New Hampshire Attorney General's Office – 2012 Polling Place Checklist for the State Primary Election

Inspector's Name:_____
Town/City Ward:_____
Polling Place Facility:_____
Date: 9/11/2012 Time: ___:___ AM/PM (Circle One)
Moderator's Name (person serving when inspected – may be pro-tem/assistant):

Requirement	What to Look For	#	Yes	No	N/A
Exterior					
Traffic	Were traffic access routes adequate to enable access to the polling place?	1.			
Accessible Parking	Is there at least one 8-foot wide accessible van parking space marked with a proper sign? (There must be an 8-foot wide parallel access aisle next to the space.) RSA 658:9-a, I.	2.			
Parking	Was parking adequate to enable access to the polling place?	3.			
Route	Is the route from the parking area to the entry door to the polling place easily accessible (clear from snow/ice, no excessive grade/curbing, useable by a person in a wheelchair)? RSA 658:9-a	4.			
Ramp	Does the route from the parking area to the entry door include a ramp? RSA 658:9-a, IV.	5.a.			
	Is the ramp free from snow/ice?	5.b.			
	Does the ramp have proper handrails?	5.c.			
Accessible Entrance	Is the accessible entrance different from the main entrance?	6.a.			
	If, yes: Are there signs directing voters to the accessible entrance? RSA 658:9-a	6.b.			
No Electioneering Zone	Is there a zone at least 10 feet wide extending from the entrance(s) to the polling place where electioneering is prohibited? RSA 659:43	7.			
Exterior Campaign Signs	Have election officials ensured that there are no unattended campaign signs present on the property of the polling place, outside the no electioneering zone? RSA 664:17 (Law prohibits affixing signs to public property. Some moderators create electioneering zones where signs may be left unattended.)	8.			

Flag	Is an American flag on display outside the polling place? RSA 658:9 (required weather permitting)	9.		
Interior *Identify yourself to the Moderator when entering the polling place. Before completing the inspection, introduce yourself to the Clerk, Selectmen, and Supervisors of the Checklist*				
Election officials present	Are the following election officials present at the polling place: Moderator (or assistant moderator), clerk (or deputy or assistant clerk), at least two supervisors of the checklist (or assistant supervisors of the checklist), at least two selectmen? RSA 658:7; NH Constitution, Part 2, Article 32	10.		
Signs	**Voter Instruction Card**: Are there 3 copies outside the guardrail, one of which is at 48" = accessible to a person in a wheelchair? RSA 658:28	11.a.		
	Voter Instruction Card: Is there 1 copy in each voting booth/screen? RSA 658:28	11.b.		
	Sample Ballots: Are there at least 2 sample ballots for the General Election posted outside the guardrail? RSA 658:26	11.c.		
	Purity of Elections Statutes: Is a poster with the purity of elections statutes posted outside the guardrail? RSA 658:29	11.d.		
	Assistance in Voting: Is there at least one "Assistance in Voting" sign posted outside the rail? 42 U.S. C. 15482(b).	11.e.		
	Voting Rights: Is there at least one "Voting Rights" sign listing the AG toll free election line posted outside the rail? 42 U.S.C. 15482 (b)(E).	11.f.		
New ID Sign	**Voter Identity:** Is there a "Proof of Identity" poster posted outside of the guardrail explaining to voters the photo identification requirement in RSA 659:13? RSA 658:29-a.	11.g		
Flag	Is an American Flag displayed inside the polling place? RSA 658:9.	12.		
Lines	Voters who were registered before entering the polling place should not have to wait more than fifteen minutes to obtain a ballot and have access to a voting booth/screen. Do voters receive ballots within 15 minutes?	13.a.		

	Observe and record the waiting time to obtain a ballot: _____ minutes	13.b.	N/A	N/A
	Eligible voters who choose to register on election day may reasonably expect a longer waiting time. Note the waiting time, if a line exists, for registering to vote: _____minutes	13.c.	N/A	N/A
Booths	Is there at least one State-issued booth easily accessible to elderly persons and persons with physical disabilities? RSA 658:9, III	14.a.		
	Are there at least two standard voting booths? RSA 658:9, V?	14.b.		
	Are there at least two tabletop voting screens? RSA 658:9, V	14.c.		
	Number of Registered Voters on the voter checklist in the town or ward:_____ (Ask Moderator or Supervisor of the Checklist for number of registered voters on checklist)	14.d.	N/A	N/A
	Total No. of Booths and Screens:_____	14.e.	N/A	N/A
	Are there a total of at least one booth/screen for every 150 people (in the state primary or presidential primary) and 125 people (in the general election) listed on the checklist (excluding new election day registrants)? RSA 658:9, V (b)	14.f.		
Accessible Voting System	Is the telephone/fax system for accessible voting set up and functioning? Check for a light on the fax machine and a dial tone on the phone which is used for the accessible system (not the fax phone). 42 U.S.C. 15481	15.a		
	Is there a state inventory sticker on the fax machine?	15.b.		
	Is there a state inventory sticker on the tent booth?	15.c.		
Electioneering	Is electioneering prohibited within the polling place? RSA 659:43; RSA 659:44	16.		
Guardrail	Is there a guardrail (wooden rail, rope, ribbon, tape, or any other system) separating the voting area from the public area? RSA 658:9	17.a.		

	Is the guardrail positioned so that no one outside the rail can approach closer than 6 feet from the voting booths and the ballot box? RSA 658:9	17.b.		
	Are persons (other than election officials and voters marking and casting ballots or assisting another voter) prohibited from entering within the rail? RSA 659:21	17.c.		
Checklist and Checking in to Vote	Does the checklist used to check in voters have bar codes? RSA 654:25; RSA 654:45 (The presence of the barcode verifies that the list was created from the statewide database)	18.a.		
	When a voter checks in to receive a ballot, does the ballot clerk repeat the voter's name out loud two times and (using a ruler or a straight edge) put a check next to the voter's name if it appears on the checklist? RSA 659:13	18.b.		
	If the voter's name is not on the checklist, does the ballot clerk direct him or her to the supervisors of the checklist?	18.c		
	For undeclared voters, does the ballot clerk write the first three letters of the party whose primary the voter is voting in on the checklist?	18.d.		
	When a voter checks in, does the ballot clerk state the address of the voter listed on the checklist and ask the voter to verify it is correct? RSA 659:13	18.e.		
	If the voter's address is NOT correct, and the voter's address is within the same town or ward, is the ballot clerk correcting the address in red ink on the checklist?	18.f.		
	If the voter's address is NOT correct, and the voter's address is NOT within the same town or ward, is the ballot clerk informing the voter that he or she is at the wrong polling place and that they can only vote where they are domiciled?	18.g.		
	Does the ballot clerk request that the voter present a valid photo ID? RSA 659:13	18.h.		
	For voters who do not present a valid photo ID, is the ballot clerk giving those voters a copy of the explanatory document prepared by the Secretary of State? RSA 659:13	18.i.		

	Are the ballot clerks keeping a tally of the number of voters who do NOT present a valid photo ID on a separate piece of a paper (not the checklist)? RSA 659:13	18.j.		
	After a voter is given a ballot, does the ballot clerk use a ruler or a straight edge to denote that the voter has received a ballot (by either crossing out the voter's last name on the checklist or making a check using red ink)? RSA 659:13	18.k.		
Ballots	Determine from the moderator the number of ballots (excluding test ballots) received from the Secretary of State	19.a.	# _____	
	Are voters and election officials prohibited from removing ballots from within the guardrail? RSA 659:38	19.b.		
	Hand Count Towns: Does the moderator (or assistant moderator) take the ballot from the voter and deposit it in the ballot box in a manner that does not disclose how the ballot is marked? RSA 659:23	19.c.		
	Machine Count Towns: Does the moderator allow the voter to put his/her ballot into the ballot counting device in a manner that does not disclose how the ballot is marked? RSA 659:23, II	19.d.		
	Did the Moderator start processing absentee ballots no sooner than 1:00 PM (unless 10 voters petition to start after the polls close)? (The moderator or the moderator's designee may authorize the opening of absentee ballot return envelopes on election day prior to the time established for processing absentee ballots in RSA 659:49.) RSA 659:49, 659:49-b.	19.e.		
	Did the Moderator publicly announce the name of each absentee voter as their ballot is processed? RSA 659:50	19.f.		
Ballot Counting Devices	Is a zero tape available for inspection and in proper form? Election Procedure Manual & RSA 656:42	20.a.		
	Does the moderator have procedures in place to empty the bin under the ballot counting device if there are more than 1200 ballots cast?	20.b.		

	Can the moderator produce Activity Logs (memory card(s), tape seals, & canvas bag), an Access Log, Upgrade Form, and Test Results (test ballots, hand count of votes, machine tape(s))? (Look first in the front pocket of the device's canvas bag cover.) RSA 656:42	20.c.		
	Are there two tape seals on the device frame & seal on the memory card post properly in place without evidence of tampering? (See attached diagram.) RSA 656:42	20.d.		
Assistance to Voters	Does a voter who declares to the moderator under oath that they need assistance marking their ballot, receive assistance by one or both of the inspectors of elections or by a person of their choice (except they cannot be assisted by their employer or union official)? The moderator must first inform the voter of the accessible voting options available. RSA 659:20	21.a.		
	Does the moderator offer the voter the choice of selecting the person who will assist the voter? RSA 659:20	21.b.		
	If someone assists the voter, are they required to give an oath? RSA 659:20	21.c		
Official Ballots Within the Guardrail	Has the moderator removed any official ballots from within the guardrail for any purpose, including but not limited to allowing a voter to complete a ballot outside the guardrail? RSA 659:38	22.		
Challengers Appointed by Party Committee	Does the moderator position challengers (designated in writing by the Dem. or Rep. party) in a place to enable them to see and hear voters check in with the ballot clerks? RSA 666:4	23.		
Challenges	Are challenges being made at the voter check-in table? Challenges are prohibited from being made at the voter registration table. (Does not apply to challenges made by election officials.) RSA 659:27	24.		
Registered voters who challenge	Are individuals who are making challenges (other than election officials or challengers appointed in writing) registered to vote in the town or ward where the challenge is being made? RSA 659:27	25		

Observers (general public)	Is there a public viewing area outside the rail available for observers from campaigns and the public? RSA 659:21 & 654:7-c	26.a.		
	Are observers at least 5 feet from the registration table? RSA 654:7-c	26.b.		
	Can a person in the area for observers hear the ballot clerks announce the names of voters as the voters check in? RSA 654:7-c	26.c.		
	Are observers at least 6 feet from the check-in table, unless the moderator expressly permits them to be closer? RSA 659:13-a	26.d.		
Voter Registration	Are people being allowed to register to vote at the polling place? RSA 654:7-a.	27.a.		
	Are people who register to vote being required to prove: (RSA 654:12) a. Their identity if they are not personally known by the Supervisor of the Checklist?	27.b.		
	b. Their age if their appearance leaves doubt whether the person is 18 or older?	27.c.		
	c. Their citizenship?	27.d.		
	d. Their domicile?	27.e.		
	Are those without other proof of identity, age, or citizenship offered and allowed to use a qualified voter affidavit? RSA 654:12, I	27.f.		
	Are those without other proof of domicile offered and allowed to use a domicile affidavit? RSA 654:12, I	27.g.		
	Were all voter registration applications accepted? (The Supervisors of the checklist should contact the Attorney General's office before denying any registration application.)	27.h.		