

Workstation Instructions

Step by step guide to help you complete your duties.

Ballot Reception



Santa Barbara County

ELECTIONS OFFICE

Station Supplies

- | | |
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| <ul style="list-style-type: none">• Green Vote by Mail Envelopes• Ballot Reception Tally Card• Blue Vote by Mail Ballot Bag• Ballot Reception Station Quick Reference Translation Card• Spoiled Ballot Envelopes | <ul style="list-style-type: none">• Pens• "I Voted" Stickers• Ballot Box• Workstation Instructions |
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Overview of Duties

- Be impartial and maintain a positive attitude.
- Receive and tally all voted regular ballots and regular ICX ballots from all precincts at the Polling Place and make sure they are deposited into the white Ballot Box.
- Receive and tally all dropped off vote by mail ballots. Ensure the Voter Declaration is complete and that they are deposited into the blue Vote by Mail Bag(s).
- Receive and tally all voted provisional ballots from all precincts at the Polling Place and make sure they are deposited into the Provisional Ballot Box.
- Have another Election Officer relieve you of your duties if you are on break. The white Ballot Box, Provisional Ballot Box and blue Vote by Mail Bag(s) MUST be supervised at all times and all ballots deposited MUST be tallied.

Tips to Getting Organized

- Become familiar with the procedures outlined in this guide.
- Become familiar with the (3) pages of the Ballot Reception Tally Card. The white sheet is where all regular voted ballots and regular ICX ballots will be tallied. The green sheet is where all Vote by Mail ballot returns will be tallied. The pink sheet is where all Provisional Ballot returns will be tallied.
- Become Familiar with the Santa Barbara County Vote by Mail Ballot Return Envelopes.
NOTE: Vote by Mail ballots issued by Santa Barbara County will have a drill hole on the envelope to assist the Elections Office with verifying and processing the Vote by Mail Ballots.

Regular Voted Ballots

Voters will be processed through the precincts on Election Day. The precinct workers will instruct the voters to take their voted ballots to the Ballot Reception Workstation.

Step 1: Make Sure all Voters have a Secrecy Sleeve if they Choose to Use One

- It is the voter's choice whether or not they prefer to use a Secrecy Sleeve to cover their ballot.
- If they do not have a Secrecy Sleeve, offer one for them to use.

Step 2: Have the Voter Insert their Voted Ballot into the White Ballot Box

- If the voter chooses to use a Secrecy Sleeve, be sure to have them insert the ballot with the end of the ballot exposed. They will need to hold onto the Secrecy Sleeve by the corners so it is not deposited into the Ballot Box with the ballot.
- Instruct the voter to recycle their Secrecy Sleeve after they have voted.

Step 3: Tally the Ballot on the "REGULAR BALLOT RETURNS" page of the Ballot Reception Tally Card

- Neatly make a diagonal mark through the next number on the white "REGULAR BALLOT RETURNS" page of the Ballot Reception Tally Card.

Step 4: Give the Voter an "I Voted" Sticker

Voted Regular Ballots

ICX Voted Ballots

Polling Place Supervisors will assist voters with using the ICX ballot marking devices. The Polling Place Supervisors will instruct the voters to take their regular voted ICX ballots sealed in the ICX envelope to the Ballot Reception Workstation once printed.

Step 1: Make Sure all ICX Voted ballots are sealed in an envelope

- If the voter is voting a regular ICX ballot, the printed ballot should be folded and sealed in the blue ICX Ballot Envelope.
- If the voter is voting a provisional ICX ballot, the printed ballot should be sealed in the pink bordered Provisional Envelope.
 - Provisional ballots should be inserted into the Provisional Ballot Box.

Step 2: Have the Voter Insert their Voted regular ICX ballot into the White Ballot Box

- The regular ICX ballot will be folded and placed in the blue ICX Ballot Envelope.
- Ensure the Blue ICX Ballot Envelope is sealed before the voter deposits it in the White Ballot Box.

Step 3: Tally the Ballot on the “REGULAR BALLOT RETURNS” page of the Ballot Reception Tally Card

- Neatly make a diagonal mark through the next number on the white “REGULAR BALLOT RETURNS” page of the Ballot Reception Tally Card.

Step 4: Give the Voter an “I Voted” Sticker

Voted Regular ICX Ballots

Vote by Mail Ballot Returned by Voter

A voter may deliver their voted vote by mail ballot to any polling place in California.

Ballots from other counties may be accepted if they are in the county issued vote by mail envelope. When the ballots are received at the elections office they will be forwarded to the correct county.

All vote by mail ballots will be deposited into the blue Vote by Mail Ballot Bag.

If someone is dropping off multiple ballots, check that the authorization on the flap of the envelope is completed.

Step 1: Verify the Voter Has Signed and Dated the Voter Declaration on the Envelope

IMPORTANT: A vote by mail ballot CANNOT be counted if the voter does not sign the return envelope.

If the voter does not have their envelope, please see the “VBM Returned Without Envelope” section.

SPECIAL SITUATION: Voter Signature Mark with Witness

- If a voter is unable to sign their name, they may make their mark on the signature line in the presence of a witness. The witness will then print the voter's name next to their mark and sign their own name and write “witness.”
- An Election Officer may serve as the witness in this case.

Step 2: Place Vote by Mail Ballot in the Blue Vote by Mail Ballot Bag

- After you have determined that the Voter Declaration has been completed, tell the voter they may place the ballot in the blue Vote by Mail Ballot Bag. If they choose, you may deposit the ballot for them.

Step 3: Tally the Ballot on the green “VOTE BY MAIL RETURNS” page of the Ballot Reception Tally Card

- Neatly make a diagonal mark through the next number on the green “VOTE BY MAIL RETURNS” page of the Ballot Reception Tally Card.

Step 4: Give the Voter an “I Voted Sticker”

Vote by Mail Ballot Returned by Person Other than the Voter

Signature of Person Returning Ballot Section

The following steps must be completed:

1. The person returning the ballot must print their name and relationship to voter, then sign in the space provided in the authorization section on the flap of the Vote by Mail Envelope.
 - The person returning the ballot on behalf of the voter is not required to have a specific relationship to the voter.
2. The authorized individual will deposit the ballot in the blue Vote by Mail Ballot Bag. If they prefer, you may deposit the ballot for them.
3. Tally the return. Neatly make a diagonal mark through the next number on the green "VOTE BY MAIL RETURNS" page of the Ballot Reception Tally Card.

I authorize the person below to return my ballot:	
Autorizo a la persona abajo para devolver mi boleta:	
Their name / Su nombre	<u>Mary Rothbroker</u>
Their signature / Su firma	<u>Mary Rothbroker</u>
Relationship to voter / Relación con el votante	<u>wife</u>

Unsigned Ballot Statements and Signature Verification Statements

Voters may return Unsigned Ballot Statements and Signature Verification Statements at any polling place. We have also provided copies of these documents at the Ballot Reception Workstation. Please issue them to voters upon request.

- **Unsigned Ballot Statements:** Unsigned Ballot Statements are sent to voters who return their Vote by Mail Ballot without a signature. Affected voters must complete and return the Unsigned Ballot Statement to the election office or any polling place.
- **Signature Verification Statements:** The Signature Verification statement is sent to voters whose signatures on their returned Vote by Mail envelopes do not match their signature of record. Like the Unsigned Ballot Statement, affected voters must complete and return this statement to the election office or any polling place.

Any voter required to return an Unsigned Ballot Statement or Signature Verification Statement will receive one along with instructions in the mail. Additional copies will be provided to each polling place.

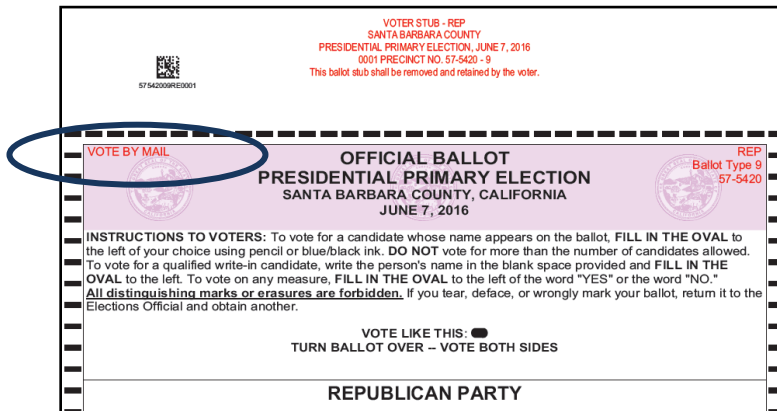
Voters should return completed forms to their precinct's Inspector to be returned in the Inspector Box.

Vote by Mail Ballot Returned Without Envelope

If a voter comes to the polling place to drop off their voted Vote by Mail ballot without their return envelope:

Step 1: Verify with the Voter that the ballot was NOT issued at the polling place

- Ask the voter if the ballot is a Vote by Mail ballot. It will say "Vote by Mail" in the upper left-hand corner. The voter must be the one to verify that it is printed on the ballot. **As an Election Officer, you must never look at a voted ballot.**



Step 2: Provide a "Returned at Polls" Vote by Mail Envelope

- Provide a new Vote by Mail Ballot Envelope to the voter from your supply.

Step 3: Voter Places Ballot in Envelope and Seals It

Step 4: Voter MUST Complete Envelope

- Instruct the voter to neatly print their name, date of birth, and residence address as registered on the spaces provided.
- Instruct the voter to sign and date the envelope.
- IMPORTANT:** A vote by mail ballot CANNOT be counted if the voter does not sign the return envelope.

I authorize the person below to return my ballot:
 Autorizo a la persona abajo para devolver mi boleta:

Their name / Su nombre _____
 Their signature / Su firma _____
 Relationship to voter / Relación con el votante _____

Questions? Contact the elections office at 1 (800) 722-8683 or visit our website at <https://sbcvot.com>
 ¿Preguntas? Comuníquese al 1 (800) 722-8683 o visite nuestro sitio web <https://sbcvot.com>

WARNING: Your ballot will not be counted unless you sign below in your own handwriting and your signature compares with the signature on your voter registration record. Voting more than once in the same election is a crime.

ADVERTENCIA: No se contará su boleta a menos que usted firme a continuación con su puño y letra y que coincida con la firma en su registro de elector. Votar más de una vez en la misma elección es un crimen.

Voter, sign and date below.
 Volante, firme y coloque la fecha abajo.

Date / Fecha (MM/DD/YYYY) 06/07/2016

Did you...
 Sign the voter's declaration in your own handwriting?
 Place your ballot in the envelope?
Revise si...
 ¿Firmó la declaración del votante con su propia letra?
 ¿Colocó su boleta en el sobre?

Returned at Polls PLEASE PRINT
Devuelto en el Centro de Votación ESCRIBA CON LETRA DE MOLDE

Date of Birth: Fecha de nacimiento:	04/16/1982
Name: Nombre:	Jane Miller
Residence Address As Registered NO PO Box Allowed Domicilio residencial: Como esta registrado, No se acepta apartado postal	123 Village Springs Ln. Santa Barbara CA 93101

If you are unable to sign, make your mark in the signature box to the left and have a witness sign below:
 Si usted no puede firmar, haga una marca en el cuadro de la firma a la izquierda y pida que un testigo firme abajo.

Witness, sign here
 Testigo, firme aquí _____

Step 5: Verify Voter has Printed their Information and Signed the Envelope.

Step 6: Have Voter Deposit the Ballot in the Blue Vote by Mail Ballot Bag

- After you have determined the voter has written their information and signed the envelope, tell the voter they may place the ballot in the blue Vote by Mail Ballot Bag. If they choose, you may deposit the ballot for them.

Step 7: Tally the Ballot on the green "VOTE BY MAIL RETURNS" page of the Ballot Reception Tally Card

- Neatly make a diagonal mark through the next number on the green "VOTE BY MAIL RETURNS" page of the Ballot Reception Tally Card.

Step 8: Give the Voter an "I Voted" Sticker

Voted Provisional Ballots

IMPORTANT: Provisional ballots should **NEVER** be put into the white Ballot Box. It is very important that all Provisional Ballots are sealed in a pink bordered Provisional Envelope and deposited in the Provisional Ballot Box.

Step 1: Verify Voter has Completed the Front of the Provisional Envelope

- Verify that the voter has completed all sections on the front of the Provisional Envelope and that they have signed in Section 2.
 - You should not make changes or additions to the sections the voter is to complete. These changes should only be made by the voter or the voter's assistant, should they have one.
 - The ballot cannot be counted unless the entire envelope is completed and signed.

SANTA BARBARA COUNTY ELECTIONS 42 PV 999999
 Voter Registration Form & Provisional Ballot Envelope
 Formulario de registro de votante y sobre de boleta provisional

Qualifications Requisitos	1	<input checked="" type="checkbox"/> Yes - Sí <input type="checkbox"/> No - I am US citizen and resident of CA - Ciudadano de EE.UU. y residente de CA If "No," you CANNOT register - Si "No," NO PUEDE inscribirse para votar <input checked="" type="checkbox"/> Yes - Sí <input type="checkbox"/> No - I am 18 years of age or older - Tengo al menos 18 años de edad <input checked="" type="checkbox"/> Yes - Sí <input type="checkbox"/> No - I am voting my one and only ballot for this election - voy a votar mi única boleta para esta elección
I swear or affirm that - Juro o afirmo que: I am a U.S. citizen and a resident of California and at least 18 years old. I am not currently in state or federal prison or on parole for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct. - Soy ciudadano de EE. UU. y soy residente de California y tengo al menos 18 años de edad. No estoy actualmente en una prisión estatal o federal o en libertad condicional por haber sido condenado de un delito mayor. No he sido declarado mentalmente incompetente para votar actualmente por una corte judicial. Entiendo que brindar información incorrecta de manera intencional en este formulario es un delito. Declaro bajo pena de perjury conforme a las leyes del estado de California que la información en este formulario es verdadera y correcta.	2	Signature - Firma: <u>Tad Pohl</u> Date signed - fecha de la firma: <u>03/03/2020</u>
Your legal name Su nombre legal	3	Optional prefix / Prefijo opcional: <input type="checkbox"/> Mr. - Sr. <input type="checkbox"/> Ms. - Sra. <input type="checkbox"/> Mrs. - Sra. <input type="checkbox"/> Miss - Srta. First Name - Primer nombre: <u>Tad</u> Middle - Segundo nombre: Last Name - Apellido nombre: <u>Pohl</u>
Identification Identificación	4	Date of birth / Fecha de nacimiento (mes/día/año): <u>1/22/1944</u> U.S. state or foreign country of birth / Estado de EE.UU. o país extranjero donde nació: <u>OK</u> CA driver's license or ID card # / Num. de licencia de manejar o Tarjeta de Identidad de California: SSN (last 4 numbers) / SSN (las últimas 4 cifras) XXX-XX- <u>7119</u>
The address where you live - La dirección donde vive Do not use PO Box # No ponga apartado postal	5	Home address - Domicilio: <u>180 Aurora Ave</u> City / Ciudad: <u>Santa Barbara CA 93101</u> Foreign Country / País de extranjero: If you do not have a street address, describe where you live including cross streets, route, N, S, E, W, etc. Si no tiene dirección con calle y número, describa donde vive (cruce de calles, ruta, N, S, E, O, etc.)
The address where you receive mail - la dirección donde recibe su correo	6	Mailing address - if different from above or a PO box # / Dirección postal, si no es la misma que puso más arriba o es apartado postal: <u>same</u> City / Ciudad: State / Estado: Zip / Cód. Postal: Foreign Country / País de extranjero:
Registration history Historial de inscripción	7	First name - Primer nombre: <u>Tad</u> Middle Initial - Inicial del segundo nombre: Last Name - Apellido: <u>Pohl</u> Previous address - Dirección anterior: <u>2133 Francisco Ct, Santa Barbara CA 93105</u> Previous county / Condado anterior: <u>SB</u> Previous political party preference (if any) / Preferencia de Partido político anterior (si corresponde):
Political Party Preference Preferencia de Partido político If you choose "No Party/None" you may not be able to vote for some parties' candidates at a primary election for U.S. President, or for a party's central Committee. Si selecciona "Ningún partido/Ninguno", es posible que no pueda votar por algunos de los candidatos partidarios en una elección primaria para presidente de EE.UU. o comité central partidario.	8	I want to choose a political party preference - Deseo indicar una preferencia de partido político <input type="checkbox"/> American Independent Party - Partido Americano Independiente <input checked="" type="checkbox"/> Democratic Party - Partido Demócrata <input type="checkbox"/> Green Party - Partido Verde <input type="checkbox"/> Libertarian Party - Partido Libertario <input type="checkbox"/> Peace and Freedom Party - Partido Paz y Libertad <input type="checkbox"/> Republican Party - Partido Republicano <input type="checkbox"/> Other (specify) - Otro (especificar): I do not want to choose a political party preference. - No deseo indicar una preferencia de partido político. <input type="checkbox"/> No Party / None - Ningún partido / Ninguno
Vote by mail Votación por correo	9	<input checked="" type="checkbox"/> Yes - Sí - I want to get my ballot by mail before each election. - Quiero recibir mi boleta por correo antes de cada elección <input type="checkbox"/> No
Contact Info Contacto Info	10	Phone number - número de teléfono: Email:

Step 2: Place Ballot in Provisional Ballot Box

- **REMINDER:** Ensure the Provisional Ballot Box is sealed before the ballot is deposited into the box. If the voter is the first Provisional Voter, the Polling Place Supervisor will show them the Provisional Ballot Box is empty prior to sealing.
- After you have determined the envelope has been completed, tell the voter they may place the ballot in the Provisional Ballot Box. If they choose, you may deposit the ballot for them.

Step 3: Tally the Ballot on the 'Provisional Ballot Tally Card'

- Make a diagonal mark through the next number on the pink Provisional Ballot Tally Card.

Ballot Reception Workstation Quick Guide

REMINDER: Don't forget to place a Polling Place Label on the Ballot Reception Tally Card.

Regular Ballots and Regular ICX Ballots

- Ensure every voter is given the option to use a Secrecy Sleeve. Remember, a voter's choices must remain private and you cannot look at their ballot once it has been voted.
- For all regular ICX ballots, verify the ballot is sealed in a blue ICX envelope
- Ballot Reception Clerk or Voter will deposit the ballot in the white Ballot Box.
 - Remember to make sure the Secrecy Sleeves do not also get dropped in the ballot box as they cannot be retrieved.
- Ballot Reception Clerk will tally the ballot return on the white Regular Ballot page of the Ballot Reception Tally Card.
- Voter receives an "I Voted" sticker.

Vote by Mail Ballots Returned by Voter

- Please remember to put a Polling Place Label on the card in the pocket of the blue Vote by Mail Bag(s).
- Please remember to deposit the Polling Place Identification Sheet in the blue Vote by Mail Bag(s).

Ballot Reception Clerk	Voter
<ul style="list-style-type: none"> ▪ Provide envelope if needed 	
	<ul style="list-style-type: none"> ▪ Place ballot in envelope ▪ Complete envelope
<ul style="list-style-type: none"> ▪ Verify voter signed and dated envelope 	
<ul style="list-style-type: none"> ▪ Place envelope in blue Vote by Mail Ballot Bag 	
<ul style="list-style-type: none"> ▪ Tally ballot on green Vote by Mail Ballot page of the Ballot Reception Tally Card 	

Vote by Mail Ballot Returned by a Person Other than the Voter

Ballot Reception Clerk	Person Returning Ballot
	<ul style="list-style-type: none"> ▪ Print their name and relationship to voter on the flap of envelope
	<ul style="list-style-type: none"> ▪ Sign as the authorized person
<ul style="list-style-type: none"> ▪ Verify voter signed and dated envelope 	
<ul style="list-style-type: none"> ▪ Place envelope in blue Vote by Mail Ballot bag 	
<ul style="list-style-type: none"> ▪ Tally ballot on green Vote by Mail Ballot page of the Ballot Reception Tally Card 	

Provisional Ballots

- Verify the voter completes all sections on the front of the pink bordered Provisional Envelope and signs in Section 2.
- Deposit the Provisional Ballot sealed in the envelope in the Provisional Ballot Box.
- Tally the return on the pink Provisional Ballot Page of the Ballot Reception Tally Card.