Addendums
Addendum A - Spoiling a Ballot

If the voter mismarked or destroyed their In-Person Paper Ballot or In-Person DRE ballot, you should mark the ballot as spoiled and issue another ballot.

1. Pull up the voter's record and click on the ballot you need to spoil. Make certain it's the correct ballot.
   [The Ballot Details screen will open]

2. Click on the Spoil button
   [The top left corner of the Ballot Details screen will display Ballot spoiled successfully]

3. Click on the Close button to close the Ballot Details screen
Addendum A - Spoiling a Ballot continued

There is a 3 ballot limit for In Person voting. The system does not give a ballot limit pre-warning, but the in-person issue ballot buttons will be automatically disabled after the third ballot is issued. There is no limit to the number of mail ballots that can be issued to a voter (until, of course, the voter casts their ballot).

[ The ballot line should display xSpoiled ]

4. Issue the voter another In-Person ballot

![Ballot Information](image-url)
If a ballot has been issued to a voter incorrectly (i.e. wrong voter), the vote credit may be “undone”. This will issue an administrative void to the ballot and voting credit so that the voter may vote a regular ballot at a VSPC. You must have the VSPC Ballot Admin role to undo vote credit.

1. Pull up the voter's record and click on the ballot that needs to be undone. Make certain it's the correct ballot.

   [The Ballot Details screen will open]

2. Enter a reason in the Comment box to document why the ballot is being undone.

3. Click on the Undo button.

   [The top left corner of the Ballot Details screen will display Ballot Undone successfully]

4. Click on the Close button to close the Ballot Details screen.
[The ballot line should display \textit{x}Undone\textbf{]}

5. Issue the voter another ballot, if necessary.
Addendum C - Transfer Ballot

You **cannot** transfer ballot(s) to a voter who has already voted.
You **cannot** transfer ballot(s) to a non-survivor record that has been merged.

You may need to transfer a ballot from one voter to another if you have issued a voter credit in error. This is a common mistake when a Junior/Senior reside in the same county.

You must have **VSPC Ballot Admin** role to transfer in-person ballots.

**Research**
1. Search for both voters to research what actions transpired

In this example: **George Barnett (Voter A)** has In Person-DRE vote credit, but it was given in error. It was actually **George Barnett II (Voter B)** that voted at the VSPC, however Voter B still has a ballot in the “sent” stage.

2. Write down the Voter ID# for each voter
Transfer in-person vote credit from voter A to voter B, so the correct voter receives credit for voting.

3. Pull up the voter record for Voter A who has in person vote credit and click on the Voted ballot. Make certain it’s the correct ballot.

[The Ballot details screen will open]

4. Enter the Voter ID# of Voter B to whom the ballot(s) will be transferred in the Transfer Voter ID field.

5. Click the Transfer button
6. Verify Transfer message and click **OK** only if it is correct. Otherwise, click the **Cancel** button.

[The top left corner of the Ballot Detail screen will display **Ballot successfully transferred to Voter#**]

The in person ballot has been transferred to Voter B.
Addendum C - Transfer Ballot Cleanup

Now you must cleanup Voter A’s record by “unvoiding” the mail ballot because George senior is still eligible to vote.

1. Click on the ballot line for the voided mail ballot
2. On the Ballot Details screen, click on the Unvoid button. You will receive the message: Ballot unvoided successfully.
3. Click the Close button.

Now the voter has an Active mail ballot.
Addendum C - Transfer Ballot Cleanup

The in person-DRE ballot was transferred to Voter B. Now you must cleanup Voter B's record by "voiding" the mail ballot.

1. Click on the ballot line for the active mail ballot

2. On the Ballot Details screen, click on the **Void** button. You will receive the message: **Ballot voided successfully.**

3. Click the **Close** button.
## Addendum D - Voter Has Multiple Records

<table>
<thead>
<tr>
<th>SCENARIO</th>
<th>SELECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active + Cancelled</td>
<td>Active record</td>
</tr>
<tr>
<td>Inactive + Cancelled</td>
<td>Inactive record</td>
</tr>
<tr>
<td>Incomplete + Cancelled</td>
<td>Incomplete record</td>
</tr>
<tr>
<td>Active + Inactive</td>
<td>Active record</td>
</tr>
<tr>
<td>Cancelled + Cancelled</td>
<td>Record with most recent County Reg Date</td>
</tr>
<tr>
<td>Combination of Active, Inactive and Incomplete</td>
<td>Active record</td>
</tr>
</tbody>
</table>
The CDOR Verification screen appears

- Compare the information on the CDOR Verification voter line to the “You entered” line.

- (Most Common) Look at the registration form and verify the correct spelling of the voter’s full name. Did the voter’s last name change? If the last name changed, it is still a voter match provided all other minimum matching criteria exists.

- Verify Date of Birth, DL and SSN numbers were entered accurately. If the DL was entered correctly and it is being used by another voter, go into each voter record to view scanned images or CDOR Search to resolve the discrepancy.

- Click the Edit Keyline button to correct typos, if applicable. Then Perform Checks again to initiate another SCORE check.

- After researching and resolving the discrepancy, respond to the CDOR question “Is this the voter’s CDOR record?” to proceed.
| The CDOC screen appears and the record is **not** a match | Click No Match – Proceed with Update (or New Voter)  
Continue processing the voter |
|---------------------------------------------------------|-------------------------------------------------------------------|
| The CDOC screen appears and the record is a match and the voter states s/he is on probation | The voter is eligible to vote  
Click No Match – Proceed with Update (or New Voter)  
Continue processing the voter |
| The CDOC screen appears and the record is a match and the voter states s/he is on parole | The voter is **not** eligible to vote.  
Click on the matching felon record.  
WebSCORE will not allow you to issue a regular ballot; however you can issue a provisional ballot if the voter still insists on casting a ballot |
| The CDOC screen appears and the voter claims that s/he:  
• Was cancelled in error  
• Is not currently serving a sentence or confinement for a felony conviction  
• Is not serving a sentence of parole for a felony conviction | Have the voter fill out the Colorado Voter Registration form on Clerks’ Corner under SOS Approved Forms.  
Click No Match – Proceed with Update (or New Voter)  
Continue processing the voter |
| The CDPHE screen appears and the record is not a match | Click No Match – Proceed with Update (or New Voter)  
Continue processing the voter |
|---|---|
| The CDPHE screen appears and the record is a match | Research the validity of the cancellation  
An individual who was cancelled because of a CDPHE match that s/he believes was erroneous has 2 options:  
The person can present ID and explain that the match was an error; or the person can provide a signed statement that includes their name, residential address and date of birth and that explains the error. If the elector does either, he or she is reinstated. |
You have completed Addendums.

Print this page to show completion of this section.

Print your name

Date