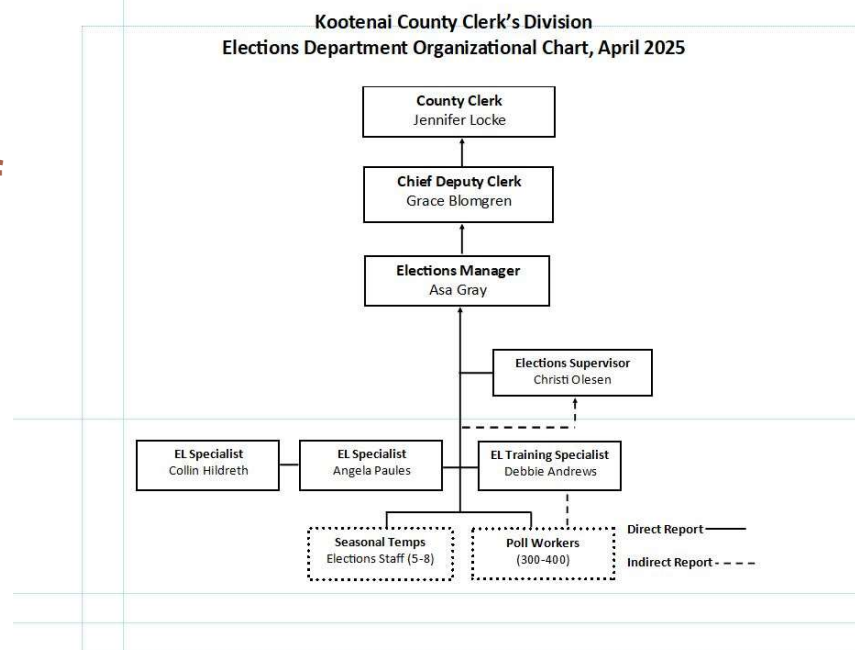


May 20th, 2025 Consolidated Election Judge/Experienced Poll Worker Training

[www.kcgov.us](#) > [Election Tab](#) > [Poll Workers](#) > [Resources](#)

- **Poll Worker Training May 20th, 2025 Consolidated Election (PDF)**
- **Judge and Poll Worker Resources and Job Duty Guides**
- **Election Office's Phone 208-446-1030 (Press 1)**

Kootenai County Elections Staff



Precinct Preparation

Poll Workers – has your Judge contacted you yet? Have they coordinated Election Day arrival time, lunch plans, etc?

Poll Workers – do you know your Precinct number and Polling Location? If not, please speak to us after class.

Plan on arriving at your polling location @ 7:00 AM to help set up. Please talk with your Judge to see what time they would like you there.

VOTE EARLY!

You cannot leave your polling site
to vote on Election Day

Early Voting

Kootenai County Elections Office
1808 N 3rd St Coeur d'Alene, ID

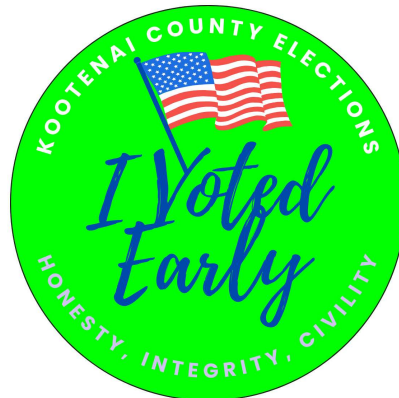
Monday May 5 - Friday May 16, 2025

M-F, 8am – 5pm

Absentee Voting

Last day to request an absentee ballot is May 9th, 2025, at 5pm

Fill out an absentee request form today before you leave!



For this Election...Non-Partisan Contests



Highway District Commissioners:

Eastside
Worley



Consolidated Free Library District Trustee

Kootenai
Hospital District
Trustees



Water and Sewer District Board Members

Green Ferry W&S
Ohio Match Road Water
Ross Point Water



Ballot Questions:

CdA City Fire Bond
Lakeland Jt SD #272
Supplemental Levy
Plummer-Worley Jt SD #44
Supplemental Levy
Post Falls SD #273
Supplemental Levy
Spirit Lake Fire Levy

Additional Information

1

Please let us know if
you work for a district
running a ballot
question

2

Please let us know if
you are related to a
candidate on the ballot

3

All ballots will be
single-page, but may
be double-sided.

Please watch for the
following indicator:

VOTE BOTH SIDES

Consolidated Election Rules to Remember

- A voter's party affiliation has no impact on their ballot for a Consolidated Election.
- Voters can only vote on candidates or ballot questions for districts in which they reside.
- City of Coeur d'Alene voters cannot vote on the Consolidated Free Library Network Trustee Contest. The Coeur d'Alene Library is a city-governed library and is not part of the Library District.

Electioneering

- ▶ Electioneering is prohibited within 250 feet of the primary entrance/exit used by voters at the polling location.
- ▶ This would include active electioneering, such as sign-waving, the handing out of materials, verbal electioneering, etc.
- ▶ The wearing of political apparel by voters, such as t-shirts, hats or buttons, is considered personal speech, and we will not be restricting such efforts.
- ▶ Private property that is adjacent to a polling location is exempted from the law.
- ▶ As neutral administrators of the voting process, poll workers may not wear any political materials or slogans, hand out any flyers or political materials and may not have any conversations regarding politics.

VOTE IDAHO

Polling Place Laws

Electioneering – (IC 18-2318)
 The following are prohibited within 250 feet of a polling place

Displaying, handing out any materials, or posting any signs that support or oppose a current candidate or ballot question, soliciting signatures, interfering with the voting process, disrupting the polling place, or obstructing other voters access to the polling place.

Voting When not Eligible – (IC 18-2307)
 Individuals must be legally eligible to participate in voting. You must meet the following criteria to register:

- Is at least 18 years old on Election Day
- Is a citizen of the United States
- Resides at the address shown on the registration card
- Has resided in Idaho and in the County for 30 days preceding the election
- Is not under any legal disqualification to vote (Idaho felons' rights are restored upon completion of full sentence).

Influencing Votes – (IC 18-2319 & IC 18-2320)
 Voters shall not be influence by offering a favor or promise, threatening violence or causing injury, withdrawing support of business, enforcing the payment of debt, discharging from employment, bringing suit or criminal charges or by any other means. Idaho voters have the right to a private ballot and their selections will not be tied to them.

Destroying Supplies – (IC 18-2317)
 Before and on Election Day, any materials or equipment placed in the polling area allowing voters to vote, may not be removed or destroyed. This includes candidate lists, voting instruction signs, voting equipment, and any supplies needed for voting.

APPROVED BY THE OFFICE OF THE IDAHO SECRETARY OF STATE
 EP-118, UPDATED 1/2024

Emergency Procedures

**IN CASE OF
EMERGENCY
Call 911**

**Scenarios of when to call the office:
Technical difficulties, power outages, electioneering issues.
208-446-1030 (Press 1)**

**Scenarios of when to call 911:
Facility/medical emergencies and unruly or threatening
behavior. (In these cases, contact the authorities first and
then contact the office).**

Supply Boxes and Judges Information

- ▶ Changes and improvements
- ▶ Judges Binder
- ▶ Consolidation of Supplies
- ▶ What is important

Election Morning Setup

- **Before Polls open at 8:00 am**
 - Arrive at 7 am and help set up
 - Table, chairs and voting areas
 - Set up booths with signs
 - Set up any outside signage needed



OFFICIAL CONSOLIDATED ELECTION BALLOT

Sample Ballot 1

Sample Ballot 2

Sample Ballot 3

**MAKE SURE TO PUT UP ALL
YOUR SAMPLE BALLOTS, SIGNS
AND MAPS IN THE MORNING –**

**IT IS EVERY VOTER'S RIGHT TO
VIEW A SAMPLE BALLOT PRIOR
TO VOTING!**

Voter's Rights

Every registered voter in Idaho has the right to:

- ✓ View a sample ballot before voting
- ✓ Receive instructions on how to vote the ballot and use available voting equipment
- ✓ Vote a ballot if you are in line prior to the polls closing
- ✓ Ask for and receive assistance in voting, including assistance in languages other than English where required by federal or state law
- ✓ Vote without coercion or intimidation by election officials or any other

VOTE IDAHO

Polling Place Laws

Electioneering – (IC 18-2318)

The following are prohibited within 100 feet of a polling place:

Displaying, handing out any materials, or posting any signs that support or oppose a current candidate or ballot question, soliciting signatures, interfering with the voting process, disrupting the polling place, or obstructing other voters access to the polling place.

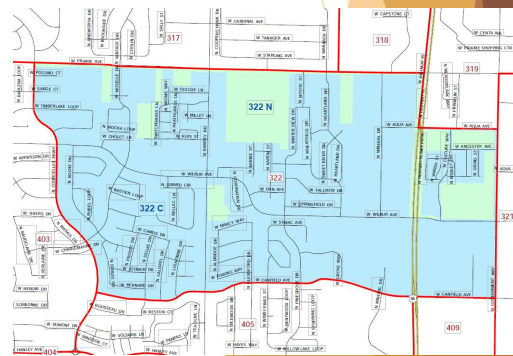
Voting When not Eligible – (IC 18-2307)

Individuals must be legally eligible to participate in voting. You must meet the following criteria to register:

- is at least 18 years old on Election Day
- is a citizen of the United States
- Resides at the address shown on the registration card
- Has resided in Idaho and in the County for 30 days preceding the election
- is not under any legal disqualification to vote (Idaho's lesser rights are restored upon completion of full sentence).

Influencing Votes – (IC 18-2319 & IC 18-2320)

Voters shall not be influenced by offering a favor or promise, threatening violence or causing injury, withdrawing support of business, enforcing the payment of debt, discharging from employment, bringing suit or criminal charges or by any other means. Idaho voters have the right to a purgative.





Election Poll Worker Verification Form

Your judge should have you fill out your payroll sheets at the beginning of the **day!**

The following form is required in order to be paid for working as a Poll Worker or Judge. Please update the information listed below and return, **completed and signed**.

I, _____, certify that I performed
PRINT name as you would like it to appear on paycheck

the duties of a Poll Worker on Election Day at Precinct _____ and I affirm that
the information supplied herein is true.

Current Information

Check box if you are a Judge: ☐

MAILING Address: _____

Phone: _____

Cell: _____

Email: _____

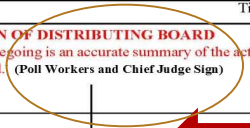
Training Date/Time: _____

Signature: _____

(This form must be signed before payment can be issued)

Thank you for your service!

ELECTION RECORD and POLL BOOK

A list of the registered electors for the Election Election to be held:	Date Month Day, Year	IDAHO	County Kootenai	Legislative District No. #	Precinct #	Index A-Z
OATHS OF OFFICE FOR MEMBERS OF ELECTION BOARD Before entering upon the discharge of their duties, the Election Board members shall take and subscribe an oath in the Election Record and Poll Book. Such oath shall be administered by any officer authorized to administer oaths or by the Chief Judge.			IF NO PERSON AUTHORIZED TO ADMINISTER OATHS IS PRESENT I, the undersigned, who swore in the other members of the Election Board, being first sworn, say upon oath: I will perform my duties on this Election Board according to law and that I will diligently endeavor to prevent the violation of any provision of the law in conducting the election. Subscribed and sworn to before me this _____ day of _____, _____.			
1. We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of Election Board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election. (Poll Workers Sign)			2. CERTIFICATION OF DISTRIBUTING BOARD We certify that the foregoing is an accurate summary of the action of this Election Board. (Poll Workers and Chief Judge Sign)			
 Swear in your workers at the beginning of the day, and have them sign.			 			
<u>Sally Brown</u> <u>Tom Thumb</u> <u>Jane Doe</u>			Signature _____ Title _____ <u>Jane Doe</u> <u>Sally Brown</u> <u>Tom Thumb</u> <u>Charles Brown</u>			
Subscribed and sworn to before me this # _____ <u>Month</u> , <u>Year</u>			Signature of witness to oath <u>Charles Brown</u> Chief Judge _____ Title _____			

I hereby certify that the preparations of this polling place for the proper conduct of this election, as prescribed by Idaho Code, have been complied with.

E-2A, Approved Secretary of State, January 2011

Charles Brown

Chief Judge of Election

Everyone signs again at the end of the day.

JUDGES: Make sure you sign all three places!

Setup of Polling Place

Judges, please take a photo of your Polling Place after it is set up.

This will help us have a record of what the past setup has looked like in case you are unable to be there in the future.

Send set-up photos to
kcelections@kcgov.us



Ballot Counting

- **Before Polls open:**
- **Judges break the 2 seals on the ballot box**
- Ballots are removed
- Count ballots and confirm ballot styles with # of ballots listed on the included assignment sheet.
- Record # of ballots by ballot style on Ballot Accounting Page
- Record both A.M. red tag seal #'s on Ballot Accounting Page
- Ballot box remains open until first voter arrives
- **Let the voter see that the ballot box is now empty, have them sign the e-Poll Book zero report print out, and then seal the ballot box in their presence.**



BALLOT ACCOUNTING for the Consolidated Election held on May 20, 2025

Kootenai County Precinct # **322**

A.M. E Poll Book Case Seal #s **AM**

A.M. Express Vote Case Seal # **N/A**

A.M. Ballot Box #1 Seal #s **AM**

Total # of Personal Identification Affidavits (PIA's) **PM**

Total # of Election Day Registration Forms **PM**

P.M. E Poll Book Case Seal #s **PM**

P.M. Express Vote Case Seal # **N/A**

P.M. Ballot Box #1 Seal #s **PM**

Red Bag (unused ballot bag) Seal # **PM**

Ballot Codes: **322 C 322 N**

1. OFFICIAL BALLOT ACCOUNTING		322 C	322 N						
a. Number of Ballots received with supplies	AM	250	825						
b. Number of Ballots received in late delivery (p.m.)									
c. Total Ballots to account for (1a + 1b)	PM								
2. VOTING SUMMARY - Complete after polls are closed. (Balance E-Poll Book Check-Ins/Used Stubs/ Spoiled Ballots)									
a. Number of Unused Ballots	PM								
b. Number of Spoiled Ballots									
c. Number of E-Poll Book Check-Ins									
d. Total Ballots Accounted For (2a + 2b + 2c) (Should Match 1c above)									
e. Number of Ballots Cast (1c - 2a - 2b)									
f. Number of Stubs from Used Ballots									
Comments: _____									

▶ **Ballot Accounting
Page Practice**




BALLOT ACCOUNTING for the Consolidated Election held on May 20, 2025

Kootenai County Precinct 322

A.M. E Poll Book Case Seal #s 5620930 5621145

A.M. Express Vote Case Seal # N/A

A.M. Ballot Box Seal #s 7858427 7845667

Total # of Personal Identification Affidavits (PIA's) 8

Total # of Election Day Registration Forms 79

P.M. E Poll Book Case Seal #s 5624752 5629875

P.M. Express Vote Case Seal # N/A

P.M. Ballot Box Seal #s 7821144 7812254

Red Bag (unused ballot bag) Seal # 020987

Ballot Codes: 322 C 322 N

	322 C	322 N						
1. OFFICIAL BALLOT ACCOUNTING								
a. Number of Ballots received with supplies	675	225						
b. Number of Ballots received in late delivery (____ p.m.)	0	0						
c. Total Ballots to account for (1a + 1b)	675	225						
2. VOTING SUMMARY - Complete after polls are closed. (Balance E-Poll Book Check-Ins/Used Stubs/ Spoiled Ballots)								
a. Number of Unused Ballots	250	75						
b. Number of Spoiled Ballots	5	2						
c. Number of E-Poll Book Check-Ins	420	148						
d. Total Ballots Accounted For (2a + 2b + 2c) (Should Match 1c above)	675	225						
e. Number of Ballots Cast (1c - 2a - 2b)	420	148						
f. Number of Stubs from Used Ballots	425	150						
Comments: _____								



The screenshot shows a 'Device Locked' screen with buttons for BACK, HOME, and PRINT. It displays '4 Transactions Pending' and a table of ballot data:

Ballot Style	Asset ID	Ballot Type	Regular	Provisional	Spots	Total
322 C	40	Paper	420	0	5	425
Total for: (322 C)			420	0	5	425
322 N	40	Paper	148	0	2	150
Total for: (322 N)			148	0	2	150
Grand Total:			568	0	7	575

Setting up the E-Poll Books and Printers

As part of the Polling Place set up it is important to get the E-Poll Books, Jetpack and Printers set up and ready to go for the first voter!

Getting Started-Setting up the E-Poll Books

Using the Technology User's Guide that is in the Poll Book Case is a must, It is the best tool you have; to set up and troubleshoot any issues!

- Connect Jet pack
- Remove and set up the E-Poll Book and Printer
- Ensure you are connected to the Wi-Fi via the Jet pack
- Plug in the printers and turn them on for connection to the poll book
- Take the stylus out of the Poll Book Case

Jetpacks

- ▶ Remember to pull out your guide and use it!
- ▶ Turn on jetpack and then plug-in device to power source



Logging into the E-Poll Book

Using the Technology User's Guide that is in the Poll Book Case is a must. It is the best tool you have to set up and troubleshoot any issues!

- On the Poll Book press the Home Button or tap the screen to open the device
- Press the icon with the checkmark
- You will see the Start Screen
- Press Start and enter your First and Last name and press Continue
- Enter the Password, press the green Continue button
- Press the green Unlock Device button
- Test the printer, then Continue
- Print out the ZERO Report, then press Continue (The Zero report is signed by the first voter of the day)
- You will see the Tri-color Home Screen and you are ready to check in voters

STARTING ELECTION DAY



Polls Open at 8:00 AM

- ▶ Judge must announce polls are open!
 - ▶ Reminder! At 7:30 pm, judges must announce that the polls will close in 30 minutes.
 - ▶ At 8:00 PM the judge will announce the Polls have closed. Anyone in line at 8 pm is allowed to vote, but the line must be marked off after that voter.
- ▶ Ballots are counted, documented and ready to give to voters.
- ▶ Make sure your technology is powered on, set up, and logged in so you can help voters.
- ▶ Secure a new seal on the ballot box after the first voter has seen that the ballot box is empty.



GREETER

Greeter Duties

- ▶ Ask if they are registered and have voted at this precinct
- ▶ Make sure they have acceptable Photo ID
- ▶ Show them where the sample ballots and maps are posted
- ▶ Send to Registration if voter needs to check voter status
- ▶ ***Make sure they have Acceptable ID & Proof of Residency***
- ▶ ***Documents need to be dated April 21, 2025 or before***
- ▶ Send to Poll Book Clerk if they are already registered



POLL BOOK CLERK

Check-in Reminders

- ▶ Voters should be telling you their name and address verbally, and that should be what is compared to the E-Poll Book, not the address on their Photo ID
- ▶ When searching for voters, make sure you have the correct voter selected, and watch out for similar names or Jr./Sr.
- ▶ Be aware of common nicknames if you cannot find the voter in the system (i.e. Bill vs William)

E-Poll Book Clerk Duties

- ▶ Ask for acceptable form of ID and find in e-poll book
- ▶ **ONLY SCAN IDAHO DRIVER LICENSE OR IDAHO ID CARD; ALL OTHER ACCEPTABLE IDs use Manual Search**
- ▶ Ask voter to verbally state name and address
 - ▶ Make sure name and address matches e-poll book
 - ▶ Look to see picture ID matches the voter - image and name
 - ▶ Make sure to return the ID to the voter
- ▶ Have the voter sign the e-poll book
- ▶ Complete the check-in process
- ▶ Print out voter's ticket to give the Issuing Clerk for a ballot

Personal Identification Affidavit (PIA)

- ▶ Only for registered voters with no name or address change.
- ▶ This does not replace signing the E-Poll Book!
- ▶ Judges must verify that all information is filled out correctly and sign the Affidavit right away.

PERSONAL IDENTIFICATION AFFIDAVIT

STATE OF IDAHO
ss. _____ Precinct
County of _____

I declare, under penalty of perjury, that my name is listed as _____
on the official voter registration list, that I am that person, and that I currently reside at _____
(Residence Address, City and Zip Code)

Any person, who knowingly provides false, erroneous or inaccurate information shall be guilty of a felony. (34-1114, Idaho Code)

Signed: _____

Subscribed and sworn to before me this _____ day of _____, _____.

EG-9 Approved by Sec. of State 2010
The Caxton Printers, Ltd.  _____ Judge of Election

Personal Identification Affidavit (PIA)

- ▶ When to use?
- ▶ **ONLY IF ALREADY IN THE E-POLL BOOK!**
- ▶ **The Voter is Already Registered, has had No Changes in Name or Address and is not showing acceptable photo ID.**
- ▶ In these cases, a PIA MUST BE FILLED OUT AND SIGNED!
- ▶ Conduct a Manual Search, select Personal Affidavit as the "Identification Type"
- ▶ **Voter will always still sign the E-Poll Book!**

Spoiled & Voided Ballots

- ▶ **Spoiled**=Voter needs another ballot issued at the polls because they made a mistake. NOTE: the spoiled ballot must go back to the Poll Book Clerk so the voter check in can be spoiled and a new ticket issued to obtain a new ballot. The voter must never have two ballots at a time
- ▶ **Voided**=Voter is surrendering their Absentee Ballot to vote a new ballot at the polls; E-Poll Book will show the Absentee Ballot still in the requested status and will walk you through surrendering it.

VERY IMPORTANT—Voters wishing to vote their Absentee Ballot must return their Absentee Ballot to the Elections Office by 8:00 PM on May 20, 2025. They can't drop it off at the polls on Election Day.

**Not eligible voters:
An Absentee Ballot
that has been
RECEIVED will show
in the poll book like
this:**

The screenshot shows a mobile application interface titled "Voter Eligibility". At the top, there are navigation buttons "BACK" and "HOME", and a red banner that says "Mail Ballot Received". Below this, the voter's information is displayed: Name, Address, Birth Year, Voter ID, County (KOO), Ballot Style (312 A), Party (UNA), and Status (ACT). A yellow box labeled "Mail Ballot Received" is shown. Below the voter information, a red banner with a warning icon states: "Voter is not eligible to vote. Read instructions below." Below this, a blue box with an information icon says: "Call Kootenai County Elections at 208-446-1030." At the bottom, there are two buttons: "MORE OPTIONS" and "PROCESS NEXT VOTER".

Secured Voter

The screenshot shows the 'Voter Identification' app interface. At the top, there are 'BACK' and 'HOME' buttons. The main form displays the following information:

- Name: JOHN DOE
- Birth Year: 1931
- Voter ID: 123456789
- County: KOO
- Address: ***Address Protected***
- Ballot Style: 322 C
- Party: REP
- Status: ACT

Below the form, a message states: '*If voter's address is protected, do not ask for their address* Has the voter moved recently? Does the name on the voter's ID exactly match the name above?'. At the bottom, there are four buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'NO, NEEDS CHANGES' (yellow), 'YES, CONTINUE' (green), and 'NO VOTER FOUND' (yellow).

WHEN A SECURE VOTER'S ID IS SCANNED THE ADDRESS WILL SHOW UP AS "ADDRESS PROTECTED".

DO NOT ASK THE VOTER THEIR ADDRESS, YOU MAY ONLY ASK "HAVE YOU MOVED RECENTLY?". MATCH THE NAME ON THE ID WITH THE EPB.



IF A SECURE VOTER HAS MOVED, THEY WILL BE ABLE TO RE-REGISTER AT THE CORRECT POLLING PLACE.

CURBSIDE VOTING PACKET

Job Aid

Secrecy Sleeve

PIA

3 Felt Tip Pens

1 Ink Pen

Clip Board

CURBSIDE VOTING STEPS

Take e-poll book out to vehicle

Check voter in using E-Poll Book

- Ask voter for name and address and check voter's Photo ID
- Designate voter as a curbside voter using the more options button
- Have the voter sign the e-poll book
- Once e-poll book is plugged back in, print voter ticket

Print a second voter ticket to take with you to show the voter the ballot style

At this point you need a second poll worker

Take ballot in secrecy sleeve to the voter

Don't forget the voter ticket, felt-tip pen, clipboard, and an "I voted" sticker

Return the voted ballot in the secrecy sleeve and deposit it into the ballot box

Receiving Clerk will announce voter has voted, mark the Receiving Clerk list



REGISTRATION CLERK

Checking the Voter Registration Form

- ▶ 71 of 73 precincts had an error on a registration form in November.
- ▶ Most commonly missed items:
 - ▶ “At least 18 years of age” checkbox
 - ▶ Date of Birth
 - ▶ “Are you a U.S. Citizen” checkbox
- ▶ If you have any address you are unable to find in the E-Poll Book, you must always call the office, even if you have dealt with that address earlier in the day.

Voter Registration Reminders

- ▶ All new or updated voter registrations will need to provide the following before the individual is eligible to receive a ballot:
 - ▶ Completed Voter Registration Form
 - ▶ Acceptable Photo ID
 - ▶ Acceptable Proof of Residency (Dated April 21st or before)
- ▶ Out-of-state driver’s licenses are not a valid form of photo identification.
- ▶ Student ID’s are not a valid form of photo identification.
- ▶ A free Idaho ID card may be obtained from Driver’s Licensing.

Approved Photo ID

- ▶ Out of State IDs are not a valid form of identification.
- ▶ Current Idaho Drivers License or ID card, try to use the drivers license and number, if they don't put it on the form but give you it for ID, ask if you can add it
- ▶ Otherwise, they may use:
 - ▶ Current U.S. Passport or Federal ID (Includes Military ID)
 - ▶ Current Tribal ID
 - ▶ Current Idaho-issued Concealed Weapons Permit
 - ▶ Can they use a Personal Affidavit (PIA)?
(For check-in only, cannot be used to register)

Proof of Residency Documents

- ✓ A Current Idaho Driver's License or Concealed Weapons Permit, or a Current Tribal ID Card
- ✓ A Current Proof of Insurance
- ✓ A Deed of Trust, Mortgage, or Lease or Rental Agreement
- ✓ A Property Tax Assessment, Bill, or Receipt
- ✓ A Utility Bill (A bill for cell phone service is excluded)
- ✓ A Bank or Credit Card Statement
- ✓ A Paystub, Paycheck, or Government-Issued Check
- ✓ An Intake Document from a Licensed Residential Care or Assisted-Living Facility
- ✓ Enrollment Papers for the current school year by a High School or an Accredited Institution of Higher Education located within the State of Idaho
- ✓ A Communication on letterhead from a registered public or private social service agency verifying the applicant is homeless and attesting to their residence for registration

Voter Registration Form

IDAHO VOTER REGISTRATION FORM
Save time. Register online at VOTEIDAHO.GOV.

Use this form to register to vote or update your voter registration in Idaho.

Eligibility
Verify your eligibility to vote in Idaho. Fraudulently or falsely completing this form is a felony.

1 Are you a citizen of the United States of America? ☐ Yes ☐ No
Will you be 18 or older on or before Election Day? ☐ Yes ☐ No
NOTE: If you checked "No" in response to either of these questions do not complete this form. No one not qualified to vote in Idaho.

I have been a resident of Idaho for _____ years, _____ months.
Have you ever been convicted of a felony? ☐ Yes ☐ No
If yes, have your rights been restored? ☐ Yes ☐ No

Your name
If your name has changed, provide your previous name.

2 First name _____ Middle name _____
Last name _____ Suffix _____
Previous name (if applicable) _____

Voter identification
An Idaho Driver's License number is preferred. Otherwise, use your Social Security Number.

3 Gender: ☐ Male ☐ Female Date of birth (mm/dd/yyyy) ____/____/____
Idaho Driver's License Number _____ Or Last 4 digits of your Social Security Number _____

Residential address
Must be a street address. P.O. Boxes are not allowed.

4 Address (not P.O. Box) _____ Unit/Apt # _____
City _____ State _____ ID _____ Zip _____
☐ My mailing address is the same as my residential address. (If you check this box, then skip section 5)

Mailing address
Provide the address where you receive mail.

5 Address or P.O. Box _____ Unit/Apt # _____
City _____ State _____ Zip _____

Previous address
Provide your previous registration address.

6 Address (not P.O. Box) _____ Unit/Apt # _____
City _____ State _____ Zip _____

Political Party
NOTE: If no political party is selected, you will be registered as unaffiliated. (Select only one)
Some parties require affiliation to vote in their primary elections.

7 ☐ Constitution Party ☐ Democratic Party ☐ Libertarian Party ☐ Republican Party Or ☐ Unaffiliated (no party preference)

Contact information
This is helpful if we have any questions.

8 NOTE: This information is optional and will become public record.
Phone _____ Email _____

Signature
WARNING: Any elector who supplies any information, knowing it to be false, is guilty of perjury, punishable by imprisonment and a fine of up to \$50,000.

9 I certify that I am a citizen of the United States; that I shall have been a resident of Idaho and the county for 30 days before the next election at which I vote; that I am at least 18 years of age on election day; and I declare under oath or affirmation that I have no legal disqualifications, and that the information supplied herein is true.
Voter, sign and date here (required)
X _____ Date (mm/dd/yyyy) ____/____/____

Photo Identification Provided (check one)
☐ Idaho Driver's License/ID Card ☐ Tribal ID ☐ United States Passport or Federal ID ☐ License to carry concealed weapons

Proof of Residence Provided (check one)
☐ Approved Photo ID ☐ Utility bill, excluding a cellular telephone bill
☐ Current proof of insurance ☐ Paystub, paycheck, or government issued check
☐ Bank or credit card statement ☐ Tenure document from a residential care or assisted living facility
☐ Property tax assessment, bill, or receipt ☐ School enrollment papers for the current year
☐ Deed of trust, mortgage, lease, or rental agreement ☐ Official letter from a registered social service agency

Precinct _____ Registration Source _____ Clerk (initial here) _____ Date (mm/dd/yyyy) ____/____/____

888-1 Voter Registration Form Revised 10/21/2024

Checking the Voter Registration Form

- ▶ Make sure the form is complete! An incomplete registration form creates more work for the voter and for all of us!
- ▶ Even if the voter is re-registering to update their address or name, we must have a fully completed registration form with all their information.

Recording ID & Proof of Residency

Photo Identification Provided (check one)

☒ Idaho Driver's License/ID Card ☐ Tribal ID ☐ United States Passport or Federal ID ☐ License to carry concealed weapons

Proof of Residence Provided (check one)

☒ Approved Photo ID ☐ Utility bill, excluding a cellular telephone bill
☐ Current proof of insurance ☐ Paystub, paycheck, or government-issued check
☐ Bank or credit card statement ☐ Intake document from a residential care or assisted living facility
☐ Property tax assessment, bill, or receipt ☐ School enrollment papers for the current year
☐ Deed of trust, mortgage, lease, or rental agreement ☐ Official letter from a registered social service agency

Precinct **322** Registration Source **At Polls** Clerk (initial here) **BB** Date (mm/dd/yyyy) **5/20/25**

Registering a Voter – Process Overview

- ▶ Make sure the voter has provided the following:
 - ▶ Completed Voter Registration Form
 - ▶ Acceptable Photo ID
 - ▶ Acceptable Proof of Residency (Dated April 21st or before)
 - ▶ If the voter is using an Idaho Driver's License/ID Card to register, please make sure they include the DL/ID Number on the Registration Form
- ▶ Search the voter's address to ensure they are in the right precinct
- ▶ Complete the "Official Use Only" section.
- ▶ Enter the voter's information into the E-Poll Book. Upon confirmation of the entry, the voter signs the E-Poll Book.
- ▶ Print out two copies of the voter ticket, one copy to go with the voter to the Issuing Clerk, and the other copy for the Receiving Clerk's log.
- ▶ Place the registration form in the envelope designated for completed forms.

Updating Existing Voter in E-Poll Book

- ▶ Voter must **ALWAYS** fill out a new registration form in its entirety if they have had a name or address change:
- ▶ Voter must **ALWAYS** show proof of the new name and/or new address
- ▶ Questions? Ask the Judge, Call the office! (208) 446-1030 (Press 1)



ISSUING CLERK

Issuing Clerk - ATTENTION TO DETAIL IS CRITICAL

- Help Judge with Counting Ballots, Recording Counts on Ballot Accounting Sheet & Placing Ballots in the Color Folders
- Issue ballot – Confirm with the voter that ballot style on the printer receipt matches ballot style on the ballot; make sure you are only handing voter one ballot
- Demonstrate voting procedures, including showing voter if it is a two-sided ballot (Job aid has proper verbiage for demonstrating voting procedures)
- Hand ballot to voter in secrecy sleeve and ask voter to return ballot, sleeve & pen to Receiving Clerk after voting their ballot

Split Precincts

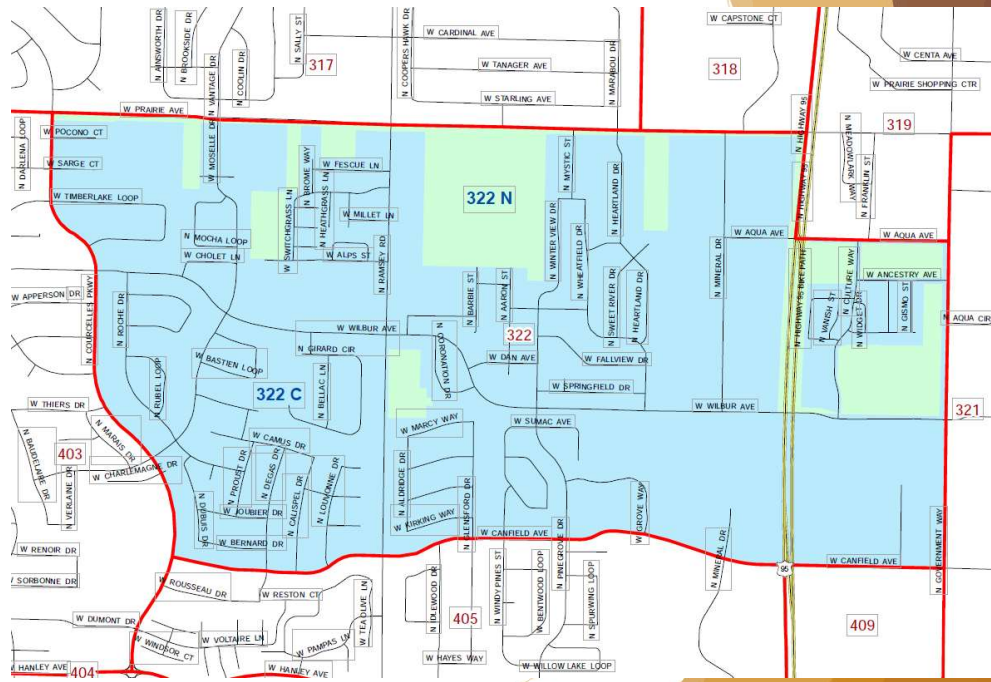
34 Precincts will have only one (1) ballot style.

31 Precincts will each have two (2) ballot styles.

9 Precincts will each have three (3) ballot styles.

Multiple districts are running ballot questions this election. The taxing district a voter resides in determines their eligibility for a ballot question.

Splits Map Example



Precinct	Ballot Style 1	Ballot Style 2	Ballot Style 3	Precinct	Ballot Style 1	Ballot Style 2	Ballot Style 3	Precinct	Ballot Style 1	Ballot Style 2	Ballot Style 3
201	J	S		401	C			501	F		
202	J	S		402	C			502	F		
203	J			403	C	N		503	F		
204	J			404	C			504	F		
205	D	E	N	405	C			505	F		
206	D			406	C	N		506	F		
207	D			407	C	N		507	F		
208	D			408	C			508	F	R	
209	J			409	C	N		509	F	R	
301	J	S		410	C	N		510	F	R	
302	J	S		411	C	N		511	F		
303	J	O		412	C	N		512	F	R	
304	F	J		413	C			513	F	R	
305	J			414	C	E		514	F	R	
306	J			415	C	E	W	515	F		
307	J			416	W			516	F		
308	F	J		417	E	W		517	C	F	N
309	F	J	R	418	E	W		518	F	N	R
310	J	N		419	D	E	W	519	F	G	P
311	J			420	D	E		520	A	N	W
312	J	N						521	A	N	Z
313	J	N						522	A	Z	
314	N										
315	N										
316	J	N									
317	N										
318	N										
319	N										
320	N										
321	N										
322	C	N									
323	F	J									

Precinct Ballot Styles Chart

Districts Assigned to each Ballot Style

	BALLOT STYLE	LIBRARY DISTRICT	HIGHWAY DISTRICT	HOSPITAL DISTRICT	WATER/SEWER DISTRICT	CITY DISTRICT	SCHOOL DISTRICT	FIRE DISTRICT
Lt Blue	A	CLN	WORLEY	KOOTENAI				
Lt Blue	C			KOOTENAI		CDA		
Yellow	D	CLN	EASTSIDE	KOOTENAI				
Lt Pink	E		EASTSIDE	KOOTENAI		CDA		
Yellow	F	CLN		KOOTENAI			POST FALLS	
Lt Orange	G	CLN		KOOTENAI	GREEN FERRY		POST FALLS	
Lt Pink	J	CLN		KOOTENAI			LAKELAND	
Mint	N	CLN		KOOTENAI				
Lt Orange	O	CLN		KOOTENAI	OHIO MATCH ROAD		LAKELAND	
Lt Blue	P	CLN	WORLEY	KOOTENAI			POST FALLS	
Lt Blue	R	CLN		KOOTENAI	ROSS POINT		POST FALLS	
Lt Orange	S	CLN		KOOTENAI			LAKELAND	SPIRIT LAKE
Gray	W		WORLEY	KOOTENAI		CDA		
Lt Orange	Z	CLN	WORLEY	KOOTENAI			PLUMMER-WORLEY	

Ballot Styles w/ Color Folders & Matching Color Box on Ballot

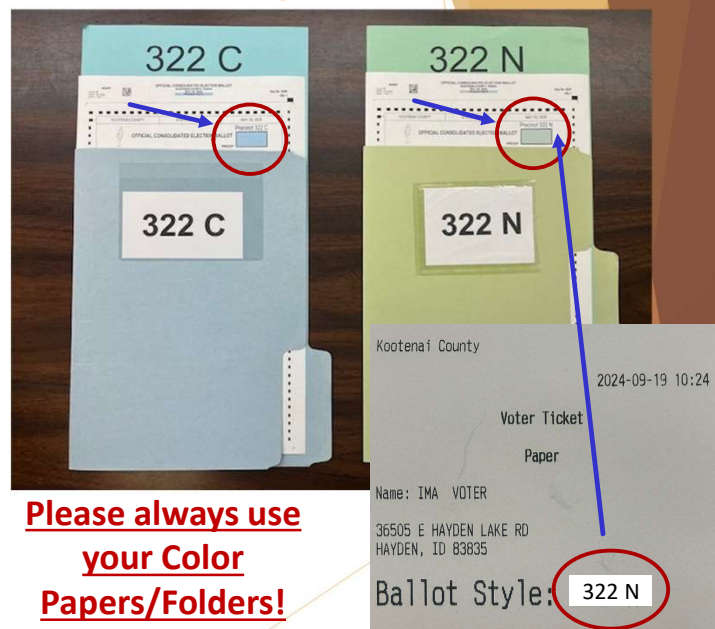
Precinct 322 has 2 Ballot Styles

322 C – Light Blue

322 N – Mint

Always make sure to hand out the correct ballot style to voters based on their voter ticket!

See the sample folders before you go!



Count: 47
PROOF - File: 294934
Pallet: 1 - Box: 1



OFFICIAL CONSOLIDATED ELECTION BALLOT
KOOTENAI COUNTY, IDAHO
MAY 20, 2025
Precinct 322 N

Seq No. 0047
HR: 1

11

KOOTENAI COUNTY

STATE OF IDAHO

MAY 20, 2025



OFFICIAL CONSOLIDATED ELECTION BALLOT

Precinct 322 N

21

INSTRUCTIONS TO VOTER
To vote, fill in the oval (●) next to the candidate of your choice. To vote a "Write-in", fill in the oval and write the name of your choice on the blank write-in line. If you make a mistake, request a new ballot from the receiving clerk.

CANDIDATES FOR LIBRARY DISTRICT

Consolidated Free Library District
Trustee
4 year Term
(Vote for One)

**MAKE SURE BALLOT
STYLE MATCHES VOTER
TICKET**

Kootenai County

2024-09-19 10:24

Voter Ticket

Paper

Name: IMA VOTER

36505 E HAYDEN LAKE RD
HAYDEN, ID 83835

Ballot Style: 322 N



A large sign for a receiving clerk. On the left is the Kootenai County, Idaho seal. The text "RECEIVING CLERK" is written in large, bold, orange letters. The background is white with a large orange geometric shape on the right side.

28

Receiving Clerk Duties

-“AFDA” the ballot has been voted

Ask

- Ask Voter to state *FIRST NAME, LAST NAME AND CITY
*(IT’S THE LAW)

Find

- Find their name on the Receiving Clerk registered voter list and mark it off. (For new voters, write in their name or tape voter ticket in back)

Deposit

- Deposit ballot discretely and securely into ballot box, and then show the voter the empty secrecy sleeve

Announce

- Announce “Jane Doe” has voted
*(IT’S THE LAW)

CLOSING THE POLLS

Supply Return



Please place your ADA voting booth in the proper bag and place your supplies back in the box. Please also place your Judge's Binder on top of the Divider Sheet.

Please place this divider on top of your supplies.

Please place the following items on top of this divider:

1. Employee verification forms (pay-sheets)
2. Poll book Cover & Ballot Accounting Page
3. Election Day Registration Cards & PIA Envelope
4. Used Ballot Stubs Envelope
5. Spoiled Ballot Envelope
6. Voided Ballot Envelope

*** Please put all the above envelopes here even if they are empty

*** Please also put all Judge's notes and registration issues (If you are unsure put it here)

Ballot Return

County Pickup Precincts

204 206 207 208



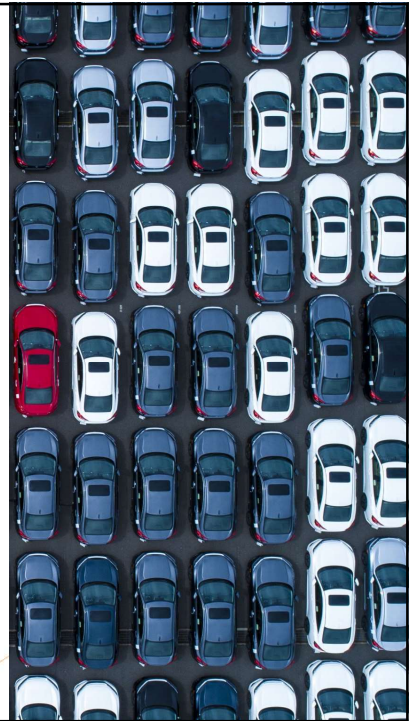
Everyone else returns their own ballots and supplies.

▶ Precincts 10+ miles, without S&R pickup, judge gets additional \$15 stipend for gas

- ▶ 201
- ▶ 202/209
- ▶ 203
- ▶ 301
- ▶ 302/303
- ▶ 304
- ▶ 305/309
- ▶ 306
- ▶ 307
- ▶ 308
- ▶ 323
- ▶ 501
- ▶ 522

Ballot Return

- ▶ Precincts without county pickup, please have two people returning the ballots (same vehicle or two vehicles in tandem). This is the preferred method of ballot return.
- ▶ The second person could be a poll worker, or a family member of the judge.
- ▶ As a security check, we ask all precincts to email us a photo of their sealed ballot box prior to leaving the precinct.
- ▶ Please email photos of the sealed ballot box to kcelections@kcgov.us



Resources



VOTEIDAHO.GOV



KCGOV.US/31/
ELECTIONS



KOOTENAI
COUNTY
GOVERNMENT
FACEBOOK,
YOUTUBE, AND
"X" ACCOUNTS



IDAHO
SECRETARY OF
STATE
FACEBOOK,
YOUTUBE, AND
"X" ACCOUNTS



US ELECTION
ASSISTANCE
COMMISSION
(WWW.EAC.GOV)

Scan to Access the Poll
Worker Questionnaire



Or Visit:

<https://www.surveymonkey.com/r/6ZTH52B>

Thank You!

**Take your Packet Home and
Bring it with you on Election Day!**

Judges – Please Swear in before leaving!