

**State of Iowa  
Voter Contact Checklist**

Voter's Name: \_\_\_\_\_

Absentee Sequence Number: \_\_\_\_\_

**1. Reason for contact**

**Incomplete Affidavit**    Contact the voter within 24 hours.

Missing voter's signature

**Defective Affidavit**    Contact the voter immediately. (check all that apply)

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 is incomplete and voter cannot complete the affidavit

Voter no longer registered at address where absentee ballot was cast

\* Contact the voter immediately if an affidavit envelope has flaws that are included in both categories.

**2. Method of Contact** (check all that apply)

By Mail

Send the letter to the voter's registration address and ballot mailing address, if different.

Date letter was sent: \_\_\_\_\_

By Phone

Phone call made by: \_\_\_\_\_

Date & time phoned: \_\_\_\_\_

Voter's phone number: \_\_\_\_\_

Did the voter answer?     Yes     No

If no:     Left message on answering machine

Left message with: \_\_\_\_\_

By Email

Email Address: \_\_\_\_\_

Date & time sent: \_\_\_\_\_

The email must contain the same message as the letter mailed. Print a copy of the email and attach it to this checklist.

**3. Follow Up Action** (check all that apply)

Voter fixed signature at the auditor's office.

Voter requested and was sent a replacement ballot.

Voter requested and voted a replacement ballot at the auditor's office.

Voter cast a ballot at the polls on Election Day.

Voter took no action.