

FORMS INDEX

FORMS AND ENVELOPES	PAGE REFERENCES
<p>Form 1 Consolidated Voter's Affidavit is used by voters who are required to complete an affidavit prior to voting. The reasons for completing the Form 1 are outlined on the form. Make sure the affidavit is completed in full. Form 1 is located in Envelope 3 and all completed Form 1's must be returned in Envelope 47E. Spanish, Chinese, and Hindi facsimiles are also available.</p>	44, 46, 50, 51, 52, 60, 85
<p>Form 3 Seal Accountability Form - Form to be used to record and verify seal numbers placed on the voting equipment. These forms are started at the Board's warehouse, where seals that are placed on equipment are recorded. The Judges must verify that the seals placed on the equipment by Board of Elections' staff has not been removed or tampered with in any way, by reviewing and confirming the seal numbers on the Seal Accountability Forms. Form 3 must be completed by the Judges and returned, with the Broken/Used Seal Bag, to the Receiving Station in the Black Return Bag.</p>	18, 22, 25, 32, 33, 35, 36, 39, 70, 83, 95, 96, 98, 98, 99, 102
<p>Form 14 Application for Ballot is required to be completed by all voters who vote on Election Day. The application is a generic form that the voter completes with his or her information. When a voter applies to vote, they will sign the form and the Judges will compare the voter's signature to that stored in the electronic poll book. Once the comparison is made, a Judge at Station #1 will fill in the precinct, ward and ballot style and initial the application. A Judge at Station #2 or #3 will number it and place it on the spindle.</p>	20, 44, 46, 47, 48, 52, 54, 55, 58, 59, 61, 66, 67, 70, 71, 72, 76, 83, 85, 87, 104
<p>Form 14Reg Combined Registration Application/Application for Ballot is required to be completed by all voters who are not yet registered to vote or who need to edit their registration. When registering for the first time or editing a registration, the voter needs to show two forms of ID, one of which must have their registration address. The Judge at Station #2 or #3 numbers and spindles the top part of Form 14Reg as the voter's Application for Ballot. The bottom part is retained in Envelope 48E at the registration table.</p>	10, 44, 58, 59, 62, 63, 64, 65, 66, 67, 70, 71, 72
<p>Form 21 Supply List contains the equipment, supplies and materials located in the Election Supply Carrier (ESC), all of which the Judges will need to run the polling place on Election Day. If the phrase "if applicable" appears next to an item, it means that your ESC may not contain that particular item.</p>	17, 19, 21, 22, 83
<p>Form 21-ADA – Election Coordinator Accessibility Checklist</p>	8, 9, 10, 17, 19, 20, 22, 23, 29, 31, 36, 41, 72, 83, 84, 92, 93

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<p>Envelope 47E Envelope Return of Cancelled Vote-by-Mail Ballots, Completed Oaths, Affidavits and Pollwatcher Credentials.</p>	<p>11, 12, 44, 46, 51, 83</p>
<p>Envelope 48E Registration Forms - This includes all completed voter registration forms (the bottom portion of Form 14Reg).</p>	<p>44, 62, 63, 64, 83</p>
<p>Form 80 Certificate of Results is used to keep track of all ballots and votes cast. An Official Election Results Report (from the card activator) must be attached to each Form 80. The reverse side of the form contains information regarding write-in candidates and votes and must be completed by the Judges. All Election Judges must sign the Form 80.</p> <p>Once completed, these forms are placed in Envelopes 71E and 72E. A completed Form 80, with an Official Election Results Report attached, must also be placed inside the transfer case.</p>	<p>73, 75, 76, 77, 78, 80, 81, 82, 85, 104, 105</p>
<p>Form 118 Election Judge Sign-up is to be affixed to the table at Station #1 and to the Registration Table. It is to be used for voters to express interest in serving as an Election Judge in future elections.</p>	<p>44, 46, 83</p>
<p>Form 11 Precinct Notification is a slip of paper to be completed by an Election Judge/Coordinator to redirect voters who are in the wrong precinct.</p>	<p>20, 44, 46, 60, 61, 62</p>
<p>Form 194 Election Judge Pay Voucher must be completed by all Judges in order for the Board to issue payment for working on Election Day. The payroll voucher is located in Envelope 1 and must be returned to the receiving station in the Black Return Bag.</p>	<p>3, 4, 9, 83, 90</p>
<p>Form 194EC Election Coordinator Pay Voucher is to be completed by the Election Coordinator for the precinct. If there are multiple precincts and only one Election Coordinator, the EC is to complete a Form 194EC for each precinct. Return in the Black Return Bag.</p>	<p>9, 83, 90</p>
<p>Form 255 Voting Instructions Sign is placed, by the Judges, in the metal, economy and lowered voting booths. Use tape to secure the signs to the booths. The sign is located in Envelope 2 and can remain in the voting booths when closing the polls.</p>	<p>28, 29, 30, 41, 43, 90</p>

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<p>Form 276P Provisional Voter Affidavit/Ballot Envelope is used by voters who fall into certain categories. The affidavit is a 3-part form and must be completed by both the voter and a Judge. The pink copy of the affidavit is given to the voter as a receipt. Form 276P also contains an envelope which will hold the voted Official Provisional ballot. On the reverse side of the affidavit is a plastic sleeve in which any supporting documentation (supplied by the voter) and the Application for Ballot (Form 14 or top part of 14Reg, if any) should be placed. The Provisional Voter Affidavit/Ballot Envelope (Form 276P) is located in Envelope 3P. NOTE: Provisional voters must be issued an Official Provisional ballot (paper ballot) located in Envelope 3P.</p>	44, 46, 54, 55, 57, 60, 61, 62, 65, 76, 91, 101, 104, 108, 114
<p>Ballot Privacy Sleeve – Used to provide secrecy of the ballot once the voter has completed voting. The privacy sleeves are located inside the ESC and should be returned to the ESC when the polls close.</p>	44, 55, 58, 59, 66, 68, 69, 70, 84, 91
<p>Official Results Tape is the tape produced by the Ballot Scanner once the polls are closed. The tape is attached to each Certificate of Results (Form 80). All Judges must sign at the bottom of the Official Results Tape.</p>	84, 90, 91, 104, 109, 114
<p>Correction Report, Form 15 – This form is included at the bottom of the Applications for Ballot pad. If a voter or a Judge finds an error on a voter’s application for ballot, the Judge must make note of the error on the correction report. After the polls close, the Judges must sign at the bottom of the completed report, tear at the perforated line and place at the top of the used Application for Ballot, Form 14 and 14Reg, spindle.</p>	20, 44, 46, 49, 83, 91
<p>Morning Zero Tape – The morning zero tape will print once the ballot scanner is turned on, on election morning and must remain attached to the ballot scanner all day. The Morning Zero Tape must be removed from the ballot scanner after all ballots have been processed but before the polls are closed on the machine. Judges must sign the Morning Zero Tape and place inside the Blue Transfer Case. Do not give copies of this tape to anyone inside the polling place.</p>	34, 35, 78, 82, 86, 91

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<p>Seals – There are various seals included with the supplies and on the equipment. There is a Unused Seal Bag, located in the plastic sleeve on the ESC door, that contains the seals that you will use on Election Day. Also is the Broken/Used Seal Bag, located in the plastic sleeve on the ESC door, where seals that are removed must be placed and returned to the Receiving Station.</p>	<p>20, 32, 33, 36, 80, 81, 88, 89, 92, 106, 109</p>
<p>Ballots – There are two (2) different methods for marking a ballot in each precinct. Voters can mark their choices with a ballot marker on a pre-printed ballot or use the touchscreen to print a ballot with their selections. Each voter can only choose one method of voting.</p>	<p>6, 9, 10, 15, 19, 20, 23, 27, 33, 39, 44, 52, 54, 60, 61, 64, 66, 67, 68, 73, 75, 76, 77, 78, 80, 81, 82, 83, 84, 85, 86, 87, 90, 91, 92, 94, 95, 98, 100, 102, 103, 104, 108, 109,</p>
<p>Ballots in Split Precincts – Split Precincts have more than one Ballot Style, which are created numerically. In Split Precincts, the Election Judges must ensure that the proper ballot style is issued to the voter. The Application for Ballot, Form 14, includes the ballot style for each voter. Match the ballot style on the Form 14 to the ballot style on the Official Ballot. It is imperative that each voter is issued the correct ballot style.</p>	<p>67</p>