Form No. 104. Prescribed by the Secretary of State (07/2026)

Certificate of Appointment
of Precinct Election Official to Fill Vacancy

print clearly

R.C. 3501.31

Precinct _____
(Name of Precinct)

To the Board of Elections of _____ County, Ohio

WE HEREBY CERTIFY, that _____,
(Name of Absent Precinct Official)
one of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the Precinct Election Officials present, appointed:

_____ a qualified elector who is a member of the same political party as the
(Name of Appointed Precinct Election Official)
political party of which such absent Precinct Election Official is a member, to fill the vacancy until the Board of Elections shall appoint a person to fill such vacancy and the person so appointed reports for duty at the polling place.

Witness our hands, this _____ day of _____, _____.
(Month) (Year)

_____
Voting Location Manager

_____ _____
Precinct Election Official Precinct Election Official

_____ _____
Precinct Election Official Precinct Election Official

Oath of Precinct Election Official Appointed to Fill Vacancy

R.C. 3501.31

State of Ohio, County of _____ :

I do solemnly swear under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge to the best of my ability the duties of **PRECINCT ELECTION OFFICIAL** in and for

Precinct _____ in the _____ in the
(Township) or (Ward and City or Village)

County of _____, in the election to be held on the _____ day of _____, _____,

as required by law and the rules and instructions of the Board of Elections of said county; and that I will endeavor to prevent fraud in such election, and will report immediately to said Board any violations of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties.

Signed: _____

Subscribed and sworn to before me this _____ day of _____, _____.
(Month) (Year)

_____
(Voting Location Manager)