



# VOTER EDUCATION MODULE



LAKE COUNTY BOARD OF  
ELECTIONS & REGISTRATION

Revised: January 22, 2024

Dear Voter,

In a nation where voter confidence has been on a steady decline, election administrators have found themselves battling misinformation and a great deal of distrust. For some administrators, it has become their passion to shed light on a process they know to be sound even while they look to find areas for improvement. Election administrators have found inspiration in the famous words of Justice Louis Brandeis who stated “Sunlight is said to be the best of disinfectants” and Nelson Mandela who stated “Education is the most powerful weapon which you can use to change the world.” In that spirit, the Voter Education Module seeks to highlight the election laws and processes in Indiana and provide transparency to Hoosier voters.

We appreciate your interest in Indiana elections. We have been listening and have compiled this booklet based on the most common questions we receive and your concerns. We hope you find this information helpful. Thank you for taking the time to review these materials. We always appreciate the opportunity to share our knowledge and passion for the electoral process. Please do not hesitate to reach out to us!

Respectfully,



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# Lake County Board of Elections & Registration

## Voter Education Module

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## **Election Integrity in Indiana**

Election integrity and voter confidence are critical for the overall health of the nation and the electoral process by which public officials are elected. The time, place, and manner requirements of elections are dictated to the states in the Electoral Clause(s) of the United States Constitution. As such, blanket policies or responses to the statutes of 50 states and over 3,000 county units of government are neither appropriate nor effective. Here, in Indiana, election administrators, legislators, and passionate stakeholders remain dedicated to the promotion of election integrity.

The best response plan must be multi-faceted and multi-jurisdictional with a goal of improving the overall voting experience. State officials, county election boards, and election administrators have spent decades striving to improve the voter experience and the electoral process.

### **Key Points and Areas of Focus include:**

- The introduction of the Statewide Voter Registration System and participation in the Voter List Maintenance project to keep the voter rolls clean.
- Photo identification for Early Voting and Election Day Voting
- Secure and bipartisan dual control of election materials and vote tabulations
- Rigorous certification process for voting machines and Poll Pads
- Voting machines which are not connected to the internet
- Poll Pads with off-line files (not connected to SVRS) help to ensure voters are not casting more than one vote or voting in the incorrect precinct
- Required implementation of VVPAT by July 1, 2024 which provides a second set of data which is memorialized on paper, verified by the voter prior to casting their vote, and locked in a sealed cabinet to be compared to the data in the voting machine during post-election audits
- Required comparison and reconciliation of Poll Pads sign-ins and votes cast on machine
- Grant opportunities through the Secretary of State to help Indiana counties to further ensure fair, honest and secure elections and boost voter confidence.

## Voting in Indiana

"We can all agree on the importance of voting." – Jenna Bush

"There's no such thing as a vote that doesn't matter." – Barack Obama

"Someone struggled for your right to vote. Use it." – Susan B. Anthony

- Elections are heavily regulated by Indiana Code and run by the Circuit Court Clerk with the exception of Lake County, Porter County, and Tippecanoe County where the elections are run by a combined board of elections and registration. County specific legislation covers the key players and parts of the process for the three counties of exception. The remainder of the process is covered, generally, in Title III of the Indiana Code.
- The Indiana Constitution requires the Indiana General Assembly to provide for the registration of all persons eligible to vote. Registration is not automatic, each voter must take responsibility for applying to register to vote.
- The Secretary of State is the chief election official in Indiana.
- Republican or Democrat county chairpersons also may certify party affiliation for a declaration of candidacy.
- The VOTER touches the PollPad to select their party affiliation in a Primary Election!

### Primary Election

First Tuesday after the first Monday  
in May

To receive a ballot, choose  
Democrat, Republican, or Public  
Question Only

**\*\*This officially determines your  
party affiliation pursuant to Indiana  
Code 3-10-1-24 as a voter in the  
primary election.**

Vote for the candidates for your  
affiliated party

### General Election

First Tuesday after the first Monday  
in November

Candidates from all parties will be  
on the ballot. Voters can choose  
between voting for individuals or  
straight party voting.

Straight party voters will still need  
to select their choices for certain  
races such as school board, offices  
with more than 1 vacancy, or public  
questions.

## HOW DO I REGISTER TO VOTE?

Are you a United States Citizen?



Are you a resident of Indiana?



Will you be 18 years of age or older on or before the next General, Municipal, or Special Election?



Are you currently imprisoned after being convicted of a crime?



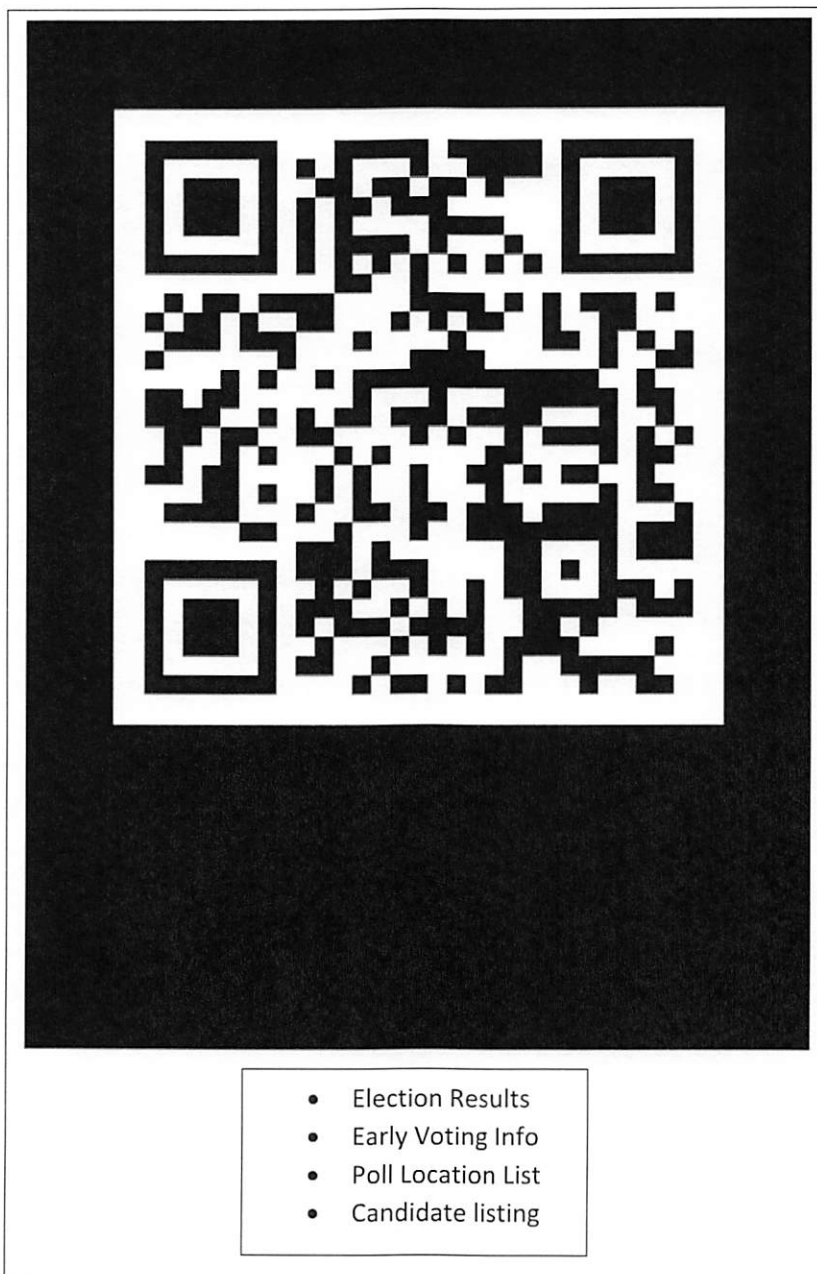
Register to vote!

(Note: Voter Registration period closes at the close of business on the 29<sup>th</sup> day before the election is scheduled to occur.)

- Submit a completed application to the circuit court clerk or board of registration in-person by hand delivery before the close of business
- By mail, post marked on or before registration deadline OR illegible or missing post mark may be received by Monday following close of registration
- On-line at [www.IndianaVoters.com](http://www.IndianaVoters.com) by 11:59pm
- ONLY current federal or Indiana forms may be used.
- You are registered to vote after the form is processed and the 7-day pending period is cleared.

# Lake County Board of Elections and Registration

Scan QR Code with Camera Phone





# Office of the Indiana Secretary of State

([www.IndianaVoters.com](http://www.IndianaVoters.com))

Scan QR Code with Camera Phone



#### Voter Portal

- Register to Vote
- Who's on My Ballot?
- Where do I Vote?
- Application and Voting Status



## **The Statewide Voter Registration System** **(SVRS)**

The Statewide Voter Registration System (SVRS) serves the purpose of aiding Indiana election officials in managing election data and voter registrations for the State of Indiana.

- Access to the system is heavily regulated and guarded with required two-factor authentication.
- All transactions are documented with time stamped entry and activity logs.

*“ So when you don ’t vote, what you ’re really doing is letting someone else take power over your own life.” ~ Michelle Obama, former First Lady*

SVRS became active on January 23, 2006.

*“This, for the first time ever, is a universal window to the more than four million voters in Indiana. With this previously unavailable technology, we are now able to improve the integrity and accuracy of Indiana’s voter rolls in a way that has never before been possible.” ~ Indiana Secretary of State Todd Rokita (2006)*

SVRS provides regular reporting for BMV and on-line registrations as well as Department of Correction (post-conviction incarcerations), incomplete registrations (handwritten or on-line), transfers, and death records. Absentee applications are also tracked within SVRS for each election.

Always looking to improve, counties submit request for enhancements. Lake County participates in this process regularly. Frequent trainings and hotfixes are made available to assist agencies in utilizing the program to the best of its abilities.

“Full Service Agencies” accept registration forms for persons conducting only specific types of transactions with the office. Full Service Agencies include BMV, FSSA, DWD, DOH, and Law Enforcement Agencies. They do not accept completed forms from the general public.

### **Voter List Maintenance (VLM)**

Required by law, the on-going process identifies possible outdated voter registration information to help improve the accuracy and integrity of Indiana’s voter registration list. The process begins with “active” voters who are sent a postcard. Without specific activity (ie responding to outreach materials, signing a petition, or voting), a voter’s status may be moved to “inactive”. This does not mean they can’t vote. A voter’s registration record status will be moved from “inactive” to “cancelled” following inactivity through two federal general elections.

A person’s voter registration history is never removed from SVRS, instead, the status is updated.

## **Voter Moved and VRG 4/12**

### **More than 30 days prior to a primary, general, or special election:**

Voters will need to complete a State of Indiana VRG -7, VRG-11, or a federal voter registration application, or complete the on-line application at [www.IndianaVoters.com](http://www.IndianaVoters.com)

### **Less than 30 days prior to a primary, general, or special election either when submitting the absentee ballot application or when voting in-person:**

Voters will need to complete the VRG 4/12.

- The VRG 4/12 updates the voter's registration information when they are requesting a ballot.
- The VRG 4/12 always comes from the old precinct where the voter was previously registered. It will not come from the precinct in which the new residence is located.
- During a municipal election (2023, 2027, 2031 etc.) the voter has to have moved within the same city or town to vote in their old precinct one last time. If there is no election in the old precinct, there will not be an election for them to go back and vote in.
- If a voter has moved from one precinct to another within the same county and congressional district before Election Day, the voter may complete the VRG 4/12 and vote in the precinct of the former residence.
- Poll workers will follow the flowchart from the Indiana Election Day Handbook provided in the inspector kit.

## Voter Not in PollPad

If the voter arrives at a poll location and the poll worker is unable to find the voter in the PollPad, the poll worker or inspector should call the Lake County Board of Elections and Registration (LCBER). Please make sure the inspector has the correct spelling and possible alternate names the voter could be listed under.

The Poll Pads are not connected to the Statewide Voter Registration System (SVRS). Poll Pads allow poll workers to check-in voters with an off-line file. Indiana was the first of the states to require Poll Pad certification for use in Indiana elections, still today, not all states require Poll Pads to be certified for use in their state. Indiana was the model the Election Assistance Commission used to create the E Poll Book (Poll Pad) Standards. Poll Pads must be re-certified every two years. The safety and security of Poll Pads has been reviewed by Cybersecurity and Infrastructure Security Agency (CISA) and Department of Homeland Security (DHS), as well as others. Poll Pads help provide secure elections by communicating over an encrypted peer-to-peer network to sync check-in data. Voting results are not transmitted on Poll Pads. If poll workers have difficulty locating someone in the Poll Pad, they should contact the LCBER office at (219) 755-3795. The office staff will be able to conduct a search directly in the SVRS system. Additionally, a printed poll book is included in the inspector kits for emergency use.

Note: The only ways a voter is allowed to vote on the actual voting machine are:

1. If the voter is located in the Poll Pad
2. Office staff issues a Certificate of Error which must be logged on the PRE-16 and Certificate of Error Log by the poll worker.
3. If the voter is cancelled at the same address and submits a VRG 4/12.
4. Other fail-safe options as noted in the Indiana Election Day Handbook.
5. **All other voters must vote a provisional ballot!**

Poll Pads are commonly known as EPoll Books.

## Selecting Party Affiliation or Public Question in Primary

In Indiana, pursuant to state law, voters must declare their party affiliation in order to vote in the Primary Election in May. This is not done in the General Election in November. The choice will be either Democrat, Republican, or Public Question Only (if one exists for that precinct). If there is no Democrat, Republican, or Public Question on the ballot in that particular precinct, it will not be an option on the PollPad.

### The VOTER touches the PollPad to select their party affiliation!!

Once the voter has made their selection and signed the PollPad, the selection MAY NOT be changed!! Voters MAY NOT vote on the machine for a party other than the one they selected and is printed on the PollPad receipt.

### **Pursuant to Indiana Code 3-10-1-24:**

**The poll clerks shall require the voter to verify their name, address, and party affiliation (in a primary).**

**Once the voter's party is entered into the electronic poll book, the voter may not change the choice of the voter's party.**

### **Sample Image from PollPad (EPoll Book)**

#### **VOTER MUST SELECT PARTY AFFILIATION**

1. For Primary Elections, Turn the Poll-Pad to the Voter and allow the Voter to select their Party Affiliation by **tapping the button only one time**. The Clerk will then select "Accept."

The screenshot shows a digital interface for party selection. At the top left is the Indiana County logo and the text "Indiana County Ballot Book". In the center, it says "PARTY SELECTION". To the right are two buttons: "GO BACK" and "ACCEPT". Below this, a prompt reads "Choose your party and tap Accept button to continue." There are two buttons for party selection: "Democrat" and "Republican".

**Voter will select their party affiliation!**

## **Straight Party Voting**

You are not required to vote a straight party ticket. If you do choose to use this method, it is important to note that certain races and ballot choices made after selecting a straight party ticket ballot, can affect the straight party ticket option. Please remember these key points.

1. Straight party ticket votes do not apply to positions in which you are able to make more than one selection (ie at-large council races or township board races).
2. Straight party ticket votes do not apply to non-partisan races such as school board positions.
3. Straight party ticket votes do not apply to “Yes” or “No” choices such as public questions or judicial retentions.
4. If you select the straight party ticket then make an individual selection for a candidate who is not affiliated with the original straight party ticket selection, the straight party option will no longer be activated.
5. If there is not a candidate from a political party on a specific ballot, the straight party ticket option will not be available.

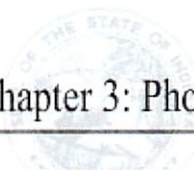
Definitive guidance on straight party ticket voting can be found in Indiana code 3-12-1-7.



## Photo ID Law

(Excerpt from Indiana Election Day Handbook)

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### Chapter 3: Photo ID

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#### General Information

- Each voter must provide government-issued photo ID to an election officer (the inspector, one of the judges, poll clerks, assistant poll clerks, or the election sheriffs) before signing the poll list. **Only one of the election officers nominated by the Democratic Party and one of the election officers nominated by the Republican Party is entitled to ask the voter to provide photo ID.**

#### **An ID used for voting purposes must meet ALL of these four criteria:**

- The voter's ID **displays the voter's photo.**
- The voter's **name on the ID must conform** to the name on the voter registration record.
  - Conform does not mean match identically.** For example, people not only use their given first name or common nicknames for their first name but also substitute their middle name for their given first name. People also commonly substitute an initial for their given first or middle name. Below are examples of names that would conform to "Robert John Crew":

Robert John Crew	Robert J. Crew
Robert Crew	R. John Crew
R. J. Crew	Bob John Crew
Bob J. Crew	Bob Crew
John Crew	J. Crew
- With one exception, the voter's ID must **contain an expiration date** and either still be current or have expired sometime after the date of the most recent General Election (**November 8, 2022**):
  - Military or veteran IDs with expiration dates of "INDEF" meet this requirement
  - The following IDs need **NOT** contain an expiration date, as long as they comply with the other requirements: IDs issued by the U.S. Department of Defense, the U.S. Department of Veterans Affairs (or Veterans Administration) a branch of the uniformed services, the Merchant Marines or the Indiana National Guard, or a Native American Indian tribe or band recognized by the U.S. government.
- The voter's ID must be **issued by the State of Indiana or the U.S. government.**

*In most cases, an Indiana driver's license, Indiana photo ID card, Military or Veteran ID or US passport meets the state's photo ID requirements.*

**NOTE:** The address on the voter's photo ID does **NOT** need to match the address on the voter registration record. However, certain "first time" voters who registered by mail will be required to provide additional residence documentation that DOES match their address on the voter registration record. (See Chapter Four on Additional Residence Documentation Requirements.)

## **Poll Locations and the Chute**

The polling location and the chute are protected areas. Only certain people can be in the area and it is reserved for the purpose of conducting an election. The poll location includes the room where the PollPads and the voting machines are set up as well as the chute. The “chute” is defined in Indiana statute and is also part of the protected area. The 50-foot chute is measured from the entrance to the room in which the voting machines are located. This could be entirely inside a building or it may extend to the outside of the building. A 50-foot rope is provided in all inspector kits to assist in marking the chute.

### **IC 3-5-2-10"Chute"**

Sec. 10. "Chute" means the area or pathway that extends fifty (50) feet in length, measured from the entrance to the polls. If the property line of the polling place is less than fifty (50) feet from the door or entrance to the polling place, the chute is measured from the exterior door or entrance to the polling place to one-half (1/2) the distance to the property line of the polling place nearest to the entrance to the polls. Whenever there are two (2) or more doors or entrances to the polls, the inspector of the precinct shall designate one (1) door or entrance as the door for voters to enter for the purpose of voting.

[Pre-1986 Recodification Citation: 3-1-1-2 part.]

*As added by P.L.5-1986, SEC.1. Amended by P.L.69-2003, SEC.1; P.L.14-2004, SEC.1.*

### **IC 3-5-2-39"Polls"**

Sec. 39. "Polls" means the room in a structure where the voters of a precinct vote by casting ballots on election day.

[Pre-1986 Recodification Citation: 3-1-1-2 part.]

*As added by P.L.5-1986, SEC.1. Amended by P.L.3-1987, SEC.9; P.L.169-2015, SEC.2.*

- During Early Voting, the 50-foot area is described in Indiana Code 3-14-3-16.



## Who is Allowed in the Poll Location on Election Day

### Who is Allowed in the Polling Place?

1. Voters casting ballots (and children under 18 years of age accompanying the voter);
2. Precinct election officials (inspector, judges, poll clerks, assistants and sheriffs);
3. Deputy election commissioners;
4. Challengers, watchers (Democrat, Republican, or media), and poll book holders with credentials;
5. An individual authorized to assist a voter in voting (See Chapter Nine on Accessibility);
6. A county election board member, acting on behalf of the board;
7. A voting system mechanic (technician), to repair a voting system, with credentials signed by each member of the county election board;
8. The county chairman or county vice-chairman of a political party with credentials signed by each member of the county election board. However, a county chairman or vice-chairman who is a candidate for nomination or election to office may not enter the polls, except to vote in his or her own precinct.
9. The Secretary of State of Indiana, unless that person is a candidate for nomination or election to an office on the ballot that Election Day

### Who is **Not** Allowed in the Polling Place?

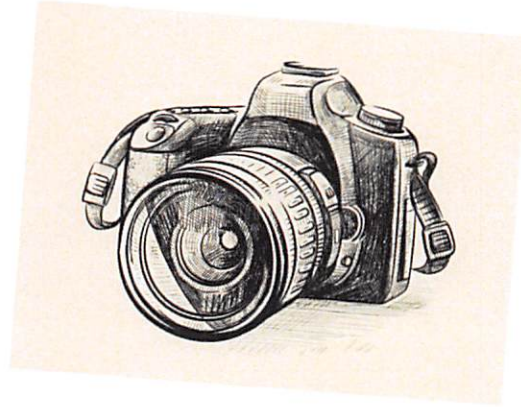
1. A precinct committeeman of a political party (unless the committeeman has challenger, poll book holder, or watcher credentials);
2. A party volunteer;
3. An elected official (other than the Secretary of State, as explained in the previous section);
4. An individual who is not a U.S. citizen (unless the individual is a minor child accompanying a parent who is a voter, is an individual designated to assist a voter who is disabled or who cannot read or write English, or who has been granted an exemption from this requirement by the Secretary of State).

These people are NOT authorized to be in the polling place or the chute simply as the result of their status as a committeeman, a volunteer or an elected official. However, if they are a voter of that precinct, they may be in the polls for the time permitted to cast their ballot.

**NOTE: Unauthorized persons must be told to leave the polls or the chute immediately.**

## Photographs in the Poll Locations

Who can take photographs in a poll location???



**\*Media watchers, with proper credentials, may take photographs with certain restrictions.**

IC 3-6-10-5

Watcher identification card; powers; photographing proceedings; photographing voters

Sec. 5. (a) Each person who acts as a watcher under this chapter must obtain a watcher identification card from the county election board. The identification card issued under this subsection must clearly state the following:

- (1) The status of the individual as an appointed watcher.
- (2) The name of the individual serving as a watcher.
- (3) The name of the person that appointed the individual as a watcher.

(b) Watchers appointed under this chapter do not have a voice or vote in any proceeding of a precinct election board. The watchers may attend the election as witnesses only and are subject to the orders of the board.

(c) Except as provided in subsection (d), a watcher appointed under this chapter may photograph the proceedings of a precinct election board.

(d) A watcher appointed under this chapter may not photograph a voter:

- (1) while the voter is in the polls if the voter informs the precinct election board that the voter objects to being photographed by the watcher; or
- (2) in a manner that permits the watcher to see or know for what ticket, candidates, or public questions the voter has voted.

[Pre-1986 Recodification Citation: 3-1-6-2(d) part.]

*As added by P.L.5-1986, SEC.2. Amended by P.L.3-1987, SEC.45; P.L.7-1990, SEC.5; P.L.4-1996, SEC.14; P.L.230-2005, SEC.22.*

**\*What about selfies?**

Voters are allowed to take a selfie while at the poll location, including their own ballot, according to federal case law.

## **Voter Intimidation**

Choosing elected officials is an important part of our society. We are committed to promoting election integrity and enhancing the voter and candidate experience. Voters have the right to cast their ballot without being intimidated. In the spirit of working together toward a common goal of having an electoral process we are all proud of, all types of intimidation must be guarded against.

### **IC 3-14-3-21.5 Voter intimidation**

Sec. 21.5. A person who knowingly or intentionally intimidates, threatens, or coerces an individual for:

- (1) voting or attempting to vote;
  - (2) urging or aiding another individual to vote or attempt to vote; or
  - (3) exercising any power or duty under this title concerning registration or voting;
- commits voter intimidation, a Level 6 felony.

*As added by P.L.103-2005, SEC.40. Amended by P.L.158-2013, SEC.47.*

### **IC 3-14-3-18 Actions to unlawfully influence voter or candidate**

Sec. 18. (a) As used in this section, "candidate" includes an individual whom the person knows is considering becoming a candidate.

(b) A person who, for the purpose of influencing a voter or candidate, does any of the following commits a Level 6 felony:

- (1) Seeks to enforce the payment of a debt by force or threat of force.
- (2) Ejects or threatens to eject the voter or candidate from a house the voter or candidate occupies.
- (3) Begins a criminal prosecution.
- (4) Damages the business or trade of the voter or candidate.
- (5) Communicates a threat to commit a forcible felony (as defined in [IC 35-31.5-2-138](#)) against a voter or candidate with the intent that the voter or candidate:
  - (A) engage in conduct against the voter's or candidate's will; or
  - (B) be placed in fear of retaliation for a prior lawful act as a voter or candidate.

*As added by P.L.5-1986, SEC.10. Amended by P.L.176-1999, SEC.118; P.L.103-2005, SEC.36; P.L.114-2012, SEC.6; P.L.158-2013, SEC.42.*



## **Electioneering**

Electioneering complaints are among the most common type of complaints. Remember, the polls and the chutes are regulated areas.

### **Electioneering**

State law defines “electioneering” as making a verbal statement or displaying a written statement indicating support or opposition to any candidate, political party, or public question appearing on the ballot. “Electioneering” includes wearing or displaying an article of clothing, sign, button, or placard that states the name of any political party or includes the name, picture, photograph, or other likeness of any currently elected federal, state, county, or local official or the support for the approval or defeat of a public question. A person who commits electioneering within the polls or the chute commits a Class A misdemeanor.

“Electioneering” does not include any materials a voter may bring with them into the voting booth to assist them with voting. While a poll worker may ask that a voter remove or cover-up the “electioneering” items, a voter who does not comply with the request does not lose their right to vote. The person should be offered a regular ballot, if otherwise qualified. However, poll workers may file a complaint with the county election board, which could result in a class A misdemeanor prosecution.

Source: Indiana Election Day Handbook

## **Emergency Ballots**

Emergency ballots are used only in the event of a total malfunction of the electronic voting system in counties with a population between 400,000 and 700,000 people, like Lake County.

The inspector shall immediately contact the voting machine technician to inform them of the malfunction and ask for an estimate of the time to repair.

The inspector will notify the Election and Registration Board office to obtain authorization to utilize emergency ballots and receive instructions.

The voter will continue to sign in on the poll pad and follow the normal procedures for authorizing a ballot.

Both clerks will initial the ballot card and provide the voter with the ballot card, a list of the candidates, a secrecy envelope, and a pen or pencil.

The voter will mark their ballot in private, and return it to the clerk, who will put it in the Number 8 Envelope.

All voted ballots will be returned with the election materials and will be reviewed a Board hearing.

The Inspector shall make a note on the PRE 16 paperwork as the count on the voting machine and poll pad will not match. The count will be off by the number of emergency ballots cast.

## Provisional Ballots

### **General Information**

- Provisional voting is a way for a voter to cast a ballot at the polls on Election Day when they are challenged, traditionally due to one of the situations explained in Chapter 6 of the Election Day Handbook or election officers are notified that a judge has ordered an extension of voting hours at a specific polling location.
- The precinct election board should first try to resolve a voter's eligibility issue by applying a fail-safe provision and helping the voter determine if the voter is in the correct precinct based upon voter's residence address.
- However, if one of the fail-safe provisions does NOT apply, the voter should be offered the opportunity to cast a provisional ballot so that the county election board can resolve the voter eligibility issue after the polls have closed.
- Provisional ballots must resemble the ballots provided to other voters at the election; however, there are some differences:
  1. A provisional ballot will state that it is a provisional ballot.
  2. A provisional ballot will have the signature and seal of the circuit court clerk or director of the combined board of elections and registration (Lake Co, Porter Co, Tippecanoe Co) printed on the ballot, much the same as an absentee ballot.

- **No one should ever be turned away from the polls without the ability to vote. No matter what, they can always cast a provisional ballot!**
- **Refer to Chapter 7 of the Election Day Handbook for step-by-step instructions**

### **Mismatched Signatures**

Another type of provisional ballots handled in the LCBER office include Absentee By Mail applications with accompanying voted ballots where the signatures are either missing or do not match.

Voter receives a notification and signature verification affidavit. The County Election Board will determine the validity of the affidavit at a publicly held meeting.

A voter can check ballot status at [IndianaVoters.com](https://www.IndianaVoters.com)



### **Voting Absentee by Mail: Application**

According to code, a voter who wants to vote by absentee ballot must apply to the county election board (CEB) for an official absentee ballot beginning the first day of the voter registration period and ending at 11:59pm twelve days before the election:

1. Appear in the office of the county election board
2. Call the county election board to request an application
3. Email the county election board at [lcabsenteevoting@lakecountyin.org](mailto:lcabsenteevoting@lakecountyin.org)
4. Visit the on-line portal through the Office of the Indiana Secretary of State ([www.IndianaVoters.com](http://www.IndianaVoters.com))

The voter will complete the application. Here are some helpful tips for each of the numbered blocks of the application.

Block 1 – This is the applicant’s voter registration information.

Block 2 – The voter may receive the ballot at an alternate mailing address.

Block 3 – Voter identification, please follow the instructions carefully, they have recently changed.

Block 4 – Party affiliation is for use in a Primary (May) Election only, please skip for the General (November) Election.

Block 5 – The voter must chose the reason they qualify to vote Absentee By Mail.

Block 6 – Voter’s signature and affirmation under the penalties of perjury, punishable by imprisonment up to 2.5 years and/or a fine of up to \$10,000. The signature will be compared to previous signatures in the Statewide Voter Registration System. If the application is being turned in by someone other than the voter, it must be turned in within 10 days after receiving it or the absentee deadline, whichever comes first.

Block 7 – This block must be completed and signed under the penalties of perjury if someone assisted the voter on blocks 2-6.

The completed application may be returned to the Indiana Election Division or to the CEB prior to the deadline at the top of the application form:

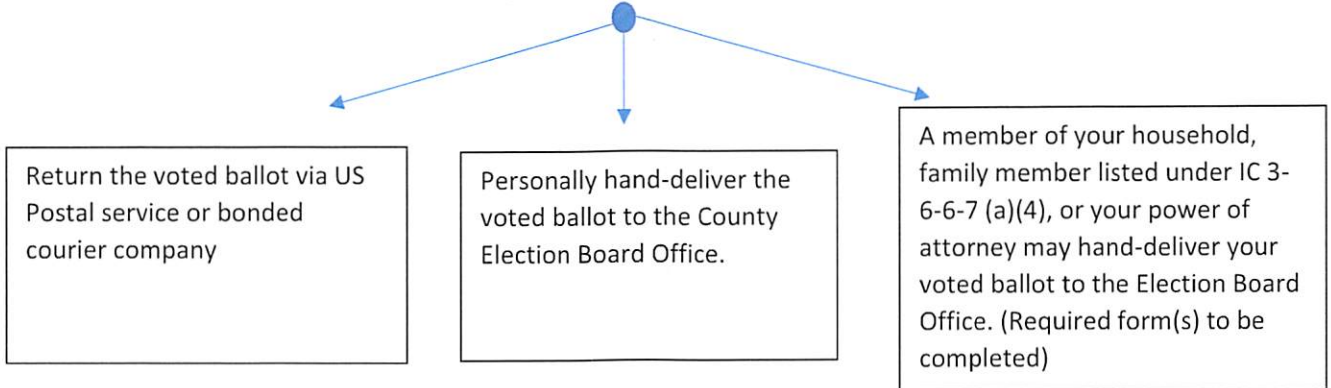
1. Hand-delivery or mail to 2293 N. Main St., Ste A-205, Crown Point, IN 46307
2. Email to [lcabsenteevoting@lakecountyin.org](mailto:lcabsenteevoting@lakecountyin.org)
3. Fax to (219) 755-3801

The ballot will be mailed upon receipt and approval of the application beginning no later than 45 days prior to the election.



**Voting Absentee by Mail: Return Ballot**

- Voter personally marks their ballot.
- Voter signs the affidavit envelope.

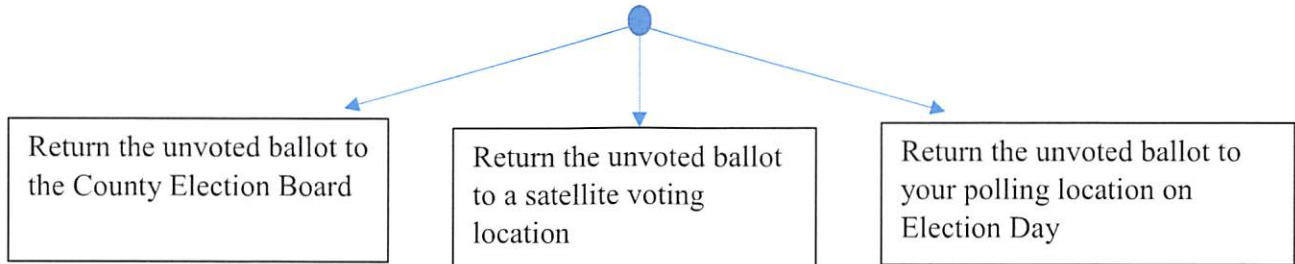


**Your voted ballot must be received by the county election board not later than 6 P.M. (local prevailing time) on Election Day. Please contact the LCBER if you did not receive your mail-in ballot (in a timely manner) after submitting the application.**

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**IF VOTER CHOOSES TO SURRENDER BALLOT**

**(NOT TO BE COUNTED)**



- You may request a replacement ballot, once the mail ballot has been surrendered.

**It is a violation of Indiana law (Level 6 Felony) for a voter to deliver the sealed envelope containing a marked absentee ballot to any person other than those persons identified above, or for that person to accept the ballot envelope.**

## **Early Voting**

### **VOTE EARLY!**

Early voting is also regulated by Indiana Code and follows similar, but separate, statutes from Election Day voting. Currently, early voting begins 28 days prior to the election (adjusting for holidays) and is set up for the LCBER office (main hallway by the Veteran's mural) as well as other locations authorized by the Board. Early voting ends at Noon on the day prior to Election Day.



### **VOTE ANYWHERE!**

In Lake County, all Early Voting machines are programmed for all precincts participating in the election. Specific encoders are utilized with the PollPads to ensure the voter is getting the correct precinct ballot on the voting machine since the machines are not connected to the PollPads. This means Lake county voters can choose to vote at the Early Voting location most convenient for them. On Election Day, though, voters must vote in their own precinct.

## **Voting Absentee by Travel Board**

There is another form of absentee voting known as the Travel Board. Applications are accepted beginning the first day of the voter registration period and ending at Noon on the day prior to Election Day. Qualifications for this type of voting include:

- (1) illness or injury
- (2) caring for a confined person at a private residence
- (3) a voter with disabilities who believes their poll location is not accessible to them



### **The Process**

- (1) Voter completes Application for Absentee Ballot by Travel Board. This form is different than the Application for Absentee Ballot by Mail.
- (2) Voter or care facility is contacted by LCBER personnel to arrange a date and time for voting
- (3) Trained bipartisan team (one democrat and one republican) bring voting machine to the voter's residence or a care facility and set it up for the voter to cast their ballot on the voting machine.



### **Voters in a Care Facility**

Those persons also confined to a care facility may also vote by Travel Board. Arrangements are made between LCBER personnel and staff at the care facility. Please contact the LCBER office to learn more.

## **Voting Machines**

Voting System Technical Oversight Program (VSTOP) is of the Bowen Center for Public Affairs at Ball State University. The VSTOP team advises the Indiana Secretary of State and the Indiana Election Commission on the certification of voting machines and electronic poll books in Indiana. Only certified voting machines may be utilized in Indiana elections.

The federal Election Assistance Commission (EAC), created by the Help America Vote Act (HAVA) of 2002, serves as a clearinghouse for information and adopts voluntary voting system guidelines. The EAC also accredits testing laboratories and certifies voting systems, as well as audits the use of HAVA funds.

### **Things to Know**

- Voting machines are not connected to the internet or to the PollPads.
- In Lake County, vote totals are stored in three places which include (1) red tally card after information has been transferred to it from the voting machine at the close of the polls, (2) the three copies of the tally tapes after the close of the polls which go to the LCBER office, Republican party, and Democrat party, and (3) the internal memory of the voting machine which also records details of all transactions.
- VVPATs, which also provide a paper back-up for the votes, are already in use in some precincts with full implementation by of July 1, 2024.

### **Good to Know**

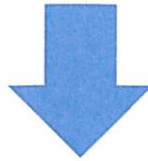
Lake County utilizes MicroVote voting machines certified by the Indiana Election Commission. Microvote was the first manufacturer to obtain federal voting system certification in 2009 and is one of only six vendors currently certified by the EAC in the United States.

## **Poll Pads**

VSTOP helped pioneer first-in-the-nation legislation authorizing the certification and testing of electronic poll books before they are permitted to be used in elections in Indiana.

### **Purpose**

PollPads are used by the clerks to check in voters prior to voting. In Indiana, voters are required to present a government issued photo ID when voting in-person. When a voter presents a driver's license, Poll Pads are programmed to read the bar code on the back of the driver's license and retrieve the voter's registration. Manual searches can be performed for other types of ID. Poll Pads are not directly connected to the Statewide Voter Registration System (SVRS). Off-line files of the poll book are loaded for each precinct. Poll Pads utilize an encrypted peer-to-peer network to compare voter check-in data with voter check-in data from other Poll Pads and to the LCBER office to compare to those who have voted Absentee by Mail. This process curbs voter fraud by preventing double voting or voting in the incorrect precinct.



### **Security**

PollPads provided by KnowInk have been through security reviews by Cybersecurity and Infrastructure Security Agency (CISA), Department of Homeland Security (DHS), and other federal agencies as well as private security firms.

**Poll Pads are commonly known as EPoll Books.**



## Voter Accessibility

All voters have the right to vote privately and independently.

Voter Control options can assist voters with the appearance of the screen to lighten or darken the screen, invert the color display, increase font size, etc.:



## PRE-3: Affidavit of Voter Assistance

A person providing assistance to a voter (including the Judges) must complete the Affidavit of Voter Assistance at the Polls (PRE-3) form **BEFORE the voter enters the voting booth**. See Part A, paragraph 3 for specific limitations on who may assist.

## ADA Compliance

- Each polling site must have at least one voting system equipped for individuals with disabilities.
- Each polling site has been surveyed for ADA compliance and appropriate materials have been provided if needed.
- Voters may request Head Phones and the Double Talk machine. This will read the ballot to the voter.
- Special procedures are in place for voters with print disabilities for paper ballot voting.
- Voting machines can be repositioned by poll workers to allow accessibility by the voter.
- Because each poll location must meet ADA accessibility requirements, curbside voting is not allowed in Indiana.

## **Ballot Counting**

### **Pre-Election**

Once the voted Absentee By Mail ballot is received by the LCBER, it is file-stamped, and entered into the SVRS system as received, the sealed voted ballot is filed with the application and the second signature review is completed by a bipartisan team.

If the signature on the voted ballot is missing or if the signature from the application and the voted ballot do not match, then a Signature Affidavit (ABS 18A/B) is sent to the voter and the ballot is then categorized a provisional ballot (see Provisional topic in this packet).

All ballots are stored in a secure room with a bipartisan locking feature on the door. The ballot room is under 24 hour video surveillance and can only be accessed through the bipartisan locking feature. Access is only available when one member of each of the two major political parties is present.

### **Election Day 6 a.m. until all ballots are counted and unofficial results reported to both parties and to the Office of the Indiana Secretary of State.**

Ballots are transported by a bipartisan team from the ballot room to the tabulation room.

Once the staff has verified that the precinct has synced with the poll pad to avoid any duplicate votes, the ballots are distributed to the bipartisan counting team. The counting teams will pick up their ballots, applications, list of absentee ballots for their precinct, and various envelopes for statutorily required organizational purposes and record retention.

Verification steps completed by bipartisan counting team:

- Verify that names on the absentee ballot summary report to the ballots
- Verify signatures from application and voted ballot match
- Authenticate bipartisan staff initials appear on the ballot card

If any of the above required elements are missing or do not match, the ballot is presented to the bipartisan LCBER board members. Only board members can reject a ballot or mark it as provisional.

### **Election Night after close of the polls**

Inspectors tally the voting machines, print tally tapes of the vote totals for the LCBER and each of the two major political parties, and return their materials to one of three drop-off locations. LCBER staff verify the return of the election materials, including the iPad, red tally cards, provisional ballots, and all used and unused election materials.

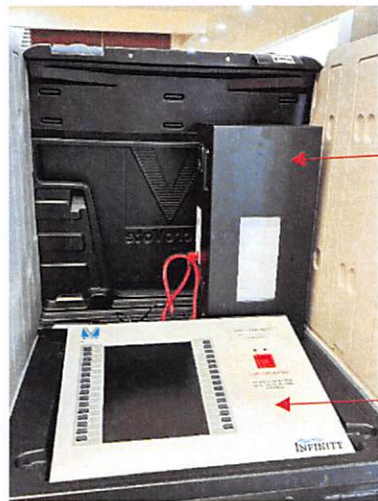
The red tally cards have a process for expedited transfer which provides for one deputy election commissioner from each of the two major political parties, transported and escorted by a law enforcement officer, to retrieve the tally cards in a container protected with seals and bipartisan locks and return them to the tabulation room. All other materials are returned by bipartisan staff members.

Once the tally cards are received they are scanned into the standalone tabulation system which is not connected to the internet.



## Voter Verifiable Paper Audit Trail (VVPAT)

### 2024 Primary configuration with original case



VVPAT connected to an electrical outlet and the voting machine.

Voting machine connected to an electrical outlet and the VVPAT.

### New cases will begin use in 2024 General election.



New cases will house both the voting machine and the VVPAT (which will already be connected).

**The VVPAT provides a second set of data which is verifiable by the voter prior to casting their vote, memorialized on paper, and locked in a sealed cabinet to be compared to the data in the voting machine during post-election audits.**

Indiana utilizes a combination of protocols in which the accuracy, speed, and security of machine voting is backed by a printed audit trail. Voting on machines which are not connected to the internet, voters have the ability to verify their votes, memorialized in print, prior to casting their ballot through the use of a Voter Verifiable Paper Audit Trail (VVPAT) system. The VVPAT is a separate component which attaches to the voting machine and prints a permanent paper record of the votes. The paper back-up remains in the locked and secured cabinet which can only be replaced with a new paper roll by trained, authorized personnel. Voters are not identified on the paper back-ups, rather a 15 digit code is assigned to the transaction on both units. The paper records are retained for use in post-election audits supervised by the office of the Indiana Secretary of State and the VSTOP team. The VVPAT system was identified as a way to address the concerns of the voters with full implementation on all Direct Record Electronic (DRE) voting machines by July 1, 2024.



**LCBER volunteered for a post-election audit for the 2022 General Election, which revealed a 100% match between the VVPAT receipts and the voting machines.**

## **Reconciliations and Audits**

Pursuant to Indiana Code, a reconciliation report considers data of the voters signing-in on Poll Pads and compares it to voters voting on the voting machines and documents all discrepancies between the number of voters who received a ballot by signing in at the polls and the total number of votes cast on the electronic voting systems. One of the most notable benefits of the VVPAT system is the ability to add additional security protocols to the electoral process. The introduction of the VVPAT allows the voter to examine their vote selections, memorialized on paper in the locked and secured VVPAT unit, prior to casting their ballot. That data can be utilized to allow for a comparative analysis with the DRE machine. This increases the auditability of the voting systems in Indiana. The County Election Board may adopt a resolution requesting the Secretary of State to designate the county as a post-election audit county.

### **Lake County Post-Election Audit (Ballot Polling v. Ballot Comparisons)**

As the first county to proactively volunteer to be designated as a post-election audit county, Lake County was the site of a 2022 General Election Post-Election Audit conducted with county election officials, election staff, and VSTOP personnel in a publicly advertised open meeting. The post-election audit consists of two stages. The audit utilizes a randomly generated 20 digit seed number with the use of multi-faced dice. Voter anonymity is maintained throughout the process.

Ballot polling looks to find a confidence level in the paper ballot sample as it compares to the vote total. Due to voter anonymity, this is not a comparison of individual ballots, but rather it checks a random sample against the vote total. A complete recount would yield a 100% confidence level. Audits work with a sampling of the ballots due to the legal process and cost associated with a recount in Indiana. For the audit, three races were sampled. United States Representative, District 1 had a 99% confidence level, Indiana Treasurer had a 97% confidence level, and Lake County Sheriff had a 96% confidence level.

Ballot comparison seeks to conduct a comparative analysis between the candidates selected by the voter on the voting machine and the VVPAT. Voters are not identified on the paper back-ups, rather a 15 digit code is assigned to the transaction on both units. The transactions are chosen using the random 20 digit seed number. The comparison shows if the votes cast on the machine exactly match the votes on the VVPAT unit. For the audit, the same three races were used. Every transaction in all three races showed a 100% confidence level showing all votes were counted as cast.

**“The process required much time and attention but we believe it was time well-invested to be able to help increase voter confidence in Lake County.” ~ Director Michelle Fajman and Assistant Director LeAnn Angerman.**



### Poll Worker Recruitment

- All poll workers must sign and complete the Statement of Expense in the Inspector Kit. Failure to provide a social security number will cause a delay in processing the check.
- **Inspector and the Judge of the Opposite Party return the equipment and must sign the *Certification of Return of Precinct or Vote Center Election Materials by Inspector and Judge* to receive pay!**

<u>Lake County Pay Schedule</u>				
Position	Base Pay w/ Meal	Training	Opposite party Judge returning Elec. Equip.	Total Pay
Inspector	\$210.00	\$30.00		\$240.00
Democrat Judge	\$145.00	\$30.00		\$175.00
Republican Judge	\$145.00	\$30.00	\$25.00	\$200.00
Democrat Clerk	\$145.00	\$30.00		\$175.00
Republican Clerk	\$145.00	\$30.00		\$175.00

#### Poll Worker Training

- Inspectors must attend in –person training
- Judges and Clerks must attend training either in-person OR by watching the on-line training videos.



**LCBER Video Training QR Code**

Turn on the camera of your smartphone

Place QR Code within camera view and click the link to view the YouTube training video

If you are interested in working as a **Democrat** poll worker, please send an email to:  
**LakeCountyDemPollWorkers@gmail.com**

If you are interested in working as a **Republican** poll worker, please send an email to:  
**LakeCountyGOPPollWorkers@gmail.com**

**Who to Call if there is a Problem**

**Please contact the Lake County Board of Elections and Registration if you have questions or concerns at (219) 755-3795.**

**Michelle R. Fajman (D)  
Director, LCBER**

**LeAnn J. Angerman (R)  
Assistant Director, LCBER**

**Indiana Election Division**

J. Bradley King and Angela M. Nussmeyer  
Co-Directors  
302 West Washington Street, Room E-204  
Indianapolis, IN 46204  
Phone: 317.232.3939  
Fax: 317.233.6793  
[www.in.gov/sos/elections](http://www.in.gov/sos/elections)

**Indiana Secretary of State**

The State House, Room 201  
Indianapolis, IN 46204  
Phone: 317.232.6531  
Fax: 317.233.3283  
[constituent@sos.in.gov](mailto:constituent@sos.in.gov)  
[www.sos.IN.gov](http://www.sos.IN.gov)

**Help America Vote Act Office**

Indiana Secretary of State's Office  
200 West Washington Street, Room 201  
Indianapolis, IN 46204  
Phone: 317.234.8354  
[HAVAAdministrator@sos.IN.gov](mailto:HAVAAdministrator@sos.IN.gov)  
[www.in.gov/sos/elections/hava](http://www.in.gov/sos/elections/hava)

**Office of the Indiana Secretary of State**

**Diego Morales**

*Got Info? Need Info? We Got You! Just Text Us!*

Hoosiers can text 'IN' to 45995 for a wide variety of reasons.

A few examples include:

- Reporting something suspicious at a polling site
- Information about voting locations and hours
- Questions about election security

Just text the letters 'IN' to the number 45995. A secure link will be returned where Hoosiers can submit their question or concern directly to the Secretary of State's Office. Election staff will promptly receive and review questions or concerns and respond directly to the voter.

## Survey

We would love to have your feedback!

Please use the QR code or link below to complete a short survey.

### The Voter Education Module Survey

<https://www.surveymonkey.com/r/GN23ZCB>



*Thank you for joining us in  
promoting election integrity!*

Revised: January 22, 2024



**Lake County Board of Elections & Registration**

**2293 N. Main St. Suite A-205**

**Crown Point, IN 46307**

**(219) 755-3795**