

From: ORR Administration <openrecords@sos.ga.gov>
Sent: Monday, March 15, 2021 5:29 PM EDT
To: AO Records <records@americanoversight.org>
Subject: ORR #2020-383 - American Oversight (GA-SOS-20-1046) - Final Response

EXTERNAL SENDER

Good Afternoon,

This letter is in response to your Open Record Request made pursuant to Georgia's Open Records Act (O.C.G.A. § 50-18-70). The Secretary of State Office have completed your request. The requested items have been placed in a shared folder. Please use the link and password below your request.

Link: [h https://sendsecure.sos.ga.gov/index.php/s/8kR5UNDDgvTjcVJ](https://sendsecure.sos.ga.gov/index.php/s/8kR5UNDDgvTjcVJ)
Password: [2020383AmericanOversight](#)

Redactions will be made only to the extent authorized by law. Pursuant to state law, such confidential or exempt information found in the responsive records will be redacted, including, but not limited to, the following: individuals' day and month of birth; unlisted telephone number; personal email address; personal cellular telephone number; social security number; driver's license number; financial information; health information; information that (if disclosed) would compromise election security; records of election cases pending investigation; communications subject to attorney-client privilege; and attorney-work product. See O.C.G.A. § 50-18-72(a)(1)-(4), (20)(A), (21), (25)(A), (34), (41), (42), and (44); O.C.G.A. § 21-2-225; and O.C.G.A. § 21-2-379.24.

The password will expire in 10 days. This will serve as the final response to this request and your request is now closed.

Sincerely,

Open Records Officer
Georgia Secretary of State
openrecords@sos.ga.gov
<https://sos.ga.gov/OpenRecords/>



This message is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged, confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately by e-mail and delete all copies of the message.

From: AO Records <records@americanoversight.org>
Sent: Friday, April 24, 2020 11:34 AM
To: ORR Administration <openrecords@sos.ga.gov>
Subject: Open Records Request (GA-SOS-20-1046)

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

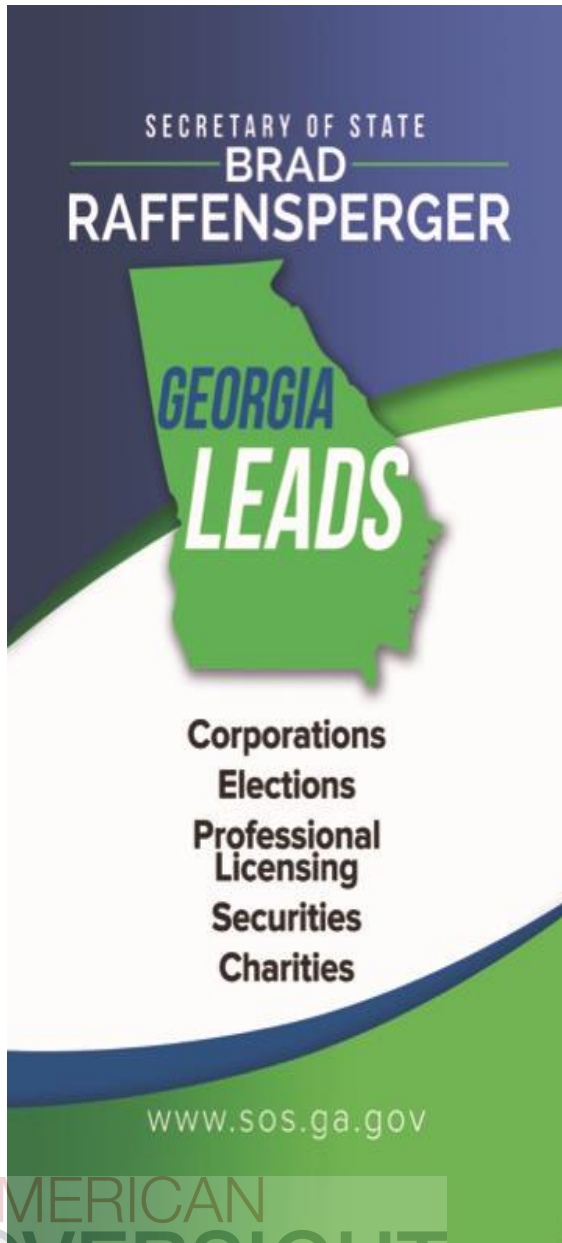
Dear Open Records Officer:

Please find attached a request for records under Georgia's open records laws.

Sincerely,

Vibha Kannan
Paralegal
American Oversight
records@americanoversight.org
www.americanoversight.org | @weareoversight

ORR: GA-SOS-20-1046



Elections Forum

April 2020

Presented By:

Breanna Thomas

Elections Training Administrator

Office of the Georgia Secretary of State

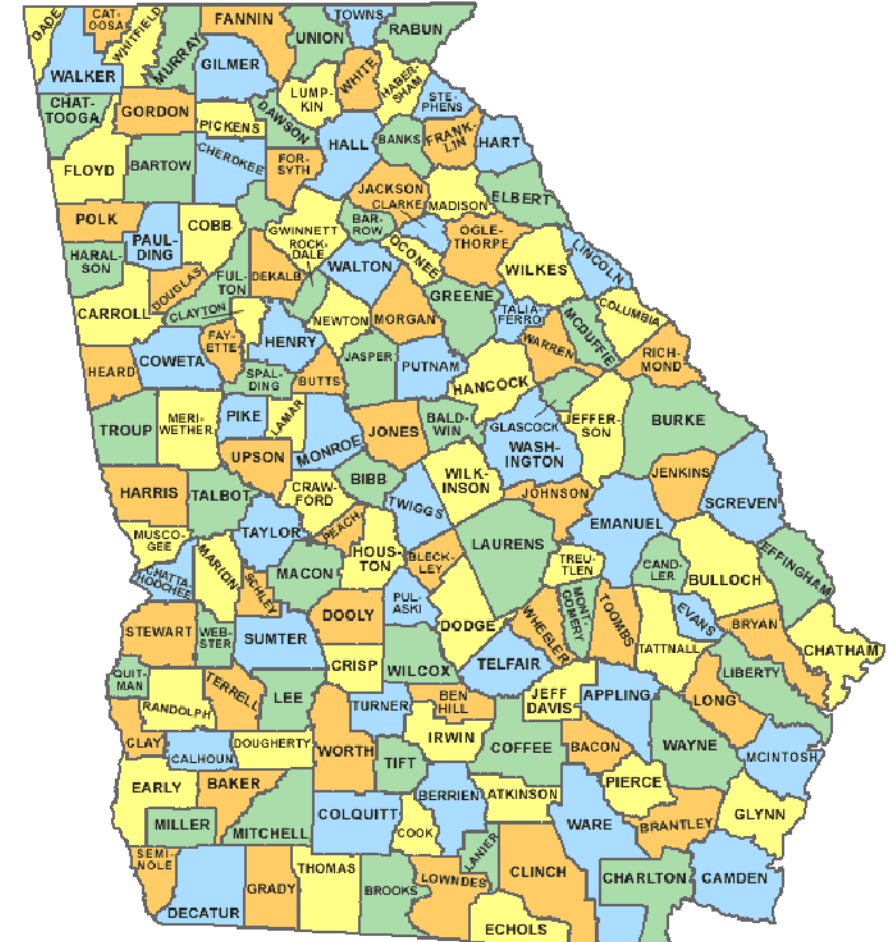
Election Forum Agenda

- Voter Registration Statistics
- Voting System - Secure the Vote
- Voting System - Contact Information
- Election Store/Orders/Shipments
- Precinct & Polling Place Changes
- Upcoming Election Dates/Deadlines
- Special Training Topics of the Month
- SOS Grant Programs
- Cybersecurity Awareness
- Updates to Firefly & SOS Website
- Election Forum Schedule



Voter Registration Statistics

- Registered Voters as of April 21, 2020:
 - Total - 7,337,691
 - Active - 6,955,635
 - Inactive - 367,357
 - Pending - 14,703
- DDS applications processed in March
 - 103,631
- OLVR applications processed in March
 - 16,870



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GA-SOS-20-1046-A-000003

Voting System - Secure the Vote

Visit the Secure the Vote website for videos and information on the system.

<https://securevote.ga.com/>

Visit the SOS website for details on the RFP award and documents.

<https://sos.ga.gov/securevoting/>



Voting System - Contact Information



- GAsupport@dominionvoting.com | 1-844-271-5371 x4114



- support@knowink.com | 855.765.5723 ext.3



- support@easyvotesolutions.com | 855.467.4823 ext. 106

Election Store/Orders

- The Election Store is open for supplies needed for the June 9, 2020 election. The store will close on May 11, 2020.
- Before placing your order, please check your current inventory .
- Ensure that the order is complete before checking out of the store.
- If the order is emailed make sure your county information is included. Orders with incomplete information will not be fulfilled.
- The May 2020 order form can be located on Firefly under Downloads.
- Orders can be placed in the Election Store or emailed to electionstore@sos.ga.gov



Election Store Shipments

- Please allow 7-10 business days for delivery of orders.
- Orders will be shipped according to the date received by the warehouse.
- Once your county receives an order, please thoroughly check the boxes/envelopes.
 - Our warehouse staff recycles boxes and a delivery may be sent in a box that is marked, for example, Voter Registration Applications, or CIV-L-OPTS-07.
- Different items may be packaged together. What you see at the top of the box may not be what's in the entire box.
- Please contact Rachell Simmons at rsimmons@sos.ga.gov if you need assistance with the Store or with an order.



Precinct Changes

- O.C.G.A. § 21-2-262(c)
 - All notices of precinct division, redivision, alteration, formation or consolidation of precincts is required to be sent to the Secretary of State office
- O.C.G.A. § 21-2-265(e)
 - No polling place shall be established outside the boundaries of the precinct within 90 days of a primary or election. A report must be submitted to the State Election Board to demonstrate there is no suitable facility within the precinct prior to establishing it.

90 days before the November 3rd General Election is **August 5, 2020.**

Polling Place Changes

O.C.G.A. § 21-2-265(f)

- Polling place changes cannot be made within:
 - 60 days of a primary/general election or runoff
 - 30 days prior to a special election or runoff
- Exceptions
 - When an emergency or event occurs during such time period which renders the polling place unavailable. The decision is made by the Election Superintendent.



60 days before the November 3rd General Election is **September 4, 2020.**

Upcoming Election Dates/Deadlines

Dates	Description
April 21, 2020	• Earliest day for a registrar to mail an absentee ballot for the General Primary Election, Nonpartisan General Election and Special Election O.C.G.A. § 21-2-384
April 25, 2020	• Deadline for June 9, 2020, General Primary Election, Nonpartisan General Election and Special Election UOCAVA/Mail Absentee Ballot Transmission O.C.G.A. § 21-2-384(a)(2) • First Day of Public Exhibition of Sample Ballots for June 9, 2020, General Primary Election, Nonpartisan General Election and Special Election O.C.G.A. § 21-2-379.8
May 7, 2020	• Earliest day to apply for an absentee ballot for the General/ Special Election O.C.G.A. §§ 21-2-381(a)(1)(A), (G)
May 11, 2020	• Last day for a person to register and be eligible to vote in the Presidential Preference Primary, General Primary, Nonpartisan, and Special Election and Runoff Election. O.C.G.A. § 21-2-224
May 18, 2020	• Advanced In Person (Early) Voting begins for the Presidential Preference Primary, General Primary, Nonpartisan, and Special Election. O.C.G.A. § 21-2-385
May 30, 2020	• Mandatory Saturday Voting for the Presidential Preference Primary, General Primary, Nonpartisan, and Special Election O.C.G.A. § 21-2-385
June 1, 2020	• Deadline to publish Notice of Logic & Accuracy Testing O.C.G.A. § 21-2-379.6(c); SEB Rule 183-1-12(.02)(3)(b)(1)(i)

Upcoming Election Dates/Deadlines

Dates	Description
June 2, 2020	- Deadline to Publish Consolidation Notice O.C.G.A. § 21-2-492 - Deadline to provide Notice of Intent to Tabulate Early O.C.G.A. § 21-2-386(a)(3) - Deadline for Political Parties to designate Poll Watchers O.C.G.A. § 21-2-408; SEB Rule 183-1-13-.03
June 4, 2020	Deadline for Preparation of Elector's List O.C.G.A. § 21-2-224(f)
June 6, 2020	Last day for Logic & Accuracy Testing O.C.G.A. § 21-2-379.6(c); SEB Rule 183-1-12(.02)(3)(b)(1)(i)
June 7, 2020	Deadline to Mail or Issue Absentee Ballots O.C.G.A. § 21-2-384(a)(2), 21-2-386(a); SEB Rule 183-1-14-.09
June 9, 2020	Date of General Primary Election, Nonpartisan General Election and Special Election O.C.G.A. § 21-2-150; 21-2-139
June 10, 2020	Provisional Ballot forms due to Registrars. O.C.G.A. § 21-2-419, SEB Rule 183-1-12-.06 (10)
June 12, 2020	- Deadline for Provisional Ballot Verification O.C.G.A. § 21-2-419(c); SEB Rule 183-1-14-.03 - Deadline to receive and count UOCAVA ballots O.C.G.A. §21-2-386(a)(1)(G)
June 19, 2020	- Deadline for County Certification of the General Primary Election, Nonpartisan General Election and Special Election Returns O.C.G.A. § 21-2-493(k) - Last day for an independent candidate for President or Vice President to file a certified slate of candidates for the office of Presidential Elector. O.C.G.A. § 21-2-132.1

Upcoming Election Dates/Deadlines

Dates	Description
Two business days following certification	Deadline for Recount Request by Candidate O.C.G.A. § 21-2-495(c)
Five days following certification	Deadline to Contest Election Results O.C.G.A. § 21-2-524
June 22, 2020	- Earliest day for an Independent and a Political Body Candidate for President and Vice President to file a Notice of Candidacy and a Nomination petition to have his/her name placed on the General Election Ballot. O.C.G.A. §§ 21-2-132; 21-2-187 - Earliest day for an Independent and a Political Body Candidate to file their Nomination Petition to have his/her name placed on the General Election Ballot. O.C.G.A. §§ 21-2-132
June 23, 2020	Earliest day for a registrar to mail an absentee ballot for the General Primary Election, Nonpartisan General Election and Special Election Runoff O.C.G.A. § 21-2-384
June 26, 2020	Last day for an Independent and a Political Body Candidate for President and Vice President to file a Notice of Candidacy. O.C.G.A. § 21-2-132
June 27, 2020	- Deadline for General Primary Election, Nonpartisan General Election and Special Election Runoff UOCAVA/Mail Absentee Ballot Transmission O.C.G.A. § 21-2-384(a)(2) - First Day of Public Exhibition of Sample Ballots for General Primary Election, Nonpartisan General Election and Special Election Runoff O.C.G.A. § 21-2-379.8

Special Training Topic

June 9th Election Absentee by Mail Process Overview

- Due to the current public health crisis caused by the COVID-19 virus, the Presidential Preference Primary and General Primary elections previously scheduled for May 19, 2020 have been postponed until June 9, 2020. The runoff election will be August 11, 2020.
- The Secretary of State office has mailed absentee ballot applications to all active registered voters in Georgia. Additionally, our office will be promoting the use of absentee ballots by mail as an alternative to in-person voting.
- To assist with the increased burden placed on the counties by this shift from in-person to absentee by mail, the Secretary of State has procured a mail vendor to send ballot packets to voters on behalf of the counties.
- County registrars are responsible for accepting absentee ballot applications, verifying the information and signature of the voters, and entering voter information into the Absentee Module of the Voter Registration System.



Special Training Topic

June 9th Election Absentee by Mail Process Overview

- County registrars are responsible for accepting absentee ballot applications, verifying the information and signature of the voters, and entering voter information into the Absentee Module of the Voter Registration System.
- Once the information has been entered into the system, the Secretary of State office will export daily reports based on the issued/mailed date will be pulled by the SOS office to be sent to the vendor at 7:00 pm.
- Per O.C.G.A. 21-2-384 (a)(2), absentee ballot may not be mailed out more than 49 days before an election. The new 49-day period began on April 21, 2020. The vendor has begun issuing ballots on behalf of the counties.
- Voters will complete their ballots and return them to their county registration offices.
- County employees will enter returned ballot information into the voter registration system to apply credit for voting and retain the ballots until Election Day for tabulation.



Special Training Topic

Processing Absentee Applications

When a completed absentee ballot application is received, the county registrars will:

- Date stamp the absentee ballot application
- Verify the voter information and compare the signature on the application to ensure it matches the signature on file for the voter.
- Enter the absentee ballot application into the Voter Registration System (ElectionNet)
 - The **Date Requested** in the Ballot Requested Information section should reflect the date the application was received by the county registration office
 - The **Issue/Mailed date** in the Ballot Issued Information section should reflect the date that the application was entered into ElectionNet.
 - The system will default to include the mailing address in the Ballot Issued information section. The ballot packet will be sent to the address displayed here.
 - If the voter has indicated on their application that they would like to receive their ballot at a different address, this information should be entered into the absentee module in the Ballot Issued Information section

The vendor will mail the absentee ballot packets to the addresses in the Ballot Issued Information section of the Absentee entry for the 6/9/2020 election.

Special Training Topic

Outstanding March 24th PPP Ballots

If a voter with an outstanding March 24th PPP ballot submits an application for the June 9th election, the outstanding ballot for the March 24th election should be cancelled. The vendor will issue a combined ballot to the voter.

The vendor will determine which ballot type to issue to the voter based on the credit for voting file. It is important to make sure that you check in all returned March 24th PPP ballots.

If a voter with an outstanding March 24th PPP ballot attempts to vote in-person:

- Advanced In-Person
 - The outstanding absentee ballot will be cancelled and the voter will be issued a combined ballot at the polling place.
- Election Day
 - The voter will appear in the Poll Pad the same as they would if they had been issued an absentee ballot and not returned the ballot. They will be required to complete an affidavit cancelling their absentee by mail ballot and will be allowed to cast a combined ballot.

Special Training Topic

County Issued/Mailed Absentee Ballots

There are special circumstances that prevent the vendor from being able to issue ballots to the following types of absentee voters:

- **Challenged Voters** - Includes voters that are currently on the felon 40 day clock.
- **Provisional Voters** - Includes voters with a signature mismatch between their absentee ballot application and the signature on file with the registration office that require a cure affidavit.
- **MIDR Voters** – Missing identification
- **UOCAVA by Mail** – UOCAVA Voters that have requested absentee ballots by mail



The County Registrar office is responsible for issuing/mailing the absentee ballot packets to the voters in these group.

Special Training Topic

Returned/Undeliverable Absentee Applications

- The absentee ballot applications sent from the Secretary of State office were to the residential address of every active registered voter in the State of Georgia.
- Depending on the voter information, the application may need to be entered as returned mail in eNet.
 - a. If the voter has a mailing address in eNet that is different from the address printed on the absentee ballot application, the returned application **should not** be entered as returned mail.
 - b. If the voter does not have a mailing address that is different from their residential address, a returned absentee ballot application **should** be treated as returned mail. The returned mail process is started in ElectionNet by entering the registration number of the voter into ElectionNet under Activities > Elector List Maintenance > Returned Mail. This will generate a confirmation notice and start the 40 day clock outlined in O.C.G.A. 21-2-234.

Special Training Topic

Address Changes Reflected on Absentee Applications

- The absentee ballot application sent from the Secretary of State office includes a section which allows the voter to enter a temporary address where they want ballot sent.
- An absentee ballot application can be used to make an address change within the county. That is allowed under 21-2-218(c). Section 3 of the absentee ballot application has a check box for the voter to convey that they have changed their permanent address. This check box was meant to allow voters to update their in-county address as allowed by Georgia law.

Temporary address where you want ballot sent If you wish to receive your absentee ballot at an address other than the one in Section 2, fill it in here. This address must be in a different county than the county listed in Section 2 unless you are physically disabled, detained, or are updating your permanent address.	3	Street: _____ City: _____ Zip: _____ County: _____ ☐ Check here if your permanent address has changed and you want to update the address in Section 2 with the address you've provided in Section 3.
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Special Training Topic

Address Changes Reflected on Absentee Applications

- Many counties have received absentee ballot applications that indicate a permanent address change outside of their county or outside of the state. However, the Secretary of State office recommends the following:
 - Attempt to contact the voter to confirm that they have changed their residency outside of your county or of the state.
 - If the voter says that they have not changed their permanent residential address from what is on file, proceed with processing the absentee ballot application and issue the ballot to the temporary address listed in Section 3.
 - If the voter says that they have indeed changed their permanent residential address outside of the county or state:
 - Explain to the voter that they are not allowed to vote in a county or state where they do not reside.
 - Explain to the voter how they can submit a new voter registration form (preferably online) so that their address can be updated to their new county or state.
 - Process a voluntary cancellation and reject the absentee ballot application. Make sure to note in the memo field that the change of residency was confirmed directly with the voter.
 - If the voter cannot be reached, proceed with processing the absentee ballot application and issue the ballot to the temporary address listed in Section 3. Refer the application to the state for further investigation on whether the voter has permanently moved from their registered address. You can send this information to your Liaison.

Special Training Topic

Emergency SEB Rule – Drop Boxes

- On April 15, 2020, the State Election Board approved an emergency rule allowing counties to set up drop boxes for voters to return absentee ballots for the June 9th election. (SEB Rule 183-1-14-0.6-.14 Secure Absentee Ballot Drop Boxes)
- The emergency rule is located on Firefly under Official Communications > 2020 General Information > 2020 State Election Board Rules. The drop box sign is located under Election Planner > Election Forms > Posters.

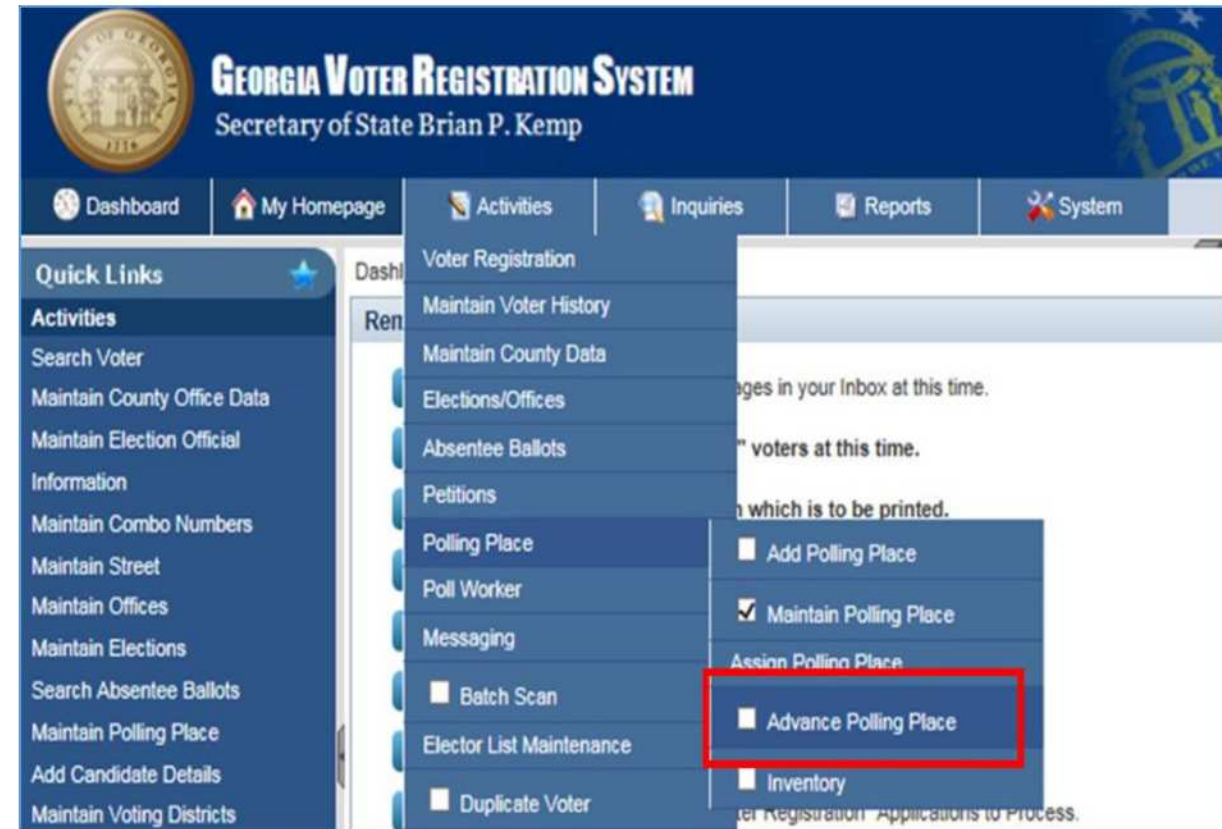
“For the Elections held on June 9, 2020, County registrars are authorized to establish one or more drop box locations as a means for absentee by mail electors to deliver their ballots to the county registrars. Placing a voted absentee ballot into the drop box shall be deemed delivery pursuant to O.C.G.A. § 21-2-385 and is subject to the limitations on who may deliver a ballot on behalf of an elector. ”



Special Training Topic

Advance Voting Locations & Times

- Please make sure the advanced polling place information is entered for the June 9th election in eNet.
- To enter AIP information
 - Activities > Polling Place > Advance Polling Location
- Absentee in-person voting is scheduled to begin on May 18, 2020 and end on June 5, 2020.
- Mandatory Saturday voting on May 30, 2020.



Special Training Topic

Advance Voting Locations & Times

- Entering advance polling place information
 - Enter the entire early voting period on the first screen for each location
 - 1 - Select Election Date
 - 2 - Select Advanced Polling Place
 - 3 - Start Date and End Dates
 - 4 - Magnifying Glass icon

Activities > Polling Place > Advance Polling Location

Advance Polling Location

Select Election Date to review location days and times: --Select Election Date-Name--

Advance Polling Place: -Select Polling Place-

Start Date: End Date:

Add **Reset**

Election Date - Name	Advance Polling Place	Start Date	End Date	Actions
05/24/2016--MAY 24, 2016 GEN. PRI./GEN. NP/SPEC. ELECTION	IRWIN COUNTY ANNEX	04/05/2016	05/20/2016	  
03/01/2016--MARCH 1, 2016 PPP/SPECIAL ELECTION	IRWIN COUNTY ANNEX	02/08/2016	02/26/2016	  
11/03/2015--11/3/2015 GENERAL ELECTION/SPECIAL ELECTION	IRWIN COUNTY ANNEX	10/12/2015	10/30/2015	  
09/15/2015--SEPTEMBER 15, 2015 SPECIAL ELECTION	CITY HALL	08/24/2015	09/11/2015	  
08/11/2015--AUGUST 11, 2015 SPECIAL ELECTION RUNOFF	IRWIN COUNTY ANNEX	08/03/2015	08/07/2015	  
07/14/2015--JULY 14, 2015 SPECIAL ELECTION	IRWIN COUNTY ANNEX	06/22/2015	07/10/2015	  

GA-SOS-20-1046-A-000023

Special Training Topic

Advance Voting Locations & Times

- Select the magnifying glass icon in the actions column
 - Enter the specific dates and times

Activities > Polling Place > Advance Polling Place Details

Advance Polling Place Details

Election Date - Name:	05/24/2016--MAY 24, 2016 GEN. PRI./GEN. NP/SPEC. ELECTION	Start Date:	04/05/2016
Advance Polling Place Name:	IRWIN COUNTY ANNEX	End Date:	05/20/2016

Availability Start Date	Availability End Date	Open Time	Close Time	Actions
05/02/2016	05/06/2016	08:00:AM	05:00:PM	 
05/09/2016	05/13/2016	08:00:AM	05:00:PM	 
05/14/2016	05/14/2016	09:00:AM	04:00:PM	 
05/16/2016	05/20/2016	08:00:AM	05:00:PM	  

[Update](#) [Previous](#) [Clear](#)

- Add lines by selecting the plus sign in the Actions column

SOS Grant Programs

HAVA Grant Program

- The deadline to request reimbursement for the HAVA grant was extended to **May 1st**, due to the Covid-19 crisis. The HAVA grant is for the purchase of durable goods and security and accessibility enhancements. The HAVA grant application and directions are located on Firefly under Official Communications > 2020 General Information > SOS HAVA Grant Information. Please send your completed applications and supporting documents to your Liaison.

PPE Grant Program

- The Secretary of State office will be providing more funds for the purchase of Personal Protective Equipment (PPE). These items include masks, gloves, face shields, disinfectant/cleaning supplies, barriers, markers, etc. Our office will reimburse 90% of the cost of PPE up to \$5,000. This grant is not connected to the HAVA grant. Our office is trying to locate and procure PPE. However, we are not sure what we will be able to retrieve. We encourage everyone to secure as much PPE as possible for the upcoming elections. We will provide a new grant application and post it on Firefly, when it is available.



Cybersecurity Awareness Training

- All new employees are required to complete this training prior to user accounts being set up in ElectionNet.
- You can create new user accounts for your employees.
- The user guide is posted on Firefly under Training > Cybersecurity Program.
- Please contact your Liaison with any issues.

A screenshot of a web-based login interface for "County Cybersecurity Training". The interface is overlaid on a dark blue background image of a building. At the top left of the login box is the official seal of the State of Georgia. To the right of the seal, the text "County Cybersecurity Training" is displayed in a large, bold, white font, with "Georgia Secretary of State's Office" in a smaller font below it. The login form contains two input fields: "Username" and "Password", both with white text labels and light gray input boxes. Below the password field is a checkbox labeled "Remember me". A blue "LOGIN" button is positioned to the right of the "Remember me" checkbox. At the bottom of the login box, a white text prompt reads: "Need help? Please contact your county administrator."

Updates to Firefly

- **Latest OEBs:**

- Firefly Pathway: Official Communications > 2020 OEBs
 - OEB 03-24-2020 - Nomination Signature Petition Deadline Extension
 - OEB 03-27-2020 - Absentee by Mail Process for the May 19 2020 Elections
 - OEB 04-13-2020 Absentee Ballot Mailout
 - OEB 04-17-2020 Absentee Ballot Application Clarification

- **Election Forms**

- Firefly Pathway: Election Planner > Election Forms > Misc.
 - Voting Equipment Exception Report
 - Non-Felon Affidavit
 - Opening the Polls - Zero Count Form
 - Provisional Ballot Voting Guide
- Firefly Pathway: Downloads
 - May 2020 Order Form (Election Supplies)
 - SWAB – State Write in Ballots 5-19-2020



Updates to Firefly

- **Updated 2020 Elections Forms/Seals Guide**
 - Firefly Pathway: Training > Election Forms
- **2020 General Information**
 - Firefly Pathway: Official Communications > 2020 General Information
 - COVID-19 Response
 - CDC CISA Flyer Essential Critical Workers Dos and Dents COVID19
 - CDC CISA Interim Guidance Critical Workers Safety Practices COVID19
 - CISA Guidance on the Essential Critical Infrastructure Workers - Version 2.0
 - COVID19_PSA_04012020
 - EIS CDC-USPS Telecon Abbreviated Summary 2020 03 25_FINAL
 - FEMA_FactSheet_COVID19_Best_PracticesPPEPreservation_20200412_EA_cleared



Updates to Firefly

- **2020 General Information**

- Firefly Pathway: Official Communications > 2020 General Information

- 2020 Adopted SEB Rules

- SEB Emergency Rule 183-1-14-0.6-.14 - Secure Absentee Ballot Drop Boxes
 - SEB Rule 183.1.12.18 - Provisional Ballots (Reposted Rule - Adopted at April 15th Meeting)
 - SEB Rule 183.1.14.13 - Prompt Notification of Absentee Ballot Rejection (Reposted Rule - Adopted at April 15th Meeting)
 - SEB Rule 183.1.15.02 Definition of Vote - OS Voting Systems (Reposted Rule - Adopted at April 15th Meeting)
 - SEB Rule 183.1.15.03 - Recount Procedures (Reposted Rule - Adopted at April 15th Meeting)
 - SEB Rule 183-1-12 - Preparation for and Conduct of Primaries and Elections
 - SEB Rule 183-1-13-.02 - Assistive Technology Devices
 - SEB Rule 183-1-14 - Absentee Voting
 - SEB Rule 183-1-15-.03 - Optical Scan Recount Procedure
 - SEB Rule 183-1-6-.02 - Rules for Voter Registration by Private Entities



Updates to Firefly

- **Poll Worker Training**
 - Firefly Pathway: Training > Poll Worker Training
 - Poll Worker Manual – 4/22/2020
 - Poll Worker Videos
- **Equipment Guides/Information:**
 - Firefly Pathway: Training > Dominion Voting System >
 - Backup Procedures for Voting Equipment
 - • Backup Procedures - ICX-BMD (Will not mark ballots)
 - • Backup Procedures - Poll Pad (Will not encode voter cards)
 - • Backup Procedures - Ballot Scanner (Will not scan ballots)
 - • Backup Procedures - Using Emergency Paper Ballots
 - Checklist and Quick Reference Guides
 - Creating Additional ICP Tabulators in EED
 - End of day procedures during advance
 - Poll Pads
 - Cleaning the poll pad
 - Poll Pad Manual – Processing Voters



Updates to SOS Website

- **Latest Election News**
 - Elections > Scroll Down
- **Adopted and Proposed State Election Board Rules:**
 - Quick links column to the right > State Election Board > Rules and Rulemaking of the State Election Board
 - *Rules Proposed for Adoption by the State Election Board*
 - *Rules Adopted at April 15, 2020 Meeting*
- **2020 Short Calendar**
 - Elections > Key Election Dates and Information (Right hand side)
 - Updated with combined June 9th election information.



Election Forum 2020 Schedule

- Tentative Schedule (subject to change, if needed)
 - Thursday, May 14, 2020
 - Thursday, June 18, 2020
 - Thursday, July 16, 2020
 - Thursday, August 20, 2020
 - Thursday, September 17, 2020
 - Thursday, October 15, 2020
 - Thursday, November 19, 2020
 - Thursday, December 17, 2020



Please know that scheduling conflicts will happen over this very busy year for all of us. The webinars are recorded and posted to Firefly after the live event. If you cannot log in at the scheduled time, you will have access to the recorded webinar.

GA-SOS-20-1046-A-000032



Thank you for joining the election forum!

If you do not have access to Firefly or someone no longer needs access to Firefly,
please send an email to bthomas@sos.ga.gov as soon as possible.

Breanna Thomas

Elections Training Administrator

ABSENTEE BALLOT APPLICATION SIGNATURE CURE AFFIDAVIT FORM

This affidavit is for a voter who completed an absentee ballot application and the signature on the application did not match the signature on the voter's file. Follow these instructions in order for your ballot to count.

INSTRUCTIONS

IN ORDER FOR YOUR PROVISIONAL ABSENTEE BY MAIL BALLOT TO COUNT, YOU MUST DO THE FOLLOWING:

1. Return your completed provisional absentee by mail ballot and signed oath by Election Day
2. Complete and sign the affidavit below
3. Make a copy of one of the following forms of identification (ID):
 - Georgia driver's license
 - Valid photo ID card issued by any entity of the state of Georgia, any other state, or the U.S.
 - Valid U.S. passport
 - Valid government employee photo ID
 - Valid U.S. military ID card with photo
 - Valid Tribal ID with photo
 - Current utility bill showing name and address
 - Current government check or paycheck showing name and address
 - Current government document showing name and address
 - Current bank statement showing name and address
4. Return the completed affidavit and the copy of your identification (ID) to your county registrar/election office within three (3) days after the election and by the close of business on the third day. Return can be made by one of the following methods:
 - Deliver personally or through a third party;
 - Fax or email (attach the completed affidavit and copy of identification); or
 - Mail this completed affidavit and copy of identification.

Address and other contact information for each county registrar's office is available at:

<https://elections.sos.ga.gov/Elections/countyregistrars.do>

THIS COMPLETED AFFIDAVIT AND IDENTIFICATION DOCUMENTATION MUST BE RECEIVED BY YOUR COUNTY REGISTRAR/ELECTION OFFICE WITHIN THREE (3) DAYS AFTER THE ELECTION AND BY THE CLOSE OF BUSINESS ON THE THIRD DAY, OR YOUR BALLOT WILL NOT COUNT. DO NOT ENCLOSE THE AFFIDAVIT AND IDENTIFICATION DOCUMENTATION WITH YOUR BALLOT. RETURN SEPARATELY FROM YOUR BALLOT.

AFFIDAVIT

I, the undersigned, do swear (or affirm) under penalty of perjury that I am registered and qualified to vote in the primary, election, or runoff in question; and that I previously completed and returned an absentee ballot application. I further understand that my failure to sign and timely return my provisional absentee ballot and this affidavit with the requested identification documentation will result in my provisional absentee by mail ballot not being counted.

VOTER'S SIGNATURE OR MARK (REQUIRED)

VOTER'S NAME (PRINT CLEARLY)

DATE: _____

OFFICE USE ONLY

Voter Registration #: _____
or
Place Mailing Label with Registration #

ABSENTEE BY MAIL BALLOT SIGNATURE CURE AFFIDAVIT FORM

This affidavit is for a voter who returned an absentee by mail ballot that was missing an oath signature or the signature on the oath did not match the signature on the voter's file. Follow these instructions in order for your ballot to count.

INSTRUCTIONS

IN ORDER FOR YOUR ABSENTEE BY MAIL BALLOT TO COUNT, YOU MUST DO THE FOLLOWING:

1. Complete and sign the affidavit below
2. Make a copy of one of the following forms of identification (ID):
 - Georgia driver's license
 - Valid photo ID card issued by any entity of the state of Georgia, any other state, or the U.S.
 - Valid U.S. passport
 - Valid government employee photo ID
 - Valid U.S. military ID card with photo
 - Valid Tribal ID with photo
 - Current utility bill showing name and address
 - Current government check or paycheck showing name and address
 - Current government document showing name and address
 - Current bank statement showing name and address
3. Return the completed affidavit and the copy of your identification (ID) to your county registrar/election office within three (3) days after the election and by the close of business on the third day. Return can be made by one of the following methods:
 - Deliver personally or through a third party;
 - Fax or email (attach the completed affidavit and copy of identification); or
 - Mail this completed affidavit and copy of identification.

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THIS COMPLETED AFFIDAVIT AND IDENTIFICATION DOCUMENTATION MUST BE RECEIVED BY YOUR COUNTY REGISTRAR/ELECTION OFFICE WITHIN THREE (3) DAYS AFTER THE ELECTION AND BY THE CLOSE OF BUSINESS ON THE THIRD DAY, OR YOUR BALLOT WILL NOT COUNT.

AFFIDAVIT

I, the undersigned, do swear (or affirm) under penalty of perjury that I am registered and qualified to vote in the primary, election, or runoff in question; and that I previously requested, completed, and returned an absentee by mail ballot. I further understand that my failure to sign and timely return this affidavit with the requested identification documentation will result in my absentee by mail ballot not being counted.

VOTER'S SIGNATURE OR MARK (REQUIRED)

VOTER'S NAME (PRINT CLEARLY)

DATE: _____

OFFICE USE ONLY

Voter Registration #: _____

or

Place Mailing Label with Registration #



OFFICIAL ELECTION BULLETIN

March 27, 2020

TO: County Election Officials and County Registrars

FROM: Chris Harvey, State Elections Director

RE: Absentee by Mail Process for the May 19, 2020 Elections

Due to the current public health crisis caused by the COVID-19 virus, Secretary Raffensperger has announced absentee ballot applications will be mailed directly to registered voters in active status for the May 19, 2020 general primary election (which now includes the PPP as well for voters who have not yet voted in the PPP). . Additionally, given that the current situation will likely lead to an increase in absentee ballot requests for the May 19 election, the Secretary of State's office has procured the services of an outside mail vendor that you may choose to utilize to package and mail the absentee ballot package. . The State is using HAVA funds to cover the cost of mailing out the absentee ballot applications as well as the cost of mailing out the absentee ballot packages done through the vendor. Counties will still have to handle mailing provisional absentee ballots to voters who are entitled to receive them.

Below is the link to the Secretary of State press release.

https://sos.ga.gov/index.php/elections/raffensperger_takes_unprecedented_steps_to_protect_safety_and_voter_integrity_in_georgia

Absentee by Mail Process Outline

- Secretary of State will mail absentee ballot applications to all registered voters in active status. These applications will have a barcode to allow the county elections offices to find the voter's registration quickly. Pending or Inactive voters can also request an absentee ballot application from their County Elections office. An absentee ballot application is also listed on the Secretary of State website.
 - https://sos.ga.gov/index.php/Elections/absentee_voting_in_georgia
- The voter will complete the absentee ballot application. The completed application will be mailed, emailed, or faxed to the County Registrar's office in the county where the voter is registered.
- The County Registrar's office will verify the information on the absentee ballot application and ensure the voter's signature matches the recorded signature in the voter registration system.
- The County Registrar's office will enter the absentee ballot application information into the voter registration system.
- Each day, the Secretary of State will generate an absentee voter report from the voter registration system for the mail vendor to issue absentee ballots for the May 19, 2020 elections.

- The mail vendor will receive the absentee voter report and package and mail the absentee ballot package with all the required return envelopes and instructions to the voter.
- The voter will follow the absentee ballot instructions, complete their absentee ballot, and package the absentee ballot in the provided return envelopes.
- The voter will return the absentee ballot to their County Registrar's office.
- The County Registrar's office will check the absentee ballot to determine if the ballot should be accepted or rejected. Voters whose absentee ballot is rejected will be sent a notice and cure affidavit as required by law and SEB rule.
- The County Election offices will secure the ballot until time for tabulation.

Processing Absentee Ballot Applications

- Counties will continue to enter absentee ballot application information into eNet.
- The absentee ballot applications mailed by the State vendor will have a barcode to allow the County Election offices to find the voter's registration quickly.
- Pending or Inactive voters can also request an absentee ballot application from their County Elections office or the Secretary of State office. An absentee ballot application is also listed on the Secretary of State website.
- Counties will verify the information on the absentee ballot application and ensure the voter's signature matches the recorded signature in the voter registration system.
- It is very important that the county reviews the entered application information for accuracy.

Issuing of Absentee Ballots

- After the county has issued the absentee ballot in the absentee ballot module, eNet will generate a report with the absentee ballot packages to be
- The mail vendor will issue/mail the absentee ballots for the May 19, 2020 elections to the voters who have submitted absentee ballot applications.
- The County Elections office will be required to issue absentee ballots for UOCAVA voters who have submitted applications before April 4, 2020 and provisional absentee ballots for mismatch signatures on absentee ballot applications.
- UOCAVA Week (March 31st – April 4th)
 - Counties will issue absentee ballots by mail for UOCAVA voters who have submitted applications on or before April 4, 2020. Counties will continue to prepare to meet the UOCAVA deadline.
 - Any absentee ballot applications entered in eNet for UOCAVA voters after April 4, 2020 will be issued by the Secretary of State vendor.
 - Electronic Ballot Delivery (EBD) ballots for UOCAVA voters will be issued as normal. Those UOCAVA voters will be able to retrieve their ballot through the Secretary of State My Voter Page (MVP).
- Mismatch Signature on Absentee Ballot Application
 - The county will verify the information on the absentee ballot application and ensure the voter's signature matches the recorded signature in the voter registration system.
 - If the voter's signature on the absentee ballot application does not match, the county will mark the voter's absentee ballot as provisional/challenged and complete the cure affidavit process. The county will issue/mail the absentee ballot to the voter.
- Each day, the Secretary of State will generate an absentee voter report from the voter registration system for the mail vendor to issue absentee ballots for the May 19, 2020 elections.

- Any absentee ballot applications you have already entered will be issued by the mail vendor.
- Absentee ballots for rollover elderly/disabled voters will be issued by the mail vendor.

Ordering Paper Ballots

- Counties will need to order or print the required minimum of 10% of emergency ballots and provisional ballots.
- Counties will need absentee ballots for voters who submit absentee ballot applications with mismatch signatures.

Advance in-person Voting

- Advance in-person voting will begin as scheduled on April 27, 2020.
- Counties will need to continue to plan for advance in-person voting.
- Please continue to notify your Liaison of any closures or issues that may affect advance in-person voting in your county.

Frequently Asked Questions

- On what date will the absentee ballot applications be mailed to the voters in active status?
 - Absentee ballot applications will begin to go out on Monday, March 30th.
- On what date will the absentee ballots be issued/mailed by the mail vendor?
 - TBD - We will announce this date as soon as possible.
- What will be the daily cutoff for counties to enter absentee ballot application information into eNet in order for the absentee ballot to be issued/mailed by the mail vendor the next day?
 - The Secretary of State office is working on this process. We will provide more information as soon as possible.
- Will there be an audit report to ensure each absentee ballot was issued by the mail vendor?
 - The Secretary of State office is working on a process to allow each county to verify the absentee ballot issued to their voters. We will announce this process as soon as possible.
- How will we identify the ballots issued/mailed by the mail vendor in eNet?
 - The Secretary of State office plans to develop an exception in eNet.
- How will the mail vendor know to issue a voter a May only ballot versus a combined ballot?
 - The mail vendor will review the absentee ballot information from eNet to determine which ballot type to send to each voter.



OFFICIAL ELECTION BULLETIN

April 13, 2020

TO: County Election Officials and County Registrars
FROM: Chris Harvey, Elections Division Director
RE: Absentee By Mail for 2020 Primary and PPP

State Issued Absentee by Mail Process

Summary

Due to the health concerns caused by the COVID-19 virus, the Secretary of State has moved the Presidential Primary, General Primary, and Nonpartisan General Election to June 9, 2020. The absentee process that was planned for the 5/19/2020 election will remain in place for the new election date. The new election date comes with new legal restrictions. Per O.C.G.A. 21-2-384 (a)(2), absentee ballot may not be mailed out more than 49 days before an election. All counties should hold off on issuing any additional absentee ballots until this new 49-day period begins on April 21, 2020. The state hired absentee ballot vendor will also be instructed to wait until this time to issue ballots on behalf of the counties.

Absentee Process Overview

The Office of the Secretary of State sent out absentee ballot applications to all active registered voters in Georgia. Additionally, our office will be promoting the use of absentee ballots by mail as an alternative to in-person voting. To assist with the increased burden placed on the counties by this shift from in-person to absentee by mail, the Secretary of State has procured a mail vendor to send ballot packets to voters on behalf of the counties. County registrars will still be responsible for accepting absentee ballot applications, verifying the information and signature of the voters, and entering voter information into the Absentee Module of the Voter Registration System. Once the information has been entered into the system, the state will export reports that contain voter information and instruct the mail vendor to print and issue ballots to voters. Voters will complete their ballots and return them to their county registration offices. County employees will enter returned ballot information into the voter registration system to apply credit for voting and retain the ballots until Election Day for tabulation.

Process Details

Absentee ballot applications will be completed by the voters and sent into county registration offices. Once they are received, the county registrars will:

1. Date stamp the absentee ballot application
2. Verify the voter information and compare the signature on the application to ensure it matches the signature on file for the voter
3. Enter the absentee ballot application into the Voter Registration System (ElectionNet)
 - a. The Date Requested in the Ballot Requested Information section should reflect the date the application was received by the county registration office
 - b. The Issue/Mailed Date in the Ballot Issued Information section should be 4/21/2020 until 4/21/2020 has passed. After that time the Issued/Mailed date should reflect the date that the application was entered into ElectionNet.
 - c. The system will default to include the mailing address in the Ballot Issued information section. The ballot packet will be sent to the address displayed here.
 - i. If the voter does not have a mailing address, the residential address will display by default
 - ii. If the voter has indicated on their application that they would like to receive their ballot at a different address, this information should be entered into the absentee module in the Ballot Issued Information section

The state vendor will then mail the absentee ballot packets to the addresses in the Ballot Issued Information section of the Absentee entry for the 6/9/2020 election.

Exceptions

The purpose of procuring the mail vendor is to assist the counties as much as possible given the increased use in absentee ballots for this election. However, there are special circumstances that will prevent the mail vendor from being able to issue ballots to the following types of absentee voters:

- Challenged Voters
 - Examples include voters that are currently on the felon 40 day clock.
- Provisional Voters
 - Examples include voters with a signature mismatch between their absentee ballot application and the signature on file with the registration office that require a cure affidavit.
- Missing Identification Voters (Often referred to as MIDR or IDR voters)
- UOCAVA Voters that have requested absentee ballots by mail

Absentee ballot packets for voters in the groups listed above will need to be prepared and mailed to voters by the county registration offices. Enter an issue date for these records that reflects the date that the absentee ballot was mailed by your office. We will periodically provide reports that include voters in these groups to the county offices to ensure that all ballots are being sent out.

Frequently Asked Questions (FAQs)

Q: Will voters need to submit a new absentee ballot application now that the election date has been moved?

A: No, all applications for the 5/19/2020 election will be honored as applications for the 6/9/2020 election.

Q: Will counties receive new ballots with the updated 6/9/2020 election date on them? What should be done with the ballots that have already ordered or received from my absentee ballot printer?

A: No, the ballots will not be updated from their current form to show the new election date of 6/9/2020. All of the ballots already ordered can still be used for the 6/9/2020 election. All of the ballots sent out should be counted if they are returned.

Q: Should county registrars continue to issue ballots for the 6/9/2020 election?

A: County registrars should continue to process absentee ballot applications as they come in, but ballot packages should not be mailed until the absentee period begins again on 4/21/2020. The mail vendor will also hold off on issuing ballots until 4/21/2020.

Q: Should county registrars continue to enter absentee ballot applications into ElectionNet? What issue/mailed date should they enter?

A: Yes, registrars should continue to enter absentee ballot applications into ElectionNet. County registrars should enter the issued/mailed date of 4/21/2020 up until 4/21/2020. After this date, registrars should enter the current date as the issue date when entering absentee ballot applications into ElectionNet.

Q: Will county registrars need to update the issue dates of all of the voters in the voter registration system to reflect the new 4/21/2020 issue date?

A: No, the Office of the Secretary of State will update the issue dates of the absentee ballots it intends to send out to the new 4/21/2020 date. County registrars will be responsible for updating the issue dates of the exception ballots that are required to be mailed out by the county.

Q: Should registrars cancel outstanding absentee ballots for the 3/24/2020 election if they receive a new application for the 6/9/2020 election?

A: Yes, when you receive an application for the 6/9/2020 election, outstanding ballots for the 3/24/2020 election should be cancelled. The vendor will issue a combined ballot to all voters who have not returned their 3/24/2020 ballot. This will be done based on the credit for voting file, so it is important to make sure that you check in all returned 3/24/2020 ballots.

Q: If a 3/24/2020 ballot is received back in the voter registration office, should it be counted.

A: That depends on the circumstances. If the voter has not applied for and been issued a 6/9/2020 combined ballot, yes, 3/24/2020 ballots can still be accepted. If the voter has applied for a 6/9/2020 ballot and been issued a combined 6/9/2020 ballot, the 3/24/2020 ballot should be rejected to prevent double voting in the 3/24/2020 elections.

Q: Will absentee ballot packets be sent to the mailing addresses of voters?

A: Absentee ballot packets will be sent to the addresses entered into the Ballot Issued Information section of ElectionNet. The system defaults to the mailing address. If there is no mailing address on file for a voter, the system defaults to the residential address on file for the voter. The address in the Ballot Issued Information section can also be updated to a different address other than the residential or mailing address of the voter. The address that is input into the Ballot Issued Information section will be the address the ballot packet is sent to.

Q: Will absentee ballot packets that are undelivered be returned to the county registration office?

A: No, the ballot packets that are undeliverable will be returned to the SOS office. These ballot packets will then be forwarded to the county registration offices by the SOS office.

Q: If a voter wants to change the party ballot that they requested, how should this be handled in the system to ensure the voter gets a new ballot?

A: The existing entry for the 6/9/2020 election should be cancelled in the system with the cancellation reason of Voter Requested. A new absentee ballot entry should be entered into the system with the date that the change was entered into the system as the Issue/Mailed date. This is how all ballots should that need to be reissued should be handled, including cancelled, spoiled, and rejected ballots. The reason code that is selected should reflect the circumstances. If a new entry is entered into the system with the current date as the issued date, a new absentee ballot will be sent out by the vendor.



OFFICIAL ELECTION BULLETIN

May 1, 2020

TO: County Election Officials and County Registrars

FROM: Chris Harvey, State Elections Director

RE: Absentee Ballot Signature Review Guidance

Verifying that a voter's signature on his or her absentee ballot matches his or her signature on the absentee ballot application or in the voter registration record is required by Georgia law and is crucial to secure elections. Ensuring that signatures match is even more crucial in this time of increased absentee voting due to the COVID-19 crisis. The purpose of this OEB is to remind you of some recent updates to Georgia law and regulations regarding verifying signatures on absentee ballots and to make you aware of the procedures that should be followed when a signature on an absentee ballot does not match. HB 316, which passed in 2019, modified the absentee ballot laws and the design of the oath envelope. The State Election Board also adopted Rule 183-1-14.13 this year, which addresses how quickly and by what methods electors need to be notified concerning absentee ballot issues. What follows are the procedures that should be followed when the signature on the absentee ballot does not match the voter's signature on his or her application or voter registration record:

County registrars and absentee ballot clerks are required, upon receipt of each mail-in absentee ballot, to compare the signature or mark of the elector on the mail-in absentee ballot envelope with the signatures or marks in eNet and on the application for the mail-in absentee ballot. If the signature does not appear to be valid, registrars and clerks are required to follow the procedure set forth in O.C.G.A. § 21-2-386(a)(1)(C).

When reviewing an elector's signature on the mail-in absentee ballot envelope, the registrar or clerk must compare the signature on the mail-in absentee ballot envelope to each signature contained in such elector's voter registration record in eNet and the elector's signature on the application for the mail-in absentee ballot.¹ If the registrar or absentee ballot clerk determines that the voter's signature on the mail-in absentee ballot envelope does not match any of the voter's signatures on file in eNet or on the absentee ballot application, the registrar or absentee ballot clerk must seek review from two other registrars, deputy registrars, or absentee ballot clerks.

A mail-in absentee ballot shall not be rejected unless a majority of the registrars, deputy registrars, or absentee ballot clerks reviewing the signature agree that the signature does not match any of the voter's signatures on file in eNet or on the absentee ballot application. If a determination is made that the elector's signature on the mail-in absentee ballot envelope does not match any of the voter's signatures on file in eNet or on the absentee ballot application, the registrar or absentee ballot clerk shall write the names of the three elections officials who conducted the signature review across the face of the absentee ballot envelope, which shall be in addition to writing "Rejected" and the reason for the rejection as required under OCGA 21-2-386(a)(1)(C). Then, the registrar or absentee ballot clerk shall commence the notification procedure set forth in O.C.G.A. § 21-2-386(a)(1)(C) and State Election Board Rule 183-1-14-.13.

¹ Once the registrar or clerk verifies a matching signature, they do not need to continue to review additional signatures for the same voter.

RULE 183-1-14-.13 Prompt Notification of Absentee Ballot Rejection

When a timely submitted absentee ballot is rejected, the board of registrars or absentee ballot clerk shall send the elector notice of such rejection and opportunity to cure by mailing written notice, and attempt to notify the elector by telephone and email, if a telephone number or email is on the elector's voter registration record or absentee ballot application, no later than the close of business on the third business day after receiving the absentee ballot. However, for any timely submitted absentee ballot that is rejected within eleven days of Election Day, the board of registrars or absentee ballot clerk shall send the elector notice of such rejection and opportunity to cure by mailing written notice, and attempt to notify the elector by telephone and email, if a telephone number or email is on the elector's voter registration record or absentee ballot application, no later than close of business on the next business day.