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IN THE SUPREME COURT OF PENNSYLVANIA

No. 149 MM 2020

IN RE NOVEMBER 3, 2020 GENERAL ELECTION

REPUBLICAN INTERVENORS' SUPPLEMENTAL BRIEF

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All parties agree that the Election Code authorizes—and, in some instances, even requires—county boards of elections to verify signatures on absentee and mailin ballots. Despite issuing non-binding guidance claiming that the Code "does not authorize the county board of elections to set aside returned absentee or mail-in ballots based solely on signature analysis,"¹ Secretary Boockvar now tells the Court that she "is not advocating that signatures on applications and ballots must be ignored." App. 20 n.15. Rather, even in the Secretary's view, if an "examination of a voter's signed declaration" leads a "county elections official" to develop a "good faith belie[f that] the ballot was voted by someone other than the qualified elector who applied for the ballot or is fraudulent, the ballot should be set aside and investigated." Id. (emphasis added). The Secretary, however, provides no explanation as to how the statutory text can *require* county boards to conduct such an "examination of a voter's signed declaration" but somehow preclude them from engaging in signature verification. The Secretary, moreover, also fails to explain how a watcher or representative, or any other qualified elector, is not permitted under the Election Code to challenge at a pre-canvass or canvass the validity of a voter's

¹ Pennsylvania Department of State, Guidance Concerning Examination of Absentee and Mail-In Ballot Return Envelopes at 3 (Sept. 11, 2020), https://www.dos.pa.gov/VotingElections/OtherServicesEvents/Documents/Examin ation%20of%20Absentee%20and%20Mail-In%20Ballot%20Return%20 Envelopes.pdf.

signature on an absentee or mail-in ballot when there is reason to believe that the signature is not genuine.

Nor could she. The plain statutory text both authorizes and requires "county election boards to reject voted absentee or mail-in ballots during pre-canvassing and canvassing based on signature analysis." Oct. 14, 2020 Order at 1. Indeed, the Election Code is clear that "[t]he elector shall . . . sign the declaration printed on" the outer envelope of an absentee or mail-in ballot. 25 P.S. §§ 3146.6(a), 3150.16(a). This directive is "mandatory," and noncompliance "renders the ballot invalid." *Pa. Democratic Party v. Boockvar*, No. 133 MM 2020, 2020 WL 5554644, at *26 (Pa. Sept. 17, 2020). This signature mandate thus contemplates the "enforcement mechanism" of county boards engaging in—and invalidating ballots during the pre-canvass or canvass based upon—verification of the voter's signature. *Id.* at *24, *26.

If more were somehow needed, 25 P.S. § 3146.8(g)(3) underscores this obligation of county boards. That provision requires a "county board" not only to "verif[y] the proof of identification as required under this act," but also to "examine the [signed] declaration on the envelope of each ballot" in order to "satisf[y]" itself that the "declaration is sufficient." 25 P.S. § 3146.8(g)(3). And a "declaration is sufficient," *id.*, only if it has been "sign[ed]" *by* "[*t*]*he elector*" in compliance with the signature mandate, *id.* §§ 3146.6(a), 3150.16(a) (emphasis added). Accordingly, once again, the required "examin[ation]" of the declaration's "sufficien[cy]"

necessarily encompasses signature analysis and verification by county boards. *Id.* § 3146.8(g)(3).

This construction makes perfect sense—and gives effect to the General Assembly's "clear" intent. *Pa. Democratic Party*, 2020 WL 55546444, at *26. Indeed, the General Assembly's imposition of the signature mandate on voters and the declaration-examination mandate on county boards is "supported by [the] weighty interest [of] fraud prevention." *Id.* After all, in the Secretary's words, such signature analysis could lead officials to develop a "good faith belie[f]" that the ballot "is fraudulent" or "was voted by someone other than the qualified elector who applied for the ballot." App. 20 n.15.

The Secretary offers no coherent alternative reading of the Election Code, overlooks the mandatory requirements it imposes on voters and county boards, and ignores an unbroken line of Pennsylvania case law upholding the use of signature verification to challenge ballots. *See, e.g., Appeal of Orsatti*, 598 A.2d 1341, 1343 (Pa. Commw. Ct. 1991), *appeal denied*, 600 A.2d 956 (Pa. 1991); *In re City of Wilkes-Barre Election Appeals*, 44 Pa. D. & C.2d 535, 541 (Pa. C.P. Luzerne 1967); *In re Canvass of Absentee Ballots of Nov. 2, 1965, Gen. Election*, 39 Pa. D. & C.2d 429, 441 (Pa. C.P. Montgomery 1965); *Fogleman Appeal*, 36 Pa. D. & C.2d 426, 428 (Pa. C.P. Juniata 1964). The Court should reject the Secretary's proposed construction and reaffirm that the Election Code authorizes and requires "county"

election boards to reject voted absentee or mail-in ballots during pre-canvassing and canvassing based on signature analysis." Oct. 14, 2020 Order at 1.

ARGUMENT

The Secretary's Application is yet another not-so-thinly-veiled attempt to secure a judicial rewrite of the Election Code on the eve of the upcoming general election. The Secretary invites this Court to endorse a novel interpretation of the Election Code that contravenes the plain statutory text, threatens to upend decades of practice across the Commonwealth, and raises serious constitutional concerns. This Court should reject that invitation.

I. THE COURT SHOULD DENY DECLARATORY RELIEF

As the Republican Intervenors have previously explained, both state and federal law require this Court to uphold the Election Code's plain language and the General Assembly's "clear" intent. *See* Ans. 19–24. Accordingly, the Court should reaffirm that the Election Code authorizes and requires county boards of elections to engage in, and to invalidate ballots based upon, signature verification. The Secretary's proposed construction runs afoul of this Court's obligation to adhere to the plain text of the Election Code, *see id.* at 19–21, would trigger Act 77's non-severability clause, *see id.* at 21–23, and creates a federal constitutional question under the Elections and Electors Clauses, *see id.* at 23–24. The Court therefore

should reject the Secretary's proposed construction and deny her request for declaratory relief.

A. The Election Code Authorizes and Requires County Boards to Perform Signature Verification, to Permit and Hear Challenges about Mismatched Signatures, and to Provide Notice and a Hearing to Aggrieved Voters

The Election Code's use of the word "shall" carries "an imperative or mandatory meaning." *In re Canvass of Absentee Ballots of Nov. 4, 2003 Gen. Election*, 843 A.2d 1223, 1231 (Pa. 2004); *see also Pa. Democratic Party*, 2020 WL 5554644, at *25–*26; *see also id.* at *36 (Wecht, J., concurring). Two uses of this term are of particular relevance here. *First*, the signature mandate requires that "[t]he elector *shall* . . . fill out, date and sign the declaration printed on" the outside envelope of the absentee or mail-in ballot. 25 P.S. §§ 3146.6(a), 3150.16(a) (emphasis added). *Second*, the declaration-examination mandate directs that county boards "*shall* examine the declaration on the envelope of each ballot" and "satisf[y]" themselves that the "declaration is sufficient." *Id.* § 3146.8(g)(3).

Individually and in tandem, these provisions create a "clear mandate[]" for county boards to engage in signature verification. *In re Canvass of Absentee Ballots of Nov. 4, 2003 Gen. Election*, 843 A.2d at 1231; *see also Pa. Democratic Party*, 2020 WL 5554644, at *25–*26; 1 Pa.C.S. § 1922(4) ("[W]hen a court of last resort has construed the language used in the statute, the General Assembly in subsequent statutes on the same subject matter intends the same construction to be placed upon

such language."). In the first place, because a voter's noncompliance with the signature mandate "renders the ballot invalid," that mandate necessarily contemplates the "enforcement mechanism" of county boards engaging in-and invalidating ballots during the pre-canvass or canvass based upon-verification of the voter's signature. Pa. Democratic Party, 2020 WL 5554644, at *24-*26. Therefore, that mandate alone authorizes and requires signature verification and invalidation of ballots based upon signature mismatches. See id.; see also 25 P.S. §§ 3146.6(a), 3150.16(a). Moreover, because a "declaration is sufficient," id. § 3146.8(g)(3), only if it has been "sign[ed]" by "[t]he elector," id. §§ 3146.6(a), 3150.16(a) (emphasis added), the declaration-examination mandate also encompasses the enforcement mechanism of signature analysis and verification during the pre-canvass and canvass, id. § 3146.8(g)(3); see also Pa. Democratic Party, 2020 WL 5554644, at *24-*26.

Even if the Court did not think these provisions sufficiently "express" in their authorization and requirement for signature verification, it still should adopt this construction. *Pa. Democratic Party*, 2020 WL 5554644, at *26; *see also* 1 Pa.C.S. § 1921(c)(3), (4), & (6) ("When the words of the statue are not explicit, the intention of the General Assembly may be ascertained by considering, among other things, . . . [t]he mischief to be remedied[,] [t]he object to be attained[,] and "[t]he consequences of a particular interpretation."). To read the Election Code not to

authorize and require signature verification "would be unreasonable" because it would render the "concrete" signature and declaration-examination mandates "ineffective." *Pa. Democratic Party*, 2020 WL 5554644, at *26. Indeed, the Secretary never explains *why* the General Assembly would have mandated that voters sign absentee and mail-in ballot declarations *if* county boards were precluded from verifying those signatures. In fact, the General Assembly's "intent is clear and supported by [the] weighty interest [of] fraud prevention": the signature mandate protects the right to vote and the Commonwealth's elections against fraud and is buttressed by the "deterrent [and] enforcement mechanism" of the declaration-examination mandate. *Id.*

Unsurprisingly, therefore, decisions from courts across the Commonwealth reflect a longstanding—and utterly uncontroversial—practice of county boards verifying signatures on by-mail ballots and applications. Indeed, in decisions dating back to at least the 1960s, Pennsylvania courts have repeatedly indicated that by-mail ballot applications and completed ballots lacking genuine signatures are invalid and can be challenged. *See, e.g., Appeal of Orsatti*, 598 A.2d at 1343 (noting the propriety of voiding ballots where signatures had been forged because the election code "clearly requires *the voter* . . . to sign the application for an absentee ballot" (emphasis added)); *In re City of Wilkes-Barre Election Appeals*, 44 Pa. D. & C.2d at 541 (rejecting challenges to by-mail ballots where the evidence adduced at the

hearing failed to support the claim that the signature was not "genuine"); *In re Canvass of Absentee Ballots of Nov. 2, 1965, Gen. Election*, 39 Pa. D. & C.2d at 441 (noting that "challenges . . . should have been sustained" "where ballots were signed in a different fashion from the registration cards . . . and where applications were not totally completed by the applicant, but obviously filled in by another, in all these cases"); *Fogleman*, 36 Pa. D. & C.2d at 427 (sustaining challenges where declarations contained "printed signature[s]" that did not match the "written signature[s]" on the voters' registration cards").

This practice of signature verification continues today in some counties. Chester County has promulgated and produced signature-verification procedures. *See* Chester County Absentee/Mail-In Signature Matching Procedures (Ex. A). Moreover, the Department of State's own March 2020 Mail-In Application Processing User Guide illustrates—in both text and screenshots—that when a county elections official scans the barcode on a completed absentee or mail-in ballot, the Statewide Uniform Registry of Electors (SURE) system automatically populates the voter's "signature" on the official's computer screen, along with other information. *See* Department of State, Mail-In Application Processing User Guide at 70–72, 75, 77–78 (Ex. B). Thus, the Department of State *itself* makes the voter's signature available to county election officials, *see id.*—and there would be no reason to do so if the Election Code did not authorize and require signature verification. Finally, prior Pennsylvania decisions also confirm that Pennsylvania law protects the due process rights of voters whose signatures are challenged by providing them notice, a hearing, and a right to judicial review. *See, e.g., In re City of Wilkes-Barre Election Appeals*, 44 Pa. D. & C.2d at 541. So, too, does present practice: Chester County's signature-verification procedures expressly require notice and an opportunity to cure to any voter whose signature cannot be verified. *See* Chester County Absentee/Mail-In Signature Matching Procedures at 1, 4–5 (Ex. A).

Indeed, the Election Code provides that "[b]allots received whose applications have been challenged and ballots which have been challenged" are to be set aside until the county board "shall fix a time and place for a formal hearing of all such challenge." 25 P.S. § 3146.8(g)(5). "[N]otice" of this hearing—which is to be held "not . . . later than seven (7) days after the deadline for all challenges to be filed"— "shall be given where possible to all absentee electors and mail-in electors thus challenged and to every individual who made a challenge." *Id.* After hearing "testimony," the county board must render a decision "upholding or dismissing any challenge." *Id.* § 3146.8(g)(5)–(6). Those decisions, in turn, "may be reviewed by the court of common pleas of the county upon a petition filed by any person aggrieved by the decision of the county board." *Id.* § 3146.8(g)(6). Accordingly, the Election Code expressly safeguards voters against a mistaken signature

verification by guaranteeing a formal hearing, "notice . . . where possible," and a right to judicial review. *Id.* § 3146.8(g)(5)–(7). The Court should thus uphold the Election Code's signature-verification and challenge process.

B. The Secretary's Arguments Fail to Support a Contrary Reading of the Election Code

The Secretary disclaims any argument that "signatures on applications and ballots must be ignored." App. 20 n.15. In fact, she *agrees* that "[i]f, based on examination of a voter's signed declaration, a county elections official in good faith believes the ballot was voted by someone other than the qualified elector who applied for the ballot or is fraudulent, the ballot should be set aside and investigated." *Id.* But she nowhere explains what might trigger a "good faith" basis to suspect voter fraud other than a comparison of the voter's signature against the board's records. *See id.* And she also does not explain how county election officials are supposed to distinguish between potentially fraudulent ballots subject to "investigat[ion]" under her statutory reading and ballots that she believes should not be "investigated." *Id.*

Rather, the Secretary takes the categorical position that the Election Code prohibits county election officials from "reject[ing] *validly* cast and voted ballots based on signature variances." *Id.* (emphasis added). But she never explains why, if her position is correct, the SURE system displays the voter's signature to county election officials when they scan a returned ballot's barcode. *See* Department of

State, Mail-In Application Processing User Guide at 70–72, 75, 77–78 (Ex. B). And she also never reconciles her position with her acknowledgement that signatures may not be "ignored" in cases of suspected fraud. App. 20 n.15.

In all events, the Secretary misses the point: the entire question is *how* the Election Code directs county officials to determine whether a ballot is, in fact, *"validly* cast and voted." *Id.* (emphasis added). Thus, it is unsurprising that none of the Secretary's arguments supports her claim that the Election Code prohibits county officials from engaging in, and invalidating absentee and mail-in ballots based upon, signature verification.

First, the Secretary argues that such a prohibition can be inferred from the fact that the Election Code does not expressly require signature verification for absentee and mail-in ballots, but *does* expressly require such verification for in-person voters. *See* App. 20–21. To that end, she invokes the recent decision of the U.S. District Court for the Western District of Pennsylvania in *Donald J. Trump for President, Inc. v. Boockvar*, No. 2:20-cv-966 (W.D. Pa Oct. 10, 2020). *See* Letter from Donna A. Walsh to Irene Bizzoso Exh. A (Oct. 11, 2020) (hereinafter "Dist. Ct. Op."). But there was no reason for the General Assembly to specify such a procedure for absentee and mail-in ballots: that procedure is part and parcel of the Election Code's signature mandate for voters, 25 P.S. §§ 3146.6(a), 3150.16(a), and declaration-examination mandate for county boards, *id.* § 3146.8(g)(3); *see supra* Part I.A. In

fact, signature-matching has been an integral part of Pennsylvania's electionadministration scheme for decades—but the Secretary fails even to mention the unbroken line of Pennsylvania case law reflecting this reality. *See, e.g., Appeal of Orsatti*, 598 A.2d 1341; *In re Canvass of Absentee Ballots of Nov. 2, 1965, Gen. Election*, 39 Pa. D. & C.2d 429; *Fogleman*, 36 Pa. D. & C.2d 426; *In re City of Wilkes-Barre Election Appeals*, 44 Pa. D. & C.2d 535; *see also* App. 20–21.²

The Secretary also offers no explanation as to why county boards would be precluded from verifying signatures as part of their obligation to ensure that the

² The district court's attempt to distinguish two of these cases misses the mark. See Dist. Ct. Op. 104–05 n.17. For example, the court claimed that *Fogleman* stands for nothing more than the proposition that "the declaration must be signed (i.e., completed)." Id. But in Fogleman, it was signature matching that lead to the conclusion that the declarations at issue had not been "completed." See Fogleman, 36 Pa. D. & C.2d at 427 ("The registration card of Lavina Page shows her signature to be in writing. The application for an absentee ballot shows her signature to be in writing. The absentee elector's declaration has no written signature as required by law but merely a printed signature."); *id.* at 428 (noting "the additional difference ... that the name of Pauline Haubert . . . is printed and not a signature as determined by a comparison with her application for an absentee ballot and her registration"). Likewise, the court dismissed In re Canvass of Absentee Ballots of November 2, 1965, General Election on the grounds that it purportedly did not involve "a universal and mandatory signature comparison requirement." Dist. Ct. Op. 104-05 n.17. This, however, ignores the court's pronouncement that "all those who seek the special privilege of casting an absentee ballot must follow all the procedures which are required" and that "challenges" should be "sustained" "where ballots were signed in a different fashion from the registration cards." In re Canvass of Absentee Ballots of Nov. 2, 1965, Gen. Election, 39 Pa. D. & C.2d at 441. At a minimum, these cases—like others cited by Intervenors—show that county boards have long engaged in signature verification. Nothing in the Election Code purports to strip them of this longstanding authority, and this Court should not do so either.

voter's declaration "is sufficient." 25 P.S. § 3146.8(g)(3). Instead, recognizing that the Election Code's signature-verification requirement is "clear and supported by a weighty interest like fraud prevention," *Pa. Democratic Party*, 2020 WL 5554644, at *26, the Secretary attempts to carve out a fraud exception to her cramped statutory reading, *see* App. 20 n.15. But the Secretary cannot have it both ways: either the Election Code authorizes and requires county boards to inspect signatures on the declaration or it does not. There is no plausible interpretation of the Code that can bear the Secretary's situational reading of the obligation to ensure that a declaration was "sign[ed]" by "[t]he elector." 25 P.S. §§ 3146.6(a), 3150.16(a).

In addition, the Secretary's proposed construction would raise significant constitutional issues. In particular, under the Secretary's reading, the Election Code would invalidate in-person votes due to a signature mismatch but require counting absentee and mail-in votes *notwithstanding* such a mismatch. *See, e.g.*, App. 21. By arbitrarily creating two classes of voters whose votes carry different weights, the Secretary's reading would raise Equal Protection and Due Process concerns. *See, e.g.*, *Bush v. Gore*, 531 U.S. 98, 104–05 (2000) (per curiam); *Pierce v. Allegheny Cnty. Bd. of Elections*, 324 F. Supp. 2d 684, 697 (W.D. Pa. 2003). The Court therefore should avoid the Secretary's construction. *See, e.g.*, 1 Pa.C.S. § 1922(3)

(codifying the presumption that "the General Assembly does not intend to violate the Constitution of the United States or of this Commonwealth").³

Second, the Secretary and the district court reason that Section 3146.8(g)(3)'s "verification" requirement relates only to "the proof of identification as required under" the Election Code. 25 P.S. § 3146.8(g)(3). Cross-referencing the statute, the Secretary and the district court point out that the Election Code defines "proof of identification" to mean "the elector's driver's license number," "the last four digits of the elector's Social Security number," or other official identification, but not the voter's signature. 25 P.S. § 2602(z.5)(3); *see also* App. 19–20: Dist. Ct. Op. 98–99 & n.15. This reasoning misses the point: Section 3146.8(g)(3) requires election officials not only to "verif[y] the proof of identification as required under" the Election Code, *but also* to determine "that the declaration is sufficient," 25 P.S. § 3146.8(g)(3), which necessarily requires them to confirm that it was "sign[ed]" by "[t]he elector," *id.* §§ 3146.6(a), 3150.16(a). The Secretary and the district court

³ To be sure, some distinctions between in-person and by-mail balloting processes may be permissible. But as the district court acknowledged, the Secretary must provide a valid justification for any differential treatment. Dist. Ct. Op. 112; *cf. ACLU of N.M. v. Santillanes*, 546 F.3d 1313, 1320 (10th Cir. 2008) (different treatment between in-person and absentee voters justified where there existed a separate, equally effective process in place to confirm the absentee voter's identify). Here, however, the justification offered by the Secretary—that only the "in person voter is notified of his or her signature deficiency, and afforded an opportunity to cure," Dist. Ct. Op. 113—fails to pass muster. As detailed herein, mail-in voters are provided similar due process protections. *See supra* pp. 9; *infra* pp. 18–20.

gloss over the Election Code's signature mandate and barely even mention its declaration-examination mandate. *See* App. 19–20: Dist. Ct. Op. 98–99 & n.15. But ignoring these mandates will not make them go away. Instead, the Court must "give effect to all" of the Election Code's "provisions." 1 Pa.C.S. § 1921(a); *see also Berner v. Montour Twp. Zoning Hearing Bd.*, 217 A.3d 238, 248 (Pa. 2019) ("[I]t is presumed 'that the legislature did not intend any statutory language to exist as mere surplusage."").

Third, to the extent that the Secretary and the district court address Section 3146.8(g)(3)'s declaration-examination mandate, they offer competing interpretations, neither of which is persuasive. For her part, the Secretary suggests that Section 3146.8(g)(3) limits such an assessment to the "voter's name and address," App. 19–20, but she offers no explanation as to why the voter's signature—which also is *required* to appear on the declaration and automatically populates in the SURE system, *see* 25 P.S. §§ 3146.6(a), 3150.16(a); Department of State, Mail-In Application Processing User Guide at 70–72, 75, 77–78 (Ex. B)—would be singularly exempted from that examination, *see* App. 19–20.⁴

⁴ The Secretary suggests that the only "information" contained on "the approved mail-in voter list is the voter's name and address." App. 19 n.14. Section 3146.8(g)(3), in fact, continues to refer to a "Registered Absentee and Mail-In Voters File," which at one time comprised voters' "temporary registration cards" but whose organic provision was removed from the Election Code by Act 12. *See* 25 P.S. § 3146.2c(a) & Historical and Statutory Notes. Regardless, the voter's signature *does* automatically populate in the SURE system, *see* Department of State, Mail-In

For its part, the district court recognized that "sections 3150.16(a) and 3146.6(a)" require the declaration to be "fill[ed] out, date[d], and sign[ed]." Dist. Ct. Op. 99 (citing 25 P.S. §§ 3146.6(a), 3150.16(a)). But in the district court's view, the county board's examination is limited to whether the declaration was completed "at all," and does not encompass "checking to see if the provided signature is sufficiently authentic." *Id.* This cramped construction contravenes the clear language of the Election Code because it ignores that Sections 3146.6(a) and 3150.16(a) require the declaration to be "fill[ed] out, date[d], and sign[ed]" by "[*t*]*he elector*," 25 P.S. §§ 3146.6(a), 3150.16(a) (emphasis added). Thus, a "declaration is sufficient," *id.* § 3146.8(g)(3), only if it is signed by *the voter*, *id.* §§ 3146.6(a), 3150.16(a) (emphasis added).

Moreover, the district court's cramped construction would lead to absurd results. *See Pa. Democratic Party*, 2020 WL 5554644, at *26 ("We must in all instances assume that the General Assembly does not intend a statute to be interpreted in a way that leads to an absurd or unreasonable result."). Under the district court's reading, a declaration would purportedly be sufficient even if it were obvious that it was not the voter who "signed" the declaration. *But cf. Fogleman*,

Application Processing User Guide at 70–72, 75, 77–78 (Ex. B), and the Secretary's argument pertains only to Section 3146.8(g)(3)'s requirement that county boards "compare" declarations against certain forms of information, not its separate declaration-examination mandate, 25 P.S. § 3146.8(g)(3); *see* App. 19 n.14.

36 Pa. D. & C.2d at 427 (sustaining challenges where declarations contained "printed signature[s]" that did not match the "written signature[s]" on the voters' registration cards"). Likewise, a declaration would apparently be sufficient even if the name and signature fields *used entirely different names*. After all, even if the voter's name were listed as "Sue Smith" and the voter's signature read "John Jones," the declaration still would be "fill[ed] out" and "sign[ed]." Dist. Ct. Op. 99. Thus, neither the Secretary nor the district court offers any persuasive reading of the Election Code's signature and declaration-examination mandates that excludes the county boards' longstanding practice of signature verification.

Fourth, the Secretary and the district court assert that their construction of Section 3146.8(g)(3) is warranted by the Pennsylvania Constitution's special solicitude for the right to vote. *See* App. 22; Dist. Ct. Op. 102–03. As an initial matter, where, as here, the General Assembly has spoken to a question of election law, such "expressions" fail to consider "the extent to which the [Pennsylvania] Constitution could, consistent with [the Elections Clause], 'circumscribe the legislative power.'" *Bush v. Palm Beach Cnty. Canvassing Bd.*, 531 U.S. 70, 77 (2000) (per curiam) (criticizing the Supreme Court of Florida for appealing to the Florida Constitution for the principle that "[b]ecause election laws are intended to facilitate the right of suffrage, such laws must be liberally construed in favor of the citizens' right to vote" (citation omitted)). Moreover, "[i]t must be remembered that

'the right of suffrage can be denied by a debasement or dilution of the weight of a citizen's vote just as effectively as by wholly prohibiting the free exercise of the franchise.'" *Bush*, 531 U.S. at 105 (quoting *Reynolds v. Sims*, 377 U.S. 533, 555 (1964)). Both the Secretary and the district court *agree* that the General Assembly may impose a signature-verification requirement. *See* App. 20–21; Dist. Ct. Op. 98–102. Thus, their paean to the right to vote simply begs the question of what constitutes a "validly cast and voted ballot[]" under Pennsylvania law. App. 20 n.15.

Finally, a major premise of the Secretary's proposed construction is the assertion that the Election Code "does not require that voters be afforded notice and an opportunity to cure before their absentee or mail-in ballots are rejected due to any perceived signature variations." *Id.* at 13. But the Secretary never even mentions—let alone attempts to reconcile her assertion with—Section 3146.8(5)–(7)'s notice, hearing, and judicial review guarantees. *See id.* Nor does the Secretary mention the robust body of Pennsylvania case law upholding signature verification by county boards subject to those guarantees. *See id.*

The Secretary thus ignores that the Election Code's signature-verification regime *resolves*, rather than raises, "constitutional concerns" and *provides*, rather than violates, "due process." *Id.* at 23–24. Indeed, courts have upheld signature verification performed by laypersons when, as now, the signature-verification regime provides the voter with notice and an opportunity to be heard before the ballot

is excluded from the final tally. *See, e.g., Ne. Ohio Coal. for the Homeless v. Husted*, 837 F.3d 612, 635 (6th Cir. 2016); *League of Women Voters of Ohio v. LaRose*, No. 2:20-cv-3843, 2020 WL 5757453 (S.D. Ohio Sept. 27, 2020). And the Secretary's cited cases all involved signature-verification regimes that provided no such process.⁵ Those cases, therefore, are of no moment here.

The district court likewise proposed a narrow reading of section 3146.8(g)(5)–(7)'s notice, hearing, and judicial review guarantees, suggesting that they are available only where a ballot has been individually challenged "on the grounds that the elector is not a 'qualified elector'" or where proof of identification "has not been received or could not be verified." Dist. Ct. Op. 104. This reading, however, assumes that the district court is correct that the Election Code's mandates do not encompass signature verification. *See id.* at 97–104.

This reading, moreover, is also based on an interpretation of only Section 3146.8(g)(4). See id. at 104. That provision indeed references ballots whose applications have been challenged "under §§ 3146.2b or 3150.12b... on the grounds

⁵ See, e.g., Richardson v. Tex. Sec'y of State, No. SA-19-cv-00963, 2020 WL 5367216, at *24–*25 (W.D. Tex. Sept. 8, 2020), appeal docketed, No. 20-50774 (5th Cir. Sept. 10, 2020); Frederick v. Lawson, No. 1:19-cv-01959, 2020 WL 4882696, at *15 (S.D. Ind. Aug. 20, 2020); Democracy N.C. v. N.C. State Bd. of Elections, No. 1:20CV457, 2020 WL 4484063 (M.D.N.C. Aug. 4, 2020); Self Advocacy Sols. N.D. v. Jaeger, No. 3:20-cv-00071, 2020 WL 2951012 (D.N.D. June 3, 2020); Martin v. Kemp, 341 F. Supp. 3d 1326 (N.D. Ga. 2018); Democratic Exec. Comm. of Fla. v. Detzner, 347 F. Supp. 3d 1017, 1030–31 (N.D. Fla. 2018); Saucedo v. Gardner, 335 F. Supp. 3d 202, 222 (D.N.H. 2018).

that the elector applying for a mail in or absentee ballot wasn't qualified." *Id.* But the notice, hearing, and judicial review guarantees of Sections 3146.8(g)(5)–(7) are not so limited: they apply *both* to "[b]allots received whose applications have been challenged *and* ballots which have been challenged." 25 P.S. § 3146.8(g)(5)(emphasis added). The use of these two different categories makes clear that ballots can be challenged *beyond* the circumstances laid out in Sections 3146.2b or 3150.12b. In other words, ballots can be challenged not only on the grounds that the applicant is not a qualified elector, but also due to other deficiencies that arise *after* the application process—a fact confirmed by decades of Pennsylvania case law providing judicial review where ballots have been challenged on the grounds that they were not "sign[ed]" by "[*t*]*he elector*," *id.* §§ 3146.6(a), 3150.16(a), 3146.8(g)(3) (emphasis added); *see supra* pp. 7–8.

* * * * * *

This is not the first time that guidance issued by the Secretary has misstated Pennsylvania law. Prior to the June primary election, the Secretary told county boards that they were to count, and not treat as invalid, mail-in ballots returned without a secrecy envelope. This Court, however, held that any mail-in ballots returned without the inner secrecy envelope are invalid and may not be counted. *See Pa. Democratic Party*, 2020 WL 5554644, at *24–*26. This Court should reach exactly the same outcome here and declare that the Secretary's Guidances

contravene the Election Code's clear and mandatory signature-verification requirements.

CONCLUSION

The Court should to reject the Secretary's proposed construction and hold instead that the Election Code authorizes and requires "county election boards to reject voted absentee or mail-in ballots during pre-canvassing and canvassing based on signature analysis." Oct. 14, 2020 Order at 1.

Dated: October 16, 2020

Respectfully submitted,

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*Pro hac vice application forthcoming

CERTIFICATION OF WORD COUNT

Pursuant to Rule 2135 of the Pennsylvania Rules of Appellate Procedure, I certify that this Brief contains 5,160 words, exclusive of the supplementary matter as defined by Pa.R.A.P. 2135(b).

/s/ John M. Gore

Counsel for Intervenor-Respondents Donald J. Trump for President, Inc.; the Republican Party of Pennsylvania; Republican National Committee; and National Republican Congressional Committee

CERTIFICATE OF COMPLIANCE

I hereby certify that this filing complies with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts that require filing confidential information and documents differently than non-confidential information and documents.

> <u>/s/ John M. Gore</u> Counsel for Intervenor-Respondents Donald J. Trump for President, Inc.; the Republican Party of Pennsylvania; Republican National Committee; and National Republican Congressional Committee

EXHIBIT A

Absentee/Mail-In Signature Matching Procedures

- Separate your envelopes by Mail-In and Absentee
- In Sure, click on the "Reports" tab
- Click on "Record Mailings"
- Select letter type
 - o Absentee Ballot Label
 - o Mail-In Ballot Label
- Select response type
 - Record-Ballot Returned
- Check the box next to auto record
- Place your cursor in the box under "Bar Code"
- Using your handheld scanner, scan the barcode located on the front or back of envelope
- When the voters information comes up on the screen:
 - Check off the envelope as a double-check
 - Ensure that the information on the screen matches the information notated above the barcode
 - Check the signature to ensure that it matches what is on file
- If the signature matches, place the envelope in the "Scanned ballots bin" so that it can be sorted into the correct precinct to await central scan
- If the signature DOES NOT match:
 - Click the "Clear Last Response" button
 - o "Clear only the last response" box will come up, click "OK"

If a signature does not match

- Look the voter up in "Correct Voter"
 - Check "Documents" to see if there is anything scanned in with a matching signature
 - If there is, capture the signature to update it
 - o Check "Votes" tab to see the last time they voted
 - If it was within the last two years, check the poll books for a signature match
 - If signature in poll books matches the signature on the envelope, scan the update signature into SURE
- Set envelope aside to be double-checked by a supervisor
- If the supervisor still cannot match the signature, the supervisor will check the voter record and absentee application for a phone number and/or email address
 - If there is contact information, reach out to the voter to explain the signature mismatch.
 - Either send new ballot or send voter verification letter
 - Notate on envelope initials, date, and which you are doing per voters request
 - o If you cannot get ahold of the voter, send the a voter verification letter
 - Scan copy of letter into voter record
 - Keep a copy of letter with ballot

EXHIBIT 09/29/20 Boockvar Ex8

CHESTER000056

Ballot Inquiries

Ballot inquiries are sent in to a mailbox reserve specifically for voters looking to get information regarding their ballot and are submitted online at the Chester County Voter Services website.

- From Outlook, check out the section labeled "Ballot Info"
- Start with the earliest inquiry received
- Call the voter to assist them with their inquiry
- Move the email to the "Resolved emails" folder

Missing Signatures

- Look the voter up in Correct Voter
 - Check voter registration and absentee/mail-in app for contact information
- If there is contact information, reach out to voter with the following method of reconciling:
 - Voter can come in and sign ballot envelope with identification
 - o Ballot label can be cancelled and a new ballot can be mailed out
- If no contact information, send voter a missing signature letter asking them to contact our office.
- To cancel a ballot label for missing signature:
 - Click on "Reports" tab
 - Click on "Record Mailings"
 - o Letter type
 - Absentee Ballot Label
 - Mail-In Ballot Label
 - o Response Type
 - Canc No Signature
 - Check the box next to auto record
 - Place your cursor in the box under "Bar Code"
 - Using your handheld scanner, scan the barcode located on the front or back of envelope

Undeliverable ballots

- Click on "Reports" tab
- Click on "Record mailings"
- Letter type
 - o Absentee Ballot Label
 - o Mail-In Ballot Label
- Response Type
 - o Canc Undeliverable
- Check the box next to auto record
- Place your cursor in the box under "Bar Code"
- Using your handheld scanner, scan the barcode located on the front or back of envelope

- From the main SURE screen, click on "Correct Voter" tab
- Search the voter by name
- Check voter record and/or absentee/mail-in application for contact information
- Reach out to voter to notify them of undeliverable ballot and verify address
 - Update any changes that need to be made
 - o Resend ballot out to voter
 - o Notate on envelope method of contact, date, initials, and outcome
 - Resent per voter, left vm, sent email etc.

VERIFICATION OF BALLOT SIGNATURE

I, ______, by this verification, swear and/or affirm that my signature executed on my mail-in/absentee ballot previously submitted to the Chester County Office of Voter Services is my signature for purposes of Voter Services' verification as required by the Pennsylvania Election Code. I understand Voter Services is performing an official function in determining whether I am a qualified elector for purposes of my voting in the Primary Election of 2020. I submit this verification pursuant to the requirements of 18 Pa.C.S.A. Section 4904 Unsworn falsification to authorities statute.

Ву: _____

Signature

Date: _____



THE COUNTY OF CHESTER

COMMISSIONERS: Marian Moskowitz Josh Maxwell Michelle Kichline CHESTER COUNTY VOTER SERVICES Government Services Center 601 Westtown Road, Suite 150 P.O. Box 2747 West Chester, PA 19380-0990 (610) 344-6410 FAX: (610) 344-5682



SANDRA BURKE Director

June 2, 2020

Mr./Ms. X Address Address

RE: Please contact us immediately regarding your mail-in ballot

Dear ____:

Thank you for participating in the June 2, 2020 Primary Election by mailing your ballot to Chester County Voter Services. Voter Services has received your mail-in ballot but, unfortunately, we are unable to verify your identity because your signature on file does not match your signature on your ballot.

We genuinely want your vote to count. Please sign and return the enclosed signature verification form to Voter Services immediately, which must be received in our offices no later than 4:30 pm on Monday, June 8, 2020, to provide proof of identification so that we can confirm that your vote is valid. Alternatively, you can make an appointment to appear in person at our offices prior to this deadline. If you do not do this, we will not be able to count your vote.

Please contact us by phone at 610-344-6410, or by email <u>ccelectionofficials@chesco.org</u>. We are counting on you to help us make your vote count.

Thank you.

Chester County Voter Services

EXHIBIT B



Pennsylvania Department of State Statewide Uniform Registry of Electors (SURE) Mail-In Application Processing March 2020

Pennsylvania Department of State Statewide Uniform Registry of Electors (SURE)

Mail-In Application Processing User Guide

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MAIL-IN PROCESSING

In this module, users will learn to:

- D Process an Online Mail-In application
- D Process a Paper Mail-In Application for a Voter
- Make a Voter a Permanent Mail-In
- D Process an Online Mail-In with Pre-existing Permanent Status
- □ Identifying an Online Mail-In Application Submitted from Online Vote Registration (OVR)
- Print Mail-In Ballot Labels
- Record Mail-In Ballots as Being Returned

Mail-In Applications

The SURE VR system can accept the electronically submitted online mail-in applications into an Online Mail-In Batch Type: OLMAILV and can be accessed through the *Applications* tab in SURE VR. This application batch contains new applications received through the **Online Mail-In Application** where the data was verified by PennDOT and the digitized signature will be attached to the application.

The SURE VR system allows paper mail-in applications to be processed and maintained in two different ways. A SURE VR user can designate a voter as a mail-in voter by accessing the **Process Absentee/Mail-In Wizard** from the **Voter Information** tab or by creating a mail-in application for the voter via the **Applications** tab. These materials detail the two ways in which mail-ins can be processed as well as give guidance as to what process should be used in each situation.

When processing a group of mail-in applications, it is easiest to use the *Applications* tab method. When processing single mail-in applications, it is easiest to use the *Voter Information* method.

Processing Online Mail-In Applications

Approving Online Mail-In Applications

Steps	Actions
1.	From the SURE VR Main Menu, click the Applications tab.
2.	Select the 'Absentee/Mail-In Application' App Type.
3.	Check the 'Show Application Batches' checkbox to display the application batches received from the Mail-In Ballot Application . Double click on one of the batches, with a 'Form Type' of 'OLMAILV'.



Steps	Actions
	ELVS Main Menu ELVS DELAWARE Beports Beports Voter Information App Type: Absentee/Mail-In Applica Absentee/Mail-In Applica Add Absentee/Mail-In Add Absentee/Mail-In Add Absentee/Mail-In Modify Application Find Applic
	Dates: 12/09/2019 To 01/08/2020 Show Application Batches Created Batch Status InUseBy Form Type Reviewed 12/24/2019 Reviewed OLMAILV 12/24/201. 2019 12/23/2019 Reviewed OLMAILV 12/24/201. 2019 12/23/2019 Reviewed OLMAILV 12/24/201. 2019 12/23/2019 Reviewed OLRABV 12/22/201. 2019 12/18/2019 Reviewed OLRABV 12/22/201. 2019 < III > > Refresh Find Batches Find Batches Only Batches Not In Use Exit
4.	The Absentee/Mail-In Voting screen displays the first application in the batch. All the information entered in the mail-in ballot application will be populated. The 'Application Type' will be "ONLINE MAIL-IN VERIFIED". The following fields will be disabled and cannot be modified. Default Vote Method = "MAIL-IN" VR Source = "OLV" Application Type = "ONLINE MAIL-IN VERIFIED" Verified Checkbox = Checkbox is checked Election = Current election Vote Method = "MAIL-IN" Reason = Blank App Rec'd Method = Online Ballot Delivery = "USPS"



Actions	
Absentee/Mail-In Vo	oting
PENNDOT, CTTEN	Default Election: 2020 GENERAL PRIMARY (04. V
	Default Vote Method: MAIL-IN
	VR Source: OLV
Application Queue App Details ID Verification	
Title: Last Name: Suffix: First Name: Middle Name: Provide Name: ProvideName: Provide Name: <	arty Affiliation: Application Type: Venfied:
House #: 1/2 Dir: Street Name: Type: Dir: Unit: 200 CORPORATE DR	Unit #: City: State: Zip Code: V CAMP HILL PA 17011 V
Address Line 2: Alt Addr Line 1: Alt City, State: 200 CORPORATE DR CAMP HILL PA	All Zip: All Country:
Election: Vote Method: App Date: Reason: 2020 GENERAL PRIM. V MAIL-IN V 02/21/2020	Birth Date: SSN: Drivera Lic: 06/04/1994 99001510
Phone: Sex: Email Address: App Rec'd Method B U V C-NAGDONAD@PA.GC Online U	sps Signature
Name: Party: Res Addr:	Status: New County
New Entry Delete Entry Process App	OK Cancel



Steps	Actions		
	Default Vo	ction: 2020 GENERAL PRIMARY (54. V) as Method: MA3, 4N. V	
	Application Queue App Details ID Vertication	a séricia:	
	State or Federal government employees oheck here: Ahmmon from municipality. Ahmmon from municipality: Ninees or physical disability: Home of physician:		
	Phone No: Officer address		
	Application Tensition p Feb 21, 2020 04:30-12 PM	OK Cancal	
	The 'Application Timestamp' field will be disabled and	cannot be modified. The date and	
	time of when the application was submitted will appear time county election officials should reference to c submitted before the deadline to request a mail-in	in this field. This is the date and letermine if the application was	
	The <i>ID Verification</i> tab will display the following. The PA Driver's License or PennDOT ID Number used on this screen. Additionally, the 'Verified' checkbox wi the voter's ID verification occurred before the applicati <u>IMPORTANT</u> : The 'Date Sent' is when the applicant of PennDOT ID Number in "Identification" section of the G 'Date Received' is when the response from PennDOT indicating their ID information has been verified. These	Il be checked and disabled since on was submitted. Intered the PA Driver's License or Online Mail-In Application. The was returned to the applicant e dates and times occur <u>before</u>	
	the applicant submits the application and should not application was received before the deadline to reques		



	tions	
PENNIOOT, CTTWELVE	Viail-In Voting - Default Becker 2016 GENERAL ELECTION (1 Default Vize Method (104), M	And and a second se
Verification History	se Received – Verliceton Stebus – Uter nessage 317/01-16-24 – Auto-Acconvec	2
< IN Drivers Lic: SSN: Birth Date: 99001507 Courty Type Descripton	Verified Reprocess	
Add Doc Add Last Scan Delete Doc	View Doc 1	
New Entry Dulote Entry Process App	OK Cancel	
function key on the keyboard ers window is displayed. The	results shown in this win	ndow will dis
ers window is displayed. The county whose last name and	results shown in this win	ndow will dis
ers window is displayed. The county whose last name and Find M Search Citeria	results shown in this win first name match the app Aatching Voters	ndow will dis plicant's.
search Citera Last Name PENNDOT	results shown in this win first name match the app Aatching Voters	ndow will dis blicant's.
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search Citleta Search Citleta Last Name PENNDOT LAMES BithDate StocSooNo DL4 Party: 10/02/1965 Street Name: City: 203 RICHMOND Camp hil	Alatching Voters Middle Name Satter Satter Alatching Voters	ndow will dis blicant's.
search Citleta Search Citleta Last Name PENNDOT LAMES BithDate StocSooNo DL4 Party: 10/02/1965 Street Name: City: 203 RICHMOND Camp hil	Alatching Voters Middle Name Suffix Sex PhoneHome PlaceofBith: V State 20 Code County PA 17011 23 V	Adow will dis blicant's.
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Find N Search Citeria Search Citeria	Aatching Voters Aatching Voters Middle Name Suffix Sex PhoneHome PlaceofBitt: V Size 20 Code County PA 1/2011 203 RK DL PY RegDate Status Add 99002047 D 12212/2019 A	Adow will dis blicant's.
	Application Querue App Details O Verification Verification History Verification History Verification Verification Verification History	Default Wite Method: Method:



Steps	Actions	
6.	The next step is dependent on the results of the duplicate search. Compare the application data against any matching voter records that may display in the results.	
	If a matching valid, in county voter record is identified, select the voter record and click [OK].	
7.	The Application Linked message is displayed.	
	Application Linked	
1	The Application has been linked to the selected voter's record	
	ОК	
	Click [OK] to close the message. Note: If the voter already has a mail-in or absentee application attached to their voter	
	record, the existing warning message will display.	
	Absentee/Mail-In Application Exist for Selected Election	
	Warning! An Absentee/Mail-In Application Already exists for this Election	
	ОК	
8.	Upon linking the application to a voter record, the system will auto-populate fields in the lower half of the <i>Application Queue</i> tab with the voter record data and the voter's signature will appear in the signature block area.	



Steps	Actions
	Absentee/Mail-In Voting
	PENNDO T, CTTWELVE Default Election: 2020 GENERAL PRIMARY (04. *) 0526-1 Default Vote Method: MAIL-IN * PHILA WD 05 DIV 26 VR Source: OLV
	C Application Queue App Dgtais Application
	Title Last Name: Suffix: First Name: Middle Name: Party Affiliation: Application Type: Verified: V PENNDOT CTTWELVE DEMOCRATIC ONLINE MALIN Verified:
	House #: 1/2 Dir: Street Name: Type: Dir: Unit #. City: State Zip Code: 1717 GREEN ST ST PHILADELF PA 19130 Address Line 2: Alt Addr Line 1: Alt City, State: Alt Zip: Alt Country: 1717 GREEN ST PHILADELPHIA PA 19130 Image: Country: Image: Country:
	Election: Vote Method: App Date: Reason: Birth Date: SSN: Drivers Lic: 2020 GENERAL PRIM MAIL-IN 01/02/2020 01/02/10/1994 99001507 Phone: Sex: Email Address: App Rec'd Method Ballot Delivery 0
	U C NAGDONAD@PA.GC One USPS Sugnature Name: PENNDOT, CTTWELVE Party: DEMOCRATIC Res Addr: 27 N 02ND ST PHILADELPHIA, PA 19106 Status: Most Addr: Voter ID: 109573287-51 Yoter ID: 109573287-51 Reg Date: Status: Active ACTIVE - REGISTERED
9.	Click [Process App] to approve the application.
10.	The Process Absentee/Mail-In Application window displays.
	The 'Status-Reason' field will default to APPR – ID VERIFIED.
	The ID Verification process occurred while the applicant was completing the application online. Therefore, upon approving the application, the 'Status' will become 'Processed' and the mail-in data will not be sent for ID verification.
	The 'Send Ballot Document' and 'Submit for Printing Later' checkboxes are defaulted as checked.



Steps	Actions
Steps	Actions Process Absentee/Mail-In Application Image Date: PENNDOT, CTTWELVE Orange Date: Orange Date: <
11.	Click [Process] .



Steps	Actions
	Process Absentee/Mail-In Application
	PENNDOT, CTTWELVE Charge Date: 01/08/2020 3:17:5
	Status - Reason: Ballot Serial No: APPR - ID VERIFIED V
	Create Permanent from Application
	Correspondence
0	Send App Status Document Send Ballot Document
8	Message on Correspondence:
	Frocess Cancel
	mail-in voter has indicated on their application that they want to be added to the annual mail-in voter list, the "Create Permanent from Application" checkbox will be checked and disabled. When the application is processed, the Mail-In Ballot; Perm flag is displayed on the voter record. When the Absentee/Mail-In Voting icon is clicked, the details will be displayed on the Permanent tab and the Ballot details will be displayed on the Ballots tab.
	The application is processed, and the <i>Application Queue</i> tab is displayed.



Steps	Actions
	Absentee/Mail-In Voting Absentee/Mail-In Voting PENNDOT, CTTWELVE O526-1 PHILA WD 05 Drv 26 VR Searce O(V
	Model Application Application Image: Complexity of the state of the stat
	House #, 1/2 Dir Street Name: Type Dir Unit: Unit # City: State: 2p Code: 1717 GREEN ST PHILADELF PA 19130 Address Line 2: Alt Addr Line 1 Alt City. State: Alt Zip: Alt Country 1717 GREEN ST PHILADELPHIA PA 19130
	Bection: Vote Hethod: App Date: Becason: Birth Oute: SSN: Drivers Lac: 2020 GENERAL PRIM MALL:N 01/02/2020 10/10/1994 99001507 Phone: Sex: Email Address: App. Rec'd Method: Ballist Delivery U CAAGDOMAD@PA.GC Onine USPS Signature
	U CAUGDOMAD@PA.GCOnine USPS Signature Name: PENNDOT. CTTWELVE Party: DEMOCRATIC Ples Add: 27 N 02ND ST PHILADELPHIA, PA 19105 Mail Addr: Voter ID: 109573287-51 Reg. Date: 12/7/2019 Status: Adve ACTIVE - REGISTERED
	An email will be sent to the applicant to inform him/her that their mail-in ballot application was approved if an email was provided on the application.
	Existing processes after approving a mail-in ballot application remain the same.
Č.,	The 'Mail-In Ballot' flag will be attached to the voter record.
	The mail-in application will be attached to the voter record.
	□ The voter's information will now appear on mail-in type reports.
	A 'Mail-In Ballot Label' will be queued for each approved application whether individually to Correspondence Batches or in a group through the Process Abs/Mail-In Utility.
	Mail-In Ballot Labels will contain a bar code indicating the voter information has been verified and does not have to provide ID before their ballot can be counted.
	Upon confirming a Mail-In Ballot Label, the Correspondence tab on the voter record will be updated to reflect the mail-in balloting package has been sent.
	The Record Mailings functionality will allow for any returned ballots to be entered in the system and will update the voter record accordingly based on the 'Response Type'.



Users will have the ability to decline an online mail-in application for one of several reasons. When an application is declined, the system will generate the necessary correspondence to advise the applicant why the application was declined.

Declining Online Mail-In Applications

Steps	Actions	
1.	From the SURE VR Main Menu, click the Applications tab.	
2.	Select the 'Absentee/Mail-In Application' App Type.	
3.	Check the 'Show Application Batches' checkbox to display the application batches received from the Mail-In Ballot Application . Double click on one of the batches, with a 'Form Type' of 'OLMAILV'.	
	ELVS Main Menu	
	ELVS PHILADELPHIA	
	Reports C_Petitions System Functions Voter Information Applications Petitions	
	App Type: Absentee/Mail-In Applica V Add Absentee/ Mail-In Mail-In UOCAVA	
	Status: New Pending All Processed Modify Application	
	or: V Find Application	
	Dates: 12/09/2019 To 01/08/2020 Show Application Batches	
	Created Batch Status InUseBy Form Type Reviewed Batch 01/07/2020 Reviewed 0LMAILV 1/7/2020 20200 =	
	01/07/2020 Reviewed 0LMALV 1/7/2020 20200 01/06/2020 Reviewed 0LMALV 1/7/2020 20200	
	01/03/2020 Reviewed OLMALV 1/3/2020 2020(01/03/2020 Reviewed OLMALV 1/3/2020 2020(
	< 10	
	Refresh Find Batches I Only Batches Not In Use	
	Ext	



Steps	Actions
4.	Actions The Absentee/Mail-In Voting screen displays the first application in the batch. All the information entered in the mail-in ballot application will be populated. The 'Application Type' will be "ONLINE MAIL-IN VERIFIED". The following fields will be disabled and cannot be modified. Default Vote Method = "MAIL-IN" Application Type = 'ONLINE MAIL-IN VERIFIED" Verified Checkbox = Checkbox is checked Election = Current election Vote Method = "MAIL-IN" Reason = Blank App Rec'd Method = Online Ballot Delivery = "USPS"
	- Absentee/Mail-In Voting -
	PENNDOT, BRIAN Default Bection: 2020 GENERAL PRIMARY (04, V Default Vote Method: MAIL-IN
	VR Source: IOLV
	Application Queue App Details ID Verification
	Title: Last Name: Suffix: First Name: Middle Name: Party Affiliation: Application Type: Venfied: V PENNOOT V BRIAN V ONLINE MAILIN V
	House #: 1/2 Dir: Street Name: Type: Dir: Unit: Unit: #: City: State: Zip Code: 511 v SHAW v ST v v MECHANIC v PA v 17050 v
	Address Line 2: Alt Addr Line 1: Alt City, State: Alt Zip: Alt Country: 511 SHAW ST MECHANICSBURG PA 17050 V
	Bection: Vote Method: App Date: Reason: Birth Date: SSN: Drivers Lic: 2020 GENERAL PRIM V MAIL-IN V 01/06/2020 V 01/03/1994 99002042
	Phone: Sex: Email Address: App Rec'd Method Belliot Delivery: U C-NAGDONAD@PAGC Drine USPS Signature
	Name: Party: Res Addr: Not a the
	Voter ID: Reg Date: New County
	New Entry Delete Entry Process App OK Cancel Record: [K] 1 []] []] + of 1
-	



Middle Name Sex: PhoneHom U U U U State: Zip Cos D V PA V 19054 PANCOAST AVE SPRINGFIELD F.	~	Find Now OK Cancel
Sec. PhoneHom U U State: Zp Co PA 19054	v ne: ● PlaceofBirth: v ode: ✓ County:	Cancel
✓ U ✓ ■ State: ■ Zip Co D ✓ PA ✓ 19054	ode: 🗹 County:	Itaal (1
State: Zip Co. V PA v 19054	the state of the s	Ran da O
D V PA V 19064	the state of the s	Ban da D
PANCOAST AVE SPRINGFIELD,P.		results: 0
PANCOAST AVE SPRINGFIELD,P.		Existing Record
	P.A. 19064 238 PA)	COAST AVE SPRI
SN DL Pty Re	egDate Status Add	ets
		> Clear Criteste
	itional duplicate ch	itional duplicate checks by edit



;		Actions
		📲 Find Matching Voters – 🗆
		Search Ortesa
		✓ Lost Name ✓ Fint Name ✓ Midde Name
		PENNDOY PAY V OK • BathDate • SeeSecNa • DL# • Party • Sax • PhoneHome • PlaceofBirth
		estimate Social ULE Prany Social Concernant Cance 01/03/1997 99002038 UUV
		House Street Name City State Zo County
		238 PANCOAST AVE V SPRINGFIELD V PA V 19054 V 23 V Results 0 Exeting Re-
		PENNOOT.PAT 01/03/1997 95002038 U 238 PANCOAST AVE SPRINGFIELD.PA 19064 238 PANCOAST AVE
		Crity Neemo BrithOale SSN DL Pty RegDate Statue Address
		and the state of the second
	*1	¢
		Charge
		Addr Name Paty Other Sgs Geor Citens
S	section.	not able to find a matching valid voter record, please refer to the stable to find a matching valid voter record but would like to u
	section. If you were a declined sta	able to find a matching valid voter record but would like to un atus reason, please refer to step 10 of this section.
	section. If you were a declined sta If you are n	able to find a matching valid voter record but would like to u atus reason, please refer to step 10 of this section. not able to find a matching valid voter record during the dup on the Find Matching Voters screen.
s If d	ection. f you were a leclined sta If you are n	able to find a matching valid voter record but would like to unatus reason, please refer to step 10 of this section. not able to find a matching valid voter record during the duple in the Find Matching Voters screen.
s If d	ection. you were a eclined sta	able to find a matching valid voter record but would like to us atus reason, please refer to step 10 of this section. Not able to find a matching valid voter record during the duple on the Find Matching Voters screen.
s l'c	f you were a leclined sta	able to find a matching valid voter record but would like to us atus reason, please refer to step 10 of this section. Not able to find a matching valid voter record during the duple on the Find Matching Voters screen.
5	section. f you were a declined sta If you are n	able to find a matching valid voter record but would like to us atus reason, please refer to step 10 of this section. Thot able to find a matching valid voter record during the duple on the Find Matching Voters screen.
se If de	ection. you were a eclined sta f you are n	able to find a matching valid voter record but would like to us atus reason, please refer to step 10 of this section. The able to find a matching valid voter record during the duple on the Find Matching Voters screen.
s l'c	f you were a leclined sta	able to find a matching valid voter record but would like to us atus reason, please refer to step 10 of this section. Thot able to find a matching valid voter record during the duple on the Find Matching Voters screen.
	section. If you were a declined sta	able to find a matching valid voter record but would like to us atus reason, please refer to step 10 of this section. The table to find a matching valid voter record during the duple on the Find Matching Voters screen. Find Matching Voters screen.
5	section. If you were a declined sta	able to find a matching valid voter record but would like to us atus reason, please refer to step 10 of this section. The able to find a matching valid voter record during the duple on the Find Matching Voters screen. Find Matching Voters screen. Find Matching Voters Search Otom Search Otom
	section. If you were a declined sta	able to find a matching valid voter record but would like to us atus reason, please refer to step 10 of this section. The able to find a matching valid voter record during the duple on the Find Matching Voters screen. Find Matching Voters screen. Find Matching Voters Search Otom Search Otom



Steps	Actions
	Absentee/Mail-In Voting - 🗆 🗙
	PENNDOT, BRIAN Default Bection: 2020 GENERAL PRIMARY (04.
	Default Vote Method: MAJLIN
	VR Source: OLV
	Application Queue App Details ID Verification
	Title: Last Name: Suffix: First Name: Middle Name: Party Affikation: Application Type: Verified: V SENNOOT V BRIAN V ONLINE MAILIN V
	House #: 1/2 Dir: Street Name: Type: Dir: Unit: Unit #: City: State: Zip Code: 511 v SHAW v ST v v MECHANIC v PA v 17050 v
	Address Line 2: Alt Addr Line 1: Alt City. State: Alt Zip: Alt Country: 511 SHAW ST MECHANICSBURG PA 17050 V Image: Country: Image: Country:
	Election: Vote Method: App Date: Reason: Birth Date: SSN: Drivers Lic: 2020 GENERAL PRIM MAIL-IN 01/06/2020 v 01/03/1994 99002042
	Phone: Sex: Essel Address: App Rec'd Method Ballot Delivery: Signature
on Kille nyas	Name: Party: Party:
	Mail Addr: Status: Voter ID: Reg Date: Status: County
	New Entry Delete Entry Process App OK Cancel



Steps	Actions
	Process Absentee/Mail-In Application - - × PENNDOT. BOB Change Date: 01/08/2020 2:05:1
	Statue - Reason. DECL - NOT REGISTERED
	Create Permanent from Application Correspondence Send App Status Document ABS/MAIL-IN APP INELIGIBLE
8	Message on Correspondence: YOU ARE NOT REGISTERED TO VOTE.
	Process Cancel
	Click [Process]. The 'ABS/MAIL-IN APP INELIGIBLE' notice will be queued to the Report Batches so it can be printed and confirmed at a later time.
	The Absentee/Mail-In Voting screen is displayed with a 'Processed' status associated to the application.
	Click [OK] to close the Absentee/Mail-In Voting screen.



Steps		Actions
		🛃 Absentee/Mail-In Voting - 🗖 🔀
		PENNDOT, BRIAN Default Section: 2020 GENERAL PRIMARY (04. V
		Default Vote Method: MAIL-IN
		VR Source: OLV
		Application Queue App Details ID Ventication
		Title: Last Name: Suffix: First Name: Middle Name: Party Affiliation: Application Type: Verified: V PENNDOT V BRIAN V ONLINE MAIL-IN V
		House #: 1/2 Dir: Street Name: Type: Dir: Unit: Unit #: City: State: Zip Code: 511 v SHAW v v MECHANIC v PA <v td=""> 17050 v</v>
		Address Line 2: Alt Addr Line 1: Alt City, State: Alt Zip: Alt Country: 511 SHAW ST MECHANICSBURG PA 17050 V
		Election: Vote Method: App Date: Reason: Birth Date: SSN: Drivers Lic: 2020 GENERAL PRIM MAIL-IN 01/06/2020 01/03/1994 99002042
		Phone: Sex: Email Address: App Rec'd Method Ballot Delivery: Signature U C-NAGDONAD@PA.GC Online USPS Signature Name: Party:
		Name: Party:
		Res Addr:
		Mail Addr: Stetue: Processed I I I I I I I I I I I I I I I I I I I
		Status:
		New Entry Delete Entry Process App OK Cancel
		Record: 🚺 🚺 1 🔯 🖂 ++ of 1
10.		were able to locate a matching valid voter record during the duplicate check and o process the application with a different decline status, click [Cancel] on the
		Matching Voters screen.
11.	Click [Process App] on the Absentee/Mail-In Voting screen.



os	Actions
	Absentee/Mail-In Voting Absentee/Mail-In Voting PENNDOT, BOB JR Default Bection: 2016 GENERAL ELECTION (11 Default Vote Method: ABSENTEE VR Source OLV
	Application Queue App Details ID Verification Title: Last Name: Suffix: Finit Name: Niddle Name: Party Affiliation: Application Type: Verified: V PENNDOT JR BOB V Verified: Verified: House #: 1/2 Dir: Street Name: Type: Dir: Unit: Unit: Unit: City: State: Zip Cede: 238 V PANCOAST AVE V V SPRINGFIE PA 19064 Verified: Address Une 2: Alt Addr Line 1: Alt City, State: Alt Zip: Alt Country:
	238 PANCOAST AVE SPRINGFIELD PA 19064 Election: Vote: Method: App Date: Resson: Birth Date: SSN: Drivers Lic: delaware special electic ABSENTEE 12/18/2019 10/02/1965 99002041 Phone: Stat: Email Address: App Flex'd Method: Bellot: Delivery: 717:371-8855 U C-NAGDONADGPAGC Online USPS Signature Name: Party: Res Addr.
	Mail Addr: Status: Voter 1D: Reg Date: New
	Status: OK Cancel New Entry Delete Entry Process App OK Cancel
Select the	New Entry Delote Entry Process App Record KI KI 1 DI KI PA of 22
Select the	New Entry Delote Entry Process App Record CL 1 DIN ++ of 22 e appropriate 'Status – Reason'.
Select the	New Entry Delote Entry Process App Record CL 1 DIN + of 22 e appropriate 'Status – Reason'.
Select the	New Entry Delete Entry Process App Record I Image: OK Cancel e appropriate 'Status - Reason'. Image: Process Absentee/Mail-In Application Image: Date: Image: Data: Image: Data: Image: Date: Image: Data: Image: Data: Image: Date: Image: Data: I



Steps	Actions
	creates a ballot label for the following general election.
	Click [Process].
	Process Absentee/Mail-In Application
	PENNDOT, BOB Change Date: 61/08/2020 12 50:
	Status - Reason: Ballot Serial No:
	Create Permanent from Application Correspondence Send App Status Document ABS/MAIL-IN APP INEL/GIBLE
	Message en Correspondence: YOUR REQUEST FOR A BALLOT WAS RECEIVED AFTER THE DEADLINE.
	Process Cencel
	The 'ABS/MAIL-IN APP INELIGIBLE' notice will be queued to the Report Batches so it can be printed and confirmed at a later time.
	Additionally, an email will be sent to the applicant to inform him/her their mail-in application was declined (with the declined status reason) if an email was provided on the application.
	The application is processed, and the <i>Application Queue</i> tab is displayed.



	📲 Absentee/Mail-In Voting 🗕 🗖
	PENNDOT, BRIAN Default Bection: 2020 GENERAL PRIMAR
	Default Vote Method: MAIL-IN
	VR Source: OLV
	Application Queue App Details 1D Venfication
	Title: Last Name: Suffix: First Name: Middle Name: Party Affiliation: Application Type: Verifie v i=Intention v BRIAN v ONLINE MAILIN v
	House #: 1/2 Dir: Street Name: Type: Dir: Unit: Unit #: City: State: Zip Cr 511 v SHAW v ST v v MECHANIC v PA v 17050
	Address Line 2: Alt Addr Line 1: Alt City. State: Alt Zip: Alt Country: 511 SHAW ST MECHANICSBURG PA 17050 v
	Election: Vote Method: App Date: Pleason: Birth Date: SSN: Drivers 2020 GENERAL PRIM MAILIN 01/06/2020 01/03/1994 9900204
	Phone: Sex: Ensail Address: App Rec'd Method Ballot Delivery: U v C-NAGDONAD@PAGK Online v USPS Signatur
	Name: Party:
	Res Addr: Status: Mail Addr: Processed Voter ID: Reg Date: Status: County
3	New Entry Delete Entry Process App OK Car
	Record: KI KI 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1



Steps	Actions
	Absentee/Mail-In Voting PENNEDT, JOHN 42090402-1 SPRINGFIELD TOWNSHIP 4TH WARD 2ND PREC Presidential Conception President Conception
13.	Click [OK].



Processing Mail-In Applications via the Applications Tab

Steps	Actions
1.	From the SURE Menu, select the Applications tab.
2.	Select 'Absentee/Mail-In Application' from the 'App Type' drop-down.
	ELVS Main Menu
	ELVS DELAWARE
	Reports C_Petitions System Functions Petitions Petitions Petitions Petitions
	App Type: //beentee/Mailin Applica V Add Absentee// Mailin
	Status: Naw Pending Modify Application
	Or: V Find Application Dates: 12/11/2019 To 01/10/2020 V Show Application Batches
	Created Status InLineBy Form Type Reviewed Batch Fe
	د
	Refresh Find Batches
	Ext



Steps	Actions				
Steps	Acceloring Absentee/Mail-In Voting Default Election Default Election Default Vote Method App Detals ID Vertication Tele Long Name Suffix First Name House # L/2 Dir Snock Name House # L/2 Dir Snock Name Ver Surre Bection Ver Bellow New Entry Default Addeese App Party Res Addr New Entry Default Party Res Date: Sature New Entry Default First Party Res Date: Sature New Entry Default First Party Res Addr New Entry Default First Party Res Addr Res Addr R				
	Notes:				
	The 'App Rec'd Method' defaults to 'USPS' and should allow user to change to 'Counter' if necessary. No other values are available.				
	□ The 'Ballot Delivery' field defaults to 'USPS' and should not be changed for 'Absentee/Mail-In' applications.				
4.	The next active election is displayed in the 'Election' drop-down list. Select 'Mail-In' from the 'Application Type' drop-down.				



Steps	Actions
	Absentee/Mail-In Voting 🚽 🗖 📩
	Default Electron: 2020 GENERAL FROMARY (04
	VR Source. DUV
	C Application Queue App Datable 1D Verification
	Tole Last Name Suffix First Name Mickle Name Party Atiliation Application Type Vertical
	House & 1/2 Dir: Street Name: Type: Dir: Unit: Unit #: City: State: 21p Code:
	Address Line 2 Alt Addr Lines 1 Alt Oity, Slate: All Zip. Alt Country.
	Election: Vote Method App Date: Finner, Both Date: 55H Drivers Lie:
	2020 GENERAL PRIM V MAIL-IN V 01.12/2020 Phone: See Devel Address: App Percial Resided Bellix Distryry
	Name: Party: First Addr:
	Meil Addr: Skillus Voter ID: Fing Date: New
	Sata:
	New Entry Delate Entry Process App OK Concell Record EL EL 0 EL ES 94 of 2
	The 'Vote Method' field is populated with 'Mail-In' , the 'Reason' field is disabled, and the 'Default Vote Method' is updated to 'Mail-In'
5.	Enter the applicant's partial or full name (if common name) and date of birth. Press the
	[F6] button on the keyboard. The Find Matching Voters screen is displayed.
	Search Citera
	Lost Name Prof. Name Prof. Name OK OK
	Banditer SecSecNo DLR Pary Sec PhoneHouse PlaceofBith Cancel OS:02:1974
	House Street Name Oty State Zap County
	Existing Record.
	WILLIAMS EUWAYNNE OS OL 1874
	Crity Name BithClate SSN DL Pry RegClate Status Address 23. WILLIAMS DUWAMMEC 515:13144 XXX.XXX.0X.6416 27345200 D 5116-2001 A 25.00000LAWN AVE
	Change. Addr Party Other Sign Ocar Citeria
	the FEOI better and/action the second entires on the Find
	If necessary, press the [F6] button again and/or use the search options on the Find Matching Voters screen to perform a second search for the voter's record.
6.	Double-click on the row containing the voter who wishes to vote Mail-In. A
	message box is displayed, stating the application has been linked to the
	voter's record.



Steps	Actions
	Application Linked The Application has been linked to the selected voter's record
	ОК
7.	Click the [OK] button to close the message box.
8.	The system-populated fields in the lower half of the Application Queue tab are populated with the data and signature from the voter's record.
	Absentec/Mail-In Voting - X WILLIAMS, DUWAYNNE C Delial Elation: 2020-GENERAL PRIMARY (DL PS 16004002:1 UPPER DARBY TOWNSHIP 4TH DIST 2ND PRIEC VII Source: VII Source:
	Title: Last Norm: Suffic: Find Name: Model: Party Attituation: Application: Type: WILLIAMS DUWAYNNE C DUWAYNNE C DEMOCRATIC MALL:N Valid House #: 1/2 Dir Street Name: Type: Dir Unit: Unit: Unit: Unit: Street Reset Address Line 2: Att Addr Line 1: Att City, State: Att City, State: Att City: No. City:
	Elections Vote Histhard: App Date: Finance: Bith Date: SSN: Divers Liz: 2020 GENERAL PRIM: MAL.IN © 01/12/2020 Image: Constraints Image: Constraints Divers Liz: Phone: Size: Constraints App Rec't Nerholl Bith Date: O 1/12/2020 Image: Constraints
	Hume: WILLIAMS. DUWAYNNEC Patter. DEMOCRATIC Plos Addr: 135 WOODLAWN AVE, UPPER DARBY, PA. 19982 Mail Addr: Votare (D): 009628708-23 Plog Date: 5/15/2001 Status: Adve ACTIVE REGISTERED
	New Entry Delete Entry Process App OK Cascol Here Exity 0 12 12 14 10 12 12 14 10 12 12 14 10 12 12 14 10 12 12 14 10 12 12 14 10 12 12 14 10 12 12 14 10 12 12 14 10 12 12 14 10 12 12 14 10 12 12 14 10 12 12 12 14



Steps	Actions
9.	To add the MAIL-IN application to the <i>Documents</i> tab in the voter's record, scan the MAIL-IN application and click the [Add Last Scanned] icon to open the Add Document window.
	Status: New
	The 'Document Description' field will be auto populated with the name of the election. Click the [Add Last Scan] button on the Add Document window to save the image.
	Add New Voter Document
	Document Category: Voter Documents Document Type: Voter Absentee Application Document Description: 2020 GENERAL PRIMARY (04:28:2020) Document FileName:
	Keep Existing File Path For New Document
	Add Add Last Scan D C Cancel
	The document is saved to the Documents tab in the voter's record.



Steps	Actions
10.	If the voter is requesting the ballot be mailed to an address other than his/her residential address, enter the address into the 'Alt Address' fields. If these fields are left blank, the ballot label will reflect the voter's residential address unless a mailing address is indicated on the voter record.
	WILLIANS, DUWAYNNE C Default Botton: 2020 GEMERAL PRIMARY (D4. v PS 16004002-1 Default Botton: 2020 GEMERAL PRIMARY (D4. v UPPER DARRY TOWNSHIP 4TH DIST 2ND PREC VR Source: OLV
	Title: Last Name: Suffa:: Finit Name: Middle Name: Party Affiliation: Application: Type:: Vanified: v WILLIAMS v DUWAYNNE c DEMOCRATIC Mail-IN v Mail-IN v Hause #: 1/2 Dir: Street Name: Type: Dir: Unit: Unit: Unit: Unit: Unit: Dir: Street: 20 Cade: 238 - V PANCOAST AVE v v SPRINGFIE PA 19064 v Address lane 2: /// Address tare: AR Addre Lines 1: AR Cay: State: AR 20: AR 20: Unit: Unit:
	Bection: Vide Minihad: App Date: Binason Buth Date: SSN: Drivers Lic: 2020 GENERAL PRIM v MAIL IN v 01/12/2020 v 05/03/1974 05/03/1974 Preme: Sen: Eand Address: App Rec'll Mathed Ballet Outware: VSPS v USPS v
	Name: WILLIAMS. DUWAYNNEC Padge: DEMOCRATIC Ros Addr: 135 WOODLAWN AVE. UPPER DARIBY, PA, 18082 Status: Mail Addr:
	New Entry Delete Entry Process App OK Cancel Record (C)
11.	Populate the remaining fields as provided on the MAIL-IN application, including the 'SSN' and 'DL' if provided.



Steps	Actions
12.	If the voter provided acceptable ID other than an SSN and/or DL and it can be verified, click the 'Verified' checkbox.
	🔮 Absentee/Mail-In Voting – 🗖 💌
	WILLIAMS, DUWATYINE C Default Eliction 2026 GENERAL PRIMARY (DL. * PS 16004002-1 UPPER DARBY TOWNSHIP 4TH DIST 2ND PREC Default Vote Method: MAL (N * W Application Queue App Datale 30 Verification
	Title Last Name: Suffix: First Name: Middle Name: Party AtMation: Application: Type v WLLPA/S v DUWAYNAE C DEMOCRATIC MAILIN v House #: 1/2 Dir: Street Name: Type: Dir: Unit #: City: State: 20 Cade; 238 v PANDADAST V V V SPRINGT: PA V
	Addressen Lane 2. All Addr Lane 1: All Cary, State: All Carp: All Country: 227557471557 HARPSBURG FA 17701 V LK
	Biection: Viste Michod: App Deter Resson: Brith Date: SSN: Drivers Lic: 2020 GENERAL PRIM v IAAL-IN v 101-12-2020 05:03/13/4 2000x00-5416 23345283
	Whenve: Sen: Ensat Address. App Recid Mathod Ballot Behreny:
	Name: WILLIAMS, DUWAYNEC Party, DENOCRATIC Magaateling Res Addr: 135 WOODLAWN AVE UPPER DARBY PA 19922 Statum: Name: Addr:
	New Entry Delate Entry Process App OK Canock Record (C) (C



Steps	Actions
13.	Click the App Details tab. Each of the fields are disabled except for the 'Lived at this address since' field. Enter the year if one was provided by the voter.
	Absentee/Mail-In Voting - 🗆 🗙
	WILLIAMS, DUWAYNNE C P5 16004002-1 UPPER DARKEY TOWNSHIP 4TH DIST 2ND PREC P6 Application Quius App Details ID Verfication Occupation: State or Federal government employees check here: Abasince from menicipality: Invess or physicial disability: Name of physician: Phore No: Office address:
	Now Entry Delate Entry Precess App. OK Cancel Pacent EL EL 0 EL EL ++ ef 0
14.	Click the [Process App] button.
	New Entry Delete Entry Process App OK Cancel Record KI 0 KI KI Cancel The Manual Verification screen appears. Select 'Yes' to the message.
	Manual Verification
	The application contains a DL or SSN. Are you sure you want to continue with manual verification?



Steps	Actions
	If the 'Verified' checkbox is marked, the Scan the Document message is displayed.
	Scan the Document
	Do you want to Scan the document now?
r se de se de la com	<u>Yes</u> <u>N</u> o
	Click [Yes] to open the Add Document windows.
15.	Scan the verified ID and attach it to the MAIL-IN application by clicking [Add Last Scan] in the Add Document window.
	Add Document
	Add New Voter Document
	Document Category: Voter Documents
	Document Type: Voter ID Verification
	Document Description:
	Keep Existing File Path For New Document
	Add Add Last Scan O C Cancel
	The scanned document is attached to the Mail-In application.
16.	The Process Absentee/Mail-In Application window is displayed.
	Process Absentee/Mail-In Application -
	01/12/2020 7 53 5
	Status - Reason: Ballot Serial No: APPR - ID VERIFIED
	Create Pennanent from Application
	Correspondence Send App Status Document Send Ballot Document
	Message on Consepondence: Submit For Printing Later
	Process Cancel
	The 'Status-Reason' field is populated based on the status of the 'Verified' checkbox or the values in the SSN and/or DL fields. The 'Send Ballot



Steps	Actions
	Document' checkbox will be checked and the 'Send Ballot Document' drop-down will default to 'Mail-In Ballot Label'
	 Note: If the 'Verified' checkbox is marked, the 'Status-Reason' will be APPR – ID VERIFIED. If the 'Verified' checkbox is not marked and either the SSN or DL on the Mail-In application matches the SSN or DL on the voter's record, the 'Status-Reason' will be APPR – ID VERIFIED. If the 'Verified' checkbox is not marked and neither the SSN nor DL on the Mail-In application matches the SSN or DL on the voter's record, the 'Status-Reason' will be APPR – ID VERIFIED. If the 'Verified' checkbox is not marked and neither the SSN nor DL on the Mail-In application matches the SSN or DL on the voter's record, the 'Status-Reason' will be APPR – ID VERIFICATION PEND. If the 'Verified' checkbox is not marked and neither the SSN nor DL is populated on the Mail-In application, the 'Status-Reason' will be APPR – ID NOT VERIFIED.
	If the 'Create Permanent from Application' checkbox is checked, the system will create a permanent record for the voter following the existing process.
17.	Note:
DECISION POINT	 The 'Send Ballot Document' and 'Submit For Printing Later' checkboxes cannot be marked when the status of the Mail-In application status is 'APPR – ID VERIFICATION PENDING'. The ballot label will queue to Correspondence Batches after the result of the verification is received, even if the ID is not verified. If the Mail-In application status is 'APPR – ID VERIFIED', the 'Send Ballot Document' checkbox is marked, and the 'Submit For Printing Later' checkbox is cleared, the ballot label will print immediately. If the Mail-In application status is 'APPR – ID VERIFIED', and the 'Send Ballot Document' and the 'Submit For Printing Later' checkboxes are marked, the ballot label will be queued to Correspondence Batches where it can be printed and confirmed. If the 'Ballots and Contests Finalized' checkbox on the election record is not marked, the 'Send Ballot Document' checkbox in the election record is and Contests Finalized' checkbox will not be marked, and the ballot cannot be immediately sent even if the Mail-In application status is 'APPR – ID VERIFICATION PEND, the ballot label williy. If the Mail-In application status is APPR – ID VERIFICATION PEND, the ballot label will be queued to Correspondence Batches where it can be printed' checkbox in the election record is marked by using the <i>Process AB/Mail-Ins</i> utility. If the Mail-In application status is APPR – ID VERIFICATION PEND, the ballot label will be queued to Correspondence Batches after the 'verification is received. If the verification failed, the ballot label will contain



Steps	Actions
	 an ID watermark. The ID watermark will not appear if the verification passes. Ballot labels cannot be recorded until an ID is verified.
18.	Click the [Process] button.
	Process Absentee/Mail-In Application -
	WILLIAMS. DUWAYNNE C Change Date: D1/12/2020 7:53:5
	Status - Reason: Ballot Serial No: APPR - ID VERIFIED
	Create Permanent from Application
	Correspondence Send App Status Document Mail-In Ballot Document
	Message on Correspondence: Submit For Printing Later
	Process Cancel
	The Process Absentee/Mail-In Application window is closed, and the Application Queue tab is displayed. Click on the ID Verification tab to view the Verification Status.
	WILLIAMS, DUWAYNEC Defaul Biotion 2020 GENERAL PRIMARY (S4. V REGOLOGO-1 Defaul Biotion 2020 GENERAL PRIMARY (S4. V UPPER DARBY TOWNSHIP 4TH DIST 2ND PREC
	Application Gueue App Egists Application, D3 App System 12 Bytes D Vertication
	Verification Type Date Sent Date Reserved Verification Status Literate Verification Manual Verification 11/12/2020 8/20 Manual Verification Manual Verification 3
	Detreen Lic: SSN. Birth Date: Verfield Reprocess County Type Description Date Stored Re Size
	reason from the state of the st
	Add Doc Add Last Scan Dates Doc View Doc 1
	New Entry Delete Entry Process App OK Cancel Record ICJ ICJ 1 IC2 IC5 F9 of 1
	Note:



Steps	Actions
	verification. If the verification passes, the application status will automatically update to APPR – ID VERIFIED. If the verification fails, the application will be placed into the Mail-In application verification exception link on the Voter Information tab.
	If the application status reason was APPR – ID VERIFICATION PEND and the 'Send Ballot Document' and 'Submit For Printing Later' checkboxes were checked, a ballot label for the upcoming election has been created for this voter.
	If the application status reason was APPR – ID VERIFICATION PEND and the 'Send Ballot Document' checkbox was unchecked, a ballot label for the upcoming election has not yet been created and will need to be created later using the <i>Process AB/Mail-Ins</i> utility.

Processing Mail-In Applications via the Voter's Record

Steps	Actions
1.	From the SURE Menu, select the Voter Information tab.
2.	Press the [Find/Modify Voter] button. The Find Voters screen is displayed.
3.	Enter the name (and birthdate, if common name) of the voter who is applying to be a Mail-In voter. Press the [Find Now] button. Voters that



Steps	Actions
	match the search criteria entered are returned in the results list box.
	🐖 Find Voters 🗕 🗆 🗶
	Signara Other Districts Bections Find Now
	Last Name First Name Middle Name Suffix OK
	Voter Number: Date of Birth Soc Sec No: Party: Sex Voter Statua: Cancel
	House #: Street Name: City: State Zip Code: County: Search Includes
	DELAWAR DELAWAR DELAWAR DELAWAR DELAWAR DELAWAR
	Name Crity EithDate Pty SSN Sex Status Address PENNDOT_CHAD [25] 10:1954 0 U A FEG 816_YEADON AVE
	Search Results: 1 Stay in Last Reld Oliver Criticia
	record or highlighting the record and clicking the [OK] button. The selected voter's record opens with the General tab displayed.
5.	To add the Mail-In application to the <i>Documents</i> tab in the voter's record, click the [Add Last Scan] button to open the Add Document window.
	😰 Voters Find/Modify Voter – 🗁 💻
	PCHHIDOT, CAMO Security: Not Peaced Unit Changed UV0-2021 1 02 25 FA
	1 Germani II Datgetes II Waters II Corregeovednoor II Pathiges II Opengets II Genutionets fin Open II Avolution
	ID Number: Application Science: Neuroscient Statum Flammer: 00517352523 VIL © 08/15/1990 ACTIVE - REGISTERED: ~
	Table: Load Norve: Final Norve: Photo Norve: Suffix: Machine Manager v rEINLOCY CIVAD Vietner: Suffix: Machine Norve: Vietner
	House bt 1/22 Street Rome: Linkt th Daty: State: Zap Code; If YEADON WE v YEADON v RA v 19950 v Addmiss Stare 2. Mail Addr Utzer 1. Mail Cap; State: Mail Zap; Mail Country;
	Placement Life 2 Plan Addr. USD 1 Plan Cuty States Plan Cuty Plan Cuty
	Eaud Address
	Beth/Date: Social Sec. Driver's Lie., Preve U. Sec. Rece. Language: Assestance
	BethDate: Secold Sec. Driver's Lt.: Preve U. Sec. Ricci Language: Associances
	BreinDater, Secold See, Ditteer's Ltu., Prever Lk. See, Recei Language, Associance 01/02/1054 5002243 U v v v v v v



Steps	Actions
6.	Select the desired option from the 'Document Type' field and enter a description in the 'Document Description' field.
	Add Document
	Add New Voter Document
	Document Category: Voter Documents
	Document Type: Voter reservee reprovation v
A 16.0	Document FielName:
	Keep Existing File Path For New Document
ħ	Add Add Last Scan D C Cancel
	Scan the Mail-In application and click [Add Last Scan]. The document is saved to the Documents tab in the voter's record.
	(a) Sector (b) the transformation of the sector se sector sector sect
7.	Click the [Absentee/Mail-In Voting] icon The Absentee/Mail-In Voting screen is displayed.



Steps	Actions
	Absentee, 'Mail-In Voting
	There are no absentees/mail-les recorded for this voter. Select the [New App] button to create a new application.
8.	Click the [New App] button. The Absentee/Mail-In Wizard is displayed.
	Absentee/Mail-In Wizard Select an election, and enter other basic Absentee/Mail-In Application information Bection: Application information Bection: New Absentee/ Party Ballot: Vote Method: Vote Resear: DEMOCRATIC ABSENTEE
	Mail In Wizard DEMOCRATIC ABSENTEE Application Date: Comments (Internal use only): This Wizard will help you bit up a new Absentee/Mail in Application and Bellot, follow the alsp-by stee denotions Out of your and USPS USPS SSN: Drivers Lio: This ballot requires special handling or a different mailing address Only crusts an application when finished (don't create a ballot) Create absentees for more than one stection
	The next active election is displayed in the 'Election' drop-down list. If the Mail-In application is for a different election, choose the correct election from the drop-down box.
9.	From the 'Application Type' drop-down list, select 'Mail-In' . The 'Vote Method' is defaulted to 'Mail-In' and the 'Vote Reason' field is now disabled.



Steps	Actions				
	🔤 Absentee/Mail-In Wizard 🗕 🗆 📉				
	Select an election, and enter other basic Absentee/Mail-In Application information				
	Election: 2020 GENERAL PRIMARY (04/28/2020)				
	New Absentee/ Party Ballot: Vote Method: Vote Reason: Mail-In Wizard DEMOCRATIC V MAIL-IN V				
	Application Date: Comments (Internal use only): The Minister Laboration of 12/2020				
	This Wound will help 01:12 2000 you ust up in new Email Address: App Piec'd Method: Ballot Delivery: Abentize/Mail-In USPS USPS				
	Application and Ballot Follow the SSN: Drivers Lic:				
	stop-bystep directions This ballot requires special handling or a different mailing address				
4	Only create an application when finished (don't create a ballot)				
	Create absentees for more than one election				
	Prink App Now Cancel < Back Next > Finish				
10.	The ' App Rec'd Method ' and ' Ballot Delivery ' fields will default to 'USPS' for Mail-In applications. Either or both fields can be changed to 'Counter' for walk-in applicants.				
11.	If provided, populate the 'SSN' and or 'DL' fields. If the voter provided acceptable ID other than an SSN and/or DL and it can be verified, click the 'Verified' checkbox.				
12.	If the voter has specified that the ballot should be mailed to an address different from his or her residential address, check the 'This ballot requires special handling or a different mailing address' checkbox.				
	🦉 Absentee/Mail-In Wizard - 🗆 🗙				
	Belect an election, and enter other basic Absenteel/Mall-In Application information,				
	Bection 2020 GENERAL PRIMARY (04/28/2020)				
	New Absentee/ Party Ballot: Vote Method: Vote Reason:				
	Mail-In Wizard DEMOCRATIC MAIL-IN Application Date: Comments (Internal use only):				
	This Vitzerd will help 01/12/2020 you set up a new Email Address: App Rec'd Method Ballot Delevery:				
	Absentacy/Mail-In Application and Ballot Follow the SSN: Drivers Lic:				
	step-by-step directions				
	This ballot requires special handling or a different mailing address Only create an application when finished (don't create a ballot)				
	Create absorbees for more than one election				
	Print App Now Cancel < Back Next > Finish				
	Click the [Next] button.				



Steps	Actions					
13.	If the 'Verified' checkbox is marked, the Scan the Document message is displayed. Click [Yes] to open the Add Document windows.					
	Scan the verified ID and attach it to the Mail-In application by clicking [Add Last Scan] in the Add Document window.					
	Add Document					
	Add New Voter Document					
	Document Category: Vater Documents					
	Document Type: Voter ID Ventication					
	Document RieName:					
	Keep Existing File Path For New Document					
in second	Add Add Last Scan D C Cancel					
14.	The Specify Alternate Ballot Delivery Information screen is displayed if the 'This ballot requires special handling or a different mailing address' checkbox was checked:					
	Absentee/Mail-In Wizard -					
	Enter special belict handling and mailing information.					
	Send Ballot To Alternate Address					
	Pant App Now Cancel < Back Next > Finish					
15.	Check the 'Send Ballot to Alternate Address' checkbox. Additional address fields are displayed. Enter the address where the voter has indicated they would like the Mail-In ballot to be sent and click [Next] .					



Steps		Actions
a franciska se	and the set of a	Absentee/Mail-In Wizard - 🔍 🗙
		Enter special ballot handling and mailing information.
	· -	Allermate Ballot Delivery Information 2227 State at
		City, State Zip Code: Country: Hamsburg, PA 17101 USA
		Pant App Now Cancel < Back Next > Finish
16.	Each of the field	ntee/Mail-In Application Details screen is displayed. s are disabled on the screen except the 'Lived at this field. Click the [Next] button.
		Occupation:
		Abserteer Abserteer In Appication as Illness or physical disability:
		Name of physician:
		Phone No Office address:
		Print App Now Cancel < Back Next > Pinish
17.	The last page o	f the Absentee/Mail-In Wizard is displayed.



Steps	Actions
	Absentee/Mail-Miliard Wilard Absentee/Mail-Miliard Wilard Absentee/Mail-Miliard Wilard Absentee/Mail-Miliard Wilard Absentee/Mail-Miliard Wilard Absentee/Mail-Miliard Wilard Absentee/Mail-Miliard Abs
18.	existing process. Note:
DECISION POINT	 The 'Send Ballot Document' and 'Submit For Printing Later' checkboxes cannot be marked when the status of the Mail-In application status is 'APPR – ID VERIFICATION PENDING'. The ballot label will queue to Correspondence Batches after the result of the verification is received, even if the ID is not verified. If the Mail-In application status if 'APPR – ID VERIFIED', the 'Send Ballot Document' checkbox is marked, and the 'Submit For Printing



Steps	Actions				
	 If the Mail-In application status if 'APPR – ID VERIFIED', and the 'Send Ballot Document' and the 'Submit For Printing Later' checkboxes are marked, the ballot label will be queued to Correspondence Batches where it can be printed and confirmed. If the 'Ballots and Contests Finalized' checkbox on the election record is not marked, the 'Send Ballot Document' checkbox will not be marked, and the ballot cannot be immediately sent even if the Mail-In application status is 'APPR – ID VERIFIED'. The ballot label can be queued after the 'Ballots and Contests Finalized' checkbox in the election record is marked by using the <i>Process AB/Mail-Ins</i> utility. Ballot labels cannot be recorded until an ID is verified. 				
19.	Click the [Finish] button on the wizard. Click [OK] to the Processed Document pop-up message. Processed Document Document Printed Successfully. OK Click [Yes] to the Record New Mailings message. The Absentee/Mail- In Wizard closes and returns the user to the Application tab of the				



teps	Actions
	Absentee/Mail-In Voting - 🗆 🗙
	PENNDOT, CHAD 48000004-1 Select Application 2020 GENERAL PRIMARY (04./28/ v ID 104858369 YEADON BOROUGH 4TH PRECINCT App Details App Satus S Raliots Permanent ID Verification
	Bection: Application Type: VR Source: Status: 2020 GENERAL PRIMARY (04:/28./ VMAIL-IN V Approved
	Date Sent: Date Sent Back: Date Received: Voter ID Humber: 01/12/2020 01/12/2020 01/12/2020 006175525-23
	Party Ballot: Vote Malhod: Vote Reason: Vote Location: DEMOCRATIC V MALHN V
	Email Address: App Rec'd Method Ballot Delivery:
	Send Ballot to Alternate Address
	Submit For Printing Later
	New App Delate App Process App OK Cancel Pacent EL 1 EL 01 Cancel
	Note:
	If the application status reason was APPR – ID VERIFICATION PEND, the voter's SSN and/or DL will be simultaneously sent

- PEND, the voter's SSN and/or DL will be simultaneously sent for verification. If the verification passes, the application status will automatically update to APPR – ID VERIFIED. If the verification fails, the application will be placed into the Mail-In application verification exception link on the Voter Information tab.
- If the application status reason was APPR ID VERIFICATION PEND and the 'Send Ballot Document' and 'Submit For Printing Later' checkboxes were checked, a ballot label for the upcoming election has been created for this voter.
- If the application status reason was APPR ID VERIFICATION PEND and the 'Send Ballot Document' checkbox was unchecked, a ballot label for the upcoming election has not yet been created and will need to be created at a later point in time using the *Process AB/Mail-Ins* utility.



Steps	Actions
20.	Click [OK] on the Absentee/Mail-In Voting screen. The voter is now designated as a Mail-In, and " Mail-In Ballot " appears in red at the top of the voter record.
	Voters: Find/Modify Voter - PENNDOT, CHVD Secarity: Not Resisted - Loid Changed 1.12/2020 354:15 Ph 06175525-23 Mail in Balant Image: Changed International States Feature International States Image: Changed International States Secarity: End Resister Image: Changed International States Secarity: Secarity: End Resister Image: Change International States Secarity: Secarit
21.	Click on the Correspondence tab. The 'Mail-In Ballot Label' is marked as sent with today's date and the 'Reply' as 'No'
	Voters: Find/Modify Voter - PENNODT. CHAD Security: Net Rescrete Last Changool: 1.12,2020.5.54.16.Ps 061795251-23 Mark Ruter Valer Half at Fame Foderal Nater © general Datpsts Marke Comportance Comportance © general Datpsts Marke Comportance Comportance Foderal Nater Control Datpsts Market Comportance Comportance Foderal Control Datpsts Market Datpsts Type of Reply Apple_atom Control Total Date Sent Each Type of Reply Apple_atom Control Total Date Sent Each Type of Reply Apple_atom 23 Absentee Bades Label 1/10,2020.85.8 Hold Hold 23 Absentee Bades Label 1/10,2020.85.8 Hold Market 23 Absentee Bades Label 9,32,2219.91.34 Hold Senter 24 Acto Senter 9,32,2219.91.34 Hold Senter 23 Absentee Bades Label 9,32,2219.91.34 Hold Senter 24 Actor Senter 9,32,2219.91.34 Hold Senter 25 Absentee Application Detweny Sente

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Processing Online Mail-In Applications with Pre-existing Permanent Status

If the voter currently has permanent status when processing a new Mail-In Application, the Process Absentee/Mail-In Application screen will automatically check the 'Create Permanent from Application' checkbox and disable the box from further editing.

Steps		Actions					
1.	From the	SURE VI	R Main Mo	enu, clio	ck the A	oplicatio	ns tab
2.	Select th	ne 'Absente	ee/Mail-In	Applica	tion' App	о Туре.	
3.	applicati	ne 'Show A on batches click on on	s received	from th	e Online	e Mail-In	Appli
			E	LVS Mair	n Menu		
			ELVS AUPHIN			51	aging
		Report Voter		Petitions	plications	System Fu	nctions Jections
		1	Absentee/Mail-I		Ada Abaan Mail-	lee/	Add
	1.1	Status: New Pending Al Processed			Ma	dify Applica	tion
		or: Dates: 02/	04/2020 To 0	✓ 3/03/2020		ind Applicati Application	
		Created	Batch Status	InUseBy	a local de la companya de la company	Reviewed	Batol A
		02/23/2020 02/27/2020 02/27/2020 02/25/2020 02/25/2020	NEW Reviewed Reviewed Reviewed	801	OLMAILV OLMAILV OLMAILV OLMAILV	2/28/2020. 2/27/2020. 2/27/2020. 3/36/3030	20200 20200 20200 20200 20200
		Refresh	Find Batche		y Batches No	t In Use	
						C	Exit



Steps	Actions
4.	System displays the Application/Mail-In Voting. Press the [Process App] button and system checks to determine if an existing Permanent status is associated with the voter record and displays the message: <i>Permanent status is currently associated to the voter record. Clicking</i> Yes will allow for you to overwrite the previous permanent status. <i>Clicking No will return you to the application screen and make</i> <i>necessary edits</i>
	Absentee/Mail-In Voting
	PS 010902-1 HARRISBURG - 9TH WARD 2ND PRECINCT Default Vote Method: MAIL-IN HARRISBURG - 9TH WARD 2ND PRECINCT
	App Details D Verification Title: Last Name: Suffix: First Name: Middle Name: Party Athibition Application Type: Verified: PENNDOT CTTEN DEMOCRATIC Online Mail N Opplication Type: Verified: House H 1/2 Permanent Status Exists on Voter Record Zp Code: 227 Address Line? Permanent status is currently associated to the voter record. Tritle: Tritle: Bischion: Cicking Yes will allow for you to overwrite the previous permanent status. Cicking No will return you to the application screen and make any necessary edits. Tritle: Name: FB No No No No Water 10: 100577455-22 Fmg Dmine: 12/21/2019 No Status: Adve ACTIVE - REGISTERED Pendine: 12/21/2019 No
	New Entry Delete Entry Process App OK Cancel
5.	Pressing the Yes button from the pop-up message redirects to and displays the Process Absentee/Mail-In Status screen. Pressing the No button closes the pop-up and returns the user to the application.
	Note that the Create Permanent from Application field is pre-checked and disabled.



Steps	Actions				
	Process Absentee/Mail-In Application				
	PENNDOT, CTTEN Change Date: 03/03/2020 10:14:				
	Status - Reason: Ballot Serial No:				
	Create Permanent from Application				
	Correspondence Send App Status Document Mai-In Ballot Label				
	Message on Correspondence:				
	Process Cancel				
	[14] Share and Sh Share and Share				
	Press the [Process] button				
	Press the [Process] button				
5.	System displays confirmation that the Application Type and Vote				
5.	 The second s second second se second second sec second second sec				
6.	System displays confirmation that the Application Type and Vote Method fields have been updated to reflect the new status				
6.	System displays confirmation that the Application Type and Vote Method fields have been updated to reflect the new status				
5.	System displays confirmation that the Application Type and Vote Method fields have been updated to reflect the new status				
6.	System displays confirmation that the Application Type and Vote Method fields have been updated to reflect the new status				
5.	System displays confirmation that the Application Type and Vote Method fields have been updated to reflect the new status				
5.	System displays confirmation that the Application Type and Vote Method fields have been updated to reflect the new status				
6.	System displays confirmation that the Application Type and Vote Method fields have been updated to reflect the new status				
6.	System displays confirmation that the Application Type and Vote Method fields have been updated to reflect the new status				
δ.	System displays confirmation that the Application Type and Vote Method fields have been updated to reflect the new status				
6.	System displays confirmation that the Application Type and Vote Method fields have been updated to reflect the new status				
6.	System displays confirmation that the Application Type and Vote Method fields have been updated to reflect the new status				



Identifying Online Mail-In Applications Submitted with Online Voter Registration

Applicants can submit an Annual Mail-In Ballot Application as an accompanying application during the Online Voter Registration process. Only those applicants with a permanent residence and can be verified through PennDOT are eligible to submit the mail-in application using the dual online submission process. Once completed, the online voter registration and mail-in ballot applications are submitted into SURE VR as two separate applications for further processing. The VR Source field displays on the Application and Voter Record as a mechanism for identifying if a mail-in application was submitted through the online voter registration process.

Applications Module – Identifying an Application

Steps	Actions					
7.	From the SURE VR Main Menu, click the Applications tab.					
8.	Select the 'Absentee/Mail-In Application' App Type.					
9.	Check the 'Show Application Batches' checkbox to display the application batches received from the Online Mail-In Application . Double click on one of the batches, with a 'Form Type' of 'OLMAILV'.					
	ELVS Main Menu ELVS ELVS ELVS					
	Structure Voter Information Applications Elections App Type: Absentee./Mail-in Application Add Add Absentee./ Mail-in UOCAVA					
	Status: New Pending Al Processed Modify Application					
	or: ✓ Find Application Dates: 02/05/2020 To 03/04/2020 ✓ Show Application Batches					
	Created Batch Status InUseBy Form Type Reviewed Batch ∧ 03/03/2020 Reviewed OLMAILV 3/4/2020 2020 02/26/2020 Reviewed OLMAILV 3/4/2020 2020 02/26/2020 Reviewed OLMAILV 3/3/2020 20200 02/25/2020 Reviewed OLMAILV 3/3/2020 20200					
	02/25/2020 Reviewed OLMAILV 2/26/2020 20200 02/19/2020 Reviewed OLMAILV 2/26/2020 20200 < III 01/10/10/2020 Reviewed III					
	Refresh Find Batches 🗹 Only Batches Not In Use					
	Ext					



Steps	Actions						
10.	System displays the Application/Mail-In Voting screen. The VR Source is a means of identifying if the application was originated during the online voter registration process. The field will remain blank and disabled if the mail-in application was received as a paper application or if the standalone mail-in application was submitted. The field will also remain blank for regular or online absentee applications						
	Absentee/Mail-In Voting						
	PENNDOT. CDL Default Bection: 2020 GENERAL PRIMARY (04, ~ Default Vote Method Mail_IN ~						
	VR Source: OLV						
	Title: Last Name: Suffix: First Name: Middle Name: Party Affiliation: Application Type: Verified:						
	House #: 1/2 Dir: Street Name: Type: Dir: Unit: Unit #: City: State: 2ip Code: 300 CORPORATE DR APT 23 DELAWARI PA 12011 Address Line 2: Alt Addr Line 1: Att Oity, State: Alt 2ip: Alt Country:						
	660 BOAS ST HARRISBURG PA 17022						
	Phone: Sex: Email Address: App Rec'd Method Ballot Delivery: Signature M Party:						
	Name: Party: Res Addr: Status: Mail Addr: Status: Voter ID: Reg Date: Status: County						
	New Entry Delete Entry Process App OK Cancel						
	Note: If the VR Source field reflects a value, a dual application has been submitted from an originating agency or OVR. Validate that the Online Voter Registration application has been processed before processing the Mail-In Ballot Application.						
11.	Process the application through the current mail-in application procedures						
2.	Once processed, the VR Source field displays on the Application tab						



ps	Actions		
1.1.2	Absentee/Mail-In Voting	- 0 x	
	PENNDOT, BRIAN 24000003-1 MARCUS HOOK BOROUGH 3RD PRECINCT		
	Application Queue App Dgtails Application C App Status Relicts C Permanent ID Ve	affication	
	Election: Application Type: VR Source: Status 2020 GENERAL ELECTION (11/03. V ONLINE MAIL-IN VE OLV Approved	I;	
	Date Sent: Date Sent Back: Date Received: Voter ID N 02/25/2020 02/25/2020 02/25/2020 109801454-23		
	Party Ballot: Vote Method: Vote Reason: Vote Location DEMOCRATIC V MAIL-IN V	v	
15	Email Addrese: App Rec'd Method Ballot Delivery: C-NNINAD@PA.GOV Online USPS		
	Send Ballot to Attemate Address		
	City, State: Zp Code: Country: HARRISBURG PA 17102	M	
	Submit For Printing Later		
	Delete App Process App OK Record 5 12 12 14 172	Cancel	

Voter Record Module – Viewing A Processed Record

Once the mail-in ballot application has been processed, the VR Source field displays in the Absentee/Mail-In Voting Screen

Steps	Actions	
1.	From the SURE VR Main Menu, click the Voter Information tab.	
2.	Select the 'Find/Modify' Voter button.	
	Enter the search criteria for finding voter information and double click on a record form the search results	



Steps	Actions		
	Find Voters General Cther Desnos Addle Name Suffix Derindord od OK Derindord od OK Vater Number: Data of Beth Soc Sec No: House #: State Zp Code Vater Number: OX Search House #: State Zp Code Vater Number: OX Search House #: State Zp Code Canobl Search Name Pennot Ctb. 23 10/3/1945 PENNDOT: Cb. 23 10/3/1945 Pennot Cb. 23 10/3/1945 M Address M A AOH 1733 W 3RD ST APT 8 PENNDOT: Cb. 23 10/3/1945 M A AOH PENNDOT: Cb. 23 10/3/1945 M A AOH 1733 W 3RD ST APT 8 PENNDOT: Cb. 23 10/3/1945 M A AOH 1733 W 3RD ST APT 8 PENNDOT: Cb. 23 10/3/1945 M A AOH 1733 W 3RD ST APT 8		
3.	System displays the Voters: Find/Modify Voter screen. Click on the Absentee/Mail-In application icon		
	PENNDOT, CDL Security: Net Restricted _ Last Changed 2:25:2020 10:25:394 109780915 23 Mail do Linde Promo Voter Hail of Frame Fodunul Voter Image: Security: Net Restricted _ Last Changed 2:25:2020 10:25:394 Image: Security: Net Restricted _ Last Changed 2:25:2020 10:25:394 Image: Security: Net Restricted _ Last Changed 2:25:2020 10:25:394 Image: Security: Net Restricted _ Last Changed 2:25:2020 10:25:394 Image: Security: Net Restricted _ Last Changed 2:25:2020 10:25:394 Image: Security: Net Restricted _ Compose Image: Documents Image: Optication Secure: Restricted _ Utility: State: The Optication Secure: NetWork _ Restricted _ Utility: State: The Optication Secure: NetWork _ Restricted _ Utility: State: The Optication Secure: NetWork _ Restricted _ Utility: State: The Optication Secure: NetWork _ Restricted _ Utility: State: The Optication Secure: NetWork _ Restricted _ Utility: State: The Optication _ Total Address Image: Addresse: Change: Utility: State: Mail Cap: Mail Country: _ Utility: State: The Optication _ Total Addresse: _ Optiver's Util: Phone: U' Scate: Mail Cap: Mail Country: _ Utility: _ State: The Optication _ Optility: _ Optility: _ Optility: _ Optication _ Optility: _ Opticatio		
4.	Becord IEI IC 1 IEI IC 1 System displays the Absentee/Mail-In Voting screen. The VR Source is a means of identifying if the application was originated during the online voter registration process – Refer to list of originating agencies.		



Steps	Actions		
	🦸 Absentee/Mail-In Voting 🔷 🗖 🗙		
	PENNDOT, CDL 49008001-1 Select Application 2020 GENERAL ELECTION (11/03 v ID: 10486140 CHESTER CITY 8TH WARD 1ST PRECINCT		
	Application App Details 🖸 App Status 🖾 Railots 🖾 Permanent ID Verification 💭 Application Queue		
	Bection: Application Type: VR Source: Status: 2020 GENERAL ELECTION (11/03. V IONLINE MAIL IN VE V RDV. Approved		
	Date Sent: Date Sent Back: Date Received: Voter ID Number: 02:25:2020 02:25:2020 02:25:2020		
	Party Ballot: Vote Method: Vote Reason: Vote Location: DEMOCRATIC v MAIL-IN v v v		
	Emoil Address: App Floc'd Method Ballot Delivery: C-NAGDONAD@FA.GOV Online USPS		
	Send Ballet to Alternate Address		
	Cty. State: Zip Code: Country: HARRISBURG PA 17022		
	Submit For Printing Later		
	New App Delete App Process App OK Cancel		
	Record: (C) C 1 C of 2		
	Note: The [VR Source] field only displays a value if the mail-in application was received as a dual submission with the online voter registration application. If the mail-in application was received as a standalone or prapplication, the field will remain blank and disabled. The field will also remain blank for regular or online absentee applications.		

Below is a listing of values that most likely will display in the VR Source field. Refer to the Voter Registration Application Source Codes Job Aid for an up to update list of source codes.

SOURCE CODE	DESCRIPTION	DEFINITION	
OLV	Online Verified Applications	Applications electronically submitted to SURE from the SURE Public Portal that have been verified by PENNDOT.	
S1	State 1 State-designated Agency.		
S2	State 2	State-designated Agency.	
S3	State 3	State-designated Agency.	
S4	State 4	State-designated Agency.	



SOURCE CODE	DESCRIPTION	DEFINITION
SA	State A	State-designated Agency.
SA1	State A-1	State-designated Agency.
SA2	State A-2	State-designated Agency.
SA3	State A-3	State-designated Agency.
SA4	State A-4	State-designated Agency.
SB	State B	State-designated Agency.
SB1	State B-1	State-designated Agency.
SC	State C	State-designated Agency.
SD	State D	State-designated Agency.
SE	State E	State-designated Agency.
SF	State F	State-designated Agency.
SG	State G	State-designated Agency.
SH	State H	State-designated Agency.
SI	State I	State-designated Agency.
SJ	State J	State-designated Agency.
SK	State K	State-designated Agency.
SL	State L	State-designated Agency.
SM	State M	State-designated Agency.
SN	State N	State-designated Agency.



Printing Mail-In Ballot Labels

The SURE VR system allows users to select batches of the same type to be printed together, thus maximizing the number of voters on a sheet of labels. The default sort order for all Mail-In Ballot Labels is by Precinct Split and the voter's Last Name. Users can override these default sort options (see below for specific steps).

Use the steps outlined below to print the mail-in ballot labels queued to the **Correspondence Batches** screen.

Steps	Actions	
1.	From the SURE menu, click on the <i>Reports</i> tab.	
2.	Press the [Report Batches] button. The Correspondence Batche screen is displayed.	
	Corringed Betches Show Betches Dealed 2/0/2011 12:00 to SN0/2011 11:505 Corringed Betches Show Betches	
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Steps	Actions
3.	Click the 'Batch Type' drop-down and select the 'Mail-In Ballot Label'. Press the [Show Batches] button. All Mail-In ballot label batches are displayed in the Correspondence Batches grid.
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	Betches Options Sotting
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	Pant Preview Export Confirm Unconfirm Delete Close
4.	Press the [Select All] button next to the Correspondence Batches list box. All the batches are highlighted, and the individual voters contained in the batches are displayed in the Batch Items list box.
	Correspondence Batches - 🗆 🗙
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5.	If desired, the user can change the default sort order by click on the



Steps	Actions
a frata k	Sorting tab and selecting the desired sort options.
6.	Before performing the next step, ensure the appropriate label stock is loaded in the default printer based on the type of labels selected.
	Press the [Print] button. The labels are printed to the default printer.
	Note: County users may also preview the Mail-In ballot labels before printing. Mail-In labels are differentiated from Absentee Ballot labels by the 'MAILIN' displayed on the label below.
	009828708-23 16004002-1 D WILLIAMS, DUWAYNNE C 135 WOODLAWN AVE UPPER DARBY, PA 19082
n - rug kordu n - rug kordu	DUWAYNNE C WILLIAMS 227 STATE ST HARRISBURG, PA 17101 UK
7.	Check all labels to confirm they printed correctly. After labels are printed, a Record New Mailings pop-up message box displayed.
	Record New Mailings?
	Would you like to record these correspondence items as having been sent?
	Yes No Cancel
	If the labels printed correctly, press the [Yes] button. This action updates the Correspondence tab on the voter record to reflect the Mail-In ballot was sent, thereby allowing the correspondence to be recorded as returned.
	If the labels did not print correctly, press the [No] button. Reload the labels into the printer, and repeat steps 1 – 6 above.
8.	Labels can now be affixed to the ballot envelopes and mailed to Mail-In



Steps		Actions	
	voters.	and the second sec	

To export the Mail-In Ballot label types perform the following steps.

Step	Action
1.	On the <i>Reports</i> tab, click [Report Batches].
	ELVS Voter Information Voter Information Petitions Petitions Petitions Petitions Voter Status Voter Status Veter Status Veter Status Petitions Petitions
	Poll Books Report Mailings Retrieve From Export Egt
2.	The Correspondence Batches screen will be displayed. Select the 'Batch Type' as 'Mail-In Ballot Label' from the drop-down. Correspondence Batches
	Batch Type Mailin Ballot Label
	Created 12/12/2019 12:C to: 1/12/2020 11:59: Confirmed Batches
	Batches Options Sorting
	Correspondence Batches Batches in List 2 Batches Selected 2 Datability Databilities Databilities Constantly
3.	Click [Show Batches], The Mail-In batches will be displayed.



	Action				
	Correspondence Batches –				
	Batch Type Mail-In Ballot Label ✓ ✓ Unconfirmed Batches Created 12/12/2019 12.1 10* 1/12/2020 11.59 Confirmed Batches Show Batches				
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batches cre default date					
	ting Batch Items from the bottom grid, click [Export] to label types.				
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Step	Action
els ins	for the file and what the filename should be.
5.	The Export Process Finished message is displayed.
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	Export successful to J:\VOTERS.TXT
	OK
×	Click the [OK] button, the system will present the 'Record New Mailings' message. Select [Yes] to confirm the batch(es) and to update
	the Correspondence tab on the voter record as being sent.
	Record New Mailings?
	Record New Mailings?



Retrieve From Export

Ballot labels raw data that are exported can be retrieved using the **Retrieve From Export** screen. This screen is used to download files from the networked Export folder to the Export folder on the local winterm. Files are placed in the networked Export folder when a county makes a request for files from the support staff or when the **[Export]** button is used to export a Ballot Labels Raw Data from the **Reports Menu** screen in SURE VR.

Follow the following steps to retrieve the exported ballot labels raw data.

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Process AB/Mail-Ins Utility

Steps	Actions				
1.	From the SURE menu, select the System Functions tab.				
2.	Press the [Utilities] button. The Utilities screen is displayed.				
3.	Click the [Process AB/Mail-Ins] button. The Process AB/Mail-Ins screen is displayed.				
	Process AB/Mail-Ins - C ×				
	Select Election 2020 GENERAL PRIMARY (04/28/2020) Districts Label Type Select / Unselect All Atomctice Ended Label Atomctice Ended Label PA - Enaul - Baltot Label PA - Enaul - Baltot Label PA - Enaul - Romote/Roboted Electricate Baltot Label PA - Email - Romote/Roboted Electricate Roboted Electricate PA - Email - Romote/Roboted Electricate PA - Email -				
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4.	Ensure that the correct Election is populated from the 'Select Election' dro				
	down list. (The election defaults to the next active election.)				
5.	Select the 'Label Type' as 'Mail-In Ballot Label'. Select Bection 2020 GENERAL PRIMARY (04/28/2020) Label Type Select / Unselect All Absentee Ballot Label A - Bealt Ballot Label PA - Email - Bedridden Veteran Ballot Label PA - Email - Bedridden Veteran Ballot Label PA - Email - Military and Civilian Overness Ballot Label PA - Email - Military and Civilian Overness Ballot Label PA - Email - Military and Civilian Overness Ballot Label				
	PA – Email – Remote/Sociated Overnaeas Ballot Label PA – Email – Remote/Isolated Overnaeas Ballot Label PA – Mitiary and Critian Overnees Ballot Label PA – Remote/Isolated Bedisdden Veteran Ballot Label				



Steps	Actions
7.	If applicable, select a District from the 'Districts' drop-down list for which to queue ballot labels.
	Districts City ward County Magisterial Municipality Not used Not used PRECINCT SPLIT School district School district School district region Special congressional State House State Senate U.S. Congress
	Click the 'Select All' checkbox to select or deselect the district options. Click the checkbox to the left of the district options to select one or more district.
	PRECINCT
	Note : Clicking the 'Select All' checkbox when it is marked will deselect all the district options.
8.	By default, the 'First – Labels Only' option is selected. If subsequent labels need to be queued, click the 'Subsequent Ballots and Labels' option. Process Ballot First - Labels Only
	C Subsequent Ballots and Labels 0
9.	By default, labels will be queued for Democratic, Republican and all other eligible voters. Click the checkboxes to remove or add the checkmark as necessary. Party Dem 0 Conter Eligible 0 Conter Ineligible 0 Conter Ineligibl



Steps	Actions
10.	By default, the 'Include Federal Voters' checkbox is marked to ensure labels are created for Federal (Unregistered) voters. If necessary, click the checkbox to remove the mark; this will prevent ballot labels from queuing for Federal voters.
	Include Federal Voters



ps			Actions			
11.	of all affected for each vote Split Code, D	d voters will app er includes: ID N Date of Birth, Pc	oters' checkbox and click bear in the grid below. The Number, Name, Address, D blitical Party, and Mail-In A ires by clicking on the [Pri	e data r Date Re pplicati	eturne gistere on Typ	d in th ed, Pre
	Show A	lifected Voters Include F	Federal Voter Retrieve Print	Pioc	0444	Cancel
	ID Number:	Name:	Address.	Date Registered	Precinct Split Code:	Date
	-		a ballot label will be queue	d is dis Proce		. Cancel
	ID	Name:	Address	Date Registered	Precinct Split Code	Date
	Number:				6-0048	
	0141933	Manager and Annual An	3706 CRAWFORD, AVE. NORTHERN CAMBRI 3706 CRAWFORD, AVE. NORTHERN CAMBRI	5/16/2008 5/14/1988	040C-1	3/22/
	0141933 0141933 0141404 0141666	LLOYD TERRENCE S FURFARI PAMELA J NEILSON PAMELA R	108 MERCHANT, ST. JOHNSTOWN, PA. 15904 115 BRECK, LN. JOHNSTOWN, PA. 15904	9/14/1988 10/7/2002 6/20/1968	049C-1 049C-1 045D-1 045H-1	3/22/ 9/27/ 4/21/
	0141933. 0141933.	LLOYD TERRENCE S FURFARI PAMELA J NEILSON PAMELA R	108 MERCHANT, ST, JOHNSTOWN, PA, 15904	9/14/1988 10/7/2002	048C-1 045D-1	3/22/ 9/27/
	0141933 0141933 0141404 0141666 0141953	LLOYD TERRENCE S FURFARI PAMELA J NEILSON PAMELA R SMITH MARGARET	109 MERCHANT, ST, JOHNSTOWN, PA, 15904 115 BRECK, UN, JOHNSTOWN, PA, 15904 135 PALLISER, ST, JOHNSTOWN, PA, 15905	9/14/1988 9/14/1988 10/7/2002 6/20/1968 5/16/1988	04961 040C-1 045D-1 045H-1 0494-1	3/22/ 9/27/ 4/21/ 8/29/
	0141933 0141404 0141668 0141953 0141953 0141341	LLOYD TERRENCE S FURFARI PAMELA J MEILSON PAMELA R SMITH MARGARET ACKERMAN BROOKE	109 MERCHANT, ST, JOHNSTOWN, PA, 15904 115 BRECK, UN, JOHNSTOWN, PA, 15904 135 PALLISER, ST, JOHNSTOWN, PA, 15905	9/14/1988 10/7/2002 6/20/1958 5/16/1988 1/14/2001	0444 1 0400-1 0450-1 045H-1 049A-1 920A-1	3/22/ 9/27/ 4/21/ 8/29/ 9/22/
	0141933 0141404 0141666 0141953 0141341 41	LLOYD TERRENCE S FURFARI PAMELA J MEILSON PAMELA R SMITH MARGARET ACKERMAN BROOKE	108 MERCHANT, ST. JOHNSTOWN, PA. 15904 115 BRECK, UN. JOHNSTOWN, PA. 15934 135 PALLISER, ST. JOHNSTOWN, PA. 15905 1 MILLARD, AVE. JOHNSTOWN, PA. 15906	9/14/1988 10/7/2002 6/20/1958 5/16/1988 1/14/2001	0490-1 0450-1 0450-1 0454-1 0494-1 920A-1 920A-1	3/22/ 9/27/ 4/21/ 8/29/ 9/22/
	Note: The lis	LLOYD TERRENCE S PURFARI PAMELA J MELSON PAMELA R SMITH MARGARET ACKERMAN BROOKE St of voters can w Allected Voters? Include s Name:	108 MERCHANT, ST, JOHNSTOWN, PA, 15904 115 BRECK, UN, JOHNSTOWN, PA, 15904 136 PALLISER, ST, JOHNSTOWN, PA, 15905 1 MILLARD, AVE. JOHNSTOWN, PA, 15905 1 MILLARD, AVE. JOHNSTOWN, PA, 15905 B Fedderal Voters Retrieve Print Address:	9/14/1988 9/14/1988 10/7/2002 6/20/1568 5/16/1968 1/14/2001 [Print] Proces Data Registered	0490-1 0450-1 0450-1 0454-1 0494-1 920A-1 920A-1	3/22/ 9/27/ 4/21/ 8/29/ 9/22/ 9/22/ 1.
	Note: The lis	LLOYD TERRENCE S FURFARI PAMELA J NELSON PAMELA R SMITH MARGARET ACKERMAR BROOKE St of voters can W Allected Volere Include Mare: Name: O COLOSHAW PAMELA M D3 LLOYD TERRENCE S	108 MERCHANT, ST. JOHNSTOWN, PA. 15904 115 BRECK, UN. JOHNSTOWN, PA. 15904 135 PALLISER, ST. JOHNSTOWN, PA. 15905 1 MILLARD, AVE. JOHNSTOWN, PA. 15905 2005 CRAWFORD, AVE. NORTHERN CAMBRI.	9/14/1988 9/14/1988 10/7/2002 6/29/1568 5/16/1988 1/14/2001 [Print] Proces Data Registered 5/16/2000 9/14/1988		3/22/ 9/27/ 4/21/ 8/29/ 9/22/ 9/22/ 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0. 0.
	Note: The lis	LLOYD TERRENCE S PURFARI PAMELA J NELLSON PAMELA R SMITH MARGARET ACKERMAN BROOKE St of voters can w Allected Voters Include Name	108 MERCHANT, ST. JOHNSTOWN, PA. 15904 115 BRECK, LN. JOHNSTOWN, PA. 15904 136 PALLISER, ST. JOHNSTOWN, PA. 15905 1 MILLARD, AVE. JOHNSTOWN, PA. 15905 1 MILLARD, AVE. JOHNSTOWN, PA. 15905 B Federal Voters Retrieve Print Address: Figure Print Address: Figure DRAWFORD, AVE. NORTHERN CAMBRI, 109 MERCHANT, ST. JOHNSTOWN, PA. 15904 115 BRECK, UN, JOHNSTOWN, PA. 15904	9/14/1988 10/7/2002 6/20/1568 5/16/1968 1/14/2001 [Print] Proces Date Registered 5/16/1989 9/14/1989		3/22/ 9/27/ 4/21/ 8/29/ 9/22/ 9/22/ 1. Date (12/22) 3/22/ 9/27/ 4/21/
	Note: The lis	LLOYD TERRENCE S PURFARI PAMELA J MELSON PAMELA J SMITH MARGARET ACKERMAN BROOKE St of voters can MAIlected Volere Include Name Name D. COLOSHAW PAMELA M 10. LLOYD TERRENCE S 14. FURFARI PAMELA J	108 MERCHANT, ST, JOHNSTOWN, PA, 15904 115 BRECK, UN, JOHNSTOWN, PA, 15903 136 PALLISER, ST, JOHNSTOWN, PA, 15905 1 MILLARD, AVE. JOHNSTOWN, PA, 15905 be printed by clicking the be printed by clicking the Address: <u>CISPE CRAWFORD, AVE. NORTHERN CAMERN.</u> 108 MERCHANT, ST, JOHNSTOWN, PA, 15904	9/14/1988 10/7/2002 6/20/1988 5/16/1988 1/14/2001 [Print] Proces Date Registred: 5/16/1989 10/7/2002		3/22/ 9/27/ 9/27/ 9/27/ 9/22/ 9/22/ 1. Date (12/22/ 9/27/
	Note: The lis	LLOYD TERRENCE S PURFARI PAMELA J NELSON PAMELA R SMITH MARGARET ACKERMAN BROOKE St of voters can w Allected Voters Include Name Name Name D COLOSHAUCPAMELA M 13. LLOYD TERRENCE S M. FURFARI PAMELA J S. NELSON PAMELA R 13. SMITH MARGARET	TOB MERCHANT, ST. JOHNSTOWN, PA. 15904 115 BRECK, LN. JOHNSTOWN, PA. 15904 135 PALLISER, ST. JOHNSTOWN, PA. 15905 1 MILLARD, AVE. JOHNSTOWN, PA. 15905 1 MILLARD, AVE. JOHNSTOWN, PA. 15905 B Federal Voters Rebieve Print Address: CIGE LLOND, ST. NANTUGLO, PA. 5943 2706 CRAWFORD, AVE. NORTHERN CAMPRI. 108 MERCHANT, ST. JOHNSTOWN, PA. 15904 115 BRECK, LN. JOHNSTOWN, PA. 15905	9/14/1988 9/14/1988 10/7/2002 6/20/1568 5/16/1988 1/14/2001 [Print] Proces Date Registered: 5/16/1989 5/16/1989		3/22/ 9/27/ 4/21/ 8/29/ 9/22/ 9/22/



Steps	Actions					
12.	Click the [Process] button. The Process Absentee/Mail-In confirmation message appears.					
	Process Absentee/Mail-In					
	a service of the second s					
	Successfully Processed					
	and the second se					
	OK					
	Click the [OK] button.					
	Mail-In ballot labels are queued to Correspondence Batches for the voters listed					
	in the grid.					
13.	If there are Mail-In applications awaiting ID verification, the Awaiting ID Verification message displays. It is a reminder that ballot labels will need to be printed for Mail-In applications awaiting ID verification.					
	Awaiting ID Verification ×					
enser i	There are 1 applications awaiting ID verification. Ballot labels for these applications will need to be printed after the ID Verification process is completed.					
	OK					
	Click the [OK] button.					
14.	Click the [Cancel] button to close the Process AB/Mail-Ins screen.					
15.	Click the [Close] button on the Utilities screen. The Utilities screen is closed.					
16.	Note: This step is in effect through 12/31/20. It can be deleted on 1/2/21.					
	SURE VR will have an absentee ballot application processed and label sent to the Process AB/Mail-Ins utility for every primary and general election up until 12/31/20 of the current calendar year whenever the absentee application is processed with the Application Type as Civilian.					



Recording Returned Mail-In Ballots

Use the following steps to record a response to the Mail-In ballot label.

Steps	Actions
1.	From the SURE menu, select the <i>Reports</i> tab and then click the [Record Mailings] button.
	ELVS Main Menu
	ELVS DELAWARE
	Voter Laformation
	Voter Status: Valid Votars Drily 🕑 Include Federal Voters
	Report Menu Report Batches Poll Books Record Meilings
	Retrieve From Export
	Ent
2.	The Record Responses to Mailings screen is displayed.
	Record Responses to Mailings
	Paraperne Date (27/25/2020 Latter Type v
	Heap Type:
	C Record Response (gg Bespanse History
	Submit for Printing Later ID Only Encry(High Speed) Auto Researd Bar Code(ID): Name: Response Type: Response Type: Ver 22 ≥ 2029
	Record Red
- 199	Hame:
1	Mad:
2 9	Last Response Recorded: Ger Code(D) Laster Type Response Type Response Type
	Clear Last Response
	Com



Steps	Actions
3.	Using the bar code reader, scan the bar code on the returned Mail-In ballot envelope.
	009828708-23 16004002-1 D WILLIAMS, DUWAYNNE C 135 WOODLAWN AVE UPPER DARBY, PA 19082 MAILIN
	DUWAYNNE C WILLIAMS 227 STATE ST HARRISBURG, PA 17101 UK
	The fields for voter's name, signature, and address are populated. The 'Letter Type' is defaulted to 'Mail-In Ballot Label', 'Resp Date' and 'Bar Code (ID)' fields are also populated and the 'Resp Type' options are displayed.
	Record Responses to Mailings Page Type Mail is Balat Label Page Type Record Responses to Mailings Page Type Record Response Balax Record Response Harsey CARC - EMAIL BALLOT UNCELVISFABLE CARC - MAIL RALLOT CARC - M
	Minimi WILLIAMS, DURIANNAE COD DOM211 ACTIVE - REGISTERED Film: T35 YACODUAWN AVE UPPER 114REY, PA 15002 Mail Lant Response Recorded: Bar Code (D) Lanter Type: Response Type: Rosp Date
	Cear Last Persporte
	Note: If the 'Letter Type' is populated before the bar code is scanned, it will be updated to match the letter type associated to the scanned bar code.
4.	From the 'Resp Type' drop-down list, select the appropriate response type:



Steps	Actions
5.	Click on the [Record] button after populating the 'Resp Type' field.
	Record Responses to Mailings 🚽 🗖 🗙
2.5-194	Response Date: 01/12/2020 Letter Type: Mail-In Ballot Label
-	Resp Type: RECORD BALLOT RETURNED
	Ballot Received Method: USPS v
	Record Response DB Response History
	Submit for Printing Later ID-Only Entry(High-Speed) Auto-Record
	Bar Code(ID): Name: Response Type: Resp Date: 171644001 WILLIAMS. DUWAY RECORD - BALLOT - 01/12/2020 12:00
	Record Find
	Note : Refer to Using Auto-Record to Record Returned Mail-In Ballots for more information.
6.	The 'Bar Code (ID)' field is cleared and the fields on the 'Last Response Recorded' area are populated with the voter's information.
	🚭 Record Responses to Mailings – 🗖 📉
	Response Date: 01/12/2020 Latter Type: Mailin Ballot Label v
	Resp Type: RECORD - BALLOT RETURNED
	Ballot Received Method: USPS
	Record Response Int Response History Submit for Printing Later I ID-Only Entry(High-Speed) Auto-Report
	Ber Code(ID): Neme: Response Type: Resp Date: RECORD - BALLOT = 01/12/2020 12:00
	Record Find
	Name: WILLIAMS. DUWAYNNE COD 0098287
S. Cont P.	ACTIVE - REGISTERED Res: 135 WOODLAWN AVE UPPER DARBY, PA 19082
6.1	Mad:
	Last Response Recorded:
	Ber Code(B) Letter Type Response Type Response Type Resp Date: 171644001 Mel-In Baltor Laber RECORD - BALLOT RE 01/12/2020 12:00
	WILLIAMS, DUWAYNNE C(ID-00982870 Clear Last Response
1.17	Close
	The following will occur:
	The Votes tab of the voter record is updated to include vote history for
	the current election.
	□ The Ballots tab on the Absentee/Mail-In Voting screen will show the
	ballot status as 'Record – Ballot Returned' and display the date the
	ballot was received.
	The Correspondence tab of the voter record is updated.



Steps	Actions
	The 'Last Voted' field on the voter's record will be updated with the current election date.
7.	Click on the [Close] button to close the Record Responses to Mailings screen.
	Record Responses to Mailings -
	Response Date: 01/12/2020 Letter Type: Mai-In Balot Label
	Resp Type: RECORD - BALLOT RETURNED
	Baltot Received Mothod: USPS
	C Record Response (B) Response History
	✓ Submit for Printing Later ✓ ID-Only Entry(High-Speed) Auto-Record Bar Code(ID): Name: Response Type: Resp Date: RECORD - BALLOT 01/12/2020 12 00
	Record Find
	Numme: WILLIAMS. DUWAYNNE CID:0098287 ACTIVE - REGISTERED Rose: 135 WOODLAWN AVE UPPER DARBY, PA 19082 Mult:
	Last Response Recorded: Bar Cade(D) Later Type: Response Type: Resp Date 171644001 Mail-In Ballot Laber RECORD - BALLOT RE 01.12.2020 12.00
	WILLIAMS. DUWAYNNE C(D:00662870 Clear Last. Response Close

Using Auto-Record to Record Returned Mail-In Ballots

The auto-record option is convenient when many Mail-In ballots of the same type need to be recorded with the same response. To fully optimize the process, face all the Mail-In ballots with the bar code up and organize them by response.

Steps	Actions
1.	From the SURE menu, select the <i>Reports</i> tab and then click on the [Record Mailings] button.



Steps	Actions
-1949-4	ELVS Main Menu
	ELVS CAMBRIA Stagung Voter Information Applications Peptitions System Functions
	Voter Status: Valid Voters Only Include Federal Voters
	Report Menu Report Batches Poll Books Record Mailings Retrieve From Export Ext
2.	The Record Responses to Mailings screen is displayed.
	🔄 Record Responses to Mailings 📃 🗖 🗶
	Response Date: 01/14/2020 Letter Type:
	Cline Response Dit Response History Subset for Printing Later ID-Only Entry(High-Speed) Auto-Record Bar Code((D)): Nerve: Response Type Rosp Date: Ultrace Ultrace Ultrace Ultrace
	Pecced Prid
	Last Response Recorded: Bar Code(D) Letter Type Response Type Resp Date Dear Last Response



Steps	Actions
3.	Populate the 'Letter Type' field with the Mail-In ballot label type being recorded. Populate the 'Resp Type' field with the appropriate response.
	Record Responses to Mailings -
	Response Date: 01/14/2020 Letter Type: Mai-In Baliot Label
	Ballot Counted: Resp Type: RECORD - BALLOT RETURNED
	Ballot Received Method: USPS
	Record Response Response History
4.	Click the checkbox to the left of 'Auto-Record' to populate it with a checkmark.
	Record Responses to Mailings
	Response Date: 01/14/2020 Letter Type: Mei-In Ballot Label
	Ballot Counted: Resp Type: RECORD - BALLOT RETURNED
	Ballot Received Method: USPS
	Record Response (2) Response History
	Submit for Printing Later V ID-Only Entry(High-Speed) V Auto-Record
	Bar Code(ID): Name: Response Type: Resp Date: RECORD - BALLOT ~ 01/14/2020
5.	If necessary, put the cursor in the 'Bar Code (ID)' field by clicking in it.
	Record Responses to Mailings
	Response Date: 01/14/2020 Letter Type: Mail-in Ballot Label
	Ballot Counted: Resp Type: RECORD - BALLOT RETURNED V
	Ballot Received Method: USPS
	Record Response Da Response History
	Submit for Printing Later V ID-Only Entry(High-Speed) V Auto-Record
	Response Type: Resp Date: RECORD - BALLOT V 01/14/2020
6.	Use the bar code scanner to scan the bar code on the Mail-In label.



Steps	Actions
	009828708-23 16004002-1 D WILLIAMS, DUWAYNNE C 135 WOODLAWN AVE UPPER DARBY, PA 19082
	MAILIN DUWAYNNE C WILLIAMS 227 STATE ST HARRISBURG, PA 17101 UK
7.	The fields for voter's name, signature, and address are populated. The fields in the 'Last Response Recorded' area are also populated, indicating the response was recorded.
	Record Responses to Mailings -
	Heapense Date: 01/12/2020 Letter Type: Mail in Ballor Label v
	Resp Type: RECORD - BALLOT RETURNED
	Ballet Received Method: USPS
	101 Record Response 101 Response History
	✓ Submit Far Printing Later ✓ ID-Only Entry(High-Speed) ▲ Auto-Rescard Bar Code(ID): Name: Response Type: Resp Date: RECORD - BALLOT > 01/12/2020 12 00
	Record Find
	Name: WILLIAMS, DUWAYNNE CID 0098237 alway ver le
	ACTIVE - REGISTERED , Res: 135 WOODLAWN AVE UPPER DARBY, PA 19082
	Mail:
	Last Response Recorded: Bar Code(D): Letter Type: Response Type: Resp Date
	171644001 Mail-In Bellot Label RECORD - BALLOT RE" 01/12/2020 12:00 WILLUANS DUWAYNINE C0D 00982870 Clear Last Response
	Close
	The following actions also take place:
	The Votes tab of the voter record is updated to include vote history for the current election.
	The Ballots tab on the Absentee/Mail-in Voting screen will show the ballot status as 'Record – Ballot Returned' and display the date the ballot was received.



Steps	Actions
	□ The <i>Correspondence</i> tab of the voter record is updated.
	The 'Last Voted' field on the voter's record will be updated with the current election date.
8.	The cursor is automatically placed in the 'Bar Code (ID)' field. Use the bar code scanner to scan the bar code of the next Mail-In ballot label. Continue to scan the bar codes until all the Mail-In labels needing the same response are scanned.
	Note : The 'Resp Type' field can be changed before scanning a bar code. It will retain the selected option until a new option is selected.
9.	Click on the [Close] button to close the Record Responses to Mailings screen.

Recording Mail-In Ballots Returned as Undeliverable by USPS

Steps	Actions
1.	From the SURE menu, select the Reports tab and then click on the [Record Mailings] button.
	ELVS DELAWARE Voter Information
	Voter Statua: Valid Voters Only 🕑 Include Federal Voters
	Peport Menu Report Batches Poll Books Record Mailings
	Retrieve From Export
	Exe
2.	The Record Responses to Mailings screen is displayed.



Steps	Actions
	Response Date: 02/25/2020 Latter Type:
	Record Response (B) Response History
	Subset for Printing Later ID-Only Entry(High-Speed) Auto-Record Bar Code(ID): Name: Response Type: Resp Date: I 02/25/2020 Record Find
	Name:
	Last Response Recorded: Bar Code(ID); Letter Type: Response Type: Response Type: Clear Last Response Clear Last Response
	Close
3.	Using the bar code reader, scan the bar code on the returned Mail-In ballot envelope.
	MAILIN DUWAYNNE C WILLIAMS 227 STATE ST HARRISBURG, PA 17101 UK
	The fields for voter's name, signature, and address are populated. The 'Letter Type' is defaulted to 'Mail-In Ballot Label', 'Resp Date' and 'Bar Code (ID)' fields are also populated and the 'Resp Type' options are displayed.



Steps	Actions
	🦉 Record Responses to Mailings 🚽 🗖 🔀
	Response Date: 01/12/2020 Letter Type: Mail-In Balot Label
	Resp Type:
	Ballor Re CANC - EMAIL BALLOT UND BATCH CANC - EMAIL BALLOT UND BATCH CANC - EMBL CANCELLED
	Record Response Ibi Response Hatory CARC - NO ID CARC - NO SIGKATURE CARC - REFURMED ATTER DEADLINE CARC - REFURMED ATTER DEADLINE Bar Code(ID) Name PORT CARC - UMDELVERABLE CARC - VOTE CARCELLED CARC - VOTE CARCELLED CARC - VOTE CARLENSED PEND - NOT YET RETURNED RECORD - BALLOT RETURNED RECORD - BALLOT RETURNED
	Name: WILLIAMS, DUWAYNNE CID 0098287 Alwaywall Characteria ACTIVE - REGISTERED Res: 135 WOODLAWN AVE UPPER DARBY, PA 19082
	Mail: Last Response Recorded:
	Bar Code(ID): Letter Type: Response Type: Response Type: Clear Last Response
	Close
4.	From the 'Resp Type' drop-down list, select 'CANC - UNDELIVERABLE' and then click on the [Record] button.
	📲 Record Responses to Mailings 🚽 🗖 📉
	Response Date: 01/12/2020 Letter Type: Mal-In Safot Label
	Resp Type: CANCE UNDELIVERABLE
	Ballot Received Method: USPS
	C Record Response History
	✓ Submit for Printing Later ✓ ID-Only Entry(High-Speed) ▲ Auto-Record Bar Code(ID): Name: Response Type: Resp Date: 171644001 WILLIAMS, DUWAY CANC - UNDELIVER 01/12/2020 12 00
	Record Find
5.	The 'Bar Code (ID)' field is cleared and the fields on the 'Last Response Recorded' area are populated with the voter's information. The ballot has been recorded as undeliverable.



Steps	Actions
	Record Responses to Mailings -
	Response Date: 01/12/2020 Letter Type: Mail-In Ballot Label
	Reap Type: CANC - UNDELIVERABLE
	Ballot Received Method: USPS
	🕫 Record Response 😫 Response History
	Submit for Printing Later 🗸 (D-Only Entry()-tigh-Speed) 🗌 Auto-Record
	Bar Code(10): Name: Response Type: Resp Date: CANC - UNDELIVER V 01/12/2020 12:00
	Record Find
	Name: WILLIAMS, DUWAYNNE CID 0098287
	Rea: 135 WOODLAWN AVE UPPER DARBY, PA 19082
	Lossi Response Recorded: Bar Code(ID) Letter Type: Response Type: Resp Date: 171644001 Mail-In Ballot Label CANC - UNDELIVERABI 01/12/2020 12:00
	WILLIAMS. DUWAYNNE C(ID 00982870 Clear Last Response
	Close

alaki ke Takumaki sar Avyanneki Mala Alaki ke Alagi Manalia Takuma Alaki sara ke Alaki Manalia Takuma Alaki sara ke Sara