

# Nursing Home Election Judge Manual

March 19, 2024  
Presidential  
Primary Election







## Office of the Cook County Clerk

Dear Election Judge,

Thank you for serving as an Election Judge in a nursing home. Your work is on the front lines of democracy, ensuring fair and honest elections.

Your assistance to the residents is invaluable in making sure their votes count.

This manual will help you carry out your responsibilities in conducting Nursing Home voting and equip you with the tools you need to make sure voting occurs without influence or intimidation and solve any problems.

Again, thank you for your service as a Nursing Home Judge.

Sincerely,

Cook County Clerk's Office





# Table of Contents

<b>Scheduling Nursing Home Voting</b> .....	1
<b>Delivery of Ballot and Supplies</b> .....	1
Nursing Home Supply Kit .....	2
Nursing Home Voting .....	3
<b>Nursing Home Election Judge Duties</b>	
Maintaining Order .....	5
Nursing Home Judge Duties .....	5
<b>People Allowed in the Nursing Home Polling Place</b>	
Representatives of Election Authorities .....	7
Law Enforcement Officials .....	7
Media .....	7
Nursing Home Staff .....	8
Pollwatchers	
» Pollwatchers Must .....	9
» Pollwatchers May .....	10
» Pollwatchers May Not .....	10
<b>Electioneering</b> .....	11
<b>Challenges</b> .....	11
<b>Etiquette</b> .....	11
<b>Voting</b>	
Ambulatory Voters .....	12
Non-Ambulatory Voters .....	12
Ambulatory and Non-Ambulatory Voting Occurring Simultaneously .....	12
Keep it Moving .....	12
Make Sure Their Vote Counts .....	13
Giving Assistance .....	14
Grace Period Registration and Voting for Nursing Homes .....	15
<b>Step-by-Step Guide to Nursing Home Voting</b> .....	17
» Proper Way to Vote on a Paper Ballot .....	18
<b>Grace Period Registration and Voting</b>	20
» Qualifications and Steps Table .....	21
<b>Closing the Polling Place</b>	
Packing Up .....	22
Returning the Supply Bag .....	22
Nursing Home Ballot Audit and Transfer Form ( <i>Sample</i> ) .....	23

# Nursing Home Absentee Name Report

COOK COUNTY CLERK COOK COUNTY		Nursing Home Absentee Name Report For GOLF VIEW DEVELOPMENTAL CENTER		Date: 03-09-2023 Time: 12:50	Page: 1	
ELECTION	174	PRECINCT	MAINE	Precinct Polling Place:		
NH CODE	9555 GOLF RD	CONTACT NAME	RENEE LOGGINS	MAINE PRECINCT 45		
NH ADDRESS	DES PLAINES IL 60016	PHONE:	(847) 827-6828	DEE PARK RECREATION CENTER		
TWP	8000045	FAX:	(847) 827-0948	9229 W EMERSON		
				DES PLAINES IL 60016		
POLLNUM	04825	POLLING DATE:	03/31/2023	PARTICIPATING: <input checked="" type="checkbox"/>		
Voler Name	ID NO.	Sent to Address	Style	Act Code	Reason for AB	Party
ALLINGHAM, LULLABELL	111111111		80-5	905612	NURSING HOME VOTER	
BANDAISZ, JOHN	222222222		80-5	905612	NURSING HOME VOTER	
BANKENDORF, CHARLIE	333333333		80-5	905612	NURSING HOME VOTER	
BEAR, SEAN	444444444		80-5	905612	NURSING HOME VOTER	
BENNET, TINA	555555555		80-5	905612	NURSING HOME VOTER	
BOSEMAN, BRIAN	666666666		80-5	905612	NURSING HOME VOTER	
BRACKEN, TIMOTHY	777777777		80-5	905612	NURSING HOME VOTER	
BRADSHAW, JEFFREY	888888888		80-5	905612	NURSING HOME VOTER	
BROWN, LORRAINE	999999999		80-5	905612	NURSING HOME VOTER	
BURROUGHS, NAPOLEON	000000000		80-5	905612	NURSING HOME VOTER	
CEREMUGA, JEFFREY	101010101		80-5	905612	NURSING HOME VOTER	
CONYERS, RAFAEL	202020202		80-5	905612	NURSING HOME VOTER	
CVETIC, SANDRA	303030303		80-5	905612	NURSING HOME VOTER	
DABADGHAY, NIKET	404040404		80-5	905612	NURSING HOME VOTER	
DOWDY, VEARN	505050505		80-5	905612	NURSING HOME VOTER	
FABRAY, KATHLEEN	606060606		80-5	905612	NURSING HOME VOTER	
FAREESA, FATIMA	707070707		80-5	905612	NURSING HOME VOTER	
FERRARI, KENNETH	808080808		80-5	905612	NURSING HOME VOTER	
GAGNEPAIN, RAYMOND	909090909		80-5	905612	NURSING HOME VOTER	
GREENE, CHARLESTON	010101010		80-5	905612	NURSING HOME VOTER	
GROSS, DAVID	020202020		80-5	905612	NURSING HOME VOTER	
GUERRERO, ROLANDO	030303030		80-5	905612	NURSING HOME VOTER	
HAINES, CURTIS	040404040		80-5	905612	NURSING HOME VOTER	
HALEMBIA, MARGARET	050505050		80-5	905612	NURSING HOME VOTER	
HAMILTON, ALLEN	060606060		80-5	905612	NURSING HOME VOTER	
HAYHURST, ANN						
HAYNES, MARVIN						
HAYNES, MICHAEL						

# Scheduling Nursing Home Voting

The Cook County Clerk's office has contacted each Nursing Home from which Mail Ballot Applications have been received and scheduled a date and time for conducting voting at the Nursing Home facility.

Judges cannot change the voting hours. Sufficient time is allocated so that voting is completed by 5:30 pm.

The County Clerk's office will contact you with your assigned location and time. Please call our office at (312) 603-0965 if you have any questions or concerns about your assignment.

## **Please note:**

**If a resident is out of the Nursing Home during the assigned voting time, the Nursing Home Judges do not have to wait until the resident returns.**

## Delivery of Ballots and Supplies to Nursing Home Supply Judges

Nursing Home Voting Ballots and all supplies are contained in a rolling Supply Bag. The Nursing Home Supply Bag is delivered to the Nursing Home Supply Judge on the day before Nursing Home Voting begins.

### **Checking Supplies:**

It is the responsibility of the Supply Judge to check the supplies in the bag against the Supply List before Nursing Home Voting occurs.

1. **Take out** the Nursing Home Ballot Audit & Transfer Form (*see page 23*).
2. **Count** the number of Mail Ballot Envelope 701s.  
⇒ An illustration of the Envelope 701 is at the top of page 4.
3. **Write** that number on the first line (*Number of Ballots sent to Nursing Home*) of the Nursing Home Ballot Audit & Transfer Form.
4. **Confirm** that the voter names on the Mail Ballot Envelopes match the names listed on the Nursing Home Absentee Name Report.  
⇒ An example of the report is illustrated on the previous page.

**Call the Clerk's office at (312) 603-0929 if the numbers don't match.**

# Nursing Home Supply Kit

- List of Nursing Home voters requesting Mail Ballots
- Labeled Mail Ballot Envelope 701 (*with ballot and return envelope 702 enclosed*) for each voter on the list
- Extra ballots
- "I voted!" stickers
- Magnifiers
- Special pens (felt tip, for voters to mark their ballots)
- Ballpoint pens
- Privacy shields
- Election Judge badges and badge holders
- Nursing Home Election Judge Payroll (*on blue paper*)
- Pollwatcher Credentials Envelope 604
- Spoiled Ballot Envelope 303
- Nursing Home Ballot Audit & Transfer Form (*county seal watermark*)
- Nursing Home Voting "Keep It Fair" sheet
- Red Seals
- Nursing Home Election Judge Manual
- Nursing Home Grace Period Supply Envelope
- Nursing Home Grace Period Return Envelope



**If you are missing any supplies, call (312) 603-0929 immediately.**

# Nursing Home Voting Day

- ⇒ Arrive at least 30 minutes prior to the start of voting at your facility.
- ⇒ Inform the administrator or activity director that you have arrived.
- ⇒ Set up your judge station with:
  - » list of Nursing Home voters requesting Mail Ballots
  - » labeled Mail Ballot Envelope 701s (*with ballots and Return Ballot Envelope inside*)
  - » special pens
  - » ballpoint pens
  - » magnifiers
  - » Spoiled Ballot Envelope 303
  - » Nursing Home Grace Period Supply Envelope
- ⇒ Put all Mail Ballot Envelope 701s in alphabetical order.
- ⇒ Make private voting booth areas before voting begins by setting up privacy shields on tables.
- ⇒ Place magnifiers by each screened off voting area
- ⇒ All judges print their name on an Election Judge badge. Place it in the plastic badge holder and wear it while voting is taking place. The badge must be worn at all times.
- ⇒ All judges must sign the payroll sheet at the end of voting.



# Nursing Home Election Judge Duties

All Nursing Home Judges are equal in authority. It is the responsibility of the Nursing Home Judge team to run a fair and impartial election and to maintain order in the polling place at all times.

It is your responsibility to protect the vote of the residents. **DO NOT** allow others to influence or coerce residents seeking assistance. You have the authority to remove anyone found attempting to vote for residents.

## Maintaining Order:

- ⇒ Crowd control
- ⇒ Monitoring political activity in the nursing home
- ⇒ Ensuring the privacy of the vote for Nursing Home residents that may need assistance

## Nursing Home Judge Duties:

- ⇒ Following the procedures set forth in this manual.
- ⇒ Supervising the voting, going room-to-room if necessary.
- ⇒ Ensuring the privacy of all voters casting their ballots.
- ⇒ Assisting voters when asked.
- ⇒ Preventing any interference or disruption to the voting process.
- ⇒ Resolving any disputes that may arise during the voting process.
- ⇒ Reporting any problems to the County Clerk's Office.
- ⇒ Limiting the number of pollwatchers if the number interferes with the conduct of voting.
- ⇒ Receiving credentials or letters of authority from pollwatchers and representatives of law enforcement agencies monitoring the conduct of voting. Place all credentials in the envelope provided.



**Remember to call the Cook County Clerk's Office at (312) 603-0929 when voting is complete.**

**▶ Please give your name and Nursing Home when you call**



**Leave the room like you found it.**





# People Allowed in the Nursing Home Polling Place

In addition to the voters and Election Judges, the following people are allowed to be present during Nursing Home voting:

## Representatives of Election Authorities

- ⇒ Cook County Clerk's office (*including rovers*), Illinois State Board of Elections.
- ⇒ Must show a green credential or County ID to the Election Judges.
  - » They do not have to surrender their ID to the Election Judges.

These individuals visit the Nursing Homes to check on your progress and to assist with and document any issues or problems you may have.

**If you have any questions about their role, please call (312) 603-0929**

## Law Enforcement Officials

- ⇒ State's Attorneys, the Attorney General, U.S. Justice Department officials, and, if requested by the judges to keep order, sheriff's officers or local police.
- ⇒ Must display proper identification or a badge from their respective office and do not have to surrender it to Election Judges.

The Clerk's office does not assign local police officers to polling places, including nursing homes. Uniformed or plain-clothes police officers may enter the polling place only if their presence is specifically requested by the Election Judges or the Cook County Clerk's office to resolve a disturbance or in the case of an emergency.

## Media

- ⇒ Journalists from newspapers, television and radio stations, and internet blogs may observe voting in the nursing home.
- ⇒ Members of the media must have ID from their news outlet such as an ID or a business card.

## Nursing Home Staff:

- ⇒ Are not required to have credentials. They may help the Election Judges set up the voting room and keep the voting process running smoothly from start to finish.
- ⇒ May help the voters move from one location to another in the voting area.
- ⇒ May assist a voter in casting their ballot **if requested by the voter**. A staff person who provides assistance to a voter **must print their name and address on the Certification of Mail Voter on the back of the Return Ballot Envelope 702**.

**Voter Assistance / Asistencia al votante:**

I state that I am a resident at \_\_\_\_\_ in the municipality \_\_\_\_\_ (city/village/town) \_\_\_\_\_ in the county of Cook; that I have resided at such address for at least 30 days; that I am lawfully entitled to cast a ballot, and that I am physically incapable of personally marking the ballot for this election. I further state that I marked this enclosed ballot in secret with the assistance of:

Declaro que soy residente en \_\_\_\_\_ (dirección) \_\_\_\_\_ municipio de \_\_\_\_\_ (ciudad/pueblo/pueblo) \_\_\_\_\_ en el condado de Cook que he residido en esta dirección durante al menos 30 días; yo tengo el derecho legal para emitir un boleto y que soy físicamente incapaz de marcar personalmente la boleta para esta elección. Declaro además que marqué la papeleta adjunta en secreto con la ayuda de:

Individual Rendering Assistance / Asistencia de Prestación Individual \_\_\_\_\_

Residence Address / Dirección de residencia \_\_\_\_\_

**Ballot Delivery Authorization / Autorización para la entrega del voto**

I authorize \_\_\_\_\_ (delivery agent) \_\_\_\_\_ to take the necessary steps to have this ballot delivered promptly to the office of the election authority.

Yo autorizo \_\_\_\_\_ a tomar las medidas necesarias para que mi voto sea entregado inmediatamente a la oficina de la autoridad electoral.

Signature of voter / Firma del votante \_\_\_\_\_ Date / Fecha \_\_\_\_\_

Printed name of authorized delivery agent / Nombre impreso del agente de entrega autorizado \_\_\_\_\_

Signature of authorized delivery agent / Firma del agente de entrega autorizado \_\_\_\_\_ Date delivered to the election authority / Fecha de entrega a la autoridad electoral \_\_\_\_\_

**YOU MUST COMPLETE THIS SECTION / USTED TIENE QUE COMPLETAR ESTA SECCIÓN**

**Voter Certification / Certificado del votante**

I certify that I am a resident at \_\_\_\_\_ (address) \_\_\_\_\_ in the municipality \_\_\_\_\_ (city/village/town) \_\_\_\_\_ in the county of Cook;

**THE ID BC Location**

00000000 000000 75-2 DEM 000000-0

1344 W. Mount St.  
Glenview, IL., 60189

Declaro que soy residente en \_\_\_\_\_ (dirección) \_\_\_\_\_ municipio de \_\_\_\_\_ (ciudad/pueblo/pueblo) \_\_\_\_\_ en el condado de Cook; que he residido en esta dirección durante al menos 30 días; yo tengo el derecho legal para emitir un boleto. Declaro también que he marcado personalmente la boleta adjunta en forma secreta. Bajo pena de perjurio conforme a lo dispuesto por la ley en la Sección 29-10 Código Electoral [10 ILCS 5/29-10], ella firmante abajo certifica que las afirmaciones expuestas en este certificado son verdaderas y correctas.

**SIGN HERE**  
**FIRME AQUI**

*Roger Green Jr.*

signature / firma \_\_\_\_\_

You MUST sign, or your vote will not count / Usted TIENE que firmar, o su voto no será contado.

date signed / fecha en que firma \_\_\_\_\_

Return Ballot Envelope 702 (back)

# Pollwatchers

Pollwatchers are official election observers with Nursing Home credentials allowing them to watch the proceedings inside the polling place. Give each pollwatcher a copy of the Keep It Fair sheet.

Pollwatchers represent candidates, political parties, civic organizations or a proponent or opponent of public policy (*referendum*).

To the right, is a list of how many pollwatchers are allowed in a Nursing Home Voting polling place.



Appointing Authority	Number of Pollwatchers
Candidate	2
Political Party	1
Qualified Civic Organization	1
Proponents or Opponent of a Referendum	1
Opponents of a Ballot Referendum or Proposition	1

## Pollwatchers Must:

- ⇒ Present a valid Nursing Home credential to the Judges upon entering the Nursing Home polling place. All credentials must be surrendered and remain with the Election Judges.
- ⇒ Place all signed Nursing Home credentials in Envelope 604.

**Nursing Home Pollwatcher Credential** Presidential Primary Election  
March 19, 2024

(See the reverse side for instructions & rules)

**Type of pollwatcher (check one)**     Party Pollwatcher     Proponent/Opponent Referendum  
 Candidate pollwatcher     Independent organization (*community/civic groups*)

The person named below has been appointed as a pollwatcher during the casting of ballots in this polling place. The signer of this certificate certifies, under the penalties in §29-10 of the Election Code, that they live in Illinois at the address below and is duly registered to vote in this state.


name of facility \_\_\_\_\_ address \_\_\_\_\_

name of pollwatcher (*please print*) \_\_\_\_\_ signature of poll watcher \_\_\_\_\_

residence address \_\_\_\_\_ city/village \_\_\_\_\_

name of sponsoring party, organization or candidate \_\_\_\_\_ signature of party/organization official or of candidate \_\_\_\_\_

**Attention Election Judges:**  
 » Accept this credential only if it is completed and signed.  
 » Place this credential in Envelope 604.

  
 Karen A. Yarbrough, Cook County Clerk

## Nursing Home Pollwatcher Credential

## **Pollwatchers May:**

- ⇒ Stay the entire time Nursing Home voting is being conducted, including during set-up and when the judges are packing up after the conclusion of voting.
- ⇒ Observe all aspects of the voting process.
- ⇒ Remain outside the voter's room during non-ambulatory voting (*room-to room*). However, the door to the room must remain open and the pollwatcher's view should not be obstructed.
- ⇒ Question the actions of the Judges. If the judges are unresponsive, they may call the County Clerk's Office.



## **Pollwatchers May NOT:**

- ⇒ Escort voters to the voting area.
- ⇒ Disrupt or interfere with the voting process or attempt to give improper assistance.
- ⇒ Handle or touch election supplies and materials.
- ⇒ Discuss politics or candidates with voters.
- ⇒ Listen to how assisted voters direct the voting of their ballots.
  - » However, they may observe voting.
- ⇒ Challenges voters at the Nursing Home during voting.
  - » See "Challenges" on the next page.

# Electioneering

Electioneering is strictly prohibited. It includes wearing, displaying, or handing out buttons, posters, caps, shirts and other campaign literature or verbally supporting a candidate or party.

When Nursing Home voting is being conducted, electioneering may not take place at **any time** inside the Nursing Home or within 100 feet of the entrance to the nursing home.

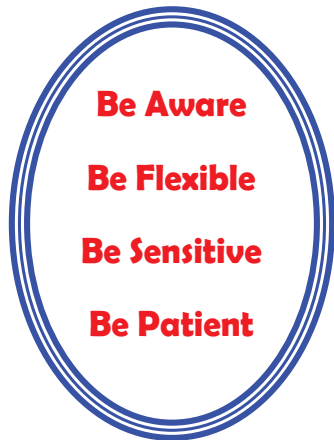
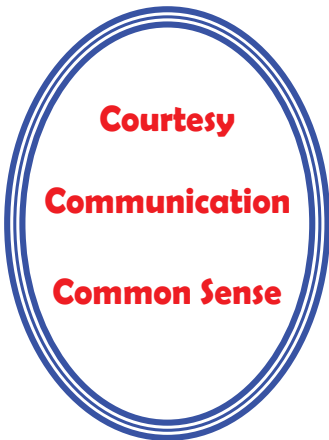
**The entire Nursing Home is considered a polling place at all times.**

# Challenges

- ⇒ Challenges of voters may not be made during Nursing Home voting. This includes questioning the physical or mental capacity of a voter.
- ⇒ Challenges of Mail Ballots or Grace Period ballots can only be made in the office of the Cook County Clerk during the period when Mail Ballots are processed.
- ⇒ Questions concerning challenges should be directed to the Clerk's Office at (312) 603-0929.

# Etiquette

When speaking with Nursing Home residents, remember the 3 C's and the 4 Be's:



# Voting

## **Voters Who Are Mobile (*Ambulatory*)**

Judges should ask the Nursing Home staff to assemble the ambulatory voters near the voting room. If there are a large number of voters in the home, they should be brought to the voting area in small groups to avoid overcrowding.

## **Voters Who Are Bedridden (*Non-Ambulatory*)**

Non-ambulatory voters are those who are not able to leave their beds or rooms to vote. After ambulatory voting, judges should announce that voting will continue in the rooms of non-ambulatory voters. Ask the staff for a list of voters who need to vote in their rooms.

A team of one (1) Democratic and one (1) Republican judge must take all necessary ballots and supplies room-to-room and supervise the voting. Both judges should visit each room together.

## **Simultaneous Voting**

At a Nursing Home that has a large number of voters, Election Judges may conduct ambulatory voting and non-ambulatory voting simultaneously. One or more teams of judges (*one Democratic and one Republican judge*) conduct ambulatory voting while another team conducts non-ambulatory (*room-to-room*) voting. These teams of judges may conduct voting in separate voting areas. These voting areas may be on different floors.

## **Keep it Moving**

If a voter or multiple voters are not available at the assigned voting time, use your best judgement, but judges are not required to stay extra hours to accommodate voters who are not around because of outside activities.



## Giving Assistance

Assistance should be given only when the voter requests it, and then only with the utmost care and attention to procedures to ensure the privacy of the voter's ballot.

1. If a voter wishes to be assisted by a **friend, relative, or Nursing Home staff**, then that person should follow these guidelines:
  - a. Go to the voting booth area with the voter.
  - b. If necessary, read aloud each office on the ballot. For each office, read the names of all the candidates, and in a General Election, their political party affiliation. Also, read each public question on the ballot.
  - c. Wait to hear the voter's choice.
  - d. Only then assist the voter, if necessary, by marking the voter's choice.
  - e. If the voter cannot communicate his/her choice, then assistance shall not be given.
  - f. Whoever assists the voter **must print** their name and address on the back of the voter's Return Ballot Envelope 702. (*illustrated on page 6*)
2. If the voter decides to be assisted by a Nursing Home Judge, **two Election Judges** of opposite political parties must assist the voter:
  - a. Both judges should accompany the voter to the voting booth.
  - b. If necessary, one judge should read aloud each office on the ballot. For each office, read the names of all candidates, and in a General Election, their political party affiliation. Also, read each public question on the ballot.
  - c. Both judges should wait to hear the voter's choice.
  - d. Only then should one of the judges assist the voter, if necessary, by marking the voter's choice.
  - e. If the voter cannot communicate his/her choice, then assistance shall not be given.
  - f. Judges who assist the voter **must print** their name and the Nursing Home address on the back of the voter's Return Ballot Envelope 702 (*illustrated on page 6*).



Anyone giving assistance to a voter must cast votes as directed by the voter. As a Nursing Home Election Judge, you can monitor the assistance to be sure that it is being properly carried out. No information may be given to anyone as to how the voter voted.

## **Grace Period Registration and Voting for Nursing Homes**

Prior to March 2018, if a Nursing Home Voter did not have a Mail Ballot Envelope addressed to them in the Nursing Home Supply Bag, they were not allowed to vote during Nursing Home Voting. They would either be instructed to vote at a polling place on Election Day or, if it was determined that there was an error made on the part of the Clerk's office, a Mail Ballot would be hand delivered to them prior to Election Day.

Now we can provide Grace Period Voting to nursing home residents, which allows them to register and vote during Nursing Home Voting.

In your Nursing Home Supply Bag, there are forms required to register a person and complete a Mail Ballot Application. Once the voter has completed these forms, you can then provide them with a ballot and a Return Mail Ballot Envelope 702. They can then vote like everyone else at the nursing home.

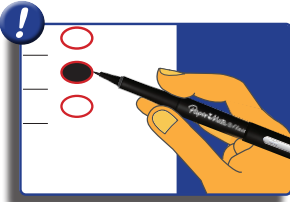
### **Keep in mind:**

The extra ballots in your supplies are to be used for Grace Period registration & voting as well as for spoiled ballots.

- ▶ If you do not have enough to accommodate everyone, please call the Nursing Home Voting Unit at 312-603-0929

# Proper Way to Mark a Paper Ballot

The Official Ballot contains the names of all candidates and offices as well as questions of public policy in the form of referenda.



**Instruct** the voter to fill in the oval next to the candidate they wish to select using the Ballot Marking Instruction Poster.



**ILLINOIS VOTER REGISTRATION APPLICATION**  
 Register to vote online at [cookcountyclerk.com/RTV](http://cookcountyclerk.com/RTV) Use block letters only.

1. Are you a citizen of the United States?  Yes  No  
 If you checked "No" in response to either of these questions, DO NOT complete this form.

2. Last Name: \_\_\_\_\_ J. S. R. M. W. V. Suffix (circle one if applicable)  
 First Name: \_\_\_\_\_ Middle Name or Initial: \_\_\_\_\_  
 Previous Name (if changed): \_\_\_\_\_  
 Email Address: \_\_\_\_\_

3. Street Address Where You Live: \_\_\_\_\_ Apartment Number: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ Sex:  Male  Female  Other  No  
 Month Day Year  Yes  No  No  No  
 Illinois Driver's License Number or I.D. State ID number (you have voter status for 90 days prior to your expiry date) \_\_\_\_\_  
 Cell Phone Number (or landline): \_\_\_\_\_ Homeless Voter?

5. **YOUR AFFIDAVIT** - Read all the statements and sign on the line below.  
 I am a citizen of the United States.  
 I will be at least 18 years old on or before the general election.  
 I will have lived in the State of Illinois and in my election precinct at least 30 days as of the date of the next election.  
 I understand the laws pertaining to the use of my knowledge under penalty of perjury. If I have provided false information, there I may be fined, imprisoned or if I am not a U.S. Citizen, deported from or refused entry into the United States.  
 DATE: \_\_\_\_\_  
 Month Day Year

**SIGN OR MARK IN BOX BELOW**  
 If you consent sign, with the person who helped you complete this form to print their name, address and telephone number below.  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**IMPORTANT INFORMATION:**  
 Federal law requires first-time voters who register by mail to show proof of identification in order to vote. You may be able to satisfy this requirement by providing your driver's license number, state ID # or, if you don't have either of these, the last 4 digits of your social security number on this form. If we are able to verify your identity with one of these numbers, it will not be necessary for you to show ID in order to vote. If we cannot verify your identity through a valid driver's license or social security number, you will need to provide identification before you can vote. Acceptable forms of identification include: a copy of a current and valid photo ID, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. A copy of your identification can be mailed in an envelope to us along with this registration form, or can be shown the first time you vote.

Mail or deliver your completed application to:  
 Cook County Clerk's Office  
 69 W. Washington, Suite 500  
 Chicago, IL 60602

Voter Registration Application

**Mail Ballot Application**  
 Cook County Clerk's Office  
 Mail Voting Unit  
 69 W. Washington St., Suite 500  
 Chicago, IL 60602  
 PH: 312.603.0942

For more information about Mail Voting, including Mail Ballot drop box locations and Permanent Vote By Mail, please visit [cookcountyclerk.gov/votermail](http://cookcountyclerk.gov/votermail)

To receive your mail ballot, you must complete, sign and submit this application to Cook County elections by Thursday, March 14, 2024.

Get your ballot faster, **APPLY ONLINE!** at [cookcountyclerk.il.gov/VoteByMail](http://cookcountyclerk.il.gov/VoteByMail)

Under penalties as provided by law of Illinois Election Code 10B/C.5/29-10, I affirm that I am entitled to vote in this election and all statements on this application are true and correct. I am applying for a mail ballot which will mail to me the Cook County Clerk's Office.

I understand that ballots must be postmarked by Election Day and received no later than 14 days after Election Day to be counted. I am currently a registered voter residing in Suburban Cook County.

**Section A** Voter Information: **Section B** Address where mail ballot should be mailed:

print full name birth date full name  
 registered address apt# mail to address  
 city zip code city state zip code  
 email phone number

**Section C** Select a Permanent Vote By Mail Option:

I DO NOT wish to opt in to Permanent Vote by Mail. (Application per election is required).

I state that I am a resident at \_\_\_\_\_ in the municipality of \_\_\_\_\_ in the county of Cook, that I have resided at this address for at least 30 days, that I am lawfully entitled to vote at this election, and that I **WISH TO VOTE BY MAIL IN ALL SUBSEQUENT ELECTIONS**, and I wish to receive a Vote by Mail for the party selected below in elections that require a party designation.

OR

I state that I am a resident at \_\_\_\_\_ in the municipality of \_\_\_\_\_ in the county of Cook, that I have resided at this address for at least 30 days, that I am lawfully entitled to vote at this election, and that I **WISH TO VOTE BY MAIL IN ALL SUBSEQUENT ELECTIONS THAT DO NOT REQUIRE A PARTY DESIGNATION**.

**Section D** Need a mail ballot in a language other than English: **Section E** Political Preference (for primary elections)

Spanish  Chinese  Korean  Tagalog  Urdu  Democratic  Green  Nonpartisan Independent candidates only  
 Polish  Russian  Ukrainian  Arabic  Spanish  Republican  Libertarian

For election officials only:  
 Voter ID # \_\_\_\_\_ Township \_\_\_\_\_ Ward \_\_\_\_\_  
 Precinct \_\_\_\_\_ Ballot Style \_\_\_\_\_

Voter Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail Ballot Application

# Step-by-Step Guide to Nursing Home Voting

Nursing Home voting is in-person Mail Ballot Voting. A resident should be a registered voter **and** must have filled out a Mail Ballot Application prior to Nursing Home Voting Day in order to vote.

1. **Ask** the voter their name, locate the voter's Mail Ballot Envelope 701 and cross the voter's name off the list of eligible Nursing Home voters.
  - » If the voter refuses or is unable to vote, write REFUSED on their Mail Ballot Envelope 701 and also next to the voter's name on the list of eligible Nursing Home voters.
    - › Place the envelope in the wheeled Supply Bag.
  - » **If you do not find an envelope for the voter**, open the Nursing Home Grace Period Supply Envelope.
    - › Ask for 2 pieces of identification.
      - 1 must show that they are a resident at the Nursing Home.
    - › Complete a Voter Registration Application and a Mail Ballot Application (*illustrated on page 16*) for the voter and follow steps 2 - 10 below.
2. **Remove** the ballot(s) from the envelope. One judge must initial the ballot in the box designated for judge's initials
3. **Hand** the voter their ballot(s), Return Ballot Envelope 702 and a pen for marking the ballot.
4. **ALL voters should be instructed on the procedures for voting:**
  - A. **Explain** that voters should vote for one candidate in each contest, unless specified otherwise on the ballot.
    - » Magnifiers are available if they need help reading their ballot.
  - B. **Tell** them that they do not have to vote in every contest.
  - C. **Inform** voters that if they make an error, they should ask the judge for a new ballot.
    - » If the voter makes a mistake while voting,
      - a. **Write** "Spoiled" on the ballot and give them another ballot.
      - b. **Place** the spoiled ballot inside the Spoiled Ballot Envelope.
      - c. **Place** the envelope inside the Supply Bag at the end of voting.



**8. Seal the Return Ballot Envelope when the voter returns it to the judges after voting.**

- » If the voter received assistance in voting, the person who provides the assistance **must print their name and address** in the "Voter Assistance" section on the back of the envelope (*illustrated below*).
- » This applies to anyone who assists a voter, including Nursing Home staff, family members and friends, and Election Judges.

**Voter Assistance / Asistencia al votante:**  
 I state that I am a resident at \_\_\_\_\_ in the municipality \_\_\_\_\_ in the county of Cook, that I have resided at such address for at least 30 days, that I am lawfully entitled to cast a ballot and that I am physically incapable of personally marking the ballot for this election. I further state that I marked the enclosed ballot in secret with the assistance of:  
 Declaro que soy residente en \_\_\_\_\_ municipio de \_\_\_\_\_ en el condado de Cook, que he residido en esta dirección durante al menos 30 días; yo tengo el derecho legal para emitir un boleto y soy físicamente incapaz de marcar personalmente la boleta para esta elección. Declaro además que marqué la papeleta adjunta en secreto con la ayuda de:  
 Individual Rendering Assistance / Asistencia de Prestación Individual \_\_\_\_\_  
 Residence Address / Dirección de residencia \_\_\_\_\_

**Ballot Delivery Authorization / Autorización para la entrega del voto**  
 I authorize \_\_\_\_\_ to take the necessary steps to have this ballot delivered promptly to the office of the election authority.  
 Yo autorizo \_\_\_\_\_ a tomar las medidas necesarias para que mi boleto sea entregado inmediatamente a la oficina de la autoridad electoral.  
 Signature of voter / Firma del votante \_\_\_\_\_ Date / Fecha \_\_\_\_\_  
 Printed name of authorized delivery agent / Nombre en la autorización de agente de entrega autorizado \_\_\_\_\_  
 Signature of authorized delivery agent / Firma del agente de entrega autorizado \_\_\_\_\_ Date delivered to the election authority / Fecha de entrega a la autoridad electoral \_\_\_\_\_

**YOU MUST COMPLETE THIS SECTION / USTED DEBE COMPLETAR ESTA SECCIÓN**  
**Voter Certification / Certificado del votante**  
 I certify that I am a resident at \_\_\_\_\_ in the municipality \_\_\_\_\_ in the county of Cook, that I have resided at this address for at least 30 days; that I am lawfully entitled to cast a ballot. I further state that I personally marked the enclosed ballot in secret. Under the penalties of perjury as provided by law under Section 29-14 of the Election Code [10 ILCS 5/29-14], the undersigned certifies that the statements set forth in this certification are true and correct.  
 Declaro que soy residente en \_\_\_\_\_ municipio de \_\_\_\_\_ en el condado de Cook; que he residido en esta dirección durante al menos 30 días; yo tengo el derecho legal para emitir un boleto. Declaro también que he marcado personalmente la boleta adjunta en forma secreta. Bajo pena de perjurio conforme a lo dispuesto por la ley en la Sección 29-14 Código Electoral [10 ILCS 5/29-14], el/la firmante abajo certifica que las afirmaciones expuestas en este certificado son verdaderas y correctas.

**2018 29 BC Location**  
 00000000 000000 75-2 DEM 000000-0  
 GREEN, ROGER  
 1344 W. Mount St.  
 Glenview, IL., 60189

**SIGN HERE FIRME AQUI**  
 Signature / firma \_\_\_\_\_  
 You **MUST** sign, or your vote will not count / Usted **TENE** que firmar, o su voto no será contado.  
 Date signed / fecha en que firma \_\_\_\_\_

**Return Ballot Envelope 702 (back)**

**9. Place the signed and sealed Return Ballot Envelope in the wheeled bag.**

- » **All completed Grace Period Return Mail Ballot Envelope 702s** will be placed in the provided large Grace Period Materials envelope.

**10. Give the voter an "I Voted" sticker. Be sure to collect the special pen from the voter.**

## Grace Period Registration & Voting

On-site voting at nursing homes, a service conducted by elections judges prior to Election Day, is now open to nursing home residents who had not submitted required paperwork by that date.

Now, if a resident wishes to vote during nursing home voting, and there is no envelope addressed to them in your supply bag, you can offer the resident Grace Period Registration and Voting.

Who qualifies for Grace Period Registration and Voting and how are they processed? *(Please review the chart on page 21)*

### IMPORTANT NOTE

#### About Grace Period Registration Voters

- ▶ All newly registered Nursing Home voters must have **BOTH OF THE FOLLOWING COMPLETED:**
  - A. Voter Registration Application
  - B. Mail Ballot Application
- ▶ **DO NOT** seal these items up inside the Mail Ballot Return Envelope 702 with the voter's marked ballot.
  - ⇒ Place the completed Voter Registration Application and Mail Ballot Application inside the large white envelope with the green and white "Grace Period Return Envelope" label.

Qualifications	Step 1	Step 2
<p>No Envelope 701 with the voter's name.</p> <p>► Voter's name <b>IS</b> on the Mail Ballot List.</p>	<p>Give the voter a ballot and an Envelope 702.</p>	<ol style="list-style-type: none"> <li>1. Place the voted ballot in Envelope 702 ⇒ Remember to have the voter sign and to sign yourself if you assisted voter.</li> <li>2. Place Envelope 702 in the Grace Period Return Envelope.</li> </ol>
<p>No Envelope 701 with the voter's name.</p> <p>► Voter <b>IS NOT</b> on the Registered Voter list.</p>	<ol style="list-style-type: none"> <li>1. Complete a Grace Period Registration Card* and Mail Ballot Application.</li> <li>2. Give the voter a ballot and an Envelope 702.</li> </ol>	<ol style="list-style-type: none"> <li>1. Place the voted ballot in Envelope 702 ⇒ Remember to have the voter sign and to sign yourself if you assisted voter.</li> <li>2. Place Envelope 702, the Grace Period Registration card, and Mail Ballot Application in the Grace Period Return Envelope.</li> </ol>
<p>No Envelope 701 with the voter's name.</p> <p>► Voter <b>IS</b> on Registered Voter List but <b>IS NOT</b> on the Mail Ballot List.</p>	<ol style="list-style-type: none"> <li>1. Complete a Mail Ballot Application.</li> <li>2. Give the voter a ballot and an Envelope 702.</li> </ol>	<ol style="list-style-type: none"> <li>1. Place the voted ballot in Envelope 702 ⇒ Remember to have the voter sign and to sign yourself if you assisted voter.</li> <li>2. Place Envelope 702 and the Mail Ballot Application in the Grace Period Return Envelope.</li> </ol>



You must see two (2) pieces of ID, from the list below to complete a Voter Registration Application and register the person to vote.

- › Driver's License or State ID Card
- › Mail addressed to the resident
- › Bill addressed to the resident
- › Medicare Card
- › Care or lease agreement with the nursing home facility

# Closing the Polling Place

## Packing Up

After all voting is completed:

1. **Place** all voted and sealed Return Envelope 702s and Unvoted Envelope 701s into the Supply Bag.
2. **Place** all Grace Period voted materials into Grace Period Voted Ballots Envelope.
3. **Put** all additional voting materials back into the bag.
4. **Complete** the Payroll Form and the Nursing Home Ballot Audit and Transfer Form.
  - a. **Write** the seal number on the first line of the Audit and Transfer Form.
  - b. **Place** both in the Supply Bag.
5. **Secure** the bag with the red seal.

## Return the Supply Bag

The Supply Judge and a judge of the opposite party must:

1. **Bring** the sealed Supply Bag, containing all ballots and supplies, to the suburban office of the Cook County Clerk.
  - » The office is listed on the back of the luggage tag.
2. **Sign** your name and **write** in the location of the Nursing Home you worked.

***All bags must be returned  
after voting is completed and before 5:30 p.m.***



**NURSING HOME BALLOT AUDIT AND TRANSFER FORM**

Number of Ballot Packets received 10

Number of Addressed Ballots not voted 1

Voted and returned to County Clerk 9

Supply bag seal number attached/used 7491347, 7491348

Number of Grace Period ballots received (not voted) 10

Number of Grace Period ballots returned 10

---

We, the undersigned nursing home judges certify that above reconciliation is correct.

Joe Judge  
Election Judge Signature

Sam Judge  
Election Judge Signature

Adrian Judge  
Election Judge Signature

Robert Judge  
Election Judge Signature

Bring your locked supply bag containing all ballots and supplies to the suburban office of the County Clerk that is listed on the back of the luggage tag.

➤ All bags must be returned after voting is completed and before 5:30 pm.

If you have any questions about these procedures, please contact the Nursing Home Voting Unit at 312-603-0929 OR 312-603-5254.

**Nursing Home Ballot Audit and Transfer Form**



**Cook County  
Nursing Home Call Center  
(312) 603-0929**



Printed internally by



Bureau of Administration, Cook County Government



Office of the Cook County Clerk

**Karen A. Yarbrough**

69 West Washington St., 5th floor

Chicago, IL. 60602

[cookcountyclerk.il.gov](http://cookcountyclerk.il.gov)



\* N H E J & 1 \*