MAIL BALLOT PROCESSING OVERVIEW
Your County Election Department

INTAKE
1

- ☑ Mail ballot envelopes returned by voters are received by the Election Department and prepared for processing.
- ☑ Mail ballot envelopes are scanned and the signature on each envelope is captured.

SIGNATURE VERIFICATION
2

- ☑ The scanned signatures are reviewed by the Automatic Signature Recognition (ASR) program.
- ☑ Ballot envelopes with signatures that were not verified go to Manual Signature Verification where bipartisan teams compare envelope signatures with signatures on file from the DMV or election registration forms.

👥 BIPARTISAN TEAM

SORTING & SEPARATING
3

- ☑ Mail ballot envelopes are sorted to separate envelopes with a verified signature from those without.
- ☑ Envelopes with signatures that were verified through ASR or Manual Signature Verification move on to Tray Inspection and then Central Counting Board.
- ☑ Envelopes missing a signature or with a signature that cannot be matched to our records go to the Signature Cure.

TRAY INSPECTION
4

- ☑ Tray Inspectors verify and audit trays of mail ballot envelopes with verified signatures.
- ☑ Audited ballot envelopes are logged and then brought to the Central Counting Board Area.

5. EXTRACTION & INSPECTION	6. BALLOT DUPLICATION
7. IMPRINTING	8. TABULATION
9. ADJUDICATION	10. BALLOT STORAGE

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EXTRACTION & INSPECTION

5

- ☑ The mail ballot envelopes are opened, and the mail ballot and secrecy sleeve are removed and separated.
- ☑ Ballots are flattened and visually inspected to ensure the mail ballot voting instructions were followed and the ballot can be read by our tabulation scanners.

👥 **BIPARTISAN TEAM**

BALLOT DUPLICATION

6

- ☑ Bipartisan teams create a new physical ballot when a ballot is damaged or marked in a way that may prevent a vote from being read by a scanner.

👥 **BIPARTISAN TEAM**

IMPRINTING

7

- ☑ Ballots are imprinted with a unique number used to conduct a post-election tabulation audit called a risk-limiting audit (RLA).

TABULATION

8

- ☑ Ballots are run through high-speed scanners that capture the selections made by the voters.
- ☑ Any ballots that cannot be read by the scanner are logged and sent back to the Central Counting Board for duplication.

ADJUDICATION

9

- ☑ Ballots that require adjudication due to an apparent overvote or an ambiguous mark on a ballot go to bipartisan teams of adjudicators to be resolved.

👥 **BIPARTISAN TEAM**

BALLOT STORAGE

10

- ☑ After being scanned, ballots are put into boxes that are sealed and brought to a secure storage area.
- ☑ The sealed ballot boxes are retained as required by law.