



U.S. ELECTION ASSISTANCE COMMISSION

2016 Election Administration and Voting Survey

Supplemental Instruction Manual

The information in this Supplemental Instruction Manual (SIM) to the 2016 Election Administration and Voting Survey (EAVS) explains each question so that you can fill out the questionnaire accurately. It contains detailed information, definitions, and guidance—question by question—that will help you provide the appropriate election data for your State.

Please read this document carefully before answering the survey. A number of important updates were made in response to your feedback on the 2014 EAVS. Several questions in Section B are no longer required. Though the survey questions have not changed, many items have been clarified and key terms defined. Certain key terms are underlined and in blue. If you press “Ctrl” and click the word, it will take you to the definition of the term. We hope these updates save you time and effort in completing the survey and help you to provide more reliable and accurate information.

In all cases, please use the **Comment** boxes as needed to provide us with additional information regarding how you answered the questions, including any explanations about the quality of the data you are providing. This will help us analyze and present the data more accurately. Your explanations do not need to be detailed or lengthy; we can come back to you for further information if needed. If a question asks for information that your State or jurisdiction does not collect, select “Data not available” or enter “N/A” for that item.

Although we have tried to make this manual as complete as possible, we know it may not answer all of your questions. Additional documentation and information about the EAVS survey is available on the project website: <https://EAVSportal.com>. Should you have questions or need assistance, please contact the project support team at EAVS@forsmarshgroup.com or email or call your EAVS technical assistance person.

Thank you in advance for all your hard work in helping to make the U.S. Election Assistance Commission’s 2016 Election Administration and Voting Survey the most successful yet!

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SECTION A: VOTER REGISTRATION

A1. Total Number Registered and Eligible Persons

This question refers to the number of *people* (not votes or ballots) who were registered and eligible to vote in the November 2016 general election. This includes all individuals who registered to vote through the close of voter registration rolls for the election. For States with Election Day voter registration, registered and eligible voters include all individuals who registered to vote through the close of the polls on Election Day.

The number of registered and eligible persons should *NOT* include:

- Individuals who registered to vote after the close of registration for the 2016 general election and were not be eligible to vote in the election;
- Persons under the age of 18 registered under a “pre-registration” program.

If your jurisdiction’s number includes any special groups or situations that we should be aware of, please use the **A1 Comments** box to tell us.

A2. Active and Inactive Registered Voters

States, and sometimes jurisdictions within a State, differ in how they calculate and report the official number of registered voters. Some jurisdictions routinely report both active and inactive voters, and others only report active registered voters. To document differences between the numbers reported in this survey versus other official reports, this question asks which voters were included as part of your response to question **A1a** for your State’s total number of people registered and eligible to vote. For this question:

Active voters: Fully eligible voters who have no additional processing requirements to fulfill before voting.

Inactive voters: Voters who remain eligible to vote but require address verification under the provisions of the National Voter Registration Act.

This question is similar to one asked in the Statutory Overview document but is repeated here because some localities in the same State may calculate this number differently.

A3. Active and Inactive Registered Voters

This question separates the total number of people [registered and eligible](#) to vote that were reported in **A1a** into two parts:

- A3a.** [Active](#): If only active voters were included in **A1a**, then the response for **A3a** will be the same as the number reported in **A1a**.
- A3b.** [Inactive](#): If your State or jurisdiction does not classify voters as “Inactive” check the “Data unavailable box” for question **A3b** and note in the **A3 Comments** box that your State does not use this classification.

A4. Same Day Voter Registration

This question is intended to capture not only States with Same Day Voter Registration or Election Day Registration, but also the growing number of States that have some variation of Same Day Voter Registration, such as allowing registration on the same day for early voting. Note that this question is about registration *forms*, and not ballots cast or votes.

For example, imagine an unregistered person: Were there any circumstances in the November 2016 general election in which this person could have registered and voted on the same day in your jurisdiction? If there were no such circumstances, please check the “Not Applicable” box and skip to question **A5**. If there were such circumstances, provide the number of these same-day registrations that were submitted in **A4a**, and the reason why in **A4b**.

A5. Total Registration Forms Processed—2014 to 2016

These questions ask about the number of registration forms processed in your jurisdiction from the close of registration for the November 2014 general election through the close of registration for the November 2016 general election. For example, a State with a voter registration deadline of 15 days before Election Day should include all forms received 14 days before the 2014 Election Day through 15 days before the 2016 Election Day. In States with Same Day Voter Registration or Election Day Registration, all registrations received after the close of the polls on Election Day in 2014 until the close of the polls on Election Day 2016 should be included in your answers.

A5a. Total: All registration forms received between the close of registration for the November 2014 general election and the close of registration for the November 2016 general election.

Next, divide the total number of registration forms reported in **A5a** into the following categories:

A5b. New valid registrations: All successful registrations that were not invalidated or rejected and did not duplicate or modify a previously existing registration in the jurisdiction.

A5c. New “pre-registrations” of persons under age 18: All registrations submitted by persons under the age of 18 years so that they will be registered when they become of voting age.

A5d. Duplicates of existing valid registrations: Applications to register submitted by persons already registered to vote at the same address, under the same name and personal information (e.g., date of birth, social security number, driver’s license, etc.), and the same political party (where applicable).

A5e. Invalid or rejected registrations: Registrations that did not meet the requirements of eligibility because they were not completed properly or the individual was excluded from being able to register in a jurisdiction.

A5f. Changes to name, party or within-jurisdiction address change registrations: Registrations that modified or edited voter information for individuals with current valid registrations.

A5g. Address changes that cross jurisdiction borders registrations: Registrations that modified or edited the address of persons with current valid registrations, where the address change places them in a different jurisdiction (such as a different county) from their current registration.

Use items **A5h** through **A5i** for any registration forms that cannot be placed into any of the categories specified in **A5b** through **A5g**.

A6—A9. Total Registration Forms Processed, by Source

These questions asks about the *source* for each voter registration form reported in question **A5a**, and whether the form was a new registration, a duplicate of an existing registration, or an invalid or rejected registration.

- A6.** Total forms received: For every form reported in **A5a**, provide the source of the registration. Because not all registration categories are included as part of this series of registration-source questions, the sum of the numbers entered in **A7**, **A8**, and **A9** might not equal **A6**.
- A7.** New registrations: For every new valid registration reported in **A5b**, provide the source of the registration. This should not include pre-registrations of persons under the age of 18.
- A8.** Duplicate registrations: For every duplicate registration reported in **A5d**, provide the source of the registration.
- A9.** Invalid or rejected registrations: For every invalid or rejected registration reported in **A5e**, provide the source of the registration.

Questions **A8** and **A9** are mutually exclusive—duplicate registrations included in **A8** should not be included as invalid or rejected registrations in **A9**, and vice versa. If your jurisdiction does not track these categories separately, please mark the “Data not available” box.

- A6--A9c.** Submitted via the Internet: Include only registration forms that were completed and submitted through a web-based system. A form that was filled out online but submitted via email or printed and submitted via mail should be included under **A6—A9a**, “Individual voters submitting applications by mail, fax, or email.”

Use items **A6—A9j** through **A5—A9o** for registration forms received from sources other than those specified in **A6a—A9a** through **A6i—A9i**.

A10. Total Confirmation of Registration Notices Sent to Voters

These questions ask about the total number of confirmation notices as defined under National Voter Registration Act (NVRA) Section 8 (d) (1) (B) and Section 8 (d) (2). Although NVRA distinguishes between “confirmation notices” and “removal notices,” some jurisdictions refer to “confirmation notices” as “removal notices” or something else. If your State is exempt from NVRA, please provide the information on confirmation notices as requested, but explain in the **A10 Comments** box why voters received a confirmation notice and include any differences from the NVRA’s definition of “confirmation notices.”

A10a. Total number of confirmation notices sent to registered voters: The total number of confirmation of registration notices sent to voters during the same two-year registration period used in question **A5**. Include both the notices sent because there was an indication that the registrant no longer resides in the jurisdiction and the notices sent because the voter has not voted or attempted to vote during the two-year period.

Next, divide the total number of confirmation notices reported in **A10a** into the following categories:

A10b. Received back from voters confirming registration: The total number of notices returned that confirmed an individual was still eligible to vote in the jurisdiction.

A10c. Received back confirming registration should be invalidated: The total number of notices returned that confirmed an individual was no longer eligible to vote in the jurisdiction or no longer wanted to be registered to vote.

A10d. Returned back as undeliverable: The total number of notices returned by the post office because the U.S. Postal Service could not deliver the notice.

A10e. Status unknown: Any notice that was sent to a voter but was not received back confirming registration (**A10b**), confirming invalidation (**A10c**), or returned as undeliverable (**A10d**).

Use items **A10f** through **A10h** for notices that cannot be placed into any of the categories specified in **A10b** through **A10e**.

A11. Total Voters Removed from Registration Rolls – 2014 to 2016

These questions ask about the total number of voters removed from registration rolls during the same two-year period used in question **A5**.

A11a. Total number of voters removed: Include only those completely removed from the list of registered voters, not records moved to an inactive list.

Next, divide the total number of voters removed that were reported **A11a** by the reason for removal. Use items **A11h** through **A11k** for voters who were removed for reasons other than those specified in **A11b** through **A11g**. Note that **A11b** through **A11k** should add up to the total given in **A11a**.

SECTION B: *UOCAVA* Ballots

The questions in this section of the survey reflect the need to fully understand *the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)* voting process, which serves an important population segment of the American electorate.

An individual who registers and requests an absentee ballot using a Federal Post Card Application (FPCA) is covered by *UOCAVA*. However, your State may cover additional individuals under *UOCAVA*. For example, a National Guard member activated on State orders is often considered a *UOCAVA* voter under State law. Your State may also allow people to request *UOCAVA* status using a State form or another mechanism. For most of Section B, use your State's definition of *UOCAVA* to answer the question. For the questions that specifically ask about the FPCA, only report data on those voters covered by *UOCAVA* who submitted an FPCA.

For some questions, your jurisdiction might not have collected data on a specific population, category, or ballot type. If your jurisdiction did *not* collect data on the item, enter "N/A" or mark the "Data not available" box. If your jurisdiction did collect data, but *zero* voters fell into this category, enter "0."

The Federal Voting Assistance Program (FVAP), the Council of State Governments' (CSG), Overseas Voting Initiative, and the Election Assistance Commission (EAC) have worked together to streamline Section B. As a result, several questions do not need to be answered as part of the 2016 EAVS. Please do *not* answer the following questions in Section B: **3a, 4a–4c, 5a–5c, 6a–6c, 7a–7c, 23, 28a–28e, 32a–32e, and 35.**

Types of *UOCAVA* Voters

UOCAVA serves several populations of U.S. citizens. Below are the *UOCAVA* voter categories that are listed on the FPCA and how they correspond to the voter-type categories that are in this section of the survey:

Uniformed Services voters—domestic or foreign

- I am a member of the Uniformed Services or Merchant Marine on active duty **OR**
- I am an eligible spouse or dependent

Non-military/civilian overseas voter

- I am a U.S. citizen residing outside of the United States, and I intend to return
- I am a U.S. citizen residing outside of the United States, and my return is not certain
- I am a U.S. citizen and have never resided in the United States

It is very important to remember that the spouse or dependent of a Uniformed Services member or member of the Merchant Marine is also considered a Uniformed Services voter under *UOCAVA*. **Military spouses should be categorized as Uniformed Services voters, *not* as civilian overseas voters or “Other.”**

Types of *UOCAVA* Absentee Ballots

Section B asks about two types of absentee ballots:

Transmitted ballots: These ballots are ballots your office sent to voters, including ballots sent via postal mail, email, fax, or other modes.

Federal Write-in Absentee Ballots (FWAB): These ballots are ballots that originated from the *UOCAVA* voter who did not receive their requested absentee ballot in time. On the FWAB, the voter lists each office and either the candidate’s name or party for whom the voter is casting a vote.

B1. UOCAVA Ballots Transmitted to Voters

B1a. Total [transmitted](#): The total number of *UOCAVA* ballots sent to voters for the November 2016 general election. If the total number of *UOCAVA* ballots transmitted is zero, enter “0” for **B1a** and skip to **B19**.

Next, divide the total number of transmitted *UOCAVA* ballot that were reported in **B1a** into [Uniformed Services](#) and [overseas civilian](#) voters. Use items **B1d** and **B1e** for ballots transmitted to *UOCAVA* voters that cannot be classified as Uniformed Services or overseas civilians. The total number of transmitted ballots transmitted in categories **B1b** through **B1e** should sum to the total number of absentee ballots transmitted to *UOCAVA* voters as entered in **B1a**.

B2. Return of Absentee Ballots Transmitted to UOCAVA Voters

These questions ask about the status of all of the absentee ballots [transmitted](#) in **B1a**. Separate the total number of absentee ballots transmitted to *UOCAVA* voters that was entered in **B1a**, into each of the categories shown below. The total number of *UOCAVA* ballots transmitted in categories **B2a** through **B2g** should sum to the total number entered in **B1a**.

- B2a.** [Ballots returned and submitted for counting](#): All *UOCAVA* ballots returned by voters, regardless of whether or not the ballots were later counted or rejected. *UOCAVA* ballots returned as undeliverable should *not* be included in this number.
- B2b.** [Ballots returned as undeliverable](#): All *UOCAVA* ballots that were returned by any postal mail service, or were bounced back from an attempt at email delivery, or were otherwise undeliverable by other transmission modes. We are interested in only those ballots that were returned as undeliverable and if the voters’ mailing address, email address, or fax number could not be updated successfully.
- B2c.** [Spoiled ballots](#) (also referred to as “voided” ballots): *UOCAVA* ballots that were incorrectly marked or impaired in some way. In such cases, a replacement ballot may be issued so that the voter can correctly mark the ballot. An absentee voter who surrenders his or her absentee ballot in a polling place in order to vote in person is considered to have spoiled his or her absentee ballot.
- B2d.** [Status unknown](#): This category includes all transmitted *UOCAVA* ballots that were *not* returned by the voter, spoiled, returned as undeliverable, or otherwise tracked by your office.
- B2e.** [Other ballot status](#): If your office uses other categories to track *UOCAVA* ballots, separate them into additional categories and provide a short label for each (items **B2e** through **B2g**).

Because Section B has been streamlined, do not answer questions 3a, 4a–4c, 5a–5c, 6a–6c, or 7a–7c.

B8. Total *UOCAVA* Ballots Counted

Ballots counted: The number of *UOCAVA* ballots that were processed and the votes included in the canvas of election results. This includes ballots transmitted and FWABs.

B9—B12. *UOCAVA* Ballots Counted by Type of Ballot

For these questions, categorize the total number of *UOCAVA* ballots counted that were in **B8a** by voter type (Uniformed Services or non-military overseas civilian). Use item **B9c** for ballots from *UOCAVA* voters who cannot be classified as Uniformed Services or overseas civilians. Items **B9a**, **B9b**, and **B9c** should sum to the total provided for **B8a**.

Next, divide the total number of *UOCAVA* ballots counted from each *UOCAVA*-voter type in **B9a** through **B9c** by ballot type:

B10. Absentee ballot: These are official State ballots transmitted to *UOCAVA* voters.

B11. FWAB: These ballots originated from the voter who did not receive their requested absentee ballot in time. On the FWAB, the voter lists each office and then either the candidate's name or party for whom the voter is casting a vote.

Use items **B12a** through **B12c** for ballots counted that cannot be classified as either absentee or FWAB.

Ballots counted by type should sum to the total number of ballots for each category of voter. For example, **B10a**, **B11a**, and **B12a** should sum to the number provided for **B9a**.

If your jurisdiction is unable to distinguish between *UOCAVA* absentee ballots counted and FWABs counted, then complete **B9a–c** and mark “Data not available” or enter “N/A” for **B10a–c** and **B11a–c**.

Example 1: In the example below, the jurisdiction counted 216 ballots from Uniformed Services voters, four ballots returned by non-military/civilian voters, and zero ballots from other types of voters for a total of 220 *UOCAVA* ballots counted. This jurisdiction is unable to specify whether these were absentee ballots or FWABs and, therefore, checked the “Data not available” box for these categories.

		Of the total <i>UOCAVA</i> ballots counted (as entered in B8a), how many were ballots of each of the following ballot types:			
B9. All <i>UOCAVA</i> ballots		B10. Absentee ballots	B11. FWAB	B12. Other type of ballot →	
Data not available		Data not available	Data not available	Data not available	
▼		▼	▼	▼	
Type of <i>UOCAVA</i> voter:					
a. Uniformed services voters – domestic or foreign	216 <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
b. Non-military/civilian overseas voters	4 <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
c. Other type of voter →	0 <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
comments: _____					
TOTAL	B8a				

If your jurisdiction knows how many *UOCAVA* absentee ballots and FWABs were counted but is unable to distinguish between the ballots counted that were submitted by military versus non-military/civilian *UOCAVA* voters, then enter the number of absentee ballots and FWABs counted by all *UOCAVA* voters in row c and use “Data not available” for rows a and b.

Example 2: In the example below, the jurisdiction had 50 UOCAVA ballots that were submitted for counting, 45 of which were absentee ballots, five of which were FWABs, and zero from other types of ballots. However, this jurisdiction is not able to determine how many of these absentee ballots or FWABs came from Uniformed Services voters or how many came from non-military/civilian voters and, thus, checked the “Data not available” box for these items.

		<i>Of the total UOCAVA ballots counted (as entered in B8a), how many were ballots of each of the following ballot types:</i>			
B9. All UOCAVA ballots		B10. Absentee ballots	B11. FWAB	B12. Other type of ballot →	
Data not available ▼		Data not available ▼	Data not available ▼	Data not available ▼	
Type of UOCAVA voter:					
a. Uniformed services voters – domestic or foreign	<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	<input type="checkbox"/>
b. Non-military/civilian overseas voters	<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	<input type="checkbox"/>
c. Other type of voter →	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	<input type="checkbox"/>
comments:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	B8a				

B13. Total Number of UOCAVA Ballots Rejected

Of all the *UOCAVA* ballots received, enter the total number of *UOCAVA* ballots that were rejected or not counted. This should include both transmitted ballots and FWABs that were received but rejected or not counted.

Rejected ballots: Ballots that were not counted because they did not meet the requirements of eligibility. This might include ballots rejected because they were not completed properly, were received after the deadline for counting, lacked a postmark, or because the individual was excluded from being able to vote in your jurisdiction.

If your jurisdiction uses a different definition of rejected ballot, you can explain it in the **B13 Comments** box.

B14. Reasons Why UOCAVA Ballots Rejected

For these questions, separate the total number of ballots rejected as entered in **B13a** by the reason for rejection. The numbers entered in **B14a**, **B14b**, **B14c**, and **B14d—B14f** should sum to the number provided in **B13a**.

- B14a.** Ballot not received on time/missed deadline: Ballots that were not counted because they were received after the deadline for a ballot to be received for counting.
- B14b.** Problem with voter signature: Ballots that were not counted because of an issue relating to the voter signature, including but not limited to a missing signature or a returned ballot signature not matching the signature on file.
- B14c.** Ballot lacked a postmark: Ballots that were not counted because the ballot lacked the postmark required by your State or jurisdiction, despite being received before the deadline for being included for counting.

Use items **B14d** through **B14f** to record ballots rejected for reasons that do not fall into the categories given in **B14a** through **B14c**. Please include a short label to describe the reason these ballots were rejected. We expect that these categories will vary widely between States and between local jurisdictions.

B15—B18. Ballots Rejected by UOCAVA Ballot Type

For these questions, separate the number of ballots [rejected](#) that was reported in **B13a** by type of voter ([Uniformed Services](#) or non-military [overseas/civilian](#)). The numbers entered in **B15a**, **B15b**, and **B15c** should sum to the number provided in **B13a**.

Next, separate these voters by type of ballot (i.e. absentee, FWAB, or other); for example, **B16a**, **B17a**, and **B18a** should sum to the number provided in **B15a**.

If you are unable to distinguish between rejected absentee ballots and FWABs, complete **B15a–B15c** and select “Data not available” or enter “N/A” for **B16a–B16c** and **B17a–B17c**.

Example 1: In the example below, the jurisdiction rejected six ballots from Uniformed Services voters, one ballot from non-military/civilian voters, and zero ballots from other types of voters, totaling seven UOCAVA ballots rejected. This jurisdiction is unable to specify whether these rejected ballots were absentee ballots or FWABs and, therefore, checked the “Data not available” box for these categories.

		<i>Of the total UOCAVA ballots rejected (as entered in B13), how many were ballots of each of the following ballot types:</i>							
		B15. All UOCAVA ballots		B16. Absentee ballots		B17. FWAB		B18. Other type of ballot →	
			Data not available		Data not available		Data not available		Data not available
			▼		▼		▼		▼
Type of UOCAVA voter:									
a. Uniformed services voters – domestic or foreign		6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Non-military/civilian overseas voters		1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Other type of voter →		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
comments									
TOTAL		B13a							

If you know how many absentee ballots and FWABs were rejected but are unable to distinguish between rejected ballots that were submitted by Uniformed Service voters or non-military/civilian voters, then enter the number of absentee ballots and FWABs rejected by all *UOCAVA* voters in **row c** and use “Data not available” for **rows a** and **b**.

Example 2: In the example below, the jurisdiction has six *UOCAVA* ballots that were rejected, five of which were absentee ballots, one was a FWAB, and there were zero other types of ballots. However, this jurisdiction is not able to distinguish whether or not these rejected ballots came from Uniformed Services voters or non-military/civilian voters and, thus, checked the “Data not available” box for these items.

		Of the total UOCAVA ballots rejected (as entered in B13), how many were ballots of each of the following ballot types:			
B15. All UOCAVA ballots		B16. Absentee ballots	B17. FWAB	B18. Other type of ballot →	
Data not available		Data not available	Data not available	Data not available	
▼		▼	▼	▼	
Type of UOCAVA voter:					
a. Uniformed services voters – domestic or foreign.....	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
b. Non-military/civilian overseas voters.....	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
c. Other type of voter → comments.....	<input type="text" value="6"/>	<input type="text" value="5"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	
TOTAL.....	B13a				

NOTE: **B19** through **B35** are derived from FVAP’s Post-Election Voting Survey of Local Election Officials. In 2014, the EAC incorporated these questions for the States’ reporting of *UOCAVA* voting information as required by 42 U.S.C. §1973ff-1. States that complete and timely submit this section to EAC will fulfill their *UOCAVA* reporting requirement under 42 U.S.C §1973ff-1(c).

B19. Total Registered and Eligible *UOCAVA* Voters

These questions ask about the number of registered voters covered under *UOCAVA* for the 2016 general election.

States may differ in how they grant *UOCAVA* status to voters, so please apply the guidelines your State follows. For some States, this may be the total number of voters that registered and requested a ballot using an [FPCA](#) for the November 2016 general election. For other States, this number might also include voters that did not register using an FPCA but identified themselves as a *UOCAVA* voter at some point during the voting process, such as on a State voter registration form. In States where a person's FPCA remains valid across elections, without requiring a new FPCA or other notification to be provided, include all *UOCAVA* voters who returned an FPCA this year or who continued to have *UOCAVA* status from a previous request.

B19a. Total registered and eligible: Enter the total number of registered voters covered under *UOCAVA* for the November 2016 general election. Include [active](#) and [inactive](#) voters, special categories of voters with extended deadlines (e.g., returning military), and any persons who might have registered to vote on Election Day.

If the total number of registered and eligible voters who were covered by *UOCAVA* in the November 2016 general election is *zero*, enter "0" for **B19a** and please skip to **C1** in Section C.

Next, separate the number of registered and eligible voters that were reported in **B19a** by [Uniformed services](#) (**B19b**) and [non-military/civilian voters](#) (**B19c**). If you are unable to distinguish between different *UOCAVA* voter types, complete **B19a** and select "Data not available" or enter "N/A" for **B19b–B16e**.

Provide any comments about the nuances of how your jurisdiction categorizes registered *UOCAVA* voters in the **B19 Comments** box.

B20. Federal Post Card Applications Received

This question asks about FPCAs, which are federal forms that States are required to process from voters covered by *UOCAVA*. For this question, focus on the total number of *UOCAVA*-registered voters provided in **B19** and identify how many used an FPCA to register and request an absentee ballot.

Include any ballot request for the November 2016 general election that originated from an FPCA, regardless of the year of submission. Only include FPCA requests; do not include absentee ballot requests that originated from a State absentee voter registration form or other source. Exclude FPCAs deemed incomplete by your office.

B21. Federal Post Card Applications Rejected

Of the total number of [FPCAs](#) received that were reported in **B20a**, enter the number that were rejected or were not fully processed for the November 2016 general election. Rejected FPCAs should include any forms that did not meet full eligibility requirements for triggering the transmission of a blank ballot. Reasons might include missing information, lack of a signature, a missed deadline, or overall ineligibility.

B22. Federal Post Card Applications Rejected Because Late

We are interested in knowing how many of the [FPCAs](#) rejected for the 2016 general election (as entered in **B21e**) were rejected because they were received after the deadline in terms of qualifying for a full ballot (as a temporary registration) or failing to meet the qualification deadline for receiving a ballot for the 2016 general election. Here, “deadline” refers to the last day a *UOCAVA* voter could request to receive an absentee ballot with an FPCA.

B23. Because Section B has been streamlined, do not answer questions question 23 or 23 Comments.

B24. Ballots Transmitted: Mail, Email, Other

We are interested in ways ballots are transmitted to *UOCAVA* voters. This question refers to the way ballots were sent to voters, not the way ballots were requested. Do not include FWABs or other ballots not transmitted from the election office to the voter.

For **B24**, only provide the *total* numbers of ballots [transmitted](#) by postal mail, email, and other. **Please do *not* divide these totals by ballots sent before or after the 45-day deadline.**

- B24a.** Postal mail: Of all *UOCAVA* ballots transmitted to voters as entered in **B1a**, enter the total number transmitted by postal mail, using USPS or any private courier shipping services (e.g., FedEx, UPS, DHL).
- B24b.** Email: Of all *UOCAVA* ballots transmitted to voters as entered in **B1a**, enter the total number transmitted via email attachment from your office to voters.
- B24c.** Other mode: Of all *UOCAVA* ballots transmitted to voters as entered in **B1a**, enter the total number transmitted by other methods such as fax, online systems, etc.

B25. Ballots Transmitted, Returned as Undeliverable

We are interested in knowing how many of the absentee ballots [transmitted](#), as entered in **B24a**, **B24b**, and **B24c**, were returned as undeliverable. Please separate by transmission modes.

We are asking about the following items:

- B25a.** Postal mail undeliverable: Of all *UOCAVA* ballots transmitted to voters via postal mail (as entered in **B24a**), enter the total returned to your office as undeliverable. Here, undeliverable ballots would be ballots returned by any postal mail service. Only ballots designated by a postal mail service as undeliverable should be included in the numbers reported here.
- B25b** Email undeliverable: Of all *UOCAVA* ballots transmitted to voters via email (as entered in **B24b**), enter the total number of emails that were returned as undeliverable. Here, undeliverable ballots would be ballots sent via an email attachment that were bounced back or resulted in an undeliverable message and were never resolved.
- B25c** Other undeliverable: Of all *UOCAVA* ballots transmitted to voters via other methods (as entered in **B24c**), enter the total returned to your office as undeliverable.

B26. Transmitted Ballots Returned by Voters

Of all *UOCAVA* ballots [transmitted](#) to voters as entered in **B1a**, enter the total number of ballots that were received by your office for the 2016 general election. Received ballots are ballots returned by the voter to the election office regardless of whether or not those ballots are ultimately [counted](#). Do not include FWABs in this number. You will enter data on FWABs starting with question **B31**.

B27. Transmitted Ballots Returned: Postal Mail, Email, Other

We are interested in knowing how many of the absentee ballots were received by (a) postal mail, (b) email, or (c) other. This number should include only ballots [transmitted](#), not [FWABs](#). You will enter data on the number of FWABs received in **B31**.

For **B27**, only provide the *total* number of ballots your office received by postal mail, email, and other. **Please do *not* divide these totals by ballots sent before or after the 45-day deadline.**

We are asking about the following items:

- B27a.** Postal mail ballots received: Of all *UOCAVA* ballots received, as entered in **B26a**, enter the total number that were received by postal mail. This includes all ballots that your office received from a voter via the USPS or any private courier shipping services (e.g., FedEx, UPS, DHL).
- B27b.** Email ballots received: Of all *UOCAVA* ballots received, as entered in **B26a**, enter the total number that were received by email. This includes all ballots that you received via email attachment from a voter.
- B27c.** Other ballots received: Of all *UOCAVA* ballots received, as entered in **B26a**, enter the total number that were received through other methods. This includes ballots received through all other modes, such as, fax, online systems, etc.

B28. Because Section B has been streamlined, do not answer questions 28a–28e or 28 Comments.

B29. Transmitted Ballots Rejected, Returned Late: Postal Mail, Email, Other

We are interested in knowing how many of the absentee ballots received from *UOCAVA* voters, as entered in **B27**, were rejected or not counted because they were received after the State's deadline for receiving ballots. This number should include only ballots [transmitted](#), not [FWABs](#). You will enter data on the number of FWABs rejected in **B33a**.

For **B29**, only provide the *total* number of ballots received by postal mail, email, and other methods after the State deadline. **Please do not divide these totals by ballots sent before or after the 45-day deadline.**

We are asking about the following items:

- B29a.** Postal mail ballots rejected because they were received after the deadline: Of all *UOCAVA* ballots rejected because they were not received on time, enter the total number that were received by postal mail.
- B29b** Email ballots rejected because they were received after the deadline: Of all *UOCAVA* ballots rejected because they were not received on time, enter the total number that were received by email.
- B29c** Other ballots rejected because they were received after the deadline: Of all *UOCAVA* ballots rejected because they were not received on time, enter the total number that were received by other methods.

Note: This question is similar to question **B14a**, with the following important differences: **B14a** asks for the number of ballots rejected ballots because they were late *including* FWABs, and **B29** asks for the number of rejected ballots because they were late *excluding* FWABs; **B29** asks for categorization by mode of transmission and **B14a** does not.

B30. Transmitted Ballots that were Counted: Postal Mail, Email, Other

We are interested in knowing how many of the absentee ballots received from *UOCAVA* voters, as entered in **B27**, were counted. This number should include only ballots [transmitted](#), not [FWABs](#). You will enter data on the number of FWABs counted in **B35**.

For **B30**, only provide the *total* number of ballots received by postal mail, email, and other that were counted. **Please do *not* divide these totals by ballots sent before or after the 45-day deadline.**

We are asking about the following items:

B29a. Postal mail ballots counted: Of all *UOCAVA* ballots counted, enter the total number that were received by postal mail.

B29b Email ballots counted: Of all *UOCAVA* ballots counted, enter the total number that were received by email.

B29c Other ballots counted: Of all *UOCAVA* ballots counted, enter the total number that were received by other methods.

Note: This question is similar to **B8** with the following important differences: **B8** *includes* FWABs, and **B30** *excludes* FWABs; **B30** asks for categorization by mode of transmission and **B8** does not.

B31. Federal Write-in Absentee Ballots Received

We are interested in knowing how many FWABs were received from Uniformed Services voters (**B31a**) and civilian overseas voters (**B31b**).

B32a–B32e. Because Section B has been streamlined, do not answer questions 32a–32e.

B33. Federal Write-in Absentee Ballots Rejected, Returned Late

Of the total number of [FWABs](#) received, as reported in question **B31**, enter the total number of FWABs that were [rejected](#) or not counted because they were received after the State's deadline for receiving and accepting FWABs.

B34. Federal Write-in Absentee Ballots Rejected Because Transmitted Ballot Counted

Of the total number of [FWABs](#) received, as reported in question **B31**, report the number of FWABs that were rejected because the voter also returned an absentee ballot that you had transmitted to the voter.

Some voters will return their [transmitted](#) absentee ballot and also return a FWAB because they are not sure their transmitted ballot will arrive in time to be counted. This question asks you to report the number of FWABs that were rejected because you received and processed their transmitted ballot instead of the FWAB.

B35a–B35e. Because Section B has been streamlined, do not answer questions 35a–35e.

SECTION C: Domestic Civilian Absentee Ballots

The questions in this section concern regular (not [UOCAVA](#)) absentee ballots.

Absentee ballot: These are absentee ballots that were transmitted to voters—by mail or electronically—regardless of how the ballots were returned (by mail, returned to a ballot drop off location, etc.). They do *not* refer to in-person absentee voting, which is included as part of the questions on early voting in Sections D and F.

Transmitted ballots: These are absentee ballots that your office sent to voters, including ballots sent via postal mail, email, fax, or other modes.

Returned submitted for counting: These are voted absentee ballots that were returned to your office by voters, regardless of whether the ballots were later counted or rejected.

C1. Total Absentee Ballots Transmitted

These questions ask about the number of absentee ballots transmitted to voters and the outcome for each of those transmitted ballots.

- C1a.** Total domestic absentee ballots transmitted: This number should include all absentee ballots [transmitted](#) to a non-UOCAVA voter before Election Day, including spoiled or replaced ballots. It does not matter how the absentee ballot was returned (via mail, dropped off at a polling place, or other designated method). By this definition, all ballots transmitted to voters in vote-by-mail jurisdictions that have eliminated traditional polling places in favor of mailing ballots to voters in advance of the election should be included in this total, as should all ballots sent to [permanent absentee voters](#).

Next, divide the total number of ballots transmitted (reported in **C1a**) into the following outcome categories:

- C1b.** Returned by voters and submitted for counting: Enter the total number of voted absentee ballots returned by voters, regardless of whether the ballots were later counted or rejected.
- C1c.** Returned as undeliverable: Enter the total number of transmitted ballots returned to your office as undeliverable. Here, undeliverable ballots would be ballots returned by the U.S. Postal Service.
- C1d.** Spoiled or replaced ballots (also referred to as “voided” ballots): Ballots that were incorrectly marked or impaired in some way. In such cases, a replacement ballot may be issued so that the voter can correctly mark the ballot. An absentee voter who surrenders his or her absentee ballot in a polling place in order to vote in person is considered to have spoiled his or her absentee ballot.
- C1e.** Status unknown. This category would include all transmitted absentee ballots that were *not* returned by voter, spoiled, returned as undeliverable, or otherwise unable to be tracked by your office.
- C1f.** Other—Absentee voters who vote in-person with a provisional ballot: In States with no-excuse absentee voting, some absentee voters will decide to vote in person on Election Day. If the absentee voter surrenders his or her absentee ballot at the polls and is allowed to vote in person using the regular voting process, the absentee ballot is considered spoiled and should be included in **C1d**. However, some absentee voters will not bring their ballot to the polls on Election Day and must vote with a provisional ballot. Please record these voters in **C1f**. If your State categorizes these voters as having spoiled their absentee ballots, please note this in the **C1 Comments** box.

C2. Permanent Absentee Voting Definition

This question asks if voters in your State can request to be a permanent absentee voter. For example, in some States, if a voter is permanently ill or disabled, he or she can file an application with their board of elections indicating permanent illness or physical disability and receive absentee ballots for all subsequent elections without filing any additional absentee ballot applications. If your State allows *any* voters to request a permanent absentee ballot status, you should answer “yes” to this question.

Use the **C2 Comments** box to explain who in your State is eligible to be a permanent absentee voter. In some States, only specific classes of voters, such as individuals with disabilities, can apply to be a permanent absentee voter. In other States, any voter can apply to be a permanent absentee voter. In States with all vote-by-mail elections, all voters are permanent absentee voters.

C3. Ballots Sent to Permanent Absentee Voters

Enter the total number of absentee ballots transmitted to individuals in your jurisdiction who have permanent absentee voting status for any reason. If your State does not allow any voters to have permanent absentee voting status, skip **C3** and move to question **C4**.

C4. Total Absentee Ballots Returned

Of the total number of ballots returned and submitted for counting, as reported in **C1b**, how many were:

- C4a.** Counted: Ballots that were processed and the votes were included in the canvas of election results.
- C4b.** Rejected: Ballots that were not counted because they did not meet the requirements of eligibility. This might include ballots that were rejected because they were not completed properly, were received after the deadline for counting, lacked a postmark, or because the individual was excluded from being able to vote in your jurisdiction.

C5. Number of Absentee Ballots Rejected, by Reason Rejected

For these questions, categorize each ballot rejected (as entered in **C4b**) by the reason for rejection. Use options **C5o** through **C5v** for any ballots that cannot be placed in the categories given in **C5a** through **C5n**. The numbers entered in **C5a** through **C5v** should sum to the total number of ballots rejected reported in **C4b**.

SECTION D: Election Administration

The questions in this section cover topics of interest in election administration. We recognize that not all jurisdictions will track these data, but if the data are available, it is important that you report it as accurately as possible.

D1. Total Number of Precincts

For this question, you should enter the total number of precincts in your voting jurisdiction. Precincts are *not* polling places, but bounded areas. Put together, your precincts should cover your entire jurisdiction, without overlap and without leaving out any parts of your jurisdiction.

Precinct: A precinct is the geographic area to which voters are assigned. It is an administrative division of a county or municipality to which a voter has been assigned by their residence address for voting in an election. Your jurisdiction may use the terms “ward” or “voting district” to describe voting precincts.

D2. Total Number of Physical Polling Places (Election Day and Early Voting)

This question asks about all physical voting locations used in your jurisdiction for in-person voting. In general, every jurisdiction—even in vote-by-mail States—has at least one physical polling place in order to serve individuals with disabilities and others who had reason to cast a ballot in person.

D2a. Total number of physical polling places: For this question, enter the total number of unique polling places at which people could vote in your jurisdiction. A polling place is a physical location where voters can cast their ballots. A polling place used during early voting and on Election Day should only be counted once in this total. Polling places can serve more than one precinct.

Sometimes it can be difficult to tell whether locations are separate polling places. For example, if a jurisdiction has one precinct vote in the gym of a high school and another precinct vote in the cafeteria of the same high school, they would be considered *separate* polling places if the locations were administered separately and are physically separated, even if they shared a single building.

For questions **D2b** through **D2d**, please separate Election Day polling locations into two categories: physical polling places that are not a part of the election office (**D2b**) and polling places that are a part of the election office (**D2c**).

Questions **D2e** through **D2g** ask about early voting polling locations.

Early voting: A ballot cast in person by a voter at a designated polling site before Election Day. If your State allows individuals to cast an in-person absentee ballot, these ballots are counted as early voting for these questions.

Separate any early voting polling locations into two categories: physical polling places that are not a part of the election office (**D2e**) and polling places that are a part of the election office (**D2f**). Note that the numbers reported in **D2b** through **D2g** might not add up to **D2a** because many polling places served as both early voting and Election Day voting locations.

D3. Total Number of Poll Workers

This question asks about the number of temporary election workers your jurisdiction employed on Election Day or before Election Day in the case of early voting. Do not include regular staff or temporary workers added to help with office duties. If these workers worked more than one shift (e.g., during early voting and on Election Day), count the individual only one time; we are asking about the number of workers, not the number of shifts that were staffed.

D4. Age of Poll Workers

There is very little information available on the demographics of American poll workers. If your jurisdiction has any data on the age of the poll workers employed in the November 2016 general election, please report the age breakdown here.

D5. Assessment of Ease of Recruiting Poll Workers

We recognize this question calls for a subjective appraisal on your part. Please carefully consider the process by which your jurisdiction recruited poll workers for the November 2016 general election, and give us your characterization.

SECTION E: Provisional Ballots

This section's questions ask about provisional voting, as defined by the *Help America Vote Act* (HAVA) of 2002:

Provisional voter: An individual who declares that he or she is a registered voter in the jurisdiction where they desire to vote and is eligible to vote in an election for federal office, but (1) their name does not appear on the official list of eligible voters for the polling place, or (2) an election official asserts that the individual is not eligible to vote.

Provisional ballot: A ballot used to record a vote when there is some question regarding the eligibility of the voter. Once voted, provisional ballots are kept separate from other ballots and are not tabulated until the eligibility of the voter is confirmed.

E1. Total Provisional Ballots Submitted and Adjudication

E1a. Total submitted: The number of voters who submitted provisional ballots, regardless of whether or not the provisional ballot was ultimately counted in part or full. States that are exempt from the provisional ballot requirements of HAVA and do not offer provisional ballots should enter "N/A" or check the "Data not available" box.

Next, divide the total number of provisional ballots reported in **E1a** into those that were counted in full (**E1b**), partially counted (**E1c**), and rejected (**E1d**). Use items **E1e** and **E1f** for provisional ballots that cannot be placed in the categories given in **E1b** through **E1d**.

E2. Reasons Provisional Ballots Rejected

For these questions, categorize each ballot that was rejected (as reported in **E1d**) by the reason for rejection. If a provisional ballot was rejected for multiple reasons, please provide the primary reason why the provisional ballot was rejected so that reasons for rejection (**E2a** through **E2p**) equal **E1d**. If provisional ballots were classified into more than one reason for rejection, please indicate the number of ballots that were classified into two categories in **E2 Comments**. Use items **E2j** through **E2p** for rejected provisional ballots that cannot be placed in any of the categories given in **E2j** through **E2p**.

SECTION F: Election Day Activities

F1. Total Participation in Election

This question asks for the total number of *people* who participated in the election. Participation is often referred to as overall turnout.

- F1a.** Total participation: This includes any individual who attempted to vote in the election, including provisional voters who had their ballot rejected and absentee voters who submitted ballots that were ultimately rejected. Please use the **F1 Comments** box to explain your response.

Next, separate the total participation number entered in **F1a** into the number of people who voted by various methods:

- F1b.** Polling-place voters: This category includes all individuals who cast a ballot at a physical location on Election Day.
- F1c.** UOCAVA voters: This category includes all individuals who submitted a transmitted UOCAVA ballot or FWAB (as reported in **B3a**), regardless of whether their ballots were ultimately counted or rejected.
- F1d.** Domestic absentee ballot: This category includes all individuals who returned an absentee ballot (as reported in **C1b**), regardless of whether their ballots were ultimately counted or rejected.
- F1e.** Provisional ballots: This category includes all individuals who cast a provisional ballot (as reported in **E1a**), regardless of whether their ballots were ultimately counted or rejected.
- F1f.** Early vote center: This category includes all individuals who cast a ballot at a physical location before Election Day, regardless of whether their ballots were ultimately counted or rejected.
- F1g.** Vote-by-mail jurisdiction: This includes all individuals who cast a ballot in a vote-by-mail jurisdiction (jurisdictions that have eliminated traditional polling places in favor of mailing ballots to voters in advance of the election), regardless of whether the ballots were ultimately counted or rejected.

F2. Source of Total Participation Number

For this question, identify the source used to calculate the responses reported in **F1**. Select only *one* source from the list.

F3. First-Time Voters Who Provided ID at the Polls

For this question, select or enter “Not applicable” if your jurisdiction has a computerized voter registration list that complies with HAVA Section 303 and, therefore, does not need to request ID of new registrants who registered by mail.

F4. Use of Electronic Poll Books

For this question, indicate whether your jurisdiction used electronic poll books or lists in polling places in any of the ways listed in items **a** through **e** in the November 2016 general election. Vote-by-mail jurisdictions and jurisdictions that *only* used paper voter registration lists in the polling place should answer “No” to all items.

Electronic poll book (e-poll book): A type of hardware, software, or a combination of both, that is used in the place of a traditional paper poll book. These are *not* voting machines or used in the process of voting.

F5. Use of Printed Poll Books

Vote-by-mail jurisdictions and jurisdictions that *only* used electronic poll books should answer “No” to question **F5** and skip to question **F7**.

F6. Who Prints Poll Books—State or Local Jurisdiction?

If your jurisdiction did not use printed poll books, and you answered “No” to **F5**, skip this question.

F7. Voting Equipment Used

Responding to this question might take considerable time for some jurisdictions, and we appreciate your attention to this question. Providing the best data will give the EAC the most complete picture possible of the voting technology your voters used to cast their ballots.

Note that **F7a** applies to those voting machines *without* a voter-verifiable paper audit trail, and **F7b** applies to those voting machines *with* a voter-verifiable paper audit trail.

- F7a.** Direct recording electronic (DRE) voting machines without a voter-verified paper audit trail: A voting system (push-button or touch screen) that records votes by means of a ballot display provided with mechanical or electro-optical components activated by the voter, where voting data are stored in a removable memory component. DRE is also referred to as an “electronic” voting system.
- F7b.** Direct recording electronic (DRE) voting machines with a voter-verified paper audit trail: A voting system (push-button or touch screen) that records votes by means of a ballot display provided with mechanical or electro-optical components activated by the voter, where voting data are stored *both* in a removable memory component *and* on a paper document that the voter can review before officially casting his or her ballot.
- F7c.** Electronic vote selection—printed and optically scanned ballot: A vote selection system (push-button or touch screen) in which the voter selects candidate choices by means of a ballot display provided with mechanical or electro-optical components activated by the voter, but *no voting data is stored in the system*. Instead, a paper ballot is printed that contains marks in voting response fields that are read by an optical scanner or similar sensor.
- F7d.** Optical scan: A system of recording votes by marks in voting response fields on ballot cards that are read by an optical scanner or similar sensor. These are also referred to as “mark-sense” voting systems.
- F7e.** Punch cards: A system of voting by punching holes in a card with a supplied punch device to indicate candidate or ballot issue choice. The ballots are counted using a computer punch card reader.
- F7f.** Lever machine: A system where each candidate or ballot issue choice is assigned a particular lever in a rectangular array of levers on the front of the machine. The voter pulls down selected levers to indicate choices. Vote totals are kept on a counter wheel within the machine.
- F7g.** Hand-counted paper ballots: A system where voters mark a paper ballot by hand and then *each* race on *each* ballot is counted by hand, without the use of a scanner, tabulator, or sensor.

F8. General Comments

The EAC wants to hear from you! Please use this question to share Election Day experiences not covered by the previous questions. Of particular interest are any problems you faced with voting technology: machine failures, lost votes, or ballot confusion. Conversely, please let us know of any worthy successes or challenges overcome. Use as much space as you need.