

## **Chapter 15 - Forms**

Samples of forms to be completed by Election Judges

**On this page, is a list of all State Board of Elections (SBE) required forms and Howard County Board of Elections (HCBOE) forms. Samples of these forms are included in this chapter in the following order:**

**SBE Required Forms**

<b>Integrity Reports</b>	<b>Page #</b>
Electronic Pollbook Integrity Report	15.4
Scanning Unit Opening Integrity Report	15.5
Scanning Unit Closing Integrity Report	15.6
Ballot Marking Device (BMD) Integrity Report	15.7

**Regular Ballot Certificates/Forms**

Ballot Opening Certificate	15.8
Ballot Closing Certificate	15.9
Spoiled Ballot Tally Sheet	15.10

**Provisional Certificates/Forms**

Provisional Ballot Application and Instructions	15.11 – 15.15
Provisional Opening & Closing Certificate - Primary	15.16
Provisional Opening & Closing Certificate - General	15.17
Provisional Ballot Tally Sheet – Primary	15.18
Provisional Ballot Tally Sheet – General	15.19
Provisional Sign-In Sheet (HCBOE Form)	15.20

**Other SBE Forms**

Affidavit for Challenger and Challenged Voter	15.21
Challenger and Watcher Certificate	15.22
Chief Judges Election Day Log	15.23
Closing Summary Report	15.24
Replacing Ballot Transfer Bin Report	15.25
Tamper Tape Security Seal Removal Report	15.26
Voter Assistance Form	15.27
Voter Update Form	15.28

## **HCBOE Forms**

Election Day Error Log – Equipment/Security Incident	15.29
Election Judge Service Form	15.30
Howard County Payroll Adjustment Report	15.31
HC Incident Report	15.32
HCBOE Election Day Issue Form	15.33
Note of Appointment of Substitute Judge	15.34
Transportation Log – Memory Cards, CF Cards and Provisional	15.35
Transportation Log – Ballot Transfer Bins	15.36
Voter Turnout Record – Binder	15.37
Voter Turnout Record – Public Posting	15.38
Voting Judge’s Error Log	15.39

**Electronic Pollbook Integrity Report**  
**2018 Gubernatorial Primary Election**

State of Maryland  
 Date: 6/26/2018

County: Howard

Dist./Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Preinct(s): 01-02

**JUDGES MUST: Complete ALL Grey Areas**

1. Opening: Print and sign the opening Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form before polls open.
2. Complete the "Opening" section.
3. During: Verify and record information if you have to remove the inner seal during the day.
4. Closing: Print and sign the Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form.
5. Complete the "Closing" section.
6. Have Chief Judges sign this form **AFTER** the polls close.

Pollbook ID Numbers	OPENING				DURING		CLOSING	
	Outer Lock # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Red Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened (initial)	If inner red seal was removed during day please record reason here. Use page back, if necessary.	New Red Seal #	2 CF Cards removed from pollbook	Reattached Original Lock # (applied to storage case at closing).
1	5391	0049780	✓	DEM	RECORD	RECORD	✓	5391
2	5070	0049843	✓	REP			✓	5070
3	5041	0049764	✓				✓	5041

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 packed in dear zipper bag for delivery to HCBOE by Rover/Closer.

REPUBLICAN CHIEF JUDGE

2

DEMOCRATIC CHIEF JUDGE

Revised 12/1/17

## Scanning Unit Opening Integrity Report 2018 Gubernatorial Primary Election

State of Maryland

Date: 6/26/2018

County: Howard

Dist/Prct:01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s):01-02

1. Reattach ALL locks to their original location after opening and closing.
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
3. Post second Zero Report from each Scanning Unit for public viewing.
4. Complete ALL grey areas.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.

Scanning Unit #	A.	B.	C.	D.	E.	F.
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)
1	5589	5589	2269	2269	B000501	B000502
	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>

Scanning Unit #	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count
1	2161	DS0315330483	14-51397		0	0
	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>

**To the best of our knowledge, the information on this report is true and accurate.**

Assisting Judges: \_\_\_\_\_

\_\_\_\_\_

Republican Chief Judge

1

\_\_\_\_\_

Democratic Chief Judge

Revised 11/13/17

## Scanning Unit Closing Interim Report 2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist./Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

- Reattach ALL locks removed during closing activities to their original location. Place removed tampere tape on back of this report.
- Remove ballot transfer bin from each scanning unit for delivery to HCSOE. Place spoiled ballot envelope within bin before sealing.
- Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.
- Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
1	2269	2269	5589	5589			
	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Record	Record	Record
Scanning Unit #	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tampere Tape # (Do Not Remove)	K. Removed Front Access Door Tampere Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log		
1	AA04012700029972	2161	14-51397				
	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓

**To the best of my knowledge, the information on this page is true and accurate.**

Assisting Judges: \_\_\_\_\_

\_\_\_\_\_  
Republican Chief Judge

7

\_\_\_\_\_  
Democratic Chief Judge

## Ballot Marking Device (BMD) Integrity Report 2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

District/Precinct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

- Attach all tamper tape removed from Ballot Marking Device (BMD(s)) during opening and closing to the back of this form.
- After powering BMDs off, memory stick removed and placed in clear zipper bag.
- All grey areas completed as needed.

**REMEMBER:** If any tamper tape is removed from Ballot Marking Device (BMD(s)) during voting hours, attach the removed tamper tape to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape was removed.

BMD Unit #	OPENING			CLOSING	
	A. BMD Serial #	B. Side compartment tamper tape # at opening	C. New side compartment tamper tape # at opening	D. Record and remove side compartment tamper tape #	E. Memory Stick Serial # Memory Stick was removed and placed in clear zipper bag
1	Verify EV0115331383	Verify ✓	Verify ✓	Record	Record
				Record	Verify ✓
					Verify ✓

**To the best of our knowledge, the information on this report is true and accurate.**

Judge(s) Assisting at Opening:

---

Judge(s) Assisting at Closing:

---

Republican Chief Judge

4

Democratic Chief Judge

Revised 11/16/17

**Regular Ballot Certificates/Forms**

**Ballot Opening Certificate**  
**2018 Gubernatorial Primary Election**  
 County: Howard  
 Dist./Prct: 02-02 ELLICOTT MILLS MIDDLE SCH-CAFETERIA

State of Maryland  
 Date: 6/26/2018

Combined District/Precinct(s): NONE

- OPENING INSTRUCTIONS**
1. Place **ALL** tamper tape removed after opening cart(s) on the back of this form.
  2. Place **ALL** removed ballot transfer bin seals in green zipper bag.
  3. **INITIAL** in last column to show confirmation that all tamper tape and seals were intact before their removal from equipment and that all seals, ballot style(s), UNVOTED ballots and ballot activation card counts have been verified.
  4. **COMPLETE ALL GREY AREAS AS NEEDED.**

Ballot Transfer Bin #	REMOVED Front Ballot Transfer Bin Seal #	REMOVED Rear Ballot Transfer Bin Seal #	Ballot Styles	Quantity of Each UNVOTED Ballot Style at Opening	Added Ballots After Opening	Chief Judge Initials
Verify	Verify	Verify	Verify	Verify	Verify	REP/DEM
1	66666666	66666666	DEM BAC	50	1900	/
2	55555555	55555555	REP NON	1000	500	/
<b>TOTAL UNVOTED BALLOTS AND ACTIVATION CARDS =</b>				<b>3450</b>		

Before Opening the Polls: Locked and sealed ballot transfer bins were secured on the following transfer carts:

Cart #	Seal #	Verify
16	44444444	✓
17	44444444	✓

To the best of our knowledge, the information on this form is true and correct. Sign when opening is completed.  
 Assisting Judges: \_\_\_\_\_

Republican Chief Judge \_\_\_\_\_

3

Democratic Chief Judge \_\_\_\_\_

Revised 11/1/17

# Ballot Closing Certificate

## 2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prec: 01-10 HOWARD HIGH SCHOOL-GYM

Combined District/Precinct(s): 02-04, 06-10

**INSTRUCTIONS AFTER POLLS CLOSE:**

1. Count and record the number of unvoted and spoiled ballots for each ballot style and Ballot Activation Cards (BACs).
2. Record the column totals for unvoted and spoiled ballots.
3. COMPLETE ALL GREY AREAS AS NEEDED FOR EACH TABLE.

Ballot Styles	BAC	Number of Unvoted Paper Ballots and BACs	Number of Spoiled Paper Ballots and BACs
		Record	Record
Activation Card	BAC		
DEM	1		
DEM	2		
DEM	3		
REP	1		
REP	2		
REP	3		
NON	1		
NON	2		
NON	3		
<b>COLUMN TOTALS:</b>		=	=

**After Poll Closing:** All unvoted ballots and ballot activation cards were accounted for and packed in white unused ballot container. White ballot container(s) has been stored in main ballot compartment of scanning unit(s). Transfer cart(s) are locked and sealed as indicated below:

Cart #	Record Cart Seal #	Cart Locked		Judge Initials
9		YES	✓	/
19		YES	✓	/
86		YES	✓	/

To the best of our knowledge, the information on this form is true and correct. Sign when closing is completed.

Assisting Judges: \_\_\_\_\_

\_\_\_\_\_  
Republican Chief Judge

\_\_\_\_\_  
Democratic Chief Judge

## Spoiled Ballot Tally Sheet

### 2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

1. Use tally marks to keep track of the number of spoiled ballot activation cards (BACs) and spoiled ballots throughout the day.  
Ex. *||||* = 4     *||| ||| ||* = 12
2. After the polls close, complete the totals and initial columns.
3. Complete ALL grey areas as needed.

Ballot Style	BAC	Tally Marks for Spoiled Ballots and BACs	Total Number of Spoiled Ballots and BACs
Activation Card	BAC		
DEM	1		
DEM	2		
REP	1		
REP	2		
NON	1		
NON	2		

	Totals at Closing
Total Spoiled Ballot Activation Cards (BACs) Total (A)	
Total Spoiled Ballots Total (B)	
Grand Total (A+B)	

Give completed form to the Chief Judges:

Republican Chief Judge

Democratic Chief Judge

### Overview

Provisional voting lets someone who thinks that he or she is an eligible voter to vote. A local board of elections will count a provisional ballot if the provisional voter is registered and eligible to vote in Maryland. Provisional ballots are counted even if they will not change the outcome of an election.

### Why am I voting a provisional ballot?

- *You are not listed on the precinct register.* This usually happens if you are not registered to vote or you moved and did not update your voter registration.
- *You did not provide ID.* You must show ID because you are voting for the first time in Maryland and have not yet met the ID requirements. You must provide ID to your local board of elections before 10 am on the 2nd Wednesday after election day. You must submit:
  - A copy of a current and valid Maryland driver's license or MVA-issued ID card, student, employee, or military ID, U.S. passport; or
  - A copy of a current utility bill, bank statement, government check, paycheck, or other government document with **your** name and current address (the same address you provided on your provisional ballot application). Current means that the document is dated within 3 months of the election.
- *You wanted to register to vote during early voting, but we had not yet determined if you are eligible to vote.* Your ballot will count if you meet all of the eligibility requirements.
- *You did not prove where you live.* You must prove where you live if you want to register to vote during early voting. You must prove where you live to your local board of elections before 10 am on the 2nd Wednesday after election day. You must submit:
  - A copy of your current and valid Maryland driver's license or MVA ID card; or
  - A copy of a current utility bill, bank statement, government check, paycheck, or other government document with **your** name and current address. This address must match the one on your provisional ballot application, and the document must be dated within 3 months of the election.
- *Your voter registration is not complete because you did not provide an ID number on your voter registration application or we could not verify the number you provided.* To complete your registration, take or submit your ID or ID number to your local board of elections before 10 am on the 2nd Wednesday after election day. Your local board of elections will verify your number with the MVA or Social Security Administration. Acceptable forms of ID are listed above.
- *You are not eligible to vote a regular ballot because either:*
  - You moved more than 21 days before election day, did not notify election officials, and showed up to vote at the polling place for your prior address.
  - The precinct register shows that you already received an absentee ballot for this election or have already voted. If you have not already voted, your provisional ballot will be counted. Voting or trying to vote more than once is against the law, and if you do this, you will be referred to law enforcement agencies for further investigation.
- *Your right to vote was challenged and you did not show ID.* Your provisional ballot will count if your local board of elections determines that you are the person you say you are. You may wish to contact your local board of elections and provide ID.

### How do I vote by provisional ballot?

Follow the instructions on the back side of this page. If you have any questions, ask an election judge.

### Will my provisional ballot count?

Provisional ballots are counted even if they will not change the outcome of an election. Counting starts on the 2nd Wednesday after the election. Your ballot will be counted at that time if you are a registered voter, were eligible to vote by provisional ballot, and met any other applicable requirements (see above).

For some voters, only part of the provisional ballot will count. This may happen if you either voted in the wrong county during early voting or at the wrong polling place on election day. Only those contests or ballot questions that appear on the ballot where you live will count.

**Tear off and keep this page. Do not remove any other pages.**

2/2016

### **Can someone help me vote?**

Yes, if you have a disability or are unable to write or read. Anyone can help you except: a candidate whose name is on your ballot, your employer or agent of your employer, an officer or agent of your union, or an accredited challenger or watcher. You may also have two election judges help you. Your helper can fill out the application, sign it for you if you cannot sign, and vote the ballot according to your instructions. Your helper cannot try to influence you and must sign the Voter Assistance Form provided by an election judge.

### **How do I fill out the application?**

Complete Part 1.

We use this information to confirm that you are registered to vote and update any information that has changed. If you are not registered to vote, we use this information to register you for future elections. Please follow the specific instructions below:

- #6: Complete the appropriate box.
  - #6a: If you have a current, valid Maryland driver's license or MVA-issued ID card, write the number in #6a and go to #7. If you do not have a current, valid Maryland driver's license or MVA-issued ID card, go to #6b.
  - #6b: If you have a Social Security number, write the last 4 digits of your Social Security number in #6b and go to #7. If you do not have a Social Security number, go to #6c. Election Law Art., § 3-202 allows election officials to ask for the last 4 digits of your Social Security number. We will only use the number for registration and other administrative purposes, and it will be kept confidential.
  - #6c: If you do not have a current, valid Maryland driver's license, MVA-issued ID card, or Social Security number, check the box in #6c and go to #7.
- #9: If you want to change your political party, check your new party. If this is a primary election, you cannot vote today in your new party's primary election. We will change your party after this election, and the change will be in effect for future elections.

Complete Part 2.

Check whether this is a primary or general election. If it is a primary election, check your current political party. If you check a party other than your current political party, your ballot will not count.

Complete Part 3.

You must sign this form, or your ballot will not count. Give this form to the election judge, and you will receive a ballot.

### **How do I vote the ballot?**

Follow the instructions the election judge gave you.

- If an election judge gives you a pen, use this pen. Marks by other pens or pencils may not be accurately counted.
- If you mark your ballot by hand, do not erase or cross out something you have written on your ballot. Ask the election judge for another ballot.
- Do not vote for more candidates than the number listed above each contest. You may vote for less than this number but not more.
- In a general election, you can cast a write-in vote. To cast a write-in vote: (1) find the designated space for write-in votes in the contest where you want to cast a write-in vote; (2) write the first and last name or at least the initial of the first name and full last name of the person for whom you wish to vote, and (3) completely fill in the oval to the left of the name you have written.
- Do not make any other marks on the ballot.

### **What do I do next?**

After you vote your ballot, put the ballot inside the envelope (behind the application) and seal the envelope. Put your application (with voted ballot inside) where the election judge told you to put it.

### **Will my votes be secret?**

Yes. Your ballot will stay sealed in the envelope until your local board of elections has reviewed your application. If your local board concludes that your ballot should be counted, your ballot will be removed and immediately separated from your application so that your votes will be kept secret.

### **Can I find out if my ballot was counted?**

Yes. Visit [www.elections.maryland.gov](http://www.elections.maryland.gov) or call 1-800-222-8683. This information is available 10 days after the election.

**[www.elections.maryland.gov](http://www.elections.maryland.gov)**

**1-800-222-8683**

**Part 1 - Voter Information**

<b>1</b>	Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If you answer NO to either question, do not complete this form.</b>							
<b>2</b>	Check boxes that apply and complete Items 3-10. <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Party Affiliation Change <input type="checkbox"/> Address Change							
<b>3</b>	Last Name		First Name			Middle		Suffix
<b>4</b>	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>5</b>	Month	Date	Year		
<b>6a</b>	MARYLAND Driver's License or MVA ID Number <b>MANDATORY</b> (if you have neither see instructions)							
<b>6b</b>	Social Security Number (last 4 digits)			<b>6c</b>	<input type="checkbox"/> Check here if you do not have either a current, valid Maryland driver's license / MVA ID card or a Social Security Number			
<b>7</b>	Maryland Residence Address:	Street Number	Street Name	Apt. No.	City or Town	Zip Code	County	
<b>8</b>	Mailing Address (if different from Item 7)							
<b>9</b>	Party (check one): <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Green Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other - Specify _____							
<b>10</b>	<b>CONTACT INFORMATION</b>							
	Daytime Phone:				Email (optional):			

**Part 2 - Ballot Information**

<b>1</b>	<b>Pick the election:</b> <input type="checkbox"/> Primary Election <input type="checkbox"/> General Election
<b>2</b>	<p><b>If this is a primary election, pick the ballot you want to vote.</b></p> <ul style="list-style-type: none"> <li>Your ballot should match the party you selected in Part 1. If you pick a ballot for another party, your ballot will be rejected.</li> <li>If you select "Unaffiliated or Other," your ballot will only have non-partisan offices (for example, school board).</li> </ul> <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Unaffiliated or Other

**Part 3 - Signature**

Under penalty of perjury, I hereby swear or affirm that: I am a U.S. citizen; I am a Maryland resident; I am at least 16 years old; I have not been convicted of buying or selling votes; I have not been convicted of a felony, or if I have, I have completed serving a court-ordered sentence of imprisonment. The information in this application is true to the best of my knowledge, information and belief.

I hereby swear or affirm that I have not voted and will vote only this provisional ballot in the current election in Maryland or in any other state; and I am a registered voter in Maryland and eligible to vote in this election.

**X** \_\_\_\_\_  
Signature (required) \_\_\_\_\_  
Date

**DO NOT DETACH**

INSERT BALLOT IN ENVELOPE

**Part 1 - Voter Information**

<b>1</b>	Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If you answer NO to either question, do not complete this form.</b>							
<b>2</b>	Check boxes that apply and complete Items 3–10. <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Party Affiliation Change <input type="checkbox"/> Address Change							
<b>3</b>	Last Name		First Name		Middle	Suffix		
<b>4</b>	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>5</b>	Birth Date:		Month	Date	Year
<b>6a</b>	MARYLAND Driver's License or MVA ID Number <b>MANDATORY</b> (if you have neither see instructions)							
<b>6b</b>	Social Security Number (last 4 digits)		<b>6c</b>	<input type="checkbox"/> Check here if you do not have either a current, valid Maryland driver's license / MVA ID card or a Social Security Number				
<b>7</b>	Maryland Residence Address:	Street Number	Street Name	Apt. No.	City or Town	Zip Code	County	
<input type="checkbox"/> Check here if you reside in Baltimore City.								
<b>8</b>	Mailing Address (if different from Item 7)							
<b>9</b>	Party (check one): <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Green Party <input type="checkbox"/> Unaffiliated (Independent of any party) <input type="checkbox"/> Other – Specify _____							
<b>10</b>	<b>CONTACT INFORMATION</b>							
Daytime Phone:				Email (optional):				

**Part 2 - Ballot Information**

<b>1</b>	Pick the election: <input type="checkbox"/> Primary Election <input type="checkbox"/> General Election						
<b>2</b>	<p><b>If this is a primary election, pick the ballot you want to vote.</b></p> <ul style="list-style-type: none"> <li>Your ballot should match the party you selected in Part 1. If you pick a ballot for another party, your ballot will be rejected.</li> <li>If you select "Unaffiliated or Other," your ballot will only have non-partisan offices (for example, school board).</li> </ul> <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Unaffiliated or Other						

**Part 3 - Signature**

Under penalty of perjury, I hereby swear or affirm that: I am a U.S. citizen; I am a Maryland resident; I am at least 16 years old; I have not been convicted of buying or selling votes; I have not been convicted of a felony, or if I have, I have completed serving a court-ordered sentence of imprisonment. The information in this application is true to the best of my knowledge, information and belief.

I hereby swear or affirm that I have not voted and will vote only this provisional ballot in the current election in Maryland or in any other state; and I am a registered voter in Maryland and eligible to vote in this election.

**X** \_\_\_\_\_ Date \_\_\_\_\_

Signature (required)

**DO NOT DETACH**

## For Official Use Only

### Election Judge

✓ Check all boxes that apply.

A provisional ballot application was issued because the voter was:

- 1. Not listed on the precinct register
- 2. Listed on the precinct register but indicated a change of address
- 3. Listed but claims to have a different party affiliation (primary election only)
- 4. Listed as an absentee voter or as having already voted
- 5. Listed as "Active" or "Inactive" & "Show ID" & unable to provide acceptable ID
- 6. Listed as "pending" & "Show ID"

Was acceptable ID presented?  Yes  No

If yes, record the type of ID presented.

- Photo ID - Address on the photo ID does not need to match the address in #7.
  - Maryland Driver's License or MVA ID Card - Verify that DL or ID number is printed in #3a.
  - Other-Photo ID - specify \_\_\_\_\_
- Non-Photo ID - Must be dated within the last 3 months and have the same name and address as listed in #3 and #7.
  - Utility Bill  Pay Check  Bank Statement  Government Check
  - Other government document - specify \_\_\_\_\_
- 7. Listed as "pending" & "Need DL#/SSN#" (See instructions for #6.)
- 8. Identity challenged & cannot provide acceptable form of ID
- 9. Other (explain): \_\_\_\_\_
- 10. Voted during extended hours
- 11. Not prequalified for same day registration (early voting only)
- 12. No proof of residency for same day registration (early voting only)

District/Precinct or  
Early Voting Center

Ballot Style Issued

Election Judge

Initials

Date

### Election Director

1. Is the voter registered?  Yes  No (if yes, answer a - c.)
  - a. County/City \_\_\_\_\_ b. Precinct \_\_\_\_\_ c. Reg Date \_\_\_\_\_
  - d. Was the person prequalified?  Yes  No
  - e. Is the voter eligible to vote in this election?  Yes  No
2. Party Affiliation:  Democrat  Republican  Other \_\_\_\_\_
3. If ID or a DL# or SS# was required, was it timely received?  Yes  No (if yes, answer a-c.)
  - a. Type of ID: \_\_\_\_\_
  - b. Did the ID satisfy the ID requirement?  Yes  No
  - c. If a DL# or SS# was required, was the number verified?  Yes  No
4. Recommended Action:  Accept in Full  Accept in Part  Reject - Rejection Code: \_\_\_\_\_
  - a. Document proving residence: \_\_\_\_\_
  - b. Did the document satisfy the proof of residency requirement?  Yes  No
5. Recommended Action:  Accept in Full  Accept in Part  Reject - Rejection Code: \_\_\_\_\_

Ballot Style Voted: \_\_\_\_\_  
Ballot Style Required: \_\_\_\_\_

### Board Action

Accept in Full  Accept in Part  Reject - Rejection Code: \_\_\_\_\_

### Rejection Codes

1. Applicant is not registered to vote.
2. Applicant returned a voted absentee ballot or already voted.
3. Applicant voted the wrong primary ballot.
4. No signature on application.
5. Applicant not eligible to receive a provisional ballot.
6. ID or DL# or SS# was not timely received.
7. Incomplete information was provided on the application.
8. DL# or SS# was received but was not verified.
9. ID was received but did not satisfy the ID requirements.
10. No provisional ballot or more than one provisional ballot in envelope.
11. No evidence to support alleged voting unit malfunction.
12. Identity challenge was upheld.
13. Order extending voting hours was invalidated.
14. Identifying mark on the ballot.
15. Applicant is not 18 years old by the general election
16. Proof of residency was not timely received.
17. Proof of residency was timely received but did not satisfy the ID requirements.

**Provisional Opening & Closing Certificate  
2018 Gubernatorial Primary Election**

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

**OPENING**

Complete ALL Grey Areas

Verify

1.	Verify seal number on orange provisional bag is: <u>525901</u>	
2.	After opening activities, verify orange provisional bag is empty and locked.	

**CLOSING**

VOTER AUTHORITY CARDS (VACs)	
Provisional Ballot Tally Sheet Numbers	Party Totals
VAC Democrat Total	
VAC Republican Total	
VAC All Others/UNA Total	
Blank or No VAC Total	
<b>TOTAL (A)</b>	

PROVISIONAL BALLOTS	
Provisional Ballot Tally Sheet Numbers	Party Totals
Provisional Ballot Democrat Total	
Provisional Ballot Republican Total	
Provisional Ballot Others/UNA Total	
<b>TOTAL (B)</b>	

Note: TOTAL (A) and TOTAL (B) should be equal.

Provided Yellow Return Seal:  
525902

Record yellow return, seal # placed on orange provisional bag at closing:

To the best of our knowledge, the information on this form is true and correct:

Provisional Judge \_\_\_\_\_  
 Republican Chief Judge \_\_\_\_\_  
 Democrat Chief Judge \_\_\_\_\_

# Provisional Opening & Closing Certificate

## 2018 Gubernatorial General Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

### OPENING

Complete ALL Grey Areas

Verify

1.	Verify seal number on orange provisional bag is: <span style="float: right;"><u>525901</u></span>	
2.	After opening activities, verify orange provisional bag is empty and locked.	

### CLOSING

VOTER AUTHORITY CARDS (VACs)	
Provisional Ballot Tally Sheet Numbers	Party Totals
VAC Total	
Blank or No VAC Total	
<b>TOTAL (A)</b>	

PROVISIONAL BALLOTS	
Provisional Ballot Tally Sheet Numbers	Party Totals
Provisional Ballot Total	
<b>TOTAL (B)</b>	

Note: TOTAL (A) and TOTAL (B) should be equal.

<b>Provided Yellow Return Seal: <u>525902</u></b>

Record yellow return, seal # placed on orange provisional bag at closing:

To the best of our knowledge, the information on this form is true and correct:

Provisional Judge

Republican Chief Judge

Democrat Chief Judge

## Provisional Ballot Tally Sheet 2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prec.: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

### VOTER AUTHORITY CARDS (VACS)

1. Keep a tally of provisional voters by their registered party. (Ex. //// = 4    |||| |||| || = 12)
2. A voter not listed in the electronic pollbook (No VAC) is tallied as the party requested by the voter.
3. Complete ALL grey areas as needed

Party	VAC Tally	Totals
Democrat		
Republican		
Other/UNA		
Blank or No VAC		
<b>TOTAL (A)</b>		

### PROVISIONAL BALLOTS

1. Keep a tally of provisional ballots issued by party. (Ex. //// = 4    |||| |||| || = 12)
2. Spoiled ballots are accounted for at Ballot Issuance Table.
3. Complete ALL grey areas as needed.

Party	Provisional Ballot Tally	Totals
Democrat		
Republican		
Other/UNA		
<b>TOTAL (B)</b>		

Note: TOTAL (A) and TOTAL (B) should be equal.

Provisional Judge Signature

## Provisional Ballot Tally Sheet

### 2018 Gubernatorial General Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist./Prec.: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

#### VOTER AUTHORITY CARDS (VACS)

1. Keep a tally of provisional voters with or without a VAC. (Ex: //// = 4     ////// = 12)
2. A voter not listed in the electronic pollbook (No VAC) is tallied in second row.
3. Complete ALL grey areas as needed

VAC Type	VAC Tally	Totals
Regular Provisional VAC		
Blank or No VAC		
<b>TOTAL (A)</b>		

#### PROVISIONAL BALLOTS

1. Keep a tally of provisional ballots issued to each voter. (Ex: //// = 4     ////// = 12)
2. Spoiled ballots are accounted for at Ballot Issuance Table.
3. Complete ALL grey areas as needed.

Issued Provisional Ballot Tally	Totals
<b>TOTAL (B)</b>	

Note: TOTAL (A) and TOTAL (B) should be equal.

Provisional Judge Signature

# Provisional Voter Sign - In Sheet

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-02 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Please Complete ALL Grey Areas as needed

All voters who mark a provisional ballot must print and sign name. Provisional judge must verify below that voter marked a provisional ballot and completed a ballot application. Ballot within sealed and completed application must be placed in provisional ballot bag .

Voter ID Located on VAC	Voter Name (Please Print)	Voter Signature	Voted Provisionally	
			Yes √	No √
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

# Other SBE Forms

01-01  
ELKRIDGE LANDING MIDDLE SCH  
CAFETERIA

Please Complete All Shaded Area

State of Maryland

## Affidavit for Challenger and Challenged Voter

Under § 10-312 of the Election Law Article, an individual may challenge another individual's right to vote on the basis of the individual's identity. If the challenged voter is unable to present one of the required forms of identification, the challenger must complete Part I of this form, and the challenged voter must complete Part II. A chief judge must witness the challenger and the challenged voter signing the affidavit and may provide additional information in Part III.

### Part I: Affidavit by Challenger

Name of Challenger: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Voter whose identity is being challenged: \_\_\_\_\_

Why do you believe that the voter named above is not whom he or she claims to be? Be specific.:  
\_\_\_\_\_  
\_\_\_\_\_

I do solemnly swear or affirm under penalties of perjury that the information provided in this affidavit is true.

\_\_\_\_\_  
Signature of Challenger

\_\_\_\_\_  
Date

Witnessed by: \_\_\_\_\_

\_\_\_\_\_  
Name of Chief Judge (please print)

\_\_\_\_\_  
Signature of Chief Judge

### Part II: Affidavit of Challenged Voter

Name of Voter: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Provide any information that would help the local board of canvassers in making a determination about this challenge:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I do solemnly swear or affirm under penalties of perjury that I am the voter whose name appears above.

\_\_\_\_\_  
Signature of Voter

\_\_\_\_\_  
Date

Witnessed by: \_\_\_\_\_

\_\_\_\_\_  
Name of Chief Judge (please print)

\_\_\_\_\_  
Signature of Chief Judge

**Part III: Chief Judge Section Only** -If you have any information that would be helpful to the local board of canvassers in making a determination about this challenge, please provide in the space below.  
\_\_\_\_\_  
\_\_\_\_\_

# State of Maryland

## Challenger & Watcher Certificate

### Part I – Instructions and Information

**Instructions to Designating Candidate or Entity:** You may designate a Maryland registered voter as a challenger and watcher if you are: (a) a candidate; (b) a political party; or (c) any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot. *(To be eligible, the group of voters must form a political committee under section 13-207 of the Election Law Article.)*

Before designating any individuals, please read the State Board of Elections' *Instructions and Information for Challengers, Watchers, and Other Election Observers* (available at [www.elections.state.md.us/get\\_involved/index.html](http://www.elections.state.md.us/get_involved/index.html)). Please provide the State Board's instructions to any individual you designated as a challenger and watcher.

**Instructions to Challenger and Watcher:** Please read the State Board of Elections' *Instructions and Information for Challengers, Watchers, and Other Election Observers* (available from your designating candidate or entity or at the website listed above). You must have this certificate when you are acting as a challenger or watcher; you will not be permitted to remain in the voting area without a signed certificate. Give an extra copy of this signed certificate to the election judges when you arrive at an early voting center or polling place.

As a challenger and watcher, you have the right to:

- Enter the voting area at least (but no later than) 30 minutes before voting hours begin;
- Enter or be present in the voting area at any time during voting hours;
- Remain in the voting area until all post-voting tasks have been completed and the election judges leave the voting area;
- Maintain a list of registered voters who have cast a ballot or individuals who have cast provisional ballots;
- Enter and leave the voting area to take outside information that identifies individuals who have cast ballots; and
- Be positioned near the election judges so that you may see and hear each voter as the voter checks in to vote.

You cannot attempt to: (a) determine how a voter voted or intends to vote; (b) talk with any voter in the voting area; (c) assist any voter in voting; (d) physically handle an original election document or equipment; (e) interfere with the election process or impede a voter's access to election judges; or (f) use a cell phone, laptop or other electronic equipment in a voting area.

You may be removed by an election judge if you do not follow an election judges' order or attempt a prohibited act.

### Part II – Certificate Designating Challenger and Watcher

I/We certify that \_\_\_\_\_ has designated \_\_\_\_\_, a

Name of Designating Candidate or Entity

Name of Challenger/Watcher

registered voter, to act as a challenger or watcher for the  20\_\_ Primary Election OR  20\_\_ General Election.

(check only one)

This individual will act in this capacity  on election day (complete Part A) and/or  during early voting (complete Part B).

(check all that apply)

Part A: I/We designate this individual as a Challenger or Watcher for the following precinct(s) on election day:

District/Precinct or Ward/Precinct	Name of County or Baltimore City

Part B: I/We designate this individual as a Challenger or Watcher on the following days and at the following early voting locations:

Early Voting Dates	Name of Early Voting Center	Name of County or Baltimore City

\_\_\_\_\_  
Signature of Designating Candidate or Officer of Designating Entity

\_\_\_\_\_  
Office Sought by Candidate

\_\_\_\_\_  
Date



**Closing Summary Report  
2018 Gubernatorial Primary Election**

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Predinct(s): 01-02

Complete ALL Grey Areas

**BALLOTS ISSUED from Electronic Pollbook Counts Report**

1. Regular Ballots Issued Net Regular Issued	
2. Provisional Ballots Issued Net Provisional Issued	
3. TOTAL BALLOTS ISSUED (1+2)	

**BALLOTS CAST**

4. Regular Ballots Cast from ALL scanning units from public count on Scanning Unit Closing Integrity	
5. Provisional Ballots Cast from Provisional Opening and Closing Certificate (Total (B))	
6. TOTAL BALLOTS CAST (4+5)	

**SPOILED BALLOTS**

7. Total Spoiled Ballots and Ballot Activation Cards from Ballot Closing Certificate (Grand Total)	
---	--

**BALLOTS USED**

8. TOTAL BALLOTS USED (6+7)	
-----------------------------	--

**VOTER AUTHORITY CARDS (VACs)**

9. Total VACs from ALL Scanning Unit(s) from Scanning Unit Closing Integrity Rpt	
10. Total Provisional VACs from Provisional Ballot Opening & Closing Certificate	
11. TOTAL VACs (9+ 10)	

**CANCELLED Voter Authority Cards (VACs)**

12. Total Cancelled VACs from Cancelled VAC Envelope	
---	--

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

\_\_\_\_\_

REPUBLICAN CHIEF JUDGE SIGNATURE

\_\_\_\_\_

DEMOCRATIC CHIEF JUDGE SIGNATURE

**Replacing Ballot Transfer Bin Report  
2018 Gubernatorial Primary Election**

State of Maryland

Date: 6/26/2018

County: Howard  
Dist./Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

If a ballot transfer bin reaches 1,700 ballot pages (per the Public Count on scanning unit) or as directed by Rover:

1. Complete ALL grey areas for each ballot transfer bin replacement event.
2. Follow procedures in Removing and Replacing Ballot Transfer Bin During Voting Hours.
3. Reattach any locks removed to their original location.

Scanning Unit Number Record	Removed Lock Number from Main Ballot Box Record	Time of Change Record	Number on Public Count from Scanning Unit Record	Replaced Main Ballot Box Lock Number Record	Seal Numbers placed on Ballot Transfer Bin Record	Initials of both Chief Judges	Rep	Dem
		:						
		:						
		:						
		:						
		:						
		:						
		:						
		:						
		:						
		:						

To the best of our knowledge, the information on this page is true and accurate.

\_\_\_\_\_  
Republican Chief Judge

\_\_\_\_\_  
Democratic Chief Judge



**Instructions:** Use this form if a voter **has a disability or is unable to read or write English AND requests assistance with voting or completing a provisional ballot application.** Assistance is limited to: (1) reading the voter instructions, ballot content, or the provisional ballot application; and (2) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter.

**Part I – Completed by Election Judge**

Printed Name of Voter: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The voter named above has requested assistance in voting and is being assisted by:

- A person designated by the voter (Go to Part II) or  Two election judges (Go to Part III)

**Part II – Completed by Person Designated by Voter**

Printed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I affirm that:

1. I am not the voter’s employer or agent of the voter’s employer;
2. I am not an officer or agent of the voter’s union;
3. I have not been appointed as a challenger or watcher for this election;
4. For a voter casting a provisional ballot, I am not a candidate who is on the voter’s ballot;
5. The named voter asked me to assist with marking or casting the ballot or in completing a provisional ballot application;
6. I will assist the voter only by: (a) reading the voter the instructions, ballot content, or the provisional ballot application; or (b) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter; and
7. I will not attempt to influence or suggest in any way how the voter should vote in any contest or question.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part III – Completed by Election Judges Assisting Voter**

\_\_\_\_\_  
Signature – Election Judge

\_\_\_\_\_  
Party Affiliation

\_\_\_\_\_  
Signature – Election Judge

\_\_\_\_\_  
Party Affiliation

# State of Maryland – Voter Update Form

Note: Have the voter fill out the applicable section and sign and date at the bottom.

Election Judges fill in this section:

<b>Voter Information</b>	Voter ID # _____	Last Name _____	First Name _____	Middle Name _____	Date of Birth _____
--------------------------	------------------	-----------------	------------------	-------------------	---------------------

<b>Change of Address</b>	<input type="checkbox"/> Check here if you moved within 21 days of the election. Provide your new address below: Residence Address: _____ Mailing Address (if different): _____ City, State ZIP: _____ Telephone Number: (Day) _____ (Evening) _____	<p><b>NOTE:</b> If you moved more than 21 days before election day, you have two choices:</p> <p>Go to an early voting center in your county or your new precinct on election day, <b>OR</b> vote a provisional ballot here. If you vote a provisional ballot here, only those contests for which you are eligible to vote will be counted.</p>
--------------------------	--	---

<b>Change of Name/Date of Birth</b>	Last Name _____ First Name _____ Middle Name _____ Date of Birth _____
-------------------------------------	--

<b>Change of Party Affiliation</b>	For future elections, I want my party affiliation to be: <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other-Specify: _____
------------------------------------	---

<b>Identification Information</b>	<p><i>Election Judge Use Only – ✓ Indicate the type of ID provided only if "ID required" is specified on the VAC or precinct register.</i></p> <p>Photo ID – There is no requirement that the photo ID have an address or, if there is an address, that the address match the address on the VAC or this form.</p> <p>Non Photo ID – The document must be current (dated within the last 3 months) and must contain the same name and address as listed on the VAC or this form.</p> <input type="checkbox"/> Maryland Driver's License or MVA ID Card - # _____ <input type="checkbox"/> Other Photo ID – Type _____ <input type="checkbox"/> Utility Bill <input type="checkbox"/> Pay Check <input type="checkbox"/> Bank Statement <input type="checkbox"/> Government Check <input type="checkbox"/> Other Government Document – Type _____
-----------------------------------	--

<b>Death Notice</b>	I, _____, Print Name _____, confirm that the voter listed above is deceased and therefore request that the Relationship to the deceased: _____, voter's name be removed from the voter registration records.
---------------------	--

<b>Signature of Voter</b>	I affirm under penalty of perjury that the information on this form is true and correct. _____ Signature of Voter _____ Date _____
---------------------------	---



**Howard County Election Judge Proof of Service Form  
2018 Gubernatorial Primary Election**



**Dist/Prct:01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA**

**Combined District/Precinct(s): 01-02**

**Please Complete ALL Grey Areas**

**(FOR JUDGES EMPLOYED BY THE STATE OF MARYLAND AND HOWARD COUNTY GOVERNMENT)**

**NAME:** \_\_\_\_\_

**STATE/COUNTY AGENCY:** \_\_\_\_\_

**ELECTION DATE WORKED:** 2018 Gubernatorial Primary Election on 6/26/2018

**STARTING TIME:** \_\_\_\_\_

**ENDING TIME:** \_\_\_\_\_

**POLLING LOCATION**

**WORKED:** ELKRIDGE LANDING MIDDLE SCH - CAFETERIA

**DISTRICT/PRECINCT:** 01-01

**SIGNATURE OF EMPLOYEE:** \_\_\_\_\_

-----

I, \_\_\_\_\_, certify that \_\_\_\_\_  
(Chief Election Judge) (Name of Employee)

served as an Election Judge on \_\_\_\_\_ for the Election Listed above.

\_\_\_\_\_  
Signature, Chief Rep. Election Judge

\_\_\_\_\_  
Signature, Chief Dem. Election Judge

**\*\*\*\*\*Both Chief Election Judges and State/County Employee that is serving as an election judge must sign this form on the day of the Election. State/County Employee must take completed form and present to employer as proof of working as an election judge for this Election.\*\*\*\*\***

**EMPLOYED STATE/COUNTY JUDGE MUST KEEP  
THIS FORM AS PROOF OF WORK!!!**

**Howard County Payroll Adjustment Report  
2018 Gubernatorial Primary Election**

Please Complete ALL Grey Areas as needed

Date: 6/26/2018

Dist./Prd: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Predinct(s): 01-02

**PAYROLL SIGN-IN SHEET CORRECTIONS FOR NEW JUDGE APPOINTMENTS, JUDGE ABSENTEES, EARLY DISMISSALS, LATE ARRIVALS AND EMERGENCY LEAVE**

Chief Judge(s), please complete and print all requested information for those election judges not working a full Election Day or new judge appointments. For all new judge appointments, please complete the Note of Appointment of Substitute Judge form. All judge emergency leave must be first approved by calling Guy Mickleby at 410-313-5820.

<u>Print Judge Full Name</u>	<u>Date</u>	<u>Please Check One</u>	<u>Time In - Time Out</u>	<u>Chief Judge Initials</u>
1. [REDACTED]	<u>6/26/2018</u>	<input type="checkbox"/> New Judge Appointment	[REDACTED] - [REDACTED]	[REDACTED]
Comments:		<input type="checkbox"/> Late Arrival	[REDACTED] - [REDACTED]	[REDACTED]
		<input type="checkbox"/> Early Dismissal	[REDACTED] - [REDACTED]	[REDACTED]
		<input type="checkbox"/> Absent Judge		[REDACTED]
		<input type="checkbox"/> Emergency Leave		[REDACTED]
		Time Out - [REDACTED]	Time In - [REDACTED]	

2. _____	<u>6/26/2018</u>	<input type="checkbox"/> New Judge Appointment	_____ - _____	_____
Comments:		<input type="checkbox"/> Late Arrival	_____ - _____	_____
		<input type="checkbox"/> Early Dismissal	_____ - _____	_____
		<input type="checkbox"/> Absent Judge		_____
		<input type="checkbox"/> Emergency Leave		_____
		Time Out - _____	Time In - _____	

01-01

Combined District/Precinct(s):

01-02

ELKRIDGE LANDING MIDDLE SCH

CAFETERIA



**HOWARD COUNTY GOVERNMENT  
CITIZEN INCIDENT REPORT**

**INSTRUCTIONS:** This report is to be completed for any accident or incident involving a citizen (non-employee) which Occurs on County property. The County employee who first becomes aware of the situation should complete and sign the form. Forward the form to the Bureau of Risk Management at once. Call if serious injury or property damage is involved. (FAX 410-313-6399) (PHONE 410-313--6390)

1. Citizen's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

2. Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM \_\_\_\_\_ PM

3. Location of Incident (building, room, etc.) Be Specific: \_\_\_\_\_

4. Fully describe how incident occurred: \_\_\_\_\_

5. Describe injury or property damage: \_\_\_\_\_

6. Were any witnesses present? \_\_\_\_\_ If so, provide names and contact info here

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

7. What action was taken as a result of incident? (First aid, police, ambulance/parents called etc.):

8. Does citizen wish to be contacted for follow up? \_\_\_\_\_

9. Additional Comments (use back if necessary): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Phone: \_\_\_\_\_ Dept. \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Supervisor \_\_\_\_\_



**Note of Appointment of Substitute Judge  
Howard County Board of Elections  
2018 Gubernatorial Primary Election**



**01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA**

Please complete and print ALL requested information in grey areas

Date: 6/26/2018

At \_\_\_\_\_ o'clock \_\_\_\_\_ was appointed  
(Full Name)

and sworn in as a substitute judge of Election at the polling place ELKRIDGE LANDING MIDDLE SCH

CAFETERIA District/Predinct 01-01 taking the place of the absent judge

\_\_\_\_\_ because \_\_\_\_\_  
(Full Name)

and said substitute began to serve \_\_\_\_\_ o'clock and ceased to serve at \_\_\_\_\_ o'clock.

\_\_\_\_\_  
Appointed Judge Signature

\_\_\_\_\_  
Dismissed Judge Signature

\_\_\_\_\_  
Chief Judge Signature

("Judge" means any person designated as a judge of election shall include check-in, greeter, voting unit, provisional and chief judges)

**APPOINTMENT JUDGE INFORMATION - THIS SECTION MUST BE COMPLETED**

Date of Birth: \_\_\_\_\_

Street of Address: \_\_\_\_\_

City: \_\_\_\_\_, MD Zipcode: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ (For payroll purposes only)

# HCBOE MEMORY STICKS/CF CARDS/PROVISIONAL TRANSPORTATION LOG

HCBOE INITIALS: \_\_\_\_\_ DIST/PREC: \_\_\_\_\_ LOCATION: \_\_\_\_\_ CHIEF INITIALS: \_\_\_\_\_

## SECTION A: POLLING PLACE – CHIEF JUDGES

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ : \_\_\_\_\_ TRANSPORTED TO BOE PROVISIONAL BAGS: \_\_\_\_\_

ALL MEMORY STICKS AND CF CARDS  
WERE PLACED IN CLEAR ZIPPER BAG  
AND SEALED WITH SEAL #: \_\_\_\_\_

MEMORY STICKS: \_\_\_\_\_  
CF CARDS: \_\_\_\_\_

**RECORD PROVISIONAL BAG SEAL NUMBER(S) BELOW:**

\_\_\_\_\_

\_\_\_\_\_  
Chief Judge Signature  
\_\_\_\_\_  
Printed Name of Chief Judge  
\_\_\_\_\_  
HCBOE Staff Signature



\_\_\_\_\_  
Chief Judge Signature  
\_\_\_\_\_  
Printed Name of Chief Judge  
\_\_\_\_\_  
Printed Name of HCBOE Staff

RECIEVED BY  
TRANSPORTING HCBOE STAFF

## SECTION B: HCBOE STAFF

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ : \_\_\_\_\_

**SEALED CLEAR ZIPPER BAG TO BE TRANSPORTED AND RECEIVED AT BOARD OF ELECTION:**

CLEAR ZIPPER BAG SEAL NUMBER: \_\_\_\_\_ NUMBER OF: \_\_\_\_\_  
MEMORY STICKS \_\_\_\_\_ CF CARDS \_\_\_\_\_ PROVISIONAL BAGS \_\_\_\_\_

**RECORD PROVISIONAL BAG SEAL NUMBER(S) BELOW:**

\_\_\_\_\_

**RELEASED BY TRANSPORTING  
HCBOE STAFF TO:**  
\_\_\_\_\_  
HCBOE STAFF Signature  
\_\_\_\_\_  
Printed Name of HCBOE STAFF

**THIS SECTION  
MUST BE  
COMPLETED BY  
HCBOE  
ROVER/STAFF AT  
TIME OF DELIVERY**

**RECEIVED BY HCBOE REP:**  
\_\_\_\_\_  
HCBOE Office Rep. Signature  
\_\_\_\_\_  
Printed Name of HCBOE Rep.

# HCBOE BALLOT TRANSFER BIN TRANSPORTATION LOG

HCBOE INITIALS: \_\_\_\_\_ DIST/PREC: \_\_\_\_\_ LOCATION: \_\_\_\_\_ CHIEF INITIALS: \_\_\_\_\_

## SECTION A: POLLING PLACE

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ : \_\_\_\_\_ TRANSPORTED TO HCBOE NO. OF BALLOT TRANSFER BINS: \_\_\_\_\_

### RECORD SEAL NO.'S FOR EACH BALLOT TRANSFER BIN:

BIN #1 FRONT SEAL #: _____	BIN #2 FRONT SEAL #: _____	BIN #3 FRONT SEAL #: _____
BIN #1 BACK SEAL #: _____	BIN #2 BACK SEAL #: _____	BIN #3 BACK SEAL #: _____

_____ Chief Judge Signature	SHADED BOXES MUST BE COMPLETED BY CHIEF JUDGES AND TRANSPORTING JUDGE	_____ Chief Judge Signature
_____ Printed Name of Chief Judge		_____ Printed Name of Chief Judge

### SEALED BALLOT TRANSFER BINS TRANSPORTED TO HCBOE BY:

_____ Transporting Judge Signature	_____ Printed Name of Transporting Judge
---------------------------------------	---

## SECTION B: HCBOE

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ : \_\_\_\_\_ RECEIVED BY HCBOE STAFF NO. OF BALLOT TRANSFER BINS: \_\_\_\_\_

### RECORD SEAL NO.'S FOR EACH BALLOT TRANSFER BIN RECEIVED:

BIN #1 FRONT SEAL #: _____	BIN #2 FRONT SEAL #: _____	BIN #3 FRONT SEAL #: _____
BIN #1 BACK SEAL #: _____	BIN #2 BACK SEAL #: _____	BIN #3 BACK SEAL #: _____

### RELEASED BY TRANSPORTING JUDGE:

### RECEIVED BY HCBOE STAFF:

_____ Transporting Judge Signature	SECTION B MUST BE COMPLETED BY HCBOE STAFF AND SIGNED BY RELEASING TRANSPORTING JUDGE	_____ HCBOE Staff Signature
_____ Print Name of Transporting Judge		_____ Printed Name of HCBOE Staff

WHITE COPY-HCBOE    YELLOW COPY-HCBOE    PINK COPY-TRANSPORTING JUDGE    GOLD COPY- PRECINCT CHIEF JUDGE

# Voter Turnout Record - Chief Judges' Report

## 2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

**INSTRUCTIONS:**

1. RECORD the total number of voter authority cards, scanning unit(s) public count totals and pollbook totals at the incremented times. These totals should balance. If totals do not balance try to determine reason for discrepancy.
2. Obtain pollbook counts by printing Voter Counts report from any pollbook.
3. MAKE A NOTATION in Chief Judges' Election Day Log as to your findings; i.e. balancing, discrepancies and reasons.
4. CALL the Election Office with pollbook counts at 11:00 AM and 4:00 PM.
5. Keep this report in Chief Judges' Binder - this report should be the same as one posted for public viewing.
6. DO NOT include provisional totals from pollbooks when making your recordings.
7. COMPLETE ALL GREY AREAS.

Scanning Unit #'s	SCANNING UNIT(S) AND VAC COUNTS					
	TIME		TIME		TIME	
	11:00 AM		4:00 PM		POLL CLOSING	
	Scanning Unit Public Count	VAC Count	Scanning Unit Public Count	VAC Count	Scanning Unit Public Count	VAC Count
<b>1</b>						
<b>TOTALS</b>						

Check-In Tables	ELECTRONIC POLLBOOK COUNTS		
	TIME	TIME	TIME
	11:00 AM	4:00 PM	POLL CLOSING
<b>TOTALS</b>			

\*DO NOT include provisional counts in your pollbook recordings

POLL CLOSING			
PRECINCT FINAL TOTALS	SCANNING UNIT(S) COUNT	VAC COUNT	POLLBOOK COUNT

**Voter Turnout Record - Public Posting**  
**2018 Gubernatorial Primary Election**

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

**INSTRUCTIONS:**

1. RECORD the total number of voter authority cards, scanning unit(s) public count totals and pollbook totals at the incremented times. These totals should balance. If totals do not balance try to determine reason for discrepancy.
2. Obtain pollbook counts by printing Voter Counts report from any pollbook. Print two copies of Voter Counts report at each of the below incremented times. One is posted with this report and one attached to Chief Judge's copy in blue binder.
3. MAKE A NOTATION in Chief Judges' Election Day Log as to your findings; i.e. balancing, discrepancies and reasons.
4. CALL the Election Office with pollbook counts at 11:00 AM and 4:00 PM.
5. Post this report for public viewing.
6. DO NOT include provisional totals from pollbooks when making your recordings.
7. COMPLETE ALL GREY AREAS.

Scanning Unit #'s	SCANNING UNIT(S) AND VAC COUNTS					
	TIME		TIME		TIME	
	11:00 AM		4:00 PM		POLL CLOSING	
	Scanning Unit Public Count	VAC Count	Scanning Unit Public Count	VAC Count	Scanning Unit Public Count	VAC Count
<b>1</b>						
<b>TOTALS</b>						

Check-In Tables	ELECTRONIC POLLBOOK COUNTS		
	TIME	TIME	TIME
	11:00 AM	4:00 PM	POLL CLOSING
<b>TOTALS</b>			

\*DO NOT include provisional counts in your pollbook recordings

POLL CLOSING			
PRECINCT	SCANNING UNIT(S) COUNT	VAC COUNT	POLLBOOK COUNT
<b>FINAL TOTALS</b>			

