

# INSTRUCTIONS IMPORTANT BLACKEN THE OVAL (●) TO MARK BALLOT

1. On entering a polling place, announce your full name and address to the Precinct Election Officials. You will then write your name at the proper place in the Poll Book. Your signature will then be compared with the signature in the **POLL BOOK**. If the signature, in the opinion of the majority of the Precinct Election Officials, is the same, the official in charge of the ballots shall then detach each ballot from the Book Stub, serially numbered, and place it in a "Ballot Sleeve". You will then be handed the sleeve which contains your ballot.
2. You shall then retire to one of the voting compartments to mark your ballot.
3. No mark shall be made on any ballot which would in any way enable any person to identify the person who voted such ballot.
4. If you tear, soil, deface or erroneously mark a ballot, you may return it to the Precinct Election Officials, and a second ballot shall be issued to you. Before returning a torn, soiled, defaced or erroneously marked ballot, you shall fold it so as to conceal any marks you made upon it, but you shall not remove the Stub.
5. You shall not be allowed to occupy a voting compartment more than three minutes when all the voting compartments are in use and voters are waiting to occupy them. Except as otherwise provided by law, you shall not occupy a voting compartment with another person or speak to anyone, nor shall anyone speak to you, while you are in a voting compartment.
6. **YOU MUST NOT DETACH THE STUB FROM THE BALLOT.**
7. Before leaving the voting compartment, you shall insert each ballot marked by you into the sleeve provided so that no part of the face of the ballot shall be visible except the stub. You shall then leave the voting compartment and deliver your ballot to the election official having charge of the ballot scanner. Upon **removal of the stub by the election official**, the voter shall insert the ballot into the ballot scanner. No ballot from which the stub has been detached by the voter shall be accepted by the election official in charge of the ballot scanner, but it shall be marked "spoiled" and shall be placed in the envelope marked "spoiled ballots". The election official in charge shall issue a second ballot to the voter. After voting your ballot in the proper manner and depositing it into the ballot scanner, you shall immediately leave the polling place.
8. You shall not leave the polling place until you have returned to the Precinct Election Officials every ballot issued to you with Stub on each ballot attached thereto, regardless of whether you have or have not placed any marks upon the ballot.
9. Any elector who is unable to see or mark the ballot or to enter the voting booth without assistance, the following applies: If the disability is not entered on the registration card, the elector may receive assistance if the elector completes a Declaration of the Need for Assistance to vote in the polling place.

## MARKING THE BALLOT AND WRITE-IN VOTING

In marking ballots observe the following rules:

1. **TO VOTE YOU MUST BLACKEN THE OVAL (●) COMPLETELY.** Do not make an X or ✓. Vote both sides, if needed.
2. **TO WRITE-IN A NAME** — You must blacken the oval (●) and write the name on the line provided.
3. **USE ONLY THE PEN PROVIDED.** Your ballot will be counted by an optical scanner and if you use any other type of pen or pencil, it may not be counted.
4. **DO NOT CROSS OUT** — If you change your mind, exchange your ballot for a new one.
5. **AFTER VOTING** — Insert ballot in the ballot sleeve so that the ballot stub appears at the bottom. **DO NOT FOLD THE BALLOT.**
6. You **Must Not** Detach the Stub from the Ballot.
7. **BE SURE TO VOTE ALL BALLOTS ISSUED TO YOU.**