

JON HUSTED
Ohio Secretary of State



PRECINCT ELECTION OFFICIAL MANUAL

FOR MAY 8, 2018

My  vote
My Right • My Responsibility

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Dear Precinct Election Official,

As Secretary of State, I have made it a priority to ensure it is easy to vote and hard to cheat in Ohio's elections. Of course, this is only made possible through the service and commitment of precinct election officials like you.

This manual contains the training and information needed to assist your neighbors as they exercise their right to vote on Election Day. Here you will find:

- The duties and responsibilities of being a precinct election official;
- How to run an election in your precinct and polling location; and
- How to assist voters in various situations on Election Day.

As a precinct election official, you have a front row seat to democracy in action. Additionally, you are uniquely situated to provide feedback regarding the information provided and how we can improve these training materials in the future.

Once again, thank you for giving your time, talent and energy to ensuring a smooth election process for all Ohio voters. I look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Jon Husted".

Jon Husted
Ohio Secretary of State

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Table of Contents

Elections Process Overview	9
Ohio Election Law and the Secretary of State	9
The County Board of Elections.....	9
Precinct Election Officials.....	9
Political Parties.....	9
Types of Elections	10
Precinct Election Officials’ Responsibilities and Conduct.....	11
Overview.....	11
Voting Location Manager’s Responsibilities	11
Precinct Election Officials’ Responsibilities.....	13
Precinct Election Official Conduct at Polling Locations	14
Arranging the Polling Location.....	15
The Ideal Polling Location Arrangement.....	15
How to Position the Voting Equipment	15
Post Signs Outside and Inside the Polling Location.....	18
Ensuring Accessibility for Voters With Disabilities	19
Accessibility Issues in General	20
Preparing for Voters	21
Checking the Supplies and Forms.....	21
Official Precinct Voter Registration List and Poll Book.....	23
Setting Up the Voting Equipment.....	23
Security at the Polling Location	23
Determining THE Type of Ballot a Voter SHOULD RECEIVE on Election Day 25	
Regular Ballots.....	25
Provisional Ballots.....	25
Processing Voters.....	27
Voting Process Summary.....	27
Voters Requiring Assistance	29
Curbside Voting Summary.....	30
Backup Optical Scan Paper Ballots (DRE Voting Machine Counties ONLY) ..	32
Voter Identification Requirements.....	33
Types of Valid ID.....	33
Prohibited Types of ID.....	36
Examples of Ohio Driver License Cards, Ohio Identification Cards and Military Identification Cards	37
Ohio State Identification Cards.....	40

<i>Military Identification Cards</i>	41
<i>Other Government Document</i>	43
Challenging Voters	44
Time Limits	44
Replacement Ballots	44
Managing the Polling Location	45
<i>People Allowed in the Polling Location</i>	45
<i>Persons Checking the Official Precinct Voter Registration List</i>	45
<i>Persons Assisting Voters</i>	45
<i>Observers</i>	46
<i>Journalists and Media</i>	47
<i>People NOT Allowed in the Polling Location</i>	47
<i>Pollsters</i>	47
<i>Campaigning</i>	47
<i>Collecting Signatures Inside a Polling Location</i>	48
<i>Distributing Food and Campaigning Inside a Polling Location</i>	48
<i>Problems with Conduct at a Polling Location</i>	48
<i>Write-In Candidates</i>	48
<i>Record Keeping While the Polls Are Open</i>	48
<i>Posting of Official Precinct Voter Registration List</i>	49
Voters With Disabilities	49
<i>General Guidelines for Communicating to Voters with Disabilities</i>	50
<i>Interacting With Voters Who Have Speech Impairments</i>	50
<i>Interacting With Voters Who Are Deaf or Hearing Impaired</i>	51
<i>Interacting With Voters Who Are Blind or Visually Impaired</i>	51
<i>Interacting With Voters Who Have Mobility Impairments</i>	51
Closing the Polls	53
<i>Preparing to Close the Polls</i>	53
<i>Poll Closing Strategy</i>	53
<i>Officially Closing the Polls</i>	53
<i>Court Orders</i>	53
<i>After the Voters Have Left the Polling location</i>	54
<i>Transportation of Ballots</i>	54
Appendix	55
<i>Glossary</i>	55
<i>Frequently Asked Questions</i>	59
<i>Processing Voters Flow Chart</i>	61
<i>Supply Checklist</i>	62

<i>Special Voting Instructions Poster</i>	66
<i>Voting Rights Information Poster</i>	67
<i>Backup Optical Scan Paper Ballots Instructions</i>	69
<i>Form 10-V</i>	70
<i>Voter Identification Address Update Poster</i>	71
<i>Voter Registration Form</i>	72
<i>Form 10-L – Notice of Change of Name</i>	73
<i>Form 10-U – Affidavit-Oath-Examination of Person Challenged</i>	75
<i>Form 12-B – Provisional Ballot Affirmation</i>	77
<i>Form 12-D – Provisional Voter Precinct Verification Form</i>	78
<i>Form 12-H – Provisional Ballot Notice</i>	79
<i>Form 104: Certificate of Appointment of Precinct Election Official to Fill Vacancy and Oath</i>	80
<i>Oath of Precinct Election Official of Election</i>	81
<i>Observer Fact Sheets</i>	82
<i>Observer Certificate – Form 215-B</i>	85
<i>Observer Certificate – Form 216-B</i>	86
<i>Observer Certificate – Form 220</i>	87
<i>Election Day Incident Report Log</i>	88
<i>Voting Unit Event Log</i>	89
<i>Precinct Election Official Recruitment Information</i>	90

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ELECTIONS PROCESS OVERVIEW

Ohio Election Law and the Secretary of State

Ohio law requires the Ohio Secretary of State, as the state's chief elections officer, to establish policies and procedures for conducting elections held in Ohio ([R.C. 3501.04](#); [R.C. 3501.05](#)). Most procedures for conducting elections in Ohio are set forth by state law and through instructions in the form of advisories and directives issued by the Secretary of State.

The County Board of Elections

The members of county boards of elections are appointed by the Secretary of State. Each county's board of elections has four board members, two members representing each of the two major political parties. Members, along with the board of election's director, deputy director, and other board staff, provide you and other precinct election officials with training and instruction. Boards of elections carry out state and federal law as instructed by the Secretary of State and by board policies adopted by the board's members. As a precinct election official, your direct supervisors for this election are the staff at your county board of elections.

Precinct Election Officials

Precinct election officials are required to perform all of the duties as required by law. These duties include receiving the ballots and supplies, opening and closing the polls, overseeing the casting of the ballots during the time the polls are open, and any other duties required by law ([R.C. 3501.22](#)). Each voting precinct will be appointed and assigned at least four precinct election officials. (For special elections only, a board of elections may determine to appoint only two precinct election officials to a precinct.)

You will take an oath on Election Day to uphold the laws of the United States and of Ohio and to perform your duties to the best of your ability. As a precinct election official, it is your duty to ensure that the election is administered consistently with the laws enacted by the people's elected representatives. Throughout Ohio, involved citizens like you serve at polling locations each Election Day.

***Elections are the mechanics of our republic** — elections are a way for each individual to express his or her voice in selecting leaders and making decisions for communities. Studies have shown that if voters believe their precinct election officials did their jobs well, then voters have increased confidence in the process.*

Political Parties

Ohio law is structured to place equal numbers of people from the two major political parties at work together for a checks-and-balances system to ensure fairness. Each precinct in Ohio must have no more than half of its precinct election officials from the same political party.



TYPES OF ELECTIONS

There are three types of elections held in Ohio:

- 1. General Elections:** General elections are held on the first Tuesday after the first Monday in November. General election voters determine who will be elected to represent the people at a given level of government. Federal, state, district, and county candidate elections are held in even-numbered years, while city, village, township, and board of education candidate elections are held in odd-numbered years. State, county, district, or local questions or issues may be on the ballot at any general election.
- 2. Primary Elections:** A primary election occurs on the first Tuesday after the first Monday in May of each year, except in years in which a presidential primary election is held. Presidential primaries are held on the second Tuesday after the first Monday in March of presidential election years, an even-numbered year every four years. Some primary elections for cities or villages are held on a different date because of the requirements of the charter that governs that city or village and that has been adopted by the voters.

Primary election voters determine who will be nominated as candidates for political parties to compete for particular offices at the general election. Primary election voters also elect members of the controlling committees of political parties and delegates and alternates to the conventions of political parties.

Some questions or issues may be on the ballot at a primary election. Under Ohio law, voters affiliate with a political party by voting in that political party's primary election. If a voter does not want to affiliate with a political party, then the voter may vote for "issues only" if any issues were certified to the ballot in that voter's precinct.
- 3. Special Elections:** A special election may be held on the first Tuesday after the first Monday in May, August, or November, or on the day authorized by a particular municipal or county charter for the holding of an election. A special election can be held on the same day as a primary or general election. However, during a presidential primary year, no special election is held in May, except as may be authorized by a municipal or county charter. A special election may be held on the second Tuesday after the first Monday in March during a presidential primary year.

Note: Sometimes the law calls for a special election when there is a vacancy in an office. In that event, a primary or general election for the election of a candidate to the vacant office may fall on a different date than the election date for other candidates.

PRECINCT ELECTION OFFICIALS' RESPONSIBILITIES AND CONDUCT

Overview

Precinct election officials ensure the election is conducted lawfully and assist voters in a courteous and respectful manner. Ohio law provides that the county board of elections selects, generally, four registered voters who are residents of the county in which the precinct is located to serve as precinct election officials. A board of elections is permitted to assign more than four precinct election officials to a precinct and often do when a high voter turnout is expected.

One precinct election official will be selected to act as the voting location manager with overall responsibility for overseeing the election process, including overseeing the opening and closing of the polling location and transporting ballots and voting materials to the board of elections after the polls close. The law requires that the voting location manager have the same political affiliation as the party whose candidate for governor received the most votes in that precinct at the last state election for governor.

If the board of elections, by a vote of at least three members of the board, opts to have a single voting location serve more than one precinct, the board must do both of the following: (1) designate a single voting location manager for the voting location, who shall be a member of the political party whose candidate received the highest number of votes for governor in the precincts which share a voting location and (2) combine the poll books for those precincts to create a single poll book for the voting location.

Precinct election officials work as a team to conduct an election at their assigned precinct ([R.C. 3501.22](#)). All precinct election officials must enforce the peace and good order in and about the polling location. They must keep the entrance to the polling location open and unobstructed. They also must prevent and stop any actions or attempts to obstruct, intimidate or interfere with any elector (registered voter) when checking in or voting. They must allow observers to observe the election process, so long as the observer is not impeding, interfering with, or disrupting the election. Ohio law requires that precinct election officials must act in such a way as to prevent riots, violence, tumult or disorder ([R.C. 3501.33](#)).

In addition to these general expectations, the voting location manager and precinct election officials have certain duties to perform before and on Election Day.

Voting Location Manager's Responsibilities

The voting location manager is the manager for the precinct or polling location and is responsible for the overall conduct of the election at the precinct or polling location.

If you are the voting location manager, prior to Election Day you will do the following:

- Pick up any election supplies, following the county board of elections' instructions;
- Check any supply container labels to make sure they are the correct containers for your precinct or the precincts within the polling location, assuring that you do not break any seals in the process;
- Go to your polling location so that you know how to get there, can easily locate parking, and so you are familiar with where the voting equipment can be found;



- Contact personnel at the polling location facility about getting in to set up for the election, if this is required by your county board of elections; and
- Contact the precinct election officials assigned to your precinct or polling location to confirm their commitment for Election Day and to arrange a time to set up the polling location, if this is required by your county board of elections.

On Election Day, the voting location manager will carry out the following duties:

- Arrive at the polling location not later than 6:00 a.m., or by the time required by the county board of elections, if earlier;
- Administer the oath of office to other precinct election officials and ensure they take and sign the oath statement, followed by your signing of the oath statement ([R.C. 3501.31](#));
- Formulate a work plan for Election Day, including work assignments, lunch schedules, and break schedules, if your county board of elections has not already done this;
- Review with precinct election officials any special instructions or recent changes to instructions;
- Arrange the polling location and set up the voting machines as directed by the board of elections;
- Break the seal on the election supply containers and confirm that the supplies, including ballots, are the correct supplies for your precinct or polling location;
- Before the polls open on Election Day, on the Official Precinct Voter Registration List to be posted within the polling location, check off all absentee and early provisional ballot voters listed on the Supplemental Absentee List. All the absentee and provisional voters should be clearly indicated. The updated copy of the Official Precinct Voter Registration List must be posted throughout the day so that the public can see which registered voters in the precincts within the polling location have voted;
- Post the Official Precinct Voter Registration List at 6:30 a.m. and post updates at 11:00 a.m. and 4:00 p.m. showing who has voted in the precinct. In lieu of the traditional method of marking and posting the copies of the official registration list, it is acceptable for a precinct election official to print from an Electronic Poll Book a list of only those voters who have voted in that polling location at 11:00 a.m. and again at 4:00 p.m. The general public is permitted to be in the polling location to read and take notes from these lists while the polls are open;
- Officially open and close the polls;
- Administer the oath to any duly appointed observers;
- Ensure that all campaigners and campaign materials are situated 100 feet beyond the entrance to the polling location, as marked by the U.S. flags posted outside the entrance to the polling location (even if you cannot place the flags at 100 feet, the boundary extends to 100 feet) ([R.C. 3501.30](#));
- Complete any necessary chain of custody procedures for voting materials;

- Return the ballots and required voting materials and supplies to the board of elections with a precinct election official, employee, or appointee of the board to whom an oath was given and who is a member of a different political party; and
- Perform any other duties assigned by your county board of elections.

Precinct Election Officials' Responsibilities

A precinct election official must perform the following duties:

- Prior to Election Day, go to your polling location so you know how to get there, can easily locate parking, and so you are familiar with where the voting equipment can be found;
- On Election Day, arrive at the polling location not later than 6:00 a.m., or by the time required by the county board of elections, if earlier;
- Affirm the precinct election officials' oath of office, administered by the voting location manager and sign the oath statement ([R.C. 3501.31](#));
- Sign the payroll sheet; and
- Conduct the election properly and lawfully.

Precinct election officials must also perform tasks assigned by the voting location manager such as:

- Assist in arranging the polling location;
- Assist in opening and closing the polling location;
- Assist voters, as necessary, and in a courteous and respectful manner;
- Know how to properly use the voting machine(s);
- Ensure the security of the voting machine(s) and all associated materials and supplies;
- Verify and sign forms as needed;
- Ensure that all campaigners and campaign materials are situated 100 feet beyond the entrance to the polling location, as marked by the U.S. flags posted outside the entrance to the polling location (even if you cannot place the flags at 100 feet, the boundary extends to 100 feet) ([R.C. 3501.30](#));
- Record important information as necessary;
- Post the Official Precinct Voter Registration List for your precinct at 6:30 a.m., 11:00 a.m. and 4:00 p.m.;
- Check voter ID;
- Supervise the use of the Poll Book(s) and check-in voters;
- Make sure voters are correctly issued regular or provisional ballots; and
- Perform any other duties as assigned by the county board of elections.



Precinct Election Official Conduct at Polling Locations

The way a precinct election official conducts himself or herself at the polling location sets the tone for the voting location and serves as an example for voters. Treating voters and other elections officials with courtesy and respect is the foundation for a smooth process.

Desired Precinct Election Official Conduct

Precinct election officials should treat those they interact with in a professional manner, work efficiently and resolve problems so that voters can vote with ease. Precinct election official activity should not distract voters from their business at the polls.

Unacceptable Precinct Election Official Conduct

- Precinct election officials may not campaign at the polling location or attempt to influence voters or other precinct election officials regarding their vote for or against a candidate or issue;
- Precinct election officials may not wear or disseminate any campaign literature or paraphernalia including, but not limited to, literature, sample ballots, slate cards, campaign badges, campaign clothing or campaign buttons;
- Precinct election officials may not introduce into the polling location, or use during their working time, items that might distract them from managing the polls (i.e., laptops not provided by the board of elections, newspapers, iPods or other music players, cell phones for personal use, radios, televisions, etc.);
- Precinct election officials may not solicit contributions for raffle tickets or sell anything at the polling location, such as baked goods, candy, crafts, etc.;
- Precinct election officials may not place any food or drink on the check-in table, or on or near voting equipment or supplies;
- Precinct election officials may not engage in any other activities identified as illegal or unacceptable according to the board of elections, the Secretary of State, or state or federal law; and
- Precinct election officials may not refuse to enforce election laws, especially the laws that apply to a precinct and/or polling location ([R.C. 3501.33](#); [R.C. 3501.35](#)).

ARRANGING THE POLLING LOCATION

Precinct election officials are responsible for setting up the polling location so that the voting process will be efficient, convenient and accessible to all voters, including persons with disabilities. Polling locations are located in a wide variety of facilities. In some polling locations, meeting these requirements presents a significant challenge.

Regardless of the polling location set-up, be sure that the flow of traffic through the polling location is logical and the process can be easily observed by precinct election officials.

The Ideal Polling Location Arrangement

Precinct election officials work as a team to make sure:

- Precinct election officials can observe voters as they enter the polling location, go through the voting process (but not observe how a voter votes), and the manner in which voters leave the polling location;
- Every step of the voting process is open to a voter's view once he or she enters the polling location (except viewing how another voter votes);
- Voters, including people with disabilities (i.e., using a wheelchair, a walker, crutches, a cane, a scooter, a service animal, a friend's arm, other mobility aids, etc.) can easily get in and out of the polling location, and have access to the check-in table and any voting device;
- Voters can move easily from the check-in table to the place they are to receive their ballot or vote, and to the exit;
- Machines or voting compartments are arranged so that voters can vote privately, to ensure a secret ballot;
- Directional signs are posted so that voters can find the voting area from the main entrance;
- The flags are placed at the entrance (one large flag) and 100 feet from the entrance to the polling location (two small flags);
- All required signs and the Official Precinct Voter Registration List are prominently posted inside the polling location approximately four feet from the floor; and
- Tables and materials are organized efficiently with all necessary voting supplies easily accessible to precinct election officials.

How to Position the Voting Equipment

Overall, you must plan for the flow of voters:

- From the entrance to the check-in tables;
- To the location, if different from the check-in table, where the voter obtains his or her ballot;
- To voter privacy booths or voting tables where the voter votes his or her paper ballot or to a DRE or touchscreen voting machine where the voter votes electronically;
- To the ballot box where the voter submits his or her ballot if voting a paper ballot or to the

optical scanner where the voter submits his or her ballot; and

- To the exit of the polling location.

For DRE or Touch Screen Voting Machines:

In precincts and polling locations using DRE or touchscreen voting equipment, please follow these instructions to arrange the voting area (or arrange as directed by your county board of elections):

1. Find the electrical outlet(s).

The position of voting booths is determined, in part, by the location of electrical outlets. You do not need an outlet for every booth since at least some of the voting booths can be daisy-chained together. However, a limited number of booths should be receiving power from one outlet. You may need to find more than one outlet. You will likely need to use one or more extension cords. If extension cords are used, they must be firmly taped to the floor.

2. Angle the voting machines.

Although most voting booths have sidewalls that can shield the screen from view, voters may still feel that people standing directly behind them can see how they are voting. Try to place the machines at angles for added privacy. Be sure to leave at least 36 inches between the machines to allow people with disabilities (i.e., using a wheelchair, walker, crutches, cane, scooters, service animals, a friend's arm, other mobility aids, etc.) as well as a person assisting a voter room to maneuver.

3. Keep electrical cords out of the way.

Check to make sure that electrical cords which power the voting machines do not present a safety hazard. No one should have to step over a loose electrical cord to get to the booth. If machines are daisy-chained, be completely sure power cords are out of the travel path. The cords should be taped to the floor, or if the board has provided you with a rubber cord pad, use this to prevent a voter or precinct election official from tripping over a cord.

4. Keep voting booths in public view.

While the voter's privacy is important, precinct election officials must be able to monitor all activity around the voting machines. This is especially important, because:

- Precinct election officials need to be able to see when voters need assistance;
- Precinct election officials need to be able to see when a voter has left without casting a vote before the voter has left the polling location; and
- Precinct election officials must be able to detect any suspicious activity.



For Optical Scan Machines and Voter Privacy Booths or Voting Tables:

In precincts and polling locations using optical scan machines and voter privacy booths or voting tables please follow these instructions to arrange the voting area (or arrange as directed by your county board of elections):

1. Find the electrical outlet(s).

The position of your check-in tables, optical scan machine, and ballot stand are determined, in part, by the location of electrical outlets.

2. Place optical scan voting machine(s) on ballot stand(s) or table and plug machine(s) into the electrical outlet.

Follow your county's machine set-up procedures for activating the machine(s).

3. Angle the voting booths.

Although most voting booths have sidewalls that can shield the screen from view, voters may still feel that people standing directly behind them can see their selections. Angle the booths to give added privacy. Be sure to leave at least 36 inches between the booths to give people with disabilities (i.e., using a wheelchair, walker, crutches, cane, scooters, service animals, a friend's arm, other mobility aids, etc.) as well as a person assisting a voter room to maneuver.

4. Keep voting booths in public view.

While the voter's privacy is important, precinct election officials must be able to monitor all activity around the voting machines. This is especially important, because:

- Precinct election officials need to be able to see when voters need assistance;
- Precinct election officials need to be able to see when a voter has left without casting a vote before the voter has left the polling location; and
- Precinct election officials must be able to detect any suspicious activity.

How to Position the Check-In Tables

Voters should be able to move easily from the check-in table to the place they receive their ballot or vote, and to the exit. Bottlenecks can frequently occur at the check-in table. The check-in table should be set up to ensure the flow of voters from check-in to voting while allowing the precinct election officials to:

- Monitor activity at the entrance so that no one can enter the polling location unobserved;
- Ensure everyone entering the polling location checks in; and
- Keep secure the election materials and forms, paper ballots, necessary forms, and secure ballot containers used to store voted backup paper, provisional, and other voted ballots (i.e., curbside voter ballots).

Post Signs Outside and Inside the Polling Location

Posting voting-related signs inside and outside the polling location is required. Signs are important tools for creating an efficient polling location and provide the following information:

- An overview of the voting process;
- Election rules, such as who is eligible to vote and what forms of identification are acceptable;
- A review of voters' rights; and
- Other information about the current election.

Post at least one set of the signs and posters at the approximate eye level of voters who are seated or using a wheelchair. To ensure visibility, the top of each sign or poster should be about four feet from the floor.

Flags and Signs Outside

- Place one (large) flag at the entrance to the polling location.
- Place two (small) flags 100 feet from the entrance to the polling location to indicate the point outside (beyond the flags) where campaign activity may take place. Campaigning is not allowed within 100 feet of the entrance, in other words, inside the zone created by these flags or within 10 feet of voters if the line extends beyond the flags. However, exit polling is allowed in this area if it does not interfere with the voters or precinct election officials.
- Place directional signs to lead voters from the parking lot or street to the entrance of the polling location.

Signs Inside

Hang the following posters and signs where voters can easily see them:

- Precinct signs that identify the precincts within the polling location;
- Special Voting Instructions Poster that indicates how to cast a regular ballot and a provisional ballot;
- Sample ballot(s) for each precinct within the polling location;
- Full text of condensed ballot language for state or local question(s) or issue(s);
- Voting Rights Information Poster;
- Notice regarding voting more than once at the same election ([Form 10-V](#));
- Official Precinct Voter Registration lists for posting;
- Voter Identification Address Update Poster; and
- Any other notice required to be posted by law.

Ensuring Accessibility for Voters With Disabilities

Provisions of the Americans with Disabilities Act, the Help America Vote Act, and Ohio law all require that voters with disabilities have access to polling locations. The board of elections verified the accessibility of the voting location for voters with disabilities before selecting it as a polling location.

Outside the Polling Location

Travel the route from the accessible parking space(s), through the accessible entrance, and all the way inside the polling location to make sure there are no barriers for people with disabilities.

Specifically, check for the following issues:

- Directional signs are posted guiding voters to the nearest accessible entrance to the polling location;
- If equipment is provided by the board of elections to temporarily mitigate any barrier (e.g., temporary parking sign(s), cones for designated parking space(s), ramp(s), etc.), check that you have properly set it up, if required by your board of elections; and
- If an alternate/separate entrance is being used specifically for accessibility, ensure that it is unlocked.

If you find that accessibility is lacking, you should notify the board of elections and be alert that voters with disabilities may need additional assistance in accessing the polling location. To ensure proper accessibility for voters, the board should provide accessibility equipment/supplies if the items are not already located at the polling location.

Inside the Polling Location

Once you have checked the route from the parking area to the polling location entrance, make sure the route to the voting area inside the polling location and the voting area itself is also accessible. If an elevator or vertical lift is needed to access the voting area, ensure that it is in working order and contains what is needed to be operated independently by voters with disabilities (i.e., keys and electrical power). Voters with disabilities should be able to easily move from the entrance to the voting area, throughout the voting process and to all the voting stations. Make sure there is a 36-inch wide path through the voting area, accessible tables, accessible voting machines, and adequate privacy provided.

Be prepared to provide reasonable accommodations to voters with disabilities or voters who need assistance. For example, make sure chairs are available for voters with mobility-type disabilities and/or voters who are elderly, have a serious illness, or are pregnant and cannot stand for an extended period of time.

Accessibility Issues in General

Common barriers to accessibility:

- Lack of designated accessible parking spaces;
- Lack of vertical signage or access aisles at accessible parking spaces;
- Sidewalks without curb cuts;
- Steps at polling location entrances;
- Thresholds or steps that have an extreme change in height;
- Gravel, grates, or cracks in the sidewalk;
- Heavy interior doors;
- Doors not operable with a closed fist (i.e., round door knobs, thumb operated handles, etc.);
- Tripping hazards, such as loose mats or unsecured electrical cords; and
- Obstructions that protrude from the wall and are undetectable by a cane or are sitting in a walkway that make maneuvering difficult.

Simple Solutions to Accessibility Issues

Often there are simple ways to modify your polling location to allow people with disabilities equal access to the polling location and the voting equipment. Below are some simple solutions to accommodate persons with a disability (i.e., using a wheelchair, walker, crutches, cane, scooter, service animal, a friend's arm, other mobility aids, etc.) so that they can easily move through the polling location:

- Use temporary signs to designate accessible parking spaces;
- Use directional signs to designate accessible entrances;
- Post directional signs inside the building designating the specific room being used for voting;
- Use temporary ramps to mitigate the lack of curb-cuts;
- Prop open doors that are heavy, or not operable with a closed fist;
- Leave a 36-inch passageway throughout the room being used for voting;
- Place chairs, trash cans, or cones underneath protruding objects attached to a wall above the floor (objects protruding more than four inches from the wall) to make them cane-detectable;
- Set up voting machine(s) to be used by voters with a disability in an accessible and private location within the room being used for voting;
- Tape down or remove loose mats, electrical cords, or wires;
- Remove obstacles in the route of travel; and
- Place chairs along the walking route or in the voting location where a person can rest if

necessary.

PREPARING FOR VOTERS

On Election Day, before the polls open at 6:30 a.m., the precinct election official team will need to work quickly, efficiently, and in teams to accomplish the many tasks necessary before voters arrive to vote.

Working in teams of two while setting up the polling location can make the work go more quickly and help prevent errors. For example, one person can read off items from a checklist or supply list while another person checks to see if the item has been included in the supplies. A thorough review at this point will save time and lessen concerns later in the day.

Checking the Supplies and Forms

Locate the Polling location Supplies Checklist and review to make sure the following necessary supplies are available to the polling location:

- Quick Reference Guide (flip chart) for Precinct Election Officials from the Secretary of State;
- Other precinct election official manuals, instructions or guides from the board of elections;
- Directive 2008-80 Voter Identification Requirements;
- Chain of Custody forms for voting materials;
- Reference guides for voting equipment;
- Emergency contact list for the county board of elections;
- Stickers to give to voters when they have voted;
- Precinct election officials' name tags;
- Locks and seals;
- Precinct election officials' oath and payroll sheet; and
- Miscellaneous supplies (e.g., extension cords, tape, paper clips, pens, rubber bands, three-prong adapter or any other needed items).

Check the list of forms, supplies and instructions to make sure the following necessary items are available at the polling location, and check that they are designated for the precinct or precincts within the polling location (if applicable):

- Encoders/Access Cards (if applicable);
- Poll List;
- Absentee Voter List;
- Ballot Stub Containers;
- Precinct Voting Location Guide;



- Identification Envelope - Provisional Ballot Affirmations ([Form 12-B](#));
- Provisional Voter Precinct Verification Forms ([Form 12-D](#));
- Provisional Ballot Notices (includes hotline number) ([Form 12-H](#));
- Voter Registration and Change of Address Forms;
- Notice of Name Change Forms ([Form 10-L](#));
- Challenge Forms ([Forms 10-U, 10-W and 10-X](#)), used only by precinct election officials and not by observers;
- List of write-in candidates (if applicable);
- Soiled/Defaced Ballot Envelope;
- Curbside voter instructions and envelopes (if provided by the board of elections)
- Accounting chart for the purpose of recording the number of ballots issued, voted and remaining, when applicable;
- Poll Book and Official Precinct Voter Registration List (place next to each other so both can be checked by two precinct election officials). In lieu of the traditional method of marking and posting copies of the official registration list, it is acceptable for a precinct election official to print from an Electronic Poll Book a list of only those voters who have voted in that polling location at 11:00 a.m. and again at 4:00 p.m.;
- Precinct recruitment cards (have on table, if available); and
- Alternative language materials, if applicable.

Make sure the precinct election officials responsible for provisional voting have the necessary materials close at hand, including the following:

- Un-voted paper ballots that are correct for the precinct or precincts within the polling location;
- Identification Envelopes - Provisional Ballot Affirmations ([Form 12-B](#));
- Provisional Voter Precinct Verification Forms ([Form 12-D](#));
- Provisional Ballot Notices (includes hotline number) ([Form 12-H](#));
- The official ballot bag or container for voted provisional ballots (have in an accessible but secure location);
- Provisional Ballot Tally Sheet; and
- Precinct Voting Location Guide.



Official Precinct Voter Registration List and Poll Book

To prevent voters from voting twice, precinct election officials must record the names of voters who have voted absentee in the Poll Book (Electronic and printed Signature Book) and on the Official Precinct Voter Registration List. If a voter listed as an absentee voter appears at the polling location to vote, he or she must vote a provisional ballot.

NOTE: No absentee ballots can be accepted at the polling location on Election Day. A voter must return his or her voted absentee ballot to the office of the county board of elections no later than 7:30 p.m. on Election Day.

Precinct election officials must post the Official Precinct Voter Registration List in a visible place near the entrance just before the polling location is opened at 6:30 a.m. It is best to post it at a location where precinct election official can monitor the list to prevent persons from removing it. If possible, post it on the inside of glass so that voters outside the polling location can see it but not remove it.

Setting Up the Voting Equipment

In some counties, precinct election officials physically arrange the voting equipment in the polling location so that voters can easily move through the polling location, voters can cast their ballots in private, and precinct election officials can monitor all activity around the voting equipment.

In some counties, personnel from the board of elections arrange the voting equipment in the polling locations, achieving the same goals. Please review your county's specific machine reference guides.

Security at the Polling Location

Once the ballots, forms, and voting machines leave the county board of elections facility and arrive at the polling location, the precinct election officials are responsible for assuring that they remain safe, undisturbed, and free from tampering. A variety of procedures help keep the voting process secure.

While some of these procedures may seem technical and tedious, each one is critical for ensuring that, after Election Day, election officials can account for all that has occurred at the polling location. Some of these procedures include the following:

- Inspect voting machines for physical damage and check tamper-proof/ tamper-evident seals, seal numbers, and security wires, making sure the seals and wires have not been changed since the equipment or supplies left the board of elections;
- Maintain control over all voting machines and all associated materials and supplies;
- Ensure that the memory card slot on every voting machine is protected from unauthorized use or tampering before the start of voting and throughout Election Day (if applicable);
- Keep a record, including a tally, of all voters who enter the polling location, and keep a record, including a tally, of all ballots issued, including provisional ballots and soiled or



defaced ballots;

- Document any incident that may affect the election results, such as machine problems, voters who signed the Poll Book but left the polling location without voting, delays in opening the polling location, and any other incidents you think could have an impact on the election – especially on tallying the votes or reconciling voting materials, equipment, or supplies;
- Report any suspicious activity in or around the voting machines to the board of elections;
- Complete every form legibly and completely;
- Follow chain of custody procedures for voting materials; and
- Return the correct materials to the board of elections' office or other assigned location on Election Night.

DETERMINING THE TYPE OF BALLOT A VOTER SHOULD RECEIVE ON ELECTION DAY

Regular Ballots

Voters who meet ALL of the following criteria must be provided a **regular** ballot:

- The voter's name and address are correctly listed in the Poll Book; and
- The voter provides valid ID.
- If the voter changed his or her name and provides proof of the legal name change (e.g., a marriage license, a court order that includes the voter's current and prior names, or other proof of legal name change that includes both the voter's former and current name), the voter may complete and sign a Notice of Change of Name ([Form 10-L](#)) and **cast a regular ballot**, as long as the voter is registered to vote in that precinct. The voter's form of identification provided may or may not contain the voter's reported change of name. NOTE: If the voter changed his or her name and does not have proof of the legal name change, he or she must cast a provisional ballot.

In addition, a voter who has moved within the precinct may vote a regular ballot. He or she must also complete a Voter Registration Form in order to change his or her address in the county's voter files.

Provisional Ballots

Provisional ballots are ballots that are used by voters whose voter registration information is not up to date, whose identities cannot be verified by required identification (see Voter ID Requirements Section, page [33](#)) or in situations where there is a question about a voter's eligibility to vote on Election Day in your precinct or in a precinct within the polling location. The law provides specific situations where a provisional ballot must be issued.

- Before providing a voter with a provisional ballot, make sure that the voter's address is in your polling location. If not, you must direct the voter to the correct precinct and polling location.
- The Identification Envelope - Provisional Ballot Affirmation ([Form 12-B](#)) must be given to the voter.
- The voter must complete the Provisional Ballot Affirmation ([Form 12-B](#)). In order to be eligible to be counted, a provisional ballot affirmation must include the voter's printed name, valid signature, date of birth, current address, and acceptable identification.

NOTE: *The completed Identification Envelope - Provisional Ballot Affirmation ([Form 12-B](#)) will serve as a voter registration update form for the provisional voter so that the voter's residential address will be printed in the Poll Book for future elections.*

- Precinct election officials must provide to every provisional voter a copy of the Provisional Ballot Notice ([Form 12-H](#)) at the time the voter casts his or her provisional ballot.



- After the voter has marked his or her ballot, the voter must place the voted ballot inside the Identification Envelope – Provisional Ballot Affirmation (*Form 12-B*). The envelope containing the voted ballot must then be placed by the voter in a secure ballot box or bag provided by the board of elections.

NOTE: Under no circumstances shall a provisional ballot be placed into a precinct count optical scanner used by voters to cast regular ballots.

Reasons for Providing a Provisional Ballot

If a voter meets **ONE** or **MORE** of the following criteria, the voter must be provided a **provisional ballot**:

- The voter's name is not found in the Poll Book or the Supplemental Voter List;
- The voter does not provide or is unable to provide proper or valid ID;
- The voter is marked (flagged) absentee or provisional in the Poll Book, which indicates the voter may have already received a ballot before Election Day;
- The voter is marked (flagged) in the Poll Book because a Notice of Registration Acknowledgment Notice (*Form 10-J*) sent to the voter was returned as undeliverable; and/or
- The voter has changed his or her name and did not provide proof of a legal name change;
- The voter has moved from one Ohio precinct to another without updating his or her voter registration by the registration deadline (30 days prior to the election);
- The voter has changed his or her name and moved from one Ohio precinct to another without updating his or her voter registration by the registration deadline (30 days prior to the election); and
- The voter was successfully challenged before the election, a hearing was held, and the challenge was found by the board of elections to have merit, or, he voter is marked (flagged) that he or she was challenged before the election and the hearing was postponed until after the day of the election.

NOTE: The voter must show valid proof of identity and the voter MUST vote a provisional ballot.



PROCESSING VOTERS

Voting Process Summary

Check in each voter using the following steps.

1. **Ask the voter to provide his or her name, current address, and a valid form of ID (see Voter ID Requirements Section, page [33](#)).**
2. **Locate the voter's name in the Poll Book.**
3. **If the voter's name appears in the Poll Book (or the voter's previous name appears in the Poll Book but the voter provides proof of legal name change), the voter's current address matches the address in the Poll Book, and the voter provides a valid form of ID (see Voter ID Requirements Section, page [33](#)), provide the voter with the correct regular ballot for the voter's precinct, based on the voter's residence address.**

*NOTE: If the voter changed his or her name and provides proof of the legal name change (e.g., a marriage license, a court order that includes the voter's current and prior names, or other proof of legal name change that includes both the voter's former and current name), the voter may complete and sign a Notice of Change of Name ([Form 10-L](#)) and **cast a regular ballot**, as long as the voter is registered to vote in that precinct.*

The voter's form of identification provided may or may not contain the voter's reported change of name. However, if the voter changed his or her name and does not have proof of the legal name change, he or she must cast a provisional ballot.

4. **If the voter's name appears in the Poll Book (or the voter's prior name appears in the Poll Book but the voter provides proof of legal name change), the voter provides a valid form of ID (see Voter ID Requirements Section, page [33](#)), BUT the voter's current address does not match the address in the Poll Book **BECAUSE THE VOTER HAS MOVED WITHIN THE PRECINCT**, provide the voter with the correct regular ballot for the voter's precinct, based on the voter's residence address.**

Ask the voter to complete a Voter Registration Form in order to update the residence in the county's voter registration files.

*NOTE: A voter who has moved **WITHIN THE SAME PRECINCT** may vote a regular ballot.*

5. **If the voter's name appears in the Poll Book (or the voter's prior name appears in the Poll Book but the voter provides proof of legal name change), and the voter's current address matches the address in the Poll Book or the voter has moved within the same precinct, BUT the voter forgot his or her ID or cannot provide it (see Voter ID Requirements Section, page [33](#)), the voter **MUST** cast a provisional ballot.**



Each provisional voter must complete the Identification Envelope-Provisional Ballot Affirmation ([Form 12-B](#)) and precinct election officials must give each provisional voter a Provisional Ballot Notice ([Form 12-H](#)).

6. **If the voter's name IS NOT in the Poll Book, review the Supplemental Voter List to find the voter's name (if applicable).**

NOTE: *When using an Electronic Poll Book, if a precinct election official swipes or scans the barcode on the voter's driver's license or state identification card and the voter's record cannot be found or the voter's information does not display, precinct election officials MUST perform a secondary search by manually entering a voter's name, address, county voter ID number, or date of birth to search for the voter and to verify the voter is registered and in the correct polling location and precinct.*

In the event of technical failure or difficulty obtaining information about the voter from the Electronic Poll Book, precinct election officials MUST refer to and use the backup paper Poll Book provided by the board of elections.

7. **If the voter's name is in neither the Poll Book nor the Supplemental Voter List (if applicable), check the Precinct Voting Location Guide ([R.C. 3505.181\(E\)\(1\)](#)) to verify if the voter's current address is in, or out of, the precinct.**
 - If the voter's address is in a precinct within the polling location, the voter must cast a provisional ballot in the precinct in which he or she resides (see Provisional Ballots Section, page 25). Each provisional voter must complete the Identification Envelope-Provisional Ballot Affirmation ([Form 12-B](#)) and precinct election officials must give each provisional voter a Provisional Ballot Notice ([Form 12-H](#)).
 - If the voter's address is outside of your precinct or any other precinct within the polling location, use the County Street Directory to determine the correct precinct, direct him or her to the correct precinct or polling location using the Precinct Voting Location Guide, explain to him or her that a provisional ballot cast in the wrong precinct cannot be counted, and provide him or her with the telephone number of the board of elections in case the individual has questions ([R.C. 3505.181 \(C\)\(1\)](#)).
 - If the voter still insists on voting in the wrong precinct after being directed to the correct precinct or polling location, the voter must cast a provisional ballot. If the voter is in the correct polling location but the wrong precinct and insists on voting in the wrong precinct, the precinct election official must complete the Provisional Voter Precinct Verification ([Form 12-D](#)) and attach it to the voter's provisional ballot envelope. This form demonstrates that the precinct election official directed the voter to the correct precinct and that the voter refused to go there to vote (see Provisional Ballots Section, page 25).
 - Each provisional voter must complete the Identification Envelope-Provisional Ballot Affirmation ([Form 12-B](#)) and precinct election officials must give each provisional voter a Provisional Ballot Notice ([Form 12-H](#)).



8. **If the voter's eligibility to vote is challenged by precinct election officials (see Challenging Voters Section, page 44), the voter should complete the Affidavit-Oath-Examination of Person Challenged ([Form 10-U](#)).**
 - If the voter completes the Affidavit-Oath-Examination of Person Challenged ([Form 10-U](#)) and the precinct election officials are able to determine that the voter is eligible to cast a ballot, the voter must be given a regular ballot.
 - If the voter refuses to complete the Affidavit-Oath-Examination of Person Challenged ([Form 10-U](#)), the voter must vote a provisional ballot and the precinct election official will need to make a note as instructed by the board of elections (i.e., Problems and Corrections document, Precinct Election Official Notes, etc.).
 - If the precinct election officials are unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide a provisional ballot (see Provisional Ballots Section, page 25) to the individual.
 - Each provisional voter must complete the Identification Envelope-Provisional Ballot Affirmation ([Form 12-B](#)) and precinct election officials must give each provisional voter a Provisional Ballot Notice ([Form 12-H](#)).

Voters Requiring Assistance

If a voter is unable to SIGN his or her own name in a Poll Book, the voter has the following options:

- If the voter is able, he or she should make his or her legal mark, such as an "X," on the signature line in the Poll Book. A precinct election official shall record the name of the voter at the proper place on the Poll List or Poll Book following the voter's mark.
- The precinct election official shall attest to the making of the mark by signing the precinct election official's name on the Poll List or Poll Book as a witness to the mark ([R.C.3505.18\(B\)](#)).
- Generally, signing or affixing a signature to an election-related document requires a person's written, cursive-style legal mark written in that person's own hand. However, a voter with a disability may personally affix his or her signature through the use of a reasonable accommodation, including the use of assistive technology or an augmentative device such as a signature stamp. In counties with electronic poll books, if a voter is physically unable to sign and cannot be accommodated on the Electronic Poll Book, the voter may affix his or her signature in the backup paper poll book. In the alternative, the voter may have a properly appointed attorney-in-fact sign on the voter's behalf.
- If the voter has an attorney-in-fact designation on file with the board of elections, the voter can have his or her attorney-in-fact sign the voter's name for him or her. In order to have an attorney-in-fact, the voter must have completed and filed the correct forms with the county board of elections before Election Day ([Form 10-F](#) or [Form 10-G](#)). If that voter has an attorney-in-fact on file with the board of elections, the attorney-in-fact's signature will be on file, and it will be noted in the Poll Book or on the Poll List. The voter must have his or her attorney-in-fact accompany him or her to the polling location. The attorney-in-fact should be allowed to sign the voter's name in the Poll Book, in the presence and at the direction of the voter. The signature of the attorney-in-fact should be examined, and if it appears on its face



to conform to the attorney-in-fact's signature pre-printed in the Poll Book, the voter should be given a regular ballot ([R.C. 3505.18\(B\)](#)).

- An attorney-in-fact is different from a power of attorney. In order for a person with power of attorney to sign election forms for another person, a valid appointment as an attorney-in-fact must be on file with the county board of elections.

If a voter is unable to MARK his or her ballot, the voter has the following options:

- The voter may use the voting machine that is accessible for individuals with disabilities.
- Any voter who declares to the voting location manager that the voter is unable to mark the voter's ballot by reason of blindness, disability or illiteracy may be accompanied into the voting booth and given assistance ([R.C. 3505.24](#)). The voter may choose anyone he or she wants to provide the assistance, other than the voter's employer, an agent of the voter's employer, or an officer or agent of the elector's union, if any. Assistance shall not be rendered for causes other than blindness, disability or illiteracy, and no candidate whose name appears on the ballot shall assist any person in marking that person's ballot ([R.C. 3505.24](#)).
- The voter also may request and receive assistance in marking the ballot from two election officials of different political parties ([R.C. 3505.24\(B\)](#)).
- Any person who provides assistance to a voter in marking the ballot is forbidden by law from providing any information on how he or she voted.

Curbside Voting Summary

Curbside voting is the process followed when a person who is physically unable to enter a polling location can send another person into the polling location to inform precinct election officials of his or her desire to vote.

When precinct election officials are made aware of the name of a voter who is physically outside of the polling location, but is physically unable to enter the polling location, the following should be done:

- One of the election officials checks the Poll Book for the name of the voter using the check-in procedures listed in the Processing Voters Section, page [25](#).
- If the voter is a qualified elector and resides in a precinct within the polling location, the election official places the voter's name and address on a blank sheet of paper or a form provided for this purpose by the board of elections.
- Two election officials of different political parties should take the sheet containing the voter's name and address outside the polling location to the voter.
- The voter confirms the name and address are correct.
- The voter provides a form of ID which is examined by the election officials assisting the voter.
- The voter signs the sheet containing his or her name and address.
- The two election officials return the sheet containing the voter's signature to the polling location and attempt to verify the voter's signature in the Poll Book.



- The two election officials should verify that the voter's signature substantially conforms to the voter's signature in the Poll Book.
- The two election officials record next to the voter's name in the Poll Book "Curbside Voter" (or as instructed by the board of elections).
- The two election officials utilize the check-in procedures outlined in the Processing Voters Section, page [25](#) to determine the type of ballot to be issued to the voter.
- The two election officials obtain the paper ballot and the appropriate ballot envelope or secrecy sleeve (an envelope provided in the precinct election supplies for voted regular curbside ballots or the Identification Envelope - Provisional Ballot Affirmation ([Form 12-B](#)) for voted provisional voters voting at the curbside).
- The two election officials take the appropriate ballot (regular or provisional) and corresponding envelope or secrecy sleeve to the voter located outside the polling location.
- The two election officials provide instructions to the voter on how to mark the ballot.
- The voter marks the ballot and places it in the appropriate envelope or secrecy sleeve (if a provisional ballot, the voter must complete the Identification Envelope - Provisional Ballot Affirmation ([Form 12-B](#)) and be given a copy of the Provisional Ballot Notice ([Form 12-H](#))).
- The two election officials take the appropriate envelope containing the corresponding voted ballot back into the polling location and place it in the appropriate ballot container as instructed by your board of elections.

If a voter who wishes to utilize the curbside voting process is unable to sign his or her name:

- The two election officials witness the voter's mark, the voter's attorney-in-fact signs on the voter's behalf, or the voter affixes his or her name with the help of assistive technology or an augmentative device on the sheet containing the voter's name and address that was taken outside the polling location.
- The two election officials return the sheet containing the voter's mark, attorney-in-fact's signature, or signature affixed via assistive technology or an augmentative device to the polling location.
- The two election officials record next to the voter's name in Poll Book "Curbside Voter – Unable to Sign."

If a voter who wishes to utilize the curbside voting process is unable to mark his or her ballot:

- The two election officials follow the procedures in the Processing Voter Section beginning on page [25](#) for a voter who wishes to cast a ballot (regular or provisional) and is unable to mark his or her ballot.

BACKUP OPTICAL SCAN PAPER BALLOTS (DRE VOTING MACHINE COUNTIES ONLY)

Boards of Elections using DRE or touchscreen voting machines as its Election Day voting system must distribute backup paper ballots for use only in the event of long lines and/or in the event of machine problems or breakdowns for the presidential primary election and general elections in even-numbered years.

Backup optical scan paper ballots **MUST** be used **ONLY** in the following situations:

1. Long Lines

- To provide all voters and precinct election officials with consistent minimum standards, all county boards of elections must establish a wait time policy, for use in presidential primary elections and regular state elections.
- When wait times reach the threshold established by the board's wait time policy in any given polling location, precinct election officials must verbally announce the availability of backup optical scan paper ballots to voters every half hour until the wait time is less than the board- established maximum wait time.

2. Problems With Machines

- If DRE or touchscreen voting machines malfunction, break down, run out of power, etc. precinct election officials must offer voters backup optical scan paper ballots.
- Contact the board of elections immediately to notify someone of any issues with the voting machines.

In general:

- Backup optical scan paper ballots cast based on one of the reasons listed above are **NOT** provisional ballots and may **NOT** be placed in provisional ballot envelopes. Voters voting on backup optical scan paper ballots must **NOT** be required to fill out an Identification Envelope – Provisional Ballot Affirmation ([Form 12-B](#)).
- Before providing a voter with a backup optical scan paper ballot, check to make sure the voter is authorized to vote a regular ballot.
- Each voter receiving an optical scan paper ballot must receive the instructions for voting the ballot.
- Precinct election officials should direct voters to privacy booths to mark their optical scan paper ballot. Privacy booths used by persons voting a provisional ballot may be utilized for this purpose.
- Voters must place voted optical scan paper ballots in a secure ballot container provided by the board of elections.
- If a voter asks, inform the voter that his or her ballot is considered a regular ballot under state law and will be counted at the board of elections on Election Night.



VOTER IDENTIFICATION REQUIREMENTS

Types of Valid ID

There are several types of valid ID.

1. **Photo ID:** Any document issued by the U.S. government or the State of Ohio that meets ALL the following criteria is an acceptable photo identification:
 - An expiration date that has not passed;
 - A photograph of the voter;
 - The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Poll Book; and
 - The voter's current address which must substantially conform to the voter's address as it appears in the Poll List or in the Poll Book **UNLESS** the ID is an **Ohio driver's license or state ID card**.

NOTE: *An Ohio driver's license or state ID card with an old address IS ACCEPTABLE as a valid form of identification necessary to cast a regular ballot when the voter's current address is printed in the Poll Book.*

If the voter changed his or her name and provides proof of the legal name change, completes and signs Form 10-L, and is registered within the precinct, the voter's name as it appears on the photo ID may or may not be the voter's reported change of name.

2. **Military ID:** Valid military identification cards or copies of such cards must be accepted whether or not they contain a name or address. However, this form of ID must still allow a precinct election official to determine that it is the military ID card of the person who is presenting it for the purpose of voting.
3. **Utility Bill:** Must contain correct name and current address of the voter.
 - A bill is a statement of fees owed and/or paid for services.
 - A utility bill includes, but is not limited to, water, sewer, electric, heating, cable, internet, telephone and cellular telephone services.
 - The bill may be a printout of an electronically transmitted statement for services owed, paid, or a regular paper copy.
 - The name and address on the bill must conform to the voter's information as it appears in the Poll List or in the Poll Book.
 - The utility bill must be current within 12 months of the Election Day for which the voter is presenting it for the purpose of voting.



Remember: A voter who moves within the precinct (and completes a Voter Registration Form) votes a regular ballot. A voter who has an unreported change of name but provides proof of legal name change (and completes Form 10-L) votes a regular ballot.

4. **Bank Statement:** Must contain correct name and current address of the voter.
- A bank statement includes, but is not limited to, a statement from any financial or brokerage institution.
 - The bank statement may be a printout of an electronically transmitted statement or a regular paper copy.
 - The name and address on the statement must conform to the voter's information as it appears in the Poll List or in the Poll Book.
 - The bank statement must be current within 12 months of the Election Day for which the voter is presenting it for the purpose of voting.

Remember: A voter who moves within the precinct (and completes a Voter Registration Form) votes a regular ballot. A voter who has an unreported change of name but provides proof of legal name change (and completes Form 10-L) votes a regular ballot.

5. **Government Check:** Must contain correct name and current address of voter.
- A government check includes, but is not limited to, a paycheck, check stub or receipt provided for direct deposit of funds issued by any level of government (known as "political subdivision") in Ohio, or for any other state, or the United States government.
 - The document may be a printout of an electronically transmitted statement or a regular paper copy.
 - The name and address on the check must conform to the voter's information as it appears in the Poll List or in the Poll Book.
 - The government check must be current within 12 months of the Election Day for which the voter is presenting it for the purpose of voting.

Remember: A voter who moves within the precinct (and completes a Voter Registration Form) votes a regular ballot. A voter who has an unreported change of name but provides proof of legal name change (and completes Form 10-L) votes a regular ballot.



6. **Paycheck:** Must contain correct name and current address of voter.

- A paycheck includes, but is not limited to, a paycheck, check stub or receipt provided for the direct deposit of wages or earnings from any public or private employer.
- The paycheck may be a printout of an electronically transmitted statement or a regular paper copy.
- The name and address on the paycheck must conform to the voter's information as it appears in the Poll List or in the Poll Book.
- The paycheck must be current within 12 months of the Election Day for which the voter is presenting it for the purpose of voting.

Remember: *A voter who moves within the precinct (and completes a Voter Registration Form) votes a regular ballot. A voter who has an unreported change of name but provides proof of legal name change (and completes Form 10-L) votes a regular ballot.*

7. **Other Government Document:** Must contain correct name and current address of voter.

- Other government documents are acceptable forms of voter identification. A government document is a document that is issued by a government office, which includes any local (city, county, township, and village government), state or federal government office, branch, agency, department, division or similar component, including a board, commission, public college or university or public community college, whether or not in Ohio. Examples of government documents include, but are not limited to, letters, tax bills, licenses, notices, court papers, grade reports, and transcripts.
- The name and address on the government document must conform to the voter's name as it appears in the Poll List or in the Poll Book.
- The document must be current within 12 months of the Election Day for which the voter is presenting it for the purpose of voting.

Remember: *A voter who moves within the precinct (and completes a Voter Registration Form) votes a regular ballot. A voter who has an unreported change of name but provides proof of legal name change (and completes Form 10-L) votes a regular ballot.*



Prohibited Types of ID

Ohio law prohibits the following forms of ID to be accepted by precinct election officials:

- Driver's license or photo identification card issued by a state other than Ohio;
- Social Security card;
- Passport;
- Birth certificate, unless voter still lives at the house where he or she resided at birth, and the birth certificate contains that home address, in which case this is acceptable as an other government document;
- Insurance card; or
- Any registration acknowledgment notice from the county board of elections.

Examples of Ohio Driver License Cards, Ohio Identification Cards and Military Identification Cards

Effective, January 5, 2015, the Ohio Bureau of Motor Vehicles issued a new format of Ohio's driver license and state identification cards (state ID). Visible changes to the driver's license and state ID include:

- Blue/green card in place of the salmon colored card
- Laminate on front of card now contains the word "OHIO" and the year "1803" (hologram) near the top of the card



NOTE: Individuals holding a driver's license or state ID printed in the old formats are still valid until the driver's license or state ID card is expired. Customers are not required to obtain a replacement driver's license or state ID if they have the old format.

Ohio Driver License Cards

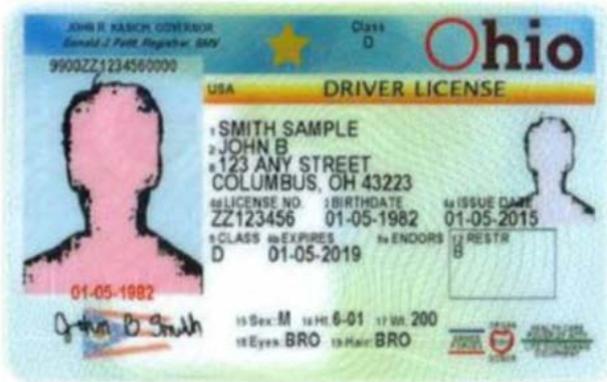
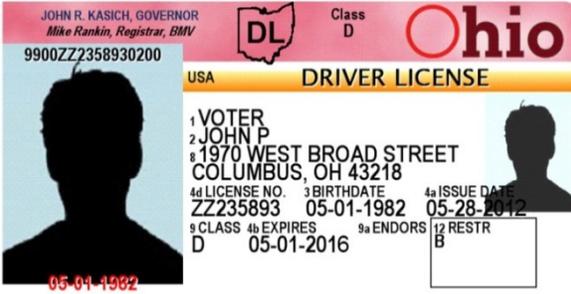
An Ohio driver's license card may be used to prove a voter's identity for the purpose of voting in Ohio as long as it meets the following criteria:

- An expiration date that has not passed;
- A photograph of the voter;
- The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Poll Book; and
- The voter's current address which must substantially conform to the voter's address as it appears in the Poll List or in the Poll Book (see exception in the **NOTE** below).

NOTE: An Ohio driver's license with an old address IS ACCEPTABLE, as a valid form of identification necessary to cast a regular ballot when the voter's current address is printed in the Poll Book (see ID Poster in Precinct Supplies).



Examples





Other “header bars” may be displayed depending on the driver license type. Ohio driver license cards with the headers shown below are acceptable forms of ID so long as they meet the following criteria:

- An expiration date that has not passed;
- A photograph of the voter;
- The voter’s name, which must substantially conform to the voter’s name as it appears in the Poll List or in the Poll Book; and
- The voter’s current address which must substantially conform to the voter’s address as it appears in the Poll List or in the Poll Book (see exception in the **NOTE** below).

NOTE: *An Ohio driver’s license with an old address IS ACCEPTABLE, as a valid form of identification necessary to cast a regular ballot when the voter’s current address is printed in the Poll Book (see ID Poster in Precinct Supply Kit).*

Header Bar Examples

Yellow - Ignition Interlock License (Both 21 & Over and Under 21)

USA **IGNITION INTERLOCK LIC**

Multi-Color - Driver License (21 & Over)

USA **DRIVER LICENSE**

USA **2 WHEEL MOTORCYCLE**

USA **3 WHEEL MOTORCYCLE**

Red - Driver and Motorcycle (Under 21)

USA **DRIVER LICENSE**

USA **2 WHEEL MOTORCYCLE**

USA **3 WHEEL MOTORCYCLE**

Red - Moped License (Both 21 & Over and Under 21)

USA **MOPED LICENSE**

Blue - Commercial Driver License (CDL - Both 21 & Over and Under 21)

USA **COMMERCIAL LICENSE**

Brown - Temporary Instruction Permit Identification Card (TIPIC - Both 21 & Over and Under 21)

USA **TEMP PERMIT ID**



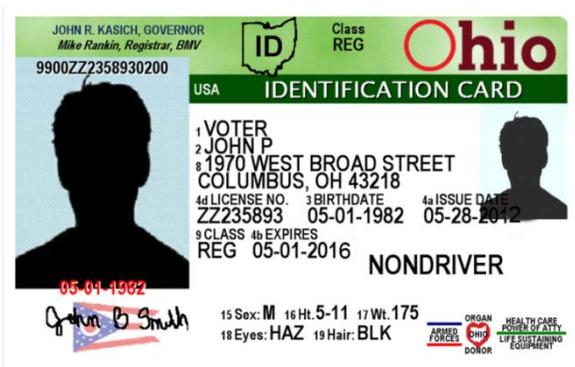
Ohio State Identification Cards

An Ohio state identification card may be used to prove a voter’s identity for the purpose of voting in Ohio as long as it meets the following criteria:

- An expiration date that has not passed;
- A photograph of the voter;
- The voter’s name, which must substantially conform to the voter’s name as it appears in the Poll List or in the Poll Book
- The voter’s current address which must substantially conform to the voter’s address as it appears in the Poll List or in the Poll Book (see exception in the **NOTE** below).

NOTE: An Ohio state ID card with an old address IS ACCEPTABLE, as a valid form of identification necessary to cast a regular ballot when the voter’s current address is printed in the Poll Book (see ID Poster in Precinct Supplies).

Examples



Military Identification Cards

There are several types of military ID issued by the U.S. Department of Defense that are acceptable for voting in Ohio:

- Common Access Card (“CAC”);
- Uniformed Services ID Card;
- DD Form 2;
- DD Form 1173;
- DD Form 1173-1;
- DD Form 2765; and
- DoD Civilian Retiree Card.

Please Note: Valid military identification cards or copies of such cards must be accepted whether or not they contain a name or address (R.C. 3505.18). However, this form of ID must still allow a precinct election official to determine that it is the military ID card of the person who is presenting it for the purpose of voting.



Various types of military ID issued by the U.S. Department of Defense are available for viewing at the following Web address

- <http://www.cac.mil/common-access-card/>
- <http://www.cac.mil/uniformed-services-id-card/>

Examples of the DD Form 2 - Retired

UNITED STATES UNIFORMED SERVICES
 IDENTIFICATION CARD
 PHOTO PRINTED HERE
 RANK / PAY GRADE
 SIGNATURE
 EXPIRATION DATE
 SOCIAL SECURITY NUMBER

UNITED STATES UNIFORMED SERVICES
 IDENTIFICATION CARD
 ISSUING AUTHORITIES WILL PRINT RECIPIENT'S SURNAME HERE PRIOR TO REQUESTING ACTUAL PHOTOGRAPH
 RETIRED
 SERVICE
 SSN/SERVICE NO.
 GRADE
 EXPIRATION DATE
 SIGNATURE
 INSERT PHOTO

DATE OF BIRTH WEIGHT HEIGHT HAIR COLOR EYE COLOR
 DATE OF ISSUE MEDICAL
 PROPERTY OF US GOVERNMENT
 DD FORM 2 (RETIRED) OCT 93

DATE OF BIRTH WEIGHT HEIGHT COLOR HAIR COLOR EYES
 SIGNATURE OF ISSUING OFFICER DATE OF ISSUE
 MEDICAL NO CIV MED CARE AUTHORIZED AFTER
 WARNING ISSUED FOR OFFICIAL USE OF THE HOLDER DESK MAY BE REPRODUCED OR COPIED FOR OFFICIAL USE ONLY. UNLAWFUL USE OR POSSESSION EXCEPT AS PROVIDED IS UNLAWFUL AND WILL MAKE THE HOLDER LIABLE TO HEAVY PENALTY—48 U. S. C. 4861 (a), (b), AND (c).
 CARD NO.
 PROPERTY OF THE UNITED STATES GOVERNMENT, IF FOUND, DROP IN NEAREST U. S. MAIL BOX.
 POSTMASTER: RETURN TO DEPARTMENT OF DEFENSE WASHINGTON, D. C. 20315-0001

UNITED STATES UNIFORMED SERVICES
 IDENTIFICATION CARD
 PHOTO PRINTED HERE
 RANK / PAY GRADE
 SIGNATURE
 EXPIRATION DATE
 SOCIAL SECURITY NUMBER

DATE OF BIRTH WEIGHT HEIGHT HAIR COLOR EYE COLOR
 DATE OF ISSUE MEDICAL
 PROPERTY OF US GOVERNMENT
 DD FORM 2 (RETIRED) OCT 93



Examples of the DD Form 1173

S A M P L E

1. CARD NUMBER
2. ISSUE DATE
3. EXPIRATION DATE
4. BEARER (Typed name and relationship)
5. COLOR EYES 6. COMPLEXION 7. HEIGHT 8. WEIGHT
9. DATE OF BIRTH OF BEARER 10. GRADE AND NAME OF SPONSOR
11. SERVICE & STATUS OF SPONSOR 12. SERVICE NO. OF SPONSOR 13. AUTHORIZED PATRONAGE THEATER COMMISSARY EXCHANGE UNLIMITED
14. SIGNATURE

15. MEDICAL CARE FACILITIES AUTHORIZED
a. UNIFORMED SERVICES b. CIVILIAN (If you give off code date)
16. PLACE OF ISSUE
17. ISSUING OFFICER SIGNATURE TYPED NAME AND GRADE
WARNING: USE OF THIS AUTHORIZATION BY OTHER THAN PERSON NAMED THEREON, OR ANY USE IN VIOLATION OF PROVISIONS OF DEPENDENT'S MEDICAL CARE ACT OF 1968 OR OTHER USES LIABLE FOR PROSECUTION UNDER APPLICABLE FEDERAL LAWS PERTAINING TO FALSE STATEMENT (18 USC 1001)
IF FOUND - DO NOT RETURN TO MAIL BOX POSTMASTER - RETURN TO DEPARTMENT OF DEFENSE WASHINGTON, D.C. 20315
DD FORM 1173 1 MAR 81 UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD

UNITED STATES UNIFORMED SERVICES

S A M P L E

PHOTO PRINTED HERE
EXPIRATION DATE
SPONSOR SERVICE / STATUS
SPONSOR RANK / PAY GRADE
SPONSOR SSN
RELATIONSHIP
SIGNATURE SPONSOR
AUTHORIZED PATRONAGE EXCHANGE COMMISSARY

IDENTIFICATION AND PRIVILEGE CARD

S A M P L E

DATE OF BIRTH WEIGHT HEIGHT HAIR COLOR EYE COLOR
DATE OF ISSUE MEDICAL
DD FORM 1173-1 OCT 83 PROPERTY OF US GOVERNMENT

Other Government Document

There are many documents that qualify as an “other government document.” (See details in the Voter Identification Requirements on page 33.)

One example below is a card that a county recorder or county veterans service office, with the approval of the board of county commissioners, may issue, a United States Veteran Document Identification Card.

United States Veteran
Document Identification Card

Inst. NO.: 201305061234567 ID NO.: 2013-1
First Name: James MI: D. Last Name: Kaster
Address: 373 S. High St. 18th Floor Columbus, OH 43215 Date Issued: 5/6/2013
Date of Discharge: HON: 12/22/1969 Branch: Army
Dates of Service: 3/18/67-12/22/69 Expiration Date: 5/6/2017

Issued by: Terry J. Brown, Franklin County Recorder

CHALLENGING VOTERS

On Election Day, voters may be challenged at the check-in table **ONLY** by a precinct election official or the voting location manager and only for the following reasons:

- The voter is not a resident of the precinct;
- The voter is not a resident of Ohio;
- The voter is not a U.S. citizen; or
- The voter is not of legal voting age.

If challenged by a precinct election official for one of the four reasons above, the prospective voter should complete the Affidavit-Oath-Examination of Person Challenged ([Form 10-U](#)).

- If the voter completes the [Form 10-U](#) and a majority of the precinct election officials is able to determine that the voter is eligible to cast a ballot, the voter must be given a regular ballot.
- If the voter refuses to complete the Affidavit-Oath-Examination of Person Challenged ([Form 10-U](#)), the voter must vote a provisional ballot and the precinct election official will need to make a note as instructed by the board of elections (i.e., Problems and Corrections document, Precinct Election Official Notes, etc.).
- If a majority of the precinct election officials is unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide a provisional ballot (see Provisional Ballots Section, page 25 to the person.

TIME LIMITS

The permissible time limit for a voter to occupy a voting compartment or use a voting machine is 10 minutes. However, a voter should be given a reasonable amount of time to mark and check his or her ballot. The 10-minute time limit does not apply to any voter with a disability requiring the use of an accessible voting machine.

If a voter seems to be taking an unusually long period of time while in the voting compartment, two precinct election officials of different political parties may inquire, in a polite and professional manner, if the voter requires assistance.

REPLACEMENT BALLOTS

The following applies to paper ballots only:

- If a voter tears, soils, defaces, or erroneously marks a ballot, the voter may return it to a precinct election official and a second ballot must be issued to the voter. Before a voter turns in a torn, soiled, defaced, or erroneously marked ballot, the voter must fold it to conceal any marks the voter made.
- If the voter tears, soils, defaces, or erroneously marks a second ballot, the voter may return it to the precinct election official and a third ballot must be issued to the voter. In



no case may more than three ballots be issued to a voter.

- When you receive a returned torn, soiled, defaced, or erroneously marked ballot, write “Defaced” on the back of the ballot and place the stub and the ballot in the separate containers provided by your board of elections for that purpose.
- No voter voting a paper ballot may leave the polling location until he or she returns to a precinct election official every ballot issued to him or her, regardless of whether or not the voter has made any marks on the ballot.

MANAGING THE POLLING LOCATION

To conduct the election, precinct election officials need to be aware of who is in the polling location and what they are doing. There are also certain duties that precinct election officials must perform throughout the day. This section will cover some ground rules that will assist you in managing your polling location on Election Day

People Allowed in the Polling Location

- An election official;
- A police officer;
- A person reviewing the 6:30 a.m., 11:00 a.m. or 4:00 p.m. list of registered electors, otherwise known as the Official Precinct Voter Registration List;
- A voter;
- A voter’s child, who is not yet of voting age;
- A person assisting another person to vote;
- An observer bearing a certificate of appointment; and
- Journalists.

Persons Checking the Official Precinct Voter Registration List

- Any person may enter the polling location for the sole purpose of checking and taking notes from the Official Precinct Voter Registration List that is posted at 6:30 a.m. and updated at 11:00 a.m. and 4:00 p.m. Such persons may not wear any campaigning clothes or accessories and may not interfere with or disrupt the election.
- Such persons may not remove the posted Official Precinct Voter Registration List, and election officials should be careful to place the list in a location that it cannot be removed unnoticed by an election official.

Persons Assisting Voters

- A voter may ask for assistance in marking the ballot because of blindness, disability or illiteracy.
- Voters who require assistance may have a person of their choice or two precinct



election officials – each from a different political party – assist them. The voter may choose anyone he or she wants to provide the assistance, other than the voter’s employer, an agent of the voter’s employer, or an officer or agent of the voter’s union, if any, or any candidate whose name appears on the ballot ([R.C. 3505.24](#)).

- Prior to Election Day a voter may designate an attorney-in-fact, who is a person eligible to sign all election-related documents on behalf of the voter. Such signing must be done in the voter’s presence.

Note: *The attorney-in-fact designation is specific to Ohio election law and not the same thing as a general power of attorney. If such an attorney-in-fact is on file with the board of elections, the board must note it next to the voter’s name in the Poll Book or on the Poll List ([R.C. 3501.382\(B\)\(2\)](#)).*

Observers

- Observers may be appointed by political parties or groups of candidates at least 11 days prior to Election Day to observe the conduct of the election in the polling location.
- Upon arriving at the polling location, a precinct election official must verify the observer’s Certificate of Appointment of Observer ([Form 215-B](#), [Form 216-B](#) or [Form 220](#)) and administer an oath to the observer.
- Observers are allowed to be in the polling location before, during, and after hours of voting.
- Observers are permitted to move freely about the polling location to the extent that they do not engage in prohibited activity. They are not permitted to observe at precincts to which they are not duly appointed.
- Observers may use electronic or communication devices or any audio/visual recording device as long as they do not impede, interfere with, or disrupt an election, or in any way intimidate a voter, risk violating the secrecy of the ballot or voter privacy. Observers using a cellular or digital telephone, walkie-talkie, or any other wired, wireless or satellite audio communication device to discuss the election or a perceived problem with the administration of the election may not do so within the polling location.
- Observers may use communication devices and audio/video devices in and about the polling location subject to the following conditions:
 - The devices must be set so as to produce no noise (low volume vibration settings are permitted).
 - The devices may not be used to take photographs, videos, or to record or transcribe any conversations inside the polling location (a camera is considered a device for purposes of these instructions).
 - The observer may not have an audible conversation inside the polling location using a communications device or audio/video device.
 - The observer may send and receive text messages, e-mail communications, instant messages and similar other non-verbal, electronic communications using a

communications device or audio/video device.

- The observer may not use the communications device or audio/video device in any manner that creates a disruption or disturbance within the polling location.
- Observers are not permitted to interfere with precinct election officials doing their jobs or otherwise slow down the operation of the polling location, or to interact with voters in a manner that interferes with or disrupts an election. Please contact the board of elections for further clarification and instructions if this situation arises.

Journalists and Media

- The media is granted reasonable access to polling locations during elections. The First Amendment of the U.S. Constitution has been interpreted as allowing this access. However, the presence or activities of the media may not interfere with precinct election officials' activities, interfere with the election or voters as voters exercise their right to vote, and may not intimidate voters or jeopardize the secrecy of a voter's ballot.
- While serving as a precinct election official or voting location manager, your primary responsibility is to lawfully manage your polling location and your focus should be directed to this task. You are encouraged to inform the county board of elections if the media visits your polling location instead of providing an interview to the journalist, if requested.

People NOT Allowed in the Polling Location

- Pollsters;
- Candidates or campaign workers who are campaigning or electioneering;
- A person(s) collecting signatures for a petition; and
- A person(s) or group distributing food.

Pollsters

Pollsters conducting exit polling are not allowed inside the polling location. They are permitted to be outside the polling location – even within 100 feet of the entrance – but they should not interfere with or disrupt the election, or otherwise violate the law. Further, persons conducting exit polls at a polling location may not wear anything that may be construed as campaigning for or against any candidate or issue on the ballot.

Campaigning

The polling location is a neutral zone. Campaigning is part of the political process, but is prohibited within 100 feet of the entrance to a polling location or within 10 feet of voters waiting in line, if the line extends past the 100-foot boundary. Voters must be free to vote without pressure from candidates, campaigns, precinct election officials, or fellow voters – even if those fellow voters are friends or family.

Precinct election officials should not discuss the candidates or election issues among themselves or with voters. Voters themselves should not attempt to promote or oppose a candidate or ballot issue while in the polling location.



Candidates, campaign workers, and other persons entering the polling location must remove or cover all campaign garb and paraphernalia before entering. A voter who refuses to remove or cover up campaign garb or paraphernalia **must be allowed to vote**, if the voter is entitled to do so ([R.C. 3501.33](#)). However, you must report any such incident to the board of elections.

Collecting Signatures Inside a Polling Location

Occasionally, groups may station persons outside of a polling location to gather signatures on a petition. Persons are not permitted to collect signatures inside of a polling location or within the neutral zone outside of the polling location (i.e., within the area marked by the placement of two small U.S. flags). However, there is no prohibition against collecting signatures outside the neutral zone.

Distributing Food and Campaigning Inside a Polling Location

Campaigning, displaying campaign material or distributing food inside of the neutral zone of a polling location is prohibited. However, nothing in Ohio's election laws prohibit a person or entity from campaigning, displaying campaign material, or distributing food *outside* of the neutral zone of a polling location (i.e., outside of the flags marking the 100-foot barrier or beyond 10 feet from any voter waiting in line to vote, if the line to vote extends beyond the flags).

Ohio law prohibits anyone from procuring or offering "money or other valuable thing to or for the use of another, with the intent that it or part thereof shall be used to induce such person to vote or to refrain from voting" ([R.C. 3599.01](#)).

Food, discounts, and other such inducements are "things of value" for purposes of the election law statutes on bribery.

Problems with Conduct at a Polling Location

Precinct election officials must contact the board office or the appropriate law enforcement official immediately if they experience a problem with the conduct of any person at a polling location.

Write-In Candidates

The board of elections will provide you with a list of names of candidates and offices that are officially eligible as write-in candidates. These candidates' names do not appear on the ballot, whether printed or electronic, but voters may request the list and write in names from this list if they choose.

This list is not posted but must be shown to voters if they request to see it.

Record Keeping While the Polls Are Open

Precinct election officials must document events at the polling location, especially events that might affect the election results. To keep this documentation, use the election forms supplied by your county board of elections as needed throughout the day. This documentation tells the complete and accurate story of what transpired at the polling location on Election Day. For example, any discrepancies between the number of voters who enter and the number of ballots cast must be recorded.

These records are used by the county board of elections to resolve any issues that arise during the current election and to plan for future elections, so the more complete, accurate and descriptive the information the more useful it is.

Posting of Official Precinct Voter Registration List

The updated copies of the Official Precinct Voter Registration List must be posted throughout the day so that the public can see which registered voters in your precinct or in the precincts within the polling location have voted.

NOTE: Before the polls are open on Election Day, the voting location manager should check off all absentee and early provisional ballot voters listed on the Supplemental List. All absentee and early provisional voters should be clearly indicated.

- The first copy of the list should be posted at 6:30 a.m., after the absentee and early provisional voters have been marked. The precinct election official must keep the other copies, updating them by checking off voters as they vote.
- The second copy of the list, marked to indicate who has voted since 6:30 a.m., must be posted at 11:00 a.m. The precinct election official must keep the other copies, updating them by checking off voters as they vote.
- The third copy of the list must be posted at 4:00 p.m., marked to indicate who has voted from 11:00 a.m. to 4:00 p.m. After 4:00 p.m. you are not required to post another updated list.
- The general public is allowed to enter the polling location while the polls are open to read these lists.

These lists may be produced using the Electronic Poll Book system in use within the polling location. Each list of voters, with their address, must be posted at the appropriate time in a conspicuous place next to the complete official registration list that is posted before the opening of polls. Follow the instructions provided by the board of elections for the producing of these lists.

VOTERS WITH DISABILITIES

Under both state and federal law, Ohio polling locations are required to be accessible to people with disabilities. The Help America Vote Act requires that all voters must have the ability to independently cast a private ballot. The Americans with Disabilities Act sets standards for ensuring that people with disabilities have equal access to public services and facilities including polling locations.

Voters with disabilities have the right to vote. As a precinct election official, it is your duty to work with and accommodate voters who have disabilities to find the most suitable method for them to cast a ballot.



No person should be denied the right to vote because of mobility, vision, speech, cognitive, intellectual, or hearing impairments. Accommodating people with disabilities is mostly a matter of clear communication and common sense. Below are some general guidelines for precinct election officials when interacting and communicating with voters with disabilities.

Any voter with a disability may receive assistance from a person of their choice or two precinct election officials – each from a different political party. The voter may choose anyone he or she wants to provide the assistance, other than the voter’s employer, an agent of the voter’s employer, or an officer or agent of the voter’s union, if any, or any candidate whose name appears on the ballot ([R.C. 3505.24](#)).

General Guidelines for Communicating to Voters with Disabilities

- Always speak directly to the voter with a disability, not to a companion or an interpreter. Face the voter while speaking clearly, slowly and expressively in a normal tone.
- Offering to shake hands when introduced to people with limited hand use or an artificial limb is acceptable.
- Always identify yourself as a precinct election official.
- If you offer assistance, wait until the offer is accepted, then listen and wait for instructions. If assistance is provided, keep it between you and the voter. As with any other voter, allow his or her voting process to be private.
- Treat adults as adults. Never patronize a voter with a disability.
- Never distract a service animal. They are working.
- Relax. Don’t be embarrassed if you use common expressions such as “See you later” or “Walk over here” when speaking to a person with a disability.

Interacting With Voters Who Have Speech Impairments

- A voter who cannot speak may give a name and address simply by providing identification to the assisting precinct election official, who then reads the name and address out loud.
- If you do not understand something, do not pretend that you do. Ask the voter to repeat what he or she said and then repeat it back.
- Follow the voter’s cues to determine whether speaking, gestures, or writing is the most effective method of communication.
- When speaking, do so calmly, slowly, and directly to the voter. Do not shout. Ask questions that require only short answers or a nod of the head.
- Be patient.



Interacting With Voters Who Are Deaf or Hearing Impaired

- To get the attention of a voter who is deaf, tap him or her on the shoulder or wave your hand.
- Identify who you are (i.e., show your name badge).
- Look directly at the voter when communicating.
- Speak calmly, slowly and directly to the voter. Do not shout or exaggerate. Face the voter at all times.
- In simple and brief interactions like voting, communicating in writing is acceptable.
- If not understood at first, write or rephrase, rather than repeat sentences.

Interacting With Voters Who Are Blind or Visually Impaired

- As soon as you come into contact with the voter, identify yourself and state that you are a precinct election official. Let the voter know when you leave or walk away.
- When giving directions to navigate the voting location, be as specific as possible and indicate obstacles in the path of travel, or offer your elbow and guide the voter. Don't be uncomfortable using words like "look" or "see."
- If you are asked to guide a voter who is blind or visually impaired, ask which arm he or she prefers and allow the voter to grasp your arm above the elbow. Don't grab the voter as this will cause the voter to walk a half step behind you.
- After asking, it is appropriate to guide a voter's finger to the signature line on the Electronic Poll Book or Poll Book to show the voter where to sign.
- It is neither helpful nor courteous to raise the volume of your voice when addressing a person who is visually impaired, even if you are trying to be helpful.
- Speak directly to the voter and not to a companion that may be assisting the voter.
- Service animals are not pets. Do not distract or pet them.
- Don't be afraid to ask how to be most helpful.

Interacting With Voters Who Have Mobility Impairments

- Make sure that chairs are available for voters with mobility disabilities and/or voters who are elderly, have a serious illness, or are pregnant and cannot stand for a long period of time.
- Do not lean or hang on a person's wheelchair. Consider the device as an extension of the voter's body.
- Place yourself at eye level when speaking with someone in a wheelchair. Try to sit or kneel at the same level as the person in a wheelchair.
- Voters who use canes or crutches need their arms to balance themselves, so never grab a voter's arms or his or her devices.



- Always ask the voter if he or she wants assistance, wait for a response, and then provide the needed assistance as directed.

NOTE: *The best advice for assisting a voter with a disability is to do for that person what you would want done for you and to treat that person as you would want to be treated.*

CLOSING THE POLLS

Preparing to Close the Polls

All polls in Ohio must close at 7:30 p.m., unless a court order provided to you by someone from the board of elections requires otherwise. Beginning about half an hour before the polls are to close, repeatedly announce the names of the precincts in the polling location to people waiting in line to help ensure the voter is in the correct polling location. It might be helpful to have the Precinct Voting Location Guide readily available. Announce that the polls are closing soon and reassure voters that everyone in line at closing time, 7:30 p.m., will have an opportunity to cast a ballot.

Poll Closing Strategy

Finally, it's poll closing time! The poll closing process will go faster and more smoothly if you work in teams, just as you did in the morning. It is very easy to forget important steps unless you check each other's work. For example, ask one precinct election official to read the list of materials to be delivered that night to the drop off site while another person checks to make sure each item has been packed.

Officially Closing the Polls

At 7:30 p.m., the official closing time, one precinct election official should loudly declare, "The polls are closed!" If people are waiting to vote at closing time, they must be permitted to vote. To accommodate voters waiting in line:

- Move the line inside the locked door of the polling location, if possible; or
- Place a precinct election official after the last person who is in line at 7:30 p.m. to prevent additional people from joining the line.

Court Orders

If there is a court order to keep your polling location open past 7:30 p.m., you will need to know who the last person in line was at 7:30 p.m. You must then make sure of the following:

- Voters who were already in line at 7:30 p.m. get to vote a regular ballot.
- All voters who arrive at the polling location to vote between 7:30 p.m. and the court ordered closing of the polling location vote a provisional ballot.
- These provisional ballots must be kept separate from other provisional ballots voted during the regular voting hours in case the court decision is later overturned. Note on each Identification Envelope - Provisional Ballot Affirmation (*Form 12-B*) that the provisional ballot was cast after 7:30 p.m. pursuant to a court order. To do so, write "After Close of Polls by Order of the Court" on the provisional envelope.

After the Voters Have Left the Polling location

To properly close the polling location, all the following tasks must be completed:

- Record or count and record the total number of regular ballots voted (per local BOE instructions).
- Count and record the total number of paper provisional ballots cast by voters who arrived between 6:30 a.m. and 7:30 p.m.
- **In case of a court order only**, count and record the total number of provisional paper ballots cast by voters who arrived after 7:30 p.m.
- Count and record the total number of soiled or defaced paper ballots.
- Count and record the total number of unused paper ballots.
- Count and record the total number of signatures in the Poll Book. The PEOs must follow the instructions provided by the board of elections for recording the number of signatures.
- Post precinct results at the polling location as directed by the board of elections.
- Record all ballot statistics (e.g., regular, provisional, soiled and defaced, unused) on the Balance/Reconciliation Sheet provided by the board of elections.
- Double-check ballot statistics, and sign the Closing Certificate and Election Day Balance/Reconciliation Sheet.
- Bring in the flags and take down signs inside and outside the polling location.
- Close out and pack up the voting equipment following the directions provided by your board of elections.
- Securely pack ballots and supplies and immediately return them to the board of elections, or your designated drop-off location.

Transportation of Ballots

The ballots, all required voting materials and supplies must be transported to the board of elections by a voting location manager with a precinct election official, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the voting location manager. Please also refer to specific transport instructions provided by your board of elections for more details.

APPENDIX

Glossary

Americans With Disabilities Act - The Americans with Disabilities Act (ADA) is a federal law that ensures that Americans with disabilities have equal access to public services and facilities. A provision of the ADA requires that persons with disabilities have equal access to polling locations and the voting process.

Assisted Voter - Voters may ask for assistance in marking the ballot because of blindness, disability, or illiteracy. Assisted voters may have a person of their choice or two precinct election officials (each from a different political party) assist. The only people who cannot assist a voter are the voter's employer, an agent of the voter's employer, an officer or agent of the voter's union, or a candidate who is on the ballot ([R.C. 3505.24](#)).

Attorney-in-Fact - Different from a person with a power of attorney, an attorney-in-fact is a person (not necessarily an attorney) of the voter's choice, who has been designated with the board of elections prior to Election Day and, who may sign all election-related documents on behalf of the voter, in the voter's presence ([R.C. 3501.382](#)).

Campaigning - Campaigning is attempting to persuade people to vote for or against a certain candidate or issue. Activities may include, but are not limited to, the display or distribution of political badges, t-shirts, buttons, literature, newspapers or magazines with political covers, hats, stickers, pins, bags, and so on. Campaigning is prohibited at polling locations within 100 feet of the entrance and within 10 feet of voters waiting in line, if the line extends past the 100 feet.

County Street Directory - An alphabetical list of every street or road segment in your county with the corresponding assigned precinct/voting location.

DRE - A Direct-Recording Electronic voting machine (DRE) does not use a paper ballot. Instead, voters use touch screens, keypads, or push buttons to securely record selections. DRE machines also print a voter verifiable paper record that shows on paper what the machine recorded electronically. This paper record is the official ballot for purposes of a recount and/or a post-election audit.

Election Security - In the polling location all voting equipment, ballots, Poll Books, and election records must be stored in such a way that they cannot be tampered with. All actions taken by precinct election officials, observers and others at the polling location must be in public view and must be documented.

Electronic Poll Book – An electronic device which contains information for the registered voters within a particular precinct or polling location.

Exit Polling - A series of questions asked of voters by members of the media or pollsters after the voters have voted. Exit polling must be done in an area that does not impede the flow of voters or interfere with the voting process, but pollsters may be within 100 feet of the entrance to the polling location.

Federal Election - Any primary or general election at which a candidate for president, presidential delegates to a party's nominating convention, U.S. Senator, and/or representatives to Congress are elected or nominated. These are generally primary and general elections in



even-numbers years.

General Election - General elections are held on the first Tuesday after the first Monday in November. General election voters determine who will be elected to represent the people at a given level of government. Federal, state, and county candidate elections are held in even-numbered years, while city, village, township, and board of education candidate elections are held in odd-numbered years. State, county, district, or local issues may be on the ballot at any general election.

Identification Requirements - Ohio Voter Identification Law requires all voters to present valid ID to qualify to vote. For more information, refer to page [33](#).

Oath/Payroll Sheet - All precinct election officials must complete and sign the Oath/Payroll sheet before opening the polls. The voting location manager must sign before workers can be paid ([R.C. 3501.31](#)).

Observer - A person who is officially appointed to observe the election by a political party, five or more candidates, or a ballot issue committee recognized by the board of elections pursuant to law as supporting or opposing a ballot issue.

The person is allowed to observe in the voting location. Notice of a person's appointment as an observer must be filed with the board of elections no later than 11 days prior to Election Day. The observer must present a copy of the certificate of appointment to the precinct election official in order to be permitted to observe in a polling location. Observers receive an oath from the voting location manager ([R.C. 3505.21](#)).

Official Precinct Voter Registration List - Contains the names and address of every voter who is properly registered to vote in the precinct(s) within the polling location. Precinct election officials check off the names of persons as they vote and post the list at 6:30 a.m., 11:00 a.m., and 4:00 p.m. This list also indicates if a voter has requested an absentee ballot ([R.C. 3503.23](#)).

Ohio Revised Code - The Ohio Revised Code (R.C.) contains all acts passed by the Ohio General Assembly and signed by the Governor or that became law under the Ohio Constitution without the Governor's signature. Title 35 of the Ohio Revised Code contains the main provisions of Ohio law dealing with elections.

Poll Book - An electronic device or printed book which contains names and addresses of every voter who is registered in the precinct. Every voter who is able to sign his or her name signs the Poll Book before voting. This device or book allows the precinct election official to know if a voter has requested an absentee ballot or any special directions needed to process the voter.

Polling Location/Polling location - A place provided for residents of a precinct to vote. A polling location may house more than one voting precinct.

Polling Location Forms Supply/Book - A container in which all forms are kept for use by precinct election officials on Election Day ([R.C. 3501.30](#)).

Polling Location Supply Containers - Containers, used in some counties, which hold various materials needed for Election Day.

Precinct Election Officials - Qualified electors residing in the county and appointed by the county board of elections to conduct the elections in a polling location in that county ([R.C.](#)



[3501.01\(U\)](#); [R.C. 3501.22](#)).

Precinct Election Official Manual - A manual for precinct election officials that contains procedures and instructions needed to process voters.

Precinct - A district within a county established by the board of elections within which all qualified electors having a voting residence therein may vote at the same polling location ([R.C. 3501.01\(Q\)](#)).

Precinct Voting Location Guide - An electronic or paper record that lists the correct precinct and polling location for either each specific residential street address in the county or the range of residential street addresses located in each neighborhood block in the county. This guide includes an alphabetical list of every street in each precinct ([R.C. 3505.181\(E\)\(1\)](#)).

Primary Election - An election held for the purpose of nominating persons as candidates of political parties for election to offices at a general election, and for the purpose of electing persons as members of the controlling committees of political parties and as delegates and alternates to the conventions of political parties.

Provisional Ballot - A ballot given to a voter who claims to be properly registered to vote and whose qualification to vote cannot be immediately established at the precinct voting location. The provisional ballot identification envelope ([Form 12-B](#)) completed by a voter is returned to the board of elections office for review and verification after the polls close ([R.C. 3505.181](#); [R.C. 3505.182](#)).

Sample Ballot - A duplicate copy of the official ballot for each precinct provided to each voting location and posted prominently for voters to view.

Service Animal - Animals that are trained to perform tasks for people with disabilities, such as guiding people who have visual impairments, alerting people who are hearing-impaired, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.

Signature Poll Book – See Poll Book.

Special Election - An election other than a general or primary election.

Supplemental Voter List - A listing of voters whose registration or voting status was updated after the Signature Poll Books were printed or the Electronic Poll Book is loaded with data.

Voter Registration Form - A form used by a U.S. citizen to register to vote in an election. An individual must complete the form and mail or deliver it to the board of elections 30 days before the election in order to be eligible to vote in that election ([R.C. 3503.14](#)).

Voting Instructions Poster - Information for the voter about when and how to cast his or her ballot.

Voting Rights Information Poster - Information for the voter about his or her rights and to whom he or she may turn if he or she feels his or her right to vote has been infringed.

Voting Location Manager - One of the four precinct election officials who is appointed by the county board of elections to be responsible for correctly running the election in the voting location manager's assigned precinct or polling location and for processing voters, documenting procedures, preparing election records and returns at the end of the day, and transporting with a precinct election official (or employee or appointee of the board of



elections) of a different political party the election supplies, materials, and/or ballots back to the board of elections after the polls close.

Voting Location Manager Instructions - Materials received by the voting location manager from the board of elections that contain election supplies and last minute changes.

Write-In Candidate - A candidate who has filed a declaration to be a write-in candidate with the board of elections. The candidate's name does not appear on the ballot, but he or she is eligible to receive votes when a voter writes the candidate's name in the space provided on the ballot ([R.C. 3513.041](#)).



Frequently Asked Questions

1. **Must a voter show an election official an acceptable proof of identification to vote a regular ballot?**

Yes. If they do not, they must vote a provisional ballot. There are many types of acceptable ID.

2. **Are passports an acceptable form of voter ID?**

No, Ohio law does not include passports as an acceptable form of identification.

3. **Who is required to transport voted ballots to the board of elections after the polls close?**

The voting location manager AND a precinct election official, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the voting location manager must transport the ballots and required voting materials and supplies must be transported to the board of elections.. Please also refer to specific transport instructions provided by your board of elections for more details.

4. **How should a precinct election official respond when a voter asks specific questions about candidates or issues?**

Precinct election officials should respond that they cannot advise, instruct, or educate voters on candidates or issues.

5. **If a voter arrives by 7:29 p.m., can they still vote?**

Yes. Allow any voter in line at 7:30 p.m. to vote. At 7:30 p.m. lock the doors, if possible, or direct a precinct election official to stand at the end of line and inform any voters arriving after 7:30 p.m. that the polls are closed.

6. **Is there a time limit for voters to vote?**

Yes. There is a 10-minute time limit when all machines or voting compartments are in use and voters are waiting to use them. However, precinct election officials should be flexible in enforcing that time limit and ask voters who are taking longer than normal if they need assistance. The 10-minute time limit for occupying a voting compartment does not apply to any voter requiring the use of an accessible voting machine ([R.C. 3505.23](#)).

7. **Can I refuse to allow an irate or drunken person to vote?**

No. If necessary, the sheriff, police, or other peace officers may be called upon for assistance, but all electors should be allowed to vote. Use common sense, prudent judgment, and superior customer service when dealing with difficult voters.

8. **What should a precinct election official do with a list of eligible write-in candidates provided by the board of elections?**

The list should be shown to any voter who asks for a list of write-in candidates. Precinct election officials may not post the list.

9. **A voter enters the polling location wearing campaign attire. What do you do?**

Politely ask the voter to remove or cover the items, because, by law, the polling location must be free of any campaign paraphernalia, including attire. If the voter



refuses, the voter can still vote, but you must notify the board of elections of the incident.

10. A voter brings an absentee ballot to the voting location. What do you do?

Absentee ballots cannot be accepted at the polling location on Election Day. Advise the voter that he or she can take the voted absentee ballot to the board of elections office by 7:30 p.m. on Election Day.

11. Does a provisional voter need to show ID to a precinct election official when completing the provisional ballot envelope ([Form 12-B](#))?

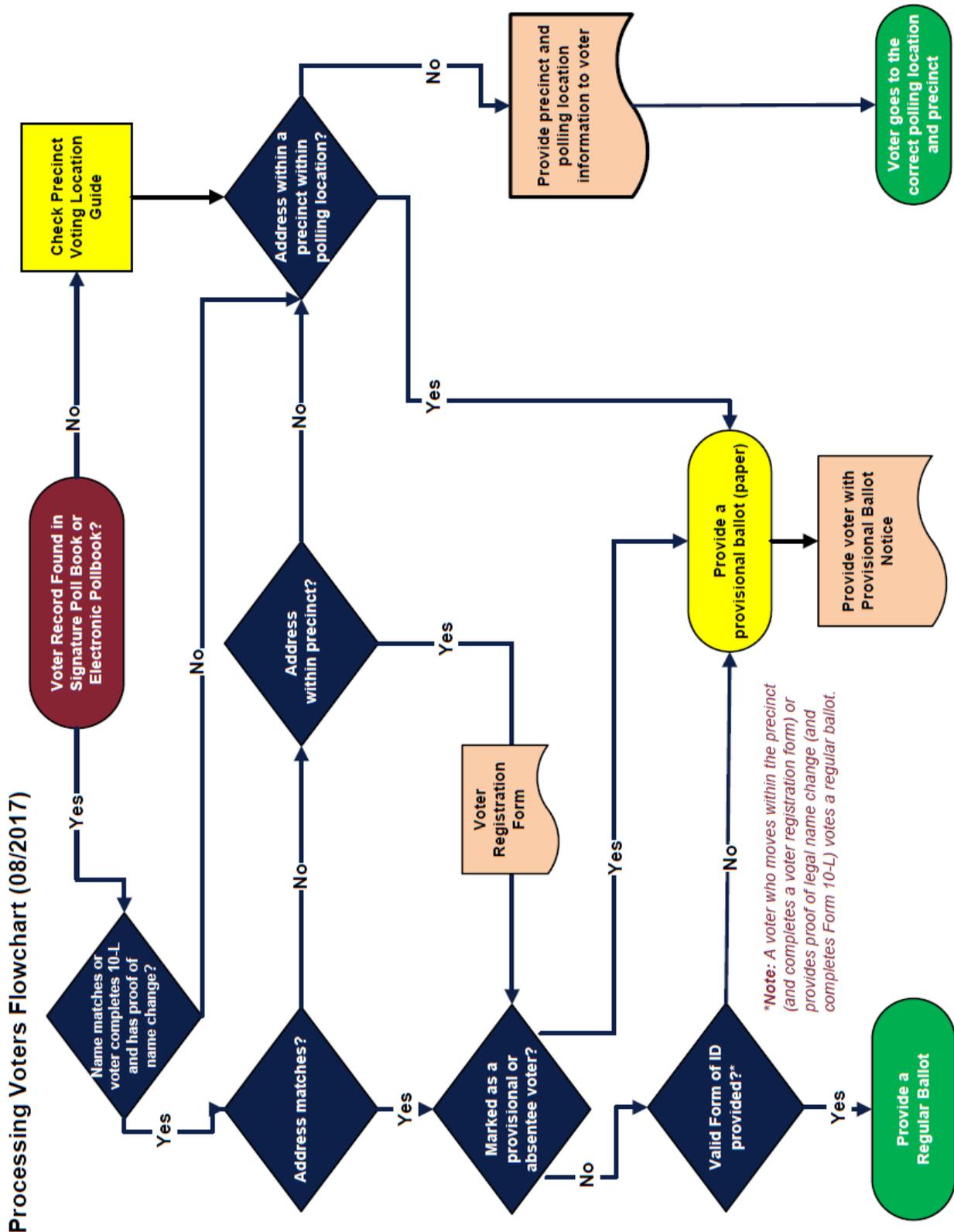
It depends on the form of identification. If the voter is using his or her driver's license number or the last four digits of his or her Social Security number, the voter does not have to show ID to the precinct election official, but must record the numbers on the Identification Envelope - Provisional Ballot Affirmation ([Form 12-B](#)). If the voter is providing any other form of ID, the voter must actually show the ID to the precinct election official.

12. Will completing the Identification Envelope - Provisional Ballot Affirmation ([Form 12-B](#)) register a non-registered voter for future elections?

Yes, if it is properly completed. The Identification Envelope - Provisional Ballot Affirmation ([Form 12-B](#)) can be used to register a previously unregistered person if it is properly completed.



Processing Voters Flow Chart



Supply Checklist

Required by R.C. 3501.30

- Official ballots**
- Ballot boxes/containers** – Secured and locked containers within which voted paper ballots or envelopes containing voted ballots are placed.
- Poll Book(s)** – Otherwise known as the Electronic or printed Signature Poll Book(s).
- Poll Lists** – Voter registration lists which provide the names, addresses, and party affiliation of each voter within a polling location.
- Cards of Instruction** – Voting instructions that are specific to each county’s voting system:
 - Premier AccuVote TSX;
 - ES&S iVotronic;
 - ES&S DS200;
 - ES&S Express Vote;
 - Hart eScan;
 - Hart eSlate;
 - Optical Scan;
 - Optical Scan with Automark;
 - Dominion Image Cast Evolution OS & ADA;
 - Dominion Image Cast Precinct OS & ADA; and
 - Unisyn OpenElect OS & OpenElect Interface ADA
- Cards of Instruction** – Instructions that are specific to each county’s electronic pollbooks, if applicable:
 - Election Administrators EA Tablet;
 - ES&S ExpressPoll (all versions or releases);
 - KNOWiNK Poll Pad;
 - Tenex Precinct Central Touchpad; and
 - VOTEC VoteSafe Electronic Pollbook.
- Summary Statement of Precinct Election Results** – Forms on which to make summary statements, if applicable. These are generated at the close of the poll by voting machines.
- Certificates** – Provided in the Electronic or printed Signature Poll Books or Poll Lists for the precinct officials to sign after the polls close, certifying that the Electronic or printed Signature Poll Books or Poll Lists correctly show the names of all electors who voted in the polling place at the election.
- Large map of each appropriate precinct** – Showing all streets within the precinct and containing identifying symbols of the precinct in bold print.
- A large United States flag.**



- Two or more small United States flags.**
- Pens and pencils.**
- Tally sheets, if applicable.**

Required Postings

- Special Voting Instructions Poster** – Instructions on how to vote, including how to cast a regular ballot and a provisional ballot. Poster will state the date of the election and the hours during which the polling place is open.
- Sample ballot for each precinct** – The sample ballot must be printed on color paper and “Sample Ballot” must be plainly printed in boldfaced type on the face of each ballot.
- Full text of any condensed ballot language for a state or local question(s) or issue(s).
- Voting Rights Information Poster** – Instructions required by state and federal law on voters’ rights which provides an explanation of prohibited acts of fraud, intimidation and misrepresentation as well as instructions on how to contact the appropriate officials if any voting rights violations or prohibited acts are alleged to have occurred.
- Form 10-V Notice** – A notice regarding voting more than once at same election.
- Official Precinct Voter Registration Lists for Posting** – A list of registered voters generated by the board of elections that must be posted in a polling location no later than 6:30 a.m., and marked by precinct election officials and posted at 11:00 a.m. and 4:00 p.m. to indicate those names of those registered voters who have voted.
- Voter Identification Address Update Poster** – Explains that an unexpired Ohio Driver’s license or State ID card with a voter’s former address is an acceptable form of ID when the voter’s current address is printed in the Signature Poll Book. The voter may cast a regular ballot unless otherwise marked in the Signature Poll Book.
- Backup Optical Scan Paper Ballot Instructions for Voters in Counties that use DRE Voting Machines as its Primary Voting System**
- Statewide Mailing Absentee Ballot Application poster** (if applicable).

Forms

- Form 10-L** – Notice of Name Change.
- Form 10-U** – Affidavit-Oath-Examination of Person Challenged (for voter who is challenged at polling location) (R.C. 3505.20).
- Form 10-W** – Statement of Person Challenged as to Party Affiliation (primary election only) or
- Form 10-X** Statements of Person Challenged as to Party Affiliation (primary election only) as directed by your County BOE.
- Form 12-B** – Identification Envelope - Provisional Ballot Affirmation (i.e., Provisional Voter Envelope).
- Form 12-D** – Provisional Voter Precinct Verification Form.
- Form 12-H** - Provisional Ballot Notice – Includes a hotline number and must be given to each voter that votes a provisional ballot.



- Form 104** - Certificate of Appointment of Precinct Election Official to Fill Vacancy and Oath.
- Form 450** – Election Day Precinct Incident Log.
- Form 475** – Voting Unit Event Log.
- Form SEC 4010** – Voter Registration Form.
- Chain of Custody Log** – Form used to track the custody and location of voting equipment, including electronic Signature Poll Books, supplies and/or ballots.

Additional Items

- Precinct Election Official Manual;
- Precinct Election Official Quick Reference Guide (flip chart) from the Secretary of State;
- Directive 2008-80 Voter Identification Requirements;
- Precinct Election Official Training Supplement (primary elections only);
- Instructions for 17-Year-Old Voters (primary elections only);
- Backup paper Poll Books (in counties utilizing Electronic Poll Books only);
- Contingency Plans/Emergency Contact List for the board of elections;
- Other board provided instructions or guides;
- County Street Directory
- Precinct Voting Location Guide (see R.C. 3505.181((E)(2)));
- Envelopes for soiled and defaced ballots;
- Envelopes for curbside voter ballots (if provided by the board of elections);
- ADA components/accessories (i.e., headsets, etc.);
- Locks and/or seals;
- "I Voted" Stickers;
- Precinct Election Official nametags; and
- Payroll statements.

Additional Items for DRE Counties (will vary based on the type of DRE)

- Extra rolls of paper;
- Extra canisters or spools;
- Memory cards;
- Voter cards;
- Encoders;
- Encoder batteries;
- Administrator cards;
- Security tape;
- Keys; and
- Extension cord(s) (if necessary).



Additional Items for Optical Scan Counties

- Secrecy sleeves;
- Extra pens/pencils;
- Security tape;
- Keys; and
- Extension Cord(s), as needed.



Special Voting Instructions Poster

Election Tuesday,	Polling Hours: 6:30 a.m. to 7:30 p.m.
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Special Voting Instructions

Proof of Identity – Identification Requirements

All voters shall be required to provide proof of identity. Acceptable forms of proof of identity are:

- Current and valid photo identification (i.e., an unexpired Ohio driver's license or state identification card with present or former address so long as the voter's present residential address is printed in the official list of registered voters for that precinct, or a photo identification that was issued by the United States government or the State of Ohio, that contains the voter's name and current address and that has an expiration date that has not passed),
- Military identification, or
- A copy of current (within the last 12 months) utility bill, bank statement, government check, paycheck or other government document (other than a notice of voter registration mailed by a board of elections) that shows your name and current address.

If you provide as proof of identity either an Ohio driver's license or state identification card issued under R.C. 4507.50 that does not contain your current address but your current address is listed in the signature poll book you may be eligible to cast a regular ballot. If you have an unreported change of name, but you present proof of legal name change and complete form 10-L on Election Day, you may be eligible to cast a regular ballot.

If you do not have or are unable to provide any proof of identity, you shall be given the opportunity to cast a provisional ballot.

Voting a Provisional Ballot

You will be permitted to cast a provisional ballot after completing and signing a provisional affirmation statement for any of the following reasons:

- Your name does not appear on the official poll list for an election, a precinct election official asserts that you are not eligible to vote, or a precinct election official is unable to determine your eligibility to vote.
- You do not have or are unable to provide the required proof of identity.
- You are an Ohio voter who moved from one Ohio precinct to another Ohio precinct, and you did not update your voter registration by the 30th day prior to this Election Day.
- You are an Ohio voter who changed your name, and you did not update your voter registration by the 30th day prior to this Election Day or bring documentation of your name change with you today.
- You are an Ohio voter who moved from one Ohio precinct to another Ohio precinct and changed your name, and you did not update your voter registration by the 30th day prior to this Election Day.
- Your name is marked on the poll list or signature book as having requested an absentee ballot.
- Your name is marked on the poll list or signature book with a notation that registration mailings have been returned undeliverable.
- A hearing on a challenge to your eligibility to vote was held and resolved against you, or the hearing on a challenge to your eligibility to vote has been postponed until after Election Day.
- Your eligibility to cast a ballot has been challenged by the precinct election officials.
- Your signature, in the opinion of the precinct election officials, does not match your registration form.

The precinct election official will provide you with instructions on how to vote the provisional ballot. After voting the provisional ballot, you will return the ballot to the precinct election official.

No person will be denied the opportunity to cast a provisional ballot because he or she does not reside in the precinct in which he or she wishes to vote. However, if the precinct election official documents that you refused to cast a provisional ballot in the precinct in which you reside, your ballot cannot be counted.

If the county board of elections determines that you are eligible to vote that ballot, the provisional ballot will be counted in the official canvass of the election.

As a person voting by provisional ballot in an election, you are entitled to written information describing how you may learn, through a free telephone access system, whether your provisional ballot was counted by election officials, and if it was not counted, why not. The precinct election official will provide this information to you.

If you properly complete and sign the affirmation statement on the provisional ballot envelope, the board of elections will update your voter registration based on the information that you provide.

7/31/17



VOTING RIGHTS INFORMATION

Voters' Rights

1. Voters whose names do not appear on the poll list in an election, or who are unable to comply with identification requirements, are entitled to vote by provisional ballot if they declare they are registered to vote in the jurisdiction and eligible to vote in the election. [52 U.S.C. 21082(a), 21083(b); R.C. 3505.181]
2. Voters in an election who vote by provisional ballot are entitled to written information describing how they may learn, through a free access system, whether their provisional ballots were counted by election officials, and if they were not counted, why not. This is known as the "Provisional Ballot Notice," and it is required to be given to every person who votes a provisional ballot. [52 U.S.C. 21082(a); R.C. 3505.181]
3. Voters who vote in an election for federal office after the established time for polls to close due to a court order or other order requiring the polls to remain open for extended hours will have to vote by provisional ballot (unless those voters were in line at the time polls closed). [52 U.S.C. 21082(c)]
4. Voters may have to show identification the first time they vote in an election for federal office after January 1, 2004, if they registered to vote for the first time in a state or jurisdiction by mail after January 1, 2003, and have not provided identification or identifying information to the registrar prior to Election Day, unless they are entitled to vote absentee under federal law. [52 U.S.C. 21083(b)]
5. Voters who are registered to vote in Ohio and who have moved within the State before an election are entitled to vote in that election under failsafe procedures, even if they did not previously advise election officials of the move. [52 U.S.C. 20507(f); R.C. 3503.16]
6. Voters who have submitted to appropriate officials (or mailed and postmarked) their completed and valid registration application by the 30th day before an election, and whom the county board of elections has determined are eligible, are entitled to be registered and to vote in that election. [52 U.S.C. 20507(a)(1)]
7. Voters are entitled to notice of the disposition of their voter registration application. [52 U.S.C. 20507(a)(2); R.C. 3503.19]
8. Voters otherwise qualified to vote in an election for President and Vice-President may not be denied the right to vote for those offices due solely to a failure to satisfy a durational residency requirement. [52 U.S.C. 10502; R.C. 3504.01 et seq.]
9. Voters who are otherwise qualified to register and vote may be entitled to register and vote absentee in an election if they are in the uniformed services or are residing overseas. [52 U.S.C. 20302; R.C. 3511.02]
10. Voters who require assistance in voting due to blindness, disability or inability to read or write may receive assistance from a person of the voter's choice other than the voter's employer (or agent thereof), an officer of the voter's union (or agent thereof) or a candidate whose name appears on the ballot. [52 U.S.C. 10508; R.C. 3505.24]
11. Jurisdictions must not apply standards or practices which deny or abridge the right to vote on account of race, must not deny any individual the right to vote on account of errors or omissions in registration applications which are not material to determining whether such individual is qualified to vote, and must not apply different standards and procedures to voters in determining whether they are qualified to vote. [52 U.S.C. 10101(a)]
12. Jurisdictions must take steps to make the registration and voting process accessible to the elderly and to individuals with disabilities. [52 U.S.C. 20102, 20103, 20104; R.C. 3501.29, 3503.10, .14.]
13. Persons must not intimidate, threaten or coerce any other person for doing the following: registering or voting or urging or aiding persons in registering or voting. Persons must not intimidate, threaten or coerce any other person for purposes of: interfering or influencing how a person chooses to vote or not vote; or preventing a person from voting. [52 U.S.C. 10101(b), 10307(b), 20511(1), 18 U.S.C. 241, 242, 245, 594; R.C. 3599.01, .02, .06, .18, .19, .24, .25, .38]

Voting Rights Information Poster



14. An elector or voter may commence civil action if the elector has experienced harassment in violation of the election law. [R.C. 3501.90]
15. Election officials must not fail or refuse to permit a person to vote who is entitled to vote and must not refuse to tabulate, count and report such person's vote. [52 U.S.C. 10307(a); 18 U.S.C. 241, 242, 608(a), R.C. 3599.19]
16. Election officials must not deny persons of any right secured by the 26th Amendment to the U.S. Constitution (regarding not denying the right to vote to citizens 18 years of age and older on account of age). [52 U.S.C. 10701; R.C. 3599.18, .19]
17. Election officials must retain and preserve for 22 months after any election that includes a federal candidate all records and papers relating to registration and voting in that election. [52 U.S.C. 20701; R.C. 3505.31]

Prohibited Acts of Fraud and Misrepresentation

1. Persons must not make any false statement or claim that they are citizens of the United States in order to register or vote in any federal, state, or local election. [52 U.S.C. 21144(b); 18 U.S.C. 611, 911, 1015(f); R.C. 3599.11]
2. Persons must not vote more than once in any election (but this does not include voting a replacement ballot after a spoiled ballot was invalidated). [52 U.S.C. 10307(e); R.C. 3599.12]
3. Persons must not procure or submit materially false, fraudulent or fictitious voter registration applications in any election. [52 U.S.C. 20511(2)(A); R.C. 3599.11]
4. Persons must not submit false information as to name, address or period of residence in a voting district for the purpose of establishing eligibility to register or vote in any election. [52 U.S.C. 10307(c), 21144(a); 18 U.S.C. 608(b); R.C. 3599.11]
5. Persons must not procure, cast or tabulate materially false, fraudulent or fictitious ballots in any election. [52 U.S.C. 10307(c),(e), 20511(2)(B); 18 U.S.C. 242; R.C. 3599.12, 19, 21, 22, 23, 26, 27]
6. Persons must not pay, offer to pay or accept payment for voting, registering to vote, withholding their vote, or voting for or against any candidate in any election. [52 U.S.C. 10307(c), 18 U.S.C. 597, 608(b); R.C. 3599.11, .25]

What to Do If You Believe Any Voting Laws Have Been Violated

If you have witnessed efforts to commit any kind of fraud or corruption in the voting process, you may report this to any one or all of the following:

_____ County Prosecuting Attorney
(Name of County)

(Address of County Prosecuting Attorney) (City) (Zip Code)

(Telephone number) (Email address, if any)

- or Ohio Secretary of State – Division of Elections
180 E. Broad Street, 15th Floor
Columbus, OH 43215-3726
Tel: 614-466-2585 or 1-877-SOS-OHIO(767-6446) ext. 2 Email: election@ohiosecretaryofstate.gov
- or Ohio Attorney General
30 E. Broad Street, 14th Floor
Columbus, OH 43215-3428
Tel: 614-466-4986 or 1-800-282-0515
Email: constituent.services@ohioattorneygeneral.gov
- or Local United States Attorney's Office or the nearest office of the Federal Bureau of Investigation

If you have witnessed actual or attempted acts of discrimination or intimidation in the voting process, you may report this to the Civil Rights Division of the United States Department of Justice at 1-800-253-3931.

(5-2016)



Backup Optical Scan Paper Ballots Instructions

Instructions for Backup Optical Scan Paper Ballots for Voters in Counties that Use DRE Voting Machines as Their Voting System

IMPORTANT INSTRUCTIONS

- Before marking your ballot, carefully read the instructions at the beginning of the ballot.
- To vote, you must completely darken the oval to the left of the candidate or answer of your choice. Example = ●
- Do not mark the ballot for more choices than allowed. If you mark your ballot for more choices than allowed, your vote for that contest or question will not be counted.

If you make a mistake:

- Return your ballot to a precinct election official and ask for a replacement ballot.
- You may request a replacement ballot only two times.

IMPORTANT INSTRUCTIONS

- Before marking your ballot, carefully read the instructions at the beginning of the ballot.
- To vote, you must completely darken the oval to the left of the candidate or answer of your choice. Example = ●
- Do not mark the ballot for more choices than allowed. If you mark your ballot for more choices than allowed, your vote for that contest or question will not be counted.

If you make a mistake:

- Return your ballot to a precinct election official and ask for a replacement ballot.
- You may request a replacement ballot only two times.



Form 10-V

Form No. 10-V Prescribed by Secretary of State (08-17)

NOTICE

R.C. 3501.11, 3509.09, 3599.12

**OHIO LAW PROHIBITS ANY PERSON
FROM VOTING OR ATTEMPTING TO
VOTE CONTRARY TO LAW MORE THAN
ONCE AT THE SAME ELECTION.
VIOLATORS ARE GUILTY OF A FELONY
OF THE FOURTH DEGREE AND SHALL
BE IMPRISONED AND ADDITIONALLY
MAY BE FINED IN ACCORDANCE WITH
THE LAW.**

NOTE: THE ABOVE NOTICE MUST BE PRINTED IN RED WITH MINIMUM TYPESIZE OF 48 POINT FOR HEADING AND 24 POINT FOR BODY OF NOTICE.

Voter Identification Address Update Poster

Forgot to Update the Address on Your ID?

An unexpired Ohio Driver's license or State ID card with your former address IS an ACCEPTABLE form of ID when your current address is printed in the Poll Book.*

1

Former Address Is On
UNEXPIRED Ohio Driver's
License or State ID Card



2

Address Is Current
In Poll Book



3

Cast Your
Ballot



You may cast a regular ballot unless otherwise marked in the Poll Book.



JON HUSTED
Ohio Secretary of State

Ohio Secretary of State's Office
180 E. Broad St., 15th Floor • Columbus, Ohio 43215
Local: (614) 466-2585
Toll-Free: (877) SOS-OHIO (767-6446)
TTY Toll Free: (877) TTY-OHIO (889-6446)
Local TTY: (614) 728-3295
www.OhioSecretaryofState.gov

*R.C. 3501.01



Voter Registration Form

=Voter Registration and Information Update Form=

Please read instructions carefully. Please type or print clearly with blue or black ink.
For further information, you may consult the Secretary of State's website at: www.OhioSecretaryofState.gov or call (677) 767-6446.

Eligibility

You are qualified to register to vote in Ohio if you meet all the following requirements.

1. You are a citizen of the United States
2. You will be at least 18 years old on or before the day of the general election.
3. You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
4. You are not incarcerated (in jail or in prison) for a felony conviction
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently disenfranchised for violations of election laws

Use this form to register to vote or to update your current Ohio registration if you have changed your address or name.

NOTICE: This form must be received or postmarked by the 30th day before an election at which you intend to vote. You will be notified by your county board of elections of the location where you vote. If you do not receive a notice following timely submission of this form please contact your county board of elections.

Numbers 1 and 2 below are required by law. You must answer both of the questions for your registration to be processed.

Registering in Person

If you have a current valid Ohio driver's license, you must provide that number on line 10. If you do not have an Ohio driver's license, you must provide the last four digits of your Social Security number on line 10. If you have neither, please write "None."

Please see information on back of this form to learn how to obtain an absentee ballot.

Registering by Mail

If you register by mail and do not provide either an Ohio driver's license number or the last four digits of your Social Security number, you must enclose with your application a copy of one of the following forms of identification.

Current and valid photo identification, a military identification, or a current (within the last 12 months) utility bill, bank statement, government check, paycheck, or government document (other than a notice of voter registration mailed by a board of elections) that shows the voter's name and current address.

Residency Requirements

Your voting residence is the location that you consider to be a permanent, not a temporary, residence. Your voting residence is the place in which your habitation is fixed and to which, whenever you are absent, you intend to return. If you do not have a fixed place of habitation, but you are a consistent or regular inhabitant of a shelter or other location to which you intend to return, you may use that shelter or other location as your residence for purposes of registering to vote. If you have questions about your specific residency circumstances, you may contact your local board of elections for further information.

Your Signature

In the area below the arrow in Box 14, please write your cursive, hand-written signature or make your legal mark, taking care that it does not touch the surrounding lines so when it is digitally imaged by your county board of elections it can effectively be used to identify your signature.

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

FOLD HERE

I am: Registering as an Ohio voter Updating my address Updating my name

1. Are you a U.S. citizen? Yes No
 2. Will you be at least 18 years of age on or before the next general election? Yes No
 If you answered NO to either of the questions, do not complete this form.

3. Last Name		First Name		Middle Name or Initial		Jr., II, etc.	
4. House Number and Street (Enter new address if changed)				Apt. or Lot #		5. City or Post Office	
7. Additional Mailing Address (if necessary)						8. County (where you live)	
9. Birthdate (MO-DAY-YR) (required)		10. Ohio Driver's License No. OR Last Four Digits of Social Security No. (one form of ID required to be listed or provided)		11. Phone No. (voluntary)			
12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street							
Previous City or Post Office		County		State			
13. CHANGE OF NAME ONLY - Former Legal Name				Former Signature			
14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.							
Your Signature ↓				Date <u> </u> / <u> </u> / <u> </u> MO DAY YR			

FOR BOARD USE ONLY SEC40'0 (Rev. 4/15) City, Village, Twp.
Ward
Precinct
School Dist.
Cong. Dist.
Senate Dist.
House Dist.



Form 10-L – Notice of Change of Name

Form No. 10-L Prescribed by the Secretary of State (08-17)

Notice of Change of Name

R.C. 3503.16(B)(1)(b)

Voter's new legal name: _____

Voter's former name: _____

Voting residence address:

Street Address _____

City, Village or Post Office _____

County _____ ZIP Code _____

Date of Birth _____ MM/DD/YYYY

- Your Ohio driver's license number (two letters followed by six numbers) _____, **or**, if you do not have a driver's license,
- The last four digits of your Social Security number _____, **or**, if you have neither,
- Please check this box indicating that you have none of the above.

I hereby declare, under penalty of election falsification, I am a citizen of the United States, have lived in this state for 30 days immediately preceding this election, and am at least 18 years of age.

X _____ MM/DD/YYYY
(Signature of Voter) (Date Signed)

Your former signature: _____

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

INSTRUCTIONS TO PRECINCT ELECTION OFFICIAL:

1. Verify the address provided by the voter above matches the address printed in the pollbook. If the addresses are different, but the address above is in your precinct (based on the precinct street listing), then the voter may cast a *regular* ballot. If the addresses are different and the address above is not in your precinct, direct the voter to the correct precinct where he or she may cast a *provisional* ballot.
2. Check the appropriate box indicating type of legal proof of name change provided:
 - Marriage License
 - Court Order
 - Other: _____
3. Precinct Election Official Signature: _____



Form 10-U – Affidavit-Oath-Examination of Person Challenged

Form No. 10-U Prescribed by Secretary of State (08-17)

Affidavit-Oath-Examination of Person Challenged

R.C. 3505.20

The State of Ohio, _____ County, ss.

I, _____ the undersigned, swear or affirm under penalty of election falsification that I will fully and truly answer all of the following questions put to me, concerning my qualifications as an elector at this election.

Being challenged as unqualified on the grounds that:

- (A) **The person is not a citizen, the following question shall be asked:**

Are you a citizen of the United States? Ans. _____

(If the person offering to vote answers the question in the affirmative the person shall be entitled to vote a regular ballot.)

- (B) **The person is not a resident of the state for thirty days immediately preceding election, the following questions shall be asked:**

(1) Have you resided in this state for thirty days immediately preceding this election?

Ans. _____ If yes:

(a) Where have you resided? Ans. _____

(2) Did you properly register to vote? Ans. _____

(3) Can you provide some form of identification containing your current mailing address in this precinct?

Ans. _____ Please provide that identification.

(4) Have you voted or attempted to vote at any other location in this or in any other state at this election?

Ans. _____

(5) Have you applied for an absent voter's ballot in any state for this election? Ans. _____

(If, from the above responses, the precinct election officials are unable to determine the person's eligibility, the precinct election officials shall provide and the person may vote a provisional ballot.)

- (C) **The person is not a resident of the precinct where the person offers to vote, the following questions shall be asked:**

(1) Do you reside in this precinct? Ans. _____

(2) When did you move into this precinct? Ans. _____

(3) When you came into this precinct, did you come for a temporary purpose merely or for the purpose of making it your home?

Ans. _____

(4) What is your current mailing address? Ans. _____

(5) Do you have some official identification containing your current address in this precinct?

Ans. _____ Please provide that identification.

(6) Have you voted or attempted to vote at any other location in this or in any other state at this election?

Ans. _____

(7) Have you applied for any absent voter's ballot in any state for this election?

Ans. _____



(If the person is not at the appropriate polling place, the precinct election officials shall direct the person to the correct polling place. If the person refuses to go to the appropriate polling place or the precinct election officials are unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide and the person may vote a provisional ballot.)

(D) The person is not of legal voting age, the following questions shall be asked:

(1) Are you eighteen years of age or more? Ans. _____

(2) What is your date of birth? Ans. _____

(3) Do you have some official identification verifying your age? Ans. _____
Please provide that identification.

(If the precinct election officials are unable to determine the person's age and eligibility to cast a ballot, the judges shall provide and the person may vote a provisional ballot.)

Other Questions and Answers Necessary to Determine Person's Qualifications to Vote in this Election (if necessary)

Signature _____
Challenged person's signature

Sworn to before me and signed in my presence, this _____ day of _____, _____ .
(Day) (Month) (Year)

Signature of Voting Location Manager

Name of Precinct

Township or Ward and City or Village

If a person refuses to fully answer the questions, is unable to answer the questions, refuses to sign or make the person's mark or if the majority of precinct election officials believe that the person is not entitled to vote, the precinct election officials shall provide and the person may vote a provisional ballot.



Form 12-B – Provisional Ballot Affirmation

Form No. 12-B Prescribed by the Secretary of State (08-17)

Provisional Ballot Affirmation

print clearly

R.C. 3503.16; 3505.18; .181; .182; .183.

Full Name Required	1	First _____ Middle _____
		Last _____ Suffix _____

Date of Birth Required	2	Date of Birth <i>(Do not write today's date here)</i> _____ MM/DD/YYYY
---	----------	--

Current Ohio Address Required	3	Street Address <i>(No P.O. Boxes)</i> _____ County _____
		City/Village _____ ZIP _____

Former Address Not Required	4	If you do not complete this step, it will not cause your ballot to be rejected.	
		Have you moved without updating your voter registration? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Street Address <i>(No P.O. Boxes)</i> _____	
		City/Village _____ State _____ ZIP _____	

Identification Required	5	<i>If you do not provide identification at this time, you must go to the board of elections on or before the 7th day after this election to provide a qualifying form of identification.</i>	
		Do ONE of the following:	
		<input type="checkbox"/> Your Ohio driver's license number or state identification card number <i>(2 letters followed by 6 numbers)</i> _____	
		<input type="checkbox"/> Last four digits of your Social Security number _____	
		<input type="checkbox"/> Military identification Card _____	
		<input type="checkbox"/> Current (within the last 12 months) utility bill, bank statement, government check, paycheck or other government document, other than a notice of voter registration mailed by a board of elections, that contains your name and current address.	
		<input type="checkbox"/> Photo identification that was issued by the United States government or the State of Ohio, that contains your name and current address (or your former address if the identification is an Ohio driver's license or state identification card), and that has an expiration date that has not passed.	

Affirmation Required	6	I solemnly swear or affirm, under penalty of election falsification, that:	
		<ul style="list-style-type: none"> • I am a citizen of the United States and will be at least 18 years of age at the time of the general election. • I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot. • I am a registered voter in the precinct in which I am voting this provisional ballot. • I am eligible to vote in the election in which I am voting this provisional ballot. • I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted. • I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration. • I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution. • I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief. 	
		Signature X _____	
		Today's Date _____	MM/DD/YYYY

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.



Form 12-D – Provisional Voter Precinct Verification Form

Form No. 12-D Prescribed by the Secretary of State (08-17)

Provisional Voter Precinct Verification Form

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct of the correct multiple-precinct polling place and the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1 Find the voter's address in the Voting Location Guide.

STEP 2 Write the name or number of the voter's correct precinct below:

STEP 3 Write the name and address of the voter's correct polling place below, if different from where you are now:

STEP 4 Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

STEP 5 Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all or a portion of the votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

Signature of Precinct Election Official

Precinct Name/Number

Polling Place Name

Attach this form to the voter's provisional ballot envelope.
Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's entire provisional ballot.

Form No. 12-D Prescribed by the Secretary of State (08-17)

Provisional Voter Precinct Verification Form

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct of the correct multiple-precinct polling place and the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1 Find the voter's address in the Voting Location Guide.

STEP 2 Write the name or number of the voter's correct precinct below:

STEP 3 Write the name and address of the voter's correct polling place below, if different from where you are now:

STEP 4 Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

STEP 5 Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all or a portion of the votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

Signature of Precinct Election Official

Precinct Name/Number

Polling Place Name

Attach this form to the voter's provisional ballot envelope.
Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's entire provisional ballot.



Form 12-H – Provisional Ballot Notice

Form No. 12-H Prescribed by Secretary of State (01-18)

PROVISIONAL BALLOT NOTICE

This Notice must be provided to every person who votes a Provisional Ballot.

A PROVISIONAL VOTER HOTLINE IS AVAILABLE: To learn if you need to provide a required form of identification in order for your ballot to be counted in the May 8, 2018 election, or to learn after May 18, 2018, whether it was counted, please call the PROVISIONAL VOTER HOTLINE at:

(866) OHIO-VOTE (866-644-6868)

This Hotline is available from May 9, 2018 to June 30, 2018. If you are required to provide more information (see below) for your ballot to count, you have until 7 days after Election Day through **May 15, 2018** to supply the board of elections with the required information. You can learn whether you need to provide any other information by reading the information below or by calling (866) OHIO-VOTE, or you may call the board of elections directly. A directory of boards of elections is located online at

www.sos.state.oh.us/sos/elections/electionofficials/boeDirectory.aspx

Your Board of Elections is: _____ County Board of Elections

Board office hours are: _____ a.m. to _____ p.m., Monday through Friday.

The Provisional Voter Hotline will also allow you to learn whether your provisional ballot was counted, and if it was not counted, why it was not counted.

IN THE FOLLOWING SITUATIONS YOU MUST PROVIDE PROOF OF IDENTITY OR ADDITIONAL INFORMATION TO THE BOARD OF ELECTIONS WITHIN 7 DAYS AFTER THE ELECTION:

1. You had none of the required forms of identification, or you were unable to provide the required forms of identification.
2. Your right to vote had been challenged and heard by the board of elections at a hearing held before the election, and the board determined that the challenge had merit.

In these situations, the law requires that your ballot can be counted only if you appear at the office of the board of elections and provide to the board any additional information necessary to determine your eligibility. The following are acceptable forms of identity:

A current and valid photo identification, a military identification, or a copy of a current (within 12 months of Election Day) utility bill, bank statement, government check, paycheck, or other government document (other than a notice of a voter registration mailed by a board of elections) that shows your name and current address.

It is acceptable for your Ohio driver's license or state issued identification card to not contain your current address.

"Other government document" may include, by way of example, fishing and marine equipment operator's licenses; license renewal notices and other notices; court papers; grade reports or transcripts, showing your name and current address. "Government office" includes any local (including county, city, township, school district and village), state or federal (United States) government office, branch, agency, commission, public college or university or public community college, whether or not in Ohio.



Form 104: Certificate of Appointment of Precinct Election Official to Fill Vacancy and Oath

Form No. 104. Prescribed by the Secretary of State (09-17)

Certificate of Appointment of Precinct Election Official to Fill Vacancy and Oath

print clearly

R.C. 3501.31

Precinct _____
Name of Precinct

To the Board of Elections of _____ County, Ohio

WE HEREBY CERTIFY, that _____,
Name of Absent Precinct Official

one of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the Precinct Election Officials present, appointed:

_____ a qualified elector who is a member of the same political party as the
Name of Appointed Precinct Election Official
political party of which such absent Precinct Election Official is a member, to fill the vacancy until the Board of Elections shall appoint a person to fill such vacancy and the person so appointed reports for duty at the polling place.

Witness our hands, this _____ day of _____, _____.
Month Year

Voting Location Manager

Precinct Election Official

Precinct Election Official

Precinct Election Official

Precinct Election Official



Oath of Precinct Election Official of Election

Oath of Precinct Election Official of Election

R.C. 3501.31

State of Ohio, County of _____, ss:

I do solemnly swear that under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of election laws; that I will discharge to the best of my ability the duties of **precinct election official** in and for Precinct _____ in the County of _____, in the election to be held on the _____ day of _____ as required by law and the rules and instructions of the Board of Elections of said county; and that I will endeavor to prevent fraud in such election, and will report immediately to said Board any violations of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties.

Signed _____
Signature of Precinct Election Official

Subscribed and sworn to before me this _____ day of _____, _____.

Signature of Voting Location Manager



Observer Fact Sheets

THE ROLE OF OBSERVERS:

UNDERSTANDING YOUR FUNCTION

Below are key items to keep in mind while serving as an election observer, at your assigned location:

All observers must be qualified electors of the State of Ohio and must be duly appointed pursuant to statute. All appointed observers are required to take an oath, which must be administered by an election official prior to beginning their observation. Observers who will observe on multiple days need not take the oath every day, but must affirm to an election official each day that they understand that they are still under oath.

AS AN APPOINTED OBSERVER, YOU MAY BE PRESENT DURING THE FOLLOWING TIMES IF YOU ARE DULY APPOINTED TO DO SO:

- I. During the casting of ballots at the In-Person Absentee Voting Location;
- II. To observe certain elections activities at a Board of Elections Office prior to the Official Canvass;
- III. During the casting and counting of ballots at Precincts you have been appointed to on Election Day;
- IV. During the Official Canvass;
- V. During a Recount;
- VI. During an Election Audit.

THE ROLE OF AN OBSERVER

The role of observers is limited to observing the proceedings of an election. Accordingly, while observers are permitted to watch and inspect, observers are never permitted to handle any election materials. Observers are permitted to move freely about the polling place or any area where ballots are being cast, processed, counted, or recounted at a board of elections office, as applicable, to the extent that they do not engage in any prohibited activity. A board may deny an observer access to parts of its office where ballots are not being cast, processed, counted, or recounted.

Observers may not interfere with election officials administering the election. While observers are permitted to engage election officials in casual conversation during less busy times, even to gather information about the process, their statutory purpose is to watch. Observers may not enforce the law or advocate on behalf of voters. However, they may leave the voting area to contact the board of elections to raise concerns, which the board might address when appropriate.

AS AN APPOINTED OBSERVER, YOU MAY:

- I. Move about your assigned polling precinct, or board of elections office, if assigned to observe there, to the extent that you do not engage in any prohibited activity. Keep in mind that the polling precinct includes the area between the entrance to the polling location and the U.S. flags (approximately 100 feet from entrance). At a board of elections office, you may be limited to the area where the elections activity you are appointed to observe is taking place. You cannot impede elections officials in the performance of their duties or voters in exercising their right to vote;
- II. Watch and inspect the proceedings of the election at hand, so long as such activity does not disrupt or unreasonably delay the normal proceedings;
- III. Leave the voting area to contact the board of elections or your appointing entity to raise concerns.
- IV. Observers may use communication devices and audio/video devices in and about the polling place subject to the following conditions:
 - a. The devices must be set so as to produce no noise (low volume vibration settings are permitted);
 - b. The devices may not be used to take photographs, videos, or to record or transcribe any conversations inside the polling place (a camera is considered a device for purposes of these instructions);
 - c. The Observer may not have an audible conversation inside the polling place using a communications device or audio/video device;
 - d. The Observer may send and receive text messages, e-mail communications, instant messages, and similar other nonverbal, electronic communications using a communications device or audio/video device;

THIS LIST IS NOT COMPREHENSIVE AND IS NOT MEANT TO SUPERSEDE ANY SECTION TITLE 35 OF THE OHIO REVISED CODE OR OHIO SECRETARY OF STATE ELECTION OFFICIAL MANUAL
7/19/2017



- e. The Observer may not use the communications device or audio/video device in any manner that creates a disruption or disturbance within the polling place; and
- f. The Observer may not use the communications device or audio/video device in any manner that is intended or perceived to impede, interfere with, or disrupt an election, or in any way intimidates a voter, or risks violating the secrecy of the ballot or a voter's privacy.

AS AN APPOINTED OBSERVER, YOU MAY NOT:

- I. Engage in any kind of election campaigning;
- II. Hinder or delay an elector in reaching or leaving the polling place;
- III. Impede, interfere with, or disrupt the election in some manner;
- IV. Intimidate, harass, or attempt to influence voters or precinct election officials;
- V. Carry a firearm or other deadly weapon; or
- VI. Violate the secrecy of the ballot or the privacy of voters.
- VII. Observers may not serve as enforcers of the laws nor act as advocates for voters before the precinct election officials.
- VIII. Be a peace officer, state highway patrol trooper, member of a fire department, armed service member, organized militia member or person wearing any other uniform.
Handle any election materials;

It is imperative that as an appointed observer you maintain a high level of respect for the voters, the elections process and the election officials.

THIS LIST IS NOT COMPREHENSIVE AND IS NOT MEANT TO SUPERSEDE ANY SECTION TITLE 35 OF THE OHIO
REVISED CODE OR OHIO SECRETARY OF STATE ELECTION OFFICIAL MANUAL
7/19/2017



THE ROLE OF ELECTION OFFICIALS:

UNDERSTANDING THE IMPORTANCE OF OBSERVERS

Below is information that outlines how you can ensure that appointed observers serve in a manner consistent with Ohio law, in order to maintain a voting experience free from disruption or hindrance for voters.

All observers must be qualified electors in the State of Ohio and must be duly appointed pursuant to statute.

APPOINTED OBSERVERS MAY BE PRESENT DURING THE FOLLOWING TIMES IF THEY ARE APPOINTED TO DO SO:

- I. During the casting of ballots at the In-Person Absentee Voting Location;
- II. To observe certain elections activities at a Board of Elections Office prior to the Official Canvass;
- III. During the casting and counting of ballots at Precincts you have been appointed to on Election Day;
- IV. During the Official Canvass;
- V. During a Recount;
- VI. During an Election Audit.

AS AN ELECTION OFFICIAL, YOUR DUTIES INCLUDE:

- I. Verify that each observer has been duly appointed. Observers at your in-person absentee voting location, board of elections office prior to the official canvass, and Election Day observers at precincts must present a valid Certificate of Appointment before beginning to observe. For all other observers, you must verify that the person appearing has been duly appointed and ensure that the observer is observing at the location and time for which he/she is duly appointed. This is particularly important at a multiple precinct polling location and observers serving multiple days;
- II. Ensuring that all appointed observers take the required oath, which must be administered prior to beginning their observation. However, the oath does not need to be repeated on subsequent days when an observer returns – he or she only needs to be reminded of the oath taken and that he or she is still under oath;
- III. Ensuring that appointed observers are permitted to move freely within a polling place to the extent that they do not disrupt or interfere with the election, take any action to intimidate, persuade, or delay voters or elections official, or violate the secrecy of a voter's ballot or privacy;
- IV. Ensuring there is no campaigning inside a polling location, or outside a polling location within the 100 foot area marked by U.S. flags. This includes the wearing of campaign paraphernalia, and name badges or other labels identifying a political party, candidate, group of candidates, or ballot issue;
- V. Prohibiting an observer from handling any election materials;
- VI. Prohibiting an appointed observer from engaging voters in conversation. However, an observer is permitted to be polite and exchange courteous greetings;
- VII. Ensuring that appointed observers do not interfere with, impede or disrupt the election, or intimidate a voter or election official, or prevent a voter from casting his or her ballot;
- VIII. Prohibiting an appointed observer from violating the secrecy of the ballot or privacy of a voter;
- IX. Prohibiting any uniformed peace officer, state highway patrol trooper, member of a fire department, armed service member, organized militia member or person wearing any other uniform from serving as an observer;
- X. Prohibiting any person carrying a firearm or deadly weapon from serving as an observer;
- XI. Contacting the presiding judge, director, or deputy director if an observer is engaging in prohibited activity.

AS AN ELECTION OFFICIAL, YOU MAY NOT:

- I. Eject an appointed observer from a polling location without good cause (you should consult the Director or Deputy Director prior to acting);
- II. Bar an appointed observer from entering a polling location without good cause;

THIS LIST IS NOT COMPREHENSIVE AND IS NOT MEANT TO SUPERSEDE ANY SECTION TITLE 35 OF THE OHIO REVISED CODE OR OHIO SECRETARY OF STATE ELECTION OFFICIAL MANUAL

7/19/2017



Observer Certificate – Form 215-B

Form No. 215-B Prescribed by the Secretary of State (06-16)

Certificate of Appointment of Observer at Precincts on Election Day

R.C. 3505.21

print clearly

This certificate must be presented to the appropriate election official at the time of observation.

We, the
appointing
authority

Required
You must choose
ONE of these
options.

Today's Date

M	M	/	D	D	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

The Central Committee Chairperson and Secretary of the name of county or state
name of political party Party,

▶ **REQUIRED** signatures of party Central Committee Chairperson **AND** Secretary

Chairperson Secretary **OR**

The undersigned group of five or more candidates,

▶ **REQUIRED ALL** signatures of members of group of five or more candidates

OR

The undersigned duly recognized committee "supporting" or "opposing"
the following ballot issue name of ballot issue
name of committee if applicable

▶ **REQUIRED** signatures of **ALL** members of duly recognized committee supporting or
opposing a ballot issue

hereby appoint the following person(s) _____

to observe in name of county County **at precinct** name of precinct

for the election to be held on

Date of Election

M	M	/	D	D	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.



Observer Certificate – Form 216-B

Form No. 216-B Prescribed by the Secretary of State (06-16)

Certificate of Appointment of Observer at Board Office Prior to the Official Canvass

R.C. 3505.21

print clearly

This certificate must be presented to the appropriate election official at the time of observation.

We, the
appointing
authority

Required

**You must choose
ONE of these
options.**

Today's Date

| M | M | / | D | D | / | Y | Y | Y | Y |

The Central Committee Chairperson and Secretary of the name of county or state
name of political party Party,

▶ **REQUIRED** signatures of party Central Committee Chairperson **AND** Secretary

Chairperson

Secretary

OR

The undersigned group of five or more candidates,

▶ **REQUIRED ALL** signatures of members of group of five or more candidates

OR

The undersigned duly recognized committee "supporting" or "opposing"
the following ballot issue name of ballot issue
name of committee if applicable

▶ **REQUIRED** signatures of **ALL** members of duly recognized committee supporting or
opposing a ballot issue

hereby appoint the following person(s) _____

to observe at the name of county **County Board of Elections Office prior to the Official
Canvass** for the election to be held on

Date of Election

| M | M | / | D | D | / | Y | Y | Y | Y |

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.



Observer Certificate – Form 220

Form No. 220 Prescribed by the Secretary of State (06-16)

Petition to be Recognized as Committee to Appoint Observers for a Ballot Question or Issue

R.C. 3505.21

*print clearly
fields 1 & 2*

To be filed with the Board of Elections not later than 4 p.m. on the 20th day prior to Election Day.

**Authority to be
Appointed**

Required

1

To the Board of Elections, _____ *name of county* _____ County, Ohio:

The undersigned, a committee in good faith _____ *“supporting” or “opposing”* _____
the following measure:

_____ *name of ballot issue* _____

_____ *name of committee if applicable* _____

To be submitted at the election to be held on:

Date of Election | M | M | / | D | D | / | Y | Y | Y | Y |

Sign and Date

Required

2

Respectfully ask that they be recognized as the committee entitled to appoint
observers at such Election.

▶ **REQUIRED** signatures of **ALL** members of committee members

Today's Date | M | M | / | D | D | / | Y | Y | Y | Y |

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.



Election Day Incident Report Log

Form No. 450 (09-17)

Election Day Precinct Incident Log

To be completed and submitted by precinct election officials to the board of elections.

Date of Election (MM/DD/YYYY) _____ Date of Incident (MM/DD/YYYY) _____

County _____ Precinct _____

Polling Location _____

Potential Misconduct

Name of Person(s)/Organization(s) Involved

Brief Statement of Facts (please attach addition sheets of paper as necessary)

Name(s)/Position(s) of Person(s) Making Report



Voting Unit Event Log

Form No. 475 Prescribed by the Secretary of State (09-17)

Voting Unit Event Log

Election type/date: _____

Precinct:

Polling Location:

Time of Occurrence	Name of Precinct Election Officials	Canister #	Machine ID #/ Voting Unit SN #	Description of Event (Type of Occurrence)	Time unit returned to service



Precinct Election Official Recruitment Information

A Day For DEMOCRACY

 Be a Precinct Election Official

KNOW SOMEONE WHO WOULD MAKE A GREAT PRECINCT ELECTION OFFICIAL?

Every year, thousands of Precinct Election Officials are needed to staff the polls on Election Day. Ohio needs more volunteers just like you who are committed to doing their part for their country, state and local community.

Who can participate?

You can serve as a precinct election official (P.E.O.) in Ohio if you:

- Are a U.S. citizen
- Are at least 18 years old and registered to vote
- Are a resident of the county in which you plan to serve
- Are not running as a candidate for the election in which you are working
- Have not been convicted of a felony

If you know anyone who meets these requirements, be sure to tell them Ohio needs their help for the next election. Have them visit www.DayforDemocracy.com to sign up for more information or contact their local county board of elections (a complete directory is posted on the site).

* Disclaimer: County boards of elections are responsible for hiring precinct election officials for their own counties, determining the hours precinct election officials will work on Election Day and the compensation they will receive. After submitting their information, individuals may be contacted directly by the board regarding next steps.

www.DayforDemocracy.com

Additional resources for getting involved:

Ohio Secretary of State | www.OhioSecretaryofState.gov



Follow OhioSOSHusted:



JON HUSTED
Ohio Secretary of State



SOS 2250 (08/2017)

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JON HUSTED

Ohio Secretary of State



Elections Division

180 E. Broad Street, 15th Floor
Columbus, Ohio 43215

Toll-Free: (877) SOS-OHIO (877-767-6446)

Local Phone: (614) 466-2585

Toll-Free TTY: (877) TTY-OHIO (877-889-6446)

Local TTY: (614) 728-3295

PEO@OhioSecretaryofState.gov

www.OhioSecretaryofState.gov

JON HUSTED
Ohio Secretary of State



**PRECINCT ELECTION OFFICIAL
TRAINING
SUPPLEMENT**

FOR MAY 8, 2018

My  vote
My Right • My Responsibility



Dear Precinct Election Official:

Once again, the eyes of the nation will be on Ohio as our state's voters head to the polls. To those Ohioans, you are the face of our state's elections system. Your neighbors are able to cast their ballot with ease because of the role you play.

In addition to deciding local issues, voters will be choosing which candidates appear on the ballot during this November's general election. There are differences in operating a precinct polling location for a primary election and this supplement provides you with primary-specific information.

This guide contains rules and instructions for conducting a primary election, including:

- Issuing ballots;
- Challenging voters;
- Helping eligible 17-year-old voters cast their ballots; and
- Other primary reminders.
- Supplemental forms to be used for the primary election, including:
 - [Instructions for 17-Year-Old Voters](#);
 - [Form 10-W: Statement of Person Challenged as to Party Affiliation](#); and
 - [Form 10-X: Statements of Persons Challenged as to Party Affiliation](#).

Please review these forms and procedures and familiarize yourself with any other material provided by your county board of elections.

Thank you for all you do to make sure your fellow Ohioans find it easy to vote and hard to cheat.

Sincerely,

A handwritten signature in blue ink that reads "Jon Husted".

Jon Husted
Ohio Secretary of State

Table of Contents

<i>Issuing a Ballot as Part of the Voting Process During a Primary Election</i>	<i>4</i>
<i>Challenging a Voter.....</i>	<i>4</i>
<i>17-Year-Old Voters.....</i>	<i>5</i>
<i>Primary Information Reminders.....</i>	<i>5</i>
<i>17-Year-Old Voter Instructions.....</i>	<i>7</i>
<i>Form 10-W</i>	<i>8</i>
<i>Form 10-X (Page 1).....</i>	<i>9</i>
<i>Form 10-X (Page 2).....</i>	<i>10</i>



Issuing a Ballot as Part of the Voting Process During a Primary Election

Use the following additional procedures when issuing a ballot as part of “processing voters” (found in the SOS Precinct Election Official Training Manual, “Processing Voters”):

- Ask the voter: Which ballot would you like – a political party ballot or an “issues only” ballot?
- Most voters will know which type of political party ballot they will want. But, if a voter asks, “What are my choices?” then you should explain the political party ballot choices, if any.
- Once the voter indicates his or her choice of ballot (political party or issues only):
 - Record the voter’s choice of ballot in the Poll Book by marking either
 - (1) the appropriate political party for the ballot requested by the voter, or
 - (2) that the voter requested an issues only ballot;
 - Give the voter the proper ballot or appropriate ballot permission slip/ device; and
 - Direct the voter to the appropriate voting location in the pollingplace.

Challenging a Voter

If a precinct election official has personal knowledge that a voter is not affiliated with or a member of the political party whose ballot he or she has requested, the precinct election official may challenge the voter and ask the voter to complete the Statement of Person Challenged as to Party Affiliation ([Form 10-W](#) or [Form 10-X](#))

Personal knowledge requires more than just a notation of party affiliation in a board record such as a poll book. You must not rely solely on information contained in the poll book to challenge an elector’s party affiliation.

Such challenges will be rare, and a voter is required to complete [Form 10-W](#) or [Form 10-X](#), only if he or she is challenged.

If the challenged voter completes the Statement of Person Challenged as to Party Affiliation ([Form 10-W](#) or [Form 10-X](#)), then the voter’s choice of ballot is added in the Poll Book by marking the appropriate political party whose ballot was requested by the voter. The voter is then given a regular ballot or appropriate ballot permission slip or device for the political party ballot of his or her choice.

If the challenged voter refuses to complete the Statement of Person Challenged as to Party Affiliation ([Form 10-W](#) or [Form 10-X](#)), then the voter MUST vote the voter’s choice of political party ballot provisionally. The voter is then given the provisional ballot for the voter’s choice of political party.



17-Year-Old Voters

A 17-year-old registered voter who will be 18 years of age on or before the date of the next general election may vote in a primary election, including for Presidential delegates.

Voters who are 17 years old as of the primary election are not permitted to vote on any of the following:

- State Party Central Committee;
- County Party Central Committee; and
- Questions and Issues, such as a school tax levy, charter amendment, or local liquor option.

17-year-old voters will be identified as such in the Poll Book. Before giving the 17-year-old voter his or her ballot or ballot permission slip/device, give the voter the 17-Year-Old Voter Instruction Sheet.

NOTE: If your county does NOT provide a unique ballot for 17-year-old voters, you must give the following items to a 17-year-old voter:

- A regular optical scan ballot;
 - Instructions on the proper method for marking and returning the ballot (Instructions for 17-Year-Old Voters);
 - An envelope into which the voted ballot can be placed and segregated from the other regular ballots so that the board can review the ballot to ensure that no votes for which the 17-year-old voter is ineligible to cast are counted.
-

Primary Information Reminders

By requesting a political party's ballot, the voter becomes affiliated with the political party for which ballot the person votes. This designation can only be changed by requesting a different political party's ballot at the next partisan primary election.

Make sure to enter into the Poll Book which political party's ballot is voted by a voter, regardless of whether or not there is a change in party affiliation.

At the end of the day, you will complete the bottom portion of [*Form 10-X*](#) for any pages which may not have been completely filled in earlier in the day.



Additional Documents Provided in a Primary Election

- Instructions for 17-Year-Old Voters (primary election only);
- 17-Year-Old Voter Ballot Envelope (primary election only) provided by BOE;
- Form 10-W: Statement of Person Challenged as to Party Affiliation; and
- Form 10-X: Statements of Persons Challenged as to Party Affiliation as directed by your County BOE.



17-Year-Old Voter Instructions

17-Year Old Voter Instructions: Voting Your Optical Scan Ballot

A 17-year old registered voter who will be 18 years of age on or before the date of the next general election may vote in a primary election. You CANNOT vote on: any candidacy for a state or county political party's central committee, or any question or issue, such as a school tax levy, charter amendment, or local liquor option.

Please read the following instructions on how to mark your ballot:

1. Before marking your ballot, make sure that there are not any marks on it.
2. If there are marks on the ballot, please return the ballot to the election officials for a clean ballot with no marks already on it.
3. Read the directions on the unmarked ballot carefully before you vote:
 - ✓ If the ballot allows you to cast **one** vote for a particular office, you may fill in only **one** oval or box on your ballot.
 - ✓ If the ballot allows you to cast more than **one** vote for the same office, you may fill in the maximum number of ovals or boxes allowed by the directions.
 - ✓ If you vote for fewer candidates than the maximum number allowed by the directions for a particular office, you have under voted that contest and your vote will be counted
 - ✓ If you vote for more candidates than the maximum number allowed by the directions for a particular office, you have over voted that contest and your vote for that contest only will NOT be counted.
4. Use the pen or pencil provided to mark your vote on the optical scan ballot.
5. Completely fill in the oval or box to the **left** of the candidate's name you want to vote for.
6. To cast a vote for a person who has filed to be a **write-in** candidate:
 - ✓ Find the blank line provided on the ballot under the names of candidates listed for that particular office.
 - ✓ Fill in the oval or box to the left of that blank line.
 - ✓ Clearly write the name of the write-in candidate on the blank line. Only votes for a person who previously filed with the board of election to become a write-in candidate will be counted.
7. If you have questions, ask the election officials for assistance.
8. If you make an error while marking your ballot, please take your ballot to the election officials. The election officials will void that ballot and give you a new one. You may request up to two replacement ballots.
9. Once you have completed marking your ballot, review it to make sure it reflects your votes and place it in the envelope given to you.
10. Once you place your ballot in the envelope given to you and return it to the election officials, you may not request another ballot.
11. Your ballot will be sent to the county board of elections with all the other ballots after the polls close. Your ballot does not identify you; your vote is secret.
12. CONGRATULATIONS! You have voted for the first time and taken an important first step toward being a lifelong voter and a regular participant in your government.

2/1/2018



Form 10-W

Form No. 10-W Prescribed by Secretary of State (08-17)

Statement of Person Challenged as to Party Affiliation (Primary)

R.C. 3513.19, .20

At the Primary Election held on the _____ day of _____, _____.

I, _____, of _____,

_____, _____, hereby state, under
(Address, continued) (City, Village or Post Office)

penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.
(Political Party)

(Signature of Person Challenged)

(Address)

(City and ZIP)

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

We, the undersigned precinct election officials hereby _____ the
(enter either "accept" or "reject")
vote of the above named elector.

Precinct _____

Voting Location Manager

Precinct Election Official

Precinct Election Official

Precinct Election Official



Form 10-X (Page 1)

Form No. 10-X Prescribed by Secretary of State (08-17)

Statements Of Persons Challenged As To Party Affiliation

R.C. 3513.19, .20

_____ (ward) _____ (precinct) _____ (city, village or township)

(fill in date, year, county, city, village or township, ward and precinct before electors sign)

At the Primary Election held on the _____ day of _____, _____ each of the electors named below were challenged as being ineligible to vote on the basis that he or she was not affiliated with or was not a member of the political party whose ballot he or she requested.

State of Ohio, County of _____ :

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

I, _____, of _____,
(Name of Person Challenged) (Address)

hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Election Official) (Signature of Person Challenged)

Right to Vote
 Approved Rejected

I, _____, of _____,
(Name of Person Challenged) (Address)

hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Election Official) (Signature of Person Challenged)

Right to Vote
 Approved Rejected

I, _____, of _____,
(Name of Person Challenged) (Address)

hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Election Official) (Signature of Person Challenged)

Right to Vote
 Approved Rejected

I, _____, of _____,
(Name of Person Challenged) (Address)

hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Election Official) (Signature of Person Challenged)

Right to Vote
 Approved Rejected



Form 10-X (Page 2)

I, _____, of _____
(Name of Person Challenged) (Address)
hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Election Official)

(Signature of Person Challenged)

Right to Vote
 Approved Rejected

I, _____, of _____
(Name of Person Challenged) (Address)
hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Election Official)

(Signature of Person Challenged)

Right to Vote
 Approved Rejected

I, _____, of _____
(Name of Person Challenged) (Address)
hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Election Official)

(Signature of Person Challenged)

Right to Vote
 Approved Rejected

I, _____, of _____
(Name of Person Challenged) (Address)
hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of the _____ Party and wish to cast a ballot in the party's primary election this year.

(Signature of Precinct Election Official)

(Signature of Person Challenged)

Right to Vote
 Approved Rejected

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

We, the undersigned precinct election officials, hereby approved or rejected the right to vote of the above-named electors as signified by the appropriate checkmark, this _____ day of _____, _____.

Voting Location Manager _____ Precinct Election Official _____ Precinct Election Official _____ Precinct Election Official