

## **Our Goal**

To provide each voter with excellent service, including easy voter registration, clear information, and private, independent voting.

Materials and services discussed in this brochure are available in:

English

Chinese

Spanish

Large-print

Audio

## **Options for Voting**

You have three options for casting your ballot:

Vote early at City Hall

Vote by mail

Vote at your polling place

**Voting in person before Election Day**

Starting 29 days before each election, you may “vote early” at our City Hall office. All City Hall entrances are accessible.

Early voting has the same language services and assistance provided at polling places on Election Day (please see page 7).



## **Voting by mail**

*How do I request a vote-by-mail ballot?*

If registering to vote:

Fill in the item on the form that says “To receive a vote-by-mail ballot in all elections, initial here.”

If already registered:

Complete or download our application online.

Use the form printed on the back cover of the Voter Information Pamphlet.

Or, ask us to send a form.

We must receive your completed form at least seven days before Election Day.

### **Voting in person on Election Day**

You are assigned to a “home” polling place. The locations of polling places change, so always check before going to the polls.

To confirm the location and accessibility:

Check the back cover of your Voter Information Pamphlet.

Use our online polling place look-up tool.

Or, call us.

Currently, over 90% of our polling places have an accessible entryway and voting area; we continue to work towards our goal of 100%.



*What if my polling place is not accessible?*

If your home polling place is not accessible, your options are:

Vote curbside at your home polling place—poll workers bring the voting materials to you.

Vote at City Hall (7:00 AM to 8:00 PM on Election Day).

Or, vote provisionally at a nearby accessible site that has a ballot with the same contests as your home polling place. The online polling place look-up tool lists this location or you can call us for directions.



*What will poll workers ask on Election Day?*

A poll worker will:

Greet you and ask for your name and address.

Find your name in the Roster of Voters and ask you to sign the Roster by your name.

Issue your ballot and ask if you would like any assistance.

You are not required to show identification.

*What assistance is available on Election Day?*

Every polling place (including City Hall) has materials, equipment, and elections staff to assist you.

## Materials

Outside the polling place, trilingual signs mark a clear path to an accessible entrance and the voting room.

Inside the polling place, the Voter Information Kiosk is in English, Chinese, and Spanish; and there are large-print voting instructions and instructions in Braille for the accessible voting machine.



## Tools and Equipment

Page-sized magnifier (enlarges text)

Foam pen grips (assists in signing the Roster or marking a paper ballot)

Wheelchair-accessible voting booth

Chair, to sit while waiting or voting

## Poll Worker Assistance

Each polling place is staffed by poll workers trained to set up an accessible polling place, and to protect your right to cast a secret ballot privately and independently.

Poll workers offer assistance to all voters, and allow each voter to define what help, if any, is welcome.

Most polling places have Chinese or Spanish bilingual poll workers.

If a poll worker can't answer a question, please contact us for immediate assistance.

## Voting Assistance

If you are unable to mark your ballot, one or two people may assist you.

You may bring anyone to help you except your employer, employer's agent, or union representative, or you may ask a poll worker for assistance.

## **Voting Machines:**

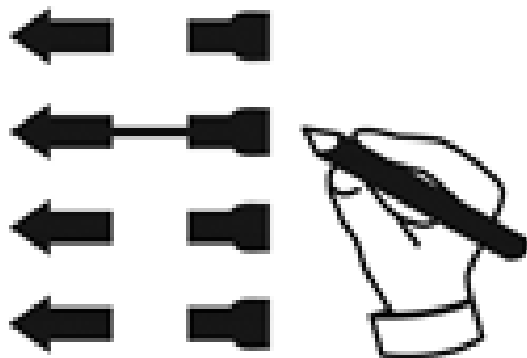
*Are ballots available in different formats?*

There are three formats:

- 1 Paper
- 2 Touchscreen
- 3 Audio

Ask a poll worker for the format you prefer.

The California Secretary of State requires that votes from the accessible voting machine be transferred to paper ballots and tallied after Election Day.



### Paper Ballot

You will receive a trilingual paper ballot unless you request another format. The ballot may consist of several cards, and some of the cards may be double-sided.



You will receive a ballot, pen, and secrecy sleeve to keep your ballot private.

There are private voting booths where you may stand or sit to mark your ballot.

After marking your ballot, insert one card at a time into the optical scanning machine that counts and stores your ballot.



*What if I make a mistake on my paper ballot?*

You may exchange the card before inserting it into the machine.

If the voting machine reads an invalid mark, it will return the ballot card with a message. A poll worker will explain the message; you may request a new card or tell the poll worker to accept the card as-is.

### Touchscreen Ballot

If you request to vote a touchscreen ballot, you will receive a voter card to activate the display of your electronic ballot on the accessible machine:

The touchscreen has side panels for privacy.

The machine will ask you to select English, Chinese or Spanish.

Touch the screen to select (or deselect) choices and navigate the ballot.

To enlarge the on-screen text, touch the yellow “**little ABC-arrow-big ABC**” button on the bottom any screen.

Before you cast your vote, you will review a paper record of your votes, and make any changes, if necessary.

After your review, you will cast your vote.

## Audio Ballot

If you request an audio ballot, you will receive a voter card to activate your ballot on the accessible machine:

A poll worker will give you headphones and a keypad that plugs into the voting machine.

The machine will ask you to select English, Mandarin, Cantonese, or Spanish, and read voting instructions to guide you through voting the ballot.

You will use the keypad to move through the ballot and make selections. The keys are coded by color and shape and have Braille labels.

Before you cast your vote, you will listen to a review of your selections and make changes, if necessary.

After this review, you will cast your vote.



*Can I use a personal assistive device?*

There is a port on the audio keypad to connect your sip/puff or other device to the accessible voting machine, or we can dispatch our multi-user sip/puff for you. We also have head-pointers available for touchscreen voting.

To request either device for your polling place, please contact us at least 72 hours before Election Day if possible.

## **Election Information**

### **Materials Sent to You**

For every election, we provide a VIP—Voter Information Pamphlet. The VIP informs you about local candidates

and ballot measures, as well as how, when, and where you may vote.



### *Formats*

You have several options for how to receive this information:

We automatically mail you a paper copy of the VIP for every election.

You may view the VIP on our website (if you prefer online access, fill out the VIP Opt-Out form online, and we will stop mailing you the paper copy).

You may request a large-print or audio VIP from us, or pick it up from the Library for the Blind and Print Disabled, or the LightHouse for the Blind and Visually Impaired.

Call us or download a Translated Materials Request Form if you want your VIP in Chinese or Spanish.

For statewide elections, all voting households also receive a Voter Information Guide from the California Secretary of State with information on state candidates and measures.

You may access the state guide in English or several other languages, or request large-print or audio versions online at: [voterguide.sos.ca.gov](http://voterguide.sos.ca.gov) or by writing:

Elections Division, Secretary of State  
1500 11th St., 5th Floor, Sacramento CA 95814

*How can I learn more about voting and upcoming elections?*

Our educational materials in various languages and formats are available online.

We also provide large-print, Braille, and audio materials to the LightHouse for the Blind and Visually Impaired, the Independent Living Resource Center, and other agencies.



## **Registering to Vote**

### **Eligibility**

*Am I eligible to register and vote in San Francisco?*

You must be:

A United States citizen.

A San Francisco resident (if you live in another county in California, we can forward your registration so you can vote there).

At least 18 years old on or before the next election.

Not in state prison or county jail for a felony conviction (you may vote if on probation).

Not on parole, post-release community supervision, mandatory supervision, or supervised release following a felony conviction.

Not ruled mentally incompetent by a court.

## **Registration Forms**

*How can I get a voter registration form?*

Pick up a form from us, the Department of Motor Vehicles (DMV), or any library or post office.

Call or e-mail us to have a form mailed to you.

Register online at [sos.ca.gov/elections](http://sos.ca.gov/elections).

*When filling out your form, you must include:*

Identification, either your California Driver's License or California Identification Card number, or the last four digits of your Social Security number.

Your signature. If you can't sign due to a medical condition or disability, you may:



Make an identifying mark witnessed by a person 18 years of age or older. The witness prints your name under the mark, then signs and prints his or her name.

Or, use your signature stamp in the presence of an elections official. *When should I register?*

Your registration form must arrive or be postmarked at least 15 days before the election in which you wish to vote.

## **Re-registering**

*What if I change my name, address, or party preference?*

You must re-register any time you change your primary residential address or your legal name, or if you wish to change your political party preference.

*How will I know my registration was processed?*

We will mail you a Voter Identification Card. You may also use our online registration look-up tool, or call us.

**Questions? Comments?** Please contact us!



## Contact Information

### Address

Department of Elections, 1 Dr. Carlton B. Goodlett Place  
City Hall, Room 48, San Francisco, CA 94102

### Phone

ENGLISH (415) 554-4375

CHINESE (415) 554-4367

SPANISH (415) 554-4366

TTY (415) 554-4386

FAX (415) 554-7344

### Internet

E-MAIL [sfvote@sfgov](mailto:sfvote@sfgov)

WEBSITE [sfelections.org](http://sfelections.org)

### Hours

Monday – Friday 8 a.m. – 5 p.m.

Election Day 7 a.m. – 8 p.m.