



MANUAL

ON HOW TO USE THE VOTER BIOMETRIC IDENTIFICATION DEVICE (VBID)



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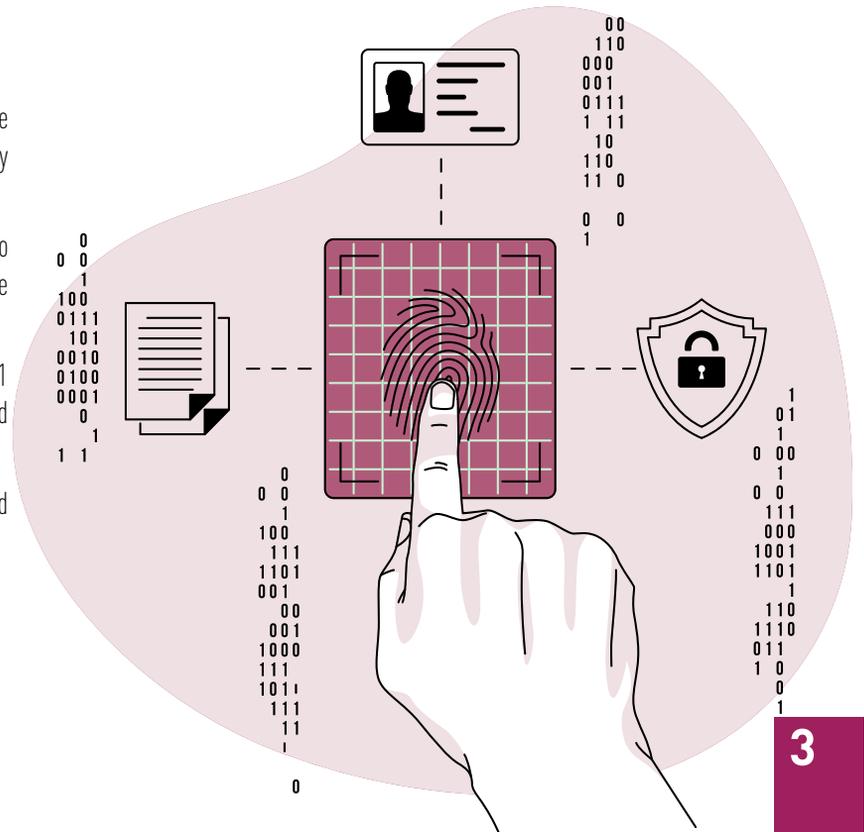
INTRODUCTION

Voter Biometric Identification Device (VBID) is introduced for the first time in the voting procedure at the local elections 2021. It should improve the process by digitizing and automating part of the procedure.

You are the first electoral boards to have the privilege and responsibility to operate the voter biometric identification device, meaning you take part in the advancement of the voting process as well as elections, in general.

Pursuant to Article 31 paragraph 2 item 2, Article 108, Article 108-a paragraph 11 and Article 108-b of the Electoral Code, the State Election Commission adopted Guidelines on how to determine the identity of voters.

This Handbook is designed based on those Guidelines to help you operate VBID and administer elections on the 17th October.





PERSON WHO OPERATES THE DEVICE



1. Voter Biometric Identification Device (VBID SVT 5008 with MRZ reader)
2. Thermal printer with paper roll
3. Special card to activate the device

WHO OPERATES THE DEVICE?

Voter Biometric Identification Device is operated only by the President or the Deputy President of the Electoral Board (EB). They have special cards which are part of the confidential election material and are kept at the polling station.

WHAT IN CASE THE PRESIDENT AND DEPUTY PRESIDENT OF THE EB ARE ABSENT?

In case of absence of the President and the Deputy President of the EB, the device is operated by a person from the EB elected from the ranks of the administration, by a majority vote of the present members of the EB.

WHERE IS THIS CASE REGISTERED?

This case must be registered in the Event Log, as follows:

- ✓ enter data for the person elected by majority of votes,
- ✓ data on the time period in which the person operated VBID and
- ✓ data about the cardholder.

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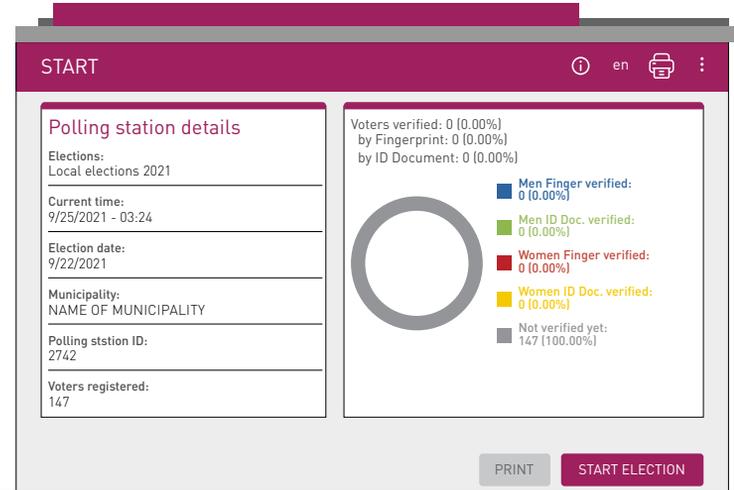
CHECKING THE FUNCTIONALITY OF VBID

WHEN IS THE FUNCTIONALITY OF VBID CHECKED?

At the time of opening the polling station, in addition to the standard inspection of the room and the entire confidential and non-confidential election material, the functionality of VBID is checked.

HOW IS THE FUNCTIONING OF THE VBID CHECKED?

Functionality of VBID is checked by switching on the device, the person who operates the VBID logs in, the working language of VBID is selected and a report is printed with the current status of data in VBID.



WHAT INFORMATION IS DISPLAYED ON THE VBID SCREEN AT THE START OF THE ELECTION DAY?

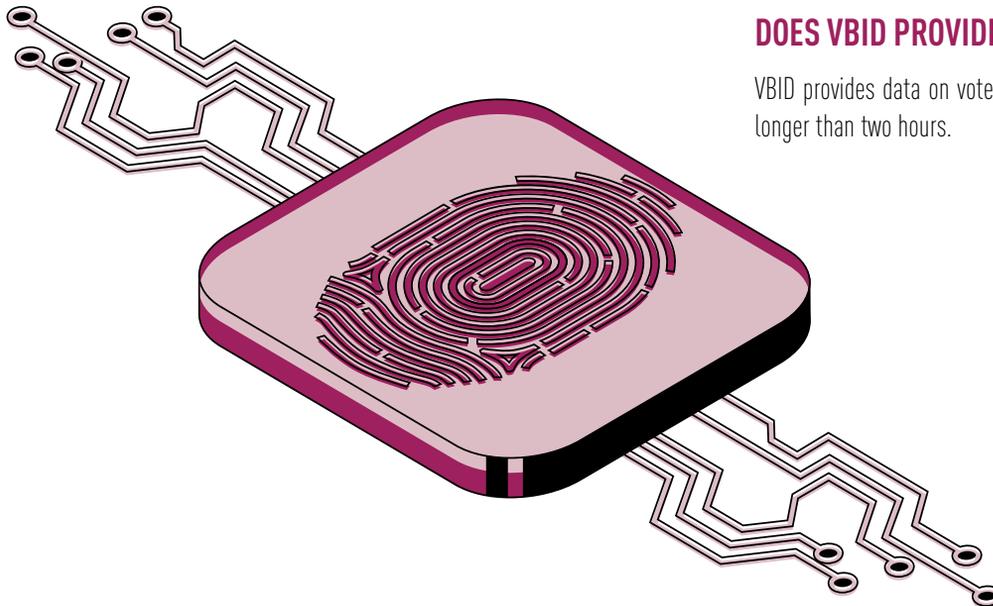
VBID displays the following information on the screen:

- Elections (title) and date of elections
- Current time
- Municipality
- Polling station number
- Total registered voters in the polling station
- Total number of voters who voted (confirmation that it is zero, as recorded on the device)
- Total number of voters who voted and who were successfully verified with a fingerprint (confirmation that it is zero, as recorded on the device)
- Gender distribution of voters who voted (i.e., zero men and zero women).



WHAT HAPPENS WITH THIS INFORMATION?

VBID is printing a separate report with this information.



WHAT SHOULD THE EB DO WITH THAT REPORT?

The EB enters the data from the printed report in the Protocol (Template no.15), which contains information also about the conditions in the polling station, the election material and the ballot boxes. The printed report is attached to the events log.

DOES VBID PROVIDE DATA ON VOTER TURNOUT?

VBID provides data on voter turnout throughout the voting, at time intervals not longer than two hours.



VOTING BY USE OF VBID

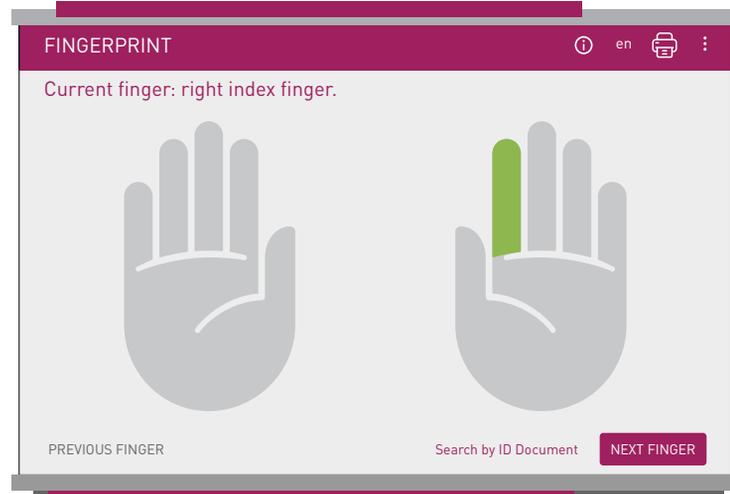
WHEN IS VBID ACTIVATED TO IDENTIFY THE VOTERS?

VBID is activated to identify voters at the start of voting at the polling station.

WHAT IS THE VOTER IDENTIFICATION PROCEDURE?

1. The voter proves his / her identity with a valid ID card or a valid passport; that is, ID card or passport that is expired in the period from announcement of elections until the Election Day, and with fingerprint. Passport that expired after July 31, 2020 will also be considered as valid.
2. The voter enters the polling station and shows appropriate document to the member of the EB who operates the VBID. A voter who does not have an identity document or appropriate personal document will not be allowed to identify himself / herself with a fingerprint on VBID and will not be allowed to vote.
3. A member of the EB compares the photo from the ID card or passport with the voter's face, and if found that it is not the same person, that person will not be allowed to identify himself / herself with a VBID fingerprint or to vote.

4. The EB verifies the identity and checks whether the voter had previously voted. This is done by checking the data from the ID card or passport and by reading the fingerprint, which should match the voter's fingerprint in the electronic voter list (in the technical equipment for the respective polling station).
5. The EB verifies the identity and checks whether the voter had voted before by taking a fingerprint of the voter's right hand.





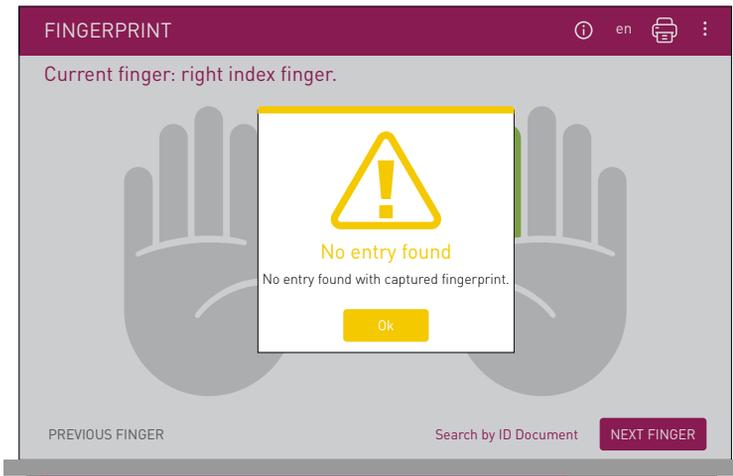
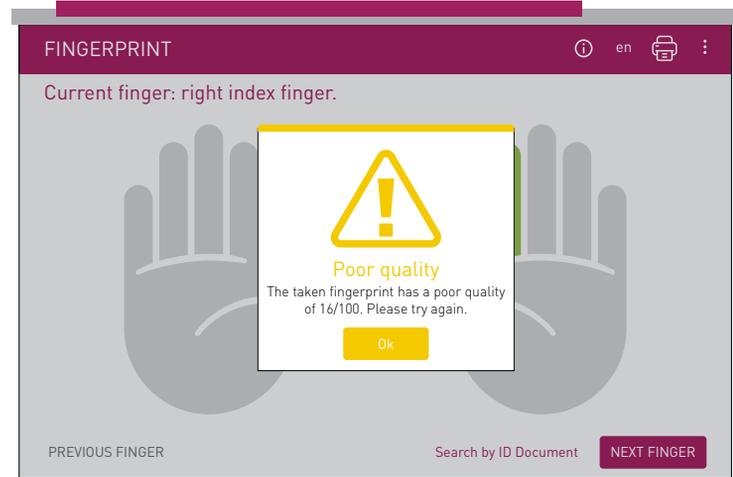
6. If the voter does not have a right-hand index finger, a fingerprint of the left-hand index finger is taken.
7. If the voter is missing these two fingers, fingerprint is taken of the next finger of the right hand and this is recorded in the event log.
8. If the voter does not have the two hands, the EB ascertains the situation by recording in the event log and the voter is searched in the technical equipment based on his/her unique identification number (EMBG).

HOW ARE VOTERS IDENTIFIED BY USING THE VBID?

VBID reads the fingerprint and tries to find a match in the fingerprints of all voters registered in the electronic voter list for that polling station, until a match is found.

If the software indicates that the print quality is poor or weak, VBID software treats it as a misprint scan and requires a repetition of the scanning process of the same finger.

If no match is found, the voter should scan the left index finger and the process is repeated. If the voter does not have a left index finger, fingerprint is taken in the appropriate order of fingers and the EB records it in the event log.





WHEN IS THE IDENTIFICATION CONSIDERED ORDERLY?

When the EB concludes that:

- the voter registered in the voter list has proved his / her identity,
- the voter had not voted before and
- the fingerprint matches the fingerprint in the electronic voter list

The data from the voter list about the respective voter is displayed on the screen in green.

An EB member confirms the identification and the voter is marked in the system as having voted.

The image displays two side-by-side screenshots of a mobile application interface for voter identification. Both screens have a dark purple header with the word 'RESULT' on the left and icons for information, language (en), printing, and a menu on the right. The main content area is light gray and contains a 'Person Details' section. On the left of this section is a placeholder image of a woman with dark hair. To the right, the details are listed: Surname (STOJANOVSKA), Name (ANA), Sex (Female), Date of birth (-), Area (SKOPJE - KARPOSH), and Street (PARISKA). At the bottom left of the details section, a status bar shows a matching score of 0.00. Below the details is a 'CANCEL' button on the left and a 'Confirm' button on the right. The right screenshot is identical to the left one but features a white confirmation dialog box with a green question mark icon. The dialog box contains the text 'Really confirm?' and 'Do you really confirm this person?' with 'CANCEL' and 'CONTINUE' buttons at the bottom.



WHAT IF A VBID CANNOT FIND A MATCHING FINGERPRINT?

If VBID cannot find a match of the fingerprint with the voter's fingerprint in the electronic voter list, VBID signals in yellow.

EB makes two attempts to find a match with the help of VBID. If both attempts are unsuccessful, the voter wipes the finger with a dry tissue and two more attempts are made.

If these are also unsuccessful, the EB proceeds to determine the voter's personal identity through a valid identification document and checks whether the voter is registered and whether he / she has signed the printed voter list.

If the EB determines that the voter is listed in the printed extract of the voter list and had not voted before, the voter is searched for in the VBID by reading the personal document on the MRZ scanner or by entering the unique identification number (EMBG).

If the identity is confirmed through this procedure, the voter deposits a fingerprint on VBID and the EB ascertains the situation by recording it in the event log.

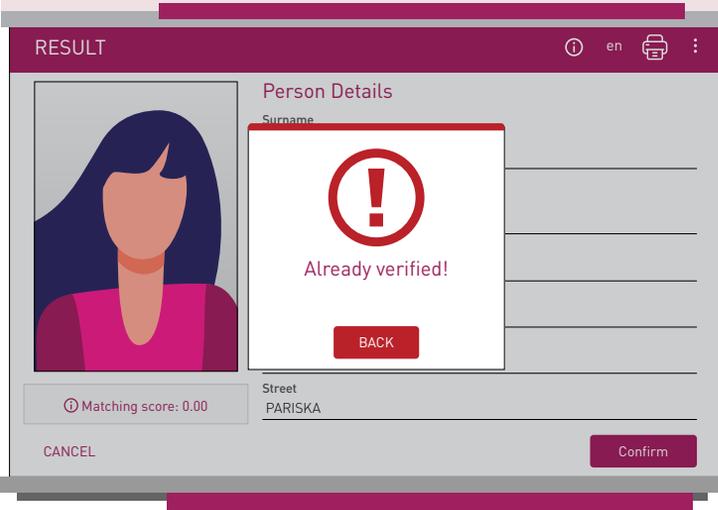


Slot for ID document insertion/verification



WHAT IF THE VOTER WAS REGISTERED IN THE SYSTEM AS HAVING ALREADY VOTED?

If the voter has already been registered in the system as having voted, the system displays the information in red and signals an alarm and the person will not be allowed to vote.



WHICH IS THE PROCEDURE ONCE THE VOTER'S IDENTITY IS DETERMINED?

After confirming the voter's identity, the EB circles the ordinal number in the printed voter list and the voter puts his/her signature. If he/she is illiterate he/she deposits a fingerprint of the right index finger in the designated signature field.

If the voter is illiterate and does not have a right index finger, a fingerprint is taken from the left hand, and if there is no left index finger, no fingerprint is taken, and this is registered in the event log.

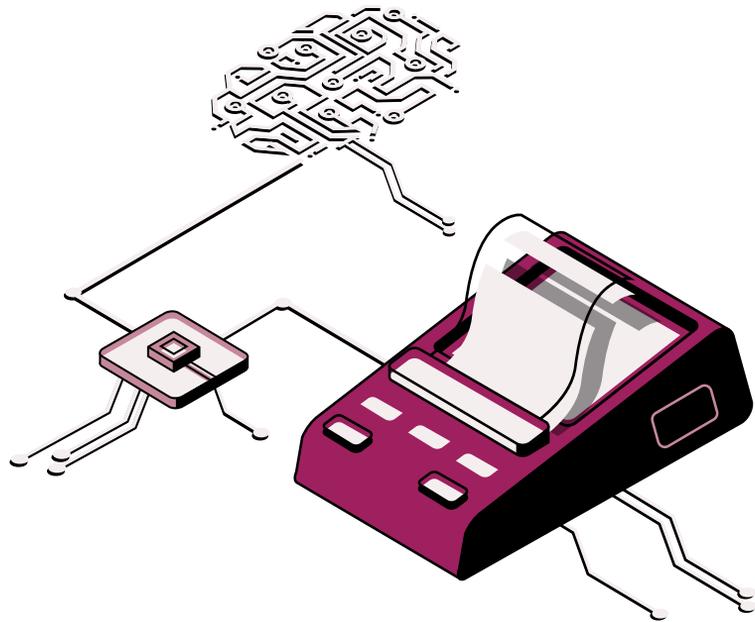
After identification and signing of the voter list, the voter receives the ballots.



PROCEDURE IN CASE THE VBID IS DEFECTIVE AND OUT OF USE

HOW DOES THE EB PROCEED IN CASE THE VBID IS TECHNICALLY DEFECTIVE AND CAN NOT BE USED?

In case VBID is technically defective and cannot be used, the EB immediately notifies the MEC by telephone to report the problem and request the VBID to be replaced



HOW DOES THE MEC ACT UPON NOTIFICATION OF THE EB?

The MEC immediately sends a technical person, authorized by the State Election Commission, to the polling station to bring a new - spare VBID and determine the situation on the spot. If found that the VBID is technically defective and out-of-use, s/he notifies the MEC by phone and installs a new backup VBID and simultaneously transfers all data to the new VBID.

For the transport and handover of devices, the Municipal Election Commission is obliged to inform the police.

WHAT IF VBID IS OUT-OF-USE AND CANNOT BE REPLACED?

In case VBID is out-of-use and cannot be replaced and this is confirmed by a technical expert hired by the SEC, the MEC immediately submits a written request electronically to the SEC which decides whether the voting procedure will continue in accordance with Article 108 of the Electoral Code.



END OF VOTING

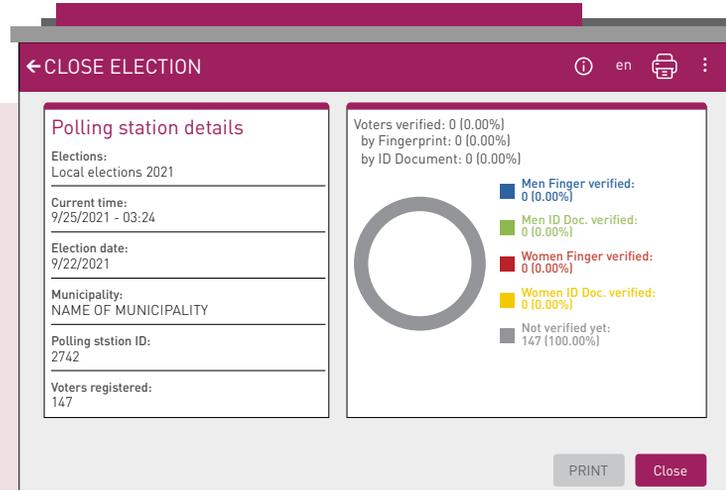
HOW DOES THE EB ACT ONCE VOTING IS OVER?

Once voting at the polling station is over (after the last voter has voted), the President or the Deputy President of the EB deactivates the VBID for any further identification of voters, after which the device cannot be reactivated.

WHAT DATA SHOULD THE VBID DISPLAY?

VBID should automatically display a screen with the following information:

- ✓ Elections (title) and date of elections
- ✓ Current time
- ✓ Municipality
- ✓ Polling station number
- ✓ Total registered voters
- ✓ Total voters who voted and were verified with a fingerprint (stated as number and percentage of the total number of registered voters for that polling station)





- ✓ Total voters who could not be identified by VBID by fingerprint, and were identified in VBID by scanning the personal document with the MRZ scanner or by manually entering the voter's EMBG and whose fingerprint was taken with VBID (stated as number and percentage of the total number of registered voters for that polling station)
- ✓ Number of men and women who voted (stated as number and percentage of all voters who voted for that polling station)

WHAT SHOULD EB DO WITH THE DATA?

The device prints a written report on the situation which will be an integral part of the event log.

The data from the printed report must be entered in the Protocol (Template no.16), and the printed report is attached to the event log.

