

MULTNOMAH COUNTY

VOTER ASSISTANCE TEAM (VAT)

REPORT

NOVEMBER 2, 2004

GENERAL ELECTION

Report submitted by:  
Mary Shultz, Assistant Director of Elections  
July 12, 2005

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OPENING STATEMENT

Early on, we decided to call this our Voter Assistance Team (VAT) Project. We carried out this project on short notice, but with high hopes for success.

PERSONNEL

A total staff of 16 persons assisted voters. The three different categories of personnel were Coordinator, VAT Member, and Language Assistant.

Coordinator (1)

The Coordinator made initial or follow-up contact with the voter. She generated a print out of the voter’s registration information; arranged the date and time for the VAT visit; collected voting documents from the returning VAT members; and prepared a summary report two days following the election. At times, she also worked as a VAT member. She was trained to work in other election areas as well, so she was constantly busy.

VAT Members (11)

VAT members were trained to work in other election areas, so they also were constantly busy. We used the following temporary employees:

Rebecca Halverson (also acted as Coordinator)

Julio Arroyo Burdett

Anna Shultz

Justin Bechtolt

Sam Jackson, Jr.

Micha Rahder

Rosemary DeKay

Mercedes Ramirez

Barb Janac

Cindy Van Ortwick

Joyce Jensen

Pam Johnson

Language Assistants (4)

Through a contract Multnomah County has with Andalex International Inc., we provided language assistance in a variety of ways to our voters. After English, the most common languages in Multnomah County are Spanish, Russian, Chinese, and Vietnamese. We provided an in-house team of four language assistants: Julieth Baca (Spanish); Thuy Nguyen (Vietnamese); Ella Smith (Russian); and Samuel Longfellow (Spanish). They were all professional interpreters. None was registered to vote. They were asked to take the same training as the VAT members and the confidentiality and neutrality issues were stressed. Since interpreters work in a variety of ways, including medical settings between patient and doctor, such requests were reasonable and respected. They followed the

schedule shown here:	<u>Saturday, Oct. 30</u>	<u>Monday, Nov. 1</u>	<u>Tuesday, Nov. 2</u>
	9:00 am to 4:00 pm	8:00 am to 6:00 pm	7:00 am to 10:00 pm??
	Spanish (1)	Spanish (1)	Spanish (2)
			Russian (1)
			Vietnamese (1)

### OTHER LANGUAGE ASSISTANCE

We used an electric sign prominently displayed in an Elections Office window and visible to voters as they waited in line outside. The following message was in both English and Spanish and constantly alternated between the two languages. The asterisks were used to separate each statement from the statement that followed.

*Welcome to Multnomah County Elections. This line is to update your registration and receive a ballot. All voters in line by 8:00 PM on November 2 will be allowed to vote. \* \* If you are dropping off your ballot, you do not need to stand in line. See an Elections Line Monitor (wearing an orange vest) for assistance. \* \* Toilet is available in Perfect Fit parking lot west of Elections building on November 2. \*\* If you have a disability, ask an Elections Line Monitor for assistance. \* \* If you need language assistance in voting, tell an Elections Line Monitor now. \* \* If you have other questions, ask an Elections Line Monitor. \* \**

We prominently displayed the following “*IF YOU NEED AN INTERPRETER*” in the windows of our Elections Office:

**IF YOU NEED AN INTERPRETER**

**Please point to your language. We will call an interpreter.**

<b>Spanish -Español</b>	Por favor, señale su idioma. Nosotros llamaremos a un intérprete.
<b>Amharic -አማርኛ</b>	“እባክዎ ቋንቋዎን ጠቁመው ያሳዩ። እንደ አስተርጓሚ እንጠራልዎታልን።”
<b>Arabic -العربية</b>	رجاء، أشير إلى لغتك. سندعوا لك مترجما.
<b>Bosnian -Bosanski</b>	Molim vas pokazite na vas govorni jezik. Mi cemo pozvati prevodioca.
<b>Cambodian - ខ្មែរ</b>	សូមចង្អុលទៅភាសារបស់អ្នក ។ យើងនឹងទូរស័ព្ទទៅអ្នកបកប្រែ។
<b>Cantonese -廣東話</b>	請指示您所講的語言。我們會找翻譯。
<b>Creole - Creole</b>	S'il vous plait, signale ki less ki language ou. Na va rele yon inteprete.
<b>Farsi -فارسی</b>	لطفا به زبانی که حرف میزنید اشاره کنید. ما یک مترجم صدا میکنیم.
<b>French -Français</b>	S'il vous plait; montrez nous la langue que vous parlez. Nous vous appellerons un interprète.
<b>Hindi - हिन्दी</b>	कृपया अपनी भाषा की ओर इशारा कीजिये। हम एक अनुवादक को बुलायेंगे।
<b>Japanese -日本語</b>	あなたの国の言葉を指してください。通訳者におつなぎします。
<b>Korean -한국어</b>	당신의 모국어(母國語)를 가리켜 주십시오.통역관(通譯官)을 연결시켜 드리겠습니다.
<b>Laotian - ລາວ</b>	ກະລຸນາ ບອກເຖິງພາສາຂອງທ່ານ. ພວກເຮົາຈະຂະຫວ່າງເປັນນາຍພາສາ.
<b>Mandarin - 國語</b>	請指示您所講的語言。我們會找翻譯。
<b>Portugese -Português</b>	Por favor, aponte seu idioma. Nós chamaremos um intérprete.
<b>Romanian -Română</b>	Vă rugăm, indicați limba dumneavoastră. Vă vom chema un interpret.
<b>Russian -Русский</b>	Пожалуйста, укажите на ваш язык и мы позовем переводчика.
<b>Swahili -Kiswahili</b>	Tafadhali onyesha lugha yako. Tutamuita mtafsiri.
<b>Thai -ภาษาไทย</b>	กรุณาเลือกภาษาที่คุณต้องการ เราจะติดต่อล่ามให้คุณ
<b>Urdu - اردو</b>	برائے مہربانی اپنی زبان کی نشاندہی کریں۔ ہم ایک ترجمان کو بلائیں گے۔
<b>Vietnamese - Tiếng Việt Nam</b>	Xin hãy chỉ vào ngôn ngữ của quý vị. Chúng tôi sẽ gọi người thông ngôn.

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Special laminated Pointer Cards were distributed to the election staff at the counter. The card asked, “Do you need language assistance in voting?” in 12 different languages. A voter with a language difficulty was shown how to point to the preferred language on the card. Then the telephone number was dialed by the election staff. Once all the required dialing and inserting of access numbers was completed by the staff, the receiver was handed to the voter, who spoke directly to the interpreter providing the preferred language assistance. A two sided Pointer Card is shown here.

**REFERENCE CARD**

To access an interpreter:

- 1 Dial an outside telephone line.
- 2 Dial 503-535-2155.
- 3 Have your Telelanguage access number ready.
- 4 Specify the language needed.
- 5 Ask the voter to wait one moment and wait for the interpreter to come on the line.
- 6 Proceed with the conversation.
- 7 Announce "End of Call" at the end of the interpretation.

**TELELANGUAGE**  
access number

**Multnomah County**  
Elections

**"Please Hold"**

Phonetic transliterations of "One Moment Please"

Arabic	Laach-that Waa-hid, min Fad-lak
Armenian	Khntroom em Spasek
Cambodian	Som Can Moui Plet
Cantonese	Dung Ye Dung
Farsi/Persian	Lut-fin, Yak Dakeek-qua
French	Un moment Sée Voo Play
German	Ine moment Bitte
Hindi	Zarag Hold Karow
Hmong	Taw EE Pliah
Italian	Sie Prega Attenda Rey
Japanese	Sho Sho o-machi kudass-I
Korean	Jam Cin Man Yo
Mandarin	Dung Ye Dung
Mien	Zua Tang
Portuguese	Um Momento por favor
Punjabi	kek Skint Hold Har Nah
Russian	Od-Noo Min-Uto, Po-Zhai-u-esta
Spanish	Oon Momento Por Fah-vor
Tagalog	Paki Hintay Sandal-I
Vietnamese	Doi Moi Ti

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www.teletlanguages.com

514 9237  
**Te**  
**Le**  
LANGUAGE

<b>Español</b> – ¿Necesita ayuda con el idioma para votar?	<input type="checkbox"/> Spanish
<b>廣東話</b> – 您選舉中是否需要語言上的幫助	<input type="checkbox"/> Cantonese
<b>हिन्दी</b> – क्या वोट डालते समय आपको भाषा सहायता की आवश्यकता है?	<input type="checkbox"/> Hindi
<b>日本語</b> – 選挙投票において、翻訳の必要がありますか?	<input type="checkbox"/> Japanese
<b>한국어</b> – 당신은 투표할 때 언어통역 보조가 필요하십니까?	<input type="checkbox"/> Korean
<b>ລາວ</b> – ທ່ານຕ້ອງການຄວາມຊ່ວຍເຫລືອດ້ານພາສາບໍລິການລາວບໍລິການລາວແນວໃດບໍ?	<input type="checkbox"/> Lao
<b>國語</b> – 您選舉中是否需要語言上的幫助	<input type="checkbox"/> Mandarin
<b>Afan Oromo</b> – Fiilanoodhaf nama afaan sii hiku hin feetaa	<input type="checkbox"/> Oromo
<b>Русский</b> – Вам нужна языковая помощь с переводом при голосовании?	<input type="checkbox"/> Russian
<b>Af-Soomaali</b> – Ma u baahan tahay saawimaad xaga luqada ah, si aad u codaysid	<input type="checkbox"/> Somali
<b>Tagalog</b> – Kailangan ba ninyo ng tulong ng interpretasyon sa wikang Ingles sa pag-boto?	<input type="checkbox"/> Tagalog
<b>Tiếng Việt Nam</b> – Bạn có cần giúp đỡ về ngôn ngữ khi đi bầu cử?	<input type="checkbox"/> Vietnamese

## TRAINING

**Cost for training was \$307.62**

1. Watch “*The Ten Commandments of Communicating with People with Disabilities*” and read accompanying hand out. (We required this of the four language assistants, also.)
2. Make a copy of each VAT member’s driver’s license and have the member sign off on the accompanying documentation. (Make sure each license is current.)
3. Driver drives vehicle and is responsible for keeping track of fuel needs. Other team member completes paper-work, if necessary, during trip to voter.
4. Read “*how to assist voters with disabilities*” brochure. As a group, discuss any questions. Make sure all VAT members receive the same information.
5. Explain use of “*Multnomah County VAT Log*”. \*
6. Explain use of “*Affidavit of Elector Requesting/Receiving Assistance*” form.
7. Explain use of “*Request for Replacement Ballot*” form. Voter may destroy first spoiled ballot or VAT member may destroy it in voter’s presence.
8. Ensure the ballot is correctly voted (use pencil or blue or black pen; completely fill the oval; no overvotes; etc.).
9. Provide privacy for the voter.
10. If voter has a service dog, allow for more space in the voting area.
11. Administer “*Oath of Office for Vote-By-Mail Temporary Employees*”. Make a copy of this oath for employee to show the voter receiving assistance. Keep original on file in office.
12. Stress the need to keep confidential all information received about the voter and how his/her vote was cast. Protect any documents containing the voter’s signature.
13. Stress that the VAT member is not to lead the voter. It is not necessary to vote on every measure/candidate.
14. Explain that if a voter submits a “*Signature Stamp Attestation Form*”, a new “*Voter Registration Card*” should be completed using the signature stamp signature.
15. Demonstrate the use of the two-way radio. It must be kept available at all times. Do not carry it in your pocket or purse because you will not be able to hear it if the Elections Office tries to call you.

\* Replaced by “*Intake Form for Voter Requesting Assistance*”

## SUPPLIES

1. For a large election, a minimum of two vehicles available beginning two weeks before the election ends
2. *Thomas Guide of Portland* in each vehicle
3. “*Affidavit of Elector Requesting/Receiving Assistance*” form
4. “*Multnomah County VAT Log*” \*
5. Portable voting booth
6. Copy of voter’s completed “*Voter Registration Card*” containing voter’s signature
7. “*Oath of Office for Vote-By-Mail Temporary Employees*” form
8. Orange vests
9. “*Request for Replacement Ballot*” form
10. Blank “*Voter Registration Cards*”
11. Employee time cards
12. “*how to assist voters with disabilities*” brochure
13. Locked ballot box
14. A two-way radio and information sheet on how to use it
15. “*Signature Stamp Attestation Form and Instructions*”
16. “*Signature Stamp Attestation Form Letter of Explanation*”
17. Copy of official “*Voters’ Pamphlet*”
18. Copy of League of Women Voters nonpartisan “*Voters’ Guide*”
19. “*Multnomah County Vehicle Usage*” information sheets
20. Sheet containing emergency telephone numbers
21. FAQ sheet
22. Map showing official ballot drop sites in Multnomah County
23. Map quest showing route to voter’s residence/care facility
24. Envelope for forms completed on-site by voter
25. Key for vehicle
26. Identification badge
27. Magnifying sheet

\* replaced by “*Intake Form for Voter Requesting Assistance*”

## SCHEDULE

We assisted a total of 120 voters on Thursday, Oct. 28; Friday, Oct. 29; Saturday, Oct. 30; Monday, Nov. 1; and Tuesday, Nov. 2.

<b>OCTOBER 2004</b>					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
18	19  1 voter assisted on-site	20	21	22  1 voter assisted off-site	23
25  1 voter assisted on-site  4 voters assisted off-site	26	27  3 voters assisted off-site	28  3 voters assisted on-site  6 voters assisted off-site	29  4 voters assisted on-site  9 voters assisted off-site	30  3 voters assisted off-site
<b>NOVEMBER 2004</b>					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1  7 voters assisted on-site  15 voters assisted off-site	2  17 voters assisted on-site with documentation; another 40 assisted without documentation *  6 voters assisted off-site	3	4	5	6

\* From 3:00 PM-8:00 PM, about four voters per hr (20 total voters) were taken inside for assistance. After 8:00 PM, about 20 additional voters were taken inside for assistance. These 40 voters were elderly, had small children, needed language assistance, or were unable to stand in the line. They all received undocumented assistance.

**EXPENSES**  
**VAT Personnel \$3,876.72**

We averaged one hour per voter or \$23.40 @\$11.70 per VAT member  
The following chart shows the VAT personnel costs for October and November 2004

OCTOBER 2004					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
18  (Coordinator 1 hr. video \$13.41 and 1 hr. training \$13.41 prior to Oct. 19) <b>\$26.82</b>  (12 VAT members 1 hr. video \$140.40 and 1 hr. training \$140.40 prior to Oct. 19) <b>\$280.80</b>	19  (1 voter x \$23.40) <b>\$23.40</b>	20	21	22  (1 voter x \$23.40) <b>\$23.40</b>	23
25  (5 voters x \$23.40) <b>\$117.00</b>	26	27  (3 voters x \$23.40) <b>\$70.20</b>	28  (Coordinator 6 hrs.) <b>\$80.46</b>  (9 voters x \$23.40) <b>\$210.60</b>	29  (Coordinator 8 hrs.) <b>\$107.28</b>  (13 voters x \$23.40) <b>\$304.20</b>	30  (Coordinator 7.5 OT hrs.) <b>\$150.90</b>  (3 voters x \$23.40) <b>\$70.20</b>
NOVEMBER 2004					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1  (Coordinator 8 hrs. \$107.28 plus 3 OT hrs. \$60.36) <b>\$167.64</b>  (22 voters x \$23.40) <b>\$514.80</b>	2  (Coordinator 8 hrs. \$107.28 plus 6 OT hrs. \$120.72) <b>\$228.00</b>  (23 voters x \$23.40 + 40 voters x \$23.40) <b>\$1,474.20</b>	3	4  (Coordinator 2 hrs.) <b>\$26.82</b>	5	6

Coordinator pay: \$13.41 per hr. (includes benefits); OT \$20.12 per hr. (includes benefits) Total cost Coordinator: \$787.92

VAT member pay: averaged \$11.70 per hr. (includes benefits); OT \$17.55 per hr. (includes benefits) Total cost VAT members: \$3,088.80 (does not include any OT costs...too difficult to determine)

**Language assistance \$2,974.14**

\$2,266.88 for on-site interpretation

\$55.00 for Spanish translation for electric sign

\$605.00 for translation on Pointer Cards

\$47.26 for 34 minutes of telelanguage service (one call was Vietnamese; one was Cantonese; one was Russian; and five were Spanish)

**Vehicles \$250.24**

\$250.24 for two vehicles

a total of 599 miles traveled

<b>VAT personnel</b>	<b>\$3,876.72</b>
<b>Language assistance</b>	<b>\$2,974.14</b>
<b>Vehicles</b>	<b>\$ 250.24</b>
<b>Total Expense</b>	<b>\$7,101.10</b>

COST PER VOTER FOR VAT SERVICES

**\$7,101.10 for 120 voters or \$59.18 per voter**

## LOCATIONS OF SERVICE

On-site assistance at Elections Office (included assistance provided at the curb)

Off-site assistance in private homes, care facilities, and hospitals

## DESCRIPTION OF DISABILITIES/SPECIAL NEEDS (as described by VAT)

Alzheimer's disease

Blind

Cognitive need

Confined to bed

Hearing impaired

Hospital patient

Illiterate

Old and disabled (aged 98, 93, and 92)

Paraplegic

Post surgical patient recovering in private residence or facility

Pregnant (very)

Shut-in

Throat cancer

Visually impaired

Wheel chair

## VOTING SERVICES PROVIDED

Assistance declined after offered (two voters)

Assistance understanding voting process

Delivery and completion of "*Signature Stamp Attestation Form*"

Pick up ballot to be delivered to Elections Office

Reading of ballot to voter

Reading of official "*Voters' Pamphlet*" or League of Women Voters

"*Voters' Guide*" to voter

Replacement ballot assistance

Up-date voter registration

## LESSONS LEARNED

1. For big elections, start sooner and use two Coordinators.
2. Complete one “*Intake Form for Voter Requesting Assistance*” for each voter, even if it is a husband/wife situation in the same residence. There must be separate documentation for each individual voter.
3. Be prepared for unhappy family members who learn after the fact when a family member has been assisted by the VAT.
4. Assign a staff person to be aware of voters needing curb-side assistance.
5. When lines form outside the Elections Office, have the language assistants go along the line and ask in **their** language, “*Do you need assistance?*”
6. Be prepared to contact other counties to assist voters who have moved from Multnomah County. (We sent a VAT, which included a Spanish interpreter, to assist a pregnant voter who had recently moved to Clackamas County. She was due to deliver any day and could not travel to the Clackamas County Elections Office to update her voter registration and she had difficulty understanding what she needed to do. But she did know she wanted to vote. We coordinated the assistance with the Clackamas County Elections Office.)
7. Keep more accurate information on categories of disabilities/special needs served, as well as the descriptions of the care facilities.
8. Contact political parties in advance to arrange for their pick-up of a ballot if the voter with a disability/special needs requests such.
9. For safety and public perception, always send two VAT members, even if it is to deliver replacement materials to the voter.
10. Continue using the “*Affidavit of Elector Requesting/Receiving Assistance*”. No voter objected to its use and it provides the Elections Office with documentation that service was requested.
11. Voters always preferred the League of Women Voters nonpartisan “*Voters’ Guide*”. Train the VAT to show both the official “*Voters’ Pamphlet*” and the “*Voters’ Guide*” to the voter. Explain that the League of Women Voters “*Voters’ Guide*” asks the same question of all the major candidates and let the voter chose which pamphlet to use.
12. Leave the portable voting booth in the car until the VAT knows it will be needed.
13. Note how the voter signs the envelope and take time **immediately** to compare it to the copy of the voter’s signature on the “*Voter Registration Card*”. If it is substantially different, ask the voter to complete a new “*Voter Registration Card*”. **Do this before the voter places the ballot envelope in the ballot box.**
14. One-Stop-Voting!!!! If we know in advance the voter has moved within Multnomah County, take the correct new ballot and envelope with the correct new address so the VAT does not have to make two trips to service the voter.

## SUMMARY

Time and again our VAT reported deep appreciation on the part of the voter. Many times the voter and/or the voter's caregiver would hug the VAT at the end of the procedure.

We will continue to extend this service to our voters, expanding and improving it with each election.

It is a work in progress. We benefit and the voter benefits when we continue to evaluate its use following each election.

# **BROCHURES/DOCUMENTS/FORMS**

AFFIDAVIT OF ELECTOR REQUESTING/RECEIVING ASSISTANCE  
[ORS § 254.445 (3)(a)]

I request ballot marking assistance from two persons of different political parties provided by the Multnomah County Elections Office.

\_\_\_\_\_  
Printed name of Elector

\_\_\_\_\_  
Signature of Elector

\_\_\_\_\_  
Date

-----

I declare on this date I received assistance marking my ballot from two persons of different political parties provided by the Multnomah County Elections Office.

\_\_\_\_\_  
Printed name of Elector

\_\_\_\_\_  
Signature of Elector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Assistance Team Member

\_\_\_\_\_  
Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Assistance Team Member

\_\_\_\_\_  
Party

\_\_\_\_\_  
Date

## how to assist voters with disabilities

Any Oregon voter with a disability can get assistance to register to vote, vote their ballot, or return their ballot by calling their County Elections Office or 1 866 ORE VOTES. The voter can also request assistance from a caretaker, care provider or someone else the voter chooses.

[Click here to download a pdf version of this brochure](#)

[Click here to request a print version of this brochure](#)

### ***providers' responsibilities***

All Congregate living facilities should let their residents know that assistance is available to them. The facility may form a Facility Assistance Team or call on a County Voter's Assistance Team. Teams must be made up of two registered voters that do not have the same political party affiliation.

### ***who can provide assistance***

- A County Voter's Assistance Team
- A Facility Voter's Assistance Team
- Someone chosen by the voter with some exceptions (see below)

### ***who cannot provide assistance***

- The voter's employer
- An agent of the voter's employer
- A union officer or agent of a union of which the voter is a member

### ***rules and guidelines***

There are several resources that providers can use to help inform voters. Resources must be non-partisan and unbiased.

Suggested resources include:

- The State of Oregon Voters' Pamphlet published by the Secretary of States' office
- The League of Women Voters simplified voters' guide
- Voting guides published by local advocacy groups
- Web sites that offer non-partisan and unbiased information

***Do not*** summarize, edit, or make comments that are meant to coerce or persuade the voter when reading materials to the voter.

***Do not*** display things that suggest a political preference or party allegiance.

***Do not*** try to influence the person you are assisting to choose or not choose a particular political party.

***Do not*** try to influence the person you are assisting to vote their ballot in a particular way.

***Do not*** wear anything that would reasonably be understood to be associated with a past, present or future political party or political preference.

### ***voting the ballot***

When assisting an individual in voting their ballot:

- Respect the voter's request for privacy
- Check the instructions on the ballot and have the voter use either a pen (blue or black ink only) or a No. 2 pencil
- Make sure the voter has accurately completed their ballot

- Explain to the voter that if they vote for more candidates than allowed, or if they vote **both** Yes **and** No on a measure, it is called an overvote. An overvote **will not count** for that candidate or measure.
- Offer to correct any mistakes made by the voter to indicate the voter's true intent
- Check the back of the ballot for additional election contests

**Do not** make any stray marks outside any of the selected ovals or arrows.

**Do not** force the voter to vote for all candidate races or all measures on the ballot. The voter is not required to vote on every contest. Those they do vote on will still count.

**Do not** change the vote unless the voter you are assisting asks you to do so.

**Do not** coerce or pressure the voter to vote in a certain way or for a certain candidate.

**Do not** share how the voter voted with anyone. Respect the voter's right to secrecy.

### ***providing a replacement ballot***

You **must** provide the voter with the opportunity to get a replacement ballot if the voter requests one for any reason. Contact the County Elections Office to request a replacement ballot.

Possible reasons for requesting a replacement ballot include:

- the voter makes a mistake  
(votes for the wrong candidate, overvotes, etc)
- the ballot is damaged or spoiled  
(it is torn, something is spilled on it, etc.)
- the voter loses their ballot

### ***returning the ballot***

When assisting an individual in returning their ballot:

- Insert the ballot inside the Secrecy Envelope and seal it
- Insert the Secrecy Envelope inside the Return Identification Envelope and seal it
- Have the voter sign the Return Identification Envelope. If the voter, due to a disability, is unable to sign, they may use a stamp or put their mark on the Return Identification Envelope. This is only considered a valid signature if the voter has submitted a **Signature Stamp Attestation** to their County Elections Office. Signature Stamp Attestation forms are available at the County Elections Office.
- Immediately return the ballot by mail or by dropping it off at a County Elections Office or an official ballot drop site.

## **INTAKE FORM FOR VOTER REQUESTING ASSISTANCE**

Call taken by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Call back by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Voter: \_\_\_\_\_

Address: \_\_\_\_\_

Cross-street: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Type of Assistance Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VAT Members:** Please summarize the details of your on-site assistance, including the time, date, and any necessary follow-up required:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signatures of **BOTH** VAT members \_\_\_\_\_

\_\_\_\_\_

REQUEST FOR REPLACEMENT BALLOT

I request a new ballot be issued to me. I authorize Multnomah County Elections staff to deliver this ballot to me.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SIGNATURE STAMP ATTESTATION

I, \_\_\_\_\_  
(Print voter's name as it appears on the voter registration form)

hereby attest that I am unable to sign my name because of a disability.

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true.

\_\_\_\_\_  
(Signature stamp or other indicator of voter's signature)

**INSTRUCTIONS**

This attestation shall be completed and filed along with a registration form using the signature stamp on the signature line, before a voter may use a signature stamp or other indicator of the voter's signature on any election document.

The person filing this form must be:

- Disabled;
- Unable, because of the disability, to sign the voter's name; AND
- Registered to vote (a voter registration card may be filed at the same time as this attestation).

The signature stamp or other indicator used by the voter to represent the voter's signature on any election document shall be the same stamp or other indicator used by the voter to represent the voter's signature on this form and on the voter's registration form.

If, after filing this form, the voter changes the voter's signature stamp or other indicator of the voter's signature, the voter shall file a new attestation and voter registration form to show the new representation of the voter's signature.

This form is subject to the provisions of ORS 260.715 (1), which states:

*"No person shall knowingly make a false statement, oath or affidavit where a statement, oath or affidavit is required under the election laws."*

**VIOLATION OF ORS 260.715 (1) IS A CLASS C FELONY.**



# MULTNOMAH COUNTY OREGON

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John Kauffman, Director of Elections  
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Portland OR 97214  
[www.mcelections.org](http://www.mcelections.org)

503-988-3720 Phone  
503-988-3719 Fax  
Web Site:

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Dear Voter:

A signature stamp was used on your ballot envelope during the current election. In elections by mail we must be able to verify the signature on the ballot envelope with the signature on the voter registration card.

Oregon law allows for use of a signature stamp for voting purposes, if an attestation is filed in our office. You must meet the criteria on the attestation form enclosed. The signature stamp must be used consistently for both registration and voting.

Enclosed is the required attestation form and a new registration form. Please fill-out the form completely and return this letter with the form to us as soon as possible in the envelope provided.

**Your vote is important to us. In order to count your ballot we must receive it no later than 8:00pm on the tenth day following election day.**

If you have any questions please contact us.

Sincerely,

Multnomah County Elections