Duplicate Ballot Processing

Ballots are sorted by precinct and ballots with unreadable barcodes marked as original.

New ballot pulled and marked as duplicate. Unique number assigned to original and duplicate.

First team member reads votes from original ballot. Second team member indicates choices on new ballot.

Team members proof each others work and initial both ballots.

Original ballot batched with unique numbers log.

Duplicate ballot with cover sheet is sent to be tallied.

Duplicate and original stored for full retention period.

For complete guidelines, contact the Elections office.