

New Hampshire Attorney General's Office

Polling Place Checklist

2008 Federal/State General Election

Inspector's Name: _____

Town/City Ward: _____

Polling Place Facility: _____

November 4, 2008 Time: _____ AM/PM

Moderator's Name (person serving when inspected – may be pro-tem/assistant):

Requirement	What to Look For	Yes	No
Exterior			
Traffic	Traffic was not a problem in gaining access to the polling place.		
Accessible: Parking	Is there at least one accessible van parking space marked with a proper sign? RSA 658:9-a, I.		
Parking	Parking was not a problem in gaining access to the polling place.		
Route	Is the route from the parking area to the entry door to the polling place easily accessible (clear from snow/ice, no excessive grade/curbing, useable by a person in a wheelchair)? RSA 658:9-a		
Ramp	Does the route from the parking area to the entry door include a ramp? RSA 658:9-a, IV.		
	Is the ramp free from snow/ice?		
	Does the ramp have proper handrails?		
Accessible Entrance	Is the accessible entrance different from the main entrance?		
	If, yes: Are there signs directing voters to the accessible entrance? RSA 658:9-a		
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		
Exterior Campaign Signs	Are unattended campaign signs present on the property of the polling place, outside the no-electioneering zone? RSA 664:17 (prohibits affixing signs to public property – some moderators create electioneering zones where signs may be left unattended)		

Flag	Is an American flag on display outside the polling place? RSA 658:9 (required weather permitting)		
Interior			
Identify yourself to the Moderator before completing inspection			
Signs	Voter Instruction Card: 3 copies outside the guardrail, one of which is at 48" = accessible to a person in a wheelchair? RSA 658:28		
	Voter Instruction Card: 1 copy in each voting booth/screen? RSA 658:28		
	Sample Ballots: Are at least 2 sample ballots for the General Election posted outside the guardrail? RSA 658:26		
	Purity of Elections Statutes: Is a poster with the purity of elections statutes posted outside the guardrail? RSA 658:29		
	Assistance in Voting: Is at least 1 Assistance in Voting sign posted outside the rail? 42 U.S. C. 15482(b).		
	Voting Rights: Is at least 1 Voting Rights sign listing the AG toll free election line posted outside the rail? 42 U.S.C. 15482 (b)(E).		
Flag	Is an American Flag displayed inside the polling place? RSA 658:9.		
Lines	Voters who were registered before entering the polling place should not have to wait more than fifteen minutes to obtain a ballot and have access to a voting booth/screen. Do voters receive ballots within 15 minutes?		
	Observe and record the waiting time to obtain a ballot: _____ minutes	N/A	N/A
	Eligible voters who choose to register on election day may reasonably expect longer waiting time. Note the waiting time, if a line exists, for registering to vote: _____minutes		
Booths	Is there at least one State issued physically disabled accessible booth? RSA 658:9, III		

	Are there at least two standard voting booths? RSA 658:9, V?		
	Are there at least two tabletop voting screens? RSA 658:9, V		
	Number of Registered Voters on the voter checklist in the town or ward: _____ (Ask Moderator or Supervisor of the Checklist for number of registered voters on checklist)	N/A	N/A
	Total No. of Booths and Screens: _____	N/A	N/A
	Are there a total of at least one booth/screen for every 100 people listed on the checklist (excluding new election day registrants)? RSA 658:9, V (b)		
Accessible Voting System	Is the telephone/fax system for accessible voting set up and functioning? Check for a dial tone on phone which is used for accessible system (not the fax phone). 42 U.S.C. 15481.		
Electioneering	Is electioneering prohibited within the polling place? RSA 659:43; RSA 659:44		
Guardrail	Is there a guardrail, a wooden rail, rope, ribbon, or any system separating voting area from public area? RSA 658:9.		
	Is the guardrail positioned so that no one outside the rail can approach closer than 6 feet from the voting booths and ballot box? RSA 658:9.		
	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.		
Checklist and Checking into Vote	Does the checklist used to check voters in have bar codes? RSA 654:25; RSA 654:45 (The presence of the barcode verifies that the list was created from the statewide database)		
	When a voter checks in to receive a ballot, does the ballot clerk repeat the voter's name out loud two times? RSA 659:13		
	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		

Ballots	Determine from the Moderator the number of ballots received from the Secretary of State	# _____	
	Are voters and election officials prohibited from removing ballots from within the guardrail? RSA 659:38		
	Hand Count Towns: Does the moderator/assistant take the ballot from the voter and deposit it in the ballot box in a manner that does not disclose how the ballot is marked? RSA 659:23		
	Machine Count Towns: Does the moderator allow the voter to put his/her ballot into the ballot counting machine in a manner that does not disclose how the ballot is marked? RSA 659:23, II		
	Did the Moderator start processing absentee ballots no sooner than 1:00 PM (unless 10 voters petition to start after the polls close)? RSA 659:49		
Ballot Counting Machines	Is a zero tape available for inspection and in proper form? Election Procedure Manual & RSA 656:42		
	Does the Moderator have procedures in place to empty the bin under the ballot counting machine if there are more than 1500 ballots cast?		
Assistance in Voting	Voters who, as a result of disability or illiteracy are unable to mark their ballot without assistance, may be assisted by a person of their choice, except they cannot be assisted by their employer or union official. RSA 659:20	N/A	N/A
	Are voters allowed to have assistance in voting?		
	Does the Moderator require that the voter declare under oath that he or she is unable to vote due to disability or illiteracy?		
	Does the Moderator offer the voter the choice of selecting the person who will assist the voter?		
	If someone other than an election official assists the voter, does the moderator instruct the person on their duty or require the person to take an oath?		

Official Ballots Within the Guardrail	Has the moderator removed any official ballots from within the guardrail for any purpose, including but not limited to allowing a voter to complete a ballot outside the guardrail? RSA 659:38		
	Does the Moderator accommodate voters who cannot physically make it into the polling place and have not completed an absentee ballot process, but wish to cast their vote at the polling place on election day? How? (Absentee Ballot Process)		
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		
Observers	Is there a public viewing area outside the rail available for observers from campaigns and the public?		
	Can a person in the area for observers hear the ballot clerks announce the names of voters as the voter checks in?		
Voter Registration	Are people being allowed to register to vote at the polling place? RSA 654:7-a.		
	Are people who register to vote being required to prove: (RSA 654:12)		
	a. Their identity if they are not personally known by the Supervisor of the Checklist?		
	b. Their age if their appearance leaves doubt whether the person is 18 or older?		
	c. Their citizenship?		
	d. Their domicile?		
	Are those without other proof of domicile, identity or citizenship offered and allowed to use a domicile affidavit, citizenship affidavit and identity affidavit?		
Determine from the Supervisors the number of people who applied for registration and who were denied		# _____	