

PAPER CHECKLIST RECONCILIATION – GENERAL ELECTION

1. As voters are checked in on the poll pad a receipt is printed that indicates they were checked in and obtained a ballot. These receipts are collected by the Election Official when they provide the voter with a ballot. The receipts are retained and filed in a card file box organized alphabetically by last name.
2. At least every 30 minutes one of the workers at the paper checklist reconciliation table will act as a runner to collect these boxes of receipts from the check-in tables and exchange them for an empty box.
 - a. The “runner” will pull the receipts in each alpha-tab and organize them in true alphabetical order.
3. As each stack of receipts are alphabetized, they are given to an election official to mark the printed checklist. The printed receipts will contain the following information:
 - a. Voter’s last name & first name (If a name change was completed with the Checklist Supervisor, a separate receipt will be stapled to the check-in receipt listing old and new names)
 - b. Domicile address (If the voter moved within the ward, a separate receipt will be stapled to check-in receipt listing old and new addresses)
 - c. State of issuance of ID presented, if not NH. (or identify that a CVA was completed for voters with no ID)
 - d. Party affiliation on file, and party ballot choice.
4. Referencing the check-in receipt(s) for a voter, do the following:
 - a. Using a ruler to ensure you are checking in the correct voter, place a distinct, legible “X” in the box in front of the voter’s name using a pen. (If the wrong voter is marked in error, erase the mark as best you can, and make a small notation indicating “marked in error” and initial next to this note).
 - b. If the voter executed a challenged voter affidavit (CVA) in lieu of providing photo ID, place an X in the CVA box on the checklist adjacent to the voter’s name.
 - c. If the voter presented a photo ID from another state, document the state of issuance in the space provided.
 - d. If a change in the voter’s name has occurred, strike through the old name on the checklist and pen in the new name in red.
 - e. **Place a red checkmark on the upper right corner of the check in receipt signifying that the voter’s mark was processed on the paper checklist prior to filing it away.**
5. Keep the receipts organized alphabetically, and as they are processed put the receipts in the container labeled “Processed Receipts”, in the appropriate alpha-tab by first letter of last name.

Updating the Paper Checklist for Absentee voters:

Periodically, the Moderator (or designee) will approach the Paper Checklist Reconciliation table with check-in receipts for absentee voters whose ballots have been cast and the voter has been checked in on the poll pad. These receipts will be printed on yellow paper, making them distinct from other check in receipts. These receipts are processed the same way as an existing same day voter except that the mark given on the checklist is done in red pen and instead of an “X”, the letters “AV” are written across the box adjacent to the voter’s name.

If the voter had NO photo ID and was Personally recognized by an Election Official:

1. The Election Official that provided personal recognizance of the voter’s identity will approach the voter checklist reconciliation table with the voter’s check in receipts and registration forms:
 - a. The Official will direct you to add the voter to the Addendum as previously described. The Official will initial the Addendum sheet next to the voter’s name using the following format: “P” indicating “personal recognizance,” “S” if verified by a Supervisor, “M” if verified by the Moderator, or “C” if verified by the Clerk, followed by the first and last initials of the individual providing the verification of identity. (EX: P-M-*TN*)

SAMPLE – MARKED CHECKLIST:

City of KEENE, NH
Official Checklist

Print Date : 10/22/2023

MUNICIPAL GENERAL KEENE ELECTION - 11/03/2023

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Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
Ward 05		CVA					
<input checked="" type="checkbox"/>	DEM ABAURREA, M PILAR	<input checked="" type="checkbox"/>	411 HURRICANE RD		05	125003225	
<input checked="" type="checkbox"/>	DEM ABBOTT, NATHAN BENJAMIN	<input type="checkbox"/>	11 COBB ST <i>14 Patridgeberry Lane</i>		05	125003615	
<input checked="" type="checkbox"/>	DEM ABBOTT, PENNY LYNN	<input type="checkbox"/>	12 GREENBRIAR RD	<i>MA</i>	05	300511757	
<input type="checkbox"/>	DEM ABBOTT, ROBIN KATHERINE	<input type="checkbox"/>	118 HURRICANE RD		05	155000196	
<input checked="" type="checkbox"/>	UND ABBOTT, TODD WILLIAM	<input type="checkbox"/>	19 WAGNER ST	<i>NY</i>	05	109000806	
<input type="checkbox"/>	UND ABELS, CECIL CARLTON II	<input type="checkbox"/>	29 SWEENEY RD		05	223000119	
<input checked="" type="checkbox"/>	UND ACCORSI, AVA MOYNIHAN	<input type="checkbox"/>	13 QUEENS RD		05	300706646	
<input type="checkbox"/>	DEM ACCORSI, CARLO WILLIAM	<input type="checkbox"/>	13 QUEENS RD		05	300030492	
<input checked="" type="checkbox"/>	DEM ACKERMAN, JOY WHITELEY	<input checked="" type="checkbox"/>	691 WEST ST		05	300337316	
<input checked="" type="checkbox"/>	REP ACKLEY, NEIL ROBERT	<input type="checkbox"/>	58 QUEENS RD		05	125013149	
<input checked="" type="checkbox"/>	REP ACKLEY, ROBERTA LEE	<input type="checkbox"/>	58 QUEENS RD		05	125013151	
<input type="checkbox"/>	UND ADAMS, JOSHUA MICHAEL	<input type="checkbox"/>	81 RALSTON ST UNIT 208B		05	300535765	
<input checked="" type="checkbox"/>	<i>Jones, Melanie Michelle</i> DEM ADAMS , MELANIE MICHELLE	<input type="checkbox"/>	628 WEST ST		05	300247223	
<input checked="" type="checkbox"/>	DEM ADAMS, SCOTT Q	<input type="checkbox"/>	509 HURRICANE RD		05	125007562	