



Signature Verification Instructions

2024 Primary Election

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Pima County Recorder

PLEASE NOTE: Only County workers who have attended the forensic signature verification training within the past two years may perform this task.

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General Information

HR Procedures

Dress Code:

Office policy states all employees must adhere to the "business casual" dress code. Refer to the do's and don'ts to help guide your clothing choices:

DO's	DON'Ts
• Slacks or business dress pants, khakis, chinos, knee-length skirts, jeans without holes • Solid colored/patterned tee's, Button-down shirts, sweaters, blouses, henleys or polo shirts • Knee-length or maxi dresses • Optional cardigans, blazers, or sport coats • Closed-toed shoes (while at the ballot processing center)	• Clothing/Accessories with inappropriate or political logos, graphics, and/or text • Well-worn athletic sneakers or tennis shoes • Flip-flops, sandals, open-toed shoes (while at the Ballot Processing Center) • Stained or wrinkled clothing • Clothing with holes, such as distressed jeans • Clothing that is too tight or short • Clothing that is oversized or too loose • Shorts • Tank tops or strapless shirts unless paired with a blazer, jacket, or cardigan • Backless or low-cut tops • Crop tops

Any employee not adhering to the dress-code outline above is subject to being sent home for the day. Any employee violating our policies regarding political attire and/or engaging in political conversation is subject to discipline up to dismissal.

Lanyards

Your assigned Pima County Recorder lanyard and ID badge is required at all times while on the clock at any location at any time during the election.

- If you arrive at your assigned location without your lanyard and/or ID badge, you will be asked to go home and retrieve it. You will not be compensated for that travel time.
- At the end of your last assigned workday for the Election, your badge, keycard, and lanyard must be left with your supervisor, unless specifically instructed otherwise.
- If you have changed your party since the last time you worked, please be sure to notify your supervisor BEFORE your first official day of work.

Breaks/Lunches

- Employees working more than 6 hours must take at least a half hour lunch.
- Breaks will be assigned to ensure there is sufficient party balance present. Remember, "lending" your lanyard to another employee is never permitted.



Calling Out

If you need to call out for the day, please be sure to contact your supervisor.

- Supervisor: [REDACTED]
- Supervisor email: [REDACTED]
- Intermittent employees who need to take a sick-related day must let their supervisor know immediately if they would like to use some of their available sick time. You can check your available sick leave online at portal.adp.com.

Timecards

All employees must log their lunches and start and end times using their assigned method of punching in and out (i.e., timeclock, online at portal.adp.com, handwritten time logs).

ADP Portal

- ADP Portal: portal.adp.com
- ADP Password reset portal: netsecure.adp.com
- Phone line for ADP questions: (520) 724-4500
 - Press 1 for payroll or 2 for password resets.

Health & Wellness

1. If you are not feeling well, stay home and away from others.
2. Wear a mask when around other people, especially when indoors.
3. When you are in public, keep a safe distance from other people.
4. Wash your hands frequently with soap and water or use hand sanitizer.
5. If you must cough or sneeze, do so into a tissue or into your elbow rather than into the air or your hands.

Workstation Rules:

Each signature verification operator has been given the Security and Housekeeping Instructions for the Ballot Processing Center, which go into detail and are required to be followed at all times.

- Only the supplies required for the signature verification task should be at your desk. All other materials must be removed from the work area, including phones, food, drinks, books, and purses.
- You are permitted to have a closed bottle of water or a drinking container with a secured lid on the floor near your workstation.
- You are permitted to keep these instructions near your workstation so that you can refer to them if necessary.
- You must wear your ID badge and colored lanyard at all times.



Election Information

The Primary Election is taking place Tuesday, July 30th, 2024, with the Early Voting period beginning Wednesday, July 3rd. Voters on the Active Early Voting List (or AEVL) and voters who request a ballot by mail will be sent their ballots by mail beginning Wednesday, July 3rd and can return their voted ballot to any Early Voting Site or by mail.

The voter registration deadline is Monday, July 1st. To be eligible in the 2024 Primary Election, voters must be registered by July 1st. During the Early Voting period, voters can make updates to their residential or mailing addresses, however all other changes, including political party affiliation, will be on hold until the conclusion of the election.

2024 Primary Election July - August 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	Voter Registration Deadline 1	2	Ballots Mailed Out 3	HOLIDAY 4 Sites Closed	5	6
	First 3 Early Voting Sites Open					
7	8	9	10	11	12	13
	First 3 Early Voting Sites Open					
14	15	16	17	18	Last Day to Request a Ballot by Mail 19	20
	3 Additional Early Voting Sites Open					
21	22	Last Day to Mail Back a Ballot 23	24	Last Day to Show Proof of Citizenship 25	26	Emergency Voting 27
	All Early Voting Sites Open					
28	Emergency Voting 29	30	31	1	2	3
	Sites Open					
Ballot Curing Deadline 4	5	Provisional Ballot Processing Deadline 6	7	8	9	10

There are 17 Early Voting Sites operated by our office, with one additional Drop Off Only Site. All 18 sites will be open for Emergency Voting on Saturday, July 27th and Monday, July 29th. Vote Centers are operated by the Elections Department on Election Day, July 30th. Emergency Voting takes place the Saturday and Monday before Election Day for voters who experience an unforeseen circumstance in the days between the Early Voting period and Election Day.

The deadline for voters to "cure" their signature if it was not initially able to be verified is five calendar days after Election Day, which falls on Sunday, August 4th. The deadline for our office to process Provisional Ballots issued on Election Day is 5 business days after Election Day, which falls on Tuesday, August 6th.



Affidavit envelopes have been updated, and an example is below. The English and Spanish declaration and signature are on one side, with the voter's information in the dashed box, and information for the voter is on the other side.

PIMA COUNTY BALLOT AFFIDAVIT

I declare the following under penalty of perjury:
I am a registered voter in Pima County Arizona. I have not voted and will not vote in this election in any other county or state, and if this is a replacement ballot, that the original ballot was lost, spoiled, destroyed or not received. I understand that knowingly voting more than once in any election is a class 5 felony and I voted the enclosed ballot and signed this affidavit personally unless noted below.

If the voter was assisted by another person in marking the ballot, they also sign below:
I declare the following under penalty of perjury: at the registered voter's request I assisted the voter identified in this affidavit with marking the voter's ballot. I marked the ballot as directly instructed by the voter. I provided the assistance because the voter was physically unable to mark the ballot solely due to illness, injury or physical limitation and I understand that there is no power of attorney for voting and that the voter must be able to make their selection even if they cannot physically mark the ballot.

DECLARACIÓN JURADA DE BOLETA DEL CONDADO DE PIMA
Declaro lo siguiente bajo pena de perjurio:
Soy un votante registrado en el Condado de Pima, que no he votado y no votaré en esta elección en ningún otro condado o estado y si esta es una boleta de reemplazo, la boleta original se extravió, se estropeó, se destruyó o no se recibió. Comprendo que votar intencionalmente en más de una elección es un delito mayor de clase 5 que voté la boleta adjunta y firmé esta declaración jurada personalmente a menos que esté mencionado debajo.

Si el votante fue ayudado por otra persona en marcar la boleta, ellos también firman abajo:
Declaro lo siguiente bajo pena de perjurio: a solicitud del votante registrado ayude al votante identificado en esta declaración jurada a marcar la boleta del votante. Marqué la boleta según las instrucciones directas del votante. Proporcioné la ayuda porque el votante no podía físicamente marcar la boleta únicamente debido a enfermedad, lesión o restricción física y comprendo que no hay representación legal para votar y que el votante ha de ser capaz de hacer sus selecciones incluso aunque físicamente no pueda marcar la boleta.

This area for office use only
Esta área solo para uso de oficina

SIGN BELOW - FIRME ABAJO

REQUIRED/ REQUERIDO:

X

Signature of Voter | Firma del votante

Date Signed | Fecha de firma

Voter's daytime phone number | Número de teléfono del votante

IF APPLICABLE/ SI ES APLICABLE:

X

Signature of voter assistant | Firma del asistente electoral

Name and address of Voter Assistant | Nombre y dirección del asistente electoral

Wait! ¡Espera!

Did you... | Usted...

- ☐ Sign the ballot affidavit in your own handwriting?
¿Firmó la declaración jurada de boleta con su propia letra?
- ☐ Place your ballot in this envelope?
¿Coloco su boleta en este sobre?
- ☐ Next, put this envelope into the yellow return envelope and mail.
Luego, coloque este sobre en el sobre amarillo de devolución y envíelo por correo.

Ballot will not be counted without your signature | La boleta no se contará sin su firma

Find Sites Drop off, early voting, emergency voting & ballot replacement. Buscar sitios Entrega, votación anticipada, votación de emergencia y reemplazo de boletas.  recorder.pima.gov/EarlyVotingSites	Frequently Asked Questions Check here first! Preguntas frecuentes ¿Consulta aquí primero!  recorder.pima.gov/BallotFAQs	Track Your Ballot Get alerts as your ballot is processed through our system. Realice un seguimiento de su boleta Reciba alertas a medida que su boleta se procese a través de nuestro sistema.  recorder.pima.gov/BallotInfo	Call Us! ¡Llámenos! Voter Services Servicios para votantes 520.724.4330 Disability voting access services Servicios de acceso al voto para discapacitados 520.724.6830 Hearing impaired Discapacidad auditiva TDD 711
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Step 1: Getting Set Up

To begin the signature verification process, one or two trays of ballots will be removed from the ballot storage room and brought to the main table near the supervisor. These ballots have already been scanned in and “received” by our office.

Each signature verifier will have the following supplies at their desk:

- A mail tray to put ballots that have been signature verified. This will be labeled with the operator’s name and numbered with “tray ___ of ___”
- A computer with the Voter app and a barcode scanner
- A supply of Ballot Curing forms
- A pen
- A supply of paperclips

You may end up using more than one mail tray in completing the task, but you will not know how many until you are finished for the day. Therefore, fill in the tray label with 1 on the first line, and leave the second line blank until you’re finished for the day. The first tray for each turnover is numbered 1 and if you fill that tray, your next tray will be numbered 2 and so on.

All operators will start with the same sized stack of ballots. On the table next to the ballots waiting to be signature checked is a stand made of wood. This is used to measure the amount of ballots to take to your workstation at a time. Limiting the number of ballots operators take to their workstation is part of our security rules. This keeps your workstation from getting too messy and ballots getting mixed up or falling onto the ground. Additionally, this task can become repetitive, but requires a great deal of concentration and focus. By getting up to get more ballots every 10 minutes or so, you’re breaking up the monotony and getting a chance to refocus.

Please note that if you are also assigned to phone duty or another task, the number of ballots you can process through signature verification is reduced. Take only the number you can complete in that 10-minute period.



Step 2: Reviewing Affidavits

Before you begin the process, you must examine and sort the ballot affidavits you've brought back to your workstation. Create three stacks:

1. Signatures that are clearly not the voter's name printed on the affidavit.
2. Signatures that are illegible and you cannot clearly read the name to tell if it is the voter's name printed on the affidavit.
3. Signatures that are legible and are clearly the voter's name printed on the affidavit.

At this time you should also be on the lookout for ballots that belong to someone you know. You are not permitted to process a ballot for a person related to you, a business associate, or a friend. If you identify a ballot in your stack as belonging to someone you know, you must either give it to another operator to verify or put it back in the ballot tray at the main table.

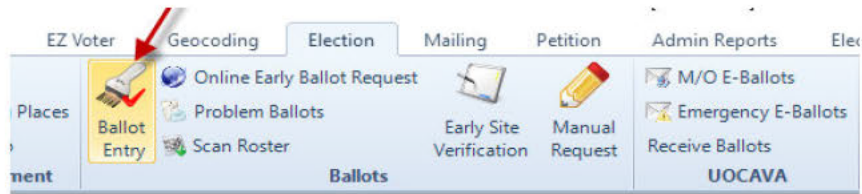
You can now put your three stacks into one, with the clear mix ups first, then the unclear ones, and the signatures that are purported to be the voter's signature last. The ones that are clearly not matches should be processed first while your eyes are most fresh, so they can be referred to the Ballot Curing Team as quickly as possible.

Note that there is no mandate that the voter sign their name in any specific place on the ballot affidavit. The majority will sign in the correct location by the "X". However, it is very common for the voter to sign the area for a person assisting the voter. If a possible signature appears written *anywhere* on the affidavit, it should be used for signature verification.



Step 3: Signature Comparison

Under the Election tab, click Ballot Entry and select the current election.



The main screen for signature verifying is as follows:

A screenshot of a window titled 'Ballot Entry'. At the top, it says '2024 PRIMARY ELECTION (289)'. Below this, there are three input fields: 'Scan Affidavit Barcode:', 'Enter Voter-ID:', and 'Req #:'. The 'Scan Affidavit Barcode:' field is currently empty. At the bottom of the window, there are several buttons: 'Accept', 'Images', 'Voter', and 'Close'. There are also some small icons next to the 'Images' and 'Voter' buttons.

Scan the barcode on your first ballot affidavit.

If there are any issues with the barcode, you can manually enter the voter's ID and request number, found just under the barcode. The first three numbers are the election code, followed by the 7-digit voter ID, and the last number is their request number.

A screenshot of a ballot affidavit. It contains the following text: '0258 3/22/2016', 'JOE VOTER', and '240 N STONE AVE TUCSON AZ 85701'. Below this text is a large black rectangular area representing a barcode. At the bottom of the form, it says 'PCT: 044 NON D 002-011797'.

The voter's most recently clipped signature will appear in the screen.

Step 4a: Accepting Signatures

1. Compare the signature image on the screen to the signature on the affidavit. If your conclusion is that the signature on the affidavit was made by the same person that wrote the signature on the voter form in the computer system and the signature on the ballot is the voter's name, click on the "Accept" button.
2. A pop-up box will ask you to confirm that you want to accept this ballot. If you are certain, it is the same person, either click on "yes" or press the enter key on your keyboard.
3. Write your initials in the box that is in the upper right corner of the affidavit envelope.
4. Place the ballot affidavit envelope in your mail tray with the barcode side of the affidavit facing you. All accepted ballots in the tray must have the barcode facing you. Also, they must be kept in chronological order based on when you accepted the signature, with the most recent ballots at the back.
5. Move on to the next ballot until your stack is complete, at which point you can get another stack from the main mail tray by the supervisor's desk.

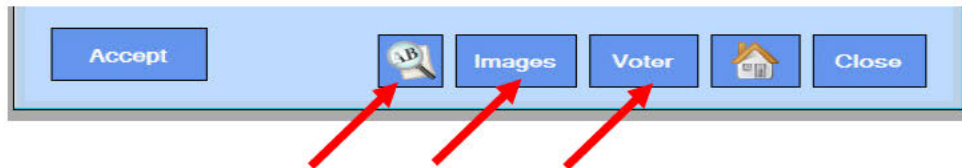
If at any time you are unsure if you accepted a ballot, simply scan the barcode again. If you already accepted the signature, an error message will pop up stating it has already been accepted. If the voter's signature appears on the screen, it means you did not accept the signature yet. We recommend that you second check ballots if you were interrupted by another task (supervisor announcement, phone calls, or to second check a signature).



Step 4b: Inconsistent Signatures

If you initially cannot determine if the two signatures were made by the same person, you must process this as an Inconsistent Signature.

The first step is to examine other signature samples we have on file from the voter's registration record. Click the button at the bottom of the screen for Images or Voter to open the voter's record.



You may compare the signature with signatures from voter registration forms, address update forms, provisional ballot forms or AEVL enrollment forms. A recent policy update from the Secretary of State allows signatures from previous affidavits to be used for signature comparison if the affidavit was issued and signed at an Early Voting Site. The magnifying glass icon next to Images takes you directly to the voter's previous affidavits.

If one of the other signatures in the voter's record leads you to conclude that it was in fact the voter that signed the early ballot affidavit, accept the ballot by following the procedures above.

You should recall from forensic signature training class that signatures go through four levels of progression during a person's lifetime. Because of those changes, we keep scanned images of every voter form submitted by a voter during their lifetime in the computer system. If you believe that the signature on the early ballot affidavit was made by the same person who signed any one of the images in that voter's record, close the voter information screen or images screen to return to the signature verification application and then click on the "Accept" button following the procedures stated above.

1. If after looking at ALL the other signature images scanned into the computer system for the voter, you are still not comfortable accepting the signature, a "Second Checker" (an operator with significant experience) will need to review the signature. Before going to the second checker, click the barcode field to exit from the voter's record. This is very important to avoid a ballot being accepted by mistake.
2. The second checker may accept the signature, or they may agree with you that it is questionable and needs to go to the Ballot Curing team. If they accept the signature, you don't need to feel bad – they will most likely let you know what led them to make that determination and you should feel free to ask for an explanation.
3. If the second checker does not accept it, you must fill out the top portion of a "Ballot Curing Sheet" with the required information.

Ballot Curing Form			
Operator: _____ 2 nd Check: _____			Date: _____
Voter Last Name: _____ First Name: _____ VR#: _____ Phone #1: _____ Phone #2: _____ Voter Email: _____ ☐ Assisted ☐ Unable to Verify ☐ Print v Cursive ☐ _____ ☐ HH Mix-Up Name: _____ VR#: _____			
Call #1 Date & Time: _____ Contact: Y / N Voicemail Left: Y / N Text: Y / N Notes: _____			
Call #2 Date & Time: _____ Contact: Y / N Voicemail Left: Y / N Text: Y / N Notes: _____			
Call #3 Date & Time: _____ Contact: Y / N Voicemail Left: Y / N Text: Y / N Notes: _____			
Resolution: ☐ Household Matched Up & Accepted ☐ Confirmed Signature with Voter ☐ Reassigned to VR#: _____ ☐ Assisted Confirmed with Voter ☐ Signature Accepted ☐ Not Verified – See Attached Form Signature of Staff Curing: _____ Date: _____			
Tracker: In Tracker Date: _____ Email Sent Date: _____ Letter Sent Date: _____ Resolved in Tracker: _____			

The form requires the voter's name, VR#, your name, the date, the reason, the second checker's initials, as well as contact information for the voter.

4. Paperclip the Ballot Curing form to the ballot and place the form and affidavit in the Ballot Curing basket to be processed by the Ballot Curing team. Do not put it in your accepted signature tray!



Step 5: Ballot Turnover

Turnovers typically happen once per day. This is the process of transferring the signature verified and accepted ballots to the elections department to be tabulated. The supervisor runs a turnover report that has a list of every ballot that has been signature verified since the last turnover.

The supervisor will make an announcement that a turnover is taking place, and to finish the ballot that you are working on. Do not process any additional affidavit envelopes.

Take any remaining ballots that have NOT been signature checked back to the main table and put them in the tray waiting for signature verification. Do not put any of these affidavits in your accepted ballot tray and do not leave them on your workstation.

Write the total number of trays you've filled since the last turnover on the label on your tray ("Tray ___ of ___"). Take your tray to the door of Ballot Room A, where the supervisor will have rolling shelves for the accepted ballots. Place your tray on one of the shelves of those shelving units.

Once the supervisor makes the announcement, you can begin signature verifying again, with a new tray and new ballots.



Error Messages



The screenshot shows a software window titled "Ballot Entry" with a red header "2019 PRIMARY ELECTION (276)". It contains two input fields: "Scan Affidavit Barcode:" with the value "276" and "Enter Voter-ID: Req #:" with a "1". The main text area displays "Voter not eligible." in bold. At the bottom are five buttons: "Accept", "Images", "Voter", a house icon, and "Close".

Voter Not Eligible:

If you receive this message, examine the voter's record to confirm that the voter is not eligible.

If the voter was moved into cancelled status, check the reason why the status was changed. If the change was made after the voter registration cutoff date, the voter may still be eligible to vote. Bring that ballot to your supervisor's attention.

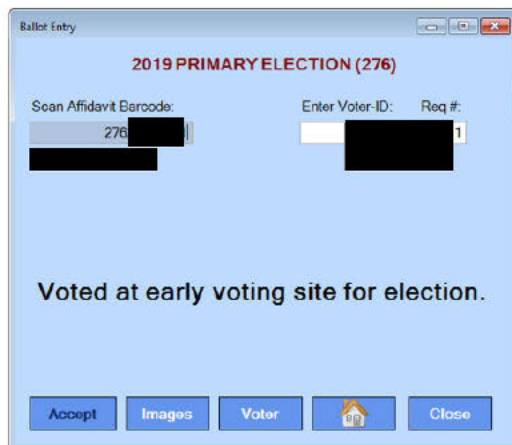
Also check for political party changes. If a voter changed their party close to the cutoff, they may have been issued a ballot for a party that they're no longer eligible to vote. These ballots should go into the "For Supervisor Review" basket.



The screenshot shows a software window titled "Ballot Entry" with a red header "2019 PRIMARY ELECTION (276)". It contains two input fields: "Scan Affidavit Barcode:" with the value "276" and "Enter Voter-ID: Req #:" with a "1". The main text area displays "Wrong election!" in bold. At the bottom are five buttons: "Accept", "Images", "Voter", a house icon, and "Close".

Wrong Election:

In every election we receive voted ballots from prior elections, some as far back as four years. You should confirm the affidavit is for the wrong election by checking the election number and the election date on the envelope. If you confirm the affidavit envelope is from a prior election, put the affidavit into the "For Supervisor Review" basket.



The screenshot shows a software window titled "Ballot Entry" with a red header "2019 PRIMARY ELECTION (276)". It contains two input fields: "Scan Affidavit Barcode:" with the value "276" and "Enter Voter-ID: Req #:" with a "1". The main text area displays "Voted at early voting site for election." in bold. At the bottom are five buttons: "Accept", "Images", "Voter", a house icon, and "Close".

Voted At Early Voting Site:

If a voter goes to an early voting site and votes a ballot there before we've verified their mail in ballot, you will see this message.

Put the ballot in the "For Supervisor Review" basket.

Ballot On Hold Error Message:

The system may return an error message indicating either that the ballot is on hold or that you should take the ballot to your supervisor. This error message occurs when the voter has changed their political party affiliation just prior to the registration cutoff date. Due to the volume of ballots that were mailed in this election, the vendor was required to begin the assembly process a couple of weeks before the mailing date. The voter has the right to change their party affiliation up until the registration cutoff date. If the voter changed their affiliation from one recognized political party to a different party with ballot status just prior to the cutoff, the voter's ballot for the original party was mailed and the ballot for the new party was mailed. The voter is no longer eligible to vote the original party ballot. The system places the voter's record on hold so that we can confirm that the voter only returned the ballot for the new party affiliation. If you receive that error message, place the ballot in the "For Supervisor Review" basket.

Duplicate Ballots:

On occasion when you click on the "Accept" button you will receive an alert message that states: "Voter has multiple ballots, are you sure you want to accept this one." This message will be accompanied with buttons for "yes" and "no." Click on the "yes" button. Under the rules, a voter may request up to three ballots in any one election. The first ballot back is the only one that will be counted.



Ballot Curing

The Ballot Curing team (formerly called Problem Ballot Team) is a team of experienced staff members that handle various “problems” there may be with a signature on an affidavit. The problems may include any that the signature cannot be verified because of a change in signature or possible forgery, signed with someone else’s name, signed as Power of Attorney, and some that are not signed at all. The Ballot Curing team attempts to make contact with the voter by phone call, text, email, and mail until they are able to verify the signature on the affidavit.

Questioned Signature:

If you cannot verify the signature and the second checker cannot verify, the top portion of the Ballot Curing form should be filled out and attached to the affidavit.

Ballots Signed by People Other Than the Voter

A voter is permitted to have someone assist them in signing their ballot. This situation is limited under the law however, to only voters who are not able to mark their own ballot due to illness, injury, or physical limitation. That illness or injury can be either temporary or permanent. The proper procedure is for the person providing the assistance to complete the “assisting” section of the affidavit and to sign their own name (not the voter’s name) to the affidavit.

Please note that there are different levels of involvement for “assisting” a voter. Some vote the entire ballot and sign the affidavit on behalf of the voter. Others only help the voter for part of the task, but the voter is still able to do part of it themselves. If the person completes the assistant portion of the affidavit envelope and the voter also signs the affidavit, compare the voter’s signature to the signatures on the voter registration form. If it appears that the same person who signed the registration form also signed the affidavit, accept the ballot.

The only time an “assisted” ballot is to be referred to the Ballot Curing team is when the assistant signs the affidavit envelope and the voter does not or the assisted “voter’s signature” cannot be confirmed to be made by the voter.

Should you have a ballot signed by a person assisting, check the voter information screen to determine if we have made notes in the miscellaneous box in the lower right portion on the voter information screen that the person will always be assisted by someone else due to a permanent disability or limitation. If there are notes in the voter system regarding this, you can accept the ballot.

This rule only applies if the limitation or disability is a physical limitation. If the notes in the voter’s record indicate a mental illness or progressive brain related disease (dementia or Alzheimer’s are two examples) then you may not accept the ballot in the system.



If there are no notes showing a permanent or long-term physical limitation in the file, it is our policy to always verify with the voter directly that the voter authorized the person who signed to assist with the ballot before we accept the ballot. Once again, you are not required to have a second person review this before submitting the problem ballot form for verification. Complete the Problem Ballot Control form checking the appropriate box for an assisted ballot and place it in the problem ballot basket.

Household Mix Ups

If you have a ballot with someone else's signature and the affidavit does not indicate that the person was assisting the voter, you may have a situation where people living in the same location mixed up their affidavits.

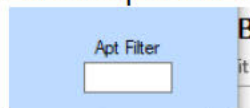


To review the records of the other voters registered at the same address, click on the house icon at the bottom of the screen.

The signatures on record for every other voter registered at that address will appear.

This screen will provide the identity of everyone else registered at the same address, whether those voters were sent an early ballot and whether the early ballot has been returned. You can click on the "R" to the left of the voter's signature to open that other voter's record or click on the "Img" to see other images for that voter. You can also click on the "E" to see the early ballot information for that voter.

If the address is an apartment complex, it will search for a matching apartment number only. If you need to conduct a wider search of an apartment complex to identify the person who signed the affidavit, remove the apartment number in the Apt Filter box in the upper right corner.



If in fact the person who signed the affidavit does reside at the same address that was preprinted on the affidavit envelope and the person who signed also received an early ballot, check the signing voter's record in the computer system to see if the other voter's ballot has been returned. If a ballot has been returned but not yet accepted for the other voter, check the "mixed up affidavits" file to see if the other voter's affidavit has been received with your voter's signature. If you locate the second ballot with the other signature, retrieve the ballot and compare both signatures to the respective voter registration forms. If you conclude that the voters did sign each other's affidavits, accept them both in the computer and paper clip the two affidavits together and put them in your

tray. The ballot that was in the Mixed Up Affidavits tray should have a Ballot Curing form on it from the staff member that originally put the ballot there. You will fill out the bottom portion, noting that the household mix up was matched up and resolved. Be sure to include your name and date. The Ballot Curing team will need this information to mark the issue as resolved.

If you have a three or four person mixed up affidavit situation, you must have all ballot affidavits present before you can accept any of them in the system.

If the other voter's affidavit has not yet been returned to the office, complete a ballot resolution form, paper clip it to the affidavit and place it in the basket for mixed up affidavits.

If your review in the computer system determines that the person who signed the affidavit was not sent an early ballot, **or** their ballot has already been returned and accepted, **or** that they are not registered at the same address as the voter, treat this as an assisted voter and not as a mixed-up affidavit. Complete a Ballot Curing form to treat this as an assisted voter.

If the person who signed the affidavit was sent an early ballot, but their ballot has not yet been returned, complete the Ballot Curing form, attach the form to the ballot with a paper clip and place it in the Mixed-Up Affidavits tray.

A Final Word

In almost every election most of the signatures are easy to identify and confirm to be the voter's signature. The average acceptance rate is about 98% that do not present issues. What that translates to is that you should expect to have issues on about 2 ballots out of every 100 you process. Work carefully and stay focused. Do not worry that we did not get every ballot signature checked on the day that the ballots arrived in the office.

Following the 10-minute rule is key to staying focused, and it gets you up and moving around from your workstation for several mini-breaks every hour. Follow the rule. Pace yourself.

As with all instructions, feel free to read them again if you are not certain of the correct procedure to follow. If you have any questions, please ask your supervisor rather than a co-worker. If you have not performed a task in a week since you last reviewed the instructions, we strongly encourage you to re-read the instructions before you jump into the task.

Signature Verification Quick Steps

1. Get an empty mail tray and supplies. Log in to your computer and open Voter.
2. Get a bundle of ballot affidavits from the main mail tray and bring them to your workstation.
3. Sort the ballots into 3 piles: clearly not the voter's name on the affidavit, illegible and hard to tell, signatures that are clearly the voter's name on the affidavit.
4. Begin signature verifying by scanning the barcode of the first affidavit.
5. Compare the signature on the affidavit to the signature on the voter's record that appears on the screen.
6. If you can verify it, click Accept.
 - a. Put your initials in the box in the bottom right corner of the affidavit.
 - b. Place the affidavit in your mail tray with the barcode facing forward.
7. If you cannot verify it, click Images or Voter to view other signatures on record for the voter.
 - a. If you still cannot verify it, take the ballot affidavit to a second checker.
 - b. If the second checker can verify it, they will accept it. If they cannot verify it, fill out the top portion of a Ballot Curing form with information about the signature and contact information from the voter's record.
 - c. Paperclip the Ballot Curing form to the ballot affidavit and put it in the Ballot Curing team's basket.
8. Continue by scanning the barcode of the next ballot affidavit in your stack.

