

Chapter 3

Absentee Voting

This chapter of the handbook is broken into categories of related tasks and deadlines that apply to absentee voting in all elections.

When something applies only to a particular type of election, that information is noted. See the election-specific chapters of this handbook for details that apply just to that election.



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Absentee Ballot Requests

Who May Request Absentee Ballots

Any Iowa voter may request an absentee ballot if they expect they cannot go to the polls on election day.

[§53.1]

Requestors in Jail or Prison

If you receive an absentee ballot request from a person who is in jail or prison, follow the usual procedures for mailing the ballot. You have no obligation to research the reason the person is incarcerated.

Requestors Who Won't be 18 Until Election Day

If the requestor will be 18 on or before election day, send the requestor an absentee ballot.

[§48A.5(2)(c)]

Request Methods

Voters can use the official Iowa absentee ballot request form. Voters can also write a request on paper no smaller than 3x5 inches and include the following information:

- Voter's name
- Voter's registration address
- Address to which the ballot should be sent (if different from the voter's registration address)
- Voter's date of birth
- Date and/or name of the election for which the voter is requesting a ballot, and
- The voter's signature
- Party affiliation – primary elections only (see page 24 for more information)

Requests solicited and returned to the auditor by a person acting as an actual or implied agent for a political party, candidate, or committee as defined by Chapter 68A **must** be on the official Iowa absentee ballot request form and must be returned to the auditor within 72 hours.

[§53.2, 53.3]

Requests by Email or Fax

Voters may submit a request for an absentee ballot by email or fax. Domestic voters must also mail the original signed copy of their request to the auditor. The original request must be postmarked by the Friday before the election and received by the time the polls close on election day. UOCAVA voters do not have to send their original request.

[IAC 721—21.2]

Who May Sign Absentee Ballot Requests

A person who has power of attorney does NOT have the right to request or cast an absentee ballot for another person. A voter may ask for help to request or mark the absentee ballot, but the voter must sign the request form and affidavit of voter requesting assistance if casting a ballot with assistance at the auditor's office. The voter must decide how to mark the ballot.

Voters with disabilities may be unable to sign their names. They may substitute:

- A rubber stamp reproduction of the voter's signature if it is affixed by the voter or at the request of the voter and in the voter's presence.
- The name of the voter written by another person if it is done at the request of the voter and in the voter's presence.

[§39.3(17)]

Request Deadlines

In-Person Domestic Absentee Voters

In-person absentee voters at the auditor's office may request and vote absentee ballots no earlier than 40 days before an election. This is true for all elections.

Generally, absentee voting at the auditor's office must end on the day before the election. The exception to this rule is when the auditor decides to open the polls at noon for an election as permitted by §49.73. When the polls do not open until noon, the auditor must provide absentee voting for that jurisdiction in the auditor's office on election day from 8:00 a.m. until 11:00 a.m.

[§53.2]

By-Mail Domestic Absentee Voters

By-mail absentee voters may request absentee ballots at any time before an election. Absentee requests can be entered in I-VOTERS as soon as the initial election setup is completed in **"Election Management."**

The last day to request an absentee ballot by mail for any election is the Friday before the election at 5:00 p.m.

[§53.2]

By-Mail UOCAVA Voters

By-mail UOCAVA voters may request absentee ballots at any time before an election.

The last day for a UOCAVA voter to request an absentee ballot by mail for any election is the Friday before the election at 5:00 p.m.

See pages 24 – 34 for more information.

[§53.40(1)(a)]

E-transmission UOCAVA Voters

UOCAVA voters requesting to receive unvoted balloting materials by either fax or email may request absentee ballots at any time before an election.

The last day for a UOCAVA voter to request an absentee ballot by either fax or email is the day before the election at the close of business.

See pages 24 – 34 for more information.

[§53.40, IAC 721—21.320]

Proxy Request for UOCAVA Voters

Proxy requests may be submitted by certain family members of UOCAVA voters, only for the **general election**. These requests may not be submitted more than 70 days before a general election.

The last day for a family member to submit a proxy request on behalf of a UOCAVA voter is the Friday before the election at 5:00 p.m., if the request is for a mailed ballot or the Monday before the election at the close of business if the request is for an e-transmission ballot.

See pages 24 – 34 for more information.

[§53.40(1)(b)]

Special State Write-In (aka Submarine) Ballot Requests by UOCAVA Voters

Requests for special write-in ballots may be submitted by UOCAVA voters only for the **general election**. These requests may not be submitted more than 90 days before the general election.

The last day to request a special state write-in (submarine) ballot is the day regular absentee ballots become available.

See pages 24 – 34 for more information.

[§53.45]

Voters Admitted to Hospitals and Nursing Homes Within 3 days of the Election

Voters who are admitted to hospitals and nursing homes any time after 12:00 a.m. on the Saturday before the election may request delivery of an absentee ballot at the hospital or nursing home up to four hours before the polls close on election day.

See pages 24 – 34 for more information.

[§53.22(2), 53.22(5)]

Absentee Requests in School and City Elections

If you are a non-control county for a school or city election, enter absentee ballot requests for voters in your county in I-VOTERS. Generate an absentee ballot mailing label and forward the label to the control county auditor.

If you are the control county and receive an absentee ballot request for a voter in another county, forward the request to the voter's county. The non-control county will enter the request in I-VOTERS and send you the absentee ballot mailing label.

UOCAVA Absentee Ballot Requests

You must forward copies of valid absentee requests from UOCAVA voters from your county who live in school districts or cities controlled by another auditor to the control county auditor. This is only necessary if the voters has requested ballots specifically for the school or city election or has requested ballots for all elections.

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Reviewing Absentee Ballot Requests

Absentee ballot requests must be reviewed to see if all required information was included. The following information is required to be on every absentee ballot request:

- Voter's name
- Voter's registration address
- Address to which the ballot should be sent (if different from the voter's registration address)
- Voter's date of birth
- Date and/or name of the election for which the voter is requesting a ballot

Only one of these is needed, not both. There is no limit on how early a voter may request an absentee ballot by mail for an election. Do not assume the request is for the next scheduled election.

- The voter's signature
- Voter's political party affiliation, if any (primary elections only)

If the voter did not mark a party affiliation on the request, check the voter's registration record. If the registration record indicates a party affiliation, send the voter the ballot of the party indicated on the registration record.

If the voter marked a party different than the party indicated on the voter's registration record or if the voter was not previously registered with a party, accept the request as a change or declaration of party affiliation on the voter's registration record. Send the voter a notice informing the voter of the change of party affiliation. A sample notice "Change of Party Affiliation" is available in the Election Forms Library.

If the voter did not mark a party affiliation on the request and the voter's registration record does not indicate a party affiliation, send the voter a notice along with a new absentee ballot request.

If required information is missing, obtain it by the best means available. [§53.2]

1. Follow up by mail, if there is time. Send the voter a copy of the original request with an explanation of the required additional information and a new request form.
2. Telephone or email the voter. If you call, speak only to the voter. Record the date and time of the conversation and the name of the staff member making the call. Keep this information with the request.

Do not return absentee ballot requests to a political party or group if a request form is incomplete.

File Stamp Absentee Ballot Requests

Best Practice: Absentee ballot requests should be filed stamped with the date they are received in your office.

Voter's Party Affiliation on Request Doesn't Match Voter's Registration Record

The request must be accepted as a change or declaration of party affiliation. The voter's registration record in I-VOTERS must be updated to reflect the party change at the time the absentee request is entered.

For primary elections, send a notice to the voter with the ballot informing the voter you made a change in the voter's registration record. A sample "Change of Party Affiliation" notice is available in the Election Forms Library.

[§53.2(5)]

For all other elections, you may send a voter registration card. No notice is required to be sent with the ballot.

Requestor is not a Registered Voter

Do not send the voter an absentee ballot. If the request form was received before the pre-registration deadline, send the eligible elector a voter registration form, a new absentee ballot request form, and a letter explaining the registration status issue. A sample notice "Not Registered Before Deadline" is available in the Election Forms Library.

If the request form was received after the pre-registration deadline, send the eligible elector a letter explaining the EDR and in-person absentee voting procedures. A sample notice "Not Registered After Deadline" is available in the Election Forms Library.

[§53.2(6)]

Requestor has "Inactive" Registration Status

When an "Inactive" voter requests an absentee ballot, update the voter's registration record to "Active" in I-VOTERS unless the voter's status reason is "Pending – Returned Mail/ Third Party."

Inactive Voter with Reason "Pending – Returned Mail/ Third Party"

If an "Inactive" voter with a status reason of "Pending – Returned Mail/ Third Party" submits absentee ballot request, change the voter's status to "Pending." Use the previous pending status reason found in the voter's audit log. Follow the instructions for absentee voters with "Pending" status.

Made Inactive After Request Received and Before Ballots Mailed

If the voter is made "Inactive" between the time the voter requested an absentee ballot and the time absentee ballots are ready to mail, mail the voter a ballot. Also send the voter a separate notice informing the voter of the requirement to provide ID before the ballot can be counted.

A sample notice "Inactive Voter with Absentee Ballot" is available in the Election Forms Library.

[IAC 721—21.301(1), 21.301(3)]

Requestor has “Pending” Registration Status

The voter must provide identification pursuant to §48A.8 before the voter’s absentee ballot can be counted.

In-person applicants for absentee ballots must provide ID before casting a ballot.

- If the voter is able to show ID, change the voter’s registration record in I-VOTERS to “Active” status and provide an absentee ballot to the voter.
- If the voter cannot provide ID, offer the voter a provisional ballot.

By-mail applicants for absentee ballots must either provide ID at your office or mail a copy of the identification before the voter’s absentee ballot can be counted by the ASVP board.

- Send a notice to the voter with the absentee ballot informing the voter of the requirement to provide identification before the absentee ballot can be considered for counting by the ASVP board. A sample notice “Pending Voter Absentee Request” is available in the Election Forms Library.
- If the voter provides ID before the ASVP board meets to count absentee ballots, change the voter’s registration record in I-VOTERS to “Active” status.
- If the voter fails to provide ID before the ASVP board meets to count absentee ballots, a member of the ASVP board must challenge the voter’s absentee ballot.
 - The board must immediately mail a notice of the challenge to the voter. The notice must include the deadline for the voter to provide ID (i.e. the date and time the ASVP board will reconvene to consider challenged absentee ballots). A sample notice “Notice to Challenged Absentee Voter” is available in the Election Forms Library.
 - If the voter provides ID by the time the board reconvenes to consider challenged absentee ballots, the voter’s status should be changed to “Active” and the voter’s ballot can be considered for counting by the board.
 - If the voter fails to provide ID, the voter’s ballot must be rejected by the board. The voter must be notified of the reason for rejection. A sample notice “Rejected Absentee” is available in the Election Forms Library. The voter’s status will remain “Pending.”

[IAC 721—21.304(53)]

Voter Submitted Different Residential Address on Request than Registration Record and Did Not Check Box “I Have Moved”

Update the voter’s registration record in I-VOTERS even if the voter did not check the box next to “I have moved.”

Voter Submitted Multiple Requests

Request is Identical to Original

Attach all identical requests to each other. Send only one absentee ballot.

Different Residential or Mailing Address Information, Received Before Ballots are Mailed

Use the address on the request that was signed later.

Different Mailing Address, Received After Ballots are Mailed

Scan and attach the new request to the voter's record or attach it to the original request. Wait to see if the voter's original ballot is returned as undeliverable by the post office.

If the voter's original ballot is returned as undeliverable, follow the instructions for receiving an undeliverable ballot later in this chapter. Do not inactivate the voter. Send a new ballot to the address on the voter's newest request.

If the voter's original ballot is not returned as undeliverable, do nothing.

Different Registration Address, Received After Ballots are Mailed but Before Ballot is Returned

Look at the voter's new address.

Same Precinct Within Your County

- Do nothing. No additional steps are required.

New Precinct Within Your County

- Contact the voter and explain the mailed ballot cannot be counted due to the change in residential address. Give the voter these options to correct the problem:
 - Surrender the absentee ballot at the voter's new polling place on election day and vote a regular ballot.
 - Return the absentee ballot to your office marked "Not Voted" or "Spoiled" as appropriate and complete a new absentee ballot request.
 - Cancel the absentee ballot request.

New County

- Contact the voter and ask them to return the ballot you mailed marked "Not Voted" or "Spoiled" as appropriate.
- Give the voter the contact information for the auditor in the voter's new county.
- Explain how the voter can register and vote in the voter's new county of residence.

Different Registration Address, Received After Ballot is Returned

Look at the voter's new address.

Same Precinct Within Your County

- Do nothing. No additional steps are required.

New Precinct Within Your County

- Treat the ballot as defective. Send a notice to the voter. A sample notice "Notice of Defective Affidavit" is available in the Election Forms Library.

Attach a copy of the source used to update the voter's registration record (i.e. voter registration form, DOT registration, subsequent absentee ballot request) to the voter contact checklist with a note of when the ballot was returned and when the registration update was received.

Outside Your County

- Attach a copy of the source used to update the voter's registration record (i.e. voter registration form, DOT registration, subsequent absentee ballot request) to the voter's absentee ballot with a note of when the ballot was returned and when the registration update was received.
- Mail the voter a letter stating their absentee ballot cannot be counted because he or she moved and provide instructions regarding how to receive a ballot from the new county.
- Set the ballot aside and notify the ASVP board the ballot must be challenged because you have evidence that the voter does not live in the precinct where the absentee ballot was cast.

Absentee Ballot Request Solicitor Restrictions

1. Official form and receipts required

Persons collecting absentee ballot requests while acting as an actual or implied agent for a political party, candidate, or committee as defined by Chapter 68A must use the official absentee ballot request form. They must also issue receipts for the completed request forms. Receipts must include the following information:

- Name of voter
 - Name and date of election for which voter is requesting a ballot
 - Name and contact phone number of the person collecting the forms
 - Political party, candidate or committee the person is representing
 - Date and time the request was received from the voter
 - Statement that the request form will be delivered to the county auditor within 72 hours of receiving the form or by 5 p.m. on the Friday before the election, whichever is earlier
 - Statement that an absentee ballot will be mailed to the voter within 24 hours after the auditor receives the request or within 24 hours of when ballots are available
- [§53.30]

The SOS provides an official absentee ballot request form with a receipt attached. A copy is available in the Election Forms Library.

2. Pre-printed/pre-addressed applications

Groups working to collect absentee ballot requests may print voter information on the official form or apply stickers with a voter's name and address. The voter must sign the form.

No one may pre-print or pre-address an absentee ballot request form with instructions to send the request to any person except the voter. The auditor's address is the only mail-to address that can be printed on the absentee ballot request form.

3. Requests turned in within 72 hours

Persons collecting absentee ballot requests while acting as an actual or implied agent for a political party, candidate, or committee as defined by Chapter 68A must return completed request forms to the auditor within 72 hours after the forms are collected from voters or no later than 5 p.m. on the Friday before the election, whichever is earlier. This deadline is extended until the next business day if the auditor's office is not open at the expiration of the 72 hour time limit.

[§47.4, 53.2(8)]

Absentee Voting By Mail for Domestic Voters

Deadline to Request

A request for the auditor to mail an absentee ballot must be received by the auditor no later than 5 p.m. on the Friday before the election.

The auditor's office must be open until 5 p.m. on the Friday before each election to receive requests for absentee ballots.

[§53.2]

As soon as the first election-specific absentee ballot request is received, set up the election in I-VOTERS and begin entering requests.

Mailing Ballots

Mail ballots to voters as soon as they are ready, even if it is more than 40 days before an election.

[§53.8]

Carefully review each ballot style when you receive ballots from the printer and before they are mailed. Test each ballot style to be sure the scanner can properly read them if using voting equipment.

After the ballots are ready, you are required by law to mail absentee ballots within 24 hours after receiving requests unless the voter is a resident of a hospital or health care facility. See pages 21 – 23 for more information.

[§53.8(1)]

Items to Include with Absentee Ballots

1. Public measure text (if any)

Include the full text of any public measures that are summarized on the ballot but not printed in full.

2. Secrecy envelope

Include a secrecy envelope if the ballot cannot be folded to cover all of the voting ovals or if you plan to open the affidavit envelopes on Monday before election day.

[§53.8(1), 53.23(3)]

3. Affidavit envelope

The affidavit envelope is the equivalent of the voter's declaration of eligibility. It must be marked with the serial number used to identify the absentee request in the auditor's records.

4. Return envelope

This envelope must be addressed to the auditor's office and have the appropriate return postage or postal permit guaranteeing that the auditor will pay the return postage. The envelope must be marked with the serial number used to identify the absentee request in the auditor's records.

5. Absentee voting instructions

Include the instructions prepared by the SOS for either domestic or UOCAVA absentee voters.

6. Absentee ballot receipt

A blank receipt must be included in case the voter wants to designate someone to return the ballot on behalf of the voter. The absentee voting instructions prepared by the SOS include a receipt and receipt instructions.

7. Delivery envelope

The delivery envelope must be addressed to the voter and be marked with the serial number used to identify the absentee request in the auditor's records. All other materials must be enclosed in this envelope.

Copies of the envelopes and absentee voting instructions are available in the Election Forms Library.

Deadline to Return Absentee Ballots by Mail

All ballots must be clearly postmarked before election day. If postmarked on election day, the absentee ballot must be received in the auditor's office by the time the polls close. Ballots without postmarks received after the polls close cannot be counted.

[§53.17(2)]

For primary and general elections, the ballots must be received by the auditor by noon on the Monday following the election.

For all other elections, if the canvass of votes by the board of supervisors is scheduled on the Monday or Tuesday after the election, the deadline to receive mailed ballots is noon on the Monday after the election.

If the canvass is earlier than the Monday following the election, ballots must be received no later than the time the canvass is scheduled. The auditor must contact the post office at the latest practicable hour before the canvass and arrange for ballots received in the post office but not yet delivered to the office (if any) to be brought to the office before the canvass so they can be included in the final canvass totals.

[§53.17]

Ballots Returned to Polling Place on Election Day

The voter has two choices.

1. The voter can surrender the absentee ballot at the polls and vote a regular ballot.
2. The voter can deliver the absentee ballot to the auditor's office before the polls close. [§53.19]

If the voter's designee delivers an absentee ballot to the polling place, the PEOs must refuse to accept the ballot and inform the designee that the ballot must be delivered to the auditor's office before the polls close. The PEOs cannot return the absentee ballot in time for the ballot to be counted.

PEOs and Absentee Ballot Request Records

The auditor must maintain a list of absentee ballots requested and mark those voters on the election register. PEOs must check the election register at the polls to determine if a voter requested an absentee ballot. If a voter requested an absentee ballot, the voter must cast a provisional ballot at the polling place unless the voter can surrender the absentee ballot or the PEOs can confirm with the auditor that the voter's absentee ballot has not been received by the auditor.

Important Note: When confirming to the PEOs that a person's ballot has not been received by the auditor, the absentee ballot request must be immediately voided in I-VOTERS. Enter "Voted at Polls" in the "Comment" field when voiding the ballot request.

[§49.72, 49.77(3)(c), 53.19]

Absentee Voting in Person at the Auditor's Office

Auditor's Office Availability

Absentee voting at the auditor's office cannot begin until 40 days before the election, even if the ballots are ready sooner.

[§53.10(1)]

Auditors' offices must be available for absentee voting in person during regular business hours. Additionally, auditors' offices are required to be open for the following circumstances:

- Until 5 p.m. on the Friday before election day (deadline to receive requests for absentee ballots by mail)
- Until 5 p.m. on the Monday before election day if incomplete and/or defective absentee ballot affidavits have been received
- For at least 8 hours for absentee voting on the Saturday before primary and general elections and for special elections called by the governor
- From 8 a.m. until 5 p.m. on the day voter registration closes before each regularly scheduled election
- When the polls open at noon, 8 a.m. until 11 a.m. on election day

[§47.2(5), 48A.9, 53.2(1), 53.18(2)]

Procedures for In-Person Absentee Voting

1. Check the voter's registration status.

If the voter is not registered to vote before the pre-registration deadline, the voter needs to complete a voter registration form.

If the voter is not registered to vote and comes in to vote after the pre-registration deadline, follow EDR procedures.

If the voter's registration status is "Pending," the voter must provide identification pursuant to §48A.8. If the voter does so, change the voter's registration record in I-VOTERS to "active." If the voter cannot provide ID, offer the voter a provisional ballot.

If the voter's registration status is "Inactive," allow the voter to complete an absentee ballot request form. Update the voter's registration record in I-VOTERS to "Active."

[IAC 721—21.301(53)]

2. Each voter must complete an absentee ballot request form. Review the form to be sure the voter provided all of the required information. Obtain missing information by asking the voter to complete the form.
3. File stamp the request form with the date received.

4. Enter the absentee request in I-VOTERS.

Voters may submit changes of name, telephone number, party affiliation, or changes of registration address (within county) on an absentee ballot request form. You may also update the voter's driver's license or Social Security number from an absentee ballot request form. The voter's registration record in I-VOTERS must be updated to reflect the change at the time the absentee request is entered. Save the changes before adding the absentee ballot request.

[§53.2(7)]

5. Ask the voter to complete, sign and date the affidavit envelope before giving the voter the ballot.

You are required to examine the affidavit for completeness. Check to be sure the voter:

- Signed the affidavit
- Marked a political party affiliation (primary elections only)
[§53.18, IAC 721—21.352(2), 21.354(2)]

6. Initial and issue the appropriate ballot to the voter.

Ballots must be voted at the office; they may not be taken from the office.

7. Send the voter to a booth. Each voter must use a voting booth.

8. Ask the voter to wait while you review the affidavit envelope when the voter returns the ballot.

Check to be sure the voter:

- Sealed the affidavit envelope, apparently with the ballot inside
- Did not open and reseal the affidavit envelope
[§53.18, IAC 721—21.352(2), 21.354(2)]

9. Store the voted ballot and the request form.

File the request form in a secure place where it can be retrieved for viewing by the ASVP board, if necessary.

Store the voted ballot in a secure location accessible only to members of the auditor's staff.

Regulations for Campaign Signs and Electioneering at Auditor's Office

During the hours when absentee voting is available at the auditor's office, political signs may not be posted within 300 feet of the absentee voting site. No electioneering shall be allowed within sight or hearing of voters at the absentee voting site.

[§53.10, 53.11, 68A.406]

Satellite Absentee Voting Stations

Establishing Satellites

Satellites may be established by the auditor or by a petition of eligible electors of the county, city or school district for which the election is being held.

If a special election is scheduled between the dates of the regular city election and the runoff city election, auditors are not required to establish a satellite for the runoff city election, even if a petition is received.

[§53.11(1)(a)]

Established by Auditor

Auditors can choose to establish satellites for an election. The locations chosen for the satellites must be accessible to elderly and disabled voters. The arrangement inside the satellites must allow voters to vote in secrecy and protect the security of the ballots.

Hours of Satellites Established by Auditor

Satellite voting locations may remain open until 5 p.m. on the day before the election and cannot begin earlier than 40 days before the election. There are no other restrictions in the *Iowa Code* or administrative rules.

[§53.11(1)(b)]

Established by Petition

Eligible electors of a county, city or school district may submit a petition requesting a satellite. The petition must be signed by no less than 100 eligible electors of the jurisdiction conducting the election.

A petition form is available in the Election Forms Library. Petitions submitted on a form other than the SOS-recommended form shall be considered valid if they contain the required information.

[§53.11(1)]

Petition Deadlines

- Primary and general elections: 47th day before election, 5 p.m.
- Regular city and primary city elections: 30th day before election, 5 p.m.
- City runoff elections: 21st day before election, 5 p.m.
- Regular school elections: 30th day before election, 5 p.m.
- Special elections: 32nd day before election, close of business

[§53.11(2)]

Reviewing Petitions

The auditor should determine the validity of the petition within 24 hours of receiving the petition. Review the petition in a similar manner as nomination petitions would be reviewed.

Petitions must include:

- Signature lines which include a signature, house number and street name, and the date signed (signatures can be printed)
- Not less than 100 signatures of voters living in the jurisdiction conducting the election
- A heading on each page which includes the location requested and election name or date for which the location is requested

Signature lines that do not include a signature, house number or street name shall not be counted. Signatures on pages without the required heading shall not be counted.

Mandatory Rejection

Otherwise valid petitions shall be rejected within four days of the auditor's receipt of the petition if:

- Location requested is not accessible to elderly and disabled voters
- Location requested has other physical limitations that make it impossible to meet the requirements for ballot security and secret voting
- Owner of requested location refuses permission to allow the station at the location

Discretionary Rejection

Otherwise valid petitions may be rejected within four days of the auditor's receipt of the petition if:

- A petition requests a satellite for a city runoff election and a special election is scheduled to be held between the regular city election and a city runoff election
- Owner of requested location demands payment for location's use
[IAC 721—21.300(1)]

Hours of Satellites Established by Petition

A satellite established by petition must be open for at least one day for a minimum of six hours.
[§53.11(1)(b)]

Publishing Notices of Satellites

Notice of the satellite must be published at least seven days before opening. Notice of multiple satellites may be published in a single publication. If a petition for a satellite is received late and a notice cannot be published at least seven days before the satellite opens, the notice must be published as soon as possible.

Each satellite must have a notice posted at the location. The notice shall be posted at least seven days before the satellite opens and it must remain posted as long as the satellite will operate in that location for the election. If the building has more than one public entrance, notices shall be posted on building directories, bulletin board, or doors. Posted notices must be removed immediately after the satellite has ceased operation for the election. If a petition for a satellite is received late and notice cannot be posted at least seven days before the satellite opens, the notice must be posted as soon as possible.

Include the following in the published and posted notices:

- Name and date of election
- Location(s) of satellite(s)
- Dates and times satellite(s) will be open
- Precincts for which ballots will be available (see page 20)
- Notice that voter registration forms will be available for new registrations and changes to registrations for people already registered in the county

[IAC 721—21.300(2)]

Notifying Political Parties

The auditor must notify the county chairpersons at least seven days before the date absentee ballots will be available at a satellite of the date, time, and place the satellite will be in operation. This requirement applies for **all** elections.

[§53.11(5)]

Observers

No more than two observers from each political party may be present at any one satellite.

Observers do not need to complete a poll watcher designation form.

[§53.11(5)]

Staffing Satellites

Each satellite must be staffed with at least three people. Additional workers may be used if necessary. Satellites can be staffed with staff members from the auditor's office, PEOs, or a combination of both.

At all times, the satellite must have at least two workers present to preserve the security of the ballots.

Satellite workers must be registered voters of the county. For primary and general elections, the workers must be registered with a political party. Workers not affiliated with any political party may work at a satellite as long as no more than one-third of the workers who are not affiliated with a political party are assigned to the same satellite.

For all elections, no more than a simple majority of the workers can be registered with the same political party.

[IAC 721—21.300(3)]

Each worker must take the election official/clerk oath before the first day of operation at a satellite. The election official/clerk oath is available in the Election Forms Library.

[IAC 721—21.300(4)]

Satellite Supplies

Best Practices:

A list of suggested supplies for the operation of the satellite is available in the Election Forms Library. Satellite workers should also be provided with the following items to assist them:

- Instructions for opening the satellite
- A method for satellite workers to verify whether an individual is a registered voter

One possible method is to provide a paper list or a computer loaded with a file of registered voters in the precincts served by the satellite. Satellite stations cannot be connected to I-VOTERS.

- Instructions for issuing absentee ballots to voters
- Place to record the names of voters who vote at the satellite (i.e. absentee voters log)
- Instructions for closing the satellite station

Sample instructions and the absentee voters' log are available in the Election Forms Library.

Setting Up Satellite Locations in I-VOTERS

You will need to add a satellite location under “System Configuration” and the “Address Library.”

1. Under “**System Configuration**,” click on “**Voter Record**” then “**Absentee Location**.”
2. Click “**New**” and enter a “**code**,” “**description**,” and “**address**” for the satellite. Be sure to check “**Satellite**.”
3. Click “**Save**.”

Code	Description	Address	Type
ALT	ALTOONA LIBRARY	700 8TH STREET SW, ALTOO...	Satellite
ANK	ANKENY LIBRARY	1210 NW PRAIRIE RDG DR, A...	Satellite
CLI	CLIVE LIBRARY	1900 NW 114TH ST., CLIVE,...	Satellite
DRKE	DRAKE UNIVERSITY	OLMSTEAD CENTER	Satellite
ESL	EASTSIDE LIBRARY	2559 HUBBELL AVE, DES MO...	Satellite
FOR	FOREST LIBRARY	1326 FOREST AVE, DES MOI...	Satellite
JOH	JOHNSTON LIBRARY	6169 NORTHGLENN DR, JOH...	Satellite

Entering Satellite Voter Absentee Requests

1. Open the voter’s record. If the voter moved from the address where currently registered, update the voter residence address and click on “**Save**.”
2. Click on the “**Absentee**” tab above the voter’s residence. Click on “**Add**.”
3. When the “Absentee Details” screen opens, choose “**Election Specific**” as the request type.
4. Choose the appropriate election from the drop-down menu. The elections are listed in this menu in chronological order.
5. Choose “**Satellite**” as the “**Request Source**.”
6. Choose the “**Satellite Location**” from the drop-down menu.
7. Choose “**Satellite**” as the “**Issue Method**.”
8. Click on “**Print Later**” if you want to send a label to “**Election Management**” to print later. You can also click on “**Print Now**” if you want to print a label immediately.

Ballots Needed

The satellite must have ballots for the precinct in which the satellite is located. It is not necessary to provide ballots from all of the precincts in the county, city, or school district for which the election is being held. The auditor may provide ballots for any precinct in the county but only ballots from the county in which the station is located may be provided.

Ballots can be transported to the satellite from the auditor's office by the satellite workers (of different political parties) who will be working that day or by two people of different political parties. They must travel together in the same vehicle with the ballots.

[IAC 721—21.300(6)]

Satellite workers must sign the satellite absentee voting station ballot record and receipt upon receiving the ballots. The ballot record and receipt can be found in the Election Forms Library. Keep a copy of the completed form in the auditor's office.

[IAC 721—21.300(7)]

Provisional Voting

If a voter must cast a provisional ballot, the voter must receive the same ballot style as the majority of the voters would receive in the precinct in which the satellite is located.

[IAC 721—21.300]

Regulations for Campaign Signs and Electioneering at Satellites

During the hours when absentee voting is available at the satellites, political signs may not be posted within 300 feet of the satellite. No electioneering is allowed within sight or hearing of voters at the satellite.

[§53.10, 53.11, 68A.406]

Photographing and Videotaping at Satellites

Photographing and videotaping either satellite workers or voters at satellites can be intimidating to voters. This practice should not be allowed unless the person taking pictures or video footage is a credentialed member of the media and the voter gives permission to be photographed or videotaped. In addition, observers at stations should not interfere with the process by interacting with voters or satellite workers.

Returning Voted Ballots from Satellites

Voted absentee ballots must be delivered to the auditor's office at least once each week the satellite is in operation. The people who return the ballots to the auditor's office do not need to be the same people who transported the ballots to the satellite but they must be two people of different political parties.

If ballots are stored overnight at the satellite, they must be kept in a locked container or cabinet located in a room which is kept locked when not in use.

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Absentee Voting and Health Care Facilities

What is a Health Care Facility?

“Health care facility” means a residential care facility, a nursing facility, an intermediate care facility for persons with mental illness, or an intermediate care facility for persons with mental retardation.

[135C.1]

Iowa Department of Inspections and Appeals keeps the official list of licensed health care facilities at https://dia-hfd.iowa.gov/DIA_HFD/home.do

If you are unsure if a facility is an official health care facility, contact your county attorney.

Adding a Health Care Facility to I-VOTERS

You will need to add the health care facility under “System Configuration” and the “Address Library.”

1. Under “**System Configuration**,” click on “**Voter Record**” then “**Absentee Location**.”
2. Click “**New**” and enter a “**code**,” “**description**,” and “**address**” for the HCF. Be sure to check “**Health Care Facility**.”
3. Click “**Save**.”

Code	Description	Address	Type
GH	Grandview Heights	910 E OLIVE ST, MARSHALLT...	HCF
IVCC	IVCCD	3700 S CENTER ST, MARSHA...	Satellite
IVH	Iowa Veterans Ho...	1301 SUMMIT ST, MARSHA...	HCF
Mall	Marshalltown Center	2500 S CENTER ST	Satellite
SR	Southridge Nursin...	309 W MERLE HIBBS BLVD, ...	HCF
SCM	State Center Mano...	702 3RD ST NW, STATE CEN...	HCF
VDS	Villa Del Sol	2401 S 2ND ST, MARSHALLT...	HCF

4. Under “**Address Library**,” click “**New**.”
5. Enter the address for the health care facility. Assign the appropriate precinct and split information.
6. Check the box next to “**Health Care Facility [HCF]**” and add the facility’s name for the “**HCF Description**.”
7. Click “**Save**.”

House#	From	House#	To	Type	Pre Direction	Street Name	Street Type	Post Direction
309		309		All	W	MERLE HIBBS	BLVD	

Unit Type	Unit#	From	Unit#	To

City	State	Zip	Route Number
MARSHALLTOWN	IA	50158	

County	Precinct	Split	Voter Counts
Marshall	15 3-2	15.1	52

Unusable Address Mailing Address Required Unit Required Health Care Facility [HCF]

HCF Description: Southridge Nursing & Rehab

Buttons: Split Lookup, Districts List, Save, Close

Request Methods

Voters who are residents of health care facilities must complete an absentee ballot request form and return it to the auditor by the appropriate absentee ballot request deadline.

You can see if a voter lives in a health care facility by looking at the voter's record in I-VOTERS. A red "HCF" will be shown on the voter's residence tab.

The screenshot shows the 'Residence' tab in the I-VOTERS system. The 'HCF' (Health Care Facility) status is highlighted in red. The form displays the following information:

House #	Suffix	Pre Dir	Street Name	Type
1			OAKNOLL	CT
Post Dir		Unit Type	APT	4204A
City/St/Zip	IOWA CITY	IA	52246	
County	JOHNSON	Precinct	Split	C.01.1

Voters who become a patient or resident of a hospital three days or less before an election may:

- Phone the auditor until four hours before the polls close
- Fax the auditor until four hours before the polls close
- Make their request to the bipartisan team delivering ballots to other voters

[§53.22]

Delivering Ballots to HCF Voters

Iowa law requires that a bipartisan team deliver absentee ballots to voters who are patients in hospitals and health care facilities in your county.

The bipartisan team is made up of two PEOS, one Democrat and one Republican, that are appointed from the ASVP board.

[§53.22(1)]

The bipartisan team must make their deliveries during the 14 days immediately before the election and on election day. The auditor may also choose to send a bipartisan team to deliver ballots during the 10 days immediately after the ballots are printed.

[§53.8(3), 53.22(1)(a)]

Send a notice to each voter who will receive a ballot delivered by the bipartisan team. A sample notice is available in the Election Forms Library.

If a voter notifies the auditor that the voter will not be available during the time the bipartisan team will be delivering ballots but will be available at some other time before election day or on election day, the bipartisan team must be sent when the voter will be available.

[§53.22(1)(b)]

Exception: In non-partisan elections, absentee ballots may be mailed to a hospital or health care facility if no more than two requests are received from that institution. If there are three or more requests from a hospital or health care facility, you must send the bipartisan team.

[§53.22(3)]

If the voter is a patient in a hospital or health care facility outside your county, mail an absentee ballot to the voter. The voter must be registered to vote in order to receive a ballot in this circumstance.

[§53.22(4)]

Voters Admitted 3 Days or Less Before Election Day

Health Care Facility in Voter's Home County

If the health care facility or hospital is located in the county where the voter is registered/eligible to vote, the auditor must make arrangements for the bipartisan team to deliver the absentee ballot to the voter. If the voter is not registered to vote, instruct the delivery team to follow the EDR procedures.

[§48A.7A(3), 53.22(2)]

Health Care Facility Outside Voter's Home County

If the health care facility or hospital is located outside the county where the voter is registered, the voter may designate anyone, except a candidate on the ballot, to deliver and return the absentee ballot. This is the only situation in which someone other than election officials or the U.S. Postal Service may deliver an absentee ballot to a voter. Voters must be registered to vote in order to receive a ballot in this circumstance. The designee must return the ballot to the auditor by the time the polls close on election day.

[§53.22(5), 53.17(1)(a)]

Voters Dismissed from HCF

If a voter was sent home, the bipartisan team can be sent to take the ballot to the voter's home in your county. This is the only situation in which the bipartisan team can go to a voter's home.

[§53.22(1)(b)]

Delivery Team Procedures

1. The team members (one Democrat and one Republican) must take the election official/clerk oath before beginning their duties if they have not yet done so.

If one or both of the team members fails to appear at the time when ballots are scheduled to be delivered, the auditor must appoint another person. Preference must be given to the people designated by the county chairpersons of the political parties described in §49.13.

2. Provide team members the forms, ballots, and other supplies they will need.
3. Team members must complete and sign the absentee bipartisan delivery team ballot record and receipt upon receiving the ballots.

4. Team members are required by law to travel to the facilities together.
5. Team members should deliver ballots to the voters who requested them.
 - Both members must be present when a voter is voting.
 - If a voter requests assistance from someone else or from the bipartisan team, the voter should complete the affidavit of voter requesting assistance.
 - If a person is not registered to vote, the team should follow EDR procedures to register the person before issuing a ballot.

Best Practice: Instruct the team to call your office if anyone who is not on the list of deliveries requests a ballot from the team, so you can confirm the person's registration status.
 - Team members must check the voter's affidavit envelope for proper completion before placing the ballot in the ballot box.
 - Team members should complete the absentee delivery team log to record the time each person voted and indicate if the voter requested assistance.
6. Team members should provide absentee request forms to any person who asks for one.
7. Team members must return to the auditor's office in the same vehicle with the ballots when finished with deliveries. On election day, they must return before the polls close.
 - The absentee bipartisan delivery team ballot record and receipt must be completed and all supplies should be returned to the auditor.

A health care facilities/hospital delivery team checklist and all of the forms listed above are available in the Election Forms Library. [§53.22(3)(c)]

Observers and HCF Absentee Ballot Delivery

Observers are prohibited from being present during this process. [§53.22(6)]

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Absentee Voting by UOCAVA Voters

Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)

The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) is a federal law that makes it easier for members of the armed forces and certain overseas U.S. citizens to register to vote and cast absentee ballots.

UOCAVA voters include:

- Members of the armed forces on active duty and their spouses and dependents
- Members of the merchant marine and their spouses and dependents
- Civilian employees of the U.S. serving outside the territorial limits of the U.S. and their spouses and dependents who live with them
- Members of religious or welfare agencies assisting members of the armed forces who are officially attached to and serving with the armed forces and their spouses and dependents
- U.S. citizens who live outside the territorial limits of the U.S.*

*Citizens may register and vote in Iowa if either they were or their parents were eligible electors of Iowa just before leaving the U.S. This includes citizens who were not old enough to register to vote at the time they left the country.

[§53.37]

If a U.S. citizen is also a citizen of another country and votes in that country's elections, it does not affect that person's ability to vote in U.S. elections as long as the person does not claim the right to vote anywhere else in the U.S.

[§48A.5(4)(b)]

Federal Voting Assistance Program (FVAP)

FVAP stands for the Federal Voting Assistance Program. It is a division of the U.S. Department of Defense that provides voting information and assistance to members of the military and overseas citizens. It also administers UOCAVA.

UOCAVA voters can find copies of the federal postcard application (FPCA), federal write-in absentee ballot (FWAB), and information for voter registration and absentee voting specific to Iowa on FVAP's website: www.fvap.gov.

Voter Registration

UOCAVA voters do not have to be registered voters to request an absentee ballot. Registration deadlines and verification and ID requirements are waived for UOCAVA voters.

If an unregistered UOCAVA voter requests an absentee ballot, the affidavit on the affidavit envelope shall be accepted as a sufficient registration form. The declaration of eligibility on a federal write-in ballot (FWAB) can also be accepted as a registration form.

The federal postcard application (FPCA) also serves as a voter registration form and absentee ballot request.

If a person was discharged from military services within 30 days before an election, the person may vote at the polls even if not previously registered by presenting discharge papers to the PEOs. The person must also submit a voter registration form to the officials.

[§48A.5(6), 53.42]

For more information on UOCAVA voter registration, see the Voter Registration chapter.

Request Methods

1. Completing an Iowa official absentee ballot request form and sending it to the auditor
2. Writing a letter to the county auditor which contains all of the following information:
 - Name
 - Date of birth
 - Iowa residence, including street address
 - Party affiliation (primary elections only – see page 4)
 - Address to which ballot should be sent
 - Voter's signature
 - Statement explaining why the voter is eligible to receive a ballot as a UOCAVA voter (ex: I am a U.S. citizen living in France.)
3. Completing a federal postcard application (FPCA)
4. Asking a family member to submit a proxy request to the county auditor (general elections only)
5. Writing to the county auditor requesting a special state write-in ballot (general elections only)

UOCAVA voters may request ballots for all elections to be held during a calendar year. If the voter does not specify which elections they want ballots for, send ballots for federal elections only.

[§53.40, 53.45]

Federal Postcard Application (FPCA)

An FPCA is used by UOCAVA voters only and serves as both a voter registration form and an absentee ballot request form.

A request on an FPCA will be honored for each federal election held after the FPCA is received until the end of the calendar year in which the FPCA is received – unless the voter asks only for a ballot for a specific election or asks to receive ballots for all elections.

[§53.40(1)(a)]

If you receive an FPCA request that does not specify a political party, do not send a ballot for the primary election, unless the voter has a political affiliation already listed on the voter's registration record.

[§53.40(2)]

If a non-control county auditor receives an FPCA from a voter who requested ballots for local elections, make copies of the FPCA and forward the application to the control county (i.e. make sure you send FPCA requests to other auditors when you are not the control county auditor for a UOCAVA voter's city or school district if the voter wants ballots for those elections).

[§53.40(1)(a)]

Copies of the FPCA are available in the Election Forms Library, the Federal Voting Assistance Program's (FVAP) website, and at military bases, American embassies, and consular offices.

Proxy Request (general elections only)

A proxy request is an absentee ballot request submitted on behalf of a UOCAVA voter by a family member. Only certain family members of the voter may submit a request. They include:

- Spouse
- Parent
- Parent-in-law
- Adult sibling
- Adult child

The family member must live in the same county of the voter's residence. **This is the only situation where someone can request a ballot on behalf of another voter.**

Proxy requests can only be used for general elections. They cannot be turned in earlier than 70 days before election day and must be turned in by 5 p.m. the Friday before the election if the request is for a mailed ballot or by the close of business the Monday before election day if the request is for an e-transmission ballot.

[§53.40(1)(b)]

Ways to Submit Requests

Requests may be submitted to the auditor's office by mail, fax, email, or personal delivery by the voter or a person designated by the voter.

If a request was sent by fax or email, UOCAVA voters do not have to send the original request to the auditor.

[§53.40, IAC 721—21.320(2)(c)]

Request Deadlines

By-Mail UOCAVA Voters

By mail UOCAVA voters may request absentee ballots at any time before an election.

The last day for a UOCAVA voter to request an absentee ballot by mail for any election is the Friday before the election at 5:00 p.m.

[§53.40(1)(a)]

E-transmission UOCAVA Voters

UOCAVA voters requesting to receive unvoted balloting materials by either fax or email may request absentee ballots at any time before an election.

The last day for a UOCAVA voter to request an absentee ballot by either fax or email is the day before the election at the close of business.

[§53.40, IAC 721—21.320]

Proxy Request for UOCAVA Voters

Proxy requests may be submitted by certain family members of UOCAVA voters, only for the **general election**. These requests may not be submitted more than 70 days before a general election.

The last day for a family member to submit a proxy request on behalf of a UOCAVA voter is the Friday before the election at 5:00 p.m. if the request is for a mailed ballot or the Monday before the election at the close of business if the request is for an e-transmission ballot.

[§53.40(1)(b)]

Special State Write-In (aka Submarine) Ballot Requests by UOCAVA Voters

Requests for special write-in ballots may be submitted by UOCAVA voters only for the **general election**. These requests may not be submitted more than 90 days before the general election.

The last day to request a special state write-in (submarine) ballot is the day regular absentee ballots become available.

[§53.45]

Voter Submitted Multiple Requests Before Ballots are Sent

The last request received must be honored. If you receive both a proxy request and a request directly from the voter, honor the request from the voter.

[§53.41(2), IAC 721—21.320(2)(e)]

Voter Submits Another Request After Ballot was Sent

You may only send another ballot if the voter submitted a change of mailing address, email address, or fax number to which the ballot should be sent. If the voter did not submit a change, do not send another ballot.

If the voter submitted a change, void the original absentee ballot request and include a comment noting the serial number of the original and that a replacement ballot was sent to an updated address.

If the original ballot is returned voted, it can only be counted if the replacement ballot does not arrive before the deadline for receiving absentee ballots.

[IAC 721—21.320(2)(f)]

Voter Did Not Provide Party Affiliation or Marked Different Party on Primary Election Request

If the voter did not mark a party affiliation on the request, check the voter's registration record. If the registration record indicates a party affiliation, send the voter the ballot of the party indicated on the registration record.

If the voter marked a party different than the party indicated on the voter's registration record or if the voter was not previously registered with a party, accept the request as a change or declaration of party affiliation on the voter's registration record. Send the voter a notice informing the voter of the change of party affiliation. A sample notice "Change of Party Affiliation" is available in the Election Forms Library.

If the voter did not mark a party affiliation on the request and the voter's registration record does not indicate a party affiliation, send the voter a notice along with a new absentee ballot request.

[§53.40(1)(c)]

Sending Ballots to UOCAVA Voters

For primary and general elections, ballots must be ready to send to UOCAVA voters at least 45 days before the election.

[§53.2(2)]

By Mail

Ballots must be mailed unless a voter specifically asks for the ballot to be sent electronically.

Include the following with each mailed ballot:

- A ballot
- Mailed ballot instructions
- A secrecy envelope
- A return envelope
- An affidavit envelope

By Electronic Transmission

Auditors may choose to send ballots either through FVAP's ETS server or directly to the voter's email or fax.

If voters request for their ballots to be sent electronically, you must honor that request. Voters must indicate this choice on their request and provide their fax number or email address. If a voter does not provide an email address or fax number, send the ballots by postal mail.

Instructions for sending ballots electronically are available in the Election Forms Library.

[IAC 721—21.320(3)]

Include the following with each e-transmission ballot:

- A ballot
- E-transmission ballot instructions
- Required forms
 - Return envelope form
 - Affidavit envelope form

The e-transmission ballot instructions and required forms are available in the Election Forms Library.

Methods for Returning Ballots

By Mail

Most UOCAVA voters must return their voted absentee ballots by mail even if they received their ballot by email or fax.

Provide instructions to voters on how to return their ballots. Instructions for returning ballots are available in the Election Forms Library. There is one set of instructions for voters whose ballots are mailed and another set of instructions for voters whose ballots are transmitted electronically.

Postage is free for voters when they use the return envelope provided and when they use the U.S. Postal Service or FPO (Fleet Post Office)/APO (Army Post Office) mail system. All other UOCAVA voters will need to pay postage.

By Electronic Transmission

The following UOCAVA voters may return their ballot by fax or email:

- Those who are located in areas designated as “imminent danger pay areas” by the U.S. Department of Defense

A list of imminent danger pay areas can be found on the U.S. Department of Defense’s website: http://www.defenselink.mil/comptroller/fmr/07a/07a_10.pdf.

- Those who are active members of the army, navy, marine corps, merchant marine, coast guard, air force, or Iowa National Guard and are outside the U.S. or any of its territories.

Auditors may choose to have voters return their ballots through FVAP’s ETS server or directly to the auditor’s office by email or fax. Provide voters the appropriate instructions for returning their ballot by the chosen method. Instructions for voters are available in the Election Forms Library.

[IAC 721—21.1(13), 21.320(4)(a)]

Ballots Returned Undeliverable or Cannot be Transmitted via Fax or Email

Verify the ballot was sent to the correct address, email address, or fax number requested by the voter. If the ballot was sent incorrectly, correct the error and immediately transmit a new absentee ballot. If the ballot was sent correctly:

- Email the voter (if you have an email address on file) to inform the voter that the voter's ballot was returned undeliverable and you need a new FPCA with a new mailing address, email address, or fax number if the voter wishes to continue to receive absentee ballots.

AND

- Contact the voter by sending a forwardable notice to both the voter's registration address and absentee ballot mailing address. The notice must inform the voter that the voter's ballot was returned undeliverable and a new FPCA with a new mailing address, email address, or fax number is required if the voter wishes to continue to receive absentee ballots.

AND

- Terminate the voter's current FPCA request and do not send the voter any further ballots until a new absentee ballot request is received from the voter.

[IAC 721—21.320(2)(g)(1)]

If the voter provides a new FPCA with a new mailing address, email address, or fax number before the deadline to mail or transmit absentee ballots, enter a new absentee request on the voter's registration record and transmit the ballot via the method requested by the voter.

[IAC 721—21.320(2)(g)(2)]

Deadlines to Return Absentee Ballots

By Mail

All ballots must be clearly postmarked before election day. If postmarked on election day, the absentee ballot must be received in the auditor's office by the time the polls close. Ballots without postmarks received after the polls close cannot be counted.

[§53.17(2)]

For primary and general elections, the ballots must be received by the auditor by noon on the Monday following the election.

For all other elections, if the canvass of votes by the board of supervisors is scheduled on the Monday or Tuesday after the election, the deadline to receive mailed ballots is noon on the Monday after the election.

If the canvass is earlier than the Monday following the election, ballots must be received no later than the time the canvass is scheduled. The auditor must contact the post office at the latest practicable hour before the canvass and arrange for ballots received in the post office but not yet delivered to the office (if any) to be brought to the office before the canvass so they can be included in the final canvass totals.

[§53.17]

By Electronic Transmission

Emailed and faxed ballots must be received before the polls close on election day (Central Standard Time). Late ballots cannot be counted.

Special Write-in Ballot (aka submarine ballot, special ballot)

UOCAVA voters who are or will be outside the continental U.S. may request this type of ballot when they cannot receive and return their absentee ballot by normal mail delivery during the usual absentee voting period.

The SOS provides the form for the special write-in ballot. The auditor mails the special write-in ballot to the voter along with the list of known candidates and measures. You only need to mail the voter a regular absentee ballot if you receive a separate request for a regular ballot from the voter. (If so, you will count the regular absentee ballot if they are able to vote it and return it to you.)

[§53.45(4)]

The voter will write the names of the candidates they wish to vote for on the special write-in ballot and if they oppose or support the measure(s). The voter will then return to the special write-in ballot to the auditor. Voters may return their special write-in ballot electronically if they are eligible to do so.

[IAC 721—21.1(13), 21.320(4)]

General Election Use Only

Special write-in ballots can only be used for the general election.

Request Deadlines

Requests for this type of ballot can be made no earlier than 90 days before the general election. The last day to request these ballots is when regular ballots become available. The request must include the following statement:

“To the best of my belief I will be outside the continental United States and unable to vote and return a regular absentee ballot by normal mail delivery within the period provided for regular absentee ballots. I request a special write-in absentee ballot.”

[§53.45(1)]

Counting Special Write-In Ballots

Only deliver special write-in ballots to the ASVP board after the deadline to receive regular absentee ballots.

If the voter’s regular absentee ballot is received before the deadline to receive absentee ballots, deliver the regular absentee ballot to the ASVP board for counting. The special write-in ballot is void and must be rejected when special absentee ballots are canvassed.

[§53.45(4)]

Process and canvass write-in votes on special write-in ballots in the same manner as is done with other absentee ballots.

[§53.45(3)]

These ballots are not processed in I-VOTERS. Vote credit will need to be added manually. To do so, contact the I-VOTERS Helpdesk.

Federal Write-In Absentee Ballot (FWAB)

A FWAB is a completely blank write-in ballot that does not contain any offices or candidates' names.

FWABs are available on FVAP's website (www.fvap.gov) and are also distributed at U.S. embassies, consulates, and military bases.

Federal Election Use Only

FWABs can only be used for elections with federal offices on the ballot.

Request Deadlines

UOCAVA voters may vote a FWAB if they have requested a regular absentee ballot more than 14 days prior to election day but have not received it. The voter must be outside the U.S. or on active duty outside the voter's county of residence to use a FWAB.

Return Deadlines

If returned by mail, the FWAB must be clearly postmarked by the day before the election and received by the auditor by noon on the Monday following the election.

If returned by fax or email, the FWAB must be received by the time the polls close on election day.

[§53.53(4)(d)]

Counting FWABs

Only deliver FWABs to the ASVP board after the deadline to receive regular absentee ballots.

If the FWAB is the only ballot received from the voter, it should be considered for counting unless a request for a regular absentee ballot was received fewer than 14 days before the election.

If the voter's regular or special write-in ballot is received before the deadline to receive absentee ballots, the regular or special write-in ballot is the ballot that should be delivered to the ASVP board for counting instead of the FWAB.

If the FWAB is not counted, notify the voter of that the ballot was not counted and the reason why. A sample notice "Rejected Absentee" is available in the Election Forms Library.

It is not necessary to notify a voter that a FWAB was rejected if the reason for rejection was that the voter's regular or special write-in ballot was counted instead of the FWAB.

[§53.53(6)]

These ballots are not processed in I-VOTERS. Vote credit will need to be added manually. To do so, contact the I-VOTERS Helpdesk.

Receiving Absentee Ballots

Use of Designee

Voters may send their absentee ballots back with any person the voter chooses. Voters can request a receipt for their ballot from the designee.

The only restriction on who may serve as a designee is in the case of HCF patients outside the county of residence. See the Absentee Voting and Health Care Facility section of this chapter. [§53.8(2)]

A copy of the receipt is included in the absentee voting instructions prepared by the SOS Office and available in the Election Forms Library.

File Stamp Ballots

File stamp each return or affidavit envelope with the date it was received in the auditor's office. [§53.18(1)]

Undeliverable Ballots

Determine the reason why the ballot was returned undeliverable by looking at the ballot, the voter's record, and the voter's absentee ballot request. Ask these questions:

- Was there an error in updating the voter's residential address?

Look at the returned ballot and the absentee ballot request. For example, did the voter list different information on the absentee ballot request but the voter's record was not updated accordingly?

- Did the voter ask to have the ballot mailed to an address other than the voter's registration address?
- Was the ballot mailed as the voter requested but the ballot still came back?

Follow the I-VOTERS instructions on the following pages based on the determination made in the preceding step.

Residential Address not Updated According to Request

1. Do **NOT** receive the ballot in the I-VOTERS "**Receive Absentee Ballot**" module.
2. Open the voter's record.
3. Click on the "**Absentee**" tab.
4. Highlight the undeliverable ballot request by clicking on it. Then click the "**Void**" button.
5. You will be asked if you are sure you want to void. Click on "**Yes.**"

6. You will then be prompted to enter a comment. Type “Ballot sent to wrong address” or something similar and then click on **“SAVE.”**
7. When the window closes, click on the **“Residence”** tab of the voter’s record.
8. Update the voter’s residential address to reflect the change the voter made on their absentee ballot request.
9. Click on **“SAVE”** at the top of the voter registration screen.
10. Click on the **“Absentee”** tab again.
11. Click on **“Add”** to add a new request to the voter’s record.
12. Enter the appropriate information in the **“Absentee Details”** screen.
13. Click on either **“Print Now”** or **“Print Later”** to save the request. If you choose **“Print Now,”** make sure you have mailing labels in your printer.
14. Update the ballot serial number on the voter’s absentee application.

Ballot not Sent to Absentee Mailing Address

- a. Do **NOT** receive the ballot in the I-VOTERS **“Receive Absentee Ballot”** module.
- b. Open the voter’s record.
- c. Click on the **“Absentee”** tab.
- d. Select the undeliverable ballot request by clicking on it.
- e. Void the ballot by clicking on **“Void.”**
- f. You will be prompted to enter a comment. Type “ballot sent to wrong address” or something similar. Then click **“Save.”**
- g. When the void comment window closes, click on the **“Add”** button to add a new absentee ballot request for the voter. Enter the appropriate information in the **“Absentee Details”** screen, paying special attention to add the absentee address.
- h. Save the change and print mailing labels by clicking on **“Print Now”** or **“Print Later.”** If you click **“Print Now,”** make sure you have mailing labels in your printer.
- i. Update the ballot serial number on the voter’s absentee application.

Domestic Voter Moved

1. Open the “**Receive Absentee Ballots**” module from the I-VOTERS main menu.
2. Choose the appropriate election and then click on “**Search.**” (All of the batches received during the election will appear.)
3. Click on the “**Undeliverable**” tab.
4. Click on “**New**” at the bottom of the screen to create a new batch of undeliverable ballots.
5. Enter any information you wish to describe your batch of undeliverable ballots in the “**Batch Description**” field. The text you enter here will appear on the main “Undeliverable” screen when you close your new undeliverable ballot batch. The “**Received Date**” should be the date the ballot was returned undeliverable.
6. Search for the undeliverable ballot you want to add to your new batch by either typing the ballot tracking number in the “**Ballot ID**” field (or using your barcode scanner with the cursor in the “**Ballot ID**” field) or by searching for the ballot using the voter’s name.
7. If more than one ballot comes up in your search, select the correct ballot by clicking once on the voter you want to select and then clicking on the “**Select**” button at the bottom of the “**Ballot Search Results**” screen.
8. Confirm you have the correct voter’s ballot and make sure there is a checkmark in the box next to the word “**Inactivate**” in the bottom left corner of the screen. * See next page for processing UOCAVA undeliverable ballots. *
9. Click “**Save**” in the bottom right corner of the screen. The information for the voter you just finished processing will disappear.
10. You can add another undeliverable ballot or you can close the undeliverable batch by clicking “**Close**” in the bottom right corner of the screen.
11. Now, open the voter’s record. You will see the voter is now “**Inactive.**”
12. Open the “**Absentee Details**” screen by clicking on the word “**Absentee**” on the “**Voter Registration**” screen.
13. Highlight the absentee request for the ballot that was returned undeliverable by clicking on it once. Then void the ballot by clicking on the “**VOID**” button.
14. You will get a “**Confirmation to Void**” message asking if you are sure you want to “**VOID.**” Click “**Yes.**”
15. Then you will be prompted to enter a comment. Type “**Ballot Returned Undeliverable**” and then click “**Save.**”
16. Finally, send the voter a forwardable letter explaining their ballot was mailed to the address they requested and returned undeliverable. Enclose a new absentee ballot request.

Undeliverable UOCAVA Ballot

1. Open the “**Receive Absentee Ballots**” module from the I-VOTERS main menu.
2. Choose the appropriate election and then click on “**Search.**” (All of the batches received during the election will appear.)
3. Click on the “**Undeliverable**” tab.
4. Click on “New” at the bottom of the screen to create a new batch of undeliverable ballots.
5. Enter any information you wish to describe your batch of undeliverable ballots in the batch description field. The text you enter here will appear on the main “Undeliverable” screen when you close your new undeliverable ballot batch. The “**Received Date**” should be the date the ballot was returned undeliverable.
6. Search for the undeliverable ballot you want to add to your new batch by either typing the ballot tracking number in the “**Ballot ID**” field (or using your barcode scanner with the cursor in the “**Ballot ID**” field) or by searching for the ballot using the voter’s name.
7. If more than one ballot comes up in your search, select the correct ballot by clicking once on the voter you want to select and then clicking on the “**Select**” button at the bottom of the “**Ballot Search Results**” screen.
8. Confirm you have the correct voter’s ballot and make sure there is a **NOT** a checkmark in the box next to the word “**Inactivate**” in the bottom left corner of the screen.
9. Click “**Save**” in the bottom right corner of the screen. The information for the voter you just finished processing will disappear and you can add another undeliverable ballot or you can close the undeliverable batch by clicking “**Close**” in the bottom right corner of the screen.
10. Now, open the voter’s record. Check the voter’s status—it should still be “**Active.**”
11. Look to see if this ballot was an election-specific request or a FPCA request.
12. If an election-specific request, void the absentee request and send a forwardable letter explaining their ballot was mailed to the address requested and returned as undeliverable. Enclose a new absentee ballot request. If you have an email address for the voter, it may be quicker to correspond about the undeliverable ballot by email.
13. If a FPCA request, open the “**Absentee Detail**” screen by clicking on the word “**Absentee**” on the “**Voter Registration**” screen.
14. Open the FPCA request by clicking on it once to highlight it and then clicking on the “**Details**” button. The “**Absentee Detail**” screen will open.
15. Change the “**To**” date on the FPCA request to the date the ballot was received.
16. Add a comment in the “**Absentee Details**” screen if you wish and then click “**Print Later**” at the bottom of the screen to save the date change and comment.

17. You will see a “**Confirmation to Void**” screen appear with the message “Changing the date will void all prepared and sent ballots outside of the new date range. Would you like to continue?” Click on the “**Yes**” button.

Spoiled Ballots

Spoiled ballots returned by mail can only be replaced if they are returned in a return envelope clearly marked “Spoiled Ballot.” If a return envelope arrives in the mail without any indication that it contains a spoiled ballot, you cannot replace it.

Replace a spoiled ballot by following the instructions below. This procedure will enable you to use the same serial number assigned to the records of the original absentee ballot request.

[§53.21]

For ballots spoiled by in-person voters, there are no I-VOTERS steps required unless you need a new label for the voter’s affidavit envelope. Instructions for issuing a new label are below.

1. Do **NOT** receive the ballot in the “**Receive Absentee Ballots**” module. If you receive the ballot, you will not be able to re-issue a new ballot for the voter.
2. Open the voter’s record.
3. Go into the “**Elections**” menu off of the voter’s record. Select “**Issue Ballot.**”
4. Verify the correct election shows in the “**Election Name**” drop-down menu and then choose “**Reissued**” as the ballot type.
5. Choose the mailing labels you want to print and then select “**Replace a returned spoiled ballot**” from the “**Reason for Reissuing the Ballot**” menu.
6. Finally, make sure you have mailing labels in your printer and click on the “**Print**” button. There is no option to print re-issued ballot labels later.
7. Store the “**Spoiled**” ballot in a separate secure area.

Not Voted/Surrendered Ballots

If a person returns an absentee ballot with an indication that the voter has not marked the ballot or does not want to vote by absentee ballot, make sure the ballot is included with the envelopes. Then, follow the I-VOTERS procedures below.

If the ballot is not enclosed in the envelopes returned, do not follow the I-VOTERS procedures below to take them off the absentee list.

1. Open **“Receive Absentee Ballots”** from the main I-VOTERS menu.
2. Choose the appropriate election from the drop down menu and click on **“Search.”**
3. Click on the **“Not Voted”** tab. Any **“Not Voted”** batches you already created for this election will appear.
4. Click on the **“New”** button at the bottom of the page.
5. If you want text to appear in the **“Batch Description”** field of the main **“Not Voted”** screen, add your text in the **“Batch Description”** field that appears at the top of the new **“Not Voted”** batch you are creating.
6. Add the ballot(s) to the new **“Not Voted”** batch by typing the ballot ID number in the **“Ballot Label”** field or the voter’s name in the **“Ballot Search”** field.
7. After you choose the correct ballot (if more than one option appear) the voter’s information will appear on the screen.
8. Click the **“Save”** button at the bottom of the screen and the information for this voter will disappear. Either add a new **“Not Voted”** ballot to the batch by searching for the voter as instructed above or close the batch by clicking on the **“Close”** button.
9. Store your **“Not Voted”** ballots together in a secure place.

Notes about this I- VOTERS procedure:

- Following this procedure will update the election registers to reflect this absentee voter returned a **“Not Voted”** ballot. There will NOT be an **“A”** printed in the election register by the voter’s name so the voter will be able to vote normally at the polling place and will not need to vote a provisional ballot.
- You cannot add additional ballots to a previously created **“Not Voted”** batch. Once the batch is closed, you can only delete ballots from the batch, you cannot add new ones. To add additional **“Not Voted”** ballots, you need to create a new batch.

Deceased Voters with Returned Absentee Ballots

If the auditor receives proof that a voter who has marked and returned a ballot died before the affidavit envelope was opened, set the absentee ballot aside with evidence of the voter's death and instruct the ASVP board to mark the ballot "Rejected because voter is dead." The accidental counting of a ballot of a deceased voter does not invalidate the election.

[§53.32]

Voter Lost or did not Receive Absentee Ballot

A voter who lost an absentee ballot or whose absentee ballot did not arrive in the mail may request a replacement ballot by phone or in writing. If you receive a phone request, make sure the person calling is the voter. If you received notice by phone, note on the request form the date and time of the phone call. If you received notice in writing, attach a copy of the voter's letter to the request form.

Send the voter a new ballot. Use the same serial (i.e. sequence) number that was assigned to the records of the original absentee ballot request by re-issuing a ballot following the instructions under spoiled ballot procedures except choose the appropriate reason under "Reason for Issuing the Ballot."

When sending the ballot, include two copies of the Voter Statement – Lost Absentee ballot available in the Election Forms Library. Voters should return one copy to you and keep one copy for their own records.

[§53.21]

Voter Made "Inactive" After Voted Absentee Ballot Received

Set aside the ballot. Notify the voter that the absentee ballot may be counted if the voter personally delivers or mails a copy of the voter's identification (from §48A.8) to the auditor's office before the ASVP board meets to count absentee ballot or reconvenes to consider challenged absentee ballots.

If you do not receive a copy of the voter's ID before the board reconvenes to consider challenged absentee ballots, the board must reject the absentee ballot.

[IAC 721-21.301(3)]

A sample notice "Inactive Voter with Voted Absentee Ballot" is available in the Election Forms Library.

Ballots Received After Election Day

No Postmark

The ballot must be rejected if it is received after the polls close on election day and it either has no postmark or has an ineligible postmark.

If received before the county canvass, receive the ballot into the “Receive Absentee Ballots” module in I-VOTERS. Deliver the ballot to the ASVP board and inform them that the ballot was not postmarked in time for the ballot to be counted. Instruct the board to issue a notice of rejection. A sample notice “Rejected Absentee” is available in the Election Forms Library.

[§53.17(2), 53.25]

If received after the county canvass, file stamp the return envelope with the date the ballot was received in the auditor’s office. Do not receive the ballot in I-VOTERS. Store the ballot with other rejected absentee ballots for the election.

Postmarked and Received After Receipt Deadline but Before Canvass

This situation would occur if the ballot was received after noon on the Monday following the election and the canvass is held on Tuesday.

File stamp the return envelope with the date and time the ballot was received in the auditor’s office and receive the ballot into the “Receive Absentee Ballots” module in I-VOTERS.

Send the voter a notice indicating the ballot was received too late to be counted. A sample notice “Rejected Absentee” is available in the Election Forms Library.

[§53.25]

Postmarked and Received After Canvass

File stamp the return envelope with the date the ballot was received in the auditor’s office. Do not receive the ballot in I-VOTERS. Store the ballot with other rejected absentee ballots for the election.

Absentee Voters with Provisional Ballots

If you receive a timely absentee ballot and a provisional ballot from the same voter, the absentee ballot should be considered for counting.

If the absentee ballot must be rejected for any reason, the ASVP should consider the provisional ballot for counting.

Reviewing Affidavit Envelopes

Review the affidavit envelope if the ballot was received before 5 p.m. on the Saturday before the election for primary and general elections and before 5 p.m. on the Friday before the election for all other elections.

[§53.19(2)]

Do not review affidavit envelopes received after this time. Instead, any absentee ballots received on the days immediately before the election should be received into I-VOTERS and stored in a secure location for delivery to and review by the ASVP board.

Affidavit Review Process

1. Open the return envelopes.

The auditor can direct a staff member to open the return envelopes. Only a trained reviewer may remove the contents of the envelope.

[IAC 721—21.353(53)]

Only open one return envelope at a time.

[IAC 721—21.354(53)]

2. Remove affidavit envelopes.
3. Store the return envelopes for the six or 22 month time period required. Do not throw away any envelopes.
4. Review each affidavit envelope to see if it is incomplete or defective.
5. Separate the ballots into the following categories for storage:

- No defects and affidavit is complete
- Incomplete

Incomplete affidavits requiring voter correction must be available for quick retrieval when a voter comes to make corrections.

- Defective

Attach defective affidavits to the original ballot request, replacement ballot request (if any), and replacement ballot (if any) for review by the ASVP board.

[IAC 721—21.354(5)]

Incomplete Affidavits

An incomplete affidavit is missing:

- Voter's signature
- Party affiliation (primary election only)

[IAC 721—21.354(4)]

Defective Affidavits

A defective affidavit occurs when the:

- Affidavit envelope is missing
- Affidavit envelope is not sealed
- Affidavit envelope has been opened and resealed
- Absentee ballot is not enclosed in the affidavit envelope
- Affidavit envelope was incomplete and voter cannot complete the affidavit
- Voter moved to a new precinct after submitting a voted absentee ballot

[IAC 721—21.354(4)]

Contacting Voters with Incomplete or Defective Affidavits

A voter contact checklist must be used and is available in the Election Forms Library to help with this process.

Incomplete Affidavits

Contact voters with incomplete affidavits within 24 hours of receipt of the incomplete absentee ballot. Send a notice to the voter at the voter's registration address and to the ballot mailing address, if different. The notice must include:

- Reason the affidavit is incomplete
- Voter's options for completing the affidavit:
 - Completing affidavit at your office by 5 p.m. the day before the election
 - Asking for a replacement ballot
 - Casting a provisional ballot at the polls on election day
- Auditor's office address, business hours, and contact information

[IAC 721—21.355(1)]

A sample “Notice of Incomplete Affidavit” is available in the Election Forms Library.

If you have a telephone number or email address on record for the voter, you must also attempt to contact the voter by phone and/or email. Keep a copy of the email and a written record of the phone call, including the name of the person making the call, date and time of call, and who answered the phone.

Defective Affidavits

Contact voters with defective affidavits immediately upon receipt of the absentee ballot. Send a notice to the voter at the voter’s registration address and to the ballot mailing address, if different. The notice must include:

- Reason for defect (for defects caused by voter moves, see section below)
- Voter’s options for correcting the defect:
 - Completing a new absentee ballot request for a replacement ballot
 - Casting a provisional ballot at the polls on election day
- How to request a replacement ballot either in person, in writing, or over the phone
- Your office’s address, business hours, and contact information

[IAC 721—21.355(2)]

A sample “Notice of Defective Affidavit” is available in the Election Forms Library.

If you have a telephone number or email address on record for the voter, you must also attempt to contact the voter by phone and/or email. Keep a copy of the email and a written record of the phone call, including the name of the person making the call, date and time of call, and who answered the phone.

Defect Due to Voter Move

If a voter’s absentee ballot is defective because the voter registered to vote in a different precinct or county, the voter may correct the deficiency by registering to vote in the precinct where the absentee ballot was cast. The voter must still be able to claim residence for voter registration purposes in the precinct where the absentee ballot was cast. The voter must follow EDR procedures if the pre-registration deadline has passed.

[§48A.5, 48A.5A, IAC 721—21.555(2)(b)(3)]

If the voter moved to a new precinct within the county, see the “I-VOTERS Instructions” for information on processing the ballot.

If the voter moved to a different county and had requested an absentee ballot,

1. Contact the county in which the voter was previously registered and ask the county to void the voter's ballot in I-VOTERS.

That county must send the voter a notice of defective affidavit.

2. After the ballot is voided by the other county, update the voter's address information to using the new registration information.
3. Enter the voter's absentee ballot request information and issue the voter an absentee ballot.

If the voter re-registers in the original county, void the request for your county and send the voter a notice of defective affidavit. The other county will need pull the voter back into the county and enter a new absentee ballot request. The county should place the new absentee label underneath the original label on the voter's original ballot.

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Challenging Absentee Ballots

Any eligible elector, ASVP board members, and observers allowed to be present pursuant to §53.23 may challenge the qualifications of a person who cast an absentee ballot.

Eligible electors must make written challenges to the auditor by 5 p.m. on the Friday before the election.

ASVP board members and observers may challenge absentee ballots at any time before the ballots are removed from the affidavit envelopes.

ASVP board members must challenge the absentee ballot of any person the board members know or suspect is not duly qualified.

[§53.31(1)]

Challenges in Writing

Challenges must be in writing. The challenge must state the reason(s) for the challenge and the challenger must sign the form.

A challenger's statement is available in the Election Forms Library.

[§49.79(3)(a)]

Notify Voter

Upon receiving a written notice of a challenge, you must immediately send a written notice to the voter. A sample "Notice to Challenged Absentee Voter" is available in the Election Forms Library. Send the notice to the voter's registration address. If the absentee ballot was mailed to an address other than the voter's registration address, also send the notice to that address.

[§53.31(2)]

Absentee and Special Voters Precinct (ASVP) Board

Absentee and Special Voters Precinct (ASVP)

This precinct includes the entire county. It is established for the counting of all absentee and provisional ballots for all elections and for delivering absentee ballots to residents and patients in health care facilities and hospitals.

[§53.20]

Board Responsibilities

Members must take the election official/clerk oath available in the Election Forms Library. The oath is required the first time the board meets before each election, but it does not have to be administered each day the board meets to process ballots for the same election.

Board Membership

The number of members must be at least three and sufficient to complete the counting of absentee ballots by 10 p.m. on election day. The auditor must appoint members in the same manner prescribed by §49.12 and §49.13 for regular PEO appointments.

See the Pre-Election Day chapter for more information.

For partisan elections, the board as a whole must have an equal number of Democrats, Republicans, and no-party or NPPO affiliated workers. The board cannot be out of balance by more than one.

If the board is divided into smaller groups to consider ballots, the groups must consist of no fewer than three officials and cannot be out of party balance by more than one.

Convening the Board

The auditor may direct the board to meet the day before the election to review absentee voters' affidavit envelopes and open affidavit envelopes down to the secrecy envelopes (if secrecy envelopes were provided). For the general election only, the board can begin counting absentee ballots the day before the election, at the auditor's discretion.

[§50.21]

On election day, the auditor shall set a time for the ASVP board to meet, allowing a reasonable amount of time to complete counting all absentee ballots received before the polls close by 10 p.m. on election day. See the Election Day chapter for more information.

[§53.23]

After election day, the auditor must reconvene the ASVP board no earlier than noon on the second day following the election to consider any provisional ballots, challenged absentee ballots, and any absentee ballots that were postmarked before election day and received before the ASVP board meets. See the Post Election Day chapter for more information. If the canvass is scheduled to be earlier than the Monday following the election, the ASVP board must be reconvened at noon on the day following the election.

Dates to Reconvene the ASVP Board

Election	County Canvass Date	Reconvene ASVP Board
School	Friday after election [§277.20]	Noon on Wednesday following election [§50.21]
City Primary	No earlier than 1 p.m. on Thursday following election [§376.7]	Noon on Wednesday following election [§50.21]
Regular City without runoff provisions	First Monday or Tuesday after election [§50.24]	No earlier than noon on Thursday following election [§50.21]
Regular City with runoff provisions	No earlier than 1 p.m. on Thursday following election [§376.9]	Noon on Wednesday following election [§50.21]
Runoff City	First Monday or Tuesday after election [§50.24]	No earlier than noon on Thursday following election [§50.21]
Primary	First Monday or Tuesday after election [§43.49]	No earlier than noon on Thursday following election [§50.21]
General	First Monday or Tuesday after election [§50.24]	No earlier than noon on Thursday following election [§50.21]
Special	See Special Elections chapter	See Special Elections chapter

Delivering Ballots and Supplies to the Board

Provide the board with the ballot rejection tally sheet, absentee and provisional ballot chain of custody log, the ASVP Board Guide, and Counting Votes Guide.

If the board is reviewing affidavit envelopes before election day, deliver absentee ballots received before election day to the board.

You may wait to deliver some ballots to the board until after questions have been resolved. For example, hold a ballot that a domestic voter requested electronically if the voter has not provided the original request by the time the board convenes.

Some ballots have to wait to be delivered until after the deadline to receive absentee ballots. Ballots that must wait include the following:

- Challenged absentee ballots

If the qualifications of an absentee voter have been challenged, hold the ballot until provisional ballots are examined after election day.

[§50.22]

- Ballots requested electronically by domestic voters (original not yet received)

The original request must be postmarked on or before the Friday before election day and received in the auditor's office by the time the polls close on election day.

[IAC 721—21.2(2)]

- Absentee ballot with a voter registration status of “Inactive” (ID not yet received)

Inactive voters with voted absentee ballots have until the time the board meets to consider challenged absentee ballots to submit their identification.

[IAC 721-21.301(3)]

- Absentee ballot with a voter registration status of “Pending” (ID not yet received)

Pending voters with voted absentee ballots have until the time the board convenes to consider challenged ballots to provide identification.

[IAC 721—21.304(53)]

- FWABs

Voters who used this type of ballot may have also voted a regular absentee ballot. Before the FWAB can be considered for counting, you must wait to see if the voter's regular absentee ballot arrives on time.

[§53.53(4)(d)]

- Special state write-in ballots

Voters who used this type of ballot may have also voted a regular absentee ballot. Before the special state write-in ballot can be considered for counting, you must wait to see if the voter's regular absentee ballot arrives on time.

[§53.45(4)]

Opening Affidavit Envelopes

Affidavit envelopes can be opened the Monday before the election under the following circumstances:

- For any election if you provided secrecy envelopes and you determine removing secrecy envelopes from the affidavit envelopes is necessary due to the quantity of voted absentee ballots received so that counting will be completed by 10 p.m. on election day.
[IAC 721-21.359(53), §53.23(3)(a)]
- For the general election, if you convene the ASVP board to begin counting absentee ballots the day before the election.
[§53.23(3)(c)]

Rejecting Absentee Ballots Without Opening Affidavit

An absentee ballot must be rejected before the affidavit envelope is opened if any of the following conditions exists:

- Affidavit lacks the voter's signature
- Voter is inactive/pending only after the ASVP board has met to consider provisional ballots
- Applicant is not a duly registered voter in the precinct in which the ballot is cast
- Affidavit envelope is missing
- Affidavit envelope is open
- Affidavit envelope has been opened and resealed
- Affidavit envelope contains more than one ballot of any kind
- Voter voted in person at the polls
- Voter did not declare a party affiliation on the affidavit envelope (primary election only)
- Voter submitted an absentee ballot request electronically and the original request form was not postmarked by the Friday before election day and was not received in the auditor's office by the time the polls close on election day
[§53.25, IAC 721—21.2(2), 21.361(53)]

Process for Opening Affidavit Envelopes

The board must first review the voters' affidavits to determine which ballots will be accepted for counting.

1. Affidavit envelopes containing ballots that have been rejected for reasons set forth in §53.25 shall be set aside and stored in a manner prescribed by §53.26. Prepare the appropriate notices to send to the voters whose ballots were rejected. A board member must initial or sign the notices. A sample notice "Rejected Absentee" is available in the Election Forms Library.

[IAC 721—21.359(2)]

Rejected ballots must be marked "Rejected because (reason of rejection)." All rejected ballots must be sealed in an envelope marked "Defective ballots." The envelope shall be marked with "absentee precinct" and the date of the election at which the ballots were cast and be signed by the PEOs.

The board should record the number of rejected ballots on the absentee and provisional ballot chain of custody log available in the Election Forms Library. The envelope with the rejected ballots shall be returned to the auditor.

[§53.26]

2. Affidavit envelopes that have been accepted for counting should then be stacked with the affidavits facing down.

If ballots are not being counted before election day for the general election, affidavit envelopes can only be opened for the purpose of removing the secrecy envelopes containing the ballot.

If there are any ballots not enclosed in a secrecy envelope, two ASVP board members, one from each of the parties, shall place the ballot in a secrecy envelope without examining the ballot.

If there is more than one ballot in an affidavit envelope or the affidavit envelope is empty, the ballot must be rejected and the voter must be mailed a notice of rejection. A sample notice "Rejected Absentee" is available in the Election Forms Library.

[§53.23(3)(b)(1), 53.23(3)(b)(2), IAC 721—21.359(4)]

3. Once the secrecy folders have been removed from affidavit envelopes, the ballot can be removed from the envelopes. The ballot should not be unfolded and the ballots should be intermingled before counting begins.

If the ballots are in secrecy envelopes, mix them up before removing them from the secrecy envelopes so they are no longer in the same sequence as the affidavit envelopes.

Remove and unfold the ballots only after they have been shuffled.

Counting Absentee Ballots on Monday

For the general election only, the ASVP board can begin counting absentee ballots the day before the election. The ASVP board must begin counting absentee ballots the day before the election if the counting of absentee ballots was not completed by 10 p.m. on election night at the last general election.

[§53.23(2)(c)]

If doing so, you must follow these security procedures:

1. Voted ballot envelopes or containers must be sealed and labeled.

The board must seal all counted ballots in a voted ballot envelope or other container that can be secured. The envelope or container must be labeled with the date the ballots were counted. A seal must be placed on the envelope or container making it evident if the envelope or container is opened. All members of the board must sign across the seal.

2. Return all ballots to auditor.

The board must return all absentee ballots to the auditor when finished for the day. The auditor must store all absentee ballots in a secure location until counting is resumed on election day.

3. Secure memory cards.

The board must secure the memory cards in one of the following ways:

- Leave the memory card in the optical scan machine with a tamper evident seal affixed over the memory card in a manner making it evident if the seal is removed.
- Remove the memory card from the optical scan machine and store it in an envelope. A seal must be placed on the envelope making it evident if the envelope is opened.

4. Secure optical scan machine.

The optical scan machine must be stored in a secure location until the ASVP board resumes counting on election day.

5. Do not print a results tape from the optical scan machine on the day before the election.

6. Do not upload or input results into tabulating software on the day before the election.

Before the ASVP board resumes counting on election day, the board members must verify the seals on the optical scan machine, memory card(s), and memory card port(s) have not been obviously tampered with overnight.

The board may resume counting using one of the following methods:

- Using the same memory card(s) used on Monday and resuming counting
- Using a new memory card(s) and compiling the results contained on the memory card(s) used on election day and Monday

After the election, the audit logs must be printed and be available for public inspection.

[§53.23, IAC 721—22.343]

Persons Allowed

On Monday, if ballots are NOT being counted, the process is open to the public and anyone may observe as long as they do not interfere.

The only people who should be in the room when the ASVP board is counting absentee ballots before the polls are closed are:

- Auditor or auditor's designee
- The members of the ASVP board
- One challenger representing each political party
- One observer representing any non-party political organization or any candidate nominated by petition
- One observer representing any non-partisan candidate appearing on the ballot in city and school elections
- One observer representing support for a public measure on the ballot
- One observer representing opposition for a public measure on the ballot

None of the people in the room shall communicate or attempt to communicate information regarding the progress of the count while the board is counting ballots.

After the polls are closed, the process is open to the public and anyone may be present as long as they do not interfere with the process.

[§53.24(4)]

Political Party Observers

Political party observers are not required to be present when the ASVP board meets on the Monday before the election; however, the auditor must notify parties of the intent to open affidavit envelopes before election day to give them the opportunity to appoint observers.

If either or both parties fail to appoint an observer, the process of reviewing and opening affidavit envelopes and the counting of absentee ballots (general elections only) may continue without the observers.

Observers may report the names of voters whose ballots were rejected without being opened. This is not a violation of the secrecy required for the progress of the count.

[§53.23(3)(b)(1); IAC 721—21.359(5)(a)]

Reporting Absentee Results

When to Report

The results from absentee votes and provisional ballots cannot be released until the counts have been completed each day. On election night, the absentee results cannot be released sooner than the polls close.

[§53.24(6)]

How to Report

Results from the special precinct must be reported separately from the ballots cast at the polls on election day.

For all elections except the general election, the results may be reported as a single precinct or by resident precincts of the voters who cast absentee and provisional ballots.

For the general election, the results for the special precinct must be reported by resident precincts of the voters who cast absentee and provisional ballots.

When you choose to report the special precinct results by resident precincts, you must prepare a separate absentee ballot style for each precinct in the county and program the voting system to produce reports by resident precincts of the voters.

[§53.20(2)]

Reporting the Number of Rejected Ballots and Reasons Why

A ballot rejection tally sheet is available in the Election Forms Library. This tally sheet is not required but it helps to keep record of the number of rejected domestic absentee ballots, UOCAVA absentee ballots, and provisional ballots and the reasons why they were rejected. The SOS collects this information to report to the Election Assistance Commission. If you use this sheet, it should be easy to report the numbers to the SOS.

Miscellaneous

Misprint on Ballot

If an error is discovered on an absentee ballot, stop issuing ballots until you determine the extent of the problem.

Consult with your county attorney and the SOS to determine how to proceed.

Paper Records

Refer to the Election Document Retention Record in the Election Forms Library to determine which paper records you need to keep and for how long.

Public Information

1. Absentee ballot request forms and affidavit envelopes

Anyone can view those documents. However, someone from the auditor's office needs to remain with the person at all times while he or she is viewing the documents and a reasonable fee can be charged for doing this. In this case, the person does not need to complete a voter list request form, and the auditor's office does not need to enter any information in a log as long as the person does not request copies of any of the forms or try to write down any information related to a voter's information.

If the person wants copies or to write down/take with them any information related to individual registrants, he or she will have to complete a voter list request form and the request would need to be filed in the auditor's logbook. The auditor will have to make copies and then redact the confidential information from those copies (last 4 of SSN or Driver's ID #). The auditor can charge a reasonable fee for the copying and the time involved in redacting the documents.

[§22.2, 22.3]

2. Lists containing the names of absentee voters

Anyone who wishes to may see or receive a copy of the absentee list. You may set reasonable times when copies will be available for distribution. You may charge a reasonable copying fee.

[§22.2, 22.3]

EDR Voter with Active Ballot, Voter Registration Card Returned Undeliverable

If a voter registered using election day registration procedures after the close of registration and before election day and the voter's registration card was returned undeliverable by the post office before the ballot is counted, deliver the voter's absentee ballot (and a copy of the returned voter registration card) to the ASVP board to be challenged.

[§53.31(1)]

I-VOTERS Instructions

Entering Domestic Voter Absentee Requests

8. Open the voter's record.
9. If the voter moved from the address where currently registered, update the voter residence address and click on "**Save.**"
10. Click on the "**Absentee**" tab above the voter's residence.
11. Click on "**Add.**"
12. When the "Absentee Details" screen opens, choose "**Election Specific**" as the request type.
13. Choose the appropriate election from the drop-down menu. The elections are listed in this menu in chronological order.
14. Choose the "**Request Source.**" If you are going to mail out the absentee ballot, the recommended selection for request source is "Mail."
15. Make sure the "**Issue Method**" is correct. For ballots that will be mailed, the "Issue Method" should be mailing.
16. Check the voter's absentee request to see if he or she would like the ballot mailed to the residence or a mailing address.
 - a. If the voter wants the ballot mailed to his or her residence, click on the "**Use Address on File**" checkbox.
 - b. If the voter wants the ballot mailed to a mailing address, type the mailing address into the "**Absentee Address**" field.
17. Click on "**Print Later**" if you want to send a label to "**Election Management**" to print later. You can also click on "**Print Now**" if you want to print a label immediately.

Entering UOCAVA Voter Absentee Requests

FPCA

1. The “**Application Type**” should be “**Military, Overseas Military, or Overseas Civilian**” as marked by the voter on the form.
2. Next, enter a date range for the request that ends on December 31 of the year in which the voter submitted the FPCA unless the voter designated a shorter date range or indicated an election type.
3. Choose **FPCA** as the “**Application Source**”.
4. Choose an election type: federal elections only, school, city, special, or all elections. Choose “**federal**” only unless the voter specifies the voter wants ballots for other elections.
5. Choose the appropriate “Issue Method”—mailing, email or fax. (If the “**Issue Method**” is email or fax and you are entering the request after the first absentee mailing for an election, it is a recommended practice to choose “**Print Now**” and immediately print the labels for the voter, either to paper or an electronic file. If you are entering an FPCA request with an issue method of email or fax before your first absentee mailing, choose “**Print Later.**”)
6. Add the voter’s absentee mailing address.
7. Click on “**Print Later**” to save the request. See (6) for a recommended practice regarding ballots to be emailed or faxed.
8. I-VOTERS will automatically include this voter in the absentee process for all elections in which the person is qualified to vote through the calendar year in which the request was received.

Proxy

1. The “**Application Type**” should be election-specific.
2. Choose “**Proxy**” as the “**Application Source**”.
3. Choose “**Mail**” as the “**Issue Method.**”
4. Add the voter’s absentee address.
5. Click on “**Print Later**” to save the request.

Multiple Elections (by letter)

1. The application type should be military, overseas military, or overseas civilian as indicated by the voter on the letter.
2. Next, enter a date range for the request that includes the elections specified by the voter on the letter.
3. Choose **FPCA** as the application source (recommended so you can track your UOCAVA voter statistics later).
4. Choose the appropriate issue method—mail, email or fax. (If the issue method is email or fax and you are entering the request after the first absentee mailing for an election, it is a recommended practice to choose “**Print Now**” and immediately print the labels for the voter, either to paper or an electronic file. If you are entering an FPCA request with an issue method of email or fax before your first absentee mailing, choose “Print Later.”)
5. Choose an election type: federal elections only, school, city, special, or all elections.
6. Add the voter’s absentee mailing address.
7. Click on “**Print Now**” or “**Print Later**” to save the request. See step 4 for a recommended practice regarding ballots to be emailed or faxed.
8. I-VOTERS will automatically include this voter in the absentee process selected in step 5 and for all elections covered by the date range entered in step 2.

Generating Ballot Styles and Pulling Absentees

Before you can begin mailing absentee ballots, you need to generate ballot styles and pull absentee voters in I-VOTERS. This process determines which I-VOTERS ballot style each voter will be assigned.

1. After you pull in any shared races, set up your county-level races and add candidates and public measure language (if necessary), you must generate ballot styles.
2. In “**Election Management**,” choose the appropriate election.
3. Select “**Ballot Styles**” from the menu on the left side of the screen.
4. Click on “**Generate Styles**” at the bottom of the screen.
5. Assign temporary polling places as necessary (i.e. if a special election).
6. Click on “**Pull Absentees**.”
7. I-VOTERS is now ready to print mailing labels for the absentee ballots that have been entered to this point.

See the Pre-Election Day chapter for more information on these processes.

Printing Mailing Labels

Mailing labels are printed in “**Election Management**.” Follow these steps to print mailing labels for your absentee ballots:

1. Go into “**Election Management**” and select the correct election.
2. Select “**Print Absentee Labels**” from the menu on the left side of the screen.
3. Click on “**Label Printing**” at the bottom of the screen.
4. If you have any labels you want to print first, enter the appropriate search criteria in the “**Selection Criteria**” tabs.

For example, if you have UOCAVA voters who requested to receive their ballots by fax or email, you can select “**fax**” and “**email**” under the issue method tab and print labels for these ballots first so you don’t inadvertently send these voters more than one ballot.

5. Choose the sort order used in your county.

For example, you can click on “**Ballot Style**” in the sort order menu and move “**Ballot Style**” to the top of the sort order list so your labels are listed in ballot style order when they print.

6. Choose your output type by selecting either “**Print Now**” or “**Print to File**.”
7. If you select “**Print Now**” in the previous step, you will need to select a label. Select the label used for mailing absentee ballots in your county.
8. Click on “**Print**” at the bottom of the screen.
9. A PDF document will be generated containing the mailing labels you chose.

Receiving Absentee Ballots Returned Normally

There are two ways to receive ballots in I-VOTERS.

Method 1:

1. Open the “**Receive Absentee Ballots**” module from the main I-VOTERS screen.
2. Choose the current election and click on “**Search.**”
3. Any previously received batches of absentee ballots will appear.
4. Click on “**New**” in the lower lefthand corner of the screen to create a new batch of received absentee ballots.
5. When the new batch screen opens, you may type in a batch description and identifier if that is a process followed in your county. You must make a selection in the source pull-down menu under “**Ballot Label.**” The source you choose will be the method by which the ballot was returned to your office. “**Mail**” will be the source you use most often.
6. Add your ballot to the batch by either scanning the ballot barcode or typing the ballot tracking number into the “ID” field under the “Ballot Label” portion of the screen. If you use your barcode scanner, make sure you click with your mouse in the “ID” field before scanning the barcode so the tracking number appears in that field. After you add your ballot to the batch, it will appear in the list on the bottom half of the screen.
7. Occasionally, a message will pop up when you are adding ballots to your batch. These messages will often include recommendations such as “**Hold this ballot**” or “**Process normally.**” If you encounter a message and you are not sure how to proceed, talk to a supervisor in your office or call the I-VOTERS help desk.

Method 2:

1. Open the voter’s record.
2. From the Elections drop-down menu at the top of the screen, choose “**Receive Ballot.**”

Processing Defective Affidavits and Issuing Replacement Ballots

Process Defective Affidavit Envelopes

1. Go into **Election Management > Process Absentee Ballots**.
2. Search for the voter's absentee ballot and choose "**Defective Affidavit/Envelope**" from the Ballot Status drop-down menu.
3. Save the ballot status.

Issuing Defective Affidavit Replacement Ballots if no Address Change

If/when a replacement request is received, issue a replacement ballot.

1. Open the voter's record.
2. Click on "**Elections**" at the top of the Voter Registration screen.
3. Click on "**Issue Ballot**."
4. When the Issue Ballot Request screen opens, choose "**Replacement**" from the "**Ballot Type**" drop-down menu.
5. From the "**Reason for Replacing/Reissuing the Ballot**" menu choose "**Defective – Not Sealed**."
6. Choose the mailing labels used in your county from the "**Select Label**" drop-down menu. In this screen, there is no option to "**Print Later**" so you will need to print these labels (or save a PDF image and print later) as the replacement absentee requests are received.

Issuing Defective Affidavit Replacement Ballots if Voter Submitted Change in Residential Address within the County

1. Open "**Receive Absentee Ballots**."
2. Search for the defective ballot.
3. Delete the defective ballot from the batch of received ballots.
4. Open the voter's record.
5. Void the defective absentee ballot request.
6. Update the voter's residential address.
7. Save the voter's record.

8. Add a new absentee ballot request and choose “**Print Later.**”

Processing Incomplete Affidavits and Corrected Incomplete Affidavits

Process Incomplete Affidavits

1. Go into **Election Management > Process Absentee Ballots.**
2. Search for the voter’s absentee ballot and choose “**Defective Affidavit/Incomplete**” from the Ballot Status drop-down menu.
3. Save the ballot status.

Processing a Corrected Incomplete Affidavit

1. After the voter comes in and completes the affidavit, go back to **Election Management > Process Absentee Ballots.**
2. Search for the voter’s absentee ballot and reset the ballot status to the blank at the top of the pull-down menu.
3. Save the ballot status.

Printing a List of Received Incomplete and Defective Affidavits

1. Open **Election Management > Process Absentee Ballots.**
2. From the bottom of the page, make sure the button next to “**Processed**” is selected and click on “**Absentee List.**”
3. A list of ballots currently assigned to incomplete and defective status will be generated.

Processing Undeliverable Ballots

Residential Address not Updated According to Request

1. Do **NOT** receive the ballot in the I-VOTERS “**Receive Absentee Ballot**” module.
2. Open the voter’s record.
3. Click on the “**Absentee**” tab.
4. Highlight the undeliverable ballot request by clicking on it. Then click the “**Void**” button.
5. You will be asked if you are sure you want to void. Click on “**Yes.**”
6. You will then be prompted to enter a comment. Type “Ballot sent to wrong address” or something similar and then click on “**Save.**”
7. When the window closes, click on the “**Residence**” tab of the voter’s record.
8. Update the voter’s residential address to reflect the change the voter made on the absentee ballot request.
9. Click on “**Save**” at the top of the voter registration screen.
10. Click on the “**Absentee**” tab again.
11. Click on “**Add**” to add a new request to the voter’s record.
12. Enter the appropriate information in the “**Absentee Details**” screen.
13. Click on either “**Print Now**” or “**Print Later**” to save the request. If you choose “**Print Now,**” make sure you have mailing labels in your printer.
14. Update the ballot serial number on the voter’s absentee application.

Ballot Not Sent to Absentee Mailing Address

1. Do **NOT** receive the ballot in the I-VOTERS “**Receive Absentee Ballot**” module.
2. Open the voter’s record.
3. Click on the “**Absentee**” tab.
4. Select the undeliverable ballot request by clicking on it.
5. Void the ballot by clicking on “**Void.**”
6. You will be prompted to enter a comment. Type “ballot sent to wrong address” or something similar. Then click “**Save.**”
7. When the void comment window closes, click on the “**Add**” button to add a new absentee ballot request for the voter. Enter the appropriate information in the “**Absentee Details**” screen, paying special attention to add the absentee address.
8. Save the change and print mailing labels by clicking on “**Print Now**” or “**Print Later.**” If you click “**Print Now,**” make sure you have mailing labels in your printer.
9. Update the ballot serial number on the voter’s absentee application.

Domestic Voter Moved

1. Open the “**Receive Absentee Ballots**” module from the I-VOTERS main menu.
2. Choose the appropriate election and then click on “**Search.**” (All of the batches received during the election will appear.)
3. Click on the “**Undeliverable**” tab.
4. Click on “**New**” at the bottom of the screen to create a new batch of undeliverable ballots.
5. Enter any information you wish to describe your batch of undeliverable ballots in the “**Batch Description**” field. The text you enter here will appear on the main “Undeliverable” screen when you close your new undeliverable ballot batch. The “**Received Date**” should be the date the ballot was returned undeliverable.
6. Search for the undeliverable ballot you want to add to your new batch by either typing the ballot tracking number in the “**Ballot ID**” field (or using your barcode scanner with the cursor in the “**Ballot ID**” field) or by searching for the ballot using the voter’s name.
7. If more than one ballot comes up in your search, select the correct ballot by clicking once on the voter you want to select and then clicking on the “**Select**” button at the bottom of the “**Ballot Search Results**” screen.
8. Confirm you have the correct voter’s ballot and make sure there is a checkmark in the box next to the word “**Inactivate**” in the bottom left corner of the screen. * See next page for processing UOCAVA undeliverable ballots. *
9. Click “**Save**” in the bottom right corner of the screen. The information for the voter you just finished processing will disappear.
10. You can add another undeliverable ballot or you can close the undeliverable batch by clicking “**Close**” in the bottom right corner of the screen.
11. Now, open the voter’s record. You will see the voter is now “**Inactive.**”
12. Open the “**Absentee Details**” screen by clicking on the word “**Absentee**” on the “**Voter Registration**” screen.
13. Highlight the absentee request for the ballot that was returned undeliverable by clicking on it once. Then void the ballot by clicking on the “**Void**” button.
14. You will get a “**Confirmation to Void**” message asking if you are sure you want to “**Void.**” Click “**Yes.**”
15. Then you will be prompted to enter a comment. Type “**Ballot Returned Undeliverable**” and then click “**Save.**”
16. Finally, send the voter a forwardable letter explaining that the ballot was mailed to the address they requested and returned as undeliverable. Enclose a new absentee ballot request.

Undeliverable UOCAVA Ballot

1. Open the “**Receive Absentee Ballots**” module from the I-VOTERS main menu.
2. Choose the appropriate election and then click on “**Search.**” (All of the batches received during the election will appear.)
3. Click on the “**Undeliverable**” tab.
4. Click on “New” at the bottom of the screen to create a new batch of undeliverable ballots.
5. Enter any information you wish to describe your batch of undeliverable ballots in the batch description field. The text you enter here will appear on the main “Undeliverable” screen when you close your new undeliverable ballot batch. The “**Received Date**” should be the date the ballot was returned undeliverable.
6. Search for the undeliverable ballot you want to add to your new batch by either typing the ballot tracking number in the “**Ballot ID**” field (or using your barcode scanner with the cursor in the “**Ballot ID**” field) or by searching for the ballot using the voter’s name.
7. If more than one ballot comes up in your search, select the correct ballot by clicking once on the voter you want to select and then clicking on the “**Select**” button at the bottom of the “**Ballot Search Results**” screen.
8. Confirm you have the correct voter’s ballot and make sure there is a **NOT** a checkmark in the box next to the word “**Inactivate**” in the bottom left corner of the screen.
9. Click “**Save**” in the bottom right corner of the screen. The information for the voter you just finished processing will disappear and you can add another undeliverable ballot or you can close the undeliverable batch by clicking “**Close**” in the bottom right corner of the screen.
10. Now, open the voter’s record. Check the voter’s status—it should still be “**Active.**”
11. Look to see if this ballot was an election-specific request or a FPCA request.
12. If an election-specific request, void the absentee request and send a forwardable letter explaining their ballot was mailed to the address requested and returned as undeliverable. Enclose a new absentee ballot request. If you have an email address for the voter, it may be quicker to correspond about the undeliverable ballot by email.
13. If a FPCA request, open the “**Absentee Detail**” screen by clicking on the word “**Absentee**” on the “**Voter Registration**” screen.
14. Open the FPCA request by clicking on it once to highlight it and then clicking on the “**Details**” button. The “**Absentee Detail**” screen will open.
15. Change the “**To**” date on the FPCA request to the date the ballot was received.
16. Add a comment in the “**Absentee Details**” screen if you wish and then click “**Print Later**” at the bottom of the screen to save the date change and comment.

17. You will see a “**Confirmation to Void**” screen appear with the message “Changing the date will void all prepared and sent ballots outside of the new date range. Would you like to continue?” Click on the “**Yes**” button.

Processing Spoiled Ballots

1. Do **NOT** receive the ballot in the “**Receive Absentee Ballots**” module. If you receive the ballot, you will not be able to re-issue a new ballot for the voter.
2. Open the voter’s record.
3. Go into the “**Elections**” menu on the voter’s record. Select “**Issue Ballot.**”
4. Verify the correct election appears in the “**Election Name**” drop-down menu and then choose “**Reissued**” as the ballot type.
5. Choose the mailing labels you want to print and then select “**Replace a returned spoiled ballot**” from the “**Reason for Reissuing the Ballot**” menu.
6. Finally, make sure you have mailing labels in your printer and click on the “**Print**” button. There is no option to print re-issued ballot labels later.
7. Store the “**Spoiled**” ballot in a separate secure area.

Processing Not Voted/Surrendered Ballots

1. Open “**Receive Absentee Ballots**” from the main I-VOTERS menu.
2. Choose the appropriate election from the drop down menu and click on “**Search.**”
3. Click on the “**Not Voted**” tab. Any “**Not Voted**” batches you already created for this election will appear.
4. Click on the “**New**” button at the bottom of the page.
5. If you want text to appear in the “**Batch Description**” field of the main “**Not Voted**” screen, add your text in the “**Batch Description**” field that appears at the top of the new “**Not Voted**” batch you are creating.
6. Add the ballot(s) to the new “Not Voted” batch by typing the ballot ID number in the “**Ballot Label**” field or the voter’s name in the “**Ballot Search**” field.
7. After you choose the correct ballot (if more than one option appear) the voter’s information will appear on the screen.
8. Click the “**Save**” button at the bottom of the screen and the information for this voter will disappear. Either add a new “**Not Voted**” ballot to the batch by searching for the voter as instructed above or close the batch by clicking on the “**Close**” button.
9. Store your “**Not Voted**” ballots together in a secure place.

Processing In-Person Absentee Ballots Requests

Enter the absentee request in I-VOTERS.

1. Ask the voter to verify his or her current residential address (or obtain current address information by looking at the voter's absentee request).
2. If the voter's address is different than the residence address currently in I-VOTERS, either ask the voter to fill out a new voter registration form or use the voter's absentee ballot request to update the residential address on the voter's record.
3. If any changes are made to the residence address in I-VOTERS, save the changes before adding the absentee ballot request.
4. After the residential address is verified and/or updated, click on the "**Absentee**" tab above the voter's address.
5. When the "**Absentee**" tab opens, click on "**Add**."
6. Enter a new absentee request for the voter.
7. The request type will default to "**Election Specific**" which is correct.
8. Verify the correct election appears in the drop-down menu.
9. Choose "**Counter/ Office**" as the request source.
10. After "**Counter/ Office**" is chosen as the request source, "**Issue Method**" will default to In Person, which is correct.
11. Since this is an in-person absentee voter, click the check box next to "**Use Address on File**" and click on "**Print Now**" or "**Print Later**", whichever your office uses.
12. Record the absentee sequence number on the voter's affidavit envelope and the voter's absentee request. If you print labels from I-VOTERS as you issue the absentee ballots, the absentee sequence number will appear on the labels.

Remember that absentees issued in person are automatically received into the I-VOTERS system as they are issued. As soon as you choose "**Print Now**" or "**Print Later**," the system will mark the ballot as prepared, sent and received all at the same time.

Processing In-Person Absentee Voters who Used EDR

1. Open the “**Voter Registration**” module in I-VOTERS. Click on “**New.**”
2. Enter the voter’s information in the appropriate fields. Tab through the key line so I-VOTERS will automatically identify any statewide duplicate matches.
3. If you get a duplicate match from a different county, select that record. If I-VOTERS does not identify any duplicates in the system, proceed as usual.
4. Enter the voter’s address.
5. Choose the appropriate party from the drop-down menu.
6. Select “**15-Election Day Registration**” as the transaction source.
7. A pop up window will appear and ask you to choose the appropriate election. Make sure you uncheck the box next to “**Add to Process Added Voters**” so you can issue the voter an absentee ballot.
8. Make sure the voter’s status is “**Active.**” The county registration date and the vote eligible date will automatically populate as the date of the election.
9. Save the voter’s record.
10. Enter an absentee request for the voter. If the voter is in your office, you will choose the **Counter/Office absentee** application source. If the voter was at a satellite location, you will choose the satellite absentee application source.
11. Print now or print later, depending on your county procedures.
12. Attach the EDR form to the voted ballot affidavit envelope.

Source/Issue Method for HCF Voters

The application type for these ballots is “**Election Specific**”, the source is “**Absentee Team**” and the method is also “**Absentee Team**.” These ballots will need to be received in the “Receive Absentee Ballots” module like ballots that are received in the mail.

Creating Absentee Voter Lists

The absentee voter list can be created from I-VOTERS in several ways.

1. EXP-01 Absentee Voter Export

From **Reports and Labels > Election Management** choose EXP-01 “Export **Absentee Voters in an Election**.” After selecting this export, choose the appropriate election, precincts, etc. and then click on the “browse” button directly below the list of reports. Browse for the location you wish to save your report and then click “**Export**.” This report can be pulled into Excel or Access and all of the information for a particular voter will appear in the same row.

2. E-013 Absentee List

You can also obtain an absentee list by running the E-013 “**Absentee List**” report from I-VOTERS. From **Reports and Labels > Election Management** choose E-013 “**Absentee List**.” Make any other selections you want to make and then click on “**Run Report**.” The report will appear in PDF format. You can either print it or save it on your computer.

3. E-013A- Absentees to be Submitted for Counting

A new report that will show only those absentees that will be submitted to be counted. This will include all ballots that have been received in (not ballots received as undeliverable or not voted) and will be sent to the absentee board for the parameters you select. If a ballot has been voided and then reissued or replaced, only the reissued or replaced ballot that is most recent will show on the report. All parameters available are the same as E-013. You can find this in **Reports and Labels > Election Management > E-013A**.

4. E-013B - Absentees Voided, Reissued, or Replaced

A new report that will display only the original ballots that have been voided, reissued, or replaced for the parameters you select. All parameters available are the same as E-013. You can find this in **Reports and Labels > Election Management > E-013B**.

5. E-013C- Absentee Exceptions

A new report that will show you only the ballots that have been flagged with exceptions for the parameters you select. All parameters available are the same as E-013. You can find this in **Reports and Labels > Election Management > E-013C**.

6. **E-013D- Absentee Undeliverable/Not Voted**

A new report that will show you ballots that have been received as undeliverable or not voted for the parameters you select. You can find this in **Reports and Labels > Election Management > E-013D**.

The separate E-013A-D lists were created because several counties reported that having all of the ballots in separate statuses in one report was confusing and it made it appear that people had multiple ballots sometimes. These new reports should ease confusion and help auditors find exactly what they are looking for in different circumstances.

7. **E-033- Ballot Reconciliation Report**

The SOS received requests for a report that would help counties balance how many ballots they have “used” in a day, week, or for an entire election broken down by style. This report tells you how many ballots you used (based on entering date ranges) first by precinct of the voter, then by style, and finally by issue method. You can find this report in **Reports and Labels > Election Management > E-033**.

Voiding a Received Absentee Ballot

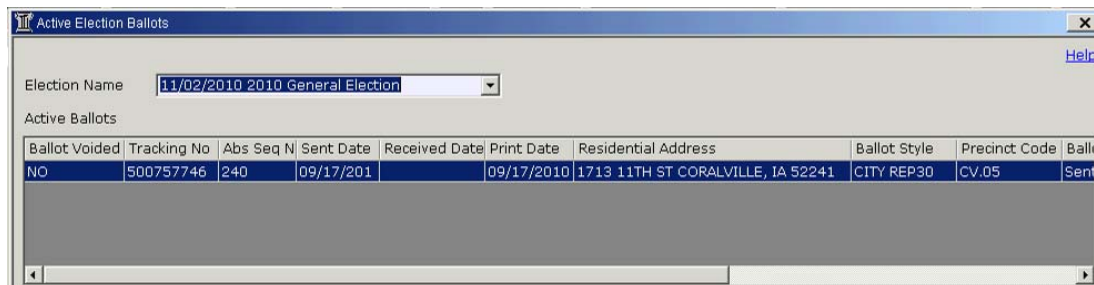
An absentee ballot request cannot be voided if the absentee ballot has already been received. You will need to unreceive the ballot first.

1. Open **“Receive Absentee Ballots”** from the main I-VOTERS menu.
2. Choose the election from the drop-down menu and add the **“Voter ID”** number or **“Absentee Ballot Sequence”** number. Click **“Search.”**
3. Highlight the batch information and click on **“Receive Ballot.”**
4. A new window will appear. Select the voter’s ballot information by clicking on it. Click on **“Unreceive”** at the bottom of the screen.
5. Close out of the **“Receive Absentee Ballots”** module.
6. Open the voter’s record.
7. Click on the **“Absentee”** tab. Select the request by clicking on it.
8. Void the ballot by clicking on **“Void.”** You will be prompted to enter a comment for the reason for voiding the request. Click **“Save.”**

Confirming a Voter's Absentee Ballot has not been Received/Voter Has Not Corrected a Defective or Incomplete Ballot

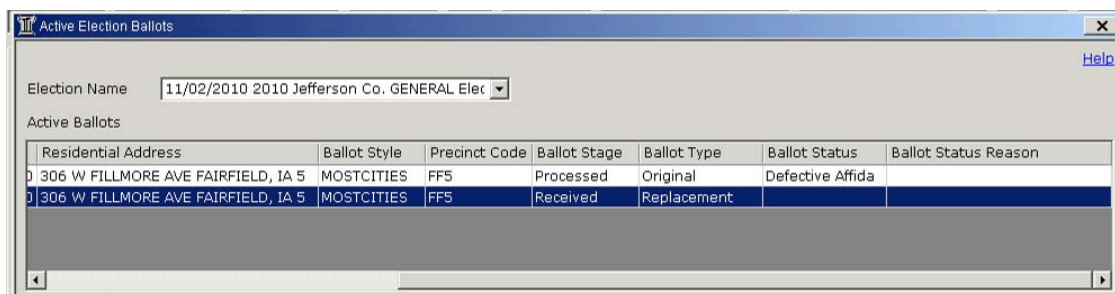
The auditor may choose to instruct PEOs to call the auditor's office when a voter who has requested an absentee ballot appears at the polling place on election day but does not have an absentee ballot to surrender. To confirm in I-VOTERS, follow these steps:

1. Open the voter's record.
2. Go to the "**Elections**" menu at the top of the voter's record and select "**Active Ballot.**"
3. Find the non-voided ballot by looking for a "**no**" in the "**Ballot Voided**" field.



Ballot Voided	Tracking No	Abs Seq N	Sent Date	Received Date	Print Date	Residential Address	Ballot Style	Precinct Code	Ballot Status
NO	500757746	240	09/17/201		09/17/2010	1713 11TH ST CORALVILLE, IA 52241	CITY REP30	CV.05	Sent

4. If the non-voided ballot has no "**Received Date,**"
 - a. Instruct the PEOs to allow the person to vote a regular ballot because you have not received the voter's absentee ballot.
 - b. Close the "**Active Ballots**" menu.
 - c. Open the "**Absentee**" tab on the voter's record. Highlight the non-voided request and select "**Void.**"
 - d. In the void comment box, enter "**Voted at polls.**"
5. If the non-voided ballot has a "**Received Date,**"
 - a. Scroll to the right using the scroll bar to see the "**Ballot Status.**"



Residential Address	Ballot Style	Precinct Code	Ballot Stage	Ballot Type	Ballot Status	Ballot Status Reason
306 W FILLMORE AVE FAIRFIELD, IA 5	MOSTCITIES	FF5	Processed	Original	Defective Affida	
306 W FILLMORE AVE FAIRFIELD, IA 5	MOSTCITIES	FF5	Received	Replacement		

- b. If the "**Ballot Status**" for the non-voided ballot is blank, instruct the PEOs the person must vote a provisional ballot because you have already received a voted absentee ballot from this person.

- c. If the “**Ballot Status**” says “**Defective Affidavit**” or “**Deficient Affidavit/Incomplete**,” instruct the PEOs to allow the person to vote a regular ballot because the voter never corrected the defective or incomplete ballot.

Important Note: These instructions assume you are using I-VOTERS to track defective or incomplete ballots. If that is not the case, you will need to check your list of defective/incomplete ballots in order to confirm whether the person has corrected the defective or incomplete ballot already.

Adding a Health Care Facility to I-VOTERS

You will need to add the health care facility under “System Configuration” and the “Address Library.”

1. Under “**System Configuration**,” click on “**Voter Record**” then “**Absentee Location**.”
2. Click “**New**” and enter a “**code**,” “**description**,” and “**address**” for the HCF. Be sure to check “**Health Care Facility**.”
3. Click “**Save**.”
4. Under “**Address Library**,” click “**New**.”
5. Enter the address for the health care facility. Assign the appropriate precinct and split information.
6. Check the box next to “**Health Care Facility [HCF]**” and add the facility’s name for the “**HCF Description**.” Click “**Save**.”

Code	Description	Address	Type
GH	Grandview Heights	910 E OLIVE ST, MARSHALLT...	HCF
IVCC	IVCCD	3700 S CENTER ST, MARSHA...	Satellite
IVH	Iowa Veterans Ho...	1301 SUMMIT ST, MARSHA...	HCF
Mall	Marshalltown Center	2500 S CENTER ST	Satellite
SR	Southridge Nursin...	309 W MERLE HIBBS BLVD, ...	HCF
SCM	State Center Mano...	702 3RD ST NW, STATE CEN...	HCF
VDS	Villa Del Sol	2401 S 2ND ST, MARSHALLT...	HCF

House#	From	House#	To	Type	Pre Direction	Street Name	Street Type	Post Direction
809		309		All	W	MERLE HIBBS	BLVD	

Setting Up Satellite Locations in I-VOTERS

You will need to add a satellite location under “System Configuration” and the “Address Library.”

- a. Under “**System Configuration**,” click on “**Voter Record**” then “**Absentee Location**.”
- b. Click “**New**” and enter a “**code**,” “**description**,” and “**address**” for the satellite. Be sure to check “**Satellite**.”
- c. Click “**Save**.”

Code	Description	Address	Type
ALT	ALTOONA LIBRARY	700 8TH STREET SW, ALTOO...	Satellite
ANK	ANKENY LIBRARY	1210 NW PRAIRIE RDG DR, A...	Satellite
CLI	CLIVE LIBRARY	1900 NW 114TH ST., CLIVE,...	Satellite
DRKE	DRAKE UNIVERSITY	OLMSTEAD CENTER	Satellite
ESL	EASTSIDE LIBRARY	2559 HUBBELL AVE, DES MO...	Satellite
FOR	FOREST LIBRARY	1326 FOREST AVE, DES MOI...	Satellite
JOH	JOHNSTON LIBRARY	6169 NORTHGLENN DR, JOH...	Satellite

Entering Satellite Voter Absentee Requests

18. Open the voter's record. If the voter moved from the address where currently registered, update the voter residence address and click on "**Save.**"
19. Click on the "**Absentee**" tab above the voter's residence. Click on "**Add.**"
20. When the "Absentee Details" screen opens, choose "**Election Specific**" as the request type.
21. Choose the appropriate election from the drop-down menu. The elections are listed in this menu in chronological order.
22. Choose "**Satellite**" as the "**Request Source.**"
23. Choose the "**Satellite Location**" from the drop-down menu.
24. Choose "**Satellite**" as the "**Issue Method.**"
25. Click on "**Print Later**" if you want to send a label to "**Election Management**" to print later. You can also click on "**Print Now**" if you want to print a label immediately.