



# 2024 Poll Book Training for Election Judges

# Updates

- From 2022: No more hot spot
- From 2022: No more battery base
- From 2023: Electronic signature on the poll pad – must be a signature or personal mark! Dots or dashes + wet signature are not acceptable



# OPENING

# Poll book setup

- Open the green case
- Verify seal numbers
- Remove printer components



# Poll book setup

- Connect printer cords
- Plug in and power on
- Remove printer components



# Poll book setup

- Connect stand arm
- Slide ID holder into place



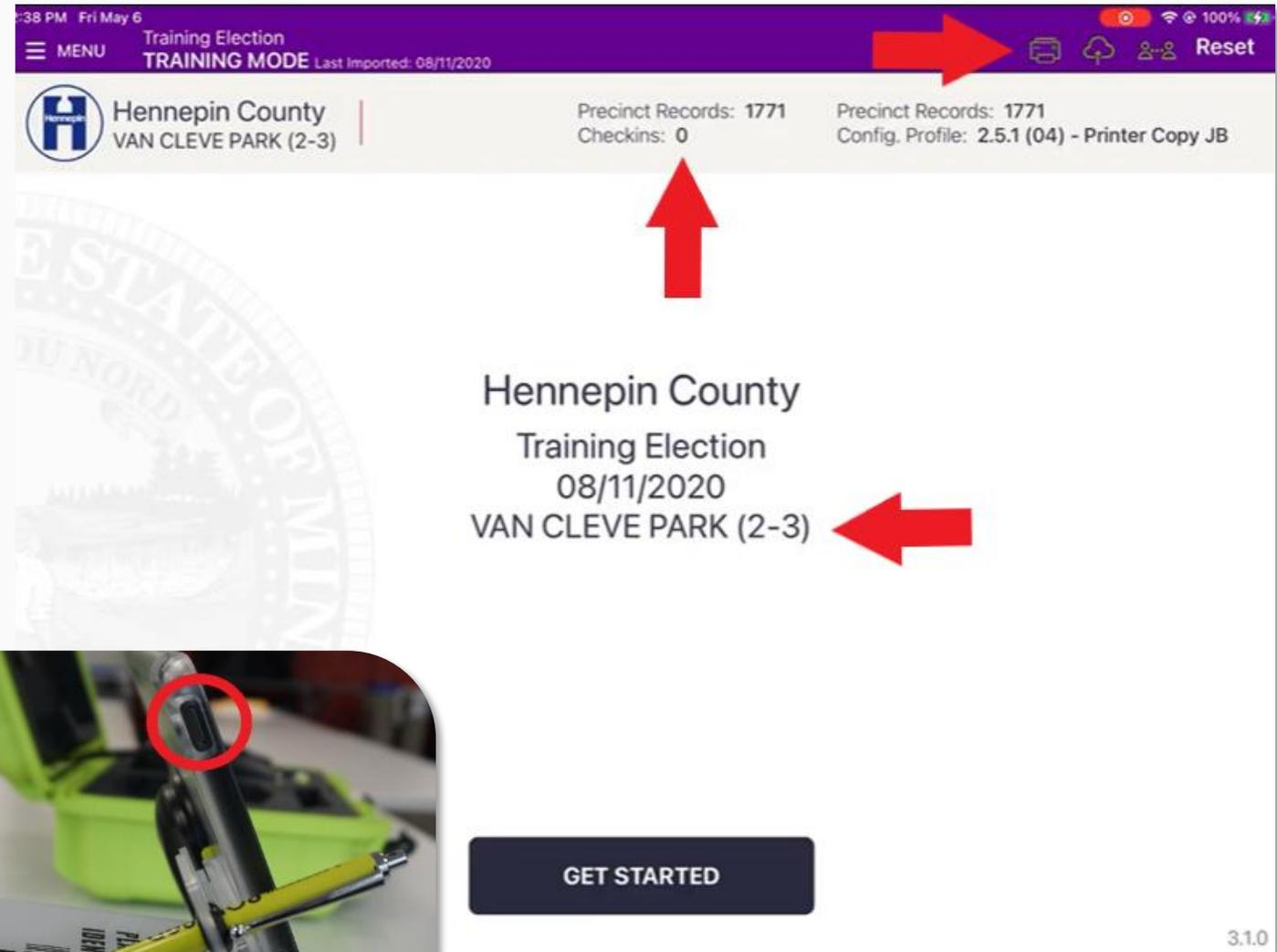
# Poll book setup

- Place stand arm in base
- Plug in the power cord



# Poll book setup

- Place stylus in ID tray
- Turn poll book on
- Verify screen information



# Setting up poll books



# Checking in registered voters

*Note: voters now sign on the poll pad, not on the printed voter signature slip*

# Checking in registered voters

11:32 AM Mon Jun 24  
Final Training - 2.4.2 (04)  
TRAINING MODE Last Imported: 08/13/2019

Hennepin County  
514 Studios

Precinct Records: 225  
Checkins: 0

REGISTER

Last Name First Name SEARCH

**ADVANCED SEARCH**

DOB ADDRESS LICENSE NO. VOTER ID LOCATION CODE RESET SCAN BARCODE

06 / 19 / 1960 CLEAR  
MONTH DAY YEAR

05/12/2020, 08:33:30

**OLIVIA BENSON**

05/12/1981

885 21ST AVE SE, MINNEAPOLIS

Voter ID:

**Read the oath and sign below:**

I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote; and that if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

**X** *Olivia Benson*  
Voter Signature

**BALLOT STYLE**

Precinct: MINNEAPOLIS W-2 P-03

School District: 1-1

# Roster Correction Form

Municipality, ward, precinct:	Election:	Date:	Page: _____ of _____
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**Do not use this form if the voter changed their name, moved to a new address (including to a different unit in the same building), or needs to add a unit number to their registration record. In those situations the voter must complete Election Day Registration.**

The form may *only* be used to:

- Make *specific kinds of corrections to a voter's name* (permitted corrections: fixing a typo, e.g. Smth to Smith; changing from shortened name to full name, e.g. John to Johnathan; or adding a voter's middle name).
- Make *specific corrections related to unit numbers*: (Permitted corrections: Removing a unit number for an address that shouldn't have one; changing a unit *type*, e.g. Suite to Apt.)
- Correct or add a *missing date of birth* on a voter registration record.
- Indicate that a *duplicate voter registration record* may exist.

Only for:

- Name correction
- Duplicate record
- Date of birth incorrect or missing

Type of correction	Voter ID number(s) (List both for duplicates)	Full name of voter(s) (List both for duplicates)	Correction to be made	EJ initials
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record(s) <input type="checkbox"/> Date of birth incorrect/missing <input type="checkbox"/> Remove unit/adjust unit type				
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing <input type="checkbox"/> Remove unit/adjust unit type				
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing <input type="checkbox"/> Remove unit/adjust unit type				
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing <input type="checkbox"/> Remove unit/adjust unit type				





# A.B. on voter record

The voter already voted by absentee ballot and may not cast another ballot on election day.

The screenshot shows a mobile application interface for Hennepin County. At the top, it displays the time (7:54 AM), date (Mon Apr 29), and election information (Training Election - 11/03/2020). The interface includes a menu icon, the Hennepin County logo, and statistics for Precinct Records (225) and Checkins (0). A 'REGISTER' button is visible. Below this, there are search input fields containing 'FRI' and 'MIC', a 'SEARCH' button, and an 'ADVANCED SEARCH' link. A table header lists search criteria: DOB, ADDRESS, LICENSE NO., VOTER ID, LOCATION CODE, RESET, and SCAN BARCODE. The search results show two entries:

DOB	ADDRESS	LICENSE NO.	VOTER ID	LOCATION CODE	RESET	SCAN BARCODE
06/17/1956	2900 43RD ST W			512 Studio		
08/11/1956	300 NICOLLET MALL SE			512 Studio		

Additional details for the first voter (FRIEDMANN, MICHELE F):  
Voter ID: 124937  
Status: A.B.  
Precinct: TRAINING P-1  
Split: 273

Additional details for the second voter (FRITON, MICHAEL FIELD III):  
Voter ID: 3184113  
Precinct: TRAINING P-1  
Split: 273



# Challenge on voter record

**Challenged - Postal Return**

**CONTARDI, NANCY ALLAN**  
01/17/1930  
5100 34TH AVE S  
Precinct TRAINING P-1, Split 273

---

This voter was sent a piece of official election mail and the mail was returned to the auditor because it was not deliverable to the person at the address on record.

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

If the voter's address matches the information provided above, the challenge shall be cleared.

CLEAR CHALLENGE

CHALLENGE REFUSED

CHALLENGE FAILED



# Challenge on voter record

- Follow directions on poll book
- Administer oath to the voter
- Ask questions to determine eligibility
- If eligible, judge selects "Clear Challenge" and prints Voter Signature Certificate
- Voter signs the Certificate and proceeds to the Demonstration Judge



# Challenge on voter record

- If voter refuses challenge, judge selects “Challenge Refused”
- If not eligible, judge selects “Challenge Failed”

Challenged - Postal Return

**CONTARDI, NANCY ALLAN**  
01/17/1930  
5100 34TH AVE S  
Precinct TRAINING P-1, Split 273

---

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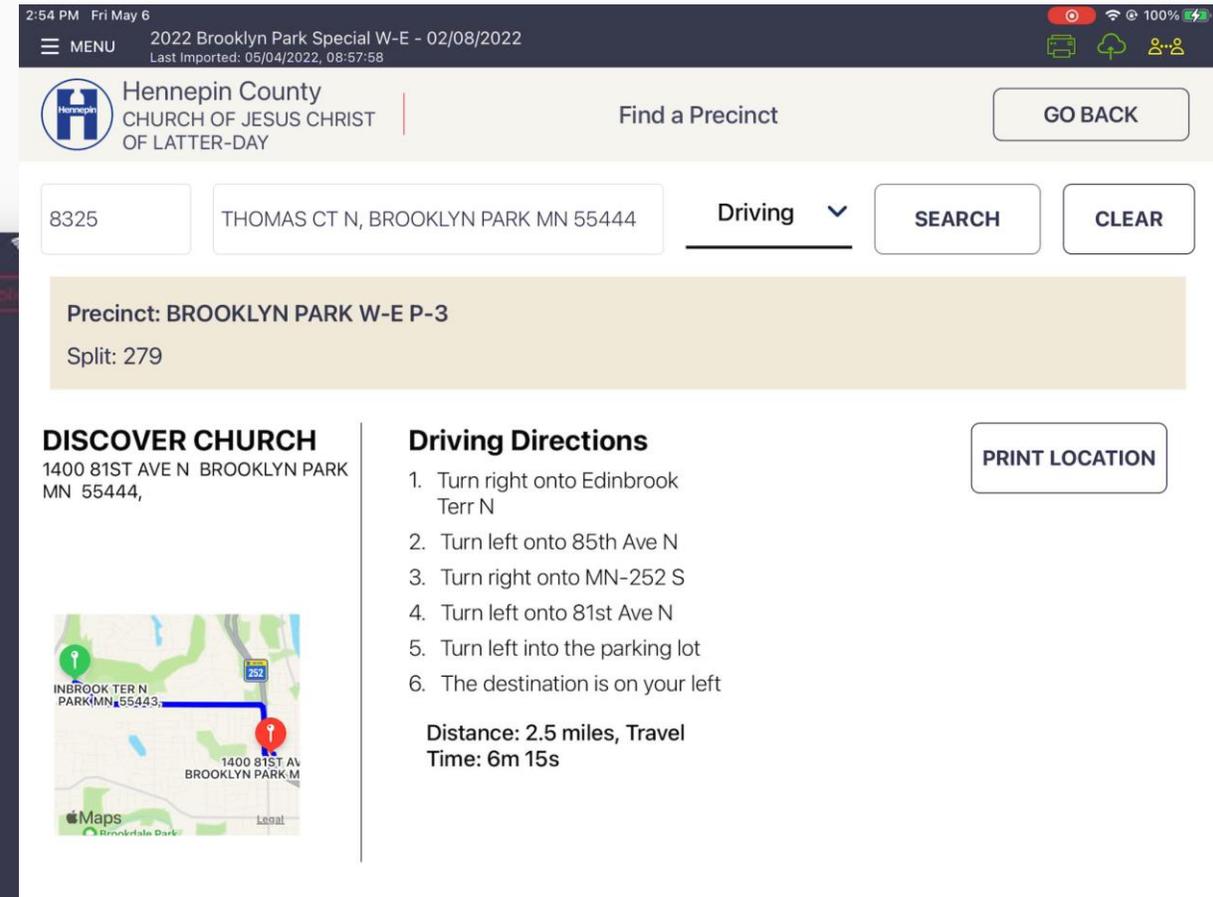
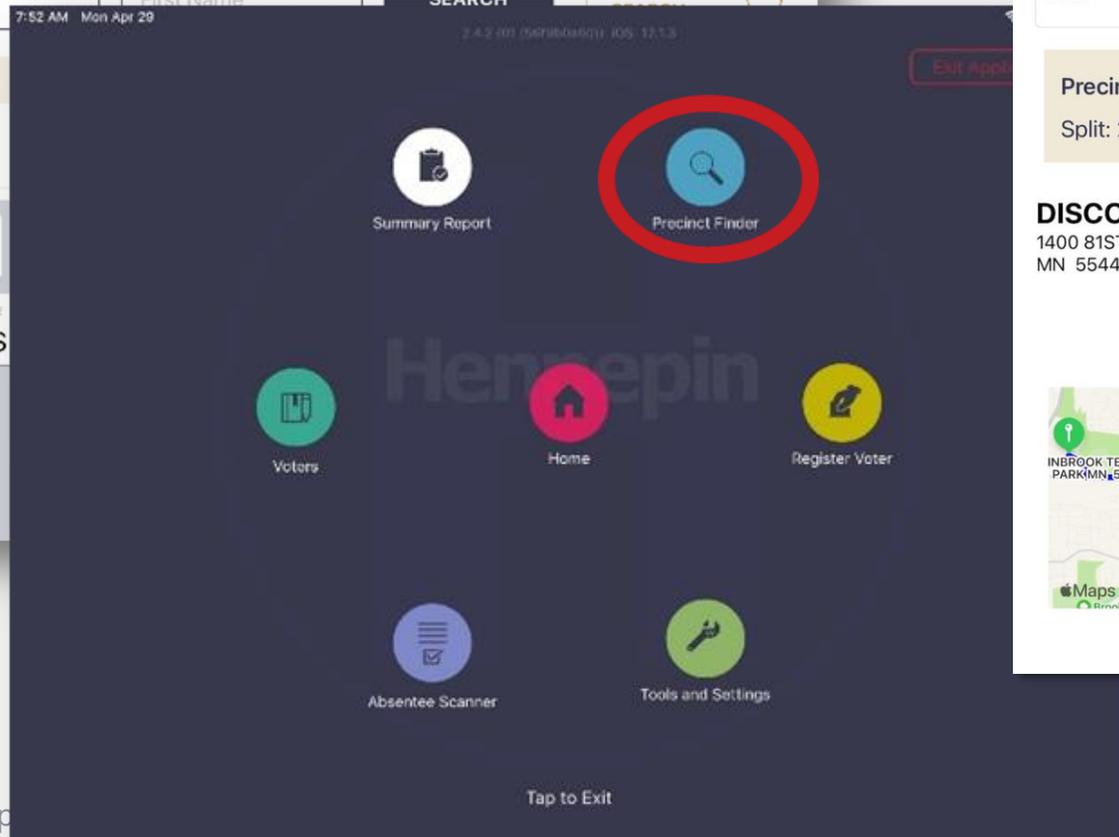
CLEAR CHALLENGE

CHALLENGE REFUSED

CHALLENGE FAILED



# Precinct finder



# REGISTERING VOTERS

# New registration

- Search for the voter's record, just in case
- 3 major categories of proof of residence:
  - Photo ID with current name and address
  - Photo ID + document
  - Other (a mixture of different kinds of proof)





# Things to keep in mind

- Ask a registering voter for proof of residence, not simply for an ID
- If they do provide you with an MN ID, you can scan it
- Return voter's documents to them when they've finished registering
- Always turn the "Voter Confirmation" screen to the voter
- Voter Signature Certificate slip is printed signed in two places – they only sign once on the poll pad



05/12/2020, 08:29:27  
Minnesota Voter Registration  
Application

Are you a U.S. Citizen? Yes, Will you be at least 18 years old on election day? Yes

ELLIOT STABLER  
01/08/1971  
2335 COLE AVE SE, MINNEAPOLIS,  
MN 55414

Voter Has a MN-issued driver's license or MN ID card number  
A11222333444

ID with Current Name & Address  
MN Driver's License, Learner's permit, MN ID card  
A11222333444

Previous Name:  
Previous Address:

**Read the oath and sign below:**  
I certify that I:  
- will be at least 18 years old on election day;  
- am a citizen of the United States;  
- will have resided in Minnesota for 20 days immediately preceding election day;  
- maintain residence at the address given on the registration form;  
- am not under court-ordered guardianship in which the court order revokes my right to vote;  
- have not been found by a court to be legally incompetent to vote;  
- have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and  
- have read and understand the following statement: that giving false information is a felony punishable by not more than five years imprisonment or a fine of not more than \$10,000, or both.

X *Elliot Stabler*  
Voter Signature

Date: 08/11/2020  
Election Judge Initials:  
*MC*

MINNEAPOLIS W-2 P-03 1-1

05/12/2020, 08:29:27  
ELLIOT STABLER  
01/08/1971  
2335 COLE AVE SE, MINNEAPOLIS,  
MN 55414  
Voter ID:

**Read the oath and sign below:**  
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X *Elliot Stabler*  
Voter Signature

BALLOT STYLE  
Precinct: MINNEAPOLIS W-2 P-03  
School District: 1-1



# Scanning in an MN ID



3:55 PM Tue Aug 6

← Previous Step Election Day Registration ×

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

Enter Voter Information

ROBERT	S	KLINE	
First Name *	Middle Name	Last Name *	Suffix
11/08/1974			
DOB *			
Email	Phone Number		

\* Indicates a required field



# Things to keep in mind

← Previous Step      Residency Verification      X

1 2 3 4 5 6 7 8      Next

Please choose your proof of residency from the lists.

Photo ID + Document with Current Name & Address

Residency Types \*

- 1 Driver's License, Learner's permit or State ID card
- 2 US Passport
- 3 US Military ID
- 4 Veteran's ID
- 5 Tribal ID
- 6 Student ID

Other

Residency Types \*

- 1 Vouched for
- 2 Notice of Late Registration
- 3 Valid Registration in Same Precinct
- 4 Student ID with College List



# Things to keep in mind

[← Previous Step](#) **Voter Address** [×](#)

**Address Type** ▾ 1 2 3 4 5 6 7 8 Next

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

**1**  **2**

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

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

   Can Mail Be Delivered to Address Above?       

\* Indicates a required field

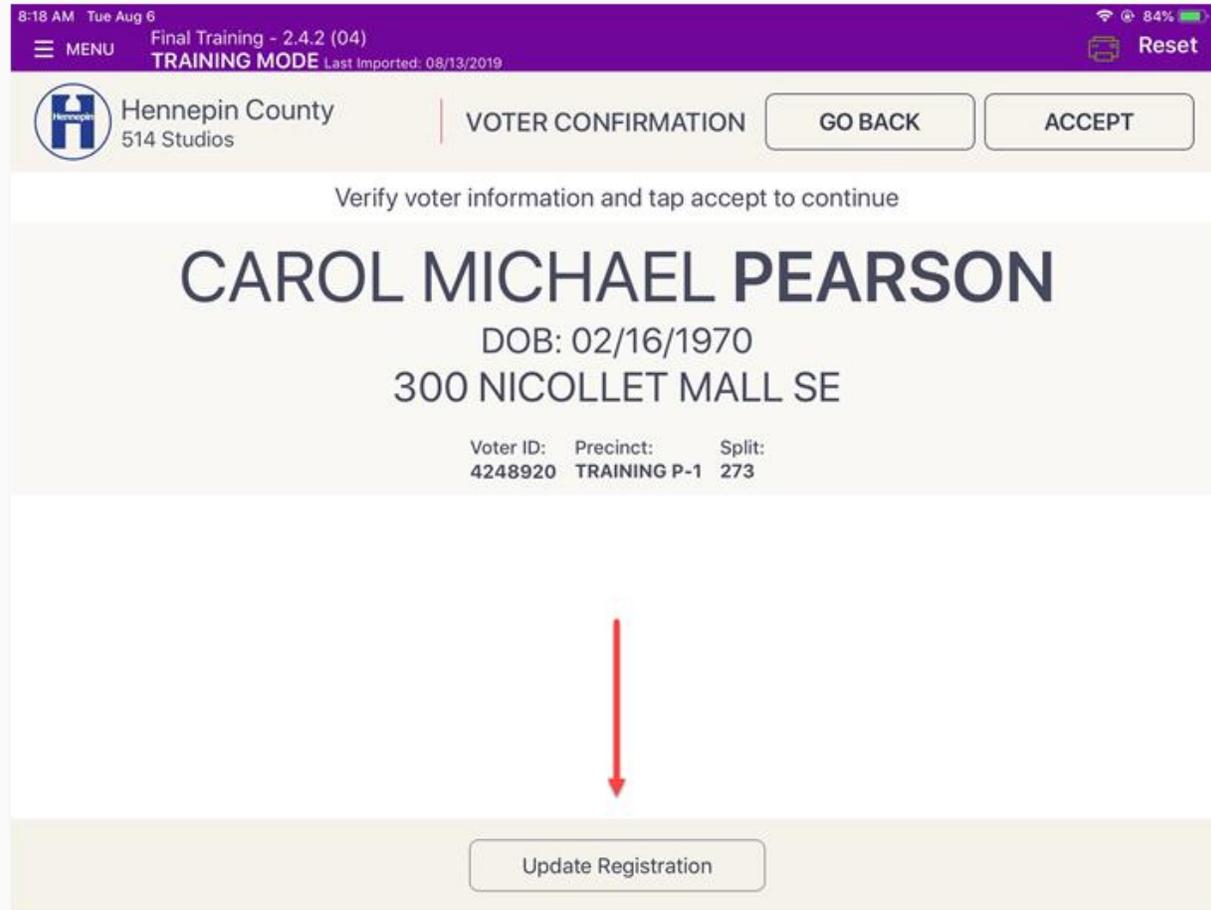


# Updating registration

- Nearly identical to new registration process.
- Doesn't ask about citizenship or age.
- When updating the name or address of a voter who has an active registration in the precinct.
- Easy option for proof: Valid registration in precinct



# Updating registration



# Voters experiencing homelessness

< Previous Step Voter Address X

ADDRESS TYPE ▾ 1 2 3 4 5 6 7 8 Next

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

0000			3RD AVE AND 1ST ST		
House # *	Suffix	Pre Direction	Street Name *	Street Type	Post Direction
	MINNEAPOLIS		MN	55401	
Unit Number	City *		State *	Zip *	

CLEAR FORM

8:31 AM Thu Aug 8 100%

< Previous Step Jurisdiction Details X

1 2 3 4 5 6 7 8 9 Next

If you have not been mapped to the correct jurisdiction, please select it below.

TRAINING P-1

Group \*

\* Indicates a required field



# Troubleshooting

# Cancelling a voter check-in

05/12/2020, 08:29:27 **VOID**

**BALLOT STYLE**

Precinct: MINNEAPOLIS W-2 P-03  
School District: 1-1

**Voter Receipt**  
#: 2

05/12/2020, 08:33:30  
**OLIVIA BENSON**  
05/12/1981  
885 21ST AVE SE, MINNEAPOLIS **VOID**  
Voter ID:

**Read the oath and sign below:**  
I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote; and that if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

X Olivia Benson  
**Voter Signature**

**BALLOT STYLE**

Precinct: MINNEAPOLIS W-2 P-03  
School District: 1-1

Municipality \_\_\_\_\_  
Ward/Precinct \_\_\_\_\_  
Election \_\_\_\_\_

**Voided Signature Certificates**

**THIS ENVELOPE MUST CONTAIN THE FOLLOWING ITEMS:**

- VOIDED Roster Signature Certificates
- VOIDED Election Day Registration Certificates

Seal and return to city hall on election night

HENNEPIN COUNTY ELECTIONS 19



# Cancelling a voter check-in

**SEARCH RESULTS: 1**

 **LAGERSTROM, CONST**  
09/09/1967  
2727 LAKE ST E  
VOTER ID: 1319512



**LAGERSTROM, CONSTANCO**

SAME DAY REGISTRATION

CANCEL VOTER CHECKIN 



# Cancelling a voter check-in

Step 1: Poll Worker Name and Reason

Cancel Voter Check-In **NEXT**

Nicole Conlin  
Poll Worker Name

WRONG VOTER PROCESSED

Chose incorrect voter by mistake.

Step 2: Review, Sign and Submit

Cancel Voter Check-In **SUBMIT**

Voter Information: Lagerstrom, Constance Leila - 09/09/1967  
Cancellation Reason: Wrong Voter Processed

Details: Chose incorrect voter by mistake.

CLEAR SIGNATURE

x *Nicole Conlin*  
Election Judge Signature



# Correcting a voter registration error

05/12/2020, 08:37:58  
Minnesota Voter Registration  
Application

EJ

---

FINN  
~~FIN~~ TUTUOLA  
11/06/1976  
919 26TH AVE SE, MINNEAPOLIS,  
MN 55414



# Correcting a voter registration error

05/12/2020, 08:29:27  
**Minnesota Voter Registration Application**

---

Are you a U.S. Citizen?: Yes, Will you be at least 18 years old on election day?: Yes

**ELLIOT STABLER** **VOID**  
01/08/1971  
2335 COLE AVE SE, MINNEAPOLIS,  
MN 55414

05/12/2020, 08:29:27 **VOID**

**BALLOT STYLE**

Precinct: MINNEAPOLIS W-2 P-03  
School District:

**Voter Receipt**  
#: \_\_\_\_\_ 2 \_\_\_\_\_

Municipality \_\_\_\_\_  
Ward/Precinct \_\_\_\_\_  
Election \_\_\_\_\_

**Voided Signature Certificates**

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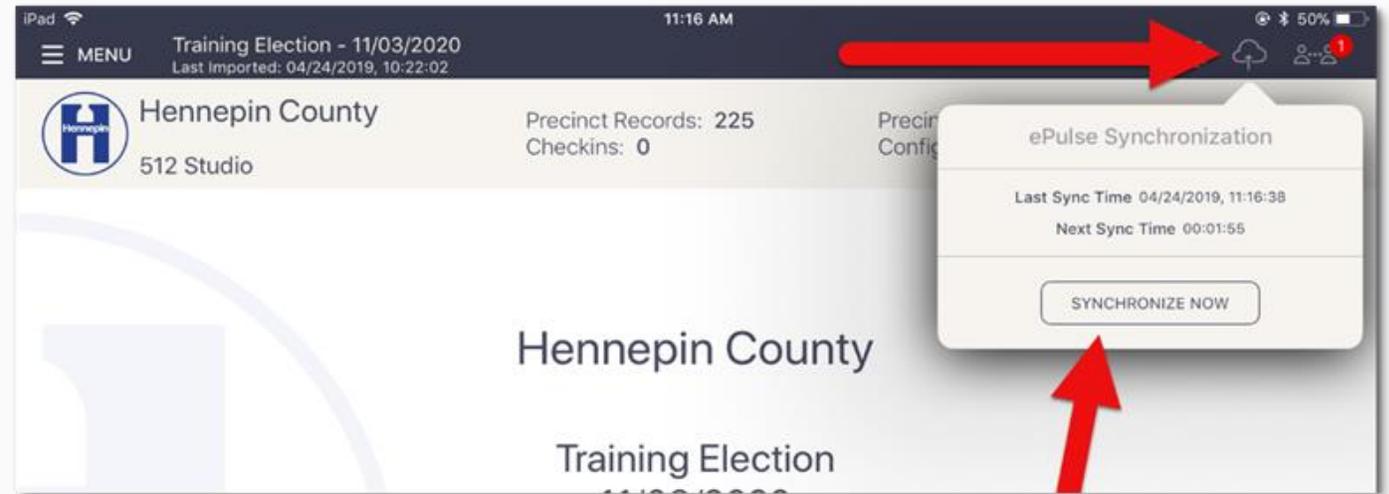
HENNEPIN COUNTY ELECTIONS



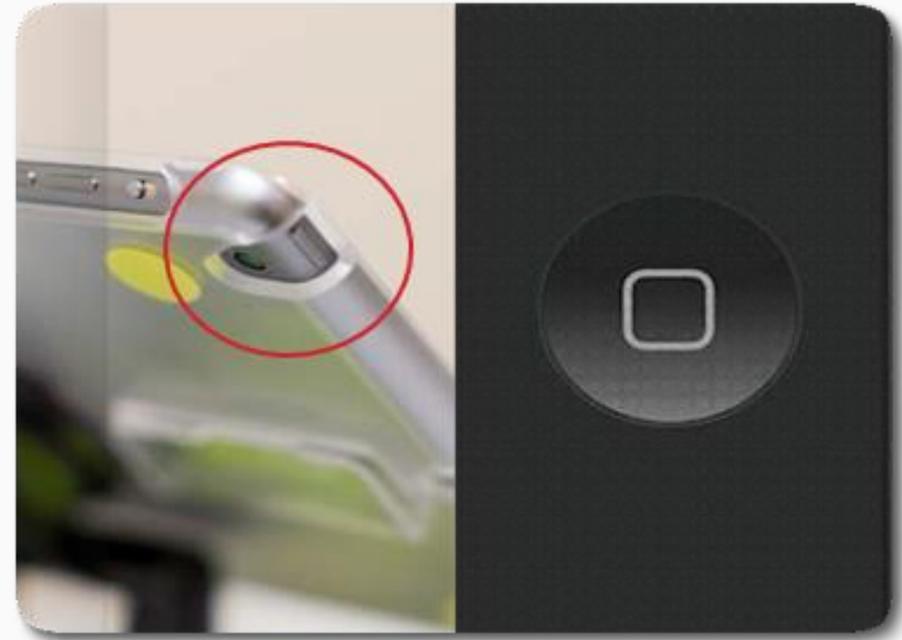
# CLOSING

# Closing down the poll books

- Synchronize poll books
- Turn off printer



# Closing down the poll books



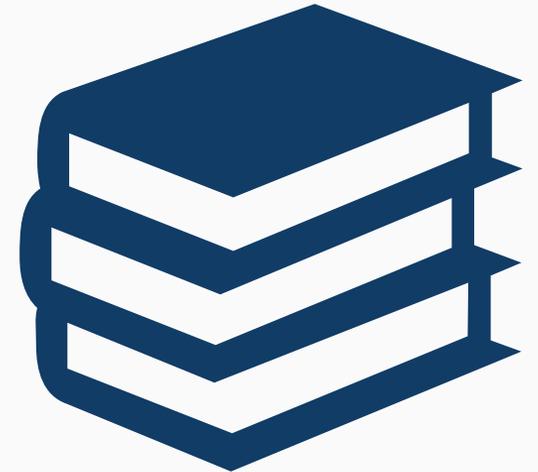
# Closing down the poll books



# WRAP-UP

# Review your training materials

- Be sure to review training materials for this class *and* any additional training materials you receive.





# CREDITS

# Credits

- This presentation was produced by a workgroup made up of clerks from several cities in Hennepin County and Hennepin County Elections staff.
- Special thanks to the Cities of Edina and Bloomington

