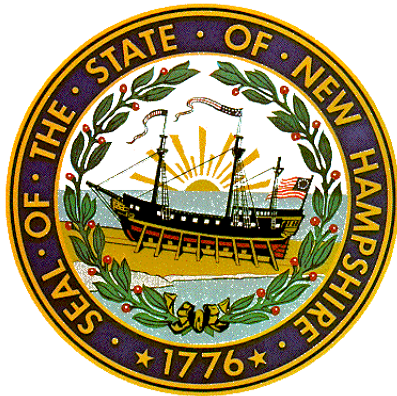


# *2020 Ballot Clerk Procedure at a General Election*



William M. Gardner – Secretary of State  
Secretary of State Staff

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Tricia Piecuch – Assistant Secretary of State/Elections Director

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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.



The Ballot Clerk Procedure – General is a useful guide. It is available in the Election Procedure Manual, 2020-2021 edition, starting at page 350. Have a copy with you at the polling place for easy reference.

This training follows the steps detailed in this procedure guide.



## BALLOT CLERK PROCEDURE - General

*Before Voters are allowed in the Voter Check-in (Ballot Clerk) line, a greeter should ask them if they are a registered voter, inform them of the Voter ID law and direct them to the correct line or table: Registered to Vote (Voter Check-in), Not Yet Registered (Voters Register Here), or No Photo ID, Start Here.*

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

1. Ask the Voter to announce his or her name, and domicile address.
2. Search the checklist, find the Voter's name and address, and read aloud the Voter's name, domicile, and mailing address (if any), as they appear on the checklist. Always read loud enough so challengers present can hear the information.
  - 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. (See example bottom of page 2)
    - 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:
      - Best Practice is on the last page of the section of the checklist for the first letter of the last name; OR

New Registered Voters List					
Letter	Last Name	First Name	Middle Name	CVA	Address
A	Ames	Patricia	Debra		55 Elm Street

Write legibly:

- Party
  - Last, first, middle name and suffix, if applicable
  - Domicile address
  - Write in state abbreviation if they presented an Out-Of-State DL
  - Check the CVA box/column if the voter signed a Challenged Voter Affidavit (CVA)
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. Direct the voter to the Moderator for directions to the correct polling place or if the Voter needs more information.
  4. Request the Voter to present a valid photo ID as listed on page 3 of the "Explanatory Document – Proof of Voter Identity Instructions."
    - Example of a NH driver's license →
    - A valid photo identification must show the name and photo of the individual.
    - 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. Long names and names with an apostrophe may be slightly different.





## BALLOT CLERK PROCEDURE - General



- 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.
- 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.
- 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))
- If the Voter presents a signed "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)
- 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.
- 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)
- Give the Voter the appropriate ballot(s). (RSA 659:15; 659:38)
- 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.
- 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)
- 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 ElectionVer).

Town of <del>Easton</del> NH Official Checklist						
Print Date: 07/26/2016		2016 GENERAL ELECTION - 07/26/2016			Page 1	
Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID Barcode
Ward 00 <i>Jones</i>		CVA				
<input checked="" type="checkbox"/> LIB	<del>AARON</del> CLAUDIA ANN	<input checked="" type="checkbox"/>	54 MAIN ST	<i>PO Box 95</i> <del>PO BOX 123</del> ANYTOWN, NH 03555	00	300348386
<input type="checkbox"/> DEM	AARON, JAMES H	<input type="checkbox"/>	54 MAIN ST		00	300348381
<i>A.V.</i> <input checked="" type="checkbox"/> REP	<del>ABLE</del> LYNDIA D	<input type="checkbox"/>	1 BEAN RD		00	300348382
<input checked="" type="checkbox"/> UND	<del>ABLE</del> CONSTANCE DEE	<input checked="" type="checkbox"/> <i>MA</i>	21 THOMPSON HILL RD		00	300348383
<input checked="" type="checkbox"/> UND	<del>ABRAHAM</del> GEORGE	<input checked="" type="checkbox"/>	<i>22 Main St</i> <del>189 STEWART RD</del>		00	300348385



## BALLOT CLERK PROCEDURE - General



### 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.



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

1. Ask the Voter to announce his or her name, and domicile address



2. Search the checklist, find the Voter's name and address, and read aloud the Voter's name, domicile, and mailing address (if any) 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.

Town of SARGENT'S PURCHASE, NH

Fictitious Names - For Training Only      Official Checklist      Sample for Training Use Only

Print Date : 10/14/2020      STATE GENERAL ELECTION - 11/03/2020      Page 1

Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
<b>Ward 00</b>		<b>CVA</b>					
<input type="checkbox"/> REP	ABBOTT, DIANE	<input type="checkbox"/>	11 ELMWOOD RD		00	560386295	
<input type="checkbox"/> DEM	ABDUL, PAUL	<input type="checkbox"/>	17 PINE ST		00	560386294	
<input type="checkbox"/> UN	ACORN, JOHN	<input type="checkbox"/>	47 FIRST ST		00	560386286	
<input checked="" type="checkbox"/> REP	AMES, PATRICIA	<input type="checkbox"/>	15 DEPOT RD		00	560386289	
<input checked="" type="checkbox"/> REP	AHEARN, MICHAEL	<input type="checkbox"/>	56 WOODBURY RD	PO BOX 95 SARGENT'S PURCHASE, NH 00000	00	560386313	
<input type="checkbox"/> REP	ALBERT, GARY	<input type="checkbox"/>	16 PINE ST		00	560386301	
<input checked="" type="checkbox"/> REP	ALEXANDER, CASEY	<input type="checkbox"/>	22 MAIN ST		00	560386297	
<input type="checkbox"/> DEM	ALLEN, VICTOR	<input type="checkbox"/>	9 FIRST ST		00	560386296	
<input type="checkbox"/> DEM	AMES, DANIEL	<input type="checkbox"/>	23 FAIRVIEW DR		00	560386298	
<input type="checkbox"/> DEM		<input type="checkbox"/>	15 DEPOT RD		00	560386302	



- Direct a Voter whose name is NOT on the checklist, or is reporting a name change to the Supervisors of the Checklist (In some cities 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 SARGENT'S PURCHASE, NH

Fictitious Names - For Training Only      Official Checklist      Sample for Training Use Only

Print Date : 10/14/2020      STATE GENERAL ELECTION - 11/03/2020      Page 1

Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
<b>Ward 00</b>		<b>CVA</b>					
<input type="checkbox"/> REP	ABBOTT, DIANE	<input type="checkbox"/>	11 ELMWOOD RD		00	560386295	
<input type="checkbox"/> DEM	ABDUL, PAUL	<input type="checkbox"/>	17 PINE ST		00	560386294	
<input type="checkbox"/> UND	ACORN, JOHN	<input type="checkbox"/>	47 FIRST ST		00	560386286	
<input checked="" type="checkbox"/> REP	<del>ADAMS, PATRICIA</del> AMES, PATRICIA	<input type="checkbox"/>	<del>15 PINE ST</del> 15 DEPOT RD		00	560386289	
<input checked="" type="checkbox"/> REP	<del>AHEARN, MICHAEL</del>	<input type="checkbox"/>	56 WOODBURY RD	<del>PO BOX 472,</del> PO Box 95 SARGENT'S PURCHASE, NH 00000	00	560386313	
<input type="checkbox"/> REP	ALBERT, GARY	<input type="checkbox"/>	16 PINE ST		00	560386301	
<input checked="" type="checkbox"/> REP	<del>ALEXANDER, CASEY</del>	<input type="checkbox"/>	<del>9 FIRST ST</del> 22 MAIN ST		00	560386297	
<input type="checkbox"/> DEM	ALLEN, VICTOR	<input type="checkbox"/>	23 FAIRVIEW DR		00	560386296	
<input type="checkbox"/> DEM	AMES, DANIEL	<input type="checkbox"/>	15 DEPOT RD		00	560386302	



When a new 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: 11/3/2020

Letter: J

Town/City of SARGENT'S PURCHASE Ward#       

Page #: 1

✓	Party	Last Name	First Name	Middle Name	CVA	OOS DL	Address
✓		<u>JONES</u>	<u>PATRICIA</u>	<u>PAMELA</u>			<u>55 ELM ST.</u>



- 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:

- Last, first, middle name and suffix, if applicable;
- Domicile address;
- Enter the initials for the new voter's party (DEM or REP) or UND if the voter is undeclared.



Write legibly:

- Write in state abbreviation if they presented an Out-Of-State Drivers License;

Alabama	AL	Louisiana	LA	Ohio	OH
Alaska	AK	Maine	ME	Oklahoma	OK
Arizona	AZ	Maryland	MD	Oregon	OR
Arkansas	AR	Massachusetts	MA	Pennsylvania	PA
California	CA	Michigan	MI	Rhode Island	RI
Colorado	CO	Minnesota	MN	South Carolina	SC
Connecticut	CT	Mississippi	MS	South Dakota	SD
Delaware	DE	Missouri	MO	Tennessee	TN
Florida	FL	Montana	MT	Texas	TX
Georgia	GA	Nebraska	NE	Utah	UT
Hawaii	HI	Nevada	NV	Vermont	VT
Idaho	ID	New Hampshire	NH	Virginia	VA
Illinois	IL	New Jersey	NJ	Washington	WA
Indiana	IN	New Mexico	NM	West Virginia	WV
Iowa	IA	New York	NY	Wisconsin	WI
Kansas	KS	North Carolina	NC	Wyoming	WY
Kentucky	KY	North Dakota	ND		

Town of SARGENT'S PURCHASE, NH

Fictitious Names - For Training Only

Official Checklist

Sample for Training Use Only

Print Date : 10/14/2020

STATE GENERAL ELECTION - 11/03/2020

Page 1

Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
<b>Ward 00</b>		<b>CVA</b>					
<input type="checkbox"/> REP	ABBOTT, DIANE	<input type="checkbox"/>	11 ELMWOOD RD		00	560386295	
<input type="checkbox"/> DEM	ABDUL, PAUL	<input type="checkbox"/>	17 PINE ST		00	560386294	
<input type="checkbox"/> DEM	ALLEN, VICTOR	<input type="checkbox"/>	23 FAIRVIEW DR		00	560386296	
<input type="checkbox"/> DEM	AMES, DANIEL	<input type="checkbox"/>	15 DEPOT RD		00	560386302	
<input checked="" type="checkbox"/> DEM	<del>AMIGO, DAVID</del>	<input type="checkbox"/> VT	13 ELMWOOD RD	PO BOX 84, SARGENT'S PURCHASE, NH 00000	00	560386314	
<input type="checkbox"/> UND	AMORELLI, ZACHARY	<input type="checkbox"/>	17 FAIRVIEW DR	PO BOX 121, SARGENT'S PURCHASE, NH 00000	00	560386315	
<input type="checkbox"/> UND	ANDREWS, CAROL	<input type="checkbox"/>	11 FIRST ST	PO BOX 25, SARGENT'S PURCHASE, NH 00000	00	560386316	
<input type="checkbox"/> UND	ANDREWS, RUSSELL	<input type="checkbox"/>	11 FIRST ST	PO BOX 25, SARGENT'S PURCHASE, NH 00000	00	560386317	
<input checked="" type="checkbox"/> DEM	<del>ARNOLD, PATTI</del>	<input type="checkbox"/> MA	8 GERRY DR		00	560386298	





- Check the CVA box/column if the voter signed a Challenged Voter Affidavit (CVA)

Town of SARGENT'S PURCHASE, NH

Fictitious Names - For Training Only

Official Checklist

Sample for Training Use Only

Print Date : 10/14/2020      STATE GENERAL ELECTION - 11/03/2020      Page 1

Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
<b>Ward 00</b>		<b>CVA</b>					
<i>A.V.</i> <input checked="" type="checkbox"/> REP	<del>ABBOTT, DIANE</del>	<input type="checkbox"/>	11 ELMWOOD RD		00	560386295	
<input type="checkbox"/> DEM	ABDUL, PAUL	<input type="checkbox"/>	17 PINE ST		00	560386294	
<input type="checkbox"/> UND	ACORN, JOHN	<input type="checkbox"/>	47 FIRST ST		00	560386286	
<input checked="" type="checkbox"/> REP	<i>AMES, PATRICIA</i> <del>ADAMS, PATRICIA</del>	<input type="checkbox"/>	<del>15 PINE ST</del> <i>15 DEPOT RD</i>		00	560386289	
<input checked="" type="checkbox"/> REP	<del>AHEARN, MICHAEL</del>	<input type="checkbox"/>	56 WOODBURY RD	<i>PO Box 95</i> <del>PO BOX 472,</del> SARGENT'S PURCHASE, NH 00000	00	560386313	
<input type="checkbox"/> REP	ALBERT, GARY	<input type="checkbox"/>	16 PINE ST		00	560386301	
<input checked="" type="checkbox"/> REP	<del>ALEXANDER, CASEY</del>	<input type="checkbox"/>	<del>9 FIRST ST</del> <i>22 MAIN ST</i>		00	560386297	
<input checked="" type="checkbox"/> DEM	<del>ALLEN, VICTOR</del>	<input checked="" type="checkbox"/>	23 FAIRVIEW DR		00	560386296	
<input type="checkbox"/> DEM	AMES, DANIEL	<input type="checkbox"/>	15 DEPOT RD		00	560386302	



Write legibly:

- Write “A.V.” in red ink to the left of the line if this an absentee voter;

Town of SARGENT'S PURCHASE, NH

Fictitious Names - For Training Only      Official Checklist      Sample for Training Use Only

Print Date : 10/14/2020      STATE GENERAL ELECTION - 11/03/2020      Page 1

Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
<b>Ward 00</b>		<b>CVA</b>					
<input checked="" type="checkbox"/> A.V.	REP ABBOTT, DIANE	<input type="checkbox"/>	11 ELMWOOD RD		00	560386295	
<input type="checkbox"/>	DEM ABDUL, PAUL	<input type="checkbox"/>	17 PINE ST		00	560386294	
<input type="checkbox"/>	UND ACORN, JOHN	<input type="checkbox"/>	47 FIRST ST		00	560386286	
<input checked="" type="checkbox"/>	REP AMES, PATRICIA	<input type="checkbox"/>	15 DEPOT RD		00	560386289	
<input checked="" type="checkbox"/>	REP ADAMS, TRICIA	<input type="checkbox"/>	<del>15 PINE ST</del>	PO Box 95 <del>PO BOX 472,</del> SARGENT'S PURCHASE, NH 00000	00	560386313	
<input type="checkbox"/>	REP AHEARN, MICHAEL	<input type="checkbox"/>	56 WOODBURY RD				
<input type="checkbox"/>	REP ALBERT, GARY	<input type="checkbox"/>	16 PINE ST		00	560386301	
<input checked="" type="checkbox"/>	REP ALEXANDER, CASEY	<input type="checkbox"/>	22 MAIN ST <del>9 FIRST ST</del>		00	560386297	
<input checked="" type="checkbox"/>	DEM ALLEN, VICTOR	<input checked="" type="checkbox"/>	23 FAIRVIEW DR		00	560386296	
<input type="checkbox"/>	DEM AMES, DANIEL	<input type="checkbox"/>	15 DEPOT RD		00	560386302	



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.

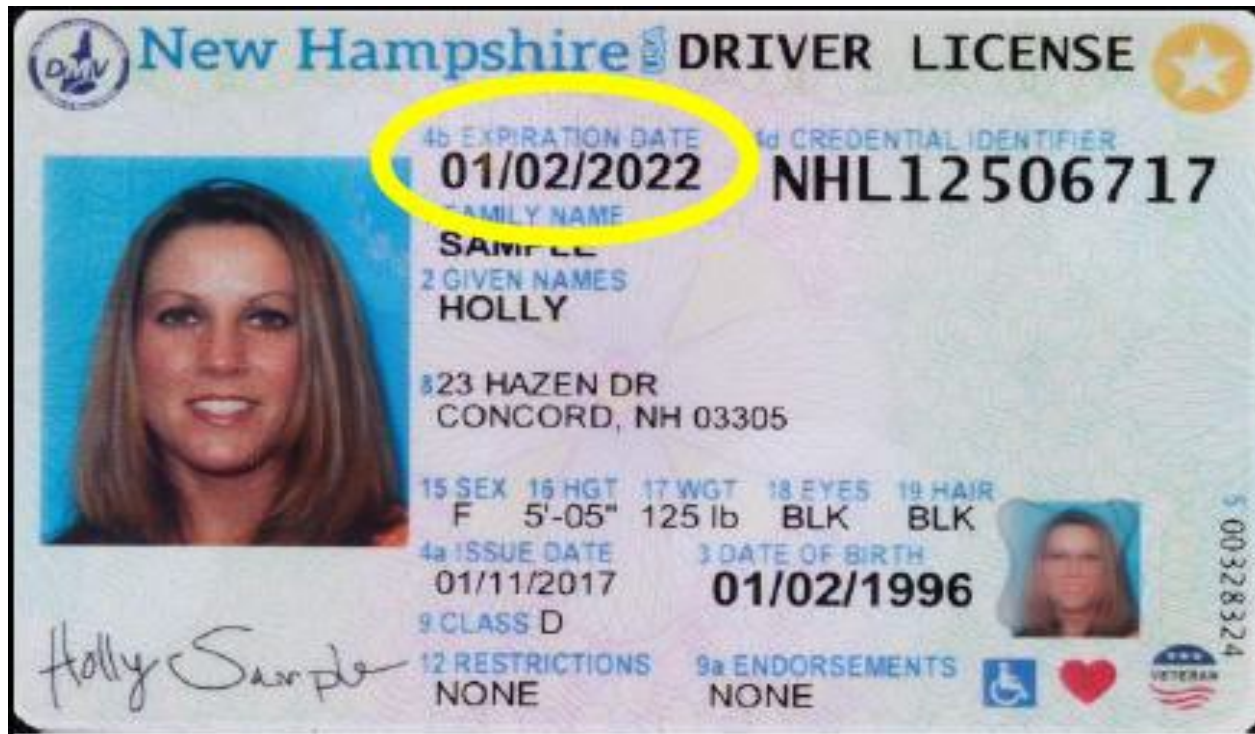


4. Request the Voter to present a valid photo ID as listed on the “Explanatory Document – Proof of Voter Identity Instructions.”

- 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.





5. 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.

<input type="checkbox"/> DEM ALLEN, VICTOR	<input type="checkbox"/>	23 FAIRVIEW DR	00	560386296	
<input type="checkbox"/> DEM AMES, DANIEL	<input type="checkbox"/>	15 DEPOT RD	00	560386302	
<input checked="" type="checkbox"/> <del>DEM AMIGO, DAVID</del>	<input type="checkbox"/>	VT 13 ELMWOOD RD	PO BOX 84, SARGENT'S PURCHASE, NH 00000	00	560386314
<input type="checkbox"/> UND AMORELLI, ZACHARY	<input type="checkbox"/>	17 FAIRVIEW DR	PO BOX 121, SARGENT'S PURCHASE, NH 00000	00	560386315
<input type="checkbox"/> UND ANDREWS, CAROL	<input type="checkbox"/>	11 FIRST ST	PO BOX 25, SARGENT'S PURCHASE, NH 00000	00	560386316
<input type="checkbox"/> UND ANDREWS, RUSSELL	<input type="checkbox"/>	11 FIRST ST	PO BOX 25, SARGENT'S PURCHASE, NH 00000	00	560386317
<input checked="" type="checkbox"/> <del>DEM ARNOLD, PATTI</del>	<input type="checkbox"/>	MA 8 GERRY DR		00	560386298



6. 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))



7. 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 SARGENT'S PURCHASE, NH

Fictitious Names - For Training Only		Official Checklist		Sample for Training Use Only		
Print Date : 10/14/2020		STATE GENERAL ELECTION - 11/03/2020			Page 1	
Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward Voter ID	Barcode
<b>Ward 00</b>		<b>CVA</b>				
<input type="checkbox"/> REP	ABBOTT, DIANE	<input type="checkbox"/>	11 ELMWOOD RD		00 560386295	
<input type="checkbox"/> DEM	ABDUL, PAUL	<input checked="" type="checkbox"/>	17 PINE ST		00 560386294	
<input type="checkbox"/> UND	ACORN, JOHN	<input type="checkbox"/>	47 FIRST ST		00 560386286	
<input type="checkbox"/> REP	ADAMS, PATRICIA	<input type="checkbox"/>	15 PINE ST		00 560386289	





**CHALLENGED VOTER  
AFFIDAVIT**

(RSA 659:27, 28-32; RSA 652:14)



I, Paul Abdul, do solemnly swear (or affirm) under  
(Print name of voter)  
penalties of voter fraud, that I am the identical person whom I represent myself to be, that I am a  
duly qualified voter of this town (or ward), and have a legal domicile therein.  
My telephone number (requested but optional) is 271-XXXX and my  
Email address (requested but optional) is xxx@gmail.com

Paul Abdul  
(Signature of Voter)

Check one election: ☐ Town/ City Election Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
☐ State Special Election Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
☐ Presidential Primary Date: 02/11/2020  
☐ State Primary Election Date: 09/08/2020  
☒ State General Election Date: 11/03/2020

the said Paul Abdul  
took and subscribed the above oath before the below-named officer.

[Signature]  
(Moderator, deputy moderator, assistant moderator, town clerk, deputy town clerk, city clerk, deputy city clerk, ward clerk, selectman, supervisor of the checklist, registrar, or deputy registrar)

**NOTE TO VOTER:** RSA 659:13, IV. (a) The secretary of state shall cause a letter of identity verification to be mailed by first class mail to each voter who executed a challenged voter affidavit or affidavit of religious exemption.....



State of New Hampshire  
Affidavit of Religious Exemption  
(RSA 659:13-b)

Date: 11/3/2020  
Name: PAUL ABDEL  
Domicile Address: 17 PINEST SARGENTS PURCHASE  
Date of birth: 01/01/1950

I hereby swear or affirm that because of my religious beliefs, I object to having my photograph taken and that I do not possess a form of identification that meets the requirements of the election laws of this state showing my photograph.

I hereby swear or affirm, under the penalties of voting fraud set forth below, that I am the identical person whom I represent myself to be and that to the best of my knowledge and belief the information above is true and correct.

Paul Abdel  
(Signature of affiant)

*In accordance with RSA 659:34, the penalty for knowingly or purposely providing false information when voting is a class A misdemeanor with a maximum sentence of imprisonment not to exceed one year and a fine not to exceed \$2,000. Fraudulently registering to vote or voting is subject to a civil penalty not to exceed \$5,000.*

This affidavit was executed before us on the date shown above and the person who subscribed his or her name to the foregoing affidavit swore that the facts contained in this affidavit are true to the best of his or her knowledge and belief.

John Smith  
Signature of Election Official

Name and Title of Election Official: John Smith Moderator  
(Moderator, deputy moderator, assistant moderator, town clerk, deputy town clerk, city clerk, deputy city clerk, ward clerk, selectman, supervisor of the checklist, registrar, or deputy registrar)



8. 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.





9. 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.





## Town of SARGENT'S PURCHASE, NH

Fictitious Names - For Training Only

Official Checklist

Sample for Training Use Only

Print Date : 10/14/2020

STATE GENERAL ELECTION - 11/03/2020

Page 1

Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
<b>Ward 00</b>		<b>CVA</b>					
<input checked="" type="checkbox"/> REP	ABBOTT, DIANE	<input checked="" type="checkbox"/>	11 ELMWOOD RD		00	560386295	
<input checked="" type="checkbox"/> DEM	<del>ABDUL</del> , PAUL	<input checked="" type="checkbox"/>	17 PINE ST		00	560386294	
<input type="checkbox"/> UND	ACORN, JOHN	<input type="checkbox"/>	47 FIRST ST		00	560386286	
<input checked="" type="checkbox"/> REP	<del>ADAMS</del> , PATRICIA <i>AMES, PATRICIA</i>	<input type="checkbox"/>	<del>15 DEPOT RD</del> <i>15 DEPOT RD</i>		00	560386289	
<input checked="" type="checkbox"/> REP	<del>AHEARN</del> , MICHAEL	<input type="checkbox"/>	56 WOODBURY RD	<i>PO BOX 95</i> <del>PO BOX 472</del> , SARGENT'S PURCHASE, NH 00000	00	560386313	
<i>A.V.</i> <input checked="" type="checkbox"/> REP	<del>ALBERT</del> , GARY	<input type="checkbox"/>	16 PINE ST		00	560386301	
<input checked="" type="checkbox"/> REP	ALEXANDER, CASEY	<input type="checkbox"/>	<del>22 MAIN ST</del> <i>22 MAIN ST</i>		00	560386297	
<input type="checkbox"/> DEM	ALLEN, VICTOR	<input type="checkbox"/>	23 FAIRVIEW DR		00	560386296	
<input type="checkbox"/> DEM	AMES, DANIEL	<input type="checkbox"/>	15 DEPOT RD		00	560386302	
<input checked="" type="checkbox"/> DEM	<del>AMIGO</del> , DAVID	<input type="checkbox"/> <i>VT</i>	13 ELMWOOD RD	PO BOX 84, SARGENT'S PURCHASE, NH 00000	00	560386314	
<input type="checkbox"/> UND	AMORELLI, ZACHARY	<input type="checkbox"/>	17 FAIRVIEW DR	PO BOX 121, SARGENT'S PURCHASE, NH 00000	00	560386315	
<input type="checkbox"/> UND	ANDREWS, CAROL	<input type="checkbox"/>	11 FIRST ST	PO BOX 25, SARGENT'S PURCHASE, NH 00000	00	560386316	
<input type="checkbox"/> UND	ANDREWS, RUSSELL	<input type="checkbox"/>	11 FIRST ST	PO BOX 25, SARGENT'S PURCHASE, NH 00000	00	560386317	
<input checked="" type="checkbox"/> DEM	<del>ARNOLD</del> , PATTI	<input type="checkbox"/> <i>MA</i>	8 GERRY DR		00	560386298	



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)



10. Give the Voter a ballot. (RSA 659:15;  
659:38)



11. 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.



12. 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 SARGENT'S PURCHASE, NH  
Official Checklist

Print Date : 10/14/2020

STATE GENERAL ELECTION - 11/03/2020

Page 1

Party	Voter Name	Identity	Domicile Address	Mailing Address	Ward	Voter ID	Barcode
Ward 00		CVA					
<input checked="" type="checkbox"/> REP	ABBOTT, DIANE	<input checked="" type="checkbox"/>	11 ELMWOOD RD		00	560386295	
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<input type="checkbox"/> UND	ACORN, JOHN	<input type="checkbox"/>	47 FIRST ST		00	560386286	
<input checked="" type="checkbox"/> REP	<del>AMES, PATRICIA</del> ADAMS, PATRICIA	<input type="checkbox"/>	15 PINE ST		00	560386289	
<input type="checkbox"/> REP	AHEARN, MICHAEL	<input type="checkbox"/>	56 WOODBURY RD	PO BOX 472, SARGENT'S PURCHASE, NH 00000	00	560386313	
A.V. <input checked="" type="checkbox"/> REP	<del>ALBERT, GARY</del>	<input type="checkbox"/>	16 PINE ST		00	560386301	
<input checked="" type="checkbox"/> REP	ALEXANDER, CASEY	<input type="checkbox"/>	<del>9 FIRST ST</del> 22 Main ST		00	560386297	



For 2020 only, absentee ballots may be partially preprocessed. These voters names will have a notation that they were partially preprocessed, typically the name is highlighted.

<input type="checkbox"/> DEM	AMICO, DAVID	<input type="checkbox"/>	13 ELMWOOD RD	PO BOX 84, SARGENT'S 00	560386314	
				PURCHASE, NH 00000		
<input type="checkbox"/> UND	AMORELLI, ZACHARY	<input type="checkbox"/>	17 FAIRVIEW DR	PO BOX 121, 00	560386315	
				SARGENT'S		
				PURCHASE, NH 00000		
<input type="checkbox"/> UND	ANDREWS, CAROL	<input type="checkbox"/>	11 FIRST ST	PO BOX 25, SARGENT'S 00	560386316	
				PURCHASE, NH 00000		



For 2020 only, when instructed by the Moderator, convert the notation to show the voter's absentee ballot is being cast.

<input type="checkbox"/> DEM	AMICO, DAVID	<input type="checkbox"/>	13 ELMWOOD RD	PO BOX 84, SARGENT'S PURCHASE, NH 00000	00 560386314	
A.V. <input checked="" type="checkbox"/> UND	AMORELLI, ZACHARY	<input type="checkbox"/>	17 FAIRVIEW DR	PO BOX 121, SARGENT'S PURCHASE, NH 00000	00 560386315	
<input type="checkbox"/> UND	ANDREWS, CAROL	<input type="checkbox"/>	11 FIRST ST	PO BOX 25, SARGENT'S PURCHASE, NH 00000	00 560386316	

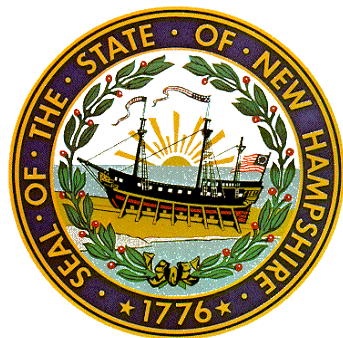


13. It is important to record all the required data on the checklist so that Supervisors can fulfill their duty under law to enter all of the information into the Statewide Voter Registration System (SVRS called *ElectionNet*).





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)