
Guidelines for Curing Absentee Ballots Submitted with Outdated Inner Envelopes

General Requirement- Staffing:

For curing purposes, **two (2)** Town Clerk staff members must be present when opening the **outer envelope**.

1. Opening the Outer Envelope

Do not immediately remove all contents.

After breaking the seal on the outer envelope:

1. Partially open the flap and **visually inspect** the contents.
2. Determine whether:
 - An inner envelope is present, and
 - Whether the ballot is inside the inner envelope or loose in the outer envelope.

Proceed according to the scenarios below:

2. Ballot is inside an inner envelope

A. Inner envelope is signed

- Remove the inner envelope.
- Verify that the voter **signed** the inner envelope.
- If signed: **Reseal the outer envelope with tape and process the ballot normally.**

B. Inner envelope is not signed

- Remove the inner envelope, keeping the ballot sealed inside.
- Because the inner envelope lacks a signature, initiate the curing process.*

3. Ballot is not inside the inner envelope

A. Inner envelope is present, but the ballot was not inserted into it.

- Remove **only** the inner envelope. Do not touch or remove the ballot.

- Check if the inner envelope is signed.
 - If the inner envelope is signed, process the ballot normally.
 - If the inner envelope is **not** signed, initiate the curing process.*

B. The inner envelope was not inserted into the outer envelope

- If the outer envelope contains only the absentee ballot with no inner envelope, **the ballot must be rejected. No curing allowed under these circumstances.****

4. Multiple ballots in the outer envelope

A. Two ballots, no inner envelope

- If the outer envelope contains **two ballots** and no inner envelope, both ballots must be rejected.**

B. One ballot inside the inner envelope and one ballot loose

- If one ballot is properly enclosed in the inner envelope and one ballot is loose:
 - **Reject** the ballot that is outside the inner envelope.
 - Because the absentee ballot does not include an outer envelope, it must be placed and sealed inside a **manila envelope**.
 - On the front of the manila envelope, clearly write:
Rejected: No Inner Envelope
 - No updates shall be made in CVRS
 - **Process** the ballot in the inner envelope normally if the inner envelope is signed.

C. Two inner envelopes enclosed

- If two inner envelopes are present:
 - Process the inner envelope corresponding to the issued outer envelope normally, if it is signed.
 - The inner envelope **not corresponding to the outer envelope** (i.e., not the correct voter) must be rejected.
 - Because the second absentee ballot does not include an outer envelope, it must be placed and sealed inside a **manila envelope**.
 - On the front of the manila envelope, clearly write:
Rejected: Two Ballots in Serial Numbered Envelope

- No updates shall be made to CVRS

* Curing Instructions

1. Any absentee ballot **awaiting curing** must be placed inside a **larger, sealed manila envelope**.
2. On the front of the manila envelope, please include the following information:
 - The **serial number** of the envelope
 - The **voter's name**
 - The **voter's voting address**
 - The **district**
 - The **date of the election, primary, or referendum**
3. (You may attach the **absentee ballot label generated in CVRS** instead of writing this information manually.)
4. Below the voter information, the following statement **must** appear:
Cure Eligible: Missing Signature
5. The manila envelope may **only be opened by the voter**.
6. The manila envelope must also be **segregated from all properly received absentee ballots** and **securely stored in the Town Clerk's vault**.
7. The voter's absentee ballot record in **CVRS** must be updated.
>Under **Return Type**, select: "**Cure Eligible.**"

**Rejected Ballots

- ïò Any absentee ballot that is **rejected** must be **sealed with tape** to prevent further handling.
- îò On the **serial-numbered envelope**, the Town Clerk must clearly write: **Rejected: Missing Signature**
 - The Town Clerk must also update the voter's absentee ballot record in **CVRS**.
>Under **Return Type**, select: "**Rejected.**"
- 3. The rejected ballot must be **segregated from all properly received absentee ballots** and **must not be turned over for counting purposes**.