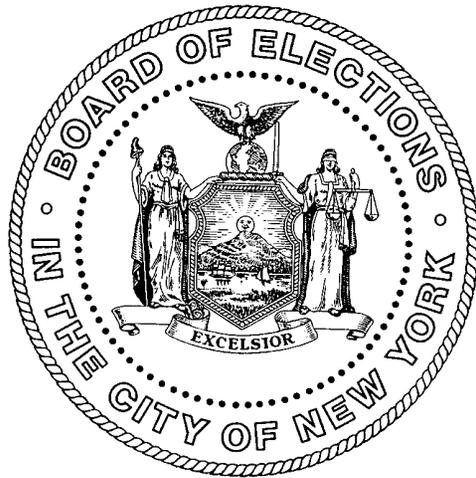


Poll Worker Procedures Summary Guide



**Board of Elections
in the City of New York**

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This is YOUR Summary Guide, feel free to write in it
and bring it with you on Election Day

Introduction

Introduction

- 1) What's New
- 2) The Time Sheet
- 3) Equipment
- 4) Poll Site Layout
- 5) Election Day Procedures, Roles and Policies
- 6) A Word on Voter Privacy

Introduction

1. ED/AD

1. Election District (ED) is the smallest political sub-division in NYC
2. Assembly District (AD) is made up of many EDs
3. Voters are assigned to an ED/AD based on their address

2. Redistricting

1. Based on the 2010 Census, the New York Legislature has created new lines for Assembly, Senate and Congress
2. Many Voters will have changes to their ED/AD

3. Combines (Pg 6)

1. 1 ED or more may be combined with another ED
2. Each ED will have its own Voter Registration List but only 1 Table with 1 set of Ballots and 1 Return of Canvass
3. Scanner will print only the Results Tape for One ED (“The Reporting ED”)
4. Checklist for Combines will be found in the Special Instructions Envelope

4. How to Appoint an Inspector (Pg 6)

1. Only Voters may be deputized at the Poll Site to server as Inspectors
2. Failure to follow the Procedures will result in the deputized Inspector not being paid

Introduction - The Time Sheet and Badge

1. Bring your Notice to Work on Election Day to the Poll Site.
2. Complete the Time Sheet, located on pg 3 of your Forms Booklet
3. Wear your Badge

FORMSBOOKLET



ELECTION DAY

TIME SHEET

POLL WORKER CERTIFICATION OATH

I HEREBY CERTIFY THAT THE FOLLOWING SERVICES WERE RENDERED

ED AD Borough: _____ Date of Election: _____

Chairperson's Signature

Coordinator's Signature

OATH OF OFFICE FOR POLLWORKERS

I, the undersigned do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of New York; and that I will faithfully discharge the duties of the office of Poll Worker for the City of New York according to the best of my ability; that I am a registered voter and resident of the City of New York; that I do not hold any public office, am not a candidate for any office to be voted for by the voters of this Election District, or the spouse, parent or child of such candidate; that I have not been removed or otherwise disqualified and am able to speak and read the English language and write it legibly; I further swear (or affirm) I will not in any manner request or ask to persuade or induce any voter to vote any particular ticket or for any particular candidate; and that I will not keep or make any memorandum or entry of anything occurring within the booth and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by any voter or which ticket he has voted, or anything occurring within the voting booth, except I may be called upon to testify in a judicial proceeding for a violation of the election law; I further swear (or affirm) that I will treat all voters equally and with respect; honor the candidate and other ballot choices of all voters who receive assistance in marking their ballots and avoid making any statement or allowing any person to make any communication within or near the polls to influence any voter's ballot choice; allow voters required assistance to choose a person to assist them, consistent with Section 2-106 of the Voting Rights Act; and offer sufficient ballots to voters who are entitled to each ballot under New York law and N.Y.A.C.

POLL WORKER TIME SHEETS

CHAIRPERSON ED Table	PARTY: <i>Rep</i>	DOB: <i>2/19/83</i>	TIME OF ARRIVAL	TIME OF DEPARTURE	OFFICE USE
Name: <i>Stephen Thompson</i>			5:00 AM PM	AM PM	
Address: <i>42 Broadway</i>	Zip: <i>10004</i>	APT#: <i>11C</i>			
Telephone Home: <i>(646) 555-5555</i>	Work: <i>(212) 555-3333</i>				
Cell: <i>(917) 555-4444</i>					
Signature: <i>Stephen Thompson</i>	Poll Worker #: <i>777777</i>				
E-Mail Address: <i>PollWorker@mail.com</i>					



Badge with Notice to Work

Voting Process Overview - Equipment – BMD Ballot Marking Device

Voters mark their ballots with the BMD and insert them into the Scanner to be counted unless they are a BMD Affidavit Voter

Any voter can request to use the BMD.

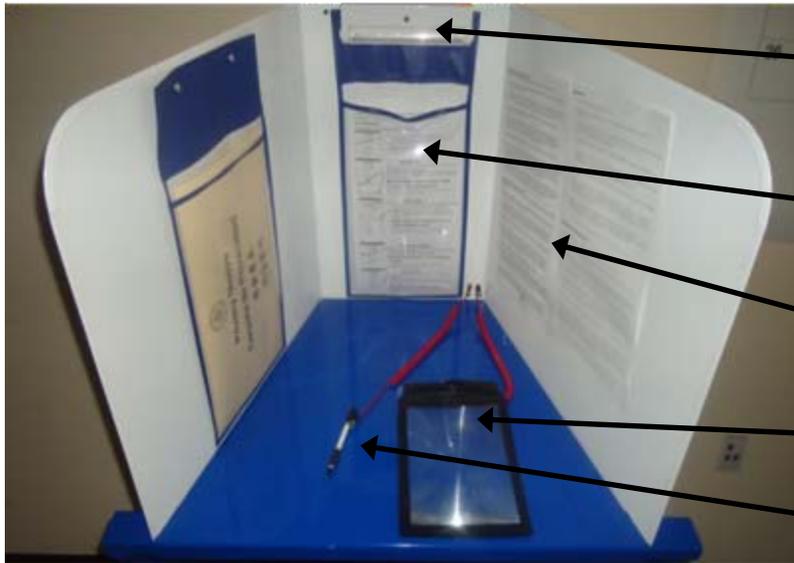


Side Card (Address Card)

BMD Laminated Card

Voting Process Overview - Equipment – Privacy Booth

Voters mark their paper Ballots in privacy in the Privacy Booths



1. LED Light (should be attached to the Privacy Booth, if it isn't check in the plastic sleeves)

2. How to Mark a Ballot on the center panel

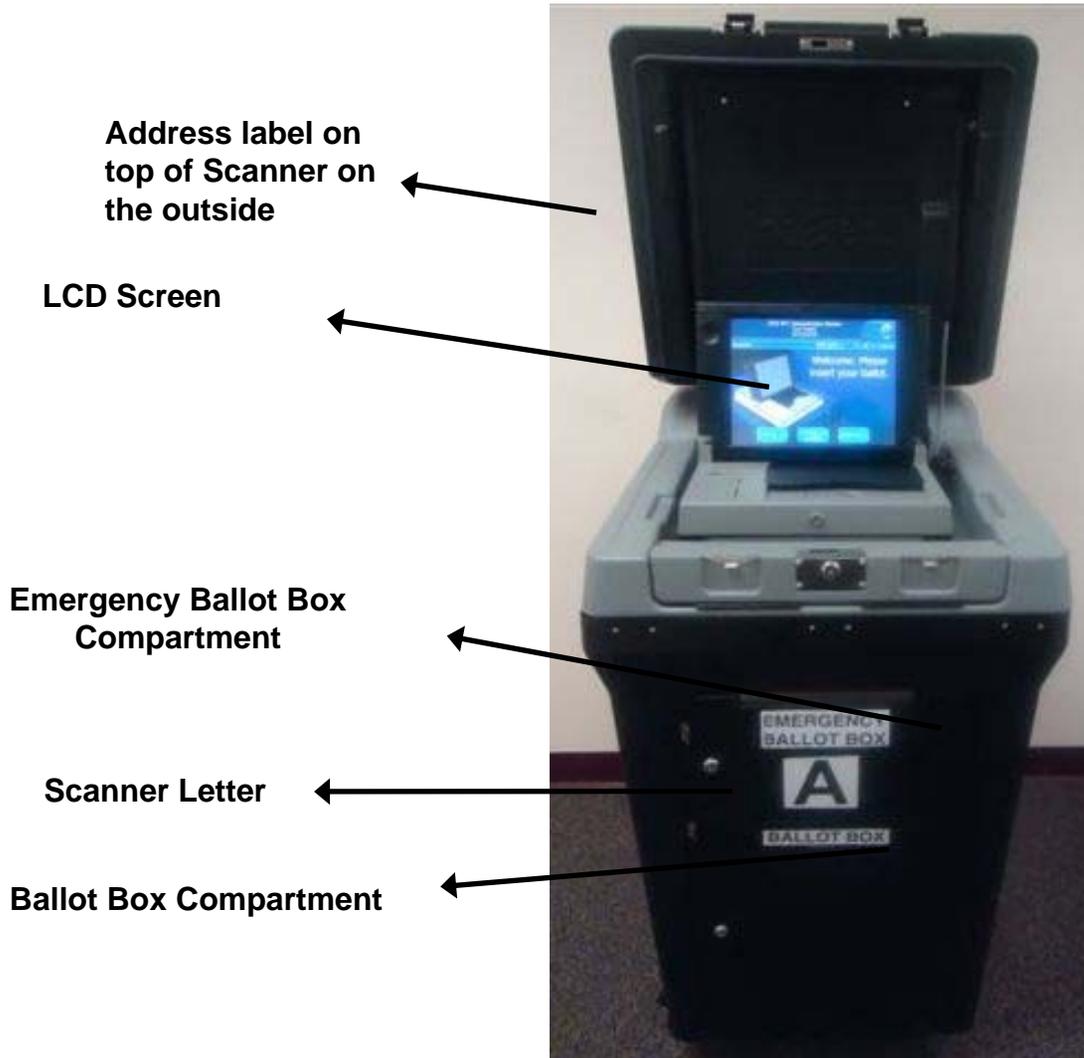
3. State Flyers (English/Spanish, Chinese/Korean, Bengali)

4. Magnifying Sheet

5. Pen

Voting Process Overview - Equipment – Scanner

The Optical Scanner enables voters to mark their Ballots with a pen and then insert the marked Ballot into the Scanner to be counted



(Back) Power Cord Compartment at the back of the Scanner



White Clip to Secure Metal Bar

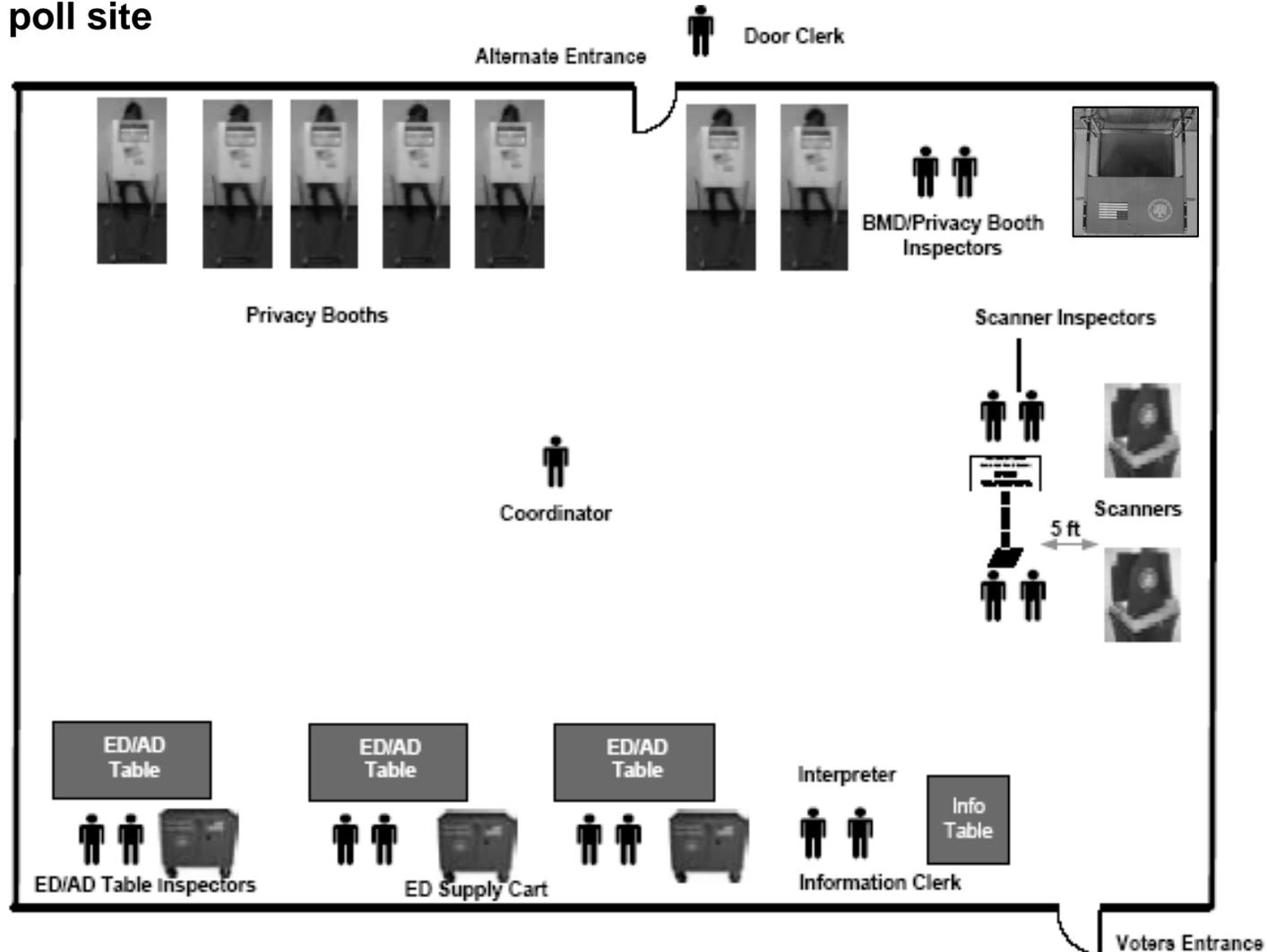


Voter card envelope at the back of the Scanner



Voting Process Overview - Poll Site Layout

The Poll Site Schematic (floor plan) shows how equipment and furniture is placed in the poll site (Look in your Poll Site/Coordinator Supply Bag for actual layout of your poll site)



Voting Process Overview - Additional Topics

Review of Election Day Procedures, Roles & Policies

Refer to the Following Pages in the Poll Worker Manual

- 1) Voter Sensitivity – page 10
- 2) The Election Day Team – page 14
- 3) Your Legal Duty to Impartially Administer the Election – page 20
- 4) Emergency Evacuation Procedures – page 24
- 5) Candidates and Poll Watchers – page 26
- 6) Who Else is in my Poll Site? – page 28
- 7) Disability Awareness – page 30
- 8) Poll Site Setup & Signage – page 36

Voting Process Overview - A Word on Voter Privacy

1. The voter has a right to vote privately
2. You, as a member of the Election Day Team, safeguard and protect that right
3. Important steps you can take to ensure voter privacy include:
 - a) **Making sure you set up the BMD and Privacy Booths properly so the voter's back is to the wall**
 - b) **Setting up the Scanners with the privacy screens & the 'Wait Here for Scanner' sign 5 feet in front of the Scanners**
 - c) **Giving a privacy sleeve to every voter**
 - d) **Never handling the voter's ballot unless he or she asks for assistance**

ED/AD Table Inspector

Opening – What's in the ED Supply Cart Police Envelope

Police Poll Site Envelope

POLL SITE *
 POLL SITE NAME
 POLL SITE ADDRESS
 COUNTY
 DATE OF ELECTION

POLICE POLL SITE ENVELOPE
THIS ENVELOPE CONTAINS

ED SUPPLY CART POLICE ENVELOPE(S) [Contains the ED Supply Cart Key Envelope]
 INSERT NUMBER

BMD POLICE ENVELOPE(S) [Contains the BMD Key Envelope]
 INSERT NUMBER

**BOARD OF ELECTIONS
 IN THE CITY OF NEW YORK**

**ED SUPPLY CART POLICE
 ENVELOPE**

**FOR THE
 ED SUPPLY CART**

ED #: _____ AD#: _____

County: _____

ED Supply Cart:

Unit #: _____

Seal # (Opening): _____

Seal # (Closing): _____

**ED/AD Inspector confirms that the following
 items have been received in this Envelope:**

- One (1) Red Plastic Numbered Seal for sealing the ED Supply Cart at the close of the polls
- ED Supply Cart Key Envelope
- Special Instructions (if any)
- Card giving Telephone Number in Case of Emergency

Give the completed ED Supply Cart Police Envelope receipt to the Police Officer. The receipt is attached to the back of this envelope.

Get scissors from the Inspectors at Scanner or BMD to cut the seal on the ED Supply Cart.

READ AND FOLLOW ANY SPECIAL INSTRUCTIONS

Special Instruction Envelope

Line 100-24
 BOARD OF ELECTIONS
 IN THE CITY OF NEW YORK

_____ E.D.
 _____ A.D.

SPECIAL INSTRUCTIONS ENVELOPE

1 Red Plastic Numbered Seal



**ED SUPPLY CART
 KEY ENVELOPE**

SITE NUMBER: _____

SITE NAME: _____

SITE ADDRESS: _____

ED SUPPLY CART UNIT #: _____

**THIS ENVELOPE CONTAINS
 THE KEY TO BE USED FOR THE
 ED SUPPLY CART.**

ENCLOSED IS ONE (1) KEY

- * ONE (1) SILVER ED SUPPLY CART KEY

**AT THE CLOSE OF THE POLLS,
 PUT THE ED SUPPLY CART KEY
 (1 SILVER)
 BACK IN THIS ENVELOPE.**

**THEN PLACE THIS ENVELOPE IN THE ED
 SUPPLY CART POLICE ENVELOPE AND
 HAND IT TO THE COORDINATOR /
 CHAIRPERSON AT YOUR POLL SITE.**



ED Supply Cart Keys

ED Supply Cart Key Envelope

ED Supply Cart Police Envelope

Opening – ED Supply Cart Seal and Keys



1. Write down the seal #
(in the Forms Booklet
on Work Sheet A)

2. Put cut seal in police
envelope

WORK SHEET A
ED Supply Cart Seals Report

ED: _____ AD: _____

Opening

- Record seal number (The seal is a **GREEN** plastic numbered seal.)
- If the seal is missing, check the "Missing" box below
- If the seal number is different than that listed on the Police Envelope, record the seal number in the space below and check the "Different" box

	Opening Seal Number	Missing	Different
ED Supply Cart seal number	_____	<input type="checkbox"/>	<input type="checkbox"/>

Closing

- Record seal number (The seal is a **RED** plastic numbered seal.)

Closing Seal Number

ED Supply Cart seal number _____

To be completed by ED/AD Inspectors at the lowest ED of the lowest AD only (see below)

Unused Ballot Return Bag(s) seal number(s) _____

3. Keep the keys secured
in the ED Supply Cart



Opening – Removing supplies from the ED Supply Cart



1) ED Supply Bag

8) Election Day Scannable Ballots (in stubbed books)



7) Affidavit Ballots



6) Blue Table Display

VERY IMPORTANT
 IF A VOTER'S NAME DOES NOT APPEAR ON THE VOTER REGISTRATION LIST OR IF A VOTER BELIEVES PARTY ENROLLMENT IS INCORRECT
 The Voter May Do Either A or B (NOT Both)
A. VOTE BY AFFIDAVIT
 OR
B. GET A CERTIFICATE FROM THIS BOOK IN ORDER TO OBTAIN A COURT ORDER TO VOTE ON THE VOTING SYSTEM (A CERTIFICATE SHOULD BE GIVEN ONLY IN THIS CASE)
 THIS BOOK IS TO BE RETURNED TO THE ED SUPPLY CART.

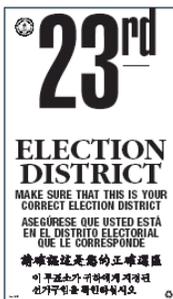
2) Court Order Certificate Pad



ED Supply Cart



5) Ballot Face Cards



3) Election District (Pre-Numbered) Sign

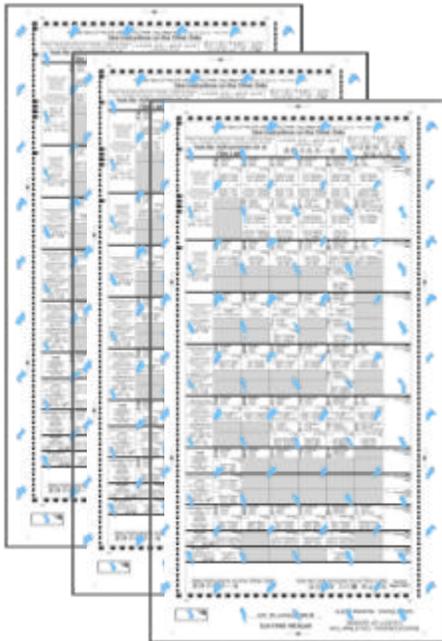
4) Grey Transport Bag



Opening – Understanding Ballot Types

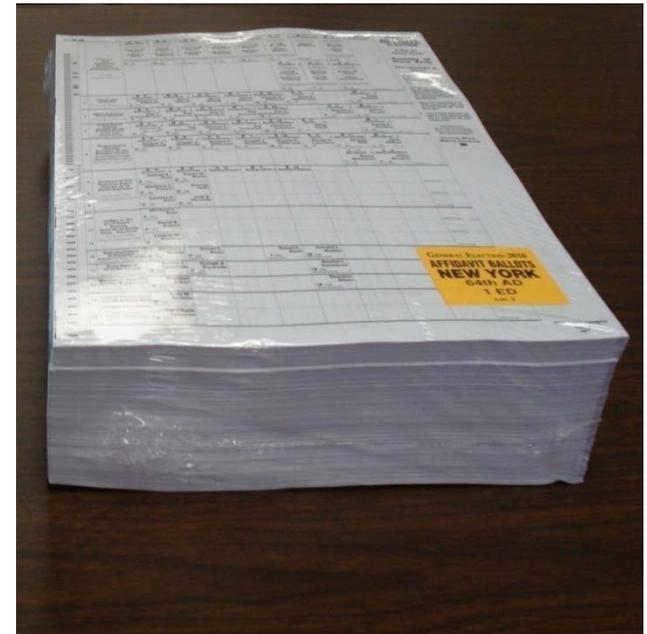
Election Day (Scannable) Ballots

1. Wrapped in clear plastic with blue pattern (image of the State of New York)
2. Stubbed
3. Used on the Scanner for regular voting
4. Used for Emergency situations
5. Used as BMD Affidavit Ballot (more on this later)
6. Has a Ballot Transmittal Sheet



Affidavit Ballots

1. Wrapped in clear plastic with red sticker
2. Not stubbed
3. Wider than the Election Day Ballots
4. Used for Affidavit voters (who are not marking their Ballots on the BMD)



Opening – Setup of the ED/AD table

- Make sure to follow the label on the ED/AD Supply Bag
- Take out only 1 book of ballots at a time
 - In a Primary Election, be sure to put out 1 book of ballots for each party holding a Primary
- Ballots and Blue Table Display are inside Supply Cart
- Voter Registration List is inside the Grey Transport Bag in the Supply Cart

Opening – Supplies for the Coordinator (in lowest ED/AD Supply Cart)



1) Unused Ballot Return Bag



ED Supply Cart
(lowest ED/AD)



2) Coordinator/Poll Site Supply Bag



3) Voted By BMD Affidavit Stamp

Serving the Voter – Voter Registration List

1. Voter's name, address, description

2. VSN – Voter Serial Number

3. Party Enrollment:

DEM – Democrat

REP – Republican

CON – Conservative

WOR – Working Families

GRN – Green

IND – Independence

BLA – Blank

VOI – Void

MIS - Missing

11. Stub #	10. Voter #	9. Inspector Initials	8. Remarks
<p>REDDA, AMY 33-24 PARSONS BLVD, 2N REGDATE: 06/27/1988 VSN 300211234 SEX: F DOB 08/24/26</p> <p>DEM</p> <p><input checked="" type="checkbox"/> <u>Amy Redda</u> Signature or mark of Applicant (sign within box)</p> <p><input checked="" type="checkbox"/> SIGNATURE OR MARK OF VOTER</p>	<p>VOTER NUMBER</p> <p>STUB #1 _____ STUB #2 _____ STUB #3 _____</p>	<p>INSP INIT</p> <p>STUB #1 _____ STUB #2 _____ STUB #3 _____</p>	<p>REMARKS</p> <p><input type="checkbox"/> AFFIDAVIT <input type="checkbox"/> ASSISTED <input type="checkbox"/> CHALLENGED <input type="checkbox"/> COURT ORDER <input type="checkbox"/> EMERGENCY <input type="checkbox"/> HAVA ID</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>ROBERTS, THEODORE C. 140-39 34 AVE, 3P REGDATE: 06/27/1990 VSN 300214321 SEX: M DOB 09/21/70</p> <p>REP</p> <p><input checked="" type="checkbox"/> <u>Theodore Roberts</u> Signature or mark of Applicant (sign within box)</p> <p><input checked="" type="checkbox"/> SIGNATURE OR MARK OF VOTER</p>	<p>VOTER NUMBER</p> <p>STUB #1 _____ STUB #2 _____ STUB #3 _____</p>	<p>INSP INIT</p> <p>STUB #1 _____ STUB #2 _____ STUB #3 _____</p>	<p>REMARKS</p> <p><input type="checkbox"/> AFFIDAVIT <input type="checkbox"/> ASSISTED <input type="checkbox"/> CHALLENGED <input type="checkbox"/> COURT ORDER <input type="checkbox"/> EMERGENCY <input type="checkbox"/> HAVA ID</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>ROMULAR, SERGE 33-24 PARSONS BLVD, 2H REGDATE: 06/27/1990 VSN 300219999 SEX: M DOB 02/13/58</p> <p>CON</p> <p><input checked="" type="checkbox"/> <u>Serge Romular</u> Signature or mark of Applicant (sign within box)</p> <p><input checked="" type="checkbox"/> SIGNATURE OR MARK OF VOTER</p>	<p>VOTER NUMBER</p> <p>STUB #1 _____ STUB #2 _____ STUB #3 _____</p>	<p>INSP INIT</p> <p>STUB #1 _____ STUB #2 _____ STUB #3 _____</p>	<p>REMARKS</p> <p><input type="checkbox"/> AFFIDAVIT <input type="checkbox"/> ASSISTED <input type="checkbox"/> CHALLENGED <input type="checkbox"/> COURT ORDER <input type="checkbox"/> EMERGENCY <input type="checkbox"/> HAVA ID</p> <p>_____</p> <p>_____</p> <p>_____</p>

ED: 004 AD: 22

4. Bar Code for scanning voter records

BOROUGH

5. Voter signs here on Election Day

mm/dd/vv

6. Date of Election

PAGE 1 OF 9

REDD-ROMU

7. Name Index

Serving the Voter – The voter card

1. The voter card is given to voters who sign the voter reg. list.
2. It is **Not given** to Affidavit voters

3. Fill in on Voter Card:

- ED/AD
- Election Date
- Voter's name
- Voter number
- Stub number

VOTER CARD
Registered Voter

ED 2 AD 22 DATE 9/10/2008

Voter's Name: Amy Redda Voter # 23

Stub#1 27 Stub#2 Stub#3

*After all 3 stub lines are used, Voter must get a court order for another Ballot.

↓ This Section to be used by the Scanner Inspector Only ↓

Letter of Scanner Used
(Circle One)

A B C D E F G H I J

Check this box if this is an **Emergency** Ballot

BOARD OF ELECTIONS IN THE CITY OF NEW YORK

Serving the Voter – Voter privacy

Privacy sleeves should be given to **every** voter who receives an Election Day Ballot



Put Ballot in Privacy Sleeve before giving to Voter



Give Privacy Sleeve to Voter with Ballot inside

Serving the Voter – Primary Election vs. General Election

Primary Election

1. Voter cards are **color-coded** for every party
 - **Green** = Democratic
 - **Cherry** = Republican
 - **Grey** = Conservative
 - **Tan** = Working Families Party
 - **Peach** = Green Party
 - **Yellow** = Independence
2. Voter **must be enrolled** in the party holding the Primary
3. Part of Ballot is **color-coded** for every party

Republican

Democrat

VOTER CARD
Enrolled Republican

ED _____ AD _____ DATE ____/____/____

Voter's Name _____ Voter # _____

Stub #1 _____ Stub #2 _____ Stub #3 _____

*After all 3 stub lines are used, Voter must get a court order for another Ballot.

↓ This Section to be used by the Scanner Inspector Only ↓

Letter of Scanner Used
(Circle One)

A B C D E F G H

Check this box if this is an Emergency Ballot

BOARD OF ELECTIONS IN THE CITY OF NEW YORK

VOTER CARD
Enrolled Democrat

ED _____ AD _____ DATE ____/____/____

Voter's Name _____ Voter # _____

Stub #1 _____ Stub #2 _____ Stub #3 _____

*After all 3 stub lines are used, Voter must get a court order for another Ballot.

↓ This Section to be used by the Scanner Inspector Only ↓

Letter of Scanner Used
(Circle One)

A B C D E F G H

Check this box if this is an Emergency Ballot

BOARD OF ELECTIONS IN THE CITY OF NEW YORK

General Election

1. Voter cards are **white**
2. Voter **does not need to be enrolled** in a party to vote
3. Ballots are white

Serving the Voter – Special Situations – New Affidavit Envelope

Affidavit Oath

A: Please provide the following required information

Your name: Last name _____ Suffix _____
 First name _____ Middle initial _____

The address where you live: Address (not P.O. Box) _____
 Apt. Number _____ Zip code _____
 City/Town/Village _____
 New York State County _____

Date of birth: Party enrollment _____

B: Please check each box that applies to you and fill in the appropriate blanks

I have been informed by the inspectors that my registration record is not available to them, however I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district.

I have moved within _____ (insert County or New York City) since my last registration, and my previous address was: _____

I was required to present identification when I voted today, but I did not do so.

For Primary Elections Only: I am enrolled in the political party stated in the section above, but the poll book does not reflect my correct enrollment.

C: Additional information to register to vote in the event that you do not have a valid registration on file

Qualifications
 Are you a citizen of the U.S.? Yes No -- If you answer No, you cannot register to vote.
 Will you be 18 years of age or older on or before Election Day? Yes No
 If you answer No, you cannot register to vote unless you will be 18 by the end of the year.

More information
 Telephone (optional): _____ Sex M F

The address where you receive mail
 Address or P.O. Box _____ Apt. _____
 P.O. Box _____ Zip code _____
 Skip if same as above: City/Town/Village _____

Voting history
 Have you voted before? Yes No What year? _____

Voting information that has changed
 Your name was _____
 Your address was _____
 Skip if this has not changed or you have not voted before: Your previous state or New York State County was _____

Identification
 You must make 1 selection
 New York State DMV number _____
 Last four digits of your Social Security number x x x - x x x - _____
 I do not have a New York State driver's license or a Social Security number.

Political party
 You must make 1 selection
 Democratic party Working Families party Other _____
 Republican party Independence party I do not wish to enroll in a party
 Conservative party Green party
 To vote in a primary election, you must be enrolled in one of these listed parties – except the Independence Party, which permits non-enrolled voters to participate in certain primary elections.

D: All voters must date and sign the oath below

It is a crime to procure a false registration or to furnish false information to the Board of Elections.
 Affidavit: I swear or affirm that
 • I am a citizen of the United States. • This is my signature or mark in the box below.
 • I will have lived in the county, city or village for at least 30 days before the election. • The above information is true, I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years.
 • I meet all requirements to register to vote in New York State.

Date: Sign:

To be completed by an ELECTION INSPECTOR

Town/City _____ AD/Ward _____ Election District _____

For BOE Borough Office Use Only (Initials)

Not Registered Miscellaneous Cancelled (D) Count: Yes No _____
 Registered too late Address Change Wrong ED (site) (R) Count: Yes No _____
 Enrollment match VGN _____ Transfer to ED _____ AD _____

A. Voter writes Name, Address, Date of Birth, and Party Enrollment

B. Reason(s) for Affidavit -Not In Voter Registration List, Moved, ID Required, Question Party Enrollment

C. Additional Information required for the Affidavit to count as a Voter Registration

D. Voter enters the Date of the Election and signs the Affidavit Oath

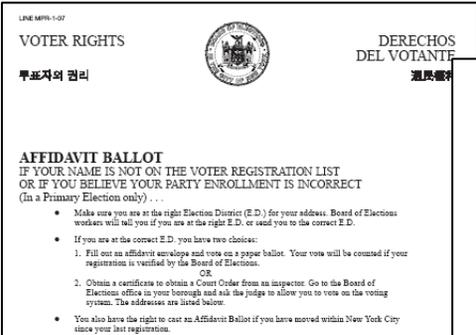
Serving the Voter – Special Situations – Affidavit – Overview

A. When does a voter need to vote by Affidavit?

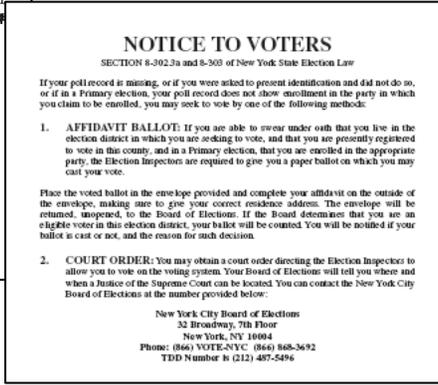
1. The voter's name is not on the Voter Registration List or the voter has moved within New York City
2. The voter's signature is missing or the record has the wrong signature
3. The voter questions party enrollment in a Primary
4. The voter record has the words "ID Required," but the voter does not have or will not show ID

B. What do you need to give the voter?

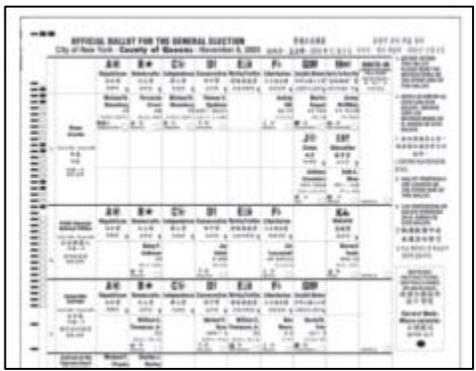
Voter Rights Flyer



Notice to Voter's Flyer



Affidavit Ballot



Affidavit Ballot Envelope



Serving the Voter – Special Situations – Affidavit – Filling in Remarks

2. Voter's Signature is Missing

ROBERTS, THEODORE C. 140-39 34 AVE, 3P REGDATE: 06/27/1999 VSN 300214321 SEX: M DOB 09/21/70	REP	<input checked="" type="checkbox"/> _____ Signature or mark of Applicant (sign within box)	VOTER NUMBER	INSP INIT AL	<input checked="" type="checkbox"/> AFFIDAVIT	REMARKS <u>SIGNATURE MISSING</u>
		<input checked="" type="checkbox"/> _____ SIGNATURE OR MARK OF VOTER	STUB #1 _____		<input type="checkbox"/> ASSISTED	_____
			STUB #2 _____		<input type="checkbox"/> CHALLENGED	_____
			STUB #3 _____		<input type="checkbox"/> COURT ORDER	_____
					<input type="checkbox"/> EMERGENCY	_____
					<input type="checkbox"/> HAVA ID	_____

3. Voter Questions Party Enrollment

ROBERTS, THEODORE C. 140-39 34 AVE, 3P REGDATE: 06/27/1999 VSN 300214321 SFX: M DOR 09/21/70	REP	<input checked="" type="checkbox"/> <u>Theodore Roberts</u> Signature or mark of Applicant (sign within box)	VOTER NUMBER	INSP INIT AL	<input checked="" type="checkbox"/> AFFIDAVIT	REMARKS <u>WRONG PARTY</u>
		<input checked="" type="checkbox"/> _____ SIGNATURE OR MARK OF VOTER	STUB #1 _____		<input type="checkbox"/> ASSISTED	_____
			STUB #2 _____		<input type="checkbox"/> CHALLENGED	_____
			STUB #3 _____		<input type="checkbox"/> COURT ORDER	_____
					<input type="checkbox"/> EMERGENCY	_____
					<input type="checkbox"/> HAVA ID	_____

4. Voter's record has the words "ID Required," but the voter does not have or will not show ID

ROBERTS, THEODORE C. 140-39 34 AVE, 3P REGDATE: 06/27/1999 VSN 300214321 SFX: M DOR 09/21/70	REP	<input checked="" type="checkbox"/> <u>Theodore Roberts</u> Signature or mark of Applicant (sign within box)	VOTER NUMBER	INSP INIT AL	<input checked="" type="checkbox"/> AFFIDAVIT	REMARKS <u>NO ID SHOWN</u>
		<input checked="" type="checkbox"/> _____ SIGNATURE OR MARK OF VOTER	STUB #1 _____		<input type="checkbox"/> ASSISTED	_____
			STUB #2 _____		<input type="checkbox"/> CHALLENGED	_____
			STUB #3 _____		<input type="checkbox"/> COURT ORDER	_____
					<input type="checkbox"/> EMERGENCY	_____
					<input type="checkbox"/> HAVA ID	_____

Serving the Voter – Special Situations – Affidavit

1. Does an Affidavit voter get a voter card?

No. An Affidavit voter does not get a voter card.

2. Does an Affidavit voter sign the voter registration list?

*No. An Affidavit voter **never** signs the voter registration list, even if the voter's name appears on the list.*

3. Do you, the Inspector, need to complete anything on the voter registration list?

*Yes. You will need to check **AFFIDAVIT** in the Voter Reg list and fill in the **Remarks** (as shown in the previous pages)*

<input type="checkbox"/> AFFIDAVIT	REMARKS _____ _____ _____ _____ _____
<input type="checkbox"/> ASSISTED	
<input type="checkbox"/> CHALLENGED	
<input type="checkbox"/> COURT ORDER	
<input type="checkbox"/> EMERGENCY	
<input type="checkbox"/> HAVA ID	

As a reminder you will need to complete the voter reg. list for the following situations:

If the voter's signature is missing or the record has the wrong signature

If the voter questions party enrollment in a primary

If the voter's record has the words "ID Required," but the voter does not have or will not show ID...

Serving the Voter – Special Situations – Affidavit Ballot Envelope

After the voter has voted, make sure the voter has correctly completed all entries and sealed the Affidavit Ballot Envelope

Then complete the entries on the envelope in the section “INSPECTOR USE ONLY”

Affidavit Oath

A: Please provide the following required information

Your name: Last name Smith Suffix _____
First name Thomas Middle initial _____

The address where you live: Address (not P.O. Box) 42 Broadway
Apt. Number Apt 11A Zip code 10004
City/Town/Village New York
New York State County New York

Date of birth 02/19/1948 Party enrollment ANY PARTY

B: Please check each box that applies to you and fill in the appropriate blanks

I have been informed by the Inspectors that my registration record is not available to them, however I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district.

I have moved within _____ (insert County or New York City) since my last registration, and my previous address was: _____

I was required to present identification when I voted today, but I did not do so.

For Primary Elections Only: I am enrolled in the political party stated in the section above, but the poll book does not reflect my correct enrollment.

C: Additional information to register to vote in the event that you do not have a valid registration on file

Are you a citizen of the U.S.? Yes No -- If you answer No, you cannot register to vote.

Will you be 18 years of age or older on or before Election Day? Yes No
If you answer No, you cannot register to vote unless you will be 18 by the end of the year.

More information: Telephone (optional) _____ Fax Yes No

The address where you receive mail: Address or P.O. Box _____ Apt. _____
P.O. Box _____ Zip code _____
Skip if same as above: City/Town/Village _____

Voting history: Have you voted before? Yes No What year? 2012

Voting information that has changed: Your name was _____
Your address was _____
Your previous state or New York State County was _____

Identification: New York State DMV number _____
 Last four digits of your Social Security number: XXX-XX-1234
 I do not have a New York State drivers license or a Social Security number.

Political party: Democratic party Working Families party Other _____
 Republican party Independence party I do not wish to enroll in a party
 Conservative party Green party

To vote in a primary election, you must be enrolled in one of these listed parties – except the Independence Party, which permits non-enrolled voters to participate in certain primary elections.

D: All voters must date and sign the oath below

It is a crime to procure a false registration or to furnish false information to the Board of Elections.

Affiant: I swear or affirm that:

- I am a citizen of the United States.
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.

- This is my signature or mark, in the box below.
- The above information is true, I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years.

Date 09/13/2012 Sign Thomas Smith

To be completed by an ELECTION INSPECTOR

Town/City _____ AD/ward _____ Election District _____

For BOE Borough Office Use Only (Initials)

<input type="checkbox"/> Not Registered	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Cancelled	(ID) Count <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Registered too late	<input type="checkbox"/> Address Change	<input type="checkbox"/> Wrong ID (state)	(R) Count <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Enrollment match	<input type="checkbox"/> VGN _____	Transfer to ED _____	AD _____

Complete this section.
Write the City, AD and ED



Serving the Voter – Special Situations – Affidavit – Challenge Report

Complete Section VI Challenge Report, including the appropriate Remarks

CHALLENGE REPORT

SECTION VI PEOPLE VOTING BY AFFIDAVIT BALLOT OR COURT ORDER

SEE ELECTION LAW SECTIONS 8-302 (3) (f) , 8-508 (2) (h)

REGISTRANT	ADDRESS	VSN	CHECK APPROPRIATE COLUMN			STUB # OF ISSUED BALLOTS			REMARKS
			Affidavit Ballot	Court Order	Challenge Oaths	Stub #1	Stub #2	Stub #3	
<i>Theodore Roberts</i>	<i>140-39 34 AVE</i>	<i>300214321</i>	✓						<i>Signature Missing</i>

Put the Affidavit Ballot Envelope in the Large “A” Envelope

Serving the Voter – Special Situations – Affidavit – Court Order

If an Affidavit voter obtains a Court Order make sure to complete voter reg. list and the Challenge Report Section VI

ROBERTS, THEA C. 140-39 34 AVE, 3P REGDATE: 06/27/1999 VSN 300214820 SFX: M DOR 09/21/70	REP <div style="border: 1px solid black; padding: 5px;"> X <u>Thea Roberts</u> Signature or mark of Applicant (sign within box) </div> <div style="border: 1px solid black; padding: 5px;"> X _____ SIGNATURE OR MARK OF VOTER </div>	VOTER NUMBER <div style="border: 1px solid black; padding: 5px; display: inline-block;">122</div>	INSP INIT <div style="border: 1px solid black; padding: 5px; display: inline-block;">AL</div>	AFFIDAVIT _____ ASSISTED _____ CHALLENGED _____ <input checked="" type="checkbox"/> COURT ORDER _____ EMERGENCY _____ HAVA ID _____	REMARKS _____ _____ <div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> Claims correct Party enrollment </div>
		STUB #1 <u>155</u>	STUB #2 _____	STUB #3 _____	

CHALLENGE REPORT

SECTION VI PEOPLE VOTING BY AFFIDAVIT BALLOT OR COURT ORDER

SEE ELECTION LAW SECTIONS 8-302 (3) (f) , 8-508 (2) (h)

REGISTRANT	ADDRESS	VSN	CHECK APPROPRIATE COLUMN			STUB # OF ISSUED BALLOTS			REMARKS
			Affidavit Ballot	Court Order	Challenge Oaths	Stub #1	Stub #2	Stub #3	
<i>Thea Roberts</i>	<i>140-39 34 AVE</i>	<i>300214820</i>		✓		155			<i>Claims correct party enrollment</i>

Serving the Voter – Special Situations – Affidavit – BMD Voter

Q: What if the Affidavit voter wants to vote on the BMD?

A: Voters can vote by Affidavit using the BMD using the following steps:

1. The voter must use the **Election Day ballot** instead of the Affidavit ballot

2. **Stamp the ballot** with the “Voted by BMD Affidavit” stamp (get it from the Coordinator/Chairperson)

PROPOSALS/PROPOSTAS

FOR BMD VOTERS
FOR THE
GENERAL ELECTION
NOVEMBER 1, 2009
CITY OF NEW YORK
COUNTY OF SHERMAN

Voted by BMD Affidavit

Voted by BMD Affidavit

Style: 0001
76th Assembly District
E.D.: 1

3. Check “BMD Affidavit” on the ballot stub

OFFICIAL BALLOTS
AD 22 --- ED 002

BMD AFFIDAVIT VOID

4. Complete the voter registration list and Section 6

<input checked="" type="checkbox"/>	AFFIDAVIT	REMARKS
<input type="checkbox"/>	ASSISTED	BMD
<input type="checkbox"/>	CHALLENGED	
<input type="checkbox"/>	COURT ORDER	
<input type="checkbox"/>	EMERGENCY	
<input type="checkbox"/>	HAVA ID	

5. Remind the voter to return to your ED/AD table after marking the Ballot

6. BMD Affidavit Voters do not get a voter card or go to the Scanner

Serving the Voter – Special Situations – Void Ballots

To void a ballot

1. Write “void” on the ballot
2. Check “VOID” on the void ballot’s stub

BOARD of Elections- City of New York
COUNTY OF KINGS

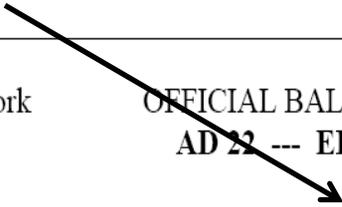
OFFICIAL BALLOTS
AD 22 --- ED 002

(Numbering Sequence 1-350)
Book No. 1 of 7

General Election- November 13, 2011

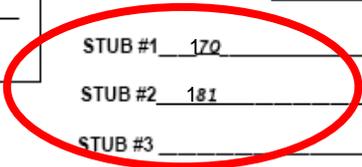
BMD AFFIDAVIT VOID

No. 70



3. Write the new stub number on the voter card and in the voter’s record (in the voter reg. list)

ROBERTS, THEODORE C. 140-39 34 AVE, 3P REGDATE: 06/27/1999 VSN 300214321 SFX: M DOR 09/21/70	REP	<input checked="" type="checkbox"/> <u>Theodore Roberts</u> Signature or mark of Applicant (sign within box)	VOTER NUMBER 122	INSP INIT AL	<input type="checkbox"/> AFFIDAVIT	REMARKS
		<input checked="" type="checkbox"/> <u>Theodore Roberts</u> SIGNATURE OR MARK OF VOTER	STUB #1 <u>120</u>		<input type="checkbox"/> ASSISTED	
			STUB #2 <u>181</u>		<input type="checkbox"/> CHALLENGED	
			STUB #3 _____		<input type="checkbox"/> COURT ORDER	
					<input type="checkbox"/> EMERGENCY	
					<input type="checkbox"/> HAVA ID	



4. Give the voter the new ballot
5. Put the voided ballot in the Void Ballot Envelope
6. A voter is only allowed up to 3 ballots (They may get a Court Order to get another ballot)

1. Abandoned ballots (Pg. 105 and 126)

- Ballots abandoned by Voter at the Scanner are cast as Emergency Ballots at close of polls
- Ballots abandoned anywhere else in Poll Site are VOID

2. Emergency ballots (Pg. 82)

- Emergency Ballot Procedures only apply if All Scanners in Poll Site break down
- Emergency Ballots are Scanned into Scanner A by a Bi-Partisan team at the close of polls

3. Voter is assisted (Pg. 84)

- Voter may be assisted by anyone except their Union Representative or Employer
- Assisted Voter and the person assisting must take Oaths
- The name and relationship of the person assisting are placed in the remarks column

4. Voter is challenged (Pg. 85)

- A Challenged Voter must sign the Challenge Oath or they will not be permitted to vote
- Any Voter, Poll Watcher, or Poll Worker may challenge a voter

5. Write-in Votes (pg 158, 164)

- A voter may write-in a Candidate not listed on the Ballot using either Pen or the BMD

Closing – Supplies needed for closing

1. Forms Booklet

FORMSBOOKLET



2. Void Envelope/Void Ballots

THIS ENVELOPE CONTAINS
VOID PAPER BALLOTS

THIS ENVELOPE CONTAINS:
VOID BALLOTS

INSTRUCTIONS TO INSPECTORS:
 * COUNT THE NUMBER OF VOID BALLOTS AND PLACE THEM IN THE ENVELOPE.
 * WRITE THE NUMBER IN THE SPACE PROVIDED ABOVE.
 * FILL IN THE REQUIRED INFORMATION AT THE TOP.
 * SEAL THE ENVELOPE WITH AN ENVELOPE SEAL(S).
 * PLACE THE SEALED ENVELOPE IN THE RETURN ENVELOPE (EVEN IF EMPTY).

3. Large Affidavit Envelope/Affidavit Ballots

THIS ENVELOPE CONTAINS
"A" AFFIDAVIT BALLOTS ONLY

THIS ENVELOPE CONTAINS
VOTED AFFIDAVIT ENVELOPES

INSTRUCTIONS TO INSPECTORS AT THE CLOSING OF THE POLLING PLACE:
 * FILL IN THE REQUIRED INFORMATION AT THE TOP.
 * COUNT THE NUMBER OF AFFIDAVIT ENVELOPES AND WRITE THE NUMBER OF ENVELOPES IN THE SPACE PROVIDED ABOVE.
 * SEAL THE ENVELOPE WITH AN ENVELOPE SEAL(S).
 * PLACE THE SEALED ENVELOPE IN THE RETURN ENVELOPE (EVEN IF EMPTY).

5. Return Envelope

RETURN ENVELOPE
AT THE END OF THE DAY, THE CHAIRPERSON SHOULD PLACE THE FOLLOWING ITEMS INTO THIS ENVELOPE:

- Return of Canvass (Copy 2)
- Envelope for Used Voter Cards
- Envelope for Affidavit Ballots (Large "A" Envelope)
- Envelope with Emergency Ballots
- Envelope with Void Ballots
- Envelope with Excess Ballots
- Envelope with Special Ballots
- Envelope with Used Stubs
- Return Notices to Work Envelope
- Forms Booklet
- Grey Transport Bag
- Plastic Badge Holders
- Magnifying Sheets

INSTRUCTIONS TO INSPECTORS:
 * PLACE A CHECK (✓) AFTER YOU HAVE PLACED EACH OF THE ABOVE ITEMS IN THE ENVELOPE.
 * SEAL THE ENVELOPE WITH AN ENVELOPE SEAL(S).
 * GIVE THE SEALED ENVELOPE TO THE POLICE OFFICER.
 * REMEMBER THAT ALL OF THE ABOVE ENVELOPES MUST BE RETURNED IN THIS ENVELOPE (EVEN IF EMPTY).

*NEW-LOWEST ED OF THE LOWEST AD ONLY:
 (BRO Police Envelopes)
 (ED Supply Card Police Envelope(s))
 (Scanner Booklets)
 (Scanner Police Envelopes)
 (Coordinator Envelope)
 (Copy of the Election Night PMD Return Form)

POLICE OFFICER:
 This envelope must be returned to the Board of Elections within twenty-four (24) hours after the close of the polls.

8. Used Stub Envelope

THIS ENVELOPE CONTAINS
USED STUBS AND PARTIALLY USED BALLOT BOOKS

INSTRUCTIONS TO INSPECTORS:
 * FILL IN THE NUMBER OF USED STUBS AND PARTIALLY USED BALLOT BOOKS IN THE SPACE PROVIDED ABOVE.
 * FILL IN THE REQUIRED INFORMATION AT THE TOP.
 * SEAL THE ENVELOPE WITH AN ENVELOPE SEAL(S).
 * PLACE THE SEALED ENVELOPE IN THE RETURN ENVELOPE (EVEN IF EMPTY).

7. Return of Canvass & Results Report Tapes

RETURN OF CANVASS

2010 General Election
 1675 00149
 Election Date: November 2, 2010
 Poll Opened Date: November 2, 2010
 Poll Opened Time: 5:30 AM
 Poll Closed Date: November 2, 2010
 Poll Closed Time: 9:00 PM
 Public Count: 105

Election District Voting Report
 AD: 22, ED:001

Total Ballots: 30

[1081] Electors for President and Vice President of the United States	Number to Vote for	1
DEN Barack-McObama	20	
REP John-McCain	10	
IND John-McCain	0	
CSV John-McCain	0	
NOV Barack-McObama	0	
REP Roger-McCalero	0	
SOI Gloria La-M-Riva	0	
Write-in	0	

[10876] Member of Assembly
 Number to Vote for: 1

DEN Grace Meng	15
IND Ellen Young	10
NOV Ellen Young	5
Write-in	0

[24] Ballot Proposal One: An Amendment

Yes	17
No	13

9. Excess Ballot Envelope

THIS ENVELOPE CONTAINS
EXCESS BALLOTS

THIS ENVELOPE CONTAINS
EXCESS EMERGENCY BALLOTS

INSTRUCTIONS TO INSPECTORS:
 * FILL IN THE NUMBER OF EXCESS BALLOTS AND EXCESS EMERGENCY BALLOTS AND PLACE THEM IN THE ENVELOPE.
 * WRITE THE NUMBER IN THE SPACE PROVIDED ABOVE.
 * FILL IN THE REQUIRED INFORMATION AT THE TOP.
 * SEAL THE ENVELOPE WITH AN ENVELOPE SEAL(S).
 * PLACE THE SEALED ENVELOPE IN THE RETURN ENVELOPE (EVEN IF EMPTY).

THIS ENVELOPE CONTAINS
VALID EMERGENCY BALLOTS

THIS ENVELOPE CONTAINS
VALID UNSCANNABLE EMERGENCY BALLOTS

INSTRUCTIONS TO INSPECTORS:
 * FILL IN THE NUMBER OF VALID UNSCANNABLE EMERGENCY BALLOTS AND PLACE THEM IN THE ENVELOPE.
 * WRITE THE NUMBER IN THE SPACE PROVIDED ABOVE.
 * FILL IN THE REQUIRED INFORMATION AT THE TOP.
 * SEAL THE ENVELOPE WITH AN ENVELOPE SEAL(S).
 * PLACE THE SEALED ENVELOPE IN THE RETURN ENVELOPE (EVEN IF EMPTY).

10. Emergency Ballot Envelope

THIS ENVELOPE CONTAINS
USED VOTER CARDS

IF PRIMARY, THE ENVELOPE MUST CONTAIN CARDS OF ALL PARTIES CONTESTED.

INSTRUCTIONS TO INSPECTORS:
 * PLACE ALL USED VOTER CARDS IN THIS ENVELOPE.
 * FILL IN THE REQUIRED INFORMATION AT THE TOP.
 * SEAL THE ENVELOPE WITH AN ENVELOPE SEAL(S).
 * PLACE THE SEALED ENVELOPE IN THE RETURN ENVELOPE (EVEN IF EMPTY).

VOTER CARD
 Registered Voter

ED 22 AD 2 DATE 8/28/2009

Voter's Name: Amy Rodriguez Voter # 21

Sub#1 100 Sub#2 Sub#3

*After all 3 stub lines are used, Voter must get a ballot for another Ballot.

*This Section to be used by the Scanner Inspector Only *

Letter of Scanner Used (Circle One)

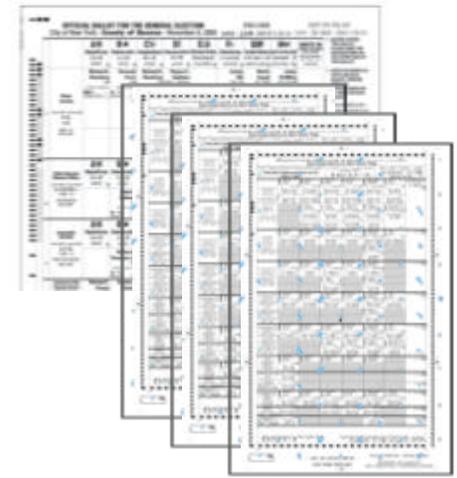
A B C D E F G H I J

Check this box if this is an Emergency Ballot

BOARD OF ELECTIONS IN THE CITY OF NEW YORK

11. Used Voter Card Envelope/Voter Cards

6. Unused Ballots



Closing – Give Poll Site Receipt to Coordinator

Receipt is in the Forms Booklet

FORMSBOOKLET



ELECTION DAY OPERATIONS

COORDINATOR/CHAIRPERSON'S RECEIPT FOR THE POLL SITE (Police Officers sign this receipt)

Date of Election: _____

Poll Site Address: _____

INSTRUCTIONS

1. FILL IN the information above.
2. At the end of the night, in the FIRST round of collecting returns, the Police Officer signs this receipt after getting the following items from the Coordinator/Chairperson:

Large Scanner Voting Records Bag

Election Night PMD Return Form

Signature of Police Officer: _____

Shield Number: _____ Precinct: _____

3. At the end of the night, in the SECOND round of collecting returns, the Police Officer signs this receipt after getting the following items from the Coordinator/Chairperson:

Police Return of Canvass Envelope

Signature of Police Officer: _____

Shield Number: _____ Precinct: _____

4. The Coordinator/Chairperson keeps this receipt as proof of delivery of these items.

DETACH ONLY THIS PAGE FROM THE FORMS BOOKLET AND KEEP IT FOR RECORDS. PLACE THE REST OF THE FORMS BOOKLET INTO THE RETURN ENVELOPE.

Closing – Exercise

VOTING RESULTS REPORT
9:00 PM November 2, 2010
Unit Serial Number: 0209380623

2010 General Election
2010 General Election
1675 Q0149

A

Election Date: November 2, 2010
Poll Opened Date: November 2, 2010
Poll Opened Time: 5:30 AM
Poll Closed Date: November 2, 2010
Poll Closed Time: 9:00 PM
Public Count: 150

Election District Voting Report

AD: 88, ED:042

Total Ballots: 150

[10831] Electors for President and Vice
President of the United States
Number to Vote for 1

DEM Barack<NL>Obama	70
RE P John<NL>McCain	50
IND John<NL>McCain	10
CON John<NL>McCain	5
WOR Barack<NL>Obama	5
SWP Roger<NL>Calero	5
SOL Gloria La<NL>Riva	5
Write-in	0

[10876] Member of Assembly
Number to Vote for 1

DEM Grace Meng	15
IND Ellen Young	10
WOR Ellen Young	5
Write-in	0

[24] Ballot Proposal One. An Amendment

Yes	17
No	13

AD: 88, ED:042

Total Ballots: 100

B

[10831] Electors for President and Vice
President of the United States
Number to Vote for 1

DEM Barack<NL>Obama	50
RE P John<NL>McCain	30
IND John<NL>McCain	20
CON John<NL>McCain	0
WOR Barack<NL>Obama	0
SWP Roger<NL>Calero	0
SOL Gloria La<NL>Riva	0
Write-in	0

[10876] Member of Assembly
Number to Vote for 1

DEM Grace Meng	10
IND Ellen Young	5
WOR Ellen Young	5
Write-in	0

[24] Ballot Proposal One. An Amendment

Yes	20
No	10

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT THE ABOVE RESULTS ARE A TRUE AND
ACCURATE ACCOUNT OF ALL BALLOTS COUNTED
AND THAT ALL COUNTERS WERE ZERO (0) WHEN
THE POLLS OPENED AND THA THE ELECTION WAS
HELD IN ACCORDANCE WITH THE LAWS OF THE
STATE

Susan Smith
Election Judge

Ellen Owens

Election Judge

1675 Q0149
Unit Serial Number: 0507392898

END OF REPORT

Closing – Completing Return of Canvass

VOTING RESULTS REPORT
 9:00 PM November 2, 2010
 Unit Serial Number: 0209380623

2010 General Election
 2010 General Election
 1675 Q0149
 Election Date: November 2, 2010
 Poll Opened Date: November 2, 2010
 Poll Opened Time: 5:30 AM
 Poll Closed Date: November 2, 2010
 Poll Closed Time: 9:00 PM
 Public Count: 300

Election District Voting Report
 AD: 88, ED:042

Total B:

[10831] AD: 88, ED:042
 President
 Total Ballots: 100
 [10831] Electors for President and Vice President of the United States
 Number to Vote for: 1
 DEM Bar: DEM Barack-NL>Obama 50
 IND Joh: REP John-McCain 30
 CSV Joh: IND John-McCain 20
 WOR Bar: CSV John-McCain 0
 SWP Rog: WOR Barack-NL>Obama 0
 SOL Glo: SWP Roger-NL>Calero 0
 Write-in: SOL Gloria LacNL>Riva 0

[10876] Member of Assembly
 Number to Vote for: 1
 DEM Gra: DEM Grace Heng 10
 IND Ell: IND Ellen Young 5
 WOR Ell: WOR Ellen Young 5
 Write-in: Write-in 0

[24] Ballot Proposal One. An Amendment
 Yes: 20
 No: 10

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE

 Election Judge

 Election Judge

 1675 Q0149
 Unit Serial Number:
 END OF REPORT

Return of Canvass

Queens County
 42 E.D. 88 A.D.
 FILL IN ONLY THOSE OFFICES THAT APPLY TO YOUR ELECTION DISTRICT

RETURN OF CANVASS

[PRESS FIRMLY - USE BALLPOINT PEN ONLY!]

ENTER VOTE CAST FOR EVERY CANDIDATE IN YOUR ELECTION DISTRICT
 General Election
 November 8, 2011

SCANNER VOTE COUNT	Electors for President and Vice President of the United States								Member of Assembly				Count Proposal 1			
	DEM Barack Obama	REP John McCain	IND John McCain	CSV John McCain	WOR Barack Obama	SWP Roger Calero	SOL Gloria LacRiva	Write-In	Write-In	Write-In	Write-In	Yes	No	Yes	No	
A	70	50	10	5	5	5	5	0	15	10	5	0	17	13		
B	50	30	20	0	0	0	0	0	10	5	5	0	20	10		
C																
D																
E																
F																
G																
H																
I																
J																
TOTAL	120	80	30	5	5	5	5	0	25	15	10	0	37	23		

	Ballot Count	Unscannable Ballot Count	Write-In Count
Scanner A	150	0	0
Scanner B	100	0	0
Scanner C			
Scanner D			
Scanner E			
Scanner F			
Scanner G			
Scanner H			
Scanner I			
Scanner J			
TOTAL	250	0	0

We the undersigned Inspectors of Elections, certify that the information on Return of Canvass is true in all respects.

Inspector Signature: Stephen Thompson
 Inspector Signature: Thomas Kelly
 Inspector Signature: Alice Williams
 Inspector Signature: Rosie Smith

NOTE - The Chairman of the Board of Inspectors shall, upon the completion of the count of votes and the announcement thereof, deliver to the police officer on duty at the polling place a statement as typewritten signed by the Board of Inspectors, stating the number of votes received by each person voted for and the number of votes cast for and against each amendment or question submitted, if any. All statements shall be PRESERVED FOR SIX MONTHS BY THE POLICE, and shall be prescriptive evidence of the result of each canvass. - Section 9-126, Election Law.
 Use FINGERS ONLY in marking up these returns and place the figures beside the candidate's name on the appropriate line.

1-PRESS COPY

White copy to be conveyed to Precinct Station Boxes by Patrolman on Duty at Polling Place and Transmitted by Police Department for the Use of the Press.

Line 740-D-11

Complete Return of Canvass with Results Report Tapes

You must total the Return of Canvass for every Candidate

Closing – Completing Worksheet B

Work Sheet B

(in Forms Booklet)

```

***VOTING RESULTS REPORT***
          9:00 PM November 2, 2010
Unit Serial Number: 0209380623

2010 General Election
2010 General Election
1675 Q0149
Election Date: November 2, 2010
Poll Opened Date: November 2, 2010
Poll Opened Time: 5:30 AM
Poll Closed Date: November 2, 2010
Poll Closed Time: 9:00 PM
Public Count: 300

Election District Voting Report

AD: 88, ED:042

Total Ballots: 150

[10831] Electors for President and Vice
President
Number to
AD: 88, ED:042
Total Ballots: 100
[10831] Electors for President and Vice
President of the United States
Number to Vote for 1
DEM Barack-NL>Obama 50
REM John-NL>McCain 30
IND John-NL>McCain 20
CSV John-NL>McCain 0
WOR Barack-NL>Obama 0
SWP Roger-NL>Calero 0
SOL Gloria La-NL>Riva 0
Write-in 0

[10876] Member of Assembly
Number to
DEM Grace Meng 10
IND Ellen Young 5
WOR Ellen Young 5
Write-in 0

[24] Ball
Yes 20
No 10

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT THE ABOVE RESULTS ARE A TRUE AND
ACCURATE ACCOUNT OF ALL BALLOTS COUNTED
AND THAT ALL COUNTERS WERE ZERO (0) WHEN
THE POLLS OPENED AND THE ELECTION WAS
HELD IN ACCORDANCE WITH THE LAWS OF THE
STATE

-----
Election Judge

-----
Election Judge

1675 Q0149
Unit Serial Number:

***END OF REPORT***
    
```

WORK SHEET B
ED/AD Ballot Control Sheet

_____ Party (Fill in for Primary only)

Date of the Election Nov 10, 2009 ED 42 AD 88

Note: In a Primary, you must fill out a Work Sheet B for each Party holding a Primary!

START OF DAY TOTAL - How many Ballots were delivered [= # of Books X 50]? 7 = 350

END OF DAY - How many Ballots were cast in each Scanner?

Scanner "A" 150 +
Scanner "B" 100 +
Scanner "C" _____ +
Scanner "D" _____ +
Scanner "E" _____ +
Scanner "F" _____ +
Scanner "G" _____ +
Scanner "H" _____ +
Scanner "I" _____ +
Scanner "J" _____ +

1) Total Ballots cast in ALL Scanners [add the numbers from above] = 250 +
2) How many Ballots are in the "VOID BALLOT" Envelope? 10 +
3) How many BMD AFFIDAVIT Ballots were used? 1 +
4) How many Ballots remain UNUSED? 85 +
5) How many EMERGENCY Ballots could not be scanned?
(from which Scanners? Circle as needed A B C D E F G H I J) 4 +
6) How many Ballots are in the "EXCESS Ballot" Envelope?
(from which Scanners? Circle as needed A B C D E F G H I J) 0 +

END OF DAY TOTAL [= (1) + (2) + (3) + (4) + (5) + (6)] = 350

Does "START OF DAY TOTAL" match "END OF DAY TOTAL"? () YES () NO

If NO, please explain below (comments):



Use Results Report Tapes

and # of Void, BMD Affidavit,
unused, emergency & excess
ballots to complete Work Sheet B

Closing – Completing Ballot Transmittal Sheet

Fill in number of ballots used from each book

Ballot Transmittal Sheet

Queens - General Election - 11/04/08

AD 88 ED 42

Total Ballots _____ Numbered 1 - 350

Total Ballots per Booklet _____ 50

Total Booklets _____ 7

Initial who received	Pad	Numbered Sequence	Amount of Ballots used	✓ = all used from pad = none used from pad
<i>JK</i>	1	1 - 50	50	✓
<i>JK</i>	2	51 - 100	50	✓
<i>JK</i>	3	101 - 150	50	✓
<i>JK</i>	4	151 - 200	50	✓
<i>JK</i>	5	201 - 250	50	✓
<i>JK</i>	6	251 - 300	15	
<i>JK</i>	7	301 - 350	0	0

Total Number of Ballots Used 265

Signatures
Stephen Thompson 11/04/08
Inspector Date/Time

Thomas Kelly 11/04/08
Chairperson Date/Time

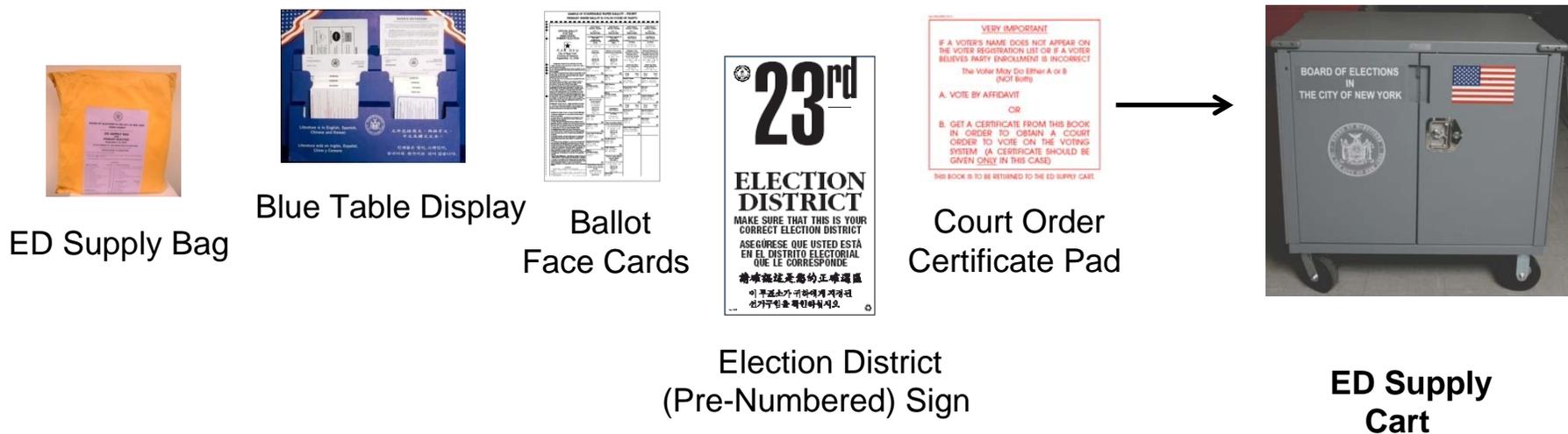
Put a ✓ for any book completely used

Put a 0 for any book not used

Add up the Total Number of Ballots used

Closing – Pack supplies, seal cart, return keys

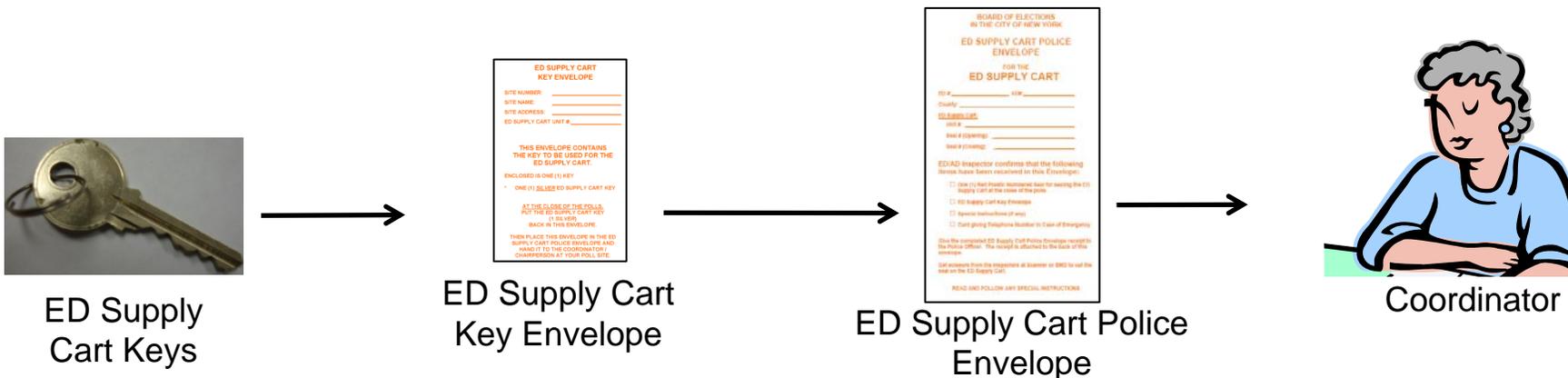
1. Pack supplies in the ED Supply Cart (except items the Police Officer/Peace Officer will transport)



2. Seal the ED Supply Cart with 1 Red Plastic Numbered Seals and write down the # in the Forms Booklet (Work Sheet A)



3. Return the ED Cart Keys to the Coordinator in the ED Police Envelope



Closing – Additional items for lowest ED/AD Supply Cart

Inspectors at the lowest ED/AD will need to make sure they have these additional items before sealing the ED Supply Cart

2. Scanner supplies



ED Supply Cart (lowest ED/AD)

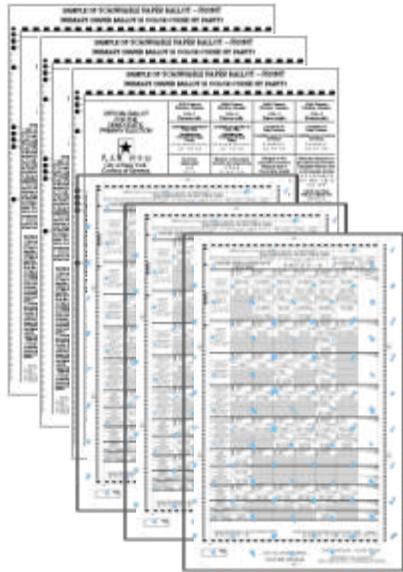


1. Coordinator/Poll Site Supply Bag



3. Voted By BMD Affidavit Stamp

Closing – Give unused ballots to lowest ED/AD; pack Blue Unused Ballot Return Bag



Ballot Transmittal Sheet

Quincy - General Election - 11/04/08

AD 22 ED 2

Total Ballots Numbered 1-200

Total Ballots per Booklet 50

Total Booklets 7

Ballot	Ballot	Amount of Ballots used	in all precincts
1	1-50		
2	51-100		
3	101-150		
4	151-200		
5	201-250		
6	251-300		
7	301-350		

Total Number of Ballots Used

Signatures

Name: _____ Date/Time: _____

Signature: _____ Date/Time: _____

Ballot Transmittal Sheet

Quincy - General Election - 11/04/08

AD 22 ED 2

Total Ballots Numbered 1-200

Total Ballots per Booklet 50

Total Booklets 7

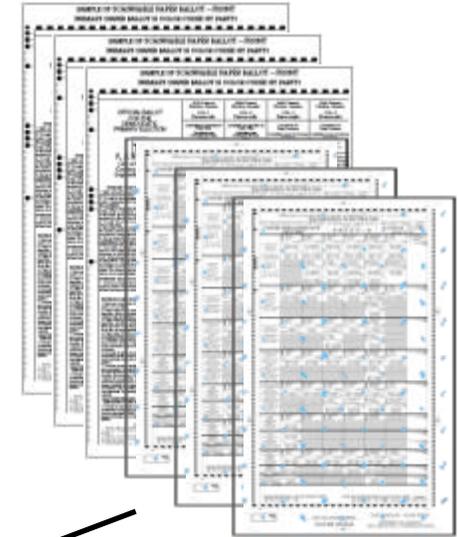
Ballot	Ballot	Amount of Ballots used	in all precincts
1	1-50		
2	51-100		
3	101-150		
4	151-200		
5	201-250		
6	251-300		
7	301-350		

Total Number of Ballots Used

Signatures

Name: _____ Date/Time: _____

Signature: _____ Date/Time: _____



Unused Ballots
& Ballot Transmittal Sheet
(From ED 1)

Unused Ballots
& Ballot Transmittal Sheet
(From ED 2)



Unused Ballot Return Bag
1 or 2 per Poll Site
(sealed with blue two-prong seal
from Inspectors at Scanner A)

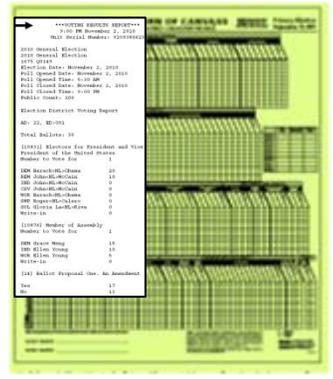
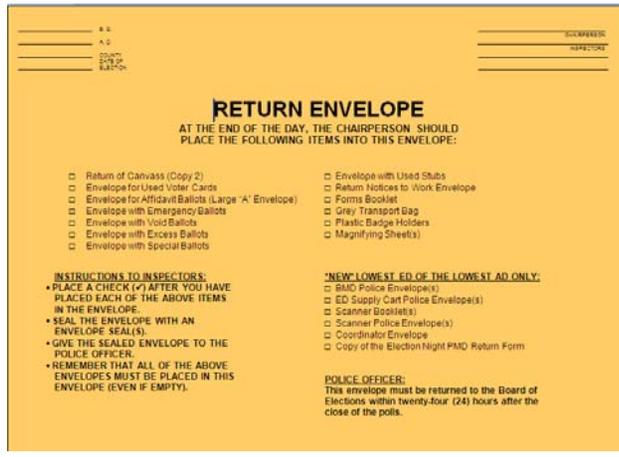


Blue Seals for Unused
Ballot Return Bag are
found in Scanner A
Police Envelope

Closing – Each ED/AD Table will pack these items in the Return Envelope

1. Emergency Ballot Envelope
2. Void Ballot Envelope
3. Excess Ballot Envelope
4. Large Affidavit “A” Ballot Envelope
5. Used Stub Envelope
6. Used Voter Card Envelope
7. Special Ballot Envelope
8. Poll Worker Notice to Work Envelope

Return Envelope (1 Per ED)



Yellow Copy (pg. 2) **COMPLETED** Return of Canvass Sheet with attached Results Report Tapes

Seal all envelopes with paper seal

1. Voter Registration List
2. Signed Challenge Oaths
3. Street Locator
4. Completed Voter Regs.
5. Court Orders



Grey Transport Bag

Forms Booklet is the last item to be placed in the Return Envelope

FORMSBOOKLET



Closing – The LOWEST ED/AD Table will pack the following additional items along with the items on the previous page

1. BMD Police Envelope

BOARD OF ELECTIONS
IN THE CITY OF NEW YORK

BMD POLICE ENVELOPE

FOR THE
**BALLOT MARKING DEVICE
(BMD)**

Check off each of the following items:

- Two (2) Red Numbered Plastic Seals for sealing the BMD Cart Doors at the close of the polls
- Card giving telephone number if the BMD breaks down
- One (1) pair of scissors for cutting Seals
- BMD Key Envelope
- Seals Report
- Special Instructions: (if any)

County:

- New York
- Bronx
- Kings
- Queens
- Richmond

Give the completed BMD Police Envelope receipt to the Police Officer, the receipt is attached to the back of this envelope.

READ AND FOLLOW ANY SPECIAL INSTRUCTIONS

RETURN ENVELOPE

AT THE END OF THE DAY, THE CHAIRPERSON SHOULD PLACE THE FOLLOWING ITEMS INTO THIS ENVELOPE:

- Return of Canvass (Copy 2)
- Envelope for Used Voter Cards
- Envelope for Affidavit Ballots (Large "A" Envelope)
- Envelope with Emergency Ballots
- Envelope with Void Ballots
- Envelope with Excess Ballots
- Envelope with Special Ballots
- Envelope with Used Stubs
- Return Notices to Work Envelope
- Forms Booklet
- Gray Transport Bag
- Plastic Badge Holders
- Magnifying Sheets

INSTRUCTIONS TO INSPECTORS:

- PLACE A CHECK (✓) AFTER YOU HAVE PLACED EACH OF THE ABOVE ITEMS IN THE ENVELOPE.
- SEAL THE ENVELOPE WITH AN ENVELOPE SEAL(S).
- GIVE THE SEALED ENVELOPE TO THE POLICE OFFICER.
- REMEMBER THAT ALL OF THE ABOVE ENVELOPES MUST BE PLACED IN THIS ENVELOPE (EVEN IF EMPTY).

***NEW! LOWEST ED OF THE LOWEST AD ONLY:**

- BMD Police Envelope(s)
- ED Supply Cart Police Envelope(s)
- Scanner Booklet(s)
- Scanner Police Envelope(s)
- Coordinator Envelope
- Copy of the Election Night PMD Return Form

POLICE OFFICER:
This envelope must be returned to the Board of Elections within twenty-four (24) hours after the close of the polls.



2. Scanner Police Envelope (1 per Scanner)

BOARD OF ELECTIONS
IN THE CITY OF NEW YORK

SCANNER POLICE ENVELOPE

FOR THE
SCANNER

Unit #: _____
County: _____
Letter: A B C D E F G H I J K L (Circle 1)

Scanner Inspector confirms that the following items have been received in this Envelope:

- Seals
- Three (3) Yellow Numbered Plastic Seals for the Ballot Boxes
- Four (4) Red Numbered Plastic Seals for the Ballot Boxes, Top Lid and Ballot in Lower Case
- One (1) Two-Pin/One Yellow Numbered Plastic Seal for the Small Yellow Scanner (Bazook)
- Card giving the Election Security Code for unlocking the Scanner
- Card giving telephone number if the Scanner breaks down
- One (1) pair of Scissors for cutting Seals
- Scanner Key Envelope
- Special Instructions: (if any)

For Scanner A ONLY (There are a few additional seals):

- One (1) Two-Pin/One Yellow Numbered Plastic Seal for the Yellow Large Scanner Voting Records Bag
- Two (2) Two-Pin/One Blue Numbered Plastic Seals for the Unused Ballot Return Bag(s)

Give the completed Scanner Police Envelope receipt to the Police Officer. The receipt is attached to the back of this envelope.

READ AND FOLLOW ANY SPECIAL INSTRUCTIONS

Ballot Box #	Seal #	Seal Type	Seal Status	Notes
Ballot Box #	1	Yellow	Sealed	
Ballot Box #	2	Yellow	Sealed	
Ballot Box #	3	Yellow	Sealed	
Ballot Box #	4	Red	Sealed	
Ballot Box #	5	Red	Sealed	
Ballot Box #	6	Red	Sealed	
Ballot Box #	7	Red	Sealed	
Ballot Box #	8	Red	Sealed	
Ballot Box #	9	Red	Sealed	
Ballot Box #	10	Red	Sealed	

3. Election Night PMD Return Form

Return Envelope

5. Scanner Booklet (1 per Scanner)

BOARD OF ELECTIONS
IN THE CITY OF NEW YORK

ED SUPPLY CART POLICE ENVELOPE

FOR THE
ED SUPPLY CART

ED # _____ AD# _____
County: _____
ED Supply Cart: _____
Unit #: _____
Seal # (Opening): _____
Seal # (Closing): _____

ED/AD Inspector confirms that the following items have been received in this Envelope:

- One (1) Red Plastic Numbered Seal for sealing the ED Supply Cart at the close of the polls
- ED Supply Cart Key Envelope
- Special Instructions (if any)
- Card giving Telephone Number in Case of Emergency

Give the completed ED Supply Cart Police Envelope receipt to the Police Officer. The receipt is attached to the back of this envelope.

Get scissors from the Inspectors at Scanner or BMD to cut the seal on the ED Supply Cart.

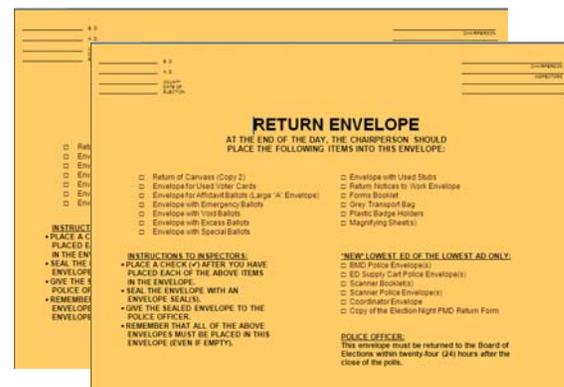
READ AND FOLLOW ANY SPECIAL INSTRUCTIONS

4. ED Supply Cart Police Envelope

Closing – Give items to the Police Officer/ Peace Officer



1. Blue Unused Ballot Return Bag
(From **lowest** ED/AD)
Usually 1 per Poll Site



2. Return Envelope(s)
1 per ED
(includes keys for ED Supply
Cart/BMD/Scanner in **lowest**
ED/AD envelope)

Privacy Booth/BMD Inspector Procedures

Opening – What's in the BMD Police Envelope

Police Poll Site Envelope

POLL SITE # _____
 POLL SITE NAME _____
 POLL SITE ADDRESS _____
 COUNTY _____
 DATE OF ELECTION _____

POLICE POLL SITE ENVELOPE
 THIS ENVELOPE CONTAINS

(INSERT NUMBER)
 (INSERT NUMBER)
 (INSERT NUMBER)

**BOARD OF ELECTIONS
 IN THE CITY OF NEW YORK**

BMD POLICE ENVELOPE

**FOR THE
 BALLOT MARKING DEVICE
 (BMD)**

Check off each of the following items:

- Two (2) Red Numbered Plastic Seals for sealing the BMD Cart Doors at the close of the polls:
- Card giving telephone number if the BMD breaks down
- One (1) pair of scissors for cutting Seals
- BMD Key Envelope
- Seals Report
- Special Instructions: (if any)

County:

- New York
- Bronx
- Kings
- Queens
- Richmond

Give the completed BMD Police Envelope receipt to the Police Officer, the receipt is attached to the back of this envelope.

READ AND FOLLOW ANY SPECIAL INSTRUCTIONS

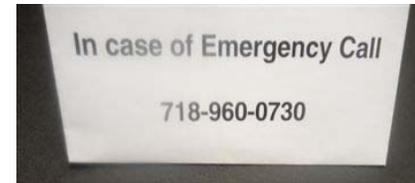
BMD Police Envelope

NAME	DATE	TIME	LOCATION	STATUS	REMARKS
John Doe	11/01/2011	10:00	12345	OK	
Jane Smith	11/01/2011	10:05	12345	OK	
...

Seals Report



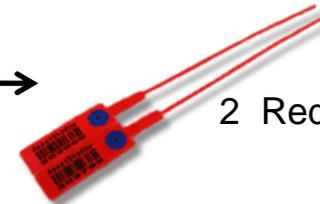
Scissors for Cutting Seals



Emergency Phone Number Card



Special Instructions (if any)



2 Red Plastic Numbered Seals

**BALLOT MARKING DEVICE (BMD)
 KEY ENVELOPE**

POLL SITE: _____
 NUMBER: _____
 NAME: _____
 ADDRESS: _____
 COUNTY: _____

BMD:
 SERIAL #: _____
 CART#: _____

THIS ENVELOPE CONTAINS THE KEYS TO BE USED FOR THE BALLOT MARKING DEVICE (BMD).

ENCLOSED ARE TWO (2) BMD KEYS

- * ONE (1) GOLD BMD OPERATION KEY
- * ONE (1) SILVER BMD CART KEY

**AT THE CLOSE OF THE POLLS,
 PUT THE BMD KEYS
 (1 GOLD AND 1 SILVER)
 BACK IN THIS ENVELOPE.**

THEN PLACE THIS ENVELOPE IN THE BMD POLICE ENVELOPE AND HAND IT TO THE COORDINATOR / CHAIRPERSON AT YOUR POLL SITE.

BMD Key Envelope



BMD Keys

Opening – Cutting the seals



1. BMD Cart Front Door Seal
Green Plastic Numbered Seal



= Cut Seal



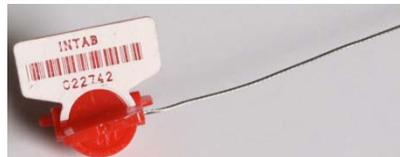
2. BMD Cart Back Door Seal
Green Plastic Numbered Seal



= Cut Seal



3. BMD Flash Card Door Seal
Red Wire Seal



= Do not cut Seal

Opening – Supplies in the BMD Cart



1. BMD Supply Bag



3. Extension Cord



4. ADA Accessories Zip Lock Bag



2. Mat
(to be used to cover the BMD plug/wire on the floor)



BMD Cart

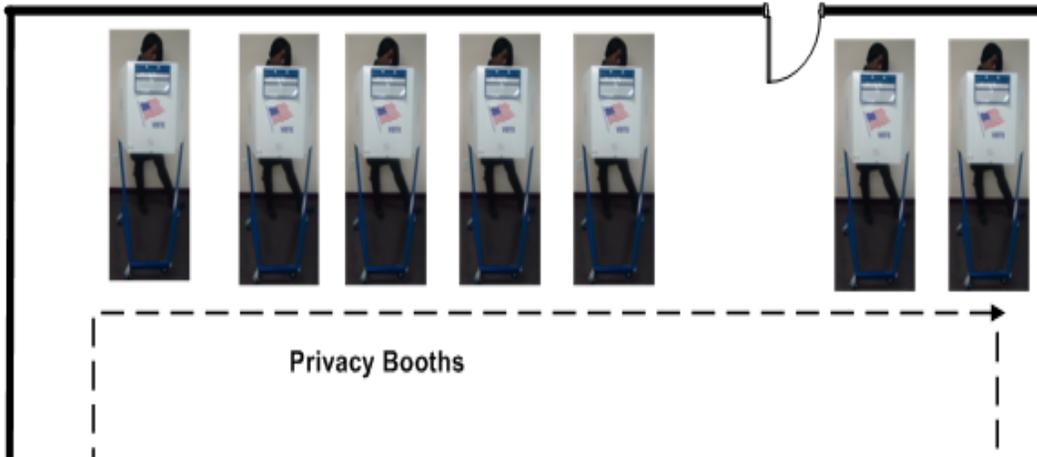
Opening – Use the laminated card

Remember to use the BMD Laminated Card to open the BMD

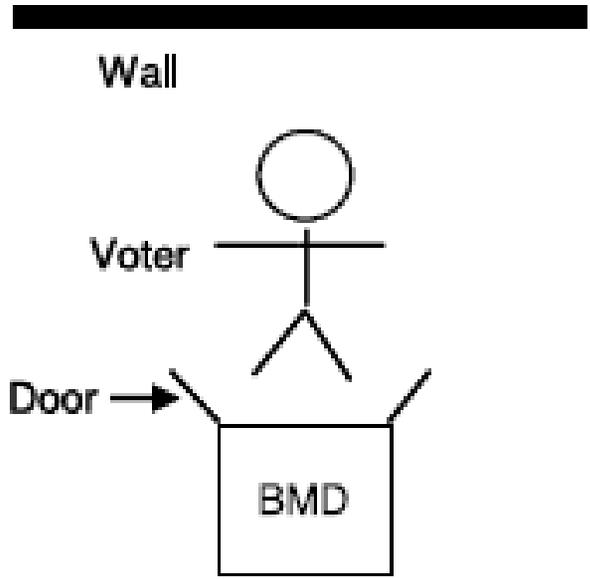


Plastic Sleeve with BMD Laminated Card on the back of the BMD Cart

Opening – Setup of BMD and Privacy Booths for Voter Privacy



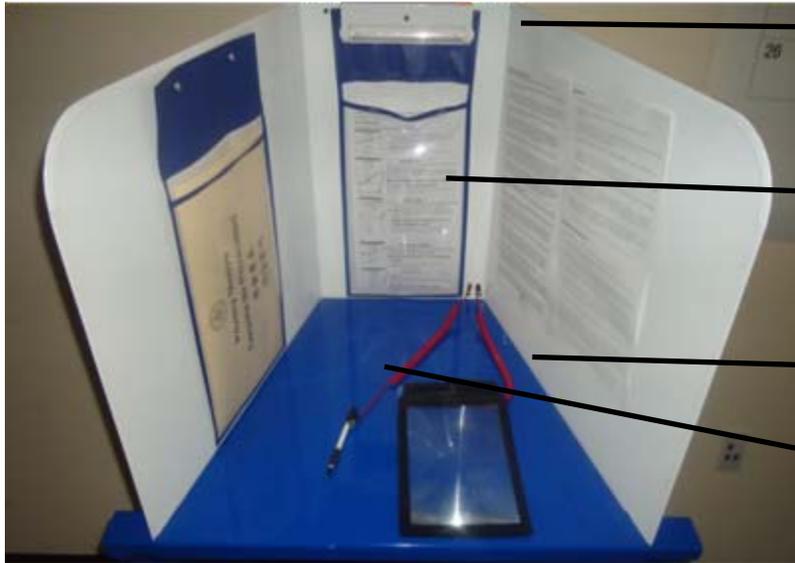
Privacy booths must face the wall



The BMD must face the wall

Opening – The Privacy Booths

Make sure the privacy booths have all the supplies



1. LED Light (Ensure the light is facing the writing surface)

2. Plastic Sleeve (to place instructions on how to mark a ballot) on the center panel

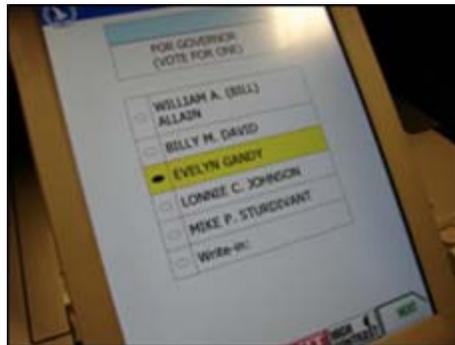
3. Tether for Magnifying Sheet

4. Tether for Pen

Tether = stretchable, rubber cord

Serving the Voter– Using the BMD

1. Voters have many ways to use the BMD: Touch Screen, Keypad, Sip & Puff, Rocker Paddle
2. All voters can use the BMD
3. Voters who have trouble viewing the ballot may wish to view or mark it on the BMD

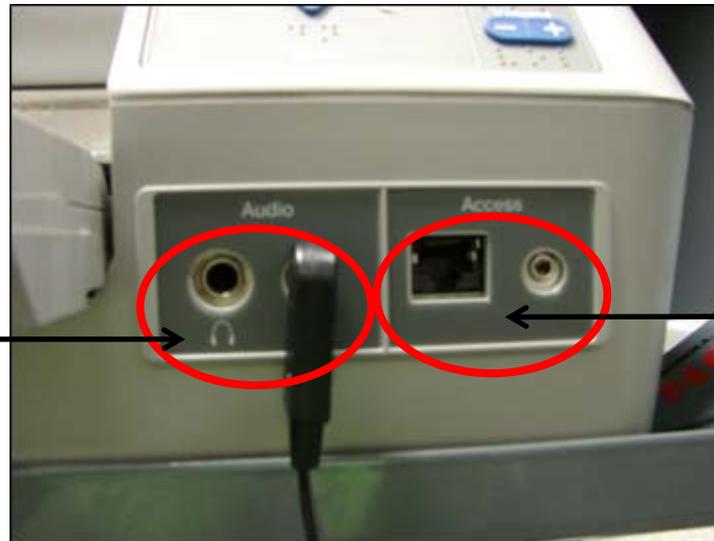


Serving the Voter– ADA accessories – Headphones



Headphones

1. Headphones may be used with any methods to mark the ballot
2. The audio volume is initially very low. If the voter says there is no audio, suggest the volume be turned up



Disability Accessories

Serving the Voter– ADA accessories – Sip & Puff

Gloves

Mouthpiece

Sip & Puff Device

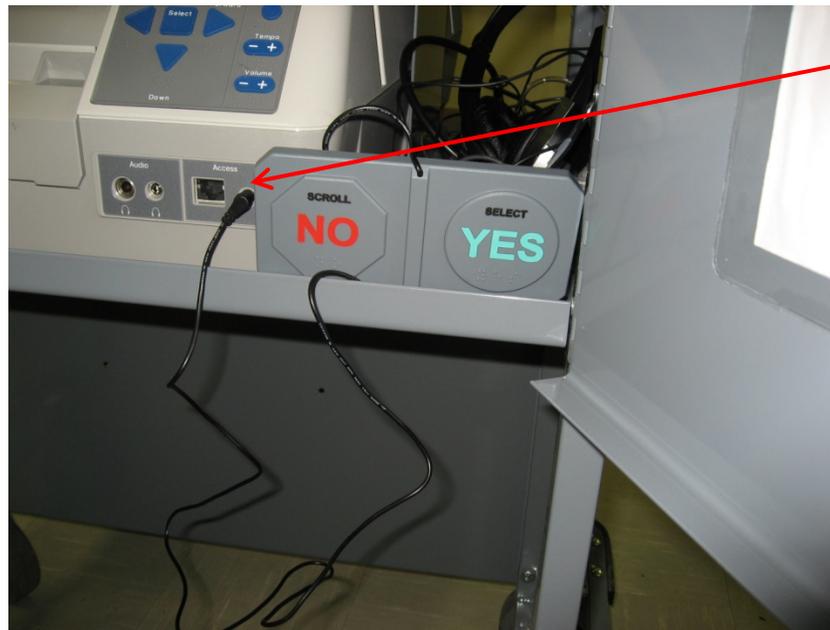


1. Plug the Sip & Puff device into the front of the BMD



2. Put the gloves on and connect the mouthpiece to the device

Serving the Voter – ADA accessories – Rocker Paddle



Plug the Rocker Paddle device into the front of the BMD

Closing – Return supplies, seal BMD, return keys

1. Collect the BMD mat, accessories and all the supplies and return them to the BMD Cart



2. Seal the BMD Cart with 2 Red Plastic Numbered Seals



3. Return the BMD Keys to the Coordinator in the BMD Police Envelope



BMD Keys

BALLOT MARKING DEVICE (BMD)
KEY ENVELOPE

POLL SITE: _____
 NUMBER: _____
 NAME: _____
 ADDRESS: _____
 COUNTY: _____
 BMD: _____
 SERIAL #: _____
 CARTS: _____

THIS ENVELOPE CONTAINS
THE KEYS TO BE USED FOR THE
BALLOT MARKING DEVICE (BMD).
ENCLOSED ARE TWO (2) BMD KEYS
• ONE (1) GOLD BMD OPERATION KEY
• ONE (1) SILVER BMD CART KEY

AT THE CLOSE OF THE POLLS,
PUT THE BMD KEYS
(1 GOLD AND 1 SILVER)
BACK IN THIS ENVELOPE.

THEY PLACE THIS ENVELOPE IN THE BMD
POLICE ENVELOPE AND HAND IT TO THE
COORDINATOR/CHAIRPERSON AT YOUR
POLL SITE.

BMD Key Envelope

BOARD OF ELECTIONS
IN THE CITY OF NEW YORK

BMD POLICE ENVELOPE
FOR THE
BALLOT MARKING DEVICE
(BMD)

Check off each of the following items:

- Two (2) Red Numbered Plastic Seals for sealing the BMD Cart
- Seals on the front of the polls
- Cord-lighting telephone number of the BMD booth above
- One (1) pair of scissors for cutting seals
- BMD Key - Envelope
- Tenth Report
- Special Instructions (if any)

Count:

- New York
- Bureau
- Shop
- Queue
- Backstage

Give the completed BMD Police Envelope receipt to the Poller
Officer, the receipt is attached to the back of this envelope.
READ AND FOLLOW ANY SPECIAL INSTRUCTIONS

BMD Police Envelope



Coordinator

4. Remember to turn the lights off in the Privacy Booths



Scanner Inspector Procedures

Opening – Scanner Supplies (from lowest ED/AD Supply Cart)



1. Scanner Supply Bag (in Lowest ED Supply Cart)



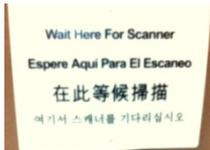
2. Small Yellow Scanner Pouch



3. Yellow Extension Cords



4. Scanner Privacy Screens



6. Wait Here Sign with setup instructions (comes in a black bag)



Lowest ED/AD Supply Cart



5. Large Yellow Scanner Voting Records Bag

Coordinator uses this bag when polls **CLOSE**

Opening – Use the Scanner Laminated Card

Remember to use the Scanner Laminated Card to open the Scanner



Scanner Laminated Card in the Plastic Sleeve on the side of the Scanner



Opening – The Seals Report

The seals for the Scanner are pre-printed on the Seals Report

<u>Location</u>	<u>Type</u>	<u>Color</u>	<u>When Used</u>	<u>Number</u>	<u>Insp Init</u>
Ballot Box Door	Plastic	Green	Going Out	1719252	_____
Ballot Box Door	Plastic	Yellow	During Day	1745001	_____
Ballot Box Door	Plastic	Red	Coming Back	2842004	_____
Emergency Ballot Box Door	Plastic	Red	Coming Back	2842003	_____
Emergency Ballot Box Door	Plastic	Yellow	During Day	1745010	_____
Emergency Ballot Box Door	Plastic	Green	Going Out	1719271	_____
Top Lid	Plastic	Green	Going Out	1719251	_____
Top Lid	Plastic	Red	Coming Back	2842002	_____
Release Lock	Wire	Red	Permanent	058729	_____
Screen	Paper Label	Green	Going Out	01808928	_____
Backup PMD	Wire	Red		ty19357	_____
Backup Door	Paper Label	Red	Permanent	01942414	_____
Ballot Bin Liner Case	Plastic	Red	Coming Back	2842001	_____
Small Yellow Scanner Pouch	Tab Insert	Yellow	Coming Back	090741	_____

Seal Count: 14 _____

Inspector: _____ Date: _____

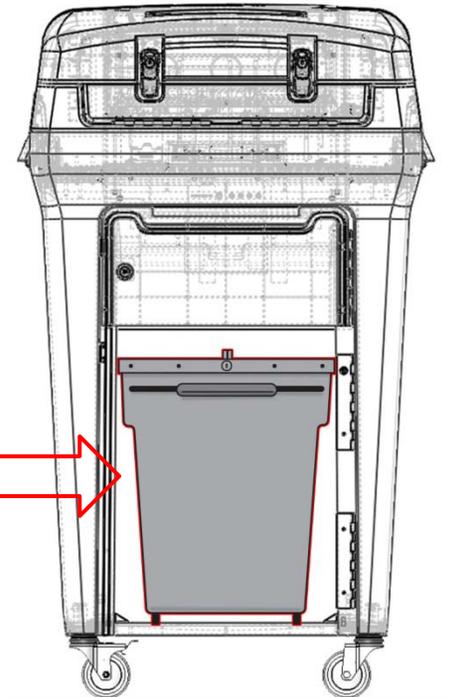
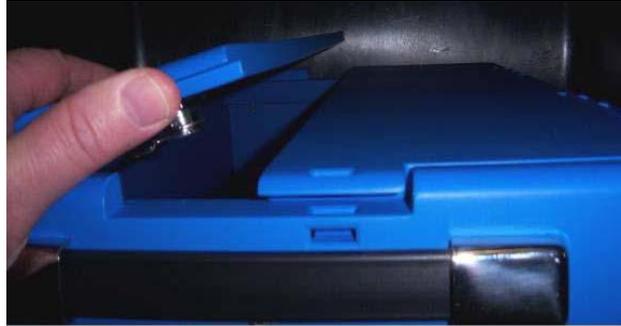
Inspector: _____ Date: _____

Initial if the seal numbers match the seals on the Scanner

If they don't match, call the Borough Office

Opening – Opening the ballot bin liner case flaps

Make sure to open the flaps on ballot bin liner case in the morning, otherwise paper jams may occur



Opening – Placing the privacy screens on the Scanner

1. The privacy screens (found in the lowest ED of the lowest AD supply cart) must be placed on either side of the Scanner
2. The screens ensure the voters have privacy when scanning their ballots

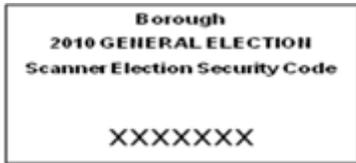
Scanner setup is incomplete without privacy screens



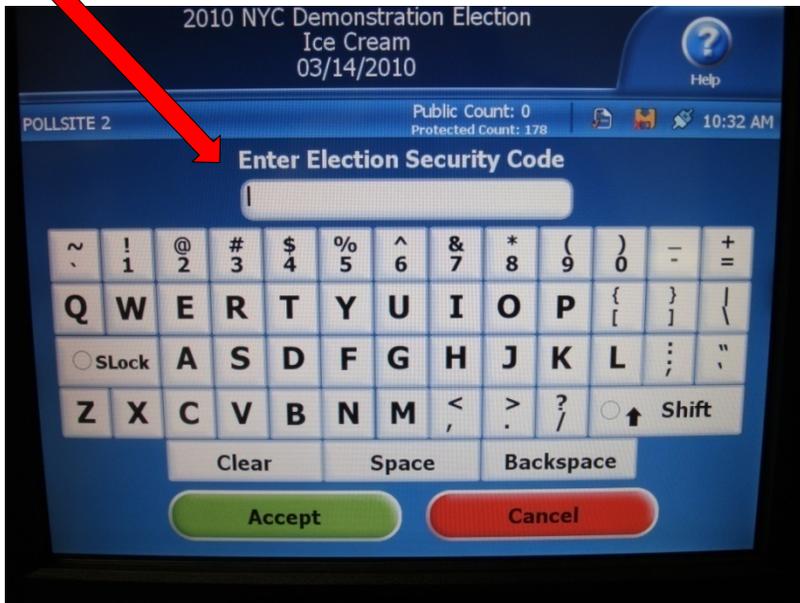
Privacy Screens

Opening – Opening the polls on the Scanner

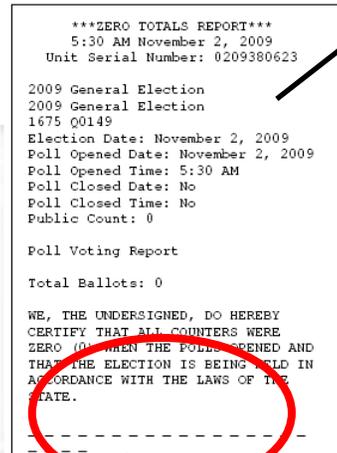
1. Enter the Scanner security code provided in the Scanner Police Envelope
2. Make sure the Zero Report shows vote totals as ZERO and sign the report
3. Press 'OPEN POLL' before 6:00 A.M. and the 'GO TO VOTING MODE' at 6:00 A.M.



Scanner
Election
Security Code



Touch Screen to enter
Code on Scanner



Place zero report in **Small**
Yellow Pouch at back of
Scanner

Opening – Setting up the “Wait Here for Scanner” sign

1. Make sure the “Wait Here for Scanner” sign is placed 5 feet in front of the Scanners
2. There is a Wait Here for Scanner Sign – Setup Steps card to assist you in setting up the sign (it is in the black bag)



WAIT HERE FOR SCANNER SIGN – SETUP STEPS	
HOW TO ASSEMBLE THE “WAIT HERE FOR SCANNER” SIGN	
1. Locate the black camera bag retained to the P&G Supply or at the corner (L) of the board. AL:	
2. Remove all four poles from the bag. (The square base, 2 short poles, “Wait Here for Scanner” sign)	
3. Place the square base on the ground.	
4. Insert the FIRST POLE into the square base. Then insert the SECOND POLE into the FIRST POLE .	
5. Insert the “Wait Here for Scanner” sign on top of the pole.	
6. The assembled “Wait Here for Scanner” sign should be placed 5 feet in front of the Scanners.	



Serving the voter – The voter card

1. Make sure the **PUBLIC COUNT** on the Scanner increases by 1 each time the voter scans his or her ballot

VOTER CARD
Registered Voter

ED 22 AD 2 DATE 9/10/2008

Voter's Name: Theodore Roberts Voter # 75

Stub#1 100 Stub#2 _____ Stub#3 _____

*After all 3 stub lines are used, Voter **must** get a **court order** for another Ballot.

↓This Section to be used by the Scanner Inspector Only ↓

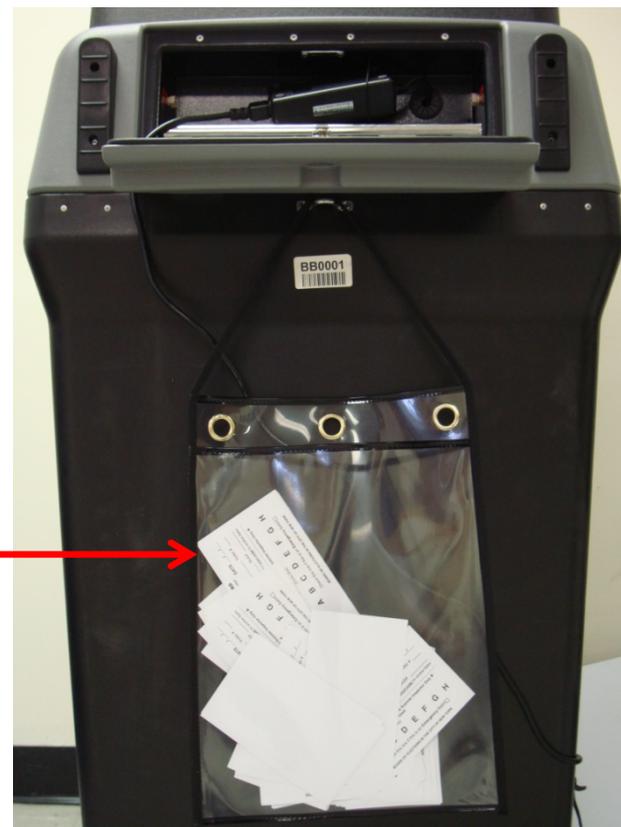
Letter of Scanner Used
(Circle One)

A **B** C D E F G H I J

Check this box if this is an **Emergency Ballot**

BOARD OF ELECTIONS IN THE CITY OF NEW YORK

2. Circle the Letter of the Scanner used by the Voter



3. Put the voter card in the Voter Card Envelope (in the back of the Scanner)

Serving the voter – Voter privacy

1. Stand near the Scanner but make sure the voters have privacy when scanning their ballots



2. Do NOT look at the voter's ballot.

3. NEVER touch the voter's ballot unless he or she asks for assistance.

Serving the voter – Assisting voters at the Scanner

Voter needs language assistance

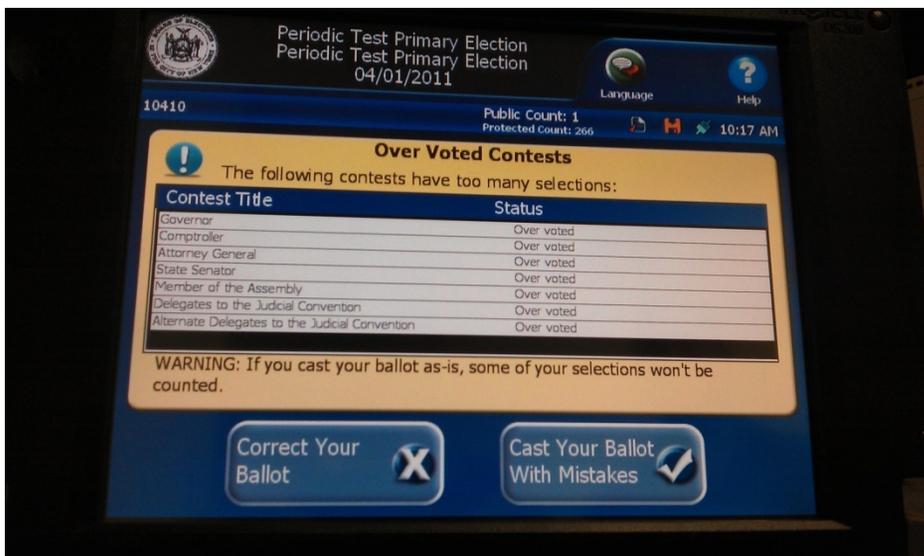
1. Every Scanner offers the choice of English and Spanish
2. If the site is targeted for Chinese or Korean, the Scanner will also offer those language options
3. The voter can press the language button on the Welcome Screen to change the language
4. The voter may also have an Interpreter assist them to cast the ballot on the Scanner
5. Bengali and Hindi Interpreters will be available in Designated Poll Sites

Voter asks for assistance

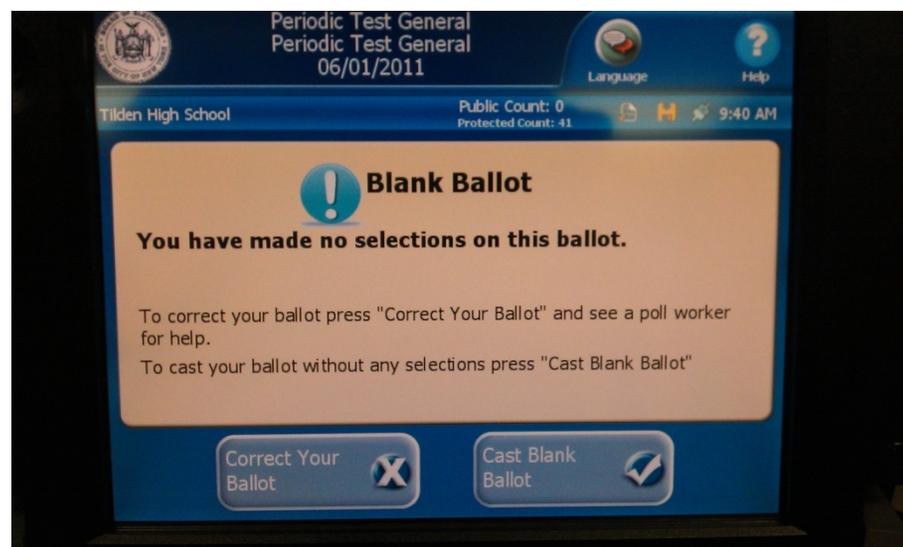
- A bi-partisan team of Inspectors may assist the voter at the Scanner if the voter requests it
- The voter may be assisted by anyone (except their Union Representative or Employer) they choose provided they have already taken the Assistance Oath at the ED Table

Serving the voter – Special Situations

- Over vote
- Blank ballot
- Scanner breakdown (1 Scanner, all Scanners)
- Other Errors/Scanner Troubleshooting
- How to Change a Paper Roll



Message appears when a voter selected a greater number of candidates than vacancies to be filled



Message appears when a voter has scanned a blank ballot

Closing – Where does Copy 1 of the Results Report go?

VOTING RESULTS REPORT
 9:00 PM November 2, 2010
 Unit Serial Number: 0209380623

2010 General Election
 2010 General Election
 1675 Q0149
 Election Date: November 2, 2010
 Poll Opened Date: November 2, 2010
 Poll Opened Time: 5:30 AM
 Poll Closed Date: November 2, 2010
 Poll Closed Time: 9:00 PM
 Public Count: 100

Election District Voting Report

AD: 22, ED:001

Total Ballots: 30

[10831] Electors for President and Vice President of the United States
 Number to Vote for 1

DEM Barack<NL>Obama	20
REM John<NL>McCain	10
IND John<NL>McCain	0
CSV John<NL>McCain	0
WOR Barack<NL>Obama	0
SWP Roger<NL>Calero	0
SOL Gloria La<NL>Riva	0
Write-in	0

[10876] Member of Assembly
 Number to Vote for 1

DEM Grace Meng	15
IND Ellen Young	10
WOR Ellen Young	5
Write-in	0

[24] Ballot Proposal One. An Amendment

Yes	17
No	13

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THA THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE

Signature 1
 Election Judge

Signature 2
 Election Judge

1675 Q0149
 Unit Serial Number: C209380623

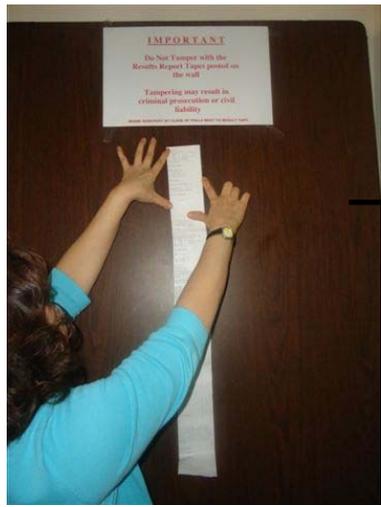
END OF REPORT

A

1. Write letter of Scanner the tape came from on all 3 copies

2. Scanner Inspectors sign all 3 copies of the Results Tapes

3. Post on wall near Scanner with the 'Do Not Tamper' sign for Poll Watchers (Sign is in Coordinator/ Poll Site Supply Bag)



BOARD OF ELECTIONS
 IN THE CITY OF NEW YORK

SCANNER POLICE ENVELOPE
 FOR THE
 SCANNER

Scanner Unit #: _____

Scanner Letter: A B C D E F G H I J (Circle 1)

Scanner Inspector confirms that the following items have been received in this Envelope:

- Data Report
- Three (3) Yellow Numbered Plastic Bags for the Ballot Boxes
- Four (4) Red Numbered Plastic Bags for the Ballot Boxes, External Top Lid and Ballot Box Lid Cover
- One (1) Ten-Pin Yellow Numbered Plastic Bag for the Scanner Voting Records (2003)
- One (1) Ten-Pin Yellow Numbered Plastic Bag for the Scanner Voting Records Bag (2003, 2006, 2008, 2010)
- Card giving the Election Security Code for unlocking the Scanner System
- Card giving telephone number if the Scanner breaks down
- One (1) List of Operators for Calling Results
- Scanner Key Enclosure
- Special Instructions (if any)

Once the completed Scanner Police Envelope receipt to the Police Officer. The receipt is attached to the back of this envelope.

READ AND FOLLOW ALL SPECIAL INSTRUCTIONS

4. At end of night put Copy 1 in Scanner Police Envelope

Closing – Where does Copy 2 of the Results Report go?

VOTING RESULTS REPORT
9:00 PM November 2, 2010
Unit Serial Number: 0209380623

2010 General Election
2010 General Election
1675 Q0149
Election Date: November 2, 2010
Poll Opened Date: November 2, 2010
Poll Opened Time: 5:30 AM
Poll Closed Date: November 2, 2010
Poll Closed Time: 9:00 PM
Public Count: 100

Election District Voting Report

AD: 22, ED:001

Total Ballots: 30

[10831] Electors for President and Vice
President of the United States
Number to Vote for 1

DEM Barack<NL>Obama	20
REM John<NL>McCain	10
IND John<NL>McCain	0
CSV John<NL>McCain	0
WOR Barack<NL>Obama	0
SWP Roger<NL>Calero	0
SOL Gloria La<NL>Riva	0
Write-in	0

[10876] Member of Assembly
Number to Vote for 1

DEM Grace Meng	15
IND Ellen Young	10
WOR Ellen Young	5
Write-in	0

[24] Ballot Proposal One. An Amendment

Yes	17
No	13

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THA THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE

Signature 1
Signature 2

Election Judge
Election Judge

1675 Q0149
Unit Serial Number: C209380623

END OF REPORT

A

1. Write letter of scanner the tape came from on all 3 copies

2. Scanner Inspectors sign all 3 copies of the Results Tapes

3. Place in Small Yellow Scanner Pouch with the PMD (sealed in zip lock bag)



4. Give the Small Yellow Pouch and the yellow two-prong seal to the Coordinator

Inspectors at Scanner A will have 2 yellow seals and will need to give both to the Coordinator



Coordinator

Closing – Where does Copy 3 of the Results Report go?

```
***VOTING RESULTS REPORT***
9:00 PM November 2, 2010
Unit Serial Number: 0209380623

2010 General Election
2010 General Election
1675 Q0149
Election Date: November 2, 2010
Poll Opened Date: November 2, 2010
Poll Opened Time: 5:30 AM
Poll Closed Date: November 2, 2010
Poll Closed Time: 9:00 PM
Public Count: 100

Election District Voting Report
AD: 22, ED:001

Total Ballots: 30

[10831] Electors for President and Vice
President of the United States
Number to Vote for      1
DEM Barack<NL>Obama      20
REM John<NL>McCain       10
IND John<NL>McCain       0
CSV John<NL>McCain       0
WOR Barack<NL>Obama      0
SWP Roger<NL>Calero      0
SOL Gloria La<NL>Riva    0
Write-in                0

[10876] Member of Assembly
Number to Vote for      1
DEM Grace Meng          15
IND Ellen Young         10
WOR Ellen Young         5
Write-in                0

[24] Ballot Proposal One. An Amendment
Yes                      17
No                       13
-----
AD:22, ED:002

Total Ballots: 30

[10831] Electors for President and Vice
President of the United States
Number to Vote for      1
DEM Barack<NL>Obama      25
REM John<NL>McCain       10
IND John<NL>McCain       5
CSV John<NL>McCain       0
WOR Barack<NL>Obama      0
SWP Roger<NL>Calero      0
SOL Gloria La<NL>Riva    0
Write-in                0
```

A

Write down
Scanner letter

Cut and give to each ED

ED 1
portion

Provide cut piece of tape to
the correct ED table



ED Table 1



Cut here for
next ED

ED 2
portion

Provide cut piece of tape to
the correct ED table



ED Table 2

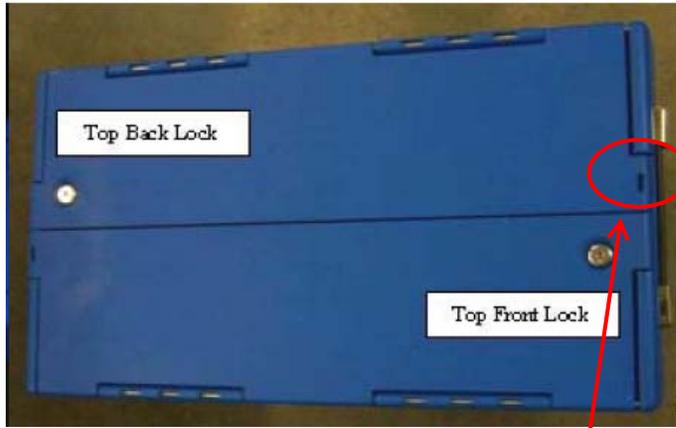
A

Closing – Seal the ballot bin liner case, give to Police Officer



1. Close and Remove Bin with Ballots Inside

2. Lock with same key as Scanner Ballot Box Key

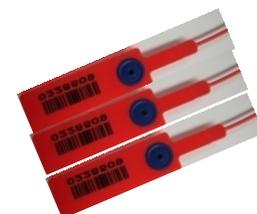


Lock Back & Front Locks & Seal With Red Plastic Numbered Seal

Use Expandable Handle to Move & Provide to Police Officer

Closing – Seal Scanner, return keys, pack supplies

1. Use the correct red plastic seals from the Scanner Police Envelope to seal the Scanner



2. Give the Scanner keys (along with Copy 2 of the Results Report) to the Coordinator in the Scanner Police Envelope along with the Scanner Booklet



Scanner Keys

SCANNER KEY ENVELOPE

POLL SITE NUMBER: _____
 NAME: _____
 ADDRESS: _____
 COUNTY: _____
 SCANNER UNIT #: _____
 SCANNER LETTER: _____

THIS ENVELOPE CONTAINS KEYS THAT ARE TO BE USED FOR THE SCANNER.

ENCLOSED ARE TWO (2) SCANNER KEYS

- ONE (1) **BLACK** BARREL SCANNER SCREEN KEY
- ONE (1) **SILVER** SCANNER BIN KEY

AT THE CLOSE OF THE BILLS, PUT THE SCANNER KEYS (1 BLACK AND 1 SILVER) BACK IN THIS ENVELOPE.

THEN PLACE THIS ENVELOPE IN THE SCANNER POLICE ENVELOPE AND HAND IT TO

Scanner Key Envelope

BOARD OF ELECTIONS IN THE CITY OF NEW YORK

SCANNER POLICE ENVELOPE FOR THE SCANNER

Unit #: _____
 County: _____

Letter: A B C D E F G H I J K L (Circle 1)

Scanner Inspector confirms that the following items have been received in this Envelope:

- Seals Report
- Three (3) Yellow Numbered Plastic Seals for the Ballot Boxes
- Four (4) Red Numbered Plastic Seals for the Ballot Boxes, Top Lid and Ballot Bin Lower Case
- One (1) Two-Prong Yellow Numbered Plastic Seal for the Small Yellow Scanner Stand
- Card giving the Election Security Code for unlocking the Scanner
- Card giving telephone number if the Scanner breaks down
- One (1) pair of Scissors for cutting Seals
- Scanner Key Envelope
- Special Instructions (if any)

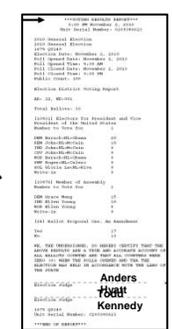
For Scanner A ONLY (There are a few additional seals):

- One (1) Two-Prong Yellow Numbered Plastic Seal for the Yellow Large Scanner Voting Return Bag
- Two (2) Two-Prong Blue Numbered Plastic Seals for the Unlocked Ballot Return Bag(s)

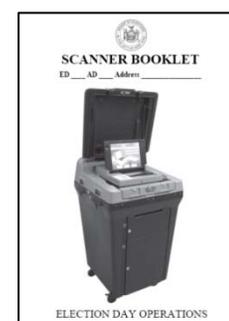
Give the completed Scanner Police Envelope receipt to the Police Officer. The receipt is attached to the back of this envelope.

READ AND FOLLOW ANY SPECIAL INSTRUCTIONS

Scanner Police Envelope



Results Report (from wall)



Scanner Booklet



3. Pack supplies in the lowest ED of the lowest AD Supply Cart



Election Night Returns

Election Night Returns - Election Night PMD Return Form

This form has 3 copies

The First 2 Copies will be given to the Police Officer/Peace Officer

The Third Copy will be placed in the Return Envelope of the Lowest ED/AD

Coordinator/Chairperson fills out the top section of the Form only

The Police Officer/Peace Officer and Coordinator sign the form (printed on NCR paper)

Election Night PMD Return Form Tracking #		Poll Site Name /Address/HASNO		ED/AD Info
Poll Site Chairperson/Coordinator(s)				
Scanner A	Unit # NYXXXX	PMD # 123456 Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	Pouch Seal #	Large Scanner Voting Records Bag Seal #
Scanner B	Unit # NYXXXX	PMD # 123456 Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	Pouch Seal #	
Scanner C	Unit # NYXXXX	PMD # 123456 Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	Pouch Seal #	
Scanner D	Unit # NYXXXX	PMD # 123456 Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	Pouch Seal #	
Scanner E	Unit # NYXXXX	PMD # 123456 Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	Pouch Seal #	
Chairperson / Coordinator(s) Signatures X _____ X _____ X _____ X _____				NOTES: "pouch" = Small Yellow Scanner Pouch "bag" = Large Scanner Voting Records Bag
Comments (for use by Poll Site Chairperson / Coordinator(s) , Police or Borough):				
Police Officer	Borough Use (Intake Table)			
Police Officer	Time Received			
	Bag Seal # Match? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Badge Number	Scanner Pouches Present? Yes <input type="checkbox"/> No <input type="checkbox"/>			
	PMDs & Tapes Present? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Precinct	Intake Table Signatures X _____ X _____			

Election Night PMD Return Form Tracking #		Poll Site Name /Address/HASNO		ED/AD Info
Poll Site Chairperson/Coordinator(s)				
Scanner A	Unit # NYXXXX	PMD # 123456 Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	Pouch Seal #	Large Scanner Voting Records Bag Seal #
Scanner B	Unit # NYXXXX	PMD # 123456 Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	Pouch Seal #	
Scanner C	Unit # NYXXXX	PMD # 123456 Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	Pouch Seal #	
Scanner D	Unit # NYXXXX	PMD # 123456 Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	Pouch Seal #	
Scanner E	Unit # NYXXXX	PMD # 123456 Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	Pouch Seal #	
Chairperson / Coordinator(s) Signatures X _____ X _____ X _____ X _____				NOTES: "pouch" = Small Yellow Scanner Pouch "bag" = Large Scanner Voting Records Bag
Comments (for use by Poll Site Chairperson / Coordinator(s) , Police or Borough):				

VMF Use Only				
Staging Table		Reading Table		
Scanner A	Unit # NYXXXX	Pouch Seal Match? Yes <input type="checkbox"/> No <input type="checkbox"/>	PMD # 123456 Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	Scanner A PMD # Read? Yes <input type="checkbox"/> No <input type="checkbox"/>
Scanner B	Unit # NYXXXX	Pouch Seal Match? Yes <input type="checkbox"/> No <input type="checkbox"/>	PMD # 123456 Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	Scanner B PMD # Read? Yes <input type="checkbox"/> No <input type="checkbox"/>
Scanner C	Unit # NYXXXX	Pouch Seal Match? Yes <input type="checkbox"/> No <input type="checkbox"/>	PMD # 123456 Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	Scanner C PMD # Read? Yes <input type="checkbox"/> No <input type="checkbox"/>
Scanner D	Unit # NYXXXX	Pouch Seal Match? Yes <input type="checkbox"/> No <input type="checkbox"/>	PMD # 123456 Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	Scanner D PMD # Read? Yes <input type="checkbox"/> No <input type="checkbox"/>
Scanner E	Unit # NYXXXX	Pouch Seal Match? Yes <input type="checkbox"/> No <input type="checkbox"/>	PMD # 123456 Present? Yes <input type="checkbox"/> No <input type="checkbox"/>	Scanner E PMD # Read? Yes <input type="checkbox"/> No <input type="checkbox"/>
Staging Table Signatures X _____ X _____		Reading Table Signatures X _____ X _____		
Completion Table		Comments (for use by Staging, Reading and Completion Tables):		
All Pouches Present? Yes <input type="checkbox"/> No <input type="checkbox"/>		NOTES: "pouch" = Small Yellow Scanner Pouch "bag" = Large Scanner Voting Records Bag		
All Tapes/PMDs Present? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Large Scanner Voting Records Bag Seal #				
Completion Table Signatures X _____ X _____				

The Comments box is available for use by all

PMD Return Form is Found in Large Yellow Scanner Voting Records Bag

Election Night Returns - What goes to the Coordinator/Chairperson

**BOARD OF ELECTIONS
IN THE CITY OF NEW YORK**
SCANNER POLICE ENVELOPE
FOR THE
SCANNER

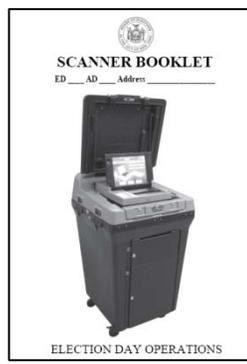
Unit #: _____
County: _____
Letter: **A B C D E F G H I J K L** (Circle 1)
Scanner Inspector confirms that the following items have been received in this Envelope:

- Seals Report
- Three (3) Yellow Numbered Plastic Seals for the Ballot Boxes
- Four (4) Red Numbered Plastic Seals for the Ballot Boxes, Top Lid and Ballot Bin Liner Case
- One (1) Two-Prong Yellow Numbered Plastic Seal for the Small Yellow Scanner (S202)
- Card giving the Election Security Code for unlocking the Scanner
- Card giving telephone number if the Scanner breaks down
- One (1) pair of Scissors for cutting Seals
- Scanner Key Envelope
- Special Instructions (if any)

For Scanner A ONLY (There are a few additional seals):

- One (1) Two-Prong Yellow Numbered Plastic Seal for the Yellow Large Scanner using (S202)
- Two (2) Two-Prong Blue Numbered Plastic Seals for the Unused Ballot Return Bags

Give the completed Scanner Police Envelope receipt to the Police Officer. The receipt is attached to the back of this envelope.
READ AND FOLLOW ANY SPECIAL INSTRUCTIONS



3. Coordinator/Chairperson's Receipt for the Poll Site

BOARD OF ELECTIONS IN THE CITY OF NEW YORK
ED Supply Cart
FOR THE
ED SUPPLY CART
FOR THE
ED SUPPLY CART

Check off each of the following items:

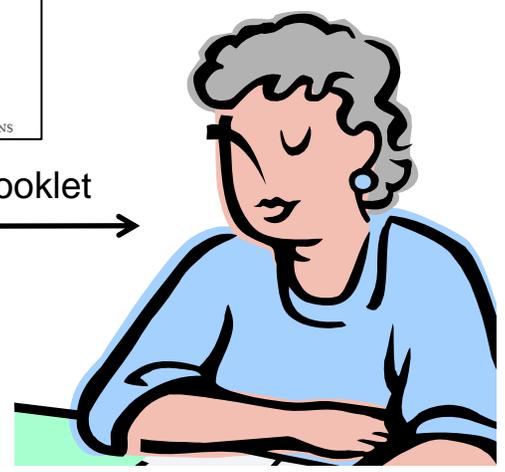
- Two (2) Red Numbered Plastic Seals for sealing the BMD Cart Doors at the close of the poll
- Card giving telephone number if the BMD breaks down
- One (1) pair of scissors for cutting Seals
- BMD Key Envelope
- Seals Report
- Special Instructions (if any)

County: _____
City: _____
Precinct: _____
ED Inspector: _____
Signature of Police Officer: _____
Date: _____

Give the completed BMD Police Envelope receipt to the Police Officer. The receipt is attached to the back of this envelope.
READ AND FOLLOW ANY SPECIAL INSTRUCTIONS

4. Return of Canvass
(copies 1 & 3)

RETURN OF CANVASS
Primary Election
November 19, 2014



2. Scanner Booklet

1. Scanner Police Envelope
(with keys inside)



5. Small Yellow Scanner Pouch
1 per Scanner
(with PMD sealed in zip lock bag & tapes)



6. (Two-Prong) Yellow Plastic-Numbered Seals
(1 per Scanner, 2 from Scanner A)

7. BMD Police Envelope
(with keys inside)

**BOARD OF ELECTIONS
IN THE CITY OF NEW YORK**
BMD POLICE ENVELOPE
FOR THE
BALLOT MARKING DEVICE (BMD)

Check off each of the following items:

- Two (2) Red Numbered Plastic Seals for sealing the BMD Cart Doors at the close of the poll
- Card giving telephone number if the BMD breaks down
- One (1) pair of scissors for cutting Seals
- BMD Key Envelope
- Seals Report
- Special Instructions (if any)

County: _____
City: _____
Precinct: _____
ED Inspector: _____
Signature of Police Officer: _____
Date: _____

Give the completed BMD Police Envelope receipt to the Police Officer. The receipt is attached to the back of this envelope.
READ AND FOLLOW ANY SPECIAL INSTRUCTIONS

**BOARD OF ELECTIONS
IN THE CITY OF NEW YORK**
ED SUPPLY CART POLICE ENVELOPE
FOR THE
ED SUPPLY CART

ED # _____ AD# _____
County: _____
ED Supply Cart: _____
Unit #: _____
Seal # (Opening): _____
Seal # (Closing): _____

ED/AD Inspector confirms that the following items have been received in this Envelope:

- One (1) Red Plastic Numbered Seal for sealing the ED Supply Cart at the close of the poll
- ED Supply Cart Key Envelope
- Special Instructions (if any)
- Card giving Telephone Number in Case of Emergency

Give the completed ED Supply Cart Police Envelope receipt to the Police Officer. The receipt is attached to the back of this envelope.
READ AND FOLLOW ANY SPECIAL INSTRUCTIONS

8. ED Supply Cart Police Envelope
(with keys inside)

Election Night Returns - Coordinator seals the Small Yellow Pouches and the Large Scanner Voting Records Bag



Small Yellow Scanner Pouch

1 per Scanner

Contains:

- 1. Zero Report
- 2. Results Tape

3. PMD sealed and signed in Zip Lock bag



1 Yellow Plastic Numbered Seal for each pouch



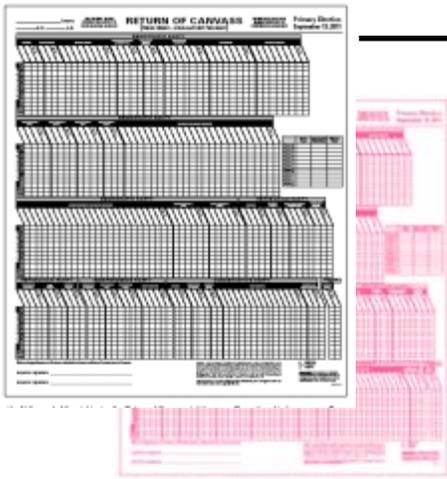
Large Scanner Voting Records Bag

1 per Poll Site



From Scanner A:
1 Additional Yellow Plastic Numbered Seal for Large Bag

Election Night Returns - Prepare the Police Return of Canvass Envelope

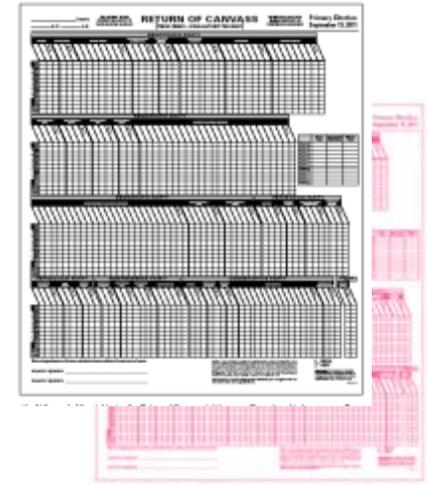


Return of Canvass per ED
(copies 1 & 3)

ED 1

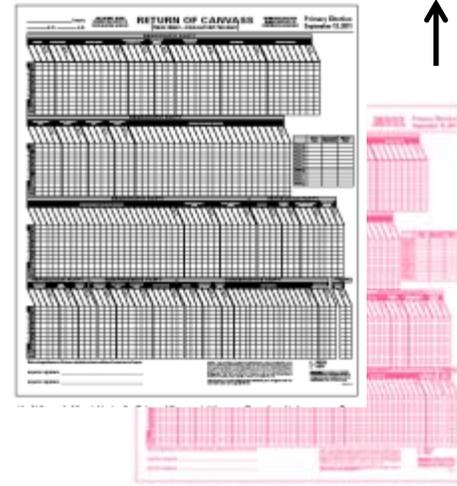
Police Return of Canvass Envelope

County: *QUEENS*
Date of Election: *NOV. 2, 2010*
Zone: *4*
Police Pct. :
Poll Site HASNO#: *00055*
List of EDs: *4/29, 6/29, 71/29*
Poll Site Address: *20-90 170 St., Jamaica, NY*
Coordinator/Chairperson Signature:



Return of Canvass per ED
(copies 1 & 3)

ED 3

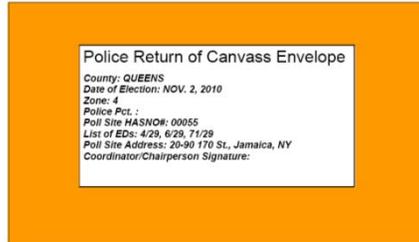


Return of Canvass per ED
(copies 1 & 3)

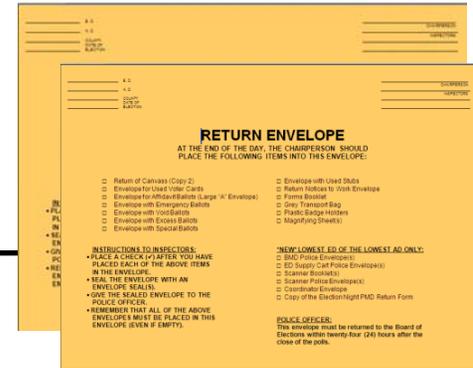
ED 2

Copy 2 goes in the Return Envelope for each ED

Election Night Returns - What goes to the Police Officer/Peace Officer



1. Police Return of Canvass Envelope
1 per Poll Site
(contains copies 1 & 3 of Return of Canvass)



2. Return Envelope(s)
1 per ED



6. Large Yellow Scanner
Voting Record Bag
1 Per Poll Site
(contains all small yellow pouches)



5. Election Night
PMD Return Form
(2 Pages)



3. Ballot Bin Liner Case(s)
1 per Scanner



4. Blue Unused Ballot
Return Bag
Usually 1 per Poll Site