

NOTICE TO REQUESTER

TO: Corinne Solomon
(Requester's name)

FROM: Office of the City Clerk, Rex Quidilla, 808-768-3800, elections@honolulu.gov
(Agency, and agency contact person's name, telephone number, & email address)

DATE THAT THE RECORD REQUEST WAS RECEIVED BY AGENCY: March 9, 2022

DATE OF THIS NOTICE: March 23, 2022

GOVERNMENT RECORDS YOU REQUESTED (attach copy of request or provide brief description below):

1. All materials used to train employees, volunteers, or any other person(s) involved in the signature verification process
2. as outlined in HRS §15-6, §11-104, and §11-106.
- 3.
- 4.

THIS NOTICE IS TO INFORM YOU THAT YOUR RECORD REQUEST:

Will be granted in its entirety.

Cannot be granted. Agency is unable to disclose the requested records for the following reason:

- Agency does not maintain the records. (HRS § 92F-3)
Other agency that is believed to maintain records: _____
- Agency needs further clarification or description of the records requested. Please contact the agency and provide the following information: _____
- Request requires agency to create a summary or compilation from records, but requested information is not readily retrievable. (HRS § 92F-11(c))

Will be granted in part and denied in part, **OR** Is denied in its entirety

Although the agency maintains the requested records, it is not disclosing all or part of them based on the exemptions provided in HRS § 92F-13 and/or § 92F-22 or other laws cited below.

(Describe the portions of records that the agency will not disclose.)

RECORDS OR
INFORMATION WITHHELD

APPLICABLE
STATUTES

AGENCY
JUSTIFICATION

REQUESTER'S RESPONSIBILITIES:

You are required to (1) pay any lawful fees and costs assessed; (2) make any necessary arrangements with the agency to inspect, copy or receive copies as instructed below; and (3) provide the agency any additional information requested. If you do not comply with the requirements set forth in this notice within 20 business days after the postmark date of this notice or the date the agency makes the records available, you will be presumed to have abandoned your request and the agency shall have no further duty to process your request. Once the agency begins to process your request, you may be liable for any fees and costs incurred. If you wish to cancel or modify your request, you must advise the agency upon receipt of this notice.

METHOD & TIMING OF DISCLOSURE:

Records available for public access in their entireties must be disclosed within a reasonable time, not to exceed 10 business days from the date the request was received, or after receipt of any prepayment required. Records not available in their entireties must be disclosed within 5 business days after this notice or after receipt of any prepayment required. HAR § 2-71-13(c). If incremental disclosure is authorized by HAR § 2-71-15, the first increment must be disclosed within 5 business days of this notice or after receipt of any prepayment required.

Method of Disclosure:

- Inspection at the following location: _____
- As requested, a copy of the record(s) will be provided in the following manner:
 - Available for pick-up at the following location: _____
 - Will be mailed to you.
 - Will be transmitted to you by other means requested: _____

Timing of Disclosure: All records, or the first increment if applicable, will be made available or provided to you:

- On _____, 20____.
- After prepayment** of 50% of fees and 100% of costs, as estimated below.

For incremental disclosures, each subsequent increment will be disclosed within 20 business days after:

- The prior increment (if one prepayment of fees is required and received), or
- Receipt of each incremental prepayment, if prepayment for each increment is required.

Records will be disclosed in increments because the records are voluminous and the following extenuating circumstances exist:

- Agency must consult with another person to determine whether the record is exempt from disclosure under HRS chapter 92F.
- Request requires extensive agency efforts to search, review, or segregate the records or otherwise prepare the records for inspection or copying.
- Agency requires additional time to respond to the request in order to avoid an unreasonable interference with its other statutory duties and functions.
- A natural disaster or other situation beyond agency’s control prevents agency from responding to the request within 10 business days.

ESTIMATED FEES & COSTS AND PAYMENT:

FEES: For personal record requests under Part III of chapter 92F, HRS, the agency may charge you for its costs only, and fee waivers do not apply.

For public record requests under Part II of chapter 92F, HRS, the agency is authorized to charge you fees to search for, review, and segregate your request (even if a record is subsequently found to not exist or will not be disclosed in its entirety). The agency must waive the first \$30 in fees assessed for general requesters, OR in the alternative, the first \$60 in fees when the agency finds that the request is made in the public interest. Only one waiver is provided for each request. See HAR §§ 2-71-19, -31 and -32.

COSTS: For either personal or public record requests, the agency may charge you for the costs of copying and delivering records in response to your request, and other lawful fees and costs.

PREPAYMENT: The agency may require prepayment of 50% of the total estimated fees and 100% of the total estimated costs prior to processing your request. If a prepayment is required, the agency may wait to start any search for or review of the records until the prepayment is received by the agency. Additionally, if you have outstanding fees or costs

from previous requests, including abandoned requests, the agency may require prepayment of 100% of the unpaid balance from prior requests before it begins any search or review for the records you are now seeking.

The following is an itemization of what you must pay, based on the estimated fees and costs that the agency will charge you and the applicable waiver amount that will be deducted:

For public record requests only:

| | | |
|------------------------------|---|------------|
| Fees: Search | Estimate of time to be spent: _____ hours (\$2.50 for each 15-minute period) | \$ |
| Review & segregation | Estimate of time to be spent: _____ hours (\$5.00 for each 15-minute period) | \$ |
| Fees waived | <input type="checkbox"/> general (\$30), OR <input type="checkbox"/> public interest (\$60) (Only one waiver per request) | <\$ _____> |
| Other | _____ | \$ |
| | (Pursuant to HAR §§ 2-71-19 & 2-71-31) | |
| Total Estimated Fees: | | \$ |

For public or personal record requests:

| | | |
|-------------------------------|--|-----------|
| Costs: Copying | Estimate of # of pages to be copied: _____ (@ \$ _____ per page, pursuant to HRS § 92-21) | \$ |
| Delivery | Postage | \$ |
| Other | _____ | \$ |
| Total Estimated Costs: | | \$ |

TOTAL ESTIMATED FEES AND COSTS from above: \$

- The estimated fees and costs above are for the first incremental disclosure only. Additional fees and costs, and no further fee waivers, will apply to future incremental disclosures.**
- PREPAYMENT IS REQUIRED** (50% of fees + 100% of costs, as estimated above) \$
- UNPAID BALANCE FROM PRIOR REQUESTS** (100% must be paid before work begins) \$

TOTAL AMOUNT DUE AT THIS TIME \$

Payment may be made by: cash
 personal check payable to _____
 other _____

For questions about this notice or the records being sought, please contact the agency person named at the beginning of this form. Please note that the Office of Information Practices (OIP) does not maintain the records of other agencies, and a requester must seek records directly from the agency it believes maintains the records. If the agency denies or fails to respond to your written request for records or if you have other questions regarding compliance with the UIPA, then you may contact OIP at (808) 586-1400, oip@hawaii.gov, or 250 South Hotel Street, Suite 107, Honolulu, Hawaii 96813.

REQUEST TO ACCESS A GOVERNMENT RECORD

This is a model form that may be used by a Requester to provide sufficient information for an agency to process a record request. Although the Requester is not required to use this form or to provide any personal information, the agency needs enough information to contact the Requester with questions about this request or to provide its response. This request may not be processed if the agency has insufficient information or is unable to contact the Requester.

DATE: 03-09-2022

TO: **Office of the City Clerk**
Agency that Maintains the Government Record

clerks@honolulu.gov
Agency's Contact Information

FROM: request+muu2ank3s6@foi.uipa.org
Requester's Name or Alias

request+muu2ank3s6@foi.uipa.org
Requester's Contact Information

AS THE REQUESTER, I WOULD LIKE THE FOLLOWING GOVERNMENT RECORD:

Describe the government record as specifically as possible so that it can be located. Try to provide a record name, subject matter, date, location, purpose, or names of persons to whom the record refers, or other information that could help the agency identify the record. A complete and accurate description of the requested government record will prevent delays in locating the record. Attach additional pages if needed.

All materials used to train employees, volunteers, or any other person(s) involved in the signature verification process as outlined in HRS §15-6, § 11-104, and § 11-106

I WOULD LIKE: (Please check one or more of the options below, as applicable)

- To inspect the government record**
- A copy of the government record:** (Please check only one of the options below.) See the next page for information about fees and costs that you may be required to pay for agency services to process your record request. Note: Copying and transmission charges may also apply to certain options.

- Pick up at agency (**date and time**): _____
- Mail (address): _____
- E-mail (address): request+muu2ank3s6@foi.uipa.org
- Fax (toll free and only if available; provide fax number): _____
- Other, if available (please specify): _____

- If the agency maintains the records in a form other than paper, please advise in which **format you would prefer to have the record.**

Electronic Audio Other (please specify): _____

[] Check this box if you are attaching a request for waiver of fees in the public interest
(See waiver information on next page).

FEES FOR PROCESSING PUBLIC RECORD REQUESTS

You may be charged fees for the services that the agency must perform when processing your request for public records, including fees for making photocopies and other lawful fees. **The first \$30 of fees charged for searching for a record, reviewing, and segregating will not be charged to you. Any amount over \$30 will be charged to you.** Fees are as follows:

| | |
|------------------------------------|-----------------------|
| Search for a Record | \$2.50 for 15 minutes |
| Review and Segregation of a Record | \$5.00 for 15 minutes |

Generally, no search, review, and segregation fees may be charged if you are making a request for personal records that are about you.

WAIVER OF FEES IN THE PUBLIC INTEREST

As an alternative to the \$30 fee waiver (not in addition to), the agency may waive the first \$60 of fees for searching for, reviewing and segregating records when the waiver would serve the public interest. If you wish to apply for a waiver of fees in the public interest, you must attach to this request a statement of facts, including your identity as the requester, to show how the waiver of fees would serve the public interest. The criteria for this waiver, found at section 2-71-32, Hawaii Administrative Rules, are

- (1) The requested record pertains to the operations or activities of an agency;
- (2) The record is not readily available in the public domain; and
- (3) The requester has the primary intention and the actual ability to widely disseminate information from the government record to the public at large.

COSTS

The Agency may charge you any other lawful fees and the costs to copy and deliver your personal or public record request.

AGENCY RESPONSE TO YOUR REQUEST FOR ACCESS

The agency to which you addressed your request must respond within a set time period. The agency will normally respond to you within 10 business days from the date it receives your request; however, in ***extenuating circumstances***, the agency must respond within 20 business days from the date of your request. If you have questions about the response time or the records being sought, you should first contact the agency and request to consult with the agency's UIPA contact person.

Please note that the Office of Information Practices (OIP) does not maintain the records of other agencies and a requester must seek records directly from the agency. If the agency denies or fails to respond to your written request for records or if you have other questions regarding compliance with the UIPA, then you may contact OIP at 808-586-1400, oip@hawaii.gov, or 250 South Hotel Street, Suite 107, Honolulu, Hawaii 96813.

REQUESTER'S RESPONSIBILITIES

You have certain responsibilities under section 2-71-16, Hawaii Administrative Rules, which include making arrangements to inspect and copy records, providing further clarification or description of the requested record as instructed by the agency's notice, and making a prepayment of fees and costs, if assessed. The rules and additional training materials are available online at oip.hawaii.gov or from OIP.

MAIL BALLOT ENVELOPE – SIGNATURE NO MATCH MANUAL

JUNE 2020

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Wrong Reference Image

Primary Election

1. If you are able to determine, note the Voter ID of the incorrect reference image.
2. Note the Voter ID of the voter that the ballot belongs to.
3. Compile a list to make corrections to reference images before the General Election.

General Election

1. No steps are required as new ballot signature image will be updated to voter's record post-election, replacing wrong reference image.

Household Member's Signature on Received Ballot Envelope

1. Pursuant to Hawaii Administrative Rules 3-177-652(c)(4)(D), ballot return envelopes received with household members signing each other's envelopes may be accepted provided the respective signatures match reference signatures on file.
2. If one or both signatures do not match respective reference signatures, reject both voters' ballot envelopes as Signature No Match and mail the notification letter following standard procedures.

Mailing Signature No Match Letters

1. Ensure all Signature No Match ballot envelopes for the day/batch are on hand.
2. Alphabetize the Signature No Match envelopes by Last Name, First Name.
3. Ensure mailing packet materials are readily available. Packets should contain:
 - a. Personalized Signature No Match letters printed via Access database
 - b. No. 10 Window Envelope
 - c. Yellow No. 9, pre-addressed Business Reply Mail (BRM) return envelope
4. Prepare the envelope as required for mailing (e.g. sealed or un-sealed; envelope flap-up or down; etc.).
5. Provide all prepared Signature No Match letter packets to appropriate staff for mailing.

Updating Reference Images

- Updates to only be done following the General Election (updates will not be done between the Primary and General Election).

MAIL BALLOT ENVELOPE – NO SIGNATURE MANUAL

JUNE 2020

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*Hawaii State Law does not allow for an individual with Power of Attorney rights to sign for a voter. Ballot return envelopes without the voter's signature or voter's mark and a witness signature, shall be considered as a "No Signature" condition.

Preparing No Signature Letters

1. Manual pre-sorting of voter ballot return envelopes should yield a number of envelopes without a voter's signature.
2. The Incoming Scan pass on the Agilis may, or may not, yield additional ballot return envelopes without a voter's signature.
3. Ensure all ballot return envelopes without a voter's signature from the day have been collected.
4. Separate out any foreign language No Signature envelopes.
5. Make copies of the ballot return envelope faces, 1 per page.
6. Staple the copies together, noting the date and quantity of that batch of No Signature envelopes.

Mailing No Signature Letters/Ballot Envelopes

1. Ensure mailing packet materials are readily available. Packets should contain:
 - a. Personalized No Signature letters printed via Access database
 - b. No. 10 Window Envelope
 - c. Yellow No. 9, pre-addressed Business Reply Mail (BRM) return envelope
2. Prepare the envelope as required for mailing (e.g. sealed or un-sealed, envelope flap up or down, etc.).
3. Provide all prepared No Signature letter packets to appropriate staff for mailing.

MAIL BALLOT ENVELOPE – SIGNATURE VERIFICATION ANALYSIS GUIDE

MARCH 2019

A large portion of this guide was derived from the State of Colorado's Signature Verification Guide as produced by the Colorado Secretary of State. Additional information and direction has been provided by Reed Hayes, CDE.

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OVERVIEW AND ANALYSIS

“Signature verification” is the process of comparing, for approval or rejection, the signature of a voter’s current ballot-return envelope with that voter’s reference signature from a previously submitted voter registration form, absentee request form, absentee ballot-return envelope or other elections-related material, as allowed by law.

The Elections Division completes signature verification using a two-level system. Level 1 Signature Verification is completed by all trained staff, categorizing ballot-return envelope signatures in one of three conditions: **Accepted**; **Sig(nature) No Match**; **No Ref(erence Signature)**. Level 2 Signature Verification is completed by trained supervisors, further analyzing signatures or researching voter records for signatures categorized as Sig No Match or No Ref.

When comparing signatures, we are not looking for exact matches – no one signs his or her name exactly the same way twice. Our goal is to efficiently go through the two-level analysis, comparing “broad” characteristics and “local” characteristics between the voter’s reference signatures on file and the signature on the voter’s ballot-return envelope. We want to ensure a confident match in the signee and not necessarily a perfect match in the signature itself.

Level 1: Examining Broach Characteristics

ALL TRAINED STAFF

Broad characteristics include:

- Type of writing (e.g. cursive v. print)
- Spelling
- Alignment (position of signature relative to printed line)
- Slant (slope)
- Capital letters
- Overall size and proportions
- Writing speed (harmonious & rhythmic v. slow and deliberate)

Level 2: Further Research and Examination to Include Local Characteristics

TRAINED SUPERVISORS

Checking Additional Reference Signatures; Re-evaluating Broad Characteristics; Evaluating Local characteristics include:

- Internal Spacing
- Size or proportions of letters or letter combinations
- Connecting strokes
- Curves, loops, and cross-points
- The presence or absence of pen lifts
- Beginning and ending strokes
- Line quality
- Individual letters

LEVEL 1 – ALL TRAINED STAFF

Examining Broad Characteristics

Broad characteristics include:

- Type of writing (e.g. cursive v. print)
- Spelling
- Alignment (position of signature relative to printed line)
- Slant (slope)
- Capital letters
- Overall size and proportions
- Writing speed (harmonious & rhythmic v. slow and deliberate)

If the broad characteristics of the signature on the ballot-return envelope are clearly consistent with the broad characteristics of the voter's reference signatures, accept the signature as valid. If not, reject the signature as "Sig No Match".

Rejecting a signature will cause it to be reviewed (in Level 2) by supervisors who will further analyze the signature, may reference additional signatures on file, and may conduct additional research.

Signatures rejected in Level 2 review will typically initiate a follow-up with the voter, as allowed by law.

Stamped Signatures

Hawaii law does not have any allowance for a voter to use a stamped signature as their official signature. Reject the signature as Sig No Match.

Stamped signatures are readily identified by bleeding of ink around the letters of the signature, ink-filled ovals or loops, uneven or unsmooth edges, and thicker lines than handwritten signatures.

Okamura, M.D.

ABSTRACT OF THE RECORD ON FILE IN
THE HAWAII STATE DEPARTMENT OF HEALTH
Alvin T. Onaka, Ph.D
STATE REGISTRAR

The Type of Writing (e.g. Cursive vs. Printed)

If the ballot-return envelope's signature is in one form (printed, for example) and the voter's reference signatures are only available in a different form (all cursive, in this same example), the signature should be rejected as a Sig No Match.

John Doe

Genuine

John Doe

Suspect

Spelling

If the ballot return envelope signature is misspelled in comparison to the reference signatures, the signature should be rejected as a Sig No Match.

(Note that a voter may have signed with a nickname, initial in place of a first name, or a different last name due to a change in marital status, all of which may be acceptable. Consult with a supervisor if you are unsure.)

Genuine ("Cecilia")

Suspect ("Cecelia")

Signatures that have been cut-off/cropped out

In some instances, portions of signature images may have been cut-off from use of electronic signature pads or image-cropping software settings. As much as possible, continue to compare the signatures to determine acceptance or rejection. If a determination cannot be made, reject the image and supervisors will review in Level 2 using full signature images on file or other resources.

Cropped at top

Cropped at bottom

Alignment of Signature

The manner in which a person places his or her signature with respect to the printed line is more or less habitual. The signature may be placed directly on the line, slightly above, or far above the line. Some people write through the line. The signature might also drift upward or be written with a variable baseline.

Genuine

Suspect

Signature on line

Signature slightly above line

Signature far above line

Signature through line

Slant (slope) of Writing

A writer's slant is one of the most consistent parts of his or her signature. People tend to hold the pen and paper the same way each time they write, causing consistency in the slant of the individual letters. The signature may be vertical, slightly slanted to the right, considerably slanted to the right, or the slant may vary. Rarely will a genuine signature slant leftward.

Be aware of letter or signature slants in a different direction from the voter's reference signatures, which will usually be accompanied by a difference in the signature's overall spacing.

Genuine

Suspect

Capital Letters

The capital letters of a voter's signature should be relatively consistent from one signing to another. The design of the capitals and their placement and size in relation to the small letters should be in agreement with the voter's reference signatures.

Overall Size and Proportions

The size and proportions of a voter's signature should be reasonably similar. While the overall size can be deliberately changed, the proportions will generally not change. Notice if proportions (e.g. letters' heights compared to the name's length) appear odd or if there is an unreasonably different overall size between the return ballot signature and reference signatures.

Genuine

Suspect

Genuine

Suspect

Writing Speed

Take note of reference signatures that have a free and natural look compared to a ballot-return signature showing signs of slower, deliberate marks. This discrepancy could be cause to reject a ballot-return signature. However, keep in mind that a reasonable explanation for a slow or shaky signature may be the voter's advanced age, decreased muscle strength, or the surface below the envelope on which the voter signed. A forged signature or one written while the person is on drugs or medication may also show signs of slowness and hesitation.

Also note that this situation may go in reverse. If the voter naturally has shaky or poor handwriting that is evident in the reference signature, a higher quality signature on the ballot-return envelope could indicate a signature that was not written by the voter.


 A cursive signature of the name "Daniel" written in blue ink. The strokes are smooth and fluid, with a natural-looking flow.

Genuine—Smooth, fluid


 A cursive signature of the name "Daniel" written in blue ink. The strokes are shaky and uncertain, with a slower, more deliberate appearance compared to the genuine signature.

Suspect—Uncertain, shaky


 A cursive signature of the name "Yolanda" written in blue ink. The signature is smooth and fluid, with a natural-looking flow.

Genuine—Smooth, fluid


 A cursive signature of the name "Yolanda" written in blue ink. The signature is shaky and uncertain, with a slower, more deliberate appearance compared to the genuine signature.

Suspect—Uncertain, shaky

LEVEL 2 – TRAINED SUPERVISORS

Further Research and Examination to Include Local Characteristics

Check additional reference signatures in Total Vote

A voter may have additional signature images in their voter record that may be a more obvious match to their current ballot-return envelope signature. Always remember to check for additional reference signatures.

Evaluate the signature's Broad Characteristics for yourself, as referenced in Level 1 Review

Broad characteristics include:

- Type of writing (e.g. cursive v. print)
- Spelling
- Alignment (position of signature relative to printed line)
- Slant (slope)
- Capital letters
- Overall size and proportions
- Writing speed (harmonious & rhythmic v. slow and deliberate)

If the broad characteristics of the signature on the ballot-return envelope are clearly consistent with the broad characteristics of the voter's reference signatures, accept the signature as valid. If not, continue by looking at the signature's local characteristics which may provide reasons for accepting or rejecting the signature.

Evaluate the signature's Local Characteristics

If you find a combination of dissimilarities between the two signatures' broad characteristics, then evaluate local characteristics, which include:

- Internal spacing
- Size or proportions of letters or letter combinations
- Connecting strokes
- Curves, loops, and cross-points
- The presence or absence of pen lifts
- Beginning and ending strokes
- Line quality
- Individual letters

After evaluating the signatures' local characteristics, you must decide whether to accept the ballot-envelope signature as genuine, reject it, or possibly consult with additional supervisors. Only a combination of characteristic differences between signatures that cannot be reasonably explained should trigger a rejection. However, do not waste time trying to "explain away" the differences that you see. If you find yourself laboring to do so, reject the signature.

Internal Spacing

The spacing and relationship between successive letters should be reasonably similar. Spacing between names should also be in agreement.



Genuine



Suspect



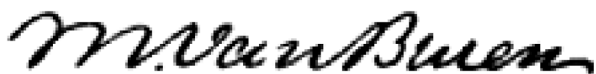
Genuine



Suspect

Size or Proportions of Letters or Letter Combinations

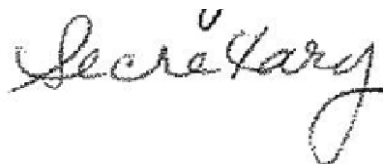
Letter sizes and proportions should be reasonably similar. Consider whether letters are of similar size and whether letter height, when compared to the name's length, leads to suspicious proportions.



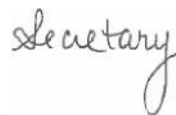
Genuine



Suspect

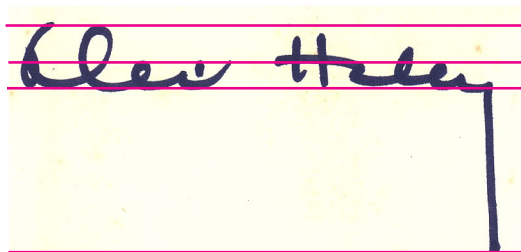
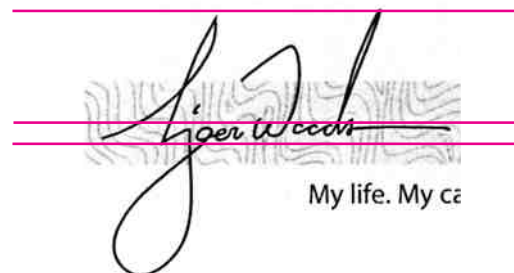
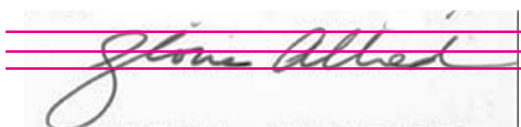
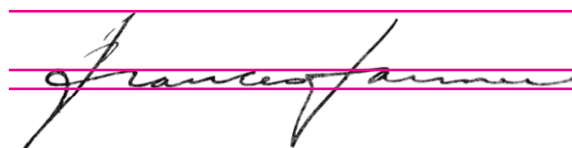


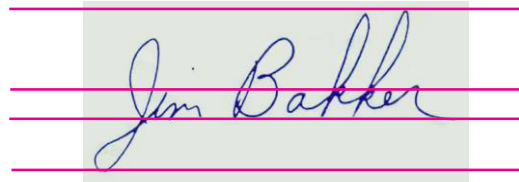
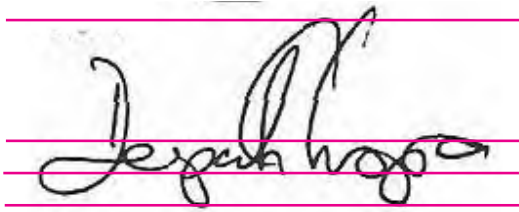
Genuine



Suspect

As noted above, the proportions of a person's signature rarely change, even when the overall size is deliberately altered. See examples of proportional sizes below.



Connecting Strokes

Letters or formations in signatures may be connected in a number of ways. There are four main types of connectors: Arcades, Garlands, Angles, and Threads. The person may use only one type of connector or more than one, but in most cases they will be consistent from one signature to another.

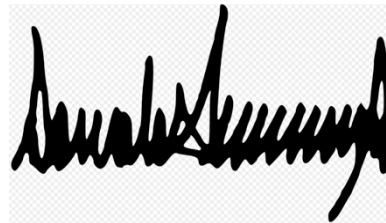
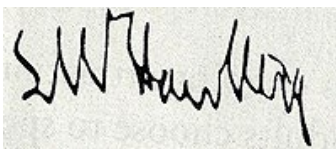
Arcades are like arches that are written in a clockwise direction, as shown below.



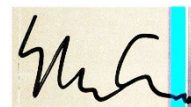
Garlands are gentle curves that resemble the letters *u* and *w*. They are written in a counterclockwise direction and are the most common form of connection.



Angled connectors result from abrupt changes in pen direction. In succession they may create a saw-tooth appearance.



Thread formations lack definition and may cause “slurs” in the signature. Often the result of speed, they sometimes cause the signature to appear scrawled or ill formed.



Curves, Loops, and Cross-points

Some writers have very “loopy” signatures while others have sharp, angular writing. Some use a combination of curves and angles. Characteristics like loops and curves tend to be consistent across a person’s signatures, but cross-points can be reasonably impacted by simple factors like adverse writing conditions or the type of pen the person used. Determine whether there are any noticeably different marks. (Note that curved formations in writing are some of the most difficult movements to simulate or copy successfully.)

Genuine

Suspect

Genuine

Suspect

The Presence or Absence of Pen Lifts

Attempts to copy a signature while looking at an example may be written in pieces or chunks while moving one’s eyes back and forth to the example signature. Generally, when this occurs, connection or hesitation marks may be present that do not appear in the reference signatures. Look to see whether there are any strange connection points or hesitation marks.

Keep in mind that people often leave breaks between some letters of their normal signatures. In most cases, the breaks will be consistent from one signature to another; the breaks will occur in the same places, even if the person tries to disguise their signature.

Genuine

Suspect

Genuine

Suspect

Beginning and Ending Strokes

A genuine signature becomes automatic over time, so there is no hesitation as the pen touches and leaves the paper. This generally results in “flying starts and finishes,” where the signature’s start and end points are tapered. Take notice of any larger ink dots or heavy marks from the pen being left on the paper that are not typical in the reference signatures. (Note that some people do have heavy, non-tapered beginning and ending strokes in their genuine signatures, in which case they should be present on the ballot-return envelope as they are in the reference signatures.)



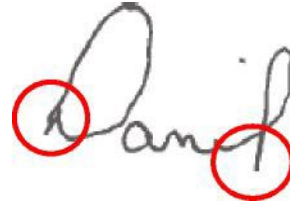
Genuine



Suspect



Genuine



Suspect

Individual Letters

The manner in which a person writes individual letters in his or her signature should be more or less consistent from one signing to another. The general shape of the letters should be in agreement with the reference signatures. However, keep in mind that due to natural variation the letters will not be exact matches; there will always be some minor variables.

Line Quality

Line quality describes the physical attributes of the written line. It reflects the signature’s degree of fluency and smoothness of movement. The writing line may be smooth, fluid and consistent or irregular, halting and inconsistent. It might be heavy, light, firm or uncertain. It might involve tremor.

The quality of the writing line of the ballot-return envelope signature should be in agreement with that of the reference signatures. However, consider that advanced age, medications, or unusual writing circumstances may affect the quality of the signature. Usually, a forged signature will exhibit poor line quality.



Good line quality—Smooth, fluid, consistent



Poor line quality—Halting, inconsistent



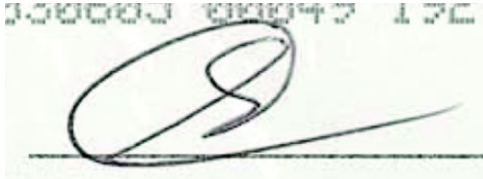
Gertrude
GERTRUDE HAF

Good line quality—Smooth, fluid, consistent



Arlene

Tremulous (poor health)



B

Genuine—Smooth, consistent



PLICANT'S SIGNATURE

Forgery—Tremulous

A Signature Comparison Worksheet, located at the back of this guide, can be used to examine the broad and local characteristics of a suspect signature against the known reference signatures.

ELECTRONIC SIGNATURES IN SIGVER

When reviewing signatures it is very likely that you will encounter signatures that were created and captured electronically. This is because Hawaii Driver's License offices now use an electronic signature pad to record signatures, including for voter registration. These electronic signatures create some unique circumstances that you should consider when comparing a ballot's signature.

When comparing an electronic signature to a handwritten signature, you should continue to consider the factors listed on the previous pages. For Level 2 reviewers, bear in mind that the local characteristics of an electronic signature may be difficult to determine. Regardless, you should still consider all the factors in the previous pages when comparing these signatures and make a decision based on the totality of what you find.

If, after going through your analysis, you find a combination of differences between the signature on the ballot-return envelope and the reference signatures, ask whether the differences can be reasonably explained.

BALLOTS THAT ARE WITNESSED

All Hawaii ballot-return envelopes contain a line for the voter to sign on and a line for a witness to sign on. However, a voter is only required to have a witness sign the ballot if the voter made a mark instead of signing. Despite this, some voters have witnesses sign their ballot, unaware that this is not required. The following are some examples of the situations you might face with witnessed ballots.

Ballots with a mark and a witness signature

The only voter signature that must be witnessed are those for which the voter has made a mark instead of signing. A mark is an "X" or other stroke made in lieu of a signature, usually due to a voter's limited physical abilities. If a ballot contains a mark and a witness signature, it should be accepted. No signature verification is required for the witness signature or the mark; however, the witness should have provided contact information for themselves in the form of an address or phone number.

Ballots with a signature and a witness signature

If a ballot has a signature and a witness signature, ensure that the ballot-return envelope was not signed by the wrong person and accept it as good.

Ballots with an unclear pen stroke

It may sometimes be difficult to determine if a pen stroke on a voter signature line is a "mark" or a signature. If the ballot does not contain a witness signature, then this pen stroke must be put through normal signature verification.

Ballots with no voter marking and a witness signature

Some ballots may be returned without a signature for the voter but containing a witness signature which may very well be the voter themselves. This condition should be treated as a No Signature.

“DETERIORATING” SIGNATURES

Close attention should be paid to pen strokes which show indication of a voter’s deteriorating physical abilities. The signatures of these voters may look less and less like the comparison reference signatures. With this in mind, the following precautions should be taken in these situations.

Look for a pattern of deterioration in the voter’s signature history

If the reference signatures you review reveal a pattern of deterioration, then this fact may reasonably explain the difference between the ballot-return envelope signature and the reference signatures.

Make sure the signature you are reviewing is actually a signature and not a mark

Because a voter’s signature may deteriorate over time, it may be that the voter has chosen to make something closer to a mark instead of signing their ballot. Remember, if you determine that the voter made a mark and that the mark has been witnessed, you should accept the signature as valid.

Signature Comparison Worksheet

Broad Characteristics

| Feature | Suspect | Known |
|---------------------------------------|---------|-------|
| Type of Writing (print v. cursive) | | |
| Spelling | | |
| Alignment (position relative to line) | | |
| Slant (slope) | | |
| Capital Letters | | |
| Overall Size & Proportions | | |
| Writing Speed | | |

Local Characteristics

| Feature | Suspect | Known |
|---|---------|-------|
| Internal Spacing | | |
| Size/Proportions of Letters & Letter Combinations | | |
| Connecting Strokes | | |
| Curves, Loops | | |
| Pen Lifts | | |
| Beginning Strokes | | |
| Ending Strokes | | |
| Line Quality | | |
| Individual Letters | | |