Receive and Process Ballot Packages

Figure 48
Receive and Process Ballot Packages

The election office receiving the ballot is the first step in counting an absentee or provisional ballot.
3.1.1.2 Determine eligibility to be counted
Each state will have different rules governing whether a ballot can be counted. Factors include when the ballot was mailed or received, whether the required forms were completed correctly, among others.

3.1.1.4 Contact voter to correct deficiency.
In some cases, if the ballot package is incomplete — for example, if the voter forgot to fill something out — the election office may attempt to contact the voter. The voter may have a limited time to respond.

3.1.1.6 Update voter record with ballot package received
The election office will record the receipt of the ballot package.

3.1.1.9 Index ballot package as required
The ballot packages may be sorted so that they are ready to be counted.

3.1.1.10 Separate ballot/paper Cast Vote Record (CVR) from voter package
Countable ballots will be separated from their package, anonymizing the ballot.

3.1.1.12 Retain ballot delivery package
The ballot package is kept for reference purposes according to the state’s retention requirements.
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