BALLOT PROCESSING ACTIVITIES

BOULDER COUNTY ELECTIONS

CONNECT
ENGAGE
VOTE

Boulder County

STEP 01 — BALLOTS AND ENVELOPES RECEIVED

START HERE: Voter Drops Off Ballot at 24-Hour Drop Box (24 HOURS — DROP BOX)

START HERE: Voter Returns Ballot by Mail (MAIL)

START HERE: Voter Completes In-Person Ballot or Drops Off Mail Ballot at Voter Service Center

Pick-up Ballots from 24-Hour Drop Boxes

Pick-up Ballots from USPS

Pick-up Ballots from Voter Service Centers

Ballot Boxes Received at Boulder County Ballot Processing Facility

IN-PERSON BALLOTS Sent to Visual Inspection

Log Ballot Boxes into Ballot Box Tracking System

MAIL BALLOTS Sent to Mail Ballot Preparation

STEP 02 — MAIL BALLOT PREPARATION

OPEN Ballot Boxes

Review Each Ballot Envelope

Is it a Boulder County Elections Envelope? — YES → Prepare Envelopes for Envelope Sorting and Signature Capture Machine

Is it an Elections Envelope? — YES → Deliver to Appropriate County

NO → Return to USPS

STEP 03 — SORTING / SIGNATURE VERIFICATION

Run Ballot Envelopes Through Envelope Sorting and Signature Capture Machine

Does the Envelope Have a Signature? — YES → Does Signature Match Voter's Signature on File?

NO → Send Missing Signature Letter and Allow Voter to Resolve Issue

Does Signature Match Voter's Signature on File? — YES → Ballot Envelopes Sorted by District Style and Voter Credit Assigned in the Secretary of State Database

NO → Conduct Additional Research → Does Signature Match Any Previous Signature on File?

NO → Send Signature Discrepancy Letter and Allow Voter to Resolve Issue

YES → Ballot Envelopes Sorted by District Style and Voter Credit Assigned in the Secretary of State Database

Transport Secured Ballot Envelopes to Opening and Separating

Did You Know?

Once someone has voted that information is registered in the Secretary of State database preventing them from voting a second time in person or by mail anywhere else in Colorado

STEP 04 — OPENING, SEPARATING, AND VISUAL INSPECTION

Hand Count Envelopes into Groups of 150 (150 150 150)

Run Groups of Envelopes through Envelope Opening Machine

Ballots are Removed from Secrecy Sleeve and then Flattened

Ballots are Visually Inspected to Ensure Voter Instructions were Followed

Were Voter Instructions Followed — YES → Send Ballots to Scan Room

NO → Put Ballot in Manual Review Folder

STEP 05 — SCANNING, RESOLUTION AND RESULTS TABULATION

Run Ballots Through Scanners

Was the Ballot Clearly Marked Following Voter Instructions & Readable by Scanner? — YES → Record Votes to Secured Mobile Ballot Boxes

NO → Election Judges use Secretary of State Voter Intent Guide to figure out intent of voter when a ballot is poorly marked (such as cross-out votes, light marks, etc.)

Transport Mobile Ballot Boxes to Tally Room

Tabulate Votes on Tally System

Post Election Results

Did You Know?

Ballot processing takes place almost the entire election period, but captured votes are not tallied until Election Day

Did You Know?

Ballots are Saved in Batches for Post-Election Audit Checks to Ensure Accuracy of the Election