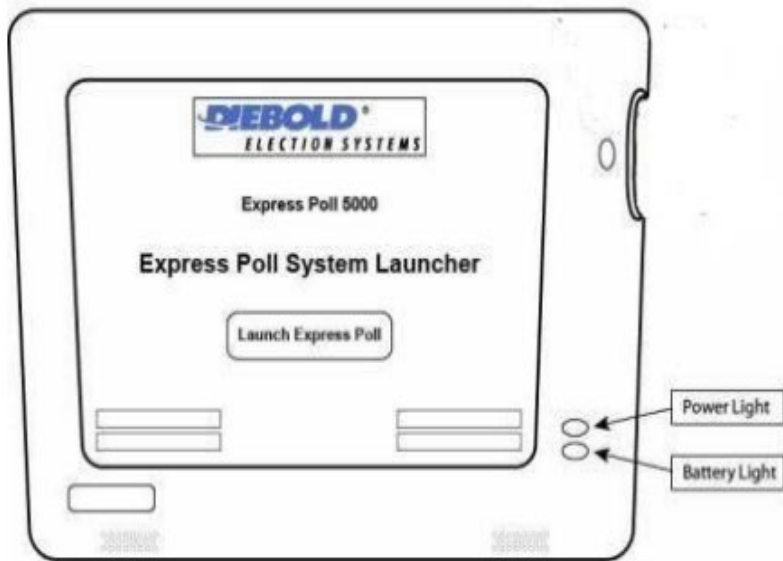


Chapter 10 –Pollbook

Introduction to the Pollbook.....	10-2
Unpacking the Pollbooks.....	10-3
Checking the Pollbooks	10-7
Opening the Polls	10-12
Networking the Pollbooks.....	10-14
<i>Networking for Same Day Registration</i>	<i>10-14</i>
<i>Networking Three or More Pollbooks to the Hub</i>	<i>10-16</i>
Checking Synchronization	10-18
Entering and Clearing Data in the Pollbook	10-19
Finding Voters in the Pollbook	10-19
Finding Voters in the State Roster	10-23
Finding Voters by Street Address	10-24
Voter Not Found in the Pollbook	10-25
Voter is Registered in Another Precinct	10-25
Finding a Voter’s Correct Polling Place	10-26
Checking in Voters.....	10-28
Issuing a Provisional Ballot (Provisional Judges Only)	10-36
Special Situations – (Provisional Judges Only)	10-40
<i>Special Situations #1 - Voter Moved.....</i>	<i>10-40</i>
<i>Special Situations #2 - Voter Claims a Different Party Affiliation or Whose Party</i> <i>Does Not Have a Ballot (Primary Election Only).....</i>	<i>10-41</i>
<i>Special Situations #3 - Voter’s Status is “Pend1,” “Pend2,” “ABS Issued,” or</i> <i>“Voted Early”</i>	<i>10-41</i>
<i>Special Situations #4 - Inactive Status Voters (“ID Required” box is blank)</i>	<i>10-44</i>
<i>Special Situations #5 - “Issued” Box is “Reg Issued” or “PROV”</i>	<i>10-46</i>
<i>Special Situations #6 - ID Required – Show ID (Active or Inactive).....</i>	<i>10-46</i>
Standards for Acceptable Forms of ID.....	10-48
Standards for Unacceptable Forms of ID	10-48
Reprinting a Voter Authority Card	10-49
Resetting the Election Judge’s Name	10-50
Ending the Election.....	10-53
Packing the Pollbooks and Printers.....	10-60

Introduction to the Pollbook

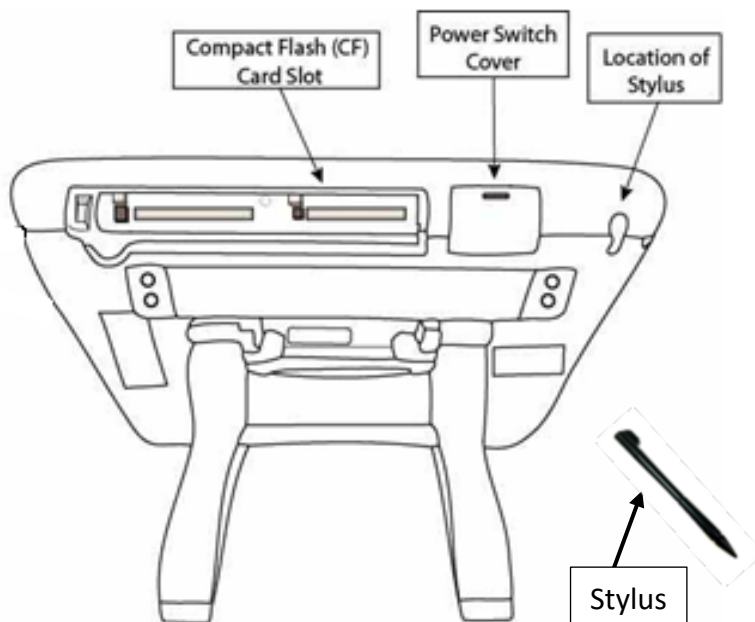
Figure - Front of the Pollbook



The **Power Light** is green when the unit is in use.

The **Battery Light** will flash green when the unit is plugged in and is charging. The light is off when there is no power.

Figure - Top of the Pollbook



The **Compact Flash (CF) Card Slot** contains a compact flash card. This card stores election information and a list of eligible voters. The protective cover for the Compact Flash Card Slot must remain closed and sealed during an election.

The **Power Switch Cover** can be opened to use the on/off power switch.

The **Stylus** is pen-shaped and has a hard point. It is stored in the top of the unit. It must be used to navigate the electronic pollbook. Use the stylus to “touch” commands on the screen.

Unpacking the Pollbooks

Complete steps 1 through 11 for all pollbooks.

1. Make sure the outer seal number on each case matches the number in column 1 of the *Pollbook Integrity Report*.

Figure - Outer Seal and the Pollbook Integrity Report



Maryland State Board of Elections
Pollbook Integrity Report - 2026 Gubernatorial Primary Election

District/Ward/Precinct: 1-1 Northwest Middle School County: CARROLL Date: June 23, 2026

Judges must:

- Opening: Remember to print and sign the opening Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form BEFORE the polls open. Complete the "Opening" section.
- During: Verify and record information about having to remove the inner seal during the day, if necessary.
- Closing: Print and sign the Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form.

Remember: Chief Judges must sign this form AFTER the polls close.

	OPENING				DURING	
	1	2	3	4	5	6
Pollbook ID numbers	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top lid of pollbook) DO NOT REMOVE SEAL	Verify inner seal was intact when polls opened	If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.	New Inner Seal #
	VERIFY	VERIFY	VERIFY	JUDGE INITIALS	RECORD	RECORD
#1		047679				
#2		047991				
#3		047902				
#4		042510				

To the best of our knowledge the information on this report is true and correct.

The Electronic Pollbook CF Cards were removed at the close of the polls and given to the Chief Judges.

CHIEF JUDGE

CHIEF JUDGE

2. Take off the outer seal. Put the broken seals in the pollbook case.
3. Open the two latches.
4. Take the pollbook and power cord from the case.



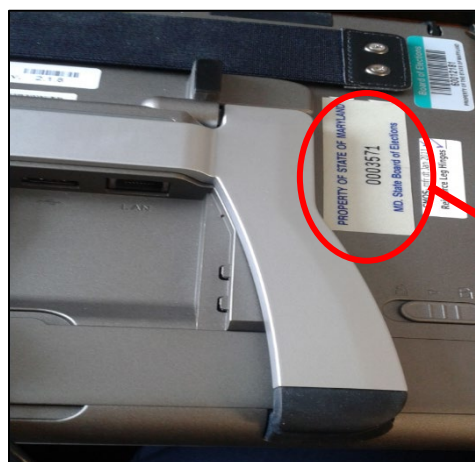
Do not grab the pollbook by its legs! Use the elastic strap on the back of the pollbook.

Figure - Elastic Strap on the back of the pollbook



- Make sure the state asset tag number on the back of each pollbook matches the numbers in column 2 of the *Pollbook Integrity Report*.

Figure - State Asset Tag Number and Pollbook Integrity Report



Maryland State Board of Elections Pollbook Integrity Report - 2026 Gubernatorial Primary Election						
District/Ward/Precinct: 1-1 Northwest Middle School County: CARROLL				Date: June 23, 2026		
Judges must: - Opening: Remember to print and sign the opening Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form BEFORE the polls open. Complete the "Opening" section. - During: Verify and record information about having to remove the inner seal during the day, if necessary. - Closing: Print and sign the Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form.						
Remember: Chief Judges must sign this form AFTER the polls close.						
Pollbook ID Numbers	OPENING				DURING	
	1	2	3	4	5	6
	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top lid of pollbook) DO NOT REMOVE SEAL	Verify inner seal was intact when polls opened	If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.	New Inner Seal #
	VERIFY	VERIFY	VERIFY	JUDGE INITIALS	RECORD	RECORD
#1		047679				
#2		047991				
#3		047902				
#4		042510				
To the best of our knowledge the information on this report is true and correct. The Electronic Pollbook CF Cards were removed at the close of the polls and given to the Chief Judges. _____ CHIEF JUDGE _____ CHIEF JUDGE						

- Make sure the inner seal number on the top of each pollbook is not broken. Make sure the number matches the numbers in column 3 of the *Pollbook Integrity Report*. **DO NOT REMOVE THE INNER SEAL.**

Figure - Inner Seal and the Pollbook Integrity Report



Maryland State Board of Elections Pollbook Integrity Report - 2026 Gubernatorial Primary Election						
District/Ward/Precinct: 1-1 Northwest Middle School County: CARROLL				Date: June 23, 2026		
Judges must: - Opening: Remember to print and sign the opening Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form BEFORE the polls open. Complete the "Opening" section. - During: Verify and record information about having to remove the inner seal during the day, if necessary. - Closing: Print and sign the Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form.						
Remember: Chief Judges must sign this form AFTER the polls close.						
Pollbook ID Numbers	OPENING				DURING	
	1	2	3	4	5	6
	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top lid of pollbook) DO NOT REMOVE SEAL	Verify inner seal was intact when polls opened	If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.	New Inner Seal #
	VERIFY	VERIFY	VERIFY	JUDGE INITIALS	RECORD	RECORD
#1		047679				
#2		047991				
#3		047902				
#4		042510				
To the best of our knowledge the information on this report is true and correct. The Electronic Pollbook CF Cards were removed at the close of the polls and given to the Chief Judges. _____ CHIEF JUDGE _____ CHIEF JUDGE						

7. Make sure the Power Switch on the top is turned OFF.

Figure - Power Switch on Top of the Pollbook



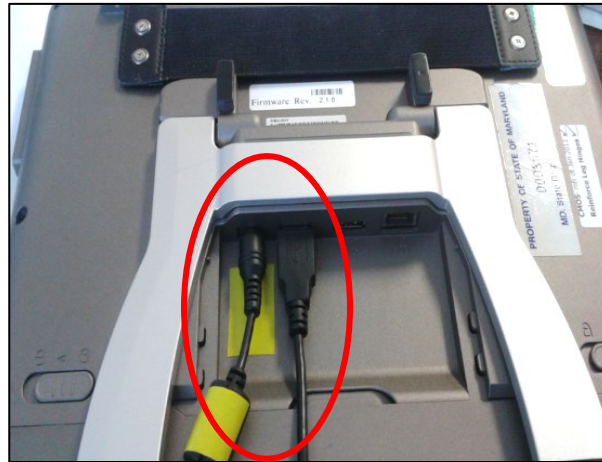
8. Insert the power cord (marked with yellow tape) into the first connection slot marked with "PWR." Plug the other end into a power source. **Do NOT turn on the power switch yet!**

Figure - Power Cord (Marked with Yellow Tape) of the Pollbook



9. Take the printer's USB cable from the printer case. Plug the larger end into one of the two USB ports located on the back of the pollbook. It does not matter which USB port you use.

Figure - One of the Two USB Ports on the Back of the Pollbook



10. Plug one end of the printer's power cord (marked with blue tape) into the printer. Plug the other end into a power source.



The printer end of the power cord is bent 90 degrees (elbow shaped). DO NOT connect an electronic pollbook power cord (marked with yellow tape) to the printer. It will cause severe damage to the printer.

11. Plug the smaller end of the USB cable into the printer.

Figure - Smaller End of the USB Cable in the Printer



12. Repeat steps 1 through 11 for all pollbooks.

10-6 Pollbook



There should be one printer for each pollbook. If there are any printers missing, notify the Carroll County Board of Elections right away.

Checking the Pollbooks

Complete steps 1 through 10 for all pollbooks.

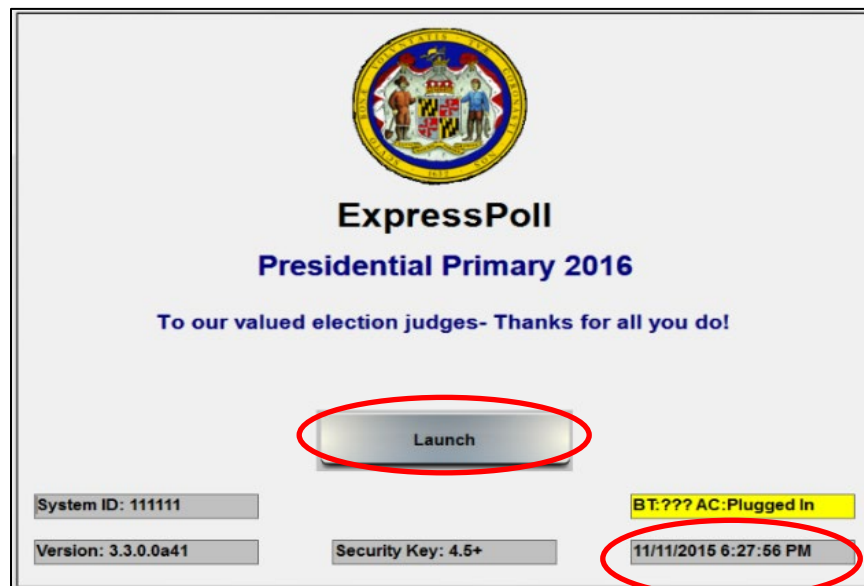
1. Turn the power switch to ON. **DO NOT NETWORK THE POLLBOOKS YET.**

Figure - Power Switch on the Top of the Pollbook



2. When the pollbook switch is ON, the “Launch” screen will appear.
 - Make sure the date and time is correct. If the date or time is incorrect, tell the election field support or a chief judge right away. The election field support or chief judge will ask for technical support.
 - If the date and time is correct, tap the “Launch” button with the stylus.

Figure – Date & Time and the "Launch" Button on the Pollbook



3. The “Encrypted Database” screen will appear.

Figure - Encrypted Database

The screenshot shows a window titled "Encrypted Database" with a subtitle "Please Enter Database Encryption Password". Below the subtitle is a text input field labeled "Database Encryption Password". Underneath the field is a numeric keypad with buttons for digits 1-0, a decimal point, and letters QWERTYUIOP, ASDFGHJKL, ZXCVBNM, space, and a "clear" button. At the bottom of the window are two buttons: "Authenticate" and "Cancel".

4. The election field support will enter the code into the Database Encryption Password field and select “Authenticate.” Ask the chief judge for the code that is found in the precinct binder.

Figure - Encrypted Database Screen with Encryption Code

This screenshot is identical to the previous one, but with red circles highlighting the "Database Encryption Password" field (which now contains four asterisks) and the "Authenticate" button.

5. Make sure the poll name on the left side of the screen is correct. Then tap the "OK This is Correct Poll" button at the bottom the screen.

Figure - Poll Name on the Left Side of the Screen and "OK This is Correct Poll" Button on the Pollbook

Log In 110

Is this the correct Poll? If it is, tap OK button. If not, tap Wrong Poll to go back to Login screen.

Consolidation Number
1001

Precinct Name
POLL 1

Precinct Number
1701 1

Poll Name
POLL 1
119 FIRST STREET
CITY, ST 12345
(123) 555-5555

Log In OK This is Correct Poll Wrong Poll Go Back

BT:??? AC:Plugged In 11/10/2015 7:17:22 AM



If the polling place shown is not correct, tell a chief judge right away. The chief judge will tell the Carroll County Board of Elections immediately.

6. Select "Yes" or "No" when you are asked to check that the time in the bottom right corner matches the correct time.
 - If "No" is selected, go to step 5.
 - If "Yes" is selected, go to step 6.

Figure - "No" and "Yes" Buttons and Date & Time on the Pollbook

ExpressPoll

Main Screen 130

Manage Polls Issue Ballots Precinct Details Manage System Status

*** QUESTION ***

Is the time displayed on the clock on this unit accurate?

Yes No

Open the Polls Daily Closing Step #1 Close the Polls Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In Voted: REP 0 DEM 0 NON 0 T T 0 8/3/2016 11:57:19 AM

7. Change the date and time by tapping "+" or "-". Tap "Set Clock Time" to save changes.

Figure - Changing the Date and Time on the Pollbook

The screenshot shows the 'Set System Clock' interface. At the top, a text box reads: 'Tap the Increase ("+") or Decrease ("-") buttons to adjust the values. The tap the "Set Clock Time" button to change the system clock time.' Below this are input fields for Month (08), Day (11), Year (2016), Hour (03), Minute (11), and AM/PM (PM). Each field has '-' and '+' buttons for adjustment. A red arrow points to these buttons with the text 'Tap the "+" or "-" for date or time adjustments'. At the bottom, there is a 'Set Clock Time' button and a 'Go Back' button. A red arrow points to the 'Set Clock Time' button with the text 'Tap to make system clock changes'.

8. The "Main Screen" will appear with the "Manage Polls" tab at the top of the screen. The Poll Status will be "Closed."



Almost everything you will need to know about using the pollbook is in the onscreen instructions. Please read them!

Figure - "Main Screen" and Onscreen Instructions on the Pollbook

The screenshot shows the 'Main Screen' of the pollbook. The title 'Main Screen' is circled in red. At the top, there are tabs: 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below the tabs is a large text box containing instructions: '""Opening"" When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters. ""Closing"" When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the'. Below the instructions are two sections: 'Statistics' and 'Consolidation Number'. The 'Statistics' section has tabs for 'Ballots', 'Voters', and 'SDR Counts', and input fields for 'Standard BACs', 'Provisional Voter BACs', 'Standard Ballots', and 'Provisional Ballots'. The 'Consolidation Number' section has a text field with '09001001'. Below these is a 'Poll Status' field with the value 'CLOSED', which is circled in red. Other fields include 'Poll Opening Time', 'Poll Closing Time', '# of Registered Voters', and 'Bulk Update Date'. At the bottom, there are three buttons: 'Open the Polls', 'Daily Closing Step #1 Close the Polls', and 'Daily Closing Step #2 Archive & Close Down'. A red arrow points from the top of the instructions box to the 'Poll Status' field. The status bar at the very bottom shows 'BT:??? AC:Plugged in', 'Voted: TOT 0', and the date/time '11/18/2015 1:15:54 PM'.

9. Tap the “Ballots,” “Voters,” and “SDR” tabs under the “Statistics” section to make sure that all the numbers are zero. **Be sure to check all tabs under “Statistics” for zeroes before networking the pollbooks.**

Figure - "Ballots," "Voters," and "SDR" Statistics are Zero

The screenshot shows the 'Main Screen' of a pollbook system. At the top, there are tabs: 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below these is a blue box with instructions for opening and closing the polls. The 'Statistics' section is highlighted with a red circle. It contains three sub-tabs: 'Ballots', 'Voters', and 'SDR Counts'. Under 'Ballots', there are four fields: 'Standard BACs' (0), 'Provisional Voter BACs' (0), 'Standard Ballots' (0), and 'Provisional Ballots' (0). To the right of the statistics, there are fields for 'Consolidation Number' (09001001), 'Poll Status' (CLOSED), 'Poll Opening Time' (7:00AM), 'Poll Closing Time' (8:00PM), '# of Registered Voters' (2601), and 'Bulk Update Date'. At the bottom, there are three buttons: 'Open the Polls', 'Daily Closing Step #1 Close the Polls', and 'Daily Closing Step #2 Archive & Close Down'. The status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the date/time '11/18/2015 1:15:54 PM'.



***Tell a chief judge right away if any of these numbers are not zero.
Do not network the pollbooks if any number is not zero.***

10. Make sure that the totals at the bottom of the screen are zero.

- For the primary election:

The screenshot shows the bottom status bar of the pollbook system. It has a yellow section on the left with the text 'BT:??? AC:Online'. In the center, there is a red oval around the text 'Voted: DEM 0 REP 0 NON 0 TOT 0'. On the right, there is a timestamp '12/4/2013 11:22:33 AM' and some icons.

- For the general election:

The screenshot shows the bottom status bar of the pollbook system. It has a yellow section on the left with the text 'BT:??? AC:Plugged In'. In the center, there is a red oval around the text 'Voted: TOT 0'. On the right, there is a timestamp '11/18/2015 1:11:45 PM' and a home icon.



***Alert a chief judge immediately if any of these numbers are not zero.
Do not network the pollbooks if any number is not zero.***

- 11.Repeat steps 1 through 10 for all pollbooks.

Opening the Polls

Do not check-in voters before 7:00 a.m. according to the time on the pollbook.

You can do steps 1 through 6 for all pollbooks before 7:00 a.m. Follow these steps for each pollbook.

1. Tap the "Open the Polls" button.

Figure - "Open the Polls" Button on the Pollbook

The screenshot shows the 'Main Screen' of the pollbook interface. At the top, there are tabs: 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below the tabs is a blue instruction box. The main area is divided into 'Statistics' (with sub-tabs for Ballots, Voters, and SDR Counts) and a right-hand section with various fields. The 'Open the Polls' button is circled in red. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the date/time '11/08/2016 6:50:00 AM'.

Statistics	
Ballots	Voters
Standard BACs	0
Provisional Voter BACs	0
Standard Ballots	0
Provisional Ballots	0

Consolidation Number: 09001001
Poll Status: **CLOSED**
Poll Opening Time: 7:00AM
Poll Closing Time: 8:00PM
of Registered Voters: 2601
Bulk Update Date:

Open the Polls (circled in red) | Daily Closing Step #1 Close the Polls | Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In | Voted: TOT 0 | 11/08/2016 6:50:00 AM

2. Make sure the Print Ballot Counts and Print Voter Counts boxes have check marks in the pop-up menu.

Figure - Checkmarks in the "Print Ballot Counts" and "Print Voter Counts" Boxes on the Pollbook

The screenshot shows the 'Main Screen' of the pollbook interface. A pop-up menu is displayed in the center, showing two options: 'Print Ballot Counts' and 'Print Voter Counts', both with checked boxes. The 'Continue' button is circled in red. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the date/time '11/18/2015 1:19:33 PM'.

Tap Continue to print reports.

☒ Print Ballot Counts
☒ Print Voter Counts
Continue (circled in red)

Open the Polls | Daily Closing Step #1 Close the Polls | Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In | Voted: TOT 0 | 11/18/2015 1:19:33 PM

3. Tap "Continue" to print the Ballot Counts and Voter Counts reports. Two reports will print.
4. Make sure all totals on the *Consolidated Voter Counts Report* and *Consolidated Ballot Counts Report* are zero. **Tell a chief judge right away if the totals are not zero.**

Figure - Zeroes on the Consolidated Voter Counts Report and Consolidated Ballot Counts Report

Consolidated Voter Counts Report
Consolidation: # 09EV01 EPB Number: 036979
Poll Description: Charles County Board of Elections
Report Date and Time: 11/17/2015 09:52:54

Party	Total	Reg	Provisional
REP	0	0	0
DEM	0	0	0
GRN	0	0	0
LIB	0	0	0
UNA	0	0	0
OTH	0	0	0
TOT	0	0	0

DEM Judge _____
REP Judge _____

Consolidated Ballot Counts Report
Consolidation: # 20005001 EPB Number: 999
Poll Description: 25-1 Mt Vernon Fire Dept
Report Date: 04/01/2010 13:05:31

	TOT	DEM	REP	NON
Issued	0	0	0	0
Reiss	0	0	0	0
Canc	0	0	0	0
Net	0	0	0	0
Prov Issued	0	0	0	0
Prov Reiss	0	0	0	0
Prov Canc	0	0	0	0
Net Prov	0	0	0	0
Net Ballots	0	0	0	0

DEM Judge _____
REP Judge _____

5. Give both reports to the chief judge. They will sign the reports and attach them to the *Pollbook Integrity Report*.
6. The "Poll Status" will change from red to green. It will read "OPENED."

Figure - Poll Status Says "OPENED" and Shaded Green

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

Opening: When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.

Closing: When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

Statistics

Ballots | Voters | SDR Counts

Standard BACs	0
Provisional Voter BACs	0
Standard Ballots	0
Provisional Ballots	0

Consolidation Number: 20005001

Poll Status: OPENED

Poll Opening Time: 7:00AM

Poll Closing Time: 8:00PM

of Registered Voters: 2601

Bulk Update Date: _____

Open the Polls

Daily Closing Step #1
Close the Polls

Daily Closing Step #2
Archive & Close Down

BT:???AC:Plugged In Voted: TOT 0 11/18/2015 7:00:00 AM

7. Repeat steps 1 through 6 for all pollbooks.

Networking the Pollbooks

Networking for Same Day Registration

The barcode scanner is connected to a provisional judge pollbook.

The instructions to network the pollbooks for same day registration on election day can be found in the *Same Day Registration* manual.



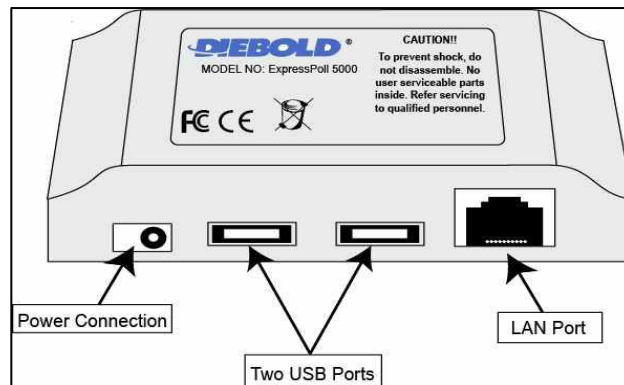
Do not network (connect) the pollbooks until after:

- ***All pollbooks have been turned on individually.***
- ***The “Statistics” on the “Main Screen” are verified as zeroes for the “Ballots,” “Voter,” and “SDR” tabs.***
- ***The Consolidated Voter Counts Report and Consolidated Ballot Counts Report are printed on each pollbook.***

The back of the pollbook has four ports. From left to right:

- Power connection port (PWR) to attach the power cord
- Two USB ports () – one port to connect the printer and one port to connect the handheld barcode scanner used for same day registration
- LAN port to attach the LAN cable that networks all the pollbooks in the same polling place to each other.

Figure - Four Ports on the Back of the Pollbook



All cable connectors will only fit in the ports in one way. If the plug does not fit in the port easily, ask for help. Put in the USB plug with the USB icon facing up. Put the LAN plug with the locking tab facing up.

Figure - Connections on the Back of the Pollbook

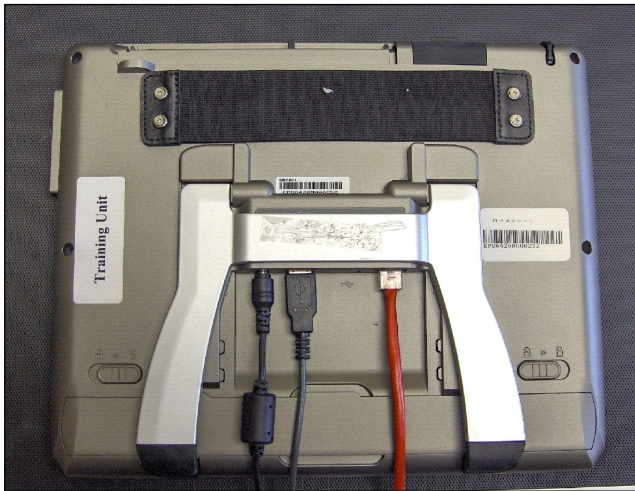


Figure – Installed Cover on the Back of the Pollbook



Networking Three or More Pollbooks to the Hub

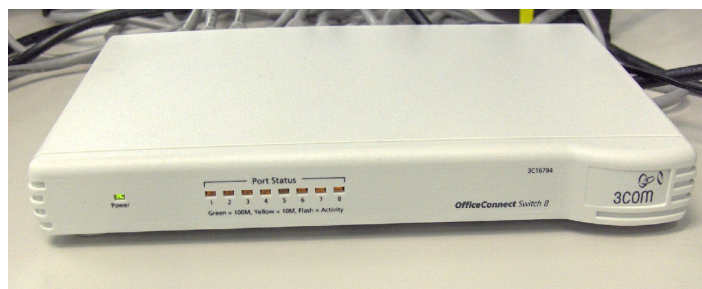
1. Turn all pollbooks **OFF** before connecting the network cables.

Figure - Power Button on the Top of the Pollbook



2. The hub equipment connects more than two pollbooks. The hub will allow all pollbooks to synchronize data in the polling place. Different kinds of hubs are used, so your hub may not look like the example.

Figure - Hub Used to Connect the Pollbooks



3. Plug the hub's power cord into the first socket in the back of the hub.

Figure - First Socket on the Back of the Hub



4. Plug the power cord plug into the power strip. The hub's power light indicator will turn on.
5. Plug one end of a network cable into the LAN port of a pollbook.

Figure - LAN Port on the Back of the Pollbook



6. Plug the other end of the network cable into any port in the hub.

Figure - Port on the Back of the Hub



7. Repeat steps 1 through 6 for each pollbook.
8. Turn each pollbook on **ONE** at a time. Wait until the “Launch” screen appears before turning on the next pollbook.

Figure - Power Switch on the Top of the Pollbook

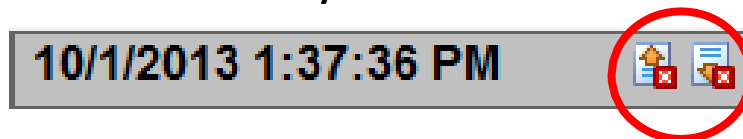


9. Move on to the “Checking Synchronization” section of this chapter.

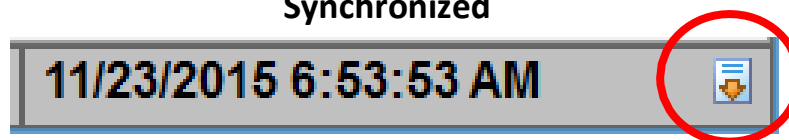
Checking Synchronization

Make sure that the pollbooks are synchronized with other pollbooks in the polling place. Look at the icons in the lower right corner of the screen.

Not Synchronized



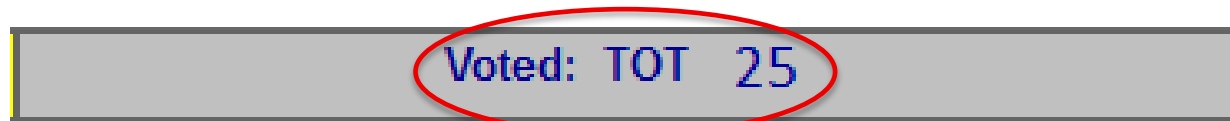
Synchronized



If the pollbooks are not synchronized, make sure that all connections between the pollbooks and the hub are plugged in. If the pollbooks will not synchronize, tell the election field support or a chief judge right away. The election field support or a chief judge will ask for technical help.

10-18 Pollbook

During the day, check the totals for “Voted” at the bottom of the screen. Make sure all the totals on all the pollbooks are the same.



Entering and Clearing Data in the Pollbook

The pollbook accepts only letters A-Z for name lookup. Do not use spaces, hyphens or apostrophes. The voter’s name will print correctly (including apostrophes) on the voter authority card.

- Tap the “backspace” key to delete one or more letters.
- Tap the “clear” key to delete an entire field.
- Tap the “Clear ALL” button to clear all search fields.

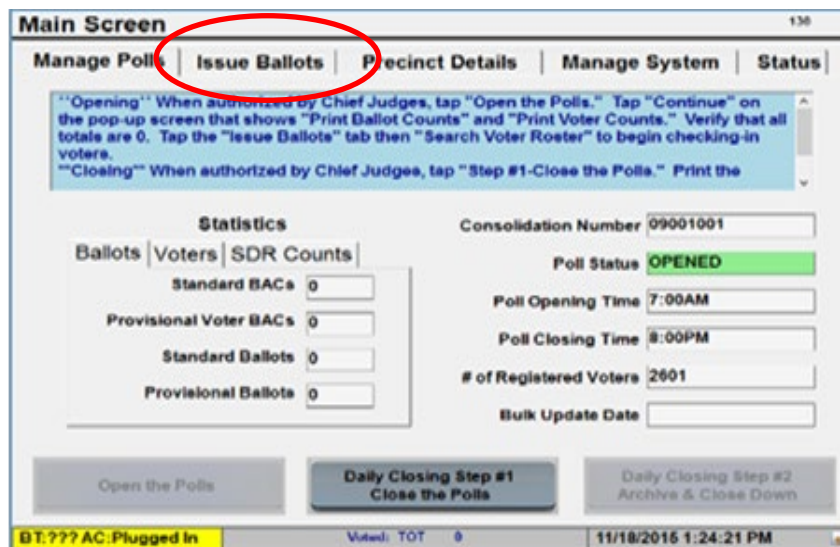
Finding Voters in the Pollbook



Election judges are not allowed to ask for ID. Election judges may accept ID if offered by a voter. Election judges must ask the voter to say their name, address, and month and day of birth. If unable to speak, a voter may provide a written response or document.

1. Tap the “Issue Ballots” tab at the top of the screen.

Figure - "Issue Ballots" Tab on the Main Screen of the Pollbook



Main Screen 138

Manage Polls | **Issue Ballots** | Precinct Details | Manage System | Status

“Opening” When authorized by Chief Judges, tap “Open the Polls.” Tap “Continue” on the pop-up screen that shows “Print Ballot Counts” and “Print Voter Counts.” Verify that all totals are 0. Tap the “Issue Ballots” tab then “Search Voter Roster” to begin checking-in voters.
“Closing” When authorized by Chief Judges, tap “Step #1-Close the Polls.” Print the

Statistics

Ballots | Voters | SDR Counts

Standard BACs 0

Provisional Voter BACs 0

Standard Ballots 0

Provisional Ballots 0

Consolidation Number 09001001

Poll Status **OPENED**

Poll Opening Time 7:00AM

Poll Closing Time 8:00PM

of Registered Voters 2601

Bulk Update Date

Open the Polls Daily Closing Step #1 Close the Polls Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In Voted: TOT 0 11/18/2015 1:24:21 PM

2. Tap the "Search Voter Roster" button on the bottom left of the "Issue Ballots" screen.

Figure - "Search Voter Roster" Button on the Main Screen of the Pollbook

The screenshot shows the 'Main Screen' of the Pollbook. At the top, there are tabs: 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below the tabs is a large blue text box with instructions: 'Use only letters A - Z for lookup. (No hyphens, spaces or apostrophes).', '*** USE "4 & 3" for Faster Lookup! ***', '1) Enter the FIRST 4 LETTERS of the LAST NAME.', '2) Enter the FIRST 3 LETTERS of the FIRST NAME.', '3) Confirm the voter's DATE OF BIRTH.', 'Tap the "Search Voter Roster" button to check in voters.', and 'The "Find Polls" button is used to find a polling place based on the voter's street address.' Below the text box are two buttons: 'Search Voter Roster' (circled in red) and 'Find Polls'. At the bottom, there is a status bar with text: 'BT:??? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and '10/29/2013 10:35:20 AM'.

3. The "Find Voters" screen appears next. You are ready to check-in voters.

Figure - "Find Voters" Screen on the Pollbook

The screenshot shows the 'Find Voters' screen of the Pollbook. At the top, the title 'Find Voters' is circled in red. Below the title is a large blue text box with instructions: 'Ask the voter to state his or her name. Enter the first 4 letters of the voter's LAST NAME, then the first 3 letters of the FIRST NAME. A list of voters' names will appear on the screen. The list will get shorter as you add more of the voter's information.', 'When you see the voter's name on the list, ask the voter to state his or her MONTH AND DAY OF BIRTH then tap on that voter's row to continue.', and 'If TOO MANY voters are found, enter the voter's Middle Initial, DOB, & Zip Code. If NO VOTERS are found, check the spelling or tap the "Search State" button. If you don't see the voter's last name in'. Below the text box are three tabs: 'Find by Name', 'Find by Address', and 'Find by ID'. Under 'Find by Name' are input fields for 'Last Name', 'First Name', 'Middle Init.', 'Zip Code', and 'Birth MMDD'. To the right of these fields are two radio buttons: 'Search Precinct/EV Count' (selected) and 'Search State'. Below the radio buttons is a 'Clear ALL' button. At the bottom right is a 'Return to Main' button. Below the input fields is a numeric keypad with letters (QWERTYUIOP, ASDFGHJKL, ZXCVBNM) and a 'clear' button. At the bottom, there is a status bar with text: 'BT:??? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and '10/29/2013 10:37:14 AM'.

4. Ask ***“What is your name?”***- Use the **4-3 method** by entering only the first 4 letters of the voter’s last name and the first 3 letters of the voter’s first name.
 - Repeat the voter’s name.
 - On the “Find Voter’s” screen, touch the “Last Name” field box. **Then type in the first 4 letters of the voter’s last name.**
 - Note: Do not use apostrophes or hyphens. For example, O’Neal should be entered ONEA, El-Habib should be entered as ELHA, etc.
 - Touch the “First Name” field box. **Then enter the first 3 letters of the voter’s first name.** The list of names will get shorter as you add letters.

Figure - Last Name & First Name Field Boxes on the Pollbook

Find Voters

205

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	None	REP

Find by Name

Find by Address

Find by ID

Last Name

LINC

First Name

ABR

Middle Init.

Birth MMDD

03/01

1 voters found.

Search Precinct/EV Count

Search State (add mi)

Clear ALL

Return to Main

BT.??? AC:Online

Voted: DEM 0 REP 0 NON 0 TOT 1

10/1/2013 1:26:06 PM



If a scroll bar appears on the right side indicating a long list of names, then you may need to narrow down the search. Tap the “Middle Init” field box and tap the first letter of the voter’s middle name. If the voter has no middle name, use the “space” key to enter a blank space in the “Middle Init” box.



You may also narrow the voter search by entering the voter's zip code or month and day of birth. This can only be done after at least one letter has been entered for the voter's last and first name fields.

5. Ask ***“What is your month and day of birth?”***

Make sure the month and day match the date shown in the DOB field.



Confirm the voter's month and day of birth to make sure you see the correct voter. Be careful not to confuse father and son, mother and daughter, father and daughter, etc.

Figure - DOB Field on the Pollbook

Name	Address	County	DOB	Status	Issued	Pa
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arunde	03/01 /1802	Active	None	RE

Confirm Month and Day of Birth

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: LINC
First Name: ABR | Middle Init.:
Zip Code: | Birth MMDD: 03/01/

☒ Search Precinct/EV Count
☐ Search State (add mi)

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 1 10/1/2013 1:26:06 PM

6. If you found the information for the right voter, go to the section called *"Checking in Voters."*
7. If you cannot find the voter's name in the precinct roster:
 - Make sure you entered the voter's name without punctuation (apostrophes, hyphens, etc.).
 - Enter the voter's date of birth (use the MMDD format). For example, "August 2" would be entered as "0802."
 - Check all possible variations of spelling for the name or ask the voter to spell his or her name.
 - Search the State roster (see the *"Finding Voters in the State Roster"* section below).
 - Search for the voter by his or her address (see the *"Finding Voters by Street Address"* section below).

Finding Voters in the State Roster

If you cannot find a voter's name in the precinct roster and have verified the correct spelling, tap the "Search State" button to widen the search.'

Figure - "Search State" Button on the Pollbook

Find Voters 205

*** Voter NOT FOUND in Precinct ***.
Search the state for this voter:
1) Make sure that the "4 & 3" letters are entered correctly
(first 4 letters of last name, first 3 letters of first name)
3) Enter Date Of Birth
2) Enter Middle Initial
4) Tap the "Search State" button.
If voter is still NOT FOUND, try "Find by Address"

Find by Name | **Find by Address** | **Find by ID**

Last Name ZZZZ
First Name ZZZ Middle Init. X
Zip Code 20201 Birth MMDD 09/19

☒ Search Precinct/EV Count
☐ Search State

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/1/2013 3:21:43 PM

If there are too many voters found in the State, enter more letters of the last and first names to narrow the search.



When searching for a common name (Jane Smith, Mary Williams, James Johnson, etc.), the best way to narrow the search is to add the voter's middle initial, date of birth, and/or zip code.



To use the middle initial to search for a voter with no middle name, you must use the "space" key to enter a blank space in the "Middle Init" box.

Finding Voters by Street Address

If you cannot find a voter's name after checking for various spellings, tap the "Find by Address" tab. Enter the voter's house number and street name.

Figure - "Find by Address" Tab on the Pollbook

Find Voters 205

Find a voter using a street address:

1) Enter the Street name
Note: If street name has a direction (N, S, E, W, NE, NW, SE, SW) the abbreviated direction MUST be included (with no period).
Example: If voter lives on South Main Street, enter "S MAIN"

2) Enter the House Number

Find by Name **Find by Address** Find by ID

House #

Street Apt.

Zip Code

1 2 3 4 5 6 7 8 9 0 .
Q W E R T Y U I O P -
A S D F G H J K L ' back space
Z X C V B N M space clear

Search Precinct/EV Count
Search State (add mi)

Clear ALL

Return to Main

BT:??? AC:Plugged In Voted: TOT 2 1/14/2016 2:59:01 PM

Figure - "House #" and "Street" Fields on the Pollbook

Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
Harrison Anne	9 Main St	Arundel	09/14 /1952	Active	ABS	UNA
William Henry	Anytown 12345				Issued	

Find by Name Find by Address Find by ID

House # **9** ?

Street **MAIN** Apt.

Zip Code

1 2 3 4 5 6 7 8 9 0 .
Q W E R T Y U I O P -
A S D F G H J K L ' back space
Z X C V B N M space clear

Search Precinct/EV Count
Search State

Clear ALL

Return to Main

BT:??? AC:Plugged In Voted: TOT 0 10/1/2013 3:41:21 PM



The "Find by Address" lookup always searches the entire state.

If a voter's street name includes a direction, type "N" for "North," "S" for "South," etc. DO NOT put a period after the abbreviation.

Do not type the street type – such as "Street" or "Avenue."

Select the voter's name on the "Find Voters" screen to continue checking in the voter.

Voter Not Found in the Pollbook

If you cannot find the voter's name in the pollbook, tell a chief judge right away. The chief judge will contact the Carroll County Board of Elections office. After contacting the elections office, the chief judge will explain the voting options to the voter.

The individual may be eligible to register to vote using same day registration. Send the individual to the provisional judge.

If the voter is registered to vote and is at the correct precinct for the voter's address, all contests on the provisional ballot will be counted.

If the voter is registered to vote and is not at the correct precinct, the voter can choose to go to the correct precinct. If the voter insists on voting at the polling place, a provisional ballot will be issued and only the contests the voter is eligible to vote for will be counted.

If the voter is not registered to vote at that precinct and is not eligible to register using same day registration, the local board of elections will determine whether the individual's ballot will be counted.

Voter is Registered in Another Precinct

The voter can choose to go to his or her correct precinct to vote. Or the voter can stay and vote a provisional ballot.

- If the voter chooses to go to the correct precinct, every contest will be counted.
- If the voter chooses to stay and vote a provisional ballot, only the contests the voter is eligible to vote for will be counted. **Use provisional code 1.**



The electronic pollbook will find a voter's assigned polling place based on the voter's registered address. See the "Find a Voter's Correct Polling Place" section in this chapter.

Finding a Voter's Correct Polling Place

1. Tap "Find Polls" under the "Issue Ballots" tab on the Main Screen.

Figure - "Find Polls" Screen on the Pollbook

2. Enter the voter's current address. Start with just the street name.

Figure - Entering the Voter's Address on the Pollbook

- If the street name includes a direction, the street name must be preceded by the directional abbreviation (N, S, E, W, etc.). Do not put periods after the abbreviation. Do not enter a street type (St, Rd, Ave, Ct, etc.) after the street name.

- For numbered streets, first try numbers (not spelled out.) Try “2ND” for 2nd Street or 2nd Avenue, “5TH” for 5th Ave. If the street is not found, try spelling out the street. For example, try: “FOURTH” for 4th Street or 4th Avenue, “W FIFTH” for West 5th Street.
3. All address ranges that match the search criteria will be displayed. Enter the house number and zip code to narrow the search. Tap the row to display the polling place details.

Figure - Address Search Result on the Pollbook

Find the correct Polling Place for a Street Address 380

Street	House No.	Apt No.	Side	Precinct
Main Ave SW Glen Burnie 21061	2 to 320		B	002-007-1
Main St Prince Frederick 20678	00 to 1328		B	002-004-1
Main St Grantsville 21536	00 to 724		B	003-001-1
Main St Deer Park 21550	00 to 535		B	010-000-1

24 Streets Found

House # ?

Street Apt.

Zip Code

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Clear

Go Back to Find Voters

BT:??? AC:Plugged In Voted: TOT 0 11/19/2015 1:20:56 PM

Figure - Poll Name and Address on the Pollbook

Consolidation Number
02002007

Consolidation Description
Dist-Prec: 002-007-1

Poll Name and Address

Richard Henry Lee Elementary School
400 A Street SW
Glen Burnie MD 21061

Print Information

Go Back

BT:??? AC:Plugged In Voted: TOT 0 11/19/2015 1:22:31 PM

4. Tap the “Print Information” button for a paper print-out of the polling place name and address that can be given to the voter. The map will not print.

Figure - Polling Place Name and Address for the Voter

YOUR POLLING PLACE IS:

**Richard Henry Lee Elementary
School
400 A Street SW
Glen Burnie MD 21061**

5. Tap “Go Back,” then tap “Go Back to Find Voters” to return to the Main Screen to continue checking in voters.

Checking in Voters

1. Once you have located the voter’s name, tap anywhere in that voter’s row on the screen to open the “Voter Record” screen. The “Voter Details” tab will be open.

Figure - Voter's Row on the "Find Voter's" Screen on the Pollbook

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01/1802	Active	None	REP

Find by Name | Find by Address | Find by ID

Last Name: LINC | First Name: ABR | Middle Init.: | Zip Code: | Birth MMDD: 03/01

Search Precinct/EV Count | Search State (add mi)

Clear ALL

Return to Main

BT:??? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 1 | 10/1/2013 1:26:06 PM

2. Ask ***“What is your address?”***

Compare the voter’s response with what is shown in “Voter Details.” If the voter’s response **is the same** as what is shown at the top of the screen, go to step #3.



If the voter’s address is different than what is shown in the pollbook, see item #1 of the “Special Situations” section of this chapter.



If the voter’s address is marked “Confidential,” the voter’s address will not appear in the pollbook. Do not ask the voter to verify his or her address. Continue the check-in process.

3. Check the information on the screen to confirm that you have the correct voter. When you are sure you have the correct voter, go to step #4 (if this is a primary election) or step #5 (if this is a general election). Tap the “Go Back” button if you have selected the wrong voter.

Figure - Check Voter's Information on the Pollbook

The screenshot shows the "Voter Record" screen with the following fields and values:

- Address:** Linc Abraham Quincy, Main St APT A, Anytown 12345 (circled in red)
- DOB:** 5/2/1842 (circled in red)
- Party:** Republican (pointed to by a callout box labeled "REVIEW and CONFIRM")
- Status:** Active
- Issued:** None
- Comments:** CONG=03; LEGIS=32; COUNCIL=001
- Buttons:** Issue Standard Ballot, Issue Provisional Ballot, Go Back

The bottom status bar shows: BT:??? AC:Online, Voted: DEM 0 REP 0, 12/12/2013 10:30:28 AM.

4. **If this is a primary election:** Quietly ask ***“What is your party affiliation?”*** If the voter’s response **is the same** as what is shown in the “Party” box, go to step #5.



Sometimes, the voter might claim a different party affiliation than is shown on the pollbook, or the voter wants to vote another party's ballot, or the voter does not have a ballot for this election. If any of those are true, see item #2 of the "Special Situations" section of this chapter.

Figure - Checking the Voter's Party Affiliation on the Pollbook

The screenshot shows the 'Voter Record' interface. At the top, there are fields for 'Linc' (Abraham Quincy) and 'Main St APTA' (Anytown 12345). Below these are tabs for 'Voter Details', 'Identification', 'Voter History', and 'Precinct Details'. A blue instruction box states: 'Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is "Confidential", Do NOT ask the voter to state his or her address. If any voter information is incorrect, give the voter a Voter Update Form.' The form contains fields for 'Precinct' (001-001-1), 'DOB' (05/02/1842), 'Status' (Active), 'VRN' (3), 'Party' (Republican), 'Issued' (None), and 'ID Required'. The 'Party' field is circled in red. Below these fields is a 'Comments' section with the text 'CONG=03; LEGIS=32; COUNCIL=001'. At the bottom are three buttons: 'Issue Standard Ballot', 'Issue Provisional Ballot', and 'Go Back'. The footer shows 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the timestamp '1/23/2018 10:30:56 AM'.

5. Review the "Status" box in "Voter Details." If the status shows "Active" or "Inactive", go to step #6.

Figure - "Active" Status on the Pollbook

This screenshot is identical to the previous one, showing the 'Voter Record' interface. The 'Status' field, which contains the word 'Active', is circled in red. All other fields and elements remain the same as in the previous figure.



If the voter's status is "Pend1", "Pend2", "ABS Issued", or "Voted Early", see item #3 of the "Special Situations" section of this chapter.



If the voter's status is "Inactive" and the "ID Required" box is blank, see item #4 of the "Special Situations" section of this chapter.



If the voter's status is "Active" or "Inactive" and the "ID Required" box is "Show ID", see item #6 of the "Special Situations" section of this chapter.

6. Review the "Issued" box in "Voter Details." If the status shows "None" or is blank, **go to step #7.**

Figure - "None" Issued Status on the Pollbook

Voter Record		260
Linc Abraham Quincy Main St APT A Anytown 12345		
Voter Details Identification Voter History Precinct Details		
Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is "Confidential", Do NOT ask the voter to state his or her address. If any voter information is incorrect, give the voter a Voter Update Form.		
Precinct	DOB	Status
001-001-1	05/02/1842	Active
	VRN	
	3	
Registered name:	Party	Issued
	Republican	None
ID Required		
Comments		
CONG=03; LEGIS=32; COUNCIL=001		
Issue Standard Ballot Issue Provisional Ballot Go Back		
BT:??? AC:Plugged In Voted: TOT 0 1/23/2018 10:30:56 AM		



If the voter's "Issued" box is "Reg Issued" or "PROV", see item #5 of the "Special Situations" section of this chapter.

7. Review the "ID Required" box in "Voter Details". If the "ID Required" box is blank, tap the "Issue Standard Ballot" button and **go to Step #8**.

Figure - "ID Required" Box is Blank on the Pollbook

Voter Record 260

Linc Abraham Quincy		Main St APT A Anytown 12345	
Voter Details	Identification	Voter History	Precinct Details
Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is "Confidential", Do NOT ask the voter to state his or her address. If any voter information is incorrect, give the voter a Voter Update Form.			
Precinct	001-001-1	DOB	05/02/1842
		VRN	3
Registered name:	Party		Republican
	ID Required	None	
Comments CONG=03; LEGIS=32; COUNCIL=001			
Issue Standard Ballot		Issue Provisional Ballot	Go Back
BT:??? AC:Plugged In		Voted: TOT 0	1/23/2018 10:30:56 AM



If the voter's "Status" is "Active" or "Inactive" and the "ID Required" box is "Show ID", see item #6 of the "Special Situations" section of this chapter.

Figure - Status, ID Required, Issued and What to Do Chart

<u>Status</u>	<u>ID Required</u>	<u>Issued</u>	<u>What to do</u>
Active	Blank	None or Blank	Issue Standard Ballot
Active	Show ID	None or Blank	Go to #6 of “Special Situations”
Active	Blank or Show ID	Reg Issued or Prov	Go to #5 of “Special Situations”
Inactive	Blank	None or Blank	Go to #4 of “Special Situations”
Inactive	Show ID	None or Blank	Go to #6 of “Special Situations”
Inactive	Blank or Show ID	Reg Issued or Prov	Go to #5 of “Special Situations”
Pend1			Go to #3 of “Special Situations”
Pend2			Go to #3 of “Special Situations”
ABS Issued			Go to #3 of “Special Situations”
Voted Early			Go to #3 of “Special Situations”

8. Enter your first name and the first letter of your last name when prompted.



The first time you issue a voter authority card, you will be prompted to enter your name. Type in your name or initials and tap “OK” to continue. You will not have to enter your name or initials to issue ballots again unless the judge’s name on the electronic pollbook is reset. See the “Reset Judge’s Name” section of this chapter for more information.

Figure - Entering Judge's Name on the Pollbook

Voter Record 260

Linc
Abraham Quincy

Voter Data

Please enter your name.

Judge's Name **TRACY D**

1 2 3 4 5 6 7 8 9 0 .
Q W E R T Y U I O P -
A S D F G H J K L ' back space
Z X C V B N M space clear

OK Cancel

Precinct 001

CONFIRM that voter's information is correct. If any voter information is incorrect, please contact the election judge.

CONG=03; L

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 11/5/2013 3:19:48 PM

9. A voter authority card will print.
10. Ask the voter to check the printed information and sign the voter authority card.

Figure - Voter Authority Card

VOTER AUTHORITY CARD
Presidential General Election 2012

Linc. Abraham Quincy
Main St APT A. Anytown 12345
DOB: 5/2/1842
ID#: 3 Party: **Republican**
DIST/PREC: 001-001-1. CONG=03; LEGIS=32; COUNCIL=001
EPB Number: 018797
Ballot Style: **2**
Issued: 12/16/2013 09:45:03 Issued By: ABIGAIL G
Reason: 0

IMPORTANT
If your address or other information has changed, please request the Voter Update Form from an election judge.

Please sign in the space below.

Voter Signature _____

Check-in Judge Initials: _____

Ballot Issuing Judge: _____ Voting Judge _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

Ask voter to review information

Ask voter to sign here if information is correct.

Check-in judge initials here.



If you checked in the wrong voter and have already printed a voter authority card, tell a chief judge right away.



If a voter cannot read the voter authority card because the print is too small and insists on being able to read it and sign it, tell the chief judge. If the polling place has a copy machine the chief judge can enlarge the voter authority card so that the voter is able to see it better. After the voter signs the copy the check-in judge will staple the original voter authority card printed from the pollbook to the enlarged copy.

11. The check-in judge initials the voter authority card.
12. The check-in judge will direct the voter to the ballot issuance table with the voter authority card.
13. This voter will now be marked as "Reg Issued" in the "Issued" column on the "Find Voters" screen.

Figure - "Reg Issued" Status on the Pollbook

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	05/02 /1842	Active	REG Issued	REP

1 voters found.

Find by Name | **Find by Address** | **Find by ID**

Last Name: LINC | First Name: | Middle Init: | Zip Code: | Birth MMDD: |

Search Precinct/EV Count | **Search State (add mi)**

Clear ALL | **Return to Main**

BT: ??? AC: Plugged In | Voted: TOT 2 | 11/19/2015 3:25:30 PM



The “Voted:” counts on the status bar will increase by one for each voter who is issued a ballot. Counts shown are the number of voters, not ballots. A “re-issued” ballot will not increase the count. Party counts are based on the ballot issued party.

Issuing a Provisional Ballot (Provisional Judges Only)

Sometimes the pollbook will not let you issue a regular ballot to a voter. Instead, the pollbook only lets you issue a provisional ballot. For example, voters with “pending” status or voters not in their registered precinct must vote a provisional ballot.

There are also times when the pollbook will let you issue a regular ballot to a voter, but the voter should be issued a provisional ballot instead. One example is a voter that has “Active (or Inactive) – show ID.” Another example is a voter whose identity is challenged by a challenger or watcher, if the voter cannot show acceptable identification. Voters during extended hours must also vote a provisional ballot. If a voter claims a different party affiliation than what is shown in the pollbook during a primary election, the voter must vote a provisional ballot.



If a voter cannot be found in the pollbook, the voter must vote by provisional ballot.

If the voter must be issued a provisional ballot, the steps are:

1. Check the voter’s information on the “Voter Details” tab in the “Voter Record” screen.
2. Tap the “Issue Provisional Ballot” button.

Figure - "Issue Provisional Ballot" Button on the Pollbook

Voter Record 260

Adams, John Quincy 10 Main St, Anytown 12345

Voter Details | Identification | Voter History | Precinct Details |

This voter is flagged as "Voted Early." If the voter wants to cast a ballot now, he or she must vote by provisional ballot. Enter "4" on the "Enter Provisional Reason" screen.

Precinct: 001-001-1 DOB: 3/16/1800 Status: **Voted Early**

Registered name: Adams, John Quincy Party: Democrat ID Require: None Issued: None

Comments: CONG=03; LEGIS=32; COUNCIL=001

Issue Provisional Ballot Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:13:03 PM

3. The "Select Ballot" screen will appear. Tap "Select Ballot Reason" to open a drop-down menu of reason codes for why the voter must vote a provisional ballot. Choose the correct code for that voter.

Figure - "Select Ballot Reason" Dropdown Menu on the Pollbook

Select Ballot 310

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".

Verify Voter's PRECINCT	Select PARTY
001-001-1	Non-Partisan
	Democrat
	Republican

Voter Name: Lincoln, Abraham Quincy Precinct: 001-001-1

Ballot Style: 2 =Panel Ball

Select Ballot Reason: Click dropdown to select reason

Select Paper Ballot Cancel No Ballot Issued

BT:??? AC:Plugged In Voted: TOT 3 1/14/2016 3:14:49 PM



The voter's current information is highlighted in blue.



Carefully choose the correct provisional ballot reason code. It is very important to enter the correct reason code.

4. The "Select Paper Ballot" button will become available after a provisional ballot reason code is selected.



Tapping the "Cancel No Ballot Issued" button will return you to the "Find Voters" screen.

5. Tap the “Select Paper Ballot” button.

Figure - "Select Paper Ballot" Button on the Pollbook

Select Ballot 310

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".

Verify Voter's PRECINCT	Select PARTY
001-001-1	Non-Partisan
	Democrat
	Republican

Voter Name: Lincoln, Abraham Quincy Precinct: 001-001-1

Ballot Style: 2 =Panel Ball

Select Ballot Reason: 1 - Not listed on the precinct register

Select Paper Ballot Cancel No Ballot Issued

BT:??? AC:Plugged In Voted: YES 1/14/2016 3:17:16 PM

6. The voter authority card will print. Initial it. Have the voter review and sign it.

- If the voter is unable to read the information on the voter authority card, read the information out loud to the voter and ask them to confirm that the information is accurate.
- If the voter is unable to sign or otherwise mark the voter authority card with an “x”, write in the space for the voter’s signature: “Unable to sign.” Then sign your name and write the date under the statement.

7. Circle “PROVISIONAL BALLOT” and the “Reason Code: #” on the top of the voter authority card.

8. The pollbook will return to the “Find Voters” screen.



The reason code will print on the voter authority card. The provisional judge needs to write the same reason code on the voter’s provisional ballot application.

**Figure - Provisional Ballot and Reason Code
Printed on the Voter Authority Card**

VOTER AUTHORITY CARD
Presidential General Training 2016

PROVISIONAL BALLOT

Reason Code: **4**

SMITH, JOHN
417 E Baltimore St. Baltimore 21202
DOB: 10/14/1980
ID#: 3806f23b-0ff9-4a8e-80ef-b83cf15e40e6
Registered Party: **Democrat**
Assigned Dist/Prec: 004-001, CONG=07: LEGIS=46: COUNCIL=011

EPB Number: 054955

Ballot Issued Dist/Prec: 001-001, CONG=07: LEGIS=44B: COUNCIL=001

DO NOT ISSUE REGULAR BALLOT
Provisional Ballot Style: 2

Issued: 08/31/2016 14:48:16 Issued By: JUDGE NAME
Issuing Consolidation: 04EV01

Please sign in the space below.

Voter Signature

Check-in Judge Initials: _____

Provisional Judge Initials: _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE

9. The voter will now be marked as "PROV" in the "Issued" column on the "Find Voters" screen.

Figure - "PROV" Issued Status on the Pollbook

Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
Adams	10 Main St	Anne	10/20	Voted	PROV	OTH
John Quincy	Anytown 12345	Arundel	/1922	Early		

1 voters found.

Find by Name | **Find by Address** | **Find by ID**

Last Name: ADAM | First Name: JOHN | Middle Init. [Q] | Zip Code: | Birth MMDD: |

☒ Search Precinct/EV Count

☐ Search State

Clear ALL

Return to Main

1	2	3	4	5	6	7	8	9	0	.
Q	W	E	R	T	Y	U	I	O	P	-
A	S	D	F	G	H	J	K	L	'	back space
Z	X	C	V	B	N	M	space	clear		

BT: ??? AC: Online | Voted: DEM 0 REP 1 NON 1 TOT 2 | 10/18/2013 11:46:31 AM

Special Situations – (Provisional Judges Only)

The pollbook has been set up so that a check-in judge can issue either a regular ballot or a provisional ballot. Sometimes the pollbook will allow only a provisional ballot to be issued to a voter. Most of the time, the instructions in the top section of the screen will tell you what to do.

Special Situations #1 - Voter Moved

If the voter's current address is different from the address shown in the pollbook, **ask the voter WHEN they moved to the current address.**

Note: a voter can only change their address at an early voting center during early voting. On election day, a voter may update their address information for after the election, but the changed address will not apply until after the election is complete.

- For election day, if the voter moved **within 21 days of election day**, give the voter a *Voter Update Form*. If the voter fills out the *Voter Update Form* and signs it, and if the voter has appeared at the correct precinct for the voter's old address, give the voter a regular ballot. If the voter refuses to fill out and sign the *Voter Update Form*, or if the voter has not appeared at the correct precinct for the voter's old address, then give the voter a provisional ballot. See the "Issuing a Provisional Ballot" section of this chapter.
- For election day, if the voter moved **more than 21 days before election day**, the voter must be issued a provisional ballot. The provisional ballot application will update the voter's information. If the voter is at the correct precinct for their new address, the entire provisional ballot may be counted. If the voter is at the correct precinct for their old address, only those races the voter is entitled to vote on will be counted. **No *Voter Update Form* is needed.**



If the voter moved more than 21 days before election day, the voter must use a provisional ballot. The provisional ballot application will serve to update the voter's information, and no *Voter Update Form* is needed.

“21 Day” dates for the 2026 elections:

Primary Election – If the voter moved on or before June 2, 2026, the voter must vote a provisional ballot.

General Election – If the voter moved on or before October 13, 2026, the voter must vote a provisional ballot.

Special Situations #2 - Voter Claims a Different Party Affiliation or Whose Party Does Not Have a Ballot (Primary Election Only)

Some voters claim a party affiliation that is different from what is shown in the pollbook. Voters may want to vote a ballot that is not for the party shown in the pollbook. Some voters belong to a party that does not have a ballot for the primary election.

If a voter insists on voting a ballot for a party that is different from the party affiliation shown in the pollbook, they must vote a provisional ballot. If the voter's party does not have a ballot for the primary election, the voter must vote a provisional ballot. **Use provisional code 3 for both situations.**

Special Situations #3 - Voter's Status is “Pend1”, “Pend2”, “ABS Issued”, or “Voted Early”

Pend 1: The voter may only be issued a provisional ballot. The voter's driver's license number or the last four digits of his or her social security number could not be verified. **Use provisional code 7**

- The voter can show an acceptable ID now. If the voter does not have acceptable ID with them at the polling place, the voter can show acceptable ID to the Carroll County Board of Elections before the canvassing of provisional ballots. Canvassing of provisional ballots begins on the 2nd Wednesday after the election. If the voter does not show acceptable ID by the deadline, the voter's ballot will not be counted.

Figure - "Pend 1" Status on the Pollbook

The screenshot shows the 'Voter Record' interface for Madison James, residing at 7 Main St, Anytown 12345. The interface includes tabs for Voter Details, Identification, Voter History, and Precinct Details. A red message box states: 'This voter can only vote a Provisional Ballot. This voter must show a form of ID to the Provisional Ballot Judge. Use reason code 6'. The voter's status is 'Pend1', which is circled in red. Other fields include Precinct (001-001-1), DOB (4/25/1940), Registered name (Madison, James), Party (Green), ID Require (Show ID), and Issued (None). A comments field contains 'CONG=03; LEGIS=32; COUNCIL=001'. At the bottom, there are two buttons: 'Issue Provisional Ballot' (circled in red) and 'Go Back'. The footer shows 'BT:??? AC:Online', voting counts for DEM, REP, NON, and TOT, and the timestamp '12/12/2013 12:11:41 PM'.

Pend2: The voter may only be issued a provisional ballot. The voter's driver's license number or the last four digits of his or her social security number was not provided by the voter during registration. **Use provisional code 7.**

- The provisional ballot will be counted if:
 - The voter provides a Maryland driver's license or the last four digits of the voter's social security number; and
 - The Carroll County Board of Elections can confirm the voter's information.
- If the voter does not provide the required ID information, or if the information cannot be confirmed by the Carroll County Board of Elections before the end of the canvassing period, then the voter will not be registered to vote and the ballot will not be counted.

Figure - "Pend 2" Status and "Need DL#-SSN#" on the Pollbook

The screenshot shows the 'Voter Record' interface for Monroe James, residing at 8 Main St, Anytown 12345. The interface includes tabs for Voter Details, Identification, Voter History, and Precinct Details. A green message box states: 'This voter can only vote a Provisional Ballot. This voter must provide a Driver's License # or Social Security # on the Provisional Ballot Application. Use reason code 7'. The voter's status is 'Pend2', which is circled in red. Other fields include Precinct (001-001-1), DOB (3/18/1901), Registered name (Monroe, James), Party (Libertarian), ID Require (Need DL#-SSN#), and Issued (None). A comments field contains 'CONG=03; LEGIS=32; COUNCIL=001'. At the bottom, there are two buttons: 'Issue Provisional Ballot' (circled in red) and 'Go Back'. The footer shows 'BT:??? AC:Online', voting counts for DEM, REP, NON, and TOT, and the timestamp '12/12/2013 12:12:12 PM'.

ABS Issued: The voter may only be issued a provisional ballot. The voter has already been issued an absentee ballot. The provisional codes for reason code 4 are:

1. 4a "Voter did not request a mail-in ballot"
2. 4b "Voter did not receive mail-in ballot as requested"
3. 4c "Voter received a MiB but did not return it and chose to vote in person"
4. 4d "Voted a MiB but wants to change vote or is unaware if MiB was counted"

Figure - "ABS Issued" Status on the Pollbook

The screenshot displays the 'Voter Record' interface for Harrison, William Henry. The status is 'Active ABS Issued', highlighted in yellow and circled in red. A red message box states: 'This voter has been issued an absentee ballot. If the voter wants to cast a ballot now, he or she must vote by provisional ballot. Enter "4" on the "Enter Provisional Reason" screen.' The voter's details include Precinct 001-001-1, DOB 2/16/1819, Party Unaffiliated, and Registered name Harrison, William Henry. The 'Issued' field is set to 'None'. The 'Comments' field contains 'CONG=03; LEGIS=32; COUNCIL=001'. At the bottom, there are buttons for 'Issue Provisional Ballot' and 'Go Back'. The footer shows 'BT:??? AC:Online', voting totals for DEM, REP, NON, TOT, and the timestamp '12/12/2013 12:12:41 PM'.

Voter Record		260
Harrison William Henry	9 Main St Anytown 12345	
Voter Details	Identification	Voter History Precinct Details
This voter has been issued an absentee ballot. If the voter wants to cast a ballot now, he or she must vote by provisional ballot. Enter "4" on the "Enter Provisional Reason" screen.		
Precinct 001-001-1	DOB 2/16/1819	Status Active ABS Issued
Registered name: Harrison, William Henry	Party Unaffiliated	Issued None
ID Require		
Comments CONG=03; LEGIS=32; COUNCIL=001		
Issue Provisional Ballot		Go Back
BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:12:41 PM		

Voted Early: The voter may only be issued a provisional ballot. The voter has already voted during early voting. Use provisional code 5.

Figure - "Voted Early" Status on the Pollbook

The screenshot shows the 'Voter Record' interface for Adams John Quincy. The status is 'Voted Early', highlighted with a red circle. A red box contains the text: 'This voter is flagged as "Voted Early." If the voter wants to cast a ballot now, he or she must vote by provisional ballot. Enter "4" on the "Enter Provisional Reason" screen.' The interface includes fields for Precinct (001-001-1), DOB (3/16/1800), Registered name (Adams, John Quincy), Party (Other Parties), and ID Required (blank). The Status field is 'Voted Early'. The Issued field is 'None'. The Comments field contains 'CONG=03; LEGIS=32; COUNCIL=001'. At the bottom, there are buttons for 'Issue Provisional Ballot' and 'Go Back'. The status bar at the bottom shows 'BT:??? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and the date/time '12/12/2013 12:13:03 PM'.

Voter Record		260
Adams John Quincy		10 Main St Anytown 12345
Voter Details	Identification	Voter History Precinct Details
This voter is flagged as "Voted Early." If the voter wants to cast a ballot now, he or she must vote by provisional ballot. Enter "4" on the "Enter Provisional Reason" screen.		
Precinct	DOB	Status
001-001-1	3/16/1800	Voted Early
Registered name:	Party	Other Parties
Adams, John Quincy	ID Require	Issued
		None
Comments		
CONG=03; LEGIS=32; COUNCIL=001		
Issue Provisional Ballot		Go Back
BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:13:03 PM		

Special Situations #4 - Inactive Status Voters ("ID Required" box is blank)

Figure - "Inactive" Status and "ID Required" Field is Blank on the Pollbook

The screenshot shows the 'Voter Record' interface for Jefferson Thomas. The status is 'Inactive', highlighted with a red circle. A red box contains the text: 'This voter is "Inactive." Issue a standard ballot if: The voter's address is correct, or'. The interface includes fields for Precinct (001-001-1), DOB (08/20/1830), Registered name (blank), Party (Democrat), and ID Required (blank). The Status field is 'Inactive'. The Issued field is 'None'. The Comments field contains 'CONG=03; LEGIS=32; COUNCIL=001'. At the bottom, there are buttons for 'Issue Standard Ballot', 'Issue Provisional Ballot', and 'Go Back'. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 2', and the date/time '11/19/2015 4:14:10 PM'.

Voter Record		260
Jefferson Thomas		5 Main St Anytown 12345
Voter Details	Identification	Voter History Precinct Details
This voter is "Inactive." Issue a standard ballot if: The voter's address is correct, or		
Precinct	DOB	Status
001-001-1	08/20/1830	Inactive
=Voter Ball	Party	Democrat
Registered name:	ID Required	Issued
		None
Comments		
CONG=03; LEGIS=32; COUNCIL=001		
Issue Standard Ballot	Issue Provisional Ballot	Go Back
BT:??? AC:Plugged In Voted: TOT 2 11/19/2015 4:14:10 PM		

Issue a regular ballot, not a provisional ballot, to Inactive Status voters when:

- The voter did not move and signs the Affirmation of Residency for Inactive Voter. The affirmation is automatically printed on the voter authority card for “Inactive” status voters when a regular ballot is issued.
- The voter appears on election day and says that they have moved. The voter moved within 21 days of election day. If the voter appeared to vote at the correct precinct for the voter’s old address, the voter must complete a *Voter Update Form* and must sign the *Affirmation of Residency for Inactive Voter* printed on the voter authority card.

Figure - Affirmation of Residency for Inactive Voter on the Voter Authority Card

Affirmation of
Residency for
Inactive Voters

VOTER AUTHORITY CARD
2017 City of Annapolis Primary Election

Jefferson, Thomas
5 Main St. Anytown 12345
DOB: 8/20/1830
ID#: 9
Party: DEM
WARD: 001-001-1, CONG=03, LEGIS=32, COUNCIL=001
EPB Number: 007189

Ballot Style:

Issued: 02/18/2017 16:02:27 Issued By: JOHN S
Issuing Consolidation: 02001001
Reason: 0

****AFFIRMATION OF RESIDENCY FOR INACTIVE VOTER****
I hereby affirm, under penalty of perjury, that
the address printed above or the address I provided on
the Voter Update Form is my current residence address.
Please sign in the space below.

Voter Signature

Check-In Judge Initials: _____

Ballot Issuing Judge: _____ Voting Judge: _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.



If the voter refuses to sign the affirmation of residency, tell a chief judge right away.

Give Inactive Status voters a provisional ballot when:

- The voter moved more than 21 days prior to election day. **Use provisional code 2.**



The Affirmation of Residency will not print on the voter authority card for provisional voters.

Special Situations #5 - “Issued” Box is “Reg Issued” or “PROV”

The pollbook shows that the voter has been previously issued a ballot. Inform the voter that they are marked as having already been issued a ballot.

Reg Issued:

- If it can be confirmed that the voter’s ballot has not been cast, a regular ballot, not a provisional ballot, may be reissued by a chief judge. See *Chapter 5 – Chief Judges* for instructions. **Only chief judges can reissue a ballot.**
- If the ballot has been cast, or it is uncertain if the ballot has been cast, the voter may only be issued a provisional ballot. **Use provisional code 5.**

PROV:

- A voter who is checking-in and has status “Prov”, and if the voter insists that he or she has not voted or attempted to vote, **only a chief judge may issue the provisional ballot** (a supervisor password is required).



If the voter insists that he or she has not voted or tried to vote, tell a chief judge right away. The chief judge will contact the Carroll County Board of Elections for additional instructions.



If voters make a mistake while voting their ballot, they do not need to be checked in on the pollbook again to receive a replacement ballot. This is true whether voters vote a regular ballot or a provisional ballot. See instructions for spoiled ballots.

Special Situations #6 - ID Required – Show ID (Active or Inactive)

If an “Active” or “Inactive” voter is listed as “Show ID,” ask the voter for ID.

- If the voter presents an acceptable ID (see the chart below), then issue the voter a regular ballot. A *Voter Update Form* must be completed to record this information.
- If the voter does not present an acceptable ID, issue the voter a provisional ballot. **Use provisional code 6.**

Voter Record		260
Adams John		6 Main St Anytown 12345
Voter Details		Identification Voter History Precinct Details
This voter is "Inactive – ID Required." If the voter presents acceptable ID, a Voter Update Form must be completed to record the ID information. Issue a TS ballot if:		
Precinct	001-001-1	DOB 06/15/1901
Registered name:		Party Republican
ID Required		Show ID
Comments		REG Issued None
CONG=03; LEGIS=32; COUNCIL=001		
Issue Standard Ballot (ID was Provided)		=== No ID === Issue Provisional
Go Back		
BT:??? AC:Plugged In		Voted: TOT 1
		11/20/2015 11:33:02 AM

Standards for Acceptable Forms of ID

A “current” photo ID is an ID that has not expired A “current” non-photo ID is dated within 3 months of election day	Does the voter’s name on the ID have to match the pollbook or the new name on the <i>Voter Update Form</i> ?	Does the voter’s address on the ID have to match the pollbook or the new address on the <i>Voter Update Form</i> ?
A current Maryland driver’s license or Learner’s Permit	Yes	No
A current MVA-issued photo ID card	Yes	No
A current student photo ID card	Yes	No
A current employee photo ID card	Yes	No
A current military photo ID card	Yes	No
A current passport	Yes	No
Other current State or federal-issued photo ID card	Yes	No
A current utility bill [gas, electricity, water, waste, cable, telephone (landline or cell phone)]	Yes	Yes
A current bank statement	Yes	Yes
A current government check	Yes	Yes
A current paycheck	Yes	Yes
Other current government document	Yes	Yes

Standards for Unacceptable Forms of ID

An out-of-state driver’s license	Not Acceptable
An expired photo ID card	Not Acceptable
Any non-photo ID that is more than 3 months old	Not Acceptable
A membership card (Sam’s Club, gym,...)	Not Acceptable
A Voter Notification Card	Not Acceptable
A Social Security Card	Not Acceptable
Any non-photo ID with an address that does NOT match the pollbook or the new address on the <i>Voter Update Form</i>	Not Acceptable

Reprinting a Voter Authority Card

1. If another voter authority card needs to be reprinted, use the pollbook to reprint a voter authority card for any voter who has been issued a ballot.
 - From the Voter Record screen, tap on the "Identification" tab at the top.
 - Tap on the "Reprint VAC" button in the lower left corner.

Figure – "Identification" Tab and "Reprint VAC" Button on the Pollbook

The screenshot displays the 'Voter Record' interface. At the top, there are two input fields: 'Linc Abraham Quincy' and 'Main St APTA Anytown 12345'. Below these is a tabbed menu with four options: 'Voter Details', 'Identification', 'Voter History', and 'Precinct Details'. The 'Identification' tab is selected and circled in red. A blue informational banner is visible below the tabs, containing text about the 'Reprint VAC' button and a note regarding ballot issuance. Below the banner, there is a 'Voter ID' field with the value '3'. Further down is a 'Show ID' field. The 'County' is set to 'Anne Arundel'. At the bottom, there are three buttons: 'Reprint VAC' (circled in red), 'Remove Ballot Issued', and 'Go Back'. The bottom status bar shows 'BT:??? AC:Online', voting statistics ('voted: DEM 0 REP 1 NON 0 TOT 1'), and the date/time '11/4/2013 1:10:12 PM'.

Voter Record		260
Linc Abraham Quincy	Main St APTA Anytown 12345	
Voter Details	Identification	Voter History
Tap the "Reprint VAC" button to reprint a VAC. ***NOTE: IF a voter access card has been issued to the wrong voter, AND the error is caught BEFORE the ballot is cast, the Chief Judge will use the "Remove Ballot Issued" button.		
Voter ID	3	
Show ID		
County	Anne Arundel	
Reprint VAC	Remove Ballot Issued	Go Back
BT:??? AC:Online voted: DEM 0 REP 1 NON 0 TOT 1 11/4/2013 1:10:12 PM		

Resetting the Election Judge's Name

The **first time** you try to issue a ballot, you will be prompted to enter your name. Type in your first name and the first letter of your last name and tap "OK" to continue. You will not have to enter your name or initials to issue ballots again unless the judge's name on the pollbook has been reset. The judge's name should be reset any time that a new check-in judge begins to use that pollbook.

To reset the judge's name:

1. Tap "Return to Main" from the "Find Voters Screen."

Figure - "Return to Main" Button on the Pollbook

Find Voters 205

Ask the voter to state his or her name. Enter the first 4 letters of the voter's LAST NAME, then the first 3 letters of the FIRST NAME. A list of voters' names will appear on the screen. The list will get shorter as you add more of the voter's information.

When you see the voter's name on the list, ask the voter to state his or her MONTH AND DAY OF BIRTH then tap on that voter's row to continue.

If TOO MANY voters are found, enter the voter's Middle Initial, DOB, & Zip Code. If NO VOTERS are found, check the spelling or tap the "Search State" button. If you don't see the voter's last name in

Find by Name | **Find by Address** | **Find by ID**

Last Name First Name Middle Init.

Zip Code Birth MMDD

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Search Precinct/EV Count

Search State

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:37:14 AM

2. Tap the "Manage System" tab.

Figure - "Manage System" Tab on the Pollbook

Main Screen 130

Manage Polls | **Issue Ballots** | **Precinct Details** | **Manage System** | **Status**

Use only letters A - Z for lookup. (No hyphens, spaces or apostrophes).

*** USE "4 & 3" for Faster Lookup! ***

1) Enter the FIRST 4 LETTERS of the LAST NAME.

2) Enter the FIRST 3 LETTERS of the FIRST NAME.

3) Confirm the voter's DATE OF BIRTH.

Tap the "Search Voter Roster" button to check in voters.

The "Find Polls" button is used to find a polling place based on the voter's street address.

Search Voter Roster **Find Polls**

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:35:20 AM

3. Tap the "System Setup" tab.

Figure - "System Setup" Tab on the Pollbook

The screenshot shows the 'Main Screen' of the Pollbook application. At the top, there are five tabs: 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below these tabs, there are five input fields: 'System ID' (containing '=Unassigned'), 'IP Address' (containing '167.102.92.58'), 'ROM Version' (containing 'N/A'), 'CardWriter vers' (containing '1.1.6.0'), and 'Software Versio' (containing '3.5.1.a24'). Below these fields, there are two more tabs: 'System Setup' (which is circled in red) and 'Reports'. Below the 'System Setup' tab, there is a section titled 'Adjust the system' with a large text area. At the bottom of the screen, there are three buttons: 'Manage Devices', 'Set Clock', and 'Reset Judge's Name'. The status bar at the very bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 1', and the date/time '1/29/2018 12:36:06 PM'.

Manage Polls	Issue Ballots	Precinct Details	Manage System	Status
System ID	IP Address	ROM Version	CardWriter vers	Software Versio
=Unassigned	167.102.92.58	N/A	1.1.6.0	3.5.1.a24
	DHCP	6.1.7601		Pre-Release

System Setup Reports Updates and Lists

Adjust the system

Reset Judge's Name

Manage Devices Set Clock

BT:??? AC:Plugged In Voted: TOT 1 1/29/2018 12:36:06 PM

4. Tap the "Reset Judge's Name" button.

Figure - "Reset Judge's Name" Button on the Pollbook

The screenshot shows the 'Main Screen' of the Pollbook application. At the top, there are five tabs: 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below these tabs, there are five input fields: 'System ID' (containing '123456'), 'IP Address' (containing '167.102.92.58'), 'ROM Version' (containing 'N/A'), 'CardWriter' (containing '1.1.6.0'), and 'Software' (containing '3.5.2.3'). Below these fields, there are two more tabs: 'System Setup' (which is selected) and 'Reports'. Below the 'System Setup' tab, there is a section titled 'Adjust the system' with a large text area. At the bottom of the screen, there are three buttons: 'Manage Devices', 'Set Clock', and 'Reset Judge's Name' (which is circled in red). The status bar at the very bottom shows 'BT:??? AC:Plugged In', 'TOT 1', and the date/time '11/5/2019 8:03:24 PM'.

Manage Polls	Issue Ballots	Precinct Details	Manage System	Status
System ID	IP Address	ROM Version	CardWriter	Software
123456	167.102.92.58	N/A	1.1.6.0	3.5.2.3
	DHCP	6.2.9200		

System Setup Reports Updates and Lists

Adjust the system.

Reset Judge's Name
ERIN P

Manage Devices Set Clock

BT:??? AC:Plugged In TOT 1 11/5/2019 8:03:24 PM

5. The election judge's name in the pollbook will be reset. Tap "Issue Ballots" tab to continue to issue ballots. The election judge will be prompted to enter their name or initials before the next ballot can be issued.

Figure - "Reset Judge's Name" Button on the Pollbook

Main Screen 130

Manage Polls **Issue Ballots** **Precinct Details** **Manage System** **Status**

System ID	IP Address	ROM Version	CardWriter	Software
123456	167.102.92.58	N/A	1.1.6.0	3.5.2.3
	DHCP	6.2.9200		

System Setup **Reports** **Updates and Lists**

Adjust the system.

Reset Judge's Name
ERIN P

Manage Devices **Set Clock**

BT:??? AC:Plugged In TOT 1 11/5/2019 8:03:24 PM

Ending the Election

At the end of the day, give all the required numbers about voter counts to the chief judges. When the chief judge tells you to shut down the pollbooks, follow these steps:

1. Return to the "Main Screen" and tap the "Manage Polls" tab. Verify that totals match at the bottom of each pollbook. If they do not match, contact your chief judge or Election Field Support personnel. Turn off each pollbook and turn them back on. This will allow the pollbooks to synchronize before closing.
2. Tap on the "Daily Closing Step #1 Close the Polls" button at the bottom center of the screen. A pop-up screen will appear.

Figure - "Manage Polls" Tab and "Daily Closing Step #1 Close the Polls" Button on the Pollbook

Main Screen 130

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

""Opening"" When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.
""Closing"" When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

Statistics

Ballots	Voters	SDR Counts
Standard BACs	0	
Provisional Voter BACs	0	
Standard Ballots	4	
Provisional Ballots	0	

Consolidation Number: 09001001

Poll Status: **OPENED**

Poll Opening Time: 7:00AM

Poll Closing Time: 8:00PM

of Registered Voters: 2601

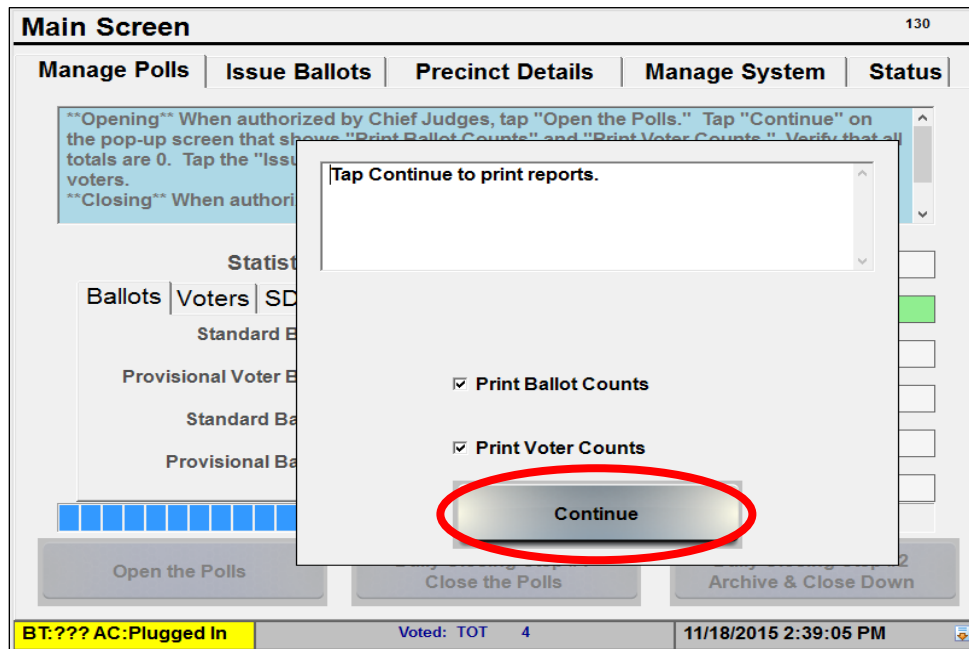
Bulk Update Date:

Open the Polls | **Daily Closing Step #1 Close the Polls** | Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In | Updated: TOT 4 | 11/18/2015 2:37:09 PM

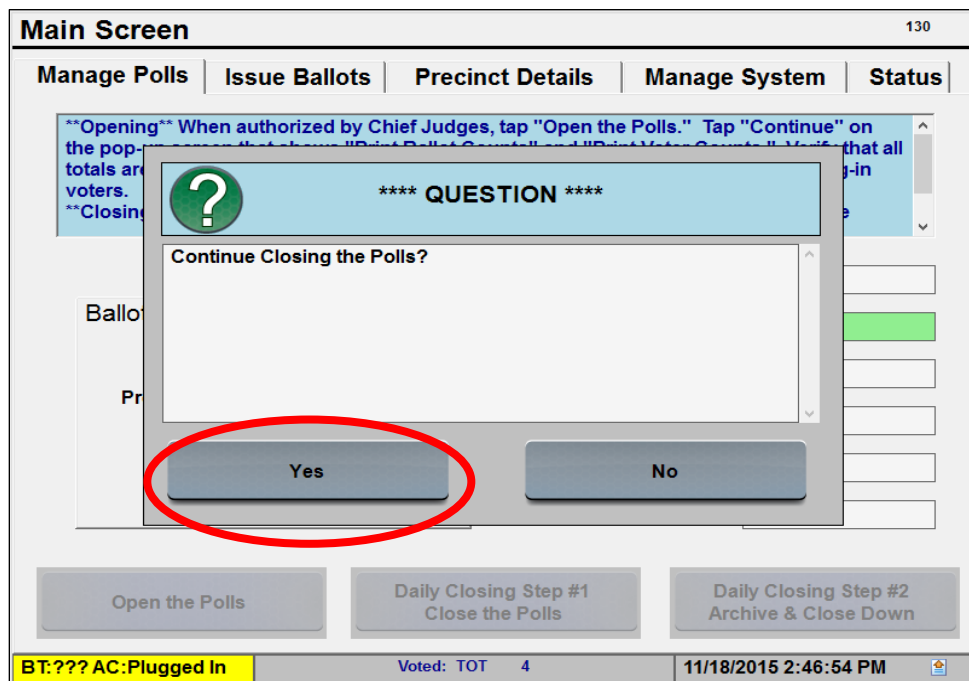
3. Tap the "Continue" button to print the Ballots Counts and Voter Counts reports.

Figure - "Continue" Button to Print Reports on the Pollbook



4. Tap "Yes" at the "Continue Closing the Polls?" prompt.

Figure - "Yes" Button to Continue Closing the Polls on the Pollbook





After the "Continue" button is tapped, the "Poll Status" changes from "Opened" to "Closed."

5. After the "Ballot Count" and "Voter Count" reports are printed, tap the "Daily Closing Step #2 Archive & Close Down" button.

Figure - "Daily Closing Step #2 Archive & Close Down" Button on the Pollbook

The screenshot shows the 'Main Screen' of the Pollbook application. At the top, there are tabs: 'Manage Polls', 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. Below the tabs is a scrollable text area with instructions for opening and closing the polls. The 'Statistics' section shows counts for Ballots, Voters, and SDR Counts. The 'Poll Status' is displayed as 'CLOSED' in a red box. The 'Daily Closing Step #2 Archive & Close Down' button is circled in red.

Statistics	Consolidation Number
Ballots	09001001
Voters	
SDR Counts	
Standard BACs	0
Provisional Voter BACs	0
Standard Ballots	4
Provisional Ballots	0

Poll Status: **CLOSED**

Poll Opening Time: 7:00AM

Poll Closing Time: 8:00PM

of Registered Voters: 2601

Bulk Update Date:

Buttons: Open the Polls, Daily Closing Step #1 Close the Polls, **Daily Closing Step #2 Archive & Close Down**

BT:??? AC:Plugged In Voted: TOT 4 11/18/2015 2:50:07 PM

6. If the polling place is closed for the day, **and** if the end of day Ballot Counts and Voter Counts reports have been printed, tap the "Yes" button at the "Question" prompt.

Figure - "Yes" Button at the Question Prompt on the Pollbook

The screenshot shows the 'Main Screen' of the Pollbook application. A 'QUESTION' prompt is displayed in the center, asking if the user wants to archive the activity from today's voting and log out. The 'Yes' button is circled in red.

***** QUESTION *****

IMPORTANT! This will ARCHIVE the activity from today's voting and log out this pollbook from the system. You should answer "Yes" ONLY if both these statements are true:

- 1) The polling place is now CLOSED for the day
- 2) You have already printed the end-of-day "Ballot Counts" and "Voter Counts" reports from this pollbook.

If either of these statements is NOT true, or if you are not sure, answer "No" and consult a Chief Judge.

Buttons: Yes, No

Buttons: Open the Polls, Daily Closing Step #1 Close the Polls, Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In Voted: TOT 4 11/18/2015 2:52:36 PM

7. The pollbook will return to the "Launch" screen. Turn the power switch to OFF.

Figure - "Launch" Screen on the Pollbook

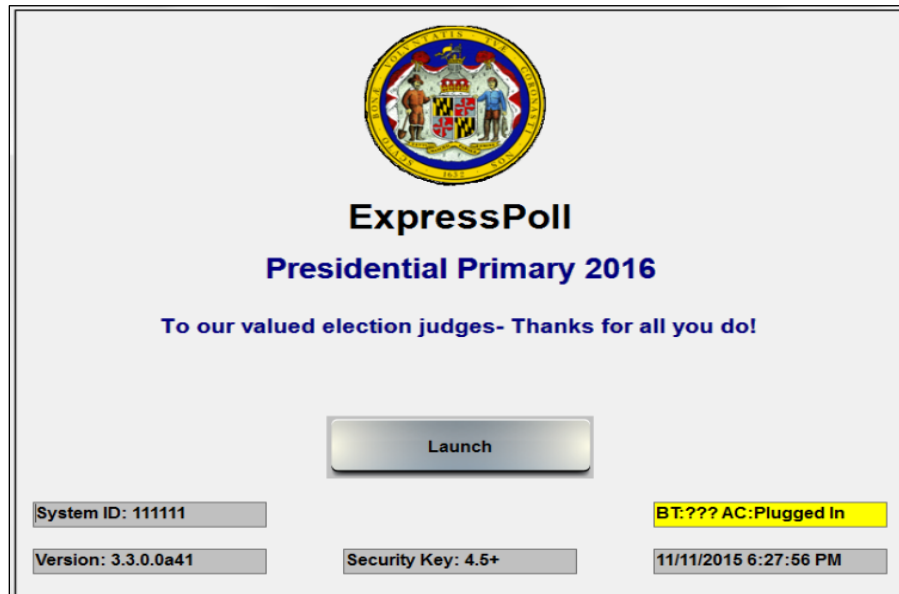


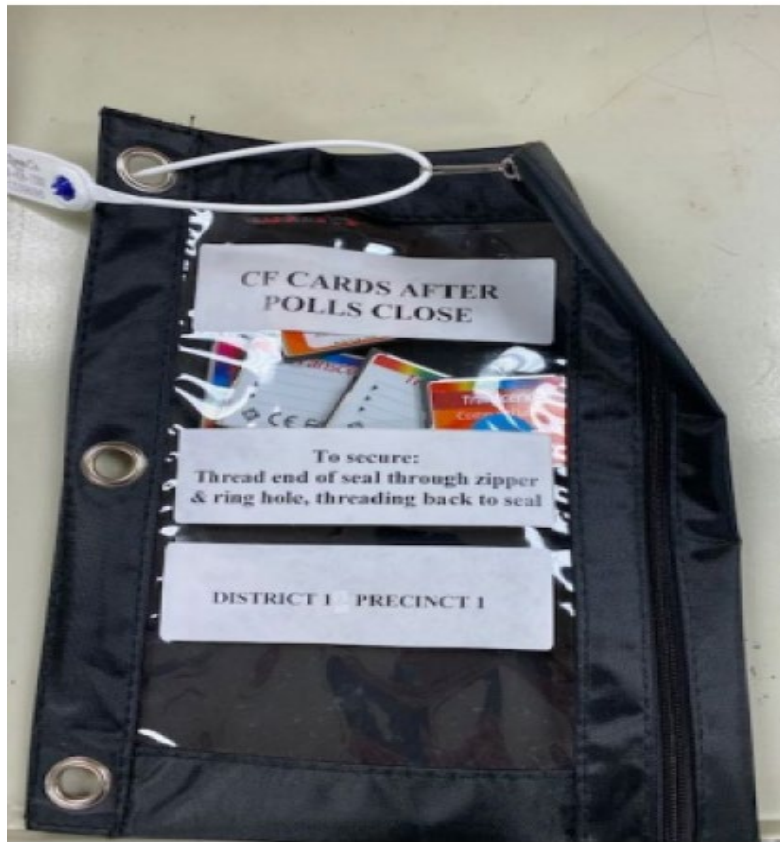
Figure - Power Switch on the Top of the Pollbook



8. Election Field Support will remove both compact flash (CF) cards from each pollbook.
- Verify the inner seal on the top lid of each pollbook is intact and the seal number matches the number verified in the morning on the *Pollbook Integrity Report*.
 - Break the inner seal and place it in the pollbook case.
 - Remove both compact flash (CF) cards and place them in the black zipper pouch provided in the precinct binder. Place the seal

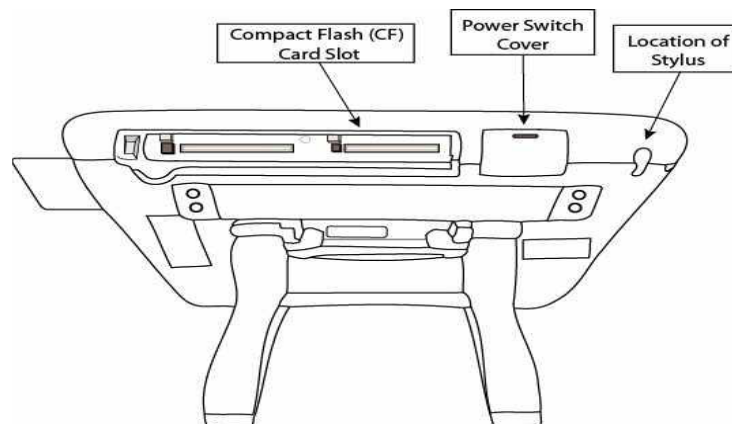
found in the pouch through the zipper and then through the metal ring across from the zipper to secure the pouch.

Figure - Sealing the Black Zipper Pouch for CF Cards



- Replace the lid on the top of the pollbook.

Figure - Compact Flash (CF) Card Slot on the Top of the Pollbook



- Complete the “CF Cards Security Seal #” section of the *Election Field Support Chain of Custody* form.

ELECTION FIELD SUPPORT CHAIN OF CUSTODY

DATE: June 23, 2026

DEPARTING TIME: :

DISTRICT/PRECINCT/POLLING PLACE

CF CARDS SECURITY SEAL #
(used on black zipper pouch)

USB STICKS SECURITY SEAL #
(used on purple zipper pouch)

RECORD

RECORD

HAND-DELIVERED TO CARROLL COUNTY BOARD OF ELECTIONS OFFICE

SIGNATURE OF EFS:

PRINT NAME:

Office use only:

TIME: :

Received by CBOE STAFF

Receiver's Signature:

9. Sign the *Consolidated Ballot Counts Report* and the *Consolidated Voter Counts Report*.

Figure - Consolidated Ballot Counts Report from the Pollbook

Consolidated Ballot Counts Report				
Poll Description: 05-1 Mt Vernon Fire Dept				
Report Date: 04/12/2010 14:49:00				

	TOT	DEM	REP	NON
Issued	303	149	110	44
Reiss	= 3	= 1	= 2	= 0
Canc	= 10	= 3	= 6	= 1
Net	290	145	102	43
Prov Issued	19	8	3	8
Prov Reiss	= 1	= 0	= 0	= 1
Prov Canc	= 1	= 1	= 0	= 0
Net Prov	17	7	3	7
Net Ballots	307	152	105	50

DEM Judge				
REP Judge				



Reissued and cancelled ballots are subtracted from “Issued” ballots to get the total regular and provisional ballots. This total is called “Net Ballots.”



The total (“TOT”) of the Consolidated Voter Counts Report should equal “Net Ballots” on the Consolidated Ballot Counts Report.

Figure - Consolidated Voter Counts Report from the Pollbook

Consolidated Voter Counts Report			
Consolidation: # 20005001 EPB Number: 999			
Poll Description: 05-1 Mt Vernon Fire Dept			
Report Date and Time: 04/12/2010 16:58:56			

Party	Total	Reg.	Prov
DEM	152	145	7
REP	105	102	3
NON	50	43	7
TOT	307	290	17

DEM Judge			
REP Judge			

10. Attach the *Consolidated Voter Counts Report* and the *Consolidated Ballot Counts Report* to the *Pollbook Integrity Report*.
11. Give the *Pollbook Integrity Report* (with the attached reports) to the chief judges.

Packing the Pollbooks and Printers

1. Store the stylus in its slot at the top of each pollbook.
2. Disconnect all cables and cords.
3. Have both chief judges sign the Pollbook Integrity Report.

Figure – New Outer Seal and the Pollbook Integrity Report

 **Maryland State Board of Elections**
Pollbook Integrity Report - 2026 Gubernatorial Primary Election

District/Ward/Precinct: 1-1 Northwest Middle School County: CARROLL Date: June 23, 2026

Judges must:

- Opening: Remember to print and sign the opening Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form BEFORE the polls open. Complete the "Opening" section.
- During: Verify and record information about having to remove the inner seal during the day, if necessary.
- Closing: Print and sign the Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form.

Remember: Chief Judges must sign this form AFTER the polls close.

	OPENING				DURING	
	1	2	3	4	5	6
Pollbook ID Numbers	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top lid of pollbook) DO NOT REMOVE SEAL	Verify inner seal was intact when polls opened	If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.	New Inner Seal #
	VERIFY	VERIFY	VERIFY	JUDGE INITIALS	RECORD	RECORD
#1		047679				
#2		047991				
#3		047902				
#4		042510				

To the best of our knowledge the information on this report is true and correct.

The Electronic Pollbook CF Cards were removed at the close of the polls and given to the Chief Judges.

CHIEF JUDGE

CHIEF JUDGE

4. Pack the pollbooks in their cases.
5. Pack all printers, cords, cables and hub. Be sure the extra stylus is also in the pollbook case.