

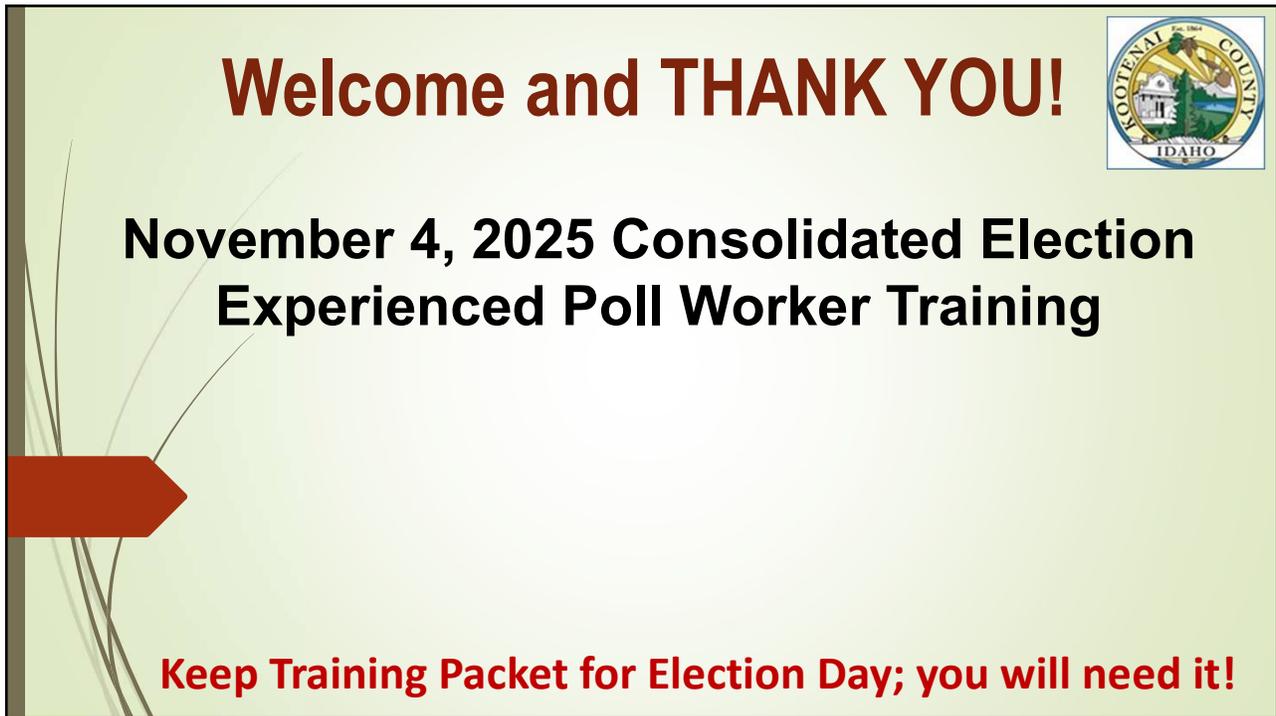
Welcome

Please take this survey
before class starts

Experienced Poll Worker Pre-
Training Survey



<https://forms.office.com/g/ZrkVtsChhp>



Welcome and THANK YOU!

November 4, 2025 Consolidated Election
Experienced Poll Worker Training

Keep Training Packet for Election Day; you will need it!

www.kc.gov.us > Election Tab > Poll Workers > Resources

- Experienced Poll Worker Training November 4, 2025 Consolidated Election (PDF)
- Judge and Poll Worker Resources and Job Duty Guides
- [Elections Office Phone 208-446-1030 \(Press 1\)](tel:2084461030)

May Election Summary-Great Job!

- Total Votes cast on Election Day: 17,953
- Election total including Early and Absentee Voting: 24,076
- On Election Day:
 - 99.99% had zero ballot issuance errors
 - 3 Precincts had balloting errors (handing out wrong ballot)
 - 7 Precincts had a difference in total Election Day Ballots cast vs check in's (handing out extra ballots)

May Results

- ▶ 74 Precincts=572 Election Day Registrations
 - ▶ 3 Precincts had no Registrations
- ▶ 50 Precincts had no errors!
- ▶ 59 forms had errors-with 91 total errors
 - ▶ 49 of those were in the Proof of ID/Residence section (Gray Box)
- ▶ 1 Missing Registration Card
- ▶ 45 PIA's
- ▶ No address overrides without calling the office, GREAT JOB!

May Results Details

- ▶ # of Election Day Registrations: 572
- ▶ # of PIA's: 43
- ▶ # Registration forms with Issues: 59

Citizen	18 Yrs	Birth Date	Length of residence	Felon	Proof of ID	Proof of Residence
10	18	9	3	2	25	23



May Election Challenges

- ▶ Confusion around ballot issuing and script
- ▶ Several complaints about Receiving Clerks taking ballots out of secrecy sleeve to deposit in Ballot Box
- ▶ Voters may insert their own ballot into the Ballot Box, please don't challenge them to an arm-wrestling contest
- ▶ Do not send the training link to anyone who is not a poll workers or has not completed a poll worker application, it is the Judge's and Offices job to share that out



Poll Worker Support

- ▶ Judge's will instruct and encourage poll workers to try new positions and roles, may have a schedule for moving positions
- ▶ During election day Judge's will review processes and procedures with poll workers as they have time, you should follow the documented processes
 - ▶ Judge's will review Registration forms and provide feedback and instructions
 - ▶ Judges provide constructive encouragement and instruction

Poll Worker Support

- ▶ The Job Aids for all positions are found in each position's supply bag, in the Judges binder and may be accessed by link: <https://www.kcgov.us/326/Resources>
- ▶ It is a great ideal for you to review these documents online prior to the election, and review the training package
- ▶ Poll workers are to utilize the Quick Guide to support their position
- ▶ Poll workers may receive instruction or be moved to other roles as needed
- ▶ We want to Identify poll workers who may be a good fit for Jr Judge

Office Hours

- ▶ Opportunities for Judges and Poll Workers to come in and practice or ask questions.
- ▶ This is not early voting participation, but time to practice data entry such as new registrations or updates and/or review any areas where you need help.
- ▶ October 20, 1-3 pm
- ▶ October 22, 9-11 am
- ▶ October 24, 11 am-2 pm



Reminders from last election

- ▶ Where does the O report go once signed by first voter?
- ▶ Where does the Judges Binder go when you close the polls?
- ▶ What do you seal the E-Poll Book cases with?
- ▶ Do you, as a poll worker share the training link with anyone?
- ▶ What color are the wire seals, we used to call the red seal?
 - ▶ What do you use these seals for?



Reminders from last election

- ▶ Who completes the gray portion of the Registration form?
- ▶ Can you update existing voter information without appropriate proof of ID and address?
- ▶ How do you spoil a ballot?
- ▶ Who can place the ballot in the ballot box?
- ▶ Can you use a PIA on a new Registration?
- ▶ If you have a problem, who do you go to?

Election 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.

Election Preparation

- **Plan for a long day and bring food and drinks as needed**
- **Layer your clothing, bring a sweater, coat, umbrella etc. as needed**
- **Be prepared to be flexible and willing to help wherever you are needed**
- **Review your Job Aid, Quick Guide and other tools to help you remember the steps and processes**
- **If you cannot make it, contact your Judge as soon as possible**
- **If you have issues in the Polling place speak to your judge, if that is not an option you may contact the office on election day or afterwards**



Additional Information

- 

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

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

Ballots this time only have voting options on one side



Questions?





November Election



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.
- Not all School Trustee Zones are up for election at the same time. Voters are only eligible to vote on the Trustee Seat for their specific zone.
- **Some voters do not have anything to vote on this election!**

For this Election - Non-Partisan Contests



Mayor and/or City Council:

Athol Coeur d'Alene
 Fernan Lake Village
 Harrison Hayden
 Hayden Lake Post Falls
 Rathdrum Spirit Lake
 State Line Worley



School District Trustees:

Coeur d'Alene SD Zones 1 & 4
 Lakeland Jt SD Zones 4 & 5
 Post Falls SD Zones 1 & 5
 Kootenai Jt SD Zones 1, 4, & 5
 Plummer-Worley Jt SD Zone 1

For this Election - Non-Partisan Contests



Fire District Commissioners:

Kootenai County Fire & Rescue
 Northern Lakes FPD
 Shoshone Fire District No. 2
 Timberlake FPD



Ballot Questions:

Kellogg Jt School District No. 391
 Supplemental Levy
 Kootenai County Fire & Rescue Base
 Budget Increase



Splits, Splits and More Splits!

Every Ballot Style indicates a Split within the Precinct

- 20 Precincts have 3 Ballot Styles
- 7 Precincts have 4 Ballot Styles
- Precincts 207, 208, 305 & 322 have 5 Ballot Styles
- Precinct 309 has 7 Ballot Styles
- Precinct 323 has 8 Ballot Styles
- Precinct 308 has 9 Ballot Styles



Ballot Issuing Demo

- Issuing Clerk Tag Team Process

Be Prepared - VOTE EARLY

Early Voting

Kootenai County Elections Office

1808 N 3rd St Coeur d'Alene, ID

Monday October 20 - Friday October 31, 2025

Mon-Fri, 8am – 5pm



Absentee Voting

Last day to request an absentee ballot is
Friday, October 24, 2025, at 5pm

Fill out an absentee request form today before you
leave!

Emergency Procedures



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).

Emergency Procedures

- ▶ Car accident/issue while transporting ballots/supplies
 - ▶ Call 911 and Elections Office 208-446-1030
- ▶ Someone is injured, or property is damaged
 - ▶ Call 911 if medical is needed
 - ▶ Fill out Incident Report form in the Emergency package
 - ▶ Call the office

Emergency-Evacuation

- ▶ Building Evacuation-Judge
 - ▶ Make sure everyone is accounted for
 - ▶ If voters are voting, have the voter bring their own ballot with them
 - ▶ Secure all remaining ballots (blank and ballot box) and take with you
- ▶ Registration-Poll Book Clerks
 - ▶ Take Registration forms and Poll Books
- ▶ Issuing Clerk
 - ▶ Take all unused ballots with you
- ▶ Receiving Clerk
 - ▶ Take the ballot box with you

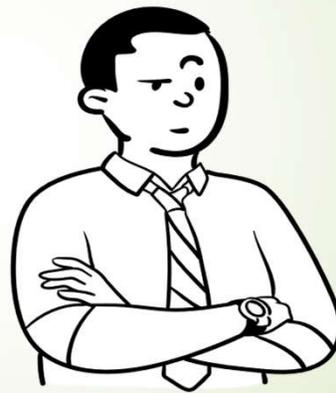


Supply Boxes and Judges Info

- Judges Binder
- Consolidation of Supplies
- What is important



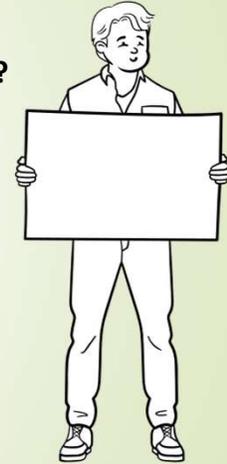
Questions



Election Morning

Before Polls open at 8:00 am, what needs to be accomplished?

- Arrive at 7 am and set up site, including tables, chairs and voting areas
- Set up booths with signs
- Set up any outside signage needed
- Issuing clerk and other designated poll workers to count the ballots and prep the ballots for issuing
- Make sure the poll books are connected and ready to go, connect all poll books you have
- Judge announces Polls are open at 8:00 am



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, wearing, 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.

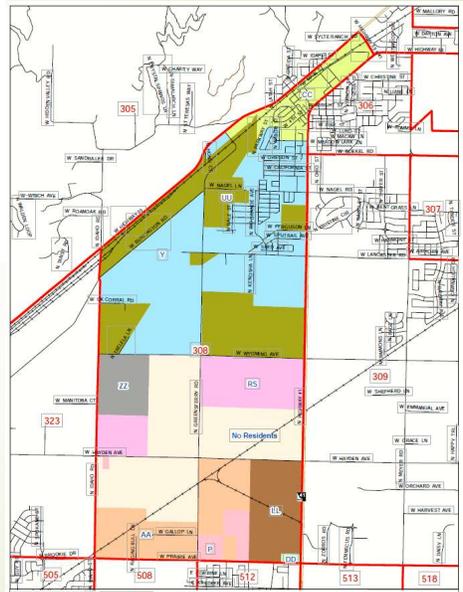
Voting When not Eligible - (IC 18-2307)

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 voters' 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, subjecting suit or criminal charges or by any other means. Idaho voters have the right to a private



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!

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.

VOTE DAHO Polling Place Laws

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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 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.

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

Electioneering

- ▶ Private property that is adjacent to a polling location is exempted from the law
- ▶ Your polling location may have more restrictions on electioneering, and you must follow their direction
- ▶ 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, in or around the polling location

Election Day Basics

- Judge assigns workers to set up tasks as needed-instructions can be found in the Quick Guide(s)
- Complete your payroll sheets (place back in Judge’s Binder)
- Poll workers swear in and sign Elections Record and Poll Book sheet –Judge to sign also (Place back in Judge’s Binder)
- Poll Workers get lanyards and are assigned initial role
- Judge should communicate expectations for cross training, breaks, curbside voting etc.
- Have the best day ever.....

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



Election Poll Worker Verification Form

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)			Signature _____ Title _____			
Swear in your workers at the beginning of the day, and have them sign.			2. CERTIFICATION OF DISTRIBUTING BOARD We certify that the foregoing is an accurate summary of the actions of this Election Board. (Poll Workers and Chief Judge Sign)			
Subscribed and sworn to before me this _____ day of _____, _____			Signature _____ Title _____ Signature _____ Signature _____			
Signature of witness to oath _____ Chief Judge _____ Title _____			Signature _____ Signature _____ Signature _____			

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.

Charles Brown

Chief Judge of Election

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

Everyone signs again at the end of the day.

JUDGES: Make sure you sign all three places!

Election Day-Ballot Prep

Before Polls open prepare your ballots

- Judges break the 2 seals on the ballot box
- Ballots are removed
- Ballot are counted and ballot styles confirmed with # of ballots listed on the included assignment sheet.
- Record # of ballots by ballot style on Ballot Accounting Page



Election Day-Ballot Prep

- Record both A.M. red tag seal #'s on Ballot Accounting Page
- Ballot box remains open until first voter arrives
- Let the 1st 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.
- *Once first voter has confirmed the empty ballot box, seal the box and document seal number on Ballot Accounting Form*

BALLOT ACCOUNTING for the Consolidated Election held on November 4, 2025 Kootenai County Precinct 308

Total # of Personal Identification Affidavits (PIA's) **PM**
 Total # of Election Day Registration Forms **PM**
 A.M. E-Poll Bk Case Plastic Seal #s **AM** P.M. E-Poll Bk Case Plastic Seal #s **PM**
 A.M. Express Vote Case Wire Seal # **N/A** P.M. Express Vote Case Wire Seal # **N/A**
 A.M. Ballot Box Wire Seal #s **AM** P.M. Ballot Box Wire Seal #s **PM**
 Red Bag (Unused Ballot Bag) Wire Seal # **PM**

Ballot Codes: 308 AA 308 CC 308 DD 308 LL 308 P 308 RS 308 UU 308 Y 308 ZZ

1. OFFICIAL BALLOT ACCOUNTING	308 AA	308 CC	308 DD	308 LL	308 P	308 RS	308 UU	308 Y	308 ZZ
a. Number of Ballots received with supplies AM	50	150	10	10	25	25	25	575	25
b. Number of Ballots received in late delivery (_ p.m.)									
c. Total Ballots to account for (1a + 1b) PM									
2. VOTING SUMMARY - Complete after the polls are closed. (Balance E-Poll Book Check-Ins, Used Ballot Stubs and 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: _____





Polls Open at 8:00 AM

- ▶ Judge must announce polls are open
- ▶ Remember to Secure a new seal on the ballot box after the first voter has seen that the ballot box is empty, enter the number on the Ballot Accounting Page
 - ▶ Put the 0 report in the money (zipper) bag



Greeter

- ▶ Why is the Greeter's role important?
- ▶ What are the Greeter's steps?



Poll Books-Setting up the E-Poll Books and Printers

What are the most important things the Poll Book Clerk must accomplish prior to the doors opening on election morning?

What specific tool do you have to help you get this done?



Poll Book Check-in

- ▶ 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.
- ▶ When Manually searching for the voter, make sure you verify you have the correct voter before you select them. Selecting the wrong voter will create a boat load of problems
- ▶ Be aware of common nicknames if you cannot find the voter in the system (i.e. Bill vs William)

When checking in	
When can you use an expired form of Identification?	At check in only, you may only use an expired ID if there are no changes to name or address, and the system does not indicate further information is needed
When do we require an active (not expired) identification?	When the system indicates the ID and/or Address needs to be recorded, this means the voter registered online and has never presented their ID and/or proof of Address
	Non-expired document must be provided, and the address verification must have their current information.
PIA (Personal Identification Affidavit)	May be used only if the registered voter has no change to name or address and does not have an ID or has a out of State ID

How does it work?

- ▶ Ask for acceptable form of ID and find voter in the e-poll book
- ▶ **ONLY SCAN IDAHO DRIVER LICENSE OR IDAHO ID CARD; ALL OTHER ACCEPTABLE IDs use Manual Search**
 - Look to see picture ID matches the voter - image and name
- ▶ Make sure to return the ID to the voter



More of how does it work?

- ▶ Ask voter to verbally state name and address
- ▶ Make sure name and address matches e-poll book
- ▶ 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



Logging in-Practice

- 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

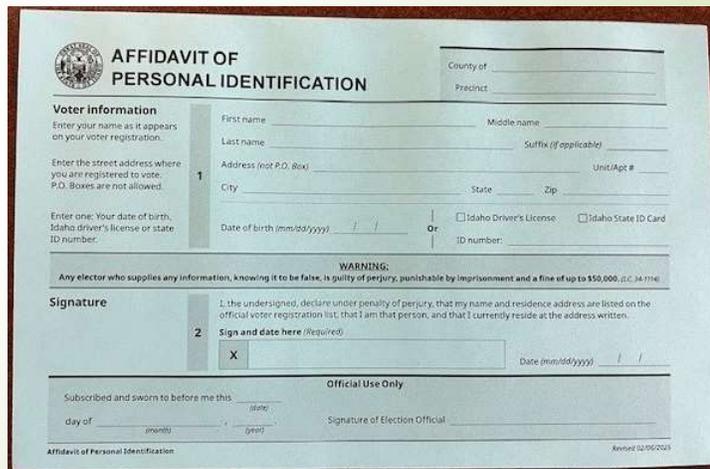


Check in a voter-Practice

Personal Identification Affidavit (PIA)

New and Blue

- Only for registered voters with no name or address change.
- Conduct a Manual Search to find the voter
- 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.



AFFIDAVIT OF PERSONAL IDENTIFICATION

County of _____
Precinct _____

Voter information
Enter your name as it appears on your voter registration.
First name _____ Middle name _____
Last name _____ Suffix (if applicable) _____
Address (not P.O. Box) _____ Unit/Apt # _____
City _____ State _____ Zip _____
Date of birth (mm/dd/yyyy) ____/____/____ Or Idaho Driver's License Idaho State ID Card
ID number: _____

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, (I.C. 14-1114)

Signature
1. I, the undersigned, declare under penalty of perjury, that my name and residence address are listed on the official voter registration list, that I am that person, and that I currently reside at the address written.
2. Sign and date here (Required)
X _____ Date (mm/dd/yyyy) ____/____/____

Official Use Only
Subscribed and sworn to before me this _____ day of _____ (month) _____ (year)
Signature of Election Official _____

Affidavit of Personal Identification Revised 02/05/2025



Spoiled Ballots

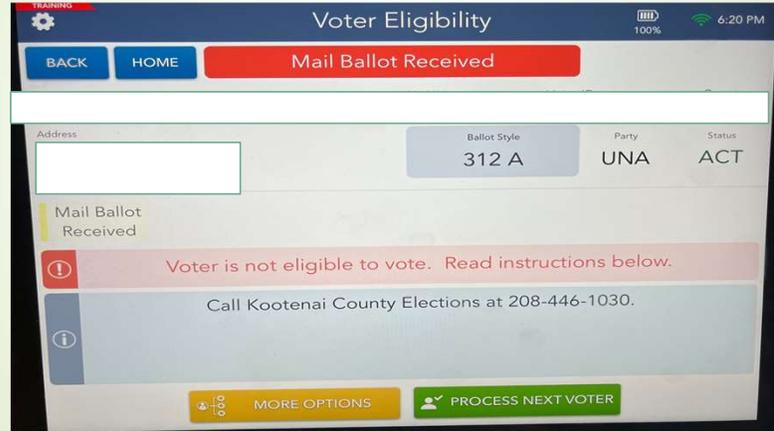
- ▶ When would you spoil a ballot?
- ▶ How do you spoil a ballot?
- ▶ **REMINDER:** Voter writes SPOILED on each page of ballot that has writing, you fold in half and place in the Spoiled ballot envelope
- ▶ How does the voter get a new ballot to vote on?
- ▶ Can the voter keep the old ballot to work off of?



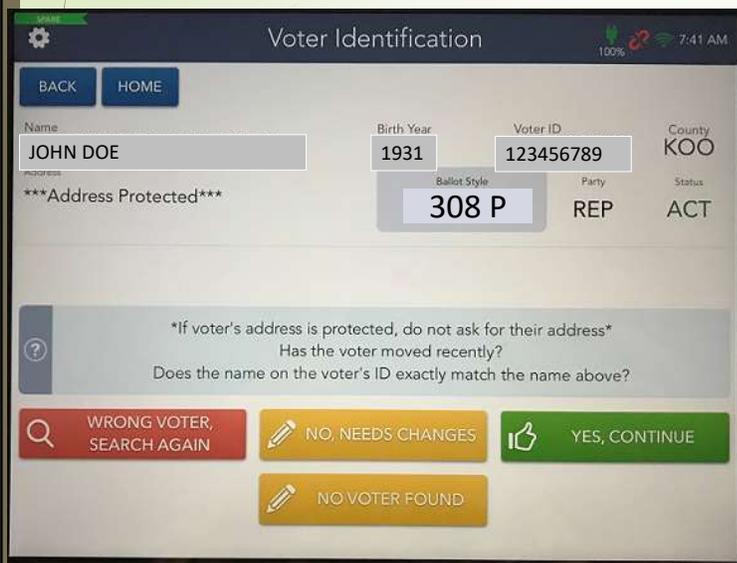
Voided Ballots

- ▶ Why would you indicate a ballot is Voided?
- ▶ What is the process in the Poll Book to Void a ballot?
- ▶ May a voter drop off their absentee ballot at the polling location?
- ▶ **Important:** Voters wishing to vote their Absentee Ballot must return their Absentee Ballot to the Elections Office by 8:00 PM on November 4th, 2025. They can't drop it off at the polls on Election Day

Absentee Ballot has been received



Secure Voter



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.

Address Confidentiality Program of Idaho - ACP

- The state assists survivors of domestic violence, sexual assault, stalking, harassment or human trafficking that are enrolled in the ACP program by providing the victim(s) with a substitute address designation by the Secretary of State when interacting with state and local government agencies.
- This restricts exposure of their physical address by providing a substitute address when there are requests for public records that could enable tracking using state and local public records.
- Participants are provided an ACP ID card, and are instructed to Register to vote and request an absentee ballot

ACP continued

- If an ACP participant comes to vote at a polling location and has no changes (no need to re-register) they will show up in the poll book as a secure voter, follow established procedures
- If an ACP participant comes to vote at a polling location and needs to re-register due to name or address change, the Chief Judge must manage the Registration process. The voter must still provide the new physical address and proof of ID and residency. The Registration form is to be marked ACP and placed in the Secure Registration sleeve in the Judge's Binder
- The registration forms for all re-registrations for secured or ACP voters should be placed in the Secure Registration Sleeve in the Judge's Binder

Challenging a Voter

- ▶ If a voter in your precinct is seeking to challenge another registered voter within your precinct, inform your Judge who will call the office! (208) 446-1030, press 1

Curbside Voting Packet

Job Aid

Secrecy
Sleeve

PIA

3 Felt Tip
Pens

1 Ink Pen

Clip
Board



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 and obtain ballot**

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



Take ballot in secrecy sleeve to the voter –along with 2nd poll worker

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

Once voted, 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

Questions?



Registration-Common Errors

Missed on the form

- Citizen of the USA
- 18 years of age
- Birth date
- Convicted Felon
- Signature and date
- Reg Clerk did not complete the gray portion
- If you cannot find the property address in the system, call the office at 208-446-1030 Ext:1
- You must call every time!

Updated 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

2 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.

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

Voter Identification
If you have an Idaho Driver's License or I.D., you must enter the number.

4 Gender: Male Female Date of birth (mm/dd/yyyy) ____/____/____
 Idaho Driver's License Number _____ **NOTE: If you do not have an Idaho Driver's License or I.D., enter the last 4 digits of your Social Security Number.** _____

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

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

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

Previous address
Provide your previous registration address.

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

Political Party
Some parties require affiliation to vote in their primary elections.

8 **NOTE: If no political party is selected, you will be registered as unaffiliated. (Select only one)**
 Constitution Party Democratic Party OR Unaffiliated (no party preference)
 Libertarian Party Republican Party

Contact information
This is helpful if we have any questions.

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

Signature
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.

10 **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 Lease 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) ____/____/____

88M-1 Voter Registration Form Revised 09/04/2025

IF	THEN
Voter is Registering for the first time, or Voter is updating name or physical address (re-registering)	Active (not expired) Identification and proof of Address is required.
Voter wants to update their mailing address or party affiliation (no other changes)	Do not change at the polling place or reregister the voter. This must be done <u>after</u> the election at the Elections Office. You may ONLY change these if you are also updating the voter's name or physical address
Voter is Registered but has moved within the last 30 days	Voter should vote at the precinct they voted at previously, and update their Registration after the election
Voter just turned 18 and wants to Register, but the new DL/ID is less than 30 days old	If the 18-year-old has the paper copy of the new DL/ID, you may accept that along with the old driver's license as long as the name and address match
Voter does not have an active ID	Do not use a PIA or other document, ID is required

Voter Registration Rules

- ▶ When should you check to see if voter is in the right precinct?
- ▶ What does the voter have to provide to Register to Vote?
- ▶ Do you re-register a voter, just to change mailing address or party affiliation?
- ▶ Does the voter's identification and verification of address have to be active? (not expired?)

Voter Registration Rules

- ▶ How long do they have to have lived at location to Register?
- ▶ What are the options if they have not lived at the new address for 30 days, but are a Registered Voter?
- ▶ What is acceptable ID?
- ▶ What type of ID may you scan?
- ▶ Does the Reg Form have to be complete?
- ▶ Who completes the gray section of the Reg Form?
- ▶ What can you use to verify an address?

Proof of Residency Documents

- ✓ A Current Idaho Driver's License/ID Card, Current 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

Proof of Residency Documents

- ✓ A Bank or Credit Card Statement
- ✓ A Payscale, 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

Review 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.
- Driver license or Idaho ID number is required. Add phone number if possible

Recording ID & Proof of Residency

Photo Identification Provided <i>(check one)</i>		This Section For Official Use Only	
<input checked="" type="checkbox"/> Idaho Driver's License/ID Card	<input type="checkbox"/> Tribal ID	<input type="checkbox"/> United States Passport or Federal ID	<input type="checkbox"/> License to carry concealed weapons
Proof of Residence Provided <i>(check one)</i>			
<input checked="" type="checkbox"/> Approved Photo ID	<input type="checkbox"/> Utility bill, excluding a cellular telephone bill		
<input type="checkbox"/> Current proof of insurance	<input type="checkbox"/> Paystub, paycheck, or government-issued check		
<input type="checkbox"/> Bank or credit card statement	<input type="checkbox"/> Intake document from a residential care or assisted living facility		
<input type="checkbox"/> Property tax assessment, bill, or receipt	<input type="checkbox"/> School enrollment papers for the current year		
<input type="checkbox"/> Deed of trust, mortgage, lease, or rental agreement	<input type="checkbox"/> Official letter from a registered social service agency		
Precinct 322	Registration Source At Polls	Clerk <i>(initial here)</i> BB	Date <i>(mm/dd/yyyy)</i> 5/20/25



Registration

- ▶ Make sure the voter has provided the following:
 - Completed Voter Registration Form
 - Acceptable Photo ID
 - Acceptable Proof of Residency

NOTE: you no longer have to check the form for 30 days, but you must make sure they complete the Residency section of the Reg Form and sign it...

If the voter has an Idaho Driver's License/ID Card use those to register, and include the DL/ID Number on the Registration Form (ask and fill it in)



Registration Process

- ▶ Search the voter's address to make sure they are in the correct precinct
- ▶ Review the Voter Registration Card for completeness
- ▶ Complete the "Official Use Only" section
- ▶ Make sure the voter has provided the following:
 - Completed Voter Registration Form
 - Acceptable Photo ID
 - Acceptable Proof of Residency



Registration Process

- ▶ If the voter is using an Idaho Driver's License/ID Card to register, the DL/ID Number must be placed on the Registration Form (ask and fill it in)
- ▶ Enter the voter's information into the E-Poll Book, using the Registration Form
- ▶ 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 an Existing Voter

- ▶ 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

Complete a Registration

- ▶ Use the Drivers License to look up voter and take appropriate steps
- ▶ If the voter is updating their registration, select No, Needs Changes
- ▶ If new registration, select No Voter Found
- ▶ Use Registration Form to complete data entry in the E-Poll Book
- ▶ Voter Reviews information for accuracy and will sign Poll Book, if all is correct or provide corrections needed
- ▶ Print 2 copies of the voter ticket, give one to the voter, the other goes to the Receiving Clerk
- ▶ Place the COMPLETED Registration Form in the EDR (Election Day Registration) manila envelope

ISSUING CLERK





Issuing Clerk –Attention to detail is critical

- **Why?**

- **What are the steps the Issuing Clerk follows?**
 - Count ballots and fill in the Ballot Accounting form
 - Issue ballot, verifying the ballot style
 - Demonstrate voting procedures
 - Give the voter and the ballot and provide instructions



Issuing Script

- ▶ Please confirm the Ballot type matches what is on your ticket
- ▶ Vote both sides of the ballot (if applicable)
- ▶ Completely fill in the ovals by your choices as illustrated here (point to top of Ballot for example)
- ▶ You do you not have to vote on everything, anything you do vote on will be counted
- ▶ If you make a mistake, take your ballot back to the clerk who checked you in and they will issue you a new ballot

Issuing Script

- ▶ When done voting, don't tear or fold the ballot, place the ballot back in the sleeve and take to the person at the Ballot Box
- ▶ If there is a write-in line on the ballot, inform the voter that if they mark a write-in, the oval will need to be filled in
- ▶ If you need help, just ask

Split Precincts

16 Precincts have only one (1) Ballot Style

24 Precincts have two (2) Ballot Styles

20 Precincts have three (3) Ballot Styles

7 Precincts have four (4) Ballot Styles

Precincts 207, 208, 305 & 322 have five (5) Ballot Styles

Precinct 309 has seven (7) Ballot Styles

Precinct 323 has eight (8) Ballot Styles

Precinct 308 has nine (9) Ballot Styles



Precinct Ballot Styles Chart

Precinct	Ballot Style 1	Ballot Style 2	Ballot Style 3	Ballot Style 4	Ballot Style 5	Ballot Style 6	Ballot Style 7	Ballot Style 8	Ballot Style 9
201	S								
202	T								
203	A	T							
204	T								
205	D	QQ	WW						
206	QQ	WW							
207	EE	G	H	RR	V				
208	BB	EE	NN	Q	V				
209	T								



Precinct Ballot Styles Chart

Precinct	Ballot Style 1	Ballot Style 2	Ballot Style 3	Ballot Style 4	Ballot Style 5	Ballot Style 6	Ballot Style 7	Ballot Style 8	Ballot Style 9
301	N	UU	ZZ						
302	N								
303	N	T							
304	J	RS	UU	ZZ					
305	N	R	UU	Y	ZZ				
306	CC	FF							
307	CC	FF	N						
308	AA	CC	DD	LL	P	RS	UU	Y	ZZ
309	CC	DD	FF	MM	RS	UU	Y		
310	L	N							
311	L	N							
312	L	N							
313	B	L	N	WW					
314	HH	L	N						
315	L								
316	L	N	O						
317	L								
318	L								
319	K	L	N						
320	B	QQ							
321	B	QQ							
322	AA	C	D	N	QQ				
323	AA	J	OO	P	RS	UU	X	ZZ	

Precinct Ballot Styles Chart

Precinct	Ballot Style 1	Ballot Style 2	Ballot Style 3	Ballot Style 4	Ballot Style 5	Ballot Style 6	Ballot Style 7	Ballot Style 8	Ballot Style 9
401	C								
402	C								
403	C	N							
404	C								
405	C								
406	AA	C	E						
407	E	YY							
408	C	E							
409	AA	C	D						
410	C	D	QQ						
411	AA	C							
412	D	QQ							
413	E								
414	C	D							
415	C								
416	C	E							
417	C	D							
418	C	D	E						
419	D	E	QQ						
420	D	F	QQ	WW					

Precinct Ballot Styles Chart

Precinct	Ballot Style 1	Ballot Style 2	Ballot Style 3	Ballot Style 4	Ballot Style 5	Ballot Style 6	Ballot Style 7	Ballot Style 8	Ballot Style 9
501	J	SL	X						
502	AA	J	P	X					
503	AA	J	P	X					
504	P								
505	AA	P							
506	P								
507	P	X							
508	AA	P							
509	AA	P							
510	AA	LL	P						
511	AA	P	X						
512	AA	LL	P						
513	DD	LL	P						
514	AA	DD	LL	P					
515	DD	LL							
516	DD	LL							
517	DD	E	LL	YY					
518	DD	LL	YY						
519	J	OO							
520	AB	E	YY						
521	AB	YY	Z						
522	AB	W	Z						

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

Precinct 308 - 9 Ballot Styles

308 LL – 0 Registered Voters

308 DD – 1

308 ZZ – 8

308 P – 12

308 RS – 15

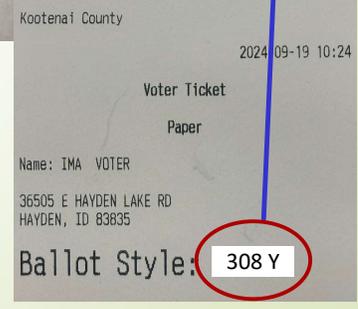
308 UU – 50

308 AA – 78

308 CC – 328

308 Y – 1,370

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



Please always use your Color Papers/Folders!

Districts Assigned to each Ballot Style

COLOR	BALLOT STYLE	CITY	SCHOOL TRUSTEE ZONE	FIRE DISTRICT	BALLOT QUESTIONS
Yellow	A	ATHOL		TIMBERLAKE FIRE	
Light Orange	AA			KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Blue	AB		CDA SD NO. 271 - ZONE 4		
Mint	B		CDA SD NO. 271 - ZONE 1	NORTHERN LAKES FIRE	
Mint	BB			SHOSHONE FIRE NO. 2	KELLOGG JT SD NO. 391
Light Blue	C	COEUR D'ALENE			
Yellow	CC	RATHDRUM	LAKELAND JT SD NO. 272 - ZONE 4	NORTHERN LAKES FIRE	
Mint	D	COEUR D'ALENE	CDA SD NO. 271 - ZONE 1		
Mint	DD		POST FALLS SD NO. 273 - ZONE 5	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Pink	E	COEUR D'ALENE	CDA SD NO. 271 - ZONE 4		
Light Pink	EE		KOOTENAI JT SD NO. 274 - ZONE 5		
Light Pink	F	FERNAN LAKE VILLAGE	CDA SD NO. 271 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Orange	FF		LAKELAND JT SD NO. 272 - ZONE 4	NORTHERN LAKES FIRE	
Light Blue	G	HARRISON	KOOTENAI JT SD NO. 274 - ZONE 1		
Yellow	H	HARRISON	KOOTENAI JT SD NO. 274 - ZONE 5		
Yellow	HH	HAYDEN LAKE		NORTHERN LAKES FIRE	
Mint	J		POST FALLS SD NO. 273 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Yellow	K	HAYDEN	CDA SD NO. 271 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Blue	L	HAYDEN		NORTHERN LAKES FIRE	
Light Brown	LL	POST FALLS	POST FALLS SD NO. 273 - ZONE 5	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE

Districts Assigned to each Ballot Style

COLOR	BALLOT STYLE	CITY	SCHOOL TRUSTEE ZONE	FIRE DISTRICT	BALLOT QUESTIONS
Light Pink	MM		LAKELAND JT SD NO. 272 - ZONE 4	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Pink	N			NORTHERN LAKES FIRE	
Light Blue	NN				KELLOGG JT SD NO. 391
Yellow	O	HAYDEN	LAKELAND JT SD NO. 272 - ZONE 4	NORTHERN LAKES FIRE	
Yellow	OO		POST FALLS SD NO. 273 - ZONE 1		
Light Pink	P	POST FALLS		KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Yellow	Q			SHOSHONE NO. 2	
Yellow	QQ		CDA SD NO. 271 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Yellow	R	RATHDRUM		NORTHERN LAKES FIRE	
Mint	RR		KOOTENAI JT SD NO. 274 - ZONE 1		
Lavender	RS		LAKELAND JT SD NO. 272 - ZONE 5	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Yellow	S	SPIRIT LAKE			
Light Orange	SL	STATE LINE	POST FALLS SD NO. 273 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Blue	T			TIMBERLAKE FIRE	
Gold	UU		LAKELAND JT SD NO. 272 - ZONE 5	NORTHERN LAKES FIRE	
Light Orange	V		KOOTENAI JT SD NO. 274 - ZONE 4		
Light Pink	W	WORLEY			
Light Orange	WW		CDA SD NO. 271 - ZONE 1		
Light Blue	X	POST FALLS	POST FALLS SD NO. 273 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Blue	Y	RATHDRUM	LAKELAND JT SD NO. 272 - ZONE 5	NORTHERN LAKES FIRE	
Light Orange	YY		CDA SD NO. 271 - ZONE 4	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Yellow	Z		PLUMMER-WORLEY JT SD NO. 44 - ZONE 1		
Gray	ZZ		LAKELAND JT SD NO. 272 - ZONE 5		

KOOT

Count: 49
PROOF - File: 301237
Pallet: 1 - Box: 1

OFFICIAL CONSOLIDATED ELECTION BALLOT
KOOTENAI COUNTY, IDAHO
NOVEMBER 4, 2025
Precinct 308 Y

Seq No. 0049
HR: 1

KOOTENAI COUNTY

STATE OF IDAHO

NOVEMBER 4, 2025



OFFICIAL CONSOLIDATED ELECTION BALLOT

Precinct 308 Y

INSTRUCTIONS TO VOTER

To vote, fill in the oval (●) next to the candidate of your choice.

**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: 308 Y

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

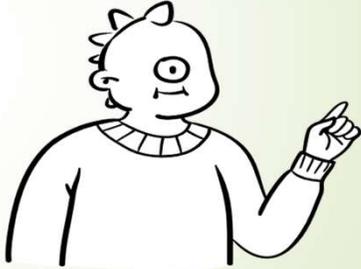
- Announce “Jane Doe” has voted
*(IT'S THE LAW)

Receiving Clerk

- If the line is busy the clerk may write the names down and find them in the book later
- The clerk should not take the ballot out of the sleeve or look at it
- Insert the edge of the secrecy sleeve and shake or slide out the ballot
- Offer the “I Voted sticker”, but keep it moving
- If your role of Receiving Clerk is “permanent” someone will stand by you to learn, use them to replace during breaks
- The voter may put their own ballot in the box....no arm-wrestling required



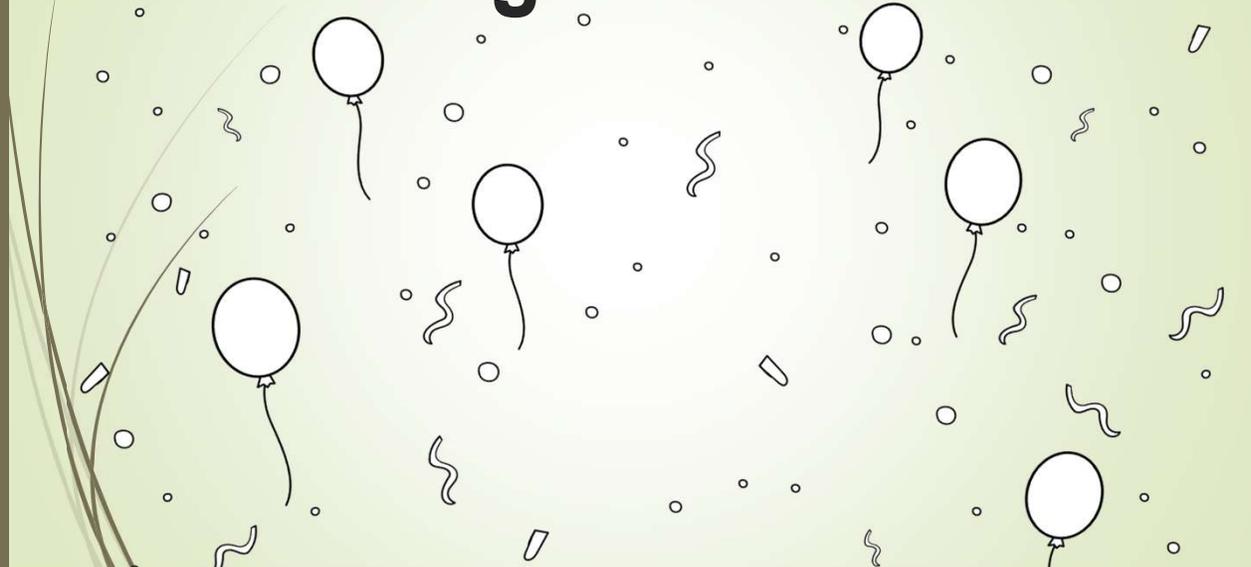
Questions?



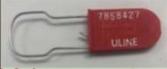
A slide with a light green background. On the left, a red arrow points to the right. The word "Questions?" is written in large, bold, black font. In the top right corner is the official seal of Kootenai County, Idaho, featuring a landscape with a building, trees, and mountains, surrounded by the text "KOOTENAI COUNTY" and "IDAHO". In the center-right, a simple line drawing of a cartoon character with a single eye and a ruffled collar is pointing its right index finger upwards.



Closing the Polls



A slide with a light green background. On the left, a red arrow points to the right. The text "Closing the Polls" is written in large, bold, black font. The slide is decorated with various party items: several balloons of different sizes, wavy streamers, and small circles representing confetti or bubbles. On the left side, there are faint, stylized drawings of tall grass or reeds.

BALLOT ACCOUNTING for the Consolidated Election held on November 4, 2025

Kootenai County Precinct 308

A.M. E-Poll Bk Case Plastic Seal #s _____

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

A.M. Ballot Box Wire Seal #s _____

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

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

P.M. E-Poll Bk Case Plastic Seal #s **PM**

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

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

Red Bag (Unused Ballot Bag) Wire Seal # **PM**

Ballot Codes: 308 AA 308 CC 308 DD 308 LL 308 P 308 RS 308 UU 308 Y 308 ZZ

1. OFFICIAL BALLOT ACCOUNTING	308 AA	308 CC	308 DD	308 LL	308 P	308 RS	308 UU	308 Y	308 ZZ
a. Number of Ballots received with supplies	50	150	10	10	25	25	25	575	25
b. Number of Ballots received in late delivery (p.m.)									
c. Total Ballots to account for (1a + 1b)	PM								
2. VOTING SUMMARY - Complete after the polls are closed. (Balance E-Poll Book)									
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:									



Sealed with a kiss

- What seals are used on the E-Poll Book cases?
- What seals are used on the Ballot Box?
- What seals do you document on the Ballot Accounting Page

Remember all poll workers and judge must sign out on the Elections Record and Poll Book sheet – (Place back in Judge’s Binder)

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.

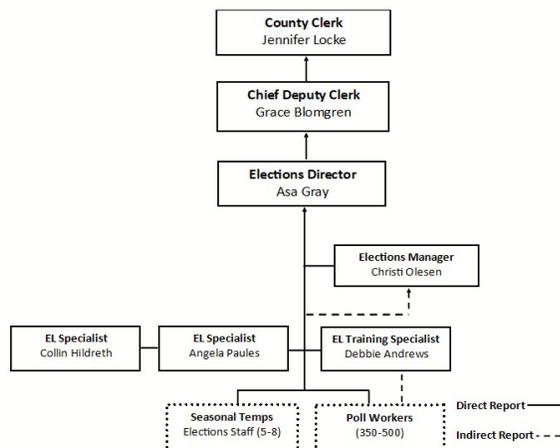
Please place the following items on top of this divider:

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)

Your Home Team

Kootenai County Clerk's Division
 Elections Department Organizational Chart, October 2025



Runners

- ▶ Runners may come to your site
 - ▶ Have additional supplies in case you need them
 - ▶ Help with any issues or questions you may have
 - ▶ Provide additional support
 - ▶ Get a look at your set up and process
 - ▶ Provide feedback to the office
 - ▶ Keith, Melinda, Rae Ann, Rosanna

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)

THANK YOU!

**Please take this Survey
before leaving:**



<https://forms.office.com/g/3bMtDZsj9c>

Thank You!

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