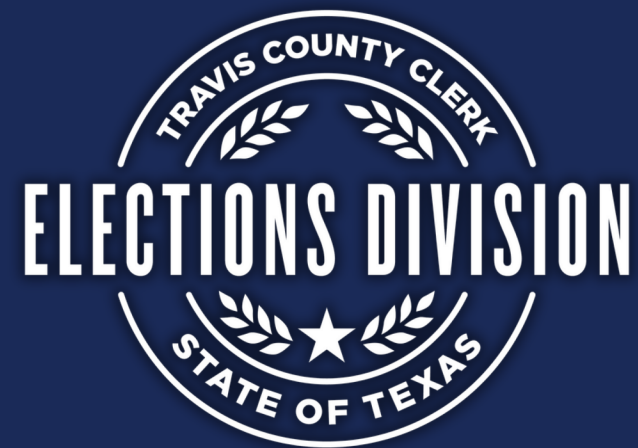


Welcome!



Early Voting: October 20th - 31st, 2025

7:00AM - 7:00PM Monday-Saturday*

12:00PM-6:00PM Sunday

*Oct 30th, Oct 31st 7:00am-10pm

Election Day: November 4, 2025

7:00AM - 7:00PM



Oath

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

Leave the bottom line blank

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: _____



What's New?

Organized into sections for easier navigation and reference.

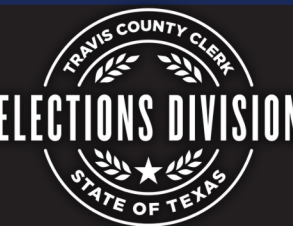
Build the Habit – reference manual first when seeking an answer to questions.

**CULTURE OF CURIOSITY & CUSTOMER
SERVICE**

Poll Worker
Training Manual



October 2025





Legislative Update – Wireless Devices

A person is not allowed to use a wireless communication device within a room in which voting is taking place.

Postings should be attached to the outside of each BMD shield, in the Postings Kiosk and throughout the voting room.

7-39
Prescribed by Secretary of State
Secs. 33.051, 61.014, and 62.0111, Texas Election Code
9/2025

NOTICE

**Prohibition of Certain Devices
Within a Room In Which Voting Is Taking Place**

A person is not allowed to use a wireless communications device within a room in which voting is taking place. Additionally, a person is not allowed to use a mechanical or electronic device to record sound or images within 100-feet of the voting stations. **These devices include but are not limited to cell phones, digital phones, cameras, phone cameras and sound recorders.** A voting station is the area where the voter marks the ballot.

The election judge has the authority to require persons to deactivate any such device and the authority to require persons who do not comply to leave the polling place.

Poll watchers are subject to additional rules and must sign an oath stating they do not have in their possession devices capable of recording images or sound or that they will disable or deactivate the devices while serving as a watcher.

Questions or clarification should be directed to the election judge in your polling place.

Note: This does not apply to election officers conducting official duties or the use of election equipment necessary for the conduct of the election. Furthermore, this does not apply to persons employed at the location in which a polling place is located while the person is acting in the course of their employment.

NOTIFICACIÓN

**PROHIBICIÓN DE CIERTOS DISPOSITIVOS DENTRO
DE UNA SALA EN LA QUE SE LLEVA A CABO LA
VOTACIÓN**

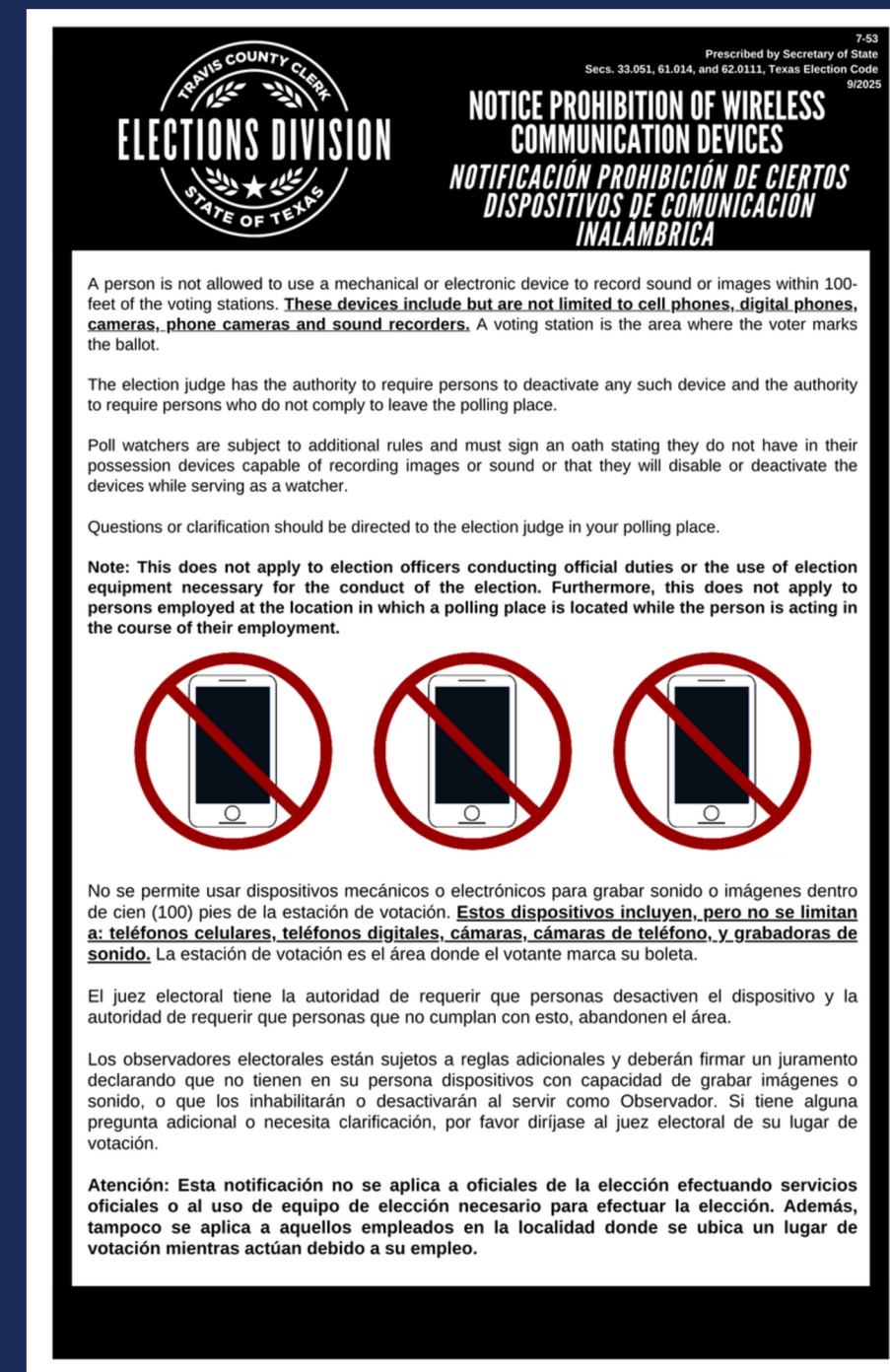


Legislative Update – Wireless Devices

A person is not allowed to use a mechanical or electronic device to record sound or images within 100 ft of the voting stations.

Voters CAN use a wireless device outside the voting room to look up information.

Place the provided sign in an orange cone 100' from the entrance to the voting room.

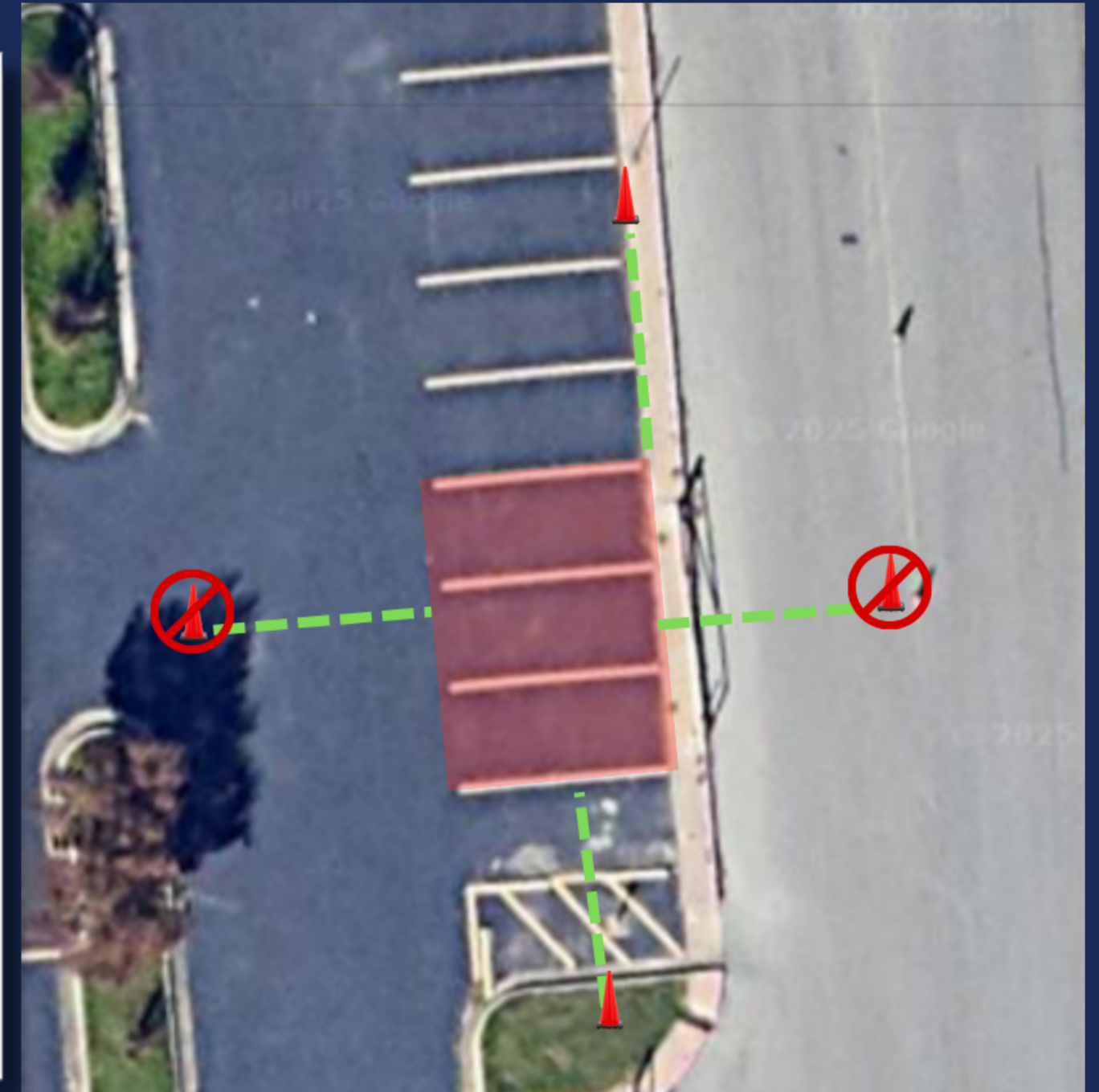
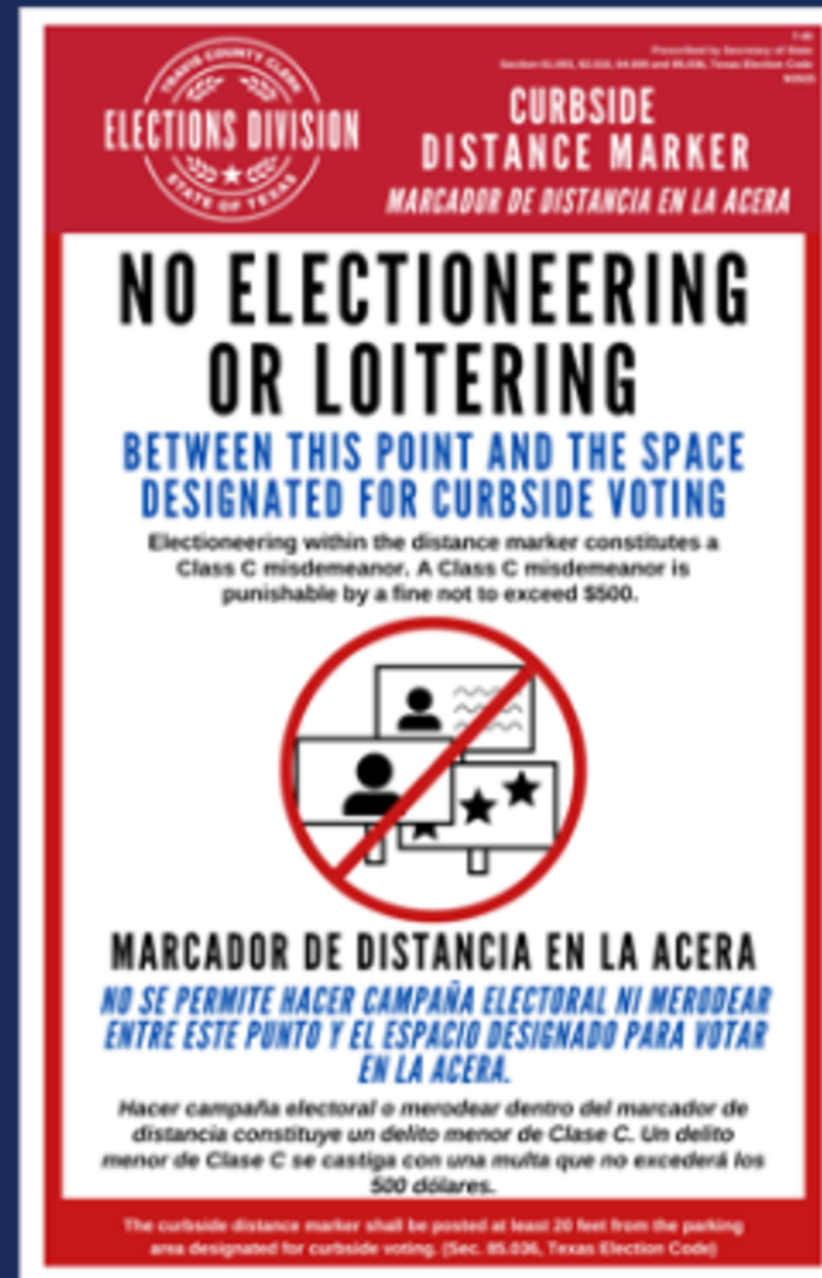




Legislative Updates - Curbside Voting

Poll workers must set up a curbside electioneering boundary 20 ft from the outside edge of the curbside parking spaces.

Do not block roads or sidewalks with signage.





Legislative Updates - Curbside Voting

Voters must now sign a *Curbside Voter Statement* that attests to their inability to physically enter the polling place without personal assistance or injuring their health.

Each curbside voter will print and sign their name. Poll workers who conduct curbside will sign and date this form.

Two poll workers need to deliver the ballot.

Form 7-66
Prescribed by Secretary of State
Section 64.009 Texas Election Code
09/2025

Type of Election	Polling Location
Date of Election	Authority Conducting Election

CURBSIDE VOTER STATEMENT (DECLARACIÓN DE LOS VOTANTES QUE VOTAN DESDE LA ACERA)

Oath: "I swear (or affirm) under penalty of perjury that I am physically unable to enter the polling place without personal assistance or likelihood of injuring my health, or I am requesting a reasonable accommodation under Section 1.022, Election Code. Therefore, I am requesting to vote outside the polling location." **(Juramento:** "Juro (o afirmo) bajo pena de perjurio que soy físicamente incapaz de entrar al lugar de votación sin asistencia personal o con riesgo de afectar mi salud, o que solicito una adaptación razonable en virtud bajo la Sección 1.022 del Código Electoral. Por lo tanto, solicito votar fuera del lugar de votación".)

Printed Name of Voter (Nombre impreso del votante)	Printed Name of Voter (Nombre impreso del votante)
Signature of Voter (Firma del Votante)	Signature of Voter (Firma del Votante)
Printed Name of Voter (Nombre impreso del votante)	Printed Name of Voter (Nombre impreso del votante)
Signature of Voter (Firma del Votante)	Signature of Voter (Firma del Votante)

The above oaths were sworn and subscribed to before me this ____ day of _____, 20 ____.
Los juramentos anteriores fueron jurados y suscritos ante mí en la fecha arriba.

*Witness Information only required if voter is unable to sign.
See back for instructions. (La información del testigo solo es necesaria si el votante no puede firmar. Consulte las instrucciones en el reverso.)

Signature of Election Officer

Printed Name of Election Officer



Legislative Updates - Curbside Voting

Poll workers must ask all drivers if they have transported 7+ voters to the polls during the Early Voting period and Election Day.

If yes, the driver must complete and sign the *Information of Person that Provided Transportation to Seven or More Voters for Curbside Voting* form.

7-65
Prescribed by Secretary of State
Sections 64.009, 64.034, Texas Election Code
9/2023

Type of Election	Polling Location
Date of Election	Authority Conducting Election

INFORMATION OF PERSON THAT PROVIDED TRANSPORTATION TO SEVEN OR MORE VOTERS FOR CURBSIDE VOTING
INFORMACIÓN DE PERSONA QUE PROVEYÓ TRANSPORTACIÓN A SIETE O MAS VOTANTES

Signature of Person that Provided Transportation <i>Firma de persona que proveyó transportación</i>	Printed Name of Person that Provided Transportation <i>Nombre de persona que proveyó transportación en letra de molde</i>	Address of Person that Provided Transportation <i>Dirección de persona que proveyó transportación</i>	Did the person who provided transportation function as an assistant to the voter under Chapter 64, Subchapter B in addition to providing transportation to the polling place? <i>¿La persona que proveyó transportación sirvió como asistente del votante bajo 64.034 además de proveer transportación al lugar de votación?</i>	
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No

Instructions:
A person that simultaneously provides transportation to 7 or more curbside voters to the polling place must complete and sign this form.
If the person that provided transportation also assists the voter, the person must repeat the Oath of Assistance aloud and sign it prior to rendering assistance.



Legislative Updates - Voter Assistance

Poll workers who assist a voter in reading or marking their ballot must fill out the *Election Worker Assistance Sheet*.

This form can be found in the Yellow Forms folder.

7-67
Prescribed by Secretary of State
Sections 64.0322, 64.034, Texas Election Code
9/2025

Election Worker Assistance Sheet Hoja de Asistencia para Trabajadores Electorales

Type of Election	Polling Location
Date of Election	Authority Conducting Election

	Name of Voter (Nombre del Votante)	Printed Name of Assistant (Nombre del Asistente en Letra de Molde)	Address of Assistant (Dirección del Asistente)	Relationship of Assistant to Voter (Relación del Asistente al Votante)	Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? (Recibió o aceptó cualquier forma de compensación u otro beneficio de un candidato, campaña o comité político?)	
1					Yes	No
2					Yes	No
3					Yes	No
4					Yes	No
5					Yes	No
6					Yes	No
7					Yes	No
8					Yes	No
9					Yes	No
10					Yes	No



Legislative Updates - Voting Equipment

Security seals must be placed on each BMD after polls have closed.

Seals will be removed when opening BMDs in the morning.

Information for each seal will be recorded on the *Equipment Security Log*.



G25 EQUIPMENT SECURITY SEAL LOG						
Location:						
Seal No.	Date Seal Applied	Equipment Serial Number	Name/Signature of Person Applying Seal	Date Seal Broken	Signature of Person Breaking Seal	Reason for Seal Breaking



Legislative Updates - Poll Watchers

Poll watchers must still present a completed and signed Certificate of Appointment and a Certificate of Completion.

Verify that all Certificates of Appointment are the updated forms, dated 09/2025. You can find this in the top right corner of the document.



4-26
Prescribed by Secretary of State
Sections 33.002, 33.006, 33.051, 127.201 Texas Election Code
9/2025

CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY A CANDIDATE



Ballot Tracking

Ballot packages are now numbered in order sequentially from lowest to highest serial number.

When opening packages, record the Pack # & Serial Range. The poll worker opening the pack will Initial and Date.

The Deputy will sign and date the bottom of the form.

Ballot Pack Tracking Sheet

Location _____

Tracking Log

Distribution Set/ Ballot Drop off #	Pack #	Serial Range	Initials	Date
1	1	100001-100251	P.I.	10/20/25

Distribution Set/ Ballot Drop off #: Whenever a new batch of ballots are received, this will be considered a new set. (The first box, or bag of ballots you begin with on opening day will be "Distribution Set/ Ballot Drop off # 1")

Packs: Ballot packs will be used sequentially in order. (Ex: Pack 1, Pack 2, Pack 3, Pack 4...)

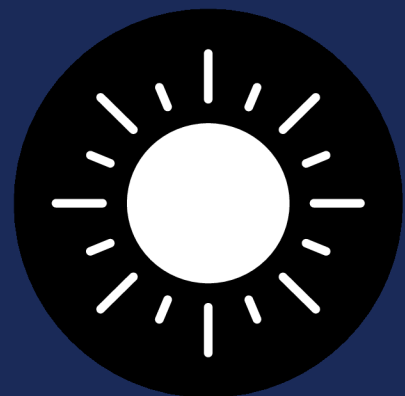
Serial Range: Once you are ready to open a pack of ballots (a set of 250 ballots), you will write the serial range for the newly opened pack that is being used. (Ex: 602001-602250)

Deputy Signature *10/31/25*

Election Official: _____ Date: _____

Checklist: Opening the Polls

- Make sure all voting equipment is ready by 7am, Page 16
- Set up:
 - curbside parking, Page 109
 - exterior ADA remediation, Page 3
 - electioneering boundary signs, Page 5
- File all broken seals in envelopes and leave for PM deputies, Page 16
- Begin new Daily Balancing envelope, Page 17
 - Record Public Count and file printouts from the Scanner/ePollbook.
- Call the Call Center once your site is ready to accept voters



Checking In Voters

Your Table Trainers will guide you through voter check-in procedures.

Need Help?

Read the Manual

Call the Call Center



Break

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

You can visit the Site Compliance Packet table in the back and familiarize yourself with the materials.



Limited Ballot (Early Voting Only)

If a registered voter moves to Travis County from another TX county, they may be eligible to vote a limited ballot that only contains shared races in both counties.

Limited ballots are only available at 5501 Airport Blvd. Contact the Call Center to verify eligibility BEFORE directing the voter to 5501 Airport.

If a voter is eligible for Limited Ballot, provide them with the *Limited Ballot* flyer from the forms box.

Limited Ballot Information

You will be voting a Limited Ballot for the November 4, 2025, Joint General and Special Elections. This means that you are eligible to vote only on common races between Travis County and the previous county of residence.



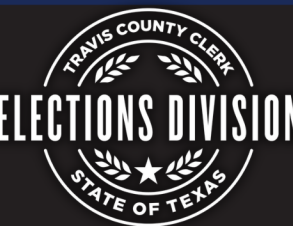
Limited Ballot only takes place during the Early Voting period, which is **October 20 – October 31, 2025**. The hours are: **Monday – Saturday: 7am – 7pm; Sunday: 12pm – 6pm**. Limited Ballots are not available on Election Day, November 4, 2025.



The Limited Ballot polling location is at the Travis County Clerk Elections office, **5501 Airport Blvd, Austin TX 78751**. There will be signage to direct you.



If you would like to confirm your eligibility for a limited ballot, please call the Elections Division at 512-854-4996.



Ballot Scanner/Ballot Marking Device

Table Trainers will guide you through opening and closing the Ballot Scanner and Ballot Marking Device.

Need Help?

Read the Manual

Call the Call Center



Closing the Polls: Nightly

- Call the Call Center when the last voter has voted
- Once all voters have cast their ballots, begin closing equipment.
- Deputies prepare all materials for LEO
- Complete all paperwork
- Bring in external materials:
 - Curbside
 - ADA remediations
- Call the Call Center when the site is locked and all poll workers have left.



Closing the Polls: Daily Balancing Envelope

- Be sure to return this envelope at the end of each day of Early Voting.
- Follow the instructions on the envelope to complete and be sure all pertinent materials are placed inside.
- AM & PM DEPUTY must sign.

Daily Balancing Envelope	
Location: _____	
Date: _____	
End of Day Instructions After the last voter has cast their Ballot Card in the Ballot Scanner.	
<p>A. Record the Public Count and Emergency Compartment Ballots in the sections on the right.</p> <ol style="list-style-type: none">1. The Public count is located on the upper middle portion of the Ballot Scanner screen.2. The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form. <p>B. Print the Configuration Report</p> <ol style="list-style-type: none">1. Touch the TOOLS button in the top right-hand portion of the Ballot Scanner screen.2. Enter the Election Code and touch ACCEPT.3. Touch REPORT OPTIONS. Use the yellow down arrow to scroll down to the second page.4. Touch CONFIGURATION REPORT and touch PRINT REPORT.5. Tear off report and file in this envelope.6. Touch the ADMIN button in the top right-hand portion of the screen.7. Touch SHUTDOWN to power off the Ballot Scanner. <p>C. Print the Check-in Totals from the ePollbook:</p> <ol style="list-style-type: none">1. Touch the three bar menu option in the upper right-hand corner of the screen.2. Touch CHECK-IN TOTALS.3. Choose today's date from the drop-down menu.4. Touch the blue PRINT button on the upper left-hand portion of the screen.5. Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.6. File the Check-in Total Report in this envelope. <p>D. Count the number of remaining blank cards from your supplies and record the total in the section on the right. (Include unopened packages. You do not need to open the packages.)</p>	<p>From the Ballot Scanner:</p> <p>Beginning Public Count: _____</p> <p>Ending Public Count: _____</p> <p>Emergency Compartment Ballots: _____</p> <p>From the ePollbook Check-in Totals:</p> <p>Number of Regular Ballots: _____</p> <p>Number of Provisional Ballots: _____</p> <p>Number of Spoiled Ballots: _____</p> <p>Number of Leftover Ballot Cards: _____</p>
_____	_____
AM Deputy Signature	PM Deputy Signature



Register of Official Ballots for Branch Early Voting

Register of Official Ballots for Early Voting at Branch Location

Election Title: _____ Location Name: _____

Ballots Received Serial Number Range		Beginning #	Ending #	Date	Deputy Initials
Record the beginning serial number and ending serial number for all blank ballots received					
	Initial Ballots Issued				
	Supplemental Ballots Issued				
	Supplemental Ballots Issued				
	Supplemental Ballots Issued				
	Supplemental Ballots Issued				

A: Number of Ballots Issued	Initial Ballots Issued	Supplemental Ballots Issued	A Total
Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.			

B: Number of Ballots Voted In Person		Public Count		Provisional		B Total
On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.						
C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day	1	2	3	4	C Total
	Daily Total					
	Day	5	6	7	8	
	Daily Total					
D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day	1	2	3	4	D Total
	Daily Total					
	Day	5	6	7	8	
	Daily Total					
E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box E Total	Day	1	2	3	4	E Total
	Daily Total					
	Day	5	6	7	8	
	Daily Total					
		Opened, Unused Ballots	Number of Unopened packages X Number of Ballots per package.			

F: Total Number of Ballots Accounted For	Box B Total	Box C Total	Box D Total	Box E Total	F Total
Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A					

Deputy Signature (AM) _____ Deputy Signature (PM) _____

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

Please refer to your supplemental handout





Early Voting Closeout

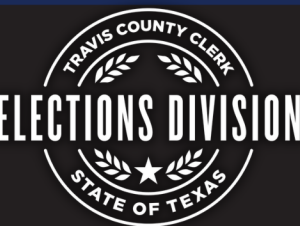
In addition to the steps for Early Voting Nightly closing, follow the steps in the Training Manual, page 28.

A Law Enforcement Officer will not be present to take materials back to the Elections Offices

Deputies will need to bring back the USB stick in the Green Results Bag, among other materials (see Training Manual, page 120)

- **MAKE SURE THE USB STICK'S BARCODE IS FACING OUT**

Training Manual Page: 28, 120



Elections Training Center



Scan with your
smartphone
camera!

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