

Election Day Poll Clerk Handbook



NOTE: The Poll Clerk must ensure that this page is completed prior to opening the poll on Election Day.

Important Information for Election Day

Election Day	
Date of Writ	
Six Months Prior to Date of the Writ (Elector eligibility rules)	
Name of Electoral District	
Voting Location Name & Address	
Voting Location Key Holder Name and Phone Number	
Poll Number (e.g., PD 10, PD 10 A-L)	
Voting Hours	8:00 am to 8:00 pm
Poll Supervisor Name & Phone Number (if applicable)	
Returning Officer Name	
Returning Office Phone Number	902-
Partner Name & Phone Number (Single and Double Polls only)	
Local Police, Ambulance & Fire Department Phone Number	911

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1. Introduction

1.1. Terms to Know

Term	Definition
Cancelled Ballot	A damaged or improperly printed ballot that has not been used or a ballot that has been handed back to the DRO by an elector and exchanged for another ballot.
Candidate	A person seeking to be elected as a Member of the Legislative Assembly (MLA) in an electoral district.
Candidate's Representative	Person appointed by a candidate to observe the voting and counting of ballots at a poll and to report to the candidate the names of electors who have already voted. Previously referred to as "Scrutineer".
Civic Address	The address where the elector is resident and includes unit number, civic number, street name, street type, street direction, and community name.
Constable	An election worker who, under the direction of the poll supervisor, directs traffic and maintains order at a voting location.
Date of Writ	Date the election was called.
Declaration	An oath or affirmation statement made to an election worker.
Deputy Returning Officer (DRO)	The election worker responsible for the management and conduct of their poll within a voting location.

Election Day	The day for voting in each polling division in an electoral district and the final day for voting during the election. All ballots are counted after polls close at 8:00 pm and unofficial results are reported to the returning office.
Election Worker	A person hired by a returning officer to work during a provincial general election or by-election.
Elector	<p>A person who:</p> <ul style="list-style-type: none"> • is 18 years of age or older on election day; • is a Canadian citizen; • has resided in the province for six months immediately preceding the date of the writ; and • resides in the electoral district in which the election is being held.
Elector Declaration (F405)	A sticker affixed to the back of a VIC or pre-printed on a Polling Day Card; used to record electors who voted and for electors to declare their eligibility.
Elector Registration Form (F100)	A form used to add an elector to, remove an elector from, or change elector information on the Official List of Electors.
Electoral District	A defined geographic area to be represented by an elected Member of the Legislative Assembly; currently there are 55 electoral districts in Nova Scotia.
Envelope	An envelope of varying sizes, colors, and/or materials (e.g., paper, plastic, etc.) with an assigned ENS form number and name, used during the election process.

Form	An official document or material with an assigned form number (e.g., form, envelope, handbook, guide, etc.).
Form Numbers	A control number in the upper right corner of the form that is used to identify official forms.
Information Officer	The election worker who, under the direction of the poll supervisor or DRO, greets electors at a voting location and directs them to an available poll clerk at either the registration table or revision table.
Letter of Confirmation (F045)	An elector may present a Letter of Confirmation rather than a VIC. This Letter of Confirmation is the equivalent of a VIC and will be accepted as a Voting Document. It contains the same information and is provided to an elector by the returning office if the elector confirms that the initial information provided on their VIC has changed.
Level Access	A flat access from the street to the poll table.
Multiple Poll	A voting location containing three or more polls.
Official List of Electors	Contains the names and addresses of registered electors who are eligible to vote within a polling division.
Permanent Register of Electors	A database of eligible electors in Nova Scotia maintained by Elections Nova Scotia.
Poll	The place within a voting location where the elector votes.
Poll Book (F415)	A book of forms used by the DRO while the poll is open and to assist in the counting of ballots.

Poll Clerk	An election worker who assists the DRO(s) in conducting the poll(s). A poll clerk's duties and responsibilities are different than those of a DRO.
Poll Supervisor	The election worker responsible for the management and conduct of all the polls within a voting location. A poll supervisor's decision on any issue raised within the voting location or at a poll is final.
Polling Day Card (F044)	Assigned to an elector with no other voting documents or who has a change to their elector information.
Polling Division (Poll No.)	A geographic area containing approximately 450, or more, electors.
Returning Office	The main office in an electoral district where a returning officer manages an election and where electors may vote throughout the election period.
Returning Officer (RO)	The election worker responsible for the administration of the electoral process within the electoral district.
Single or Double Poll	A voting location containing one or two polls.
Statement of Poll (F409)	The official document used by the DRO to record votes cast for each candidate.
Street Key	A reference tool to help determine in which electoral district and polling division an elector's civic address is located.
Transfer Certificate (F404)	A document which allows an elector to vote in a polling division other than where they reside.

Voter Information Card (VIC)	A card that is mailed to an elector to advise them when and where they can vote throughout the election.
Voter Tracking Sheet (F407)	A multiple-copy form used by the DRO to track electors who have voted. Copies of this form are to be distributed to the candidate's representatives hourly.
Voting Document	Voter Information Card (VIC) or Polling Day Card presented to a DRO by an elector before a ballot can be issued.
Voting Location	The building in which the poll is located.
Voting Screen	A privacy screen to ensure elector confidentiality when marking a ballot.

2. Before Election Day

2.1. Pre-Election Day Duties Checklist

- Sign your appointment.



NOTE: If, for any reason after your appointment, you find that you will be unable to carry out your duties, advise the returning office immediately. A replacement will be assigned.

- Review this handbook, any other materials you received, and any notes that you took during the training session.
- Visit the online eLearning Module for poll clerks. You can access this material by visiting the elections Nova Scotia website at www.electionsnovascotia.ca – click on the “Resources” tab and select: “For Election Workers”.
- Review your supplies and check off each item on the list included in your kit.
- Familiarize yourself with the function of the street key and any maps (if applicable) of your polling division.
- Visit your voting location if you are not familiar with where it is located.

If you are unsure of the responsibilities of your role, ask the returning officer or your poll supervisor.

You **must** keep materials secure until the voting location opens. If you are not working at your own poll on election day, vote in advance of election day. Ask your returning office staff about your options.

Staff from the returning office or your poll supervisor will contact you prior to election day to confirm you will report to work on election day at 7:00 AM.

3. Voting Location Guidelines and Opening the Poll

3.1. Dos and Don'ts

The following details help make clear what you should be doing and should not be doing when fulfilling the duties of your job.

Do	<ul style="list-style-type: none">• Arrive at the voting location by 7:00 AM to assist with the setup prior to the polls opening at 8:00 AM.• Contact the returning office if:<ul style="list-style-type: none">○ There is any difficulty gaining access to the voting location, or,○ The DRO or poll supervisor (multiple polls only) are not there, and it is after 7:15 AM.• Sign the Election Worker Sign-in/Out Sheet (F136), upon arrival. Your poll supervisor will have this form.• Introduce yourself to all present at the poll prior to the poll opening.• Wear your ID badge at all times ensuring it is visible to electors.• Listen and follow the instructions provided by your poll supervisor.• Process each elector efficiently and effectively, always being polite.• Direct them to the appropriate DRO who will give them a ballot.• Follow the procedures detailed in this handbook, if you are unsure of something ask your poll supervisor or DRO.• Prepare yourself for the close of polls at the end of the day, by reading this handbook when poll activity is low.• Take your breaks at the designated times determined by your poll supervisor.
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	<ul style="list-style-type: none">• Bring enough food and drink for the noon and evening meals, as well as snacks throughout the day.• Bring any medications (if applicable) you need to take during the day. If bringing medication(s) with you, please ensure they are secured and out of sight of electors.
Don't	<ul style="list-style-type: none">• Handle the ballots, the DRO is the election worker responsible for ballots assigned to a poll.• Leave the list of electors unattended – if you need to step away from your station, the list is to be secured.• Offer personal opinions or display material that supports or opposes any political party or candidate while on the job.• Carry on conversations with other election workers while electors are present.• Wear clothing that is the same color associated with a political party.• Feel pressured to rush. Rushing can lead to mistakes.• Use your cell phone – inform your poll supervisor if you need to use your phone for unforeseen personal matters.

3.2. Guidelines and Conduct for Others Present at the Voting Location

During voting there may be other individuals present at the voting location. The following people are permitted to be at the polls:

- Returning Officer and/or representative of the Returning Officer
- Candidates
- Official agents
- Candidate’s representatives
- Person assisting an elector
- Observer or Chief Electoral Officer’s staff member

The following chart details the dos and don’ts that candidates, official agents, and candidate’s representatives must abide by:

Do	<ul style="list-style-type: none"> • Check-in with the poll supervisor or DRO (for single/double polls) before actively moving about the voting location. • Witness the setup of the voting location and confirm the ballot box is empty before the polls open. • Discreetly take and email pictures of Voter Tracking Sheets (F407) to their campaign offices. • Set cell phone or other communication devices to silent or vibrate.
Don’t	<ul style="list-style-type: none"> • Discuss politics in the voting location. • Interfere or disrupt the voting process.



NOTE: Except for candidate’s representatives and the poll supervisor, the *Elections Act* forbids the use of all electronic communications in the voting location. Cell phones or any audio or communication devices are not to be used by any elector in the voting location. A poll supervisor or election worker may use a communication device for election business only.

4. The Voting Process

The voting process is intended to be a positive experience for electors and election workers facilitating the process. At times, electors may be confused or not understand the process and it is important as an election worker to handle each unique experience professionally and with patience.

4.1. Electors Entering the Poll

Often when an elector enters a poll they do not know where to go. It is important to ensure electors are guided to the registration table where you are working.

Some voting locations with three or more polls will have an information officer stationed at the door to greet and direct electors. Single or double polls may not have an information officer. You are responsible for registering the elector as the first step in the voting process.

4.2. Who Can Vote at your Voting Location

To be eligible to vote in Nova Scotia, an elector must:

- Be a Canadian citizen;
- Be at least 18 years of age on election day; and
- Have resided in the Province for six months immediately preceding the date of the writ (see Date of Writ on page 2).

There are a few factors that determine where an elector can vote; the main factor being their residential address. Addresses are assigned to polls by the returning officer who also assigns polls to specific voting locations; this process ultimately determines where an elector votes.

Electors can also obtain Transfer Certificates to vote at a voting location other than where they are assigned. Often candidates, election workers, or those electors with accessibility considerations use the Transfer Certificate option.

The two tools you will use most to determine if an elector is assigned to your voting location, are the Official List of Electors and the street key (which is a tool that details all the addresses assigned to your voting location).

**Determining
an Elector's
Poll**

If an elector is unsure if they are at the right voting location, you will need to determine the poll number assigned to their address by following the steps below.

1. Search for the elector's address on the street key.

If the elector's address is found, note the poll number and proceed to Step 2. If not, refer to Steps 1a. or 1b.

- a. If the elector's address is **not located** on the street key, have them refer to the large map provided and indicate where they live by pointing to it on the map.
- b. If the elector **cannot** locate their address on the map, have your poll supervisor or DRO assist the elector by contacting the returning office to determine where the elector should be voting.

2. Use the poll number assigned to their address.

- a. If the poll is assigned to your voting location, the elector is in the correct place.

If the poll is not assigned to your voting location, refer to the list of voting locations to determine which location the poll number is assigned to, and direct the elector to that voting location.

4.3. Voting Documents

There are three types of voting documents you will need to be familiar with:

- The Voter Information Card (VIC) (F043) (See Figures 3 and 4)
- The Letter of Confirmation (F045)
- The Polling Day Card (F044) (See Figures 6a & 6b).

Voting documents are given to the DROs in exchange for a ballot and become part of the Record of Poll.

4.3.1 Voter Information Card (VIC) (F043)

When electors come to vote, the majority will have a VIC. The VIC contains their personal information and provides them with details on their assigned election day voting location.

Some electors may have a VIC that was sent to their residence but addressed to a prior resident. These are placed in the **O-Returning Voting Documents (F357)** envelope.

4.3.2 Letters of Confirmation (F045)

A **Letter of Confirmation (F045)** is a voting document provided to electors if they were added to the Official List of Electors or changed their elector information after the VICs were issued. An elector who presents a **Letter of Confirmation (F045)** is provided a **Polling Day Card (F044)**.

4.3.3 Polling Day Card (F044)

A **Polling Day Card (F044)** is a card provided to electors who have come to vote without a valid voting document. The following are reasons to provide a **Polling Day Card (F044)**:

- they did not bring their VIC
- their information is to be corrected
- they need to be added to the Official List of Electors
- they presented a Letter of Confirmation instead of a VIC
- they presented a Transfer Certificate to vote at that location

Regardless of whether the elector has a VIC or not, they are able to vote. The steps to register the elector will differ based on the scenario.

4.4. Acceptable Identification

You must always ask an elector to:

- ✓ repeat their name and address
- ✓ provide acceptable identification

It is your responsibility to confirm with the elector that their information is correct and that the identification they have provided is acceptable. See the chart of examples of **Acceptable Forms of Identification (F300)** (See Figure 1). Acceptable identification documents must include:

- the elector's name
- the elector's current civic (same as residential) address

If no identification is provided, the elector is advised that they must sign a declaration declaring that they are that person and they are qualified to vote. If they refuse to sign the declaration they are not allowed to vote and must leave the poll.

If the elector is unable to sign the declaration, they must take the declaration verbally. On behalf of the elector, the poll clerk must sign and date the declaration and insert "elector verbally declared."



NOTE: You may be questioned about 'vouching' for someone without identification. The *Elections Act* does not permit 'vouching,' which is the practice of having another elector confirm an elector's identity by taking a declaration. The elector vouches for themselves by signing a declaration that they are who they say they are and are eligible to vote. Once the declaration has been signed, the elector will be permitted to vote.

4.5. Elector Registration

If you are working at a multiple poll voting location, you will likely be assigned to either the 'registration table' or the 'revision table'.

Read the instructions on multiple poll voting locations below to determine which of the examples provided will be relevant to your job on Election Day.

Multiple Poll Voting Location Instructions

In voting locations where there are more than two polls (referred to as multiple polls), an information officer will be appointed to greet electors. If the voting location has polling divisions with new streets or subdivisions, new apartment or condominium buildings or apartment buildings with a high turnover of residents (such as university areas or military housing) then "revising poll clerks" should be hired and designated at the poll.

In addition to the 'registration table', there will be a 'revision table' for electors who either require a change made to their elector information or need to be added to the Official List of Electors

At these locations, the information officer will direct each elector to the appropriate table:

- If the elector has a VIC and no changes are required, the information officer will send them immediately to the 'registration table'.
- If the elector does not have a VIC or needs changes made, the information officer will direct them to the 'revision table'.



NOTE: If the voting location does not have a dedicated 'revision table' the 'registration table' will also handle all revisions.

4.6. Processing Electors


The following scenarios are intended to provide you with examples of the most common situations you may deal with when processing electors and the steps necessary to complete the elector registration or revision.

- **Scenarios A to C** deal with an elector who is on the Official List of Electors, requires **no changes** to their information and may or may not have the necessary voting documents and identification to vote.
- **Scenarios D to F** deal with an elector who is on the Official List of Electors, requires **changes** to their information and may or may not have the necessary voting documents and identification to vote.



NOTE: An elector who is on the Official List of Electors, has provided ID and requires no changes to their information does not have to sign the Elector Declaration sticker and they can still vote.

<p><u>Scenario A:</u></p> <p>Elector:</p> <ul style="list-style-type: none"> • has a VIC or Letter of Confirmation • has acceptable identification (refer to F300) • does not require changes to their information • is on the Official List of Electors (See Figure 2) for the voting location where you are working 	<p>You:</p> <ol style="list-style-type: none"> 1. Ask the elector if they have brought their VIC or Letter of Confirmation [the elector has]. 2. Look at the VIC or Letter of Confirmation provided, ask the elector to state their name and civic address and ask that they show you acceptable identification. 3. Confirm with the elector that the information on their VIC or Letter of Confirmation is current and correct by comparing their identification and the name and address they verbally provided. 4. Find the elector’s name on the Official List of Electors. 5. Draw a line through the elector’s name. 6. Proceed with processing the elector. <ol style="list-style-type: none"> a. If the elector has a VIC: <ol style="list-style-type: none"> i. Place an Elector Declaration Sticker (F405) on the back of the VIC (See Figure 5) ii. Enter the elector’s no. from the Official List of Electors in the “Elector’s No. On List” square, and the type of ID provided. b. If the elector has a Letter of Confirmation, follow the steps below to complete a Polling Day Card (F044): <ol style="list-style-type: none"> i. On the front of the card, print the elector’s full name and poll no. ii. Place an “X” in the “On List” square and initial the card in the bottom left corner. iii. On the back of the card, complete the Election Declaration by entering:
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	<ul style="list-style-type: none">• the Elector’s No. on the Official List of Electors (See Figure 2) in the “Elector’s No. On List” square in the top right corner• the type of ID provided by the elector <p>iv. Place the Letter of Confirmation in the O-Returned Voting Documents envelope (F357).</p> <p>7. Request the elector sign and date the Elector Declaration and explain that, by signing, they are declaring that they are eligible to vote and have not previously voted in this election.</p> <p>8. Hand the VIC or Polling Day Card (See Figures 6a & 6b) to the elector and direct them to the DRO for their poll.</p> <hr/> <p> NOTE: If the elector refuses to sign the Elector Declaration as noted in Step 7, they are still entitled to vote, because they did not require changes to their information on the Official List of Electors.</p> <hr/>
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Scenario B:

Elector:

- **does not** have a Voter Information Card (VIC) or Letter of Confirmation
- has acceptable identification (refer to F300)
- does not require changes to their information
- is on the Official List of Electors (See Figure 2) for the voting location where you are working

You:

1. Ask the elector if they have brought their VIC or Letter of Confirmation [the elector has not].
2. Ask the elector to state their name and civic address and to provide acceptable identification.
3. Find the elector's name on the Official List of Electors.
4. Compare the information on the Official List of Electors with the identification provided by the elector.
5. Draw a line through the elector's name.
6. Complete a Polling Day Card (See Figures 6a & 6b), as detailed in Step 6b. for Scenario A.
7. Request the elector sign and date the Elector Declaration and explain that, by signing, they are declaring that they are eligible to vote and have not previously voted in this election.
8. Hand the Polling Day Card to the elector and direct them to the DRO for their poll.



NOTE: If the elector refuses to sign the Elector Declaration as noted in Step 7, they are still entitled to vote, because they did not require changes to their information on the Official List of Electors.

Scenario C:

Elector:

- does not have a VIC, Letter of Confirmation
- does not have identification (refer to F300)
- does not require changes to their information,
- is on the Official List of Electors (See Figure 2) for the voting location where you are working
- **elector must sign the Elector Declaration**

You:

1. Ask the elector if they have brought their VIC or Letter of Confirmation [the elector has not].
2. Ask the elector to state their name and civic address and to provide acceptable identification [the elector has no acceptable ID].
3. Find the elector's name on the Official List of Electors based on the name and address the elector has verbally provided.
4. Complete a Polling Day Card (See Figures 6a & 6b), as detailed in Step 6b. for Scenario A.
5. Request the elector sign and date the Elector Declaration and explain that, by signing, they are declaring that they are eligible to vote and have not previously voted in this election.



NOTE: If the elector refuses to sign the Elector Declaration, they are not allowed to vote. Refer to section 5.2 for instructions on how to deal with the situation.

Then draw a line through the Polling Day Card, place it in the **O-Returned Voting Documents envelope (F357)**, and make a note beside the elector's name on the Official List of Electors that they did not vote.

6. If the elector signs the Elector Declaration, hand the Polling Day Card to the elector and direct them to the DRO for their poll.

Scenario D:

Elector:

- has a VIC or Letter of Confirmation
- has acceptable identification (refer to F300)
- is on the Official List of Electors (See Figure 2) for the voting location you are working
- requires a change of name and address
- **elector must sign the Elector Declaration (on F100 & Polling Day Card)**

You:

1. Ask the elector if they have brought their VIC or Letter of Confirmation [the elector has].
2. Look at the VIC or Letter of Confirmation provided, ask the elector to state their name and civic address and ask that they show you acceptable identification [the elector states they need to change their name and address].
3. Search for the elector on the Official List of Electors by the elector's previous name.
4. Confirm on the street key that the elector's new address is assigned to polls within the voting location you are working [the address is]



NOTE: If the street key indicates that the elector's new address has them assigned to a poll at another voting location you must tell the elector their new poll number, and that they need to go to another voting location. Provide them with the name and address of the voting location they are to go to.

5. Inform the elector that an Elector Registration Form (F100) (See Figure 7) must be completed to update their information.
6. Draw a line through the elector's name on the Official List of Electors.
7. Complete an Elector Registration Form (F100) as follows:
 - a. **Section 1** – Place a checkmark in the box for "Change of Address" and "Change of Name".

- b. **Section 2** – Enter the elector’s old civic address.
- c. **Section 3** – Enter the elector’s previous name.
- d. **Section 4** – Enter the elector’s full name (last, first, middle). Enter the elector’s current civic address. Enter the elector’s date of birth (year, month, day). Enter the elector’s gender (F, M, X).



NOTE: The date of birth and gender are optional if the elector is already on the Official List of Electors.

- e. **Section 6** – Ask the elector to review the and confirm the information on the F100 is correct. Direct them to sign and date the F100 in section 6. The elector must sign the declaration as they have changed their information.



NOTE: If the elector refuses to sign the Elector Declaration, they are not allowed to vote. Refer to section 5.2 for instructions on how to deal with the situation.

- f. **Section 7** – Complete as follows:
 - i. place a checkmark in the box beside “Yes” and enter the type of identification provided.
 - ii. enter your electoral district and the poll no. which the elector resides in.”
 - iii. sign and date the form.
8. Keep the elector’s VIC or Letter of Confirmation and place it in the **O-Returned Voting Documents envelope (F357)**.

9. Complete a Polling Day Card (See Figure 6a & 6b), as detailed in Step 6b for Scenario A except you put an "X" in the Changed square and initial the bottom left corner.
10. Request the elector sign and date the Elector Declaration and explain that, by signing, they are declaring that they are eligible to vote and have not previously voted in this election.



NOTE: If the elector refuses to sign the Elector Declaration, they are not allowed to vote. Refer to section 5.2 for instructions on how to deal with the situation.

Then draw a line through the Polling Day Card, place it in the **O-Returned Voting Documents envelope (F357)**, and make a note beside the elector's name on the Official List of Electors that they did not vote.

11. If the elector signs the Elector Declaration, hand the Polling Day Card to the elector and direct them to the DRO for their poll.
12. Separate the **F100**:
 - a. Place the original white copy in tray F356 provided for that purpose.
 - b. Place the pink copy in another tray F356 to be available to the candidate's representatives.

Scenario E:

Elector:

- has recently moved and is unsure where they should be voting
- does not have a VIC or Letter of Confirmation
- does have acceptable identification (refer to F300) but the address on it is not their current address
- Elector is not found on the Official List of Electors
- **elector must sign the Elector Declaration (on F100 & Polling Day Card)**

You:

1. Ask the elector if they have brought their VIC or Letter of Confirmation [the elector has not]
2. Ask the elector to state their name and civic address and to provide acceptable identification [the address provided does not match the address on the elector's identification – the elector has recently moved]
3. Search for the elector's new address on the street key to determine that the poll is assigned to your voting location [the elector's new address is assigned to a poll at your voting location].



NOTE: If the street key indicates that the elector's new address has them assigned to a poll at another voting location you must tell the elector their new poll number (based on their new address) and that they need to go to another voting location and provide them the name and address of the voting location they are to go to.

4. Search for the elector on the Official List of Electors by the elector's name – this step needs to be done because if the elector is on the Official List of Electors at your voting location the revision is a change of address instead of an add [the elector is not found on the Official List of Electors].
5. Explain to the elector that an Elector Registration Form (F100) will need to be completed to add their information on the Official List of Electors.
6. Complete the Elector Registration Form (F100) as follows:

- a. **Section 1** – Place a checkmark in the box for “Addition to List of Electors (complete sections 4 & 6)”.
- b. **Section 4** – Enter the elector’s full name (last, first, middle). Enter the elector’s current civic address. Enter the elector’s date of birth (year, month, day). Enter the elector’s gender (F. M. X).
- c. **Section 6** – Ask the elector to review and confirm the information on the F100 is correct. Direct them to sign and date the F100 in section 6.



NOTE: If the elector refuses to sign the Elector Declaration, they are not allowed to vote. Refer to section 5.2 for instructions on how to deal with the situation.

- d. **Section 7** – Complete as follows:
 - i. place a checkmark in the box beside “Yes” and enter the type of identification provided.
 - ii. enter your electoral district and the poll no. which the elector resides in.
 - iii. sign and date the form.
7. Complete a Polling Day Card (See Figures 6a & 6b), as in Step 6b except you put an “X” in the “Add” square and on the back put an “A” in the Elector’s No. on List box.
8. Request the elector sign and date the Elector Declaration and explain that, by signing, they are declaring that they are eligible to vote and have not previously voted in this election.



NOTE: If the elector refuses to sign the Elector Declaration, they are not allowed to vote. Refer to section 5.2 for instructions on how to deal with the situation.

Then draw a line through the Polling Day Card, place it in the **O-Returned Voting Documents envelope (F357)**, and make a note beside the elector's name on the Official List of Electors that they did not vote.

9. If the elector signed, hand the Polling Day Card to the elector and direct them to the appropriate DRO.
10. Separate the **Elector Registration Form (F100)**:
 - a. Place the original in tray (F356) provided for that purpose.
 - b. Place the pink copy in another tray (F356) to be available to the candidate's representatives.

Scenario F:

Elector:

- has another person's VIC
- does have acceptable identification (refer to F300)
- is not on the Official List of Electors for the voting location where you are working
- **elector must sign the Elector Declaration**

You:

1. Ask the elector if they have brought their VIC or Letter of Confirmation [the elector hands you another individual's VIC and says it belongs to the individual who lived at the address previously].
2. Write "moved" on the VIC and place it in the **○-Returned Voting Documents envelope (F357)**.



NOTE: When an elector gives you a VIC that is not theirs, **do not** strike off the name of the elector that appears on the VIC from the Official List of Electors, as doing so would indicate that the named elector has voted.

3. Ask the elector to state their name and civic address and to provide acceptable identification [the elector provides acceptable identification].
4. Complete Steps 4-9 as detailed in Scenario E.

5. Circumstances that Occur Occasionally

The circumstances defined below are the most common challenges you will encounter during your work. The appropriate response to each of these situations has been provided below.

5.1. An Elector Wants to Decline Their Ballot

Situation:	An elector has stated to you that they want to decline their ballot.
Response:	<p>An elector is entitled to decline their ballot. Registering a voter that wishes to decline their vote is the same as registering any other voter.</p> <p>Register them as per the scenarios defined in Section 4, direct them to the DRO assigned to their poll, and advise them to inform the DRO that they wish to decline their ballot.</p>

5.2. An Elector Refuses to Make a Declaration

Situation:	An elector is asked to make a declaration and refuses. The elector does not meet the necessary requirements to vote without making a declaration.
Response:	<p>If an elector refuses to make a declaration the DRO/poll clerk should signal the poll supervisor to approach the table and they should explain the circumstances to the poll supervisor.</p> <p>The poll supervisor should permit the elector to voice their concerns and confirm that they must make a declaration. If the elector still refuses, explain to the elector they cannot vote and ask them to leave the voting location.</p>

5.3. Handling a Suspected Electoral Violation (possible fraudulent elector)

Situation:	<p>An election worker believes that a person has:</p> <ul style="list-style-type: none"> • impersonated another elector (by applying for a ballot in their name), or • attempted to vote knowing that they are not qualified to vote • and refuses to sign the Elector Declaration
Response:	<p>The poll clerk should signal the poll supervisor to approach the table to explain the circumstances. The poll supervisor should permit the elector to voice their concerns and confirm that they must sign the Elector Declaration. If the elector still refuses, explain to the elector they cannot vote and ask them to leave the voting location.</p>

5.4. A Candidate's Representative Disturbs the Voting Process

Situation:	<p>A candidate's representative objects to persons voting on the basis that they may not be Canadian citizens, or objects to any young elector on the basis that they are not of voting age.</p>
Response:	<p>Candidate's representatives are entitled to question an elector's qualifications to vote. The election worker should advise the candidate's representative that in signing the Elector Declaration each elector is declaring that they are qualified to vote.</p> <p>If the candidate's representative is not satisfied, the election worker should signal the poll supervisor to approach the table. The poll supervisor should advise both the candidate's representative and the elector that the objection will be documented and prepare an Incident Report (F150) of the event.</p> <p>If the objections become systematic, the candidate's representative's motives should be questioned. If the candidate's representative persists, the poll supervisor may need to escalate this issue to the returning officer to be resolved at the candidate level.</p>


5.5. An Elector Wants to opt out of the List of Electors

Situation:	An elector has come to vote but states they don't want to be on the List of Electors afterwards.
Response:	<p>Should an elector tell you they do not want to be on the list you:</p> <ol style="list-style-type: none"> 1. Advise them they have to complete Elector Registration Form (F100) as this is the form where the option to opt out from being on the list is captured. 2. Complete the F100 as follows: <ol style="list-style-type: none"> a) Enter the Elector's ID number as shown on the Official List of Electors, or 'A' if the elector is being added for this election only. b) Place a checkmark beside "Opt out of List." c) Enter the elector's current information: d) Elector's full name e) Elector's current civic address f) Elector's current mailing address g) Electoral district and the poll no. for the polling division in which the elector resides h) Date of birth and gender (only if not already on the list) i) The elector must sign and date the declaration stating that they wish to opt out of the List of Electors in Section 4. j) The elector must sign and date the declaration in Section 5. k) Complete Section 6 and sign as the election official. 3. Inform the elector that they will be required to re-register in order to vote in the next provincial election or by-election and that they will not be sent a Voter Information Card (VIC). The elector is then permitted to vote. 4. Do not separate the Elector Registration Form (F100). Place the intact form in the cardboard tray used for the original (white) copies of the F100. <p>If an elector refuses to make a declaration, signal the poll supervisor to approach, and explain the circumstances. The poll supervisor should permit the elector to voice their concerns and confirm that they must make a declaration. If the elector still refuses, explain to the elector they cannot vote and ask them to leave the voting location.</p>

5.6. Elector has been Marked as Voted (Personated Elector)

Situation:	An elector has come to vote, but their name has already been struck off; this could have occurred due to an administrative error. The process for registering this elector to vote will be different.
Response:	<ol style="list-style-type: none"> 1. Ask the elector if they have already voted in this election. 2. If the elector has indicated that they have not yet voted, signal the poll supervisor to approach – the poll supervisor will provide the Declaration of Personated Elector (F309) (See Figure 8). 3. Inform the elector that a line has already been drawn through their name on the Official List of Electors as having previously voted and explain that they must sign a Declaration of Personated Elector (F309), indicating that they have been advised of this situation and that they have not previously voted. 4. Have the elector sign the Declaration of Personated Elector (F309) and process the elector as per standard procedures. 5. After the elector has left with their Voting Document, give the elector’s completed Declaration of Personated Elector (F309) to the poll supervisor who will complete the steps necessary to document the situation. <p>If the elector refuses to sign the Declaration of Personated Elector (F309) they will not be allowed to proceed with voting.</p>

5.7. An Elector has a Transfer Certificate

Situation:	An elector has come to vote and presents a Transfer Certificate.
Response:	<p>1. Complete a Polling Day Card as follows:</p> <ol style="list-style-type: none"> a) On the front of the card print the elector’s full name and poll no. and place an “X” in the square beside “Transfer Certificate” and initial the card in the bottom left corner. b) On the Elector Declaration on the back of the Polling Day Card, enter: c) “T” (for transfer) in the “Elector’s No. On List” square d) The type of ID provided by the elector <ol style="list-style-type: none"> a. If no acceptable identification is provided, enter “none provided.” e) Have the elector sign and date the document and explain that, by signing, they are declaring that they are eligible to vote and have not previously voted in this election. f) Hand the Polling Day Card to the elector and direct them to the appropriate DRO. <p>2. On the Transfer Certificate:</p> <ol style="list-style-type: none"> a) Indicate that the elector presented the Transfer Certificate to vote b) Sign the document at the bottom c) Place the certificate in the W-Elector Registration Forms envelope (F426)
	<div style="display: flex; align-items: center;">  <p>NOTE: If the elector does not sign the Elector Declaration, they are not permitted to vote. Give the Transfer Certificate back to the elector and ask them to leave the voting location.</p> </div>

6. Closing the Poll and Preparing the Ballot Count

6.1. Closing the Registration Table and Revision Table (if applicable)

1. Have the poll supervisor collect from the DROs the H-Elector Revision Poll Record envelopes (F427).
2. Place the **white copies** of the Elector Registration Forms (F100) in the W-Elector Registration Forms envelopes (F426) (this includes any F100s that were rejected) and complete the front of the W-Elector Registration Forms envelopes (F426).
3. Working with the other poll clerks (if applicable) at the voting location organize the pink copies of the Elector Registration Forms (F100) into stacks by poll and place them in the corresponding H-Elector Revision Poll Record envelopes (F427).
4. Complete the front of the H-Elector Revision Poll Record envelopes (F427).



NOTE: If there is a revision table at your voting location, the W-Elector Registration Forms envelope (F426) and H-Elector Revision Poll Record envelope (F427) will only be used by the poll clerks at that table.

5. Provide the following to the poll supervisor:
 - The binder containing the Official List of Electors used to strike off electors who voted.
 - The O-Returned Voting Documents envelope (F357), the W-Elector Registration Forms envelopes (F426), and the H-Elector Revision Poll Record envelopes (F427).

6.2. Assisting in the Counting of Ballots

You will be assigned a role by the poll supervisor to assist with the counting of the ballots.

6.3. Clean-up and Sign Out


Once the count has been completed and all the materials and supplies have been packed up, the poll supervisor will provide you with instructions on cleaning up the voting location. After this work is completed, you **must** sign the **Election Worker Sign-in/Out Sheet (F136)**, agreeing to the number of hours you worked at this voting location.



NOTE: You **must** sign the **Election Worker Sign-in/Out Sheet (F136)** or you will not be paid.

Figure 1 – Acceptable Forms of Identification (F300)

2016/02




Acceptable Forms of Identification | Form 300


Acceptable Identification is:

ONE of these documents


Nova Scotia Driver's License¹



Nova Scotia Identification Card¹



Certificate of Indian Status Card



OR, TWO of these documents
(both documents containing the elector's name and at least one containing their current civic address²)

<ul style="list-style-type: none"> • Voter Information Card • Letter of Confirmation • University/college/school <i>Student Card</i> <i>Admissions letter</i> <i>Statement of tuition fees</i> • Health card • Canadian passport • Canadian citizenship card 	<ul style="list-style-type: none"> • Canadian Forces ID • Birth certificate • Social insurance card • Old age security card • Vehicle or residence insurance policy • Vehicle registration • Personalized cheque printed by bank 	<ul style="list-style-type: none"> • Credit card • Library card • Hospital bracelet (worn by patient in hospital) • Statement of account (telephone, power bill, credit card) • Statement of benefits (Canada Pension, Old Age Security, Employment Insurance)
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Other documents provided by the elector, showing their name and current civic address of their residence, may be accepted by the poll supervisor or returning officer.


Both hard copy and/or electronic documents are acceptable.

¹ These documents must contain the elector's current civic address, if not, then one other document must be provided with their current civic address.

² Civic address is the address where the elector is resident and includes unit number, civic number and suffix, street name, street type, street direction, and community name.

Figure 2 – Official List of Electors

(shows where to find the 'Elector's No. on List')



-----CONFIDENTIAL INFORMATION-----

Official List of Electors

Electoral District of 01-Annapolis - Poll 001

2016-06-21 09:54 AM

Page 1 of 10

Ele. No. on List	Elector ID	Elector Name	Civic Address	Vote	Trans. Poll-to
1	306641	ACKER, KYLE BAZIL	63 Middlesex Rd, Bear River		
2	307043	ACKER, PATRICIA MARIE	63 Middlesex Rd, Bear River		
3	886833	ACKER, SHIRLEY VELETTE	63 Middlesex Rd, Bear River		
4	304572	ADAMS, KATHRYN MARIE	182 Greenland Rd, Greenland		
5	872799	ADSETT, EVANGELINE LYNN	5 Pine Ridge Rd, Bear River 6		
6	299462	AKN, ANGELA CHRISTINE	10 Greenland Rd, Greenland		
7	299461	AKN, ROBIN WILLIAM	10 Greenland Rd, Greenland		
8	898443	AKN, THERESA DARLENE	10 Greenland Rd, Greenland		
9	303775	ALLEN, SHIRLEY S	86 Middlesex Rd, Bear River		
10	303774	ALLEN, WILFRED WILLIAM	86 Middlesex Rd, Bear River		
11	307531	BAILEY, ELEANOR MARIE	24 Session St, Bear River		

Figure 3 – Voter Information Card (VIC) - Front






 ELECTIONS NOVA SCOTIA 202 Brownlow Avenue, Suite 505, Halifax, NS B3L 2J1	 87654321	 CANADA POSTES POST CANADA Foreign Post Lettermail Post-Étranger 3201937
2025 Nova Scotia Provincial Election Voter Information Card		
<p>Bring this card and your ID when you come to vote.</p> <p>Find out more about voting in this election Visit electionsnovascotia.ca Call 1-800-xxx-xxxx</p> <p>All voting places are wheelchair accessible  unless marked with a non-accessible icon .</p>		<p>Dorothy Annemarie Winslow-Weinstein 202 Brownlow Avenue Apt 202 Dartmouth, Nova Scotia B3L 2J1</p>

Figure 4 – Voter Information Card (VIC) – Back



Where to vote before Election Day	
Truro–Bible Hill–Millbrook–Salmon River Returning Office 76 Birch Street, New Glasgow	Monday to Saturday • 9 am to 6 pm Thursdays and Fridays • 9 am to 8 pm
Truro–Bible Hill–Millbrook–Salmon River Community Centre 98 Green Road, New Glasgow	July 3 to July 14 Monday to Saturday • 9 am to 6 pm Thursday July 10 • 9 am to 8 pm Friday July 11 • 9 am to 8 pm
Jolly Peepers Day Care Centre 123 Barrington Street, New Glasgow	July 5 to July 14 Monday to Saturday • 9 am to 6 pm
 North Hills Legion 567 North Avenue, New Glasgow	Thursday July 10 • 9 am to 8 pm Friday July 11 • 9 am to 8 pm
Prospect Road Junior High 45 Smith Avenue, New Glasgow	
Where to vote on Election Day • July 15	
White Road Community Centre 123 White Street, New Glasgow	9 am to 8 pm
<p>Your civic address: 202 Brownlow Avenue, Apt 202, Dartmouth Your Electoral district: Truro–Bible Hill–Millbrook–Salmon River</p> <p style="text-align: right;">Your Poll: 28</p>	

Figure 5 – Elector Declaration Sticker (F405)



**ELECTIONS
NOVA SCOTIA**

Elector Declaration – Election Day
Form 405-16/05

Elector No. on List
 "A" if Added or
 "T" if Transfer Certificate

I DECLARE THAT:
 I am a qualified elector because I am a Canadian citizen, am 18 years of age or older, have lived in Nova Scotia for 6 months preceding the date of the writ of election and have not previously voted during this election. I further declare that to the best of my knowledge, the information contained herein is true and accurate and is of the same force and effect as if made under oath.

Signature of Elector _____ Date _____

Declaration Taken

Ballot(s) Cancelled _____

Ballot Taken from Poll

Objection

DRO Poll Clerk


Type of ID Provided _____

An elector who does not provide acceptable ID must sign this declaration before a ballot may be issued.

VOTED

Comments _____

Figure 6a – Polling Day Card (F044) - Front



**ELECTIONS
NOVA SCOTIA**

Form 044-15/10

Poll No.

ELECTION DAY POLLING DAY CARD

Electoral District _____


Elector's Name _____

On List Changed
 Added Transfer Certificate

Poll Clerk Initials

Comments: _____

Figure 6b – Polling Day Card (F044) - Back



**ELECTIONS
NOVA SCOTIA**

Elector Declaration – Election Day
Form 405-16/05

Elector No. on List
"A" if Added or
"T" if Transfer Certificate

I DECLARE THAT:
I am a qualified elector because I am a Canadian citizen, am 18 years of age or older, have lived in Nova Scotia for 6 months preceding the date of the writ of election and have not previously voted during this election. I further declare that to the best of my knowledge, the information contained herein is true and accurate and is of the same force and effect as if made under oath.

Signature of Elector _____ Date _____

Declaration Taken

Ballot(s) Cancelled

Ballot Taken from Poll

Objection

DRO Poll Clerk

Type of ID Provided _____

An elector who does not provide acceptable ID must sign this declaration before a ballot may be issued.

VOTED

Comments _____

Figure 87 – Elector Registration Form (F100)



 ELECTIONS NOVA SCOTIA		Elector Registration Form		F100 19/10
<p>Please print in BLOCK LETTERS</p>				
1. Type of Application				
<input type="checkbox"/> Addition to List of Electors (complete sections 4 & 6)		<input type="checkbox"/> Change of name (complete sections 3, 4 & 6)		
<input type="checkbox"/> Change of address (complete sections 2, 4 & 6)		<input type="checkbox"/> Opt out of List of Electors (complete sections 4, 5 & 6)		
2. Change of Address (only complete if you believe we have an old address for you)				
Enter old civic address here and your new address in Section 4				
BLDG # & Suffix	Unit	Street/Road Name	Community	Postal Code
3. Change of Name (only complete if you have changed your name)				
Enter your old name here and your new name in Section 4				
Last Name	First Name	Middle Name		
4. Elector Information (must be completed)				
Full Name of Elector				
Last Name	First Name	Middle Name		
Current Civic Address of Elector				
BLDG # & Suffix	Unit	Street/Road Name	Community	Postal Code
Mailing Address (if different from civic address) include community & postal code			Community	Postal Code
Date of Birth If the elector is being added to the List of Electors, date of birth must be entered, or the elector is not permitted to vote.			Gender (Sex) Check one of the boxes below:	
Year	Month	Day	<input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> X	
5. Opt Out of List of Electors				
I declare that I wish to opt out of the List of Electors and the Register of Electors. I understand that I will have to request that my name be added to the List of Electors for the next provincial election or by-election in order to vote.				
_____ Signature of Elector			_____ Date (yyyy/mm/dd)	
6. Declaration (must be completed)				
I am a qualified elector because I am a Canadian citizen, am 18 years of age or older on election day and have lived in Nova Scotia for 6 months preceding the date of the writ of election. I further declare that to the best of my knowledge, the information contained herein is true and accurate and is of the same force and effect as if made under oath.				
_____ Signature of Elector			_____ Date (yyyy/mm/dd)	
7. For Use by the Election Officer				
Acceptable identification provided by elector: No <input type="checkbox"/> Yes <input type="checkbox"/> Identification Document Type: _____				
Elector District:			Poll No.:	
Election Officer Signature:			Date:	

Figure 9 – Declaration of Personated Elector (F309)

2016/02	
 ELECTIONS NOVA SCOTIA	Declaration of Personated Elector Form 309
PLEASE PRINT IN BLOCK LETTERS	
I, _____ declare that	
(full name of elector)	
1. I have been advised by the election officer that a person has previously voted under my name at this election.	
2. I have not previously voted nor will attempt to vote at any other poll at this election after I have voted.	
ELECTION OFFICER	SIGNATURE OF ELECTOR
DATE (yyyy/mm/dd)	ELECTOR ID