Mailer Check-In

Presented By

Fairfax County Office of Elections

Start training

Notes and Class Topics

Review these slides and notes at your own pace.

Refer to the Mailer Check-In Manual for more details.

Topics

- **What is CAP?**
- **What is Mailer Check-In?**
- **Basic Information**
- **Evaluating Voter Submissions**
- **Types of Voter Submissions**
- **Using VERIS to Check-in voter submissions**
- **Mini-review**

Guiding Principles

Integrity

We will uphold the highest standards in conducting the election.

Neutrality

We will treat all voters in a fair and unbiased manner.

Accuracy

We will strive for perfection and consistency in every part of the election process.
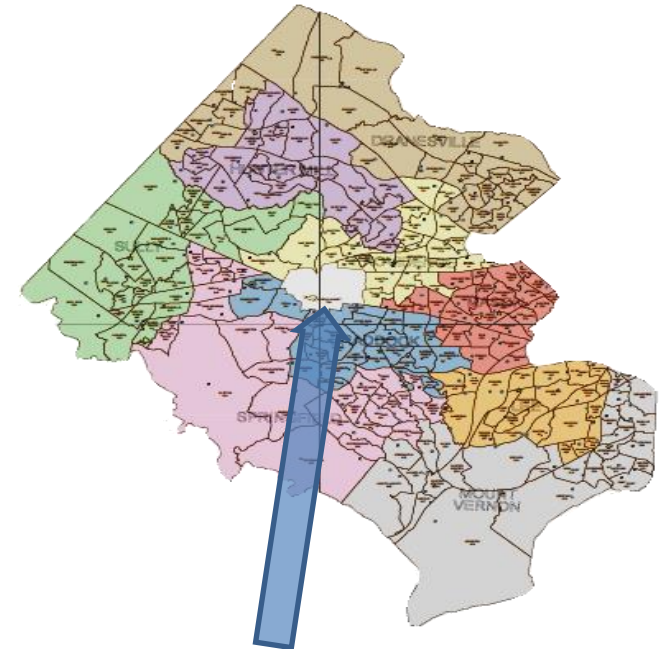
Transparency

We endeavor to be open and visible while safeguarding voter information and ballots.

What is CAP?

- **Central Absentee Precinct**

- **Responsible for:**

1. **By-Mail Absentee Ballots**

   ➢ **Absentee ballots returned by mail or drop box**

2. **In-Person Absentee Voting Final Report**

   ➢ **Ballots voted in person prior to election day**

265 Precincts

Central Absentee Precinct

What is Mailer Check-In?

> ➤ **Occurs prior to election day, on election day, and post-election**

> ➤ **Deals with ballots received by mail and ballots returned in drop boxes**

> ➤ **Functions include:**
>   - o **evaluating voter submissions**
>   - o **changing voter's status in VERIS**

> ➤ **Data is part of final CAP report**

Basic Information

Let's start with some basic information.

FAQs

Schedule
Sept 28–Nov 14 depending on volume of ballots

Location
Government Center Room 339

What to wear?

What to bring?

Payment
Documentation of Time

County badges

Hi my name is

Complete Mandatory Training

Security

While checking-in mailers you may not:

Use your cell phone at the workstations

Photograph or video

Connect to the Internet in the processing rooms

Tweet or otherwise post on social media

What happens in CAP stays in CAP!

Share voter and ballot information – _ever_

Mailer Check-In Positions

Office of Elections

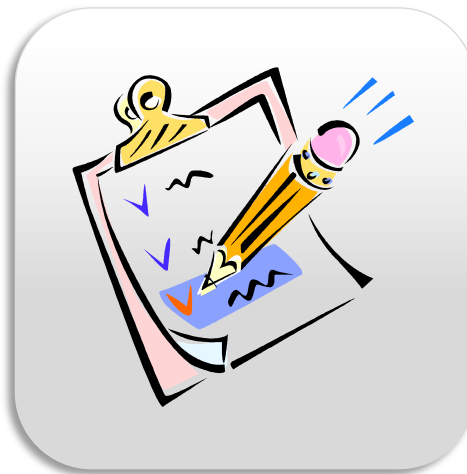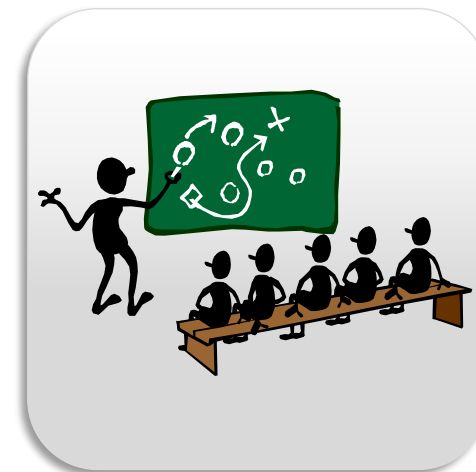Team Leader

Authorized Representatives

Mailer Check-in Staff

Start of Day

Arrive on time. Find your workstation assignment.

Take oath on first day. Complete payroll documentation daily.
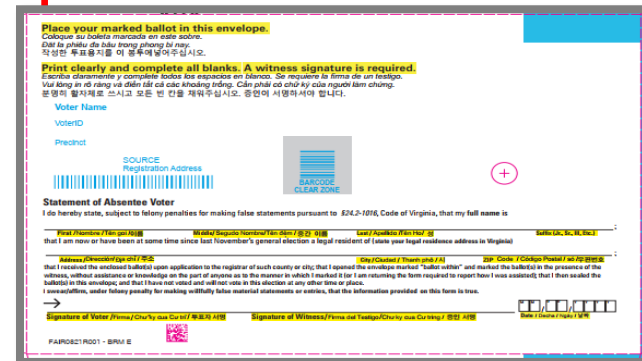
Team Leader briefing/Q&A session.

During the Day

Main Functions

- Review return mailers
- Evaluate voter statements
- Locate and verify voters in VERIS
- Update voter's ballot status in VERIS
- Manage mailers
- Maintain Mailer Count worksheet.

What's at Your Workstation

On your table:

- Stationery supplies

- Mailer Count Worksheet

- Material Omissions Chart

- Barcode reader

- Collection boxes/tray:

  - ➤ "Saved in VERIS"

  - ➤ "Needs Cure"

  - ➤ Tray for completed bundles

- Computer with VERIS access

Mailer Count Worksheet
November 8, 2022 - General Election

Bundle #

Date _____ Staff Members _____

		Mailers		
	Mailers at Start	Checked-In Domestic Mailers	Checked-In UOCAVA Mailers	Needs Cure Mailers
Set 1				
Set 2				
Set 3				

2022 Material Omissions Chart for Mailer Check-In Operations

| If the voter:	Cure	Accept
Omitted **first name or first initial** (NA for UOCAVA)	✖	
Omitted **middle name or initial but** full first and last name listed. (NA for UOCAVA)		✓
Omitted **last name**. (NA for UOCAVA)	✖	
Names are not in last, first, middle order.		✓
Wrote the **initial** of first name instead of full first name, **but full middle name** is provided. (NA for UOCAVA)		✓
Omitted generational suffix. If the voter name and suffix on the voter information label do not match the *Statement of Absentee Voter*, place mailer and all contents in the *"Not Processed"* table box .	✖	
Wrote a **derivative of legal name** as his/her first or middle name (e.g. "Bob" instead of "Robert") (NA for UOCAVA).		✓
The name on the voter information label and the name on the *Statement of Absentee Voter* are not identical. If staff are **satisfied that the two names are the same person**. (e.g. VERIS name is William Daniel Jones, but the voter wrote "Bill D. Jones"). (NA for UOCAVA)		✓

Important Reminders

- ➢ You are a "Team" of 1: Work carefully!

- ➢ Updating in VERIS:
  Proceed directly to "Pre-Processed"

- ➢ Add Bundle Number to voter's record

- ➢ Ballots are not removed from mailer

- ➢ Additional review of checked-in mailers: standard practice

Voter Submission - A Voter in an Envelope

Domestic Ballot Return Mailer – Front Side

Domestic Ballot Return Mailer – Reverse Side
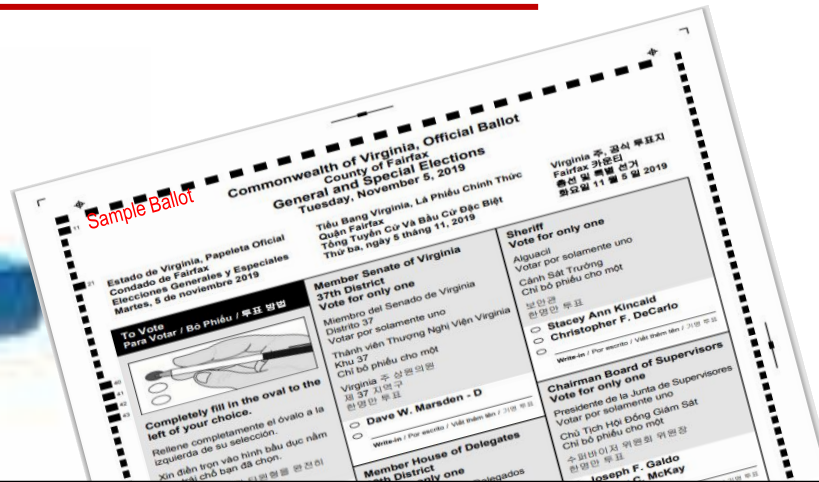
Place your marked ballot in this envelope.
Coloque su boleta marcada en este sobre.
Đặt lá phiếu đã bầu trong phong bì này.
작성한 투표용지를 이 봉투에 넣어주십시오.

Print clearly and complete all blanks. A witness signature is required.
Escriba claramente y complete todos los espacios en blanco. Se requiere la firma de un testigo.
Vui lòng in rõ ràng và điền tất cả các khoảng trống. Cần phải có chữ ký của người làm chứng.
분명히 활자체로 쓰십고 모든 빈 칸을 채워주십시오. 증인에 서명하세야 합니다.

FAIRFAX COUNTY, VIRGINIA

917218699-F177

MARIE ANGELOS
1001 MCLEAN, VA
22102-3435

2021 November General
FULL BALLOT
08_035
PCT#: 0726
NO TOWN PRECINCT
ID NOT REQUIRED

BARCODE CLEAR ZONE

Statement of Absentee Voter

I do hereby state, subject to felony penalties for making false statements pursuant to § 24.2-1016, Code of Virginia, that my full name is

First /Nombre /Tên gọi /이름   Middle/ Segudo Nombre/Tên đệm / 중간 이름   Last / Apellido /Tên Họ/ 성   Suffix (Jr., Sr., III, Etc.)

that I am now or have been at some time since last November's general election a legal resident of (state your legal residence address in Virginia)

Address /Dirección/ Địa chỉ / 주소   City / Ciudad / Thành phố / 시   ZIP Code / Código Postal / số /우편번호

that I received the enclosed ballot(s) upon application to the registrar of such county or city; that I opened the envelope marked "ballot within" and marked the ballot(s) in the presence of the witness, without assistance or knowledge on the part of anyone as to the manner in which I marked it (or I am returning the form required to report how I was assisted); that I then sealed the ballot(s) in this envelope; and that I have not voted and will not vote in this election at any other time or place.
I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true.

Signature of Voter /Firma/ Chữ ký của Cử tri / 투표자 서명   Signature of Witness/ Firma del Testigo/ Chữ ký của Cử tri / 증인 서명   Date / Fecha / Ngày / 날짜

FAIR0821R001 - BRM E

Matching Label and Statement of Voter

The name and address on the voter information label must match the information entered by the voter on the "Statement of Absentee Voter".

**It's a match!!
Continue check in.**

**Not a Match.
Place in "Needs Cure" table box**

Evaluating Statement of Absentee Voter

✓ Material Omissions Present
Place in "Needs Cure" table box

Acceptable Names

- First and last

  - Any order

    - Middle not required if first provided

      - Middle initial = name

        - First initial OK if full middle name included

          - Recognized nickname

Goal: Positively identify the voter, within reason

Acceptable Address

- House/building # and street

- Apt/unit # not required

- City <u>or</u> ZIP code

POB or PMB # not acceptable

Request for Assistance/ID Required

NA + Voter Signature = OK to Check-in
NA + No voter signature = Place in "Needs Cure" box
ID Required = Place in "Needs Cure" box

"Cured" Voter Submissions

"Curing" Process ➡ Voter may correct a material omission.

"Cured" submission ➡ Voter submits a signed affidavit containing corrected voter statement information.

Check-in Staff evaluate the corrected info on the affidavit.

➡ **Accept if no material omissions**

➡ **If Affidavit has material omission do not check in.**

★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Voter Affidavit

The "Statement of Absentee Voter" on your returned absentee ballot envelope was not fully completed, which is required under section 24.2-707 of the Code of Virginia. For us to count your ballot, you must do one of the following before noon Friday Nov. 6:

1. Sign this affidavit and return it by mail or email using the contact information below.
   If you return this affidavit by email, attach a **scanned, signed copy of the affidavit to your email.**

Or

2. Go to your registrar's office to correct the errors.

Fairfax County Office of Elections
12000 Government Center Pkwy
Suite 323
Fairfax, Va. 22035

absenteevoting@fairfaxcounty.gov

"I state under penalty of perjury that I am an eligible voter, that my signature and name are as shown on this form, that I am now or have been at some time since last November's general election a legal resident of Fairfax County that I received an absentee ballot for the November 3, 2020 election upon application to the registrar of such county or city; that I opened the envelope marked 'ballot within' and marked the ballot, without assistance or knowledge on the part of anyone as to the manner in which I marked it (or that I returned the form required to report how I was assisted); that I then sealed the ballot in the required envelope; and that I have not voted and will not vote in this election at any other time or place."

Voter's Name (printed) _____

Voter Registration Address: _____

Voter's Signature: _____

Other Types of Mailers

UOCAVA Return Mailer – Front Side

COUNTY OF FAIRFAX
OFFICE OF ELECTIONS
12000 GOVERNMENT CENTER PKY STE 323
FAIRFAX VA 22035-0083

U.S. POSTAGE PAID
39 USC 3406

PAR AVION

OFFICIAL
ELECTION MAIL
Authorized by the U.S. Postal Service

**Return Envelope
Official Ballot**

*Sobre para devolver
la boleta oficial*

*Phong bì dùng để
gửi lại lá phiếu thính
thức*

공식 투표용지 반환
봉투

OFFICIAL ABSENTEE BALLOTING MATERIALS – FIRST-CLASS MAIL
NO POSTAGE NECESSARY IN THE U.S. MAIL – DMM 703.8.0

**COUNTY OF FAIRFAX
OFFICE OF ELECTIONS
12000 GOVERNMENT CENTER PKY STE 323
FAIRFAX VA 22035-0083**

UOCAVA Return Mailer – Reverse Side

Printed name is not required.
Voter signature and witness signature are <u>required.</u>

Email Ballot Return Mailer – Front Side
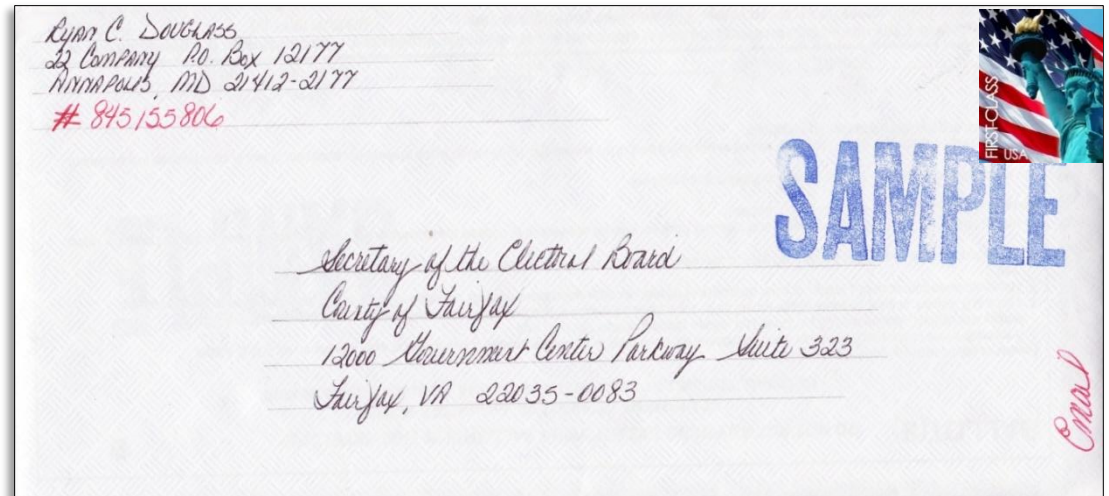
Email Ballot Return Mailer – Reverse Side

YOUR BALLOT(S) **MAY** NOT BE COUNTED IF YOU FAIL TO COMPLETE <u>ALL</u> BLANKS

I, _____ (print name), swear or affirm, under penalty of perjury, that I am:

1. A member of the Uniformed Services or merchant marine on active duty; or an eligible spouse or dependent of such a member; U.S. citizen temporarily residing outside the U.S.; or other U.S. citizen residing outside the U.S.; and

2. I am a U.S. citizen, at least 18 years of age (or will be by the date of the election), and I am eligible to vote in the requested jurisdiction; and

3. I have not been convicted of a felony, or other disqualifying offense, or been adjudicated mentally incompetent, or, if so, my voting rights have been reinstated; and

4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., except the jurisdiction cited in this voting form. In voting, I have marked and sealed my ballot in private and have not allowed any person to observe the marking of the ballot, except for those authorized to assist voters under State or Federal law. I have not been influenced.

My signature and date below indicate when I completed this document.

The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for a conviction for perjury.

_____ _____   _____
DATE   SIGNATURE OF VOTER   SIGNATURE OF WITNESS

Making a material misstatement of fact in this form is a felony punishable by a fine up to $2,500 and/or confinement up to ten years.

52 USC 20302   7.2015

Voter signature and witness signature are <u>required.</u>

Printed name is not required.

Unused/FWABs/Voids

Mailer Check-In Operations: The Big Picture

Mailer Check-In: The Big Picture

Receive mailers → **Remove** mis-sorted mailers → **Review/Evaluate**:

1. Correct voter?

2. Material omissions?

3. Request for Assistance (NA)?

4. ID Required?

Remove any mailer that "Needs Cure"

Verify voter's identity

Select Receive Date and Received By Method

← **VERIS Check-in**

Digital Ballots: Scan bar code

Email ballots: Enter voter name

Update ballot status

1. Pre-processed
2. Add Bundle #

SAVE CHANGES

→ **Verify** "Process Complete": Place green checkmark on mailers → Complete Mailer Count **Worksheet** → **Receive more** mailers

Mailer Check-In Fundamentals

VERIS: What is It?

Virginia Election and Registration Information System (VERIS)

- Database containing sensitive information about every voter in the state of Virginia. Data must be protected.

- Database used ONLY as needed to accomplish your job.

- DO NOT share information contained in voter's records.

Security   Integrity   Confidentiality

VERIS: Access

VERIS Access

Log into Fairfax County first !

VERIS: Batch Scanning

VERIS Homepage
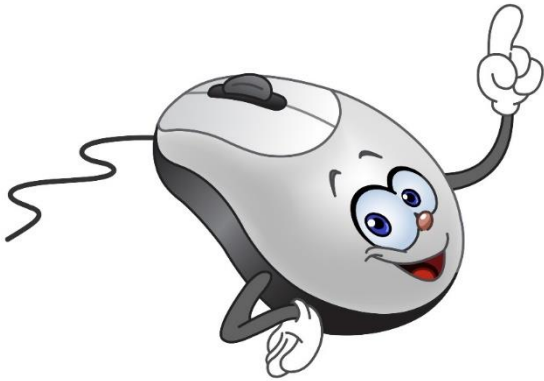
Hover mouse over "*Absentee*"

Click on *AB Batch Receipt – without IDs.*
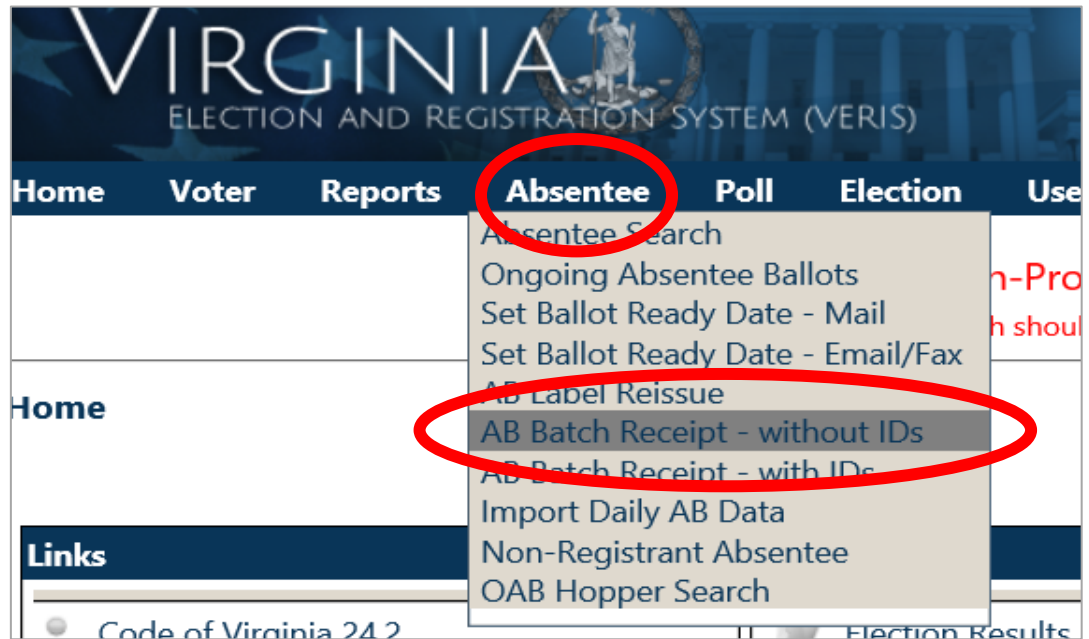
VERIS: Date and Method of Receipt

Home > Absentee > AB Batch Receipt - without IDs

Date Received:*   10/13/2022   📅

Received by Method: *   Mail ▾

Received Ballots

Home > Absentee > AB Batch Receipt - without IDs

Date Received:*   10/13/2022   📅

Received by Method: *   Drop Off ▾

Received Ballots

Ballot received by USPS, FEDEX, DHL, UPS

Ballot received by Drop Box

⬇   ⬇

Select "Mail"   Select "Drop Off"

- "Date Received" - correct date?
- "Received by Method" - correct method?

Helpful Hints

9-24-1 → Mailers containing digital ballots received by mail

9-24-1D → Mailers containing digital ballots received from drop boxes

9-24-1E → Mailers containing email ballots.

Double Check VERIS: "Date Received" AND "Received by Method"

Helpful Hints

"Group" Chat: What's What!

9-24-1
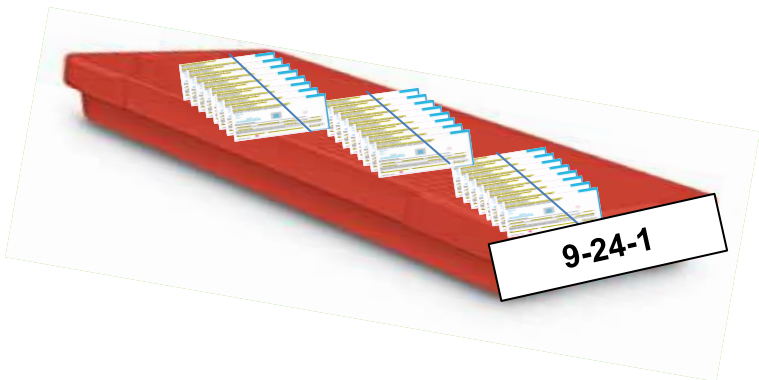
- One tray contains one **bundle** of mailers.

- One bundle contains mailers pre-banded into **sets**.

- One **set** = 50 mailers

- One **group** = Ten mailers (for scanning)

Mailers with Barcodes – Operation Details

1. Ensure that VERIS is ready for scanning operations.

2. Receive a red tray or gray tray containing unopened return mailers (Digital Domestic and UOCAVA mailers).
   ➢ Information labels on mailers contain scannable bar codes.
   ➢ Mailers in a single tray have been received on same date and by the same method.
   ➢ Each tray includes mailers banded into "sets" of 50.

9-24-1
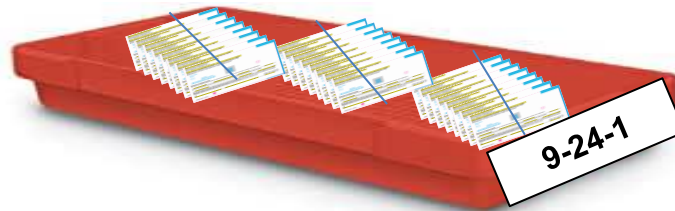
Mailers with Barcodes – Operation Details

3. Transfer the bundle number label to the front of a green tray. Write the bundle number on the Mailer Count Worksheet.

9-24-1

4. Remove the first "set" of mailers from the red tray. "Eyeball" all 50 mailers in the set.
   ➢ Emails/Unused Mailers: Give to Team Leader

   ➢ Count the remaining mailers in the set. Place this number in the *Mailers at Start* column on the Mailer Count Worksheet.

Mailer Count Worksheet November 8, 2022 - General Election			
Bundle #			
Date		Staff Members	
Mailers			
	Mailers at Start	Checked-In Domestic Mailers	Checked-In UOCAVA Mailers	Needs Cure Mailers
Set 1				
Set 2				
Set 3				

Mailers with Barcodes - Operation Details

5. Carefully review remaining mailers in the set:
   - ➢ Voter statement = voter information label? Watch for generational suffixes. Mismatches to "Needs Cure" table box.
   - ➢ Material omissions? Material omissions to "Needs Cure" table box.
   - ➢ Special circumstances: "NA" or "ID Required"?

   Request for Assistance form ("NA"):
   - ➢ Did voter sign the voter statement? No material omissions = OK to check in.
   - ➢ No voter signature: to "Needs Cure" box

   ID Required:
   - ➢ Place in "Needs Cure" table box.

Mailers with Barcodes – Operation Details

If Voter Statement = Voter Information Label

AND

Voter Statement has no material omissions:

It's VERIS Time!

6. Scan barcode on first mailer.
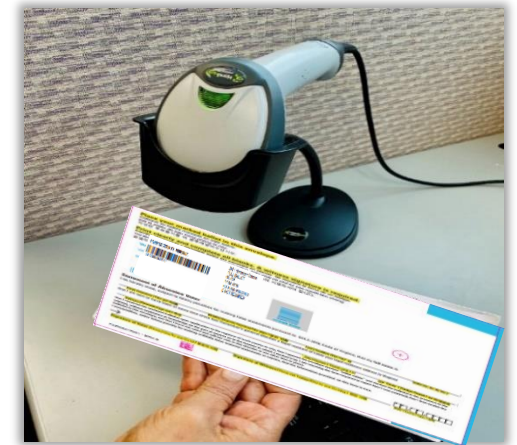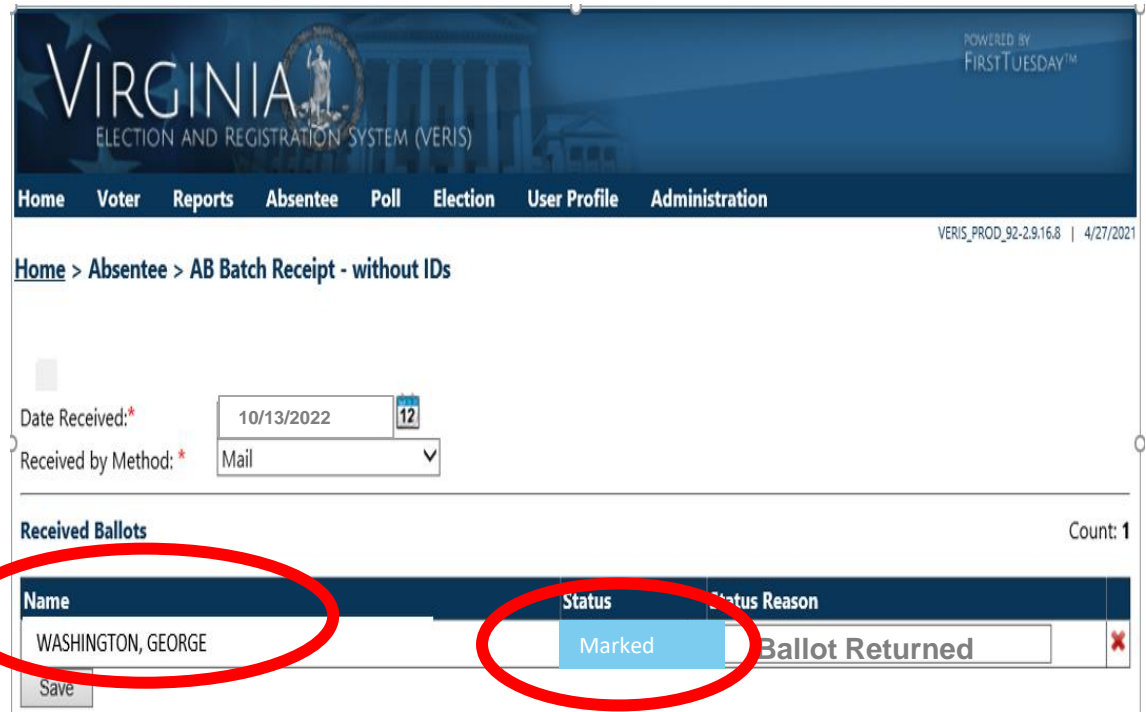
Mailers with Barcodes – Operation Details

7.   Verify voter's name.

8. Note that default status is "Marked".

9. Place scanned mailer, face down, in a separate pile.

Important!

Listen for "success beep"

Only scan a barcode once

Mailers with Barcodes – Operation Details

10. Continue scanning until count reaches 10. Confirm VERIS screen information is correct.

11. Change each voter's ballot status to "Pre-Processed".

12. Don't forget: Type in bundle number (from tray label) in Status Reason field

Important!
Keep scanned and unscanned mailers separated.

Home > Absentee > AB Batch Receipt - without IDs

Date Received:* `10/13/2022`
Received by Method: * `Mail (Non-USPS)`

Received Ballots

Count: **10**

Name	Status	Status Reason	
RAFT , ALICIA V	Pre-Processed	10-13-2	✖
HUSAIN , PARVEEN A	Marked	Ballot Returned	✖
PEREZ , ERICA	Marked	Ballot Returned	✖
GARBER , JUDITH G	Marked	Ballot Returned	✖
BROWN , MATTHEW J	Marked	Ballot Returned	✖
LUNDIN , NICHOLAS C	Marked	Ballot Returned	✖
BRADDLEE	Marked	Ballot Returned	✖
SEALE , REGINALD L	Marked	Ballot Returned	✖
SHEA , PAUL	Marked	Ballot Returned	✖
BURFORD , MEGAN E	Marked	Ballot Returned	✖

Save

Status   **Reason**   **Count**

Mailers with Barcodes – Operation Details

13. Confirm that Status reads "Pre-Processed" for all 10 voters and Status Reason field contains the correct bundle number.

14. Select "Save". Place scanned mailers in "Saved in VERIS" table box

VERY IMPORTANT! CLICK "SAVE".

15. Continue process until all mailers in set have been scanned.

Date Received:*		10/13/2022	📅
Received by Method: *		Mail	

Received Ballots   Count: **10**

Name	Status	Status Reason	
Oglesby , Victoria S	Pre-Processed ▾	10-13-2	✖
SHEA , PAUL	Pre-Processed ▾	10-13-2	✖
GREENE , REBECCA L	Pre-Processed ▾	10-13-2	✖
GREENE , JOEL L	Pre-Processed ▾	10-13-2	✖
MAURO , MARY E	Pre-Processed ▾	10-13-2	✖
CYR III, HENRY L	Pre-Processed ▾	10-13-2	✖
CODY , JEFFREY J	Pre-Processed ▾	10-13-2	✖
BAIN , MARGARET	Pre-Processed ▾	10-13-2	✖
Perez , Kevin P	Pre-Processed ▾	10-13-2	✖
MARELLA , PRANEETH BABU	Pre-Processed ▾	10-13-2	✖
Save			

FYI: Why Only 10?

- **Receiving this error message means the returned mailers you just scanned may <u>not</u> have been saved into VERIS**

- **Entire group must be re-scanned and re-saved**
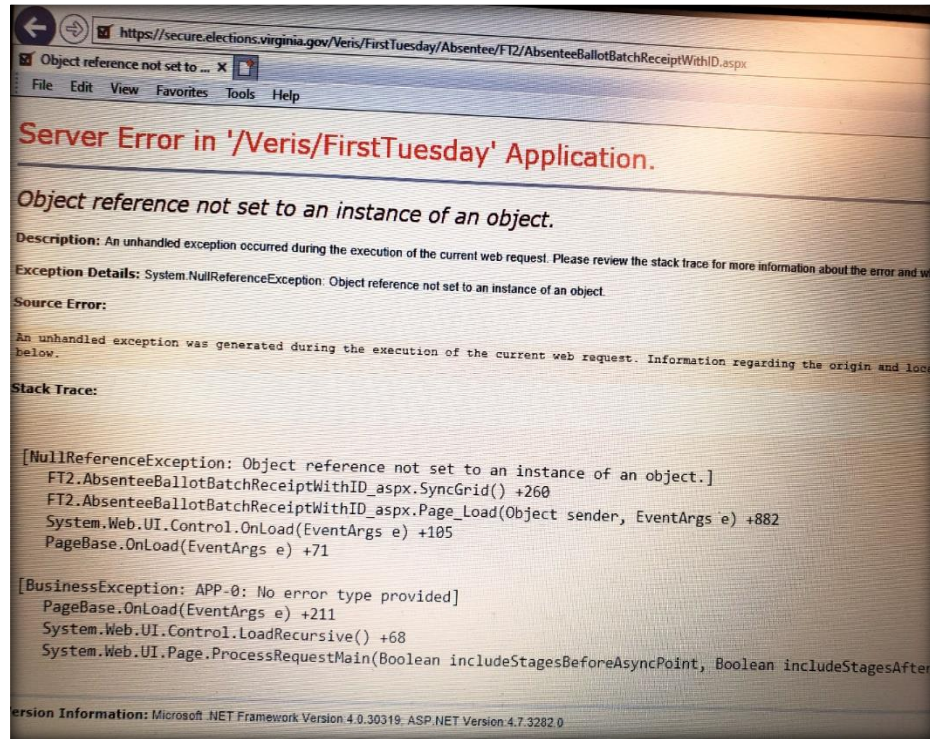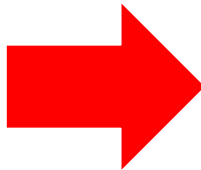
Mailers with Barcodes – Operation Details

16. Place a green checkmark on every processed mailer.
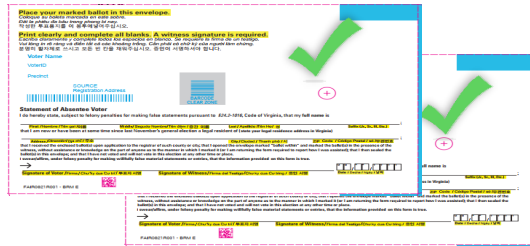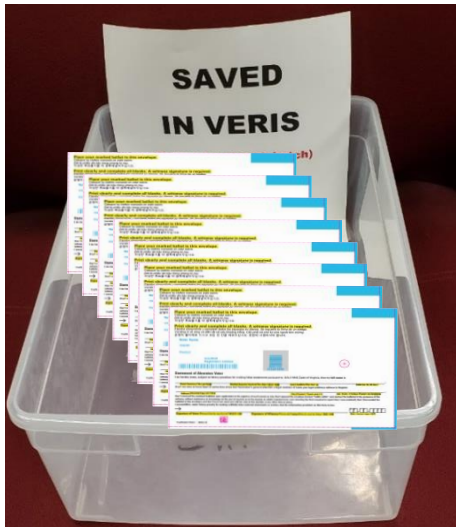
Rubberband the 50 mailers.

Place in a green tray.

Mailers with Barcodes – Operation Details

17. Complete the Mailer Count Worksheet.

➢ Number of Checked-In mailers. Record domestic mailers and UOCAVA mailers separately.

➢ Number of Mailers Requiring Curing

Complete the appropriate "Needs Cure" wrap, recording the Bundle # and Set # on the paper.

Ensure that each mailer in the "Needs Cure" wrap is labeled with an appropriate reason.

Mailer Count Worksheet
November 8, 2022 - General Election

Bundle #

Date _____   Staff Members

	Mailers			
	Mailers at Start	Checked-In Domestic Mailers	Checked-In UOCAVA Mailers	Needs Cure Mailers
Set 1				
Set 2				
Set 3				

Mailers with Barcodes – Not the End!

You did great!

But it's not over yet!

You get to do it again…and again…and…!

Checking-in Mailers Without Barcodes

Mailers without Barcodes - Operation Details

VERIS Home Page
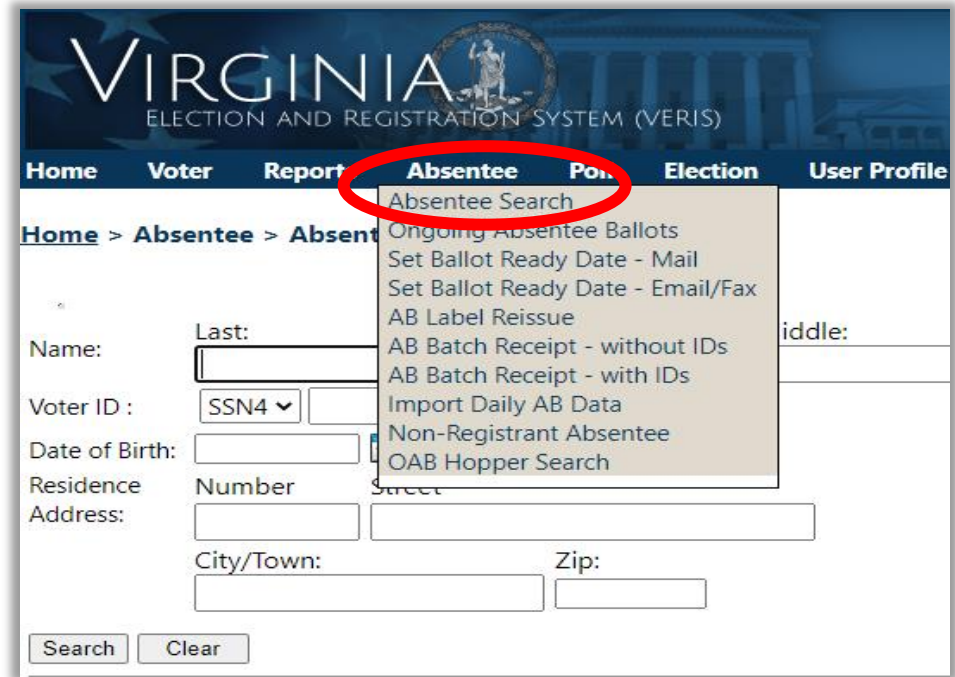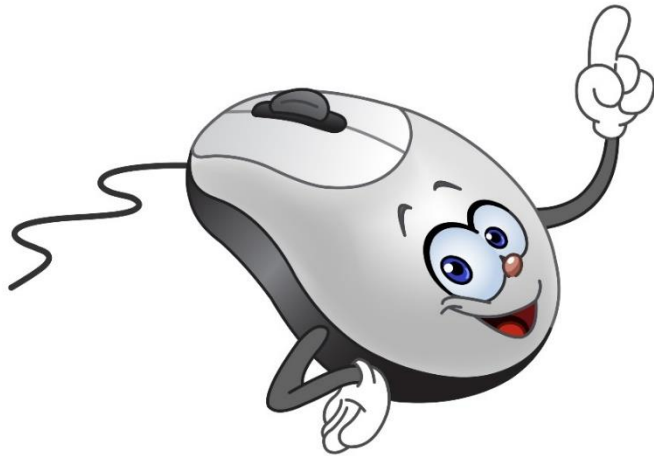

Hover mouse over "*Absentee*"

Click on "*Absentee Search*"

Mailers without Barcodes – Operation Details

Enter voter's last/first name

Select "Search"

Search Results

Mailers without Barcodes – Operation Details

Verify

Correct voter?

Correct Election?

Was voter *"issued" an* absentee ballot for the November 2022 election?

YES to above

Click on pencil to edit

Home > Voter > Absentee > Absentee History

Voter Overview

Name: JOHN SMITH
Voter ID: XXXXXXXXXXXXX
Date of Birth: XX/XX/1952
Language Preference: English

Status: **ACTIVE**
Locality: **FAIRFAX COUNTY**
Precinct: 421 - KINGSTOWNE

SSN: XXX-XX-0071
Addr: XXXXXXXXXXX
XXXXXXXXXXX   5-3731   ✓erified

CD: 08 SEN: 039 HSE: 043 Election: LEE DISTRICT
Absentee Application End Date: 12/31/9999

Election: 2022 November General   ☐ Show All ⓘ
☑ Display All Localities

Absentee Applications
The voter does not currently have any absentee voter applications.

[In Person Voter] [Create Application] [Add Application]

Ongoing Absentee Applications

Reason	Expires	Received	Status	Status Reason	
NE - No Excuse	12/31/9999	5/4/2021	Approved	Online Application - Approved.	✎

Absentee Ballots

Election	Sent	Received	Reissued	Status	Status Reason		
2021 November General	9/12/2022		No	Issued	Issued	✎	🖨

Mailers without Barcodes – Operation Details

Editing a Voter Record

Election:	2021 November General
Ballot Type:	Full Ballot
Date Printed:	8/20/2021
Ballot Received Date:	9/20/2021
Received by Method:	Drop Off
Ballot Status:	Marked

- Ensure *Ballot Received Date* is correct, edit if needed

- *Received by Method* either "Mail" or "Drop Off"

- Change *Ballot Status to* "Pre-Processed"

- Add bundle number to *Ballot Status Comment* field

- Select "Save"

Language Preference:	English
CD: 08 SEN: 036 HSE: 043 Election: LEE DISTRICT	
Absentee Application End Date:	12/31/9999
Registration ID Provided:	✓
Type of ID:	Conversion
Ballot Issued Date:	10/15/2022
Ballot Sent By:	Mail
Ballot Sent To:	6140A Essex House Sq AlexandriaVA22310-4324
Election:	2021 November General
Ballot Type:	Full Ballot
Date Printed:	8/20/2021
Ballot Received Date:	9/12/2022
Received by Method:	Drop Off
Ballot Status:	Pre-processed
Ballot Status Comment:	10-13-2
Reissue:	No
Assistance Requested:	No

Save Cancel

Mailers without Barcodes – Operation Details

The Ultimate Goal…

…A confirmation screen showing a "Pre-Processed" Status!

✅   Place a green checkmark on the return mailer to say "It's done!"

Mini-Review

Mini-Review

1. **What are the two basic components of a voter submission?**

2. **Is a witness signature required on the *Statement of Absentee Voter* for the November 2022 general election?**

3. **If the name on the *Statement of Absentee Voter* is different than the name on the voter information label, what do you do?**

4. **What are some examples of 'material omissions' on a Statement of Absentee Voter?**

5. **Are you opening mailers and removing ballots during mailer check-in operations?**

Mini-Review (continued)

6. What two important components appear on the reverse side of a return mailer?

7. You will require two sets of logon credentials. What are they?

8. Can batch scanning be used for email ballots?

9. What information must be placed in the Status Reason field for each checked-in voter?

10. When completing the Mailer Count worksheet, what numbers must be recorded?

Congratulations!
You have finished the training course.

Thank you!

We look forward to working with you!

If you have any questions, contact us at 703-324-4711/4742 or CentralAbsentee@fairfaxcounty.gov