



J. KENNETH BLACKWELL
Ohio Secretary of State

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Directive 2005-25
October 3, 2005

TO: Adams, Ashland, Belmont, Butler, Carroll, Coshocton, Crawford, Darke, Defiance, Fairfield, Fulton, Gallia, Greene, Guernsey, Hancock, Hardin, Harrison, Henry, Highland, Hocking, Holmes, Huron, Jackson, Jefferson, Lorain, Lucas, Marion, Medina, Mercer, Miami, Montgomery, Morgan, Morrow, Muskingum, Paulding, Perry, Pike Portage, Richland, Scioto, Stark, Trumbull, Van Wert, Wayne, Wood

ABSENTEE/PROVISIONAL VOTING IN BOARD OFFICE USING DRE

Boards of elections desiring to use a DRE for absentee and provisional voters at the board office may do so only by following the below procedures:

1. Setup TSX's with the absentee counter group and all precincts on the memory card.
2. When an absentee voter comes into the office to vote, you must use a TSX (generally the one set up in the GEMS room) to create the Voter Access Card.
3. On this TSX the selected board staff select the Provisional Check box and assign a serial number to the ballot. The serial numbers assigned for your absentee voters must be from a different range of numbers than those assigned for the provisional voters.

For example: all absentee voters serial numbers would be the range from 70000 – 79999 and all provisional voters would be from the range of 90000 – 99999.

CAUTION: If your board is also using the DRE for provisional voters at your polling places, the random numbers given to your poll workers **MUST NOT** include the range of numbers for your in-office absentee and provisional voters. To avoid the chance of any provisional voter at the polls having a duplicate serial number to one of your in-office voters, as in the example above, the precinct provisional voter codes could not include any number in the range of 70000-79999 and 90000-99999.

4. On the other TSXs setup for voting purposes, the voter casts his/her vote and the ballot is held in a separate file.

5. When your board is ready to upload absentee results on election night; go into each TSX and accept all ballots or if necessary, reject those ballots that are successfully challenged or do not meet statutory requirements prior to uploading the memory card.
6. Then all the non- rejected absentee ballot results are tallied back to their respective precincts, as an absentee ballot when uploaded.
7. When your board is ready to upload provisional results for the official canvass, go into each TSX and accept all ballots or if necessary, reject those ballots that are successfully challenged or do not meet statutory requirements prior to uploading the memory card.
8. The non- rejected provisional ballot results are tallied back to their respective precincts, as a provisional ballot when uploaded.

If you have any questions, please call the Elections Division at 614-466-2585.

Sincerely,

A handwritten signature in cursive script that reads "J. Kenneth Blackwell". The signature is written in black ink and is positioned above the printed name.

J. Kenneth Blackwell