

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

The “Statement & Declaration of Facts” third party form is used to record information told to or shared with you when you speak with someone at a registered voter’s address. The first party form is used to report information of which you have personal knowledge. Our role, as canvassers, is only to observe and gather facts. We are nonpartisan in this effort. We do not solicit anything in this process, either votes or funding. Please feel free to refer any person with whom you speak to the WTNJelections.org website (above), should they have questions or want more information. They can use the “Contact Us” form if they want to reach us.

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 in any partisan or political discussion with any voter during your door-to-door visit; accept their remarks or comments, but simply say that as a nonpartisan activity, you’re not able to speak to such a matter during our visit.
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. During summer, you can wear shorts, but a polo shirt is preferred over a T-shirt. Wear your Name Badge (we’ll provide).
4. You CAN show your clipboard and the single page which shows the voters listed 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. YOU should **hold** the clipboard – do not lose custody of it to the person at the door. Be alert to persons with the same first name so we don’t confuse one voter with another; **noting the age of voter** can help with this.
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, be sure to reference each remark to the voter affected! Unless we know the specific voter the remarks refer to, we cannot make any use of those 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 an 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.” *If they understand you are trying to fix problems in the official records, most folks will share this information freely.*

(continued)

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. Generally you use one or the other, but not both. 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. *Working Together* generally consolidates reports by type to report specific corrections to the Board of Elections; your observations help us gather these specifics, and together, to spot trends. They generally do not see your "Statement & Declaration of Facts" form, but in certain circumstances they need a record that a witness was told about the information reported; in that case, they would see your declaration. 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 can not make any changes to a voter record. *The County must independently verify, using their procedures, based on irregularities 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 and logging any irregularities they report.

11. Our website describes who we are and what our purpose is. Please feel free to share it freely. It's also a place where others can volunteer to help us. At certain times, we may produce brochures or business cards that can also be used to identify us.

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, available on the website's "Forms" tab.

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

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