



REGISTRAR OF VOTERS

# Duplicating Ballots Using a Ballot Marking Device

PROCEDURE DOCUMENT – Version 1.5

# Duplicating Ballots Using a Ballot Marking Device

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## Scope

Ballot duplication is necessary when a ballot is damaged or marked incorrectly. To ensure that all ballots accurately reflect the voter's intent and can be properly tabulated, duplicate ballots are created using a Ballot Marking Device. This procedure is intended exclusively for the Ballot Department and is designed for the Ballot Duplication team and any personnel assigned to copying votes from original ballots onto duplicate ballots.

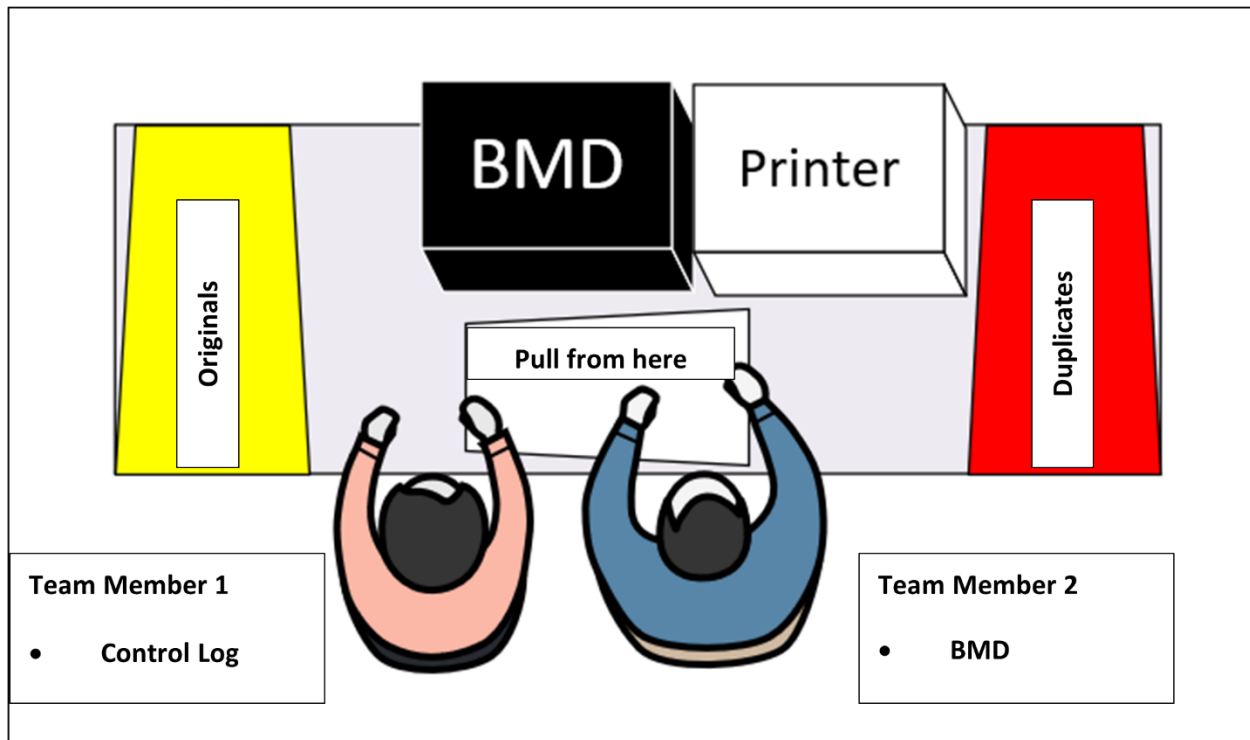
This process is performed from E-29 through E+30. References Elections Code 15210.

## Setting Up

### Supplies Needed

- Ballot Marking Device (BMD), Printer (BMD Printer), and Poll Worker keycard
- Login and Pin
- Red pens
- Control Number Stamp
- Ballot boxes (brown, green, and red)
- Three mail trays – White, yellow, and red
- Two tray tags – Originals, Duplicates
- Certified Candidate write-in sheet
- "Spoiled" label stamp

## Setting up Duplication Station



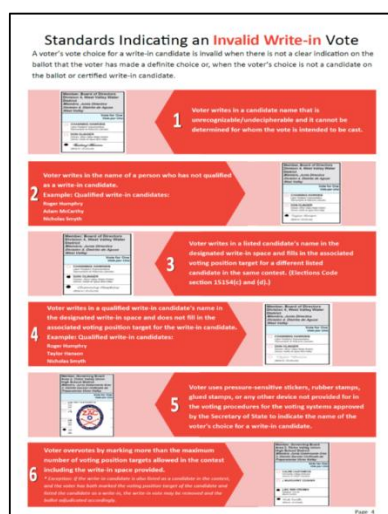
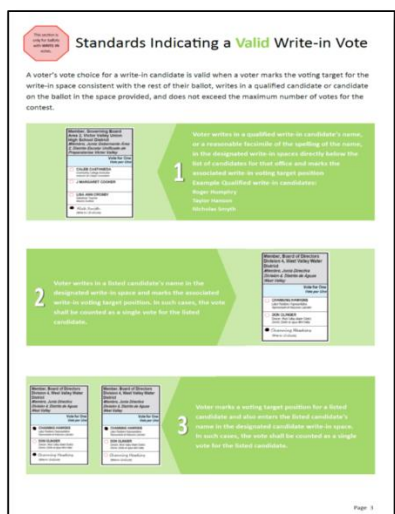
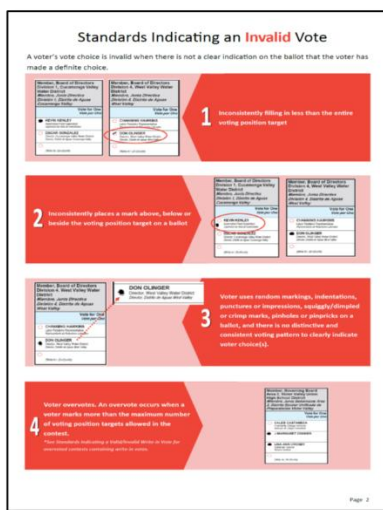
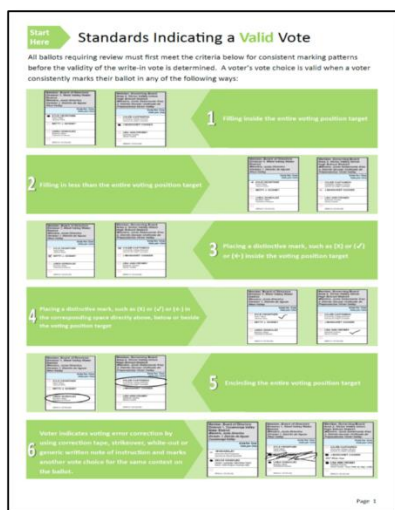
1. Teams of two.
2. Three trays.
  - a. Tray 1 – White, to pull originals from
  - b. Tray 2 – Yellow, for the original ballot
  - c. Tray 3 – Red, for the duplicated ballot
3. Control log number sheet.
4. BMD and connected printer.
5. Control stamp.

## Ballot Duplication Rules

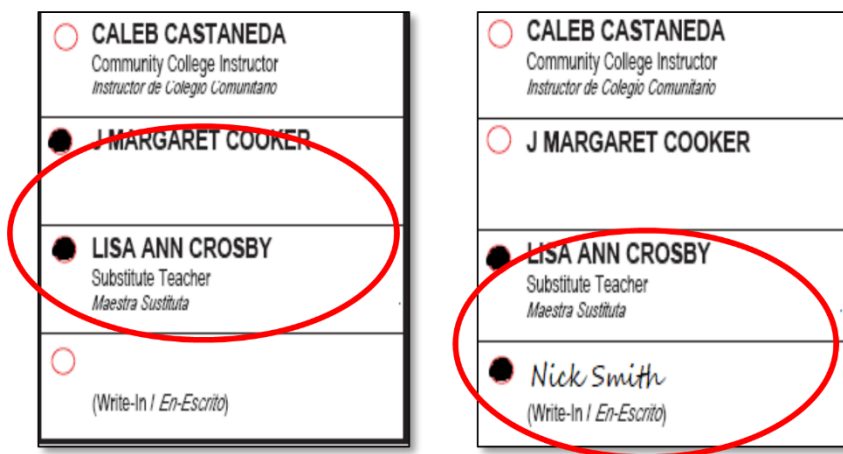
1. Before proceeding, Team member 1 will review the front and back of the original ballot to determine the voters consistent marking patterns. This could include filling in the designated bubble, encircling the entire voting position or placing a distinctive mark such as (x) uniformly for each chosen candidate or contest. It is important to check just in case the voter switches their marking pattern throughout the ballot.

**Note:** Filling in the entire voting position takes priority above all other vote marks, meaning If the ballot starts out with distinctive marks of (x) but then they start to fill in the entire voting position we will record the bubble vote marks only on the duplicate ballot.

2. Handouts will be given to determine whether a vote or a Write-in vote is **valid** or **invalid**. You will refer to these handouts while reviewing the original ballot, determine the consistent voting pattern that the voter used.



3. A voter's choice is **valid** when a voter consistently marks their ballot. The key is that the mark is made within the prescribed area and is consistent throughout the entire ballot. These will be recorded onto the duplicate ballot.
4. A voter's choice for a **write-in** candidate is **valid** when a voter marks the voting target for the write-in space consistent with the rest of their ballot, write in a qualified candidate or candidate on the ballot in the space provided, and does not exceed the maximum number of votes for the contest.
5. A voter's choice is **invalid** when there is not a clear indication on the ballot, and there is no consistent voting pattern to clearly indicate voter choice.
6. A voter's choice for a **write-in** candidate is **invalid** when there is not a clear indication on the ballot that the voter has made a definite choice or, when the voter's choice is not a candidate on the ballot or certified write-in candidate. If a write-in is filled in with a non-qualified candidate, we will leave it blank on the duplicate but still fill in the voting target. Only qualified write-ins are copied.
7. **Overvote** – An overvote occurs when a voter marks more than the maximum number of voting position targets allowed in the contest. We will record both votes on the duplicate ballot.



## Unsealing the Box, Logging, and Prepping Materials

In this process, you'll select and identify the next ballot box for duplication, log its details, prepare storage boxes based on the ballot category, and organize the ballots for duplication teams, ensuring everything is properly documented and staged for smooth workflow.

1. Select the next available ballot box from the rack labeled "Ready for Dup."

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |                             |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------|--|
| Box 46001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          | NOVEMBER 5, 2024            |  |
| <b>1 Ballot Preparation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          | <b>2 Ballot Duplication</b> |  |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Employee | Date                        |  |
| <b>Ballot Category: To Be Replicated</b><br><input type="checkbox"/> Mail<br><input checked="" type="checkbox"/> Mail - UOCAVA<br><input type="checkbox"/> Designated Mail Precinct<br><input type="checkbox"/> Polling Place<br><input type="checkbox"/> Provisional<br><br><input type="checkbox"/> BMD Mail<br><input type="checkbox"/> BMD Mail - UOCAVA<br><input type="checkbox"/> BMD Designated Mail Precinct<br><input type="checkbox"/> BMD Polling Place<br><input type="checkbox"/> BMD Provisional |          | Hand Count                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          | a                           |  |

2. Check the 46000-series box label to identify if the ballots are Mail, UOCAVA, Designated Mail Precinct, Polls, or Provisional.
3. The lead selects 2 ballot boxes to store the original and duplicate ballots based on the category from the label. Stage the boxes nearby.
  - Brown box
    - Mail
    - Mail - UOCAVA (UOCAVA) ballots
    - Designated Mail Precinct (DMP) ballots
  - Green box - Polling Place (Polls) ballots
  - Red box – Provisional ballots
4. Log the box data into the Ballot Duplication Box Inventory Control Check In Log.
5. Break the seal on the duplication box.
6. Hand count the ballot cards.

**Note:** A BMD ballot has a number of cards equal to a full-sized ballot (e.g, if a full-sized ballot has "Card 1 of 2" and "Card 2 of 2", the count of cards for that BMD ballot is 2).
7. Log the number of ballot cards into the log binder in the Incoming Count and Unreadable fields.

8. Write the initial in the Initials column.



Ballot Duplication  
Box Inventory Control Check-In Log  
General Election  
November 05, 2024

| Column1 | DATE      | BOX #<br>(LABEL #) | BALLOT<br>CATEGORY | INCOMING<br>COUNT | UNREADABLE | SCALE<br>COUNT | INITIALS |
|---------|-----------|--------------------|--------------------|-------------------|------------|----------------|----------|
| 1       | 10/9/2024 | 46001              | UOCAVA             | 4                 | 4          |                | CT       |
| 2       |           |                    |                    |                   |            |                |          |
| 3       |           |                    |                    |                   |            |                |          |
| 4       |           |                    |                    |                   |            |                |          |

9. Divide the ballots evenly between the duplication teams.

10. Distribute a Control Log Sheet to each team.



San Bernardino County Elections Office  
Statewide Direct Primary Election  
June 7, 2022

SAMPLE

BALLOT DUPLICATION CONTROL LOG

| Control # |
|-----------|
| 8601      |
| 8602      |
| 8603      |
| 8604      |
| 8605      |
| 8606      |
| 8607      |
| 8608      |
| 8609      |
| 8610      |
| 8611      |
| 8612      |
| 8613      |
| 8614      |
| 8615      |
| 8616      |
| 8617      |
| 8618      |
| 8619      |
| 8620      |
| 8621      |
| 8622      |
| 8623      |
| 8624      |
| 8625      |

| Control # |
|-----------|
| 8626      |
| 8627      |
| 8628      |
| 8629      |
| 8630      |
| 8631      |
| 8632      |
| 8633      |
| 8634      |
| 8635      |
| 8636      |
| 8637      |
| 8638      |
| 8639      |
| 8640      |
| 8641      |
| 8642      |
| 8643      |
| 8644      |
| 8645      |
| 8646      |
| 8647      |
| 8648      |
| 8649      |
| 8650      |

| Control # |
|-----------|
| 8651      |
| 8652      |
| 8653      |
| 8654      |
| 8655      |
| 8656      |
| 8657      |
| 8658      |
| 8659      |
| 8660      |
| 8661      |
| 8662      |
| 8663      |
| 8664      |
| 8665      |
| 8666      |
| 8667      |
| 8668      |
| 8669      |
| 8670      |
| 8671      |
| 8672      |
| 8673      |
| 8674      |
| 8675      |

| Control # |
|-----------|
| 8676      |
| 8677      |
| 8678      |
| 8679      |
| 8680      |
| 8681      |
| 8682      |
| 8683      |
| 8684      |
| 8685      |
| 8686      |
| 8687      |
| 8688      |
| 8689      |
| 8690      |
| 8691      |
| 8692      |
| 8693      |
| 8694      |
| 8695      |
| 8696      |
| 8697      |
| 8698      |
| 8699      |
| 8700      |

11. Break down the original box and stage it nearby.

## Duplicating a Ballot Where the Ballot Types Match

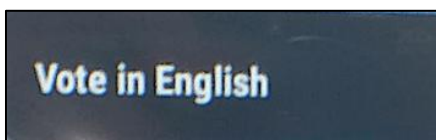
1. Insert the Poll Worker card.



2. On the Activate Ballot tab, enter the 4-digit Ballot Type # from the original/damaged ballot.
3. Tap **Activate**.

A screenshot of a tablet or computer screen displaying the ballot activation interface. At the top, a black banner with white text reads 'Ballot Type: 0025 Card:'. The number '0025' is circled in red. Below this, the interface has a 'Log In' button with a person icon and a star, and an 'Activate Ballot' button with two checkboxes. Under the 'Ballot Activation' heading, there is a text input field containing '0025'. Below the input field is a label 'Enter Activation Code' and a numeric keypad with letters. At the bottom, a red rectangle highlights the 'Activate' button.

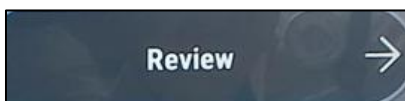
4. Tap **Vote in English**. The first contest on that ballot type will appear.



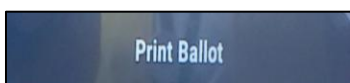
5. The person with the original ballot: Call out the contest and candidate(s) voted on.

|                                                                                                                                                                                         |                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>District Offices</b><br><i>Cargos del Distrito</i>                                                                                                                                   |                                                                 |
| <b>Member, Board of Directors, Mariana Ranchos County Water District (Short Term)</b><br><i>Miembro, Junta Directiva, Distrito de Aguas del Condado Mariana Ranchos (Termino Corto)</i> |                                                                 |
| Vote for One<br><i>Vote por Uno</i>                                                                                                                                                     |                                                                 |
| <input checked="" type="radio"/>                                                                                                                                                        | <b>MATT BACHMANN</b>                                            |
| <input type="radio"/>                                                                                                                                                                   | <b>MICHAEL JOSEPH RICOTTA JR</b><br>Educator<br><i>Educador</i> |
| <input type="radio"/>                                                                                                                                                                   | (Write-In / <i>En-Escrito</i> )                                 |

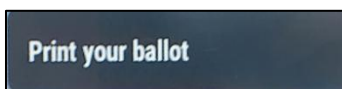
6. The person using the BMD: Tap the matching candidate(s) on the screen and repeat the selection aloud before moving to the next page.
7. Use the yellow bar with arrows as needed to move the page up or down (this appears if there are too many candidates to display at once).
8. Tap **Next** for the next contest. Repeat the process above.
9. Once all contests have been completed, tap **Review**.



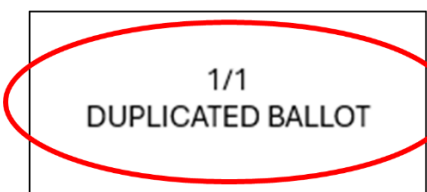
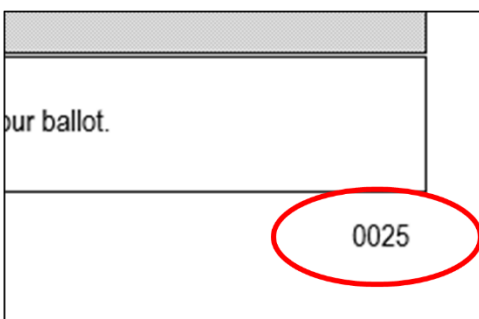
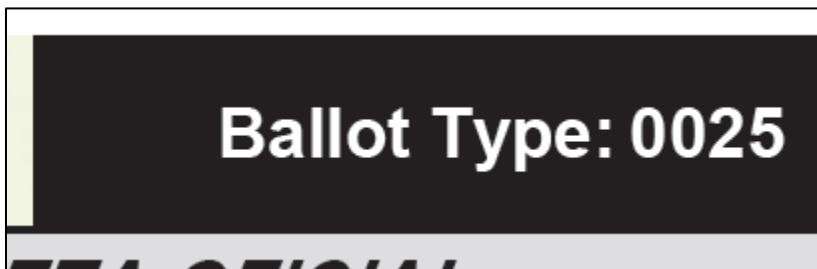
10. A page will appear with all the contests and respective vote selections.
11. The person with the original ballot will then read out the contest and vote aloud. The person using the BMD will confirm the selection.
12. Tap **Print Ballot**.



13. Tap **Print your Ballot**.



14. Once the ballot has been printed, ensure that the Ballot Type matches the original, and that **“DUPLICATED BALLOT”** is printed on the bottom.



15. Verify the votes on the printout match the original ballot, just as before.
16. Stamp the original ballot and the duplicated ballot with the control number stamp. Fill in and initial both stamp areas with both team members' initials (Init).



| Duplicated |                     |
|------------|---------------------|
| PREC.      | _____               |
| LOG NO.    | _____               |
| INIT.      | <u>CT</u> <u>RA</u> |

17. Use the next available number for the control number and write that down in the **Log No.** line on the stamp area of both ballots.

| Control # |   |  | Control # |  |
|-----------|---|--|-----------|--|
| 101       | ✓ |  | 126       |  |
| 102       |   |  | 127       |  |
| 103       |   |  | 128       |  |
| 104       |   |  | 129       |  |
| 105       |   |  | 130       |  |
| 106       |   |  | 131       |  |

**DUPLICATED**

|                          |
|--------------------------|
| PREC. _____              |
| LOG NO. <b>101</b> _____ |
| INIT. <b>CT RA</b> _____ |

18. Place the original ballot into the red tray (face down) and the duplicated ballot into the yellow tray (face down).
19. Remove Poll Worker card.
20. Repeat all steps for each card to be duplicated.

## Cancelling a Ballot

If you type in the wrong Ballot Type and hit Activate, you will need to cancel the session. To cancel:

1. Select **More(...)** menu in the top right corner of the screen.
2. Select **Cancel Activation**.
3. Reinsert Poll Worker card to begin a new session.

## Duplicating a Ballot Where the Ballot Types Don't Match

If a voter votes on contests that they are not eligible to vote on (e.g., someone that lives in Chino votes on a ballot that has a contest for the mayor for Ontario), we cannot count those choices. When you are provided with the original ballot, it will need to be extracted from the provisional envelope, stamped with a duplication stamp, and the correct ballot type written into the PREC field before continuing.

1. Activate the BMD as outlined above.
2. Enter the Ballot Type number from the PREC field.
3. When the ballot appears, ensure that the correct ballot type comes up.
4. Duplicate the applicable voting targets based on the original ballot as follows:
  - a. The person with the BMD: Call out the contest on the BMD screen.

|                                                                                                                                                                                  |                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>District Offices</b><br><i>Cargos del Distrito</i>                                                                                                                            |                                                          |
| Member, Board of Directors, Mariana Ranchos County Water District (Short Term)<br><i>Miembro, Junta Directiva, Distrito de Aguas del Condado Mariana Ranchos (Termino Corto)</i> |                                                          |
| Vote for One<br><i>Vote por Uno</i>                                                                                                                                              |                                                          |
| <input checked="" type="radio"/>                                                                                                                                                 | MATT BACHMANN                                            |
| <input type="radio"/>                                                                                                                                                            | MICHAEL JOSEPH RICOTTA JR<br>Educator<br><i>Educador</i> |
| <input type="radio"/>                                                                                                                                                            | (Write-In / <i>En-Escrito</i> )                          |

- b. The person holding the original ballot:
    - i. Repeat the contest title to confirm.
    - ii. If the contest is on the original ballot, call the candidate with the vote on it.
    - iii. Person on the BMD will select the appropriate vote.
    - iv. If the contest is NOT on the ballot, say NONE.
    - v. Person on BMD will look at the original ballot to confirm that the contest on BMD is NOT on the original ballot.
5. Use the yellow bar with arrows as needed to move the page up or down (this appears if there are too many candidates to display at once).
  6. Move on to the next contest.

## Completing the Duplication Process

After the duplication process is done, we must now box the ballots up, count them, and send them to either Ballot Storage to be stored, or to the IT Department to be counted. We will place the ballots in their respective boxes:

- ☐ Original copies will go in the 49000-series box → this will go to Ballot Storage
  - ☐ Duplicated copies will go in the 50000-series box → this will go to IT Department
1. **Original ballots** - Once a "Ready to Dup" box is completed, collect all the original ballots from the yellow trays and place them into the relevant colored box staged nearby earlier.
    - a. Brown → for Mail, UOCAVA, and DMP
    - b. Green → for Polls
    - c. Red → for Provisional
  2. Place a 49000-series label on the box.

|                  |                           |
|------------------|---------------------------|
| <b>Box 49001</b> |                           |
| <b>1</b>         | <b>Ballot Duplication</b> |
| Date             | Emp                       |

3. Fill in the following on the label.
  - a. Date
  - b. Initials (Employee)
  - c. Ballot category
  - d. The number of original ballots (**a**; hand count as needed)
  - e. The number of duplicate ballots (**b**; hand count as needed)
  - f. Check box for Yes if the numbers are equal

**Note:** If the numbers do not equal for any reason, speak to a supervisor.

|                                                                                                                                                                                                                           |                                                                                                                                                                                                                                    |                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Box 49001</b>                                                                                                                                                                                                          |                                                                                                                                                                                                                                    | NOVEMBER 5, 2024, GENE |
| <b>1</b>                                                                                                                                                                                                                  | <b>Ballot Duplication</b>                                                                                                                                                                                                          |                        |
| Date<br><b>10/09/2024</b>                                                                                                                                                                                                 | Employee<br><b>XP</b>                                                                                                                                                                                                              |                        |
| Ballot Category:<br><b>Unreadable/Ballots To Be Replicated</b>                                                                                                                                                            |                                                                                                                                                                                                                                    |                        |
| <input type="checkbox"/> Mail<br><input checked="" type="checkbox"/> Mail - UOCAVA<br><input type="checkbox"/> Designated Mail Precinct<br><input type="checkbox"/> Polling Place<br><input type="checkbox"/> Provisional | <input type="checkbox"/> BMD Mail<br><input type="checkbox"/> BMD Mail - UOCAVA<br><input type="checkbox"/> BMD Designated Mail Precinct<br><input type="checkbox"/> BMD Polling Place<br><input type="checkbox"/> BMD Provisional |                        |
| <b>a</b>                                                                                                                                                                                                                  | Count<br><b>4</b>                                                                                                                                                                                                                  | <b>b</b>               |
|                                                                                                                                                                                                                           | Box 50001 Count<br><b>4</b>                                                                                                                                                                                                        |                        |
| Does 1(a) match 1(b)?<br><b><input checked="" type="checkbox"/> Yes</b>                                                                                                                                                   |                                                                                                                                                                                                                                    |                        |

4. **Duplicated ballots** – Collect ballots from the red tray and repeat the above steps using a corresponding numbered label.

**Note:** If the box label for the original ballots says “49001”, the box label for the duplicate ballots **MUST** be “50001”; if it’s “49025”, the label **MUST** be “50025”. Each box of originals should have a corresponding box of duplicate ballots.

- a. Date
- b. Initials (Employee)
- c. Ballot category

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Box 50001</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |
| <b>1 Ballot Duplication</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Employee |
| Ballot Category:<br><b>Duplicated/Replicated Ballots</b>                                                                                                                                                                                                                                                                                                                                                                                                            |          |
| <input type="checkbox"/> Mail<br><input checked="" type="checkbox"/> Mail - UOCAVA<br><input type="checkbox"/> Designated Mail Precinct<br><input type="checkbox"/> Polling Place<br><input type="checkbox"/> Provisional<br><br><input type="checkbox"/> BMD Mail<br><input type="checkbox"/> BMD Mail - UOCAVA<br><input type="checkbox"/> BMD Designated Mail Precinct<br><input type="checkbox"/> BMD Polling Place<br><input type="checkbox"/> BMD Provisional |          |

5. Record the information from the 49000-series box into the Box Inventory Control Log (#49000).



Ballot Duplication

Box Inventory Control Log (#49000)

General Election

November 05, 2024

| Column1 | DATE      | BOX # (LABEL #) | BALLOT CATEGORY | SCALE COUNT 49000 SERIES | SCALE COUNT 50000 SERIES |
|---------|-----------|-----------------|-----------------|--------------------------|--------------------------|
| 1       | 10/9/2024 | 49001           | UOCAVA          | 4                        | 4                        |
| 2       |           |                 |                 |                          |                          |
| 3       |           |                 |                 |                          |                          |

6. Record the information from the 50000-series box in the Box Inventory Control Log (#50000).



Ballot Duplication

Box Inventory Control Log (#50000)

General Election

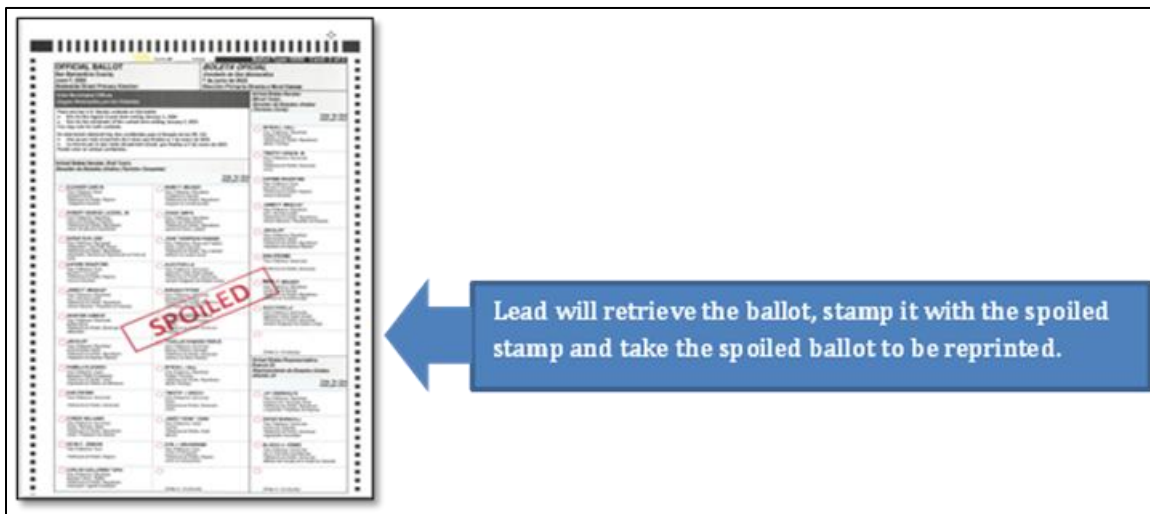
November 05, 2024

| Column1 | DATE      | BOX # (LABEL #) | BALLOT CATEGORY | SCALE COUNT 50000 SERIES | SCALE COUNT 49000 SERIES |
|---------|-----------|-----------------|-----------------|--------------------------|--------------------------|
| 1       | 10/9/2024 | 50001           | UOCAVA          | 4                        | 4                        |
| 2       |           |                 |                 |                          |                          |
| 3       |           |                 |                 |                          |                          |

7. Place the 50000-series box on the rack labeled “Ready for Count”.
8. Give the 49000-series box to Ballot Storage.
9. Place the completed Control Log sheets into the back of the Control Log binder.

## Spoiled Ballots during Duplication

1. If you make a mistake duplicating the ballot, raise your hand for a lead to assist.
2. The lead will confirm the mistake and stamp the ballot with a Spoiled stamp.



3. The spoiled ballot will be placed in a box designated for spoiled ballots.
4. The spoiled ballot will be logged into the spoiled logbook.

|  <b>BALLOT DUPLICATION</b><br><b>BOX INVENTORY CONTROL LOG (SPOILED LABELS)</b><br>(Name of Election)<br>Month DD, YYYY |      |                 |        |          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------|--------|----------|
|                                                                                                                                                                                                            | DATE | BOX # (LABEL #) | REASON | EMPLOYEE |
| 1                                                                                                                                                                                                          |      |                 |        |          |
| 2                                                                                                                                                                                                          |      |                 |        |          |
| 3                                                                                                                                                                                                          |      |                 |        |          |
| 4                                                                                                                                                                                                          |      |                 |        |          |
| 5                                                                                                                                                                                                          |      |                 |        |          |
| 6                                                                                                                                                                                                          |      |                 |        |          |

In the Spoiled Label Log, fill out today's date, the box # on the label, the reason that the label is being spoiled, and your initials.

| # | Date      | Box # | Reason                      | Initials |
|---|-----------|-------|-----------------------------|----------|
| 1 | 5/23/2022 | 512   | Made a wrong mark on ballot | ED       |

5. The lead will have the printing team re-print the spoiled duplicate ballot.
6. The newly printed ballot will be given back to the team to continue the duplication process.
7. The duplication process will start again.