**PENNSYLVANIA DEPARTMENT OF STATE**

**ATTACHMENT A TO THE DIRECTIVE FOR ELECTRONIC VOTING SYSTEMS**

**OUTLINE OF THE CONTENT AND FORMAT FOR A REPRESENTATION AFFIDAVIT**

Pursuant to the DIRECTIVE CONCERNING THE CONDUCT OF ELECTRONIC VOTING SYSTEM EXAMINATIONS BY THE COMMONWEALTH OF PENNSYLVANIA ISSUED BY THE SECRETARY OF THE COMMONWEALTH (Directive), a Representation Affidavit (Affidavit) must be submitted by all vendors that apply for an electronic voting system examination. The Affidavit must be submitted in the format outlined below containing all relevant information.

The Affidavit will become public record and will be available to the public upon request as well as to state, county and municipal officials.

After reviewing the Affidavit, an electronic voting system examination will be scheduled for the next regularly scheduled examination occurring more than 30 days after receiving the Affidavit.

State of State Name

County of County Name

Name of Affiant, Title or Position, of Name of Corporation
(Name of Affiant) (Title or Position) (Name of Corporation)

Corporation, having been duly sworn, deposes and states the following:

I. Vendor Identification:

| |
|---|
| A. Full name of company: |
| B. Address of principal office: |
| C. Agent for this examination: |

| |
|---|
| D. Telephone number of agent: |
| E. Date and state of incorporation: |
| F. Number of full time employees: |
| G. Annual gross sales: |
| H. Other product lines: |

II. Electronic Voting System Identification:

| |
|---|
| A. List all components involved in recording and/or tabulating votes; and for each give:<br>1.<br>2. |
| B. If more than one configuration is possible, briefly describe the components and application of each: |
| C. Briefly describe any available discounts: |
| D. Describe support policies for:<br>1. Equipment installation:<br>2. Training and instructional materials for voters and election officials:<br>3. Providing supplies and associated equipment: |

III. Provide the following information for each vote recording or tabulating device:

| |
|---|
| A. Describe the general type (DRE, touch screen, optical scan, punch card, etc.): |

B. Extent of use:

1. First year in use:

2. States authorizing use:

3. Number of jurisdictions in use:

C. Describe the physical characteristics of each vote recording/tabulating device(s):

1. Construction materials:

2. Dimensions:

3. Storage requirements:

a. Space:

b. Stacking capacity:

c. Temperature and humidity restrictions:

4. Operating requirements:

a. Space:

b. Secrecy provisions:

c. Lighting:

d. Power requirements, tolerances:

e. Temperature and humidity restrictions:

D. Ballot form and use (vote recording devices):

1. Type (paper, card, DRE, etc.):

2. Size:

a. Minimum voting positions:

b. Provisions for oversize ballots:

3. Capacity:

a. Voter speed:

b. Recommended ration of devices per number of voters:

4. Method of voting:

a. Description:

b. Write-in procedure:

c. Absentee ballot compatibility:

d. Spoiled ballot/voter correction provisions:

e. Overvote detection/warning:

f. No-vote capability:

5. Recount procedure/auditability:

E. Processing characteristics (vote tabulating devices):

1. Tabulating method (precinct, central, combined):

2. Ballot security and control:

a. Handling:

b. Transportation:

c. Storage:

3. Tabulation speed/device capacity:

4. Exception handling (misfeeds, mutilated ballots, etc.):

5. Write-in processing:

6. Absentee ballot processing, if compatible ballot:

7. Overvote/undervote detection and processing:

8. Recount processing/Auditability:

F. Set-up, maintenance and repair:

1. Recording devices and tabulating devices:

a. Set-up times:

| |
|---|
| b. Training and level of expertise required:<br><br>2. Preventive maintenance requirements:<br><br>a. Performed by whom:<br><br>b. Training and level of expertise required:<br><br>3. Corrective maintenance:<br><br>a. Performed by whom:<br><br>b. Training and level of expertise required: |
| G. Additional or optional equipment associated with this device:<br><br>1. Description:<br><br>2. Cost: |
| H. Data processing support required:<br><br>1. Equipment:<br><br>2. Programming:<br><br>3. Personnel:<br><br>4. Supplies: |

CERTIFICATION

I, the undersigned, certify that I am an authorized representative of the below listed vendor and I have read and hereby agree to the terms and conditions contained in the Directive and this Representation Affidavit on behalf of the vendor. I further certify that the system referred to in this affidavit is being tested, or has been tested and deemed qualified by the independent testing authority or authorities for compliance with the most recent Federal standards, known as the 2002 Federal Election Commission Voting Systems Performance and Test Standards as adopted by the Election Assistance Commission in compliance with Section 222(e) of the Help America Vote Act, 42 U.S.C. § 15362(e). I understand that failure to abide by the terms and conditions of the Directive and this Representation Affidavit could result in the proposed voting system not being certified by the Secretary or revocation of an existing voting system certification.

_____

Signature Date

_____

Name (Printed)

_____

Vendor Name

_____

Vendor Address

On this, the _____ day of _____, 20_____, before me _____, the undersigned officer, personally appeared _____, who acknowledged himself/herself to be the _____ of _____, a corporation, and that he/she as such _____, being authorized to do so, executed the foregoing instrument for the purpose therein contained by signing the name of the corporation by himself/herself as_____. In witness whereunto, I hereunto set my hand and official seals.

_____

_____

(Title of Officer)