

Chapter 6 - Check-in Judges

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6.1 Same Day Registration

To register to vote a regular ballot at a polling place on election day, an individual must:

- Register at the assigned polling place where he or she lives;
- Show a current Maryland driver's license or MVA ID card or an official document with the applicant's name and address that establishes that the applicant lives in the precinct. Official documents include the following, which must have been issued within the past three months: a utility bill, a bank statement, a government-issued check, a paycheck, a government-issued document, or a document issued by an independent institution of higher education; and
- Be a pre-qualified voter in the pollbook.

If an applicant is able to prove that they live in the county or precinct in which they wish to register and they are pre-qualified in the pollbook, they should be issued a voter authority card, sign that voter authority card, and be issued a regular ballot.

If the applicant is unable to prove that they live in the county or precinct, or if they are not pre-qualified in the pollbook, the applicant should be issued a provisional ballot.

The Montgomery County Board of Elections will decide which election judges will be responsible for same day registration. Those election judges will be trained to follow the same day registration procedures. They will also check-in previously registered voters.

6.2 Election Set-up

Pre-election meeting: all elections workers will help set up the polling place on the evening before the election.

All tasks are supervised by the chief judges.

Arrive at 6:30 p.m.

Make sure you sign the *Payroll Sheet*.

1. Help set up for the election as assigned by the chief judges, including:
 - Lay out supplies

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- Post signs
 - Set up tables and chairs
2. Check that the correct pollbooks and printers have been sent to the right precinct using the *Pollbook Integrity Report* located in the printer case.
 3. Set up the individual check-in tables. Each check-in judge or team should have the following:
 - Pollbook
 - Stylus for the pollbook
 - Printer for the pollbook
 - Extra roll of paper for the printer
 - Privacy Sleeves
 - *Voter Update Forms*
 - *Voter Assistance Forms*
 - Pens
 - Note pads
 - Paper clips
 4. Prepare the pollbooks and printers for election day using the instructions in *Chapter 10 – Pollbook*.

Election Morning

All tasks are supervised by the chief judges.

Arrive at 6:00 a.m.

Make sure you sign the Payroll Sheet.

Put on your name tag.

1. Prepare the pollbooks and printers for election day using the instructions in Chapter 10 – pollbook.
2. At the direction of the chief judges, open the polls on the pollbooks.
3. Print and sign the *Consolidated Ballot Counts* report and the *Consolidated Voter Counts* report from each pollbook. Attach them to the *Pollbook Integrity Report* and give it to a chief judge.
4. Make sure chief judges have supplied the Ballot Activation Cards.



Work together so that your polling place is ready to open by 7:00 a.m.

6.3 During Voting Hours

The check-in judges must:

- Use the pollbook to look up and check voter information.
- Print voter authority cards from the pollbook.
- Ask voters to check the printed information on their voter authority card
 - For voters who are unable to read the information on their voter authority card, read the printed information on the voter authority to the voter and ask the voter to confirm that the information is correct.
- Tell voters to sign their voter authority card. See Section 6.6 below for information about how to assist voters who are unable to sign their voter authority cards.
- Circle the ballot style.
- Write your initials on each voter authority card.
- Have voters fill out the *Voter Update Form*, if needed.
- Tell every voter: “Would you prefer to mark your ballot using the ballot marking device, or by hand using a pen?”

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- If the voter chooses to use the ballot marking device, give the voter a ballot activation card in a privacy sleeve with the voter authority card in the front pocket and direct them to the ballot marking device area
- If the voter chooses to mark the ballot by hand, give the voter the voter authority card and direct he or she to the ballot table.
- Tell the chief judge if a voter must vote a provisional ballot.
- Place the provisional voter authority card in an orange privacy sleeve and direct the voter to the provisional table. Mark the provisional voter authority card in orange, if applicable.
- ***Only use the pollbook to look up the voter you are checking in. You may not look up any other person unless you are directed by a chief judge. If you look up anyone else, you may be removed from being an election judge and not be paid.***

6.3.1 Important Reminders

- **DO NOT** ask a voter to show ID **unless** the voter is marked as “Show ID” in the pollbook.
- If any voter offers their ID, you may accept it. However, the voter **must** also say his or her name, address, and month and day of birth.
- If a voter’s identity is challenged, tell a chief judge right away.
Do not check-in this voter any further, except as specified below:
 - If the challenged voter provides an acceptable ID to the chief judge, continue to check-in the voter.
 - If the challenged voter does not provide an acceptable ID to the chief judge, the voter must use a provisional ballot (use provisional code #8) *but should still be checked in.*



If you checked in the wrong voter and have already printed the voter authority card, tell a chief judge right away. Do not issue another voter authority card.

6.4 Voter Update Form

The *Voter Update Form* is used to update information about the voter for future elections. During early voting, a person can register to vote or change an address and should be sent to the Same Day Registration/Address Change station to be checked in. On election day, the following information about the voter may be updated using the *Voter Update Form* if the information on file for that voter is not correct:

1. **Address:** If the voter moved **less than 21 days before election day**, fill out a *Voter Update Form*. The voter can use a regular ballot.



If the voter moved more than 21 days before election day, the voter must use a provisional ballot. The provisional ballot application will serve to update the voter's information and no Voter Update Form is needed.

"21 Day" dates for the 2024 elections:



Primary Election – If the voter moved on or before April 23, 2024, the voter must vote a provisional ballot.

General Election – If the voter moved on or before October 15, 2024, the voter must vote a provisional ballot.

2. **Name:** The voter's name may have changed (perhaps due to marriage) or be different (perhaps it was misspelled) from the information in the pollbook.
3. **Date of Birth:** The date of birth for the voter may not be right in the pollbook. But, check the information on the pollbook to **make sure** you are checking in the correct voter. For example, some parents and children may have the same name and live at the same address, but have different dates of birth. Then give the voter a *Voter Update Form* to change the date of birth.
4. **Party Affiliation:** The voter's party affiliation may be changed for the **next** election. It cannot be changed for the current election.
5. **Identification Information:** If the pollbook indicates "ID Required" for the voter, then fill out the "Identification Information" section of the *Voter Update Form*. Give the voter a regular ballot **if the voter presents an acceptable ID**. See *Chapter 10 - pollbook* for a list of acceptable ID.

6. **Death Notice:** A voter may report the death of another voter and ask that the voter's name be removed from voter registration records. This request will be investigated by the Montgomery County Board of Elections before the voter registration record is changed.

Figure 1 - Voter Update Form

You may need to fill out this form if your information has changed. Please use blue or black ink.
Election Judge: If a voter must vote a provisional ballot, do not use this form.

Voter Information
To be filled out by Election Judge. Use voter authority card to fill out this information.

1 Voter ID # _____
 First Name _____ Last Name _____
 Middle _____ Suffix (Jr, Sr., III, IV) _____ Date of birth (mm/dd/yyyy) _____

Contact Information

2 Email _____ Phone _____

Change of Address

Check here if you moved less than 21 days before the election. Provide your new address below.

3 Street _____ Unit # _____
 City _____ State **MD** Zip _____
 Mailing Address (if different)
 Street or PO Box _____ Unit # _____
 City _____ State _____ Zip _____

Change of Name, Date of Birth, and/or Gender

4 First Name _____ Male
 Last Name _____ Female
 Middle _____ Suffix (Jr, Sr., III, IV) _____ Unspecified/Other
 Date of Birth _____

Change of Party Affiliation

5 For future elections, I want my party affiliation to be:
 Democratic Party Republican Party Green Party
 Libertarian Party Working Class Party Unaffiliated (independent of any party)
 Other (please specify) _____

Identification Information
Election Judge use only

Indicate the type of ID provided only if "ID required" is specified on the pollbook.

6 Photo ID - The photo ID does **not** need an address. If there is an address, the address does not need to match the address on the VAC or this form.
 MD Driver's Licence or MVA ID # _____
 Other Photo ID _____

Non Photo ID - The document **must be current** (dated within the last 3 months) and must contain the **same name and address** as listed on the VAC or this form.
 Utility Bill
 Bank Statement
 Pay Check
 Government Check
 Other Government Document: _____

Death Notice
Please sign in section 8 for the deceased voter.

7 I, _____ confirm that the voter listed above is deceased. I ask that the voter's name be removed from the voter registration records.
 My relationship to the deceased _____

Signature of Voter
If the voter is deceased, the person filling out this form should sign here. Election Judge does not sign here.

8 I affirm under penalty of perjury that the information on this form is true and correct.
Voter, sign and date here (Required)

X _____ Today's Date (mm/dd/yyyy) _____



If a voter cannot be found in the electronic pollbook, tell a chief judge right away. The chief judge may do an additional search. Voters who are not found in the electronic pollbook may only be issued a provisional ballot. See Chapter 10 – Pollbook for more information.

6.5 Issuing a Provisional Ballot

In some situations, a voter must use a provisional ballot. Examples include voters with a “pending” status and voters who are not in their registered precinct.

Sometimes the pollbook will allow a voter to be issued a regular ballot, but the voter should be issued a provisional ballot instead. Examples include:

- A voter whose status is “Active (or Inactive)-Show ID”, but the voter is unable to show an acceptable ID.
- A voter who is challenged by a watcher, but the voter is unable to show an acceptable ID.
- A voter who voted during extended hours.
- During a primary election, a voter who claims a different party affiliation than what is shown in the pollbook.

If the voter must use a provisional ballot, it is very important to enter the correct provisional ballot reason code number into the pollbook. **Refer to the chart below:**

Reason Code	Provisional Ballot Reason
1	Not listed on precinct register.
2	Listed but indicates a change of address (does not apply to Early Voting)
3	Listed but claims different party affiliation (primary election only)
4	Listed as “ABS Issued,” “Reg Issued,” “PROV”, or “Voted Early”
5	Listed as “Active” or “Inactive” and “Show ID” but is unable to show acceptable ID
6	Listed as “Pend1” (“Show ID” on Voter Details screen)
7	Listed as “Pend2” (“Need DL#/SSN#” on Voter Details screen)
8	Identity was challenged and cannot provide an acceptable form of ID
9	Other
10	Voted during extended hours
11	Not prequalified for same day registration
12	No proof of residency for same day registration

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6.6 Blind/Low Vision Voters and Voters Who Cannot Sign Any Form(s)

Follow regular check-in procedures and tell the voter when a signature is needed. Let the voter tell you if he or she cannot sign his or her name.

If the voter is **blind or has low vision**, on all forms requesting a voter signature, place the tip of a pen at the beginning of the signature line and inform the voter you have done so. Then allow the voter to take control of the pen, rather than guiding the voter's hand to the signature line.

If a voter is **unable to sign** his or her voter authority card, *Voter Update Form*, or any other form(s), ask the voter to make an "X" or similar mark on the signature line. This mark is acceptable as that voter's signature.

When voters are **unable to make a mark**, write the following statement on the back of the form the voters are supposed to sign:

- **On the voter authority card:** "This voter is qualified to vote but is unable to sign his or her name."
- **On all other forms except the voter authority card:** "This voter is unable to sign his or her name."
- Sign your name and write the date under the statement.



Always ask the voter before helping. Do not assume a voter cannot sign his or her own name

6.7 Closing the Polls

All voters who are in the check-in line by 8:00 p.m. are allowed to vote. After the last person who was in line by 8:00 p.m. has voted, the polls are officially closed.

1. When the chief judge tells you, print and sign the *Consolidated Ballot Counts Report* and *Consolidated Voter Counts Report* from each pollbook. Attach them to the *Pollbook Integrity Report*.
2. When the chief judges tell you, shut down and pack up the pollbooks and printers.
3. Fill out the *Pollbook Integrity Report*. Give it to the chief judges.
4. Pack all other check-in supplies.
5. Help close the polling place by doing anything else the chief judges ask you to do.



Extended voting hours may be ordered. When this happens, all election judges must continue to work. All voters who are in the check-in line at the end of the extended voting hours are allowed to vote. See Appendix 1 – Extended Hours for more information.