**Absentee Processing**

**Observer Guide**



**1**

**8**

**7**

**Absentee Carrier Envelopes**
Poll workers document the serial number of the tamper-evident seal as they open each envelope of absentees.

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**2**

**Poll Workers Check Ward on Label**
Poll workers verify that each absentee envelope is for a ward served by their polling location.



**3**

**Poll Workers Check Certificate**
Certificates missing a signature or witness address are set aside to be rejected at 8 p.m.



**4**

**Poll Workers Check Ineligible List**
If an absentee voter is on the ineligible list, poll workers follow the Challenge procedure.

**5**

**Poll Book**
Poll Workers announce each absentee voter’s name and address at poll book. Voter slip number is assigned if voter is registered and hasn’t already voted.



**6**

**Open Envelopes, Flatten Ballots**
Envelopes are opened only after a voter slip number is assigned. Ballots are unfolded and flattened.

**7**

**Duplication, if needed**
Two poll workers work together to determine voter intent and duplicate a ballot if the tabulator will not be able to read it. These would be ballots that are marked with green or red pen, torn, overvoted, printed on regular paper, or marked creatively (not filling in the ovals).

**8**

**Scan**
Ballots are counted by the DS-200. The Clerk’s Office tested every DS-200 for accurate vote tabulation of every ballot style and every office on the ballot 10 days before the election.

