

Using Paper Pollbooks

Pollbook Count Form (PBC): A set of pre-printed forms that list numbers 1 – 1,000, 1,001 – 1,500 and 1,501 – 2,000 in consecutive order.

1. The Chief will confirm pollbook and pollbook count forms

Confirm that “**AB**” (for absentee ballot) is marked in the ** (double asterisk) column of the pollbook for each name on the AB List.

Complete the identifying information on the pollbook count form (top of each page). If dual primary label one PBC for each party.

All voters who qualified to vote after the books were printed will have been entered at the end of the appropriate alphabetical section or on a separate list.

2. Locate the voters name in the paper pollbook

Refer the voters to the Chief if the following symbols are printed in the * (Single asterisk) column next to the voter’s name: “?”, “**A**”, “**F**”.

3. Mark off next pollbook count number on the PBC in black ink.

Enter the marked-off number from the PBC in the 2nd column titled “Pollbook Count”.

If the Voter votes curbside (Outside the Polls):

Enter “**OP**” next to the voter’s name in pollbook in ** **column in red ink.**

If the voter is required to sign Affirmation of Eligibility or a new Voter Application:

Enter “**S**” opposite voter’s name in pollbook in ** **column in red ink.**

Dual Primary Election: Mark the voter’s name with the pollbook count number from the pollbook count form and pollbook for the primary in which he or she is voting.

After the polls have closed complete the Certify Pollbook Count form

- Enter the last number marked off on the pollbook count form in the certification section (page 4 of the form with numbers 1 - 1000) and sign the certification.
- Provide pollbook count certification number to the officers completing the SOR.

RETURN in Envelope 2

Locating Ballot Style

Ballot style information sheet attached (if applicable)

- 1) Locate the House and/or Senate information at the bottom left corner of the paper pollbook (if No Senate/House race that election, no Senate/House information will be listed)

- 2) Locate the In-Town code in the Town code column (to the left side of their address) If this is blank, they reside out of town. If these numbers are listed: 180A, 180B, 0500 they reside in Town.

- 3) What Precinct are they in?

Use the information above and look on the attached Ballot Style Sheet to determine which ballot style to give the voter.

Example ONLY: House 20, Senate 1 and out of Town, Precinct A-1 = Ballot Style 50