



*Alison Lundergan Grimes*

**STATE BOARD OF ELECTIONS**  
**PRECINCT ELECTION**  
**OFFICERS' GUIDE**  
**MAY 22, 2018 PRIMARY**

**Last Revised: March 2018**



COMMONWEALTH OF KENTUCKY  
**STATE BOARD OF ELECTIONS**  
ALISON LUNDERGAN GRIMES  
Secretary of State & Chief Election Official

April 2, 2018

Dear Precinct Election Officer,

As the Commonwealth of Kentucky's Chief Election Official, I thank you for serving as a precinct election officer for the upcoming 2018 primary election.

The Commonwealth relies on more than 15,000 PEOs in more than 3,700 precincts to ensure every eligible Kentuckian can participate in free and fair elections. As we head to the polls to elect officials for local, county, statewide, and federal offices, I am grateful for your willingness to serve your fellow Kentuckians.

Protecting the right to vote and the integrity of the ballot is paramount to the democratic process. Enclosed you will find a copy of the State Board of Elections' Precinct Election Officers' Guide for the May 22, 2018 Primary Election. This document contains information regarding your responsibility as a PEO and the laws and regulations pertaining to election administration. Please review this document in its entirety.

Again, thank you for your service. Should you have any questions or concerns, or if my office can be of assistance to you, please contact [admin@govoteky.com](mailto:admin@govoteky.com).

Sincerely,

A handwritten signature in blue ink that reads "Alison Lundergan Grimes".

Alison Lundergan Grimes

ALG/je

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## **RESPONSIBILITIES OF ALL PRECINCT ELECTION OFFICERS**

1. Open the polling place for voting at 6:00 a.m. Please arrive at the precinct at least by 5:30 a.m. to allow yourself enough time to prepare the polling place before 6:00 a.m.
2. Set up all voting equipment, including the accessible voting machine. All equipment must be set up by 6:00 a.m. This includes the accessible voting equipment.
3. Assist in the opening, examination, and closing of the voting machines.
4. Ensure the voting equipment is set up to maintain a voter's privacy.
5. Ensure that Election Day posters and notices are posted.
6. Ensure that only registered voters enter the voting machine to cast a ballot.
7. Throughout the day, compare the ballot face of the machine with the sample ballot to be sure that there have been no alterations on the ballot face. For counties using paper ballots, ensure you are providing the correct ballot to each voter.
8. If a problem should arise with a voting machine, immediately contact your county clerk for instructions.
9. Ensure that the election laws are obeyed and that any potential violation is reported to the Precinct Sheriff for his/her entry and signature on form SBE 53, Precinct Sheriff's Post-Election Report.
10. All voters must produce an acceptable form of identification or be a personal acquaintance of the precinct election officer and sign the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, before casting a ballot. A voter who does not produce an acceptable form of identification or is not a personal acquaintance of a precinct election officer may request a hearing before the county board of elections or vote a provisional ballot.
11. Completely fill in the oval in the "ID Type" column on the roster. The precinct election officer verifies the identity of the voter by affixing his/her initials in the "Clerk Initials" column of the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster. Do not write in any other areas on the Precinct Signature Roster.
12. If a voter's name does not appear on the Precinct Signature Roster, verify that the voter is in the correct precinct by reviewing the voter's address with maps/information provided by the county clerk.
13. You must confirm the eligibility of a voter whose name does not appear on the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, but claims to be in the correct precinct, by:
  - Contacting your county clerk, or
  - Contacting the toll-free State Board of Elections' Voter Registration Verification System. (See pages 27 and 28). The telephone number will be provided in your Election Day supplies.

14. If you can confirm the eligibility of a voter whose name is not on the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, the voter must complete form SBE 32, Oath of Voter, a new voter registration card indicating the new address, and form SBE 25, Supplemental Precinct Signature Roster, before casting a ballot on the voting machine.
15. Any precinct election officer may complete and sign the bottom portion of form SBE 32, Oath of Voter, when it is used. Make sure you completely fill out the reason for requiring the oath on the "Reason for Requiring Oath" portion of form SBE 32, Oath of Voter.
16. If the voter's eligibility cannot be confirmed, the voter cannot vote at the precinct on the voting machine. The precinct election officer must instruct the individual of the option to request a hearing before the county board of elections to determine eligibility or vote a provisional ballot if the individual resides within the geographic boundaries of the precinct.
17. Instruct voter, when requested, how to operate the voting machine:
  - a. Do not enter the voting machine privacy area after the voter has entered this area.
  - b. Do not make any comments that might be considered in favor of any party, candidate, or public question.
  - c. Do not hover in the voting privacy area after providing instructions to the voter.
  - d. Do not attempt to view the voter's selections as he or she votes.
18. Any precinct election officer may complete and sign the bottom portion of form SBE 31, Voter Assistance Form, when it is used.
19. If voters are waiting in line to use a voting machine, no voter shall have more than two minutes in which to vote, except that voters with disabilities may have extra time to cast a ballot on any voting machine of their choice.
20. Any voter may vote on the accessible voting machine regardless of whether the voter has a disability.
21. Sign return sheets and post-election results at the polling place at the end of the day.
22. At the close of the polls, on the "Summary Page" of your Precinct Signature Roster write the total the number of voters who signed the Precinct Signature Roster (do not include absentee voters) and write the total number of voters who signed form SBE 25, Supplemental Precinct Signature Roster, and calculate the grand total. (See page 59.)
23. Complete and sign the Ballot Accountability Statement if using paper ballots.
24. If provisional ballots are issued, complete and sign form 37, Provisional Ballot Accountability Statement. You must also complete and sign in two (2) places, form SBE 38, Provisional Ballot Outer Envelope. (See Samples of Election Day Forms).
25. Properly fill out all required forms including Precinct Signature Rosters. Use ink pens only. Do not use markers or pencil.



26. Duties for additional precinct election officers will be assigned by the county board of elections.
27. Your county board of elections will provide detailed training on how to set up, use, and close the voting machines for your precinct.

## **Procedure when a voting machine becomes unusable on Election Day (KRS 117.215)**

If a voting machine malfunctions on Election Day, the precinct election officers are instructed on the following procedures (KRS 117.215 and KRS 117.225):

### **PROCEDURE FOR ELECTRONIC MACHINES**

#### **WHEN A RESERVE VOTING MACHINE IS AVAILABLE**

- The precinct election officers should call the county clerk to determine if a reserve voting machine is available.
- Upon the direction of the county clerk, the precinct election officers should lock and seal the malfunctioning machine and record the numbers shown on the public counter on the malfunctioning machine's Verification Sheet.
- The reserve voting machine should be prepared and made ready for use by the precinct election officers. The county clerk should ensure that the precinct name and number is assigned on the reserve machine's Verification Sheet before delivery to the precinct.
- When the polls close, both the original and the reserve machine should be examined and the votes counted. The sum of the total number of votes cast on both machines for each candidate will be certified as the results of the election in that precinct.

These procedures should be noted on form SBE 53, Precinct Sheriff's Post-Election Report, on form SBE 54, County Board of Elections Post-Election Report, and in the minutes of the county board of elections.

### **PROCEDURE FOR SCANNER MACHINES**

As stated above, KRS 117.215 mandates the procedures for when an electronic voting machine becomes unusable on Election Day and you have a reserve machine available. However, the law is silent as to how to handle the situation when a scanner machine becomes unusable.

Your county board of elections should seek the advice of your county attorney before deciding on a course of action to address the unique factual situations that may arise in your county on Election Day. However, the State Board of Elections has developed the following suggestions of procedures that may be helpful.

If a scanner machine becomes unusable on Election Day, please be sure to note the procedures you follow on form SBE 53, Precinct Sheriff's Post-Election Report, form SBE 54, County Board of Elections Post-Election Report, and in the minutes of the county board of elections.

### **WHEN A RESERVE MACHINE IS AVAILABLE**

- The precinct election officers should direct voters to vote on the electronic accessible voting machine in the precinct.
- The precinct election officers should call the county clerk to determine if a reserve scanner is available.
- The voting machine technician or county board of election designee should be called to the precinct to replace the machine.
- With both precinct judges present, the technician should:
  - break the seal on the scanner and unlock the door;
  - place all already scanned ballots that are in the bottom of the tub into an envelope, seal it, and leave the sealed envelope in the black tub;
  - pull out the black drawer that is located in the tub (there could be ballots in this drawer, which will be scanned once the replacement scanner is mounted onto the tub);
  - remove the malfunctioning scanner from the tub; and
  - place the reserve scanner on the tub and continue with start-up procedures including printing a zero tape that should be signed by the witnessing precinct election officers.
- Each county should develop a service call sheet to be completed by the technician and signed by two precinct election officers of differing political parties that includes the following:
  - County, date, machine number, time of service and precinct;
  - Space for the technician to detail the need for the service call, any repairs made, or replace of malfunctioning machine;
  - Public counter numbers and seal numbers on malfunctioning machine and replacement machine; and
  - Signature lines for the technician and the two precinct election officers of differing political parties.
- The two precinct officers of differing political parties should then scan any ballots that were placed in the black drawer immediately making sure all ballots are scanned.
- The technician will return the malfunctioning scanner to the county clerk's office. If votes were placed on the malfunctioning scanner, the Mobile Ballot Box ("MBB") should not be removed until polls are closed and it is time to run the tally of the votes.

### **PROCEDURE FOR ALL VOTING MACHINES**

### **WHEN NO RESERVE MACHINE IS AVAILABLE**

- The precinct election officers should call the county clerk to determine if a reserve voting machine is available.

- The precinct election officers should direct voters to the electronic accessible voting machine, if such machine is available.
- The county clerk should provide supplemental paper ballots for use at the precinct and a ballot box in which to deposit the voted ballots, along with a ballot accountability statement.
- The precinct election officers should lock or seal the malfunctioning machine and record the numbers shown by the public counter on the malfunctioning machine's Verification Sheet.
- If supplemental paper ballots are used, the voter takes the supplemental paper ballot with stub intact and goes alone to the voting booth. After voting the paper ballot, the voter must remove the numbered stub, hand the stub to a precinct election officer and deposit the voted ballot in the locked ballot box. The ballot box must be locked with two (2) locks and the judges of the precinct must each hold the key to one lock.
- If supplemental ballots are used, the precinct election officers should return the voted supplemental paper ballots to the county board of elections and tally the votes cast on the voting machine at the precinct. The county board of elections will count the voted supplemental paper ballots and will add the supplemental paper ballot tally to the tally of the votes from the voting machine. The sum of these votes will be certified as the results of the election in that precinct.

These procedures should be noted on form SBE 53, Precinct Sheriff's Post-Election Report, on form SBE 54, County Board of Elections Post-Election Report, and in the minutes of the county board of elections.

## SPECIAL DUTIES OF PRECINCT CLERK

Check (✓) when Complete	DUTIES
	The county clerk must deliver the machines and all voting supplies to the precincts at least one hour before the polls open. The county clerk should designate a secure location within the precinct polling location for the storage of these items until your arrival. However, your county clerk may direct you to pick up all election supplies for the precinct prior to Election Day and deliver election supplies to the precinct polling location on Election Day.
	Examine the voting machine and compare the ballot face of the machine with the sample ballot prior to opening the polling place or check to ensure the correct paper ballots have been sent to your precinct. Immediately report any discrepancies to the county clerk.
	Check to ensure that you have the correct precinct signature roster for your precinct.
	Examine your Precinct Signature Rosters to determine if those persons who have applied for Absentee Ballots have been identified. If this task has not been done, you should take form SBE 33A, List of Voters Issued Absentee Ballots, (See page 58), and compare it to your Precinct Signature Roster, stamping <u>ABSENTEE</u> in the signature space on the roster by the name of any

	<p>voter listed. No person who has applied for an absentee ballot may vote in person at the polling place on Election Day, unless you receive the following:</p> <ul style="list-style-type: none"> <li>• Form SBE 26, Authorization to Vote at Precinct; or</li> <li>• Court order</li> </ul>
	<p>Search the Precinct Signature Roster to find the voter's name. Registered voters in your precinct will be listed in the Precinct Signature Roster, alphabetical by last name, with each Address Confidentiality Program ("ACP") participant listed on a separate page immediately following the alphabetical listing by voter's last name. (See page 29).</p>
	<p>If the individual's name is not found in any of the rosters, call the county clerk immediately.</p>
	<p>Before a voter signs the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, confirm the voter's identity.</p>
	<p>Verify the identification of each voter by one of the following methods:</p> <ul style="list-style-type: none"> <li>• Personal acquaintance with an election officer;</li> <li>• Driver's license (does not have to be a Kentucky-issued driver's license);</li> <li>• Any identification card with picture and signature of voter ("Other ID");</li> <li>• Any United States government-issued identification card ("Other ID");</li> <li>• Any Kentucky state government-issued identification card with picture ("Other ID");</li> <li>• Social Security card; or</li> <li>• Credit card.</li> </ul>
	<p>Request the current address of the voter to determine if the voter remains qualified to vote in the precinct before allowing the voter to sign the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, and vote.</p>
	<p>Do not turn voters away who are not on the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, without first contacting the county clerk's office or contacting the toll-free State Board of Elections' Voter Registration Verification System. These voters may be eligible to vote. Instruct the individual of the option to request a hearing before the county board of elections to determine eligibility or to vote a provisional ballot if the individual resides within the geographic boundaries of the precinct.</p>
	<p>Completely fill in the oval in the "ID Type" column on the roster. The precinct officer verifying the identity of the voter will sign his or her initials in the "Clerk Initials" column of the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster. Do not write in any other areas of the Precinct Signature Rosters or form 25, Supplemental Precinct Signature Roster.</p>
	<p>Ask each voter to choose the type of voting machine he or she would like to use to cast their ballot. Any voter may vote on the accessible voting machine regardless of whether the voter has a disability.</p>
	<p>Attest the signature of any person who assists a voter on form SBE 31, Voter Assistance Form.</p>
	<p>Verify that the voter signed the Precinct Signature Roster on the correct line. If the voter does not sign on the correct line, note the error on form SBE 53,</p>

	Precinct Election Sheriff's Post-Election Report.
	If using paper ballots, complete and sign the Ballot Accountability Statement, a form created by the county clerk. (See Samples of Election Day Forms).
	If provisional ballots are issued, complete and sign form 37, Provisional Ballot Accountability Statement. You must also complete and sign in two (2) places, form SBE 38, Provisional Ballot Outer Envelope. (See Samples of Election Day Forms).
	At the close of the polls, on the "Summary Page" of your Precinct Signature Roster write the total the number of voters who signed the Precinct Signature Roster (do not include absentee voters) and write the total number of voters who signed form SBE 25, Supplemental Precinct Signature Roster, and calculate the Grand Total. (See page 59.)

## SPECIAL DUTIES OF PRECINCT JUDGES

Check (✓) when Complete	DUTIES
	Ask each voter to choose the type of voting machine he or she would like to use to cast their ballot. Any voter may vote on the accessible voting machine regardless of whether the voter has a disability.
	Inform the Precinct Sheriff of any election law violations, potential election law violations, irregularities and suggestions for improvement or other comments.
	Examine the voting machine and compare the ballot face of the machine with the sample ballot prior to opening the polling place for voting or check to ensure the correct paper ballots have been sent to your precinct. Immediately report any discrepancies to your county clerk.
	Sign form SBE 31, Voter Assistance Form, and render assistance to any voter who meets the legal requirements for assistance in operating the voting machine if the voter does not bring someone to assist him or her or does not select someone at the polling place other than the precinct judges. [see "Voter Needs Assistance in Voting" section of this Precinct Election Officers' Guide for details on when the precinct judges may offer assistance.] Voters must meet one of the following conditions rendering him unable to vote without assistance, in order to be eligible to receive voting assistance: <ul style="list-style-type: none"> <li>● Inability to read English;</li> <li>● Physical disability; or</li> <li>● Blindness.</li> </ul>
	Regularly check the voting machine screens to make sure they are clean and without stray marks left by voters.
	Seal and lock the voting machine after the polls have closed.
	Sign the voting machine Verification Form for each voting machine in your precinct, a form created by the county clerk. (See Samples of Election Day Forms).
	Attest the signature of any person who assists a voter on form SBE 31, Voter

	Assistance Form.
	If using paper ballots, sign the Ballot Accountability Statement, a form created by the county clerk. (See Samples of Election Day Forms).
	If provisional ballots are issued, sign form 37, Provisional Ballot Accountability Statement. You must also complete and sign in two (2) places, form SBE 38, Provisional Ballot Outer Envelope. (See Samples of Election Day Forms).
	Return all election supplies and results of the election to the county board of elections.

## SPECIAL DUTIES OF PRECINCT SHERIFF

Check (✓) when Complete	DUTIES
	Compare the ballot face of the machine with the sample ballot prior to opening the polling place or check to ensure the correct paper ballots have been sent to your precinct. Immediately report any discrepancies to the county clerk.
	Display American flag at the entrance to polling place and install temporary accessibility devices, when instructed by the county clerk. This includes installing handicap parking signs, parking cones for creating the accessible parking spaces, door knob adapters, ramps, etc.
	Maintain order at the polling place. No person, except for challengers, is permitted to have paper, telephone, cellphones, computers or other technology systems in the voting room for the purpose of creating check-off lists or to record the identity of any voter. Voters may have cellphones in their possession and take ballot selfies in accordance with 31 KAR 4:170(2).
	Ensure only those persons allowed by law to be in the voting room are granted access.
	If media appear, immediately contact the county clerk. Members of the news media are allowed in the voting room for the limited purpose of filming the voting process. The media may not film the identity of the voters, conduct interviews with voters inside the voting room, or disrupt the voting process.
	Report any potential election law offenses to the county clerk, county sheriff, and/or the State Police.
	Note all election law violations, potential election law violations, irregularities, suggestions for improvement or other comments on form SBE 53, Precinct Sheriff's Post-Election Report. Sign form SBE 53, Precinct Sheriff's Post-Election Report, and include with the election supplies on election night. A supplement to this report may be filed with the county clerk within three (3) days of the election.
	Synchronize all clocks and promptly at 6:00 p.m., station yourself at the end of the line of persons waiting to vote. <ul style="list-style-type: none"> <li>• All voters in line by 6:00 p.m. must be allowed to vote regardless of how long it takes.</li> <li>• No person who joins the line after the precinct sheriff shall be allowed to</li> </ul>

	<p>vote.</p> <ul style="list-style-type: none"> <li>• If your precinct is sharing a voting location, each precinct must close at the same time unless there is a line in the precinct.</li> </ul>
	Attest the signature of any person who assists a voter on form SBE 31, Voter Assistance Form.
	If using paper ballots, sign the Ballot Accountability Statement. (See Samples of Election Day Forms).
	If provisional ballots are issued, sign form 37, Provisional Ballot Accountability Statement. You must also complete and sign in two (2) places, form SBE 38, Provisional Ballot Outer Envelope. (See Samples of Election Day Forms).

## BALLOT AND VOTING MACHINE FORMS

### **BALLOT ACCOUNTABILITY STATEMENT (SEE PAGE 61)**

(Only applies to counties using paper ballots in the precinct)

**PRIMARY:** An accounting of the total number of ballots for each party and nonpartisan race submitted to the precinct.

**Contains:**

- An oath for the county clerk to sign attesting to the accuracy of the information provided on the statement;
- An accounting of the total number of ballots used, unused, and spoiled on Election Day to be completed by the precinct election clerk and signed by all four (4) precinct election officers;
- An accounting of the total number of ballots returned to the county clerk at the end of the Election Day to be completed by the precinct election clerk;
- A section that allows for the precinct election clerk to explain any discrepancies;
- An oath for all four of the precinct election officers to sign attesting to the accuracy of the information provided on the statement; and
- The signatures of all four precinct election officers.

### **PROVISIONAL BALLOT ACCOUNTABILITY STATEMENT (SEE PAGE 63)**

(Applies to all counties for FEDERAL OFFICES ONLY (President, United States Senator, and United States Representative)).

**PRIMARY:** An accounting of the total number of provisional ballots for each political party (Democrat and Republican) submitted to the precinct.

Contains:

- An accounting of the total number of provisional ballots issued, used, unused, and spoiled by each political party (Democrat and Republican) on Election Day to be completed by the precinct election clerk and an oath for all four (4) precinct election officers to sign attesting to the accuracy of the information provided on the statement; and
- A section that allows for the precinct election clerk to explain any discrepancies.

**ESCAN VERIFICATION FORM (SEE PAGE 54)**

**ONE VERIFICATION FORM PER VOTING MACHINE:**

Contains:

- The assigned precinct name and number, if applicable;
- The serial numbers of the voting system components;
- The seal numbers;
- Counter number at the beginning of the election, if applicable;
- Counter number at the end of the election, if applicable;
- Signature line for the program administrator who sealed the voting system after the accuracy test; and
- Signature lines for the two precinct election judges to sign on Election Day.

<b>ELECTION SECURITY PLAN</b>
-------------------------------

Election Day security is largely in your hands. Each county must have a security plan in place. Your county board of elections must train you on your county's procedures to ensure security of the voting equipment and election materials. Below are procedures to follow in every county to ensure security.

**MACHINE DELIVERY**

The county clerk must deliver the machines and all voting supplies to the precincts at least one hour before the polls open. The county should designate a secure location within the precinct for the storage of these items until your arrival. Make sure you know where to find your election materials if you do not already have them.



## **MACHINE PLACEMENT**

After you have inspected all equipment and supplies and made sure the equipment and supplies are ready for use, begin the setup of each polling place. When you set up your precinct, the following must be guaranteed:

- Voters should not be able to access the voting devices' power control, counter controls, and results storage media.
- You should maintain control of all administrator and ballot activation devices.
- You should verify date, time, and precinct on the voting devices.

Make sure that the precinct, as well as the accessible voting machine, remains accessible to all voters with disabilities.

## **PAPER BALLOTS AT THE PRECINCT**

If your county uses paper ballots, count and verify the number of ballots you have received on the proper forms.

Ensure that you secure all paper ballots throughout the day. Do not leave a stack of ballots unattended at any time during the day or allow voters access to the paper ballots unless voting a ballot.

## **POLLING LOCATION AND PROCESS SECURITY**

You should secure the area around the voting devices at all times.

Only precinct election officers and other legally authorized personnel and registered voters waiting to vote should be allowed in this area. Each precinct election officer should have a clearly defined role so voters are able to identify the precinct election officers and their particular responsibilities.

- The precinct judges should maintain control of the ballot activation device and, if issued to the voter, only issue the device when a voting machine is available for the voter's use.
- Precinct election officers must be vigilant to make sure the voting devices have not been damaged or tampered with.

You should occasionally compare the following:

- The number of votes recorded on the voting device.  
vs.
- The number of signatures in the Precinct Signature Roster and form SBE 25, Supplemental Precinct Signature Roster.

**If these numbers do not match, the precinct election officers should immediately contact the county clerk.**

Important security concerns may be avoided if you do the following:

- Arrange the voting machines or privacy booths so that the flow of traffic is not passing behind the voters as they are casting their ballots.
- Manage the flow of voters within the polling area so that lines are minimal and occur at the registration table and not at the machine.
- Do not let voters sign the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, until a voting device is ready. Do not let a line develop at the voting device. Keep the line at the registration table.
- Wear identification tags so that the voters will recognize you as being a precinct election officer at the polling location.
- Call the county clerk immediately when a problem occurs.

## **SECURITY FOR ELECTION DAY CLOSING**

WHEN TO CLOSE THE POLLS, RECORDING THE RESULTS, AND  
SECURING THE EQUIPMENT AFTER CLOSING THE POLLS

**After all voters who were in line by 6:00 p.m. have cast their ballots, it is time for the precinct election officers to close the voting devices and tabulate the votes.**

Primary Reminder: Any candidate or slate of candidates, or their representatives, as well as members of the news media authorized by the county board of elections, may be present to witness and check the vote count.

### **WHEN CLOSING THE POLLS, YOU SHOULD FOLLOW THE PROCESS BELOW:**

- You should validate the number of voter activation devices and secure them in a transport case for return to the local election office.
- The voting devices should be secured by using the numbered closing seals.
- You should complete and sign the proper paperwork to be returned to the county clerk, county board of elections, and grand jury.
- The public and protective counter numbers should be recorded on the return envelopes along with device serial number and seal numbers on the Verification Forms.
- The print out totals for each voting device used should be recorded on the proper paperwork, posted at the precinct, and then returned to the county clerk and county board of elections.

- The precinct judges should return the devices and materials to the county clerk and county board of elections, making certain to properly seal all devices before transport begins. Do not put these materials inside the voting machine. The voting machine is to be locked for ten (10) days after the election and can only be opened by court order.
- The county clerk should verify receipt of all devices and confirm that all devices are properly sealed.

**AT THE END OF THE DAY, THE PRECINCT ELECTION OFFICERS SHOULD COMPARE THE FOLLOWING NUMBERS:**

- The number of votes recorded on the voting device.  
vs.
- The number of signatures in the Precinct Signature Roster and form SBE 25, Supplement Precinct Signature Roster.

**NOTE: After the equipment is sealed after the election, the precinct election officers should secure the voting equipment in the location in which it was left prior to the election.**

**POSTERS AND NOTICES REQUIRED TO BE POSTED AT  
PRECINCT**

It is the duty of all precinct election officers to make sure these posters and notices are posted in a visible area inside the polling place by 6:00 a.m. on Election Day.

Check (✓) when posted	Form Number	Poster or Notice Title
	SBE 52	Vote buying & selling are illegal
	SBE 52B	Clerical error
	SBE 52C	Voter Rights & Responsibilities
	SBE 52D	Prohibition Against Check-off Lists in the Precincts
	No Number	Sample ballot including instructions on the use of the voting machine.
	SBE/SOS/05	Candidate withdrawal notices, if necessary

	No Number	Voting machine identified by precinct (when 2 or more are sharing a facility)
	No Number	Instructions for Voting a Provisional Ballot Sheet This sheet is to be posted in a conspicuous place where it may be easily seen by all voters and includes information to help the voter know how to cast a provisional ballot.

## **VOTER'S NAME IS ON THE LIST OF VOTERS ISSUED ABSENTEE BALLOTS**

At the beginning of Election Day, examine your Precinct Signature Rosters to determine if those persons who have applied for absentee ballots have been identified. If this task has not been done, you should take form SBE 33A, List of Voters Issued Absentee Ballots, (see page 58) and compare it to your Precinct Signature Roster, stamping "ABSENTEE" in the signature space on the roster by the name of any voter listed.

If a voter has an "ABSENTEE" stamp on the Precinct Signature Roster or is listed on form SBE 33A, List of Voters Issued Absentee Ballots, contact the county clerk before turning the voter away from the precinct.

No person who has applied for an absentee ballot may vote in person at the polling place on Election Day, unless the precinct election officers receive the following:

- Form SBE 26, Authorization to Vote at Precinct (see page 55);  
or
- Court order.

## **PRECINCT, SUPPLEMENTAL, AND PROVISIONAL SIGNATURE ROSTERS**

The Precinct Signature Roster, form SBE 25, Supplemental Precinct Signature Roster, and form SBE 35, Provisional Ballot Precinct Signature Roster, serve as a paper record that an individual voter voted in an election. The rosters are also used to give the individual voter credit for voting in a particular Primary or General Election in the voter registration system. By following the procedures listed below, the voter will be given credit for voting in the voter registration system. "Voter Credit" means the record of the voter's attendance at the election and does not mean the ballot cast by the voter.

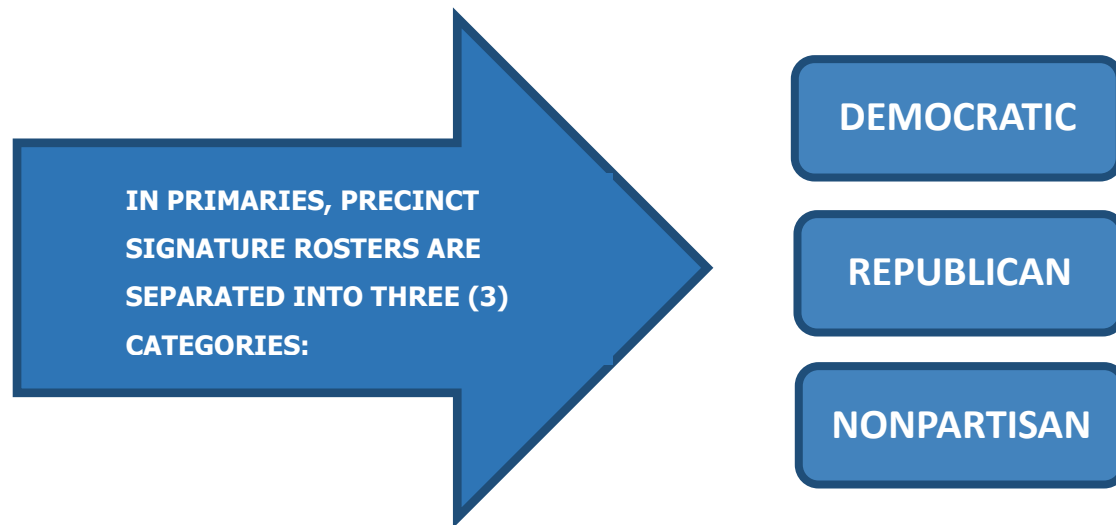
- Use ink pens only.
- Do not attach tabs to the roster pages because they will tear the roster when removed for scanning.

- Do not use paper clips, staples, and loose pieces of paper, post-it notes, or any other type of note on the roster pages.
- Do not use correction fluid ("white out") to correct any line in which someone signed in the wrong area. Note any such errors on a separate sheet of paper and on form SBE 53, Precinct Election Sheriff's Post-Election Report, and return to the county board of elections.
- Do not place a check "√" mark or put an "X" mark through the ID type. You will need to completely fill in the oval for the voter to receive proper credit.

ID Type					Clrk Init
FILL IN ONE box ONLY					
PA <input type="radio"/>	DL <input checked="" type="radio"/>	OI <input type="radio"/>	SS <input type="radio"/>	CC <input type="radio"/>	CK
PA <input type="radio"/>	DL <input checked="" type="radio"/>	OI <input type="radio"/>	SS <input type="radio"/>	CC <input type="radio"/>	CK
PA <input type="radio"/>	DL <input checked="" type="radio"/>	OI <input type="radio"/>	SS <input type="radio"/>	CC <input type="radio"/>	CK

- Do not mark a line through the voter's name if the person is deceased or moved out of the county. Note the name of the voter and change on a separate sheet of paper and on form SBE 53, Precinct Election Sheriff's Post-Election Report, and return to the county board of elections.
- If a person signed form SBE 32, Oath of Voter, but did not sign form SBE 25, Supplemental Precinct Signature Roster, note the name of the voter on a separate sheet of paper, and on form SBE 53, Precinct Election Sheriff's Post-Election Report, and return to the county board of elections so that the person may receive voter credit.
- At the close of the polls, on the "Summary Page" of your Precinct Signature Roster write the total the number of voters who signed the Precinct Signature Roster (do not include absentee voters) and write the total number of voters who signed form SBE 25, Supplemental Precinct Signature Roster, and calculate the Grand Total. (See page 59.)

## PRIMARY ELECTION PRECINCT SIGNATURE ROSTERS



Kentucky conducts closed primaries, which means that a voter must affiliate with a political party in advance of the election date, and specifically **on or before December 31<sup>st</sup>** immediately preceding the primary election, in order to participate in that party's primary.

You will find the Precinct Signature Rosters "Democratic," "Republican," and "Nonpartisan," form SBE 25, Supplemental Precinct Signature Roster, and form SBE 35, Provisional Ballot Precinct Signature Roster, in your precinct materials provided to you by the county clerk. Every voter must sign one of the signature rosters before voting.

Registered voters in your precinct will be listed in the Precinct Signature Rosters, alphabetical by last name, with each participant of the Address Confidentiality Program ("ACP") listed on a separate page immediately following the alphabetical listing by voter's last name.

You must fill in only one oval for identification (ID) Type [PA=Personal Acquaintance; DL=Driver's License; OI=Other Identification; SS=Social Security Card; or CC=Credit Card] and affix your initials on the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, before the voter signs the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster.

## PRECINCT SIGNATURE ROSTER "DEMOCRATIC" – SAMPLE

009 BOURBON B101 MILLERSBURG #1		Precinct Roster Commonwealth of Kentucky State Board of Elections				2015 Primary Election 5/19/2015						
Voter's Name and Address	Birth Date	Sex	Voter's ID Number	Party	Signature	Cong City	Sen School	ID Type FILL IN ONE box ONLY	Clerk Init			
ABNEY, JENNA KAYE 200 W 4TH ST	7/8/1985	F		Dem		X	072 27	PA	DL	01	SS	CC
AGNER, STEVEN REYNOLDS 133 LEER ST	7/28/1986	M		Dem		X	072 27	PA	DL	01	SS	CC
AHLSTRAND, TANARA KRISTEN 104 MILLERSBURG CYNTHIANA RD	9/20/1967	F		Dem		X	072 27	PA	DL	01	SS	CC
ALEXANDER, GREGORY 804 MAIN ST APT 35	2/2/1964	M		Dem		X	072 27	PA	DL	01	SS	CC
Allen, Brandon C 411 MAIN ST APT 3	10/19/1988	M		Dem		X	072 27	PA	DL	01	SS	CC
ALLEN, TAGGETT G. 103 MAIN ST	5/16/1953	M		Dem		X	072 27	PA	DL	01	SS	CC
ARREDONDO, MARIA TERESA 130 MAPLE AVE	10/16/1965	F		Dem		X	072 27	PA	DL	01	SS	CC
ASBURY, SUZANNAH WELLS 105 MAPLE AVE	7/11/1967	F		Dem		X	072 27	PA	DL	01	SS	CC
ASBURY, TONY ERONDO 105 MAPLE AVE	9/18/1970	M		Dem		X	072 27	PA	DL	01	SS	CC
AVERY, JEFFERY DEA 1006 MILLER ST	5/27/1965	M		Dem		X	072 27	PA	DL	01	SS	CC
AVERY, MAXINE M 1006 MILLER ST	9/30/1935	F		Dem		X	072 27	PA	DL	01	SS	CC
AVERY, PATRICK M 1003 MILLER ST	3/23/1961	M		Dem		X	072 27	PA	DL	01	SS	CC
AVERY, PATRICK NASON 1003 MILLER STREET	9/18/1965	M		Dem		X	072 27	PA	DL	01	SS	CC

Page 1 of 92 ID types: PA=Personal acquaintance DL=Driver's license OI=Other Identification SS=Social security CC=Credit card ABNE-AVER

## PRECINCT SIGNATURE ROSTER "REPUBLICAN" – SAMPLE

009 BOURBON B101 MILLERSBURG #1		Precinct Roster Commonwealth of Kentucky State Board of Elections				2015 Primary Election 5/19/2015						
Voter's Name and Address	Birth Date	Sex	Voter's ID Number	Party	Signature	Cong City	Sen School	ID Type FILL IN ONE box ONLY	Clerk Init			
AMBURGEY, WILLIAM RONNIE 115 LEER ST	5/2/1943	M		Rep		X	072 27	PA	DL	01	SS	CC
ANTHONY, SHERRY L 100 E 6TH ST	2/8/1963	F		Rep		X	072 27	PA	DL	01	SS	CC
AVERA, JOHNNY G 104 LEER ST	8/8/1957	M		Rep		X	072 27	PA	DL	01	SS	CC
BAKER, ANGELA MICHELLE 704 MAIN ST	3/7/1976	F		Rep		X	072 27	PA	DL	01	SS	CC
BARNES, ANANDA ROSE 1611 MILLERSBURG-CYNTHIANA RD	9/12/1978	F		Rep		X	072 27	PA	DL	01	SS	CC
BARNES, MORRIS ANTHONY 1611 MILLERS/CYNTHIANA RD	10/5/1971	M		Rep		X	072 27	PA	DL	01	SS	CC
BARTMAN, MICHAEL D 1004 VIMONT ST	4/4/1961	M		Rep		X	072 27	PA	DL	01	SS	CC
BASCOM, KATHRYN E 475 TARR RD	10/7/1981	F		Rep		X	072 27	PA	DL	01	SS	CC
BASCOM, RAYMOND CARL 475 TARR RD	8/18/1958	M		Rep		X	072 27	PA	DL	01	SS	CC
BECKS, EVELYN M 1116 MAIN ST	9/22/1960	F		Rep		X	072 27	PA	DL	01	SS	CC
BENTON, BOBBIE JEAN 706 VIMONT ST	7/5/1962	F		Rep		X	072 27	PA	DL	01	SS	CC
BERRY, JOHNNATHON CHASE 554 TARR RD	10/25/1955	M		Rep		X	072 27	PA	DL	01	SS	CC
BERRY, LAURA DOTSON 554 TARR RD	6/11/1971	F		Rep		X	072 27	PA	DL	01	SS	CC

Page 62 of 92 ID types: PA=Personal acquaintance DL=Driver's license OI=Other Identification SS=Social security CC=Credit card AMBU-BERR

**"DEMOCRATIC" AND "REPUBLICAN" REGISTERED VOTERS CHANGING POLITICAL PARTY AFFILIATION AFTER THE DECEMBER 31<sup>ST</sup> DEADLINE:**

An individual whose political party affiliation is that of a "Democrat" or "Republican" and who changed their political party affiliation after the December 31<sup>st</sup> deadline, IS NOT permitted to vote in the "Democratic" or "Republican" party primaries. The Precinct Signature Roster for that individual will be coded **"\*Nonpartisan"** in the "Voter's Signature" column. (See sample below). This individual will only be permitted to vote in **"Nonpartisan"** races (e.g., judicial and city races in which nonpartisan elections are conducted).

### "DEMOCRATIC" REGISTERED VOTER CHANGING POLITICAL PARTY AFFILIATION AFTER THE DECEMBER 31<sup>ST</sup> DEADLINE – SAMPLE ROSTER

037 FRANKLIN A103 VOGLER-COLEMAN		Precinct Roster Commonwealth of Kentucky - State Board of Elections		2015 Primary Election 5/19/2015									
Voter's Name and Address	Birth Date	Sex	Voter's ID Number	Party	Voter's Signature	Cong City	Hs School	Sen	ID Type FILL IN ONE box ONLY	Clerk Init			
HARRIS, CAROLYN 227 E 2ND ST APT 3	10/18/1946	F		Dem	CAROLYN HARRIS	X	057	07	PA	DL	01	SS	CC
HARRIS, MAYA JAZELLE 235 CAPITOL AVE APT A2	9/28/1985	F		Dem	MAYA JAZELLE HARRIS	X	057	07	PA	DL	01	SS	CC
HARRIS, THEO LEE 7 FANNIN CT	12/13/1986	M		Dem	THEO LEE HARRIS	X	057	07	PA	DL	01	SS	CC
HARROD, JESSICA NICOLE 209 LOGAN STREET APT 1	12/11/1990	F		Dem	JESSICA NICOLE HARROD	X	057	07	PA	DL	01	SS	CC
HARVEY, GREGORY F 311 E 2ND ST	12/17/1965	M		Dem	GREGORY F HARVEY	X	057	07	PA	DL	01	SS	CC
HARVEY, STEPHANIE E 311 E 2ND ST	10/11/1969	F		Dem	STEPHANIE E HARVEY	X	057	07	PA	DL	01	SS	CC
HATTER, HAROLD RUSSELL 119 E 4TH ST	12/14/1941	M		Dem	HAROLD RUSSELL HATTER	X	057	07	PA	DL	01	SS	CC

### "REPUBLICAN" REGISTERED VOTER CHANGING POLITICAL PARTY AFFILIATION AFTER THE DECEMBER 31<sup>ST</sup> DEADLINE – SAMPLE ROSTER

101 ROBERTSON A101 MOUNT OLIVET		Precinct Roster Commonwealth of Kentucky - State Board of Elections		2015 Primary Election 5/19/2015									
Voter's Name and Address	Birth Date	Sex	Voter's ID Number	Party	Voter's Signature	Cong City	Hs School	Sen	ID Type FILL IN ONE box ONLY	Clerk Init			
ANGELL, JAKE WESLEY 487 W WALNUT ST	5/16/1988	M		Rep	JAKE WESLEY ANGELL	X	070	27	PA	DL	01	SS	CC
BRITT, KATHERINE FRICELY 3657 KENTONTOWN RD	6/26/1922	F		Rep	KATHERINE FRICELY BRITT	X	070	27	PA	DL	01	SS	CC
BROOKS, HARRY LEE 337 NORTH MAIN ST.	10/29/1950	M		Rep	HARRY LEE BROOKS	X	070	27	PA	DL	01	SS	CC
BROOKS, OPAL W. 337 NORTH MAIN ST.	10/13/1954	F		Rep	OPAL W. BROOKS	X	070	27	PA	DL	01	SS	CC
CLIFFORD, LADONNA JOY 1143 KENTONTOWN ROAD	6/16/1942	F		Rep	LADONNA JOY CLIFFORD	X	070	27	PA	DL	01	SS	CC
CORNWELL, DOROTHY OWENS 159 EAST WALNUT STREET	8/22/1937	F		Rep	DOROTHY OWENS CORNWELL	X	070	27	PA	DL	01	SS	CC
EARLYWINE, CHESTER CLAYTON 443 EARLYWINE RD	1/31/1911	M		Rep	CHESTER CLAYTON EARLYWINE	X	070	27	PA	DL	01	SS	CC
EARLYWINE, PEGGY ANN 190 NORTH MAIN ST	10/24/1950	F		Rep	PEGGY ANN EARLYWINE	X	070	27	PA	DL	01	SS	CC
ELLIS, STEPHANIE BROOK 496 OAKLAND RD	5/14/1988	F		Rep	STEPHANIE BROOK ELLIS	X	070	27	PA	DL	01	SS	CC
FLORENCE, JAMES LAKE 178 BEE LICK RD	4/15/1959	M		Rep	JAMES LAKE FLORENCE	X	070	27	PA	DL	01	SS	CC
FRYMAN, EDWARD A 251 S. MAIN ST.	10/15/1910	M		Rep	EDWARD A FRYMAN	X	070	27	PA	DL	01	SS	CC



## **NONPARTISAN REGISTERED VOTERS:**

An individual registered in any political group, political organization, or of independent status, is designated in the "Party" column on the Precinct Signature Roster as:

- "Oth" = Other;
- "Con" = Constitution Party;
- "Gre" = Green Party;
- "Lib" = Libertarian Party;
- "Ref" = Reform Party;
- "Soc" = Socialist Workers Party; or
- "Ind" = independent status.

The individual is eligible to vote only in "Nonpartisan" races. **"\*Nonpartisan"** will be printed in the "Voter's Signature" column on the Precinct Signature Roster. If the voter believes this to be an error, please refer them to the county clerk's office.

### **NONPARTISAN ROSTER – SAMPLE**

009 BOURBON B101 MILLERSBURG #1		Precinct Roster Commonwealth of Kentucky State Board of Elections				2015 Primary Election 5/19/2015									
Voter's Name and Address	Birth Date	Sex	Voter's ID Number	Party	Voter's Signature	Cong City	Hs School	Sen	ID Type FILL IN ONE box ONLY				Clrk Init		
						L	D	2	7	PA	DL	OI	SS	CC	
ABNEE, MELISSA D 592 STEELE FORD RD	4/26/1982	F	[Barcode]	Ind *Nonpartisan	MELISSA D ABNEE	X	L	072	27	PA	DL	OI	SS	CC	
ALEXANDER, REBECCA GAIL 106 1ST ST	12/12/1958	F	[Barcode]	Oth *Nonpartisan	REBECCA GAIL ALEXANDER	X	L	072	27	PA	DL	OI	SS	CC	
ALLEN, TERRIE MARIE 3625 MILLERSBURG RD	4/22/1984	F	[Barcode]	Oth *Nonpartisan	TERRIE MARIE ALLEN	X	L	072	27	PA	DL	OI	SS	CC	
BANTA, MICHELLE LEE 403 TRIGG ST.	6/19/1972	F	[Barcode]	Ind *Nonpartisan	MICHELLE LEE BANTA	X	L	072	27	PA	DL	OI	SS	CC	
BARR, DELCINA J 205 TRIGG ST	12/3/1997	F	[Barcode]	Oth *Nonpartisan	DELCINA J BARR	X	L	072	27	PA	DL	OI	SS	CC	
BOAK, INGRID I 1267 MILLERSBURG RD	2/20/1938	F	[Barcode]	Ind *Nonpartisan	INGRID I BOAK	X	L	072	27	PA	DL	OI	SS	CC	
BOYCE, ASHLEY N 285D aburg-pud mill rd	5/29/1994	F	[Barcode]	Oth *Nonpartisan	ASHLEY N BOYCE	X	L	072	27	PA	DL	OI	SS	CC	
BRYANT, CHRISTOPHER T 636 ardery rd	7/15/1986	M	[Barcode]	Oth *Nonpartisan	CHRISTOPHER T BRYANT	X	L	072	27	PA	DL	OI	SS	CC	
BURCHELL, MATTHEW A 550 STEELE FORD RD	3/15/1961	M	[Barcode]	Oth *Nonpartisan	MATTHEW A BURCHELL	X	L	072	27	PA	DL	OI	SS	CC	
BURNETT, HELEN 555 TARR RD	1/27/1955	F	[Barcode]	Oth *Nonpartisan	HELEN BURNETT	X	L	072	27	PA	DL	OI	SS	CC	
BUTLER, ROBERT BERNARD 1535 JACKSTOWN RD	12/2/1952	M	[Barcode]	Oth *Nonpartisan	ROBERT BERNARD BUTLER	X	L	072	27	PA	DL	OI	SS	CC	
CAMPBELL, ANANDA LYNN 2556 OLD MILLERSBURG RD	6/1/1984	F	[Barcode]	Oth *Nonpartisan	ANANDA LYNN CAMPBELL	X	L	072	27	PA	DL	OI	SS	CC	
CATRON, COURTNEY E 1770 NBURG-CYN RD.	7/15/1988	F	[Barcode]	Ind *Nonpartisan	COURTNEY E CATRON	X	L	072	27	PA	DL	OI	SS	CC	

Page 85 of 92      ID types:   PA=Personal acquaintance   DL=Driver's license   OI=Other identification   SS=Social security   CC=Credit card   ABNE-CATR

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

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## SUPPLEMENTAL PRECINCT SIGNATURE ROSTER

**TO BE SIGNED BY VOTERS QUALIFIED TO VOTE BUT NOT ON PRECINCT ROSTER**

ELECTION DATE \_\_\_\_\_

COUNTY NAME &amp; CODE \_\_\_\_\_

PRECINCT NAME & CODE \_\_\_\_\_

Voter's Name (Please Print - Last, First & Middle)	Address	Signature	Date of Birth	Party	ID Type					Clerk Initials
					Fill in ONE box ONLY					
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

ID Types:

PA = Personal Acquaintance

DL = Driver's License

OI = Other Identification\*

SS = Social Security Card

CC= Credit Card

\* ID card with signature and picture / US government-issued ID card / Kentucky state government-issued ID card



**FORM SBE 35, PROVISIONAL BALLOT PRECINCT SIGNATURE ROSTER - SAMPLE  
BLANK (GREEN IN COLOR)**

COMMONWEALTH OF KENTUCKY - STATE BOARD OF ELECTIONS

PAGE \_\_\_\_\_ OF \_\_\_\_\_

**PROVISIONAL BALLOT PRECINCT SIGNATURE ROSTER**

ELECTION DATE \_\_\_\_\_

COUNTY NAME & CODE \_\_\_\_\_

PRECINCT NAME & CODE \_\_\_\_\_

VOTER'S NAME <small>(Please Print - Last, First &amp; Middle)</small>	ADDRESS	SIGNATURE	DATE OF BIRTH	PARTY	ID Type FILL in ONE box ONLY					Clerk Initials
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
					PA	DL	OI	SS	CC	
					<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

ID Types: PA = Personal Acquaintance DL = Driver's License OI = Other Identification\* SS = Social Security Card CC= Credit Card  
\*ID card with signature and picture / US government-issued ID card / Kentucky state government-issued ID card with photo

SBE 35 (06/2017)

## IDENTIFICATION OF VOTERS

Before a voter signs the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, you must confirm a voter's identity and address. You must completely fill in the oval designating the proper code as the means of identification of the voter and enter your initials in the "Clerk Initials" column of the roster (See chart below).

VOTERS MAY CONFIRM THEIR IDENTITY BY MEANS OF:		ROSTER CODE
1.	Personal Acquaintance with an election officer▶	PA
2.	Driver's License (does not have to be a Kentucky issued DL)▶	DL
3.	Social Security Card▶	SS
4.	Credit Card▶	CC
5.	"Other ID"▶ <ul style="list-style-type: none"> <li>Any ID card with picture and signature of voter;</li> <li>Any Kentucky state government-issued ID card; and</li> <li>Any United States government-issued ID card.</li> </ul>	OI

Do not allow the voter to sign the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, before confirming his or her identification.

- If a voter's name is on the Precinct Signature Roster but the voter does not have an acceptable source of identification, the voter may leave to get identification and then return to vote.
- If the individual does not produce an acceptable form of identification, do not allow that individual to sign form SBE 32, Oath of Voter, or form SBE 25, Supplemental Precinct Signature Roster, and do not allow that individual to vote on the voting machine.
- If an individual refuses to produce an acceptable form of identification, that individual's options are:
  1. To request a hearing before the county board of elections; or
  2. Vote a provisional ballot if the individual resides within the geographical boundary of the precinct.

**IMPORTANT: If there is a long line at the voting booth, do not permit an individual to sign the roster while waiting. Once the individual signs the roster and leaves the polling place because the voter does not want to wait, that individual cannot return to vote at a later time.**

## **VOTER REGISTRATION VERIFICATION SYSTEM**

You are instructed to contact the county clerk's office to verify an individual's voter registration status. However, you also can telephone the Voter Registration Verification System. The Voter Registration Verification System is a dedicated telephone line maintained by the State Board of Elections that you may use to verify if an individual is registered to vote. Dial **844-246-0806** and an attendant at the State Board of Elections will receive your telephone call to verify whether the individual is registered to vote. If the line is busy, try again.

Prior to each election, the State Board of Elections mails each county clerk the Voter Registration Verification System Information Page below for the precinct election officers' use on Election Day. The Voter Registration Verification System Information page below **should not** be posted at the polling location, but merely located at your work station.

**PRIMARY:** If a voter registration is found you will be informed of the individual's county of registration, party affiliation, and individual's eligibility to vote in that party's primary.

**MAY 22, 2018**  
**PRIMARY ELECTION**

**DO NOT POST IN THE PRECINCT  
FOR PRECINCT ELECTION OFFICER USE ONLY**

**Voter Registration  
Verification System**

**Precinct Election Officer**  
**Dial ► 844-246-0806**



- An attendant at the State Board of Elections will receive your call to verify whether the individual is registered.
- If a voter registration record is found, you will be informed of the
  - County of registration;
  - Party affiliation;
  - Individual's eligibility to vote in that party's primary;
  - Precinct assignment; and
  - Polling location name and address.
- If busy, please try again.



## **PARTICIPANTS OF ADDRESS CONFIDENTIALITY PROGRAM**

Victims of certain crimes, including domestic violence, abuse, and sex crimes have the opportunity to apply for the Kentucky Address Confidentiality Program ("ACP"). The ACP is administered by the Kentucky Secretary of State's Office. Participants in the ACP are permitted to vote by mail-in absentee or may appear in the polling place on Election Day.

If your county has ACP participants, each ACP participant will be listed on a separate page immediately following the alphabetical listing by voter's last name in the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster (each ACP participant listed on a separate page). When you locate the ACP participant's name in the Precinct Signature Roster, you should do the following:

<b>ACP PARTICIPANT LISTED IN PRECINCT SIGNATURE ROSTER</b>	
1.	Confirm ACP participant's identity;
2.	Fill in only one oval for identification (ID) Type; [PA=Personal Acquaintance; DL=Driver's License; OI=Other Identification; SS=Social Security Card; or CC=Credit Card]
3.	Affix your initials on the Precinct Signature Roster before allowing the voter to sign;
4.	Direct ACP participant to sign the Precinct Signature Roster; and
5.	Allow ACP participant to vote.

## **VOTER'S NAME IS NOT ON THE PRECINCT SIGNATURE ROSTER**

If the individual's name does not appear on the Precinct Signature Roster, check the individual's address to determine if he/she lives in your precinct. If voter does not live in your precinct, call the county clerk to verify the voter is a registered voter in your county and direct the voter to the correct precinct and polling location. If the voter lives in your precinct and is a registered voter, have the voter complete a new voter registration card reflecting the new address, complete form SBE 32, Oath of Voter, and sign form SBE 25, Supplemental Precinct Signature Roster, before being permitted to vote.

If the individual's address puts that individual in your precinct and the voter's name is not on the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, contact your county clerk. If the individual is not a registered voter in your county, the voter may either ask for a hearing before the county board of elections or vote a provisional ballot. If the county board of elections determines that the individual is eligible to vote, the county board of elections will issue the voter form SBE 26, Authorization to Vote at Precinct, and the voter will present that to you and sign form SBE 25, Supplemental Precinct Signature Roster, before being permitted to vote.

## **VOTER'S NAME IS DIFFERENT FROM NAME ON PRECINCT SIGNATURE ROSTER**

If a voter shows identification that has a different last name than the one on your Precinct Signature Roster the voter must complete a new voter registration card reflecting the name change and be permitted to vote.

In many instances, a female voter changes her name on her driver's license, but will fail to update her voter registration record. The voter is eligible to vote and should sign the Precinct Signature Roster and cast her ballot. After the election, the county clerk will update her voter registration information.

## **VOTER DOES NOT RESIDE IN YOUR PRECINCT OR ADDRESS HAS CHANGED**

If an individual gives you an address other than the one shown on the Precinct Signature Roster and it is in a different precinct within your county, then:

- The individual must vote in the precinct in which he or she lives. Call the county clerk for the polling location of his/her correct precinct or review the maps and precinct materials provided by the county clerk and direct the voter to the correct polling location for that precinct.

If the individual gives you an address other than the one shown on the Precinct Signature Roster and it is in another county:

- If the individual moved to a different county while the voter registration books are closed [April 24, 2018 through May 28, 2018], then the individual should be permitted to vote in his old county of residence for one (1) election only. The individual should be instructed to register in his or her new county of residence. The individual should be given a voter registration card to complete and mail to the county clerk in the new county.

or

- If the individual moved to a different county before the voter registration books closed on April 24, 2018, and failed to change his or her registration, then the individual is not eligible to vote in the old county or the new county of residence. The individual should be instructed to register in his or her new county of residence so that he/she will be eligible to vote in the next election. The individual should be given a voter registration card to complete and mail to the county clerk in the new county.



## COMPLETING FORM SBE 32, OATH OF VOTER

Once the county board of elections has instructed you to allow the voter to complete form SBE 32, Oath of Voter, and vote at the precinct, please do the following:

1. Voter completes all sections of form SBE 32, Oath of Voter.
2. You provide the reason on form SBE 32, Oath of Voter, in the "Reason for Requiring Oath" section at the bottom of the card. Ask the county clerk's office for the reason if you are unsure. Some possible reasons include:
  - Not on roster because voter's address has changed;
  - Not on roster because voter is "Inactive"; and
  - Not on roster because voter was improperly removed from voter registration.
3. Use the (09/2016) version of form SBE 32, Oath of Voter, (blue in color).
4. Do not use form SBE 32, Oath of Voter, to allow someone with no identification to vote.

See "Sample of Election Day Forms" to view a completed example of form SBE 32, Oath of Voter.

### FORM SBE 32, OATH OF VOTER – SAMPLE BLANK (BLUE IN COLOR)

SBE 32 (09/2016)

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

#### OATH OF VOTER

When a voter has moved to a new precinct within the same county and is not listed on the current precinct roster, when the officers of an election disagree as to the qualifications of a voter, or when a voter's right to vote is disputed by a challenger, the voter shall sign the following oath as to his qualifications before he is permitted to vote.

I, \_\_\_\_\_, hereby state, under oath, that I am duly registered as  
(Name: Please Print)  
a \_\_\_\_\_ voter in this precinct in \_\_\_\_\_ County,  
(Political Party Preference) (County)

Kentucky and that I currently reside at \_\_\_\_\_. My previous address  
(Current Residence Street Address, City, and Zip Code)  
was \_\_\_\_\_ in this county. I know of no legal disqualifications which should  
(Previous Residence Street Address, City, and Zip Code)  
prevent my vote from being cast and counted at this election and I affirm that I have not voted and will not vote in another precinct or by absentee ballot in this state during this election.

I understand that any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to the penalties therefore. I further understand that if I execute the Oath and am not a registered voter at the current address stated above, I have committed a criminal act.

Voter must sign here

Date of Birth

Date

This Oath shall be returned to the County Clerk who shall deliver it to the Commonwealth's Attorney for investigation.

Reason for Requiring Oath \_\_\_\_\_ Precinct Name or No. \_\_\_\_\_

Signature of Precinct Election Officer or Challenger \_\_\_\_\_

## **PROVISIONAL BALLOTS | Federal Offices Only |**

A provisional ballot is a ballot cast in an election for FEDERAL OFFICES ONLY (President, United States Senator, and United States Representative) by an individual who resides in the precinct, but whose eligibility to vote is in question or is not determinable on Election Day.

Provisional ballots protect the rights of any potential voter. The "Instructions for Voting a Provisional Ballot Poster" is posted in a conspicuous place to provide information on how to cast a provisional ballot. (See Election Day Posters and Notices Required to be Posted at Precinct.) You will have a minimum of twenty (20) unvoted provisional ballots for each political party (Democrat and Republican) for each of your precincts.

It is very important that you use the following forms when issuing a provisional ballot:

### **PROVISIONAL BALLOT AND ATTACHED BALLOT STUB**

- Provisional ballots are attached to consecutively numbered ballot stubs. You must tear the provisional ballot away from the ballot stub at the perforation. You must fill in the voter's name and sign your initials on the ballot stub. If the provisional ballot is spoiled, you must also mark the "spoiled ballot" box on the provisional ballot stub. All voted provisional ballots are returned to the county clerk's office at the end of Election Day.

### **FORM SBE 35, PROVISIONAL BALLOT PRECINCT SIGNATURE ROSTER**

- Form SBE 35, Provisional Ballot Precinct Signature Roster, is green in color and every voter who is issued a provisional ballot must sign form SBE 35, Provisional Ballot Precinct Signature Roster. You must affix your initials on form SBE 35, Provisional Ballot Precinct Signature Roster, and print the individuals Social Security Number, name, address, birth date, political party affiliation, and identification type (fill in one oval for identification type: PA=Personal Acquaintance; DL=Driver's License; OI=Other Identification; SS=Social Security Card; and CC=Credit Card). (See page 26.)

### **FORM SBE 36, PROVISIONAL BALLOT INFORMATION SHEET**

- Form SBE 36, Provisional Ballot Information Sheet, is green in color and is handed to the voter to explain how to find out whether his/her voted provisional ballot was counted, and if not, the reason why the provisional vote was not counted. (See page 62.)

### **FORM SBE 37, PROVISIONAL BALLOT ACCOUNTABILITY STATEMENT**

- Form SBE 37, Provisional Ballot Accountability Statement, is green in color and is to be completed at the end of the Election Day. Form 37, Provisional Ballot Accountability Statement, provides information to the county board of elections as to the number of provisional ballots issued, spoiled, and unused on Election Day and is signed by all four (4) precinct election officers. (See page 63.)

### **FORM SBE 38, PROVISIONAL BALLOT OUTER ENVELOPE**

- Form 38, Provisional Ballot Outer Envelope, contains the “Provisional Ballot Affirmation” on the outside, which is completed by the voter and signed in two (2) places by you, as precinct election officer issuing the provisional ballot. Form 39, Provisional Ballot Inner Envelope, with the voted provisional ballot inside is inserted into form SBE 38, Provisional Ballot Outer Envelope, and sealed by the voter. You are never to look at a voter’s voted provisional ballot. (See pages 64 and 65.)

### **FORM SBE 39, PROVISIONAL BALLOT INNER ENVELOPE**

- Form 39, Provisional Ballot Inner Envelope, contains the words “PROVISIONAL BALLOT” printed on the outside. The voter places the voted provisional ballot in form 39, Provisional Ballot Inner Envelope, and seals it. The voter places form SBE 39, Provisional Ballot Inner Envelope, into form SBE 38, Provisional Ballot Outer Envelope, and hands it to you. (See page 66.)

### **FORM SBE 48C, KENTUCKY’S PROVISIONAL BALLOT PROCESS**

- Form 48C, Kentucky’s Provisional Ballot Process, provides the precinct election officer with a checklist of circumstances for issuing a provisional ballot. (See pages 67, 68, and 69.)

### **PROCEDURE FOR ISSUING A PROVISIONAL BALLOT**

Inform the individual of the option to request a hearing before the county board of elections to dispute eligibility. If the individual goes before the county board of elections for a hearing and the decision is to deny the individual the ability to vote, the individual may request a hearing before a Circuit Judge. If the individual is turned down by the Circuit Judge, the individual may return to the precinct in which he/she lives, confirm by affidavit that he/she lives in your precinct, and vote a provisional ballot. If the individual chooses to vote a provisional ballot at the precinct, then the individual is not eligible to vote in any other manner. All provisional ballots are reviewed by the county board of elections to determine if the provisional ballots will be counted or not. The voter must sign the “Provisional Ballot Affirmation” located on form SBE 38, Provisional Ballot Outer Envelope, stating that he/she is a resident of your precinct and an eligible voter.

Only an individual who meets **one or more of the following five (5) categories** may receive a provisional ballot:

**1. An individual whose name does not appear on the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, and whose registration status cannot be determined by the precinct election officers.**

- You will call the county clerk’s office to confirm the individual’s registration in your county. If you are unable to confirm the individual’s registration in your county and the individual chooses not to have a hearing before the county board of elections, a provisional ballot should be issued to the individual.

**2. An individual whose name does not appear on the Precinct Signature Rosters or form SBE 25, Supplemental Precinct Signature Roster, and who has been verified ineligible to vote.**

- You will call the county clerk's office to confirm the individual's registration in your county. If you confirm the individual is not registered in your county, a provisional ballot should be issued to the individual if the individual chooses not to have a hearing before the county board of elections.

**3. An individual who does not produce an acceptable source of identification.**

- An individual may leave the precinct to get identification or may request a provisional ballot. The individual's personal acquaintance with one of the precinct election officers is an acceptable form of identification, and this individual would vote the entire ballot on the voting machine (electronic or paper).

**4. An individual who has been challenged by all four (4) precinct election officers.**

- If all four (4) precinct election officers have personal knowledge that an individual is not qualified to vote, the individual has the option of requesting a hearing before the county board of elections to dispute the challenge or vote a provisional ballot. If fewer than all four (4) precinct election officers do not have personal knowledge of why this individual is not qualified to vote, the individual must complete form SBE 32, Oath of Voter, show identification, and sign the Precinct Signature Roster or form SBE 25, Supplemental Precinct Roster. The individual is then permitted to vote the entire ballot.

**5. An individual who is voting as a result of a federal or state court order or any order under state law in effect ten (10) days prior to Election Day which extends the polling hours.**

The voter must show identification or be personally known by a precinct election officer and sign form SBE 35, Provisional Ballot Precinct Signature Roster. Do not contact the county clerk to confirm voter registration if the individual is being issued a provisional ballot because of no acceptable source of identification.

Give the voter a pen and private area to mark the provisional ballot. Instruct the voter to place the voted provisional ballot in form SBE 39, Provisional Ballot Inner Envelope, marked "PROVISIONAL BALLOT" and seal the envelope. The voter is to place the sealed form SBE 39, Provisional Ballot Inner Envelope, marked "PROVISIONAL BALLOT" into the completed form SBE 38, Provisional Ballot Outer Envelope, and seal the envelope. You will complete and sign in two (2) places, form SBE 38, Provisional Ballot Outer Envelope.

A spoiled provisional ballot is a provisional ballot that contains an error made by the marking of the voter. If the voter makes a mistake marking the provisional ballot, the voter may request a second provisional ballot from you. The spoiled provisional ballot should be placed

in form SBE 39, Provisional Ballot Inner Envelope, marked "PROVISIONAL BALLOT" by the voter, sealed by the voter, and returned to you before a second provisional ballot is issued to the voter. You will write "Spoiled Ballot" on the outside of form SBE 39, Provisional Ballot Inner Envelope, AND place a mark in the "spoiled ballot" box on the provisional ballot stub. All sealed spoiled provisional ballots must be placed in the same container provided with Election Day supplies to be returned to the county clerk's office at the end of Election Day. A voter can spoil up to two (2) provisional ballots and be issued no more than a total of three (3) provisional ballots.

Voted provisional ballots will be returned by the voter in the sealed envelopes to you. You will place the voted provisional ballots in the container provided with Election Day supplies to be returned to the county clerk's office at the end of Election Day.

You must give the voter form SBE 36, Provisional Ballot Information Sheet, which explains the individual's right to contact his/her county clerk to learn if the provisional ballot was counted, and if not counted, the reason why.

You are accountable for every provisional ballot. At the end of Election Day, all four (4) precinct election officers must fill out and sign form SBE 37, Provisional Ballot Accountability Statement, as follows:

- **Choose Election Type ► Primary Election**

Record the ballot stub numbers (from beginning to end) beside each political party (Democrat and Republican) given to you by the county clerk. Complete fields a-d as follows:

- a. Number of Ballots Issued to Precinct – Record the number of provisional ballots issued for Democrat voters and the number of provisional ballots issued for Republican voters.
- b. Ballots Used – Record the number of provisional ballots used for Democrat voters and Republican voters, including spoiled ballots.
- c. Ballots Unused — Record the number of provisional ballots not issued on Election Day for Democrat voters and Republican voters.
- d. Total — Add lines b and c together, which should equal the number appearing in line a. If the total does not, provide an explanation in the area supplied on the form.
- e. Number of spoiled ballots – Record the number of spoiled ballots.

After all provisional ballots are returned to the county clerk's office at the end of Election Day, the county board of elections will determine if each individual is eligible to vote in the election, and if eligible, the provisional ballot will be counted.

## **VOTER NEEDS ASSISTANCE**

### **VOTER WITH DISABILITIES HAS TWO (2) OPTIONS AT THE POLLING PLACE**

1. The voter may vote without assistance on any voting machine of his/her choosing, including the accessible voting machine, and does not need to fill out form SBE 31, Voter Assistance Form. The county board of elections will give you detailed instructions on operating the accessible voting machine.

or

2. The voter may have voter assistance, fill out form SBE 31, Voter Assistance Form, (see page 56), and vote on any voting machine, unless the voter is certified as requiring permanent assistance in which case, only the person assisting the voter is required to sign form SBE 31, Voter Assistance Form.

### **WHY VOTER MAY HAVE ASSISTANCE**

1. Blindness (does not include those voters who forgot to wear their glasses or contacts).
2. Physical disability.
3. Inability to read English.













### **WHO MAY ASSIST THE VOTER?**

1. Any person of the voter's choice except:
  - the voter's employer or agent of that employer; or
  - an officer or agent of the voter's union.
2. A voter who does not bring someone to assist him or her at the polls, or does not select someone at the polling place other than the precinct judges, shall be assisted by both election judges.

### **WHAT IS THE PROPER PROCEDURE TO VOTE WITH ASSISTANCE?**

Voters who have been certified for permanent assistance will have "PA" in the "Assist" column on the Precinct Signature Roster. Even if the voter is certified for permanent assistance, they have the option to vote without assistance.

## PERMANENT ASSISTANCE ("PA") ON PRECINCT SIGNATURE ROSTER - SAMPLE

034 FAYETTE A106 CARDINAL VALLEY		Precinct Roster Commonwealth of Kentucky - State Board of Elections										2015 General Election 11/3/2015					
Voter's Name and Address	Assist	Birth Date	Sex	Voter's ID Number	Party	Voter's Signature	Cong		HS	Sen	ID Type				Clerk Init		
							City	School	FILL in ONE box ONLY								
POE, KELLY E 225 CREEKSIDE CT APT B		7/14/1987	F		Dem		X		b	077	22	PA	DL	01	SS	CC	
PONCE, SARAH M 2028 DORSET DR		7/3/1988	F		Dem		X		b	077	22	PA	DL	01	SS	CC	
PRESNELL, JAMES T 1913 CAMBRIDGE DR APT B		4/1/1943	M		Dem		X		b	077	22	PA	DL	01	SS	CC	
QUINTOS, REMEDIOS B 2032 DUNKIRK DR		12/1/1944	F		OTH		X		b	077	22	PA	DL	01	SS	CC	
RAWLINGS, DARIAN PAUL 2143 DEAUVILLE DR		9/15/1990	M		Dem		X		b	077	22	PA	DL	01	SS	CC	
REEVES, CRYSTAL L 200 NEWCASTLE CT	PA	9/5/1964	F		Rep		X		b	077	22	PA	DL	01	SS	CC	

- A voter who needs assistance but has not been certified for permanent assistance must complete form SBE 31, Voter Assistance Form, including the reason for assistance, and sign his or her name.
- The individual who assists the voter, including an individual who assists a certified permanent assistance voter, must complete the portion of form SBE 31, Voter Assistance Form, declaring that the assistor will operate the machine as directed by the voter. A precinct election officer must also sign the Oath on form SBE 31, Voter Assistance Form.
- As part of the post-election reports required by Kentucky law, all voter assistance forms must be turned over to the grand jury.

## APPLICATION FOR PERMANENT ASSISTANCE TO VOTE

There is a portion of form SBE 31, Voter Assistance Form, where the voter may request that the county board of elections certify that the voter needs permanent assistance due to blindness or physical disability.

If the county board of elections approves the voter's request, the voter will have permanent certification relieving only the voter from the responsibility of signing form SBE 31, Voter Assistance Form. Thereafter, the Precinct Signature Roster will have "PA" in the "Assist" column on the Precinct Signature Roster so designating the voter.

Even if a voter is certified for permanent assistance, the person assisting the voter and the precinct clerk must complete and sign their portion of the Oath on form SBE 31, Voter Assistance Form. (See page 56).

Violations of the laws regarding voter assistance should be reported to the county board of elections immediately and be noted on form SBE 53, Precinct Election Sheriff's Post-Election Report. (See page 70).

# DISABILITY AWARENESS GUIDANCE

## Provided by: Kentucky Protection and Advocacy

For further information, please contact:

KY Office of the ADA Coordinator (or) KY Protection and Advocacy  
502-564-3850 | 1-877-423-2933 502-564-2967 | 1-800-372-2988

The following guidance is provided by the Kentucky Office of the ADA Coordinator and Kentucky Protection and Advocacy.

Individuals with disabilities are people who may do things differently than a person with no disability. While some disabilities are readily apparent and visible to others, most disabilities are not visible. Because of this, use of the accessible voting machine should be offered to every voter, not just those who you believe may have a disability.

### **GENERAL INFORMATION**

- Always ask if a voter with a disability needs assistance before you help.
  - Since each person and situation is unique, the best advice is to ask the voter with a disability:
    - If he/she would like assistance, and
    - The best way you can assist him/her.
  - It is the person's right to choose whether or not to accept assistance.
- Speak directly to the voter and not "about" the voter to a person who may have accompanied him/her to the polling place.
- Do not speak louder to a voter who has a visible disability. Just because someone may have a physical disability, please do not assume there are other disabilities as well.
- Be aware about your physical contact with a voter. He/she may have:
  - Heightened sensitivity to physical contact, or
  - Balance issues that may be thrown off even with the most well-intended contact.
- The voter with a disability is a person first. When you need to refer to a voter with a disability, use Person First Language. Example: Voter with a learning disability.
- Have a large pen on hand for those individuals who may have difficulty gripping.
- If needed, you may use writing materials like a dry erase board or pen/paper to assist with communication.
- If possible, do not place the voter registration table directly in front of a window or light source.

### **SENSITIVE USE OF LANGUAGE**

- Do not refer to the disability unless it is relevant.
- Do not sensationalize a disability by saying "victim of" or "afflicted with," etc.
- Avoid emotional descriptions:
  - "Uses a wheelchair" not "confined to a wheelchair;"
  - "Walks with crutches" not "is crippled"
- People with disabilities use words such as "see," "hear," "run" and "walk."



- When speaking with a person with a speech impairment and you don't understand, feel free to ask him/her to repeat or rephrase the statement.
- Remember: American Sign Language ("ASL") is a language itself. English is considered as a second language for someone whose primary language is ASL.
- Remember: speech impairment doesn't always mean intellectual disability.

### **MOBILITY DISABILITIES**

- People who use crutches, canes or walkers should never be grabbed. They use their arms for balance.
- Do not hang or lean on the wheelchair. It is an extension of the user's personal space.
- Get on person's eye level by sitting down when having a discussion.

### **DEAF AND HARD OF HEARING**

- People with varying levels of hearing loss communicate via sign language, ASL (or another type of sign language), or spoken English.
- Hearing aids may be used. Remember that not all hearing aids allow individuals to hear speech; they may be used to hear loud sounds.
- If needed, a person may use a certified American Sign Language ASL interpreter.
- When speaking with a person who uses an interpreter, maintain eye contact with the individual, not the interpreter.
- Get the voter's attention by tapping on shoulder or arm.
- Keep hands or objects away from mouth.
- Do not exaggerate gestures or mouth movements.
- Use short sentences.
- Do not assume ability to read your lips; the average accuracy of lip reading is about 30%.

### **VISUAL IMPAIRMENT**

- People have varying levels of visual functioning. Not everyone with visual impairments is considered "blind." Do not assume level of functioning.
- Not all people with visual impairments read Braille. Some may use large print or audio versions of materials. Offer him/her the use of audio ballot.
- Announce when you enter or leave a room.
- Do not place items on the floor that may impede the person's movement about the room.
- Guiding a person who is visually impaired is best accomplished by offering your arm or shoulder.
- When walking with a voter with a visual impairment to a chair:
  1. Walk to the side of the chair
  2. Take his/her hand from your arm and place it on the back of the chair.
- Do not pat or play with a guide dog when he/she is working; always ask the owner first.
- Walk on the side opposite the guide dog.
- Read written information if asked.

### **LEARNING DISABILITIES**

- Individuals have average or above-average intelligence.

- Learning disabilities may occur in:  
spoken language | written language | arithmetic | reasoning | organizational skills
- People with dyslexia may need verbal instruction.
- Ask how the individual wants to receive information.
- Have headphones for audio ballots readily available for the voter.

### **PSYCHOLOGICAL DISABILITY**

- Making quick decisions may be difficult; allow time for a response.
- Do not assume that the person is dangerous based on diagnosis.
- Do not assume that accounts of events are delusions.
- People may have different reactions to questions/situations than what you would expect (example: may need extra time to process information).

### **INTELLECTUAL DISABILITY**

- The term “mentally retarded” is no longer acceptable.
- Speak in clear, short sentences.
- Do not use baby talk.
- Making quick decisions may be difficult; allow time for a response.
- People with intellectual disabilities rely on familiar situations. A change in their routine may require additional time and patience.

### **BRAIN INJURY**

- People whose brains were injured in accidents, strokes, medication interactions, substance abuse, during military service, etc.
- People may have visible disability (mobility, vision, etc.) that resulted from the injury, but not always.
- Speech and decision-making may be affected; allow time for a response.
- People with brain injuries rely on familiar situations. A change in their routine may require additional time and patience.
- Memory (short-term or long-term) may be affected. You may need to repeat yourself.
- Depending on where the brain was injured, people may display more emotions (crying, speak angry words, etc.).

### **SERVICE ANIMALS**

- Under the ADA Amendment Act, a service animal is defined as a:
  - Dog (always) and a Miniature horse (on a case-by-case basis)
- No other animal is recognized by the ADA as a service animal.
- Under the ADA, a service animal is individually trained to perform tasks that the individual cannot perform for themselves.

Examples:

- Guiding people who are blind
- Alerting people who are deaf
- Alerting people who have seizures
- Performing other tasks
- Animal must be on a leash.
- Providing “emotional support” or comfort is not a task. Animals that only do this are not service animals.

- A service animal is permitted in all areas of a facility open to the public, including but not limited to:

restaurants	hotels	taxis	buses	shuttles
grocery stores	hospital	theaters	jail	zoos
medical offices	health clubs	parks	stores	polling places

## **VOTER NEEDS INSTRUCTION ON USE OF THE VOTING MACHINE**

One precinct election officer from each political party should be present when a voter is instructed on the use of the voting machine. In your instructions, carefully avoid any comment that might be considered favorable to any party, candidate, public question, or constitutional amendment.

Precinct election officers have two (2) ways in which to instruct the voter:

- 1. Using the sample ballot which includes instructions on the use of the voting machine (posted in a visible area inside the polling place), if the voter so requests.**
- 2. Using the voting machine, if the voter so requests:**
  - Explain to the voter that a visual or verbal indicator will designate the offices and questions the voter is eligible to vote for on the electronic voting machines.
  - The voter may be visually or verbally instructed as to the location of the "Vote" button to record his/her vote.
  - The voter may be visually or verbally instructed how to use the accessible devices for the voting machine.

**IMPORTANT:** DO NOT enter the voting machine privacy area after the voter has entered the voting machine privacy area; and you must avoid hovering after providing instructions to the voter.

## **VOTER'S RIGHT TO VOTE IS CHALLENGED**

Any precinct election officer or properly certified challenger may "challenge" or dispute the qualifications of a voter. When the precinct election officer asks to see a challenger's credentials, the certified challenger must present his/her written appointment. A certified challenger must be trained by the county board of elections. Without credentials, a challenger may not question any voter's right to vote or remain in the polling place except to cast his/her own vote.

If a voter's qualifications are questioned or challenged:

- The precinct election officer should advise the voter of the reason for the challenge.
- If the voter states that his qualifications are in order:
  - The voter should be advised that he/she must sign form SBE 32, Oath of Voter, and that completing it will allow him/her to vote.
  - The voter should be informed that the completed form SBE 32, Oath of Voter, will be turned over to the Commonwealth's Attorney for investigation.
  - The voter should then complete and sign form SBE 32, Oath of Voter, and vote.
  - The challenger shall not talk directly to the voter. Contact the county clerk if the challenger persists in this activity.
  - The person questioning the voter's qualifications (whether a precinct election officer or a certified challenger) must complete and sign the bottom portion of the Oath of Voter (SBE 32), stating the reason for the challenge.

All information on form 32, Oath of Voter, must be completed in full before the voter is allowed to vote. (See page 57). Form 32, Oath of Voter, may be used in two (2) instances:

1. When a certified challenger or precinct election officer challenges the qualifications of the voter.
2. When a voter has moved to a new precinct within your county and is not listed on the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster.

## **CHALLENGERS**

### **CHALLENGER DO'S**

- Challengers must produce written appointment to precinct election officers on demand.
- Challengers may question the eligibility of a voter who presents himself at the polls. Reasons a challenger may dispute a voter may include:
  - The voter is not a duly registered voter in the precinct;
  - The voter is not a resident of the precinct;
  - The voter is a convicted felon who has not had his civil rights restored; or
  - The voter is not the person he claims to be.
- If the challenger attempts to challenge a person's right to vote, he must explain his challenge only to the precinct election officer, not to the voter.
  - The challenged voter will then need to sign form SBE 32, Oath of Voter, before being allowed to follow the normal procedures for voting.

- The challenger will sign the bottom portion of form SBE 32, Oath of Voter, and state his/her reason for challenging the voter's right to vote in that precinct.
- Challengers are the only persons permitted to have a check-off list in the form of paper, cellphones, computers, or any other electronic device to record the identity of a voter within the voting room.
- Challengers are entitled to stay in the voting room all hours during Election Day.
- Challengers may come and go from the voting room throughout the day.

### **CHALLENGER DON'TS**

- Electioneer or campaign on behalf of any candidate, issue or political party;
- Handle election materials (except the signing of form SBE 32, Oath of Voter, for challenged voters);
- Attempt to intimidate or harass, verbally or otherwise, any voter who is being challenged or any precinct election officer;
- Behave in any manner to disrupt activities at the polling place; or
- Attempt to interfere with the proper conduct of the election.

A precinct election officer may order the challenger to leave the precinct after one warning if the individual violates any of the above mentioned Don'ts. A challenger who is ordered from the polling site shall be prohibited from serving as a challenger in any precinct in any election for a period of five (5) years.

### **WHO MAY OBSERVE THE VOTE COUNT IN THE PRECINCT**

Once the polls close, the following persons are permitted to witness the vote count in each precinct:

1. In primary elections, each candidate or slate of candidates, may designate to the county board of elections a representative to witness the vote count.
2. In any election, members of the news media authorized by the county board of elections may witness the vote count.

### **PERSONS ALLOWED IN THE VOTING ROOM**

Kentucky law is very specific about who may be in the voting room during the hours the polls are open for voting. The only persons who may legally be in the voting room are:

- Precinct election officers;
- Voters;
- Anyone assisting a voter;
- Voting machine technicians allowed by the county board of elections;

- A minor may accompany the voter into a voting booth or other private area provided for casting a vote, at the voter's discretion;
- Duly appointed challengers who have presented their written appointment;
- Law enforcement officers – federal, state and local; and
- Members of the news media – for the limited purpose of filming the voting process.
  - The media may not conduct interviews with voters inside the voting room, record the identity of voters, or disrupt the voting process. If the news media appear, you should immediately contact the county clerk's office.

During the hours the polls are open, unless they are in the voting room to cast their own votes or assist a voter, the following may not be in the voting room:

- Candidates and/or their family members;
- Campaign workers – either for a candidate or for a question on the ballot;
- Exit pollers;
- General "onlookers" or "well-wishers";
- Members of political parties, political organizations, or political groups who are not duly appointed challengers; and
- Any other individuals not listed in the section above.

The precinct Sheriff should require unauthorized persons to leave. If they fail to leave when requested or if persistent violations occur, these violations should be reported to the county clerk. All violations should be noted on form SBE 53, Precinct Sheriff's Post-Election Report. (See page 70).

## ELECTIONEERING

No person may electioneer within one hundred (100) feet of a polling place. However, this restriction does not apply to private property unless it is being used as a voting location, exiting polling, or bumper stickers on vehicles that are present for a reasonable amount of time in which to vote. KRS 117.235.

A bumper sticker is defined as measuring within **14 inches by 5 inches (14" x 5")**, affixed to a person's vehicle while parked within or passing through a distance of one hundred (100) feet of any entrance to the building in which a voting machine is located if that entrance is unlocked and is used by voters during the hours voting is being conducted in the building for a reasonable amount of time in which to vote.

**DO NOT TURN ANY ELIGIBLE, REGISTERED VOTER AWAY FROM THE POLLS BEFORE GIVING THE VOTER A CHANCE TO CAST A BALLOT.**

If you believe a voter has violated the electioneering law, please contact the county clerk's office and note such violation on form SBE 53, Precinct Sheriff's Post-Election Report. (See page 70).

Enforcement of the electioneering statute is the responsibility of the precinct election officers, county clerk, deputy county clerk, or other law enforcement official. You, as precinct election officer, **SHOULD NOT** enter upon private property to remove electioneering materials.

If you, as precinct election officer, witness **ANY** electioneering on Election Day, you must notify or warn the individual of the prohibition on electioneering.

## **EXIT POLLING**

**KENTUCKY REVISED STATUTES ALLOW EXIT POLLING ON ELECTION DAY.** Exit pollers do not have to register or have credentials, and there is no limit as to a distance they must keep from the polls. However, exit pollers are not allowed to be located within the voting room and are not allowed to disrupt the election process.

**VOTERS ARE NOT OBLIGATED TO PARTICIPATE IN THE EXIT POLLING.** Exit pollers may only talk to voters as they leave the polling place after the voter has already voted.

## **PROHIBITION AGAINST CHECK-OFF LISTS**

No person allowed in the voting room, including the precinct election officers, may use paper, telephones, personal communication devices, computers, or other information technology systems to create a check-off list or record the identity of voters, except for the official use of the Precinct Signature Rosters or form SBE 25, Supplemental Precinct Signature Roster, furnished by the State Board of Elections, and challengers. However, the news media may use cameras for the limited purpose of filming the voting process, but they may not record the identity of voters.

## **ELECTIONS EMERGENCY CONTINGENCY PLAN**

The Governor may reschedule an election due to a state of emergency. The election must be held within thirty-five (35) days from the date of the suspended or delayed election.

### **PROCEDURES WHEN AN ELECTION IS RESCHEDULED ON ELECTION DAY**

#### **SUSPEND GENERAL VOTING**

The county board of elections must instruct the precinct election officers to:

- Secure all voting machines until the rescheduled election. The precinct election officers must ensure all seals on the voting machines are intact prior to storage in a secure location;
- Not close out or tally the votes;
- Record the public counter number on the form furnished by the county board of elections and signed by all present precinct election officers; and
- Return all election materials to the county board of elections.

### **SECURE VOTING MATERIALS**

All election materials must be secured in a locked storage container, these election materials include:

- Paper ballots;
- Precinct Signature Rosters;
- Form SBE 25, Supplemental Precinct Signature Rosters;
- Form SBE 35, Provisional Ballot Precinct Signature Roster; and
- All related materials

The county clerk will instruct precinct election officers about the emergency procedures specific to your county and how to conduct a rescheduled election.

## **ELECTION CRIMES**

The following is a summary of election law violations as they relate to the county clerk, the county board of elections, the precinct election officers, and the general public.

These statutes are meant to reinforce the importance of maintaining security of the vote and integrity in the election process.

### **RELATING TO COUNTY CLERKS**

- **KRS 117.995(2):** any county clerk or member of the county board of elections who knowingly and willfully violates any of the provisions of this chapter, including furnishing applications for absentee ballots to persons other than those specified by the provisions of this chapter and failure to type the name of the voter on the application form as required by the provisions of this chapter, shall be guilty of a **Class D felony**.
- **KRS 119.015:** any county clerk or deputy county clerk who falsely or fraudulently registers the name of any person, or permits any person to register knowing that the person is not entitled to register, or who fails or refuses to deliver copies of the registration records to a person entitled thereto, shall be guilty of a **Class D felony**.



- **KRS 119.076:** any county clerk who willfully and knowingly refuses or fails to have the name of any candidate printed upon the official ballot in the manner provided by law shall be guilty of a **Class D felony**.
- **KRS 119.115(3):** any election official, or other person entrusted with the custody or control of any voting machine who, with intent to cause or permit any voting machine to fail to correctly register votes cast thereon, tampers with or disarranges such machine in any way, unlawfully opens such voting machine, prevents or attempts to prevent the correct operation of such voting machine or causes such voting machine to be used or consents to it being used for any election with knowledge of the fact that the machine is not in order, or not perfectly set and adjusted to correctly register all votes cast thereon, or removes, changes, or mutilates any ballot label on a voting machine shall be guilty of a **Class D felony**.
- **KRS 119.195(7):** any county clerk who knowingly and willfully opens any ballot box and removes any official ballot therefrom, or removes, destroys, or tampers with a ballot box and official ballots left in his care and custody, or permits any other person to do so, during the period the boxes are required to remain locked in his office, shall be guilty of a **Class D felony**.

#### **RELATING TO THE COUNTY BOARD OF ELECTIONS**

- **KRS 117.187(2):** the county board of elections shall provide special training before each primary and regular election, and any special election held during a year in which no elections are scheduled, to all election officers, alternates, and certified challengers regarding their duties and the penalties for failure to perform. Election officers, including alternates, and certified challengers shall attend the training session, unless excused by the county board of elections for reason of illness or other emergency. Any person who fails to attend a training session without being excused shall be prohibited from serving as an election officer or challenger for a period of five (5) years. The training provided by the county board of elections shall include but not be limited to the following:
  - (a) Operation of the voting machine or ballot cards;
  - (b) Posting of necessary signs and notices at the polling place;
  - (c) Voter assistance;
  - (d) Maintaining precinct rosters;
  - (e) Confirmation of a voter's identity;
  - (f) Challenge of a voter;
  - (g) Completing changes of address or name at the polling place;
  - (h) Qualifications for voting in a primary election;
  - (i) Electioneering and exit polling;
  - (j) Write-in voting procedures;
  - (k) Persons who may be in the voting room;
  - (l) Election violations and penalties;
  - (m) Assistance which may be provided by law enforcement officers;

- (n) Election reports;
- (o) Disability awareness;
- (p) Provisional voting process;
- (q) Election emergency contingency plan; and
- (r) Elections and voting equipment security plan.

- **KRS 117.995(8):** the members of a county board of elections that fail to provide the training precinct election officers required by **KRS 117.187(2)** shall be subject to removal by the State Board of Elections.
- **KRS 119.225:** any member of a county board of elections who refuses to permit an inspector designated under **KRS 117.275** and **117.315** to exercise free and full action in witnessing the count of the ballots, or interferes with the right of such an inspector to have a free and full opportunity to witness the count of the ballots, shall be guilty of a **Class A misdemeanor**.
- **KRS 119.245:** any member of the State Board of Elections or of a county board of elections who willfully and knowingly violates any provision of the statutes relating to his duties, or fails to execute faithfully any of the duties imposed upon him by law, for which no other penalty is provided, shall be guilty of a **Class B misdemeanor**.
- **KRS 119.255:** any person who, by threat of violence or in any other manner, intimidates or attempts to intimidate the election officers, the State Board of Elections or a county board of elections in the performance of their duty and any persons who conspire together and go forth armed for the purpose of intimidating said officers, shall be guilty of a **Class D felony**.
- **KRS 119.265:** any public officer who willfully neglects to perform a duty imposed upon him under the election laws, for which no other penalty is provided, or who willfully performs such duty in a way that hinders the objects of the election laws, shall be guilty of a **Class B misdemeanor**.
- **KRS 119.307:** the county board of elections shall present to the grand jury next convening subsequent to each election the names of those election officials who failed to appear and serve at the election and who had not been properly excused. Any such person may be subpoenaed and inquiry made of his absence, and if no good cause be shown, he shall be subject to prosecution.

#### **RELATING TO PRECINCT ELECTION OFFICERS**

- **KRS 117.995** in part provides the following violations of precinct election officers:
  - (1) Any person appointed to serve as an election officer but who shall knowingly and willfully fail to serve and who is not excused by the county board of elections for the reasons specified in this chapter shall be guilty of a violation and shall be ineligible to serve as an election officer for a period of five (5) years.
  - (3) Any officer who willfully fails to prepare or furnish ballot labels or absentee ballots or fails to allow a qualified voter to cast his or her vote on the machine as required of the voter by this chapter shall be guilty of a **Class A misdemeanor**.

- (4) Any election officer who knowingly and willfully violates any of the provisions of this chapter, including failure to enforce the prohibition against electioneering established by **KRS 117.235**, shall be guilty of a **Class A misdemeanor** for the first offense and a **Class D felony** for each subsequent offense.
- **KRS 119.145:** any election officer who refuses to permit any challenger of any political party having a ticket to be voted for at an election, who has been duly appointed and presents a duly attested certificate of appointment, to perform his duties as challenger, shall be fined not less than fifty dollars (\$50) nor more than five hundred dollars (\$500).
- **KRS 119.175:**
- (1) Except as provided in subsection (2) of this section, any officer of election who receives, assents to receive or records a vote at an election at a time or place known by him not to be the time and place lawfully appointed, or who knowingly receives the vote of any person other than a qualified voter, or refuses to receive the vote of a qualified voter, shall, for each offense, be fined not less than fifty dollars (\$50) nor more than five hundred dollars (\$500), and shall forfeit any office he holds and be disqualified from ever holding any office.
- (2) Any judge of a primary election who knowingly receives a vote of an elector who is not qualified to vote in the primary election under **KRS 116.055** shall be fined one hundred dollars (\$100) for each offense.
- **KRS 119.185:** any person who willfully disobeys any lawful command of an election officer, given the execution of his duty as such at an election, shall be fined not less than twenty-five dollars (\$25) nor more than five hundred dollars (\$500).
- **KRS 119.195 Tampering with Ballot Box:**
- (4) Any election officer, or other person entrusted with the custody or control of any official ballot, either before or after it has been voted, who in any way marks, mutilates, or defaces any official ballot or places any distinguishing mark thereon, for the purpose of vitiating the official ballot, shall be guilty of a **Class C felony**.
- (6) Any election officer who mutilates or tampers with any of the seals, or destroys or removes any official ballots required to be preserved, shall be guilty of a **Class D felony**.
- **KRS 119.305:** Election officers shall give information of all infractions of the election laws to the grand jury, Commonwealth's attorney, Attorney General and the Registry of Election Finance. The election officers shall cooperate in any investigation or prosecution of election law violations. When there is reason to fear that an offender will escape out of the county before indictment, any election officer may procure his immediate apprehension.

## **RELATING TO ELECTION DAY**

- **KRS 117.0865:** any person who aids another in completing an absentee ballot shall not solicit or encourage that person to vote for or against any candidate, party, or issue. Any person who violates this section shall be guilty of a **Class D felony**.
- **KRS 117.995** sets out the following violations relating to Election Day:
  - (5) Any person who signs a name other than his or her own on an application for an absentee ballot or on the verification form for the ballot or on an emergency absentee ballot affidavit, or any person who votes an absentee ballot other than the one issued in his or her name, or any person who applies for the ballot for the use of anyone other than himself or herself or the person designated by the provisions of this chapter, or any person who makes a false statement on an application for an absentee ballot or on an emergency absentee ballot affidavit shall be guilty of a **Class D felony**.
  - (6) Any person who violates any provision of **KRS 117.235 or 117.236** related to prohibited activities during absentee voting or on election day, after he or she has been duly notified of the provisions by any precinct election officer, county clerk, deputy county clerk, or other law enforcement official, shall, for each offense, be guilty of a **Class A misdemeanor**.
  - (7) Any person who knowingly and willfully prepares or assists in the preparation of an inaccurate or incomplete voter assistance form or fails to complete a voter assistance form when required shall be guilty of a **Class A misdemeanor** for the first offense and a **Class D felony** for each subsequent offense; however, if a voter has been permanently certified as requiring voting assistance, there shall be no offense for the failure of the voter to complete the form.
- **KRS 119.095:** any printer of ballots, or person employed in printing ballots, who prints or permits to be printed any ballot in any other form than the one prescribed by law, or with any name or device placed, spelled or arranged thereon other than as authorized and directed by the county clerk, or who gives or delivers, or knowingly permits to be taken, any ballot by any person other than the county clerk for whom the ballots are being printed, shall be guilty of a **Class C felony**.
- **KRS 119.105 Removal or destruction of election supplies or booths:**
  - (1) Any person who steals or willfully destroys any of the election supplies required to be furnished by the county clerk shall be fined not less than fifty dollars (\$50) nor more than two hundred dollars (\$200), and imprisoned in the county jail for not less than one (1) month nor more than six (6) months.
  - (2) Any person who, during an election, knowingly and willfully removes or defaces the cards printed for the instruction of the voters, or destroys or removes any booth or other convenience provided for the election, or induces or attempts to induce any person to commit any such act, shall be imprisoned in the county jail for not less than six (6) months nor more than one (1) year.
- **KRS 119.115 Tampering with voting machine or election supplies:**
  - (1) Any unauthorized person found in possession of any key to a voting machine to be used or being used in any primary, general, or special election shall be guilty of a **Class A misdemeanor**.

- (2) Any person who, during or before any primary, general, or special election, willfully tampers with or attempts to tamper with, disarrange, deface, or impair in any manner whatsoever, injures, or destroys any ballot label, or destroys any such voting machine while in use at an election or at any other time, or who shall, after such machine is locked and sealed in order to preserve the record of the vote, tamper with or attempt to tamper with the record of the vote, or who aids or abets with intent to destroy or change the record of the vote shall be guilty of a **Class D felony**.
- **KRS 119.125:** any sheriff who willfully fails to cause an election to be held, as required by law, shall be fined not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500). Any sheriff who willfully fails to perform any other duty concerning an election, for which there is no penalty specifically prescribed, shall be fined not less than twenty dollars (\$20) nor more than two hundred dollars (\$200).
- **KRS 119.155 Interfering with election:**
- (1) Any person who unlawfully prevents or attempts to prevent any voter from casting his ballot, or intimidates or attempts to intimidate any voter so as to prevent him from casting his ballot, or who unlawfully interferes with the election officers in the discharge of their duties, shall be guilty of a **Class D felony**.
- (2) Any person who, by himself or in aid of others, forcibly breaks up or prevents, or attempts to break up or prevent, or obstructs or attempts to obstruct, the lawful holding of an election, shall be guilty of a **Class A misdemeanor**.
- **KRS 119.165 False personation of a voter:**
- (1) Any person who falsely personates a registered voter, and receives and casts a ballot by means of such personation, shall be guilty of a **Class D felony**. An attempt at such personation shall constitute a **Class A misdemeanor**.
- (2) Any person who, by means other than falsely personating a registered voter, votes at an election in this state when he is a resident of another state or country, or votes more than once at an election, or votes by use of the naturalization papers of another person, shall be guilty of a **Class D felony**. Any person who knowingly votes or attempts to vote in a precinct other than the one in which he resides shall be guilty of a **Class A misdemeanor**, unless by voting in a precinct in which he does not live he is enabled to vote in a race or on a matter in which he could not vote in his proper precinct in which case he shall be guilty of a **Class D felony**. Any person who lends or hires his or another's naturalization papers to be used for the purpose of voting shall be subject to the same penalty.
- (3) Any resident of this state who, by means other than falsely personating a registered voter, votes at a regular or special election before he has resided in this state thirty (30) days, or in the county and precinct where the election is held the time required by law, or before he has attained full age, or before he has become a citizen, shall be guilty of a **Class B misdemeanor**.
- (4) Any person who, by means other than falsely personating a registered voter, votes in a primary election knowing that he is not qualified as provided in **KRS 116.055**, shall be guilty of a violation.

- (5) Any person who applied for or received a ballot at any voting place other than the one at which he is entitled to vote, under circumstances not constituting a violation of any of the provisions of subsections (1) to (4) of this section, shall be guilty of a **Class A misdemeanor**.

➤ **KRS 119.195 Removing or tampering with ballots:**

- (1) Any person who, during an election, knowingly and willfully removes or attempts to remove an official ballot from the election room, or has in his possession outside the election room any official ballot, either genuine or counterfeit, shall be guilty of a **Class D felony**.
- (2) Any voter who attempts to leave the election room with an official ballot in his possession shall at once be arrested on demand of either of the judges of election and shall be guilty of a violation, unless the act was done knowingly in which event he shall be guilty of a **Class A misdemeanor**.
- (3) Any person who takes or removes in any manner, feloniously or with the consent or permission of the custodian, any official ballot from any place where it may lawfully be, or knowingly and willfully has in his possession or custody any such official ballot, except as an officer or custodian under the law or while within the polling place for the purpose of voting, and any custodian or officer who permits any official ballot to be removed or carried away from the place where it may lawfully be by any person other than the officer or custodian whose duty it is to receive it, shall be guilty of a **Class C felony**.
- (5) Any person who unlawfully destroys or attempts to destroy any official ballot box used, or any official ballot deposited, at any election, or who unlawfully, by force, fraud, or other improper means, obtains or attempts to obtain possession of any ballot box or any official ballot therein deposited, while the voting at any election is going on or before the official ballots are duly taken out and counted according to law, shall be guilty of a **Class D felony**.
- (8) Any person who removes, mutilates, or destroys, or adds any new official ballots to, the regular official ballots that have been counted and prepared for preservation, or that have already been preserved, so that the result of the election in the precinct or county is changed, shall be guilty of a **Class D felony**.
- (9) Any person who tampers with or changes the official ballots, or opens the receptacles in which the official ballots are contained without the order of the court, after the ballots have been sent to the Franklin County courthouse in connection with the contest of a constitutional amendment, shall be guilty of a **Class D felony**.

➤ **KRS 119.205 Vote buying and petitions.**

- (1) Any person who makes or offers to make an expenditure to any person, either to vote or withhold his vote, or to vote for or against any candidate or public question at an election shall be guilty of a **Class D felony**.
- (2) Any person who solicits, accepts, or receives any such expenditure as payment or consideration for his vote, or the withholding of his vote, or to vote for or against any candidate or public question at an election shall be guilty of a **Class D felony**.

(3) Any person who makes or offers to make an expenditure to any person to sign a petition to have a public question placed on the ballot, or any person who solicits, accepts, or receives any such expenditure as payment or consideration to sign a petition to have a public question placed on a ballot, shall be guilty of a **Class B misdemeanor**.

- **KRS 119.235:** any person who willfully alters, obliterates, secretes, suppresses or destroys a stub book, return or certificate of election, and any officer who makes, aids in making or authorizes the making of any false or fraudulent stub book, certificate of election or election return, shall be guilty of a **Class D felony**.

# SAMPLES OF ELECTION DAY FORMS

## eSCAN VERIFICATON FORM – SAMPLE BLANK

Your county may have a different version of this form. This form is merely provided for illustration purposes only. The State Board of Elections makes no assurance as to the validity or legal sufficiency of this document pursuant to 31 KAR 2:020.

This form must be completed and returned to the COUNTY CLERK.

### eSCAN VERIFICATION FORM

#### ELECTION JUDGES TO VERIFY INFORMATION BEFORE OPENING POLLS

Judges' Initials

Precinct name: _____	_____	_____
eScan Serial Number: _____	_____	_____
eScan Seal Number: _____	_____	_____
Yellow Seal Number: _____	_____	_____
Blue Seal Number: _____	_____	_____
PVT Count - Start: _____	_____	_____
Red Ballot Bag Lock Seal: _____	_____	_____

Signed \_\_\_\_\_  
Program Administrator who sealed eScan

#### ELECTION JUDGES TO COMPLETE WHEN CLOSING POLLS

Print three (3) paper tapes and have all four officers sign the tapes. Two (2) tapes are to be returned to the County Clerk in the Result Tape Envelope and the third to be posted at the precinct.

eScan Protective Counter Number (PVT Count) \_\_\_\_\_

Signed \_\_\_\_\_  
Democratic Judge

Signed \_\_\_\_\_  
Republican Judge

### ACCURACY TEST CHECKLIST

Firmware Version Identification 4.3.1, 4.2.13, 1.3.14 Polling ID Number \_\_\_\_\_

- ☐ Visual inspection of eScan as well as all working parts checking for damage and defects.
- ☐ Visual inspection of screen, power cord, plugs, and MBB card slot.

Accuracy Test was performed: ☐ On voting system ☐ On individual voting machine  
☐ Completion of errorless test deck

Name of Person completing Accuracy Checklist

Signature of Person Completing Accuracy Checklist

Date and Time \_\_\_\_\_

Harp Representative



COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

**SAMPLE**

# AUTHORIZATION TO VOTE AT PRECINCT

TO THE ELECTION OFFICERS OF Capital D104 PRECINCT

This is to certify that a voter registration record is on file in the County Clerk's office for:

Sam Quick

Name of Voter

XXX-XX-XXXX

Social Security Number

Democrat

Party

16 Oak St Apt #4

Address

Please add this name to the Supplemental Precinct Roster with all information required and permit this person to sign the roster and vote.

## COUNTY CLERK'S USE ONLY

- ☐ Improper Removal
- ☒ Wrong Precinct Code
- ☐ Failure to make proper change reported
- ☐ Absentee Ballot cancelled

Susan Allen

Chairman, County Board of Elections or Authorized Agent

Franklin

County

11-7-2006

Date

KRS 117.085(7)  
SBE 26 (4/00)

White – County Clerk  
Canary – Precinct

# FORM SBE 31, VOTER ASSISTANCE FORM – SAMPLE COMPLETED

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

*Sample*

## VOTER ASSISTANCE FORM

NOTE: A voter requiring assistance may be assisted by the two precinct judges or a person of the voter's choice who is not an election officer, except that the voter's employer, an agent of that employer, or an officer or agent of the voter's union shall not assist a voter.

NAME OF VOTER	<i>John Doe</i>	DATE OF BIRTH (MM/DD/YYYY)	<i>06/12/1970</i>
RESIDENTIAL ADDRESS	<i>214 Ash Court Lawrenceburg 40342</i>		
	<i>Complete Street Address</i>	<i>City</i>	<i>Zip Code</i>
PRECINCT NAME OR PRECINCT NUMBER	<i>A102</i>	<i>Duncan</i>	
Check <input checked="" type="checkbox"/> one:	Voter has been certified as requiring assistance on a permanent basis as indicated on precinct roster. The following oath must be signed <i>by the person assisting the voter</i> and be witnessed by the precinct clerk/officer. <input checked="" type="checkbox"/> Voter is NOT certified as requiring assistance on a permanent basis. Both of the following oaths must be completed and signed by the voter, the person assisting the voter, and be witnessed by the precinct clerk/officer.		

### OATH FOR VOTER NOT CERTIFIED AS REQUIRING ASSISTANCE ON A PERMANENT BASIS

(Voter certified as requiring assistance on a permanent basis as indicated on precinct roster need not sign this oath section.)

I hereby state, under oath (or affirmation), that I am a qualified voter in the precinct indicated above, and that the reason I require assistance in voting is (check one): ☐ Blindness ☒ Physical disability ☐ Inability to read English

*John Doe*  
Signature or "mark" of voter

Witness (two witnesses required if "mark" is used)

Witness (two witnesses required if "mark" is used)

### OATH FOR PERSON ASSISTING VOTER

(THIS PORTION MUST BE COMPLETED BY THE PERSON ASSISTING THE VOTER  
BEFORE ANY VOTER CAN RECEIVE ASSISTANCE)

I hereby state, under oath (or affirmation), that I will operate the voting machine in accordance with the directions of the voter requiring assistance. I further state that I am not the voter's employer, an agent of that employer, or an officer or agent of that voter's union.

Name of person assisting voter (PLEASE PRINT)	Signature of person assisting voter
<i>Emily Doe</i>	<i>Emily Doe</i>

### APPLICATION REQUEST FOR PERMANENT ASSISTANCE

Voter who requires assistance on a permanent basis due to ☐ Blindness (or) ☐ Physical disability hereby applies for certification for permanent assistance.

### SECTION TO BE COMPLETED BY PRECINCT ELECTION OFFICER

The parties hereto have subscribed and sworn (or affirmed) these Oaths before me this *8<sup>th</sup>* day of *November*, 20*16*.

*Barbara Smith*  
Signature of Precinct Election Officer

KRS 116.165	Provides that "any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to penalties therefor."
KRS 117.255	
KRS 117.365	
KRS 117.995	
SBE 31 (08/2016)	WHITE: Grand Jury CANARY: County Clerk PINK: County Board of Elections

# FORM SBE 32, OATH OF VOTER – SAMPLE COMPLETED

SBE 32 (09/2016)

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

## OATH OF VOTER

**SAMPLE**

When a voter has moved to a new precinct within the same county and is not listed on the current precinct roster, when the officers of an election disagree as to the qualifications of a voter, or when a voter's right to vote is disputed by a challenger, the voter shall sign the following oath as to his qualifications before he is permitted to vote.

I, Telly Mathis, hereby state, under oath, that I am duly registered as  
(Name: Please Print)  
a Democrat voter in this precinct in Daviess County,  
(Political Party Preference) 10028 Locust St (County)

Kentucky and that I currently reside at Whitesville, 42378. My previous address  
160 Haynes Station Rd (Current Residence Street Address, City, and Zip Code)  
was Whitesville, 42378 in this county. I know of no legal disqualifications which should  
(Previous Residence Street Address, City, and Zip Code)  
prevent my vote from being cast and counted at this election and I affirm that I have not voted and will not vote in another  
precinct or by absentee ballot in this state during this election.

I understand that any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to the penalties therefore. I further understand that if I execute the Oath and am not a registered voter at the current address stated above, I have committed a criminal act.

Telly Mathis 12-31-1969 11-8-2016  
Voter must sign here Date of Birth Date  
This Oath shall be returned to the County Clerk who shall deliver it to the Commonwealth's Attorney for investigation.

Reason for Requiring Oath Address Change Precinct Name or No. F101  
Signature of Precinct Election Officer or Challenger John Smith

# **FORM SBE 33A, LIST OF VOTERS ISSUED ABSENTEE BALLOTS – SAMPLE COMPLETED**

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

PAGE 8 OF 14  
2/6/2018

## **LIST OF VOTERS ISSUED ABSENTEE BALLOTS**

County	Election (Primary or General)	Date of Election
ANDERSON 3	2016 Primary Election (P)	5/17/2016

SOUTH LILLARD [D102]

Name of Voter	1st Ballot	2nd Ballot	Ballot returned	Voted in Clerk Office
BEASLE	5/2/2016		5/11/2016	
DENNY				5/5/2016
DENNY				5/10/2016
FELAND				5/2/2016
HOOD, B				5/10/2016
HOWE, J				5/5/2016
HYATT, J				5/11/2016
HYATT, J				5/10/2016
JONES, J				5/4/2016
KEARNS, J				5/10/2016
LEWIS, J				5/10/2016
LUBINSKI				5/5/2016
MILBURN				5/9/2016
PEACH, J				5/5/2016
PHILLIPS				5/10/2016
SIVILS, J				5/5/2016
TERRY, J				5/16/2016
TERRY, J				5/16/2016
YOUNG, J				5/9/2016
<b>Totals</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>18</b>

**NOT TO BE POSTED AT PRECINCT OR COUNTY CLERK'S OFFICE**

County Clerk \_\_\_\_\_

KRS 117.085  
KRS 117.086

SBE 33A (03/2014)

White – Grand Jury  
Canary – Precinct  
Pink – State Board of Elections  
Goldenrod – County Clerk

**PRECINCT SIGNATURE ROSTER SUMMARY PAGE – SAMPLE COMPLETED**

030 DAVIESS  
G102 MACEO

Precinct Roster  
Commonwealth of Kentucky - State Board of Elections

2016 General Election  
11/8/2016

**Summary Page**

*Sample*

**Precinct Total Registrants** 926

**Total number voting in person on  
Precinct Signature Roster** 481  
(do not include absentee voters)


**Total number voting in person on  
form SBE 25, Supplemental  
Precinct Signature Roster** 33

**Grand Total** 514  
(This number should match the  
number of votes recorded on the  
voting device)

Page 74 of 74

ID types: PA=Personal acquaintance DL=Driver's license OI=Other identification\* SS=Social security CC=Credit card  
\* ID card with signature and picture / US government-issued ID card / Kentucky state government-issued ID card

# VOTER REGISTRATION CARD - SAMPLE BLANK

SBE 01 (01/03)		You MUST answer questions A & B below before completing this form.				5041503	
A. Are you a citizen of the United States of America?		<input type="checkbox"/> YES <input type="checkbox"/> NO		If you checked "no" in response to either of these questions, do not complete this form.			
B. Will you be 18 years of age on or before election day?		<input type="checkbox"/> YES <input type="checkbox"/> NO					
Check one:		FOR CLERK USE ONLY					
<input type="checkbox"/> New Registration	<input type="checkbox"/> Address Change	PRECINCT CODE	PRECINCT NAME		TOWN	OTHER CODE	
<input type="checkbox"/> Party Change	<input type="checkbox"/> Name Change						
Social Security Number		Date of Birth (M-D-Y)	County (where you live)		Work Phone	Home Phone	
<input type="checkbox"/> Female <input type="checkbox"/> Male	Last Name		First Name	Middle Name		Suffix (circle one) Jr. Sr. II III IV	
Address where you live (do not give PO Box address):			Apt #	City		Zip Code	
Address where you get your mail (if different from above):			Apt #	City		Zip Code	
Party Registration – check one box		<div style="display: flex; justify-content: space-between;"> <div> <p><b>WARNING:</b> If you sign this statement even though you know it is untrue, you can be convicted and fined up to \$500 and/or jailed up to 12 months.</p> <p><b>Voter Declaration – read and sign below</b></p> <p>I swear or affirm that:</p> <ul style="list-style-type: none"> <li>I am a U.S. citizen</li> <li>I live in Kentucky at the address listed above</li> <li>I will be at least 18 years of age on or before the next general election</li> <li>I am not a convicted felon, or if I have been convicted of a felony, my civil rights must have been restored by executive pardon</li> <li>I have not been judged "mentally incompetent" in a court of law</li> <li>I do not claim the right to vote anywhere outside Kentucky</li> </ul> </div> <div style="text-align: center;">  </div> </div>					
<input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Other _____ <div style="text-align: center; font-size: small;">(write name above)</div>							
<p>If you select "Other" as your party affiliation, you are eligible to vote for only nonpartisan offices in any primary election. You may vote for any candidate in all general or special elections. Only persons timely registered shall have the right to vote.</p>							
<p><b>NOTE:</b> You may change your political party affiliation at any time on or before December 31* to remain eligible to vote in the following primary election.</p>							
		<div style="display: flex; justify-content: space-between;"> <div><b>X</b> Signature</div> <div>Date</div> </div>					
		TWO WITNESSES REQUIRED IF "MARK" IS USED					
		Witnessed By:			Witnessed by:		

## PRECINCT BALLOT ACCOUNTABILITY STATEMENT – SAMPLE BLANK

Your county may have a different version of this form. This form is merely provided for illustration purposes only. The State Board of Elections makes no assurance as to the validity or legal sufficiency of this document pursuant to 31 KAR 2:010.

### PRECINCT BALLOT ACCOUNTABILITY STATEMENT

COUNTY	DATE OF ELECTION	PRECINCT NAME	PRECINCT CODE #

	FACE 1	FACE 2	FACE 3	FACE 4	FACE 5	FACE 6	FACE 7
QTY. PADS ISSUED							
STARTING NO.							
ENDING NO. (THE NUMBER OF THE NEXT BALLOT YOU WOULD HAVE GIVEN OUT)							
SPOILED BALLOT COUNT AREA  EXAMPLE: <i>WHT 11</i>							
TOTAL BALLOTS USED							

REASON FOR DISCREPANCIES: \_\_\_\_\_

NOTES: \_\_\_\_\_

We, the undersigned, do hereby certify that the above information is accurate and complete.

Precinct Clerk \_\_\_\_\_ Precinct Sheriff \_\_\_\_\_

Precinct Judge \_\_\_\_\_ Precinct Judge \_\_\_\_\_

County Clerk \_\_\_\_\_

Harp Enterprises, Inc. - Item #144 - Ballot Accountability Statements - Revised 05/5/2010



**Any individual who casts a provisional ballot may**

- ▣ **contact their county clerk's office or**
- ▣ **go to our website: [www.elect.ky.gov](http://www.elect.ky.gov)**

**after the election to learn whether their vote was counted, and if the vote was not counted, the reason why.**

**County clerk contact information is posted in the precinct.**

**SBE 36 (09/04)**



# FORM SBE 37, PROVISIONAL BALLOT ACCOUNTABILITY STATEMENT – SAMPLE BLANK

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

## PROVISIONAL BALLOT ACCOUNTABILITY STATEMENT

County	Date of Election	Precinct Name	Precinct Code

Choose Election Type: Primary or General		Ballot Stub Numbers	
		From	To
Primary Election	Democrat		
	Republican		
General Election			

We, the duly appointed precinct officers of this precinct, do certify below the number of provisional ballots issued, used, and spoiled.

Ballots	Choose Election Type: Primary or General		
	Primary Election		General Election
	Democrat	Republican	
Number of Ballots Issued to Precinct – a.			
Ballots Used (includes spoiled ballots) – b.			
Ballots Unused – c.			
Total – (b. + c.) – d.			
Number of Spoiled Ballots			

If row **d.** does not agree with row **a.**, explain the difference here:

---



---



---



---

We, the undersigned, do hereby certify that the above information is accurate and complete.

Precinct Clerk \_\_\_\_\_

Precinct Sheriff \_\_\_\_\_

Precinct Judge \_\_\_\_\_

Precinct Judge \_\_\_\_\_

SBE 37 (12/05)



## FORM SBE 38, PROVISIONAL BALLOT OUTER ENVELOPE – SAMPLE BLANK

Form 38, Provisional Ballot Outer Envelope, contains the "Provisional Ballot Affirmation" on the outside, which is completed by the voter and signed in two (2) places by you, as the precinct election officer issuing the provisional ballot. Form 39, Provisional Ballot Inner Envelope, with the voted provisional ballot inside is inserted into form SBE 38, Provisional Ballot Outer Envelope, and sealed by the voter. You are never to look at a voter's voted provisional ballot.

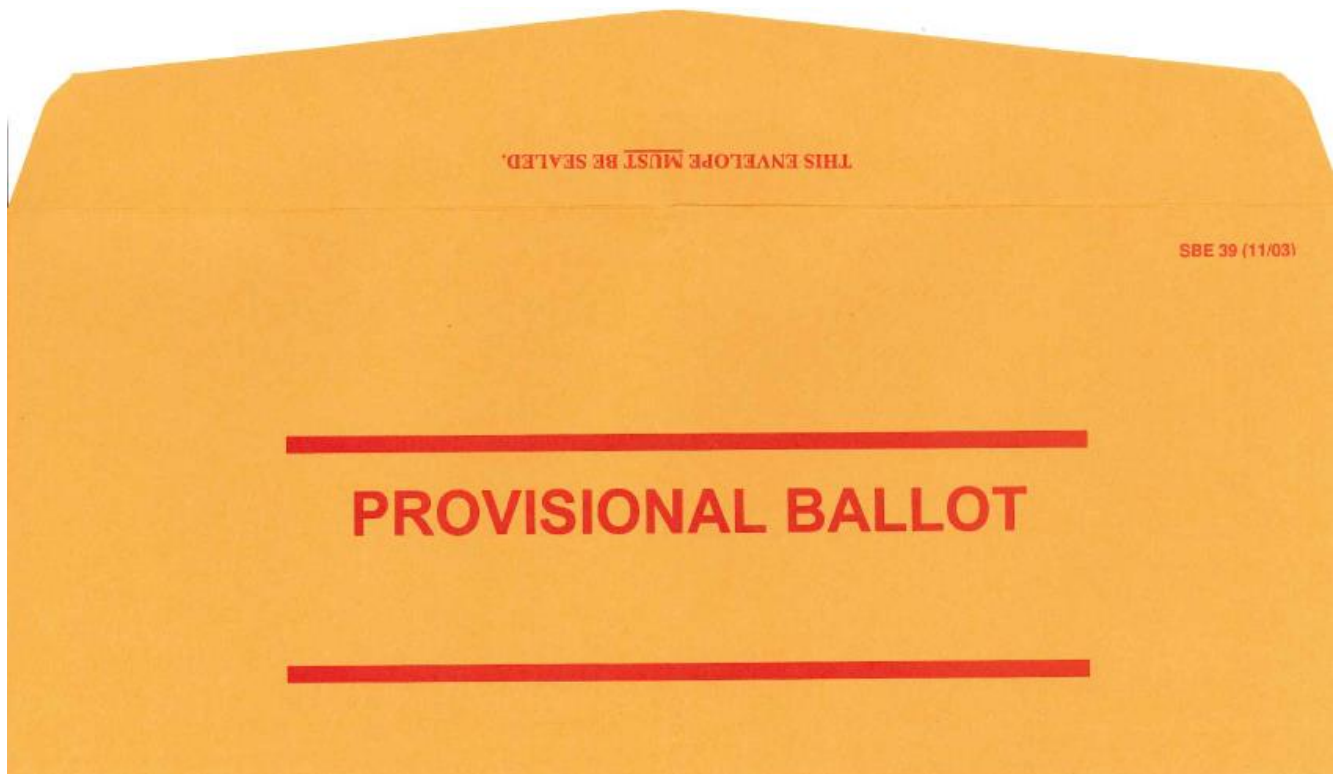
THIS ENVELOPE <u>MUST</u> BE SEALED.		SBE 38 (06/2017)
<b>PRECINCT ELECTION OFFICER USE ONLY</b>  PRECINCT NAME: _____  <b>Circumstances for Issuing a Provisional Ballot:</b> (Please check one below)  <input type="checkbox"/> Voter whose name does not appear on the precinct roster and whose registration status cannot be determined by the Precinct Officer.  <input type="checkbox"/> Voter whose name does not appear on the precinct roster and who has been verified as ineligible to vote.  <input type="checkbox"/> Voter who does not have identification.  <input type="checkbox"/> Voter who is voting as a result of a Federal or State Court Order or any Order under State law in effect 10 days prior to Election Day which extends the polling hours.  <input type="checkbox"/> Voter has been challenged by all four Precinct Election Officers.  <b>List Reason for Challenge:</b> _____ _____ _____  <b>VERIFIED BY:</b> _____  Precinct Election Officer must sign here	<b>PROVISIONAL BALLOT AFFIRMATION</b>  I, _____, hereby state, under oath or affirmation, that I am duly registered (Print Name)  as a _____ voter in this precinct in _____ County, Kentucky and that (Political Party Preference) (County)  I currently reside at _____ (Current Residence Street Address and Zip Code)  I know of no legal disqualifications which should prevent my vote from being cast and counted at this election and I affirm that I have not voted and will not vote in another precinct or by absentee ballot in this state during this election.  I understand that any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to the penalties therefore. I further understand that if I execute the Affirmation and am not a registered voter at the current address stated above, I have committed a criminal act.  _____ Voter must sign here      Date of Birth      Date  <b>PRECINCT ELECTION OFFICER SIGNATURE VERIFICATION:</b> _____ Precinct Election Officer must sign here	<b>COUNTY BOARD OF ELECTIONS USE ONLY</b>  <input type="checkbox"/> COUNT  <input type="checkbox"/> DID NOT COUNT (List reason below) _____ _____ _____ _____ _____ _____ _____ _____  <b>VERIFIED BY:</b> _____  Board Member must sign here

Remember: The "Provisional Ballot Affirmation" is completed by the voter AND signed in two (2) places by you, as the precinct election officer issuing the provisional ballot.



## FORM SBE 39, PROVISIONAL BALLOT INNER ENVELOPE – SAMPLE BLANK

Form 39, Provisional Ballot Inner Envelope, contains the words "PROVISIONAL BALLOT" printed on the outside. The voter places the voted provisional ballot in form 39, Provisional Ballot Inner Envelope, and seals it. The voter places form SBE 39, Provisional Ballot Inner Envelope, into form SBE 38, Provisional Ballot Outer Envelope, and hands it to you.



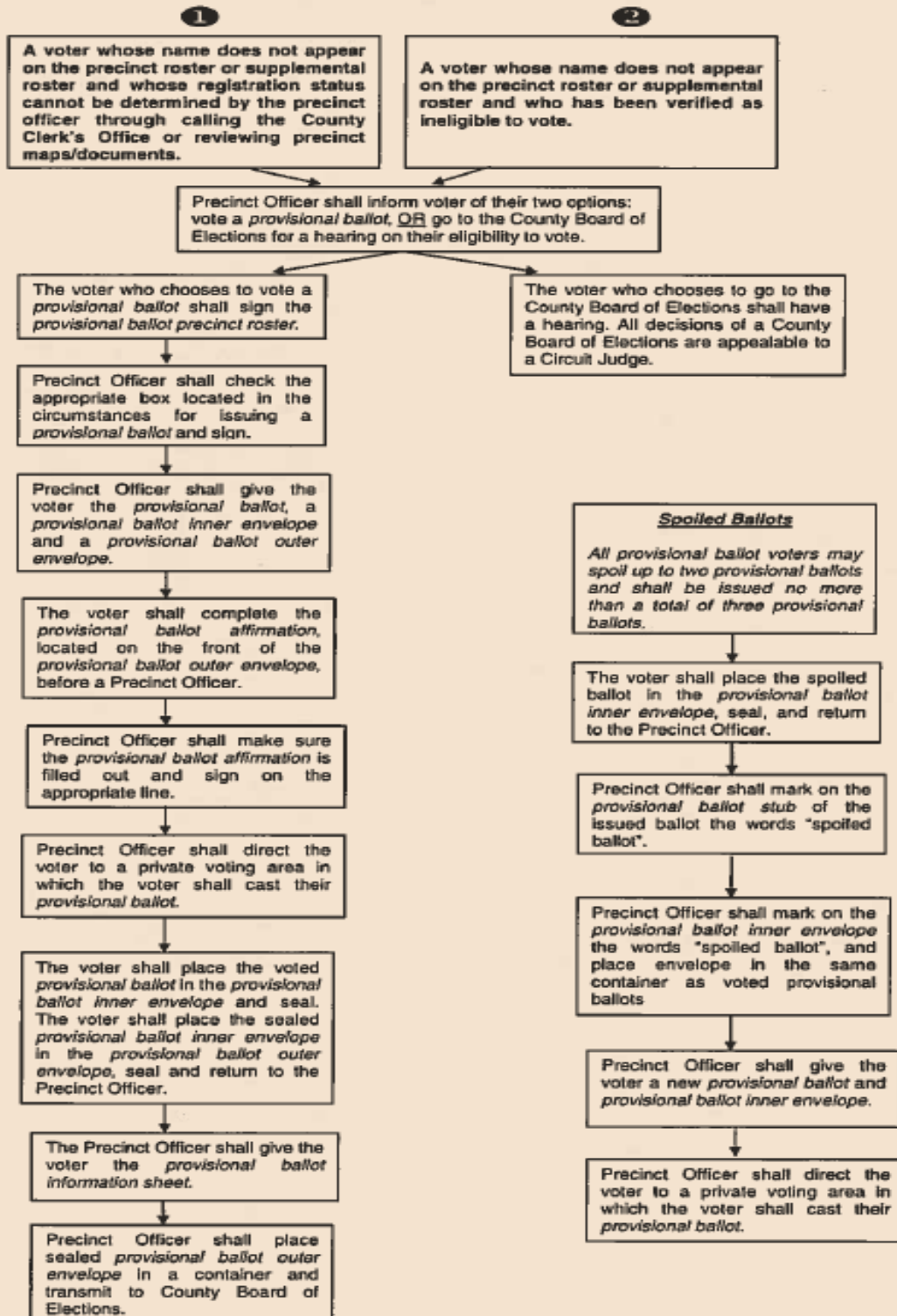


# FORM SBE 48C, KENTUCKY'S PROVISIONAL BALLOT PROCESS - SAMPLE

## Kentucky's Provisional Ballot Process

**Provisional Ballot:** a ballot cast in an election for federal office by an individual who resides in a voting precinct but whose eligibility to vote is in question or is not determinable on Election Day.

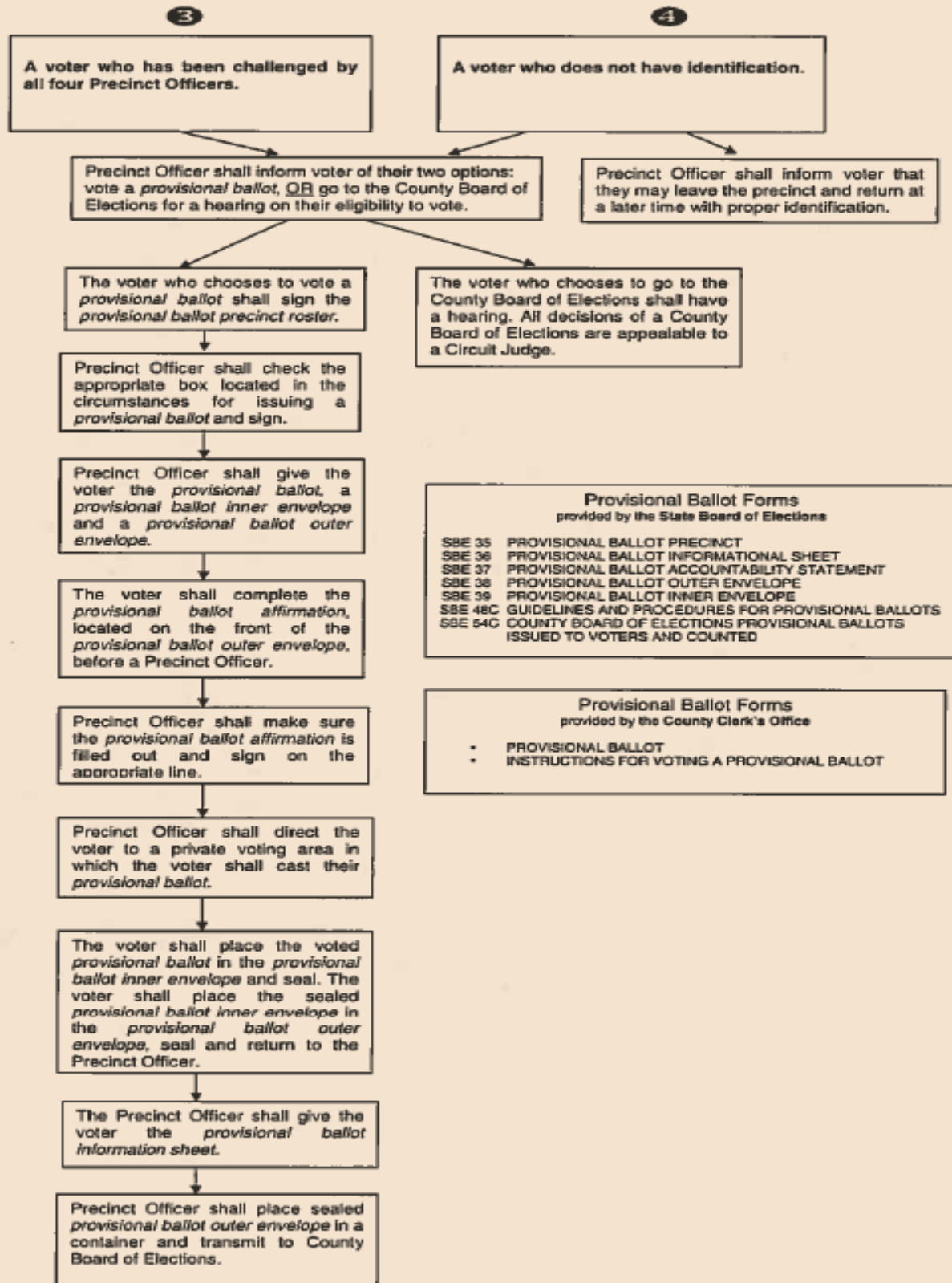
### Five Circumstances for Issuing a Provisional Ballot:



### Kentucky's Provisional Ballot Process Continued

**Provisional Ballot:** a ballot cast in an election for federal office by an individual who resides in a voting precinct but whose eligibility to vote is in question or is not determinable on election day.

#### Five Circumstances for Issuing a Provisional Ballot:

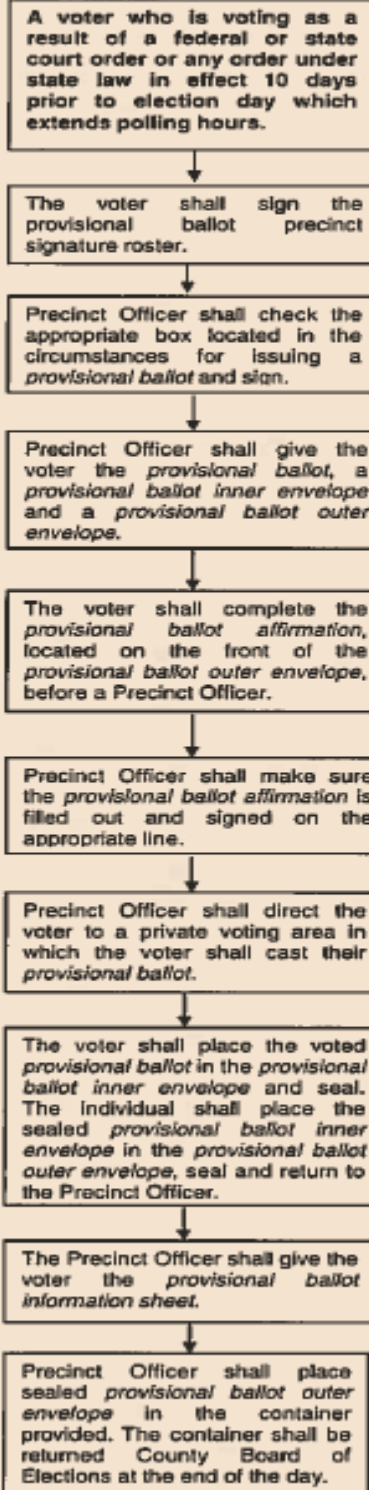


### Kentucky's Provisional Ballot Process Continued

Provisional Ballot: a ballot cast in an election for federal office by an individual who resides in a voting precinct but whose eligibility to vote is in question or is not determinable on Election Day.

#### Five Circumstances for Issuing a Provisional Ballot:

5



**FORM SBE 53, PRECINCT SHERIFF'S POST-ELECTION REPORT – SAMPLE  
COMPLETED**

Commonwealth of Kentucky  
State Board of Elections

**PRECINCT SHERIFF'S  
POST-ELECTION REPORT**

**KRS 117.355(1)** Within three (3) days after any primary or general election, the precinct election sheriff shall file a report with the chairman of the county board of elections and with the local grand jury. The report shall include any irregularities observed and any recommendations for improving the election process.

County	ANY
Date Of Election	11-6-2007
Precinct	A101 - FRANKLIN ELEMENTARY
Name Of Precinct Election Sheriff (Please Print)	PETER PARKER

**IRREGULARITIES OBSERVED:** (If you observed any irregularities, describe in your own words with as many details as possible, including names of alleged violators of election laws. Reported violations should include, but not be limited to violations of KRS 117.255 relating to assisting voters and execution of the voter assistance forms, adjusting the voting machine in primary elections to enable the voter to vote for only persons for whom the voter is entitled to vote, voting more than once, and voting supplemental paper ballots. Violations of KRS 117.235 relating to electioneering must also be reported. If more space is required, attach additional sheets as necessary. If no violations are observed, so indicate.)

JOHN DOE WAS OBSERVED HANDING OUT CAMPAIGN LITERATURE WHILE WAITING IN LINE TO VOTE. I INFORMED MR. DOE THAT HIS ACTIONS WERE NOT PERMITTED AND WAS A FORM OF ELECTIONEERING. HE APPOLOGIZED AND STOPPED HIS ACTIONS IMMEDIATELY. NO OTHER PROBLEMS OR VIOLATIONS OBSERVED.

**RECOMMENDATIONS FOR IMPROVING THE ELECTION PROCESS:** (Describe recommendations in your own words. If more space if required, attach additional sheets as necessary.)

NO RECOMMENDATIONS AT THIS TIME.

11-6-2007

Date Signed

Peter Parker

Signature of Precinct Election Sheriff

KRS 117.255  
KRS 117.355

SBE 53 (4/00)

White – Grand Jury  
Canary – County Board of Elections  
Pink – Precinct Election Sheriff



# PRECINCT ELECTION OFFICERS' REVIEW

## STATEMENTS

### ANSWER "TRUE" OR "FALSE" TO STATEMENTS (*see page 72-76 for ANSWERS*)

1.	All precincts must close at 6:00 p.m., unless there are voters waiting in line at 6:00 p.m. to vote.
2.	If a voter registered in your county has recently moved to your precinct and is not listed on the Precinct Signature Roster, he/she must vote at his/her old precinct.
3.	Campaign workers for any candidate may witness the vote count after the polls have closed.
4.	Voters who have been approved for permanent voter assistance do not have to sign the Precinct Signature Roster and can only use the accessible voting machine.
5.	Only a person whose name appears on the Precinct Signature Roster may vote in your precinct.
6.	Spouses are not permitted to accompany each other into the voting booth without first qualifying for voter assistance and completing form SBE 31, Voter Assistance Form.
7.	Members of the news media may not conduct interviews with voters inside the voting room.
8.	If a minor goes into the voting booth with a voter and accidentally casts the ballot on the voting machine, the judges should reset the machine and permit the voter to vote again.
9.	All voters are allowed only two minutes to vote if other voters are in line waiting to vote.
10.	A candidate may assist a voter in the voting booth if that voter qualifies for assistance.
11.	Even if one of the precinct election officers knows a voter, each voter must confirm his or her current address as listed on the Precinct Signature Roster.
12.	A voter who has been challenged by an election officer or challenger can vote after completing form SBE 32, Oath of Voter, and by signing the Precinct Signature Roster.
13.	A college student who temporarily resides outside the county of their residence and who has applied for an absentee ballot may vote in person at the polling place on election day.
14.	If a voter is not known by one of the precinct election officers and does not present a type of ID at the polls, he is not allowed to vote on the voting machine.
15.	Only the two precinct judges are required to be able to set up a voting machine at the beginning of the Election Day.
16.	Persons assisting voters who have been approved for permanent voting assistance still need to sign form SBE 31, Voter Assistance Form.

	17.	The voter with a visual impairment or voter with a disability must vote on the voting machine specifically designed to accommodate the voter with disabilities.
	18.	No one allowed in the voting room may use paper, telephone or a computer to create a check-off list or record the identity of voters.
	19.	A voter can use a Tennessee driver's license as a form of identification at the polls.
	20.	A registered voter changing political party affiliation after December 31, 2017, is eligible to vote in the May 22, 2018 Primary Election in either the Democrat or Republican party races.

## ANSWERS

<b><u>TRUE</u></b>	<b>1.</b>	<p>All precincts must close at 6 p.m., unless there are voters waiting in line at 6 p.m. to vote.</p> <p><b>At 6 p.m., the sheriff shall stand at the end of the line of those voters who arrived by 6:00 p.m. and that voter shall be the last voter permitted to vote. The precinct sheriff shall wait in line with the last voter until he has voted. Any voters who arrive after the last voter in line at 6:00 p.m. shall not be permitted to vote. When the last voter in line by 6:00 p.m. has voted, the polls shall then be closed. (See pages 12 and 13).</b></p>
<b><u>FALSE</u></b>	<b>2.</b>	<p>If a voter registered in the county is not on the Precinct Signature Roster in your precinct but has recently moved to your precinct, he must vote at his old precinct.</p> <p><b>All voters registered in the county must vote in the precinct in which they live even if they are not listed on the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster. If a voter is not listed on the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, but is registered and lives in your precinct, he can vote after completing form SBE 32, Oath of Voter, a new voter registration card, and by signing form SBE 25, Supplemental Precinct Signature Roster. A voter who moved to another county after the registration books close MAY return to his old precinct and vote in this one election. (See page 29). A voter who moved to another county before the registration books closed MAY NOT vote in either county for that election.</b></p>
<b><u>FALSE</u></b>	<b>3.</b>	<p>Campaign workers for any candidate may witness the vote count after the polls have closed.</p> <p><b>In the primary, the campaign worker must be considered a representative of the candidate to observe the vote count. Members of the news media MAY also observe the vote count. General onlookers or well-wishers MAY NOT observe the vote count at the end of the day. (See page 43).</b></p>

<b><u>FALSE</u></b>	<b>4.</b>	<p>Voters who have been approved for permanent voter assistance do not have to sign the Precinct Signature Roster and can only use the accessible voting machine.</p> <p><b>Voters who have been approved for permanent voting assistance DO NOT have to sign form SBE 31, Voter Assistance Form, or list the reason assistance is needed. However, all voters who vote MUST sign the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster, and can use any voting machine of their choice whether or not they have been approved for permanent assistance. (See pages 36, 37, and 56).</b></p>
<b><u>FALSE</u></b>	<b>5.</b>	<p>Only a person whose name appears on the Precinct Signature Roster may vote in your precinct.</p> <p><b>There are many reasons that may result in a qualified voter's name being omitted from the voter rolls. If a person's name does not appear on the Precinct Signature Roster, follow the procedures listed on page 29.</b></p>
<b><u>TRUE</u></b>	<b>6.</b>	<p>Spouses are not permitted to accompany each other into the voting booth without first qualifying for voter assistance and completing form SBE 31, Voter Assistance Form.</p> <p><b>The only person(s) that may enter the voting booth with a voter is the person(s) assisting a voter who qualifies for voting assistance and a minor child at the voter's discretion. (See pages 36, 43 and 44).</b></p>
<b><u>TRUE</u></b>	<b>7.</b>	<p>Members of the news media may not conduct interviews with voters inside the voting room.</p> <p><b>Members of the news media may conduct interviews outside the door of the voting room as long as they do not interfere with the election process. Members of the news media may not conduct interviews inside the room where the voting machine is located. News media may film the voting process in the room where the voting machine is located as long as they do not record the identity of voters or interfere with the election process. (See page 44).</b></p>
<b><u>FALSE</u></b>	<b>8.</b>	<p>If a minor goes into the voting booth with a voter and accidentally casts the ballot on the voting machine, the judges should reset the machine and permit the voter to vote again.</p> <p><b>Once the vote is cast, the voter cannot vote again. A voter may cast only one vote. Voters who take minor children into the voting booth with them should be warned of this situation. (See page 44).</b></p>
<b><u>FALSE</u></b>	<b>9.</b>	<p>All voters are allowed only two minutes to vote if other voters are in line waiting to vote.</p> <p><b>Voters with a disability must be given a reasonable amount of time to cast their ballot. Voters who do not need extra time due to a</b></p>

		<b>disability are limited to two minutes in the voting booth only if other voters are waiting in line to use the voting machine. KRS 117.255(7). (See page 6).</b>
<b><u>TRUE</u></b>	<b>10.</b>	<p>A candidate may assist a voter in the voting booth if that voter qualifies for assistance.</p> <p><b>Voters who are eligible to receive assistance may be assisted by any person of their choice, including a candidate, as long as the person assisting the voter is not the voter's employer, an agent of that employer, or an officer or agent of the voter's labor union. If a voter does not bring someone with him, or does not choose someone at the polls to assist him, then the two precinct election judges may assist the voter. (See page 36).</b></p>
<b><u>TRUE</u></b>	<b>11.</b>	<p>Even if one of the precinct election officers knows a voter, each voter must confirm his or her current address.</p> <p><b>The precinct election clerk should always verify the current address of a voter, even if one of the precinct election officers knows that voter personally. It is possible that the identifying precinct election officer is unaware that the voter moved or that the address has been updated due to 911 address system upgrades. (See pages 10, 26 and 27).</b></p>
<b><u>TRUE</u></b>	<b>12.</b>	<p>A voter who has been challenged by an election officer or challenger can vote after completing form SBE 32, Oath of Voter, and by signing the Precinct Signature Roster.</p> <p><b>A voter who has been challenged by precinct election officers or challenger must complete form SBE 32, Oath of Voter, before he/she will be permitted to vote on the voting machine. After form SBE 32, Oath of Voter, has been completed, the voter must sign the Precinct Signature Roster or form SBE 25, Supplemental Precinct Signature Roster. (See pages 24, 25, 31 and 57).</b></p>
<b><u>FALSE</u></b>	<b>13.</b>	<p>A college student who temporarily resides outside the county of their residence and who has applied for an absentee ballot may vote in person at the polling place on election day.</p> <p><b>If the college student has received an absentee ballot by mail but knows at least seven (7) days before the date of the election that he/she will be in the county on election day and who has not voted the absentee ballot shall cancel his/her absentee ballot by returning the unvoted absentee ballot to the county clerk. The county clerk shall remove the voter's name from the list of persons who were sent absentee ballots (or marked "ABSENTEE" on the Precinct Signature Roster) and the voter may vote in the precinct in which he/she is properly registered.</b></p>

<b><u>TRUE</u></b>	<b>14.</b>	<p>If a voter is not known by one of the precinct election officers and does not present a type of ID at the polls, he/she is not allowed to vote on the voting machine.</p> <p><b>Before a person is allowed to vote on the voting machine in the precinct, a voter must show identification or be personally known by one of the precinct election officers. The voter is permitted to leave the polling place to get his ID if he/she has not already signed the Precinct Signature Roster. However, if the voter refuses to get his/her ID, the voter may vote a provisional ballot. (See pages 10 and 26).</b></p>
<b><u>FALSE</u></b>	<b>15.</b>	<p>Only the two precinct judges are required to be able to set up a voting machine at the beginning of the election day.</p> <p><b>All officers need to be able to open a voting machine in case one or both judges are late or absent. Not understanding this could prevent the precinct from opening on time. (See page 5).</b></p>
<b><u>TRUE</u></b>	<b>16.</b>	<p>Persons assisting voters who have been approved for permanent voting assistance still need to sign form SBE 31, Voter Assistance Form.</p> <p><b>The individual assisting the voter MUST always sign form SBE 31, Voter Assistance Form. (See pages 36, 37 and 56).</b></p>
<b><u>FALSE</u></b>	<b>17.</b>	<p>The voter with a visual impairment or voter with a disability must vote on the voting machine specifically designed to accommodate the voter with disabilities.</p> <p><b>The voter with a visual impairment or voter with a disability may vote on any voting machine the voter chooses and request assistance. (See pages 10, 36 and 56).</b></p>
<b><u>FALSE</u></b>	<b>18.</b>	<p>No one allowed in the voting room may use paper, telephone or a computer to create a check-off list or record the identity of voters.</p> <p><b>No election officer, voter, or other person permitted by law within the voting room, can use paper, telephone, a personal telecommunications device, or a computer or other information technology system for the purpose of creating a check-off list or otherwise recording the identity of voters within the voting room, except for the official use of the Precinct Signature Roster and Challengers. (See pages 42 and 43).</b></p>
<b><u>TRUE</u></b>	<b>19.</b>	<p>A voter can use a Tennessee driver's license as a form of identification at the polls.</p> <p><b>A voter may present a driver's license from Kentucky or any other state as his or her form of identification as long as the identity of the voter can be confirmed from the identification provided. (See page 26).</b></p>

<b><u>FALSE</u></b>	<p><b>20.</b> A registered voter changing political party affiliation after December 31, 2017, is eligible to vote in the May 22, 2018 Primary Election in either the Democrat or Republican party races.</p> <p><b>Kentucky conducts closed primaries, which means that a voter must affiliate with a political party in advance of the election date in order to participate in that party's primary. This voter is eligible to vote in NONPARTISAN races only. This voter should have been a registered member of the political party on or before December 31<sup>st</sup> immediately preceding the May 22, 2018 primary election. (See pages 20, 21, 22 and 23).</b></p>
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**NOTES**

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