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**DIRECTIVE 2012-51**

October 24, 2012

To: All County Boards of Elections  
Directors, Deputy Directors, and Board Members

Re: Official Canvass and Report Forms for November 6, 2012 General Election

**SUMMARY**

This Directive outlines the procedures that all county boards of elections must follow in conducting the official canvass of the November 6, 2012 General Election.

**INSTRUCTIONS**

**I. TIMELINE FOR OFFICIAL CERTIFICATION**

Boards of elections may begin the official canvass of the general election no earlier than the 11<sup>th</sup> day after the election (Saturday, November 17, 2012), and must begin no later than the 15<sup>th</sup> day after the election (Wednesday, November 21, 2012). **Each board of elections must complete its official canvass and certify no later than the 21<sup>st</sup> day after the election (Tuesday, November 27, 2012).**<sup>1</sup>

**II. PERMISSIBLE PRE-CANVASS ACTIVITY**

**A. Provisional Ballot Review**

The Board must verify the eligibility of persons who cast provisional ballots and the validity of the required provisional voter statements in preparation for the official canvass. Procedures for determining the validity of provisional ballots are provided in Directive 2012-01. To aid the efficiency of the official canvass, during the ten days following the election, as board personnel determine preliminary eligibility of provisional ballots, they may group provisional ballots by category to be later voted upon by the Board.

**Reminder:** Boards of elections must determine the eligibility of every provisional ballot cast in that county before the Board may open and canvass any

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<sup>1</sup> R.C. 3505.32.

provisional ballot.<sup>2</sup> Further, observers may be present, as provided by law, while the Board determines the eligibility of provisional ballots.<sup>3</sup>

## **B. Document Review**

Prior to November 17, 2012, a board of elections should examine its poll books, poll lists or signature poll books, and tally sheets, and compare the information contained in those documents to the summary statements prepared by the precinct election officials.<sup>4</sup> The Board must note and reconcile any error, defect, or omission that it detects during its examination of those records.

## **III. INSTRUCTIONS FOR OFFICIAL CERTIFICATION**

### **A. All Voting Systems**

All valid ballots cast in the general election – including eligible ballots cast at the polling places on Election Day, eligible provisional ballots, and eligible absentee ballots – must be included in the official canvass.

Each board of elections must test its automatic tabulating equipment before starting the count, and after concluding the count, to verify the central tabulation system's accurate count of the votes cast for all offices and on all questions and issues.<sup>5</sup> [Directive 2008-90](#) provides detailed instructions for conducting the tests.

### **B. Tabulation Instructions for Ballots Containing Votes NOT Included in the Unofficial Canvass**

The board of elections first must tally all eligible ballots that were *not* included in its unofficial canvass.<sup>6</sup> Those ballots include the following: provisional ballots; absentee ballots postmarked on or before November 5, 2012 that had not been received by the closing of the polls but were received by November 16, 2012; timely mailed in-country uniformed service, out-of-country uniformed service, or overseas citizen absentee ballots that had not been received as of the closing of the polls but were received by November 16, 2012; and challenged ballots the Board has determined are eligible.<sup>7</sup>

The board of elections must designate teams having an equal number of individuals from each major political party to inspect and/or tabulate the ballots in accordance with the inspection and tabulation instructions for central count optical scan ballots provided in [Directive 2012-49](#).

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<sup>2</sup> R.C. 3505.183(D).

<sup>3</sup> R.C. 3505.183(D) and 3505.21.

<sup>4</sup> R.C. 3505.32(D).

<sup>5</sup> R.C. 3506.14(B).

<sup>6</sup> R.C. 3505.32(C).

<sup>7</sup> R.C. 3503.24.

## C. Tabulation of Results for the Official Certification

After tabulating all ballots that were *not* included in the unofficial canvass, the board of elections must continue the official canvass certification process as follows:

### 1. Optical Scan Ballots

The Board must:

- Upload the memory cards containing votes that were centrally counted during the unofficial canvass (a county using a GEMS server may “re-import” the data containing votes that were centrally counted during the unofficial canvass in lieu of using external media, if the system is capable of doing so, or by rescanning all of the ballots);
- Upload the precinct/polling place memory cards containing votes that were counted during the unofficial canvass, if applicable; and
- Verify the count matches the unofficial count.

If the count does not match the unofficial count, the Board must contact a Secretary of State’s Elections Administrator before certifying the election.

If the counts match, the Board must combine the results of the re-run memory card tabulation of the unofficial canvass with the results of those ballots that had not been included in the unofficial canvass.

### 2. Direct Recording Electronic Voting Machines (DREs)

The Board must:

- Upload the precinct cartridges, PCMCIA cards, and/or other removable memory devices containing votes that were counted during the unofficial canvass; and
- Verify the count matches the unofficial count.

If the count does not match the unofficial count, the Board must contact the Secretary of State’s Elections Administrator before certifying the election.

**Note:** The seal on the canister or the tape on the voter verified paper audit trail (VVPAT) shall not be broken to determine official results. If the seal must be broken for any auditing reason other than for recount purposes or a statewide post-election audit as prescribed by the Secretary of State, the Board must notify the Secretary of State’s Elections Division before proceeding.

If the counts match, the Board shall combine the re-run results of the unofficial canvass with the results of those ballots that had not been included in the unofficial canvass.

### **D. Tie Votes (Candidate Contest Only)**

If, after canvassing all votes, more than the number of candidates to be elected to an office received the largest and an equal number of votes, the chairperson of the board of elections, in the presence of a majority of the board members at a noticed public meeting of the Board, shall break the tie by lot<sup>8</sup> and declare the winner *before* the Board certifies the results of the election for that office and orders a recount.<sup>9</sup> A majority of the board members must sign the declaration, which must be dated. Boards may not authorize the use of digital or stamped signatures for the official canvass. The Board must post a copy of the declaration in a conspicuous, accessible place in the board office for at least five days.<sup>10</sup>

## **IV. FORMS FOR OFFICIAL CERTIFICATION**

Included with this Directive are the templates for reporting candidate and issues results to the Secretary of State and, in some instances, to other boards of elections, or public agencies.

Additionally, because state law requires the Secretary of State to publish a report on the number of absentee and provisional ballots cast and counted, all county boards of elections must provide supplemental data.<sup>11</sup> All certifications, abstracts and reports must be signed by the appropriate board personnel before being submitted to the Secretary of State's Office, to another board of elections, or to another public entity.

### **A. Certification of Official Results to the Secretary of State**

To ensure accuracy in the reporting of official election results, boards of elections no longer have to complete separate forms. Similar to the unofficial canvass, a copy of the official vote total report generated by your voting system will suffice as Forms 1, 2, 3, 4, and 5. This report must be clearly labeled "<County>'s Official Canvass" and it must contain only vote totals for your county.

If you are the most populous county of any district, you must generate a separate report from your voting system, or create a report outside of your voting system, showing the combined official vote totals for your county and the counties that report to you. This report must be clearly labeled "<County>'s Official Canvass – Most Populous County." The contest(s) for which your county is the most populous county must be marked to clearly identify it as a contest containing vote totals from other counties.

These reports satisfy the requirement of R.C. 3505.30. You no longer have to enter candidate names and vote totals into forms to email or fax to the Secretary of State's Office.

### **B. Certification of Official Results for U.S. Senate, U.S. House of Representative (most populous counties only), Justices of Supreme Court, and the two State Issues to Senate President.**

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<sup>8</sup> R.C. 3505.33. Examples of methods used to break a tied candidate race "by lot" include, but are not limited to, the chairperson tossing a coin, drawing straws, picking a name written on paper out of a hat, or cutting cards.

<sup>9</sup> By contrast, a Board does not break a tie in the case of a ballot issue that received an equal number of votes for and against the issue; that issue failed by operation of law, because it did not receive a majority of affirmative votes. A tie in an issue election results in the failure of the issue.

<sup>10</sup> R.C. 3505.33.

<sup>11</sup> R.C. 3501.05(Y).

All county boards of elections must send a copy of its certified results for U.S. Senator, Justices of the Supreme Court and the two state issues to the President of the Senate. In addition, the most populous county of a district contest for U.S. House of Representative must send a copy of its certified results for that contest to the President of the Ohio Senate. Send the copy of the certified results to the following address:

President of the Ohio Senate  
Ohio Statehouse  
1 Capitol Square, 2<sup>nd</sup> Floor  
Columbus, Ohio 43215

**C. Certificate of Official Results for Local Liquor Option Questions (Form No. 126-B)**

Send a copy of Form No. 126-B to the Secretary of State's Office, *and* a separate copy of the form to the Division of Liquor Control at the following address:

Division of Liquor Control  
PO Box 4005  
Reynoldsburg, OH 43068-9005

**D. Electronic Abstract of Precinct-Level Official Results for Candidates for Certain Offices**

Each board of elections must submit an election abstract reporting all the following information by precinct:

- Final official vote totals for all candidates (including write-ins) for President, U.S. Senator, Ohio Supreme Court Justice, Representative to Congress, State Senator, and State Representative, State Issue 1 and State Issue 2;
- The total number of registered voters for the general election; and
- The number of ballots cast and counted.

The grand total of the votes on the abstract must agree with the totals entered on the Board's certification forms. The required file format will be sent via electronic mail to each county by Tom Sheridan.

**E. Absentee and Provisional Ballot Supplemental Report**

Each board of elections must enter on the appropriate lines of the attached Excel spreadsheets the supplemental data for each absentee and provisional ballot.

**V. TIMELINE FOR REPORTS**

**The Secretary of State's Office must receive each board of elections' properly completed and signed certification, abstract and report forms no later than the close of business on Wednesday, November 28, 2012.**

Submit completed forms to Kathy Malott by one of the following methods:

- E-mail to [kmalott@ohiosecretaryofstate.gov](mailto:kmalott@ohiosecretaryofstate.gov).
- Fax to (614) 485-7590.

Every board of elections must maintain a copy of each of its completed certification and report forms at its office.

## VI. RECOUNTS

Do not delay submitting the official certification forms due to a recount for any race or issue. Before scheduling and conducting a recount, please review the procedures set forth in state law<sup>12</sup> and [Directive 2012-52](#).

If a recount is to be conducted, please send notice of the recount to Elections Administration Officer Melanie Poole via fax at (614) 485-7697, or email to [mpoole@ohiosecretaryofstate.gov](mailto:mpoole@ohiosecretaryofstate.gov). If a recount should result in vote totals changing, the board of elections must submit a properly completed and signed amended certification and abstract.

If you have any questions regarding this Directive, please contact the Secretary of State's elections attorney assigned to your county at (614) 466-25851.

Sincerely,



Jon Husted

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<sup>12</sup> R.C. 3515.01 - .072.

## CERTIFICATE OF OFFICIAL RESULT OF ELECTION ON LOCAL LIQUOR OPTION QUESTION(S)

We, the Board of Elections of  County, Ohio do hereby certify that the following is the result of the Election held in said county, on the  day of  in the precinct designated as follows:

<b><i>SALE OF BEER (Form 5-A)</i></b>	<b>VOTES</b>
<b><i>(One or more questions may be submitted)</i></b>	

	NAME OF PRECINCT	YES	NO
1. Shall the sale of beer as defined in section 4305.08 of the Revised Code under permits which authorize sale for off-premises consumption only be permitted within this precinct, (name of precinct)			
2. Shall the sale of beer as defined in section 4305.08 of the Revised Code under permits which authorize sale for on-premises consumption only, and under permits which authorize sale for both on premises and off-premises consumption, be permitted in this precinct, (name of precinct) →			

### ***SALE OF SPIRITUOUS LIQUOR BY THE GLASS (Form 5-B)*** ***(Submitted as a separate question)***

	NAME OF PRECINCT	YES	NO
Shall the sale of spirituous liquor by the glass as defined in section 4301.01 of the Revised Code be permitted in (name of precinct) →			

### ***LOCAL OPTION (Form 5-C) (One or more questions may be submitted)***

	NAME OF PRECINCT	YES	NO
A. Shall the sale of wine and mixed beverages by the package, under permits which authorize sale for off-premise consumption only, be permitted in (name of precinct) →			
B. Shall the sale of wine and mixed beverages, under permits which authorize sale for on-premise consumption only, and under permits which authorize sale for both on-premise and off-premise consumption, be permitted in (name of precinct) →			
C. Shall the sale of spirituous liquors by the glass be permitted in (name of precinct) →			
D. Shall state liquor stores or liquor agency stores for the sale of spirituous liquor by the package, for consumption off the premises where sold, be permitted in (name of precinct) →			

### ***SUNDAY SALE OF LIQUOR (Form 5-D) (One or more questions may be submitted)***

	NAME OF PRECINCT	YES	NO
1. Shall the sale of intoxicating liquor, of the same types as may be legally sold in this precinct on other days of the week, be permitted in this (precinct) → for consumption on the premises where sold, between the hours of eleven a.m. and midnight on Sunday?			
2. Shall the sale of intoxicating liquor, of the same types as may be legally sold in this precinct on other days of the week, be permitted in this (precinct) → for consumption on the premises where sold, between the hours of eleven a.m. and midnight on Sunday, at licensed premises where the sale of food and other goods and services exceeds fifty percent of the total gross receipts of the permit holder at the premises?			
3. Shall the sale of wine and mixed beverages, of the same types as may be legally sold in this precinct on the other days of the week, be permitted in this (precinct) → for consumption off the premises where sold, between the hours of eleven a.m. and midnight on Sunday?			

### ***SUNDAY SALE OF LIQUOR (Form 5-E) (One or more questions may be submitted)***

	NAME OF PRECINCT	YES	NO
(1) Shall the sale of intoxicating liquor, of the same types as may be legally sold in this precinct on other days of the week, be permitted in this (precinct) → for consumption on the premises where sold, between the hours of ten a.m. and midnight on Sunday?"			
(2) Shall the sale of intoxicating liquor, of the same types as may be legally sold in this precinct on other days of the week, be permitted in this (precinct) → for consumption on the premises where sold, between the hours of ten a.m. and midnight on Sunday, at licensed premises where the sale of food and other goods and services exceeds fifty per cent of the total gross receipts of the permit holder at the premises?"			

(3) Shall the sale of wine and mix beverages, of the same types as may be legally sold in this precinct on other days of the week, be permitted in this (precinct) → for consumption off the premises where sold between the hours of ten a.m. and midnight on Sunday?			
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**LOCAL OPTION AFFECTING A PORTION OF A PRECINCT (Form 5-P)**  
(One or more questions may be submitted)

	NAME OF PRECINCT	YES	NO
A. Shall the sale of (Insert one or both of the following: beer, or wine and mixed beverages) → by the package, under permits that authorize the sale for off-premises consumption only, be permitted in a portion of this precinct in which the status of the sale of (Insert one or more of the following: beer, or wine and mixed beverages) → as allowed or prohibited is inconsistent with the status of such sale in the remainder of the precinct, (name of precinct) ? →			
B. Shall the sale of (Insert one or more of following: beer, wine and mixed beverages, or spirituous liquor) → under permits that authorize sale for on-premises consumption only, and under permits that authorize sale for both on-premises and off-premises consumption, be permitted in a portion of this precinct in which the status of the sale (Insert one or more of the following: beer, wine and mixed beverages, or spirituous liquor) → as allowed or prohibited is inconsistent with the status of such sale in the remainder of the precinct, (name of precinct) ? →			

**LOCAL OPTION AFFECTING A PORTION OF A PRECINCT FOR SUNDAY SALES (Form 5-Q) (One or more questions may be submitted)**

	NAME OF PRECINCT	YES	NO
(1) Shall the sale of intoxicating liquor be permitted in a portion of this precinct between the hours of eleven a.m. and midnight on Sunday for consumption on the premises where sold, where the status of such Sunday sales as allowed or prohibited is inconsistent with the status of such Sunday sales in the remainder of the precinct, (name of precinct) ? →			
(2) Shall the sale of intoxicating liquor be permitted in a portion of this precinct between the hours of eleven a.m. and midnight on Sunday for consumption on the premises where sold at licensed premises where the sale of food and other goods exceeds fifty percent of the total gross receipts of the permit holder at the premises, where the status of such Sunday sales as allowed or prohibited is inconsistent with the status of such Sunday sales in the remainder of the precinct, (name of precinct) →?			
(3) Shall the sale of wine and mixed beverages be permitted in a portion of this precinct between the hours of eleven a.m. and midnight on Sunday for consumption off the premises where sold, where the status of such Sunday sales as allowed or prohibited is inconsistent with the status of such Sunday sales is the remainder of the precinct, (name of precinct) ? →			

**LOCAL OPTION FOR PARTICULAR USE AT BUSINESS LOCATION (Form 5-R) (One or more questions may be submitted)**

	YES	NO
(1) Shall the sale of (Insert one or more of the following three choices: beer, wine and mixed beverages, or spirituous liquor) → be permitted by [Insert name of applicant, liquor permit holder, or liquor agency store, including if applicable, trade or fictitious name under which applicant for, or holder of, liquor permit or liquor agency store either intends to, or does, business at the particular location] →		
a(n) (Insert "applicant for" or "holder of" or "operator of") →		
a (Insert class name of liquor permit or permits followed by the words "liquor permit(s)" or, if appropriate, the words liquor agency store for the State of Ohio) → who is engaged in the business of (Insert general nature of the business in which applicant or liquor permit holder is engaged or will be engaged in at the particular location, as described in the petition) →		
at (Insert address of the particular location within the precinct as set forth in the petition) → in this precinct?		
(2) Shall the sale of (Insert one or more of the following three choices: beer, wine and mixed beverages, or spirituous liquor) be permitted for sale on Sunday between the hours of (Insert ten a.m. and midnight or eleven a.m. and midnight) by		

[Insert name of applicant, liquor permit holder, or liquor agency store, including if applicable, trade or fictitious name under which applicant for, or holder of, liquor permit or liquor agency store either intends to, or does, business at the particular location] →			
a(n) [Insert "applicant for a D-6 liquor permit""holder of a D-6 liquor permit", or liquor agency store, applicant for or holder of an A-1-A, A-2, A-3a, C-1, C-2x, D-1, D-2x, D-3, D-3x, D-4, D-5, D-5b, D-5c, D-5e, D-5f, D-5g, D-5h, D-5i, D-5j, D-5l, D-5m or D-7 liquor permit, if only for approval of beer sales, or liquor agency store] →			
who is engaged in the business of (Insert general nature of the business in which applicant or liquor permit holder is engaged or will be engaged in at the particular location, as described in the petition) →			
at (Insert address of the particular location within the precinct as set forth in the petition) → in this precinct?			

**LOCAL OPTION FOR COMMUNITY FACILITY Form (5-S)**

	YES	NO
Shall the sale of beer and intoxicating liquor be permitted on days of the week other than Sunday and between the hours of (Insert ten a.m. or eleven a.m.) and midnight on Sunday, at (Insert name of community facility), → a community facility as defined by section 4301.01 of the Revised Code, and located at		
(Insert the address of the community facility and, if the community facility is a community entertainment district, the boundaries of the district, as set forth in the petition) →		

**LOCAL OPTION AFFECTING A PORTION OF A PRECINCT FOR SUNDAY SALES  
(Form 5-T) (One or more questions may be submitted)**

	NAME OF PRECINCT	YES	NO
(1) Shall the sale of intoxicating liquor be permitted in a portion of this precinct between the hours of ten a.m. and midnight on Sunday for consumption on the premises where sold, where the status of such Sunday sales as allowed or prohibited is inconsistent with the status of such Sunday sales in the remainder of the precinct, (name of precinct) →?			
(2) Shall the sale of intoxicating liquor be permitted in a portion of this precinct between the hours of ten a.m. and midnight on Sunday for consumption on the premises where sold at licensed premises where the sale of food and other goods exceeds fifty percent of the total gross receipts of the permit holder at the premises, where the status of such Sunday sales as allowed or prohibited is inconsistent with the status of such Sunday sales in the remainder of the precinct, (name of precinct) →?			
(3) Shall the sale of wine and mixed beverages be permitted in a portion of this precinct between the hours of ten a.m. and midnight on Sunday for consumption off the premises where sold, where the status of such Sunday sales as allowed or prohibited in inconsistent with the status of such Sunday sales in the remainder of the precinct, (name of precinct) →?			

**PARTICULAR PREMISES LOCAL OPTION - NUISANCE  
(Submitted as a separate question)**

	YES	NO
(1) Shall the sale of beer and intoxicating liquor at (Insert address of the permit premises) → which was adjudged to be a nuisance to the public by (Insert name of the court, including name of the political subdivision of the court, issuing such judgment) →		
on (Insert the date the judgment was issued by the court) be permitted in this precinct? →		

\_\_\_\_\_  
County Board of Elections

Signed at:

\_\_\_\_\_, Ohio the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chair

	<b>Member</b>
	<b>Member</b>
	<b>Member</b>

**Attest:**

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**Director**

(This Certificate of "Official Result of Election" is to be made in duplicate, and one copy forwarded immediately to the Secretary of State, Columbus, Ohio, and one copy forwarded to the Division of Liquor Control, Columbus, Ohio. A plat of the precinct(s) showing and designating all streets and highways in the precinct shall be forwarded to the Division of Liquor Control with the results of the election. R..C. 4301.39)

## Official Certification for Absentee Ballots November 6, 2012 General Election

It is hereby certified by the  County Board of Elections that the following is the Official Report of Absentee Ballots cast and counted at the General Election held on Tuesday, November 6, 2012.

**Note:** Transmitted includes mailed, faxed, emailed, hand-carried, and delivered to nursing home or hospital.

**Sums are computed automatically. Do not overwrite the formulas in the cells highlighted in blue. Enter numbers only in the cells highlighted in yellow.**

Section A - Domestic Civilian Ballots			Total
Enter the total number of domestic civilian absentee ballots transmitted to voters. (Do not include absentee ballots sent to UOCAVA voters).	→		
Enter total number of domestic civilian absentee ballots cast by <u>in-person</u> voters	→		
<b>Grand total of domestic civilian absentee ballots</b>			0
1. Returned by voters and submitted for counting (includes both those that were later counted and those that were rejected)			
2. Returned as undeliverable			
3. Spoiled or replaced ballots			
4. Neither returned undeliverable nor returned by the voter			
5. Total			0
<b>Section B - Domestic Civilian Ballots Returned</b>			
Of the <u>total</u> number of absentee ballots returned by voters and submitted for counting how many were:			
1. Counted			
2. Rejected			
3. Total			0
<b>Section C - Reasons Domestic Civilian Ballots Rejected</b>			
Next, divide the total number of domestic civilian absentee ballots <u>rejected</u> into the following categories below indicating the reason why the absentee ballots were rejected:			
1. Ballot not received on time/missed deadline			
2. No voter signature			
3. Non-matching signature			
4. Ballot returned without ID envelope			
5. Different address on ID envelope than in voter's record			
6. Voter's ID envelope contains insufficient information			
7. Multiple ballots returned in one envelope			
8. Voter deceased prior to date ballot was cast			
9. First-time voter without proper identification			
10. Non first-time voter without proper identification			
11. Contains a ballot voter is not entitled to vote			
12. Stub A is detached			
13. Total			0
<b>Section D - UOCAVA Ballots Transmitted</b>			
			Total
Enter the total number of absentee ballots transmitted to UOCAVA voters	→		
Enter total number of UOCAVA absentee ballots cast by <u>in-person</u> voters	→		
<b>Grand total of UOCAVA absentee ballots</b>			0
Next, divide the total number of absentee ballots to UOCAVA voters into the following categories below:			
1. Uniformed services voters - domestic and foreign			
2. Non-military/civilian overseas voters			
3. Total			0
<b>Section E - UOCAVA Ballots Returned</b>			
Of the UOCAVA absentee ballots how many were:			
1. Returned by voters (include both those that were later counted and those that were rejected)			
2. Returned as undeliverable			
3. Spoiled or replaced ballots			
4. Neither returned undeliverable nor returned by the voter			
5. Total			0

The total of domestic civilian absentee ballots computed in LINE 13 must equal the total computed in LINE 18, i.e. LINE 13=LINE 18. Do not return spreadsheet until you have entered the numbers correctly.

The total of domestic civilian absentee ballots returned by voters and submitted for counting entered in LINE 14 must equal the total computed in LINE 24, i.e. LINE 14=LINE 24. Do not return spreadsheet until you have entered the numbers correctly.

The number of absentee ballots returned and submitted for counting that were rejected (LINE 23) must equal the sum computed in LINE 40 [LINE 23=LINE 40]. Do not return spreadsheet until you have entered the numbers correctly.

The grand total of UOCAVA absentee ballots on LINE 46 must equal the total on LINE 51 and the total on LINE 59, i.e. COLUMN H, LINE 46, LINE 51 and LINE 59 are all the same number [LINE 46=LINE 51=LINE 59]. Do not return spreadsheet until you have entered the numbers correctly.

The total of UOCAVA ballots and FWABs returned and submitted for counting [LINE 62] must exceed or equal

the number of UOCAVA ballots returned [LINE 55].

<b>Enter the total number of all UOCAVA ballots (including regular UOCAVA absentee ballots and Federal Write-in Absentee Ballots (FWAB) returned and submitted for counting</b>			
<b>Section F - Breakdown of UOCAVA and FWAB Ballots that were returned and submitted for counting</b>	<b>Non FWAB</b>	<b>FWAB</b>	<b>Total</b>
<b>Divide the total number of UOCAVA ballots returned and submitted for counting into each category of UOCAVA voter below:</b>			
1. Uniformed services voters - domestic and foreign			
2. Non-military/civilian overseas voters			
3. Total UOCAVA and FWAB ballots returned	0	0	0
			<b>Total</b>
<b>Enter the total number of all UOCAVA ballots (including regular UOCAVA absentee ballots and Federal Write-in Absentee Ballots (FWAB) counted</b>			
<b>Section G - UOCAVA and FWAB Ballots Counted</b>			
<b>Divide the total number of UOCAVA ballots counted into each category of UOCAVA voter below:</b>	<b>Non FWAB</b>	<b>FWAB</b>	<b>Total</b>
1. Uniformed services voters - domestic and foreign			
2. Non-military/civilian overseas voters			
3. Total UOCAVA and FWAB ballots counted	0	0	0
			<b>Total</b>
<b>Section H - Reasons UOCAVA Ballots Rejected</b>			
<b>Enter the total number of UOCAVA ballots (including regular UOCAVA absentee ballots and Federal Write-in Absentee Ballots (FWAB) rejected.</b>			
<b>Divide the total number of all UOCAVA ballots rejected into the following categories below indicating the reason the absentee ballots were rejected.</b>	<b>Non FWAB</b>	<b>FWAB</b>	<b>Total</b>
1. Ballot not received on time/missed deadline			0
2. No voter signature			0
3. Non-matching signature			0
4. Ballot returned without ID envelope			0
5. Different address on ID envelope than in voter's record			0
6. ID envelope contains insufficient information			0
7. Multiple ballots returned in one envelope			0
8. Voter deceased prior to date ballot was cast			0
9. First-time voter without proper identification			0
10. Non first-time voter without proper identification			0
11. Contains a ballot voter is not entitled to vote			0
12. Stub A is detached			0
13. Total	0	0	0
			<b>Total</b>
<b>Section I - Breakdown of UOCAVA and FWAB Ballots that were rejected</b>	<b>Non FWAB</b>	<b>FWAB</b>	<b>Total</b>
<b>Divide the total number of UOCAVA ballots rejected into each category of UOCAVA voter below:</b>			
1. Uniformed services voters - domestic or foreign			
2. Non military/civilian overseas voters			
3. Total UOCAVA and FWAB ballots rejected	0	0	0

← The total number of all UOCAVA ballots (regular and FWAB) entered on LINE 62 must equal the total UOCAVA and FWAB ballots computed on LINE 67.

← The total number of all UOCAVA ballots counted (regular and FWAB) entered on LINE 70 must equal the total UOCAVA and FWAB ballots computed on LINE 75.

← The total number of UOCAVA ballots rejected (regular and FWAB) computed on LINE 77 must equal the total computed on LINE 91 and the total computed on LINE 97, i.e. LINE 77, LINE 91 and LINE 97 are all the same number [LINE 77=LINE 91=LINE 97]. Do not return spreadsheet until you have entered the numbers correctly.

Signed by:

	Chairperson
	Director
	Date

**Official Certification for Provisional Ballots  
November 6, 2012 General Election**

It is hereby certified by the  County Board of Elections that the following is the Official Report of Provisional Ballots cast and counted at the General Election held on Tuesday, November 6, 2012.

**Enter numbers only in the cells highlighted in yellow.**

Section A - Provisional Ballots Cast			Total
<b>Enter the total number of voters who cast provisional ballots</b>	→	→	
Next, divide the total number of voters who cast provisional ballots into the categories below:			
1. Counted the full ballot			
2. Counted part of the ballot			
3. Rejected ballot			
4. Total			0

← The total number of voters who cast provisional ballots is the same number as the computed total on Line 18, i.e. LINE 13=LINE 18. Do not return spreadsheet until you have entered the numbers correctly.

Section B - Reasons Provisional Ballots Were Rejected			
Next, divide the total number of provisional ballots rejected (see Section A, #3 above) into the following categories indicating the reason the provisional ballots was rejected:			
1. Voter not registered in the state			
2. Voted registered in state but voted in the wrong precinct and polling location			
3. Voted registered in state, voted in correct polling place but wrong precinct, however, pollworker had directed voter to correct precinct and pollworker completed Form 12-D			
4. Voter failed to sign provisional envelope and board unable to determine if voter is registered			
5. Voter failed to print full name on provisional envelope and board unable to determine if voter is registered			
6. Voter failed to print or sign name in correct place on the provisional ballot envelope and board unable to determine if voter is registered			
7. Non-matching signature on provisional envelope			
8. Ballot missing from provisional envelope			
9. Voter already voted			
10. Challenge to voter's eligibility or registration upheld			
TOTAL			0

← The computed sum on LINE 32 must equal the number of rejected ballots entered on LINE 17 in Section A. Do not return spreadsheet until you have entered the numbers correctly.

Signed by:

	Chairperson
	Director
	Date