


**Absentee Voting and
Early Voting**
Title 34, Chapter 10, Idaho Code
2017 January Workshop




No Excuse Voting

Any registered elector may vote absentee.

Available at all Elections!

Request good for current year!



Ballots to be Available

- Special District Elections
 - Ballots to be available and mailed no later than 30 days prior to the election.
- At least one absentee or early voting polling place in each county.
 - Electioneering prohibited

Absentee Procedures

**Methods of
Absentee & Early Voting**

- In person Absentee
- Early Voting
- Mail Out Absentee
- Delivered Absentee
- Emergency Absentee
- Email Absentee (UOCAVA Voters)
- Faxed Absentee (UOCAVA Voters)
- Homebound Absentee

**In-Person Absentee Voting
vs. Early Voting**

- In-Person Absentee Voting
 - Traditional Absentee Voting at the absentee polling place.
 - Requires Absentee Ballot Request form and ballot envelopes.
- Early Voting
 - Requires Bar Code Label with Early Voting Poll Book and eliminates ballot envelopes.
 - Eliminates ballot envelopes
 - Deposits voted ballot into Ballot Box

Absentee Voting

Absentee Voting

- Conducted by:
 - In-Person
 - Should be available when ballots are printed
 - Ends at 5:00 pm on the Friday before the Election
 - Those in line by 5:00 pm should be allowed to vote.
 - Electioneering is prohibited at the In-Person absentee location.
 - Mail-In
 - Emergency
 - Delivery

Absentee Ballot Request

- Requests
 - Absentee Ballot Request Form
 - Letter or Note with required information and signature
 - Federal postcard (FPCA)
 - Found at www.fvap.gov

Application

Personally Signed application is required

- Name
- Residence address
- County
- Address to which ballot is to be sent

Can request for all elections in the current election year.

- 1 year

Delivery of Request

- Mail (USPS, FedEx, UPS, etc.)
- Personal Delivery
- Fax
- Scanned image via e-mail

Absentee Applications

- Application Types
 - Regular
 - For use in 2017
 - Primary Election
 - For use in 2018
- Regular Forms Available
 - Idaho Votes Website
 - Caxton Printers

Regular Application

APPLICATION FOR ABSENT ELECTOR'S BALLOT

State of Idaho } s.s. _____ Date: _____
County of _____

I, _____, hereby make application for an absent elector's ballot or ballots to be voted at the election held on _____.

(Check election day application to be used)

- 2nd Tuesday in March (School Board or Levy)
- 3rd Tuesday in May (Primary Election and/or Voting Districts Elections)
- Last Tuesday in August (School Board or Levy)
- Tuesday following 1st Monday in November (General Election and/or Voting Districts Election)
- Special Emergency Election to be held on _____

My home address is: _____ in _____
(Street name and house) City

and I am duly registered in _____ County, Idaho.

Please mail ballot(s) to me at the following address:

_____ (Street)
_____ (City/Town and Zip Code)

Optional information - which will be public record

_____ (Phone Number)
_____ (E-mail Address)

_____ (City/Town and Zip Code)

ELECTOR MUST PERSONALLY SIGN APPLICATION

Signed: _____ (Signature)

File Approved by the Secretary of State, 2017
The State of Idaho, USA

Absentee Procedures

Federal Postcard Application (FPCA)

- Uniformed and Overseas Citizens Act – (UOCAVA)
- Good for both Registration and Absentee Request
 - Original FPCA for Registration
 - Original, Fax or scanned image for Absentee Requests
 - Absentee Request good for the current year
 - Elector must complete a new request for absentee ballots each year.
 - New FPCA or Absentee Request

Deadlines

- Mail – 5:00 pm on 6th day prior to election
- In person – 5:00 pm Friday before the election
- 96 hr. emergency – Within 96 hr. of closing of polls
 - Rendered Physically unable to go to polls within 96 hr.
 - Personal Delivery by County Clerk or Staff
 - Should be delivered by 2 staff members
 - Ballot must remain with staff for delivery, voting and return.
 - Witnesses are allowed to accompany delivery
 - Requested by Parties
 - List must be received 45 days before the election

34-1002, I.C.

Recordkeeping

- Registration System tracks all required information:
 - Names of all absentee applicants
 - Manner and time of mailing or delivery
 - Receipt of returned ballot
 - Whether accepted or rejected
- Keep for at least 22 months
 - Print a master list just after the election or keep your daily lists.

Absentee Procedures

Issuing Ballot

- Determine if registered
- Verify no other absentee ballot has been received back for counting.
- Add Absentee Ballot Request to Registration System
- Deliver ballot by:
 - Mail
 - In County Clerk's Office
 - Personal delivery by County Clerk or staff
 - Other appropriate means
 - UOCAVA - Electronic transmission is requested
 - Voter request
 - Waiver of secret ballot

Personal Delivery of Ballot by County Clerk or Staff

- List of witnesses from parties
 - 45 days before election
- Notify witnesses of date and time intend to deliver ballots
- Candidate or spouse may not be a witness

Other Appropriate Means

- UOCAVA Voters
 - Absentees may be faxed or emailed upon request from the elector.
- All other Electors
 - Absentees may be faxed or emailed ONLY after the Secretary of State declares an emergency.

Absentee Procedures

Absentee Ballot Packet Contents

- Absentee Instructions
 - Minimum Requirements on Instruction Sheet
 - How to vote the ballot
 - What to do if a mistake is made
 - How to return the ballot
 - When to have ballots returned by
 - Postage required and where to return the ballot
- Ballot(s)
- Voted Ballot Envelope
- Affidavit Envelope

Voting Absentee Ballots

- Mark and fold ballot(s)
- Insert Ballot(s) into the Voted Ballot Envelope and seal
- Insert Voted Ballot Envelope into affidavit envelope and seal
- Sign the affidavit envelope
 - Only 1 voter's ballot(s) in affidavit envelope.
- Return sealed and signed affidavit envelope to the County Clerk.

Return of Absentee Ballots

- Must be in Affidavit Envelope
- Must be personally Signed by the voter.
- Must be received no later than 8 pm on Election Day
 - Write or stamp the date and time of receipt

Verification of Absentee

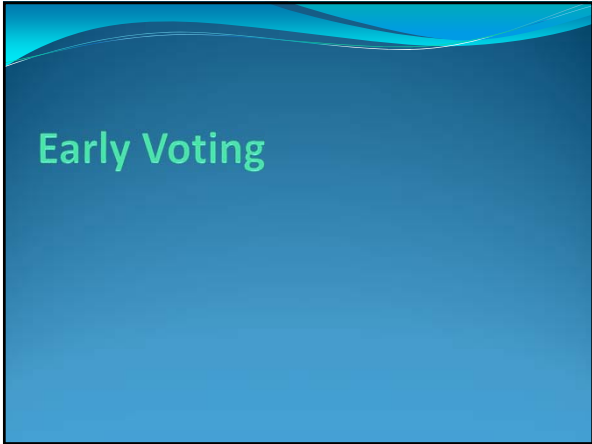
- Verify signature with elector's registration
 - No signature
 - Contact the voter to sign
 - Can't get the signature - Do not open the affidavit envelope or count the ballot.
 - Signature does not match
 - Contact voter
- More than one ballot in an affidavit envelope
 - Do not count either ballot
 - Spoil the ballots

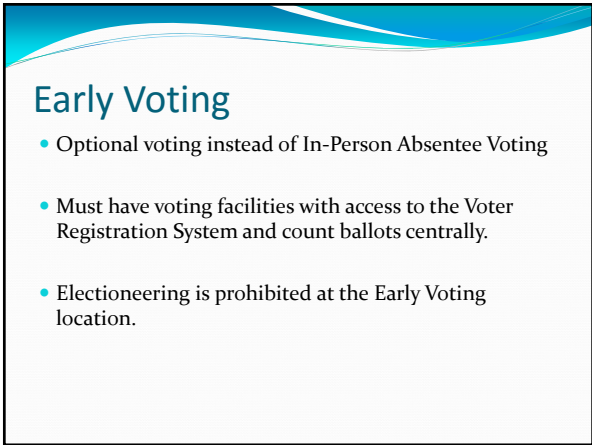
Voted Ballot Storage

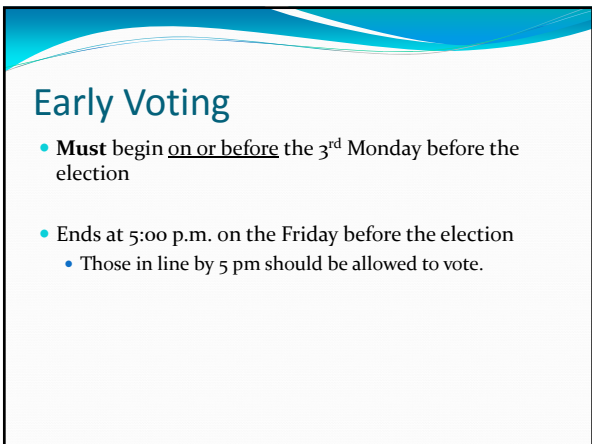
- Absentee Ballots - In-Person & by Mail
 - Ballots are retained in the affidavit envelopes until ready for counting.
 - Ballots are stored in locked ballot boxes.
 - Ballots received are balanced against the registration system received each night.

Spoiling or Rejecting Absentee Ballots

- More than one ballot when Voted Ballot Envelope is opened:
 - Write Spoiled across back of each ballot
 - Place in the Spoiled Ballot Envelope
- Rejecting prior to opening Affidavit Envelope:
 - Ballot to remain in affidavit envelope
 - Reason to be written across back of envelope







Early Voting Ballot Security Plan

- Early Voting Requires a detailed security plan
 - Approved by the Secretary of State
 - Must be submitted for each election that Early Voting will be used.
 - Submitted and approved no later than 30 days before Early Voting begins
- Sample plans available in Secretary of State's Office.

Early Voting Ballot Security Plan

- Minimum procedures to be followed:
 - Ballot Boxes remain locked and secured with a numbered seal until tabulation on Election Day.
 - Maintain a list of the number of ballots issued by date and the seal number for each ballot box used.
 - Counting shall not begin until Election Day.
 - Precinct Tabulators – powered down each night but not “closed.”
 - Results shall not be released to the public until voting has closed statewide.

Early Voting Packet Contents

- Bar Code Label on Early Voting Poll Book Page
- Ballot(s)
- Secrecy Sleeve – Optical Scan Only

Issuing Early Voting Ballot

- Voter must state his or her name and address to the election official and present identification.
- Verify the voter registration system to see if applicant is registered and entitled to vote.
 - Election Day Registration is available.

Issuing Early Voting Ballot

- Update voter's registration information and/or party affiliation, if necessary, through Activities -> Voter Registration.
 - Must update prior to adding the absentee request.
- Add an Absentee Ballot Request to the registration
 - Select the Ballot Type of "Early Voting."

Issuing Early Voting Ballot

- Print the voter's bar code after adding the absentee request and place on the Early Voting Poll Book Page for voter to sign.
 - Early Voting Poll Book page available online on Clerk's Page under "Forms."
- Issue appropriate ballots and stamp with Official Stamp.
 - Optical Scan - Secrecy sleeve
- Instruct voter on how to vote the ballot(s), what to do if they make a mistake and returning the voted ballot.

Voting Early Voting Ballots

- Direct voter to open voting booth.
- Voter Marks the ballot(s).
- After marking:
 - Optical Scan – Place ballot(s) into secrecy sleeve/folder
 - Paper Ballots – Fold ballot(s) to hide voting but show Official Ballot Stamp

Voting Early Voting Ballots

- Deliver to the Clerk stationed at the ballot box.
- Ballot is deposited into ballot box or precinct tabulator.
 - Once ballot is deposited, it cannot be removed.
- The Ballot Box is not to be opened until counting.
 - Suggestion: Insert a colored sheet of paper with the day's date on it for balancing prior to tabulating. Precinct Tabulators: Have a log to track ballots counted each day.
 - If a precinct tabulator is being used, do not "close" the machine at night until ballots are ready to be tabulated.

Ballot Tabulation

Ballot Tabulation

- No ballots may be tabulated prior to Election Day.
 - Early Voting: Precinct count optical scan will insert ballots into precinct tabulator, however, don't close machine or run reports prior to Election Day.
 - Suggestion - Have a daily log that is signed off on by staff/outside staff every evening & morning.
- Absentee Ballots may be transmitted to the polls on Election Day or retained at the County Clerk's Office depending upon ballot type.
- Early Voting Ballots are centrally counted.

Absentee Ballot Tabulation Options

- Paper Ballots
 - Sent to the polls to be counted with the correct Election Day precinct ballots.
 - Kept at the County Clerk's Office to be:
 - Counted as an Absentee Precinct
 - Counted with or counted and added to the centrally counted Election Day precinct ballots

Absentee Ballot Tabulation Options

- Optical/Digital Scan
 - Sent to polls to be added to the correct Election Day ballots.
 - Kept at the County Clerk's Office to be:
 - Counted as an Absentee Precinct
 - Counted and added to the Precinct counts for Central Count tabulators

Absentee Transmission to Polls

- Paper Ballots and optional for Optical Scan
 - Put Unopened Affidavit Envelopes in the carrier envelope and attach a list of absentees enclosed.
 - On election day, seal and deliver carrier envelope to the Chief Judge at polls.
 - Chief Judge will verify that they received all of the absentees included on the list.
 - Poll workers record absentee voters in poll book.
 - Open affidavit envelope and deposit UNOPENED voted ballot envelope in the ballot box or auxiliary bin.
 - Voted Ballot Envelope will be opened and ballot(s) removed when ballots are counted or at the end of the night.

Absentee Central Count Tabulation

- Ballots
 - May be retained at central counting center - OR -
 - Delivered to polls
- Poll book must indicate that the elector has voted.
 - Send a list of absentees received to the polls for marking in the Poll Book.

Absentee Central Count – Opening Envelopes

- Ballots must be stored in secure location
- Monitored by security personnel
- Ballots opened 24 hours before polls open
- Ballots counted on election day
 - Absentee Precinct
 - Results reported as a separate precinct
 - No Absentee Precinct
 - Results added to precinct returns at time of ballot tabulation

Early Voting Central Count Tabulation

- Ballots
 - Are retained at central counting center.
 - Should be balanced to Absentee Ballots Received prior to tabulation.
- Poll book must indicate that the elector has voted.
 - Send a list of individuals doing Early Voting to the polls for marking in the Poll Book, if poll book is printed prior to the close of Early Voting.

Registration System Entry and Reports

Absentee & Early Voting Entry

- Entry for Early Voting is identical as that for Absentee Ballot Requests.
 - ONLY difference is the "Type of Absentee Ballot" selected on the Add - Absentee Ballot Request screen.

Add Absentee Ballot Request

- Go to Activities -> Elections -> Absentee Ballots -> Add Absentee Ballot.
- Recommendations:
 - If there is a chance of a consolidated election or if your consolidated election will change, add absentees as a Time Frame.
 - Only pick a specific election if you only have a single election on that day.

Add Absentee

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Add Absentee – Time Frame

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Add Absentee – Time Frame Search Results

Select Voter - Absentee Ballots TWIN / TWIN FALLS

Election : Timeframe : 02/07/2015 - 03/10/2015

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Precinct	MI/Overseas Status
<input type="checkbox"/>		BROWN	CHERI			05/12/1964	940 TANGLEWOOD CT, TWIN FALLS, TWIN FALLS	010475913	TF024	

1
Go

Note: If status is blank, that implies the voter status is Active
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Add Absentee – Time Frame Entry

Add - Absentee Ballot Request (Date Range) TWIN / TWIN FALLS

Name: CHERI BROWN Date of Birth: 05/12/1964 Voter ID: 010475913
 Residence Address: 940 TANGLEWOOD CT, TWIN FALLS, ID 83301-1102
 Precinct: TF024

Ballot Request Start Date: 02/27/2015 Ballot Request End Date: 03/10/2015

Request Type:

Type of Absentee Ballot: Military Overseas Status:

Ballot Sequence Number:

Ballot Mailing Address:

Street No.: Street Name: Unit:
 Address Line 2: Address Line 3:
 City/Town/Village: State:
 Zip Code: - Country:

Generate Mailing Label Generate Residence Label

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Add Absentee – Consolidated

Add - Absentee Ballots TWIN / TWIN FALLS

Choose :

Specific Election

Consolidate Election :

Timeframe: - - to - -

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Add Absentee – Consolidated Search Results

Select Voter - Absentee Ballots											TWIN / TWIN FALLS
Election : 03/10/2015–MARCH 10, 2015											Timeframe :
Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	Precinct	MI/Overseas Status	
<input type="checkbox"/>		BROWN	CHERI			05/12/1964	940 TANGLEWOOD CT, TWIN FALLS, TWIN FALLS	010475913	TF024		

Note: If status is blank, that implies the voter status is Active
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Add Absentee – Consolidated Entry

Add - Absentee Ballot Request											TWIN / TWIN FALLS
Name		Date of Birth		Voter ID							
CHERI BROWN		05/12/1964		010475913							
Residence Address: 940 TANGLEWOOD CT, TWIN FALLS, ID 83201-1102				Ballot Code:							
Precinct: TF024		Absentee Precinct:									
Legislative District # 25											
Election Date - Name											
03/10/2015 - MARCH 10, 2015											
Request Date			Request Type								
03/10/2015			Other								
Type of Absentee Ballot											
Military Overseas Status											
Issued Date											
None											
Ballot Sequence Numbers											
Ballot Sequence for each Election											
Ballot Mailing Address:											
Street No.		Street Name		Suite							
100		TANGLEWOOD									
Address Line 2			Address Line 3								
City/Town/Village		State		Country							
TWIN FALLS		ID		USA							
Zip Code		83201		1102							
Ballot Return Information:											
How Ballot Received		Ballot Received By		Name of Person Assail							
None											
Name of Person Delivered											
<input type="checkbox"/> Generate Mailing Label <input type="checkbox"/> Generate Residence Label <input type="checkbox"/> Absentee Ballot Request Form											
<input type="button" value="Save"/>		<input type="button" value="Save/ADD Another"/>		<input type="button" value="Display Separators"/>							
<input type="button" value="Reset"/>											

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Add Absentee – Consolidated Ballot Sequence Numbers

Election Date -- Name:	Election Type:	Election Category:	Sequence Number
06/10/2015 - 15-10 MARCH 2015	Special	Other	

Add Absentee - Single

Add - Absentee Ballots TWIN / TWIN FALLS

Choose :

Specific Election 03/10/2015--TFSD MARCH 2015

Consolidate Election :

Timeframe - - - - to - - - -

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Add Absentee – Search Screen

Search - Absentee Ballots TWIN / TWIN FALLS

Election : 03/10/2015--TFSD MARCH 2015 Timeframe :

Voter Search Criteria:

Last Name First Name Middle Name

Voter ID Driver's License No. Prev. County Reg. No

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Add Absentee – Search Results

Select Voter - Absentee Ballots TWIN / TWIN FALLS

Election : 03/10/2015--TFSD MARCH 2015 Timeframe :

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Precinct	MI/Overseas Status
<input checked="" type="checkbox"/>		BROWN	CHERI			05/12/1964	940 TANGLEWOOD CT, TWIN FALLS, TWIN FALLS	010475913	TF024	

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Note: If status is blank, that implies the voter status is Active.
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Absentee Procedures

Add Absentee – Entry Screen

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Modify Absentee Ballot Request

- Go to Activities -> Elections -> Absentee Ballots -> Maintain Absentee Ballot.

Maintain Absentee - Search

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Absentee Procedures

Maintain Absentee - Results

Select Voter - Absentee Ballots TWIN / TWIN FALLS

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	Precinct	Mil/Overseas Status
<input type="checkbox"/>		BROWN	CHERI			05/12/1964	940 TANGLEWOOD CT, TWIN FALLS, TWIN FALLS	010475913	TF024	

1
Go

Select Previous

Note: If status is blank, that implies the voter status is Active

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Maintain Absentee - Voter Screen

Absentee Ballot TWIN / TWIN FALLS

Voter Information

Name: CHERI BROWN Date of Birth: 05/12/1964 Voter ID: 010475913 Precinct: TF024
 Previous System Reg. No.: DMV ID: Legislative District #: 25

Military Overseas Status: Update Status

Absentee Timeframe: Modify Timeframe Delete Timeframe
 Start Date: End Date:

Absentee Ballots

Select	Sequence Number	Date Requested	Issued Date	Election Date	Election Name	Election Type	Election Category	Date Received	Void
<input type="checkbox"/>	0	02/07/2015		03/10/2015	TFSO MARCH 2015	Special, Other			

Save Mail Date for Mailing Label Generation

Generate Mailing Label Generate Residence Label
 Delete Update Display Signature

Maintain Absentee Screen

Maintain Absentee Ballots TWIN / TWIN FALLS

Name: CHERI BROWN Date of Birth: 05/12/1964 Voter ID: 010475913
 Residence Address: 940 TANGLEWOOD CT, TWIN FALLS ID 83301-1102
 Precinct: TF024 Absentee Precinct:
 Legislative District #: 25

Election Date - Name: 03/10/2015 - TFSO MARCH 2015 Election Type: Special Election Category: Other
 Request Date: Request Type: Mail

Type of Absentee Ballot: Military Overseas Status:

Issued Date: Ballot Sequence Number: Void Reason:

Ballot Mailing Address:
 Street No.: Street Name: Unit:
 Address Line 2: Address Line 3:
 City/Town/Village: TWIN FALLS State: ID Zip Code: 83301-1102 Country:

Ballot Return Information:
 Date Ballot Received: Ballot Received By: Name of Person Assit: Name of Person Delivered:

Save Save/Modify Another Display Signature Reset

Issue Absentee Ballots

- Single Absentee
 - Add Issue Date through Maintain Absentee
- Mass Issue Absentee
 - Issue Absentee allows you to mass issue absentee ballots without updating individual absentee records.
 - Inserts Issue Date
 - Does NOT track ballot sequence numbers in application.

Mass Issue Absentees

- Go to Activities -> Elections -> Absentee Ballot -> Issue Absentee Ballot.
 - System locates any voters with an absentee for the selected election and inserts the issue date entered.
- Enter the Issue Date (i.e. date ballots will be mailed).
- Select Election or Consolidated Election.
- Uncheck the Create Absentee Ballot Mailing Label Report.
- Click the Submit pushbutton.

Mass Issue Absentees

Issue Absentee Ballot TWIN / TWIN FALLS

Issue Date: [] - [] - []

Election Date-Name: []

Select Consolidate Election - Name:

Create Absentee Ballot report

Create Absentee Ballot Mailing Label report

Submit

Receive Absentee Ballots

- Receive Absentee Ballots allows you to record the receipt of the absentee ballot in the system without updating individual absentee ballot records.
 - Inserts the Receive Date and Received by information
- Go to Activities -> Elections -> Absentee Ballot -> Receive Absentee Ballot.

Returning Absentee Ballots

Receive Absentee Ballot TWIN / TWIN FALLS

Check it for Consolidated Election/Uncheck it for regular Election.

Election: [dropdown]
Voter Id: [dropdown]
Name: [input]
Address: [input]
Address Line 2: [input]
City: [input]
Signature: [input]
Voter Id: [input]
Unit: [input]
Zip: [input]

Cancel Done
Display Ring Card

Absentee Ballot Reports

- Available Reports
 - Absentee Ballots
 - Lists the names and information for voters who have an absentee ballot request for the selected election.
 - Absentee Ballot Summary
 - Gives the total number of absentee ballot requests by category for the selected election.
 - Absentee Ballot Time Frame
 - Lists the names and information for voters who have an absentee ballot time-frame request.
 - Absentee Mailing Labels
 - Generates the labels required for mailing absentee ballots.

Label Report

- Can be used for labels for your mail ballot precincts.
- Verify the Voting Options radio button is set for “Not Voting” to include all voters in the precinct.

Label Report Selection Screen

Questions?
