

**Mercer County  
Superintendent of Elections  
Voting Machine Rental Procedure**

A voting machine rental request form must be submitted by an official of the organization. This form should include the date, time, location and nature of the election, number of machines required, contact person and phone number. This form should be sent to:

Catherine DiCostanzo  
Mercer County Superintendent of Elections  
640 South Broad Street  
P.O. Box 8068  
Trenton, N.J. 08650

Upon receipt, (within 10 working days) a staff member of the Superintendent of Elections office will contact the organization official to discuss the availability of machines on the requested date/dates. After reviewing the request the organization will be formally notified.

The official representative from the organization must then forward the details of the election, such as offices to appear on the ballot, candidate names, and any public question to be voted upon. This information must be submitted in a timely fashion in order to allow adequate preparation time of the ballot. This information should be addressed to:

Mercer County Clerk  
Paula Sollami-Covello  
209 South Broad Street  
Trenton N.J. 08650

A copy of this letter should also be sent to: Board of Elections  
Dominic J. Magnolo, Chairman  
640 South Broad Street  
P.O. Box 8068  
Trenton N.J. 08650

The Superintendent's Office will then coordinate all functions necessary to ensure the prompt delivery of voting machines on the required date. Staff members from the superintendent of Elections will provide the responsible official, upon delivery of the voting machine, with instructions for use. The Superintendent of Elections staff is available for machine support during regular business hours.

Please Note:

Renters are responsible for ensuring proper storage and security of voting machines while in their care.

The Board of Elections does not provide "Board Workers" for outside election request.

Any missing cartridges and/ or keys will be replaced at the current cost through the Superintendent's voting machine vendor.

## Rental

Rental of one (1) voting machine for one (1) day election. Please call for current rate. 609-586-4753  
or email Bob Lester blester@mercercounty.org

This charge includes the following:

One (1) ballot face, programming, set-up, delivery, and instructions on use of machine to responsible outside party.

This shall include preparing the election program from the ballot design, hanging ballots, performing pre-lat, and scheduling the delivery /pick-up of said voting machines.

Election support/machine troubleshooting will be provided by the Superintendent's Office during normal business hours, 8:00 a.m. to 4:00 p.m. Any calls for service outside this time frame will incur the hourly rate charged for the technician dispatched with a minimum of one (1) hour charged.

Additional Charges: Please call for current rate. 609-586-4753

Added machines for the same programmed election.

Additional days of use for the same programmed machines.

Clearing/ reprogramming on-site for a "runoff" election.

Note: the same ballot face will be utilized with labels covering eliminated candidates.

Mileage (outside of Mercer County)

The County established mileage rate will be charged. The mileage calculation will begin at the Election Warehouse located at 1 Johnston Ave, Hamilton NJ 08609

Catherine DiCostanzo

Superintendent of Elections/

Commissioner of Registration

*Contact Numbers*

Election's Office: 609-989-6770

Fax: 609-989-6888

Voting Machine Warehouse: call 609-586-4753 or

Email Bob Lester at blester@mercercounty.org

**Mercer County  
Catherine DiCostanzo  
Superintendent of Elections/  
Commissioner of Registration**

**Voting Machine Rental Request Form**

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Official:

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_ Email: \_\_\_\_\_ Cell # \_\_\_\_\_

Reason for Election: \_\_\_\_\_

Election Date: \_\_\_\_\_

Time of Election: From \_\_\_\_\_ to \_\_\_\_\_

Location of Election: \_\_\_\_\_

Number of Machines Requested: \_\_\_\_\_

Signature of Official \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Please fill out and submit the Rental Request form to:

Superintendent of Elections/ Commissioner of Registration  
Mercer County  
640 South Broad Street  
P.O. Box 8068  
Trenton, N.J. 08650