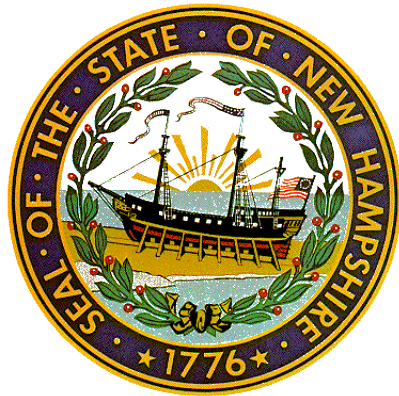


# *2020 Ballot Clerk Procedure at a Primary Election*



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Ballot Clerks have an important role at each election. You are often the first poll worker a voter will interact with. Your friendliness and professionalism in conducting your duties will influence the voter's experience.



How you interact with the voter may significantly affect the voter's perception of whether the election is conducted fairly and ensures every qualified person gets to mark and cast a ballot that is accurately counted.



Keep in mind that while some voters have been voting for years in your town or ward, others may be new to voting or new to your polling place.

Treat the voter the way you would like a member of your family treated if they were in the same circumstance.



Ballot clerks create the official legal record of who voted at an election. If questions arise about someone having voted, the accuracy of the marks you make on the checklist can affect the person's right to vote. An accurate mark helps you ensure a voter does not vote a second time.



If a voting crime occurs, the accuracy of the marks you make on the checklist can affect the State's ability to enforce the election law. Identifying who voted allows enforcement of the laws prohibiting voting in two towns/wards or two states in the same election.



Your marks on the checklist allow a count of how many voters participated in the election for comparison with the total number of ballots used at the election to verify the integrity of the election results;



The count of voters marked as voting also is compared to the total votes cast, including undervotes and overvotes (listed as “blanks” on the ballot counting device tape) to ensure the tally of votes cast for a given office is consistent with the number of people who voted.





It is therefore very important that the checklist be marked in a consistent and uniform manner.



Before allowing a Voter into the area within the guardrail, the Ballot Clerk Shall:

1. Ask the Voter to announce his or her name, domicile address, **AND** the name of the party in which he or she is registered.
  - Ask an undeclared Voter desiring to vote in a party primary to announce the name of the party in whose primary he or she wishes to vote. (RSA 659:14)



2. Search the checklist, find the Voter's name and address, and read aloud the Voter's name, domicile, mailing address (if any), and party affiliation as they appear on the checklist. Always read loud enough so challengers present can hear the information.



If the voter's name is similar to the voter's name above or below – slow down – ensure the correct voter is marked. Checklist marking errors often occur when there is a father and son with the same name, sometimes living at the same address, listed one adjacent to the other on the checklist. Be certain you are marking the correct voter!



- If the Voter's name is on the checklist, place a ruler under the Voter's name/address. Make a check mark  in the box beside the correct name. Repeat the name aloud.



- Direct a Voter whose name is NOT on the checklist, or is reporting a name change to the Supervisors of the Checklist/Registrars.



- When the voter returns after changing their name, write the new name in RED INK above the old name of the voter.

Town of ~~EXTON~~ NH  
Official Checklist  
**PRIMARY ELECTION**

Print Date : ~~11-08-2018~~ Page 1

Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
<b>Ward 00</b>		<b>CVA</b>		<b>PO Box 95</b>			
<input checked="" type="checkbox"/> <b>DEM</b>	<del>AARON, JOSEPH MICHAEL</del> <b>Clark, Mable Elle</b>	<input checked="" type="checkbox"/>	97 MAIN ST <b>22 Main St</b>	<del>PO BOX 129, ANYTOWN, 00</del> NH 99999 - 1234	300		
<input checked="" type="checkbox"/> <b>DEM</b>	<del>AARON, MABLE ELLE</del>	<input type="checkbox"/>	<del>97 MAIN ST</del>		00	300	
<input type="checkbox"/> <b>UND</b>	ABEAR, RONALD	<input type="checkbox"/>	717 ELM ST		00	300	
<input checked="" type="checkbox"/> <b>A.V. REP</b>	<del>ABLE, CONSTANCE DENISE</del>	<input type="checkbox"/>	22 BEAN RD		00	300	
<input checked="" type="checkbox"/> <b>REP</b>	<del>ABRAMA, GROVER</del>	<input type="checkbox"/> <b>MA</b>	98 MAIN ST		00	300	



- When the voter returns after registering to vote, write in the voter's information wherever the Moderator has instructed you to add Election Day Registrations:

New Registered Voters List						Election Date: _____	
Letter: <u>J</u>		Town/City of <u>Anytown</u>			Ward# _____		Page #: <u>3A</u>
✓	Party	Last Name	First Name	Middle Name	CVA	OOS DL	Address
✓	<del>DEM</del> UND	<del>Jones</del>	<del>Pamela</del>	<del>Debra</del>			<del>55 Elm Street</del>





- Best Practice is on the last page of the section of the checklist for the first letter of the last name;

OR

On the “New Registered Voters List”



Write legibly:

- Party, if registered undeclared, enter the initials of the party ballot they choose;
- Last, first, middle name and suffix, if applicable;
- Domicile address;



Write legibly:

- Write in state abbreviation if they presented an Out-Of-State Drivers License;
- Check the CVA box/column if the voter signed a Challenged Voter Affidavit (CVA)
- Write “A.V.” in red ink to the left of the line if this an absentee voter;



3. Ask the Voter if the domicile and mailing address (if any) are correct.
  - If the domicile or mailing address is NOT correct, and the current domicile address is within the same town or ward, correct the address(es). Write the correct address in **RED INK** above the current address(es). (RSA 659:13)



- If the domicile address is **NOT** correct, and the Voter's current address is **NOT** within the same town or ward, inform the Voter that he or she is not at the correct polling place. Encourage the Voter to use election day registration to vote at his or her correct polling place. Introduce the voter to the Moderator for directions to the correct polling place or if the Voter needs more information.



4. Mark the party choice of an undeclared Voter on the checklist using the first three letters of the name of the party, DEM or REP, in RED INK, above the UND.

(RSA 654:15)

Town of <del>EXTON</del> NH						
Official Checklist						
PRIMARY ELECTION						
Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID Barcode
Ward 00		CVA		<i>PO Box 95</i>		
<input checked="" type="checkbox"/> UND	<del>AARON</del> , JOSEPH MICHAEL	<input checked="" type="checkbox"/>	97 MAIN ST	<del>PO BOX 123</del> , ANYTOWN, 00 NH 99999 - 1234	300	
	<i>Clark, Mable Elle</i>		<i>22 Main St</i>			
<input checked="" type="checkbox"/> DEM	<del>AARON</del> , MABLE ELLE	<input type="checkbox"/>	<del>97 MAIN ST</del>		00 300	
<input type="checkbox"/> UND	ABEAR, RONALD	<input type="checkbox"/>	717 ELM ST		00 300	
<i>A.U.</i> <input checked="" type="checkbox"/> REP	<del>ABLE</del> , CONSTANCE DENISE	<input type="checkbox"/>	22 BEAN RD		00 300	
<i>REP</i> <input checked="" type="checkbox"/> UND	<del>ABRAMA</del> , GROVER	<input type="checkbox"/>	<i>MA</i> 98 MAIN ST		00 300	



5. If a Voter registered as a member of a party wishes to change their party on primary day, direct the Voter to the supervisor's table and do not give the Voter a ballot. A voter who changes from one party to the other at the polls may not vote in the primary. (RSA 654:34, I(b))



An exception exists for the 2020 primary. If a voter asserts that he or she is registered as a member of the wrong political party because he or she submitted a party change application to the Clerk by the June 2, 2020 deadline, and the voter does not know why the change was not made, contact the Moderator.





The voter can complete an affidavit with the Moderator or an election officer designated by the Moderator. If the voter, under pains and penalties of perjury, completes the affidavit, the Moderator will direct that the voter's party affiliation be changed on the checklist. Then the voter may be marked as voting in that party primary and having been issued that party's ballot.



**Political Party Change Affidavit**  
**September 8, 2020 State Primary**  
 Emergency Order # 43 Pursuant to Executive Order 2020-04 as Extended by  
 Executive Orders 2020-05, 2020-08, and 2020-09



For use by a voter at the September 8, 2020 state primary who submitted an application to change political party affiliation that was not received or not processed.

Name (As it appears on the Checklist): \_\_\_\_\_

Domicile Address: \_\_\_\_\_  
 (Street & House (Apt. Number) (Town or City) (Ward) (State) (Zip Code)

I declare that I affiliate with and generally support the candidates of the (circle one):

Democratic Party

Republican Party

I attempted to submit an application to change my political party affiliation to that party to the clerk. That application should have been received by the clerk by 5:00 PM on Tuesday, June 2, 2020.

Signed under the pains and penalties of perjury.

\_\_\_\_\_ (signature). September 8, 2020  
 Voter's Signature

Received by: \_\_\_\_\_  
 Name of election official receiving the affidavit.

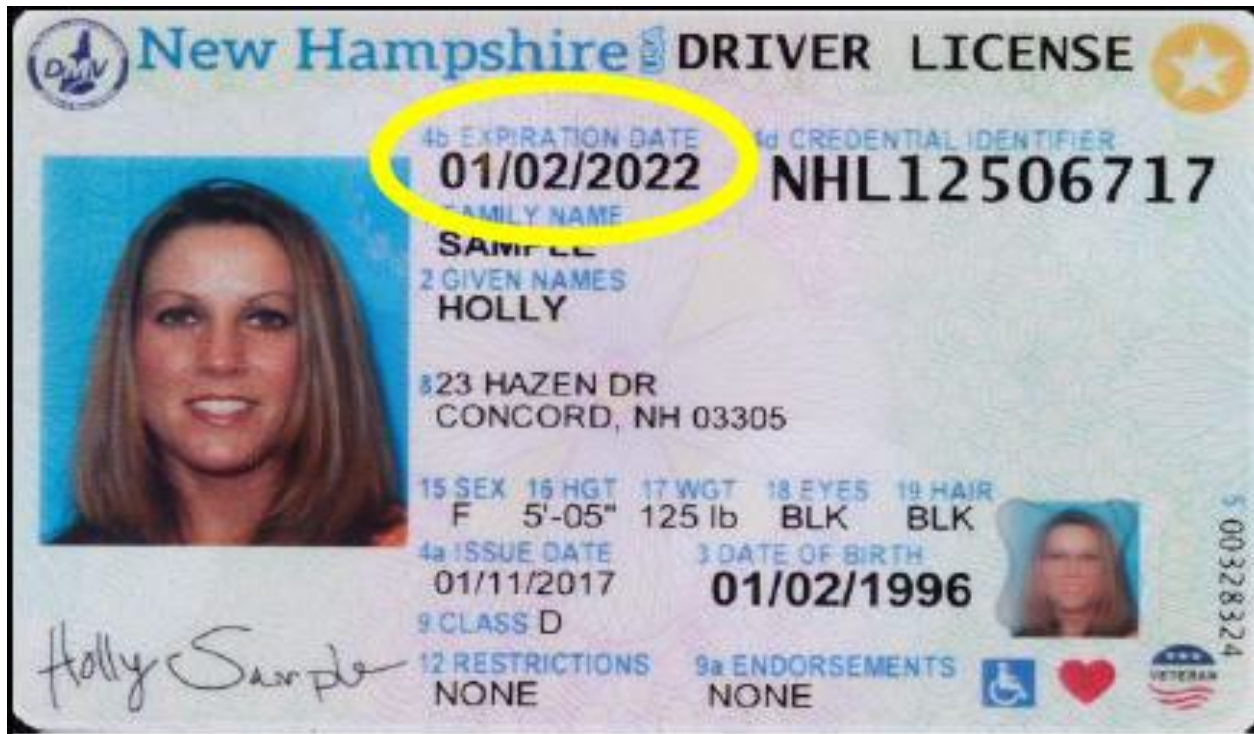
The checklist shall be marked to correct the voter's party affiliation. The election officer receiving the completed affidavit shall submit it to the supervisors of the checklist. The supervisors shall update the voter's record in the Statewide Voter Registration System to reflect the change of political party affiliation.



6. Request the Voter to present a valid photo ID as listed on the “Explanatory Document – Proof of Voter Identity Instructions.”
  - A valid photo identification must show the name and photo of the individual.



- Example of a NH driver's license





The name shall substantially conform to the name of the individual on the checklist or voter registration record, but need not be exactly the same.



- The photo identification shall not have been expired for more than 5 years.
- Exception: a voter 65 years or older may use an acceptable ID even if it is expired.



7. If the Voter presents an Out-of-State driver's license or non-driver ID, record the two-letter state abbreviation (e.g. VT, MA, ME, NY) in RED INK to the right of the "CVA" box on the checklist.

Town of <del>ANYTOWN</del> NH						
Official Checklist						
Print Date : 11/06/2018			PRIMARY ELECTION		Page 1	
Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID Barcode
Ward 00		CVA		<i>PO Box 95</i>		
<input checked="" type="checkbox"/>	<del>UND</del> <i>DEM</i> AARON, JOSEPH MICHAEL	<input checked="" type="checkbox"/>	97 MAIN ST	<del>PO BOX 123, ANYTOWN, NH 99999 - 1234</del>	300	
	<i>Clark, Mable Elle</i>		<i>22 Main St</i>			
<input checked="" type="checkbox"/>	DEM AARON, MABLE ELLE	<input type="checkbox"/>	<del>97 MAIN ST</del>		00 300	
<input type="checkbox"/>	UND ABEAR, RONALD	<input type="checkbox"/>	717 ELM ST		00 300	
<i>A.U.</i> <input checked="" type="checkbox"/>	REP ABLE, CONSTANCE DENISE	<input type="checkbox"/>	<i>22 BEAN RD</i>		00 300	
<i>REP</i> <input checked="" type="checkbox"/>	UND ABRAMA, GROVER	<input type="checkbox"/>	<i>MA</i> 98 MAIN ST		00 300	



8. For a registered voter without a photo ID:

- Ask the voter if the Moderator, Clerk, or any Supervisor knows the voter well enough to verify the voter's identity. If yes, ask that official to verify the voter's identity. If the official verifies identity, mark the checklist as if the voter presented a photo ID. (No additional mark is required.)





The law does not authorize Ballot Clerks and Selectmen to verify identity. (RSA RSA 659:13, II (b))

- If the Moderator, a Supervisor, or Clerk, do not know the voter, send the voter to the “No Photo ID – Start Here” table. He or she must complete a Challenged Voter Affidavit (CVA). (RSA 659:13(c))



9. If the Voter presents a signed Challenged Voter Affidavit (“CVA”) with an attached photo or a signed “CVA” with an attached “Religious Affidavit” put a check mark  in the box on the checklist in the “CVA” column. (RSA 659:13)

Town of <del>ANYTOWN</del> NH						
Official Checklist						
PRIMARY ELECTION						
Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID Barcode
Ward 00		<b>CVA</b>		<b>PO Box 95</b>		
<input checked="" type="checkbox"/> <del>UND</del>	<del>AARON, JOSEPH MICHAEL</del>	<input checked="" type="checkbox"/>	97 MAIN ST	<del>PO BOX 123, ANYTOWN, 00</del>	300	
	<i>Clark, Mable Elle</i>		<i>22 Main St</i>	NH 99999 - 1234		
<input checked="" type="checkbox"/> DEM	<del>AARON, MABLE ELLE</del>	<input type="checkbox"/>	<del>97 MAIN ST</del>		00 300	
<input type="checkbox"/> UND	ABEAR, RONALD	<input type="checkbox"/>	717 ELM ST		00 300	
<i>A.U.</i> <input checked="" type="checkbox"/> REP	<del>ABLE, CONSTANCE DENISE</del>	<input type="checkbox"/>	22 BEAN RD		00 300	
<i>REP</i> <input checked="" type="checkbox"/> UND	<del>ABRAMA, GROVER</del>	<input type="checkbox"/> <i>MA</i>	98 MAIN ST		00 300	



10. Take the signed “CVA” with an attached photo or the signed “CVA” with an attached “Religious Affidavit” from the Voter and place it in the folder or container marked for this purpose.



11. Document issuing a ballot(s) to the voter. Use a ruler or straight edge to mark a single thin line through the last name of the voter on the checklist. This requires a second look at the voter's name and the use of the ruler to ensure the correct name is marked. For example: ~~Jones~~, John.



This line should not be so thick that you cannot read the voter's last name. Using both a check mark and single thin line through the last name confirms that the voter both checked in and picked up a ballot. This ensures the accuracy of the record of who voted. (RSA 659:13)



Town of ~~ANYTOWN~~ NH  
 Official Checklist

Print Date : ~~11/08/2018~~

**PRIMARY ELECTION**

Page 1

Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
<b>Ward 00</b>		<b>CVA</b>		<b><i>PO Box 95</i></b>			
<input checked="" type="checkbox"/>	<del>AARON</del> , JOSEPH MICHAEL	<input checked="" type="checkbox"/>	97 MAIN ST	<del>PO BOX 123, ANYTOWN,00</del> NH 99999 - 1234	300		
	<b><i>Clark, Mable Elle</i></b>		<b><i>22 Main St</i></b>				
<input checked="" type="checkbox"/>	DEM <del>AARON</del> , MABLE ELLE	<input type="checkbox"/>	<del>97 MAIN ST</del>		00	300	
<input type="checkbox"/>	UND ABEAR, RONALD	<input type="checkbox"/>	717 ELM ST		00	300	
<b><i>A.U.</i></b> <input checked="" type="checkbox"/>	REP <del>ABLE</del> , CONSTANCE DENISE	<input type="checkbox"/>	22 BEAN RD		00	300	
<input checked="" type="checkbox"/>	UND <del>ABRAMA</del> , GROVER	<input type="checkbox"/>	<b><i>MA</i></b> 98 MAIN ST		00	300	



12. Give the Voter the ballot(s) matching the Voter's party on the checklist. (RSA 659:15; 659:38)



13. Once the Voter has the ballot(s), allow the Voter to enter the space enclosed by the guardrail, unless challenged as provided for in RSA 659:27 through 659:32. The Moderator will handle a challenge to a voter.





14. For an absentee voter, in addition to the check mark and the thin line through the last name, mark “A.V.” in RED INK to the left of the check box. (RSA 659:52)

Town of ~~EXTON~~ NH  
Official Checklist  
**PRIMARY ELECTION** Page 1

Print Date : ~~11/06/2018~~

Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
<b>Ward 00</b>		<b>CVA</b>		<b>PO Box 95</b>			
<input checked="" type="checkbox"/> <del>UND</del>	<del>AARON, JOSEPH MICHAEL</del>	<input checked="" type="checkbox"/>	97 MAIN ST	<del>PO BOX 123, ANYTOWN, 00</del> NH 99999 - 1234	300		
	<i>Clark, Mable Elle</i>		<i>22 Main St</i>				
<input checked="" type="checkbox"/> DEM	<del>AARON, MABLE ELLE</del>	<input type="checkbox"/>	<del>97 MAIN ST</del>		00	300	
<input type="checkbox"/> UND	ABEAR, RONALD	<input type="checkbox"/>	717 ELM ST		00	300	
<i>A.V.</i> <input checked="" type="checkbox"/> REP	<del>ABLE, CONSTANCE DENISE</del>	<input type="checkbox"/>	22 BEAN RD		00	300	
<i>REP</i> <input checked="" type="checkbox"/> UND	<del>ABRAMA, GROVER</del>	<input type="checkbox"/> <i>MA</i>	98 MAIN ST		00	300	



If the absentee voter is undeclared, using red ink write the three initials of the political party whose ballot the voter is casting in the “party” column.

The Moderator will provide you with the voter’s party affiliation from the Clerk’s List of Absentee Voters.



14. It is important to record all the required data on the checklist so that Supervisors can fulfill their duty under law to enter all of the information into the Statewide Voter Registration System (SVRS called *ElectioNet*).



STATE OF NEW HAMPSHIRE - VOTER ID LAW (RSA 659:13)  
EXPLANATORY DOCUMENT (RSA 652:26)  
PROOF OF VOTER IDENTITY INSTRUCTIONS (RSA 658:29-a)



**What type of ID will I need to vote?**

- Driver's license issued by any state or federal government;
- Non-driver ID card issued by NH DMV or motor vehicle agency of another state;
- Photo ID card for "voting identification only" issued by NH DMV (RSA 260:21);
- United States armed services identification card;
- United States passport or passcard;
- NH student ID card (see information below);
- A photo ID not mentioned above, but determined to be legitimate by the moderator, supervisors of the checklist, or clerk of a town, ward or city. If any person authorized to challenge a voter does so under this provision, the voter shall be required to fill out a challenged voter affidavit before obtaining a ballot.
- Verification of the voter's identity by a moderator or supervisor of the checklist or clerk of a town, ward or city (not a ballot clerk). If any person authorized to challenge a voter does so under this provision, the voter shall be required to fill out a challenged voter affidavit before obtaining a ballot.

An acceptable photo ID must have an expiration date or date of issuance. The ID will remain valid 5 years beyond the expiration date unless the voter is 65 or older in which case an acceptable photo ID may be used without regard to expiration date. The name on the ID shall substantially conform to the name of the individual on the checklist or voter registration record, but need not be exactly the same.

**Student ID cards:**

Acceptable student photo ID cards must be issued by:

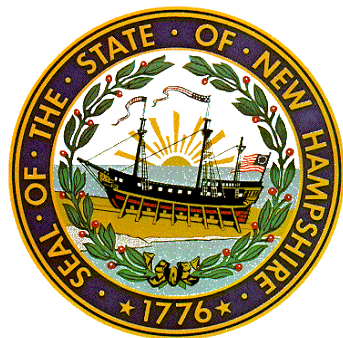
- A college, university, or career school approved or licensed to operate in New Hampshire
- A public high school in New Hampshire
- A non-public high school in New Hampshire accredited by a private school accrediting agency that is recognized by the NH Department of Education
- Dartmouth College
- A college or university operated by the university system of New Hampshire or the community college system of New Hampshire

All student ID cards must have an issuance or expiration date that has not been exceeded by more than 5 years. Each August the Commissioner of the Department of Education will provide to the Secretary of State a list of all approved, licensed, and accredited schools from which a student ID is acceptable.

\*Questions? - See Poster #5 – State of NH – Voter ID Law for full version posted at your polls.



Accurate marks on the checklist are more important than fast processing. Work with your fellow ballot clerks to ensure all are using uniform marks on the checklist. If you are unsure how to check a voter in or how to mark the checklist – Ask The Moderator.



Thank you!



If you have questions after today's presentation, please e-mail:

[NHVotes@sos.nh.gov](mailto:NHVotes@sos.nh.gov)

Attorney General's Office Election Line

1-866-868-3703

[Electionlaw@doj.nh.gov](mailto:Electionlaw@doj.nh.gov)