



# Instructions manual for **POLLING STATION MEMBERS**

# PRESENTATION

Esteemed poll worker:

On June 6 you have a commitment to the country again, as you are called to lead your voting table from its installation, attending the vote and carrying out the counting that will finally allow the election of who will govern Peru for the 2021 to 2026 period. For this reason, the ONPE once again provides you an instruction manual, with information that will allow you to lead the voting table with neutrality and transparency as established by law. Your work will once again be but the main compensation will be the satisfaction you will feel when fulfilling your duty by representing the citizenry. ONPE acknowledges and appreciates your participation.

THANK YOU VERY MUCH!



## Let's avoid the spread of COVID-19

The use of a double mask is recommended to cover the nose and mouth. For additional safety, the use of a face shield is also recommended.



There must always be distance between people (the one established for the city of residence).



Hand disinfection should be frequent, especially before and after sharing documents and supplies.



We must avoid touching our eyes, nose and mouth with our hands.



Anyone who sneezes or coughs should cover themselves with their arm, without removing the mask..



A person talking on the cell phone should not remove their mask.



Crowds will be avoided..



In each city abroad, the prevention provisions against Covid-19, determined by

# THE INSTALLATION OF THE POLLING STATION: A TEAM

Signs and asks each regular and alternate table member to sign the attendance sheet.

If any are missing, writes **ABSENT** in the signature space. When finished, the orange plastic envelope.




President	Receive the electoral material and ask the representatives present to show their credentials
President	Disinfects their hands, hands out pens, masks, and face shields. Then, along with the consular staff, they count the holograms and sign the agreement.
President	Checks that there are enough ballots for the electorate by checking the label on the package that contains them (it is not necessary to count them). Then proceeds to sign them. They give the facilities to the representatives who also wish to sign.
Secretary	Signs and asks each regular and alternate table member to sign the attendance sheet. If any are missing, writes ABSENT in the signature space. When finished, stores the sheet in the orange plastic envelope.
Third member	Pastes the label "Electoral Extras" on the empty box of electoral material. Places the box on the side of the table.
All three polling station members	<p>They verify that the list of voters is posted on the outside of the classroom and the poster of candidates is posted in each of the voting booths.</p> <p>They fill out 5 minutes in <b>section "A" INSTALLATION TALLY-SHEETS</b>, write their surnames, names and DNI numbers and sign them. firman.</p> <p><b>Note:</b> If there are representatives, fill out more minutes so that they can be delivered in case they request it at the end of the day (one per representative)..</p>



## Exercise N°. 1

Fill out **section “A” INSTALLATION TALLY-SHEET** with the following information: time 6 a.m., X in the box YES 300 ballots received, no observations. Then, sign and write your information.

 <b>ONPE</b>	<h1 style="margin: 0;">ELECCIONES GENERALES</h1> <h2 style="margin: 0;">SEGUNDA ELECCION</h2> <h3 style="margin: 0;">ACTA ELECCION</h3>
MESA DE SUFRAGIO N° <div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>030390</b></div>	
CONTINENTE <div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>UNIVERSO</b></div>	PAÍS <div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>LA GALAXIA</b></div>

### A ACTA DE INSTALACIÓN

Siendo las ..... del 06 de junio de 2021, se conformó e instaló la Mesa, continuando luego con la revisión del material electoral recibido. El material se recibió en buen estado: SÍ NO

**CANTIDAD DE CÉDULAS DE SUFRAGIO RECIBIDAS**

➔

(en números)

(en letras)

**OBSERVACIONES:** .....

.....

.....

**FIRMA, NOMBRES, APELLIDOS Y DNI DE MIEMBROS DE MESA (OBLIGATORIO)**

<b>PRESIDENTE</b> NOMBRES: ..... APELLIDOS: ..... DNI: .....	<b>SECRETARIO</b> NOMBRES: ..... APELLIDOS: ..... DNI: .....	<b>TERCER MIEMBRO</b> NOMBRES: ..... APELLIDOS: ..... DNI: .....
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**FIRMA Y DATOS DE PERSONEROS**

<b>PERSONERO</b> ORG. POLIT.: ..... NOMBRES: ..... APELLIDOS: ..... DNI: .....	<b>PERSONERO</b> ORG. POLIT.: ..... NOMBRES: ..... APELLIDOS: ..... DNI: .....
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**Note:** On the day of the election, if there were any incidents, they should be written down in the “Observations” field. If there are no incidents, this field is left blank.

4

Instructions Manual for Polling Station Members

# SAFE AND AGILE VOTING TO AVOID THE CONCENTRATION OF PEOPLE




First, each regular and alternate political party member votes and then the representatives (only if this is their voting table); then the voters, one by one

<b>President</b>	Asks the voter to show their ID and say their list number and surname..  <b>Note:</b> <i>It is not necessary to receive the DNI in hand. Electronic DNIs, minor (even if it has not been changed to an adult one) and expired DNIs are also valid for voting.</i>
<b>Secretary</b>	Searches the voters list for the voter's box and informs the president if they match..
<b>President</b>	Delivers a folded and signed identity card. If the voter did not bring a pencil, they lend them a previously disinfected one.
<b>Third member</b>	Asks the voter to deposit their DNI on a tray, tells them to go to the available voting booth and proceeds to paste the hologram.
<b>Secretary</b>	After the voter deposits his ballot in the amphora, they point out where to sign and fingerprint.
<b>Third member</b>	Sprays alcohol on the voter's DNI. Asks them to pick it up from the tray and invites them to wash their hands with the gel alcohol available on the table.  <b>Note:</b> <i>If at the end of the vote there are voters in line at the table, they are allowed to vote. After that, the vote can be closed</i>
<b>Closing of the vote</b>	
<b>Secretary</b>	Marks with a cross in the "Did not vote" boxes for those who did not show up to vote. Counts in the list of voters how many voted and writes down the total in the minutes, <b>section "B" VOTING TALLY-SHEET</b> .
<b>President</b>	Signs the last page of the voters list. Ask the representatives if they also want to sign.
<b>All three table members</b>	They fill out the 5 minutes in <b>section "B" VOTING TALLY-SHEET</b> , write their surnames, names and DNI numbers and sign them. They ask the representatives if they also want to sign.
<b>President</b>	In the plastic envelope with an orange border, where the polling station attendance sheet is, insert the list of voters and the remaining holograms, after noting how many to return and after the signature of the consular staff.



## Exercise N.º 2

On this page, fill in **section “B” VOTING TALLY-SHEET** with the following information: 280 total number of citizens who voted, 20 unused ballots, no observations, time 4 p.m. (as end of voting). Then sign and write your information..

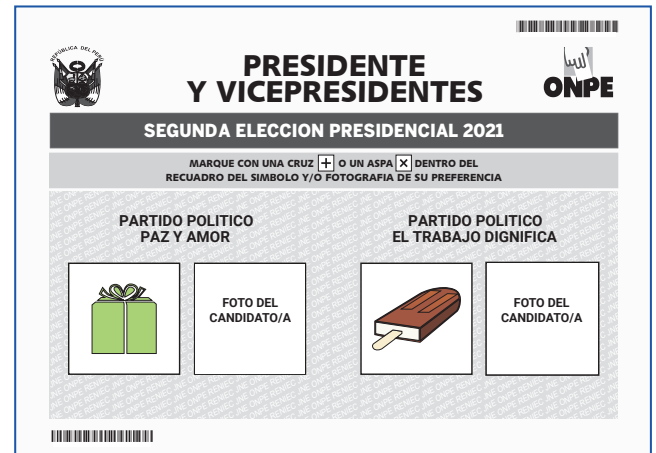
<b>CONVOCATORIA GENERAL 2021</b> <b>ELECCIÓN PRESIDENCIAL</b>  <b>A ELECTORAL</b>		 <b>030390-01-K</b>	<b>4a</b>
		➔ <b>TOTAL DE ELECTORES HÁBILES</b>	<b>300</b>
	CIUDAD <b>JUPITER</b>		
con la	<div style="border: 1px solid black; padding: 5px;"><b>B ACTA DE SUFRAGIO</b></div> <div style="margin-top: 10px;"><b>TOTAL DE CIUDADANOS QUE VOTARON</b> ➔ _____ <div style="display: flex; justify-content: space-between; width: 80%;"><span>(en letras)</span><div style="border: 1px solid black; width: 80px; height: 40px;"></div><span>(en números)</span></div></div> <div style="margin-top: 10px;"><b>TOTAL DE CÉDULAS NO UTILIZADAS</b> ➔ _____ <div style="display: flex; justify-content: space-between; width: 80%;"><span>(en letras)</span><div style="border: 1px dashed black; width: 80px; height: 40px;"></div><span>(en números)</span></div></div> <div style="margin-top: 10px;"><b>OBSERVACIONES:</b>..... ..... ..... <i>Siendo las ..... finalizó el sufragio.</i> <b>FIRMA, NOMBRES, APELLIDOS Y DNI DE MIEMBROS DE MESA (OBLIGATORIO)</b></div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 30%;"><b>PRESIDENTE</b> NOMBRES: ..... APELLIDOS: ..... DNI: .....</div><div style="width: 30%;"><b>SECRETARIO</b> NOMBRES: ..... APELLIDOS: ..... DNI: .....</div><div style="width: 30%;"><b>TERCER MIEMBRO</b> NOMBRES: ..... APELLIDOS: ..... DNI: .....</div></div> <div style="margin-top: 20px;"><b>FIRMA Y DATOS DE PERSONEROS</b></div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><b>PERSONERO</b> ORG. POLIT.: ..... NOMBRES: ..... APELLIDOS: ..... DNI: .....</div><div style="width: 45%;"><b>PERSONERO</b> ORG. POLIT.: ..... NOMBRES: ..... APELLIDOS: ..... DNI: .....</div></div>		

**Note:** On the election day, write as “Observations” those events that the representatives or members of the polling station deem necessary to be noted. If there are no observations, leave it blank.

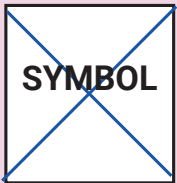
## VALID VOTES

One that was made with a cross, in which the lines cross within the box of the symbol of only one political organization (PO).

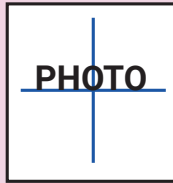
It is also valid if the mark was made on one of the photos or if both the symbol of the PO and the photo of its candidate were marked.



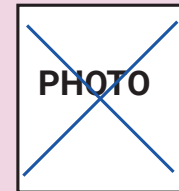
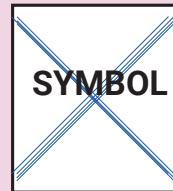
Example of the mark over the symbol.



Example of the mark over the photo.



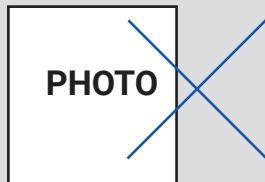
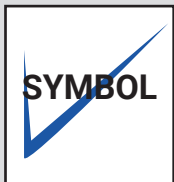
Example of the mark over the symbol and photo



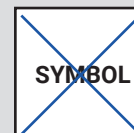
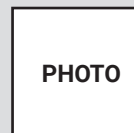
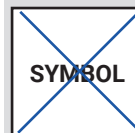
The lines of the cross can be fine or thick, what is important is that they can be distinguished as a cross.

## NULL VOTES

One that was made with a mark that is neither a cross nor an X, or if the crossing of lines is outside the box.



Likewise, it is null if it was marked on both political organizations.



### Other cases of null vote:

If the ballot is broken or its external face does not have the signature of the president of the table.

If the ballot bears the name, signature or ID number of the person who voted. If the ballot shows expressions, phrases or signs not related to the electoral process.

When the vote was cast on a forged ballot.

## BLANK VOTES

If there is no cross mark in any of the symbols or photos on the ballot, the vote must be considered blank.

How to proceed if there is no agreement on whether the vote is valid or invalid?

The members of the table will have to resolve by vote among themselves, with the majority vote prevailing.



## NEUTRAL, TRANSPARENT AND UNQUESTIONABLE SCRUTINY

Secretary	Write the counting start time in <b>section “C” SCRUTINY TALLY-SHEET.</b>	<input checked="" type="checkbox"/>
The three polling station members	They count the ballots in the amphora and verify that the number found is equal to the total number of citizens who voted written in the minutes (voting section). If it is not the same, they randomly separate the number of excess cards and destroy them. If there are fewer cards, they continue with the counting.  <b>Note:</b> If one of the aforementioned cases occurs, it must be recorded in the minutes, in the “Observations” field of <b>section “C” SCRUTINY TALLY-SHEET.</b>	<input type="checkbox"/>
President	With the support of the secretary and the third member, verifies that the certificates have their signature.	<input type="checkbox"/>
The three polling station members	They review each ballot and determine if it has a valid, null or blank vote. They show the scrutinized ballot to the representatives present.	<input type="checkbox"/>
Secretary	Keeps track of each vote by marking a line on the draft sheet.	<input type="checkbox"/>
Third Member	Separates the counted votes for each political organization, the null and the blank votes	<input type="checkbox"/>
Secretary	Once the ballots have been scrutinized, on the draft sheet, adds up the votes of each political organization (as well as the null and blank votes).	<input type="checkbox"/>
The three polling station members	Before copying the results of the draft sheet to the tally-sheets, they check that the sums are correct and that the total number of votes cast is equal to the number of citizens who voted.	<input type="checkbox"/>
The three polling station members	They copy the results on the tally-sheets, writing the numbers without smudges. If they unintentionally make a smudge, they use the “Observations” field to state which number should be read where there is a smudge.	<input type="checkbox"/>
The three polling station members	They write the end time of the scrutiny, their surnames, names and ID number in the tally-sheets (scrutiny section) and sign them. They ask the officials if they also want to sign.	<input type="checkbox"/>
The three polling station members	They protect the results and the “Observations” field of the tally-sheets with protective film..	<input type="checkbox"/>
	Of the five tally-sheets, they choose the best one (without smudges and with correct sums) and place it in the lead-colored plastic envelope.	<input type="checkbox"/>
	The other tally-sheets are placed in the blue, green, red and purple envelope.	<input type="checkbox"/>
Third member	Fill out and post the results poster on the outside of the classroom or venue where the voting table was located.	<input type="checkbox"/>
The three polling station members	They sign the certificates of board members and each one saves the one that corresponds to them.	<input type="checkbox"/>
President	Presents a certificate to each representative who requests it.	<input type="checkbox"/>
The three table members	They destroy the ballots scrutinized and those that were left over. Then, they deliver this in the electoral remains box, along with the rest of the electoral material, the amphora and the booths.	<input type="checkbox"/>
President	Receives the proof of delivery of electoral material from the consular personnel.	<input type="checkbox"/>



## Exercise N.º 3

**First:** Add, horizontally, the number of votes that correspond to each political organization, the blank and null votes.

**Second:** Add, vertically, the vote totals until you get the total cast.

**5**

# ELECCIONES GENERALES 2021 SEGUNDA ELECCIÓN PRESIDENCIAL

MESA DE SUFRAGIO N°

**030390**

## HOJA BORRADOR

→ TOTAL DE ELECTORES HÁBILES

**300**

CONTINENTE

**UNIVERSO**

PAIS

**LA GALAXIA**

CIUDAD

**JUPITER**

Anotar un palote por cada voto en la columna CONTEO DE VOTOS, en el espacio que le corresponde a cada organización política o en el de los votos en blanco, nulos o impugnados.  
Agrupar los palotes de cinco en cinco (V). Luego cuente los palotes por cada opción y coloque el total en el recuadro de la derecha.

	ORGANIZACIONES POLÍTICAS	CONTEO DE VOTOS ( V )	TOTAL DE VOTOS
1	PARTIDO POLITICO PAZ Y AMOR 	VVVVV VVVVV VVVVV	1
2	PARTIDO POLITICO EL TRABAJO DIGNIFICA 	VVVVV VVVVV VVVVV	2
	Votos en blanco	VVV	
	Votos nulos	VVV	
	Votos impugnados (*)		
	TOTAL DE VOTOS EMITIDOS (**) →		


(\*) No debe contarse como voto impugnado aquel que fue resuelto en mesa.

(\*\*) MUY IMPORTANTE


Este resultado debe ser igual al total de ciudadanos que votaron, registrados en el Acta de Sufragio (Ver página 4a); verifíquelo antes de copiar en el Acta de Escrutinio.

## Exercise N.º 4

In these tally-sheet, copy the results from the draft sheet on the previous page. Then, write the other information required and sign. To write the results, use the model of readable numbers presented in these tally-sheet..



**ONPE**



030390-01-K

**4b**

**ELECCIONES GENERALES 2021**  
**SEGUNDA ELECCIÓN PRESIDENCIAL**

MESA DE SUFRAGIO N°

**030390**

**ACTA ELECTORAL**

→ TOTAL DE ELECTORES HÁBILES

**300**

CONTINENTE

PAÍS

CIUDAD

UNIVERSO

LA GALAXIA

JUPITER

**C ACTA DE ESCRUTINIO**

Siendo las ..... del 06 de junio de 2021, se inició el ACTO DE ESCRUTINIO.

**MUY IMPORTANTE** Escriba con números legibles como estos: 0 1 2 3 4 5 6 7 8 9

ORGANIZACIONES POLÍTICAS		TOTAL DE VOTOS
1	PARTIDO POLITICO PAZ Y AMOR	1
2	PARTIDO POLITICO EL TRABAJO DIGNIFICA	2
VOTOS EN BLANCO		
VOTOS NULOS		
VOTOS IMPUGNADOS		
TOTAL DE VOTOS EMITIDOS →		

**OBSERVACIONES:** →

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Siendo las ..... finalizó el ACTO DE ESCRUTINIO.

FIRMA, NOMBRES, APELLIDOS Y DNI DE MIEMBROS DE MESA (OBLIGATORIO)

**PRESIDENTE**

NOMBRES: \_\_\_\_\_

APELLIDOS: \_\_\_\_\_

DNI: \_\_\_\_\_

**SECRETARIO**

NOMBRES: \_\_\_\_\_

APELLIDOS: \_\_\_\_\_

DNI: \_\_\_\_\_

**TERCER MIEMBRO**

NOMBRES: \_\_\_\_\_

APELLIDOS: \_\_\_\_\_

DNI: \_\_\_\_\_

FIRMA Y DATOS DE PERSONEROS

**PERSONERO**

ORG. POLIT: \_\_\_\_\_

NOMBRES: \_\_\_\_\_

APELLIDOS: \_\_\_\_\_

DNI: \_\_\_\_\_

**PERSONERO**

ORG. POLIT: \_\_\_\_\_

NOMBRES: \_\_\_\_\_

APELLIDOS: \_\_\_\_\_

DNI: \_\_\_\_\_

ESPACIO RESERVADO PARA  
FUNCIONARIO CONSULAR

NOMBRES: \_\_\_\_\_

APELLIDOS: \_\_\_\_\_

DNI: \_\_\_\_\_

**Note:** On the election day, write as “Observations” those events that the representatives or members of the polling station deem necessary to be noted. If there are no observations, leave it blank.



## TO TAKE INTO ACCOUNT during set-up

- The time of presentation of the regular and alternate table members must be found out at the corresponding consulate.
- If one or more regular members are missing, the substitutes must set up the table, assuming the positions in successive order.
- Starting at 9 in the morning, tables can be merged, but each table with its own electoral material.
- The fine for not showing up at the facility is 220 Soles.
- If the table has to be completed with one or two voters, the appointment is made by the member who will assume the presidency of the table.
- If it must be installed with three voters, the appointment is made by the president of the table with the previous number or, in the absence of this, with the president of the table with the following number.
- The voters that are designated must belong to the table to be installed.
- Care must be taken not to designate individuals vulnerable to complications from Covid-19.
- The people who set up a table should not be related to each other (parents, children, grandparents, grandchildren, brothers, in-laws, sons-in-law, daughters-in-law, brothers-in-law, stepparents and stepbrothers), nor should they be authorities or representatives.
- Arrangements should be made for the table representatives of the two political organizations, signing the credential they present (if requested), indicating their place to seat, allowing them to sign the certificates and installation certificate if they so wish. It is not mandatory that they sign all the certificates or all the minutes, this will be up to them as this is optional.



## TO TAKE INTO ACCOUNT during voting

- People vulnerable to Covid-19 It will always be prioritized to vote first: older adults, expectant mothers, and people with disabilities, and others who claim to be so due to other diseases.
- Voters may be served two by two. One enters first, is identified and directed to go to the first voting booth. Then someone else is invited to enter, is identified, and directed to vote in the second available booth. To avoid confusion of documents, use the two DNI trays and before the voter leaves, recommend that they check if it is their DNI.
- People with disabilities can vote in the privacy booth with the support of a person they trust.
- Anyone who is blind should be asked if they want to vote using a Braille template. If they say yes, ask the consular staff to bring this template.
- If the consular staff advises that there is a person at the table who needs to vote in the temporary voting module, a ballot, the voters list, the ink pad, the amphora and the hologram must be brought to that place. The rest of the material on the table must be duly guarded by consular personnel.
- If a trans person presents their DNI and in it there is a photo that is different from their current physical characteristics, they will be allowed to vote as it is their right. A person cannot be denied the right to vote because of their gender identity or due to any doubt arising from the lack of concordance between their appearance or gender expression and the name, sex and photo present in the DNI or on the voters list.



## TO TAKE INTO ACCOUNT during the scrutiny

- The political party representatives can move their chairs closer to the table as long as they stay one and a half meters apart. This will allow them to better see what the polling station members determine for each ballot.
- If the political party representative does not agree with what is decided by the polling station, he or she can challenge the vote. In that case the table will have to resolve again. If they do not agree with the political party representative he can appeal and in that case the identity card must be kept in a challenge envelope, whose fields must be filled out. Then, said envelope is signed and stored in the light blue plastic envelope. This vote will be counted as a contested vote on the draft sheet.
- A person can be a political party representative at two or more polling stations as long as it appears on their credentials. As they will not be able to be at all the polling stations at the same time, they must be given facilities such as, for example, at the end of the scrutiny present them with a copy of the minutes, even if they have not been able to be at the voting table all the time.

**If other problematic situations should occur during the set-up, the vote and the scrutiny, advice on how to solve them should be requested from the consular staff.**

**FONO ONPE: 0800 20101**

Receive training online at:  
**[www.onpeduca.edu.pe](http://www.onpeduca.edu.pe)**

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