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NOTICE

The secretary of state's Instructions and Procedures Manual is required by A.R.S. § 16-452. The procedures contained in this manual were developed after consultation with each county board of supervisors or officer in charge of elections and have been approved by the governor and attorney general. A violation of any of the provisions of this Instructions and Procedures Manual is a Class 2 misdemeanor.

[A.R.S. § 16-452(C)]

A.R.S. § 16-449 requires the secretary of state to include procedures for:

- testing the logic and accuracy of electronic ballot tabulating systems,
- handling ballots,
- scanning ballots, and
- any other matter necessary to ensure the maximum degree of correctness, impartiality and uniformity in the administration of an electronic ballot tabulating system.

[A.R.S. § 16-449(B)]

TELEPHONE NUMBERS FOR ASSISTANCE ON ELECTION DAY

Secretary of State Election Services Division **(602) 542-8683**

County, city and town officers in charge of elections should insert other applicable telephone numbers on this page.

CONTACT PERSON	TELEPHONE NO.
State Election Director, Secretary of State's Office	(602) 542-6167
Assistant Election Director, Secretary of State's Office	(602) 542-6209
Secretary of State Elections Services FAX	(602) 542-6172
Secretary of State toll free number	1-877-THE-VOTE
Secretary of State toll free number	1-877-843-8683
Secretary of State toll free number	1-800-458-5842
Secretary of State TDD	1-602-255-8683

MINORITY LANGUAGE REQUIREMENTS

Section 203 of the Voting Rights Act states, "whenever any state or political subdivision (covered by this section) provides registration or voting notices, forms, instructions, assistance or other materials or information relating to the electoral process, including ballots, it shall provide them in the language of the applicable minority group as well as in the English language."

All of Arizona is covered for the Spanish language. Many counties are also covered for various Native American languages. Most Native American languages are unwritten so information must be orally transmitted.

U.S. DEPARTMENT OF JUSTICE PRECLEARANCE

Section 5 of the Voting Rights Act requires certain states and local governments to obtain preclearance before implementing or enforcing any laws affecting voting.

State of Arizona Grievance Process

HELP AMERICA VOTE ACT OF 2002, TITLE IV, SECTION 402

SECTION 1. SCOPE.

The secretary of state has a statewide complaint system to address complaints involving a violation of any provision of Title III of the Help America Vote Act of 2002 (HAVA) [42 U.S.C. §§15481-15485]. The statewide system will provide secure online access and phone call center access for complaint processing to the secretary of state or a designee. The system also provides secure online review of the complaint by the submitter. Upon receiving the formal complaint in the secretary of state's office either by mail or hand delivery, the secretary of state's office shall begin the resolution process.

Under this process any person may file a complaint who believes that there has been a violation, a violation is occurring, or a violation will be occurring related to any provision of Title III of HAVA. These procedures shall be uniform and non-discriminatory. If under these procedures the secretary of state determines that there is a HAVA Title III Violation, an appropriate remedy shall be provided to the extent permitted by law. If the secretary of state determines that the complaint does not allege a HAVA Title III Violation, the secretary of state may dismiss the complaint or refer it to the proper agency for resolution.

SECTION 2. DEFINITIONS.

1) "Complainant" means any person who files a complaint with the secretary of state under the State of Arizona Grievance Process.

2) “HAVA Title III Violation” means an act contrary to a party’s statutory rights regarding voting system standards, provisional voting procedures, voter registration procedures, and operational standards of the statewide voter registration system as found in A.R.S. § 16-168(K) and Title III of HAVA. It does not mean non-Title III election law matters, including a candidate’s ballot access or campaign finance matters.

3) “Person” means any individual residing in the State of Arizona at the time the complaint is filed.

4) "Respondent" means any person or entity, who is named in a complaint under these provisions, and is alleged to have violated, is violating, or is about to violate any provision of Title III of HAVA.

5) “Title III” means Title III of the Help America Vote Act of 2002, Public Law 107-252, 116 Stat. 1666 (2002), codified at 42 United States Code §§ 15481-15485.

SECTION 3. FORM OF COMPLAINT.

1) A complaint filed under this procedure shall be in writing, notarized, signed and sworn to. A standardized form for the complaint is available by any of the following methods: on the secretary of state’s web site at www.azsos.gov, from the election official in the complainant’s county of residence, or it can be mailed at the request of the complainant. The form provided by the secretary of state is available in both English and Spanish and is accessible to persons with disabilities. (See “SAMPLE FORMS: HAVA Administrative Complaint Form”).

2) The complainant may use any other written document to submit the complaint provided that it satisfies the requirements of subsection 1 and includes a description of the alleged violation which has occurred, is occurring, or is about to occur and indicates whether a hearing is requested.

SECTION 4. INSTRUCTIONS FOR FILING.

1) Where to File. The complaint may be filed in person or by mail at the Arizona Secretary of State’s Office, 1700 West Washington, 7th Floor, Phoenix, Arizona 85007, or 400 West Congress, 2nd Floor, Room 252, Tucson, Arizona 85701. Forms cannot be accepted by e-mail or facsimile.

2) When to File. Any person may file a complaint who believes that there has been a violation, a violation is occurring, or a violation will be occurring related to any provision of Title III of HAVA. A complaint may be filed up to, but no more than, 60 days following the occurrence of the alleged violation of Title III.

SECTION 5. PROCESSING OF COMPLAINT.

1) Consolidation. In the event the complaint raises common questions of law and fact to other pending complaints, the secretary of state may consolidate the complaints and notify the complainants of the changed status.

2) Notice to Respondents. Within 5 business days of receiving a complaint in the secretary of state's office, the secretary of state shall notify all respondents of the allegations made in the complaint. This subsection shall not apply if the secretary of state has reason to believe that notifying a respondent or respondents of the complaint filed might compromise a criminal investigation, criminal prosecution, or other enforcement action by any local, state, or federal agency.

SECTION 6. HEARING.

1) Within 5 business days of receiving a complaint in the secretary of state's office that requests a hearing, the secretary of state shall notify the Office of Administrative Hearings in accordance with Arizona Administrative Code (A.A.C.) R2-19-103 to schedule a hearing.

2) The hearing shall be conducted no sooner than 10 days, and no later than 60 days, after the secretary of state receives the complaint in the secretary of state's office.

3) The hearing shall be conducted in accordance with the procedures set forth in Title 41, Chapter 6, Article 9 and the Arizona Administrative Code, Chapter 19, Article 1.

4) The complainant shall bear the burden of persuasion.

5) The administrative law judge's decision issued pursuant to A.R.S. § 41-1092.08(A) shall include an appropriate remedy if an appropriate remedy is available. Such remedy shall be consistent with the provisions of Section 9.

SECTION 7. FINAL DETERMINATION.

The secretary of state or the secretary of state's designee may accept, reject, or modify the decision of the administrative law judge pursuant to A.R.S. § 41-1092.08(D) and such action shall constitute the final determination with respect to the complaint. The secretary of state shall give notice to all parties involved of this determination. The final determination shall be made within 90 days of the filing of the complaint with the secretary of state, unless the complainant consents to a longer period.

SECTION 8. ALTERNATIVE DISPUTE RESOLUTION.

1) If the secretary of state or the secretary of state's designee fails to meet the deadline set forth in section 7, the complaint shall be resolved within 60 days under the alternative dispute resolution procedures established by this section.

2) On or before the 5th business day after a final determination was due, the secretary of state shall designate in writing an administrative law judge who shall be a neutral party not associated with the complainant or any respondent.

3) The administrative law judge may review the record compiled in connection with the complaint, but need not receive additional testimony or evidence. The administrative law judge may request that the parties present additional briefs, memoranda, or oral testimony.

4) Subject to the provisions of Section 9, the administrative law judge shall determine the appropriate remedy for the complaint to the extent provided by law.

5) The administrative law judge must issue a written resolution within 60 days after the secretary of state's final determination was due under Section 7. This 60-day period may not be extended without the express written consent of the complainant. The final resolution shall be transmitted by the administrative law judge to the secretary of state and shall be the final resolution of the complaint. The secretary of state shall mail the final resolution to the complainant, each respondent, and any other interested person who has asked in writing to be advised of the final resolution. The final resolution of the complaint shall also be published on the secretary of state website and made available on request to any interested person. However, no mailing, publication, or other notice of the determination or remedy shall be required if the secretary of state has reason to believe that such mailing, publication, or notice of the determination or remedy might compromise a criminal investigation, or prosecution, or other enforcement action by any local, state, or federal agency.

SECTION 9. REMEDIES.

No remedy may involve the awarding of compensatory or punitive monetary damages to a complainant or a finding that an election official is subject to civil penalties. An appropriate remedy may include, but is not limited to any or all of the following:

a. a plan for rectifying the particular violation;
b. an order requiring that additional training will be provided to election officials so as to ensure compliance with Title III and the Arizona Revised Statutes, Title 16; and
c. an order requiring additional voter education.

SECTION 10. RECORD.

1) The secretary of state shall compile and maintain an official record in connection with each complaint filed pursuant to these provisions. This official record shall be retained for a period of 24 months. The official record shall contain:
   a. A copy of the complaint, including any amendments;
   b. A copy of any written submission by the complainant;
   c. A copy of any written response by any respondent or other interested person;
   d. A written report of any investigation conducted by agents of the secretary of state or of any local elections official, who may not be directly involved in the actions or events complained of;
   e. Copies of all notices and correspondence to or from the secretary of state in connection with the complaint;
   f. Originals or copies of any tangible evidence produced at any hearing conducted under section 6;
   g. A copy of the audio recording produced at any oral hearing conducted; and
   h. A copy of any final determination made under section 7.

2) The record and other materials from any proceedings conducted under the complaint procedures established under this section shall be made available for use under the alternative dispute resolution procedures.

SECTION 11. EFFECTIVE DATE.

This complaint procedure shall be effective upon its posting on the secretary of state's website and preclearance by the Department of Justice in accordance with Section 5 of the Voting Rights Act and shall remain in effect until superceded by any modification, repeal, regulation or statute.

In addition to the statewide grievance system, the secretary of state shall provide for a toll free telephone number (1-877-THE-VOTE) for the use of the public to report incidents of voter fraud. [A.R.S. § 16-142 (C)]

CONSOLIDATION OF ELECTIONS

In April 1996, the Arizona legislature enacted laws to consolidate most elections in our state.

[A.R.S. § 16-204]

The four election dates are:

- 2nd Tuesday in March
- 3rd Tuesday in May
- 8th Tuesday before the 1st Tuesday after the 1st Monday in November
- 1st Tuesday after the 1st Monday in November

[A.R.S. § 16-204(B)]

The following dates are applicable to elections held in 2006:

- March 14
- May 16
- September 12
- November 7

The following dates are applicable to elections held in 2007:

- March 13
- May 15
- September 11
- November 6

Jurisdictions Subject to Consolidated Election Dates

Jurisdictions required to hold elections only on a consolidated election date are a:

- county
- city
- town
- school district
- community college district
- the following title 48 special districts:
  - fire district
  - county improvement district
  - community park maintenance district

- special road district
- hospital district
- sanitary district
- pest abatement district
- health service district
- domestic water improvement district

Special districts may conduct elections by mail upon approval by the board of supervisors for the county in which all or most of the special district is located.

[A.R.S. § 16-558(A)]

Elections Exempt from Consolidated Dates

Some elections are exempt from consolidation:

- county charter committee
- county charter proposal
- city charter committee
- city charter proposal
- title 48 special taxing districts that are not listed above
- presidential preference election
- a special election called by the legislature to amend the Arizona Constitution. [Ariz. Const. art. XXI, § 1]
- election to fill congressional seat

SCHEDULE OF RELATED EVENTS

Election Precincts

Boards of supervisors shall establish election precincts **on or before December 1** of each year preceding the year of a general election.

[A.R.S. § 16-411]

Effective Date of New Precincts

After adopting new precincts, the board of supervisors of each county delivers to the county recorder a complete description of the precincts. For the purpose of conducting any election called according to the laws of this state, precincts adopted under the provisions of A.R.S. § 16-411 shall become effective no later than **March 1** of the year of the next general election.

By **March 1** of the year of the general election, the county recorder must transfer all the voters who reside in a new precinct as a result of the adoption of new precincts to the correct new precinct register.

The county recorder shall mail a notice of the precinct change to each household containing a registered voter, unless a sample ballot containing the precinct name or number is mailed before the primary election.

[A.R.S. § 16-412]

Justice Precincts

Boards of supervisors may form, change, or abolish justice precincts. Abolishment of justice precincts cannot take effect until the end of terms of office of the justice of the peace and constable then in office.

[A.R.S. §§ 11-251 & 22-101]

Supervisor Districts

Boards of supervisors shall:

- as often as deemed necessary between each United States decennial census
  - divide the county into three or five supervisorial districts, and
  - make divisions as nearly equal in population as is practicable

[A.R.S. § 11-212]

Community College Districts

Boards of supervisors shall:

- divide the county into community college districts, and
- make divisions as nearly equal in population as is practicable

Elections to form community college districts and to choose board members shall be held as specified in A.R.S. §§ 15-1402, 15-1404, 15-1441 & 15-1442, and Title 16, Arizona Revised Statutes.

Notification of Consolidation

At least **180 days before** each consolidated election date prescribed by A.R.S. § 16-204, each county board of supervisors shall give notice in writing regarding the consolidated election program to each:

- school district
- community college district
- city
- town and
- special taxing district organized pursuant to Title 48, Chapters 5, 6, 8, 10, 13 through 16, and 33 in the county

The notice shall state the date of the election.

[A.R.S. § 16-205]

ISSUANCE OF PROCLAMATION FOR GENERAL OR SPECIAL ELECTION BY GOVERNOR: PUBLICATION BY BOARDS OF SUPERVISORS

At least **30 days before** a general election and **within 10 days after** a vacancy occurs in the office of representative in Congress, if a special primary and special general election are required by A.R.S. § 16-222, the governor shall issue a proclamation containing the date of the election and the offices to be filled.

The governor shall transmit a copy of the election proclamation to the officer in charge of elections in each county.

Each board of supervisors shall be notified by the officer in charge of elections of receipt of the election proclamation, and shall:

- meet within **five days after** its receipt
- publish a copy of the notice in an official newspaper of the county:
  - at least **10 days before** a general election
  - at least **five days before** the special primary election
  - at least **five days before** the special general election

[A.R.S. §§ 16-214 & 16-223]

NOTICE OF OFFICES TO BE NOMINATED

At least **120 days before** a regular primary election, the secretary of state shall notify each county's board of supervisors of the offices for which candidates for U.S. senate, U.S. representative in Congress, statewide and legislative offices are to be nominated.

[A.R.S. § 16-202]

RESIGN TO RUN

Except during the final year of the term being served, no incumbent of a salaried elective office, whether holding by election or appointment, may offer himself/herself for nomination or election to any salaried local, state or federal office.

[Arizona Constitution, Art. XXII, § 18]

A person is not eligible to be a candidate for nomination or election to more than one public office if the elections for those offices are held on the same day and if the person would be prohibited from serving in the offices simultaneously.

[A.R.S. § 38-296.01]

QUALIFICATIONS FOR PUBLIC OFFICE

Every person elected or appointed to any elective office of trust or profit under the authority of the state, or any of its political divisions or any municipalities shall be a qualified elector of the political division or municipality in which the person seeks election at the time of filing the nomination papers.

A qualified elector is a person who is:

- properly registered to vote
- will be at least 18 years of age on or before the date of the election

[Ariz. Const. Art. VII, § 15 and A.R.S. § 16-121(A)]

QUALIFICATIONS OF STATE OFFICERS

The residency requirement for candidacy means a continuous period of residency for the required number of years continuously and immediately preceding the election.

[Ariz. Atty. Gen. Op. No. I84-096.]

As the filing officer, the secretary of state has no authority to refuse to accept the nomination papers of a candidate who does not meet the residency requirements if the papers "on their face substantially comply with the terms of the statute…." [Ariz. Atty. Gen. Op. No. I84-096. Only a court of law may disqualify a candidate. *Id.*[1]]

State Executive Offices

State executive offices are:

- governor
- secretary of state
- attorney general
- treasurer
- superintendent of public instruction

To be eligible for any state executive office, a person must be:

- not less than 25 years of age
- a citizen of the United States for at least 10 years preceding the election
- a citizen of Arizona for at least five years preceding the election

[Ariz. Const. Art. V, §§ 1 and 2]

State Legislature

To be eligible to be a member of the Arizona legislature, a person must be:

- a citizen of the United States at the time of election
- at least 25 years of age
- a resident of Arizona at least three years
- a resident of the county from which the person is elected at least one year before the election

[Ariz. Const. Art. IV, Pt 2, § 2]

No member of the legislature, during the term for which he or she was elected, shall be eligible to hold any other office or be employed by the state, a county or incorporated city or town. This prohibition does not extend to the office of school trustee, or to employment as a teacher or instructor in the public school system.

[Ariz. Const. Art. IV, Pt 2, § 5]

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[1] A filing officer does have statutory authority to "refuse the candidate's nomination paper" for failure to make and file campaign finance reports after following the procedures set out in A.R.S. § 16-918.

Corporation Commission

Arizona law does not set minimum age or length of residency requirements for a person who holds the office of corporation commissioner. [Ariz. Const. Art. XV, § 1]. A person in the employ of, or holding an official relation to a corporation or person subject to regulation by the commission, or a person owning stocks or bonds of a corporation subject to regulation, or a person who is pecuniarily interested therein, shall not be elected, appointed to, or hold the office of commissioner or be appointed or employed by the commission.

[A.R.S. § 40-101]

State Mine Inspector

The state mine inspector shall be:

- a resident of the state at least two years prior to election
- not under 30 years of age
- shall have been practically engaged in, and acquainted with, mines and mining in this state
- shall have had at least four years experience in underground mining *and*
- three additional years in either underground mining, smelting, open pit mining, or experience in any industry under the jurisdiction of the state mine inspector

[A.R.S. § 27-121]

QUALIFICATIONS OF COUNTY OFFICERS

General Provisions

A person shall not be eligible for a county office, whether elective or appointive, nor shall a certificate of election or commission be issued to any person, unless the person is, at the time of the election or appointment:

- 18 years of age or over
- a resident of the state
- able to read and write the English language
- will be a qualified elector of the district which he or she proposes to represent at the time of the candidate filing

The board of supervisors shall be the sole judge of these qualifications, subject to review by *certiorari* in the superior court.

[A.R.S. § 11-402]

County Attorney

A person is eligible for the office of county attorney who:

- is an attorney at law, licensed and in good standing in this state
- meets the general qualifications for county offices

[A.R.S. § 11-531]

Community College Board Member

There shall be one community college board member who is a qualified elector from each of the five precincts within a community college district.

Where two or more counties constitute a district, as many precincts shall be set up by the board of supervisors in each county as the county is entitled to membership. In no case shall a county which is part of a district have more than four precincts, and where a district consists of two or more counties, at least one member shall reside in each county.

A county officer listed in A.R.S. § 11-401 is not eligible to serve as a community college board member.

A community college board member or the board member's spouse may not be employed by the community college district.

[A.R.S. § 15-1441]

School Superintendent

A person is eligible for the office of county school superintendent who:

- holds a regular certificate to teach in the schools of this state
- meets the general qualifications for county offices

[A.R.S. § 15-301]

Superior Court Judge

A person is eligible for the office of judge of the superior court who is:

- at least 30 years of age
- of good moral character
- admitted to the practice of law in Arizona for at least five years
- a resident of the state for five years prior to taking office
- an elector of the county in which the duties of the office are to be exercised
- able to read and write the English language

[Ariz. Const. Art. VI, § 22]

CANCELLATION OF ELECTION

If the number of persons who file nominating petitions for an election to fill precinct committeeman or title 48 officers is less than or equal to the number of positions, the county board of supervisors may cancel the election for those positions and appoint the person who filed the nominating petition to fill the position. If no person has filed a nominating petition, the position is deemed vacant and shall be filled as otherwise provided by law.

[A.R.S. § 16-822(B), 48-802(D)(4)]

If only one person files a nominating petition for an election to fill a school district office, the board of supervisors may up to seventy-five days before the election, cancel the election for the position and appoint the person who filed the nominating petition to fill the position. If no person has filed a nominating petition, the board of supervisors may up to seventy-five days before the election, cancel the election for that office and the position is deemed vacant and shall be filled as provided in A.R.S. § 15-302.

[A.R.S. § 15-424(D)]

CAMPAIGN FINANCE REPORTING REQUIREMENTS

Definition of Political Committee

Political committee means:

- a candidate *or*
- any association or combination of persons that is organized, conducted or combined for the purpose of:
  - influencing the result of any election *or*

    - to determine whether an individual will become a candidate for election in this state or in any county, city, town, district or precinct in this state
- that engages in political activity:
    - on behalf of or against a candidate for election or retention *or*
    - in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions

Political committee includes the following types of committees:

- a candidate's campaign committee
- a separate, segregated fund established by a corporation or labor organization pursuant to A.R.S. § 16-920(A)(3)
- a committee acting in support of or opposition to the qualification, passage or defeat of a ballot measure, question or proposition
- a committee organized to circulate or oppose a recall petition or to influence the result of a recall election
- a political party
- a committee organized for the purpose of making independent expenditures
- a committee organized in support or opposition to one or more candidates
- a political organization (an organization that is formally affiliated with and recognized by a political party, including a district committee)
- an exploratory committee
- a standing political committee

Political committees must organize and file reports in compliance with the campaign finance laws in title 16, chapter 6.

[A.R.S. § 16-901(19), (23)]

Definition of Exploratory Committee

"Exploratory committee" means a political committee that:

- is formed for the purpose of determining whether an individual will become a candidate
- receives contributions or makes expenditures of more than $500 in connection with that purpose

[A.R.S. § 16-901(9)]

Definition of a Standing Political Committee

Standing political committee means a political committee that is all of the following:

- active in more than one jurisdiction in the state for more than one year
- files a statement of organization prescribed by A.R.S. § 16-902.01(E)
- is any of the following:
  - separate, segregated fund
  - a political party
  - a committee organized for the purpose of making independent expenditures
  - a political organization

[A.R.S. § 16-901(23)]

Standing political committees file a statement of organization with:

- the secretary of state and
- a copy with any other jurisdiction in which it is active

A standing political committee files nine campaign finance reports with the secretary of state only and no longer files with the local jurisdiction.

The standing political committee shall file reports with the secretary of state and is exempt from filing a report with any other jurisdiction in which it is active. Reports must be filed electronically. Standing political committees must pay a $250 fee per year.

[A.R.S. § 16-913(K)]

A political committee may terminate its activities in a reporting jurisdiction and remain active in other jurisdictions by attaching a statement to the reporting jurisdiction's termination statement.

The termination statement is signed by the committee's:

- chairman and treasurer, and
- attests to the intent to remain active in other jurisdictions and
- contains a statement that the committee's remaining monies shall be used for activities in other jurisdictions

The committee does not have to have zero debts and funds and does not have to be a standing political committee to terminate in your jurisdiction.

Contribution Solicitations from Licensed Insurance Producer

An insurer licensed in Arizona is allowed to make up to two written solicitations for political contributions from a licensed insurance producer with whom the insurer has an exclusive contract.

[A.R.S. § 16-921]

Family Contribution

"Family contribution" means any contribution that is provided to a candidate's campaign committee by a candidate's:

- parent
- grandparent
- spouse
- child
- sibling
- a parent or spouse of any of the above

[A.R.S. § 16-901(10)]

Registration of Political Committees

Each committee that intends to accept contributions or make expenditures of more than $500 shall file a statement of organization before:

- accepting contributions
- making expenditures
- distributing any campaign literature
- or circulating petitions

If the political committee intends to accept contributions or make expenditures of $500 or less they shall file a statement of exemption and the information required by § A.R.S. 16-902.01 before:

- making any expenditures
- accepting any contributions
- distributing campaign literature
- or circulating petitions

A political committee that has filed a $500 threshold exemption statement and receives contributions or makes expenditures of more than $500 shall file a statement of

organization with the filing officer within five business days after exceeding the $500 limit.

[A.R.S. § 16-902.01]

For a political committee that makes expenditures in an attempt to influence the results of a ballot proposition election, the statement of organization shall include in the name of the political committee:

- the official serial number for the petition,
- a statement as to whether the political committee supports or opposes passage of the political measure.

[A.R.S. § 16-902.01(F)]

A political action committee is allowed to file a statement of orgainzation prior to filing an application for an official serial number for a petition. If a request for a serial number is eventually filed, the committee is required to file an amended statement of organization within five days.

[A.R.S. § 16-902.01]

Candidate's Campaign Committees

Each candidate who intends to receive contributions or make expenditures of more than $500 in connection with a campaign shall designate in writing a political committee by filing a statement of organization before:

- making any expenditures
- accepting any contributions
- distributing any campaign literature
- or circulating petitions

If the candidate intends to receive contributions or make expenditures of $500 or less the candidate shall file a signed statement of exemption that states that intention before:

- making any expenditures
- accepting any contributions
- distributing campaign literature
- or circulating petitions

This also applies to individuals forming exploratory committees.

[A.R.S. § 16-903]

Independent Expenditure Committees

A political committee making independent expenditures for literature and/or advertisements relating to any one candidate within ten days before the day of any election is required to send by certified mail a copy of the literature and/or advertisement to each candidate named or referred to in the literature and/or advertisement 24 hours after submitting it or mailing it.

[A.R.S. § 16-917(A)]

FILING SCHEDULE FOR CAMPAIGN FINANCE REPORTS

Each political committee must file the following campaign finance reports:

Campaign Finance Reporting Dates [1]

2006

Pursuant to A.R.S. §§ 16-913(B), (C) and 16-916(D)

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT DUE BETWEEN
January 31 report	Nov 23, 2004 through Dec 31, 2005	Jan 1 and Jan 31, 2006
June 30 report	Jan 1, 2006 through May 31, 2006	June 1 and June 30, 2006
Pre-Primary report	June 1, 2006 through Aug 23, 2006	Aug 24 and Aug 31, 2006
Post-Primary report	Aug 24, 2006 through Oct 2, 2006	Oct 3, and Oct 12, 2006
Pre-General report	Oct 3, 2006 through Oct 18, 2006	Oct 19 and Oct 26, 2006
Post-General report	Oct 19, 2006 through Nov 27, 2006	Nov 28 and Dec 7, 2006

1 *This table does not include additional filing deadlines provided for by the Citizens Clean Elections Act. Please see title 16, chapter 6, article 2, available from the secretary of state's office and materials provided by the Citizens Clean Elections Commission (www.ccec.state.az.us). Filing deadlines in effect for standing political committees as required by A.R.S. §16-913(K)are set forth on the next page.*

Standing Political Committee Campaign Finance Reporting Dates

2006

Pursuant to A.R.S. §§ 16-913(B),(C),(K) and 16-916(D)

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT DUE BETWEEN
January 31 Report	Jan 1, 2005 through Dec 31, 2005	Jan 1 and Jan 31, 2006
March 14 Election		
March Pre-Election Report	Jan 1, 2006 through Feb 22, 2006	Feb 23 and Mar 2, 2006
March Post-Election Report	Feb 23, 2006 through Apr 3, 2006	Apr 4 and Apr 13, 2006
May 16 Election		
May Pre-Election Report	Apr 4, 2006 through Apr 26, 2006	Apr 27 and May 4, 2006
May Post-Election Report	Apr 27, 2006 through Jun 5, 2006	Jun 6 and Jun 15, 2006
September 12 Election		
Pre-Primary Report	Jun 6, 2006 through Aug 23, 2006	Aug 14 and Aug 31, 2006
Post-Primary Report	Aug 24 through Oct 2, 2006	Oct 3 and Oct 12, 2006
November 7 Election		
Pre-General Report	Oct 3, 2006 through Oct 18, 2006	Oct 19 and Oct 26, 2006
Post-General Report	Oct 19, 2006 through Nov 27, 2006	Nov 28 and Dec 7, 2006

2007

Pursuant to A.R.S. §§ 16-913(B), (C), (K) and 16-916(D)

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT DUE BETWEEN
January 31 Report	Jan 1, 2006 through Dec 31, 2006	Jan 1 and Jan 31, 2007
March 13 Election		
March Pre-Election Report	Jan 1, 2007 through Feb 21, 2007	Feb 22 and Mar 1, 2007
March Post-Election Report	Feb 22, 2007 through Apr 2, 2007	Apr 3 and Apr 12, 2007
May 15 Election		
May Pre-Election Report	Apr 3, 2007 through Apr 25, 2007	Apr 26 and May 3, 2007
May Post-Election Report	Apr 26, 2007 through Jun 4, 2007	Jun 5 and Jun 14, 2007
September 11 Election		
Pre-Primary Report	Jun 5, 2007 through Aug 22, 2007	Aug 23 and Aug 30, 2007
Post-Primary Report	Aug 23, 2007 through Oct 1, 2007	Oct 2 and Oct 11, 2007
November 6 Election		
Pre-General Report	Oct 2, 2007 through Oct 17, 2007	Oct 18 and Oct 25, 2007
Post-General Report	Oct 18, 2007 through Nov 26, 2007	Nov 27, 2007 and Dec 6, 2007

Statewide and Legislative Candidates' Reports

Candidates for statewide offices and the office of state senator or state representative shall file their campaign finance reports with the secretary of state in the electronic format prescribed by the secretary of state. This provision does not apply to candidates for federal office. Federal candidates file with the Federal Election Commission.

The secretary of state shall make copies of all reports filed with the secretary of state available for public access through the secretary of state's website.

The county officer in charge of elections shall not accept reports for statewide candidate committees, federal candidate committees or other types of political committees required by law to file only with the secretary of state.

[A.R.S. §§ 16-913, 16-916(B) & 16-958(E)]

Campaign Finance Reports by School District or Community College District Candidates — File with County

Each candidate and political committee for a county, school district, community college district, and Title 48 district at any general or special election shall file campaign finance reports with the county officer in charge of elections.

Each candidate for a community college district governing board election, at any general or special election, shall file campaign finance reports with the county officer in charge of elections.

[A.R.S. § 16-916(A)(2)]

The county officer in charge of elections may implement an electronic filing system for statements, designations, and reports required under the campaign contributions and expenses laws. The county officer may also require written or printed copies of filings during the implementation of the electronic filing systems.
[A.R.S. § 16-916.01]

Additional Filing Methods

Methods of filing campaign finance reports have been expanded to include delivery by commercial delivery service. For all statements, designations, and reports, the date of filing is the date of actual receipt by the officer with whom the document is required to be filed, except as follows:

- for documents filed by certified mail with a United States mail postmark, the date of the mailing constitutes the date of filing
- for documents filed by commercial delivery service that provide a standardized delivery confirmation, the date of delivery confirmation constitutes the date of filing
- for documents filed by commercial service that provide for electronic tracking of specific delivery packages, the date of electronic confirmation of delivery constitutes the date of filing

[A.R.S. § 16-916(C)]

Failure to File Procedures

The procedures and penalties relating to failure to file campaign finance reports were amended substantially in 1997 to include **mandatory penalties for late filings**.

[A.R.S. § 16-918]

"Failure to File" Definition

There is a "failure to make and file a campaign finance report" if:

- the report is not **filed** on the due date set by A.R.S. § 16-913; ***or***
- the report is not **signed** by the:
  - committee treasurer ***or***
  - candidate (for a candidate committee) ***or***
  - designating individual (for an exploratory committee); ***or***
- a good faith effort is not made to substantially complete the report as required by A.R.S. § 16-915.

Mandatory Penalties

Mandatory penalties are:

- **$10** for each calendar day the report is late (including weekends and holidays) up to a maximum of **$450**
- the first day after the due date is Day 1 = $10; Day 2 = $20, etc.
- the filing officer **shall not** accept a report for filing unless the mandatory penalties are paid

Notice Requirement

The filing officer must send a notice:

- to the committee ***and***
  - candidate ***or***
  - designating individual (for an exploratory committee)
- by certified mail
- within **15 days after the due date**
- stating with "reasonable particularity"
  - the nature of the failure to file and
  - a statement of the penalties provided by A.R.S. § 16-918

Increased Penalties/Enforcement Action

There is a mandatory civil penalty for all committees if the report is not filed **within 15 days after** *receiving* the notice. The mandatory penalty is $25 per day for each day the committee fails to file beyond the 15 days after the committee receives notice.

The penalty is assessed by using the procedures of A.R.S. § 16-924:

- the filing officer notifies the filing officer's attorney
- the attorney may serve an order requiring compliance on the person liable for the penalty (treasurer)
- the order will state with reasonable particularity:
  - the nature of the violation and
  - shall require compliance within **20 days** from the date of *issuance* of the order
- the alleged violator has **20 days** to request a hearing
- the alleged violator, during the enforcement action, may present a "good cause" defense as provided by A.R.S. § 16-918.
  - good cause includes: "an illness or absence from this state at the time the campaign finance report was due or the written notice of delinquency was delivered if the illness or absence reasonably prevented the treasurer, designating individual or candidate from filing the report or receiving the written notice"
  - good cause is determined by the attorney — not by the filing officer
- if the person does not request a hearing or come into compliance **within the 20 days**, the attorney shall issue an order:
  - imposing the **$25 per day** penalty, not to exceed **$1000**
  - imposing a **5-year bar** from becoming a candidate for any state or local office in Arizona *from the date the report was due*

- the alleged violator has **30 days** from the date of *issuance* of this order to request a hearing
- the alleged violator has the right to appeal the final order of the attorney to the superior court

Effect of Final Order

The filing officer has the **authority to refuse the candidate's nomination paper** for any office in the filing officer's jurisdiction:

- when a final order in the filing officer's jurisdiction imposing the **5-year bar** becomes final (at the conclusion of all hearings and appeals and the time for requesting them) *or*
- if the filing officer receives a certified copy of a final order imposing a **5-year bar** from another jurisdiction

[A.R.S. § 16-918(F)]

CLEAN ELECTION COMMISSION RESPONSIBILITIES

The Citizens Clean Election Commission shall develop, publish, and mail to every household containing a registered voter a document with space of a predefined size for each candidate to convey a message of his/her choosing.

The commission shall publish a document applicable to a primary election and a second document applicable to a general election.

For each candidate who does not submit a message for this document, his/her name will be included along with the words "no statement submitted."

The document shall have printed on its cover:

- "Citizens Clean Elections Commission Voter Education Guide",
- "Primary Election" or "General Election" (whichever is applicable) and the applicable year,
- "Citizens Clean Elections Commission Voter Education Guide" (printed at or near the bottom of the cover in type no larger than one-half size the type used for the document title),
- "Paid for by the Citizens Clean Elections Fund" (printed at or near the bottom of the cover in type no larger than one-half size the type used for document title).

The document shall be easily distinguishable from the publicity pamphlet published by the secretary of state's office.

For primary and general elections:

- The document shall contain the names of every candidate for every statewide and legislative district office without regard to whether the candidate is participating or nonparticipating in the citizens clean election fund,
- One copy of the document shall be mailed to every household containing a registered voter,
- The document shall be delivered to households before the earliest date for receipt of an early ballot by registered voters who have requested early ballots.

[A.R.S. § 16-956(A)(1)]

POLITICAL PARTY CANDIDATES FILING OF NOMINATION PAPERS

Candidates file no less than ninety nor more than one hundred twenty days before the primary election:

- a nomination paper which shall include:
  - the candidate's actual address or description of place of actual residence,
  - mailing address,
  - the name of the candidate's political party,
  - the office and district or precinct for which the candidate offers candidacy,
  - age,
  - how the candidate's name should appear on the official ballot,
  - the date of the primary election, and if nominated, the date of the general election at which the person desires to become a candidate
  - an affidavit stating that the candidate meets the qualifications for the office sought, and
  - a financial disclosure statement if applicable

[A.R.S. § 16-311(A)]

WRITE-IN CANDIDATES FILING OF NOMINATION PAPERS

Write-in candidates file no later than 40 days prior to election:

- A nomination paper shall include:
  - the candidate's actual address or description of place of actual residence,
  - mailing address,
  - the name of his/her party (if applicable),
  - the office and district or precinct for which he/she offers candidacy,
  - age,
  - length of residence in state,

- date of birth,
- how his/her name should appear on the list of write-ins,
- the date of election,
- an affidavit stating that the candidate meets the qualifications for the office sought, and
- a financial disclosure statement if applicable.

[A.R.S. §§ 16-311, 16-312]

To fill vacancies caused by death, incapacity or withdrawal of candidacy, write-in candidates file no later than five days prior to election if their candidacy is for a vacant position and the vacancy has occurred after the printing of official ballots.

[A.R.S. §§ 16-312(B), 16-343(D)]
School board candidates must file as a write-in no later than 75 days prior to the elections.

[A.R.S. § 15-424(D)]

The elections that are cancelled by the board of supervisors pursuant to A.R.S. §§ 15-424(D), 16-822(B), 48-802(D)(4), 48-1012(E), 48-1208(A), 48-1404(B), 48-1908(C), 48-2010(A), 48-2107(A) and 48-2208(D) have no provisions for write-in candidates filing after the effective date of cancellation.

The filing officer must place those elections that are to be cancelled on the board of supervisor's agenda immediately following the candidate filing deadline.

Write-in candidates (except candidates for precinct committeeman) must comply with campaign finance laws, title 16, chapter 6 and file:

- a statement of organization of political committee or a $500 threshold exemption statement for candidates who intend to accept contributions or make expenditures of no more than $500 before making expenditures, accepting contributions, or distributing literature
- applicable campaign finance reports
- votes for a write-in candidate will not be counted if the nomination paper is not filed on time

A candidate may not file if any of the following applies:

- for a candidate in a general election, if the candidate ran in the immediately preceding primary election and failed to be nominated to the office sought in the current election,
- for a candidate in a general election, if the candidate filed a nomination petition for the immediately preceding primary election for the office sought and failed to

provide a sufficient number of valid petition signatures as prescribed in A.R.S. § 16-322,

- for a candidate in a primary election, if the candidate filed a nomination petition for the current primary election for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed in A.R.S. § 16-322,
- for a candidate in the general election, the candidate filed a nomination petition for nomination other than by primary for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed in A.R.S. § 16-341.

[A.R.S. § 16-312(D)]

Each polling place shall have posted, in a conspicuous location, a list of official write-in candidates.

Write-in candidates are prohibited in the presidential preference election.

[A.R.S. § 16-247]

NEW PARTY SEEKING STATE OR LOCAL RECOGNITION

A new party seeking to be represented by an official party primary election ballot, and placed on the ballot at the next general election, shall file a petition for recognition with the secretary of state or the county officer in charge of elections, or the city or town clerk **not less than 140** days prior to the primary election.

- petitions shall be submitted to the county recorder for signature verification or the city or town clerk **no later than 180 days before** the primary election
- the county recorder shall verify the signatures within **30 days after** submission
- the petition filing must be accompanied by an affidavit of 10 qualified electors asking that the new party be recognized
- the affidavit of the 10 electors shall be certified by the county recorder in their county of residence

A new party that seeks both state and county recognition may file the original petition with the officer in charge of elections for the county and a certified copy of the petition with the secretary of state.

A political party that is eligible for recognition in the presidential preference election shall be represented on the subsequent primary and general election ballots in the year of the presidential preference election.

[A.R.S. §§ 16-244(A)(2), 16-801, 16-802 & 16-803]

Continued Representation

To be entitled to continued representation as a poltical party on the official ballot, a political organization must:

- receive at the last preceding general election cast for Governor or presidential electors or for county attorney or for mayor, whichever applies, not less than five per cent of the total votes cast for Governor or presidential electors, in the state or county attorney or for mayor in such county, city or town, or
- if on November 1 of the year immediately preceding the year in which the general election for state or county officers and for city or town officers one hundred fifty-five days immediately preceding the primary election in such jurisdiction, the political organization has registered electors in the party equal to at least two-thirds of one per cent of the total registered electors in such jurisdiction.

The secretary of state shall determine if the political parties qualify for continued representation by February 1 of the appropriate year for the state ballot. For county recognition, the recorder will make the determination by February 1 of the appropriate year. Each city or town clerk providing partisan elections shall make the determination one hundred forty days before the city or town primary election.

[A.R.S. §16-804]

QUALIFICATIONS TO REGISTER TO VOTE

Every resident of the state is qualified to register to vote if the person:

- is a citizen of the United States,
- will be 18 years of age on or before the date of the next regular general election following his/her registration,
- will have been a resident of the state 29 days next preceding the election, except as provided in A.R.S. § 16-126,
- is able to write his/her name or make his/her mark, unless prevented from doing so by physical disability,
- has not been convicted of treason or a felony, unless restored to civil rights, and
- has not been adjudicated an incapacitated person as defined in A.R.S. § 14-5101.

[Ariz. Const. Art. VII, § 2; A.R.S. § 16-101]

Proof of Citizenship Requirement

Arizona voters approved Proposition 200 at the November 2, 2004 general election. The Proposition requires that voters prove Untied States citizenship prior to registering to vote. The county recorder must reject any registration that is not accompanied by satisfactory evidence of United States citizenship.

Satisfactory evidence of citizenship is specified in A.R.S. § 16-166(F) and includes the applicant's driver license number or nonoperating identification license number issued after October 1, 1996 by the department of transportation or the equivalent governmental agency of another state within the United States, if the agency indicates on the applicant's license that the person has provided satisfactory proof of United States citizenship.

[Ariz. Atty. Gen. Op. No. I05-001]

The other "satisfactory evidence" of citizenship specified in A.R.S. § 16-166(F) includes:

- a copy of a birth certificate. Supporting legal documentation shall be provided if the name on the birth certificate is not the same as registrant's current name (i.e. marriage certificate, court documented name change).

  The counties shall also accept a United States birth certificate as proof of citizenship where the name on the birth certificate is different from the voter registration if the following five fields match on both the voter registration form and the birth certificate:
  1) First Name,
  2) Middle Name,
  3) Place of Birth,
  4) Date of Birth, and
  5) Parents' Name.

- in the event a United States citizen is born abroad in a non-military installation, they should have registered with the Department of State and obtained a "Certificate of Birth Abroad". This document counts as a birth certificate.
- pertinent pages of a United States passport identifying the registrant.
- United States naturalization documents or the number of the certificate of naturalization (Alien Registration Number).
- a driver license or nonoperating license from another state within the United States if the license indicates that the applicant has provided satisfactory proof of citizenship.
- the registrant's Bureau of Indian Affairs Card Number, Tribal Treaty Card Number, Tribal Enrollment Number, or Census Number

- Tribal Certificate of Indian Blood or Tribal or Bureau of Indian Affairs Affidavit of Birth.

[A.R.S. § 16-166]

In addition to presenting the documentation required by A.R.S. § 16-166(F), a person registering to vote must sign a statement declaring that he or she is a United States citizen and acknowledging that executing a false registration is a class 6 felony. It is a state and federal crime to falsely claim to be a United States citizen when registering to vote.

[A.R.S. § 16-152(A)(14), (18); A.R.S. § 16-152(A)(18); 18 U.S.C. § 1015(f)]

QUALIFICATIONS OF VOTERS IN CITY OR TOWN ELECTIONS

No person is entitled to vote at an election in a city or town who has not been a qualified elector as defined in A.R.S. § 16-121 in the city or town for **29 days before** the election.

A person who has resided for at least **29 days before** an election in an area annexed at least 29 days before an election by a city or town shall be entitled to vote at the city or town election, provided the person is a qualified elector as defined in A.R.S. § 16-121.

Charter cities may have different qualifications.

[Ariz. Const. Art. XIII, § 2; A.R.S. § 9-822]

VOTER REGISTRATION PROCESSING

1) A new completed voter registration form comes in to the recorder.

2) The voter registration form must be accompanied by proof of citizenship pursuant to A.R.S. § 16-166(F). If the form is not accompanied by proper proof of citizenship, the voter registration form is not valid and either will not be entered into the system or if it was entered into the system, the record shall be canceled. If the registrant subsequently provides proof of citizenship, it must be accompanied by a new voter registration form and a new registration date.

3) If the voter registration form has the five elements required by law—name, residence address, date of birth, signature and citizenship—it is entered and sent to the secretary of state even if it does not contain the driver license number, nonoperating identification license number or the last four digits of the social security number.

4) If the voter registration form does not have one or more of the five elements, the information is put in a pending file until the data is acquired. The registration cannot be considered received until the five elements are completed. The county recorder will attempt to contact the registrant by phone or mail to obtain the missing information or a completed voter registration form. Any letter mailed shall include information informing the voter of approaching voter registration deadlines.

5) The secretary of state will coordinate with the Arizona Motor Vehicle Division to check the voter file against the driver license number or nonoperating identification license number and the last four digits of the social security number.

6) The secretary of state will add to the official registration file the driver license number or nonoperating identification license number, and the last four digits of the social security number, if there is sufficient matching information.

7) For any new voter registration that does not contain the driver license number or nonoperating identification license number or the last four digits of the social security number, the secretary of state will add the data, if there is sufficient matching information. A registration is considered new if the voter does not have a unique identifying number previously assigned by the secretary of state.

8) The secretary of state will assign a unique identifying number to any registrant who does not have a driver license number, nonoperating identification license number or social security number.

9) Any registrant modifying their registration record in the county they are currently registered in does not need to provide proof of citizenship. If the registrant is registered in Arizona and now is registering in a new county, the registrant is required to provide proof of citizenship pursuant to A.R.S. § 16-166(G).

10) The secretary of state will return the file to the recorder with a unique identifying number assigned to each registrant. Additionally, counties may maintain their own voter identification numbers. The counties will determine what number to use as the voter registration identification number that is printed on the citizen's voter registration card.

11) The secretary of state will also send the recorder an exception report. The recorder will review the report for items such as duplicate voter registrations, felons, death records, and processing errors such as transposed numbers. If the driver license or social security records conflict with the registrant's information that was provided by the county recorder, the registrant's information shall be changed to reflect the correct information. The county recorder shall notify the registrant by letter to confirm which information is correct.

12) If there are any discrepancies between the motor vehicle division record or county recorder record in the name, driver license number, nonoperating identification

license number or the last four digits of the social security number, the recorder shall send a letter to the registrant to confirm which information is correct.

a. If a registrant submits a voter registration application in which the Arizona driver license number does not match the records at the Motor Vehicle Division (MVD) and the driver license number is being used for proof of citizenship purposes, the county shall cancel the voter registration and send a letter to the registrant providing the registrant the opportunity to remedy the error. (See "SAMPLE FORMS: Uniform Correspondence: AZ DLN Did Not Match at MVD"). The registration effective date will be the date the new voter registration form is signed, not the date of the form that had the incorrect driver license number.
b. If a registrant submits a voter registration application where the name, last four digits of social security number and/or the date of birth does not match the Motor Vehicle Division or the Social Security Administration, the recorder shall send a letter to the registrant to confirm which information is correct. The registration effective date will be the date the original voter registration form was signed.

13) If the registrant does not provide the driver license number, nonoperating identification license number or the last four digits of his/her social security number, by signing the form, the voter is affirming that he/she does not have a driver license number, nonoperating identification license number or social security number.

14) The voter registration form, accompanied by acceptable proof of citizenship must be accepted for processing even if the citizenship question is not answered. The registration shall not be completed, however, until the citizenship question is answered "yes" as required by A.R.S. § 16-121.01 and 42 U.S.C. § 15483(b)(4)(B). The county recorder shall notify registrants by letter in accordance with A.R.S § 16-134(B) and provide the registrant an opportunity to make a check mark or other appropriate indicator showing that the registrant answered "yes" to the question regarding citizenship. [*Id.*] For the purpose of voter registration, an appropriate indicator includes making a check mark in the box, placing an X in the box, circling the box, shading or any other method involving the "yes" box that indicates the registrant is a citizen.

15) If the citizenship box is marked "no", the recorder shall send a copy of the voter registration form to the registrant along with a letter explaining that the registrant must be a citizen of the United States to register.

16) All citizenship verification information collected pursuant to A.R.S. § 16-166(F) shall be maintained by the county recorder in a manner that the county recorder reasonably believes will ensure that no unauthorized person has access to the information.

The recorder shall maintain copies of citizenship proof provided by the voter batched by month and year. [A.R.S. § 16-166(J)]. After two years, the county recorder may destroy all documents that were submitted as evidence of citizenship. If the county recorder chooses to destroy these documents, the county recorder must use due diligence to properly discard or dispose of the records.

17) If only the alien registration number from the naturalization documents is provided for citizenship purposes, the number shall be verified with the United States Citizenship and Immigration Services before the registrant may be added to the registration rolls.

To conduct the verification, each county recorder shall establish an account with the United States Citizenship and Immigration Services to utilize the Systematic Alien Verification for Entitlements (SAVE) program. This program allows the recorders access to information contained in the Verification Information System (VIS) database.

The alien registration number is the only number from a registrant's naturalization documents that can be validated against the SAVE system. The validation will indicate if the registrant is a citizen of the United States.

It takes approximately two weeks from the time after a new citizen takes his or her oath at the citizenship ceremony before that citizen's alien registration number is placed in the SAVE database. If the registration is received within 14 days of the voter registration deadline, the county recorder shall notify the registrant that further citizenship proof may be necessary in order to assure that the voter is registered on time. The correspondence shall indicate that the registrant may present his or her naturalization papers to the recorder to satisfy the proof of citizenship requirement.

If a registrant provides a number that cannot be validated by the SAVE system, the county recorder shall take all reasonable steps necessary to obtain the alien registration number from the registrant, including, but not limited to, contacting the voter by phone and sending correspondence. The registrant is not officially registered until they satisfy the proof of citizenship requirement. If the county recorder obtains the alien registration number from the registrant, the recorder may enter the alien registration number on the form and validate the number through the SAVE system. If the number is validated, the recorder may use the date the original form was signed as the registration date. If after 120 days, the registrant has not provided a valid alien registration number, the county recorder shall send the registrant correspondence stating that the registration form has been rejected and the reason why along with a new voter registration form.

18) If the driver licenses number entered on the voter registration form was issued on or before October 1, 1996, or the driver license type is "F" (foreign or out of

country) or "N" (commercial foreign or out of country), the recorder shall take the following steps:

a. Ensure the driver license number was entered correctly. If the recorder determines it was not, the recorder shall correct the driver license number on the county system and the new driver license number match will be reported on the statewide voter registration database (VRAZ) the next day.
b. If the driver license number was entered correctly, check the current database to determine if the registrant is currently registered to vote in that county. If the voter is registered to vote in that county and is only updating the voter registration information, no citizenship proof is required.
c. If it is determined that the voter is a first time registrant or is reregistering in a different county, check to see if other citizenship documents were provided with the voter registration application. If the registrant provided other satisfactory proof of citizenship, the registration should be accepted.
d. If no satisfactory proof of citizenship is provided, the voter registration record should be cancelled and the voter should be contacted within ten business days of receipt of the registration form as provided by A.R.S. § 16-134 with a request to provide proper proof of citizenship. (See "SAMPLE FORMS: Uniform Correspondence: 2nd Notice that Citizenship Documentation Needed").

19) A legible photocopy of pertinent pages of the registrant's United States passport is considered proof of citizenship. The pertinent pages of a United States Passport are considered the pages that contain the passport number, name, nationality, date of birth, gender, place of birth, and signature.

20) If a registrant submits tribal documentation or a tribal number on his/her form, it will be presumed valid as proof of citizenship for voter registration purposes.

21) The registrant may present to the recorder the registrant's United States naturalization documents or other documents of proof that are established pursuant to the Immigration Reform and Control Act of 1986 as acceptable proof of citizenship.

22) The registrant may present or send the recorder a legible photocopy of the applicant's birth certificate that verifies citizenship as acceptable proof of citizenship.

23) If a registration is conducted in person at the county recorder's office, the county recorder personnel shall indicate on the voter registration form (1) that the person provided proof of citizenship, (2) the type of citizenship proof provided, and (3) the name and initials of the employee who made the verification.

24) County recorder personnel who attend naturalization ceremonies may assist the new citizens in registering to vote. The county personnel shall verify the alien registration number, write their name and initials on the voter registration form, and

date the form. If voters are registered at the ceremony from outside the county, the county personnel conducting the voter registration drive shall bundle the registrations by county and send them to the county recorder with an official cover letter stating that all alien registration numbers were verified by county recorder personnel. Neighboring counties may accept the voter registration form without further proof of citizenship. (See "SAMPLE FORMS – Uniform Correspondence - County Recorder Naturalization Ceremony Certification").

25) If all fields are filled in on a voter registration form they shall be entered into the voter registration system.

STATEWIDE VOTER REGISTRATION SYSTEM

The secretary of state administers a statewide database of voter registration information that contains the name and registration information of every registered voter in this state. The database includes an identifier that is unique to each individual voter.

The statewide voter registration system is intended to protect the integrity of the electoral process by ensuring the maintenance of an accurate and current voter registration list. The goal is to eliminate the threat to the integrity of the election process by minimizing the problems that can occur when individuals register to vote in multiple jurisdictions.

The statewide voter registration system does statewide comparisons in four major areas:

1) Motor Vehicle Records
2) Duplicate Matching Across Counties
3) Court Felony or Incapacitated Matching
4) Death Notification Matching

The following procedures shall be followed by the secretary of state and the county recorders when administering voter registrations through the statewide voter registration system:

1) Motor Vehicle Records - All new additions to the voter registration database shall be matched against the Arizona Motor Vehicle Division (MVD) database. Any changes to a voter's identity information in a voter registration system (driver license number, last four digits of social security number, name or date of birth) shall also be compared to the Motor Vehicle Division database.

   In addition to name and date of birth, the driver license number or the last four digits of the registrant's social security number shall be compared against the Motor Vehicle Division database. The statewide voter registration system shall notify the counties of the results of the MVD matching. The counties shall process any discrepancies or updates obtained from the MVD match in order to update the

statewide voter registration database. If the county has reason to believe that the MVD information is incorrect, the county shall forward the information to the secretary of state to resolve.

2) Duplicate Matching Across Counties - All new additions to the voter registration database or records of a voter who has moved from one county to another shall be compared with all records in other counties to determine if a duplicate record exists. The statewide voter registration system shall notify the counties of the results of the duplicate matching. In the event that a duplicate does exist, the prior county will be responsible for resolving the duplicate and then update any duplicate records found in order to update the statewide voter registration database.

   There are four pieces of information that are critical for determining if a record is duplicated in two counties: 1. driver license number (DLN), 2. last four digits of the registrant's social security number (SSN-4), 3. name, and 4. date of birth (DOB).

   The duplication is automatically resolved in the following three scenarios:

   1) All four pieces of information match.
   2) The name, DOB and DLN match but no SSN-4 is provided on the form.
   3) The name, DOB and SSN-4 match but no DLN is provided on the form.

   For all other scenarios, the county recorder from the prior county shall inspect the registration information and determine how to resolve the duplications.

3) Records Regarding Court Felony or Incapacitated Matching - All felony/incapacitated records received by the secretary of state's office from the state and federal courts shall be compared to the entire voter registration database. The statewide voter registration system shall notify the counties of the results of the court matched felony/incapacitated records. The counties shall update the voter registration record for any matched felony/incapacitated records in order to update the statewide voter registration database. If the county has reason to believe that the court information is incorrect, the county shall forward the information to the secretary of state to resolve.

   - Juror Questionnaire
     a. Any juror questionnaire form received by the secretary of state's office that indicates a person is a felon shall be forwarded to the county in which the person resides.
     b. A county receiving notice from the court or the secretary of state's office that a person signed a juror questionnaire indicating that he or she is a felon shall cancel the voter from the voter registration system and send the person correspondence informing him or her of the cancellation. (See "SAMPLE FORMS: Uniform Correspondence: Jury Questionnaire Felon).

- Court Notification
  A county receiving notice from the secretary of state or the court that a voter has been convicted of a felony shall cancel the voter from the voter registration system and send correspondence informing the person of his or her cancellation. (See "SAMPLE FORMS: Uniform Correspondence: Felony Conviction").

[A.R.S. § 16-165(A)(4)]

NOTE: In Arizona, a person that has been convicted of one felony can have his/her voting rights restored automatically once that person has finished his/her probation and paid any fine or restitution. No court action is necessary for the person's rights to be restored and the person may register to vote. The county recorder shall presume that the person is eligible to register and accept the registration. A second time felon does **not** have his/her rights automatically restored and must petition the court to have that person's rights restored.

[A.R.S. § 13-905]

Upon official notice from the superior court, the secretary of state shall notify a county that a voter has been deemed incapacitated as defined by A.R.S. § 16-165(C). The county recorder shall cancel the voter from the voter registration system and shall notify the voter.

[A.R.S. § 16-165(C)]

4) Records Regarding Death Notification Matching – The secretary of state's office shall compare all death notification records received from the Department of Health Services (DHS) to the voter registration database. The secretary of state's office, through the statewide voter registration system shall notify the counties of the results of the death notification comparison. The counties will update any matched death notification records on a regular basis in order to update the statewide voter registration database.

   If the county feels that the DHS death information is incorrect, the county shall forward the information to the secretary of state to resolve.

VOTER REGISTRATION RECORD STATUS LIST

A voter registration record has five possible statuses: active, inactive, canceled, pending, and rejected.

Active – The "Active" status will be assigned to voter registration records meeting all minimum standards for a qualified voter.

Active Reason Codes:

- valid registration
- challenged
- National Voter Registration Act (NVRA) confirmation response needed

Inactive – The "Inactive" status will be assigned to voter registration records meeting the standards of the NVRA for having an inactive address.

Canceled – A canceled voter registration status is for a voter registration record that once was active within the county and the person is no longer registered in the county. The "Canceled" status is reserved for voter registrations that no longer meet the minimum qualifications for registration and all procedures for notification and challenges have been exhausted.

Canceled Reason Codes:

- deceased
- declared incompetent
- felon
- moved out of jurisdiction
- invalid residence address
- voter request – voluntary
- involuntary cancellation (e.g. pursuant to court order)
- NVRA
- non-citizen
- jury questionnaire
  - indicated felon on questionnaire (See "SAMPLE FORMS: Uniform Correspondence: Jury Questionnaire – Felon")
  - indicated non-citizen on questionnaire (See "SAMPLE FORMS: Uniform Correspondence: Jury Questionnaire – Citizenship")

Any elector whose registration is canceled for reasons other than for being convicted of a felony and wishes to participate in the election process needs to register to vote and must meet all the requirements of a first time registrant. A voter, who is removed from the registration rolls as a result of a felony conviction, may only register again if the terms set forth on page 40 have been met.

Pending – The "Pending" status will be assigned to a voter registration in the case that an incomplete application was received or further information is required to complete the processing of the application.

Pending Reason Codes:

- waiting for verification from the statewide voter registration database
- waiting on response from registrant

If a voter registration request is missing key information (other than proof of citizenship), the voter registration record shall be placed in a "pending" status and the registrant shall be allowed no less than 35 and no more than 90 days as set by the county recorder to respond to the request for information before deleting the record. The county recorder shall provide the person a registration form and instructions on how to complete the application. The person may be deemed to have been registered on the date the registration was first received.

Rejected – The "Rejected" status will be assigned for voter registrations that have not satisfied the minimum requirements for a valid voter registration application. A voter registration record can be rejected prior to ever becoming a full active voter registration record.

Rejected Reason Codes:

- invalid citizenship proof

If a voter registration request is missing citizenship proof, the voter registration record shall be placed in a "rejected" status and the registrant shall be allowed no less than 35 and no more than 90 days as set by the county recorder to respond to the request for information before deleting the record. For citizenship proof cases, the registrant shall be provided a blank voter registration form and the registration date entered on the completed form shall be the official date of registration.

REGISTRATION OF ELECTORS

County Recorder Obligations

A county recorder shall:

- authorize persons to accept registration forms
- distribute mail-in registration forms
- designate places for receipt of registration forms

[A.R.S. § 16-134]

Registration Through Public Assistance Agencies

Public assistance agencies and disabilities agencies as defined in A.R.S. § 16-140 shall return or mail completed voter registrations to the county recorder of the county in which the registrant resides within **five days after receipt** of those registrations.

[A.R.S. § 16-134]

Online, Electronic Voter Registration

Registrations that are generated through the Arizona state EZ voter system will be transmitted by the secretary of state, no later than five days after they have been received, to the appropriate county recorder for processing. These include registrations done through the EZ Voter Internet service or voter registrations processed in a Motor Vehicle Division office and electronically transmitted to the secretary of state.

In the case of voter registrations received through the EZ Voter System, a voter registration is valid for an election if the time of the electronic registration is 29 days or more before an election as reflected on the EZ Voter confirmation receipt.

The respective county may process EZ Voter Registrations either by paper or electronically.

Mail-In Registration

In the case of voter registrations received ***by mail***, a voter registration is valid for an election if it complies with either of the following:

- the voter registration form is:
    - *postmarked* 29 days or more before an election *and*
    - *received* by the county recorder by 7:00 p.m. on the day of the election
- the voter registration form is:
    - ***dated* 29 days or more** before an election *and*
    - ***received*** by the county recorder **within five days** after the last day to register to vote in that election

[A.R.S. § 16-134(C)]

If the voter returns a receipt to the recorder, which contains all of the required information for registration, the recorder shall accept the receipt as the voter's registration. The recorder may request the voter to complete a new registration form to

replace the accepted receipt. If the voter does not send the recorder a requested form to replace the receipt, the voter will nevertheless be considered properly registered to vote if the receipt contains all required information.

[A.R.S. § 16-152 (B)]

Incomplete or Illegible Registration

If the information on the registration form is incomplete or illegible, and the county recorder is not able to process it, the registrant shall be notified within **10 business days of receipt.** Any new voter registration must have the following:

- name,
- residence address or location of residence,
- date of birth,
- signature, or if the registrant is unable to sign, a statement that the form was completed according to the registrant's direction,
- an answer of "yes" to the question "Are you a citizen of the United States of America?",
- Proof of United States citizenship

[A.R.S. §§ 16-121.01, 16-134(B), 16-152(A)(20), 16-166(F); 42 U.S.C. § 15483(b)(4)(B)]

A completed voter registration form must contain the Arizona driver license number or nonoperating identification license number issued pursuant to A.R.S. § 28-3165, if the license is current and valid. If the registrant has no current and valid Arizona driver license or nonoperating identification license, the last four digits of his/her social security number must be provided if one has been issued. If the registrant has no current and valid Arizona driver license or nonoperating identification license or social security number, the secretary of state's office will assign a unique identifying number.

[A.R.S. § 16-152]

REGISTRATION DEADLINE

No elector shall vote in an election called pursuant to the laws of this state unless the elector has been registered to vote as a resident within the boundaries or the proposed boundaries of the election district for which the election is being conducted by **midnight** of the **29th day preceding the date of the election**.

Registration deadlines:

2006 March Election	February 13
2006 May Election	April 17
2006 Primary	August 14
2006 General	October 9
2007 March Election	February 12
2007 May Election	April 16
2007 September Election	August 13
2007 November Election	October 8

[A.R.S. § 16-120]

CHANGE OF VOTER'S RESIDENCE

There are three methods for a voter to register with a new address:

- reregistration (The voter may complete a new registration form).
- early ballot (The voter may reregister with the new residence address or correct the record by requesting an address change on a written request for early ballot. [A.R.S. § 16-135(A)(E)])
- provisional ballot (A voter who moves from the address at which the voter is registered to another address within the same county and who fails to notify the county recorder of the change of address before the date of an election shall be permitted to correct the voter registration records at the appropriate polling place for the voter's new address).

[A.R.S. § 16-135(B)]

CAUSES FOR CANCELLATION

The county recorder shall cancel a registration:

- at the request of the person registered,
- when the county recorder knows of the death of the person registered,
- if the person has been adjudicated an incapacitated person as defined in A.R.S. § 14-5101,

- when the person registered has been convicted of a felony and the judgment of conviction has not been reversed or set aside,
- when a person indicates on a signed jury questionnaire that he or she is a convicted felon,
- upon production of a certified copy of a judgment directing a cancellation to be made,
- promptly after the election, if the person registered has applied for a ballot pursuant to A.R.S. § 16-126,
- when a person has been on the inactive voter list for a period of four years or through the date of the second general election for a federal office following the date of inactivation,
- when the county recorder receives written information from the person registered that the person has a change of residence within the county and the person does not complete and mail a new registration form 29 days before the election after the county recorder mails notification of the need to complete a new registration form with current information, or
- when the county recorder receives written information from the voter that he or she has a change of address outside the county.

[A.R.S. § 16-165]

Once a county cancels a voter registration, the record of that voter shall be retained for five years on the voter registration database before moving the record to alternative storage.

VERIFICATION OF REGISTRATION

Mailing Requirements

Except for the mailing of sample ballots, a county recorder, who mails an item to any elector, shall follow these procedures:

- Send the mailing by non-forwardable first class mail marked with the statement required by the postmaster to receive an address correction notification.
- If the item is returned as undeliverable, the county recorder shall send a follow-up notice to that elector **within three weeks** of the returned notice.
- The county recorder shall mail the follow-up notice to the address on the general county register or to the forwarding address given by the post office.
- The follow-up notice shall include a registration form and a notice that if the elector does not complete and return a new registration form **no later than 29 days before the election,** the name of the elector will be transferred to the inactive voter list.
- The county recorder shall transfer to the inactive list any voter who has not responded by the 29th day before the election.

- If the elector provides the county recorder with a new registration form, the county recorder shall change the general register to reflect the changes indicated.
- If the elector indicates a new residence address outside the county, the county recorder shall forward the new registration to the appropriate county recorder.
- If the elector indicates a new residence address outside of this state, the county recorder shall cancel the elector's registration.
- The county recorder shall maintain the names of electors who have been removed from the general register on the inactive voter list for **four years** or through the date of the second general election for a federal office following the date of inactivation.
- Only official election mailings shall count toward the first attempt under the National Voter Registration Act in accordance with law.

The county recorder shall keep track of the number of verification notices sent and the number of confirmation notices received for reporting pursuant to the National Voter Registration Act of 1993.

National Change of Address (NCOA)

The county recorder on or before **May 1** of each year preceding a state primary and general election, or more frequently as the recorder deems necessary, may use the change of address information supplied by the postal service through its licensees to identify registrants whose addresses may have changed.

- If it appears that the registrant has moved to a different address in the same county, the recorder shall change the registration records to reflect the new address and shall send the registrant a notice of the change by forwardable mail and a postage prepaid preaddressed return form by which the registrant may verify or correct the registration information.
- If the registrant fails to return the form postmarked not later than **29 days before** the next election, the elector shall be removed from the general register and transferred to the inactive voter list.
- If the notice sent by the recorder is not returned, the registrant may be required to provide affirmation or confirmation of the registrant's address in order to vote.
- If the registrant does not vote in an election during the period after the date of the notice from the recorder through the date of the second general election for federal office following the date of that notice, the registrant's name shall be removed from the list of inactive voters.
- If the registrant has changed residence to a new county, the county recorder shall provide information on how the registrant can continue to be eligible to vote.

[A.R.S. § 16-166]

VOTER REGISTRATION DATA PROCESSING

In each county in which an electronic data processing system or program is used for voter registration, the county recorder shall file with the secretary of state a detailed and complete explanation of the system or program and any subsequent revisions.

[A.R.S. § 16-173]

Auditable Formats Internet Transmission

Voter registration rolls contain confidential voter information and information available for public inspection.

Voter registration rolls may be communicated via Internet transmission when there is reasonable assurance the information is communicated point to point without interception between the office of the recorder and the receiving party.

In order to communicate information via Internet transmission the process must include:

- Reasonable authentication of identity of the party with which the data is being shared.
- Use of encryption technology to ensure only the authorized party may access to the information.
- Use of encryption technology to ensure integrity during transmission and prevent unauthorized interception of the transmission.
- Auditable evidence the information was shared with only the authorized party or parties.

It is assumed that once information has been shared, the receiving parties approach the handling of the voter registration rolls with the same tenacity as the county recorder's office.

Encryption

When encrypting the information for transmission, the county shall choose an encryption routine that has no less than 128-bit strength and shall exhange the encryption/decryption keys in secure formats, such as out-of-band communication like postal service or telephone. Sharing shall be accomplished through virtual private networking (VPN) or secured socket layer (SSL).

Auditability

System audit logs shall be able to show time stamped activity around:

- creation of the information,
- to whom and when transmitted,
- method of authentication and encryption.

Logs depicting this supervised access by outside parties shall be kept for a minimum of four years.

VOTER REGISTRATION/DUPLICATE MATCH FILE REQUIREMENTS

Each county shall electronically transmit a voter registration file to the secretary of state. The voter registration file will contain records that are new, changed, or deleted since the last submission. As a result of the secretary of state receiving a file from each county, the secretary of state will process the files against the motor vehicle division's driver license database, check for duplicate identities and voter registrations, and check the United States district court felony notifications received by the secretary of state pursuant to the National Voter Registration Act of 1993. The secretary of state will then return a file and report each day to the county recorder that clearly states the status of each new or changed record as well as a recommended action that should be taken for each voter.

County file specification format:

- file format (CSV, SDF, OR XML).

Data File Fields

The following are all of the fields to include in the voter registration file. The county must supply all of the fields that are labeled as "required".

- last name (required)
- first name (required)
- middle name
- suffix (jr., sr. iii, etc.)
- date of birth (required)
- birthplace (required)
- parent (father's name or mother's maiden name)
- former name

- driver license # (required)
- social security # (4 to 9 digits, we only care about last 4) (required)
- Indian census number
- party (required)
- occupation
- poll worker status
- mailing address (required)
- mailing city (required)
- mailing state (required)
- mailing zip (required)
- residence address (required)
- residence city (required)
- residence state (required)
- residence county (required)
- residence zip (required)
- telephone
- precinct (required)
- county assigned voter ID (required)
- date of registration (required)
- registration status (active / inactive / cancelled) (required) (restored)
- NVRA source (required)
- last modified date (required)
- restriction status (required)
- record status (A=add, C=change, and D=delete)

PRECINCT REGISTERS

By the **10th day before** the primary or general election, the county recorder shall prepare from the original registration forms at least four printed or typed lists of all qualified electors in each precinct in the county. The counties shall run a full file right before printing off signature rosters and precinct registers to ensure that the information at the statewide level and what is printed on the signature rosters is synchronized.

The county recorder shall also check the Systematic Alien Verification for Entitlements (SAVE) program database administered by the United States Citizenship and Immigration Services at least two weeks before the election for any registrant who submitted a certificate of naturalization and input the verified registrants prior to printing the rosters.

If time does not permit, the recorder shall print these in a supplement to the roster to be distributed to each precinct immediately preceding the election or give the newly registered voter a recorder's certificate. The list:

- shall be the official precinct register

- shall be accompanied by the "inactive voter" list created pursuant to A.R.S. §§ 16-166 and 16-583
- the original copy of the precinct register shall be known as the signature roster and shall contain extra pages for additions and names of those who vote provisional ballots
- the county recorder shall transmit the original and two copies of the precinct registers to the election boards

[A.R.S. §§ 16-168, 16-169, 16-579, 16-580 & 16-584]

Within **eight days after** the close of registration, the county recorder shall also deliver on the same day, one electronic media copy of each precinct register within the county to:

- the county chairmen
- the state chairman of each party which has at least four candidates, other than presidential electors, appearing on the ballot in that county for the current election
- upon request and without charge, to legislative council

Unless otherwise agreed, the recipients of the precinct register may request paper copies, rather than the electronic media copy.

[A.R.S. § 16-168(C)]

"VOTE BY MAIL" ELECTIONS

The jurisdiction/special district is responsible for department of justice preclearance and approval from the board of supervisors.

[A.R.S. § 16-225]

The governing board of a special district convening an election by mail may do a mailing to each qualified elector 90 days prior to the election. The mailing may be by postcard and marked "return service requested." It may include:

- the name of the jurisdiction,
- the date of the election,
- the date that ballots will be mailed to qualified electors, and
- the date when registration will be cut off.

It may advise electors that:

- the election will be a "vote by mail" election,
- no polling places will be used, and

- election materials cannot be forwarded.

[A.R.S. § 16-227]

Not more than **33 days** and not fewer than **15 days** before the election the county recorder or other officer in charge of elections for the special district shall send by first-class mail all official ballots with printed instructions and a return envelope bearing a printed ballot affidavit as described in A.R.S. § 16-547 to each qualified elector entitled to vote in the election.

The returned voted ballots are processed the same as early ballots as prescribed in A.R.S. § 16-552 for regular elections and the release of election results will be as prescribed in A.R.S. § 16-551(C).

EARLY VOTING

Not later than 33 days before an election, the board of supervisors shall:

- prepare the official early ballots and candidate listings, and
- deliver a sufficient number to the recorder or other officer in charge of elections.

[A.R.S. § 16-545(B)]

The form of the ballot affidavit is in A.R.S. § 16-547. In order to be counted, the voted ballot and affidavit must be returned to the county recorder's office before 7:00 p.m. election day or may be dropped off at any polling place within the voter's county of residence before 7:00 p.m. on election day.

Under no circumstances shall partial or complete results of the early ballot tabulation be released until either all precincts have reported or one hour after the polls have closed, whichever occurs first.

[A.R.S. § 16-551(C)]

All early ballots must be identical to those used in the precinct, except that they must bear the word "early".

[A.R.S. §§ 16-545 & 16-546]

Voter Requests for Early Ballots

Any election called pursuant to the laws of the state of Arizona shall provide for early voting. Any qualified elector may vote by early ballot.

[A.R.S. § 16-541]

A voter may make a request for an early ballot to be mailed to him/her as early as **93 days before the election through 5:00 p.m. on the second Friday before** the election. Voters may obtain an early ballot from the county recorder or other officer in charge of elections through an oral or written request.

Requests for early ballots may be made:

- in person
- in writing
- by mail
- by telephone
- by fax
- by e-mail
- by Internet

To make a complete and correct request for an early ballot, the elector must provide:

- date of birth and
- state or country of birth
- or other information that if compared to the voter registration information on file would confirm the identity of the elector

[A.R.S. § 16-542(A)]

The county recorder shall attempt to notify the voter by mail, telephone or e-mail if the request is not complete and correct.

The county recorder may use the information from an early ballot request form to update voter registration records unless the voter specifies that the address to which the early ballot should be sent is temporary.

If a request for an early ballot is made by a voter within **30 days** next preceding the Saturday before the election, the early ballot must be mailed within **48 hours** after receipt of the request.

The county recorder shall send correspondence to each voter who has had that voter's records sealed pursuant to A.R.S. § 16-153 once each election year to inquire which elections the voter wishes to participate in that election year. The county recorder shall provide the voter an early ballot for each election that the voter indicates that he or she wishes to vote.

The county recorder shall provide to the protected voter the requested early ballot materials through the next two regularly scheduled general elections for federal office immediately following receipt of the request.

[A.R.S. § 16-542(B)]

Open Primary – Requests for Primary Election Early Ballots

A voter who is registered as independent, no party preference or as a member of a non-recognized political party, who wishes to vote an early ballot, shall designate only one ballot of one of the recognized political parties at the time the voter requests the early ballot. The voter may receive and vote only the ballot of the designated political party. If the voter is eligible for a non-partisan issue, the voter may choose the non-partisan ballot.

[A.R.S. § 16-542(A)]

Oral Requests

If the request is oral, the requesting elector shall provide:

- the date of birth, and
- state or country of birth or other information that, if compared to the voter registration information on file, confirms the identity of the elector.

Primary elections/open primary: For voters registered as independent, no party preference or as a member of a non-recognized political party, who wish to vote in a primary election, the voter shall designate one ballot of one of the recognized political parties or the non-partisan ballot, if applicable.

[Ariz. Const. Art. VII, §10; A.R.S. § 16-542(A)]

Written Requests

For written requests, the elector may use:

- a form furnished by the county recorder, or
- any printed or handwritten request that includes the elector's:
  - name
  - signature
  - address at which the elector is registered
  - the address where the elector is temporarily residing, if applicable
  - date of birth
  - election for which ballot is requested

Primary elections/open primary: For voters registered as independent, no party preference or as a member of a non-recognized political party, who wish to vote in a primary election, must designate the ballot of one of the recognized political parties. If the voter is eligible to vote for a non-partisan issue, and does not wish to choose a ballot of a political party, the voter may choose a non-partisan ballot.

If a voter's request to receive an early ballot is not complete and correct but complies with all other requirements found in A.R.S. § 16-542, the county recorder or other officer in charge of elections shall attempt, by mail, telephone, facsimile or e-mail, to notify the elector of the deficiency of the request.

The recorder may use the information from an early ballot request form to update voter registration records unless the elector specifies the address is temporary.

[Ariz. Const. Art. VII, § 10; A.R.S. § 16-542(A)(D)(E)]

Mailing the Affidavit and Early Ballot

The recorder or other officer in charge of elections shall mail the affidavit and ballot to the requesting elector:

- postage prepaid
- **within five days after** receipt of the official early ballots from the officer who prepared the ballots
- **within 48 hours after** receipt of the request, if the request is made by the elector **within 30 days immediately preceding the second Saturday before** the election (33 days before the election)
- if a request is made by an absent uniformed voter or overseas voter more than **90 days** next preceding the Saturday before the election, the early ballot must be mailed within **24 hours** after early ballots are delivered to the county recorder or other officer in charge of the election.

[A.R.S. § 16-542]

On-Site Early Voting

The county recorder may establish early voting locations:

- in the recorder's office, and
- at other sites throughout the county.

At these locations, voters may cast early ballots beginning as soon as the ballots are available, **approximately 33 days** before primary and general elections and **15 days before** the presidential preference election. Tabulating machines or Accessible Voting System equipment used for early voting must successfully complete a logic and accuracy test prior to their use.

[A.R.S. § 16-542(A)]

Use of Accessible Voting Device at On-Site Early Voting

Accessible voting devices shall be used at on-site early voting locations where the poll workers have access to voter registration records and signature images. Early voters electing to use the accessible voting device shall be required to sign an early ballot accessible voting device affidavit (see "SAMPLE FORMS: Accessible Voting Device Affidavit"). If the voter's information on the affidavit coincides with the voter's registration and the signature matches, the voter will be allowed to cast his or her ballot on the accessible voting device. If the location does not have access to the signature images on the voter registration system, the voter shall sign a provisional ballot affidavit and vote a provisional ballot. The affidavits shall be processed in accordance with the early ballot procedure. The voting history from the affidavit is immediately entered into the voter registration system. The Accessible Voting Device Affidavits shall be kept by election officials with the corresponding early ballot envelopes and retained in the same manner as the official returns.

Early Voting Sites

It is a class 2 misdemeanor to interfere with a voter within 75 feet of the main outside entrance to an on-site early voting location established by a recorder. Individuals conducting business other than voting at a county recorder's office or designated site for early voting may do so within 75 feet of the location where early voting is taking place so long as they do not engage in criminal conduct. [A.R.S. §§ 16-1006, 16-1014, 16-1017 & 16-1018] The recorder is not required, but may, mark or post the 75 foot limit from the outside doorway. The recorder may post a notice at the early voting site stating:

"It is a class 2 misdemeanor to interfere with a voter or electioneer within the early voting site. A.R.S. §§ 16-1017 and 16-1018."

Emergency Early Voting

"Emergency" means any unforeseen circumstances that would prevent the elector from voting at the polls.

Electors who encounter an emergency occurring **between**

- 5:00 p.m. on the second Friday before the election *and*
- 5:00 p.m. on the Monday before the election

may request to vote in the manner prescribed by the county recorder of their respective county.

[A.R.S. § 16-542(F)]

Instructions to Early Voters

The county recorder or other officer in charge of elections shall supply printed instructions both in English and Spanish to early voters that direct them to sign the affidavit, mark the ballot and return both in the enclosed self-addressed envelope.

A written notice in English and Spanish shall accompany each early ballot distributed by mail or at an early voting site informing the voters that:

If they vote for more candidates than permitted (an "overvote"), no votes for that office will be counted. If the voter wishes to spoil the early ballot, they may do so by contacting their county election official.

The county recorder shall provide clear instructions to the early voters regarding the appropriate marking device to be used to mark the ballot.

The ballot and affidavit must be delivered to the office of the county recorder or other officer in charge of elections or may be deposited at any polling place in the county no later than 7:00 p.m. on election day.

[A.R.S. §16-547(C) and 42 U.S.C. §15482]

Preparation, Transmission and Processing of Early Ballot

Early Voter's Responsibilities

After voting the early ballot in accordance with the instructions provided by the county recorder, the voter must:

- complete and sign the affidavit,
- place the voted ballot in the envelope provided for that purpose,
- securely seal it,
- deliver or mail the envelope to the appropriate county recorder or officer in charge of elections, *or*
- deposit it at ***any*** polling place within the county of residence **no later than 7:00 p.m. on election day,** in order to be counted as valid.

After they have securely sealed the voted ballot inside the early ballot return envelope, voters may voluntarily give their voted early ballot to a person of their choice for delivery to the recorder or a polling place. The designated person shall not tamper with the envelope or the ballot and shall not deliberately fail to deliver the ballot to the recorder or a polling place within the voter's county of residence.

[A.R.S. § 16-548]

County Recorder's or Officer in Charge of Elections' Responsibilities

The county recorder or officer in charge of elections shall:

- compare the signatures on the affidavit on every early ballot affidavit envelope with every elector's signature on the registration form
- If **satisfied** that the signatures were made by the same person, the county recorder or officer in charge of elections shall:
  - place a distinguishing mark on the unopened affidavit envelope to indicate that the signature is sufficient,
  - hold the early ballot in the unopened affidavit envelope,
  - deliver them to the early ballot board.

- If **not satisfied** that the signatures were made by the same person, the county recorder or officer in charge of elections shall:
  - place a distinguishing mark on the unopened affidavit envelope to indicate that the signatures are insufficient,
  - separate these envelopes from the "sufficient" ballot envelopes, and hold them separately from the "sufficient" ballots,
  - hold these ballot envelopes until delivered to the early ballot board.

If it is determined that the voter was sent an incorrect ballot and there is sufficient time to mail a new ballot and receive the correct voted ballot back from the voter, the recorder shall issue a corrected ballot.

[A.R.S. § 16-550]

Authority to Vote in Presidential Election After Moving from State

A person may vote for presidential electors — but not for any other officer or ballot question — if the person:

- is properly registered as an elector in any precinct in this state;
- has begun residence in another state after the **30th day immediately before** an election in which presidential electors are chosen.

The vote may be cast by early ballot in the precinct from which the person has moved, either in person at the office of the county recorder or by mail.

If a voter requesting an early ballot identifies himself or herself as a voter that has begun residence in another state after the 30th day immediately before an election in which presidential electors are chosen, the county recorder shall notify the secretary of

state within three days of receiving the notice. The secretary of state shall provide to the county recorder for transmission to the voter an official ballot prepared by the secretary of state that contains only the race for presidential electors.

[A.R.S. § 16-126]

Special Election Boards for Ill or Disabled Voters

A special election board may assist qualified electors who are ill or disabled to vote. The board should be comprised of two members, one from each of the two political parties which cast the highest number of votes in the state in the last preceding general election. A person who is a candidate for an office in that election other than the office of precinct committeeman is not eligible to serve on the special election board for that election.

[A.R.S. § 16-549(A)]

A qualified elector who is confined because of:

- a continuing illness, or
- disability

may vote using:

- the mail procedure for voting early, or
- a special election board sent to the elector's residence within the county or other political subdivision.

Requests for special election board voting must be made, in writing, signed by the voter, or orally, **by 5:00 p.m. on the second Friday before** the election.

[A.R.S. § 16-549(C)]

Qualified electors who become ill or disabled **after the second Friday before the election** may nevertheless request personal ballot delivery pursuant to this section. The county recorder or other officer in charge of elections shall — "when possible" — honor these requests **up to and including the Monday before the election**.

[A.R.S. § 16-542(F)]

Electors who are hospitalized after 5:00 p.m. on the **second Friday before the election** and **before 5:00 p.m. on election day** may request the county recorder or other officer in charge of elections to provide a special election board to take a ballot to the voter's place of confinement. This ballot shall be processed as a provisional ballot.

The recorder or other officer in charge of elections shall honor these requests if he or she is able to do so.

[A.R.S. § 16-549(D)]

Challenges to Early Voting Ballots

Written challenges to voted early ballots shall be given immediately to an early voting election board or other officer in charge of elections.

If the written challenge contains at least one of the grounds listed in A.R.S. § 16-591, the board or officer shall mail by first class mail to the voter at the mailing address shown on the request for the early ballot **within 24 hours:**

- notice of the challenge,
- a copy of the written challenge, and
- the time and place at which the voter may appear to defend the challenge.

If no address is provided, the information may be sent to the mailing address on the registration rolls.

Notice shall also be mailed to:

- the challenger at the address written on the challenge, and
- the county chairman of each political party represented on the ballot.

The board shall meet to hear the challenge at the time specified, but:

- not earlier than **96 hours after** the notice is mailed, **or**
- not earlier than **48 hours**, if the notifying party chooses to deliver the notice by overnight or hand delivery, **and**
- **not later than 5:00 p.m.** on the Monday following the election.

The early election board or other officer in charge of early ballot processing is not required to provide a notice if the written challenge fails to set forth at least one of the grounds listed in A.R.S. § 16-591 as a basis for the challenge..

[A.R.S. §§ 16-552 & 16-594]

MILITARY AND OVERSEAS VOTERS

Definitions

Absent uniformed services voter means:

a. a member of a uniformed service on active duty who, by reason of such active duty, is absent from the place of residence where the member is otherwise qualified to vote;
b. a member of the merchant marine who, by reason of service in the merchant marine, is absent from the place of residence where the member is otherwise qualified to vote; or
c. a spouse or dependent of a member referred to in subparagraph (a) or (b) who, by reason of the active duty or service of the member, is absent from the place of residence where the spouse or dependent is otherwise qualified to vote.

[42 U.S.C.A. § 1973ff-6(1)]

Overseas voter means:

a. an absent uniformed services voter who, by reason of active duty or service is absent from the United States on the date of the election involved;
b. a person who resides outside the United States and is qualified to vote in the last place in which the person was domiciled before leaving the United States; or
c. a person who resides outside the United States and (but for such residence) would be qualified to vote in the last place in which the person was domiciled before leaving the United States.

[42 U.S.C.A. § 1973ff-6(5)]

Qualifications for Voter Registration

The county recorder may accept a federal post card application (FPCA) in lieu of an affidavit of registration from any qualified person covered under the Uniformed and Overseas Citizens Absentee Voting Act of 1986 (UOCAVA). Registration for any person covered under UOCAVA may be accomplished at any time prior to 7:00 p.m. on election day. The 7:00 p.m. provision only applies to those persons temporarily absent from this state.

[A.R.S. § 16-103(B),(C)]

A person who was an overseas voter as defined in UOCAVA, as amended by the Ronald W. Reagan National Defense Authorization Act for fiscal year 2005 (P.L. 108-375), immediately before being domiciled in this state, and who has been discharged or

separated from service or employment in the ninety days before election day may register **and** is eligible to vote in that election if the registration is received by 5:00 p.m. on the Friday before election day.

[A.R.S. § 16-103(D)]

The UOCAVA registrant shall sign an affirmation indicating that the registrant has been discharged or separated from service or employment within ninety days of the election and shall provide one or more of the following documents to establish eligibility to register under this section:

- Form DD-214 issued to military voters being separated from the service.
- military orders issued to a military voter being transferred from an overseas assignment to a stateside assignment.
- travel orders issued to Federal employees.
- passport stamp, airline or boat ticket receipt or other documentation establishing prior overseas military service or employment.

Any United States citizen who has never resided in the United States and whose parent is a United States citizen who is registered to vote in this state is eligible to register to vote and may vote in this state using a federal write-in early ballot as prescribed by A.R.S. § 16-543.02.

[A.R.S. § 16-103(E)]

If an overseas voter completes a federal write-in early ballot transmission envelope with the federal write-in early ballot request (voter declaration), then the transmission envelope with the voter declaration shall serve as a voter registration form. The voter is registered to vote on completion and receipt of the transmission envelope, voter declaration, and the federal write-in early ballot if all of the following apply:

1) the information submitted on the transmission envelope includes the information prescribed in A.R.S. § 16-121.01;
2) the voter is otherwise eligible to register and vote in this state; and
3) the request is received by the county recorder by 7:00 p.m. on election day.

[A.R.S. § 16-543.02(D)]

The proof of citizenship requirement for voter registration as defined in A.R.S. § 16-166(F) applies to absent uniformed services and overseas voters.

Early Ballot Requests

An absent uniformed services voter or overseas voter (UOCAVA voter) may request an early ballot with a federal post card application (FPCA) that contains both:

- an early voter registration application, and
- an early ballot application

An UOCAVA voter may request a FPCA by telephone, Internet or fax.

[A.R.S. § 16-543(A)]

When processing early ballot requests for UOCAVA voters the following provisions apply:

- If the registrant is registered, the county recorder or officer in charge of elections shall send the registrant a regular or official early ballot.
- If the registrant is not registered but the FPCA is complete, the county recorder or officer in charge of elections shall send the registrant an official early ballot.
- If the registrant is not registered and the FPCA is not used or is incomplete, the county recorder or officer in charge of elections shall send the registrant a registration form, or FPCA, and an official early ballot.

An UOCAVA voter may request early ballot materials through the next two regularly scheduled general elections for federal office.

[A.R.S. § 16-542(B)]

If a request is made by an UOCAVA voter the regular early ballot shall be transmitted by mail, fax or by other electronic format approved the by secretary of state within **24 hours** after early ballots are delivered to the county recorder or other officer in charge of the election.

[A.R.S. §16-542(D)]

Fax and Electronic Transmission

The secretary of state shall provide a centralized system for the UOCAVA voter to request an early ballot, a FPCA or voter registration, or other voting information. The secretary of state's website shall provide a link from the military and overseas information screen directly to the voter's county of residence as well as a link to the On-line Federal Post Card Application. Any requests received by the secretary of state shall be forwarded to the counties electronically or via fax.

If the secretary of state receives a FPCA it shall be forwarded to the appropriate county recorder within **24 hours** after receipt.

The county recorder or other officer in charge of elections shall provide for receipt of completed early ballot requests and voted early ballots by fax.

The county recorder or other officer in charge of elections shall transmit by fax, or by other electronic format approved by the secretary of state, early ballot request forms, early ballot affidavits, unvoted ballots, sample ballots, and ballot information, including information on any ballot measures, to eligible UOCAVA voters if applicable contact information is provided.

If materials are not formatted for easy transmittal by fax, the county recorder or other officer in charge of elections shall provide the elector with the appropriate Internet address where information on ballot measures are located.

Voted ballots that are received by fax shall be immediately sealed in an early ballot envelope with the early ballot affidavit securely attached to the outside of the envelope. Unvoted ballots that are transmitted by fax and returned as voted ballots by fax shall be duplicated in the method prescribed under the duplication board instructions in this manual.

[A.R.S.§§ 16-542 & 16-543]

Special Write-In Early Ballots

UOCAVA voters who cannot vote a regular or official early ballot because normal mail delivery is impossible may request a special write-in early ballot for presidential electors, United States senator and representative in Congress. The voter may make the request on a federal post card application (FPCA) [A.R.S. § 16-543.01] which will remain valid through the next two regularly scheduled general elections for federal office. The FPCA must include a statement that due to military or other contingencies that preclude normal mail delivery, the elector cannot vote an early ballot during the normal early election period.

Special write-in early ballots and lists of candidates are provided to each county recorder by the secretary of state. The county recorder shall immediately forward to the UOCAVA voter a special write-in ballot, an affidavit, and a list of candidates:

- 36 days before the presidential preference election
- 60 days before the primary election
- 50 days before the general election

If an UOCAVA voter does not list a party affiliation or if they register as independent or with a party that does not have primary election ballot status, the UOCAVA voter may designate the ballot of a party that does have representation on the ballot and vote that ballot. The UOCAVA voter must identify the party ballot they wish to request for the primary. If the voter is eligible for a non-partisan issue, the voter may choose the non-partisan ballot.

The special write-in early ballot is mailed to UOCAVA voters who have indicated on their FPCA that normal mail delivery is impossible. When the regular official early

ballots are available, the county recorder shall also mail a regular official early ballot to the person. If both the special write-in ballot and the regular official early ballot are received in time to be counted, only the regular official early ballot is counted.

Federal Write-In Early Ballots

An overseas voter may use a federal write-in early ballot in a primary, general or special election for the offices of presidential elector, United States senator and representative in Congress, if the voter:

- applies for an early ballot by 7:00 p.m. on election day, and
- does not receive the early ballot in time to vote.

[A.R.S. § 16-543.02(A)]

Federal write-in ballots are available at United States embassies, consulates or from voting assistance officers at military bases.

[A.R.S. § 16-542(B)]

Any United States citizen who has never resided in the United States and whose parent is a United States citizen who is registered to vote in this state is eligible to register to vote and may vote in this state using a federal write-in early ballot.

[A.R.S. § 16-103(E)]

If an overseas voter completes a federal write-in early ballot transmission envelope with the federal write-in early ballot request (voter declaration), then the transmission envelope with the voter declaration shall serve as a voter registration form. The voter is registered to vote on completion and receipt of the transmission envelope, voter declaration, and the federal write-in early ballot if all of the following apply:

1) the information submitted on the transmission envelope includes the information prescribed in A.R.S. § 16-121.01;
2) the voter is otherwise eligible to register and vote in this state; and
3) the request is received by the county recorder by 7:00 p.m. on election day.

[A.R.S. § 16-543.02(D)]

The proof of citizenship requirement for voter registration as defined in A.R.S. § 16-166(F) applies to UOCAVA voters.

An overseas voter who completes a federal write-in early ballot may designate his/her vote by:

- writing in the name of the candidate, or
- writing in the name of a political party, in which case the ballot shall be counted for the candidate of that political party.

Voters may vote for presidential electors for the offices of president and vice president by writing in, on the federal write-in ballot:

- the name of a candidate, or
- the name of a political party.

If the intent of the voter can be discerned, the vote shall be counted.

[A.R.S. § 16-543.02(C)]

A federal write-in early ballot of an overseas voter shall not be counted if:

- the application of the overseas voter for an early ballot is received by the county recorder or other officer in charge of elections after 7:00 p.m. on election day, ***or***
- an early ballot from the overseas voter is received **by 7:00 p.m.** on election day.

[A.R.S. § 16-543.02(B)]

Emergency Procedures – UOCAVA Early Ballot Processing

In addition to the many new measures improving the voting process for our UOCAVA voters, in the event of a national or local emergency that makes substantial compliance with the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) impracticable, including occurrences of natural disasters or armed conflict or mobilization of the national guard or military reserve units of this state, the following procedures for the early balloting process shall apply for persons subject to UOCAVA:

- The secretary of state will issue a press statement for immediate release, posted immediately on the secretary of state's website, and distributed as broadly and immediately as practicable to national and local wire services, to radio and television broadcast stations within the state, and to daily newspapers of general circulation in the state, outlining applicable measures that will be taken to continue or lengthen the early voting process for UOCAVA voters.
- The secretary of state will prepare and distribute written public service announcements describing these early voting procedures for broadcast on radio and television networks, including but not limited to the U.S. Armed Forces Network, and announcements describing these procedures on Internet sites of interest to military and non-military U.S. citizens living abroad.
- The secretary of state will direct the county recorders and officers in charge of elections to make all reasonable efforts to locate each eligible UOCAVA covered voter in their jurisdiction and to notify such voter individually, by electronic mail,

telephone or fax, of the modified early voting process including the alternatives for issuing or returning early ballots faster than traditional mail service.

Should such an event cause insufficient time to receive, execute, and return a ballot, the deadline for the receipt of the early ballots **mailed** or faxed back to the county recorder will be 5:00 p.m. on the third business day after the election.

[A.R.S. § 16-543(C)]

UOCAVA Reporting

Not later than ninety days after the date of each regularly scheduled general election in which a candidate for federal office appears on the ballot, the secretary of state shall submit a report to the Election Assistance Commission established pursuant to the Help America Vote Act of 2002 (P.L. 107-252) that includes information on the number of ballots transmitted to UOCAVA voters and the number of ballots returned and cast in the election. The secretary of state shall prepare the report in cooperation and in conjunction with the county recorders and county officers in charge of elections. The report shall be made available to the public.

[A.R.S. § 16-142(B)]

USE OF COUNTY REGISTRATION ROLLS BY POLITICAL SUBDIVISIONS

Any political subdivision of this state including a city or town may use the county registration rolls to conduct an election. At least **60 days before an election**, the governing body of the political subdivision shall negotiate a contract with the county recorder to reimburse the county recorder for the *actual* expenses in preparing the necessary lists for use in the election. The county recorder shall not charge more than the *actual additional cost* that such preparation entails.

[A.R.S. § 16-172]

ELECTION EVENT SCHEDULE

Scheduling of election events and ordering of materials is essential to a successful election. Therefore, this manual includes the number of days prior to and after each election when major events occur and when required materials must be on hand. An events schedule is located at the end of this manual.

Unless otherwise specified, the schedule shows the last day (deadline in number of days prior to an election) for an event to take place, or the last day when required items

should be in your election supplies. Statutory citations are included for dates that are specified in law.

Each county's board of supervisors is charged with the overall responsibility of the county election process, except for those functions designated by law to other elected officials. The board of supervisors may appoint an officer in charge of all functions the board does not direct personally. The officer in charge of elections shall be vested with the delegated authority of the board and is responsible directly to the board for actions taken on its behalf.

REQUIRED NUMBER AND TYPE OF VOTING SYSTEMS, INCLUDING DEVICES, FOR PRIMARY AND GENERAL ELECTIONS

Voting systems used for primary and general elections with federal offices on the ballot shall:

- use an electronic voting system, which shall include:
  - at least one optical scan unit for each polling place,
  - at least one direct recording electronic system or other Accessible Voting System equipped for voters with disabilities for each polling place that is certified by the secretary of state for use by voters with disabilities,
  - back-up optical scan units and Accessible Voting System units as needed for each polling place, and
  - a sufficient number of privacy booths for voting on the optical scan ballots, early voting ballots and provisional ballots to accommodate all electors voting at the precinct or voting area,
- permit the voter to verify his/her ballot in a private and independent manner before the ballot is cast and counted,
- provide an opportunity for the voter to change his/her ballot in a private and independent manner, or correct any error before the ballot is cast and counted,
- provide an opportunity for the voter to correct his/her ballot in a private and independent manner through the issuance of a replacement ballot if he/she was unable to change the ballot or correct the error,
- provide a paper document or ballot that visually indicates the voter's selections,
- include a process to:
- notify the voter if he/she has selected more than one candidate for a single office,
- notify the voter before the ballot is cast and counted of the effect of casting multiple votes for the office, and
- provide an opportunity for the voter to correct his/her ballot before the ballot is cast and counted.

[A.R.S. § 16-446]

In any election, the election officer in charge of the election shall determine the number of voting devices used.

[A.R.S. § 16-447(D)]

All voting systems used by entities governed by A.R.S. § 16-204, but not including cities and towns with a population of less than 20,000 persons, shall provide persons who are blind or visually impaired with access to voting that is equivalent to that provided to persons who are not blind or visually impaired.

[A.R.S. § 16-442.01(A)]

The voting system shall provide the voter with the ability to cast and verify by both visual and nonvisual methods all of the selections that were made by that voter. Nonvisual methods for casting and verifying a selection made on a voting system include the use of synthesized speech, Braille and other output methods that do not require sight.

[A.R.S. § 16-442.01(B)]

CERTIFICATION OF VOTING MACHINES

Beginning in January 2006 voting machines and devices used in federal, state or county elections may only be certified and used in Arizona if they have been tested and approved by a laboratory that is accredited by the federal election assistance commission, pursuant to P.L. 107-252.

At the time of filing the computer election programs with the secretary of state, the county officer in charge of elections shall also submit a signed statement certifying that all election equipment, software, and firmware to be used in that election have been certified by the secretary of state and listing those items. (See "SAMPLE FORMS: Equipment, Software and Firmware Certification Statement).

The secretary of state shall consult with and obtain recommendations regarding voting systems from nonprofit organizations that represent persons who are blind or visually impaired, persons with expertise in accessible software, hardware and other technology, county and local election officials and other persons deemed appropriate by the secretary of state. The secretary of state shall submit these recommendations to the committee established in A.R.S. § 16-442 to be considered for possible certification if the election equipment vendor submits a request for certification under that section.

[A.R.S. § 16-442.01(C)]

In order to ensure that only certified software, hardware, and firmware are used in Arizona, the secretary of state shall send a written communication to all Arizona election system vendors informing them of Arizona's certification process.

Election System Software Escrow Requirement

Upon issuance of a certification number by the EAC, the test lab shall deposit a copy of the certified voting system software with the National Software Reference Library, but before a voting system may be used in a State election, the vendor must place all application source code into either public domain, third party, or software escrow, and authorize the State as a recipient of escrow.

Equipment Refresh Policy

Election equipment is a major capital expense for Arizona's counties. As with any technical equipment, election equipment eventually wears down, becomes antiquated, may cause problems, and therefore requires replacement. A standard equipment refresh policy ensures that all counties have adequate systems to effectively run accurate elections. It also provides the criteria necessary for counties to properly plan for the expense of equipment replacement.

It is therefore recommended that the counties plan and budget to have all voting system hardware replaced at a minimum of every ten years.

FILING OF COMPUTER ELECTION PROGRAMS WITH SECRETARY OF STATE

An election program is an electronic file or files that contain information about an election including those used by election management software certified by the secretary of state to lay out ballots and program tabulating equipment (also known as an election database).

Any state, county, school district, special district, city or town that utilizes electronic vote tabulating devices for any election, including primary elections, shall file a copy of the computer program for each election with the secretary of state. Filing of copies of the program shall be as follows:

- at least two weeks before the election
- any subsequent revision of the computer program must be filed within **48 hours after** the revision is made
- copies may be on diskette, CD-R, or DVD-/+R or may be transmitted electronically via encrypted e-mail
- machine-readable form and condition

Any card, tape or disc used in the programming or operation of vote tabulating equipment upon which votes are counted and any card, tape or disc used in compiling vote totals shall be kept secure. (For appropriate security measures, see page 81).

All materials submitted to the secretary of state shall be used by the secretary of state or attorney general to investigate and prosecute fraud or any unlawful act under the laws of titles 16 and 19 Arizona Revised Statutes, and shall not be disclosed or used for any other purpose. Election management software used for an election shall be retained for a period of no less than 6 months following the official election canvass for each election. The state and attorney general reserve the right to utilize said election management software as needed during any investigation. If election management software used for an election is upgraded or modified in any way within 6 months of an election, the previous version used for the election must be maintained in such a way that it may be reloaded and used during an investigation.

Each program submitted to the secretary of state shall be returned to the county, city or town within **6 months after** the close of the election for which it was submitted, except:

- when a court ordered recount is pending
- when a restraining order is in effect, or
- when any other legal action is pending

[A.R.S. § 16-445]

For federal elections, the secretary of state shall keep the materials for **24 months**.

[A.R.S. § 16-624]

Equipment Diagnostic Testing

Diagnostic testing of all equipment used for the election may commence as early as **90 days before** an election. The diagnostic test performed, the results of the testing and any corrective action taken shall be entered in the log and maintained with the unofficial results of the election for the retention period applicable for the election conducted.

Equipment testing consists of those processes and procedures necessary to ensure hardware to be used in the election is working properly. An election-specific equipment test shall be performed on 100% of the memory devices and voting units to be used in the election. This test may begin within 30 days before the election. For Accessible Voting System units used for early voting, the equipment test may begin within 45 days before the election and shall be completed before early voting begins on the Accessible Voting System unit. The officer in charge of elections shall have the test deck prepared and tested. The test deck shall contain ballots from all of the methods used to produce the ballots that will be used in the election. Predetermined results of the equipment test must be available for inspection and approved by the accuracy certification board. As

each memory device is successfully tested, it shall be identified, certified, loaded into the unit, and the unit shall be sealed with a numbered seal. A record of the seal number shall be kept for each unit.

An equipment test must be run immediately after any maintenance or repairs have been made to the equipment. Any failure of the equipment to perform as expected shall be corrected before using that equipment for election processing.

ELECTION MANAGEMENT SYSTEM SECURITY

An Election Management System (EMS) is a computer system comprised of vote-tabulating equipment or one that implements election programs or election management software.

1. An EMS shall be physically secured at all times. No physical access shall be given to any person unless the election officer in charge of the EMS specifically grants that person access and logs the person's name. The room housing an EMS shall be locked whenever the system is unattended.
2. An EMS shall require a user to logon with a password at the operating system level. System passwords shall be difficult to guess, contain mixed-case and non-alphabetic characters, and be known only to authorized elections personnel.
3. Vendor-supplied passwords shall not be used for access to elections software. Software passwords shall be difficult to guess, contain mixed-case and non-alphabetic characters, and be known only to authorized elections personnel.
4. Each election worker shall be given access to only the components of the EMS that they need to perform their duties.
5. Election officials shall maintain an EMS as a stand-alone system only. An EMS shall not be connected to a public system or the Internet at any time. Components of the system may be attached to other components inside of an isolated subnet.
6. No software shall be installed on an EMS system except:
    a. The operating system, which has been certified for use in conjunction with the elections-related software by the Secretary of State.
    b. The election-related software itself, which has been certified by the Secretary of State.
    c. Security-related software that has been approved for use by the Secretary of State.
7. Each jurisdiction shall implement a recover plan that is to be followed should there be any indication of a security breach involving the EMS system. Any indication of a security breach shall be confirmed by more than one individual.
8. Each jurisdiction shall implement a training plan for election officials, staff, and temporary workers that address these security procedures.

VOTING EQUIPMENT SECURITY

The security of all voting equipment shall be given the same level of attention that one would give to official ballots.

1. Voting equipment shall be physically secured at all times. No physical access shall be given to any person unless the election officer in charge of the equipment specifically grants that person access.
2. Immediately prior to loading the election, the officer in charge of elections shall reload the authorized operating environment from a known good source on any machine that is capable of software updating the operating environment. The known good source for the operating environment shall originate from the vendor and shall be protected according to the section entitled "Election Media Security". The operating environment may include the operating system and the election software.
3. Immediately after loading the election, each voting device or container shall be sealed utilizing one or more uniquely identified tamper-resistant or tamper-evident seals.
    a. Logs shall contain a record of the voting device, the electronic media contained within, and the seal(s) securing the device.
4. The custody of voting machines from their election loading location, to storage, through the election process, to their final post election disposition and return to storage shall be tracked and documented.
    a. The chain of custody shall utilize two or more individuals to perform a check and verification check whenever a transfer of custody takes place.
5. Vendor-supplied passwords shall not be used for access to voting equipment.
6. Each jurisdiction shall implement a recovery plan that is to be followed should there be any indication of a security breach involving voting equipment. Any indication of a security breach shall be confirmed by more than one individual.
7. Each jurisdiction shall implement a training plan for election officials, staff, and temporary workers that address these security procedures.

ELECTION MEDIA SECURITY

Election media are memory packs, compact flash cards, PC or PCMCIA cards, personal electronic ballots [PEBs], voter card encoders, supervisor cards, key cards, and voting equipment operating environments stored on disk. The security of these media must be given the same level of attention that one would give to official ballots.

1. Each media shall be permanently identified with a unique serial number or identifier.
2. An inventory of all electronic media shall be created and maintained.
3. The custody of electronic media from their storage location, through election coding, through the election process, to their final post election disposition and return to storage shall be tracked and documented.

   a. The chain of custody shall utilize two or more individuals to perform a check and verification check whenever a transfer of custody takes place.
4. Electronic media shall be physically secured at all times. No physical access should be given to any person unless the election officer in charge of the media specifically grants that person access. Secured locations must be provided for:
   a. storing the electronic media when not in use
   b. coding an election
   c. creating the election media
   d. transferring and installing the election media into the voting device
5. No election media shall be left unattended or in an unsecured location once it has been coded for an election.
   a. Where applicable, coded election media shall be immediately loaded into the relevant voting device, sealed, logged, and made secure or must be placed in a secured and controlled environment and inventoried.
   b. Media that are device independent (e.g., Personal Electronic Ballots [PEBs], voter card encoders) shall be stored in a secured, sealed container and must also be identified on a master log.
6. Each jurisdiction shall implement a recovery plan that is to be followed should there be any indication of a security breach involving election media. Any indication of a security breach shall be confirmed by more than one individual.
7. Each jurisdiction shall implement a training plan for election officials, staff, and temporary workers that address these security procedures.

A.R.S § 16-1004(B) -- A person who knowingly modifies the software, hardware or source code for voting equipment without receiving approval or certification pursuant to section A.R.S § 16-442 is guilty of a class 5 felony.

LOGIC AND ACCURACY TESTS

County Logic and Accuracy Tests

Within **ten business days** before the election and within **seven days** before early voting for Accessible Voting System units used for early voting, the officer in charge of elections shall conduct the first official logic and accuracy test of the voting equipment and programs to ascertain that the equipment and programs will correctly count the votes cast for all offices and on all measures as required by A.R.S. § 16-449.

A post-election logic and accuracy test shall be performed after the official count has been completed but before the canvass. The software and data used to set up the election, tabulate the ballots and conduct the pre-election logic and accuracy test for each election shall be used to conduct the post-election logic and accuracy test. The equipment used to conduct the initial logic and accuracy test shall be used to demonstrate that the software and data used to perform the pre-election logic and

accuracy test and tabulate the ballots is the same software and that no changes have occurred.

These tests will demonstrate that:

- each candidate and ballot measure receives the proper predetermined number of votes,
- the system reports the proper number of overvotes, as required by A.R.S. § 16-449, and
- the system accepts only the proper ballot styles and rejects improper ones.

Conduct of the Test

Optical equipment shall be tested by processing a preaudited group of ballots so marked as to record a predetermined number of valid votes for each candidate and on each measure and shall include for each office one or more ballots which have votes in excess of the number allowed by law in order to test the ability of the equipment and programs to reject such votes.

Accessible equipment shall be tested by casting a predetermined number of valid votes for each candidate and each measure using the equipment, ensuring that for each office the equipment will not accept more votes for any contest than allowed by law. The summary of votes cast presented to the voter must match the verifiable paper record produced by the equipment.

Testing shall include all of the methods for uploading the results into the accumulation program.

The accuracy certification board shall compare the results from the test to the predetermined results.

Observers and Public Notice

This test shall be observed by the accuracy certification board, consisting of two members who shall not be of the same political party, and shall be open to:

- representatives of the political parties designated pursuant to A.R.S. § 16-590
- candidates or candidates' representatives
- the media
- the public

The officer in charge of elections may specify a designated area for observers to be able to view the logic and accuracy test.

The chairs of recognized political parties that have candidates on the ballot within the county shall be notified of the schedule of events prior to logic and accuracy testing.

Public notice of the time and place of the first official logic and accuracy test shall be given at least 48 hours before the test by publication at least once in one or more daily or weekly newspapers published in the county, town, city or village using tabulating equipment. If no newspaper is published in the jurisdiction, notice shall be published in a newspaper of general circulation.

Ballot Inspection

As soon as ballots are available from the vendor, a ballot inspection team shall perform an inspection of the ballots to ensure that the ballots are correct and meet the requirements for the voting equipment utilized. The ballots that do not meet these specifications shall be identified and the corrective action shall be entered on the logic and accuracy test log.

A blank ballot test and a fully voted ballot test shall be run on every ballot style to be used in the election. The results of each test shall be available to the accuracy certification board and shall be preserved with the official results of the election.

Errors Discovered During Testing

If any error is detected:

- The cause shall be ascertained and corrected.
- An errorless count shall be made before the voting equipment and programs are approved for use in the election.
- If the database is found to be the source of the error, a copy of a revised database shall be filed with the secretary of state within **48 hours after** the revision.
- If the error was created by voting equipment malfunction, a report shall be filed with the secretary of state **within 48 hours after** the correction is made, stating the cause and the corrective action taken.

Substitution for Malfunctioning Equipment

External hardware that has been pre-tested and certified as required by A.R.S. § 16-442 may be substituted for malfunctioning external equipment, such as optical scan units, Accessible Voting System units, microcomputers, and printers.

Any substituted equipment must be used in the post-election logic and accuracy test.

A logic and accuracy test shall be performed on any equipment used to replace the central processing unit if it fails during the central count process prior to putting the replacement unit into use.

Retention of Test Ballots and Database

The logic and accuracy test ballots and database used shall be:

- secured immediately after the logic and accuracy test is run,
- retained until the logic and accuracy test is ready to be conducted after ballot tabulation for the election.

Disposition of Logic and Accuracy Programs and Test Ballots

Programs and test ballots used on the vote tabulating equipment shall be under the control of the officer in charge of elections. After completion of the post-election logic and accuracy test, the databases and test ballots shall be retained with the official returns for the retention period applicable for that election. [A.R.S. § 16-449]

Logic and Accuracy Tests Performed by the Secretary of State

The secretary of state shall conduct logic and accuracy tests for all elections that contain a federal, state, or legislative candidate or measure. These tests will be open to the public and by statute occur within ten business days before the election, or in the case of Accessible Voting System machines used for early voting, within seven days before early voting. County election officers and workers will be required to operate voting units, central count units, and election management programs exactly as they would on election day in order to conduct the test.

The counties shall provide public notice of the time and place of the test at least 48 hours prior to the test by publication at least once in one or more daily or weekly newspapers published in the town, city or village using such equipment, if a newspaper is published therein, otherwise in a newspaper of general circulation therein. The secretary of state will pre-arrange dates and times for the testing with the counties.

Scope of Test

Precincts within a county will be selected for testing at random by the secretary of state. They will include, at a minimum, precincts within each congressional district and each legislative district. A complete list of precincts including congressional and legislative districts must be supplied to the secretary of state by the county for this selection process no later than eight weeks before the election.

The secretary of state will return a list of selected precincts to the county within one week of receiving the full precinct list from the county. Different precincts may be

selected for testing accessible voting equipment than are selected for regular election equipment. The county election officials shall not disclose this information to the public or the parties responsible for programming the election in the election management system until after programming of the entire election is complete.

Materials and Equipment Supplied by County

For any election in which the secretary of state shall conduct a logic and accuracy test, the counties shall supply the following materials and equipment:

Test ballots for precincts selected by the secretary of state will be shipped to the secretary of state no later than three weeks before the election. Ballots or ballot layouts for accessible voting equipment will be delivered to the secretary of state no later than two weeks before early voting.

One or more voting machine memory cards containing all precincts to be tested will be shipped to the secretary of state immediately upon conclusion of programming by the county or by a vendor hired by the county. Memory cards for the remaining voting equipment will be delivered to the secretary of state no later than four weeks before the election.

Machines selected by the secretary of state for testing will be made available by the county at the time of the public test. The secretary of state will give notice to the counties regarding machine selection at least seven days in advance of the test. All tests performed by the secretary of state will be conducted while the voting equipment is in election mode.

[A.R.S. §16-449]

Disposition of Materials and Equipment Supplied by County

Memory cards will be returned to each county within two months following the official canvass. Test ballots used by the secretary of state in the performance of the logic and accuracy test will be maintained by the secretary of state as applicable for the ballot retention schedule for that election. Excess test ballots not used for the logic and accuracy testing will be destroyed by the secretary of state.

TABULATION BACK-UP PLAN

The board of supervisors of each county shall formulate a back-up plan for vote tabulation. In the event the main computer facility fails to function, ballots shall be transferred by the most expeditious means to an alternate computer facility. Advance plans shall be completed **no later than the second Monday before** the election. This procedure may include crossing county lines to obtain the use of an alternate computer facility. The board of supervisors or officer in charge of elections shall file a back-up plan with the secretary of state **no later than seven days before** the election.

ORDERING OFFICIAL BALLOTS

The quantity of regular and early ballots to be ordered for an election must total at least 101 percent of the active voter registration for the precinct or voting area after the registration cut-off date for the election.

[A.R.S. §§ 16-508 & 16-545(B)]

The number of ballots, including early ballots, to be provided for each precinct shall exceed by at least 1% the number of active registered voters whose names appear on the precinct registers, after the registration cut-off date for the election.

[A.R.S. §§ 16-508 AND 16-545(B)]

PROOF AND SAMPLE BALLOTS

PRIMARY ELECTION

Proofs for Primary Elections

At least **45 days before** a primary election, the officer in charge of elections shall:

- prepare a proof of the sample ballot,
- submit a copy of the sample ballot or a sample ballot proof to the county party chairman of each party having a candidate on the ballot[2], and
- mail a copy of the sample ballot or a sample ballot proof to each candidate or their agent for whom a nomination paper and petitions have been filed.

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[2] **Within five days of receipt of the proof of the sample ballot**, the county chairman of each political party may suggest any changes that should be made in that party's ballot.

Sample Ballots for Primary Elections

Sample ballots:

- may be printed on a single page or bound together in a series of pages,
- the return address shall not contain the name of an appointed or elected public officer nor may the name of an appointed or elected public officer be used to indicate who produced the sample ballot,
- shall be imprinted with the great seal of the state of Arizona along with the words "Official Voting Materials" on the mailing face of each sample ballot, and
- shall be imprinted with the seal of the appropriate county, city or town for local elections,
- shall include the list of acceptable forms of identification for voters

[A.R.S. §§ 16-466(F) and 16-563]

Each sample ballot shall clearly indicate in a conspicuous location that it is not an official ballot.

The board of supervisors shall:

- print mailer-type sample ballots for a primary election,
- mail one sample ballot of a political party to each household containing a registered voter of that political party, at least **eleven days prior** to the election,
- mail the sample ballot for each recognized political party to each household containing a registered voter who is registered as independent, no party preference or as a member of a political party that is not entitled to representation on the ballot, at least **eleven days prior** to the election,
- provide two sample ballots of each ballot style in the precinct supplies to each polling place, which shall be facsimile copies of the official ballot, and
- for each sample ballot actually mailed, present a certified claim for reimbursement to the secretary of state for the actual cost of:
  - printing,
  - labeling, and
  - postage.

Sample ballots for independents, no party preference or voters registered as members of political parties that are not entitled to be represented on the ballot:

- may be printed in an alternate format
- including a reduced size
- or may include all parties on one sample ballot.

[A.R.S. § 16-461]

GENERAL ELECTION

Proofs for General Election

The board of supervisors shall:

- before printing the sample ballots for the general election send to each candidate, whose name did not appear on the preceding primary election ballot, a sample ballot or a sample ballot proof for review and
- provide each polling place with two sample ballots of each ballot style which may be facsimile copies.

Inspection of Proofs

Prior to the general election, proofs of the sample ballots should be inspected **within five days of receipt of the proofs** by:

- candidates, or their agents
- county party chair

[A.R.S. § 16-510]

Sample Ballots for General Election

Sample Ballots:

- may be printed on a single page or bound together in a series of pages,
- the return address shall not contain the name of an appointed or elected public officer nor may the name of an appointed or elected public officer be used to indicate who produced the sample ballot,
- shall be imprinted with the great seal of the state of Arizona along with the words "Official Voting Materials" on the mailing face of each sample ballot, and
- shall be imprinted with the seal of the appropriate county, city or town for local elections.
- shall include the list of acceptable forms of identification for voters

Each sample ballot shall clearly indicate in a conspicuous location that it is not an official ballot.

Mailing Sample Ballots

The board of supervisors shall:

- print mailer-type sample ballots for a general election,

- mail one sample ballot to each household containing a registered voter, at least **eleven days before** the election

For each sample ballot actually mailed, present a certified claim for reimbursement to the secretary of state for the actual cost of:

- printing,
- labeling, and
- postage.

[A.R.S. § 16-510]

PRESIDENTIAL PREFERENCE ELECTION

Ballots for each political party for the presidential preference election shall be printed:

- on different colored paper, if more than one party is participating,
- or white paper with a different colored stripe,
- only one party may be represented on each ballot,
- at the top of each ballot shall be printed "Official Ballot of the _____ Party, Presidential Preference Election (date), County of _____, State of Arizona",
- the order of the names of certified candidates on the ballot shall be determined by lots drawn at a public meeting called by the secretary of state,
- the candidates' names will appear in the same order on all ballots for each party without rotation,
- certified candidates shall be listed under the title "_____ Party Candidates for President of the United States",
- immediately below shall be printed "vote for not more than one",
- shall be coded for tabulation by congressional district, and
- shall not contain a ballot stub.

[A.R.S. § 16-245]

Arrangement of Candidates' Names on the Ballot

Ballot position in the presidential preference election is drawn by lot.

[A.R.S. § 16-245]

Sample Ballot

No elected or appointed public officer's name shall appear on the sample ballot.

No other election may appear on the presidential preference ballot.

[A.R.S. § 16-241(A)]

The sample ballot shall include the list of acceptable forms of identification for voters

Each sample ballot shall clearly indicate in a conspicuous location that it is not an official ballot.

Proofs

The officer in charge of elections shall provide a sample ballot proof to the chair of each qualified candidate's state committee no later than **five days after** receipt of the certification of candidates from the secretary of state.

Mailing

The mailing face of each sample ballot shall be imprinted with:

- the great seal of the state of Arizona and
- the words "Official Voting Materials - Presidential Preference Election".

[A.R.S. § 16-245(E)]

New Party

A political party that is eligible for recognition in the presidential preference election shall be represented on the subsequent primary and general election ballots in the year of the presidential preference election. [A.R.S. § 16-802]

Early Voting for Presidential Preference Election

Early voting begins 15 days before the presidential preference election.

[A.R.S.§ 16-246(C)]

Designation of Polling Places for the Presidential Preference Election

The secretary of state is permitted to allow a county to modify the procedures used to administer a presidential preference election if those procedures are more efficient and designed to reduce the cost of the election. A county recorder or officer in charge of

elections may submit a written plan to the secretary of state for administering their duties in the conduct of the presidential election pursuant to this provision.

The number of polling places for the presidential preference election shall be reasonable and adequate, and shall be determined according to the number of **active registered voters as of January 1** of the year of the presidential preference election. Using this number, the formula set out in A.R.S. § 16-248 shall be used to determine the maximum number of polling places allowed for a particular county.
The secretary of state has the authority to release a county from the limit on polling places, if compliance with state and federal regulations would be jeopardized.

Consolidation of polling places does not apply to land on Indian reservations.

In precincts containing fewer than 200 active registered voters, the officer in charge of elections may conduct the presidential preference election by mail.

[A.R.S. § 16-248]

No Open Primary

The "open primary" provisions do not apply to the presidential preference election. Ballots for expressing a preference for a presidential candidate shall be provided only to members of political parties participating in the presidential preference election.

[Ariz. Atty. Gen. Op. No. I99-025.]

Records Retention

Ballots and voting materials must be retained **twenty-four months** for federal elections based.

[A.R.S. § 16-624(A)]

Ballots and voting materials must be retained six months for all non-federal elections.

[A.R.S. § 16-624(A)]

OFFICIAL BALLOT SPECIFICATIONS

Primary Election

Ballots for a primary election:

- shall be printed on colored paper and/or card stock, or
- on white paper with a color indicator such as a stripe,
- shall identify each recognized political party with a different color,
- shall contain the party name, precinct number and/or precinct name,
- shall not contain a ballot stub,
- ballots for a non-partisan election held in conjunction with the primary election shall be printed on white paper and may include a color indicator such as a stripe,
- Spanish language, Braille and large-print ballots may be printed separately to accommodate voter requests,
- ballot specifications for accessible voting devices shall follow the same format and rotation as those of a printed ballot.

[A.R.S. §§ 16-405, 16-462, 16-468(7)]

General Election

General election ballots shall be printed:

- on white stock,
- on white stock with a color indicator, such as a stripe, for special districts and jurisdictional splits within precincts,
- in black ink,
- with the precinct number, precinct code and/or name, if applicable,
- shall not contain a ballot stub,
- Spanish language, Braille and large-print ballots may be printed separately to accommodate voter requests,
- ballot specifications for accessible voting devices shall follow the same format and rotation as those of a printed ballot.

[A.R.S. §§ 16-405, 16-466, & 16-502]

BALLOTS PRINTED AND READY FOR INSPECTION IN PRIMARY AND GENERAL ELECTIONS

Ballots shall:

- contain the names of all persons whose certificates of nomination have been filed and not otherwise removed pursuant to law, and
- shall be printed and ready for inspection by the candidates or their agents at least **ten days before** a general election.

Early Ballots shall be ready for voting **thirty-three days before** the primary and general elections.

[A.R.S. §§ 16-503 & 16-545]

BALLOT PREPARATION

The board of supervisors is charged with the preparation of ballots.

Order of Offices on the Ballot

The offices to be elected shall be printed in the following order:

- presidential electors
- United States senator
- representatives in Congress
- state offices [A.R.S. § 16-502(D)]
- county and precinct offices

Arrangement of Candidates' Names on the Ballot

If there are fewer than or the same number of candidates seeking office as the number to be elected:

- rotation is not required
- names shall be placed in alphabetical order, last name first

[A.R.S. § 16-464(A)]

Ballots for and Conduct of Precinct Committeemen Elections

When there are more candidates for precinct committeemen than positions available OR there is a write-in candidate:

- the ballot position shall be drawn by lot;
- and printed on a separate ballot for that political party.

Only persons who are registered members of that political party in a precinct may vote the precinct committeemen ballot for that party. The election board or official shall provide the partisan precinct committeemen ballot to voters who are registered with that party in addition to the official ballot prepared for that party in the primary election.

[A.R.S. §§ 16-464(B); 16-822(C) and *Arizona Libertarian Party, Inc. v. Bayless*, 351 F.3d 1277 (9th Cir. 2003)]

Rotation

When there are two or more candidates for a nomination, except in the case of precinct committeemen, the names of all candidates for the nomination shall be so alternated upon the ballots used in each election precinct that the name of each candidate shall appear substantially an equal number of times at the top, at the bottom and in each intermediate place of the list or group of candidates in which they belong. When there are fewer than or the same number of candidates seeking office as the number to be elected, rotation of names is not required and the names shall be placed in alphabetical order.

If rotation of candidates' names is required, the following steps must be performed:

- prepare a list of all candidates to be placed on the ballot (by districts if applicable),
- prepare a master name rotation list that will rotate the names to be placed on the ballot (by districts if applicable),
- rotation of names must comply with A.R.S. §§ 16-462 through 16-468, 16-502 and 16-506(C),
- check the master name rotation list for compliance,
- if an error is found, make the appropriate correction,
- check the resubmitted list and repeat the third step above, if necessary.

Ballots and sample ballots shall be prepared in accordance with the master name rotation list.

As nearly as practicable in Primary and nonpartisan elections, the names of the candidates for each office shall appear on the ballot so that each candidate occupies each position on the ballot the same number of times.

[A.R.S. § 16-468(4)]

Political Party Affiliation Arrangement

The lists of the candidates of the several parties shall be arranged with the names of the parties in descending order according to the votes cast for governor for that county in the most recent general election for the office of governor.

[A.R.S. § 16-502(E)]

Special Provisions for Canceling Elections

If the number of persons who file nominating petitions for an election to fill precinct committeeman or title 48 officers is less than or equal to the number of positions, the county board of supervisors may cancel the election for those positions and appoint the person who filed the nominating petition to fill the position. If no person has filed a nominating petition, the position is deemed vacant and shall be filled as otherwise provided by law.

[A.R.S. §§ 16-822(B), 48-802(D)(4), 48-1012, 48-1208, 48-1404, 48-1908, 48-2010, 48-2107, 48-2208]

If only one person files a nominating petition for an election to fill a school district office, the board of supervisors may, up to **seventy-five days** before the election, cancel the election for the position and appoint the person who filed the nominating petition to fill the position. If no person has filed a nominating petition, the board of supervisors may up to seventy-five days before the election, cancel the election for that office and the position is deemed vacant and shall be filled as provided in A.R.S. §15-302.

[A.R.S. § 15-424(D)]

Provisional Ballot Affidavit Specifications

At a minimum, the provisional ballot affidavit shall contain the following information:

- Name
- Current residence address
- Current mailing address
- Former name, if any
- Former residence address
- Date of birth
- Telephone number
- Signature
- Indication of whether the voter presented proper or insufficient identification
- Date
- Precinct Number/Voting Area
- Ballot Party/Ballot Issued
- One election official's signature
- DLN/SSN4
- Official Use Only area which will include a place for the following information:
  - Rejected reason code
  - Voter ID
  - ID provided
  - Verified by

    - Elector's voter registration number
    - Counted/not counted
- An attestation that shall read: "I swear or affirm under penalty of perjury that the above information is correct, that I reside in the precinct, that I am eligible to vote in this election and that I have not previously voted in this election."

It is also recommended that the provisional ballot affidavit contain the reason why the voter was issued a provisional ballot.

POLITICAL OBSERVERS/CHALLENGERS

The county chairman of each party that has a candidate on the ballot shall by written appointment addressed to the election board, designate a political observer and alternates who may act as challengers for the party for each polling place in a partisan election in a precinct. Individuals with a written appointment shall be the only persons recognized as political observers.

[A.R.S. § 16-590]

There is no provision in law for observers in non-partisan elections.

On election day, political observers should be present at each point where ballots are handled or transferred from one election official to another. This may include:

- closing the polls,
- transporting ballots to the receiving site, at any time,
- transporting voting results on electronic media to a regional receiving site,
- receiving the ballots at the central counting place,
- inspecting the ballots,
- reviewing any ballots by the write-in board,
- duplicating any ballots by the duplication board,
- receiving ballots or voting results or electronic media by the data processing board,
- processing by the computer at a regional or central receiving and county facility,
- transporting ballots after processing from the central counting place to the county offices,
- transporting early ballots to the central counting place, and
- tabulation of early ballots.

During transport, the ballots will always be in a container with the precinct name or number written on the outside of the container. Observers shall not be permitted to touch any of the ballots or containers at any time.

[A.R.S. § 16-590]

POLLING PLACES AND PRECINCT PERSONNEL

Designation of Polling Places for Primary and General Elections

At least **80 days before** a general or primary election, each board of supervisors shall:

- make a list available to the public of the polling places that are known at that time, *and*
- identify, on the list, the polling place changes which were submitted to the United States Department of Justice for preclearance.

For designation of polling places, the following shall apply:

- adjacent precincts may be combined pursuant to A.R.S. § 16-411(B),
- the officer in charge of elections may split precincts for administrative purposes,
- precincts combined or split shall be listed in a separate section of the order or resolution setting the polling places for the election.

[A.R.S. § 16-411]

The board of supervisors shall designate one polling place within each election precinct:

- not less than **20 days before** the primary or general election, or
- at least **10 days before** a special election.

If no suitable polling place is available within a precinct, upon specific finding in the order or resolution of the board of supervisors a polling place for the precinct may be designated within an adjacent precinct.

[A.R.S. § 16-411(B)]

If the board of supervisors fails to designate the place for holding the election, or if it cannot be held at the place designated, the justice of the peace of the precinct shall do so and post notice **two days before** the primary or general election. If the justice of the peace fails to do so, or there is no justice of the peace, then the election board shall designate and give notice of the place for holding the election.

[A.R.S. § 16-411]

Appointment of Election Personnel

All election personnel shall be qualified electors and registered to vote in the state of Arizona.

No candidate, or the spouse, child or parent of a candidate for any office on the ballot, except precinct committeemen, may serve on an election board.

The board of supervisors shall appoint for each election precinct:

- one inspector
- two judges
- at least two clerks, and
- an election marshal, who shall have the power of a constable.

[A.R.S. §§ 16-531 & 16-535]

The appointment of inspectors, marshals and judges shall be:

- made **not less than 20 days before** a primary or general election,
- divided equally between the two political parties casting the highest number of votes in the state at the last general election,
- appointed from lists provided **90 days before** the election by those parties' chairmen,
- the inspector and marshal shall not be of the same party,
- if there are not enough individuals available in the election precinct to serve as clerks, any registered voter in the election precinct, or in another election precinct, may be appointed as clerk,
- any person appointed as an inspector shall, whenever possible, have had previous experience as an inspector, marshal, judge or clerk of elections, and
- if there is no qualified person in a given precinct, the appointment of an inspector of election board members may be made from names provided by the county party chairmen.

If the election precinct consists of fewer than 200 qualified electors, the board of supervisors may appoint not fewer than:

- one inspector and
- two judges

The board of supervisors shall give notice of election precincts consisting of fewer than 200 qualified electors to the county chairman of the two largest political parties **not later than 30 days before** the election. The inspector and judges shall be appointed in the same manner as for large precincts.

[A.R.S. § 16-531]

Instruction of Election Board Workers

Except as indicated in A.R.S. § 16-532(D), within **45 days before** an election the board of supervisors or other officer in charge of elections shall conduct training for

- inspectors,
- judges, and
- deputized counting place officers

to instruct them in their duties and related election law. The following shall be covered in election board worker training;

1) Delivery of Ballots/Supplies to Precinct
2) Election Board Officer Duties
3) Election Board Political Party Representation
4) Pre-Election Responsibilities
   a. Pre-Election Meeting
   b. Building Access
   c. Time and Location of Meeting
   d. Checking Supplies
   e. Equipment and Furniture Arrangement
   f. Voting Device Check
   g. Official Ballot Count / Precinct Ballot Account
   h. Early Voters
5) Election Day
   a. Opening Polls (Synchronize Watches to Precinct Tabulator)
   b. Hours the Polls are Open
   c. Working Hours (Come Prepared to Stay)
   d. 75-Foot Limitation (Electioneering)
   e. Sharing Polling Places (Tribal Elections)
   f. Procedures for Proof of Identification and Provisional Ballot Processing at the Polls
   g. Voting Equipment
   h. Accessible Voting Equipment
   i. Troubleshooting
   j. Voter Registration
   k. Who May Vote (Open Primary, Etc.)
   l. Standard Voting Procedures
   m. Recorder's Certificates
   n. Spoiled Ballot Procedures
   o. Procedure for Early Ballot Drop Off
   p. Political Observers/Challengers
   q. Challenges
   r. Kids Voting/Youth in the Booth (when applicable)
   s. Closing Polls (Transmitting Results, Delivery Of Ballots)
   t. Certificate of Performance (Signature Rosters)

u. Official/Unofficial Envelope Contents

6) Customer Service
   a. Assisting the Voter
   b. Assisting the Disabled Voter
   c. Language Accessibility / Interpreters
7) Compensation of Election Workers

Premium Board Worker Training

The board of supervisors or officer in charge of elections may approve an alternate method of instruction and testing for election board members. The course of instruction should include:

- at least eight hours of training, and
- a written examination on election law and procedures.

Each election board member who completes this training and passes the test shall be certified as a "premium board worker." Premium board workers will be certified for a period of **30 months**. Changes in procedure or new laws affecting the election process will either be forwarded to the premium board worker or additional training may be required. A special rate for compensation of premium board workers may be approved by the board of supervisors.

The training sessions held for the election board workers shall be taught by personnel:

- deemed by the board of supervisors or officer in charge of elections to be qualified in the area of the election process they teach, who have had practical experience in the area of the election process they teach
- under the supervision of an individual who holds an election officer's certificate issued by the secretary of state in accordance with A.R.S. § 16-407

Certificate of Qualification

Each worker, upon successful completion of the attended course of instruction, shall receive a certificate of qualification from the board of supervisors or officer in charge of elections stating the worker's name, and the course of instruction completed. No inspector or judge, except those appointed under the provisions of A.R.S. §§ 16-533 and 16-534, shall serve at any election unless the inspector or judge has received the required instruction and a certificate of qualification.

[A.R.S. § 16-532(A)]

Compensation of Election Workers

The election board consists of two judges and one inspector. [A.R.S. § 16-531(A)] The compensation of election board officers shall be fixed by the board of supervisors and shall be a county charge. In no case shall an election board member be paid less than $30 per day.

[A.R.S. § 16-536]

PRECINCT ELECTION BOARD INSTRUCTIONS

Delivery of Ballots to Precinct

The required number of ballots shall be delivered by mail or other reliable means to each voting precinct or to the inspector **not less than 48 hours before** the opening of the polls.

The ballots shall be stored in sealed packages, clearly marked with:

- the name of the intended precinct, and
- the number of ballots enclosed.

Upon receiving the ballots, the inspector shall:

- sign the receipt or precinct ballot report, and
- ensure the ballots are stored in a cool, dry place (not in the refrigerator) to prevent warping.

[A.R.S. § 16-509]

Election Board Officer Duties

Inspector

The inspector is chair of the election board and shall:

- be consulted about any procedural questions,
- fill any vacancy which exists at the opening of the polls at 6:00 a.m., or at any other time when a vacancy occurs. In filling vacancies, the inspector shall follow these criteria:
    - appoint any qualified elector belonging to the same political party (if possible) as the one being replaced,

- the judges shall be divided equally between the two political parties casting the highest number of votes in the state at the last general election,
- in each precinct where the inspector is a member of one of the two largest political parties, the marshal in that precinct shall be a member of the other of the two largest political parties,
- assign tasks to any extra clerks that may be authorized.

[A.R.S. §§ 16-531 & 16-534]

The inspector may instruct the voter in the proper manner for inserting a ballot into the optical scan unit.

Judges

The judges are in charge of the voting process. If an elector requests official assistance in voting, two election officials of opposing political parties must be present to assist the voter.

[A.R.S. § 16-513]

The judges shall:

- examine the numbers on the seals on the voting machines to make sure they correspond to the numbers on the precinct election supplies inventory list,
- administer the signature roster or, if needed, this task may also be assigned to another election official,
- issue ballots and secrecy sleeves,
- upon request of the voter, instruct the voter on the method for marking a ballot, or
- upon request of the voter, instruct the voter on how to select his/her vote on the Accessible Voting System unit.

[A.R.S. § 16-578]

Clerks

At least one clerk shall enter the following onto the poll list:

- the names of all electors who vote,
- the order number (consecutive number), and
- the elector's register number.

Note: It is very important for the clerks to study the information on the inside of the back cover of the poll lists so that the lists will be properly completed.

[A.R.S. § 16-571]

Marshal

The marshal shall:

- post three notices for the 75-foot limit,
- mark the 75-foot limit in three directions from the entrance to the polling place,
- post the sample ballots in the polling place in places easily accessible to the voters,
- announce the opening of the polls at 6:00 a.m.,
- perform duties assigned by the inspector,
- assume the necessary duties regarding the signature roster, unless this duty is assigned to a separate signature roster clerk, and
- announce the closing of the polls (See page 125)
- preserve order at the polls and permit no violation of the election laws from the opening of the polls until the last person in line has voted.

New Poll Worker Orientation

Many election boards will have new members who have never served before. For their benefit, and to remind those with experience, the inspector shall discuss in detail the duties of each board position.

PRE-ELECTION RESPONSIBILITIES

Pre-Election Meeting

The inspector shall arrange for a meeting with all members appointed to serve on the precinct election board, to be held at the polling place, **before the opening of the polls**.

Checking Supplies

The inspector shall check all supplies to see that required items have been provided:

- check the name tag on the optical scan and Accessible Voting System traveling case to see that they match the precinct name or number,
- check precinct supplies against the "supplies checklist," making sure that all of the supplies are available and that the supplies are for the *correct* precinct,
- compare the official ballots to the sample ballots provided to ensure that the proper ballots or voting devices have been provided, and

- if anything has been overlooked, the inspector should call the officer in charge of elections immediately.

Building Access

The inspector shall make arrangements with the custodian or designated person of the facility to open the polling place for the pre-election meeting and for election morning.

Equipment and Furniture Arrangement

Prior to opening the polls, the inspector shall set up the polling place in accordance with the instructions in the appendix or on page 255.

The voting units, booths, tables, and chairs should be arranged for election day.

The key pad, headphone set and instructions for disabled voters should be near the Accessible Voting System.

Voting Device Check

- locate the electrical outlet and plug in the optical scan and/or Accessible Voting System units.
- turn on the units. This will create a zero report.
- compare the zero tape to the ballot to ensure that the candidates' names and ballot measures appear on both and that no votes are registered.
- do not tear off the tape.
- verify that the correct precinct number appears on the zero tape.

Official Ballot Count / Precinct Ballot Report

- count the official ballots received in the presence of the election board workers.
- record the count of official ballots received on the precinct ballot report.
- contact the appropriate authority designated by the officer in charge of elections if there is a discrepancy between the number of ballots expected and the number received.

Early Voters

Unless otherwise indicated on the signature roster, a list of every person in the precinct who was issued an early ballot shall be sent to the inspector prior to the opening of the polls on election day.

- Before the opening of the polls, the inspector or the inspector's designee shall indicate on the signature roster that the voter was issued an early ballot.

Any elector who:

- is listed as having been issued an early ballot, *but*
- states that he/she has not voted and will not vote an early ballot for this election, *or*
- surrenders the early ballot to the precinct inspector on election day

shall be allowed to vote a provisional ballot.

Final Reminder to Board Members

The inspector shall remind the board members to be present **no later than 5:30 a.m., election day**.

ELECTION DAY

Before the Polls Open

- Members of the election board must be at the polling place no later than 5:30 a.m., election day, because every precinct opens at 6:00 a.m.
- The oath of office shall be administered to the board by a qualified elector of the precinct or member of the board or its clerks. [A.R.S. § 16-534]
- After taking the oath, no election officer will be permitted to leave the polling place, except for reasons beyond the person's control, until the ballots are sealed.

Setting Up the Polling Place

The members of the election board shall:

- check that equipment, furniture, voting devices and booths are properly arranged (see "SAMPLE FORMS: Polling Place Sample")
- make sure all electrical cords for the lamps are plugged in and the cords are not in the walking area
- make sure the key pad and headset are set up near the Accessible Voting System unit
- post all signs provided (two sample ballots, two cards of instruction, two "Right to Vote a Provisional Ballot" and names of any write-in candidates if applicable) The wording for the signs will be as in the sample "Instructions To Voters And Elections Officers" sign in sample forms
- display the flag [A.R.S. §§ 16-512, 16-513.01, 16-514& 16-563(A)]

- arrange ballot container and alternate ballot box/container, booths and voting devices in full view of the election board
- place signature roster, poll lists and pens on a table
- place one precinct register outside the polling place for the convenience of the public (this is optional). If an extra clerk has been authorized for your precinct and the inspector decides that the election official needs assistance in looking up register numbers, this precinct register may be used by the poll list clerks to ensure proper spelling of the elector's name and register number [A.R.S. § 16-169(A)]
- open and examine the ballot box/container and any alternate ballot box/container carefully to make certain it is empty
- close and lock the ballot box/container and any alternate ballot box/container
- confirm placement of the early ballot drop-off container (if separate boxes/containers are used)
- set up the optical scan unit near an electrical outlet in plain view of the board and the voters
- ensure that the electrical cords do not present a hazard to the board workers or the voters
- plug in the optical scan unit and obtain a zero tape count, do not tear off
- plug in the Accessible Voting System unit and obtain a zero tape count, do not tear off
- ensure that all tamper resistant or tamper evident seals are intact and have not been tampered with

Precinct Zero Report

A zero report shall be generated from each voting unit immediately before the opening of the polls. The zero report shall be verified by at least two board workers of different political parties. A zero report shall be generated for each optical scan and Accessible Voting System unit.

The inspector or the inspector's designee shall:

- print a "zero report" tape, again, if the pre-election meeting was not held on election day (all candidates and propositions will be listed)
- verify the precinct number on the tape
- not remove the printout tape from the optical scan unit or accessible voting device — this tape must remain attached to the unit until the final results of the votes cast have been printed
- compare the zero tape to the ballot and the sample ballot to ensure that the same names are on both, and that no votes are registered
- make sure the digital readout on the front of the unit registers zero after the zero tape is complete
- look for a message indicating that the equipment is ready to accept ballots

- if error messages appear, refer to county election procedures provided or call the election hotline number
- ensure that tamper resistant seals or tamper evident seals are intact and do not show signs of tampering

Opening the Polls at 6:00 a.m.

The polls open at 6:00 a.m. The marshal shall announce that the polls are open promptly at that time.

[A.R.S. § 16-565]

Who May Vote

Every qualified elector is required to show proof of identity at the polling place before receiving a ballot in accordance with the procedure set forth in the section of this manual titled "Procedure for Identification at the Polls" on Page113.

Early Ballot Drop Off

Voters who request early ballots may drop off their voted ballots at **any** polling place in the voter's county of residence no later than 7:00 p.m. on election day.

A separate early ballot container/alternate ballot box shall be identified and included in the precinct supplies for voters to deposit their voted early ballots. A secure compartment on a ballot box may be used instead of having a separate ballot box for voted early ballots.

Election officials will determine the most accessible location for the early ballot container. It should be placed so that voters who wish to drop off voted early ballots may do so without interference with voters waiting in line to vote.

Voters who drop off voted early ballots do not need to vote a provisional ballot.

Voters assigned to a precinct who appear at the polling place with an early ballot, along with the affidavit envelope, which is not voted may use a polling place privacy booth to mark the early ballot. If they do so:

- the voter does **not** sign in, and
- the voter places the voted early ballot in its affidavit envelope, then places it in the early ballot drop off container.

Voters assigned to the precinct, who appear at the polling place with an early ballot which is not yet voted, have the option of voting their early ballot at the polling place.

For jurisdictions using only a central tabulating system, the same container may be used for dropping off early ballots and the ballots voted at the polling place. A separate container does not have to be used.

[A.R.S. §§ 16-550, 16-579 & 16-584]

Ballot Box Overflow

If during the course of an election the ballot box can no longer accommodate additional ballots, the officer in charge of elections shall dispatch an additional ballot box to the appropriate polling place. The full ballot box will remained locked until closing of the polls. The optical scan unit shall be removed and placed on the additional ballot box so voting may continue.

In the event there is no spare ballot box, the board members shall remove a sufficient number of ballots from the ballot box and shall place the removed ballots into the case that will be used for the transfer of the ballots to the officer in charge of elections. The inspector and both judges shall oversee the transfer and the following shall apply:

1) The removed ballots shall be counted immediately by the election board.
2) A written document shall be produced and signed by the board members supervising the count. The written document shall indicate the count and the reason for the removal of ballots.
3) The removed ballots and corresponding documentation shall be placed in the transfer case and shall be kept sealed until the polls are closed.
4) Once the removed ballots are sealed in the transfer case, the original ballot box shall be relocked and voting may continue.
5) At the close of the polls, the ballots in the locked ballot box shall be removed from the ballot box and immediately counted. The count shall be documented.
6) The transfer case seal shall be broken and the ballots from the ballot box and corresponding documentation shall also be placed in the transfer case.
7) The transfer case shall be resealed.
8) The transfer case will be transported to the tabulating place designated by the officer in charge of elections.

At the close of an election, if the ballot box has been opened, a report detailing those events and other pertinent information shall be made by the officer in charge of elections to the chairpersons of all recognized political parties in that county.

Access to Auxiliary Bin

For voting equipment that includes an auxiliary bin:

- **Early Ballots:**
  - If a precinct utilizes the auxiliary bin as the depository for early ballots, the inspector shall open the auxiliary bin so that a voter may deposit his or her early ballot into the auxiliary bin
- **Provisional Ballots:**
  - If a precinct utilizes the auxiliary bin as the depository for provisional ballots, the inspector shall open the auxiliary bin so that a voter may deposit his or her provisional ballot into the auxiliary bin.
- **Jams:**
  - The inspector, in the presence of the judge of the opposite political party, shall remove the jammed ballot.
  - If the inspector needs to remove the optical scan unit from the ballot box to remove the jam, he or she shall do so in the presence of both judges.
  - If the voting equipment remains jammed, the inspector shall open the auxiliary bin so that a voter may deposit his or her ballot into the auxiliary bin.
  - Any ballots that have been deposited in the auxiliary bin due to an unresolved jam shall be processed in the same manner as those during a complete power failure or unit failure.

Complete Power Failure or Unit Failure/Ballot Emergency Bin

There is no “complete power failure” or “unit failure” if the battery backup remained operative.

Any ballots that have been deposited in the emergency bin during a complete power failure or unit failure must be fed through the optical scan unit when polls close and prior to generating the results tape at the end of the day. Use the following procedures:

- using the key provided, at least two election officials not from the same political party shall be present and open the ballot box emergency bin
- remove the unprocessed ballots, if any, that were placed in the emergency bin due to a complete power failure or tabulation unit failure (there is no power failure if the battery backup system remained operative)
- feed unprocessed ballots, one by one, into the optical scan unit making sure that digital readout increments by one each time
- if any ballot that is overvoted or blank is returned, the inspector will use the override procedure to allow the ballot to be scanned
- after all of the unprocessed ballots have been fed into the optical scan unit, proceed with the regular closing procedures for closing the polls

- after the polls have closed, any ballot the machine is unable to process or that has been marked but is returned as “unreadable” shall be set aside and sent to central tabulation for duplication

Open Primary

Each “recognized” political party shall have a separate ballot at partisan primary elections.

[A.R.S. § 16-467(A)]

Partisan primary election ballots shall be provided to voters as follows:

- A voter who is registered as a member of a political party that is entitled to continued representation on the ballot pursuant to A.R.S. § 16-804 shall be given by the judge of election one ballot only of the party with which the voter is affiliated as it appears in the precinct register. [A.R.S. § 16-467(B)]
- For a voter who is registered as independent, no party preference or as a member of a political party that is not entitled to continued representation on the ballot pursuant to A.R.S. § 16-804, the voter shall designate the ballot of only one of the political parties that is entitled to continued representation on the ballot and the judge of election shall give the elector only that political party’s ballot. If the voter is eligible for a non-partisan issue, the voter may choose the non-partisan ballot. [A.R.S. § 16-467(B)]
- One of the election officials shall write on the signature roster, in a space provided for this purpose, the name of the political party ballot that was provided to the voter registered as independent, no party preference or as a member of a political party that is not entitled to continued representation on the ballot.

SPOILED BALLOTS

If an elector spoils a ballot, the elector shall return the ballot and receive another ballot:

- the word "SPOILED" shall be written on the ballot in ink by the voter or by the inspector and one of the judges
- the inspector or judge shall mark the spoiled ballot in a manner to assure that it cannot be counted by any electronic voting system
- the spoiled ballot shall be placed in the official returns envelope

Up to two additional ballots may be issued.

PROCEDURE FOR PROOF OF IDENTIFICATION AND PROVISIONAL BALLOT PROCESSING AT THE POLLS

Every qualified elector is required to show proof of identity at the polling place before receiving a ballot. The elector shall announce his/her name and place of residence to the election official and present one form of identification that bears the name, address, and photograph of the elector or two different forms of identification that bear the name and address of the elector.

[A.R.S. § 16-579(A)]

An elector who does not provide one form of identification that bears the name, address, and photograph of the elector or two different forms of identification that bear the name and address of the elector shall not be issued a regular ballot, but shall receive a conditional provisional ballot. If the elector identifies himself or herself as a Native American, the elector shall be processed under the section of this procedure titled "Identification Requirements for Native American Electors", all others shall be processed under the section of this procedure titled "Conditional Provisional Ballot for No Identification".

Acceptable proof of identification includes but is not limited to the sources listed below. Other forms of identification not on this list must be deemed acceptable by the county election official in charge of elections and must establish the identity of the elector in accordance with the requirements of A.R.S. § 16-579(A).

Acceptable Forms of Identification with Photograph, Name, and Address of the Elector

- Valid Arizona driver license
- Valid Arizona nonoperating identification license
- Tribal enrollment card or other form of tribal identification
- Valid United States federal, state, or local government issued identification

An identification is "valid" unless it can be determined on its face that it has expired.

Acceptable Forms of Identification Without a Photograph that Bear the Name and Address of the Elector (Two Required)

- Utility bill of the elector that is dated within ninety days of the date of the election. A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television
- Bank or credit union statement that is dated within ninety days of the date of the election

- Valid Arizona Vehicle Registration
- Indian census card
- Property tax statement of the elector's residence
- Tribal enrollment card or other form of tribal identification
- Vehicle insurance card
- Recorder's Certificate
- Valid United States federal, state, or local government issued identification, including a voter registration card issued by the county recorder

An identification is "valid" unless it can be determined on its face that it has expired.

Compare Identification to Announced Name

If the elector has provided the acceptable form of identification(s), the poll worker shall compare the information on the identification(s) with the information the elector *announced*. If the name on the identification(s) reasonably appears to be the same as the *announced* name, the poll worker shall compare the identification to the signature roster, inactive voter list, or add-on list. If the name on the identification(s) does not reasonably appear to be the same as the *announced* name, the elector shall be provided a conditional provisional ballot to be processed under the section of this procedure titled "Conditional Provisional Ballot for No Identification". The poll worker shall provide the elector with instructions on how and where the elector can provide proof of identification in the timeframes specified in this procedure.

Compare Identification to Signature Roster, Inactive Voter List, or Add-On List

The poll worker shall compare the information on the identification(s) provided by the elector with the information on the signature roster, inactive voter list, or add-on list.

Polling Place Process for Elector Whose Name Appears on the Signature Roster, Inactive Voter List, or Add-On List

If the elector presents one form of identification that bears the name, address, and photograph of the elector and the name and address on the identification and the signature roster, inactive voter list or add-on list reasonably appear to be the same and the photo reasonably appears to be the elector, then the elector shall be issued a regular ballot. If the name and address on the identification do not reasonably appear to be the same as the name and address on the signature roster or the photo does not reasonably appear to be the elector, then the elector shall not be issued a regular ballot, but shall be issued a provisional ballot.

If the elector presents two forms of identification that bear the name and address of the elector without a photograph of the elector, the poll worker shall compare the name and

address on the two pieces of identification with the name and address on the signature roster. If both pieces of identification reasonably appear to be the same as the name and address on the signature roster, inactive voter list or add-on list the elector shall be issued a regular ballot. If the name or address on either piece of provided identification does not reasonably appear to be the same as the name and address on the signature roster then the elector shall not be issued a regular ballot, but shall be issued a provisional ballot.

If the elector presents only one form of identification that bears the name and address of the elector without a photograph of the elector, the elector shall be issued a conditional provisional ballot to be processed under the section of this procedure titled "Conditional Provisional Ballot for No Identification".

If the elector has moved within the precinct and, therefore, his or her name is on the register but the address on the identification(s) are not the same as the signature roster, the elector shall be issued a provisional ballot.

[A.R.S. § 16-135]

If a person's name is on the inactive voter list, the person shall orally affirm that the voter resides at the address listed on the inactive voter list. The voter's signature shall be entered on the inactive voter signature roster page at the end of the signature roster.

If the voter says that he or she has moved to a different residence outside the precinct but within the county, the voter shall be directed to the polling place ***for the new address***.

[A.R.S. §§ 16-122 & 16-583]

Polling Place Process for Elector Whose Name Does Not Appear on the Signature Roster, Inactive Voter List, or Add-On List

If the poll worker is unable to locate the elector's name on the signature roster, inactive voter list, or add-on list after the elector presents one form of identification that bears the name, address, and photograph of the elector or two different forms of identification that bear the name and address of the elector, the elector shall be permitted to vote a provisional ballot after the election official has:

- verified the voter's address on the precinct map to make sure it is within the precinct,
- determined if the voter has recently moved within the county. If the voter has

recently moved within the county, follow the section of the procedure named “The Voter Has Moved Within the County”.

[A.R.S. §§ 16-135(B), 16-137, & 16- 584(C)]

Polling Place Process for Elector Who Presents a Recorder's Certificate

If the elector presents a recorder’s certificate (See “SAMPLE FORMS: Uniform Correspondence”) to the poll worker, the poll worker shall treat the recorder’s certificate in the same manner as if the information on the recorder’s certificate appeared in the signature roster and compare the identification to the recorder's certificate.

If the elector presents one form of identification that bears the name, address, and photograph of the elector and the name and address on the identification and the recorder's certificate reasonably appear to be the same and the photo reasonably appears to be the elector, then the elector shall be issued a regular ballot.

If the name or address on the identification do not reasonably appear to be the same as the name or address on the recorder's certificate or the photo does not reasonably appear to be the elector, then the elector shall not be issued a regular ballot, but shall be issued a provisional ballot that will be verified in accordance with the section of the Procedures Manual entitled "Verification of Provisional Ballots".

If the elector presents two forms of identification, one of which is the recorder’s certificate, that bear the name and address of the elector without a photograph of the elector, the poll worker shall compare the name and address on the two pieces of identification with the name and address on the recorder's certificate. If both pieces of identification reasonably appear to be the same as the name and address on the recorder's certificate the elector shall be issued a regular ballot. If the name or address on either piece of provided identification do not reasonably appear to be the same as the name and address on the recorder's certificate then the elector shall not be issued a regular ballot, but shall be issued a provisional ballot.

If the elector has presented sufficient identification to receive a regular ballot, the poll worker shall add the elector's name to the next consecutive sequence number at the end of the signature roster. The poll worker shall then have the elector sign the signature roster and give the elector a ballot.

If the elector has moved within the precinct and, therefore, his or her name is on the recorder's certificate but the address on the identification(s) is not the same as the recorder's certificate, the elector shall be issued a provisional ballot.

[A.R.S. § 16-135]

If the elector presents only the recorder's certificate as one form of identification that bears the name and address of the elector without a photograph of the elector, the elector shall be issued a conditional provisional ballot to be processed under the section of this procedure titled "Conditional Provisional Ballot for No Identification".

The Voter Has Moved Within the Precinct

If the voter indicates that he or she has moved within the precinct and the voter presents one form of identification that bears the name, address, and photograph of the elector or two different forms of identification that bear the name and address of the elector, the voter shall be permitted to vote a provisional ballot. The new address information on the provisional ballot envelope will be used to update the voter registration system.

The Voter Has Moved Within the County

For voters whose only form of identification shows a post office box or directions to their residence location:

- ask the voter to describe his/her residence location,
- ask the voter to show where the residence is located on the precinct map to assure the voter is in the correct polling place,
- If the voter indicates that he or she has moved within the county and the voter presents one form of identification that bears the name, address, and photograph of the elector or two different forms of identification that bear the name and address of the elector, the voter shall be permitted to vote a provisional ballot.

A voter who moves from the address at which he/she is registered to another address **within the same county** and who fails to notify the county recorder of the change of address before the date of an election shall be permitted to correct the voter registration records at the appropriate polling place for the voter's new address and be permitted to vote a provisional ballot.

In areas of the state where residence street addresses **are not assigned**, the voter shall orally provide information of residence location within the voting precinct.

[A.R.S. § 16-135]

The Voter Appears at Old Polling Place but Has Moved to a New Precinct Within the County

If the voter's name is on the signature roster, inactive voter list, or add-on list but the voter has moved to a residence address located in another precinct:

- direct the voter to the election official,
- the election official, in cooperation with the voter, locates the voter's new residence address on a map showing all precincts within the county,
- If a voter's only form of identification shows a post office box or directions to his/her residence as opposed to a residence location, determine whether he/she is eligible to vote in the precinct by asking the voter to describe his/her residence location and show where the residence is located on the precinct map.
- after determining the name of the new precinct, the election official will look up the address for the new polling place on the polling place list found in the precinct supplies,
- the election official will direct the voter to go to the new polling place.

The Voter Has Been Issued an Early Ballot

If the voter is in possession of the early ballot at the polling place:

- a person who is dropping off any early ballot at a precinct voting location is not required to show identification.
- encourage the voter to vote the early ballot, and drop it off at the polling place rather than wait to vote a provisional ballot.
- voters who possess early ballots may drop off their voted ballots at **any** polling place in the voter's county of residence no later than 7:00 p.m. on election day.
- Voters who drop off voted early ballots do not need to vote a provisional ballot.

Voters assigned to a precinct who appear at the polling place with an early ballot, along with the affidavit envelope, which is not voted may use a polling place privacy booth to mark the early ballot. If they do so:

- the voter does **not** sign in, and
- the voter places the voted early ballot in its affidavit envelope, seals the envelope and signs the affidavit, then places it in the early ballot drop off container.

If the voter no longer has the early ballot in his or her possession the voter may vote after providing acceptable identification as stated in this procedure.

If the voter has the early ballot in his or her possession but insists on voting a provisional ballot issued at the polling place, the voter may vote after providing acceptable identification as stated in this procedure.

A separate early ballot container/alternate ballot box shall be identified and included in the precinct supplies for voters to deposit their voted early ballots. A secure compartment on a ballot box may be used instead of having a separate ballot box for voted early ballots.

Election officials will determine the most accessible location for the early ballot container. It should be placed so that voters who wish to drop off voted early ballots may do so without interference with voters waiting in line to vote.

For jurisdictions using only a central tabulating system, the same container may be used for dropping off early ballots and the ballots voted at the polling place. A separate container does not have to be used.

[A.R.S. §§ 16-550, 16-579 & 16-584]

The Voter Has Changed His/Her Name

If the voter has changed his/her name and address, indicate the voter's new name and former name on the provisional ballot form. The provisional ballot form will be used by the recorder to change the voter's name and address on the registration rolls.

Challenging Voters

Any qualified elector of the county, including poll workers, may orally challenge a voter stating the voter is not qualified under A.R.S. § 16-121.01 or on the ground that the person has voted before at that election. See A.R.S. § 16-592 for the proceedings if a voter is challenged and A.R.S. § 16-593 for rules determining residence of voter upon challenge.

If a voter is challenged:

- two judges and the inspector shall constitute the board of election,
- a majority of the board of election shall determine the validity of a challenge [A.R.S. § 16-531],
- the oath provided for in A.R.S. § 16-592 shall be printed in the first column of the challenge list — no other affidavit is necessary,
- the inspector should have the person challenged step aside and permit the other voters in line to continue to vote while the challenge is being determined.

A voter who has moved from one address to another within the county is ***not*** subject to challenge because of residence.

[A.R.S. §§ 16-591 & 16-592]

Notwithstanding a determination by the board of election that a voter is not qualified to vote a regular ballot, the voter shall be allowed the right to vote a provisional ballot.

[A.R.S. § 16-584]

Returning Elector's Identification Sources

All identification sources shall be returned to the elector. In no circumstances shall the identification sources be kept by the poll worker.

Addresses on the Signature Roster

The official signature rosters for use at the polling places shall include the elector's residence address and the mailing address, if different from the residence address, from the elector's registration form as prescribed by A.R.S. § 16-152(A). Identification as set forth in this procedure that bears the mailing address of the elector is sufficient identification if the name and address reasonably appear to be the same as the elector's name and address contained in the signature roster or recorder's certificate.

Identification Requirement for Native American Electors

An elector who identifies himself or herself as a member of a federally recognized Native American tribe and who does not provide one form of identification that bears the name, address, and photograph of the elector or two different forms of identification that bear the name and address of the elector shall be issued a provisional ballot upon presenting one form of tribal identification that bears the name of the elector.

The elector who does not provide one form of identification that bears the name, address, and photograph of the elector or two different forms of identification that bear the name and address of the elector or does not present one form of tribal identification that bears the name of the elector shall be issued a conditional provisional ballot that will be processed under the section of this procedure titled "Conditional Provisional Ballot for No Identification".

Conditional Provisional Ballot for No Identification

If the elector does not provide identification as required by A.R.S. § 16-579(A), the elector shall be issued a conditional provisional ballot. The conditional provisional ballot shall be placed in a provisional ballot envelope. The provisional ballot envelope shall indicate that the elector did not provide identification. The poll worker shall notify the elector that he or she must provide identification as required by A.R.S. § 16-579(A) to the county recorder or to an official deemed acceptable by the county recorder. The poll worker shall provide the elector with instructions on how, when, and where the elector can provide proof of identification. The proof of identification must be received by the county recorder's office by 5:00 p.m. on the fifth business day after a general election that includes an election for a federal office or 5:00 p.m. on the third business day after any other election for the provisional ballot to be processed and counted.

Indication that Proof of Identity Was Provided

The oath statement on the signature roster shall include a statement that the poll worker obtained valid proof of identification from every elector or if identification was not presented, the provisional ballot envelope was marked appropriately to indicate that the conditional provisional ballot was voted due to no identification presented.

In addition to the signature roster, the oath statement may also be included on the official ballot report and certificate of performance if the county so chooses.

Polling Place

A list of acceptable identification shall be posted in a conspicuous place and made available to the electors at each polling location.

Notice of Identification Requirement

Notice of the identification at the polls requirement and a list of acceptable forms of identification shall be included with the sample ballots mailed to each household with a registered voter or any other notice sent to electors regarding polling place locations. In addition, a similar notice shall appear in the Secretary of State's Publicity Pamphlet.

Procedure for Provisional Ballots at the Polls

There are seven reasons a voter may vote a provisional ballot:

1. voter has not provided sufficient identification at the polling location,
2. voter's name does not appear on the signature roster or inactive list, and the voter has not moved,
3. voter has moved within the precinct,
4. voter has moved to a new precinct within the county,
5. voter has been issued an early ballot,
6. voter has changed name, or
7. voter is challenged at the polling place.

At the time of voting a provisional ballot, the voter shall sign an affirmation on the provisional ballot envelope stating that the information on the provisional ballot envelope is correct, that he/she resides in the precinct, that he/she is eligible to vote in this election and that he/she has not previously voted in this election.

At the time he/she votes, the voter shall be given a provisional voter receipt by one of the election officials with information on how to contact his/her county recorder to verify the status of his/her provisional ballot.

[A.R.S. § 16-584(E)]

If the voter is in the correct polling place, attach the "voter's registration receipt" if available to the outside of the provisional ballot envelope.

Do not seal the "voter's registration receipt" inside the provisional ballot envelope.

Do not keep personal identification—return it to the voter

An election official or voter completes a provisional ballot form.

The voter and the election official sign the provisional ballot form.

The election official attaches the provisional ballot form to the envelope provided and gives the envelope to the voter.

The election official verifies that the voter's affirmation statement of eligibility to vote in that jurisdiction is on the envelope.

The voter returns the provisional ballot envelope to the appropriate election official.

On the provisional ballots page at the back of the signature roster or a separate provisional roster, the signature roster clerk enters the voter's name and other identifying data as shown on the signature roster.

Voters completing a provisional ballot are assigned register numbers beginning with V-1 and continuing V-2, etc.

The voter signs the signature block corresponding to the voter's name on the signature roster.

The poll list clerk fills out the poll list.

The election official gives the provisional ballot envelope and ballot to the voter and directs the voter to a designated voting booth.

After voting, the voter returns the ballot to the election official at the ballot box along with the provisional ballot envelope.

The voter places the voted ballot in the provisional ballot envelope and may seal the envelope.

The election official ensures the voted ballot is sealed in the provisional ballot envelope.

The election official makes sure that all of the information on the provisional ballot envelope has been filled out including signatures of board workers.

The voter is given a provisional voter receipt with information on how to verify the status of the voter's provisional ballot.

The voter or election official deposits the sealed provisional ballot envelope in the ballot box.

ASSISTANCE TO VOTERS

A voter may be assisted in marking the ballot. Voters may be accompanied and assisted by a person of their choice, including a person under the age of 18, during any process related to voting or during the actual process of voting. If a voter requests official assistance, two election officials, not of the same party, shall:

- accompany the voter to the voting device or booth,
- state to the voter the names of the candidates for each office,
- state the issues,
- ask the voter what candidates and issues the voter desires to vote for,
- instruct the voter how to operate the voting device or equipment or mark the ballot, or
- instruct the voter how to use the key pad on the Accessible Voting System unit for voters with disabilities,
- explain to the voter what to expect on the recorded instructions,
- explain to the voter what keys to use to move forward or go back.

Neither of the election officials shall attempt in any way to influence a voter in the choice of candidates or issues, nor in any manner suggest or recommend a vote for any particular candidate or issue.

A person who is a candidate for an office in that election other than the office of precinct committeeman is not eligible to assist any voter.

[A.R.S. § 16-580(G)]

75 FOOT LIMITATION

The 75-foot limit shall be measured from the main outside entrance of the polling place.

NO PERSON shall be allowed to remain inside the 75-foot limit while the polls are open, except:

- for the purpose of voting,
- the election officials,
- Department of Justice Observers, if any, and
- one representative (challenger/political observer) of each political party represented on the ballot and appointed in writing pursuant to A.R.S. § 16-590.

Regular business activity that normally occurs at the polling place location may continue as long as it does not interfere with voting or constitute electioneering.

[A.R.S. §§ 16-515, 16-590, 16-1017 & 16-1018]

There is NO exception for:

- members of the press,
- persons who conduct exit polls, or
- "checkers". (The duplicate copy of the poll lists may be taken out to the checkers by the party representatives)

Electioneering Within the 75 Foot Limit

It is unlawful for any person to attempt to influence a person's votes on election day within a polling place or in a public manner within 75 feet of the main outside entrance of a polling place or an early voting site designated by the recorder. The marshal enforces this provision at a polling place. The recorder or recorder's designee enforces this provision at an early voting site. Anyone charged with this responsibility may call for the assistance of a deputy sheriff or police officer, if necessary.

[A.R.S. § 16-1018]

Electioneering Outside the 75 Foot Limit

Except in the case of an emergency, any facility that is used as a polling place on election day shall allow electioneering and other political activity outside of the 75 foot limit in public areas and parking lots used by voters.

[A.R.S. §§ 16-411(H), 16-515]

Minors Voting in Simulated Elections

A minor in a simulated election at a polling place is subject to the same 75-foot limit restrictions prescribed for a voter. Persons supervising or working in a simulated election in which minors vote may remain within the 75-foot limit of the polling place. The inspector for the polling place shall exercise authority over all election and simulated election related activities at the polling place.

Youth in the Booth

With the permission of the voter a minor may:

- enter the 75-foot limit, and
- accompany a voter into
  - a polling place,
  - an on-site early voting facility, or
  - a voting booth.

[A.R.S. § 16-515(D) & 16-580(G)]

Tribal Elections

When an election is held on the same day and at the same time as an Indian tribal election, tribal election boards may be within the 75 foot limit.

[A.R.S. §16-515(C)]

CLOSING THE POLLS

The marshal shall:

- announce the closing of the polls at:
  - one hour,
  - 30 minutes,
  - 15 minutes, and
  - one minute before closing, and
  - at the moment of closing (7:00 p.m.),
- allow everyone to vote who is in line at the moment of closing — 7:00 p.m.
- allow no one to vote who arrives at the polling place after 7:00 p.m.

[A.R.S. § 16-565]

Certificate of Performance – Precinct Ballot Report

On the certificate of performance, enter the following information:

- precinct name,
- type of election (primary, general, special, etc.),
- date of election, and
- signature of each election board member.

Complete the following steps:

- record the transfer container plastic seal number,
- place one copy of the ballot report in the ballot transfer container,
- place second copy of the ballot report in payroll voucher envelope, and
- seal ballot transfer container with numbered seal.

Official and Unofficial Returns Envelopes / Containers

These envelopes or containers are plainly marked to identify the items to be placed in them. Read and follow the instructions carefully.

"Official returns envelope/container" shall contain:

- spoiled ballots,
- one copy of the poll list,
- challenge list, if used, and
- be securely sealed with a permanent pressure-sensitive label (The inspector and judges must sign their names across the flap and the label, *i.e.* the signature should overlap the seal and extend onto the envelope [A.R.S. § 16-615]), and
- be returned to the elections department on election night.

"Unofficial returns envelope/container" shall contain:

- signature roster — to be returned to the county recorder forthwith,
- payroll voucher envelope containing second copy of ballot report and payroll vouchers,
- one copy of the poll list,
- precinct registers (unless secured and returned with other supplies),
- any other items as directed by the officer in charge of elections, and
- be returned to the elections department with the official envelope on election night — not in the supply box,
- be made available for inspection by electors:

- at any time following **one hour after** the close of the polls or after all precincts have reported, whichever occurs first (unofficial returns may be released during the counting of ballots),
- for a period of **six months following** the election.

[A.R.S. §§ 16-616 & 16-551]

The inspector and a representative of the opposite political party, shall then IMMEDIATELY deliver to the designated receiving site:

- the sealed ballot transfer container containing:
  - the ballots, with and without write-ins,
  - original ballot report,
  - official returns envelope,
  - unofficial returns envelope,
  - payroll voucher envelope.

The supply container shall contain:

- the precinct registers,
- all other supplies, and
- be returned to the election department according to instructions of the particular election department officials.

The remaining election officials shall dismantle the voting booths according to the instructions labeled on the underside of the voting table.

Close Out of Optical Scan Unit and Accessible Voting System Unit

Optical Scan Unit:

- when the ballots in the emergency bin have been counted, produce a total tape
- prepare unit to modem results to election central

Accessible Voting System Unit:

- produce a total tape
- prepare unit to modem results to election central

Opening the Ballot Bin

- At least two board members, not of the same political party shall be present to open the ballot box bin.

- Ballots shall be removed from the compartments, keeping the write-in ballots separate from the regular ballots, and sealed in the ballot transfer container along with one copy of the precinct ballot report.

Keypad

- Using the key provided, unlock the panel of the optical scan unit and make the keypad available for use,
- follow the procedures for printing the totals,
- tear off the tape,
- sign the tape,
- place the tape in the appropriate container or envelope, and
- if applicable, this tape may be included with the memory pack.

Modem Transmission of Results

In precincts where transmittal is done by modem from the precinct polling place, the inspector shall connect the phone cable and follow detailed dialing instructions provided by the officer in charge of elections.

In precincts where the results cannot be done by modem:

- run the totals tape according to instructions,
- place the optical scan unit in its case,
- seal with a numbered seal,
- seal the Accessible Voting System unit with a numbered seal,
- two election officials not of the same political party deliver the units to the designated receiving site,
- record the seal number of each unit before removing, then
- the troubleshooter will help send results by modem.

Transporting the Memory Pack

In precincts where transmittal is not done by modem:

- unplug the unit,
- break the seal on the memory pack door and open the door,
- pull the memory pack from its compartment,
- place it in the container provided along with the tape,
- for accessible voting units with a paper receipt, place the receipt in the container
- seal the container,
- the inspector and judges sign the seal, then

- at least two designated election officials representing voters of different political parties shall deliver the container to the designated receiving site.

Precinct Ballot Report

- Count all the unused ballots and record that number on the precinct ballot report,
- place all the unused ballots in the container provided for that purpose,
- count the spoiled ballots and record that number on the precinct ballot report,
- unlock and remove the ballots from the ballot compartment containing the ballots without write-ins,
- place these ballots in the designated container,
- remove the ballots from the ballot compartment containing the ballots with write-ins,
- place these ballots in the designated container,
- open and count the ballots in the container holding the provisional ballots, or transport them in a sealed alternate ballot box,
- place all the voted ballots in the ballot transfer containers,
- place one copy of the precinct ballot report in the ballot transfer container,
- the inspector must sign the signature roster, and
- seal all containers.

Certificate of Performance – Precinct Ballot Report

After all voters have left the polling place:

- count all unused ballots,
- record that number on the precinct ballot report,
- place all unused ballots in the container provided for that purpose,
- unlock the ballot container and remove ballots,
- count the ballots,
- add the number of votes cast as indicated on the optical scan machine, accessible voting device (if applicable), and the number of provisional ballots cast as indicated on the signature roster and compare that number with the number of votes cast as indicated on the poll list,
- enter the numbers on the precinct ballot report,
- if there are ballots for verification by the county recorder, place them in the designated stack.

Complete both copies (original and duplicate) of ballot report forms as follows:

Ballot Account

To complete the ballot account:

- enter total number of ballots issued to the inspector prior to opening the polls,

- enter total number of unused ballots,
- place unused ballots in their original container,
- after all ballots are accounted for, seal / secure the unused ballot container,
- enter total number of spoiled ballots, and
- place the spoiled ballots in the envelope marked "spoiled ballots" and place this envelope in the official envelope.

Official Ballot Statement

On the official ballot statement, enter the following information:

- total number of provisional ballots from the designated stack,
- total number of voted ballots from the designated stack, and
- number of names entered in the poll list.

Final Closing of the Polling Place

The remaining election officials shall:

- dismantle the voting booths according to the instructions,
- secure the optical scan equipment according to the instructions provided to the precinct board by the officer in charge of elections,
- transport the following to the designated receiving site:
  - alternate sealed ballot container,
  - sealed voted ballot transfer container,
  - official and unofficial envelopes / containers,
  - memory device (if applicable),
  - the voter verifiable paper audit trail printout or canister (if applicable).

CENTRAL COUNTING PLACE BOARD PERSONNEL

The party chairmen of the two political parties casting the highest number of votes in the state at the preceding general election, shall submit a list of qualified electors to serve as election board personnel as provided in A.R.S. §16-531.

If parties do not submit sufficient names required for board functions:

- the board of supervisors shall appoint registered voters to serve as central election board personnel
- county personnel may be appointed

All persons appointed shall be trained in their duties.

ELECTION SECURITY REQUIREMENTS

The basic security duties are as follows:

- early ballot security,
- polling place ballot security
- central counting place security,
- receiving site ballot security.
- coordination with law enforcement agencies to provide security if necessary

Early Ballot Security

- provides security for early ballots while they are transported to the early ballot processing center for processing and then to the central counting place.
- the officers assigned this duty will follow applicable security procedures outlined in early election board instructions and central counting place instructions sections.
- the vehicle used to transport early ballots may remain at the central counting place for use in the alternate computer contingency plan to transport ballots to the emergency back-up facility.
- early ballots will be received at the central counting place in the same manner as ballots received from precincts.
- the officers assigned may remain at the central counting place as a part of that security force.

Polling Place Ballot Security

- the inspector signs for the materials received, including the ballots receipt (See "SAMPLE FORMS: Precinct Election Supplies Inventory List")
- the inspector and judge of the opposite party verify the ballots received from the officer in charge of elections.
- the precinct's supply of ballots should be secured from the time the polls open until the polls close and the ballot report is completed.
- after the ballot report is completed, the voted ballots are to be packed in a transfer container and sealed by the poll workers.
- voted ballots include provisional ballots and early ballots delivered to the polling place.
- in the event the poll workers have the ballots transferred to a transporting team, the transfer of responsibility should be documented in receipt format. The receipt should include the precinct number, the time the transfer of responsibility occurred, and what items were transferred to the transporting team.

Central Counting Place Security

- Officers will be assigned to direct traffic into pre-designated areas.
- From the point of ballot receipt to the point of actual tabulation, officers will be stationed at key points to protect the integrity of the elections work area.
- Access must be controlled, and only those people properly identified by badge will be allowed in the work area.
- The supervising officer will:
  - control and coordinate this effort,
  - investigate irregularities, in conjunction with a legal representative of the officer in charge of elections,
- if there is a system or power failure at the central counting place, the central counting place security force may transport ballots and key elections people to the back-up facility.

Receiving Site Ballot Security

- Receiving sites may be set up to receive ballots from outlying precincts. Procedures for security of these ballots at all times, from receipt to delivery, must be implemented.
- the officer will load the materials in the officer's vehicle and transport the ballots to the officer in charge of elections.
- Ballots will be received at the central counting place in the same way other precinct deliveries are made.
- Transportation of ballots may be monitored by political observers.
- Political observers are legally entitled to be there and may, within reason, question the officer's actions.
- The officer should be courteous to the observers and answer questions that are reasonable.
- The officer should not allow any political observer to touch the ballot transfer containers, except as necessary to determine that the seal is unbroken.

BALLOT TRANSFER CONTAINER SEAL LOG

The officer in charge of elections shall designate a log book, which shall show:

- the serial numbers, in sequence, of each ballot transfer container seal, and
- the number of the precinct to which it was issued.

This log shall be:

- compared against the receiving board log, and
- retained for auditing purposes.

EARLY BALLOT PROCESSING

Once ballots are processed by the early ballot boards, they may be delivered periodically to the central counting place to be counted.

No tallies may be released until all precincts have reported or **one hour after** the close of the polls, whichever occurs first.

County Recorder

If an affidavit envelope containing a voted ballot is returned to the recorder unsealed, the recorder shall decide whether there is reasonable cause to believe the ballot was tampered with by someone other than the voter. The recorder may contact the voter if the recorder believes it would be helpful in making this determination. If the recorder determines that it is reasonable to assume that the ballot became unsealed accidentally, was damaged by the post office, etc., the ballot may be processed for tabulation.

Upon receipt of the affidavit envelope and early ballot, the county recorder or officer in charge of elections shall:

- compare the signature on every affidavit with the signature of the elector on the elector's registration form,
- if the signatures appear to have been made by the same person, mark them in a manner to indicate that they match, [A.R.S. § 16-550]
- safely keep the affidavits and early ballots in the custody of the county recorder or officer in charge of elections, [A.R.S. § 16-550]
- release the early ballots and affidavits to the early ballot boards at the time the boards convene for processing. [A.R.S. § 16-551(C)]

Board of Supervisors

The board of supervisors or officer in charge of elections shall:

- appoint the time, place and date for commencement of early ballot processing,
- commence processing prior to election day, if it is deemed necessary by the officer in charge of elections,
- appoint one or more early ballot boards consisting of an inspector and a judge,
- designate the supervisory authority in charge,
- designate the location,
- provide necessary supplies.

Early Ballot Board

If the county recorder or other officer in charge of elections who is making the signature comparison makes the initial determination that the signatures on the early ballot affidavit and the voter's registration were not made by the same person, the county recorder shall furnish a copy of the voter's voter registration form to the early ballot board. The early ballot board, if time permits, may attempt to contact the voter to ascertain whether the voter actually voted the early ballot and any reasons why the signatures may not match.

The early ballot board shall make the determination whether:

- the voter's affidavit is sufficient, and, if sufficient,
- whether the voter's name appears on the precinct register.

The vote shall be allowed, if:

- the affidavit is determined to be sufficient, and
- the registrant is a qualified elector of the voting precinct.

The vote shall **not** be allowed, if:

- the signatures on the early ballot affidavit and the voter registration do not appear to have been made by the same person, unless the board receives and accepts an explanation from the voter that he or she did vote the ballot and can explain why the signatures do not match, *or*
- the affidavit is determined to be insufficient, *or*
- the registrant is not a qualified elector of the voting precinct.

[A.R.S. § 16-552(B)]

Early Ballot Processing

The following procedures for processing early ballots shall be followed unless a jurisdiction has received approval from the secretary of state's office for using a different method for processing early ballots pursuant to A.R.S. § 16-552(A). Jurisdictions shall make a written request for approval of an alternative procedure not less than 90 days before an election for which the procedure is to be used.

After the election official has confirmed with the secretary of state that all equipment passes the logic and accuracy test the official may begin to count early ballots. No results may be released before all precincts have reported or one hour after the close of the polls, whichever occurs first.

[A.R.S. § 16-552(A)]

If the early ballot boards retire and reconvene, all materials shall be secured under the control of the board of supervisors or officer in charge of elections until time for the boards to reconvene.

The election official is in charge of the early ballot election board and shall direct the procedures followed by the board. The election official shall:

- receive the ballots,
- enter in the early voting ballot report log the following items at the appropriate time:
  - batch number,
  - number of ballots to process,
  - number of ballots rejected and the reason for the rejection,
  - number of ballots sent to duplication,
  - number of ballots sent to tabulation,
  - board members' initials, and
  - board number.

Insufficient Affidavit

The vote shall be rejected if:

- the affidavit on the envelope is insufficient, *or*
- the registrant is not a qualified elector of the voting precinct or district.

Without opening the envelope containing the ballot, the election official shall:

- mark across the face of the envelope:
  - "rejected as insufficient," *or*
  - "rejected as not an elector," *and*
- place the rejected ballots in a separate stack.

Sufficient Affidavit

If the affidavit on the ballot envelope is complete, the election official shall:

- verify that all affidavit envelopes are of the batch being processed,
- set aside anything from a different batch to be joined with the proper batch,
- continue to process as follows:
  - count all valid affidavit envelopes received,
  - enter the total on the early voting ballot report,
  - do not open "rejected as insufficient" or "not an elector" ballots,

    - open each affidavit envelope one at a time, being careful not to damage the ballot or the affidavit printed on the envelope,
    - remove the ballot and check to ensure that the ballot is for the precinct/district shown on the affidavit envelope, NOTE: If there is a discrepancy, place the ballot, with a transmittal attached indicating the wrong precinct or district and the correct precinct or district number and send to "duplication,"
- place voted ballot in **the designated stack**,
- place the empty affidavit envelope in **the designated stack**,
- place a rejected ballot in the designated stack, (This step normally only applies to the last day of processing)
- repeat the process until all valid ballots have been opened and placed in their applicable stacks.

Damaged Ballots

Inspect ballots in designated stack for damage. If damaged ballots are found:

- collect all damaged ballots from this batch,
- place them with any other "to duplication" ballots for this batch,
- complete transmittal slip(s) labeled "to duplication" for each damaged ballot,
- set the stack aside,
- stamp damaged ballot.

Early Voting Ballot Report

Upon completion of processing a batch/sub-batch, enter the following on the early voting ballot report:

- number of ballots rejected,
- number of ballots sent to duplication,
- number of ballots to be counted and
- number of ballots received.

Rejection of Ballots

This step normally only applies to the last day of processing, where any possible rejected items are given to the boards to process. These items include:

- no signature, *and*
- signature does not match, according to the county recorder or other officer in charge of elections who performed the signature comparison.
    - if the signature does not match because the name is different, the ballot can be counted as long as the handwriting is clearly the same. If the signature

doesn't match because the voter used initials or a common nickname, the ballot may be counted as long as the surname and handwriting are clearly the same.

If the board determines the ballot should be rejected, the board shall:

- mark across the envelope:
  - "rejected as insufficient," *or*
  - "rejected as not an elector,"
  - "rejected because signature does not match"
  - note on the early voting ballot report the voter's ID number and the reason for rejection,
  - set aside the unopened affidavit envelope in **the designated stack**.

Ballots to be Counted and to be Duplicated

The ballots sent to the central counting place and ballots sent to the duplication boards shall be accompanied with a completed transmittal slip in front of the ballots it applies to, with the following information:

- date item is originally processed,
- where ballots are sent **To:** (central counting place, duplication board, etc.),
- where ballots are sent **From:** (early voting, duplication board, etc.),
- ballot color and party (when applicable),
- total number of ballots sent,
- board's number,
- initials of board members, and
- batch and sub-batch.

The next batch may now be processed in the same manner. This process is repeated until all possible valid early ballots are received.

If the ballot is transmitted by facsimile to the voter and the voted ballot is returned by facsimile, the ballot will be duplicated in the method prescribed under duplication board instructions.

"Close Out"

The early ballot board will "close out" each batch as follows:

- calculate a cumulative total of the number of:
  - affidavit envelopes received,
  - ballots sent to the duplication boards,
  - ballots rejected,

    - ballots sent to the central counting place,
- verify and audit these numbers against each applicable item (*i.e.*: the total number of affidavit envelopes collected should match the cumulative total on the early voting ballot report, etc.),
- empty affidavit envelopes, batch reports (poll list) and unopened rejected ballots,
- place supplies and paperwork in the official envelope (the official envelope is marked to specify the items to be placed in it),
- retain a duplicate copy of the early voting ballot report for the office records,
- seal the official envelope.

Ballot Transportation

Ballots shall be transported by two election officials (one from each of the two largest political parties):

- to a receiving site or a central counting place that is inside a secured building,
- in a sealed ballot transfer container.

Badge control shall be handled in the same manner as the central counting place.

After Tabulation

After ballots have been tabulated, all ballots containing write-in votes shall be:

- transferred to the write-in tally board in a secure manner,
- transferred to the duplication board in a secure manner,
- accompanied by a transmittal slip,
- processed in the manner prescribed for write-in tally board processing,
- damaged ballots from tabulation are sent to the duplication board.

CENTRAL COUNTING PLACE BOARDS

The central counting place may have as many as seven types of boards, which may be combined, if practicable, at the discretion of the officer in charge of elections:

- receiving board
- inspection board
- write-in board
- duplication board
- data processing board
- accuracy certification board
- "snag" board

Each board shall consist of at least two members, and shall be registered voters of the two parties casting the highest number of votes in the state at the last preceding general election. Each board's responsibilities shall be as provided in this manual.

Board members may serve on more than one board, as long as each board task may be performed in the prescribed sequence.
The central counting place operation will be conducted under the direction of the board of supervisors or officer in charge of elections:

- in accordance with the procedures outlined in this manual,
- under the observation of:
  - representatives of each political party, and
  - the public.

Deputies/Oath of Office

All persons taking part in the actual processing and counting of ballots, including employees of a jurisdiction conducting an election:

- must be appointed in writing, and
- take an oath provided by the board of supervisors that they will faithfully perform their assigned duties.

Any person who has not been appointed in writing shall NOT be permitted to touch any:

- ballot,
- computer, *or*
- counting device.

Central Counting Place Facility

The central counting place for early and provisional ballots and computer center, or election central, may be separate or joined, as decided by the board of supervisors. Maximum efficiency and control results when all board functions are performed in the same facility. When physical restrictions create inadequate working facilities, it is permissible to separate board locations so long as election security and prescribed board functions and sequence are maintained.

When the computer center, the central counting place or receiving sites are not at the same location, the officer in charge of elections and party representatives shall transport the ballots to the computer center or observe the transmission of voted results.

A security officer or an election official may conduct tours through the central counting place for the public. At no time shall any public observance of the election process interfere with or interrupt the normal ballot flow.

Manual Ballot Counting

If it becomes impracticable to count all or some of the ballots with tabulating equipment, the officer in charge of elections may direct that ballots be counted manually, following the provisions governing the counting of paper ballots. No valid ballot shall be left uncounted.

[A.R.S. § 16-621]

RECEIVING BOARD INSTRUCTIONS

Composition of Receiving Board

The receiving board shall consist of two members representing registered voters of different political parties. The officer in charge of elections shall be chairman of the receiving board.

Responsibilities

It shall be the responsibility of the receiving board to receive the following items from the precinct election boards:

- memory devices,
- ballot transport containers with ballots with and without write-ins,
- early ballots that have been dropped off at the polling place,
- provisional ballots,
- official container,
- unofficial container,
- precinct payroll envelope containing vouchers and duplicate ballot report,
- duplicate poll list, and
- signature roster

When a ballot transfer container is delivered to a receiving board, the following entries shall be made in the "receiving board log":

- precinct name,
- signatures of the persons delivering the container,
- seal number of the ballot transfer container,
- seal number on the carrying case of the optical scan unit,

- seal number on the carrying case of the Accessible Voting System unit, and
- initials of the person receiving the ballot transfer container

The receiving board shall prepare a numbered receipt for all items received. A copy of the numbered receipt shall be given to the members of the election board delivering the container. [A.R.S. § 16-608]

- write the receiving board number on the duplicate receipt,
- retain for audit purposes

If it appears that the ballot transfer container seal is broken, it shall be referred immediately to the "snag board" for disposition.

The receiving board shall deliver all other ballot transfer containers, unopened, to the inspection board.

INSPECTION BOARD INSTRUCTIONS

Composition of Inspection Board

There shall be as many inspection boards as deemed necessary. Each board shall have two members representing registered voters not of the same political party.

Responsibilities

The inspection board is responsible for:

- opening the alternate ballot box
- opening and verifying information on the precinct ballot report, if the ballot transfer container contains any voting materials other than voted ballots
- keeping the container sealed, if the ballot transfer container contains only voted/counted ballots[3]
- inspect returns as necessary

Receiving and inspection boards may be combined.

Each board shall be provided with a log to enter pertinent data for each precinct.

[3] The container may be opened by order of the officer in charge of elections.

Preliminary Procedures

When the ballot transfer container or alternate ballot box with ballots arrives at the inspection board:

- break the seal and open the ballot transfer container,
- break the seal on the alternate ballot box, if used,
- remove the ballot report form and check to see that the seal number is the same as shown on the log — if the ballot report form is absent, incomplete, or the seal number does not agree with that shown on your inspection board log, call for the supervisor,
- enter on the inspection board log the:
  - precinct name and/or number,
  - number of write-in ballots,
  - number of provisional ballots,
  - number of early ballots dropped off at the polling place,
- separate the types of ballots to be processed into:
  - provisional ballots,
  - write-in ballots,
  - voted ballots,
  - early ballots.

Provisional Ballots

If there are provisional ballots:

- The provisional ballot envelopes shall be visually distinguishable from other ballot envelopes issued at a polling place or early voting site. Provisional and conditional provisional ballot envelopes may be printed on colored paper, may bear bar codes that do not identify the voter or may use other methods to visually distinguish those types of ballot envelopes.
- keep provisional ballots separate from conditional provisional ballots,
- complete the provisional ballots transmittal slip by entering:
  - the number of provisional ballots stated on the precinct ballot report, and
  - the actual number of provisional ballots received,
- record the number of provisional ballots on the inspection board log, and
- notify the supervisor.

Voted Early Ballots

Early ballots that were dropped off at the polling place:

- shall be delivered to the county recorder for verification of signatures immediately,
- may be verified along with the provisional ballots.

Write-Ins

- count total number of ballots containing write-ins, if not previously counted at the polling place
- record the number on the log
- complete a transmittal envelope for delivery of ballots containing write-in votes to the write-in processing board

Regular Voted Ballots

Regular ballots remain in the ballot transfer container received from the precinct or are packaged for storage and retention in the treasurer's vault.

WRITE-IN TALLY BOARD INSTRUCTIONS

Composition of Write-In Board

The write-in ballots shall be tallied by a board of elections consisting of one inspector and two judges. The inspector and judges shall be members of the two political parties which cast the highest number of votes in the state at the last general election.

[A.R.S. § 16-531(E)]

Invalid Write-In Vote

If a write-in is declared invalid:

- draw a line through the name on the ballot,
- place the board number next to the line through the name,
- place a board member's initials next to the line through the name,

- do not count any write-in that an election official has identified as disqualified by drawing a line through the name and placing the election official's initials next to the line,
- write-in votes are tabulated only if the ballot is properly marked by the voter by writing in the name of a qualified write-in candidate *AND* by filling in the oval or connecting the arrow or other method of properly marking the vote as indicated in the instructions for the particular optical scan ballot.

[A.R.S. § 16-612(A)]

DUPLICATION BOARD INSTRUCTIONS

Composition of Duplication Board

Each duplication board shall consist of two members, who are registered voters not of the same political party. An inspection board may serve as a duplication board.

Responsibilities

The duplication board duplicates damaged ballots or ballots that were not marked according to instructions if the voter has indicated his or her clear intent by marking the ballot in a consistent manner as set out above.

Damaged Ballots

A damaged ballot is a ballot that has been torn or crumpled or for some other physical reason cannot be fed into the optical scan tabulation equipment. An unreadable ballot is a ballot that has been marked by the voter, but which has been marked with a device that the optical scan equipment cannot read, such as red or green ink, or in any manner that clearly indicates the intent of the voter, but which cannot be read by the optical scan equipment.

Duplication of Early Ballot Procedures

These procedures apply only to early ballots because the voter has the option of correcting his or her ballot at the polling place, and those ballots will be read by the precinct-based optical scan unit.

If a voter has voted for a candidate printed on the ballot *AND* also voted for that same candidate by writing in the candidate's name as a write-in and marking the arrow or oval next to the candidate's name, the equipment reads that office as overvoted. These overvoted ballots are not duplicated.

If a voter has consistently marked his or her ballot by circling the names of the candidates or circling yes or no for issues, or placing an "x", check mark, punched hole or other similar mark next to the voter's choices, the equipment reads the ballot as a blank, unvoted ballot. The ballot shall be sent to the duplication board. If the voter has correctly marked his or her choices by connecting an arrow or filling in an oval in some positions on the optical scan ballot, any other markings on the ballot shall be disregarded, shall not be considered votes and shall not be duplicated onto a duplicated ballot.

If the early ballot board finds ballots that are torn, corrected with white out or labels, erased, marked with crayon or colored ink which cannot be read by the tabulation equipment, the ballots shall be sent to the duplication board.

If the early ballot board discovers that a voter received and voted an incorrect ballot and it is too late to mail the correct ballot, the incorrect ballot is sent to the duplication board, and any offices or issues the voter could have lawfully voted for shall be duplicated onto the correct ballot.

If the ballot is from a military or overseas voter and was received via facsimile, it shall be forwarded to the duplication board for processing.

Duplicating a Ballot

A damaged or unreadable ballot must be duplicated in the following manner:

- make sure the correct ballot for the voter's precinct will be used to create duplicated ballot,
- using the damaged or unreadable ballot as a guide, mark a blank ballot identical to the ballot damaged,
- mark the proper precinct identification code, if necessary,
- when the ballot has been duplicated, read the ballot to ensure that it has been marked with votes identical to those indicated by the voter, including overvotes,
- if any errors made by the duplication board are discovered, mark the duplicate ballot "spoiled" and repeat the process with a new duplicate ballot card,
- record an identical serial number on both the original and the duplicated ballots—this ties the two ballots together and provides an "audit" trail,
- mark the original (damaged or unreadable) ballot "duplicated" to indicate completion of the duplication,
- place all duplicated ballots (for that precinct) in an envelope labeled "ballots which have been duplicated",
- "Enhancing" a ballot, *i.e.* marking over the marks a voter has made on an unreadable ballot, is NOT permitted.

CENTRAL COUNTING PLACE BOARD INSTRUCTIONS

There shall be no preferential counting of ballots for the purpose of projecting the outcome of the election.

[A.R.S. § 16-621]

Composition of Central Counting Place Board

The central counting place board shall:

- be under the direction of the central counting place board chair,
- consist of as many trained personnel selected by the board of supervisors as required to process all ballots delivered to the computer room.

Members of the board shall be familiar with:

- logic and accuracy test requirements,
- data processing procedures, and
- ballot counting equipment used to tabulate the election.

Securing Ballots

The central counting place board shall:

- secure all processed ballots until successful completion of the last accuracy certification test,
- seal the ballot containers or room where ballots are located,
- keep the containers in a secure area until:
  - the end of the challenge period, *or*
  - if a challenge is filed,
  - until the challenge has been resolved, and
  - the ballots have been released to the custody of the officer in charge of elections,
- transfer the sealed containers to the officer in charge of elections for storage.

Limited Access to Central Counting Place – Observers

The computer operating area shall be in a separate room or in an area of a larger room which is clearly marked as the computer operating area. Only members of the central counting place board and the accuracy certification board may be permitted in the immediate computer operating area. Other observers may be permitted to observe the operations of these boards and the computer, from a designated location, but must not

interfere with the conduct of the operations. The "snag" board may enter the computer operating area to resolve any discrepancy.

Except for a county recorder whose name is not on the ballot and who is carrying out official duties, no public officer serving in an elective office, or any candidate for an elective public office at the election shall be permitted to enter:

- the central counting place,
- any other operational area where ballots are being processed or tallied,
- any area where a board has been convened, or
- any area where decisions about ballots are being made.

ACCURACY CERTIFICATION BOARD INSTRUCTIONS

Composition of Accuracy Certification Board

The accuracy certification board shall consist of two election officials representing registered voters of different political parties and shall be appointed by the board of supervisors.

Responsibilities

The board shall:

- verify the accuracy of the computer programs, through the logic and accuracy test materials, and
- attest to the procedures during computer processing of the ballots.

[A.R.S. §16-449]

Procedures

- Within **30 days before** the election, the computer and programs shall be tested to ascertain that the equipment and programs will correctly count the votes cast for all offices and on all measures.
- When Accessible Voting System units are used for early voting, the logic and accuracy test may begin within 45 days before the election and shall be completed before early voting begins on the Accessible Voting System unit.
- Public notice of the time and place of the test shall be given at least **48 hours before** the test by publication once in one or more newspapers. [A.R.S. § 16-449]

- A logic and accuracy test shall be observed by the accuracy certification board and shall be open to representatives of the political parties, candidates, the press and the general public.
- The test shall be conducted by processing a preaudited group of ballots marked to record a predetermined number of valid votes for each candidate and on each measure. It shall include:
  - for each office, one or more ballots with votes in excess of the number allowed, in order to test the ability of the computer to reject invalid votes, [A.R.S. § 16-449]
  - multiple precincts, in order to test recognition of the precinct committeemen,
  - overvotes for all elections.

[A.R.S. § 16-446]

Correction of Errors

If an error is detected in the test:

- it shall be corrected and
- an errorless test shall be completed before the program and computer are approved by the board.

Certification

The accuracy certification board shall certify, immediately after the machine processing of all ballots, that:

- the number of ballots processed for each precinct was checked against the number of ballots received from the precinct by the ballot inspection board (as reflected on the ballot report form) and
- any discrepancies in the number of ballots received and the number processed by the vote tally system will be resolved.

"SNAG" BOARD INSTRUCTIONS

Composition of Board

The board of supervisors shall appoint at least three members knowledgeable of the overall election process to comprise the "snag" board.

Responsibilities

The function of the "snag" board is to resolve any problem brought to its attention by any of the other boards.

PROVISIONAL BALLOT PROCESSING AT CENTRAL COUNT

Provisional ballots shall be accepted or rejected for counting using the procedure outlined for early ballot processing in this manual.

The affidavit on a provisional ballot envelope shall be deemed sufficient if it is signed by the voter and the signature matches the signature on the voter's registration. A provisional ballot shall not be rejected solely for lack of signature on the affidavit by polling place election officials.

A conditional provisional ballot that is cast by a voter shall be clearly distinguishable and kept separate from all other provisional ballots and shall not be processed until the voter has produced sufficient identification to the county recorder in accordance with the section of this manual titled, "Procedure for Proof of Identification and Provisional Ballot Processing at the Polls," on page 113.

County Recorder

The county recorder shall:

- Compare the provisional ballot to the signature roster for the precinct in which the voter was listed and if the voter's signature does not appear on the signature roster for that election and if there is no record of that voter having voted early for that election, the provisional ballot shall be counted,
- if the signature roster or early ballot information indicates that the person did vote in that election, the provisional ballot for that person shall remain unopened and shall not be counted,
- retain unopened envelopes of provisional ballots, which were rejected,
- deliver provisional ballots which are rejected to the officer in charge of elections for destruction in accordance with the provisions of A.R.S. § 16-624,
- make a list of all persons whose registration was verified as being qualified for the election,
- include the names of these qualified electors on the next appropriate precinct register,
- deliver a copy of the list, along with the provisional ballots, to the board of supervisors or officer in charge of elections for inclusion with the official returns,
- make a list of the names of those persons whose provisional ballots were not verified and therefore rejected for tally,

- deliver the list to the clerk of the board of supervisors or officer in charge of elections along with any of the provisional ballots,
- return the voter receipt card surrendered by the voter at the precinct to the voter within a reasonable time after the election.

Board of Supervisors

The board of supervisors shall:

- appoint one or more election boards, consisting of two election officials not of the same political party for the processing of provisional ballots,
- appoint clerks as needed,
- designate the supervisory authority in charge,
- designate the location for processing, and
- provide necessary supplies.

Provisional Ballot Boards

Provisional ballot boards may convene and begin ballot processing any time after provisional ballots are delivered to the officer in charge of elections. The provisional ballot processing board shall place official and unofficial returns in containers marked "official returns" and "unofficial returns." The container may be an envelope or any other container that keeps the official and unofficial returns physically separated by precinct.

Inspector

The inspector shall:

- be in charge of processing,
- receive the provisional ballot envelope from the verification staff, and
- record the precinct identification data on a transmittal form.

Verification Staff

Verification Staff shall:

- open the provisional ballot envelopes if the registration for the voter has been verified to count,
- remove the ballots from the envelopes,
- retain the envelopes to be secured in the official envelope,
- examine the ballot for any damage,

- provisional ballots that are not verified and are ineligible for counting are unopened and secured with the official returns.

Damaged Ballots

If there are damaged ballots, which need to be duplicated:

- count the number for a given precinct,
- initiate a transmittal slip to go to the duplication board,
- record the number on the slip, then
- forward the ballots, with the transmittal slip, to the duplication board.

Ballots Ready for Counting

For ballots that are ready to go to be counted:

- ballots are counted by precinct,
- the number of ballots is written upon a transmittal slip, then
- ballots and the transmittal slip are forwarded to the counting place.

Ballots to be Duplicated

Ballots that go to duplication shall be processed as follows:

- the ballots are duplicated,
- the original ballot that was duplicated is secured to be stored with all other ballots, then
- the new ballot is forwarded to the counting place for counting.

Write-Ins

After the provisional ballots have been counted on an optical scan ballot reader, any ballots with write-in votes shall be:

- separated from the other ballots, and
- forwarded to the write-in boards.

VERIFICATION OF PROVISIONAL BALLOTS

Time for Verification

Verify all provisional ballots for proper registration within 10 calendar days after a general election that includes an election for a federal office and within five business days for all other elections.

The provisional ballot shall be counted if:

- the voter's signature does not appear on any other signature roster for that election, *and*
- there is no record that the voter voted early for that election.

If a signature roster or early ballot information indicates that the person already voted in that election the provisional ballot for that person shall:

- remain unopened,
- not be counted, *and*
- be retained in the same manner as voted ballots.

The ballot shall remain unopened and shall **not be counted** if:

- the voter is not registered to vote, or
- the voter is in the wrong precinct/voting area, or
- the voter has not produced sufficient identification, or
- the voter's signature does not match the signature on his/her voter registration form.

Rejection Reason Code

The rejection reason code is determined at the county recorder's office. The rejection reasons are:

- not registered
- no ballot in envelope
- registered after 29-day cut-off
- no signature
- insufficient/illegible information
- signature does not match
- wrong party
- outside jurisdiction ballot
- voter challenge upheld
- voted in wrong precinct

- voted and returned an early ballot
- proper identification not provided by deadline

[A.R.S. § 16-584(E)]

As soon as possible after verification of the provisional ballots is complete a notice informing the voter whether his/her vote was counted or not counted and the reason for not counting the ballot shall be provided to the voter. This may be in the form of a notice mailed to the voter, or the voter may access the information pursuant to the instructions on the receipt that was issued to the voter at the time he/she voted the provisional ballot. The receipt will provide the voter with clear instructions on how to determine the status of his/her vote.

The county recorder or officer in charge of the election shall provide to the voters of provisional ballots a toll free number or other method of verifying the status of their vote. Reasonable restrictions will be employed to limit transmittal of the information only to the voter, such as verifying the date of birth and state or country of birth or other information that if compared to the voter registration information on file would confirm the identity of the voter. The county recorder or officer in charge of elections will request verification of identity with information from the voter's registration record or provisional ballot envelope.

[A.R.S. §§ 16-135(D) & 16-584]

Challenges

Challenges of provisional ballots will be determined by the provisional ballot board using the procedure outlined for counting early ballots. If the voter is not found to be registered, the ballot shall:

- remain unopened and
- be retained in the same manner as voted ballots.

[A.R.S. § 16-584]

Party representatives and alternates may be appointed to be present and to challenge the disposition of provisional ballots.

AUDIT BOARD INSTRUCTIONS

All board logs, optical scan and accessible voting device tapes/printouts, and a copy of the downloaded precinct results shall be delivered to an audit board upon the completion of each board's function.

The audit board:

- receives precinct ballot reports for each precinct,
- receives the optical scan and accessible voting device precinct paper tape,
- receives a copy of the transmitted precinct results from the election management system,
- verifies the count from the console log or precinct report on the precinct ballot report,
- verifies the count from the optical scan and accessible voting device precinct paper tapes is the same as the count from the transmitted precinct results on the election management system,
- produces a written record that the correct amounts for each candidate and issue were transmitted from the polling place to the elections management system,
- has access to all precincts' ballot statements contained in the unofficial return envelope,
- identifies discrepancies in the reports following final tabulation of duplicated ballots and provisional ballots,
- resolves problems, which appear to be of major significance, in the presence of political observers, and
- resolves and documents all discrepancies.

The functions of the audit board must be completed prior to the acceptance of the results for canvassing.

PAY ROSTER AND BADGE CONTROL

The board of supervisors or officer in charge of elections shall make provisions for:

- proper badge control, and
- payroll

at the central counting place.

CLOSING THE CENTRAL COUNTING PLACE

The officer in charge of elections shall be responsible for:

- transportation of ballots after processing from the central counting place to the county offices, or securing ballots and all voting materials at the central counting place,
- proper disposition of provisional ballots,
- collection of the logs from each of the other boards,
- collection of the results from the computer center and the write-in tally boards,

- security of the provisional ballots until requested by the county recorder.

After the last ballot is processed, the central counting place board shall:

- process the count records (cards, discs, or tapes),
- print precinct reports,
- seal ballots, then
- prepare ballots for transportation to the treasurer's vault.

Prior to presenting the election returns for canvass, if the officer in charge of elections determines that there is a discrepancy in the election returns in a precinct, the officer in charge of elections shall notify the political party representatives of the time and place scheduled for a retally of the votes cast in that precinct.

If, upon the retally, it is found that the original tally of the returns has been correctly made but that a discrepancy still remains unaccounted for, the officer in charge of elections shall inspect and test the voting machines and tabulating equipment or take other actions to determine the reason for the discrepancy.

If the results from the retally establishes a discrepancy in the election returns, the necessary procedure for correcting the discrepancy shall be made and shall be made part of the election returns for the canvass of the election.

The officer in charge of elections shall create a written record to document any discrepancy and corrective action taken.

[A.R.S. § 16-641(A)-(E)]

POST-ELECTION REQUIREMENTS FOR VOTING DEVICES AND MATERIALS

The optical scan equipment and accessible voting system units shall remain locked [A.R.S. § 16-428] and sealed against further voting [A.R.S. § 16-566(B)]:

- for a period of **15 days** after an election, *or*
- until any threat of contest of the election is removed, *or*
- until the board of supervisors has canvassed the returns.

When the memory device is removed from the optical scan unit and accessible voting system units, the precinct name or number shall be noted. Memory device data shall be "backed up" and retained in the same manner as official ballots for a period of **six months** after the election for which they were used and then be disposed of in the same manner as official ballots. Memory devices, after the data is backed up, may be reclaimed and used in future elections. Ballots and voting materials must be retained **24 months** for federal elections based on A.R.S. § 16-624.

TRANSMITTAL OF UNOFFICIAL RETURNS TO THE SECRETARY OF STATE

The officer in charge of elections, for any election that includes:

- a federal office,
- a statewide office,
- an office of the state legislature, or
- a statewide ballot measure

shall transmit unofficial returns to the secretary of state at the same time that those returns are made public.

The transmittal may be by:

- telephone,
- facsimile, or
- other electronic means.

[A.R.S. § 16-622(B)]

ELECTION REPORTING

Election Night Reporting

Upon initial tabulation of election results, and additionally as new results are tabulated, the counties will communicate election results to the secretary of state in an agreed upon electronic format using an application supplied by the secretary of state. The results shall not be released before 8:00 p.m. on election day, or until all polls are closed, whichever occurs first.

Election Canvass Reporting

Counties shall communicate their official canvasses to the secretary of state in an electronic format determined by the secretary of state.

VOTE ABSTRACT FILED WITH THE SECRETARY OF STATE

In those counties lying within a legislative district or a congressional district made up of areas in more than one county, the board of supervisors of each county shall file a copy of the abstract of vote with the secretary of state within **48 hours** after the closing of the

polls. Counties may comply with the requirement by filing a printout of the cumulative vote count produced by the vote tabulating equipment.

[A.R.S. § 16-623]

OFFICIAL RETURNS

The official returns of each precinct or election district, when certified by the board of supervisors or other officer in charge of elections, includes the total of all:

- returns printed by the vote tabulating equipment
- write-ins
- early votes
- provisional ballots

Upon the completion of the count, the official returns shall be open to the public.

[A.R.S. § 16-622]

Audit

In order to account for each and every ballot cast and to ensure total ballot accountability, the audit shall consist of:

- a comparison of:
  - the precinct ballot reports, with
  - the precinct totals tape for each optical scan and Accessible Voting System unit.

The audit may include:

- poll lists, and
- names on signature rosters.

Storage of Ballots and Reports

After the audit is complete, the officer in charge of elections shall:

- seal the ballots,
- deliver the ballots to the county treasurer for secure storage.
- the county treasurer shall keep the ballots unopened and unaltered for a period of:
  - **24 months** for ballots for federal offices,

    - **six months** all other ballots,
- store the official returns.

[A.R.S. § 16-624]

After **six months,** ballots containing no federal offices shall be destroyed unless:

- an election contest has been filed, or
- a recount was ordered.

If a recount is ordered by the court, ballots may be released to the custody and control of the court.

CANVASS OF RETURNS

Presidential Preference Election

Board of Supervisors

The board of supervisors shall meet to canvass the returns by congressional district within **10 days** after the presidential preference election and provide a certified permanent copy of the official canvass to the secretary of state on paper and also electronically in a "readable" format prescribed by the secretary of state.

[A.R.S. §§ 16-249(C), 16-645(B) & 16-646]

Secretary of State

The secretary of state shall canvass the returns and certify the election results to the state party committee chairmen of the parties that have candidates on the presidential preference ballot **on or before the second Monday** after the election.

[A.R.S. §§ 16-645, 16-648 & 16-249(A)]

Primary and General Elections

Board of Supervisors

The board of supervisors shall:

- **within ten days after** the primary election the board of supervisors shall deliver the canvass to the secretary of state

- meet to canvass the returns **not less than six days nor more than 15 days after** the general election,
- postpone the canvass from day to day until all the returns are received or until votes can be determined if, at the time of the meeting of the board, the returns from any polling place in the county where the polls were opened and an election held are found to be missing, or incomplete,
- there shall be no more than six postponements,
- provide a certified permanent copy of the county's official canvass to the secretary of state on paper and electronically in a format prescribed by the secretary of state .

[A.R.S. §§ 16-642, 16-645(B), & 16-646]

The canvass shall not be delayed because of informality of election returns as long as the intent of the returns is clear. [A.R.S. § 16-644]

In addition to the requirements of A.R.S. § 16-646, the board of supervisors shall prepare a final cumulative report, which shall:

- be marked "final cumulative report",
- show the total number by district, division, and ballots cast for each candidate, and for or against each ballot measure,
- show the party designation for each candidate in the general election,
- in the primary election, the party designation may be shown for each office,
- show total precincts and ballots cast in each district,
- show for each county the total precincts counted, ballots cast, and registered voters

Additional Reporting

In addition to the general election canvass, the county shall submit additional reports to the secretary of state at the time they are certifying their general election results. Each report shall include statistics for the federal primary and general elections. The reports are as follows:

Accessibility Reporting

- the county shall report the number of polling places that are 100 percent accessible
- for polling places that are not accessible, the county shall report a list containing non-compliant polling places and the number of registered voters at each of those polling places
- the county shall describe the measures that are being taken to bring inaccessible polling places into compliance

Voter Education Reporting

With respect to the voter registration of each county, the following information shall be provided to the secretary of state:

- voter turnout
- the number of early ballots requested
- the number of early ballots voted
- the number of provisional ballots voted
- the number of public service announcements
- the number of seminars providing voter education
- the number of locations where voting equipment is on public display
- length of time voting systems are on display
- number of voter education and voter outreach initiatives, including:
  - description
  - estimated cost
  - participation
- a comparison of voter turnout in a federal election with the voter turnout in the immediately preceding four-year election cycle

Poll Worker Training Reporting

With respect to the voter registration of each county, the following information shall be collected and reported to the secretary of state to ensure poll worker training performance:

- the number of board workers trained in each county
- for each polling place, the description of the types of board workers trained:
  - number of inspectors, marshals, judges and clerks trained in each precinct
  - number of "premium" board workers trained in each precinct pursuant to A.R.S. §§ 16-532(D)(E)
- number of provisional ballots voted

Secretary of State

On or before the **second Monday following a primary election**, the secretary of state shall canvass the returns for:

- United States senator,
- representative in Congress, and
- all state offices, including the legislature.

On the **third Monday following a general** election, the secretary of state, in the presence of the governor and the attorney general, shall canvass the returns for:

- United States senator,
- representative in Congress,
- all state offices, including the legislature, and
- state appellate court judges.

In addition, the secretary of state, in the presence of the governor and the chief justice of the supreme court, shall canvass all proposed:

- constitutional amendments,
- initiatives, and
- referenda,

and immediately certify the result to the governor.

[A.R.S. §§ 16-645 & 16-648]

CERTIFICATES OF NOMINATION AND ELECTION

Board of Supervisors

Upon completion of the canvass, the board of supervisors shall:

- declare candidates elected at the general election, *or*
- nominated in the case of a primary, with the following **exceptions:**
  - a certificate of nomination shall **not** be issued to a:
  - write-in candidate for precinct committeeman, unless the candidate received a number of votes equivalent to at least the number of signatures required by A.R.S. § 16-322 for nominating petitions for the same office,
  - write-in candidate of a party which was not qualified for continued representation on the official ballot pursuant to A.R.S. § 16-804, unless the candidate received a plurality of the votes (*i.e.* a majority of the votes cast) for the office on the new recognized party's ballot, for which the person is a candidate,
  - candidate of a party qualified for continued representation on the official ballot, unless the candidate received a number of votes equivalent to at least the same number of signatures required by A.R.S. § 16-322 for nominating petitions for the same office,
- issue certificates of election for each candidate receiving the highest number of votes.

[A.R.S. § 16-645]

Clerk of the Board

Upon the candidates' compliance with the provisions imposed upon candidates by law, the clerk of the board of supervisors shall deliver:

- certificates of nomination after the primary election,
- certificates of election after the general election, and
- certificates of election to those elected or appointed in accordance with A.R.S. §§16-822(B), 48-892(D)(4), 48-1012(E), 48-1208(A), 48-1404(B), 48-1908(C), 48-2010(A), 48-2107(A) and 48-2208(D).

[A.R.S. § 16-647]

Secretary of State

After canvassing the **primary election** returns, the secretary of state shall:

- issue certificates of nomination to those candidates who receive the largest number of votes for each office, in each political party,
- issue certificates to the appropriate number of candidates receiving the largest number of votes, where more than one candidate is necessary for an office,
- issue certificates to candidates for:
- United States senator,
- United States representative in Congress, and
- all state offices, including the legislature.

After canvassing the **general election** returns, the secretary of state shall:

- declare elected the person receiving the highest number of votes cast for each office listed above and
- deliver to each newly-elected person a signed, sealed certificate of election.

The exceptions for write-in candidates listed above also apply to certificates issued by the secretary of state.

[A.R.S. § 16-645 & 16-650]

PROCLAMATION BY GOVERNOR ON CONSTITUTIONAL AMENDMENTS, INITIATIVES AND REFERENDA

After completion of the canvass by the secretary of state, the governor shall issue a proclamation that:

- declares the number of votes cast for and against each proposed constitutional amendment, initiative and referendum
- declares, as law, any amendments or measures, which are approved by a majority of those voting

AUTOMATIC RECOUNT

Determining Whether Recount is Required

A recount of the vote is required when the canvass of returns in a primary or general election shows that the margin of votes for a particular office, or between the number of votes cast for and against initiated or referred measures or proposals to amend the Constitution of Arizona, is less than or equal to the lesser of the following:

- 1/10 of 1% of the total number of votes cast for both such candidates or upon such measures or proposals,
- 200 votes for an office to be filled by state electors and for which the total number of votes cast is more than 25,000,
- 50 votes in the case of an office to be filled by state electors and for which the total number of votes cast is 25,000 or less,
- 50 votes or less in the case of a member of the legislature,
- 10 votes in an office to be filled by the electors of a city or town or a county or subdivision of a city, town, or county,
- 1/10 of 1% of total votes cast or 200 votes in the case of an initiated or referred measure to amend the Constitution of Arizona.

[A.R.S. § 16-661(A)]

There are **no** automatic recounts in elections for:

- precinct committeemen
- school district governing boards
- community college district governing boards
- fire district boards, chiefs or secretary-treasurers
- boards of other special taxing districts
- presidential preference elections

[A.R.S. §§ 16-661(B) & 16-249(B)]

Method of Recount

Ballots shall be recounted on an electronic voting system programmed under the supervision of the secretary of state. The secretary of state may designate the county

board of supervisors to perform the duties assigned to the secretary of state, if the recount is for an office other than board of supervisors.

If the election for office of the secretary of state is contested, the electronic voting system shall be furnished and programmed under the supervision of the governor.

The programs used shall not be the programs submitted to the secretary of state and used in the initial tabulating of the votes.

[A.R.S. § 16-664]

PROCEDURES TO ASSIST DISABLED VOTERS

Registration and Voting Information

Signs explaining assistance available for disabled voters must be posted at permanent registration facilities and polling places. Temporary or permanent signs shall be:

- posted on stakes or taped to corridor walls to provide reasonable guidance to reach the voting area
- in large (at least 16 point) clear lettering
- on a contrasting background color
- at a recommended height of 60 inches

Each polling place shall have an Accessible Voting Device for use by voters with disabilities. [A.R.S. § 16-447(A)] Each Accessible Voting System shall be prominently marked with a permanent sign that is located in a conspicuous place on the device that is of a color and design approved by the secretary of state and that bears the internationally accepted symbol of access and the caption "Accessible Voting Device".

Information on how individuals may identify themselves as having accessibility needs for voting and for requesting consideration of those needs at their polling places shall be attached to or distributed with the voter registration form. Printed materials shall be provided:

- at the time of registration
- at the time of notification pursuant to A.R.S. § 16-163(B)
- on all sample ballots

advising voters where they may call to:

- ensure accessible voting
- report instances of inaccessibility
- obtain materials in other formats in which information is available

The secretary of state shall prepare and disseminate information **60 days before** an election, by public notice, in a manner calculated to reach:

- seniors, age 65 or more
- disabled persons
- self-identified voters, and
- others who request information including:
  - deadlines for registering
  - availability of registration and voting aids
  - how to vote early
  - sample ballot availability
  - types of assistance available at the polling place

Voting and registration information shall also be available, upon request with reasonable advance notice, in:

- large print
- Braille
- audio cassette tape
- computer disk in a format available on the jurisdiction's computer equipment

A voter may make a standing request to receive information in a particular format.

Each county recorder and/or officer in charge of elections shall:

- maintain a usable telecommunication device for hearing-impaired persons (TDD)
- publish the telephone number
- provide personnel trained to operate the device

Accessibility

Inspection shall be conducted for all permanent voter registration facilities to ensure that there are a reasonable number of accessible facilities which may include:

- recorder's office
- city clerk's office
- justice of the peace office
- political party headquarters
- league of women voters' offices

Polling places must be accessible, or temporary measures shall be taken to make the polling place accessible if such a site is available in the precinct. If no building is accessible, the alternate site assigned for disabled voters must be accessible.

Each county shall conduct a uniform inspection of all polling places to ensure compliance with minimum standards set out below. Counties shall have procedures for inspection of each polling place before each election or provisions in contracts with polling places requiring a contact person to inform the county if a polling place's accessibility has been altered prior to an election.

The counties shall submit the results of their inspections in a report to the secretary of state at the same time they certify their election results. The report shall list the number of polling places that are 100 percent accessible. The report shall include a list of non-compliant polling places, the number of registered voters for each polling place, the reason for non-compliance, and the steps taken to bring the polling place into compliance. See "Sample Forms".

Parking

An accessible parking space shall meet the following specifications:

- a paved surface
- a slope no greater than 1:50
- a minimum width of 13 feet
- two adjoining accessible spaces may share a common 60 inches access aisle for a combined width of 21 feet
- shall be designated and reserved by signs bearing the international symbol of access
- shall be located nearest to an accessible building entrance to the building that normally serves the polling place

As a minimum, two accessible spaces are recommended. Where more than one accessible entrance serves the polling place, accessible parking shall be provided at each entrance.

Walkways and Pathways to Building

Accessible walks shall meet the following specifications:

- constructed of a stable, firm, slip-resistant material
- a minimum clear width of 36 inches
- a minimum headroom, at any point, of 80 inches
- a maximum slope of 1:50
- shall have no vertical level change, such as a joint between materials, greater than ½ inches in height
- vertical level changes over ¼ inches shall be beveled
- must be free of any objects with bottom edges that are higher than 27 inches but less than 80 inches above the walkway and that extend more than four inches into the walkway

Walkways with a greater slope than 1:50 are considered ramps and shall meet the requirements set forth below.

Ramps

Accessible ramps shall meet the following specifications:

- a minimum clear width of 36 inches and a maximum slope of 1:12
- the maximum vertical rise for a continuous ramp, uninterrupted by level landings, is 30 feet
- any ramp, except a curb cut with a length of more than 72 inches or a rise of more than six inches, shall have hand rails on both sides, mounted at a height between 30 inches and 34 inches
- ramps shall have a slip-resistant surface

Elevators

Elevators necessary for reaching the voting area shall meet the following specifications:

- the elevator door shall have a minimum width of 36 inches
- the cab shall have minimum interior dimensions of 68 inches width by 51 inches depth
- the controls for the elevator shall be accessible and no higher than 48 inches
- floor designations on the control panel shall be in raised characters and Braille

Doors

The entrance door shall meet the following specifications:

- provide a minimum clear opening of 32 inches—this width is measured from the face of the door, open to the 90 degree position, to the face of the strike side stop
- the force required to open the door shall not exceed 5 pounds pull—excessive opening force is usually the result of the weight of the door and/or the tension applied by closures or similar devices
- adequate maneuvering space to allow voters with restricted mobility to operate the door—this requires a level, clear area on both sides 60 inches by 60 inches plus an additional clear space of at least 18 inches on the latch side for opening maneuverability
- the threshold for the entrance door shall have a total height of no more than ½ inch and the profile must be beveled at a slope no greater than 1:2 **(See Diagram on Page 254)**

Corridors and Passageways

Corridors and passageways shall meet the following specifications:

- minimum width of 36 inches, except at doors or cased openings where the minimum width shall be no less than 32 inches
- minimum headroom in a corridor or passageway of 80 inches
- must be free of any objects with bottom edges that are higher than 27 inches but less than 80 inches above the walkway and that extend more than four inches into the walkway (added from the "ADA Checklist for Polling Places" for the visually impaired)

Interior Ramps

Interior ramps in the route between the entrance of the voting area shall meet the same requirements as exterior ramps for minimum width, maximum slope, level landings and handrails.

Stairs

Exterior and interior stairs between the entrance to the voting areas shall meet the following requirements:

- stair treads will be no less than 11 inches wide, measured from riser to riser
- undersides of nosings shall not be abrupt. The radius of curvature at the leading edge of the tread shall be no greater than ½ inch. Risers shall be sloped or the underside of the nosing shall have an angle not less than 60 degrees from the horizontal
- nosings shall project no more than 1 ½ inch
- handrails shall be continuous along both sides of stairs. If not continuous, they shall extend at least 12 inches beyond the top riser and at least 12 inches plus the width of one tread beyond the bottom riser
- the clear space between handrails and wall shall be 1 ½ inch
- ends of handrails shall be rounded or returned smoothly to floor or wall
- handrails shall not rotate within their fittings

Seating

Each polling place shall include seating to allow voters to wait to enter the voting booth. A minimum of two seats is recommended.

Booths and Equipment

At least one voting booth in each polling place shall be accessible. This requires:

- the clear area in the voting booth shall be no less than 30 inches by 48 inches
- the preferred arrangement provides a knee space 27 inches high below the counter or ballot machine to allow front wheelchair approach
- an alternative arrangement provides a clear area parallel to the ballot or counter and sufficient room to maneuver a wheelchair to this position

The voting machine shall:

- be capable of operation by individuals with limited manual dexterity or hand control
- have manual controls placed no higher than 54 inches on side approach
- shall not require tight grasping or pinching
- be accompanied by written information displayed in large (at least 16 point) lettering

Resources for the Sight Impaired

Each polling place shall have at least one magnifying instrument.

The secretary of state shall provide each county with at least one large print version of the publicity pamphlet for each polling place and each early voting site for a statewide election. The officer in charge of elections shall provide at least one large print version of county publicity pamphlets to each polling place and early voting site.

Lighting

Adequate lighting shall be provided inside and outside the polling place. The interior and exterior routes from the vehicular access locations to the voting areas shall be adequately lit to ensure safe travel for voters.

Rest Stops

For voters with limited strength and stamina or restricted mobility, periodic rest stops with seats or benches should be available at each polling at intervals of approximately 200 feet along the route from the vehicular access location to the voting room.

Every effort should be made to provide an accessible route to the polling place that is less than 200 feet from the parking or passenger unloading areas.

Alternative Voting: Inaccessible Polling Place

Alternative means of voting shall be used only at those polling places determined by the county officer in charge of elections to be inaccessible:

- when no accessible sites are available, *and*
- no temporary measures can make them accessible.

When the officer in charge of elections determines that no accessible polling place is available, all voters in the precinct shall be notified in advance:

- that the polling place selected for their precinct is inaccessible, and
- the reason or reasons for inaccessibility.

The following alternative means of voting shall be offered to seniors or disabled voters if their polling place is inaccessible:

- **Reassignment** to an accessible polling place in a precinct with the same ballot as the senior or disabled voter's precinct
- **Assistance** be provided by:
  - a person of the voter's choice, *or*
  - two election officials of different political parties
- Early voting
- Curbside voting --The following guidelines are established for curbside voting:
- A sign shall be posted at or near the accessible parking spaces:
  - stating that the polls are inaccessible,
  - asking the voter to relay a message through a companion or other nearby person, to the precinct election board, that the voter wishes to vote,
  - providing a telephone number to call for additional information.

The marshal, using the precinct register, shall:

- verify the registration status of the senior or disabled voter, and
- notify the inspector.

The inspector shall direct the two judges to proceed curbside with an appropriate ballot and permit the voter to privately vote his/her ballot after having signed the signature roster, then place the voted ballot in a secrecy sleeve.

The judges shall:

- return to the voting area, and
- present the ballot to the inspector.

The inspector shall deposit the ballot in the optical scan unit.

Special Election Board conducted pursuant to A.R.S. § 16-549 upon receipt of a verbal or signed written request.

TERMINOLOGY

ABSENT UNIFORMED SERVICES VOTER

- a member of a uniformed service on active duty who, by reason of such active duty is absent from the place of residence where the member is otherwise qualified to vote;
- a member of the merchant marine who, by reason of service in the merchant marine, is absent from the place of residence where the member is otherwise qualified to vote; or
- a spouse or dependent of a uniformed service member on active duty or a member of the merchant marine who, by reason of the active duty or service of the member, is absent from the place of residence where the spouse or dependent is otherwise qualified to vote.

ACCESSIBLE VOTING SYSTEM

Any voting system with adaptable technology making it accessible to individuals with disabilities, including a direct recording electronic voting system (DRE). All accessible voting systems used in Arizona shall provide a paper document or ballot that visually indicates the voter's selections. [A.R.S. § 16-446(B)(7)]

BALLOT

The document or device on which a voter records votes.

BALLOT REPORT

The ballot report is prepared in duplicate and is an accounting of ballots received at the polling place, the number spoiled, the number of unused ballots to be returned, the number used for voting, the ballots requiring verification and an explanation of any discrepancies.

BALLOT TRANSFER CONTAINER

A container made of a durable material in which voted ballots are sealed and transported to the central counting place.

CENTRAL COUNTING PLACE

The location where the ballots and other materials are received from the precinct and prepared for tabulation.

COMPUTER OR COMPUTER SYSTEM

An electronic and electromechanical system composed of a central processing unit (C.P.U.) which performs the arithmetic, logic, and control functions and input/output (I/O) units such as console terminals, printers, magnetic storage media, disk drives, etc. I/O units and their controllers may not be included in the same physical unit as the C.P.U. but may connect to the C.P.U. by electronic cables.

CONDITIONAL PROVISIONAL BALLOT

A ballot issued to a voter who does not present sufficient identification at the polling place pursuant to A.R.S. § 16-579(A), but who is entitled to vote a ballot that is conditioned on subsequently providing sufficient identification.

CONSOLE TERMINAL

An I/O unit of a computer system that is used by the operating staff to control the various functions of the system.

CUMULATIVE REPORT

A printed report showing the number and percentage of votes received for all of the candidates and issues in the election which have been processed by the computer.

DAMAGED BALLOT

A damaged ballot is a ballot that has been torn or crumpled or for some other physical reason cannot be fed into the optical scan tabulation equipment.

DEMONSTRATOR BALLOT

Marked "for demonstration use only" on ballot. These ballots shall be of a different color than any other ballots used in that election.

DISK DRIVE

An I/O unit of a computer system on which data can be magnetically recorded. Large volumes of data can be stored and retrieved either sequentially or in random or direct access mode.

DUPLICATE BALLOT

Used by the duplication board to reproduce properly voted damaged ballots, ballots cast by military and overseas voters that are received by facsimile, or to correct an overvote.

EARLY VOTING

Beginning 33 days before the election, voters may vote by mail or at places designated by the county recorder. Early voting does not require a reason or a witnessed signature. For the presidential preference election, early voting begins 15 days before the election.

EARLY VOTING AFFIDAVIT

Early ballots shall be accompanied by an envelope bearing upon one side a printed affidavit in substantially the form prescribed by A.R.S. § 16-547(A).

ELECTION BOARDS

The election boards and their functions are described in detail throughout this manual. All election boards are instructed in the performance of their duties, sworn to uphold the election laws of Arizona and paid from public funds. No candidate, or the spouse, child or parent of a candidate, for any office on the ballot, except precinct committeemen, may serve on an election board. The inspector, marshal and judges for precinct election boards are qualified electors of the two largest political parties in Arizona. Any registered voter in the election precinct, or in another election precinct if there are not sufficient persons available in the election precinct for which the clerks are being appointed, may be appointed as clerk. In non-partisan elections, election board members shall be appointed without consideration of political party.

ELECTION PROGRAM

An election program is an electronic file or files that contain information about an election including those used by election management software to lay out ballots and program tabulating equipment (also known as an election database).

ELECTRONIC VOTING SYSTEM

A system in which votes are recorded on ballots by means of marking or by direct electronic recording (touch pads). The votes are counted and tabulated by the vote tabulating equipment using Accessible Voting System and optical scan equipment at one or more counting places.

INACTIVE VOTERS

A list that is created pursuant to A.R.S. §16-166 of voters to whom voting materials (except sample ballots) were mailed but returned as undelivered.

MEMORY STORAGE DEVICE

A device inserted in an optical scan or Accessible Voting System unit that tabulates and records results.

OFFICER IN CHARGE OF ELECTIONS

An election officer charged with duties relating to the conduct of elections as prescribed in the Arizona Revised Statutes.

OFFICIAL CANVASS

The official record of the election containing: the number of ballots cast in each precinct and in the county; the number rejected in each precinct and in the county; the titles of the offices voted for and the names of the persons (with party designations, if any) of each person elected to fill the offices; the number of votes by precinct and county received by each candidate; the numbers and a brief title of each proposed amendment or measure voted on; and the number of votes by precinct and county for and against each proposed amendment or measure. When certified by the secretary of state, board of supervisors or other officer in charge of elections, the report constitutes the official canvass of each precinct or election district.

OPTICAL SCAN EQUIPMENT/OCR—OPTICAL CHARACTER RECOGNITION UNIT

Electronic vote tabulation equipment, certified by the secretary of state pursuant to A.R.S. § 16-442, which "reads" and records the votes on marked paper ballots. A system using paper ballots read by a precinct based optical scan unit.

OVERSEAS VOTER

- an absent uniformed services voter who, by reason of active duty or service is absent from the United States on the date of the election involved;
- a person who resides outside the United States and is qualified to vote in the last place in which the person was domiciled before leaving the United States; or
- a person who resides outside the United States and (but for such residence) would be qualified to vote in the last place in which the person was domiciled before leaving the United States.

OVERVOTE

An overvote occurs when a voter votes on the official ballot for more candidates than the number to be elected for the specific office or when a voter selects the correct number of candidates on the official ballot and also writes in a candidate's name for the same office.

PAPER BALLOT

A piece of paper listing offices, candidates and ballot measures on which voters may indicate their choices. These ballots may be hand-tallied or scanned.

POLL LIST

The poll list is a blank form which is filled out by a clerk at the precinct polling place during election day and by a clerk of the early board. Each election clerk enters the names of all persons who vote in the precinct polling place in the consecutive order in which these persons sign the signature roster copy of the precinct register.

POLLING PLACE

The location where voters vote within a precinct.

PRECINCT

A predetermined geographical area within which registered voters reside.

PRECINCT REGISTER

The precinct register is a listing of all registered voters within a precinct as of the date of voter registration cut-off. Precinct registers are printed in the number of copies required for a specific election and include the names of all persons qualified as registered electors for such election. An "inactive voters" list created pursuant to A.R.S. §16-166 accompanies the precinct register.

PRECINCT REPORT

A computer generated report showing the number and percentage of votes received for each candidate and issue within a precinct.

PRINTER

An output unit of a computer system which receives data from the C.P.U. and prints, as directed.

PROCEDURES MANUAL

The manual prepared pursuant to A.R.S. §16-452 for the conduct of elections using an approved electronic voting system, including, but not limited to, detailed instructions for the performance of each task relating to the collection of ballots and counting of votes in a manner which will provide maximum security, efficiency, accuracy, impartiality and uniformity.

PROVISIONAL BALLOT

A ballot that is cast by a voter whose name does not appear on the signature roster or inactive list and the voter has not moved; the voter has moved within the precinct; the voter has moved to a new precinct within the county and failed to notify the county recorder of the change of address; the voter was issued an early ballot and did not vote his/her early ballot; or the voter has changed his/her name and did not notify the county recorder of the name change.

SAMPLE BALLOT

Ballot layout containing names of candidates and issues as they appear on the ballot. This layout may be in the form of one large sheet of paper or as a booklet. One sample ballot is sent to each household containing a registered voter at least 11 days before all primary and general elections.

SEAL PADLOCK

Small, numbered, plastic seal secured by pressing together interlocking parts as with an ordinary padlock. This device is used to seal a ballot transfer container, or with optical scan unit or Accessible Voting System unit, to seal the memory device in the unit.

SECRECY SLEEVE

May be used to maintain the secrecy of voter's optical scan ballot.

SENIOR

A person 65 years of age or more [A.R.S. § 16-581]

SIGNATURE ROSTER

The signature roster is one of the copies of the precinct register. The signature roster copy of the precinct register differs from other copies of the registers in that it contains a space in which each registered elector who wishes to vote signs his or her name before being issued a ballot.

SNAG BOARD

The board appointed to resolve any problems that may be detected by any of the other central counting place boards.

UNREADABLE BALLOT

An unreadable ballot is a ballot that has been marked by the voter, but which has been marked with a device that the optical scan equipment cannot read, such as red or green ink, or in any other manner that clearly indicates the intent of the voter, but which cannot be read by the optical scan equipment. This includes ballots where a mark has been placed in the timing marks or any other part of the ballot that renders the ballot unreadable.

VOTE

A vote is correct and countable:

For candidate positions: when the voter has connected an arrow or filled in an oval that corresponds to one candidate per elected position, or has written a person's name in the appropriate write-in space and connected the arrow or filled in the oval that corresponds to the write-in candidate position on the ballot.

For ballot propositions: has connected an arrow or filled in an oval that corresponds to one position, either affirmative or negative.

For Accessible Voting Systems: After inserting the voting access card into the voting unit, the voter selects his/her choice by touching the boxes on the screen adjacent to his/her choices or uses a handheld device to select his/her choices. Upon completion of voting the entire ballot, the voter selects "cast ballot" to cast the votes.

For AutoMark Voting: After inserting the voting access card into the voting unit, the voter selects his/her choice by touching the boxes on the screen adjacent to his/her choices or uses a handheld device to select his/her choice. The AutoMark will mark the paper ballot with the voter's choices.

VOTE TABULATING EQUIPMENT

Apparatus to count votes as marked on ballots or mark-sensitive paper, and tabulate the results. This requires a computer and supportive equipment and software.

VOTING AREA

One or more precincts combined pursuant to A.R.S. §§ 16-411(B) and 15-403(E) and reported as a single entity.

VOTING DEVICE

An apparatus which the voter uses to record his or her votes, which votes are subsequently counted by electronic tabulating equipment.

WRITE-IN

The ballot contains a space for the voter to write in the candidate's name not listed on the ballot.

NOTE RE: CONSOLIDATED ELECTIONS:
Each county board of supervisors must send notice of each consolidated election to jurisdictions within its borders that are subject to consolidation. A.R.S. § 16-205(A). The notice must go out at least 180 days before each consolidated election date.

2006 statewide primary & general election dates are in BOLD

SCHEDULE OF EVENTS

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
1/1/2006	Jan 1	SOS REC	January 1 Voter Registration Report	16-168(G)
1/3/2006	Jan 1	CCEC SOS	Begin Qualifying Period for Legislative Candidates for 2006 Election, covers January 1, 2006 - August 24, 2006	16-961(B)3
1/3/2006	Jan 1	SOS	Begin Filing Public Officers Annual Financial Disclosure Statement	38-542(D)
1/3/2006	Jan 1	SOS	Begin Filing January 31st Campaign Finance Report covering November 23, 2004 - December 31, 2005	16-913(C), 16-916(D)
1/3/2006	Jan 1	SOS	Begin Filing Standing Committee January 31st Campaign Finance Report covering January 1, 2005 - December 31, 2005	16-913(B)(C)(K), 16-916(D)
1/31/2006	Jan 31	SOS ELEC	Deadline for Filing Public Officers Annual Financial Disclosure Statement	38-542(D)
1/31/2006	Jan 31	SOS	Deadline for Filing January 31st Campaign Finance Report covering November 23, 2004 - December 31, 2005	16-913(C), 16-916(D)
1/31/2006	Jan 31	SOS	Deadline for Filing Standing Committee January 31st Campaign Finance Report covering January 1, 2005 - December 31, 2005	16-913(B)(C)(K), 16-916(D)
2/1/2006	Beginning of February	SOS PUB	Begin meetings with EPS	**
2/1/2006	Feb 1	SOS	Begin bid process for printing publicity pamphlet	**
2/1/2006	Feb 1	SOS	Begin entering text of ballot measures	**
2/1/2006	Feb 1	SOS	Begin work with Spanish Translator for Ballot Measures	**
2/9/2006	MarE-33	ELEC	Begin Early Voting for the March 14, 2006 Election	16-545
2/13/2006	MarE-29	REC	Last day to Register to Vote for the March 14, 2006 Election at midnight	16-120
2/14/2006	2 weeks after due date	SOS	Send Notices of Failure to File for Public Officers Annual Financial Disclosure Statements	**
2/23/2006	MarE-19	ELEC	Begin Filing March Pre-Election Campaign Finance Report covering January 1, 2006 - February 22, 2006	16-913(B), 16-916(D)

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
2/23/2006	MarE-19	SOS	Begin Filing Standing Committee March Pre-Election Campaign Finance Report covering January 1, 2006 - February 22, 2006	16-913(B)(C)(K), 16-916(D)
2/28/2006	MarE-14	ELEC SOS	File Computer Program and Voting Equipment Certification for March 14, 2006 Election with Secretary of State	16-445
3/1/2006	March 1	REC	Place Voters in New Precincts	16-412
3/1/2006	March 1	SOS ELEC	Calculate Candidate Signature Requirements	16-168(G), 16-322(B)
3/1/2006	March 1	SOS REC	March 1 Voter Registration Report	16-168(G)
3/2/2006	MarE-12	ELEC	Deadline for Filing March Pre-Election Campaign Finance Report covering January 1, 2006 - February 22, 2006	16-913(B), 16-916(D)
3/2/2006	MarE-12	SOS	Deadline for Filing Standing Committee March Pre-Election Campaign Finance Report covering January 1, 2006 - February 22, 2006	16-913(B)(C)(K), 16-916(D)
3/12/2006	SepE+180	SOS ELEC	Return Computer Program filed for the September 13, 2005 Election	16-445(E)
3/14/2006	**MarE**	**ALL**	**March 14, 2006 Election**	**16-204**
3/16/2006	PE-180	BOS	Deadline for 180 day notice by Board of Supervisors for September 12, 2006 Primary Election	16-205
3/16/2006	PE-180	REC	Deadline for Filing New Party Petitions to County Recorders for Signature Verification	16-803(B)
4/4/2006	MarE+21	ELEC	Begin Filing March Post-Election Campaign Finance Report covering February 23, 2006 - April 3, 2006	16-913(B), 16-916(D)
4/4/2006	MarE+21	SOS	Begin Filing Standing Committee March Post-Election Campaign Finanace Report covering February 23, 2006 - April 3, 2006	16-913(B)(C)(K), 16-916(D)
4/13/2006	MayE-33	ELEC	Begin Early Voting for the May 16, 2006 Election	16-545
4/13/2006	MarE+30	ELEC	Deadline for Filing March Post-Election Campaign Finance Report covering February 23, 2006 - April 3, 2006	16-913(B), 16-916(D)
4/13/2006	MarE+30	SOS	Deadline for Filing Standing Committee March Post-Election Campaign Finanace Report covering February 23, 2006 - April 3, 2006	16-913(B)(C)(K)
4/17/2006	MayE-29	REC	Last day to Register to Vote for the May 16, 2006 Election at midnight	16-120
4/25/2006	PE-140	SOS	Deadline for Filing New Party Petitions for Primary Election with Secretary of State	16-803
4/27/2006	MayE-19	ELEC	Begin Filing May Pre-Election Campaign Finance Report covering April 4, 2006 - April 26, 2006	16-913(B), 16-916(D)
4/27/2006	MayE-19	SOS	Begin Filing Standing Committee May Pre-Election Campaign Finance Report covering April 4, 2006 - April 26, 2006	16-913(B)(C)(K), 16-916(D)
5/1/2006	May 1	SOS PUB	Assign Proposition Numbers to Referenda sent by legislature / Begin Spanish translations	**

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
5/2/2006	MayE-14	ELEC SOS	File Computer Program and Voting Equipment Certification for May 16, 2006 Election with Secretary of State	16-445
5/4/2006	MayE-12	ELEC	Deadline for Filing May Pre-Election Campaign Finance Report covering April 4, 2006 - April 26, 2006	16-913(B), 16-916(D)
5/4/2006	MayE-12	SOS	Deadline for Filing Standing Committee May Pre-Election Campaign Finance Report covering April 4, 2006 - April 26, 2006	16-913(B)(C)(K), 16-916(D)
5/6/2006	May 6	SOS PUB	Begin drafting Yes/No & descriptive title language	**
5/7/2006	NovE+180	SOS ELEC	Return Computer Program filed for the November 8, 2005 Election	16-445(E)
5/11/2006	GE-180	BOS	Deadline for 180 day notice by Board of Supervisors for November 7, 2006 General Election	16-205
5/15/2006	PE-120	SOS	Send notice to Board of Supervisors of the state and federal offices for which candidates are to be nominated at the Primary Election	16-202
5/15/2006	PE-120	SOS	Begin Accepting Partisan Nomination Petitions and Papers	16-311,16-314, 16-905, 38-541
5/15/2006	PE-120	SOS	Begin Accepting "Nomination other than by Primary" Nomination Petitions and Papers	16-341
5/16/2006	**MayE**	**ALL**	**May 16, 2006 Election**	**16-204**
5/31/2006	May 31	SOS PUB	Meet with Tri-County Navajo Outreach Workers	**
6/1/2006	June 1	SOS ELEC	Begin Filing June 30 Campaign Finance Report covering January 1, 2006 - May 31, 2006	16-913(B), 16-916(D)
6/4/2006	PE-100	ELEC	Order ballot Cards for Primary Election	16-508*
6/6/2006	MayE+21	ELEC	Begin Filing May Post-Election Campaign Finance Report covering April 27, 2006 - June 5, 2006	16-913(B), 16-916(D)
6/6/2006	MayE+21	SOS	Begin Filing Standing Committee May Post-Election Campaign Finance Report covering April 27, 2006 - June 5, 2006	16-913(B)(C)(K), 16-916(D)
6/11/2006	PE-93	REC	Begin Accepting Requests for Early Ballot **Uniformed service voters or overseas voters can request ballots and special write-in early ballots before this date**	16-542(A)(B) 16-543.01
6/11/2006	PE-93	REC	Begin Accepting Requests for Assistance by Special Election Board due to "Continuing" Illness	16-549*
6/14/2006	PE-90	BOS	Accept List Submitted by Party Chairmen of Election Board Nominees	16-531(A)
6/14/2006	PE-90	SOS	Deadline for Accepting Partisan Nomination Petitions and Paper	16-311,16-314, 16-905, 38-541
6/14/2006	PE-90	SOS	Deadline for Accepting "Nomination other than by Primary" Nomination Petitions and Paper	16-341
6/15/2006	MayE+30	ELEC	Deadline for Filing May Post-Election Campaign Finance Report covering April 27, 2006 - June 5, 2006	16-913(B), 16-916(D)

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
6/15/2006	MayE+30	SOS	Deadline for Filing Standing Committee May Post-Election Campaign Finance Report covering April 27, 2006 - June 5, 2006	16-913(B)(C)(K), 16-916(D)
6/24/2006	PE-80	BOS	Post lists of polling places for all precincts, including polling place changes submitted to DOJ	16-411(G)
6/28/2006	PE-76	SOS ELEC	Deadline for Filing Challenges to Candidate Nomination Petitions	16-351
6/29/2006	PE-75	BOS	Start preparation of submission to U.S. Justice Department of changes	**
6/29/2006	PE-75	BOS	Schedule Classes for Precinct Election Boards	16-532*
6/30/2006	June 30	SOS ELEC	Deadline for Filing June 30 Campaign Finance Report covering January 1, 2006 - May 31, 2006	16-913(B), 16-916(D)
7/6/2006	GE-(4 months and 1 day)	SOS PUB	Assign Remaining Proposition Numbers	**
7/6/2006	GE-(4 months and 1 day)	SOS	Deadline for Filing Initiative Petitions with the Secretary of State	Const. Art. IV § 1(4)
7/8/2006	July 8	SOS PUB	Submit Yes/No and descriptive title language to Attorney General	**
7/10/2006	GE-120	ELEC	Begin Accepting Nonpartisan Candidate Nomination Petitions and Papers	16-311(B)
7/12/2006	(PE-9 weeks) +1 day	CCEC	Begin CCEC Primary Election Period	16-961(B)(4)
7/12/2006	(PE-9 weeks) +1 day	CCEC	Clean Election Commission Payment to Qualified Participating Candidates	16-951(A)
7/14/2006	PE-60	BOS	Order Parts for Voting Devices	**
7/14/2006	PE-60	REC	Accept List of Nominees for Special Election Boards from the County Party Chairmen	16-549
7/14/2006	PE-60	SOS PUB	Deadline for arguments filed for or against initiative measures or constitutional amendments / Leg. Council Analysis / JLBC Economic Impact Summaries	19-124(A)(B) 19-123(A)6
7/14/2006	PE-60	SOS PUB	Send Yes/No and Descriptive Titles to Spanish and Navajo Translators	**
7/14/2006	PE-60	SOS REC	Mail Certified Lists of all Candidates Qualified for Primary Election Ballot to Recorders to include with Special Write-in Early Ballots	16-543.01(C)
7/15/2006	July 15	SOS PUB	Receive registered voter data from 15 counties	**
7/24/2006	PE-50	BOS	Prepare Materials and Supplies for Classes of Instruction to Precinct Election Boards	16-532*
7/26/2006	PE-48	BOS	Layout Ballot Pages and Master Rotation List (if rotation is required)	16-464*
7/26/2006	July 26	SOS PUB	Receive Judicial Performance Review Information (camera-ready)	**
7/28/2006	PE-46	BOS	Allocate Voting Devices to Precincts	16-447*

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
7/29/2006	PE-45	BOS	Begin instruction Classes for Precinct Election Boards	16-532
7/29/2006	PE-45	BOS	Print Instructions and Check List for Election Board and Inspectors	16-532*
7/29/2006	PE-45	ELEC	Prepare Proof of Sample Ballots and Submit to Each County Party Chairmen; Mail a Copy to each Candidate	16-461
7/30/2006	PE-44	ELEC	Order Ballot Cards for General Election	16-508*
7/30/2006	July 30 - August 10	SOS PUB	Receive Spanish translations from translator (as completed)	**
8/3/2006	PE-40	BOS	Print Sample Ballots	16-461
8/3/2006	PE-40	ELEC	Accept Suggestions from County Party Chairmen on Changes to Sample Ballot Due to Error or Omission	16-461
8/3/2006	PE-40	SOS BOS	Perform Logic and Accuracy Tests before Early Voting for the Primary Election Begins for Accessible Voting System Units	16-449
8/3/2006	PE-40	SOS ELEC CLK	Deadline for Write-in Candidate Nomination Papers for Primary Election at 5:00 p.m.	16-312
8/4/2006	PE-39	BOS	Include List of Eligible Write-in Candidates in Supplies for Precinct Inspectors	16-312(C)
8/4/2006	PE-39	SOS ELEC CLK	Deliver Notice of Write-in Candidates Filing Nomination Papers	16-312
8/6/2006	GE-93	REC	Begin Accepting Requests for Early Ballot **Uniformed service voters or overseas voters can request ballots and special write-in early ballots before this date**	16-542(A)(B) 16-543.01
8/6/2006	GE-93	REC	Begin Accepting Requests for Assistance by Special Election Board due to "Continuing" Illness	16-549
8/9/2006	GE-90	BOS	Accept Lists Submitted by Party Chairmen of Election Board Nominees	16-531(A)
8/9/2006	GE-90	ELEC	Deadline for Accepting Nonpartisan Candidate Nomination Petitions and Papers	16-311(B)
8/9/2006	GE-90	SOS ELEC	Begin Accepting Supreme, Appellate and Superior Court Judges Retention Papers	Const. Art. VI, § 38
8/10/2006	PE-33	BOS	Print Early Ballots and Deliver to County Recorder	16-503, 16-545
8/10/2006	PE-33	BOS	Print Ballots and Ballot Labels	16-405*, 16-466*, 16-503*, 16-545*
8/10/2006	PE-33	REC	Print Instructions and Envelopes Needed for Early Voting	16-547*
8/10/2006	PE-33	REC	Begin Accepting Early Ballots From Voters for Primary Election	16-545
8/10/2006	PE-33	REC	Appoint Special Election Boards	16-549
8/11/2006	PE-32	BOS	Accept List Submitted by County Party Chairmen of Party Election Observers	16-590*

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
8/11/2006	PE-32	BOS	Designate Locations for Central Counting Place Boards, Precinct Boards, Early Boards Data Processing Boards and Receiving Site Boards	16-608*
8/14/2006	PE-29	BOS	Designate Locations for Receiving Sites, Central Counting Place, Computer Center and Early Processing Center	16-551*
8/14/2006	PE-29	REC	Last day to Register to Vote for the September 12, 2006 Primary Election at midnight	16-120
8/14/2006	PE-29	SOS REC	Primary Election Voter Registration Report	16-168(G)
8/15/2006	August 15	SOS PUB	Send camera-ready pamphlet to printer (English)	**
8/18/2006	PE-25	BOS	Lay out floor space for receiving sites, central counting place, computer center, and early processing center	**
8/18/2006	PE-25	BOS	Print Official and Unofficial Return Envelopes	16-511*, 16-615*, 16-616*
8/18/2006	PE-25	BOS	Ballot Labels Ready for Voting Devices	16-505*, 16-466*
8/18/2006	PE-25	BOS	Print Poll Lists	16-516*
8/18/2006	PE-25	BOS	Print Challenge Lists and Payroll Vouchers	16-536*, 16-594*
8/18/2006	PE-25	BOS	Print "No Smoking," "Vote Here," "Seventy-five Foot Limit", "Arrow," "Instructions to Voters and Election Officers" and "Right to Vote a Provisional Ballot" signs	16-513*, 16-513.01*, 16-515*, 16-563(2)*
8/18/2006	PE-25	BOS	Print Duplicate Ballot Report Forms	16-608*
8/19/2006	GE-80	BOS	Post lists of polling places for all precincts, including polling place changes submitted to DOJ	16-411(G)
8/21/2006	PE-22	BOS	Precinct Supplies on Hand	16-404*, 16-405*, 16-426*, 16-447*, 16-511-515*
8/22/2006	PE-21	REC	Deliver Complete Copies of Precinct Registers to County and State Party Chairmen	16-168
8/23/2006	PE-20	BOS	Designate Polling Places (except for special district and mail ballot elections)	16-411(B)
8/23/2006	PE-20	BOS	Appoint ALL Election Boards	16-531, 16-535, 16-551
8/23/2006	August 23	SOS PUB	Printer returns proofs to SOS (English)	**
8/24/2006	GE-75	BOS	Schedule Classes for Precinct Election Boards	16-532*
8/24/2006	GE-75	CCEC	Deadline for Filing Application for Certification as a Participating Candidate in Clean Elections Form with the Secretary of State	16-947(A)
8/24/2006	GE-75	SOS CCEC	End of Qualifying Period for Statewide Candidates for 2006 Election, covers August 1, 2005 - August 24, 2006	16-961(B)(3)
8/24/2006	GE-75	SOS CCEC	End of Qualifying Period for Legislative Candidates for 2006 Election, covers January 1, 2006 - August 24, 2006	16-961(B)(3)

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
8/24/2006	PE-19	SOS ELEC	Begin Filing Pre-Primary Campaign Finance Report covering June 1, 2006 - August 23, 2006	16-913(B), 16-916(D)
8/24/2006	PE-19	SOS	Begin Filing Standing Committee Pre-Primary Campaign Finanace Report covering June 6, 2006 - August 23, 2006	16-913(B)(C)(K), 16-916(D)
8/25/2006	PE-18	BOS	Print Log Books and Forms for Receiving Sites, Central Counting Place, Computer Center and Early Ballot Processing Center	16-608*
8/25/2006	PE-18	BOS	Outline Polling Place Support Plan for Election Day	**
8/26/2006	August 26	SOS PUB	SOS returns signed-off proofs to printer / sends Spanish and large print camera-ready pamphlets to printer	**
8/28/2006	PE-10 Business Days	SOS BOS	Perform Logic and Accuracy Tests Ten Business days before September 12, 2006 Primary Election - Notify Public 48 hours in Advance	16-449
8/29/2006	PE-14	BOS SOS	File Computer Program and Voting Equipment Certification for Primary Election with Secretary of State	16-445
8/29/2006	PE-14	BOS	Mail Notice to County Party Chairmen as to Time and Place when Voting Devices can be Inspected	16-447(B)*
8/31/2006	PE-68	CCEC SOS	Deadline to File Participating Candidate's Application to Receive Funds and Qualifying Contributions Report with Original Slips to Secretary of State	16-950(B)
8/31/2006	PE-12	SOS ELEC	Deadline for Filing Pre-Primary Campaign Finance Report covering June 1, 2006 - August 23, 2006	16-913(B), 16-916(D)
8/31/2006	PE-12	SOS	Deadline for Filing Standing Committee Pre-Primary Campaign Finanace Report covering June 6, 2006 - August 23, 2006	16-913(B)(C)(K), 16-916(D)
9/1/2006	PE-11	BOS	Mail Sample Ballots	16-461
9/1/2006	PE-11	REC	Deadline for Accepting Requests for Assistance by Special Election Board due to "Continuing" Illness at 5:00 p.m.	16-549
9/1/2006	PE-11	REC	Deadline for Accepting Requests for Early Ballot	16-542(E)
9/1/2006	PE-11	REC	Begin Accepting Requests for Early Ballots as a Result of an Emergency Occuring between 5:00 p.m. on September 1, 2006 and 5:00 p.m. on September 11, 2006 that would Prevent the Elector from Voting at the Polls	16-542(H)
9/2/2006	PE-10	BOS	Assemble Precinct Kits, Supplies and Materials	16-404* 16-405*, 16-426*, 16-447*, 16-511-515*
9/2/2006	PE-10	REC	Begin Accepting Requests for Assistance by Special Election Board due to "Unanticipated" Illness	16-549(D)
9/2/2006	PE-10	REC	Prepare Official Precinct Registers	16-168
9/2/2006	PE-10	REC	Provide Inactive Voter List to each Precinct	16-583*
9/2/2006	Sept 2	SOS PUB	Receive Navajo translations from translator / send to vendor for duplication	**

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
9/2/2006	Sept 2	SOS PUB	Provide registered voter mailing list data to printer	**
9/2/2006	Sept 2	SOS PUB	Printer returns proofs to SOS (Spanish and large print)	**
9/5/2006	PE-7	BOS	Complete Plans for Transfer to Alternate Computer Facility	**
9/5/2006	PE-7	BOS	Complete Ballot and Supply Dispersal Plan	16-509*
9/5/2006	PE-7	BOS	Complete Receiving Site Ballot Card Pick-up Plan	**
9/8/2006	GE-60	REC	Accept List of Nominees for Special Election Boards from the County Party Chairmen	16-549
9/8/2006	PE-4	REC	Deadline for Uniformed and Overseas Citizens Recently Discharged or Separated from Employment to Register to Vote for the Primary Election at 5:00 p.m.	16-103
9/8/2006	GE-60	SOS ELEC	Deadline for Accepting Supreme, Appellate and Superior Court Judges Retention Papers	Const. Art. VI, § 38
9/9/2006	MarE-180	BOS	Deadline for 180 day notice by Board of Supervisors for March 8, 2007 Election	16-205
9/10/2006	PE-2	BOS	If BOS Fails to Designate Polling Places, the Justice of the Peace may Designate Polling Places	16-411(C)
9/10/2006	PE-2	BOS	Deliver Ballots to Inspector	16-509
9/10/2006	MarE+180	SOS ELEC	Return Computer Program filed for the March 14, 2006 Election	16-445(E)
9/11/2006	PE-1	BOS	Complete Instructional Classes for Precinct Boards, Receiving and Central Counting Place Boards and Data Processing Boards	16-532
9/11/2006	PE-1	BOS	Deliver Polling Place Supplies	16-404,16-447(D), 16-511*
9/11/2006	PE-1	BOS	Complete Post Election Supply and Materials Pick-up Plan	**
9/11/2006	PE-1	BOS	Complete Voter Education Program - Public Display of Voting Equipment	16-406
9/11/2006	PE-1	BOS	Deliver List of Qualified Write-in Candidates to Inspector to be Posted Election Day in Polling Place	16-312*
9/11/2006	PE-1	REC	Deadline for Accepting Requests for Assistance by Special Election Board due to "Unanticipated" Illness	16-549(D)
9/11/2006	PE-1	REC	Deadline for Accepting Requests for Early Ballots as a Result of an Emergency Occuring between 5:00 p.m. on September 1, 2006 and 5:00 p.m. on September 11, 2006 that would Prevent the Elector from Voting at the Polls	16-542(H)
9/11/2006	PE-1	REC	Deliver List of all Electors who were Issued Early Ballots to Precinct Inspectors	16-550(C)
9/12/2006	**PE**	**ALL**	**September 12, 2006 Primary Election**	**16-201**
9/12/2006	PE	CCEC	End of CCEC Primary Election Period	16-961(B)(4)

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
9/12/2006	PE	REC	Continue Delivery of Early Ballots to Early Boards until 7:00 p.m.	16-551(C)
9/12/2006	PE	REC	Deadline for Uniformed and Overseas Citizens Residing Outside Arizona to Register to Vote for the Primary Election at 7:00 p.m.	16-103
9/13/2006	PE+1	CCEC	Candidates to Return Monies above Sufficient Amount to Pay Unpaid Bills During Primary Election Period	16-953(A)
9/13/2006	PE+1	CCEC	Begin CCEC General Election Period	16-961(B)(5)
9/13/2006	PE+1	CCEC	Clean Election Commission Payment to Qualified Participating Candidates	16-951(C)
9/15/2006	PE+3 Business Days	REC	Last day for Identification Verification for Conditional Provisional Ballots	16-579 Procedures Manual
9/15/2006	Mid-September	SOS PUB	Meet with Tri-County Navajo Outreach workers (distribute Navajo language tape-recordings)	**
9/16/2006	September 16 - October 7	SOS PUB	Town Halls Re: Ballot measures	**
9/18/2006	PE+6	BOS	Deadline to Hear Early Ballot Challenges	16-552(E)
9/18/2006	PE+6	BOS	First day to Canvass Returns and Issue Certificates of Election	16-642, 16-645
9/18/2006	GE-50	BOS	Voting device parts on hand	**
9/18/2006	GE-50	BOS	Prepare Materials and Supplies for Classes of Instruction to Precinct Election Boards	16-532*
9/18/2006	PE+6	CLK BOS	Deliver Certificates of Nomination	16-645
9/18/2006	GE-50	SOS REC	Mail Certified Lists of all Candidates Qualified for General Election Ballot to Recorders to include with Special Write-in Early Ballots	16-543.01(C)
9/19/2006	PE+5 business days	REC	Process Provisional Ballots	16-135, 16-584(E)
9/20/2006	GE-48	BOS	Layout Ballot Pages and Master Rotation List (if rotation is required)	16-502
9/22/2006	PE+10	BOS	Last day to Canvass Returns and Issue Certificates of Election	16-642, 16-645
9/22/2006	PE+10	BOS	Deliver Canvass to Secretary of State	16-645
9/23/2006	GE-45	BOS	Prepare Proof of Sample Ballots and Submit to Each County Party Chairmen; Mail a Copy to each Candidate whose Name did not Appear on the Primary Election Ballot	16-510*
9/23/2006	GE-45	BOS	Begin instruction Classes for Precinct Election Boards	16-532
9/23/2006	GE-45	BOS	Print Instructions and Check List for Election Board and Inspectors	16-532*
9/23/2006	September 23	SOS PUB	Printer delivers "extra" English & Spanish pamphlets to SOS & Counties / mails pamphlets to voter households	**

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
9/25/2006	GE-43*	SOS	Mail Publicity Pamphlet to every Household that Contains a Registered Voter	19-123(B)*
9/25/2006	PE+13	SOS	**OFFICIAL CANVASS OF PRIMARY ELECTION** Canvass Returns of all Statewide or Legislative Offices - Issue Certificates of Nomination	16-645
9/28/2006	PE+16	BOS	Voting Devices may be Unsealed	16-428
9/28/2006	GE-40	BOS	Accept Suggestions from County Party Chairmen on Changes to Sample Ballot Due to Error or Omission	16-510*
9/28/2006	GE-40	SOS BOS	Perform Logic and Accuracy Tests before Early Voting for General Election Begins for Accessible Voting System Units	16-449
9/28/2006	GE-40	SOS ELEC CLK	Deadline for Write-in Candidate Nomination Papers for General Election at 5:00 p.m.	16-312
9/29/2006	GE-39	BOS	Include List of Eligible Write-in Candidates in Supplies for Precinct Inspectors	16-312
9/29/2006	GE-39	SOS ELEC CLK	Deliver Notice of Write-in Candidates Filing Nomination Papers	16-312
10/2/2006	GE-36	BOS	Allocate Voting Devices to Precincts	16-447*
10/3/2006	PE+21	SOS ELEC	Begin Filing Post-Primary Report Campaign Finance Report covering August 24, 2006 - October 2, 2006	16-913(B), 16-916(D)
10/3/2006	PE+21	SOS	Begin Filing Standing Committee Post-Primary Campaign Finance Report covering August 24, 2006 - October 2, 2006	16-913(B)(C)(K), 16-916(D)
10/5/2006	GE-33	BOS	Print Early Ballots and Deliver to County Recorder	16-503, 16-545
10/5/2006	GE-33	BOS	Print Ballots and Ballot Labels	16-405*, 16-466*, 16-503*, 16-545*
10/5/2006	GE-33	REC	Print Instructions and Envelopes Needed for Early Voting	16-547*
10/5/2006	GE-33	REC	Begin Accepting Early Ballots from Voters for General Election	16-545
10/5/2006	GE-33	REC	Appoint Special Election Boards	16-549*
10/6/2006	GE-32	BOS	Accept List Submitted by County Party Chairmen of Party Election Observers	16-590*
10/6/2006	GE-32	BOS	Designate Locations for Central Counting Place Boards, Precinct Boards, Early Boards Data Processing Boards and Receiving Site Boards	16-608*
10/8/2006	GE-30	GOV	Issuance of Proclamation for General Election by Governor	16-214
10/9/2006	GE-29	BOS	Designate Locations for Receiving Sites, Central Counting Place, Computer Center and Early Processing Center	16-551*
10/9/2006	GE-29	REC	Last day to Register to Vote for the November 7, 2006 General Election at midnight	16-120

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
10/9/2006	GE-29	SOS REC	General Election Voter Registration Report	16-168(G)
10/12/2006	PE+30	CCEC	Candidates Shall Pay Uncontested / Unpaid Bills from Primary Election	16-953(C)
10/12/2006	PE+30	SOS ELEC	Deadline for Filing Post-Primary Campaign Finance Report covering August 24, 2006 - October 2, 2006	16-913(B), 16-916(D)
10/12/2006	PE+30	SOS	Deadline for Filing Standing Committee Post-Primary Campaign Finance Report covering August 24, 2006 - October 2, 2006	16-913(B)(C)(K), 16-916(D)
10/13/2006	GE-25	BOS	Print Challenge Lists and Payroll Vouchers	16-536*, 16-594*
10/13/2006	GE-25	BOS	Ballot Labels Ready for Voting Devices	16-405*, 16-466*, 16-506*
10/13/2006	GE-25	BOS	Print Poll Lists	16-516*
10/13/2006	GE-25	BOS	Receive Election Proclamation by Governor	16-214
10/13/2006	GE-25	BOS	Print Official and Unofficial Return Envelopes	16-511*, 16-615*, 16-616*
10/13/2006	GE-25	BOS	Print Duplicate Ballot Report Forms	16-608*
10/13/2006	GE-25	BOS	Print "No Smoking," "Vote Here," "Seventy-five Foot Limit", "Arrow," "Instructions to Voters and Election Officers" and "Right to Vote a Provisional Ballot" signs	16-513*, 16-513.01*, 16-515*, 16-563(2)*
10/16/2006	GE-22	BOS	Confirm or Rearrange (as a result of Primary Election) Layout floor space for receiving sites, central counting place, computer center, and early processing center	**
10/16/2006	GE-22	BOS	Precinct Supplies on Hand	16-404*, 16-405*, 16-426*, 16-447*, 16-511-515*
10/17/2006	GE-21	REC	Deliver Complete Copies of Precinct Registers to County and State Party Chairmen	16-168
10/18/2006	GE-20	BOS	Designate Polling Places (except for special district and mail ballot elections)	16-411(B)
10/18/2006	GE-20	BOS	Appoint ALL Election Boards	16-531, 16-535, 16-551
10/19/2006	GE-19	SOS ELEC	Begin Filing Pre-General Report Campaign Finance Report covering October 3, 2006 - October 18, 2006	16-913(B), 16-916(D)
10/19/2006	GE-19	SOS	Begin Filing Standing Committee Pre-General Report Campaign Finance Report covering October 3, 2006 - October 18, 2006	16-913(B)(C)(K), 16-916(D)
10/20/2006	GE-18	BOS	Print Log Books and Forms for Receiving Sites, Central Counting Place, Computer Center and Early Ballot Processing Center	16-608*
10/20/2006	GE-18	BOS	Outline Polling Place Support Plan for Election Day	**
10/24/2006	GE-14	BOS SOS	File Computer Program and Voting Equipment Certification for General Election with Secretary of State	16-445

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
10/24/2006	GE-14	BOS	Mail Notice to County Party Chairmen as to Time and Place when Voting Devices can be Inspected	16-447(B)*
10/24/2006	GE-10 Business Days	SOS BOS	Perform Logic and Accuracy Tests Ten Business days before November 7, 2006 General Election - Notify Public 48 hours in Advance	16-449
10/26/2006	GE-12	SOS ELEC	Deadline for Filing Pre-General Report Campaign Finance Report covering October 3, 2006 - October 18, 2006	16-913(B), 16-916(D)
10/26/2006	GE-12	SOS	Deadline for Filing Standing Committee Pre-General Report Campaign Finance Report covering October 3, 2006 - October 18, 2006	16-913(B)(C)(K), 16-916(D)
10/27/2006	GE-11	BOS	Mail Sample Ballot to every Household that Contains a Registered Voter	16-510(C)
10/27/2006	GE-11	REC	Deadline for Accepting Requests for Assistance by Special Election Board due to "Continuing" Illness at 5:00 p.m.	16-549
10/27/2006	GE-11	REC	Deadline for Accepting Requests for Early Ballot	16-542(E)
10/27/2006	GE-11	REC	Begin Accepting Requests for Early Ballots as a Result of an Emergency Occuring between 5:00 p.m. on October 27, 2006 and 5:00 p.m. on November 6, 2006 that would Prevent the Elector from Voting at the Polls	16-542(H)
10/28/2006	GE-10	BOS	Publication of Election Proclamation made by Governor	16-214(C)
10/28/2006	GE-10	BOS	Assemble Precinct Kits, Supplies and Materials	16-404*, 16-405*, 16-426*, 16-447*, 16-511-515*
10/28/2006	GE-10	BOS	Ballot Pages Printed and Ready for Inspection	16-503(A)
10/28/2006	GE-10	REC	Begin Accepting Requests for Assistance by Special Election Board due to "Unanticipated Illness	16-549(D)
10/28/2006	GE-10	REC	Prepare Official Precinct Registers	16-168
10/28/2006	GE-10	REC	Provide Inactive Voter List to each Precinct	16-583*
10/31/2006	GE-7	BOS	Complete Ballot and Supply Dispersal Plan	16-509*
10/31/2006	GE-7	BOS	Complete Plans for Transfer to Alternate Computer Facility	**
10/31/2006	GE-7	BOS	Complete Receiving Site Ballot Card Pick-up Plan	**
11/3/2006	GE-4	REC	Deadline for Uniformed and Overseas Citizens Recently Discharged or Separated from Employment to Register to Vote for the General Election at 5:00 p.m.	16-103
11/5/2006	GE-2	BOS	If BOS Fails to Designate Polling Places, the Justice of the Peace may Designate Polling Places	16-411(C)
11/5/2006	GE-2	BOS	Deliver Ballots to Inspector	16-509
11/6/2006	GE-1	BOS	Complete Instructional Classes for Precinct Boards, Receiving and Central Counting Place Boards and Data Processing Boards	16-532
11/6/2006	GE-1	BOS	Deliver Polling Place Supplies	16-404, 16-447(D),

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
				16-511*
11/6/2006	GE-1	BOS	Deliver List of Qualified Write-in Candidates to Inspector to be Posted Election Day in Polling Place	16-312*
11/6/2006	GE-1	BOS	Complete Post Election Supply and Materials Pick-up Plan	**
11/6/2006	GE-1	BOS	Complete Voter Education Program - Public Display of Voting Equipment	16-406
11/6/2006	GE-1	REC	Deadline for Accepting Requests for Assistance by Special Election Board due to "Unanticipated Illness	16-549(D)
11/6/2006	GE-1	REC	Deadline for Accepting Requests for Early Ballots as a Result of an Emergency Occuring between 5:00 p.m. on October 27, 2006 and 5:00 p.m. on November 6, 2006 that would Prevent the Elector from Voting at the Polls	16-542(H)
11/6/2006	GE-1	REC	Deliver List of all Electors who were Issued Early Ballots to Precinct Inspectors	16-550(C)
11/7/2006	**GE**	**ALL**	**November 7, 2006 General Election**	**16-211**
11/7/2006	GE	BOS	Complete Central Counting Place Set-up and Furnish Supplies	16-621
11/7/2006	GE	CCEC	End of CCEC General Election Period	16-961(B)(5)
11/7/2006	GE	REC	Continue Delivery of Early Ballots to Early Boards until 7:00 p.m.	16-551(C)
11/7/2006	GE	REC	Deadline for Uniformed and Overseas Citizens Residing Outside Arizona to Register to Vote for the General Election at 7:00 p.m.	16-103
11/8/2006	GE+1	CCEC	Candidates to Return Monies above Sufficient Amount to Pay Unpaid Bills During General Election Period	16-953(B)
11/8/2006	GE+1	SOS CCEC	Begin Exploratory Period for Statewide Candidates for 2008 Election, covers November 8, 2006 - July 31, 2007	16-961(B)2
11/8/2006	GE+1	SOS CCEC	Begin Exploratory Period for Legislative Candidates for 2008 Election, covers November 8, 2006 - December 31, 2007	16-961(B)2
11/12/2006	MayE+180	SOS ELEC	Return Computer Program filed for the May 16, 2006 Election	16-445(E)
11/13/2006	GE+6	BOS	Deadline to Hear Early Ballot Challenges	16-552(E)
11/13/2006	GE+6	BOS	First day to Canvass Returns and Issue Certificates of Election	16-642, 16-645
11/13/2006	GE+6	CLK BOS	Deliver Certificates of Election	16-647
11/15/2006	GE+5 Business Days	REC	Last day for Identification Verification for Conditional Provisional Ballots	16-579 Procedures Manual
11/16/2006	MayE-180	BOS	Deadline for 180 day notice by Board of Supervisors for May 15, 2007 Election	16-205
11/17/2006	GE+10	REC	Process Provisional Ballots	16-135, 16-

DATE	DATE IN STATUTE	OFFICE	EVENT	A.R.S. REFERENCE
				584(E)
11/22/2006	GE+15	BOS	Last day to Canvass Returns and Issue Certificates of Election	16-642, 16-645
11/23/2006	GE+16	BOS	Voting Devices may be Unsealed	16-428
11/27/2006	GE+20	GOV	Proclamation on Constitutional Amendments and Measures by Governor	16-651*
11/27/2006	GE+20	SOS	**OFFICIAL CANVASS OF GENERAL ELECTION** Canvass Returns of all Statewide or Legislative Offices - Issue Certificates of Election	16-648, 16-650
11/28/2006	GE+21	SOS ELEC	Begin Filing Post-General Campaign Finance Report covering October 19, 2006 - November 27, 2006	16-913(B), 16-916(D)
11/28/2006	GE+21	SOS	Begin Filing Standing Committee Post-General Campaign Finance Report covering October 19, 2006 - November 27, 2006	16-913(B)(C)(K), 16-916(D)
12/7/2006	GE+30	CCEC	Candidates Shall Pay Uncontested / Unpaid Bills from General Election	16-953(C)
12/7/2006	GE+30	SOS ELEC	Deadline for Filing Post-General Campaign Finance Report covering October 19, 2006 - November 27, 2006	16-913(B), 16-916(D)
12/7/2006	GE+30	SOS	Deadline for Filing Standing Committee Post-General Campaign Finance Report covering October 19, 2006 - November 27, 2006	16-913(B)(C)(K), 16-916(D)
3/11/2007	PE+180	SOS BOS	Return Computer Program filed for the Primary Election	16-445(E)
5/6/2007	GE+180	SOS BOS	Return Computer Program filed for the General Election	16-445(E)

*** statute that discusses event does not specify date**
**** advisory date; no statutory reference to event**

The Arizona Secretary of State

Arizona Voting Equipment Certification

Effective January 11, 2006

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Arizona Secretary of State's Office
Election Services Division
Attention: Kris Waite
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Phoenix, Arizona 85007

Kris Waite
602-542-6209
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Arizona Voting Equipment Certification Process

General Provisions

- Pursuant to A.R.S. § 16-442(B) beginning in January 2006 voting machines and devices used in federal, state or county elections may only be certified and used in Arizona if they have been tested and approved by a laboratory that is accredited by the federal Election Assistance Commission (EAC), pursuant to P.L. 107-252. In addition to federal certification, all components of an electronic voting system must meet all requirements of Arizona State law.
- A.R.S. § 16-446 details the specific requirements for electronic voting machines:

  A. An electronic voting system consisting of a voting or marking device in combination with vote tabulating equipment shall provide facilities for voting for candidates at both primary and general elections.

  B. An electronic voting system shall:

  1. Provide for voting in secrecy when used with voting booths.
  2. Permit each elector to vote at any election for any person for any office whether or not nominated as a candidate, to vote for as many persons for an office as he is entitled to vote for, to vote for or against any question upon which he is entitled to vote, and the vote tabulating equipment shall reject choices recorded on his ballot card or paper ballot if the number of choices exceeds the number which he is entitled to vote for the office or on the measure.
  3. Prevent the elector from voting for the same person more than once for the same office.
  4. Be suitably designed for the purpose used, of durable construction, and may be used safely, efficiently and accurately in the conduct of elections and counting ballots.
  5. Be provided with means for sealing the voting or marking device against any further voting after the close of the polls and the last voter has voted.
  6. When properly operated, record correctly and count accurately every vote cast.
  7. Provide a paper document or ballot that visually indicates the voter's selections.
- Additional Provisions for the specific Arizona-Wyoming Ballot Rotation and other general requirements for voting equipment are found in A.R.S. Title 16 Chapter 4.

- Pursuant to A.R.S. § 16-442(A): The Secretary of State shall appoint a committee of three persons (Committee), no more than two of whom shall be of the same political party, to investigate and test the various types of vote recording or tabulating machines or devices which may be used in state and local elections. They shall submit their recommendations to the Secretary of State who shall make final adoption.
- When considering voting equipment for Arizona certification, the Committee will take into consideration recommendations received pursuant to A.R.S. § 16-442.01.
- All electronic voting systems certified by the state will exactly match the system tested and certified by the Voting System Test Laboratories (VSTL). The system's digital software signature may be used for verification.
- Pursuant to A.R.S. § 16-1004(B): A person who knowingly modifies the software, hardware or source code for voting equipment without receiving approval or certification pursuant to section 16-442 is guilty of a class 5 felony.

Process for Application

Eligibility

Any vendor otherwise qualified to do business in the State of Arizona and capable of producing voting systems that meet federal and state requirements may apply for state certification.

All hardware and software components of the system will perform as specified in literature and testing as well as conform to all applicable federal, state and local statutes.

Filing of Application

1. Applications may be filed at any time in the form prescribed by the Secretary of State (SOS).
2. Applications for certification will be reviewed for completeness within 30 days of submission. Applications must be completed in full before the evaluation process can begin. Incomplete applications will not be eligible for Committee evaluation and will be returned to the vendor. Returned applications can be resubmitted to the SOS upon completion.
3. A complete application includes the following documentation:

   -Official Application with Self Certification

   -Product Descriptions/Sales Brochures

   -Applicable Software and Hardware VSTL Reports

   -EAC (NASED) Certification Numbers

   -Date of previous Arizona certification (re-certification applications only)

   -Description of modifications since prior Arizona certification (re-certification applications only)

Submission of Materials

Submissions may be filed in person at the Secretary of State's office in Phoenix or by common carrier (such as the U.S. Postal Service). All documents must be submitted in Adobe Acrobat (pdf) format.

Withdrawal of Application

The applicant may withdraw an application at any time before the process is completed.

The request for withdrawal must be in writing to the SOS and will become effective when accepted by the SOS. Applicants that have withdrawn applications can reapply at anytime.

Re-Certification

Custom Operating Systems or Software

Custom operating system or custom third party software and the associated operating and security patches must be certified. The patches may only be distributed after the patched system has been re-certified.

Modifications to firmware shall be treated as modifications to software.

Changes to Hardware

Modification to product lines of custom designed computing platforms must be re-certified.

Modifications to hardware used for vote casting or counting must be re-certified.

Voting System Application Software

Any upgrades or patches to previously certified voting system application software must be re-certified.

Process for Evaluation

Application Evaluation

The Committee will review the completed application and determine if a vendor demonstration and functionality testing is required. Prior applications from the same vendor may be reviewed.

Demonstration and Functionality Testing (Testing)

Testing will be scheduled within 120 days of receipt of a completed application and shall be held at the location and time decided by the Committee. More than one vendor may be asked to test their system on any given date.

Systems tested must use exactly the same hardware, firmware and software versions submitted in the official application.

There must be sufficient quantities of consumables for the Committee to adequately test the voting system. Test ballots must be identical in format to ballots that would be used in actual elections conducted in the State.

Applicants may be given a demonstration script and must complete the entire script. Applicants may also demonstrate additional features of the product after completing the script.

Tests will be conducted in a public meeting.

The voting system must meet all of the requirements listed under "General Provisions".

Recommendation of Committee

Upon completion of the evaluation and testing process the Committee will submit its recommendation in writing to the Secretary of State.

Final Adoption

Notification of Decision

The applicant will be notified in writing of the Secretary of State's decision regarding adoption or denial of official certification.

Certification of System Configuration

The entire configuration of hardware, software and firmware shall be certified and used as a unified voting system.

Escrow

Upon issuance of a certification number by the EAC, the test lab shall deposit a copy of the certified voting system software with the National Software Reference Library, but before a voting system may be used in a State election, the vendor must place all application source code into either public domain or software escrow, and authorize the State as recipient of escrow.

Appeal Process

Scope

The denial of certification pursuant to A.R.S. § 16-442(A) is an appealable agency action. You may request a hearing on this denial by submitting a written Notice of Appeal pursuant to A.R.S. § 41-1092.03 no later than thirty (30) days after receiving the Notification of Decision. Under this process the vendor or any affected jurisdiction that believes the denial of certification should be reconsidered may file an appeal. Upon receiving the formal appeal in the Secretary of State's office the Secretary of State's office shall begin the resolution process.

Form of Notice of Appeal

An appeal filed under this procedure shall be in writing, notarized, signed and sworn to. The Notice of Appeal must state the name and address of the vendor, the specific action or actions of the Secretary of State's office that are the basis of the hearing request, and a concise statement of the reasons for the appeal.

Instructions for Filing

1) **Where to File.** The Notice of Appeal may be filed in person or by common carrier (such as the U.S. Postal Service) at the Arizona Secretary of State's Office, 1700 West Washington, 7th Floor, Phoenix, Arizona 85007. Forms cannot be accepted by e-mail or facsimile.
2) **When to File.** The vendor or an affected jurisdiction that believes the denial of certification should be reconsidered may file an appeal. An appeal may be filed up

to but no more than 30 days following the issuance of the Notice of Decision of Certification.

Processing of Appeal

1) Consolidation. In the event the appeal raises common questions of law and fact to other pending appeals, the Secretary of State may consolidate the appeals and notify the appellants of the changed status.

2) Notice to affected Jurisdictions. Within 5 business days of receiving an appeal in the Secretary of State's office, the Secretary of State shall notify all affected jurisdictions of the appeal.

Hearing

1) Within 5 business days of receiving an appeal in the Secretary of State's office that requests a hearing, the Secretary of State shall notify the Office of Administrative Hearings in accordance with Arizona Administrative Code (A.A.C.) R2-19-103 to schedule a hearing.

2) The hearing shall be conducted no sooner than 10 days and no later than 60 days after the Secretary of State receives the Notice of Appeal in the Secretary of State's office.

3) The hearing shall be conducted in accordance with the procedures set forth in Title 41, Chapter 6, Article 9 and the Arizona Administrative Code, Chapter 19, Article 1.

4) The appellant shall bear the burden of persuasion.

5) The administrative law judge decision issued pursuant to A.R.S. § 41-1092.08(A) shall include an appropriate remedy if an appropriate remedy is available.

Final Determination

The Secretary of State or the Secretary of State's designee may accept, reject or modify the decision of the administrative law judge pursuant to A.R.S. § 41-1092.08(D) and such action shall constitute the final determination with respect to the appeal. The Secretary of State shall give notice to all parties involved of this determination. The final determination shall be made within 90 days of the filing of the Notice of Appeal with the Secretary of State unless the appellant consents to a longer period.

Alternative Appeal Resolution

1) If the Secretary of State or the Secretary of State's designee fails to meet the deadline for a final determination, the appeal shall be resolved within 60 days under the alternative appeal resolution procedures established by this section.

2) On or before the 5th business day after a final determination was due, the Secretary of State shall designate in writing an administrative law judge who shall be a neutral party not associated with the appellant or any affected jurisdiction.

3) The administrative law judge may review the record compiled in connection with the appeal, but need not receive additional testimony or evidence. The administrative law judge may request that the parties present additional briefs, memoranda or oral testimony.

4) Subject to the provisions of Section 9, the administrative law judge shall determine the appropriate remedy for the appeal to the extent provided by law.

5) The administrative law judge must issue a written resolution within 60 days after the Secretary of State's final determination was due. This 60-day period may not be extended without the express written consent of the appellant. The final resolution shall be transmitted by the administrative law judge to the Secretary of State and shall be the final resolution of the appeal. The Secretary of State shall mail the final resolution to the appellant, all affected jurisdictions, and any other interested person who has asked in writing to be advised of the final resolution. It shall also be published on the Secretary of State's Web site and made available on request to any interested person.

Remedies

No remedy may involve the awarding of compensatory or punitive monetary damages to an appellant or a finding that a member of the Committee is subject to civil penalties. An appropriate remedy may include, but is not limited to any or all of the following:

a. certification of the denied voting system pursuant to the requirements for voting equipment found in A.R.S. Title 16 Chapter 4.

Record

1) The Secretary of State shall compile and maintain an official record in connection with each appeal filed pursuant to these provisions. This official record shall be retained for a period of 24 months. The official record shall contain:

   a. A copy of the appeal, including any amendments;

   b. A copy of any written submission by the appellant;

   c. A copy of any written response by any affected jurisdictions or other interested person;

   d. A written report of any investigation conducted by agents of the Secretary of State or of any local elections official, who may not be directly involved in the appeal;

   e. Copies of all notices and correspondence to or from the Secretary of State in connection with the appeal;

   f. Originals or copies of any tangible evidence produced at any hearing conducted during the appeal;

   g. A copy of the audio recording produced at any oral hearing conducted; and

   h. A copy of any final determination made.

2) The record and other materials from any proceedings conducted under the appeal procedures established under this section shall be made available for use under the alternative appeal resolution procedures.

I, Secretary of State Janice K. Brewer, hereby approve and adopt this Arizona Voting Equipment Certification procedure in accordance with A.R.S. § 16-442.

IN WITNESS WHEREOF,
I have hereunto set my hand
and affixed the Great Seal
of the State of Arizona.
Done at the Capitol in
Phoenix on the 11th day of
January, 2006.

Janice K. Brewer

JANICE K. BREWER
Secretary of State

The Arizona Secretary of State

Arizona Voting Equipment Decertification

Effective January 11, 2006

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Arizona Secretary of State's Office
Election Services Division
Attention: Kris Waite
1700 West Washington Street, 7th Floor
Phoenix, Arizona 85007

Kris Waite
602-542-6209
kwaite@azsos.gov

Arizona Voting System Decertification Process

General Provisions

- Pursuant to A.R.S. § 16-442(C): After consultation with the committee prescribed by subsection A, the Secretary of State shall adopt standards that specify the criteria for loss of certification for equipment used at any election for federal, state or county offices and that was previously certified for use in this state. On loss of certification, machines or devices used at any election may not be used for any election for federal, state or county office in this state unless recertified for use in this state.
- Pursuant to A.R.S. § 16-442(D): The Secretary of State may revoke the certification of any voting system or device for use in a federal, state or county election in this state or may prohibit for up to five years the purchase, lease or use of any voting system or device leased, installed or used by a person or firm in connection with a federal, state or county election in this state, or both, if either of the following occurs:
    - 1. The person or firm installs, uses or permits the use of a voting system or device that is not certified for use or approved for experimental use in this state pursuant to this section.
    - 2. The person or firm uses or includes hardware, firmware or software in a version that is not certified for use or approved for experimental use pursuant to this section in a certified voting system or device.

Arizona Voting Equipment

Decertification Process

Reasonable Cause

If the Secretary of State (SOS) has reasonable cause to believe that a voting system certified in the state of Arizona is not performing in compliance with all applicable state and federal standards and laws the SOS shall issue an Intent to Decertify to the equipment vendor and affected jurisdictions.

Affected parties will have 30 days from the issuance of the Intent to Decertify to submit written comments either in support of or opposition to the decertification of the voting equipment/system. At the close of the comment period, the SOS will have 30 days to issue a final determination.

Standards for Decertification

The following standards will be considered when making the determination to decertify:

1. Material Breach

The vendor's voting system may be subject to decertification as a result of any material breach in its contract with the state or any of its jurisdictions. Voting systems that are decertified may be (but not necessarily will be) reinstated when the material breach has been addressed to the satisfaction of the SOS.

2. Ineligible Application

The vendor's voting system may be subject to decertification if there is any material misrepresentation later discovered on an initial application and may result in the decertification of the voting system for use within the State.

3. Installation of Illegal Equipment

The SOS may revoke the certification of any voting system or may prohibit for up to five years the purchase, lease or use of any voting system or device leased, installed or used by a person or firm in connection with a federal, state or county election in this state, or both, if either of the following occurs:

A. The person or firm installs, uses or permits the use of a voting system or device that is not certified for use or approved for experimental use in this state pursuant to this section.

B. The person or firm uses or includes hardware, firmware or software in a version that is not certified for use or approved for experimental use pursuant to this section in a certified voting system or device.

4. Failure to Perform

The vendor's voting system may be subject to decertification if the voting system fails to perform or fails to meet federal guidelines or state law for accuracy, dependability or security.

5. Federal Decertification

The vendor's voting system may be subject to decertification if the Election Assistance Commission (EAC) decertifies the equipment at the federal level.

6. Expiration of Emergency Conditional Certification

Pursuant to A.R.S. § 16-442(G), any such emergency certification shall be limited to no more than six months. Certification will automatically expire after six months from the date that ECC is granted.

Final Determination & Notice of Decertification

Upon completion of the evaluation process the Secretary of State will make his or her final determination. If the decision is to decertify, the SOS will issue a Notice of Decertification that will specify the reasons why the system is being decertified and the date on which the decertification is to become effective.

Appeal Process

Scope

Decertification pursuant to A.R.S. § 16-442(C)&(D) is an appealable agency action. You may request a hearing on this decertification by submitting a written Notice of Appeal pursuant to A.R.S. § 41-1092.03 no later than thirty (30) days after receiving the Notice of Decertification. Under this process the vendor or any affected jurisdiction that believes the decertification should be reconsidered may file an appeal. Upon receiving the formal appeal in the Secretary of State's office the Secretary of State's office shall begin the resolution process.

Form of Notice of Appeal

An appeal filed under this procedure shall be in writing, notarized, signed and sworn to. The Notice of Appeal must state the name and address of the vendor, the specific action or actions of the Secretary of State's office that are the basis of the hearing request, and a concise statement of the reasons for the appeal.

Instructions for Filing

1) **Where to File.** The Notice of Appeal may be filed in person or by common carrier (such as the U.S. Postal Service) at the Arizona Secretary of State's Office, 1700 West Washington, 7th Floor, Phoenix, Arizona 85007. Forms cannot be accepted by e-mail or facsimile.

2) **When to File.** The vendor or an affected jurisdiction that believes the decertification should be reconsidered may file an appeal. An appeal may be filed up to but no more than 30 days following the issuance of the Notice of Decertification.

Processing of Appeal

1) Consolidation. In the event the appeal raises common questions of law and fact to other pending appeals, the Secretary of State may consolidate the appeals and notify the appellants of the changed status.

2) Notice to affected Jurisdictions. Within 5 business days of receiving an appeal in the Secretary of State's office, the Secretary of State shall notify all affected jurisdictions of the appeal.

Hearing

1) Within 5 business days of receiving an appeal in the Secretary of State's office that requests a hearing, the Secretary of State shall notify the Office of Administrative Hearings in accordance with Arizona Administrative Code (A.A.C.) R2-19-103 to schedule a hearing.

2) The hearing shall be conducted no sooner than 10 days and no later than 60 days after the Secretary of State receives the Notice of Appeal in the Secretary of State's office.

3) The hearing shall be conducted in accordance with the procedures set forth in Title 41, Chapter 6, Article 9 and the Arizona Administrative Code, Chapter 19, Article 1.

4) The appellant shall bear the burden of persuasion.

5) The administrative law judge decision issued pursuant to A.R.S. § 41-1092.08(A) shall include an appropriate remedy if an appropriate remedy is available.

Final Determination

The Secretary of State or the Secretary of State's designee may accept, reject or modify the decision of the administrative law judge pursuant to A.R.S. § 41-1092.08(D) and such action shall constitute the final determination with respect to the appeal. The Secretary of State shall give notice to all parties involved of this determination. The final determination shall be made within 90 days of the filing of the Notice of Appeal with the Secretary of State unless the appellant consents to a longer period.

Alternative Appeal Resolution

1) If the Secretary of State or the Secretary of State's designee fails to meet the deadline for a final determination, the appeal shall be resolved within 60 days under the alternative appeal resolution procedures established by this section.

2) On or before the 5th business day after a final determination was due, the Secretary of State shall designate in writing an administrative law judge who shall be a neutral party not associated with the appellant or any affected jurisdiction.

3) The administrative law judge may review the record compiled in connection with the appeal, but need not receive additional testimony or evidence. The administrative law judge may request that the parties present additional briefs, memoranda or oral testimony.

4) Subject to the provisions of Section 9, the administrative law judge shall determine the appropriate remedy for the appeal to the extent provided by law.

5) The administrative law judge must issue a written resolution within 60 days after the Secretary of State's final determination was due. This 60-day period may not be extended without the express written consent of the appellant. The final resolution shall be transmitted by the administrative law judge to the Secretary of State and shall be the final resolution of the appeal. The Secretary of State shall mail the final resolution to the appellant, all affected jurisdictions, and any other interested person who has asked in writing to be advised of the final resolution. It shall also be published on the Secretary of State's Web site and made available on request to any interested person.

Remedies

No remedy may involve the awarding of compensatory or punitive monetary damages to an appellant or a finding that a member of the Committee is subject to civil penalties. An appropriate remedy may include, but is not limited to any or all of the following:

a. revocation of the decertification of the voting system pursuant to the requirements for voting equipment found in A.R.S. Title 16 Chapter 4.

Record

1) The Secretary of State shall compile and maintain an official record in connection with each appeal filed pursuant to these provisions. This official record shall be retained for a period of 24 months. The official record shall contain:

   a. A copy of the appeal, including any amendments;

   b. A copy of any written submission by the appellant;

   c. A copy of any written response by any affected jurisdictions or other interested person;

   d. A written report of any investigation conducted by agents of the Secretary of State or of any local elections official, who may not be directly involved in the appeal;

   e. Copies of all notices and correspondence to or from the Secretary of State in connection with the appeal;

   f. Originals or copies of any tangible evidence produced at any hearing conducted during the appeal;

   g. A copy of the audio recording produced at any oral hearing conducted; and

   h. A copy of any final determination made.

2) The record and other materials from any proceedings conducted under the appeal procedures established under this section shall be made available for use under the alternative appeal resolution procedures.

I, Secretary of State Janice K. Brewer, hereby approve and adopt this Arizona Voting Equipment Decertification procedure in accordance with A.R.S. § 16-442.

IN WITNESS WHEREOF,
I have hereunto set my hand
and affixed the Great Seal
of the State of Arizona.
Done at the Capitol in
Phoenix on the 11th day of
January, 2006.

Janice K. Brewer

JANICE K. BREWER
Secretary of State

The Arizona Secretary of State

Arizona Voting Equipment Emergency Conditional Certification

Effective January 11, 2006

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Arizona Secretary of State's Office
Election Services Division
Attention: Kris Waite
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Arizona Voting Equipment Certification

General Provisions

- Pursuant to A.R.S. § 16-442(B) beginning in January 2006 voting machines and devices used in federal, state or county elections may only be certified and used in Arizona if they have been tested and approved by a laboratory that is accredited by the federal Election Assistance Commission (EAC), pursuant to P.L. 107-252. In addition to federal certification, all components of an electronic voting system must meet all requirements of Arizona State law.
- A.R.S. § 16-446 details the specific requirements for electronic voting machines:

  A. An electronic voting system consisting of a voting or marking device in combination with vote tabulating equipment shall provide facilities for voting for candidates at both primary and general elections.

  B. An electronic voting system shall:

  1. Provide for voting in secrecy when used with voting booths.
  2. Permit each elector to vote at any election for any person for any office whether or not nominated as a candidate, to vote for as many persons for an office as he is entitled to vote for, to vote for or against any question upon which he is entitled to vote, and the vote tabulating equipment shall reject choices recorded on his ballot card or paper ballot if the number of choices exceeds the number which he is entitled to vote for the office or on the measure.
  3. Prevent the elector from voting for the same person more than once for the same office.
  4. Be suitably designed for the purpose used, of durable construction, and may be used safely, efficiently and accurately in the conduct of elections and counting ballots.
  5. Be provided with means for sealing the voting or marking device against any further voting after the close of the polls and the last voter has voted.
  6. When properly operated, record correctly and count accurately every vote cast.
  7. Provide a paper document or ballot that visually indicates the voter's selections.
- Additional provisions for the specific Arizona-Wyoming Ballot Rotation and other general requirements for voting equipment are found in A.R.S. Title 16 Chapter 4.

- Pursuant to A.R.S. § 16-442(A): The Secretary of State shall appoint a committee of three persons (Committee), no more than two of whom shall be of the same political party, to investigate and test the various types of vote recording or tabulating machines or devices which may be used in state and local elections. They shall submit their recommendations to the Secretary of State who shall make final adoption.
- When considering voting equipment for Arizona certification, the Committee will take into consideration recommendations received pursuant to A.R.S. § 16-442.01.
- All electronic voting systems certified by the state will exactly match the system tested and certified by the Voting System Test Laboratory (VSTL). The system's digital software signature may be used for verification.
- Pursuant to A.R.S. § 16-1004(B): A person who knowingly modifies the software, hardware or source code for voting equipment without receiving approval or certification pursuant to section 16-442 is guilty of a class 5 felony.

Special Provisions

In addition to the general provisions, the following special provisions apply to applications for Emergency Conditional Certification (ECC):

- Should a jurisdiction require emergency patches/modifications/changes to their voting system, the vendor may apply to the Secretary of State (SOS) for an Emergency Conditional Certification.
- The ECC application shall include a description of the changes made since certification and the reasons why such changes warrant an emergency certification. The vendor shall also notify all affected jurisdictions within the State of its application for ECC and provide a copy of those notifications to the SOS as part of the application.
- Pursuant to A.R.S. § 16-442(G) after consultation with the Committee, the SOS may approve for emergency use an upgrade or modification to a voting system or device that is certified for use in Arizona.
    - The governing body must establish in an open meeting that the election cannot be conducted without the emergency certification and the approved minutes or action must be submitted with the application.
    - Any such emergency certification shall be limited to no more than six months.
    - At the conclusion of the certification period the voting system or device shall be decertified and unavailable for future use unless certified in accordance with Arizona law. The certification period begins the day Emergency Conditional Certification is granted.

Process for Application

Eligibility

Any vendor otherwise qualified to do business in the State of Arizona and capable of producing voting systems that meet federal and state requirements may apply for emergency conditional state certification for the upgrade or modification to a voting system or device that is already certified for use in Arizona.

All hardware and software components of the system will perform as specified in literature and testing and conform to all applicable federal, state and local statutes.

Pursuant to A.R.S. § 16-442(G) the governing body of the affected jurisdiction(s) must establish in an open meeting that the election cannot be conducted without an emergency conditional certification.

Filing of Application

1. Applications may be filed at any time in the form prescribed by the Secretary of State (SOS).
2. Applications for emergency conditional certification will be reviewed for completeness within 5 business days of submission. Applications must be completed in full before the evaluation process can begin. Incomplete applications will not be eligible for Committee evaluation and will be returned to the vendor. Returned applications can be resubmitted to the SOS upon completion.
3. A complete application includes the following documentation:

   -Official Application with Self Certification

   -Date of previous Arizona certification

   -Certified copy of all affected governing boards' approvals

   -Description of the changes made since certification and the reasons why such changes warrant an emergency certification

Submission of Materials

Submissions may be filed in person at the Secretary of State's office in Phoenix or by common carrier (such as the U. S. Postal Service). All documents must be submitted in Adobe Acrobat (pdf) format.

Withdrawal of Application

The applicant may withdraw an application at any time before the process is completed.

The request for withdrawal must be in writing to the SOS and will become effective when accepted by the SOS. The vendor must notify all affected jurisdictions in writing that the application has been withdrawn.

Process for Evaluation

Application Evaluation

The Committee will review the completed application and determine if a vendor demonstration and functionality testing is required. Prior applications from the same vendor may be reviewed.

Demonstration and Functionality Testing (Testing)

Testing will be scheduled in a timely manner and will be held at the location and time decided by the Committee. More than one vendor may be asked to test their system on any given date.

Testing will be conducted in a public meeting.

Systems tested must use exactly the same hardware, firmware and software versions submitted in the ECC application.

There must be sufficient quantities of consumables for the Committee to adequately test the voting system. Test ballots must be identical in format to ballots that would be used in actual elections conducted in the State.

Applicants may be given a demonstration script and must complete the entire script. Applicants may also demonstrate additional features of the product after completing the script.

The voting system must meet all of the requirements listed under "General Provisions" with the exception of applicable VSTL reports and the EAC (NASED) certification number.

Recommendation of Committee

Upon completion of the evaluation and testing process the Committee will submit its recommendation in writing to the Secretary of State.

Final Adoption

Notification of Decision

The applicant will be notified in writing of the Secretary of State's decision regarding adoption or denial of the emergency conditional certification. All jurisdictional governing boards listed in the application will also be notified of the decision.

Terms & Conditions

Any such emergency certification shall be limited to no more than six months.

At the conclusion of the certification period the voting system or device shall be decertified and unavailable for future use unless certified in accordance with Arizona law.

Certification of System Configuration

The entire configuration of hardware, software and firmware including those components granted emergency conditional certification shall be certified and used as a unified voting system.

Escrow

To have the certification changed, it will require testing, documentation and proof of escrow applicable to state law in order to be removed from ECC.

Prior to the six (6) month expiration, the change will need to go through certification and provide all applicable documentation according to state law.

Appeal Process

Scope

The denial of emergency conditional certification pursuant to A.R.S. § 16-442(A) is an appealable agency action. You may request a hearing on this denial by submitting a written Notice of Appeal pursuant to A.R.S. § 41-1092.03 no later than thirty (30) days after receiving the Notification of Decision. Under this process the vendor or any affected jurisdiction that believes the denial of emergency conditional certification should be reconsidered may file an appeal. Upon receiving the formal appeal in the Secretary of State's office the Secretary of State's office shall begin the resolution process.

Form of Notice of Appeal

An appeal filed under this procedure shall be in writing, notarized, signed and sworn to. The Notice of Appeal must state the name and address of the vendor, the specific action or actions of the Secretary of State's office that are the basis of the hearing request, and a concise statement of the reasons for the appeal.

Instructions for Filing

1) **Where to File.** The Notice of Appeal may be filed in person or by common carrier (such as the U.S. Postal Service) at the Arizona Secretary of State's Office, 1700 West Washington, 7th Floor, Phoenix, Arizona 85007. Forms cannot be accepted by e-mail or facsimile.

2) **When to File.** The vendor or an affected jurisdiction that believes the denial of emergency conditional certification should be reconsidered may file an appeal. An appeal may be filed up to but no more than 30 days following the issuance of the Notice of Decision.

Processing of Appeal

1) Consolidation. In the event the appeal raises common questions of law and fact to other pending appeals, the Secretary of State may consolidate the appeals and notify the appellants of the changed status.

2) Notice to affected Jurisdictions. Within 5 business days of receiving an appeal in the Secretary of State's office, the Secretary of State shall notify all affected jurisdictions of the appeal.

Hearing

1) Within 5 business days of receiving an appeal in the Secretary of State's office that requests a hearing, the Secretary of State shall notify the Office of Administrative Hearings in accordance with Arizona Administrative Code (A.A.C.) R2-19-103 to schedule a hearing.

2) The hearing shall be conducted no sooner than 10 days and no later than 60 days after the Secretary of State receives the Notice of Appeal in the Secretary of State's office.

3) The hearing shall be conducted in accordance with the procedures set forth in Title 41, Chapter 6, Article 9 and the Arizona Administrative Code, Chapter 19, Article 1.

4) The appellant shall bear the burden of persuasion.

5) The administrative law judge decision issued pursuant to A.R.S. § 41-1092.08(A) shall include an appropriate remedy if an appropriate remedy is available.

Final Determination

The Secretary of State or the Secretary of State's designee may accept, reject or modify the decision of the administrative law judge pursuant to A.R.S. § 41-1092.08(D) and such action shall constitute the final determination with respect to the appeal. The Secretary of State shall give notice to all parties involved of this determination. The final determination shall be made within 90 days of the filing of the Notice of Appeal with the Secretary of State unless the appellant consents to a longer period.

Alternative Appeal Resolution

1) If the Secretary of State or the Secretary of State's designee fails to meet the deadline for a final determination, the appeal shall be resolved within 60 days under the alternative appeal resolution procedures established by this section.
2) On or before the 5th business day after a final determination was due, the Secretary of State shall designate in writing an administrative law judge who shall be a neutral party not associated with the appellant or any affected jurisdiction.
3) The administrative law judge may review the record compiled in connection with the appeal, but need not receive additional testimony or evidence. The administrative law judge may request that the parties present additional briefs, memoranda or oral testimony.
4) Subject to the provisions of Section 9, the administrative law judge shall determine the appropriate remedy for the appeal to the extent provided by law.
5) The administrative law judge must issue a written resolution within 60 days after the Secretary of State's final determination was due. This 60-day period may not be extended without the express written consent of the appellant. The final resolution shall be transmitted by the administrative law judge to the Secretary of State and shall be the final resolution of the appeal. The Secretary of State shall mail the final resolution to the appellant, all affected jurisdictions, and any other interested person who has asked in writing to be advised of the final resolution. It shall also be published on the Secretary of State's Web site and made available on request to any interested person.

Remedies

No remedy may involve the awarding of compensatory or punitive monetary damages to an appellant or a finding that a member of the Committee is subject to civil penalties. An appropriate remedy may include, but is not limited to any or all of the following:

a. emergency conditional certification of the denied voting system pursuant to the requirements for voting equipment found in A.R.S. Title 16 Chapter 4.

Record

1) The Secretary of State shall compile and maintain an official record in connection with each appeal filed pursuant to these provisions. This official record shall be retained for a period of 24 months. The official record shall contain:
   a. A copy of the appeal, including any amendments;
   b. A copy of any written submission by the appellant;
   c. A copy of any written response by any affected jurisdictions or other interested person;
   d. A written report of any investigation conducted by agents of the Secretary of State or of any local elections official, who may not be directly involved in the appeal;

e. Copies of all notices and correspondence to or from the Secretary of State in connection with the appeal;

f. Originals or copies of any tangible evidence produced at any hearing conducted during the appeal;

g. A copy of the audio recording produced at any oral hearing conducted; and

h. A copy of any final determination made.

2) The record and other materials from any proceedings conducted under the appeal procedures established under this section shall be made available for use under the alternative appeal resolution procedures.

I, Secretary of State Janice K. Brewer, hereby approve and adopt this Arizona Voting Equipment Emergency Conditional Certification procedure in accordance with A.R.S. § 16-442.

IN WITNESS WHEREOF,
I have hereunto set my hand
and affixed the Great Seal
of the State of Arizona.
Done at the Capitol in
Phoenix on the 11th day of
January, 2006.

Janice K. Brewer

JANICE K. BREWER
Secretary of State

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VOTER REGISTRATION FORMS

Arizona Voter Registration Form

www.azsos.gov/election/forms/VoterRegistrationForm.pdf

ARIZONA VOTER REGISTRATION FORM
FORMULARIO DE INSCRIPCIÓN DE VOTANTE EN ARIZONA
INSTRUCCIONES EN ESPAÑOL SE ENCUENTRAN AL REVERSO

Questions? For questions regarding voter registration, call your County Recorder listed on the back of the form

You Can Use This Form To:
- Register to vote in the state of Arizona
- Let us know that your name, address or party affiliation has changed

To Register To Vote In Arizona You Must (Qualifications):
- Be a United States citizen (see citizenship requirements on back)
- Be a resident of Arizona and the county listed on your registration
- Be 18 years of age or more on or before the day of the next regular General Election

WARNING: Executing a false registration is a **class 6 felony**

You Cannot Register To Vote In Arizona If:
- You have been convicted of a felony and have not yet had your civil rights restored
- You have been adjudicated incompetent

How To Register To Vote:
- You can mail or hand deliver your completed form to your County Recorder's office
- Your County Recorder's office will mail you a proof of registration within 4 – 6 weeks
- Your decision to register to vote or not, and where you submitted your registration, will remain confidential

Registrations Received By Mail:
- In the case of registration by mail, a voter registration is valid if it complies with either of the following:

1. The registration is dated 29 days or more before an election and is received by the County Recorder within 5 days after the last day to register to vote in that election.
2. The form is postmarked 29 days or more before an election and is received by the County Recorder by 7 p.m. on the day of that election.

NEW REGISTRATION REQUIREMENTS

- Your completed voter registration form must contain the number of your Arizona driver license, or nonoperating identification license.

If you do not have either of these licenses, you must include the last four digits of your social security number.

If you do not have a driver license or nonoperating identification license or a social security number, a unique identifying number will be assigned by the Secretary of State.

- A complete voter registration form must also contain proof of citizenship or the form will be rejected.

If you have an Arizona driver license or nonoperating identification license issued after October 1, 1996, this will serve as proof of citizenship. If not, you must enclose proof of citizenship with the form.

The back of the form contains a list of acceptable documents to establish your citizenship and instructions on how to attach copies of the documents to the voter registration form.

Citizens With Disabilities Can:
- Contact the County Recorder/Elections Department for information about polling place access, early voting, assistance at the polling place and all other election related procedures

If you are not a citizen of the United States or will not be 18 by the next General Election, do not complete this form.

<Fold Line----------Fold Line>

***USE BLACK PEN ~ COMPLETELY FILL OUT FORM *USE PLUMA DE TINTA NEGRA ~ LLENE EL FORMULARIO COMPLETAMENTE**

[1] Are you registered to vote at another address? Yes☐ No☐ Not Sure☐
List the former address, including county and state

BOX FOR OFFICE USE ONLY
S

[2] Last Name | First Name | Middle Name | Jr./Sr./III

[3] Address where you live – If no street address, describe residence location using mileage, cross streets, or landmarks. Do not use post office box or business address. Draw a map below if located in rural area.

[4] Apt./Unit/Space No.

[5] City | **[6]** County | **[7]** Zip | **[8]** Address where you get your mail, *if mail is not delivered to your home*

[9] Birth Date (Month/Day/Year) | **[10]** State or Country of Birth | **[11]** Telephone number | **[12]** Father's name or mother's maiden name

[13] AZ Driver license number or AZ Nonoperating license number | **[14]** AZ Driver license number or AZ nonoperating license number issue date | **[15]** Last four digits of social security number | **[16]** *Optional - Check ID type and write number in box*
☐ Indian census number, ☐ Bureau of Indian Affairs card number,
☐ Tribal treaty card number, or ☐ Tribal enrollment number
No.

[17] Specify Party Preference | **[18]** Occupation | **[19]** If your name was different the last time you registered, list former name | **[20]** Certificate of Naturalization number

[21] ➢ **Are you a citizen of the United States of America?** Yes☐ No☐
➢ **Will you be 18 years of age on or before election day?** Yes☐ No☐
If you checked "No" to either one of these questions, do not submit this form.

[22] If no street address draw a map here:

N
W E
S

VOTER DECLARATION – By signing below, I swear or affirm that the above information is true, that I am a RESIDENT of Arizona, I am NOT a convicted FELON or my civil rights are restored, and I have NOT been adjudicated INCOMPETENT

X _____ _____
SIGN HERE DATE

[23] If you are unable to sign the form, the form can be completed at your direction. The person who assisted you must sign here.
SIGNATURE OF PERSON ASSISTING_____ **DATE**_____

[24] Will you be willing to work at a polling place on election day? Yes☐ No☐

<Remove tape and fold to mail ----------Remove tape and fold to mail>

Arizona Voter Registration Form Translation

ARIZONA VOTER REGISTRATION FORM (Translation)
FORMULARIO DE INSCRIPCIÓN DE VOTANTE EN ARIZONA

¿Preguntas? Para preguntas con respecto a la inscripción de votante, llame a su Registrador del Condado indicado al reverso del formulario

Usted puede usar este formulario para:
- Inscribirse para votar en Arizona
- Informarnos que su nombre, dirección o afiliación de partido ha cambiado

Para inscribirse para votar en Arizona, usted tiene que (Requisitos):
- Ser ciudadano de los Estados Unidos (vea los requisitos de la prueba de ciudadanía al revés)
- Ser residente de Arizona y del condado indicado en su inscripción
- Tener 18 años o más en o antes del día de la próxima Elección General normal

ADVERTENCIA: El ejecutar una inscripción falsa es un delito grave de clase 6

Usted no puede inscribirse para votar en Arizona si:
- Usted ha sido condenado de un delito grave y todavía no se le han restituido sus derechos civiles
- Usted ha sido juzgado incompetente

Cómo inscribirse para votar:
- Usted puede enviar por correo su formulario llenado a la oficina de su Registrador del Condado o entregarlo personalmente
- La oficina de su Registrador del Condado le enviará por correo una prueba de inscripción dentro de 4 a 6 semanas
- Su decisión de inscribirse para votar o no inscribirse, y donde usted presentó su inscripción, se quedará confidencial

Inscripciones recibidas por correo:
- En caso de inscripción por correo, una inscripción de votante es válida si cumple con cualquiera de los siguientes:

1. El formulario está fechado 29 días o más antes de una elección y es recibido por el Registrador del Condado dentro de 5 días después del último día para inscribirse para votar en esa elección.
2. El formulario tiene la fecha de matasellos de 29 días o más antes de una elección y es recibido por el Registrador del Condado para las 7 p.m. del día de esa elección.

NUEVOS REQUISITOS DE INSCRIPCIÓN

- Su formulario llenado de inscripción de votante tiene que contener el número de su licencia de manejar, o el número de su licencia de identificación no de manejar.

Si no tiene ninguna de estas licencias, tiene que incluir las últimas cuatro cifras de su número de seguro social.

Si no tiene una licencia de manejar ni una licencia de identificación no de manejar ni un número de seguro social, se le asignará un número único de identificación por la Secretaria de Estado.

- Un formulario llenado de inscripción de votante también tiene que contener prueba de ciudadanía o se rechazará el formulario.

Si usted tiene una licencia de manejar o una licencia de identificación no de manejar expedida después del 1 de octubre de 1996, ésta servirá como prueba de ciudadanía. Si no, tiene que adjuntar prueba de ciudadanía con el formulario.

El reverso del formulario contiene una lista de los documentos aceptables para establecer su ciudadanía e instrucciones sobre cómo adjuntar copias de los documentos al formulario de inscripción de votante.

Los ciudadanos con discapacidades pueden:
- Comunicarse con el Registrador del Condado o el Departamento de Elecciones del Condado acerca del acceso al lugar de votación, votación temprana, ayuda en el lugar de votación y todos los otros procedimientos relacionados con elecciones

Si usted no es ciudadano de los Estados Unidos o no tendrá 18 años para la próxima Elección General, no llene este formulario.

Spanish Instructions and Voter Receipt

<Línea de doble----------Línea de doble>

~ USE ESTA SECCIÓN COMO EJEMPLO, LLENE LA CARA DEL FORMULARIO ~

[1] ¿Está usted inscrito para votar en otra dirección? Sí☐ No☐ No sé☐
Escriba la dirección anterior, incluyendo el condado y el estado

CASILLA SÓLO PARA EL USO DE LA OFICINA
S

[2] Apellido | Nombre de pila | Segundo nombre | Jr./Sr./III

[3] Dirección en donde Ud. vive – si no hay dirección de calle, describa la ubicación de su residencia usando el millaje, cruces de calles o puntos de referencia. No use un apartado postal ni dirección de negocio. Dibuje un mapa abajo si está ubicado en una zona rural.

[4] Dpto./Unidad/No.de espacio

[5] Ciudad | [6] Condado | [7] Código postal | [8] Dirección en la cual Ud. recibe su correspondencia, *si no se entrega la correspondencia a su casa*

[9] Fecha de nacimiento (Mes/Día/Año) | [10] Estado o país de nacimiento | [11] Número de teléfono | [12] Nombre de su padre o nombre de soltera de su madre

[13] Número de su licencia de manejar de AZ o número de su licencia de identificación no de manejar de AZ

[14] Fecha de expedición de su licencia de manejar de AZ o número de su licencia de identificación no de manejar de AZ

[15] Las últimas cuatro cifras de su número de seguro social

[16] *Opcional - Marque el tipo de identificación y escriba el número en la casilla*
☐ Número del censo indio, ☐ Número de tarjeta del Departamento de Asuntos Indios,
☐ Número de tarjeta de tratado tribal, o ☐ Número de inscripción tribal
Número

[17] Especifique su Partido de Preferencia | [18] Ocupación | [19] Si su nombre ha cambiado desde la última vez que se inscribió, escriba su nombre anterior | [20] Número del Certificado de Naturalización

[21] ➢ **Es usted ciudadano de los Estado Unidos de América?** Sí☐ No☐
➢ **Tendrá usted 18 años de edad en o antes del día de la Elección?** Sí☐ No☐

Si marcó "No" a cualquiera de estas preguntas, no presente el formulario.

DECLARACIÓN DE VOTANTE – Al firmar abajo, juro o afirmo que la información más arriba es verdad, que soy RESIDENTE de Arizona, que NO soy un CRIMINAL convicto, o mis derechos civiles están restituidos y no se me ha juzgado INCOMPETENTE

X _____ _____
FIRME AQUÍ FECHA

[22] Si no hay una dirección de calle, dibuje un mapa aquí:

N
O E
S

[23] Si usted no puede firmar el formulario, se puede llenar bajo su dirección. La persona que le ayudó tiene que firmar aquí.
FIRMA DE LA PERSONA QUE AYUDA _____ FECHA _____

[24] ¿Estará usted dispuesto a trabajar en un lugar de votación el día de la elección? Sí☐ No☐

<DESPEGUE LA CINTA ADHESIVA Y DOBLE PARA ENVIAR POR CORREO ---------- DESPEGUE LA CINTA ADHESIVA Y DOBLE PARA ENVIAR POR CORREO>
<Fold Line----------Fold Line>

*USE BLACK PEN ~ COMPLETELY FILL OUT FORM *USE PLUMA DE TINTA NEGRA ~ LLENE EL FORMULARIO COMPLETAMENTE

[1] Are you registered to vote at another address? Yes☐ No☐ Not Sure☐
List the former address, including county and state

BOX FOR OFFICE USE ONLY
S

[2] Last Name | First Name | Middle Name | Jr./Sr./III

[3] Address where you live – If no street address, describe residence location using mileage, cross streets, or landmarks. Do not use post office box or business address. Draw a map below if located in rural area.

[4] Apt./Unit/Space No.

[5] City | [6] County | [7] Zip | [8] Address where you get your mail, *if mail is not delivered to your home*

[9] Birth Date (Month/Day/Year) | [10] State or Country of Birth | [11] Telephone number | [12] Father's name or mother's maiden name

[13] AZ Driver license number or AZ Nonoperating license number

[14] AZ Driver license number or AZ nonoperating license number issue date

[15] Last four digits of social security number

[16] *Optional - Check ID type and write number in box*
☐ Indian census number, ☐ Bureau of Indian Affairs card number,
☐ Tribal treaty card number, or ☐ Tribal enrollment number
No.

[17] Specify Party Preference | [18] Occupation | [19] If your name was different the last time you registered, list former name | [20] Certificate of Naturalization number

[21] ➢ **Are you a citizen of the United States of America?** Yes☐ No☐
➢ **Will you be 18 years of age on or before election day?** Yes☐ No☐

If you checked "No" to either one of these questions, do not submit this form.

VOTER DECLARATION – By signing below, I swear or affirm that the above information is true, that I am a RESIDENT of Arizona, I am NOT a convicted FELON or my civil rights are restored, and I have NOT been adjudicated INCOMPETENT

X _____ _____
SIGN HERE DATE

[22] If no street address draw a map here:

N
W E
S

[23] If you are unable to sign the form, the form can be completed at your direction. The person who assisted you must sign here.
SIGNATURE OF PERSON ASSISTING_____ DATE_____

[24] Will you be willing to work at a polling place on election day? Yes☐ No☐

<Remove tape and fold to mail ----------Remove tape and fold to mail>

EJEMPLAR
Voter Receipt
Recibo del Votante

Voter Registration Information

VOTER REGISTRATION FORM - FORMULARIO DE INSCRIPCIÓN DE VOTANTE

VOTER REGISTRATION INFORMATION

If you meet the qualifications listed on the front of this form, complete, sign and return the attached registration form. This form may be used to register in any county in Arizona.

The form may be mailed or given to a person designated to receive voter registration forms. Call your County Recorder as listed below for more information.

NEW REGISTRATION REQUIREMENTS

If this is your first time registering to vote in Arizona or you have moved to another county in Arizona, your voter registration form must also include proof of citizenship or the form will be rejected. If you have an Arizona driver license or nonoperating identification license issued after October 1, 1996, write the number in box 13 on the front of this form. This will serve as proof of citizenship and no additional documents are needed. If not, you must attach proof of citizenship to the form. Only one acceptable form of proof is needed to register to vote.

The following is a list of acceptable documents to establish your citizenship:

- A legible photocopy of a birth certificate that verifies citizenship and supporting legal documentation (i.e. marriage certificate) if the name on the birth certificate is not the same as your current legal name
- A legible photocopy of pertinent pages of a United States passport identifying the applicant
- Presentation to the County Recorder of United States naturalization documents or the number of the certificate of naturalization in box 20 on the front of this form
- The applicant's Bureau of Indian Affairs Card Number, Tribal Treaty Card Number, or Tribal Enrollment Number in box 16 on the front of this form
- A legible photocopy of a driver license or nonoperating license from another state within the United States if the license indicates that the applicant has provided satisfactory proof of citizenship
- A legible photocopy of a Tribal Certificate of Indian Blood or Tribal or Bureau of Indian Affairs Affidavit of Birth.

If you need to include a photocopy of proof of citizenship, please fold the proof along with the voter registration form and place both items in an envelope and mail them to your County recorder listed below. **Send legible photocopies and not the originals. Photocopies will not be returned to you.**

If you are registered in Arizona and use this registration form because you move within a county, change your name, or change your political party affiliation, you do not need to provide photocopies of proof of citizenship. If you move to a different Arizona county, you will need to provide proof of citizenship.

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

Alternative format materials, sign language interpretation, and assistive listening devices are available upon 72 hours advance notice to your County Recorder.

To the extent possible, additional reasonable accommodations will be made available within the time constraints of the request.

GENERAL INFORMATION

1. You must re-register whenever you:
   Move
   Change your name
   Change your political party affiliation
2. Early ballots may be requested from the County Recorder of your county of residence.
3. Keep this copy as your receipt. After the County Recorder receives your registration and places it in the county general register, a notice will be sent to you within 4–6 weeks indicating that your name appears on the register. If you do not receive your notice contact your County Recorder.

INFORMACIÓN PARA LA INSCRIPCIÓN DE VOTANTE

Si usted satisface los requisitos indicados en la cara de este formulario, llene, firme y regrese el formulario de inscripción adjunto. Se puede usar este formulario para inscribirse en cualquier condado en Arizona.

Se puede enviar por correo el formulario o se puede darlo a una persona designada para recibir los formularios de inscripción de votante. Para más información, llame a su Registrador del Condado como se indica en la lista abajo.

REQUISITOS DE UNA NUEVA INSCRIPCIÓN

Si esto es su primera vez de inscribirse para votar en Arizona, o si se ha mudado a otro condado, su formulario de inscripción de votante también tiene que incluir prueba de ciudadanía o se rechazará el formulario. Si usted tiene una licencia de manejar de Arizona, o una licencia de identificación no de manejar de Arizona, expedida después del 1 de octubre de 1996, escriba el número en la casilla 13 en la cara de este formulario. Esto servirá como prueba de ciudadanía y no se necesitan ningunos otros documentos. Si no es así, tiene que adjuntar prueba de ciudadanía al formulario. Solamente se necesita una forma aceptable de prueba para inscribirse para votar.

Lo siguiente es una lista de los documentos aceptables para establecer su ciudadanía:

- Una fotocopia legible de un acta de nacimiento que verifica la ciudadanía y la documentación legal acreditativa (ej. Acta de Matrimonio) si el nombre en el acta de nacimiento no es el mismo como su nombre legal actual
- Una fotocopia legible de las páginas pertinentes de un pasaporte de los Estados Unidos que identifican al solicitante
- La presentación al Registrador del Condado de documentos de naturalización de los Estados Unidos o el número del certificado de naturalización en la casilla 20 en la cara de este formulario
- El Número de la Tarjeta del Departamento de Asuntos Indios, el Número de la Tarjeta de Tratado Tribal, o el Número de Inscripción Tribal en la casilla 16 en la cara de este formulario
- Una fotocopia legible de una licencia de manejar o licencia no de manejar de otro estado dentro de los Estados Unidos, si la licencia indica que el solicitante ha proporcionando prueba satisfactoria de ciudadanía
- Una fotocopia legible de un Certificado Tribal de Sangre India o Tribal o una Declaración Jurada de Nacimiento del Departamento de Asuntos Indios.

Si usted necesita adjuntar una fotocopia de prueba de ciudadanía, favor de doblar la prueba junto con el formulario de inscripción de votante y ponga los dos en un sobre y envíelos por correo a su Registrador del Condado indicado en la lista abajo. **Envíe fotocopias legibles y no los originales. No se regresarán las fotocopias a usted.**

Si usted es inscrito en Arizona y usa este formulario de inscripción porque se muda dentro de un condado, se cambia su nombre, o cambia su afiliación de partido político, no tiene que proporcionar fotocopias de prueba de ciudadanía. Si se muda a otro condado en Arizona, tendrá que proporcionar prueba de ciudadanía.

PARA ACOMODAR A LAS NECESIDADES DE LAS PERSONAS CON DISCAPACIDADES

Los materiales en formatos alternativos, interpretación por señas y dispositivos de audición asistida están disponibles al dar aviso previo de 72 horas a su Registrador del Condado.

Al punto posible, se harán disponibles más acomodamientos razonables dentro de las limitaciones de tiempo de la solicitud.

INFORMACIÓN GENERAL

1. Usted tiene que volver a inscribirse siempre que:
   Se mude
   Se cambie su nombre
   Cambie su afiliación de partido político
2. Se puede solicitar boletas electorales tempranas del Registrador del Condado del condado de su residencia.
3. Conserve esta copia como su recibo. Después de que el Registrador del Condado reciba su inscripción y la anote en el registro general del condado, se le enviará un aviso dentro de 4 a 6 semanas que indica que su nombre aparece en el registro. Si usted no recibe su aviso, póngase en contacto con su Registrador del Condado.

Apache County Recorder
St. Johns, AZ 85936
(928) 337-7516 (TDD# 337-4402)

Cochise County Recorder
Bisbee, AZ 85603
(520) 432-8354 (TDD# 432-8360)

Coconino County Recorder/ Elections Department
Flagstaff, AZ 86001
(928) 779-6589 (TDD# 226-6073)

Gila County Recorder
Globe, AZ 85501
(928) 425-3231 (TDD# 425-0839)

Graham County Recorder
Safford, AZ 85546
(928) 428-3560 (TDD# 428-3562)

Greenlee County Recorder
Clifton, AZ 85533
(928) 865-2632 (TDD# 865-2632)

La Paz County Recorder
Parker, AZ 85344
(928) 669-6136 (TDD# 669-8400)

Maricopa County Recorder/ Elections Department
Phoenix, AZ 85003
(602) 506-1511 (TDD# 506-2348)

Mohave County Recorder
Kingman, AZ 86402
(928) 753-0767 (TDD# 753-0769)

Navajo County Recorder
Holbrook, AZ 86025
(928) 524-4192 (TDD# 524-4294)

Pima County Recorder
Tucson, AZ 85701
(520) 740-4330 (TDD# 740-4320)

Pinal County Recorder
Florence, AZ 85232
(520) 866-6850 (TDD# 866-6851)

Santa Cruz County Recorder
Nogales, AZ 85621
(520) 375-7990 (TDD# 761-7816)

Yavapai County Recorder
Prescott, AZ 86305
(928) 771-3248 (TDD# 771-3530)

Yuma County Recorder
Yuma, AZ 85364
(928) 373-6034 (TDD# 373-6033)

State of Arizona
Secretary of State
Form Rev. 3/05

National Voter Registration Form

Voter Registration Application

Before completing this form, review the General, Application, and State specific instructions.

Are you a citizen of the United States of America? ☐ Yes ☐ No
Will you be 18 years old on or before election day? ☐ Yes ☐ No
If you checked "No" in response to either of these questions, do not complete form.
(Please see state-specific instructions for rules regarding eligibility to register prior to age 18.)

This space for office use only.

1	(Circle one) Mr. Mrs. Miss Ms.	Last Name	First Name	Middle Name(s)	(Circle one) Jr Sr II III IV
2	Home Address	Apt. or Lot #	City/Town	State	Zip Code
3	Address Where You Get Your Mail If Different From Above		City/Town	State	Zip Code

4	Date of Birth ___ / ___ / ___ Month Day Year	5	Telephone Number (optional)	6	ID Number - (See Item 6 in the instructions for your state)
7	Choice of Party (see item 7 in the instructions for your State)	8	Race or Ethnic Group (see item 8 in the instructions for your State)		

9 I have reviewed my state's instructions and I swear/affirm that:
- I am a United States citizen
- I meet the eligibility requirements of my state and subscribe to any oath required.
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the United States.

Please sign full name (or put mark) ▲

Date: ___ / ___ / ___ Month Day Year

If you are registering to vote for the first time: please refer to the application instructions for information on submitting copies of valid identification documents with this form.

Please fill out the sections below if they apply to you.

If this application is for a **change of name,** what was your name before you changed it?

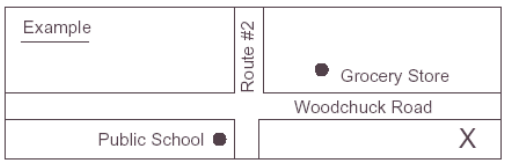
A	Mr. Mrs. Miss Ms.	Last Name	First Name	Middle Name(s)	(Circle one) Jr Sr II III IV

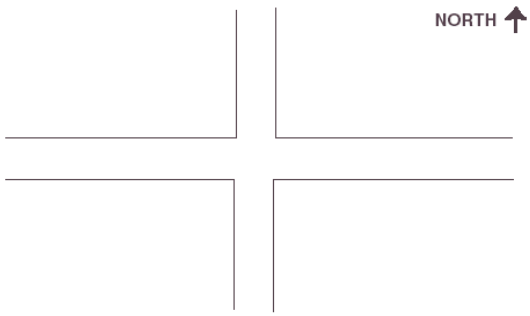
If you were **registered before but this is the first time you are registering from the address in Box 2**, what was your address where you were registered before?

B	Street (or route and box number)	Apt. or Lot #	City/Town/County	State	Zip Code

If you live in a rural area but do not have a street number, or if you have no address, please show on the map where you live.

C
- Write in the names of the crossroads (or streets) nearest to where you live.
- Draw an **X** to show where you live.
- Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.





If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).

D

Mail this application to the address provided for your State.

Federal Post Card Application

(After completion, fold to inside and seal before mailing.)
WARNING: Knowingly presenting false information in this application could result in criminal sanctions.

Standard Form 76 (Rev. 10-2006)
NSN 7540-00-634-5053

REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)

1. I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE AND I AM *(Mark only one)*:

- ☐ (a) A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT
- ☐ (b) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY
- ☐ (c) A U.S CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY

2. MY INFORMATION (Required)

a. TYPED OR PRINTED NAME *(Last, First, Middle)* | SUFFIX *(Jr., Sr., III, etc.)* | b. PREVIOUS NAME *(if applicable)*

c. SEX ☐ M ☐ F | d. RACE | e. DATE OF BIRTH M M D D Y Y Y Y | f. SOCIAL SECURITY NUMBER — — | g. STATE DRIVER'S LICENSE OR I.D. NUMBER

h. TELEPHONE NUMBER *(No DSN number; include all international prefixes)* | i. FAX NUMBER *(No DSN number; include all international prefixes)*

j. EMAIL ADDRESS

3. MY VOTING RESIDENCE ADDRESS (Required) *(Military, use legal residence. Overseas citizens, use last legal residence in U.S.)*

a. NUMBER AND STREET *(Cannot be a P.O. Box)*

b. CITY, TOWN OR VILLAGE | c. COUNTY | d. STATE | e. ZIP CODE —

4. WHERE TO SEND MY VOTING MATERIALS

a. MY CURRENT ADDRESS *(Where I live now)* **(Required)** | b. MY FORWARDING ADDRESS *(NOTE: Complete 4b. only if you do not want your ballot mailed to the address in Block 4a.)*

(fold) (fold)

c. I PREFER TO RECEIVE MY ABSENTEE BALLOT, AS PERMITTED BY MY STATE, BY: ☐ MAIL ☐ FAX ☐ EMAIL

5. MY POLITICAL PARTY PREFERENCE *(Optional, but may be required by states to register to vote in primary elections)*:

6. ADDITIONAL INFORMATION *(Designate the period for which you want to receive ballots - see instructions for Block 6, paragraph (3). Consult the Voting Assistance Guide for other specific state instructions.)*

7. AFFIRMATION (Required)

I swear or affirm, under penalty of perjury, that:

1. I am a member of the Uniformed Services or merchant marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and
2. I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
3. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated, and
4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and
5. My signature and date below indicate when I completed this document, and
6. The information on this form is true and complete to the best of my knowledge.

I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signed: _____ Date: M M D D Y Y Y Y | Signed: _____ (Witness/Notary and address (if required)) Date: M M D D Y Y Y Y

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

Federal Write-In Absentee Ballot (FWAB)

WARNING: Knowingly presenting false information in this application could result in criminal sanctions.

Standard Form 186 (Rev. 2005)

VOTER's DECLARATION/AFFIRMATION - FEDERAL WRITE-IN ABSENTEE BALLOT (FWAB)

1.a. I AM (mark only one):

☐ A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT

☐ A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY

☐ A U.S. CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY

1.b. I ALSO REQUEST VOTER REGISTRATION *(where permitted)* ☐

2. MY INFORMATION (Required)

a. TYPED OR PRINTED NAME (Last, First, Middle) | SUFFIX (Jr., Sr., III, etc.) | b. PREVIOUS NAME (If applicable)

c. SEX ☐ M ☐ F | d. RACE | e. DATE OF BIRTH M M D D Y Y Y Y | f. SOCIAL SECURITY NUMBER | g. STATE DRIVER'S LICENSE OR I.D. NUMBER

h. TELEPHONE NUMBER (No DSN number; include all international prefixes) | i. FAX NUMBER (No DSN number; include all international prefixes)

j. EMAIL ADDRESS

3. MY VOTING RESIDENCE ADDRESS (For military, use legal residence. For overseas citizens, use last legal residence in U.S.) (Required)

a. NUMBER AND STREET (Cannot be a P.O. Box)

b. CITY, TOWN OR VILLAGE | c. COUNTY | d. STATE | e. ZIP CODE

4. WHERE TO SEND MY VOTING MATERIALS

a. MY CURRENT ADDRESS (Where I live now) (**Required**) | b. MY FORWARDING ADDRESS (Complete 4b only if you do not want your ballot mailed to the address in Block 4a.)

5. MY POLITICAL PARTY PREFERENCE (Optional, but may be required by states to register to vote in primary elections):

6. ADDITIONAL INFORMATION (Designate the period for which you want to receive future ballots. See instructions. Consult your state pages of the *Voting Assistance Guide* for other additional information requested.)

7. AFFIRMATION (Required)

I swear or affirm, under penalty of perjury, that:

1. I am a member of the Uniformed Services or merchant marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and
2. I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
3. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated, and
4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and
5. My application for a regular absentee ballot was mailed in time to be received by the local election official 30 days prior to this election, or the state deadline, whichever is later, and
6. I have not received the requested ballot, and
7. I understand that if my regular absentee ballot is received by the local election official in time to be counted, that ballot will be counted and this write-in ballot will be voided, and
8. I have voted and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except for those authorized to assist voters under state or Federal law and I have not been influenced, and
9. I am a Uniformed Services member, or dependent, who is absent from my voting jurisdiction, or I am an overseas citizen and have submitted this ballot from outside the U.S., or my state has made special provisions to allow me to mail this ballot inside the U.S., and
10. My signature and date below indicate when I completed this document, and
11. The information on this form is true and complete to the best of my knowledge.

I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signed: _____ Date: M M D D Y Y Y Y

Signed: _____ (Witness/Notary and address (if required)) Date: M M D D Y Y Y Y

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT

PRESIDENT/VICE PRESIDENT

U.S. SENATOR*

U.S. REPRESENTATIVE/DELEGATE**/RESIDENT COMMISSIONER**

* Legal residents of the District of Columbia may vote only for President/Vice President and Delegate.
** Legal residents of American Samoa, Guam, Puerto Rico and the U.S. Virgin Islands may vote only for Delegate or Resident Commissioner to the Congress.

ADDENDUM

Some states allow the Federal Write-In Absentee Ballot to be used by military and overseas civilian voters in elections other than general elections or for offices other than Federal offices. Consult your state section in the *Voting Assistance Guide* to determine your state's policy. *If you are eligible to use this ballot to vote for offices/ candidates other than those listed above*, please indicate in the spaces provided below, the office for which you wish to vote (for example: Governor, Attorney General, Mayor, State Senator, etc.), and the name and/or party affiliation of the candidate for whom you wish to vote.

OFFICE	CANDIDATE NAME or PARTY AFFILIATION

Standard Form 186 (Rev. 2005) (Use reverse side for additional space)

(Separate here)

OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT

SECURITY ENVELOPE

(ONLY PUT VOTED BALLOT INSIDE THIS ENVELOPE)

Standard Form 186 (Rev. 2005)

OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT *(CONTINUATION)*

OFFICE	CANDIDATE NAME or PARTY AFFILIATION

Standard Form 186 (Rev. 2005)

(Separate here)

Security envelope - DO NOT WRITE ON THIS ENVELOPE

UNIFORM CORRESPONDENCE

2nd Notice That Citizenship Documentation Needed

Let this letter serve as notification that we have not yet received documentation of citizenship for purposes of voter registration.

Be advised that you **are not** a registered voter in <County Name> County until we receive a new registration form containing one of the following:

1. Arizona Driver's License number or non-operating identification license number issued after 10/01/1996 (number only; **DO NOT** send in the card).
2. A legible photocopy of a driver's license or non-operating identification license issued by another state that identifies United States Citizenship on the license.
3. A legible photocopy of a birth certificate that verifies United States Citizenship.
4. A legible photocopy of your United States passport containing your name and passport number.
5. A legible photocopy of United States naturalization documents or the number of the certification of naturalization. If only the number is provided, it will need to be verified before the voter registration can be processed.
6. A Bureau of Indian Affair's Card Number, Tribal Treaty Card Number, or Tribal Enrollment Number (number only; **DO NOT** send in the card).

Sincerely,

AZ DLN Number Did Not Match at MVD

Re: Arizona State Driver's License Number provided by you: _____

Dear <County Name> County Registrant:

The <County Name> County Recorder's Office received your voter registration form. In our attempt to process your voter form, the Arizona State Driver's License Number or Non-operating Identification Number that you listed on the form does not match the records that the Arizona Motor Vehicle Division has on file for you. Above is the license number that you provided on the form.

During the 2004 Presidential Election, Proposition 200 was passed by the voters of the State of Arizona and became law effective January 24, 2005. That proposition requires every new registered voter to establish citizenship when registering to vote. An Arizona license number can be used to establish citizenship **if it was issued after 10/1/996**. We are required to confirm the number with the Motor Vehicle Division. Because of the discrepancy with the number on your voter form, we were not able to process your voter registration form at this time and you will not be allowed to vote until this matter is corrected.

Please provide us with the information requested below and return it to us in the enclosed self-addressed envelope. You may also include a photocopy of your driver's license along with this letter to speed up the process.

If you have any questions, please do not hesitate to contact our office at <phone number>.

ARIZONA DRIVER'S LICENSE or NON-OPERATING NUMBER: _____

DATE LICENSE ISSUED: _____

Citizenship Proof Needed

Dear <County Name> County Registrant:

The <County Name> County Recorder's Office recently received your voter registration form. To be in compliance with Arizona State Law, §A.R.S.16-166 we will need more information before we can process your application. Please complete the new enclosed voter registration form and return in the self-addressed envelope.

During the 2004 Presidential Election, Proposition 200 was passed by the voters of the State of Arizona and became law effective January 24, 2005. This law now requires that all **NEW** voter registration forms must be accompanied by satisfactory evidence of United States Citizenship, which includes one of the following:

- Your Arizona driver's license number or non-operating identification license number, issued after 10/01/1996. Numbers only, **do not** send in your license.

- A legible photocopy of your driver's license or non-operating identification license issued by another state that identifies United States Citizenship on the license.

- A legible photocopy of your birth certificate that verifies United States Citizenship

- A legible photocopy of your United States passport containing your name and passport number

- A legible photocopy of your United States naturalization documents or your alien registration number. If only the number is provided, it will need to be verified before your registration is processed

- Your Bureau of Indian Affairs Card Number, Tribal Treaty Card Number or Tribal Enrollment Number. Numbers only, **do not** send in your card

DO NOT send originals; only send legible photocopies as outlined above.

Your name will not be added to the voter registration file until we have received the new enclosed voter registration form with the required information. In order to be eligible for an election the completed form must be received no later than 29 days prior to an election.

If you have further questions, please contact our office at <phone number> or visit our web page at <web page> for a list of upcoming elections.

Thanks in advance for your prompt attention to this matter.

Jury Questionnaire - Felon

Voter Name and Address

Dear Voter:

The <County Name> County Jury Commissioner has informed this office that you received a Jury Summons from them and that you returned the notification to their office indicating that you have been convicted of a felony and **have not** had your rights restored.

Pursuant to A.R.S. §16-165(B), we are mandated to remove your name from the voter registration rolls and cancel your registration effective this date.

When you have completed your obligation to the court in accordance with A.R.S. §13-905, you may reregister by completing a new voter registration form.

[Optional Material - If the county wants to add links or phone numbers where a person can obtain additional information on how they can get their rights restored, it should be placed here]

If this information is in error or you have any questions, please contact the Superior Court Jury Commissioner immediately at <phone number>.

Jury Questionnaire – Citizenship

Voter Name and Address

Dear Voter:

The <County Name> County Jury Commissioner has informed this office that you received a Jury Summons from them and that you returned the notification to their office indicating that you **are not** a United States Citizen.

Pursuant to Arizona Revised Statutes §§ 16-101(A) and 16-165, we are mandated to remove your name from the voter registration rolls and cancel your registration effective this date.

If this information is in error, or you have any questions, please contact the Superior Court Jury Commissioner immediately at <phone number>.

Felony Conviction

Dear <County Name> County Voter:

We have recently received information from the Court system indicating that you have been convicted of a felony.

Pursuant to A.R.S. §16-165(B), we are mandated to remove your name from the voter registration rolls and cancel your registration effective this date.

When you have completed your obligation to the court in accordance with ARS §13-905, you may reregister by completing a new voter registration form.

> [Optional Material - If the county wants to add links or phone numbers where a person can obtain additional information on how they can get their rights restored, it should be placed here]

If this information is in error, or you have any questions, please contact this office immediately at <phone number>.

County Recorder Naturalization Ceremony Certification

Dear Recorder:

Enclosed are voter registration form(s) that were gathered by my staff at a Naturalization Ceremony at the United States District Court for the District of Arizona in <City>. The enclosed form(s) are for voters in your county.

Members of my staff were present at the ceremony and examined the Naturalization Certificates for each of these voters. Staff then initialed each form to indicate the examination of the citizenship documents for these voters.

If you have any further questions, or need further assistance please contact our office at <phone number>.

Thank you,

<County Recorder Name>
<County Name> County Recorder

Recorder's Certificate

I, <Recorder Name>, <County> County Recorder do hereby attest and certify that _____ is currently registered to vote in <County Name> with date of most recent registration to be _____. The registrant has provided birth year of _____, residential address of _____ , mailing address of _____, political party of _____. Assigned precinct is_____and assigned ballot style is _____.

Witness my hand and seal this _____ day of _____.

<County Recorder Name>
County Recorder

CAMPAIGN FINANCE FORMS

Triplicate Form

STATE OF ARIZONA

NOMINATION PAPER
AFFIDAVIT OF QUALIFICATION
CAMPAIGN FINANCE LAWS STATEMENT
[A.R.S. §§ 16-311, 16-905(K)(5)]

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of _____ subject to the action of the _____ Party, at the Primary Election to be held on _____, and at the General Election to be held _____, should I be nominated.

I will have been a citizen of the United States for _____ years next preceding my election and will have been a citizen of Arizona for _____ years next preceding my election and will meet the age requirement for the office I seek and have resided in _____ County for _____ years and in precinct _____ for _____ years before my election.

I do solemnly swear (or affirm) that at the time of filing, I am a resident of the county, district or precinct which I propose to represent, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek, having fulfilled the constitutional and statutory requirements for holding said office.

_____

Actual residence address or description of place of residence (city or town) (zip)

Post office address _____

(city or town) (zip)

SAMPLE

Print or type your name on the following line in the exact manner you wish it to appear on the ballot. A.R.S. § 16-311.G.

_____ ,
LAST NAME FIRST NAME

_____
CANDIDATE SIGNATURE

Subscribed AND SWORN to (or affirmed) before me this _____day of _____ 20_____

_____
Notary Public

(Seal)

I have read all applicable laws relating to campaign financing and reporting.

_____
CANDIDATE SIGNATURE

Triplicate Form (Nomination Other Than By Primary, A.R.S. § 16-341)

STATE OF ARIZONA

A.R.S. § 16-341
Nomination Other Than By Primary
NOMINATION PAPER
AFFIDAVIT OF QUALIFICATION
CAMPAIGN FINANCE LAWS STATEMENT
[A.R.S. §§ 16-311, 16-341, 16-905(K)(5)]

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of _____ subject to the Arizona General Election to be held on _____.

I will have been a citizen of the United States for _____ years next preceding my election and will have been a citizen of Arizona for _____ years next preceding my election and will meet the age requirement for the office I seek and have resided in _____ County for _____ years and in precinct for _____ years before my election.

I do solemnly swear (or affirm) that at the time of filing, I am a resident of the county, district or precinct which I propose to represent, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek, having fulfilled the constitutional and statutory requirements for holding said office.

_____

Actual residence address or description of place of residence (city or town) (zip)

_____

Post office address (city or town) (zip)

SAMPLE

Print or type your name on the following line in the exact manner you wish it to appear on the ballot. A.R.S. § 16-311.G.

_____ , _____

LAST NAME FIRST NAME

BALLOT DESIGNATION (up to 3 words) CANDIDATE SIGNATURE

Subscribed AND SWORN to (or affirmed) before me this_____day of _____, 20_____

_____
Notary Public

(Seal) My Commission Expires:_____

I have read all applicable laws relating to campaign financing and reporting.

_____
CANDIDATE SIGNATURE

Triplicate Form (Write-In)

STATE OF ARIZONA

Write-in Candidate
NOMINATION PAPER
AFFIDAVIT OF QUALIFICATION
CAMPAIGN FINANCE LAWS STATEMENT
[A.R.S. §§ 16-311, 16-312, 16-905(K)(5)]

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of _____ for the _____ Party (if applicable) to be voted on at the PRIMARY or GENERAL (circle one) election to be held on _____.

I will have been a citizen of the United States for _____ year(s) next preceding my election and will have been a citizen of Arizona for _____ year(s) next preceding my election and that my age is _____, and my date of birth is the _____ day of _____, 19_____, and have resided in _____ County for _____ year(s) and in precinct _____ for _____ year(s) before my election.

I do solemnly swear (or affirm) that at the time of filing, I am a resident of the county, district or precinct which I propose to represent, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek, having fulfilled the constitutional and statutory requirements for holding said office.

_____

Actual residence address or description of place of residence (city or town) (zip)

Post office address

(city or town) (zip)

SAMPLE

Print or type your name on the following line as you wish it to be listed on the Notice of Official Write-In Candidates.

_____ ,
LAST NAME FIRST NAME

_____
CANDIDATE SIGNATURE

Subscribed AND SWORN to (or affirmed) before me this _____day of _____ 20_____.

Notary Public

My Commission Expires:

(Seal)

I have read all applicable laws relating to campaign financing and reporting.

CANDIDATE SIGNATURE

Triplicate (Non-Partisan)

STATE OF ARIZONA
NONPARTISAN
NOMINATION PAPER
AFFIDAVIT OF QUALIFICATION
CAMPAIGN FINANCE LAWS STATEMENT
[A.R.S. §§ 16-311, 16-905(K)(5)]

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of _____at the General Election to be held on _____.

I will have been a citizen of the United States for _____ years next preceding my election and will have been a citizen of Arizona for _____ years next preceding my election and will meet the age requirement for the office I seek and have resided in _____ County for _____ years and in precinct _____ for years before my election.

I do solemnly swear (or affirm) that, at the time of filing, I am a resident of the county, district or precinct which I propose to represent, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek, having fulfilled the constitutional and statutory requirements for holding said office.

SAMPLE

_____
Actual residence address or description of place of residence (city or town) (zip)

Post Office
Address _____
(city or town) (zip)

Print or type your name on the following line in the exact manner you wish it to appear on the ballot. A.R.S. § 16-311.G.

_____ ,
LAST NAME FIRST NAME

_____
CANDIDATE SIGNATURE

Subscribed AND SWORN to (or affirmed) before me this _____day of _____ 20_____.

_____
Notary Public

(Seal)
I have read all applicable laws relating to campaign financing and reporting.

_____
CANDIDATE SIGNATURE

Sample Failure to File Notice

TO: «NAME»
Filer ID # «FILERID»
ATTN: «ATTENTION»
«ADDRESS1»
«ADDRESS2»
«CITY», «STATE» «ZIP»

FROM: Office of the Secretary of State
Election Services Division

DATE:

RE: **Failure to File Campaign Finance Report** for Filer ID «FILERID»
«PERIODNAME»
«BEGINDATE» TO «ENDDATE»
Due «ENDFILINGDATE»

Pursuant to Arizona Revised Statutes, A.R.S. §16-918(A), the secretary of state hereby notifies you that the above named political committee has failed to file the noted campaign finance report on time. Depending upon how you choose to remedy this failure to file, the following deadlines and penalties apply:

1. $10 FILING PENALTY FOR EACH DAY THE REPORT IS LATE

Beginning the day after your campaign finance report was due, a mandatory late filing penalty of $10 per day must be paid to the secretary of state for each day the report was late. The fee has been accumulating daily since the day after the report was due. The secretary of state is prohibited by law from accepting your report without full payment of the late fee. A.R.S. §16-918(B)

You may present a written claim of good cause for the failure to file on time. That claim, however, will not substitute for paying the late fee at the time you file the campaign finance report. If a finding of good cause is granted at a later time, your late penalty will be refunded.

2. ADDITIONAL PENALTIES FOR FAILING TO FILE WITHIN THE NEXT 15 DAYS

If your committee does not file the required campaign finance report within 15 days of receiving this notice; your committee is subject to additional penalties:

a. For all committees, there is a mandatory civil penalty of $25 per day for each day your committee fails to file beyond the 15 days after you receive this notice. A.R.S. §16-918(C)
b. For candidate campaign committees that do not come into compliance with filing requirements, the Attorney General may impose an order that this office will refuse nomination papers from the candidate for a period of five (5) years from the date the campaign finance report was originally due. The Arizona Attorney General may also issue an order that the filing officer for any jurisdiction (local or state) may refuse to accept nomination papers from the candidate for a period of

five (5) years from the date the campaign finance report was originally due. A.R.S. §16-918(F)

3. THIS IS THE ONLY FAILURE TO FILE NOTICE THAT YOU WILL RECEIVE. Each political committee that has failed to file a campaign finance report will be sent only one notice of failure to file. (THIS LETTER CONSTITUTES YOUR NOTIFICATION) For candidate campaign committees, a copy will also be sent to the candidate or designating individual at his or her address on file with the secretary of state. A copy of this notice becomes a part of the public record of your campaign finance report file.

4. YOUR COMMITTEE MUST FILE YOUR CAMPAIGN FINANCE REPORTS WITH THE SECRETARY OF STATE IN ELECTRONIC FORMAT. A.R.S. §16-958(E) **It is no longer necessary to file a report on paper when you have filed your report electronically.** For your electronic report to be considered to have been properly filed, you must provide one of the following to the office of the secretary of state:

a) The data saved on a 3.5" floppy disk using the electronic filing option in CFS2006; **OR**

b) The data sent via Internet transmission using the electronic filing option in CFS 2006 (you will receive a confirmation if your transmission was successful); **OR**

c) The data sent in the specified electronic filing format using software from a third party vendor.

These are the only acceptable means by which you may file your report. The secretary of state has developed and released software, which will enable you to prepare and file your report electronically. The most recent version of the software ("CFS2006") is free and is available to download through the Arizona secretary of state's website at www.azsos.gov. In the alternative, you may obtain the software on a CD-ROM disk at the Office of the secretary of state at 1700 West Washington, 7th Floor, Phoenix, AZ 85007 or 400 West Congress, 2nd Floor, Suite 252, Tucson, AZ 85701.

If you believe that your committee has filed this campaign finance report on time, please contact the Election Services Division at 1-877-THE VOTE or at (602) 542-6169 or (602) 364-1562, or you may send an e-mail message to mailto: elections@azsos.gov.

EARLY VOTING

Accessible Voting Device Affidavit

Name: _____ Voter ID# _____

Precinct/Split: _____ Date: _____

Ballot Affidavit

ARS §16-547 State of Arizona
County of XXX

I do solemnly swear that I am the identical person whose name is signed to this affidavit and that this name and signature are my true name and signature, or if I did not personally sign, it was because of physical disability; that I have not voted and will not vote in this election in any other state during the calendar year of this affidavit and that I personally voted the touch screen ballot or that it was marked according to my instructions because I was unable to do so. I understand that knowingly voting more than once in any election is a class 5 felony. I declare that I am more than eighteen years of age, that I am a qualified elector of the state of Arizona and the county of XXX and that I reside at the address as indicated below. If a challenge is filed against my early ballot, I understand that a copy of the challenge will be sent to me by first class mail and that I may have as little as forty-eight hours' notice of an opportunity to appear.

SAMPLE

Signature of Elector: _____

_____
Name of Person signing affidavit if other than registrant:

Physical Address:

_____
(House Number) (Street) (City/Town) (Zip)

POLLING PLACE FORMS

Precinct Election Supplies Inventory List

Election Type (Circle): PRIMARY GENERAL OTHER

PRECINCT _____ POLLING PLACE _____

POLLING PLACE CONTACT NAME _____ PHONE _____

QTY	ITEM		QTY	ITEM
	INSPECTOR			OFFICIAL & UNOFFICIAL
	Inspector's Checklist			Unofficial Returns (Unused Ballot Seal & Recount seal inside bag)
	Signature Roster			Official Returns (Official Seal Inside Bag)
	Precinct Registers			MARSHAL
	Poll Lists			Marshal certificate
	Challenge List			75' twine
	Sample Ballots for each ballot style			Masking Tape
	A.R.S. Title 16 Book			PAYROLL
	Provisional Ballot Envelopes			Payroll Voucher (if claiming mileage, must have license plate #)
	Keys to ballot container			
	Demonstration Ballots			EXTRA SUPPLIES
	SIGNS			Magnifying sheets
	Arrows			Precinct Map
	No Smoking			Flag & stand
	Vote Here			Badges/Name Tags
	Instructions to Voters/Right to Vote			Secrecy Sleeves
	Disable Vote Here			Ballot Container with Seal #
	Handicap Parking			Optical Scan Unit with Seal #
	Senior Citizen Parking			Accessible Voting Unit with Seal #
	Curbside Voting Available			Ballot Box
	Write In Candidates (if any)			Voting Booths
	SUPPLY BAG			BALLOTS
	Equipment Manuals			Ballot style
	Black Pens			Ballot style
	Ballot Marking Pens			Ballot style
	Red Pens			Ballot style
	Pencils & Pencil Sharpener			Ballot style
	"I Voted" stickers			

SAMPLE

INSPECTOR: Please check this list against your supplies. Sign below stating the total amount of official ballots you have received.

I, _____, Inspector for the _____Precinct, have received a total of ___ ballots on _____ ___, 20_ for the _____Election.

_____
INSPECTOR SIGNATURE

Instructions to Voters and Election Officers

1. The polls are open from 6:00 a.m. until 7:00 p.m.
2. Please give your full name and place of residence and identification documents to the election officer in charge of the signature roster. The election officer will determine which type of ballot you will use to cast your vote.
3. Once you have received your ballot, go to the next available voting booth to cast your vote. Mark your ballot opposite the name of each candidate for whom you want to vote.
4. If you want to vote for a person who is not printed on the ballot, write that person's name on the lines provided and mark the ballot in the appropriate place next to the name you have written.
5. Ask for assistance if you are physically unable to mark your ballot or wish to utilize the accessible voting system. If you choose to mark a paper ballot, two election officers from opposing political parties will accompany you to the voting booth. They will:
   - tell you the names of all candidates for each office on the ballot,
   - tell you the political parties by which the candidates were nominated for each office,
   - ask the name of the candidates for whom you want to cast your vote, and
   - mark your ballot correctly.

   Neither of the election officers who assist you with your vote are allowed to influence your vote by recommending or suggesting any candidate or political party for any office.

6. If you accidentally spoil your ballot, present it to the election judge. Make sure to conceal any votes you have made on the ballot. Either you or the judge will need to mark the ballot as spoiled, and the judge will give you another ballot on which to cast your vote. You are allowed to spoil no more than three ballots.

If you feel that a violation of the Help America Vote Act of 2002 has occurred, you may contact:

Secretary of State's Division of Election Services
1700 West Washington Street 7th Floor
Phoenix, AZ 85007
1-877-THE VOTE
www.azsos.gov

Right to Vote a Provisional Ballot

1. You have a right to vote a provisional ballot if one of the following situations applies to you:
   - if your name does not appear on the precinct register, and you are in the correct polling place,
   - if you have moved to a new address within the county and have not updated your voter registration,
   - if you have legally changed your name and have not updated your voter registration,
   - if you requested an early ballot but did not vote an early ballot
   - if you have not produced sufficient identification
   - if you were challenged as a qualified voter

   To vote using a provisional ballot:
   - present to the election officer an identification stating your given name and surname,
   - present to the election officer your complete residence address, or
   - sign an affirmation on the provisional ballot envelope stating that the information filled out on the provisional ballot envelope is correct, that he/she resides in the precinct, that he/she is eligible to vote in this election and that he/she has not previously voted in this election.

   If you vote using a provisional ballot, the election official will enter your name on the signature roster. You will be asked to provide your signature next to your name.

   Once you have voted using a provisional ballot, your ballot will be placed in a provisional ballot envelope, which you can seal. The election official will ensure that the envelope is sealed. You will then be given a provisional ballot receipt with information on how to present sufficient identification to the county recorder if necessary, and how to verify the status of your provisional ballot.

Identification at the Polls – Requirements for Voters

Make sure to bring proper identification when voting.

The voters of Arizona passed a new law in 2004 that requires every voter to show proof of identity before receiving a ballot. An elector who does not provide proper identification shall be issued a conditional provisional ballot.

Acceptable forms of identification with photograph, name, and address of the elector (one required)

- Valid Arizona driver license
- Valid Arizona nonoperating identification license
- Tribal enrollment card or other form of tribal identification
- Valid United States federal, state, or local government issued identification

An identification is "valid" unless it can be determined on its face that it has expired.

Acceptable forms of identification without a photograph that bear the name and address of the elector (two required)

- Utility bill of the elector that is dated within ninety days of the date of the election. A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television
- Bank or credit union statement that is dated within ninety days of the date of the election
- Valid Arizona Vehicle Registration
- Indian census card
- Property tax statement of the elector's residence
- Tribal enrollment card or other form of tribal identification
- Vehicle insurance card
- Recorder's Certificate
- Valid United States federal, state, or local government issued identification, including a voter registration card issued by the county recorder

An identification is "valid" unless it can be determined on its face that it has expired.

Disabled Voter Signature Statement

_____
PRECINCT NAME OR CODE

_____
REGISTER NUMBER

_____
NAME BALLOT CODE VR#

SAMPLE

_____
ADDRESS PARTY REG. DATE

I am the person listed above and I reside at the address listed above.

_____
SIGNATURE OF QUALIFIED ELECTOR

_____
SIGNATURE OF ELECTION OFFICIAL

Door Diagram

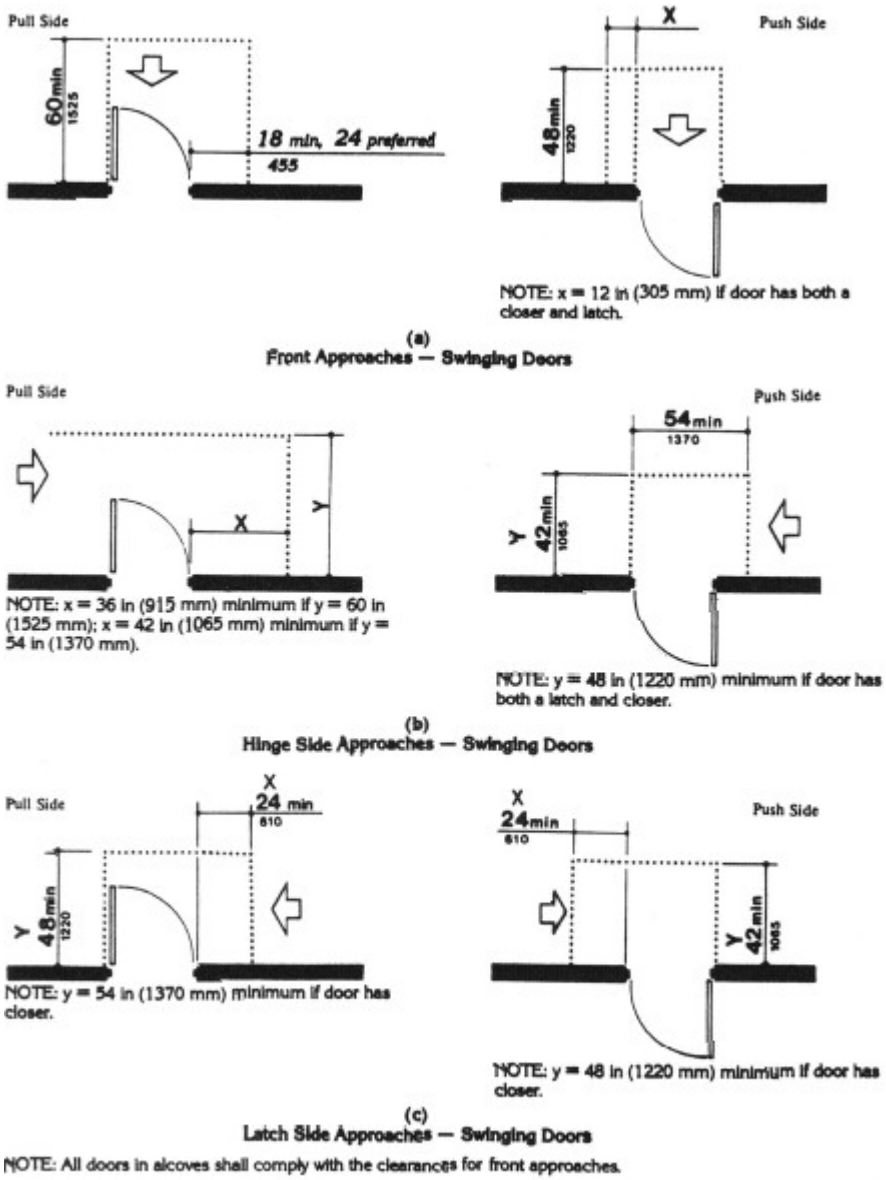


Fig. 25
Maneuvering Clearances at Doors

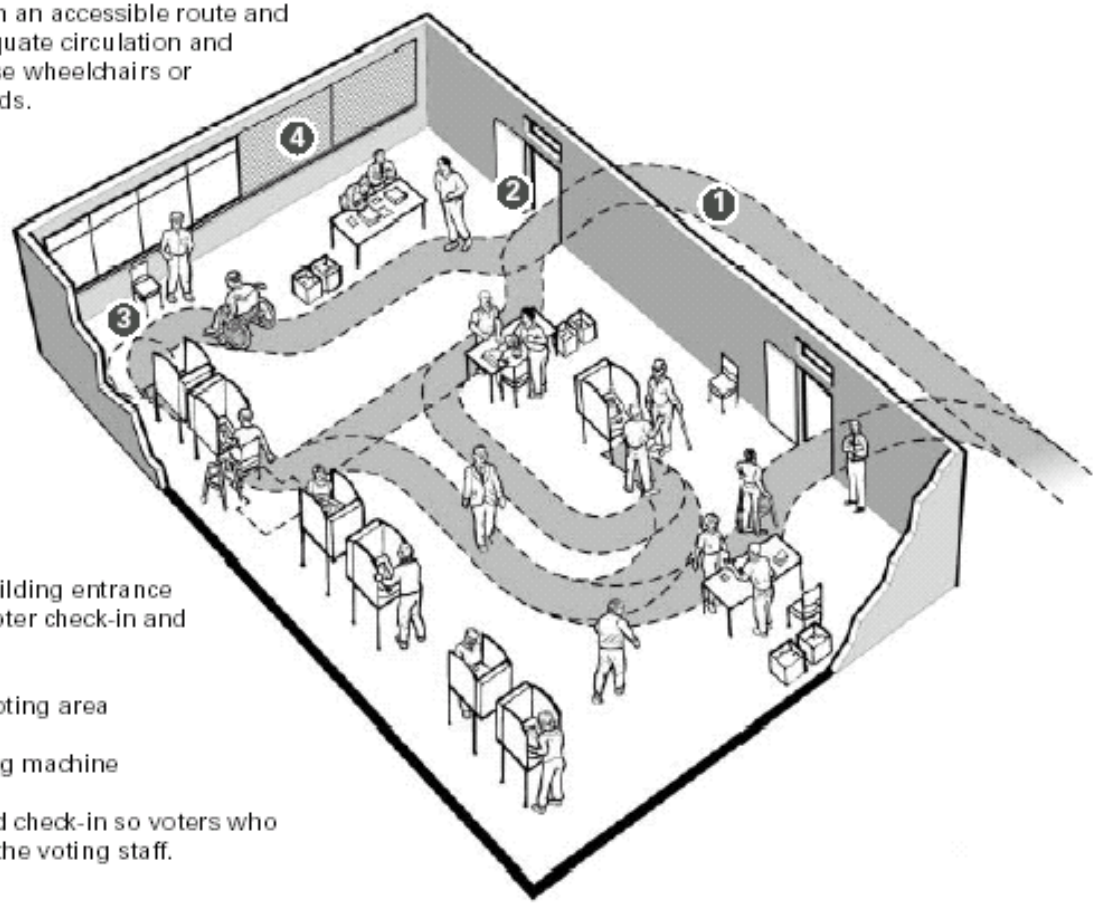
Polling Place Setup

Using the Polling Place

F. Voting Area

Typical Issues
The accessible voting area must be on an accessible route and have an accessible entrance and adequate circulation and maneuvering space for voters who use wheelchairs or scooters or who walk with mobility aids.

An accessible route must connect the accessible building entrance to the accessible voting area, which includes voter check-in and the location of the accessible voting machines. The survey should also identify any protruding objects (wall-mounted or overhead) along the circulation route to voter check-in and the voting area.



Notes:

1. Accessible route connects the building entrance with the voting area, including voter check-in and accessible voting machine.
2. Accessible door or doorway to voting area
3. Turning space at accessible voting machine
4. Blinds closed on windows behind check-in so voters who read lips can communicate with the voting staff.

TALLY BOARD LOGS/FORMS

Receiving Board Log

Board No._____

PRECINCT NUMBER	PRECINCT NAME	BOARD MEMBERS INITIALS	SEAL NUMBER	TIME RECEIVED	SIGNATURE OF PERSON BRINGING IN RETURNS	CONDITION OF CONTAINER

SAMPLE

Inspection Board Receipt Log

Board No._____

Provisional Ballots	Precinct	Time	Seal Number	TO DUPLICATION BOARD		TO WRITE-IN BOARD Write-in/ Ballots	Rejected	Board Members Initials
				Damaged Ballots	Overvote Ballots			

SAMPLE

Write-In Board Log

Board No._____

PRECINCT	TIME	NUMBER OF BALLOTS	BOARD MEMBERS INITIALS

SAMPLE

Write-In Tally Sheet

(CHECK ONE): PRIMARY ELECTION GENERAL ELECTION SPECIAL ELECTION

PRECINCT NAME: _____ PRECINCT NUMBER: _____

INSPECTOR NAME: _____
JUDGE NAME: _____
JUDGE NAME: _____

DEM – DEMOCRAT
REP – REPUBLICAN
OTHER - _____

Regular Ballots Early Ballots

HOW TO USE THIS TALLY SHEET

(The number of votes must be written out at full length)	(Number of votes cast for each candidate)																				Total
MICKEY MOUSE had	~~01~~	~~02~~	~~03~~	~~04~~	~~05~~	~~06~~	~~07~~	~~08~~	~~09~~	~~10~~	~~11~~	~~12~~	~~13~~	~~14~~	~~15~~	~~16~~	~~17~~	~~18~~	~~19~~	~~20~~	28
	~~21~~	~~22~~	~~23~~	~~24~~	~~25~~	~~26~~	~~27~~	~~28~~	29	30	31	32	33	34	35	36	37	38	39	40	
TWENTY-EIGHT votes	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
for PRESIDENT	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	

(The number of votes must be written out at full length)	(Number of votes cast for each candidate)																				Total
had	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	
votes	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
for	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	

SAMPLE

(The number of votes must be written out at full length)	(Number of votes cast for each candidate)																				Total
had	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	
votes	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
for	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	

Master Audit Form Format

COLUMN HEADINGS IN SEQUENTIAL ORDER

1. Payroll voucher
2. Precinct ballot report
3. Ballots issued to precinct
4. Spoiled ballots
5. Total ballots
6. Provisional ballots
7. Unused ballots
8. Manual ballot count
9. Early ballot
10. Provisional ballot report
11. Manual total ballots cast
12. Machine count of all ballots cast

(Early) Ballots

A. Total ballots issued to county recorder for early voting

B. Ballots distributed for early voting

C. Spoiled ballots

D. Unused ballots returned to board of supervisors

E. Ballots turned over to early board

F. Ballots rejected by early board as incomplete or insufficient

G. Early ballots to be counted

Master Audit Form

	PAYROLL VOUCHER	PRECINCT BALLOT REPORT	BALLOTS ISSUED TO PRECINCT	SPOILED BALLOTS	TOTAL BALLOTS	PROVISIONAL BALLOTS	UNUSED BALLOTS	MANUAL BALLOT COUNT	EARLY BALLOTS							PROVISIONAL BALLOT REPORT	MANUAL TOTAL BALLOTS CAST	MACHINE COUNT OF ALL BALLOTS CAST
									Total ballots issued to county recorder	Ballots distributed for early voting	Spoiled Ballots	Unused ballots returned to board of supervisors	Ballots turned over to early board	Ballots rejected by early board as incomplete or insufficient	Early ballots to be counted			
PRECINCT	1	2	3	4	5	6	7	8	9A	9B	9C	9D	9E	9F	9G	10	11	12

SAMPLE

Duplication Board Log

Board No._____

		OVERVOTE			DAMAGED				
Precinct	Time	Total Received		Reproduced	Total Received	Did Not Require Reproduction	Reproduced	Rejected	Board Members Initials

SAMPLE

ADDITIONAL REPORTING FORMS

Equipment, Software and Firmware Certification Statement

I, <COUNTY OFFICER IN CHARGE OF ELECTIONS NAME> state by affixing my signature to this document certify that all election equipment and firmware, as well as all election software to be used in the <ELECTION TYPE> Election to be held on <ELECTION DATE> IN <COUNTY NAME> County has been certified for use by the Arizona Secretary of State. The following is a list of the equipment, firmware, and software to be used in the aforementioned election:

VOTING UNITS

Manufacturer	Model	Firmware Version

SAMPLE

CENTRAL COUNT UNITS

Manufacturer	Model	Firmware Version

ELECTION MANAGEMENT SOFTWARE

Manufacturer	Product Name	Version

Officer in Charge of Elections Signature Date

Cover Sheet for Additional Reports

<COUNTY NAME>
<COUNTY ADDRESS>
<COUNTY CITY, STATE, ZIP>

<COUNTY PHONE>
<COUNTY FAX>

SAMPLE

Additional Required Reports	
Prepared by:	
Name	
Address	
Telephone	
Fax	
Email	

I, the undersigned, affirm that the information I have provided for the Provisional Ballot, Accessibility, Voter Education, and Poll Worker Training Reports are true to the best of my knowledge.

Signature: _____

Date: _____

Accessibility Report

Polling Place	Precinct	Accessible Yes/No	# of Registered Voters	Data From On-Site Inspections of Polling Place	Description of Measures Taken to Bring Inaccessible Polling Place Into Compliance

SAMPLE

Poll Worker Training Report

Precinct	# of Inspectors	# of Marshals	# of Judges	# of Clerks	Total # Trained	# of those trained who are "Premium" Board Workers	# of Provisional Ballots Counted
TOTALS							

SAMPLE

Voter Education Report

Voter Education Information	2002	2006
Voter Turnout		
Number of Early Ballots Requested		
Number of Early Ballots Voted		
Number of Provisional Ballots Voted		
Number of Public Service Announcements		
Number of Seminars Providing Education		
Number of Locations Where Voting Equipment is on Public Display		
Length of Time Voting Systems Were on Public Display		
Number of Voter Education and Voter Outreach Initiatives		

Description of voter education and voter outreach initiatives	Estimated Costs	Participation

SAMPLE

HAVA ADMINISTRATIVE COMPLAINTS

Administrative Complaint Form - English

State of Arizona

Election Grievance Form

JANICE K. BREWER, SECRETARY OF STATE

Election Services Division, 1700 W. Washington, 7th Fl., Phoenix, Arizona 85007

Secretary of State Use Only
Do not write or staple in this space

This form is to be used by anyone alleging a violation of Title III of the Help America Vote Act (HAVA) of 2002, 42 U.S.C. §§ 15481-15485.

TYPE or PRINT ALL INFORMATION.
Please fill out this form completely, have it notarized and return it to the address above.
For more information, call Toll-free (in-state) 1-877-THE VOTE (1-877-843-8683); or 602-542-8683. TDD # 602-255-8683.
Visit www.azsos.gov for more information about HAVA and the State of Arizona HAVA Plan.

Personal Information

Last Name	First Name		
Mailing Address (include apartment # if applicable)	City	State	Zip Code
Daytime Phone Number (include area code)	Fax Number (include area code)		
E-mail address			

Federal Law Violations Under HAVA individuals may file a complaint if a violation: has occurred; is occurring; or is about to occur.

Date of alleged violation		Place of alleged violation	
Provisional Ballot	***New Voter Registration***	***Provisional Ballot Not Counted***	***Posting Voter Information***
☐ I was not allowed to vote using a provisional ballot	☐ Provisions regarding verification of new voter registration were not followed	☐ I was not able to determine whether my provisional ballot was	☐ Required voting information was not publicly posted in a polling place on Election Day

SAMPLE

☐ Would you like the Office of Administrative Hearings to conduct a hearing on the record?

Signature of complainant

State of Arizona)
County of _____)

Subscribed and sworn (or affirmed) before me this _____ day of _____, _____.

(seal)

_____
Notary Public

Grievance Form Rev. 072304

Administrative Complaint Form - Spanish

Estado de Arizona

Formulario de Queja de Elecciones

JANICE K. BREWER, SECRETARIA DE ESTADO

División de Servicios de Elecciones, 1700 W. Washington, 7th Fl., Phoenix, Arizona 85007

Para el uso de la Secretaría de Estado sólo
No escriba ni engrape en este espacio

Este formulario deberá ser usado por cualquier persona que alega una infracción del Título III de la Ley de Ayudar a América a Votar (HAVA) de 2002, 42 U.S.C. §§ 15481-15485.

ESCRIBA TODA LA INFORMACIÓN A MÁQUINA O CON LETRA DE IMPRENTA.

Por favor llene este formulario completamente, certifíquelo por notario y regréselo a la dirección más arriba.

Para más información, llame gratis (en el estado) al 1-877-THE VOTE (1-877-843-8683); or 602-542-8683. TDD # 602-255-8683.

Visite al www.azsos.gov para más información acerca de HAVA y el Plan de HAVA del Estado de Arizona.

Información Personal			
Apellido	Nombre de Pila		
Dirección de Correo (incluya el # de departamento si se aplica)	Ciudad	Estado	Código Postal
Número Telefónico de Día (incluya el código de zona)	Número de Fax (incluya el código de zona)		
Dirección de Correo Electrónico			

Infracciones de la Ley Federal Según HAVA, personas individuales pueden presentar una queja si una infracción ha ocurrido; está ocurriendo; o está a punto de ocurrir.

Fecha de la infracción alegada	Lugar de la infracción alegada		
Boleta Electoral Provisional	***Nueva Inscripción de Votante***	***Boleta Provisional No Contada***	***Anuncios con Información para Votantes***
☐ No se me permitió votar usando una boleta electoral provisional	☐ No se siguieron las disposiciones con respecto a la verificación de las nuevas inscripciones de votante	☐ No pude determinar si mi boleta electoral provisional fue contada	☐ No se fijó públicamente la información requerida de votación en un lugar de votación el Día de la Elección
Otra infracción de la ley federal ☐ Si hay otra infracción, llene la información a la derecha.	Sección del Título III de la Ley de Ayudar a América a Votar supuestamente violada.		
	Describa la infracción aquí:		

☐ ¿Quiere usted que la Oficina de Audiencias Administrativas realice una audiencia documentada?

Firma del reclamante

State of Arizona)
County of _____)

Subscribed and sworn (or affirmed) before me this _____ day of _____, _____.

(seal)

_____
Notary Public (Notario Público)

Grievance Form Rev. 072304