

# Polling Place Reference Guide 2022

## ***HIGHLIGHTED INFORMATION***

- We added a new section on emergency response should a voting location become unusable - *please ensure all judges read this section.*
- We reorganized this guide into two sections—step-by-step procedures vs. reference sections. Step-by-step procedures include setting up the polling place and equipment, managing procedures throughout the day, and closing the polling place.
- The blue tub has been replaced with a larger red case for polling place documents.
- The green supply box has been replaced with a larger, bright blue supply box.
- We have updated the Election Day Registration section to include step-by-step guide to processing voters through the poll pad based on the proof of residence they provide.

**HOTLINE FOR ELECTION DAY ONLY**

651-266-2173

**HOTLINE AVAILABLE ALL YEAR**

651-266-2219

# CONTENTS

Highlighted information .....	2
Documents and supplies.....	5
Setting up <i>before</i> Election Day .....	6
Overview.....	6
Polling place materials.....	6
Sign bag from the supply box.....	6
Polling place layout.....	7
Voting booths.....	7
Setting up <i>on</i> Election Day .....	8
Poll pad station .....	9
Scan ballot counter.....	11
Touch Writer ballot-marking device .....	13
Ballot station .....	16
Greeter station.....	16
Outside the polling place .....	17
Procedures throughout Election Day .....	18
Managing the greeter station.....	18
Checking in registered voters.....	18
Searching addresses in the precinct finder .....	20
Election Day registration .....	21
Valid ID with current name and address.....	21
Photo ID + document with current name and address .....	24
“Other” option (no photo ID or document) .....	27
Voucher .....	29
Student ID with college list <i>or Notice of Late Registration</i> ....	32
Election Day registration vs. correction .....	34
Ballot judge duties .....	35
Operating the ballot counter throughout the day .....	36
Assisting a curbside voter.....	37
<i>Election Day Journal</i> .....	38

Closing the polling place .....	39
Auditing the ballots .....	39
Completing the pink <i>Voter Statistics Certification</i> .....	40
Completing certification forms .....	40
Closing the touch writer ballot-marking device .....	43
Closing the scan ballot counter .....	44
Closing the poll pads .....	45
Cleaning up the polling place .....	46
Preparing election night returns.....	46
Reference .....	47
Emergency response.....	47
Scan ballot counter troubleshooting .....	49
Poll pad troubleshooting .....	51
Challenges on the poll pad .....	54
Election Day registration.....	57
Eligibility requirements .....	57
Additional guidelines & activities .....	58
Media, exit polling, and outside use of the building .....	59
Voter's right to file a complaint.....	59
Assisting voters with voting & registration .....	60
Challengers .....	62
If voters fear for their safety .....	64
Voting with a criminal record.....	65
Voting while under guardianship with impairment .....	65
Voting while experiencing homelessness .....	66



# DOCUMENTS AND SUPPLIES

Any forms to be returned on election night will contain a note on the form for which container to return it in (e.g., RETURN IN RED FOLDER, RETURN IN EDR ENVELOPE, etc.)

## Red tub documents

### *Checklists*

- Opening the Polls
- Closing the Polls
- Election Night Returns

### *Forms*

- Election Judge Oath and Flag Certification
- Hourly Tracking Form
- Sign-up to be an Election Judge Form
- Election Day Journal
- Voucher Scoring Form
- Unable to Register Form
- Voter Information Corrections Form
- Certification Forms:
  - » Poll Pad
  - » Scan Ballot Counter
  - » Touch Writer Ballot-Marking Device
  - » Election Night Chain of Custody
  - » Polling Place Ballots
  - » Voter Statistics Certification Form (pink)

### *Guides*

- Duty Cards
- Polling Place Reference Guide
- Opening instructions: Scan Ballot Counter, Touch Writer, & Poll Pad
- Closing instructions: Scan Ballot Counter, Touch Writer, & Poll Pad
- Language Hotline Information Sheet

## Envelopes

- Ballot Exchange Slips
- Scan Ballot Counter Reports
  - » Red Tub Copy #1
  - » Red Tub Copy #2
  - » Supply Box Copy
- Election Day Registration Documents
- Registered Voter Signature Slips
- Spoiled Polling Place Ballots
- Touch Writer Ballot-Marking Device

## Miscellaneous

- Ballot Transfer Case Certification Seal
- Envelope Certification Seal
- Emergency Roster
- Greeter's List
- Extra poll pad paper

## Purple folder

- Election judge timesheets
- Extra direct deposit forms
- Mileage reimbursement forms
- Polling place judge list
- Polling place information contact sheet
- Precinct map

## Blue supply box

- Election Day registration documentation pads (yellow)
- Notification of death forms

# SETTING UP *BEFORE* ELECTION DAY

## OVERVIEW

Head judges may solicit other judges to help set up the polling place before Election Day. **If you cannot set up before Election Day, please set up equipment first on Election Day—instructions beginning page 9—then follow the steps below.** *Missing any supplies?* Call the Election Judge Hotline: 651-266-2219.

## CONFIRM DELIVERY OF POLLING PLACE MATERIALS

The *Polling Place Information Sheet* lists the location of the delivered materials, which is not always in the voting room. *If you cannot locate the materials*, the head judge should work with the polling place contact person to search the building for any misplaced supplies.

- Scan ballot counter (marked with the letter 'S') and black ballot box (beneath the ballot counter where voted ballots are stored).
- Touch Writer ballot-marking device, printer & stand - *marked with the letters AW. The ballot-marking device enables a voter to select candidates in each race using a touch screen and, if desired, headphones to hear instructions and candidate names in each race.*
- Green poll pad cases – *the materials needed to assemble the poll pads.*
- Blue supply box – The Blue supply box contains general polling place supplies, such as Election Day registration applications, signs, pens, and ballot exchange slips.
- *Transfer Case: Polling Place Ballots* – *The Transfer Case: Polling Place Ballots* contains the ballots and the *Polling Place Ballots Certification*. **Only voted ballots** are returned to this transfer case at the end of the night.
- Voting booths.
- VOTE HERE sign and US flag – placed outside the building at the main entrance.
- Parking signs – inserted in traffic cones and placed at appropriate spots.



## SIGN BAG FROM THE SUPPLY BOX

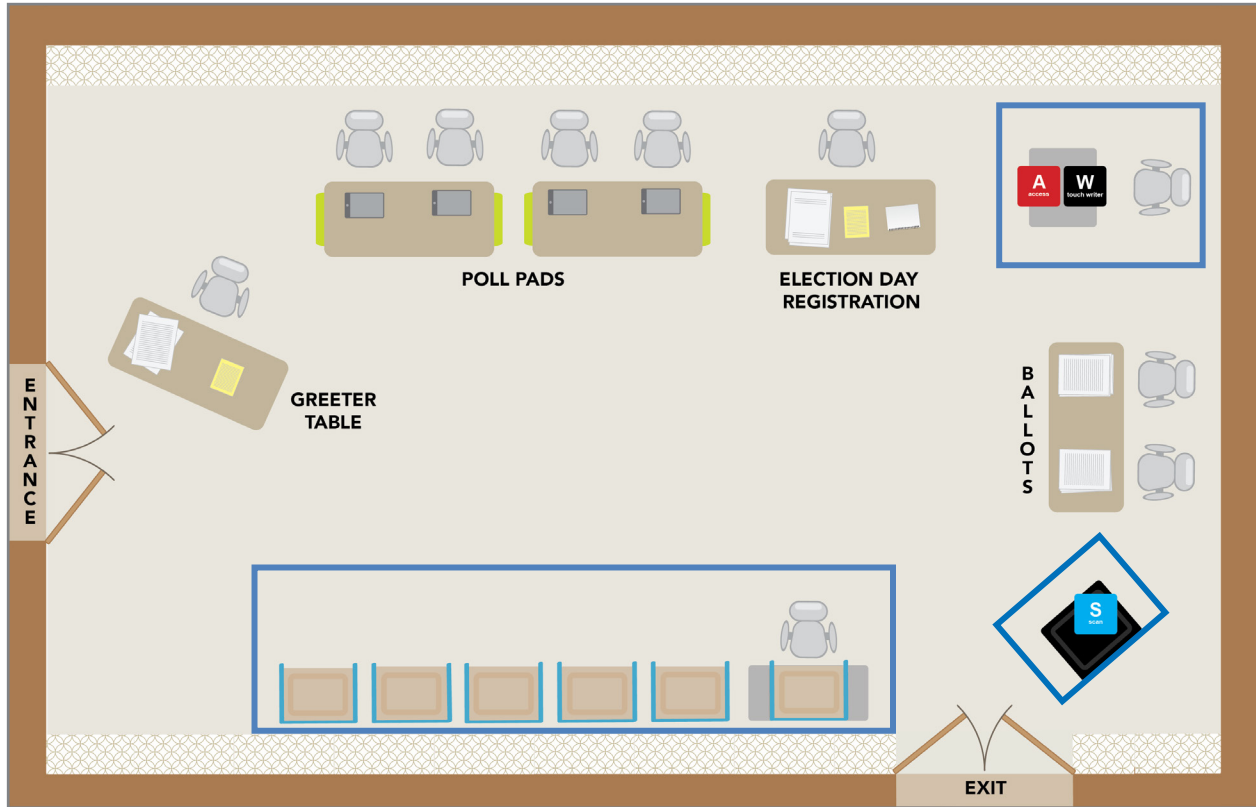
*Only post signs inside the polling place room if it is not in use prior to Election Day.*

- *Polls Open Today* - Place at entrance
- *Prohibited in the Polling Place* - Place at entrance
- *Voter Bill of Rights* - Place at entrance
- *Voter Oath* - post near poll pads
- *Voters Only Inside Blue Line* - Post near voting booth area and ballot counter.
- *Accessible Parking/Entrance Signs*
- *Arrow signs*
- *Any additional signs specific to the election*



# POLLING PLACE LAYOUT

While setting up the polling place, consider the layout and flow of traffic for your specific polling place, planning so voters are not crossing each other's paths when moving through the voting process. Ensure privacy for voters when they are marking and casting their ballots.



## VOTING BOOTHS

- The voting booths must be arranged so voters can mark their ballots privately.
- Each polling place must have at least one voting booth on a table with a chair for voters who cannot stand for extended periods of time. Be sure the chair can easily be moved out of the way for voters using a wheelchair.
- Mark off a six-foot perimeter around the voting area using blue tape.
- Voters may choose to mark their ballots using a clipboard. Have the clipboards available at a table near the voting booths.



# SETTING UP ON ELECTION DAY



*If you are not able to get into your polling place:*

- 1 Call the emergency contact listed on the *Polling Place Information Sheet*.
- 2 Call the Election Day Hotline: 651-266-2173.
- 3 If you cannot enter the polling place, the head judge should call the area judge who will bring an emergency voting kit to prepare for voting outside, if necessary.

*If you are not able to operate your ballot counter, refer to page 49 for instructions.*

## PRIORITY ORDER OF SET-UP

- 1 Introductions & assignments.
- 2 Set up the poll pads and Wi-Fi device.
- 3 Set up the scan ballot counter and touch writer.
- 4 Set up the ballot judge station.
- 5 Set up the greeter station.
- 6 Set up parking and directional signs.



## INTRODUCTIONS

Election judges should arrive at their polling place at 5:30 a.m.

Each head judge will be given a *Polling Place Judge List*—a list of election judges assigned to work at that polling place. All judges must be trained and certified by Ramsey County Elections to work on Election Day. Call the Election Judge Hotline (651-266-2173) if a judge shows up who is not on your list, a student election judge does not arrive, or if you are short on judges and need a mobile judge.

Each judge serving in the polling place should wear a name tag that includes the judge's first name and any languages, other than English, which the judge is comfortable using with voters. By law, name tags cannot state a party affiliation.

## ASSIGNING SET-UP TASKS

The head judge should use the form *Opening the Polls Checklist*, to assign duties for opening the polling place. The *Polling Place Information Sheet* contains any unique details for setting up the polling place.

While the head judge is setting up the voting equipment, all precinct judges (who are not assisting with the voting equipment set-up) are responsible for setting up the rest of the polling place.





## SETTING UP THE POLL PAD STATION

Head judges will pick up the poll pads before Election Day. Confirm that the poll pads that the judges picked up are assigned to the correct polling place according to the Poll Pad Certification Form. The poll pad judges should set up the poll pads and the assistant head judge should set up the Wi-Fi device immediately.

### POLL PAD MATERIALS

#### Green box contents

- Poll pad base.
- Poll pad stand arm.
- Stylus.
- ID clip.
- Poll pad charging cord.
- Printer cord.
- Printer cable.
- Printer.



#### Blue transfer bag contents

- Poll pads.
- Wi-Fi device.
  - » Antennas (2).
  - » Wi-Fi body.



#### Documents

- *Voter Information Corrections Sheet.*
- *Notice of Death Forms.*
- *Registered Voter Signature Slips Envelope.*
- *Election Day Registration Documents Envelope.*

# SETTING UP THE POLL PADS

For a visual set-up guide, see instructions located in the red tub.



- 1 Open the transfer case, remove poll pads and Wi-Fi device, and complete the *Poll Pads Certification Form*. Compare the labeled ID number on each poll pad (e.g., RAMSEY 0015), printer, and green case to the ID numbers listed on the certification form.

*If the ID numbers on the form are different than those on the cases, poll pads, and printers at your polling place, please contact Ramsey County Elections immediately.*

## Assemble the Wi-Fi device

- 2 Connect the power cord to the Wi-Fi body.
- 3 Connect the antennas to the Wi-Fi body. Connect the power cord to a power source and wait up to three minutes for lights to illuminate. See the *Reference Section* for status color codes as the device powers on.

## Assemble poll pad equipment

- 4 Lay the poll pad upside-down with the plastic connector to your right. To attach the stand arm, press the buttons on the side of the arm and place it in the circular opening at the eight o'clock position.
- 5 Release the buttons and spin the arm toward the six o'clock position until you hear a click, securing the stand in place.
- 6 Place the stand arm in the poll pad base. You may need to stand up to push it firmly into the base. Plug the charging cord into the poll pad.
- 7 Connect the charging block to the poll pad cord. Plug the green cord into the poll pad, then plug the charging block into an outlet.

## Turn the poll pad on

- 8 At the same time, press and hold the power button on the top left edge of the unit and the home button on the front of the unit until you see the Apple icon, then release both buttons.
- 9 The poll pad will power on and the application will launch automatically, displaying the Ramsey County home screen.
- 10 Check the accuracy of the following information
  - Election name.
  - Date.
  - Polling location.
  - Precinct.
  - Check-in total is zero.
  - Battery life is over 90%.
  - Lightning bolt icon is visible indicating the poll pad is plugged in.
  - Wi-Fi icon is visible.

## Turn on the printer

- 11 Prop the printer on its front so the back panel is visible and locate the DC port. Insert the plug into the DC port. Connect the power cord to the transformer box. Plug the cord into an outlet.
- 12 The ON/OFF switch for the printer is located on the left side. The green indicator light on the front panel will illuminate if the power is on. If it is not illuminated, check the power cord connections and ensure the outlet has power.
- 13 Tap the green printer in the upper-right-hand corner, then select PRINT TEST Slip (discard this slip).
- 14 You are ready to begin checking in voters. Select GET STARTED on the screen.

# SETTING UP THE SCAN BALLOT COUNTER



The head judge should set up the ballot counter as soon as they assign tasks to other judges. For a visual set-up guide, see the instructions located in your red tub.


## Gather supplies

- Black box.
- Scan ballot counter and cords.
- Equipment keys.

Set up the ballot counter according to the step-by-step guide located on the following page. After setting up the ballot counter, verify that the precinct number on the zero tape slip is correct. If any of these items lists a different precinct, immediately call Ramsey County Elections. Use the emergency slot on the black ballot box to continue voting. The ballots and ballot counter are specific to your precinct and cannot be used if incorrect.




Place blue tape on the floor, creating a 6-foot perimeter around the ballot counter to mark the area that is for voters only.



Precinct  
Election  
Date

Ballot Counter Certification Form



Ballot counter case—blue seal certification

Confirm and record the number on the blue seal securing the handle of the ballot counter case.

Recorded by the Elections Office: blue seal # prior to Election Day

Recorded by election judges: blue seal # when opening polls

Recorded by election judges: new blue seal # when closing polls

Tested by:

(initials)

Ballot counter memory stick compartment—red seal certification

Confirm and record the number on the red seal.

Recorded by the Elections Office: red seal # prior to Election Day

Recorded by election judges: red seal # when opening polls

Do not remove the red seal.

Recorded by election judges: red seal # when closing polls

ENR check-in:

(red seal # if different)

(initials)

! Notify the Elections Office immediately if seal numbers do not match or if the seal is removed: 651-266-2173. Explain discrepancies in the Election Day Journal.

Oath of confirmation

We, the election judges, certify that the ballot counter's case and memory stick were delivered to the polling place secured with seals matching the numbers recorded by the Ramsey County Elections Office.

At least two election judges must sign below

Use when  
opening & closing the polls

Return in the  
RED FOLDER

## Complete official certification form

### Official Certification Form: Ballot Scan

- 1 Record the numbers for the ballot counter and memory card case (inside ballot counter case).
- 2 Place form in red folder so it is available for closing procedures.
- 3 After closing the polls, return the form to the red folder.

# OPENING THE SCAN BALLOT COUNTER



- 1 Remove the black ballot box from its bag and place it upright on the ground.
  - 2 Unlatch the clips, expand the sides, and lower the bottom panel into place.
  - 3 Unhook the three straps to release the top panel, then lift the top of the box and press it into place.
  - 4 Use the black key to unlock and open the front door and press the bottom of the box into place.
  - 5 Reach inside the front of the ballot box and pull the white string toward you to unlock the box.
  - 6 Confirm the blue seal number on the scan ballot counter handle and write it on the *Scan Ballot Certification Form* found in the green folder. Cut the seal and place it in the red tub.
  - 7 Align the ballot counter's feet with the indentations on the top of the ballot box and put the ballot counter firmly in place.
  - 8 Reach inside the ballot box and push the white string down and away from you to lock the box.
  - 9 Open the ballot counter and lock the lid into place.
  - 10 Use the blue key to unlock the tablet and slide the latch to remove the tablet.
  - 11 Place the tablet into the cradle and lock it into place.
  - 12 When the ballot counter is locked into place, close and lock the front door.
  - 13 Plug the power cord into the back of the machine (flat side up), then plug the cord into an electrical outlet.
  - 14 Turn the machine on by pressing the red power button on the back of the machine. The scan ballot counter will take about seven minutes to power up. Write the red seal number from the ballot counter on the *Scan Ballot Certification Form* found in the red tub.
  - 15 When prompted, select PRINT ZERO REPORT on the unit's touchscreen. When printing is complete, verify that the precinct number and candidate information is correct, and that zero votes have been cast.
  - 16 To open the polls, select OPEN THE POLLS, then enter the poll worker code (on the *Opening Instructions* in the green folder). Select ACCEPT and wait for the open polls report slip to print.
  - 17 Tear off the slip that includes the zero report slip and the open polls report slip. All election judges present must sign the reports slip.
  - 18 Place the signed report in the *Summary Statement Envelope - Red Tub Copy #1*. Do not seal the envelope — when polls are closed, you will print the results slip and place them in this envelope.
- If the scan ballot counter is not working*** voters must deposit their ballots in the emergency voting slot. Explain to the voters that once the machine is working, these ballots will be counted.



# SETTING UP THE TOUCH WRITER BALLOT-MARKING DEVICE



Federal law requires voters have access to a ballot-marking device in every precinct. Election judges must set up the ballot-marking device by the time polls open and leave it open until the polls are officially declared closed.

## Gather supplies

- Ballot-marking device.
- AC power cord.
- Printer.
- Equipment keys (in the red tub).
- Device stand and printer stand.
- Ballot-marking device test ballot.
- Opening instructions for the ballot-marking device.



## Complete the *Ballot-Marking Device Certification Form*

- 1 Find the seal number inside the ballot-marking device case. Record the seal number on the form.
- 2 Place the form in the red folder so it is available for closing procedures.
- 3 After completing the closing procedures, return the completed form to the red folder.

**RAMSEY COUNTY**  
Elections Office

According to federal law, the ballot-marking device must be open to voting by 7 a.m. and cannot be closed or disassembled until polls close and the last voter has voted.

Precinct \_\_\_\_\_  
Election Date \_\_\_\_\_

**Ballot-Marking Device Certification Form**

**Ballot-marking device memory stick compartment—red seal certification**  
Confirm and record the number on the red seal.

Recorded by the Elections Office: red seal # prior to Election Day \_\_\_\_\_

Recorded by election judges: red seal # when opening polls \_\_\_\_\_

**Do not remove the red seal.**

Recorded by election judges: red seal # when closing polls \_\_\_\_\_  
Leave the device with the original red seal intact.

**Notify the Elections Office immediately if seal numbers do not match or if the seal is removed: 651-266-2173. Explain discrepancies in the Election Day Journal.**

**Ballot-marking device—test ballot instructions**  
Test the ballot-marking device with the colored test paper from the *Ballot Transfer Case*. Skip through each contest without selecting candidates and print the ballot. Place the printed test ballot into the *Touch Writer Ballot-Marking Device* envelope.

**Confirm the following:**

- ☐ Device's precinct-split option(s) are correct—see upper-right corner of this form.
- ☐ Headphones, controller, and touchscreen function properly.
- ☐ Audio matches text on screen.
- ☐ The test ballot printed successfully.
- ☐ Spelling and order of contests and candidates match pre-printed ballots.
- ☐ Alcohol wipes and headphone covers are available for voters.

**Oath of confirmation**  
We, the election judges, certify that the ballot-marking device's case was delivered to the polling place with its memory card secured with a seal matching the number recorded by the Ramsey County Elections Office.

At least two election judges must sign below

\_\_\_\_\_  
\_\_\_\_\_

Use when opening & closing the polls

Return in the RED FOLDER



# OPENING THE BALLOT-MARKING DEVICE



Once set up, DO NOT CLOSE until all voters have voted and polls are officially closed.

- 1 Remove the stand and its parts from the transport bag. Remove and unfold the printer table.
- 2 Place the stand upside-down. Grab the handle and slide the legs into place (the smooth side is the top of the stand, so the legs should be underneath).
- 3 Attach U-shaped rear-leg assembly (one piece) and front legs (two pieces). Press metal buttons to lock the assembly pieces into place.
- 4 Place stand right-side-up, then attach the privacy screens. Place the stand and printer table next to each other, near the voting stations.
- 5 Set the ballot-marking device on the stand. Align the feet with the indentations on the top of the stand.
- 6 Reach under the top of the stand and push back the latch to secure the ballot-marking device into place.
- 7 Connect the power cord to the ballot-marking device by first plugging the power cord into the back of the device, then plug the power cord into an electrical outlet. Do not turn the unit on yet.
- 8 Place the OKI printer on the printer table and plug it in. Connect the printer to the ballot-marking device by plugging the square end of the cable into the printer and the USB-end of the cable into the ballot-marking device.
- 9 Open the case and lock the lid into place. Use the blue key to unlock the tablet. Slide the latch and remove the tablet. Place the tablet into its cradle and lock it into place.
- 10 Verify the printer is on. The power switch is on the side.
- 11 Turn on the ballot-marking device by pressing the red power button on the back of the device. Wait for the device to power up.
- 12 Verify and write the red seal number on the *Ballot-Marking Device Certification Form* found in the green folder.
- 13 When prompted, select PRINT ZERO REPORT. Verify that the information on the zero report slip is correct.
- 14 Select OPEN THE POLLS. When prompted, enter the open the polls code (found on the opening instructions in the green folder) and select ACCEPT. An open the polls report slip will print. Tear off the printed zero report and the open polls report slip and place in the *Touch Writer Ballot-Marking Device Envelope*. Election judges do not need to sign these reports.

# TESTING THE BALLOT-MARKING DEVICE



- 1 Place the ballot-marking device test ballot, found in the ballot transfer case, into the printer tray at the bottom of the device. Pull out the tray, place the test ballot on top of the colored paper, and slide the tray shut. Follow the same process with an official ballot, with the "election judge official" lines facing up, and fed into the printer tray first. Leave the colored paper in the printer tray all day to weigh down the sensor.
- 2 Press the blue poll worker button on the back of the device. Enter your poll worker code then select CREATE BALLOT ACCESS CODE.
- 3 Select the precinct then select OK. Select YES, PRINT CODE. Remove the printout and enter the access code from the screen.
- 4 Select BEGIN VOTING. Cycle through the contests to make sure the candidates match those on the sample ballot for your precinct, but *do not vote for any candidates*. You should be printing a ballot with no candidates selected. Test headphones and controller to make sure they are working properly.
- 5 Select PRINT and then YES, PRINT BALLOT.
- 6 Place the test ballot and access code printout in the *Touch Writer Ballot-Marking Device Envelope*. Place the envelope in the red tub.
- 7 The device is now ready to be used by a voter. Voters using the device must obtain a ballot from the ballot judge. Then, using official Touch Writer paper, repeat steps 1-3 to get the voter ready for voting. Instruct the voter. They may need assistance adjusting audio or text settings. The voter should then vote and print their ballot in private, unless assistance is requested.

## INSTRUCTIONS TO THE VOTER SHOULD INCLUDE:

The voter may put on headphones, use the touch screen, or navigate through the options using the MOVE wheel and SELECT button on the device.

- 1 Press AUDIO to adjust settings (volume and speed).
- 2 Press SCREEN to adjust settings (to change contrast and text size or to turn the screen off if the voter only wants to use the headphones).
- 3 Select HELP for additional instructions.
- 4 A selected candidate will display a green checkbox to the left of the candidate's name.
- 5 The NEXT button advances to the next contest on the ballot.
- 6 To review selected candidates at any time, the voter may select REVIEW CHOICES.
- 7 When finished selecting candidates, the display screen will prompt the voter to review the ballot.
- 8 After reviewing and confirming choices, the voter selects PRINT and then YES, PRINT MY BALLOT, and the ballot will begin printing.
- 9 The voter takes the printed ballot to the ballot box.

If a voter wants to make a change after printing the ballot, or if the ballot is jammed and cannot print, explain that two election judges of different political parties may assist the voter with marking the ballot, if the voter requests (Minnesota Statutes 204C.15; Minnesota Statutes 206.57). The original ballot will be placed in the *Spoiled Ballot Envelope*.

The voter may instead spoil their ballot and start over with the ballot-marking device on a new blank ballot.

# SETTING UP THE BALLOT STATION

## Gather supplies

- Ballots.
- Secrecy sleeves.
- Paper clips.
- Pens.
- Sample ballots.
- "How to mark your ballot" sign.
- *Polling Place Ballots Certification*.
- *Hourly Tracking Form*.
- *Ballot Exchange Slips Envelope*.
- *Spoiled Ballots Envelope*.



## Complete the *Polling Place Ballots Certification Form*

Confirm that all ballot packages are for the correct precinct. The number of ballot packs delivered to the precinct is pre-recorded on the *Polling Place Ballots Certification*. Count the number of packs received, including the pack of blank paper for the ballot-marking device, and record in the space provided on the certification form.

Ballots are shrink-wrapped in packs of approximately 50 ballots. Each time you open a pack, two judges should count the number of ballots. Record this number on the back of the *Polling Place Ballots Certification*. At the end of the night, place this certification form in the red folder.

Two judges may initial ballots in preparation for polls opening at 7 a.m. Judges can pre-initial more ballots throughout the day, but do not open more packs than necessary for voting.

Do not open the pack of blank ballots for the ballot-marking device until a voter arrives who requests to use the device.

# SETTING UP THE GREETER STATION

## Gather supplies

- Yellow pad and illustrated poster with acceptable proof of address documentation.
- *Sign up to be an Election Judge Form*
- Language kit.
- Language line information.
- Polling place map.
- Pens.
- Sample ballot pads.

**Note:** sample ballots are printed on colored paper. Verify that they contain the same offices, candidate names, and questions as the official ballots.





# SETTING UP OUTSIDE

**Voter parking area:** Mark voter parking spots and clear area of obstacles.

**Accessible parking spots:** Mark several spots with "accessible parking only" signs.

**On-street parking:** Send a judge to check if the on-street parking spaces marked on the *Polling Place Information Sheet* are marked. If not, notify Ramsey County at the Election Day hotline: 651-266-2173.

**Additional parking signs:** Ramsey County Elections will provide additional voter parking signs to some polling places.

**Curbside voting sign:** Mark a space or two where voters may park for curbside voting.

**Accessible entrance:** An accessible entrance/exit is not always in the same area as the main voting entrance/exit. Mark any alternative route and ensure the path is free of obstacles.

**VOTE HERE sign and US flag:** Display at the main entrance by 7 a.m.



# PREPARING TO OPEN TO THE PUBLIC

## Review Election Day procedures

Distribute the duty cards, located in the red tub, to the appropriate tables. The head judge should review the duties with the judges assigned to those roles.

## Open the polling place to the public

Use a cell phone to determine when it is 7 a.m. Verify that the flag and VOTE HERE sign are displayed outside the entrance and declare the polling place open.

# PROCEDURES THROUGHOUT ELECTION DAY

Follow these procedures throughout the day in your work at the different work stations listed. See the **Reference Section** for more detailed procedures, if situations arise in which they are needed.

## GREETER STATION

When voters enter the polling place, they first visit the greeter station. Judges staffing the greeter station welcome voters into the polling place, answer any initial questions they have, and guide them through the voting process. They should first send the voters to the poll pad to check if they are registered in that precinct.

### *Greeter judge duties*

- If the polling place contains multiple precincts, refer to the poll pad precinct finder to direct voters to the correct voting area.
- If necessary, guide the voters from the entrance of the polling location to the voting area. Voters should not wander throughout the halls of schools or private buildings.
- Provide voters waiting for a voting booth with clipboards and pens (they may wait for a voting booth, if they so choose).
- Introduce voters to the interpreter election judge if the voter needs assistance with a shared language.

## CHECKING IN REGISTERED VOTERS AT THE POLL PAD STATION


**All information on the poll pad is confidential.** Election judges should search names on the poll pad only as is necessary to check in voters. Voters should only see the poll pad screen to confirm their name and address; they are not allowed to scroll through the poll pad.

Remember that registered voters do not need to show identification to the poll pad judge unless "See ID" or "Voted out of Precinct" is listed on their record.

- 1 Ask the voter's name.
- 2 Type the first three letters of the voter's last name in the first box and the first three letters of the first name in the second box. Tap SEARCH.
- 3 On the results page, locate the voter's name, then ask them to state their address. If the address is correct, show the voter the screen so they may confirm. Swivel the poll pad back around, then tap on the voter's line to advance to the next screen: VOTER CONFIRMATION.
- 4 On the VOTER CONFIRMATION screen, verify the information. Tap ACCEPT to continue to the ELECTION JUDGE CONFIRMATION SCREEN.
- 5 Tap SUBMIT to print the voter signature slip and the ballot exchange slip. Direct the voter to sign the voter signature slip and return it to you. Store the slip in the voter signature slip envelope.
- 6 Provide the voter the ballot exchange slip to bring to the ballot judge.

## ABSENTEE VOTER NOTATION ON THE POLL PAD

If the voter appears on the poll pad with the notation AB next to their name, they voted absentee and their ballot was counted by Ramsey County; they cannot vote in the polling place.



Ramsey County  
FALCON HEIGHTS CITY HALL  
(P-1)

Precinct Records: 55  
Checkins: 0

START OVER


FO

DO

Search

ADVANCED SEARCH

SEARCH RESULTS: 1



FORESTER, DONNA  
03/27/1929  
2291 HOYT AVE W  
VOTER ID: 2230689

A.B.

FALCON HEIGHTS CITY HALL (P-1)  
Precinct: FALCON HEIGHTS P-1  
Split 623

## ADVANCED SEARCHING

If you do not find a voter in the poll pad under their current name and address, follow the directions below to search by date of birth (DOB) and address within the precinct.

### Searching by birthdate or address

- 1 Tap ADVANCED SEARCH. Additional search fields will appear beneath the name search fields.
- 2 Search by birthdate.
  - a Tap DOB to open month/day/year entry fields.
  - b Enter birthdate information then tap SEARCH.
  - c If you see the correct voter's name, tap their line to open that entry and check them in.

*Note:* You may enter just month, day, or year; not all information is required to search.
- 3 If you do not find the voter by searching for date of birth, clear the DOB by tapping RESET on the ADVANCED SEARCH menu.
- 4 Search by address.
  - a Enter the house number and street name (e.g., 2160 BAYARD). Addresses within the precinct will begin to populate as suggestions below the entry field.
  - b If you see the correct street address, tap the street address suggestion to see all voters registered at that street address in the precinct.
  - c Hide the keyboard by tapping the keyboard button in the lower-right corner of the screen.
  - d Select SEARCH to generate a result from the advanced address search.
  - e If you see the correct voter's name, tap their line to open that entry and check them in.

If you do not see the voter's name after an advanced search, the voter will need to register to vote. First search their address in the the poll pad's precinct finder by following the instructions on the following page.

# SEARCHING NON-REGISTERED VOTERS' ADDRESSES IN THE POLL PAD PRECINCT FINDER

If a poll pad judge searches for a voter and discovers that they are not registered in the polling place, the judge should use the poll pad's precinct finder tool to determine if the voter is in the correct precinct to register and vote.

- 1 Tap the MENU button on the upper-left side of the screen.
- 2 On the MENU screen, tap PRECINCT FINDER.
- 3 Type the house number in the first search field, then begin typing the street name in the next search field. Address suggestions will generate below.
- 4 Tap on the correct street name, then tap the SEARCH button.
- 5 A search result will generate the correct precinct number and polling place name, including the address of the polling place.
  - If the voter is in the correct location, you will see your precinct name and polling place name. You may then return to the menu and select REGISTER.
  - If the voter is not in the correct location, ask the voter if they would like a slip printed that will contain navigation directions to their correct polling place: by walking, driving, or transit. In the drop-down menu to the right of the street address field, select the voter's transportation preference, then tap PRINT LOCATION to generate the slip.

2125

FOLWELL AVE FALCON HEIGHTS MN 55108

Walking


SEARCH

CLEAR

Precinct: FALCON HEIGHTS P-1

Ballot Style: Unknown, FALCON HEIGHTS P-1 DFL, FALCON HEIGHTS P-1 REP Split: 623

**FALCON HEIGHTS  
CITY HALL (P-1)**  
2077 LARPEN TEUR AVE W  
FALCON HEIGHTS MN 55113



**Walking Directions**

1. The destination is on your left

Distance: 150 feet, Travel  
Time: 31s

PRINT LOCATION

**YOUR POLLING PLACE**

Open until 8:00 p.m.

FALCON HEIGHTS CITY HALL (P-1)  
2077 LARPEN TEUR AVE W FALCON  
HEIGHTS MN 55113

**DRIVING DIRECTIONS**

Starting from 2077 LARPEN TEUR  
AVE W FALCON HEIGHTS MN 55113  
1. The destination is on your left  
Distance: 150 feet, Travel Time: 30 s

Arrive at 2077 LARPEN TEUR AVE W  
FALCON HEIGHTS MN 55113



# ELECTION DAY REGISTRATION PROCEDURES

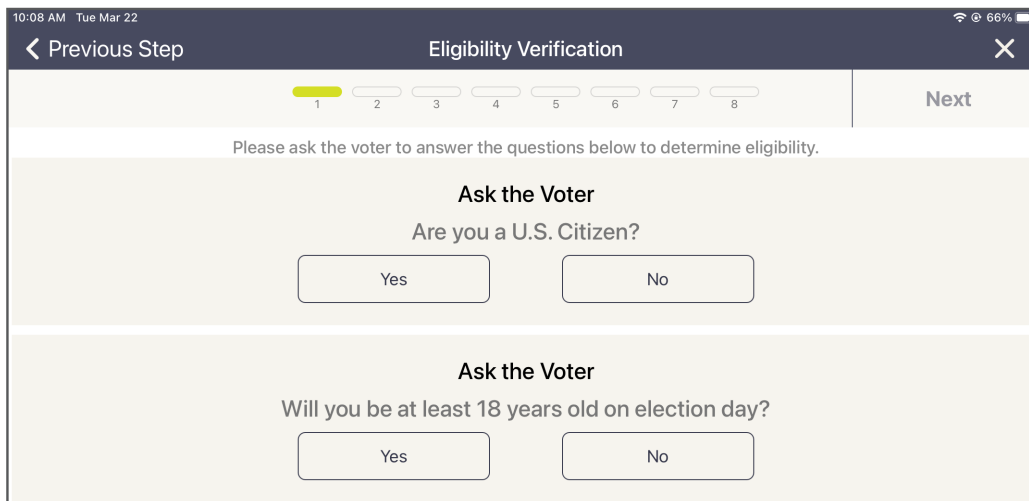
## VALID ID WITH CURRENT NAME AND ADDRESS

The poll pad judge has not found the voter in the poll pad under current name and address. Before registering the voter, the poll pad judge searches their address in the poll pad's precinct finder to ensure they are in the correct precinct.

- 1 After searching to confirm the voter's address is in the precinct, ask them "Do you have a valid MN ID, one that is not expired, with current name and address?" *For this example, they say "Yes."*
- 2 Return to the poll pad's menu, then tap the green icon that says REGISTER VOTER.
- 3 Page: *Eligibility Verification*

Ask the voter to answer the questions:

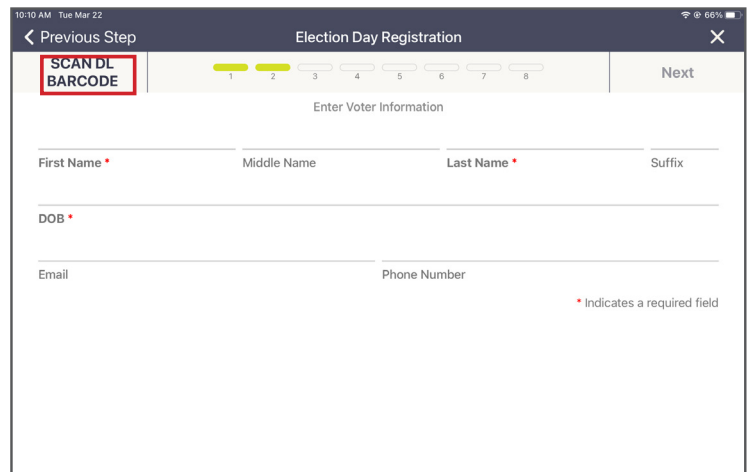
- Are you a U.S. citizen?
- Will you be a least 18 years old on Election Day?



- If both answers are YES, tap NEXT.
- *If either answer is NO, the voter is not eligible to register.*

### 4 Voter Information

- a Tap SCAN DL BARCODE in the upper-left corner.
- b The camera will turn on.
- c Place the valid ID (with the barcode facing you) in the ID tray.
- d The camera will scan the barcode and emit a beep once the information is read.
- e The first, middle, last name, and birthdate of the voter will be auto-filled.
- f Ask the voter if they would like to provide their email or phone number; they are optional.
- g Tap NEXT.



- 5 Page: *Voter Address*. Enter the address from the voter's ID card. Complete the number manually then begin typing the voter's street name. Type two or three letters then pause; once you see the voter's street name appear in the options below, tap on it to select—then the rest of the required information will automatically populate the required fields.

*Type just a few letters then tap the address*

10:28 AM Tue Mar 22

Previous Step

Voter Address

Address Type

Enter address below. House number must be entered first. VERIFY City & Zip are correct before selecting NEXT.

1816 BEE

House # Suffix Pre Direction Street Name Street Type Post Direction

1816 BEEBE RD N, MAPLEWOOD MN 55109

Unit Type Unit Number City State Zip

CLEAR FORM

Can Mail Be Delivered to Address Above? YES NO

\* Indicates a required field

*The address will autofill on the screen*

10:28 AM Tue Mar 22

Previous Step

Voter Address

Address Type

Enter address below. House number must be entered first. VERIFY City & Zip are correct before selecting NEXT.

1816 BEEBE RD N

House # Suffix Pre Direction Street Name Street Type Post Direction

MAPLEWOOD MN 55109

Unit Type Unit Number City State Zip

CLEAR FORM

Can Mail Be Delivered to Address Above? YES NO

\* Indicates a required field

- 6 Tap NEXT.

- 7 A dialog box will appear asking, “Did you need to fill in unit and unit number information?”

- If the voter states either that the unit number on file is correct or there is no unit number at their address, tap UNDERSTOOD.
- If the voter states that they have an associated unit number which is not yet on file, tap ENTER UNIT INFORMATION. They are required to enter this information if it is applicable. The Voter Address screen will then prompt you to complete the unit type (apt., unit, suite, etc.) and unit number.

10:31 AM Tue Mar 22

Previous Step

Voter Address

Address Type

Enter address below. House number must be entered first. VERIFY City & Zip are correct before selecting NEXT.

1816 BEEBE RD N

House # Suffix Pre Direction Street Name Street Type Post Direction

MAPLEWOOD MN 55109

Unit Type Unit Number City State Zip

CLEAR FORM

Can Mail Be Delivered to Address Above? YES NO

\* Indicates a required field

Did you need to fill in unit and unit number information?

Understood

Enter Unit Information

- 8 Page: *Registration Identification*. Choose the appropriate identification type from the list. Choose the first option as the voter has presented a valid Minnesota ID card. Since you used the scanning feature, the card's number will auto-populate in the space below. Tap NEXT.

10:36 AM Tue Mar 22

Previous Step

Registration Identification

Please select your Identification type from the list.

Voter Has a MN-issued driver's license or MN ID card number

Voter Has a SSN but does not have a MN-issued driver's license or MN ID card

Voter does not have a MN-issued driver's license, a MN-issued ID card, or a SSN

\* Indicates a required field

10:37 AM Tue Mar 22

Previous Step

Registration Identification

Please select your Identification type from the list.

Voter Has a MN-issued driver's license or MN ID card number

Identification Types

X123123123123

MN Driver's license number or MN ID card number

\* Indicates a required field

9 Page: *Residency Verification*. Choose the appropriate residency type. Since you used the scanning feature, you will select “ID with current name and address.”

- 10 From the Types of ID menu, choose ID provided (Minnesota ID, Tribal ID, or Driver’s license receipt).
- If choosing Minnesota ID, the ID card's number will auto-populate with the number you provided on the previous screen in the prompt below. Tap NEXT.
  - If Tribal ID card, enter the number on the prompt below. Tap NEXT.
  - If Driver’s license receipt, no prompt will appear. Tap NEXT.

Residency Verification

Please choose your proof of residency from the lists.

ID with Current Name & Address

Residency Types \*

MN Driver's License, Learner's permit, MN ID card

Type of ID \*

X123123123123

ID Number \*

\* Indicates a required field

11 Page: *Previous Voter Information (THIS PAGE IS OPTIONAL)*: If the voter wishes to provide a previous name or out-of-state address, fill that information into the appropriate fields. This screen can be skipped if the voter does not want to provide this information or not applicable. Tap NEXT.

Previous Voter Information - Optional

First Name Middle Name Last Name

Street Name

City State Zip

CLEAR FORM

12 Page: *Voter Confirmation*: All information you have entered will appear on this screen. Swivel the poll pad around and have the voter confirm that all points of information are correct.

- If everything is correct, tap NEXT.
- If not, tap PREVIOUS STEP in the upper left corner to go back to a previous step to correct any information.

Voter Confirmation

Please confirm all of this information is correct.

EVA JOYCE FITZGERALD

03/24/1946

Residential: 1816 BEEBE RD N, MAPLEWOOD, MN 55109

ID Type: Voter Has a MN-issued driver's license or MN ID card number

ID Number: X123123123123

Precinct: MAPLEWOOD P-04 Split: 622

School District: 622

13 Page: *Election Judge Confirmation*: After confirming everything you have entered is correct, sign your initial in the space provided in the lower-right corner. Then tap SUBMIT. A dialog box will appear confirming the addition of the voter. Tap ACCEPT.

14 A *Minnesota Voter Registration Application Signature Slip* and ballot exchange slip will print. Have the voter sign twice on the lines with an X and hand them the ballot exchange slip. Keep the signed slip in the *Election Day Registration Documents envelope*.

Election Judge Confirmation

Election Judge to confirm registration information. If correct, Election Judge to initial and tap Next. If changes are needed, tap Previous Step.

EVA JOYCE FITZGERALD

03/24/1946

Residential: 1816 BEEBE RD N, MAPLEWOOD, MN 55109

ID Type: Voter Has a MN-issued driver's license or MN ID card number

ID Number: X123123123123

Residency Verification: MN Driver's License, Learner's permit, MN ID card

Precinct: MAPLEWOOD P-04 Split: 622

School District: 622

Clear Signature

Initial

Submit

# PHOTO ID + DOCUMENT WITH CURRENT NAME AND ADDRESS

You have not found the voter in the poll pad. You will add a new voter to this precinct. Before registering the voter, search their address in the poll pad's precinct finder to ensure they are in the correct precinct.

- 1 After searching to confirm the voter's address is in the precinct, ask them "Do you have a valid MN ID with current name and address? *For this example, they say "No."*
- 2 The registration specialist judge will talk with the voter about options for registration, starting in section 2 of the yellow sheet/*Register to Vote* poster. The voter states that they have a utility bill and a photo ID at an old address; they can register with those as long as the ID and document are on the list; the document has current name and address and is dated within 30 days of Election Day.
- 3 Return to the poll pad's menu, then tap the green icon that says REGISTER VOTER.
- 4 Page: *Eligibility Verification*

Ask the voter to answer the questions:

- Are you a U.S. citizen?
- Will you be a least 18 years old on Election Day?

10:08 AM Tue Mar 22

< Previous Step Eligibility Verification X

1 2 3 4 5 6 7 8 Next

Please ask the voter to answer the questions below to determine eligibility.

**Ask the Voter**  
Are you a U.S. Citizen?

Yes No

**Ask the Voter**  
Will you be at least 18 years old on election day?

Yes No

- If both answers are YES, tap NEXT.
- *If either answer is NO, the voter is not eligible to register.*

## 5 Voter information

- a Enter the voter's name and date of birth.
- b Ask the voter if they would like to provide their email or phone number; they are optional.
- c Tap NEXT.

10:16 AM Tue Mar 22

< Previous Step Election Day Registration X

SCAN DL BARCODE 1 2 3 4 5 6 7 8 Next

Enter Voter Information

EVA JOYCE FITZGERALD  
First Name \* Middle Name Last Name \* Suffix

3/24/1946  
DOB \*

Email Phone Number

- 6 Page: *Voter Address*: Ask the voter for their address information. Complete the number manually then begin typing the voter's street name. Type two or three letters then pause; once you see the voter's street name appear in the options below, tap on it to select—then the rest of the required information will automatically populate the required fields. Once you see the voter's street name appear in the options below, tap on it to select—then the rest of the required information will automatically populate the required fields.

*Type just a few letters then tap the address*

The screenshot shows the 'Voter Address' form with the following fields filled: House # 1816, Suffix (empty), Pre Direction (empty), Street Name BEE, Street Type (empty), Post Direction (empty), Unit Type (empty), Unit Number (empty), City MAPLEWOOD, State MN, and Zip 55109. A keyboard is visible at the bottom with the letter 'E' highlighted. A 'Next' button is in the top right corner.

*The address will autofill on the screen*

The screenshot shows the 'Voter Address' form with the following fields filled: House # 1816, Suffix (empty), Pre Direction (empty), Street Name BEEBE, Street Type RD, Post Direction N, Unit Type (empty), Unit Number (empty), City MAPLEWOOD, State MN, and Zip 55109. A 'Next' button is in the top right corner.

- 7 Tap NEXT.

- 8 A dialog box will appear asking, “Did you need to fill in unit and unit number information?”

- If the voter states either that the unit number on file is correct or there is no unit number at their address, tap UNDERSTOOD.
- If the voter states that they have an associated unit number which is not yet on file, tap ENTER UNIT INFORMATION. They are required to enter this information if it is applicable. The Voter Address screen will then prompt you to complete the unit type (apt., unit, suite, etc.) and unit number.

The screenshot shows the 'Voter Address' form with a dialog box overlaying the bottom half. The dialog box contains the text: 'Did you need to fill in unit and unit number information?' with two buttons: 'Understood' and 'Enter Unit Information'. The form fields behind the dialog are partially visible.

- 9 Page: *Registration Identification*: Choose the appropriate identification type for the list. Choose the first option as the voter has presented a MN photo ID. Enter the number for that ID. Tap NEXT.

The screenshot shows the 'Registration Identification' form with a dropdown menu open. The dropdown options are: 'Voter Has a MN-issued driver's license or MN ID card number', 'Voter Has a SSN but does not have a MN-issued driver's license or MN ID card', and 'Voter does not have a MN-issued driver's license, a MN-issued ID card, or a SSN'. The first option is selected. A 'Next' button is in the top right corner.

The screenshot shows the 'Registration Identification' form with the dropdown menu closed. The selected option is 'Voter Has a MN-issued driver's license or MN ID card number'. Below the dropdown, the text 'Identification Types' is followed by a text input field containing 'X123123123123'. A 'Next' button is in the top right corner.

- 10 Page: Choose the appropriate residency type. Select “Photo ID + Document with current name and address.”
- 11 From the Types of ID menu, choose photo ID provided (Minnesota ID, Tribal ID, or Driver’s license receipt, passport, etc.) then enter the ID Number for that ID.
- 12 Select Document Type from the drop-down menu. Only documents listed on the yellow tear-off sheet are acceptable; they are the only choices in the drop-down.

- 13 Page: *Previous Voter Information (THIS PAGE IS OPTIONAL)*: If the voter wishes to provide a previous name or out-of-state address, fill that information into the appropriate fields. This screen can be skipped if the voter does not want to provide this information or not applicable. Tap NEXT.

- 14 Page: *Voter Confirmation: All information you have entered will appear on this screen.* Swivel the poll pad around and have the voter confirm that all points of information are correct.

- If everything is correct, tap NEXT.
- If not, tap PREVIOUS STEP in the upper left corner to go back to a previous step to correct any information.

- 15 Page: *Election Judge Confirmation: After confirming everything you have entered is correct, sign your initial in the space provided in the lower-right corner.* Then tap SUBMIT. A dialog box will appear confirming the addition of the voter. Tap ACCEPT.

- 16 A *Minnesota Voter Registration Application Signature Slip* and ballot exchange slip will print. Have the voter sign twice on the lines with an X and hand them the ballot exchange slip. Keep the signed slip in the *Election Day Registration Documents envelope*.



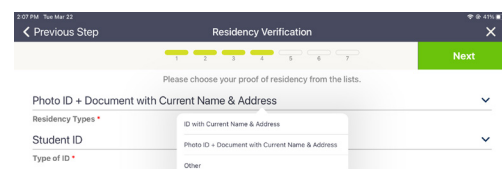
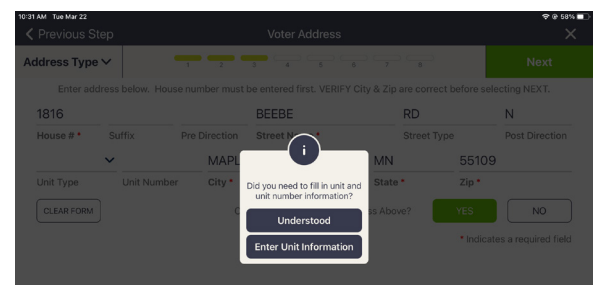
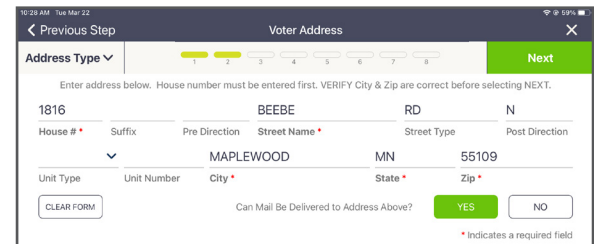
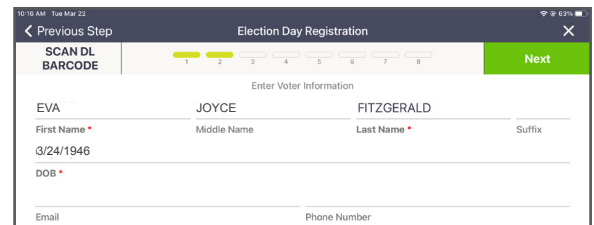
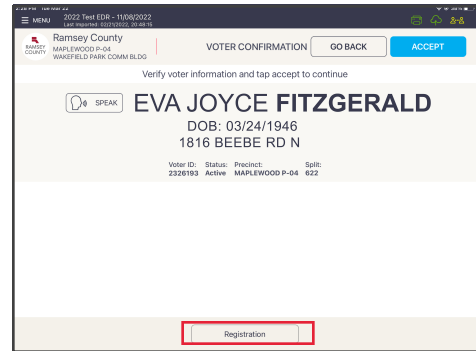
# “OTHER” OPTION (NO PHOTO ID OR DOCUMENT)

## Prior Registration in the Precinct

You have found the voter but they need to update their registration due to a name change or a change of address within the precinct. The poll pad judge will work with the registration specialist judge to update the voter's registration.

- 1 After confirming the voter's address is still in the same precinct, search for the voter, then select their name to open the information on the precinct record.
- 2 To update the voter's information, tap **REGISTRATION** at the bottom of the screen, which opens the Election Day Registration page.
- 3 Page: *Election Day Registration*. The voter's name and date of birth will auto populate. If the voter's name has changed, update it here.
- 4 Page: *Voter Address*. Tap into the House # field to update the residential address. Then tap into the street name field and begin typing the street name. Below the street name field, the full address will appear. Tap on the street name, then the city, state, and zip code fields will auto populate. *Then tap NEXT.*
- 5 A dialog box will appear asking “*Did you need to fill in unit and unit number information?*”
  - Tap **UNDERSTOOD** if the voter says there is no unit number.
  - Tap **ENTER UNIT INFORMATION** if the voter states that they have an associated unit number. They are required to enter this information if it is applicable. The Voter Address screen will then prompt you to fill out the unit type (apt., unit, suite, etc.) and unit number.

- 6a Page: *Residency Verification*: Select option 3 "Other"



**6b** Page: *Residency Verification*: Select option 3, "Valid registration in the same precinct"

**7** Page: *Previous Voter Information*: (THIS PAGE IS OPTIONAL). If the voter wishes to provide a previous name or out-of-state address, fill that information into the appropriate fields. This screen can be skipped if the voter does not want to provide this information or not applicable. Tap NEXT.

**8** Page: *Voter Confirmation*: All information you have entered will appear on this screen. Swivel the poll pad around and have the voter confirm that all points of information are correct.

- If everything is correct, tap NEXT.
- If not, tap PREVIOUS STEP in the upper left corner to go back to a previous step to correct the wrong information.

**9** Page: *Election Judge Confirmation*: After confirming everything you have entered is correct, sign your initial in the space provided in the lower right corner. Then tap SUBMIT. A dialog box will appear confirming the addition of the voter. Tap ACCEPT.

**10** A *Minnesota Voter Registration Application Signature Slip* and ballot exchange slip will print. Have the voter sign twice on the lines with an X and hand them the ballot exchange slip. Keep the signed slip in the *Election Day Registration Documents envelope*.



# VOUCHER

The voter is not registered to vote in the poll pad, they do not have a Minnesota ID with current name and address, and they have spoken to the registration specialist judge about all documentation options they have. After determining that they are in the right polling place with the precinct finder, the voter determines that a voucher who lives in the precinct works best. Return to the poll pad's menu, then tap the green icon that says REGISTER VOTER.

## 1 Page: *Eligibility Verification*

Ask the voter to answer the questions:

- Are you a U.S. citizen?
- Will you be at least 18 years old on Election Day?

10:08 AM Tue Mar 22

< Previous Step Eligibility Verification X

1 2 3 4 5 6 7 8

Next

Please ask the voter to answer the questions below to determine eligibility.

**Ask the Voter**

Are you a U.S. Citizen?

Yes No

**Ask the Voter**

Will you be at least 18 years old on election day?

Yes No

- If both answers are YES, tap NEXT.
- *If either answer is NO, the voter is not eligible to register.*

## 2 Page: *Election Day Registration*. Enter the name and date of birth provided by the voter. Swivel the screen to confirm the information is accurate with the voter.

If the voter's information is correct, tap NEXT.

10:19 AM Tue Mar 22

< Previous Step Election Day Registration X

SCAN DL BARCODE

1 2 3 4 5 6 7 8

Next

Enter Voter Information

EVA JOYCE FITZGERALD

First Name \* Middle Name Last Name \* Suffix

3/24/1946

DOB \*

Email Phone Number

## 3 Page: *Voter Address: Ask the voter for their address information*. Complete the number manually then begin typing the voter's street name. Once you see the voter's street name appear in the options below, tap on it to select—then the rest of the required information will automatically populate the required fields

10:25 AM Tue Mar 22

< Previous Step Voter Address X

Address Type

1 2 3 4 5 6 7 8

Next

Enter address below. House number must be entered first. VERIFY City & Zip are correct before selecting NEXT.

1816 BEEBE RD N

House # \* Suffix Pre Direction Street Name \* Post Direction

MAPLEWOOD MN 55109

Unit Type Unit Number City \* State \* Zip \*

CLEAR FORM Can Mail Be Delivered to Address Above? YES NO

\* Indicates a required field

- 4 A dialog box will appear asking “Did you need to fill in unit and unit number information?”
- Tap UNDERSTOOD if the voter says there is no unit number.
  - Tap ENTER UNIT INFORMATION if the voter states that they have an associated unit number. They are required to enter this information if it is applicable. The Voter Address screen will then prompt you to fill out the unit type (apt., unit, suite, etc.) and unit number.

The screenshot shows the 'Voter Address' screen with a progress bar at the top. A dialog box is displayed in the center asking, 'Did you need to fill in unit and unit number information?'. Below the dialog are two buttons: 'Understood' and 'Enter Unit Information'. The background form shows fields for House # (1816), Suffix, Pre Direction, Street # (BEEBE), Street Type (RD), Post Direction (N), Unit Type, Unit Number, City (MARSHALL), State (MN), and Zip (55109). There are 'CLEAR FORM', 'YES', and 'NO' buttons. A note at the bottom right says '\* Indicates a required field'.

- 5 Page: *Registration Identification*. Ask the voter for an identification number. Choose one of the ID types from the drop-down menu and fill in the ID# if applicable. Tap NEXT.

The screenshot shows the 'Registration Identification' screen with a progress bar. A message says 'Please select your identification type from the list.' Below is a drop-down menu. A tooltip is visible showing three options: 'Voter Has a MN-issued driver's license or MN ID card number', 'Voter Has a SSN but does not have a MN-issued driver's license or MN ID card', and 'Voter does not have a MN-issued driver's license, a MN-issued ID card, or a SSN'. A 'Next' button is at the top right. A note at the bottom right says '\* Indicates a required field'.

- 6 Page: *Residency Verification*. You find out that the voter is not able to provide a form of proof from options 1 or 2. Select “Other” from the options on the drop-down menu. Then in Type of ID drop down menu, select the “Vouched for” option. Tap NEXT.

The screenshot shows the 'Residency Verification' screen with a progress bar. A message says 'Please choose your proof of residency from the lists.' Below are two drop-down menus. The first, 'Residency Types', has 'Other' selected. The second, 'Type of ID', has a tooltip showing options: 'ID with Current Name & Address', 'Photo ID + Document with Current Name & Address', and 'Other'. There are fields for 'ID Number' and 'Document Type'. A 'Next' button is at the top right. A note at the bottom right says '\* Indicates a required field'.

The screenshot shows the 'Residency Verification' screen with a progress bar. The 'Other' option is selected for 'Residency Types'. The 'Type of ID' drop-down menu has a tooltip showing options: 'Vouched for', 'Notice of Late Registration', 'Valid Registration in Same Precinct', and 'Student ID with College List'. There is a field for 'Document Type'. A 'Next' button is at the top right. A note at the bottom right says '\* Indicates a required field'.

- 7 Page: *Vouching Attestation*: Confirm with the voucher one of the following scenarios. *Note*: Have the voucher read the voucher attestation sign provided to the registration specialist judge before signing their name.

“I am pre-registered to vote in this precinct”:

- For a pre-registered voter, begin to type the voucher’s last name.
- Once you have seen the name, tap it - then their name, address, and voter ID will auto populate.
- Per state law, vouchers must provide their phone number to complete this form.
- Tap NEXT. On the next screen, you and the voucher will sign your respective fields, then tap NEXT.

“I registered in this precinct today and did not have another person vouch for me”:

- Begin to type the voucher’s last name. Once you see the name appear in the list, tap it—their name and address will auto populate.
- Per state law, vouchers must provide their phone number to complete this form. Tap NEXT.
- On the next screen, you and the voucher will sign your respective fields, then press NEXT.

“I am an employee of a residential facility”:

- Manually enter name, address, and phone number of the facility. Tap NEXT.
- On the next screen, you and the voucher will sign your respective fields, then press NEXT.

- 8 Page: *Previous Voter Information (THIS PAGE IS OPTIONAL)*. If the voter wishes to provide a previous name or out-of-state address, fill that information into the appropriate fields. This screen can be skipped if the voter does not want to provide this information or not applicable. Tap NEXT.
- 9 Page: *Voter Confirmation*. All information you have entered will appear on this screen. Swivel the poll pad around and have the voter confirm that all points of information are correct.
- If everything is correct, tap NEXT.
  - If not, tap PREVIOUS STEP in the upper left corner to go back to a previous step to correct the wrong information.
- 10 Page: *Election Judge Confirmation*. After confirming everything you have entered is correct, sign your initial in the space provided in the lower right corner. Then tap SUBMIT. A dialog box will appear confirming the addition of the voter. Tap ACCEPT.
- 11 A *Minnesota Voter Registration Application Signature Slip* and ballot exchange slip will print. Have the voter sign twice on the lines with an X and hand them the ballot exchange slip. Keep the signed slip in the *Election Day Registration Documents envelope*.

Previous Step Previous Voter Information - Optional Next

First Name Middle Name Last Name

Street Name

City State Zip

CLEAR FORM

Previous Step Voter Confirmation Next

Please confirm all of this information is correct.

EVA JOYCE FITZGERALD  
03/24/1946  
Residential: 1816 BEEBE RD N, MAPLEWOOD, MN 55109  
ID Type: Voter Has a MN-issued driver's license or MN ID card number  
ID Number: X123123123123  
Precinct: MAPLEWOOD P-04 Split: 622  
School District: 622

Previous Step Election Judge Confirmation Submit

Election Judge to confirm registration information. If correct, Election Judge to initial and tap Next. If changes are needed, tap Previous Step.

EVA JOYCE FITZGERALD  
03/24/1946  
Residential: 1816 BEEBE RD N, MAPLEWOOD, MN 55109  
ID Type: Voter Has a MN-issued driver's license or MN ID card number  
ID Number: X123123123123  
Residency Verification: Vouched for  
Precinct: MAPLEWOOD P-04 Split: 622  
School District: 622

Clear Signature

Initial

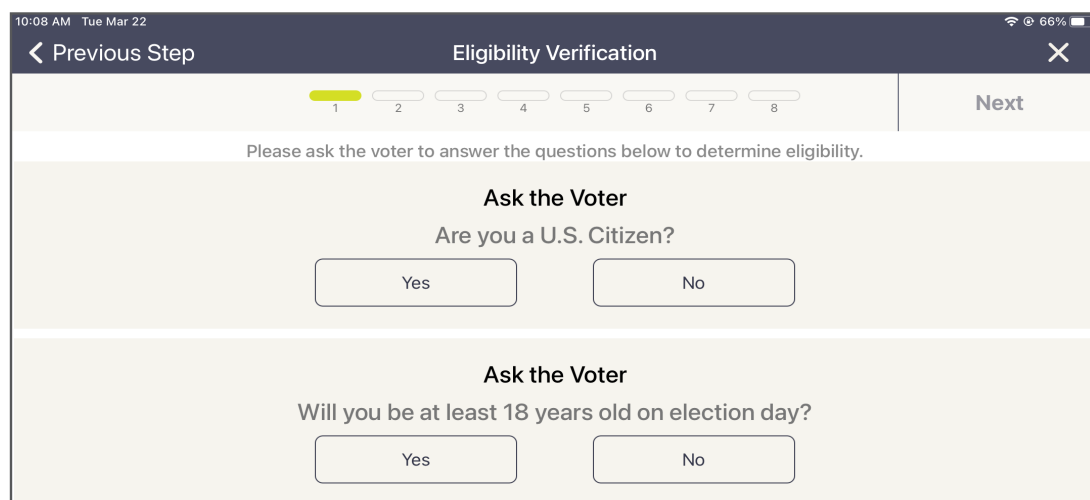
# STUDENT ID WITH COLLEGE LIST OR NOTICE OF LATE REGISTRATION

The voter is not registered to vote in the poll pad, they do not have a Minnesota ID with current name and address, and they have spoken to the registration specialist judge about all documentation options they have. This example will cover *Student ID With College List or Notice of Late Registration*. After confirming the voter's address is in the precinct, return to the menu page then tap the green icon that says REGISTER VOTER.

## 1 Page: *Eligibility Verification*

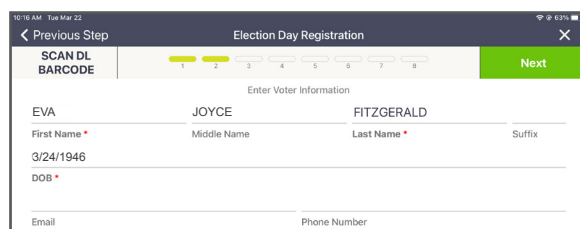
Ask the voter to answer the questions:

- Are you a U.S. citizen?
- Will you be a least 18 years old on Election Day?

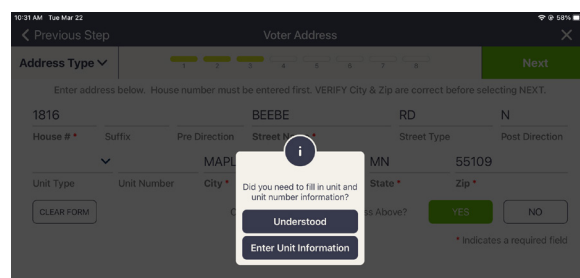


- If both answers are YES, tap NEXT.
- *If either answer is NO, the voter is not eligible to register.*

## 2 Page: *Election Day Registration*. Enter the name and date of birth provided by the voter.



- ## 3
- A dialog box will appear asking “Did you need to fill in unit and unit number information?”
- Tap UNDERSTOOD if the voter says there is no unit number.
  - Tap ENTER UNIT INFORMATION if the voter states that they have an associated unit number. They are required to enter this information if it is applicable. The Voter Address screen will then prompt you to fill out the unit type (apt., unit, suite, etc.) and unit number.



- 4 Page: *Voter Address*. Ask the voter for their address information. Complete the number manually then begin typing the voter's street name. Once you see the voter's street name appear in the options below, tap on it to select—then the rest of the required information will automatically populate the required fields
- 5 Page: *Registration Identification*. Ask the voter for an identification number. Choose one of the ID types from the drop-down menu then enter the ID number in the field that appears. Tap NEXT.
- 6 Page: *Residency Verification*. You find out that the voter is not able to provide a form of proof from options 1 or 2. Select “Other” from the options on the drop-down menu. Then in the drop down menu, select the appropriate option (*Student ID With College List* or *Notice of Late Registration*). Tap NEXT.

- 7 Page: *Previous Voter Information (THIS PAGE IS OPTIONAL)*. If the voter wishes to provide a previous name or out-of-state address, fill that information into the appropriate fields. This screen can be skipped if the voter does not want to provide this information or not applicable. Tap NEXT.
- 8 Page: *Voter Confirmation*. All information you have entered will appear on this screen. Swivel the poll pad around and have the voter confirm that all points of information are correct.
  - If everything is correct, tap NEXT.
  - If not, tap PREVIOUS STEP in the upper left corner to go back to a previous step to correct the wrong information.
- 9 Page: *Election Judge Confirmation*. After confirming everything you have entered is correct, sign your initial in the space provided in the lower right corner. Then tap SUBMIT. A dialog box will appear confirming the addition of the voter. Tap ACCEPT.
- 10 A *Minnesota Voter Registration Application Signature Slip* and ballot exchange slip will print. Have the voter sign twice on the lines with an X and hand them the ballot exchange slip. Keep the signed slip in the *Election Day Registration Documents envelope*.

If a voter simply has a misspelling or data entry error in their name or date of birth, you will record this error as a voter information correction, not re-register the voter.

A voter information correction is addressing an error in someone's voter record, such as a data entry error in the spelling of someone's name or the formatting of someone's birthdate.

- An updated address or apartment number.
- A changed last name.
- An added last name.

[illegible]

# BALLOT JUDGE DUTIES

**Note:** Each time you open a new pack of ballots, remember to have two judges count the number of ballots in the pack and record on the *Polling Place Ballots Certification*. Only initial the number of ballots you need - if you have any initialed unused ballots, you must spoil them and return them in the blue supply box - not in *Ballot Transfer Case*.

## How to issue a ballot

After a voter receives a ballot exchange slip, they are directed to the ballot judge who will exchange the slip for a ballot. Ballot exchange slips do not need to be separated into non-registered vs. registered or numbered; they will be collected into the same envelope.

## Explaining the ballot

The ballot judge will explain the instructions listed on the top of the precinct's ballot to the voter and point to the "how to mark your ballot" sign.

The ballot judge should not physically demonstrate how to mark a candidate on the ballot. Instead, point to the "how to mark your ballot" sign for how to completely fill in a field—to avoid pointing to a specific candidate or party.

**Note:** See the *Ballot Judge Duty Card* for more information and instructions to share with voters based on the election.

Offer a secrecy cover if the voter would like to use it. After the ballot has been issued to the voter, direct the voter toward the voting booths and explain that after they have completed the ballot, they will need to insert the ballot into the ballot counter.

**Note:** The voter may ask for a replacement ballot at any time and for any reason before they insert their ballot into the ballot counter.

**Sample Ballot**

State Partisan  
Primary Ballot  
Precinct Arden Hills P-1  
Ramsey County, Minnesota  
August 11, 2020

Judge \_\_\_\_\_  
Judge \_\_\_\_\_

**Instructions to Voters:** To vote, completely fill in the box(es) next to your choice(s) like this:

This ballot contains one side with partisan offices and one side with nonpartisan offices. On the partisan side of the ballot, you are permitted to vote for candidates of one political party only. Do not vote for candidates of more than one party.

Legal Marijuana Now Party	Grossroots-Legalize Cannabis Party	Republican Party	Democratic-Farmer-Labor Party
<p><b>Federal Offices</b></p> <p>U.S. Senator Vote for One</p> <p><input type="checkbox"/> Candidate 1</p>	<p><b>Federal Offices</b></p> <p>U.S. Senator Vote for One</p> <p><input type="checkbox"/> Candidate 1</p> <p>U.S. Representative District 4 Vote for One</p> <p><input type="checkbox"/> Candidate 1</p>	<p><b>Federal Offices</b></p> <p>U.S. Senator Vote for One</p> <p><input type="checkbox"/> Candidate 1</p> <p><input type="checkbox"/> Candidate 2</p> <p><input type="checkbox"/> Candidate 3</p> <p><input type="checkbox"/> Candidate 4</p> <p><input type="checkbox"/> Candidate 5</p> <p>U.S. Representative District 4 Vote for One</p> <p><input type="checkbox"/> Candidate 1</p> <p><input type="checkbox"/> Candidate 2</p>	<p><b>Federal Offices</b></p> <p>U.S. Senator Vote for One</p> <p><input type="checkbox"/> Candidate 1</p> <p><input type="checkbox"/> Candidate 2</p> <p><input type="checkbox"/> Candidate 3</p> <p><input type="checkbox"/> Candidate 4</p> <p><input type="checkbox"/> Candidate 5</p> <p>U.S. Representative District 4 Vote for One</p> <p><input type="checkbox"/> Candidate 1</p> <p><input type="checkbox"/> Candidate 2</p> <p><input type="checkbox"/> Candidate 3</p> <p><input type="checkbox"/> Candidate 4</p> <p><input type="checkbox"/> Candidate 5</p>

37451



## OPERATING THE BALLOT COUNTER THROUGHOUT THE DAY

### Wait for the American flag

The ballot counter scans each ballot, which takes a few seconds. The ballot counter judge instructs voters to wait for the American flag, which indicates that the ballot has been scanned and accepted. If the ballot is not accepted, the equipment judge will read and explain the message on the screen to the voter. If the ballot counter does not accept the ballot, reference troubleshooting steps on page 39.



## USING THE BALLOT-MARKING DEVICE

Two election judges of different major political parties are needed to assist a voter who wishes to use the ballot-marking device (*Minnesota Statutes 204C.15; Minnesota Statutes 206.57*). The voter will obtain the ballot paper from the ballot judge in exchange for a slip. The election judge will need the poll worker code from the head judge.

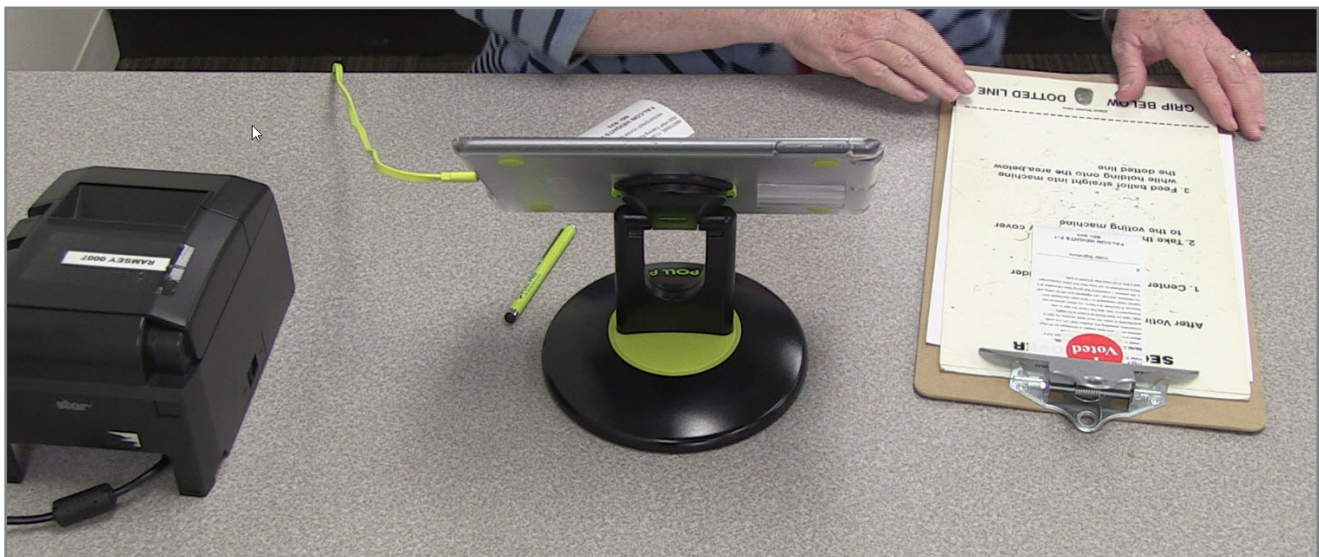
- 1 Place the ballot paper in the drawer with the judge initial lines face up and entered into the drawer first (the paper will be the same size and weight as the ballot stock—not just any plain paper).
- 2 Press the blue poll worker button on the back of the device.
- 3 On the display screen, enter the poll worker code and select ACCEPT.
- 4 Select CREATE BALLOT ACCESS CODE.
- 5 Choose the correct precinct and select OK.
- 6 Select TOUCH HERE to preview the code.
- 7 Select YES, PRINT THE CODE.
- 8 When the code is printed, tear it off, enter the code, and explain to the voter how to use the device. Ask if the voter needs additional assistance. Allow the voter to mark the ballot when they indicate that no additional assistance is needed.
- 9 Place the printed access code in the same envelope as the test ballot (see the *Opening the Polls Instructions*).



# ASSISTING A CURBSIDE VOTER

Do not remove the poll pad from the polling place.

- 1 Either someone who has accompanied the voter will enter the polling place or an election judge will receive a call from the Elections Office asking for curbside assistance at a vehicle.
- 2 The individual accompanying the voter or election judges will need to retrieve the voter's name and address. The poll pad judge will then search for the voter in the poll pad. If found, the election judge will accept the voter and print the signature and ballot exchange slips. *If the voter is not registered, determine if they are in the correct polling place through the poll pad's precinct finder feature.*
- 3 Two election judges of different major political parties will work with the voter. They will prepare the voting materials:
  - Voter signature slip.
  - A ballot from the ballot judge.
  - A clipboard, pen, secrecy sleeve, and an 'I Voted' sticker.



# ELECTION DAY JOURNAL

The following incidents should be communicated to the head judge and recorded in the *Election Day Journal*:

- Abandoned ballots found in the polling place.
- Ballot counter jams.
- Cleared felony, citizenship, and guardianship challenges.
- A circumstance that may cause the number of voter signatures to be different than the number of ballots run through the counter, such as a voter signing the roster but not casting a ballot.
- Election Day registration curbside voting events.

**Not sure if you should  
record an entry on the  
*Election Day Journal*?  
Record it!**

Do NOT record the number of ballots in a pack (record on reverse side of *Polling Place Ballots Certification*) or corrections to the roster (record on *Voter Information Correction Sheet*).



## Election Day Journal

Use this form to record any noteworthy events from the polling place. This form will be used to reconcile any discrepancies in the voting statistics (e.g., jammed ballots, voter did not sign roster, voter left with ballot, etc.). If more writing space is needed, attach a sheet of paper. Call your area judge or the Election Day Hotline (651-266-2173) to resolve any Election Day issues.

Time	Incident and any relevant information	Voter name and Voter ID#
8 a.m.	Voter checked in on poll pad and noticed that they needed to update their apartment #. CANCELLED check-in and registered voter on poll pad instead.	Voter - Bailey Johnson Voter ID# 9876543
9 a.m.	Voter cleared their felony challenge then was allowed to vote.	Voter - Sam Xiong Voter ID# 9876542
10 a.m.	Voter was searched on the poll pad and they had voted A.B. They did not vote in person because of this note.	Voter - Elliot Watson Voter ID# 9876541 -
11 a.m.	Voter received a ballot but decided not to vote and abandoned their ballot at booth.	

# CLOSING THE POLLING PLACE

Using a cell phone to determine that it is 8 p.m., announce “The polls are closed.” Anyone still in line is entitled to vote. Have one election judge stand at the end of the line, if necessary. Anyone who arrives after 8 p.m. cannot vote.

## TAKING DOWN POLLING MATERIALS

Do not take down your polling materials or equipment until the last voter has completed voting. After voting has finished, remove the U.S. flag and VOTE HERE sign from outside to indicate the polling place has closed. Then proceed with the closing procedures.

Do not lock the doors to the polling place once voting has ended. The public is welcome to watch the closing activities and to inquire about the vote totals. No one may interfere with the election judges’ work. Any challenger or observer must remain at arm’s length (three feet) from the table on which work is being performed.

Before starting the closing activities, retrieve the closing checklists.

## AUDITING THE BALLOTS

Complete the *Polling Place Ballots Certification*. Lines are for the number of packs of sealed ballots remaining (which is then multiplied by 50), the number of unused ballots not in packs (include the ballot-marking device paper in this count or in the previous count if the pack was never opened), and the number of spoiled ballots, duplicate ballots, and ballots in the ballot box.

RAMSEY COUNTY Elections Office		Precinct Election Date
<b>Polling Place Ballots Certification Form</b>		
<b>Ballots received in the polling place</b> <i>Confirm and record the number of sealed ballot packs delivered.</i>		
Recorded by the Elections Office: # of sealed packs delivered		_____
Recorded by election judges: # of sealed packs received		_____
Recorded by election judges: # of additional ballots received throughout Election Day		_____
Name of staff delivering ballots to polling place _____		
Head judge signature _____		
<b>Election night ballot audit</b>		
Number of ballots cast through the ballot counter	+	_____
Number of spoiled ballots	+	_____
Number of duplicated ballots, if any	+	_____
Number of sealed ballots remaining assuming 50/pack	+	_____
Number of unsealed ballots remaining (hand count)	+	_____
Total ballots at polling place at close of polls	=	_____
<b>Oath of confirmation</b> We, the election judges, certify that the ballot quantity received in the transfer case matches the quantity delivered by the Ramsey County Elections Office.		
Two election judges of major political parties must sign below		
_____		
_____		
Use during opening the polls & closing the polls		Return in the RED FOLDER

## LOADING THE *TRANSFER CASE: POLLING PLACE BALLOTS*

Never leave anything in the black ballot box, including voted or unvoted ballots.

Locate the cardboard *Polling Place Ballots Transfer Case*.

- 1 Place the voted ballots inside.
- 2 Place the lid firmly on the transfer case.
- 3 Thread a plastic seal through the hole(s) in the transfer case lid and then through the handle or other openings in the box.
- 4 Pull the end of the plastic seal until it is tightly wrapped around the lid and box.
- 5 Locate two sticker seals (from the red tub) and have at least three election judges sign the seals.
- 6 Place the seals over the sides of the lid and the box, securing the lid on the box.

## SECURING UNUSED/BLANK BALLOTS

All unused ballots (sealed in plastic wrap, unsealed, initialed, or non-initialed), including the ballot-marking device stock, are to be returned in the blue supply box and not with the voted ballots.

## COMPLETING THE PINK *VOTER STATISTICS CERTIFICATION*

Record the number of poll pad check-ins on the pink form as the *Poll Pads Sum Total*. Then enter the *Ballot Counter Tape Total*. If the *Poll Pads Sum Total* does not equal *Ballot Counter Tape Total*, see the reverse side of the sheet for possible issues and document what you believe they may be in the lines provided on the front of the form.

## COMPLETING CERTIFICATION FORMS

### ***Ballot Counter Certification Form***

The *Ballot Counter Certification Form* form was partially completed while opening the polls. To complete the form, record the seal number on the ballot counter in the appropriate space. If the seal was broken during the day and you replaced it, provide an explanation of why the seal numbers are different.

### ***Ballot-Marking Device Certification Form***

The *Ballot-Marking Device Certification Form* form was partially completed while opening the polls. To complete the remainder of the form, record the seal number from the ballot-marking device in the appropriate space. If the seal was broken during the day and you replaced it, provide an explanation of why the seals are different.

# COMPLETING OTHER RED TUB FORMS

***Place forms in the appropriate folder to return to the Elections Office on election night.***

## **Purple folder**

Confirm that the following forms have been completed properly.

- Timesheets - All election judges need to complete a line on the precinct timesheet. Completed timesheets are to be returned in the purple folder. If an election judge does not show up on Election Day, please write "no show" on their timesheet.
- Election judge evaluations - Head judges will complete an evaluation of each election judge that served in their precinct on Election Day; the evaluation can be completed on paper or online. This evaluation is located on [ramseycounty.us/elections](http://ramseycounty.us/elections). Please email [electionjudge@ramseycounty.us](mailto:electionjudge@ramseycounty.us) with any questions.
- *Sign Up to be an Election Judge* sheet.

## **Red folder**

Using the *Election Night Returns Certification Form*, confirm that all forms have been completed.

Return these documents in the red folder:

- *Voter Statistics Certification Form*. (pink sheet)
- *Roster Correction Sheet*.
- *Election Day Journal*.
- *Hourly Tracking Sheet*.
- *Scan Ballot Certification Form*.
- *Ballot-Marking Device Certification Form*.
- *Polling Place Ballots Certification*.
- *Election Night Chain of Custody Certification*.
- *Poll Pads Certification Form*.
- *Election Judge Oath*.
- *Notification of Death Form* (if any).
- HAVA complaint form (if any).

## COMPLETING ELECTION DAY ENVELOPES

Using the checklist provided in the red tub, confirm that all of the following envelopes have been properly filled. Seal envelopes with an envelope sticker seal even if the envelope is empty.

- *Summary Statements: Red Tub Copy #1, Red Tub Copy #2, and Blue Supply Box Copy*  
Place the first summary report in the *Red Tub Copy #1* envelope (the zero report slip should already be in the envelope from the morning procedures). Print an additional report for each remaining envelope provided. The *Red Tub Copy #1 & #2* go to Ramsey County on election night and the *Blue Supply Box Copy* goes in the blue supply box.
- *Election Day Registration Documents Envelope* – Place the completed *Election Day Registration Voter Signature Slips*, *Voucher Scoring Sheet*, and *Unable to Register Sheet* in this envelope.
- *Spoiled Ballots* – During Election Day, any spoiled ballot should have been placed in this envelope. Do not seal this envelope until the ballot audit and voter statistics have been completed.
- *Ballot exchange slips* – After completing the *Voter Statistics Certification Form*, place all of the ballot exchange slips into this envelope.
- *Registered Poll Pad Signature Slip Envelope* – This envelope contains all registered voter signature slips generated by the poll pad and signed by voters.
- *Touch Writer Ballot-Marking Device Envelope* – This envelope contains the test ballot, access code slips, zero report slip, and close polls report slip.

## PACKING THE RED TUB FOR ELECTION NIGHT RETURN

- 1 Pack the red tub:
  - Purple folder
  - Red folder
  - *Registered Poll Pad Signature Slip Envelope*
  - *Scan Ballot Counter Reports: Red Tub Copy #1 & Red Tub Copy #2* containing summary report slips
  - *Election Day Registration Documents Envelope*
  - *Spoiled Ballot Envelope*
  - *Duplicate Ballot Envelope*
  - *Ballot Exchange Slip Envelope*
  - *Touch Writer Envelope*
- 2 Using the *Election Night Chain of Custody Certification* found in the red folder, confirm that all the necessary items are returned in the red tub. DO NOT SEAL the red tub with blue plastic seals or sticker seals.



# CLOSING THE TOUCH WRITER BALLOT-MARKING DEVICE



- 1 At 8:00 p.m., you can close the polls on the ballot-marking device. Press the blue poll worker button. On the display screen, select MENU and then CLOSE POLLS. Select YES when asked "Are you sure?"
- 2 Enter the close the polls password (found in the instructions). A report slip will begin printing.
- 3 When the report slip is done printing, press the red power button to shut the device off. You do not need to sign the printout. Tear it off and place it in the ballot-marking device envelope.
- 4 Write the number found on the red seal on the *Ballot-Marking Device Certification Form*. Place the form in the red folder, which will be placed in the red tub and returned to the Elections Office.
- 5 Use the blue key to unlock the tablet, remove it from its cradle, and return it to the inside of the top lid. Slide the latch down and lock the tablet in place.
- 6 Unplug the power cord and return it to the bag. Place the bag in the red tub. Unplug the printer cable and place it in the printer's case.
- 7 Close the device lid. Reach under the device stand and pull the latch forward to unlock the device. Remove it from the stand.
- 8 Turn off the OKI printer. Unplug the printer and place it in the black printer case. Place the printer USB cable in the bag with the printer the power cord (from Step 6), then place the bag in the black printer case.
- 9 Fold up the printer table and disassemble the ballot-marking device stand. Place both in the carrying bag that has red handles.

**The OKI printer stays in the polling place. Leave the extra colored paper in the printer tray.**

**Leave the ballot-marking device, the stand placed in the red-handled bag, and the OKI printer at the polling place.**

**These items will be picked up from the polling place after Election Day.**

# CLOSING THE SCAN BALLOT COUNTER



**Important:** The ballot counter may never be closed before 8 p.m. and may only be disassembled after the last voter in the polling place has cast their ballot.

## Supplies needed to close the ballot counter:

- Ballot counter
- AC power cord
- Ballot box and case
- Equipment keys
- Ballot transfer case
- 2 blue rattail seals
- 2 ballot box seals
- *Scan Ballot Counter Reports: Red tub Copy #1, Red tub Copy #2, and Blue supply box Copy*
- 1 envelope seal for each *Summary Statement Envelope*
- *Official Certification Form: Ballot Counter*

- 1 Check the emergency voting bag for ballots. If necessary, run any remaining ballots through the scan ballot counter.
- 2 Press the blue button on the back of the unit.
- 3 Select CLOSE POLLS on the display screen and then YES, CLOSE THE POLLS.
- 4 Enter the close polls password (same as the poll worker code used at opening) and select ACCEPT. The polls are now closed and a report slip will begin printing.
- 5 Tear off the report slip when printing is finished. All election judges present must sign the report slip. Place the signed report in *Summary Statement Envelope: Red Tub Copy #1* which also contains the zero report slip.
- 6 Complete the *Scan Ballot Certification Form* by writing the memory card seal number in the space provided. The form must be signed by two election judges. Place the signed form in the red folder.
- 7 Select PRINT TALLY to print an additional report slip for the *Summary Statement Envelope: Red Tub Copy #2* and *Blue Supply Box*. One may be printed for public display, if requested.
- 8 Place an envelope seal on each envelope, signed by all judges present. Place the signed and sealed envelopes in the red tub, but leave the *Summary Statement Envelope: Blue Supply Box* in the blue supply box.
- 9 Press the red power button to turn off the scan ballot counter. Wait for the screen to be completely blank. Unplug the power cord and put it back in the bag, which goes in the red tub.
- 10 Unlock the tablet, carefully remove it from the cradle, and place inside the top lid. Slide the blue latch down and lock the tablet in place.
- 11 Close the cover of the scan ballot counter and snap the black latches into place. You do not need to lock the case, but secure the handles with blue rattail seals provided to you in the blue supply box.
- 12 Open the front of the ballot box, reach inside and pull the white string toward you to unlock it. Remove the ballot counter from the ballot box. **The head judge will return the scan ballot counter to the Elections Office.**
- 13 Two judges of different political parties must remove all ballots and place them into the ballot transfer case.
- 14 Seal the ballot transfer case with two blue rattail seals, and two sticker seals signed by all judges present. Extra seals are provided in case you need to open then reseal the ballot transfer case. Do not place sticker seals on the red tub or blue supply box.
- 15 Disassemble the ballot box, using the instructions on the side of the box, and place it in its bag. The ballot box remains in the polling place and will be picked up after Election Day. **The head judge will return the ballot transfer case to the Elections Office.**

**The ballot counter does not transmit results. Results can only be uploaded at Ramsey County after the head judge returns the ballot counter.**

# CLOSING THE POLL PADS



- 1 Complete the *Poll Pads Certification Form* (place in the soft blue poll pad transfer case) and pink *Voter Statistics Certification Form* (place in the red folder).
- 2 Remove the poll pad stand from its base by lifting up.
- 3 Remove the poll pad stand arm from the poll pad: squeeze the green clips and rotate the arm to the eight o'clock position then pull up to remove stand arm.
- 4 Pack the stand arm into the round compartment in the green case. Unplug the printer and disconnect the power cord from the transformer box. Pack cords and power box into the round compartment of the green case. Pack the printer into the rectangle section of the green case. Place the base on top of items in the round compartment of the green case. Pack all additional items:
  - Printer
  - Styluses
  - Poll pad power cord and brick connector
- 5 Turn off poll pad screen by pressing the power button just once. Poll pads will be placed in the blue transfer case to be brought back to Ramsey County Elections.
- 6 The bright green boxes will be placed with the supplies that will be picked up by the trucks after Election Day. Do not bring them back on election night. **Remember: the head judge must bring the soft blue transfer case back to Ramsey County Elections on election night.**

RAMSEY COUNTY  
Elections Office
Precinct  
Election  
Date

### Voter Statistics Certification Form

**Instructions:** record the total of all poll pad check-ins. The sum total should match the ballot counter tape total. If these totals do not match, write your explanation in the space below. See the guide on the other side of this sheet for discrepancies that may occur.

Total of all poll pad check-ins for Election Day registration _____ Office use from SDR Report _____	+	Total of all poll pad check-ins _____ Office use from Poll Pad Report _____	=	Total number of ballots cast Poll Pads _____ Ballot Counter _____ Sum Total _____ <small>None of these do not match, see 0 notice</small>
---	---	--	---	---

! If the sum total does not match the tape total, see the other side of this form for reasons contributing to different totals. Record applicable reasons in full detail below. Do not write "see Election Day Journal."

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of spoiled ballots \_\_\_\_\_

Number of duplicated ballots, if any \_\_\_\_\_

Total number of full-day judges \_\_\_\_\_

Number of voting stations \_\_\_\_\_

Signature of head election judge \_\_\_\_\_

**Office use**  
 Check box when item has been reviewed  
☐ Emergency Roster    ☐ Poll pad check-in report  
☐ Election Day Journal    ☐ Poll pad slips

Return in the  
**RED FOLDER**



# CLEANING UP THE POLLING PLACE

## ***Supplies to be left at the polling place***

Follow the *Election Night Chain of Custody Certification* to see what supplies should be brought to the Elections Office on election night. Place the remaining election supplies at the polling place in the same location they were delivered.

## ***Items to be left at the polling place:***

- Black ballot box in black bag
- Blue supply box
- All unused ballots (place in blue supply box)
- Voting booths
- Black bag (with red handles) containing ballot-marking device stand and printer stand
- Printer and cords in box
- Flag (please re-wrap the flag if possible)
- VOTE HERE sign
- Table and chairs, if any
- Bright green poll pad cases

## ***Secure the building as instructed***

Review your *Polling Place Information Sheet* to determine if the building manager has provided any special instructions to Ramsey County Elections for closing the polling place building. It is a good idea for the head judge to speak to the building manager during the day to confirm procedures for locking up at the end of the night. Please be respectful of all requests from the building manager. Leave the polling place as it was found.

# ELECTION NIGHT RETURNS

After the polling place has been closed and secured as instructed, the head judge will return some items to Ramsey County Elections. The *Election Night Chain of Custody Certification* lists all materials that are to be returned to the Elections Office.

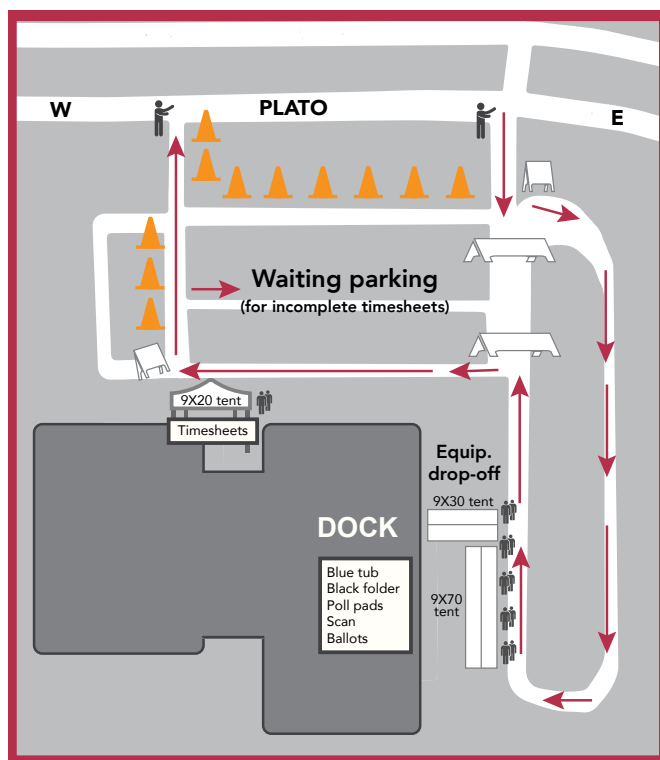
## ***Return materials to:***

90 W. Plato Blvd.  
Saint Paul, MN

Head judges should drive to the east-end loading dock and stay in their cars during the election night returns process.

# PACKING THE BLUE SUPPLY BOX

Using the Blue supply box checklist, confirm that all your supplies are loaded and ready for transport. Pack the supplies securely as most election supplies are reused from year to year. Seal the Blue supply box with the blue plastic rattail seals. Do NOT use the sticker seals.



# REFERENCE

This section contains reference instructions and materials to help with procedures or situations that may arise throughout Election Day. If your questions are not answered here, please call the Election Day hotline: 651-266-2173.

## EMERGENCY RESPONSE

In a situation that has become or may escalate into an emergency, election judges should perform the following process to the best of their ability:

- 1 Escort voters and other election judges out of the building or into a designated safe space.
- 2 If possible, secure the following materials prior to leaving polling space:
  - Scanner (or vDrive inside compartment)
  - Touch writer
  - Voted ballots (remove from scanner box and immediately transfer to a banker's box under supervision of at least two election judges of different political parties)
  - Unvoted ballots
  - Poll pads
  - Election day voter registration documents
- 3 Identify the source and nature of emergency.

After election judges and voters are safely out of the polling site and in a secure space, the head judge of the precinct should contact the Elections Office and share the following information:

- 1 General account of the situation, specifically:
  - Whether staff and voters were able to leave the building and current safety status.
  - Why the polling place is unusable.

If staff and voters were not able to leave the building, they will be asked for an estimate of how long they will have to remain indoors.
- 2 The polling location (e.g., Saint Paul Ward 5, Precinct 4, Washington Tech High School).
- 3 Status of vital materials (listed above): If some materials are missed but the voting space will be accessible at a later time, Ramsey County Elections staff may ask that the election judges recover those items when possible and safe.

After determining the safety of election judges, and taking stock of available vital materials, Elections Office staff will make an internal determination whether reopening the precinct to voting is possible. If Elections staff determine that continuing voting activities is possible, they will initiate an emergency polling place change, wherein Elections staff will coordinate the transition of election judges and vital materials to another polling location as well as use office resources and connections to redirect voters to this new location—with the goal to reestablish voting in full. If it is not possible to continue voting in the location, election judges will be asked to deliver materials back to the Elections Office and notified that voting will resume for that precinct at a later date when a usable location is established.



## EMERGENCY POLLING PLACE CHANGE

Once an emergency polling place change is announced, Elections Office staff will be working with the head judge and the Election Day site contacts to organize the transition to a new location. Elections Office staff will ask for an inventory of materials currently in election judge possession (vital and non-vital) and any staffing needs the team may have in the wake of leaving the polling place. After Elections Office staff have accounted for the material and staffing needs at the new location, they will give the election judges clearance to transfer to the new location, as well as the address and contact information of its head judge.

Upon arrival at the contingency location, the election judges will be met by two teams from the Elections Office. One staff will bring vital materials:

- replacement scanner.
- touch writer.
- poll pads.
- head judge materials.
- ballots.

The other staff will have additional polling place items so staff can reestablish voting activities:

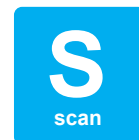
- equipment stands.
- voting booths.
- the blue supply box.
- necessary documentation.

If necessary, a team of mobile judges and Elections Office staff will also arrive at the new polling location to account for any staff shortages.

An Elections Office staff member will visit the site to support the head judge. They will serve as the main liaison between the new site and the Elections Office and will coordinate any further needs. Once the head judge determines that voting activities have stabilized and no further materials or staff are needed, the Elections Office staff member will collect the scanner and vDrive used at the unusable voting location and a delivery team will remove any extra materials.

The Office of the Minnesota Secretary of State will allow for additional time after 8 p.m. to offset any delay.





# SCAN BALLOT COUNTER TROUBLESHOOTING

## Issues when opening the polls

If you have trouble printing the zero report slip or open polls report slip, call your area judge. Call Ramsey County (651-266-2173) if there are problems with the information on the zero tape slip (for example, if the precinct number on the zero tape slip does NOT match the precinct number on the top of the ballots, or if there are already votes cast on the zero tape slip).

The head judge is primarily responsible for maintaining the ballot counter on Election Day. All problems with the ballot counter should be noted on the *Election Day Journal* because they may affect the voting statistics. The head judge should contact the area judge or the Election Day Hotline (651-266-2173) if the judges are unable to fix a problem.

If you are unable to use the ballot counter, open the emergency voting slot on the top of the ballot box, and allow voters to place their ballots in the slot. Do not keep voters waiting. However, voters may choose to wait for the ballot counter to be operational if they wish to do so. Once the ballot counter is operational, ballots that were placed in the slot should be removed and run through the ballot counter. This must be done by two judges of different political parties (Minnesota Rules 8230.4365, subp. 5). Any ballot from the emergency slot rejected by the ballot counter can be either duplicated by two judges of different political parties or the head judge will override the ballot counter (see below).

## Ballot(s) will not run through the scan ballot counter

When a ballot does not run through the ballot counter, it is important to read the message on the screen to determine if the ballot is over-voted (too many candidates were selected), jammed, or if there is another problem. If a voter would like you to view their ballot to see what may be the problem, you may if they ask you.

- **If a ballot is over-voted**, offer to give the voter another ballot and put the over-voted ballot into the *Spoiled Ballot Envelope*. If the voter does not want to vote again, make sure the ballot is still partially fed into (and hanging out of) the ballot counter and press the blue button on the back of the machine; the ballot will go through and offices will be counted except for the over-voted race.
- **If a ballot is damaged**, offer to give the voter another ballot and put the damaged ballot in the *Spoiled Ballot Envelope*. If the voter does not want to fill out another ballot, the ballot may be duplicated by two judges of different major political parties (Minnesota Rules 8230.4365).
- **If a ballot is jammed and has not been counted**, ask the voter to gently pull the ballot from the ballot counter and inspect the ballot for damage. Attempt to run the ballot again and then follow steps for spoiling the ballot, if necessary.
- **If a ballot is jammed and has been counted**, unlock and open the front door of the ballot box, reach inside and gently pull the ballot through the ballot counter, leaving the ballot in the ballot box.

## Abandoned ballot in the polling place

If a voter abandons a ballot in the polling place—other than any rejected by the ballot counter and partially in the scan—spoil the ballot (see the *Ballot Judge Duty Card*). Write “found in voting station” on the ballot in the upper-right corner and place it in the *Spoiled Ballot Envelope*. Document the incident in the *Election Day Journal*.

## Overriding the ballot counter

The ballot counter will reject a ballot for several reasons, including overvotes (voting for more than the allowed number of candidates in a race), crossover votes (partisan primaries only) and stray marks through the barcode on the ballot.

Always offer the voter a new ballot so they may correct the error. If the voter refuses to correct the error, the head judge will explain that you can override the ballot counter, but only properly voted races will be counted.

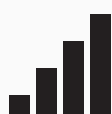
- 1 To override, attempt to run the ballot through the ballot counter again.
- 2 When the ballot counter rejects the ballot, do not pull it out of the ballot counter, instead press the blue poll worker button on the back side of the ballot counter.
- 3 Once you press the button, the ballot counter will immediately take the ballot.
- 4 Record on the *Election Day Journal* that an override for a ballot occurred.



# POLL PAD TROUBLESHOOTING



The following guide illustrates status levels of the wi-fi device and potential solutions to improve connectivity. If the wi-fi device fails to retain a strong signal and the poll pads do not connect, please contact the Elections Office for more assistance: 651-266-2173.



## Mobile Network

*The strength of the signal from outside network to the Wi-Fi device - **very important***  
**What do I do? Move device closer to the outside until you regain a signal.**

Status	Lights	Meaning
<b>GOOD</b>	green solid green blinking	connected, good signal, no traffic connected, good signal, traffic
<b>WATCH CONNECTIVITY ON POLL PAD CLOUD</b>	yellow solid yellow blinking  magenta solid magenta blinking	connected, medium signal, no traffic connected, medium signal, traffic  connected, poor signal, no traffic connected, poor signal, traffic
<b>CALL RAMSEY COUNTY</b>	red	no SIM, SIM error, SIM lock, no service



## Wireless, Wi-Fi/Bluetooth

*The strength of the signal from the wi-fi device to the poll pads.*  
**What do I do? Move device closer to the poll pads.**

Status	Lights	Meaning
<b>GOOD</b>	green solid green/blue alternate blinking	wi-fi on & bluetooth off wi-fi on & bluetooth on
<b>WATCH CONNECTIVITY ON POLL PAD CLOUD</b>	blue solid blue fast blinking	bluetooth on & wi-fi off bluetooth pairing
<b>CALL RAMSEY COUNTY</b>	no light	device is emitting no signal



## GPS

*Maps the location of the device for security purposes*

Status	Lights	Meaning
<b>GOOD</b>	Green solid	Green solid
<b>WATCH</b>	Yellow blinking	Yellow blinking
<b>CALL RAMSEY COUNTY</b>	Off (no color)	Off (no color)

## Canceling a voter check-in

In the case that you discover a voter should have their check-in canceled, notify your head judge immediately. *If a voter's check-in is not canceled in the poll pad, they may be checked in twice or an incorrect individual may have been checked in, which can have negative impacts on voters.*



- 1 Have your head judge refer to the *Poll Pad Certification Form* for the poll pad password.
- 2 Look up the voter.
- 3 Tap the "settings icon" located beside first letter of voter's last name.
- 4 Enter the password the head judge has received from the Elections Office.
- 5 Tap CANCEL CHECK-IN.
- 6 Tap OK.
- 7 The voter's check-in is now canceled.
- 8 If the incorrect voter was checked in, search the poll pad once again to locate the correct voter. If they are not found, or a voter states their address has changed from what is listed on the poll pad, search the voter in the precinct finder to verify which location they should register and vote in, then follow Election Day registration instructions if the voter is in the correct location to register and vote.

---

## Poll pad is frozen

Press the HOME button twice to refresh the screen. If the poll pad screen is still frozen, perform the following steps:

- 1 Record the check-in count for the frozen poll pad.
- 2 Unplug the power cable from the poll pad.
- 3 Hold down the POWER and HOME buttons simultaneously to reset the poll pad.
- 4 Release both buttons once the Apple logo displays on screen.
- 5 Plug power cable back into the poll pad.
- 6 After the poll pad launches, verify the check-in count is unchanged. Have your head judge call Ramsey County Elections if the check-in count has changed.

---

## Printer is unresponsive

If the printer icon is red, tap the icon. A drop-down menu will appear. If printer status reads "not connected," the poll pad has lost its pairing to the printer.

### Option 1

- 1 Make sure the printer is turned ON.
- 2 Verify the printer is plugged into a working power source.
- 3 Verify the power cords are securely plugged in.
- 4 Confirm the connection with the poll pad printer icon (green icon).
- 5 If still not working, have your head judge call Ramsey County Elections.

### Option 2

- 1 Turn the printer off.
- 2 Hold down the POWER and HOME buttons simultaneously to reset the poll pad.
- 3 Release both buttons once the Apple logo displays on screen.
- 4 Turn the printer on while poll pad is powering back on.
- 5 Launch the poll pad application by tapping the icon in the bottom middle of the home screen and confirm the connection with the poll pad printer icon (green icon).



## **Printer error occurs when attempting to print a slip**

- 1 If a dialog box appears stating that a printer error has occurred, and a red light is flashing at the front of the printer, do not select anything on the screen. You will first want to check the orientation of the paper inside the printer.
- 2 Push back on the lever at the top of the printer (which has an arrow on it). The lever will open the top of the printer.
- 3 Check to see if the roll of paper inside the printer has fallen off track or if the paper is loose.
- 4 Tighten the roll and put the paper back on track in the bottom of the paper roll reservoir. Make sure the roll is spooled so the paper is fed from the bottom of the roll.
- 5 Pull a tail of paper back out and close the top of the printer again.
- 6 Tap RETRY in the dialogue box to attempt to print again.

## **Reprinting a voter's signature slip in the case of printer failure**

- 1 Have your head judge call Ramsey County Elections for the password.
- 2 Look up voter.
- 3 Tap the Settings icon located beside first letter of voter's last name.
- 4 Enter the password the head judge has received from the Elections Office.
- 5 Tap REPRINT CHECK-IN.
- 6 Tap OK.
- 7 Printer will print slip with DUPLICATE printed at the top.
- 8 Tap START OVER to begin with a new voter.



## CHALLENGES ON THE POLL PAD

While discussing a challenge notation with a voter, be respectful of the voter and discuss the information quietly to provide as much privacy as possible. All language on specific challenges will appear on the screen when you are checking in a voter. Follow the instructions on the poll pad screen, which are listed for reference on the following pages.

### Felony, citizenship, and guardianship challenges

Instructions on the screen will state that the head judge will clear and make a notation on the *Election Day Journal* when clearing a felony, guardianship, or citizenship challenge. Record the name of the voter, the voter ID number, and the challenge that was cleared by the head judge.

### See ID notation

If you see a See ID notation, the voter is a new MN voter who registered by mail; their application information could not be verified. The voter must show the poll pad judge any proof of residence listed on the *Register to Vote* poster, except vouching. If the voter can only provide vouching as a proof of residence, the voter must re-register.

*Poll pad judge action:* Ask the head judge to provide you with a list of Election Day registration proof of address options. Review the voter's documentation; if it matches what is on the poll pad, have the voter read the voter oath and clear the challenge on the poll pad. If any information is different, the voter must re-register in the correct precinct.

### Challenge cleared

If the voter's answers indicate that they are eligible to vote in the precinct, tap CLEAR CHALLENGE and then ACCEPT on the following screen. The voter signs the poll pad signature slip. They are then issued a ballot exchange slip to give to the ballot judge.

### Challenge failed

Only use the CHALLENGE FAILED button if a voter does not wish to answer the questions and understands that if they "fail a challenge," they cannot vote in that election. This is a rare selection and should be explained carefully to the voter so they may choose another option in order to vote.





## Challenged: felony

Ramsey County Elections received information that the voter was convicted of a felony at some point in the past. A voter with a felony conviction may vote after they have completed all felony sentences, including probation and parole, in any state. Election judges do not determine if a voter is still serving a felony sentence.

The head judge asks the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "Are you on probation or parole for a felony conviction?"

If the voter answers "no" and that they have completed their sentence, including probation and parole, have the voter read the voter oath and clear the challenge on the poll pad.

If a felony challenge is cleared, record the voter's name, voter ID number, and 'felony challenge cleared' on the *Election Day Journal*.

If an individual has questions regarding their felony challenge, refer them to their probation/parole officer. If they have questions about their sentence, they may call the Department of Corrections records division at 651-361-7200.

---

## Challenged: citizenship

Ramsey County Elections received notice that this voter may not be a citizen of the United States.

The head judge asks the voter,

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "Are you a citizen of the United States of America?"

If they state they are a citizen, have the voter read the voter oath and clear the challenge on the poll pad. If they are not a citizen, they may not vote in the election.

Note the cleared challenge on the *Election Day Journal* by recording the voter's name and voter ID number, writing 'citizenship challenge cleared.'

---

## Challenged: guardianship

The voter may be under court-ordered guardianship with a loss of voting rights. Voters under guardianship may vote *unless their court order specifically revoked their right to vote*.

Head judge asks the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "Are you under court-ordered guardianship in which the court revoked your right to vote?"
- "Were you found by a court to be legally incompetent?"

If the voter answers "no" to the second and third questions, they are eligible to vote and the challenge shall be cleared. Have them read the voter oath and clear the challenge on the poll pad.

Note the cleared challenge on the *Election Day Journal* by recording the voter's name and voter ID number, writing 'guardianship challenge cleared.'

## Challenged: postal return

The Elections Office attempted to send the voter elections mail and it was returned by the post office.



Ask the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"

*If yes:*

- "What is your residential address?"

If the voter's address matches the information provided above, the challenge may be cleared on the poll pad. If their current address is different, they must re-register in the correct precinct.

---

## Challenged: voted out of precinct

The voter was recorded as having voted in the wrong precinct at a previous election.

Ask the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"

Ask the voter for proof of residence used for Election Day registration. If the voter provides proof of residence that the address on the poll pad is correct, have them read the voter oath, then clear the challenge on the poll pad. If the voter's address is different but the voter still resides in the precinct, direct the voter to the registration table. If they live in a different precinct, use the poll pad precinct finder to direct them to the correct precinct..

---

## Challenged: AB address

The voter submitted an absentee ballot application at a different address than the address on the poll pad.

Ask the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "Have you voted absentee in this election?"

If the voter answers "no," ask the voter, "What is your residential address?"

If the voter has not voted absentee and their address matches the one on their record, the challenge shall be cleared. Have the voter read the voter oath and clear the challenge on the poll pad. If the voter states they have already voted absentee in this election, they may not vote in the polling place.

---

## Challenged: name and address

Ramsey County Elections received notice that this voter may have changed their name and/or address.

Ask the voter:

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "What is your full name?"
- "What is your residential address?"

If the voter has not voted absentee and their address matches the one on their record, the challenge shall be cleared. If the voter's name and/or address is different, the voter must re-register in the correct precinct.

# ELECTION DAY REGISTRATION ELIGIBILITY REQUIREMENTS

To be eligible to register, an individual must:

- Reside in the precinct on Election Day.
- Be 18 years of age on Election Day (primary or general election).
- Be a citizen of the United States.
- Have resided in Minnesota for 20 days immediately preceding Election Day (it is not necessary for the voter to have lived in the precinct for 20 days preceding Election Day).

A voter may NOT register to vote if they:

- Are under court-ordered guardianship in which the court has revoked their voting rights.
- Have been found by the court to be legally incompetent.
- Have been convicted of a felony, unless they have fully completed the sentence, including probation, or have been discharged from the sentence.

You may not ask a voter if they are eligible to vote unless:

- There is a challenge on the poll pad.
- A challenger or any election judge challenges the voter based on personal knowledge that the voter does not meet the eligibility requirements to vote.

By completing and signing the voter signature slip and registration slip, the voter is attesting to the fact that they meet all the eligibility requirements listed on the *Voter Oath*.

## Acceptable Election Day registration methods

### Choose one of the following options to register when you vote

#### Valid ID or receipt with current name and address

MN driver's license, learner's permit, ID card, or tribal ID

**OR**

#### Photo ID and a document with your current name and address

Photo ID (can be expired)

- Driver's license, state ID or learner's permit *issued by any state*
- U.S. Passport, U.S. Military, or Veteran ID
- Tribal ID
- Minnesota university, college or technical college ID
- Minnesota high school ID

And one approved document

- Bill or statement due/dated within 30 days of the election: phone, TV, or internet; solid waste, sewer, electric, gas or water; banking or credit card; rent or mortgage
- Residential lease or rent agreement valid through Election Day
- Current student fee statement

**OR**

#### Have none of the above? One of the options below may work

##### Vouching

- Voter in your precinct who can confirm your address—this individual can also register when they vote, but cannot vouch for you if *they* used a voucher
- Staff person of a residential facility in which you live, such as a shelter, assisted living facility, veteran's home, or group home

##### Other methods

- College student ID and name on student housing list provided to Ramsey County by your college
- Registration in the same precinct—at a different address or with a different name
- Notice of late registration sent to you by Ramsey County

 **RAMSEY COUNTY**  
Elections Office

## Unacceptable documentation

- Out-of-state student ID cards
- Tax forms
- Marriage licenses
- Medical bills
- Ordinary mail
- Anything not listed here

# ADDITIONAL GUIDELINES & ACTIVITIES

## Polling place conduct

During voting hours, election judges, voters, assistants, and vouchers are part of the voting process and therefore allowed in the polling place.

## Expectations

In addition to the following items, Ramsey County expects election judges to treat all voters with respect. The following behavior is prohibited and will be grounds for immediate dismissal if reported to Ramsey County.

- Disrespect for voters' safety.
- Teasing or harassment.
- Malicious humor regarding current events.

## Authorized persons and activities in the polling place

- Voters and their children.
- Election judges and officials.
- Persons assisting voters.
- Vouchers.
- Authorized election observers (must have a letter from Ramsey County Elections or the Secretary of State's office).
- Police officers (if requested by the head judge to keep order).
- Challengers (must have written authorization from a candidate or political party).
- Teachers and their students observing the election process.

## Prohibited persons and activities in the polling place

- Disorderly persons.
- Smoking.
- Persons under the influence of drugs or alcohol.
- Anything related to something on the ballot - if you see any persons in the polling place wearing these items, ask them to cover and/or remove what they are wearing while in or within 100 feet of the polling place. If the voter refuses to cover or remove the campaign material, record the voter's name on the *Election Day Journal* and allow the voter to vote.
- People other than voters and election officials gathering or lingering in the polling place or within 100 feet of the building where the polling place is located.
- Persons who are campaigning and/or any campaign materials including literature or buttons. No one can campaign inside the polling place or within 100 feet of the building. If the polling place is on public property, no one can campaign anywhere on the property, even beyond 100 feet. However, the prohibition of signs and campaign materials within 100 feet does not apply to adjacent private property.
- Vehicles displaying campaign materials - if a vehicle is parked within 100 feet of the polling place and displaying campaign materials, locate the driver of the vehicle and politely ask the voter to move the vehicle or remove the campaign material.
- Leaving sample ballots voting booth.

# MEDIA IN THE POLLING PLACE, EXIT POLLING, AND OUTSIDE USE OF BUILDING

## Conduct of the news media

Ramsey County Elections allows news media to observe Election Day activities in the polling place. Persons conducting exit polling on behalf of the news media are permitted to stand outside of the polling room but within 100 feet of the entrance to the polling place.

## Guidelines for news media

A news media representative may enter a polling place during voting hours only to observe and document the voting process. A media representative must present photo identification to the head election judge upon arrival at the polling place, along with either a recognized media credential or written statement from a local election official attesting to the media representative's credentials. A media representative must not:

- approach within six feet of a voter;
- converse with a voter while in the polling place;
- make a list of persons voting or not voting; or
- interfere with the voting process.

Media photography and video recording is allowed in the polling room with limitations. Broad shots of the polling place containing multiple voters are allowed. Photographs cannot be taken of voted ballots. The media should ask permission to photograph an individual voter before doing so. Any interviews must occur outside the polling room.

## Exit polling

Exit polling may occur under 100 feet from the building in which a polling place is located and must be located outside the polling room. An anonymous written questionnaire must be used.

## Meetings at the polling place

Polling places are often multi-use buildings with a variety of activities planned. Meetings and other activities can be held at polling locations that have multiple rooms, but they cannot interfere with voting activities or violate the election laws governing activities in or near polling places.

# VOTER'S RIGHT TO FILE COMPLAINT

We hope that all issues can be resolved in the polling place, however, a voter has the right to file a complaint using the HAVA complaint form. This form must be available to voters if they believe they were treated unlawfully in the polling place. The election judges may witness the voter's complaint. Area judges are supplied with HAVA election complaint forms. **Try to resolve the complaint before contacting your area judge.**

# ASSISTING VOTERS WITH VOTING & REGISTRATION

State and federal laws require assistance be available for voters. Certain guidelines must be followed.

## Election judge assisting voters

Election judges should be prepared to provide assistance to voters when requested. An election judge can assist an unlimited number of voters when helping voters into or through the polling place, reading or translating voting materials such as registration applications or ballots, or completing forms. Two judges from different major political parties must be present when assisting a voter with marking a ballot, which can occur in a voting booth, at a table, or at a car (Minnesota Statutes 204C.15; Minnesota Statutes 206.57).

When assisting a voter with marking the ballot, follow these guidelines.

- Be impartial, courteous, and professional
- Take necessary measures to protect the voter's privacy
- Read the ballot exactly how it is written, including the instructions
- Let the voter choose whether or not to vote in any section of the ballot
- Avoid actions or instructions that might influence how a person votes
- Make sure the ballot accurately reflects the voter's choices

## Members of the public assisting voters

A voter may choose anyone except their employer, an agent of their employer, or a union agent to assist them with the voting process.

Voters can be assisted by individuals under the age of 18 and assistants do not need to live in the precinct. Assistants must leave the polling room when the voters they accompanied have finished the voting process. If they are waiting for additional voters whom they will be assisting, they must wait outside the polling location, at least 100 feet from the building.

## Assisting voters who have a visual impairment

If a voter with visual impairment asks for assistance, you may provide physical or descriptive support. As you are walking, you may be asked to describe the pathway and provide information about upcoming obstacles.

Tools available to aid voters who may request them:

- magnification card
- ballot-marking device
- speak button on the poll pad voter confirmation screen



## Assisting voters who have a hearing impairment

People who are hard of hearing or unable to hear use many methods to communicate. Some use lip reading and speech, while others use sign language. They may choose to write or use a combination of these methods. Ask the voter what you can do to help the communication process.

Here are some recommendations for effective communication:

- Communicate in a well lit area; avoid standing or sitting in front of bright lights or windows.
- Begin the conversation by getting the voter's attention. Call the voter by name, wave your hand, or use other visual signals.
- Make sure your face and mouth are clearly visible. Do not look away when communicating. Do not eat, chew gum, or in any way cover your mouth.
- Speak clearly, avoiding exaggerated lip movements. It might be helpful to raise the volume of your voice if you are soft spoken.
- Maintain eye contact. If you have to turn away from the person, wait until you re-establish eye contact before continuing your conversation.
- Use gestures to help clarify your message. Pointing to appropriate objects or using visual aids can be very helpful (e.g., a sample ballot).
- Rephrase your message if the voter does not understand you.
- Do not assume the voter cannot hear or understand what you are saying if the voter is wearing a hearing aid. The hearing aid may be worn to help with awareness of environmental sounds.

## Tips for assistance

- Let the voter initiate the conversation and offer assistance only if it is requested. To allow voters the opportunity to ask if they need assistance, the greeter judge may tell all voters: "If you need assistance with any part of the voting process, please let us know."
- Never touch or move a walker, cane, or other equipment without the voter's permission.
- If the voter has a service dog, do not interact with the dog. The dog must not be distracted from its responsibilities.
- Direct all questions to the voter, not to others who may also be helping the voter, such as an interpreter, companion, or assistant.
- Respect the voter's privacy and allow them to make all decisions on offices in which they would like to vote. Communicate with the voter that it is not necessary to cast a vote in every measure or race on the ballot. The voter has the right to choose whether or not to vote in any section of the ballot.
- If you observe an assistant attempting to persuade a voter's decision, inform the assistant and the voter that this is not permitted and offer the voter the assistance of two election judges from different major political parties.
- A voter may use a mark (x) or stamp if unable to sign a document.
- Review the ballot thoroughly with the voter to ensure completion and address any mistakes.

A voter may be accompanied by a support service provider/interpreter who will provide the voter with the necessary communication to allow the voter to vote in an unbiased and independent manner.

# CHALLENGERS

Official challengers may be present in the polling place to challenge the eligibility of voters. Challengers will have an authorization letter from a political party or candidate. Only one challenger per party or candidate may be present in the polling place. The head judge assigns seats to the challengers near the registration table, but at a distance so they cannot read voter registration applications, the non-registered roster, and other documents with private data.

Challengers are not allowed to make lists of who has voted, as this is considered poll watching. Challengers may only talk to election judges, not voters.

A challenger may only challenge the eligibility of a voter based on the challenger's personal knowledge. Challenges must be stated in writing on the *Oath of Challenger Form* and this form must be completed by the challenger and the head judge.

In addition, election judges and voters may also challenge someone's eligibility to vote. They must follow the same challenge procedures as official challengers, but voters must leave the polling place after the challenge process and their own voting process is complete.

## Conduct of official challengers

Challengers are limited in what they can do. They may not:

- Talk to any voter and must direct their questions to the head judge.
- Wander around the polling place.
- Handle or inspect any polling place materials or equipment.
- Make a list of voters who have or have not voted.
- Attempt to influence voting in any manner.
- Vouch for a voter's residence.
- Approach the ballot counter or any voting station.
- Obstruct the voting process by challenging every voter.
- Challenge the party affiliation of a voter.

It is a violation of Minnesota election law for a challenger to abuse the challenge process, to engage in a pattern of continuous challenges, or to challenge voters on any basis other than personal knowledge that a voter is not eligible to vote in the precinct. Violation of these provisions constitutes a gross misdemeanor. The basis for all challenges must be stated in writing on the *Oath of Challenger Form* (see next page). This form must be filled out by the person making the challenge. These forms are located in the blue supply box and the completed forms are to be returned in the red folder.

The Elections Office also provides signs (and smaller copies of these signs) to inform voters and election judges of the legal limits of challengers' activities. **If you have any questions about the activities of a challenger, call the Election Day Hotline (651-266-2173).**

## Challenge procedure

If a voter is challenged, the head judge or another designated election judge shall resolve the challenge following these procedures:

- 1 Have the challenger complete the *Oath of Challenger Form*, located in the Blue supply box.
- 2 Have the challenged voter swear or affirm the following oath/affirmation:  
*"Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote in this election?"*
- 3 You may then question the voter regarding the reason for the challenge. Reasons a voter may be challenged:
  - **Residency:** The voter does not reside in this precinct.
  - **Age:** The voter is not 18 years of age or older.
  - **Citizenship:** The voter is not a United States citizen.
  - **Felony status:** The voter is under conviction of a felony and their civil rights have not been restored.
  - **Guardianship/legal competence:** The voter is under legal guardianship and has not retained the right to vote.
- 4 If the voter's answers indicate the voter is eligible to vote in your precinct, allow them to vote. If the voter's answers do not indicate eligibility, the voter is not allowed to vote.
- 5 If a challenger persists with the challenge, and the voter's answers indicate eligibility, have the voter verbally repeat the oath (affirmation) at the top of the polling place roster. After the voter signs the roster, allow the voter to vote.
- 6 If any of these challenges occur, note them on the *Election Day Journal*.

Oath of Challenger	
I, _____, do hereby state under oath, (Name of person making challenge)	
I am: ( ) an election judge. ( ) a challenger authorized by Minnesota Statutes, section 204C.07. ( ) a Minnesota voter.	
I reside at _____, (Street Address) (City or Township)	
Telephone number: _____	
E-mail address (optional): _____	
I challenge the registration of _____ whose registration (Name of challenged voter)	
lists his/her residence as: _____ (Street Address) (City or Township)	
This challenge is based on my personal knowledge. The grounds for my challenge are: _____ _____ _____ _____ _____ (Attach additional sheets of signed statement if necessary)	
I swear or affirm that the information stated here is truthful.	
_____ (Signature of Challenger)	_____ (Date)
Signed and sworn to or affirmed before me	
_____ (Signature of Election Judge)	_____ (Date)
For Election Judge Use Only	
Challenge was administered by: _____ (Name of election judge)	
Time: _____	
( ) Voter refused to take challenge oath. ( ) Challenge was dismissed: Voter passed challenge and voted. ( ) Challenge was sustained: Voter failed challenge and did not vote.	
Additional Comments: _____ _____ _____ _____	

# IF VOTERS FEAR FOR THEIR SAFETY

Voters' names and addresses are public when they register to vote. However, if they have safety or privacy concerns, there are ways to register and vote without their information becoming public.

## Safe at Home Address Confidentiality Program

To be eligible to join Safe at Home, voters must:

- reside in Minnesota
- be afraid for their safety or the safety of another person who lives with them

To enroll in Safe at Home, visit [www.sos.state.mn.us/safe-at-home/enroll-in-safe-at-home](http://www.sos.state.mn.us/safe-at-home/enroll-in-safe-at-home) or call 1-866-723-3035 from 8:00 a.m. to 3:30 p.m.

## Additional options

- Voters can keep their information private by sending a *Request to Withhold Voter Information from Public Information* form to Ramsey County Elections. Their name and address will still appear on the list of voters at the polling place but will not be available to the public.
- They can send a *Request to Inactivate Voter Record* form to Ramsey County Elections. This will prevent election officials from seeing the information in the private voter database unless specifically looking for the voter's record. Once election officials inactivate a voter's record, they must re-register before voting again.
- They can register again on Election Day, keeping their information private and inactivating their record in one step. Voters may bring copies of both the above mentioned forms to attach to their registration application. Their information will be entered in the state's voter database after the election but will be marked as private. To verify the address, Ramsey County Elections will send a verification postcard to verify that the voter can receive mail. If the card is not returned, the Elections Office will inactivate the voter's record as requested.

The forms are available at [mnvotes.org](http://mnvotes.org) or through the Ramsey County Elections Office.

## Organizations that may help individuals who fear for their safety

<b>Bridges to Safety</b> <i>Saint Paul</i> 651-266-9901 Serving victims of domestic violence. <a href="http://www.bridgestosafety.org">www.bridgestosafety.org</a>	<b>Esperanza United (Casa de Esperanza)</b> <i>Saint Paul</i> 651-772-1611 Serving Latina women and children. <a href="http://www.casadeesperanza.org">www.casadeesperanza.org</a>	<b>Saint Paul Intervention Project</b> <i>Saint Paul</i> 651-645-2824 Serving women who are victims of domestic violence; English, Spanish, Hmong and Somali speakers welcome. <a href="http://www.stpaulintervention.org">www.stpaulintervention.org</a>
<b>Tubman</b> <i>Maplewood</i> 612-825-3333 Serving people experiencing domestic violence and who reside in either Ramsey, Washington, or Hennepin County. <a href="http://www.tubman.org">www.tubman.org</a>	<b>Union Gospel Mission/ Naomi Family Residence</b> <i>Saint Paul</i> 651-444-5880 Serving victims of domestic violence and stalking. <a href="http://www.ugmtc.org">www.ugmtc.org</a>	<b>Women's Advocates</b> <i>Saint Paul</i> 651-227-9966 Serving women and children who are victims of domestic violence. <a href="http://www.wadvocates.org">www.wadvocates.org</a>

## VOTING WITH A CRIMINAL RECORD

A criminal record does not affect an individual's right to vote in Minnesota unless they are currently serving a felony conviction sentence, including probation, parole or supervised release in any state.

### Voting after a felony conviction

Individuals can vote after they finish all parts of their felony sentence, including any probation, parole or supervised release *in any state*. As soon as voters finish their sentence (are “off-paper”) they can register and vote.

#### *Individuals can vote if...*

- they were charged with or convicted of a misdemeanor or gross misdemeanor
- they have been charged with a felony, but have not been convicted
- they have been given a stay of adjudication
- they are finished with all parts of their felony sentence
- they are in jail but are not currently serving a felony sentence

#### *Individuals cannot vote if...*

- they are currently serving a felony sentence
- their stay of adjudication was revoked and they are currently serving a felony sentence

### Is the individual unsure about their legal status?

If they have questions about their record, they should talk to their probation officer/agent or call the Minnesota Department of Corrections at 651-361-7200 and speak with the records department. They can make these calls outside the polling room.

## VOTING WHILE UNDER GUARDIANSHIP OR WITH IMPAIRMENT

As long as a judge did not restrict an individual's right to vote through court order, *they have the right to vote when:*

- they are under guardianship.
- they are under conservatorship.
- they gave someone power of attorney.
- they have a brain injury.
- they have a developmental disability.
- they have a cognitive impairment.
- they experience memory loss.

A spouse, children, attorneys, caregivers, doctors or nurses cannot make a decision on a voter's eligibility; only the voter or a court may.

## VOTING WHILE EXPERIENCING HOMELESSNESS

If individuals are experiencing homelessness, they can register to vote using the location where they sleep as their address; this could be a shelter, a friend's house, or outside somewhere.

### Registering before Election Day

If voters sleep outside, they can write a description on their voter registration application; for example, "NW corner of Rice St. & University Ave." If they have a phone number or email, they can provide them in case elections administrators have questions about where they live.

If individuals register before Election Day at an outdoor location, their voter record will be marked "challenged" because the county could not mail them a postal verification card. They will still be able to vote at their polling place, but they will be asked to swear under oath that they are living at that location. If individuals are staying at a shelter or residence where they can receive mail, they may not receive a challenge notification if the county can verify their address.

### Registering on Election Day

If individuals are not registered in the poll pad, they must complete the registration process. Individuals staying in shelter or at a friend's home may use any documentation options listed in the *Election Day Registration* section of this guide.

If individuals are unsheltered and not listed in the poll pad, they may register with use of a voucher who lives in the same precinct. They may also use prior registration if they are listed on the poll pad as previously registered in the same precinct.





