



# Anoka County

PROPERTY RECORDS & TAXATION DIVISION

Elections & Voter Registration

## ABSENTEE VOTING INSTRUCTIONS – ENVELOPE PROCESS

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# In-Person Voting Instructions – Envelope Process

1



Provide voter the regular Absentee Ballot Application

2



Review completed AB Application to verify:

- Election designation (primary/general/special, etc.)
- Full name, date of birth, and current residential address
- Minnesota DL, ID or last 4 of SSN
- Signature

3



Log into SVRS

- Choose “Absentee Ballot” from menu
- Select “AB Records”
- Search voter’s name
  - If voter cannot be found but believes they should be registered, try abbreviating name using \*, search by DOB, address, etc.
- Determine registration status

4





Complete the “Official Use Only” section at bottom of the application

5







Proceed with instructions for **REGISTERED** or **NON-REGISTERED**

Registered	Voter status “active”
	Voter name and address match application
Non-Registered	Voter record not found
	Voter status “inactive” or “challenged”
	Voter name/address do NOT match application

# REGISTERED VOTERS

1. Highlight matching voter record
2. Select “Express AB Process – Registered Voter”  

3. Place “App” label on top right-hand corner of Absentee Ballot Application
4. Place “Env#2” label on Signature Envelope
5. Provide voter with Registered voting materials and instruct them on how to complete and package it:  

6. After voter has finished voting, have them complete the Voter Section of the Signature Envelope & seal the envelope
7. Complete the Witness Section of the Signature Envelope
8. Separate sealed Signature Envelope and corresponding Absentee Ballot Application
9. Store sealed Signature Envelope in secure location

- Select correct election in “Election Cycle” drop-down menu
  - Select “Counter” from “Received Via” drop-down menu
  - Select correct election in “Election Requested” drop-down menu
  - Verify or update Last 4 SSN or DL#
  - Update voter contact information (not residential address)
  - Select “In Person” in “Delivery Method” drop-down menu
  - Select “Submit - Print Now” then “Print Dymo w/o Rtn Addr”
- 
- Registered Signature Envelope
  - Ballot Envelope
  - Ballot (**always verify that ballot precinct # matches the precinct # on voter record label – also review school district # for split precincts**)

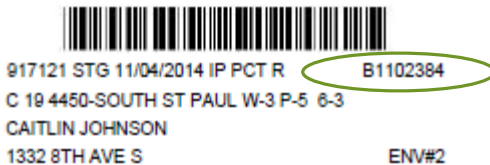
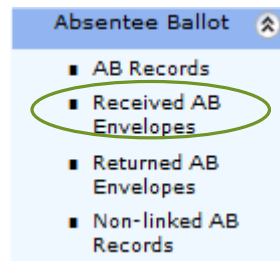
NON-REGISTERED VOTERS	
1. Voter has filled out Absentee Ballot Application & you are not able to find voter in SVRS 	Provide voter with VRA – They must clearly and legibly complete all shaded areas
2. Request and review voter’s ID Document (s) & review VRA for Completeness	
3. Complete the “Election Judge Official Use Only” section of VRA 	<input type="checkbox"/> Record identification directly from valid ID <input type="checkbox"/> Document the Ward (W), Precinct (P) <input type="checkbox"/> Write your initials on the line provided <input type="checkbox"/> Return identification to voter
4. Log in to SVRS <ul style="list-style-type: none"> <li><input type="checkbox"/> Search for the voter’s name               <ul style="list-style-type: none"> <li><input type="checkbox"/> If voter record does not appear, select “Add Regular/Pres for New” OR</li> <li><input type="checkbox"/> If voter record appears with alternate name or address, highlight and select “Add Regular/Pres for Registered Voter”</li> </ul> </li> <li><input type="checkbox"/> Select correct election in “Election Cycle” drop-down menu</li> <li><input type="checkbox"/> Select “Counter” from “Received Via” drop-down menu</li> <li><input type="checkbox"/> Select correct election in “Election Requested” drop-down menu </li> </ul>	<input type="checkbox"/> Enter voter information <ul style="list-style-type: none"> <li><input type="checkbox"/> New Voter enter data into fields provided OR</li> <li><input type="checkbox"/> Existing Voter – update voter record with new information</li> </ul> <input type="checkbox"/> “In Person” will auto-populate in “Delivery Method” drop-down menu (select that option for the current election if not; <i>*Note – if the voter selects “Both” elections, the delivery method will always be “Mail Out” for the General</i> <input type="checkbox"/> Press “Continue” when all information is entered <input type="checkbox"/> Review all information on the next screen. If all details are correct, select “Submit - Print Now” then “Print Dymo w/o Rtn Addr”
5. Place “App” label on top right-hand corner of Absentee Ballot Application	
6. Place “Env#2” label on Signature Envelope	
7. Place “VRA” label on top right corner of Voter Registration Application 	<input type="checkbox"/> Place VRA in manila “Completed Election Day Registrations” Envelope
9. Provide voter with Non-Registered voting materials 	<input type="checkbox"/> Non-Registered Signature Envelope <input type="checkbox"/> Ballot Envelope <input type="checkbox"/> Ballot ( <b>always verify that ballot precinct # matches the precinct # on voter record label – also review school district # for split precincts</b> )
10. After voter has finished voting, have them complete the Voter Section of the Signature Envelope, mark ID box for ID type shown when they filled out the VRA & seal the envelope	
11. Complete the Witness Section of the Signature Envelope 	<input type="checkbox"/> Separate the sealed Signature Envelope and the corresponding Absentee Ballot Application

# Receive Ballots in SVRS

**\*\*Note that this step is not required. Depending on the process that you use at your city, you may choose to skip this step and proceed directly to the accept/reject process on the next page. Ballots must be either “received” or “accepted/reject” on the same day.**

**Received AB Envelopes** is used to update the status of absentee ballots from “Sent” to “Received” or “Undeliverable” as envelopes are returned to the office. Though other methods exist for completing this task, using Received AB Envelopes allows you to process multiple ballots at one time, and prevents ballots from being received for the wrong election

- In SVRS, expand **Absentee Ballot** menu
- Click on **Received AB Envelopes**
- The **Enter Ballots** screen will open
- Select appropriate election from **Election** dropdown menu
- Enter ballot ID numbers
- If typing, add “b” (ex: b123456)



- If typing, click “Record Ballot” or hit enter
- Enter ballot ID numbers in batches of no more than 25
- Click **RECEIVE**
- Confirm the number of ballots indicated on screen matches the amount you entered
- Verify names listed on screen match those on envelopes you entered
- Click on **SUBMIT**
- Continue steps until all ballots are received

1 ballots for 11/04/2014 - STATE GENERAL will be marked Received 10/09/2014.

Notification	Ballot ID	Name	Precinct	AB ID	Voter ID
	1102384	JOHNSON, CAITLIN	4450-SOUTH ST PAUL W-3 P-5	917121	4787255

## Absentee Ballot Board Requirements & Duties

*An absentee ballot board established for processing regular absentees may consist of either:*

- Deputy county auditors or deputy municipal clerks, in which case no party affiliation is required, or
- Trained election judges of different major political parties

Absentee Ballot Board Duties:

Examine returned envelopes within:

- 5 days (from the start of AB until 14 days before the end of the AB period) or
- 3 days (last 14 days of AB period)

Using criteria listed below, determine if ballot must be ACCEPTED or REJECTED

- Initial and mark return envelopes as ACCEPTED or REJECTED
- Receive ballot under “AB Received Envelopes” in SVRS

## Examine Returned Ballot Envelopes

*Two or more members of the absentee ballot board examine each return envelope and mark it accepted or rejected as provided in M.S. 203B.121 and M.R. 8210.2450.*

Examine Signature Envelope to verify:

- The voter name, address and identification fields are complete*
- The voter has provided their signature*
- The witness has provided their name, address and signature in designated area*
- If witnessed by a notary, title and stamp must be included*
- Unregistered voters must have completed a VRA and proof of residence must be marked on the signature envelope. The VRA should have been reviewed and inspected for completeness when the voter received their ballot. If this step has not yet taken place, it must be done now before the ballot can be accepted. If all required parts of the VRA are not completed and/or if the proof of residence was not marked, the ballot must be rejected.***

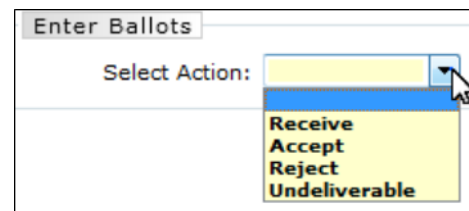
**ENVELOPES NOT MEETING ALL CRITERIA MUST BE REJECTED**

## Accept/Reject Ballots in SVRS

**Returned AB Envelopes** is used to process regular absentee ballots delivered to the office.

Under the **Absentee Ballot** menu, click **Returned AB Envelopes**.

1. Select the appropriate Action from the dropdown list:
  - a. To mark ballot(s) as Accepted, click Accept.
  - b. To mark ballot(s) as Rejected, click Reject.

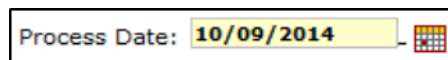


Enter Ballots

Select Action:

- Receive
- Accept
- Reject
- Undeliverable

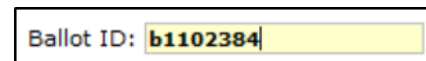
3. The absentee ballot processing date defaults to today's date. To set a different processing date, manually enter the desired date into the date field, or click the calendar icon to choose a date.
4. If desired Action is **Reject**, continue to step 5. *For all other Actions, skip to step 6.*



Process Date: 10/09/2014

5. Select the correct Reject Reason from the dropdown menu. The Resend Ballot checkbox is automatically checked. A replacement ballot will be initialized within the voter's AB record upon submit at the completion of processing. **Call the county if you need to reject a ballot for an in-person voter so that we can contact that voter and determine how they would like to receive their replacement ballot.**

6. With a scanning wand or gun, scan the barcode on the signature label (ENV #2) to enter the ballot ID into the Ballot ID field, or manually type the letter 'B', followed by the ballot ID # from the label into the ID field.



Ballot ID: b1102384

7. If you manually entered the Ballot ID: click Record Ballot or hit the Enter key on your keyboard. If you scanned the barcode the ballot is automatically recorded.
8. The Ballot ID entered most recently displays in the top row of the grid. Repeat steps 4 thru 7 as appropriate for any additional ballots that need to be marked with the selected action. Tip: Scan or enter up to approx. 25 ballots to ensure the system does not time out.
9. To remove a single ballot ID from the grid so that it will not be processed, select the ballot ID by clicking the blue cell to the left of the ID number. Click REMOVE SELECTED ROW. To remove all ballot ID rows, click **CLEAR GRID**.
10. To proceed with processing the ballots displayed in the grid, click CONTINUE.

	Ballot Id
<input type="checkbox"/>	1102262
<input type="checkbox"/>	1102181
<input type="checkbox"/>	1102179
<input type="checkbox"/>	1102384

## Accept/Reject Ballots in SVRS (continued)

11. A summary of what will occur upon submit is displayed:
- a. A count of the ballots without any warnings that will be processed is listed.
  - b. Ballots with warnings are listed in the top grid.
  - c. Ballots that will be excluded from processed are listed in the bottom grid.
    - i. **If there are no WARNINGS or EXCLUSIONS, skip to step 14.**

12. Review the ballot(s) listed in the grid(s). Info includes:

- Ballot ID
- Action
- Date
- Voter name
- AB record ID
- Voter ID (if linked to registered voter)

**Ballots with Warnings:**

- The warning reason will be listed in the grid
- If a ballot has been previously processed as Returned, the previous status appears in the Warning column.
- If the new status and status date to be marked on the record is correct and the ballot should be processed, check the box.
- If a ballot **SHOULD NOT** be processed, leave box unchecked.

Ballots with Warnings			
1 ballot(s) with warnings. Review warnings and s			
<input type="checkbox"/>	Warning	Ballot ID	Action
<input type="checkbox"/>	Already Accepted.	1102262	Receive

**Ballots Excluded from Processing:**

- Ballots in this grid WILL NOT be processed.
- If a ballot is for a different election or in “Deleted” status, it cannot be processed.

Ballots Excluded from Processing		
1 ballot(s) will NOT be processed.		
Excluded Reason	Ballot ID	Action
Not in jurisdiction.	1102384	Receive

13. If after review you wish to continue with processing: proceed to step 14. If after review you wish to remove one or more ballots from processing, click “Back.” Return to step 9 and continue as directed. If after review you wish to completely cancel processing, click “Cancel.”

14. **To mark ballots with specified action, click Submit. You will receive a confirmation message that ballots were processed.**



## Troubleshooting & Special Circumstances

### If you close voter AB record without printing the labels:

- Do NOT create a new AB Record! Go back to AB Records and search for the voter's name. Highlight their record under "Absentee Ballot Record Search Results" and select "View." When the record opens, select "Print AB Labels". Click corresponding "Print Dymo" button and proceed as normal.

### If Ballot Board members are unclear of the criteria for accepting a returned Absentee Ballot:

- The [2018 MN Absentee Voting Guide](#) contains specific criteria (page 37), as well as examples of Accepted and Rejected Absentee Signature Envelopes (page 64).
- When Accepting/Rejecting Absentee Ballots, both ballot board members must initial AB Signature envelope and the status (Accept or Reject) must be indicated in the check box provided.

### If Minnesota DL/ID or last four of Social Security on signature envelope is missing, illegible or doesn't match that on AB application:

- In any of these instances, the ballot board must compare the voter's signatures on Signature Envelope and Absentee Application for confirmation.

### Completed AB Material Storage

- Completed absentee ballot applications do not need to be stored with the corresponding voted ballots.
- We suggest that you store these applications separately, divided by precinct.
- Both applications and voted ballots need to be stored in a secure place until you deliver them to county offices.

### Supplemental Walk-Away

- If voter indicates they wish to take their ballot away to vote, select "Mail Out" from drop-down menu corresponding to specific election they request ballot for:

The screenshot shows a web form titled "Ballot Delivery Information". At the top, it states: "\*If no Mailing Address is entered below, then ballot(s) will be mailed to Residential Address". The form is divided into two main sections: "Primary" and "General".

**Primary Section:**

- Delivery Primary: **Mail Out** (dropdown menu)
- Mailing Address for Primary Ballot: (three empty text input fields)
- Send this ballot by Expedited mail

**General Section:**

- Delivery General: **Mail Out** (dropdown menu)
- Mailing Address for General Ballot: (three empty text input fields)
- Send this ballot by Expedited mail

A blue arrow button is located between the two sections.

## Troubleshooting & Special Circumstances (Continued)

Printing Labels for walk away voters:

- When printing labels for walk away voters, select PRINT DYMO W/O RTN ADDR\*

The screenshot shows a web interface for an absentee ballot record. At the top, a blue banner reads: « YOU HAVE SUCCESSFULLY ADDED ABSENTEE BALLOT RECORD. Below this, the record ID is 916284 and the application type is REGULAR. There are two main sections: 'Print Application Label' and 'Print Rejection Letter'. Under 'Print Application Label', there is a button labeled 'PRINT APPLICATION LABEL'. Under 'Print Rejection Letter', there is a button labeled 'PRINT REJECTION LETTER'. Below these, there is a 'Ballots' section with three options: 'Print Labels-Avery' (button: PRINT AVERY), 'Print Labels-Dymo' (button: PRINT DYMO WITH RTN ADDR), and 'Print Labels-Dymo W/O RTN ADDR' (button: PRINT DYMO W/O RTN ADDR).

When a voter wants to take their ballot away to vote, you will need to provide them with some additional materials:

- Transmittal Envelope
  - Enclose all voting materials inside; place "MAIL TO:" label on front
- Instructions
  - Specific to Registered (white) or Non-Registered (blue) voters; details absentee voting and corresponding Registered or Non-Registered Signature Envelope
- Return Envelope
  - Postage-paid envelope; Anoka County Elections address printed on front

## Agent Delivery

- Agent delivery begins seven days prior to date of election. Ballots can be picked up until 2:00pm on Election Day, and voted ballots must be returned by 3:00pm on Election Day.
- To use agent delivery, a voter must complete an Absentee Ballot Application and a Request for Agent Delivery of Absentee Ballot Form. They must sign the Agent Return Form when the ballot is delivered. The process and materials are included in the agent delivery envelope provided in your AB supplies.