★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Official ELECT Advisory

DATE: October 24, 2023

SUBJECT: Process for Verifying SSN4 and YOB on Returned Absentee Ballots

WHY THIS IS NEEDED: Concerns have been raised about who has access to potentially sensitive information as a result of the requirement that voters provide their SSN4 and YOB on absentee Envelope B.

HOW THIS AFFECTS YOU: ELECT has worked with our Policy Division, General Registrars, and the Office of the Attorney General to develop the following policy and process.

As absentee ballots are returned to the GR's office, you are required to examine the Envelope B and determine if anything on it would prevent the ballot from being counted. This includes checking the voter's name, address, SSN4, and YOB. If everything is correct, that ballot Envelope B with the ballot is provided either for pre-processing or to the CAP.

Because the voter's SSN4 and YOB have already been validated by the GR and/or staff, the individuals working pre-processing and the Officers of Election in CAP, do **not** need to re-validate the SSN4 and/or YOB.

ACTION ITEMS:
1. Ensure those conducting pre-processing and your CAP OOEs understand that they do **not** have to re-validate the SSN4 or the YOB when processing ballots onto the voting machine.
2. Ensure that workers or OOEs do **not** read aloud any SSN4 or YOB information when processing ballots.
3. If using the Final Absentee Report as the pre-processing or CAP pollbook, download the report in csv format and **remove** the column with SSN4 before printing.
4. The CAP – Election Day Guide has been updated to reflect this change. The 10/2023 revised version is attached to this Guidance and can be found in Forms Warehouse > Election Management > Election Day Instructions and Forms .

CONTACT: **For technical matters:** Submit a JIRA ticket to the System Support team for all VERIS-related issues

For Election Admin: EA@elections.virginia.gov

For all other matters:

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ADVISORY NUMBER: ⚠ ~~CAB-1960~~ - Process for Verifying SSN4 and YOB on Returned Absentee Ballots `CLOSED`