

# AFFIDAVIT VALIDATION PROCESS

**STEP 1: VERIFY THAT THE PERSON IS NOT A REGISTERED VOTER**  
DATABASE ON THE LEFT SIDE OF SCREEN

\*IF VOTER IS REGISTERED MARK **"REG" IN RED** AND PLACE IN **YELLOW BIN**

\*IF VOTER IS NOT REGISTERED:

SEE IF THE STREET IS IN RAMAPO USE DATABASE **"STREET" FINDER**

NOTE THE POLLING LOCATION OF THAT STREET

(DO NOT MARK THE ENVELOPE)

\*IF IT IS A RAMAPO ADDRESS CONTINUE TO THE NEXT STEP

\*IF NOT PLACE IN THE **RED BIN**

**STEP 2: CHECK NAME IN THE AFFIDAVIT DATABASE (RIGHT SIDE OF THE SCREEN)**

CHECK FOR: **FULL NAME ON TOP OF AFFIDAVIT**

**PART "A" HAS AT LEAST ONE CHECK MARK**

**DATE OF BIRTH AND VOTER SIGNED ON BOTTOM**

\*IF ANY OF THE ABOVE IS MISSING— **MARK IN RED**

**NN—NO NAME, NA—NO PART A, ND—NO DATE OF BIRTH, NS—NO SIGNATURE**

NO ADD

\*MARK DATABASE WITH APPROPRIATE CHECK MARKS

\*PLACE IN THE **RED BIN** NOT TO BE OPENED

\*IF ALL OF THE ABOVE INFORMATION IS THERE

\*ADD THE POLLING LOCATION AND BALLOT # (IF AVAILABLE)

✓ \* CHECK **"ID"** BOX IF IT WAS PROVIDED

\*HIT TAB UNTIL NEXT RECORD TO SAVE

\* THEN CLOSE FILE BY **"X"**ING OUT (ON THE TOP RIGHT)

PUT A **RED** CHECK NEXT TO THE SIGNATURE, PLACE IN THE **GREEN BIN**.

\*IF ENVELOPE HAS MORE THAN ONE CHECK IN PART **"A"** OR YOU HAVE ANY QUESTIONS IT SHOULD BE PLACED IN THE **YELLOW BIN** FOR THE TOWN CLERK .

ALL **"REG"** VOTERS THAT ARE IN THE **YELLOW BIN** WILL BE CHECKED AGAINST THE POLLBOOK TO SEE IF THEY VOTED. IF THEY HAVE VOTED THE ENVELOPE WILL BE MARKED WITH A **RED X** AND PLACED IN THE **RED BIN**. IF THEY HAVE NOT VOTED THE ENVELOPE IS TO BE PROCESSED AS ABOVE.