

## 1 Receipt of the ballot



- ROV staff accept ballot packets delivered directly to office at the front counter at 1001 E 9th Street.
- During Early Voting and Election Day, election runners deliver secured ballots from every Vote Center up to twice daily.
- After the ballot packets arrive at Registrar of Voters, staff cut the seal to the transfer bag, complete chain of custody by verifying that the number of mail-in ballots that were placed in the transfer bag from the Vote Center match with those in custody.
- A secured mail services team pick up all mail-in ballot packets that are received at the U.S. Post Office daily, and deliver them, through chain of custody to Registrar of Voters office.

## 2 Intake Station from Vote Center



The Intake Station is the first ballot packet count audit. Two people are assigned to ensure that the count is consistent with the number of ballots that were delivered from the Vote Center. On the rare occasion that there is a discrepancy, a second pair of staff audit and resolve.

## 3 Sorting and Checking (First Pass) of the ballots



- After Intake, the barcode on the ballot packets are scanned to record that the mail-in ballot was received.
- Packets are organized into general precincts through a high-speed sorter.
- A laser cuts a hole to see the signature box for the continued process.

3b. Undeliverable ballot packets, are scanned and recorded by the voter identification barcode on the packet, and receive a challenge code as undeliverable.

## 4 Signature Review



- Staff physically compare the signature from the election management DIMS database to the signature on the ballot packet.
- If no signature or the signature does not match the packets will be marked as challenged. Challenged packets are removed from the process, and correspondence is sent to the voter to have it 'cured.' During the curing process, the voter is asked to confirm the voter's identity. Once cured, the ballot returns to the process.

## 8 Imprinting



All ballots are inked with a unique identification number.

## 7 Ballot Extraction



- Per NRS, staff separate the ballots from their envelope packets beginning fifteen (15) days prior to Election Day.
- The empty envelopes are stored in a secured area.
- The ballots are placed in bins by precincts in batches of not more than 50 to prepare for Imprinting. This is the third count check process.

- Damaged ballots are removed and secured in the Duplication area until resolved.
- The Duplication Board is comprised of a bipartisan team of election officials. They ensure all the voter's choices from the damaged ballot are transferred correctly to a new ballot. The review is done by one pair of bipartisan officials, then the roles are switched and then reviewed by another pair of bipartisan officials to double-check the intention of the ballot.
- After review by the Duplication Board, the ballot goes through the Imprint, Scan/Tally stages where it is accepted and the vote is cast, then the ballot is stored.

## 6 Batch/Sort



Ballot packets are batched into groups of not more than 50 and are checked again to make sure that they are in the correct precinct order. The batched envelopes are run through a cutter to create a slit at the top of the envelope.

## 5 Sorting (Second Pass)



Ballot packets are run through the sorter for a fine sort to get to precinct batches.

## 9 Tabulation/Scan



- Staff complete a fourth count audit, then scans the ballot to be recorded.
- Successfully scanned ballots are then placed in secured ballot storage.

- If the scan is flagged, it is reviewed by the Adjudication Board. The Adjudication Board is a bipartisan team who review any challenged ballot.
- A ballot could be flagged for adjudication for a variety of reasons - such as the selection of more than one candidate in a race, or stray marks.

## 10 Archiving



- The ballots are boxed and sealed to ensure no tampering. If a ballot is in question, they unseal the box, record the transaction, and reseal again.
- The envelopes and ballots are kept for 22 months, then destroyed.

\*When envelopes or ballots are not being actively processed, they are stored in a secured area.

\*Votes are not counted and/or reported until all polls close in Nevada on Election Night. Preliminary reports are posted once a day, until a final report is posted after the canvass of the vote, which occurs 10 days after Election Day.