

OFFICIAL CHECKERS' DUTIES



E. OFFICIAL CHECKERS' DUTIES

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- OFFICIAL CHECKERS**
- Arrive at the polls no later than 5:15 a.m.
 - Be sworn in by Moderator and sign oath
 - Set up table and signage
- OFFICIAL CHECKERS' SUPPLIES**
- Official Checklist
 - Pens, pencils, & Hi-Liters
 - Ballot Chits (if used)
 - Signage indicating streets

A. OFFICIAL CHECKERS DUTIES

1. OFFICIAL CHECKLIST

The Registrars of Voters will prepare an official checklist of registered voters for the precinct. This list is organized alphabetically by 1) street name, 2) house number, and 3) Elector's name. It may be broken down alphabetically into two or more components, for use in separate checker lines, depending on the size of the polling place and the expected voter turn-out. (§9-35(d))

Each elector who comes to vote in person must be "marked as voting" on the official checklist before receiving a ballot or voting. "Marked as voting" has three purposes:

- a. It prevents the elector from voting twice as the checker can see that the elector has already voted;
- b. The number of electors voting in person can be counted when the polls close. This number will be compared to the number of ballots cast using the tabulator; and
- c. The elector can later be credited with voting on the Connecticut Voter Registration System (CVRS).

The elector's name is to be "marked as voting" in the manner specified by the local Registrars. There are several methods, including using a hi-liter, or similar device. However, whatever the method, the elector's name must remain legible.

Electors who have already voted by Absentee Ballot will already have an "A" preceding their names. In municipalities which count Absentee Ballots centrally, additional electors' names will be phoned in and marked this way during Election Day for ballots received by the Town Clerk too late to be marked on the list in advance. For municipalities which count Absentee Ballots at the polls, the ballots will be checked against the list prior to being counted. (§9-140c(b))



Electors who have moved to another part of the municipality and voted at another polling place, and those who have moved to another municipality and voted there by EDR ballot, will also be crossed off the official checklist during the day. This cross-off must be done in a different manner than electors marked as voting in person, but the name must still remain legible.

Any elector who is not on the official checklist must be directed to the Assistant Registrars for assistance. Anyone whose name has already been “marked as voting” must be directed to the Moderator. Anyone who does not present a proper ID must be directed to the Assistant Registrars. It is not the duty of the Checkers to solve any of these problems, as this would take time and delay other electors. (§§9-232, 9-232a)

2. ADDITIONAL NAMES, REMOVAL OF NAMES

During the day, names of restored or transferred electors will be added to the official list as directed by the Moderator or Assistant Registrars. These names (and addresses) are to be added to the back of the list by an election official (not the elector) and then “marked as voting” in the usual manner before the elector is given a ballot. Please write neatly as those persons must later be credited with voting in the State of Connecticut Voter Registration System. During the day, names will be subtracted from the official checklist for voters who have transferred out of the district. Also, notations will be made for voters who fill out provisional ballots or challenge ballots.

For security reasons, only election officials may handle the official list. Any elector so added must be “marked as voting” before being given a ballot or voting.

During Election Day, Checkers should keep a running total of the number of names added and subtracted from the official voter list, as the final number is needed for the Checker’s Certificate in the Moderator’s Return (See page 5 of the Moderator’s Return).

3. VOTER ID

a. Each elector must present one of the following forms of identification to the checkers:

- Their social security card, or
- any pre-printed form of identification which shows their name and address, or
- any pre-printed form of identification which shows their name and signature, or
- any pre-printed form of identification which shows their name and photograph, OR
- They may sign a statement under penalty of false statement on Form ED-681 entitled, “Signatures of Electors Who Did Not Present ID,” that the Elector whose name appears on the official checklist is the Elector signing the form. (§9-261) (see Form 3 in this Handbook) However, this form may be filled out at the Moderator’s table, so as not to delay other Electors in line at the Checker’s table.

The purpose of this identification is to prove the Elector’s name, i.e. identity. It is not needed or used to prove residence. Consequently, a student ID, employee ID, or any other form of identification that includes any ONE of the requirements listed above is acceptable.



b. In addition to the state required items, certain first-time voters may be required to fulfill a federal ID requirement under the Help America Vote Act (HAVA). Most do this when they register to vote. Those that have not done so will have an asterisk (*) next to their name in the official checklist.

If the elector is required to present identification at the polls pursuant to HAVA, the acceptable forms of identification are:

- a.) A copy of a current and valid photo identification that shows the name and address of the elector;
- b.) A copy of a current utility bill, bank statement, government check, paycheck or government document that shows the name and address of the elector;

Checkers should not turn an elector away for lack of identification. The elector should be referred to the Assistant Registrars for assistance.

4. VOTER REGISTRATION RECEIPT

If a person’s name is not on the official checklist, but the person presents an official voter registration receipt, the person should be referred to the Assistant Registrars.

5. ADDRESS CONFIDENTIALITY

The Secretary of the State has adopted an address confidentiality program. Individuals who are registered under this program will provide identification cards at the polls indicating their enrollment in the program (See Form 10, Sample Address Confidentiality Card). Their names will appear at the end of the official voter list without an address. These individuals are entitled to full voting privileges. The identification card issued by the Secretary of the State in accordance with this program is sufficient identification for the purposes of HAVA.

UNDER NO CIRCUMSTANCES SHOULD ANY INDIVIDUAL DISPLAYING THIS IDENTIFICATION CARD BE ASKED TO PROVIDE A RESIDENCE ADDRESS NOR SHOULD A RESIDENCE ADDRESS BE RECORDED.

6. CROWD CONTROL

Long lines at the Ballot Clerk’s table are unlikely, unless one Ballot Clerk serves electors from several Checker lines. However, a large group of electors all wanting their ballots at the same time could create a ballot security problem. Checkers should not allow long lines of electors to form at the Ballot Clerk’s table, and should hold electors at their table(s) when necessary.

OFFICIAL CHECKERS CERTIFICATE

TO BE COMPLETED BY THE OFFICIAL CHECKERS AND ASSISTANT REGISTRARS

SECTION TO BE COMPLETED ONLY AT POLLING PLACE

- A** Total number of names on the official check list at the close of the polls 501
- B** Total number of names checked on the official check list as having voted in person 255

SECTION TO BE COMPLETED ONLY AT LOCATION WHERE ABSENTEES ARE COUNTED

- C** Number of ballots processed at absentee location (Certificate of Absentee Ballot Count, Part E) 29
- D** Number of electors admitted and voting by Election Day Registration ballot 10
- E** Total number of overseas ballot applicants (Provided by Town Clerk) 0
- F** Total number of Presidential ballot applicants (Provided by Town Clerk) 0

Official check list total: 511 (A+D+E+F) Checked as voting: 284 (B+C)

<p>OFFICIAL CHECKERS</p> <p>We hereby certify the above numbers.</p> <p><i>Checker's Signature</i></p> <p><small>SIGNATURE</small></p> <p><i>Checker's Signature</i></p>	<p>ASSISTANT REGISTRARS</p> <p>We hereby certify the above numbers.</p> <p><i>Assistant Registrar's Signature</i></p> <p><small>SIGNATURE</small></p> <p><i>Assistant Registrar's Signature</i></p>
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Sample List and Markings

Crestridge Drive

- A** 114 Okobrick Mary M
- 128 * Smith Helen T
- 132 ~~OFF~~ ~~Green George F~~
- 132 **CB** Green Elizabeth M

West Main Street

- ~~150~~ Cherry Grace M
- 151 **PF** Fig Elizabeth A
- ERR** ~~200~~ Grapes Sally A
- ~~210~~ Melon Edward
- 210 Melon Elizabeth
- 211 **PB** *Nuts Squirrel B

Do Not Obscure
Voter's Name