**Processing In-Person Absentee Applicants If VERIS Unavailable for Any Purpose**

1. Use a notebook or other file system to organize applications. Date stamp every application upon receipt.
2. Print a pollbook or create another secondary backup database that includes your list of registered voters and can generate lists. System needs to be enabled to move to manual paper process if circumstances require.
3. Voter comes to your office and requests AB application. (If voter is not already registered and is eligible to be, explain 5-day hold if applicable.) Check-in voter against pollbook or backup list and process registered voter for in person absentee voting, requiring ID or provisional ballot if ID not provided. Provisional voting for voter who cannot be found on list or other reason requiring provisional according to What If.
4. After the application is date stamped, it is entered into VERIS.

* If VERIS is down, enter the application into a backup electronic database or other list for later entry into VERIS.
* If VERIS unavailable for lookups, use paper or other backup resource for list of registered voters.
* Once VERIS is up and running the GR staff must enter the information into VERIS. Be careful when entering the information into VERIS because VERIS will default to the date the information is being entered NOT when the application came into the office (this is why it is important that every application is date stamped when it comes into the office.

1. Once the voter has voted, update the ballot status in the electronic database or other list. Mark the envelope to indicate entry in the database or other list and when VERIS is up then mark the envelope with a V to show that the ballot was entered into VERIS (again be sure once VERIS is up and running to correct any dates that need to be changed), be sure to correct the ballot issue date.
2. Voter inserts regular ballot in the optical scan equipment if applicable or otherwise prepared for counting after polls close. Provisional ballots are prepared for canvass.
3. After the polls close the accepted ballots are tabulated; rejected ballots are listed for notice to the voter.  Provisional ballots are determined at canvass.
4. Preliminary Absentee ballot results are reported to the public after the polls close on Election Day.