2026 Poll Book Training
for Election Judges

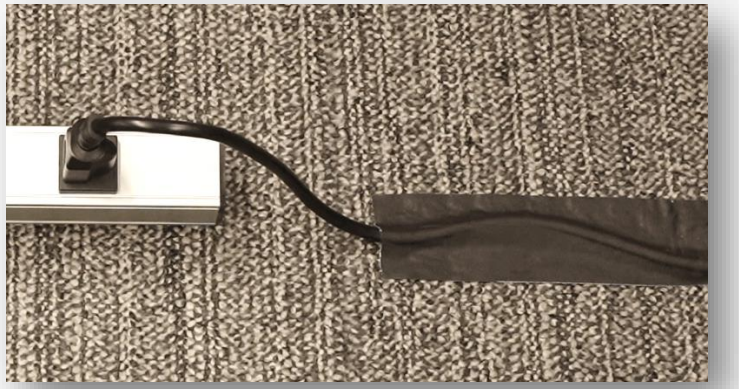
OPENING

Poll book setup

- Open green case
- Verify seal numbers
- Remove printer components

Poll book setup

- Connect printer cords
- Plug in and power on



Poll book setup

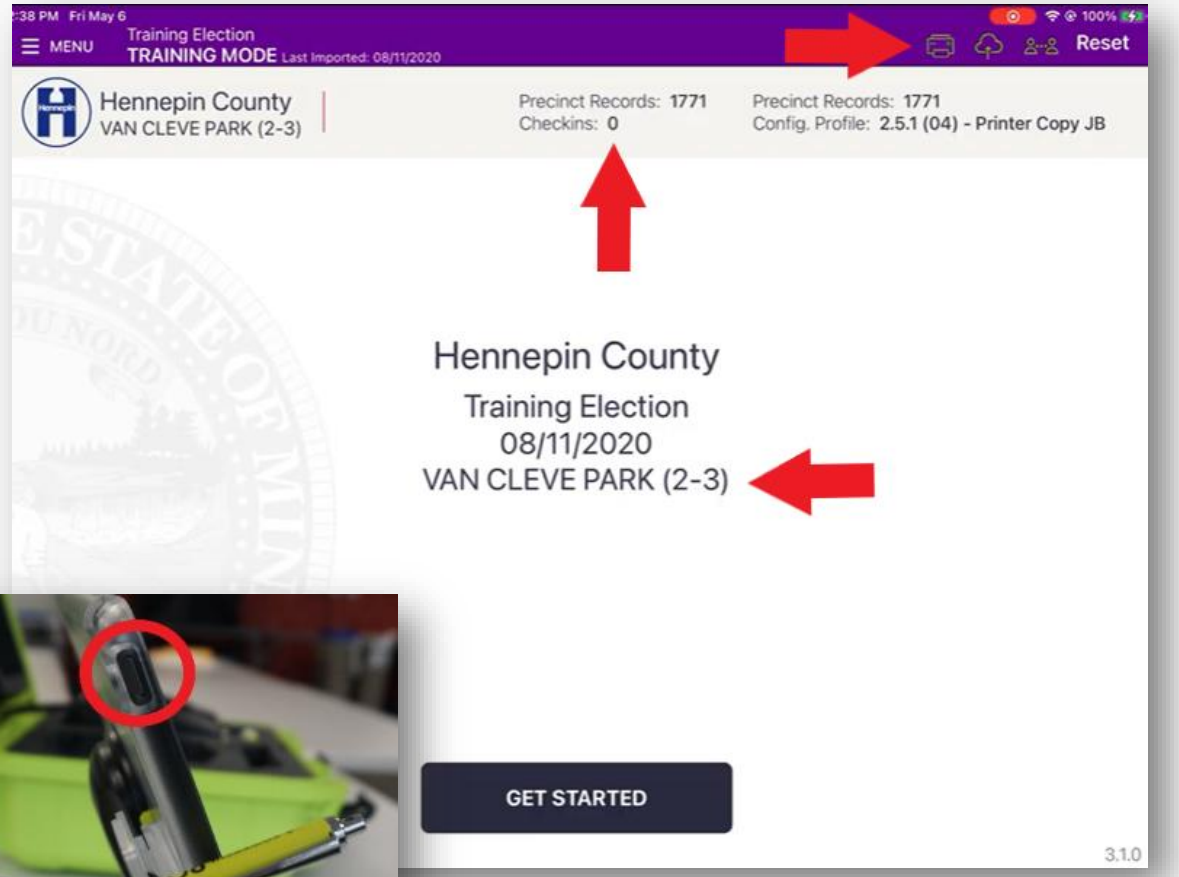
- Connect stand arm
- Slide ID holder into place

Poll book setup

- Place stand arm in base
- Plug in power cord

Poll book setup

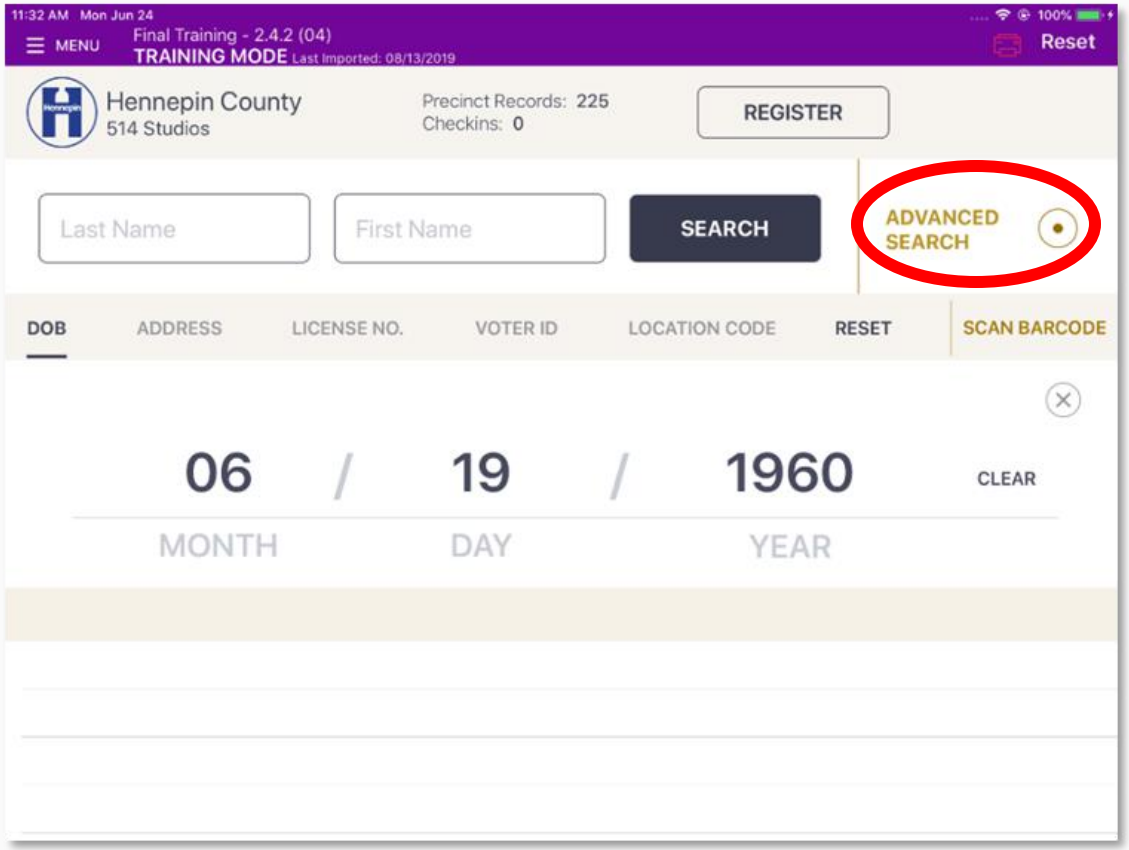
- Place stylus in ID tray (if using)
- Turn on poll book
- Verify screen information



Setting up poll books

CHECKING IN VOTERS

Checking in registered voters



Election Day Voter Information Corrections

Municipality, ward, precinct:_____ Election date:_____ Pg_____of_____

Use this form to:
- ☑ Edit a data entry error or spelling error to a voter's name
- ☑ Add a hyphen, remove a hyphen, or correct inverted names
- ☑ Edit a date of birth (DOB) data entry error OR add a missing DOB
- ☑ Remove a unit # for an address that should not have a unit #
- ☑ Note that a duplicate voter record exists

Do not use this form for:
- ⊘ Name changes
- ⊘ New addresses (including unit # change)
- ⊘ Adding unit #, if there should be one but it's missing

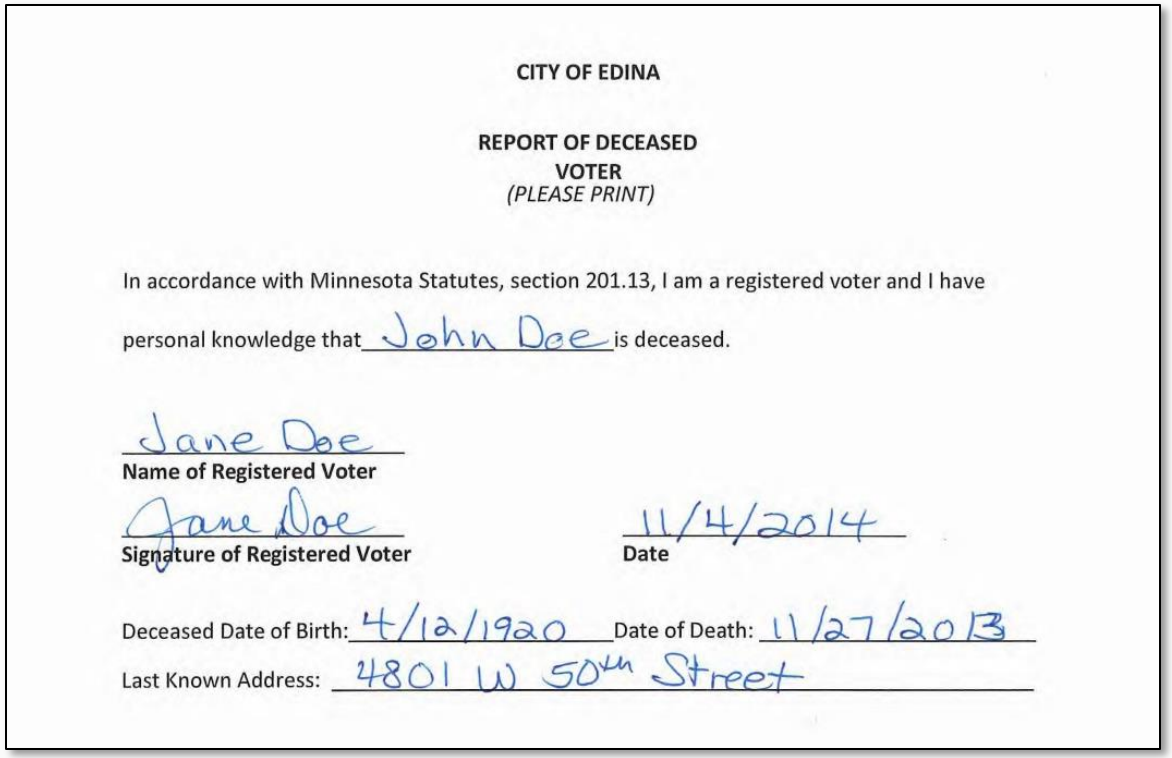
Register on poll book!

Type of correction *only these reasons allowed*	**Voter ID number(s)** *list both for duplicates*	**Full name of voter(s)** *list both for duplicates*	**Correction to be made**	**EJ Initials**
☐ Name correction ☐ DOB correction or addition ☐ Remove unit # ☐ Duplicate voter record(s)				
☐ Name correction ☐ DOB correction or addition ☐ Remove unit # ☐ Duplicate voter record(s)				
☐ Name correction ☐ DOB correction or addition ☐ Remove unit # ☐ Duplicate voter record(s)				

Hennepin County

Return in ***Results B Envelope***

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
Signature of Registered Voter

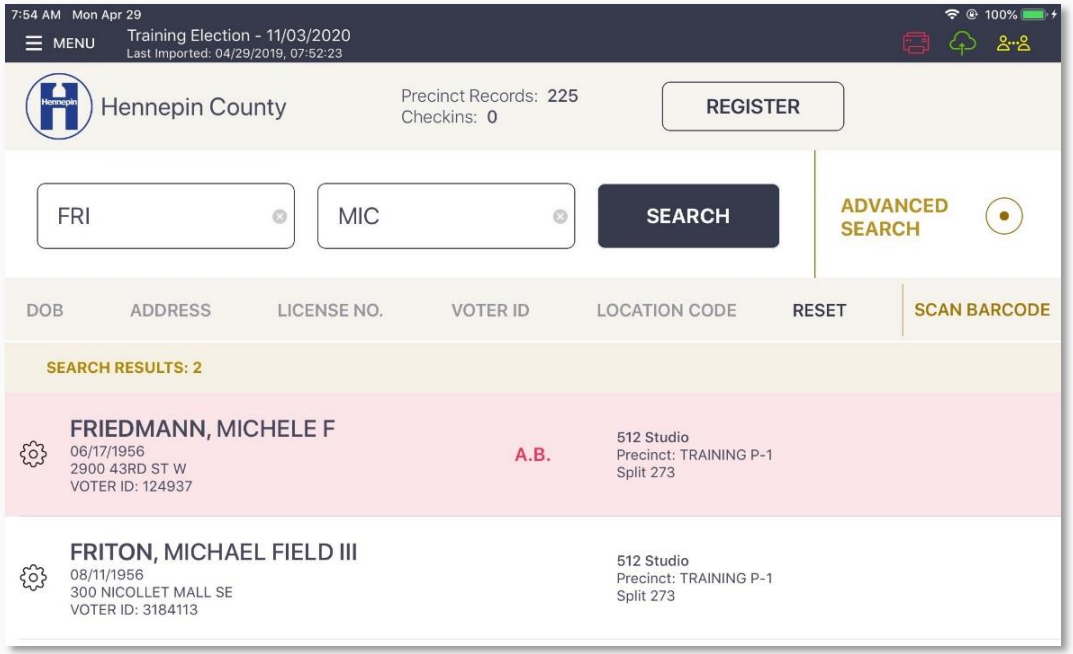
11/4/2014
Date

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

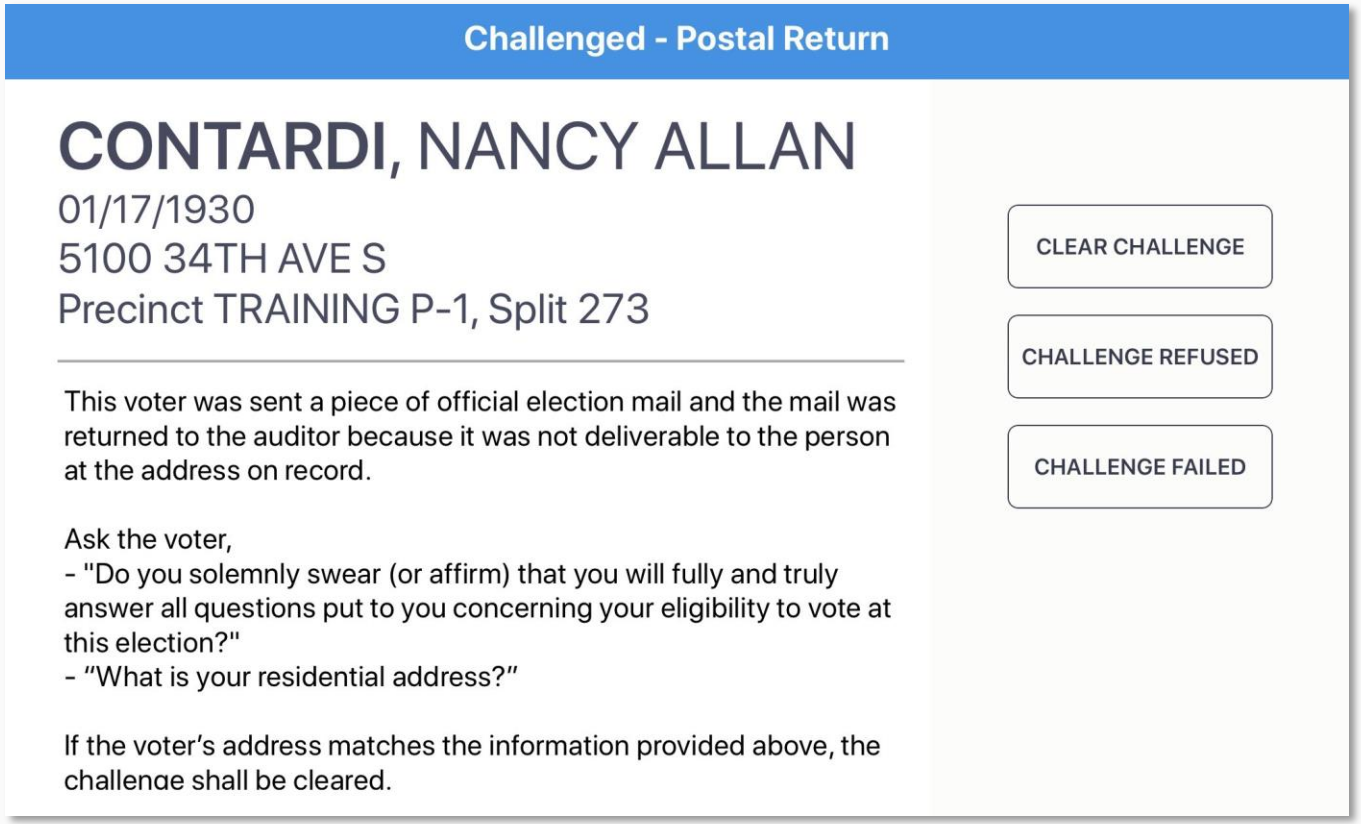
Last Known Address: 4801 W 50th Street

A.B. on voter record

The voter already voted by absentee ballot and may not cast another ballot on Election Day.



Challenge on voter record

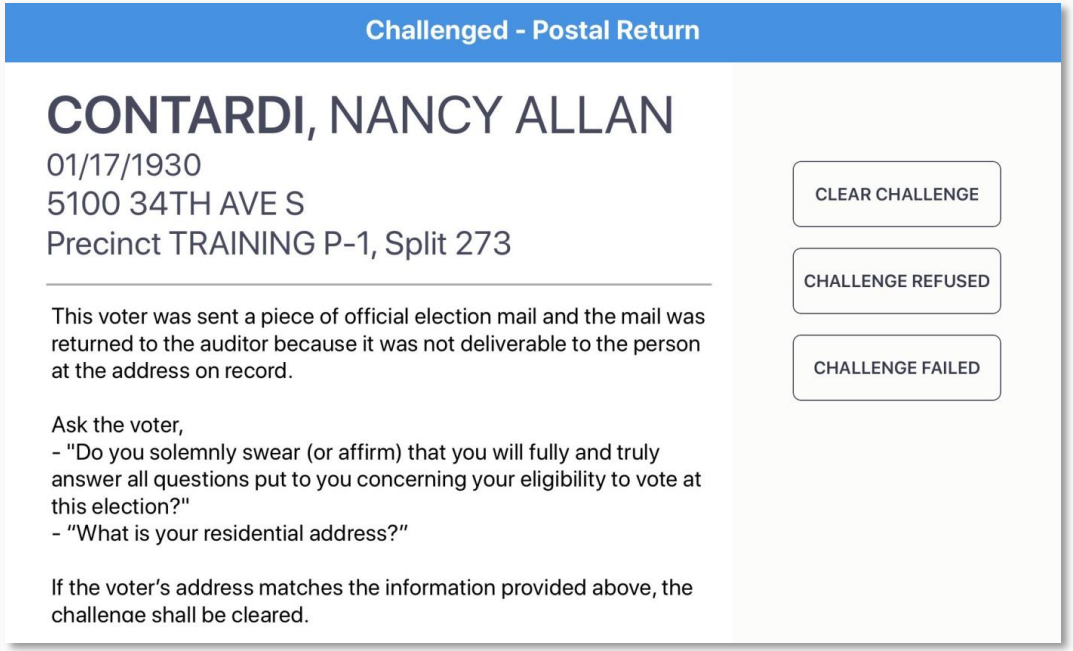


Challenge on voter record

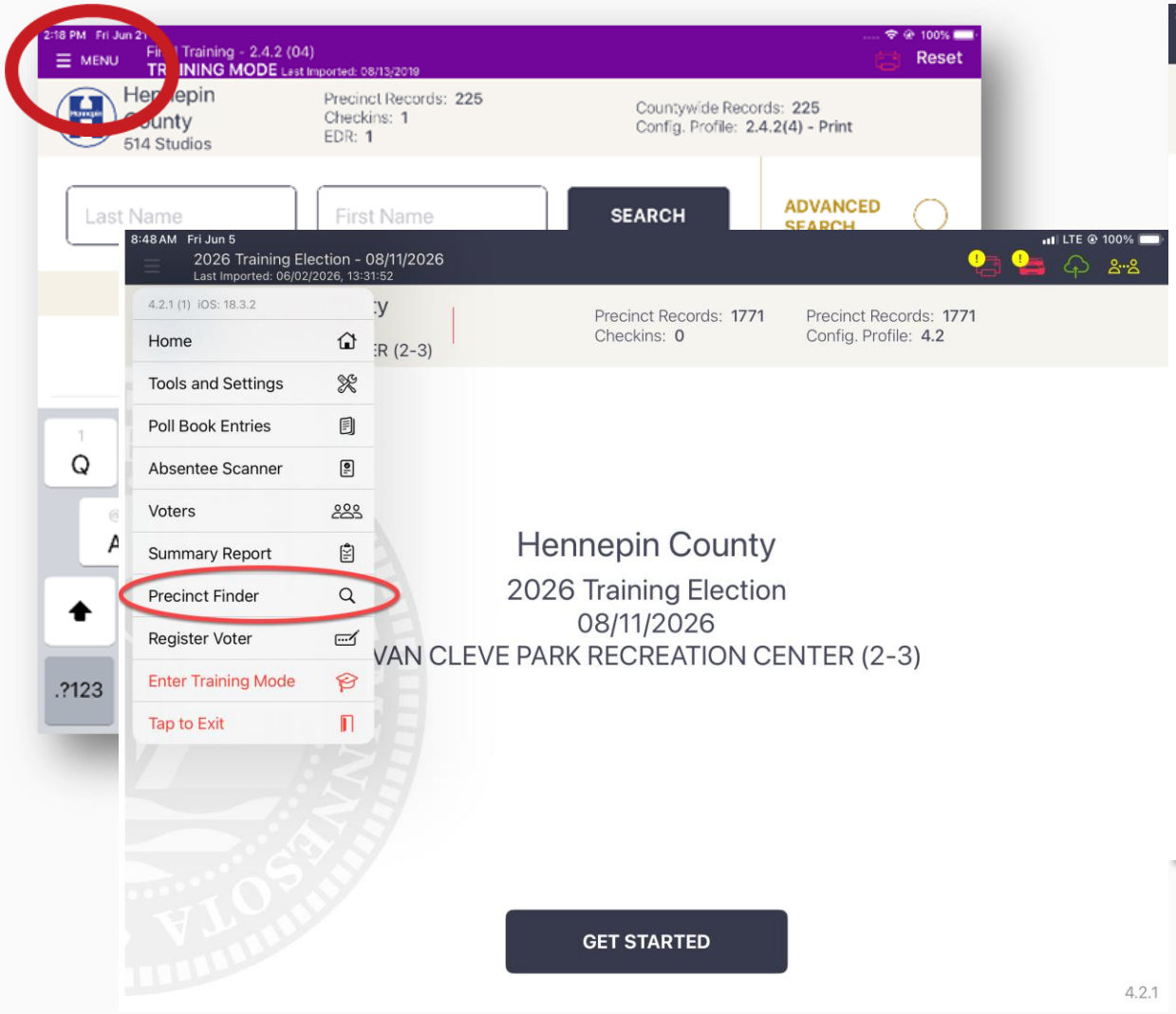
- Follow directions on poll book
- Administer oath to voter
- Ask questions to determine eligibility
- If eligible, judge selects “Clear Challenge”

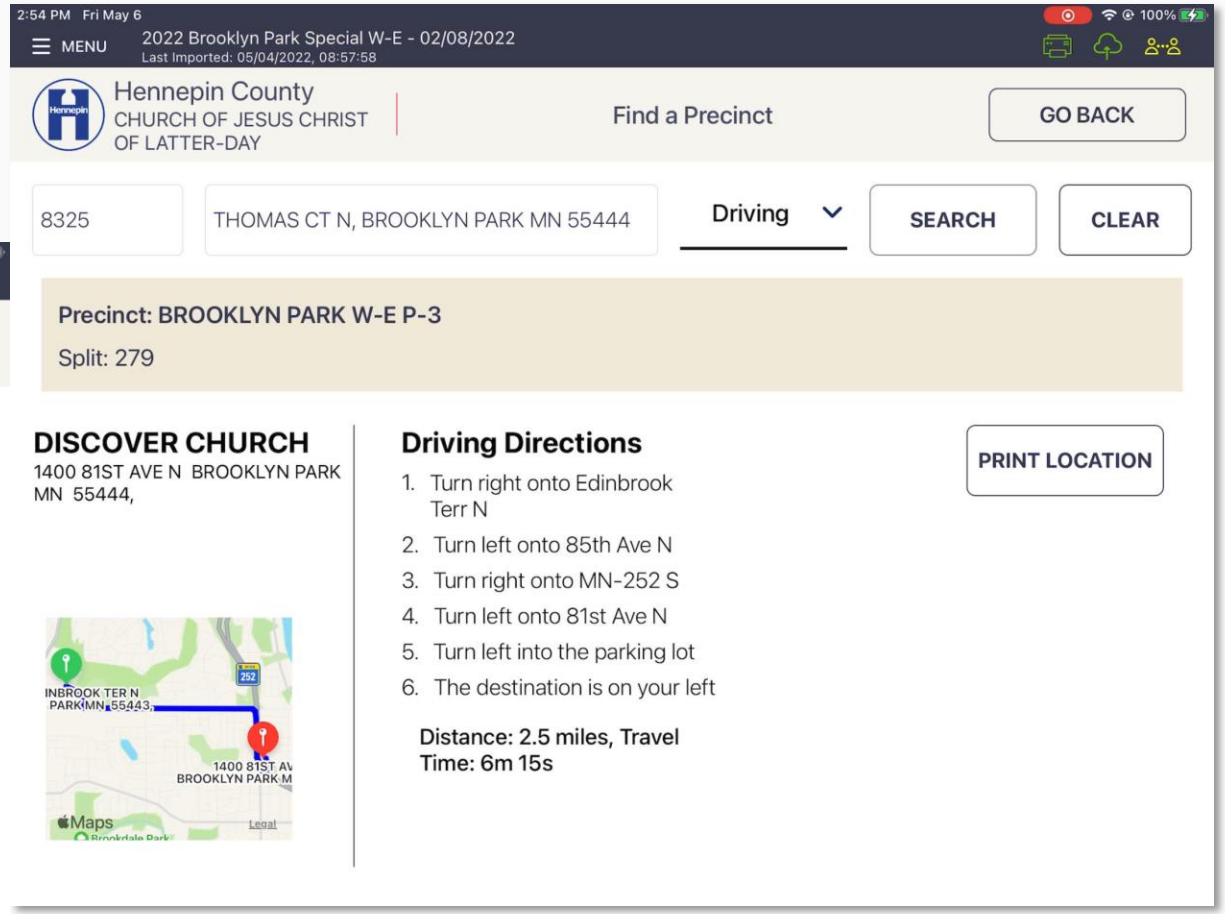
Challenge on voter record

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



Precinct finder





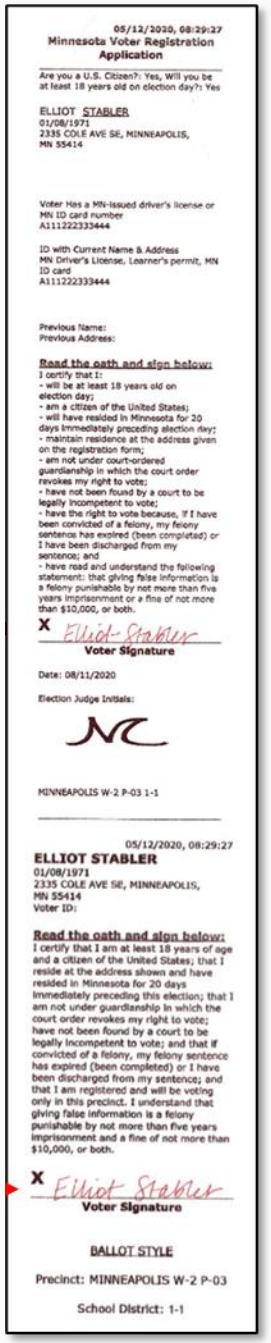
REGISTERING VOTERS

Proof of residence

- Minnesota offers same-day registration, so if someone is not registered to vote, they can register on Election Day at the polling place by providing proof of residence
- 3 major categories of accepted proof of residence:
  - ID with current name and address
  - Photo ID + document with current name and address
  - Other (a mixture of different kinds of proof)

Things to keep in mind

- Ask a registering voter for proof of residence, not simply for an ID
- If they do provide you with a MN state ID/driver's license, you can scan it
- Return voter's documents to them when they've finished registering
- Always turn the "Voter Confirmation" screen to the voter
- Voter signs on poll book



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
A111222333444

ID with Current Name & Address
MN Driver's License, Learner's permit, MN ID card
A111222333444

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 Elliot Stabler
Voter Signature

Date: 08/11/2020

Election Judge Initials:

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.

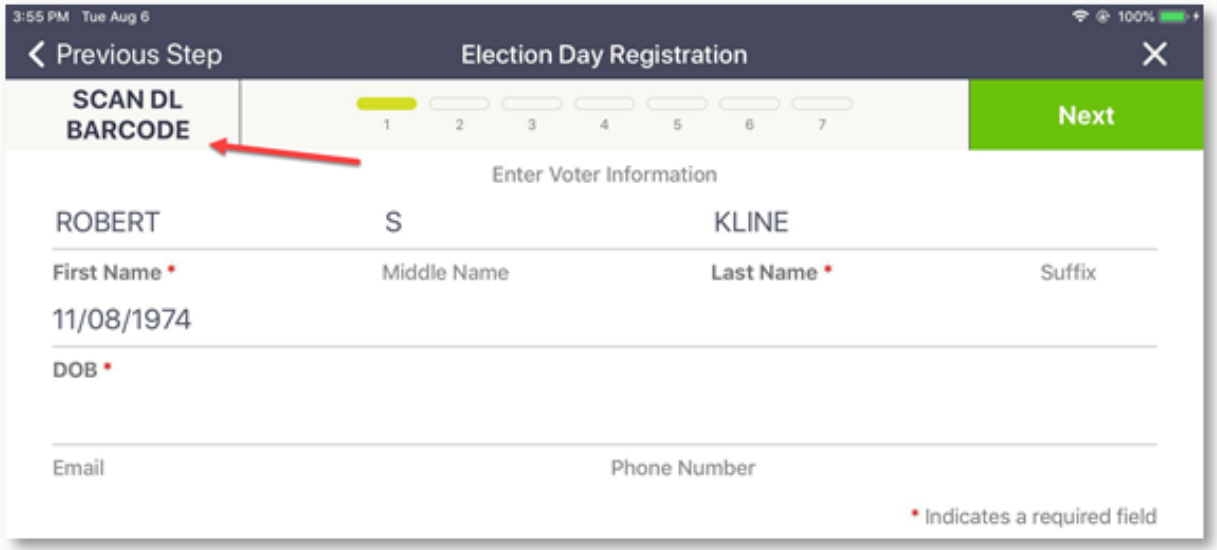
X Elliot Stabler
Voter Signature

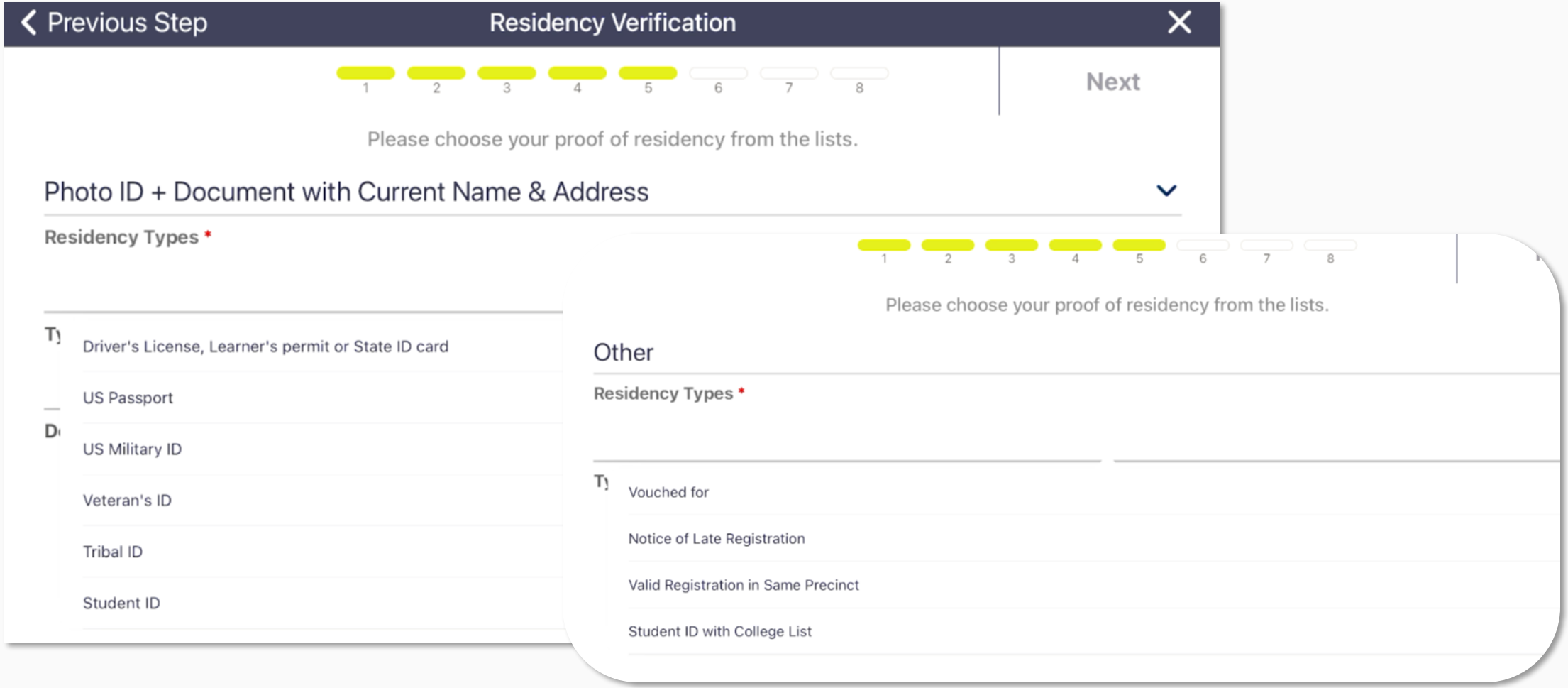
BALLOT STYLE

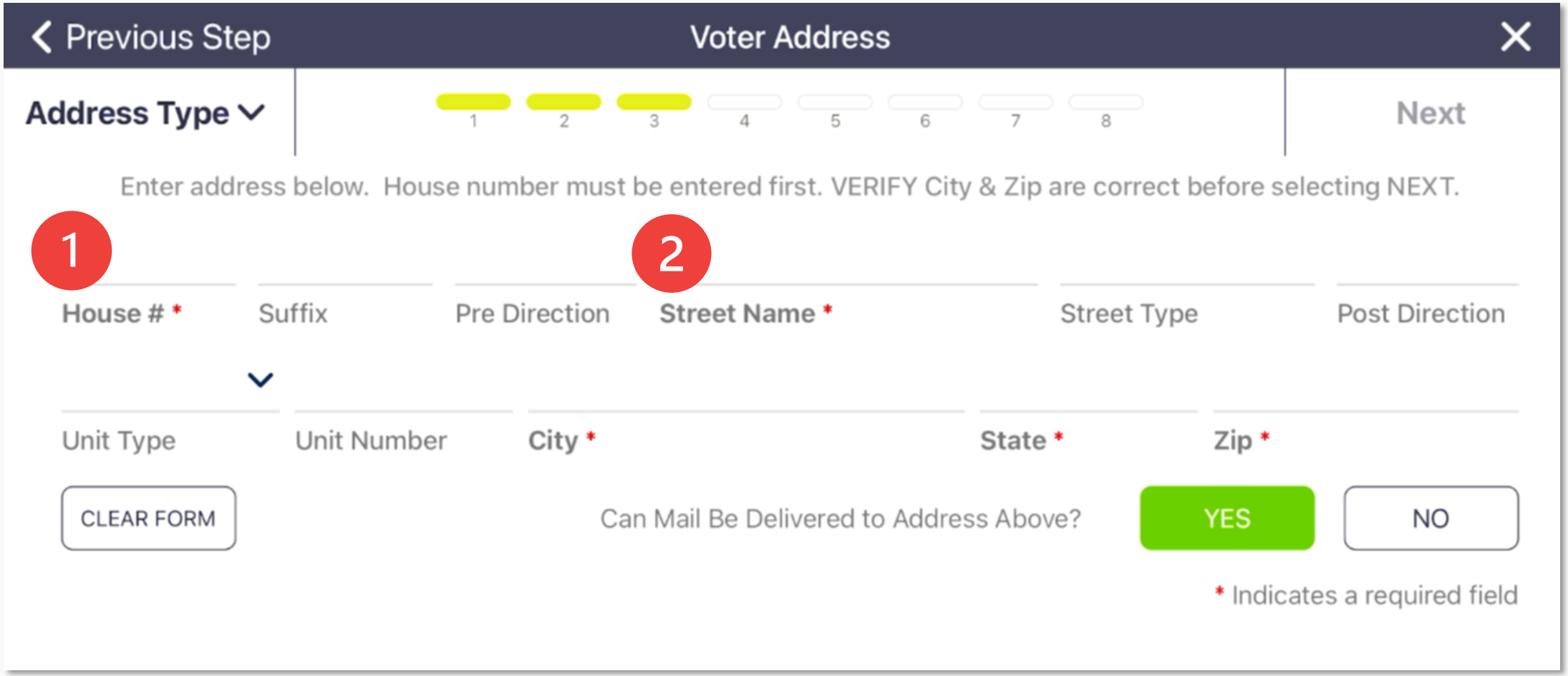
Precinct: MINNEAPOLIS W-2 P-03

School District: 1-1

Scanning a Minnesota ID



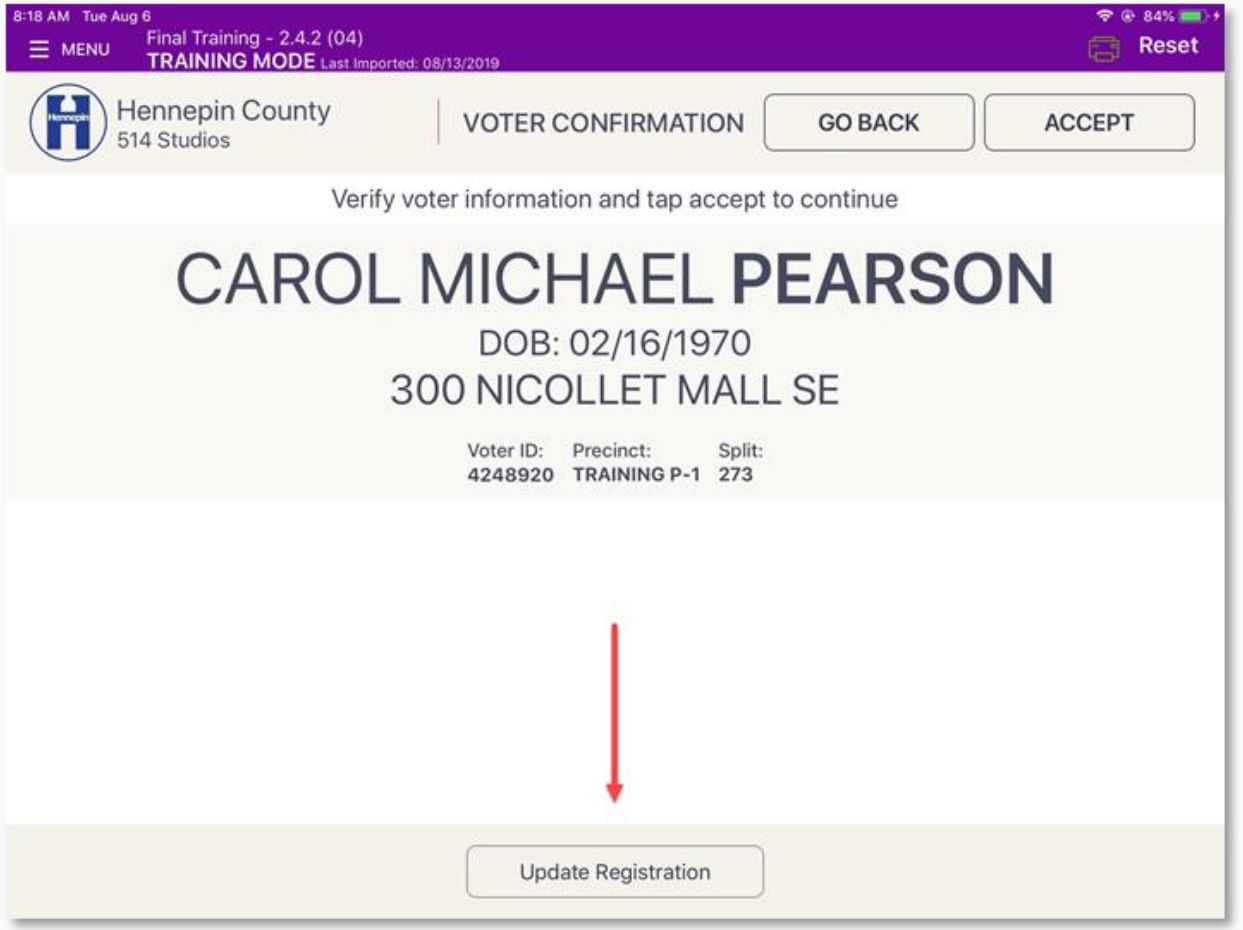

Previous Step
Residency Verification
1 2 3 4 5 6 7 8
Next
Please choose your proof of residency from the lists.
Photo ID + Document with Current Name & Address
Residency Types *
Driver's License, Learner's permit or State ID card
US Passport
US Military ID
Veteran's ID
Tribal ID
Student ID
Please choose your proof of residency from the lists.
Other
Residency Types *
Vouched for
Notice of Late Registration
Valid Registration in Same Precinct
Student ID with College List


Previous Step
Voter Address
Address Type
1 2 3 4 5 6 7 8
Next
Enter address below. House number must be entered first. VERIFY City & Zip are correct before selecting NEXT.
1
2
House # *
Suffix
Pre Direction
Street Name *
Street Type
Post Direction
Unit Type
Unit Number
City *
State *
Zip *
CLEAR FORM
Can Mail Be Delivered to Address Above?
YES
NO
* Indicates a required field

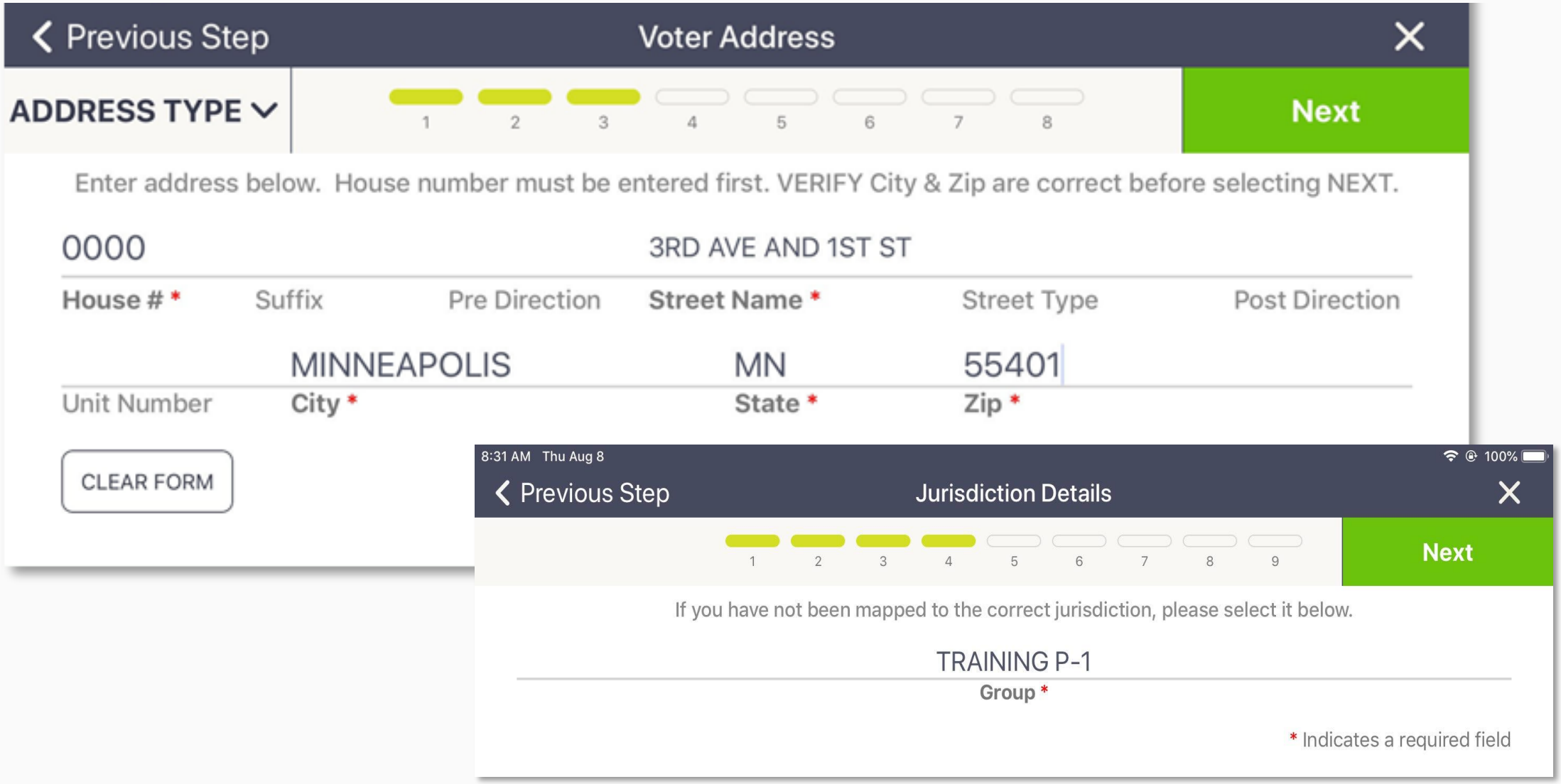
Updating registration

- Nearly identical to new registration process
- Updating the name or address of a voter who has an active registration in the precinct
- Easy option for proof of residence: Valid registration in precinct

Updating registration

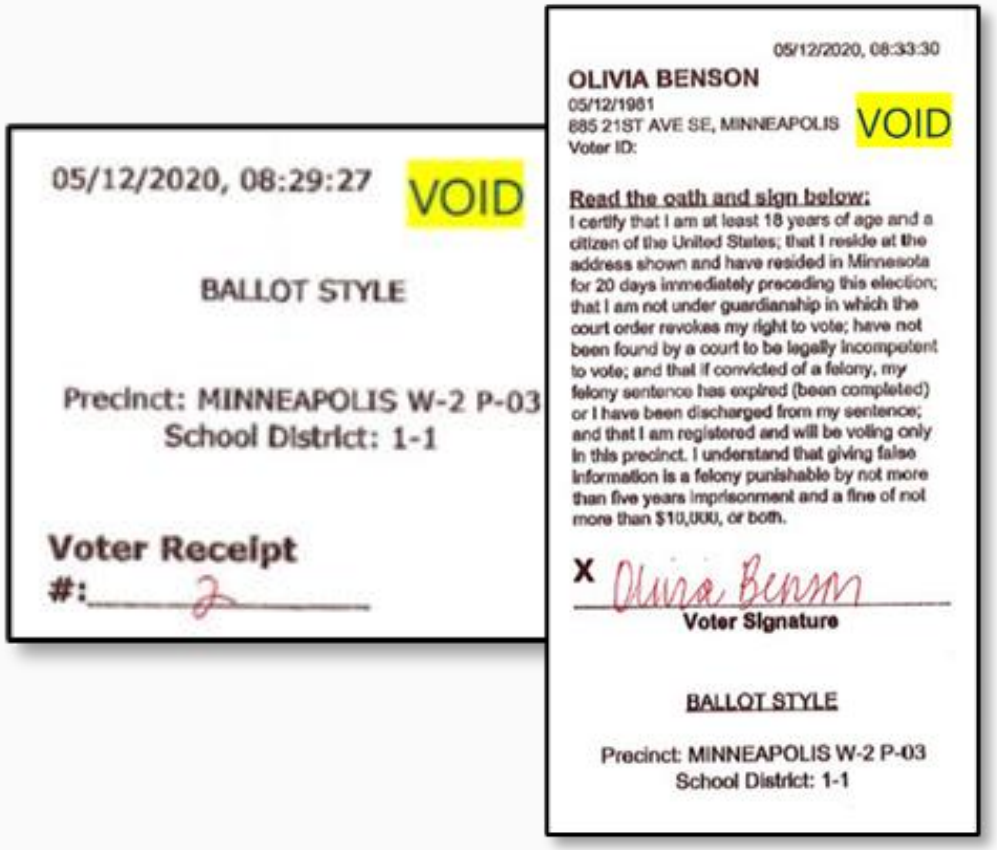


Voters experiencing homelessness



TROUBLESHOOTING

Cancelling a voter check-in



05/12/2020, 08:29:27 VOID

BALLOT STYLE

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

Voter Receipt #: 2

05/12/2020, 08:33:30

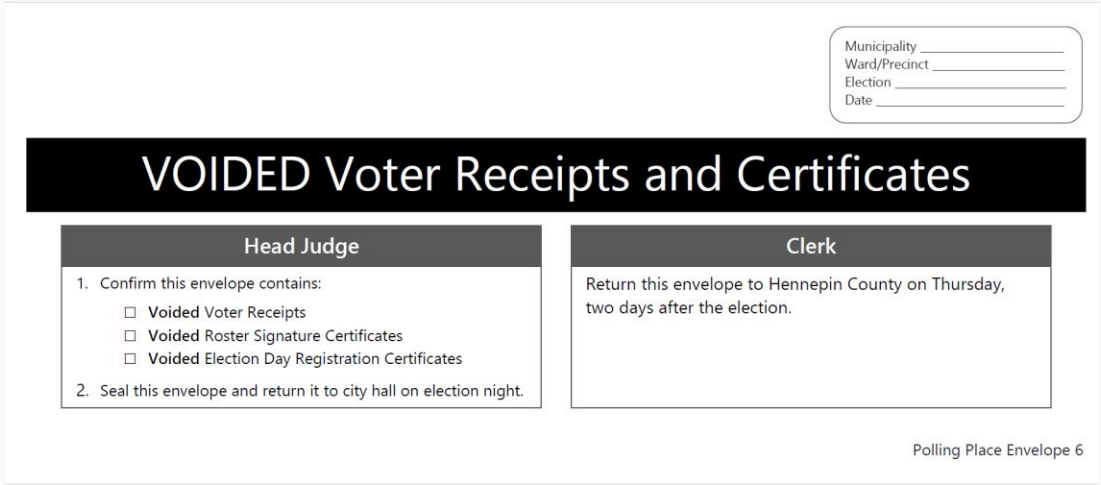
OLIVIA BENSON
05/12/1981
685 21ST AVE SE, MINNEAPOLIS VOID
Voter ID:

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



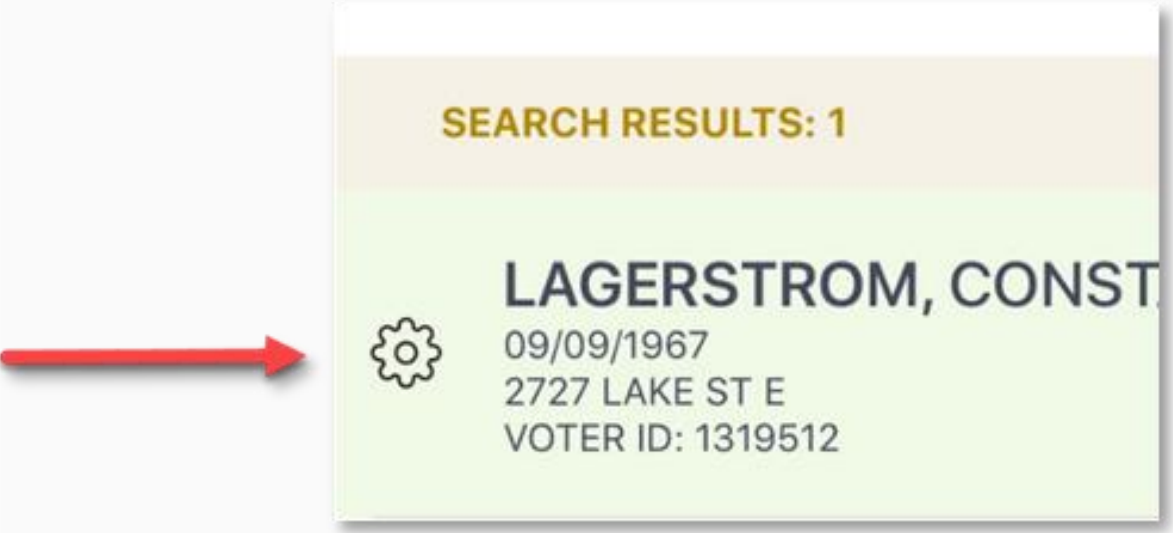
Municipality _____
Ward/Precinct _____
Election _____
Date _____

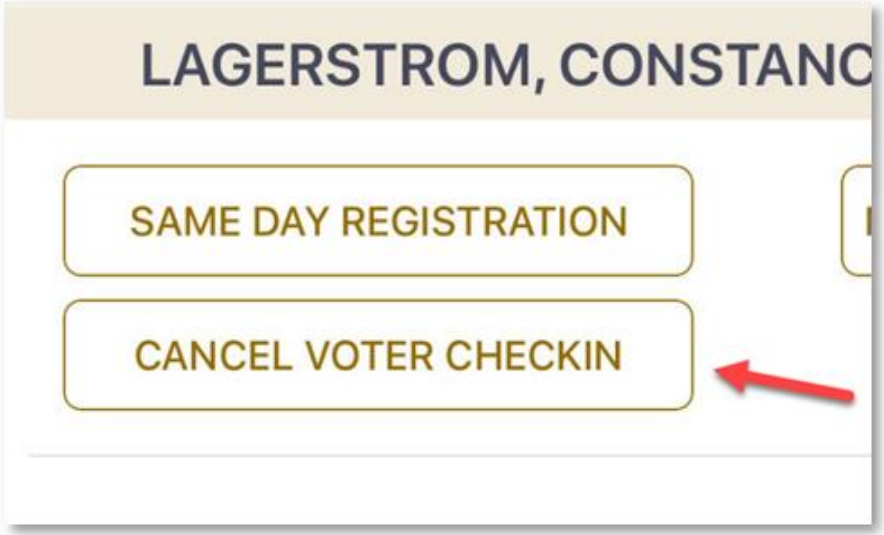
VOIDED Voter Receipts and Certificates

Head Judge	Clerk
1. Confirm this envelope contains: ☐ **Voided** Voter Receipts ☐ **Voided** Roster Signature Certificates ☐ **Voided** Election Day Registration Certificates 2. Seal this envelope and return it to city hall on election night.	Return this envelope to Hennepin County on Thursday, two days after the election.

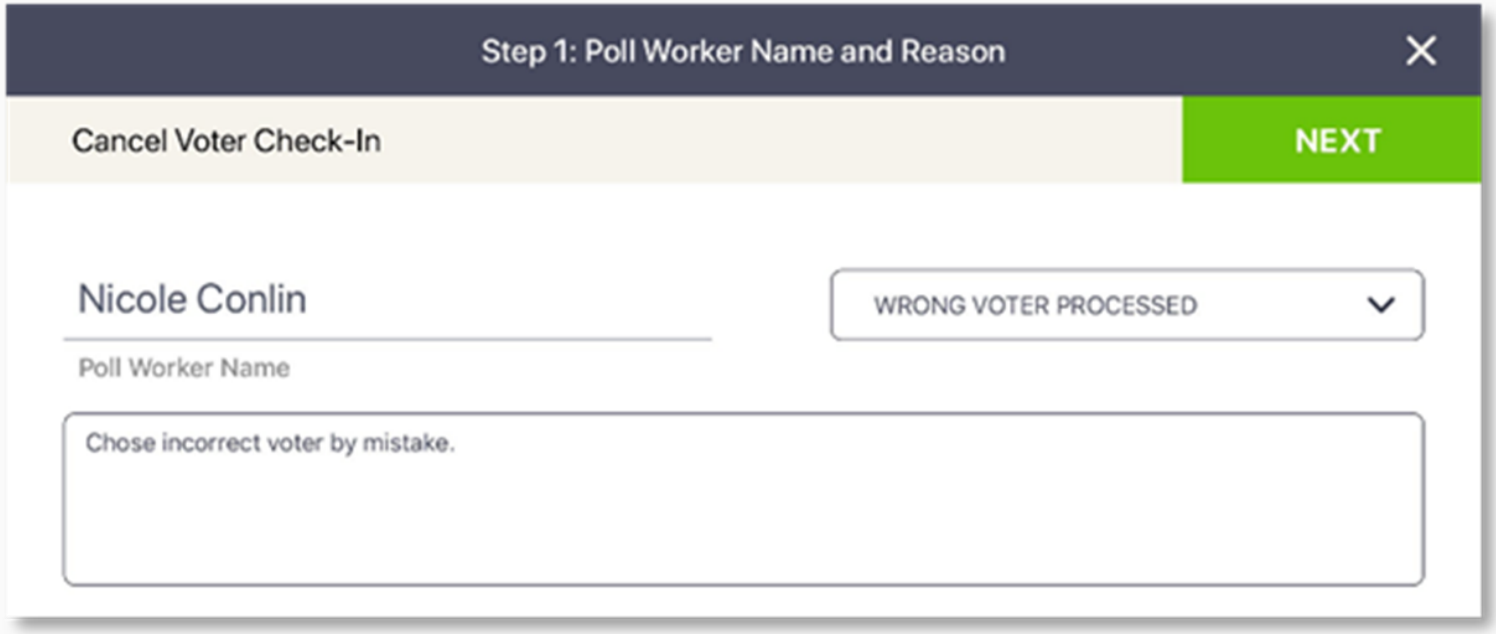
Polling Place Envelope 6

Cancelling a voter check-in





Cancelling a voter check-in



Correcting a voter registration error

05/12/2020, 08:37:58

Minnesota Voter Registration Application

EJ

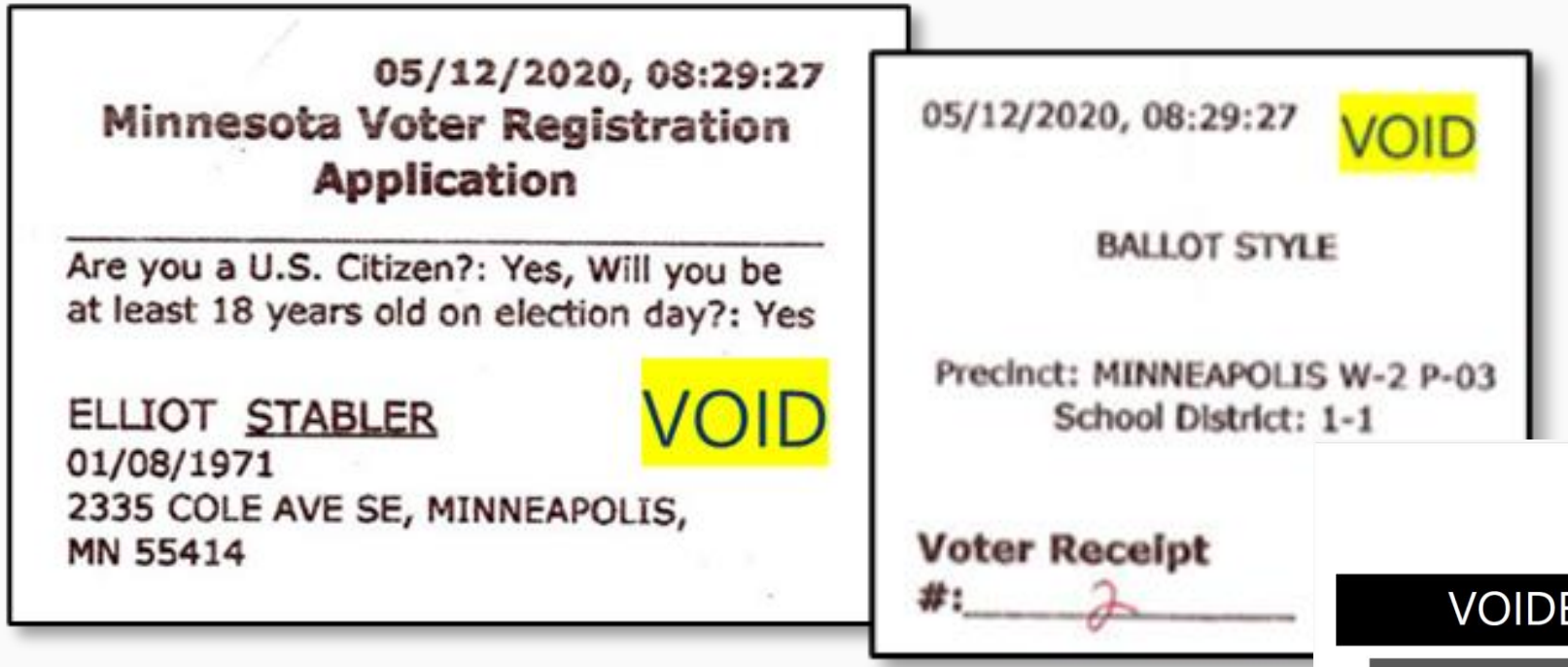
FINN

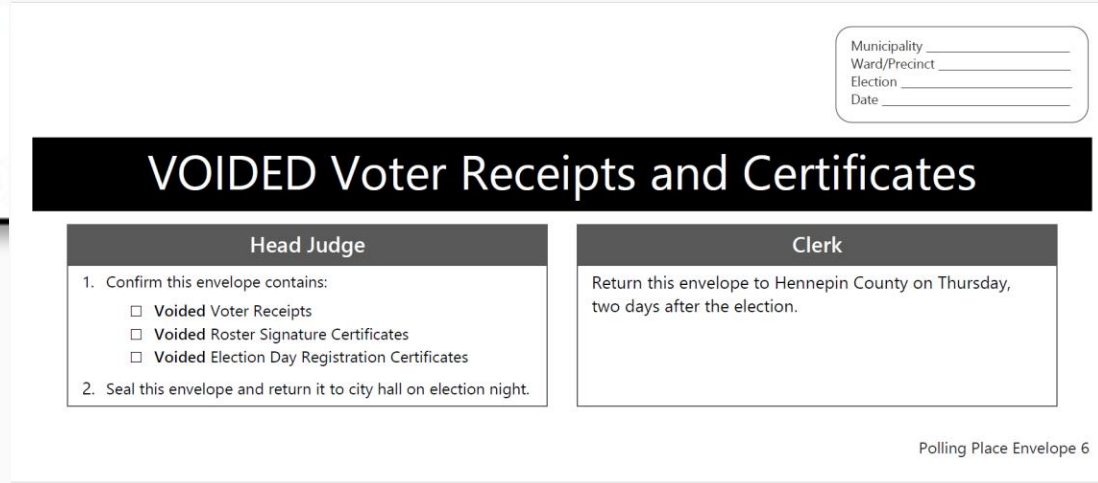
~~FIN~~ TUTUOLA

11/06/1976

919 26TH AVE SE, MINNEAPOLIS, MN 55414

Correcting a voter registration error

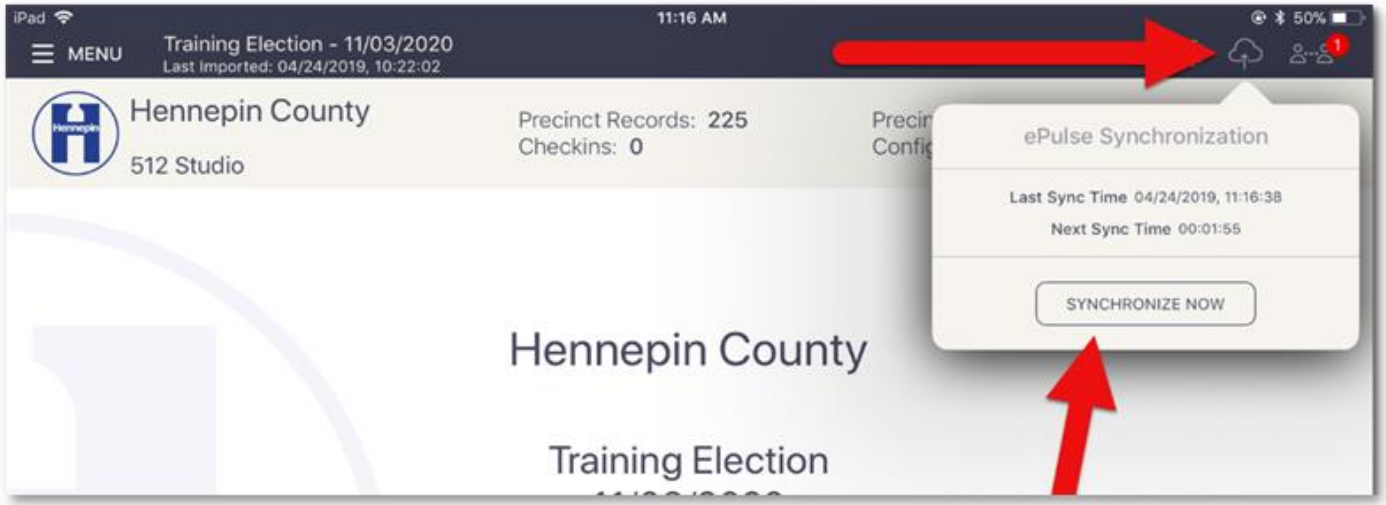




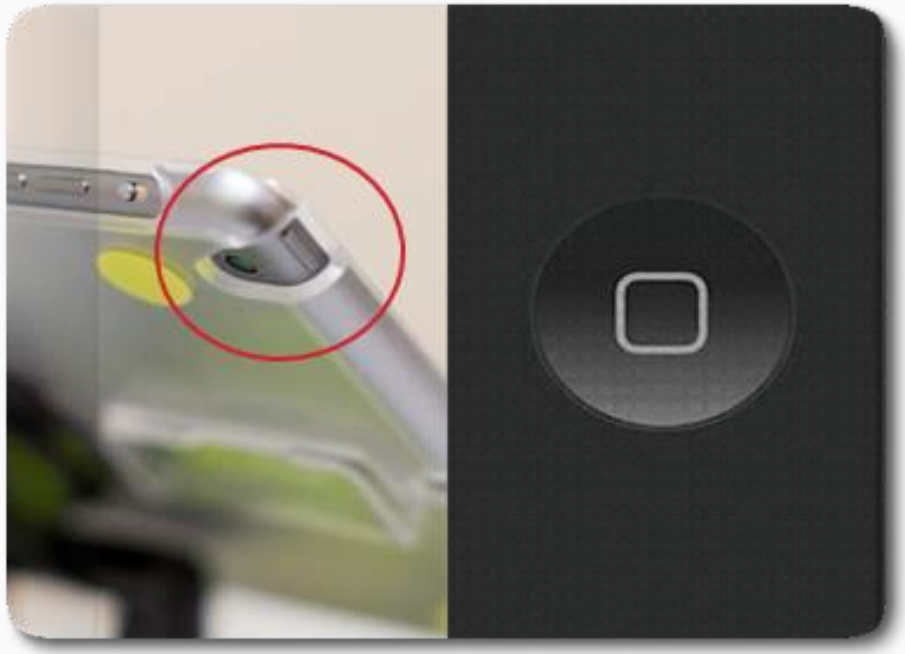
CLOSING

Closing down the poll books

- Synchronize poll books
- Turn off printer



Closing down the poll books



Closing down the poll books