



CITY COMMISSIONERS OFFICE



Election Board **Training**

2021 GENERAL ELECTION

City Commissioners

Rooms 130, 132, 134 City Hall
Philadelphia, PA 19107
Phone: (215) 686-3460, 3462, 3464
www.philadelphiavotes.com

County Board of Elections

Room 142 City Hall
Philadelphia, PA 19107
Phone: (215) 686-3469

Voter Registration Division

Riverview Place, 5th Floor
520 N. Delaware Avenue
Philadelphia, PA 19123
Phone: (215) 686-1590

Prior to Election

- The Election code and voting system key will be inside the lanyard in the election materials box which will include phone, Seal card, and supplemental pages (if any)
- Election material box must be picked up at their designated locations

If unsure of where and when to pickup boxes, call **215-686-1530** or refer to pg. **49** in the Election Guide

- All cell phones **MUST** be turned on by **7:00 AM** election morning



Election Day

TUESDAY, NOV 02, 2021

7:00 AM - 8:00 PM

(Arrive at 6:30 AM to set up)



Election Board and Polling Place Overview

Positions on the Election Board

- Judge of Election
 - Majority Inspector
 - Minority Inspector
 - Clerk
 - Machine Inspector
- Each person can only hold **ONE** position except Bilingual Interpreters who are appointed and certified by the City Commissioners for certain divisions. **Bilingual Interpreters are only allowed to work two positions in the same division.** Please be advised if you are not a Bilingual Interpreter and sign the payroll sheet in the Bilingual position your name will be removed from the payroll sheet. Please make note that by adding your name to additional positions will **NOT** result in any additional pay; for additional information regarding positions on the Election Board refer to pgs. 5-8 in the Election Guide

Arrival and Administering the Oaths of Office

- Arrive at **6:30 AM**
- **TURN ON** the cell phone provided with the election materials
- If your polling location is not open, call **215-686-1523**
- Open **ALL** voting machines provided
- Please remember to break and record all green and yellow seals
- Administer the Oaths of Office
 - Place one copy in **#2 Envelope**
 - Place one copy in **#4 Envelope**

WARD	One copy to be placed in envelope #2
DIVISION	One copy to be placed in envelope #4
OATH OF JUDGE	
<p>"I, _____, do swear (or affirm), that I will as JUDGE, duly attend the ensuing election or primary during the continuance thereof, and in cooperation with the inspectors faithfully carry on the same, that I will not give my assent to the nomination of any person to vote, except such as I firmly believe to be registered and entitled to vote at such election (or primary) according to the provisions of the Constitution and laws of this Commonwealth, and that I will use my best endeavors to prevent any fraud, deceit or abuse in carrying on the same and that I will insure a true and perfect return of the said election (or primary) and will at all times impartially and faithfully perform my duty respecting the same to the best of my judgment and ability, and that I am not directly or indirectly interested in any set or wager on the result of this election (or primary)."</p>	
Sworn (or affirmed) and subscribed before me	
_____ 23 _____	_____ (Signature of Judge)
_____ (Signature of Majority Inspector)	
OATH OF INSPECTORS	
<p>"I, _____, do swear (or affirm), that I will as an INSPECTOR, duly attend the ensuing election or primary during the continuance thereof, and that I will not admit any person to vote, except such as I shall firmly believe to be registered and entitled to vote at such election (or primary) according to the provisions of the Constitution and laws of this Commonwealth that I will not voluntarily delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid. That I will make a true and perfect return of the said election or primary, and that I will in all things truly impartially and faithfully perform my duties therein to the best of my judgment and ability, and that I am not directly or indirectly interested in any set or wager on the result of this election or primary."</p>	
Sworn (or affirmed) and subscribed before me	
_____ 24 _____	_____ (Signature of Majority Inspector)
_____ 25 _____	_____ (Signature of Minority Inspector)
_____ (Signature of Judge)	
OATH OF CLERK	
<p>"I, _____, do swear (or affirm), that I will as a CLERK, attend the ensuing election or primary during the continuance thereof. That I will carefully and truly record the number of votes that shall be given for each candidate at the election (or primary) as often as his name shall be read to me by the judge or inspectors thereof, and in all things truly and faithfully perform my duty respecting the same to the best of my judgment and ability, and that I am not directly or indirectly interested in any set or wager on the result of this election or primary."</p>	
Sworn (or affirmed) and subscribed before me	
_____ 26 _____	_____ (Signature of Clerk)
_____ (Signature of Judge)	
OATH OF MACHINE INSPECTOR	
<p>"I, _____, do swear (or affirm), that I will as a MACHINE INSPECTOR, attend the ensuing election or primary during the continuance thereof, that I will in all things truly and faithfully perform my duty respecting the same to the best of my judgment and ability, and that I am not directly or indirectly interested in any set or wager on the result of this election or primary."</p>	
Sworn (or affirmed) and subscribed before me	
_____ 27 _____	_____ (Signature of Machine Inspector)
_____ 28 _____	_____ (Signature of Machine Inspector)
_____ (Signature of Judge)	

Filling Vacancies on Election Day

- If someone is missing/**NO** show by **7:00 AM**:
 - Judge of Election **MUST** appoint Majority Inspector
 - Majority Inspector **MUST** appoint a Judge of Election
 - Minority Inspector **MUST** appoint Clerk
- If you are unable to fill any of these positions, they can be filled via **Curbside Election**
- **Elected or Court Appointed Election Board Officials must be seated if they arrive before 7:00 AM**
- For more information, refer to p. 8 of the Election Guide



Rights of Voters

- An Elector shall have the right to vote
 - Without use of threat, force, violence or restraint
 - Without intimidation upon or against his or her person
 - Without any other action intended to deny any individual's right to vote



Electioneering

- The following is prohibited within 10 feet of the Polling Place entrance (where the voting machines are located):
 - Handing out campaign literature
 - Promoting a candidate
 - Discussing candidates or political parties in front of a voter




Machine Technicians

- Periodically throughout Election Day machine technicians employed by the City, directly or through a contractor, will visit polling places to perform courtesy checks on the ExpressVote XLs.
 - **Check for an employee badge/ID card**

Poll Watchers

- They represent a candidate or political party to watch polling place activities
- They must have a certificate from the City Commissioners' Office
 - Certificates are good for anywhere in the City
- Only one Poll Watcher per party or candidate at a time may be present in the polling place during voting hours (**6:30 AM – Close of Polls**)
- If no voters are present:
 - They **can** request the number of voters who have voted
 - They **can** ask for and receive the machine counts
 - They **can** take pictures inside the Polling Place
- Poll Watchers **CANNOT** go behind the voting machines
- Poll Watchers **CANNOT** take pictures of voters in the act of voting
- For additional information, refer to p. 32-33 in the Election Guide





Opening the Polls

(The polling place MUST be open at 7:00 AM)

Personal Protective Equipment

(Upon Arrival Please unpack P.P.E that will be delivered with the Voting machines)

■ For **POLLWORKERS:**

- Sanitary protective gloves**
- FDA approved surgical masks**
- Disinfectant antibacterial wipes**
- Hand sanitizer kits**
- Plexi glass barrier shields**

■ For **VOTERS:**

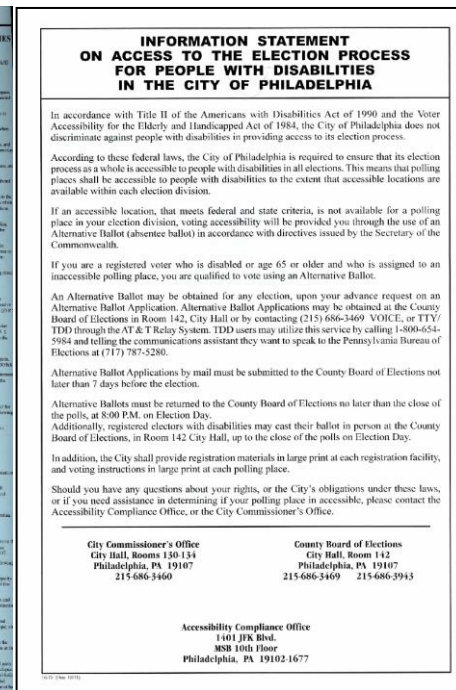
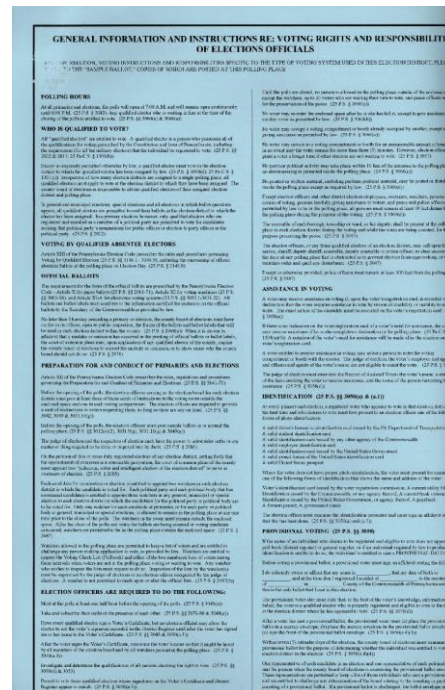
- Handheld sanitizer pump bottle**
- Disposable poly gloves
(**ONE GLOVE FOR EACH VOTER**)**

Posters

All Posters MUST be Hung Up Outside or Inside Unless Noted Otherwise!

Posters can be found in the extra large envelope with red letters "**ATTENTION: Judge of Election**" and/or the Election Box


- 2 Blue Posters (Inside Only)
- Voting Laws and Penalties
- How to vote and how elections are run
- 4 White Posters
- People with Disabilities



Posters

- Large Pink Posters
 - Sample Ballots
 - English & Spanish
- 2 Pink Posters
- 2 Yellow Posters
 - English as a Second Language
- 2 Blue Accessibility Posters
 - Only necessary divisions (Not all)

SPECIAL ELECTION - TUESDAY, FEBRUARY 25, 2020
PHILADELPHIA COUNTY




INSTRUCTIONS TO VOTERS

- To vote for a candidate, touch the person's name.
- To vote for someone not on the ballot, touch Write-In.
- When you finish your selections, touch Print Ballot. Review your selections and mark Vote to cast your ballot. Please remain in the voting booth until you see the Thank You for Voting screen.
- To change the screen display or language, touch the buttons in the upper right corner of the screen.

2020 SPECIAL ELECTION
Tuesday, February 25, 2020

OFFICE	DEMOCRATIC	REPUBLICAN	PERSONAL CHOICE
Write one name per circle. If electing a write-in representative.	Straight Democratic Ticket	Straight Republican Ticket	
REPRESENTATIVE IN THE GENERAL ASSEMBLY - 10TH DISTRICT (Vote for 1)	RONI GREEN	WANDA LOGAN	Write-In



INSTRUCCIONES PARA EL VOTANTE

- Para votar por un candidato, toque el nombre de la persona.
- Para votar por alguien que no figura en la lista, toque Escribir.
- Cuando termine de hacer sus selecciones, toque Imprimir Boleta. Revise sus selecciones y toque Votar para emitir su voto. Permanezca en la cabina de votación hasta que vea la pantalla Gracias por votar.
- Para cambiar la pantalla o el idioma, toque los botones en la esquina superior derecha de la pantalla.

2020 ELECCIÓN ESPECIAL
Martes, 25 de febrero de 2020

OFICINA	DEMOCRÁTICO	REPUBLICANO	ELECCIÓN PERSONAL
Escriba un solo nombre por círculo. Si electores un representante por escrito.	Boleta Democrática Consecutiva	Boleta Republicana Consecutiva	
Representante en la Asamblea General (Votar por 1)	RONI GREEN	WANDA LOGAN	Por escrito

ARRIBA:
REGION:
DISTRITO:

LANGUAGE INTERPRETATION SERVICES FOR VOTERS

If you are not proficient in the English language well enough to vote without assistance, federal voting rights law requires, and the City and Philadelphia County Board of Elections has provided for, various means for providing you written and oral language assistance in English and Spanish.

PRINTED INFORMATION AND MATERIALS

- ✓ All the materials you will need to vote are printed and available in both **ENGLISH** and **SPANISH**.
- ✓ Voting information, including the pure Science Bulletin, the Pure Penalties, Instructions, Federal Voting Rights poster, and the Statement on Accessibility for the Disabled are printed in English and Spanish. Poll officials have been instructed to post all signs both in **ENGLISH** and **SPANISH** so that all voters can easily view such signs.

PERSONAL ORAL LANGUAGE ASSISTANCE

- ✓ In certain voting divisions, oral Spanish language assistance is available to voters through the use of an assigned interpreter or a trained Election Board member sufficiently proficient in Spanish. Some voting divisions may have interpreters or Election Board members who can interpret languages other than Spanish. Ask the Election Board members (posting place officials) working at the table for oral language assistance if needed.

TELEPHONE ORAL LANGUAGE ASSISTANCE

- ✓ If no interpreter has been assigned to your polling place or there is no Election Board member available who is sufficiently proficient in Spanish or the language you require at your polling place, the City has a Telephone Interpreter Service available for use from the polling place. This service can provide oral interpretation services for 173 different languages. Ask the Election Board members (posting place officials) working at the table to use the Telephone Interpreter Service. Instruction Card (email) leads to contact the service and to assist you in using the service.

LANGUAGE ASSISTANCE FROM A RELATIVE, FRIEND, NEIGHBOR OR ANOTHER VOTER

- ✓ Federal voting rights law requires that Election Board members **MUST** allow voters, who are disabled, or cannot read or write English, to select any portion of their choice, other than a **Write-In** or **Write-In**, the voter's employer or an officer of the voter's union, to assist them with the voting process. You can select anyone you want to provide oral language assistance. Tell the posting place officials you want to have someone of your choice assist you in voting.

If your voter record in the Pollbook is not marked "Assistance Permitted," you and the person you choose to assist you will have to complete and sign an "Assistance Declaration" form which is available at the polls.

SERVICIOS DE INTERPRETACIÓN DE IDIOMAS PARA VOTANTES

Si usted no es muy competente en el idioma de inglés como para votar sin ayuda, la ley federal de derechos de votación exige, y la Ciudad y la Junta de Elecciones del Condado de Filadelfia se lo han hecho, varios medios para proporcionar ayuda oral y escrita en inglés y español.

INFORMACIÓN Y MATERIALES IMPRESOS

- ✓ Todos los materiales que necesita para votar están impresos y disponibles tanto en **INGLÉS** como en **ESPAÑOL**.
- ✓ La información sobre el voto, incluyendo el boletín científico, las multas, instrucciones, el afiche de Derechos Federales de Votación, y la Declaración sobre la Accesibilidad para Discapacitados, están impresos en inglés y español. A los funcionarios electorales se les han dado instrucciones para que coloquen todos los letreros tanto en inglés como en español, de modo que todos los votantes puedan verlos fácilmente.

ASISTENCIA PERSONAL VERBAL EN IDIOMAS

- ✓ En ciertos distritos electorales, la ayuda verbal en idioma español está disponible para los votantes mediante el uso de un intérprete asignado o un miembro de la Junta de Elecciones entrenado que es lo suficientemente competente en español. Algunos distritos electorales pueden tener intérpretes o miembros de la Junta de Elecciones que pueden interpretar algunos idiomas además del español, pero no todos los distritos electorales tienen intérpretes o miembros de la Junta de Elecciones (funcionarios del sitio de votación) que trabajan en la mesa le ayuda en interpretación de idiomas disponible.

ASISTENCIA TELEFÓNICA VERBAL EN IDIOMAS

- ✓ Si ningún intérprete ha sido asignado a su sitio de votación o no hay ningún miembro de la Junta de Elecciones disponible que sea lo suficientemente competente en español o en el idioma que usted requiere en el sitio de votación, la Ciudad tiene un Servicio de Intérprete Telefónico disponible para usar desde el sitio de votación. Este servicio puede proporcionar servicios de interpretación para 173 idiomas diferentes. Pida a los miembros de la Junta de Elecciones (funcionarios del sitio de votación) que trabajan en la mesa que utilicen la Tarjeta de Intérprete Telefónico (formulario de correo electrónico) para contactar con el servicio y asistirle en la utilización del servicio.

ASISTENCIA EN IDIOMAS POR PARTE DE UN PARIENTE, AMIGO, VECINO U OTRO VOTANTE

- ✓ La ley federal de derechos de votación requiere que los miembros de la Junta de Elecciones **DEBEN** permitir a los votantes, que sean discapacitados, o que no puedan leer o escribir en inglés, que ocupen a cualquier persona de su elección, aparte de un **Escribir**, el empleador del votante o un oficial del sindicato del votante, para que les ayude en el proceso de votar. Usted puede seleccionar a cualquier persona que usted desee para que le ayude en el proceso de votación. Informe a los funcionarios del sitio de votación que usted quiere que alguien de su elección le ayude en la votación.

If your voter record in the Libro de votación no está marcado con "Ayuda Permitida," usted y la persona que eligió para ayudarlo tendrán que llenar y firmar un formulario de "Declaración de Ayuda" que está disponible en los centros de votación.

County Board of Elections Junta de Elecciones del Condado Rev. 1-2007

NOTICE OF VOTERS' RIGHTS PHILADELPHIA COUNTY BOARD OF ELECTIONS

AN ELECTOR SHALL HAVE THE RIGHT TO CAST HIS OR HER VOTE:

- WITHOUT THE USE OR THREAT OF FORCE, VIOLENCE OR RESTRAINT;
- WITHOUT THE INFLICTION OR THREAT OF INFLICTION OF INJURY;
- WITHOUT ANY INTIMIDATION OR COERCION UPON OR AGAINST HIS OR HER PERSON; OR
- WITHOUT ANY OTHER ACTION INTENDED TO DENY ANY INDIVIDUAL'S RIGHTS TO VOTE.

AVISO DE LOS DERECHOS DE LOS VOTANTES

JUNTA ELECTORAL DEL CONDADO DE PHILADELPHIA

UN ELECTOR DEBE TENER EL DERECHO A EMITIR SU VOTO:

- SIN EL USO O AMENAZA DE FUERZA, VIOLENCIA O RETENCIÓN;
- SIN INFLIGIR O AMENAZA DE INFLIGIR UNA LESIÓN;
- SIN CUALQUIER INTIMIDACIÓN O COERCIÓN EN CONTRA DE SU PERSONA; O
- SIN OTRA ACCIÓN INTENCIONADA A NEGAR A CUALQUIER INDIVIDUO EL DERECHO A VOTAR.

10-27

Philadelphia City Commissioners March 2008

WARD: 63 / 58

DIVISION: 21 / 09.13
17



**ALL VOTERS USE
ACCESSIBLE ENTRANCE
LOCATED AT:**

*USE MAIN Doors Facing the
Driveway off of Welsh Rd.*

Philadelphia City Commissioners
10-114E (Rev. 2/11)

215-686-1523

Language Interpretation Guide on Election Day

- This guide is available for individuals who require language interpretation services other than those offered at their polling place
- Have an Election Board Official contact a language interpreter using the hotline provided on the guide
- This guide **MUST** be posted on the table for public viewing

LanguageLine Solutions® Quick Reference Guide

Philadelphia City Commissioners

TO ACCESS AN INTERPRETER

1. DIAL: 1-855-446-1257
2. PROVIDE: Client ID 507137
3. INDICATE: Language
4. PROVIDE: Access Code – 11519

Document the interpreter name and ID number for reference.
Brief the interpreter and give any special instructions.

IMPORTANT INFORMATION:

WORKING WITH AN INTERPRETER – At the beginning of the call, briefly tell the interpreter the nature of the call. Speak directly to the limited English proficient individual, not to the interpreter, and pause at the end of a complete thought. Please note, to ensure accuracy, your interpreter may sometimes ask for clarification or repetition.

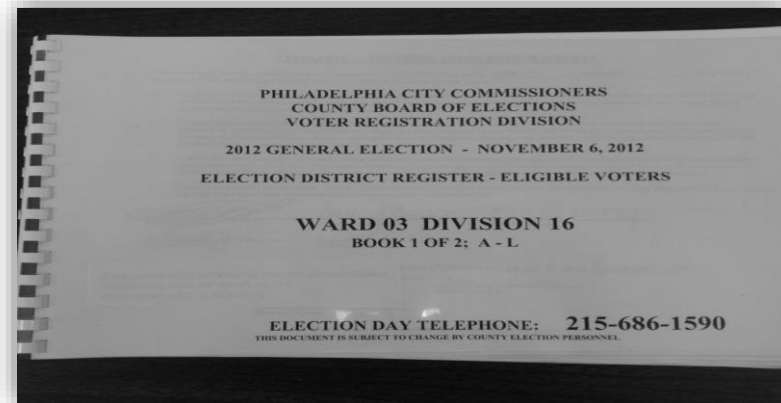
3-WAY CALL – Use the conference feature on your phone, and follow the instructions above to connect to an interpreter. If you are initiating the call, get the interpreter on the line first, then call the limited English proficient individual. If you are receiving a call, ask the caller to "Please Hold," and then conference in the interpreter.

LANGUAGELINE DUAL HANDSET PHONE – If you have a LanguageLine Dual handset phone, lift the handset and press the pre-programmed button to dial, then follow the prompts. Once connected to an interpreter, give the second handset to the limited English proficient individual.

CUSTOMER SERVICE – To provide feedback, commend an interpreter, or report any service concerns, call 1-800-752-6096 or go to www.LanguageLine.com and click on the "Customer Service" tab, scroll to "Provide Feedback" and complete a "Voice of the Customer" form.

Table Setup

- Poll Books
- Supplemental Sheets (If any)
- 2 Yellow Books



Supplemental Poll Book		PHILADELPHIA County		Precinct: PHILA WD 02 DIV 14		Election: 2012 GENERAL ELECTION		Date: Friday, November 03, 2012	
Digitized Signature	Voter Info	Assistance	Party	Voter Signature					
	200 CHRISTIAN ST 32 PHILADELPHIA, PA 19147 09/12/1975 0214-1			NF	6561/76/10 01110101A *BENNY *VOTING				102847708-01
	980 S 03RD ST PHILADELPHIA, PA 19147 11/09/1993 0214-1			D	0561/60/11 0000V *CLOS				103357667-01
	801 S ORIANA ST PHILADELPHIA, PA 19147 07/09/1991 0214-1			D	0561/60/10 0000V *NABER				103703450-01
	919 S ORIANA ST PHILADELPHIA, PA 19147 07/15/1982 0214-1			D	0561/60/10 0000V *NABER				014380082-01
	803 S 04TH ST PHILADELPHIA, PA 19147 06/09/1989 0214-1			D	0561/60/10 0000V *NABER				021800419-01
	1051 S 04TH ST PHILADELPHIA, PA 19147 01/09/1937 0214-1			D	0561/60/10 0000V *NABER				010480019-01

11/2/2012 3:23 PM Election: 2012 GENERAL ELECTION Precinct: PHILA WD 02 DIV 14 Page 55 of 119 REV - CUN

PLACE IN No. 2 ENVELOPE WARD _____ DIVISION _____	PLACE IN No. 4 ENVELOPE WARD _____ DIVISION _____
PRIMARY ELECTION AND SPECIAL ELECTION (IF ANY)	PRIMARY ELECTION AND SPECIAL ELECTION (IF ANY)
Where Voting Machines Are Used	Where Voting Machines Are Used
LIST OF VOTERS and Party Enrollment MAY 21, 2013	LIST OF VOTERS and Party Enrollment MAY 21, 2013
At the Time Voter Casts his or her Vote on the Machine, the Clerk must enter in this Book the Name and Party Enrollment of the Voter, together with the order of his or her voting.	At the Time Voter Casts his or her Vote on the Machine, the Clerk must enter in this Book the Name and Party Enrollment of the Voter, together with the order of his or her voting.
Special Notice This book shall be placed in the JUDGE'S ENVELOPE No. 2	Special Notice This book shall be placed in the Envelope No. 4 marked "MINORITY INSPECTOR"
And returned to the office of the COUNTY BOARD OF ELECTIONS Riverview Place Delaware Ave. & Spring Garden St.	And retained by the Minority Inspector.

Voter ID

- Voters should not be asked to show ID unless they are a first time voter in the division
- First time voters in the division will be required to show either photo, or non-photo identification as indicated in the voting signature box “ID Required”
- **Ex:** Valid Driver’s License, current utility bill
- For additional information on acceptable forms of ID, **refer to p. 17 in the Election Guide**

Provisional Voting

- **Use a Provisional Ballot when:**
 - Voter is not in the Poll Book or Supplemental Pages
 - Voter does not have valid ID where ID is required
 - Voter claims Political Party listed in Poll Book is incorrect (Primary Elections only)
 - **Voter has applied for a Mail-in or Absentee Ballot**
 - **On rare occasions:**
 - A person with a court order
 - Court ordered extension of polls closing time
 - Voter spoiled 3 ballots on the ExpressVote XL
 - Voter does **NOT** sign in Poll Book
- See pages 19-23 for additional information in your Election Guide.

NEW
2020

**Remember: Any voter has the right to request
a Provisional Ballot for any reason!**

[illegible]

PHS-1-2002-075

PROVISIONAL VOTING RETURN ENVELOPE - C

PHILADELPHIA COUNTY BOARD OF ELECTIONS
PRIMARY AND SPECIAL ELECTION (IF ANY) - MAY 21, 2013

ENCLOSE ONLY VOTED PROVISIONAL BALLOTS IN THIS ENVELOPE.

YOU ARE NOT PERMITTED TO OPEN OR COUNT A VOTED PROVISIONAL BALLOT AT THE POLLING PLACE. RETURN THEM TO THE COUNTY BOARD OF ELECTIONS AS SEALED BY THE VOTER.

All unused, or spoiled Provisional Ballot Materials must be returned to the Philadelphia County Board of Elections in a separate envelope (Envelope D).

#1 FOR THE JUDGE OF ELECTION		
1. Total of blank Provisional Ballots received from the Elections Board.....	No. _____	
2. Total of all voted Provisional Ballots in this envelope.....	No. _____	
3. Individual who delivered the Provisional Ballots to the Elections Board		
Print _____ (Indicate a Full Name)		
<i>I hereby swear, in accordance with the Pennsylvania Election Code, that the information provided in this section is accurate and complete.</i>		
Signed _____	(Judge of Elections)	
#2 FOR THE MINORITY INSPECTOR		
Signed _____	(Minority Inspector)	
Ward _____ Division _____ PHILADELPHIA COUNTY		
SEAL SECURELY AND DELIVER TO COUNTY BOARD OF ELECTIONS WITH OTHER RETURNS SEPARATE FROM ALL OTHER ELECTION MATERIALS.		

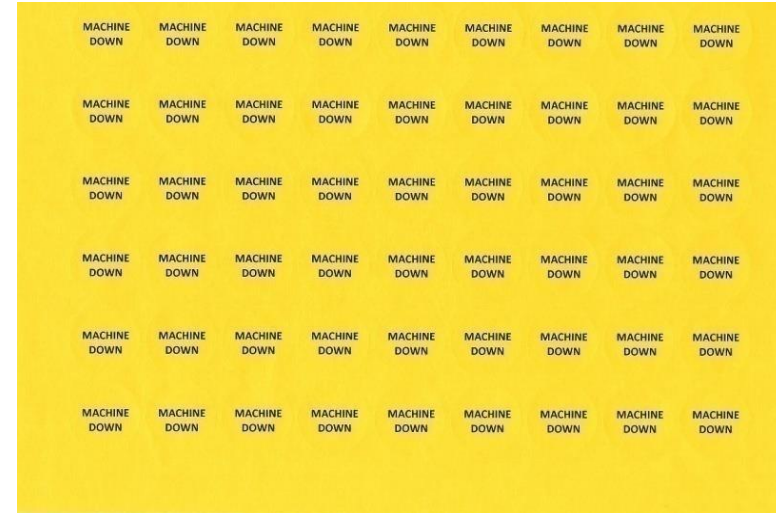
Spoiling a Ballot

- When a voter wishes to cancel the voting session.
- Enter the election code on the voting system
- Confirm the reason for ending the voting session
- The paper ballot will eject, hand the paper ballot to the voter without looking at their selections and walk the voter back to the table
- Provide the voter with a black marker and **“Spoiled Ballot”** sticker (which are included in the election materials box)
- **Instruct the voter to black out the barcodes and their selections then place the “Spoiled Ballot” sticker over the barcodes.**
- In the poll book, under their admission number, write **S1** for the first time the voter spoils a ballot. If the voter reaches **S3** for spoiling a ballot, provide the voter with a Provisional Ballot.
- In the #2 and #4 books write S1, S2 or S3 next to the voter’s name.
- **All Spoiled ballots should be folded and placed into the spoiled ballot plastic bag and, at the end of the night, placed in the “Hopper Bag”**
- For more information on spoiling a ballot refer to page **38** in the Election Guidebook.

Machine Down Provisional Voting


- Used when **50%** or more of voting machines are not working and there are voters waiting to use the election machines.

- After voter has cast a Machine Down Provisional ballot, place a “Machine Down” sticker in **Section 2** of the Provisional Affidavit Envelope “B”.



STICKERS PROVIDED

Provisional Ballot/Boleta electoral provisional

1. Voter Information <small>(Voter must complete this section in front of election official or a BUREAU receiving ballot.)</small> Print Voter Name _____ Date of Birth _____ Phone _____ Email _____	3. Current Address where the Voter Lives <small>(Voter must complete this section in front of election official or BUREAU receiving ballot if address is different than Section 2.)</small> Address (street) _____ City _____ Zip code _____
2. Voter Affidavit for Provisional Ballot <small>(Voter must complete and sign in front of election official or BUREAU receiving ballot.)</small> Please print the address where voter is registered: Address _____ City _____ Zip code _____ Voter Municipality _____ Voter County _____ <small>(do solemnly swear or affirm that my name and date of birth are as I have listed above, and at the time that I registered I resided at the address I have provided above, in the Commonwealth of Pennsylvania and that this is the only ballot that I have cast in this election.)</small> Voter Signature X _____	4. Voter Signature <small>(Voter must sign in front of election official or BUREAU receiving ballot.)</small> I declare, under penalty of law, that I am a properly registered voter in the election on district indicated in my affidavit, and that I am eligible to vote in this election in this election or to do so. Voter, sign or mark here  Voter, Print name here _____ Date (MM/DD/YYYY) _____
Reason for Ballot <small>(For election officials only)</small> Check all boxes that apply: <input type="checkbox"/> Voter's name not on list <input type="checkbox"/> Court order (baker) <input type="checkbox"/> Voter identification not supplied <input type="checkbox"/> Court order (testing hours) <input type="checkbox"/> Voter's eligibility is challenged by an election official <input type="checkbox"/> Pair is () only <input type="checkbox"/> "MACHINE DOWN" is enclosed in ballot <input type="checkbox"/> Absentee ballot	This section is for election officials only <div style="border: 1px dashed black; padding: 10px; text-align: center;">This space is reserved for voter registration verification by county board of elections.</div> <div style="border: 1px dashed black; padding: 10px; text-align: center;">Affix Ballot ID Number Here.</div>
Signature of the Judge of Election _____ Date _____ Signature of the Minority Inspector _____ Date _____	

Mail-in & Absentee Voting

- Post Mail-in & Absentee Voters Lists
 - Found in the Election Materials Box
 - Updated Lists Delivered by Police Officer
- All challenges to Mail-in or Absentee Ballots must be made to the Philadelphia Board of Elections in City Hall, Room 142.
- **All voters who apply for a Mail-in or Absentee Ballot are prohibited by the Election Code from voting on the ExpressVote XLs.**
- **However, if the voter surrenders their voided ballot and declaration envelope, and sign an affirmation that they haven't already voted, then the voter may vote on the ExpressVoteXL. (Act 12) This will be indicated in the poll book and the Mail-in and Absentee Voters Lists. They may request a provisional ballot.**

Discrepancy Sheet

- Found at the beginning of each Poll Book
 - Used for correcting voter information

CITY COMMISSIONERS - VOTER REGISTRATION DIVISION DISCREPANCY SHEET

WARD _____ DIVISION _____

TO THE ELECTION OFFICERS:

Please use this Discrepancy Sheet to inform the Voter Registration Office of any changes that should be made to the voter registration records in this pollbook.

In the spaces provided below, please provide the necessary voter information and check off the appropriate box for the type of change needed. If you need to provide more detailed information about a record that you list on this page, you may write the additional information on the voter record that appears in this pollbook.

Page #	Voter's Name	ID Number	Date of Birth	Change Information	CCO
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	
				<input type="checkbox"/> Deceased <input type="checkbox"/> Affirmation, New Address on Voter Record <input type="checkbox"/> Correction, See Record <input type="checkbox"/> Moved, New Address Unknown	

Voter Assistance

- If a voter requires **assistance operating the ExpressVote XL or assistance with a language other than English:**
 - Complete an Assistance Declaration
 - Anyone but the Judge of Election, Employer, or Union Representative may assist a voter
- **DO NOT** offer assistance without being asked
 - No voter assistance is permitted unless the voter requests assistance. It is the voter's choice who assists them.
- Record of Assisted Voters
 - Place completed forms in #2 Envelope

ASSISTANCE DECLARATION Declaration of the Need for Assistance to Vote	
Voter's Name: _____ Voter's Date of Birth: _____	
Voter's Address: _____ BY REASON OF:	
Reason for Assistance: _____, I AM UNABLE TO VOTE WITHOUT THE ASSISTANCE OF:	
Person providing assistance Name: _____	
Address: _____	
Signature / Mark of Voter: _____ Date: _____	
Signature of Witness: _____	
Signature of Judge of Elections: _____ Ward: _____ Div: _____	

AYUDA DECLARACIÓN Declaración de la Necesidad de Ayuda para Votar	
Nombre de Votante: _____ Fecha Nacimiento: _____	
Dirección de Votante: _____ POR LA RAZÓN DE QUE:	
Razón por la cual necesita ayuda: _____ YO NO PUEDO VOTAR SIN LA AYUDA DE:	
Nombre de la persona dando ayuda: _____	
Dirección de la persona dando ayuda: _____	
Firma o marca del votante: _____ Fecha: _____	
Atestado por Nombre del Testigo: _____	
Firma del Juez de Elección: _____ Ward: _____ Div: _____	
CITY OF PHILADELPHIA - CITY COMMISSIONERS COUNTY BOARD OF ELECTIONS - ELECTION DAY HOTLINE - 686-1590	
Form AD Rev 12/95	

For more information read page. 30 in the election guidebook

Affirmation of Elector

■ If a registered elector has moved, the voter should inform polling place officials of the address change by completing **Sections A and C** of an Affirmation of Elector form.

■ If the voter has moved out of Philadelphia County, their voting record will be cancelled here. **Inform them that they are responsible to register to vote in their new county of residence for future elections.**

AFFIRMATION OF ELECTOR
PHILADELPHIA COUNTY BOARD OF ELECTIONS

Please complete Part A or B of this form, whichever is applicable, and sign and date Part C of this form before an election official. Please PRINT all information except your signature.

Voter's Name: _____ Voter's Date of Birth: _____

A. CHANGE OF ADDRESS: I HAVE CHANGED MY ADDRESS OF RESIDENCE AND MOVED

FROM: _____
ADDRESS CITY COUNTY STATE ZIP CODE
AND I CURRENTLY RESIDE AT: _____

TO: _____
ADDRESS CITY COUNTY STATE ZIP CODE

If my new address is in the area covered by this polling place, I wish to continue to vote here.

If my new address is within Philadelphia, but in an area covered by a different polling place, I wish to vote at this polling place one last time.

If my new address is in another county, outside of Philadelphia, I wish to vote here one last time.
Please cancel my registration in Philadelphia County.

B. NO CHANGE OF ADDRESS: I HAVE NOT CHANGED MY ADDRESS, AS I STILL RESIDE AT:

ADDRESS CITY COUNTY STATE ZIP CODE
AND I WISH TO REMAIN REGISTERED TO VOTE IN THIS DISTRICT.

C. AFFIRMATION

I hereby swear or affirm that the information that appears above is true and correct to the best of my knowledge under the penalty of perjury.

Signature of Voter Date

On the above date, the voter came before me and affirmed the information contained herein to be true and correct.

Signature of Election Official Ward Division

QUESTIONS? CALL ELECTION DAY HOTLINE AT (215) 686-1590 AFFIRMATION-Rev 12/01


15-70-0 (See other side for Spanish)

Complaints

- If someone has any complaints about how the election is conducted
- HAVA Title III envelope contains complaint forms
- Voter completes and files on his/her own

ENCLOSURE 10

(FOR OFFICIAL USE ONLY)


 COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF STATE
 Harrisburg

STATEMENT OF COMPLAINT - VIOLATIONS OF TITLE III
OF THE HELP AMERICA VOTE ACT OF 2002
(PUBLIC LAW 107-252, 42 U.S.C. § 15301 *ET SEQ.*)

Under section 402(a)(2) of the Help America Vote Act of 2002 (HAVA) (42 U.S.C. § 15312(a)(2)) and section 1296.2(a) of the Pennsylvania Election Code (25 P.S. § 1296.2(a)), any person who believes that a violation of any provision of Title III of HAVA (42 U.S.C. §§ 15481-15501) has occurred, is occurring, or is about to occur, may file a complaint with the Department of State, Bureau of Commissions, Elections and Legislation. Complaints made against a local or county official or employee will be processed and considered by the Department of State under section 1296.2(b) of the Election Code (25 P.S. § 1296.2(b)). Complaints made against the Department of State will be processed and considered by the Commonwealth's Office of General Counsel under section 1296.2(c) of the Election Code (25 P.S. § 1296.2(c)).

In order for the Department of State or the Office of General Counsel to initiate complaint proceedings under section 402(a) of HAVA and section 1296.2 of the Election Code to consider possible violations of Title III of HAVA, a complainant must complete both sides of this complaint form. Complaints should be typewritten or clearly printed in black or blue ink. Please state the facts briefly and clearly, and be sure to submit any documents you have to support your complaint.

YOU MUST SIGN THIS FORM. COMPLETE THE PRESCRIBED AFFIDAVIT BEFORE A LICENSED NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED UNDER PENNSYLVANIA LAW TO ADMINISTER OATHS, AND RETURN THE FORM, WITH TWO COPIES, TO THE DEPARTMENT OF STATE, BUREAU OF COMMISSIONS, ELECTIONS AND LEGISLATION, 212 North Office Building, Harrisburg, PA 17120.

THIS FORM MUST BE SIGNED UNDER OATH, NOTARIZED, AND FILLED OUT COMPLETELY IN ORDER TO BE PROCESSED. TO ASSURE PROMPT PROCESSING OF THE COMPLAINT, PLEASE FILE THE ORIGINAL AND TWO COPIES OF THE COMPLAINT WITH THE BUREAU OF COMMISSIONS, ELECTIONS AND LEGISLATION

TYPE OF COMPLAINT (PLEASE CHECK ONE):

☐ ALLEGATIONS MADE AGAINST COUNTY OR LOCAL OFFICIAL (S) OR EMPLOYEE (S)
☐ ALLEGATIONS MADE AGAINST THE DEPARTMENT OF STATE

A. COMPLAINANT INFORMATION					B. COMPLAINANT'S ATTORNEY, IF ANY				
LAST NAME	FIRST NAME	MIDDLE INITIAL			LAST NAME	FIRST NAME	MIDDLE INITIAL		
STREET ADDRESS (Number and Name)					STREET ADDRESS (Number and Name)				
CITY	COUNTY	STATE	ZIP CODE		CITY	COUNTY	STATE	ZIP CODE	
TEL. (Include Area Code) (HOME)			(WORK)		TEL. (Include Area Code)			FIRM NAME	

C. NAME AND ADDRESS OF WITNESS, IF ANY					D. NAME AND ADDRESS OF SECOND WITNESS, IF ANY				
LAST NAME	FIRST NAME	MIDDLE INITIAL			LAST NAME	FIRST NAME	MIDDLE INITIAL		
STREET ADDRESS (Number and Name)					STREET ADDRESS (Number and Name)				
CITY	COUNTY	STATE	ZIP CODE		CITY	COUNTY	STATE	ZIP CODE	
TEL. (Include Area Code)			If needed, is this witness willing to support your complaint by appearing at a hearing? <input type="checkbox"/> YES <input type="checkbox"/> NO		TEL. (Include Area Code)			If needed, is this witness willing to support your complaint by appearing at a hearing? <input type="checkbox"/> YES <input type="checkbox"/> NO	

NOTE: If additional witnesses are available, list names, addresses, and other pertinent data in a manner similar to above on 8 1/2" x 11" paper.

1



Closing the Polls

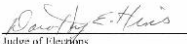


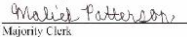

Closing the Polls

- All polls **MUST** stay open until **8:00 PM**
 - Have an Election Board member stand at the end of the line at **8:00 PM**
 - Close All ExpressVote XL
 - Sign the Affidavit for Identification Requirements
 - Located at the front of each Poll Book
- Sign the payroll sheet
- Payrolls **MUST NOT** be filled out until close of Election

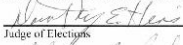


AFFIDAVIT — IDENTIFICATION REQUIREMENTS

The undersigned, members of the district election board for the election district designated as WARD 10 DIVISION 3 by the Board of Elections of **PHILADELPHIA COUNTY**, having been duly sworn according to law, state as follows:

1. I understand that, before certain electors who appear to vote are permitted to cast a ballot in the ordinary manner, the law requires an individual to present to an election officer for examination either a proper form of photo identification or, if the individual does not have proper photo identification, a proper form of identification that shows the name and address of the elector.
2. I further understand that in the event that the district register indicates that an elector appearing to vote is required to show proper identification, it is the responsibility of the responsible election officer(s) to require the elector to present a proper form of identification and to examine the identification presented to determine whether the identification is proper and demonstrates to the satisfaction of the inspectors of election and/or the judge of elections that the individual appearing to vote is a registered and qualified elector of the election district.
3. I further understand that in the event that an election officer has examined the identification presented and the elector has been permitted thereafter to sign the district register and to vote in the ordinary manner, the election officer who examined the identification is required to indicate that he or she has examined the elector's identification by affixing his or her initials next to the name of the elector in the district register in the place designated for such purpose.
4. Based on the aforesaid understandings, where my initials appear in the district register indicating that I have examined an elector's identification, I swear under oath that I did in fact examine the identification presented by the elector as required by law.

 Judge of Elections	 Majority Inspector	 Minority Inspector
 Majority Clerk	 Minority Clerk	

SWORN AND SUBSCRIBED BEFORE US* ACCORDING TO LAW, this 17th day of NOV, 2007.

 Judge of Elections	 Majority Inspector
 Minority Inspector	

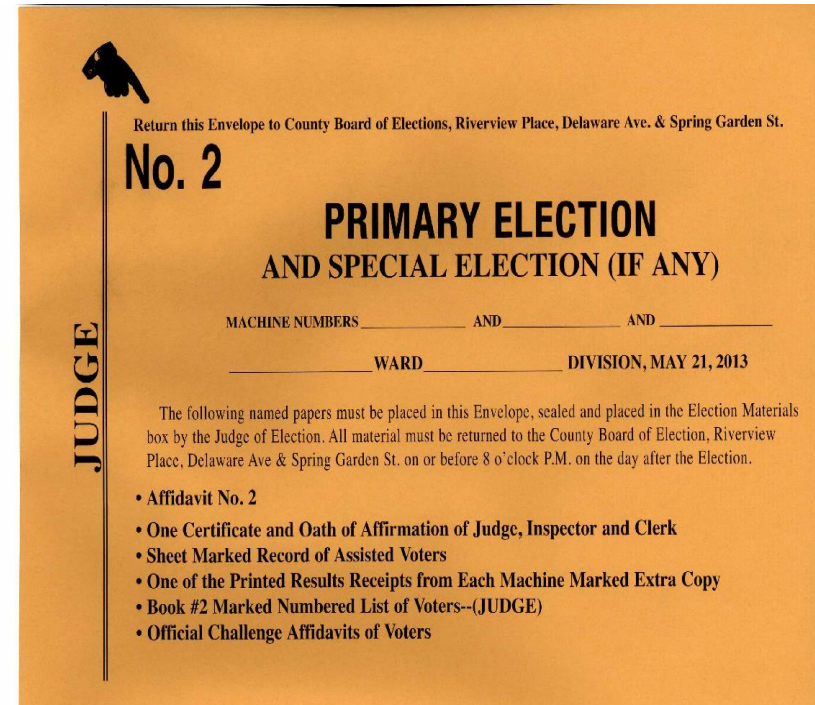
Please refer to the instructions on the following page.

#2 Envelope

- Goes inside the Election Materials Box

- Contains:

- A copy of the completed Oath of Officers
- A copy of the signed voting system tape
- Record of Assisted Voters
- # 2 Yellow book

The image shows the front of a yellow envelope used for election materials. At the top left, there is a black silhouette of a hand pointing to the right. Below this, the text "Return this Envelope to County Board of Elections, Riverview Place, Delaware Ave. & Spring Garden St." is printed. The number "No. 2" is prominently displayed in large, bold, black font. Below this, the words "PRIMARY ELECTION" and "AND SPECIAL ELECTION (IF ANY)" are printed in bold. There are lines for "MACHINE NUMBERS", "AND", and "DIVISION, MAY 21, 2013". Below these, there are lines for "WARD" and "DIVISION, MAY 21, 2013". A vertical line on the left side of the envelope has the word "JUDGE" printed vertically. Below this line, there is a paragraph of text stating: "The following named papers must be placed in this Envelope, sealed and placed in the Election Materials box by the Judge of Election. All material must be returned to the County Board of Election, Riverview Place, Delaware Ave & Spring Garden St. on or before 8 o'clock P.M. on the day after the Election." Below this paragraph, there is a list of items to be placed in the envelope:

- Affidavit No. 2
- One Certificate and Oath of Affirmation of Judge, Inspector and Clerk
- Sheet Marked Record of Assisted Voters
- One of the Printed Results Receipts from Each Machine Marked Extra Copy
- Book #2 Marked Numbered List of Voters--(JUDGE)
- Official Challenge Affidavits of Voters

#4 Envelope

- Given to the Minority Inspector
 - Must be retained for one year
- **Contains:**
 - A copy of the completed Oath of Officers
 - A copy of the signed voting system tape
 - # 4 Yellow book

MINORITY INSPECTOR

GIVE TO MINORITY INSPECTOR

No. 4

**PRIMARY ELECTION
AND SPECIAL ELECTION (IF ANY)**

MACHINE NUMBERS _____ AND _____ AND _____
WARD _____ DIVISION, MAY 21, 2013

The following named papers must be placed in this Envelope. Sealed and Retained by the Minority Inspector until called upon to produce the same by the County Board of Elections:

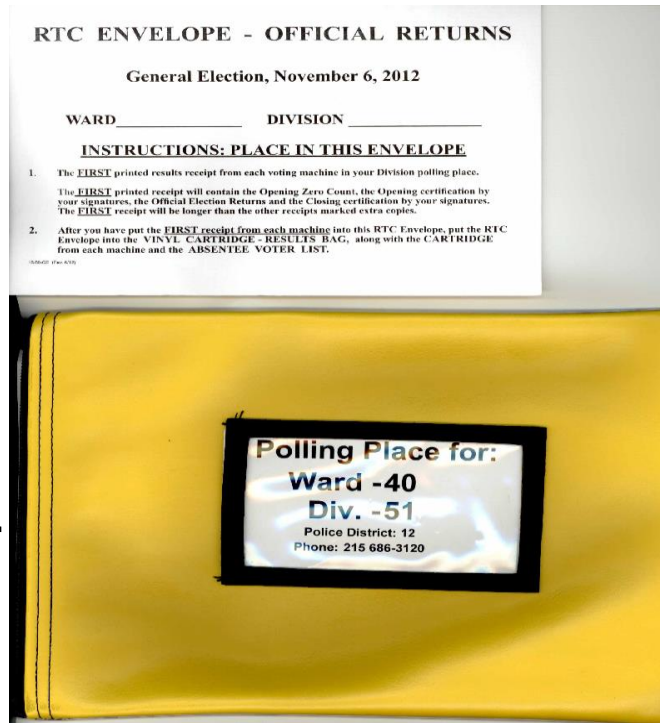
- Certificate and Oath of Affirmation of Judge, Inspector and Clerk
- ONE OF THE PRINTED RESULTS RECEIPTS FROM EACH MACHINE
- Book #4 Marked Numbered List of Voters--(MINORITY INSPECTOR)

To be retained for at least ONE YEAR by Minority Inspector unless notified otherwise by this office.

Note: Judge of Election does not take any materials home from the #2 or #4 envelopes

Vinyl Bag

- Given to Police Officer
- **Contains:**
 - USB stick (which are replacing the cartridge) will be collected from **ALL** voting systems **(Opened and Unopened)**
 - The zero-count tape from the beginning of the day and the last copy of the election results which will contain any write-in votes from each machine
 - **VOTING SYSTEM KEY**
 - **CITY ISSUED CELLPHONE**
 - Mail-in and Absentee voters lists (if any)



DO NOT PUT THE VINYL RESULTS BAG INTO THE HOPPER BAG

The Hopper Bag

- Secure ballot hopper
(from each machine which
contains the official voted ballots)
- Provisional Voting Envelope C
- Spoiled Ballot Envelope (if any)
- Surrendered/Spoiled Mail-in or
Absentee balloting materials
- Seal Card
(All seal numbers must be
recorded)





Post Outside the Polling Place

- Post outside the closed Polling Place a signed copy of the Voting Machine tape
 - Results tape should be visible to anyone coming after the polls close

Election Materials Box

- All remaining materials should be placed inside the election material box including the payroll sheet
 - Payroll sheet should be fully filled out including full Social Security number (**VERY IMPORTANT**)
 - Judge of Elections should retain pink copy of the payroll sheet for records
 - **Please note:** Office use only column on the payroll sheet is for City Commissioners office ONLY. Please leave blank.
 - Rental cards that are usually attached to the payroll sheet will no longer be used in future elections.
 - Ensure all board workers completed & signed payroll sheet
- Anyone who does not sign the payroll sheet will not be paid**
- Any questions or discrepancies, please call **215-686-1530**

The image shows a sample of a payroll sheet from the City of Philadelphia, Office of City Commissioners, dated November 6, 2015. The form is titled "CITY OF PHILADELPHIA OFFICE OF CITY COMMISSIONERS ELECTIONS AND POLITICAL AFFAIRS". It contains fields for employee information, including name, address, city, state, zip code, and social security number. There is a section for "OFFICE USE ONLY" with a date field. The form is designed for recording payroll information for election-related work.



After the Election

- Wait for the police officer
- Give him/her the vinyl bag and hopper sack
- Bring election materials box to
520 N Columbus Blvd.
 - By 2:00 AM the following day



Election Results

- For **unofficial** real-time election night results, visit www.results.philadelphiavotes.com
 - For certified results and other voting information, visit For results by county or statewide (including past elections), visit www.electionreturns.state.pa.us