

New Hampshire Attorney General's Office

Polling Place Checklist for the 2020 General Election

Inspector's Name: _____ Town/City Ward: _____

Polling Place Facility (Name): _____ i.e. Town Hall, Middle School, etc

Date: November 3, 2020 Time: ____:____AM/PM (Circle One) Moderator's Name: _____

(May be the Deputy Moderator or an appointed Pro Tem Moderator, write in name of whoever is serving when you inspect.)

Requirement	What to Look For	#	Yes	No	COVID change	Memo (N/A if not applicable)
Traffic	Were traffic access routes adequate to enable access to the polling place?	1				
Accessible Parking	Is there at least one 8-foot wide accessible van parking space marked with a proper sign? (There must be an 8-foot wide parallel access aisle next to the space.) RSA 658:9-a, I.	2				
Parking	Was parking adequate to enable access to the polling place?	3				
No Electioneering Zone	Is there a zone at least 10 feet wide extending from the entrance(s) to the polling place where electioneering is prohibited? RSA 659:43.	4.a.				
Electioneering Allowed Outside	Are people electioneering outside allowed within sight and sound (conversational voice volume) of the no electioneering corridor?	4.b.				
Campaign Signs	Have election officials ensured that there are no unattended campaign signs present on the property of the polling place, outside the no electioneering zone? RSA 664:17 (Law prohibits affixing signs to public property.) RSA 659:43, V & VI (Electioneering signs shall not be affixed to the polling place building or grounds and shall not be left unattended).	5				

Identify yourself to the Moderator when entering the polling place. Before completing the inspection, introduce yourself to the Clerk, Selectmen, and Supervisors of the Checklist.

Requirement	What to Look For	#	Yes	No	COVID change	Memo (N/A if not applicable)
Election Officials	Are the following election officials present at the polling place: Moderator (or assistant moderator), clerk (or deputy or assistant clerk), and at least two supervisors of the checklist (or assistant supervisors of the checklist). RSA 658:7. Number of selectmen or designees of selectmen present:_____. RSA 658:21-a Selectman Pro Tem.	6				

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COVID-19 Modifications	Has the polling place imposed a face covering/mask requirement? If so, have they offered an alternative in addition to the accessible voting process? For example: a separate voting area for those unable or unwilling to wear a face covering/mask.	7.a.				
	Have election officials used the plastic sneeze-guard screens? If so, in the memo section, describe where the sneeze-guard screens have been deployed.	7.b.				
	Are election officials using Personal Protective Equipment (PPE)?	7.c.				
	Are election officials maintaining social distancing at the polling place?	7.d.				
	Have election officials provided hand sanitizer at the polling place? If so, in the memo section, describe where the hand sanitizer has been stationed.	7.e.				
	If the polling location has instituted any other COVID-related modifications or protocols, use the memo section and the back of this page to list what they are.	7.f.				
Lines	Voters who were registered before entering the polling place should not have to wait more than 15 minutes to obtain a ballot. Do voters receive ballots within 15 minutes?	8.a.				
	Observe and record the waiting time to obtain a ballot: _____ minutes	8.b.				
	Are eligible voters who choose to register on election day able to start the voter registration process in less than 30 minutes?	8.c.				
	Note the waiting time, if a line exists, for registering to vote: _____ minutes.	8.d.				

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Requirement	What to Look For	#	Yes	No	COVID change	Memo (N/A if not applicable)
Signs	Is the "Warrant" listing the date of the election and the hours the polling place will be open to voting posted? 52 USCA § 21082(b)(2)(B). This notice should have been posted at least 14 days prior to election day. RSA 658:1.	9.a.				
	State law, RSA 658:1, requires the "Warrant" be posted by the selectmen at all polling places and the clerk's office or town hall. Ask a Selectman or the Clerk. Was the Warrant posted at the polling place and the clerk's office or town hall?	9.b.				
	There are 8 Mandatory Purity of Elections Posters – Each is labeled with number (1-8) and (year), the year will be updated when new versions are issued					
	Instructions to Voters: Are the Instructions to Voters current and posted outside the guardrail? #1-2019	9.c.				
	Prohibited Acts While Voting (RSA 659:35) #2-2019	9.d.				
	Election Day Registration - #3-2019	9.e.				
	What Constitutes Voter Fraud and what are the penalties. #4-2019	9.f.				
	Voter Identity: Is there a current "New Hampshire Voter ID Law" poster posted outside of the guardrail explaining the photo identification law? RSA 658:29-a. #5-2019 (If printed locally, three pages).	9.g.				
	How are votes challenged? #6-2019 (If printed locally, two pages)	9.h.				
	Voters Needing Assistance to Mark a Ballot. #7-2019	9.i.				
	Voting Rights: Is there at least one "Voting Rights" sign listing the AG toll free election line posted outside the rail? 52 USCA § 21082. #8-2019	9.j.				

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Note: Inspectors should list the number of booths and screens. However, due to COVID-19, and pursuant to HB1266, the number of booths/screens requirement has been relaxed.

Booths	Is there at least one State-issued (large white tent-like) booth easily accessible to elderly persons and persons with physical disabilities? RSA 658:9, III.	10.a.				
	Are there at least two standard voting booths? RSA 658:9, V.	10.b.				
	Are there at least two tabletop voting screens? RSA 658:9, V.	10.c.				
	Number of Registered Voters on the voter checklist in the town or ward: _____.	10.d.				
	Is the checklist certified (signed) by the supervisors – typically on or after the last page of voters. The certification page must state the number of registered voters RSA 654:29, I	10.e.				
	Total combined number of Booths and Screens: _____.	10.f.	N/A	N/A		
	Are there a total of at least one booth or screen for every 100 people listed on the checklist (excluding new election day registrants)? RSA 658:9, V (b); 652:3; 652:6. At Presidential General Election, one for every 100 voters on the checklist.	10.g.				Registered voters _____ divided by 100 at General Election = _____ (required total of booths and screens)
Accessible Voting System	Is the new accessible voting system (using a touch screen tablet on a docking station) for accessible voting set up and functioning? Check for a light on the docking station. When turned on, the screen should be lit up, show a logo, and present the user a choice to enter an access code. 42 U.S.C. 15481.	11.a.				
	Verify that a test ballot was printed using the one4all Accessible Voting System. Check to ensure that the test ballot printed shows the correct town/city ward and that it is marked "TEST" or "Spoiled" by the moderator.	11.b.				
Electioneering	Is electioneering prohibited within the polling place? RSA 659:43; RSA 659:44; RSA 652:16-h.	12				

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Requirement	What to Look For	#	Yes	No	COVID change	Memo (N/A if not applicable)
Guardrail	Is there a guardrail (wooden rail, rope, ribbon, tape, or any other system) separating the voting area from the public area? RSA 658:9.	13.a				
	Is the guardrail positioned so that no one outside the rail can approach closer than 6 feet from the voting booths and the ballot box or ballot counting device? RSA 658:9	13.b.				
	Are persons (other than election officials and voters marking and casting ballots or assisting another voter) prohibited from entering within the rail? RSA 659:21	13.c.				
Checking in to Vote	When a voter checks in to receive a ballot, does the ballot clerk repeat the voter's name out loud before putting a check next to the voter's name? RSA 659:13.	14.a.				
	If the voter's name is not on the checklist, does the ballot clerk direct him or her to the supervisors of the checklist?	14.b.				
	When a voter checks in, does the ballot clerk state the address of the voter listed on the checklist and ask the voter to verify it is correct? RSA 659:13.	14.c				
	If the voter's address is NOT correct, and the voter's address is within the same town or ward, is the ballot clerk correcting the address in red ink on the checklist?	14.d.				
	If the voter's address is NOT correct, and the voter's address is NOT within the same town or ward, is the ballot clerk informing the voter that he or she is at the wrong polling place, that they can only vote where they are domiciled, and does some election official try to help the voter identify the address of the voter's correct polling place?	14.e.				
	Does the ballot clerk ask the voter to present a valid photo ID? RSA 659:13	14.f.				

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Requirement	What to Look For	#	Yes	No	COVID change	Memo (N/A if not applicable)
Checking in to Vote (Cont.)	For voters who do not present a valid photo ID, is the ballot clerk giving those voters a copy of the explanatory document prepared by the Secretary of State? RSA 659:13, I(c)(1). Form #5-2019	14.g.				
	For voters who did not have a valid photo ID, are they able to vote (a) by being verified by the moderator, clerk, or supervisor of the checklist, or (b) by submitting a challenged voter affidavit (with a photo or signed affidavit of religious exemption attached) to the ballot clerk? RSA 659:13. It is recommended that a greeter or signs direct a registered voter to the voter ID table so the voter can complete the challenged voter affidavit when the voter first enters the polling place, before he or she gets in the voter check-in line.	14.h.				
	Does the ballot clerk use a ruler or straight edge to draw a single thin line through the voter's last name to record that the voter has been given a ballot? RSA 659:13, I(b).	14.i.				
Absentee Ballots	Did the Moderator start processing absentee ballots at 1:00 PM or the time stated on the notice posted at the polling place? (The moderator or the moderator's designee may authorize the processing of absentee ballot return envelopes on election day prior to 1 PM if the start time is no earlier than one (1) hour after the opening of the polls and the time is posted and announced at least 24 hours in advance.) RSA 659:49, 659:49-b; HB1266.	15.a.				
	If the Moderator or designee began to process absentee ballots earlier than 1 PM, did the moderator or designee post the time they will begin processing of absentee ballots 24 hours in advance? RSA 659:49, 659:49-b.	15 b.				

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Ballot Counting Devices	Are the Activity Logs (memory card(s), tape seals, canvas bag), and the Access Log properly filled out? Can the moderator or clerk show you the documentation of having conducted a successful test: (a) the hand count, and (b) the results tape from the ballot counting device. RSA 656:42. Election Procedure Manual, Page 316-319.	16.a.				
	Are there two tape seals & seal on the memory card post properly in place without evidence of tampering? RSA 656:42.	16.b.				
	Is a zero tape from the ballot counting device available for inspection and in proper form? RSA 656:42. Election Procedure Manual Page 319.	16.c.				
Official Ballots	Has the moderator ensured that no official election day ballots are removed from within the guardrail for any purpose. RSA 659:38. RSA 659:20-a, allows absentee ballots to be removed outside the guardrail when an unforeseen accessibility event arises, but not to resolve ongoing accessibility problems. Note for 2020 election day and absentee ballots are identical.	17				
Challengers	Does the moderator position challengers (designated in writing by the Dem. or Rep. party) in a place to enable them to see and hear voters check in with the ballot clerks? RSA 666:4.	18.a.				
	Are challenges being made at the voter check-in table? Challenges are prohibited from being made at the voter registration table. (Does not apply to challenges made by election officials.) RSA 659:27.	18.b.				
Registered Voters Making Challenges	Are individuals who are making challenges either party-appointed challengers or challengers registered to vote in the town or ward where the challenge is being made? RSA 659:27, III. All challenges, regardless of by whom, need to be made on the "Asserting a Challenge" form 659:27-a. Challenges should be made at the check-in table. RSA 654:7-c.	19.				

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Note: Pursuant to guidance issued by the Secretary of State and Attorney General, the Moderator can designate an area inside the polling place for observers, and apply a person capacity limit in order to maintain social distancing. The Moderators should ensure that there is an equal distribution of available space in this area for observers from both parties, as well as other public observers.

Requirement	What to Look For	#	Yes	No	COVID change	Memo (N/A if not applicable)
Observers	Are observers (members of the public) at least 5 feet from the registration table? RSA 654:7-c.	20.a.				
	Can a person in the area for observers hear the ballot clerks announce the names of voters as the voters check in? RSA 654:7-c	20.b.				
	Are observers (members of the public) at least 6 feet from the check-in table, unless the moderator expressly permits them to be closer? RSA 659:13-a.	20.c.				
	Is there a public viewing area outside the rail available for observers from campaigns and the public? RSA 659:21 & 654:7-c.	20.d.				
Voter Registration	Are people being allowed to register to vote at the polling place? RSA 654:7-a.	21.a.				
	Are people who register to vote being required to prove: (RSA 654:12).	21.b.				
	a. Their <i>identity</i> ?					
	b. Their <i>age</i> if their appearance leaves doubt whether the person is 18 or older?	21.c.				
	c. Their <i>citizenship</i> ?	21.d.				
	d. Their <i>domicile</i> ?	21.e.				
	Are those without proof of identity, age, or citizenship offered and allowed to sign the stand-alone Qualified Voter Affidavit? RSA 654:7; 654:12, I.	21.f.				
	Are those without proof of domicile offered and allowed to use the Domicile Affidavit? RSA 654:7; 654:12, I.	21.g.				
	Were all voter registration applications accepted? (The supervisors of the checklist should contact the Attorney General's office before denying (by majority vote) any registration application, including absentee voter registrations.)	21.h.				
	Are the supervisors of the checklist using the correct Voter Registration Form, July 2016 printed on the lower left corner? RSA 654:7, IV.	21.i.				
Are the supervisors of the checklist using the Qualified Voter Affidavit stand-alone form for affidavits of identity, age, and citizenship? RSA 654:12, 659:13; 659:27.	21.j.					