



Secretary of State

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Presidential Primary Advisory #07 Cure Form | Incomplete Declarations March 10, 2016 (update)

Each registered voter wishing to participate in the Presidential Primary must return, mark **and** sign a political party declaration. ([WAC 434-219-140\(3\)](#) and [434-219-235](#))

FWAB exception: A party selection on a federal write-in absentee ballot form substitutes for the political party declaration. ([WAC 434-219-230](#))

A second chance for voters.

When the voter does not complete the declarations on the return ballot envelope, we view this oversight as unintentional.

The County Auditor sends a **Presidential Primary Cure Form** and provides the voter with a second chance to participate. The Auditor must send one notice to the voter, and in some cases, follow up with a phone call.

The “Cure Form.”

The Presidential Primary Cure Form, also known as the “Missing Signature / Party Choice” form, is sent by the County Auditor to a voter who fails to mark and sign the declarations. ([WAC 434-219-230\(2\)](#))

Similar to the return envelope, the Cure Form contains the standard ballot declaration and both political party declarations. The Cure Form does **not** contain a voter registration declaration.

Declarations on the Cure Form must comply with [WAC 434-230-015](#), [WAC 434-261-050](#) and [434-219-155](#). Please see the OSOS example form attached, *Missing Signature / Party Choice*.

The County Auditor sends one notice by mail or email explaining the correct procedures for completing the declarations.

The voter’s first completed (returned, marked and signed) declaration qualifies a ballot for further processing.

The voter must complete the declarations on the Cure Form no later than the day before certification of the Presidential Primary.

- June 6 – Deadline for voters to return Cure Forms.
- June 7 – County Auditor certifies results.
- June 10 – Secretary of State certifies final results.

Sort first.

Before signatures are validated on return envelopes, ballots are sorted according to the marked (or unmarked) political party declaration. The sorting process may vary somewhat depending upon the county's sorting plan.

For an illustration of the general process, see the recently revised *2016 Presidential Primary Ballot Processing Flowchart* (steps 1 through 3).

In addition to reviewing the marked party declarations for sorting purposes, it will be necessary to further examine all returned envelopes for **unsigned** declarations (steps 1 and 3).

Is something missing?

It's necessary to send the Cure Form whenever something is missing on the return envelope—a declaration mark and/or a signature.

The County Auditor's next step depends upon **why** the declaration is considered incomplete. Is something missing? Are the declarations considered unmarked or unsigned? If so, a Cure Form must be sent.

For an illustration of curing incomplete declarations, see the OSOS *2016 Presidential Primary Cure Forms Flowchart*.

Procedures for curing ballots.

The following procedures and reference table explain when County Auditors must send a Cure Form, make a phone call, or refer a ballot to the Canvassing Board.

For visual examples of returned envelopes, see the illustrated *Presidential Primary Envelope* posters, Examples 1 – 11.

- **Ready to process.** Did the voter both mark and sign the declarations? If so, the ballot declaration is complete and ready for signature verification (see examples 7 – 10).
- **Party box unmarked.** Did the voter fail to **mark** a party declaration? If so, the ballot declaration is incomplete. Do not check the signature on the envelope. A Cure Form must be sent (once), and a phone call is not required (see example 2).
- **Missing signature.** Did the voter fail to **sign** the declarations (with or without a party mark)? If so, the ballot declaration is incomplete. A Cure Form must be sent. If the voter does not respond within 3 days before the final Canvassing Board meeting, the County

Auditor must also follow up with a phone call (see examples 1, 3, 5 and 6). ([RCW 29A.60.165](#))

- **Modified declaration.** Did the voter **modify** a party name or declaration of the political party marked? If so, the ballot declaration is considered unmarked and incomplete. A Cure Form must be sent (see example 4). ([WAC 434-219-235\(2\)](#))
- **Corrected declaration.** Did the voter attempt to correct a political party mark? Corrections are resolved in the same manner as corrected marks made on a ballot (see example 10). If the voter’s intent is unclear, the Canvassing Board will consider the voter’s intent. ([WAC 434-219-235\(3\)](#))
- **Both parties marked and signed.** Did the voter mark and sign **both** political party declarations (and didn’t make a correction)? If so, the ballot must be referred directly to the County Canvassing Board. In this case only, the ballot is referred for rejection and a Cure Form is not sent (see example 11). ([WAC 434-219-235\(1\) and \(2\)](#))

Procedures for incomplete declarations.	Send Cure Form	Call required (when no response from voter is received)	No call required	Refer directly to Canvassing Board
Missing signature (unsigned)?	•	•		
Missing party mark only?	•		•	
Missing both a signature and a party mark?	•	•		
Contains signature & both party boxes are marked?			•	•

When a signature does not match—follow normal procedures.

The elections department checks and verifies a signature after receiving the voter’s completed declarations.

Follow normal procedures for signatures that do not match the voter’s registration record. ([WAC 434-261-050](#))

The County Auditor’s form for signature updates (no match/mismatch/miscompare) do not change for the Presidential Primary. Also known as the “Signature Update” form, it will **not** request the voter to sign and mark political party declarations.

- If the signature on the returned signature update form matches the signature on the declarations, accept the ballot and update the voter registration record.
- If the signature on the returned signature update form does not match the signature on the declarations, the ballot cannot be counted. Do not credit the voter.

Keeping a record.

[WAC 434-261-050\(8\)](#) requires the elections department to retain a record of all ballots with cure issues. The record must contain the date on which the voter was contacted or the notice was mailed, as well as the date the voter subsequently submitted a signature to cure the missing signature, mismatched signature, or incomplete declaration.

Visual aids and resources.

To help your elections department develop a plan for sorting and processing, we've provided these additional reference materials.

- Presidential Primary Cure Form ("Missing Signature / Party Choice")
- 2016 Presidential Primary Ballot Processing Flowchart
- 2016 Presidential Primary Cure Form Flowchart
- Presidential Primary Envelope Posters (2 posters, Examples 1 – 11)
- Practice Sort Activity (video, practice ballots, and practice envelopes)

Please visit our website for the Presidential Primary Advisory Program and the most recently updated [Resources & Training Materials](#). If you have questions about curing incomplete declarations, please contact the Certification and Training Program at (360) 902-4180 or CTsupport@sos.wa.gov.

Missing Signature / Party Choice

! Please complete and return this form.

instructions

- Fill out the form using a black or blue pen.
- Select one of the options below to return the completed form.
- For the Presidential Primary only, mark one party declaration box (required).

how to return this form

option 1: by email, fax, or mail

- Fill out and send this form to your county elections department.

option 2: in person

- Visit your county elections department to deliver this form.

For your vote to count, return this form to your county elections department no later than June 6, 2016.

Addresses are on the back of this form.

voter information (please print clearly)

last name first middle

date of birth phone number

voter registration number (if known)

ballot declaration

I do solemnly swear or affirm under penalty of perjury that I am: a citizen of the United States; a legal resident of the state of Washington; at least 18 years old on election day; voting only once in this election; not under the authority of the Department of Corrections for a Washington felony conviction; and not disqualified from voting due to a court order. It is illegal to forge a signature or cast another person's ballot. Attempting to vote when not qualified, attempting to vote more than once, or falsely signing this declaration is a felony punishable by a maximum imprisonment of five years, a maximum fine of \$10,000, or both.

mark one party declaration box (required)

Democratic Party

I declare that I consider myself to be a DEMOCRAT and I will not participate in the nomination process of any other political party for the 2016 Presidential election.

Republican Party

I declare that I am a Republican and I have not participated and will not participate in the 2016 precinct caucus or convention system of any other party.

sign & date

A signature stamp or Power of Attorney is not acceptable.

signature of voter (required)

date

optional: if you cannot sign

**Make a mark above in the presence of 2 witnesses.
The witnesses must then sign below.**

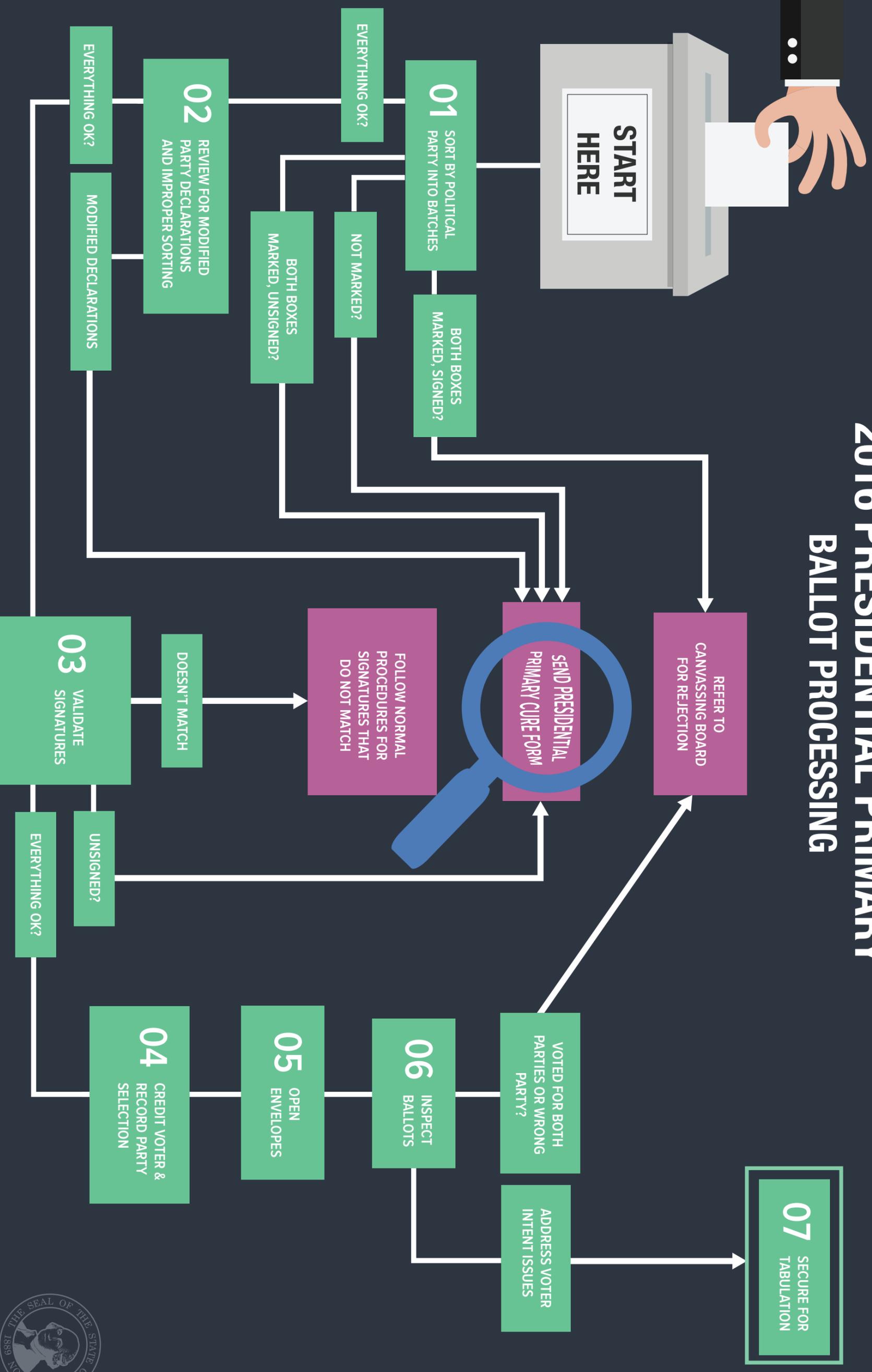
signature of witness 1

date

signature of witness 2

date

2016 PRESIDENTIAL PRIMARY BALLOT PROCESSING



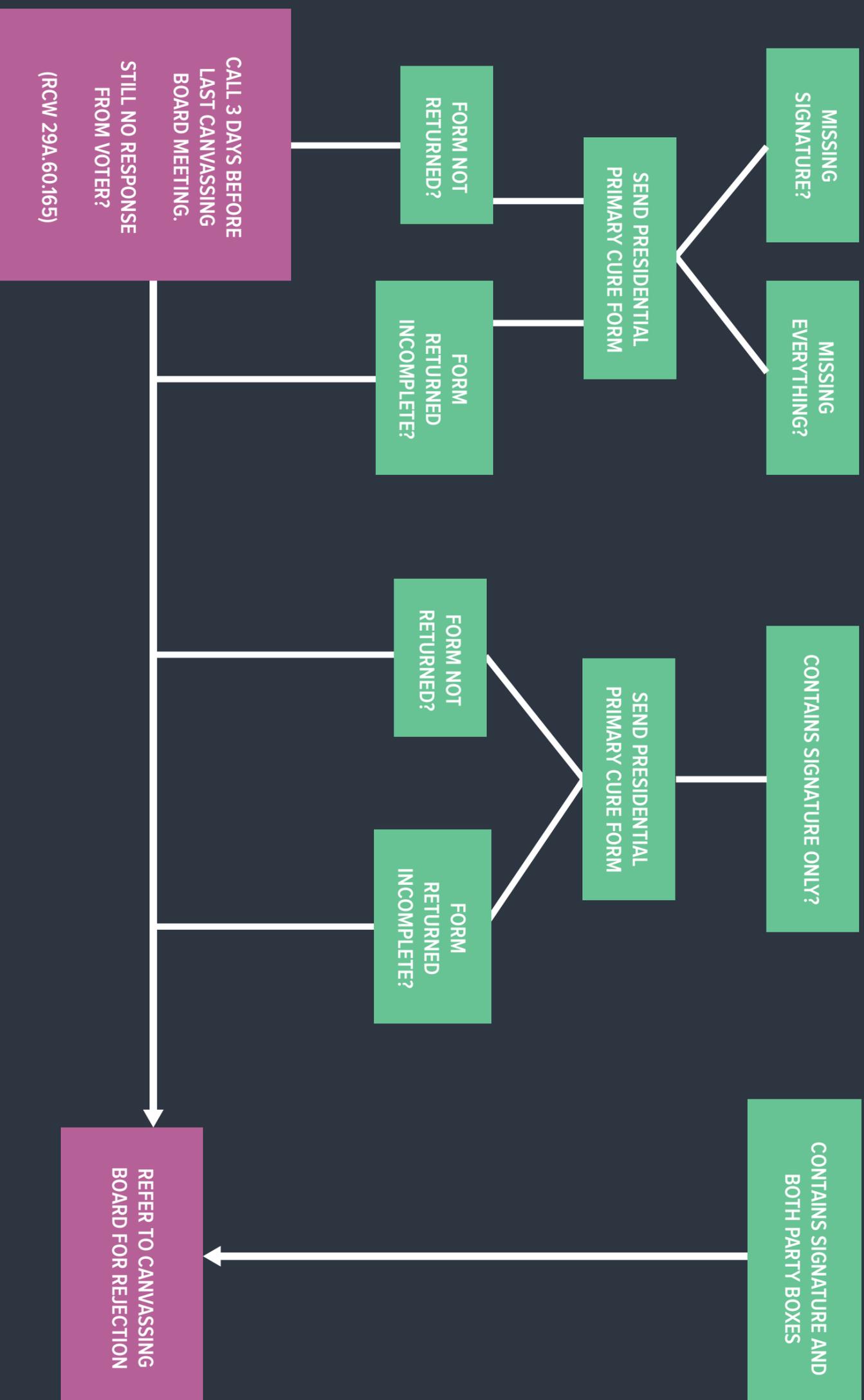


2016 PRESIDENTIAL PRIMARY CURE FORM

Is something missing? A ballot declaration is complete only when it's signed AND marked by the voter.

The Presidential Primary Cure Form is also known as the "Missing Signature / Party Choice" form. It contains a ballot declaration and both political party declarations.

It does not contain the voter registration declaration. Follow your normal procedures for signature update forms.



Presidential Primary Envelope

Send Cure Form

All examples illustrate incomplete declarations.

WAC 434-219-230 & 434-219-235

Example 1. Declaration and no signature.

Democratic Party
I declare that I consider myself to be a DEMOCRAT and I will not participate in the nomination process of any other political party for the 2016 Presidential election.

Republican Party
I declare that I am a Republican and I have not participated and will not participate in the 2016 precinct caucus or convention system of any other party.

3 Sign & date

X

signature of voter (required) date phone

Example 2. Blank declaration with signature.

Democratic Party
I declare that I consider myself to be a DEMOCRAT and I will not participate in the nomination process of any other political party for the 2016 Presidential election.

Republican Party
I declare that I am a Republican and I have not participated and will not participate in the 2016 precinct caucus or convention system of any other party.

3 Sign & date

X *Signature*

signature of voter (required) date phone

Example 3. Both declarations and no signature.

Democratic Party
I declare that I consider myself to be a DEMOCRAT and I will not participate in the nomination process of any other political party for the 2016 Presidential election.

Republican Party
I declare that I am a Republican and I have not participated and will not participate in the 2016 precinct caucus or convention system of any other party.

3 Sign & date

X

signature of voter (required) date phone

Example 4. Modified declaration with signature.

~~Democratic Party~~ *independant*
I declare that I consider myself to be a ~~DEMOCRAT~~ and I will not participate in the nomination process of any other political party for the 2016 Presidential election.

Republican Party
I declare that I am a Republican and I have not participated and will not participate in the 2016 precinct caucus or convention system of any other party.

3 Sign & date

X *Signature*

signature of voter (required) date phone

Example 5. Modified declaration and no signature.

~~Democratic Party~~ *independant*
I declare that I consider myself to be a ~~DEMOCRAT~~ and I will not participate in the nomination process of any other political party for the 2016 Presidential election.

Republican Party
I declare that I am a Republican and I have not participated and will not participate in the 2016 precinct caucus or convention system of any other party.

3 Sign & date

X

signature of voter (required) date phone

Example 6. Blank declaration and no signature.

Democratic Party
I declare that I consider myself to be a DEMOCRAT and I will not participate in the nomination process of any other political party for the 2016 Presidential election.

Republican Party
I declare that I am a Republican and I have not participated and will not participate in the 2016 precinct caucus or convention system of any other party.

3 Sign & date

X

signature of voter (required) date phone

Presidential Primary Envelope

Ready to Process

These four examples illustrate envelopes ready for opening.

WAC 434-219-230 & 434-219-235

Example 7. Valid Declaration with signature.

Democratic Party
I declare that I consider myself to be a DEMOCRAT and I will not participate in the nomination process of any other political party for the 2016 Presidential election.

Republican Party
I declare that I am a Republican and I have not participated and will not participate in the 2016 precinct caucus or convention system of any other party.

3 Sign & date

Signature

signature of voter (required) date phone

Example 8. Valid declaration with signature.
Selected declaration not modified.

~~Democratic Party~~
I declare that I consider myself to be a ~~DEMOCRAT~~ and I will not participate in the nomination process of any other political party for the 2016 Presidential election.

Republican Party
I declare that I am a Republican and I have not participated and will not participate in the 2016 precinct caucus or convention system of any other party.

3 Sign & date

Signature

signature of voter (required) date phone

Example 9. Valid declaration with signature.
See rule B & E in the voter intent manual.

Democratic Party
I declare that I consider myself to be a DEMOCRAT and I will not participate in the nomination process of any other political party for the 2016 Presidential election.

Republican Party
I declare that I am a Republican and I have not participated and will not participate in the 2016 precinct caucus or convention system of any other party.

3 Sign & date

Signature

signature of voter (required) date phone

Example 10. Corrected declaration with signature.
See rule C, D, & E in the voter intent manual.

Democratic Party
I declare that I consider myself to be a DEMOCRAT and I will not participate in the nomination process of any other political party for the 2016 Presidential election.

~~Republican Party~~
I declare that I am a Republican and I have not participated and will not participate in the 2016 precinct caucus or convention system of any other party.

3 Sign & date

Signature

signature of voter (required) date phone

Refer to Canvassing Board for Rejection

This example illustrates an envelope that does not require a Cure Form.

Example 11. Invalid party declarations with signature.

Democratic Party
I declare that I consider myself to be a DEMOCRAT and I will not participate in the nomination process of any other political party for the 2016 Presidential election.

Republican Party
I declare that I am a Republican and I have not participated and will not participate in the 2016 precinct caucus or convention system of any other party.

3 Sign & date

Signature

signature of voter (required) date phone