

Inspectors

PRIMARY TRAINING 2026

Office #: 812 285 6329

Voter Registration Office

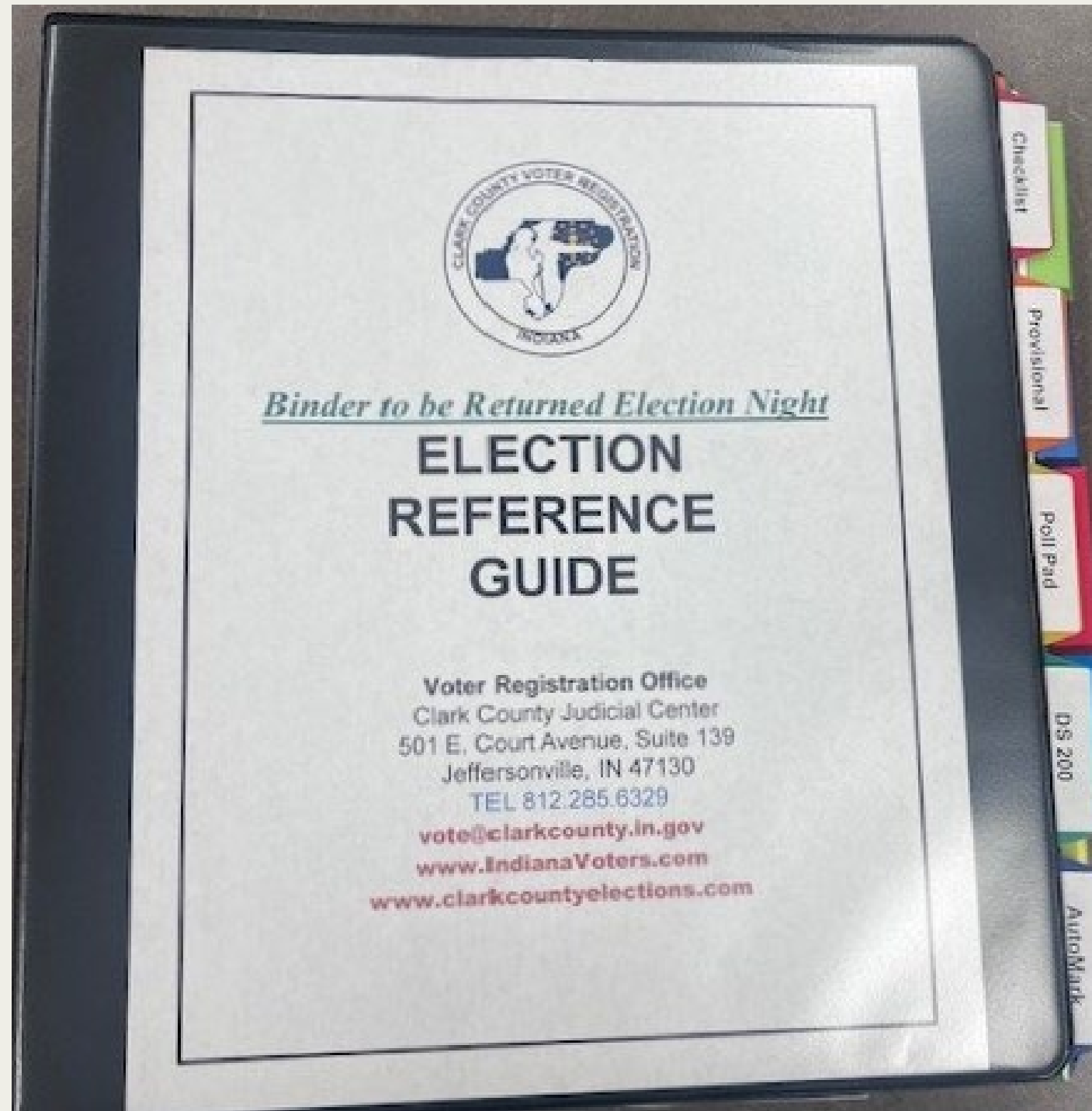
GUIDES AND CONTACT INFORMATION

We ask that you give us your undivided attention during this training. Please feel free to ask questions during the presentation at any time on any slide.

Please refrain from talking during the presentation to be considerate of us and others. You may excuse yourself if you need to take a personal call.

Restrooms are in the back hallway.

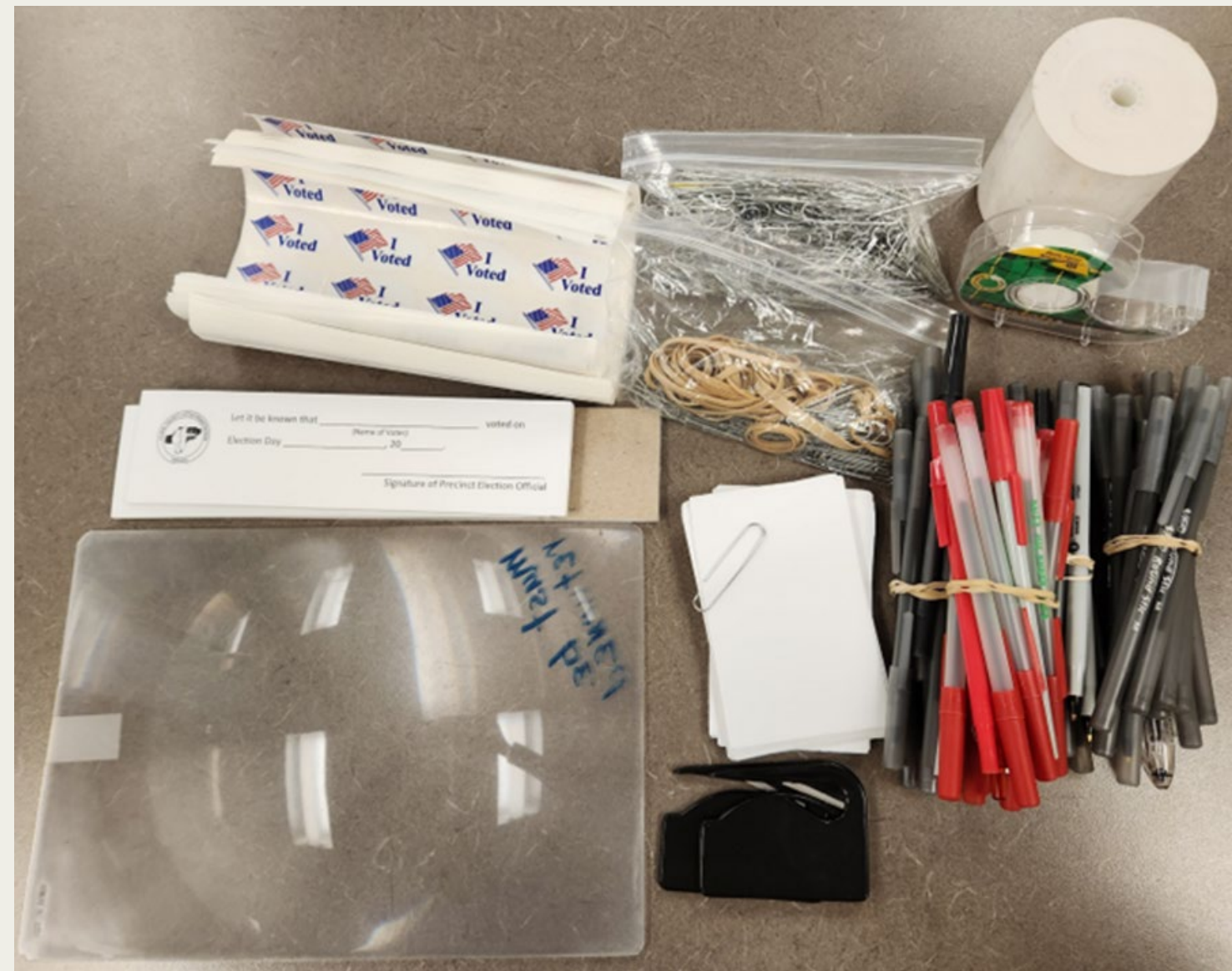
ELECTION REFERENCE GUIDE



- Also known as the Inspector's Binder
- This is your Election Day Guide
- Checklists/Duties on and before Election Day
- DS-200 and AutoMark Guide
- Poll Pad Guide
- Emergency Procedures
- Fail-Safe and Provisional Voting Procedures
- ID Requirements
- Important Forms and Affidavits

Please refer to this book for help, answers to questions, guides, etc before contacting the Office. Reading will help you faster than waiting on the phone.

SUPPLY BOXES



- “I Voted” Stickers
- Black Pens (For the Voters and Ballot Marking)
- Red Pens (For initialing back of ballots)
- Paper Clips
- Rubber bands
- Magnifying sheet
- Blank Paper
- Tape for hanging Signage Kit
- Letter Opener
- Poll Pad Tape
- Excuse Slips

SIGNAGE KIT

Voter Bill of Rights

Spanish English

Signs

No Electioneering Handicap Accessibility

Instruction for Marking Ballots Sample Ballots

Precinct Signs

Precinct Map Precinct Sign with Hours

Precinct Sign with Numbers

Importance Notice to Voters

Spanish English

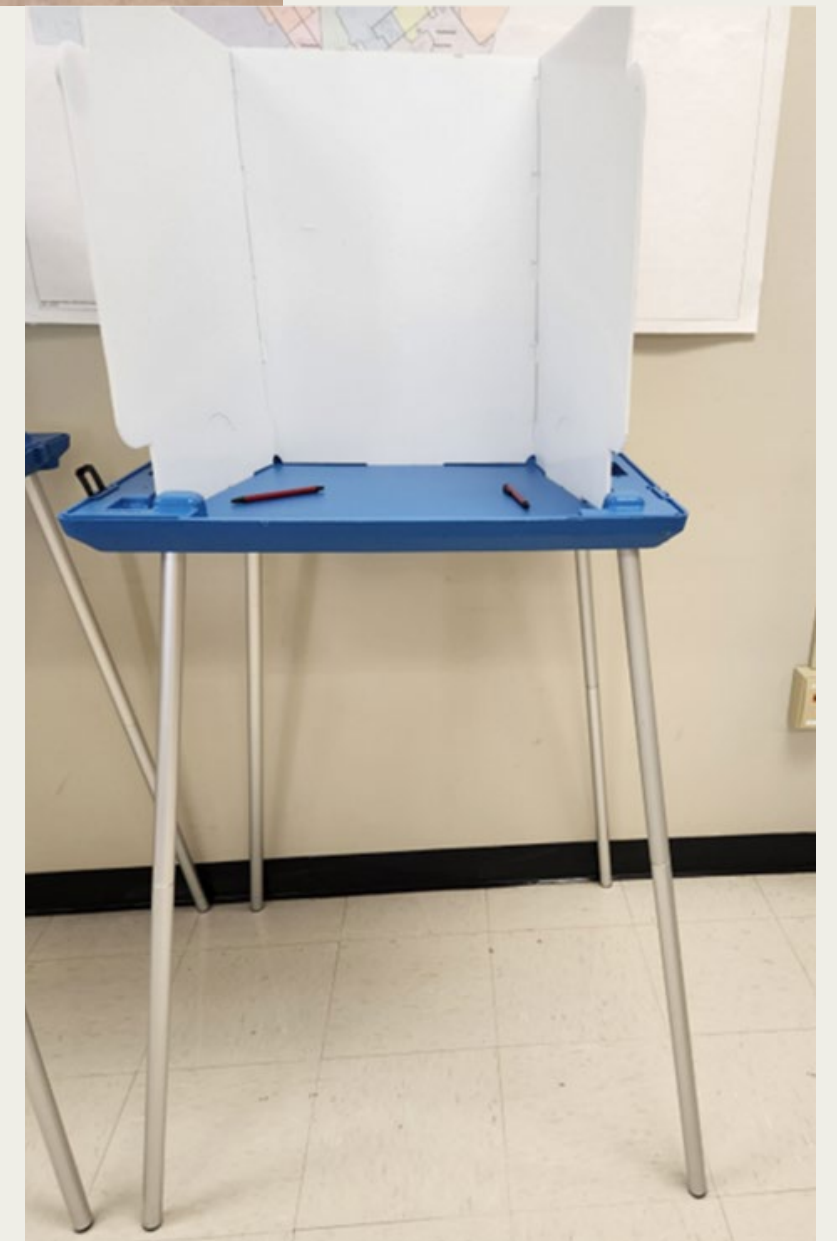


POLL BOOTHS

- Poll Booths will be delivered to the Locations prior to Election Day.
- There are 2 booths in each blue case - 8 legs and 2 partitions.
- Each booth gets 4 legs and 1 partition.
- Booths stay at the location after Election Day.
- Assemble booths on Monday, before Election Day!



We recommend putting
2 **Black** or **Blue** pens
into each Poll Booth



POLL PADS

- Poll Pads are picked up on Supply Pick-Up Day (Saturday May 2nd 9:30 AM-11am on the corner of Meigs and E 7th Street. We will be inside after 11am OR if it is raining)
- They are to remain **sealed** until Election Day.
- Make sure the labeled Polling Location matches where you are assigned to work.
- **POLL PADS AND ALL MATERIALS INSIDE THEIR CASES ARE RETURNED ELECTION NIGHT. DO NOT LEAVE THEM AT THE POLLING LOCATION.**
- Hotspots/Cradle Points **MUST** be put back into their labeled Cases/Box.



More information on using the Poll Pads can be found in the Poll Pad Guide in the Inspector Binder.

POLL PAD REFERENCE GALLERY

Poll Pad



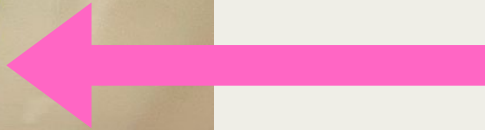
Poll Pad Charger



ID Tray



Poll Pad Case



Printer

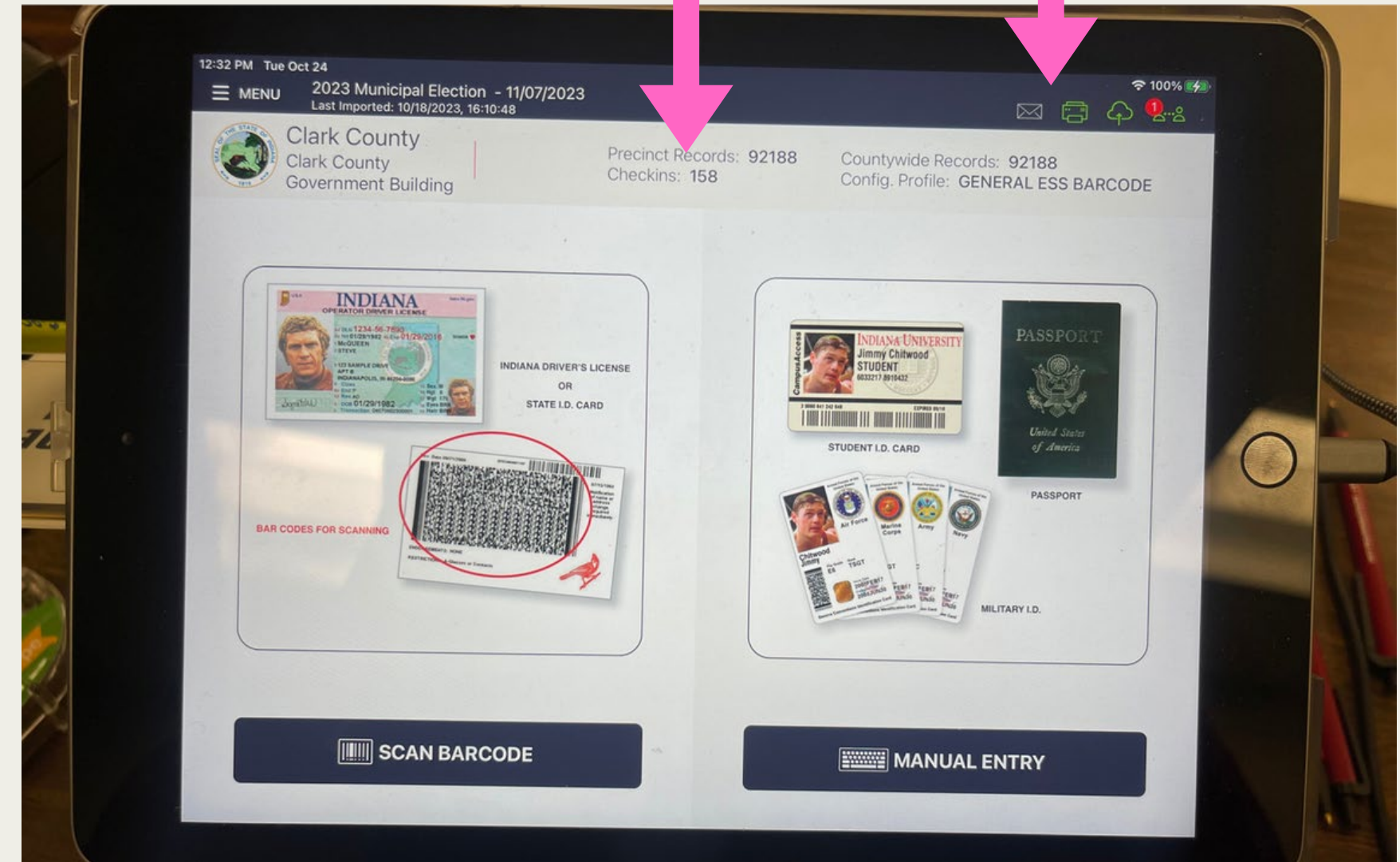


Hotspot and Charger



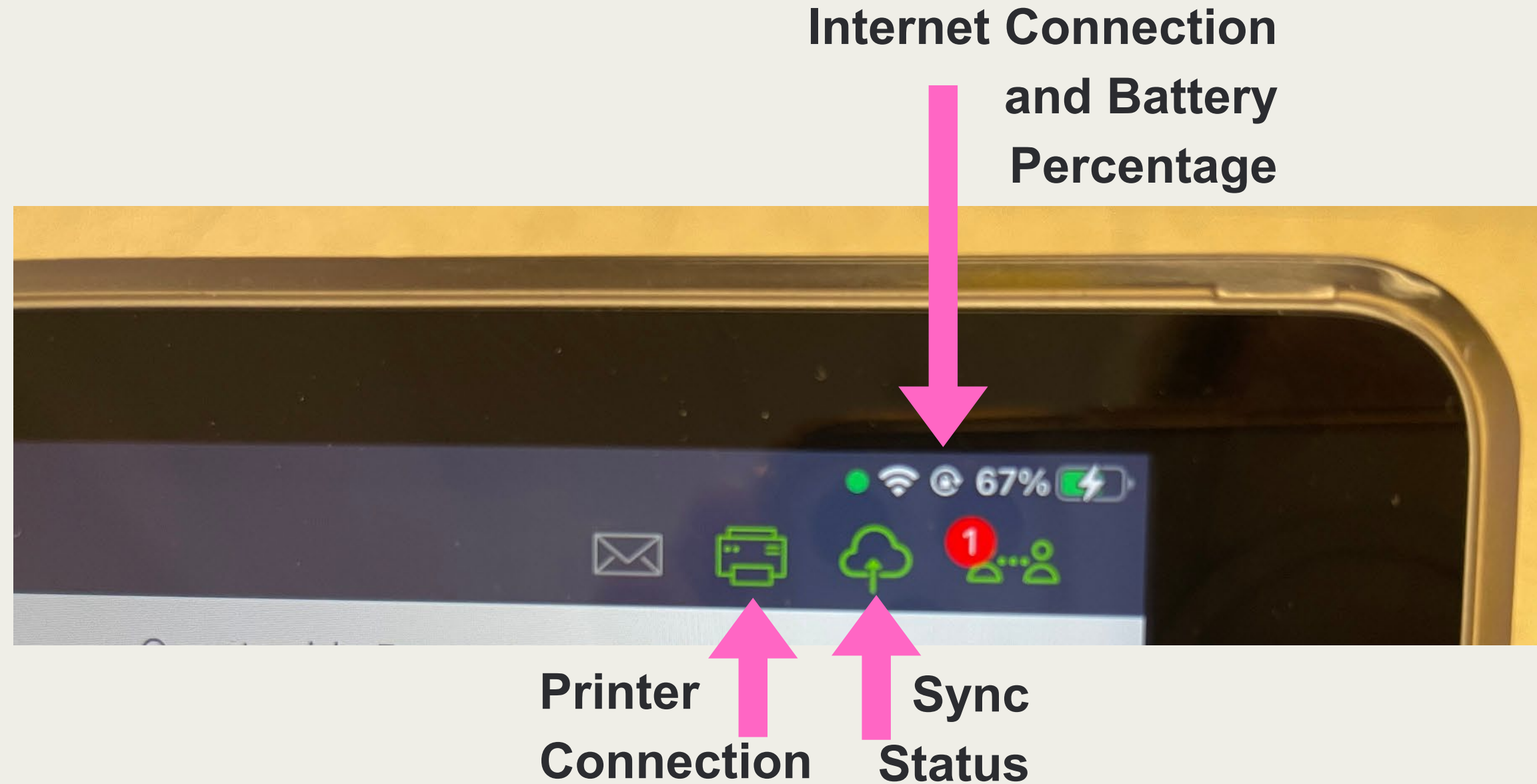
Printer, and Sync Icons

Check-Ins

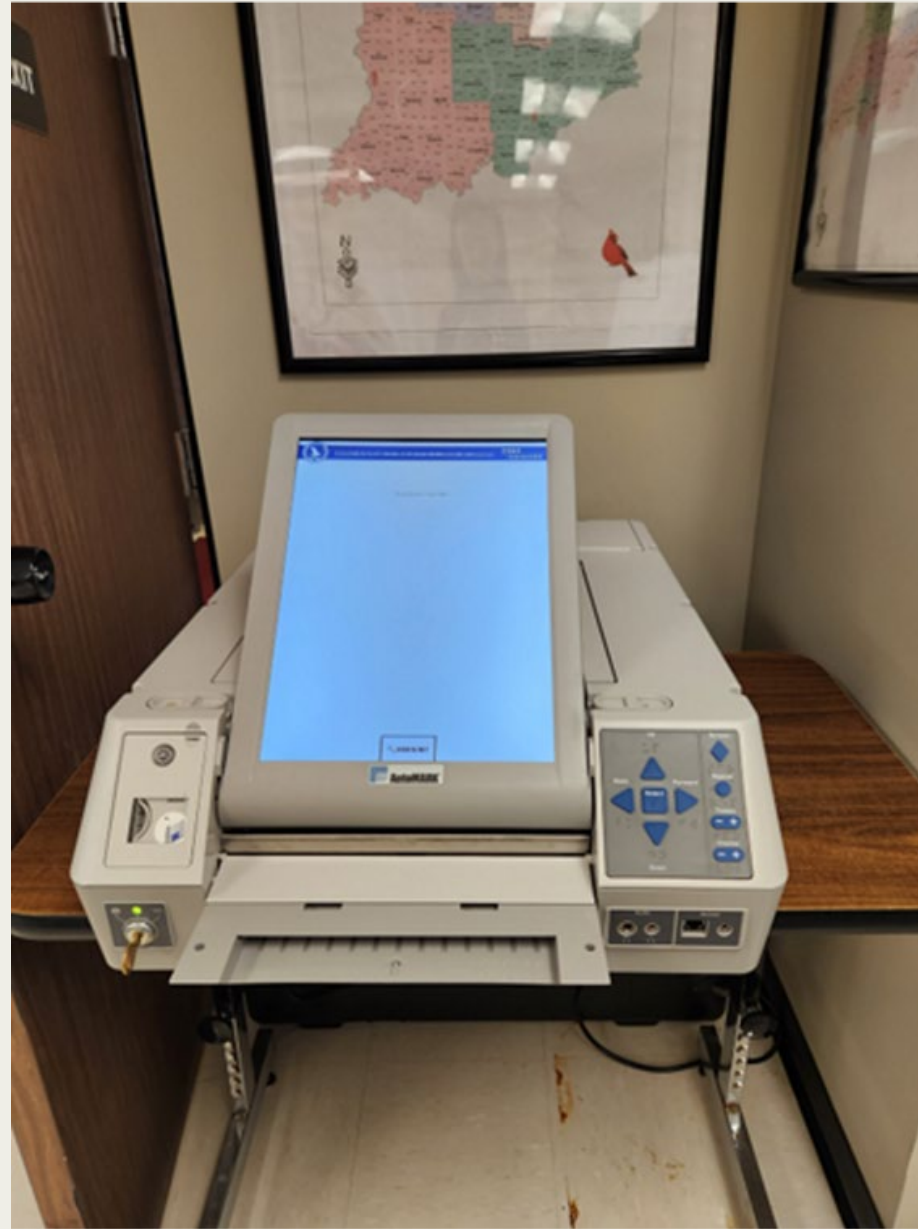


POLL PAD ICONS

The top right of the Poll Pad contains important information on the Status of the Poll Pad. Our Office will be monitoring these statuses and will message the Inspector if any issue arises. However, monitor these throughout the day to keep issues at a minimum.



AUTO MARKS



AutoMarks are ballot marking devices, and are ADA compliant voting machines. They are delivered prior to Election Day, and will be left at the location on Election Night. Please use the guide provided in the Election Reference Guide for more information.

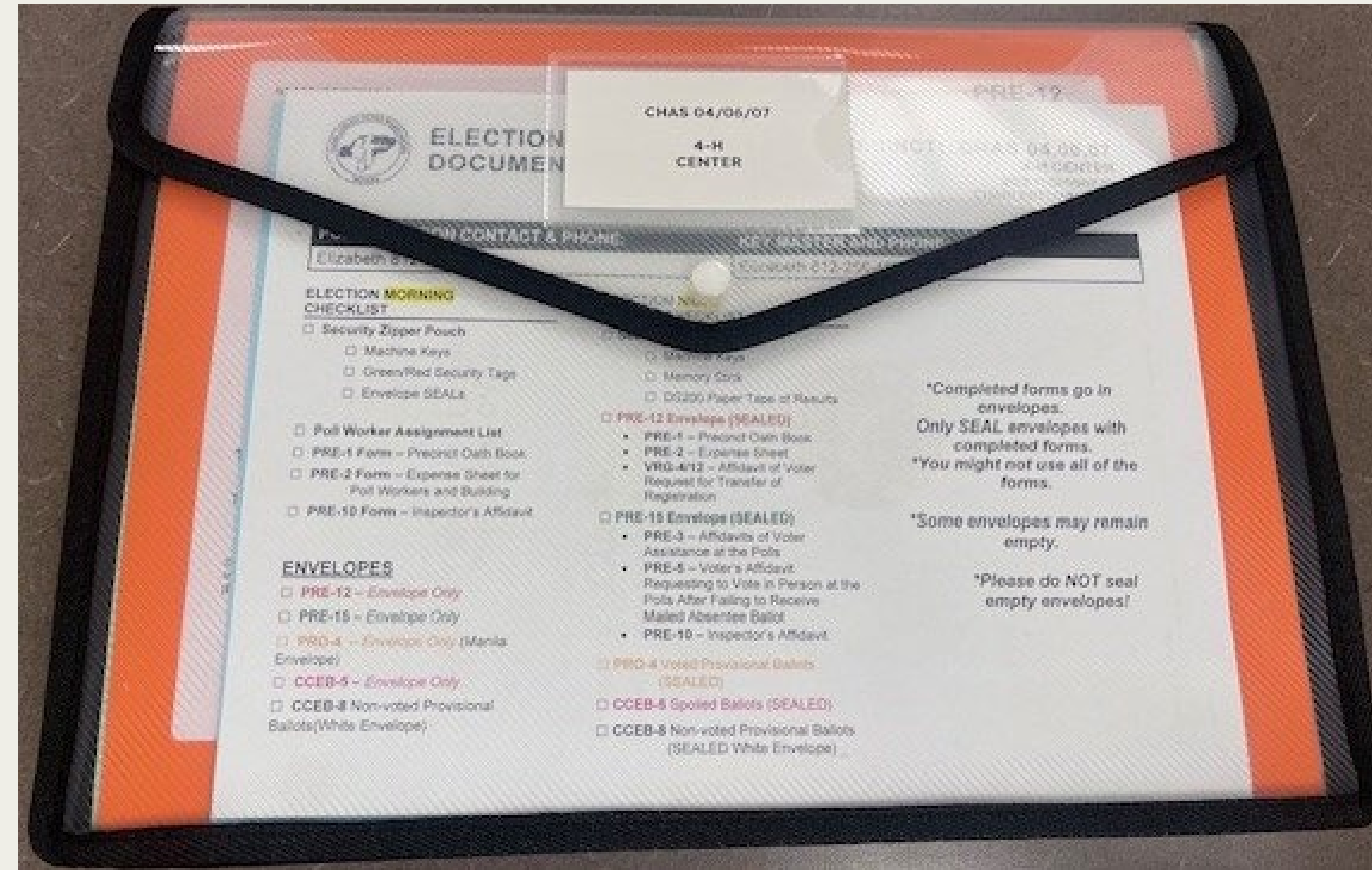
DOCUMENT FOLDERS

This is meant to transport important documents and items from the Polling Location to the Judicial Center.

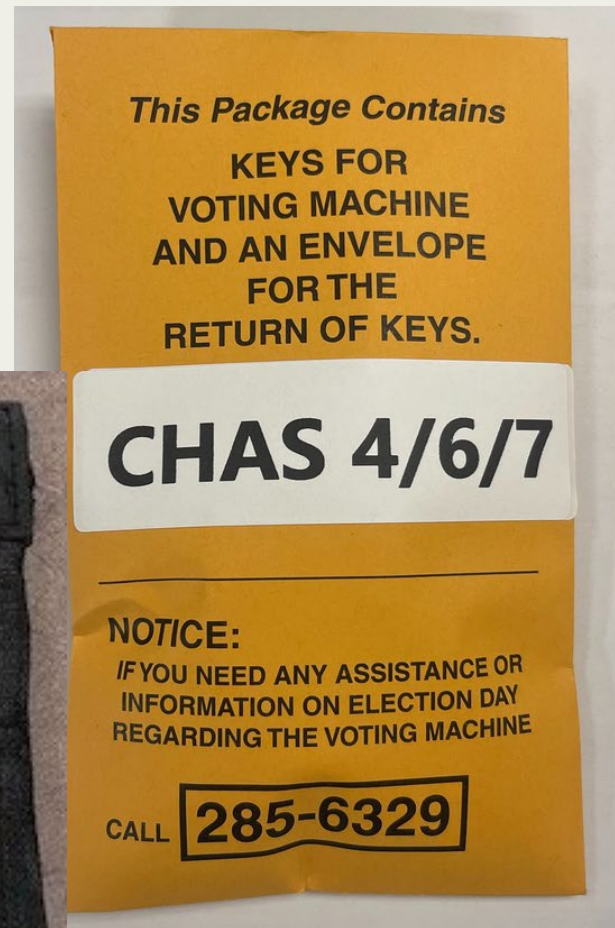
The paper on the front is a “cheat-sheet” to help Inspectors find forms and where to put completed forms at the end of the night.

The top portion of this sheet also has the contact info of the Key Master for your location.

Inside will be the **Black Pouch**, **Machine Password Paper**, Workers Time Sheet (PRE-2), Inspector’s Affidavit of Return of Election Materials (PRE-10), **Oath Book**, and the **Election Document Envelopes**.



BLACK POUCH

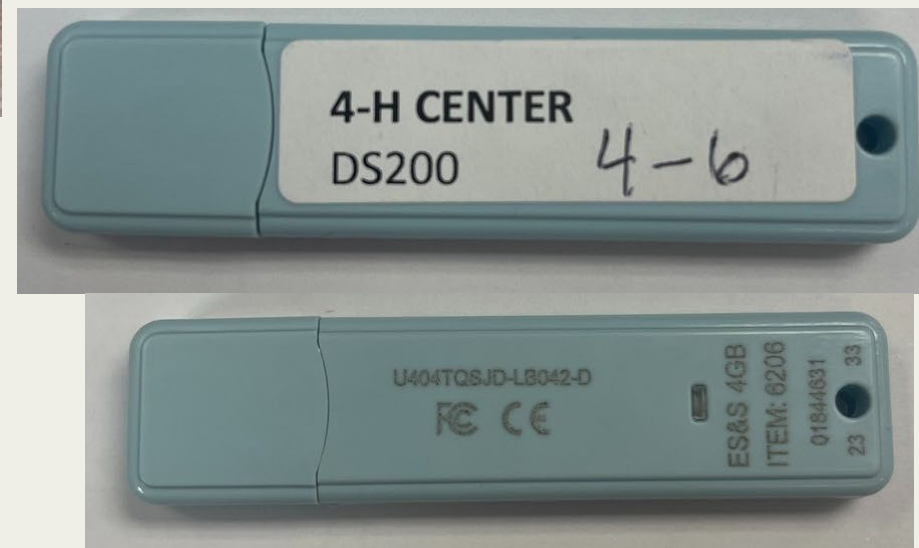


Machine Key Envelope

Contents:

- Name tags
- Envelope Seals (5)
- Green Seals (2)
- Machine Keys Envelope
 - Ballot Bag Seals (2)
 - Machine Keys

Memory Stick



Returned Sealed Black Pouch

- Machine Keys in Envelope
- Memory Stick
- Results Tape

SEALS All are located inside of the Black Pouch



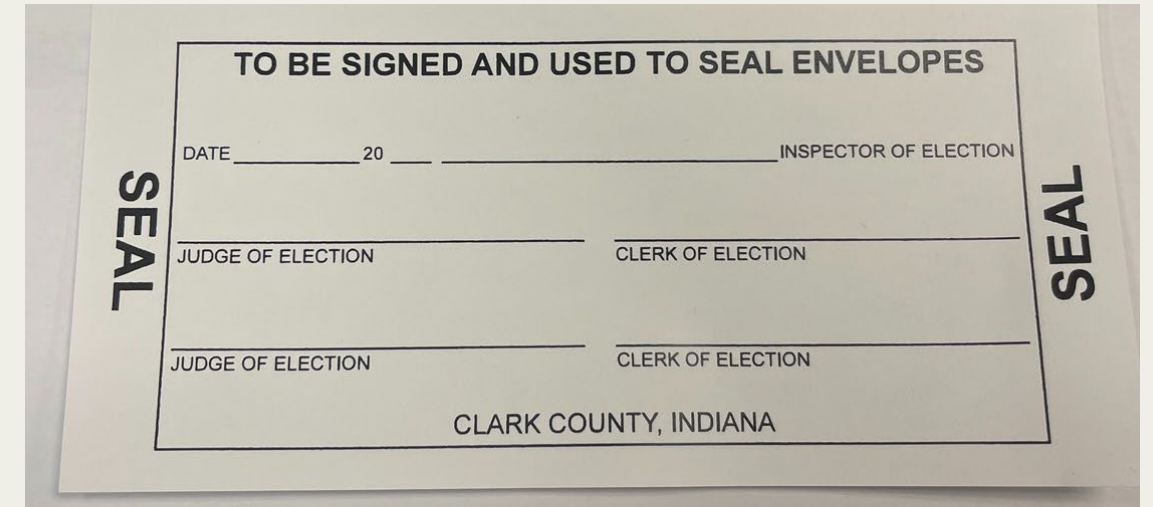
Ballot Bag Seals

These seals are located inside of the **Black Pouch** with the DS-200 machine keys. When the Polls close, the Inspector and Democratic Judge will confirm all **Voted** Ballots are in the Ballot Bag and then seal it before leaving for the Judicial Center.



Green Seal

The green seal will be used on the **Black Pouch** after the Machine Keys, Results Tape, and Memory Stick have been placed inside after the close of the Polls.



Envelope Seals

These will be used on Envelopes after the correct forms have been placed inside at the close of the Polls. These will NOT be used on empty Envelopes with nothing in them!

BALLOT BAGS

These are placed in the bottom of the machine and catch the **Voted** ballots.



The **Black Ballot Bag** will be emptied and placed inside the bottom of the machine to catch the **Voted Ballots**. **THIS MUST BE DONE ON ELECTION DAY WITH INSPECTOR AND DEMOCRAT JUDGE PRESENT.**

DS-200 MACHINES



At the end of Election Night, Inspector's AND Democratic Judges will remove the **Black Ballot Bag**, keeping the **Voted Ballots** inside, and place all **Unvoted Ballots** into the bottom of the machine

Then, you will seal the **Black Ballot Bag** following these instructions. These will also be inside of the Inspector's Binder

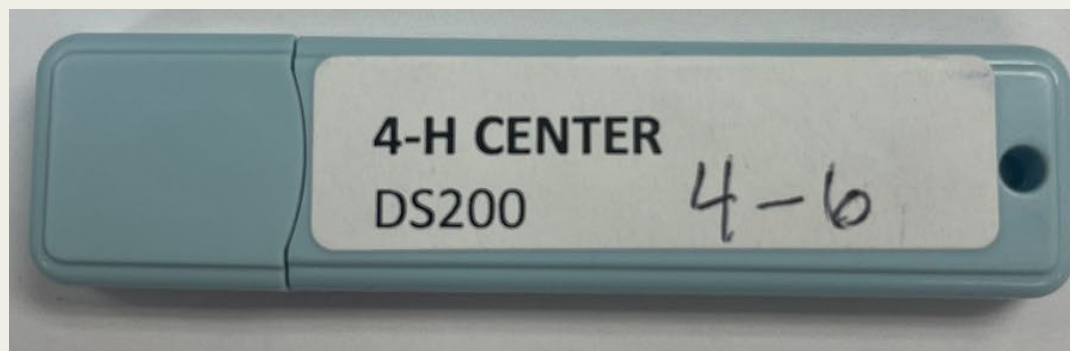
- DS-200s are tabulating machines, that are dropped off at the location prior to Election Day.
- They are programmed to be Polling Location specific.
- Unvoted Ballots are stored in the bottom (Precinct Signs are on the door).



DS-200 MACHINES



- At the close of polls, the **MEMORY STICK MUST BE RETURNED TO THE JUDICIAL CENTER!**
 - If you had 2 machines at your location but only used 1 - **BOTH MEMORY STICKS MUST BE RETURNED**
- Machines will stay at the Polling Location and be picked up on a later date.



Follow the DS-200 Guide for more information on using the DS-200!

BEFORE MONDAY

Monday night set up helps make the early Tuesday morning less stressful by identifying any issues with machines, ballots, etc that your polling location might have. It is important that this happens to ensure that your polling location can open on time and start the long day with a good start.

Contact your Polling Location's Key Master AND your Democratic Judge

The Key Master contact number is on the front of your document folder. You will arrange a time on Monday when you, the Location Key Master, and your Democratic Judge can meet to set-up the location and confirm

Contact the other Poll Workers

Call ALL Poll Workers assigned to your location. Do this as soon as you can, and go over the expectations. (See Duties and Checklist in your Binder for more information).

Do this sooner rather than later. Everyone's schedules will be different and our Office will be able to help if we are told early enough - not the day of.

IF YOU ARE AT THESE LOCATIONS:

Charlestown High School
Charlestown Middle School
Parkview Middle School
Jeffersonville High School
River Valley Middle School
Riverside Elementary
Parkwood Elementary
Greater Clark Admin Building
New Washington
Northaven

You have different instructions, so you must stay after the training ends to talk with us

MONDAY SETUP

- 1 Democratic Judges and Republican Inspectors are responsible for setting a time to meet with the Key Master and setting up the Polling Location the day **BEFORE** Election Day.
- 2 Check the Ballots in the DS-200, make sure you have the correct ballots. If you have multiple precincts, make sure you have **ALL** of the precincts with **BOTH** parties.
- 3 Post Signage Kit Set up the Poll Booths Move the machines to their positions.
DO NOT plug in, and **DO NOT** open the Poll Pads
- 4 Call Piper after completing the setup – **(812)-285-6330** or **Angela 502-494-2791 call or text**
- 5 Once you get in contact with Piper/Angela and **receive confirmation to leave**, secure the location.

ELECTION DAY MORNING

Getting the Polling Locations Ready

All Poll Workers should arrive at the Polling Location by 5 AM

Do NOT park close to the building

- You may park close while unloading and setting-up, but will need to move before Polls open

Dress in Layers! Once you report to the Polling Location you are there until the close of the Polls, 6 PM.

Bring Lunch and Snacks

Inspectors will administer the Oaths, inside the **Blue Oath Book**, to all of the workers

Democratic Judges will administer the Oath to the **Inspector**

Follow the DS-200 guide for start-up instructions and set up the AutoMark machine.

Assign **Clerks/Judges** to open the Poll Pad Cases, set up the Poll Pads, and log on.

Take the ballots out of the DS-200 and place the **Ballot Bag** inside to catch **Voted Ballots**. DO NOT LEAVE ANY BALLOTS INSIDE.

The Ballots will then need to be **NEATLY** organized and separated by **Precincts** and **Party** at your ballot table.

Announce the opening of the polls at 6 AM.

HELPFUL SET-UP TIPS

Keep the Polling Location Organized to make Voting Easy and Quick

Check-In should be easily recognizable with the Poll Pads

Keep tripping hazards to a minimum!

Arrange tables so that anything that needs electricity will be close to outlets

If your location has one door for Entry and Exit, try to create a flow from
Check-In -> Receiving Ballots -> Voting -> Exit to reduce foot traffic

The Inspector should have an area in mind, where they can pull aside a Voter
if any forms need to be completed.

VOTER ID REQUIREMENTS

Acceptable Forms of ID

- IN Driver's License
- IN ID Card
- US Passport
- Military/Veteran ID

4 Necessary Criteria

- Photo
- Name
- Expiration Date
- Issued by Indiana

Expiration Date

- ID must be current
OR
- Expired AFTER the last General Election
(11/05/2024)

IMPORTANT: Do **NOT** turn a Voter Away from the Polling Location due to a lack of ID. **Stop check-in and direct them to the Inspector to contact the Voter Registration Office for Assistance.**

(812) 285 - 6329

CHECKING IN VOTERS

[Checking in Voters](#)

Ask the Voter for their photo ID. If they do not wish to have their ID scanned, click “Manual Entry” and type in the first 3 letters of their Last Name and the first 3 of their First Name and press Search.

Ask if the address listed is correct. If yes, continue with “Address UnChanged” and press “Confirm Address”. If no, **STOP THE CHECK-IN PROCESS**. Direct the Voter to the Inspector to fill out the 4/12 Form, once completed the Voter will return to the line and the worker will choose “Address Changed”.

Since it is a Primary Election, you will turn the Poll Pad towards the Voter when you reach the Party Selection Screen. Ask the Voter to select their Party, then press Accept, and then to sign the Poll Pad. **YOU WILL NOT ASK THE VOTER THEIR PARTY OR CHOOSE FOR THEM.**

If the Voter needs assistance with filling out their ballot, either from someone with them or from the Poll Workers, the Inspector will provide the PRE-3 form to be completed **BEFORE** voting.

Once the Check-in process is complete, if the ballots are at a separate table, give the Voter their printed Receipt. If the ballots are at the Poll Pads, place the receipt in the provided “Poll Pad Receipt” Baggie. These will be returned with Election Materials at the end of the day.

If a Voter needs to fill out **ANY** form, the Inspector should lead them to the area they picked out to assist them; once they are done, the Inspector will take them back to the front of the line where they came from.

BALLOT CARE AND ORGANIZATION

Some locations might have a separate table for the Poll Pads and Ballots.

If the ballots are at the same table:

Take the Poll Pad receipt from the Printer and identify which ballot they will get. Focus on finding the **Precinct** and **Party** and then choose the corresponding ballot.

If the ballots are at a separate table:

Send the Voter, with their Receipt, to the Ballot Table. Workers at the Ballot Table will take the Receipt from the Voter and identify their Precinct and Party and then choose the corresponding ballot.

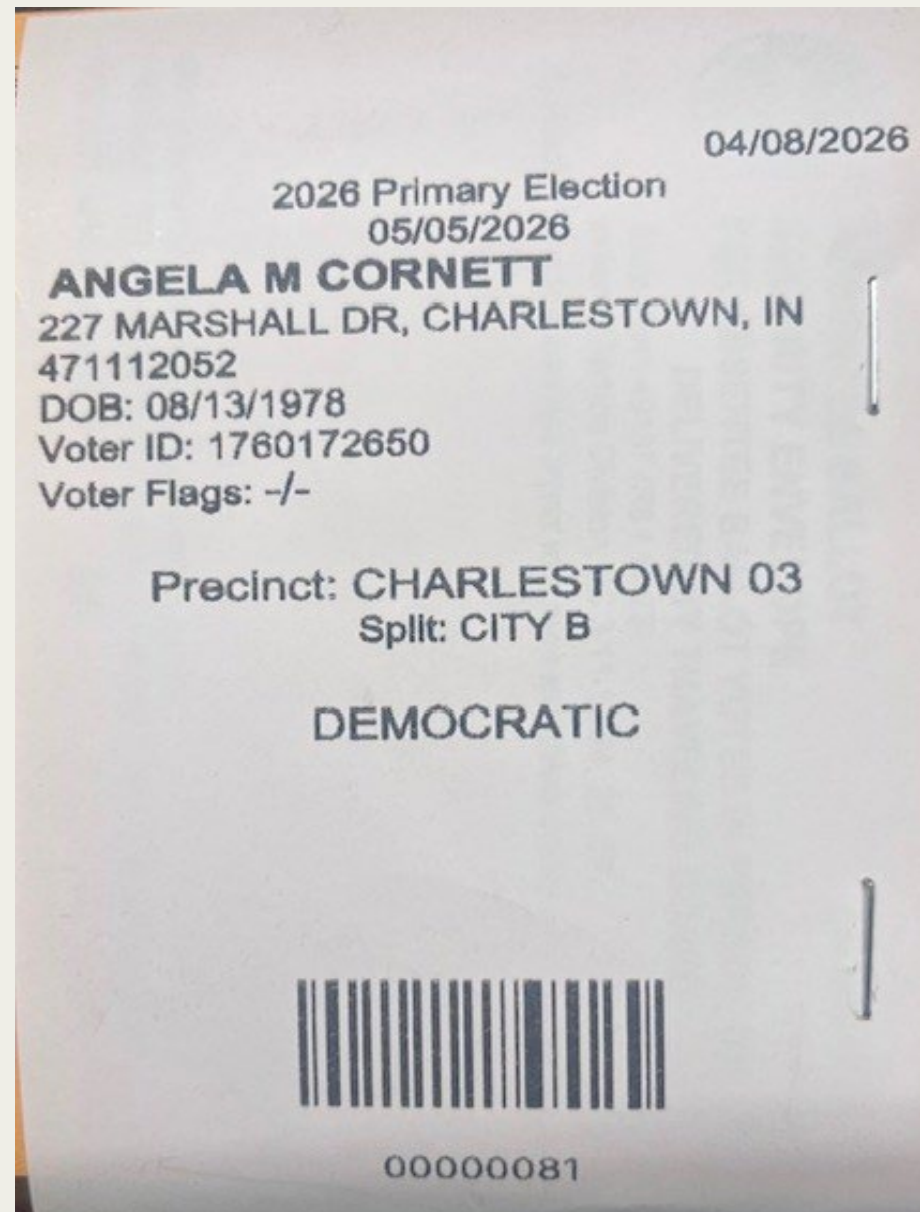
Initial the BACK of the ballots using a red ink pen. BOTH parties need to initial the ballots.

Do NOT initial an entire pack at once.

Once the Voter has been given the **Correct** and **Initialed** ballot, place the Receipt in the “Poll Pad Receipts” Baggie.

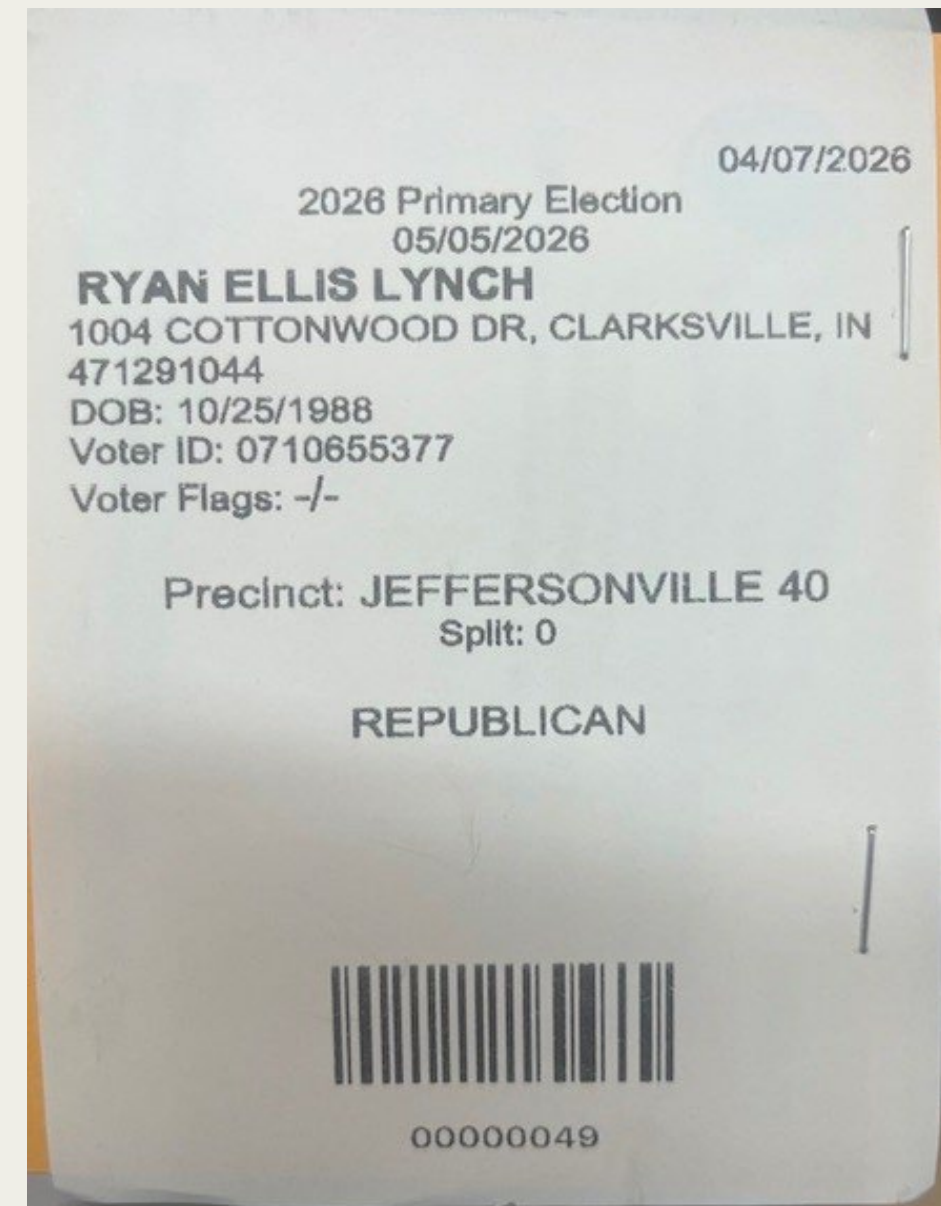
POLL PAD RECEIPTS

When looking at the Voter's Receipt, pay close attention to the **Precinct** and **Party**.
Double and Triple check to ensure the Voter is getting the CORRECT BALLOT.



Angela should receive a Ballot that says:
Democratic
CHARLESTOWN 03

**ONCE THE VOTER HAS
CHOSEN THEIR PARTY AND
THEIR RECEIPT HAS PRINTED
THEY CANNOT CHANGE OR
RECEIVE A DIFFERENT PARTY
BALLOT.**



Ryan should receive a Ballot that says:
Republican
JEFFERSONVILLE 40



IT IS A CRIME TO FALSIFY THIS BALLOT OR TO VIOLATE INDIANA ELECTION LAWS

Typ:02 Seq:0004 Spl:01

OFFICIAL DEMOCRATIC PRIMARY ELECTION BALLOT
CLARK COUNTY, INDIANA
MAY 5, 2026
CHARLESTOWN 03

CASTING A VOTE: To vote for the candidate of your choice, darken the oval to the LEFT of the candidate's name. If you make a mistake, return your ballot to the Election Official and obtain another. Do not attempt to change any marks made in error.

FEDERAL AND STATE OFFICES

UNITED STATES REPRESENTATIVE
9TH CONGRESSIONAL DISTRICT
Vote for one (1) only

- JAMES H (JIM) GRAHAM
- BRAD A MEYER
- TIM PECK
- KEIL L ROARK

LEGISLATIVE OFFICES

STATE SENATOR
DISTRICT 45
Vote for one (1) only

- NICK MARSHALL

STATE REPRESENTATIVE
DISTRICT 66
Vote for one (1) only

- RYAN PRICE

CIRCUIT AND COUNTY JUDICIAL OFFICES

JUDGE OF THE CIRCUIT COURT NO. 3
Vote for one (1) only

- ANDREA WASSON STEMLE

COUNTY OFFICES

COUNTY SHERIFF
Vote for one (1) only

- EDWARD H BYERS
- TIM DEERINGER

COUNTY COUNCIL MEMBER
DISTRICT 4
Vote for one (1) only

- CHRISTINA GILKEY

YOU NOW HAVE
COMPLETED VOTING

FRONT OF BALLOTS

Whether the Ballots are by the Poll Pads or at their own table - they **must** be organized and different styles **NEED TO BE SEPARATE.**

The Precinct Name is located on the **FRONT** and **BACK** of the Ballot.

Each Precinct will have a Republican and Democrat Ballot.

ONCE THE VOTER HAS CHOSEN THEIR PARTY AND THEIR RECEIPT HAS PRINTED THEY CANNOT CHANGE OR RECIEVE A DIFFERENT PARTY BALLOT.



IT IS A CRIME TO FALSIFY THIS BALLOT OR TO VIOLATE INDIANA ELECTION LAWS

Typ:01 Seq:0049 Spl:01

OFFICIAL REPUBLICAN PRIMARY ELECTION BALLOT
CLARK COUNTY, INDIANA
MAY 5, 2026
JEFFERSONVILLE 40

CASTING A VOTE: To vote for the candidate of your choice, darken the oval to the LEFT of the candidate's name. If you make a mistake, return your ballot to the Election Official and obtain another. Do not attempt to change any marks made in error.

FEDERAL AND STATE OFFICES

UNITED STATES REPRESENTATIVE
9TH CONGRESSIONAL DISTRICT
Vote for one (1) only

- ERIN HOUCHIN

LEGISLATIVE OFFICES

STATE SENATOR
DISTRICT 45
Vote for one (1) only

- CHRIS GARTEN

STATE REPRESENTATIVE
DISTRICT 71
Vote for one (1) only

- D M BAGSHAW

- JAMES R MCCLURE JR

CIRCUIT AND COUNTY JUDICIAL OFFICES

JUDGE OF THE CIRCUIT COURT NO. 2
Vote for one (1) only

- BRADLEY JACOBS

JUDGE OF THE CIRCUIT COURT NO. 3
Vote for one (1) only

- LISA GLICKFIELD

PROSECUTING ATTORNEY
Vote for one (1) only

- JEREMY MULL

CIRCUIT COURT CLERK
Vote for one (1) only

- RYAN LYNCH

COUNTY OFFICES

COUNTY AUDITOR
Vote for one (1) only

- R MONTY SNELLING

COUNTY RECORDER
Vote for one (1) only

- STEVE GILL

COUNTY TREASURER
Vote for one (1) only

- DANNY YOST

COUNTY OFFICES

COUNTY SHERIFF
Vote for one (1) only

- KENNY KAVANAUGH JR
- SCOTTIE MAPLES

COUNTY SURVEYOR
Vote for one (1) only

- BRIAN DIXON

COUNTY ASSESSOR
Vote for one (1) only

- BUTCH LOVE

COUNTY COMMISSIONER
DISTRICT 3
Vote for one (1) only

- TIMOTHY T COCHRAN II
- SCOTT HAWKINS

COUNTY COUNCIL MEMBER
DISTRICT 2
Vote for one (1) only

- RON GROOMS

TOWNSHIP OFFICES

JEFFERSONVILLE TOWNSHIP
TRUSTEE
Vote for one (1) only

- YOUSAF (Q) QUERESHI

JEFFERSONVILLE TOWNSHIP
BOARD MEMBER
Vote for not more than 3 candidates for this office.

- SHAWN L GRANT
- BRANDON C SNYDER

STATE CONVENTION DELEGATES

STATE CONVENTION DELEGATES
AT LARGE
Vote for not more than 17 candidates for this office.

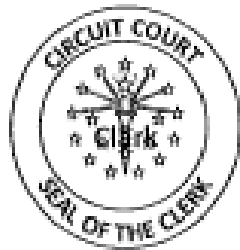
- DAVID RAY ABBOTT
- SCOTT ANDERSON
- RONALD BLEVINS
- BILL BURNS
- CARMEN CROUPEP
- BONITA (BONNIE) EHRHART
- GREG FIFER
- CHRIS FOX
- MARK GRUBE
- SCOTT HAWKINS
- SCOTTIE MAPLES
- MARK A MEYER
- DOUG REITER
- CONNIE SELLERS
- DALE SELLERS
- GRACE SELLERS
- R MONTY SNELLING
- JENNIFER VOIGNIER

STATE CONVENTION DELEGATES
DISTRICT 1
Vote for not more than 7 candidates for this office.

- MARY JO CARRICO
- RON GROOMS
- JAMES R MCCLURE JR
- JANE MILTON
- MATT OWEN
- YOUSAF Q QUERESHI
- JOSH WADDELL
- EDWARD (ED Z) ZASTAWNY

YOU NOW HAVE
COMPLETED VOTING

SAMPLE



RL
AC

CHARLESTOWN 03

04/10/14

BACK OF BALLOTS

One Clerk from **BOTH** parties will initial the **BACK** of the ballots using a red ink pen. Do **NOT** initial an entire pack at once, only as needed.

Note: Many of the Republican Ballots have Offices to vote for on the back side of the Ballots. This includes Offices that do not appear on the Democrat Ballot.

Ryan Lynch

Angela Cornett

RL
AC

04/10/14

VOTER FORMS

All Forms will be located in the back of the Inspector Binder

PRE - 3

If a Voter needs assistance in marking their Ballot, the person with them or 2 Poll Workers (1 from Each Party) will fill this form out. They will then help the Voter and mark their Ballot for them.

PRE - 5

A Voter has not received their Mailed Absentee Ballot and wishes to vote at the Polling Location OR they are surrendering their Absentee Ballot to vote at the Polling Location.

VRG 7 OR VRG 11

Voter Registration Forms
If someone at the Polling Location wishes to register themselves or another, they can take these forms with them or fill them out at the polling location. These forms are IDENTICAL.

VRG 4/12

A Voter is requesting to Update their Voter Registration OR the Poll Pad indicates a Voter needs to fill one out.

Precinct Incident/Accident Report

PROVISIONAL BALLOTS

You **MUST** call our Office before issuing a Provisional Ballot.
This is Non-Negotiable.

Once the Inspector and our Office have exhausted all resources and guides - then we will give approval for the Inspector to fill out a Provisional Ballot with the Voter.

Approval for one Provisional Ballot does not mean approval for ALL that may come after.

The Provisional Ballot forms

CHALLENGE AFFIDAVIT OF A VOTER BY A CHALLENGER OR MEMBER OF THE PRECINCT ELECTION BOARD / AFFIDAVIT OF A CHALLENGED VOTER (PRO-4)
State Form 42132 (01/17/20) Indiana Election Division (IC 3-17-9-21, 3-17-9-23.5, 3-17-9-13.6, 3-17-9-13.8)

INSTRUCTIONS: After the challenger completes this side of the form, the challenged voter may complete the second page of the form. If the challenged voter does so, the challenged voter is entitled to cast a provisional ballot. Do not use this form to challenge a voter at a primary election due to the voter's party affiliation. Use PRO-4 form instead.
NOTE: THIS FORM MUST BE PRINTED DIRECTLY ON THE PRO-4 PROVISIONAL BALLOT SECURITY ENVELOPE.

STATE OF INDIANA, COUNTY OF CLARK

GENERAL INFORMATION

The undersigned, below, that _____ (print name of voter) is not a legal voter in this precinct for the following reasons:

1. Voter Eligibility - Fall Safe Procedures

This voter's name is not included on the poll list, and is NOT entitled to vote by using a "Fall Safe" procedure.
 This voter's name is included on the poll list, but the voter does not currently reside in the precinct, and is NOT entitled to vote in the precinct by completing a PRO-4 form or other "Fall Safe" procedure.

2. Voter Identification

This voter was unable or declined to present proof of identification when required by law to do so.
 This voter is identified on the poll list as required to present an additional document that confirms the voter's identity and current residence address, but has not done so.

3. Voter Eligibility - General Requirements

The voter is NOT a U.S. citizen.
 The voter will not be eighteen (18) years of age or older at the general election.
 This voter's signature on the election day poll list does not match the signature on the voter's registration record.
 This voter's signature on the absentee ballot security envelope, affidavit is missing or does not match the signature on the voter's absentee ballot application, electronic poll book, or registration record maintained in the absentee voter registration system.

Other: _____ (print specific reason for challenging voter)

Obtained the information from: _____ (print name of person supplying information for challenge)

CHALLENGER AFFIRMATION

I swear (or affirm) that the foregoing statements are true, to the best of my knowledge and belief, and understand that making a false statement on this affidavit is punishable under the penalties of perjury.

Signature of challenger	Printed name	Election year (primary election) <input type="checkbox"/> Incomplete <input type="checkbox"/> Incomplete <input type="checkbox"/> Incomplete
Residence	Township or ward	City or town

AFFIRMATION OF AFFIDAVIT

STATE OF _____)
 COUNTY OF _____)
 I swear (or affirm) that the above challenge affidavit of a voter was subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Official Administering Oath (Inspector, Judge, Poll Clerk, Sheriff, or Absentee Board Member - Other than Challenger above) _____ Printed name and title _____

AFFIDAVIT OF A CHALLENGED VOTER

STATE OF INDIANA, COUNTY OF CLARK

GENERAL INFORMATION

I, the undersigned, state the following:

- That I am a citizen of the United States.
- That my date of birth is _____ (provide) to the best of my information and belief.
- That I have been a bona fide resident of this precinct for thirty (30) days immediately before this election or I am qualified to vote in the precinct under IC 3-10-10, IC 3-10-11, or IC 3-10-12.
- That I am generally known by the name in which I desire to vote, which is _____.
- That I have not voted and will not vote in any other precinct in the election.
- That my present residence address is _____ (and, if applicable, my residence address thirty (30) days before this election was at _____ (provide)).
- That, if applicable, I was challenged under Issues 1 or 4 on the Affidavit of a Voter by a Challenger portion of this form, I did present proof of identification or additional documentation that complied with IC 3-10-240.3 or IC 3-17-04.5.
- For the primary election only, I requested a party primary ballot for the DEMOCRATIC PARTY REPUBLICAN PARTY OR, if applicable, PUBLIC QUESTION ONLY.

CHALLENGED VOTER AFFIRMATION

I swear (or affirm) that the foregoing statements are true, to the best of my knowledge and belief, and understand that making a false statement on this affidavit is punishable under the penalties of perjury.

Signature of challenged voter	Printed name	Election year (primary election) <input type="checkbox"/> Incomplete <input type="checkbox"/> Incomplete <input type="checkbox"/> Incomplete
Residence	Township or ward	City or town

AFFIRMATION OF AFFIDAVIT

STATE OF _____)
 COUNTY OF _____)
 I swear (or affirm) that the above challenge affidavit of a voter was subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Official Administering Oath (Inspector, Judge, Poll Clerk, Sheriff, or Absentee Board Member - Other than Challenger above) _____ Printed name and title _____

PROVISIONAL BALLOT SECURITY ENVELOPE
Part of State Form 42132 (01/17/20) Indiana Election Division (IC 3-17-9-21, 3-17-9-23.5, 3-17-9-13.6, 3-17-9-13.8)

TO THE VOTER
 READ CAREFULLY AND FOLLOW THE INSTRUCTIONS BELOW.

STATE OF INDIANA)
 COUNTY OF CLARK)

I, (Print your name and address below.)
 Name of Voter: _____
 Residence Address of Voter (number and street, city, state, and ZIP code):

 Telephone number (optional) (_____) _____ - _____
 have cast the enclosed provisional ballot at Precinct Name: _____
 of the (select one) PRIMARY GENERAL MUNICIPAL SPECIAL ELECTION
 For the Primary Election Only, I requested a party primary ballot for the DEMOCRATIC PARTY REPUBLICAN PARTY OR, if applicable, PUBLIC QUESTION ONLY
 to be held on:

 (insert date (mm/dd/yy) of election.)

Signature of voter _____ Date signed (mm/dd/yy) _____/_____/_____
 _____/_____/_____

COUNTY ELECTION BOARD FINDINGS

NOTE: Absentee voters voting by mail or traveling board do not complete PRO-2 because the application serves as the voter's response to the challenge.

The enclosed provisional ballot is determined to be:
 Valid
 Invalid due to the following reason: _____

If invalid, this envelope may not be opened, and this ballot may not be counted.
 Dated (mm/dd/yy): _____
 CLARK County Election Board

TO THE PROVISIONAL BALLOT COUNTERS: After the ballot has been found valid by the county election board, open this envelope carefully. Do not deface or destroy the affidavit or the envelope. Take out the ballot enclosed for processing. If the ballot does not contain the initials of the poll clerks, the ballot shall, without being unfolded to disclose how the ballot is marked, be endorsed with the word "Rejected" and enclosed in State Form PRO-7 envelope.

GREEN ENVELOPE (PRE-15)

The

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-
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PRE-15

Print Number Enclosed

PRE-3 – Affidavits of Voter Assistance at the Polls

PRE-5 – Voter's Affidavit Requesting to Vote in Person at the Polls After Failing to Receive Mailed Absentee Ballot

PRE-10 – Inspector's Affidavit

STATE OF INDIANA

COUNTY OF CLARK
CHARLESTOWN TOWNSHIP

PRECINCT: CHAS 04/06/07

**ENCLOSE IN THIS ENVELOPE ALL
MISCELLANEOUS FORMS
NOT OTHERWISE PROVIDED FOR
PRIMARY ELECTION MAY 5TH, 2026**

INSPECTOR: Enclose and seal this envelope. Return these forms to the County Election Board.

Precinct Election Board

Inspector _____

Judge _____

Judge _____

Polk Clerks of Precinct Election Board

Attest: _____ Poll Clerk

Attest: _____ Poll Clerk

Attest: _____ Poll Clerk

State Form 47940 (04/12-06)
Indiana Election Commission (PRE-15)
JC 3-6-6-16; 3-11-9-3; 3-12-2-4; 3-12-3-2)(1); 3-12-3-5-3

ORANGE ENVELOPE (PRE-12)

The

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STATE OF INDIANA

COUNTY OF CLARK
TOWNSHIP: CHARLESTOWN

PRECINCT: CHAS 04/06/07

Print Number Enclosed

PRE-1 - Precinct Oath Book

PRE-2 - Expense Sheet

VRG-4/12 - Affidavit of Voter Request for Transfer of Registration

VRG 7 or 11 Voter Registration Applications

PRE-12

**PRECINCT OATH BOOK, EXPENSE SHEET,
AND VOTER REGISTRATION AFFIDAVITS**
(CHANGES TO BE MADE TO VOTER REGISTRATION RECORD)

PRIMARY ELECTION MAY 5TH, 2026

This envelope contains the affidavits listed above. _____ Inspector

TO THE INSPECTOR: Enclose and SEAL in this envelope the precinct oath book, expense sheet and any completed affidavits listed above. Deliver to the County Election Board. This envelope will be forwarded to the County Office of Voter Registration.

State Form 47906 (02/12-01)
Indiana Election Commission (PRE-12)
(IC 3-7-48; 3-10-10; 3-10-11; 3-10-12)

PINK ENVELOPE (CCEB-5)

The

CCEB-5

STATE OF INDIANA |
CLARK COUNTY | ISS:
CHARLESTOWN TOWNSHIP |
PRECINCT: CHAS 4/6/7

Spoiled **BALLOTS** (Provisional & Election Day Ballots)

ENCLOSE IN THIS ENVELOPE ALL
ALL SPOILED BALLOTS
(Provisional & Election Day)

PRIMARY ELECTION MAY 5TH, 2026

INSPECTOR: Insert all spoiled ballots in this envelope and seal the envelope. After the close of the polls, return these ballots to the County Election Board.

Precinct Election Board

Inspector _____

Judge _____

Judge _____

Poll Clerks of Precinct Election Board

Attest: _____ Poll Clerk

Attest: _____ Poll Clerk

_____ Poll Clerk

MANILA ENVELOPE (PRO-4)

The

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STATE OF INDIANA)
COUNTY OF CLARK)
CHARLESTOWN TOWNSHIP)
PRECINCT: CHAS 04/06/07)

Print Number Enclosed

PRO-4

PRO-2 Envelopes with Challenged Voter Affidavits (PRE-4) printed on envelope containing voted VOTED PROVISIONAL BALLOTS

**ENCLOSE IN THIS ENVELOPE ALL
VOTED PROVISIONAL BALLOTS**

PRIMARY ELECTION MAY 5TH, 2026

INSPECTOR: Insert all VOTED PROVISIONAL BALLOTS in this envelope. Insert all PRO-2 envelopes with pre-printed PRE-4 challenged voter affidavits. After the close of the polls, enclose and seal this envelope. Return these ballots and forms to the County Election Board.

Precinct Election Board

Inspector _____

Judge _____

Judge _____

Poll Clerks of Precinct Election Board

Attest: _____

Attest: _____

Attest: _____

Poll Clerk

Poll Clerk

Poll Clerk

State Form 51615 (RS-14) Indiana Election Commission (PRO-4) (IC 3-11.7-1-9)

WHITE ENVELOPES (CCEB-8)

The

CCEB-8

Print Number Enclosed
 NON-VOTED PROVISIONAL BALLOTS

STATE OF INDIANA)
COUNTY CLARK)
CHARLESTOWN TOWNSHIP)
PRECINCT CHAS 04)

ENCLOSE IN THIS ENVELOPE ALL
NON-VOTED PROVISIONAL BALLOTS
PRIMARY ELECTION MAY 5TH 2026

INSPECTOR: Insert ALL NON-VOTED PROVISIONAL BALLOTS in this envelope and seal the envelope. After the close of the polls, return these ballots to the County Election Board.

Precinct Election Board

Inspector _____
Judge _____
Judge _____

Poll Clerks of Precinct Election Board

Attest _____ Poll Clerk
Attest _____ Poll Clerk

C L O S E O F P O L L S

Loudly announce the closing of the Polls at 6 PM. If there are Voters in line at 6, assign a Clerk or Judge to stand behind the last person and turn away anyone who arrives after 6 PM.

Organize all paperwork and forms used during the day. Place them in the correct envelope, and then seal with a signed document seal.

Begin following the “close the polls” steps in the DS-200 guide, print the results tape and sign it. After all of the steps have been followed **THEN** remove the memory stick.

Remove the **Ballot Bag** with the **VOTED** ballots from inside the DS-200 bin, making sure none are left in the machine. Secure the ballot bag with the red ballot bag seal. Return all of the **Unvoted Ballots** into the DS-200 bin and lock the machine after.

Then place the **signed results tape**, the **memory stick**, and the **machine keys** inside the **Black Pouch**. After you confirm all of these are inside, then seal the pouch with a Green Security tag.

Return signage into the signage kit, report check-in totals on all Poll Pads to the Inspector, and return Poll Pads and their materials to the correct case

After the Inspector and Democratic Judge remove the **Ballot Bag** from the DS-200 and it is completely empty, place all **UNVOTED** ballots back into the bottom of the machine.

ALL Poll Workers should help to clean up the polling location before leaving. Workers will stay at the location until all duties are finished and the Inspector has released the workers.

RETURNING MATERIALS AND DROP OFF

Poll Pad Cases: All items should be matched to their correct case and placed correctly back inside

Sealed Black Ballot Bag: Voted Ballots inside and sealed with the red Ballot Bag Seal

Clear Bag: Supply box, Signage kit, Document Folder, Black Pouch and Inspector Binder

Document Folder: All paperwork filed in the CORRESPONDING envelope

Sealed Black Pouch: Memory Stick, DS-200 Tape, and Machine Keys

Drop Off will be different this year. Inspectors and Democratic Judges are expected to arrive and enter the car line at the same time. If you arrive earlier than the other, you must wait until you are both able to enter the car line together.

You will not be able to leave until you have received confirmation from us that we have all equipment and materials. Once confirmed, we will provide you with the Certification of Return of Election Materials

Inspector and Democratic Judge must BOTH be present at Drop-Off to sign the Certification of Return of Election Materials.

WHAT NOT TO DO!

- Seal empty envelopes
- Sign all of the envelope seals at once
- Initial all of the Ballots at once
- Issue a Provisional Ballot without calling us first
- Not filling out forms completely
- Not using your Inspector Binder to find answers
- Not contacting us when a Voter isn't on the Poll Pad
- Letting a Voter vote if they are at the wrong Polling Location

Lastly, if you do NOT work at the location you would normally vote at. Please make sure you vote early at our Early Voting Location:

Clark County Judicial Center

501 E Court Ave, Jeffersonville

Monday-Friday: April 20th - May 1st

2 Saturdays: April 25th & May 2nd

9 AM - 4 PM

The Inspector Binder will have all of this information and more!

PLEASE USE YOUR RESOURCES

While we are eager to help with issues you all may experience, many can be solved far quicker by looking through this presentation, reading the guides for each machine, instructions on the forms, etc.

Office Wide: (812) 285 - 6329

Voter Registration Line 1: (812) 285-6355

Voter Registration Line 2: (812) 285-6330

Voter Registration Line 3: (812) 207-2152

Angela's Phone: (502) 494 – 2791 Will be in Central Count