

Steps to Follow in SVRS for Photo ID Guidance 2014-1

September 16, 2014

If You Use Absentee In SVRS

This section applies to clerks who track absentee ballots in SVRS. A separate section below outlines how to track photo ID in SVRS if you do not use Absentee.

For Ballots That Have ALREADY Been Sent to Voters

If you have ALREADY mailed absentee ballots to voters (whether they have been returned to you or not), please use the following instructions to handle these ballots:

1. Generate an absentee ballot log in SVRS. This will show all voters who have been issued an absentee ballot, and will include an indicator if the voter was marked in SVRS as having provided ID already, or if they are ID Exempt.
2. Check to make sure all voters who appear on the absentee ballot log with an application type of Military or Overseas are also marked as ID Exempt. If you have any of these voters that are NOT appearing as ID exempt on the absentee ballot log, contact the G.A.B.
 - a. PLEASE NOTE: The Photo ID Exempt checkbox on the Voter Record is automatically checked for UOCAVA voters (having Military or Overseas UOCAVA status in SVRS) and Confidential voters. The Photo ID Exempt checkbox is not editable and the checkmark can only be added or removed by changing the UOCAVA or confidential status.
3. Any voters who appear on the absentee ballot log with an application type of Permanent do not need any further consideration. They do not need to provide a photo ID as long as their certificate envelope is properly witnessed.
4. Check your paper files for all the voters on the absentee ballot log that do not have an application type of Military, Overseas or Permanent to see if you have a copy of photo ID on file for that voter.
 - a. If the voter is marked as having provided photo ID on the absentee ballot log and you have a copy of photo ID on file, no further action is required for this voter. Move to the next voter.
 - b. If you have a copy of photo ID on file but the voter is NOT marked on the absentee ballot log as having provided a photo ID, open the Voter Record in SVRS and check the “Photo ID Provided for Mail-In Absentee” checkbox in the lower right hand corner of the screen.

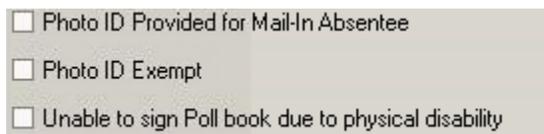


Photo ID Provided for Mail-In Absentee

Photo ID Exempt

Unable to sign Poll book due to physical disability

- c. If you do NOT have a copy of photo ID and the voter is marked on the absentee ballot log as having provided a photo ID, open the Voter Record in SVRS and UNCHECK the “Photo ID Provided for Mail-In Absentee” checkbox in the lower right hand corner of the screen.
5. Send a letter to all regular (not Military, Overseas or Permanent) absentee voters who have not already provided photo ID notifying them that they must provide a photo ID in order to have their ballot counted. G.A.B. provided a letter template with the 2014-1 guidance. Please note: this letter is not generated from SVRS. Be sure to mark the checkbox next to the scenario that applies to the voter. Voters may provide photo ID prior to Election Day in person, via mail, via fax, via email, or along with their ballot inside the certificate envelope.
 - a. If the voter provides photo ID before Election Day, open the Voter Record in SVRS and check the “Photo ID Provided for Mail-In Absentee” checkbox in the lower right hand corner of the screen. File a copy of the photo ID in the voter’s paper file.
6. When you print your absentee ballot log for use on Election Day, the log will show which voters are ID Exempt and which have ID Provided so election workers can appropriately process absentee ballots.
7. If the voter includes the photo ID in the certificate envelope, election workers must manually mark the absentee ballot log to indicate that photo ID was provided. Election workers should keep the copies of photo ID separately so they are not sealed with the absentee ballots or certificate envelopes. These copies must go back to the municipal clerk to be filed in the voter’s paper file.
 - a. After the election, these voters must be updated in SVRS to reflect that photo ID was provided. Open the Voter Record in SVRS and check the “Photo ID Provided for Mail-In Absentee” checkbox in the lower right hand corner of the screen.
8. If the voter did not provide the photo ID prior to the election or in the absentee certificate envelope with their ballot, their absentee ballot should be processed as a provisional and logged in the Provisional Tracker on the CRM ElectionData website. Please follow existing guidance and instructions for handling provisional ballots.

For Voters with Absentee Requests on File but Ballots HAVE NOT Been Sent

1. Clerks may send out ballots to voters with Military, Overseas, and Permanent via mail absentee ballot requests on file. Filter accordingly when generating ballots in SVRS to ensure they are only issued to these voters.
2. Run the Absentee Application Listing report in SVRS filtered for the November 4, 2014 General Election. This will show all voters who have an absentee request on file for the November election, and will include an indicator if the voter was marked in SVRS as having provided photo ID already.
3. Check your paper files for all Regular (not Military, Overseas or Permanent) absentee voters to see if you have a copy of photo ID on file for that voter.

- a. If the voter is marked as having provided photo ID on the absentee ballot log and you have a copy of photo ID on file, no further action is required for this voter. Move to the next voter.
 - b. If you have a copy of photo ID on file but the voter is NOT marked on the absentee ballot log as having provided a photo ID, open the Voter Record in SVRS and check the “Photo ID Provided for Mail-In Absentee” checkbox in the lower right hand corner of the screen.
 - c. If you do NOT have a copy of photo ID and the voter IS marked on the absentee ballot log as having provided a photo ID, open the Voter Record in SVRS and UNCHECK the “Photo ID Provided for Mail-In Absentee” checkbox in the lower right hand corner of the screen.
4. Send a letter to all regular (not Military, Overseas or Permanent) absentee voters who have not already provided photo ID, notifying them that they must provide a photo ID before a ballot can be mailed to them. G.A.B. provided a letter template with the 2014-1 guidance. Please note: this letter is not generated from SVRS. Be sure to mark the checkbox next to the scenario that applies to the voter. These voters CANNOT be sent an absentee ballot until they provide a photo ID. Voters may provide photo ID in person, via mail, via fax, or via email.
 5. If the voter provides photo ID, open the Voter Record in SVRS and check the “Photo ID Provided for Mail-In Absentee” checkbox in the lower right hand corner of the screen. File a copy of the photo ID in the voter’s paper file.
 6. Open the voter’s absentee application in SVRS and generate a ballot label. Mail the ballot to the voter.

For Voters who Submit a New Absentee Ballot Request but Do Not Include Photo ID

1. Do not enter the absentee application in SVRS until Photo ID is received.
2. Mail the voter the letter. G.A.B. provided a letter template with the 2014-1 guidance. Please note: this letter is not generated from SVRS. Be sure to mark the checkbox next to the scenario that applies to the voter.
3. If the voter provides photo ID, open the Voter Record in SVRS and check the “Photo ID Provided for Mail-In Absentee” checkbox in the lower right hand corner of the screen. File a copy of the photo ID in the voter’s paper file.
4. Open the voter’s absentee application in SVRS and generate a ballot label. Mail the ballot to the voter.

If You Do Not Use Absentee In SVRS

1. All municipal clerks must track those voters who have provided photo ID for absentee ballot by mail requests. Regular absentee voters requesting a ballot by mail must provide a copy of their photo ID with their absentee ballot request. Once photo ID is provided, the voter no longer has to provide photo ID with any future absentee ballot by mail requests, until they re-register (their name or address changes).

2. Clerks who do not use the absentee functionality in SVRS can still use the photo ID indicators on the Voter Records in SVRS to track their photo ID exempt voters and those voters who have provided photo ID. These indicators are found on the lower left hand corner of the voter record:

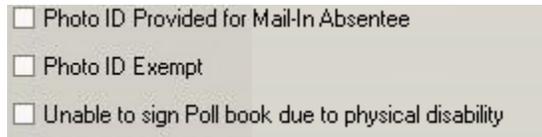
A screenshot of a form showing three checkboxes. The first checkbox is labeled "Photo ID Provided for Mail-In Absentee". The second checkbox is labeled "Photo ID Exempt". The third checkbox is labeled "Unable to sign Poll book due to physical disability".

Photo ID Provided for Mail-In Absentee

Photo ID Exempt

Unable to sign Poll book due to physical disability

3. The Photo ID Exempt checkbox on the Voter Record is automatically checked for UOCAVA voters (having Military or Overseas UOCAVA status in SVRS) and confidential voters. The Photo ID Exempt checkbox is not editable and the checkmark can only be added or removed by changing the UOCAVA or Confidential status.
4. If the voter provides photo ID, open the Voter Record in SVRS and check the “Photo ID Provided for Mail-In Absentee” checkbox in the lower right hand corner of the screen. File a copy of the photo ID in the voter’s paper file.
5. Clerks (self-providers or providers on behalf of their relies) can print the Voter Listing with Photo ID Indicators report in SVRS. This report produces a list of registered voters and indicates whether the voter is photo ID Exempt or has provided photo ID.