



# Welcome!

We're so glad you're here for the  
**Election Day** training for the  
**November 5, 2024 Joint General  
and Special Election!**

Your table trainer will introduce  
themselves to you momentarily.



# Oath

- Now we'll take the oath of Election Worker
- Fill out the information *legibly* when instructed
- We'll do both oaths

AW 7-2a  
Prescribed by Secretary of State  
Article XVI, Section 1, Texas Constitution  
Sections 1.016, Texas Election Code  
7/2017

**CONSTITUTIONAL OATH FOR PRESIDING JUDGE, ALTERNATE JUDGE, AND EARLY VOTING CLERK**  
Prior to entering service as an election judge, alternate judge, or early voting clerk, individuals must complete the statement of officer and take the constitutional oath. The Statement of Officer must be completed prior to taking the constitutional oath of office.

**STATEMENT OF OFFICER**  
I, \_\_\_\_\_ do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever case may be, so help me God.

Title of Position to Which Appointed: \_\_\_\_\_

**Execution**  
Under penalties of perjury, I declare that I have read the foregoing statement and the facts stated therein are true.

Date: \_\_\_\_\_ Signature of Officer \_\_\_\_\_

**CONSTITUTIONAL OATH OF OFFICE**  
IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS, I, \_\_\_\_\_ do solemnly swear (or affirm) that I will faithfully execute the duties of the office of \_\_\_\_\_ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Signature of Election Judge/Alternate Judge/Early Voting Clerk: \_\_\_\_\_

Signature of Officer Administering Oath \_\_\_\_\_

Leave the bottom line blank



# 2024 General Election

**Election Day:** November 5, 2024

- Polls Open 7:00AM - 7:00PM
- Be there at 6:00AM

Find key dates on page 1 of your supplemental handout





# What's New?

- **High Turnout**
  - Expect lines
    - Mark the end of the line at the close of polls
    - Have a clerk walk the line periodically
    - Offer voters instructions on how to use the equipment
    - Ask voters to be prepared for check-in
    - Answer questions
  - More of each form will be used - monitor your forms box closely

**For more information, please refer to your supplemental handout**





# What's New?

- Equipment Keys
- Pre-Numbered Ballots & Spoiling Ballots
- Check-In Process Updates\*
- Presidential Ballots
- Similar Name Procedure\*
- Voter Assistance\*

\*We will cover these later in class

Poll Worker Training Manual:  
Supplemental Content



November 5, 2024  
General Election

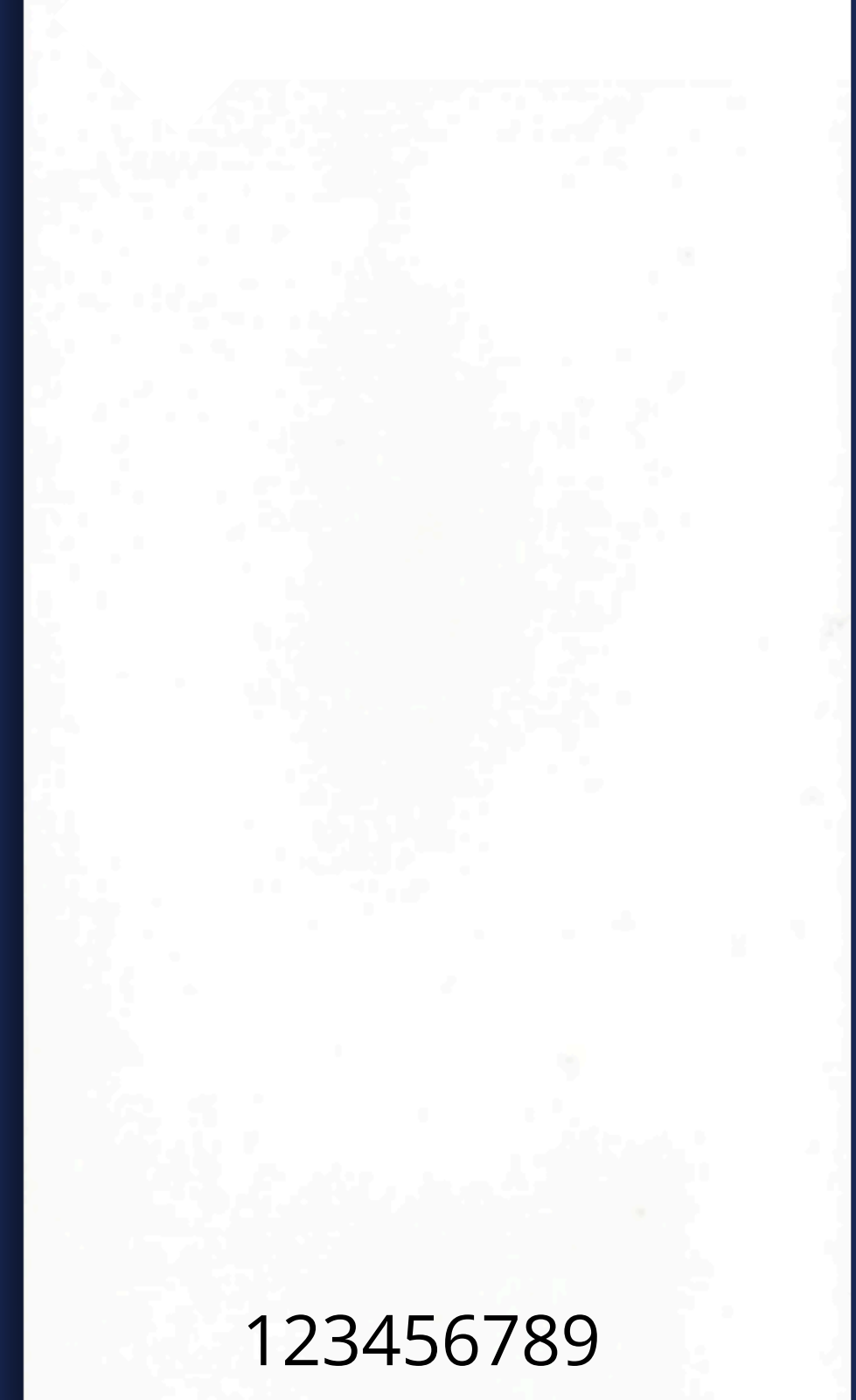
For more information, please refer to your supplemental handout





# What's New?

- **Pre-Numbered Ballots**
  - Ballot stock will now have an assigned serial range
  - You must inspect the ballots after opening and before issuing
  - The ballots **must** be given out in random order
- **Spoiling a Ballot**
  - The ballot serial number should be used instead of the previous alpha-numeric number in the header



123456789

For more information, please refer to your supplemental handout





# What's New?

- Write-In Candidates
- Notice of Debt Obligation


3-5  
Prescribed by Secretary of State  
Sections 146.031, Texas Election Code  
9/2023

**List Of Declared Write-In Candidates**  
(Lista De Candidatos Declarados Elegibles Para Recibir Votos Por Inserción Escrita)

**Certified Write-Ins Only**  
A write-in vote may not be counted unless the name appears on the list of certified write-in candidates. Only those candidates whose names appear on the following list are valid certified write-ins.

**Candidatos Certificados Solamente**  
Un voto escrito se contará solamente si el nombre escrito aparece en la lista de candidatos certificados. Solamente los candidatos que aparecen en la siguiente lista son certificados válidos para el voto escrito.

Office Sought (Puesto Oficial Solicitado)	Name of Candidate (Nombre del Candidato)
President/Vice-President (Presidente/ Vicepresidenta)	Shiva Ayyadurai/Crystal Ellis
President/Vice-President (Presidente/ Vicepresidenta)	Jessie Cuellar/Wesley Lasley
President/Vice-President (Presidente/ Vicepresidenta)	Claudia De la Cruz/Karina Garcia
President/Vice-President (Presidente/ Vicepresidenta)	Cherunda Fox/Harlan McVay
President/Vice-President (Presidente/ Vicepresidenta)	Peter Sonski/Lauren Onak
President/Vice-President (Presidente/ Vicepresidenta)	
U.S. Senator (Senador de los Estados Unidos)	
U.S. Senator (Senador de los Estados Unidos)	
Railroad Commissioner (Comisionado de Ferrocarriles)	
Justice of the Peace Precinct 5 (Unexpired) (Juez de Paz, Precinto Núm. 5 - Término no	

  
**Notices of Debt Obligation &  
Orders Declaring Unopposed  
Candidates Elected to Office  
Available for Inspection**  
*Located at the Check-In Table*

A debt obligation election order required under section 3.009 shall be posted: (1) On election day and during early voting by personal appearance, in a prominent location at each polling place. Additionally, under Section 2.023 a copy of the order or ordinance declaring each unopposed candidate elected to the office shall be posted on election day at each polling place used or that would have been used in the election.

As prescribed by the Texas Election Code 4.003(f), the complete debt obligation election order is hereby posted with required details of the bond election included in a





# Reminder

All voting equipment must be set up and running during voting hours.

- Opening of polls (7AM)
- To polls closing (7PM or when last voter in line at 7PM votes)

**DO NOT** shutdown BMD's or ePollbooks during voting hours.

- ePollbooks are being updated at regular intervals
- ePollbooks that are shut down during voting hours will not receive updates as needed.

**Texas Election Code requires all equipment to remain up and running during voting hours.**

BACK HOME PRINT Page 1 of 2 NEXT PAGE

1 Transaction Pending

RESYNC ALLOW LOGIN AGAIN Include Totals For This Location This Device

Ballot Style	Asset ID	Ballot Type	Regular	Provisional	Cancel Chec...	Total
125A	214	Express Link	1	0	0	1
Total for:		(125A)	1	0	0	1
126A	214	Express Link	1	0	0	1
Total for:		(126A)	1	0	0	1
470A	214	Express Link	1	0	0	1
Total for:		(470A)	1	0	0	1
481A	214	Express Link	5	0	0	5
Total for:		(481A)	5	0	0	5
482A	214	Express Link	1	0	0	1

BACK HOME PRINT Page 1 of 2 NEXT PAGE

DEVICE LOCKED

RESYNC ALLOW LOGIN AGAIN Include Totals For This Location This Device

Device is completely synced and is ready to be turned off.

OK

Ballot Style	Asset ID	Ballot Type	Regular	Provisional	Cancel Chec...	Total
125A	214	Express Link	0	0	0	1
Total for:		(125A)	0	0	0	1
126A	214	Express Link	0	0	0	1
Total for:		(126A)	0	0	0	1
470A	214	Express Link	0	0	0	1
Total for:		(470A)	0	0	0	1
481A	214	Express Link	5	0	0	5
Total for:		(481A)	5	0	0	5
482A	214	Express Link	1	0	0	1







# Distance Restricted Activities

## Electioneering

May not occur within 100 feet of an outside polling place entrance door.

Use the provided Electioneering Distance Marker to mark this distance.

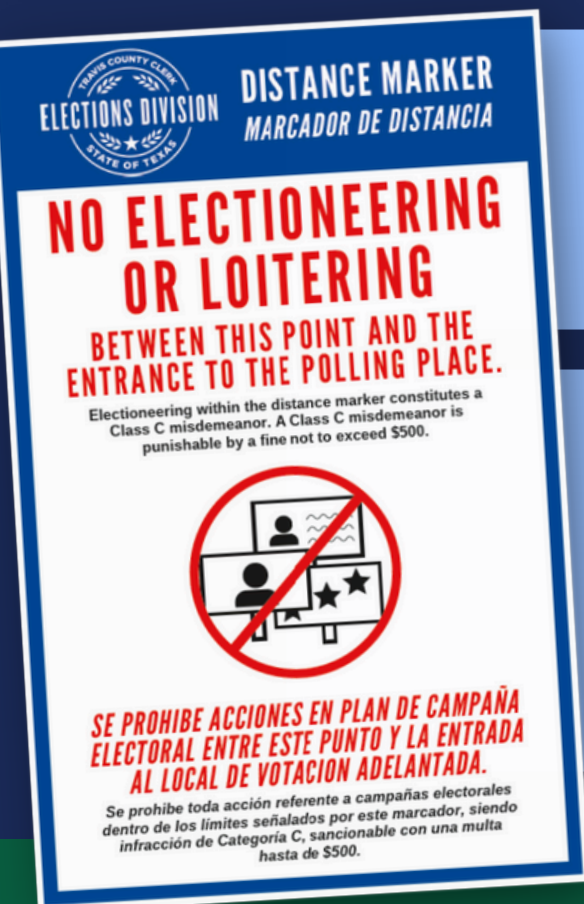
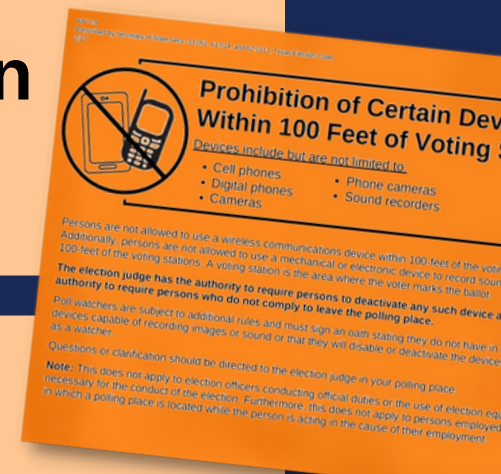
Exceptions: Voters may have written notes but cannot leave them in the polling place.

## Electronic Devices

Wireless device use is prohibited within 100 feet of voting stations.

Post the provided Prohibition of Certain Devices postings, provided in your Forms Box.

Exceptions: Election officials conducting election business and voters with disabilities using a device to vote.



More information on page 6 in the manual



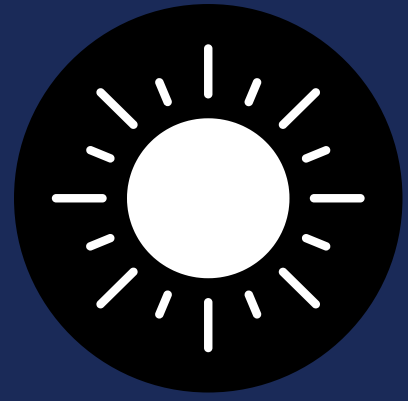
# Reminder

## Media



Poll Workers should never speak to the media.

When you have a media presence, call the call center. If media is asking for information, direct them to contact our main office (512) 854-4996 (information located on the contact posting in the Postings Kiosk)



# Opening the Polls

With your Table Trainer...

- Make sure your **ePollbook** equipment is set up (*but do NOT sign in yet!*): [page 15](#)
- Turn on and learn about the ADA features of the **Ballot Marking Device**: [page 21](#)
- Open polls on the **Ballot Scanner**: [page 17](#)

Follow along in your manual





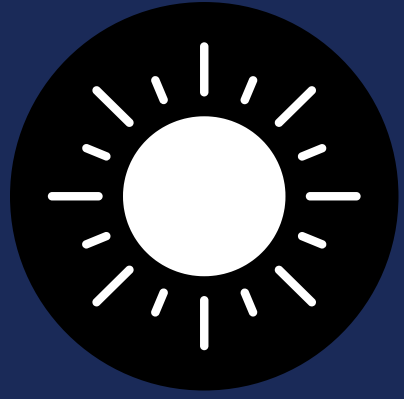
# Judge's Signature



- **Judges sign the back bottom of the Ballot Cards above the serial number.**
  - It must be the JUDGE, not Alternate Judge or Clerk.
  - You can use a signature stamp if you have one.
  - Do not sign or stamp over the serial number.

For more information on ballot cards, see page 9 in your manual.





# Processing Voters

Your Table Trainer will now take you through several scenarios that you will encounter when checking in voters.

Follow along in your manual



# Processing Voters: Statement of Residence (SOR)

## Forms:

21-6 Approved by Secretary of State Section 63.0011, Texas Election Code 9/2023

### Statement of Residence

For persons whose residence address does not match voter registration address.

I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to \$4,000, or both. Please read all three statements to affirm before signing.

- I am a resident of this county and a U.S. citizen; and
- I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and
- I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

**X** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Applicant or Agent and Relationship to Applicant and Date or Printed Name of Applicant if Signed by Witness and Date.

**Place Label Here**

Last Name (Include suffix if any (Jr., Sr., III)) \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name (If any) \_\_\_\_\_

Former Name \_\_\_\_\_

Residence Address: Street Address and Apartment Number, City, State, and Zip. If none, describe where you live. (Do not include P.O. Box, Rural Route, or Business Address) \_\_\_\_\_

Gender (optional):  Male  Female

Mailing Address: Address, City, State, and Zip: If mail cannot be delivered to your residence address. \_\_\_\_\_

City and County of Current Residence in Texas \_\_\_\_\_

City and County of Former Residence in Texas \_\_\_\_\_

Date of Birth: month, day, year \_\_\_\_\_

Telephone Number - Include Area Code (Optional) \_\_\_\_\_

Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number. \_\_\_\_\_

I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.

## File:

VOTER REGISTRATION MATERIAL OF  
day of \_\_\_\_\_ Election held on the \_\_\_\_\_  
in Election Precinct No. \_\_\_\_\_ 20\_\_\_\_  
in \_\_\_\_\_ County, Texas.

1. Completed Voter Registration Applications  
2. Statements of Residence (completed)  
3. Completed Similar Name Correction Forms

**ENVELOPE 4**  
**TO VOTER REGISTRAR**  
NOTE TO PRECINCT PRESIDING JUDGE  
Enclose in this envelope:

Approved by Secretary of State  
Section 66.021, Texas Election Code  
AT89-7 (1-12)

Page 34-36 in your manual



# Processing Voters: Similar Name

Forms:

File:

21-6 Approved by Secretary of State Section 63.0011, Texas Election Code 9/2023.

## Statement of Residence

For persons whose residence address does not match voter registration address.

I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to \$4,000, or both. Please read all three statements to affirm before signing.

- I am a resident of this county and a U.S. citizen; and
- I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and
- I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

**X** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature of Applicant or Agent and Relationship to Applicant and Date or Printed Name of Applicant if Signed by Witness and Date.

**Place Label Here**

Last Name (Include suffix if any (Jr., Sr., III)) \_\_\_\_\_  
First Name \_\_\_\_\_  
Middle Name (If any) \_\_\_\_\_  
Former Name \_\_\_\_\_

Residence Address: Street Address and Apartment Number, City, State, and Zip. If none, describe where you live. (Do not include P.O. Box, Rural Route, or Business Address) \_\_\_\_\_  
Gender (optional):  Male  Female

Mailing Address: Address, City, State, and Zip: If mail cannot be delivered to your residence address. \_\_\_\_\_

City and County of Current Residence in Texas \_\_\_\_\_  
City and County of Former Residence in Texas \_\_\_\_\_

Date of Birth: month, day, year \_\_\_\_\_

Telephone Number - Include Area Code (Optional) \_\_\_\_\_

Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number. \_\_\_\_\_

I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.

VOTER REGISTRATION MATERIAL OF \_\_\_\_\_ Election held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
in Election Precinct No. \_\_\_\_\_ County, Texas.

1. Completed Voter Registration Applications  
2. Statements of Residence (completed)  
3. Completed Similar Name Correction Forms

**ENVELOPE 4**  
**TO VOTER REGISTRAR**  
NOTE TO PRECINCT PRESIDING JUDGE  
Enclose in this envelope:

Approved by Secretary of State  
Section 66.071, Texas Election Code

Page 5 in your supplemental handout





# Processing Voters: Reasonable Impediment Documentation

Forms:

7-62 Approved by Secretary of State Section 63.001(i), Texas Election Code 9/2023

## Reasonable Impediment Declaration

### Voter's Declaration of Reasonable Impediment

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code.

**The reasonableness of your impediment cannot be questioned.**

Name: \_\_\_\_\_

\_\_\_\_\_  
VUID (Voter Unique Identification Number)

**X** \_\_\_\_\_  
Signature of Voter

\_\_\_\_\_  
Date

**This section to be completed by Election Official.**  
Sworn and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**X** \_\_\_\_\_  
Signature of Presiding Election Official

### Place Label Here

My reasonable impediment is due to the following reason(s):  
(Check at least one box below)

- Lack of transportation
- Lack of birth certificate or other documents needed to obtain acceptable form of photo ID
- Work schedule
- Lost or stolen identification
- Disability or illness
- Family responsibilities
- Acceptable form of photo ID applied for but not received

**To be Completed by Election Official**  
The voter provided a copy or original of one of the following forms of identification

- Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)
- Current utility bill
- Bank statement
- Government check
- Government document that shows the voter's name and an address (including the voter's voter registration certificate)
- Paycheck  
Location \_\_\_\_\_  
Date of Election \_\_\_\_\_

File:

Records of \_\_\_\_\_ Election  
held on the \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_ in Election Precinct No. \_\_\_\_\_  
in \_\_\_\_\_ County, Texas.

TO: \_\_\_\_\_  
(Title of General Custodian of Election Records)

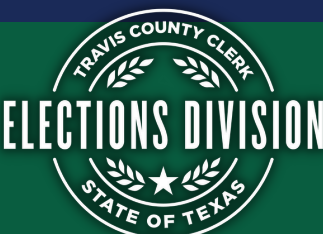
**ENVELOPE 2**

**NOTE TO PRECINCT PRESIDING JUDGE**  
Enclose in this envelope:

1. Notice of No. of Voters Who Voted During the Day
2. Standard Affidavits
3. Completed Reasonable Impediment Declarations
4. Oaths of Election Officers (if applicable)
5. Poll Watcher Certificates of Appointment (if presented)
6. Completed Oath of Assistants and Oath of Interpreters

7/19-5  
Prescribed by Secretary of State  
Section 66.021, Texas Election Code  
3-7

Page 41-42 in your manual



# Processing Voters: Oath of Assistance/Interpreter

Forms:

7-63 Approved by Secretary of State Sections 64.0322 and 64.034, Texas Election Code 9/2023

## Oath of Assistance

OATH OF PERSON ASSISTING VOTER: "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted."

X \_\_\_\_\_  
Signature of Assistant and Date

## Oath of Interpreter

INTERPRETER'S OATH: "I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by any election officer or to an election officer by the voter."

X \_\_\_\_\_  
Signature of Interpreter and Date

The above oath was sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

X \_\_\_\_\_  
Signature of Presiding Election Official

Date of Election \_\_\_\_\_

Polling Location \_\_\_\_\_

Printed Voter Assistant First Name \_\_\_\_\_

Printed Voter Assistant Last Name \_\_\_\_\_

Printed Voter Assistant Middle Name (If any) \_\_\_\_\_

Voter Assistant Residence Address  
Street Address and Apartment Number \_\_\_\_\_

Voter Assistant Residence City, State, and Zip Code. If none, describe where Voter Assistant lives. (Do not include P.O. Box, Rural Route, or Business Address) \_\_\_\_\_

Relationship of Assistant to Voter \_\_\_\_\_

Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? Circle one:  
YES NO

File:

Records of \_\_\_\_\_ Election  
held on the \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_\_ in Election Precinct No. \_\_\_\_\_  
in \_\_\_\_\_ County, Texas.

TO: \_\_\_\_\_  
(Title of General Custodian of Election Records)

ENVELOPE 2

NOTE TO PRECINCT PRESIDING JUDGE  
Enclose in this envelope:

1. Notice of No. of Voters Who Voted During the Day
2. Standard Affidavits
3. Completed Reasonable Impediment Declarations
4. Oaths of Election Officers (if applicable)
5. Poll Watcher Certificates of Appointment (if presented)
6. Completed Oath of Assistants and Oath of Interpreters

118-2  
Prescribed by Secretary of State  
Section 64.031, Texas Election Code  
3/7

Page 6 in your supplemental handout





# Break

We're on a break. Check the timer in the top right corner of the screen to see when we'll be returning.

# Processing Voters: Ballot by Mail SURRENDER

Forms:

6-7 Prescribed by Secretary of State Sections 63.011, 84.032, 84.038 Texas Election Code 1/2022

### REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE

**To be Completed at an Early Voting or Election Day Polling Place**

84.032 (d) Voter HAS Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	<p>Statement: I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election.</p> <p><input checked="" type="checkbox"/> _____ Signature of Voter</p>
63.011 (a-1) Voter NOT HAVE Notice of Improper Delivery or Notice of Surrendered Ballot	<p>Statement: I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot.</p> <p><input checked="" type="checkbox"/> _____ Signature of Voter</p>

**Place Label Here**

I, \_\_\_\_\_,  
a qualified voter for the \_\_\_\_\_ Election to be held on \_\_\_/\_\_\_/\_\_\_ request that my Application for Ballot by Mail or Federal Post Card Application be cancelled.

\_\_\_\_\_  
Signature of Voter

\_\_\_\_\_  
VUID (required)

File:

Election 17-0722 Envelope for Requests and Cancelled Ballots (17-03)  
Prescribed by Secretary of State

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Envelope for Requests and Cancelled Ballots for the \_\_\_\_\_ Election held on \_\_\_\_\_, 20\_\_\_\_  
Election Precinct No. \_\_\_\_\_ County, Texas.

Type of Election	Polling Location
Date of Election	Authority Conducting the Election Travis County Clerk Elections Division

### REGISTER OF SURRENDERED BALLOTS BY MAIL

Date Ballot by Mail was Surrendered	Name of Voter	Ballot Serial Number
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		

I, the undersigned Deputy Early Voting Clerk (Early Voting) or Presiding Judge (Election Day) of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Surrendered Ballots by Mail for the above-mentioned election.  
Given under my hand, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting or Presiding Judge on Election Day

\_\_\_\_\_  
Printed Name of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting or Presiding Judge on Election Day

### ENVELOPE FOR REQUESTS AND CANCELLED BALLOTS

1. This envelope is used when a voter completes a request to cancel his/her mail ballot at the polling place on Election Day.
2. The election judge shall write "cancelled" on the returned ballot and place the request and ballot in this envelope.
3. If the request to cancel a ballot does not comply, the election judge writes denied on the request and places the request in this envelope.
4. Return this envelope to the Receiving Substation.

**Travis County General & Special Election**  
*Elección General y Especial del Condado de Travis*

November 2, 2021 Official Ballot    2 de noviembre, 2021 Boleta Oficial

101 B

Instructions: Please use a black or blue ink pen to mark your choices on the ballot. To vote for your choice in each contest, completely fill the oval (●) provided to the left of your choice.

Instrucciones: Por favor use una pluma de tinta negra o azul para marcar sus

Constitutional Amendment Election <i>Elección Sobre Enmiendas a la Constitución</i>	Constitutional Amendment Election <i>Elección Sobre Enmiendas a la Constitución</i>	State of Texas Proposition 4 The constitutional amendment changing the eligibility requirements for a justice of the supreme court, a judge of the court of criminal appeals, a justice of a court of appeals, and a	State of Texas Proposition 8 The constitutional amendment authorizing the legislature to provide for an exemption from ad valorem taxation of all or part of the market value of the residence homestead of
--	--	---	--

TRAVIS COUNTY CLERK - ELECTIONS DIVISION  
PO BOX 149325  
AUSTIN, TX 78714-9325

OFFICIAL ELECTION MAIL  
Approved by the U.S. Postal Service

This envelope contains blank EARLY VOTING OFFICIAL BALLOT and accompanying envelope.  
Este sobre contiene en blanco BOLETA OFICIAL PARA VOTACION EN ADELANTADA y sobres de acompañamiento.

Page 45-46 in your manual







# Closing the Polls

With your Table Trainer...

Close polls on the **Ballot Scanner**: page 74



# Register of Official Ballots/ Ballot and Seal Certificate

**REGISTER OF OFFICIAL BALLOTS/  
BALLOT AND SEAL CERTIFICATE**

Election Title: \_\_\_\_\_ Location Name: \_\_\_\_\_  
 Date: \_\_\_\_\_ Ballot Scanner Identification Number(s): \_\_\_\_\_

**INSTRUCTIONS: This is the most important form completed by the ELECTION JUDGE!**  
 Please fill in each of the lines below and sign the form. Direct each clerk and up to two poll watchers (if present) to sign the form. File each copy of this form in the appropriate locations as directed below.

<b>A. Number of Blank Ballots Received</b>	<small>Initial Ballots Issued</small>	+	<small>Supplemental Ballots Received</small>	=	<b>A Total</b>						
<b>B. Public Count of voted Ballots from Ballot Scanner Results Tape</b>	<small>Public Count from Ballot Scanner</small>										
<b>C. Number of Emergency Ballots secured in Emergency Ballot Bag</b>	<small>Recorded on Ballot Transmittal Form</small>										
<b>D. Number of voted Provisional Ballots</b>	<small>Number of Provisional Ballots</small>										
<b>E. Number of Spoiled Ballots + Number of Abandoned Ballots + Unused Blank Ballots signed by the Election Judge</b>	<small>Number of Spoiled Ballots</small>	+	<small>Number of Abandoned Ballots</small>	+	<small>Number of Unused Ballots, Signed</small>	=	<b>E Total</b>				
<b>F. Number of Unused Unsigned Ballots</b>	<small>Number of Unused Ballots, Unsigned</small>										
<b>G. Total number of Ballots accounted for (Add Lines B + C + D + E + F)</b>	<small>Number from Box B</small>	+	<small>Number from Box C</small>	+	<small>Number from Box D</small>	+	<small>Number from Box E</small>	+	<small>Number from Box F</small>	=	<b>G Total</b>
<b>H. Total number of Ballots unaccounted for (Line A minus Line G)</b>	<small>Number from Box A</small>	-	<small>Number from Box G</small>					=	<b>H Total</b>		
<b>I. Total number of names on the Poll List or Combination Forms or ePollbook</b>	<small>Total Check-ins (Regular + Provisional Check-ins)</small>										
<b>J. Number of Ballots in the Blue Ballot Bin (Line I minus Line H minus Line D minus Line C)</b>	<small>Number from Box I</small>	-	<small>Number from Box H</small>	-	<small>Number from Box D</small>	-	<small>Number from Box C</small>	=	<b>J Total</b>		

\* If there is a difference of 4 or more between line J and line B, the ballots are to be transferred to Central Counting Station to be counted.

Record the serial numbers of the seals used on the Blue Ballot Bin: \_\_\_\_\_

**AFFIDAVIT**  
 We, the undersigned election officials, do hereby certify that all voted ballots were placed in the transfer case(s) to be transferred to the central counting station.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Presiding Judge: \_\_\_\_\_ Clerk: \_\_\_\_\_  
 Alternate Judge: \_\_\_\_\_ Clerk: \_\_\_\_\_  
 Poll Watcher (if present): \_\_\_\_\_ Clerk: \_\_\_\_\_  
 Poll Watcher (if present): \_\_\_\_\_ Clerk: \_\_\_\_\_

White copy (Green Results Bag), Yellow copy (Purple Ballot Bag), Pink copy (Pink Envelope #3)

You can also follow in the manual on page 94-95





# Central Receiving Station

At the front of the building:

- Green Results Bag

Continue to back of building:

- Red Emergency Bag
- Cell Phone
- Blue Ballot Bin (Locked & Sealed)
- Purple Ballot Bag:
  - Envelope for Requests and Cancelled Ballots
  - Spoiled Ballot Log
  - Unused Ballots
  - Yellow Copy of Ballot & Seals Certificate

• Clear Return Bag:

- Orange Provisional Bag
- Yellow Envelope #2 & Grey Envelope #4
- Time Sheets w/ Cover Page in Clear Envelope
- Seals Envelope
- Poll Watcher Envelope
- Security Keys & Location Keys
- Forms Box

Follow along in your manual: page 82







# Elections Training Center

Scan with your  
smartphone  
camera!



<https://votetravis.gov/online-training-center/>