



REGISTRAR OF VOTERS

Processing Returned Faxed Ballots

PROCEDURE DOCUMENT - Version 2.0

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Scope

This procedure outlines the steps to take when processing returned ballots from UOCAVA voters received through FAX.

California Elections Code Section 15101. (a) Any jurisdiction in which vote by mail ballots are cast may begin to process vote by mail ballot return envelopes beginning **E-29 (29 days)** before the election. Processing vote by mail ballot return envelopes may include verifying the voter's signature on the vote by mail ballot return envelope pursuant to Section 3019 and updating voter history records.

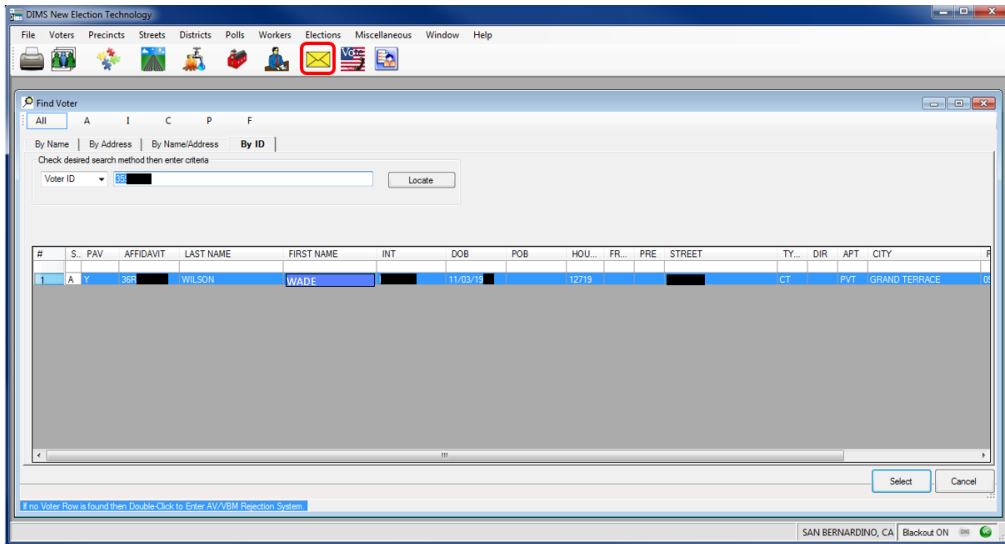
Before processing, you must make sure that:

1. We received 2 documents:
 - a. The Oath and Declaration of Voter
 - b. Ballot
2. Verify:
 - a. The Oath and Declaration of Voter form is signed
 - b. The form has the voter's ID and Name
 - c. The Number of Pages written correlates with the number of pages received
3. Date Stamp both documents

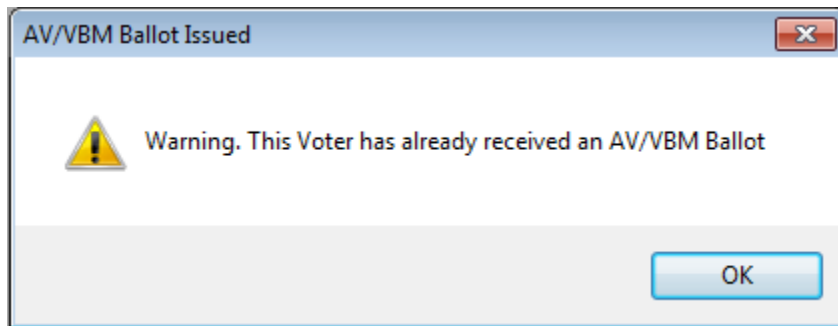
Warning – do not process returned faxed ballots on Election Day in the AV Election table. These will be processed E+1. This is in case a voter goes to the polls.

Processing the Returned Ballot

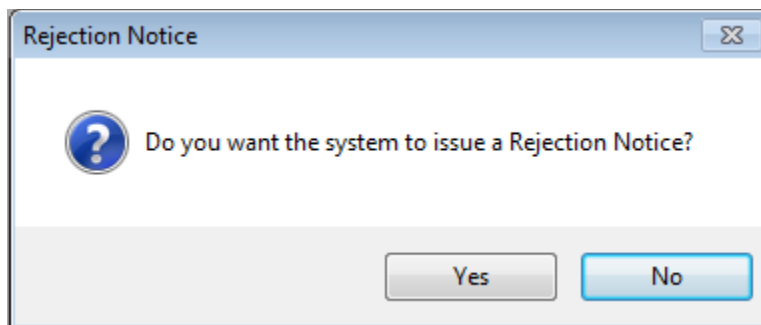
1. Log into DIMSnet
2. Click on **Enter Absent Voter Ballots** icon (Yellow Envelope)
3. Enter the voter's **Name** or **Voter ID**
4. Click Locate
5. When the voter's name comes up, click Select



6. Click OK on the AV/VBM Ballot Issued dialogue box.



7. Click No on the Rejection Notice dialogue box.



8. The Absentee Module comes up with the voter's details

The screenshot displays a software window titled "Voter" with tabs for "Voter", "Election", "District", and "Flags". The main area is divided into two columns: "Current Ballot Information" and "Current Election Information".

Current Ballot Information:
Name: [Redacted]
Address: [Redacted]
Ballot Type: 790
Party: DEM

Current Election Information:
Name: [Redacted]
Address: [Redacted]
Mailing: [Redacted]
Ballot Type: 790
Party: DEM

At the bottom right of this section is an "Active Ballots" button.

The lower section contains various input fields and dropdown menus:
Election: 11/08/2022 (4136) NOVEMBER 8, 2022, GENERAL ELE
VoterID: 3710442 ID: 14904956
Issued: 1 Issd: 09/24/2022 00:00:00
Category: 5-A US CITIZEN RESIDING OUTSIDE THE US INDEFIN
Source: EMAIL
Stub: [Empty]
Downloaded: //
Voter Sent: //
Return Source: FAX Is RAVBM?
Return Date: 10/14/2022 Needs Evaluation
 Verified?
Challenge Code: [Empty]
Type App: [Empty]
How Recd: [Empty]
Voting Form: [Empty]
Appl. Date: // / //

At the bottom are several buttons: "Mailing Add", "Suspend", "Resend", "Attachments", "Delete", "Comments", "Reject", "Last Trans", "View Batch", "Ok", and "Cancel".

9. Verify that that the information on the Oath and Declaration of Voter matches the information in DIMS

- a. Name
- b. Voter ID
- c. Residential address
- d. Signature matches

10. Verify that the **Source** is EMAIL and write the following on the Oath of Declaration:

- a. The AVID
- b. Category
- c. Issued date

11. Go to these fields and select:

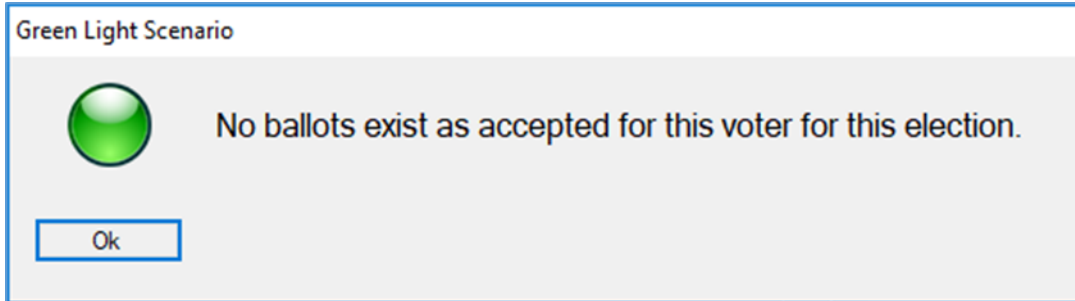
- a. **Return Source** → FAX
- b. **Return Date** → Received date
- c. If it is **RAVBM** → checkmark the box
- d. **Verified** → check mark the box

12. Click **OK**

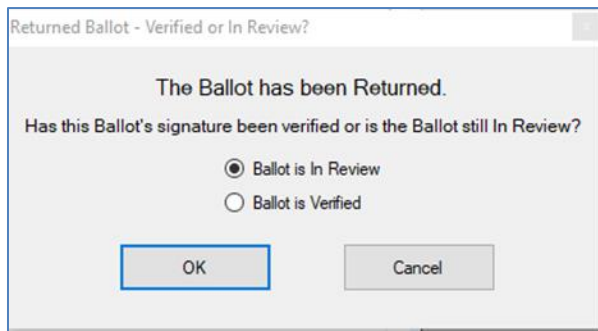
13. If **Source** says MAIL, suspend the ballot

- a. Reissue a new ballot with EMAIL as the **Source**.
- b. Add the voter's email address in the **Mailing Add** section of the AV table
- c. The Absentee Module will close

- d. Click Select to bring up the Absentee Module once again
 - e. Proceed with the above steps
14. When you get the Green Light Scenario select OK. It just means there are no other active ballots so you have the Green Light to process.



15. If you get the “Returned Ballot – Verified or In Review?” prompt



- a. Select “Ballot is Verified” (you have verified the voter & the signature)
 - b. Do Not select “Ballot is in Review.” the system will automatically challenge the ballot with the “In Review” Challenge code.
16. The Absentee Module will close

Printing the Envelope

Once the information has been updated and put into DIMS, you must print the name and address on the physical UOCAVA mail ballot return envelope.

1. Click Select to open the Absentee Module with the voter's details again
2. Change the Source to **Office**
3. Click the **Print** button

The screenshot shows a voter record form with the following fields and values:

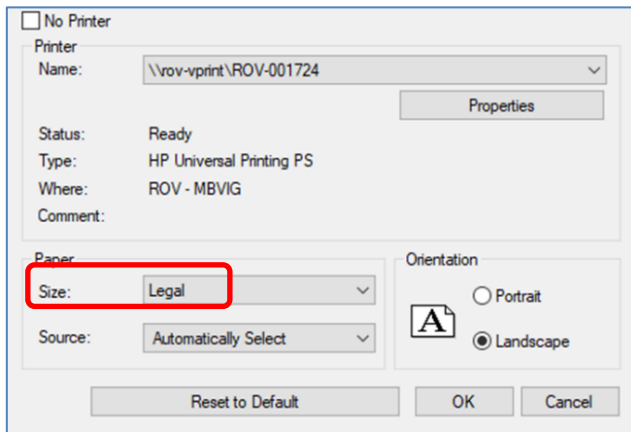
- Election: 11/08/2022 (4136) NOVEMBER 8, 2022, GENERAL ELE
- Downloaded: //
- VoterID: 4129409 ID: 14905712
- Voter Sent: //
- # Issued: 1 Issd: 09/24/2022 00:00:00
- Return Source: FAX Is RAVBM?
- Category: 4-A US CITIZEN RESIDING OUTSIDE THE US TEMPOI
- Return Date: 11/08/2022 Needs Evaluation
- Source: OFFICE (highlighted with a red box)
- Stub:
- Sub:
- Type App:
- How Recd:
- Voting Form:
- Appl. Date: _/_/___
- Challenge Code:
- Buttons: Mailing Add, Suspend, Resend, Print (highlighted with a red box), Attachments, Delete, Comments, Reject, Last Trans, View Batch, Ok, Cancel

4. Select **R709.00 AV Counter Lbl (San Bern)** and click **OK**

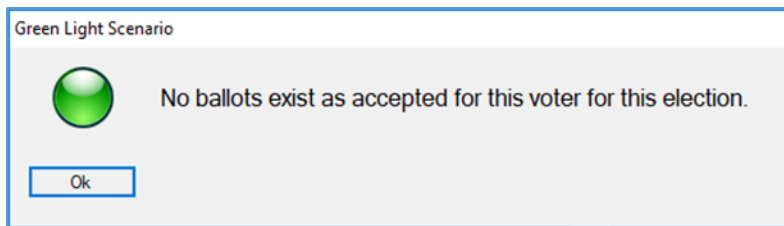
The screenshot shows a 'support' dialog box with the following content:

- Print icon and 'Support' label.
- Select item to print: BALLOT REQUEST
- List of items to print:
 - R709.00 AV Counter Lbl (San Bern) (highlighted with a red box)
 - R709.00 AV Counter Lbl
 - R709.00 AV Counter Lbl Both
 - R709.00 AV Counter Lbl (Res)
 - R709.12 AV Envelopes
- Buttons: Mailing Add, Suspend, Resend, Print (highlighted with a red box), Attachments, Delete, Comments, Reject, Last Trans, View Batch, Ok, Cancel

- The printer settings dialogue box will open up - select **LEGAL** for paper size.



- Take a UOCAVA return envelope (white with red text) place it on the printer.
- Place the envelope flap up with the print area away from the printer.
- Click OK
- When this Green Light Scenario module appears, click OK.



- The Absentee Module will close.
- Once printed, pull up the record again and change the **Source** back to **EMAIL**.
- Click **OK**

Information Confirmation

- Make sure the information on the printed envelope matches with the information on the Oath and Declaration of Voter.
- Insert the ballot in the envelope and seal it.
- Keep the Oath and Declaration of Voter for future records.
- Date Stamp the front and back of the envelope.
- Write **FAX** on the front and back of the envelope.
- If it is a RAVBM, write **RAVBM** on it too.
- Give the envelope to Ballot Dept.

Email Them

1. Email the voter to confirm receipt of their faxed ballot and signed Oath and Declaration of Voter.

- **From** field → change your email address to mailballots.rov@rov.sbcounty.gov.
- **Subject** → Your faxed ballot for the "*election name*"
 - Example election name: Your Faxed Ballots for the 2022 General Election
- Use the following verbiage in the body:

Dear voter name,

I am confirming that we have received your completed Oath and Declaration of Voter and quantity of voted ballot pages via fax.

Thank you,

Entering the Information in the Log Sheet

1. Lastly, log in the Name, Voter ID, AVID, Location, Status of the voter, Issued date and Return Date by Fax.
2. The Log Sheet can be found here:



Authorization

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|--|-----------------------------|
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