ELECTION JUDGES TRAINING

Brazos County Elections Administration

Setting up

- Give the oath to alternate Judge and Clerks
- Set up the Controller and power on Controller and DUOs
- Power on the Scanner
- Set up and power on the pollpads
- Make sure the DUO Go is plugged in and charging
- Set out and organize all paperwork
- Put out the distance markers
- Postings and maps
- Fill out time sheets

Open the Polls

OPENING THE POLLS

OPENING CONTROLLER ON ELECTION DAY:

1. . After the **CONTROLLER** has been connected to the string of **TOUCH** voting machines. Connect the power cord to the **CONTROLLER** and the wall. This will allow the **CONTROLLER** to run off the electrical outlet and not the battery
2. Select **"PRINT ZERO REPORT"** Assign booths by going to each booth and pressing. Booth Numbers in order. Continue until all booths have been assigned.
3. At the **CONTROLLER** select **"OPEN THE POLLS".**
4. Enter the **OPEN POLLS CODE**, and then select **ACCEPT**. The open polls report will print.
5. Look at the bottom of the **CONTROLLER** screen and make sure the **BALLOT** count is "0" zero. If it is not, **STOP** and call for assistance. If it is "0", enter the number on the Reconciliation Log.
6. **POLLS ARE NOW OPEN.**
7. After the tape is finished printing, tear it off the Controller, sign the bottom of the tape and place it in the **RECONCILIATION LOG -MAIN ENVELOPE** to be turned in at the end of the night.
8. Now you are ready to start voting at 7:00am.

OPENING SCANNER ON ELECTION DAY:

1. Turn on **SCANNER** (red button on back)
2. Print and tear off **ZERO REPORT**
3. Select **"SCAN OPEN POLLS"** then enter open polls password then select Accept
4. Tear off and place your **"SCAN OPEN POLLS REPORT AND ZERO REPORT"** in the **RECONCILIATION LOG -MAIN ENVELOPE**
5. Ballot Scanner is now ready to accept ballots

Close Polls Procedure on back ➔

VOTING ORDER PRIORITY

NOTICE OF VOTING ORDER PRIORITY FOR VOTERS WITH CERTAIN DISABILITIES

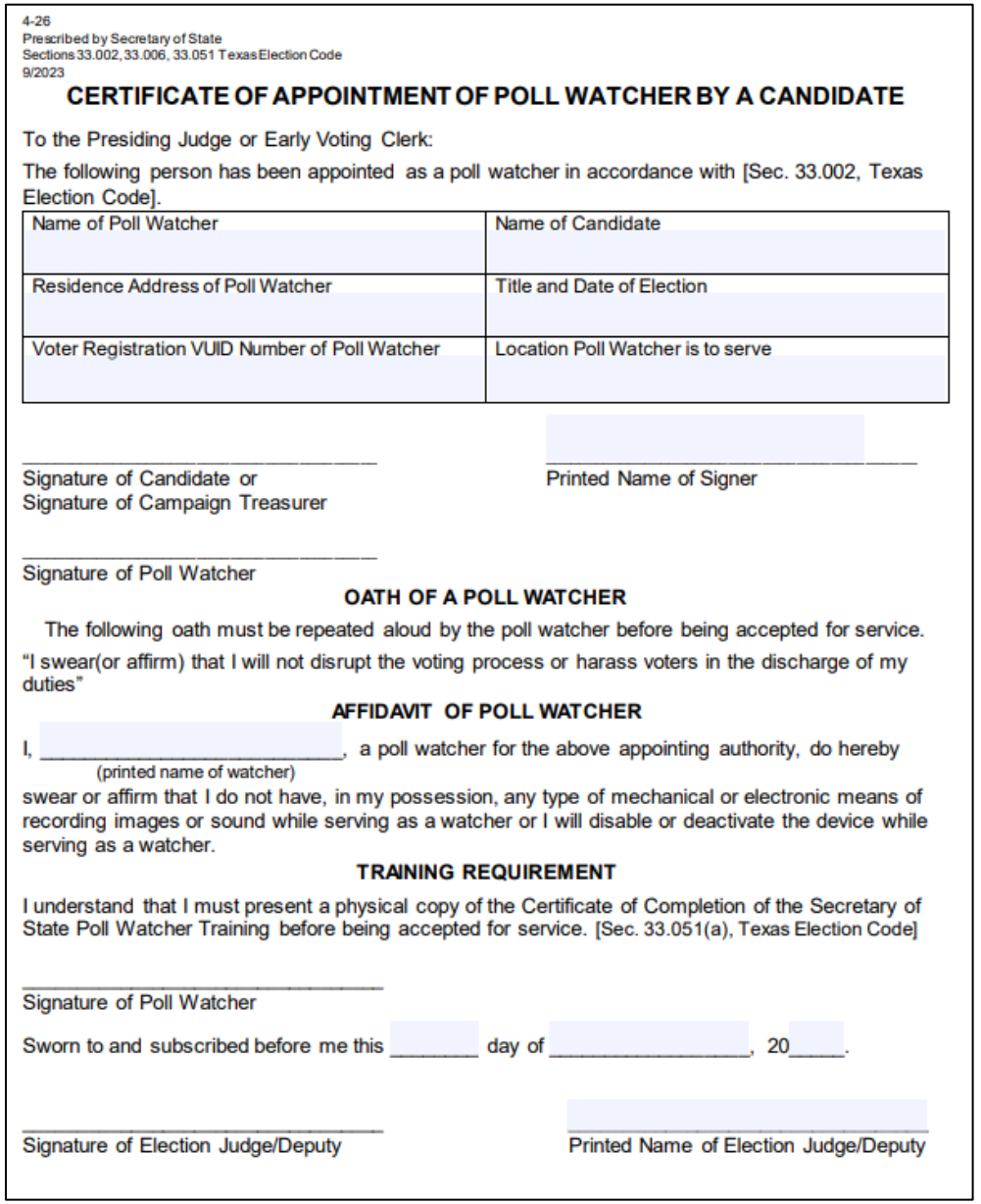
Pursuant to Section 63.0015, Texas Election Code:

An election officer shall give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around.

- A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority.
- Disabilities and conditions that may qualify you for voting order priority include paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.
- Voters who wish to be given voting order priority, and be accepted for voting before others in line to vote at that polling place, may indicate this to any election officer serving at the polling place. The presiding election judge shall bring the voter and the voter's assistant, if applicable, forward to the front of the line.

Pollwatcher

- Pollwatcher must have a Certificate of Appointment of Pollwatcher form AND a Certificate of Completion for training
- Read the Affidavit to the watcher, have the watcher sign the Oath, then sign and date the Oath
- Watcher can come at any time
- Watcher may not talk to any voter nor wear any political advertisement (TEC 33.058)
- Watcher can take notes (TEC 33.056)
- Watcher MUST turn off their cell phone (TEC 33.051 (c))



4-26
Prescribed by Secretary of State
Sections 33.002, 33.006, 33.051 Texas Election Code
9/2023

CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY A CANDIDATE

To the Presiding Judge or Early Voting Clerk:

The following person has been appointed as a poll watcher in accordance with [Sec. 33.002, Texas Election Code].

Name of Poll Watcher	Name of Candidate
Residence Address of Poll Watcher	Title and Date of Election
Voter Registration VUID Number of Poll Watcher	Location Poll Watcher is to serve

_____ _____
Signature of Candidate or Signature of Campaign Treasurer — Printed Name of Signer

_____
Signature of Poll Watcher

OATH OF A POLL WATCHER

The following oath must be repeated aloud by the poll watcher before being accepted for service.

"I swear(or affirm) that I will not disrupt the voting process or harass voters in the discharge of my duties"

AFFIDAVIT OF POLL WATCHER

I, _____, a poll watcher for the above appointing authority, do hereby
(printed name of watcher)
swear or affirm that I do not have, in my possession, any type of mechanical or electronic means of recording images or sound while serving as a watcher or I will disable or deactivate the device while serving as a watcher.

TRAINING REQUIREMENT

I understand that I must present a physical copy of the Certificate of Completion of the Secretary of State Poll Watcher Training before being accepted for service. [Sec. 33.051(a), Texas Election Code]

_____
Signature of Poll Watcher

Sworn to and subscribed before me this _____ day of _____, 20____.

_____ _____
Signature of Election Judge/Deputy — Printed Name of Election Judge/Deputy

Surrendered Ballots by Mail

- Voter fills out the "Cancel my Ballot by Mail" form
- Surrenders the ballot by mail
- Fill in date surrendered, name of voter and ballot serial #
- Be sure that you date and sign the bottom of the page
- If the voter does not have their BBM they MUST cast a Provisional.

7-64
Prescribed by Secretary of State
Sections 66.026, 66.051(b), 84.032(d-1), 85.071
Texas Election Code
09/2023

Type of Election	Polling Location #
Date of Election	Authority Conducting the Election

REGISTER OF SURRENDERED BALLOTS BY MAIL

Date Ballot by Mail was Surrendered	Name of Voter	Ballot Serial Number (Not Ballot Style)

I, the undersigned Deputy Early Voting Clerk (Early Voting) or Presiding Judge (Election Day) of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Surrendered Ballots by Mail for the above-mentioned election.

Given under my hand, this _____ day of _____, 20_____.

_____
Signature of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting or Presiding Judge on Election Day

_____
Printed Name of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting or Presiding Judge on Election Day

Provisional Voters

- Give voter the Provisional Affidavit Envelope to complete
- Check the information, then call Voter Registration to see what precinct the address is in
- Manually issue an access code from the controller
- Hand the access code and ballot stock to voter
- Voter votes the ballot and returns to you
- Have the voter sign the receipt portion of the access code and place the receipt and ballot in the Provisional Affidavit Envelope
- Enter voters name on List of Provisional Voters
- Place the Provisional Affidavit Envelope in the Pink Ballot Bag

7-15, 12/2021 Prescribed by Secretary of State Election Code Sec. 63.011	Type of Election / Tipo de Elección	Precinct Number/Polling Location where voted Núm. de Precinto-lugar de votación	Precinct Number where registered (if known) Núm. de Precinto-Inscrito para votar (si se sabe)	Date of Election / Fecha de la Elección	Authority Conducting Election / Autoridad Administrando la Elección

Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) *(Ballot number if using DRE _____)*

TO BE COMPLETED BY VOTER: I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a Class A Misdemeanor to vote in an election for which I know I am not eligible.

PARA QUE EL VOTANTE LO LLENE: Estoy inscrito como votante en esta subdivisión política y en el precinto en cual estoy intentando a votar y aun no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o si soy el autor de un delito grave, he cumplido toda mi condena inclusive el período de encarcelamiento, la libertad condicional, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor y entiendo que es un delito menor de clase A votar en una elección para la que sé que no soy elegible.

Last Name (Include Suffix if any) / Apellido usual (Incluir sufijo si lo hay)	**First Name** / Su nombre de pila	**Middle Name (if any)** / Segundo nombre (si tiene)	**Former Name** / Nombre anterior

Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include P.O. Box, Rural Rt. Or Business Address) Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal: A falta de estos datos, describa la localidad de su residencia. (No incluya el apartado de correos, camino rural, ni dirección comercial.)

Gender: (Optional) / Sexo (Optativo)
☐ Male (Hombre) ☐ Female (Mujer)

Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address. / Dirección postal: Ciudad, Estado y Código Postal (si es imposible entregarle correspondencia a su domicilio).

Date of Birth: Month, Day, Year
Fecha de nacimiento: mes, día, año
☐☐/☐☐/☐☐☐☐

TX Driver's License No. or TX Personal I.D. No. (Issued by Dept. of Public Safety) (Número de su Licencia de Conducir de Texas o de su Cédula de Identidad de Texas expedida por el Departamento de Seguridad Publica de Texas). ☐☐☐☐☐☐☐☐

Social Security No. (last 4 digits required if you do not have a TX Driver's License or TX Personal I.D. Number) / Número de Seguro Social. (Si no tiene Licencia de Conducir de Texas ni Cedula de Identidad Personal de Texas, se requiere los últimos 4 números de su seguro social) XXX-XX-☐☐☐☐

☐ **I have not been issued a TX Driver's License Number, TX Personal I.D. Number or a Social Security Number.** Yo no tengo una Licencia de Conducir de Texas, Cedula de Identidad Personal de Texas ni un Número de Seguro Social.

Check appropriate box: ARE YOU A UNITED STATES CITIZEN?
Marque el cuadro apropiado: Soy ciudadano/a de los Estados Unidos
Yes Si ☐ **NO** No ☐

Signature of Voter / Firma del votante
X [redacted]

TO BE COMPLETED BY ELECTION JUDGE:

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION

☐ **Yes** ☐ **No**

REASON FOR VOTING PROVISIONALLY

1. _____ Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration certificate with exemption.
2. _____ Voter not on list of registered voters.
3. _____ Voter not on list, registered in another precinct.
4. _____ Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.
5. _____ Voting after 7:00 p.m. due to court order.
6. _____ Voter on list, but registered residence address is outside the _____ political subdivision.
7. _____ Registered at Department of Public Safety (DPS): When: _____ Where: _____
8. _____ Other: _____ (Please explain)

Sworn [redacted].

_____
Signature of Election Judge

TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:

I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:

FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE

1. _____ Voter presented acceptable form of identification **OR** a supporting form of identification and executed a Reasonable Impediment Declaration within 6 calendar days of election day.
2. _____ Voter met disability exemption within 6 calendar days of election day.
3. _____ Voter executed religious objection affidavit within 6 calendar days of election day.
4. _____ Voter executed natural disaster affidavit within 6 calendar days of election day.
5. _____ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 calendar days of election day.

FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS

6. _____ Not a registered voter or registration not effective in time for this election.
7. _____ Registered to vote, erroneously listed in wrong precinct.
8. _____ Registered to vote in a different precinct within the county.
9. _____ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.
10. _____ Voter erroneously removed from the list.
11. _____ Voter is not registered to vote in _____ political subdivision.
12. _____ Other: _____ (Please explain)

_____ _____
Signature of Voter Registrar Date

Action taken by the Early Voting Ballot Board: ☐ ACCEPTED ☐ REJECTED Signature of Ballot Board Judge: _____

Spoiled Ballot Log

Spoiled Ballot Log page ___ of ___

Election Name:		**Date:**	
Polling Place:			

Record all ballots spoiled (paper and electronic). Check either Paper OR Electronic. Indicate whether a replacement was issued.

Date/Time	Spoiled By *(Initials)*	Reason	Paper *(check if yes)*	Electronic *(check if yes)*	Replacement Issued *(check if Yes)*
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐

Total Spoiled Ballots:	
Total Replacement Ballots Issued:	

MAIN ENVELOPE

Fill out form below (instructions on back) and include in this envelope:

☐ Daily Device Reports Envelope
☐ Spoiled Ballot Log

Verity Reconciliation Log – Election Day (Scan & Controller)

Complete one form per polling place.

Election Name: _____ **Date:** _____

Polling Place Name: _____ **Preparer's Initials:** _____

OPEN POLLS

Enter the **Start of Day Ballot Count** from each device, from the Open Polls reports.

1. Scan Start of Day Ballot Count (from the Scan Open Polls report)	
2. Controller Start of Day Ballot Count (from the Controller Open Polls report)	

CLOSE POLLS

Enter the **End of Day Ballot Counts** from the Scan and Controller Close Polls reports. Enter the **Number of Voters Checked In** using polling place records.

3. Scan End of Day Ballot Count (from the Scan Close Polls report)	********
4. Controller End of Day Ballot Count (from the Controller Close Polls report)	********
5. Number of Voters Checked In (including provisionals)	**Pollpad + pro's**

CONTROLLER ACCESS CODE TOTALS	
Access Codes Issued	***
Access Codes Voted	***
Access Codes Expired	***
Access Codes Deactivated	***
Access Codes Spoiled	***

SPOILED BALLOT TOTALS (from the Spoiled Ballot Log)	
Ballots Spoiled	*******
Replacement Ballots Issued	*******

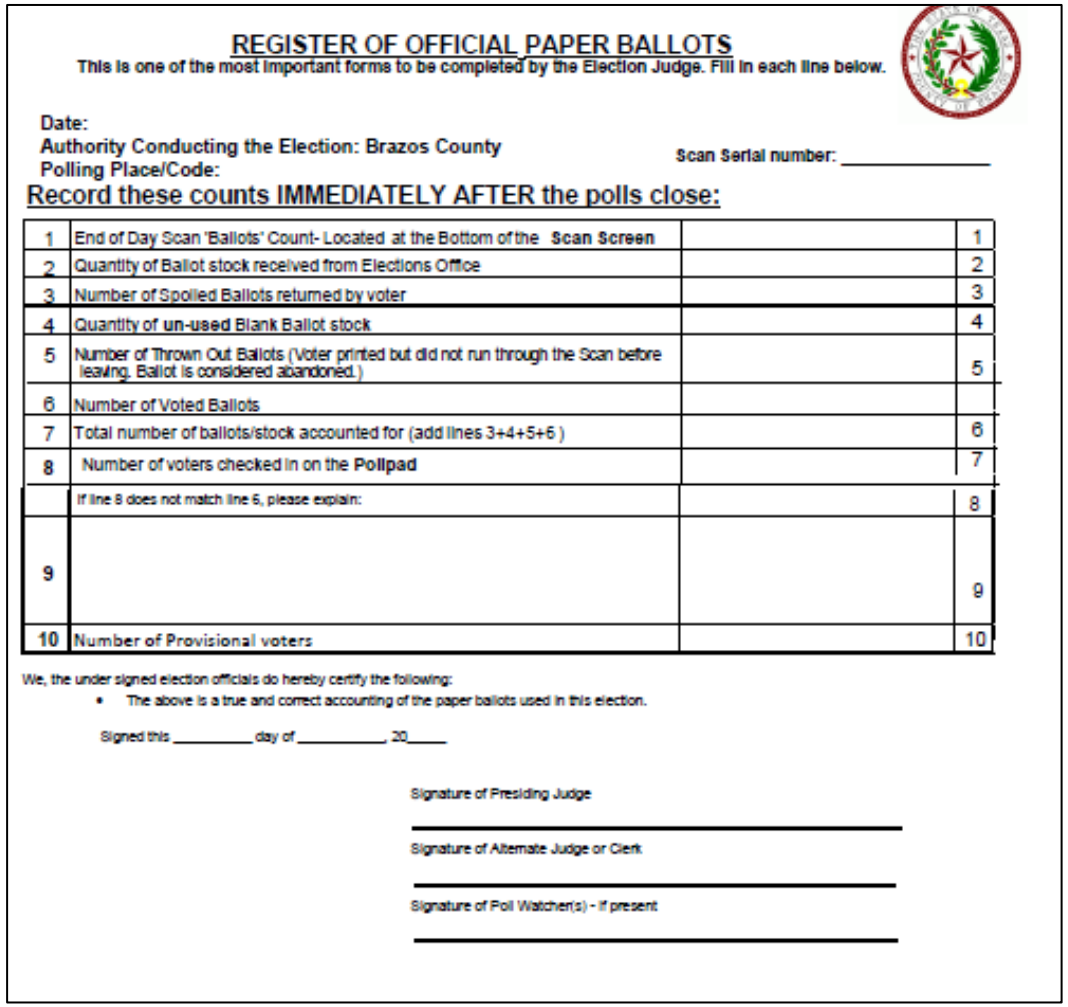
UNSCANNED BALLOT TOTALS (if applicable)	
Total Unscanned Ballots (including Provisionals)	

Lines 3+4 should match line 5. If they do not, please explain below in **Comments**.

Comments:

Signature _____ **Date** _____

Register of Official Ballots



REGISTER OF OFFICIAL PAPER BALLOTS

This is one of the most important forms to be completed by the Election Judge. Fill in each line below.

Date:

Authority Conducting the Election: Brazos County

Polling Place/Code:

Scan Serial number: _____

Record these counts IMMEDIATELY AFTER the polls close:

1	End of Day Scan 'Ballots' Count- Located at the Bottom of the **Scan Screen**		1
2	Quantity of Ballot stock received from Elections Office		2
3	Number of Spoiled Ballots returned by voter		3
4	Quantity of **un-used** Blank Ballot stock		4
5	Number of Thrown Out Ballots (Voter printed but did not run through the Scan before leaving. Ballot is considered abandoned.)		5
6	Number of Voted Ballots		
7	Total number of ballots/stock accounted for (add lines 3+4+5+6)		6
8	Number of voters checked in on the **Pollpad**		7
	If line 8 does not match line 6, please explain:		8
9			9
10	Number of Provisional voters		10

We, the under signed election officials do hereby certify the following:

- The above is a true and correct accounting of the paper ballots used in this election.

Signed this _____ day of _____, 20____

Signature of Presiding Judge

_____

Signature of Alternate Judge or Clerk

_____

Signature of Poll Watcher(s) - if present

_____

- Enter the scan serial number
- 1. Ballot Count from scanner
- 2. Will be filled in
- 3. Number of Spoiled paper ballots (from Spoiled Ballot Log)
- 4. Number of Unused paper ballots
- 5. Leave Blank
- 6. Number of Voted Ballots
- 7. Add 3+4+5+6
- 8. Number of Voters from Pollpad
- 9. If anything unusual happened please note it in this box
- 10 Number of Provisional voters

General Information

- A voter may bring in material to assist them in voting
- NO political advertising of any kind is permitted (hats, shirts, buttons, masks)
- NO cell phones or tablets
- DO NOT give a voter an access code unless there is an open booth

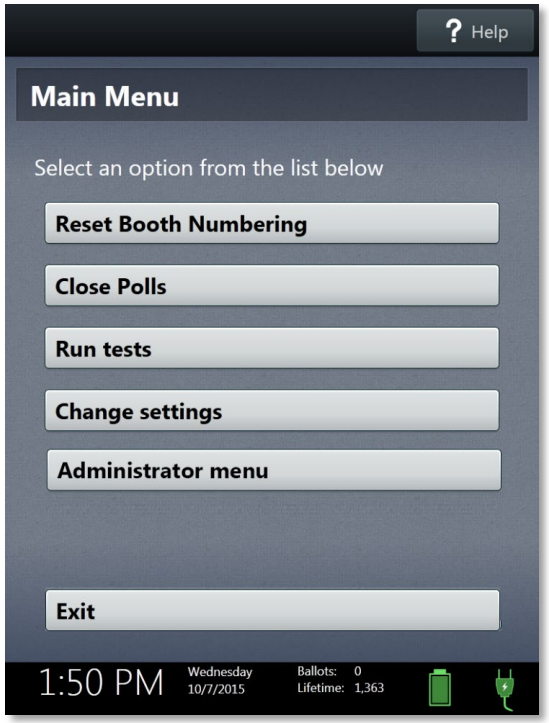
Acceptable ID (Can be expired for 4 years unless over 70)

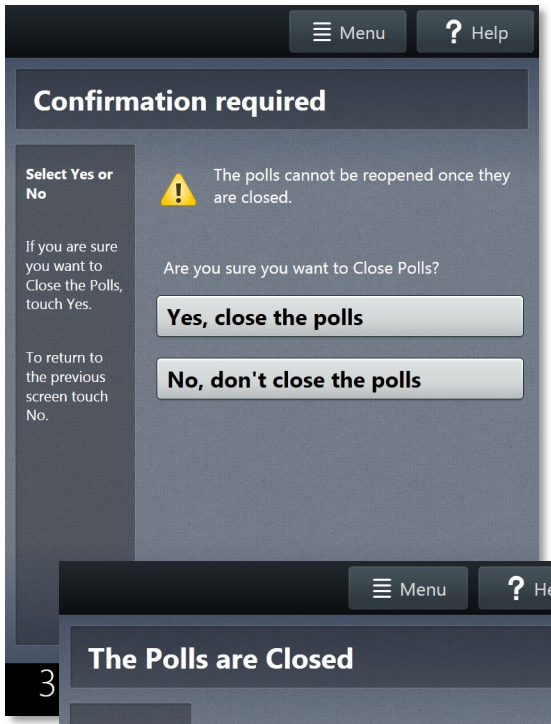
- Texas Drivers License issued by DPS
- Texas Election Identification Certificate issued by DPS
- Texas Personal Identification Card issued by DPS
- Texas Handgun License issued by DPS
- United States Military Identification Card containing photograph
- United States Citizenship Certificate containing photograph
- United States Passport (book or card)

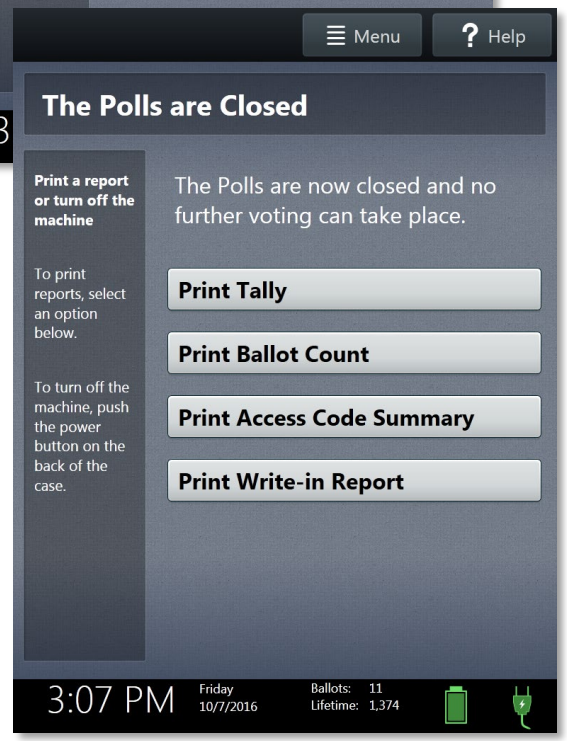
Alternative Forms of ID (Reasonable Impediment Form)

- Copy or original of a government that shows the voter's name and address
- Copy or original current utility bill
- Copy or original bank statement
- Copy or original government check
- Copy or original paycheck
- Copy or original (a) certified domestic birth certificate or (b) a document confirming birth admissible in a court of law which establishes the voter's identity (may include a foreign birth document)

Close Polls







CLOSING POLLS

CLOSING THE POLLS ON *CONTROLLER* ELECTION DAY:

1. **DO NOT** close the polls until all voters who were in line at 7:00pm have completed voting.
2. Once everyone is finished voting, go to the **CONTROLLER**, select MENU at the top of the screen. Select "**CLOSE POLLS".**
3. The **CONTROLLER** will give you a warning and ask you to confirm that you want to close the poll, select "**YES, CLOSE POLLS".**
4. Enter the **CLOSE POLLS** password and select **"ACCEPT"**. The close report will print automatically. Tear off reports. Use the **ACCESS CODE SUMMARY & BALLOT COUNT REPORT** to get your end of day totals and enter those totals on the **RECONCILIATION LOG -MAIN ENVELOPE** and place reports in main envelope.
5. NEXT "The Polls are Closed" screen **CONTROLLER SCREEN RE-PRINT ACCESS CODE SUMMARY & BALLOT COUNT AND LEAVE IT ON CONTROLLER… DO NOT TEAR IT OFF.**
6. Now you can close and **SEAL** your controller.

CLOSING POLL ON *SCANNER* ELECTION DAY:

1. Press **BLUE** poll worker button on the back of the scanner.
2. Select **"CLOSE POLLLS"**. will give you a warning and ask you to confirm that you want to close the poll, select "**YES, CLOSE POLLS".**
3. Enter **CLOSE POLLS** password
4. Tear off **"TALLY SUMMARY REPORT"** PLACE IN **RECONCILIATION LOG -MAIN ENVELOPE**
5. Select **"PRINT BALLOT COUNT" AND LEAVE ON SCANNER DO NOT TEAR IT OFF**.
6. *****PLACE RECONCILIATION LOG -MAIN ENVELOPE, EQUIPMENT LOG AND BALLOT & SEAL LOG INSIDE SCANNER. NOW YOU MAY CLOSE AND SEAL YOUR SCANNER. ******

At the end of the night the **RECONCILIATION LOG -MAIN ENVELOPE** should contain the Controller and Scanner Zero Tape from the beginning of the day, any cancelled booth access codes, and the Access Code Report from your Controller and Ballot Count Summary Report from your scanner.

REMINDER: YOU MUST BRING BACK YOUR CONTROLLER, BALLOT SCANNER AND VOTED BALLOTS INTO CENTRAL COUNT. ALL OTHER EQUIPMENT REMAIN AT YOUR VOTE CENTER

Open Polls Procedure on Front ➔

Reconciliation Log

SCANNER

*** Test Mode ***

Election Header

Sample General Election
Election Date. 4/21/2021

Sample County,USA
ED Polling Place 1
Election Day Voting

Verity Scan
S/N S2115023005
Version. 2.5.2

Ballot Counter. 0

Lifetime Counter: 1871

Ballot Count Summary Report

Date & Time Printed:
09/15/2022 10 30 AM
Qty Pets/Splits Included 10

Pets/Splits Voted Total 0
Total Ballots Cast. 0

CONTROLLER

Sample General Election
Eled1on Date 4/c1/2021

Sample County. USA
ED Polling Place 1
Electron Day Voting

Verity Controller
SIN C1801761708
Ver sio,1 2 5 1

Ballot Counter 4

Lifetime Counter 2711

Ballot Count Summary Repor

Date & Time Printed
09/13/2022 9 24 AM
Qty Pets/Splits included: 10

Pds/Splits Voted Total 4
Total PVRs Printed 4

*** Test Mode ***

Election Header

Sample General Election
Electron Dale. 4/21/2021

Sample County USA
ED Polling Place 1
Electron Day Voting

Verity Controller
SIN C1801761708
Version 2 5 1

Lifetime Counter 2711

Access Code Summary Report

Dale & Time Printed
091131 022 9 24 AM

Total Codes Issued 0

Printed 0

Open 0

In Progress 0

Expired 0

Deactivated 0

Spoiled 0

MAIN ENVELOPE

Fill out form below (instructions on back) and include in this envelope:

☐ Daily Device Reports Envelope
☐ Spoiled Ballot Log

Verity Reconciliation Log – Election Day (Scan & Controller)

Complete one form per polling place.

Election Name: _____ **Date:** _____

Polling Place Name: _____ **Preparer's Initials:** _____

OPEN POLLS

Enter the **Start of Day Ballot Count** from each device, from the Open Polls reports.

1. Scan Start of Day Ballot Count (from the Scan Open Polls report)	
2. Controller Start of Day Ballot Count (from the Controller Open Polls report)	

CLOSE POLLS

Enter the **End of Day Ballot Counts** from the Scan and Controller Close Polls reports. Enter the **Number of Voters Checked In** using polling place records.

3. Scan End of Day Ballot Count (from the Scan Close Polls report)	********
4. Controller End of Day Ballot Count (from the Controller Close Polls report)	********
5. Number of Voters Checked In (including provisionals)	Pollpad + pro's

CONTROLLER ACCESS CODE TOTALS		SPOILED BALLOT TOTALS (from the Spoiled Ballot Log)	
Access Codes Issued	***	Ballots Spoiled	*******
Access Codes Voted	***	Replacement Ballots Issued	*******
Access Codes Expired	***	UNSCANNED BALLOT TOTALS (if applicable)	
Access Codes Deactivated	***	Total Unscanned Ballots (including Provisionals)	
Access Codes Spoiled	***		

Lines 3+4 should match line 5. If they do not, please explain below in **Comments**.

Comments:

Signature _____ **Date** _____

Ballot and Seal Log

SCANNER

*** Test Mode ***

Election Header

Sample General Election
Election Date. 4/21/2021

Sample County,USA
ED Polling Place 1
Election Day Voting

Verity Scan
S/N S2115023005
Version. 2.5.2

Ballot Counter. 0

Lifetime Counter: 1871

Ballot Count Summary Report

Date & Time Printed:
09/15/2022 10 30 AM
Qty Pets/Splits Included 10

Pets/Splits Voted Total 0
Total Ballots Cast. 0

CONTROLLER

Sample General Election
Eled1on Date 4/c1/2021

Sample County. USA
ED Polling Place 1
Electron Day Voting

Verity Controller
SIN C1801761708
Ver sio,1 2 5 1

Ballot Counter 4

Lifetime Counter 2711

Ballot Count Summary Repor

Date & Time Printed
09/13/2022 9 24 AM
Qty Pets/Splits included: 10

Pds/Splits Voted Total 4
Total PVRs Printed 4

*** Test Mode ***

Election Header

Sample General Election
Electron Dale. 4/21/2021

Sample County USA
ED Polling Place 1
Electron Day Voting

Verity Controller
SIN C1801761708
Version 2 5 1

Lifetime Counter 2711

Access Code Summary Report

Dale & Time Printed
091131 022 9 24 AM

Total Codes Issued 0

Printed 0

Open 0

In Progress 0

Expired 0

Deactivated 0

Spoiled 0

Ballot & Seal Certificate

The Ballot & Seal Certificate accompanies the V-Drive Controller and Scanner from the warehouse, to the polling place, and to the Counting Station.

Election	Polling Place	Controller Serial #	Scan Serial #
Nov. 7, 2023			

Ballot & Seal Certificate

The V-Drive door of the Controller/Scanner was secured with a numbered seal. The door seal number, and initials of the technician who placed the seal on the door, are recorded on this form. A record of the seal numbers assigned to each location is kept by the Administrative Offices. The seal on the V-Drive door remains on the Controller/Scanner until removed by the Central Counting Station personnel.

The seal number placed on the Controller prior to the election to detect unauthorized opening of V-Drive slot was:

Controller Seal #	Scanner Seal #	Installer's Initials
		RTR

We, the undersigned election officials, do hereby certify that the Controller/Scanner was transferred to the counting station, and the above is a true and correct list of the seal used. The number of Access Codes on the Controller/Scanner, read from the Controller/Scanner tape still attached to the Controller, was as follows:

Numbers of Ballots Cast (SCAN)

The numbers of ballots cast on the **CONTROLLER**, read from the Controller tape and/or ballot count was as follows:

Numbers of Ballots Cast (CONTROLLER

The number of Access Codes issued on the **CONTROLLER**, read from the tape attached to the device, was as follows:

Issued	Deactivated	Spoiled	Voted	Expired

On completing this certificate, the Central Counting Station official shall place the original in the envelope/container that will be used to store the V-Drives. The Election Authority shall retain a copy of the certificate and preserve it for the period for preserving the precinct election records.

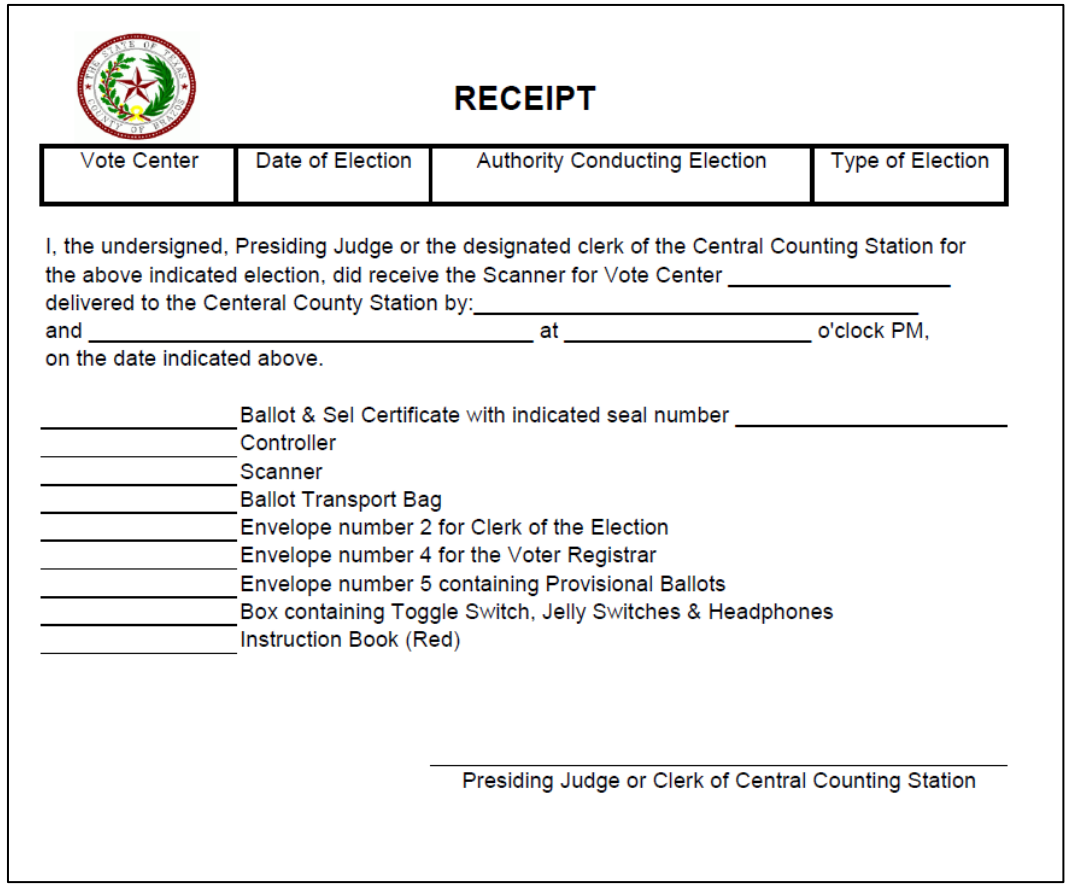
Signature of Precinct Judge

Signature of Poll Watcher (if present)

Signature of 2nd Precinct Worker

Signature Central Counting Station

Central Count Check In



RECEIPT

Vote Center	Date of Election	Authority Conducting Election	Type of Election

I, the undersigned, Presiding Judge or the designated clerk of the Central Counting Station for the above indicated election, did receive the Scanner for Vote Center _____ delivered to the Centeral County Station by:_____ and _____ at _____ o'clock PM, on the date indicated above.

_____ Ballot & Sel Certificate with indicated seal number _____
_____ Controller
_____ Scanner
_____ Ballot Transport Bag
_____ Envelope number 2 for Clerk of the Election
_____ Envelope number 4 for the Voter Registrar
_____ Envelope number 5 containing Provisional Ballots
_____ Box containing Toggle Switch, Jelly Switches & Headphones
_____ Instruction Book (Red)

_____
Presiding Judge or Clerk of Central Counting Station

- Be sure all items listed on Receipt are easily accessible when you arrive at Brazos Center for check in at Central Count.

EVERY VOTE COUNTS

Brazos County Elections Administration

- Trudy Hancock, REO, CERA

thancock@brazoscountytx.gov

- Krystal Ocon, Elections Coordinator

kocon@brazoscountytx.gov

- Kathy Schuetze, Voter Registration Coordinator

kschuetze@brazoscountytx.gov

- 979-361-4135 or 979-446-6171

- 979-361-5773 or 979-446-6189