



**Ketchikan Gateway Borough  
Office of the Clerk**

1900 First Avenue, Suite 115  
Ketchikan, AK 99901  
Phone: (907) 228-6605  
Fax: (907) 228-6697  
Email: Elections@kgbak.us



**City of Ketchikan  
Office of the Clerk**

334 Front Street  
Ketchikan, AK 99901  
Phone: (907) 228-5604  
Fax: (907) 228-5075  
Email: Clerk@ktn-ak.us

**ELECTION OFFICIAL APPLICATION**

Last Name		First Name		MI
Residence Address				
Mailing Address				
Phone:		Email:		
Date of Birth:		Please provide a confidential identifier to verify your voter registration status:		
		Last 4 of SSN:	Voter No.:	
What position(s) are you interested in working?				
<input type="checkbox"/> Poll Worker		<input type="checkbox"/> Election Night Receiving Team		
<input type="checkbox"/> Canvass Board		<input type="checkbox"/> Early/Absentee Voting		
Have you previously served as an election official in Alaska? If so, where, and when?				
1. Are you actively involved with a campaign or political action committee in the election? <input type="checkbox"/> Yes <input type="checkbox"/> No				
2. Is a candidate in the election your mother; mother-in-law; stepmother; father; father-in-law; stepfather; sister; sister-in-law; brother; brother-in-law; stepbrother; spouse; or person sharing your living quarters? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>The information on this application is true and correct to the best of my knowledge.</i>				
_____ Applicant Signature			_____ Date	
<b>FOR OFFICE USE ONLY</b>				
Received by:		Applicant's Precinct: _____		Database Entry: <input type="checkbox"/>
Notes:				

Thank you for your interest in serving as an election official. At every election it takes many citizens who play an important role to operate polling places. Election officials put a face on the election process and work hard to ensure their neighbors can vote with ease, while helping to safeguard the process so all residents have confidence in the election results. Election officials are responsible for carrying out the election process under the direction and supervision of the Borough and City Clerk. Qualifications and general duties are described below. Training and compensation will be provided.

### **Qualifications**

- Must be a registered voter of the State of Alaska residing in the Ketchikan Gateway Borough.
- Must refrain from political activity while on duty.
- Must be able to sit or stand for long periods of time.
- Must be able to lift 10 pounds.
- Must read, write, and speak the English language.
- Must attend at least one mandatory election training session.

### **Polling Place Official**

Works on Election Day at an assigned polling place. Duties include opening and closing the polls, setting up election equipment and supplies, and assisting and processing voters. There are seven polling precincts in the community.

### **Early/Absentee Voting Official**

Works at an assigned early voting site. Duties include opening and closing the early voting location, setting up and securing election equipment and supplies, and assisting and processing voters.

### **Canvass Board**

After the election, the Canvass Board meets to review the provisional ballots cast in the election to determine if the ballots are eligible for counting. The Board then counts the qualified ballots.

### **Election Night Receiving Team**

Receives the election ballots, supplies, and equipment from the precinct chairs. Processes election materials and provides election night results to the media and public at the direction of the Borough and City Clerk.

The regular municipal election of the Borough and City is held on the first Tuesday of October. Additional information on local elections, including polling place locations, can be found on the Borough and City's website at:

**Ketchikan Gateway Borough:** [Kgbak.us/Elections](http://Kgbak.us/Elections)  
**City of Ketchikan:** [Ktn-ak.us/electionsvoting](http://Ktn-ak.us/electionsvoting)

If you are interested in serving as an election official, please complete, sign, and return this application to one of the locations listed below. Applications must be submitted annually, and applicants selected to serve will be contacted to confirm their precinct assignment and training schedule.

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