

# PAFAF

## Poll Watcher Guide



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*This manual is a work in progress, and will be updated whenever new or additional information is available. If you have any comments, suggestions, or corrections, please send those to [director@pa.foramericafirst.com](mailto:director@pa.foramericafirst.com)*

September 2022. This manual was developed and published by Pennsylvanians for America First, with resources provided by Americans for Limited Government. Every effort has been made to ensure the accuracy of the information provided in this manual, but given the variance in procedures by locality, and many recent legal and procedural changes, errors and omissions are inevitable; therefore, only the Code of Pennsylvania and official procedures of the Department of Elections are authoritative.

## Introduction

Pennsylvania has a proud history. The birthplace of a Constitution that created the greatest nation in history, the blood of our patriots nourished the Tree of Liberty in the Revolution, the Civil War, both World Wars, and every war since. Yet those Pennsylvania patriots who fought died to create and preserve our republic would be appalled if they could see our state today; a state considered by many to have the poorest election administration in the country.

For the last two presidential elections Pennsylvania has found on the national stage caught up in legal battles over the state's election results.

In 2020 A former Philadelphia Judge of Elections was convicted for accepting bribes to cast fraudulent ballots and certifying false voting results during the 2014, 2015, and 2016 primary elections.

This is nothing new for our state. As far back as 1994 Judge Clarence Newcomer ruled that “fraud so riddled the more-than 2,600 absentee ballots cast in the election last Nov. 2 won by Democratic state Sen. William Stinson to merit the vote's invalidation”. This ruling overturned the election results and the Senate seat was handed to Bruce Marks.

Our election procedures are a mess. A mix of ill-defined, non-transparent, inefficient, and constantly changing processes; coupled with a bloated and inaccurate voter list that facilitates many types of election fraud. In 2020, the normal chaos and confusion of our elections was multiplied many times over through ill-advised changes in procedures in response to the COVID pandemic; changes that universally weakened the security and integrity of the election process.

With a huge expansion in early voting came inadequate security measures for absentee ballots and inadequate “chain of custody” processes and oversight for the seemingly ubiquitous drop boxes. Unmonitorable early and absentee voting processes opens the door for cheating.

Moving the location of ballot marking from a secure and observed polling place, to a home, cares homes, hospitals, businesses, and other institutions, meant that for many of the most vulnerable and marginalized people in society, their vote was no longer secret. This change alone enabled pressure and intimidation, vote buying and selling, and other forms of fraud, that were not possible in a public polling place.

In 2020 and more recent elections, we witnessed an appalling lack of transparency in both polling and counting processes. In some cases, poll watchers were physically prevented from observing, and in others counting was conducted in secret, without any poll watchers. Unlike many other states, and almost all foreign democracies, Pennsylvania law has no provisions for non-partisan election observation, meaning independents have no role in ensuring election integrity.

There is widespread doubt about the integrity of machine-based voting and counting among both technical specialists and the general public, fueling distrust in the integrity of the election process and the democratic legitimacy of elected representatives.

Finally, we saw the politicization of the core administrative and judicial institutions responsible for ensuring fair and transparent elections; and a serious breakdown in the rule of law, with law enforcement agencies, courts and state officials failing to investigate or adjudicate clear violations of the law, and blocking collection and presentation of evidence. Pennsylvania elections were also corrupted by a massive influx of dark money from outside the state, which was used to influence election processes to unfairly favor one party.

Fundamental reforms in law and procedures are required to restore lasting public confidence in the integrity of Pennsylvania's elections, but these reforms will take time. Unfortunately, we don't have much time. While we must not cease to advocate for fundamental reforms, in the near term we believe that the most important action we can take to strengthen the integrity of our elections, and confidence in the democratic legitimacy of our elected representatives, is to increase transparency in electoral processes.

Your participation is essential to achieving this goal. This guide aims to provide you, a citizen, with the knowledge and tools needed to help ensure a free and fair election process for all voters. In the guide you will find information on election reform advocacy, becoming an officer of election, and monitoring election processes; all activities aimed at increasing transparency in the elections, and public ownership of that process.

The American republic was founded on the principle and promise of self-government. Self-government requires clear fare and transparent elections where no perception exists that a thumb was on the scale. Win or lose, all Parties should be free from lingering questions of honesty in the process. We are called to lead; to secure again the right to self-government, fairness and election transparency for ourselves and our families and our fellow citizens. If we are to save our republic, it must begin here, now, and with this election.

Bill Hillman  
State Director  
Pennsylvanians for America First

## Operation Eagles Wings

Pennsylvania for Election Transparency and Pennsylvania for America First are part of a national initiative called “Operation Eagles Wings” supported by the America Project (TAP), and through the voluntary contributions of individuals committed to the restoration and strengthening of constitutional democracy in America. OEW grew out of a program developed for the 2021 state and local elections in Virginia, creating a template for issue advocacy and election integrity programing which became known as the “Virginia Model”.<sup>1</sup>

Virginians for America First (VFAP) launched on 09 March 2021 with the intent to achieve which aimed to elect an America First majority in the Virginia House of Delegates. Bishop Leon Benjamin, initially supported by Americans for Limited Government (ALG), led the efforts as the founder of Virginians for America First. His courageous stand on America First principles resonated with Virginians of all races and social standing. He was instrumental in bringing unity, building coalitions, and reaching into communities not normally engaged.

Once VFAP launched there was great response with hundreds of sign-ups within hours. This came as a surprise. The *overwhelming* interest of those sign-ups was *election integrity* (EI). It became obvious we must include an EI program component to satisfy the interests of our volunteers.

While I was a political appointee during the Trump Administration at the US Agency for International Development, I had worked with Tim Meisburger, who was appointed to USAID by President Trump in 2017 as a director of USAID’s Center for Democracy, Human Rights, and Governance (DRG).

Tim is an expert in EI, with 30+ years experience around the globe working to ensure free and fair elections in third world and developing democracies; so I contacted him, and asked for his help in developing an EI program based on accepted international standards. Tim joined VFAP/ALG and developed the EI program. He generated a manual for election observation specific to Virginia based on recognized international standards.

The EI program in conjunction with the America First voter education component became the complete “Virginia Model.” Parts of this model are being shared in states across the nation by others, but only TAP is providing the model in total.

In the summer of 2021 TAP learned of VFAP’s project in Virginia, and began supporting it financially as the major contributor. TAP recognized early on that this project was making an impact in Virginia, and that what had been effective in Virginia in 2021 could serve as a model for programs in battleground states in 2022.

The EI component of OEW consists of four major parts:

- Voter education of America First issues concentrating on low-propensity voters. These are voters who are generally not politically engaged but want America First principles in our government.

<sup>1</sup> See [Fixing Virginia’s Elections to Save America](#)

- Training of poll workers/poll watchers with an in-depth program on election observation, reporting, and the rights of citizens to have free and fair elections.
- Direct citizen observation and review of processes and procedures pertaining to the maintenance of and handling of voter rolls. This is primarily achieved by communicating directly with election officials in each municipality.
- Real time evaluation of absentee ballot processing during election season (45 days of early voting in Virginia). This part of the program will need to be adjusted to correspond with state specific statutes.

The voter education component of the OEW conducts campaigns to inform voters who have historically had little access to information on the America First movement about the of how America First policies can increase their freedom and improve their lives. Increased turnout by new America First voters, particularly in minority communities, was a very important part of the victory in Virginia. We learned through our targeted voter education efforts, and canvassing, that addressing issues that directly affected voters and their families made the difference in turning out minorities to support candidates who embraced America First principles.

Following its successes in Virginia, TAP developed the “Operation Eagles Wings” program to share its approaches with like-minded organizations across the country, and to implement the Virginia Model Template in nine critical states: Florida, Georgia, Virginia, Pennsylvania, Georgia, Wisconsin, Arizona, Texas, and Illinois.

2021 in Virginia was a message sent to every America First Patriot that with dedicated hard work, focus, and a united effort “We the People” can save the Republic for future generations. 2022 offers us the opportunity to repeat a Virginia type victory all around the nation. Join us by going to [www.americaproject.com](http://www.americaproject.com) to volunteer for, and donate to this effort.

Mark Lloyd  
Director  
Operation Eagles Wings

# 1 Role of Poll Watchers in Pennsylvania

This guidance addresses the role of poll watchers at polling places, and the role of authorized representatives at the pre-canvass and canvass of ballots. It is summarized from [Guidance Concerning Poll Watchers and Authorized Representatives](#), issued October 28, 2020 by the Department of State, and in article [25. P.S. §2687](#) of the Pennsylvania Statutes.

In [DOS GUIDANCE ON RULES IN EFFECT AT THE POLLING PLACE ON ELECTION DAY](#), there is a sentence which states: *Watchers must remain at least 6 feet away from the area where voting is occurring.* This is a “Guidance” document, not a law, and we have been unable to find any reference to such a restriction in law. This guidance may have been promulgated during the COVID crisis, and refers to “social distancing”, and may already be revoked. If the word “voting” in the sentence is interpreted as referring to the voter in the act of marking a ballot, then the restriction makes sense, as we would normally say an observer must be able to see and verify all processes, except a voter marking a ballot. If the word “voting” is interpreted as all of the processes taking place in a polling location, then that interpretation must be challenged, as election observers (poll watchers) must be close enough to a process to verify it, or the purpose of observation is defeated.

## 1.1 Poll Watcher Qualifications

To be a poll watcher, a person must be a qualified registered elector of the county. Poll watchers must be identified and receive official county credentials in advance, and must be assigned to specific precincts. Each poll watcher must be provided with a certificate from the County Board of Elections, which states the poll watcher's name and the name of the candidate, party, or political body he or she represents. Poll watchers are required to show their certificates when requested to do so.

## 1.2 Poll Watchers at the Polling Place

Each candidate can appoint two poll watchers, and each political party can appoint three poll watchers, for each election district in which they are running, but only one poll watcher can be in the polling place at one time. Watchers allowed in the polling place are permitted to keep a list of voters, and because of this, election officials must clearly and audibly announce the name of every voter who appears to vote. During times when voters are not present in the polling place, watchers are permitted to inspect the poll book and the numbered lists of voters but they are not permitted to mark or alter those documents in any way.

Watchers are entitled to challenge the qualifications of voters on the permitted grounds, i.e. identity and residency. Challenges may not be affirmed and voters may not be refused a ballot unless the election officers of the precinct are satisfied that the challenger has proven the voter's ineligibility on proper grounds and with sufficient evidence.

Watchers may not engage voters or otherwise interfere with the orderly process of voting. Watchers should direct all challenges and other comments directly to the Judge of Elections who is the official in charge at the polling place.

### 1.3 Authorized Representatives at the Pre-Canvass and Canvass

One authorized representative for each candidate and one authorized representative for each political party must be permitted to remain in the room at the county election board where the pre-canvass and canvass meetings occur. Authorized representatives are permitted to be present when envelopes containing official absentee ballots and mail-in ballots are opened and when such ballots are counted and recorded. This includes both the pre-canvass and canvass.

The ability of poll watchers to verify these processes is limited, as the Department of State will not allow anyone to challenge an absentee or mail-in ballot during the pre-canvass or canvass of the ballots, and challenges to mail-in or absentee ballots based on signature analysis, are not permitted at any time. Absentee and mail-in ballot applications may only be challenged prior to 5:00 pm on the Friday prior to the election, and only then on grounds that the applicant was not a qualified elector. No other challenges are permitted.

### 1.4 County Election Offices, Satellite Offices, and Ballot Return Sites (Drop Boxes)

Poll watchers and authorized representatives have no legal right to observe or be present at county election offices, satellite offices or designated ballot return sites, except to vote their own ballot or to perform personal tasks expressly permitted by the Election Code. This is a weird prohibition, which we have not heard of in any other state, and which drives much of the perception that Pennsylvania's elections are riddled with fraud committed by election official hidden from public scrutiny.

### 1.5 Pa. Stat. § 2685 - Overseers of Election

Overseers of Election is a provision in the law enacted in 1937 that seems to pre-date and anticipate poll watchers. We cannot find much information on their use in recent times, but as officers of the court, they would presumably override any prohibitions on observation currently placed on poll watchers, and as such might be considered a viable approach to enhancing election transparency. The text of the statute is below:

*On the petition of five or more duly registered electors of any election district, setting forth that the appointment of overseers is a reasonable precaution to secure the purity and fairness of any primary or election in said district, it shall be the duty of the court of common pleas of the proper county, all the law judges of the said court able to act at the time concurring, to appoint two judicious, sober and intelligent electors of the said district belonging to different political parties, overseers of election to supervise the proceedings of election officers thereof and to make report of the same as they may be required by such court.*

*Said overseers shall be persons qualified to serve upon election boards, but shall not be required to comply with the provisions of section 414 of this act. They shall be sworn or affirmed by the judge of election, to the faithful discharge of their duties, and each shall sign said oath in duplicate, and shall have the right to be present with the officers of such primary or election within the enclosed space during the entire time the same is held, the votes counted, and the returns made out and signed by the election officers; to keep a list of voters if they see proper; to challenge any person offering to vote and interrogate him*

*and his witnesses under oath in regard to his right of suffrage at said primary or election, and to examine his papers produced.*

*Overseers shall sign returns of elections as hereinafter required. Whenever the members of an election board shall differ in opinion, the overseers, if they shall be agreed thereon, shall decide the question of difference.*

25 P.S. § 2685  
1937, June 3, P.L. 1333, art. IV, § 415.

## 2 Election Season Observation

### 2.1 What is Election Season?

Elections in the United States used to take place on one day, as required by the Constitution, with very limited exceptions for absentee voting. Over the last decade, and especially since the creation of the COVID virus, early and absentee voting has expanded dramatically, so that now 44 states and the District of Columbia have no excuse absentee voting, for an average period of 22 day. We have defined this period of legal voting before election day as the *election season*.

In Pennsylvania, election season is 44 days long (two days short of the longest election season). Advance voting begins September 19 (the earliest date in the nation), and from that date any registered voter in Pennsylvania can vote absentee by mail or drop box, or by visiting an advance voting site.

Unfortunately, expanding the election from one day to 44 days decreases the transparency and credibility of its election process. Throughout the election season, chain of custody and chain of observation are regularly broken for long periods, reducing the transparency needed to reassure voters that the process is fair and accurate. Extending the election period also places an unsustainable physical and financial burden on overworked election officials, and the party representatives tasked with ensuring the integrity and legitimacy of the election process.

This imperfect system falls far short of accepted norms and standards for transparent and credible elections, and will require fundamental legal and procedural reforms to ever meet or exceed those standards. Until these reforms can be made, the only means to enhance transparency and public confidence in the integrity of the process will be through increased public scrutiny of every stage of the process to the extent possible.

Election season observation may be conducted by poll watchers authorized and coordinated by county or city party unit chairs, and in some cases by independent observers. The PAFET program seeks to increase election season observation by providing training and materials for pollwatchers and observers.

### 2.2 Concerns with Mail-In and Drop-Box Absentee Voting

One of the reasons absentee voting has previously been limited is because it is inherently insecure. Absentee voting enables cheating through ghost voters and ballot (or drop) box stuffing, political pressure and intimidation, vote buying and selling, and other forms of fraud. When it was limited primarily to soldiers and diplomats on duty for the US government, plus

very limited exceptions for individuals with provable need, the risks were deemed acceptable; but with the introduction of widespread and often universal (as in Pennsylvania) postal voting, these gaps in security can be easily exploited to alter election outcomes.

Because postal voting occurs in private, malpractice is difficult to monitor and control. A spouse or relative in an abusive relationship, or workers on a farm or in a factory, or the elderly and patients confined in a care facility, may be forced to apply for an absentee ballot, and then be forced to vote the ballot for a particular candidate or party, all out of sight of monitors or law enforcement officials. Postal voting also enables vote buying.

Controlling abuse in the home is difficult, but some deterrence can be expected from public education on the right to vote in secret and to vote your conscience; with a contact number or hotline provided to report abuse. For large farms, factories, businesses, and especially care homes; observers should visit (or recruit a patriot insider) and ask the following questions:

1. Has anyone asked or required or offered to help you apply for an absentee ballot?
2. Has anyone offered to help you fill in an absentee ballot?
3. Has anyone tried to force you, or pay you, to vote a particular way?

Answers to these questions will help you determine if there is a possibility that organized vote fraud is occurring in the location.

Regrettably, homes for the elderly and those requiring cognitive care are particular targets for vote thieves, so it may be important to recruit patriot insiders in these institutions who can monitor and record the activities of people offering to “help” with applications or voting. The best deterrent for this form of theft, which is a felony, is to ensure the thieves know we are watching, and know they will go to prison if caught. If possible, post leaflets in care home that alert residents to potential abuse, and provide hotlines for reporting criminal acts.

If concerning issues are discovered, please document these by filling in and submitting an [incident report form](#).

### 2.3 Monitoring In-Person Absentee Voting

In Pennsylvania, in-person early voting is accomplished by visiting an early voting location and filling in an absentee ballot request, then casting a ballot in the same manner as a voter on election day. Early voting locations are normally the county election office, and any satellite election offices that have been established in the county. Hours of operation are at the discretion of the county elections board, and may include weekends and night. You can find the hours of operation and early voting locations for your county [here](#).

Poll watchers can monitor the process at early voting locations as they would at a polling station on election day. If it is not possible to have poll watchers continuously at all early voting locations, then visits can be conducted at any time during hours of operation, and when possible, please vary the times of your visits. Please use the monitoring forms provided in the section below for election day poll watchers, and if concerning issues are discovered, please document these by filling in and submitting an [incident report form](#).

When you arrive at the office, introduce yourself to the staff, explaining your purpose. If you are refused entrance, or not allowed to witness any process (except marking a ballot), include that in your report. For example, if you are visiting an office, but when you arrive are told you cannot enter for any reason (no space, not authorized, closed early, etc.), please submit an incident report with the date, time, place, and reason given.

#### 2.4 Drop boxes for absentee ballots

The use of drop boxes for absentee ballots increased dramatically during the COVID-19 elections of 2020. Drop boxes have been shown to enable election fraud, and should be eliminated, but until that is accomplished, they should be monitored closely. Drop boxes will be located at county and satellite election offices, and may be located in other areas like city and municipal facilities, public libraries, county facilities, or any other locations decided by the county elections board. The location of drop boxes should be available at the [website](#) of your county elections office.

All drop-boxes should be secured by a lock and sealed with a tamper-evident seal. Only authorized election officials designated by the county board of elections may access the keys and/or combination of the lock. The DoS states that when feasible, drop boxes should be monitored by a video security surveillance system, and that video surveillance should be retained for 60 days following the deadline to certify the election.

It is difficult to monitor drop boxes effectively, which is one reason so few people have confidence in their security. No provisions are made for poll watchers or others to review the video tapes in Pennsylvania law. Ballots will be collected at least once a day during the work week by two election officials. Collection times may be available from your county election board (if not, please note that in your report). Ballots collected will then be transported to the county election board by the officials.

This is a remarkably insecure process, that would be unacceptable in any normal democracy. Unless poll watchers are able to be at the drop box when the ballots are collected every day, and then allowed to accompany the ballots to the election office, there is nothing to prevent ballot box stuffing or other malfeasance during transport of the ballots.

Poll watchers visiting advance voting sites may want to observe collection of ballots at drop boxes from time to time as well, to confirm ballot transport boxes are sealed with individually numbered tamper evident seals prior to departure. Record the number of the seal and time of departure, and share that with any poll watchers monitoring the arrival of ballots at the county election office.

For drop boxes that have video surveillance, request to review the tapes daily or weekly. If not allowed to review the tapes, include that in your county report. For places where there is no video monitoring, or poll watchers are not allowed to review tapes, some volunteers may wish to install hidden motion-activated game cameras, or tiny pinhole video recorders, to record activity at the drop boxes. Additional cameras on the street to capture car models and license plates could also be useful. In person monitoring of drop boxes through the night may not be feasible, but if

undertaken, should be done with caution, and well-armed, as criminals caught in the act can be dangerous.

The online Drop Box Observer Form can be accessed [here](#). A print version is below. If you witness any serious problems during the day or at night, please document those by filling in and submitting an [incident report form](#).

Pennsylvania Drop Box Observer Form (online <a href="#">here</a> )		Yes	No	N/A
<b>County/City:</b> _____ <b>Date:</b> _____				
<b>Observer(s):</b> _____ <b>Location:</b> _____				
1	Is the drop box clearly labeled as an absent voter ballot drop box?			
2	Is it securely locked and secured with a tamper-evident seal?			
3	Is the drop box in a secure location inside a building where it can be observed continuously during normal working hours and secured after working hours?			
4	If outside, is the box secured to prevent removal from its location?			
5	If outside, is the drop box under 24-hour video surveillance?			
6	If yes, is the video footage regularly reviewed by poll workers from two parties and poll watchers from both major parties?			
7	If outside, is the drop box in a public, well-lit area with good visibility.			
8	If requested, did the county election board notify you when the ballots would be picked up from the drop box?			
9	Were the ballots collected and transported by two sworn election officers?			
10	Was the transport box sealed with a numbered tamper-evident seal prior to transport? If yes, go to 11.			
11	Record the number of the seal and time of departure here, and submit the information to your headquarters (who will later confirm paperwork at the county office confirms arrival of the same sealed box), or to a poll watcher stationed at the county elections office.			

### 3 Observing the Voting and Counting Processes on Election Day

#### 3.1 Before you Go

Before election day, please read through the observation guidelines. Prepare a lunch or dinner, if needed, and you might like a thermos of coffee or tea. Make sure you have the contact details for your coordinator, and your ID card and designation letter, and an email address or phone number for the election superintendent responsible for your polling place. Fully-charge your phone, and don't forget a pencil or pen, and your manual and checklist (some may have those on their phone).

#### 3.2 Opening the Polls

Between 6:00 and 6:30 the polling staff will arrive at the polling location. They will first read the Oath of Office and are sworn in. The Judge of Elections assigns the officers to specific duties. The machines will be set up in the proper manner, signs, sample ballots and other instructions will be posted, and other supplies will be distributed.

If you will be in a precinct all day, or have the first observation shift, you should plan to arrive at your assigned precinct by 6:30 am, a half hour before opening, so you can observe preparations. On entering a precinct, show your ID card and designation letter to the election judge. During your time in the precinct be calm and respectful, and avoid talking to voters. If you have questions or concerns, address those to the judge.

After setting up the polling place, with any poll watchers present in attendance, the election officers will confirm the seals on the voting machines are unbroken, and that the numbers on the seals match those in the log, then will open the machines to confirm there are no ballots in the main storage area and the emergency storage area.

The judge will then confirm the public count and print a zero tape report for each machine. The reports should list all candidates for the election, with vote totals of zero. Each election officer must sign the zero tape to certify the poll opening count. You should be able to confirm that all candidates who should be on the ballot are listed on the zero tape, and that the totals for each candidate are zero; and if they are not, challenge that, and file an incident report.

At 7:00 the judge will announce the polls are open, and allow voters waiting outside into the precinct.

Observer Note: For elections to be transparent and credible, poll watchers must be able to effectively observe all election processes, and record their observations. If you are prevented from or hindered in observing any process (except a voter in the process of marking a ballot) at any time during the polling or counting, that is a serious offence, and should be challenged. If the challenge does not result in immediate relief, record the circumstance on an incident report form, and submit that immediately.

### 3.3 Voting Process

When a voter arrives the election officer will locate the voter's name in the poll book and call out the person's name so that others in the polling place can hear it. If the person's voter registration record is not listed in the poll book, they can check the supplemental poll book pages (if any). Most voters do not have to show any ID, but if they are a first-time voter, their name will be shaded in the poll book, and Federal law requires they show ID (see below for acceptable ID).

The voter will then sign the poll book, and an election officer will hand the voter a paper ballot and direct them to the next available voting machine. Pennsylvania uses a number of different types of voting machines. To determine which machine your county uses, please visit [this](#) website. After marking their ballot, the voter will insert it into the scanner, confirm it has been accepted, and then leave the polling location.

Provisional Ballot – If the voter is not listed in the poll book, but still desires to vote, that voter MUST vote by Provisional Ballot. If the poll book shows the voter previously applied for a Mail-In or Absentee Ballot, the voter can only vote by Provisional Ballot unless they surrender their unvoted ballot and Voter's Declaration Envelope. A provisional ballot is a paper ballot that is printed in the same format as the Mail-in and Absentee Ballots.

First-Time Voters and Approved Forms of Identification – If a voter’s signature box says “ID Required” in light grey, then this person is voting in the Division for the first time since registering at their address, and must provide ID before voting. The voter must provide one of the following approved forms of identification BEFORE signing the poll book:

- PA Driver’s License or ID card issued by PennDOT
- ID issued by U.S. Government
- ID issued by any Commonwealth of Pennsylvania Agency
- U.S. Passport
- U.S. Armed Forces ID
- Student ID
- Employee ID

### 3.4 Closing the Poll and the Counting Process

At 8:00 pm the judge will announce the polls are closed, and prevent anyone else from joining a line, but anyone in line at closing will be allowed to vote. When all votes have been cast, the judge close polling on the machine(s), and the machine(s) will automatically print seven copies of the results report. All election board members will then sign each copy of the results report.

The board keeps three copies of the signed report. The other four are distributed: One to a Democratic Committee person for the Division (if present), one to a Republican Committee person for the Division (if present), and one to any representative of minor party candidates (if present). The last signed result is posted on the exterior door or wall of the polling place for public inspection.

If you did not receive a copy of the results report, you should photograph or hand copy the posted copy, as this information will be needed for your report. If you are not allowed to collect the results, immediately submit an incident report.

When this process is over, your observation is complete. Please fill in the observation form, if you have not already, and add the results, then submit immediately.

Thank you for your dedication to free and fair elections in Pennsylvania!

### 3.5 Poll Watcher Report Forms

During your observation you can use a cell phone or tablet to review and complete your checklist, but you may also want to take a paper copy of the forms and guide, in case your phone gives out. After the observation, you can copy your responses into the online form. We prefer that you submit your report, and any incident reports, using your phone, tablet or laptop, as that saves us time; but if that is not possible for any reason, please do not hesitate to fill in and submit the paper forms, as it is most important that we get your information in any format. Print versions of the [Poll Watcher Report Form](#) and [Incident Report Form](#) are included below.

## Pennsylvania Poll Watcher Report Form

<b>Precinct:</b>	<b>Name:</b>	
<b>Address:</b>	<b>Phone No:</b>	
<b>City/</b>	<b>Email:</b>	
<b>County:</b>	<b>Arrival:</b>	<b>Departure:</b>

### Instructions

*Read the questions carefully. Please make a check ( ✓ ) in the appropriate box. If you cannot answer the question, or it is not relevant, leave it blank. If clarification is required, briefly explain in the comment section of the form. If at any time you are prevented from observing any process, please challenge this to the judge, and if the challenge is not resolved, immediately file an incident report.*

Before Opening		Yes	No
1	Were you allowed to observe the set-up of the precinct before opening? (if no, prepare and immediately file an incident report)		
2	Are all polling team members and required materials present?		
3	Are there poll workers from both major parties on the polling team?		
4	Did the poll workers swear an oath to conduct fair elections?		
5	Did the election judge confirm the seals on the machines were unbroken, and that the numbers on the seals matched the numbers in the log?		
6	Did the poll workers open the tabulators and show you that the main and emergency boxes were empty, before resealing the machines?		
7	Was a zero tape printed and shown to poll watchers?		
8	Were you able to confirm the zero tape listed all candidates, and showed no votes?		
9	Did the precinct open on time (7:00 AM)?		

The Polling Process		Yes	No
10	Were you able to see each voter's name in the poll book?		
11	Was each voter's name called out so it could be heard by all poll watchers?		
12	Were voters with shaded signature boxes required to show acceptable ID?		
13	Were any voters challenged? (if yes, provide details in the comment section)		
14	Were any provisional votes cast? (if yes, provide number and relevant details in the comment section)		
15	Did any voters complain that someone had already voted in their name? (if yes, provide number and relevant details in the comment section)		
16	Could voters mark and cast their ballots in secret, without anyone seeing how they voted? (if no, give details in the comment section)		
17	Were there any problems with the voting machines? (if so, provide details in the comment section)		
18	Were poll watchers present from both major parties?		

Closing the Poll and the Counting Process		Yes	No	
19	Did the polling place close at 7:00 PM?			
20	Were voters in the line at closing time allowed to vote?			
21	Were there any ballots in the emergency (auxiliary) ballot storage area of the tabulator? (if yes, question Manager, and provide explanation in comment section, or file incident report)			
22	Was a results report run on the scanner?			
23	Were you given a copy (or allowed to copy) the results tape from the scanner? (if no, file an incident report).			
24	Were you allowed to observe all aspects of the polling and counting process? (If no, file an incident report)			
25	Record the total number of voters from Poll Book		Record the total number of ballots cast from scanner	
26	Did the total number of votes cast from the tabulator report equal the total number of voters checked off in the Poll Book? (If no, provide details in the comment section, or file an incident report).			
27	Which political party do you represent?	Republican	Democrat	Other:

### Please record each candidate and the total votes below

Candidate Name	Votes	Candidate Name	Votes	Candidate Name	Votes



## Pennsylvania Poll Watcher Incident Report Form

*Instructions: Please fill in the form as completely as possible as soon as possible after (or during) the incident. Take the time to collect names and contact details of other witnesses. If you collect electronic evidence (picture, video or audio recording), make a copy of the file and submit with your report, but retain the original on your phone or other electronic device. Submit the completed form as soon as possible to: PAFET*

### REPORTER INFORMATION

Reported by:	Phone:
Position (voter, election inspector, poll watcher, etc.):	Email:

### DESCRIPTION OF THE INCIDENT

Date of incident:	Time of incident:	Were the police notified: Yes / No
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Location of incident:

Description of the incident: (What happened, how it happened, etc. Be as specific as possible. Continue on back if needed and attach additional sheets if necessary)

Is there electronic evidence of the incident? Yes___ No___	What type of evidence is it? Phone photo__ video__ audio__
Is the evidence in your possession? Yes___ No___	CCTV___ Other_____

Did you witness the incident? Yes___ No___	If no, list the person who reported the incident to you below, along with details of any other witnesses. Attach additional sheets if needed.
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### WITNESSES

Name of Witness:	Phone:
Role of Witness:	Email:
Name of Witness:	Phone:
Role of Witness:	Email:
Name of Witness:	Phone:
Role of Witness:	Email:
Name of Witness:	Phone:
Role of Witness:	Email:

### PARTIES INVOLVED IN INCIDENT

Name:	Phone:
Role:	Email:
Name:	Phone:
Role:	Email:
Name:	Phone:
Role:	Email:

**ADDITIONAL INFORMATION**

