

CHAPTER 17

SUPPLIES

Samples of these forms are contained in the Forms Manual, published by the Secretary of State's Office. For information on how to purchase the Forms Manual, call toll-free 1(800)252-8683.

SECTION A: FORMS NEEDED BY AUTHORITY ORDERING THE ELECTION

1. Order of Election
2. Notice of Election
3. Notification of Appointment of Judge
4. Writ of Election
5. Canvass of Election Returns (Certification)
6. Certificate of Election
7. Application to Open Ballot Box #3 (if needed)
8. Record of Posting Notice (if applicable)

SECTION B: FORMS NEEDED BY CANDIDATES

1. Applications for Place on the Ballot
2. Petition in Lieu of Filing Fee or Filing Fee
3. Declaration of Write-in Candidacy
4. Certificate of Withdrawal
5. Appointment of Poll Watcher
6. Request for Election Inspector
7. Campaign Treasurer Designation
8. Campaign Contributions and Expenditure Reports
9. Designation of Final Report
10. Title 15 forms dealing with specific purpose political committees

SECTION C: FORMS NEEDED FOR BALLOTS

1. Notice of Rejected Application for Place on Ballot

2. Notice of Ballot Drawing
3. Record of Ballot Distribution
4. Notice of Ballot Correction
5. Notice of Destruction of Original Ballots
6. Ballot Seal

SECTION D: FORMS NEEDED FOR EARLY VOTING BY MAIL

1. Applications for Ballot by Mail
2. Envelopes to mail applications to voters who request them
3. Ballot Envelopes
4. Carrier Envelopes
5. Jacket Envelopes
6. Any Special Instructions
7. Notice of Defective Application for Early Voting Ballot by Mail
8. Request to Cancel Application for Early Voting Ballot by Mail
9. Notice of Denial of Request to Cancel Application
10. Notice to Presiding Judge of Cancellation
11. List of Declared Write-in Candidates (if applicable)
12. Notice of Correction to Ballot by Mail
13. List of Voters Mailed a Corrected Ballot

SECTION E: FORMS NEEDED FOR EARLY VOTING BY PERSONAL APPEARANCE

1. Combination Application, Poll List, Affidavits
2. Distance Marker for Early Voting
3. Place for Early Voting Sign
4. Also see forms for election day designated with asterisks (*)

SECTION F: FORMS AND SUPPLIES NEEDED FOR EARLY VOTING IN GENERAL

1. Designation of Deputy Early Voting Clerk
2. Early Voting Roster
3. Branch Early Voting Roster
4. Restricted Early Voting Roster
5. Order for Additional Early Voting
6. Notice of Additional Early Voting
7. Notice of Early Voting at Branch Polling Place
8. Request for Additional Early Voting
9. Precinct Early Voting List
10. Official Ballot Register for Early Voting
11. Numbered Seals to Seal Slots of Early Voting Ballot Box
12. Ballot Box with 2 Different Locks and 2 Keys
13. Numbered Wire Hasp Seal for each Early Voting Ballot Box
14. Request to Cancel Application for Ballot by Mail

SECTION G: SPECIAL APPLICATIONS FOR EARLY VOTING

1. Federal Post Card Application
2. FPCA Envelope to mail balloting materials to FPCA voter
3. Carrier Envelope for FPCA voters
4. Application for Emergency Early Voting Ballot Due to Sickness
5. Application for Limited Ballot
6. Affidavit for Voting at Early Voting Place on Election Day
7. Application for Emergency Early Voting Ballot Due to Death

SECTION H: ELECTION DAY SUPPLIES AND FORMS

1. Election Judge Handbook
2. Voting Booth(s)*
3. (4) ballot boxes per precinct (one without slot in top of box)
4. (3) Locks and 3 keys, each different for boxes number 1, 3, and 4

5. Indelible pens for marking ballots*
6. "Voted" stamp*
7. List of Registered Voters (Supplemental List of Registered Voters)*☒
8. Registration Corrections List*
9. Precinct Early Voting List
10. Signature Roster
11. Poll List
12. Oath for Judges and Clerks*☒
13. Oath of Assistance*
14. Oath of Interpreter*
15. Affidavit of Voter without Certificate
16. Affidavit of Voter with Incorrect Certificate
17. Distance Marker
18. Instruction Poster*
19. Sample Ballots (not required)*
20. Registration Omissions List*
21. Affidavit of Challenged Voter*
22. List of Declared Write-In Candidates (if applicable)*☒
23. Affidavit/Statement of Residence☒
24. Register of Spoiled Ballots*
25. Envelope for Spoiled Ballots*
26. Request to Cancel Ballot by Mail
 - a. Envelope for Canceled Mail Ballots
 - b. Tally sheets☒
 - c. Return sheet☒
 - d. Register of Official Ballots*
 - e. Number of Total Voters Voting

f. Envelope #1, #2, #3, and #4☒

g. Payroll sheet☒

h. Request to Cancel Application by Mail

* Designates form(s) also used for early voting by personal appearance

☒ Designates form(s) also used by early voting ballot board

SECTION I: FORMS FOR EARLY VOTING BALLOT BOARD

1. See forms for election day designated with ☒
2. Ballot Transmittal Form
3. Receipt of Sealed Early Voting Ballot Box
4. Ballot Boxes Containing Voted Ballots
5. Jacket Envelopes Containing Applications and Carrier Envelopes
6. Poll List for Voters Voting by Mail
7. Notice to Deliver Keys
8. Notice of Challenged Ballot
9. Notice of Rejected Ballot
10. Envelope for Rejected Ballots

SECTION J: GENERAL CUSTODIAN OF RECORDS

1. Election Register
2. Notice of Early Delivery of Ballots
3. All Records After the Election Except Keys to Ballot Box 3