

ELECTION ROLES & RESPONSIBILITIES

Station #1: Application to Vote

Purpose:

The Station #1 Inspector is responsible for ensuring that the Application to Vote is filled out properly and legibly, and that the voter is the same as the one pictured on their ID.

Process:

PRE-ELECTION

- Take Oath of Office and print name on Attendance Sheet
- Set up voting stations according to the precinct field sheet
- Post all notices at Polling Location
- Sign Tabulator Zero Tape confirming no votes registered at start of election
- Assist as requested by Precinct Chair
- Get election station assignment from Precinct Chair

ELECTION

- Stamp Application to Vote forms with Precinct Number and Date
- Greet voter and instruct them to fill out an Application to Vote form
- Confirm that the form is completely filled out and signed, and is legible
- Request the voter's Picture ID and confirm that the voter is the one pictured on the id, and that the name on the form matches the ID
- Instruct the voter to keep their Picture ID out for scanning at the EPB station
- Pass the Application to Vote form to Station #2

POST-ELECTION

- Take down voting stations
- Take down posted information at Polling Location
- Sign Tabulator Tapes, other required forms and Paper Poll Book
- Assist as otherwise requested by Precinct Chair