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

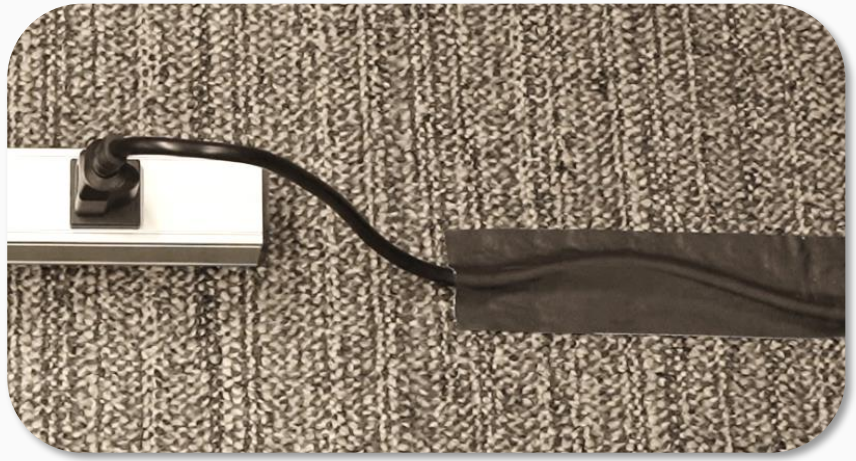
OPENING

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

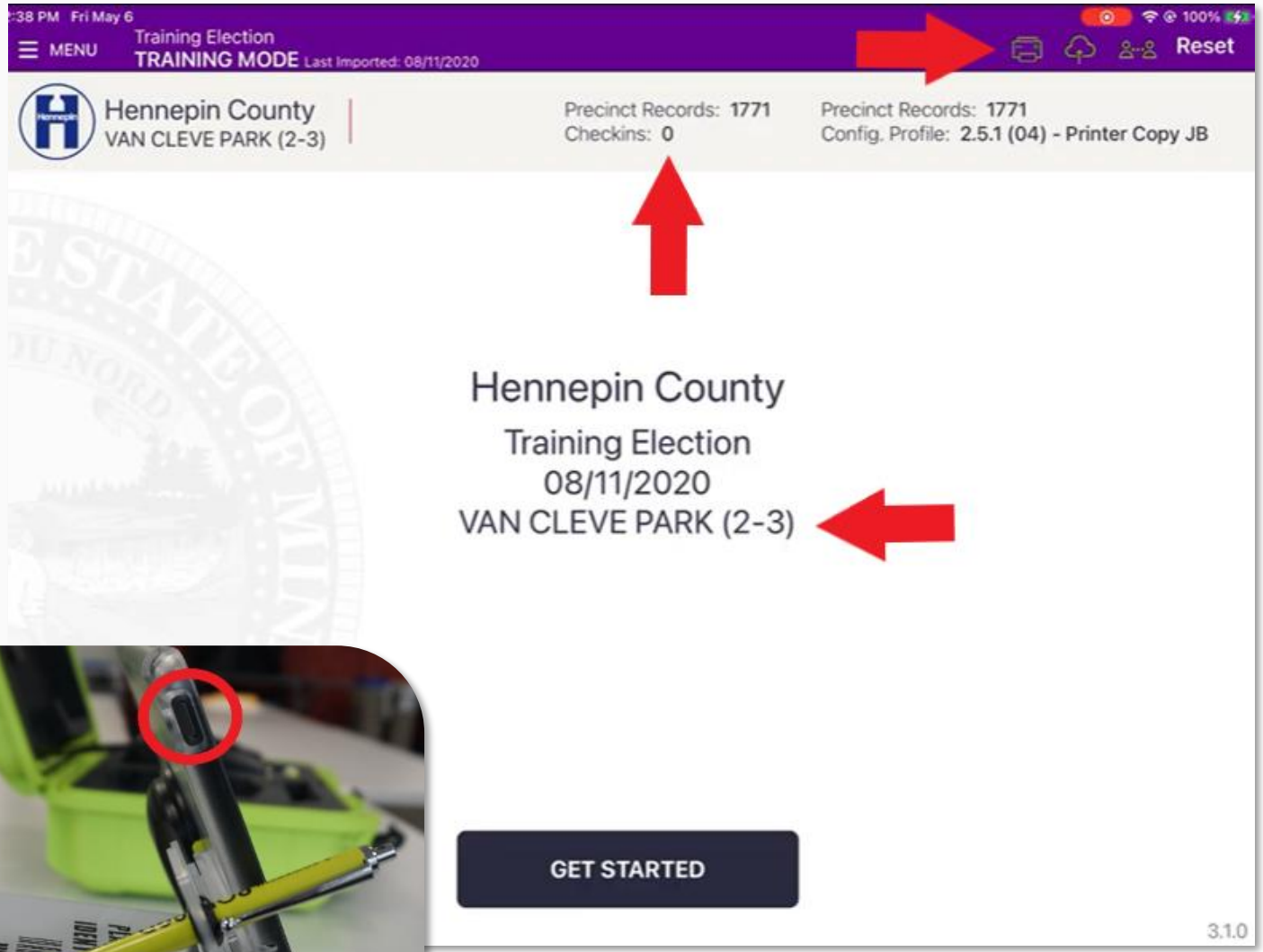
- Connect stand arm
- Slide ID holder into place

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

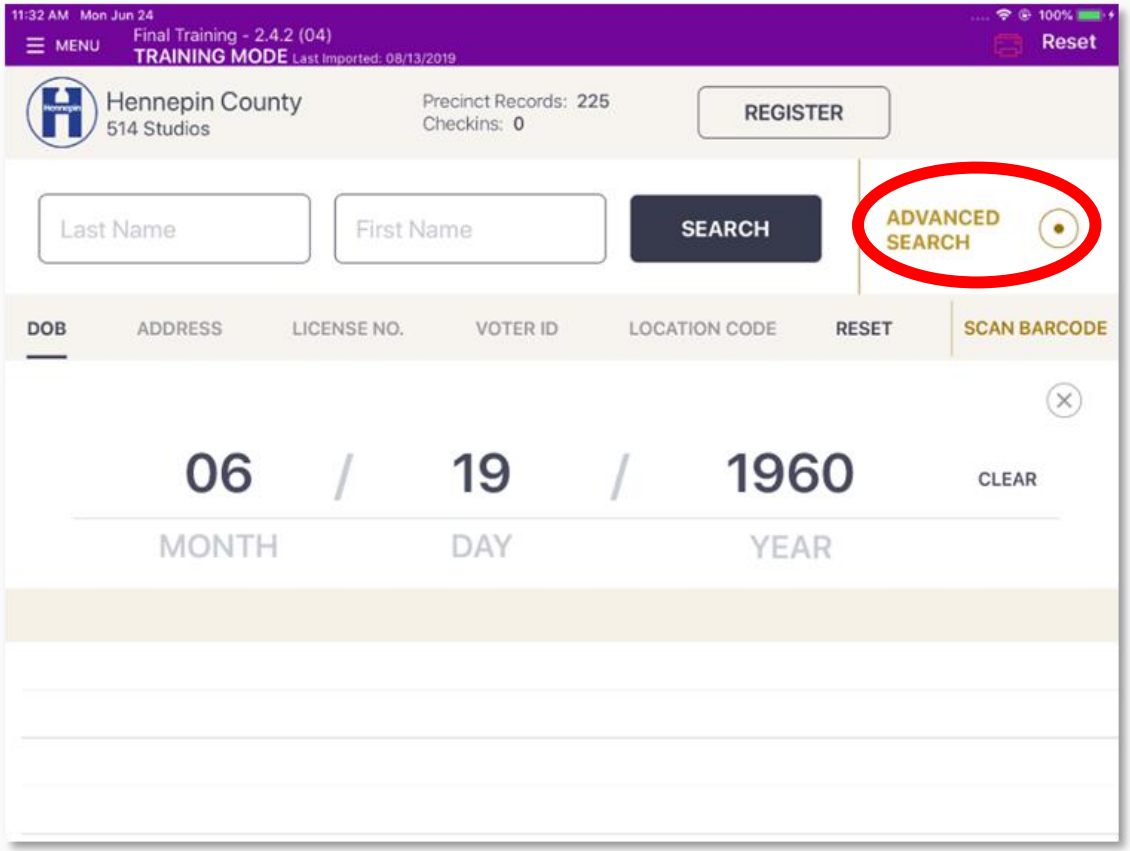


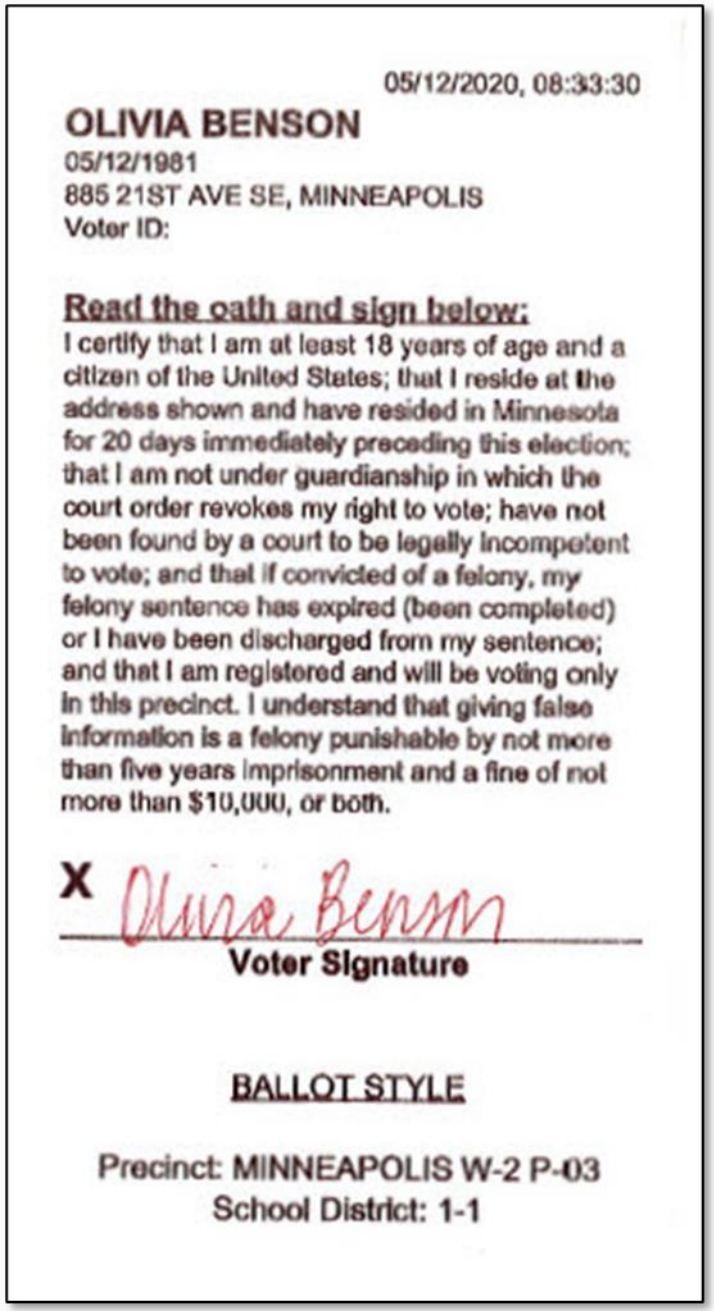
Setting up poll books

Checking in registered voters

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

Checking in registered voters





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

Only for:

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

Roster Correction Form

Municipality, ward, precinct:	Election:	Date:	Page: _____ of _____

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:

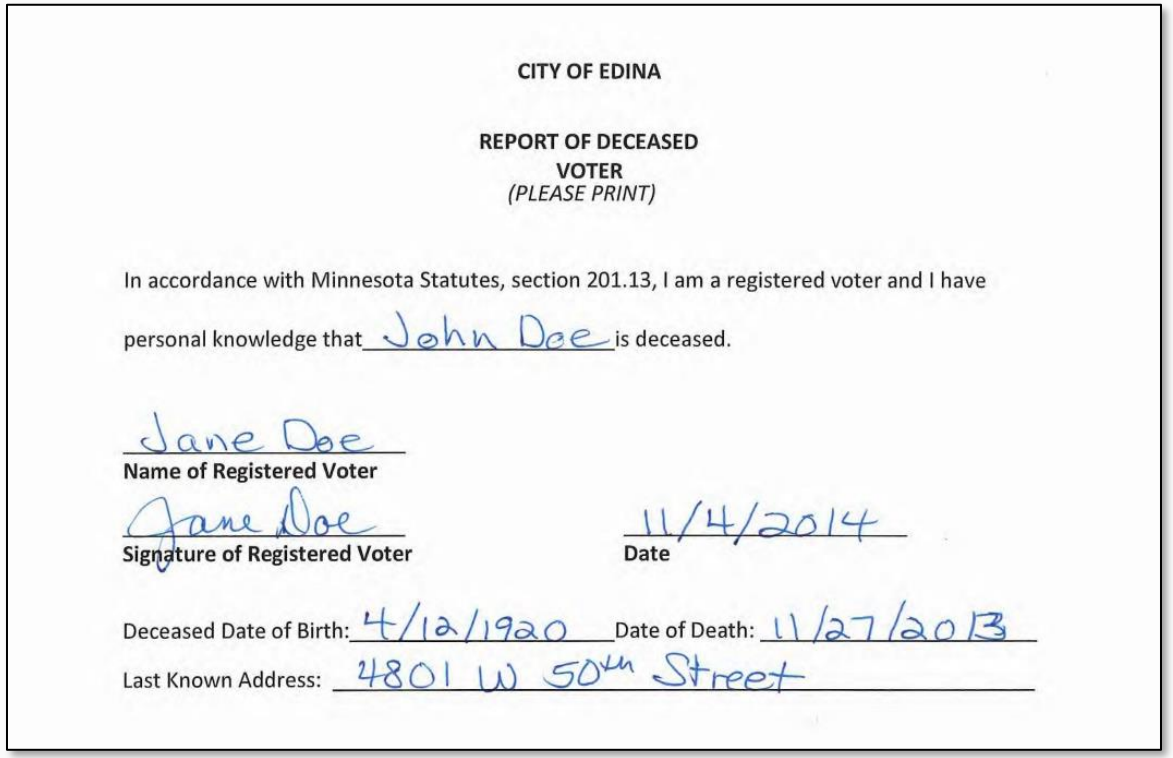
- Make *specific kinds of corrections to a voter's name* (permitted corrections: fixing a typo, e.g. Smth to Smith; changing from shortened name to full name, e.g. John to Johnathan; or adding a voter's middle name).
- Correct or add a *missing date of birth* on a voter registration record.
- Make *specific 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.)
- Indicate that a *duplicate voter registration record* may exist.

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
☐ Name correction ☐ Duplicate record(s) ☐ Date of birth incorrect/missing ☐ Remove unit/adjust unit type				
☐ Name correction ☐ Duplicate record ☐ Date of birth incorrect/missing ☐ Remove unit/adjust unit type				
☐ Name correction ☐ Duplicate record ☐ Date of birth incorrect/missing ☐ Remove unit/adjust unit type				
☐ Name correction ☐ Duplicate record ☐ Date of birth incorrect/missing ☐ Remove unit/adjust unit type				

Revised 3/23/2022

Return in Results Envelope B

Report of Deceased Voter



CITY OF EDINA

REPORT OF DECEASED VOTER
(PLEASE PRINT)

In accordance with Minnesota Statutes, section 201.13, I am a registered voter and I have personal knowledge that John Doe is deceased.

Jane Doe
Name of Registered Voter

Jane Doe
Signature of Registered Voter

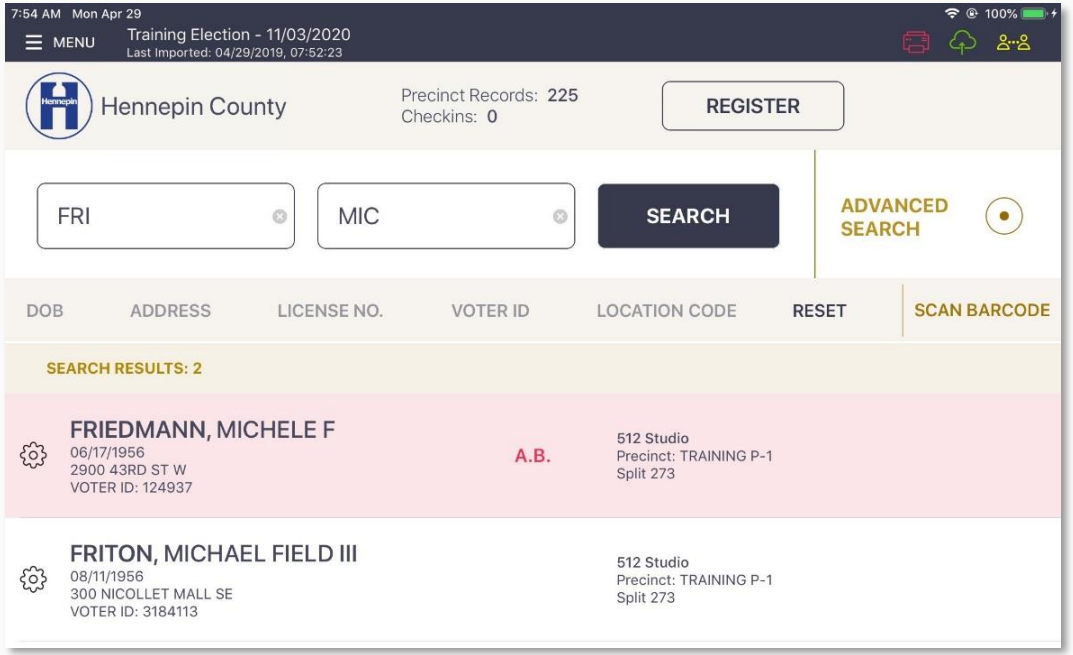
11/4/2014
Date

Deceased Date of Birth: 4/12/1920 Date of Death: 11/27/2013

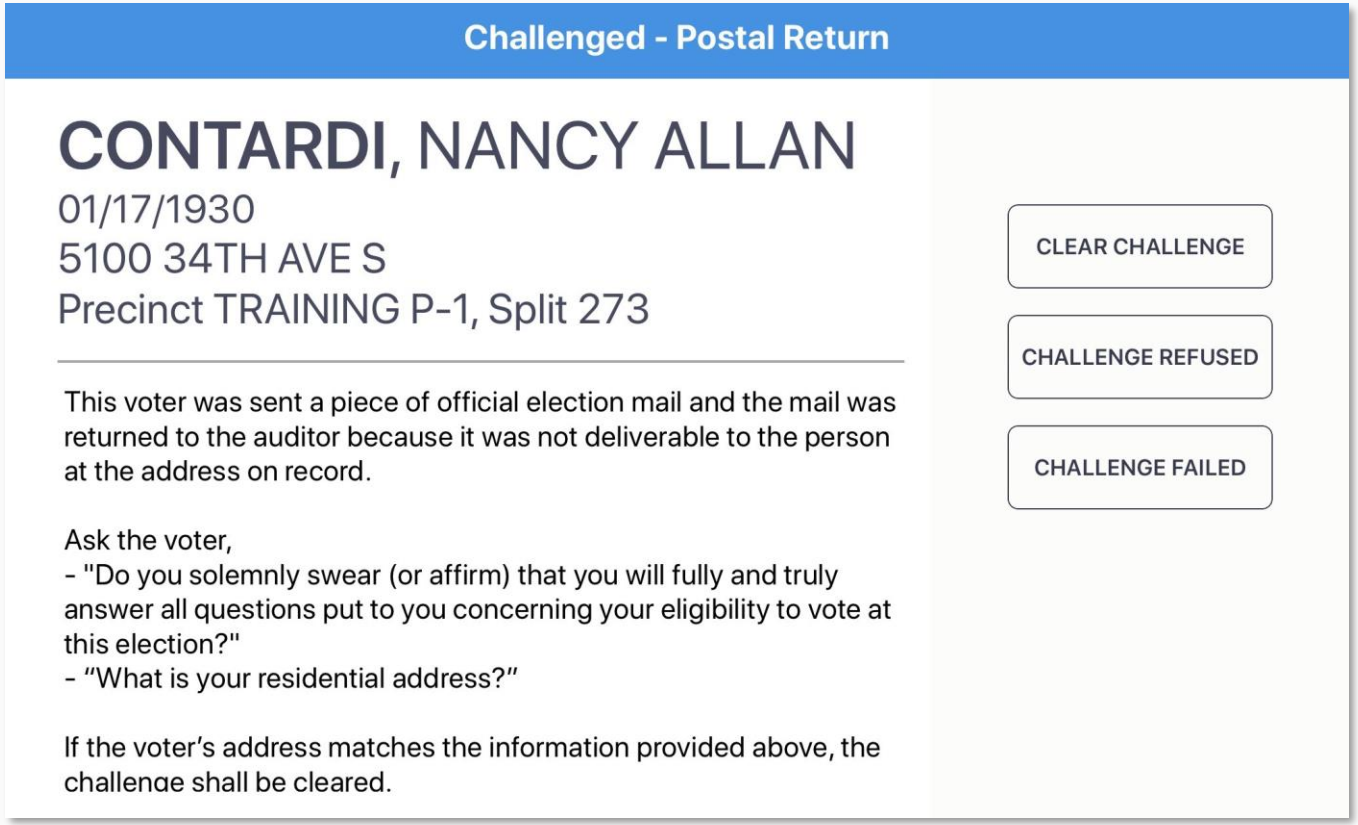
Last Known Address: 4801 W 50th Street

A.B. on voter record

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



Challenge on voter record

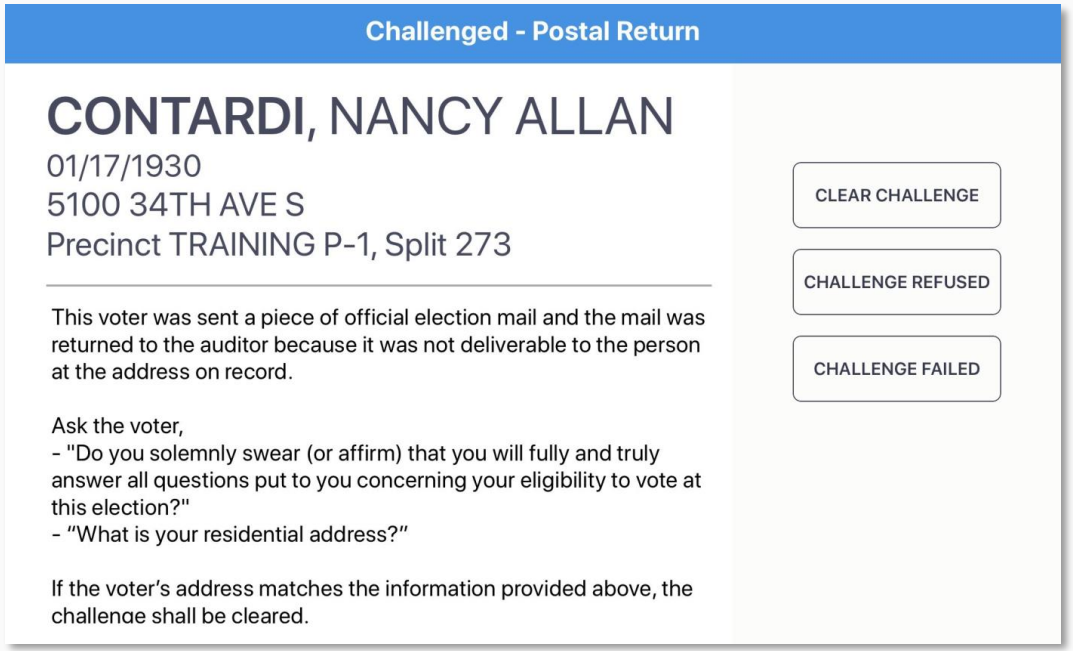


Challenge on voter record

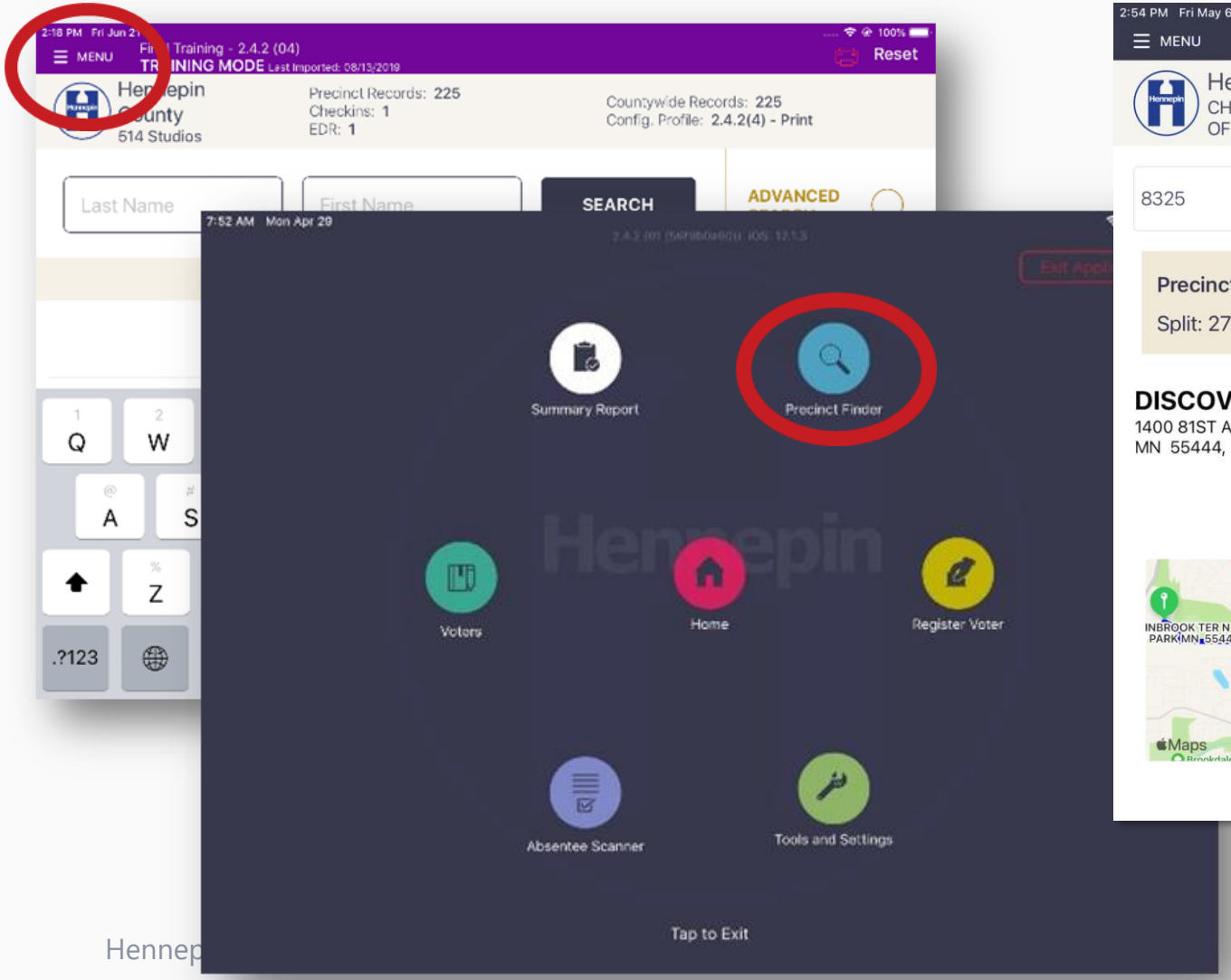
- Follow directions on poll book
- Administer oath to the voter
- Ask questions to determine eligibility
- If eligible, judge selects “Clear Challenge” and prints Voter Signature Certificate
- Voter signs the Certificate and proceeds to the Demonstration Judge

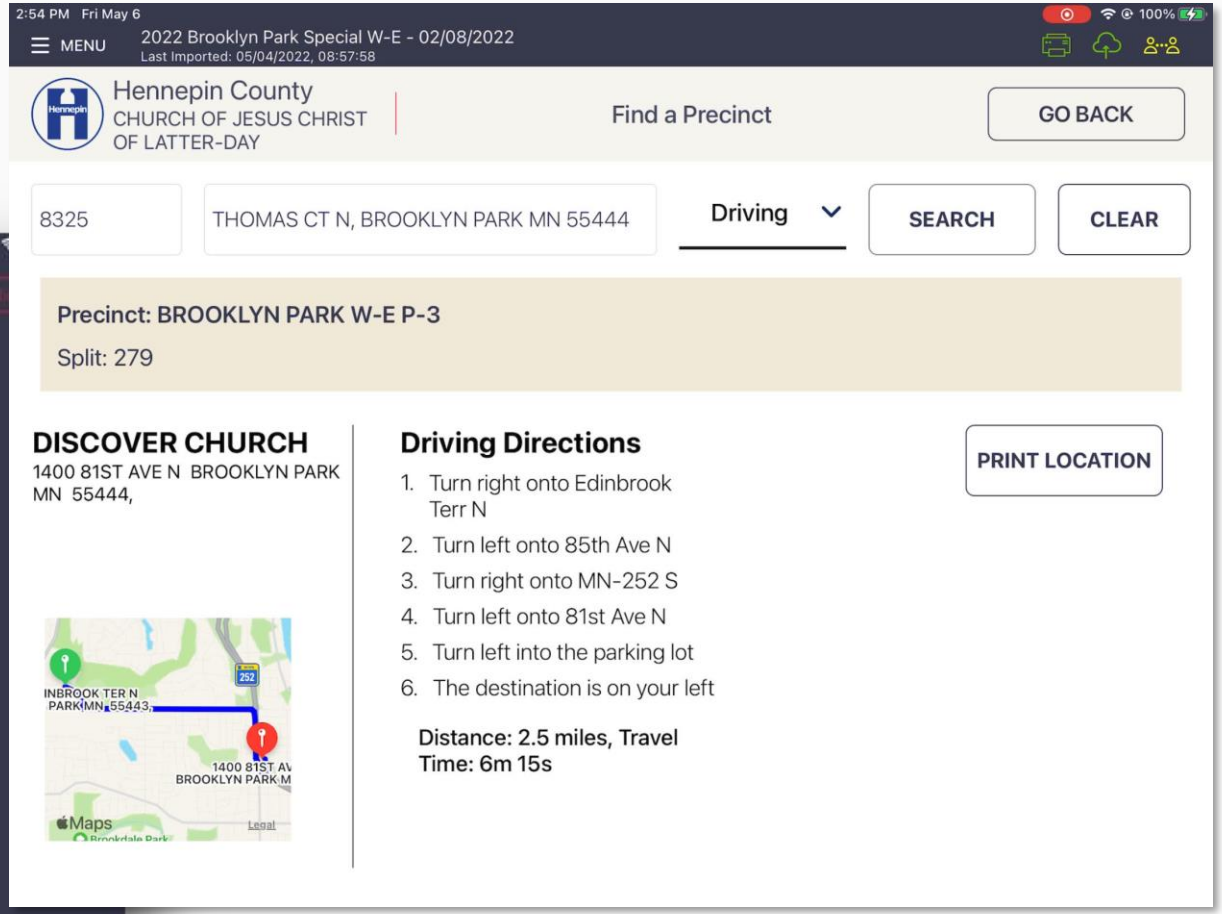
Challenge on voter record

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



Precinct finder





REGISTERING VOTERS

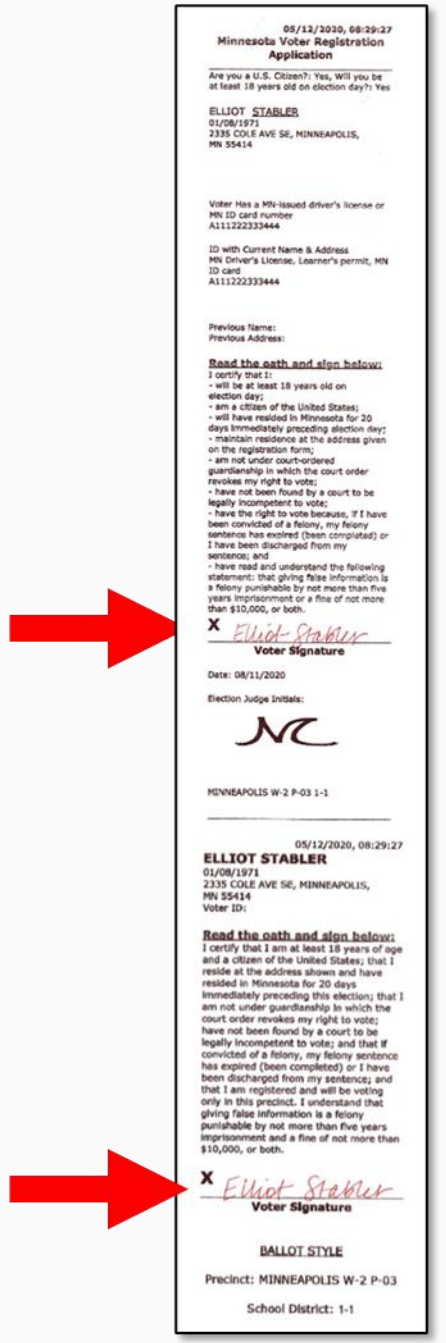
New registration

- 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
A111222333444

ID with Current Name & Address
MN Driver's License, Learner's permit, MN ID card
A111222333444

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:

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:
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.

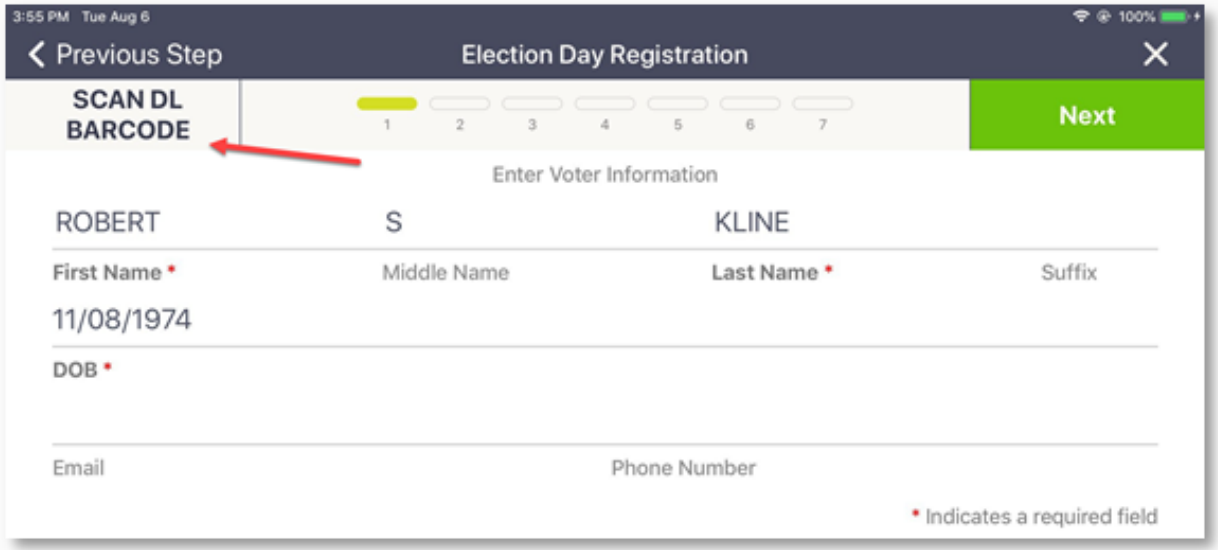
X Elliot Stabler
Voter Signature

BALLOT STYLE

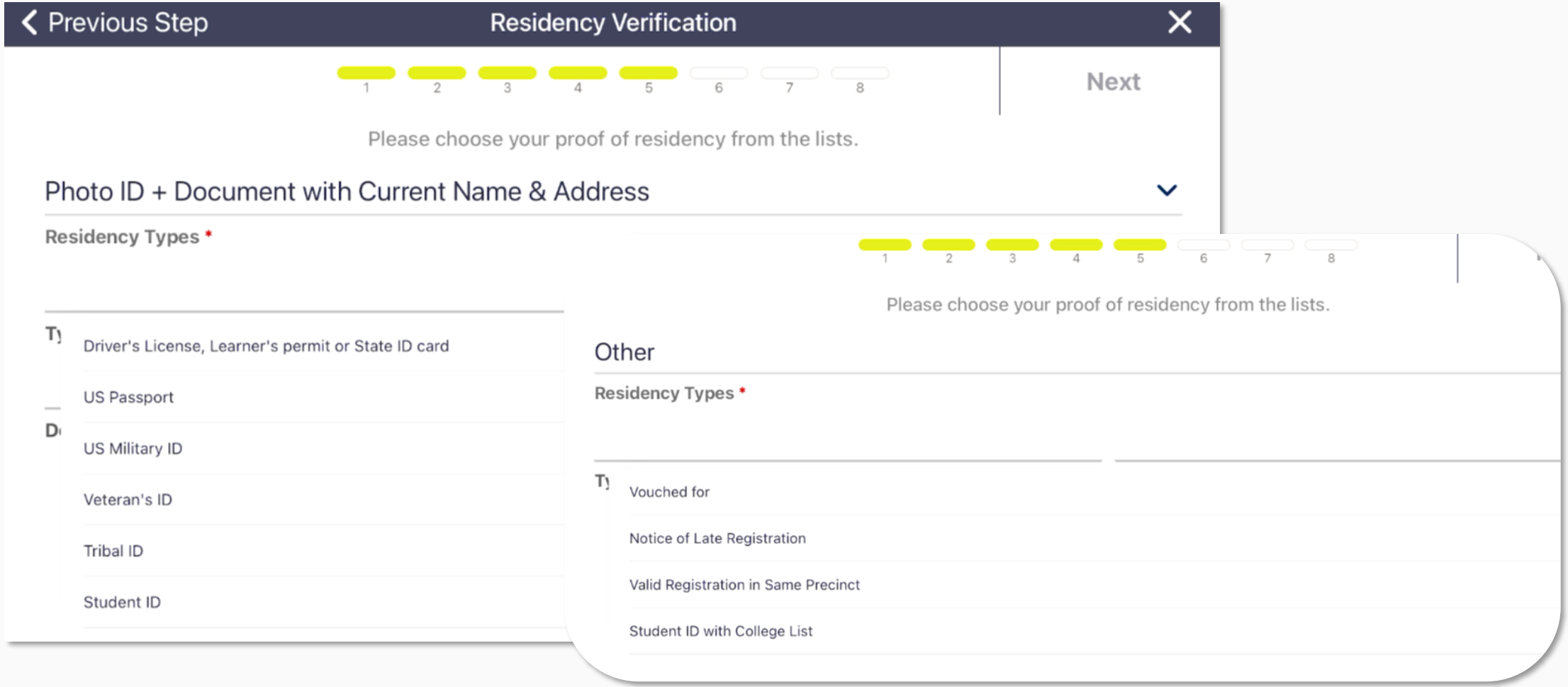
Precinct: MINNEAPOLIS W-2 P-03

School District: 1-1

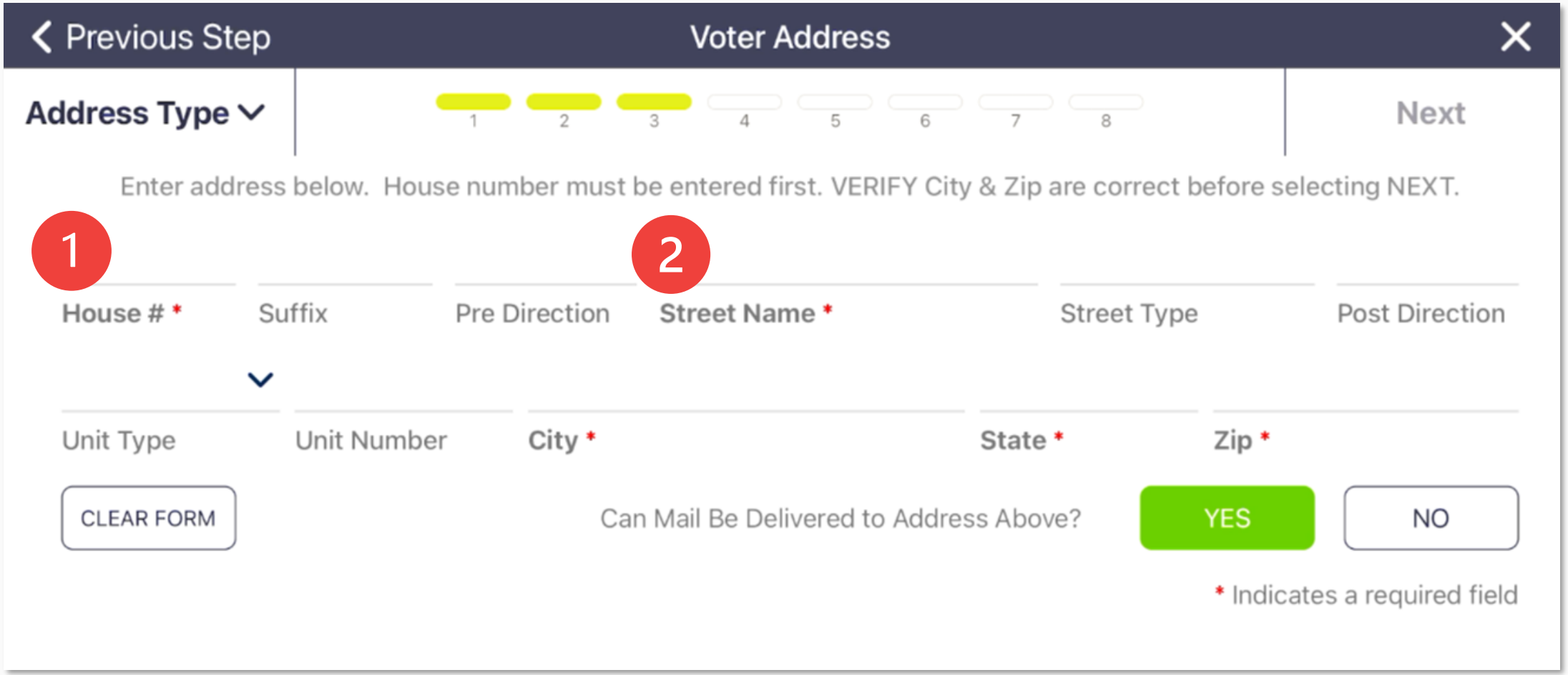
Scanning in an MN ID



Things to keep in mind



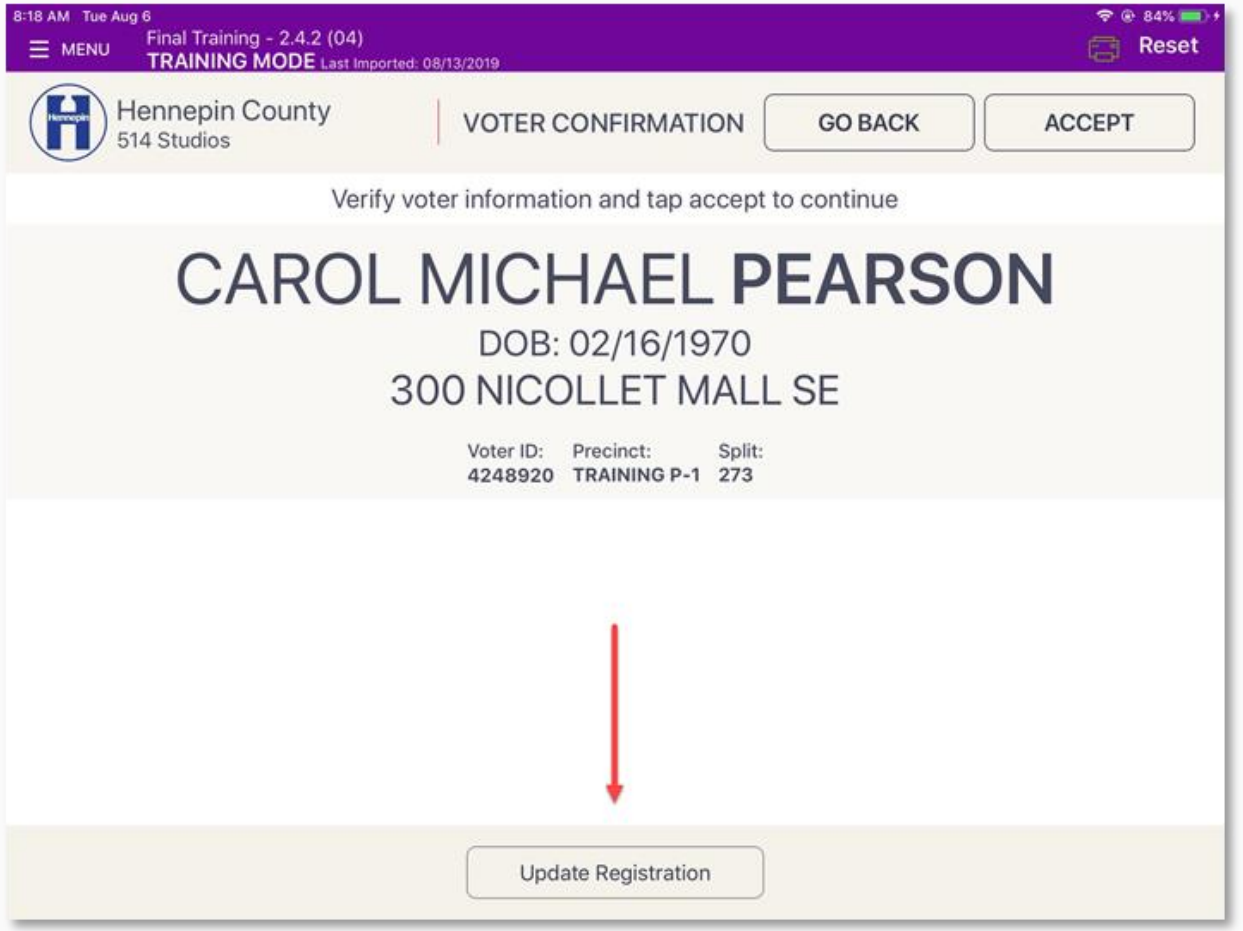
Things to keep in mind



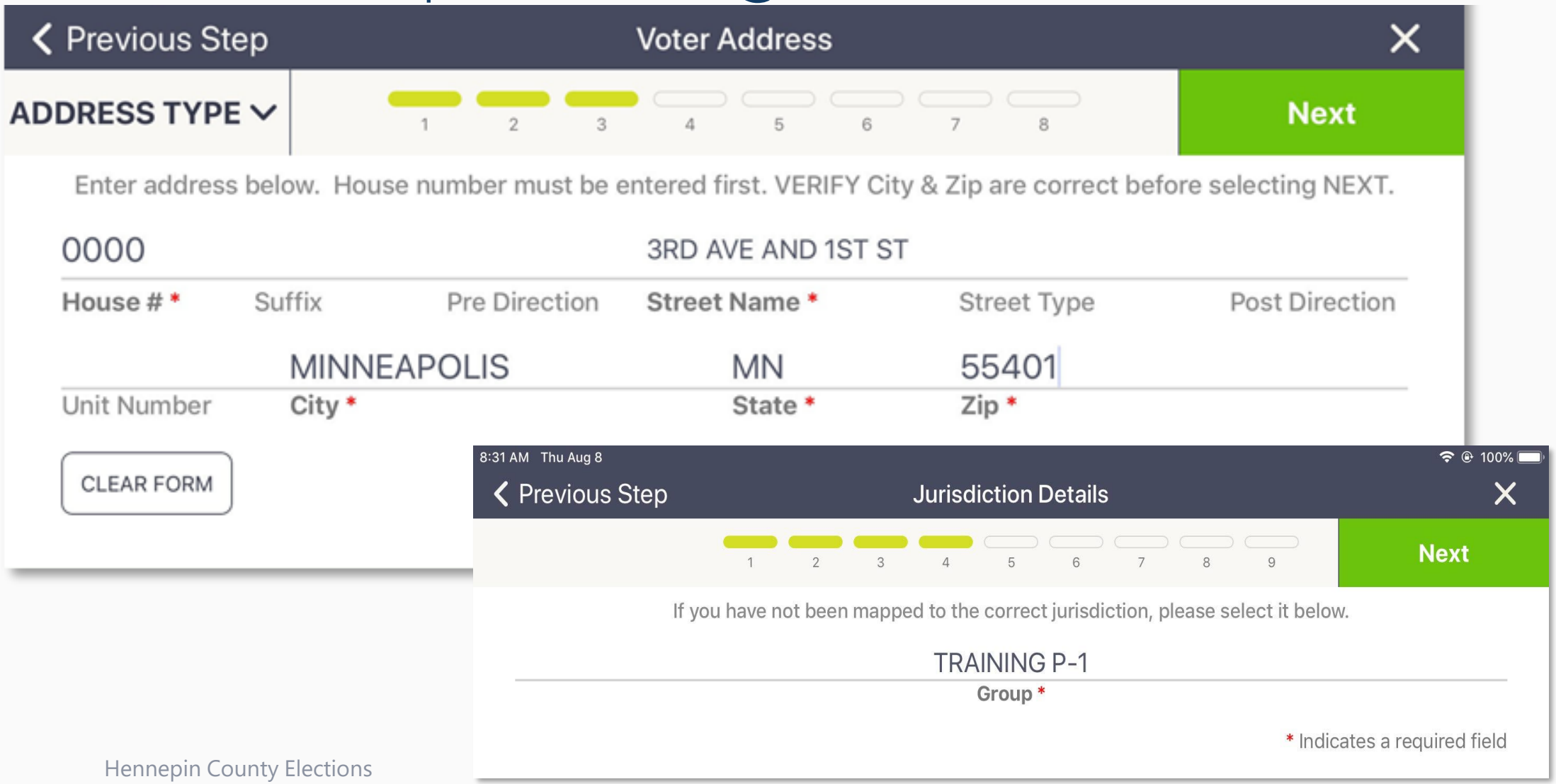
Updating registration

- 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

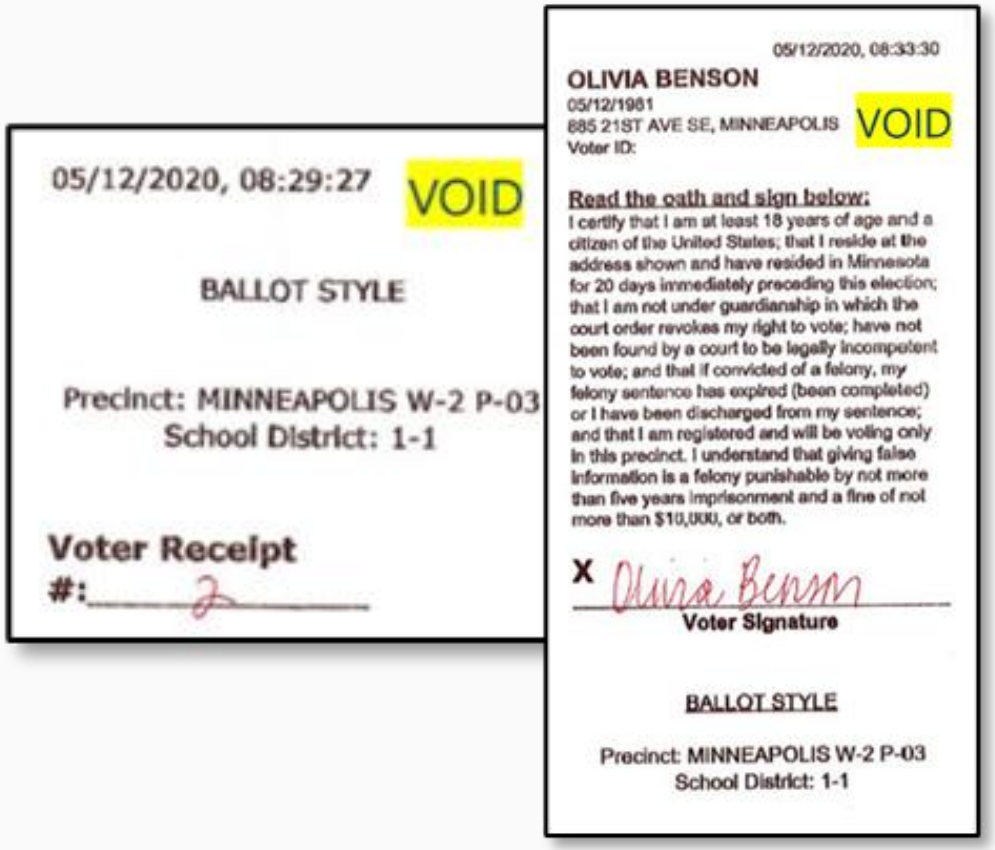


Voters experiencing homelessness

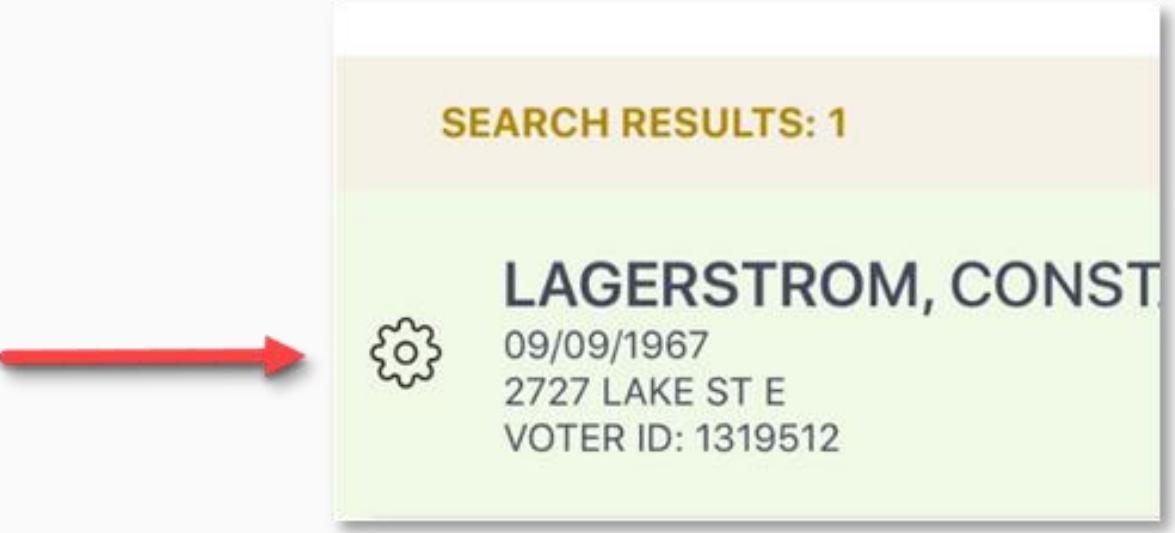


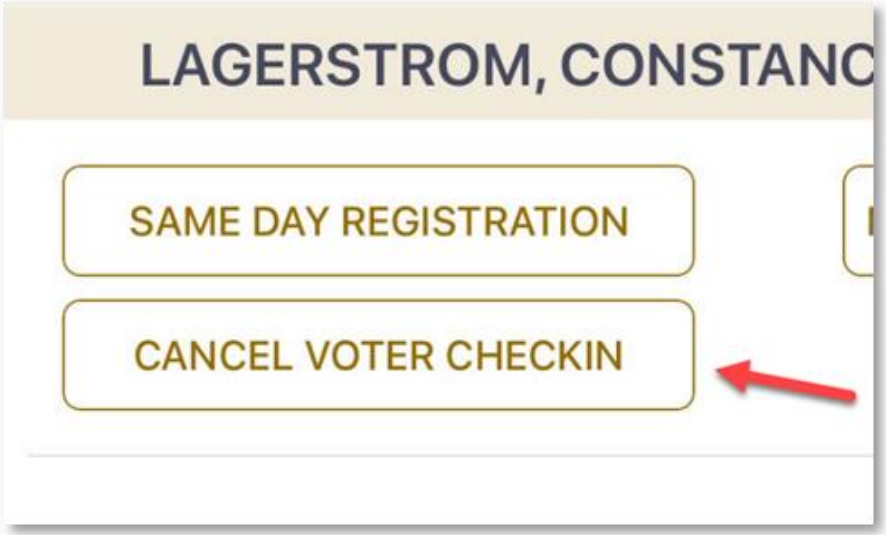
Troubleshooting

Cancelling a voter check-in

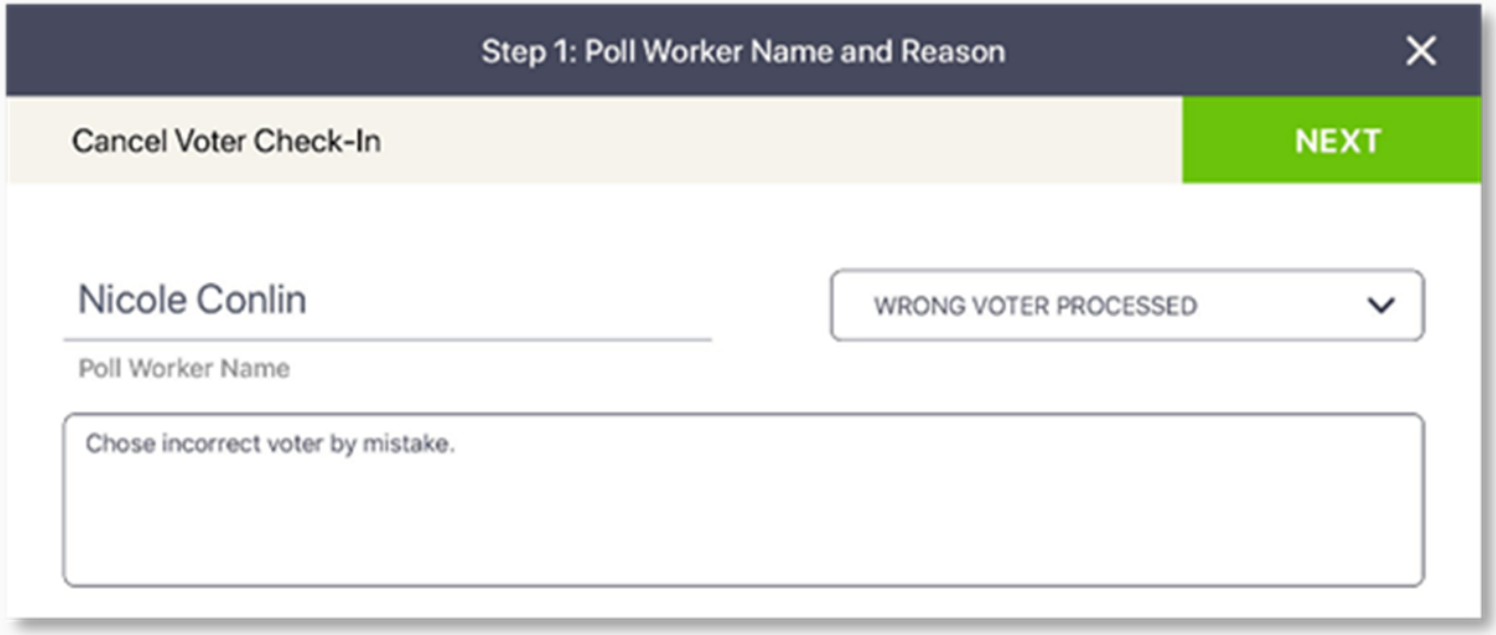


Cancelling a voter check-in





Cancelling a voter check-in



Correcting a voter registration error

05/12/2020, 08:37:58

Minnesota Voter Registration Application

EJ

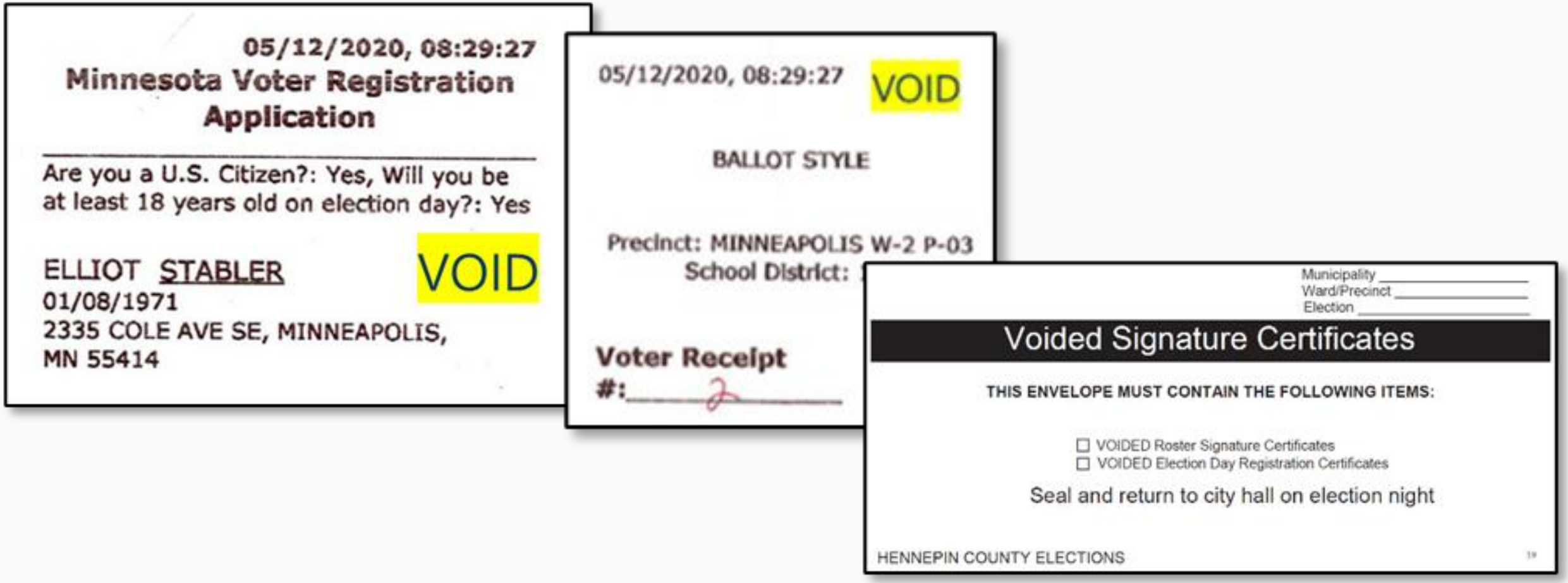
FINN

~~FIN~~ TUTUOLA

11/06/1976

919 26TH AVE SE, MINNEAPOLIS, MN 55414

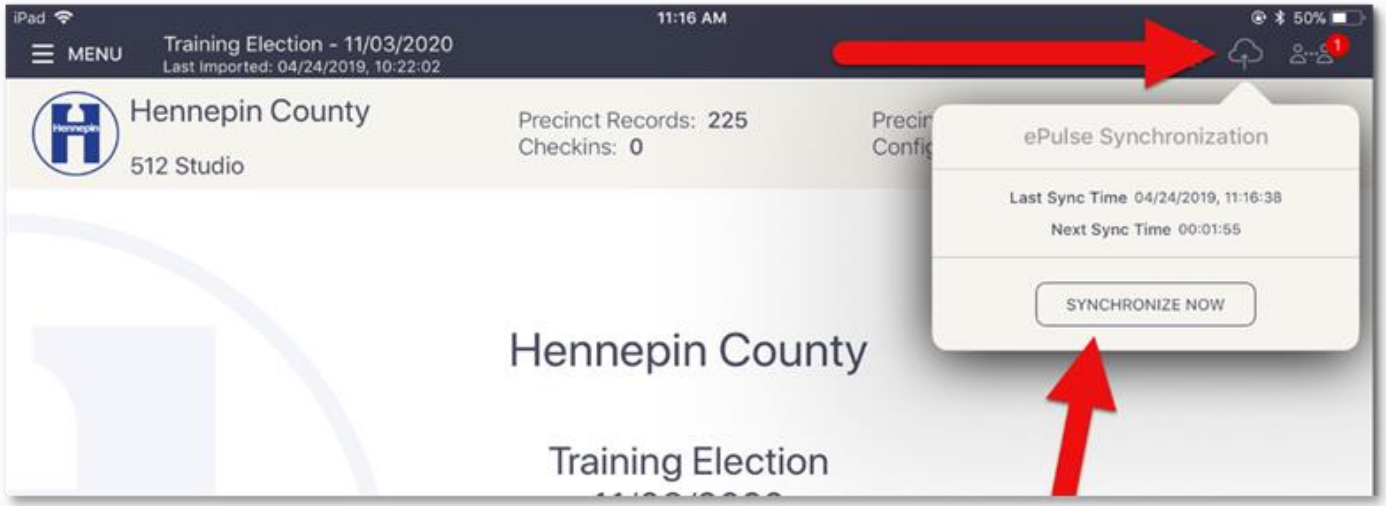
Correcting a voter registration error



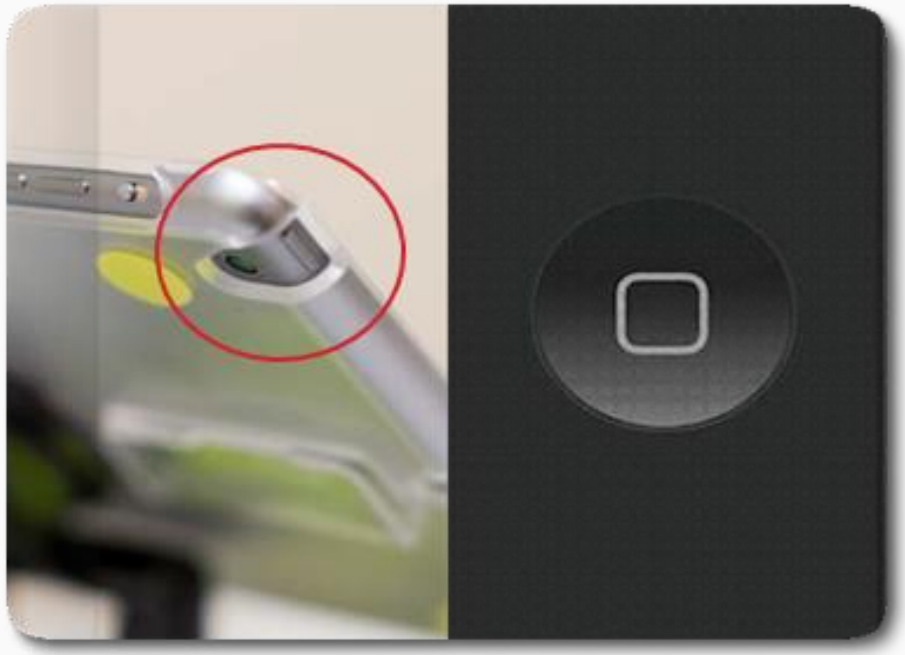
CLOSING

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.

Thank you!

- **Review your training materials!**
- Questions before election day? Contact: _____.
- Good luck!

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