



2020 Poll Book Training for Election Judges

City of Corcoran

Version 1.0
Revised 6/2/2020



OPENING

Introduction



Poll book hot spot



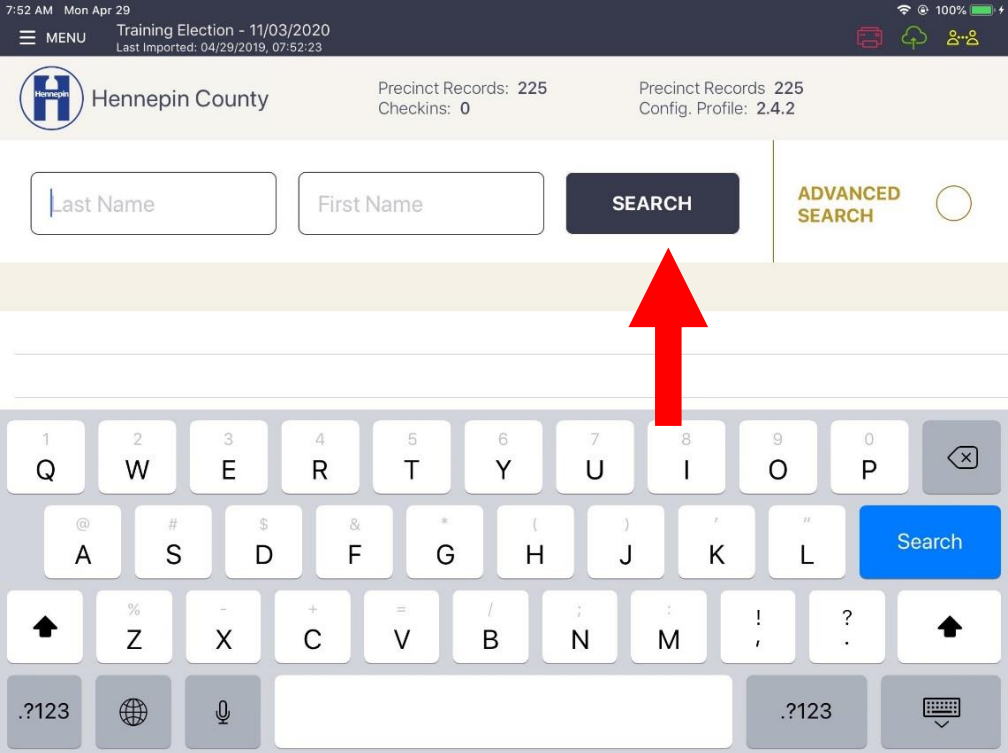
Setting up poll books



CHECKING IN REGISTERED VOTERS

Checking in registered voters

- Ask voter's name.
- Enter the first three letters of the voter's last and first name.
- Select SEARCH



The screenshot displays the Hennepin County voter check-in application. At the top, the status bar shows the time as 7:52 AM on Monday, April 29, and the battery level at 100%. The app header includes the Hennepin County logo, the text 'Hennepin County', and statistics: 'Precinct Records: 225' and 'Checks: 0'. Below the header, there are two input fields labeled 'Last Name' and 'First Name', followed by a dark blue 'SEARCH' button. To the right of the 'SEARCH' button is an 'ADVANCED SEARCH' toggle switch. A red arrow points to the 'SEARCH' button. At the bottom of the screen, a virtual keyboard is visible, with a blue 'Search' button on the right side.



Checking in registered voters

- The poll book will display a list of names.
- Select the voter's name.

The screenshot displays the Hennepin County poll book application in 'TRAINING MODE'. The top status bar shows the time as 12:57 PM on Monday, June 24, and the battery level at 100%. The header includes a menu icon, the text 'Final Training - 2.4.2 (04)', and 'Last Imported: 08/13/2019'. Below the header, the Hennepin County logo is shown next to the address '514 Studios'. To the right, it indicates 'Precinct Records: 225' and 'Checkins: 0', with a 'REGISTER' button. The search interface features two input fields containing 'HAR' and 'JU', a 'SEARCH' button, and an 'ADVANCED SEARCH' link. Below the search bar, a yellow banner states 'SEARCH RESULTS: 3'. The results are listed in a table-like format with three entries, each preceded by a gear icon for settings.

Name	DOB	Address	Voter ID	Precinct
HARRIS, JULIE JAMES	12/03/1960	5100 34TH AVE S	873105	514 Studios Precinct: TRAINING P-1 Split 273
HARRIS, JUSTIN JAMES	04/07/1960	2900 43RD ST W	3703818	514 Studios Precinct: TRAINING P-1 Split 273
HARTMAN, JULIA JAMES	01/23/1961	2880 HENNEPIN AVE N	3163133	514 Studios Precinct: TRAINING P-1 Split 273



Checking in registered voters

- Pollbook displays “Voter Confirmation” screen
- Verify voter’s information and press “Accept”

7:56 AM Mon Apr 29
Training Election - 11/03/2020
Last Imported: 04/29/2019, 07:52:23

Hennepin County VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

STEPHEN ANN CAVANAUGH
DOB: 01/06/1934
5100 34TH AVE S

Voter ID: 990132 Precinct: TRAINING P-1 Split: 273

Update Registration



Checking in registered voters

- Judge points to oath on the Certificate
- Voter affirms oath
- Voter verifies name and address
- Voter signs certificate
- Judge puts signed certificate into container

05/12/2020, 08:33:30

OLIVIA BENSON
05/12/1981
885 21ST AVE SE, MINNEAPOLIS
Voter ID:

Read the oath and sign below:
I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote; and that if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

X Olivia Benson
Voter Signature

BALLOT STYLE

Precinct: MINNEAPOLIS W-2 P-03
School District: 1-1



Voter's Receipts

- Prints from poll book
- Give to voter
- Direct voter to Demonstration Judge

05/12/2020, 08:33:30

BALLOT STYLE

Precinct: MINNEAPOLIS W-2 P-03
School District: 1-1

Voter Receipt #: 1



Check-in scenario

Scenario #1:
registered
voter

Cristina Saavedra Abasto

1010 11th Ave SE

05/27/1963

ABA - 1st three letters of last name

CRI - 1st three letters of first name

Check-in scenario

Scenario #2:
registered
voter

John Justin Glover

830 18th Ave SE

2/14/1985

GLO - 1st three letters of last name

JOH - 1st three letters of first name

Only for:

- Name correction
- Duplicate record
- Date of birth incorrect or missing

Municipality Edina

Roster Correction Form

Page ____ of ____

Ward/Precinct 2

Election 11/5/2019

• Use this form:

1. To make *corrections* to a voter's name (permitted corrections: typos; change from shortened name to full name, e.g. John to Johnathan; or adding a voter's middle name)
2. To indicate duplicate records
3. To correct or add a missing date of birth

• Do not use this form for *changes* to a voter's name or address (including apartment changes/additions). For these things, the voter must complete election day registration (voter may use Valid Registration in Same Precinct as proof of residence).

• Correction must be approved by second election judge (either the Head Judge or the Head Judge's designee).

Type of Correction (check one box below)	Voter ID Number	Voter Name (as it appears in poll book)	Correction to be Made	Approving EJ Initials
<input checked="" type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing	1245195	Lillian Joseph Ingrahm	Lillian Joseph Ingram Rempue (h)	S.A.
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input checked="" type="checkbox"/> Date of birth incorrect/missing	1599302	David R Rose	Add Birth date 08/16/1972	S.A.
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing				
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing				
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing				
<input type="checkbox"/> Name correction <input type="checkbox"/> Duplicate record <input type="checkbox"/> Date of birth incorrect/missing				

Return in Results Envelope B

Form Revised 9/3/2019

Report of Deceased Voter

CITY OF EDINA

**REPORT OF DECEASED
VOTER**
(PLEASE PRINT)

In accordance with Minnesota Statutes, section 201.13, I am a registered voter and I have personal knowledge that John Doe is deceased.

Jane Doe
Name of Registered Voter

Jane Doe 11/4/2014
Signature of Registered Voter Date

Deceased Date of Birth: 4/12/1920 Date of Death: 11/27/2013

Last Known Address: 4801 W 50th Street



A.B. on voter record

- The voter already voted by absentee ballot and may not cast another ballot on election day.

The screenshot shows the Hennepin County Training Election interface. At the top, it displays the time (7:54 AM), date (Mon Apr 29), and election details (Training Election - 11/03/2020, Last Imported: 04/29/2019, 07:52:23). The interface includes a menu icon, the Hennepin County logo, and statistics (Precinct Records: 225, Checkins: 0). A 'REGISTER' button is visible. Below these are search input fields for 'FRI' and 'MIC', a 'SEARCH' button, and an 'ADVANCED SEARCH' link. A table header lists search criteria: DOB, ADDRESS, LICENSE NO., VOTER ID, LOCATION CODE, RESET, and SCAN BARCODE. The search results show two voters:

SEARCH RESULTS: 2		
	FRIEDMANN, MICHELE F 06/17/1956 2900 43RD ST W VOTER ID: 124937	A.B. 512 Studio Precinct: TRAINING P-1 Split 273
	FRITON, MICHAEL FIELD III 08/11/1956 300 NICOLLET MALL SE VOTER ID: 3184113	512 Studio Precinct: TRAINING P-1 Split 273



Challenge on voter record

Challenged - Postal Return

CONTARDI, NANCY ALLAN
01/17/1930
5100 34TH AVE S
Precinct TRAINING P-1, Split 273

This voter was sent a piece of official election mail and the mail was returned to the auditor because it was not deliverable to the person at the address on record.

Ask the voter,

- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "What is your residential address?"

If the voter's address matches the information provided above, the challenge shall be cleared.

CLEAR CHALLENGE

CHALLENGE REFUSED

CHALLENGE FAILED



Challenge on voter record

- Follow directions on poll book
- Administer oath to the voter
- Ask questions to determine eligibility
- If eligible, judge selects "Clear Challenge" and prints Voter Signature Certificate
- Voter signs the Certificate and proceeds to the Demonstration Judge



Challenge on voter record

- If voter refuses challenge, judge selects "Challenge Refused"
- If not eligible, judge selects "Challenge Failed"

Challenged - Postal Return

CONTARDI, NANCY ALLAN
01/17/1930
5100 34TH AVE S
Precinct TRAINING P-1, Split 273

This voter was sent a piece of official election mail and the mail was returned to the auditor because it was not deliverable to the person at the address on record.

Ask the voter,
- "Do you solemnly swear (or affirm) that you will fully and truly answer all questions put to you concerning your eligibility to vote at this election?"
- "What is your residential address?"

If the voter's address matches the information provided above, the challenge shall be cleared.

CLEAR CHALLENGE

CHALLENGE REFUSED

CHALLENGE FAILED



REGISTERING VOTERS

New registration

1:04 PM Mon Jun 17 Final Training - 2.4.2 (04) TRAINING MODE Last Imported: 08/13/2019 Reset

Hennepin County 514 Studios Precinct Records: 225 Checkins: 2 Countywide Records: 225 Config. Profile: 2.4.2(4) - Print

Last Name First Name SEARCH ADVANCED SEARCH

Q W E R T Y U I O P [Back] [Search]

A S D F G H J K L [Search]

[Up] Z X C V B N M [Search]

.?123 [Globe] [Microphone]

11:32 AM Mon Jun 24 Final Training - 2.4.2 (04) TRAINING MODE Last Imported: 08/13/2019 Reset

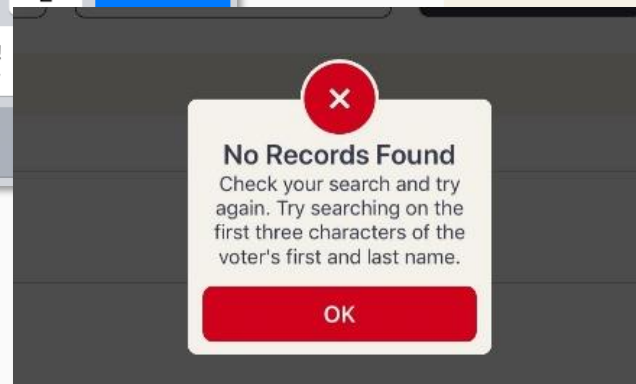
Hennepin County 514 Studios Precinct Records: 225 Checkins: 0 REGISTER

Last Name First Name SEARCH ADVANCED SEARCH

DOB ADDRESS LICENSE NO. VOTER ID LOCATION CODE RESET SCAN BARCODE

06 / 19 / 1960 CLEAR

MONTH DAY YEAR



New registration

Final Training - 2.4.2 (04)

TRAINING MODE Last Imported: 08/13/2019

Hennepin County
514 Studios

Precinct Records: 225
Checkins: 0

REGISTER

LEW

JAN

SEARCH

ADVANCED SEARCH



New registration – Steps 1 and 2

7:58 AM Mon Apr 29

< Previous Step

Eligibility Verification

1 2 3 4 5 6 7

Next

Please ask the voter to answer the questions below to determine eligibility.

Ask the Voter

Are you a U.S. Citizen?

Yes No

Ask the Voter

Will you be at least 18 years old on election day?

Yes No

1

12:05 PM Mon Jun 24

< Previous Step

Election Day Registration

SCAN DL BARCODE

1 2 3 4 5 6 7

Next

Enter Voter Information

HEIDI N CLOSET

First Name * Middle Name Last Name * Suffix

06/24/1984

DOB *

Email Phone Number

* Indicates a required field

March	21	1981
April	22	1982
May	23	1983
June	24	1984
July	25	1985
August	26	1986
September	27	1987

2



New registration – Step 3

8:00 AM Mon Apr 29

< Previous Step

Voter Address

3

ADDRESS TYPE ▾

1 2 3 4 5 6 7

Next

Enter address below. House number must be entered first. VERIFY City & Zip are correct before selecting NEXT.

2900 43

House # * Suffix Pre Direction Street Name * Street Type Post Direction

2900 43rd St W, MINNEAPOLIS MN 55410

Unit Number City * State * Zip *

CLEAR FORM

Can Mail Be Delivered to Address Above? YES NO

* Indicates a required field

Q W E R T Y U I O P

A S D F G H J K L

↑ Z X C V B N M ! , ;

.?123

8:00 AM Mon Apr 29

< Previous Step

Voter Address

ADDRESS TYPE ▾

1 2 3 4 5 6 7

Next

Enter address below. House number must be entered first. VERIFY City & Zip are correct before selecting NEXT.

2900 43RD ST W

House # * Suffix Pre Direction Street Name * Street Type Post Direction

MINNEAPOLIS MN 55410

Unit Number City * State * Zip *

CLEAR FORM

Can Mail Be Delivered to Address Above? YES NO

* Indicates a required field

34TH AVE

Pre Direction Street Name * Street

POLIS MN 55410

Can Mail Be Delivered to Address Above?

Did you ask the voter if they have a unit number?

Yes, I did

No, go back

New registration – Step 4

8:00 AM Mon Apr 29

Registration Identification

1 2 3 4 5 6 7

Next

Please select your Identification type from the list.

Voter Has a MN-issued driver's license or MN ID card number

Identification Types *

W123123123123

MN Driver's license number or MN ID card number *

* Indicates a required field

4

12:16 PM Mon Jun 24

Registration Identification

1 2 3 4 5 6 7

Next

Please select your Identification type from the list.

Voter Has a MN-issued driver's license or MN ID card number

Voter Has a SSN but does not have a MN-issued driver's license or MN ID card

Voter does not have a MN-issued driver's license, a MN-issued ID card, or a SSN

Voter Has a Temporary Driver's license



New registration – Step 5

8:00 AM Mon Apr 29

Residency Verification

Previous Step

1 2 3 4 5 6 7

Next

Please choose your proof of residency from the lists.

ID with Current Name & Address

Residency Types *

MN Driver's License, Learner's permit, MN ID card

Type of ID *

W123123123123

ID Number *

* Indicates a required field

5



New registration – Step 6

8:01 AM Mon Apr 29 100%

< Previous Step Previous Voter Information - Optional X

1 2 3 4 5 6 7 Next

First Name Middle Name Last Name Suffix

Address 1

City State Zip

CLEAR FORM

* Indicates a required field

6



New registration – Step 7

8:01 AM Mon Apr 29


< Previous Step Election Judge Confirmation X

1 2 3 4 5 6 7 Submit

**Election Judge to confirm registration information. If correct, Election Judge to initial and tap Next.
If changes are needed, tap Previous Step.**

PATRICK LEE OLSON
12/25/1990
Phone: 612-655-6777 Email: PLO@GMAIL.COM
Residential: 2900 43RD ST W, MINNEAPOLIS, MN 55410
ID Type: Voter Has a MN-issued driver's license or MN ID card number
ID Number: W123123123123
Precinct: TRAINING P-1 Split: 279 School District: 279

Clear Signature


Initial

7



New registration

8:01 AM Mon Apr 29

< Previous Step Election Judge Confirmation X

1 2 3 4 5 6 7 Submit

Election Judge to confirm registration information. If correct, Election Judge to initial and tap Next.
If changes are needed, tap Previous Step.

PATRICK LEE OLSON
12/25/1990
Phone: 612-655-6777 Email: PLO@GMAIL.COM
Residential: 2900 43RD ST W, MINNEAPOLIS, MN 55410
ID Type: Voter Has a MN-issued driver's license or MN ID card
ID Number: W123123123123
Precinct: TRAINING P-1 Split: 279 School:

Added
PATRICK LEE OLSON
Accept

Clear Signature

Initial

2:03 PM Fri Jun 21

Final Training - 2.4.2 (04)
TRAINING MODE Last imported: 08/13/2019

MENU

Hennepin County
514 Studios

Precinct Records: 225
Checks: 0
EDR: 1

Reset

Last Name First Name SEARCH

ADVANCED SEARCH

SEARCH RESULTS: 1

LEWIS, JANET K
06/19/1960
347 36TH ST E, MINNEAPOLIS, MN 55408
VOTER ID: Unavailable

EDR

514 Studios
Precinct: TRAINING P-1
Split 273



New registration

- Voter Signature Certificate and Election Day Registration Application print together
- Voter signs in two places



05/12/2020, 08:29:27
Minnesota Voter Registration
Application

Are you a U.S. Citizen? Yes, Will you be at least 18 years old on election day? Yes

ELLIOT STABLER
01/08/1971
2335 COLE AVE SE, MINNEAPOLIS,
MN 55414

Voter Has a MN-issued driver's license or MN ID card number
A11122233444

ID with Current Name & Address
MN Driver's License, Learner's permit, MN ID card
A11122233444

Previous Name:
Previous Address:

Read the oath and sign below:
I certify that I:
- will be at least 18 years old on election day;
- am a citizen of the United States;
- will have resided in Minnesota for 20 days immediately preceding election day;
- maintain residence at the address given on the registration form;
- am not under court-ordered guardianship in which the court order revokes my right to vote;
- have not been found by a court to be legally incompetent to vote;
- have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and
- have read and understand the following statement: that giving false information is a felony punishable by not more than five years imprisonment or a fine of not more than \$10,000, or both.

X Elliott Stabler
Voter Signature

Date: 08/11/2020
Election Judge Initials:
MC

MINNEAPOLIS W-2 P-03 1-1

05/12/2020, 08:29:27
ELLIOT STABLER
01/08/1971
2335 COLE AVE SE, MINNEAPOLIS,
MN 55414
Voter ID:

Read the oath and sign below:
I certify that I am at least 18 years of age and a citizen of the United States; that I reside at the address shown and have resided in Minnesota for 20 days immediately preceding this election; that I am not under guardianship in which the court order revokes my right to vote; have not been found by a court to be legally incompetent to vote; and that if convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and that I am registered and will be voting only in this precinct. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

X Elliott Stabler
Voter Signature

BALLOT STYLE
Precinct: MINNEAPOLIS W-2 P-03
School District: 1-1



Voter's Receipts

- Prints from poll book
- Give to voter
- Direct voter to Demonstration Judge

05/12/2020, 08:29:27

BALLOT STYLE

Precinct: MINNEAPOLIS W-2 P-03
School District: 1-1

Voter Receipt

#: 2




Updating registration

- Nearly identical to new registration process.
- Doesn't ask about citizenship or age.
- When updating the name or address of a voter who has an active registration in the precinct.
- Easy option for proof: Valid registration in precinct



Updating registration

8:18 AM Tue Aug 6
Final Training - 2.4.2 (04)
TRAINING MODE Last Imported: 08/13/2019
Reset

 Hennepin County
514 Studios

VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

CAROL MICHAEL PEARSON
DOB: 02/16/1970
300 NICOLLET MALL SE

Voter ID: 4248920 Precinct: TRAINING P-1 Split: 273

Update Registration



Registration scenario

Scenario #3: Create a new voter registration

Angela Reyes
04/24/2000
2633 Cole Ave SE

*ID and proof of
residence:*
MN State DL
#G123456789012

REY– 1st three letters of last
name
ANG –1st three letters of first
name

Registration scenario

Scenario #4: Create a new voter registration

Courtney Bollinger
04/16/1976
1045 13th Ave SE

BOL – 1st three letters of
last name
COU – 1st three letters of
first name

ID:
SSN (last 4 digits 1234)

Proof of residence:
U.S. Passport #123456789
Credit Card Bill

Registration scenario

Scenario #5: Create a new voter registration (voucher)

Voter Information:

Scott Smith
5/27/1976
809 Weeks Ave SE

ID: Voter does not have
DL, ID, or SSN

Proof of residence:
Vouched for

Voucher Information:

Tim Brandon Watson
821 Weeks Ave SE
555-555-5555

Pre-registered in this
precinct
Voter ID: 1160681

CLOSING

Final sync



Closing the
poll books

WRAP-UP

Review your training materials

- Be sure to review training materials for this class *and* any additional training materials you receive.



Thank you!

- **Review your training materials!**
- Questions before election day?
Contact: Michelle Friedrich at
763-400-7031.
- Good luck!



CREDITS

Credits

- This presentation was produced by a workgroup made up of clerks from several cities in Hennepin County and Hennepin County Elections staff.
- Special thanks to the Cities of Edina and Bloomington

