

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, ADDRESS & VOTER SIGNED ON BOTTOM

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

NN—NO NAME, **NA**—NO PART A, **ND**—NO DOB,

NADD— NO ADDRESS, **NS**—NO SIGNATURE

*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.

POLL BOOK & ABSENTEE ENVELOPE

ABBREVIATIONS

NF = NOT FOUND IN POLLBOOK

A = ABSENTEE ENVELOPE IN HAND

X = ABSEN. ENV. INVALID

VIP = VOTED IN PERSON

NS = NOT SIGNED

IS = INVALID SIGNATURE

ID = INVALID DATE

ONLY VALID DATES
SEPT. 30, 2014
OCT. 29, 2015