

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.

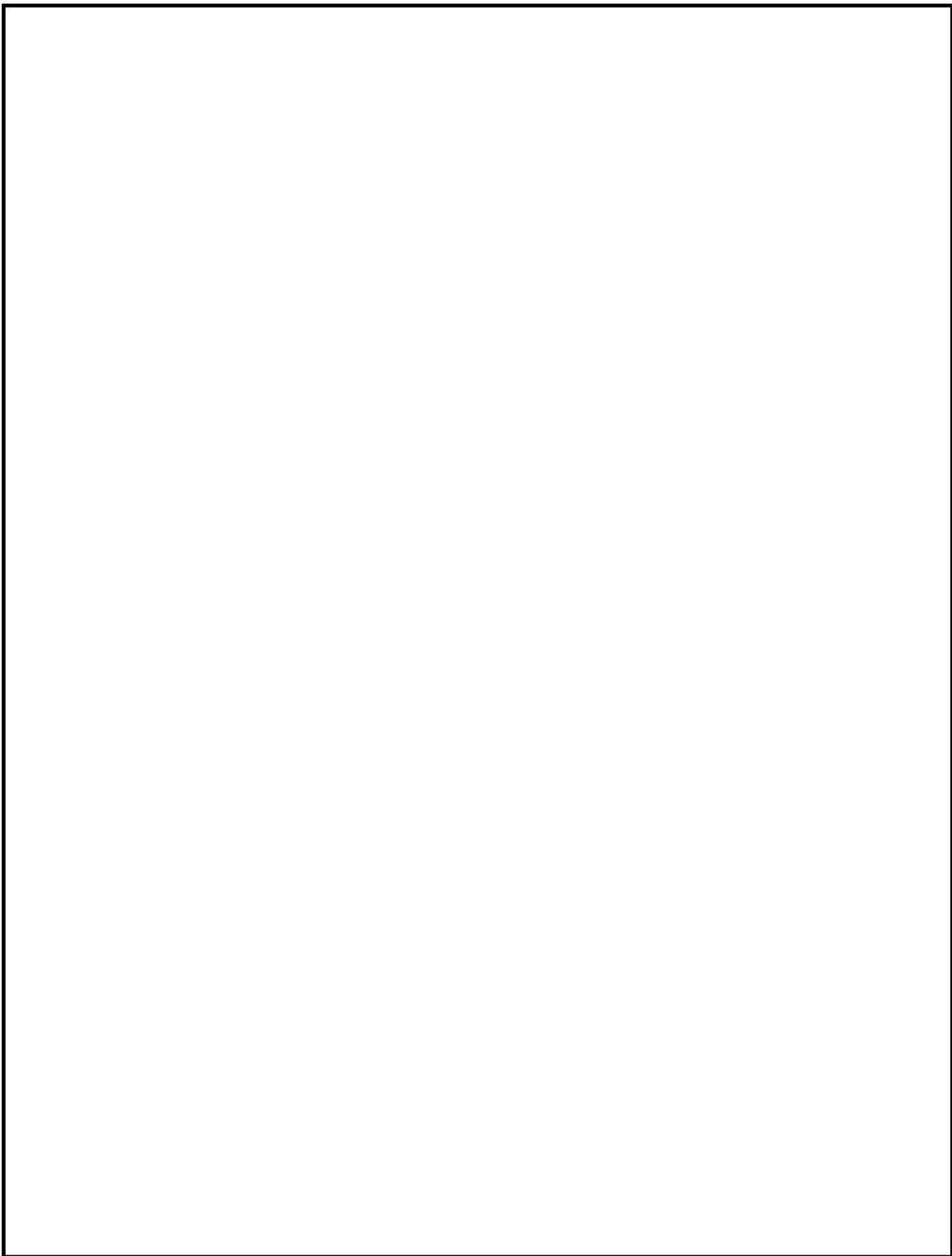


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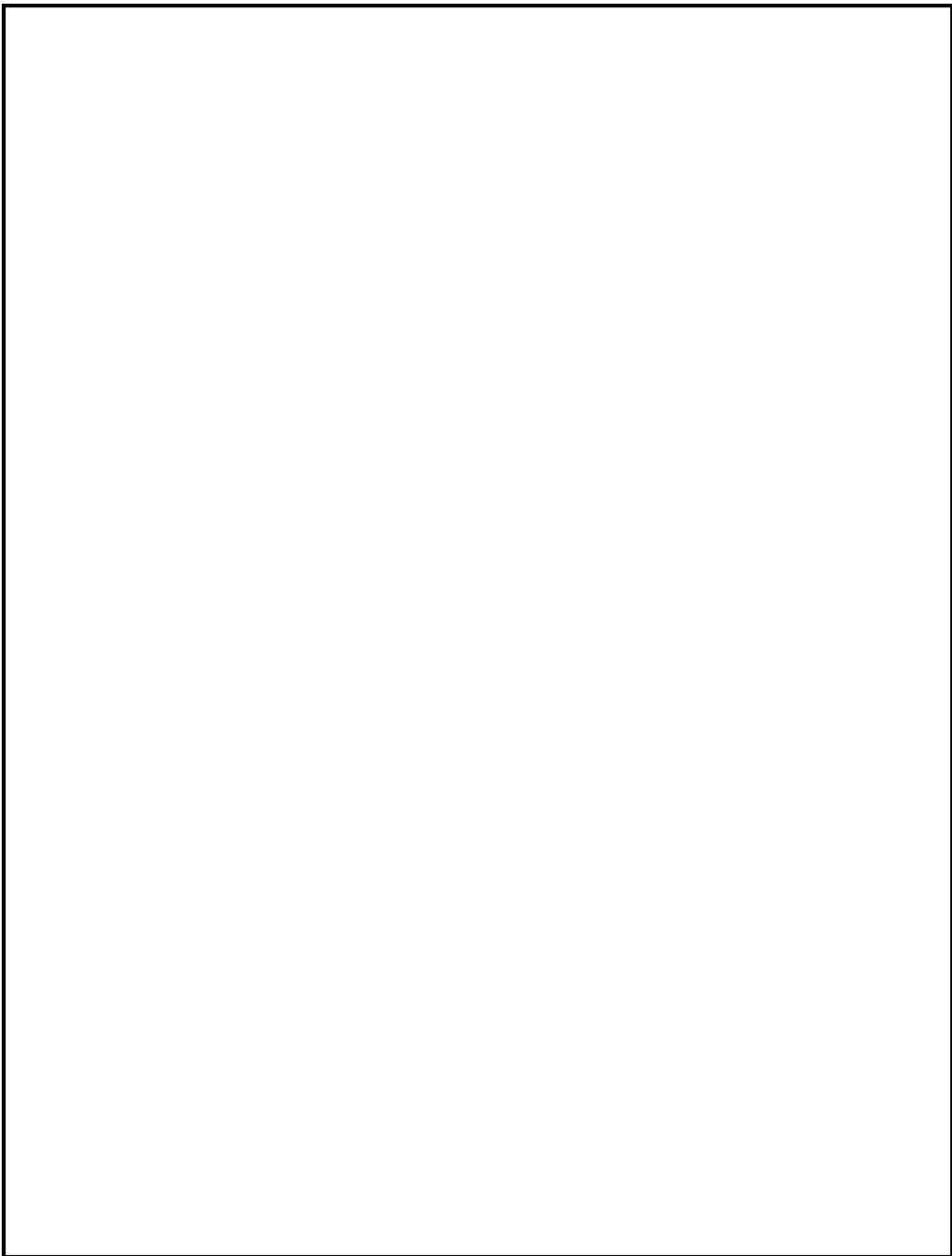
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Absentee Ballot Requests

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]

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 with receipt and must be returned to the auditor within 72 hours. See the "Absentee Ballot Request Solicitor Restrictions" section for more information.

[§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. If mailed, 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. All electronic requests must include an image of the voter's written signature.

[39.3(17), IAC 721—21.2, 21.320(2)]

If an electronic request is received from a domestic voter, send the voter a ballot and a notice explaining the original request by received by the deadline. A sample notice "Electronically Submitted Request" is available in the Election Forms Library.

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)]

If an absentee request is signed POA, send the voter a notice explaining the voter must sign the form, ask for assistance in signing the form, or having someone sign the form on the voter's behalf. A sample notice "Absentee Request Signed POA" is available in the Election Forms Library.

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.

[§53.40(1)(a)]

See pages 24 – 34 for more information.

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**. The family member must reside in the same county as where the voter claims residence. 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. This request may be made by telephone.

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 and the original request form to the control county auditor.

If you are the control county and receive an absentee ballot request for a voter in another county, forward a copy of 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. The control county should maintain custody of the original absentee ballot request form.

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 if the voter has requested ballots specifically for the school or city election or has requested ballots for all elections.

Reviewing Absentee Ballot Requests

Overview

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.

Request Missing Information or Signature

If required information is missing, obtain it by the best means available.

[§53.2]

Call 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.

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.

If the absentee request is not signed, do not process the request. Send the voter a notice explaining the voter must sign the request form. Include a new absentee request form with the notice. A sample notice “Absentee Request Not Signed” is available in the Election Forms Library.

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)]

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” on previous versions of the absentee request form.

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.

Pending Voter Casting Absentee In-Person

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.

Pending Voter Requesting Absentee by Mail

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]

Pending Voter With Voted Absentee

Send a notice to the voter informing the voter of the requirement to provide ID before the absentee ballot can be considered for counting by the ASVP board. A sample “Pending Voter with Voted Absentee Ballot” notice is available in the Election Forms Library.

[IAC 721—21.304(3)]

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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 ballot 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, the auditor may set up the election in I-VOTERS and begin entering requests.

Entering Domestic Voter Absentee Requests in I-VOTERS

1. Open the voter's record.
2. If the voter moved from the address where currently registered, update the voter residence address and click on "Save."

Important Note: Do not update the voter's registration mailing address to the mailing address listed on the absentee ballot request.

3. Click on the "Absentee" tab above the voter's residence.
4. Click on "Add."
5. When the "Absentee Details" screen opens, choose "Election Specific" as the request type.
6. Choose the appropriate election from the drop-down menu. The elections are listed in this menu in chronological order with the last election appearing first.
7. Choose the "Request Source."
8. Make sure the "Issue Method" is correct. For ballots that will be mailed, the "Issue Method" should be "Mailing."

The screenshot shows a web interface with a navigation bar containing 'Residence', 'Absentee', 'History', 'Contacts', and 'Voting History'. Below this is a table with columns: 'Dates/Elections', 'Seq Num', 'Source', 'Address', and 'County'. The 'Absentee' tab is highlighted with a red box. At the bottom of the interface, there are buttons for 'Special Absentee', 'Active Ballots', 'Add', 'Details', and 'Void'. The 'Add' button is highlighted with a red box.

The screenshot shows a form titled 'Voter Registration - Absentee Detail'. The 'Absentee Type' dropdown is set to 'Election Specific' and the election date is '12/04/2012 Test Election'. The 'Absentee Application Source' is 'HCF/Satellite Location'. The 'Issue Method' is 'Mailing'. The 'Request Source' is 'HCF/Satellite Location'. The 'Issue Method' is 'Mailing'. The address is '101 N MAIN ST, ALGONA, IA 50511'. The 'Add' button is highlighted with a red box.

9. Check the voter's absentee request to see if the voter would like the ballot mailed to the registration address or a mailing address.

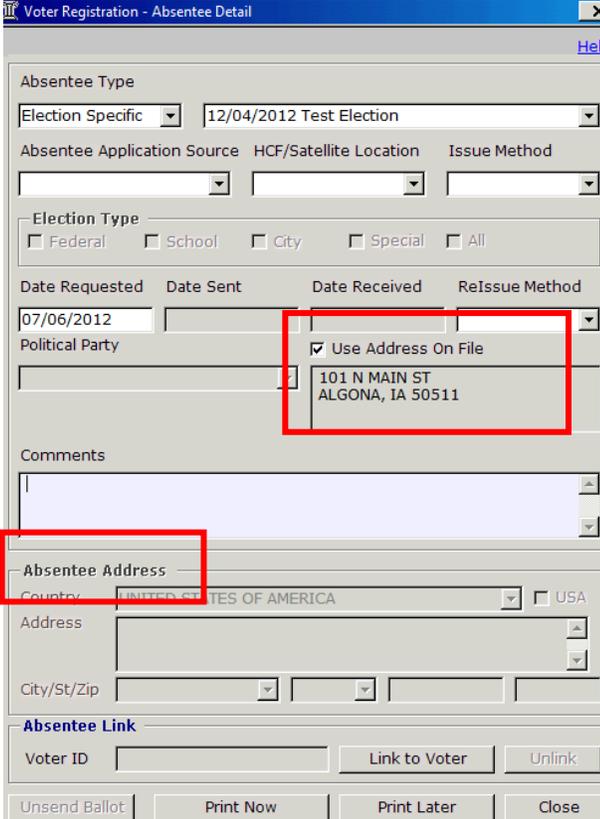
- a. If the voter wants the ballot mailed to the voter's registration address, click on the **"Use Address on File"** checkbox.

If the voter has a mailing address listed on the voter's registration record, clicking **"Use Address on File"** will pull in the voter's registration mailing address for the absentee mailing label.

- b. If the voter lists a mailing address on the absentee request, type the mailing address into the **"Absentee Address"** field.

"Use Address on File" Marked and Mailing Address on Registration Record

Best Practice: In this situation, if the voter's ballot was returned undeliverable, unsend the ballot in I-VOTERS, uncheck the "Use Address on File" box, and resend the ballot to the voter's residential address as indicated on the absentee request. **To unsend the ballot, open the "Absentee Details" screen from the voter's record and click "Unsend Ballot."** 



10. Click on **"Print Later"** to send a label to **"Election Management"** to print later. To print a label immediately, click on **"Print Now."**

Mailing Ballots

The auditor may 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. If possible, 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 targets 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 (i.e. absentee sequence number) used to identify the absentee request in the auditor's records.

Important Note: The affidavit envelope and return envelope may be combined into one envelope.

[§53.8(1)]

4. Return envelope

Important Note: The affidavit envelope and return envelope may be combined into one envelope.

[§53.8(1)]

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 (i.e. absentee sequence number) used to identify the absentee request in the auditor's records.

The return envelope must also have the return deadline statement printed or stamped on the flap or back of the envelope.

Return Deadline Statement:

“This ballot will only be eligible for counting if it is received by the auditor’s office before the polls close on election day or postmarked before election day and received by the deadline listed in the voting instructions included with this ballot.

Postmarks are not guaranteed!

Mail the ballot early to make sure it is received on time. Track the status of your absentee ballot at www.sos.iowa.gov.”

[IAC 721—21.303(5)]

5. Absentee voting instructions

Include the instructions prepared by the SOS for either domestic or UOCAVA absentee voters. The general election instructions include information about straight party voting.

[IAC 721—22.250]

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 (i.e. absentee sequence number) used to identify the absentee request in the auditor’s records. All other materials must be enclosed in this envelope.

[IAC 721—21.303]

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 to eligible for counting. Ballots without postmarks or with illegible 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.

Exception: If the USPS is closed on the deadline for ballot receipt, the ballot receipt deadline moves to Tuesday at noon.

[IAC 721—21.12]

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 following the election.

Exception: If the USPS is closed on the deadline for ballot receipt, the ballot receipt deadline moves to Tuesday at noon.

[IAC 721—21.12]

If the canvass is earlier than noon on the Monday (or Tuesday) following the election, ballots must be received no later than the time the canvass is scheduled.

Contact Post Office

For all elections, if the canvass is scheduled earlier than noon on Monday (or Tuesday if applicable) 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 delivered or picked up 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.

[§53.17]

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, IAC 721—21.305]

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."

Identification is not required from voters between the close of pre-registration and election day if they are already registered to vote in the county and are updating their registration information.

[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. (See also the “Processing In-Person Absentee Voters” instructions in this chapter.)

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 sign 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.

[§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. Voting instructions must be posted in each voting booth.

[IAC 721—22.250]

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, campaign signs may not be posted and electioneering is not allowed within 300 feet of the absentee voting site. The absentee voting site is considered a polling place for purposes of §39A.4(1)(a).

[§53.10, 53.11, 68A.406]

Processing In-Person Absentee Ballots in I-VOTERS Before the Pre-Registration Deadline

1. Open the voter's record. 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:
 - a. If the voter is currently registered in the county, use the voter's absentee ballot request to update the residential address in I-VOTERS.
 - b. If the voter is not currently registered in the county, the voter must complete a new voter registration form. Move the voter record to your county by updating the voter's registration address.

Important Note: If any changes are made to the residence address in I-VOTERS, save the changes before adding the absentee ballot request.

3. After the residential address is verified and/or updated, click on the "**Absentee**" tab.
4. Click "**Add**."
5. The request type will default to "**Election Specific**."
6. Verify the correct election appears in the drop-down menu.
7. Choose "**Counter/ Office**" as the "**Absentee Application Source**." The "**Issue Method**" will default to "**In-Person**."
 - a. If the voter wishes to have the ballot mailed to them, change the "**Issue Method**" to "**Mail**."

Important Note: Voters cannot take absentee ballots with them. They must either vote them in-person or have the ballot mailed to them.

8. Click the check box next to "**Use Address on File**" and click on "**Print Now**" or "**Print Later**", whichever your office uses.
9. 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.

Important Note: 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.

The screenshot shows the 'Residence' tab in the I-VOTERS system. It features a table with the following columns: 'Dates/Elections', 'Seq Num', 'Source', 'Address', and 'County'. Below the table, there are several buttons: 'Special Absentee', 'Active Ballots', 'Add', 'Details', and 'Void'. The 'Add' button is highlighted with a red rectangular box.

The screenshot shows the 'Voter Registration - Absentee Detail' form. Key fields and their values are: 'Absentee Type' is 'Election Specific'; 'Election Specific' is '12/04 2012 Test Election'; 'Absentee Application Source' is 'Counter / Office'; 'Issue Method' is 'In-Person'; 'Date Requested' is '07/09/2012'; 'Date Sent' is '07/09/2012'; 'Date Received' is '07/09/2012'; 'ReIssue Method' is a dropdown menu; 'Political Party' is a dropdown menu; 'Use Address On File' is checked; 'Address' is 'ALGONA, IA 50511'. At the bottom, there are buttons for 'Unsend Ballot', 'Print Now', 'Print Later', and 'Close'. The 'Print Now' and 'Print Later' buttons are highlighted with red rectangular boxes.

Processing In-Person Absentee Voters Who Used EDR Procedures

These instructions apply when:

- A voter who has never been registered in your county comes to your office or a satellite location and wants to register and vote.
- A voter who was previously registered in your county and is now cancelled comes to your office or a satellite location and wants to register and vote.
- A voter wants to vote absentee and his or her record is currently assigned “Incomplete” status.

Follow these steps when registering a voter and issuing the voter an absentee ballot:

1. Ask the voter to fill out the voter registration form contained on the EDR form. Make sure the form is filled out completely.
2. Ask for the voter’s proof of identity and residence.
3. If the voter does not have proof of identity and residence, the attestation procedure may be used.
4. Ask the voter to complete the voter’s oath portion on the EDR form.
 - If using an attester, ask the attester to fill out the attester’s oath portion the EDR form.

[§48A.7A, IAC 721—21.3, 21.302]

5. Open “**Voter Registration**” from the main I-VOTERS screen. Click “**New.**”
6. Enter the voter’s information in the appropriate fields. Tab through the key line so I-VOTERS will automatically identify any statewide duplicate matches.

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.

- a. Enter the voter’s address.
- b. Choose the appropriate party from the drop-down menu.
- c. Select “**15 – Election Day**” as the “**Transaction Source.**”



The screenshot shows a portion of the I-VOTERS registration form. It features four dropdown menus with the following values: Party (No Party), Transaction Source (15 - Election Day), Status (A - Active), and Reason (empty). There is a small 'Organization' field to the right of the Party dropdown.

| | | |
|--------------------|-------------------|--------------|
| Party | No Party | Organization |
| Transaction Source | 15 - Election Day | |
| Status | A - Active | |
| Reason | | |

- An **"Election Day"** window will appear. Choose the election.

Important Note: Make sure to uncheck the **"Added Voters"** box when processing EDR registrants before election day. This box is only used for voters who vote EDR at the polls. If you do not uncheck the box, it will add them to the election registers as an added voter and you will have difficulty printing your election registers.

- Make sure the voter's status is **"Active."**

- The **"County Registration"** date and the **"Vote Eligible Date"** will automatically populate to election day for the selected election.

▼ Change the **"County Registration"** date and the **"Vote Eligible"** date to be the date the voter appeared in your office or at the satellite location.

- Save the voter's record.

- Enter an absentee request for the voter.

If the voter is in your office, choose **"Counter/Office"** as the **"Absentee Application Source."**

If the voter is at a satellite location, choose **"Satellite"** as the **"Absentee Application Source."**

- Select **"Print Now"** or **"Print Later,"** depending on your county procedures.

- Attach the voter's EDR form (including a voter registration form, oath form and attester's oath, if any) to the voted ballot affidavit envelope.

- If the ballot is received before 5 p.m. on the Friday before the election (Saturday if for a

primary or general election), review the affidavit envelope for completeness and defects according to the procedures in IAC 721—21.354.

- If there are no defects and the affidavit is complete, store the ballot together with the EDR form in a secure place before delivering to the ASVP board.
- If there are defects with the voter's affidavit envelope or if the affidavit is incomplete, follow the procedures in IAC 721—21.354 for notifying the voter about fixing the defect or completing the affidavit. Store incomplete and defective affidavit envelopes separate from other affidavits. See the "Reviewing Affidavit Envelope" instructions for more information.
- If the voter's registration card is returned undeliverable by the post office, set the absentee ballot aside for special handling and deliver the absentee ballot and returned voter registration card to the ASVP board to be challenged pursuant to §53.31(1).

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 must 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 manner similar to that used to review nomination petitions.

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 information 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 28)
- 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.
- 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.

[IAC 721—21.300(5)]

I-VOTERS Usage at Satellites

Satellite stations may only be connected to I-VOTERS if the processes in IAC 721—21.300 are adhered to and the county applied for and receives permission from the SOS for such use.

[IAC 721—21.300]

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**.”

Entering Satellite Voter Absentee Requests in I-VOTERS

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 Now**” if you want to print a label immediately.
9. To print the labels later, click on “**Save and Close**” to send to the label to “**Receive Absentee Ballots**” to print later.

- a. In “**Receive Absentee Ballots**,” select the “**Satellite**” batch and click “**Print Labels**.”

| Batch # | Batch Date | Receive Date | Source | Total Count | Accepted | Rejected | Defective Affid... |
|---------|------------|--------------|------------------|-------------|----------|----------|--------------------|
| 1 | 03/02/2012 | 03/02/2012 | Counter / In-... | 22 | 0 | 0 | 0 |
| 2 | 03/05/2012 | 03/05/2012 | Mail | 7 | 0 | 0 | 0 |
| 3 | 03/06/2012 | 03/06/2012 | Mail | 13 | 0 | 0 | 0 |
| 4 | 03/07/2012 | 03/07/2012 | Mail | 28 | 0 | 2 | 0 |
| 5 | 03/08/2012 | 03/08/2012 | Satellite | 12 | 0 | 0 | 0 |

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 must 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 at Satellites

If a voter must cast a provisional ballot and the ballot for the precinct where the voter resides is not available at the satellite station, the voter must receive the same ballot style as the majority of the voters would receive in the precinct in which the satellite station 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, campaign signs may not be posted and electioneering is not allowed within 300 feet of the satellite. Satellite voting stations are considered a polling place for purposes of §39A.4(1)(a).

[§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.

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/Process.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**.”
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**.”

| 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 |
|-------------|-----------|------|---------------|-------------|-------------|----------------|
| 309 | 309 | All | W | MERLE HIBBS | BLVD | |

| Unit# | 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 provided all health care facilities are configured as such in I-VOTERS (see "Adding a Health Care Facility to I-VOTERS" instructions). 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' label is highlighted with a red box. The form displays the following information:

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

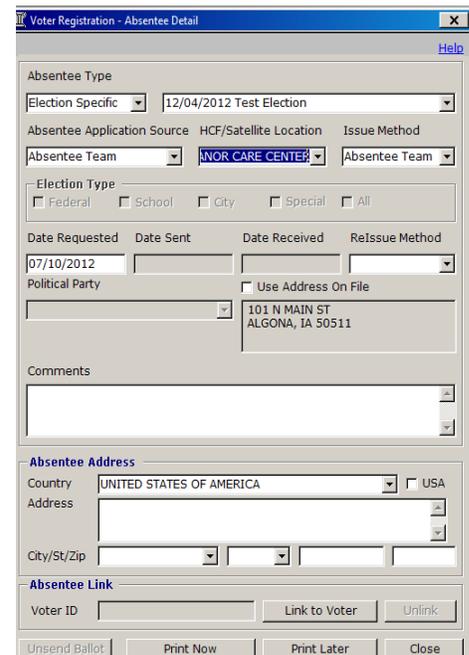
Voters who become a patient or resident of a hospital three days or less before an election may request a ballot in the following ways:

- 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]

Entering HCF Requests in I-VOTERS

1. Open the voter's record.
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 "**Absentee Team**" as the "**Request Source.**"
6. Select the health care facility from the "**HCF/Satellite Location**" drop-down.
7. Choose "**Absentee Team**" as the "**Issue Method.**"
8. Click on "**Print Later**" to send a label to "**Election Management**" to print later. To print a label immediately, click on "**Print Now.**"



The screenshot shows the 'Voter Registration - Absentee Detail' form. The form is filled out with the following information:

| Absentee Type | Absentee Application Source | HCF/Satellite Location | Issue Method |
|--|---|------------------------|----------------|
| Election Specific | 12/04/2012 Test Election | HEALTH CARE CENTER | Absentee Team |
| Election Type | | | |
| <input type="checkbox"/> Federal <input type="checkbox"/> School <input type="checkbox"/> City <input type="checkbox"/> Special <input type="checkbox"/> All | | | |
| Date Requested | Date Sent | Date Received | ReIssue Method |
| 07/10/2012 | | | |
| Political Party | | | |
| <input type="checkbox"/> Use Address On File | | | |
| 101 N MAIN ST ALGONA, IA 50511 | | | |
| Comments | | | |
| | | | |
| Absentee Address | | | |
| Country | UNITED STATES OF AMERICA <input type="checkbox"/> USA | | |
| Address | | | |
| | | | |
| City/St/Zip | | | |
| Absentee Link | | | |
| Voter ID | Link to Voter | Unlink | |
| Unsend Ballot | Print Now | Print Later | Close |

These ballots will need to be received in the "**Receive Absentee Ballots**" module like ballots that are received in the mail.

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)]

After receiving an absentee request from a HCF voter, send a notice to each voter indicating the requested ballot will be delivered by the bipartisan team. Sample notices are 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: For any election except primary elections, general elections, and special elections held pursuant to §69.14, 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 in any election, the bipartisan team must deliver the ballots.

[§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 already 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 if the ballot will be delivered after the pre-registration deadline. If delivered before the pre-registration deadline, EDR documentation is not necessary.

[§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 pre-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 from an HCF located in your county after requesting an absentee ballot, 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 before each election 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 after the pre-registration deadline, the team should follow EDR procedures to register the person before issuing a ballot. If the team is delivering ballots prior to the pre-registration deadline, EDR documentation is not required.

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/bag.
 - 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)]

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.

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

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)]

File Stamp Ballots

File stamp each return or affidavit envelope with the date it was received in the auditor's office.
[§53.18(1), IAC 721—21.351(1)]

Storing Absentee Ballots

Absentee ballots returned must be securely stored. The ballots may be stored in a secured container (i.e. locked ballot box) or in a secured area.

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 ballots request (if any), and replacement ballot (if any) for review by the ASVP board.

[§53.18(3), IAC 721—21.351]

I-VOTERS Instructions

I-VOTERS instructions for receiving absentee ballots can be found on the following pages.

Receiving Absentee Ballots Returned Normally in I-VOTERS

1. Open the “**Receive Absentee Ballots**” module from the main I-VOTERS screen.
2. Choose the current election and click on “**Search.**” Any previously received batches of absentee ballots will appear.
3. Click on “**New**” in the lower lefthand corner of the screen to create a new batch of received absentee ballots.
4. 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.

5. Add your ballot to the batch by either scanning the ballot barcode or typing the voter’s name.

| Item # | Abs Seq Num | Ballot ID | Voter Name | Source |
|--------|-------------|-----------|-------------|--------|
| 1 | 2 | 500983710 | SALLY VOTER | Mail |

Using Barcode Scanner

If you use your barcode scanner, make sure you click with your mouse in the “**ID**” field under “**Ballot Label**” before scanning the barcode so the tracking number appears in that field. You do not need to click “**Add**” to add the voter’s ballot to the batch.

Using Voter Name

Type the voter’s name in the “**Name**” field under “**Ballot Search in Workspace.**” You must click “**Add**” to add the voter’s ballot to the batch. After you add your ballot to the batch, it will appear in the list on the bottom half of the screen.

6. 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.

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?

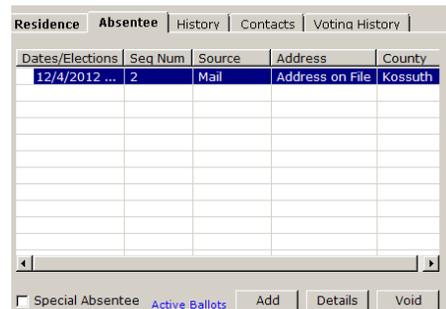
Look at the returned ballot and the absentee ballot request. For example, did the voter list updated address information on the absentee ballot request but the voter's record was not updated accordingly?

- 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 and click on the "**Absentee**" tab.
3. Highlight the undeliverable ballot request by clicking on it. Click "**Void.**"
4. Click "**Yes**" when asked if you are sure you want to void the ballot. Add the comment "Ballot sent to wrong address" in the "**Audit Comment**" field. Click "**Save.**"
5. When the window closes, click on the "**Residence**" tab of the voter's record. Update the voter's residential address to reflect the change the voter made on the absentee ballot request.
6. Click on "**Save**" at the top of the voter registration screen.
7. Click on the "**Absentee**" tab again and add a new absentee request. Update the ballot serial number on the voter's absentee request.



| Dates/Elections | Seq Num | Source | Address | County |
|-----------------|---------|--------|-----------------|---------|
| 12/4/2012 ... | 2 | Mail | Address on File | Kossuth |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Special Absentee [Active Ballots](#) Add Details Void

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 and click on the “**Absentee**” tab.
3. Highlight the undeliverable ballot request by clicking on it. Click “**Details.**”
4. Click “**Unsend Ballot.**”
5. Enter the appropriate information in the “**Absentee Details**” screen, paying special attention to add the absentee address.
6. Save the change and print mailing labels by clicking on “**Print Now**” or “**Print Later.**”
7. I-VOTERS should assign the new ballot for the updated address the same absentee sequence number as the original ballot.

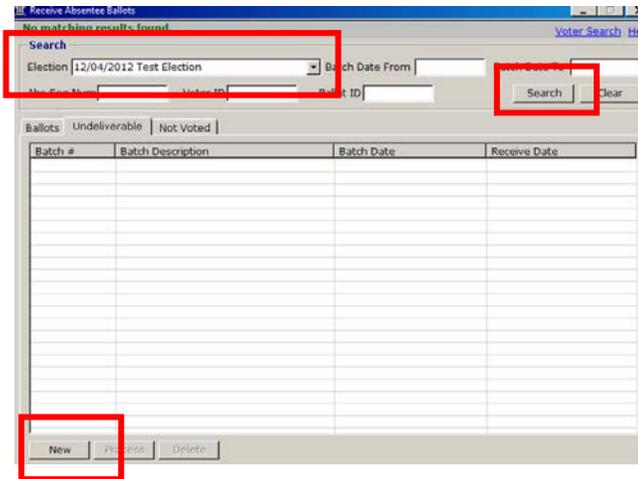
The screenshot shows the 'Voter Registration - Absentee Detail' window. The form contains the following fields and controls:

- Absentee Type:** Election Specific (dropdown), 12/04/2012 Test Election (dropdown)
- Absentee Application Source:** HCF/Satellite Location, Issue Method (dropdown)
- Election Type:** Federal (checkbox), School (checkbox), City (checkbox), Special (checkbox), All (checkbox)
- Date Requested:** 07/09/2012, **Date Sent:** 07/09/2012, **Date Received:** (empty), **Reissue Method:** (dropdown)
- Political Party:** (dropdown), **Use Address On File:** (checkbox)
- Address:** 101 N MAIN ST, ALGONA, IA 50511
- Comments:** (text area)
- Absentee Address:** Country (dropdown), Address (text area), City/ST/Zip (dropdowns)
- Absentee Link:** Voter to (dropdown), Link to Voter (button), Unlink (button)
- Buttons:** Unsend Ballot (button), Print Now (button), Print Later (button), Close (button)

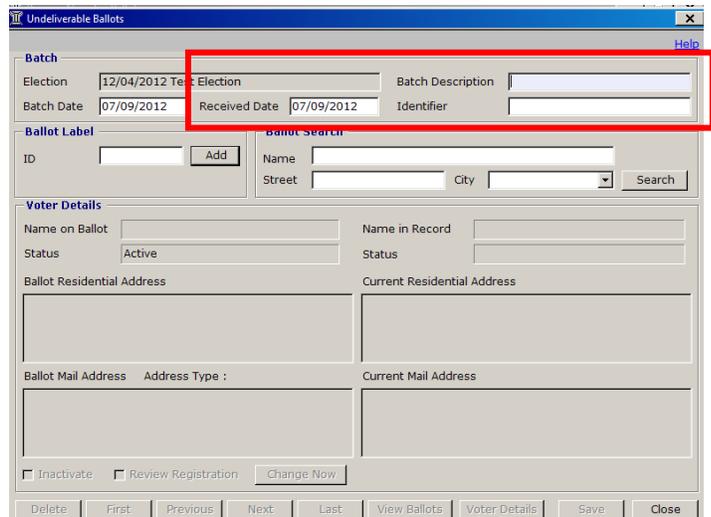
A red line originates from step 4 of the instructions and points to the 'Unsend Ballot' button.

Undeliverable Because Domestic Voter Moved Since Requesting Ballot, Non-Existent Address, Unable to Forward, etc.

1. Open **“Receive Absentee Ballots”** from the I-VOTERS main menu. Choose the appropriate election and then click on **“Search.”**
2. Click on the **“Undeliverable”** tab.
3. Click on **“New”** at the bottom of the screen to create a new batch of undeliverable ballots.

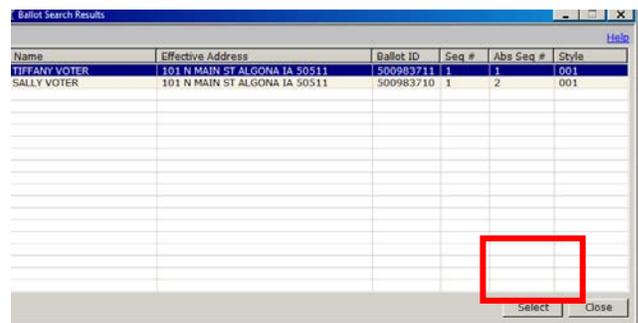


4. Enter any information you wish to describe your batch of undeliverable ballots in the **“Batch Description”** field. The text you enter here will appear on the main **“Undeliverable”** screen when you close your new undeliverable ballot batch.



5. 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.

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.



7. Confirm you have the correct voter's ballot. Check the box next to the word "Inactivate."
8. Click "Save." The information for the voter you just finished processing will disappear.
9. Add another undeliverable ballot or close the undeliverable batch by clicking "Close."

10. Open the voter's record. The voter's "Status" is now "I – Inactive."

Mail the residential confirmation notice automatically generated by I-VOTERS. See the Voter Registration chapter for more information.

11. Click on the "Absentee" tab. Highlight the undeliverable ballot request by clicking on it. Click "Void."
12. Click "Yes" when asked if you are sure you want to void the ballot. Add the comment "Ballot returned undeliverable" in the "Audit Comment" field. Click "Save."
13. 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. A sample notice "Ballot Returned Undeliverable from Domestic Voter" is available in the Election Forms Library.

Undeliverable and "Use Address on File" Box was Marked

Best Practice: If you checked "Use Address on File" box when entering the voter's absentee request and the voter's ballot was returned undeliverable, unsend the ballot in I-VOTERS, uncheck the "Use Address on File" box, and resend the ballot to the voter's residential address. To unsend the ballot, open the "Absentee Details" screen from the voter's record and click "Unsend Ballot."

Undeliverable UOCAVA Ballot

1. Open **“Receive Absentee Ballots”** from the I-VOTERS main menu. Choose the appropriate election and then click on **“Search.”**
2. Click on the **“Undeliverable”** tab.
3. Click on **“New”** at the bottom of the screen to create a new batch of undeliverable ballots.

4. 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.

5. 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.

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.

| Name | Effective Address | Ballot ID | Seq # | Abs Seq # | Style |
|---------------|-------------------------------|-----------|-------|-----------|-------|
| TIFFANY VOTER | 101 N MAIN ST ALGONA IA 50511 | 500983711 | 1 | 1 | 001 |
| SALLY VOTER | 101 N MAIN ST ALGONA IA 50511 | 500983710 | 1 | 2 | 001 |

7. Confirm you have the correct voter's ballot. Be sure the **"Inactivate"** box is not checked.
8. Click **"Save."** The information for the voter you just finished processing will disappear.
9. Add another undeliverable ballot or close the undeliverable batch by clicking **"Close."**
10. Open the voter's record. Be sure the voter's **"Status"** is still **"A- Active."**
11. Click on the **"Absentee"** tab.
 - a. FPCA request
 - i. Highlight the undeliverable ballot request by clicking on it. Click **"Details."**
 - ii. Change the **"To"** date to the date the ballot was received.
 - iii. Add a comment in the **"Comments"** field if you wish.
 - iv. Click **"Print Later"** to save the date change and comment.
 - v. A **"Confirmation to Void"** screen will 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 **"Yes."**
 - b. Election-specific request
 - i. Highlight the undeliverable ballot request by clicking on it. Click **"Void."**
 - ii. Click **"Yes"** when asked if you are sure you want to void the ballot. Add the comment "Ballot returned undeliverable" in the **"Audit Comment"** field. Click **"Save."**
 - iii. 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. A sample notice "Ballot Returned Undeliverable from UOCAVA Voter" is available in the Election Forms Library. If you have an email address for the voter, it may be quicker to also correspond about the undeliverable ballot by email.

Spoiled Ballots

Received by Mail

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.

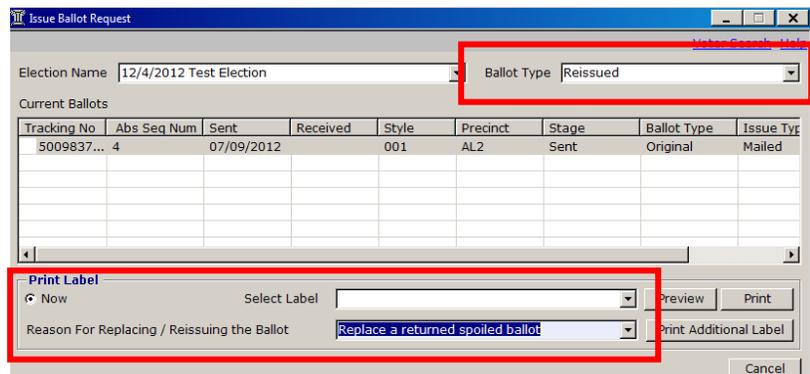
Replace a spoiled ballot by following the instructions below. This procedure will enable you to use the same serial number assigned to the records of the original absentee ballot request.

[§53.21]

1. Do **NOT** receive the ballot in the **"Receive Absentee Ballots"** module.
2. Open the voter's record.
3. Select the **"Elections"** menu at the top of the screen and click **"Issue Ballot."**



4. Choose the appropriate election and choose **"Reissued"** from the **"Ballot Type"** drop-down menu.
5. From the **"Reason for Replacing/Reissuing the Ballot"** menu choose **"Replace a returned spoiled ballot."**



A screenshot of the 'Issue Ballot Request' form. The 'Election Name' is '12/4/2012 Test Election'. The 'Ballot Type' dropdown menu is set to 'Reissued'. Below this is a table of 'Current Ballots' with columns for Tracking No, Abs Seq Num, Sent, Received, Style, Precinct, Stage, Ballot Type, and Issue Type. The table contains one row with Tracking No 5009837... and Abs Seq Num 4. At the bottom, the 'Print Label' section is highlighted, showing a 'Select Label' dropdown set to 'Now' and a 'Reason For Replacing / Reissuing the Ballot' dropdown set to 'Replace a returned spoiled ballot'. There are 'Preview', 'Print', 'Print Additional Label', and 'Cancel' buttons.

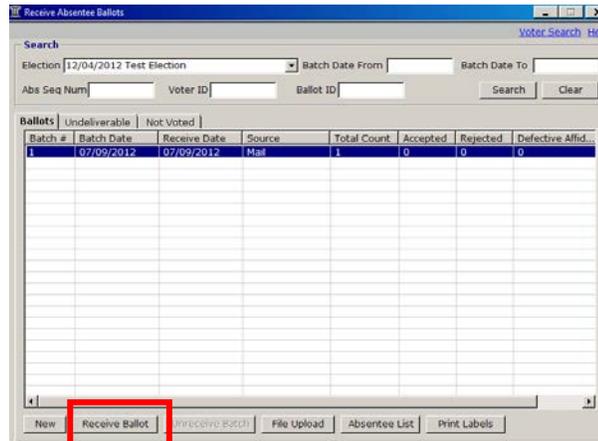
| Tracking No | Abs Seq Num | Sent | Received | Style | Precinct | Stage | Ballot Type | Issue Type |
|-------------|-------------|------------|----------|-------|----------|-------|-------------|------------|
| 5009837... | 4 | 07/09/2012 | | 001 | AL2 | Sent | Original | Mailed |

Choose the mailing labels used in your county from the **"Select Label"** drop-down menu. Be 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.

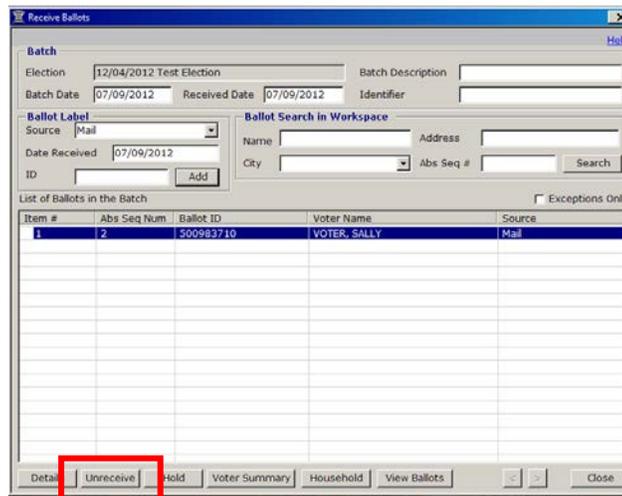
6. Store the **"Spoiled"** ballot in a separate secure area.

Spoiled In-Office or at Satellite

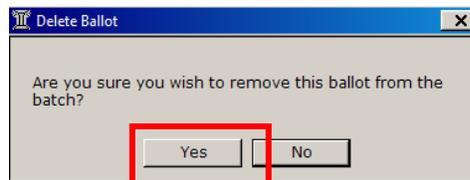
1. Open **“Receive Absentee Ballots”** from the main I-VOTERS screen.
2. Search for the defective ballot. Highlight the batch the ballot is in by clicking on it. Click **“Receive Ballot.”**



3. Highlight the voter's ballot by clicking on it. Click **“Unreceive.”**



4. Click **“Yes.”**

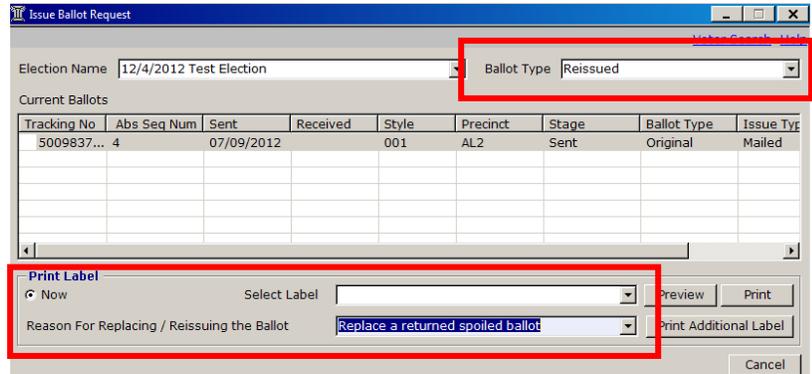


5. Open the voter's record.

6. Select the “**Elections**” menu at the top of the screen and click “**Issue Ballot.**”



7. Choose the appropriate election and choose “**Reissued**” from the “**Ballot Type**” drop-down menu.
8. From the “**Reason for Replacing/Reissuing the Ballot**” menu choose “**Replace a returned spoiled ballot.**”



Choose the mailing labels used in your county from the “**Select Label**” drop-down menu. Be 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.

9. Store the “**Spoiled**” ballot in a separate secure area.

Not Voted and Surrendered Ballots

If a person returns an absentee ballot to the auditor's office, satellite station, or at the polls on election day 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. The **"Received Date"** should be the date the ballot was returned not voted.
7. Add the ballot(s) to the new **"Not Voted"** batch by scanning the barcode in the **"Ballot Label"** field or typing the voter's name in the **"Ballot Search"** field.
8. After you choose the correct ballot (if more than one option appear) the voter's information will appear on the screen.
9. Click the **"Save."** 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 **"Close."**
10. 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 Absentee Ballot Request or Returned Absentee Ballots

Deceased Voter with Absentee Ballot Request

If you receive notification of a voter death and the voter has an active absentee ballot request, void the absentee ballot request before cancelling the voter's registration record.

1. Open the voter's record and click on the "**Absentee**" tab.
2. Highlight the absentee request by clicking on it. Click "**Void.**"

| Dates/Elections | Seq Num | Source | Address | County |
|-----------------|---------|--------|-----------------|---------|
| 12/4/2012 ... | 2 | Mail | Address on File | Kossuth |
| | | | | |
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Special Absentee [Active Ballots](#)

3. Click "**Yes**" when asked if you are sure. Add the comment "**Deceased Voter**" in the "**Audit Comment**" field. Click "**Save.**"
4. Change the voter's registration "**Status**" to "**C – Cancelled**" with "**Reason**" "**DEC – Deceased.**" Be sure to update the "**Transaction Source**" with the appropriate source.

Deceased Voter with Returned Absentee Ballot

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]

To cancel the voter's registration, the ballot must be unreceived and the request voided in I-VOTERS:

1. Open "**Receive Absentee Ballots**" from the main I-VOTERS screen.
2. Search for the defective ballot. Highlight the batch the ballot is in by clicking on it. Click "**Receive Ballot.**"

| Batch # | Batch Date | Receive Date | Source | Total Count | Accepted | Rejected | Defective Affid... |
|---------|------------|--------------|--------|-------------|----------|----------|--------------------|
| 1 | 07/09/2012 | 07/09/2012 | Mail | 1 | 0 | 0 | 0 |
| | | | | | | | |
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| | | | | | | | |

- Highlight the voter's ballot by clicking on it. Click **"Unreceive."**

| Item # | Abs Seq Num | Ballot ID | Voter Name | Source |
|--------|-------------|-----------|--------------|--------|
| 1 | 2 | 500983710 | VOTER, SALLY | Mail |

- Click **"Yes."**

Are you sure you wish to remove this ballot from the batch?

- Open the voter's record and click on the **"Absentee"** tab.

- Highlight the absentee request by clicking on it. Click **"Void."**

| Dates/Elections | Seq Num | Source | Address | County |
|-----------------|---------|--------|-----------------|---------|
| 12/4/2012 ... | 2 | Mail | Address on File | Kossuth |

- Click **"Yes"** when asked if you are sure. Add the comment "Voter deceased" in the **"Audit Comment"** field. Click **"Save."**

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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 number (i.e. absentee 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 the ballot aside. Notify the voter that the absentee ballot may only 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 or Illegible 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.

Processing Ballots Not Returned After Election Day

If voters did not return their absentee ballots, do nothing. Those ballots do not need to be processed in I-VOTERS.

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.

Incomplete and Defective Affidavit Envelopes

Affidavit Review Process

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

[§53.18(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.

1. Open the return envelopes (if a combined return/affidavit envelope was not used).

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 (if a combined return/affidavit envelope was not used).
3. Store the return envelopes (if a combined return/affidavit envelope was not used) 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.

[§53.18(3), IAC 721—21.354(5)]

Incomplete Affidavits

An incomplete affidavit is missing the voter's signature.

[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 not signed and voter cannot come to the office to sign it
- Voter moved to a new precinct after submitting a voted absentee ballot

[IAC 721—21.354(4)]

Defect Due to Voter Move

If a voter registers to vote in a different precinct or county and the voter has already returned an absentee ballot, the ballot must be treated as defective. The voter may correct the defect by registering to vote in the precinct where the absentee ballot was cast if the voter is still able to claim residence for voter registration purposes in that precinct.

- If the pre-registration deadline has passed, the voter must use EDR procedures to re-register.
- If the voter is not eligible to re-register in the precinct where the absentee ballot was cast, the ballot must be set aside and challenged by the ASVP board.

[§48A.5, 48A.5A, IAC 721—21.355(2)(b)(3)]

If the voter moved to a new precinct within the county and has not submitted an additional absentee ballot request, see the “Processing Defective Affidavits” instructions for information on processing the ballot.

If the voter moved to a different county and also requests an absentee ballot in the new county,

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.

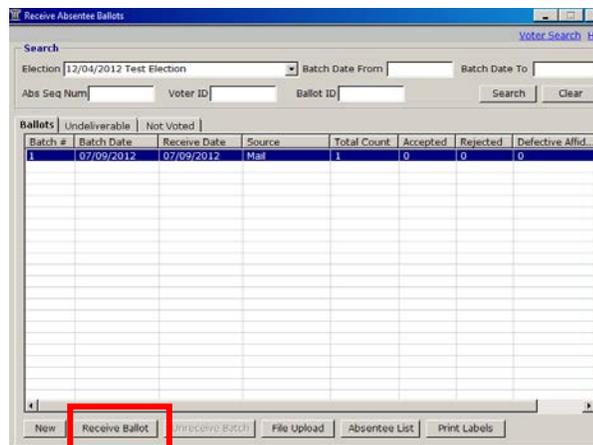
2. After the ballot is voided by the old county of registration, update the voter's address using the new registration information.
3. Enter the voter's absentee ballot request information and issue the voter an absentee ballot.

If the voter is eligible to do so and re-registers in the old county,

1. Void the request for the new county and send the voter a notice of defective affidavit if the absentee ballot requested from the new county has already been voted and returned.
2. The old county will need to move the voter back and enter a new absentee ballot request for the voter's first ballot which was marked defective.
3. The old county should place the new absentee label next to the original label on the voter's original ballot.

Unreceive Ballot and Void Request

1. Open **Receive Absentee Ballots** from the main I-VOTERS screen.
2. Search for the defective ballot. Highlight the batch the ballot is in by clicking on it. Click **Receive Ballot.**



- Highlight the voter's ballot by clicking on it. Click **"Unreceive."**

Batch

Election: 12/04/2012 Test Election Batch Description: _____

Batch Date: 07/09/2012 Received Date: 07/09/2012 Identifier: _____

Ballot Label

Source: Mail Date Received: 07/09/2012

Ballot Search in Workspace

Name: _____ Address: _____

City: _____ Abs Seq #: _____ Search

List of Ballots in the Batch

| Item # | Abs Seq Num | Ballot ID | Voter Name | Source |
|--------|-------------|-----------|--------------|--------|
| 1 | 2 | 500983710 | VOTER, SALLY | Mail |

Detail **Unreceive** Hold Voter Summary Household View Ballots < > Close

- Click **"Yes."**

Delete Ballot

Are you sure you wish to remove this ballot from the batch?

Yes No

- Open the voter's record and click on the **"Absentee"** tab.

- Highlight the absentee request by clicking on it. Click **"Void."**

Residence **Absentee** History Contacts Voting History

| Dates/Elections | Seq Num | Source | Address | County |
|-----------------|---------|--------|-----------------|---------|
| 12/4/2012 ... | 2 | Mail | Address on File | Kossuth |

Special Absentee Active Ballots Add Details **Void**

- Click **"Yes"** when asked if you are sure. Add the comment "Replacement request – new address" in the **"Audit Comment"** field. Click **"Save."**

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 the auditor's office by 5 p.m. the day before the election
 - Asking for a replacement ballot
 - Casting a 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 "Defect Due to Vote Move" section)
- 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

- The auditor's office 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.

Processing Defective Affidavits and Issuing Replacement Ballots

Process Defective Affidavits

1. Receive the absentee ballot in **“Receive Absentee Ballots.”** See the **“Receiving Absentee Ballots”** instructions.
2. Open **“Election Management.”** Click on **“Process Absentee Ballots.”**
3. Search for the voter’s absentee ballot and choose **“Defective Affidavit/Envelope”** from the Ballot Status drop-down menu.
4. Click **“Save.”**

The screenshot shows the 'Election Management' application window. The 'Ballot Search' section has 'Name' set to 'sally voter' and 'City' set to 'ALGONA, IA'. The 'Ballot Details' section shows 'Voter ID' as 500266723 and 'Address' as 101 N MAIN ST, ALGONA, IA 50511. The 'Ballot Status' dropdown menu is highlighted in red and shows 'Defective Affidavit/Envelope' selected. The 'Ballots Sent' table has one row with 'Abs Seq #' 2, 'Barcode' 50098..., 'VoterName' SALLY VOTER, 'Source' Mail, 'Date Sent' 07/09/2012, 'Date Received' 07/09/2012, 'Ballot Style' 001, and 'Ballot Type' Original. The left sidebar has a red box around 'Process Absentee Ballots'.

Issuing Replacement Ballots if no Address Change

Do not issue a replacement ballot until the voter submits a request.

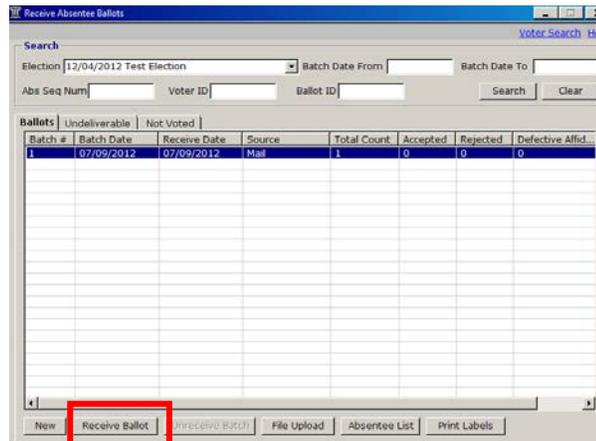
1. Open the voter’s record.
2. Select the **“Elections”** menu at the top of the screen and click **“Issue Ballot.”**
3. When the **“Issue Ballot Request”** screen opens, choose **“Replacement”** from the **“Ballot Type”** drop-down menu.
4. From the **“Reason for Replacing/Reissuing the Ballot”** menu choose the appropriate reason.
5. 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.

The screenshot shows the 'Voter Registration' application window. The 'Elections' menu is open, and the 'Issue Ballot' option is highlighted in blue. Other options in the menu include 'Voting History', 'Active Ballots', 'Temporary Parties', 'Provisional Ballot', and 'Receive Ballot'.

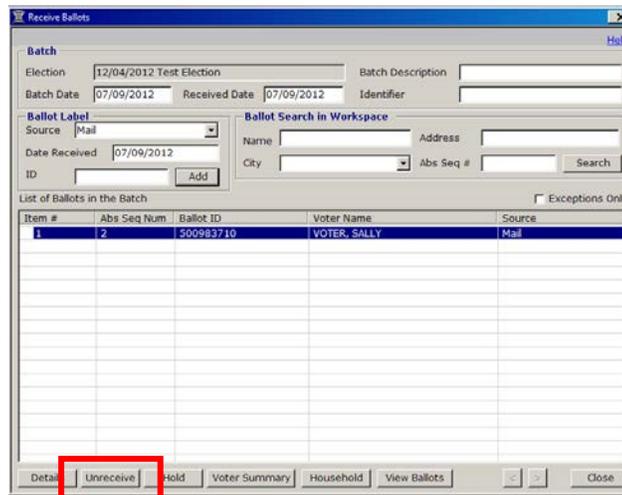
The screenshot shows the 'Issue Ballot Request' application window. The 'Election Name' is '12/4/2012 Test Election' and the 'Ballot Type' is 'Replacement'. The 'Current Ballots' table has one row with 'Tracking No' 5009837..., 'Abs Seq Num' 2, 'Sent' 07/09/2012, 'Received' 07/09/2012, 'Style' 001, 'Precinct' AL2, 'Stage' Received, 'Ballot Type' Original, and 'Issue Typ' Mailed. The 'Print Label' section has 'Now' selected and 'Defective-Not Sealed' in the 'Reason For Replacing / Reissuing the Ballot' dropdown. The 'Ballot Type' and 'Reason For Replacing / Reissuing the Ballot' dropdowns are highlighted in red.

Issuing Replacement Ballots When Voter's Original Absentee Ballot is Defective Due to Voter Move

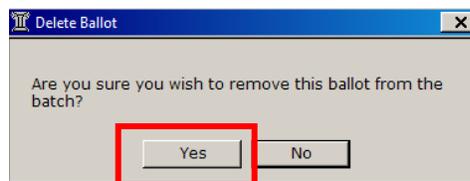
1. Open **"Receive Absentee Ballots"** from the main I-VOTERS screen.
2. Search for the defective ballot. Highlight the batch the ballot is in by clicking on it. Click **"Receive Ballot."**



3. Highlight the voter's ballot by clicking on it. Click **"Unreceive."**

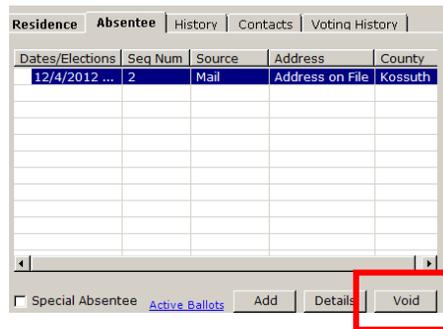


4. Click **"Yes."**

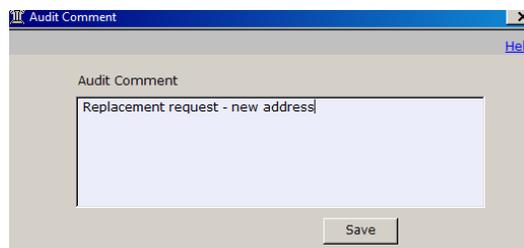


5. Open the voter's record and click on the **"Absentee"** tab.

6. Highlight the absentee request by clicking on it. Click **“Void.”**



7. Click **“Yes”** when asked if you are sure. Add the comment **“Replacement request – new address”** in the **“Audit Comment”** field. Click **“Save.”**



8. Update the voter's residential address and save the voter's record.
9. Add a new absentee ballot request and choose **“Print Later.”**

Processing Incomplete Affidavits and Incomplete Affidavit Corrections

Process Incomplete Affidavits

1. Receive the absentee ballot in **“Receive Absentee Ballots.”** See the **“Receiving Absentee Ballots”** instructions.
2. Open **“Election Management.”** Click on **“Process Absentee Ballots.”**
3. Search for the voter’s absentee ballot and choose **“Deficient Affidavit/Incomplete”** from the **“Ballot Status”** drop-down menu.
4. Click **“Save.”**

The screenshot shows the 'Election Management' window with the following details:

- Election Date:** Dec-04-2012
- Election Type:** School
- Description:** Test Election
- Ballot Search:** Name: sally voter, City: [dropdown]
- Ballot Details:** Voter ID: 500266723, Address: 101 N MAIN ST, ALGONA, IA 50511
- Ballot Status:** Deficient Affidavit/Incomplete (highlighted in a red box)
- Ballots Sent Table:**

| Abs Seq # | Barcode | VoterName | Source | Date Sent | Date Received | Ballot Style | Ballot Type |
|-----------|----------|-------------|--------|------------|---------------|--------------|-------------|
| 2 | 50098... | SALLY VOTER | Mail | 07/09/2012 | 07/09/2012 | 001 | Original |

Processing an Incomplete Affidavit Correction

1. After the voter comes in and completes the affidavit, open **“Election Management”** from the main I-VOTERS screen. Click **“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. Click **“Save.”**

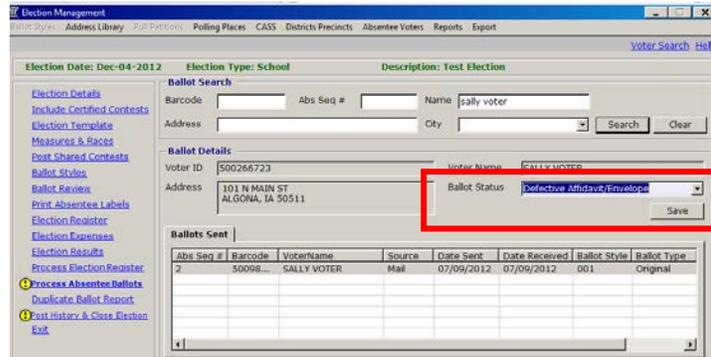
The screenshot shows the 'Election Management' window with the following details:

- Election Date:** Dec-04-2012
- Election Type:** School
- Description:** Test Election
- Ballot Search:** Name: sally voter, City: [dropdown]
- Ballot Details:** Voter ID: 500266723, Address: 101 N MAIN ST, ALGONA, IA 50511
- Ballot Status:** [blank] (highlighted in a red box)
- Ballots Sent Table:**

| Abs Seq # | Barcode | VoterName | Source | Date Sent | Date Received | Ballot Style | Ballot Type |
|-----------|----------|-------------|--------|------------|---------------|--------------|-------------|
| 2 | 50098... | SALLY VOTER | Mail | 07/09/2012 | 07/09/2012 | 001 | Original |

Issuing Replacement Ballot for Voters with Incomplete Affidavits

1. Open **“Election Management”** and click on **“Process Absentee Ballots.”**
2. Search for the voter’s absentee ballot. Change the **“Ballot Status”** to **“Defective Affidavit/Envelope”** and click **“Save.”**

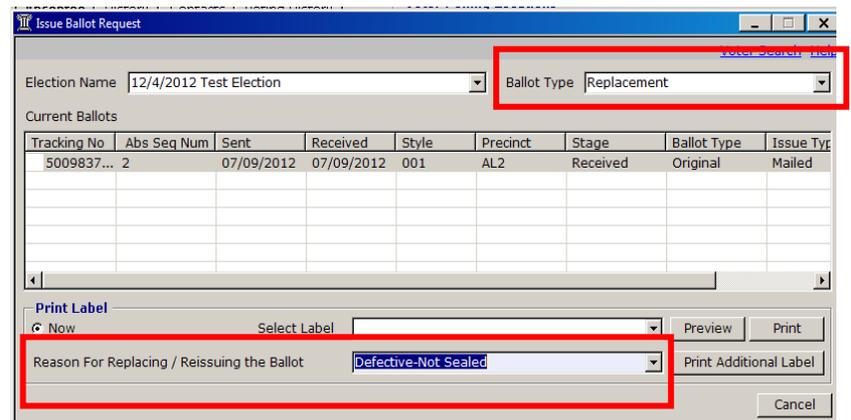


3. Open the voter’s record. Select the **“Elections”** menu at the top of the screen and click **“Issue Ballot.”**



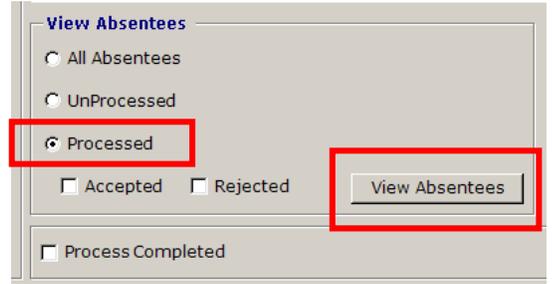
4. When the **“Issue Ballot Request”** screen opens, choose **“Replacement”** from the **“Ballot Type”** drop-down menu.
5. From the **“Reason for Replacing/Reissuing the Ballot”** menu choose the appropriate reason.

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.



Printing a List of Received Incomplete and Defective Affidavits

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



The screenshot shows a web interface titled "View Absentees". It contains three radio buttons: "All Absentees", "UnProcessed", and "Processed". The "Processed" radio button is selected and highlighted with a red box. Below the radio buttons are two checkboxes: "Accepted" and "Rejected". At the bottom left, there is a checkbox for "Process Completed". On the right side, there is a button labeled "View Absentees", which is also highlighted with a red box.

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 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 for UOCAVA Voters

UOCAVA voters do not have to be registered voters to request an absentee ballot. Registration deadlines, verification requirements, 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. – See below for signature requirements.

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

If a person was discharged from military service within 30 days before an election, the person may vote at the polls without presenting EDR documentation 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.

Original Signatures for UOCAVA Registrants

The document containing the physical signature of the UOCAVA voter (i.e. paper copy of the FPCA, FWAB declaration of eligibility page, or absentee affidavit envelope) must be kept and stored as the original voter registration document for the voter.

- **Exception:**

If the UOCAVA registrant is located in an imminent danger pay zone or is active duty military located outside of the United States. UOCAVA registrants meeting the criteria set forth in IAC 721.21.320(4) for the return of their ballot by electronic transmission may substitute a scanned image of their original signature for voter registration purposes.

[721-21.320(5)]

Retention of UOCAVA Voter Registration Documents

All records of a person's registration may be destroyed 22 months after the next general election following the cancellation of the person's voter registration.

[§48A.32]

Request Methods for UOCAVA Voters

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 who resides in the same county where the voter claims residence 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 must be honored for each all elections 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 only certain election types. [§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 for UOCAVA Voters

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. The signed affidavit envelope is used as the voter's original signature for voter registration purposes.

[§53.40, IAC 721—21.320(2)(c)]

An electronic request must include an image of the voter's written signature.

[§39.3(17), IAC 721—21.320(2)]

Request Deadlines for UOCAVA Voters

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 120 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]

Possible UOCAVA Voter Request Issues

UOCAVA 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)]

UOCAVA 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.

To void:

1. Open the voter's record and click on the **Absentee** tab.
2. Highlight the absentee request by clicking on it. Click **Void.**
3. Click **Yes** when asked if you are sure. In the **Audit Comment** field, add:

“Voter reported change in mailing address/email address/fax number.
Original ballot serial number: _____.
New request entered and replacement ballot sent on ____.”

4. Enter a new request for the replacement ballot and print the labels following the instructions on page 67.

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.

| Dates/Elections | Seq Num | Source | Address | County |
|-----------------|---------|--------|-----------------|---------|
| 12/4/2012 ... | 2 | Mail | Address on File | Kossuth |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

[IAC 721—21.320(2)(f)]

Important Note: An FCPA cannot be voided if the voter already voted a ballot at a previous election with the same FPCA request. Follow these instructions to issue a new ballot:

1. Open the voter's record and click on the **"Absentee"** tab.
2. Highlight the absentee request by clicking on it. Click **"Details."**
3. Change the **"To"** date to the day before the new request was received.
4. In the **"Comments"** field, note a new request was received and that a replacement ballot was sent to an updated address. Include the serial number of the original ballot in the **"Comments."**
5. Click **"Print Later"** to save the changes.

UOCAVA 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. A sample notice "No Party Affiliation Indicated for Primary Election" is available in the Election Forms Library.

[§53.40(1)(c)]

No Signature on FPCA

If the voter did not sign the FPCA, contact the voter as soon as possible. Email and/or phone the voter if an email address or phone number was provided. Also mail the voter a notice explaining a signature is required to process the FPCA.

[42 USC 1973ff-1(d)]

Obtain the signature by the best means available. UOCAVA voters may submit a request by fax or email as long as the electronic request includes an image of the voter's written signature.

UOCAVA voters do not have to send the original request to the auditor. The signed affidavit envelope is used as the voter's original signature for voter registration purposes.

[39.3(17), 53.40, IAC 721—21.320(2)]

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Entering UOCAVA Voter Absentee Requests in I-VOTERS

FPCA or Multiple Elections (by Letter)

1. Choose the “**Absentee Type**” as marked by the voter on the form: “**Military**,” “**Overseas Military**,” or “**Overseas Civilian**.”
2. 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 “**Absentee Application Source**.”
4. Choose an “**Election Type**.” Select “**Federal**” only unless the voter specifies the voter wants ballots for other elections.
5. Choose the appropriate “**Issue Method**.”

If the “**Issue Method**” is email or fax and you are entering the request after the first absentee mailing for an election, 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.

Important Note: If the voter has an FPO/APO address, leave United States as the “**Country**” and use “**FPO**” or “**APO**” as the city and “**AE**,” “**AP**,” or “**AA**” as the state.

The screenshot shows a 'Mailing' form with the following fields:
Country: UNITED STATES OF AMERICA (with a checked 'USA' box and a 'Clear' button)
Address: UNIT 555 1ST BRIGADE
City/St/Zip: APO AE 12345
The label 'FPCA' is located at the bottom right of the form.

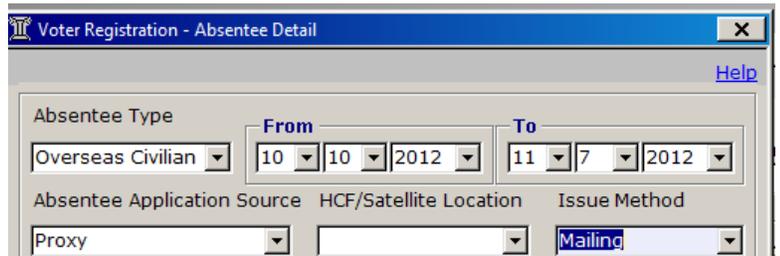
Important Note: If this is a new voter to your county, be sure to use the ballot mailing address as the voter's registration mailing address as well.

7. Click on “**Print Later**” to save the request. See #5 for a recommended practice regarding ballots to be emailed or faxed.

The screenshot shows the 'Voter Registration - Absentee Detail' form with the following fields:
Absentee Type: Military
From: 7/6/2012
To: 12/31/2012
Absentee Application Source: FPCA
HCF/Satellite Location: [empty]
Issue Method: Mailing
Election Type: Federal, School, City, Special
Date Requested: 07/06/2012
Date Sent: [empty]
Date Received: [empty]
Political Party: [empty]
Use Address On File:
Address: 101 N MAIN ST ALGONA, IA 50511
Comments: [empty]
Buttons: Unsend Ballot, Print Now, Print Later, Close

Proxy Request

1. The “**Absentee Type**” should be “**Military**,” “**Overseas Military**,” or “**Overseas Civilian**.”
2. Enter a date range for the request with a “**To**” date as the day after the election.
3. Choose “**Proxy**” as the “**Application Source**”.
4. Choose the “**Issue Method**” as indicated on the proxy request form.



The screenshot shows a web form titled "Voter Registration - Absentee Detail". It contains several fields for configuring an absentee request:

- Absentee Type:** A dropdown menu with "Overseas Civilian" selected.
- From:** A date range selector with "10", "10", and "2012" selected.
- To:** A date range selector with "11", "7", and "2012" selected.
- Absentee Application Source:** A dropdown menu with "Proxy" selected.
- HCF/Satellite Location:** An empty dropdown menu.
- Issue Method:** A dropdown menu with "Mailing" selected.

- If the “**Issue Method**” is email or fax and you are entering the request after the first absentee mailing for an election, 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. Add the voter’s absentee address. If the voter listed a FPO/APO address, “**FPO**” or “**APO**” is entered from the “**City**” drop-down.
 6. Click on “**Print Later**” to save the request. See #3 for a recommended practice regarding ballots to be emailed or faxed.

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.

[§53.39(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:

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 targets 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 (i.e. absentee sequence number) used to identify the absentee request in the auditor's records.

Important Note: The affidavit envelope and return envelope may be combined into one envelope.

[§53.8(1)]

4. Return envelope

Important Note: The affidavit envelope and return envelope may be combined into one envelope.

[§53.8(1)]

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 (i.e. absentee sequence number) used to identify the absentee request in the auditor's records.

The return envelope must also have the return deadline statement below printed or stamped on the flap or back of the envelope:

"This ballot will only be eligible for counting if it is received by the auditor's office before the polls close on election day or postmarked before election day and received by the deadline listed in the voting instructions included with this ballot.

Postmarks are not guaranteed!

Mail the ballot early to make sure it is received on time. Track the status of your absentee ballot at www.sos.iowa.gov.”

[IAC 721—21.303(5)]

5. Absentee voting instructions

Include the instructions prepared by the SOS for UOCAVA absentee voters. The general elections instructions include information about straight party voting.

[IAC 721.22.250]

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 (i.e. absentee sequence number) used to identify the absentee request in the auditor’s records. All other materials must be enclosed in this envelope.

[IAC 721—21.303]

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

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.

[IAC 721—21.320(3)]

Include the following with each e-transmission ballot:

- A ballot
- E-transmission ballot instructions
- Required forms
 - Return envelope form (may be combined with affidavit envelope)
 - Affidavit envelope form (may be combined with return envelope)

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

Methods for UOCAVA Voters to Return 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 in the Election Forms Library.

- 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)]

Processing UOCAVA Ballots Submitted Electronically

Is the voter eligible to submit an electronic ballot?

No Send the voter a letter or email explaining that the original ballot must be submitted by mail. If the original ballot is not submitted, the ASVP board should reject the ballot and send the voter a ballot rejection notice.

Yes Is the voter already registered to vote?

Print the ballot, affidavit envelope form, and acknowledgment/secretcy waiver, place the ballot in an envelope, seal the envelope, and attach the voter's affidavit envelope form and acknowledgment/secretcy waiver to the outside.

Receive the ballot in I-VOTERS.

No If all of the required voter registration information is provided on the affidavit envelope form and it is signed, enter the voter's registration as "Active" in I-VOTERS. Receive the ballot in I-VOTERS.

If the declaration/affirmation was not signed, enter the voter's registration as "Incomplete" and check the "No Signature" box in I-VOTERS for lack of a signature. Send an "Incomplete Registration" notice to the voter and explain a signature on the declaration/affirmation or the Iowa voter registration form is required by the ballot receipt deadline. The signature may be on a scanned document. If a signature is not received, the ASVP board must reject the ballot, send a ballot rejection notice, and leave the voter on "Incomplete" status. The rejection reason is the voter was not properly registered to vote. A sample notice "Rejected Absentee" is available in the Election Forms Library.

[IAC 721—21.320(5)(b)]

Important Note: Absentee ballots submitted electronically must be received before the polls close on election day.

[IAC 721—21.320(4)]

If a voter sends the ballot by postal mail and either by fax or email and both voted ballots arrive on time, the ballot that was delivered by postal mail should be counted by the ASVP board. Seal the electronically received ballot in an envelope and label it with the voter's name and absentee sequence number and attach it to the ballot returned by postal mail. This electronically received ballot will not be counted if the ballot returned by postal mail was counted. If the ballot returned by postal mail was not counted, the electronically received ballot must be considered for counting.

Important Note: When counting faxed and emailed ballots, instruct the ASVP board to mark a duplicate ballot. Doing so will allow the ballot to be run through the ballot scanner and counted in the same manner as all other ballots tabulated for the election. See the ASVP Board Guide for instructions on marking duplicate ballots.

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UOCAVA Voter Ballot 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)]

Important Note: Do not change the voter's status to "Inactive" if a UOCAVA voter's ballot was returned undeliverable.

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)]

Processing Undeliverable UOCAVA Ballot in I-VOTERS

1. Open "**Receive Absentee Ballots**" from the I-VOTERS main menu. Choose the appropriate election and then click on "**Search.**"
2. Click on the "**Undeliverable**" tab.
3. Click on "**New**" at the bottom of the screen to create a new batch of undeliverable ballots.

The screenshot shows the 'Receive Absentee Ballots' window in the I-VOTERS system. A red box highlights the search area, which includes a dropdown menu for 'Election' (set to '12/04/2012 Test Election'), input fields for 'Batch Date From', 'Batch Date To', 'Abs Seq Num', 'Voter ID', and 'Ballot ID', and 'Search' and 'Clear' buttons. Below the search area are two tabs: 'Undeliverable' (selected) and 'Not Voted'. A table with columns 'Batch #', 'Batch Description', 'Batch Date', and 'Receive Date' is visible. At the bottom, another red box highlights the 'New', 'Process', and 'Delete' buttons.

4. 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.

5. 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.

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.

| Name | Effective Address | Ballot ID | Seq # | Abs Seq # | Style |
|---------------|-------------------------------|-----------|-------|-----------|-------|
| TIFFANY VOTER | 101 N MAIN ST ALGONA IA 50511 | 500983711 | 1 | 1 | 001 |
| SALLY VOTER | 101 N MAIN ST ALGONA IA 50511 | 500983710 | 1 | 2 | 001 |

7. Confirm you have the correct voter’s ballot. Be sure the “**Inactivate**” box is not checked.

8. Click “**Save.**” The information for the voter you just finished processing will disappear.

9. Add another undeliverable ballot or close the undeliverable batch by clicking “**Close.**”

10. Open the voter’s record. Be sure the voter’s “**Status**” is still “**A– Active.**”

11. Click on the “**Absentee**” tab.

a. FPCA request

i. Highlight the undeliverable ballot request by clicking on it. Click “**Details.**”

ii. Change the “**To**” date to the date the ballot was received.

- iii. Add a comment in the “**Comments**” field if you wish.
 - iv. Click “**Print Later**” to save the date change and comment.
 - v. A “**Confirmation to Void**” screen will 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 “**Yes.**”
- b. Election-specific request
- i. Highlight the undeliverable ballot request by clicking on it. Click “**Void.**”
 - ii. Click “**Yes**” when asked if you are sure you want to void the ballot. Add the comment “Ballot returned undeliverable” in the “**Audit Comment**” field. Click “**Save.**”
 - iii. 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. A sample notice “Ballot Returned Undeliverable from UOCAVA Voter” is available in the Election Forms Library. If you have an email address for the voter, it may be quicker to also correspond about the undeliverable ballot by email.

Deadlines for UOCAVA Voters to Return Absentee Ballots

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 to eligible for counting. Ballots without postmarks or with illegible 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.

Exception: If the USPS is closed on the deadline for ballot receipt, the ballot receipt deadline moves to Tuesday at noon.

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 following the election.

Exception: If the USPS is closed on the deadline for ballot receipt, the ballot receipt deadline moves to Tuesday at noon.

[IAC 721—21.13]

If the canvass is earlier than noon on the Monday (or Tuesday) following the election, ballots must be received no later than the time the canvass is scheduled.

Contact Post Office

For all elections, if the canvass is scheduled earlier than noon on Monday (or Tuesday if applicable) 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.

[§721—21.320(4)]

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

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 also 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 whether they oppose or support any measure(s) on the ballot. The voter then returns the special write-in ballot to the auditor. Voters may only return their special write-in ballot electronically if they are eligible to do so. See the “Methods for UOCAVA Voters to Return Ballots” section for more information.

[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 120 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 requested a regular absentee ballot and the regular 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) for UOCAVA Voters

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 only if the voter is outside the U.S. or on active duty outside the voter's county of residence.

Return Deadlines

If returned by mail, the FWAB must be clearly postmarked by the day before the election and received by the auditor no later than 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.

Follow the instructions on the next pages for counting FWABs submitted electronically or by mail.

FWAB Submitted Electronically

Is the voter eligible to submit an electronic ballot?

No Send the voter a letter or email explaining that the original FWAB must be submitted by mail. If the original FWAB is not submitted, the ASVP board should reject the ballot and send the voter a ballot rejection notice. If the original FWAB is submitted, follow the by mail submission processing instructions.

Yes Is the voter already registered to vote?

No If all of the required voter registration information is provided on the declaration/affirmation and it was signed, enter the voter's registration as "Active" in I-VOTERS.

If the FWAB was not signed, enter the voter's registration as "Incomplete" and check the "No Signature" box in I-VOTERS for lack of a signature. Send an "Incomplete Registration" notice to the voter and explain a signature on the FWAB or the Iowa voter registration form is required by the ballot receipt deadline. The signature may be on a scanned document. If a signature is not received, the ASVP board must reject the ballot, send a ballot rejection notice, and leave the voter on "Incomplete" status.

[IAC 721—21.320(5)(b)]

Yes Did the voter already request a regular or special write-in ballot?

No Enter an absentee ballot request in I-VOTERS, print the labels, and receive the ballot. Print the FWAB, place the ballot in an envelope, seal the envelope, and attach the voter's declaration/affirmation form to the outside.

The FWAB can be considered for counting unless:

The voter's regular ballot or special write-in ballot is returned by the ballot receipt deadline for the election. Count the regular ballot but do not send a ballot rejection notice for the FWAB. If the voter's regular ballot is not properly postmarked or not returned by the ballot return deadline, the FWAB can be counted.

Yes Print the FWAB, place the ballot in an envelope, seal the envelope, and attach the voter's declaration/affirmation form to the outside.

The FWAB can be considered for counting unless:

The voter's regular ballot or special write-in ballot is returned by the ballot receipt deadline for the election. Count the regular ballot but do not send a ballot rejection notice for the FWAB. If the

voter's regular ballot is not properly postmarked or not returned by the ballot return deadline, the FWAB can be counted and the voter's absentee ballot should be accepted in I-VOTERS so the voter receives vote credit.

Important Note: FWABS submitted electronically must be received before the polls close on election day.

[IAC 721—21.320(4)]

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FWAB Submitted by Mail

Is the voter already registered to vote?

- No** Enter the voter's registration in I-VOTERS. If all of the required information is provided on the voter's declaration/affirmation, make the voter "Active" and follow the instructions listed under "Yes" below.

Important Note: UOCAVA voters are not subject to identification number or verification requirements.

[§48A.25A(3), 53.38]

If all of the required voter registration information is not provided on the declaration/affirmation, assign the voter a status of "Incomplete" and send the voter an "Incomplete Registration" notice explaining the missing information on the FWAB or an Iowa voter registration form is required by the ballot receipt deadline. If the missing information is not received by the auditor by the ballot receipt deadline, the ASVP board must reject the ballot and leave the voter on "Incomplete" status.

Yes Did the voter already request a regular or special write-in ballot?

- No** Enter an absentee ballot request in I-VOTERS, print the labels, and receive the ballot.

The FWAB can be considered for counting unless:

The voter's regular ballot or special write-in ballot is returned by the ballot receipt deadline for the election. Count the regular ballot but do not send a ballot rejection notice for the FWAB. If the voter's regular ballot is not properly postmarked or not returned by the ballot return deadline, the FWAB can be counted.

[§53.53]

Yes The FWAB can be considered for counting unless:

The voter's regular ballot or special write-in ballot is returned by the ballot receipt deadline for the election. Count the regular ballot but do not send a ballot rejection notice for the FWAB. If the voter's regular ballot is not properly postmarked or not returned by the ballot return deadline, the FWAB can be counted and the voter's absentee ballot should be accepted in I-VOTERS so the voter receives vote credit.

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.

Challenges by eligible electors must be written and filed with 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.

[§50.22, 53.23(1)]

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 by 10 p.m. of all absentee ballots received before the polls close. 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 |

*If your county is the control county for a community college, the board of supervisors must meet to canvass the abstracts from other counties in the merged area on the last Monday in September or at the board of supervisors' last regularly scheduled meeting in September.
[§260C.15(4)]

Important Notes:

Canvass on Monday or Tuesday

When the U.S. Post Office is closed on the first Monday or Tuesday after the election, the canvass should be held on the Tuesday or Wednesday following the election.

Canvass on Thursday

When the U.S. Post Office is closed on the Thursday after the election, the canvass must be held on the Friday after the election, no earlier than 1 p.m.

[IAC 721—21.13]

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.

First Day Board Reconvenes After Election Day

Deliver the following ballots to the board on this day:

1. 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]

2. 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)]

3. 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)]

4. 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)]

5. Defective and incomplete ballots from voters who voted at the polls on election day

If a voter was allowed to vote a regular ballot at the polls on election day because the PEOs called the auditor's office to confirm the voter's defective or incomplete ballot was not completed, deliver the voter's defective or incomplete voter the ASVP board to reject.

After the Deadline To Receive Absentee Ballots

Deliver the following ballots to the board after the deadline to receive absentee ballots.

1. 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)]

2. 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)]

3. Provisional ballots cast by voters absentee voters

Provisional ballots cast by absentee voters should be considered by the ASVP board after the absentee ballot receipt deadline or immediately prior to the canvass, whichever is applicable.

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 and has not provided §48A.8 ID by the time the ASVP board meets 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 cast another ballot in person at the polls, or
- 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. Voters whose ballots were rejected without opening the affidavit envelope must be notified of the rejection by the time of the canvass.

[§53.25, 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 must be marked with "absentee precinct," the date of the election at which the ballots were cast, and have a seal affixed that is 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 and the secrecy folders should be removed.

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. Send the notice of rejection by the time of the canvass.

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

3. If secrecy folders were used, leave the ballots in the secrecy folders and mix the folders so they are in a different sequence.

If secrecy folders were not used, leave the ballots unfolded and mix the ballots up.

4. Remove ballots from secrecy folders (if any).
5. Unfold the ballots.

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 ballots are counted on the day before the election, the following security procedures must be followed:

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 as ASVP Board Observers

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 a county party chairperson fails to make an appointment, the state party chairperson may make an appointment.

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)]

Processing Absentees After Counting

Process Absentees in I-VOTERS

Rejected absentees must be processed first in I-VOTERS before processing accepted absentee ballots.

Incomplete Affidavits Not Corrected

Reject incomplete affidavits that were not corrected.

1. Open **“Election Management.”** Click on **“Process Absentee Ballots.”**
2. Search for the voter’s absentee ballot and choose rejection reason from the from the **“Ballot Status”** drop-down menu.
3. Click **“Save.”**

The screenshot shows the 'Election Management' software interface. At the top, there is a navigation bar with options: Ballot Styles, Address Library, Pull Petitions, Polling Places, CASS, Districts Precincts, Absentee Voters, Reports, and Export. Below this, a status message reads 'Ballot status saved successfully.' The main area is divided into sections: 'Election Date: Dec-04-2012', 'Election Type: School', and 'Description: Test Election'. On the left, there is a sidebar with links: Election Details, Include Certified Contests, Election Template, Measures & Races, Post Shared Contests, Ballot Review, Print Absentee Labels, and Election Register. The central area contains 'Ballot Search' fields for Barcode, Abs Seq #, Name (voter), and Address, along with a City dropdown and Search/Clear buttons. Below that is the 'Ballot Details' section with fields for Voter ID (500266725) and Address (101 N MAIN ST, ALGONA, IA 50511). On the right, a red box highlights the 'Voter Name' field (MIKE VOTER) and the 'Ballot Status' dropdown menu, which is currently set to 'Rejected - Affidavit not complete'. A 'Save' button is located at the bottom right of this section.

Defective Affidavits

Replacement Ballot Issued and Returned

If a replacement ballot was issued and returned by the voter, do nothing to the original, defective affidavit in I-VOTERS.

Replacement Ballot Issued but Not Returned

If a replacement ballot was issued but was not returned by the voter, reject the original, defective ballot:

[§53.25]

1. Open **“Election Management.”** Click on **“Process Absentee Ballots.”**
2. Search for the voter’s absentee ballot and choose rejection reason from the from the **“Ballot Status”** drop-down menu.
3. Click **“Save.”**

This screenshot is identical to the one above, showing the 'Election Management' software interface. It displays the same navigation bar, status message, election details, ballot search fields, and ballot details for voter MIKE VOTER. The 'Ballot Status' dropdown menu is highlighted with a red box and set to 'Rejected - Affidavit not complete'. A 'Save' button is visible at the bottom right.

No Replacement Ballot Issued

If the voter did not request a replacement ballot, reject the original, defective ballot:

[§53.25]

1. Open **"Election Management."** Click on **"Process Absentee Ballots."**
2. Search for the voter's absentee ballot and choose rejection reason from the from the **"Ballot Status"** drop-down menu.
3. Click **"Save."**

Election Management
Ballot Status saved successfully.

Election Date: Dec-04-2012 Election Type: School Description: Test Election

Ballot Search
Barcode: [] Abs Seq #: [] Name: voter
Address: [] City: [] Search Clear

Ballot Details
Voter ID: 500266725 Voter Name: MIKE VOTER
Address: 101 N MAIN ST ALGONA, IA 50511
Ballot Status: **Rejected - Affidavit not complete** Save

Rejected Absentees

Process rejected absentee ballots.

1. Open **"Election Management."** Click on **"Process Absentee Ballots."**
2. Search for the voter's absentee ballot and choose rejection reason from the from the **"Ballot Status"** drop-down menu.
3. Click **"Save."**

Election Date: Dec-04-2012 Election Type: School Description: Test Election

Ballot Search
Barcode: [] Abs Seq #: [] Name: voter
Address: [] City: [] Search Clear

Ballot Details
Voter ID: 500266725 Voter Name: MIKE VOTER
Address: 101 N MAIN ST ALGONA, IA 50511
Ballot Status: **Rejected - Affidavit not complete**
Rejected - Not sealed

Ballots Sent

| Abs Seq # | Barcode | VoterName | Source | Date Sent | Date Received | Ballot Style | Ballot Type |
|-----------|----------|------------|--------|------------|---------------|--------------|-------------|
| 5 | 50098... | MIKE VOTER | Mail | 07/12/2012 | 07/12/2012 | 001 | Original |

Rejected - Wrong voting address
Rejected - Late for election
Rejected - Surrendered absentee ballot
Rejected - Affidavit not complete
Rejected - Voted more than one ballot
Rejected - Not a registered voter

Accepted Absentees

1. Open **"Election Management."** Click on **"Process Absentee Ballots."**
2. Check **"Mark Unprocessed as Accepted"** under **"Finish Processing."**
3. Click **"Process Remaining Ballots."**

Ballot Details
Voter ID: 500266725 Voter Name: MIKE VOTER
Address: 101 N MAIN ST ALGONA, IA 50511
Ballot Status: **Rejected - No signature** Save

Ballots Sent

| Abs Seq # | Barcode | VoterName | Source | Date Sent | Date Received | Ballot Style | Ballot Type |
|-----------|----------|------------|--------|------------|---------------|--------------|-------------|
| 5 | 50098... | MIKE VOTER | Mail | 07/12/2012 | 07/12/2012 | 001 | Original |

View Absentees
 All Absentees
 UnProcessed
 Processed
 Accepted Rejected View Absentees

Finish Processing
 Mark Unprocessed as Accepted
Process Remaining Ballots

Absentees Not Returned

If voters did not return their absentee ballots, do nothing. These ballots do not need to be processed in I-VOTERS.

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.

What To Do If...?

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.

Absentee Voter Submitted Voter Registration Form With Change of Address

Absentee Ballot Not Sent

If the voter registers to vote within the same precinct, update the voter's registration address. The voter's absentee ballot request is still valid.

If the voter registers to vote in a different precinct within the county or in a different county:

1. The absentee ballot request must be voided by the county that entered it originally. (See the "Voiding Absentee Ballots" instructions.) The voter's registration address can then be updated.

The voter's name will no longer appear in the election register for the voter's old county or precinct as an absentee voter.

2. The county voiding the request should send a notice to the voter explaining the request was voided due to the registration update received. The notice should inform the voter that a new absentee ballot request for the voter's new address is needed if the voter wishes to vote absentee.

Absentee Ballot Sent but Not Received or Processed

If the voter registers to vote within the same precinct, update the voter's registration address. The voter's absentee ballot request is still valid.

If the voter registers to vote in a different precinct within the county or in a different county:

1. The absentee ballot request must be voided by the county that entered it originally. The voter's registration address can then be updated.

- a. Open the voter's record and click on the "**Absentee**" tab.
- b. Highlight the absentee request by clicking on it. Click "**Void.**"
- c. Click "**Yes**" when asked if you are sure. Add the comment "Voter moved to new precinct/new county" in the "**Audit Comment**" field. Click "**Save.**"

| Dates/Elections | Seq Num | Source | Address | County |
|-----------------|---------|--------|-----------------|---------|
| 12/4/2012 ... | 2 | Mail | Address on File | Kossuth |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Special Absentee Active Ballots Add Details Void

The voter's name will no longer appear in the election register for the voter's old county or precinct as an absentee voter.

2. The county voiding the request should also send a notice to the voter explaining the ballot was voided due to the registration update received. The notice should inform the voter that a new absentee ballot request for the voter's new address is needed if the voter wishes to vote absentee. A sample notice "Notice of Defective Affidavit due to Vote Move" is available in the Election Forms Library.

The notice should ask the voter to return their ballot marked "Not Voted" or "Spoiled" as appropriate. If the voter does return the ballot as "Not Voted" or "Spoiled," the ballot cannot be processed in I-VOTERS because it has been marked as "Void"; however, the ballot should be stored with the other "Not Voted" or "Spoiled" ballots.

Voted Absentee Ballot Returned

If the voter's new registration address in the same precinct, process the registration update. No additional steps are required. The voter's original absentee ballot is still valid.

If a voter registers to vote in a different precinct or county and the voter has already returned an absentee ballot, the ballot must be treated as defective. The voter may correct the defect by registering to vote in the precinct where the absentee ballot was cast if the voter is still able to claim residence for voter registration purposes in that precinct.

- If the pre-registration deadline has passed, the voter must use EDR procedures to re-register.
- If the voter is not eligible to re-register in the precinct where the absentee ballot was cast, the ballot must be set aside and challenged by the ASVP board.
[§48A.5, 48A.5A, IAC 721—21.555(2)(b)(3)]

If the voter moved to a new precinct within the county and has not submitted an additional absentee ballot request, see the "Processing Defective Affidavits" instructions for information on processing the ballot.

If the voter moved to a new county and also requests an absentee ballot in the new county,

1. Contact the county in which the voter was previously registered and ask the county to unreceive the ballot and void the voter's ballot in I-VOTERS. (See instructions on next page.)

That county must send the voter a notice of defective affidavit. A sample notice "Notice of Defective Affidavit due to Vote Move" is available in the Election Forms Library.

2. After the ballot is voided by the old county of registration, update the voter's address using the new registration information.

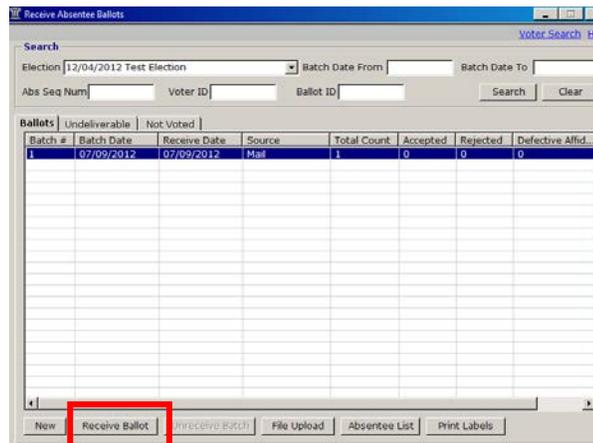
3. Enter the voter's absentee ballot request information and issue the voter an absentee ballot.

If the voter is eligible to do so and re-registers in the old county,

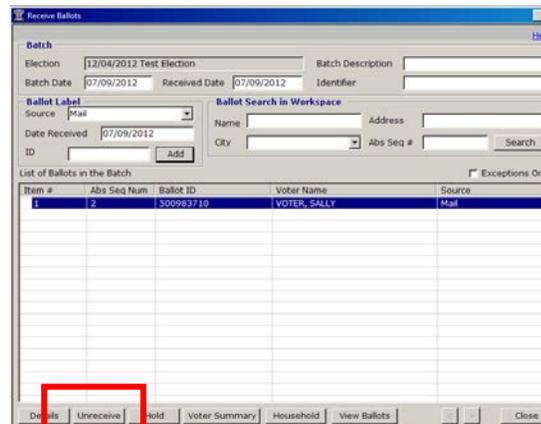
1. If the absentee ballot requested from the new county has already been voted and returned, unreceive the ballot and void the request for the new county in I-VOTERS. Send the voter a notice of defective affidavit. A sample notice "Notice of Defective Affidavit due to Vote Move" is available in the Election Forms Library.
2. The old county will need to move the voter back and enter a new absentee ballot request for the voter's first ballot which was marked defective.
3. The old county should place the new absentee label underneath the original label on the voter's original ballot.

Unreceive Ballot and Void Request

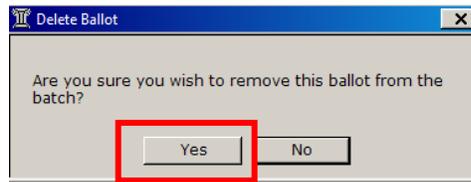
1. Open **"Receive Absentee Ballots"** from the main I-VOTERS screen.
2. Search for the defective ballot. Highlight the batch the ballot is in by clicking on it. Click **"Receive Ballot."**



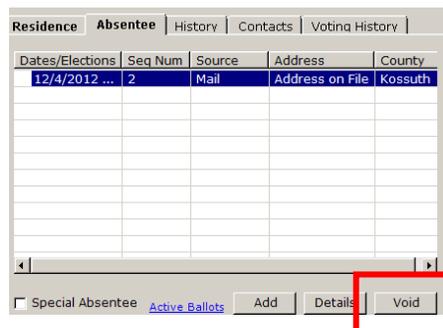
3. Highlight the voter's ballot by clicking on it. Click **"Unreceive."**



4. Click **“Yes.”**



5. Open the voter's record and click on the **“Absentee”** tab.
6. Highlight the absentee request by clicking on it. Click **“Void.”**



7. Click **“Yes”** when asked if you are sure. Add the comment **“Replacement request – new address”** in the **“Audit Comment”** field. Click **“Save.”**

Absentee Voter Submitted Multiple Requests

Request is Identical to Original

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

Different Mailing Address Information, Received Before Ballots are Mailed

Use the address on the request that was signed later.

Update the voter's absentee mailing address information.

The screenshot shows a web form with two main sections. The top section is titled "Absentee Address" and contains a "Country" dropdown menu set to "UNITED STATES OF AMERICA" with a "USA" checkbox to its right. Below this is a large "Address" text input field. Underneath the address field are three smaller dropdown menus for "City/St/Zip". The bottom section is titled "Absentee Link" and features a "Voter ID" input field, a "Link to Voter" button, and an "Unlink" button. At the very bottom of the form are four buttons: "Unsend Ballot", "Print Now", "Print Later", and "Close".

1. Open the voter's record and click on the **"Absentee"** tab.
2. Highlight the absentee request by clicking on it and select **"Detail."**
3. Update the voter's mailing address under **"Absentee Address."**
4. Click on **"Print Later"** to send a label to **"Election Management"** to print later. To print a label immediately, click on **"Print Now."**

Different Residential Address, Received Before Ballots are Mailed

If the voter registers to vote within the same precinct or in a different precinct within the same county, update the voter's registration address. The voter's absentee ballot request is still valid.

If the voter registers to vote in a different county:

1. The absentee ballot request must be voided by the county that entered it originally. (See the "Voiding Absentee Ballots" instructions.) The voter's registration address can then be updated.

The voter's name will no longer appear in the election register for the voter's old county or precinct as an absentee voter.

2. The county voiding the request should send a notice to the voter explaining the request was voided due to the registration update received. The notice should inform the voter that a new absentee ballot request for the voter's new address is needed if the voter wishes to vote absentee.

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 not returned as undeliverable, do nothing.

If the voter's original ballot is returned as undeliverable, follow the I-VOTERS instructions below for receiving an undeliverable ballot and send a new ballot to the address on the voter's newest request. Do not inactivate the voter.

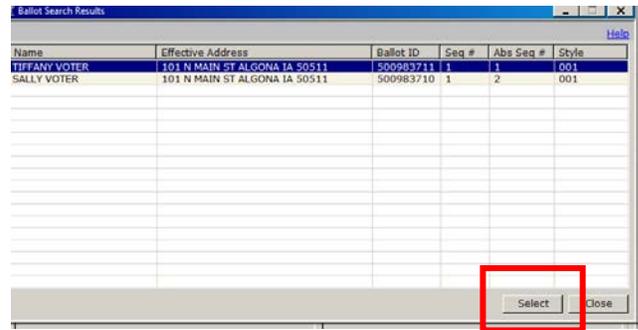
1. Open **"Receive Absentee Ballots"** from the I-VOTERS main menu. Choose the appropriate election and then click on **"Search."**
2. Click on the **"Undeliverable"** tab.
3. Click on **"New"** at the bottom of the screen to create a new batch of undeliverable ballots.

The screenshot shows the 'Receive Absentee Ballots' application window. At the top, there is a search section with a dropdown menu for 'Election' set to '12/04/2012 Test Election' and a 'Search' button. Below this is a table with columns 'Batch #', 'Batch Description', 'Batch Date', and 'Receive Date'. At the bottom of the window, there are buttons for 'New', 'Process', and 'Delete'. The 'New' button is highlighted with a red box.

4. 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.
5. 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.

The screenshot shows the 'Undeliverable Ballots' application window. The 'Batch' section is highlighted with a red box, showing fields for 'Election' (12/04/2012 Test Election), 'Batch Description', 'Batch Date' (07/09/2012), 'Received Date' (07/09/2012), and 'Identifier'. Below this is the 'Ballot Label' section with fields for 'ID', 'Name', and 'Street'. The 'Voter Details' section includes fields for 'Name on Ballot', 'Status', 'Name in Record', and 'Status'. The 'Ballot Residential Address' and 'Current Residential Address' sections are also visible.

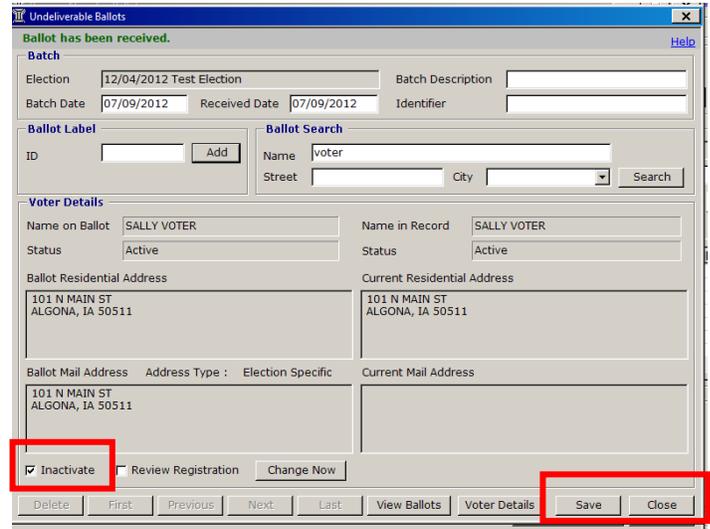
If more than one ballot comes up in your search, select the correct ballot by clicking once on the voter you want to select and then clicking on the “**Select**” button at the bottom of the “**Ballot Search Results**” screen.



7. Confirm you have the correct voter’s ballot. Be sure the “**Inactivate**” box is not checked.

8. Click “**Save.**” The information for the voter you just finished processing will disappear.

9. Add another undeliverable ballot or close the undeliverable batch by clicking “**Close.**”



10. Open the voter’s record. Be sure the voter’s “**Status**” is still “**A– Active.**”

11. Click on the “**Absentee**” tab. Highlight the undeliverable ballot request by clicking on it. Click “**Void.**”

12. Click “**Yes**” when asked if you are sure you want to void the ballot. Add the comment “Ballot returned undeliverable” in the “**Audit Comment**” field. Click “**Save.**”

13. Enter a new absentee request using the mailing address from the latest request.

Different Registration Address, Received After Absentee Ballot Sent but Not Received or Processed

If the voter registers to vote within the same precinct, update the voter's registration address. The voter's absentee ballot request is still valid.

If the voter registers to vote in a different precinct within the county or in a different county:

1. The absentee ballot request must be voided by the county that entered it originally. The voter's registration address can then be updated.
 - a. Open the voter's record and click on the "**Absentee**" tab.
 - b. Highlight the absentee request by clicking on it. Click "**Void**."

| Dates/Elections | Seq Num | Source | Address | County |
|-----------------|---------|--------|-----------------|---------|
| 12/4/2012 ... | 2 | Mail | Address on File | Kossuth |
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Special Absentee Active Ballots Add Details **Void**

- c. Click "**Yes**" when asked if you are sure. Add the comment "Voter moved to new precinct/new county" in the "**Audit Comment**" field. Click "**Save**."

The voter's name will no longer appear in the election register for the voter's old county or precinct as an absentee voter.

2. The county voiding the request should send a notice to the voter explaining the ballot was voided due to the registration update received. The notice should inform the voter that a new absentee ballot request for the voter's new address is needed if the voter wishes to vote absentee. A sample notice "Notice of Defective Affidavit due to Vote Move" is available in the Election Forms Library.

The notice should ask the voter to return their ballot marked "Not Voted" or "Spoiled" as appropriate. If the voter does return the ballot as "Not Voted" or "Spoiled," the ballot cannot be processed in I-VOTERS because it has been marked as "Void"; however, the ballot should be stored with the other "Not Voted" or "Spoiled" ballots.

Different Registration Address, Received After Ballot is Returned

If the voter's new registration address in the same precinct, process the registration update. No additional steps are required. The voter's original absentee ballot is still valid.

If a voter registers to vote in a different precinct or county and the voter has already returned an absentee ballot, the ballot must be treated as defective. The voter may correct the defect by registering to vote in the precinct where the absentee ballot was cast if the voter is still able to claim residence for voter registration purposes in that precinct.

- If the pre-registration deadline has passed, the voter must use EDR procedures to re-register.
- If the voter is not eligible to re-register in the precinct where the absentee ballot was cast, the ballot must be set aside and challenged by the ASVP board.
[§48A.5, 48A.5A, IAC 721—21.555(2)(b)(3)]

If the voter moved to a new precinct within the county and has not submitted an additional absentee ballot request, see the "Processing Defective Affidavits" instructions for information on processing the ballot.

If the voter moved to a new county and also requests an absentee ballot in the new county,

1. Contact the county in which the voter was previously registered and ask the county to unreceive the ballot and void the voter's ballot in I-VOTERS. (See instructions on next page.)

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

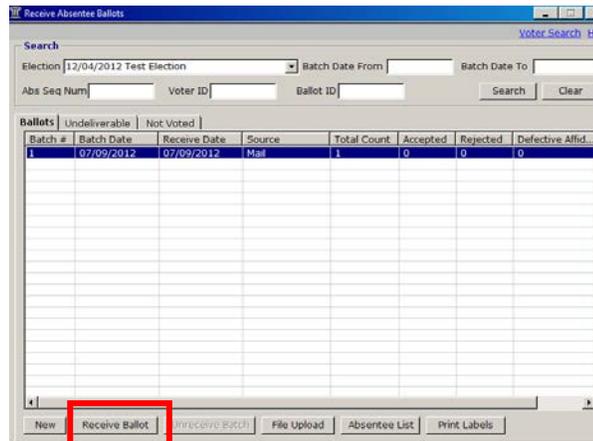
2. After the ballot is voided by the old county of registration, update the voter's address using the new registration information.
3. Enter the voter's absentee ballot request information and issue the voter an absentee ballot.

If the voter is eligible to do so and re-registers in the old county,

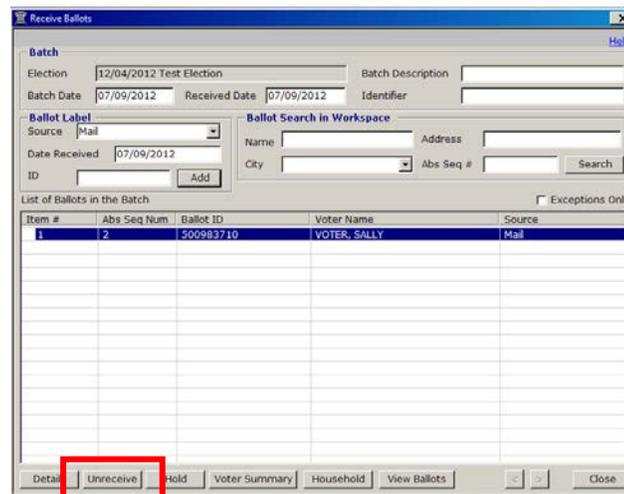
4. If the absentee ballot requested from the new county has already been voted and returned, unreceive the ballot and void the request for the new county in I-VOTERS. (See instructions on next page.) Send the voter a notice of defective affidavit.
5. The old county will need to move the voter back and enter a new absentee ballot request for the voter's first ballot which was marked defective.
6. The old county should place the new absentee label underneath the original label on the voter's original ballot.

Unreceive Ballot and Void Request

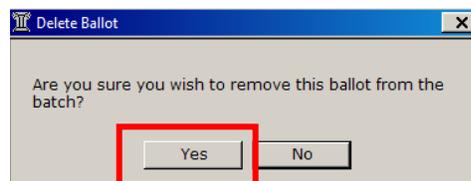
1. Open **“Receive Absentee Ballots”** from the main I-VOTERS screen.
2. Search for the defective ballot. Highlight the batch the ballot is in by clicking on it. Click **“Receive Ballot.”**



3. Highlight the voter's ballot by clicking on it. Click **“Unreceive.”**

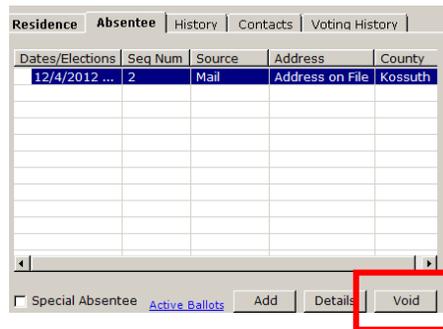


4. Click **“Yes.”**



5. Open the voter's record and click on the **“Absentee”** tab.

6. Highlight the absentee request by clicking on it. Click **“Void.”**



The screenshot shows a software interface with a tabbed menu at the top containing 'Residence', 'Absentee', 'History', 'Contacts', and 'Voting History'. The 'Absentee' tab is active, displaying a table with the following columns: 'Dates/Elections', 'Seq Num', 'Source', 'Address', and 'County'. The first row of the table is highlighted in blue and contains the values: '12/4/2012 ...', '2', 'Mail', 'Address on File', and 'Kossuth'. Below the table, there is a row of controls including a checkbox for 'Special Absentee', a link for 'Active Ballots', and buttons for 'Add', 'Details', and 'Void'. The 'Void' button is enclosed in a red rectangular box.

| Dates/Elections | Seq Num | Source | Address | County |
|-----------------|---------|--------|-----------------|---------|
| 12/4/2012 ... | 2 | Mail | Address on File | Kossuth |
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Special Absentee [Active Ballots](#) Add Details **Void**

7. Click **“Yes”** when asked if you are sure. Add the comment **“Replacement request – new address”** in the **“Audit Comment”** field. Click **“Save.”**

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)]

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.

Requestor Who Is Not 18 at Time of Application for an Absentee Ballot

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

[§48A.5(2)(c)]

Record Retention and Public Information

Paper Record Retention

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.

Retention of UOCAVA Voter Registration Documents

If a UOCAVA voter registered to vote by signing a federal postcard application (FPCA), the declaration of eligibility on a federal write-in absentee ballot (FWAB), or an affidavit envelope, that document must be kept and stored as the original voter registration document for the voter.

All records of a person's registration may be destroyed 22 months after the next general election following the cancellation of the person's voter registration.

[§48A.32]

Absentee Ballot Request Forms and Affidavit Envelopes As Public Information

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]

Making Public 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.

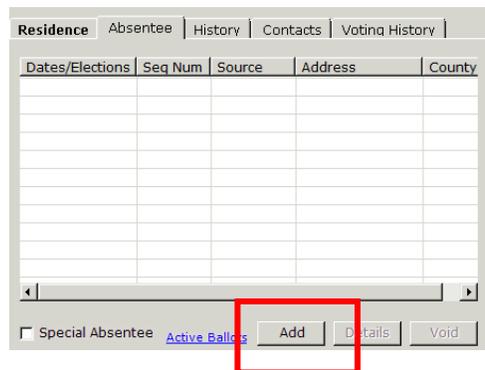
[§22.2, 22.3]

I-VOTERS Instructions

Entering Domestic Voter Absentee Requests

1. Open the voter's record.
2. If the voter moved from the address where currently registered, update the voter's residential address and click on "**Save.**"

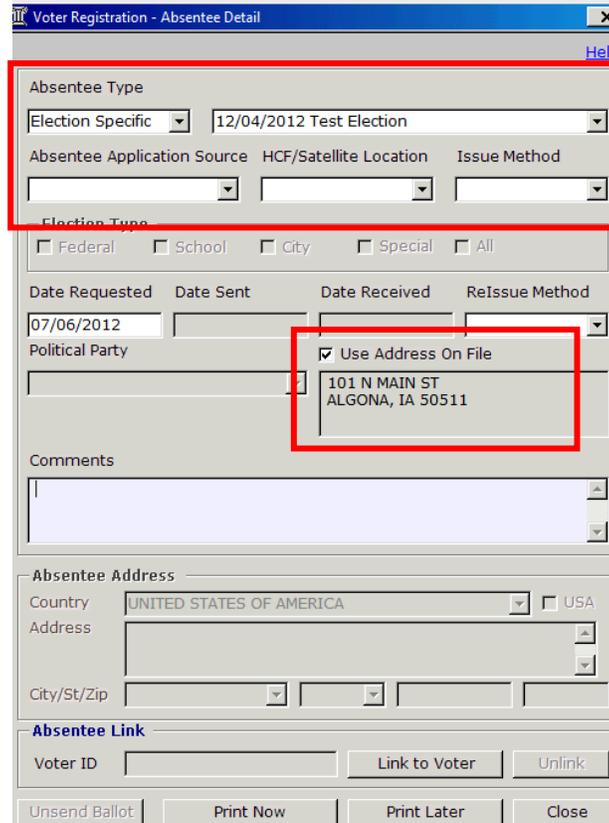
Important Note: Do not update the voter's registration mailing address to the mailing address listed on the absentee ballot request.



The screenshot shows the 'Residence' tab in the I-VOTERS system. It features a table with columns for 'Dates/Elections', 'Seq Num', 'Source', 'Address', and 'County'. Below the table, there are buttons for 'Special Absentee', 'Active Ballots', 'Add', 'Details', and 'Void'. The 'Add' button is highlighted with a red box.

3. Click on the "**Absentee**" tab above the voter's residence.
4. Click on "**Add.**"

5. When the "**Absentee Details**" screen opens, choose "**Election Specific**" as the request type.
6. Choose the appropriate election from the drop-down menu. The elections are listed in this menu in chronological order with the last election appearing first.



The screenshot shows the 'Voter Registration - Absentee Detail' screen. It features a form with various fields and buttons. The 'Add' button is highlighted with a red box. The form includes sections for 'Absentee Type', 'Absentee Application Source', 'Issue Method', 'Election Type', 'Date Requested', 'Date Sent', 'Date Received', 'ReIssue Method', 'Political Party', 'Comments', 'Absentee Address', and 'Absentee Link'. The 'Use Address On File' checkbox is checked, and the address '101 N MAIN ST ALGONA, IA 50511' is displayed.

7. Choose the "**Request Source.**"
8. Make sure the "**Issue Method**" is correct. For ballots that will be mailed, the "**Issue Method**" should be "**Mailing.**"
9. Check the voter's absentee request to see if the voter would like the ballot mailed to the registration or a mailing address.

- a. If the voter wants the ballot mailed to the voter's registration address, click on the "**Use Address on File**" checkbox.

If the voter has a mailing address listed on the voter's registration record, clicking "**Use Address on File**" will pull in the voter's registration mailing address for the absentee mailing label.

- b. If the voter lists a mailing address on the absentee request, type the mailing address into the “Absentee Address” field.

“Use Address on File” Marked and Mailing Address on Registration Record

Best Practice: In this situation, if the voter’s ballot was returned undeliverable, unsend the ballot in I-VOTERS, uncheck the “Use Address on File” box, and resend the ballot to the voter’s residential address as indicated on the absentee request. To unsend the ballot, open the “Absentee Details” screen from the voter’s record and click “Unsend Ballot.”

- 10. Click on “Print Later” to send a label to “Election Management” to print later. To print a label immediately, click on “Print Now.”

The screenshot shows the 'Voter Registration - Absentee Detail' interface. Key sections include:

- Absentee Type:** Election Specific (12/04/2012 Test Election)
- Absentee Application Source:** HCF/Satellite Location, Issue Method
- Election Type:** Federal, School, City, Special, All (all unchecked)
- Date Requested:** 07/06/2012
- Political Party:** [Empty]
- Use Address On File:**
- Address:** 101 N MAIN ST, ALGONA, IA 50511
- Absentee Address:** Country (UNITED STATES OF AMERICA), Address, City/St/Zip
- Absentee Link:** Voter ID, Link to Voter, Unlink
- Buttons:** Unsend Ballot, Print Now, Print Later, Close

Entering HCF Requests in I-VOTERS

1. Open the voter's record.
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 **"Absentee Team"** as the **"Request Source."**
6. Select the health care facility from the **"HCF/Satellite Location"** drop-down.
7. Choose **"Absentee Team"** as the **"Issue Method."**
8. Click on **"Print Later"** to send a label to **"Election Management"** to print later. To print a label immediately, click on **"Print Now."**

These ballots will need to be received in the **"Receive Absentee Ballots"** module like ballots that are received in the mail.

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 | IVCC | 3700 S CENTER ST, MARSHA... | Satellite |
| IVH | Iowa Veterans Ho... | 1301 SUMMIT ST, MARSHALL... | HCF |
| Mail | 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 |

Entering UOCAVA Voter Absentee Requests

FPCA or Multiple Elections (by Letter)

1. Choose the “**Absentee Type**” as marked by the voter on the form: “**Military**,” “**Overseas Military**,” or “**Overseas Civilian**.”
2. 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 “**Absentee Application Source**.”
4. Choose an “**Election Type**.” Select “**Federal**” only unless the voter specifies the voter wants ballots for other elections.
5. Choose the appropriate “**Issue Method**.”

If the “**Issue Method**” is email or fax and you are entering the request after the first absentee mailing for an election, 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.

Important Note: If the voter has an FPO/APO address, leave United States as the “**Country**” and use “**FPO**” or “**APO**” as the city and “**AE**,” “**AP**,” or “**AA**” as the state.

The screenshot shows a 'Mailing' form with the following fields:
Country: UNITED STATES OF AMERICA (dropdown), USA (checked checkbox), Clear button.
Address: UNIT 555 1ST BRIGADE (text input).
City/St/Zip: APO (dropdown), AE (dropdown), 12345 (text input).
FPCA label is present at the bottom right of the form.

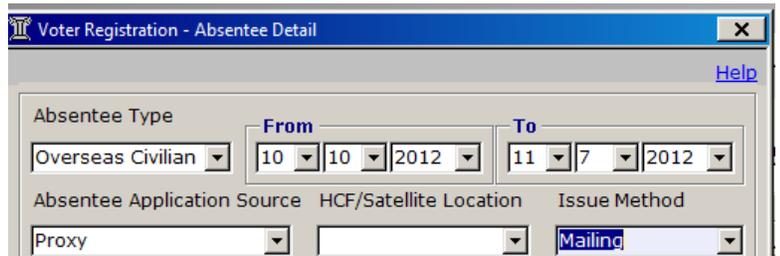
Important Note: If this is a new voter to your county, be sure to use the ballot mailing address as the voter's registration mailing address as well.

7. Click on “**Print Later**” to save the request. See #5 for a recommended practice regarding ballots to be emailed or faxed.

The screenshot shows the 'Voter Registration - Absentee Detail' application window with the following fields:
Absentee Type: Military (dropdown)
From: 7/6/2012 (date range)
To: 12/31/2012 (date range)
Absentee Application Source: FPCA (dropdown)
HCF/Satellite Location: (empty dropdown)
Issue Method: Mailing (dropdown menu is open, showing options: In-Person, Mailing, Absentee Team, Satellite, Email, Fax)
Election Type: Federal, School, City, Special
Date Requested: 07/06/2012
Date Sent: (empty)
Date Received: (empty)
Political Party: (empty dropdown)
Use Address On File:
Address: 101 N MAIN ST ALGONA, IA 50511
Comments: (empty text area)
Absentee Address: Country: UNITED STATES OF AMERICA (dropdown), USA (checkbox), Address: (empty), City/St/Zip: (empty)
Absentee Link: Voter ID: (empty), Link to Voter, Unlink
Buttons: Unsend Ballot, Print Now, Print Later, Close

Proxy Request

1. The “**Absentee Type**” should be “**Military**,” “**Overseas Military**,” or “**Overseas Civilian**.”
2. Enter a date range for the request with a “**To**” date as the day after the election.
3. Choose “**Proxy**” as the “**Application Source**”.
4. Choose the “**Issue Method**” as indicated on the proxy request form.



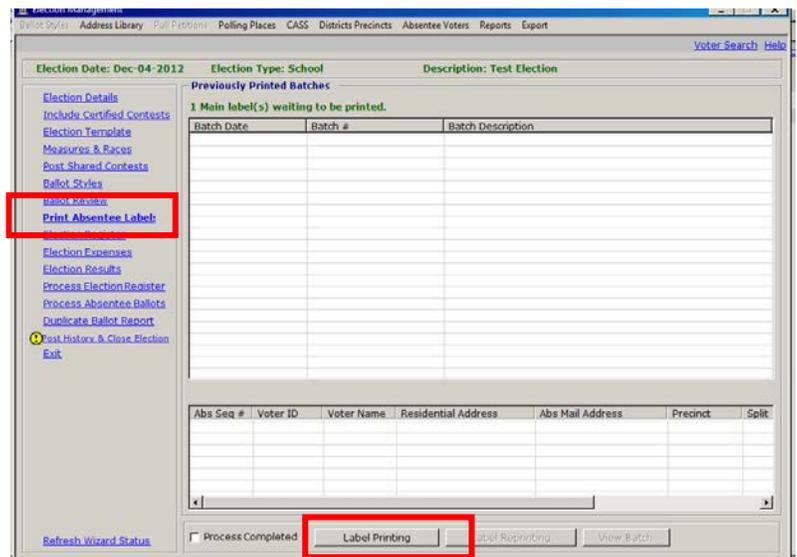
The screenshot shows a web form titled "Voter Registration - Absentee Detail". It contains several dropdown menus and date pickers. The "Absentee Type" dropdown is set to "Overseas Civilian". The "From" date is set to 10/10/2012 and the "To" date is set to 11/7/2012. The "Absentee Application Source" dropdown is set to "Proxy". The "HCF/Satellite Location" dropdown is blank. The "Issue Method" dropdown is set to "Mailing".

- If the “**Issue Method**” is email or fax and you are entering the request after the first absentee mailing for an election, 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. Add the voter’s absentee address. If the voter listed a FPO/APO address, “**FPO**” or “**APO**” is entered from the “**City**” drop-down.
 6. Click on “**Print Later**” to save the request. See #3 for a recommended practice regarding ballots to be emailed or faxed.

Printing Mailing Labels

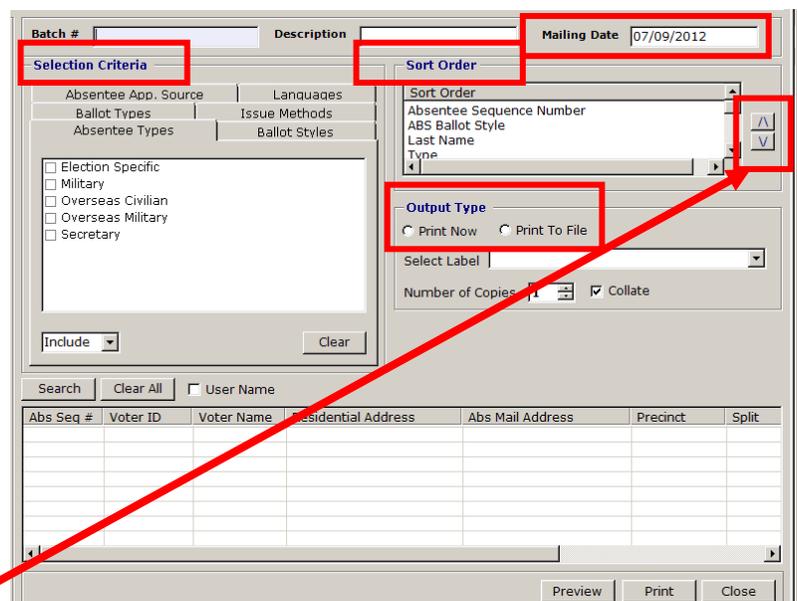
Mailing labels are printed in “**Election Management.**” Follow these steps to print mailing labels for your absentee ballots:

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. If you are printing labels before you are mailing the ballots, enter the sent date in the “**Mailing Date**” field.
6. 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 using the up and down arrows so your labels are listed in ballot style order when they print.

7. Choose your output type by selecting either “**Print Now**” or “**Print to File.**”
8. 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.
9. Click on “**Print**” at the bottom of the screen.
10. A PDF document will be generated containing the mailing labels you chose.

Processing In-Person Absentee Ballots Voters Before the Pre-Registration Deadline

1. Open the voter's record. 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:
 - a. If the voter is currently registered in the county, use the voter's absentee ballot request to update the residential address in I-VOTERS.
 - b. If the voter is not currently registered in the county, the voter must complete a new voter registration form. Move the voter record to your county by updating the voter's registration address.

Important Note: If any changes are made to the residence address in I-VOTERS, save the changes before adding the absentee ballot request.

3. After the residential address is verified and/or updated, click on the "**Absentee**" tab.
4. Click "**Add**."
5. The request type will default to "**Election Specific**."
6. Verify the correct election appears in the drop-down menu.
7. Choose "**Counter/ Office**" as the "**Absentee Application Source**." The "**Issue Method**" will default to "**In-Person**."
 - a. If the voter wishes to have the ballot mailed to them, change the "**Issue Method**" to "**Mail**."

Important Note: Voters cannot take absentee ballots with them. They must either vote them in-person or have the ballot mailed to them.

8. Click the check box next to "**Use Address on File**" and click on "**Print Now**" or "**Print Later**", whichever your office uses.
9. 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.

Important Note: 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.

The screenshot shows the 'Residence' tab in the I-VOTERS system. It features a table with columns for 'Dates/Elections', 'Seq Num', 'Source', 'Address', and 'County'. Below the table, there are buttons for 'Special Absentee', 'Active Ballots', 'Add', 'Details', and 'Void'. The 'Add' button is highlighted with a red box.

The screenshot shows the 'Voter Registration - Absentee Detail' form. It includes fields for 'Absentee Type' (set to 'Election Specific'), 'Absentee Application Source' (set to 'Counter / Office'), and 'Issue Method' (set to 'In-Person'). A checkbox for 'Use Address on File' is checked and highlighted with a red box. Other fields include 'Date Requested', 'Date Sent', 'Date Received', 'ReIssue Method', 'Political Party', and 'Comments'. The 'Absentee Address' section shows 'Country' as 'UNITED STATES OF AMERICA' and 'Address' as 'ALGONA, IA 50511'. At the bottom, there are buttons for 'Unsend Ballot', 'Print Now', 'Print Later', and 'Close'.

Processing In-Person Absentee Voters who Used EDR Procedures

These instructions apply when:

- A voter who has never been registered in your county comes to your office or a satellite location and wants to register and vote.
- A voter who was previously registered in your county and is now cancelled comes to your office or a satellite location and wants to register and vote.
- A voter wants to vote absentee and his or her record is currently assigned “Incomplete” status.

Follow these steps when registering a voter and issuing the voter an absentee ballot:

1. Ask the voter to fill out the voter registration form contained on the EDR form. Make sure the form is filled out completely.
2. Ask for the voter’s proof of identity and residence.
[§48A.7A, IAC 721—21.3]
3. If the voter does not have proof of identity and residence, the attestation procedure may be used.
4. Ask the voter to complete the voter’s oath portion on the EDR form.
 - If using an attester, ask the attester to fill out the attester’s oath portion the EDR form.
5. Open “**Voter Registration**” from the main I-VOTERS screen. Click “**New.**”
6. Enter the voter’s information in the appropriate fields. Tab through the key line so I-VOTERS will automatically identify any statewide duplicate matches.

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.

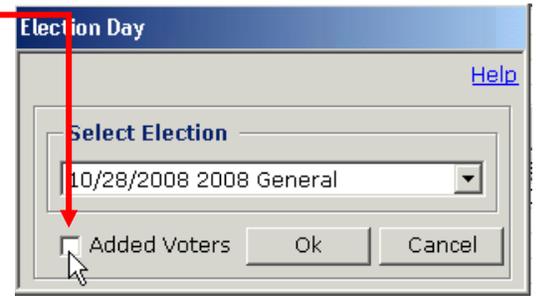
- d. Enter the voter’s address.
- e. Choose the appropriate party from the drop-down menu.
- f. Select “**15 – Election Day**” as the “**Transaction Source.**”



| | | |
|--------------------|-------------------|--------------|
| Party | No Party | Organization |
| Transaction Source | 15 - Election Day | |
| Status | A - Active | |
| Reason | | |

- An **"Election Day"** window will appear. Choose the election.

Important Note: Make sure to uncheck the **"Added Voters"** box when processing EDR registrants before election day. This box is only used for voters who vote EDR at the polls. If you do not uncheck the box, it will add them to the election registers as an added voter and you will have difficulty printing your election registers.



- Make sure the voter's status is **"Active."**

- The **"County Registration"** date and the **"Vote Eligible Date"** will automatically populate to election day for the selected election.

▼ Change the **"County Registration"** date and the **"Vote Eligible"** date to be the date the voter appeared in your office or at the satellite location.

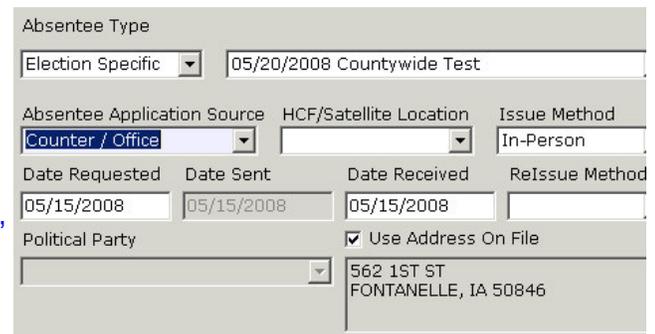


- Save the voter's record.

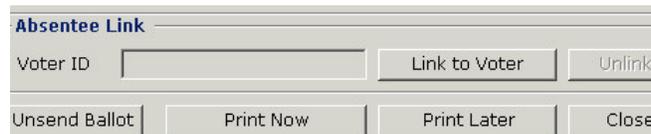
- Enter an absentee request for the voter.

If the voter is in your office, choose **"Counter/Office"** as the **"Absentee Application Source."**

If the voter is at a satellite location, choose **"Satellite"** as the **"Absentee Application Source."**



- Select **"Print Now"** or **"Print Later,"** depending on your county procedures.



- Attach the voter's EDR form (including a voter registration form, oath form and attester's oath, if any) to the voted ballot affidavit envelope.

- If the ballot is received before 5 p.m. on the Friday before the election (Saturday if for a

primary or general election), review the affidavit envelope for completeness and defects according to the procedures in IAC 721—21.354.

- If there are no defects and the affidavit is complete, store the ballot together with the EDR form in a secure place before delivering to the ASVP board.
- If there are defects with the voter's affidavit envelope or if the affidavit is incomplete, follow the procedures in IAC 721—21.354 for notifying the voter about fixing the defect or completing the affidavit. Store incomplete and defective affidavit envelopes separate from other affidavits. See the "Reviewing Affidavit Envelope" instructions for more information.
- If the voter's registration card is returned undeliverable by the post office, set the absentee ballot aside for special handling and deliver the absentee ballot and returned voter registration card to the ASVP board to be challenged pursuant to §53.31(1).

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**.”

Entering Satellite Voter Absentee Requests in I-VOTERS

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 Now**” if you want to print a label immediately.
9. To print the labels later, click on “**Save and Close**” to send to the label to “**Receive Absentee Ballots**” to print later.

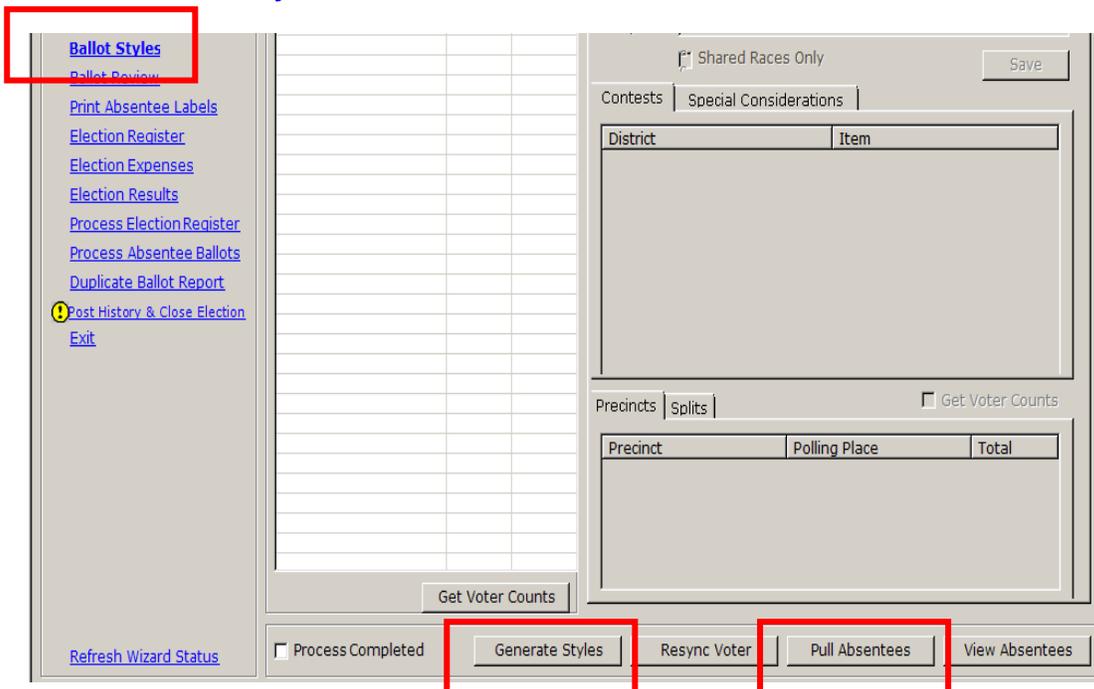
- a. In “**Receive Absentee Ballots**,” select the “**Satellite**” batch and click “**Print Labels**.”

| Batch # | Batch Date | Receive Date | Source | Total Count | Accepted | Rejected | Defective Affid... |
|---------|------------|--------------|------------------|-------------|----------|----------|--------------------|
| 1 | 03/02/2012 | 03/02/2012 | Counter / In-... | 22 | 0 | 0 | 0 |
| 2 | 03/05/2012 | 03/05/2012 | Mail | 7 | 0 | 0 | 0 |
| 3 | 03/06/2012 | 03/06/2012 | Mail | 13 | 0 | 0 | 0 |
| 4 | 03/07/2012 | 03/07/2012 | Mail | 28 | 0 | 2 | 0 |
| 5 | 03/08/2012 | 03/08/2012 | Satellite | 12 | 0 | 0 | 0 |

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. Open **“Election Management”** from the main I-VOTERS screen.
2. Under **“Measures and Races,”** review the measures and races to confirm information has been entered and certified contests from other counties have been included.
3. Click on **“Ballot Styles.”**
4. Click on **“Generate Styles”** at the bottom of the screen.



5. Verify the ballot styles that have been created.

6. Rename the “System Ballot Styles.”

To do so, click on the style type under “Styles.” Type the new name in “Style” in the “System Ballot Style” tab.

Important Note: Do not use the “Polling Places” drop-down to select a style.

7. After renaming all ballot styles, click “Generate Ballot Styles” again. This will rename all the styles under the “Ballot Rotation” the same as your “System Ballot Style.”

8. Select the “Ballot Rotation” tab. Review the “Absentee Ballot Style” and “Polling Place Ballot Style” columns to determine if you need to re-name the style names according to your actual ballots and rotations, if any.

| Split | Precinct Code | Absentee Ballot Style | Polling Place Ballot Style |
|----------|----------------|-----------------------|----------------------------|
| BX.BX=I | IMM - Indepe | BAXTER | BAXTER |
| KL.NT=H | HR - Hickory | KELLOGG CI | KELLOGG CI |
| LB.NT=N | NS - Newton- | LAMB GRV | LAMB GRV |
| LV.LS=EL | EL - Elk Creek | LYNNVILLE | LYNNVILLE |
| MG.CM=C | CP - ClearCre | MINGO | MINGO |
| NW1-1.1 | NT1-1 - Newt | NT 1-1 | NT 1-1 |
| NW1-2.1 | NT1-2 - Newt | NT 1-2 | NT 1-2 |
| NW2-1.1 | NT2-1 - Newt | NT 2-1 | NT 2-1 |
| NW2-2.1 | NT2-2 - Newt | NT 2-2 | NT 2-2 |
| NW3-1.1 | NT3-1 - Newt | NT 3-1 | NT 3-1 |
| NW3-2.1 | NT3-2 - Newt | NT 3-2 | NT 3-2 |
| NW4-1.1 | NT4-1 - Newt | NT 4-1 | NT 4-1 |
| NW4-2.1 | NT4-2 - Newt | NT 4-2 | NT 4-2 |
| OA.GN=H | HR - Hickory | OAKLAND AC | OAKLAND AC |
| RS.PM=P | PA - Palo Alto | REASNOR | REASNOR |
| SY.LS=EL | EL - Elk Creek | SULLY | SULLY |
| VL.CM=C | CP - ClearCre | VALERIA | VALERIA |

a. Programmed by Style

If your ballots are programmed by style, every split voting the same ballot style should be labeled with the same ballot style name.

b. Programmed by Precinct

If your ballots are programmed by precinct, each precinct will at least one ballot style. Precincts with multiple splits may have multiple ballot styles. Be sure to name each split with the appropriate ballot style name.

Important Note for Primary Election:

For the primary election, the ballot styles will be doubled to account for the separate Democratic and Republican ballots. Use “D” and “R” when naming the ballot styles. These designations will print on the absentee labels and will help to determine which absentee ballot to issue the voter.

Important Note: Do not use the “Polling Places” drop-down to select a style.

9. Assign temporary polling places for special elections. See the Pre-Election Day chapter for more information.
10. Click on **"Pull Absentees."** This will pull in the UOCAVA absentee requests and any election-specific requests you may have entered. This will move the open the requests to **"Print Absentee Labels"** for printing when actual ballots are ready.
11. 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.

Receiving Absentee Ballots Returned Normally in I-VOTERS

1. Open the “**Receive Absentee Ballots**” module from the main I-VOTERS screen.
2. Choose the current election and click on “**Search.**” Any previously received batches of absentee ballots will appear.

3. Click on “**New**” in the lower lefthand corner of the screen to create a new batch of received absentee ballots.
4. 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.

5. 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.

Click “**Add.**” After you add your ballot to the batch, it will appear in the list on the bottom half of the screen.

6. 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.

Receive Absentee Ballots

Search

Election: 12/04/2012 Test Election

Batch Date From: [] Batch Date To: []

Abs Seq Num: [] Voter ID: [] Ballot ID: []

Search Clear

Ballots | Undeliverable | Not Voted |

| Batch # | Batch Date | Receive Date | Source | Total Count | Accepted | Rejected | Defective Affid... |
|---------|------------|--------------|--------|-------------|----------|----------|--------------------|
|---------|------------|--------------|--------|-------------|----------|----------|--------------------|

New Receive Ballot Unreceive Batch File Upload Absentee List Print Labels

View Held Ballots Close

Receive Ballots

Batch

Election: 12/04/2012 Test Election

Batch Date: 07/09/2012

Received Date: 07/09/2012

Batch Description: [] Identifier: []

Ballot Label

Source: Mail

Date Received: 07/09/2012

ID: [] Add

Ballot Search in Workspace

Name: voter

Address: []

City: [] Abs Seq #: [] Search

List of Ballots in the Batch

| Item # | Abs Seq Num | Ballot ID | Voter Name | Source |
|--------|-------------|-----------|-------------|--------|
| 1 | 2 | 500983710 | SALLY VOTER | Mail |

Details Unreceive Hold Voter Summary Household View Ballots

Close

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?

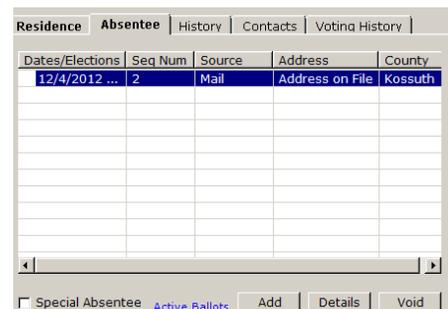
Look at the returned ballot and the absentee ballot request. For example, did the voter list updated address information on the absentee ballot request but the voter's record was not updated accordingly?

- 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 and click on the "**Absentee**" tab.
3. Highlight the undeliverable ballot request by clicking on it. Click "**Void.**"
4. Click "**Yes**" when asked if you are sure you want to void the ballot. Add the comment "Ballot sent to wrong address" in the "**Audit Comment**" field. Click "**Save.**"
5. When the window closes, click on the "**Residence**" tab of the voter's record. Update the voter's residential address to reflect the change the voter made on the absentee ballot request.
6. Click on "**Save**" at the top of the voter registration screen.
7. Click on the "**Absentee**" tab again and add a new absentee request. Update the ballot serial number on the voter's absentee request.



| Dates/Elections | Seq Num | Source | Address | County |
|-----------------|---------|--------|-----------------|---------|
| 12/4/2012 ... | 2 | Mail | Address on File | Kossuth |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Special Absentee [Active Ballots](#) Add Details Void

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 and click on the “**Absentee**” tab.
3. Highlight the undeliverable ballot request by clicking on it. Click “**Details.**”
4. Click “**Unsend Ballot.**”
5. Enter the appropriate information in the “**Absentee Details**” screen, paying special attention to add the absentee address.
6. Save the change and print mailing labels by clicking on “**Print Now**” or “**Print Later.**”
7. I-VOTERS should assign the new ballot for the updated address request the same absentee sequence number as the original ballot.

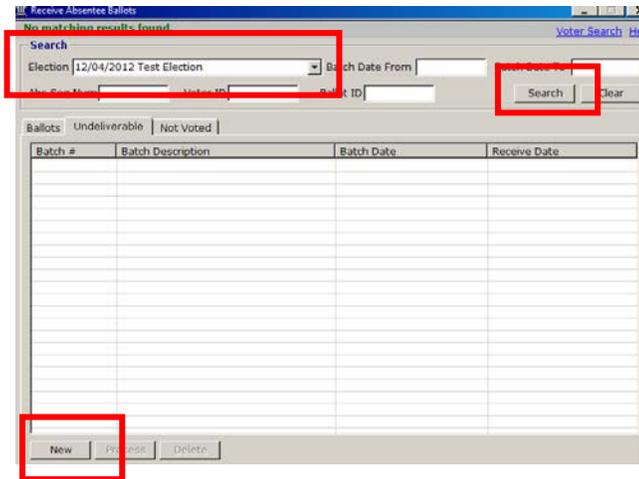
The screenshot shows the 'Voter Registration - Absentee Detail' window. The form contains the following fields and sections:

- Absentee Type:** Election Specific (12/04/2012 Test Election)
- Absentee Application Source:** HCF/Satellite Location
- Issue Method:** Mailing
- Election Type:** Federal, School, City, Special, All (with checkboxes)
- Date Requested:** 07/09/2012
- Date Sent:** 07/09/2012
- Date Received:** (empty)
- Reissue Method:** (dropdown)
- Political Party:** (dropdown)
- Use Address On File:** (checkbox, checked)
- Address:** 101 N MAIN ST, ALGONA, IA 50511
- Comments:** (text area)
- Absentee Address:** Country (dropdown), Address (text), City/ST/Zip (dropdowns)
- Absentee Link:** Voter to (dropdown), Link to Voter, Unlink
- Buttons:** Unsend Ballot, Print Now, Print Later, Close

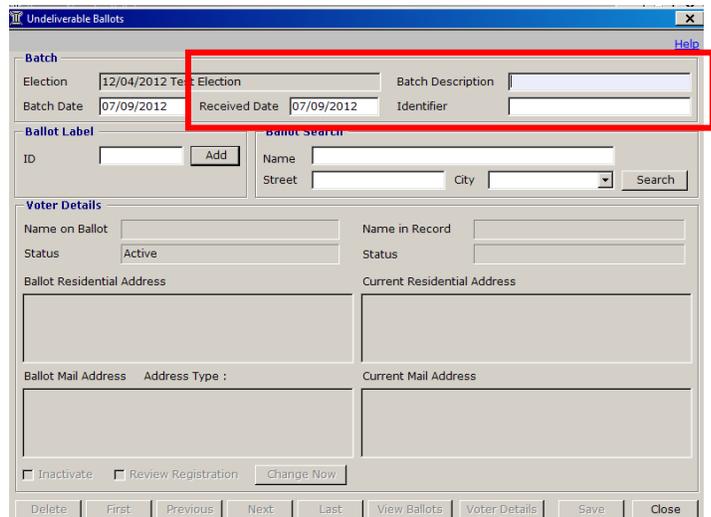
A red line originates from step 4 of the instructions and points to the 'Unsend Ballot' button, which is also highlighted with a red box.

Undeliverable Because Domestic Voter Moved Since Requesting Ballot, Non-Existent Address, Unable to Forward, etc.

1. Open **“Receive Absentee Ballots”** from the I-VOTERS main menu. Choose the appropriate election and then click on **“Search.”**
2. Click on the **“Undeliverable”** tab.
3. Click on **“New”** at the bottom of the screen to create a new batch of undeliverable ballots.

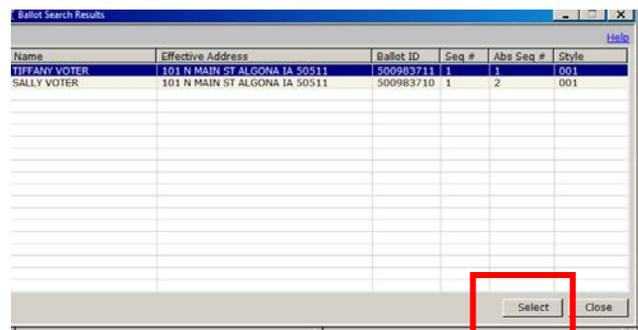


4. Enter any information you wish to describe your batch of undeliverable ballots in the **“Batch Description”** field. The text you enter here will appear on the main **“Undeliverable”** screen when you close your new undeliverable ballot batch.



5. 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.

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.



7. Confirm you have the correct voter's ballot. Check the box next to the word "Inactivate."
8. Click "Save." The information for the voter you just finished processing will disappear.
9. Add another undeliverable ballot or close the undeliverable batch by clicking "Close."

10. Open the voter's record. The voter's "Status" is now "I – Inactive."

Mail the residential confirmation notice automatically generated by I-VOTERS. See the Voter Registration chapter for more information.

11. Click on the "Absentee" tab. Highlight the undeliverable ballot request by clicking on it. Click "Void."
12. Click "Yes" when asked if you are sure you want to void the ballot. Add the comment "Ballot returned undeliverable" in the "Audit Comment" field. Click "Save."
13. 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. A sample notice "Ballot Returned Undeliverable from Domestic Voter" is available in the Election Forms Library.

Undeliverable UOCAVA Ballot

1. Open **“Receive Absentee Ballots”** from the I-VOTERS main menu. Choose the appropriate election and then click on **“Search.”**
2. Click on the **“Undeliverable”** tab.
3. Click on **“New”** at the bottom of the screen to create a new batch of undeliverable ballots.

4. 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.

5. 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.

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.

| Name | Effective Address | Ballot ID | Seq # | Abs Seq # | Style |
|---------------|-------------------------------|-----------|-------|-----------|-------|
| TIFFANY VOTER | 101 N MAIN ST ALGONA IA 50511 | 500983711 | 1 | 1 | 001 |
| SALLY VOTER | 101 N MAIN ST ALGONA IA 50511 | 500983710 | 1 | 2 | 001 |

7. Confirm you have the correct voter's ballot. Be sure the **"Inactivate"** box is not checked.
8. Click **"Save."** The information for the voter you just finished processing will disappear.
9. Add another undeliverable ballot or close the undeliverable batch by clicking **"Close."**

10. Open the voter's record. Be sure the voter's **"Status"** is still **"A- Active."**
11. Click on the **"Absentee"** tab.
 - b. FPCA request
 - i. Highlight the undeliverable ballot request by clicking on it. Click **"Details."**
 - ii. Change the **"To"** date to the date the ballot was received.
 - iii. Add a comment in the **"Comments"** field if you wish.
 - iv. Click **"Print Later"** to save the date change and comment.
 - v. A **"Confirmation to Void"** screen will 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 **"Yes."**
 - c. Election-specific request
 - i. Highlight the undeliverable ballot request by clicking on it. Click **"Void."**
 - ii. Click **"Yes"** when asked if you are sure you want to void the ballot. Add the comment "Ballot returned undeliverable" in the **"Audit Comment"** field. Click **"Save."**
 - iii. 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. A sample notice "Ballot Returned Undeliverable from UOCAVA Voter" is available in the Election Forms Library. If you have an email address for the voter, it may be quicker to correspond about the undeliverable ballot by email.

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.

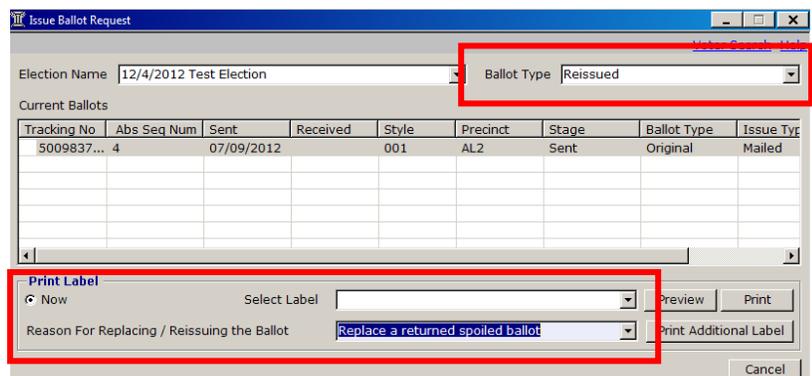
[§53.21]

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.
2. Open the voter’s record.
3. Select the “**Elections**” menu at the top of the screen and click “**Issue Ballot.**”



4. Choose the appropriate election and choose “**Reissued**” from the “**Ballot Type**” drop-down menu.
5. From the “**Reason for Replacing/Reissuing the Ballot**” menu choose “**Replace a returned spoiled ballot.**”



Choose the mailing labels used in your county from the “**Select Label**” drop-down menu. Be 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.

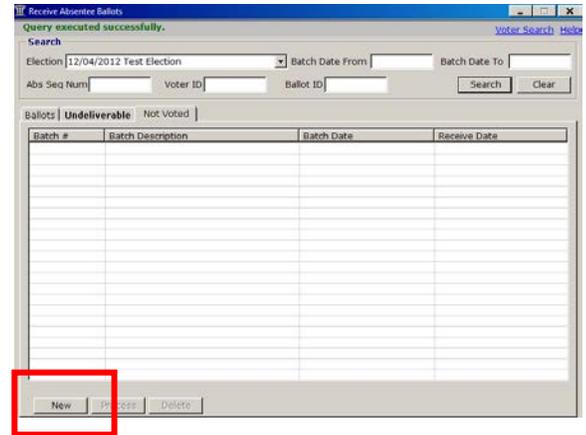
6. Store the “**Spoiled**” ballot in a separate secure area.

Not Voted and Surrendered Ballots

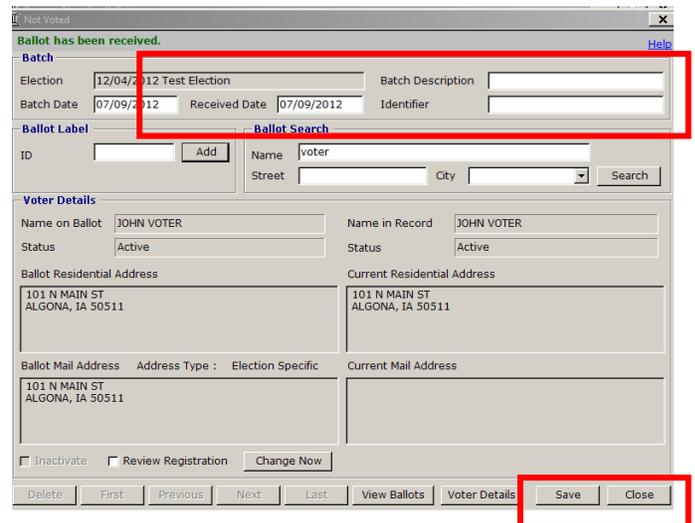
If a person returns an absentee ballot to the auditor's office, satellite station, or at the polls on election day with an indication that the voter has not marked the ballot or does not want to vote by absentee ballot, make sure the ballot is included with the envelopes. Then, follow the I-VOTERS procedures 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. The **"Received Date"** should be the date the ballot was returned not voted.
7. Add the ballot(s) to the new **"Not Voted"** batch by scanning the barcode in the **"Ballot Label"** field or typing the voter's name in the **"Ballot Search"** field.
8. After you choose the correct ballot (if more than one option appear) the voter's information will appear on the screen.
9. Click the **"Save."** 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 **"Close."**
10. 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.

Processing Defective Affidavits and Issuing Replacement Ballots

Process Defective Affidavits

1. Receive the absentee ballot in **“Receive Absentee Ballots.”** See the **“Receiving Absentee Ballots”** instructions on how to do so.
2. Open **“Election Management.”** Click on **“Process Absentee Ballots.”**
3. Search for the voter’s absentee ballot and choose **“Defective Affidavit/Envelope”** from the Ballot Status drop-down menu.
4. Click **“Save.”**

| Abs Seq # | Barcode | VoterName | Source | Date Sent | Date Received | Ballot Style | Ballot Type |
|-----------|----------|-------------|--------|------------|---------------|--------------|-------------|
| 2 | 50098... | SALLY VOTER | Mail | 07/09/2012 | 07/09/2012 | 001 | Original |

Issuing Replacement Ballots if no Address Change

Do not issue a replacement ballot until the voter submits a request.

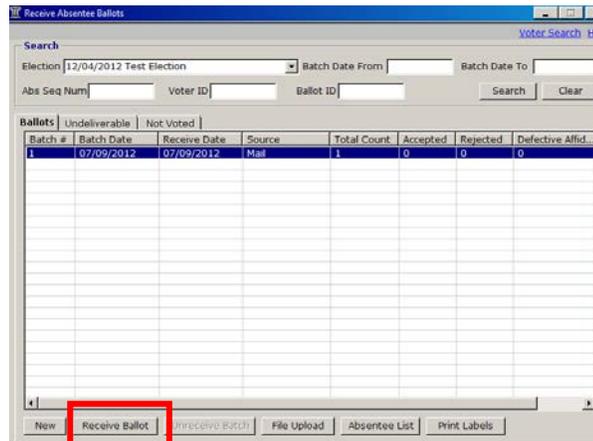
1. Open the voter’s record.
2. Select the **“Elections”** menu at the top of the screen and click **“Issue Ballot.”**
3. When the **“Issue Ballot Request”** screen opens, choose **“Replacement”** from the **“Ballot Type”** drop-down menu.
4. From the **“Reason for Replacing/Reissuing the Ballot”** menu choose the appropriate reason.
5. 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.

| Voter | Print | Elections | Imaging | Address |
|-----------|-------|--------------------|---------|---------|
| Voter rec | | Voting History | | |
| New | | Active Ballots | | |
| Voter ID | | Temporary Parties | | |
| 500266723 | | Provisional Ballot | | |
| Residence | | Issue Ballot | | |
| | | Receive Ballot | F12 | |

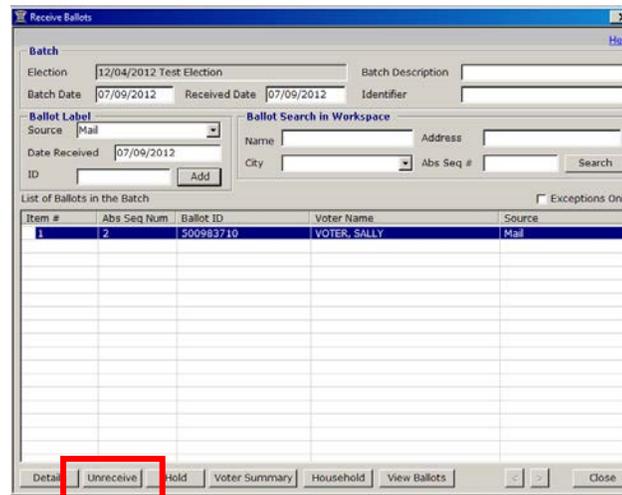
| Tracking No | Abs Seq Num | Sent | Received | Style | Precinct | Stage | Ballot Type | Issue Typ |
|-------------|-------------|------------|------------|-------|----------|----------|-------------|-----------|
| 5009837... | 2 | 07/09/2012 | 07/09/2012 | 001 | AL2 | Received | Original | Mailed |

Issuing Replacement Ballots When Voter's Original Absentee Ballot is Defective Due to Voter Move

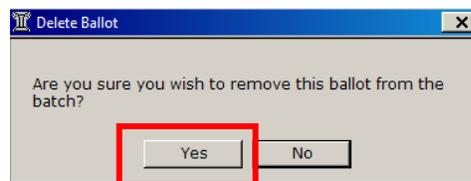
1. Open **“Receive Absentee Ballots”** from the main I-VOTERS screen.
2. Search for the defective ballot. Highlight the batch the ballot is in by clicking on it. Click **“Receive Ballot.”**



3. Highlight the voter's ballot by clicking on it. Click **“Unreceive.”**

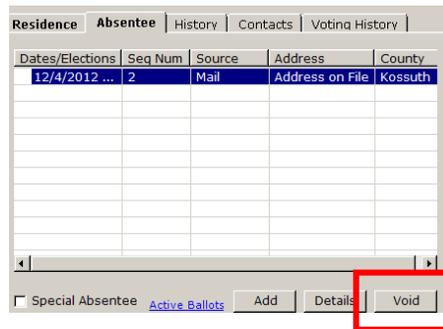


4. Click **“Yes.”**



5. Open the voter's record and click on the **“Absentee”** tab.

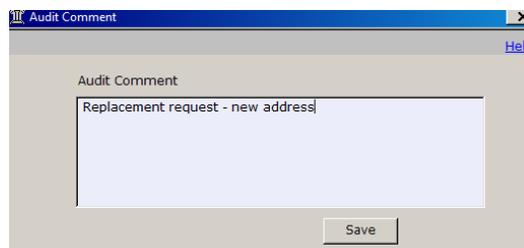
6. Highlight the absentee request by clicking on it. Click **“Void.”**



The screenshot shows a software interface with a tabbed menu at the top containing 'Residence', 'Absentee', 'History', 'Contacts', and 'Voting History'. The 'Absentee' tab is active, displaying a table with the following columns: 'Dates/Elections', 'Seq Num', 'Source', 'Address', and 'County'. The first row of the table is highlighted in blue and contains the values: '12/4/2012 ...', '2', 'Mail', 'Address on File', and 'Kossuth'. Below the table, there is a row of buttons: a checkbox labeled 'Special Absentee', a link 'Active Ballots', and buttons 'Add', 'Details', and 'Void'. The 'Void' button is highlighted with a red rectangular box.

| Dates/Elections | Seq Num | Source | Address | County |
|-----------------|---------|--------|-----------------|---------|
| 12/4/2012 ... | 2 | Mail | Address on File | Kossuth |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |
| | | | | |

7. Click **“Yes”** when asked if you are sure. Add the comment **“Replacement request – new address”** in the **“Audit Comment”** field. Click **“Save.”**



The screenshot shows a dialog box titled 'Audit Comment' with a close button (X) in the top right corner. A 'Help' link is located in the top right of the dialog area. The main content area contains the text 'Audit Comment' followed by a text input field containing the text 'Replacement request - new address'. At the bottom center of the dialog is a 'Save' button.

8. Update the voter's residential address and save the voter's record.
9. Add a new absentee ballot request and choose **“Print Later.”**

Processing Incomplete Affidavits and Incomplete Affidavit Corrections

Process Incomplete Affidavits

1. Receive the absentee ballot in **“Receive Absentee Ballots.”** See the **“Receiving Absentee Ballots”** instructions.
2. Open **“Election Management.”** Click on **“Process Absentee Ballots.”**
3. Search for the voter’s absentee ballot and choose **“Deficient Affidavit/Incomplete”** from the **“Ballot Status”** drop-down menu.
4. Click **“Save.”**

The screenshot shows the 'Election Management' window with the 'Ballot Search' section. The 'Ballot Status' dropdown menu is highlighted with a red box and set to 'Deficient Affidavit/Incomplete'. The 'Ballots Sent' table below shows one entry for voter SALLY VOTER.

| Abs Seq # | Barcode | VoterName | Source | Date Sent | Date Received | Ballot Style | Ballot Type |
|-----------|----------|-------------|--------|------------|---------------|--------------|-------------|
| 2 | 50098... | SALLY VOTER | Mail | 07/09/2012 | 07/09/2012 | 001 | Original |

Processing an Incomplete Affidavit Correction

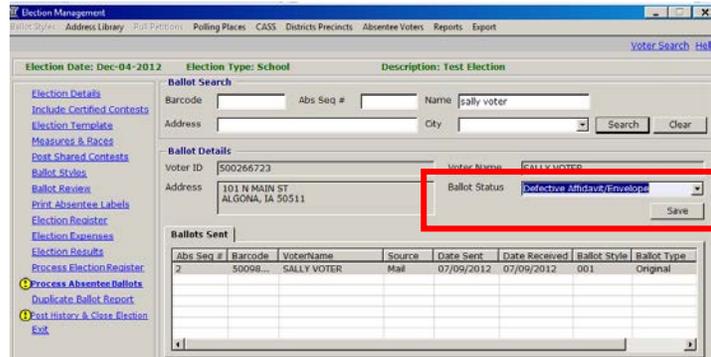
1. After the voter comes in and completes the affidavit, open **“Election Management”** from the main I-VOTERS screen. Click **“Process Absentee Ballots.”**
2. Search for the voter’s absentee ballot and reset the **“Ballot Status”** to the blank at the top of the pull-down menu.
3. Click **“Save.”**

The screenshot shows the 'Election Management' window with the 'Ballot Search' section. The 'Ballot Status' dropdown menu is highlighted with a red box and set to a blank space. The 'Ballots Sent' table below shows one entry for voter SALLY VOTER.

| Abs Seq # | Barcode | VoterName | Source | Date Sent | Date Received | Ballot Style | Ballot Type |
|-----------|----------|-------------|--------|------------|---------------|--------------|-------------|
| 2 | 50098... | SALLY VOTER | Mail | 07/09/2012 | 07/09/2012 | 001 | Original |

Issuing Replacement Ballot for Voters with Incomplete Affidavits

1. Open **“Election Management”** and click on **“Process Absentee Ballots.”**
2. Search for the voter’s absentee ballot. Change the **“Ballot Status”** to **“Defective Affidavit/Envelope”** and click **“Save.”**

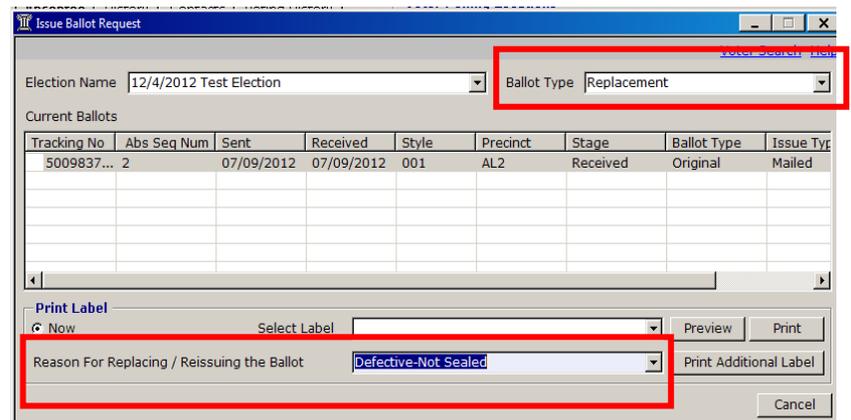


3. Open the voter’s record. Select the **“Elections”** menu at the top of the screen and click **“Issue Ballot.”**



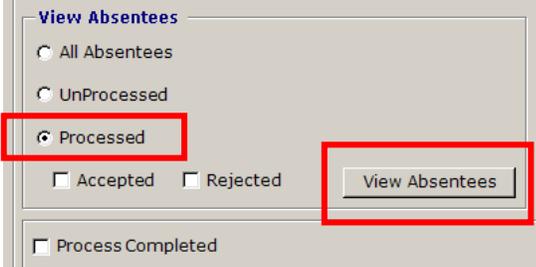
4. When the **“Issue Ballot Request”** screen opens, choose **“Replacement”** from the **“Ballot Type”** drop-down menu.
5. From the **“Reason for Replacing/Reissuing the Ballot”** menu choose the appropriate reason.

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.



Printing a List of Received Incomplete and Defective Affidavits

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



The screenshot shows a web interface titled "View Absentees". It contains three radio buttons: "All Absentees", "UnProcessed", and "Processed". The "Processed" radio button is selected and highlighted with a red box. Below the radio buttons are two checkboxes: "Accepted" and "Rejected". At the bottom of the interface is a checkbox labeled "Process Completed". To the right of the "UnProcessed" and "Processed" radio buttons is a button labeled "View Absentees", which is also highlighted with a red box.

Process Absentees in I-VOTERS

Rejected absentees must be processed first in I-VOTERS before processing accepted absentee ballots.

Incomplete Affidavits Not Corrected

Incomplete that were not corrected by voters must be rejected.

1. Open **“Election Management.”** Click on **“Process Absentee Ballots.”**
2. Search for the voter’s absentee ballot and choose rejection reason from the from the **“Ballot Status”** drop-down menu.
3. Click **“Save.”**

The screenshot shows the 'Election Management' software interface. At the top, there is a navigation bar with options: Ballot Styles, Address Library, Pull Petitions, Polling Places, CASS, Districts Precincts, Absentee Voters, Reports, and Export. Below this, a message states 'Ballot status saved successfully.' The main area is divided into sections: 'Election Date: Dec-04-2012', 'Election Type: School', and 'Description: Test Election'. On the left, there is a sidebar with links: Election Details, Include Certified Contests, Election Template, Measures & Races, Post Shared Contests, Ballot Styles, Ballot Review, Print Absentee Labels, and Election Register. The central part of the screen is titled 'Ballot Search' and contains fields for Barcode, Abs Seq #, Name (voter), Address, and City, with Search and Clear buttons. Below this is the 'Ballot Details' section, which includes Voter ID (500266725) and Address (101 N MAIN ST, ALGONA, IA 50511). On the right side of the 'Ballot Details' section, there is a red-bordered box containing 'Voter Name: MIKE VOTER' and 'Ballot Status: Rejected - Affidavit not complete' (selected in a dropdown menu), with a Save button below it.

Defective Affidavits

Replacement Ballot Issued and Returned

If a replacement ballot was issued and returned by the voter, do nothing to the original, defective affidavit in I-VOTERS.

Replacement Ballot Issued but Not Returned

If a replacement ballot was issued but was not returned by the voter, reject the original, defective ballot:

[§53.25]

1. Open **“Election Management.”** Click on **“Process Absentee Ballots.”**
2. Search for the voter’s absentee ballot and choose rejection reason from the from the **“Ballot Status”** drop-down menu.
3. Click **“Save.”**

This screenshot is identical to the one above, showing the 'Election Management' software interface. It displays the 'Ballot Search' and 'Ballot Details' sections for a voter named MIKE VOTER. The 'Ballot Status' dropdown menu is highlighted with a red box and set to 'Rejected - Affidavit not complete'. The 'Save' button is visible at the bottom right of the details section.

No Replacement Ballot Issued

If the voter did not request a replacement ballot, reject the original, defective ballot:

[§53.25]

1. Open **“Election Management.”** Click on **“Process Absentee Ballots.”**

2. Search for the voter’s absentee ballot and choose rejection reason from the from the **“Ballot Status”** drop-down menu.

The screenshot shows the 'Election Management' application window. The 'Ballot Search' section has fields for Barcode, Abs Seq #, Name (voter), Address, and City. The 'Ballot Details' section shows Voter ID 500266725, Voter Name MIKE VOTER, and Address 101 N MAIN ST ALGONA, IA 50511. The 'Ballot Status' dropdown menu is open, and the option 'Rejected - Affidavit not complete' is selected. A red box highlights the dropdown menu.

3. Click **“Save.”**

Rejected Absentees

Process rejected absentee ballots.

1. Open **“Election Management.”** Click on **“Process Absentee Ballots.”**

2. Search for the voter’s absentee ballot and choose rejection reason from the from the **“Ballot Status”** drop-down menu.

The screenshot shows the 'Election Management' application window. The 'Ballot Search' section has fields for Barcode, Abs Seq #, Name (voter), Address, and City. The 'Ballot Details' section shows Voter ID 500266725, Voter Name MIKE VOTER, and Address 101 N MAIN ST ALGONA, IA 50511. The 'Ballot Status' dropdown menu is open, and the option 'Rejected - Affidavit not complete' is selected. A red box highlights the dropdown menu.

3. Click **“Save.”**

Accepted Absentees

1. Open **“Election Management.”** Click on **“Process Absentee Ballots.”**

2. Check **“Mark Unprocessed as Accepted”** under **“Finish Processing.”**

3. Click **“Process Remaining Ballots.”**

The screenshot shows the 'Election Management' application window. The 'Ballot Details' section shows Voter ID 500266725, Voter Name MIKE VOTER, and Address 101 N MAIN ST ALGONA, IA 50511. The 'Ballot Status' dropdown menu is open, and the option 'Rejected - No signature' is selected. The 'Ballots Sent' table shows one ballot sent by mail on 07/12/2012. The 'Finish Processing' section is highlighted with a red box, and the 'Mark Unprocessed as Accepted' checkbox is checked.

Absentees Not Returned

If voters did not return their absentee ballots, do nothing. These ballots do not need to be processed in I-VOTERS.

Wrong Party Ballot Issued for Primary Election

For the primary election, if the voter was issued a ballot for a different political party than the voter wishes to vote for, the voter must return the original ballot to the auditor's office marked "Not Voted - Wrong Ballot" before another ballot can be issued to the voter.

Once the original ballot is received:

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. The "**Received Date**" should be the date the ballot was returned.
7. Add the ballot(s) to the new "**Not Voted**" batch by scanning the barcode in the "**Ballot Label**" field or typing the voter's name in the "**Ballot Search**" field.
8. After you choose the correct ballot (if more than one option appear) the voter's information will appear on the screen.
9. Click the "**Save.**" 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 "**Close.**"
10. Store the wrong party ballots together in a secure place.
11. Open the voter's record and click on the "**Absentee**" tab.
12. Highlight the wrong party ballot request by clicking on it. Click "**Void.**"

13. Click **“Yes”** when asked if you are sure you want to void the ballot. Add the comment **“Wrong party affiliation”** in the **“Audit Comment”** field. Click **“Save.”**
14. Add a new absentee request. Choose the correct political party from the **“Political Party”** drop-down. Update the ballot serial number on the voter’s absentee request.

The screenshot shows a web form titled "Voter Registration - Absentee Detail". The form contains several sections:

- Absentee Type:** Election Specific (dropdown), 06/03/2014 Test Primary (dropdown)
- Absentee Application Source:** HCF/Satellite Location (dropdown), Issue Method (dropdown)
- Mail:** Mail (dropdown), Mailing (dropdown)
- Election Type:** Federal (checkbox), School (checkbox), City (checkbox), Special (checkbox), All (checkbox)
- Date Requested:** 01/06/2014
- Date Sent:** (empty)
- Date Received:** (empty)
- ReIssue Method:** (dropdown)
- Political Party:** (dropdown menu, highlighted with a red box, showing options: Democrat, Republican, Comments)
- Use Address On File:** (checkbox)
- Address:** 101 MAIN ST, LORIMOR, IA 50149

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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**.