



City Commissioners

City Hall, Rooms 130, 132, 134
Philadelphia, PA 19107

County Board of Elections

City Hall, Room 142
Philadelphia, PA 19107

Voter Registration Division

Riverview Place, 5th Floor
520 N. Columbus Blvd
Philadelphia, PA 19123
Phone: (215) 686-1590

Election Warehouse

11311 Roosevelt Blvd
Philadelphia, PA 19154

2026

PRIMARY ELECTION

**ELECTION BOARD
TRAINING**

vote.phila.gov

INTRODUCTIONS:

- Meet your trainer!
- Meet each other:

Turn to the person next to you, and ask the following questions:

1. Their name
2. What neighborhood they're in
3. How long they've been a poll worker for



AGENDA:

- | | |
|---|---|
| <ul style="list-style-type: none">• The Primary Election | <i>Date, Being a Poll Worker</i> |
| <ul style="list-style-type: none">• Prior to Election | <i>Election Code, Key, Materials, Reminders</i> |
| <ul style="list-style-type: none">• Election Day | <i>ExpressPoll setup, Poll Worker Management (incl. Payroll), Election Board staff and Polling Place overview, Rights of Voters, Machine Technicians, Poll Watchers, Electioneering</i> |
| <ul style="list-style-type: none">• Opening the Polls | <i>Polling Place signage and posters, Language Interpretation, Searching for Voter, Poll Book status, Voter Status, Issuing a Ballot, Table setup, Voter ID, Provisional Ballots, Spoiling a Ballot, "Machine Down" Provisional Voting, Mail-In and Absentee Voting, Voter Assistance, Affirmation of Elector</i> |
| <ul style="list-style-type: none">• Closing the Polls | <i>Essential Steps, Closing the Express Poll, #2 Envelope, #4 Envelope, Vinyl Bag, Electronic Pollbook case, Hopper Bag, Police pickup, Voting Machine tapes, Election Materials box, After the Election, Election Results</i> |
| <ul style="list-style-type: none">• Next Steps | <i>Post-training steps - Poll Worker Guide review, Judge Check-In, Voting Machine video training, Contact / Resources</i> |



KEY WORDS

<ul style="list-style-type: none">• ExpressPoll Book	<p><i>This is the tablet where you'll sign in voters. This is also where you'll sign in to ensure you get paid on time. It's also called the e-pollbook.</i></p>
<ul style="list-style-type: none">• ExpressVote XLs	<p><i>The name of the voting machines, also called "the XLs."</i></p>
<ul style="list-style-type: none">• Secure Ballot Hopper	<p><i>Inside each ExpressVote XL, it contains the official voting ballots.</i></p>
<ul style="list-style-type: none">• Network in a Box AKA the "NIB"	<p><i>You must turn this on first thing upon arrival. It's basically a special network internet connection. The NIB ensures that the ExpressPoll books work.</i></p>
<ul style="list-style-type: none">• Seals	<p><i>Ensure that machines aren't tampered with before and/or after the Election. There are three main types of seals: (1) Seals you'll break open in the morning, (2) Seals you'll use to shut down the machines at the end of the night, and (3) Seals you will not remove at all.</i></p>

PRIMARY ELECTION



ELECTION DAY



**TUESDAY,
May 19, 2026**


7:00 AM - 8:00 PM

**(Arrive between 6:00 AM - 6:30 AM
to set up - the earlier, the better!)**



You must be a U.S. citizen, a resident of Philadelphia, and a registered Philadelphia voter in order to be a poll worker.





NEED TO REGISTER TO VOTE OR APPLY FOR A MAIL BALLOT?

Three ways to register:

1. Online: www.pavoterservices.pa.gov
2. Deliver your paper application to the Philadelphia County voter registration office
3. Mail your paper application to the Philadelphia County voter registration office, received by 05/04/26.

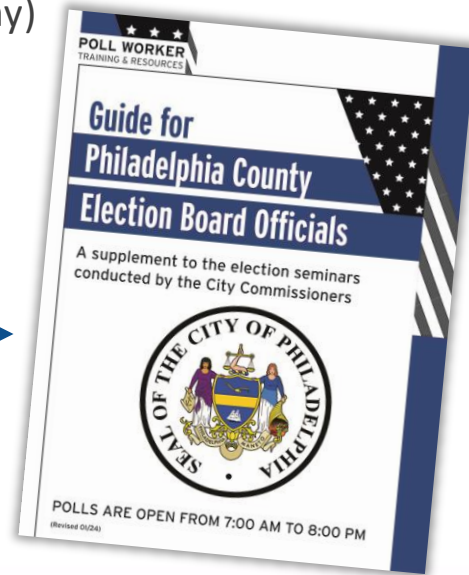
The **deadline to register to vote in the Primary Election is 05/04/26**. We encourage poll workers to vote by mail in case they don't work near their polling place. The **deadline to request a mail ballot is 05/12/26**, completed mail ballots must be **received by 8 pm on 05/19/26**.

PRIOR TO ELECTION



PRIOR TO ELECTION:

- The Election code and voting system key will be **inside the lanyard in the election materials box**, which will also include phone, seal card, and supplemental pages (if any)
- **Election material box and ExpressPoll case** must be picked up at designated locations.
- If unsure of where and when to pick up boxes, call **215-686-VOTE**, or refer to the Poll Worker Guide
- All Electronic Devices **MUST** be turned on by **6:45 AM** election morning



EXPRESSPOLL ELECTRONIC POLLBOOK





TURN ON THE NIB FIRST



One Network Box is provided per each polling place (*not every division will have a Network Box*).

The Network Box will be attached to the top rear of the “A” ExpressVote XL Voting Machine. Setup of the Network Box is only required if your Division’s “A” machine has a Network Box attached to it. The pictures below show the Network Box and its power button. The Network Box cannot be opened or serviced by poll workers.



NETWORK BOX



**NETWORK BOX
POWER BUTTON**

Where is the NIB?

What time must the NIB be turned on?

Where is the NIB?

The back of machine A

What time must the NIB be turned on?

As soon as you arrive!



Setting up the Electronic Pollbook





Open Electronic Pollbooks First

What time must the electronic pollbook be fully turned on by?

Why must the electronic pollbook be fully turned on by that time?

What time must the electronic pollbook be fully turned on by?

6:45 am

Why must the electronic pollbook be fully turned on by that time?

To receive the second and final voter update

OPEN AND CLOSE POLLS CHECKLISTS

A check list to open the polls and a check list to close the polls are loaded on the EPB. **The open poll check list pops up as soon as the EPB turns on.**

52-09 SIMPSON HOUSE 0 Issued | 0 Reissued | 0 Checked In Thu Jan 29 3:48 PM 100% CD

Open Polls Checklist

1a. Turning on the NIB and unloading the machine:

- If you have a network box on your A machine, turn it on by pressing the silver button. The button will turn blue when powered on.
- Confirm was and division on all machines.
- Get the lanyard with the machine password and key from the materials box.

Yes

Step 1 of 16

Back Next

52-09 SIMPSON HOUSE 0 Issued | 0 Reissued | 0 Checked In Thu Jan 29 3:45 PM 100% CD

Close Polls Checklist

NEARING 8 PM

- Clerk finished entering voter information in #2 & #4 yellow books.
- Double check that everyone has filled out the electronic pollbook and paper payroll.

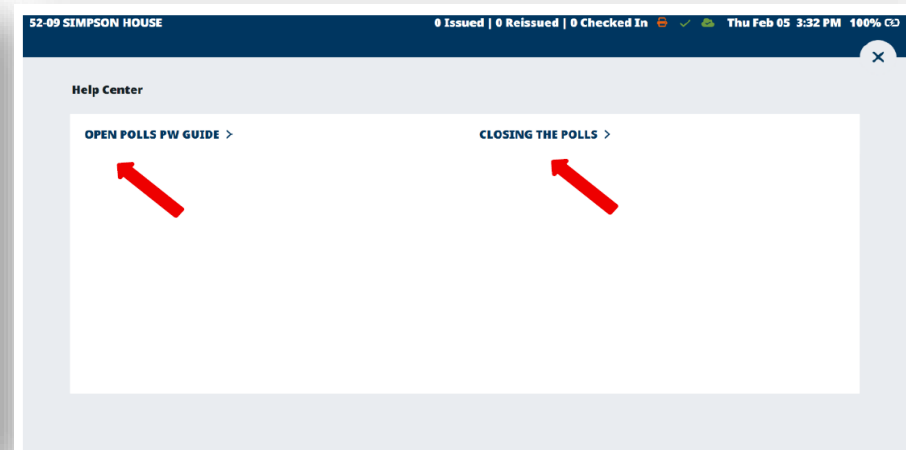
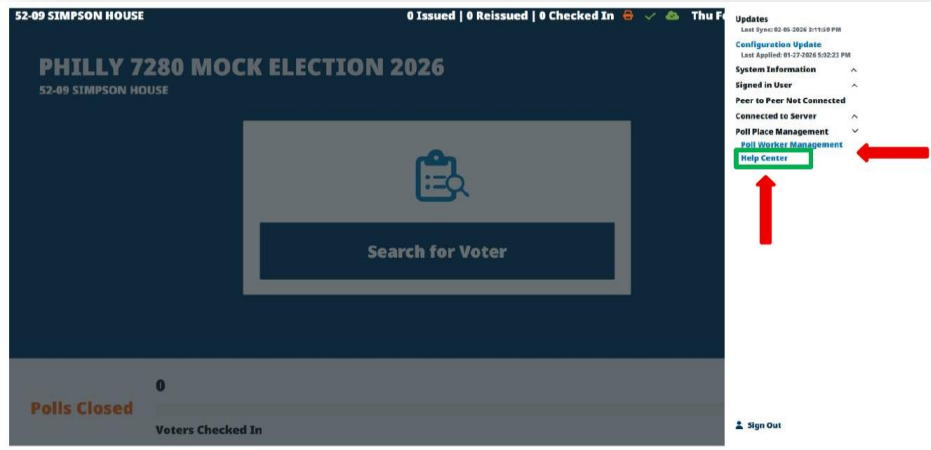
Yes

Step 1 of 6

Back Next

REVIEW THE CHECKLISTS DURING THE DAY

- 1) Go to the **Option screen** (the three green lines on the Search for Voter screen on the top right)
- 2) Open the **Poll Place Management** list by touching it
- 3) Touch **Help Center**
- 4) The **Help Center selection screen** will appear, and poll workers can select the list they'd like to review by touching it.



Watch out for the red clou



If you see a **red cloud**, call us. It means you're not connected.

If you see a round circle, it means **something is loading**. It will only last **ten seconds!** Don't worry. Don't call.

10-15 CONCERNED BLACK MEN 0 Issued | 0 Reissued | 0 Checked In Mon Mar 16 2:58 PM 75%

PHILLY 7280 MOCK ELECTION 2026

10-15 CONCERNED BLACK MEN Options

Search for Voter

Monitor Poll

0 522

Polls Open Voters Checked In Voters Registered

POLL WORKER MANAGEMENT BOARD WORKER PAYROLL

AKA Getting you paid accurately and on time!



After Polls are successfully opened, and the volume of voters are manageable, you may complete your payroll via ExpressPoll



Place the payroll sheet in the election material box. Don't take it home, don't put it in the hopper bag, don't put it in the vinyl bag.

Judges of Election take home the pink copy for their records.

EXAMPLES OF IDs THAT WILL SCAN

- **Driver's license**
- **PennDOT ID card**
- **U.S. Armed Forces ID card**
- **Passport**

Remember, scanning an ID is optional.

- **You'll still need to add your phone number and email address.**
- **You might need to edit your info if your ID isn't up to date.**



After School Program

signUP

WE ARE WORKING TOGETHER TO MAKE A DIFFERENCE

Notice of Meeting

DATE: _____

TIME: _____

LOCATION: _____

AGENDA:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

MINUTES BY: _____

MINORITY INSPECTOR

NAME: _____

DATE: _____

TIME: _____

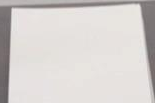
LOCATION: _____

AGENDA:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

MINUTES BY: _____

**MINORITY
INSPECTOR**



REMINDER

Use only **one electronic pollbook** for filling out payroll to ensure nobody signs in twice.

SOUTH PHILA OLDER ADULT CENTER 1 Issued | 0 Reissued | 1 Checked In Thu Jan 25 11:33 AM 100%

Add Poll Worker

Cancel Save

Poll Worker Address Contact

First Name Middle Name Last Name Suffix Date of Birth

ROSE Tap here to ty JACKSON Tap here... 02-29-1980

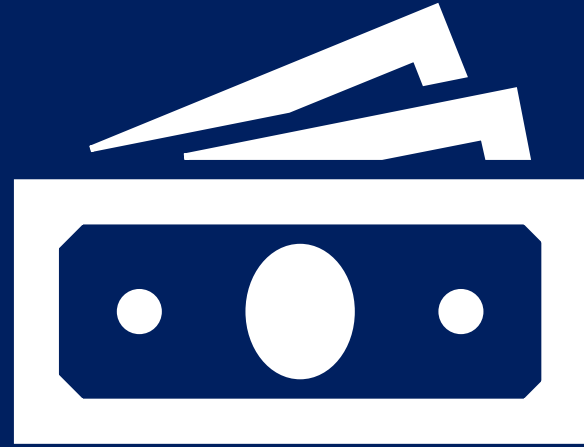
Job Title Poll Place

Select SOUTH PHILA OLDER ADULT CENTER

Bilingual Interpreter
Machine Inspector
2nd Machine Inspector
Clerk

Please navigate to the next tab to continue.

**And an exciting
announcement.
Judge of Election
pay has been
increased to
\$215.00!**



ELECTION BOARD AND POLLING PLACE OVERVIEW





POSITIONS ON THE BOARD:



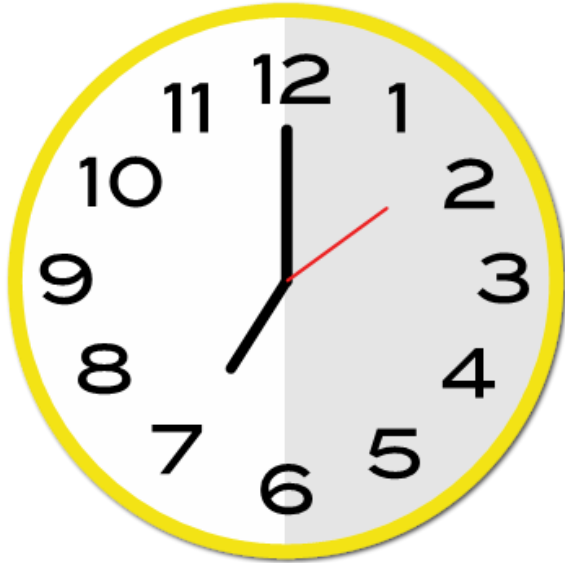


STUDENT POLL WORKERS

- **17 and 18-year-old local HS students**
- **They've been trained**
- **Cannot be replaced as poll workers**
- **Please help them feel welcome**



FILLING VACANCIES ON ELECTION DAY:



If a Poll Worker has not arrived **by 7:00 AM**, vacancies can be filled by **any voter registered in the division**.

If you are unable to fill any vacant positions by **7:30 AM**, they can be filled via **Curbside Election**

Elected or Court Appointed Election Board Officials must be seated if they arrive before 7:00 AM

For more information, refer to [page 2](#) in the Poll Worker Guide



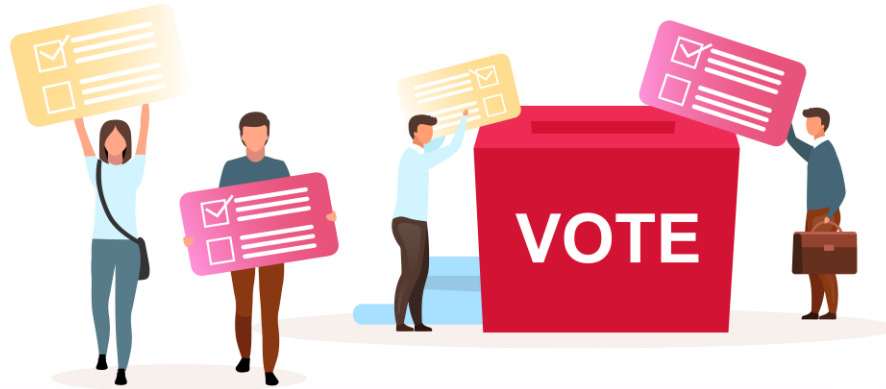
FILLING VACANCIES ON ELECTION DAY:

If a Poll Worker has not arrived by 7:00 AM:

Missing Judge of Election?	<ul style="list-style-type: none">• Majority Inspector appoints a Judge of Election
Missing Majority Inspector?	<ul style="list-style-type: none">• Judge of Election appoints a Majority Inspector
Missing Minority Inspector?	<ul style="list-style-type: none">• Person who received the second highest vote for Judge of Election at the most recent election shall serve.• If that person is not available/qualified, a curbside election should be conducted.
Missing Clerk?	<ul style="list-style-type: none">• The Minority inspector appoints a qualified clerk.
Missing Machine Inspector?	<ul style="list-style-type: none">• Judge of Election notifies the Election Board, who appoints a qualified machine inspector.• Call (215) 685-4811



PEOPLE YOU MIGHT SEE AT THE POLLS ON ELECTION DAY



RIGHTS OF VOTERS:



An **Elector** shall have the right to vote:

- Without use of **threat, force, violence or restraint**
- Without **intimidation**
- Without any other action intended to **deny any individual's right to vote**
- **Privately**

Occasionally the Judge should "sweep" the room and remove all campaign literature in the polling place on their side.

MACHINE TECHNICIANS:



Periodically throughout Election Day, machine technicians **employed by the City, directly or through a contractor**, will visit polling places to perform courtesy checks on the ExpressVote XLs.

Check for an employee badge/ID card.

DOJ and **AALDEF**: Both groups are checking for compliance with federal voting rights laws.



U.S. Department
of Justice
(DOJ)



Asian American Legal Defense
and Education Fund
(AALDEF)

These groups will have certificates and/or letters. The Judge of Election can request to see them!

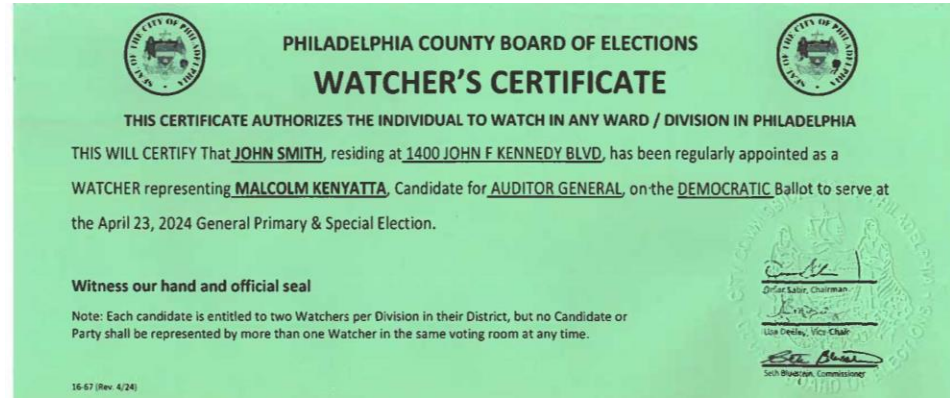


Poll Watchers

Who are poll watchers?

- Each candidate on the ballot can appoint up to two poll watchers per polling place, and each political party can appoint up to three at November and special elections. However, only *one poll watcher per candidate and one per political party/body may be present in the polling place at one time while the polls are open.*

Sample Candidate Certificate:



PHILADELPHIA COUNTY BOARD OF ELECTIONS
WATCHER'S CERTIFICATE

THIS CERTIFICATE AUTHORIZES THE INDIVIDUAL TO WATCH IN ANY WARD / DIVISION IN PHILADELPHIA
THIS WILL CERTIFY That JOHN SMITH, residing at 1400 JOHN F KENNEDY BLVD, has been regularly appointed as a
WATCHER representing MALCOLM KENYATTA, Candidate for AUDITOR GENERAL, on the DEMOCRATIC Ballot to serve at
the April 23, 2024 General Primary & Special Election.

Witness our hand and official seal

Note: Each candidate is entitled to two Watchers per Division in their District, but no Candidate or
Party shall be represented by more than one Watcher in the same voting room at any time.

16-67 (Rev. 4/24)

[Signatures: Omar Kasir, Chairman; Lisa Deeks, Vice Chair; Seth Blustein, Commissioner]

Sample Party Certificate:



PHILADELPHIA COUNTY BOARD OF ELECTIONS
WATCHER'S CERTIFICATE

THIS CERTIFICATE AUTHORIZES THE INDIVIDUAL TO WATCH IN ANY WARD / DIVISION IN PHILADELPHIA
THIS WILL CERTIFY That JOHN SMITH, residing at 1400 JOHN F KENNEDY BLVD, has been regularly
appointed as a WATCHER representing the REPUBLICAN Party to serve at the November 7, 2023
Municipal & Special Election

Witness our hand and official seal

Note: Each candidate is entitled to two Watchers per Division in their District, but no Candidate or
Party shall be represented by more than one Watcher in the same voting room at any time.

16-67 (Rev. 4/24)

[Signatures: Omar Kasir, Chairman; Lisa Deeks, Vice Chair; Seth Blustein, Commissioner]

Poll Watchers

Poll Watchers CAN

- Must present their certificate to members of the Election Board upon request.
- Be inside the polling place from the time the board arrives until the police officer picks up the materials in the evening.
- Keep a list of voters.
- When NO voters are present, the Watcher may inspect the Voting Checklist (electronic pollbook), ask for the public count from each voting machine, and inspect the #2 and #4 books.
- Make good faith challenges to an elector's identity or continued residence in the election district.
- Lodge permitted challenges directly with the Judge of Elections.
- After voting hours, ALL watchers are permitted inside the polling place (but outside the enclosed area) to watch the vote tabulation.

Poll Watchers CANNOT

- Watchers may not interfere with the voting process but may make challenges as permitted by the Election Code.
- Watchers must remain outside the enclosed area— the area past the check-in table and directly in front of, beside or behind the voting machines.
- During voting hours, cannot have more than one Watcher per party or candidate in the polling place.
- Cannot make challenges based on race, national origin, appearance, name, religion, or other characteristics not relevant to voting.
- Cannot engage in electioneering. Although they represent a political party or candidate, they're not entitled to electioneer.
- Cannot engage, attempt to influence, or intimidate voters or engage in voter intimidation.
- Cannot review or access the contents of ballot boxes and other election records.



ELECTIONEERING:



The following is prohibited within **10 feet of the Polling Place entrance:**

- Handing out campaign materials
- Placing campaign materials inside polling place
- Telling voters which candidates to support
- Wearing a t-shirt or button supporting a candidate, campaign, or political party

Voters **in the act of voting** can wear political clothes, buttons, etc., but must - like all voters - exit the polling place when they have finished voting.

For more information, refer to **page 21** in the Poll Worker Guide



IF SOMEONE IS ELECTIONEERING:

What to do if someone is electioneering?

- Ask the person to move **ten feet away** from the polling place entrance.
- If they refuse, call **215-686-VOTE** to file a complaint with County Board of Elections staff.
- If the issue repeats, or they still refuse to move, call the **Philadelphia District Attorney's Election Day Task Force hotline: 215-686-9641**

The image shows three versions of a sign for the Philadelphia District Attorney's Election Day Task Force. Each sign features a background with a stylized American flag and the word 'VOTED!' in large, semi-transparent letters. The top sign is in English, the middle in Spanish, and the bottom in Chinese. Each sign includes the DAO logo and the phone number 215-686-9641.

English: Philadelphia District Attorney's Office
DAO ELECTION TASK FORCE HOTLINE:
215-686-9641

Spanish: Oficina del Fiscal de Distrito de Filadelfia
GRUPO DE TRABAJO ELECTORAL
DE DAO LÍNEA DIRECTA:
215-686-9641

Chinese: Philadelphia District Attorney's Office
費城地區檢察官辦公室
地區檢察官辦公室選舉工作組熱綫電話
215-686-9641

OPENING THE POLLS

The polling place **MUST** be open to voters by **7:00 AM**



POLLING PLACE SIGNAGE:



All Posters must be hung up in **ALL 3 LANGUAGES***, both outside and inside the polling location, [unless otherwise noted](#).

*English, Spanish, and Traditional Chinese, as required by law.

Posters can be found in the extra large envelope, with red text “**ATTENTION: Judge of Election**” and/or the Election Box.

You will place a total of 14 posters. **Every division MUST place all posters**, even if you have more than one division in your polling place.

POSTERS:

ELECTION MATERIALS BOX

CHINESE LANGUAGE MATERIALS BAG

Materials include:

- Provisional balloting material
- Assistance Declaration forms
- Affirmation of Electors forms
- Mail-in ballot surrender forms
- Challenge Affidavit forms
- HAVA Title 3 form
- "I Voted" stickers

AFFIRMATION OF ELECTOR FORM

Affirmation of Elector forms are in the Judge's folder.
Voter completes form if indicated in the poll book.

RECORD OF ASSISTED VOTERS (TWO-SIDED)

Document is stapled to the front of the #2 envelope.
Any voter who fills out an Assistance Declaration Form must then be listed on the Record of Assisted Voters.

ASSISTANCE DECLARATION FORM

Assistance Declaration forms are in the Judge's folder.
Forms need to be completed prior to voting by the voter requesting assistance, the individual providing assistance, and the Judge of Election.

ELECTOR'S DECLARATION TO SURRENDER MAIL BALLOT FORM

A voter who has applied for, but hasn't returned their mail-in or absentee ballot may vote in person on the Expressvote XL only if they surrender their ballot and return Declaration Envelope to the Judge of Election, and complete the surrendered ballot declaration form BEFORE being checked into the poll book. After surrendering their ballot and Declaration Envelope, the Judge of Election completes the back of "Elector's Declaration to Surrender Their Mail Ballot" form, places the ballot inside the envelope, then places a Spoiled Ballot sticker on the envelope. The voter may then sign into the electronic poll book as normal and vote on the Expressvote XL.

15 | POLLING PLACE SET UP

OFFICIAL GUIDE FOR ELECTION BOARD OFFICIALS IN PHILADELPHIA COUNTY

ELECTION MATERIALS BOX

LIST OF VOTERS - YELLOW #2 & #4 BOOKS

As a handwritten, duplicate, paper record of all votes cast, the #2 and #4 books represent a redundancy securing Philadelphia's elections.
That's the reason that books must be complete (all votes cast - even by Provisional and Vote by Mail voters, which are all recorded in the back of the book), recorded by hand, recorded in order of voter admission, and always done in duplicate. The City retains one record, and the Minority Inspector retains the other.
At close, place Yellow #2 book in the #2 envelope and the Yellow #4 book in the #4 envelope.

#2 ENVELOPE

To be returned to the City Commissioners' Office at the end of day with:

- One Certificate and Oath of Office
- Record of Assisted Voters
- One printed results tape, marked "extra copy," from each machine
- Yellow #2 book
- Official Challenge Affidavits of Voters

#4 ENVELOPE

To be given to the Minority Inspector at the end of the day with:

- One Certificate and Oath of Office
- One printed results tape from each machine
- Yellow #4 book

Minority Inspector retains for one year unless notified otherwise by the City Commissioners' Office.

PROVISIONAL BALLOTS

PROVISIONAL BALLOT MATERIALS ENVELOPE D

Containing:

- Provisional Ballots (white sheet/ green header)
- Provisional Voting Return Envelope C
- Provisional Ballot Packages containing:
 - Secrecy envelope
 - Provisional Ballot Affidavit Envelope B (green)
 - Provisional Ballot Instruction Card (White)
 - Provisional Ballot Receipt

Procedure for any eligible voter:

- Refer to Station Card 4 for detailed procedure.
- Place the completed Provisional Ballot in Envelope C.

16 | POLLING PLACE SET UP

How do you support voters who speak a language other than English?

How do you support voters who speak a language other than English?

Philadelphia provides language assistance at all polling places to help voters who communicate in a language other than English.

YOUR POLLING PLACE MIGHT HAVE AN INTERPRETER



Introduce yourselves in the morning

Welcome the interpreter to sit at the table with you

There's a name tag for them in the purple Judge's folder

We do our best to meet interpretation needs. Judges of Election will receive a survey asking if they'd like to make any requests.

LANGUAGE INTERPRETATION:

Language Identification Guide

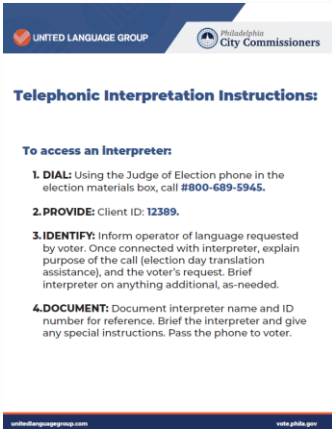
Allows voters to point at their language for assistance, if telephonic translation service is needed.



Language Interpretation Service Instructions

Instruction sheet for poll workers. Election Board Official can contact an interpreter using the hotline provided on the guide, and the cell phone provided to the Judge of Election.

Blue + White | Place both at sign-in table



SMARTPHONES



Every division will have a fully charged smart phone in their white materials box

Turn it on first thing in the morning

We'll send reminder text messages to the phone throughout the day

We'll call you on the phone in case of emergency

The Judge of Election should hold the phone

IMPORTANT PHONE NUMBERS

We want your phone call to get to the right place when you need help

The phone numbers you need are in the Election Guide

They're also taped to the lid on the inside of your election materials box

Please call the number that matches the challenge you're having. Especially during opening and closing hours.





Checking in Voters



TABLE SETUP:



Supplemental Poll Book		Division: PHILA 00 02 001-14	Machine: 2013 GENERAL ELECTION
PHILA 00 02 001-14		Division: PHILA 00 02 001-14	Machine: PHILA 00 02 001-14
Digital Signature	Vote	Signature	Signature
<i>[Signature]</i>	2013 GENERAL ELECTION PHILA 00 02 001-14 09/12/13 02:00:14	NP	MISSING
<i>[Signature]</i>	2013 GENERAL ELECTION PHILA 00 02 001-14 09/12/13 02:00:14	D	MISSING
<i>[Signature]</i>	2013 GENERAL ELECTION PHILA 00 02 001-14 09/12/13 02:00:14	D	MISSING
<i>[Signature]</i>	2013 GENERAL ELECTION PHILA 00 02 001-14 09/12/13 02:00:14	D	MISSING
<i>[Signature]</i>	2013 GENERAL ELECTION PHILA 00 02 001-14 09/12/13 02:00:14	D	MISSING
<i>[Signature]</i>	2013 GENERAL ELECTION PHILA 00 02 001-14 09/12/13 02:00:14	D	MISSING
<i>[Signature]</i>	2013 GENERAL ELECTION PHILA 00 02 001-14 09/12/13 02:00:14	D	MISSING
<i>[Signature]</i>	2013 GENERAL ELECTION PHILA 00 02 001-14 09/12/13 02:00:14	D	MISSING

- ExpressPoll Electronic Pollbook
- Printer
- Supplemental Sheets (If any)
- 2 Yellow Books (#2, #4)



PLACE IN No. 2 ENVELOPE	PLACE IN No. 4 ENVELOPE
WARD _____ DIVISION _____	WARD _____ DIVISION _____
PRIMARY ELECTION AND SPECIAL ELECTION (IF ANY)	PRIMARY ELECTION AND SPECIAL ELECTION (IF ANY)
Where Voting Machines Are Used	Where Voting Machines Are Used
LIST OF VOTERS and Party Enrollment MAY 21, 2013	LIST OF VOTERS and Party Enrollment MAY 21, 2013
At the Time Voter Casts his or her Vote on the Machine, the Clerk must enter in this Book the Name and Party Enrollment of the Voter, together with the order of his or her voting.	At the Time Voter Casts his or her Vote on the Machine, the Clerk must enter in this Book the Name and Party Enrollment of the Voter, together with the order of his or her voting.
Special Notice This book shall be placed in the	Special Notice This book shall be placed in the Envelope
JUDGE'S ENVELOPE No. 2	No. 4 marked "MINORITY INSPECTOR"
And returned to the office of the COUNTY BOARD OF ELECTIONS Riverside Place Delaware Ave. & Spring Garden St.	And retained by the Minority Inspector.



VOTER STATUS:

10-15 CONCERNED BLACK MEN 0 Issued | 0 Reissued | 0 Checked In Fri Jan 09 4:06 PM 100%

RICHARD MAURICE
PHILADELPHIA, PA 19138
Date of Birth: 11-29-
[Manage Voter >](#)

Ballot Info Identification Voter History Pell Place

Ward-Div
10-15

Ballot Style
DEM 10-15

Comment
Confirm that this is the correct voter using name, month and day of birth and address.

Active Eligible

[Back](#) [Issue Standard](#)

Voter's status will appear using a **red**, **yellow**, and **green** coding system. Their status determines the next step in their voting process.

If voter record is **green**, voter may vote a standard ballot.

If voter record is **red** or **yellow**, follow instructions on screen.

- **Yellow:** Voter may vote provisional ballot, or some action is required before voter can be issued a standard ballot.

- **Red:** Voter cannot vote on the voting machine due to issues with their voter record.

10-15 CONCERNED BLACK MEN 0 Issued | 0 Reissued | 0 Checked In Fri Jan 09 4:03 PM 100%

Last Name First Name Date of Birth Voter ID

By Ward-Div By City-Wide [Clear all](#)

Matching Results 4 Results

HODGE	VAN	20TH ST PHILADELPHIA, PA 19138	01-11-	Active ABS/Mail-In Issued >
HODGE	EMERY	20TH ST PHILADELPHIA, PA 19138	07-31-	Active Ballot Issued >
HODGE	RICHARD	20TH ST PHILADELPHIA, PA 19138	11-29-	Active Eligible >

Q	W	E	R	T	Y	U	I	O	P	←
+	A	S	D	F	G	H	J	K	L	→
123	Z	X	C	V	B	N	M	space		

VOTER ID:

Only first-time voters in the division may be asked to show ID.

Pennsylvania law **requires** voters who are new to their voting division (*precinct*) to show ID the first time they vote there.

Need to verify identification will be indicated in the **Voter Details & Status** on the ExpressPoll Electronic Pollbook.

The **list of IDs is in your election guide** inside the materials box.

Acceptable forms of ID for voters who are new to a division, include, but aren't limited to:


- Valid voter registration card issued by the Philadelphia Voter Registration Office
- Valid Pennsylvania driver's license or PennDOT ID card
- Valid ID issued by any Commonwealth agency
 - *This includes a Medical Marijuana ID Card*
- Valid ID issued by the U.S. Government
- Valid U.S. passport
- Valid U.S. Armed Forces ID
- Valid Student ID
- Valid Employee ID
- Non-photo ID issued by the Commonwealth, or any agency thereof
- Non-photo ID issued by the U.S. Government, or any agency thereof
- Firearm permit
- Current utility bill
- Current bank statement
- Paycheck
- Government check



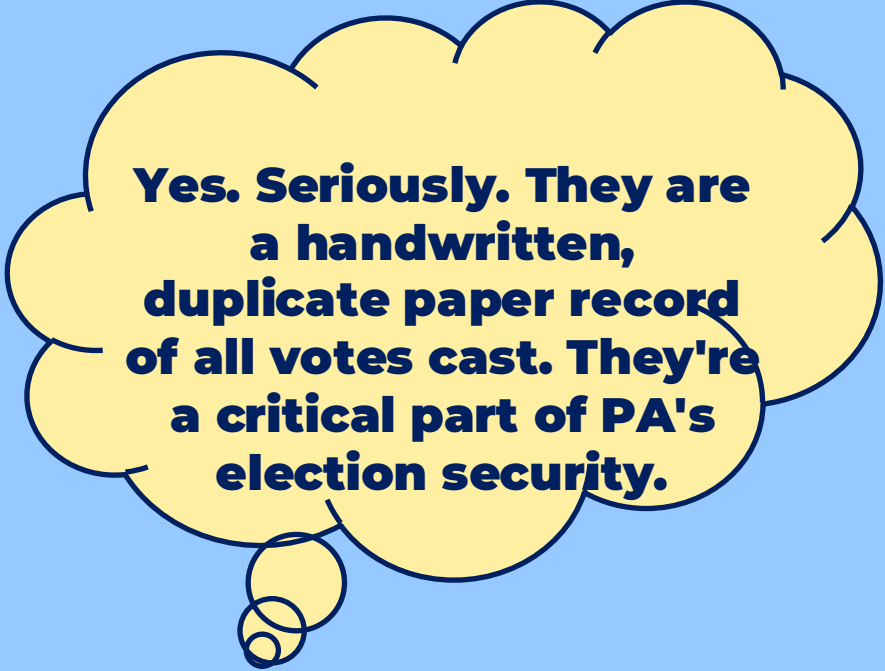
#2 and #4 Books

#2 and #4 books **must be used.**

They must be used in **real-time when voters present themselves at the polling place.**



**Seriously? We
have the
electronic
pollbook!**



**Yes. Seriously. They are
a handwritten,
duplicate paper record
of all votes cast. They're
a critical part of PA's
election security.**



Why #2 and #4 Books?

- Paper backup of election day in case there's an emergency.
- Identify errors made when voters sign into the electronic pollbook.
- Helps us identify if someone accidentally voted under the wrong name. For example, the Clerk could correctly hear "Davida Smith" and write it in the #2 and #4 book, but the Majority Inspector accidentally issues a ballot for "David Smith."
- Correctly filled out books help combat and uncover fraudulent voting.



**Who is responsible for
maintaining the #2 book?**

**Who is responsible for
maintaining the #4 book?**

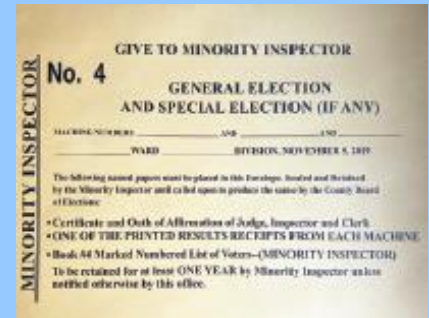
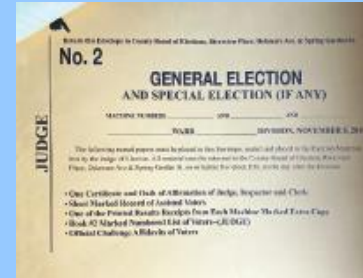
**Where do the books go at the
end of the night?**

**Who is responsible for maintaining the #2 book?
The Clerk**



**Who is responsible for maintaining the #4 book?
The Clerk**

**Where do the books go at the end of the night?
#2 goes in the #2 envelope, #4 goes in the #4 envelope and then home with the Minority Inspector.**

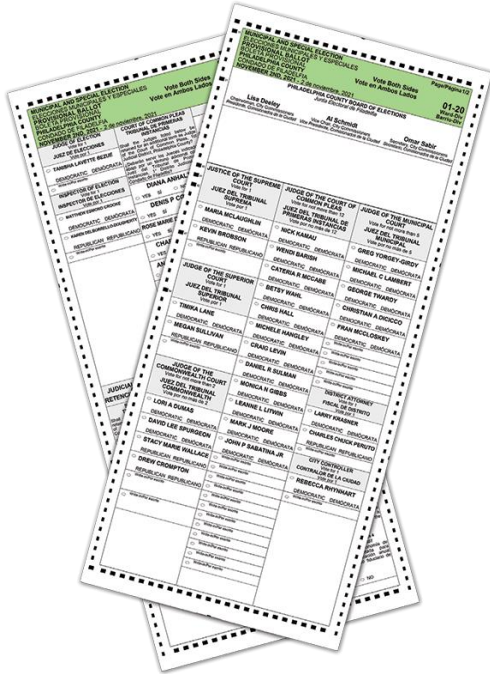




Voting Procedures



WHAT IS A PROVISIONAL BALLOT?



Sometimes, county elections officials **need more time** to determine a voter's eligibility to vote.

In some cases, election officials may ask that voter to vote a provisional ballot.

A **provisional ballot** records a voter's vote while the county board of elections determines whether it can be counted.

PROVISIONAL BALLOT ENVELOPE: 4 Signatures + Secrecy Envelope!

Provisional Ballot / Papeleta electoral provisional

COMPLETE BEFORE YOU VOTE YOUR BALLOT:
Voter must complete and sign this side in front of poll workers **BEFORE** voting ballot.

Section A: Voter Affidavit

Print Voter Name _____

Date of Birth _____ Phone Number _____

Email Address _____

Street Address where Registered to Vote _____

City _____ Zip Code _____

Municipality _____ County _____

I do solemnly swear or affirm that my name and date of birth are as I have listed above, that at the time I registered I resided at the address I have listed above in the Commonwealth of Pennsylvania, and that this is the only ballot I have cast in this election.

Voter Signature #1

A second signature is required **AFTER** voting your ballot. See Section C and follow instructions.

Section B: Voter's Current Address
Voter completes **ONLY** if address is different from Section A.

Street Address _____

City _____ Zip Code _____

COMPLETE AFTER YOU VOTE YOUR BALLOT:
Voter must complete and sign in front of poll workers **AFTER** voting ballot.

Section C: Voter Signature #2

Make sure **BOTH** Voter Signature fields are signed.

FOR ELECTION OFFICIALS ONLY:

Poll workers must complete and sign this section **BEFORE** issuing the voter a ballot.

Precinct: _____

Reason for provisional ballot (check all that apply):

<input type="checkbox"/> Voter was issued mail ballot	<input type="checkbox"/> Challenge to Voter's eligibility
<input type="checkbox"/> Voter's name not on voter list	<input type="checkbox"/> Party (Primary only)
<input type="checkbox"/> Voter identification issue	<input type="checkbox"/> Court order (voter)
<input type="checkbox"/> Court order (voting hours)	<input type="checkbox"/> Other _____

Which party/ballot was enclosed? _____

POLL WORKERS SIGN HERE

Signature of the Judge of Election _____

Signature of the Minority Inspector _____

Affix Ballot ID Number here.

To be filled out in front of election officials **BEFORE** receiving ballot.

To be filled out in front of election officials **AFTER** receiving and voting ballot.

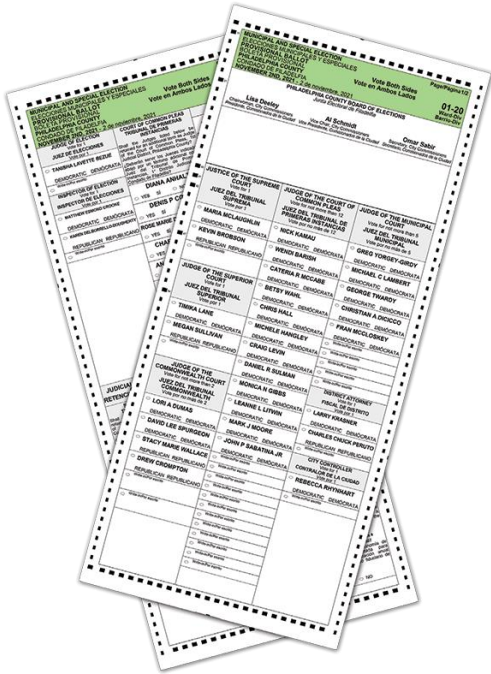
To be filled out **BY ELECTION OFFICIALS ONLY.**

Fill-in Party - **PRIMARY ONLY.**

Ballot ID# Sticker

Voter's Receipt

PROVISIONAL VOTING:



Use a Provisional Ballot when:

- Voter is not in the ExpressPoll or Supplemental Pages
- Voter does not have valid ID where ID is required
- Voter has applied for a Mail-in or Absentee Ballot, but there is an issue with the Voter's Mail-in or Absentee Ballot
- Voter claims Political Party listed in Poll Book is incorrect
(Primary Elections only)

On rare occasions:

- A person with a court order with respect to voter registration status
- Special court order related to extending the hours of voting.
- Voter spoiled 3 ballots on the ExpressVote XL

Voters who are using a Provisional Ballot **SHOULD NOT SIGN INTO** the Electronic Poll Book. **Doing so may result in the ballot not being counted.**

Voters may request a Provisional Ballot in English/Chinese or English/Spanish

A decorative horizontal band at the top of the page, featuring a series of white stars on a dark blue background.

PROVISIONAL BALLOTS

**A FULLY COMPLETED
PROVISIONAL BALLOT ENVELOPE
IS THE BEST WAY TO ENSURE THE
BALLOT IS COUNTED**

A decorative horizontal band at the bottom of the page, featuring a series of dark blue diagonal lines on a white background.

Provisional Voting Process: End of the day

All provisional ballots go in Envelope C,
then the envelope is placed in the
hopper bag.

PROVISIONAL VOTING
RETURN ENVELOPE - C
PHILADELPHIA COUNTY BOARD OF ELECTIONS
PRIMARY AND SPECIAL ELECTION (IF ANY) - MAY 21, 2013

ENCLOSE ONLY VOTED PROVISIONAL BALLOTS IN THIS ENVELOPE.

YOU ARE NOT PERMITTED TO OPEN OR COUNT A VOTED PROVISIONAL BALLOT AT THE POLLING PLACE. RETURN THEM TO THE COUNTY BOARD OF ELECTIONS AS SEALED BY THE VOTER.

All unused, or spoiled Provisional Ballot Materials MUST be returned to the Philadelphia County Board of Elections in a separate envelope (if Envelope B).

21 FOR THE JUDGE OF ELECTION

1. Total of Blank Provisional Ballots received from the Election Board: _____ No. _____

2. Total of all voted Provisional Ballots in this envelope: _____ No. _____

3. Individual who delivered the Provisional Ballots to the Election Board

Print _____
(Indicate a full name)

I hereby certify, in accordance with the Pennsylvania Election Code, that the information provided in this return is accurate and complete.

Signed _____
(Sign as Director)

22 FOR THE MINORITY INSPECTOR

Signed _____
(Minority Inspector)

Ward _____ Division _____
PHILADELPHIA COUNTY

SEAL SECURELY AND DELIVER TO COUNTY BOARD OF ELECTIONS WITH OTHER RETURNS SEPARATE FROM ALL OTHER ELECTION MATERIALS.



Can a voter vote provisionally after they've voted on the voting machine?

Do you sign voters into the electronic pollbook if they're voting provisionally?

Can a voter vote provisionally after they've voted on the voting machine?

Do you sign voters into the electronic pollbook if they're voting provisionally?



Spoiling a Ballot



CHAPTER FIVE • PART 3

Spoiling a Ballot



MAIL-IN & ABSENTEE VOTING:



- Post Mail-In & Absentee Voters lists.
Lists are delivered by police officer
- Voters who are issued a Mail-in or Absentee Ballot are **prohibited by the Election Code** from voting on the ExpressVote XLs.
Voter must surrender their entire absentee / mail ballot in order to vote in-person. See below.
- If a voter arrives with a mail-in or absentee ballot, including the declaration envelope, the Judge must **spoil the ballot, and also write "VOID" on both the envelope and the ballot. Then they can allow the voter to vote on a machine** once the voter has filled out an **“Elector’s Declaration to Surrender Their Mail Ballot”**. The voter must then sign into the poll book like normal.
- If the voter does not have their mail-in or absentee ballot in hand, their other option is to vote with a provisional ballot.

VOTER ASSISTANCE:

ASSISTANCE DECLARATION
Declaration of the Need for Assistance to Vote

Voter's Name: _____ Voter's Date of Birth: _____

Voter's Address: _____ BY REASON OF:

Reason for Assistance: _____, I AM UNABLE TO VOTE WITHOUT THE ASSISTANCE OF:

Person providing assistance Name: _____

Address: _____

Signature / Mark of Voter: _____ Date: _____

Signature of Witness: _____

Signature of Judge of Elections: _____ Ward: _____ Div: _____

AYUDA DECLARACIÓN
Declaración de la Necesidad de Ayuda para Votar

Nombre de Votante: _____ Fecha Nacimiento: _____

Dirección de Votante: _____ POR LA RAZÓN DE QUE:

Razón por la cual necesita ayuda: _____ YO NO PUEDO VOTAR SIN LA AYUDA DE:

Nombre de la persona dando ayuda: _____

Dirección de la persona dando ayuda: _____

Firma o marca del votante: _____ Fecha: _____

Atestado por Nombre del Testigo: _____

Firma del Juez de Elección: _____ Ward: _____ Div: _____

CITY OF PHILADELPHIA - CITY COMMISSIONERS
COUNTY BOARD OF ELECTIONS - ELECTION DAY HOTLINE - 686-1590

Form AD Rev 12/95

16-77

- If a voter requires assistance operating the ExpressVote XL, or assistance with a language other than English for the first time:
 - Complete an **Assistance Declaration and Record of Assisted Voters form**
 - Voter may bring a person of their choice with them to assist, **except** the Judge of Election, the voter's employer, or the voter's Union Representative
- **DO NOT** offer assistance without being asked
 - Voter assistance is permitted **only if the voter has requested it**. The voter **chooses** who assists them.
- Place completed Assistance Declaration form in #2 Envelope

Some voters will have previously filled out the Assistance Declaration. If "Assistance Permitted" is noted on their voter record, they do not need to fill out the form again.

For more information, see page 21 in the Poll Worker Guide

AFFIRMATION OF ELECTOR:

AFFIRMATION OF ELECTOR
PHILADELPHIA COUNTY BOARD OF ELECTIONS

Please complete Part A or B of this form, whichever is applicable, and sign and date Part C of this form before an election official. Please PRINT all information except your signature.

Voter's Name: _____ Voter's Date of Birth: _____

A. CHANGE OF ADDRESS: I HAVE CHANGED MY ADDRESS OF RESIDENCE AND MOVED

FROM: _____
ADDRESS CITY COUNTY STATE ZIP CODE
AND I CURRENTLY RESIDE AT: _____

TO: _____
ADDRESS CITY COUNTY STATE ZIP CODE

If my new address is in the area covered by this polling place, I wish to continue to vote here.

If my new address is within Philadelphia, but in an area covered by a different polling place, I wish to vote at this polling place one last time.

If my new address is in another county, outside of Philadelphia, I wish to vote here one last time.
Please cancel my registration in Philadelphia County.

B. NO CHANGE OF ADDRESS: I HAVE NOT CHANGED MY ADDRESS, AS I STILL RESIDE AT:

ADDRESS CITY COUNTY STATE ZIP CODE
AND I WISH TO REMAIN REGISTERED TO VOTE IN THIS DISTRICT.

C. AFFIRMATION

I hereby swear or affirm that the information that appears above is true and correct to the best of my knowledge under the penalty of perjury.

Signature of Voter Date

On the above date, the voter came before me and affirmed the information contained herein to be true and correct.

Signature of Election Official Ward Division

QUESTIONS? CALL ELECTION DAY HOTLINE AT (215) 686-1590 AFFIRMATION 864 1201

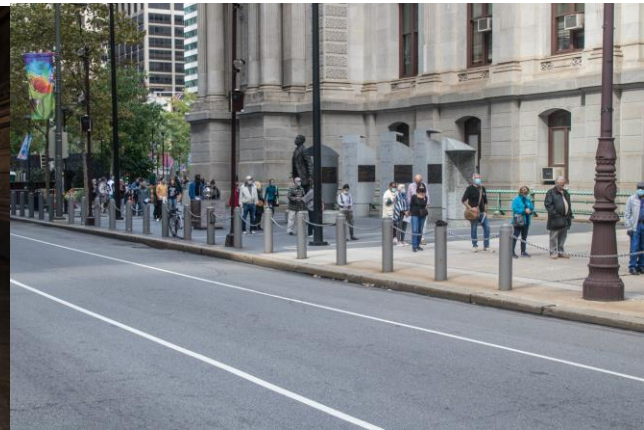
16-79-E (See other side for Spanish)

- If a registered elector has an Inactive voter status, or has moved, the voter should inform polling place officials of the address change by completing **Sections A and C** of an Affirmation of Elector form.
- If the voter has moved out of Philadelphia County, their voting record will be cancelled here. Inform them that **they are responsible to register to vote** in their new county of residence for future elections.

CLOSING THE POLLS

Polls are open **until 8:00 PM**

All voters in line at their assigned polling place by
8:00 PM **MUST** be allowed to vote.

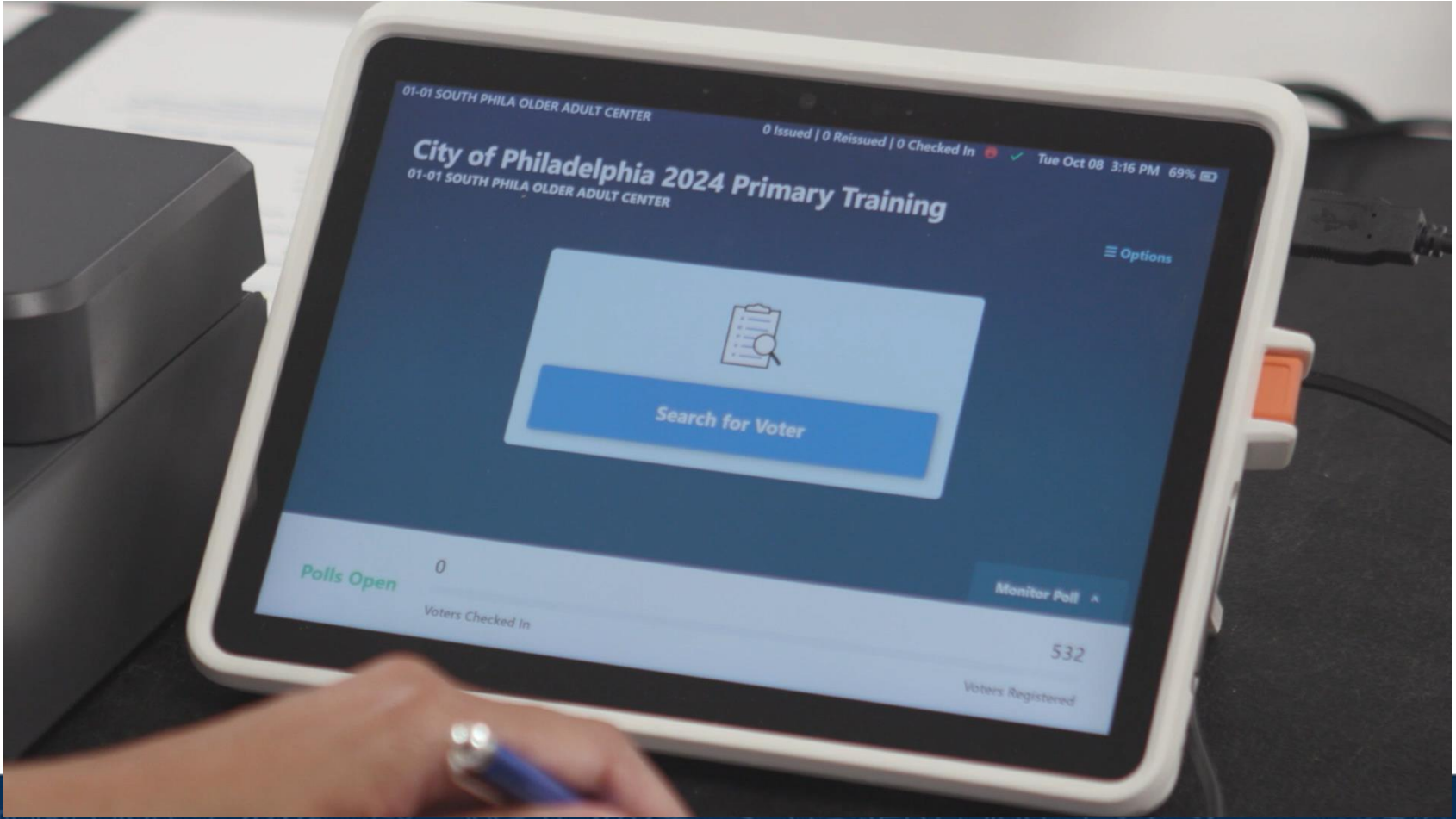




CLOSING THE POLLS - ESSENTIAL STEPS:

- All polls **MUST** stay open until 8:00 PM
- Have an Election Board member stand **at the end of the line at 8:00 PM**
- Close all ExpressVote XLs following the “**Close Poll**” instructions
- Sign the **Affidavit for Identification Requirements**
(Located in the Judge’s **Purple** Folder)
- Sign the **payroll sheet**
Payroll **MUST NOT** be filled out until close of Election





01-01 SOUTH PHILA OLDER ADULT CENTER

0 Issued | 0 Reissued | 0 Checked In ✓ Tue Oct 08 3:16 PM 69%

City of Philadelphia 2024 Primary Training

01-01 SOUTH PHILA OLDER ADULT CENTER

Options



Search for Voter

Polls Open 0

Voters Checked In

Monitor Poll

532

Voters Registered





Unplug the printer and tablet.
Wrap up their power cords.



Collect voting results tapes, ExpressVote XL USB Sticks, Absentee/Mail-In List, and voting machine barrel keys. Place them in the Vinyl Results Bag.



#Place **both** ExpressPoll tablets and their power cords back in the Electronic Poll Book Case.

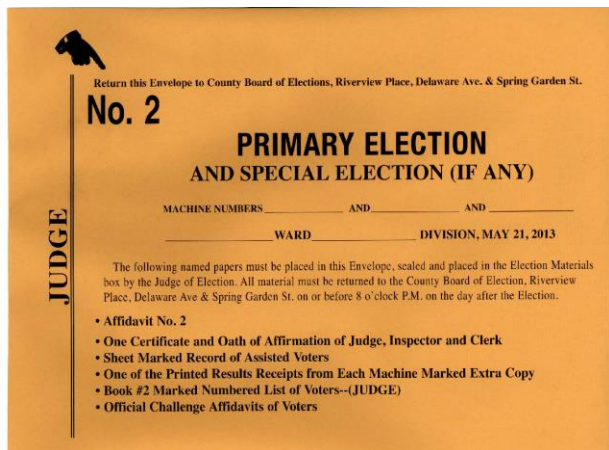
Zip Case shut and hand to Police along with, **but NOT INSIDE**, the Hopper Sack and the Vinyl Results Bag.

#2 ENVELOPE:

Goes inside the Election Materials Box

Contains:

- A copy of the **completed** Oath of Officers
- A copy of the **signed** voting system tape
- #2 Yellow book



Return this Envelope to County Board of Elections, Riverview Place, Delaware Ave. & Spring Garden St.

No. 2

**PRIMARY ELECTION
AND SPECIAL ELECTION (IF ANY)**

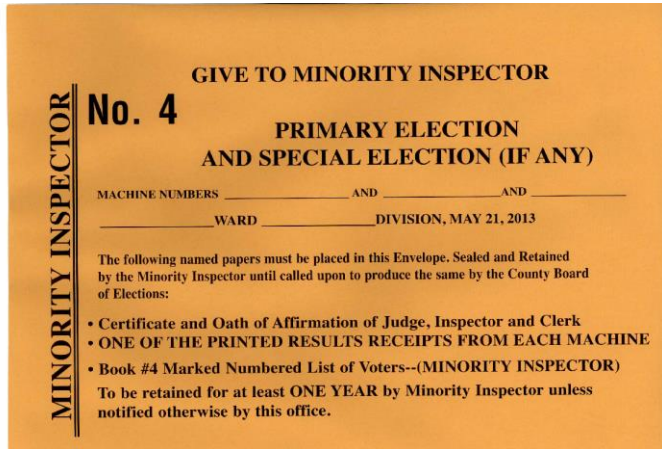
MACHINE NUMBERS _____ AND _____ AND _____
WARD _____ DIVISION, MAY 21, 2013

JUDGE

The following named papers must be placed in this Envelope, sealed and placed in the Election Materials box by the Judge of Election. All material must be returned to the County Board of Election, Riverview Place, Delaware Ave & Spring Garden St. on or before 8 o'clock P.M. on the day after the Election.

- Affidavit No. 2
- One Certificate and Oath of Affirmation of Judge, Inspector and Clerk
- Sheet Marked Record of Assisted Voters
- One of the Printed Results Receipts from Each Machine Marked Extra Copy
- Book #2 Marked Numbered List of Voters--(JUDGE)
- Official Challenge Affidavits of Voters

#4 ENVELOPE:



Given to the Minority Inspector.
To be retained for one year.

Contains:

- A copy of the **completed** Oath of Officers
- A copy of the **signed** voting system tape
- #4 Yellow book

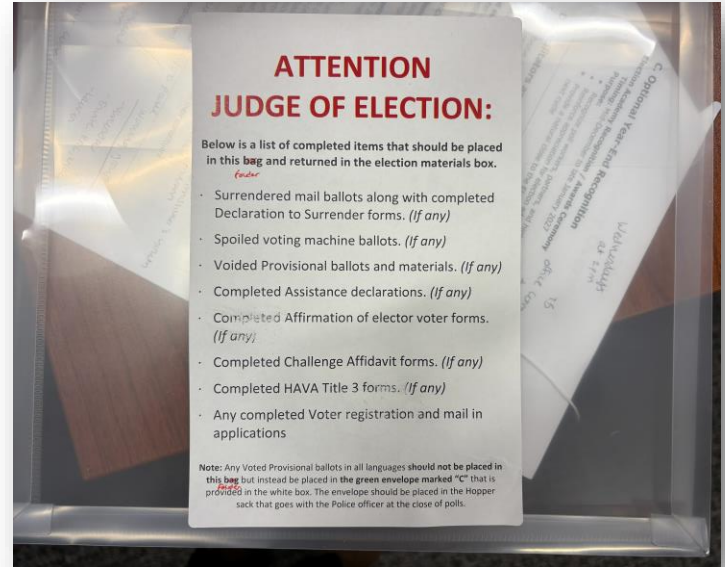
Note: Judge of Election does not take any materials home from the #2 or #4 envelopes

Attention Judge of Election Accordion Folder:

Completed material in all languages to be placed in this bag and returned in the **white box**

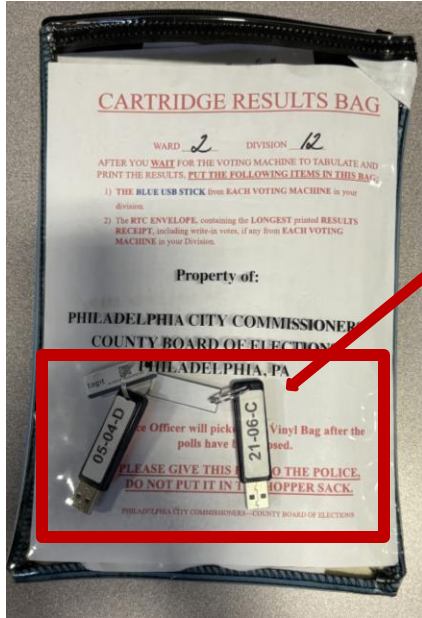
Contains:

- Surrendered ballot material with completed affirmation
- Spoiled machine ballots
- Completed: Assistance Declaration Forms, Affirmation of Elector Forms, Challenge Affidavit Forms, HAVA Title 3 forms
- Miscellaneous completed forms, such as voter registrations
- Any voided provisional balloting material



*** Please see election guide for detailed list of what doesn't belong in this bag.**

VINYL BAG:



Contains:

- **USB sticks** – will be collected from ALL ExpressVoteXLs. (opened and unopened)

Place in front of the direction card.

- **VOTING SYSTEM KEY** (lanyard)

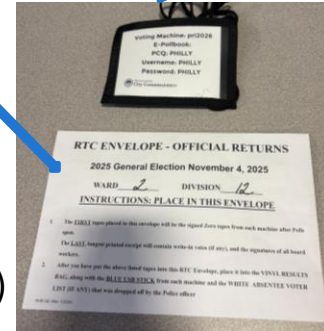
Place behind direction card

- The **zero-count tape** from the beginning of the day, and the last copy of the election results, which will contain any write-in votes from behind each machine.

Place behind direction card

- Mail-in and Absentee **voters lists** (if any)

Place behind direction card



DO NOT place the USB in the envelope or the lanyard

The police officer will take this!

ELECTRONIC POLL BOOK CASE:



Contains:

- **Both** ExpressPolls
- **Both** ExpressPoll charging cords
- Goes **with the Police Officer**, along with the Vinyl Bag and Hopper Bag

The police officer will take this!



HOPPER BAG:



Contains:

- Secure ballot hopper
(from each machine which contains the official voted ballots)
- Provisional Voting Envelope C
- Seal Card (All seal numbers must be recorded)

The police officer will take this!



IN SUMMARY:



The Police Officer will take:

1. Vinyl bag
2. Electronic Pollbook case
3. Hopper bag



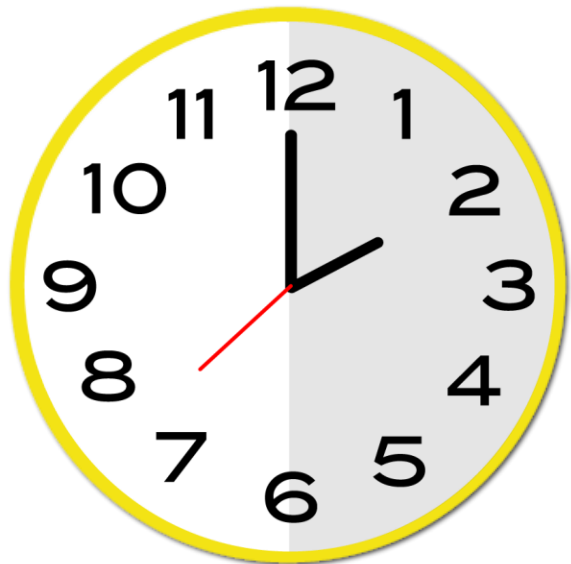
ELECTION MATERIALS BOX:

All remaining materials should be placed inside the Election Materials box, including the payroll sheet.

- City issued **cell phone**
- Judge of Election should retain **pink copy** of the payroll sheet for records
- Ensure **all board workers** completed & signed payroll sheet
- Anyone who **does not sign the electronic pollbook** will have their pay delayed
- Anyone who does not sign the payroll sheet **will not be paid**

PLEASE NOTE - Continue to fill out the paper payroll sheet, the paper record is a backup record.

AFTER THE ELECTION:



- Wait for the police officer
- Give them **Vinyl bag**, **ExpressPoll case**, and **Hopper bag**
- Bring the **Election Materials box** to:
Voter Registration Division
Riverview Place, 5th Floor
520 N. Delaware Ave., Philadelphia, PA 19123
Or any other designated location in the Election guide!

Election Materials box **MUST BE RETURNED** by **2:00 AM** on Election Night.



Using the Voting Machine





Using the Voting Machine: Training Resources

1. The Election guide
2. Poll Worker training video

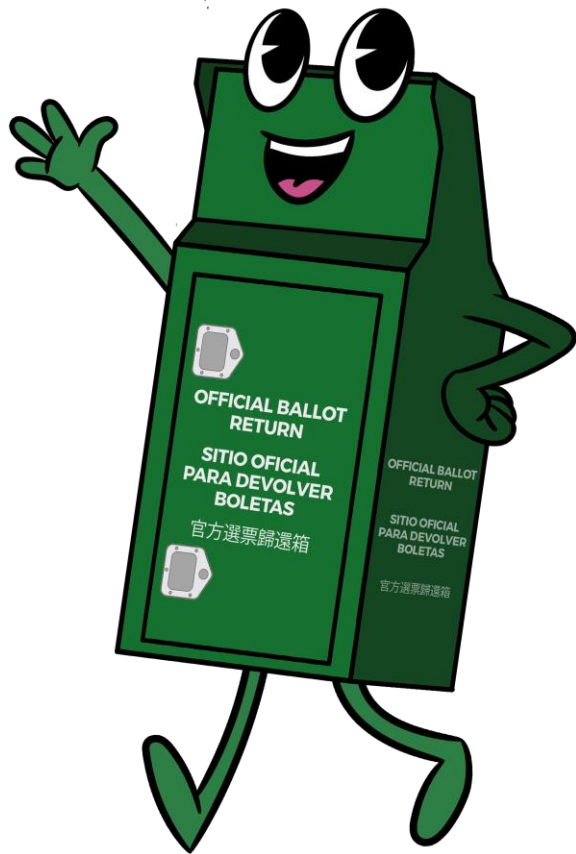
www.youtube.com/@philadelphiacitycommissioners

3. Online Training (avail mid-April. 2026)

vote.phila.gov/working-the-polls/board-training/

NEXT STEPS:

- Review your [Poll Worker Guide](#)
- Judges of Election should check in with their Board the weekend before the Election.
Call [215-685-4811](tel:215-685-4811) if you need your board's contact information.
- Review the voting machine video on vote.phila.gov
- **Get excited** to ensure every voter in Philadelphia can cast their vote!



ELECTION RESULTS:

The screenshot shows the Philadelphia City Commissioners election results page. At the top, there is a navigation bar with 'ELECTIONS HOME' and 'MY TRACKED CONTESTS'. Below this is a header with the Philadelphia City Commissioners logo and a photo of three commissioners. The main content area is divided into several sections:

- UNOFFICIAL 2023 GENERAL ELECTION RESULTS** (November 7, 2023)
- VOTER TURNOUT**: Total Ballots Cast: 322,661; Registered Voters: 1,033,320; Turnout: 31.23%.
- DIVISIONS REPORTING**: Divisions Reported: 1,703; Total Divisions: 1,703; Reporting: 100%.
- ELECTION RESULTS**: A grid of buttons for MAYOR, ROW OFFICES, CITY COUNCIL, STATEWIDE JUDICIAL, COMMON PLEAS & MUNICIPAL, JUDICIAL RETENTIONS, and BALLOT QUESTIONS.
- RESULTS LAST UPDATED**: 11/24/2023 4:31:12 PM EST.
- COUNTY BOARD OF ELECTIONS**: City Hall, Room 142, 1400 John F Kennedy Blvd, Philadelphia, PA 19107, Phone: 215-686-3469.
- RESOURCES**: Voter Turnout, County Exports, Cable Scroller, Mail-In and Absentee Ballots Status Update.

At the bottom, there is a section for 'ELECTION RESOURCES'.

For **unofficial**, real-time election night results, visit: vote.phila.gov/results

For results by **county**, or **statewide**, visit: electionreturns.pa.gov



CONTACT / RESOURCES:

GENERAL INFORMATION:

<https://vote.phila.gov>

TRAINING INFORMATION:

pollworkers@phila.gov
215-685-4811

POLL WORKER TRAINING MATERIALS:

bit.ly/boardworkertraining

