

**APPLICATION FOR ELECTRONIC POLL BOOK CERTIFICATION**

NEW JERSEY SECRETARY OF STATE

DIVISION OF ELECTIONS

Name of vendor	Telephone number
Address of vendor	Fax number
City, State and Zip Code	Email address
Name of contact person for the vendor	Contact person's telephone number
Product name	Model number
General description of system and functionality of each component	
Hardware (including version numbers):	
Firmware (including version numbers):	
Software (including version numbers):	

**The New Jersey Division of Gaming Enforcement will charge \$113.00 per hour for review and testing of the electronic poll book system and must be paid in full prior to final certification.**

**This application must include the following:**

1. Technical documentation including:
  - User manuals
  - Operator and system manuals (including developer documentation)
  - Troubleshooting and training manuals
  - Fail-safe and emergency backup information
  - Environmental requirements for storage, transportation and operation
2. Functional description of software components
3. Engineering drawings
4. Schematics of flowcharts identifying software and data file relationships
5. Description of training courses (including both on-and off-site offerings)
6. Documentation of all testing performed on this system (internal and external sources)
7. Documentation of all internal quality assurance procedures
8. Documentation of all usability testing
9. Documentation of certification from other election jurisdictions
10. Description of accessibility features and any testing performed
11. Provide a list of compensating controls for any known regulatory or functional issues, problems, and abnormalities; also how and when it will be resolved
12. Completed State of New Jersey Security Due Diligence – Third-Party Information Security Questionnaire
13. Completed Ownership Disclosure Form

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AFFIRMATION

In making application for the certification of the electronic poll book or components listed above, I swear or affirm under the penalty for perjury that to the best of my knowledge and belief all the information contained in this application is true and the electronic poll book satisfies all functional and technical specifications as described in Special Adopted Repeal and New Rules: N.J.A.C. 15:10-7.

SIGNATURE

TITLE

DATE

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Please return this application and submission materials by email to Dawn Schilling at [Dawn.Schilling@sos.nj.gov](mailto:Dawn.Schilling@sos.nj.gov) and Meshach Walker at [Meshach.Walker@sos.nj.gov](mailto:Meshach.Walker@sos.nj.gov) or mail to the following address:

New Jersey Division of Elections  
PO Box 304  
Trenton, NJ 08625-0304

Once your application has been received and approved you will be contacted to schedule a meeting to discuss next steps.

If you have any questions, please call 609-292- 3760.