



ABSENTEE PROCESSING

1. It is not too early to start preparing your ballot order
2. Do an inventory of the supplies that you have and will need
3. Start getting your envelope packages ready for your mail out ballots i.e.. Assistant forms, HAVA ID forms
4. Applications that are coming from the Hopper and mail – Process them making sure you put your Precinct, House, Senate or Congressional district on the bottom section of the application.
5. Print the labels for your envelopes as well – **VERY IMPORTANT:** if you are going to print your labels make sure you write down the very first day that you print them for the certificate of mailing



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6. FPCA's – separate the email from the mail so you can be ready to email the ballots when you receive your PDF file from the vendor.

(Have your basic email file set up and ready to send to your UOCAVA voters. The printer will provide a PDF file of the ballot document.)

7. Make sure your fax machine will allow international calls

8. Start getting your people together to make sure you have enough coverage to help with your mail/in-person absentees

Best Practice: Download your ALPHA Roster the first of September and then again after the books close.

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- DEADLINES

12 months – Earliest to apply for an AB Ballot §24.2-701(I)

45 days – Ballots must be available for absentee voting at least 45 days prior to any election §24.2-612 (September 23rd)

22 last day to register (October 17th) §24.2-414

21 days book close §24.2-416

5pm EST Tuesday before Election – Deadline to request AB by mail §24.2-701(B)(2) (November 1st)

5pm EST Saturday before Election – Deadline to apply In-Person for AB §24.2-701 (November 5th)

7pm EST Election Day – Deadline to receive mailed AB ballot (November 8th)



ABSENTEE PROCESSING

PROCESSING MAIL/Email BALLOTS

1. Ballots should be mailed within 24 hours but no later than three (3) business days of receipt of a properly completed application once ballots are available.

(EXCEPTION: An absentee ballot application from an applicant who has registered to vote in person must be held and cannot be processed until five days after the registration application has been accepted Military and overseas voters are exempt from this restriction (§ 24.2-701).)

2. Do not wait until the 45th day to generate the on-going absentee applications especially in the larger localities

3. Once ballots arrive you can set your ballot ready date even if it is before the 45 days

4. So many ways an absentee application is received. How do we get through all these applications?



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5. Proof, proof, proof before you mail out any application to be sure it is correct. Mailing addresses may be different from Home addresses

6. Certificate of Mailing – what is it for?

7. Daily Absentee Ballot Report or Issued Ballot Report?

8. Vote In Person vs. Verify ID – What is the difference?

9. Tracking ongoing applications

10. Best Practice: OAB – Process or Print- Which should I do first?

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Some Recommended Practices

- Send email ballots with an automatic “delivery receipt” and/or “read receipt” request
- Create an Outlook Folder for each election for which you will be sending electronic ballots
- In Outlook Folder, create subfolders for “Sent Ballots”, “Delivery Receipt”, “Error Messages,” and “Voter Correspondence”
- Keep a good archive of all ballots sent



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PROCESSING IN PERSON ABSENTEE

1. Validate Photo ID – IMPORTANT (if no ID Issue temporary ID - ONLY if within the 21 day, after close of books)
2. Inquiry voter on VERIS (while voter is filling out application)
3. Enter all the applications at the time the voter is voting – Do not wait until the end of the day to enter them. Complete in-person info for voter in VERIS as On Machine (so totals will match)
4. Run your final absentee totals at the end of the day to make sure everything was entered into the system correctly



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5. Run the Daily Absentee Ballots List
6. Certification sheet – what is this?
7. There will still be lines for your in-person absentee
8. Helpful tips to move the lines (using stations)
9. Voters may not be accompanied into the voting booth by anyone other than an authorized assistant or his/her child age 15 or younger. (Need to treat the in-person absentee voting as if they are in the polling place) Same rules apply
10. No political activity is permitted within 40 feet of the entrance of the polling place – again same rules apply

Best Practice: Think about having greeters even in your offices to help out with the lines for absentee.

Commonly Asked Questions

1. On in-person absentee voting do you have to speak the person's name back to them?
2. When do you send a Federal Only Ballot?
3. I just received an FPCA (today's date) when does it expire?
4. If I get a DMV OAB in my hopper for an election we are not having what do I do with the application? How do I get rid of it?
5. When do three days begin for a OAB application, the date the registrar receives/prints the application or the date VERIS shows the application as submitted?
6. If I have 2 DMV OAB's for the same person-how do I get rid of the duplicate one?
7. I have an annual voter with an annual application on file that has now filled out an application on line through the DMV, what do I do?

Commonly Asked Questions

8. I have a voter who brings their ballot to my office during the In Person absentee voting period. Do I allow them to vote that ballot? What are the procedures?

9. I have a voter who brings their ballot to the Precinct on Election Day; are they allowed to vote that ballot?

10. What is the difference between a denied incomplete and denied not-eligible on my absentee application?

11. What are the rules for a Presidential only Ballot?

12. When is a ballot considered cast?



Commonly Asked Questions

13. A voter who is issued an absentee ballot in one locality transfers his or her registration to another locality prior to the close of books. Is this person allowed to vote in the new locality?

14. Does a registration for an FPCA Federal Only application expire at the same time the absentee ballot application expires?

15. Does the 5 day “wait period” apply to transfers of registration?

Helpful Tip: Scanning vs. manually entering returned ballots into VERIS.