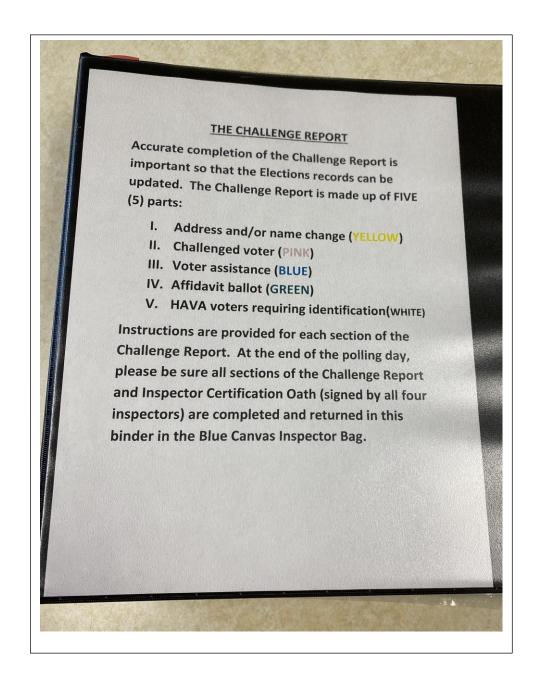
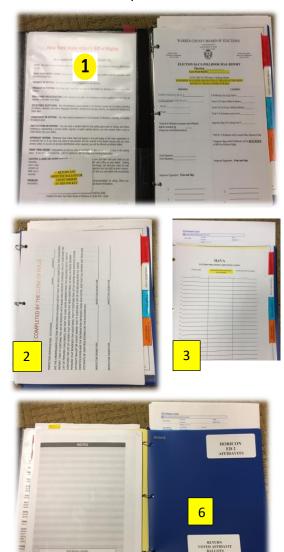
CHALLENGE REPORT BINDER INFORMATION

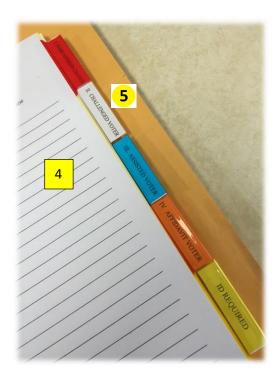


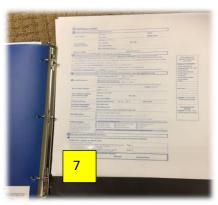
The Challenge Report Binder contains necessary forms and documents that are used frequently throughout Election Day. It should be kept on the inspector table. Accurate completion of the Challenge Report is important so that the Elections records can be updated. The Challenge Report is made up of five sections:

The binder contains:

- 1. Court Orders, any unvoted absentee ballots and Watcher Certificates will be returned to the BOE here
- 2. Oath to be completed by all inspectors at the close of polls
 - ✓ Polling Place Evaluation Sheet
- 3. HAVA ID required
- 4. Instructions for each of the Challenge Report sections (separated by tabbed dividers for each section)
- 5. Copy of the Inspector Training Manual
- 6. Plastic folder for completed affidavit envelopes
- 7. Affidavit envelopes with Affidavit Ballots inside as well as empty envelopes for on-demand printing.







Instructions are provided for each section of the Challenge Report. At the end of the polling day, please be sure all sections of the Challenge Report and Inspector Certification Oath (signed by all four inspectors) are completed and returned in this binder in the Blue Canvas Inspector Bag.

SAMPLE
Oath signed by
all inspectors

TO BE COMPLETED BY THE CLOSE OF POLLS

INSPECTOR CERTIFICATION: CITY/TOWN		_WARD	DISTRICT
WE THE UNDERSIGNED ELECTION INSPECTORS I			
CHALLENGE REPORT, THAT IT CONTAINS THE LIS	ST OF PERSONS WITH NAME	AND ADDRESS	CHANGES; THAT IT
CONTAINS THE LIST OF PERSONS CHALLENGED,	AND THAT THE SAME WERE	ADMINISTERED	THE REQUIRED
OATH; THAT IT CONTAINS THE LIST OF VOTERS	THAT HAVE SWORN THEY N	EED ASSISTANCE	, AS WELL AS
THOSE SWORN PERSONS THAT RENDERED THE	ASSISTANCE; THAT IT CONTA	AINS THE LIST O	F VOTERS WHO
VOTED BY EITHER AFFIDAVIT BALLOT OR COURT	ORDER; THAT IT CONTAINS	A LIST OF VOTE	RS REQUIRED TO
SHOW IDENTIFICATION AND THE INFORMATION	N OBTAINED FROM SAID VO	TER; AND THAT	ALL ENTRIES ARE
TRUE AND ACCURATE OF OUR PROCEEDINGS O	N THIS ELECTION DAY.		
INSPECTOR SIGNATURE	INSPECTOR SIGNATURE		
INSPECTOR SIGNATURE	INSPECTOR SIGNATURE		

This form is signed by all 4 inspectors at the Close of Polls

SECTION I: NAME/ADDRESS CHANGE

NAME / ADDRESS CHANGE WITHIN YOUR POLLING LOCATION

IF A VOTER PRESENTS HIM OR HERSELF TO VOTE AND GIVES YOU A NEW ADDRESS IT IS PERFECTLY LEGAL FOR THIS PERSON TO VOTE. **DO NOT TURN ANY VOTER AWAY BECAUSE OUR RECORDS DO NOT REFLECT THE UPDATED ADDRESS OR NAME.**

- ADDRESS CHANGE Make sure address is <u>within</u> your ward/district (poll site).
 Update voter's change of address in the e-Pollbook. Have voter verify and sign.
 Process as an affidavit voter. If address is not in your site you must direct voter to the proper poll site or correct county.
 - *REMINDER QUEENSBURY & GLENS FALLS VOTERS CAN VOTE AT ANY POLLSITE WITHIN THEIR RESPECTIVE TOWN/CITY
- **NAME CHANGE** You can edit the voter's name in the e-Pollbook. Have voter sign e-Pollbook with their new name. Additionally, have voter sign new name on Section I of the Challenge Report.



IF NAME IS NOT IN THE POLL PAD OR THE VOTER IS INACTIVE – present *NOTICE TO VOTER*

Voter may vote by Affidavit or he/she may obtain a Court Order.

(complete Section IV for Affidavits/Court Orders)



NO COURT ORDERS FOR ABSENTEES

SECTION II: Challenged Voter CHALLENGED VOTER

A voter's qualifications can be challenged at the polling site by an Inspector, Poll watcher, or any registered voter who is properly voting at that polling site.

Challenges can be made for several reasons:

- The person's signature does not match the current registration signature
- Someone else using the same name has already voted
- The person is believed not to reside at his or her address

As an inspector, you must challenge any voter whom you know or suspect is not legally entitled to vote in your district.

Challenges of Voters

Follow these steps in processing challenges:

- 1. Make the challenge before the person votes.
- 2. Add the challenged voter's name to the Challenge Report Section II (Challenges)
- 3. Give the challenged voter the **Notice to Voters** form explaining his or her legal options.
- 4. Administer the **Preliminary Oath** to the voter. If the voter refuses to answer questions or take the oath, they may not vote.
- 5. Question the voter about his or her qualification. (see Challenge Oath and Report form)

Deciding the Challenge

If the Board of Inspectors is satisfied with the voter's answers to these questions, the challenge is withdrawn and the individual is allowed to vote on the voting system in the normal manner.

If the Board of Inspectors decides that the challenge is warranted, the individual is not allowed to vote. However, if the voter still claims to be qualified, the Board of Inspectors will administer the **Qualification Oath** to be sure that the individual understands the voting requirements and that they know if they make a false statement on the affidavit, they will be guilty of perjury. The challenged voter then is allowed to vote on the voting system.

If there is no record for the person, issue him or her an Affidavit **Ballot**. Or the voter may obtain a **Court Order**.



CHALLENGE OATH AND REPORT

(Pursuant to Section 8-504 of the Election Law)

WARREN COUNTY

TOWN	l or
CITY _	WARDELECTION DISTRICT
PRELE	MINARY OATH
	 CTOR: "You do solemnly swear (or affirm) that you will make true answers to such questions as may be
(If the	put to you concerning your qualifications as a voter." answer is "YES" the Inspector proceeds with the questions below. If the answer is "NO" the Inspector efuse to allow the applicant to vote.)
OUEST	TIONS:
	Did you previously vote in New York State?
2.	What is your true name?
3.	What is or was your father's name?
4.	What is or was your mother's full name?
5.	Where do you presently reside?
6.	How long have you lived there?
7.	How long have you lived in Warren County?
8.	How long have you lived in New York State?
	Where were you born?
10	. If foreign born, where were you
	naturalized?
11	. In what year were you naturalized?
12	. If recently naturalized, has 30 days expired?
	. Where did you formerly reside?
	. How long did you live there?
	. Are you married, single or widowed?

If the above questions have been answered satisfactorily, the challenge may be withdrawn by the Inspectors and the challenge list noted "challenge withdrawn". If any deficiencies appear to the above answers, the Inspectors shall point them out to the applicant and if the applicant persists in voting, the following oath shall be administered:

QUALIFICATION OATH:

16. Are you over 18 years of age?

INSPECTOR: "You do swear (or affirm) that you are 18 years of age, that you are a citizen of the United States and that you have been a resident of this state, and of this county for thirty days next preceding this election, that you still reside at the same address from which you have been duly registered in this election district, that you have not voted at this election, and that you do not know of any reason why you are not qualified to vote at this election. You do further declare that you are aware that it is a crime to make any false statement. That all the statements you have made to the board have been true and that you understand that a false statement is perjury and you will be guilty of a misdemeanor."

I certify that I have read each of the questions and that I have answered truthfully each of the above questions.

Signature	of App	licant

Date

I certify that I have read to the above-named applicant each of the foregoing questions and that I have

truly recorded his or her ar	nswers to each of the questions.	
NOTE: Continue this section to the first series o		Date ot satisfied with the applicant's responses
have not paid, offered or p be paid or used: any mone withholding of a vote at th withholding of any such vo	romised to pay or contributed, offere y or any other valuable thing as a com is election, and have not made any pr	ed or offered, do not expect to receive, d or promised to contribute to another, to apensation or reward for the giving or omise to influence the giving or ecome directly or indirectly interested in
	Signature of applicant	Date
	 Date	
that you have been pardor	ned, or restored to all the rights of a country or you were sentenced has expired, or you	onvicted of any felony, of if so convicted, tizen, or the maximum term of have been discharged from parole or you
THE CONVICTION OATH: INSPECTOR: "You do sweathat you have been pardor imprisonment to which you	r (or affirm) that you have not been c ned, or restored to all the rights of a c u were sentenced has expired, or you	tizen, or the maximum term of
THE CONVICTION OATH: INSPECTOR: "You do sweathat you have been pardor imprisonment to which you	r (or affirm) that you have not been c ned, or restored to all the rights of a c u were sentenced has expired, or you ded."	tizen, or the maximum term of have been discharged from parole or you
THE CONVICTION OATH: INSPECTOR: "You do sweathat you have been pardor imprisonment to which you sentence has been suspended." Inspector of Elections THE INCOMPETENCY OATH INSPECTOR: "You do sweather incomplete in the control of th	r (or affirm) that you have not been coned, or restored to all the rights of a coned, or restored has expired, or you ded." Signature of applicant Date r (or affirm) that you have not been a ty, or if so adjudged, that you have sire.	tizen, or the maximum term of have been discharged from parole or you Date
THE CONVICTION OATH: INSPECTOR: "You do sweathat you have been pardor imprisonment to which you sentence has been suspended." Inspector of Elections THE INCOMPETENCY OATH INSPECTOR: "You do sweat competent judicial authorical."	r (or affirm) that you have not been coned, or restored to all the rights of a coned, or restored has expired, or you ded." Signature of applicant Date r (or affirm) that you have not been a ty, or if so adjudged, that you have sire.	tizen, or the maximum term of have been discharged from parole or you Date djudged incompetent by order of

SECTION III: Voter Assistance

PROVIDING VOTER ASSISTANCE

Any voter, who states under oath that he or she requires assistance in the voting booth, may request help from the Board of Inspectors. The voter may get help from someone other than the Inspectors, but that person cannot be the voter's employer or their union agent.

A voter can be assisted if the voter:

- ✓ Cannot read or write:
- ✓ Does not speak or read English and needs assistance or an interpreter;
- ✓ Cannot see, even with eyeglasses, the names on the ballot;
- ✓ Is physically disabled in a way that does not let them vote in the proper manner.
- ✓ Cannot enter the voting booth without assistance from another person. If a voter requests assistance from the Board of Inspectors, take the following steps.
 - ✓ Have the voter swear that he or she needs assistance.
 - ✓ Have the voter sign his or her name in the poll book. If the voter has no one to help them, one Inspector from each political party will provide the assistance. If the voter requests help from someone other than an Inspector, administer the required oath to that individual (Voter Assistance Oath). Make sure that the person providing assistance is not the voter's employer or union agent.
 - ✓ Provide the needed assistance in the voting booth, but do nothing to influence their vote or observe how the person voted. If you happen to notice how the person voted, tell no one.
 - ✓ Enter the name of the voter who received assistance, and the name and address of the person who provided assistance, in Section III of the Challenge Report.

Person Providing Assisti

Voter Assistance Oath:

Fill out this on the Challenge Report sheet

ASSISTANCE PROVIDED

For a person, other than an Inspector, who assists an individual with voting, the oath below must be taken before the person rendering assistance enters the voting booth. The person providing assistance must swear or affirm that he or she

"will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that he will not keep or take any memorandum or entry of anything occurring within the booth, and that he will not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter, or which ticket he had voted, or pursuant to law to give testimony as to such matters in a judicial proceeding." (Election Law 8-306.5)

AFFIDAVIT BALLOT INSTRUCTIONS

1. If the voter's name is not in the Poll Book or does not have the required ID for voting or the voter is marked Inactive, records show Already Voted, records show absentee ballot was issued or for a primary (the poll book does not reflect your party enrollment) and it has been determined the voter is in the correct election district, immediately provide voter with a copy of the "NOTICE to VOTER".

2. Voter Found in ePollbook

If the voter's name is marked "Voter is not eligible to vote a regular ballot" in the electronic poll book, tell the voter you found their name marked inactive, requested absentee, or already voted. Ask the voter if they live at the address indicated. If they do live at that address, then:

Process voter as an affidavit voter following instructions in ePollbook. Ballot will be printed and handed to affidavit voter along with an empty affidavit envelope to be completed.

3. Voter Not Found in ePollbook

If the voter's name is not found in the ePollbook and you have exhausted all sources you will follow instructions for Voter Not Found in the ePollbook manual. You will enter all the voter's information in the ePollbook and they will verify & sign. You will then process as an affidavit which will print on demand the ballot. Please give voter their ballot & an affidavit envelope, instruct them to complete the envelope, mark their ballot, return ballot in envelope & return to you.

- 4. Do not let the voter use the voting machine. (Ballot will not Cast)
- 5. Inspector writes the voter's name and address on section IV of the Challenge report. (AFFIDAVIT BALLOTS / COURT ORDERS)
- 6. The Inspectors place the <u>SEALED</u> voted Affidavit Ballot envelope into the marked envelope in the Challenge Report binder to be returned to the Board of Elections in the Blue Canvass Inspector bag.

IMPORTANT THINGS TO REMEMBER

- If the voter is in the Wrong Election Location, or if the envelope is not completely filled out. The vote will not count.
- IF THE VOTER'S STATED ADDRESS IS NOT IN THE ELECTION DISTRICT:
 Direct the voter to the correct polling place.

If the voter refuses an Affidavit Ballot, you may offer a Court Order.

(See instructions on reverse)

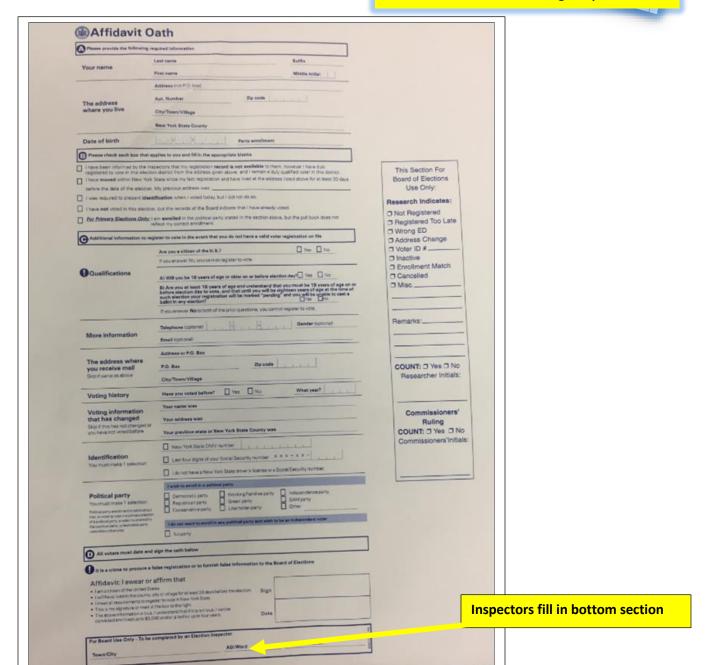
Do not turn away any voter who requests an affidavit ballot who claims to live in the election district and if a primary, also claims an entitlement to vote in the party's primary.

NOTE:

Any voter who says they reside in the election district—EVEN IF THEY JUST MOVED THERE —MUST be offered an affidavit ballot promptly. Do not turn away any voter who requests an affidavit ballot who claims to live in the election district (and if a primary, also claims an entitlement to vote in the party's primary.)



Fill out this on the Challenge Report sheet





NOTICE TO VOTER

Affidavit and Court Order Voting Instructions

Election Law Section 8-302-3a & 8-303

Why am I getting this notice?	You are an inactive voter because you have
We have no record of your registration.	moved within your city or county and did not
Complete sections A through D on the	report this change.
affidavit envelope.	Remember to write your new address on the
	back of the affidavit envelope.
You did not present ID today. You must provide acceptable ID to your Board of Elections.	The poll book does not correctly reflect your party enrollment.
Our records show that you have already voted in this election.	Our records show that you have been issued an absentee ballot. You can only vote by affidavit ballot today.

What are my options to vote today?

If you received this form because you have been issued an absentee ballot, you can only vote by affidavit ballot.

All other voters who received this form can vote by affidavit ballot or by court order.

What is affidavit voting?

Affidavit voting is a secure way to vote when there is some issue with you voting a regular ballot. This process allows you to cast a ballot today.

How to vote an affidavit ballot

- Take your Affidavit Privacy Sleeve to the Privacy Booth or Ballot Marking Device.
- Mark your ballot.
- Seal your voted ballot inside the Affidavit Ballot Envelope. Remember to sign in section D.
- 4. Return your sealed Affidavit Ballot Envelope to the poll worker.

What happens to my affidavit ballot after I vote?

Your voted affidavit ballot goes to the Board of Elections. They will check their records and determine whether you are eligible to vote. If the Board finds that you are eligible to vote, your ballot will be counted before the election is made final.

Why am I an inactive voter?

You might be an inactive voter because the board believes that you no longer live at your registration address. When you cast an affidavit ballot, you will be restored to active status and your ballot will be counted.

What is court order voting?

If you don't want to vote using an affidavit ballot, you can apply for a court order directing the Election Inspectors to allow you to vote using a regular ballot. To apply to vote by court order, you must contact your County Board at the number at the bottom of this notice.

What happens next?

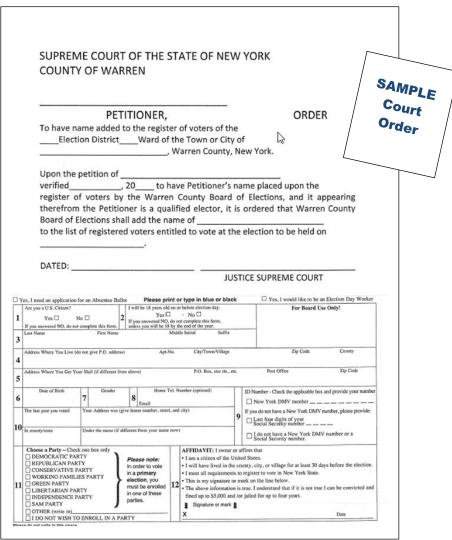
After you vote, you may contact your local board of elections using the information below to determine whether the vote was counted, and if the vote was not counted, the reason that the vote was not counted.

Warren County Board of Elections

COURT ORDERED VOTING

Court orders are used when a voter's name does not appear in the Poll Book, the voter claims to reside in the district and the voter wants to vote on the machine (refuses an affidavit ballot). To obtain a Court Order, the following steps must be taken: **NO COURT ORDERS ISSUED FOR ABSENTEES**

- 1. Contact the BOE (761-6456 or 761-6457) to let them know someone is requesting a Court Order.
- 2. Refer the voter to the BOE office at the Human Services Building, 1340 State Route 9, Lake George, New York. The voter <u>must</u> come to the office to complete paperwork and schedule a time to meet with the Judge.
- 3. Once the Judge has issued a Court Order for the voter, the voter will return to the polling site and present the Court Order to the inspector. See sample page 47.
- 4. The Inspector will take the Court Order from the voter. The Court Order must specify the voter's name, address and Election District.
- 5. The Inspectors must then allow the voter to vote on the machine. Issue a Ballot to the voter with a Privacy Folder.
- 6. The Inspectors must place the Court Order signed by the Judge inside the cover of the Black Challenge Binder.

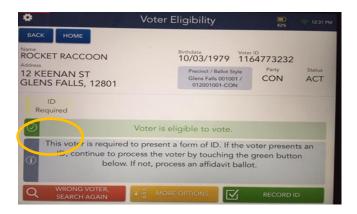


HAVA

VOTERS PROVIDING IDENTIFICATION

	VOTER NAME	IDENTIFICATION PROVIDED & ID NUMBER	VOTER ID# FROM POLLBOOK
eg	John Doe	License 000-000-000	M25663
1			
2			
3			SAMPLE
4			HAVA Sheet
5			
6			
7			
8			
9			
10			
11			
12			-
13			
14			-
15			
16			-
17			-
18			
19			
		1 1	

If the E- poll book indicates "ID Required" in the signature line, the voter must produce a physical form of ID before they can vote on the voting machine. If the Voter does not provide ID the Voter may vote by Affidavit.



A Voter whose name is denoted in the poll book must present one of the following forms of Identification.

- ✓ Current/Valid Photo ID Examples are:
 - Passport
 - Driver's License
 - Non-driver's ID
 - Student ID card
 - Firearms permit
 - Pilot License
 - o Military ID
 - Government ID
 - Discount cards issued to senior citizens or persons with disabilities by a public authority
 - o Utility Bill
 - Bank Statement
 - Government paycheck Other Government Documents see form in Challenge Binder

Once the voter presents a form of identification you must allow the Voter to sign the poll book and vote in the normal manner. Write ID presented and the # on the HAVA form in Black Challenge Book. If a Voter does not have an acceptable form of identification he/she is NOT permitted to vote in the normal manner unless they return with proper identification. If the Voter refuses to present identification he/she must be permitted to vote using an Affidavit Ballot.

REMEMBER: If you do not see "ID Required" on the signature line you **DO NOT** ask for identification from the voter. This is in accordance with New York State Election Law.