

Instructions
for Statement and Declaration of Facts
Working Together for New Jersey – Election Integrity
WTNJelections.org

The “Statement & Declaration of Facts” form is used to record information you personally see/hear while matching public voter registration information to the actual situation at a specific physical address attached to a registered voter’s name. We are only observers and fact-gatherers. We are nonpartisan in this effort. We do not solicit anything in this process, either votes or funding. Please feel free to refer any household member to the WTNJelections.org website (appears on your name badge), should they have questions or want more information.

1. We use the terms “canvass”, “canvasser”, or “canvassing” in a restricted definition to mean “to observe, examine carefully, to scrutinize.” Nothing related to our use of these terms, in the context of the work of *Working Together for New Jersey – Election Integrity*” shall be construed otherwise, or to suggest soliciting of any sort.
2. Our work is nonpartisan. We do not distinguish by any particular political party or political leaning. We only observe the information presented in the public voter registration rolls and compare that to our personal observations and/or feedback provided by individuals at the listed registered voter’s address. We ask you, as one of our official observers, not to engage with any voter during your door-to-door visit on partisan issues; accept their remarks or comments, but simply say that as a nonpartisan activity, you’re not able to speak to such a matter.
3. Dress Code – We strongly encourage “business casual” – no slogans on sweatshirts or shirts, don’t do your door-to-door work with campaign buttons on hats or purses or tote bags. Look professional. During colder weather, outerwear clothing makes a dress code less restrictive. Wear your Name Badge (we’ll provide).
4. You CAN show your clipboard and the single page which shows the voters at the address you are visiting to the person at the door, and ask “do all these registered voters still live here?” **Be alert** that the names of voters may carry over to the following page of your walk list. **Be careful to note age of voter.** YOU should **hold** the clipboard – do not lose custody of it to the person at the door.
5. On your walk sheet, restrict your data entry on the FRONT PAGE to check marks or circling “Y” or “N” – additional information can be written on the REVERSE SIDE, or on the “Statement and Declaration of Facts.” We do this so that if/when you show the voter list to others, they will not see personal comments/remarks. IF you add remarks on the reverse side, include the last and first name and age of the voter the remarks refer to – unless specifically linked to a given voter or household, we cannot use or reference the remarks. Teammates: help your partner remember to do this.
6. We ask that you fill out one “Statement and Declaration of Facts” ...
 - a) for each listed **address** for which you observe an irregularity (ex: the address is a vacant lot, or the address is an office suite within a commercial office building)
 - b) for each listed/registered **voter** for whom you observe or are told there is an irregularity (ex: “that person doesn’t live here,” or “they moved away”, etc.)
 - c) for any **irregular situation** explained to you by a person at a voter address (ex: “I was told at the polls that I had already voted, when I had not”, or “we received mail-in ballots for people who don’t live here”)
7. At the door, ask to speak with one of the listed voters, or with adult in the house. Please notice (or ask) if the person answering is age 18 or older – It becomes problematic to affirm remarks from underage residents. If any irregularities are identified, it is important to ask/get the name of the person with whom you spoke and report it in Part B of the Statement form. If not one of the voters, try to define, such as “sister-in-law who doesn’t live here,” or “homeowner but not registered to vote.”
8. Notice that there are two parts to the Statement & Declaration: Part A reports on **location-specific** irregularities or observations; Part B reports on **voter** information or observations. If you need more space to report what you are told or what you observe, you can use the reverse side of the form. Please initial and date any comments you put on the reverse side.

9. To help you understand how we use this form, *Working Together* reports your observations to the County Board of Elections. They do not see your “Statement & Declaration of Facts” form. They can best respond when any discrepancies are separately reported. Similarly, we can keep track of the geography or number of irregularities if they are reported separately. Remember, *we cannot make any changes to a voter record. The County must independently verify, using their procedures, any irregularity we might present.*

10. We want to respect the privacy and sensitivities of the voters whose homes we visit. Any comments heard at one home are NOT to be shared with anyone else, other than being reported on our forms. At the same time, we limit our visit time by adhering to simple verification of the publicly-recorded information.

11. We have provided you with business cards which identify Working Together for New Jersey – Election Integrity and list our website and purpose. If someone is concerned about who you/we are, you may give this card to them as further identification. But the cards do cost money, so be a bit judicious in giving them out.

12. Maintaining controlled custody of your Walk List and Declaration forms is very important. **RETAIN ALL FORMS.** If we identify large-scale irregularities, and they are not subsequently corrected by election officials, we may then rely upon the multitude of Declarations which were gathered to support our findings. If we need to pursue litigation, we must prove an uninterrupted chain of custody. When you transfer your forms to a coordinator, you must both sign a “Transfer of Custody” form.

QUESTIONS: You can direct your questions to your region coordinator, or can call Bill Eames at 973-884-0066.

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