

Using the QVF Precinct List

A quick guide on how to use the QVF Precinct List when the ePollbook is inoperable on Election Day.

Items you'll need:

- QVF Precinct List (optional items: 3-ring binders and alphabet tabs)
- Highlighters
- Pens
- Remark page for EPB binder (notebook paper if not included in your binder)
- Ballot Summary Sheet for EPB binder
- Precinct List Notes - status code cheat sheet
- List of Voters Sheet for EPB binder

Procedures that don't change:

1. Application to Vote completion
2. Picture Identification or Affidavit of Voter Not in Possession of Picture ID completion
3. Tabulation of the ballots

Precinct List Procedure:

If reverting to paper in the middle of the day, use the Applications to Vote to highlight the names of voters who have already appeared at the polls.

1. Find the voter on the Precinct List.
2. Confirm the voter's registration by comparing the birthdate and address on the Application to Vote with the voter's birthday and address on the Precinct List.
3. Review the Precinct List for status codes (V, CH) and/or AV indicators – if found, review the Precinct List Status Code Sheet and remedy any necessary the status
4. Review the Precinct List for the correct ballot style (if your precinct has more than one) – record that ballot style on the Application to Vote
5. Highlight the voter's name
6. Initial the Application to Vote

List of Voters Procedure:

If reverting to paper in the middle of the day, use the Applications to Vote to enter the names of voters who have already appeared at the polls. Start processing voters on the next voter number line to keep the voter count correct.

1. Enter the Voter's Name on the next line of the List of Voters
2. Record the Voter Number on the Application to Vote
3. Record the ballot number on the List of Voters and the Application to Vote
4. Give the voter their ballot in a secrecy sleeve with the Application to Vote when a voting booth is available.

Special Procedures:

1. Spoiled Ballots
 - a. Find the voter on the List of Voters
 - b. Cross out their original ballot number with a single line
 - c. Record their new ballot number on the same voter line
 - d. Write Spoiled in the Remarks column

Important Note: A voter should only be listed on one line of the List of Voters, never listed twice.

2. Other special indicators for the different ballot types of Affidavit, Envelope, Challenged, and AV should be written in the Remarks column.
3. All other remarks should be written on the Remarks page in the EPB binder

BALLOT SUMMARY

WE CERTIFY THE FOLLOWING:

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of official ballots delivered to precinct:

Ballot Style	Starting No.		Ending No.		Count	
		-		+1 =		
		-		+1 =		
		-		+1 =		
		-		+1 =		
		-		+1 =		A Total:

B. Number of absent voter ballots delivered to the pct for processing: _____

C. Total of lines A and B (Must match Line K below): _____

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D. Number of ballots tabulated (enter tabulator public counter reading): _____

E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason: _____

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): _____

G. Number of ballots rejected: _____

H. Number of ballots used by election inspectors for ballot duplications: _____

I. Number of PROVISIONAL "envelope" ballots issued: _____

J. Number of UNUSED BALLOTS (excess ballots):

Ballot Style	Starting No.		Ending No.		Count	
		-		+1 =		
		-		+1 =		
		-		+1 =		
		-		+1 =		
		-		+1 =		J Total:

K. Total of Lines D, E, F, G, H, I, and J (Must match Line C above) _____

L. Difference between lines C and K (Must be zero!): _____

Precinct List Notes

Code	Status	Description
1	CH	AGE
2	CH	BUSINESS ADDRESS
3	CH	CITIZENSHIP
4	CH	ID CARD RETURNED
5	CH	RESIDENCY
6	CH	REGISTERED BY MAIL + NOT 60 YEARS OLD
21	V	CONFIRM ADDRESS
22	V	CORRECT ADDRESS
23	V	DOB
24	V	SIGN REGISTRATION CARD
25	V	CONFIRM CITIZENSHIP
30	V	SURRENDERED LICENSE

Other Abbreviations:

ID	MUST SHOW ID BEFORE VOTING
MVIP	MUST VOTE IN PERSON
av-s	VOTER HAS BEEN SENT AN AV BALLOT
av-r	AV BALLOT HAS BEEN RECEIVED FROM A VOTER

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