



Absentee Processing

Observer Guide

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Absentee Carrier Envelopes

Poll workers document the serial number of the tamper-evident seal as they open each carrier envelope of absentee certificate envelopes.



2

Poll Workers Check Ward on Label

Poll workers verify that each absentee envelope is for a ward served by their polling location.



3

Poll Workers Check Certificate

Certificates missing a signature or witness address are set aside to be rejected at 8 p.m. The voter and their witness may come to the polls together before 8 p.m. to complete the certificate.



4

Poll Workers Check Ineligible List

If an absentee voter is on the ineligible list, poll workers follow the Challenge procedure.



5

Poll Book

Poll Workers announce each absentee voter's name and address at poll book. Voter slip number is assigned if voter is registered and hasn't already voted.



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Open Envelopes, Flatten Ballots

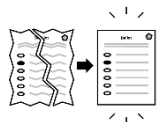
Envelopes are opened only after a voter slip number is assigned. Ballots are unfolded and flattened.



7

Duplication, if needed

Two poll workers work together to determine voter intent and duplicate a ballot if the tabulator will not be able to read it. These would be ballots that are marked with green or red pen, torn, overvoted, printed on regular paper, or marked creatively (not filling in the ovals).



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Scan

Ballots are counted by the DS-200. The Clerk's Office tested every DS-200 for accurate vote tabulation of every ballot style and every office on the ballot 10 days before the election.





Rejected Absentees

Here are the reasons an absentee would be rejected:

- ✓ Incomplete certificate
- ✓ Evidence envelope has been tampered with
- ✓ Voter is deceased
- ✓ Vote is not registered
- ✓ Voter already voted
- ✓ Voter returned two marked ballots in same envelope
- ✓ Absentee was delivered by someone other than the voter, but voter did not need assistance returning ballot due to a disability

When an absentee is rejected, the envelope remains sealed. Poll workers document whose absentee was rejected and the reason it was rejected. The sealed absentee envelope is placed in a large envelope for rejected absentees.



Federal Write-In Absentee Ballots (FWABs)

Military and Overseas voters are able to send the Clerk's Office a Federal Write-In Absentee Ballot (FWAB) as a back-up ballot at the time they request their absentee ballot. If the voter's official ballot arrives by Election Day, the official ballot will be counted at the polls and the FWAB will be rejected. If the voter's official ballot does not arrive by Election Day, poll workers will process the FWAB at 8 p.m.



Absentee Deliveries

The City Clerk's Office will deliver some carrier envelopes of absentees to the polls in the security cart that poll workers unlock on election morning. Each carrier envelope will be sealed with a tamper evident seal that has a unique serial number.

The City Clerk's Office will also send absentees to the polls with a poll worker courier. The courier will bring an absentee delivery bag sealed with a tamper-evident seal bearing a unique serial number and a chain-of-custody form.

Voters may deliver their own absentee to the polls. For absentee deliveries that are not coming from the Clerk's Office, poll workers ask, "Are you the voter?" They may not ask for ID. If the voter is delivering their own absentee, the poll workers make sure the certificate is complete before accepting it, and they document whose absentee was hand delivered.

If the person delivering the absentee is not the voter, poll workers ask, "are you delivering this ballot because the voter determined they need help returning it due to their disability?" If no, the poll workers may not accept the absentee. If the voter leaves the absentee behind, it will be rejected.

If the person delivering the absentee answers yes, poll workers ask, "Are you someone other than the voter's employer, an agent of that employer, or an officer or agent of their union?" If the answer is yes, the poll workers may accept the absentee.