

Monmouth County  
**Board of Elections**



# **Poll Worker Manual**

Board of Elections	(732) 431-7802 x7150
Poll Worker Hotline*	(732) 431-7040
Voting Machine Warehouse	(732) 431-7291
Voter Registration	(732) 431-7802 x7775

# **THANK YOU FOR BEING A POLL WORKER**

The commissioners and staff of the Monmouth County Board of Elections would like to recognize the hard work and diligence that our Poll Workers put toward upholding the sanctity of our election process.

Efficient and secure elections are the cornerstones of our democracy and without the concentrated efforts of our Poll Workers, we would not be able to hold our elections to the high standards that all members of our county expect and deserve.

Thank you for your contributions to a pivotal role in our election process.

*-Monmouth County Board of Elections Staff*

## **SCOPE OF THIS GUIDE**

This guide will cover the rules and requirements to uphold at the poll place in addition to the procedural steps that should be taken to successfully operate the polls.

For instructions detailing the step-by-step opening and closing of the equipment at the polls, please see the equipment guide from the webpage below.

## **PDF & VIDEO INSTRUCTIONS**

For PDF copies of the Poll Worker Manual and Equipment Guide use the link below



<https://www.co.monmouth.nj.us/page.aspx?ID=3704>

For video instructions on how to open the equipment at the polls, please use the link below



<https://www.co.monmouth.nj.us/page.aspx?ID=3759>

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# POLL WORKER RESPONSIBILITIES

## Responsibilities before the opening of polls:

- Familiarize yourself with the procedures in this handbook before you arrive at your designated poll place.
- **Arrive at 5AM** to begin setup at your location.
  - Follow each step in the "Opening Checklist" on page 8.
  - Polls must be open to voters by **6AM**.
  - Hang all signs and posters located inside the supply kits.
  - Ensure there are no obstructions for voters inside and around the poll place.
  - Ensure pathways for handicapped voters are accessible.

For an additional \$25, one or more designated Poll Workers must pick up a supply bag at the local Municipal Clerk's office. They will be responsible for delivering this bag to the poll location the morning of election day, and for returning it at the end of the day. Designated workers will receive advanced notification from the local Municipal Clerk.

## Responsibilities during the polling period:

### **Voter processing & documenting incidents**

Poll workers should maintain order at the polls and process voters in an accurate and timely fashion.

Workers are provided an "Incident Report" within the blue envelope in case of any issues, mistakes, or problems experienced during the day. Please clearly document any troubles that are experienced throughout the day. When in doubt, make note about situations in the incident report (see page 36).

### **Monitoring of the Polls**

Monitor the poll place for electioneering. **No electioneering is permitted** within one hundred feet of the polling place entrance.

Electioneering applies to any circulars or printed matter, including clothing, in support of any candidate/party/public question within the polling place or within 100 feet of the entrance to the polling place.

There should not be any discussions concerning political preferences or opinions at the polling place. Social or fundraising activity of any group or organization is not permitted within 100 feet of the entrance to any polling place on Election Day.

If officials will be present to conduct "**Exit Polling**", the Board of Elections will notify your district. You will also be notified if representatives from the media will be present on Election Day.

### **Posting the voter turnout sheet**

Poll workers are responsible for posting the voter turnout every 2 hours following the opening of polls. Follow the instructions on page 31 for more details.



# POLL WORKER RESPONSIBILITIES

## Responsibilities after the closing of polls:

### Marking the line at the closing of polls

- At the closing of polls, voters already in line must be permitted to vote. A Poll Worker should stand at the end of the line at 8 PM to prevent latecomers from entering the line.
- After the last voter finishes voting and the machine is locked, observers may view the closing procedures. Official challengers, members of the press, and the general public can be present. They have the legal right to observe but cannot interfere with procedures.

### Shutting down all equipment

- Follow each step in the “Closing Polls” checklist on page 27.
  - Follow along with the separate “Equipment Guide” booklet for detailed instructions and pictures on the steps that should be taken to close all equipment. You may scan the QR code on page 2 for a copy.
- After the “close polls” button has been pressed on the voting machine, the results will be saved to a flash drive inside the top compartment of the voting machine. After powering off, remove this drive and place it inside the results flash drive case within the clear envelope.

### Final Results Report

- Each machine will print 4 copies of the final results report, and 1 copy of a write-in report.
- Ensure all copies of the final results reports are signed by each Poll Worker in the district.
- One copy of the final results report from each machine is to remain at the polling place for viewing by the public.
- Remaining copies of the results reports are to be returned in the clear envelope provided in the blue bag.
- The single copy of the write-in report (per machine) should be placed inside the clear envelope provided in the Blue Canvas Bag.

# ELECTIONS OFFICES

## County Elections Offices:

Monmouth County has three distinct election offices who are responsible for different roles in the election process. These offices are the:

- Board of Elections
- Superintendent of Elections (Voter Registration)
- Clerk of Elections

These three offices are independent of each other, but work in partnership to facilitate the election process within Monmouth County.

## What duties are each office responsible for?

### Board of Elections:

- Polling Locations
- Poll Workers
- Challengers
- Tabulation of vote by mail ballots
- Redistricting

**Direct number:** \*(732) 431-7040

**Main office number:** (732) 431-7802 Ext. 7150

\*Election day only

### Superintendent of Elections:

- Voter Registration
- Party Affiliation
- Voting Machines
- Poll Books

### Phone numbers:

Voter Registration: (732) 431-7802 Ext. 7775

Voting Machine Warehouse: (732) 431-7291

### Clerk of Elections:

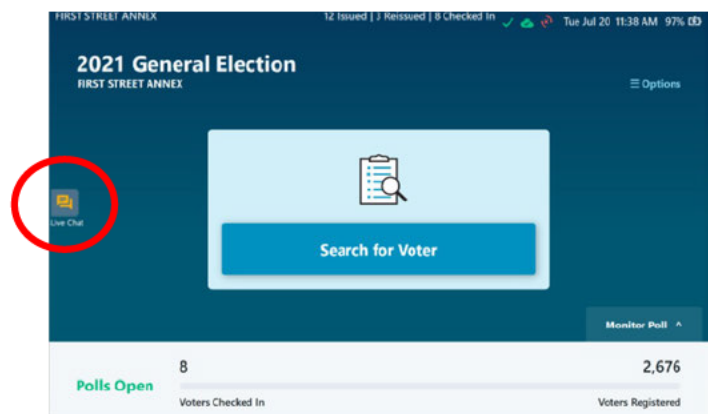
- Sample ballots
- Vote by mail applications
- Candidate petitions
- Collection of election results
- Certification of Results

**Phone number:** (732) 431-7790

## Live Chat Feature

In addition to dialing the numbers listed above, Poll Workers may utilize the pollbook's "Live Chat" feature to contact the county election offices.

After clicking "Live Chat" the pollbook will ask which department to send the message to. **The pollbook will send the message to all three election offices no matter what option is selected.**

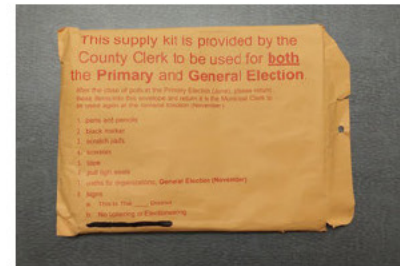


# POLL WORKER SUPPLIES

## Supply Kit Contents:

### Manila envelope:

- Oath of Office
- Sample Ballot (to be posted)
- Voting District Signs
- American Flag Poster (to be posted)
- Pens, tape, scissors and supplies
- Zip tie to string voting authorities



### Blue envelope:

- **Password sheets**
- Poll Worker Badges (Please return)
- Handicap Accessibility Sign (to be posted)
- NJ Voter's Bill of Rights— to be posted
- Instruction Book
- Pay Voucher
- Incident Report (to document all issues)
- Map
- Instructions to Voters Sheet
- Voter Turnout Form (2hr count sheet)
- Voting by Mail In Ballot poster



### Red envelope:

- Affirmation of Residency Forms
- Challenge Forms
- Voter complaint Form
- Name Change/Signature update Form
- Assistor Form



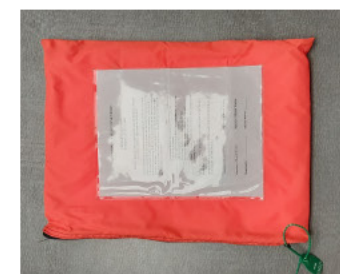
### Clear Envelope for returning:

- Results USB sticks
- All copies of zero proof reports
- 3 copies of results report (from each machine)
- 1 copy of write-in report (from each machine)
- Emergency Ballot Tally Sheet (if used)



### Orange Provisional Ballot Bag:

- Provisional ballot affirmation statements
  - Completed provisional ballots are returned in this bag.



# OPENING CHECKLIST

Complete the steps on this checklist upon arrival to your designated poll location at 5AM. Voters may not be checked in until the polls open at 6AM.

Consult the Equipment Guide for specific instructions on the steps to open the pollbooks, voting machines, and Wi-Fi devices.

- Locate the pollbooks and voting machines corresponding to the voting district you are assigned to.
- Remove voting machine keys from supply bag.
- Open rear compartments of all voting machines. Remove surge protectors, extension cords, activation cards, and ADA equipment.
- One or more Wi-Fi device(s) will be provided to your voting location within the rear compartment a voting machine. If your district has a device, remove it, and ensure it is plugged in and turned on immediately.
- Locate the password sheet inside the blue envelope within the supply bag.
- Set up appropriate pollbooks for your district, and ensure the green checkmark is displayed across the top of the screen.
- Set up appropriate voting machines for your district. Sign all zero proof reports and file them inside the clear envelope in the supply bag.
- Set up seating for voters to fill out provisional paperwork. Ensure privacy screens are set up.
- Set up seating for challengers, if any are present.
- Display the following signage located inside the supply bag:
  - Blue Envelope
    - Bill of rights poster
    - District map
    - Handicap accessibility sign
    - 2hr Count sheet (voter turnout form)
    - "Voting by Mail In Ballot" poster
  - Manila Envelope
    - Sample ballot
    - American flag poster
- Have all workers sign the pay voucher & code of conduct located in the blue envelope within the supply bag.
- Have all workers sign the oath of office form within the Manilla Envelope.



# SEARCHING FOR A VOTER

Click the “Search for Voter” button to begin a search.

If a voter wishes to scan the barcode on their drivers license or sample ballot, they may hold the barcode to the scanner near the base of the machine.

Poll workers are **not** permitted to request ID to search for a voter nor take their ID if offered. Voters are to scan their own ID's or sample ballots if they choose to do so.

Begin to type the voter's information into the search boxes across the top of the screen. As you type, check the results that appear on-screen.

If the voter appears in the search, verify their information is correct, then select the voter by clicking anywhere on their entry.

**NOTE:** In some cases more than one voter with the same name may appear. Use their address and date of birth to confirm you are making the correct selection.

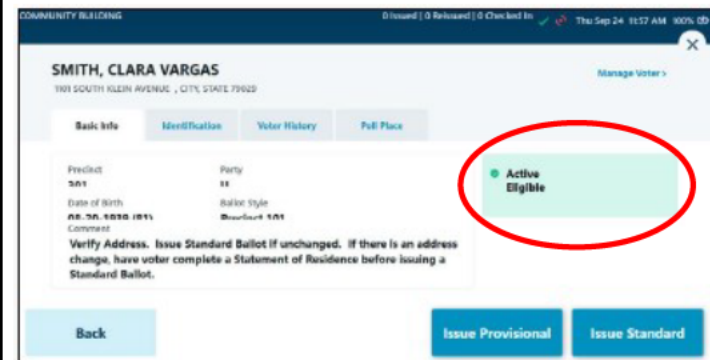
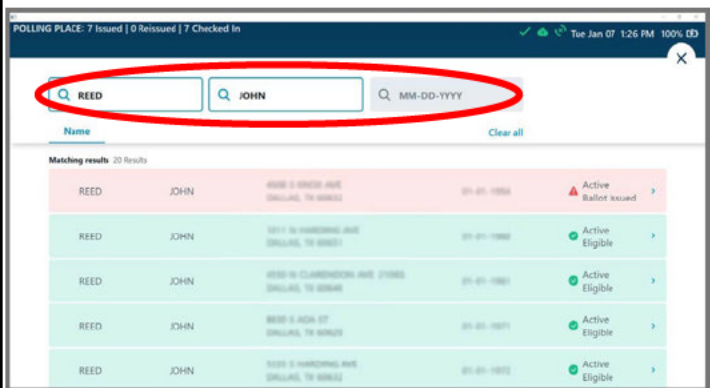
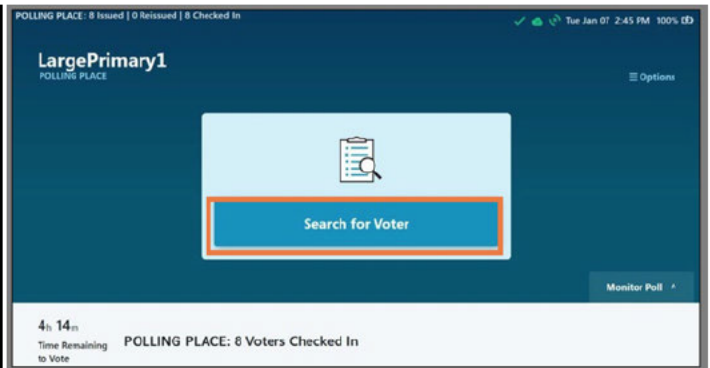
Observe the voter status on the right side of the voters profile, then follow the guide on the next page to determine how to proceed.

Note the color coding system:

**Green**—Standard voter

**Yellow**—An action is needed to determine if the voter should be issued standard or provisional

**Red**—This voter may not vote a standard ballot (unless they are being reissued a ballot after spoiling their original)



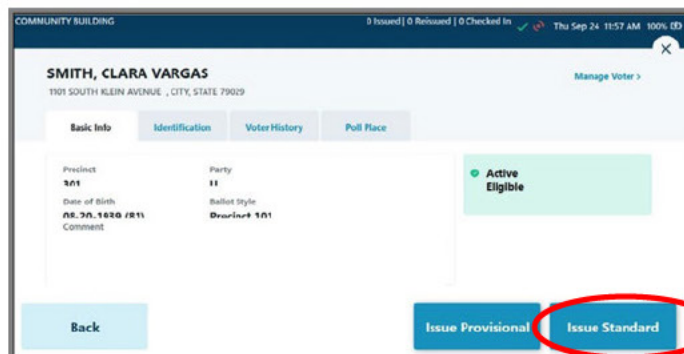
<b>Voter Status</b>	<b>Instructions</b>
<b>Eligible</b>	Click the "Issue Standard" button.
<b>Affirm Address:</b>	<p><b>1.</b> Have the voter complete a Affirmation of Residency form located inside the red folder.</p> <p><b>2.</b> If the voter fills out an address that matches the pollbook, click "<b>Issue Standard.</b>"</p> <p><b>3.</b> If the address does not match the pollbook, provide the voter a provisional ballot (See page 15).</p>
<b>Need ID:</b>	<p><b>1.</b> Have the voter provide a valid form of ID. Valid ID includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Any photo ID (gov issued or otherwise)</li> <li>• Car registration</li> <li>• Public assistance card</li> <li>• Utility bill</li> <li>• Rent receipt</li> <li>• Paycheck stub</li> <li>• Government check</li> </ul> <p><b>2.</b> If the voter provides valid ID issue a standard ballot, otherwise provide the voter a provisional ballot (See page 15).</p>
<b>Mail-in:</b>	<p>Voters with this flag were issued a mail-in ballot. If the voter wishes to vote on the machine, they may be issued a provisional ballot by clicking the "Provisional Ballot" button.</p> <p>If their Vote by Mail ballot is not received by the County Board of Elections, their provisional ballot will be counted.</p>
<b>Ballot Issued</b>	<p>Voters with this flag have already been issued a ballot.</p> <p>If the voter cancelled their vote and returns <b>with a cancelled ballot</b>, you may spoil the ballot (page 18) and reissue a ballot of the same type. Otherwise, they may not be issued an additional ballot.</p>

**PLEASE NOTE: The Active/Inactive status of a voter does not affect how they should be processed.**

## Issuing a Standard Ballot

(If you are working a Primary Election, make note of the voter's party on this screen. UNA or "Unaffiliated voters" must declare the party they wish to vote. Their party affiliation will be changed to the selected party for future elections.)

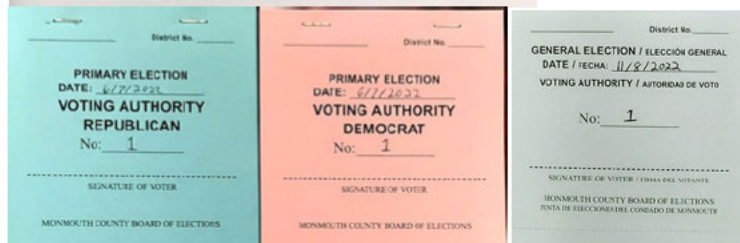
Click the "Issue Standard" button located in the bottom right corner of the screen.



The pollbook will prompt you for a voting authority number.

Input the number of the next available voting authority.

(Make note that there are separate voting authority tickets for each party in Primary Elections. **Republican tickets are blue, and Democrat tickets are red.** For a General Election, all voting authorities will be white.)

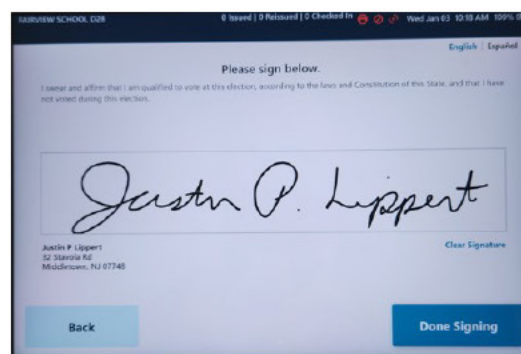


Swivel the pollbook toward the voter, and have them sign the screen with a stylus.

After they are finished, swivel the pollbook back to you and compare the signature on file with the signature the voter performed.

**Note:** Please ensure the voters do not accept their own signature. If they do, you must print a ballot, then immediately spoil it.

After spoiling, search the voter again to reissue a ballot of the same type you were originally issuing. Ensure their signature is verified prior to printing.





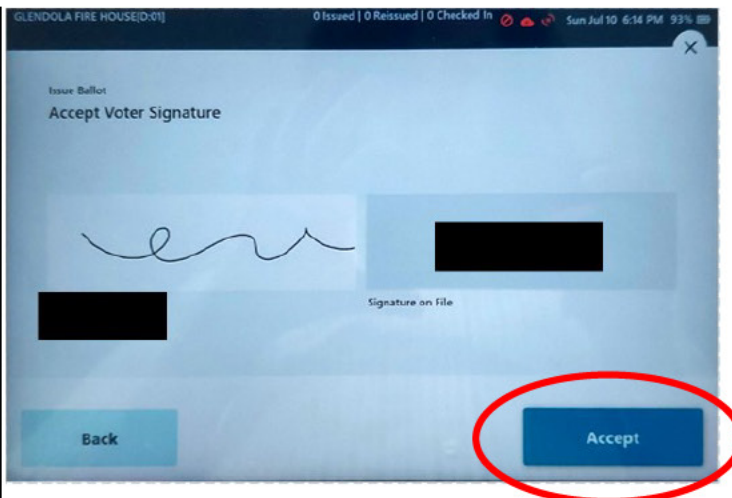
## Issuing a Standard Ballot

Determine if the signature has enough matching characteristics to be accepted.

If the signature is a match, select "Accept."

If the signature does not match, begin the challenge process outlined on page 23.

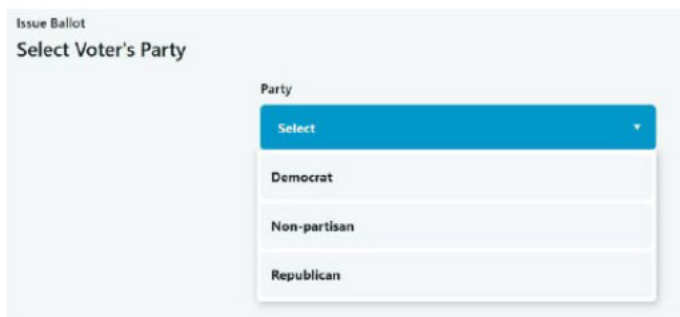
If no signature exists for the voter, back out and issue the voter a provisional ballot.



### **Primary Only** **(Skip this step for all other elections)**

Select the voter's party from the dropdown menu. If a voter is already affiliated with a party the pollbook may auto-populate this field.

**Unaffiliated voters are allowed to vote in a primary if they declare the party they wish to vote.** Their party affiliation will be changed to the selected party for future elections. Select the declared party from the dropdown menu.



The pollbook will prompt you to print an activation card.

Align the activation card so that the angled corner is in the upper-right position.

Gently place the activation card into the printer. You will feel the printer grab the card. Remove the card after it is finished printing.

**Note: Please do not pre-load activation cards into the printer prior to this screen as this may cause printer malfunctions.**

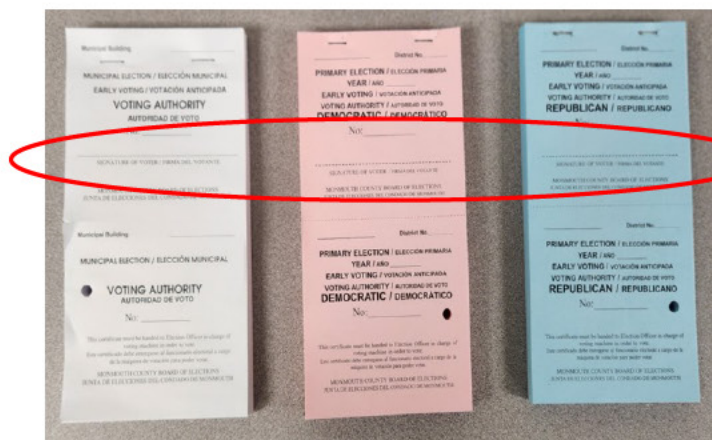




## Issuing a Standard Ballot

Have the voter sign the top half of the authority ticket, then tear the bottom at the perforation.

Hand the voter both the activation card, and the voting authority ticket. The voter may now proceed to vote on the machine.



## Tips and FAQ's

- Be careful that voters do not accidentally "accept" their own signature when the pollbook is facing them. It is best practice to instruct voters to perform their signature, and not press any buttons.
  - If a voter accepts their own signature:
    - Print a ballot, then immediately spoil it.
    - Search for the voter again, and issue them a new ballot and ensure that the signature is verified.
- **Never** allow a voter to search for themselves in the pollbook.
- Voters do not need to provide ID to vote unless the pollbook specifically flags the voter as "**NEED ID.**"
- If a voter wishes to scan their sample ballot, ensure that the sample ballot they brought does not belong to a friend/family member. Double check the name, address, and date of birth that appears on the pollbook is correct.

# Issuing a Provisional Ballot

**Only open the provisional ballot bag if you need to issue a provisional ballot. Otherwise, please leave the bag sealed.**

**Count the Provisional Affirmation Statements in the bag when the seal is broken. Record the quantity on the label displayed on the front of the bag.**

Once you have established that the voter needs to be issued a provisional ballot, have the voter complete a **Provisional Affirmation Statement** at a privacy booth. Provisional Affirmation Statements can be found inside the bright orange "Provisional Bag." Each affirmation statement will have an empty envelope attached to the back of it.

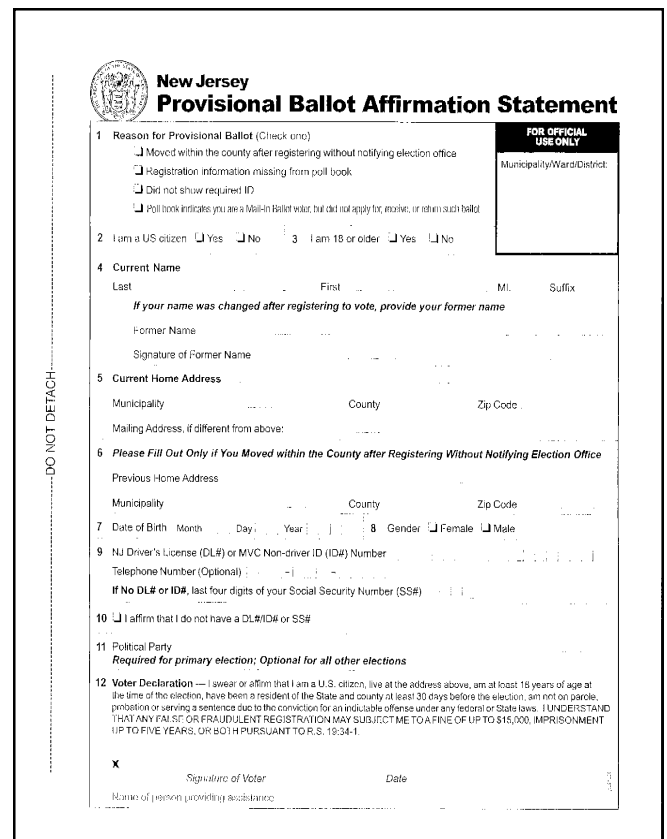
Direct the voter to a table with a privacy screen. Privacy screens are provided in the blue supply bag. Instruct the voter to return to you after completing the form.

After the voter returns to you with the Provisional Affirmation Statement, **check it for completion.** (If the form isn't completed entirely, this may reduce the likelihood that their ballot can be counted.)

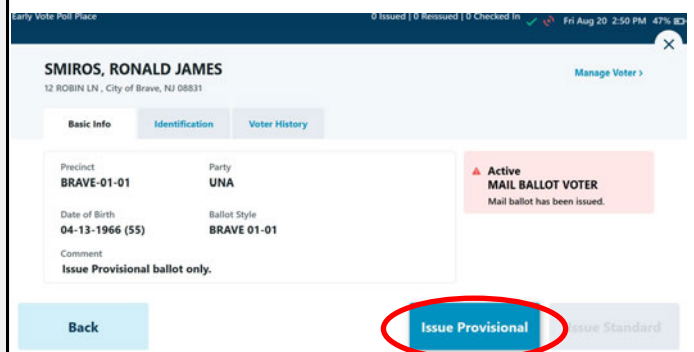
Search for the voter again, and select "Issue Provisional."

**Note: Do not issue a voting authority ticket to provisional voters.**

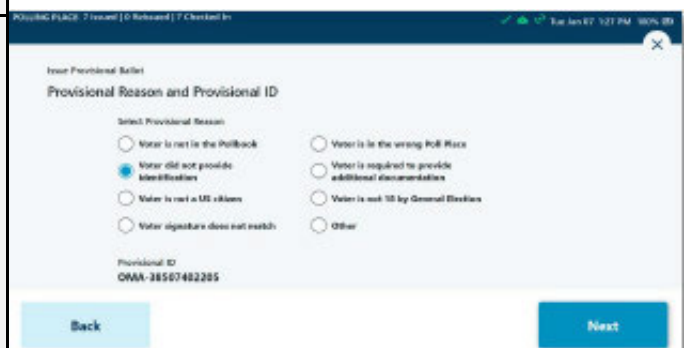
Select a reason for issuing a provisional. If your exact reason is not listed, select the one that most closely applies.



The image shows a "New Jersey Provisional Ballot Affirmation Statement" form. It includes sections for: 1. Reason for Provisional Ballot (with checkboxes for moving, registration issues, or ID issues); 2. Citizenship and age; 3. Current Name (Last, First, MI, Suffix) and Former Name; 4. Current Home Address (Municipality, County, Zip Code); 5. Mailing Address; 6. Previous Home Address; 7. Date of Birth and Gender; 8. NJ Driver's License or MVC Non-driver ID; 9. Telephone Number and Social Security Number; 10. Affirmation of no DL/ID/SSN; 11. Political Party; 12. Voter Declaration. A "FOR OFFICIAL USE ONLY" box is present for Municipality/Ward/District. A "DO NOT DETACH" line is on the left side.



This screenshot shows a voter lookup interface for "SMIROS, RONALD JAMES" at "12 ROBIN LN, City of Brave, NJ 08831". It displays fields for Precinct (BRAVE-01-01), Party (UNA), Date of Birth (04-13-1966 (55)), and Ballot Style (BRAVE 01-01). A red box highlights the "Issue Provisional" button. A warning message states: "Active MAIL BALLOT VOTER Mail ballot has been issued."



This screenshot shows the "Provisional Reason and Provisional ID" selection screen. It lists several reasons for issuing a provisional ballot, with "Voter did not provide identification" selected. Other reasons include "Voter is not in the Pollbook", "Voter is in the wrong Poll Place", "Voter is not a US citizen", "Voter is not 18 by General Election", and "Voter signature does not match". The Provisional ID is "OWA-38507482285".

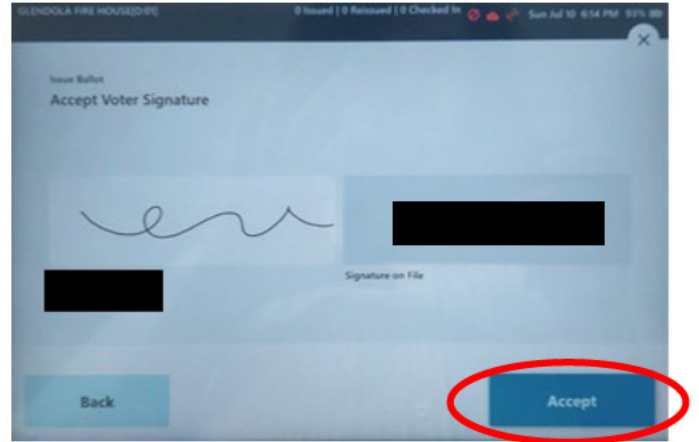
## Issuing a Provisional Ballot

Have the voter sign the pollbook.

After comparing the signature, determine if the signature has enough matching characteristics to be accepted.

If the signature is a match, select Accept.

If the signature does not match, begin the challenge process outlined on page 23.



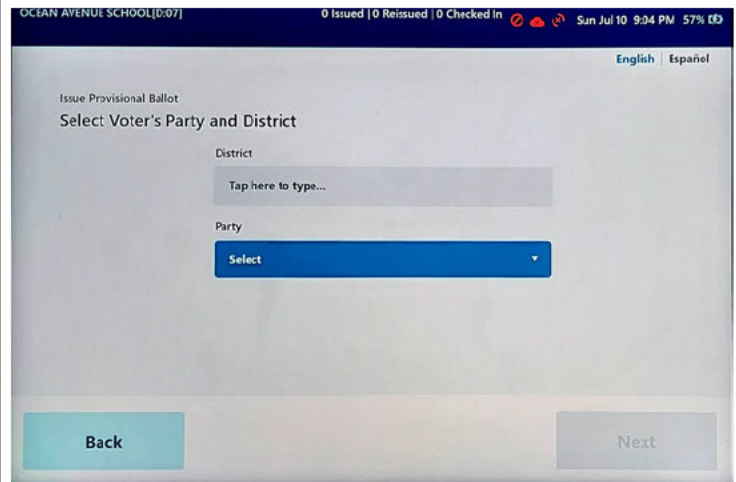
The pollbook will provide a district selection screen. The voter's district information will automatically be entered into this field.

In primary elections, a party selection box will appear.

If you need to modify the information in either of these fields, select the box and enter the appropriate information.

District information is formatted as a two digit code. For example:

01 Middletown Township  
or  
15 Middletown Township



The pollbook will prompt you to print an activation card.

Align the activation card so that the angled corner is in the upper-right position.

Gently place the activation card into the printer. You will feel the printer grab it. Remove the card after it is finished printing.





## Issuing a Provisional Ballot

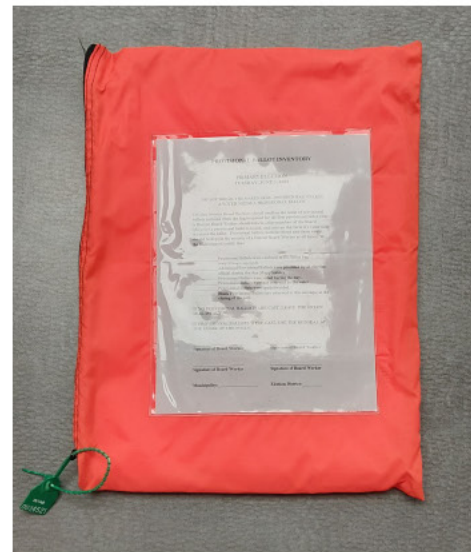
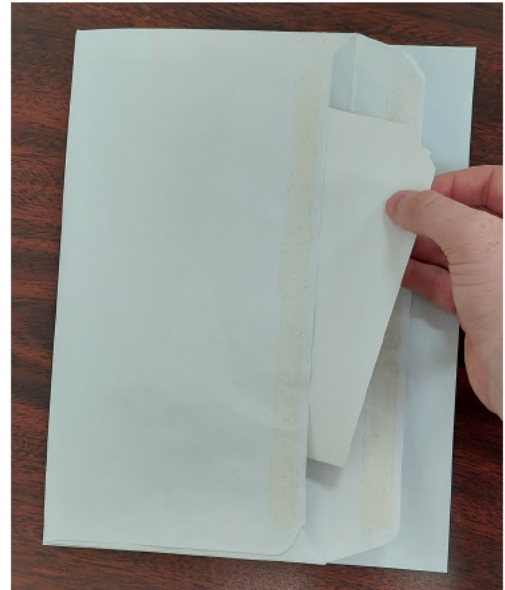
After the card is finished printing, hand the voter their Provisional Affirmation Statement, along with their ballot.

Direct them to their designated voting machines.

Inform the voter that their ballot will be ejected from the machine after it is marked.

Instruct the voter to fold the ballot in half, and seal it inside the envelope attached to the Provisional Affirmation Statement.

After the voter has returned with their marked and sealed ballot, place it inside the Orange Provisional Bag.



## Tips and FAQ's

- **Do not provide voting authority tickets for provisional ballots.**
- Ensure provisional ballots envelopes remain attached to the Provisional Affirmation Statement when placing them inside the Provisional Ballot Bag.
- If you are uncertain what to enter on the district selection screen, you may check your password sheet to locate the district code. Do not forget to include any leading zeroes in the number.

# REISSUING A BALLOT

After the voter finishes marking their ballot on the machine, they can review their choices on the printed ballot.

If the voter made a mistake with their selections after the ballot has been printed, they have the option of cancelling it in order to be issued a new one.

The voter may select QUIT from the upper right corner of the screen to cancel the ballot in order to reissue a new one. The machine will notify them that this action will require Poll Worker assistance.

The machine will beep to notify the Poll Workers that the voter has canceled their voting session.

Press the red circle indicated in the photo to silence the warning and eject the ballot. The machine will ask for the "election password" this is the same password used during setup of the machines. After the ballot is ejected, you must mark the ballot as spoiled.

## Spoiling a ballot instructions:

Take the ejected ballot and write "spoiled" across the ballot. Place the ballot inside the clear bag labelled "Spoiled Ballots."

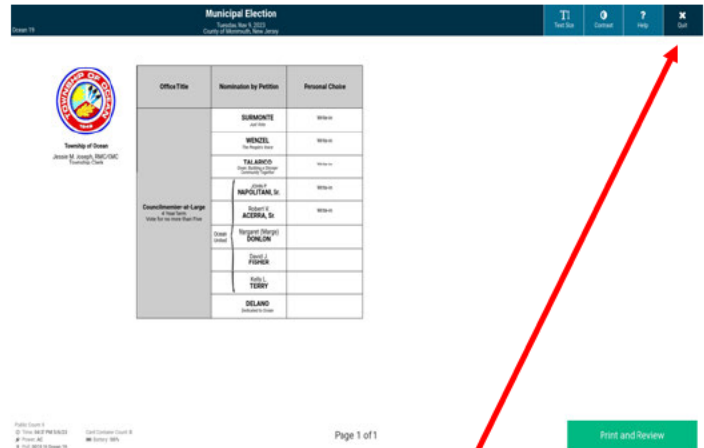
If the ballot is a provisional ballot, place the spoiled ballot in the Provisional Affirmation Statement Envelope and spoil the Affirmation. Place spoiled Affirmation Statement in Orange Provisional Bag.

Return to the pollbook, and search the voter again. Their entry will appear red, and indicate a ballot was already issued.

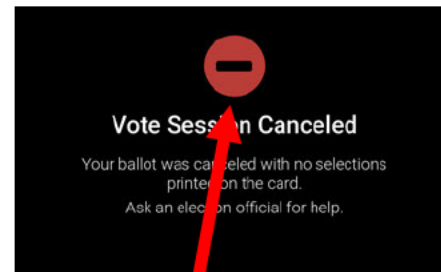
Make note of the type of ballot you are reissuing. If the box above the "P" in the upper right corner of the ballot is filled in, it is a provisional ballot. If the box is hollow, it is a standard ballot. Reissue the same type of ballot to the voter.

**Do not** reissue a new voting authority for reissued ballots. Enter the number of the original voting authority ticket, or the number 0 if you cannot determine the proper number.

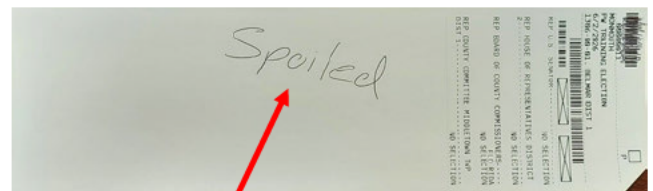
**NOTE:** The voter is allowed to cancel their ballot up to 3 times. Subsequent reissues will have to be provisional.



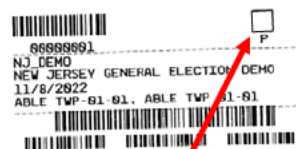
Quit Button



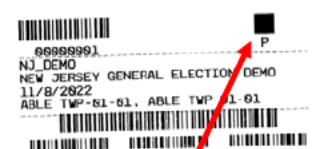
Click the red circle icon to silence the warning



“Spoiled” written across ballot.



Box not filled in.  
This is a standard ballot



Box is filled in.  
This is a provisional ballot



# REDIRECTING A VOTER TO THEIR PROPER POLL LOCATION

Some voters may not know which district they belong to, or if they are at the proper polling location. You can search for a voter using the steps below and redirect them to the correct location if necessary.

Begin by searching for the voter in your pollbook.

The pollbook will search the list of voters assigned to your district by default. This is indicated by the "By District" selection in the upper right corner of the screen.

If the voter appears in the search (and is not a Mail-In ballot voter), they are in the correct location to vote.

If the voter does not appear in the search, expand the search to "By County" by clicking the toggle switch in the upper right corner of the screen.

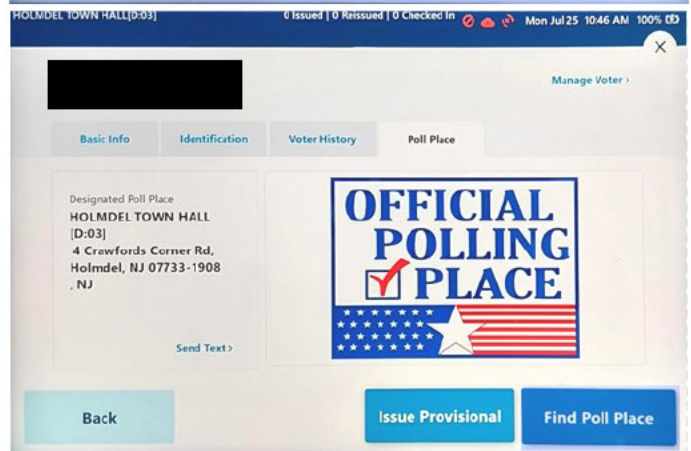
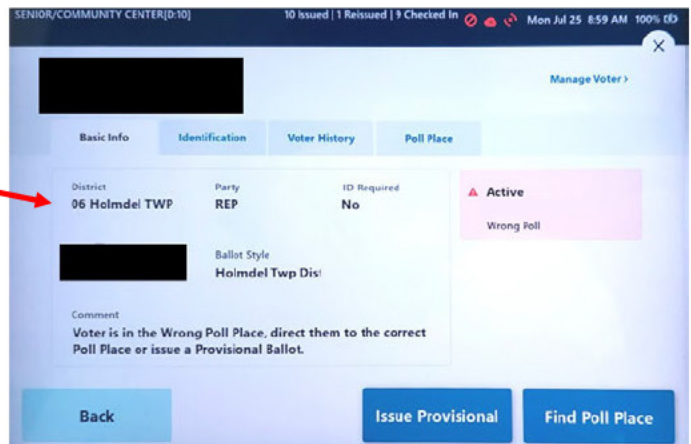
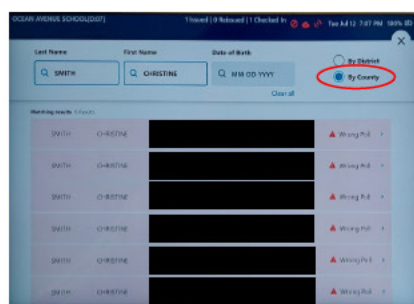
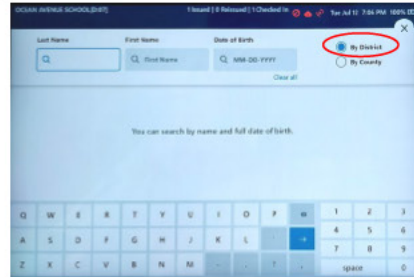
When their entry appears, it will indicate "Wrong Poll." Select the voter's name from the list.

After selecting the voter, their district will be displayed in the upper left corner of the "Basic Info" page.

The Find Poll Place button will appear in the lower right corner of the screen. Click this button to view the district & poll location for the voter.

The voter's poll place will display in the window on the left.

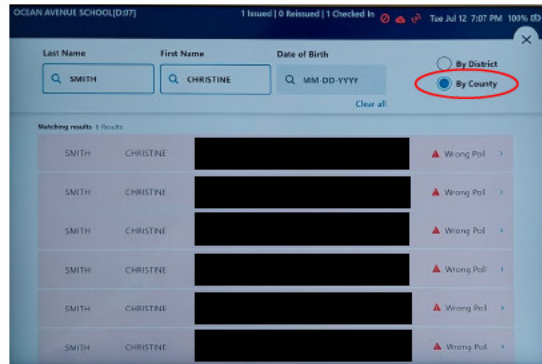
If the voter would like this information sent to their cell phone, you may use the "Send Text" feature on this screen.



# VOTER NOT FOUND

By default the pollbook will only search for voters located inside the district you are working in.

If a voter does not appear in the search, expand the search to "By County" and re-check if they appear. Redirect the voter to the appropriate voting location if necessary (See page 18).



**Before adding the voter to the pollbook please try the following steps to ensure that the voter's information is truly not within the pollbook:**

1. As the voter's name is typed in, check for results as each character is added.
2. For names with hyphens, spaces or any prefixes (Ex: McConnell) omit the portion of the name including and after the hyphen, space, apostrophe's or prefix. For example:  
Search for "**Jake McConnell**" as "**Jake Mc.**"
3. Enter the voter's date of birth in MM DD YYYY format, and check if they appear on the list. If too many results appear, add characters from their first and last name to narrow down the results.

After exhausting all search options, if the voter cannot be found in the pollbook the voter will be issued a provisional ballot.

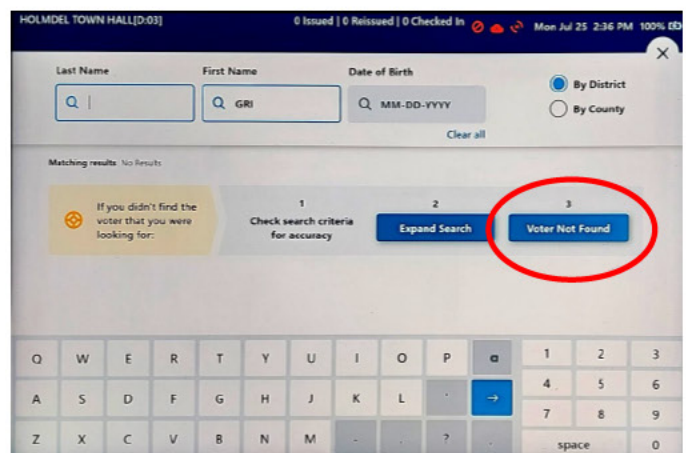
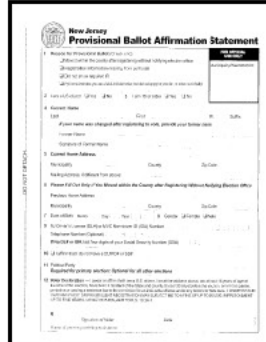
Have the voter complete a Provisional Affirmation Statement located inside the Orange Provisional Bag.

When the voter returns with the completed form, check it for completion, then return to the pollbook.

When no results are found in the pollbook, it will prompt you with a "Voter Not Found" button.

*An easy way to make this screen appear is by typing a number into the first or last name field.*

When the button appears, click it.



# VOTER NOT FOUND

Using the information provided on the Provisional Affirmation Statement, enter the voter's details on the following screen.

The pollbook will ask for a District. Type the district code that is on your passwords sheet.

This district code will contain the number of the district you are working in followed by the town name.

For example:  
01 Aberdeen Twp

**Make note of any leading zeros in the district number.**

Click Next in the upper right corner of the screen to continue.

On the next screen you will be able to select "Issue Provisional."

Print the provisional ballot and have the voter complete the rest of the process as normal. See page 14 for further instructions on issuing a provisional ballot, if necessary.

Enter Voter Details

Cancel Next

First Name Last Name Suffix

Tap here to type... Tap here to type... Tap here to type...

House No. Street City Zip Code

Date of Birth District

YYYY MM DD Tap here to type...

HOLMDEL TOWN HALL [003] 0 Issued | 0 Reissued | 0 Checked In Mon Jul 25 2:38 PM 100% [ED]

LASTNAME, FIRSTNAME Manage Voter >

1 MAIN ST, TOWN, NJ 12345

Basic Info Identification Voter History Poll Place

District 1301-00-01 Party Not Available ID Required No

Date of Birth 01/01/1994 Ballot Style Not Available

Comment

Voter Not In Roster

Back Issue Provisional



# ADA CONTROLLER

Each voting machine is equipped with an ADA Accessibility controller for voters who wish to use accessible voting. This device is plugged into the machine through a USB in the rear compartment. It will be delivered to your location already plugged in.

This controller contains braille markings and contains a headphone jack (lower right corner) which will allow a voter to use the voting machine's audio ballot feature. To initiate an accessible voting session, press any button on the controller.

When in an accessible voting session, the voter use the following controls to navigate the ballot.

1. Up - move the selection up
2. Down - move the selection down
3. Green button - to select/deselect the current selection
4. Next (right) - to proceed to the next screen
5. Back (left) - to return to the previous screen
6. Tempo - adjusts the speed of the audio
7. Volume - increase or decrease the volume of the audio ballot
8. Repeat - repeat the current selection on the audio ballot
9. Pause - pause or resume the audio ballot
10. Info - view/listen to instructions on how to use the ADA controller
11. Home - one press returns to the top of a contest or option, two presses returns to the first contest on the ballot



# CHALLENGER INFORMATION

## What are Challengers?

A Challenger is a person who is appointed by a candidate, political party chair, or a proponent or opponent of a public referendum. A Challenger is permitted by law to observe the voting process in a polling place and can "challenge" a voter's right to vote if they know, suspect, or reasonably believe that a voter is not qualified to vote.

**Only one Challenger per candidate can be present at the polls at a time.** A challenger badge (pictured right) will identify the candidate and district in which the Challenger is serving. This badge must be worn by the Challenger at all times. If a candidate is serving as a Challenger for themselves, they are not required to wear a challenger badge. You may ask for identification if necessary.



## When can Challengers exercise their right to challenge a voter?

Challengers can challenge a voter if the Challenger believes the voter is *not qualified to vote*. In order to vote a person must be:

- a United States citizen
- 18 years of age or older
- a resident of the County for at least 30 days before the election

*A Challenger must sign an affidavit stating the reason for the challenge.*

## What are Challengers not allowed to do?

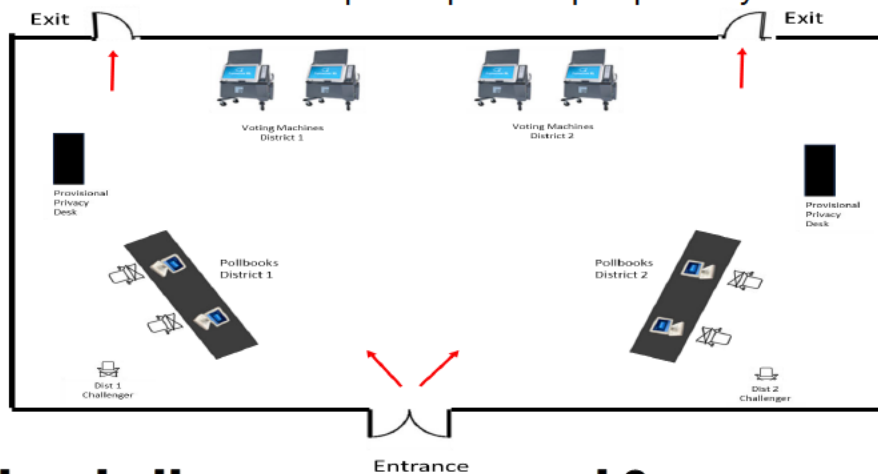
1. Challengers cannot challenge a voter for any of the following reasons:
  - a. they think they know how the voter is going to vote
  - b. the race or ethnic origin of the voter
  - c. the voter resides in a particular section of the municipality or county***It is a criminal offense for a Challenger to challenge a voter for any of the above 3 reasons.***
2. Sit with the District Board Workers or touch the election materials.
3. Sit or stand near the voting machine during the voting hours.
4. Challenge the voter directly. Only the Poll Workers can ask the voter questions.
5. Wear any campaign buttons, signs, or any campaign clothing.
6. Harass or intimidate any voters; or cause disturbances in the polling place.
7. Challenge a voter because the district board asks the voter to affirm his or her residence or asks a first-time registrant by mail to show identification.

# CHALLENGER INFORMATION

## What accommodations are made for challengers?

Challengers should be seated at a table that is separate from the Poll Workers. Each voter's name should be announced in order to allow the Challenger to hear and make a determination on if they need to challenge a voter. For Primary Elections, the voter's name and political party should be announced.

Challengers should be located within reasonable proximity to the Poll Workers, but away from the voting machines. Under no circumstances are challengers allowed to use the pollbook. Please reference the diagrams below as two examples of possible poll place layouts.



## How does the challenge process work?

### 1. Challenge is Initiated

- If a Challenger wishes to exercise their right to challenge a voter, they must notify the Poll Worker. All questions and remarks they make must be directed to the Poll Worker and not the voter.

### 2. Paperwork—Affidavit Form

- The information sheet (Labeled C3 form within the red envelope) must be read to the voter. This document will explain the voter's rights and ability to appeal the challenge under NJ law.
- A **Challenger Affidavit Form** (Labeled C2 C4 form located in the red envelope) must be completed by the individual issuing the challenge and the voter.
- The Challenger must complete the top portion of the form, where they specify a valid reason for challenging the voter.
- The challenged voter should then complete the lower section of the Challenger Affidavit Form and provide one of the specified forms of ID, if possible.

### 3. Poll worker vote

- After reviewing both the form and the requested identifying document, the Poll Workers shall take a vote on whether or not the voter should be permitted to vote. (**Note:** If a Poll Worker is initiating a challenge, the challenging Poll Worker will abstain from the vote.)
- Record the outcome of the vote on the Challenger Affidavit Form.

### 4. Outcome

- If the majority of the board members vote against the challenge, or if the vote is a tie, the voter is permitted to vote.
- If a majority of the board members vote to uphold the challenge, the voter is not permitted to vote. (The voter is not permitted to vote provisionally either.)
  - If the challenge is upheld, the voter must be informed of their right to appeal to a Superior Court Judge at the Monmouth County Courthouse in Freehold on Election Day. The voter is permitted to seek a court order to restore his or her right to vote on the machine.



# EMERGENCY PAPER BALLOTS

## Emergency Ballots are only to be used with specific authorization from the Superintendent of Elections.

An AUTHORIZATION NUMBER must be obtained from the Superintendent of Elections (732-431-7780 x1) prior to use.

**Emergency Ballots are provided as a backup in the event that there are mechanical issues with the voting machines.**

### TO USE EMERGENCY PAPER BALLOTS:

- Break the green numbered seal and empty the Emergency Ballot Bag containing the following items:
  - 30 Emergency Paper Ballots and 30 plain white envelopes
  - Envelope containing instructions for the use of 1 white and 1 red seal
  - Emergency Ballot tally sheet
  - Statement for Emergency Paper Ballots Voted
  - Privacy Screen (for voters), pencils
- Close the Emergency Ballot Bag and secure it with a white numbered seal.
- Place the green numbered seal inside the machine key pouch.
- Complete the "Statement for Emergency Ballots" (Form E) when the voting machine becomes inoperable.
- Place the Emergency Ballots and plain white envelopes on a table near the voting machine. Do not leave ballots unattended.
- Process the voter as usual. The voter signs the Poll Book and is issued a Voting Authority to sign and take to the Poll Worker who is stringing the Voting Authorities. (*This Poll Worker is now in charge of the Emergency Ballot Box and the Emergency Ballots.*)
- After the Poll Worker strings the Voting Authority, they will give the voter an Emergency Ballot and a plain white envelope.
- Direct the voter to the polling booth or the area where a privacy screen has been set up. If a voter spoils a ballot, upon return of the spoiled ballot in the white envelope, the voter shall receive a second ballot. The Poll Worker marks "spoiled" on the plain white envelope, signs and dates the envelope, and places it in the Emergency Ballot Bag.
- **Emergency Ballots may only be placed in the ballot bag by Poll Workers.**

# EMERGENCY PAPER BALLOTS

**IMPORTANT:** Secure **unvoted** paper ballots and plain white envelopes with your election supplies until (or if) needed again.

*Once the voting machine has been replaced or repaired, resume voting on the machine.*

**The Emergency Ballot Bag, secured with the numbered white seal, must remain in full view of the Poll Workers at all times.**

On the "Statement for Emergency Paper Ballots Voted," you must record the Voting Authority number of the last voter to use an Emergency Paper Ballot.

If a voting machine fails to operate on multiple occasions during any election or it becomes necessary to use Emergency Ballots (with authorization from the Superintendent of Elections office), a "Statement for Emergency Paper Ballots" **must** be completed **each time**.

## **To Count Emergency Paper Ballots**

After the polls close and the final Results Reports have been printed, count the Emergency Ballots in the following manner:

- A. Remove WHITE seal and open ballot box in full view of the public.
- B. The Judge of the District Board removes the ballots one at a time. While holding the ballot, the Judge will read the vote cast therein, in view of the Inspector, who will examine the ballot to make sure it is read correctly.
- C. The District Board Workers shall record all votes cast by Emergency Ballot onto the tally sheet provided. (If an envelope marked "Void/Spoiled" is removed, it should be temporarily set aside as is.) Before taking the next ballot from the ballot box, the District Board Judge must return the ballot he/she just read to its plain white envelope, number it in sequential order (example: 1, 2, 3, etc.), and hand it to the Inspector.
- D. The Tally Sheet must be signed by all four Poll Workers. One copy of the tally sheet is to be placed in the Emergency Ballot Bag and one returned to the Municipal Clerk along with the Zero Proof, Final Results Reports and voting machine USB sticks in the clear plastic envelope provided.

After all voted paper ballots are counted and tallied, place all voted ballots in numerical order. Place all plain white envelopes marked "spoiled" at the end of the same batch. Place all Emergency paper ballots, VOTED, UNVOTED, AND SPOILED, as well as unused white envelopes in the ballot bag and immediately secure the bag with the RED numbered seal.

# CLOSING OF POLLS

The polls close at 8:00 PM (**Voters already in the Polling Place must be permitted to vote before the machines are closed.**) An Election Official should stand at the end of the line at 8 PM to prevent latecomers from entering the line. After the last voter finishes voting, observers may view the closing procedures. Official Challengers, members of the press, and the general public can be present. They have the legal right to observe but cannot interfere with procedures.

## Pollbooks

### Prior to pollbook shutdown:

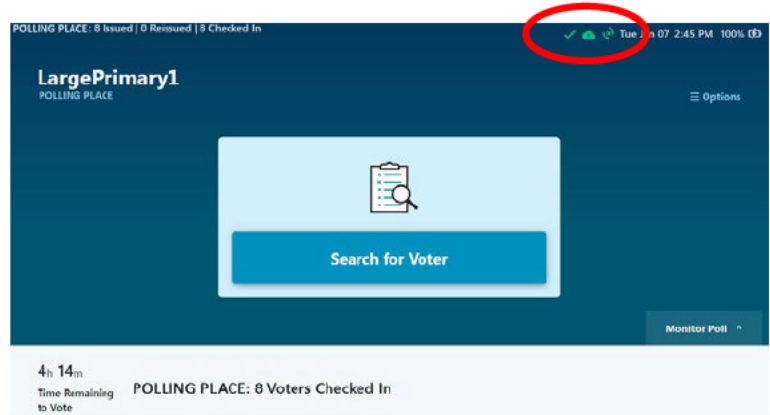
Ensure the pollbook is connected to the Wi-Fi device.

If you do not see a green checkmark displayed across the top of the screen:

- Ensure the Wi-Fi device for your location is still turned on and near the vicinity of the pollbooks.

After verifying the pollbook is still connected, **click the Monitor Polls button, then press "Close Polls."**

Shut down the pollbook, then package all pollbooks inside their respective cases.



## Voting Machines

### Results Reports

- The Voting Machine is programmed to print out four copies of the "Voting Results Reports" and one copy of the write in report, at the close of polls.
- Each Poll Worker must sign the bottom of ALL Results Reports.
- One results report copy, from each machine, is to remain at the polling place for viewing by the public.
- The remaining results report copies and the write-in results report are to be returned to the Municipal Clerk in the clear envelope provided inside the supply bag.

### Results Flash Drive

- The voting machine will indicate that it has saved results to a flash drive within the top compartment of the machine.
- Retrieve this flash drive after shutting down the machine, then place it inside the clear envelope, along with the copies of the results reports and the zero proof reports from each machine.

```
*** VOTING RESULTS REPORT ***
05:57 PM August 23, 2021
Unit Serial Number: X0119100294

Demo County
New Jersey General Demo (PROV)
EVID Early Voting
Election Date: November 02, 2021
Poll Opened Date: August 23, 2021
Poll Closed Time: 05:30 PM
Poll Closed Date: August 23, 2021
Poll Closed Time: 05:57 PM
Public Count: 1

Protected Count: 12
Poll Voting Report

-----
Total Ballots Processed: 1

Governor
Number to Vote For: 1
DEM Sierra MOST 1
REP Polly NAE 0
C Dee LISBUS 0
J Bob KATT 0
E Ruby SLIPPERS 0
F Sue PIERCEUR 0
Write-In 0
Under Votes 0

State Senate
Number to Vote For: 1
DEM Miles ANKAD 0
REP Peg ASUS 1
Write-In 0
Under Votes 0

General Assembly
Number to Vote For: 2
DEM Carrie OKIE 0
DEM Sarah MOANE 1
REP Mike RAFONE 0
REP Dan J. LIEN 0
C Myra MARCS 0
C Patty MELT 1
Write-In 0
Write-In 0
Under Votes 0

State Committee
Number to Vote For: 1
DEM Millie METER 0
REP Sara MAUE 0
Write-In 1
Under Votes 0
```



# CLOSING CHECKLIST

Voting machines may not be shut down prior to the close of polls at 8PM.

Please complete the steps in this checklist after all eligible voters remaining in the poll place have finished voting.

- Ensure the Close Polls button on each pollbook has been pressed. Follow the closing procedure for the pollbook and neatly pack all components within the case.
- Ensure the Close Polls button on all voting machines has been pressed. Follow the closing procedure for the voting machines and be sure results drives are removed from the top compartment of the machine.
- Sign final results reports.
  - Post 1 copy of the signed final results report from each machine at the poll location.
  - Place the remaining 3 copies of final results tapes from each machine inside the clear envelope.
  - Place the write-in report from each machine into the clear envelope.
- Place the results flash drive inside the storage box within the clear plastic envelope.
- After all pollbooks in the polling place have been powered off, turn off the Wi-Fi device, and pack it back in the voting machine it came from.
- Place surge protectors and extension cords in the rear compartment of the machines.
- Place all used and unused Voting Authorities inside the Blue Canvas Bag.
- Place pens, tape, scissors, etc. inside the manila envelope.
- Collect all posters and signage and return inside the blue supply bag:
  - Blue Envelope
    - Bill of Rights poster
    - District map
    - Handicap Accessibility Sign
    - 2hr Count sheet (voter turnout form)
    - "Voting by Mail In Ballot" poster
  - Manila Envelope
    - Sample ballot
    - American flag poster

# FORMS INDEX

## PAY VOUCHER

### DISTRICT BOARD MEMBER PAY VOUCHER

MUNICIPALITY Allenhurst Borough DISTRICT # 1 ELECTION May 14, 2024

THIS IS TO CERTIFY THAT THE FOLLOWING PERSONS WORKED FOR THE SAID ELECTION. MAKE CERTAIN THAT THE JUDGE AND INSPECTOR ARE OF OPPOSITE PARTIES.

" I HEREBY DECLARE UNDER THE PENALTIES FOR FALSE SWEARING THAT THIS VOUCHER IS FOR SERVICES PERFORMED BY ME FOR THE ELECTION HEREIN MENTIONED AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS TRUE, CORRECT, AND COMPLETE." 19-45-6.1

		HOME TELEPHONE		FOR MUNICIPAL CLERK'S USE ONLY	
		OFFICE TELEPHONE		REGISTRY BOOKS MATERIALS	
				PICK-UP	DROP-OFF
JUDGE	PRINT NAME	_____	_____		
	SIGN NAME	_____	_____		
	ADDRESS	_____	_____		
INSPECTOR	PRINT NAME	_____	_____		
	SIGN NAME	_____	_____		
	ADDRESS	_____	_____		
CLERK	PRINT NAME	_____	_____		
	SIGN NAME	_____	_____		
	ADDRESS	_____	_____		
CLERK	PRINT NAME	_____	_____		
	SIGN NAME	_____	_____		
	ADDRESS	_____	_____		
TO BE RETURNED BY MUNICIPAL CLERK TO THE BOARD OF ELECTIONS			_____ MUNICIPAL CLERK		

PAYVOUCHERFORM\DOC\FNG01

### **Purpose:**

In order to be paid for working the election, pay vouchers must be completed by each District Board Worker.

### **Location:**

Blue Envelope

### **How to Return:**

Return completed form in the blue envelope within the Blue Canvas Bag.



# FORMS INDEX

## CODE OF CONDUCT

### Monmouth County Poll Worker CODE OF CONDUCT

Conduct may result in your removal as a Monmouth County Poll Worker

1. An unauthorized absence from assigned poll site, late arrival, or early exit before all election duties are complete
2. Failure to appear for a poll worker class according to the statutorily mandated schedule (currently once every two years)
3. Use of inappropriate and/or profane language at a training session, meeting, or at the polls
4. Exhibiting disrespectful or erratic behavior toward the voters, fellow Poll Workers, Master Poll Workers, or any other Election Officials
5. Appearing for training, any meeting, or at the polls dressed inappropriately (i.e. - no derogatory or partisan attire)
6. Discussion of personal political opinions at an election site
7. Any questioning of or failure to protect the integrity of the election process and/or equipment
8. Failure to follow established election procedures and/or poll site etiquette, including as indicated below:
  - a. No photography or videography inside a polling location
  - b. No outside work being performed while working at the polls
  - c. No large-size electronics such as laptops are allowed while working
  - d. No books or reading materials that are political in nature
  - e. No drinking or eating in front of voters
9. The carrying of any weapons (such as guns, knives, etc.) into the polling site
10. Unwilling or unable to sufficiently perform required tasks and/or duties as stipulated in New Jersey Statutes Annotated - Title 19 – Elections

### Monmouth County Poll Worker CODE OF CONDUCT

PRESIDENTIAL PRIMARY ELECTION - JUNE 4, 2024

Municipality \_\_\_\_\_ District \_\_\_\_\_

**I have received and read the Monmouth County Poll Worker Code of Conduct and understand the terms of my employment.**

<u>Print Name</u>	<u>Signature</u>
1.	
2.	
3.	
4.	
5.	
6.	

### **Purpose:**

Code of Conduct forms must be reviewed by all Poll Workers assigned to the District. After reviewing, please sign in the designated area on the back of the sheet.

### **Location:**

Blue Envelope

### **How to Return:**

Return completed form in the blue envelope within the Blue Canvas Bag.

# FORMS INDEX

## DISABILITY CERTIFICATES FOR ASSISTANCE

### Purpose:

This form should be completed any time a voter requires another person (over the age of 18) to assist them in casting their vote within the machine. The voter may have the assistance of a Poll Worker or anyone they select **EXCEPT** for the following:

- A candidate on the ballot
- The voter's employer
- A union official

### How to complete:

The Poll Worker should complete the form on behalf of the voter.

Indicate the voter's:

- Name
- Registration Number
  - Located on the identification tab of the voter record
- Address

Write the word "Disability" for the physical disability field. Do not request information regarding the voter's reason for needing assistance.

**Location:** Red Envelope

**How to return:** Place completed forms back in the red envelope within the Blue Canvas Bag.

Example if voter has family/friend/aide assisting:

#### DISABILITY CERTIFICATES FOR ASSISTANCE

1 To John Smith Reg # A1234567890  
(name of voter)

Do you solemnly swear [or affirm] that you are

Disability

(physical disability – state nature of)

(\*Blindness)

and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting at this election, without assistance; so help me God. [R.S. 19:31 A-8]

Name of member of Board of Registry and Election taking oath

Must be signed by 2 members of board of Registry and Election of opposite political party assisting voter.

Jane Smith

\*Name of voter assisting blind voter  
123 Main Street, Middletown NJ

Address of voter assisting blind voter

PRIMARY  
GENERAL 20 23  
SPECIAL

Example if pollworker is assisting:

#### DISABILITY CERTIFICATES FOR ASSISTANCE

1 To John Smith Reg # A1234567890  
(name of voter)

Do you solemnly swear [or affirm] that you are

Disability

(physical disability – state nature of)

(\*Blindness)

and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting at this election, without assistance; so help me God. [R.S. 19:31 A-8]

Jane Po wo ke

Name of member of Board of Registry and Election taking oath

Must be signed by 2 members of board of Registry and Election of opposite political party assisting voter.

Joe Po wo ke

Joann Po wo ke

\*Name of voter assisting blind voter  
123 Main Street, Middletown NJ

Address of voter assisting blind voter

PRIMARY  
GENERAL 20 23  
SPECIAL

# FORMS INDEX

## VOTER TURNOUT FORM

### Purpose:

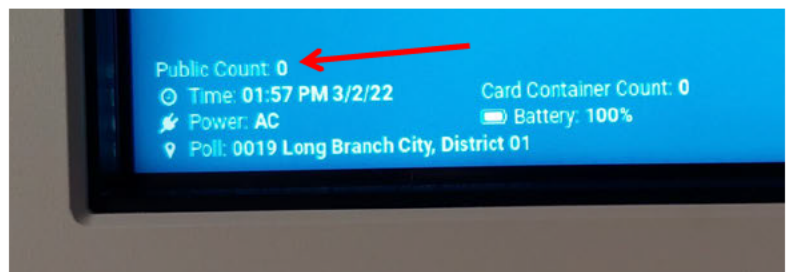
Poll Workers are required to report the number of voters who have voted at each district **every 2 hours**. Voter turnout forms are enclosed in the blue envelope. These forms should be posted publicly in the poll location.

**At the end of the day return the Voter Turnout Form inside the Blue Canvas Bag.**

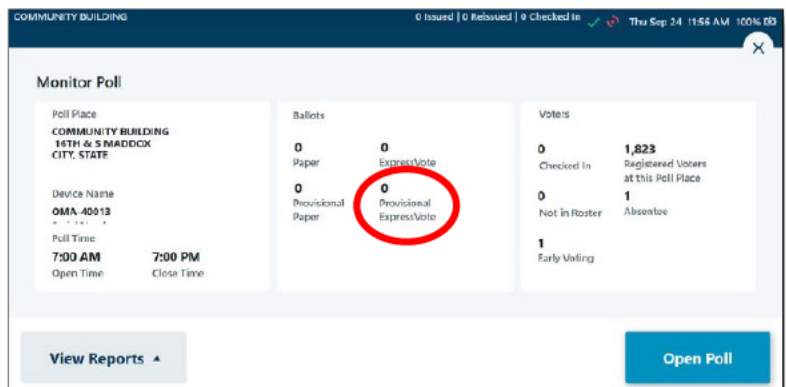
### How to complete:

**Voting Machine Counts** – Add the “Public Count” totals from both voting machines.

The public count is located in the lower left corner of the voting machine screen.



**Provisional Ballot Counts** - Select **Monitor Poll** from lower right corner of the main screen on the pollbook. Find the Provisional ExpressVote field on screen and write the number on the turnout form. (Both pollbooks in the district should be synchronized and should display the same number.)



**Note:** If any Provisional Ballots have been reissued, subtract the number of reissued Provisionals from this total.

Write the new cumulative total of votes for each hour in the chart.

If an hour is accidentally skipped, write the total as soon as you remember.

**Location:** Blue Envelope

**How to return:** Return the form in the blue envelope at the end of the day.

**Voter Turnout - General Election 2018**

Municipality	Freehold Township	District 1
	<b>Machine Count</b>	<b>Provisional Ballots Cast</b>
8 a.m.	107	8 a.m. 1
10 a.m.	253	10 a.m. 2

# FORMS INDEX

## AFFIRMATION OF RESIDENCY

### Purpose:

- If voter's name appears yellow in the pollbook and their record indicates "Affirm Address," the voter must complete this form to rectify their address information.
- When the form is returned to you, take the following steps:
  - Issue the voter a standard ballot if either of the following are true:
    - the address on the form **matches** the address indicated in the pollbook.
    - the voter indicates they have moved less than 29 days before this election.
  - Issue the voter a provisional ballot if the address on the form **does not match** the address indicated in the pollbook.
- Do not ask the voter for ID to confirm their address.

**Location:** Red Envelope

### **How to return:**

Retain all of the "Affirmation of Residency" forms and return them in the red envelope within the Blue Canvas Bag.

### **Note: Deceased Voter**

If information is given to you that a voter is deceased, have a family member use the space provided on the "Affirmation of Residency" form to notify the Superintendent of Elections. The signature of a relative is needed to confirm a deceased voter. Return the form with you Blue Canvas Bag.

Early Vote Poll Place 0 Issued | 0 Reissued | 0 Checked In Fri Aug 20 2:51 PM 46%

SMITH, ISALINA D  
13 CHESTNUT CT, Able Township, NJ 08031

Basic Info Identification Voter History

Precinct: ABLE TWP 03-01 Party: UNA  
Date of Birth: 08-13-1955 (66) Ballot Style: Able TWP 03-01  
Comment: [REDACTED]

Inactive Eligible  
AFFIRM ADDRESS

Back Issue Provisional Issue Standard

Example of a voter who requires the affirmation of residency form. Note the yellow "Affirm Address" warning.

AFFIRMATION OF RESIDENCY

TO BE COMPLETED IF VOTER NAME IS "TAGGED" IN REGISTRATION BINDER

I DID NOT MOVE.

I MOVED OUTSIDE OF MONMOUTH COUNTY LESS THAN 29 DAYS BEFORE THIS ELECTION.

I, \_\_\_\_\_, further affirm  
Voter Name (PRINT) Date of Birth

that my  Current Address is, or  Former Residence was \_\_\_\_\_  
Street (PRINT)

\_\_\_\_\_  
City, State and Zip (PRINT) Voting District

in the County of \_\_\_\_\_  
County (PRINT)

My Out-of-County Address is \_\_\_\_\_  
Street, City, State and Zip (PRINT)

Registration # \_\_\_\_\_ Signature of Voter \_\_\_\_\_

Subscribed to before the District Board this \_\_\_\_\_ of \_\_\_\_\_ Year  
Day Month Year

\_\_\_\_\_  
Signature District Board Signature District Board

\_\_\_\_\_  
Signature District Board Signature District Board

\_\_\_\_\_  
Deceased Voter's Name (PRINT) Date of Birth Address

\_\_\_\_\_  
SIGNATURE OF FAMILY MEMBER RELATIONSHIP TO DECEASED

DISTRICT BOARD WORKER'S REMARKS \_\_\_\_\_

THIS AFFIRMATION IS TO BE RETURNED TO MONMOUTH COUNTY SUPERINTENDENT OF ELECTIONS



# FORMS INDEX

## PROVISIONAL AFFIRMATION STATEMENT

### What are provisional ballots?

Provisional ballots are used in the polling place for persons whose eligibility to vote is in question and must be resolved by the county election officials, not the District Board Workers at the polling place. N.J.S.A. 19:53C-1 et.seq.

### What happens to a ballot that is voted provisionally?

Provisional ballots are brought back to the county election officials for verification and counting by the Board of Elections. This process occurs in the days following Election Day. Every provisional ballot is investigated. If the provisional investigation determines the person is an eligible voter for the election, the provisional ballot is counted. If the findings determine that the voter is not eligible, the vote will be rejected and the voter will be notified by mail the reason for rejection.

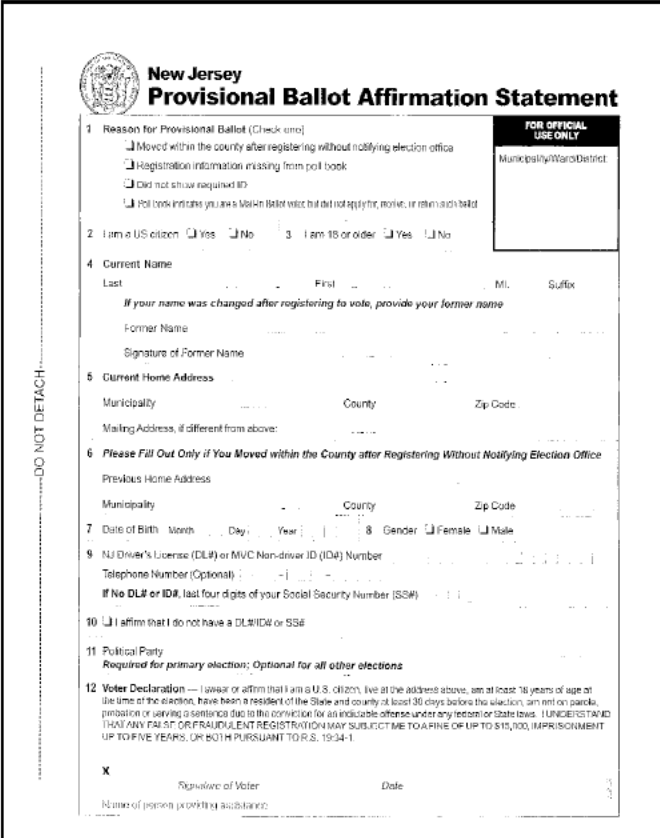
### How do I process a provisional ballot?

Once you have established that the voter needs to be issued a provisional ballot, have the voter complete a **Provisional Affirmation Statement** at a privacy booth. Provisional Affirmation Statements can be found inside the bright orange "Provisional Bag." Each affirmation statement will have an empty envelope attached to the back of it.

After the voter completes the statement, issue them a provisional ballot through the pollbook.

The voter will mark the ballot on the voting machine. The voting machine will automatically eject a provisional ballot so it may be sealed inside the envelope attached to the affirmation statement.

**Ensure the affirmation statement remains attached to the ballot envelope** and place all completed provisional ballots inside the orange Provisional Ballot Bag.



The image shows a sample of the New Jersey Provisional Ballot Affirmation Statement form. The form is titled "New Jersey Provisional Ballot Affirmation Statement" and includes a section for "FOR OFFICIAL USE ONLY" with a box for "Municipality/Ward/District". The form contains the following sections:

- 1 Reason for Provisional Ballot (Check one)**:
  - Moved within the county after registering without notifying election office
  - Registration information missing from poll book
  - Did not show required ID
  - Poll book indicates you are a Mail-In Ballot voter but did not apply for, receive, or return said ballot
- 2** I am a U.S. citizen  Yes  No
- 3** I am 18 or older  Yes  No
- 4 Current Name**: Last, First, MI, Suffix. Includes a field for "Former Name" and "Signature of Former Name" if the name was changed after registering to vote.
- 5 Current Home Address**: Municipality, County, Zip Code, and Mailing Address (if different from above).
- 6 Please Fill Out Only if You Moved within the County after Registering Without Notifying Election Office**: Previous Home Address (Municipality, County, Zip Code).
- 7** Date of Birth (Month, Day, Year) and **8** Gender ( Female  Male).
- 9** NJ Driver's License (DL#) or MVC Non-driver ID (ID#) Number and Telephone Number (Optional). Includes a field for "If No DL# or ID#, last four digits of your Social Security Number (SSN)".
- 10** I affirm that I do not have a DL# and/or SSN.
- 11** Political Party (Required for primary election; Optional for all other elections).
- 12 Voter Declaration**: I swear or affirm that I am a U.S. citizen, live at the address above, am at least 18 years of age at the time of the election, have been a resident of the State and county at least 30 days before the election, am not on parole, probation or serving a sentence due to the conviction for an indictable offense under any federal or State laws. I UNDERSTAND THAT ANY FALSE OR FRAUDULENT REGISTRATION MAY SUBJECT ME TO A FINE OF UP TO \$15,000, IMPRISONMENT UP TO FIVE YEARS, OR BOTH PURSUANT TO R.S. 19:34-1.
- X** Signature of Voter and Date.
- Name of person providing assistance.

# FORMS INDEX

## CHALLENGER FORM

### Purpose:

After reading the C3 Challenged Voter Information sheet, this form is to be filled out when a challenge is initiated by a certified Challenger, Poll Worker, or any Monmouth County Voter if they can provide a valid reason they believe a voter is ineligible to vote.

The Poll Worker must complete the topmost section of the form indicating the voter's name, municipality, and district.

Next, the individual initiating the challenge needs to fill out the second section of the form, indicating the reason for the challenge.

The voter will complete the next portion of the form indicating their name, and if they can provide a form of identification.

After reviewing both the form and the requested ID, the Poll Workers shall take a vote on whether or not the voter should be permitted to vote.

If the majority of the Board Members vote against the challenge, or if the vote is a tie, the voter is permitted to vote.

If a majority of the Board Members vote to uphold the challenge, the voter is not permitted to vote standard or provisionally.

If the challenge is upheld, the voter must be informed of their right to appeal to a Superior Court Judge at the Monmouth County Courthouse in Freehold on Election Day. The voter is permitted to seek a court order to restore his or her right to vote on the machine.

**Location:** Red Envelope

### How to return:

If a challenge is initiated, retain the white copy of the form and return it in the red envelope. Canary copies must be provided to the challenged voter, and pink copies must be provided to the Challenger.

**Note:** The information sheet for challenged voters should be read aloud to the voter to inform them of their opportunity to establish their right to vote.

### SAMPLE CHALLENGED VOTER AFFIDAVIT FORM C-2/C-4

CHALLENGED VOTER \_\_\_\_\_  
REGISTRATION NUMBER \_\_\_\_\_  
MUNICIPALITY & DISTRICT \_\_\_\_\_

CHALLENGER'S AFFIDAVIT  
(Name of Voter not on Official Challenge List)

STATE OF NEW JERSEY  
COUNTY OF MONMOUTH) ss. \_\_\_\_\_

I, \_\_\_\_\_  
PRINT Challenger's Name Current Address, Apt. # Municipality

challenge the right to vote of the voter noted above for the reason or reasons set forth:  
\_\_\_\_\_  
\_\_\_\_\_

I being duly sworn on oath or affirmation, to the best of my knowledge and belief, state that the foregoing statements made by me are true and correct.

\_\_\_\_\_  
Challenger's Signature

CHALLENGED VOTER AFFIDAVIT

STATE OF NEW JERSEY  
COUNTY OF MONMOUTH) ss. \_\_\_\_\_

I, \_\_\_\_\_  
PRINT Voter's Name OF Current Address, Apt. # Municipality

being duly sworn according to law, on my oath, depose and say: I am a duly registered voter at the above address. I am a citizen of the United States, and have resided in the State and in this County for 30 days before this Election, and not elsewhere. I am now a resident of this Election District; so far as I know and verily believe, I am 18 years of age, and have never been convicted of a crime which would disqualify me as a voter in the State of New Jersey, and in all respects qualified to vote in this Election, in this Election District, that I have not voted elsewhere in this Election and have presented the following current document(s):  
please check:

1. \_\_\_\_\_ A valid New Jersey driver's license
2. \_\_\_\_\_ A sample ballot with my name and address
3. \_\_\_\_\_ An official Federal, State, County or Municipal document (Not Voter I.D.)
4. \_\_\_\_\_ A utility or telephone bill or tax or rent receipt dated \_\_\_\_\_
5. \_\_\_\_\_ A piece of mail postmarked on or after the 60th day before the day of this Election
6. \_\_\_\_\_ Other \_\_\_\_\_

Enter Above Identifying Document(s), Number(s), Address(s), Date(s)

\_\_\_\_\_  
Signature of Voter

Sworn and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
Signature of Judge

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Signature of Clerk

White Copy - For District Board to return to Superintendent of Elections  
Canary Copy - For Challenged Voter  
Pink Copy - For Challenger  
C-2  
C-4

### INFORMATION (C-3) SHEET FOR CHALLENGED VOTER

#### INFORMATION FOR CHALLENGED VOTER

Copy for Boardworker to read aloud

Copy for Challenged Voter to read along

#### IF YOUR RIGHT TO VOTE IS CHALLENGED.....

- A. You may seek to establish your right to vote by:
- (a) Swearing out and signing the Challenge & Voter Affidavit.
  - (b) Providing a suitable identifying document for inspection, which may be, but is not limited to the following:
1. A valid current New Jersey Driver's License.
  2. A current sample ballot with your name and address.
  3. An official Federal, State, County or Municipal current document. (Not voter ID).
  4. A currently dated utility telephone bill, tax or rent receipt.
  5. A piece of mail postmarked on or after the 60th day before the date of this Election.
  6. Other current Identification \_\_\_\_\_

# FORMS INDEX

## AFFIRMATION STATEMENT OF NAME CHANGE (Name/Signature Update)

### **Purpose:**

This form is to be filled out when a voter indicates that their legal name or signature has changed and the updated records have not been provided to Voter Registration.

**Location:** Red Envelope

### **How to return:**

Retain all "Affirmation Statement of Name Change" forms and return them in the red envelope within the Blue Canvas Bag.

### *AFFIRMATION STATEMENT OF NAME CHANGE*

This form is for any voter who has changed their name without providing the information along with their updated signature to the Superintendent of Elections.

#### 1). NAME CHANGE

Previous Name: \_\_\_\_\_  
*(Please print)*

New Name: \_\_\_\_\_  
*(Please print)*

Updated Signature: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
*(Please print)*

Municipality: \_\_\_\_\_  
*(Please print)*

Date of Birth: \_\_\_\_\_

#### 2). NAME CHANGE

Previous Name: \_\_\_\_\_  
*(Please print)*

New Name: \_\_\_\_\_  
*(Please print)*

Updated Signature: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
*(Please print)*

Municipality: \_\_\_\_\_  
*(Please print)*

Date of Birth: \_\_\_\_\_

#### 3). NAME CHANGE

Previous Name: \_\_\_\_\_  
*(Please print)*

New Name: \_\_\_\_\_  
*(Please print)*

Updated Signature: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
*(Please print)*

Municipality: \_\_\_\_\_  
*(Please print)*

Date of Birth: \_\_\_\_\_





# FORMS INDEX

## VOTER COMPLAINT FORM (C-5)

### **Purpose:**

In the event that a voter wishes to file a formal complaint, please provide them the voter complaint form located inside the red envelope in the Blue Canvas Bag.

**Location:** Red Envelope

**How to return:** Place completed forms in the red envelope within the Blue Canvas Bag.

Alternatively, the voter may return via mail.

The image shows a 'Voter's Complaint Form (C-5)'. At the top right, it says 'TODAY'S DATE' followed by a line for the date. The title 'VOTER'S COMPLAINT' is centered. Below the title is a short paragraph: 'Statement of complaint of voter or person attempting to vote regarding problems or conduct of the Elections, at the polling place where they voted or attempted to vote.' There are three lines for 'Municipality', 'Ward', and 'District'. Below these is a line for 'Address of Polling Place'. A section titled 'STATEMENT OF COMPLAINT' asks the user to provide details including name(s), time(s), and date(s) of complaint, with several blank lines for writing. To the left of the signature area, there is a note: 'You do not have to fill in this information for this complaint'. To the right are lines for 'PRINT Name', 'Signature', 'Address, Apt. #, Municipality, Zip', and 'Phone Number'. At the bottom, it says 'ORIGINAL - Mail in the enclosed envelope to:' followed by the address: 'Superintendent of Elections, 300 Halls Mill Road, Freehold, NJ 07728'. Below that, it says 'DUPLICATE - Complainant, please keep for your file' and provides the contact information for the 'Superintendent of Elections, Commissioner of Registration, County of Monmouth'. The form number 'C-5' is printed at the bottom left.

# Emergency Protocols

In the event of an emergency threatening the safety of any individual in or around a polling location, please contact the appropriate entities below.

1. Call **911** for all safety emergencies.
2. Call the **Board of Elections** at (732) 431-7040 or (732) 431-7802 x7150.

Contact the local Municipal Clerks Office & the BOE in cases pertaining to poll site openings/closures or any electrical outages.

<b>Municipality</b>	<b>Office</b>	<b>Municipality</b>	<b>Office</b>
Aberdeen Township	(732) 583-4200 x119	Long Branch City	(732) 571-5686
Allenhurst Borough	(732) 531-2757 press 2	Manalapan Township	(732) 446-8314 x8315
Allentown Borough	(609) 259-3151 x112	Manasquan Borough	(732) 223-0544 x233
Asbury Park City	(732) 502-5718 x5720	Marlboro Township	(732) 536-0200 x1234 or 5
Atlantic Highlands	(732) 291-1444 x3103	Matawan Borough	(732) 566-3898 x602
Avon Borough	(732) 502-4510 press 5	Middletown Township	(732) 615-2014
Belmar Borough	(732) 681-3700 x225	Millstone Township	(732) 446-4249 x1702
Bradley Beach Borough	(732) 776-2999 x1026	Monmouth Beach	(732) 229-2204 press 6
Brielle Borough	(732) 528-6600 x5100	Neptune City Borough	(732) 776-7224 x41
Colts Neck Township	(732) 462-5470 x121	Neptune Township	(732) 988-5200 x234
Deal Borough	(732) 531-1454	Ocean Township	(732) 531-5000 x3321
Eatontown Borough	(732) 389-7601	Oceanport Borough	(732) 222-8221
Englishtown Borough	(732) 446-9235 x215	Red Bank Borough	(732) 530-2740
Fair Haven Borough	(732) 747-0241 x221	Roosevelt Borough	(609) 448-0539 press 3
Farmingdale Borough	(732) 938-4077	Rumson Borough	(732) 842-3300 x6
Freehold Borough	(732) 462-1259	Sea Bright Borough	(732) 842-0099 x118
Freehold Township	(732) 294-2010	Sea Girt Borough	(732) 449-9433 x111
Hazlet Township	(732) 264-1700	Shrewsbury Borough	(732) 741-4200 x108
Highlands Borough	(732) 872-1224 x201	Shrewsbury Township	(732) 542-0572 press 3
Holmdel Township	(732) 946-2820 x1212	Spring Lake Borough	(732) 449-0800 x620
Howell Township	(732) 938-4500 x2125	Spring Lake Heights	(732) 449-3500
Interlaken Borough	(732) 531-7405	Tinton Falls Borough	(732) 542-3400 x260
Keansburg Borough	(732) 787-0215 x111	Union Beach Borough	(732) 264-2277
Keyport Borough	(732) 739-5121	Upper Freehold	(609) 758-7738 x210
Lake Como Borough	(732) 681-3232 x203	Wall Township	(732) 449-8444 x2200
Little Silver Borough	(732) 842-2400 x112	West Long Branch	(732) 571-5986
Loch Arbour Village	(732) 531-4740 press 3		

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**MONMOUTH COUNTY  
BOARD OF ELECTIONS  
300 HALLS MILL ROAD  
FREEHOLD, NJ 07728  
732-431-7802, EXT 7150**

***[www.MonmouthCountyVotes.com](http://www.MonmouthCountyVotes.com)***

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