



Precinct Election Official Manual

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Table of Contents

Elections Process Overview	1
Ohio Election Law and the Secretary of State.....	1
The County Board of Elections	1
Precinct Election Officials.....	1
Political Parties.....	1
Types of Elections	2
Precinct Election Officials’ Responsibilities and Conduct	3
Overview.....	3
Voting Location Manager’s Responsibilities	3
Precinct Election Officials’ Responsibilities	5
Precinct Election Official Conduct at Polling Locations.....	6
Arranging the Polling Location	7
The Ideal Polling Location Arrangement.....	7
How to Position the Voting Equipment.....	7
Post Signs Outside and Inside the Polling Location	10
Ensuring Accessibility for Voters with Disabilities.....	11
Accessibility Issues in General	11
Preparing for Voters	13
Checking the Supplies and Forms.....	13
Official Precinct Voter Registration List and Poll Book.....	15
Setting Up the Voting Equipment	15
Security at the Polling Location.....	15
COVID-Related Procedures for Precincts and Precinct Election Officials	16
Cleaning and Disinfecting Election Equipment and Other Surfaces and Facilities.....	17
Voters	17
Determining The Type Of Ballot A Voter Should Receive On Election Day.....	18
Regular Ballots	18
Provisional Ballots	18
Processing Voters.....	20
Curbside Voting Summary	24
Backup Paper Ballots (DRE Voting Machine Counties ONLY).....	26

Voter Identification Requirements	27
<i>Types of Valid ID</i>	27
<i>Unacceptable Types of ID.....</i>	29
<i>New Ohio Driver's Licenses, State Identification Cards, and Ohio Interim Documentation.....</i>	30
<i>Hole-Punched Ohio Driver's License or State Identification Card.....</i>	31
<i>Ohio Driver's Licenses.....</i>	32
<i>State Identification Cards.....</i>	35
<i>Examples of State Identification Cards.....</i>	35
<i>Military Identification Cards.....</i>	37
<i>Other Government Document.....</i>	39
Managing the Polling Location.....	40
<i>People Allowed in the Polling Location.....</i>	40
<i>People NOT Allowed in the Polling Location.....</i>	40
<i>Campaigning</i>	40
<i>Challenging Voters</i>	41
<i>Collecting Signatures Inside a Polling Location.....</i>	41
<i>Distributing Food and Campaigning Inside a Polling Location</i>	41
<i>Journalists and Media</i>	42
<i>Observers</i>	42
<i>Persons Assisting Voters.....</i>	43
<i>Persons Checking the Official Precinct Voter Registration List</i>	43
<i>Pollsters</i>	44
<i>Posting of Official Precinct Voter Registration List</i>	44
<i>Problems with an Individual's Conduct at a Polling Location</i>	44
<i>Record Keeping While the Polls Are Open</i>	45
<i>Replacement Ballots</i>	45
<i>Time Limits</i>	45
<i>Write-In Candidates</i>	45
Voters With Disabilities	46
<i>General Guidelines for Communicating to Voters with Disabilities</i>	46
<i>Interacting with Voters Who Have Speech Impairments.....</i>	47
<i>Interacting with Voters Who Are Deaf or Hearing Impaired</i>	47
<i>Interacting with Voters Who Are Blind or Visually Impaired.....</i>	47

Interacting with Voters Who Have Mobility Impairments 48

Closing the Polls **49**

Preparing to Close the Polls 49

Court Orders 49

Officially Closing the Polls 49

After the Voters Have Left the Polling location..... 49

Transportation of Ballots..... 50

Appendix **51**

Glossary 51

Frequently Asked Questions 55

Processing Voters Flow Chart..... 57

Polling Location Supplies Checklist..... 58

Special Voting Instructions Poster 61

Voting Rights Information Poster 62

Backup Paper Ballots Instructions 64

Form 10-V..... 65

Voter Registration Form..... 66

Form 10-L – Notice of Change of Name 67

Form 10-U Affidavit-Oath-Examination of Person Challenged..... 68

Form 12-B – Provisional Ballot Affirmation 70

Form 12-D – Provisional Voter Precinct Verification Form 71

Form 12-H – Provisional Ballot Notice 72

Form 104: Certificate of Appointment of Precinct Election Official to Fill Vacancy and Oath 73

Oath of Precinct Election Official of Election..... 74

Observer Certificate – Form 215-B 75

Observer Fact Sheets 76

Election Day Incident Report Log..... 79

Voting Unit Event Log..... 80

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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 established by state law and instructions, issued by the Secretary of State, in the form of advisories and directives.

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. Boards of elections carry out state and federal law as instructed by the Secretary of State and by board policies adopted by the board members. The staff of the county board of elections are the direct supervisors of precinct election officials.

Precinct Election Officials

Precinct election officials perform certain election-related duties, outlined in Ohio law. These duties include receiving the ballots and supplies, opening and closing the polls, and overseeing the casting of the ballots during the time the polls are open ([R.C. 3501.22](#)). Each voting precinct will be appointed and usually assigned at least four precinct election officials. For special elections and when electronic pollbooks are used in a multi-precinct location, a board of elections may determine to appoint only two precinct election officials to a precinct ([R.C. 3501.22](#)).

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

Elections are the mechanics of our republic — *Elections are a way for each individual to express their 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 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 third 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.

Primary election voters determine who will be nominated as candidates by political parties to run for 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 municipal or county charter for the holding of an election. A special election can also 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 third 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 that the election is conducted lawfully and assist voters with 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 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 of the precinct or polling location is responsible for the overall conduct of the election at the precinct or polling location.

The voting location manager, prior to Election Day, must 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 the precinct or the precincts within the polling location, assuring that the seals do not break in the process;

- Go to the polling location so that it is understood how to get there on the day of the election;
- Contact personnel at the polling location facility about getting in to set up for the election, if this is required by the county board of elections; and
- If required by the board of elections, contact the precinct election officials assigned to the precinct or polling location to confirm their commitment for Election Day and to arrange a time to set up the polling location.

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 earlier, if required by the county board of elections;
- Administer the oath of office to other precinct election officials and ensure they take and sign the oath statement, followed by signing the oath statement ([R.C. 3501.31](#));
- Formulate a work plan for Election Day, including work assignments, lunch schedules, and break schedules, if the 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 the 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 the flags cannot be placed 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;
- At 7:30 p.m., the official closing time, the voting location manager 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; and
- Perform any other duties assigned by the county board of elections.

Precinct Election Officials’ Responsibilities

A precinct election official must perform the following duties:

- Prior to Election Day, go to the polling location so that it is understood how to get there on the day of the election;
- On Election Day, arrive at the polling location not later than 6:00 a.m., or earlier, if required by the county board of elections;
- 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 do so 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 the flags cannot be placed 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 the precinct or polling location 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 themselves 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 act 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 Must Not:

- Campaign at the polling location or attempt to promote or oppose a candidate or ballot issue while in the polling location and its surrounding neutral zone;
- Wear or disseminate any campaign literature, attire, or paraphernalia including, but not limited to, literature, sample ballots, slate cards, campaign badges, campaign clothing or campaign buttons;
- 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.);
- Solicit contributions for raffle tickets or sell anything at the polling location, such as baked goods, candy, crafts, etc.;
- Place any food or drink on the check-in table, or on or near voting equipment or supplies;
- 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; or
- 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 found in a wide variety of facilities. In some polling locations, a proper setup 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 voters as they leave the polling location;
- Every step of the voting process is open to a voter's view once they enter 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, plan for the flow of voters:

- From the entrance to the check-in tables;
- To the location where the voter obtains their ballot, if different than the check-in table;
- To voter privacy booths or voting tables where the voter votes their paper ballot, or to either a

DRE or touchscreen voting machine where the voter votes electronically;

- To the ballot box where the voter submits their ballot if voting a paper ballot or to the ballot scanner where the voter submits their 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 the 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, keeping in mind that at least some of the voting booths can be daisy-chained together. However, a limited number of booths should be receiving power from the same, single outlet. More than one outlet or extension cords may be needed. 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 certain that power cords are out of the travel path. The cords should be taped to the floor, or if the board has provided 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 Ballot Scanning Equipment and Voter Privacy Booths or Voting Tables:

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

1. Find the electrical outlet(s).

The position of the check-in tables, ballot scanning equipment, and ballot stand are determined, in part, by the location of electrical outlets.

2. Place the ballot scanning equipment on ballot storage unit or table and plug machine(s) into the electrical outlet.

Follow the 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.

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- 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 cast a vote, and to the exit. Bottlenecks can frequently occur at the check-in table. So, 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 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 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

Ohio law and provisions of the Americans with Disabilities Act and the Help America Vote Act all require that voters with disabilities have access to polling locations. The board of elections should have 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.

Check for any of 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 it is properly set up, if required by the board of elections; and
- If an alternate/separate entrance is being used specifically for accessibility, ensure that it is unlocked.

If accessibility is lacking, 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 the route from the parking area to the polling location entrance has been checked, 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 can be readily operated independently by voters with disabilities. 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 inoperable with a closed fist (i.e., round doorknobs, 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 the 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 inoperable 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 detectable by cane;
- Set up voting machine(s) to be used by voters with a disability in an accessible and private location (but still 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 detect the object protruding from the wall to avoid injury.

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 it to make sure the following necessary supplies are present:

- 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, if applicable, check that the items are properly designated for the precinct or precincts within the polling location:

- 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 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 readily available, 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 both 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, they must vote a provisional ballot.

NOTE: *No absentee ballots can be accepted at the polling location on Election Day. A voter must return their 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 officials can monitor the list to prevent persons from removing 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 and cast their ballots in private, and so that 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 the county's specific instructions.

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 ensuring that they remain secured, 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 election officials can later account for all that has occurred at the polling location. Some of these procedures include the following:

- Inspect voting machines and other voting equipment (e.g., electronic poll books) for physical damage and check tamper-proof/tamper-evident seals, seal numbers, and security wires, making sure the seals numbers match the information on the chain of custody forms;
- 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 records of all voters who enter the polling location and of all ballots issued, including a tally of both;
- 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 especially any incidents involving the tallying of 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 materials and all ballots to the board of elections' office or other assigned location on Election Night.

COVID-Related Procedures for Precincts and Precinct Election Officials

- All Precinct Election Officials will be equipped with and must wear personal protective equipment ("PPE"), including a cloth face covering. All Precinct Election Officials should wear face coverings over their mouth and nose. If a Precinct Election Official has a documented medical condition or disability that prevents the wearing of a face covering, the board of elections has authority to decide whether to allow them to assist in a role at least six feet apart from others.
- Precinct Election Officials must maintain at least six feet of distance between each other and voters as much as possible. Precinct Election Officials' check-in stations should be set up so that those working the check-in table are at least six feet apart from each other.
- Precinct Election Officials must distance themselves when in the same vehicle, as far apart as possible, when transporting elections equipment, ballots, or other election materials that require bipartisan transportation. Precinct Election Officials must wear cloth masks or PPE during transport, particularly when maintaining six feet distance is not possible. If weather allows, they should open the vehicle's windows to increase air flow.
- All Precinct Election Officials will be equipped with an alcohol-based hand sanitizer with at least 60% alcohol for use at each step in the voting process where the Precinct Election Officials are interacting with voters. Alcohol-based hand sanitizers must be in a visible, frequently used location such as check-in stations, where "I Voted" stickers are dispensed, and exits.
- Precinct Election Officials must ensure their hands are dry prior to handling election material.
- Precinct Election Officials must wash their hands throughout the day with soap and water for at least 20 seconds or use alcohol-based hand sanitizer, especially after helping every curbside voter.
- Precinct Election Officials directly assisting voters will be equipped with personal protective equipment, including cloth face coverings, face shields, gowns, and gloves and will be trained to use the personal protective equipment appropriately.
- Communal eating, such as sharing pizza or from a crockpot is prohibited. Pre-packaged or single serving food or snack is permitted.

Cleaning and Disinfecting Election Equipment and Other Surfaces and Facilities

- Precinct Election Officials must follow the guidance of election equipment manufacturers to properly and safely disinfect election equipment, such as electronic pollbooks, touchscreen voting equipment, scanning equipment, and any election equipment that exposes either them or voters to surfaces touched by others.
- Counties that use touchscreen voting equipment, such as an electronic pollbook, may provide a voter with a single stylus that they use throughout the entire voting transaction. The stylus, q-tip, or other single use instrument provided to the voter may be kept by the voter or disposed of after the single use.
- As much as possible, Precinct Election Officials must minimize or eliminate the handling of shared objects, such as pens.

Voters

- Polling locations must utilize signage, visual cues, and verbally communicate to voters upon arrival at the polling location that they should leave at least six feet of space between themselves and others, wear a face covering, and otherwise follow recommendations for the protection of themselves and others.
- Precinct Elections Officials must place markers such as tape to manage lines and remind voters to maintain social distancing while in line at polling location.
- All voters are expected to wear a cloth face covering while in line and while physically inside a polling location pursuant to the current ODH Order in effect. If a voter arrives without a face covering, Precinct Election Officials should offer the voter a disposable face covering. If the voter refuses, Precinct Elections Officials should offer the voter the option of curbside voting. However, if the voter refuses to wear a face covering and refuses curbside voting, the voter must still be permitted to vote inside the polling location.
- Polling locations will have a stock of masks for voters that do not have a mask with them. There will be signs to post which provide instructions on proper wearing as well as safe removal and handling of masks. Per ODH, cloth face coverings are appropriate for voters, board staff, and Precinct Election Officials. N95 medical grade masks are not required for work within a polling location.
- Cloth face coverings can make it more difficult for people who are deaf or hard-of-hearing to lip-read, hear, or understand what people are saying. Clear face coverings, face shields, or fixed clear barriers can support lip reading.
- Precinct Election Officials should be prepared to offer curbside voting to those who are symptomatic or concerned about exposure to the COVID-19 virus.

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 their 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 their name and does not have proof of the legal name change, they must cast a provisional ballot.

In addition, a voter who has moved within the precinct may vote a regular ballot. They must also complete a Voter Registration Form in order to change their address with the board of elections.

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, page [27](#)) or in situations where there is a question about a voter's eligibility to vote on Election Day in the 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 falls within the polling location. **If not, 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 their provisional ballot.

- After the voter has marked their 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 ballot 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;
- The voter has changed their name and did not provide proof of a legal name change;
- The voter has moved from one Ohio precinct to another without updating their voter registration by the registration deadline (30 days prior to the election);
- The voter has changed their name and moved from one Ohio precinct to another without updating their voter registration by the registration deadline (30 days prior to the election);
- The voter's signature, in the opinion of a majority of the precinct election officials, does not match the signature on file with the board of elections (i.e., the signature in the Poll Book or displayed by the Electronic Poll Book); or
- 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.

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

PROCESSING VOTERS

NOTE: *The use of the term Poll Book includes either an Electronic Poll Book or printed Poll Book.*

Step 1. Greet the voter and ask the voter to state their name.

Step 2. Locate the voter's name in the Poll Book.

- Name Matches - Continue to step 3.

- **Name Different – Same Precinct**

If it was determined by researching the Poll Book that the voter's name has changed and the voter is still residing in the same precinct, the voter is eligible to receive a regular ballot if the voter has proof of the legal name change and completes Form 10-L.

Continue to step 3.

Important: *If the voter changed their 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 their name and does not have proof of the legal name change, the individual must cast a provisional ballot.

- **Name Not Found**

If the voter's name was **not** located in the Poll Book after performing a secondary search (see below), use the address information provided by the voter to direct the voter to the proper location to cast their ballot.

Electronic Poll Book Searches

If a driver's license or state identification card is scanned or swiped to locate the voter's name in the electronic poll book and the name is not located, perform a secondary, manual search to locate the voter. For example, typing in the first few characters of the voter's last name and/or house number should populate a list that can be used to determine if and where the voter is registered to vote.

Supplemental Voter Lists

If, at the time the electronic poll books are loaded with data or at the time the paper Poll Book is printed, a complete list of eligible voters is not available, the board of elections might produce a Supplemental Voter List. If the board of elections provided a Supplemental Voter List, reference the Supplemental Voter List in addition to the Poll Book when searching for a voter's name.

Step 3. Ask the voter to state their current address and compare the address provided to the address listed in the Poll Book next to the voter's name.

- **Address Matches – Continue to step 4.**

- **Address Different – Same Precinct**

If the address provided by the voter is different than the address listed in the Poll Book, determine if the address provided by the voter is still within the precinct in which they are registered to vote. If the voter's address is within the same precinct, **continue to step 4.**

Important: A voter who has moved within the same precinct may vote a regular ballot. Voters who move within the same precinct must be provided with a voter registration update form to complete.

- **Address Different – Same County, Different Precinct**

If the address provided by the voter is in a different precinct within the county, determine where the voter should be directed to cast a ballot. **Refer to “Directing Voters to the Correct Precinct and Polling Location.”**

- **Address Different – Different County in Ohio**

If the address provided by the voter is in a different county, direct the voter to contact the board of elections in that county for more information.

Directing Voters to the Correct Precinct and Polling Location

If the voter's address is outside a precinct within the polling location, use the electronic poll book or the county street directory to determine the correct precinct and direct the voter to the correct precinct or polling location.

Explain to the voter that a provisional ballot cast in the wrong precinct cannot be counted, and provide the voter with the telephone number of the board of elections in case the individual has questions.

If the voter insists on voting in the wrong precinct after being directed to the correct precinct or polling location, the voter must cast a provisional ballot.

Note: 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.

Step 4. Ask the voter to provide a valid form of ID. Refer to page [27](#) for more information on valid forms of identification.

- **Valid Form of ID – Continue to step 5.**
- **Invalid Form of ID or No ID – Provide the voter with a provisional ballot.**

Step 5. Check for flags, marks, or notations in the Poll Book which instruct precinct election officials to provide the voter with a provisional ballot. If the voter’s name is flagged or marked in the Poll Book, the voter must be provided with a provisional ballot.

- **No Notations – Continue to step 6.**
- **Notations Present – Provide the voter a provisional ballot.**

Reasons for Notations

- The voter was challenged before the election, a hearing was held, and the challenge was found by the board of elections to have merit.
- 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.

Step 6. Ask the voter to sign the Poll Book. Compare the voter’s signature with the signature provided in the Poll Book.

- **Signature Matches the Signature in Poll Book**

If the signature provided by the voter matches the signature already on file in the Poll Book, **continue to step 7.**

- **Voter Cannot Sign – Has Assistive Technology or Signature Stamp**

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 their signature by using assistive technology or an augmentative device such as a signature stamp. A voter using assistive technology, or an augmentative device may affix their signature in the backup paper Poll Book.

Continue to step 7.

- **Voter Cannot Sign – Has Attorney-in-Fact on File with Board of Elections**

If the voter has an attorney-in-fact designation on file with the board of elections, the voter can have their attorney-in-fact sign the voter’s name for them in the presence and at the direction of the voter. 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 Electronic Poll Book or Poll Book or on the Poll List. The voter must have their attorney-in-fact accompany them to the polling location. The signature of the attorney-in-fact should be examined, and if it matches the attorney-in-fact's signature already on file in the Poll Book (R.C. 3505.18(B)), **continue to step 7.**

NOTE: 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.

- **Voter Cannot Sign – Voter is Able to Provide Legal Mark**

If the voter is able, they should make their legal mark, such as an "X," on the signature line in the Poll Book. A precinct election official shall record the name of the elector at the proper place in the Poll Book following the elector'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)). **Continue to step 7.**

- **Signature Does Not Match**

If, in the opinion of the majority of four precinct officials, the signature does not substantially conform to the signature in the Poll Book, **the voter must vote a provisional ballot.**

Step 7. Provide the voter with a regular ballot or the appropriate ballot permission slip or device for the voter's precinct and direct the voter to the proper voting booth or voting machine.

If a voter is unable to mark their ballot, the voter may use the voting machine that is accessible for individuals with disabilities. See page for more information on who may assist a voter.

CURBSIDE VOTING SUMMARY

Curbside voting is the process followed when a person who is physically unable to enter a polling location sends another person into the polling location to inform precinct election officials of their desire to vote.

When precinct election officials are made aware of the name of a voter who is outside of the polling location and 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," page [20](#).
- 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 their 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 "Processing Voters," page [18](#) 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, for provisional voters voting at the curbside, the Identification Envelope - Provisional Ballot Affirmation ([Form 12-B](#))).
- 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 the board of elections.

If a voter who wishes to utilize the curbside voting process is unable to sign their 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 their 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 use the curbside voting process is unable to mark their ballot:

- The two election officials follow the procedures in "Processing Voters" beginning on page [20](#) for a voter who wishes to cast a ballot (regular or provisional) and is unable to mark their ballot.

BACKUP PAPER BALLOTS (DRE VOTING MACHINE COUNTIES ONLY)

Boards of Elections using DRE 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 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 general elections in even-numbered years.
- 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 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 paper ballots.
- Contact the board of elections immediately to notify someone of any issues with the voting machines.

In general:

- Backup 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 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 paper ballot, check to make sure the voter is authorized to vote a regular ballot.
- Each voter receiving a paper ballot must receive the instructions for voting the ballot.
- Precinct election officials should direct voters to privacy booths to mark their paper ballot. Privacy booths used by persons voting a provisional ballot may be utilized for this purpose.
- Voters must place voted paper ballots in a secure ballot container provided by the board of elections.
- If a voter asks, inform the voter that their 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**. This includes the Ohio Interim Documentation, which is considered a driver's license or state identification card for purposes of voting.

NOTE THE FOLLOWING:

1. *In response to the COVID-19 pandemic, driver licenses or state identification cards set to expire on or after March 9, 2020, are automatically extended and remain valid through the November 3, 2020 General Election.
2. An Ohio driver license, state identification card, or Ohio Interim Documentation 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.
3. On July 2, 2018, the Ohio Bureau of Motor Vehicles began issuing a new format of Ohio's driver licenses and state identification cards. The BMV is also issuing Ohio Interim Documentation until the applicant receives their new ID through the mail. **A driver's license or state identification card in the old or new format, the Ohio Interim Documentation, and a voter's old, hole-punched driver's license or state ID card are acceptable forms of identification for voting, as long as the expiration date has not passed.**
4. If the voter changed their 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 properly identifies person who is presenting it for the purpose of voting.

3. **Utility Bill:** Must contain the correct name and current address of the voter.
 - A bill is a statement of fees owed and/or paid for services. A valid utility bill may show a \$0.00 balance or no amount owed.
 - 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.
4. **Bank Statement:** Must contain the 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.
5. **Government Check:** Must contain the 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.
6. **Paycheck:** Must contain the correct name and current address of voter.
 - A paycheck includes, 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.
7. **Other Government Document:** Must contain the 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.*

Unacceptable Types of ID

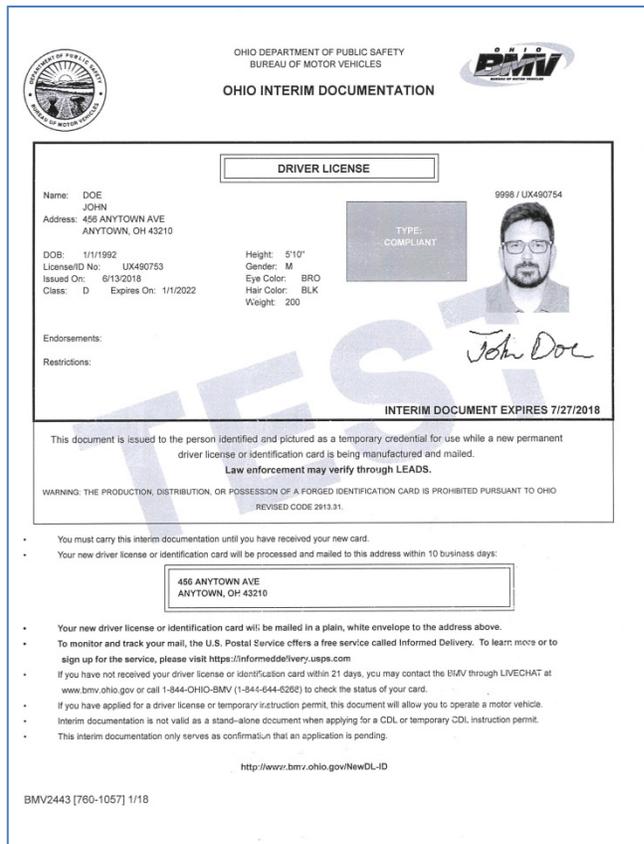
Ohio law prohibits precinct election officials from accepting the following forms of ID:

- 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 they resided at birth, and the birth certificate contains that home address;
- Insurance card; or
- Any registration acknowledgment notice from the county board of elections.

New Ohio Driver’s Licenses, State Identification Cards, and Ohio Interim Documentation

On July 2, 2018, the Ohio Bureau of Motor Vehicles issued a new format of Ohio’s driver’s licenses and state identification cards (state ID) – see new licenses and identification cards starting on page [32](#).

Licenses and identification cards will no longer be produced at the Deputy Registrar offices statewide. A temporary identification document (Ohio Interim Documentation, example shown below) will be provided to an individual at a Deputy Registrar location, and the new driver’s license or state ID will be mailed to an individual about 10 days later.



The image shows a sample of an Ohio Interim Documentation form. At the top, it features the Ohio Department of Public Safety Bureau of Motor Vehicles logo and the text "OHIO INTERIM DOCUMENTATION". The form includes a "DRIVER LICENSE" section with the following details: Name: DOE JOHN, Address: 456 ANYTOWN AVE ANYTOWN, OH 43210, DOB: 1/1/1992, LicenseID No: UX490753, Issued On: 6/19/2018, Class: D, Expires On: 1/1/2022, Height: 5'10", Gender: M, Eye Color: BRO, Hair Color: BLK, Weight: 200. It also includes a photo of John Doe, a signature, and a "TYPE: COMPLIANT" box. A large "TEST" watermark is overlaid on the form. Below the form, there is a section for "INTERIM DOCUMENT EXPIRES 7/27/2018" and a disclaimer: "This document is issued to the person identified and pictured as a temporary credential for use while a new permanent driver license or identification card is being manufactured and mailed. Law enforcement may verify through LEADS. WARNING: THE PRODUCTION, DISTRIBUTION, OR POSSESSION OF A FORGED IDENTIFICATION CARD IS PROHIBITED PURSUANT TO OHIO REVISED CODE 2913.31." A list of instructions follows, including: "You must carry this interim documentation until you have received your new card.", "Your new driver license or identification card will be processed and mailed to this address within 10 business days:", and "Your new driver license or identification card will be mailed in a plain, white envelope to the address above." The form also includes a return address box: "456 ANYTOWN AVE ANYTOWN, OH 43210" and a URL: "http://www.bmv.ohio.gov/NewDL-ID". The bottom left corner has the code "BMV2443 [760-1057] 1/18".

NOTE: The new Ohio Interim Documentation is considered a driver’s license or state identification card for purposes of voting.

Therefore, an Ohio Interim Documentation 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.

Hole-Punched Ohio Driver's License or State Identification Card

In addition to issuing the Ohio Interim Documentation shown above, the Deputy Register will hole-punch the individual's previous driver's license or state ID and return it to the individual.



Important Notice

A hole-punched driver's license or state ID or the Ohio Interim Documentation (all shown above) each are valid forms of identification for voting purposes as long as the expiration date has not passed and they meet the requirements for driver's license or state ID card below. Note that in response to the COVID-19 pandemic, driver's licenses set to expire on or after March 9, 2020, are automatically extended and remain valid through the November 3, 2020 General Election.

Ohio Driver's Licenses

An Ohio driver's license may be used to prove a voter's identity for the purpose of voting in Ohio if it contains the following items:

- An expiration date that has not passed (see exception in the **NOTE** below);
- 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.

In response to the COVID-19 pandemic, driver's licenses set to expire on or after March 9, 2020, are automatically extended and remain valid through the November 3, 2020 General Election.

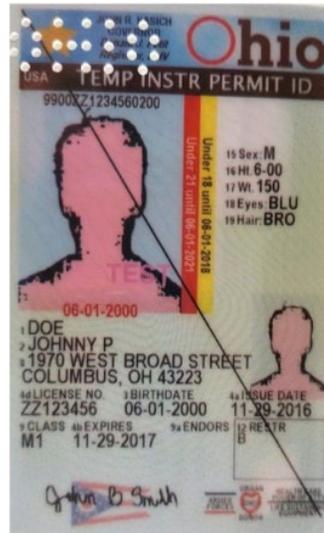
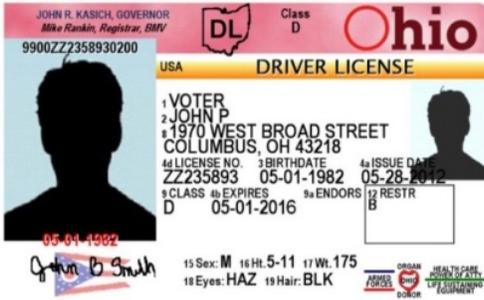
Examples of Ohio Driver's Licenses

Currently Issued (beginning July 2, 2018)



Previously Issued

NOTE: Individuals holding a driver's license or state ID card (including a hole-punched driver's license or state ID card) printed in the old formats are still valid as long as the driver's license or state ID card expiration date has not passed.



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

- An expiration date that has not passed (see exception in the **NOTE** below);
- 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.

In response to the COVID-19 pandemic, driver’s licenses set to expire on or after March 9, 2020, are automatically extended and remain valid through the November 3, 2020 General Election.

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 - Commerical 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

State Identification Cards

A state identification card may be used to prove a voter’s identity for the purpose of voting in Ohio if it contains the following items:

- An expiration date that has not passed (see exception in the **NOTE** below);
- 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.

In response to the COVID-19 pandemic, state ID cards set to expire on or after March 9, 2020, are automatically extended and remain valid through the November 3, 2020 General Election.

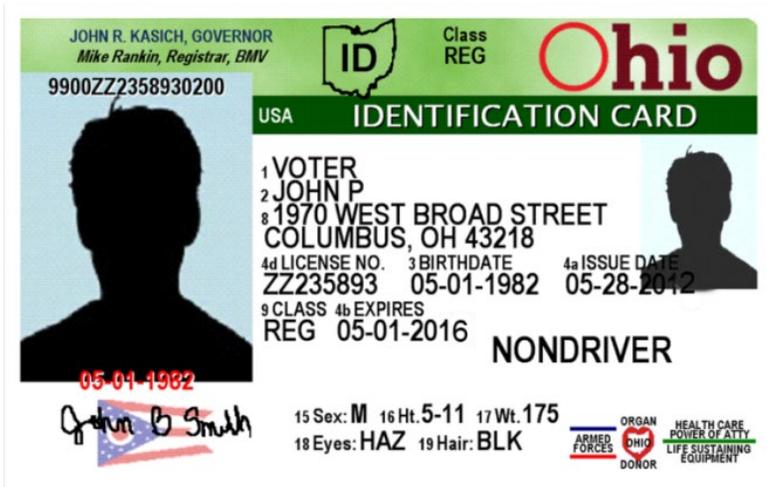
Examples of State Identification Cards

Currently Issued (beginning July 2, 2018)



Previously Issued

NOTE: Individuals holding a driver's license or state ID card printed in the old formats (including a hole-punched driver's license or state ID card) are still valid as long as the driver's license or state ID card expiration date has not passed.



Military Identification Cards

There are several types of military IDs 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	
	ISSUING AUTHORITIES WILL PRINT RECIPIENT'S SURNAME HERE PRIOR TO REQUISITIONING ACTUAL PHOTOGRAPH SAMPLE
	RETIRED SERVICE SSN/SERVICE NO. EXPIRATION DATE INSERT PHOTO LE
GRADE SIGNATURE	E
IDENTIFICATION CARD	
DD FORM 2, (RETIRED) 1 MAY 78	

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 DESIGNED HEREON. USE OR POSSESSION EXCEPT AS PROVIDED IS UNLAWFUL AND WILL MAKE THE OFFENDER LIABLE TO HEAVY PENALTY—18 U. S. C. 486 (C), (D), AND (E). CARD NO. LE		
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	

UNITED STATES UNIFORMED SERVICES		
	PHOTO PRINTED HERE SAMPLE	U.S. AIR FORCE RETIRED
RANK / PAY GRADE	P	EXPIRATION DATE LE
SIGNATURE	SOCIAL SECURITY NUMBER	
IDENTIFICATION CARD		

DATE OF BIRTH	WEIGHT	HEIGHT	HAIR COLOR	EYE COLOR
DATE OF ISSUE	MEDICAL			
DD FORM 2 (RETIRED) OCT 93 PROPERTY OF US GOVERNMENT GUSD PERM MAY 96 E				

Examples of the DD Form 1173

DD FORM 1173-1 (1 MAR 81) UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD

1. CARD NUMBER
2. ISSUE DATE
3. EXPIRATION DATE
4. ISSUED BY (Typed name and relationship)
5. COLOR EYES 6. COLOR HAIR 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 yes, give effective date)
16. PLACE OF ISSUE
17. ISSUING OFFICER SIGNATURE TYPED NAME AND GRADE
18. 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, MAKES USER LIABLE FOR PROSECUTION UNDER APPLICABLE FEDERAL LAWS PERTAINING TO FALSE STATEMENT (78 USC 1003)
19. IF FOUND - DROP IN ANY MAIL BOX POSTMASTER - RETURN TO DEPARTMENT OF DEFENSE WASHINGTON, D. C. 20304-0001

NON-TRANSFERABLE - VOID IF ALTERED
PROPERTY OF UNITED STATES GOVERNMENT

UNITED STATES UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD

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

DATE OF BIRTH WEIGHT HEIGHT HAIR COLOR EYE COLOR
DATE OF ISSUE MEDICAL
DD FORM 1173-1 OCT 93 PROPERTY OF US GOVERNMENT

Other Government Document

Amended Substitute House Bill 173 enacted sections 317.241 and 317.242 of the Revised Code to authorize a county recorder or county veterans service office, with the approval of the board of county commissioners, to issue United States Veteran Document Identification Card. Below is an example of an United States Veteran Document Identification Card that may be issued by a county recorder or county veterans service office.

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

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 in managing the 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](#).

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.

Campaigning

Each polling location and its surrounding area is a neutral zone. Campaigning is part of the political process, but it is prohibited in each polling location and 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.

No one, including precinct election officials, should attempt to promote or oppose a candidate or ballot issue while in the polling location. The following three types of attire and paraphernalia are prohibited in a polling location and its surrounding neutral zone:

1. Attire and paraphernalia displaying the name of a political party;
2. Attire and paraphernalia displaying the name of a candidate; and

3. Attire and paraphernalia demonstrating support of or opposition to a ballot question or issue.

Any person who is permitted in a polling location and its surrounding neutral zone must remove or cover the campaign attire and paraphernalia prohibited in 1-3 above. A voter who refuses to remove or cover up prohibited campaign attire or paraphernalia **must be allowed to vote**, if the voter is entitled to do so ([R.C. 3501.33](#)). However, any such incident must be reported to the board of elections.

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," page [18](#)) to the person.

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). 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. 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.

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. But 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, the primary responsibility is to lawfully manage the polling location and focus should be directed to this task. Precinct election officials are encouraged to inform the county board of elections if the media visits the polling location. If a journalist requests an interview, contact the board of elections instead of providing an interview.

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 audibly 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 silenced (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.

Persons Assisting Voters

- A voter may ask for assistance in marking the ballot because of 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 they want 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\(B\)\(2\)](#)).*

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.

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.

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 the 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. there is no requirement to post an update list.
- The general public can 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.

Problems with an Individual's 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.

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 the 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 entered the polling location 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.

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 a returned torn, soiled, defaced, or erroneously marked ballot is received, write “Defaced” on the back of the ballot and place the stub and the ballot in the separate containers provided by the board of elections for that purpose.
- No voter voting a paper ballot may leave the polling location until they return to a precinct election official every ballot issued to them, regardless of whether or not the voter has made any marks on the ballot.

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 their 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.

Write-In Candidates

The board of elections will provide 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.

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. It is the duty of each precinct election official 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. 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 they want 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 assistance is offered by two precinct election officials of different political parties, wait until the offer is accepted, then listen and wait for instructions. As with any other voter, allow their voting process to be private.
- Never patronize a voter with a disability. Treat adults as adults.
- Never distract a service animal. They are working.
- Relax. Don't be embarrassed to 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 something the voter states is not understood, ask the voter to repeat what they 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 them on the shoulder or wave a hand.
- Identify yourself as a precinct election official (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. Always face the voter.
- 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 a voter approaches a precinct election official, the precinct election official should identify themselves and state that they are a precinct election official. Precinct election officials should inform the voter if they are leaving or walking away.
- When giving directions to navigate the voting location, be as specific as possible and indicate obstacles in the path of travel or offer to physically assist and guide the voter. Don't be uncomfortable using words like "look" or "see."
- If asked to guide a voter who is blind or visually impaired, ask which arm they prefer and allow the voter to grasp the individual's arm above the elbow. Don't grab the voter as this will cause the voter to walk a half step behind the person who is providing guidance.
- 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 vocal volume when addressing a person who is visually impaired, even if attempting to provide assistance to the voter.
- 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.
- Speak at eye level when conversing with an individual 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 their devices.
- Always ask the voter if they want 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 that is provided 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.

Court Orders

If there is a court order to keep the polling location open past 7:30 p.m., precinct election officials will need to know who the last person in line was at 7:30 p.m. Precinct election officials 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.

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.

After the Voters Have Left the Polling location

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

- Record all ballot statistics (e.g., regular, provisional, soiled and defaced, 17-year-old voter ballots, unused ballots) on the Balance/Reconciliation Sheet provided by the board of elections.
- 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.

- 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 the board of elections.
- Securely pack ballots and supplies and immediately return them to the board of elections, or the 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 the 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 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 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 in polling locations and their surrounding neutral zones (i.e. within 100 feet of the entrance to polling locations and within 10 feet of voters waiting in line, if the line extends past the 100 feet.)

The following three types of attire and paraphernalia are prohibited in a polling location and its surrounding neutral zone:

1. attire and paraphernalia displaying the name of a political party;
2. attire and paraphernalia displaying the name of a candidate; and
3. attire and paraphernalia demonstrating support of or opposition to a ballot question or issue.

Any person who is permitted in a polling location and its surrounding neutral zone must remove or cover the campaign attire and paraphernalia prohibited in 1-3 above. A voter who refuses to remove or cover up prohibited campaign attire or paraphernalia **must be allowed to vote**, if the voter is entitled to do so ([R.C. 3501.33](#)). Any such incident must be reported to the board of elections.

County Street Directory - An alphabetical list of every street or road segment in the 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 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 [27](#).

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 can 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.) is the name given to the compilation of Ohio's

statutes of a permanent and general nature, as revised and consolidated into general provisions, titles, chapters, and sections. 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 can sign their 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 in that precinct 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 (R.C. 3501.01).

Supplemental Voter List - A listing of voters whose registration or voting status was updated after the 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 the ballot.

Voting Rights Information Poster - Information for the voter about their rights and to whom they may turn if they feel their right to vote has been infringed.

Voting Location Manager - A precinct election official 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 they are 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 to the board of elections. Please also refer to specific transport instructions provided by the 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 should a precinct election official 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 the board of elections must be made aware of the incident.

10. **A voter brings an absentee ballot to the voting location. What should a precinct election official do?**

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

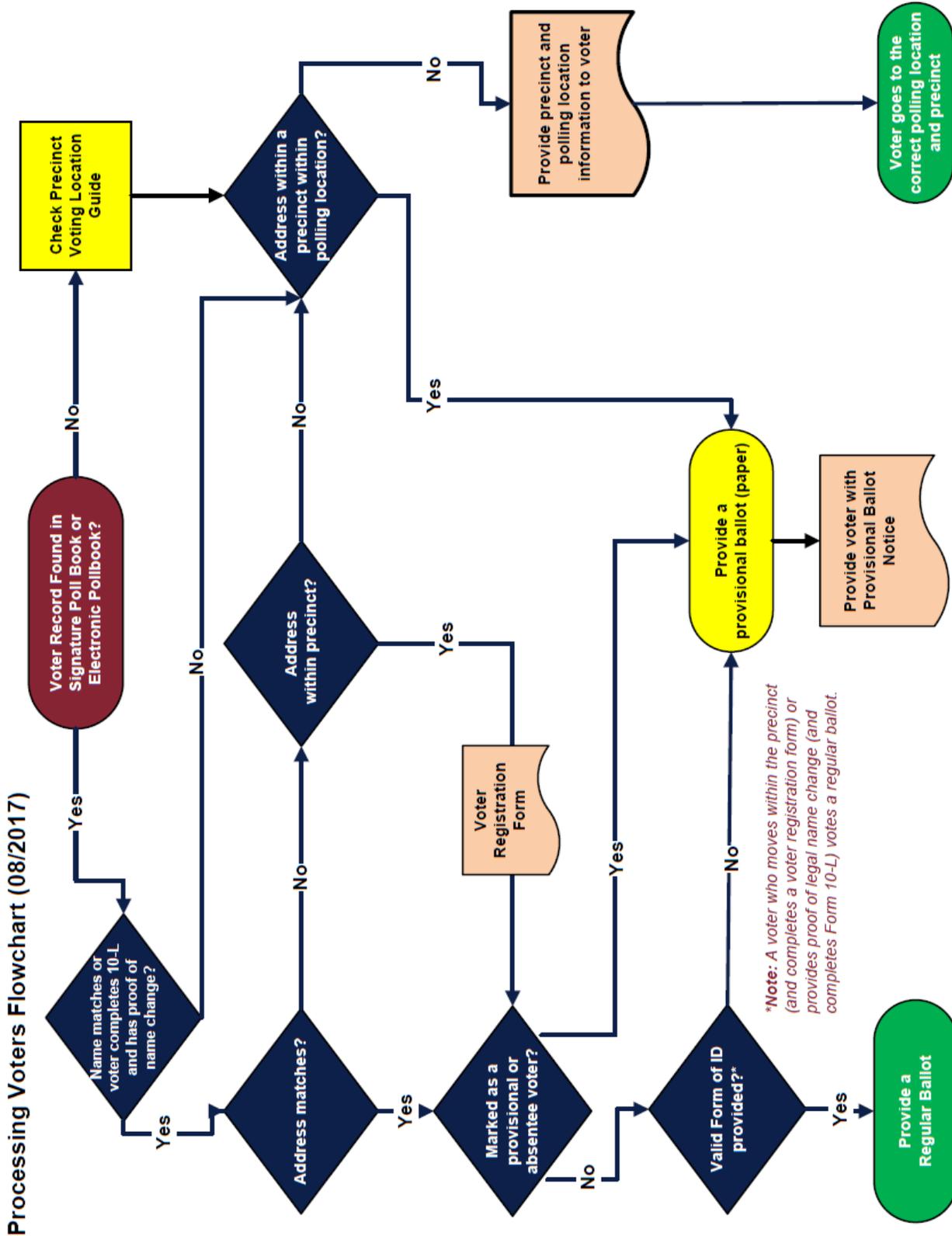
11. **Does a provisional voter need to show ID to a precinct election official when completing the provisional ballot envelope (Form 12-B)?**

It depends on the form of identification. If the voter is using their driver's license number or the last four digits of their 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, or using the driver's license or state ID card as photo identification, 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



Polling Location Supplies 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 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
- Cards of Instruction** – Instructions that are specific to each county’s electronic pollbooks, if applicable:
- 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 Poll Books or Poll Lists for the precinct officials to sign after the polls close, certifying that the Electronic or printed Books or Poll Lists correctly show the names of all electors who voted in the polling location 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 location 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 the 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 Poll Book. The voter may cast a regular ballot unless otherwise marked in the Poll Book.

- Backup Paper Ballot Instructions for Voters in Counties that use DRE Voting Machines as its Primary Voting System**
- Statewide Mailing Absentee Ballot Application poster**

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 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 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
- 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)(1))
- 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
- 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
- Extension cord(s) (if necessary)

Additional Items for Paper Ballot Counties

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

Special Voting Instructions Poster

Election
Tuesday,

Polling Hours:
6:30 a.m. to 7:30 p.m.

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 license, state identification card*, or Ohio Interim Documentation 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.

***In response to the COVID-19 pandemic, driver licenses or state identification cards set to expire on or after March 9, 2020, are automatically extended and remain valid through the November 3, 2020 General Election.**

If you provide as proof of identity either an Ohio driver's license, Ohio Interim Documentation, 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.

9/10/20

Voting Rights Information Poster

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]*

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
22 North Fourth Street, 15th Floor
Columbus, Ohio 43215
Tel: 614-466-2585 or 1-877-SOS-OHIO(767-6446) ext. 2
Email: election@OhioSoS.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.

(1-2020)

Backup 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 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 (877) 767-6446.

Eligibility

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

- You are a citizen of the United States.
- You will be at least 18 years old on or before the day of the general election.
- You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
- You are not incarcerated (in jail or in prison) for a felony conviction.
- You have not been declared incompetent for voting purposes by a probate court.
- 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											
<table border="1"> <tr> <td>FOR BOARD USE ONLY SEC4010 (Rev. 4/15)</td> </tr> <tr> <td>City, Village, Twp.</td> </tr> <tr> <td>Ward</td> </tr> <tr> <td>Precinct</td> </tr> <tr> <td>School Dist.</td> </tr> <tr> <td>Cong. Dist.</td> </tr> <tr> <td>Senate Dist.</td> </tr> <tr> <td>House Dist.</td> </tr> </table>								FOR BOARD USE ONLY SEC4010 (Rev. 4/15)	City, Village, Twp.	Ward	Precinct	School Dist.	Cong. Dist.	Senate Dist.	House Dist.
								FOR BOARD USE ONLY SEC4010 (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"> <input type="checkbox"/> I am a citizen of the United States and will be at least 18 years of age at the time of the general election. <input type="checkbox"/> I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot. <input type="checkbox"/> I am a registered voter in the precinct in which I am voting this provisional ballot. <input type="checkbox"/> I am eligible to vote in the election in which I am voting this provisional ballot. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution. <input type="checkbox"/> 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 (09-20)

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 November 3, 2020 General Election, or to learn after the official certification whether it was counted, please call the PROVISIONAL VOTER HOTLINE at:

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

This Hotline is available from November 4, 2020 to December 30, 2020. If you are required to provide more information (see below) for your ballot to count, you have **until November 10, 2020** 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:

OhioSoS.gov/boards

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 after the official certification 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 identification:

- Ohio driver's license or state identification card number or the last four digits of your social security number. It is acceptable for your Ohio driver's license or state issued identification card to not contain your current address.
- 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. **In response to the COVID-19 pandemic, driver's licenses or state identification cards set to expire on or after March 9, 2020, are automatically extended and remain valid for the November 3, 2020 General Election.*
- "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: _____

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

Month Year

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

8/23/18

- 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.

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 attire and paraphernalia displaying the name of a political party or candidate, or demonstrating support or opposition to a 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
8/23/18

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



Elections

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