

# **Poll Pad**

**Nassau County | New York**

## **Poll Pad VOTER Processing**





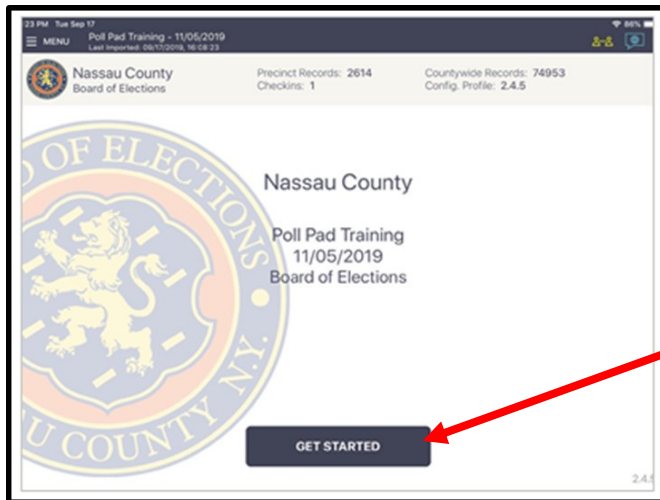
# Process 1

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## **Scanning a Mail Check Card**

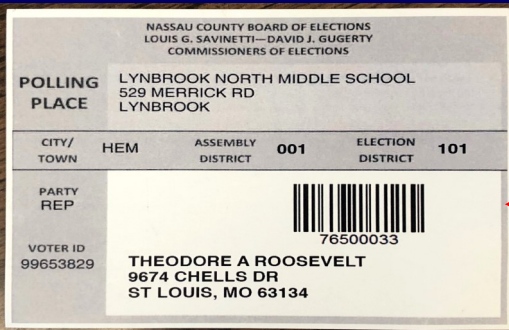


# 1. Scanning a Mail Check Card

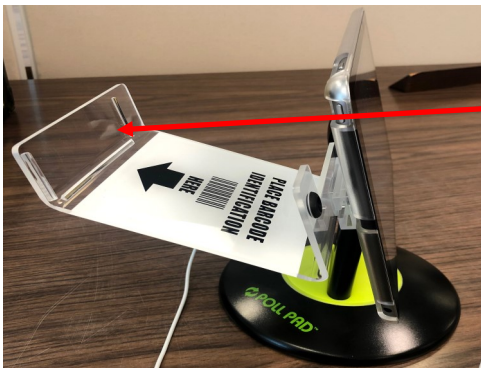


Tap  
“Get Started”

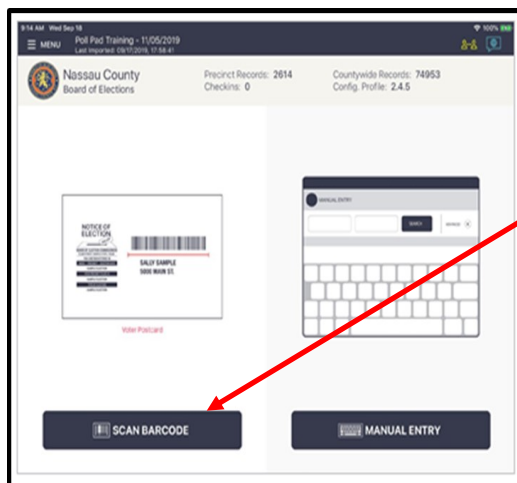
# 1. Scanning a Mail Check Card



A Voter brings in their Mail Check Card



Place the card behind the Poll Pad on the card scanning tray angled toward the Poll Pad camera



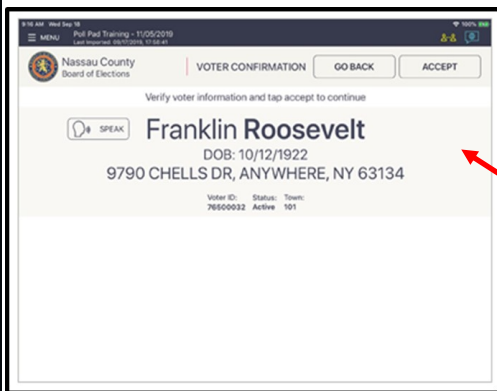
Tap **“SCAN BARCODE”**

Once the card is placed on the scanning tray the Poll Pad will automatically scan the barcode



**THIS PROCESS CAN ONLY BE USED WITH THE MAIL CHECK CARD ISSUED BY THE BOARD OF ELECTIONS**

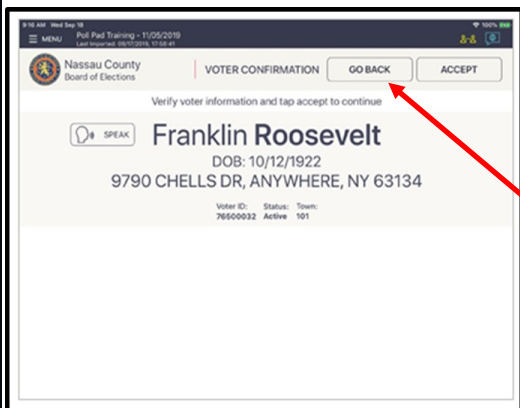
# 1. Scanning a Mail Check Card



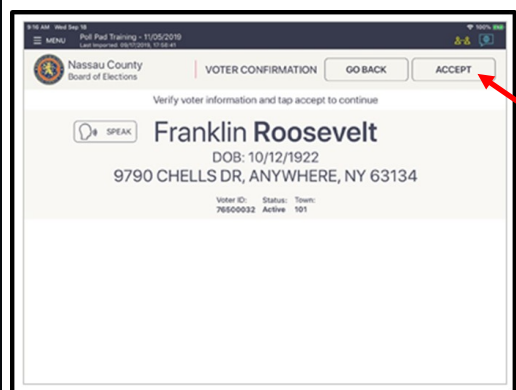
Once the Mail Check Card has been scanned the Voter's information will automatically appear on the screen



Confirm with the Voter their name and address as it appears on the screen



If this is not the Voter's information tap the **GO BACK** option at the top of the screen to search for the Voter manually

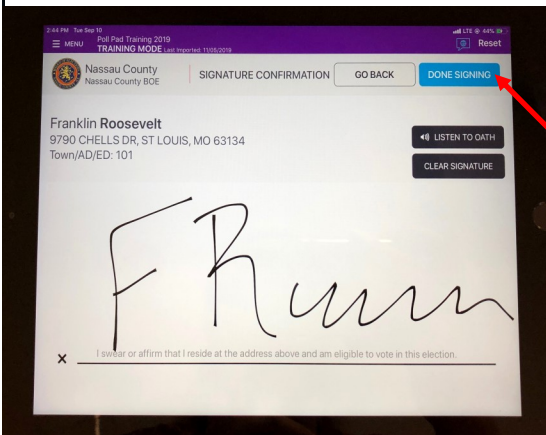


If this is the Voter's correct information, tap **ACCEPT**

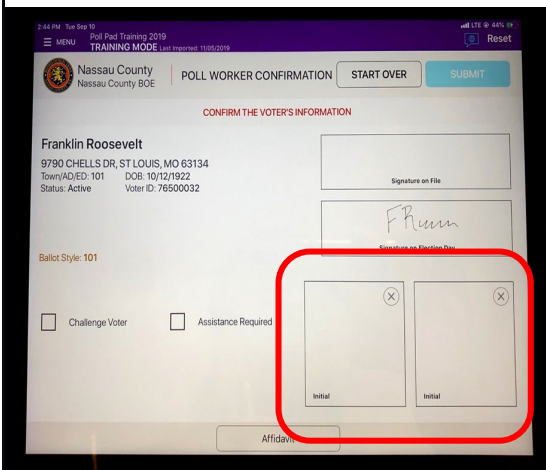
# 1. Scanning a Mail Check Card



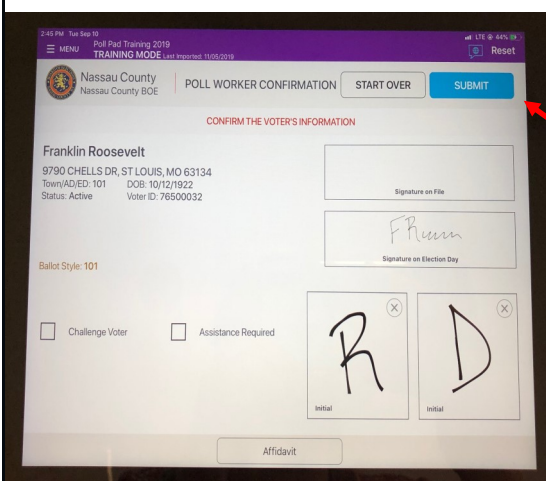
Give the stylus to the Voter, making sure they use the soft end of the stylus, then turn the Poll Pad to allow them to sign on the signature line



Once the Voter has signed, turn the screen back and select **“DONE SIGNING”**



Both a Republican and Democratic Inspector **MUST** initial in the boxes provided



Tap **“SUBMIT”** to finish processing the Voter

# 1. Scanning a Mail Check Card



The Voter has been processed



- **CAREFULLY REMOVE A BALLOT FROM THE BALLOT PAD**
- **PLACE BALLOT IN PRIVACY FOLDER**
- **REMAND THE VOTER TO BRING THE COMPLETED BALLOT BACK TO YOUR TABLE'S DS200**





# Process 2

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## Simple Manual Check-In



## 2. Simple Manual Check-In

**A Voter comes to your table and gives you their name:**

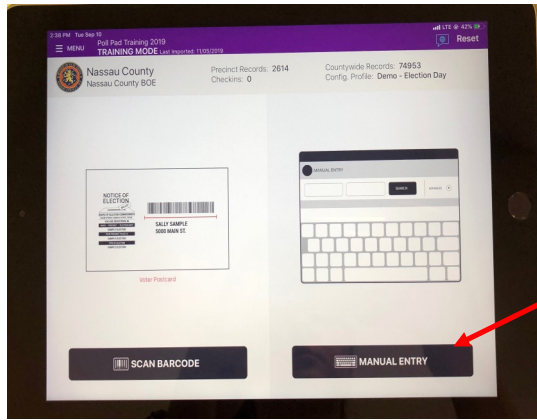
LAST NAME: Roosevelt

FIRST NAME: Franklin

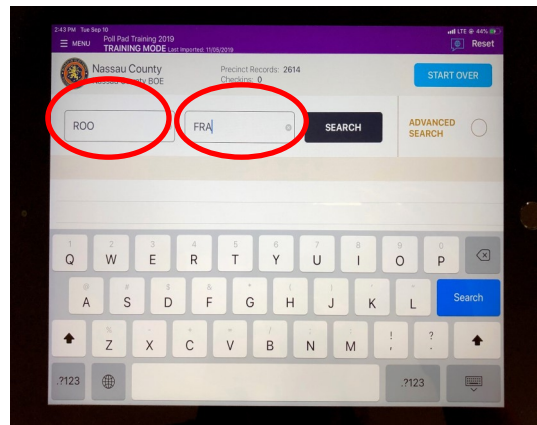
ADDRESS: 9790 Chells Dr.

DOB: 10/12/1922

# 2. Simple Manual Check-In

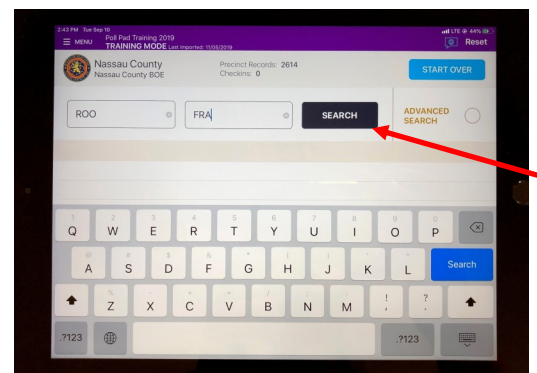


Select “MANUAL ENTRY”

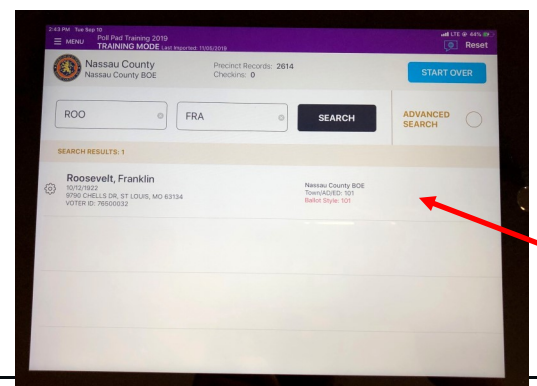


Type the first three letters of the Voter’s **LAST NAME** in the first box

Type the first three letters of the Voter’s **FIRST NAME** in the second box

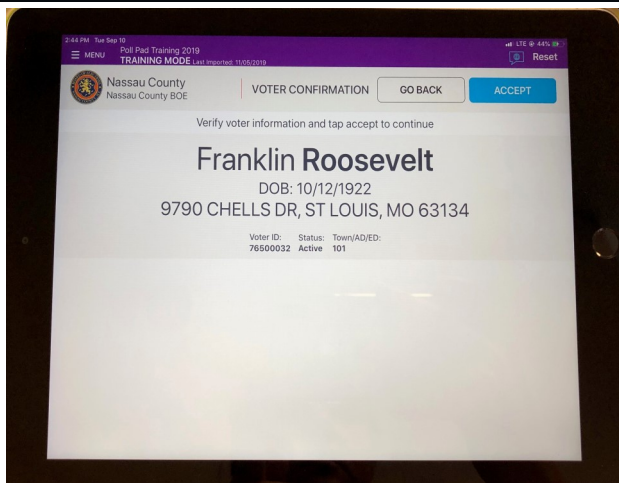


Tap **SEARCH**

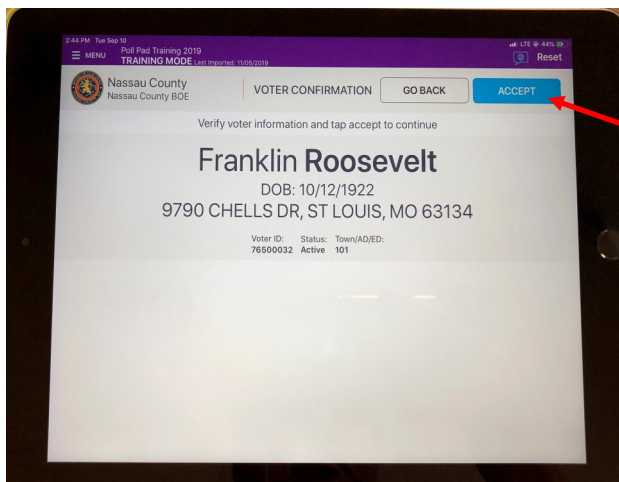


Select the Voter’s name from the list on the screen

## 2. Simple Manual Check-In



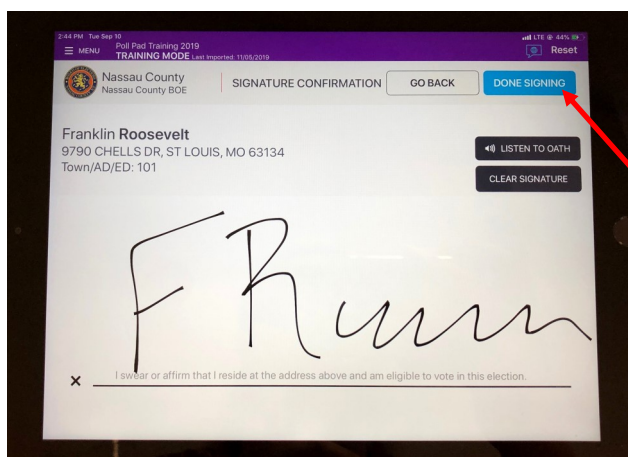
Verify the Voter's information on the screen is correct



Once verified, tap **"ACCEPT"** to continue to the signature page



Give the stylus to the Voter, making sure they use the soft end of the stylus, then turn the Poll Pad to allow them to sign on the signature line



Once the Voter has signed, turn the screen back and select **"DONE SIGNING"**

## 2. Simple Manual Check-In

Nassau County  
Nassau County BOE

POLL WORKER CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

Franklin Roosevelt  
9790 CHELLS DR, ST LOUIS, MO 63134  
Town/AD/ED: 101 DOB: 10/12/1922  
Status: Active Voter ID: 76500032

Signature on File  
Signature on Election Day

Ballot Style: 101

Challenge Voter  Assistance Required

Initial Initial

Both a Republican and Democratic Inspector MUST initial in the boxes provided

Nassau County  
Nassau County BOE

POLL WORKER CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

Franklin Roosevelt  
9790 CHELLS DR, ST LOUIS, MO 63134  
Town/AD/ED: 101 DOB: 10/12/1922  
Status: Active Voter ID: 76500032

Signature on File  
Signature on Election Day

Ballot Style: 101

Challenge Voter  Assistance Required

Initial Initial

Tap "SUBMIT" to finish processing the Voter



The Voter has been processed



- CAREFULLY REMOVE A BALLOT FROM THE BALLOT PAD
- PLACE BALLOT IN PRIVACY FOLDER
- REMIND THE VOTER TO BRING THE COMPLETED BALLOT BACK TO YOUR TABLE'S DS200





# Process 3

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**Voter Needs Assistance**



## 3. Voter Needs Assistance

**A Voter comes to your table, gives you their name:**

LAST NAME: Washington

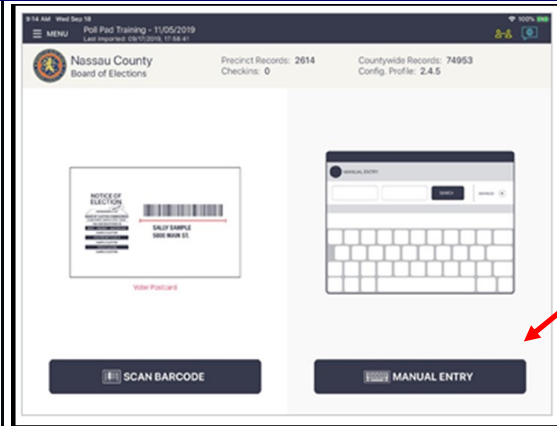
FIRST NAME: George

ADDRESS: 9748 Chells Dr.

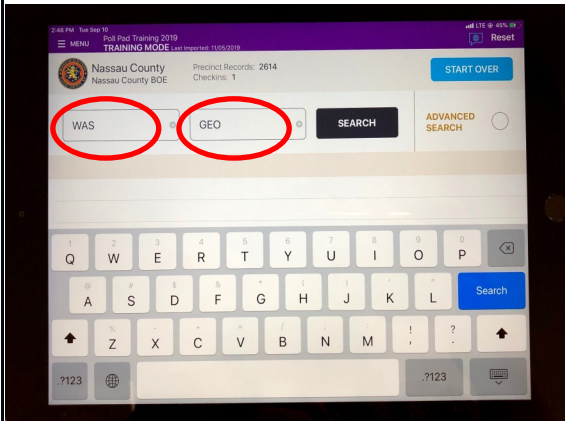
DOB: 12/31/1969



# 3. Voter Needs Assistance

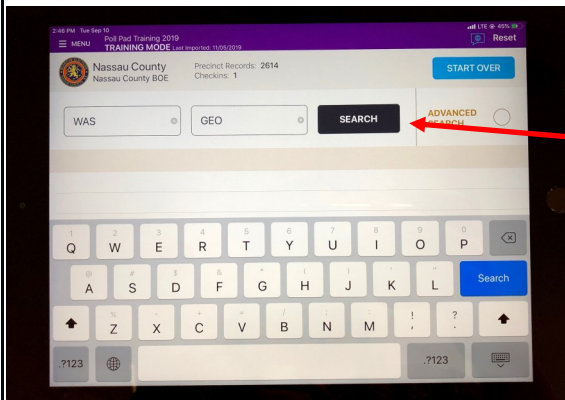


Select **“MANUAL ENTRY”**



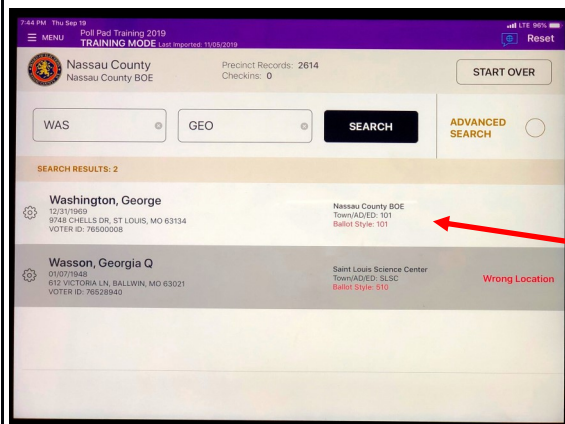
Type the first three letters of the Voter's **LAST NAME** in the first box

Type the first three letters of the Voter's **FIRST NAME** in the second box



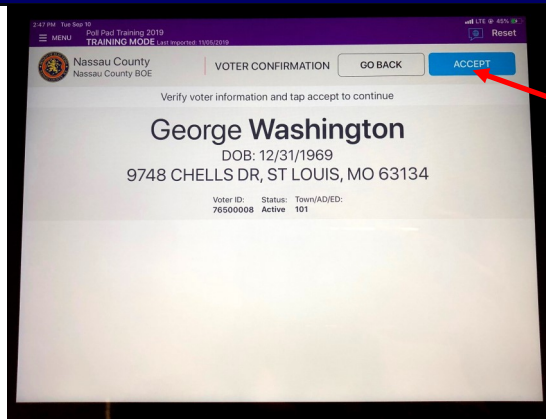
Tap **SEARCH**

***NOTE THAT THERE ARE TWO OPTIONS BUT ONLY ONE MATCHES THE VOTER PRESENT***

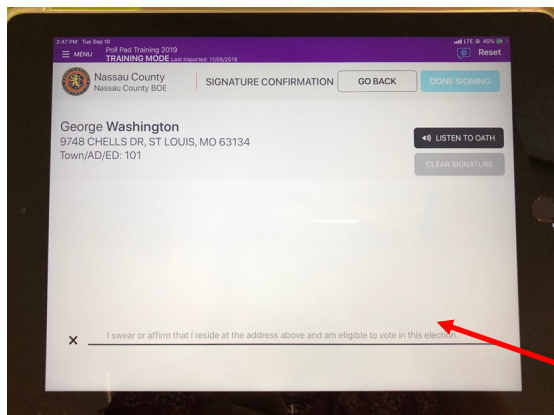


Select the Voter's name from the list

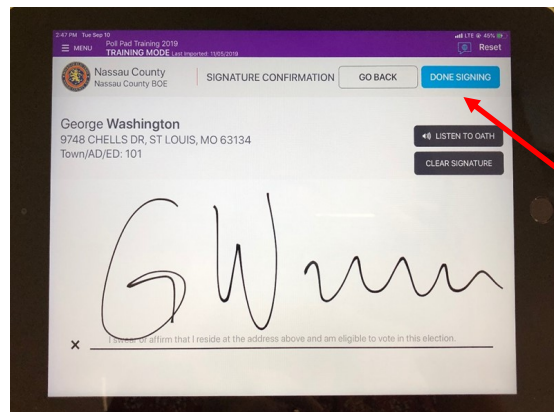
# 3. Voter Needs Assistance



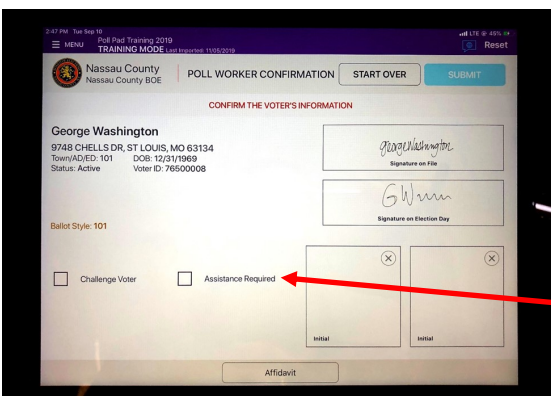
Verify Voter's Information  
and tap **"ACCEPT"**



Give the stylus to the Voter,  
making sure they use the soft  
end of it, then turn the Poll  
Pad to allow them to sign on  
the signature line

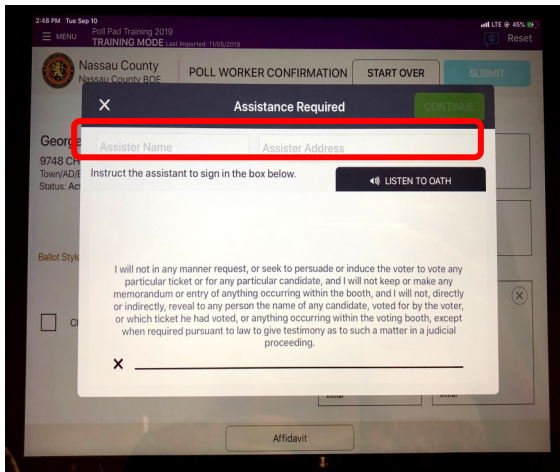


Once the Voter has signed  
turn the screen back and  
select **"DONE SIGNING"**



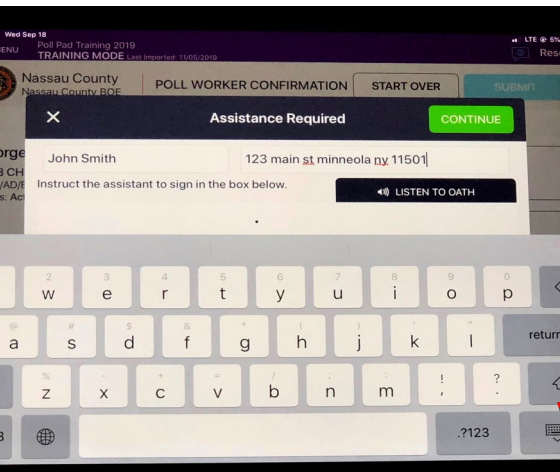
When a Voter brings  
someone to assist them tap  
**"ASSISTANCE REQUIRED"**

# 3. Voter Needs Assistance



A screen pops up asking for information on the person assisting the Voter

The Inspector enters the name and the full address of the person assisting the Voter

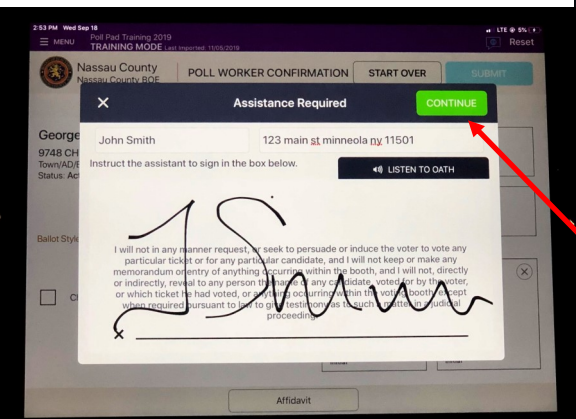


When finished typing, tap this key to make the keyboard disappear

Turn the Poll Pad and allow the assistor to sign on the signature line

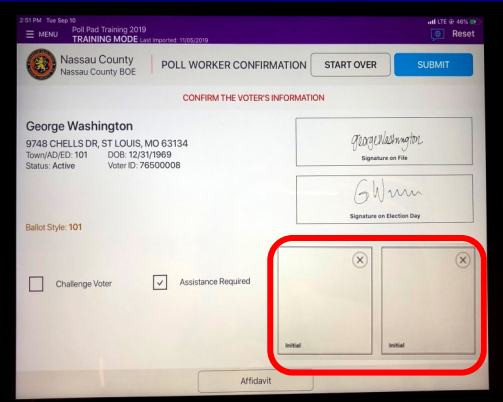


Give the stylus to the person assisting the Voter, making sure they use the soft end of the stylus

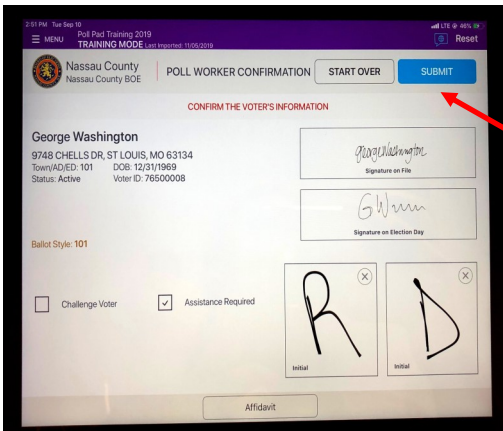


Once the person assisting the Voter has signed, turn the screen back and tap **“CONTINUE”**

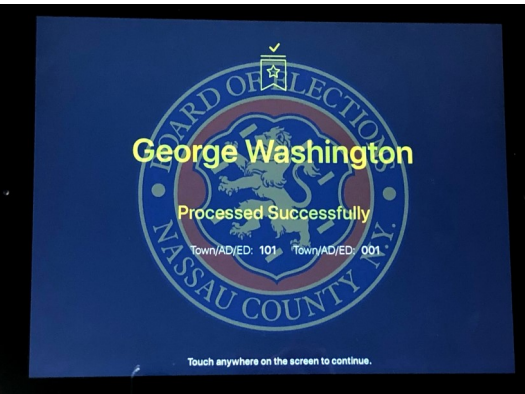
# 3. Voter Needs Assistance



Both a Republican and Democratic Inspector **MUST** initial the boxes provided



Tap **"SUBMIT"** to finish processing the Voter



The Voter has been processed



- **CAREFULLY REMOVE A BALLOT FROM THE BALLOT PAD**
- **PLACE BALLOT IN PRIVACY FOLDER**
- **REMINDE THE VOTER TO BRING THE COMPLETED BALLOT BACK TO YOUR TABLE'S DS200**



# Process 4

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**ID Required**



## 4. ID Required

**A Voter comes to your table and gives you their name:**

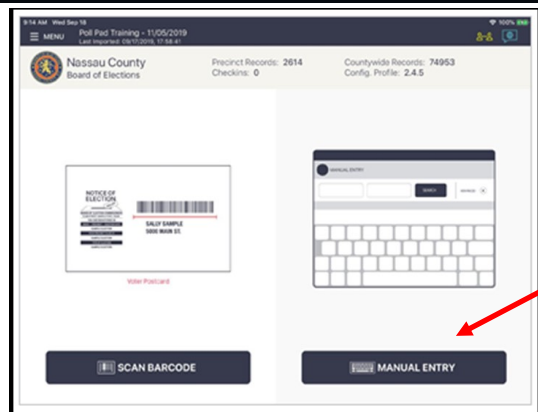
LAST NAME: Van Buren

FIRST NAME: Martin

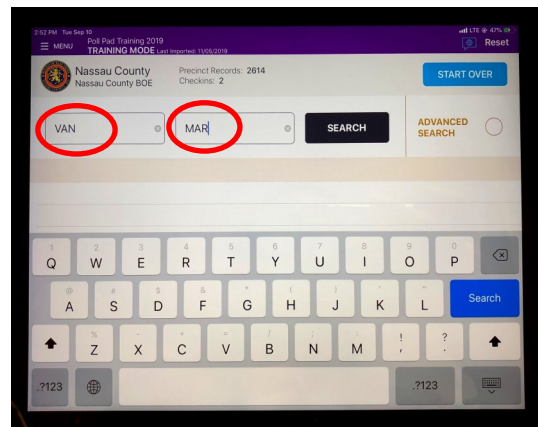
ADDRESS: 9704 Chells Dr.

DOB: 12/05/1902

# 4. ID Required

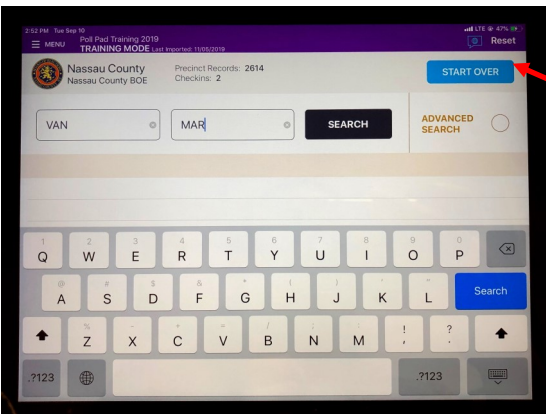


Select **“MANUAL ENTRY”**



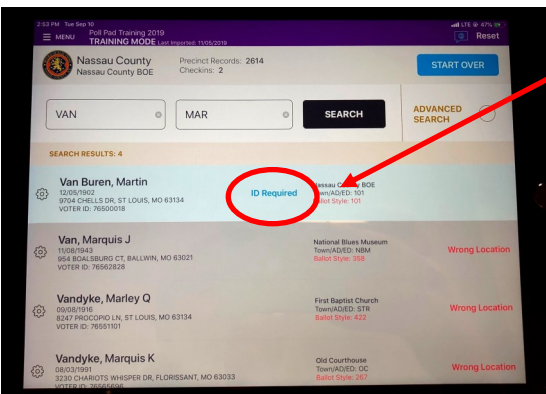
Type the first three letters of the Voter's **LAST NAME** in the first box

Type the first three letters of the Voter's **FIRST NAME** in the second box



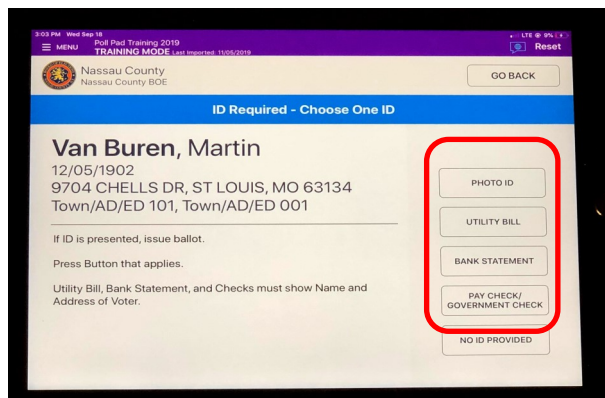
Tap **SEARCH**

Select the Voter's name from the list

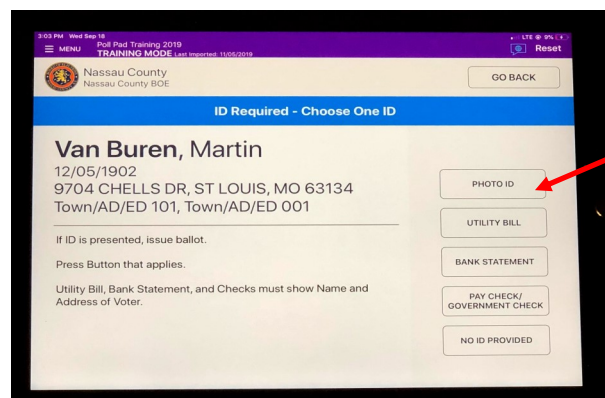


***NOTE THERE IS AN “ID REQUIRED” NOTATION BY THE VOTER'S NAME***

# 4. ID Required

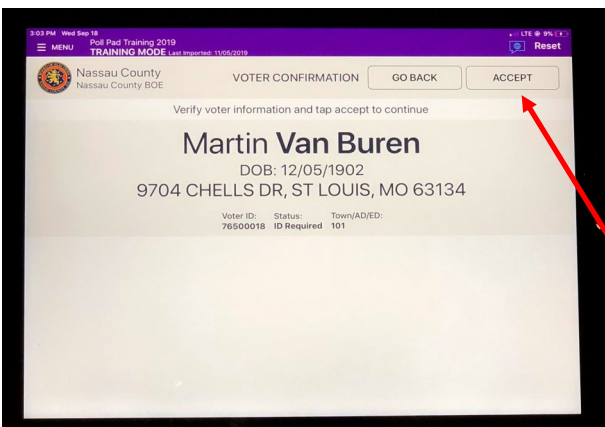


Voter needs to present one of the 4-acceptable forms of ID listed in order to vote on the DS200



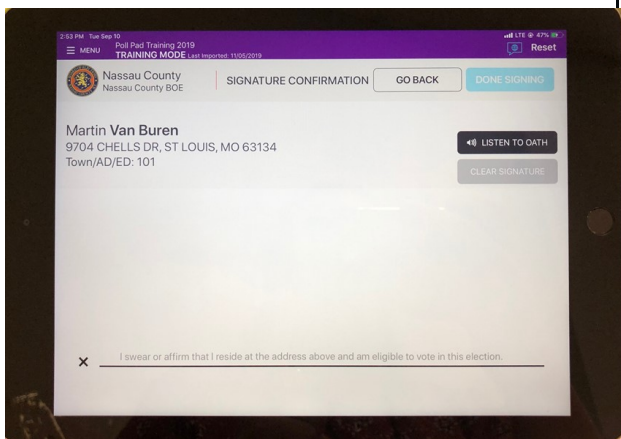
If the Voter can supply one of the specified types of ID, tap on the corresponding selection

*For example, a Photo ID*



Verify Voter's information on the screen is correct

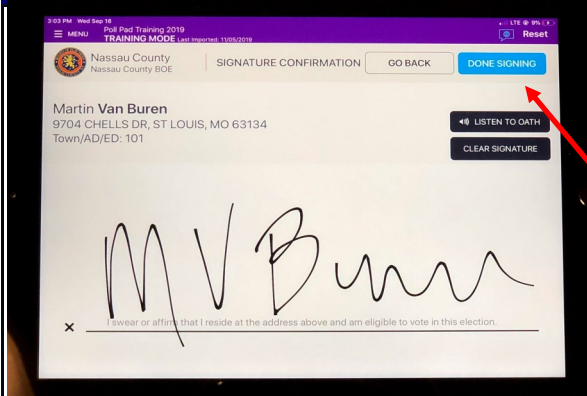
Once verified tap **"ACCEPT"** to continue to the signature page



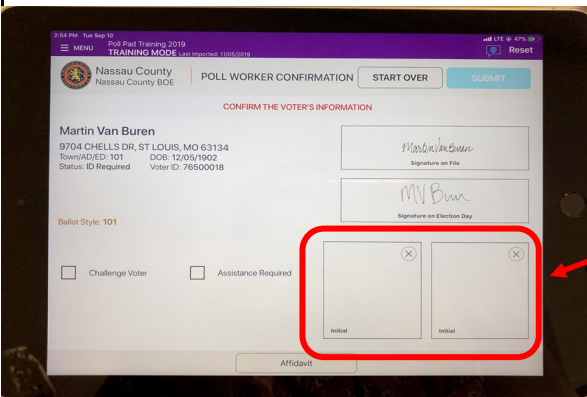
Give the stylus to the Voter, making sure Voter uses the soft end of the stylus, then turn the Poll Pad to allow them to sign



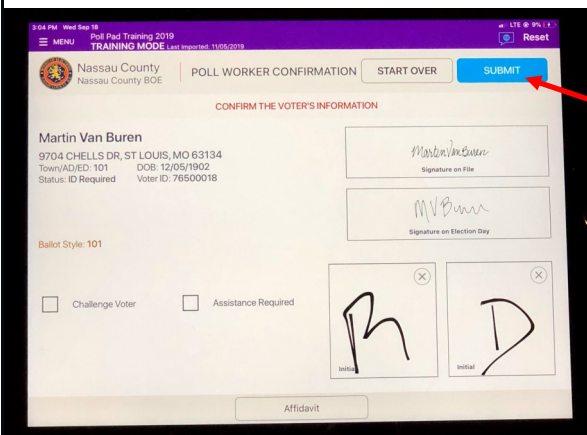
# 4. ID Required



Once the Voter has signed, turn the screen back and select **“DONE SIGNING”**

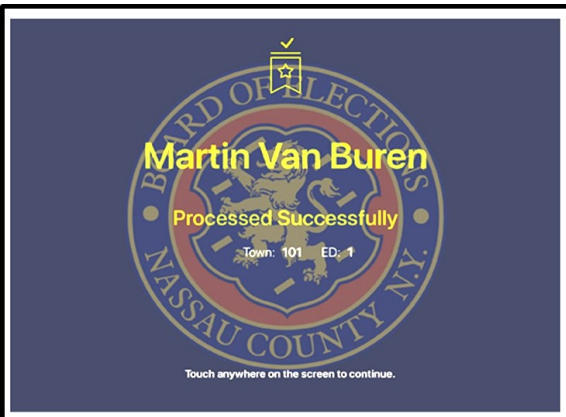


Both a Republican and Democratic Inspector **MUST** initial in the boxes provided



Tap **“SUBMIT”** to finish processing the voter

The Voter has been processed



- **CAREFULLY REMOVE A BALLOT FROM THE BALLOT PAD**
- **PLACE BALLOT IN PRIVACY FOLDER**
- **REMINDE THE VOTER TO BRING THE COMPLETED BALLOT BACK TO YOUR TABLE'S DS200**

# 4. ID Required

3:03 PM Thu Sep 26  
Poll Pad Training 2019  
TRAINING MODE Last updated: 11/05/2019

Nassau County  
Nassau County BOE

GO BACK

**ID Required - Choose One ID**

Van Buren, Martin  
12/05/1902  
9704 CHELLS DR, ST LOUIS, MO 63134  
Town/AD/ED 101, Town/AD/ED 001

If ID is presented, issue ballot.  
Press Button that applies.

Utility Bill, Bank Statement, and Checks must show Name and Address of Voter.

PHOTO ID  
UTILITY BILL  
BANK STATEMENT  
PAY CHECK/  
GOVERNMENT CHECK  
NO ID PROVIDED

If the Voter does not have any of the acceptable forms of ID,  
tap **“NO ID PROVIDED”**

8:11 PM Thu Sep 26  
Poll Pad Training 2019  
TRAINING MODE Last updated: 11/05/2019

Nassau County  
Nassau County BOE

GO BACK

**Offer Voter Affidavit or Court Order**

This Voter was not able to produce a valid identification to vote a regular ballot in this Election.

Advise Voter they can vote by Affidavit OR seek Court Order. Please give the Voter the appropriate Handout.

If this screen is shown in error, use the Go Back Button.

ISSUE AFFIDAVIT BALLOT  
COURT ORDER RECEIVED

If the Voter does not have any of the acceptable ID forms they can go home and return with one of them, or the Voter can vote by **AFFIDAVIT** or get a **Court Order**

8:12 PM Thu Sep 26  
Poll Pad Training 2019  
TRAINING MODE Last updated: 11/05/2019

Nassau County  
Nassau County BOE

VOTER CONFIRMATION GO BACK ACCEPT

AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT

Verify voter information and tap accept to continue

Martin Van Buren  
DOB: 12/05/1902  
9704 CHELLS DR, ST LOUIS, MO 63134

Voter ID: 76500018 Status: ID Required Town/AD/ED: 101

If Voter chooses to vote by Affidavit, tap **“ISSUE AFFIDAVIT BALLOT”**

Verify Voter's information and tap **“ACCEPT”** to continue

8:13 PM Thu Sep 26  
Poll Pad Training 2019  
TRAINING MODE Last updated: 11/05/2019

Nassau County  
Nassau County BOE

POLL WORKER CONFIRMATION START OVER SUBMIT

AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT

CONFIRM THE VOTER'S INFORMATION

Martin Van Buren  
9704 CHELLS DR, ST LOUIS, MO 63134  
Town/AD/ED: 101 DOB: 12/05/1902  
Status: ID Required Voter ID: 76500018

Signature on File  
Signature on Election Day

Ballot Style: 101

Challenge Voter  Assistance Required

Initial Initial

Republican and Democratic Inspectors initial in the boxes provided and tap **“SUBMIT”**







# Process 5

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**Voter at the Wrong Location**



## 5. Voter at Wrong Location

**A Voter comes to your table and gives you their name:**

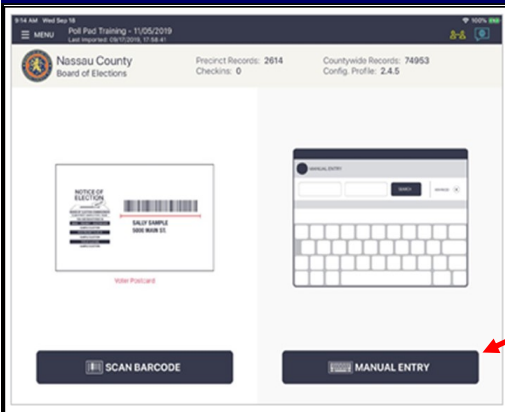
LAST NAME: Adair

FIRST NAME: Ace

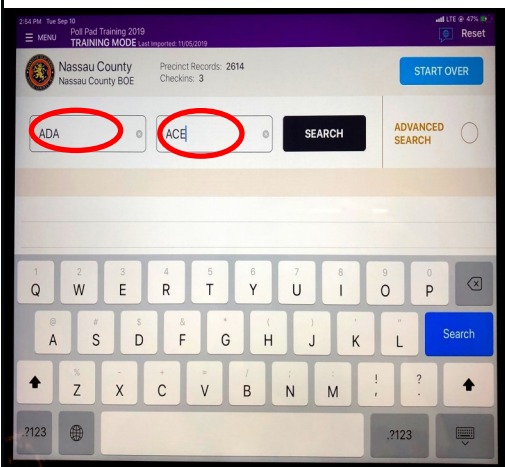
ADDRESS: 10619 Wildway Dr.

DOB: 07/17/1985

# 5. Voter at the Wrong Location

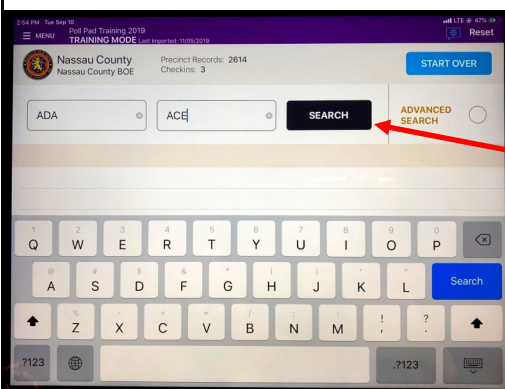


Select **“MANUAL ENTRY”**

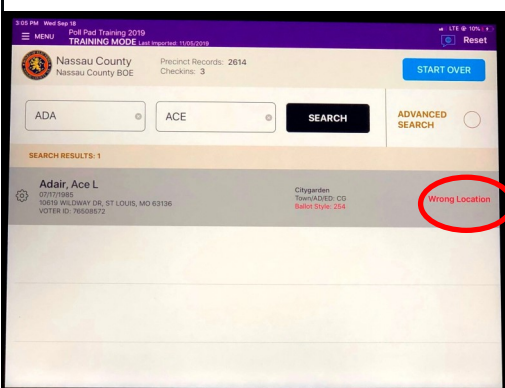


Type the first three letters of the Voter’s **LAST NAME** in the first box

Type the first three letters of the Voter’s **FIRST NAME** in the second box

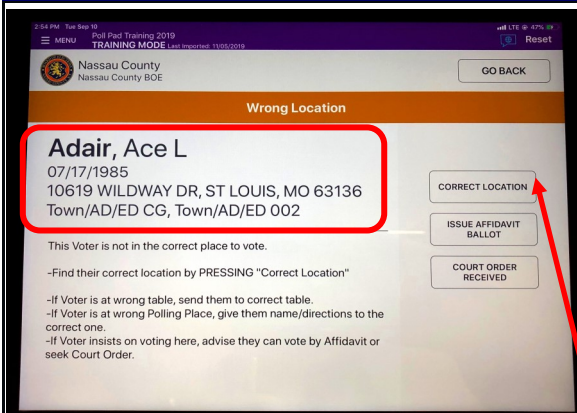


Tap **“SEARCH”**



***NOTE THERE IS A  
“WRONG LOCATION”  
NOTATION BY THE  
VOTER’S NAME***

# 5. Voter at the Wrong Location

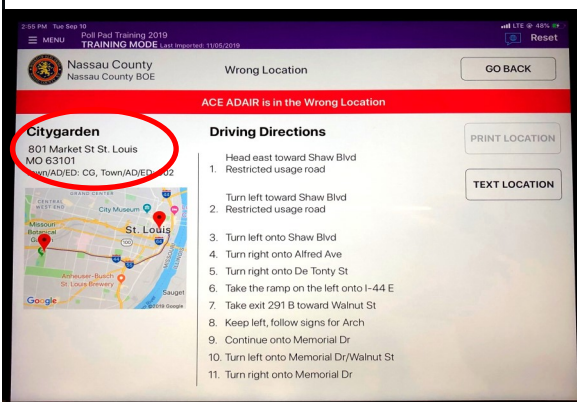


Confirm the Voter's name and address

Inform the Voter that they are at the wrong Polling Location, but you can help direct them to the correct location

*When verifying Voter's information, check the location that's listed by their name.*

If they agree to go to the correct location, tap **"CORRECT LOCATION"**



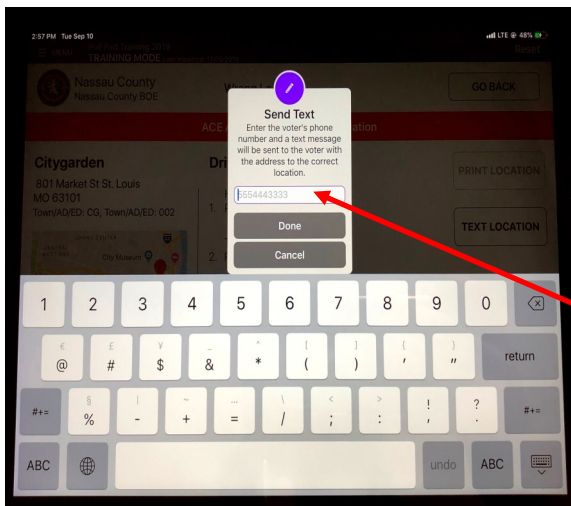
This Voter's correct Polling Place and T/AD/ED is shown above a display map

If the Voter says "Yes" tap **"TEXT LOCATION"**

Ask the Voter if they would like driving directions to the correct location sent to their phone through text

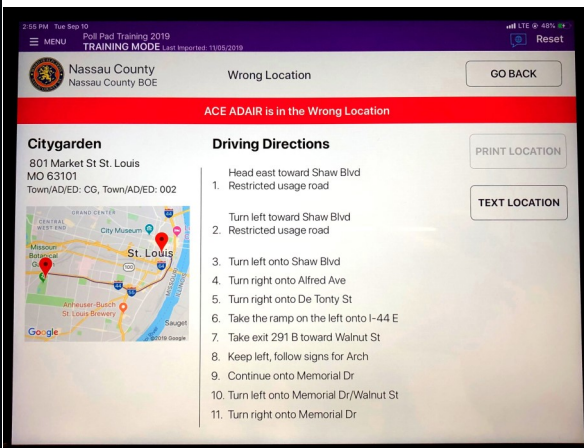


# 5. Voter at the Wrong Location




Ask the Voter for their Cell  
Phone number to Text  
Message the directions  
Tell the Voter their number  
will not be stored

Tap **“DONE”**



If the Voter does not have a  
'smart phone' or does not  
want the directions text  
messaged to them, fill out  
the Polling Place Finder pad  
and write the directions on  
the back of the paper

 **The Nassau County  
Board of Elections**

TAD: \_\_\_\_\_  
(Municipal Code)

Location: \_\_\_\_\_  
(Name of correct Polling Location)

Address: \_\_\_\_\_  
(Address of Polling Location)

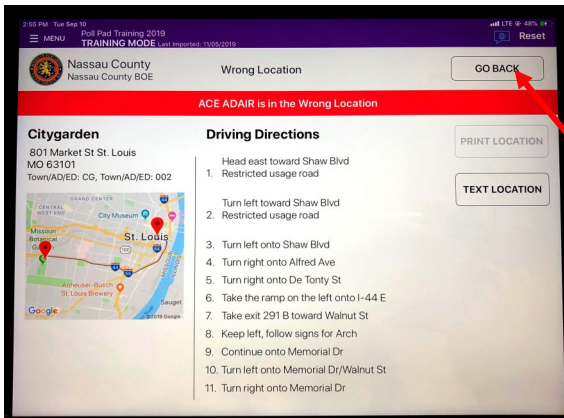
Town: \_\_\_\_\_  
(Town of Polling Location)

ED: \_\_\_\_\_  
(Election District Table)

*If you still have a problem, see the Poll Coordinator at  
the Polling Location for further assistance.*

Tell the Voter to present the  
paper to the Poll  
Coordinators at the new  
Polling Location

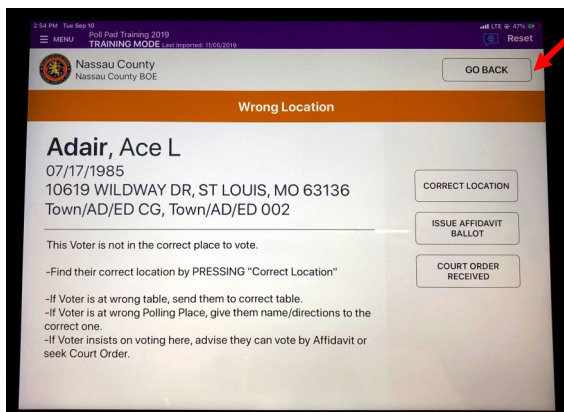
# 5. Voter at the Wrong Location



To check in the next Voter, tap on the following:

1. Tap **“GO BACK”**

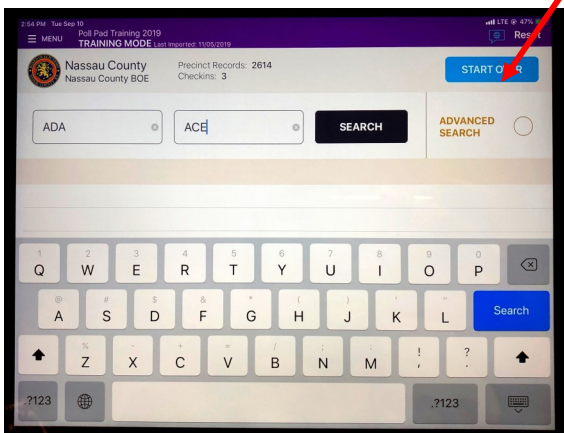
2. Tap **“GO BACK”**



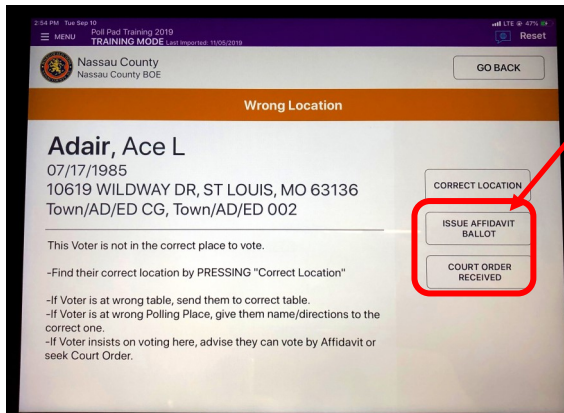
3. Tap **“START OVER”**

**IF THE VOTER REFUSES TO GO TO THE CORRECT LOCATION:**

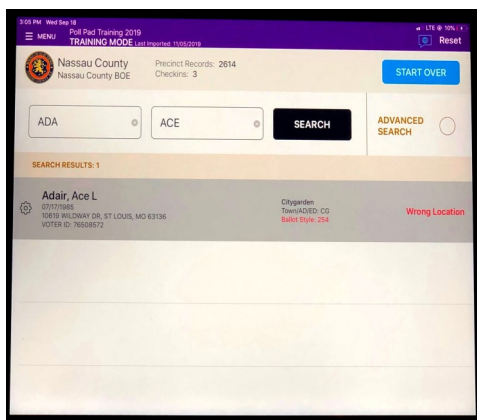
The voter has the option to vote by 'Affidavit' or get a 'Court Order'



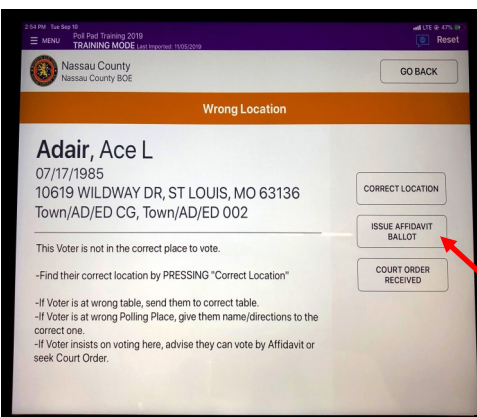
**IF VOTER CHOOSES TO VOTE BY AFFIDAVIT, FOLLOW PROCEDURES FOR AFFIDAVIT VOTERS**



# 5. Affidavits: Wrong Location



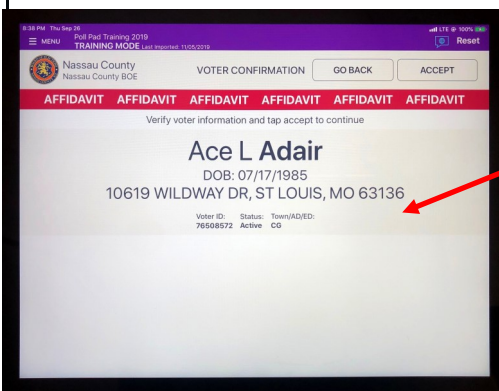
A Voter that refuses to go to the correct location cannot vote on the DS200 and must vote by either Affidavit or Court Order



Give the Voter the

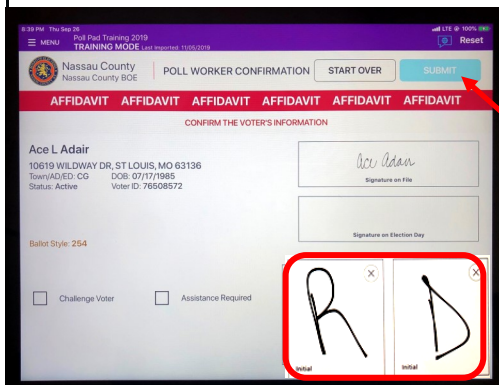
**"NOTICE TO VOTERS"**

If the Voter chooses to Vote by Affidavit, Tap Issue **"Affidavit Ballot"**



Verify Voter's information

Both a Republican and Democratic Inspector **MUST** initial in the boxes provided



Tap **"SUBMIT"** to finish processing the Affidavit Voter





# Process 6

---

**Voter is Challenged**



## 6. Voter is Challenged

**A Voter comes to your table and gives you their name:**

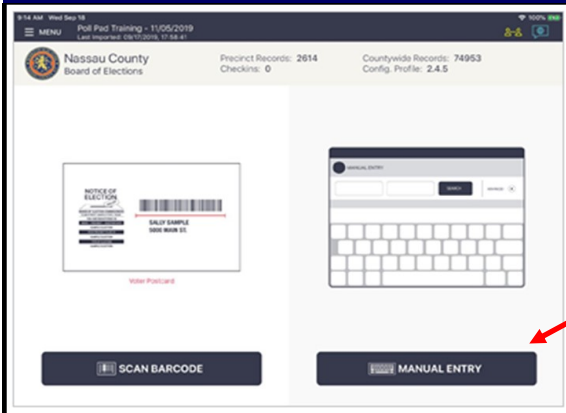
LAST NAME: Sacco

FIRST NAME: Magnus

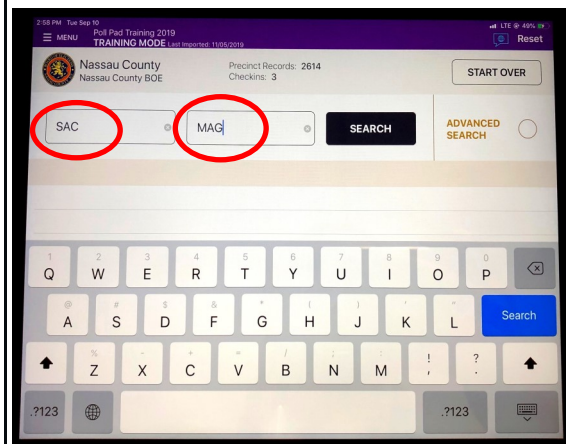
ADDRESS: 9250 Bishops Gate Ave.

DOB: 10/14/1953

# 6. Voter is Challenged

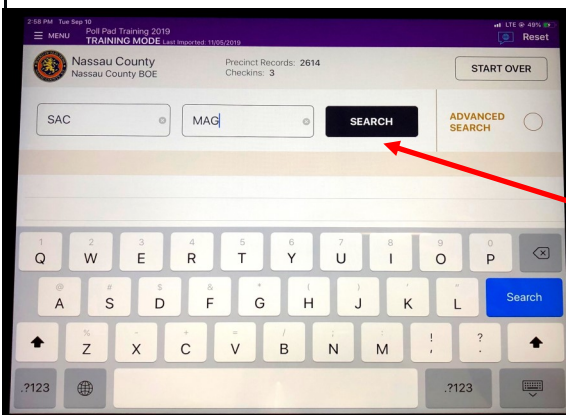


Select “**MANUAL ENTRY**”

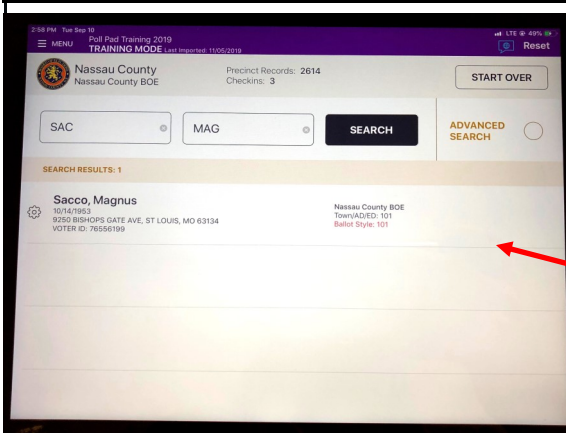


Type the first three letters  
of the Voter’s **LAST NAME**  
in the first box

Type the first three letters  
of the Voter’s **FIRST NAME**  
in the second box

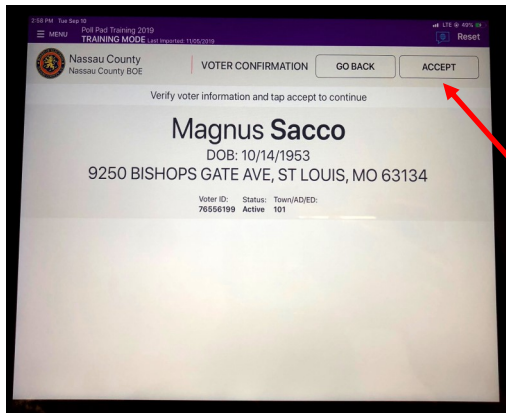


Tap “**SEARCH**”



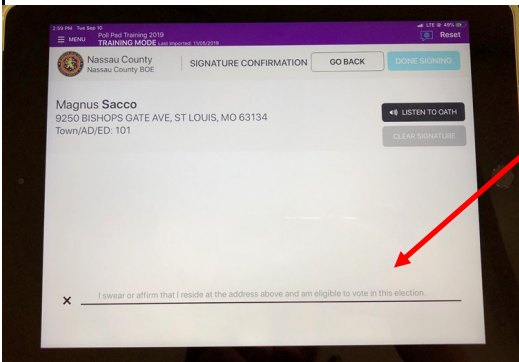
Select the Voter’s name  
from the list

# 6. Voter is Challenged

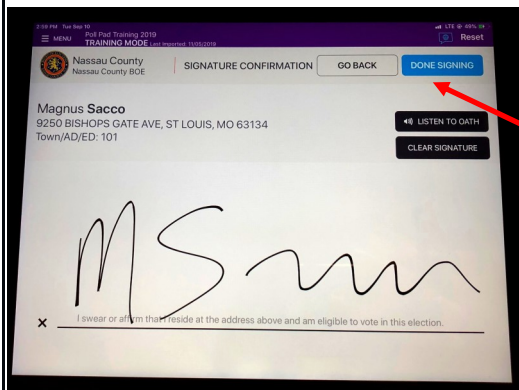


Verify the Voter's information on the screen is correct

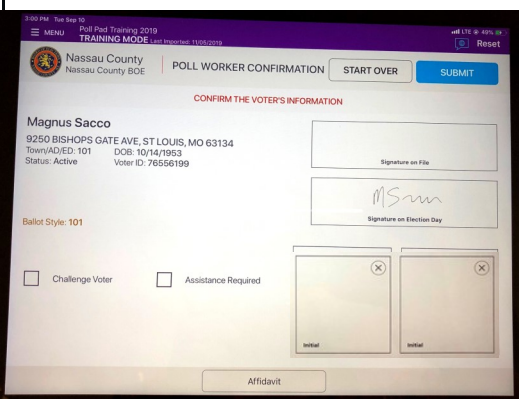
Tap **"ACCEPT"** to continue to the signature page



Give the stylus to the Voter, making sure they use the soft end of the stylus, then turn the Poll Pad to allow them to sign on the signature line



Once the Voter has signed, turn the screen back and select **"DONE SIGNING"**



**A VOTER CAN BE CHALLENGED BY ANYONE—AN INSPECTOR, A POLL WATCHER OR EVEN ANOTHER VOTER, WHO HAS A SPECIFIC BASIS FOR BELIEVING THE PERSON IS NOT ELIGIBLE TO VOTE**



# 6. Voter is Challenged

If a Voter is challenged, you would go to your **White Paperwork Binder** and complete the Challenge Form Report, selecting the correct challenge

Voter takes the Oath on the reverse side of the form in order to vote

If the Voter takes the Oath both a Republican and Democratic Inspector initial in the boxes provided *before* tapping the **“CHALLENGE VOTER”** box

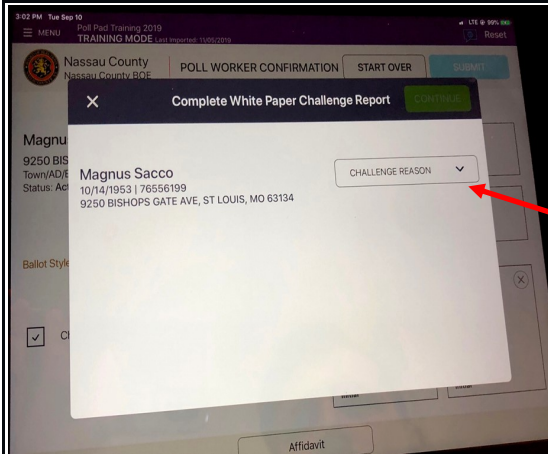
A pop up screen with **“CHALLENGE REASON”** appears

The image shows a printed challenge form. The top section is titled 'CHALLENGE FORM (DO NOT USE UNLESS VOTER'S NAME IS IN POLL LEADER)'. It includes fields for Name, Voter ID, Town, AD, and ED. Below this is a section for 'Address in Poll Ledger' with checkboxes for 'Inspector (name)', 'Member (name & address)', and 'Registered voter (name & address)'. The 'Reason for challenge' section lists 'Provisional Ballot (submit only)', 'ONLINE QUESTIONS (submit only)', and 'Other'. A 'Note' section lists reasons for challenge: 'BRIBERY', 'FELONY CONVICTION', 'MENTAL INCOMPETENCE', 'INELIGIBLE', 'Not 18 years old on election day', 'Not a citizen of the U.S.', 'Not a resident of the town for 30 days', 'Not a voter in the town for 30 days', and 'Not a voter in the town for 30 days'. The bottom section is titled 'OATHS REFERRED TO IN THE CHALLENGE FORM' and includes 'THE BRIBERY OATH', 'THE CONVICTION OATH', and 'THE INCOMPETENT OATH'.

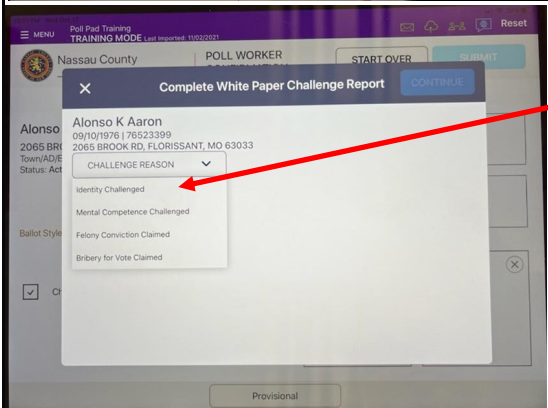
The image shows a mobile application interface for 'Poll Worker Confirmation'. The screen displays voter information for Magnus Sacco, including address, town, AD, ED, status, and voter ID. There are two signature fields: 'Signature on File' and 'Signature on Election Day'. Below the signatures, there are two checkboxes: 'Challenge Voter' and 'Assistance Required'. The 'Challenge Voter' checkbox is highlighted with a red box. There are also two boxes for initials, one with 'R' and one with 'D', both highlighted with red boxes.

The image shows a mobile application interface with a 'Complete White Paper Challenge Report' pop-up screen. The pop-up screen displays the voter information for Magnus Sacco and a dropdown menu for 'CHALLENGE REASON'. The 'Challenge Voter' checkbox is checked. The 'CHALLENGE REASON' dropdown menu is open, showing a list of options.

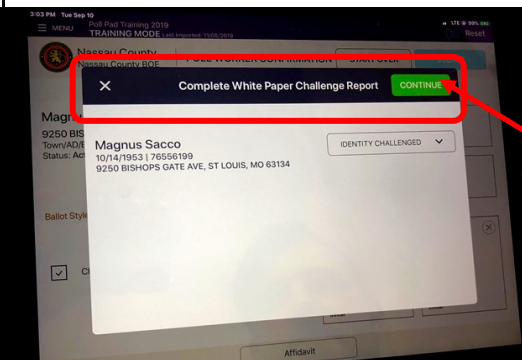
# 6. Voter is Challenged



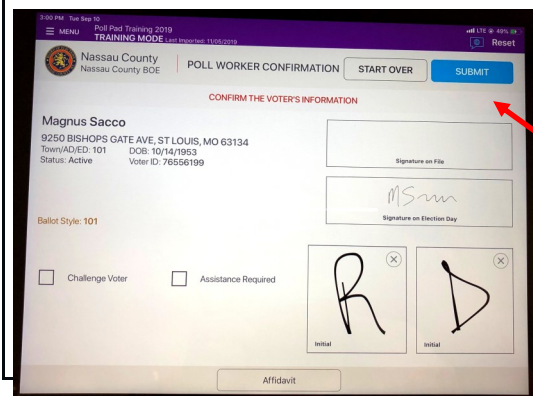
Tap the arrow to display possible 'Challenge' reasons



Select the reason for the challenge



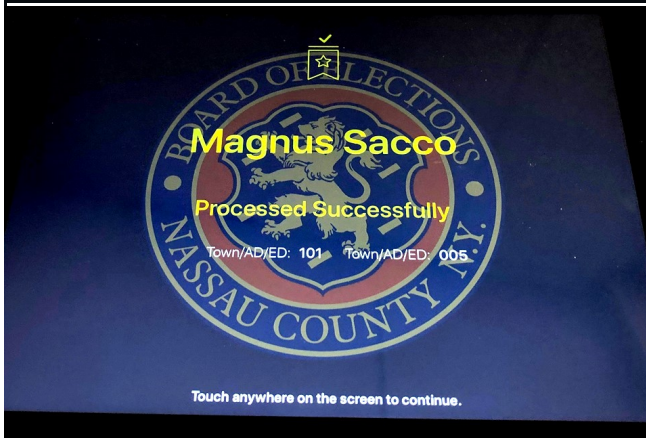
This screen will display the Voter's information and the Challenge made.  
Tap **"CONTINUE"**



You will be returned to the Poll Worker Confirmation screen

Tap **"SUBMIT"**

# 6. Voter is Challenged



The Voter has been processed

- **CAREFULLY REMOVE A BALLOT FROM THE BALLOT PAD**
- **PLACE BALLOT IN PRIVACY FOLDER**
- **REMINDE THE VOTER TO BRING THE COMPLETED BALLOT BACK TO YOUR TABLE'S DS200**



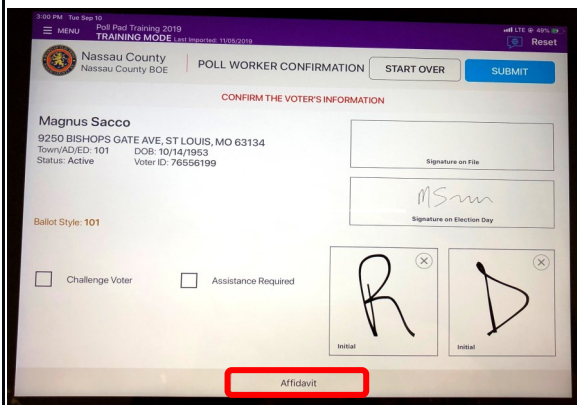
A challenge form with fields for Name, Voter ID #, Town, AD, and ED. It includes checkboxes for "Challenged By" (Inspector, Neighbor, Registered Voter) and "Reason for challenge" (Primary Oath, Oath Questions, Bribery, Incompetent). It also has sections for "THE BRIBERY OATH", "THE CONVICTION OATH", and "THE INCOMPETENT OATH".

**IF THE VOTER REFUSES TO TAKE THE CHALLENGE OATH:**

**THEY CANNOT SIGN THE POLL PAD OR VOTE ON THE DS200.**

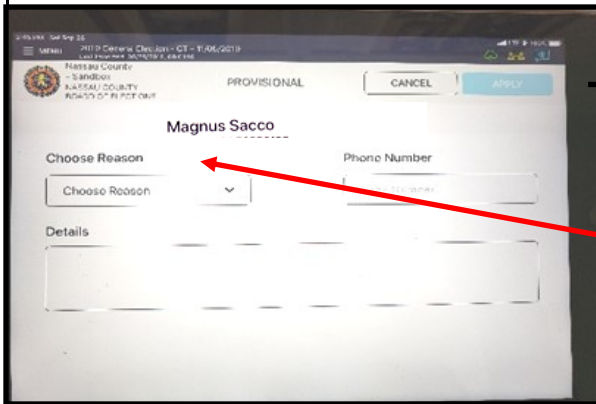
The Challenge form **MUST** still be completed and placed back in the **White Paperwork Binder**

# 6. Voter is Challenged

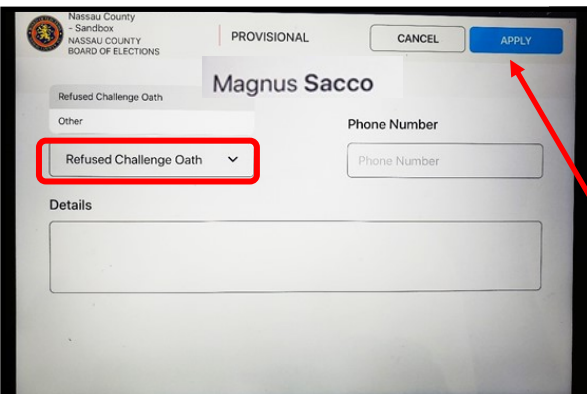


If they still want to vote, they can vote by Affidavit or seek a Court Order

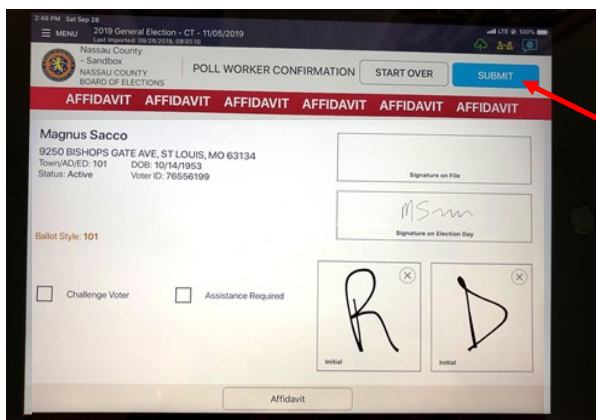
If they choose to vote by Affidavit, tap on **“AFFIDAVIT”**



Tap on **“Choose Reason”**



Select **“REFUSED CHALLENGE OATH”** and tap on **“APPLY”**

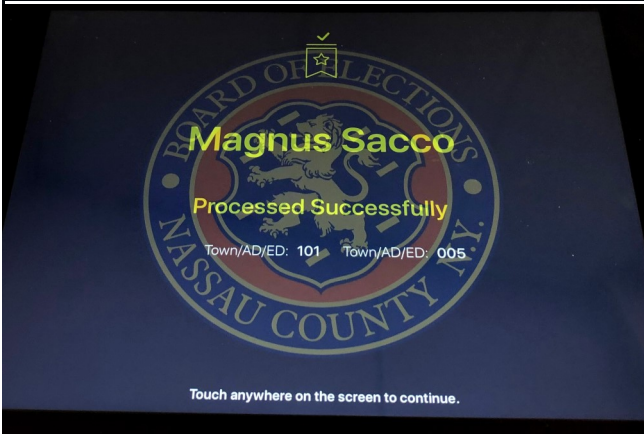


Tap **“SUBMIT”**

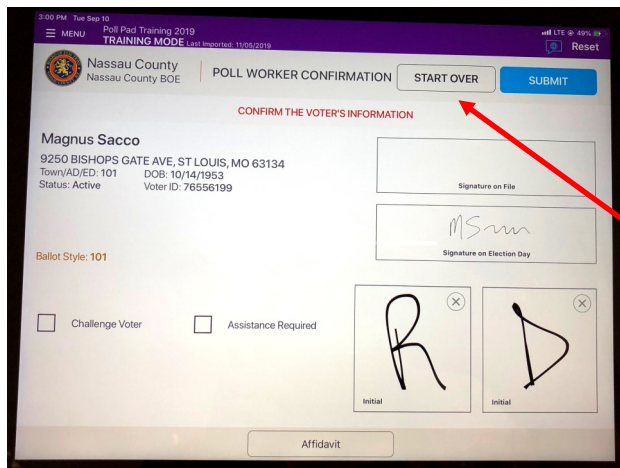
**GIVE VOTER THE “NOTICE FOR VOTERS”**



# 6. Voter is Challenged



The Voter has been processed



**IF THE VOTER REFUSES TO TAKE THE CHALLENGE OATH** and decides to leave or get a Court Order, tap **"START OVER"**

***If Voter chooses to seek a Court Order, upon their return, see section on "COURT ORDERS" for further instructions***



# Process 7

---

**No Record of Voter**



## 7. No Record of Voter

**A Voter comes to your table and gives you her name:**

LAST NAME: Doe

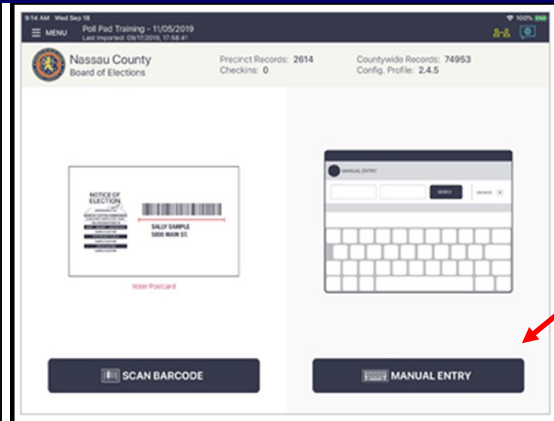
FIRST NAME: Jane

ADDRESS: 9714 Zoe Ln.

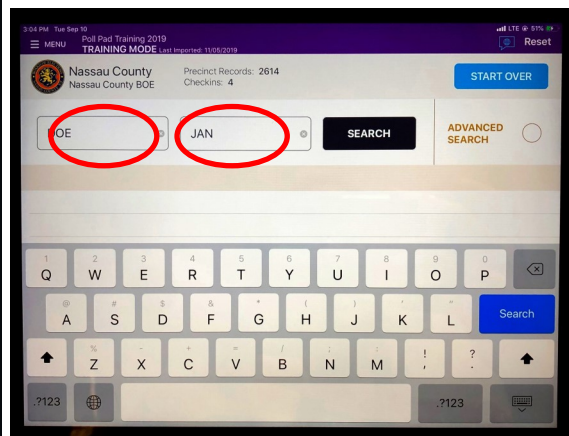
DOB: 10/30/1935



# 7. No Record of Voter

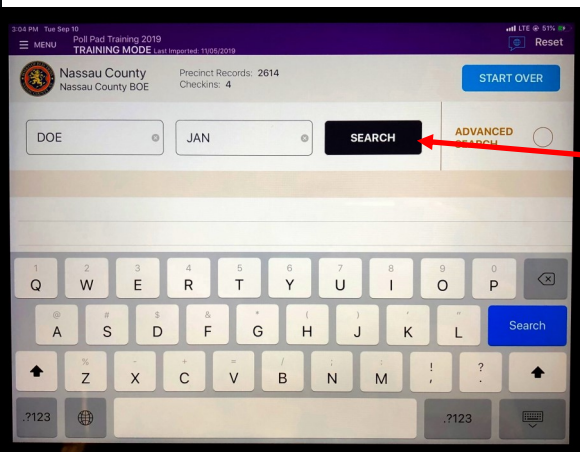


Select **"MANUAL ENTRY"**



Type the first three letters of the Voter's **LAST NAME** in the first box

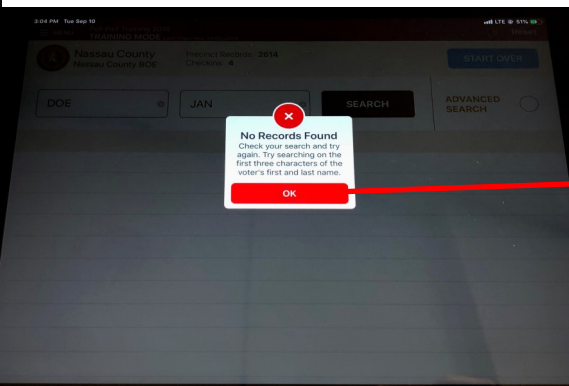
Type the first three letters of the Voter's **FIRST NAME** in the second box



Tap **SEARCH**

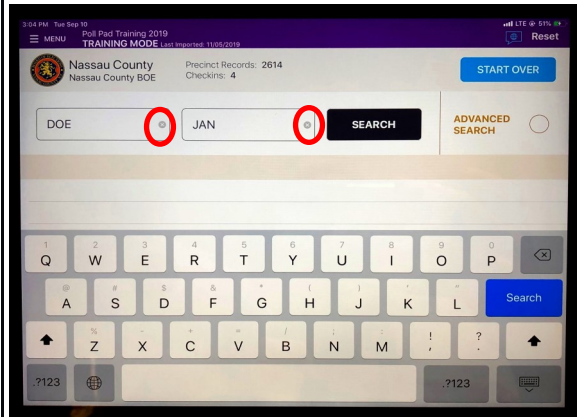
Screen pops up:

**"NO RECORDS FOUND"**

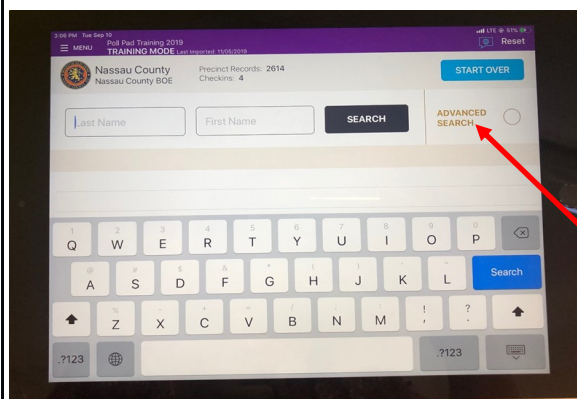


Tap **"OK"**

# 7. No Record of Voter



Clear the text by tapping the **X** next to their name



Tap

**“ADVANCED SEARCH”**

Try searching for the Voter by Date of Birth or Address

*(In this example we searched under Date of Birth (DOB))*

LAST NAME: Doe

FIRST NAME: Jane

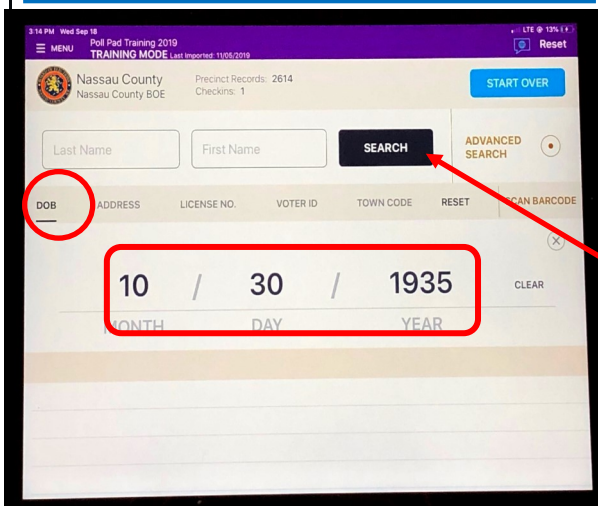
ADDRESS: 9714 Zoe Ln.

DOB: 10/30/1935

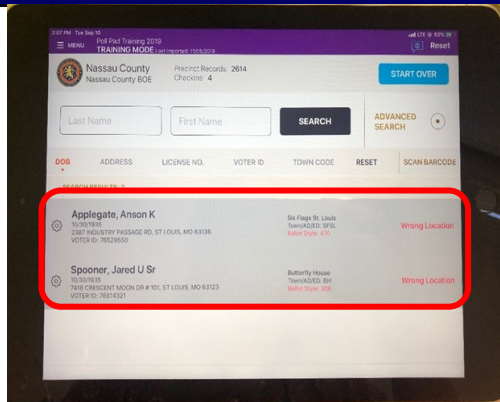
Ask Voter for their address or Date of Birth

After entering the information, tap

**“SEARCH”**

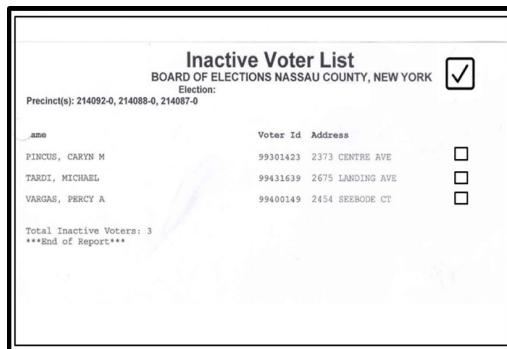


# 7. No Record of Voter

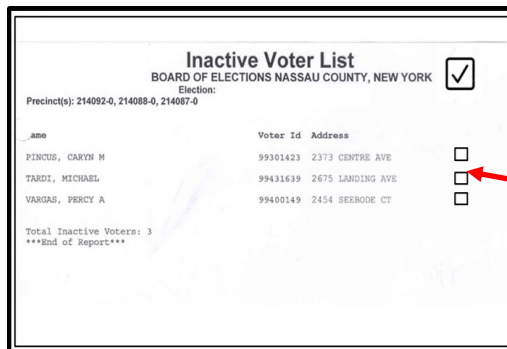


Names of Voters with the Date of Birth of 10/30/1935 appear

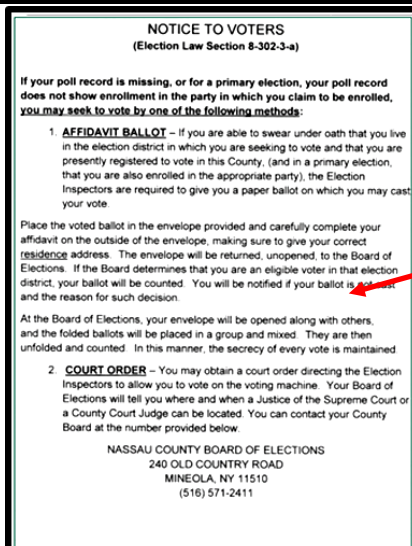
If the Voter's Name does not appear on the Poll Pad, check the Inactive List in your **White Paperwork Binder**



If the Voter's name and information is on the 'Inactive List', check off the box next to their Name & Address



Give the Voter the "**NOTICE TO VOTERS**" advising them that they can vote by Affidavit or Court Order



If Voter chooses to vote by Affidavit Ballot, Follow procedures for Affidavit voters



# 7. No Record of Voter

**NOTICE TO VOTERS**  
(Election Law Section 8-302-3-a)

If your poll record is missing, or for a primary election, your poll record does not show enrollment in the party in which you claim to be enrolled, you may seek to vote by one of the following methods:

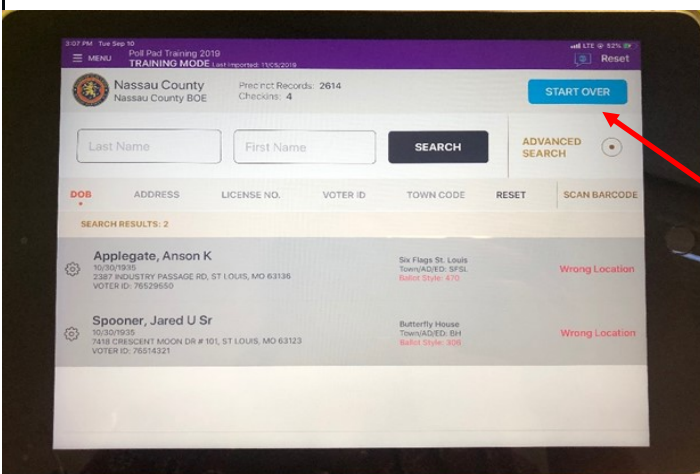
1. **AFFIDAVIT BALLOT** – If you are able to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered to vote in this County, (and in a primary election, that you are also enrolled in the appropriate party), the Election Inspectors are required to give you a paper ballot on which you may cast your vote.  
  
Place the voted ballot in the envelope provided and carefully complete your affidavit on the outside of the envelope, making sure to give your correct residence address. The envelope will be returned, unopened, to the Board of Elections. If the Board determines that you are an eligible voter in that election district, your ballot will be counted. You will be notified if your ballot is not cast and the reason for such decision.  
  
At the Board of Elections, your envelope will be opened along with others, and the folded ballots will be placed in a group and mixed. They are then unfolded and counted. In this manner, the secrecy of every vote is maintained.
2. **COURT ORDER** – You may obtain a court order directing the Election Inspectors to allow you to vote on the voting machine. Your Board of Elections will tell you where and when a Justice of the Supreme Court or a County Court Judge can be located. You can contact your County Board at the number provided below.

NASSAU COUNTY BOARD OF ELECTIONS  
240 OLD COUNTRY ROAD  
MINEOLA, NY 11510  
(516) 571-2411

**IF THE VOTER IS NOT IN THE POLL PAD AND IS NOT ON THE INACTIVE LIST:**

but still wants to vote, give the Voter a copy of the “**Notice to Voters**” advising them of their options to vote by Affidavit or Court Order

On your Poll Pad Screen tap “**START OVER**”







# Process 8

---

## **Voter Changed Address**



**A Voter comes to your table and gives  
you their name:**

LAST NAME: Cleveland

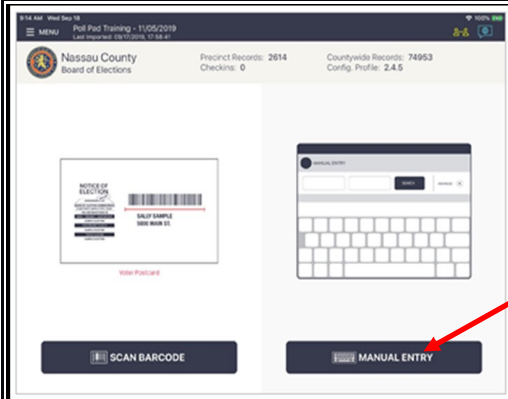
FIRST NAME: Grover

ADDRESS: 123 Myrtle Dr.

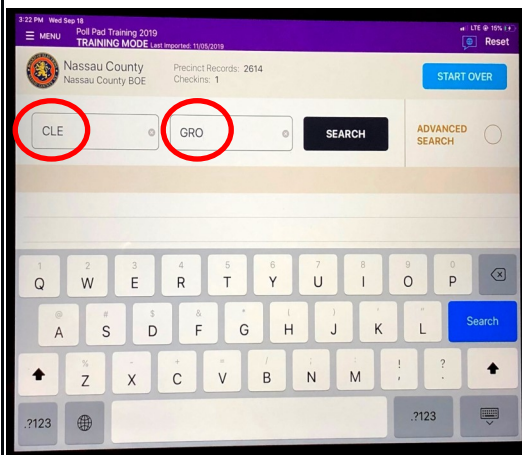
DOB: 04/16/1976



# 8. Voter Changed Address

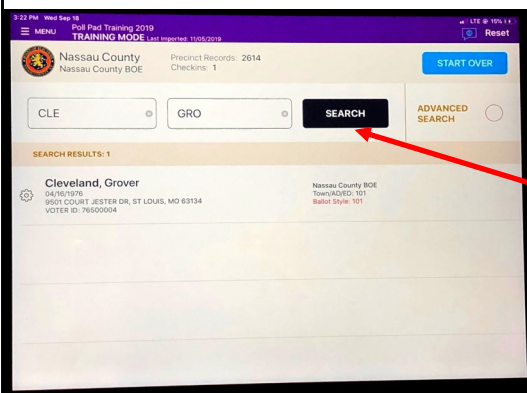


Select “Manual Entry”

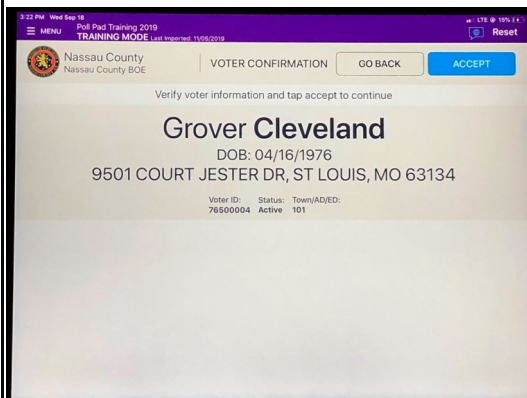


Type the first three letters of the Voter’s **LAST NAME** in the first box

Type the first three letters of the Voter’s **FIRST NAME** in the second box

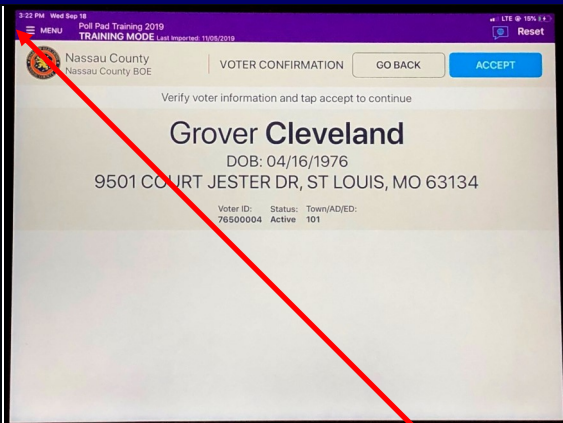


Tap “SEARCH”



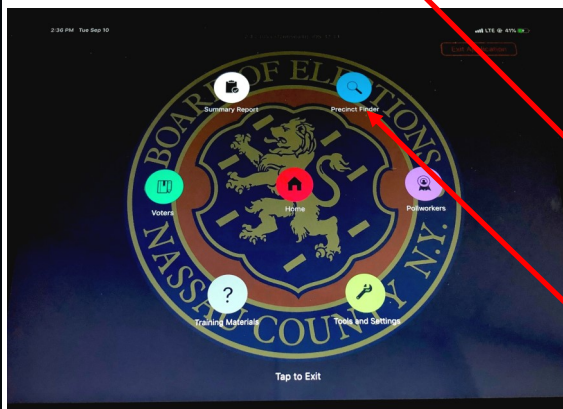
Select the Voter’s name from the list

# 8. Voter Changed Address

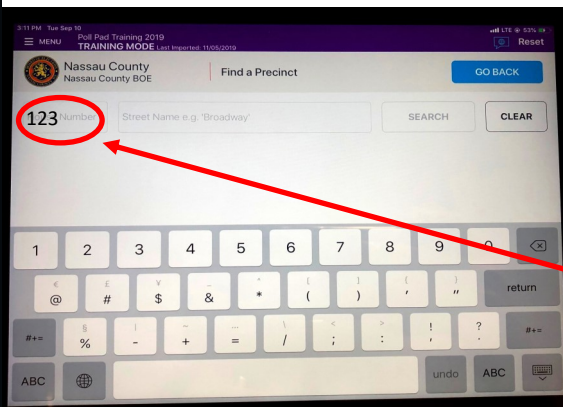


If the Voter has recently moved and this is their old address it is important to get the Voter to the correct Polling Place to vote

***VOTERS MUST VOTE WHERE THEY CURRENTLY LIVE***

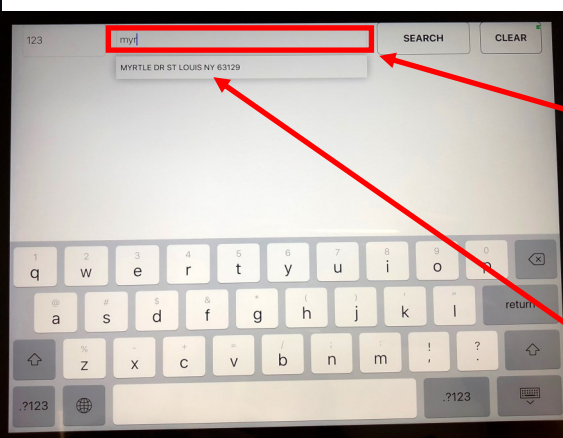


Tap **"MENU"** on the top right of the screen



Tap **"PRECINCT FINDER"**

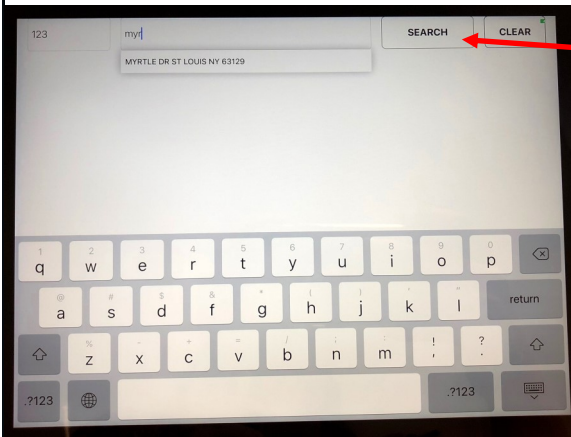
Tap the first box and type the Voter's new house number



Tap the second box and type the Voter's new Street name

Tap the Voter's new address once it appears in the suggestions drop down bar

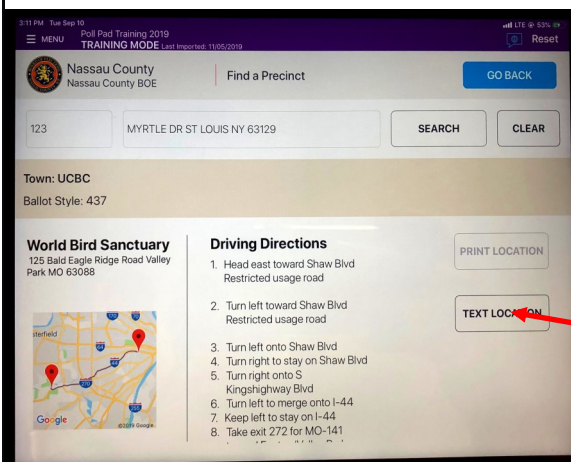
# 8. Voter Changed Address



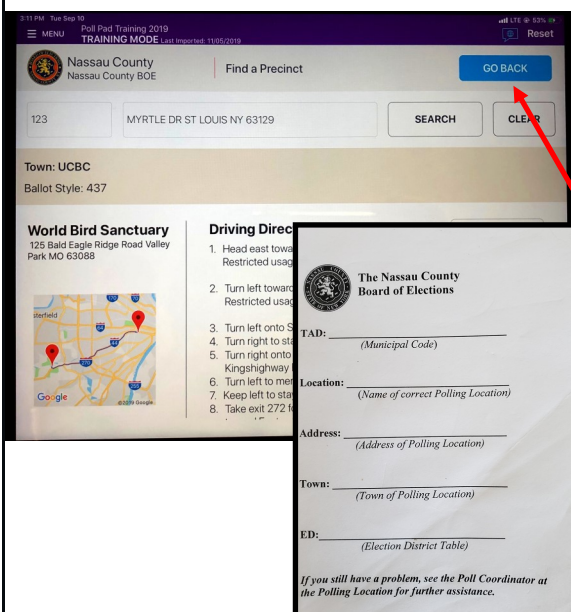
Tap **“SEARCH”**

Ask the Voter if they would like driving directions to the correct location sent to their phone through a text

**Assure Voter that their phone number is not stored**



If the Voter says “Yes” tap **“TEXT LOCATION”**



If the Voter does not have ‘smart phone’ or does not want directions in a text message, fill out the Polling Place Finder pad and write the directions on the back of the paper and tap **“GO BACK”**





# Process 9

---

**Need to Spoil a Ballot**



## 9. Need to Spoil a Ballot

**A Voter comes to your table and gives  
you their name:**

LAST NAME: Roosevelt

FIRST NAME: Franklin

ADDRESS: 9790 Chells Dr.

DOB: 10/12/1922

# 9. Need to Spoil a Ballot

Select "Manual Entry"

Type the first three letters of the Voter's **LAST NAME** in the first box

Type the first three letters of the Voter's **FIRST NAME** in the second box

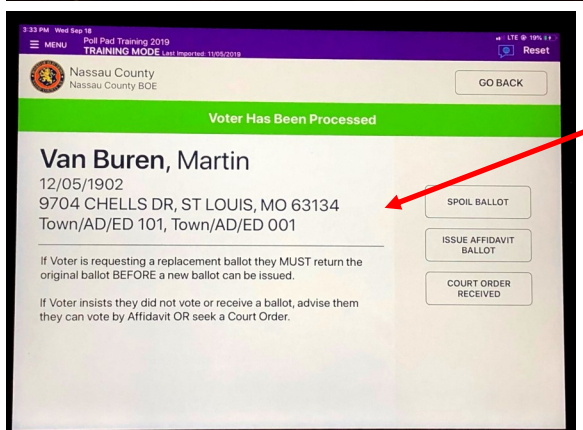
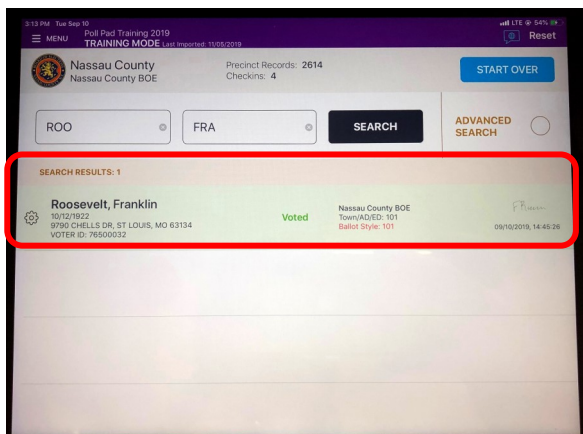
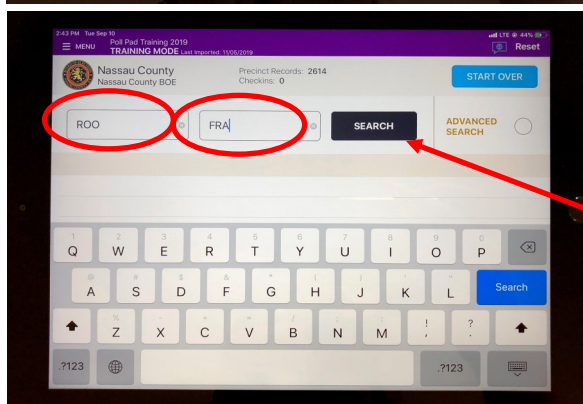
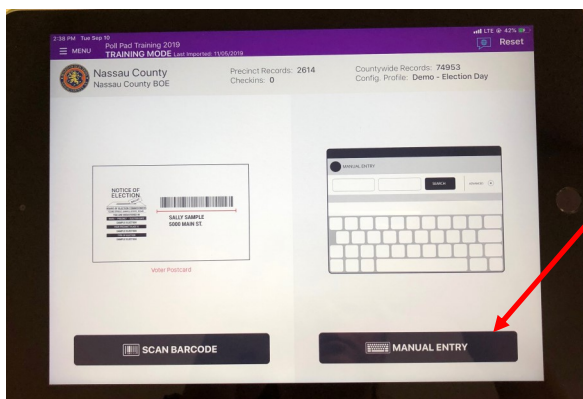
Tap "**SEARCH**"

Select the Voter's name from the list.

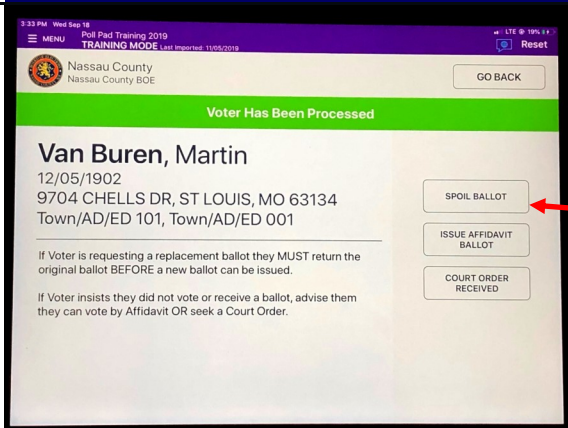
**Note the voter's information is highlighted in green and states "Voted"**

Verify that the Voter's information is correct

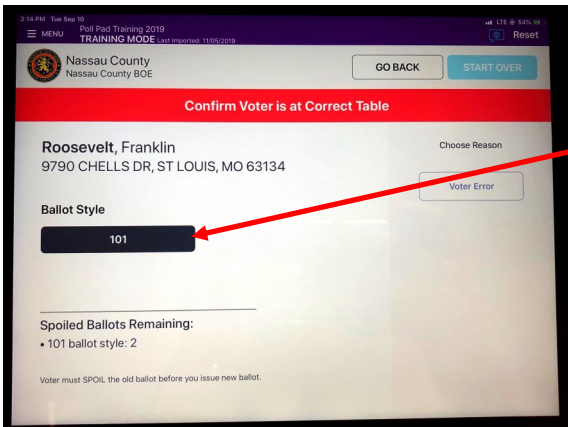
**VOTER MUST RETURN ORIGINAL BALLOT BEFORE GETTING A REPLACEMENT**



# 9. Need to Spoil a Ballot

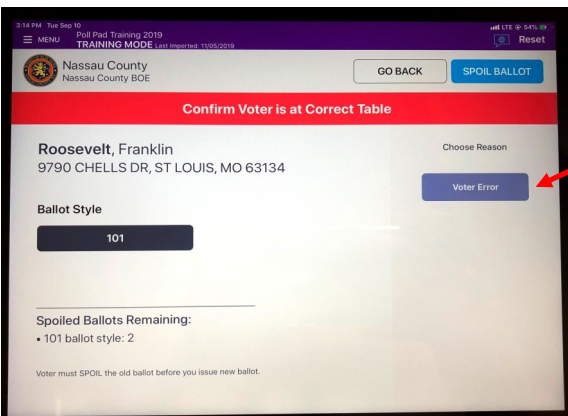


Tap "SPOIL BALLOT"

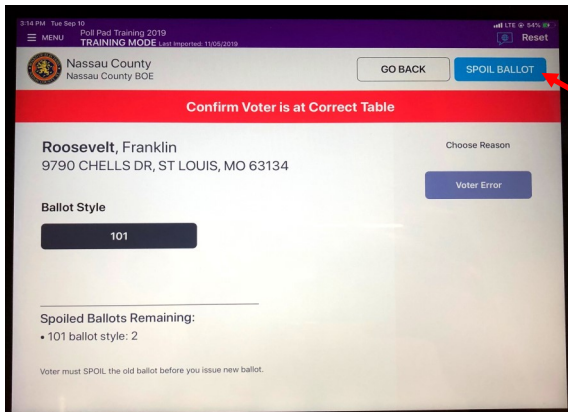


Tap "BALLOT STYLE"

NOTE THE SPOILED BALLOTS REMAINING REDUCES TO 2



Tap "VOTER ERROR" as the reason for spoiling the ballot



Tap "SPOIL BALLOT"

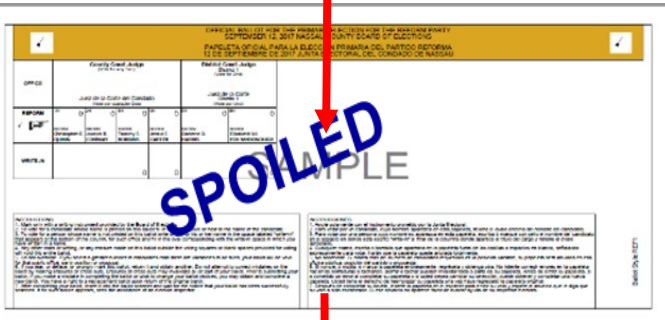


# 9. Need to Spoil a Ballot



Give the Voter the **SPOILED** Stamp to stamp the ballot they don't want cast

**DO NOT STAMP IT FOR THEM**



Have the Voter place the 'Spoiled' ballot in the **Blue** Spoiled Bag



Account for the Spoiled Ballot on the Check-off list of the Return of Canvass

**AFFIDAVIT BALLOT NUMERICAL CHECK-OFF LIST**

INSTRUCTIONS: cross out one number on each AFFIDAVIT ballot placed in the Orange Affidavit canvas bag. Number to be recorded on the Return of Canvass.

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ Represents 6 Affidavit ballots to be returned to the Board of Election.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

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**SPOILED BALLOT NUMERICAL CHECK-OFF LIST**

INSTRUCTIONS: cross out one number on each SPOILED ballot placed in the Blue Spoiled Ballot canvas bag. Number to be recorded on the Return of Canvass.

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ Represents 6 Spoiled ballots to be returned to the Board of Election.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

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**EMERGENCY BALLOT NUMERICAL CHECK-OFF LIST**

INSTRUCTIONS: cross out one number on each EMERGENCY ballot placed in the Emergency Ballot stir due to a jammer Breakdown. Our number is recorded three ballots MUST be returned before you close the poll.

Example: ~~1~~ ~~2~~ ~~3~~ ~~4~~ Represents 5 JAMMER ONLY ballots to be scanned before closing polls

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100





# Process 10

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**Voter Already Voted**



## 10. Voter Already Voted

**A Voter comes to your table and gives  
you their name:**

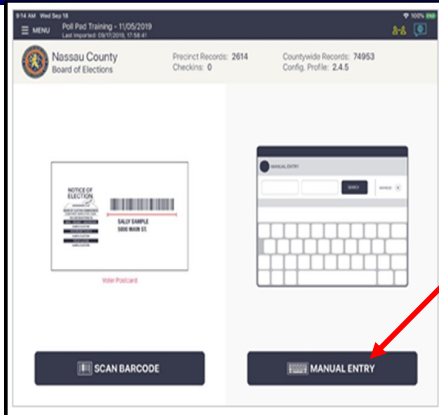
LAST NAME: Van Buren

FIRST NAME: Martin

ADDRESS: 9704 Chells Dr.

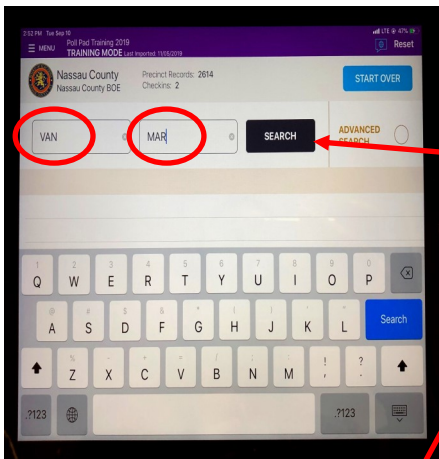
DOB: 12/05/1902

# 10. Voter Already Voted



Select "Manual Entry"

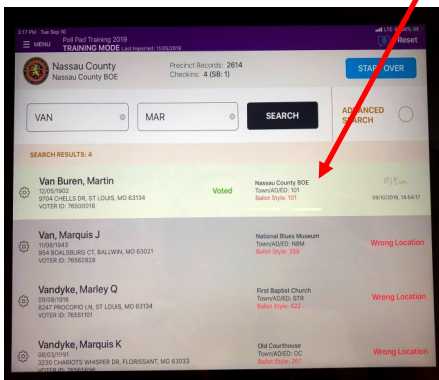
Type the first three letters of the Voter's **LAST NAME** in the first box; type the first letters of the Voter's **FIRST NAME** in the second box



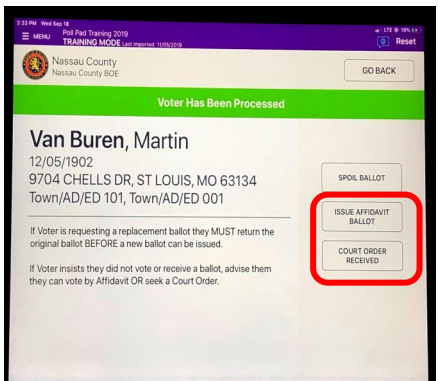
Tap "SEARCH"

Select the Voter's name from the list

Note the voter's information is highlighted in green and states "Voted"

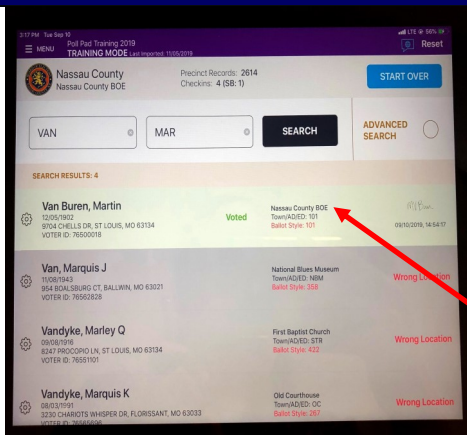


Verify that the Voter's information is correct

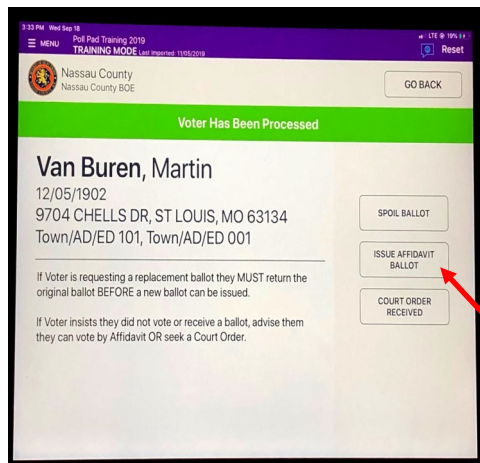


Since Voter does not have a ballot to 'Spoil' as it had already been processed, their only two options are voting by Affidavit or getting a Court Order to get another ballot

# 10. Affidavits: Already Voted

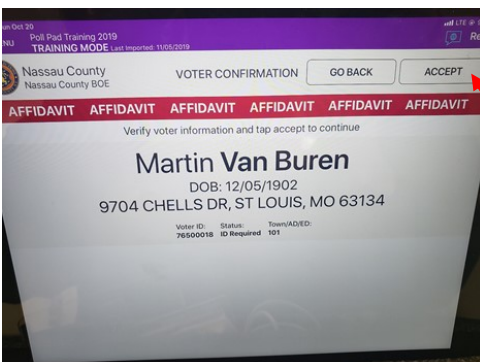


A Voter who has already voted (perhaps during Early Voting) and is not spoiling a ballot, **cannot** vote on the DS200. Voter must vote by either Affidavit or Court Order

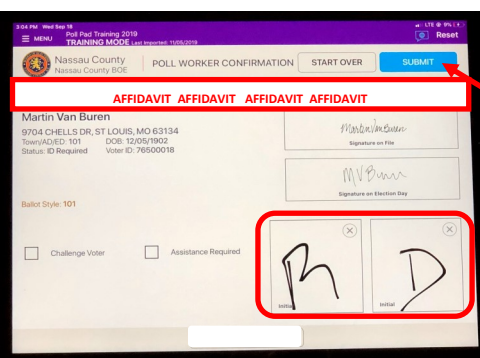


Tap Voter's name from the list  
Verify Voter's information

If the Voter wants to vote by Affidavit, tap  
**"ISSUE AFFIDAVIT BALLOT"**



Voter's Name appears with the words **AFFIDAVIT** above it, tap on  
**"ACCEPT"**



Both a Republican and Democratic Inspector will initial in the boxes provided  
Tap **"SUBMIT"** to finish processing the Voter









# Process 11

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## Affidavits

# 11. Affidavits

## Reasons Voters use an Affidavit:

- The Voter recently moved to the area;
- The Voter is on the Inactive List;
- The Voter cannot be found in the Poll Pad;
- The Voter refuses the Challenge Oath; OR
- The Voter does NOT have ID when “**ID REQUIRED**” appears next to their name in the Poll Pad

### NOTICE TO VOTERS (Election Law Section 8-302-3-a)

If your poll record is missing, or for a primary election, your poll record does not show enrollment in the party in which you claim to be enrolled, you may seek to vote by one of the following methods:

1. **AFFIDAVIT BALLOT** – If you are able to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered to vote in this County, (and in a primary election, that you are also enrolled in the appropriate party), the Election Inspectors are required to give you a paper ballot on which you may cast your vote.

Place the voted ballot in the envelope provided and carefully complete your affidavit on the outside of the envelope, making sure to give your correct residence address. The envelope will be returned, unopened, to the Board of Elections. If the Board determines that you are an eligible voter in that election district, your ballot will be counted. You will be notified if your ballot is not cast and the reason for such decision.

At the Board of Elections, your envelope will be opened along with others, and the folded ballots will be placed in a group and mixed. They are then unfolded and counted. In this manner, the secrecy of every vote is maintained.

2. **COURT ORDER** – You may obtain a court order directing the Election Inspectors to allow you to vote on the voting machine. Your Board of Elections will tell you where and when a Justice of the Supreme Court or a County Court Judge can be located. You can contact your County Board at the number provided below.

NASSAU COUNTY BOARD OF ELECTIONS  
240 OLD COUNTRY ROAD  
MINEOLA, NY 11510  
(516) 571-2411

If a Voter is voting by Affidavit have the Voter read the

**“NOTICE TO VOTERS”**

The ‘**NOTICE**’ explains the voting process by an Affidavit Ballot







# Process 12

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## Court Orders

# 12. Court Orders

- **Voters who are not eligible to vote on the DS200 and don't wish to vote by Affidavit may choose to get a Court Order.**

**NOTICE TO VOTERS**  
(Election Law Section 8-302-3-a)

If your poll record is missing, or for a primary election, your poll record does not show enrollment in the party in which you claim to be enrolled, you may seek to vote by one of the following methods:

1. **AFFIDAVIT BALLOT** – If you are able to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered to vote in this County, (and in a primary election, that you are also enrolled in the appropriate party), the Election Inspectors are required to give you a paper ballot on which you may cast your vote.  
  
Place the voted ballot in the envelope provided and carefully complete your affidavit on the outside of the envelope, making sure to give your correct residence address. The envelope will be returned, unopened, to the Board of Elections. If the Board determines that you are an eligible voter in that election district, your ballot will be counted. You will be notified if your ballot is not cast and the reason for such decision.  
  
At the Board of Elections, your envelope will be opened along with others, and the folded ballots will be placed in a group and mixed. They are then unfolded and counted. In this manner, the secrecy of every vote is maintained.
2. **COURT ORDER** – You may obtain a court order directing the Election Inspectors to allow you to vote on the voting machine. Your Board of Elections will tell you where and when a Justice of the Supreme Court or a County Court Judge can be located. You can contact your County Board at the number provided below.

NASSAU COUNTY BOARD OF ELECTIONS  
240 OLD COUNTRY ROAD  
MINEOLA, NY 11510  
(516) 571-2411

If a Voter wishes to get a Court Order, have the Voter read the **“NOTICE TO VOTERS”** The ‘Notice’ explains the voting process by a Court Order

A Voter who gets a Court Order must return to your table with the Court Order and sign it before you. If the Voter had already signed it, the Voter must sign it again.

# 12. Court Orders

UNITED STATES DISTRICT COURT  
DISTRICT OF NEVADA

RECEIVED  
APR 12 2 08 PM '98

WESTERN SHOSHONE NATIONAL COUNCIL by its Chief, Raymond D. Yowell, et al., )  
Plaintiff(s), ) CV-5-97-327-HDM(RLH)  
vs. )  
UNITED STATES OF AMERICA, et al., ) MINUTES OF THE COURT  
Defendant(s). ) January 8, 1998

PRESENT: HONORABLE HOWARD D. MCKIBBEN, CHIEF U.S. DISTRICT JUDGE  
Deputy Clerk: Bette Stewart Reporter/Recorder: Rebecca Martinelli  
Counsel for Plaintiff(s): Raymond D. Yowell, in pro se  
Counsel for Defendant(s): Margo D. Miller, Mark Simmons & Roger W. Jeppson

PROCEEDINGS: Telephonic Hearing on Plaintiff Application to Appear Pro Se (#27)  
3:00 p.m. Court convenes.

The court, Raymond Yowell and counsel discuss the issue of Mr. Yowell's representation of plaintiff.

IT IS ORDERED that Western Shoshone National Council's application that Raymond Yowell represent plaintiff in pro se (#27) is granted (Fras Survival Systems, Inc. v. Absentee Shoshone Economic Development Authority, 817 F.Supp.7 (S.D.N.Y. 1993). Plaintiff is subject to all federal, state and local rules.

IT IS FURTHER ORDERED that defendants shall have thirty (30) days from this date within which to file and serve a response to the amended complaint.

3:20 a.m. Court adjourns.

LANCE S. WILSON, CLERK  
By: [Signature]  
Deputy Clerk

If the Voter obtained a Court Order: read the Judge's instructions on the Court Order

If the judge orders that Voter is to get a ballot to vote on the DS200, carefully remove a ballot from the pad and give it to the Voter

SAMPLE

Account for the Court Order on the Return of Canvass

**AFFIDAVIT BALLOT NUMERICAL CHECK-OFF LIST**

INSTRUCTIONS: cross out one number as each AFFIDAVIT ballot is placed in the **ORANGE** Affidavit Canvass Bag. Number to be recorded on the Return of Canvass.

Example: 1 1 1 1 1 - Represents 4 Affidavit ballots to be returned to the Board of Election.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24  
25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46  
47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68  
69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90  
91 92 93 94 95 96 97 98 99 100

**SPOILED BALLOT NUMERICAL CHECK-OFF LIST**

INSTRUCTIONS: cross out one number as each SPOILED ballot is placed in the **BUS** Spoiled Ballot Canvass Bag. Number to be recorded on the Return of Canvass.

Example: 1 1 1 1 1 - Represents 4 Spoiled ballots to be returned to the Board of Election.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24  
25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46  
47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68  
69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90  
91 92 93 94 95 96 97 98 99 100

**UNSCANNED EMERGENCY BALLOT NUMERICAL CHECK-OFF LIST**

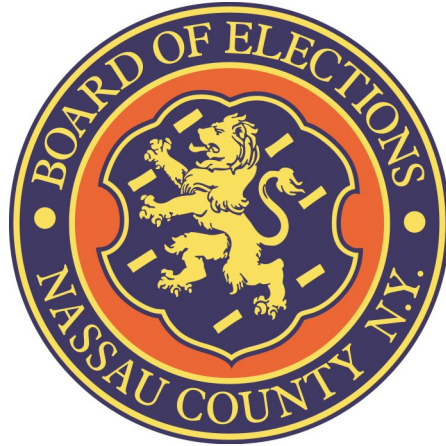
INSTRUCTIONS: cross out one number as an EMERGENCY ballot is placed in the **GREEN** Unscanned Emergency Ballot Bag. These are ballots from the Emergency Ballot Box that you scanned at the end of the night, but which could not be CASE/Emitted of an emergency/balot to be scanned.

Number to be recorded on the Return of Canvass.

Example: 1 1 1 1 1 - Represents 4 EMERGENCY ballots that could not be scanned.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24  
25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46  
47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68  
69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90  
91 92 93 94 95 96 97 98 99 100

Place the Court Order in the inside flap of the **White Paperwork Binder**



Nassau County Board of Elections  
240 Old Country Road—5th floor  
Mineola, New York 11501  
(516) 571-VOTE  
(516) 571-8683  
[www.nassauvotes.com](http://www.nassauvotes.com)