

New Hampshire Attorney General's Office

2014 Polling Place Checklist for the State General Election

Inspector's Name: _____

Town/City Ward: _____

Polling Place Facility: _____

Date: 11/04/2014 Time: ____:____ AM/PM (Circle One)

Moderator's Name (person serving when inspected – may be pro-tem/assistant):

Requirement	What to Look For	#	Yes	No	Memo (N/A if not applicable)
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			
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	4			
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.)	5			

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.

Requirement	What to Look For	#	Yes	No	N/A
Election Officials	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 a quorum of the selectmen? RSA 658:7; NH Constitution, Part 2, Article 32	6			
Signs	Purity of Elections Statutes: Is a poster with the purity of elections statutes posted outside the guardrail? RSA 658:29	7.a.			
	Voter Identity: Is there a "Proof of Identity" poster posted outside of the guardrail explaining the photo identification law? RSA 658:29-a.	7.b.			
	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).	7.c.			
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?	8.a.			
	Observe and record the waiting time to obtain a ballot: _____ minutes	8.b.			
	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	8.c.	N/A	N/A	

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Booths	Is there at least one State-issued booth easily accessible to elderly persons and persons with physical disabilities? RSA 658:9, III	9.a.			
	Are there at least two standard voting booths? RSA 658:9, V	9.b.			
	Are there at least two tabletop voting screens? RSA 658:9, V	9.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)	9.d.	N/A	N/A	
	Total No. of Booths and Screens:_____	9.e.	N/A	N/A	
	Are there a total of at least one booth/screen for every 125 people listed on the checklist (excluding new election day registrants)? RSA 658:9, V (b)	9.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	10			
Electioneering	Is electioneering prohibited within the polling place? RSA 659:43; RSA 659:44	11			
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	12.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	12.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	12.c.			

Requirement	What to Look For	#	Yes	No	Memo (N/A if not applicable)
Checking in to Vote	When a voter checks in to receive a ballot, does the ballot clerk repeat the voter's name out loud two times and put a check next to the voter's name if it appears on the checklist? RSA 659:13	13.a.			
	If the voter's name is not on the checklist, does the ballot clerk direct him or her to the supervisors of the checklist?	13.b.			
	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	13.c.			
	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?	13.d.			
	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?	13.e.			
	Does the ballot clerk ask the voter to present a valid photo ID? RSA 659:13	13.f.			
	For voters who do not have a valid photo ID, are they able to vote by submitting a challenged voter affidavit to the ballot clerk? RSA 659:13 (It is recommended that these affidavits be completed when the voter first enters the polling place and before he or she gets in the voter check-in line.)	13.g.			
	Does the ballot clerk use a ruler or a straight edge to indicate that the voter has been given a ballot? RSA 659:13	13.h.			
Ballots	Are voters and election officials prohibited from removing ballots from within the guardrail? RSA 659:38	14.a.			

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Absentee Ballots	Did the Moderator start processing absentee ballots at 1:00 PM? (The moderator or the moderator's designee may authorize the processing of absentee ballot return envelopes on election day prior to 1 PM if the start time is no earlier than 2 hours after the opening of the polls and the time is posted and announced at least 24 hours in advance.) RSA 659:49, 659:49-b.	14.b.			
	If the Moderator or designee began to process absentee ballots earlier than 1 PM, did the moderator or designee post the time they will begin processing of absentee ballots 24 hours in advance? RSA 659:49, 659:49-b	14 c.			
Ballot Counting Devices	Are the Activity Logs (memory card(s), tape seals, & canvas bag), and the Access Log properly filled out? RSA 656:42 (You should also check to see that the test results are present)	15.a.			
	Are there two tape seals & seal on the memory card post properly in place without evidence of tampering? (See attached diagram.) RSA 656:42	15.b.			
Ballot Counting Devices	Is a zero tape available for inspection and in proper form? Election Procedure Manual & RSA 656:42	15.c.			
Official Ballots	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	16			
Challengers	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	17.a			
	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	17.b.			
Registered Voters Making Challenges	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 All challenges, regardless of by whom, need to be made on the "Asserting a Challenge" form. RSA 659:27-a	18			

Requirement	What to Look For	#	Yes	No	Memo (N/A if not applicable)
Observers	Are observers at least 5 feet from the registration table? RSA 654:7-c	19.a.			
	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	19.b.			
	Are observers at least 6 feet from the check-in table, unless the moderator expressly permits them to be closer? RSA 659:13-a	19.c.			
	Is there a public viewing area outside the rail available for observers from campaigns and the public? RSA 659:21 & 654:7-c	19.d.			
Voter Registration	Are people being allowed to register to vote at the polling place? RSA 654:7-a.	20.a			
	Are people who register to vote being required to prove: (RSA 654:12)	20.b.			
	a. Their <i>identity</i> ?				
	b. Their <i>age</i> if their appearance leaves doubt whether the person is 18 or older?	20.c.			
	c. Their <i>citizenship</i> ?	20.d.			
	d. Their <i>domicile</i> ?	20.e.			
	Are those without other proof of identity, age, or citizenship offered and allowed to use a qualified voter affidavit? RSA 654:12, I	20.f.			
	Are those without other proof of domicile offered and allowed to use a domicile affidavit? RSA 654:12, I	20.g			
	Were all voter registration applications accepted? (The Supervisors of the Checklist should contact the Attorney General's office before denying any registration application, including absentee voter registrations.)	20.h.			
	Are the supervisors of the checklist using the correct registration form (containing the space for indicating whether or not they are a U.S. citizen) for the 2014 State General Election? RSA 654:7,IV	20.i.			
Are the supervisors of the checklist using the second page of the voter registration form for the affidavits in place of the "Qualified Voter Affidavit" and the "Domicile Affidavit" forms? RSA 654:7, IV, RSA 659:13 & RSA 659:27	20.j.				