

**Special Instructions for Election Inspectors
Presidential Primary Ballot Issuance Procedures**

PAPER POLL BOOK

The following election day procedures are unique to the presidential primary:

I. Completing the Application to Vote/Ballot Selection Form

- a. Ask voter to print and sign his/her name, and enter his/her **current** residential address and date of birth on an Application to Vote.
- b. Ask voter to select ballot type by marking the corresponding box.
- c. Ask voter to answer U.S. citizenship question.

NOTE: For the administration of the presidential primary, the “Affidavit of Voter Not in Possession of Picture Identification” may be printed on a separate form or on the reverse side of the Application to Vote.

Application to Vote/Ballot Selection Form

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

February 28, 2012 Presidential Primary Precinct 1

I certify that I am a registered and qualified elector in the above precinct and hereby file this application to vote at this election.

Are you a United States Citizen? Yes No

ELECTION INSPECTOR COMPLETES	PRINT NAME: <u>Kathryn McQvf</u>	SELECT BALLOT TYPE HERE I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.) SELECT ONLY ONE BALLOT TYPE: <input checked="" type="checkbox"/> Republican Party Presidential Primary Ballot <input type="checkbox"/> Democratic Party Presidential Primary Ballot <input type="checkbox"/> Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on local proposals or candidates only.
<input type="checkbox"/> ID AFFIDAVIT COMPLETED	DATE OF BIRTH: <u>9-15-90</u>	
ELEC. INSP. INITIAL	RESIDENCE ADDRESS: <u>509 N. Kalamazoo</u>	
BALLOT STYLE		
BALLOT NO.	SIGN HERE <u>Kathryn McQvf</u> SIGNATURE OF VOTER	
VOTER NO.		

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, _____ hereby affirm that I am _____
(Print Name)

not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear/affirm that the statements made above are true.

SIGNATURE OF VOTER: _____

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

Sworn and subscribed to before me this _____ day of _____

I certify that the elector named above has completed the above affidavit in my presence.

X _____
Signature of Election Inspector

II. Recording Ballot Type Selection on QVF List

Confirm the voter's identity by 1) comparing the birth date and address on the Application to Vote with the voter's birth date and address on the precinct's QVF list and 2) viewing the voter's photo identification or receiving a signed "Affidavit of Voter Not In Possession of Picture Identification" form. As soon as it has been determined that the elector is qualified to vote, make a notation on the list. (Follow the clerk's directions on the preferred method for noting voter participation.)

Once the voter's participation has been noted on the QVF Precinct list, record the voter's ballot type selection next to his/her name on the list.

- If the voter selects the Republican Party Presidential Primary Ballot – Mark the voter's record with an "R".
- If the voter selects the Democratic Party Presidential Primary Ballot – Mark the voter's record with a "D".
- If the voter selects the No Party Declaration Ballot – Mark the voter's record with an "N".

Bar Code	St / BS	Name/Address:	DOB	AV / Notes / ID	MVIP	Name / School
		MCQVF, HARRY RAY 411 N MILLER ST	09/06/1955	av-s		MCQVF, HARRY RAY PAW PAW PUBLIC SCHOOL
		MCQVF, JONATHAN CLARK 306 E DAVIS ST	03/06/1954			MCQVF, JONATHAN CLARK PAW PAW PUBLIC SCHOOL
	V	MCQVF, JUSTIN ANDREW 141 E MICHIGAN AVE APT 1	08/11/1961		24	MCQVF, JUSTIN ANDREW PAW PAW PUBLIC SCHOOL
		MCQVF, KATHRYN LAUREN 509 N KALAMAZOO ST	09/15/1990			MCQVF, KATHRYN LAUREN PAW PAW PUBLIC SCHOOL
		MCQVF, MARTHA CAROL 905 E MICHIGAN AVE	01/05/1931			MCQVF, MARTHA CAROL PAW PAW PUBLIC SCHOOL
		MCQVF, MATTHEW DAVID 606 W GEORGE CT	04/15/1976			MCQVF, MATTHEW DAVID PAW PAW PUBLIC SCHOOL

III. Assigning a Ballot

Assign the top (lowest numbered) blank ballot to the voter from the appropriate ballot style. Record the ballot number on the Application to Vote and pass the Application to Vote to the election inspector responsible for making the Poll Book entry.

Application to Vote/Ballot Selection Form

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

February 28, 2012 Presidential Primary Precinct 1

I certify that I am a registered and qualified elector in the above precinct and hereby make application to vote at this election.

Are you a United States Citizen? Yes No

ELECTION INSPECTOR COMPLETES

ID AFFIDAVIT COMPLETED

ELEC. INSP. INITIAL CP

BALLOT STYLE

BALLOT NO. 1004

VOTER NO.

SIGN HERE Kathryn McQvf

RESIDENCE ADDRESS: 509 N. Kalamazoo

DATE OF BIRTH: 9-15-90

SIGNATURE OF VOTER: Kathryn McQvf

SELECT BALLOT TYPE HERE

I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.)

SELECT ONLY ONE BALLOT TYPE:

Republican Party Presidential Primary Ballot

Democratic Party Presidential Primary Ballot

Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on local proposals or candidates (if on ballot).

IV. Completing the Poll Book

- a. List the name of each voter and ballot serial number in the Poll Book in the order that the Applications to Vote are presented. **The voter's ballot type selection is not recorded in the Poll Book.**

LIST OF VOTERS				
NO. OF VOTER	NAME OF VOTER	MARK & # VOTED BY	BALLOT NUMBER	REMARKS
1	Steven McQVF		1001	
2	Jon McQVF		2001	
3	Justin McQVF		3001	
4	Sue McQVF		1002	
5	MARTHA McQVF		1003	
6	KATHRYN McQVF		1004	
7	MATTHEW McQVF		2002	
8				
9				
10				
11				

- b. Record the voter number (line number in the Poll Book) on the Application to Vote/Ballot Selection Form.


Application to Vote/Ballot Selection Form

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

February 28, 2012 Presidential Primary Precinct 1

I certify that I am a registered and qualified elector in the above precinct and hereby make application to vote at this election.

Are you a United States Citizen? Yes No

<p>ELECTION INSPECTOR COMPLETES</p> <p><input type="checkbox"/> ID AFFIDAVIT COMPLETED</p> <p>ELEC. INSP. INITIAL <u>CP</u></p> <p>BALLOT STYLE</p> <p>BALLOT NO. <u>1004</u></p> <p>VOTER NO. <u>6</u></p>	<p>PRINT NAME: <u>Kathryn McQVF</u></p> <p>DATE OF BIRTH: <u>9-15-90</u></p> <p>RESIDENCE ADDRESS: <u>509 N. Kalamazoo</u></p> <p>SIGN HERE </p>	<p>SELECT BALLOT TYPE HERE</p> <p>I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.)</p> <p>SELECT ONLY ONE BALLOT TYPE:</p> <p><input checked="" type="checkbox"/> Republican Party Presidential Primary Ballot</p> <p><input type="checkbox"/> Democratic Party Presidential Primary Ballot</p> <p><input type="checkbox"/> Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on local proposals or candidates (if on ballot).</p>
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- c. Place the ballot into a secrecy sleeve with the stub exposed. Place the completed Application to Vote in holder on outside of secrecy sleeve. Give secrecy sleeve to the voter and direct him/her to the next available voting booth.

V. Completing the Ballot Summary

All three ballot styles (Republican (R), Democratic (D), No Party Declaration (N)) issued at the precinct will be accounted for in one ballot summary.

CERTIFICATE OF ELECTION INSPECTORS

WE CERTIFY THE FOLLOWING:

AT THE CLOSE OF THE POLLS (Except as noted on the Remarks Page of this Poll Book)

A. The number of voters who were issued absent voter ballots (according to this Poll Book) _____

B. The number of absent voter ballot return envelopes received by Board _____

C. The number of invalid absent voter ballot return envelopes that the clerk did not deliver to Board (according to Poll Book) _____

D. The number of absent voters who did not return absent voter ballot to the clerk (according to the Poll Book) _____

Verified that the number of ballots tabulated equals the number of voters according to the Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.

Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.

Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).

Verified that any ballots requiring duplication have been accurately duplicated and tabulated.

Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in the provisional ballot security envelope.

Verified the tabulator statement of votes tape and printout language are attached to Statement of Votes.

BALLOT SUMMARY

NUMBER OF BALLOTS DELIVERED TO AV COUNTING BOARD:

A. Number of official ballots delivered to AV Counting Board _____

List each ballot style/split separately. (If any)

Ending No. - Starting No.

Ballot Style/Split #1 (- 1001) +1= _____

Ballot Style/Split #2 (- 2001) +1= _____

Ballot Style/Split #3 (- 3001) +1= _____

Ballot Style/Split #4 (-) +1= _____

Ballot Style/Split #5 (-) +1= _____

A. Total = _____

B. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot _____

C. Total of Lines A & B: = _____

NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:

Number of ballots tabulated _____

Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot _____

Number of ballots used by election inspectors for ballot duplications _____

Number of PROVISIONAL "envelope" ballots issued _____

NUMBER OF UNUSED BALLOTS (excess ballots):

Ending No. of Unused Ballots - Starting No. of Unused Ballots

Ballot Style/Split #1 Minus _____ + 1 = _____

Ballot Style/Split #2 Minus _____ + 1 = _____

Ballot Style/Split #3 Minus _____ + 1 = _____

Ballot Style/Split #4 Minus _____ + 1 = _____

Ballot Style/Split #5 Minus _____ + 1 = _____

H. Total _____

I. Total of Lines D, E, F, G, and H: = _____

THESE TOTALS MUST AGREE

CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE I. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.

By signing below, the undersigned members of the Board of Election Inspectors, certify that all ballots issued and unused except envelope ballots were properly sealed into an approved **BALLOT STORAGE CONTAINER** by affixing seal No. _____

We further certify that if the Tabulator Program (Prom Pack/Card) and Terminal Program have been removed from the tabulator it was properly sealed in an approved **STORAGE CONTAINER** by affixing seal No. _____

Signature of member who sealed the **BALLOT STORAGE CONTAINER** and **TABULATOR/TERMINAL PROGRAM STORAGE CONTAINER**

Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)

ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW (Any Inspectors Leaving Prior to the Close of the Polls must be documented in the **Remarks Section** of this Poll Book)

Inspector	Phone
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	

WHITE COPY TO LOCAL CLERK

Category	Description	Ballot Styles	Where to find number
A	Number of official ballots delivered to the precinct for processing	a. "R" ballots b. "D" ballots c. "N" ballots	Use equation to find the total number of ballots delivered to precinct for each style
B	Number of absent voter ballot return envelopes delivered to the precinct for processing	ALL	Physical count of AV ballot envelopes delivered to precinct
C	Total of lines A & B	ALL	Add lines A & B
D	Number of ballots tabulated	ALL	Public counter or totals tape
E	Number of absent voter ballot return envelopes delivered to precinct which did not contain a ballot	ALL	Physical count of any AV ballot envelopes that did not contain a ballot
F	Number of ballots reissued to voters who spoiled their ballot at the polling place	ALL	Physical count of ballots in "Spoiled Ballots" envelope or number of spoiled ballots in List of Voters pages
G	Number of ballots used by election inspectors	ALL	Number of ballots used to duplicate original ballots
H	Number of provisional "envelope" ballots issued	ALL	Physical count of any "envelope" ballots
I	Number of unused ballots	a. "R" ballots b. "D" ballots c. "N" ballots	Use equation to find the total number of unused ballots remaining for each style
J	Total of lines D, E, F, G, H and I	ALL	Add lines D-I

VI. "What If" Scenarios

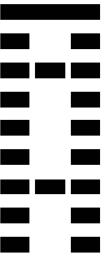
Spoiled Ballots

A voter who spoils his/her ballot may obtain a new ballot following the "Spoiled Ballot Procedure" as described below:

1. Direct the voter to return the spoiled ballot (original ballot issued to the voter) secured inside the secrecy sleeve to the processing table. It is important that the secrecy of the ballot be maintained; **do not look at the voted ballot**. The original Application to Vote/Ballot Selection Form will also be needed.
2. Write the word "Spoiled" on the top of the ballot.

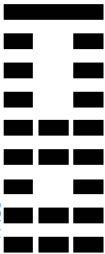
IF STUB DETACHES, PLEASE RETURN WITH BALLOT

Paw Paw Township, Precinct 1



OFFICIAL BALLOT
NO PARTY DECLARATION BALLOT
Presidential Primary Election
Tuesday, February 28, 2012
Van Buren County, Michigan
Paw Paw Township, Precinct 1

Spoiled ←



INSTRUCTIONS: For the office of President, you may vote for a candidate or you may vote "Uncommitted."

TO VOTE: Complete the arrow opposite each choice as shown: ←

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

3. Instruct the voter to remove the stub (if not already removed), place the ballot and stub in the envelope labeled "Spoiled or Defective Ballots." (If you were not supplied with an envelope reserved for this purpose, create your own.)
4. Draw a line through the first ballot number recorded in the Poll Book and on the original Application to Vote/Ballot Selection Form and note that the ballot was "Spoiled."

LIST OF VOTERS

NO. OF VOTER	NAME OF VOTER	MARK A.V. IF VOTED BY ABSENT VOTER	BALLOT NUMBER	REMARKS
1	Steven McQVF		1001	
2	Jon McQVF		2001	
3	Justin McQVF		3002 3004	SPOLIED
4	Sue McQVF		1002	
5	MARTHA McQVF		1003	
6	KATHRYN McQVF		1004	
7	MATTHEW McQVF		2002	
8				
9				

- Issue the voter a new ballot. Record the new ballot number in the Poll Book opposite the name of the voter and on the voter's Application to Vote/Ballot Selection Form.

Application to Vote/Ballot Selection Form

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

February 28, 2012 Presidential Primary Precinct 1

I certify that I am a registered and qualified elector in the above precinct and hereby make application to vote at the election.

Are you a United States Citizen? Yes No

ELECTION INSPECTOR COMPLETES <input type="checkbox"/> ID AFFIDAVIT COMPLETED ELEC. INSP. INITIAL <u>CP</u> BALLOT STYLE <u>N</u> BALLOT NO. <u>3001</u> VOTER NO. <u>3</u>	NAME: <u>JUSTIN MCQUEE</u> DATE OF BIRTH: <u>8-11-1961</u> RESIDENCE ADDRESS: <u>141 E. MICH. AVE #1</u> SIGN HERE → <u>Justin McQuee</u> SIGNATURE OF VOTER	SELECT BALLOT TYPE HERE I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.) SELECT ONLY ONE BALLOT TYPE: <input type="checkbox"/> Republican Party Presidential Primary Ballot <input type="checkbox"/> Democratic Party Presidential Primary Ballot <input checked="" type="checkbox"/> Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on local proposals or candidates (if on ballot).
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- Return the spoiled ballot to the clerk after the polls close in the “Spoiled or Defective Ballots” envelope. (The envelope is sealed into the approved ballot container on election night.)

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Gaseous Seal which has been properly completed and initialed by two inspectors.

<div style="border: 2px solid red; padding: 5px; text-align: center; font-weight: bold; color: red; font-size: 1.2em;">PLACE IN THIS ENVELOPE</div> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> SPOILED OR DEFECTIVE OPTICAL SCAN BALLOTS WITH BALLOT STUBS REMOVED <input checked="" type="checkbox"/> SECURE THIS ENVELOPE WITH VOTED AND UNUSED BALLOTS IN BALLOT CONTAINER <p style="text-align: center; font-size: x-small;">(Date of Election)</p> <p style="text-align: center; font-size: x-small;">(Name of Jurisdiction) (Ward/Precinct)</p> <p style="text-align: center; font-size: x-small;">COUNTY OF _____ MICHIGAN</p>	<div style="border: 1px solid red; padding: 5px; font-weight: bold; color: red; font-size: 0.8em;">CLERK'S RECORD ONLY DESTROY AFTER</div> <p style="text-align: center; font-size: x-small;">(Date)</p>
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SPOILED OR DEFECTIVE BALLOTS

★ ★ ★ ★ ★ ★ ★ ★

Michigan Election Administration
Form No. 42B

Switching Ballot Types

A voter who would like to replace his/her ballot with a different ballot style may obtain a new ballot style following the “Spoiled Ballot Procedure” as described below:

1. Direct the voter to return the spoiled ballot (original ballot issued to the voter) secured inside the secrecy sleeve to the processing table. It is important that the secrecy of the ballot be maintained; **do not look at the voted ballot**. The original Application to Vote/Ballot Selection Form will also be needed.
2. Write the word “Spoiled” on the top of the ballot.

IF STUB DETACHES, PLEASE RETURN WITH BALLOT

Paw Paw Township, Precinct 1

OFFICIAL BALLOT
REPUBLICAN PARTY BALLOT
Presidential Primary Election
Tuesday, February 28, 2012
Van Buren County, Michigan
Paw Paw Township, Precinct 1

Spoiled ←

INSTRUCTIONS: For the office of President, you may vote for a candidate or you may vote “Uncommitted.”

TO VOTE: Complete the arrow opposite each choice as shown: ←

IMPORTANT: To mark your ballot, use only a black or blue ink pen. **DO NOT USE ANY OTHER INK COLOR!**

DO NOT vote for more candidates than indicated under each office title.

WRITE-IN CANDIDATES: To vote for a candidate whose name is not printed on the ballot.

17435

3. Instruct the voter to remove the stub (if not already removed), place the ballot and stub in the envelope labeled “Spoiled or Defective Ballots.” (If you were not supplied with an envelope reserved for this purpose, create your own.)
4. Instruct the voter to change his/her selection on the Application to Vote form and initial change.

Application to Vote/Ballot Selection Form

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

February 28, 2012 Presidential Primary Precinct 1

I certify that I am a registered and qualified elector in the above precinct and hereby make application to vote at this election.

Are you a United States Citizen? Yes No







ELECTION INSPECTOR COMPLETES	PRINT NAME <u>Kathryn McQvf</u>	SELECT BALLOT TYPE HERE I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.) SELECT ONLY ONE BALLOT TYPE: <input checked="" type="checkbox"/> Republican Party Presidential Primary Ballot <input type="checkbox"/> Democratic Party Presidential Primary Ballot <input type="checkbox"/> Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on local proposals or candidates (if on ballot).
<input type="checkbox"/> ID AFFIDAVIT COMPLETED	DATE OF BIRTH: <u>9-15-90</u>	
ELEC. INSP. INITIAL <u>CP</u>	RESIDENCE ADDRESS: <u>509 N. Kalamazoo</u>	
BALLOT NO. <u>10042002</u>	SIGNATURE OF VOTER: <u>Kathryn McQvf</u>	
VOTER NO. <u>6</u>		

5. Change the voter's ballot type selection on the QVF Precinct list.

1/18/2012 PAW PAW TOWNSHIP (63000) 69

02/28/2012 - PRESIDENTIAL PRIMARY - PAW PAW TOWNSHIP

WARD PRECINCT 00001

Bar Code	St/ BS	Name/Address:	DOB	AV / Notes / ID MVP	Name / School
		MCQVF, HARRY RAY 411 N MILLER ST	09/06/1955	av-s	MCQVF, HARRY RAY PAW PAW PUBLIC SCHOOL
		MCQVF, JONATHAN CLARK 306 F DAVIS ST	03/06/1954		MCQVF, JONATHAN CLARK PAW PAW PUBLIC SCHOOL
	V	MCQVF, JUSTIN ANDREW 141 E MICHIGAN AVE APT 1	08/11/1961	24	MCQVF, JUSTIN ANDREW PAW PAW PUBLIC SCHOOL
		MCQVF, KATHRYN LAUREN 509 N KALAMAZOO ST	09/15/1990		MCQVF, KATHRYN LAUREN PAW PAW PUBLIC SCHOOL
		MCQVF, MARTHA CAROL 905 E MICHIGAN AVE	01/05/1931		MCQVF, MARTHA CAROL PAW PAW PUBLIC SCHOOL
		MCQVF, MATTHEW DAVID 606 W GEORGE CT	04/15/1976		MCQVF, MATTHEW DAVID PAW PAW PUBLIC SCHOOL

6. Draw a line through the first ballot number recorded in the Poll Book and on the original Application to Vote/Ballot Selection Form and note that the ballot was "Spoiled."

LIST OF VOTERS

NO OF VOTER	NAME OF VOTER	MARK A.V. (IF VOTED BY ABSENT VOTER)	BALLOT NUMBER	REMARKS
1	Steven McQVF		1001	
2	Jon McQVF		2001	
3	Justin McQVF		3002 3004	SPOILED
4	Sue McQVF		1002	
5	MARTHA McQVF		1003 2003	
6	KATHRYN McQVF		1004	SPOILED
7	MATTHEW McQVF		2002	
8				
9				

