

Guide to Signature Verification of Mail Ballots and Cure of Discrepant or Missing Signatures

Issued by The Elections Group

This guide was built around the policies and practices of a specific state where the county Board of Elections is the final level of review for challenged signatures. Other assumptions in this guide likely vary from the law and practices of your state. A jurisdiction intending to adopt these procedures should take time to find and address such variances.

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The Elections Group, 2020

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General

Building Public Trust in Mail Voting through Signature Verification

Signature verification, the process of confirming each voter's identity by comparing the signature on their ballot certificate envelope to signatures captured in their voter registration record, greatly enhances the security and integrity of the mail ballot process. When conducted consistently, efficiently and with transparency, signature verification improves public trust in the election by confirming that ballots returned by mail are legitimate.

People do not sign their signature the same way every time. Signatures change over time and in different settings. Because variances are expected, significant points of agreement can be enough to confirm a match and accept the ballot.

Some signature variance will be too great to confirm a match. This does not mean fraud has been committed. **Failure to recognize that signature variation is normal can lead to disenfranchisement.**

The cause of the discrepancy may be an outdated signature in the voter's registration record. Some voters will forget to sign their return envelope altogether. Such scenarios underline the importance of giving voters a path to 'cure' or remedy the discrepancy, so every legally cast ballot may be counted.

This guide will help election boards assess signature variances in context so they can efficiently assess signature matches, flag uncertain pieces for cure, reject ballots that cannot ultimately be confirmed, and accept the vast majority of ballots with confidence they were legitimately cast.

Setting the Table for Efficient Signature Comparison

Roles & Responsibilities—Staff Review & Board Review

Election officials should expect vastly more mail ballots in 2020 than have been returned in past elections. Given this workload, this guide recommends a two-tiered process for signature verification. The first tier includes trained personnel conducting a review which we shall call 'Staff Review' first, then flag any variant signatures for further examination by the Board of Elections ("Board"), referred to in this document as 'Board Review.'

The elections office may choose to designate trained staff for **Staff Review** who work individually or in pairs, or poll workers from different parties, keeping the goals of transparency, impartiality and efficiency in mind. The goal of Staff Review is triage—to review signatures on all ballot certificate envelopes and accept all obvious matches, while flagging ballot certificate envelopes with signature discrepancies to the Board for further review.

During **Board Review**, Board members will examine all ballot certificate envelopes flagged for a possible signature discrepancy during Staff Review. The Board should reference all available signatures in the voter's registration record when considering whether the certificate is a match. The Board will make the ultimate decision whether to accept a signature and send the ballot for counting or reject the signature and signal the start of the cure process for that voter.

One employee should be assigned the role of Batch Control staffer, who will be designated to assign batches of ballot certificate envelopes for Staff Review, track batches using a log, accept and log completed batches, and rebatch ballot certificate envelopes for Board Review and again for the cure process.

A schematic overview of the process can be seen in **Appendix A: Flow Chart of the Signature Verification Process**.

Note: In jurisdictions that do not have a Board of Elections or other statutory body required to review signatures, the Board Review process should still take place. It might be done by a supervisor or a bipartisan team of election workers. The important thing is to have someone independent of the initial reviewer take a closer look before deciding to reject a signature.

Moving and Tracking Ballot Envelopes

Upon receiving ballots for processing and tabulation, your office should sort envelopes into batches. **This guide envisions batching ballots for signature verification without sorting them by precinct. Boards whose voting equipment or procedures require counting in precinct batches should adjust procedures and forms to match their needs.**

Batch Information Sheet

Use **Ballot Batch Control Sheets** (see example on next page) from the point of intake. This should be attached to each batch. This sheet stays with accepted ballots straight through to tallying. This sheet is updated first by the Staff Review team doing Signature Verification, then later by teams opening envelopes and preparing ballots, and by those scanning ballots. This ensures that all accepted ballots are accounted for in later stages. The form accounts for envelopes removed from the batch because of issues identified in signature verification. It can be helpful to prefill batch numbers; and to print in triplicate in order to route copies for data entry.

Ballot Batch Control Sheet		Batch ID	Date Created
Signature Verification			
Name:		Name:	
Beginning Count	Rejected	Final Count	
<input type="text"/>	- <input type="text"/>	= <input type="text"/>	
Verification count verified?			
Date	Time	Initials	
Ballot Preparation			
Name:		Name:	
Beginning Count	Envelope Error	Final Count	
<input type="text"/>	- <input type="text"/>	= <input type="text"/>	
Opener count verified?			
Date	Time	Initials	
Ballot Scanning			
Scanner ID:		Batch #:	
Name:			
Beginning Count	Removed for Duplication	Final Count	
<input type="text"/>	- <input type="text"/>	= <input type="text"/>	
Scanner count verified?			
Date	Time	Initials	

Ballot Batch Control Sheet		Batch ID	Date Created
Signature Verification			
Name:		Name:	
Beginning Count	Rejected	Final Count	
<input type="text"/>	- <input type="text"/>	= <input type="text"/>	
Verification count verified?			
Date	Time	Initials	
Ballot Preparation			
Name:		Name:	
Beginning Count	Envelope Error	Final Count	
<input type="text"/>	- <input type="text"/>	= <input type="text"/>	
Opener count verified?			
Date	Time	Initials	
Ballot Scanning			
Scanner ID:		Batch #:	
Name:			
Beginning Count	Removed for Duplication	Final Count	
<input type="text"/>	- <input type="text"/>	= <input type="text"/>	
Scanner count verified?			
Date	Time	Initials	

Preparing the Workspace

When preparing a space for signature verification during the Covid-19 pandemic, take into account social distancing, sanitizing, ballot security, transparency and efficiency. Your ballot processing facility should offer:

- A Batch Control station with shelves, security carts and small mail trays for batches being examined and ballots moving to Board Review or Cure.
- Dedicated workstations for signature comparison, spaced safely apart, with room to operate a hand scanner and process all the ballots in a batch.
- Space for staff to check-out and return batches from a secure storage cart.
- Latex gloves are advised for workers handling envelopes.
- Large signs designating the Ballot Control station and Signature Verification Staff Review stations.



Supplies

- Ballot trays (plastic postal trays are ideal)
- Tray labels: Accepted, Missing Signature, and Referred (ideally color-coded)
- Security carts or shelving (using tape or pool noodles to color-code)
- Signage designating Ballot Control station and workstations
- Signature Comparison poster and Quick-Review handouts
- Ample copies of forms:
 - Ballot Batch Control Sheet (Staff Review version and Board Review version)
 - Ballot Control Log
 - Rejected Ballot Log
- Hand scanners (where envelopes are bar-coded to pull up voter registration records)
- Pens (avoid blue/black to distinguish staff notations from voter's writing)
- Rubber bands, binder clips, blank paper

Postal trays are useful for organizing and moving ballots. Keep in mind that a tray isn't the same as a batch. Trays can hold multiple batches. Trays should hold only *one* category of ballot: Awaiting Staff Review, Accepted, Missing Signature, or Referred to Board.

Staff Review

The individuals or teams performing the Staff Review function should be trained, including close examination of the Signature Comparison section of this Guide and completion of the Signature Comparison Exercises.

Staff Review: Signature Verification Process

1. Each individual or team of Staff Review personnel should make contact with the Batch Control staffer to check out a batch of envelopes to be verified.
2. The Batch Control staffer records the batch assignment on a **Batch Control Log**.

Batch Control Log					
Date	Batch #	Assigned to:	Piece Count At Checkout	Check In (initial here when returned)	Accepted Ballots
10/12	0004	Captain America	100		
		Iron Man			

3. At Staff Review workstations, the individual or team scans the barcode on each ballot return envelope or enters voter identification into the voter registration system (VRS).
4. Verify the voter and compare the signature on the ballot certificate envelope with the signature on file in the VRS (according to State process).
5. Keep Accepted envelopes with the batch now, and through tally.
6. Hold envelopes with Missing & Discrepant Signature in separate bundles (clipped or rubber-banded and labeled. (see next section for handling.)
7. Complete the **Batch Control Sheet**.

- a. Enter the number of missing or discrepant signatures.
- b. Subtract from the Beginning Count to get the number of accepted Ballots.

Signature Verification			
Name: Captain America		Name: Iron Man	
Beginning Count		Rejected	Final Count
100	-	3	= 97
Verification count verified?			
Date 10/30/20	Time 9:13	Initials NP	

Staff Review: Accepted Ballots

1. Return all accepted envelopes along with the **Ballot Batch Control Sheet** to the Batch Control staffer, who should initial the **Batch Control Log** to show it was returned and enter the Accepted count.
2. Send Accepted trays to Ballot Preparation/Ballot Opening along with the **Ballot Batch Control Sheet**.

Staff Review: Envelopes Not Accepted

1. The Batch Control staffer should group ballot certificate envelopes that cannot be accepted in trays for Missing Signature or Referred to Board.
 - a. Use a red pen to write the rejection reason on the front of the ballot certificate (Missing Signature: M; or Signature Discrepancy: D)
 - b. Other relevant information, if any, may be helpful to Board Review.
2. Group ballot certificate envelopes that can't be accepted in trays as follows:
 - a. Move envelopes with missing signatures to a Missing Signature tray.
 - b. Move envelopes with signature discrepancy to the Referred to Board tray.
3. Complete the **Missing Signature / Board Referral Log**.
4. Periodically gather Referred to Board envelopes into a new batch for the Board
 - a. Create a new Batch Information Sheet using the Board Version (Appendix C)
 - b. Send the batch to the Board (or hold at Ballot Control till next Board Meeting.)
5. At the end of the day, or at reasonable intervals, perform piece counts to ensure:
 - a. The count of Accepted envelopes matches daily totals from Batch Control Log.
 - b. The count of Board Referral envelopes matches daily totals from the Missing Signature / Board Referral Log. (See following page.)

Missing Signature / Board Referral Log					
Date	Batch #	Signatures of Sig Ver Staff	Missing Sig Count	Referral Count	Rejected by Board <i>(Board batches only)</i>
06/12	0001	Captain America	2	4	
		Iron Man			
06/12	0002	Captain America	1	3	
		Iron Man			
Daily Total:			3	7	

Ballot certificate envelopes rejected for missing signature are separated to start the Cure process immediately. Envelopes with discrepant signatures are sorted separately for Board Review.

Note: Never mix categories of ballots in the same tray.

Board Review

Since the process of Board Review is similar to Staff Review, parallel procedures and forms are recommended. This discussion will focus on points where Board Review procedures or forms may be different.

Roles & Responsibilities

The Board receives ballot certificate envelopes from the Staff Review process that were not considered obvious signature matches. The Board will make a final determination on whether the signature is discrepant or matching. The Board should be trained, including close examination of the Signature Comparison section of this Guide and completion of the Signature Comparison Exercises.

The same person who is working as Batch Control staffer for Staff Review should manage batching, and track batches to and from Board Review.

A second person, trained on the signature verification process, should be designated as Board Review staffer, to help manage the process for the Board and complete necessary paperwork.

Batch Management

Ballot certificate envelopes referred for Board Review should be put into batches of manageable size, or in a single daily batch, as preferred. Each new batch needs a new **Ballot Batch Control Sheet**, substantially the same as used in Staff Review. To further distinguish Board Review batches, print this sheet on colored paper and use a special batch code (for instance, BR-0001, BR-00002, etc.)

As with Staff Review batches, each batch should be checked out by the Batch Control staffer using the **Batch Control Log** and checked back in when the Board has completed its work.

Room Preparation & Supplies

The most important difference for Board Review set-up is the need to display each signature record for all Board members, while keeping social distancing in mind. Consider using a video display of the envelope and VRS signatures if possible; provide gloves for Board members who

handle and pass envelopes; or have a staffer hold up the envelope and printed copies of the VRS signature(s) for examination.

Board Review: Signature Verification, Acceptance and Rejection

1. Follow the procedures for Staff Review

2. Board members should consult any additional information written on the certificate during Staff Review.

3. The Board Review staff assistant should record rejected envelopes on the **Ballot Batch Control Sheet**.

Signature Verification			
Name: <i>Captain America</i>		Name: <i>Iron Man</i>	
Beginning Count		Rejected	Final Count
<i>100</i>	-	<i>3</i>	= <i>97</i>
Verification count verified?			
Date <i>10/30/20</i>	Time <i>9:13</i>	Initials <i>NP</i>	

4. Staff assistant should return Accepted batches and Rejected envelopes to the Batch Control staffer, who will:

- Record numbers of Accepted envelopes in the Batch Control Log.
- Record numbers of Rejected Envelopes in the Missing Signature / Board Referral Log.
- Forward each group of envelopes to Ballot Preparation or the Cure Process.

5. At the end of the day, perform a piece count to ensure that the total number of 'accepted' and 'rejected' envelopes match what is shown in the Batch Control Log and the Missing/Referred Log.

Signature Comparison

This guide recommends thinking about signatures at two levels: quick analysis of the general character of the signature, then sharp focus on individual details. No threshold of minor discrepancies should outweigh your judgment that the general character of two signatures is so similar that they must have been written by the same hand. Yet, a single detail that is difficult to reproduce might compensate for several small differences, perhaps even outweighing a strong initial judgment of discrepancy. Signature comparison is an art, not a science. Teach yourself what to look for, and then trust your judgment.

General Analysis

The Type of Writing

Voter Record Signature



Mail Ballot Signature



The type of writing is perhaps the easiest characteristic to notice a difference, after spelling errors. A significant difference in the type of writing may be an immediate sign that the signature should be referred/rejected.

Speed of Writing

Voter Record Signature



Mail Ballot Signature



People will sign their signature thousands of times, usually signing very quickly and without hesitation. If someone is attempting to forge a voter's signature, you may notice hesitation marks. Conversely, an older voter or voter who may have a disability may take more time to sign their signature. It may not be as smooth, or it may have hesitation marks. If the signature on the mail ballot certificate envelope appears to be smoother, it may be a sign of a signature that should be rejected. In both scenarios, it is consistency that matters. The overall form of the letters should be consistent.

Spacing Between Names

Voter Record Signature



Mail Ballot Signature



Writing your signature is very much a habit, so the spacing should be similar. If the spacing on the ballot envelope signature is not consistent with the signature in the SVRS, it may be a sign the signature should be rejected.

Proportions and Size of Signature

Voter Record Signature



Mail Ballot Signature



A person's signature should have consistency in terms of the size and proportion of the signature as well. In the example above, the proportions are different between the two signatures.

Slant of Writing

Voter Record Signature



Mail Ballot Signature



The slant of a signature is an easy characteristic to identify when looking for fraud. People usually hold their pen the same way, which creates consistency in the direction of the signature slant. The slant of a signature matters, especially a left slant, which is uncommon.

Incorrect Spelling

Voter Record Signature



Mail Ballot Signature



This is a very straightforward issue. If the name is misspelled, you should reject the signature.

Detailed Analysis

Letter Spacing

Voter Record Signature



A handwritten signature "Andrew" in cursive. A red bracket is drawn under the letters "nd" with a double-headed red arrow below it, indicating the spacing between the letters.

Mail Ballot Signature



A handwritten signature "Andrew" in cursive. A red bracket is drawn under the letters "nd" with a small red 'x' below it, indicating a spacing variance.

As discussed previously, the spacing of letters within a signature should be relatively consistent, including the spacing of letters within the name. If there is a spacing variance not present in any signature in the voter's SVRS file, it could be a sign of a forged signature.

Size of Specific Letters

Voter Record Signature



A handwritten signature "Steven" in cursive. The letters are of a consistent size and proportion.

Mail Ballot Signature



A handwritten signature "Steven" in cursive. The signature is enclosed in a red rectangular box. A red arrow points down at the start of the signature and a red arrow points up at the end, indicating that the first and last letters are different sizes than in the voter record signature.

In the example above, the proportion of the first letter of the mail ballot signature is different than the voter record signature. Also, the last letter of the mail ballot signature is not the same size and as the voter record signature.

Other Distinguishing Features

Voter Record Signature



A handwritten signature "Harold Washington" in cursive. The letters are clearly formed and consistent.

Mail Ballot Signature



A handwritten signature "Harold Washington" in cursive. The letters are circled in red, indicating that they are not the same size or proportion as in the voter record signature.

Most signatures have very distinctive features such as strong curves, loops, and cross-points. Curves and loops tend to be consistent over the course of time. Cross-points may be affected by external factors, such as the quality of the pen or writing surface used when signing the ballot envelope. Pay close attention to the crossing of "t" and the dotting of "i".

Pen Lifts

Voter Record Signature

Cleveland

Mail Ballot Signature

Cleveland

When a forger is trying to copy a signature, they may need to slow down or stop to verify their work. This may lead to pen lifts that would not be there when a person is comfortable signing their own signature.

Beginning and Ending Strokes

Voter Record Signature

Harold Washington

Mail Ballot Signature

Harold Washington

When a person writes their signature, they tend to begin writing before their pen hits the paper. A forger will be much more deliberate when trying to copy a signature. This may lead to a difference in the beginning and end stroke of a signature, perhaps leaving larger ink dots or stray marks around the signature.

Acceptable Signature Examples

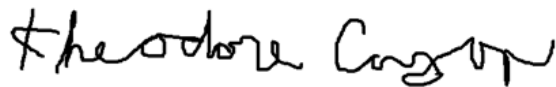
It can be difficult to know when a signature variation should or should not lead to rejecting a ballot envelope. The presence of a signature variance does not mean a signature should be rejected. The following examples detail common signature variations that should be accepted.

Age / Other Factors

Voter Record Signature

A handwritten signature in cursive script that reads "Theodore Canyon".

Mail Ballot Signature

A handwritten signature in cursive script that reads "Theodore Canyon", identical to the voter record signature.

Signing with a Nickname

Voter Record Signature

A handwritten signature in cursive script that reads "Isabella Jones".

Mail Ballot Signature

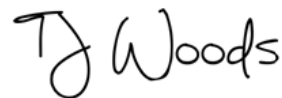
A handwritten signature in cursive script that reads "Bella Jones", using a nickname.

Signing with Initials

Voter Record Signature

A handwritten signature in cursive script that reads "Terry Jones Woods".

Mail Ballot Signature

A handwritten signature in cursive script that reads "TJ Woods", using initials.

Electronic Signature

Voter Record Signature

A handwritten signature in cursive script that reads "Michael Green".

Mail Ballot Signature

A handwritten signature in cursive script that reads "Michael Green", identical to the voter record signature.

Signature Comparison Exercise

Match the Signature Exemplar to its mate:
Example:

State

A. *State* B. *State* C. *State* D. *State*

1. *Precinct*

A. *Precinct* B. *Precinct* C. *Precinct* D. *Precinct*

2. *Ballot*

A. *Ballot* B. *Ballot* C. *Ballot* D. *Ballot*

3. *Voter*

A. *Voter* B. *Voter* C. *Voter* D. *Voter*

4. *Elections*

A. *Elections* B. *Elections* C. *Elections* D. *Elections*

5. *Results*

A. *Results* B. *Results* C. *Results* D. *Results*

Exercise: Attempting Some Else's Signature

Signing for someone without a Model:

In the event someone tries to submit the ballot of another voter, it's very unlikely they'll have examples of the voter's signature to use as models. To see what the results might look like, try to sign the name of a colleague who is present. After you make your attempt, ask them to sign their name.

Your attempt at their signature ...

Your colleague's actual signature

Now compare them.

How should this exercise guide your effort to compare voter signatures?

Signature Comparison Exercise (ANSWER KEY)

1. C
2. B
3. D
4. C
5. B

Cure Process for Missing and Discrepant Signatures

When a voter's signature on a mail ballot certificate envelope is missing, or doesn't match any signature in SVRS, the voter has an opportunity to "Cure" the missing or discrepant signature.

Creating the Cure List

1. An employee should be assigned the role of managing the Cure process.
2. Ballot certificate envelopes are received in batches from Staff Review (missing signatures) and also from Board Review (signature discrepancies).
3. A pending **Ballot Tracking Sheet** will accompany each batch of pending ballots.
4. If tracking manually, enter the name, address, today's date and reason for rejection into an Excel spreadsheet.
 - a. The critical importance of this list heightens the need for file back-up procedures, version control and security.

Awaiting Cure: Envelope Storage and Organization

After the Cure list has been created, ballot certificate envelopes will need to be sorted into alphabetical order and stored by surname to allow for efficient retrieval when a Cure affidavit is returned.

1. Utilize mail trays and alphabetical card dividers.
2. Consider secure storage options that allow for daily access.

Issuance of the Letter to Voter to Cure a Signature Deficiency

A customized Cure Letter (see **Appendix B - Letter to Voter to Cure a Signature Deficiency**) is sent to each voter. The body of the letter includes the affidavit, which allows them to correct their

signature deficiency. The letter should be issued by mail within 24 hours of rejecting the ballot. On Election Day, if a signature is missing or discrepant, staff have 48 hours to issue the cure letter.

1. Create a mailing list either from the SVRS, or by manually entering voter information with rejected ballots into a spreadsheet.
2. Use the mailing list data to populate (i.e. mail-merge) the affidavit/letter form, along with mailing labels, if you are not using a window envelope.
3. Use the spreadsheet/ mailing list to track ballots held for missing or discrepant signatures.

Return of Affidavit/Letter

Voters can affirm that they did indeed cast their mail-in ballot, and cure their ballot, by returning the signed affidavit in one of the following ways:

- In-person
- Mail
- Email
- Fax

Affidavits must be received by the Board of Elections by 5 p.m., July 22, 2020, two days before certification, in order to allow officials to verify the signature and include the ballot in the official canvass.

Identification

Voters must provide a copy of a state-accepted form of identification when returning their Cure Affidavit. **ID is required. It provides confirmation of a voter's identity where an outdated, missing or pixelated signature in SVRS prevents signature matching.**

Returned Affidavit/Letter Processing

Once a signed Affidavit is received back from a voter along with a copy of their ID, and the ballot is otherwise valid, the ballot should be counted.

This process will be most efficient if returned Affidavits can be handled in bulk. Compile mailed affidavits and printouts of emails and faxes with signed affidavits along with copies of ID.

1. For all affidavits received, a staff member should retrieve the pending mail ballots from the Rejected trays in secure storage.
2. Verify that the voter information on the returned Cure affidavit matches the voter information on the pending mail ballot as well as the information on the copy of their ID.
3. Locate the voter in the SVRS.
 - a. Verify the voter's mail ballot status.
 - b. Update the voter record in SVRS to reflect acceptance or rejection.
 - c. Scan the affidavit into the voter's record and update the signature if it was accepted
4. Update the spreadsheet to remove voters who have resolved their signature issues.
5. Create batches of resolved ballot certificate envelopes, which will move forward in the mail ballot process as accepted mail ballots.
6. Continue through the process until all Cure letters are processed for the day.

Some voters will choose not to resolve their missing or discrepant signature. If a voter has not resolved the signature issue by the deadline, the unopened ballot certificate envelopes and ballots will be stored along with the unresolved/unapproved Provisional Ballots per the New Jersey Retention Record Requirements for Provisional Ballots.

Public Record Requests

The list of voters who have a missing or discrepant signature should be made available through an Open Public Records Request. Stakeholders may request this list in order to contact voters and encourage them to complete the cure process, so that their ballot may be counted.

1. Inform requestors that the list will be provided 72 hours after the voter has been mailed their Cure Affidavit/Letter. This should provide adequate time for the election official to mail the affidavit/letter, and for the voter to have received the affidavit/letter.
2. Generate a tracking spreadsheet of voters for whom you are awaiting a cure from the mailing list used to generate the letters.
3. When releasing the list, ensure that you are excluding confidential information, and only providing information about voters that is public under state law.
4. Include all previous days when providing this list to requestors, as it will be the most up-to-date list of voters who need to resolve issues with signatures. This will aid those using the

list who wish to contact voters about their cure and ensure they do not contact voters who have already resolved their signatures.

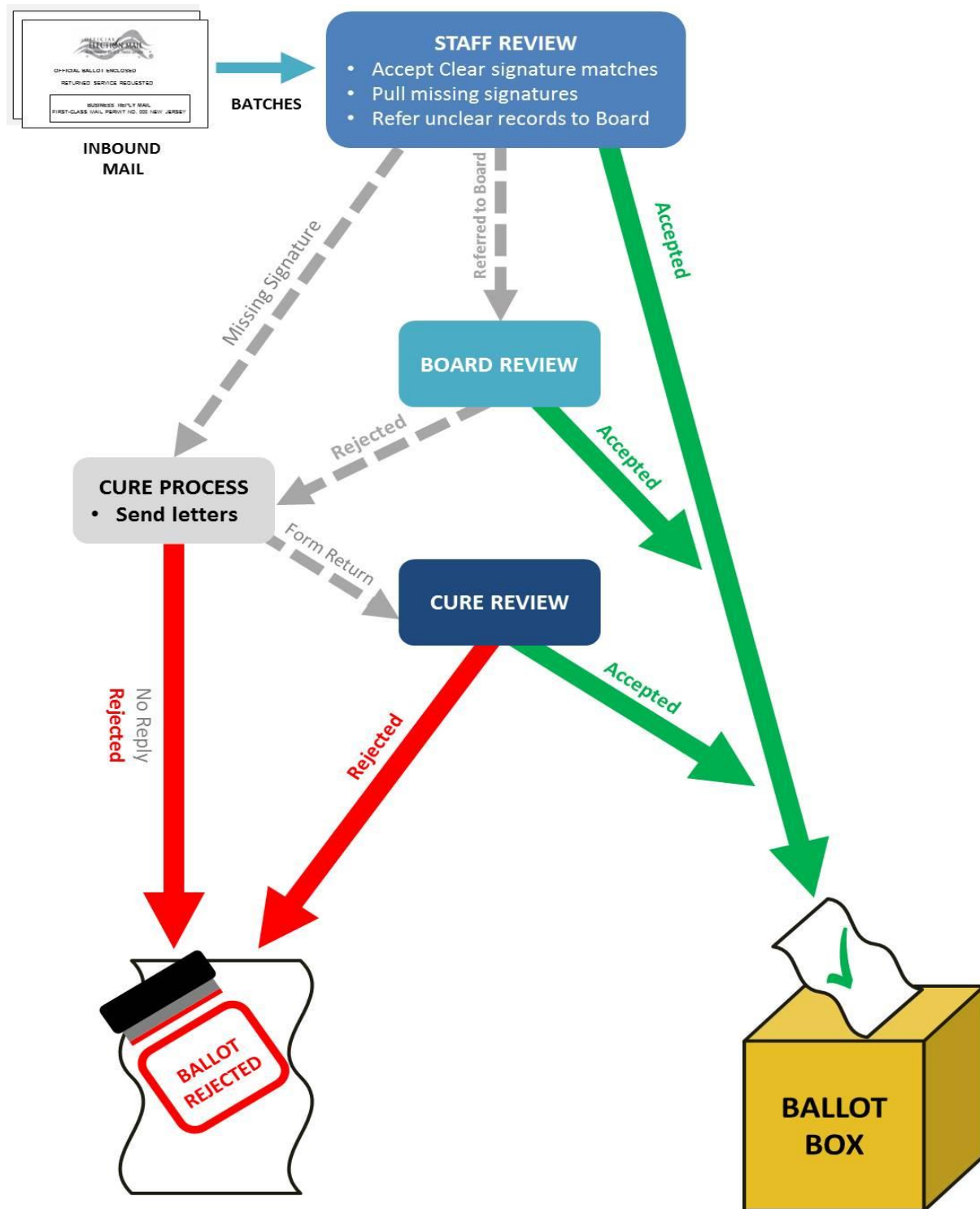
5. As voters resolve their signature issues, and are given voting credit, remove them from the tracking list.

Communication Efforts

Public messaging with voters, candidates, political organizations, civic organizations, community/neighborhood councils, HOA's, religious organizations, and third-party groups should be consistent and straightforward. These groups will attempt to contact voters if the voter becomes part of the Missing/Discrepant signature process. This can increase the number of voters taking advantage of the Cure letter but can also cause confusion for voters. When communicating to the public, include the timeline for voters to cure any missing or discrepant signatures, and make the message quick and easy to understand. Voters should be encouraged to resolve any issues quickly to have their ballot counted. For efficiency, consider posting the updated list daily on an FTP server and sharing the link with requestors, in order to reduce emails.

Appendices

Appendix A: Flow Chart of the Signature Verification Process



Appendix B: Letter to Voter to Cure a Signature Deficiency

<<DATE>>

Dear <<FIRST_NAME>>

We received your voted ballot for the 2020 General Election. **Unfortunately, your ballot certificate envelope either did not have a signature or we were unable to verify your signature with those on file.**

[State Name] Law requires us to compare the signature on your return envelope with the signatures in your voter registration record to verify your identity. For your ballot to count, you must complete and return a signed affidavit, along with a photocopy of your identification, by **Wednesday, November 13, 2020**. If you indicate that you have not voted a ballot, or you fail to return the form, we will not count this ballot.

We hope you reply soon so your vote may be counted. If the ballot received in your name was not from you, please contact this office immediately.

Sincerely,

[Jurisdiction Signatory]

Instructions:

Return this form by mail or send a photo or photocopy by email or fax. A copy of your ID* should also be included.

Mail

[Enter Jurisdiction Name]

[Jurisdiction Address 1]

[City, State, Zip]

Fax

(xxx) xxx-xxxx

Email

[Email addr]

I, _____ [Preprinted voter name] _____, hereby declare that the signature submitted below is my signature, that I did duly submit my ballot by mail, that any accompanying photo ID is my own, and that I wish to cure the signature deficiency in the record so my ballot can be cast and counted.

(Signature of voter)

(Date)

*Accepted ID include but are not limited to: [State Name] license or state ID, military or other governmental ID, student or employee ID, US passport or another formal document proving identity.