



# BOARD OF ELECTIONS



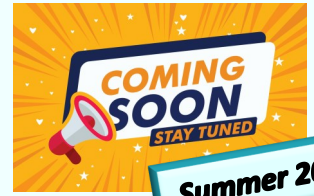
# Poll Worker Press

2025 Gubernatorial Primary Edition - Focus on voting as a positive, meaningful experience

## 2025 SPRING ELECTION DATES

Municipal: May 13, 2025  
 Early Voting: June 3-8, 2025  
 Gubernatorial Primary: June 10, 2025

## Online Poll Worker Training Platform



Summer 2025!

# Welcome

## NEW MASTER POLL WORKERS

- ANN CHERVIN (Zone 1)
- GINA GIALLANZA (Zone 2)
- MATTHEW KERBS (Zone 3)
- LARIA HAMILTON (Zone 4)
- DAWN RUSH (Zone 4)
- ROBIN KANE (Zone 5)

PLEASE MAKE SURE WE HAVE YOUR CORRECT EMAIL ADDRESS & REMEMBER TO CHECK YOUR SPAM FOLDER!

## ATTENTION!!

WHEN REFERRING VOTERS TO THE JUDGE,  
 PLEASE DIRECT THEM TO SUPERINTENDENT'S OFFICE,  
 300 HALLS MILL ROAD, FREEHOLD, NJ  
NOT THE COURTHOUSE  
 POLL WORKERS SHOULD ALSO CALL BOE OFFICE ASAP!

POLL WORKER  
 HOTLINE NUMBER  
 (Primary Election Day Only)

# 732-431-7040

## RESULTS REPORTS:

- Print and sign 4 copies of the **Final Results Report** and 1 copy of the **Write-In Report** per machine.
- 1 copy of Final Results Report (per machine) will remain at the polling place; remaining copies put in the clear envelope in blue bag.
- Write-In Report (per machine) must be returned to the County Clerk, placed in the clear envelope in the blue bag.



## 2025 EARLY VOTING—POLLING LOCATIONS

COLTS NECK TOWNSHIP	MANALAPAN TOWNSHIP	HOWELL TOWNSHIP	HAZLET TOWNSHIP	MIDDLETOWN TOWNSHIP
Colts Neck Public Library 2 Veterans Way Colts Neck, NJ 07722	Monmouth County Library - HQ (Meeting Rooms 1-2-3) 125 Symmes Drive Manalapan, NJ 07726	Church of St. Veronica (Gymnasium) 4219 Route 9 North Howell, NJ 07731	Hazlet Fire Co #1 570 Holmdel Road Hazlet, NJ 07730	Croydon Hall (Assembly Hall) 900 Leonardville Road Leonardo, NJ 07737
LITTLE SILVER BOROUGH	NEPTUNE TOWNSHIP	LONG BRANCH CITY	SPRING LAKE HEIGHTS	UPPER FREEHOLD TOWNSHIP
Woman's Club of Little Silver (Main Lobby) 111 Church Street Little Silver, NJ 07739	Neptune Township Senior Center (Fitness Center) 1607 Corlies Avenue Neptune, NJ 07753	Long Branch Senior Center (Coca Cola Room) 85 2nd Avenue Long Branch, NJ 07740	Cornelius V. Kelly Community Center 902 Ocean Road Spring Lake, NJ 07762	Hope Fire Company #1 (Meeting Room) 82 Route 526 Allentown, NJ 08501

## MONMOUTH COUNTY BOARD OF ELECTIONS STAFF

*Robin Major, Tracee Johnson, Kim Earl, Sean Patterson, Julia Calhoun, John Amato,  
 John Annetta, Gary Budnik, Ed Lee, Nikita George, Lia Nicol*

# SIGNATURE AND CLOCK-IN PROCESS

All Poll Workers and Master Poll Workers are now required to sign and clock in on the pollbook. The steps below give an overview of the digital process and acknowledgment of the [POLL WORKER CODE OF CONDUCT](#).

**1** Locate "Options" in upper right side of pollbook. On drop-down menu, click Poll Place Management and again on Poll Worker Management

**2** Press "Find Poll Worker". Type your name; select if you are a Poll Worker or Master Poll Worker; verify if Poll Place is correct.

**New!**  
[CODE OF CONDUCT ACKNOWLEDGMENT](#)  
is now part of the digital sign in process

**3** Signature: Sign your name with a stylus pen and click OK, after you have read the hard copy located in the blue bag.

**4** Clock In: Press "Clock In", then "OK", to begin your day!




*Our Success is Because of You!*



# VOTER INFORMATION UPDATE FORM

*important*

**MONMOUTH COUNTY**  
OFFICE OF  
SUPERINTENDENT OF ELECTIONS  
and  
COMMISSIONER OF REGISTRATION



Deceased Voter  Name Change  Signature Update  Affirm Address  Other \_\_\_\_\_  
 Moved within County  Moved Out of County or State (must register in new County or State)

Date \_\_\_\_\_ Municipality \_\_\_\_\_ Voting District \_\_\_\_\_

**Voter Information**  
Print Name \_\_\_\_\_ DOB \_\_\_\_\_ DOD if applies \_\_\_\_\_  
Voter Residence Address \_\_\_\_\_

**Updated Information**  
Provide correct information \_\_\_\_\_

**FOR CORRECTIONS TO BE MADE SIGNATURES ARE REQUIRED**

**VOTER SIGNATURE** \_\_\_\_\_ Phone number or email (not for public use) \_\_\_\_\_  
Signature of family member if making request \_\_\_\_\_ Printed name of family member \_\_\_\_\_  
Relationship to voter \_\_\_\_\_  
COMMENTS \_\_\_\_\_

Board Worker #1 Signature \_\_\_\_\_ Board Worker #2 Signature \_\_\_\_\_

## Voter Information Update Form

Note: The Voter Information Update form is a multi-purpose form.

### Components

1. Update Type (Checkboxes)
2. Date & MWD
3. Voter Information
4. Updated Information
5. Signatures


### VOTER INFORMATION UPDATE FORM REPLACES:

- Affirmation of Residency Form
- Name Change/Signature Form
- Cancellation of Voter Registration Form

## ***THE VOTER INFORMATION UPDATE FORM WILL BE USED WHEN THERE IS A CHANGE OF VOTER STATUS***

Below are 5 scenarios of when and how to use this form. Red boxes indicate who fills out each section and where the voter, their representative and two Poll Workers sign according to each scenario.

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Date \_\_\_\_\_ Municipality \_\_\_\_\_ Voting District \_\_\_\_\_

**Voter Information**  
Print Name \_\_\_\_\_ DOB \_\_\_\_\_ DOD if applies \_\_\_\_\_  
Voter Residence Address \_\_\_\_\_

**Updated Information**  
Provide correct information \_\_\_\_\_

**FOR CORRECTIONS TO BE MADE SIGNATURES ARE REQUIRED**

**VOTER SIGNATURE** \_\_\_\_\_ Phone number or email (not for public use) \_\_\_\_\_  
Signature of family member if making request \_\_\_\_\_ Printed name of family member \_\_\_\_\_  
Relationship to voter \_\_\_\_\_  
COMMENTS \_\_\_\_\_

Board Worker #1 Signature \_\_\_\_\_ Board Worker #2 Signature \_\_\_\_\_

## Deceased Voter



- Completed by Poll Worker
  - Indicate date of death

- Completed by Voter
  - Signature of Family Member
  - Relationship to voter

2 Poll Worker Signatures



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Date \_\_\_\_\_ Municipality \_\_\_\_\_ Voting District \_\_\_\_\_

**Voter Information**  
Print Name \_\_\_\_\_ DOB \_\_\_\_\_ DOD if applies \_\_\_\_\_  
Voter Residence Address \_\_\_\_\_

**Updated Information**  
Provide correct information \_\_\_\_\_

**FOR CORRECTIONS TO BE MADE SIGNATURES ARE REQUIRED**

**VOTER SIGNATURE** \_\_\_\_\_ Phone number or email (not for public use) \_\_\_\_\_  
Signature of family member if making request \_\_\_\_\_ Printed name of family member \_\_\_\_\_  
Relationship to voter \_\_\_\_\_  
COMMENTS \_\_\_\_\_

Board Worker #1 Signature \_\_\_\_\_ Board Worker #2 Signature \_\_\_\_\_

## Name Change

- Completed by Poll Worker
  - Indicate original details (as they appear in pollbook)

- Completed by Voter
  - Indicate new name

Voter Signature + 2 Poll Worker Signatures  
Voter Contact Information

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Deceased Voter  Name Change  Signature Update  Affirm Address  Other  
 Moved within County  Moved Out of County or State (must register in new County or State)

Date \_\_\_\_\_ Municipality \_\_\_\_\_ Voting District \_\_\_\_\_

Voter Information  
Print Name \_\_\_\_\_ DOB \_\_\_\_\_ DOD if applies \_\_\_\_\_

Voter Residence Address \_\_\_\_\_

Updated Information  
Provide correct information \_\_\_\_\_

FOR CORRECTIONS TO BE MADE SIGNATURES ARE REQUIRED

VOTER SIGNATURE \_\_\_\_\_ Phone number or email (not for public use) \_\_\_\_\_

Signature of family member if making request \_\_\_\_\_ Printed name of family member \_\_\_\_\_

Relationship to voter \_\_\_\_\_

COMMENTS \_\_\_\_\_

Board Worker #1 Signature \_\_\_\_\_ Board Worker #2 Signature \_\_\_\_\_

# Signature Update



Completed by Poll Worker  
• Indicate original details (as they appear in pollbook)

Provide updated  
Voter Signature + 2 Poll Worker Signatures  
Voter Contact Information

# SCENARIO 4

MONMOUTH COUNTY  
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and  
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Deceased Voter  Name Change  Signature Update  Affirm Address  Other  
 Moved within County  Moved Out of County or State (must register in new County or State)

Date \_\_\_\_\_ Municipality \_\_\_\_\_ Voting District \_\_\_\_\_

Voter Information  
Print Name \_\_\_\_\_ DOB \_\_\_\_\_ DOD if applies \_\_\_\_\_

Voter Residence Address \_\_\_\_\_

Updated Information  
Provide correct information \_\_\_\_\_

FOR CORRECTIONS TO BE MADE SIGNATURES ARE REQUIRED

VOTER SIGNATURE \_\_\_\_\_ Phone number or email (not for public use) \_\_\_\_\_

Signature of family member if making request \_\_\_\_\_ Printed name of family member \_\_\_\_\_

Relationship to voter \_\_\_\_\_

COMMENTS \_\_\_\_\_

Board Worker #1 Signature \_\_\_\_\_ Board Worker #2 Signature \_\_\_\_\_

# Affirm Address

*Use this form ONLY if Address Matches Pollbook*

Should be used to confirm the address of an "Affirm Address" voter

Completed by Poll Worker  
• Indicate original details (as they appear in pollbook)

Completed by Voter  
• Have voter confirm current address

Provide Voter Signature + 2 Poll Worker Signatures  
Voter Contact Information

*Issue Provisional Ballot if Address DOES NOT Match Pollbook*

Skip this form and provide provisional ballot

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Deceased Voter  Name Change  Signature Update  Affirm Address  Other  
 Moved within County  Moved Out of County or State (must register in new County or State)

Date \_\_\_\_\_ Municipality \_\_\_\_\_ Voting District \_\_\_\_\_

Voter Information  
Print Name \_\_\_\_\_ DOB \_\_\_\_\_ DOD if applies \_\_\_\_\_

Voter Residence Address \_\_\_\_\_

Updated Information  
Provide correct information \_\_\_\_\_

FOR CORRECTIONS TO BE MADE SIGNATURES ARE REQUIRED

VOTER SIGNATURE \_\_\_\_\_ Phone number or email (not for public use) \_\_\_\_\_

Signature of family member if making request \_\_\_\_\_ Printed name of family member \_\_\_\_\_

Relationship to voter \_\_\_\_\_

COMMENTS \_\_\_\_\_

Board Worker #1 Signature \_\_\_\_\_ Board Worker #2 Signature \_\_\_\_\_

# Other

Use for "Need ID" Voters who provide Identification



Write "Need ID" on the line

Completed by Poll Worker  
• Indicate original details (as they appear in pollbook)

Completed by Voter  
• If a driver's license is presented, have voter indicate **Driver's License #** on this line.  
• Have voter indicate type of ID if DL is not provided.  
○ Ex: Passport, rent receipt, Employee Photo ID.

Provide Voter Signature + 2 Poll Worker Signatures  
Voter Contact Information



**Meet Our Newest BOE Employees!**

BOE Newest Employees from l. - r.: Lia Nicol, Ed Lee, Nikita George

**LIA NICOL:** Election Clerk 3

Lia began at the BOE in January 2025. She is a resident of Brielle and loves living close to the beach. In her spare time, Lia likes to read fictional novels.



**ED LEE:** IT Analyst

Ed began working full time at the BOE in 2024. He is a resident of Loch Arbour and in his spare time, Ed likes to fish.



**NIKITA GEORGE:** Senior Election Clerk

Nikita has worked at the BOE since January 2025. She resides in Eatontown and in her spare time she loves to travel, and her favorite destination is Zurich.

**DISABILITY CERTIFICATES FOR ASSISTANCE**

To: John Smith Reg # A1234567890

Do you solemnly swear [or affirm] that you are Disability (physical disability – state nature of)

(\*Blindness) and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting at this election, without assistance; so help me God. [R.S. 19:31 A-6]

Name of member of Board of Registry and Election taking oath: Jane Smith

Must be signed by 2 members of board of Registry and Election of opposite political party assisting voter.

Jane Smith  
\*Name of voter assisting blind voter  
123 Main Street, Middletown NJ  
Address of voter assisting blind voter

PRIMARY 20 23  
GENERAL  
SPECIAL

**DISABILITY CERTIFICATE FOR ASSISTANCE FORM**

*If someone (including a Poll Worker) assists a voter during the voting process, they must complete a Disability Certificate for Assistance form.*

**DISABILITY CERTIFICATES FOR ASSISTANCE**

To: John Smith Reg # A1234567890

Do you solemnly swear [or affirm] that you are Disability (physical disability – state nature of)

(\*Blindness) and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting at this election, without assistance; so help me God. [R.S. 19:31 A-6]

Name of member of Board of Registry and Election taking oath: Jane Pollworker

Must be signed by 2 members of board of Registry and Election of opposite political party assisting voter.

Jane Pollworker  
\*Name of voter assisting blind voter  
123 Main Street, Middletown NJ  
Address of voter assisting blind voter

PRIMARY 20 23  
GENERAL  
SPECIAL

**POLL WORKER ASSISTANCE**

**VOTER REPRESENTATIVE ASSISTANCE**



**ADA PARKING SPACES**

Do not park in the ADA spaces—they are for ADA voters only! Park next to these parking spots. (Poll Workers parking in these spaces during the election are in violation of the DOJ.)



**HOW TO CAST YOUR VOTE**

1 INSERT CARD  
2 MAKE SELECTIONS  
3 REVIEW SELECTIONS  
4 PRINT CARD & COUNT

**English!**

**Offer Voters 4 Easy Steps to "How to Cast Your Vote"**

This two-sided form is to be used with the voting machines. Poll Workers will offer the voter to bring it into the voting booth to help cast their vote. Keep this form on the back of the machine when not in use so it is easily accessible for all Poll Workers working the voting machines.

**COMO EMITIR TU VOTO**

1 INSERAR EN LA MÁQUINA CARNÉ  
2 SELECCIONAR LA OPCIÓN  
3 REVISAR LAS SELECCIONES  
4 IMPRIMIR LA TARJETA Y CONTAR

**Spanish!**

1. PLEASE MAKE SURE TO TURN ON THE SURGE PROTECTORS FOR YOUR POLL BOOKS AND PRINTERS.
2. RETURN ALL CORDS TO THE BACK OF THE MACHINE AT THE END OF THE NIGHT.
3. THE TOP ACCESS DOOR, WHICH CONTAINS THE FLASH DRIVE ON MACHINES, MUST BE COMPLETELY CLOSED.
4. ONLY DOCUMENTED SERVICE ANIMALS ARE ALLOWED IN THE POLLING LOCATIONS.
5. VOTING AUTHORITIES ARE NOT ISSUED TO PROVISIONAL VOTERS.
6. REPUBLICAN VOTERS SHOULD RECEIVE A BLUE VOTING AUTHORITY AND PINK FOR DEMOCRATIC VOTERS.
7. UNA (UNAFFILIATED) VOTERS CAN VOTE AT THE POLLS BUT MUST DECLARE EITHER REP OR DEM.
8. REP/DEM VOTERS CAN ONLY CHANGE PARTY AFFILIATION **55 DAYS** BEFORE PRIMARY ELECTION-NOT AT POLLS.
9. REFRAIN FROM DISCUSSING POLITICAL VIEWPOINTS AT THE POLLS (GROUNDS FOR IMMEDIATE DISMISSAL!)
10. DO NOT BRING OUTSIDE WORK-RELATED ITEMS TO THE POLL SITES.
11. POLL WORKERS ARE SCHEDULED TO BE PAID FOR THE PRIMARY ELECTION AFTER JULY 1<sup>ST</sup>.
12. ALL PAYCHECK QUESTIONS SHOULD BE DIRECTED TO THE BOE OFFICE ONLY!

On behalf of the BOE Commissioners and Staff,  
**"THANK YOU"** for your dedicated commitment to the election process.