

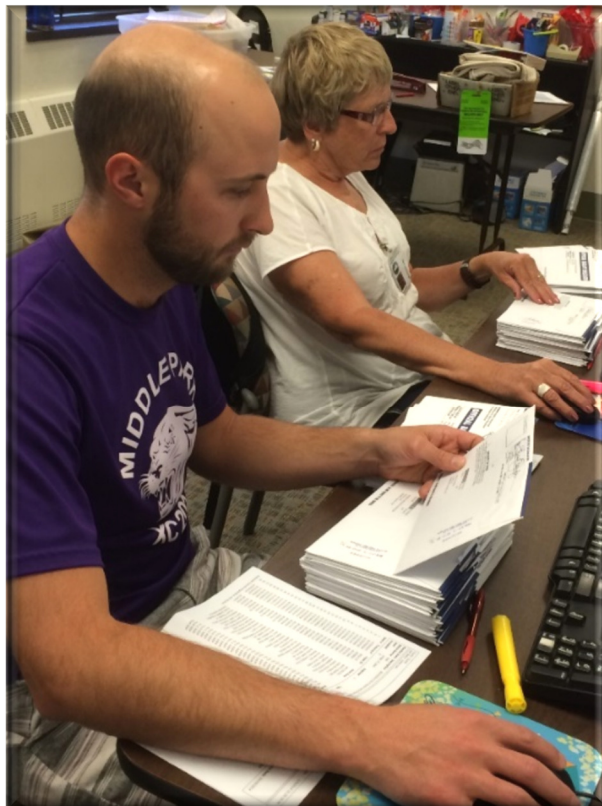
## Signature Verification

Once ballots have been scanned into the state voter registration system as received, they are ready to be processed by the Signature Verification judges. Signature verification is the process of comparing the signature on the back of the voter's ballot return envelope with that voter's signatures which are scanned into the state voter registration system database.

Each time that a voter completes a voter registration form, the signature used is captured and scanned into the voter's record. Each time that a voter signs a ballot envelope, that signature is captured and scanned into the voter's record. These are the signatures that are compared against the signature on the current ballot return envelope. This process ensures that only the eligible elector can cast a ballot in an election.

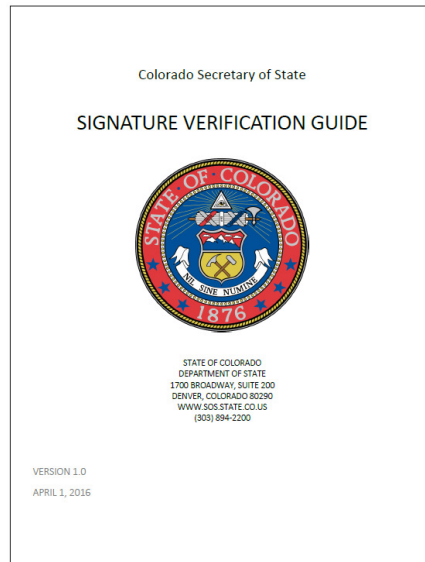
Each signature verification judge is required to take signature verification training prior to being a signature verification judge. Every voter writes differently and no voter signs his/her name exactly the same way twice. This training assists the judges in determining whether or not the signatures are consistent with each other.

The judges analyze both broad characteristics and local characteristics of the two signatures. Does the voter sign using cursive or does the voter use printing? Is the signature slanted forward or backward or is it straight up and down? The speed of writing is analyzed – was it smooth and harmonious or slow and deliberate? The overall size, proportion, and spacing of the letters and letter combinations are examined. Spelling and punctuation are analyzed. In addition, the judges can look at individual characteristics of letters, letter combinations, and the signature. How does the voter dot his "i" or cross his "T"? What is the frequency of pen lifts? What do the beginning and ending strokes look like?



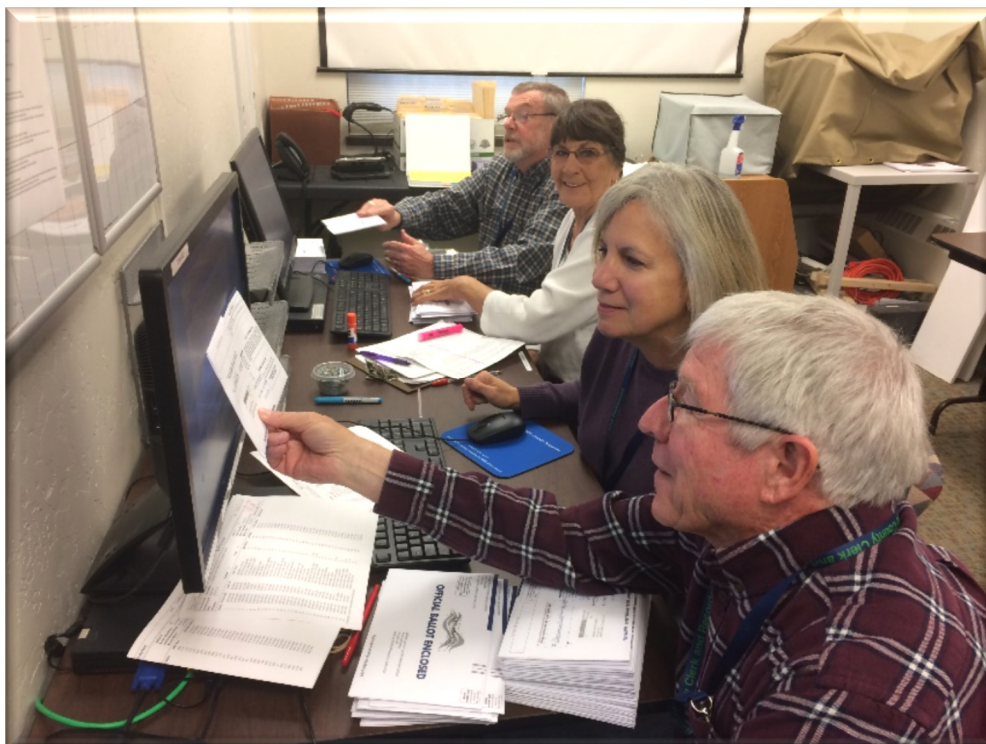
Scott Hicks (Democrat) and Sandra Strickland (Republican) verify ballot signatures

The signature on the ballot envelope is compared against the voter's most recent signature in the state voter registration system by both a Republican citizen election judge and a Democratic citizen election judge. Each judge makes his/her assessment of the signature independently using the signature verification guide and corresponding training.



Any signatures deemed discrepant by the individual judges are marked on their individual reports.

The bipartisan team of judges then reviews the reports for the differences between the judges. The team can then re-review and re-assess those particular signatures. Additional signatures for the voter will be examined.



Bill Heffron (Democrat), Judith Dickson (Republican), Barbara Heffron (Democrat) and Gary McGraw (Republican) resolve signature verification issues


If the bipartisan team of judges decide that the signatures match, the voter's ballot is accepted and the state voter registration system is updated to indicate such.

### Mail Ballot Status

Election Name	Election Date	Ballot Status
2016 Grand County General Election	11/08/2016	Your county accepted your ballot, and it will be counted

[www.govotecolorado.com](http://www.govotecolorado.com) shows your ballot status

If the bipartisan team of judges deems that the signatures do not match, additional signatures from the voter's record may be accessed for additional comparison. If the bipartisan team of judges still feels that the signatures do not match, the ballot is rejected for signature discrepancy and a letter is generated to the voter.



**GRAND COUNTY CLERK AND RECORDER**

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_

**Re: Mail Ballot Return Envelope Signature Discrepancy**

Dear Name: \_\_\_\_\_

We have received your voted ballot for the June 28, 2016 Primary Election. Colorado Election Law requires us to compare the signature on your return envelope with the signatures in your voter registration record in order to verify your identity. Unfortunately, we were unable to verify your signature and require confirmation that you returned a ballot to our office.

In order for your ballot to count, you must complete, sign, and return the enclosed form by the close of business on the date specified on the enclosed form. Please note that you may also be required to return a photocopy of your identification.

If you have questions, please call our office at 970-725-3065. You may return your fully completed form by mail, fax, or email to:

**Grand County Clerk and Recorder**  
308 Byers Avenue  
PO Box 120  
Hot Sulphur Springs, CO 80451  
Fax: 970-725-0100  
Email: [grandelections@co.grand.co.us](mailto:grandelections@co.grand.co.us)

Thank you for your assistance.

Sincerely,


Sara L. Rosene  
Grand County Clerk & Recorder

SOS Approved 1/8/2016      Sections 1-1-10(19.5), 1-7-5-107.3, and 1-13-805, C.R.S.

#### Signature Affidavit Form

For County Office Use Only:  
Date of Receipt: \_\_\_\_\_  
Elector's Name: \_\_\_\_\_  
Voter ID #: \_\_\_\_\_

**1. Select a box (you must select one)**

**Yes, I returned my voted ballot**  
 You must return a copy of acceptable ID with this form.  

You can find a list of acceptable IDs at the bottom of this form. If your ID lists an address, it must be a Colorado address.

OR

**No, I did not return my voted ballot**  

You are not required to include a copy of ID when you return this form.  
If you select this box or if you fail to return this form, we will not count this ballot.  
Under either circumstance, we will turn over this discrepancy to the District Attorney's Office for investigation.

**2. Sign.**

I swear or affirm under penalty of perjury that the information I have provided is true and correct. Any person who knowingly violates provisions of the Election Code related to casting ballots, or helps commit fraud related to casting ballots, shall be punished by a fine of not more than five thousand dollars or by imprisonment in the county jail for not more than eighteen months, or both.

Your signature or mark \_\_\_\_\_ Today's date (dd/mm/yyyy) \_\_\_\_\_

**3. Return this form**

Return this form and a copy of your ID, if applicable, to the Clerk and Recorder's Office by **November 16, 2016**. You may return it by mail, fax, or email to:

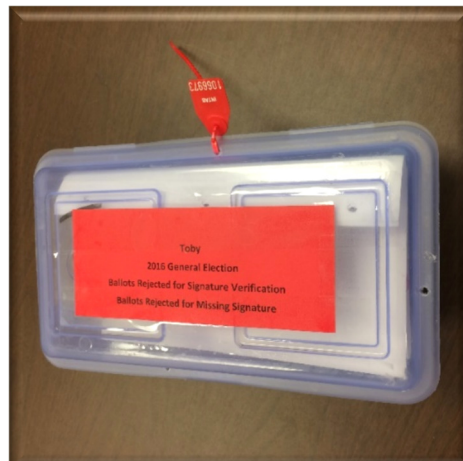
**Grand County Clerk and Recorder**  
PO Box 120  
Hot Sulphur Springs, CO 80451  
Fax: 970-725-0100  
Email: [grandelections@co.grand.co.us](mailto:grandelections@co.grand.co.us)

**Acceptable Forms of Identification**

- A valid Colorado driver's license
- A valid identification card by the Department of Revenue
- A valid employee identification card with a photograph of the eligible elector issued by any branch, department, agency, or entity of the United States government or of this state or by any county, municipality, school authority, or other political subdivision of this state
- A valid pilot's license issued by the Federal Aviation Administration or other authorized agency of the United States
- A valid United States military identification card with a photograph of the eligible elector
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the elector
- A valid Medicare or Medicaid card issued by the United States Health Care Financing Administration
- A certified copy of a birth certificate for the elector issued in the United States
- Certified documentation of naturalization
- A valid student identification card with a photograph of the eligible elector issued by an institution of higher education in Colorado
- A valid veteran identification card with a photograph of the eligible elector issued by the United States Department of Veterans Affairs Veterans Health Administration
- A valid identification card issued by a federally recognized tribal government certifying that membership
- Written verification that you are a resident of a group residential facility, are committed to the Department of Human Services, or are in the custody of the Department of Youth Corrections
- A valid United States passport

SOS Approved 1/8/2016      Sections 1-1-10(19.5), 1-7-5-107.3, and 1-13-805, C.R.S.

The related ballot is removed from the batch and placed in a separate container for signature discrepant ballots. All ballot envelopes are returned to a secure ballot box or storage container until the next process.



A voter who receives this letter and who did sign his/her ballot must complete and return the Signature Affidavit Form and return a copy of an approved form of identification. If the voter does this by the deadline, the ballot will be accepted and moved on in the process. If the voter does not do this by the deadline, the ballot will be rejected and a copy of the ballot envelope will be provided to the District Attorney for investigation. A log of all signature discrepancy is kept. The log includes the reason the signature was found discrepant and how many signatures were reviewed for that voter.

**Signature Verification Tracking Log**

Election Type \_\_\_\_\_ County \_\_\_\_\_ Election Date \_\_\_\_\_

Voter name	Tracking number (Voter ID)	Reason code 1-7 (see list below)	Number of research documents found	Date letter sent	Date letter returned and did it include a copy of an ID?		Counted	
					Yes	No	Yes	No
(Sample Line) Jerry Lewis	123456	1	2	10/11/05		10/14/05	X	

1. An obvious change in the slant of the signature
2. A printed name on one document and a cursive signature on another document
3. Differences in the size or scale of the signatures
4. Differences in the individual characteristics of the signatures, such as how the "i"s are crossed, "j"s are dotted, loops are made on "y"s or "j"s
5. Differences in the voter's signature style, such as how the letters are connected at the top and bottom
6. Ballots or envelopes from the same household have been switched
7. Other

Signature Verification Judge's Signatures

\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Signature

CRS 1-7-5-107.3, SOS Rule 7.8  
Revised 9.28.2015

