

# JEFFERSON COUNTY



## ELECTION MANUAL

V2023-2024

## JEFFERSON COUNTY COMMISSION

Probate Court, Elections  
716 Richard Arrington, Jr., Blvd. N.  
Room 140  
Birmingham, Alabama 35203  
Phone: (205) 325-5203  
[www.jeffcoelectionsal.com](http://www.jeffcoelectionsal.com)  
[www.jeffcoprobatecourt.com](http://www.jeffcoprobatecourt.com)

General Services Operation Center, Elections  
520 Medco Road  
Tarrant, Alabama 35217  
Phone: (205) 849-2391  
Fax: (205) 849-2393

## TABLE OF CONTENTS

|                                                                                         |           |
|-----------------------------------------------------------------------------------------|-----------|
| <b>A LETTER FROM THE CHIEF ELECTIONS OFFICIAL .....</b>                                 | <b>4</b>  |
| <b>JEFFERSON COUNTY MANAGER, COMMISSIONERS, &amp; ELECTION COMMISSION MEMBERS .....</b> | <b>5</b>  |
| <b>HELPING AMERICA VOTE ACT – HAVA.....</b>                                             | <b>6</b>  |
| <b>ELECTION OFFICIALS AND DUTIES .....</b>                                              | <b>7</b>  |
| CHIEF INSPECTORS/PRECINCT RETURNING OFFICER.....                                        | 7         |
| ASSISTANT CHIEF INSPECTORS.....                                                         | 7         |
| VOTER CHECK-IN CLERKS .....                                                             | 7         |
| BALLOT DISTRIBUTION CLERKS .....                                                        | 8         |
| BALLOT COUNTER CLERKS.....                                                              | 8         |
| PROVISIONAL BALLOT OFFICER.....                                                         | 8         |
| PRECINCT CLOSING CLERKS.....                                                            | 8         |
| <b>EXPECTATIONS OF ELECTION OFFICIALS.....</b>                                          | <b>9</b>  |
| <b>REQUIREMENTS &amp; COMPENSATION OF ELECTION OFFICIALS .....</b>                      | <b>10</b> |
| REQUIREMENTS OF ELECTION OFFICIALS .....                                                | 10        |
| COMPENSATION OF ELECTION OFFICIALS .....                                                | 10        |
| <b>ELECTION DAY OVERVIEW .....</b>                                                      | <b>11</b> |
| 2024 ELECTION INFORMATION AND DATES .....                                               | 11        |
| ELECTION DAY VALID PHOTO IDENTIFICATION.....                                            | 12        |
| TIME ALLOWED TO VOTE .....                                                              | 13        |
| ELECTIONEERING, LOITERING, & DISTURBANCES.....                                          | 14        |
| POLL WATCHERS .....                                                                     | 15        |
| POLL WATCHER GUIDELINES.....                                                            | 16        |
| PHOTOS IN THE POLLING PLACE .....                                                       | 17        |
| CROSS-OVER VOTING.....                                                                  | 18        |
| SPLIT-TICKET VOTING.....                                                                | 19        |
| WRITE-IN VOTING .....                                                                   | 20        |
| SPOILED BALLOTS.....                                                                    | 20        |
| VOTING ASSISTANCE .....                                                                 | 21        |
| INACTIVE VOTER AND UPDATING .....                                                       | 22        |
| VOTING PROCEDURES.....                                                                  | 23        |
| VOTING INSTRUCTIONS .....                                                               | 24        |
| <b>ELECTION DAY DUTIES.....</b>                                                         | <b>25</b> |
| BEFORE THE POLLS OPEN.....                                                              | 25        |
| ELECTION MORNING DUTIES .....                                                           | 25        |
| ELECTION NIGHT CLOSING .....                                                            | 26        |
| <b>BALLOT ACCOUNTING CERTIFICATE .....</b>                                              | <b>28</b> |
| <b>PROVISIONAL BALLOT OVERVIEW .....</b>                                                | <b>31</b> |

|                                                                              |           |
|------------------------------------------------------------------------------|-----------|
| <b>DS200 PRECINCT COUNTER BALLOT BOX OVERVIEW .....</b>                      | <b>35</b> |
| SETTING UP THE DS200 BALLOT COUNTER.....                                     | 36        |
| CLOSING THE DS200 BALLOT COUNTER .....                                       | 39        |
| <b>EXPRESS VOTE: UNIVERSAL VOTING SYSTEM - OVERVIEW .....</b>                | <b>42</b> |
| EXPRESS VOTE: OPENING PROCEDURES .....                                       | 45        |
| EXPRESS VOTE: CLOSING PROCEDURES .....                                       | 48        |
| <b>PRIMARY AND PRIMARY RUNOFF ELECTION ENVELOPES .....</b>                   | <b>49</b> |
| <b>GENERAL ELECTION ENVELOPES .....</b>                                      | <b>52</b> |
| <b>PRIMARY AND PRIMARY RUNOFF ELECTION ENVELOPES WITHOUT POLL PADS .....</b> | <b>55</b> |
| <b>GENERAL ELECTION ENVELOPES WITHOUT POLL PADS.....</b>                     | <b>57</b> |
| <b>PRECINCT TROUBLESHOOTING .....</b>                                        | <b>59</b> |
| <b>PRECINCT TROUBLESHOOTING- CONT'D .....</b>                                | <b>60</b> |
| <b>PRECINCT TROUBLESHOOTING- CONT'D .....</b>                                | <b>61</b> |
| <b>NOTES AND OBSERVATIONS.....</b>                                           | <b>62</b> |
| <b>DEPARTMENTAL ELECTIONS CONTACTS &amp; NUMBERS.....</b>                    | <b>63</b> |
| <b>ELECTION DAY SUPPORT DIRECTORY .....</b>                                  | <b>64</b> |

## **A LETTER FROM THE CHIEF ELECTIONS OFFICIAL**

Dear Election Official:

Thank you so very much for your service.

This manual serves as your poll operations guide on Election Day. In addition to providing an overview of Jefferson County's state-of-the-art voting equipment and poll pads, most of the questions that occur on Election Day regarding precinct procedures can be answered by this manual. I encourage you to study it prior to the election and use this manual on the day of election as a source of reference.

This manual attempts to cover most situations that could occur; however, it is impossible to cover every possible situation in this manual. Therefore, Jefferson County provides numerous training opportunities before elections and provides support on Election Day. We ask that you please attend the training sessions, watch the training videos that are provided at [jeffcoprobatecourt.com](http://jeffcoprobatecourt.com) under the Elections tab, and, during Election Day, call with any questions you may have. A listing of telephone numbers is listed in the back of this manual.

Our poll officials have many duties and responsibilities and are the heart of our elections process in Jefferson County. Many of you have worked as poll workers for decades and have seen how the responsibilities of our poll officials have increased and evolved over the years. Some of these duties were the result of changes in federal election legislation, and some of the additional responsibilities were implemented to improve elections in Jefferson County.

Ensuring a safe, fair, and accurate election encompasses not only the tabulation equipment itself but also the people within the system. Thank you for your diligent work before, during, and after each election to make certain that our elections are safe, fair, and accurate. Our success relies on you. This process could not occur without your hard work to protect and promote the public's trust and confidence in our election system.

Thank you,

Judge James P. Naftel  
Jefferson County Probate Judge  
Chief Election Official

**JEFFERSON COUNTY MANAGER, COMMISSIONERS, & ELECTION  
COMMISSION MEMBERS**

**JEFFERSON COUNTY MANAGER**

|                    |
|--------------------|
| <b>Cal Markert</b> |
|--------------------|

**JEFFERSON COUNTY COMMISSIONERS**

|                                                  |                        |
|--------------------------------------------------|------------------------|
| <b>District 3 – Commission President</b>         | <b>Jimmie Stephens</b> |
| <b>District 1 – Commission President Pro Tem</b> | <b>Lashunda Scales</b> |
| <b>District 2 – Commissioner</b>                 | <b>Sheila Tyson</b>    |
| <b>District 4 – Commissioner</b>                 | <b>Joe Knight</b>      |
| <b>District 5 – Commissioner</b>                 | <b>Mike Bolin</b>      |

**JEFFERSON COUNTY ELECTION COMMISSION\***

|                                              |                                  |
|----------------------------------------------|----------------------------------|
| <b>Probate Judge-Chief Election Official</b> | <b>James P. Naftel, II</b>       |
| <b>Sheriff</b>                               | <b>Mark Pettway</b>              |
| <b>Circuit Clerk/AEM</b>                     | <b>Jacqueline Anderson-Smith</b> |

**\*The “Jefferson County Election Commission” is the shorthand designation for the Appointing Board and Canvassing Board, two elections-related Boards created under Title 17 of the Alabama Code. Each is comprised of the Probate Judge, Sheriff, and Circuit Clerk. While the duties of the Appointing Board and Canvassing Board are limited by statute, the Jefferson County Election Commission comprises the same three members and has the goal of promoting consensus, transparency, and open dialogue in the conduct of elections in Jefferson County.**

## **HELPING AMERICA VOTE ACT – HAVA**

### **HISTORICAL BACKGROUND**

In the 2000 United States Presidential Election, almost two million ballots were disqualified based on the possible technicalities of multiple registered votes or none when run through certain types of vote-counting machines. The reaction surrounding this controversy gave birth to the Helping America Vote Act also known as HAVA. HAVA was established and signed into United States federal law as of October 29, 2002, by President Bush.

### **GOALS OF THE HELPING AMERICA VOTE ACT - HAVA**

- To establish a program to provide funds to states to replace punch card and lever-based voting systems.
- To establish the Election Assistance Commission (EAC) to assist in the administration of federal elections.
- To aid with the administration of certain federal election laws and programs.
- To establish minimum election administration standards for states and units of local administration of federal elections, and for other purposes.

### **MANDATES OF THE HELPING AMERICA VOTE ACT - HAVA**

The Help America Vote Act (HAVA) mandates that all individuals who come into a polling facility on election day must be allowed to vote.

**If the voter is not in the poll pad and you cannot identify which precinct the voter is registered, please contact the Board of Registrars for voter eligibility and voting location.**

**Provisional Ballots are also available to voters with eligibility and location issues.**

**Bottom Line: DO NOT DENY ANY VOTER THE RIGHT TO VOTE!**

## **ELECTION OFFICIALS AND DUTIES**

Election Officials (poll workers) are the face of Jefferson County's Elections Division on election day. While serving as Jefferson County's representatives at the polls, poll workers see and associate with voters during each election. As Jefferson County's front line election representatives, Jefferson County expects nothing but the utmost professionalism to be presented to each voter.

### **CHIEF INSPECTORS/PRECINCT RETURNING OFFICER**

The Chief Inspector shall oversee the voting place and shall serve as returning officer for the voting place in accordance with § 17-8-1, Code of Alabama, 1975.

### **ASSISTANT CHIEF INSPECTORS**

The Assistant Chief Inspector shall be second in charge and assist the Chief Inspector, who oversees the precinct. The Assistant Chief Inspector shall oversee the Voter Check-in Clerks and ensure the Ballot Distribution Clerks are providing the proper ballot style to each voter. If the voter's name does not appear as either **ACTIVE** or **INACTIVE** on the electronic poll pad, gather the voter's name and social security number then proceed to call the Board of Registrars at 205-325-5550 to verify the voter's status.

### **VOTER CHECK-IN CLERKS**

The Voter Check-In Clerk shall check the valid photo ID provided by each voter and locate the voter's information on the electronic poll pad by either scanning an eligible ID or performing a manual search. After locating the voter's information, the Voter Check-In Clerk shall instruct each voter to verify his/her information on the electronic poll pad, then sign if the information is correct. **(NOTE: In a Primary Election, the Voter Check-in Clerk(s) will instruct the voter to choose a party prior to signing the electronic poll pad.)** The Voter Check-In Clerk will then initial on the Poll Worker Verification Screen and provide the voter with the printed ballot receipt and direct him/her to the Ballot Distribution Clerk.

## **BALLOT DISTRIBUTION CLERKS**

The Ballot Distribution Clerk shall retrieve the ballot receipt from the voter, match the ballot receipt number to the ballot with the exact style and number specified on the bottom of the receipt and place it in Envelope BR-1, then give the voter following items:

- Ballot (must match ballot receipt)
- Secrecy Folder
- Marking Device

The Ballot Distribution Clerk shall instruct voters to use only the marking device provided, where to go to mark the ballot, and where the ballot counter is located for the voters to deposit the ballot after marking it.

## **BALLOT COUNTER CLERKS**

The Ballot Counter Clerk shall give voters any needed assistance to deposit the marked ballot in the ballot counter. The Ballot Counter Clerk will ask voters for their marking device and secrecy folder. The Ballot Counter Clerk shall alert the voter if the ballot counter rejects the ballot.

## **PROVISIONAL BALLOT OFFICER**

The Provisional Ballot Officer (PBO), who may also hold other duties in the polling place, shall direct an individual to cast a provisional ballot when he/she determines that it is necessary. The PBO will follow the proper steps to assist the voter in casting a provisional ballot and direct the voter to place the ballot in the orange Provisional Ballot Bag. The PBO and the Precinct Closing Clerk will make certain the Provisional Ballot Bag is returned on election night by the Chief Inspector (Precinct Returning Officer).

## **PRECINCT CLOSING CLERKS**

After the precinct closes at 7:00 P.M., the Precinct Closing Clerks (under the supervision of the Chief Inspector) are responsible for the removal of all voted ballots from the voting machines, placing the voted ballots in the black Voted Ballot Bag, and for following all procedures in packaging the election materials in the proper envelopes so they can be transported by the Precinct Returning Officer to Jefferson County Sheriffs on election night.

## **EXPECTATIONS OF ELECTION OFFICIALS**

The primary objective of all election officials is to assist every registered voter with the casting of the correct ballot, that each registered voter always encounters a non-partisan environment, and ensure each ballot is safely secure until returned to the Sheriff's department at the end of election night.

### **ELECTION DAY EXPECTATIONS OF CONDUCT**

- All Election Officials are to work as a team and assist one another.
- **Be Non-Partisan! Political, candidate, and/or controversial communication is not permitted by poll workers, amongst poll workers, and not with voters.**
- Do not make assumptions or create answers. Redirect to Chief Inspector for clarification.
- Be attentive while providing exceptional customer service.
- Always maintaining a clean and well-organized area.
- Do not have food present at workstations.
- Remaining unbiased despite any differences voters or fellow workers may share.
- Providing a positive atmosphere for voters.
- Business casual attire (no pajamas, house shoes, hair bonnets, campaign attire, etc.)
- Use discretion when using your phones. Phones must be on silent or vibrate.
- Beverages should not be on tables and should always have a top covering.
- Chief Inspector will designate breaks and should be honored by poll worker.
- Always respect the facilities and their rules. You are a guest.
- **Do not argue – amongst each other, with poll watchers, and not with voters.**
- Follow simple instructions that are provided by the Chief Inspector.
- Do not deny anyone the right to vote.
- Prepare, open, and close the polling place location.
- Distribute correct ballots to voters.
- Assist voters in every aspect of the voting process.

**FAILURE TO COMPLY WITH THE ELECTION DAY EXPECTATIONS OF CONDUCT WILL RESULT IN YOUR IMMEDIATE REMOVAL FROM THE POLLING PRECINCT, PERMANENT LOSS OF POLL WORKER STATUS WITH JEFFERSON COUNTY, AND THE FORFEITING OF COMPENSATION FOR SERVICES RENDERED ON ELECTION DAY.**

## **REQUIREMENTS & COMPENSATION OF ELECTION OFFICIALS**

### **REQUIREMENTS OF ELECTION OFFICIALS**

- Must be 18 years of age.
- Must be a registered voter in the State of Alabama.
- Must reside in Jefferson County.
- Must attend mandatory poll worker trainings. No Exceptions!
- Cannot be a member of candidate's family.
- Your name cannot be on the ballot.
- Cannot be convicted of a felony.
- Must be able to work Election Day from 6:00 a.m. until closing.

### **COMPENSATION OF ELECTION OFFICIALS**

- Chief Inspectors - \$200.00
- Assistant Chief Inspectors - \$150.00
- Clerks - \$150.00
- ½ day Clerks - \$75.00

In accordance with § 17-8-12, Code of Alabama, 1975, poll workers are paid for school attendance, training, and election day services. All poll worker compensation is combined in one lump sum resulting in the amounts listed above under compensation of election officials. Payment to poll workers will be mailed to the addresses submitted to the election's office no more than two (2) weeks after each election. Please ensure that you sign the payroll voucher at the end of the day to avoid a delay in the processing of payments. Lack of submission of your social security number, signature on the payroll voucher, and the correct address will delay payments. Poll workers must attend in-person training. Anyone who participates in training but does not work on Election Day, will not be compensated for training.

Applications to become a poll worker for Jefferson County can be found on our website at [www.jeffcoprobatecourt.com/elections/pollworkers/](http://www.jeffcoprobatecourt.com/elections/pollworkers/). For any other questions in references to compensation and requirements of poll workers, please contact the Jefferson County's Elections Coordinator at 205-254-7387.

## **ELECTION DAY OVERVIEW**

### **2024 ELECTION INFORMATION AND DATES**

#### **PRIMARY ELECTION**

|                                                                    |                      |
|--------------------------------------------------------------------|----------------------|
| <b>Primary Election Date</b>                                       | <b>March 5, 2024</b> |
| Absentee Begins                                                    | January 10, 2024     |
| Absentee Ends – Application by mail to AEM                         | February 27, 2024    |
| Absentee Ends – Application by hand to AEM                         | February 29, 2024    |
| Absentee Ends – Ballot by hand to AEM by 5:00 pm                   | March 4, 2024        |
| Absentee Ends – Ballot by mail to AEM by noon                      | March 5, 2024        |
| Absentee UOCAVA – Ballot Receipt until noon                        | March 12, 2024       |
| Last Day to Register to Vote for Primary Election (Electronically) | February 19, 2024    |

#### **PRIMARY RUN-OFF ELECTION**

|                                                                   |                       |
|-------------------------------------------------------------------|-----------------------|
| <b>Primary Run-Off Date</b>                                       | <b>April 16, 2024</b> |
| Absentee Begins                                                   | February 21, 2024     |
| Absentee Ends – Application by mail to AEM                        | April 9, 2024         |
| Absentee Ends – Application by hand to AEM                        | April 11, 2024        |
| Absentee Ends – Ballot by hand to AEM by 5:00 pm                  | April 15, 2024        |
| Absentee Ends – Ballot by mail to AEM by noon                     | April 16, 2024        |
| Absentee UOCAVA – Ballot Receipt until noon                       | April 23, 2024        |
| Last Day to Register to Vote for Runoff Election (Electronically) | April 1, 2024         |

#### **GENERAL ELECTION**

|                                                                    |                         |
|--------------------------------------------------------------------|-------------------------|
| <b>General Election</b>                                            | <b>November 5, 2024</b> |
| Absentee Begins                                                    | September 11, 2024      |
| Absentee Ends – Application by mail to AEM                         | October 29, 2024        |
| Absentee Ends – Application by hand to AEM                         | October 31, 2024        |
| Absentee Ends – Ballot by hand to AEM by 5:00 pm                   | November 4, 2024        |
| Absentee Ends – Ballot by mail to AEM by noon                      | November 5, 2024        |
| Absentee UOCAVA – Ballot Receipt until noon                        | November 12, 2024       |
| Last Day to Register to Vote for General Election (Electronically) | October 21, 2024        |

## **ELECTION DAY VALID PHOTO IDENTIFICATION**

### **ALABAMA VOTER ACCEPTED FORMS OF PHOTO ID**

- Valid Alabama Driver License
- Valid Alabama Non-Driver License
- Valid Alabama Photo Voter ID Card
- Valid State issued ID (Alabama or any other state)
- Valid Federal issued ID
- Valid US Passport
- Valid Military ID
- Valid Tribal ID
- Valid Government Employee ID
- Valid Student ID

### **Provisions for voters who do not have proper form of photo ID at polls:**

- If two (2) election officials positively identify a voter as a voter on the poll list who is eligible to vote and sign the Election Officials' Affidavit for Identifying Qualified Elector, the voter can cast a regular ballot (§ 17-9-30(e)).
- If a voter cannot be positively identified by two (2) election officials, the voter can cast a provisional ballot. The voter should be directed to the precinct's provisional ballot officer for ballot processing. For the provisional ballot to be counted, the voter is required to present a proper form of photo identification to the Board of Registrars no later than 5:00 p.m. on Friday following election day (§ 17-10-1(c)) and § 17-10-2(a)(3)).

The Code of Alabama § 17-9-30, requires each voter to present an acceptable form of photo identification. A list of acceptable forms of photo identifications are also included in your precinct supplies. If a voter does not have one of these forms of photo identification with them, they may still voter if two election officials can identify the voter. The two election officials that are identifying the voter shall complete the Elections Officials' Affidavit for Identifying Qualified Elector (Form PVI-03) and place it in the Record of Elections Box. If two poll workers are not able to identify the voter, the voter must vote a provisional ballot. The individual is required to comply with the voter identification provisions of § 17-10-1 of the Code of Alabama.

**\*For questions about photo ID validity, contact the Board of Registrars' Office.**

## **TIME ALLOWED TO VOTE**

Poll workers should make every effort to give each voter adequate time to vote. **Only** if others are waiting in line to vote may poll workers use the following procedures to prevent long delays:

### **TIME LIMITATIONS**

- Any voter remaining in a voting station for four (4) minutes or longer may be asked by an election official if he or she requires assistance (§ 17-9-13(b)).
- Remind the voter that he or she has the right to have the assistance of anyone who is in the polling place, including another voter or poll worker (§ 17-9-13(b)). **EXCEPTION:** the voter's employer, an agent of the employer, or an officer or agent of the voter's union may not assist the voter (§ 17-9-13(b)).

### **IF THE VOTER DOES NOT DESIRE ASSISTANCE**

- The voter shall be permitted to remain in the voting station for no less than one (1) additional minute (§ 17-9-13(b)).
- At the end of this additional minute, and if there exists a line of individuals waiting to vote, the voter may be informed that time is up and be asked to leave. If there is no line, the voter shall have as much time as necessary to finish voting (§ 17-9-13(b)).

### **IF THE VOTER REQUESTS ASSISTANCE**

- The voter may have the assistance of any person of his or her choosing currently in the voting place, (except for the voter's employer, an agent of the employer, or an officer or agent of the voter's union) and may have no less than an additional five (5) minutes to vote (§ 17-9-13(b)). The voter must specifically request assistance by naming the person from whom assistance is sought (§ 17-9-13(a)).
- At the end of this additional five (5) minutes, and if a line of individuals is waiting to vote, the voter may be informed that time is up and be asked to leave the voting station. If there is no line, the voter shall have as much time as necessary to finish voting (§ 17-9-13(b)).
- Before an assigned voter exits the voting place, the voters' poll list must be revised to reflect that assistance was received (§ 17-9-13(b)). The voter must sign in the appropriate column of the voter's list, and the person aiding must sign in the adjacent column on the same line as the assisted voter's name (§ 17-9-13(a)).

## **ELECTIONEERING, LOITERING, & DISTURBANCES**

### **ELECTIONEERING**

- Election officials must run the polling place in a strictly impartial manner. Election officials must not attempt to influence voters (§17-17-4, 17-17-55).
- Election officials may not disclose how any electors voted (§17-17-18,17-17-55).
- Sample Ballots – voters may carry prepared sample ballots into the polling place for use in the voting booth or voting area. This is not electioneering if the voter does not attempt to influence other voters within the polling place.

### **LOITERING**

- Loitering is not allowed around the polling place for purposes of discouraging qualified electors from entering the polling place or from voting (§ 17-17-17).
- A person is not allowed to stand in line after they vote (§ 17-17-17).
- A person is not permitted within 30 feet of the door of the polling place if they are not a voter admitted to vote, a person assisting the voter, the Probate Judge, the Sheriff or the Deputy Sheriff, the polling officer, or a poll watcher (§ 17-9-50)

### **DISTURBANCES**

- Intoxicated or disorderly conduct is not permitted in the polling place (§17-17-12).

**In case of Electioneering, Loitering, Or Disturbances, ask the person to stop or leave the polling place. If the person refuses to leave, call the Sheriff to have a Deputy dispatched immediately (§17-9-1, 17-17-1).**

**To Dispatch a Deputy Sheriff Immediately, Please Call 205-327-7326**

## **POLL WATCHERS**

State law permits residents of Alabama to serve as poll watchers and requires they be nominated by a party with a candidate on the ballot.

### **PRIMARY & RUNOFF ELECTIONS**

- There may be one watcher in the voting place for each qualified candidate in that election (§ 17-13-11).
- A watcher must have a written appointment letter or document signed by a candidate (§ 17-13-11).

### **GENERAL ELECTIONS**

- There may be one watcher in the voting place for each party or organization that has nominated candidates (§ 17-8-7(a)).
- A watcher must be appointed by the chairman of the party's county executive committee or other organization that has nominated candidates (§ 17-8-7(a)).

### **ELECTIONS WITHOUT CANDIDATES**

- Each political party may appoint a watcher in the voting place (§ 17-8-7(a)).
- Only the chairman of the party's executive committee may appoint a poll watcher (§ 17-8-7(a)).

### **OATH OF OFFICE**

Each poll watcher shall be sworn to faithfully observe the rule of law prescribed for the conduct of elections (§ 17-8-7(c)).

### **PRIVILEGES**

Poll watchers have the right to observe and monitor all conduct and records of the election throughout election day (§ 17-8-7(b) (1-6)).

### **LIMITATIONS**

Poll watchers may not disturb voters, attempt to influence voters, campaign, or display, or wear any campaign material or buttons while inside the polling place (§ 17-8-7(d)).

### **PENALTIES**

Any official who refuses to allow any poll watcher to exercise his/her rights as a watcher shall be guilty, upon conviction, of a Class C misdemeanor (§ 17-17-22).

## **POLL WATCHER GUIDELINES**

| <b>POLL WATCHER DO'S</b>                         | <b>POLL WATCHER DON'TS</b>                         |
|--------------------------------------------------|----------------------------------------------------|
| Observe the conduct of the election              | May not interfere or hinder election process       |
| May leave precinct & return during election      | May not re-enter after closing of polls            |
| Monitor preliminaries of opening of precinct     | May not copy records                               |
| May ask questions for clarification              | May not unseal documents for inspection            |
| Remain at the polling precinct throughout        | May not debate nor argue election issues           |
| Viewing of all oaths administered and signed     | May not attempt to influence voters                |
| Viewing of records of assisted voters            | May not campaign                                   |
| Viewing of provisional voting process            | May not display or wear campaign materials         |
| Observe voter check-in process                   | Does not have an assigned area to observe election |
| Monitor ballot counter on machine                | May not question/interview voters within precinct  |
| Observe election process from any area of        | May not take pictures during election              |
| Must comply with state statutes of poll watchers | May not use phone inside prec. during election     |

### **ALABAMA CODE §17-8-7 POLL WATCHERS**

- (a) Except in the case of municipal elections, each political party or organization having candidates nominated, by a writing submitted to the inspector by the chair of the county executive committee or nominees for office or beat committeeman, may appoint a watcher for each voting place. In the event of an election in which there are no candidates, each political party, through a writing submitted to the inspector by the chair of the county executive committee, may appoint a watcher for each voting place.
- (b) Watchers shall have the right to:
- (1) Observe the conduct of the election.
  - (2) Monitor the preliminaries of opening the polls
  - (3) Remain at the polling place throughout the election until the results of the election have been posted and the voting machines sealed, as provided by law.
  - (4) Observe the ballots as they are counted.
  - (5) Observe absentee ballots and affidavits when they are called during the count.
  - (6) See all oaths administered and signed, the record of assisted voters, the list of qualified voters, the poll lists, and all records made in connection with election.
- (c) Each watcher shall be sworn to faithfully observe the rule of law prescribed for the conduct of elections. Watchers may be present to be sworn in with the precinct election officials, or as time allows, but so as not to interfere with the election. Each watcher shall be a resident and qualified elector of the State of Alabama. Election officials, including returning officers, may not serve as poll watchers.
- (d) A watcher may not disturb voters, attempt to influence voters, campaign, or display, or wear any campaign material or buttons while inside any polling place.

## **PHOTOS IN THE POLLING PLACE**

Mobile phones and cameras are permitted in polling places; however, they are permitted only under the following listed below:

### **PHOTOGRAPHY IN THE POLLING PLACE**

- Use of mobile phones or cameras should not disturb any other voters or disrupt the polling place in any way.
- Voters are not allowed to take general photographs, such as photos of the room where the voting takes place, as it may intimidate other voters.
- The right to vote a secret ballot is essential. Photographing or otherwise revealing the contents of another voter's ballot is not permissible and is a Class A Misdemeanor.
- A voter may take a photograph of his or her **OWN** ballot without violating any existing law.

### **ALABAMA CODE §17-9-50.1 PHOTOGRAPHING OR REVEALING CONTENTS OF ANOTHER VOTER'S BALLOT**

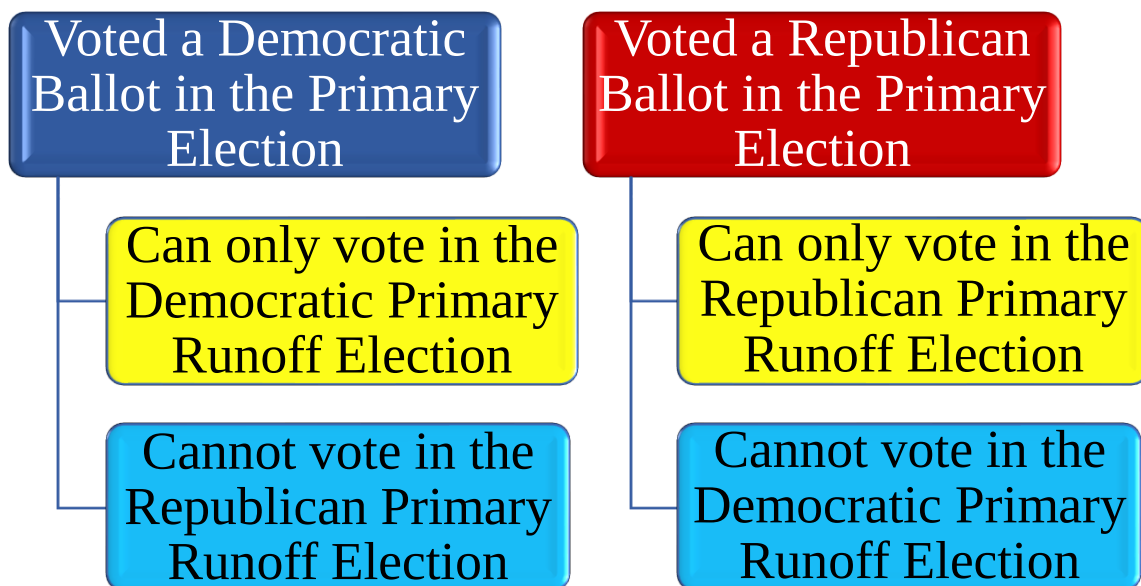
- (a) At any polling place in any state, county, or municipal election, an individual may not do either of the following:
- (1) Take a photograph of a ballot, other than the individual's own ballot.
  - (2) Reveal another voter's ballot in a manner that would disclose its contents to anyone other than an individual lawfully assisting the voter.
- (b) An individual who violates subsection (a), upon conviction, shall be guilty of a Class A misdemeanor.
- (c) This section does not prohibit a voter from making available a photograph of the voter's own ballot by posting the photograph on the Internet or in some other electronic medium, and any re-transmittal of the photograph does not constitute a violation of this section.

**\*Video recordings are also not permitted inside polling places under any circumstances, for questions about video recordings during an election, please contact the Secretary of State at 334-242-7210.**

## **CROSS-OVER VOTING**

Cross-Over Voting only applies in Primary and Primary Runoff Elections.

- On primary election day, a voter participates in the primary election of one political party. That voter may only participate in the primary runoff election of that same party (§ 17-13-7.1).
- If the voter did not participate in the primary election or voted an issues-only ballot, he or she may choose to vote in either political party runoff election.
- During primary elections, voters must notate in the appropriate place on the poll book the party primary in which the voter participates.
- During primary runoff elections, poll workers must verify the party indicated on the poll list and may only allow the voter to participate in the party primary runoff indicated.
- If the voter disputes the political party indicated on the poll list when they appear on the date of the primary runoff election, please direct the voter to the provisional ballot officer.



## **SPLIT-TICKET VOTING**

A voter may participate in only one political party's primary (§ 17-13-7(a)); therefore, split-ticket voting is prohibited during the primary and primary runoff phase of the election cycle.

### **SPLIT-TICKET VOTING IN A PRIMARY OR PRIMARY RUNOFF ELECTION**

- In a primary or primary runoff election, a voter must tell the polling official in which party election he or she wishes to participate (§ 17-13-7(b)). The voter will then receive a ballot containing only the names of that political party's candidates (§17-13-8).
- In a primary or primary runoff election, a voter may not select among one political party's candidates for one office and then vote for another political party's candidates seeking a different office.

#### **EXAMPLE:**

**A voter may not vote for one political party's candidates for president and then, in the same primary election, vote for another political party's candidates in a congressional, state, or county race.**

### **SPLIT-TICKET VOTING IN A GENERAL ELECTION**

In a general election, voters may select candidates from different political parties (§17-6-38). This is split-ticket voting. A voter may vote for only candidate for each office.

**Did not vote in a  
Primary Election**

**Can vote in either a  
Republican or Democratic  
Primary Runoff Election**

## **WRITE-IN VOTING**

**Write-in voting applies only in a non-municipal General Election.**

Because primary and primary runoff elections are political party functions, a voter may choose only among those names the political parties place on their ballots. Therefore, the voter may not write in a vote in a primary or primary runoff election.

A voter may cast a write-in vote in a non-municipal general election (§17-6-28).

To cast a valid write-in vote, the voter must do the following:

- Write the name on the ballot (§17-6-28).
- Register the vote by placing a mark on the ballot in the space designated for that office (§17-6-28).

## **SPOILED BALLOTS**

- If a voter accidentally or mistakenly spoils the ballot and he or she cannot conveniently or safely vote using the ballot, the voter may return the ballot to the chief inspector, and the voter will be given another ballot (§17-9-14(a)).
- Spoiled ballots shall be placed in the envelope provided for spoiled ballots (§17-6-28).

**Once a ballot has been declared spoiled and returned to the chief inspector, the chief inspector will tear the left corner of the spoiled ballot and place it in the spoiled ballot envelope. Once the spoiled ballot has been properly handled, the chief inspector can then give the voter another ballot.**

## **VOTING ASSISTANCE**

Voters have the right to assistance. The voter does not need to state a reason for requesting assistance (§17-9-13(a)).

- **RIGHT** – any voter who requests voting assistance may receive help from any person the voter chooses except the voter’s employer, an agent of the employer, or an officer or agent of the voter’s union.
- **PROCEDURE** – to obtain assistance, the voter can request assistance from any person the voter chooses except the voter’s employer, an agent of the employer, or an officer or agent of the voter’s union, once the voter has completed the check-in process and selected the assistance required box, the person assisting will then sign in the ASSISTANCE REQUIRED section of the electronic poll pad as directed by the Voter Check-in Clerk (§17-9-13(a)).
- **DISABLED VOTERS and SENIOR CITIZENS** – the voting process must be accessible to persons with disabilities (§17-2-4(c)) and senior citizens. Polling officials shall make available voting aids, and poll workers shall extend courtesy and consideration to persons with disabilities and senior citizens and offer assistance when requested.

**\*Effective September 1, 2015, Act of Alabama 2015-288, permits an election official (poll worker) to allow a voter who is physically disabled or over the age of 70 to move to the front of the line at a polling place upon request of the voter.**

## **INACTIVE VOTER AND UPDATING**

A voter may be placed on the Inactive Voter List if the Board of Registrars is unable to confirm the voter's address through the NVRA-compliant voter file maintenance process (§17-4-30).

Voters on the Inactive Voter List are indicated/flagged on the poll pad as Inactive. Once on the inactive list, the voter can be restored to "active" status by updating his or her address information with the Board of Registrars (§17-4-9).

**Note: A voter listed inactive may vote a regular or provisional ballot after the voter completes the Voter Reidentification Update Form (§17-4-9) depending on the reason the voter became inactive.**

### **INACTIVE VOTER – THE ELECTION OFFICIAL (POLL WORKER) SHOULD:**

- Inform the voter that he or she is on the inactive list because the Board of Registrars needs to obtain current address information from him or her.
- Provide the voter with a Voter Reidentification Update Form (NVRA-20) included with election day supplies and instruct the voter to fill out the form completely.
- If a change in address does not change the voter's polling location, allow the voter to vote following the standard voting procedures after completely filling out the Voter Reidentification Update Form (NVRA-20) and returning it to the election official. **This voter can vote a regular ballot.**
- If a change in address is within the same county and changes the voter's polling location, direct the voter to the new polling place. Inform the voter that he or she will be required to vote a provisional ballot at the new polling location, Davis v. Bennett, 154 So.3d 114 (ALA. 2014), but once the properly completed PB-3 form and the Voter Reidentification Update Form (NVRA-20) are received by the Board of Registrars, the vote should be counted.
- If a change in address is outside the county, the person is not eligible to vote in Jefferson County.
- After the closing of the polls, collect all the completed Voter Reidentification Update Forms (NVRA-20) and place them in the envelope addressed to the Board of Registrars.

## **VOTING PROCEDURES**

The electronic poll pads contain all registered voters in Jefferson County (both Active and Inactive). Ask each voter to present a valid photo ID. If a voter provides a valid Alabama Driver's License or Alabama State ID (i.e., Non-Driver's ID), place the ID in the photo ID tray of the electronic poll pad, then press **SCAN BARCODE**. The back of the ID must face the electronic poll pad to scan. If a voter presents a different form of photo ID (i.e., U.S. passport, student ID card, military ID, tribal ID, government issued employee ID, etc.), conduct a **MANUAL ENTRY** to locate the voter's information. Verify the voter's name and address against the information populated on the screen of the electronic poll pad and instruct the voter to accept and sign his or her name in the space provided. Once the voter is checked in, issue the voter the printed ballot receipt.

If the voter is **INACTIVE**, instruct the voter to complete a **VOTER UPDATE FORM** before he or she is allowed to vote. Once the voter has completed the **VOTER UPDATE FORM**, select **FORM COMPLETED**, on the electronic poll pad and continue processing the voter.

**NOTE:** If the voter has changed his or her address and still lives in the voting precinct, he or she can vote at that precinct after completing a **VOTER UPDATE FORM**. However, if a voter has a different address and his or her residence is no longer in the voting precinct, the voter will need to travel to the new precinct where he or she will vote by casting a provisional ballot. *Davis v. Bennett 154 So. 3d 114(Ala.2014)*. If the voter's name, new address, and/or precinct is not found, write the voter's name and social security number down and contact the Board of Registrars at 205-325-5550 to verify the voter's status.

It is very important to give the voter the correct ballot. A ballot receipt will print from the electronic poll pad after each voter check-in. The ballot receipt will provide the correct ballot style that a voter shall receive. This number establishes what offices a voter is eligible to vote for. The Ballot Distribution Clerk shall retrieve the ballot receipt from the voter and make certain that the ballot issued to the voter has the same ballot number on the printed ballot receipt. The Ballot Distribution Clerk will remove the ballot from the pad of ballots so that the stub remains attached to the pad. Ballots shall be given out in sequential order starting with the lowest number. The ballot receipts are to be place in Envelope BR-1.

**IT IS IMPERATIVE THAT THE BALLOT DISTRIBUTION CLERK RETAINS THE BALLOT RECEIPT FROM EACH VOTER TO PREVENT VOTERS FROM RECEIVING MULTIPLE BALLOTS.**

## **VOTING INSTRUCTIONS**

The Ballot Distribution Clerk will give the voter a marking device and secrecy folder, then direct the voter to a voting booth or table to mark his or her ballot with the marking device provided. Any election official is allowed to instruct voters concerning the process or mechanics of voting at any time before the voter begins marking the ballot. No records or forms are required for such instruction. The voter should then be instructed to mark the ballot by filling in the oval next to the voter's choice. The voter may place the ballot in the ballot counter in any orientation, meaning forward, backwards, up, or down. The machine will tabulate all ballots properly.

### **UNDER-VOTED AND OVER-VOTED BALLOTS**

If the DS200 displays BLANK BALLOT, the voter must choose to return or cast the blank ballot. If the voter returns the ballot, ask the voter to verify that the entire oval next to the candidate's name is filled in. There is no need to spoil the ballot. If the problem continues, contact Election Day Support.

If the DS200 shows a message indicating that the voter has made too many selections in a contest, the voter can choose to return the ballot or cast the ballot as marked. If the voter chooses to cast as marked, the over-voted contest will **NOT** be counted, but all correctly marked contests will be counted. If the voter chooses to return the ballot, the over-voted ballot must be spoiled, and the voter should receive a new ballot. **Please refer to the Spoiled Ballots section, in this manual, for how to properly dispose of a spoiled ballot.**

### **VOTER LEAVES BEFORE BALLOT IS ACCEPTED**

Once a voter has successfully cast a ballot into the DS200, the machine will display the message, **“THANK YOU FOR VOTING, YOUR BALLOT HAS BEEN COUNTED.”** If a voter has inserted an incorrectly marked ballot and leaves before the ballot is accepted, the Ballot Counter Clerk is to cast the ballot as is. **DO NOT** return the ballot. Please do not let voters leave until the screen displays **“THANK YOU FOR VOTING, YOUR BALLOT HAS BEEN COUNTED”** to ensure that all voters ballots are cast properly.

## **ELECTION DAY DUTIES**

Below are checklists of duties to assist with conducting a successful election.

### **BEFORE THE POLLS OPEN**

- Attend poll worker training
- Check for all supplies (located in red supply container)
- Ensure the correct ballot boxes are in your red supply container
- Check all ballot labels
- Check non-ballot supplies
- Make sure you have the correct poll pads
- Make sure you have your payroll voucher
- Complete top portion of ballot accounting sheet \*\*
- Set-up voting tables
- Position voting machines
- Position Express Vote ballot marking machine to protect voter privacy
- Post indoor and outdoor signage
- Set-up registration area

### **ELECTION MORNING DUTIES**

- Be on time
- Turn on all voting machines
- Turn on the Express Vote ballot marking machine
- Set up all poll pads
- Turn on all poll pads
- Turn on the iPhone
- Turn on the wi-fi unit
- Plug in all electronic devices (phone, poll pads, Wi-Fi, voting machine, etc.)
- Ensure all electronic devices are working
- Post outdoor signage (vote here, 30-foot sign, etc.)
- Post indoor signage (no photos, valid id required, etc.)
- Set up all tables (poll pad, provisional, ballot, etc.)

## **ELECTION DAY DUTIES, CONT'D**

- Swear in all poll workers and poll watchers
- Collect poll watcher letters (if applicable)
- Keep all unopened ballots in the red supply container
- Assign poll workers to designated working stations
- **THERE ARE NO LAPTOPS!**
- **THERE IS NO PAPER VOTER'S POLL LIST!**
- **THERE IS NO PAPER CLERK'S LIST!**
- **THERE IS NO PAPER ABSENTEE ROSTER!**
- **WHEN IN DOUBT, CALL ELECTION DAY SUPPORT 205-327-7326**

## **ELECTION NIGHT CLOSING**

- Complete ballot accounting certificate
- Remove all ballots from the voting machines
- Place all removed ballots in the black zippered bag (voted ballot bag)
- Generate print outs from voting machines
- Pull all memory cards from voting machines
- Place all poll pads back in assigned case (do not turn off poll pads)
- Place wi-fi unit and iPhone back in designated orange case
- Everyone signs the payroll voucher (make necessary clerk updates if needed)

## **PLACE ONE PRINTOUT IN EACH ENVELOPE**

These printouts will come from the voting machines at the end of election night. A copy of each printout will need to be placed in each of the envelopes listed below.

- Envelope 5 (zero tape – first printout from voting machine)
- Envelope 6
- Envelope 7 (7D and 7R are in primaries only)
- Envelope 8
- Envelope 10
- A copy on the precinct door

## **CLEAR BAG CONTENTS**

- PB-4 envelope (provisional voting)
- Envelope 5 (payroll voucher, zero tape, & ballot accounting sheet)
- Envelope 7 (7D and 7R for primaries only)
- Envelope 8
- Envelope 10 (machine memory cards)
- Envelope 11 (machine keys)

## **RECORD OF ELECTION BOX CONTENTS**

- All voted ballot stubs
- All partial ballot pads
- Spoiled ballot envelope
- Envelope 6
- Envelope BR-1 (ballot receipt)

## **RETURN THESE ITEMS TO THE SHERIFF**

- All poll pads and all its contents
- Clear plastic bag and all its contents (see above for contents)
- Record of election box and all its contents (see above for contents)
- Orange container and all its contents (Wi-Fi unit and iPhone)
- Orange provisional ballot bag and all its contents
- Black voted ballot bags (all voted ballots, except provisional ballots, should be in this bag)

## **BALLOT ACCOUNTING CERTIFICATE**

All primary elections consist of Democrat (D) and Republican (R) ballots which are followed by a ballot number. This is what is established as the ballot style/type (D1/ R1). In general elections, the ballot style/type are only represented by a number. No letter will appear in front of the ballot number in general elections. A (D) or (R) will always be before the ballot number in all primary elections.

### **Before Polls Open: Complete This Section Before the Polls Open**

| <b>BALLOT STYLES</b>    | <b>D1</b> | <b>R1</b> | <b>GRAND TOTAL</b> |
|-------------------------|-----------|-----------|--------------------|
| Ballot Received         | 600       | 700       | 1300               |
| Beginning Serial Number | 12001     | 24001     |                    |
| Ending Serial Number    | 12600     | 24700     |                    |

Inspect all ballots issued and verify that you were issued the correct number of ballots. In this example, you should have been issued 1,300 total ballots in two ballot styles. You ascertain that the first ballot of style **D1** is serial number 12001, and the last ballot is serial number 12600. For the style **R1** ballots, the first ballot is serial number 24001, and the last ballot is serial number 24700. Then makes 1300 ballots and therefore all is correct. You will write serial numbers on lines labeled “Beginning Number” and “Ending Number” under the corresponding ballot styles.

### **After Polls Close: Complete This Section After the Polls Close**

|                         | <b>Ballot Machine #1</b> | <b>Ballot Machine #2</b> | <b>Grand Total</b> |
|-------------------------|--------------------------|--------------------------|--------------------|
| # at beginning day      | 000                      | 000                      | 000                |
| Line 1. # at end of day | 321                      | 234                      | 555                |

After the last voter has been processed, add the number of voters from each ballot counter and record the total in the box on **line 1** of the ballot accounting certificate. In this example, one machine held 321 ballots, and the second machine held 234 ballots, the total, 555, should be the total number of voters processed in your precinct on election day, **you may also refer to the check-in count on each of the electronic poll pads.**

## BALLOT ACCOUNTING CERTIFICATE CONT'D

- Count and enter number of **SPOILED** ballots
  - **Enter on Line 2.**
  - \*These are the ballots placed in the “Spoiled Ballot Envelope”, which is then placed into the record of election box.

—————→ 11
- Enter the number of **PROVISIONAL** voters processed today
  - **Enter on Line 3.**
  - \*How many provisional voters did you have today? This example precinct had 33. Check the provisional ballot roster.

—————→ 33
- Enter the number of **UNUSED** ballots under the corresponding ballot style
  - **Enter on Line 4.**
  - \*How many ballots were not used? This includes partial pads, and unopened packets of ballots. The example precinct determined that 701 ballots were not used.

—————→ 701
- Add together **line 1**, **line 2**, **line 3**, and **line 4**.  
This should be the total ballots originally issued to the precinct.
  - **Enter total on Line 5.**
  - \*In the example, this precinct was originally issued 1300 ballots, and can account for all 1300 ballots issued. Had there been a discrepancy, it is necessary to give a brief written explanation in the space provided.

—————→ 1300

This certificate, the zero tape, and the payroll voucher should be returned inside Envelope 5.

**Be sure to sign and date the ballot accounting certificate and place it in Envelope 5.**

# BALLOT ACCOUNTING CERTIFICATE CONT'D

## BALLOT ACCOUNTING CERTIFICATE

|                  |              |           |
|------------------|--------------|-----------|
| Primary Election | May 24, 2022 | Jefferson |
| Type of Election | Date         | County    |
|                  |              | Precinct  |

**Complete this section before the polls open:**

| BALLOT TYPE                                  | D1    | R2    |  |  |  |  |  | Grand<br>Total |
|----------------------------------------------|-------|-------|--|--|--|--|--|----------------|
| BALLOTS RECEIVED                             | 600   | 700   |  |  |  |  |  | 1300           |
| BEGINNING NUMBER<br>(lowest numbered ballot) | 12001 | 24001 |  |  |  |  |  |                |
| ENDING NUMBER<br>(highest number ballot)     | 12600 | 24700 |  |  |  |  |  |                |

**Complete this section after the polls close:**

1. Total number of votes from all voting machine.....
2. Total number of spoiled ballots.....
3. Total number of votes from Provisional Roster.....

|     |
|-----|
| 555 |
| 11  |

|    |
|----|
| 33 |
|----|

|             |
|-------------|
| GRAND TOTAL |
|-------------|

4. Total number of unused ballots

|     |     |  |  |  |  |  |     |
|-----|-----|--|--|--|--|--|-----|
| 299 | 402 |  |  |  |  |  | 701 |
|-----|-----|--|--|--|--|--|-----|

5. Add Line 1,2,3, &4.....1300

If line (5) is NOT the same as your Grand Total of ballots received, explain the difference here:

---

---

---

---

---

---

**PLACE IN ENVELOPE NO. 5**

## PROVISIONAL BALLOT PROCEDURE

### REASON FOR PROVISIONAL BALLOT

**A voter shall be required to cast a provisional ballot when:**

- Person's name does not appear on the list of registered voters.
- Person's registration status cannot be determined by the provisional ballot officer.
- Voter is unable to comply with voter identification requirement.
- The voter has requested but claims to have not voted an absentee ballot.
- Voter objects to the political party identified on the list of registered voters for the primary runoff election.
- Inspector has knowledge that the person is not entitled to vote at the precinct and challenges the person.
- Ballot is cast after the legal time for closing the polls due to a federal or state court order extending the hours of the polls.

### CASTING A PROVISIONAL BALLOT

1. Advise the voter that he/she may cast a provisional ballot and give the voter an information sheet from the Provisional Ballot Supply Kit.
2. Instruct the voter to complete the Sworn Statement (Box 4) on Statement PB-3, and the Voter Reidentification Form at the bottom of form PB-3 (**Do not detach Re-identification Form**). After the voter completes this document and returns it to the Election Official, the voter will sign the Provisional Ballot Roster.

The image shows the 'PROVISIONAL VERIFICATION STATEMENT - PB-3' form. It is a multi-section document. Section 1 is for 'Voter Information' including Name, Address, Date of Birth, and Sex. Section 2 is for 'Voter Identification' with checkboxes for various methods like Driver's License, State ID, etc. Section 3 is for 'Voter Signature' and 'Witness Signature'. Section 4 is the 'Sworn Statement' where the voter declares their eligibility and the reason for casting a provisional ballot. Section 5 is the 'Voter's Reidentification Form' which includes a 'Statement of Challenge of Eligibility to Vote' and a 'Statement of Challenge of Party Affiliation'. The form is designed to be filled out by the voter and then signed by an election official.

- The line number of the provisional voter must be entered in the LINE NUMBER BOX on the front of the Provisional Verification Statement (PB-3), along with the Precinct Number. Enter the Party selection (D or R) if the voter is voting in a Primary Election.

- Complete the required information on the Provisional Verification Statement (PB-3). This will include the Name of the Election, Election Date, Precinct Number, and Ballot Style. Check the appropriate box to indicate the voter's reason for casting a provisional ballot. If the voter is casting a provisional ballot due to a challenge (Reason E), complete the Inspector's Statement of Challenge Form and give the third copy to the voter. Place the original copy in the Provisional Ballot Bag and the second copy in the Precinct Provisional Return Envelope PB-4. If the voter is casting a provisional ballot due to Extended Polling Hours (Reason F) also check the appropriate Extended Hours box on Statement PB-3.
- After completing the Election Official's portion of (PB-3), The Election Official will then take a ballot of the correct type for the voter, place sticker on top left corner, and give the voter the ballot, a ballot marking pen, a Provisional Ballot Privacy Envelope (PB-1), a Provisional Ballot Envelope (PB-2), and the Information Sheet.
- Instruct the voter to complete the ballot and place it in Envelope PB-1. Place Envelope PB-1 in Envelope PB-2. Complete the required information on Envelope PB-2 and place it in the Provisional Ballot Bag.

**DO NOT TEAR THE CORNER OF THE BALLOT!**

## PROVISIONAL VOTING POLL CLOSING PROCEDURE

| PB-1                                                                                                                                                                                                                                                                                                                                                                                               | PB-2                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>PROVISIONAL BALLOT ENVELOPE</b></p> <p><b>INSTRUCTIONS TO VOTER:</b></p> <p><b>STEP 1:</b> Seal your Provisional Ballot in this envelope after you have marked it.</p> <p><b>STEP 2:</b> Place this envelope inside the Provisional Ballot Return Envelope (PB-2).</p> <p><b>STEP 3:</b> Complete the information on the front of Envelope PB-2 and place inside Provisional Ballot Box.</p> | <p><b>PROVISIONAL BALLOT RETURN ENVELOPE</b></p> <p>The following information <u><b>MUST</b></u> be filled out:</p> <p>Voter's Name _____<br/><small>(Please Print)</small></p> <p><b>STEP 1:</b> Place Envelope PB-1 inside this envelope.</p> <p><b>STEP 2:</b> Complete this envelope and place inside Provisional Ballot Box.</p> <div data-bbox="1304 810 1422 884"><p><small>LINE NUMBER FROM ROSTER</small></p><p>No. _____</p></div> |

## CLOSING WITH PROVISIONAL BALLOTS

1. Return the Provisional Ballot Bag with your other returns.



- Place all Provisional Verification Statements (PB-3), all Provisional Ballot Rosters, along with Voter Re-identification forms (attached to bottom of Form PB-3) completed by Provisional Voters, in the Precinct Provisional Return Envelope (PB-4).

**VOTER'S REIDENTIFICATION/UPDATE FORM**  
FOR USE BY U.S. CITIZENS ONLY • FILL IN ALL BOXES ON THIS FORM • PLEASE USE INK • PRINT LEGIBLY

☒ **UPDATE** ☐ **VERIFICATION**

1. Are you a citizen of the United States of America? ☐ Yes ☒ No

2. Will you be 18 years of age on or before election day? ☐ Yes ☐ No

3. Print Your Name: First, Middle, Last, Suffix

4. Print Maiden Name / Former Name (if reporting a change of name)

5. Date of Birth (mm/dd/yyyy) 6. Primary Telephone 7. Email Address

8. Address where you live: (Do not use post office box) Home Address (include apartment or other unit number if applicable) City, State, ZIP

9. Address where you receive your mail: Mailing Address, if different from Home Address City, State, ZIP

10. Address where you were last registered to vote: Other Address City, County, State, ZIP

11. Race (check one) ☐ White ☐ Black ☐ Asian ☐ American Indian ☐ Hispanic ☐ Other

12. Sex (check one) ☐ Female ☐ Male

13. Place of Birth City, County, State, Country

**VOTER DECLARATION - READ AND SIGN**

I solemnly swear or affirm to support and defend the Constitution of the United States and the State of Alabama and further disavow any belief or affiliation with any group which advocates the overthrow of the governments of the United States or the State of Alabama by unlawful means and that the information contained herein is true, so help me God.

WARNING: If you falsely sign this statement, you can be convicted and imprisoned for up to five years.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Return envelope PB-4 along with all other white envelopes.

**PRECINCT PROVISIONAL RETURN ENVELOPE**

Place in This Envelope After Polls Close

1. ALL ROSTERS OF PROVISIONAL VOTERS

2. ALL PROVISIONAL VERIFICATION STATEMENTS (PB-3)

Return This Envelope to:  
Sheriff/Board of Registrars

**DO NOT** Put in Record of Election Container

**PB-4**

## CLOSING WITHOUT PROVISIONAL BALLOTS

- If no provisional ballots have been cast at your precinct, return the Ballot Bag with your other returns.
- Write "NONE" in Column 1 of all Provisional Ballot Rosters and place them in Envelope PB-4.
- Return Envelope PB-4 with all other white envelopes.

## DS200 PRECINCT COUNTER BALLOT BOX OVERVIEW

### DS200 PRECINCT COUNTER BALLOT BOX OVERVIEW



### DS200 PRECINCT COUNTER OVERVIEW



## SETTING UP THE DS200 BALLOT COUNTER

1. Locate the Ballot Counter and remove all supplies from ballot bin. Ensure the ballot bin is empty before the polls open. NOTE: (For Birmingham division precincts, supplies will be in the red supply container.)



2. Use the blue key to open the door on the back of the DS200.



3. Plug the cord into an outlet and ensure that the silver bar is seated in the locked position.



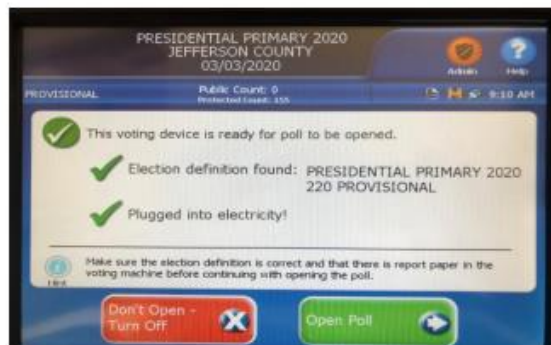
4. Using the Blue key, unlock the Case Lock and then unlatch the Case Latches.



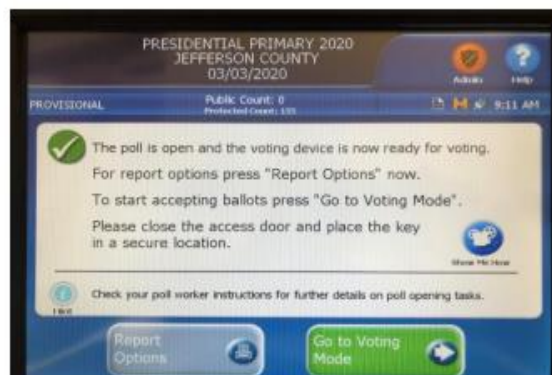
5. Once the lid is open, lift the Touch Screen Display. Wait for the DS200 to boot up.



6. When you are ready to open the polls, press the Open Poll button on the touch screen. The polls will now open and the DS200 will print out the Initial Report. **DO NOT DETACH THE INITIAL REPORT.**



7. After the Initial Report is done printing, press the Go to Voting Mode Button.



8. The Polls are now open.



## CLOSING THE DS200 BALLOT COUNTER

1. If ballots were placed in the emergency bin, feed them through the DS200 ballot counter.



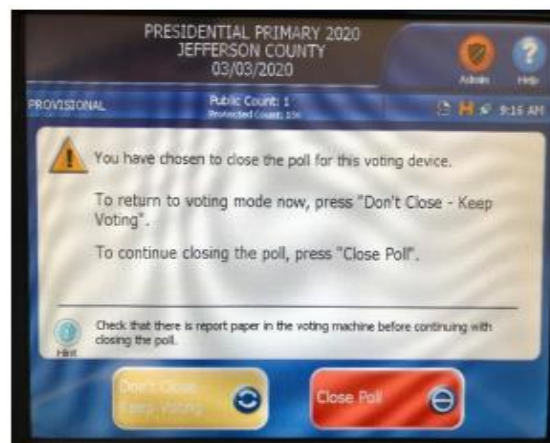
2. Open the USB access door using the barrel key.



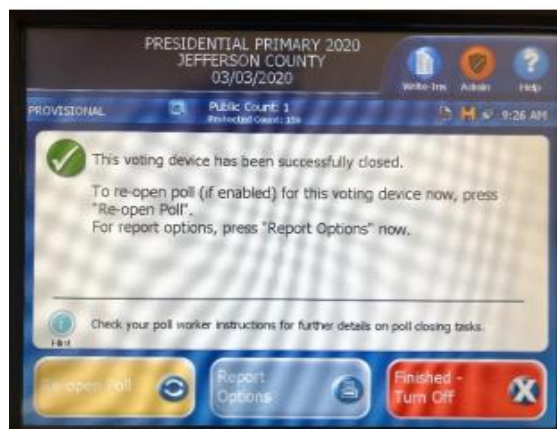
3. Press the **CLOSE POLLS** button. Then the **CLOSE POLL** menu screen will show on the display.



4. Press the **CLOSE POLL** button on the screen. The machine will now print out several copies of the results report.



5. After the results reports have printed, press the **“Finished – Turn Off”** button on the screen to shut down the DS200.

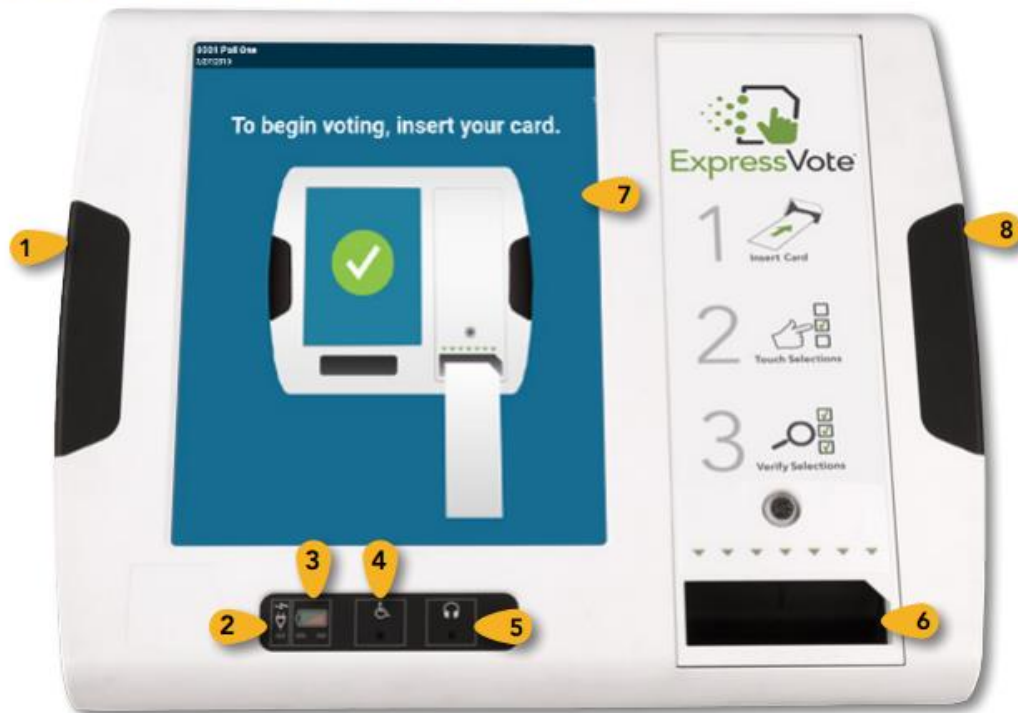


6. As the machine shuts down, the POWER button inside the USB access door that was green will turn red. **DO NOT REMOVE THE USB MEMORY STICK UNTIL THE RED LIGHT GOES OFF.**
7. Remove the USB memory stick and place it into **Envelope #10**.
8. Tear off the print-out. Put copies of the print-out in the correct envelopes.
9. Open the ballot box door and remove all ballots within.
10. Place voted ballots in the black Voted Ballot Bag. Place all voted ballot stubs along with the spoiled ballots and partial pads of ballots in the Record of Elections Box. Place full pads of UNUSED ballots in a box next to the DS200 ballot counters. **(NOTE: Birmingham Division Precincts – Place full pads of UNUSED ballots in the red supply container.)**
11. Close the USB access door then shut the touch screen display. Shut the case lid and engage the latches, then lock the case lock.
12. Put the power cord back in the back door and lock the back door shut.
13. Put keys in **Envelope #11**.

## EXPRESS VOTE: UNIVERSAL VOTING SYSTEM – OVERVIEW

### ExpressVote® Universal Voting System

#### Product Overview & ExpressVote Components



The ExpressVote Universal Voting System as a Ballot Marking Device is designed to capture and mark voting cards for all voters. The ExpressVote concept reduces voting time, enhances the voting experience, and provides voting access for those who require it.

#### ExpressVote Components

- |                             |                                 |
|-----------------------------|---------------------------------|
| 1 Access compartment        | 5 Headphone jack                |
| 2 Power source indicator    | 6 Paper ballot feed             |
| 3 Battery status indicator  | 7 Touch screen                  |
| 4 Accessibility device port | 8 Paper Path Access Compartment |

## EXPRESS VOTE - OVERVIEW CONT'D.

### Access Compartment Components



1 Mode switch

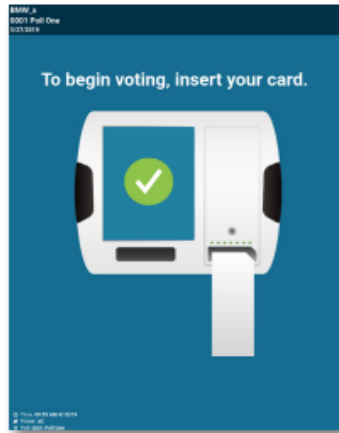
4 Audio-tactile keypad jack

2 Power switch

5 Sliding protective USB port cover

## EXPRESS VOTE - OVERVIEW CONT'D.

### Vote Session Initiation and Controls



#### Initiating a Vote Session

Turn the Mode Switch to **Voter**. Insert an unmarked ExpressVote card into the Activation Card Slot. If multiple languages are available, select the appropriate language.

On the Precinct Search screen, touch **Search** to view a list of all available precincts. Touch the correct precinct. Once selections are made, touch **Activate** to initiate the voting session.

If using a pre-printed activation card, scan the barcode using the QR scanner on the front of the kiosk. The correct ballot will display for the voter.

*More information: ExpressVote Operator's Guide, p. 132*

| TI        | O                                                  | Language | ?    | X    |
|-----------|----------------------------------------------------|----------|------|------|
| Text Size | Contrast                                           | Language | Help | Quit |
| Button    | Description                                        |          |      |      |
| Text Size | Allows voter to choose large or small text size.   |          |      |      |
| Contrast  | Changes display to white text on black background. |          |      |      |
| Language  | Enables the voter to select a preferred language.  |          |      |      |
| Help      | Enables the voter to display the Help screen.      |          |      |      |
| Quit      | Enables a poll worker to quit the voting session.  |          |      |      |
| Previous  | Returns to the previous screen.                    |          |      |      |
| Next      | Enters selection and opens the next screen.        |          |      |      |

Previous Page

Page 2 of 3

Next Page

#### Touch Screen Controls

When using the touch screen to complete a vote session, voters can use both the Title Bar (top of screen) and the Navigation Bar (bottom of screen).

The Title Bar contains buttons allowing voters to adjust the appearance of the screen, including the text size and contrast.

The Navigation Bar contains the controls to move between different screens of the ballot.

Refer to the table on the left for complete descriptions of each touch screen control.

*More information: ExpressVote Operator's Guide, p. 41*



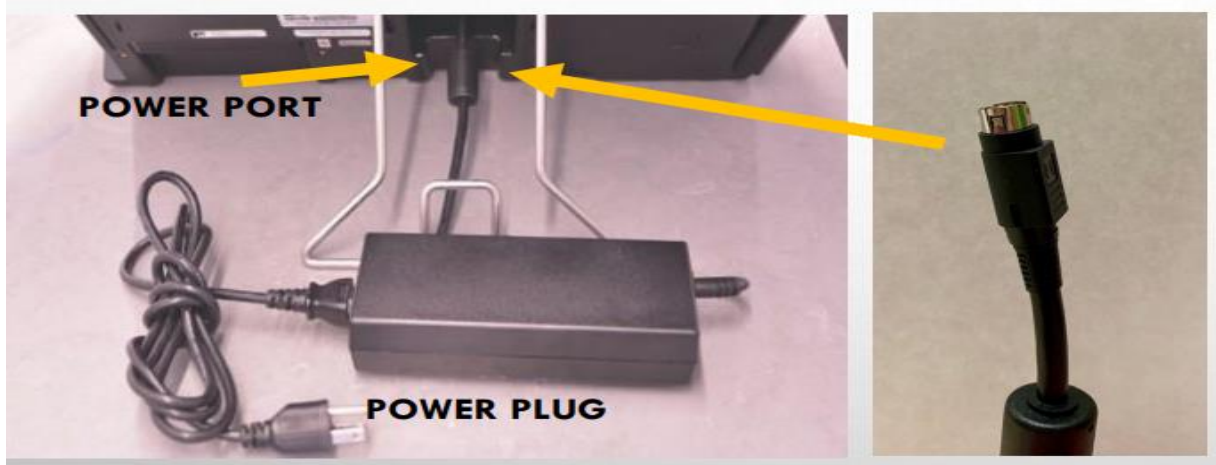
#### Audio-Tactile Keypad Controls

| Button        | Description                              |
|---------------|------------------------------------------|
| Up Arrow      | Moves the cursor up the screen menu.     |
| Back Arrow    | Moves to the previous screen.            |
| Select        | Selects the voter's contest choices.     |
| Forward Arrow | Advances to next screen.                 |
| Down Arrow    | Opens screen with voting instructions.   |
| Home          | Opens screen with voting instructions.   |
| Pause         | Stops the audio message momentarily.     |
| Screen        | Darkens the monitor for privacy viewing. |
| Repeat        | Repeats the last spoken phrase of audio. |
| Tempo         | Adjusts the audio speed.                 |
| Volume        | Adjusts the audio level.                 |

*More information: ExpressVote Operator's Guide, p. 60*

## EXPRESS VOTE: OPENING PROCEDURES

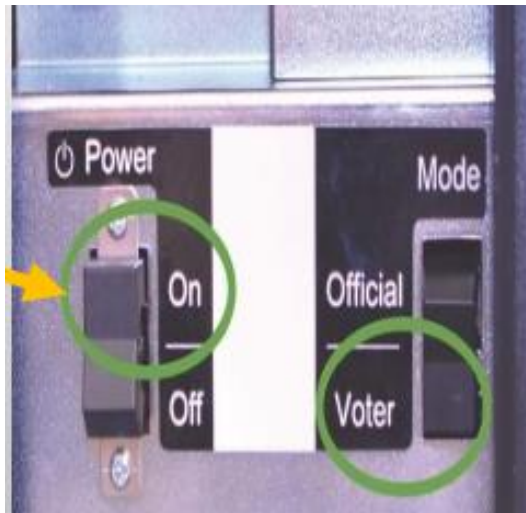
1. Plug the Express Vote power cord into AC outlet. Be sure to plug the power cord into the Express Vote with the flat side facing upwards.



2. Using barrel key, open the left side access compartment and verify the Election Definition Media Stick is plugged in.



3. Flip the Power Switch to the **ON** position and flip the Mode Switch to **VOTER**.



4. For accessible voting, plug in the keypad in the left side access compartment and headphones on the front of the unit.



5. Enter the Election Code on the bootup screen.



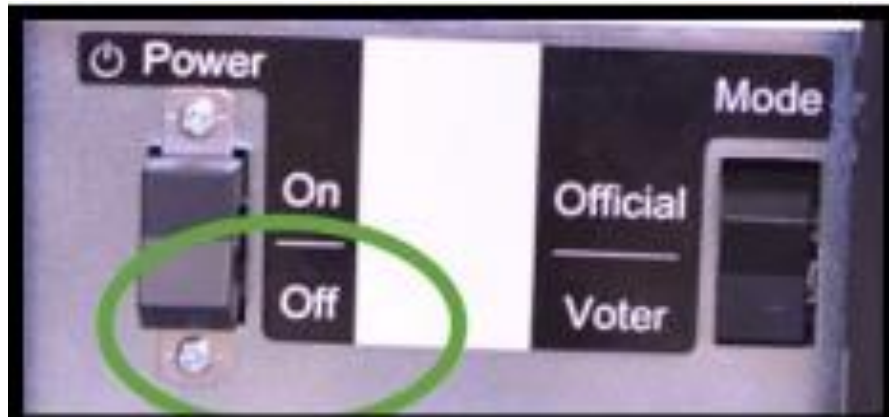
6. On the Welcome Screen:

- a. Confirm the unit is plugged in and receiving power. When properly powered, there will be a gray plug icon at the top of the screen and the green indicator light will be lit on the front of the unit (near the headphone jack).
- b. Confirm the date, time, election, and poll location are accurate.



## EXPRESS VOTE: CLOSING PROCEDURES

1. To power off the Express Vote unit, using the barrel key, open the Access Compartment and set the Power Switch to Off. Lock the Access Compartment door and remove the key. Ensure all doors on the machine are locked.



2. Unplug the Express Vote unit. Also unplug headphones and power cord from the Express Vote system, if applicable. Store in soft-sided case.



**SOFT SIDED CASE**



**STORAGE POCKET  
FOR POWER PLUG  
ONLY**

## **PRIMARY AND PRIMARY RUNOFF ELECTION ENVELOPES**

**Deliver the Record of Elections Box and Clear Plastic Bag immediately to your designated return site!**

### **CLEAR PLASTIC BAG INVENTORY**



#### **Place the following items in the White Plastic Bag:**

- Envelope PB4..... Provisional Information
- Envelope 5 .....Judge of Probate/Original Tape
- Envelope 7D.....Democratic Canvassing Board
- Envelope 7R.....Republican Canvassing Board
- Envelope 7CA (if present) ..... Canvassing Board
- Envelope 8 ..... News Media
- Envelope 10 .....USB Memory Stick /Judge of Probate
- Envelope 11 ..... Keys
- Envelope 12 .....Supplies

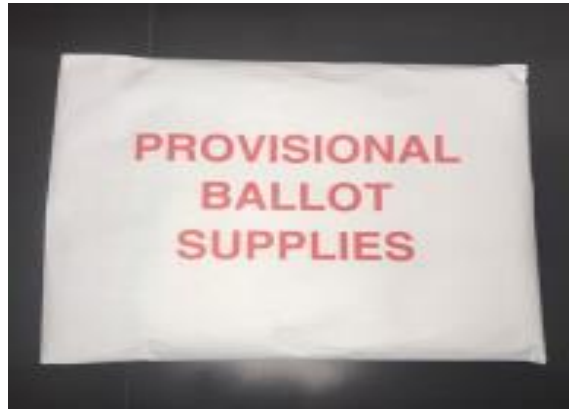
## ELECTIONS BOX INVENTORY



**Place the following items in the Record of Elections Box:**

- All VOTED ballot stubs
- All partial ballot pads
- All Spoiled Ballots Envelope
- Envelope 6
- Envelope BR-1
- Certificate of Results

## **PROVISIONAL BALLOTS**



Follow the instructions carefully that came with your provisional ballot precinct kit. Do not place any provisional ballots or supplies inside the record of election box.

## **VOTED BALLOTS**



Place all voted ballots inside the black Voted Ballots Bag. Seal the bag with the provided seals.

## **GENERAL ELECTION ENVELOPES**

**Deliver the Record of Elections Box and Clear Plastic Bag immediately to your designated return site!**

### **CLEAR PLASTIC BAG INVENTORY**



**Place the following items the Clear Plastic Bag:**

- Envelope PB4..... Provisional Information
- Envelope 5 .....Judge of Probate
- Envelope 7 ..... Canvassing Board
- Envelope 8 ..... News Media
- Envelope 10 .....USB Memory Stick
- Envelope 11 ..... Keys
- Envelope 12 .....Supplies

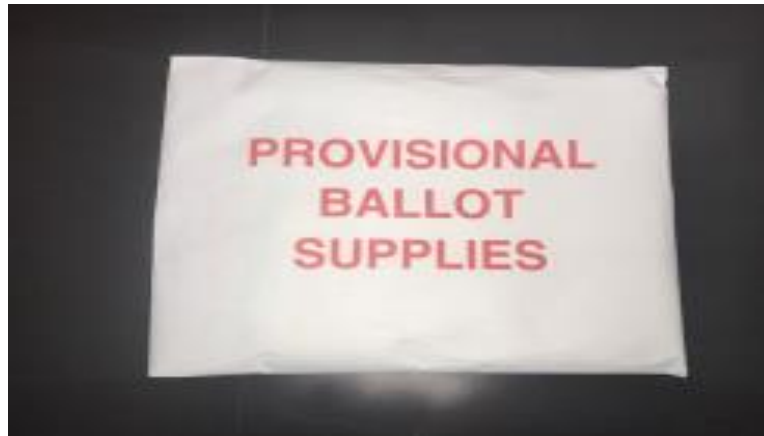
## ELECTIONS BOX INVENTORY



**Place the following items in the Record of Elections Box:**

- All VOTED ballot stubs
- All partial ballot pads
- All Spoiled Ballots Envelope
- Envelope 6
- Envelope BR-1
- Certificate of Results

## PROVISIONAL BALLOTS



Follow the instructions carefully that came with your provisional ballot precinct kit. **Do not** place any provisional ballots or supplies inside the record of election box.

## VOTED BALLOTS



Place all voted ballots inside the black Voted Ballots Bag. Seal the bag with the provided seals.

## PRIMARY AND PRIMARY RUNOFF ELECTION ENVELOPES WITHOUT POLL PADS

**Deliver the Record of Elections Box and Clear Plastic Bag immediately to your designated return site!**

## CLEAR PLASTIC BAG INVENTORY



**Place the following items in the White Plastic Bag:**

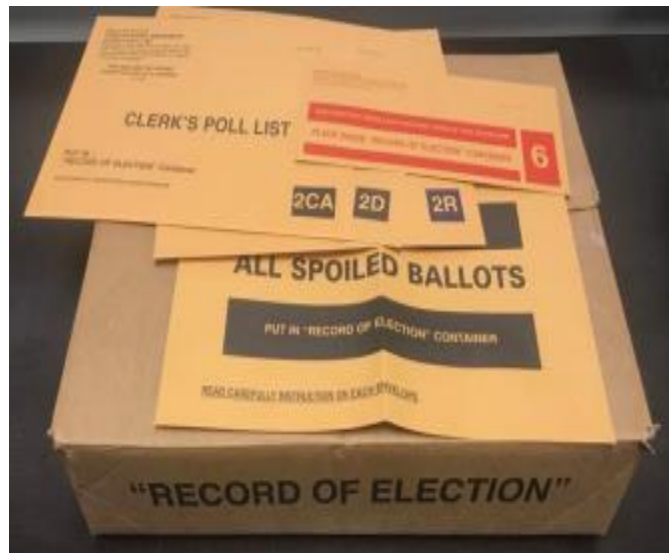
- Envelope 1A..... Board of Registrars
- Envelope 1D, 1R, 1CA (if present) ..... Voters Poll List
- Envelope PB4..... Provisional Information
- Envelope 5 .....Judge of Probate/Original Tape
- Envelope 7D.....Democratic Canvassing Board
- Envelope 7R.....Republican Canvassing Board
- Envelope 7CA (if present) ..... Canvassing Board
- Envelope 8 ..... News Media
- Envelope 10 .....USB Memory Stick /Judge of Probate
- Envelope 11 ..... Keys
- Envelope 12 .....Supplies

**Place the Voters Sign-In List (Voters Poll List) in the envelopes as follows:**

- Democratic Party Voters Poll List in Envelope 1D
- Republican Party Voters Poll List in Envelope 1R
- Constitutional Amendment Voters Poll List in Envelope 1CA (if present)

**NOTE:** Envelopes 1D, 1R and 1CA will only be used if the electronic poll pad is not present and the paper Voters Poll List was used in the election.

## ELECTIONS BOX INVENTORY



### Place the following items in the Record of Elections Box:

- Envelope 2D, 2R, 2CA.... Clerk's Poll List
- All VOTED ballot stubs
- All partial ballot pads
- All Spoiled Ballots Envelope
- Envelope 6
- Envelope BR-1
- Certificate of Results

### Place the Clerk's Poll List in the envelopes as follows:

- Democrat Party Clerk's Poll List in Envelope 2D
- Republican Party Clerk's Poll List in Envelope 2R
- Constitutional Amendment Clerk's Poll List in Envelope 2CA (if present)

**NOTE:** Envelopes 2D, 2R and 2CA will only be used if the electronic poll pad is not present and/or the paper Clerk's Poll List was used in the election.

## **GENERAL ELECTION ENVELOPES WITHOUT POLL PADS**

**Deliver the Record of Elections Box and Clear Plastic Bag immediately to your designated return site!**

### **CLEAR PLASTIC BAG INVENTORY**



**Place the following items the Clear Plastic Bag:**

- Envelope 1 ..... Voters Poll List
- Envelope 1A..... Board of Registrars
- Envelope PB4..... Provisional Information
- Envelope 5 .....Judge of Probate
- Envelope 7 ..... Canvassing Board
- Envelope 8 ..... News Media
- Envelope 10 .....USB Memory Stick
- Envelope 11 ..... Keys
- Envelope 12 .....Supplies

**NOTE:** Envelope 1 will only be used if the electronic poll pad is not present and/or the paper Voters' Poll List was used in the election.

## ELECTIONS BOX INVENTORY



### Place the following items in the Record of Elections Box:

- Envelope 2.... Clerk's Poll List
- Envelope 6
- Certificate of Results
- All VOTED ballot stubs
- All partial ballot pads
- All Spoiled Ballots Envelope

**NOTE:** Envelope 2 will only be used if the electronic poll pad is not present and/or the paper Clerk's Poll List was used in the election.

## **PRECINCT TROUBLESHOOTING**

### **PROBLEM 1: BALLOT WILL NOT FEED INTO THE DS200.**

**Solution: VERIFY THAT THE SILVER BAR IS SEATED IN THE WHITE CLIP.**

1. Locate the silver bar in the back compartment of the DS200.
  2. Press the silver bar down into the white clip firmly.
  3. The DS200 Ballot Counter can now process ballots.
- 

### **PROBLEM 2: THE DS200 HAS BEEN TURNED ON AND THE MESSAGE “ELECTION DEFINITION NOT FOUND” APPEARS.**

**Solution: ENSURE THAT THE USB MEMORY STICK IS INSERTED PROPERLY.**

1. Open the USB access door.
  2. Ensure that the USB memory stick is inserted properly into the slot labeled “B”.
  3. If this does not solve the problem, contact Election Day Support.
  4. While waiting on a technician, direct voters to use the other DS200(s).
- 

### **PROBLEM 3: THE DS200 BEEPS PERIODICALLY AND THE BATTERY ICON IS SHOWING ON THE SCREEN.**

**Solution: ASSURE THAT ALL POWER CORDS ARE PLUGGED IN SECURELY.**

1. Follow the power cord from machine to the wall ensuring that the cords are plugged in securely.
  2. Ensure that the wall outlet has power, it may be necessary to use another electrical outlet.
  3. If problem continues, contact Election Day Support.
-

## **PRECINCT TROUBLESHOOTING- CONT'D**

### **PROBLEM 4: THE REPORTS ARE GENERATING, BUT NO PRINTING IS VISIBLE ON PAPER.**

**Solution: ENSURE THAT THE PAPER IS INSERTED CORRECTLY.**

1. See Problem #6, REPLACING PAPER ROLLS, for instruction on how to install the paper rolls correctly.
2. The problem is most likely to be that the paper is loaded in backwards, and the DS200 is trying to print on the wrong side of the paper.
3. Once Polls are closed, before you select Finished-Turn Off, select Report Options, select Voting Results, change Report Format from Public to Detailed, then  Include Affidavit then Select print report. You will need to select it again if you need a second report to print out.

---

### **PROBLEM 5: BALLOT COUNTER FAILURE.**

**Solution: UTILIZE THE EMERGENCY BIN.**

1. If there are no working ballot counters available, open the emergency bin door.
2. Turn metal flap down and relock the emergency bin door.
3. Instruct the voters to place their ballots in the emergency bin compartment, Once the ballot counters are repaired, open the emergency bin, and turn the metal flap up, then lock the emergency bin. Voters may now resume feeding ballots through the ballot counter. After the polls close, the ballots in the emergency ballot compartment should be removed by two clerks and processed through the ballot counter.

---

### **PROBLEM 6: PAPER ROLL HAS BEEN DEPLETED.**

**Solution: REPLACE PAPER ROLL.**

1. Use the Barrel Key to unlock the USB Access Door, located above the Printer. This will provide access to the Blue Printer Release Lever.
2. Press the Blue Lever to unlock and open the Printer Door.
3. Pull the end of the new Paper Roll out past the adhesive glue and tear the glued area off.

## **PRECINCT TROUBLESHOOTING- CONT'D**

4. Drop the paper into the Printer Paper Compartment (ensure that the glossy side of the paper is facing the away from the “teeth”).
5. Pull the end of the Paper Roll out toward the input tray of the DS200.
6. Close the Printer Door and press firmly on the door to ensure it is locked in place.
7. Lock the USB Access Door above the Printer.
8. To ensure that the Paper Roll is installed correctly, lay the excess paper across the Printer Door and scratch the paper with your fingernail. If the scratch marks the paper, it is loaded correctly.

### NOTES AND OBSERVATIONS

[illegible]

## **DEPARTMENTAL ELECTIONS CONTACTS & NUMBERS**

### **OFFICE OF JUDGE OF PROBATE**

|                                               |              |
|-----------------------------------------------|--------------|
| Probate Judge James P. Naftel II              | 205-325-5203 |
| Probate Judge Sherri C. Friday                | 205-325-5426 |
| Deputy Probate Judge Elizabeth North          | 205-481-3253 |
| Loretta Gaines Erskine, Elections Coordinator | 205-254-7387 |
| Jasmine Matthews-Garrett, Elections Clerk     | 205-254-7387 |

### **CIRCUIT CLERK/ABSENTEE VOTING**

|                                                |              |
|------------------------------------------------|--------------|
| Jacqueline Anderson-Smith, Birmingham Division | 205-325-5313 |
| Karen Dunn Burks, Bessemer Division            | 205-497-8513 |

### **BOARD OF REGISTRARS**

|                                                |              |
|------------------------------------------------|--------------|
| Barry Stephenson, Chairman-Board of Registrars | 205-325-5554 |
| Christie Forsyth, Administrative Analyst       | 205-325-5558 |

### **GENERAL SERVICES – ELECTIONS DIVISION**

|                                                   |              |
|---------------------------------------------------|--------------|
| Trisha Wilkins, Deputy Director, General Services | 205-214-5504 |
| Keith Harris, Chief of Elections                  | 205-849-2391 |
| Jeanette Spencer, Assistant Chief of Elections    | 205-849-2391 |
| Jarod Eatmon, Assistant Chief of Elections        | 205-849-2391 |

## **ELECTION DAY SUPPORT DIRECTORY**

### **ABSENTEE**

|                     |              |
|---------------------|--------------|
| Birmingham Division | 205-325-5313 |
| Bessemer Division   | 205-497-8513 |

### **BOARD OF REGISTRARS**

|                  |              |
|------------------|--------------|
| Jefferson County | 205-325-5550 |
|------------------|--------------|

### **ELECTIONS DAY SUPPORT**

|                  |              |
|------------------|--------------|
| Jefferson County | 205-327-7326 |
|------------------|--------------|

### **EMERGENCY**

|                     |     |
|---------------------|-----|
| Medical Emergencies | 911 |
|---------------------|-----|

### **POLITICAL PARTY CONTACTS**

|                                                           |                                            |
|-----------------------------------------------------------|--------------------------------------------|
| State Democrat Party –<br>Randy Kelley, Chair             | aldemocrats.org<br>334-262-2221            |
| State Republican Party –<br>John Wahl, Chair              | algop.org<br>205-212-5900                  |
| Jefferson County Democrat Party –<br>Wayne Rogers, Chair  | jeffersoncountymocrats.org<br>205-527-6345 |
| Jefferson County Republican Party –<br>Chris Brown, Chair | jeffco-gop.com<br>205-533-5127             |

### **SECRETARY OF STATE**

|                    |              |
|--------------------|--------------|
| Elections Division | 334-242-7210 |
|--------------------|--------------|

### **SHERIFF – JEFFERSON COUNTY**

|                     |              |
|---------------------|--------------|
| Birmingham Division | 205-325-5719 |
| Bessemer Division   | 205-481-4210 |