

September 2012 Handbook Changed Pages

Voter Registration - Chapter 1

Page	Change	Bill Sec. # Code Cite
11-12	Added guidance on not allowing the use of electronic documents as proof of residency (also added to Election Day chapter in July 2012).	N/A
15-16	Added guidance on not allowing the use of electronic documents as proof of identification (also added to Election Day chapter in July 2012).	N/A
43-44	Added clarification regarding not needing to also verify Social Security numbers if a registrant's driver's license or non-operator ID number was verified.	N/A
45-46	Clarified instructions on using the date the registration form was received in the auditor's office as the county registration date.	N/A

Absentee Voting - Chapter 3

Page	Change	Bill Sec. # Code Cite
TOC pages 7-8	Addition of headings	N/A
25-26	Corrected a page number reference.	N/A
99-100	Clarified instructions on handling multiple absentee requests by a voter when the voter moved to a new precinct within the county.	N/A
139-141 + blank page	Addition of instructions for creating absentee lists from I-VOTERS.	N/A

Auditor's Calendar to the General Election

Page	Change	Bill Sec. # Code Cite
5-6	Adjusted date of recount request deadline if county canvass held on Wednesday due to Veteran's Day holiday.	N/A

PEO Guidebook Labels – corrected the spelling of “Appendices”

Election Day Registration

Overview

After the pre-registration deadline, any person who is not already registered in the county may register by proving identity and residency.

If a voter wants to register after the pre-registration deadline in the auditor's office or at a satellite voting station and vote in the upcoming election, the voter must also vote an absentee ballot at the same time.

If the voter wants to vote on election day, the voter must go to the correct precinct and complete the election day registration process.

[§48A.7A(1)(a), 48A.7A(3)]

Proof of Identity

The best form of identification is a valid Iowa driver's license with the voter's current address printed on it. The voter may also provide one of the following as proof of identity:

- Iowa non-driver identification card,
- Out-of-state driver's license or non-driver's identification card,
- U.S. passport,
- U.S. military ID,
- Employer-issued ID, or
- Student ID from an Iowa high school or college.

All forms of photo ID must be current, valid, and contain an expiration date. The expiration date must be the day the voter is registering or later or list "None" as the expiration date.

Temporary licenses or IDs issued by the Iowa Department of Transportation must be accepted as proof of identity and/or residency while the temporary ID is valid. The temporary ID is valid for 30 days, and each one will have an expiration date printed on it.

[§48A.7A(1)(b)(1), IAC 721—21.3(2)]

Proof of Residency

If the ID presented as proof of identity does not contain the person's current address, any of the following may be presented as proof of residency as long as it contains the voter's name and current address:

- Residential lease,
- Property tax statement,
- Utility bill (including a cell phone bill)
- Bank statement,
- Paycheck,
- Government check, or
- Other government document (vehicle registration, tax assessment, etc.)
[§48A.7A(1)(b)(2), IAC 721—21.3(2)]

Documents presented must be actual documents, not documents displayed on smart phones or other technological devices.

Attestation

If a voter does not have proof of identity and residence, a registered voter in the precinct can attest to the identity and residence of the voter as long as the attester has not attested for anyone else and was not attested for him or herself.

The voter being attested for must fill out a voter registration form and an oath swearing that the information is true.

The attester must also fill out an oath swearing the information the voter is providing is true.

Both oaths and a voter registration form are available in the Election Forms Library.

[§48A.7A(1)(c)]

Non-Voter-Initiated Updates

Update a voter's registration record if one of the following events occurs, even if you do not receive a notification from the voter:

- City annexation,

The city clerk must provide the auditor with a detailed map showing the annexation and designated wards (if the city has wards).

In I-VOTERS, update the "Address Library" records affected by the annexation. Determine which precinct and split to assign the addresses. This may require the creation of a new split. See the "I-VOTERS Instructions" section for information on the "Address Library."

- A change by a city or county of the official street name, house number, or building number,
- Incorporation or discontinuance of a city, or
- Change of rural route designation.

[§48A.27(3)]

When ID is Required

Before Pre-Registration Deadline

Voters updating their registration records before the pre-registration deadline do not need to show ID.

After Pre-Registration Deadline and Before Election Day

If a voter who is already registered in your county is updating the voter's address in your office before election day, the voter is not required to show ID.

[§48A.27(2)]

On Election Day

If a voter who is already registered in your county is moving to a new precinct within the county, the voter must complete a new voter registration form and show one of the forms of ID listed in §48A.8.

[§49.77(3)(a)]

Documents presented must be actual documents, not documents displayed on smart phones or other technological devices.

Challenges to Voter Registration

Overview

Any registered voter can challenge the registration of another voter in the same county. The challenger must provide a written statement to the auditor, claiming that the person:

- Is not a U.S. citizen,
 - Is not at least 17 ½ years old,
 - Is not a resident at the address where registered to vote,
 - Has falsified information on the registration form,
 - Has been convicted of a felony (and has not received a restoration of rights), or
 - Has been adjudged incompetent to vote (and no ruling to the contrary has been issued)
- [§48A.14(1)]

Challenges must be made on an individual basis.

[§48A.14(2)]

A challenger's statement must be completed for each challenged registrant. Challenges must include the statement contained in §48A.14(3) where the challenger acknowledges that he or she knows it is an aggravated misdemeanor to make a false challenge.

[§48A.14(3)]

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

Challenges to EDR registrants must be made in the same manner as challenges on election day to voters at a polling place. See the Election Day chapter for more information.

[§48A.14(4), 49.79]

Deadline

Challenges can be made at any time, except that no challenges may be made less than 70 days before any pending election unless the challenge is for a newly received voter registration form or change of information. In that case, the challenge must be made within 20 days of the auditor's receipt of the new form or change of information or the challenge will be set aside until after the pending election.

[§48A.14(4)]

Withdrawing a Challenge

Challengers may withdraw the challenge at any time. To withdraw, a challenger must give the auditor a written statement.

[§48A.14(5)]

Processing Voter Registrations

New County Registrant Before Pre-Registration Deadline

1. Open “**Voter Registration**” from the main I-VOTERS screen.
2. Click “**New.**”

The screenshot shows the I-VOTERS registration interface. At the top, there are buttons for 'New', 'Save', 'Clear', 'Search', and 'Process Batch'. Below these are input fields for personal information: Voter ID, Driver License (123AB4567), SSN, Birth Date (09/09/1899), Age (109), Gender (Male), Last Name (CITIZEN), First Name (JOHN), MI (A), and Suffix (IV). The 'Residence' section includes tabs for 'Absentee', 'History', 'Contacts', and 'Prev Registration'. It has a dropdown for 'Standard' and buttons for 'NCOA', 'CASS', 'Migration', 'Election', 'HCF', 'Comment', and 'Worker'. Fields for House #, Suffix, Pre Dir, Street Name, Type, Post Dir, Unit Type, City/St/Zip (IA), and County (JOHNSON) are present. A 'Mailing' section includes Country (UNITED STATES OF AMERICA), USA checkbox, and Address/Zip fields. On the right, 'Voter Polling Locations' has fields for Precinct and Split, with a 'View Image' button. Below that are two tables: 'Election Type' with columns for Election Type and Polling Place, and 'Election' with columns for Election, Date, Polling Places, and Ballot Styles. A 'FPCA' label is at the bottom right.

3. Enter the registrant’s personal information on the top line.

The cursor is automatically set in the “**Driver License**” field and is ready for the voter’s information to be entered. Enter all information on the first row, tabbing between fields.

Important Note: By tabbing, the automatic processes that verify driver’s license numbers and check for potential duplicates, felons, and death records will activate and perform.

- **SSN**

Enter only the last four digits of the Social Security number, even if the voter has provided the full number.

- **Birth Date**

Registrants must be at least 17 ½ years old. I-VOTERS will not save “Active” records for voters whose dates of birth are less than 17 ½ years from the current date.

See “What to Do If” section if the registrant is younger than 17 ½ years old.

- **Suffix**

Enter a suffix only if the person has “Sr., Jr., III, etc.” after his or her last name (e.g. John J. Smith, III). Ms., Mr., Mrs., Dr., Rev., etc. are titles and not suffixes. They should not be entered in this field.

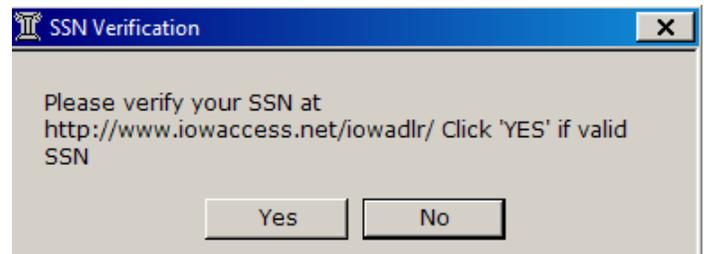
4. Once you tab past the “**Suffix**” field, I-VOTERS will automatically search for any potential matches with other voter registration, felon, or death records. If any matches are brought up, you will need to consider the information presented and decide if it is a match or not.

If one of the voters listed on the screen appears to match the registrant you are entering, click on the match listing so it is highlighted and click “**Select**.” See the “What to do If” section for more information on determining whether there is a match.

If you confirm in the system that the record matches a felony conviction record, I-VOTERS will automatically change the person’s status to “**Cancelled**” and the Reason will be “**CF – Convicted Felon**.” A cancellation notice will be automatically generated and sent to “**Batch Management**” if the correspondence rule is set up correctly. See the “Voter Correspondence” section.

If the voters listed do not match the registrant, click “**No Match**.”

5. If the voter is a new registrant to the state and the voter provided the last four digits of the SSN, verify the voter’s information on the Iowa Interactive website:
www.iowaaccess.net/iowadlr.



If you do not have a username or password to access to this website, please contact Iowa Interactive at 515-323-3468.

Important Note: If the voter provided their Iowa driver’s license or non-operator ID number and it was verified, you do not also need to verify the voter’s SSN to make the voter record “Active.”

6. Click “**Yes**” after verifying the SSN. If the SSN cannot be verified, click “**No**.”

If the SSN cannot be verified and the voter did not provide a driver’s license number, the voter must be assigned “**Pending**” status.

7. Enter the voter’s address in the “**Residence**” tab. Tab through these fields as well.
8. If I-VOTERS cannot match the address you are entering with the “**Address Library**,” the “**Address Library**” screen will appear.

- **Standard vs. Non-Standard Address**

The drop-down menu beneath the word “**Residence**” automatically defaults to “**Standard**.” Most addresses will be standard addresses.

An address may be entered as “**Non-Standard**” if a voter is homeless or did not provide a residential address. See the “What to do if...” section of this chapter for more information.

- **Suffix**

This suffix field is used if the address has a letter or fraction after the numerical portion of the address (e.g. 123A Main St or 221½ Washington Ave).

- **Unit Type**

If the address contains an apartment number, lot number, room number, etc., enter the type of unit here (e.g. 123 S Main St, Apt 7, enter "APT" in this field).

- **Unnamed Field to the Right of Unit Type**

Enter the number of the unit here (e.g. 123 S Main St, Apt 7, enter "7" here).

- **Mailing**

Enter a voter's mailing address if it is different from the residence address. If the mailing address is outside the United States, see the "Miscellaneous I-VOTERS Instructions" section.

9. Choose the registrant's party affiliation.

Select the party affiliation the voter marked on the registration form. If the voter chose "Green" or "Libertarian," select "**Other**" and then choose "**Iowa Green**" or "**Libertarian**" in the "**Organization**" field.

If the voter did not mark a party affiliation on the registration form, select "**No Party**."

10. Select the "**Transaction Source**."

See the "Transaction Sources, Statuses, and Status Reasons" section for more information.

The screenshot shows a registration form with three tabs: "Registration", "Misc Info", and "Custom". The "Registration" tab is active. It contains the following fields and options:

Party	No Party	Organization	
Transaction Source		<input type="checkbox"/>	DOT Verified
Status	A - Active	<input checked="" type="checkbox"/>	SSA Verified
Reason		<input type="button" value="Verify"/>	

11. Select the "**Status**."

See the "Transaction Sources, Statuses, and Status Reasons" section for more information.

Important Note: If the voter is at least 17 ½ years old but not 18, I-VOTERS will automatically assign the voter an "**Active**" status. The "**County Registration**" date and the "**Vote Eligible**" date will automatically default to the voter's 18th birth date.

12. If that registrant’s status is “**Inactive,**” “**Pending,**” or “**Incomplete,**” choose the “**Reason**” for the status designation.

Important Note: If a new registrant does not sign the registration form, assign the registrant a status of “**Incomplete**” with the reason “**Registration Incomplete**” and check the box next to “**No Signature.**”

The screenshot shows a registration form with the following fields and values: Transaction Source: 02 - Mail-in Registration; Status: N - Incomplete; Reason: RI - Registration Incomplete; County Registration: 04/01/2009; and a checked checkbox for 'No Signature'. Other fields include Old Voter ID, Last Voted, Home Tel.No., and buttons for 'Verify' and 'Print Later VRC'.

See the “Transaction Sources, Statuses, and Status Reasons” section for more information.

13. Confirm the “**County Registration**” date.

If the pre-registration deadline has not passed, this should be the date the registration was received in the auditor’s office as long as the voter is 18 years old. For agency or DOT registrations, the date of the registration is the day they were completed at the agency or the DOT if that day was before the pre-registration deadline.

If the voter is 17½, I-VOTERS will automatically assign the “**County Registration**” date and the “**Vote Eligible**” date to the voter’s 18th birth date.

If the pre-registration deadline has passed, see the “New County Registrant after Pre-Registration Deadline” instructions in this chapter.

- Check the postmark on all by-mail registrations after the deadline to see if they were postmarked 15 days (the worry-free postmark date) or more before election day. If they were, the date of registration is the worry-free postmark date.

[IAC 821—2.12]

14. Confirm the “**Vote Eligible**” date.

This should default to the same day as the “**County Registration**” date. If it does not, then make it the same as the “**County Registration**” date.

15. Enter the registrant’s home telephone number and email address (if provided) under the “**Contacts**” tab.

The screenshot shows a 'Contacts' tab with a table containing the following data:

Contact Type	Value	Unlisted
Home Phone		<input type="checkbox"/>
Office Phone-		<input type="checkbox"/>
Office Phone-		<input type="checkbox"/>
Cell Phone		<input type="checkbox"/>
Email		<input type="checkbox"/>
Pager		<input type="checkbox"/>
FAX		<input type="checkbox"/>
URL		<input type="checkbox"/>

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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.

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]

Absentee Voter Submitted Multiple Requests

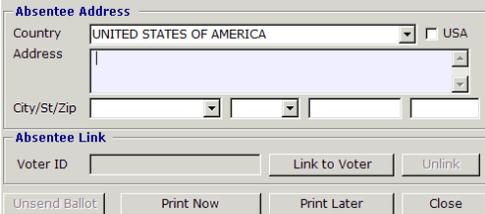
Request is Identical to Original

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 an "Address" field with a text input area and a dropdown arrow. Underneath are three "City/St/Zip" dropdown menus. 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.

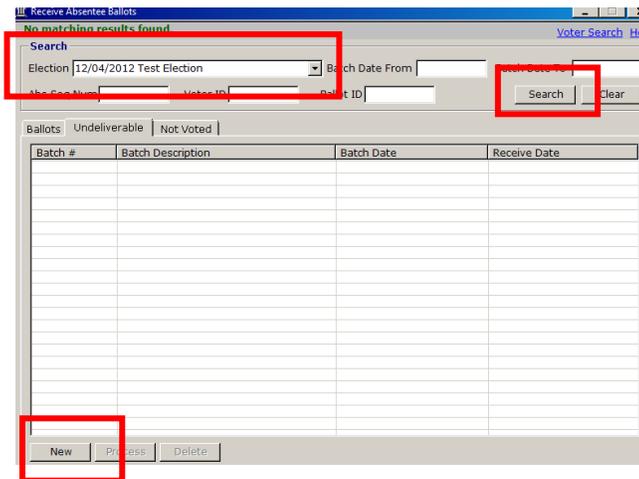
Different Mailing Address, Received After Ballots are Mailed

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.

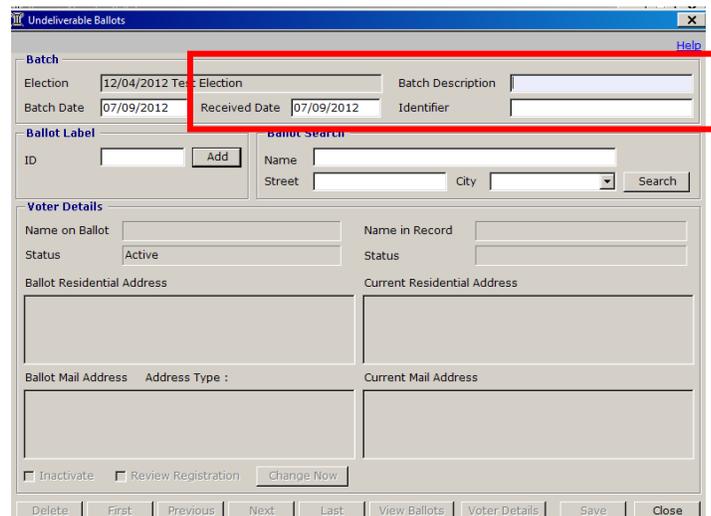
If the voter's original ballot is returned as undeliverable, follow the I-VOTERS instructions below for receiving an undeliverable ballot and send a new ballot to the address on the voter's newest request. Do not inactivate the voter.

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' window. At the top, it says 'No matching results found'. Below this is a search section with fields for 'Election' (set to '12/04/2012 Test Election'), 'Batch Date From', and 'Batch Date To'. There are also fields for 'Abs. Exp. Num.', 'Voter ID', and 'Ballot ID'. A 'Search' button and a 'Clear' button are present. Below the search section 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'. Red boxes highlight the search filters and the 'New' button.

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' window. It has a 'Batch' section with fields for 'Election' (set to '12/04/2012 Test Election'), 'Batch Description', 'Batch Date' (set to '07/09/2012'), 'Received Date' (set to '07/09/2012'), and 'Identifier'. Below this is a 'Ballot Label' section with an 'ID' field and an 'Add' button. There is also a 'Voter Search' section with fields for 'Name', 'Street', and 'City', and a 'Search' button. The 'Voter Details' section includes fields for 'Name on Ballot', 'Status' (set to 'Active'), 'Name in Record', and 'Status'. There are also sections for 'Ballot Residential Address', 'Current Residential Address', 'Ballot Mail Address', and 'Current Mail Address'. At the bottom, there are buttons for 'Delete', 'First', 'Previous', 'Next', 'Last', 'View Ballots', 'Voter Details', 'Save', and 'Close'. Red boxes highlight the 'Batch Description' field and the 'Received Date' field.

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' software interface. The top navigation bar includes 'Ballot Styles', 'Address Library', 'Poll Places', 'CASS', 'Districts Precincts', 'Absentee Voters', 'Reports', and 'Export'. The main window displays 'Ballot status saved successfully.' and 'Election Date: Dec-04-2012', 'Election Type: School', and 'Description: Test Election'. A 'Ballot Search' section contains fields for Barcode, Abs Seq #, Name, Address, and City. Below this is the 'Ballot Details' section with fields for Voter ID (500266725), Voter Name (MIKE VOTER), Address (101 N MAIN ST ALGONA, IA 50511), and Ballot Status (Rejected - No signature). A 'Ballots Sent' table is visible with columns for Abs Seq #, Barcode, VoterName, Source, Date Sent, Date Received, Ballot Style, and Ballot Type. The 'View Absentees' section has radio buttons for 'All Absentees', 'UnProcessed', 'Processed', 'Accepted', and 'Rejected'. The 'Finish Processing' section, highlighted with a red box, contains a radio button for 'Mark Unprocessed as Accepted' and a 'Process Remaining Ballots' button.

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

Absentees Not Returned

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

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**.

Days from Election	Date	Event	Code Cite
-3	Saturday, November 3 – 5 p.m.	Auditors' Offices Open. The auditor's office must be open for at least eight hours until at least 5 p.m. for absentee voting and other election business.	§47.2(5)
		Absentee Affidavits. Last day for auditor to review absentee affidavits received by 5 p.m.	§53.18(2)
		Auditor's office must be open until 5 p.m.	
-3	Saturday, November 3 through Election Day at 5 p.m.	Voters admitted to hospitals or nursing homes after 12 a.m. November 3 may call to request delivery of an absentee ballot. Deadline for a telephone request is 5 p.m. on election day.	§53.22(2)
-1	Monday, November 5 – 5 p.m.	Equipment Testing Deadline. Last day to test voting equipment. Keep testing results in election files. Testing must be completed by 7 p.m.	§52.35
		PEO Training Deadline. Last day for training precinct election officials.	§49.124(1)
		Last Day for Voters to Fix Incomplete Affidavits. Voters have until 5 p.m. to fix incomplete affidavit envelopes.	§53.18(2)
		Auditor May Convene ASVP Board. The board may review affidavits and decide which ballots to accept for counting. If secrecy envelopes were enclosed with all absentee ballots, the auditor may direct the board to open the affidavit envelopes and remove the secrecy envelopes.	§53.23(3)(b)(1)
		Notify the county political party chairpersons of the time the ASVP board will be convened.	§53.23(3)(b)(1)
		Counting Ballots Before Election Day. The ASVP board may begin counting absentee ballots the day before election day.	§53.23(3)(c), IAC 721— 22.343
		Absentee Ballot In-Person Deadline. Last day to request and vote an absentee ballot in person at the auditor's office.	§53.2(1)(a)
		Auditor's office must be open until 5 p.m. if there are incomplete absentee ballots in need of correction.	
		General Election Day. Polls are open from 7 a.m. until 9 p.m.	§39.1, 49.73
	Tuesday, November 6	Electronically Submitted Absentee Ballot Requests Must be Matched with Originals. If an electronic or faxed request was submitted, original absentee ballot requests must be received by the time the polls close. If the original does not arrive on time or was postmarked after Friday, November 2, the ballot cannot be counted. Notify the voter that the ballot was rejected. This requirement does not apply to UOCAVA voters.	IAC 721— 21.2(2)

Days from Election	Date	Event	Code Cite
+2	Thursday, November 8 – 9 a.m.	<p>Post the Number of Provisional Ballots. Number of provisional ballots cast in each precinct must be posted by 9 a.m. on the second day after the election.</p> <p>ASVP Board May Reconvene. ASVP board may reconvene no earlier than noon to consider provisional ballots and absentee ballots postmarked Monday, November 5, or earlier.</p>	<p>§50.20</p> <p>§50.21, 50.22</p>
+6	Monday, Nov. 12	Veteran’s Day – State Offices Closed.	§1C.1, 47.4
+7	Tuesday, Nov. 13	<p>ASVP Board Reconvenes. ASVP board reconvenes if necessary to canvass absentee ballots postmarked Monday, November 5, or earlier, and received by noon on Tuesday, November 13.</p> <p>Absentee Ballot Deadline - Noon. Absentee ballots that were postmarked on Monday, November 5, or earlier and received by noon today are considered to be on time to be counted.</p> <p>County Canvass of Votes. May occur either on Tuesday or Wednesday.</p> <p>Abstracts and Election Canvass Summary. Mail signed originals to the Secretary of State by Monday, November 19. Must be signed by a majority of the board.</p> <p>No Special Elections Today. This includes special elections to fill vacancies.</p>	<p>§50.22</p> <p>§53.17(2), IAC 721—21.12</p> <p>§50.24(1), IAC 721—21.13</p> <p>§50.30, 50.30A</p> <p>§39.2(1)(a)</p>
+10/+13	Friday, Nov. 16/Monday, Nov. 19 – 5 p.m.	<p>Recount Request Deadline. Written requests for a recount must be filed with the auditor no later than the third day after the county canvass of votes at 5 p.m.</p> <p>Auditor’s office must be open until 5 p.m.</p>	§50.48(1)(a)
+13	Monday, Nov. 19	County Abstracts of Votes and Canvass Summaries Due. Deadline to forward original abstracts of votes and canvass summaries to the SOS. Must be signed by a majority of the board.	§50.30, 50.30A
+14	Tuesday, Nov. 20	No Special Elections Today. This includes special elections to fill vacancies.	§39.2(1)(a)
+16/+17	Thursday, Nov. 22/ Friday, Nov. 23	Thanksgiving Holiday – State Offices Closed.	§1C.1
+21	Tuesday, Nov. 27	No Special Elections Today. This includes special elections to fill vacancies.	§39.2(1)(a)
+27	Monday, December 3	State Canvass of Votes Must be Complete.	§50.38

**Preparing to
Open the Polls**

**General
Guidelines**

**Polling Place
Assignments**

**Possible
Situations**

**Election Day
Registration**

**Closing
the Polls**

Appendices