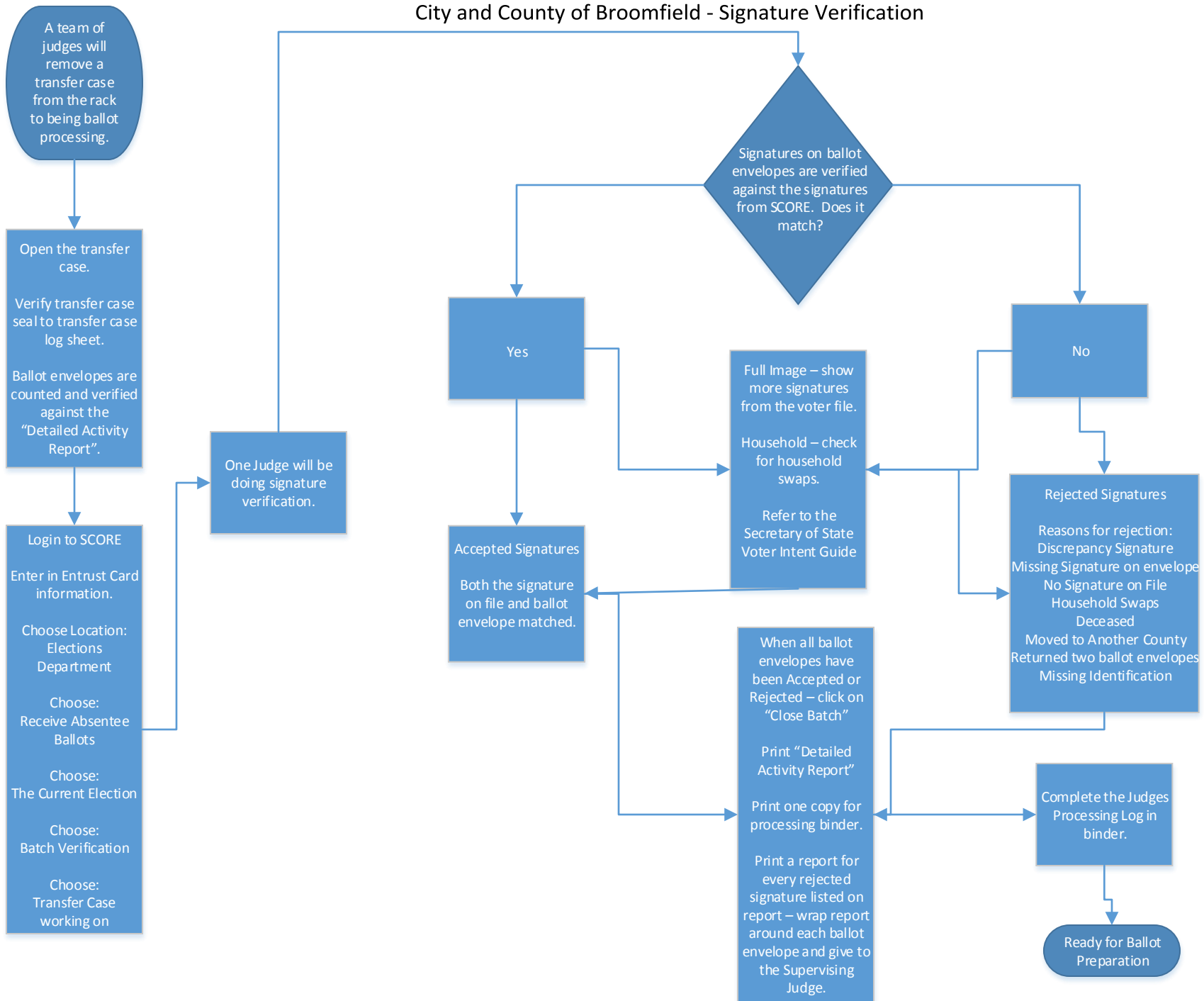


City and County of Broomfield - Signature Verification



A team of judges will remove a transfer case from the rack to being ballot processing.

Open the transfer case.
Verify transfer case seal to transfer case log sheet.
Ballot envelopes are counted and verified against the "Detailed Activity Report".

Login to SCORE
Enter in Entrust Card information.
Choose Location: Elections Department
Choose: Receive Absentee Ballots
Choose: The Current Election
Choose: Batch Verification
Choose: Transfer Case working on

One Judge will be doing signature verification.

Signatures on ballot envelopes are verified against the signatures from SCORE. Does it match?

Yes

Accepted Signatures
Both the signature on file and ballot envelope matched.

Full Image – show more signatures from the voter file.
Household – check for household swaps.
Refer to the Secretary of State Voter Intent Guide

No

Rejected Signatures
Reasons for rejection:
Discrepancy Signature
Missing Signature on envelope
No Signature on File
Household Swaps
Deceased
Moved to Another County
Returned two ballot envelopes
Missing Identification

When all ballot envelopes have been Accepted or Rejected – click on "Close Batch"
Print "Detailed Activity Report"
Print one copy for processing binder.
Print a report for every rejected signature listed on report – wrap report around each ballot envelope and give to the Supervising Judge.

Complete the Judges Processing Log in binder.

Ready for Ballot Preparation