

VOTER CHECK IN – POLL PAD – GENERAL ELECTION

Affirmation of voter's name and address:

1. Ask the voter for their name and address. Request photo ID.
2. The election official asks the voter: *"May I use your photo ID to look you up?"*
3. Scan the barcode on the voter ID (regardless of state of issuance), or manually enter the first few letters of their first and last name to look them up (Based on voter preference or if voter does not pull up when scanned).
4. Repeat the voter's name and street address and ask them if the information on the checklist is complete and correct. If all is in order, proceed to steps 9-12 below. If the voter did not provide photo ID, proceed to step 5 below. If the voter's information has changed, proceed to steps 6-8 below.

No Photo ID:

5. If the voter has no photo ID, send them to the No Photo ID table to execute a CVA affidavit and have their photograph taken. They will return to the check-in area with their completed affidavit (A YELLOW paper w/ their photo attached). Place the affidavit in the manila folder provided. Proceed with checking in the voter (Steps 9-12 below). All CVA's go to the checklist supervisor at the end of the election.

Changes to voter's name/Changes to street address:

6. If the voter's name has changed, send them to the Checklist Supervisor. They will return to the check-in with their completed voter registration form (A GREEN paper). Collect the form and select the registration button on the poll pad to update the voter's name. A receipt will print listing the old and new name. Proceed with checking in the voter under their new name (Steps 9-13 below). File the green (name change) voter registration form in the manila folder provided. All name change registration forms go to the checklist supervisor at the end of the election.
7. If the street address is not correct, verify the new address is still in your ward by referencing the street lists provided. If the new address is still within the ward, the poll pad will allow you to update the address and continue checking in the voter. A receipt showing the edits made to the voter's address within the ward will print with the old address and the new address.
8. If the new address is not within the ward and you attempt to update the address in the poll pad, the poll pad will prompt you with a message indicating the voter is no longer a resident of your ward. If the street address is not within the ward, the voter must not be permitted to vote in the ward because they are no longer qualified. The voter must be directed to their new polling place. The poll pad will allow you to print a receipt directing them to the new polling location and providing driving directions. Paper handouts are also available with the workstation supplies.

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Recording the voting mark:

9. If the voter executed a challenged voter affidavit (CVA) in lieu of providing photo ID, enter this information in the poll pad.
10. If the voter presented a photo ID from another state, the Poll Pad will document state of issuance when it is scanned by the election official. If the voter is looked up manually, the state of issuance (if not NH) will need to be entered in the poll pad.
11. Check the voter in. If the voter did a name or address update, staple the check-in receipt to the name/address update receipt.
12. Give the receipt(s) to your partner at the check-in table so they can provide the voter with their ballot.

Providing voter with a ballot:

13. The official handing out ballots should listen to the interaction between the voter and the official operating the poll pad.
14. When reviewing the voter's check-in receipt, make sure any voter that updated their name or address has TWO receipts – one documenting the update to their record – and one check-in receipt. Alert your partner if something is missing so they can finalize the check-in before a ballot is provided.
15. Provide the voter with their ballot. If there is anything unique about the ballot, alert the voter (two-sided ballot, referendum questions, etc). File the check-in receipt(s) alphabetically by first letter of the voter's last name in the recipe card box provided. At least every 30 minutes, this box will be exchanged for an empty box and taken to the Paper Checklist Reconciliation Table so the paper list can be updated.
16. Ballot secrecy sleeves should be available in a visible location on your workstation for voters that would like one.

Accessible Voting Screen (AVS) tablet/or Assistance with marking ballot:

Voters wishing to use the AVS tablet must be accompanied to the AVS booth by an election official who will enter the access code for use of the accessible voting tablet. The official will remain available to the voter should they need assistance with the process. Voters in need of assistance marking their ballot have the option of using the AVS, or they may have a trusted friend, family member, or an election official help them in the voting booth (Typically the Moderator or their designee).

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Notification of voters that should be removed from the checklist:

19. If the voter suggests that the name of a family member or a personal friend should be removed because they have either moved or the voter is deceased, request that they notify the City Clerk after the election.

Absentee Ballots delivered by a Family member or “Delivery Agent”:

20. If an individual approaches the Check-in Table to hand deliver an absentee ballot belonging to someone else, they should be directed to the Ward Clerk for assistance with that process.

*Voters who do not show ID at the polls, and are not personally recognized by an Election Official can expect to receive a follow-up letter from the Secretary of State asking them to respond by a date certain. If the voter does not respond to this letter, the Attorney General’s Office will investigate for potential voter fraud

ACCEPTABLE FORMS OF PHOTO ID

New Hampshire law now requires ballot clerks to request that voters present photo identification when they check-in to vote at the polling place. See RSA 659:13, I. The following forms of photo identification satisfy the identification requirement:

- Driver's license issued by any state or federal government;
- Non-driver ID card issued by NH DMV or motor vehicle agency of another state;
- Photo ID card for "voting identification only" issued by NH DMV (RSA 260:21);
- United States armed services identification card;
- United States passport or passcard;
- NH student ID card (See reference list of schools with a valid photo ID to determine if what is presented by the voter is acceptable);
- A photo ID not mentioned above, but determined to be legitimate by the moderator, supervisors of the checklist, or the clerk (not a Ballot Clerk). If any person authorized to challenge a voter does so under this provision, the voter shall be required to fill out a challenged voter affidavit before obtaining a ballot.
- Verification of the voter's identity by a moderator or supervisor of the checklist or the or the clerk (not a Ballot Clerk). If any person authorized to challenge a voter does so under this provision, the voter shall be required to fill out a challenged voter affidavit before obtaining a ballot.

An acceptable photo ID must have an expiration date or date of issuance. The ID will remain valid 5 years beyond the expiration date or date of issuance unless the voter is 65 or older in which case the expiration date can be exceeded beyond 5 years. The name on the ID shall substantially conform to the name on the checklist.