

Nueces County Poll Worker Training

Part Two

August 19, 2026

Equipment Training

Using E-Poll Pad to Check in Voters

Set it up:

- **Open the box**
- **Connect the power cords**
- **Connect the MiFi**
- **Seat the card reader**
- **Make sure the E-Poll Pad printer is connected and working, that there is paper in the printer and advance the paper to prove that it is advancing properly.**

ID required for Texas Voter

If you possess one of the following forms of acceptable photo ID, you must present it when voting in person

- ★ Texas Driver License issued by the Texas Department of Public Safety (DPS)
- ★ Texas Election Identification Certificate issued by DPS
- ★ Texas Personal Identification Card issued by DPS
- ★ Texas Handgun License issued by DPS
- ★ United States Military Identification Card containing your photograph
- ★ United States Citizenship Certificate containing your photograph
- ★ United States Passport (book or card)



Do not possess and cannot reasonably obtain one of these IDs? Fill out a declaration at the polls describing a reasonable impediment to obtaining it, and show a copy or original of one of the following supporting forms of ID:

- ★ A government document that shows your name and an address, including your voter registration certificate;
- ★ Current utility bill;
- ★ Bank statement;
- ★ Government check;
- ★ Paycheck; or
- ★ (a) A certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

* With the exception of the U.S. Citizenship Certificate, for voters aged 18-69, the acceptable form of photo identification must be current or have expired no more than 4 years before being presented for voter qualification at the polling place. A person 70 years of age or older may use a form of acceptable photo identification that has expired if the identification is otherwise valid.

Exemptions: Voters with a disability may apply with the county voter registrar for a permanent exemption to showing acceptable photo ID or following the Reasonable Impediment Declaration procedure at the polls. Voters with a religious objection to being photographed or voters who do not present an acceptable form of photo identification or follow the Reasonable Impediment Declaration procedure at the polls because of certain natural disasters may apply for a temporary exemption to showing an acceptable form of photo identification or following the Reasonable Impediment Declaration procedure at the polls. Please contact your voter registrar for more details.

VOTETEXAS.GOV

Processing Voters at the E-Poll Pad: Ask Voter to Present Photo ID

Texas Driver Licenses, some Texas ID cards and some Texas Election ID Certificates will scan on the Poll Pad.

Other acceptable photo IDs will not scan, so you'll have to do a "Manual Entry".

IF VOTER CAN'T PROVIDE ANY OF THE TOP ID'S, SEE THE ALTERNATE ACCEPTABLE ID LIST ON THE BOTTOM, THEN FILLS OUT A REASONABLE IMPEDIMENT DECLARATION AND VOTES A REGULAR BALLOT.

IF PRESENTED WITH A "LIMITED TERM TEXAS DRIVER LICENSE", see next slide.

E-Poll Pad: Limited Term Driver Licenses don't qualify them to vote, unless they present Citizenship Papers



E-Poll Pad: Acceptable Photo ID

- **If Voter doesn't have an acceptable form of photo ID:**
 - Ask if Voter can “reasonably obtain” one
 - If Voter can't, ask if Voter “possesses” an acceptable form of supporting ID
 - If Voter possesses one, Voter may leave and return with it.
 - When Voter returns, Voter fills out a Reasonable Impediment Declaration, signs, Judge/Lead signs, and Voter casts a regular ballot.
- **Note this! Poll Workers may not question the “reasonableness” of Voter's Reasonable Impediment.**

Tips on Checking in a Voter on E-Poll Pad

Photo ID

- Ask for a “Photo ID”, not a “Driver License”.
- If Voter is 18 – 69 years old, ID can’t be more than 4 years expired.
- If Voter is 70 and older, it can be expired any length of time as long as it’s otherwise valid.

Voter Registration Card

- (E) next to VUID # on voter registration card means Voter is not required to present an ID or execute a Reasonable Impediment.

If the name is not an exact match

- Voter signs Similar Name Affidavit on E-Poll Pad.

When Photo ID address doesn’t match Poll Pad address

- Ask Voter which address is correct.
- If Photo ID address is correct, Voter fills out a Statement of Residence form before they vote.
- If Poll Pad address is correct, process Voter unless Voter has moved out of Nueces County.

“Suspense” by Voter’s Name? Voter fills out Statement of Residence before voting.

E-Poll Pad: Checking in Voters on “Suspense”

- Many Voters panic when they find out they’re on “Suspense”
- Assure Voter that in most situations they can vote if they fill out the Statement of Residence first.
- Voter Registrar will put a Voter on “Suspense” if
 - Voter has not voted for a specified period
 - If there is a question of their identity
 - If there is a question of their address
 - Voter hasn’t responded when Voter Registrar tried to reach them

E-Poll Pad: Using VUIDs to Check in Voters

- **If you're having a problem locating Voter in the E-Poll Pad, know that if a Voter has ever registered in Texas, the Voter has a VUID, which is displayed on the Voter Registration card that is sent to the Voter.**
- **If you are able to get that VUID, it's much easier for Voter Registrar to track what happened to Voter's registration.**
- **Otherwise, the Voter Registrar needs date of birth, full name, and maybe Voter's social security number to locate them in the Voter Rolls.**

E-Poll Pad: If you can't find Voter's Name

During a Manual Entry, try just entering the first 3 letters of their last name.

If that doesn't bring the name up, then ask questions! Like these:

Could your registration be under another first, middle or last name?

- Have you changed your name recently?
- Do you have your Voter's Registration Card?
- Do you remember if you ever registered to vote?
- When did you register to vote?
- Have you moved into or out of Nueces County recently?
- When was the last time you voted in Nueces County?
- Which address do you consider your current home?
-

If you STILL can't locate them in the Poll Pad,
call Voter's Registration at 361-888-0404.

E-Poll Pad: Using Voter's Correct Name

- If E-Poll Pad has Voter's correct name, that means the Voter Registrar has the Voter's correct name.
- If Voter's name is not the same as the name on the photo ID presented, the Department of Motor Vehicles (DMV) needs to change their records.
- If "we" (Voter Registrar) have the correct name, we encourage Voter to get with the DMV to change Voter's name, so that we match in the future.
- If Voter's name in the E-Poll Pad differs from Voter's photo ID, select "Similar Name Affidavit" and Voter signs that they are the same person.

E-Poll Pad: Voter's Correct Address

- **If E-Poll Pad has Voter's correct address, that means the Voter Registrar has the Voter's correct address.**
- **If Voter's address is not the same as the address on the photo ID presented, but we have the correct address, we encourage Voter to get with the DMV to change Voter's address, so that we match.**

E-Poll Pad: Voters Changing Addresses

- **Most Voters don't understand that when they change addresses, that may change their precinct.**
- **If they didn't change their address before showing up to vote, their vote may be disenfranchised if they expected to vote for their new address' local candidates or measures.**
- **Encourage Voters to use the Statement of Residence to get their address changed at the Polling Place: faster, easier and secure for the next election.**

Tape this to your Check-In Table:

E-Poll Pad Review: Checking in Voters

Accept Photo ID

- Hold up Photo ID to compare to Voter's face
- Is it a Texas ID, a Nueces address, and does it look like that person?
- If so, click "SCAN BARCODE" if it's a TDL or a newer DPS ID card
- If it's any other photo ID, click "MANUAL ENTRY" (see below)
- Remove ID from poll pad tray
- Compare ID to Poll Pad screen, showing Voter's registration details
- Flip Poll Pad screen forward so that Voter can see screen
- Ask Voter if name, date of birth and address are correct
- If Voter says "yes", say "please click the ACCEPT button"
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- If Voter doesn't think the info is correct, ask what is incorrect?
- If Voter says address isn't correct, Voter fills out Statement of Residence form.
- Ask Voter to sign Poll Pad.
- Ask Voter to click "DONE SIGNING" button.
- Sign your initials in the box.
- Click blue button at top right.
- Poll Pad receipt prints.
- Ask Voter to sign Poll Pad receipt.
- When you get signed Poll Pad receipt, return Voter's Photo ID.
- Hand Poll Pad receipt to Controller operator to scan.
- Direct Voter to Controller operator.
- Controller operator provides Voter access code, and says "please take a piece of paper"

E-Poll Pad: Troubleshooting

- **Sometimes the E-Poll Pad refuses to accept new data that is being downloaded from the Elections Department. This information must be downloaded ASAP because it includes who has voted, and which Voters have been added or removed from the Voter Rolls.**
- **To do a “hard re-set”: hold down power button and the “circle” on the E-Poll Pad at the same time.**
- **Alternate method: press volume button up then release, press volume button down then release, then hit the power button**

Controller: Set Up and Operation

- **Open and follow these steps to set up**
- **Install the hand-operated “scanner wand”**
- **Seat the DUO that fits into the Controller case**
- **Unlock electrical cords to plug in the Controller**
- **Print “Zero Tapes”**
- **Install the “Daisy Chain” to DUO #1**
- **Make sure the paper roll is installed and printing correctly after advancing the paper. Extra paper rolls are in the supply box.**

Controller: Tips for the Poll Worker That is Working it

- **Don't select the blank paper "ballot" for the Voter: scatter them and ask Voter to select one, saying "they're all blank, and they're all alike" (per the SoS)**
- **If someone asks why there's a signature on their blank ballot, during EV, say that the County Clerk, Kara Sands, signs the paper to certify that that ballot is authorized for voting**
- **But on Election Day, the Judge/Lead signs the blank "ballots"**

Controller Operator is Responsible for Giving the Correct Access Code to the Voter: Take Note!

On this example, note the Precinct Number is “Pct 81”

Controller Operator: Look at this before you give it to the Voter!

If the Precinct doesn't match the E-Poll Pad Receipt for the Voter, don't give this access code to the Voter. Either locate the right Voter (probably hovering around the Controller) or create a new access code from the E-Poll Pad Receipt. Document this on your daily envelope at the time.

Don't rush this process: do it right.



Controller Operations: Handling Fleeing Voters

- A “FLEEING VOTER” uses the DUO to make selections but leaves before scanning the “ballot”. Sometimes, the Fleeing Voter takes the “ballot” with them. If you can catch the Voter, have them come back to scan their “ballot” to cast their vote.
- If Voter leaves the DUO screen “open” without printing their “ballot”, spoil the ballot by pressing DUO’s Poll Worker **blue button**.
- If “ballot” printed and you have it, attach it to the Register of Spoiled Ballots and document the issue by referring to the E-Poll Pad receipt information on the Voter.
- If partially printed “ballot” jams in a DUO, try to reprint it and let Voter scan the “ballot”. With a red pen, write “Spoiled Ballot” on the damaged “ballot”. Put damaged ballot in the Spoiled Ballot bag and log it on the form.
- If unable to reprint, spoil the ballot by pressing the **blue button**. If Voter is still there, issue another access code to begin the DUO process and ultimately scan the “ballot”.
- Voter may spoil up to 2 ballots and vote the third.
- Always document Spoiled Ballots on the daily Register of Spoiled Ballots in the Spoiled Ballot canvas bag. Any issue that resembles a Spoiled Ballot should be documented!
- Everyone working in the Polling Place should be watching Voters when they are present.
- Call Nueces County Elections Department when spoiling a ballot ONLY if you need help.

Equipment: DUOs

Arrive with a “Daisy Chain” electronic cord rolled up inside the DUO.

This is used to connect the Controller to DUO #1, DUO #1 to #2, #2 to #3, etc.

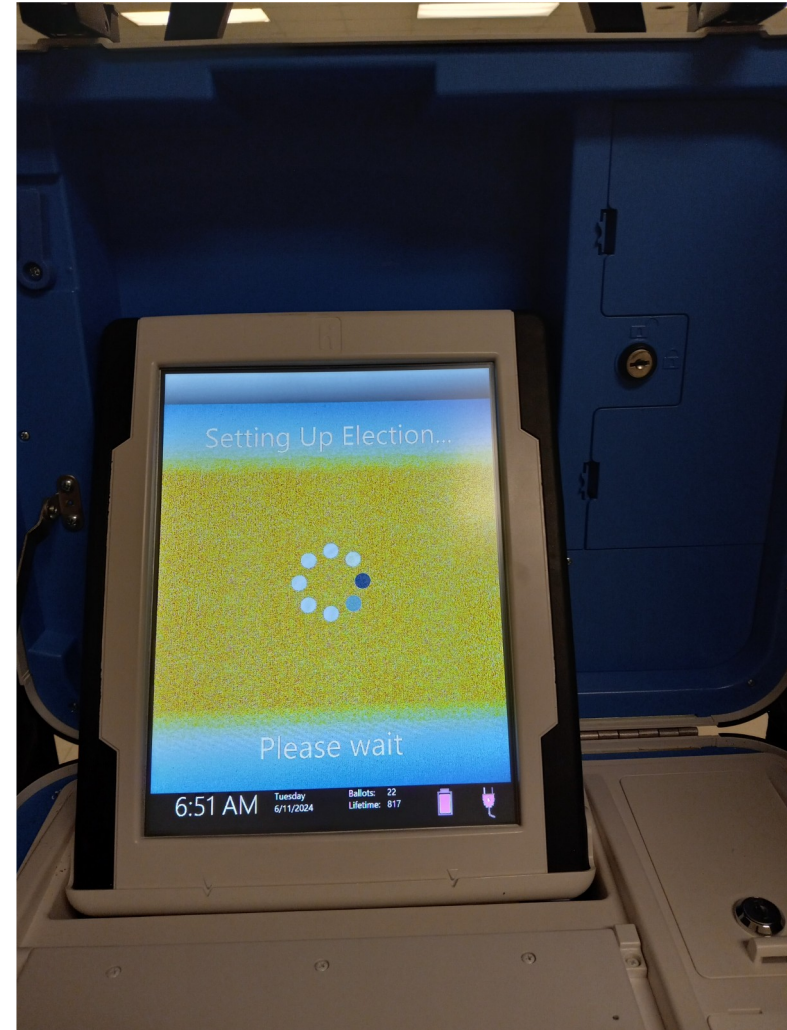
Electrical cords for the DUO itself are locked in the pocket closet to the right of the DUO.

**Unpacking and Re-Packing the Cords Inside:
they only go in one way!**



Equipment: DUOs:

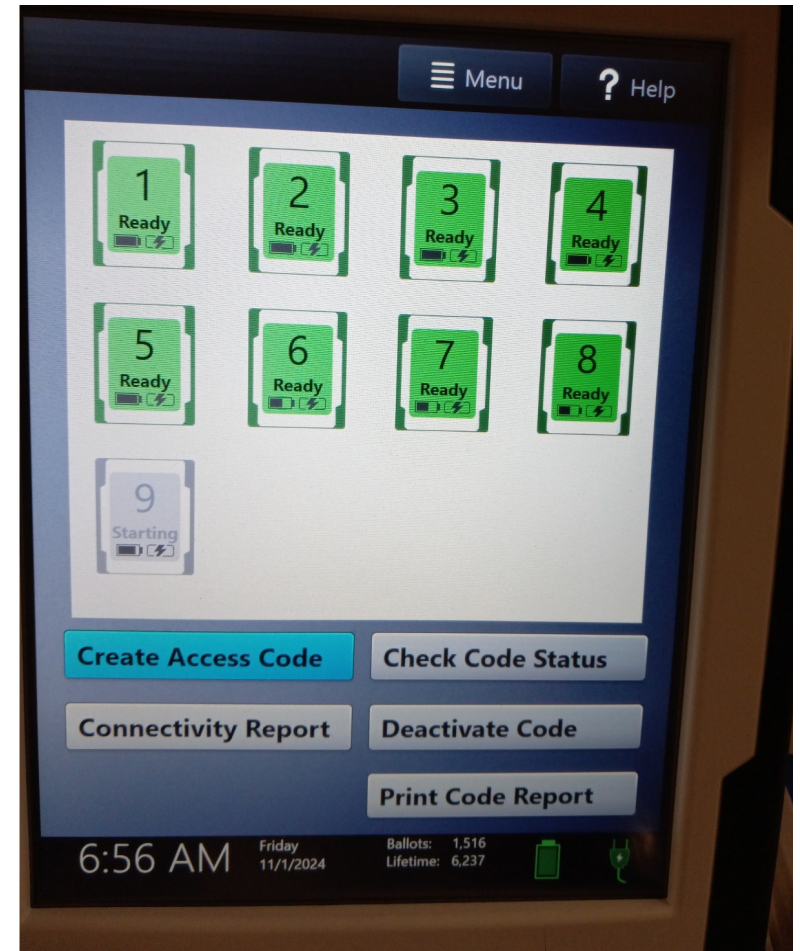
**After Plugging Them in,
Connecting Them to the
Controller and to Each Other
& Turning Them on, They
Begin to Set Up the Election**



Equipment: DUOs Begin Assigning Their “Pecking Order”

Here’s an example of DUO’s numbers as
viewed on the Controller

You will have to choose the correct
number on the screen of each DUO.



End of Part Two