.
- Or have the voter press the **PREV** button to decrease audio speed.
- Tell the voter to press **ENTER** to exit.

## ATI Audio Does Not Start

- Contact the County Election Board for assistance.

## Troubleshooting Ballot-Related Issues

Below is a list of ballot-related error codes that may appear on the eScan console screen and possible resolutions for the errors. In many instances, it may be possible to re-scan the ballot. Do not spoil a ballot and issue a new one to the voter unless specifically directed by these instructions or by the County Election Board. Contact the County Election Board for further assistance.

Error Code	Possible Resolution
<b>ESN-200</b> Ballot failed to scan properly.	Scan the ballot again. If error persists, spoil the ballot and issue the voter a new one.
<b>ESN-201</b> Ballot failed to scan properly.	Scan the ballot again with the bottom of the ballot inserted first. If error persists, spoil the ballot and issue the voter a new one.
<b>ESN-202</b> Ballot failed to scan properly. (The ballot is crooked.)	Scan the ballot again, with the bottom of the ballot inserted first.
<b>ESN-203</b> Ballot failed to scan properly.	Scan the ballot again. If error persists, spoil the ballot and issue the voter a new one.
<b>ESN-204</b> Ballot failed to scan properly.	Call the County Election Board immediately.
<b>ESN-205</b> Ballot failed to scan properly.	Call the County Election Board immediately.
<b>ESN-207</b> Ballot failed to scan properly. (The ballot is a Sample Ballot.)	Make sure the voter signed the Precinct Registry and received the appropriate blank ballots from the Clerk.
<b>ESN-208</b> Ballot failed to scan properly.	Call the County Election Board immediately.
<b>ESN-209</b> Ballot failed to scan properly.	Call the County Election Board immediately.
<b>ESN-210</b> Ballot failed to scan properly.	Call the County Election Board immediately.
<b>ESN-211</b> Ballot failed to scan properly. Multiple feed. (More than one ballot is being scanned at the same time.)	Separate ballots and scan them individually.
<b>ESN-212</b> Paper jam. Ballot failed to scan properly.	Remove the ballot and insert it again.
<b>ESN-213</b> Ballot failed to scan properly.	Remove the ballot and insert it again.
<b>ESN-214</b> Paper jam.	Remove the ballot and insert it again.
<b>ESN-215</b> Paper jam.	Turn the eScan's power off, wait 15 – 20 seconds, and then turn the power back on.



# Glossary

**Abandoned Ballot** – In the event the eScan rejects and returns a voter's ballot after the voter leaves the election enclosure, press the Cast Ballot button on the device console to accept the ballot.

**Absentee Ballot** – A ballot that is provided at a voter's request by the County Election Board to be marked and returned to the County Election Board prior to election day. Any voter may request an absentee ballot. The voter is not required to vote the absentee ballot. If a voter brings an absentee ballot to the polling place on election day, the ballot may not be inserted into the voting device and should be destroyed.

**Absentee Ballot Requested** – The words "Absentee Ballot Requested" appear in the signature line in the Precinct Registry beside the name of a voter who requested absentee ballots for the election. Follow the instructions in the Judge section on page 29.

**ATI (Audio Tactile Interface)** – A device attached to the eScan voting device that allows a user to vote without a paper ballot. A headphone jack and adaptive devices jack allow the use of headphones and personal adaptive devices supplied by the voter such as sip and puff device and tactile input switches.



**Audio Tactile Interface (ATI)** – A device attached to the eScan voting device that allows a user to vote without a paper ballot. A headphone jack and adaptive devices jack allow the use of headphones and personal adaptive devices supplied by the voter such as sip and puff device and tactile input switches.

**Auxiliary Precinct Official** – An additional election official who may be assigned as a clerk, judge, provisional voting officer, or other duties as defined by the Secretary of the County Election Board.

**Ballot Issued or Ballot Code** – The County Election Board provides a list of codes to be used at the polling place. The code(s) for the ballot(s) issued to the voter are written in the Ballot Issued column of the Precinct Registry by the Judge and on other forms. See pages 27 – 28.

**Ballot Selfie** – A photo of a marked ballot or an individual holding a marked ballot. It is unlawful to post a ballot selfie while in the election enclosure.

**Ballot Transfer Case** – The box used to transport ballots to and from the County Election Board to the polling place. The ballot transfer case(s) are sealed after all ballots (voted and unvoted) have been placed in ballot transfer case(s) after the polls close.

**Clerk** – The Precinct Official whose primary responsibility is to work with the ballots and forms related to ballots.

**Confirm Address** – The words “Confirm Address” may appear in the signature line beside a voter's name. Follow the instructions in the Judge section on page 30.

**Detail & Tally Report** – Reports printed after the polls close. These reports are printed by the voting device when you press the Print Reports button after the polls close. Print the number required by the County Election Board. (Hint: Tear the reports off from the printer each time the printer stops before pressing the Print Reports button for the next set of reports.) Follow the instructions on pages 64 -65, 69.

**Discarded Ballot** – A ballot (marked or unmarked) that was found in a voting booth or other location and was not inserted into the eScan.

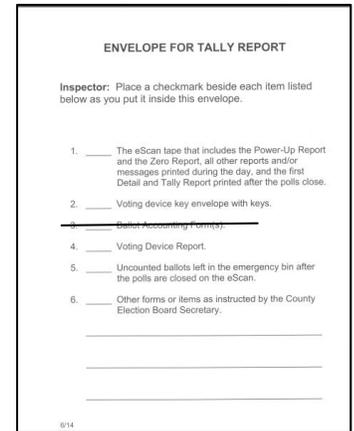
**Election Enclosure** – The area that encompasses the location where the Precinct Officials sit, the eScan is stationed, and the voting booths are set up on election day.

**Electioneering** – Precinct Officials and voters must not talk about parties, candidates, or issues while at the polling place on election day. Do not offer opinions about candidates or issues on the ballot. Do not have printed materials with campaign ads or articles visible. The law prohibits any person from electioneering within 300 feet of any ballot box while an election is in progress. The law also prohibits any person, except election officials and persons who are voting or waiting to vote, from being allowed within 50 feet of any ballot box while an election is in progress. The law further prohibits the posting or exposing of any printed material, other than that material provided by the County Election Board, within 300 feet of any ballot box while an election is in progress.

**Electronic ID** – See Ok Mobile ID in this Glossary.

**Envelope for Tally Report** – Envelope provided by the County Election Board to be returned with:

- The first Detail and Tally Report printed after the polls close. This report should also include the Zero Printout. All three Precinct Officials sign this report in the space provided.
- Voting Device Key Envelope with keys
- ATI Session Log



The image shows a form titled "ENVELOPE FOR TALLY REPORT". Below the title, it says "Inspector: Place a checkmark beside each item listed below as you put it inside this envelope." There is a list of six items, each with a blank line for a checkmark and a blank line for a signature. Item 1: "The eScan tape that includes the Power-Up Report and the Zero Report, all other reports and/or messages printed during the day, and the first Detail and Tally Report printed after the polls close." Item 2: "Voting device key envelope with keys." Item 3: "Ballot Accounting Summary." Item 4: "Voting Device Report." Item 5: "Unaccounted ballots left in the emergency bin after the polls are closed on the eScan." Item 6: "Other forms or items as instructed by the County Election Board Secretary." There are three horizontal lines at the bottom of the form for signatures. The number "6/14" is printed in the bottom right corner.

**eScan A/T** – A precinct-based digital scanner that is part of the Hart Voting System. The eScan provides features for scanning paper ballots, as well as an external Audio Tactile Interface (ATI) device for voters with disabilities. The eScan is the voting device used in each polling place.

**Inspector** – The Precinct Official who picks up the supplies from the County Election Board office to take to the polling place and returns supplies to the County Election Board office at the end of the election day; works with the voting device; assists voters and completes necessary documentation. The Inspector's responsibility includes verifying that all procedures are followed correctly in the polling place on election day.

**Judge** – The Precinct Official who works with the Precinct Registry and forms related to it; checks proof of identity for every voter.

**Mobile ID** – See Ok Mobile ID in this Glossary.

**Muni** – The abbreviation used in the Precinct Registry for Municipality District.

**Municipality** – A town or city for whom the County Election Board conducts elections.

**Nonpartisan Election** – An election not limited to or based on political affiliation. Examples of nonpartisan elections are judicial elections and school board elections.

**OK Mobile ID** – The Oklahoma Mobile ID/Electronic Driver License is a digital reproduction of the Oklahoma State ID card or Oklahoma Driver License. The OK Mobile ID App can be downloaded on a smartphone. The electronic ID includes the following features:

- The picture moves from side to side (left and right).
- There is a portrait view that shows both the front and back of the ID/license.
- When the screen is rotated to the side, the front of the ID/license is displayed. The voter can swipe left to show the back.
- There is a certify button that when tapped will display a spinning graphic that will move from the background to the foreground and back. The graphic spins forward.

Only the OK Mobile ID/Electronic Driver License is valid as a digital form of ID. A picture of any ID card or Driver License is NOT valid as a form of ID to vote.

**Overseas Voter** – A United States citizen and resident of Oklahoma who lives outside the territorial limits of the United States who is absent from the United States, or a spouse or dependent of an overseas voter who is 18 years of age or older. The voter does not need to be registered to vote in Oklahoma but must be qualified to register.

**Partisan Election** – An election held for registered members of a specific political party. Primary elections and Run-off primary elections are examples of partisan elections.

**Political Affiliation** – The political party or organization with which a voter or candidate claims affiliation. Those who claim no party are designated as “Independents.” Those who claim a party or organization not officially recognized in Oklahoma are designated as “Independents.”

**Polling Place** – The physical location designated by the County Election Board for persons registered to vote within a specific geographical area, known as a precinct, to vote on election day.

**Pollsters** – Persons conducting exit polls within 300 feet of a ballot box as authorized by the Secretary of the County Election Board and of whom the Secretary of the County Election Board has made the Inspector aware.

**Precinct** – A geographical area within a County. Counties are divided into precincts to provide a geographic structure for the conduct of elections.

**Precinct Registry** – Document containing the name and voter registration information for the registered voters in the precinct. The Precinct Registry is used on election day to verify voter registration and to determine which ballot(s) a voter is eligible to receive. The Precinct Registry is arranged alphabetically in all elections, but is separated by political affiliation for primary elections.

**Proof of Identity** – A form of personal identification that meets the requirements listed in Oklahoma Statutes. The document shows the name of the person to whom the document was issued and must substantially conform to the name in the Precinct Registry. If the ID has an expiration date, the expiration date must be later than the date of the election. The voter may meet the requirement in **one** of the following ways:

- Photo identification issued by the State of Oklahoma, the United States government, or a federally recognized tribal government.
- Voter ID card issued by the County Election Board.
- Provisional affidavit. The voter may vote a provisional ballot.

**Provisional Ballot** – A ballot issued to a voter when there are questions about the voter's eligibility to vote. It is used for a voter who does not provide an acceptable form of proof of identity; who is not listed in the Precinct Registry; who disputes the party, school district, or municipality listed in the Precinct Registry but who claims to reside within the geographical boundaries of the precinct and who claims to be registered and eligible to vote in the election. A provisional ballot is not scanned into the voting machine, but is sealed in an envelope with other documents for special handling by the County Election Board to determine if the ballot can be counted.

**Provisional Ballot Affidavit** – The tan Affidavit that is signed by the voter which allows a voter to vote provisionally. The information provided on this Affidavit along with voter registration documents at the County Election Board allows the County Election Board to determine if the voter's ballot will be counted.

**Provisional Ballots Bag (orange)** – Receptacle containing all provisional voting materials that have been voted. The orange Provisional Ballot Bag is returned to the County Election Board on election day after the polls are closed.

**Provisional Ballot Materials envelope** – The envelope where all provisional voting materials for a specific voter are placed and sealed. The contents of the envelope are:

- Oklahoma Provisional Ballot Affidavit
- Oklahoma Voter Registration Application, if applicable
- Voter's marked Ballot(s) sealed in the Ballots envelope
- Provisional Ballot Voucher

**Provisional Ballot Roster** – Names and signatures of persons who voted by provisional ballot at the polling place. Provisional voters do not sign the Precinct Registry. The Provisional Ballot Roster is returned to the County Election Board in the clear side pocket on the orange Provisional Ballots Bag.

**Provisional Voting Officer (PVO)** – The official designated by the County Election Board to work with voters who need to vote provisionally. In most counties and for most elections, the Inspector serves in this capacity.

**Provisional Ballot Voucher** – A form completed by the Judge for a person that needs to vote provisionally. The information from the Precinct Registry is printed on the Voucher. The Judge circles the reason(s) the voter needs to vote provisionally. If the person's name is not listed in the Precinct Registry, the Judge circles "Not in Registry" and records the information provided by the voter.

**PVO** – An abbreviation for Provisional Voting Officer.

**School** – The designation in the Precinct Registry for the School District.

**Spoiled Ballot** – A ballot the voter says has been marked incorrectly, cannot be read by the voting device, or is damaged by either the voter or the voting device.

**Substantially Conform** – A voter's name on the proof of identity must "match" the voter's name in MESA or the Precinct Registry. For example, James Edward Doe may appear on the registry as Jim Ed Doe. Common, generally recognized shortenings or abbreviations of a first or middle name are acceptable.

**TC** – The abbreviation used in the Precinct Registry for the Technology Center School District.

**Uniformed Services Voter** – A United States citizen and resident of Oklahoma who is a member of one of the uniformed services of the United States, of the merchant marines, a deployed member of the Oklahoma National Guard, or the spouse or dependent of such voter who is 18 years of age or older. The voter does not have to be registered to vote but must be qualified to register.

**US/OV** – An abbreviation for a Uniformed Services or Overseas Voter.

**Voter Assistance** – Some voters are entitled to special assistance while voting. Special procedures are in place for physically disabled or infirm voters to vote outside the polling place and special assistance is provided to blind or visually disabled, physically disabled, or illiterate voters. All voters are entitled to use the Audio Tactile Interface (ATI) component of the voting device. The ATI provides an audio version of the ballot(s) available at the polling place and a mechanical method to navigate the ballot, make selections, and to cast the voted ballot(s). See pages 38 – 43.

**Voting Device** – The machine where voters insert marked ballots. The device scans paper ballots and counts the votes. Voters may also vote by listening to an audio ballot allowing the voter to make selections through an electronic interface.

**Watchers** – May sometimes be commissioned by a candidate or a political party to watch the voting device used in the precinct. If a Watcher is authorized for a polling place, the Secretary of the County Election Board will inform the Inspector. Watchers must follow specific rules. See page 47.

**Zero Report** – A report printed by the voting device when opening the polls. The report lists all races and shows that the beginning vote count is zero (0) for each race.



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# Emergency Procedures

## Precinct Official Emergency Procedures

An **emergency** is, by definition, an unforeseen occurrence that requires immediate response.

### **In the event of an emergency:**

- **Stay calm** and assess the situation.
- Determine whether the polling place and workers are in immediate danger.

### **If you must evacuate the building:**

- First and foremost, ensure the safety of human beings – voters, yourselves, and others.
- Alert the appropriate emergency and law enforcement personnel of the situation.
- If time and conditions permit, the essential election supplies which should be removed from the polling place are:
  - Precinct Registry
  - Ballots – voted and unvoted
  - eScan voting device and ballot box
  - Other supplies and materials should be removed only if they can be saved without risk.
- Contact your County Election Board to apprise them of the situation and to receive instructions.

It is far better to risk the results of the election being contested than it is to risk a life or personal injury. While everyone in the election system wants the very best elections possible, never put yourself or others at risk in an emergency situation.